

**AGENDA  
 CLEAR HILLS COUNTY  
 REGULAR COUNCIL MEETING  
 TUESDAY, JULY 18, 2017**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, July 18, 2017, commencing at 9:30 a.m. in the Council Chambers of the County Office, Worsley, Alberta.

<b>1. CALL TO ORDER</b>	
<b>2. AGENDA</b>	
<b>3. MINUTES</b>	
a. Previous: Regular Council Meeting Minutes, June 27, 2017 .....	2
<b>4. DELEGATION(S)</b>	
a. Mrs. Erika Preus 9:30 a.m. ....	10
b. Joanne Frixel 10:00 a.m. ....	11
c. Worsley Early Childhood Education Foundation 10:30 a.m. ....	13
d. Mommy & Me 11:00 a.m. ....	23
<b>5. TENDER OPENING- 9:45 a.m.</b>	
a. Tender 2017-04 Range Road 51.....	24
<b>7. NEW BUSINESS</b>	
a. COUNCIL	
1. Management Team Activity Report .....	25
2. Procedure Bylaw 222-17.....	35
3. Speed Limits – Paved Roads .....	73
4. Eureka River Truck Fill.....	74
b. CORPORATE SERVICES	
1. Accounts Payable (June 28, 2017 – July 18, 2017).....	75
c. COMMUNITY SERVICES	
1. Tender Award – 2017-05 Janitorial Services .....	92
2. 2017 FCSS grant applications.....	93
3. Capital Grant Application.....	127
4. 14 <sup>th</sup> Annual BBQ.....	137
d. PUBLIC WORKS	
1. Award Proposal 2017 P01-Gravel Supply NE part of County .....	138
2. Award Tender 2017-04 Range Road 51.....	140
<b>8. WRITTEN REPORTS: COUNCIL, COMMITTEE &amp; MANAGERS</b>	
a. Councillor Reports .....	
b. Chief Administrative Officer’s Report .....	141
c. Community Development Manager Report .....	148
d. Corporate Services Manager’s Report.....	
e. Public Works Manager’s Report .....	154
<b>9. COUNCIL INFORMATION (including Correspondence) .....</b>	<b>155</b>
<b>10. CALENDARS .....</b>	<b>159</b>
<b>11. CONFIDENTIAL ITEMS</b>	
a. In Camera - Legal.....	
<b>12. ADJOURNMENT</b>	

**MINUTES OF CLEAR HILLS COUNTY  
REGULAR COUNCIL MEETING  
COUNTY COUNCIL CHAMBERS  
TUESDAY, JUNE 27, 2017**

**PRESENT**

Jason Ruecker	Reeve
Charlie Johnson	Deputy-Reeve
Dan Fletcher	Councillor
David Janzen	Councillor
Lee Svederus	Councillor
Miron Croy	Councillor
Peter Frixel	Councillor

**ATTENDING**

Allan Rowe	Chief Administrative Officer (CAO)
Audrey Bjorklund	Community Development Manager (CDM)
Bonnie Morgan	Executive Assistant (EA)
Lori Jobson	Corporate Service Manager (CSM)

**ABSENT**

**CALL TO ORDER**

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

**ACCEPTANCE OF  
AGENDA**

**C319-17(06/27/17)**

**RESOLUTION by Councillor Janzen to adopt the agenda governing June 27, 2017, Regular Council Meeting, with the addition of 7.a.9. Worsley Central School parking lot, as presented. CARRIED.**

**APPROVAL OF  
MINUTES**

Previous Meeting Minutes

**C320-17(06/27/17)**

**RESOLUTION by Councillor Svederus to adopt the minutes of the June 13, 2017, Regular Council Meeting, as presented. CARRIED.**

**NEW BUSINESS:  
COUNCIL**

Management Team Activity Report

Council reviewed the most recent Management Team Activity Report.

**C321-17(06/27/17)**

**RESOLUTION by Councillor Fletcher to accept the June 13, 2017, Management Team Activity Report, as presented. CARRIED.**

Range Road 55

Council to discuss the construction of a portion of road along Range Road 55 between SE 7 & SW 8 and NE 6 & NW 5-86-5-W6M, south of Township Road 862.

REGULAR COUNCIL MEETING

TUESDAY, JUNE 27, 2017

**C322-17(06/27/17)**

**RESOLUTION by Reeve Ruecker to table the discussion regarding Range Road 55 between SE 7 & SW 8 and NE 6 & NW 5-86-5-W6M, south of Township Road 862 rebuild, until the next Regular Council Meeting. CARRIED.**

TENDER OPENING

2017-05 Janitorial Services

Council is presented with tenders to be opened for 2017-05 Janitorial Services at the Administration Office & Shop and Community Centre side of the Firehall in Worsley.

**C323-17(06/27/17)**

**RESOLUTION by Councillor Svederus to open tenders for the 2017-05 Janitorial Services, have administration analyze results and bring back a recommendation to a future Regular Council Meeting. CARRIED.**

Company	General Janitorial Services	Special Janitorial Services
Koryssa Morgan	\$2,000.00 per month	\$20.00 per hour
Ann & Clayton Skerratt	\$1,950.00 per month	\$23.50 per hour
Judith Bergen/Helena Braun	\$2,700.00 per month	\$30.00 per hour

2017-P01 Gravel Supply Proposal

Council is presented with proposal 2017-P01 Gravel Supply Proposal to be opened, and analyze results.

**C324-17(06/27/17)**

**RESOLUTION by Councillor Croy to open proposals at 9:45 a.m. for 2017-P01, Gravel Supply Proposal, analyze results and bring back a recommendation to the future Regular Council Meeting. CARRIED.**

Company	Amount
Grimshaw Gravel Sales Ltd.	75%\$11.00/ton
	70%\$10.75/ton
	65%\$10.50/ton
	60%\$10.00/ton

Reeve Ruecker recessed the meeting at 10:14 a.m.  
Reeve Ruecker reconvened the meeting at 10:19 a.m.

DELEGATIONS

Mrs. Joanne Frixel  
Cleardale seniors  
Housing

Joanne Frixel along with 10 other delegates will be in attendance at 9:45 a.m. to have a discussion with Council regarding additional funds Council approved for the Cleardale Seniors home.

REGULAR COUNCIL MEETING  
TUESDAY, JUNE 27, 2017

- DMI Trina Tosh representative of Daishowa-Marubeni International Ltd. will be in attendance at 10:00 a.m. to have a present to council the 2017 General Development Plan.
- MMSA Phil Rough and Elise Willison with Mackenzie Municipal Services Agency (MMSA) will be in attendance at 10:30 a.m. to discuss various land use planning, subdivision and development matters with Council as requested.
- George Lake Aquatic Recreation Association Ernie Brauer, Coreen Miller, and Ernie Kuryluk, with the George Lake Aquatic Recreation Association will be in attendance at 11:00 a.m. to present the groups' Capital Grant application for upgrading the existing power grid in the campground to keep up with the demand due to the number of users at the site.
- C325-17(06/27/17) RESOLUTION by Deputy Reeve Johnson to accept for information delegation from Joanne Frixel, as presented. CARRIED.**
- C326-17(06/27/17) RESOLUTION by Councillor Svederus to receive the delegation from Trina Tosh representative of Daishowa-Marubeni International Ltd. for information, as presented. CARRIED.**
- C327-17(06/27/17) RESOLUTION by Councillor Janzen to accept for information the discussion with Philip Rough and Elise Willison from Mackenzie Municipal Services Agency regarding various land use planning, subdivision and development matters. CARRIED.**
- C328-17(06/27/17) RESOLUTION by Councillor Croy to accept for information the presentation by the George Lake Recreation Association and approve a Capital Grant of \$20,000.00 (twenty thousand dollars) for the power grid upgrade at the George Lake Campground with the funds to be allocated from the Rate Stabilization Reserve. CARRIED.**
- Secondary Highway 717 Deputy Reeve Johnson is requesting a discussion regarding Secondary 717 and the Clear Prairie Road.
- Requesting that Alberta Transportation allow Secondary Highway 717 be degazetted to the ownership of Clear Hills County, with the following conditions:
- Alberta Transportation do a subgrade, base and pave, upgrading all bridge files on the remaining portion of Secondary Highway 717.
  - Alberta Transportation reconstruct the Clear Prairie road approximately 12 mile portion of road starting at the corner of NE-4-86-12-W6M (cabin) and continuing on until NE-20-87-10-W6M (Open



REGULAR COUNCIL MEETING

TUESDAY, JUNE 27, 2017

Camp) bringing the road to market road standards (9 meter top).

C329-17(06/27/17)

**RESOLUTION** by Deputy Reeve Johnson to request that after the June 13, 2017 council meeting with Ryan Konowalyk, from Alberta Transportation, I propose that Alberta Transportation do a subgrade, base and paving and all bridge files on the remainder of SH#717. This to be completed with the following conditions that all SH#717 be degazetted by Alberta Transportation to the ownership of Clear Hills County. As well Alberta Transportation approve resource funding from the STIP program on the portion of the Clear Prairie road, approximately 12 miles of road starting at the NE-4-86-12-W6M (cabin) and continuing until NE-20-87-10-W6M (open camp) bringing the road to market road standards (9-meter top). As this program is a 50/50 split between Alberta Transportation and Clear Hills County. Deputy Reeve Johnson requested a recorded vote:

For	Against
Fletcher	Svederus
Johnson	Croy
Janzen	Ruecker
	Frixel
<b>DEFEATED.</b>	

Reeve Ruecker recessed the meeting at 11:46 a.m.  
 Reeve Ruecker reconvened the meeting at 12:22 p.m.

County Financial  
 Position

Councillor Frixel is requesting a discussion regarding formulating an annual budget to ensure an extensive decline in the reserves does not occur. The budget will aid in combatting the potential decrease in revenues from linear and industrial taxation, thus covering unforeseen items such as Vanhorne Coulee Slide, Range Road 51 rebuild and various other costly repairs to County infrastructure and seeing they are funded accordingly.

No action taken.

Electoral Boundary  
 Written  
 Submission

Councillor Frixel has prepared a written submission to be added to the Grande Prairie Public Hearing being held at 1:00 p.m., July 17th, 2017 in Grande Prairie, Alberta.

No action taken

REGULAR COUNCIL MEETING  
TUESDAY, JUNE 27, 2017

Kriewaldt Drainage

Council tabled the discussion at the May 23, 2017, Regular Council Meeting regarding Mr. & Mrs. Kriewaldt drainage concern and requested it be brought back to today's meeting.

**C332-17(06/27/17)**

**RESOLUTION by Councillor Croy to receive the discussion regarding Mr. & Mrs. Kriewaldt drainage concern for information and take no further action. CARRIED.**

2017 Municipal Election

Council is requested to have a discussion regarding advanced polls for the October 16, 2017 Municipal Election.

The next Municipal Election will happen on Monday, October 16, 2017.

**C333-17(06/27/17)**

**RESOLUTION by Councillor Svederus to hold an advanced polling station for the 2017 Municipal Election on Saturday, October 14, 2017 from 10:00 a.m. to 6:00 p.m. at the Worsley Fire Hall. CARRIED.**

Procedural Bylaw No. 164-12

Council is presented with the current Procedural Bylaw No. 164-12 review and have a discussion, Section 32.4. – Delegations.

**C334-17(06/27/17)**

**RESOLUTION by Councillor Fletcher to remove section 32.4 of the Procedural Bylaw 164-12 removing allowable delegations and bring back to a future Council meeting. CARRIED.**

Worsley Central School Parking Lot

Reeve Ruecker requested a discussion regarding the Worsley Central School parking lot paving.

**C335-17(06/27/17)**

**RESOLUTION by Reeve Ruecker to approve a conditional grant to the Peace River School Division to go towards the paving of the Worsley Central School Parking lot of \$300,000.00 (three hundred thousand dollars), funds to be allocated from the Rate Stabilization Reserve. DEFEATED.**

CORPORATE SERVICES

Accounts Payable (June 14, 2017, to June 27, 2017)

A list of expenditures for Clear Hills County for the period of June 14, 2017, to June 27, 2017, is provided for Council's review.

**C336-17(06/27/17)**

**RESOLUTION by Councillor Svederus that Council receives for information the Accounts Payable report for Clear Hills County for the period of June 14, 2017 to June 27, 2017 for a total of \$624,368.81 (six hundred and twenty four thousand three hundred and sixty eight dollars and eighty one cents). CARRIED.**

April Financial

REGULAR COUNCIL MEETING  
TUESDAY, JUNE 27, 2017

Reports

The Operating & Capital Budget Performance Reports for the Clear Hills County for the period ending April 30, 2017.

**C337-17(06/27/17)**

**RESOLUTION by Councillor Croy that Council accepts for information the financial report for the period ending April 30, 2017. CARRIED.**

Bylaw No. 221-17

Bylaw No. 221-17 governs the usage of water and waste water in Worsley, Cleardale and Bear Canyon.

**C338-17(06/27/17)**

**RESOLUTION by Councillor Croy that first reading be given to Bylaw No. 221-17, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of governing the usage of water and waste water in Worsley, Cleardale and Bear Canyon. CARRIED.**

**C339-17(06/27/17)**

**RESOLUTION by Councillor Svederus that second reading be given to Bylaw No. 221-17, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of governing the usage of water and waste water in Worsley, Cleardale and Bear Canyon. CARRIED.**

**C340-17(06/27/17)**

**RESOLUTION by Councillor Jänzen to proceed to third and final reading of Bylaw No. 221-17, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of governing the usage of water and waste water in Worsley, Cleardale and Bear Canyon. CARRIED UNANIMOUSLY.**

**C341-17(06/27/17)**

**RESOLUTION by Deputy Reeve Johnson that third reading be given to Bylaw No. 221-17, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of governing the usage of water and waste water in Worsley, Cleardale and Bear Canyon. CARRIED.**

COMMUNITY SERVICES

PUBLIC WORKS

Resource Road Funding-STIP

Council to proceed with application for Resource Road funding to continue upgrades to the Clear Prairie road under the STIP (Strategic Transportation Infrastructure Program) funding program, from the Y to the Trappers cabin.

**C342-17(06/27/17)**

**RESOLUTION by Councillor Svederus to proceed with application for Resource Road funding to continue upgrades to the Clear Prairie road under the STIP (Strategic Transportation Infrastructure Program) funding program, from the Y to the Trappers cabin. CARRIED.**

Brushing – 2017

Council is presented with information regarding motion C238-17(05/09/17) to proceed with brushing preparations.

REGULAR COUNCIL MEETING  
TUESDAY, JUNE 27, 2017

**C343-17(06/27/17)**

**RESOLUTION by Councillor Croy to clear the brush as if it were a 66' right of way, do not clear through the creek on Township 870 at the 3-way stop and range road 85 one mile north of 870.**  
**CARRIED.**

Line Painting

Council is presented with a quote for line painting of paved roads.

**C344-17(06/27/17)**

**RESOLUTION by Councillor Janzen to proceed with 2017 line painting by LaFrentz Road Marking for a total cost of \$28,160.00 plus gst (twenty eight thousand, one hundred and sixty dollars).**  
**CARRIED.**

WRITTEN  
REPORTS  
COUNCIL,  
COMMITTEE &  
MANAGERS

Council Reports

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

**C345-17(06/27/17)**

**RESOLUTION by Councillor Janzen to receive the verbal Councillor reports for information, as presented.**  
**CARRIED.**

Reeve Ruecker recessed the meeting at 1:53 p.m.  
Reeve Ruecker reconvened the meeting at 2:02 p.m.

Chief Administrative  
Officer's Report

The Chief Administrative Officer's report was reviewed.

**C346-17(06/27/17)**

**RESOLUTION by Councillor Croy to receive the information provided in the Chief Administrative Officer's report on June 27, 2017, for information, as presented.**  
**CARRIED.**

Community  
Development  
Manager's Report

The Community Development Manager's report was reviewed.

There was nothing to report

Corporate Service  
Manager's Report

There was nothing to report.

Public Works  
Manager's Report

The Public Works Manager's report was reviewed.

**C347-17(06/27/17)**

**RESOLUTION by Councillor Croy to receive the information provided in the Public Works Manager's report on June 27, 2017, for information, as presented.**  
**CARRIED.**

COUNCIL  
INFORMATION

Council was presented with the correspondence of pertinent information that has been received.



REGULAR COUNCIL MEETING  
TUESDAY, JUNE 27, 2017

C348-17(06/27/17)

RESOLUTION by Deputy Reeve Johnson to receive for information the correspondence presented at the June 27, 2017, Regular Council Meeting. **CARRIED.**

CALENDARS

Council and Administration reviewed the upcoming months' calendars for Councillor Boards and Committee scheduled meetings, to assist Administration with record keeping and Council with a reminder.

C349-17(06/27/17)

RESOLUTION by Councillor Fletcher to receive for information the June, July, and August 2017 calendars. **CARRIED.**

CONFIDENTIAL  
ITEM(S)

Labour/Legal

One labour/legal item was discussed in camera.

C350-17(06/27/17)

RESOLUTION by Councillor Fletcher to go in camera at 2:21 p.m. **CARRIED.**

C351-17(06/27/17)

RESOLUTION by Councillor Croy to come out of camera at 2:39 p.m. **CARRIED.**

C352-17(06/27/17)

RESOLUTION by Reeve Ruecker to approve a conditional grant to the Peace River School Division to go towards the paving of the Worsley Central School Parking lot of \$275,000.00 (two hundred and seventy five dollars), funds to be allocated from the Rate Stabilization Reserve. Reeve Ruecker requested a recorded vote:

<b>For</b>	<b>Against</b>
<b>Janzen</b>	<b>Fletcher</b>
<b>Svederus</b>	<b>Johnson</b>
<b>Croy</b>	
<b>Frixel</b>	<b>CARRIED.</b>

ADJOURNMENT

Reeve Ruecker adjourned the June 27, 2017, Regular Council Meeting at 2:43 p.m.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
DATE

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

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	July 18, 2017
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>DELEGATION- Mrs. Erika Preus 9:35 a.m.</b>
File:	11-02-02

DESCRIPTION:

Mrs. Erika Preus will be in attendance at 9:30 a.m. to have a discussion with Council regarding the seniors' driveway snowplowing program.

BACKGROUND:

OPTIONS:

1. receive the delegation and not modify the senior citizen *Driveway Snowplowing Policy 3223*.
2. receive the delegation and amend the senior citizen *Driveway Snowplowing Policy 3223* as follows.....

ATTACHMENTS:

RECOMMENDED ACTION:

**RESOLUTION** by....to receive the delegation from Mrs. Erika Preus for information as presented and....

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

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	July 18, 2017
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>DELEGATION- Joanne Frixel 10:00 a.m.</b>
File:	11-02-02

### DESCRIPTION:

Joanne Frixel along with other delegates will be in attendance at 10:00 a.m. to follow up on their June 27, 2017 delegation to Council regarding additional funds Council approved for the Cleardale Seniors home.

### BACKGROUND:

### ATTACHMENTS:

- Request for delegation

### RECOMMENDED ACTION:

**RESOLUTION** by....to receive the delegation from Joanne Frixel and delegates for information as presented and.....

Initials show support - Reviewed by:

Manager:

CAO:



10  
2 Clear Hills County  
685-3960

July 13, 2017

↓ Am requesting a delegation for next council meeting - a follow up of previous delegation

Thank you

Jayne Friel



# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	July 18, 2017
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>DELEGATION – WORSLEY EARLY CHILDHOOD EDUCATION FOUNDATION – 10:30 A.M.</b>
File:	51-02-02

### DESCRIPTION:

Worsley Early Childhood Education Foundation representatives will be in attendance at 10:30 a.m. to review the 2016 Worsley preschool program that received Family and Community Support Services (FCSS) funding, and to present the 2017 program for FCSS funding consideration. The group will also be presenting on their Capital Grant request for a matching grant of \$3,517.50 for a Storage Shed to store preschool supplies in.

### BACKGROUND:

FCSS: The application deadline for FCSS funding is June 15<sup>th</sup> annually.

Family & Community Support Services (FCSS) grant applications are included later in today's agenda for consideration.

### CAPITAL GRANT:

Worsley Early Childhood Education Foundation has an agreement with the Worsley Baptist Church to hold preschool in their facility.

#### Attachments:

- Capital Grant application

#### Capital Grant Options:

- Approve \$\_\_\_\_\_ in 2017 with funds from the Rate Stabilization Reserve
- Approve and include funds in the 2018 Operating Budget
- Not approve.

### RECOMMENDATION:

Resolution by Councillor \_\_\_\_\_ to accept for information the Worsley Early Childhood Education Foundation delegation.

AND

Resolution by \_\_\_\_\_ to approve/not approve capital grant, if approved what year & funds from where?

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Box 240, Worsley, AB, T0H 3W0

Phone: (780) 685-3925 Fax: (780) 685-3960

CAPITAL GRANT APPLICATION FORM

Deadline September 1;

RECEIVED

JUL 12 2017

CLEAR HILLS COUNTY ORGANIZATION

Legal Name: Worsley Early Childhood Education Foundation
Incorporation/Act Registered Under: Societies Act Registration No: 5016185422
Contact Person: Brittany King Phone No: (day) 835-1277 (evening) same (fax) N/A
List of Executive: Attached
Financial Information: Attached

PROJECT

Project Description/Details: Attached
Total Project Cost \$ 7035.00 (Attach a detailed breakdown of cost estimated for your project)

FUNDING

Capital Grant Requested \$ 3517.50
Donated Labour / Services 0
Donated Material / Equipment 0
Other funding: Fundraised money 3517.50
Total Project Funding \$ 7035.00

Have you received other grants from the County in the past 5 years? Yes No Attached.
If yes: Year Amount Project
Year Amount Project
Year Amount Project

Recreation Board Endorsement (Please attach or reason why it is not provided.)

DECLARATION

I declare that:

- I am a duly authorized representative having legal and/or financial signing authority for the above organization.
The information contained in the application and supporting documents is true and accurate and endorsed by the above organization.
A financial accounting statement of expenditures will be submitted to Clear Hills County the earlier of 90 days after completion of the project and a year after receiving the funds.
Clear Hills County will be advised when the project starts should funding be approved.
As a condition of accepting financial assistance, the organization agrees to signing a dissolution agreement with the County.

SIGNATURE: Brittany King
PRINT NAME: Brittany King
TITLE: Secretary / Treasurer
ADDRESS: Box 287 Worsley, AB
POSTAL CODE: T0H 3W0
PHONE NO. (work) 780-835-1277
DATE: July 12, 2017



## List of Officers and Directors as of July 2017

Name	Address	Phone #	Position Held
Rossworm, Angela	Box 218 Worsley, AB T0H3W0	780-685-3018	President
Landry, Trudie	Box 25 Worsley, AB T0H 3W0	780-772-1489	Vice-president
King, Brittany	Box 266 Worsley, AB T0H3W0	780-685-2050	Secretary/Treasurer
Rossworm, Kimberly	Box 402 Worsley, AB T0H3W0	780-835-0448	Director
Richardson, Brandy	Box 68 Worsley, AB T0H3W0	780-518-5357	Director
Basnett, Jackie	Box 347, Worsley, AB T0H3W0	780-685-3317	Director

**PROPOSED BUDGET & REVENUE**

<b>Expenditures</b>	<b>Amount</b>
Please provide all budget details below:	Provide expenditure amount
<b>Personnel</b>	
Certified Teacher	\$13,104.00
Educational Assistant	\$6552.00
Janitor	\$800.00
<b>Travel/Training</b>	
Staff First Aid Training (2 day course, hotel, mileage)	\$1400.00
<b>Materials &amp; Supplies</b>	
Classroom supplies – dry erase boards, sensory table, centres (dress-up, kitchen, building), library books, etc	\$500.00
Classroom budget – materials, supplies, snacks, craft/art items, paper, workbooks, photocopying, etc	\$1000.00
Playground & Physical Education Equipment	\$500.00
<b>Facility Costs</b>	
Informal Joint Use agreement with Baptist Church	\$0
<b>Other</b>	
Liability Insurance	\$655.00
Child Care License renewal Fees	\$100.00
Accountant (received a grant from the Worsley & District Recreation Board)	\$262.50
Secretary/treasurer (received a grant from the Worsley & District Recreation Board)	\$1500.00
Society Fees	\$50.00
Storage Shed Project	\$7035.00
<b>Total Expenditures</b>	<b>\$33,458.50</b>

<b>Revenue</b>	
Revenue - Provide all sources of revenue below, including in-kind services and/or donations	Provide revenue amount
Fundraising – 2 major fundraisers/year(16/17 year = \$5285.60 profit) Goal \$250/child	Goal \$250/child: \$2750.00
Registration and Program Fees (\$225/child)	\$2475.00
Grants – Worsley & District Recreation Board (cover treasurer, accountant, fees)	\$4000.00
Proposed FCSS Funding	\$17,198.50
Proposed Capital Grant Funding	\$3517.50
Proposed Fundraised money	\$3517.50
<b>Total Revenue</b>	<b>\$33,458.50</b>



## 2016-2017 Financial Statement

### **Yearly Income as of June 28, 2017**

School Fees	\$3,040.97
Clear Hills County	\$16,000.00
Worsley Rec Board	\$4,000.00
Fundraisers	\$5,285.60
<b>Total Income</b>	<b>\$28,326.57</b>

### **Expenses Paid as of June 28, 2017**

Teacher	\$11,560.00
Teacher Assistant	\$5,040.00
Payrol Taxes	\$2,550.43
Vacation Pay	\$689.89
Janitor	\$560.00
Classroom Supplies	\$2,220.94
Liability Insurance	\$655.00
Accountant	\$262.50
Secretary/Treasurer	\$1,500.00
Office Supplies	\$187.19
Travel & Training	\$60.00
<b>Total Expenses Pd to date</b>	<b>\$25,285.95</b>

<b>Fundraisers</b>	<b>Profit</b>
Craft Sale Table	\$968.00
Raffle Tickets	\$1,163.70
Children's Fundraising Bond	\$500.00
Bottle Drive	\$1,326.90
Calahoo Meats	\$1,327.00
<b>Fundraiser Total</b>	<b>\$5,285.60</b>

**Account balance as of June 28, 2017 - \$10,272.83**

**Title: Worsley Preschool Storage Shed Project**

**Who will use it:** The preschool teachers will use it to store preschool supplies.

**Why we believe it should be funded:**

A storage shed is an imperative need to the preschool right now as our current storage situation is now inoperative. We had been using the old Worsley Baptist Church basement for all of our storage needs for the last few years but this year the basement flooded quite badly in the spring and much of our preschool library and items in storage were damaged or ruined. A shed would allow us to keep all of our materials and supplies dry, mouse free and still in the close vicinity of where our preschool program occurs.

Worsley Early Childhood Education Foundation  
Storage Shed Project

**Expenses:**

12x24x8 Shed with shingles	\$3,750.00
Tan siding with white trim	\$1,400.00
2 door opening	\$250.00
Window 4ft x 48"	\$400.00
Built in shelves 24" deep	\$900.00
Gst	\$335.00

**Total Project Cost** \$7,035.00

**Capital Grant Requested:** \$3,517.50

**Donated Labour/Services:** \$0.00

**Donated Material/Equipment:** \$0.00

**Other Funding:**  
Fundraising Money \$3,517.50

**County grants received in the last 5 years:**

Year: 2016-2017	Amount: \$16,000	Project: FCSS Funding
Year: 2016-2017	Amount: \$10,000	Project: Capital Grant – Playground
Year: 2015-2016	Amount: \$10,000	Project: FCSS Funding
Year: 2014-2015	Amount: \$9,000	Project: FCSS Funding
Year: 2013-2014	Amount: \$8875	Project: FCSS Funding
Year: 2012-2013	Amount: \$8875	Project: FCSS Funding



# WORSLEY & DISTRICT RECREATION BOARD

Box 264, Worsley, Alberta T0H-3W0

July 6, 2017

Mrs. Angela Rossworm, President  
Worsley Early Childhood Education Foundation  
Worsley, Alberta  
T0H-3W0

Dear Angela:

On behalf of the Worsley & District Recreation Board, I would like to offer our endorsement to the Worsley Early Childhood Education Foundation in your grant application to Clear Hills County for the purchase/construction of a storage shed for supplies.

Sincerely,



Karen Wasylciw,  
Secretary-Treasurer



Box 233, Worsley, AB T0H 3W0

July 6, 2017

Worsley Early Childhood Education Foundation  
Box 287  
Worsley, AB  
T0H 3W0

Dear Members,

This letter is to offer advise that the Worsley Baptist Church, at their business meeting on July 5, 2017, has approved the placement of a storage shed by the Worsley Early Childhood Education Foundation on church property.

If you have any further questions please contact me at (780) 685- 3953.  
Thank you.

Sincerely,

Dick Hale  
Pastor

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	July 18, 2017
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>DELEGATION – MOMMY &amp; ME – 11:00 A.M.</b>
File:	51-02-02

### DESCRIPTION:

Mommy & Me representatives will be in attendance at 11:00 a.m. to review the 2016 programming that received Family and Community Support Services (FCSS) funding, and to present the 2017 program for FCSS funding consideration.

### BACKGROUND:

The application deadline for FCSS funding is June 15<sup>th</sup> annually.

Family & Community Support Services (FCSS) grant applications are included later in today's agenda for consideration.

### RECOMMENDATION:

Resolution by Councillor \_\_\_\_\_ to accept for information the Mommy & Me delegation that provided a review of their 2016 program that received Family & Community Support Services funding from the county and their proposed 2017 program.

**Initials show support -** Reviewed by:

**Manager:**

**CAO:**

*AL*

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	July 18, 2017
Originated By:	<b>RON JENSEN, PUBLIC WORKS MANAGER</b>
Title:	<b>TENDER OPENING @ 9:45 a.m.</b> <b>TENDER 2017-04 - REBUILD RGE.RD. 51</b>
File:	32-24-78

### DESCRIPTION:

Council is presented with tenders to open for Tender 2017-04 - Rebuild Range Road 51, analyze results and bring back later in the meeting.

### BACKGROUND:

Tenders closed on Monday July 17, 2017 at 3:00 p.m. for Tender 2017- 04 - Rebuild Range Road 51.

### BUDGET:

### ATTACHMENT:

### RECOMMENDED ACTION:

RESOLUTION by...to open tenders at 9:45 a.m. for Tender 2017-04 - Rebuild Range Road 51, analyze results and bring back a recommendation later in the meeting.

Initials show support - Reviewed by:

Manager:

*RJ*

CAO:

*re*

# Clear Hills County

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	July 18, 2017
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>MANAGEMENT TEAM ACTIVITY REPORT</b>
File:	11-02-04

### DESCRIPTION:

Management activity report for June 27, 2017

### ATTACHMENTS:

- o Management Activity Report

### RECOMMENDED ACTION:

RESOLUTION by .... that the management activity report for June 27, 2017, be accepted, as presented.

Initials show support - Reviewed by:	Manager:	CAO:	
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## Management Team

Page 1 of 9

### Activity Report for June 27, 2017

**LEGEND:**

Budget Items:  Completed Items:  Items in Waiting:   
 CAO = Chief Administrative Officer                      CSM = Corporate Services Manager  
 PWM = Public Works Manager                              EA = Executive Assistant  
 CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		<b>MARCH 22, 2016</b>		
C166-16	03/22/16	RESOLUTION by Councillor Croy to continue with attempt to acquire approvals and complete construction to access SW 1-85-2-W6M. Additional required funding in the amount of \$32,500.00 (thirty two thousand five hundred dollars) will be drawn from road reserves for engineering and Alberta Environment approvals                      CARRIED.	PWM	Ongoing 2017
		<b>July 19, 2016</b>		
C404-16	07/19/16	RESOLUTION by Councillor Johnson to draft a letter to the Regional Alberta Transportation department requesting access to the Reject gravel in the Alberta Transportation Bear Canyon pit. CARRIED.	EA	Sent & added to June 13 discussion In Waiting
		<b>September 13, 2016</b>		
C502-16	09/13/16	RESOLUTION by Reeve Ruecker to award Tender 2016-16, NW-3-83-4-W6M Access Road, to Tyran Transport Ltd. for the amount of \$29,500.00 (twenty nine thousand five hundred dollars) funds to be allocated from the Road Construction reserve. CARRIED.	PWM	Spring 2017
		<b>March 14, 2017</b>		
C131-17	03/14/17	RESOLUTION by Deputy Reeve Johnson to approve 2017 dust control application at specific locations within Clear Hills County, including to the list the Bear Canyon Hutterite School, the St. Helens Anglican Church, Cherry Point Hall, and removing the Clear Prairie Cemetery site due to 2017 paving. CARRIED.	PWM	In waiting
		<b>April 25, 2017</b>		





## Management Team

Page 2 of 9

### Activity Report for June 27, 2017

**LEGEND:**

Budget Items:  Completed Items:  Items in Waiting:   
 CAO = Chief Administrative Officer                      CSM = Corporate Services Manager  
 PWM = Public Works Manager                              EA = Executive Assistant  
 CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS
C216-17	04/25/17	<b>RESOLUTION by Councillor Croy to invite the Honourable Marg McCuaig Boyd to a future Council Meeting to discuss the following topics:</b> <ul style="list-style-type: none"> <li>○ Carbon Tax</li> <li>○ Wetlands Policy (Ducks Unlimited)</li> <li>○ Species at Risk</li> <li>○ Highway 64 Overlay</li> <li>○ Secondary and Primary Highway Maintenance</li> <li>○ Alberta Health – Worsley Health Centre Nurse Practitioner Position.</li> </ul> <p style="text-align: center;"><b>CARRIED.</b></p>	EA	In waiting Possibly August 22
		<b>May 9, 2017</b>		
C237-17	05/09/17	<b>RESOLUTION by Reeve Ruecker to accept the delegation from Mr. Grant Hekle with Sydco Energy. Have administration draft a tax agreement forgiving penalties on existing tax arrears and entering into a monthly payment plan that includes all tax arrears, current, and future taxes; penalties will not be added to the future taxes for the next 12 months. CARRIED.</b>	CSM	In Waiting
C238-17	05/09/17	<b>RESOLUTION by Councillor Svederus to proceed with the preparations for the brushing west of Worsley on Township 870 at the 3 way stop and range road 85 one mile north of 870. CARRIED.</b>	PWM	In Works  Surveying & landowner agreements
C239-17	05/09/17	<b>RESOLUTION by Deputy Reeve Johnson to draft a letter to TransCanada request a cost share agreement on the rebuild of approximately 12-mile portion starting at the corner of NE-4-86-12-W6M (cabin) and continuing on until NE-20-87-10-W6M (Open Camp) on the Clear Prairie Road. CARRIED.</b>	EA	Reply in CAO Report
C254-17	05/09/17	<b>RESOLUTION by Councillor Svederus to schedule a meeting with the Honourable Minister of Municipal Affairs, Shay Anderson</b>	EA	Meeting Requested with MLA & MA



**Management Team**

Page 3 of 9

**Activity Report for June 27, 2017**

**LEGEND:**

Budget Items:  Completed Items:  Items in Waiting:   
 CAO = Chief Administrative Officer                      CSM = Corporate Services Manager  
 PWM = Public Works Manager                              EA = Executive Assistant  
 CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS												
		to discuss enforcement of the Municipal Government Act. <b>CARRIED.</b>														
		<b>May 23, 2017</b>														
C273-17	05/23/17	RESOLUTION by Councillor Fletcher to approve a general grant of \$150,000.00 (one hundred and fifty thousand dollars) to the Cleardale Community Enhancement Society for the paving of the Cleardale Seniors Centre Parking lot, funds to be allocated from the Rate Stabilization Reserve, Councillor Croy requested a recorded vote: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>For</td> <td>Against</td> </tr> <tr> <td>Ruecker</td> <td>Svederus</td> </tr> <tr> <td>Fletcher</td> <td>Croy</td> </tr> <tr> <td>Johnson</td> <td>Frixel</td> </tr> <tr> <td>Janzen</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>CARRIED.</b></td> </tr> </table>	For	Against	Ruecker	Svederus	Fletcher	Croy	Johnson	Frixel	Janzen		<b>CARRIED.</b>		CSM/ CDM	Agreement signed
For	Against															
Ruecker	Svederus															
Fletcher	Croy															
Johnson	Frixel															
Janzen																
<b>CARRIED.</b>																
C274-17	05/23/17	RESOLUTION by Councillor Svederus to table the discussion on Mr. & Mrs. Kriewaldt's drainage concerns, until a future Regular Council Meeting. <b>CARRIED.</b>	EA/C DM	June 27 RFD												
C278-17	05/23/17	RESOLUTION by Councillor Croy to proceed to tender for Janitorial Services at the County Administration Building and Shop and the Community Centre side of the Worsley Firehall Building. <b>CARRIED.</b>	CDM	Tender opening June 27												
C281-17	05/23/17	RESOLUTION by Councillor Croy to proceed to tender using option 1 (one) specs from WSP for the rebuild on the 2 miles of Range Road 51, north of Highway 685. <b>CARRIED.</b>	PWM	Tender opening & award July 18												
C282-17	05/23/17	RESOLUTION by Councillor Janzen to install 2 street lights on the east side of Cleardale Drive across from the Cleardale Community Enhancement Society Seniors Centre, for the estimated amount of \$11,500.00, funds to be allocated from the rate stabilization Reserve. <b>CARRIED.</b>	PWM	In works												



## Management Team

Page 4 of 9

### Activity Report for June 27, 2017

**LEGEND:**

Budget Items:  Completed Items:  Items in Waiting:   
 CAO = Chief Administrative Officer                      CSM = Corporate Services Manager  
 PWM = Public Works Manager                              EA = Executive Assistant  
 CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS
C283-17	05/23/17	RESOLUTION by Councillor Fletcher to proceed to tender for BF 73475 Bridge Culvert Replacement. CARRIED.	PWM	
		June 13, 2017		
C296-17	06/13/17	RESOLUTION by Councillor Svederus revisit the NRCB decision 2017-05 FA14003 Hutterian Brethren of Bear Canyon Appeal, and pursue a new lawyer out of Grande Prairie to look into this matter. CARRIED.	CDM	
C302-17	06/13/17	RESOLUTION by Councillor Svederus to add the following items to the next zone 4 meeting agenda, Cell Phone service be an essential Service, NRCB and following land Use bylaws, Wetland policies and procedures. CARRIED.	EA	Added
C307-17	06/13/17	RESOLUTION by Reeve Ruecker to authorize the attendance of all Councillors to attend the July 17, 2017, Electoral Boundary Commission Interim Report Grande Prairie Public Hearing at 1:00 p.m. at the Sandman Hotel in Grande Prairie, Alberta. CARRIED.	EA	Registered
C312-17	06/13/17	RESOLUTION by Councillor Croy to proceed with a Request for Proposal (RFP) to secure a gravel supply in the northeast part of Clear Hills County. CARRIED.	PWM	Open June 27
		June 27, 2017		
C322-17	06/27/17	RESOLUTION by Reeve Ruecker to table the discussion regarding Range Road 55 between SE 7 & SW 8 and NE 6 & NW 5-86-5-W6M, south of Township Road 862 rebuild, until the next Regular Council Meeting. CARRIED.	PWM	
C323-17	06/27/17	RESOLUTION by Councillor Svederus to open tenders for the 2017-05 Janitorial Services, have administration analyze results and bring back a recommendation to a future Regular Council Meeting. CARRIED.	CDM	RFD to award July 18, 2017





## Management Team

Page 5 of 9

### Activity Report for June 27, 2017

**LEGEND:**

Budget Items:  Completed Items:  Items in Waiting:

CAO = Chief Administrative Officer

CSM = Corporate Services Manager

PWM = Public Works Manager

EA = Executive Assistant

CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS								
		<table border="1" style="width: 100%;"> <tr> <th>Company</th> <th>Amount</th> </tr> <tr> <td>Koryssa Morgan</td> <td>\$2000.00/month \$20.00/hour/sp</td> </tr> <tr> <td>Skerrett</td> <td>\$1950.00/month \$23.50/hour/sp</td> </tr> <tr> <td>Judith Bergen/Helena Braun</td> <td>\$ 2700.00/month \$30.00/hour/sp</td> </tr> </table>	Company	Amount	Koryssa Morgan	\$2000.00/month \$20.00/hour/sp	Skerrett	\$1950.00/month \$23.50/hour/sp	Judith Bergen/Helena Braun	\$ 2700.00/month \$30.00/hour/sp		
Company	Amount											
Koryssa Morgan	\$2000.00/month \$20.00/hour/sp											
Skerrett	\$1950.00/month \$23.50/hour/sp											
Judith Bergen/Helena Braun	\$ 2700.00/month \$30.00/hour/sp											
C324-17	06/27/17	<p><b>RESOLUTION by Councillor Croy to open proposals at 9:45 a.m. for 2017-P01, Gravel Supply Proposal, analyze results and bring back a recommendation to the future Regular Council Meeting. CARRIED.</b></p> <table border="1" style="width: 100%;"> <tr> <th>Company</th> <th>Amount</th> </tr> <tr> <td>Grimshaw Gravel Sales Ltd.</td> <td>75%\$11.00/ton 70%\$10.75/ton 65%\$10.50/ton 60%\$10.00/ton</td> </tr> </table>	Company	Amount	Grimshaw Gravel Sales Ltd.	75%\$11.00/ton 70%\$10.75/ton 65%\$10.50/ton 60%\$10.00/ton	PWM	RFD to award July 18				
Company	Amount											
Grimshaw Gravel Sales Ltd.	75%\$11.00/ton 70%\$10.75/ton 65%\$10.50/ton 60%\$10.00/ton											
C328-17	06/27/17	<p><b>RESOLUTION by Councillor Croy to accept for information the presentation by the George Lake Recreation Association and approve a Capital Grant of \$20,000.00 (twenty thousand dollars) for the power grid upgrade at the George Lake Campground with the funds to be allocated from the Rate Stabilization Reserve. CARRIED.</b></p>	CDM/ CSM	Agreement sent, moving to Green once signed.								
C333-17	06/27/17	<p><b>RESOLUTION by Councillor Svederus to hold an advanced polling station for the 2017 Municipal Election on Saturday, October 14, 2017 from 10:00 a.m. to 6:00 p.m. at the Worsley Fire Hall. CARRIED.</b></p>	EA									
C334-17	06/27/17	<p><b>RESOLUTION by Councillor Fletcher to remove section 32.4 of the Procedural Bylaw 164-12 removing allowable delegations and bring back to a future Council meeting. CARRIED.</b></p>	EA	July 18, 2017 RFD								
C341-17	06/27/17	<p><b>RESOLUTION by Deputy Reeve Johnson that third reading be given to Bylaw No. 221-17, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of governing the</b></p>	CSM/ EA	Completed								



## Management Team

### Activity Report for June 27, 2017

Page 6 of 9

**LEGEND:**

Budget Items:  Completed Items:  Items in Waiting:

CAO = Chief Administrative Officer                      CSM = Corporate Services Manager

PWM = Public Works Manager                              EA = Executive Assistant

CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS										
		usage of water and waste water in Worsley, Cleardale and Bear Canyon. <b>CARRIED.</b>												
C342-17	06/27/17	RESOLUTION by Councillor Svederus to proceed with application for Resource Road funding to continue upgrades to the Clear Prairie road under the STIP (Strategic Transportation Infrastructure Program) funding program, from the Y to the Trappers cabin. <b>CARRIED.</b>	PWM											
C343-17	06/27/17	RESOLUTION by Councillor Croy to clear the brush as if it were a 66' right of way, do not clear through the creek on Township 870 at the 3-way stop and range road 85 one mile north of 870 <b>CARRIED.</b>	PWM											
C344-17	06/27/17	RESOLUTION by Councillor Janzen to proceed with 2017 line painting by LaFrentz Road Marking for a total cost of \$28,160.00 plus gst (twenty eight thousand, one hundred and sixty dollars). <b>CARRIED.</b>	PWM											
C352-17	06/27/17	RESOLUTION by Reeve Ruecker to approve a conditional grant to the Peace River School Division to go towards the paving of the Worsley Central School Parking lot of \$275,000.00 (two hundred and seventy five dollars), funds to be allocated from the Rate Stabilization Reserve. Reeve Ruecker requested a recorded vote: <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;">For</td> <td style="width: 50%;">Against</td> </tr> <tr> <td>Janzen</td> <td>Fletcher</td> </tr> <tr> <td>Svederus</td> <td>Johnson</td> </tr> <tr> <td>Croy</td> <td></td> </tr> <tr> <td>Frixel</td> <td style="text-align: right;"><b>CARRIED.</b></td> </tr> </table>	For	Against	Janzen	Fletcher	Svederus	Johnson	Croy		Frixel	<b>CARRIED.</b>	CSM/ CDM	PRSD notified.
For	Against													
Janzen	Fletcher													
Svederus	Johnson													
Croy														
Frixel	<b>CARRIED.</b>													

**BUDGET ITEMS**

September 2014				
C520-14	08/26/14	RESOLUTION by Councillor Frixel to support amending the Peace Library System Master	CDM CSM	2016-2018





## Management Team

Page 7 of 9

### Activity Report for June 27, 2017

**LEGEND:**

Budget Items:  Completed Items:  Items in Waiting:   
 CAO = Chief Administrative Officer                      CSM = Corporate Services Manager  
 PWM = Public Works Manager                              EA = Executive Assistant  
 CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS														
		Agreement to increase municipal fees by five percent per year between 2016 and 2018. CARRIED. <b>September 10, 2015</b>																
C422-15	09/08/15	RESOLUTION by Councillor Fletcher to receive the information from Glenda Farnden with STARS and to increase funding from \$75,000.00 (seventy five thousand dollars) to \$100,000.00 (one hundred thousand dollars) in 2018-2020. CARRIED. <b>September 15, 2016</b>	CSM	2018-2020														
C446-16	08/17/16	RESOLUTION by Deputy Reeve Johnson to approve a conditional grant to the Peace River School Division, for the Menno Simons School addition, modernization, for the amount up to \$3,000,000.00 (three million dollars) using funds that have been budgeted in 2017 of the Multi-Year Capital Plan. Councillor Frixel requested a recorded vote: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">For</td> <td style="padding: 2px;">Against</td> </tr> <tr> <td style="padding: 2px;">Janzen</td> <td style="padding: 2px;">Croy</td> </tr> <tr> <td style="padding: 2px;">Svederus</td> <td style="padding: 2px;">Frixel</td> </tr> <tr> <td style="padding: 2px;">Ruecker</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Johnson</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Fletcher</td> <td style="padding: 2px;"></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;">CARRIED.</td> </tr> </table>	For	Against	Janzen	Croy	Svederus	Frixel	Ruecker		Johnson		Fletcher		CARRIED.		CSM	
For	Against																	
Janzen	Croy																	
Svederus	Frixel																	
Ruecker																		
Johnson																		
Fletcher																		
CARRIED.																		
C623-16	10/25/16	RESOLUTION by Deputy Reeve Johnson to approve a Beyond Border grant of \$55,500.00 (fifty five thousand five hundred dollars) to the M.D. of Fairview to cover 1/3 of the total cost for the two capital projects, taxiway expansion and lighted signage upgrades and to buy out of Leased Jet Fuel Tank at the Fairview Municipal Airport and include the funds in the 2017 Budget. CARRIED. <b>January 17, 2017</b>	CDM/ EA															
C689-16	12/13/16	RESOLUTION by Councillor Svederus to approve a grant of \$7,500.00 (seven thousand five hundred dollars) to the Fairview Regional Aquatic Centre to assist with phase 2 basin resurfacing, funds to be allocated from the 2017 Operating budget. CARRIED.	CDM															





## Management Team

Page 8 of 9

### Activity Report for June 27, 2017

**LEGEND:**

Budget Items:  Completed Items:  Items in Waiting:   
 CAO = Chief Administrative Officer                      CSM = Corporate Services Manager  
 PWM = Public Works Manager                              EA = Executive Assistant  
 CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS
<b>March 3, 2017</b>				
C66-17	02/14/17	RESOLUTION by Councillor Svederus to receive the delegation from the Village of Hines Creek for information and approve an additional unconditional grant of \$150,000.00 (one hundred and fifty thousand dollars) funds to be allocated from the Rate Stabilization reserve. CARRIED.	CDM	
<b>June 6, 2017</b>				
C252-17	05/09/17	RESOLUTION by Councillor Croy to include the Homesteader Lodge Resident Association Dodge Grand Caravan Mini-van in the County's Seniors Handi-bus program, and direct administration to prepare the necessary documents so that all costs for repairs and maintenance are billed directly to the County; also that any over-expenditure of the Community – Hines Creek – Seniors 2017 Operating Budget as a result of this addition are covered with funds from the Rate Stabilization Reserve. CARRIED.	CDM	
C311-17	06/13/17	RESOLUTION by Councillor Fletcher to continue the Beaver and or Coyote Control Programs, with funds that exceed the 2017 budget to be allocated from the Rate Stabilization Reserve. CARRIED.		

**ITEMS IN WAITING**

<b>July 10, 2013</b>				
C407-12	07/10/12	RESOLUTION by Councillor Bigam to approve \$20,000 (twenty thousand dollars) for the reconstruction of the Stoney Lake Boat Launch and dock installation with the funds to be allocated from the Recreation Capital Reserve and conditional on an agreement being entered into between the County and appropriate parties establishing the scope of work and cost sharing/funding arrangements. CARRIED.	CDM/ Frixel	Feb 13: sign to be ordered, some minor items remaining almost complete May 17: confirmed these items still outstanding
<b>February 3, 2015</b>				



## Management Team

Page 9 of 9

### Activity Report for June 27, 2017

**LEGEND:**

Budget Items:  Completed Items:  Items in Waiting:

CAO = Chief Administrative Officer

CSM = Corporate Services Manager

PWM = Public Works Manager

EA = Executive Assistant

CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS
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 6, 2017		
C38-17	01/24/ 17	RESOLUTION by Councillor Croy that council authorizes the destruction of 2014 monthly reconciliation reports, 2009 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2010. CARRIED.	CDM	In the works
		May 10, 2017		
C73-17	02/14/ 17	RESOLUTION by Reeve Ruecker to table the Municipal Development Plan review until after the municipal election, and include the Steering Committee on the boards and committee's list. CARRIED.	CDM	Tabled until 2017 Organizational Meeting

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	July 18, 2017
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Bylaw No. 222-17 Procedural Bylaw
File:	11-02-02

### DESCRIPTION:

Council is presented with the draft Bylaw No. 222-17 Procedural Bylaw as requested at the June 27, 2017 Regular Council Meeting removing section 32.4.

### BACKGROUND:

C334-17 RESOLUTION by Councillor Fletcher to remove section 32.4 of the Procedural Bylaw 164-12 removing allowable delegations and bring back to a future Council meeting. **CARRIED.**

### ATTACHMENTS:

Page 29 of Bylaw 222-17 showing section 32.4 wording to be removed (in red)  
Draft Bylaw No. 222-17 Procedural Bylaw

### RECOMMENDED ACTION:

Resolution by ... that first reading be given to Procedural Bylaw 222-17, "a bylaw of Clear Hills County in the province of Alberta for the purpose of regulating the procedure and conduct of council and council committee meetings and to rescind Bylaw 164-12".

**AND**

Resolution by ... that second reading be given to Procedural Bylaw 222-17, "a bylaw of Clear Hills County in the province of Alberta for the purpose of regulating the procedure and conduct of council and council committee meetings and to rescind Bylaw 164-12".

**AND**

Resolution by ... to proceed to third and final reading of Procedural Bylaw 222-17, "a bylaw of Clear Hills County in the province of Alberta for the purpose of regulating the procedure and conduct of council and council committee meetings and to rescind Bylaw 164-12".

*Unanimous consent is required to proceed*

**AND**

Resolution by ... that third reading be given to Procedural Bylaw 222-17, "a bylaw of Clear Hills County in the province of Alberta for the purpose of regulating the procedure and conduct of council and council committee meetings and to rescind Bylaw 164-12".

Initials show support - Reviewed by:

Manager:

CAO:





prepare correspondence for the Delegation to be signed by the Chairperson. Once a decision by Council has been made on a topic from a delegation, Council is not obligated to hear the matter again.

- 31.8.2 Where a Delegation appears in front of Council or Committee to provide information, the CAO will prepare a letter of thank you to be signed by the Chairperson.

### **32.0 Public Delegations**

32.1 As part of the Council Agenda, the Reeve shall also call for and recognize any Public Delegations. Public Delegations may or may not be scheduled (as per Section 31 of this Bylaw), and may request an opportunity to outline the matter they wish to present to Council or a Committee at a meeting, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Section 31.2 of this Bylaw.

32.2 A Public Delegation may be recognized by the Chair and granted a maximum of five (5) minutes to present their matter.

32.3 A Public Delegation shall follow guidelines in Sections 31.4, 31.5, 31.6, 31.7 and 31.8 as outlined in this bylaw.

~~32.4 Policy and Priorities Committees and Council Committees will hear no more than three delegations in total, being Scheduled or Public.~~

### **33.0 Role of Management in Regards to Delegations:**

33.1 Administration will schedule the delegation in consultation with the Reeve.

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

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

## Bylaw No. 222-17

"A BYLAW OF CLEAR HILLS COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS AND TO RESCIND BYLAW NO. 164-12"

WHEREAS: Council of Clear Hills County has the authority under section 145 of the Municipal Government Act, R.S.A. 2000 c.M-26, and related amendments, to enact bylaws respecting the establishment of Council Committees, Procedure and Conduct of Council, Council Committees, and the Conduct of Councillors and Members of Council Committees; and

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

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

### 1.0 CITATION

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

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**TABLE OF CONTENTS**

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<b>01.0 CITATION</b>	<b>Pg 1</b>
02.0 Definitions	Pg 3
03.0 General	Pg 6
04.0 Severability	Pg 8
<b>10.0 MEETINGS</b>	<b>Pg 8</b>
11.0 Organizational Meetings	Pg 8
12.0 Regular Council Meetings	Pg 9
13.0 Special Meetings	Pg 10
14.0 Committee Meetings	Pg 10
15.0 'In Camera' Sessions	Pg 15
16.0 Public Hearings	Pg 15
<b>20.0 MEETING PROCEDURES</b>	<b>Pg 16</b>
21.0 Quorum	Pg 16
22.0 Conduct of Meetings	Pg 17
23.0 Motions	Pg 18
24.0 Rules of Debate	Pg 20
25.0 Point of Order	Pg 21
26.0 Voting on a Question	Pg 22
27.0 Adjournment Time	Pg 24
28.0 Duties of the Chair	Pg 24
<b>30.0 AGENDA AND ORDER OF BUSINESS</b>	<b>Pg 25</b>
31.0 Delegations	Pg 27
32.0 Public Delegations	Pg 29
33.0 Role of Management in Regards to Delegations	Pg 29
34.0 Role of Chairperson in Delegation	Pg 30
35.0 Role of the Councillor or Committee Member in Delegations	Pg 31
<b>40.0 PECUNIARY INTEREST</b>	<b>Pg 31</b>
<b>50.0 BYLAW PROCEDURES</b>	<b>Pg 33</b>
<b>60.0 BYLAW AND POLICY APPEAL</b>	<b>Pg 34</b>
<b>70.0 PRIOR BYLAWS</b>	<b>Pg 34</b>
<b>80.0 EFFECTIVE DATE</b>	<b>Pg 35</b>
Schedule "A" - Agenda Format	Pg 36



## **2.0    DEFINITIONS**

### 2.1    In this Bylaw,

- 2.1.1    “Act” shall mean the Municipal Government Act, R.S.A. 2000 c.M-26, and related amendments;
- 2.1.2    “ad hoc” shall mean an organization, committee, or commission created for a specific task.
- 2.1.3    “Agenda” shall mean the list of items and order of business for any meeting;
- 2.1.4    “Amend” shall mean a Motion to add context or details to currently debated Motion;
- 2.1.5    “Business Day” shall mean a full regularly-scheduled working day for the Administration Office. In reference to Delegations (Sections 30 and 31 of this Bylaw), full business days allow for the correlating and copying of information to be included in Council Packages;
- 2.1.6    “Bylaw” shall mean a Bylaw of Clear Hills County;
- 2.1.7    “Call the Question” shall mean immediately terminating debate and calling for a vote. This is a non-debatable Motion;
- 2.1.8    “CAO” shall mean the Chief Administrative Officer, or duly appointed delegate, for the County.
- 2.1.9    “CEO” shall mean the Chief Elected Officer as defined in the MGA, which shall be the Reeve unless otherwise determined by Council;
- 2.1.10    “Chair” shall mean the person presiding and conducting meetings;
- 2.1.11    “Committee” shall mean a committee created by Council (such

as at the annual Organizational Meeting) that is either a Standing Committee, Special Committee, *ad hoc* Committee, or a Council Committee;

- 2.1.12 "Committee of the Whole" shall mean a committee consisting of all Members of Council. A meeting of the Committee of the Whole may be held *in camera* (in private) or in public session depending on the issue being discussed;
- 2.1.13 "Council" shall mean the Reeve and Members of Council of Clear Hills County elected pursuant to the provisions of the *Local Authorities Election Act*;
- 2.1.14 "Councillor" shall mean a Councillor elected to represent Clear Hills County;
- 2.1.15 "*ex officio*" shall mean by right of office, the CEO is a member of all Council Committees and all bodies to which Council has the right to appoint members. Unless the named member or alternate to the Committee, the CEO does not have voting privileges;
- 2.1.16 "Delegation" shall mean any person or persons having permission of Council to appear before Council, or a Committee of Council to provide pertinent information and views about the subject before Council or Council Committee;
- 2.1.17 "Deputy Reeve" shall mean the Member of Council who is appointed pursuant to the *Act* to act as Reeve in the absence or incapacity of the Reeve;
- 2.1.18 "*in camera*" shall mean a session which is held *in private* (closed to the public) and may include specific persons invited to attend by the Chair, Council or the Committee. All discussions *in camera* are deemed as confidential, and no motions can be made *in camera*;
- 2.1.19 "Reeve" shall mean the Chief Elected Official (CEO) for the

County;

- 2.1.20 "Member" shall mean a Councillor, or Member at Large, appointed by Council to a Committee of Council;
- 2.1.21 "Member at Large" shall mean a member of the public appointed by Council to a Committee of Council;
- 2.1.22 "Meetings" shall mean meetings of Council and Council Committees;
- 2.1.23 "Motion" shall mean an action presented by a Councillor or Member of Committee and made through the Chair that requests some consideration of action by Council or Committee. For a Motion to be structurally complete, it is required to address the who, what, when, where and why questions;
- 2.1.24 "Municipality" shall mean Clear Hills County, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the County;
- 2.1.25 "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative;
- 2.1.26 "Point of Information" shall mean a question or request directed through the Chair to another member or to staff for information relevant to the business at hand but not related to the Point of Procedure;
- 2.1.27 "Point of Order" shall mean the raising of question directed to the Chair to call attention to any departure from the Procedure Bylaw;
- 2.1.28 "Point of Procedure" shall mean a question directed to the Chair to obtain information of a matter of the rules of the County bearing on the business at hand in order to assist a member to

make an appropriate Motion, raise a point of order, or understand the situation or the effect of a Motion;

2.1.29 "Quorum" is a majority (50% +1) of those members elected and serving on Council;

2.1.30 "Recess" shall mean a non-debatable action for a temporary break of Council/Committee business; any member may request a recess through the chair;

2.1.31 "Recording Secretary" shall mean the person assigned to record minutes of the meeting;

2.1.32 "Table" shall mean a Motion to delay the consideration of any matter to a definite time, when further information is to be obtained.

2.1.33 "County" shall mean Clear Hills County;

2.1.34 "Urgency" or "emergent items" (*in reference to Addendums - Section 30.7 of this Bylaw*) If an item (Addendum – addition to the agenda) is to be added to a previously distributed Agenda, then the Addendum shall pass a test of 'Urgency'. If the Addendum is time-sensitive or where failure to provide immediate action may cause financial or other distress to the Municipality, Council or a Committee, then the Chair may authorize the addition of the Addendum to the Agenda. All additions must be supported by written background information.

### **3.0 GENERAL**

3.1 In accordance with Section 204 of the *Act*, the municipal office shall be Clear Hills County Administration Office located at 313 Alberta Avenue, Worsley, Alberta.

3.2 Council of Clear Hills County shall consist of seven (7) elected officials.

- 3.2.1 At the Organizational Meeting following the date of the general election, and annually thereafter, not later than two weeks after the third Monday in October, shall elect one of its elected officials as Reeve and one of its elected officials as Deputy Reeve.
- 3.2.2 The CEO shall be referred to as the Reeve.
- 3.2.3 Responsibilities of the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act*.
- 3.2.4 When the Reeve, through illness, absence or other cause, is unable to perform the duties of this office, or when the office is vacant, the Deputy Reeve has all the powers and shall perform all the duties of the Reeve during the Reeve's inability or absence.
- 3.2.5 When both the Reeve and Deputy Reeve, through illness, absence or other cause, are unable to perform the duties of the office, the Council may appoint a temporary Acting Reeve or Chair as per Section 152(3) of the *Act*.
- 3.2.6 A Reeve and Deputy Reeve who have been appointed to their offices by the Council may resign their appointments while retaining their seats on the Council.
- 3.2.7 When the office of Reeve or Deputy Reeve become vacant by death, resignation, forfeiture or otherwise, the Council shall forthwith elect one of the Councillors to fill the position for the remainder of the term of office and in accordance with section 162 of the *Act*.
- 3.2.8 The Reeve and members of Council may be paid the remuneration, travel, subsistence and out of pocket expenses that may be set by the Council and outlined in Council Policies.
- 3.3 General duties of Councillors and the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act*.
- 3.4 The Council of the County is responsible for:

- 3.4.1 developing and evaluating the policies and programs of the County.
- 3.4.2 ensuring that the powers, duties and functions of the County are appropriately carried out.
- 3.4.3 carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment.
- 3.5 The Council of the County will not exercise a power or function or perform a duty that is by this or another enactment or by bylaw specifically assigned to the CAO or a designated officer.
- 3.6 These duties and roles of Councillors as established in this bylaw may only be amended, repealed or suspended by a bylaw passed at a regular or special meeting of Council at which time all Council must be present.

#### **4.0 SEVERABILITY**

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

#### **10.0 MEETINGS**

##### **11.0 Organizational Meetings**

- 11.1 An Organizational Meeting of Council shall be held annually not later than two weeks after the 3<sup>rd</sup> Monday in October, as per Section 192 of the *Act*.
- 11.2 The Councillors shall take the Oath of Office upon being elected. (Part 5, Section 3, #156, as per the *Act*). By right of this office and taking of the Oath, the Councillor is a Commissioner for Oaths.
- 11.3 The Agenda of the Organizational Meeting shall be restricted to:



- 11.3.1 Establishing regular meeting dates for Council for the next twelve months, and all members of council must be present;
- 11.3.2 Establishing any *ad hoc* Council Committees;
- 11.3.3 Selection of the Reeve and Deputy Reeve by election of elected Councillors;
- 11.3.4 Appointment of Councillors as members and alternates to Council Boards and Committees and *ad hoc* Council Committees;
- 11.3.5 Appointment of Members at Large to any agencies, committees, boards to which Council has the right to appoint members;
- 11.3.6 Any such other business as is required by the *Act*.
- 11.3.7 Annual appointment of Professionals including but not limited to Assessor, Auditor, Legal Advisor and Engineer.
- 11.3.8 Referring to Section 11.3.2 and 11.3.4 of this Bylaw, the Reeve will lead Council through the Boards & Committees list. If a Councillor wishes to be the representative or alternate on a particular board or committee they must verbally indicate their desire when that board or committee is being addressed. In the case of two or more Councillors wishing to be the representative or alternate to a board or committee, a vote of Council shall be taken, by either show of hands or secret ballot. The voting method shall be determined by show of hands.
  - 11.3.8.1 Should a Councillor dispute or disagree with an appointment recommendation, Council as a whole shall debate the appointment and, by majority vote, complete the final determination.

## 12.0 Regular Council Meetings

12.1 Notice of regularly scheduled meetings, as per Section 11.3.1, need not be advertised.

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

12.2.1 To any Member of Council not present at the meeting at which the change was made, and such notice shall be in accordance with Section 196(1) of the Act; and

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

12.3 The time for Regular Council Meetings shall be 9:30 A.M.

### **13.0 Special Meetings**

13.1 Special Meetings shall be held as per Section 194 of the Act.

### **14.0 Committee Meetings**

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

14.2 The times for the beginning of Council Committee meetings shall be set by Motion by the Council Committee.

14.3 Standing Council Committees shall be established and governed by a policy or Bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such Committee and its mandate shall be established by Bylaw.

14.4 The Reeve shall be deemed to be an *ex officio* member of all Committees of Council. The Reeve cannot be a member to a committee if the Reeve is not appointed in the personal name

14.4.1 When attending a Committee, which the Reeve has not been

specifically assigned as a representative, the Reeve shall have a right to vote only when an appointed Member of Council assigned to that Committee is absent and the Reeve has been asked, either formally or informally, to be the representative or alternate.

- 14.4.2 Staff may be asked to participate as advisors to Committees of Council. Unless otherwise specified in the Terms of Reference of a Committee, advisors are not voting members.

#### 14.5 Council Committee Chairs:

14.5.1 For Committees of Council, the position of Chair shall be selected by vote of the members appointed by Council, which shall include Members at Large appointments.

14.5.2 Where the County and another municipality share representation on the Council Committee or Board, the Members shall select the Chair by a vote of the members.

#### 14.6 *ad hoc* Committees:

14.6.1 Council may create an *ad hoc* Committee by Motion to be formed to address a single issue or matter. An *ad hoc* Committee shall be deemed as temporary, with a life-span of no more than twelve (12) months after creation.

14.6.2 The *ad hoc* Committee shall be advised of their mandate by Council at the time of creation, and Council shall appoint the Members.

14.6.3 The *ad hoc* Committee will provide regular written reports to Council at least once a month and Council shall determine, with each report, whether there is a need for the *ad hoc* Committee to continue to exist.

14.6.4 Should the term of the *ad hoc* Committee come to an end, or Council determine that the work of the *ad hoc* Committee

should continue, Council may chose to:

- 14.6.4.1 Extend the life of the *ad hoc* Committee for an additional twelve (12) months by Motion; or
- 14.6.4.2 Convert the *ad hoc* Committee to a Standing Committee of Council, by Bylaw, with a long-term mandate.
- 14.6.5 *ad hoc* Committee's, though temporary in nature, shall operate as other committees, being public meetings, with minutes kept, and same procedures followed as Standing Committees.
- 14.7 Alternates: The Reeve may temporarily appoint any Council Member to take the place of any member or alternate of the Council Committee who is unable to attend a meeting of that Council Committee. Council Committee Alternates must be appointed during the Organizational Meeting.
- 14.8 Council Committees shall meet at the call of the Chair, and have a written agenda, but notice must be provided to Committee Members and the Public pursuant to the requirements of this Bylaw and the *Act*.
- 14.9 All Council Committees are advisory to Council unless authority to exercise or perform any power or duty has been specifically delegated by a Council Bylaw.
- 14.10 The basic responsibilities of a Council Committee are as follows:
  - 14.10.1 to analyse all matters placed before them and submit written recommendations to Council on ways and/or means of dealing with these matters;
  - 14.10.2 to receive written reports for information purposes. Written reports received for information may be forwarded to Council at the discretion of the Council Committee, and must be forwarded to Council if required under any policy, bylaw or statute;

- 14.10.3 to refer matters to Administration, through the CAO, for research and to provide direction on the preparation of written reports;
- 14.10.4 to submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee;
- 14.10.5 in appropriate cases, to submit matters to Council without recommendations;
- 14.10.6 not to appropriate, expend, commit, or direct the expenditure of any money not provided for in the budget and authorized in Committee mandate and Bylaw by Council;
- 14.10.7 not to bind its' actions on the County unless power to take such action has been specifically delegated to the Committee by Council in a bylaw;
- 14.10.8 not to give direct instructions to any County employee except through the CAO.
- 14.11 All Council Board and Committee members must follow the procedural rules of Council as set out in this Bylaw.
- 14.12 All Committees created by Council shall be reviewed annually at the Organizational Meeting.
- 14.13 External agencies, boards, commissions, and committees refer to an agency, board, commission or committee not created by Council and shall be made in reference to in this bylaw as External Committees.
  - 14.13.1 Councillors will review the appointment chart for External Committees annually at the Organizational Meeting.
    - 14.13.1.1 Council may add an External Committee by Motion during a Regular Council Meeting in accordance to Section 14.13.4 of this bylaw.



- 14.13.2 Councillors will be appointed, along with alternates, to the External Committees at the Organizational Meeting annually.
- 14.13.3 Each External Committee shall *elect its own Chair*.
- 14.13.4 Councillors serving on External Committees shall represent the interest of the whole County and shall keep Council informed of Committee business with the options for written reports or verbal updates and provide an update during the Council External Committee Report portion of the Regular Council Meeting.
- 14.13.5 Councillors appointed to an External Committee that are Motioned by that External Committee to attend an event apart from the scheduled meeting, in support of that External Committee do so under the External Committee Budget.
- 14.13.6 Following the appointment of the Reeve, Councillor or member-at-large to an External Committee, the CAO shall advise the External committee of the appointment and the following:
- 14.13.6.1 that the secretary to the External Committee, shall forward to Clear Hills County a ratified copy of the minutes, of any board that holds meetings monthly, within 15 days of each meeting, along with the dates and locations of any scheduled future meetings, and
- 14.13.6.2 that where the Reeve or a Councillor is appointed to the External Committee shall not be expected to act as an advocate for the External Committee, and significant issues such as funding requests and long term plans should be presented to the Clear Hills County Council by the Chair, or their designate of the External Committee.
- 14.13.7 The CAO shall maintain a register of External Committees, the members of Council and staff of Clear Hills County who

attended, and where the appointed member of Council, was unable to attend. This register shall be available to the Reeve and Councillors on request, and shall be submitted to each Organizational Meeting. The CAO shall also maintain a register of scheduled External Committee meetings including the name, date, time and location of meetings. This register of scheduled External Committee meetings shall be available to all members of Council at each regular Council meeting. If an appointed Councillor is unable to attend an External Committee meeting, they shall contact the alternate member to attend, thereby ensuring that the County is represented at all meetings.

### **15.0 'In Camera' Sessions**

- 15.1 Council recognizes that Section 198 of the *Act* provides for the public to be present at meetings, and it is the intent and desire of Council to remain open, accountable and transparent to the public.
- 15.2 '*in camera*' sessions shall only be permitted for matters pertaining to receiving legal counsel, for land-related negotiations, or matters pertaining to labour or personnel issues, as determined in Sections 17, 18, & 19 of the *Freedom of Information and Protection of Privacy Act*.
- 15.3 Whenever Council or a Committee meets 'in camera' the CAO, or designate, shall be present. An exception is provided when Council meets to discuss CAO annual performance.

### **16.0 Public Hearings**

- 16.1 The conduct of any statutory Public Hearing shall be governed by this Bylaw.
- 16.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Recording Secretary prior to the Public Hearing.

- 16.3 The Chair shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.
- 16.4 The Chair may call upon the CAO or Department Manager to introduce the Motion or Bylaw, and to briefly state the intended purpose.
- 16.5 Where applicable, the CAO shall advise of any third party officially applying for the Bylaw or Motion (For example, as in proposed Bylaws to amend the Land Use Bylaw).
- 16.6 Immediately following the introduction of the Bylaw or Motion, any Member who has pecuniary interest in the Motion or Bylaw for which the Public Hearing is being held shall declare this interest and shall be excused from the table.
- 16.7 Upon leaving the table, the Member has the same rights as any other person attending the Public Hearing and may stay in attendance at the Public Hearing and make presentations. However, when the matter reviewed at the Public Hearing comes before Council for deliberation, the Member must adhere to all clauses of Section 40 of this Bylaw pertaining to Pecuniary Interest.
- 16.8 Any presentation by County staff or agents shall follow the introduction of the Bylaw or Motion.
- 16.9 The Chair shall request those who wish to make presentations to identify themselves so that their names can be recorded in the minutes.

## **20.0 MEETING PROCEDURES**

### **20.0 Quorum**

- 21.1 As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chair shall call the meeting to order; in the case of the Reeve or Deputy Reeve not in attendance within fifteen (15) minutes after the hour appointed for the meeting and a quorum is

present, the CAO shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve. The Recording Secretary shall record the arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.

- 21.2 Unless a Quorum is present within fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 21.3 The Recording Secretary shall record the names of the Members of Council present at the expiration of the fifteen (15) minute time limit and such record shall be appended to the next Agenda.
- 21.4 The only action that can legally be taken in the absence of Quorum is to fix the time in which to adjourn (if more than fifteen (15) minutes is being allowed), adjourn, recess, or to take measures to obtain a Quorum.
- 21.5 In the event that Quorum is lost after a meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within fifteen (15) minutes, the meeting shall stand adjourned.

## **22.0 Conduct of Meetings**

- 22.1 Each member or delegate, as the case may be, shall address the Chair but shall not speak until recognized by the Chair.
- 22.2 The Chair, with the approval by Motion of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the Chair.
- 22.3 The preparation and distribution of minutes of Council and Committees shall be the responsibility of the CAO and may be

delegated to a Recording Secretary. (See Section 209 of the Act)

## **23.0 Motions**

23.1 A Motion is put to the floor for a vote after discussion.

23.1.1 A Motion shall NOT require a seconder.

23.2 A Motion may be withdrawn at any time before voting, subject to no objection from any member, as the case may be.

23.3 Any Member may require the Motion to be read at any time during the debate, except when a Member is speaking.

23.4 A mover of a Motion must be present when the Vote on the Motion is taken. If a Motion cannot be voted before the meeting is adjourned, the Motion shall be deemed as lost.

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

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

23.5.2 **TABLE:** When a Member(s) requires additional information or wants to have a time or date for the issue to be brought back. This Motion is non-debatable and the vote is called;

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

23.5.4 **REFER:** Generally used to send a pending question to a Committee, department or selected persons so that the question may be carefully investigated and put into better context for Council to consider - and should include direction



as to the Person or Group to which it is being referred;

23.5.5 AMEND:

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

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

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

23.5.5.4 When the Motion under consideration contains distinct propositions, the Vote upon each proposition shall, at the request of any Member, be taken separately.

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

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

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

23.8 The following Motions are non-debatable by Members:

- 23.8.1 ADJOURNMENT;
- 23.8.2 CALL THE QUESTION;
- 23.8.3 LIMIT DEBATE on a matter before members;
- 23.8.4 POINT OF ORDER;
- 23.8.5 QUESTION OF PRIVILEGE;
- 23.8.6 TABLE;
- 23.8.7 TAKE A RECESS.

23.9 The wording of a Motion may be either POSITIVE or NEGATIVE in presentation. (ie: "... Council shall support ..." or "... Council shall not support ..." )

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

## 24.0 Rules of Debate

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

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

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

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

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

24.4 Members shall:

- 24.4.1 refrain from the use of offensive words or language, or name calling in the meeting;
  - 24.4.2 adhere to the rules of the meeting or decision of the Chair or of the Members on questions of order or practice; or upon the interpretation of the rules of the meeting;
  - 24.4.3 not leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
  - 24.4.4 not interrupt a Member while speaking, except to raise a Point of Order or Question of Privilege;
  - 24.4.5 not pass between a Member who is speaking and the Chair.
- 24.5 A Member or Members who persist in a breach of the foregoing section, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave their seat, or the meeting room, for the duration of the meeting.
- 24.6 As per Section 24.5 of this Bylaw, at the discretion of the Chair, a Member may resume their seat following an apology. Failure to leave or apologize will result in the Chair calling a recess, and at the discretion of the Chair, call authorities for the enforcement of this bylaw.
- 24.7 A Member who wishes to leave the meeting prior to the adjournment shall so advise the Chair and the time of the departure shall be noted in the minutes.

**25.0 Point of Order**

- 25.1 The Chair shall preserve order and decide upon any Points of Order.
- 25.2 A member who desires to call attention to an infraction of procedure shall raise a Point of Order to the Chair. When the Member has been

acknowledged; the Member shall state the Point of Order with a concise explanation and shall accept the decision of the Chair upon the Point of Order.

25.3 The speaker in possession of the floor, when the Point of Order was raised, shall retain the right to the floor when debate resumes.

25.4 A Member called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

25.5 The decision of the Chair shall be final, subject to an immediate appeal by a Member of the meeting.

25.6 If a decision of the Chair is appealed (Section 25.5 of this Bylaw), the Chair shall provide concise reasons for the ruling and the Members shall, without debate, decide the question. Decision of the Members shall be final.

## **26.0 Voting on a Question**

26.1 Every Member of Council present, including the Reeve, shall vote on every matter at a Council or Committee Meeting at which they are present, unless they are required to or permitted to abstain from voting under this or any other Bylaw, Act, or other legislation. (Ref: Section 174(f) of the Act.)

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

26.2 When a Motion that a Vote be taken (Call for Question) is presented, it shall be put to a vote without debate and, if carried by a majority vote of the Members present, the Motion and any amendments thereto shall be submitted to a vote immediately without further debate.

26.3 A Member present at a meeting shall make a request for a recess if,

- for any reason, the Member may be away from the Meeting during a time when a Vote on a matter is imminent, unless that Member is excused from the voting pursuant to this Section.
- 26.4 Voting shall be completed simultaneously by raising of the hand after the Chair has called for those 'In Favour' and those 'Opposed' to the Motion.
- 26.5 When a Chair, having ascertained that no further information is required, commences to take a Vote, no Member shall speak to, or present another Motion, until the Vote has been taken on the current Motion or amendment, and the decision announced by the Chair.
- 26.6 Any Member who disagrees with the announcement made concerning the result of a Vote may immediately object to the declaration, and the Chair shall call for the Vote a second and final time. The determination of the Chair shall be final.
- 26.7 Whenever the Chair is of the opinion that a Motion is contrary to the rules and privileges of Council, the Chair shall inform the Member thereof immediately, before Calling the Question, and shall cite reasons applicable to the case without argument or comment.
- 26.8 In all cases not provided for in the proceedings of the Council, a two-thirds ( $\frac{2}{3}$ ) majority of Council shall determine to uphold the ruling of the Chair, or not, as the case may be.
- 26.9 If a vote of Council is requested to be a Recorded Vote by a Member then the Recording Secretary shall enter a Recorded Vote in the Minutes. The request for a recorded vote must be made prior to the call for the question.
- 26.10 If there is a tie of votes for and against a Motion or Bylaw, then the Motion or Bylaw is defeated.
- 26.11 CAO shall advise Council whenever expert advice is required or requested.



26.12 Council, and all individual councillors, shall ensure that all advice, including engineering advice, staff advice, and recommendations/advice from administration is considered and that if the advice is not going to be followed Council must document as part of the minutes the reasons for not following such advice.

## **27.0 Adjournment of Meeting & Adjournment Time**

27.1 If all items on the Agenda have been addressed, the Chair shall simply state that the Agenda has been completed, note the time to the Recording Secretary, and Call the Meeting Adjourned, without a Motion from the Members.

27.2 Should the Agenda NOT be completed, a non-debatable Motion to adjourn the meeting can be presented, but it must be supported by two-thirds majority (66%) of the quorum;

27.3 Unless otherwise determined pursuant to the provisions of this Bylaw, Adjournment Time is:

27.3.1 at the conclusion of the Agenda as adopted by Council; or

27.3.2 at Four thirty in the evening (4:30 PM) if a meeting is in session at that hour.

27.4 Notwithstanding the provisions in Section 27.3 of this Bylaw, Council may, by a Unanimous Motion of Members present, agree to an extension of the meeting time. A vote to extend the time of the meeting beyond Four thirty in the evening (4:30 PM) must be taken not later than Four o'clock in the evening (4:00 PM).

27.5 Unless there has been a Unanimous Motion passed within the prescribed time extending the meeting beyond the Four thirty in the evening (4:30 PM) all matters of business which appear on the Agenda for the Meeting, and which have not been dealt with by that time, shall be deemed to be postponed until the next Regular or Special Meeting.

## **28.0 Duties of the Chair**

- 28.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Point of Procedure, and deciding on questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
- 28.2 It shall be the discretion of the Chair, whether or not upon the request of any Member, to call for a short recess between Agenda items, at any meeting. The Chair shall make reasonable efforts, including calling for a recess, to ensure all members in attendance at a meeting are present while a vote is being taken, unless a member is excused from voting in accordance with the *Act* or this Bylaw.
- 28.3 The Chair may invite persons forward from the audience to speak with the permission of the Council or Committee, if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.
- 28.4 In the absence or inability of the Reeve or Deputy Reeve to act as Chair of the Meeting, Council shall appoint a Councillor as Acting Reeve or Chair as provided by the Section 152(3) of the *Act*.
- 28.5 The Chair shall be expected to participate in debate and vote, without relinquishing the Chair.

## **30.0 AGENDA and ORDER OF BUSINESS**

- 30.1 The Agenda is a document used by Council or a Committee, therefore although the duty to collate the Agenda may be delegated, Council or the Committee shall have final determination as to what will or will not be included on the Agenda.
- 30.2 Prior to each meeting, the CAO shall cause to be prepared a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation intended to be submitted to

the Council shall be received by the CAO no later than noon on the fourth (4<sup>th</sup>) business day before the meeting.

30.3 The CAO shall place at the disposal of each Member a copy of the Agenda and all supporting materials no later than 6:00 PM, three (3) calendar days before the meeting.

30.4 The business intended to be dealt with shall be stated in the Agenda after the manner as displayed in Schedule "A" attached.

30.5 The order of business established in Section 30.4 of this Bylaw shall apply unless altered by the Chair with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

30.6 Where the deadline in Sections 30.2 and 30.3 of this Bylaw are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at any Council meeting.

30.7 Addendums:

30.7.1 Council may consider the Urgency of any item(s) proposed to be added only with supporting written documentation, or proposed to be deleted, before voting to adopt the Agenda "As Amended".

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

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

30.7.2.2 If the Chair rules that the Motion does not meet the test of Urgency, or no written supporting documentation is

presented, the item shall be tabled and added to the next Agenda.

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

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

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

### **31.0 Scheduled Delegations**

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

31.2 Scheduled Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the Chair determines that additional time shall be granted to a delegation, the length of the extension shall be specified, and the Chair may limit the time.

31.3 Delegations that have not submitted a letter in accordance with Section 31.1 of this Bylaw may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the

delegation is to be granted time under Section 31.2 of this Bylaw.

- 31.4 Matters of confidential nature, as referred to in Section 15 of this Bylaw, shall not be discussed during Public Presentations to Council.
- 31.5 Information presented by a Person or Group shall relate only to the subject matter for which the presentation was originally requested.
- 31.6 Each Person or Group will be given an opportunity to make a public presentation only once in respect to a given issue. Council or the Committee may waive this restriction if it is of the view that there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council, or the Committee, is prepared to consider the issue again.
- 31.7 Extensions of time limits for any verbal presentations during the Public Presentation to Council or the Committee may be granted by consent of Council or the Committee, based on one or more of the following:
- 31.7.1 The issue or Bylaw under discussion is deemed by Council or the Committee to be contentious or complex and the allotted time is not sufficient, in the opinion of Council or the Committee, to give the matter due consideration;
  - 31.7.2 The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.
- 31.8 Where a Delegation requests support from Council, requiring a Motion of Council, Council shall first refer the matter to Administration, who shall bring back more information and a recommendation at a subsequent meeting so that Council can make an informed decision.
- 31.8.1 Where a Delegation requests correspondence in regards to clarifying the topics of the delegation, Council will direct Administration to compile the necessary information and



prepare correspondence for the Delegation to be signed by the Chairperson. Once a decision by Council has been made on a topic from a delegation, Council is not obligated to hear the matter again.

- 31.8.2 Where a Delegation appears in front of Council or Committee to provide information, the CAO will prepare a letter of thank you to be signed by the Chairperson.

### **32.0 Public Delegations**

- 32.1 As part of the Council Agenda, the Reeve shall also call for and recognize any Public Delegations. Public Delegations may or may not be scheduled (as per Section 31 of this Bylaw), and may request an opportunity to outline the matter they wish to present to Council or a Committee at a meeting, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Section 31.2 of this Bylaw.
- 32.2 A Public Delegation may be recognized by the Chair and granted a maximum of five (5) minutes to present their matter.
- 32.3 A Public Delegation shall follow guidelines in Sections 31.4, 31.5, 31.6, 31.7 and 31.8 as outlined in this bylaw.

### **33.0 Role of Management in Regards to Delegations:**

- 33.1 Administration will schedule the delegation in consultation with the Reeve.
- 33.2 Notify the delegation of the time and place of the meeting they wish to attend.
- 33.3 Delegations will be scheduled at least 15 minutes after the start of the meeting.
- 33.4 Delegations will be scheduled at least 15 minutes apart. More time may be required for more complex issues.

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

33.6 The Administration involved may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or the committee.

#### **34.0 Role of Chairperson in Delegations**

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

34.2 The Chairperson shall notify the Chief Administrative Officer of any delegations wanting to make a presentation to the committee and ensure the delegation arranges a meeting date with Chief Administrative Officer.

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

34.4 The Chairperson shall ensure that all points of this policy are followed by the committee members and Administration.

34.5 The Chairperson may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or committee members.

34.6 The Chairperson shall not criticize staff, government employees or the committee members while the delegation is present.

34.7 The Chairperson should direct all questions to the delegation's spokesman.

34.8 Comments of intent in the presence of the delegation shall not be

made.

34.9 The Chairperson shall ensure that the delegation restricts its presentation to the issue.

34.10 After Council or the committee has obtained all the information from the delegation the Chairperson shall dismiss the delegation to allow Council or the committee to discuss the matter.

34.11 The Chairperson may request the committee to go into camera to discuss the issue if the matter falls within the privacy issues to close a meeting.

### **35.0 Role of the Councillor or Committee Member in Delegations:**

35.1 Members of Council or the Committee shall notify the Chief Administrative Officer of any delegations wanting to make a presentation to Council or the committee and ensure the delegation arranges a meeting date with the Chief Administrative Officer.

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

35.3 Members of Council or the Committee shall not criticize staff, government employees or other Council or committee members while the delegation is present.

35.4 No comments or motions of intent will be entertained until the delegation has been dismissed from the table. The persons making up the delegation may remain in the Council Chambers, but may not participate in any further discussion.

### **40.0 Pecuniary Interest**

40.1 Members of Council who reasonably believe that they have a pecuniary interest (as defined in the Act, Part 5, Division 6, Sections 169-173) in any matter before Council, any Committee of Council, or

any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions, or voting on any questions relating to the matter, and shall where required by the act, remove themselves from the room until the matter is concluded. *Note: It is the responsibility of each Member to determine and/or declare whether they have a pecuniary interest, not other members of Council or Administration.*

- 40.2 The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room, and the time the Member of Council returned.
- 40.3 Prior to the meeting, if a Member of Council is unsure of whether or not they may be in a 'conflict of interest' (pecuniary) situation with regard to an upcoming issue or vote, the Member shall be encouraged to discuss the matter with the CAO.
- 40.4 Prior to the meeting and after discussing the issue with the CAO (as per Section 40.3 of this Bylaw), a Councillor may wish to seek a legal opinion at their own expense to determine whether or not there is a conflict of interest situation with regard to the upcoming issue or vote.
- 40.5 If the matter with respect to which the Councillor has a pecuniary interest is a payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room.
- 40.6 If the matter with respect to which the Councillor has a pecuniary interest is a question on which the Councillor as an elector or property owner has the right to be heard by the Council,
- a) it is not necessary for the Councillor to leave the room, and
  - b) the Councillor may exercise the right to be heard in the same manner as a person who is not a member of the Council.
- 40.7 If a Councillor is temporarily absent from a meeting when a matter in which the Councillor has a pecuniary interest is introduced, the

Councillor shall immediately on returning to the meeting, or as soon thereafter as the Councillor becomes aware that the matter has been considered, disclose the general nature of the Councillor's interest in the matter.

## **50.0 Bylaw Procedures**

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

50.1.1 As per Section 187 of the *Act*, all Bylaws shall have three distinct and separate readings. The Motion to move a Bylaw for consideration shall be the First Reading.

50.2.2 As per Section 187(4) of the *Act* any proposed bylaw must not have more than 2 readings at a council meeting unless the councillors present unanimously agree to consider third reading, which requires a motion of council.

50.2 The following shall apply to the passage of a Bylaw:

50.2.1 A Bylaw shall be introduced for First Reading by a Motion that it be Read a First Time specifying the number and short name of the Bylaw;

50.2.2 After a Motion for First Reading of the Bylaw has been presented, Members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw;

50.2.3 Any proposed amendments shall be put to vote, if required, and, if carried, shall be considered as having been incorporated into the Bylaw at First Reading.

50.2.4 When all amendments have been accepted or rejected, the Chair shall Call the Question on the Motion for First Reading of the Bylaw.



- 50.2.5 When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established prior to proceeding to second reading.
- 50.2.6 When a Bylaw must receive approval of a Minister of the Crown, it must be forwarded for such approval prior to proceeding to Second Reading.
- 50.2.7 All aspects of the passage of a Bylaw at First Reading shall apply to Second or Third Reading of any Bylaw.

### **60.0 Bylaw and Policy Appeal**

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

### **70.0 Prior Bylaws**

- 70.1 This Bylaw shall supersede and take precedence over all previously passed bylaws that refer to the setting out of rules for governing the County, pertaining to the procedures for Council Meetings, Committee Meetings, Public Hearings, the conduct of Councillors, Committee Members, and the establishment of Council Committees, as well as any previously passed Motions that may be in conflict with this Bylaw, including Bylaw 1.
- 70.2 Bylaw 104-07, and all related amendments, shall be repealed upon Third and Final Reading of this Bylaw.

**80.0 Effective Date**

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

Read a First Time this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2017.

Read a Second Time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Read a Third Time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jason Ruecker, Reeve

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

## Schedule "A"

### Agenda Format

- 
- 1 Call to Order
  - 2 Adoption of Agenda
  - 3 Minutes
    - 3.a Previous
    - 3.b Business Arising
  - 4 Delegations
  - 5 Public Hearings (10:00 a.m.)
  - 6 Tender Openings (1:00 p.m.)
  - 7 New Business
    - 7.a Council
    - 7.b Corporate Services
    - 7.c Community Development
    - 7.d Public Works
  - 8 Written Reports: Council, Committee & Staff
    - 8.a Reeve's Report
    - 8.b Deputy Reeve's Report
    - 8.c Councillor #1
    - 8.d Councillor #2
    - 8.e Councillor #3
    - 8.f Councillor #4
    - 8.g Councillor #5
    - 8.h Chief Administrative Officer's Report
    - 8.i Corporate Services Manager's Report
    - 8.j Community Development Manager's Report
    - 8.k Public Works Manager's Report
  - 9 Council Information (*including Correspondence*)
  - 10 Calendars
  - 11 Confidential Items (*only included on Agenda if required*)
  - 12 Adjournment

Council Reports to be included in the agenda for first meeting of the month

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	July 17, 2017
Originated By:	<b>COUNCIL</b>
Title:	<b>SPEED LIMIT - PAVED ROADS</b>
File:	32-15-10

### DESCRIPTION:

Council to discuss the speed limit on paved roads within Clear Hills County.

### BACKGROUND:

### BUDGET:

### ATTACHMENTS:

### RECOMMENDED ACTION:

Resolution by.....

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

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	July 18, 2017
Originated By:	<b>COUNCIL</b>
Title:	<b>EUREKA RIVER TRUCK-FILL</b>
File:	41-09-24

### DESCRIPTION:

Council to discuss cleaning up the Non-potable Water at the Eureka River Truck-fill.

### BACKGROUND:

### BUDGET:

### ATTACHMENTS:

### RECOMMENDED ACTION:

Resolution by.....

Initials show support - Reviewed by:      Manager:

CAO:



# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	July 18, 2017
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 June 28, 2017 to July 11, 2017 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 June 28, 2017 to July 11, 2017 for a total of \$320,461.67.

Initials show support - Reviewed by:	Manager:		CAO:	
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Ranges: From: To: From: To:  
 Vendor ID First Last Chequebook ID First Last  
 Vendor Name First Last Cheque Number First Last  
 Cheque Date 6/28/17 7/11/17

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
JANZEN THOMAS	019004	7/11/17	\$200.00
Invoice Description Invoice Number Invoice Amount			
FF YRS OF SERVICE RECOGNITION 062117 \$200.00			
1 EYE'D DISPOSAL GARBAGE COLLE	019005	7/11/17	\$12,556.25
Invoice Description Invoice Number Invoice Amount			
TRANSFER STATIONS CONTRACT 0097 \$12,556.25			
1002916 B.C. LTD	019006	7/11/17	\$643.13
Invoice Description Invoice Number Invoice Amount			
BEAVER CONTROL/ RD MAINTENANCE EQ0137 \$643.13			
4 IMPRINT	019007	7/11/17	\$1,239.96
Invoice Description Invoice Number Invoice Amount			
PROMO ITEMS 5512371 \$559.89			
PROMO ITEMS 5484300 \$680.07			
756446 ALBERTA LTD.	019008	7/11/17	\$7,798.55
Invoice Description Invoice Number Invoice Amount			
ANNUAL GRAVEL HAUL-HAULING JUN12-14/17 \$4,540.07			
ANNUAL GRAVEL HAUL-HAULING 062017-3446 \$1,362.90			
ANNUAL GRAVEL HAUL-HAULING 062117-3355 \$711.23			
ANNUAL GRAVEL HAUL-HAULING 062617-4017 \$1,184.35			
AEMA ENTERPRISES LTD.	019009	7/11/17	\$7,076.08
Invoice Description Invoice Number Invoice Amount			
ANNUAL GRAVEL HAUL-HAULING JUN12-14/17 \$4,838.33			
ANNUAL GRAVEL HAUL-HAULING 062017-3467 \$1,652.73			
ANNUAL GRAVEL HAUL-HAULING 062117-3354 \$585.02			
ALBERTA ASSOCIATION OF MUNICIP	019010	7/11/17	\$326.18
Invoice Description Invoice Number Invoice Amount			
LUBES & COMMISSION PF-6216-62191 \$260.94			
LUBES & COMMISSION PF-6205-62049 \$65.24			
ALBERTA NWT COMMAND THE ROYAL	019011	7/11/17	\$940.00
Invoice Description Invoice Number Invoice Amount			
ANNUAL ADVERTISEMENT 061317 \$940.00			

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
AQUATERA WATER EARTH INNOVATIO	019012	7/11/17	\$2,997.00
Invoice Description	Invoice Number	Invoice Amount	
METER-WATERLINE TIE IN	1026838	\$2,997.00	
BJORNSON RODNEY	019013	7/11/17	\$200.00
Invoice Description	Invoice Number	Invoice Amount	
FF YRS OF SERVICE RECOGNITION	062117	\$200.00	
BOSCHWICK CONTRACTING	019014	7/11/17	\$16,665.60
Invoice Description	Invoice Number	Invoice Amount	
BEAR CANYON GB09	218	\$16,665.60	
BRAUN JACOB	019015	7/11/17	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
FF YRS OF SERVICE RECOGNITION	062117	\$100.00	
CAL-R CONTRACTING LTD.	019016	7/11/17	\$16,826.25
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-GRADE ROAD	10014	\$1,417.50	
ANNUAL GRAVEL HAUL-GRADE ROADS	10280	\$1,417.50	
ANNUAL GRAVEL HAUL-GRADE ROADS	10281	\$1,275.75	
ANNUAL GRAVEL HAUL-DUST CONTRO	10282	\$4,966.50	
RD. MAINT/HAUL EQUIPMENT	10292	\$467.25	
RD. REPAIR/CULVERT MAINT	10024	\$493.50	
REPLACE CENTRELINE	10019	\$840.00	
REPLACE APPROACH PIPE	10018	\$840.00	
REPLACE APPROACH	10017	\$840.00	
ANNUAL GRAVEL HAUL-DUST CONTRO	10283	\$924.00	
UPGRADE APPROACHES	10013	\$735.00	
REPLACE CULVERT	10012	\$840.00	
REG. WATERLINE TIE IN	10023	\$1,769.25	
CHUB'S TRUCKING	019017	7/11/17	\$6,867.24
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-HAULING	JUN12-14/17	\$4,556.99	
ANNUAL GRAVEL HAUL-HAULING	062017-3924	\$1,689.12	
ANNUAL GRAVEL HAUL-HAULING	062117-3350	\$621.13	
CLEARDALE AGRICULTURAL SOCIETY	019018	7/11/17	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
CAMPGROUND DONATION FOR BBQ	062117	\$500.00	
CLEARDALE COLONY LTD.	019019	7/11/17	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
RENTAL DEPOSIT REFUND	61085-062217	\$300.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
CLEARDALE DISPOSALS	019020	7/11/17	\$210.00
Invoice Description	Invoice Number	Invoice Amount	
GARBAGE HAUL-WORSLEY HAMLET	2296	\$210.00	
CLEARDALE TRANSPORT	019021	7/11/17	\$31,946.25
Invoice Description	Invoice Number	Invoice Amount	
WORSLEY GB01	6109065	\$16,448.25	
CLEARDALE GB07	6109066	\$15,498.00	
Cragar's Autobody Ltd.	019022	7/11/17	\$118.56
Invoice Description	Invoice Number	Invoice Amount	
GST ON HANDI BUS REPAIRS	4278	\$118.56	
CUSTOM COMMUNICATIONS & SECURI	019023	7/11/17	\$21.00
Invoice Description	Invoice Number	Invoice Amount	
SECURITY SYSTEM UPDATE-COM CEN	73237	\$21.00	
D & M CONTRACTING	019024	7/11/17	\$535.50
Invoice Description	Invoice Number	Invoice Amount	
TANK MAINTENANCE	4348	\$535.50	
D. SCHNEIDER WATER HAULING	019025	7/11/17	\$10,232.77
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-DUST CONTRO	0256	\$1,214.85	
ANNUAL GRAVEL HAUL-DUST CONTRO	0255	\$2,289.52	
ANNUAL GRAVEL HAUL-DUST CONTRO	0254	\$2,850.23	
ANNUAL GRAVEL HAUL-DUST CONT	0216	\$3,410.92	
ANNUAL GRAVEL HAUL-DUST CONTRO	0257	\$467.25	
DEP VENTURES	019026	7/11/17	\$10,015.25
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-HAULING	JUN12-14/17	\$5,334.60	
ANNUAL GRAVEL HAUL-HAULING	062017-3451	\$1,662.82	
ANNUAL GRAVEL HAUL-HAULING	JUN26-27/17	\$2,237.20	
ANNUAL GRAVEL HAUL-HAULING	062117-3450	\$780.63	
DROUIN, MARCEL	019027	7/11/17	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
RENTAL DEPOSIT REFUND	60908-062017	\$300.00	
EDMUNDS, HARVEY	019028	7/11/17	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
RENTAL DEPOSIT REFUND	61134-062617	\$50.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ERNIE KOBBERT TRUCKING LTD.	019029	7/11/17	\$8,267.57
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-HAULING	JUN12-14/17	\$4,298.78	
ANNUAL GRAVEL HAUL-HAULING	062017-3443	\$1,551.15	
ANNUAL GRAVEL HAUL-HAULING	062117-3351	\$642.26	
ANNUAL GRAVEL HAUL-HAULING	JUN26-27/17	\$1,775.38	
FEHR TIRE & MAINTENANCE SHOP	019030	7/11/17	\$4,774.88
Invoice Description	Invoice Number	Invoice Amount	
UNIT 1806 R&M	4833	\$157.50	
SPARE TIRE UNIT-65--45	5112	\$390.60	
WATER PUMP TIRE REPAIR	5299	\$36.75	
LED LIGHTS- 1801, 1805, 1803	8432	\$1,239.00	
DASH CAMS- UNITS 1801 &1802	5330	\$73.50	
R&M UNIT 65-41	5308	\$1,087.80	
R&M UNIT 65-48	4928	\$966.00	
REPAIR TO MOWER TIRE	5086	\$36.75	
R&M UNIT 65-49	5189	\$168.00	
R&M UNIT 65-42	5190	\$105.00	
BATTERY / R&M UNIT 65-21	5203	\$286.13	
TIRE UNIT 63-89	5360	\$227.85	
FOSSIL COMMUNICATIONS LTD.	019031	7/11/17	\$295.32
Invoice Description	Invoice Number	Invoice Amount	
WORSLEY FIRE SUPPLIES	42638-01	\$295.32	
GIESBRECHT VENTURES	019032	7/11/17	\$8,702.76
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-HAULING	JUN12-14/17	\$4,491.20	
ANNUAL GRAVEL HAUL-HAULING	062017-3465	\$1,676.52	
ANNUAL GRAVEL HAUL-HAULING	062117-3352	\$638.86	
ANNUAL GRAVEL HAUL-HAULING	JUN26/17	\$1,896.18	
GIESBRECHT, MARTIN	019033	7/11/17	\$30.00
Invoice Description	Invoice Number	Invoice Amount	
BEAVER CONTROL PROGRAM	062617	\$30.00	
H & G MASON HOLDINGS	019034	7/11/17	\$8,862.90
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-HAULING	JUN12-14/17	\$4,524.30	
ANNUAL GRAVEL HAUL-HAULING	062017-3243	\$1,654.24	
ANNUAL GRAVEL HAUL-HAULING	062117-3999	\$671.48	
ANNUAL GRAVEL HAUL-HAULING	JUN26-27/17	\$2,012.88	
H&M TRUCKING	019035	7/11/17	\$8,979.10
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-HAULING	JUN12-14/17	\$5,283.85	
ANNUAL GRAVEL HAUL-HAULING	062017-3470	\$1,953.32	
ANNUAL GRAVEL HAUL-HAULING	062117-3353	\$743.44	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ANNUAL GRAVEL HAUL-HAULING	062717-3471		\$998.49
HACH SALES & SERVICE CANADA LP 019036		7/11/17	\$7,195.97
Invoice Description	Invoice Number	Invoice Amount	
WWTP & CWP CHEMICALS	145738		\$7,195.97
HICKOK BRUCE	019037	7/11/17	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
FF YRS OF SERVICE RECOGNITION	062117		\$250.00
HIERBERT ENTERPRISES CONTRACTI 019038		7/11/17	\$4,497.38
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-HAULING	JUN12-14/17		\$4,497.38
HINES CREEK GENERAL STORE	019039	7/11/17	\$1,491.44
Invoice Description	Invoice Number	Invoice Amount	
CUT & WRAP 4H BEEF-BBQ	36-062717		\$1,526.89
JLD ENTERPRISE	019040	7/11/17	\$14,301.00
Invoice Description	Invoice Number	Invoice Amount	
EUREKA RIVER GB13	20		\$14,301.00
JUBILEE INSURANCE AGENCIES LIM 019041		7/11/17	\$31.93
Invoice Description	Invoice Number	Invoice Amount	
ADD SPEED SIGN/DELETE MISC	JUB0018758		\$31.93
KAUT DAVID	019042	7/11/17	\$8,175.78
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-HAULING	JUN12-14/17		\$4,647.80
ANNUAL GRAVEL HAUL-HAULING	062017-3445		\$1,676.61
ANNUAL GRAVEL HAUL-HAULING	062117-40120		\$628.90
ANNUAL GRAVEL HAUL-HAULING	062617-3333		\$1,222.47
KING JUSTIN	019043	7/11/17	\$200.00
Invoice Description	Invoice Number	Invoice Amount	
FF YRS OF SERVICE RECOGNITION	062117		\$200.00
LEMOINE RONALD	019044	7/11/17	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
RENTAL DEPOSIT REFUND	61069-062117		\$50.00
MAD DOG CRESTING	019045	7/11/17	\$361.20
Invoice Description	Invoice Number	Invoice Amount	
T-SHIRTS FOR COUNTY BBQ	34316		\$361.20

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
MODRALL, MARK	019046	7/11/17	\$1,230.00
Invoice Description	Invoice Number	Invoice Amount	
BEAVER CONTROL PROGRAM	061917	\$1,230.00	
MORGAN WESLEY	019047	7/11/17	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
FF YRS OF SERVICE RECOGNITION	062117	\$150.00	
NEIL'S GENERAL CONTRACTING LTD	019048	7/11/17	\$474.80
Invoice Description	Invoice Number	Invoice Amount	
MEALS & ROOM FOR WEED INSPECT.	22686	\$474.80	
PATTON OWEN	019049	7/11/17	\$577.00
Invoice Description	Invoice Number	Invoice Amount	
RENTAL DEPOSIT REFUND	60943-061917	\$50.00	
RENTAL DEPOSIT REFUND	60896-062017	\$100.00	
RENTAL DEPOSIT REFUND	61119-062617	\$400.00	
REFUND OF OVERAGE ON CR61259	070517	\$27.00	
PEACE RIVER SCHOOL DIVISION NO	019050	7/11/17	\$94.00
Invoice Description	Invoice Number	Invoice Amount	
RENT FOR PUBLIC MTG.	8286	\$94.00	
PETERS ABRAM	019051	7/11/17	\$200.00
Invoice Description	Invoice Number	Invoice Amount	
FF YRS OF SERVICE RECOGNITION	062117	\$200.00	
PETERS IKE	019052	7/11/17	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
BEAVER CONTROL PROGRAM	062117	\$60.00	
BEAVER CONTROL PROGRAM	062317	\$60.00	
BEAVER CONTROL PROGRAM	062917	\$30.00	
RECEIVER GENERAL	019053	7/11/17	\$164.00
Invoice Description	Invoice Number	Invoice Amount	
PAY DEDUCT JUNE 11-24, 2017	063017	\$164.00	
REYNOLDS' PLUMBING & HEATING	019054	7/11/17	\$2,047.50
Invoice Description	Invoice Number	Invoice Amount	
WATER METER & CONNECTOR SET	161118	\$2,047.50	
Richardson Sandy	019055	7/11/17	\$600.00
Invoice Description	Invoice Number	Invoice Amount	



Clear Hills County  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
BEAVER CONTROL PROGRAM	062017		\$600.00
RICHARDSON, DALE	019056	7/11/17	\$350.00
Invoice Description	Invoice Number	Invoice Amount	
FF YRS OF SERVICE RECOGNITION	062117		\$350.00
RM FUEL & TIRE SERVICES LTD.	019057	7/11/17	\$135.80
Invoice Description	Invoice Number	Invoice Amount	
R&M UNIT 65-46	7981		\$135.80
ROAMING TRANSPORT	019058	7/11/17	\$13,238.40
Invoice Description	Invoice Number	Invoice Amount	
HINES CREEK GB14	0023		\$13,238.40
ROCKYWOOD VENTURES	019059	7/11/17	\$4,842.28
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-HAULING	JUN12-14/17		\$4,842.28
ROSSWORM, KIMBERLY	019060	7/11/17	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
RENTAL DEPOSIT REFUND	61026-061917		\$50.00
RUCO ENTERPRISES	019061	7/11/17	\$10,419.71
Invoice Description	Invoice Number	Invoice Amount	
ANNUAL GRAVEL HAUL-HAULING	062117-3478		\$672.40
ANNUAL GRAVEL HAUL-HAULING	JUN26-27/17		\$2,066.01
ANNUAL GRAVEL HAUL-HAULING	061217-39390		\$1,904.30
ANNUAL GRAVEL HAUL-HAULING	JUN12-14/17		\$4,023.43
ANNUAL GRAVEL HAUL-HAULING	062017-3477		\$1,753.57
SPIRK, ERIC	019062	7/11/17	\$260.00
Invoice Description	Invoice Number	Invoice Amount	
RENTAL DEPOSIT REFUND	60929-061917		\$260.00
STEWART JOHN	019063	7/11/17	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
FF YRS OF SERVICE RECOGNITION	062117		\$150.00
SUNMEDIA	019064	7/11/17	\$1,220.74
Invoice Description	Invoice Number	Invoice Amount	
JANITORIAL SERVICES TENDER AD	WD01859109		\$183.86
JANITORIAL SERVICES TENDER AD	WD01855860		\$132.83
JULY 2017 NEWSLETTER PRINTING	WD01859829		\$904.05

Vendor Name	Cheque Number	Cheque Date	Cheque Amount																														
THISTLES TRUCK SERVICE	019065	7/11/17	\$6,991.52																														
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TIGER CALCIUM SERVICES INC.	019066	7/11/17	\$8,162.96																														
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UNITED FARMERS OF ALBERTA	019067	7/11/17	\$1,635.60																														
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D.E.F. UNITS 63-65 & 63-67	213139316	\$1,129.97																															
WASYLCIW JUSTIN	019068	7/11/17	\$480.00																														
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WILL JUST CONTRACT	019070	7/11/17	\$6,819.61																														
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WOODMERE NURSERY LTD.	019071	7/11/17	\$803.25																														
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WORSLEY GATEWAY INN	019072	7/11/17	\$162.12																														
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount																																																															
WORSLEY GENERAL STORE	019073	7/11/17	\$525.68																																																															
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JANITORIAL SUPPLIES-OFFICE	18-051717	\$28.80																																																																
WORSLEY GRAVEL SUPPLY LTD.	019074	7/11/17	\$51,138.90																																																															
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Report Total \$320,461.67

Ranges: From: To: From: To:  
 Cheque Number First Last Cheque Date 6/28/17 7/11/17  
 Vendor ID First Last Chequebook ID First Last  
 Vendor Name First Last

Sorted By: Cheque Number

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
019004	JANZEN09	THOMAS JANZEN	7/11/17	ATB	PMCHQ00001053	\$200.00
019005	1EYED01	1 EYE'D DISPOSAL GARBAGE COLLE	7/11/17	ATB	PMCHQ00001053	\$12,556.25
019006	1002916	1002916 B.C. LTD	7/11/17	ATB	PMCHQ00001053	\$643.13
019007	4IMPRINT	4 IMPRINT, INC.	7/11/17	ATB	PMCHQ00001053	\$1,239.96
019008	756446	756446 ALBERTA LTD.	7/11/17	ATB	PMCHQ00001053	\$7,798.55
019009	AEMA	AEMA ENTERPRISES LTD.	7/11/17	ATB	PMCHQ00001053	\$7,076.08
019010	AAMDC03	AAMDC	7/11/17	ATB	PMCHQ00001053	\$326.18
019011	ALBERTANWT	ALBERTA NWT COMMAND THE ROYAL	7/11/17	ATB	PMCHQ00001053	\$940.00
019012	AQUA	AQUATERA WATER EARTH INNOVATI	7/11/17	ATB	PMCHQ00001053	\$2,997.00
019013	BJORNSON04	RODNEY BJORNSON	7/11/17	ATB	PMCHQ00001053	\$200.00
019014	BOSCHWICK01	BOSCHWICK CONTRACTING	7/11/17	ATB	PMCHQ00001053	\$16,665.60
019015	BRAUN08	JACOB BRAUN	7/11/17	ATB	PMCHQ00001053	\$100.00
019016	CALR01	CAL-R CONTRACTING LTD.	7/11/17	ATB	PMCHQ00001053	\$16,826.25
019017	CHUBS01	CHUB'S TRUCKING	7/11/17	ATB	PMCHQ00001053	\$6,867.24
019018	CLEARDALEAG01	CLEARDALE AGRICULTURAL SOCIETY	7/11/17	ATB	PMCHQ00001053	\$500.00
019019	CLDLCOLONY01	CLEARDALE COLONY LTD.	7/11/17	ATB	PMCHQ00001053	\$300.00
019020	CLEARDALE06	CLEARDALE DISPOSALS	7/11/17	ATB	PMCHQ00001053	\$210.00
019021	CLEARDALE01	CLEARDALE TRANSPORT	7/11/17	ATB	PMCHQ00001053	\$31,946.25
019022	CRAGER01	Cragar's Autobody & Towing	7/11/17	ATB	PMCHQ00001053	\$118.56
019023	CUCO06	CUSTOM COMMUNICATIONS & SECURI	7/11/17	ATB	PMCHQ00001053	\$21.00
019024	D&M01	D & M CONTRACTING	7/11/17	ATB	PMCHQ00001053	\$535.50
019025	DSCHNEIDER01	D. SCHNEIDER WATER HAULING	7/11/17	ATB	PMCHQ00001053	\$10,232.77
019026	DEP01	DEP VENTURES	7/11/17	ATB	PMCHQ00001053	\$10,015.25
019027	DROUINM	MARCEL DROUIN	7/11/17	ATB	PMCHQ00001053	\$300.00
019028	EDMUNDS01	HARVEY EDMUNDS	7/11/17	ATB	PMCHQ00001053	\$50.00
019029	ERNIE01	ERNIE KOBBERT TRUCKING LTD.	7/11/17	ATB	PMCHQ00001053	\$8,267.57
019030	FEHR14	FEHR TIRE & MAINTENANCE SHOP	7/11/17	ATB	PMCHQ00001053	\$4,774.88
019031	FOSSIL	FOSSIL COMMUNICATIONS LTD.	7/11/17	ATB	PMCHQ00001053	\$295.32
019032	GIESBRECHTV	GIESBRECHT VENTURES	7/11/17	ATB	PMCHQ00001053	\$8,702.76
019033	GIESBRECHTM	MARTIN GIESBRECHT	7/11/17	ATB	PMCHQ00001053	\$30.00
019034	H&GMASON01	H & G MASON HOLDINGS	7/11/17	ATB	PMCHQ00001053	\$8,862.90
019035	H&M	H&M TRUCKING	7/11/17	ATB	PMCHQ00001053	\$8,979.10
019036	HACH01	HACH SALES & SERVICE CANADA LP	7/11/17	ATB	PMCHQ00001053	\$7,195.97
019037	HICKOK02	BRUCE HICKOK	7/11/17	ATB	PMCHQ00001053	\$250.00
019038	HIEBERTE	HIERBERT ENTERPRISES CONTRACTI	7/11/17	ATB	PMCHQ00001053	\$4,497.38
019039	HCGENERAL01	HINES CREEK GENERAL STORE	7/11/17	ATB	PMCHQ00001053	\$1,491.44
019040	JLD	JLD ENTERPRISE	7/11/17	ATB	PMCHQ00001053	\$14,301.00
019041	JUBILEE01	JUBILEE INSURANCE AGENCIES LTD	7/11/17	ATB	PMCHQ00001053	\$31.93
019042	KAUT01	DAVID KAUT	7/11/17	ATB	PMCHQ00001053	\$8,175.78
019043	KING02	JUSTIN KING	7/11/17	ATB	PMCHQ00001053	\$200.00
019044	LERO06	RONALD LEMOINE	7/11/17	ATB	PMCHQ00001053	\$50.00
019045	MAD01	MAD DOG CRESTING	7/11/17	ATB	PMCHQ00001053	\$361.20
019046	MODRALL	MARK MODRALL	7/11/17	ATB	PMCHQ00001053	\$1,230.00
019047	MORGAN04	WESLEY MORGAN	7/11/17	ATB	PMCHQ00001053	\$150.00
019048	NEILSGN01	NEIL'S GENERAL CONTRACTING LTD	7/11/17	ATB	PMCHQ00001053	\$474.80
019049	PATTON04	OWEN PATTON	7/11/17	ATB	PMCHQ00001053	\$577.00
019050	PEACE06	PEACE RIVER SCHOOL DIVISION NO	7/11/17	ATB	PMCHQ00001053	\$94.00
019051	PETERS13	ABRAM PETERS	7/11/17	ATB	PMCHQ00001053	\$200.00
019052	PETERS03	IKE PETERS	7/11/17	ATB	PMCHQ00001053	\$150.00
019053	RECEIVER	RECEIVER GENERAL	7/11/17	ATB	PMCHQ00001053	\$164.00
019054	REYNOLDS01	REYNOLDS' PLUMBING & HEATING	7/11/17	ATB	PMCHQ00001053	\$2,047.50
019055	RICHARDSON05	Sandy Richardson	7/11/17	ATB	PMCHQ00001053	\$600.00
019056	RICHARDSON06	DALE RICHARDSON	7/11/17	ATB	PMCHQ00001053	\$350.00
019057	RM01	RM FUEL & TIRE SERVICES LTD.	7/11/17	ATB	PMCHQ00001053	\$135.80
019058	ROAMING	ROAMING TRANSPORT	7/11/17	ATB	PMCHQ00001053	\$13,238.40
019059	ROCKYWOOD01	ROCKYWOOD VENTURES	7/11/17	ATB	PMCHQ00001053	\$4,842.28

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
019060	ROSSWORMK	KIMBERLY ROSSWORM	7/11/17	ATB	PMCHQ00001053	\$50.00
019061	RUCO01	RUCO ENTERPRISES LTD.	7/11/17	ATB	PMCHQ00001053	\$10,419.71
019062	SPIRK	ERIC SPIRK	7/11/17	ATB	PMCHQ00001053	\$260.00
019063	STEWART04	JOHN STEWART	7/11/17	ATB	PMCHQ00001053	\$150.00
019064	SUNMEDIA	POSTMEDIA NETWORK INC.	7/11/17	ATB	PMCHQ00001053	\$1,220.74
019065	THISTLES01	THISTLES TRUCK SERVICE	7/11/17	ATB	PMCHQ00001053	\$6,991.52
019066	TIGER01	TIGER CALCIUM SERVICES INC.	7/11/17	ATB	PMCHQ00001053	\$8,162.96
019067	UFA01	UNITED FARMERS OF ALBERTA	7/11/17	ATB	PMCHQ00001053	\$1,635.60
019068	WASYLCIW05	JUSTIN WASYLCIW	7/11/17	ATB	PMCHQ00001053	\$480.00
019069	WIEBE	CORNELIUS WIEBE	7/11/17	ATB	PMCHQ00001053	\$100.00
019070	WILLJUST	WILL JUST CONTRACT	7/11/17	ATB	PMCHQ00001053	\$6,819.61
019071	WOODMERE	WOODMERE NURSERY LTD.	7/11/17	ATB	PMCHQ00001053	\$803.25
019072	WGATEWAY	WORSLEY GATEWAY INN	7/11/17	ATB	PMCHQ00001053	\$162.12
019073	WGENERAL01	4D HOLDINGS LTD.	7/11/17	ATB	PMCHQ00001053	\$525.68
019074	WOGRO1	WORSLEY GRAVEL SUPPLY LTD.	7/11/17	ATB	PMCHQ00001053	\$51,138.90
019075	WWATERSERV01	WORSLEY WATER SERVICE	7/11/17	ATB	PMCHQ00001053	\$2,155.00
Total Cheques: 72						Total Amount of Cheques: \$320,461.67

## ATB MASTER CARD DETAILS

SALE DATE	PLACE OF PURCHASE	DESCRIPTION
May 3 2017	Canada Post	May Newsletter Postage -CDM
May 4 2017	Booklogic Distributors	Weed Inspector Books -CDM
May 10 2017	Canada Post	Move Up Magazine Postage -CDM
May 10 2017	Canada Post	Move Up Magazine Postage -CDM
May 17 2017	Dispenserkeys.com	Paper towel/Waste dispenser keys - CDM
May 17 2017	Amazon	Aprons for BBQ & Tradeshow-CDM
May 17 2017	Amazon	Weed Inspector Tablet Supplies -CDM
May 17 2017	Flagsunlimited.com	Replenish Alberta Flags-CDM
May 18 2017	Lenovo Canada Inc.	Weed Inspector TableAccessories -CDM
May 19 2017	Amazon	Vaccum Cleaner & Bags for Community Centre-CDM
May 30 2017	Flagsunlimited.com	Replenish Canada Flags-CDM
June 1 2017	Canada Post	June Newsletter Postage -CDM
May 24 2017	Fairview Registries	Registration for Construction Supervisor's Truck-PWM
May 13 2017	Westjet	Flight for LGL Course-EA
May 13 2017	Westjet	Baggage Check for LGL Course-EA
May 18 2017	Grande Prairie Airport	Parking for LGL Course-EA
May 18 2017	Enterprise	Rental Car for LGL Course-EA
May 18 2017	Delta Lodge	Room for LGL Course-EA
May 18 2017	Coast Plaza Hotel	Room for LGL Course-EA
May 31 2017	Keddie's	Long Service Award-EA
May 31 2017	Walmart	Backpacks for Weed Inspector Tablets-EA
May 3 2017	Hampton Inn & Suites	Room for MPTA Conference-CSM
May 5 2017	Denham Inn	Room for Muni Fundamentals Conference-CSM
May 5 2017	Denham Inn	Room for Muni Fundamentals Conference-CSM
May 5 2017	Canada Post	Tax Notice Postage -CSM






## PAYMENTS AND CREDITS

Any payments you made that we received after June 06, 2017 will appear on your next statement.

Date Posted	Description	Amount (\$)
May 25	AUTOMATIC PAYMENT - THANK YOU	3,387.06
<b>Total payments and credits</b>		<b>-\$3,387.06</b>

 **\$6,309.69 will be debited from your account and credited as your automatic payment on Jun 27, 2017.**

## PURCHASES AND DEBITMENTS

Date Charged	Date Posted	Description	Amount (\$)
May 03	May 05	CPC/SCP #0577944 WORSLEY AB	174.13
May 04	May 05	BOOKLOGIC DISTRIBUTOR EDMONTON AB	56.08
May 10	May 10	CPC/SCP #0577944 WORSLEY AB	71.98
May 10	May 10	CPC/SCP #0577944 WORSLEY AB	271.60
May 17	May 17	DISPENSERKE 866979539/ II US DOLLAR 35.75 X 1.40335664	50.17
May 17	May 17	AMAZON.COM AMZN.COM/BILL WA US DOLLAR 221.83 X 1.40508497	311.69
May 17	May 17	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA US DOLLAR 28.90 X 1.40346020	40.56
May 17	May 17	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA US DOLLAR 32.99 X 1.40315247	46.29
May 17	May 17	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA US DOLLAR 94.95 X 1.40347551	133.26
May 17	May 17	FLAGSUNLIMI 7057394100 ON	1,021.50
May 18	May 18	LENOVO (CANADA) INC NORTH YORK ON	51.44
May 19	May 19	AMAZON *MARKETPLACE CA WWW.AMAZON.CA ON	510.94
May 22	May 22	AMAZON *MARKETPLACE CA WWW.AMAZON.CA ON	16.50


(continued on next page)

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.

Page 2 of 6

You can make your payment by:

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

 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  
MAY 05 to JUN 06, 2017**

CLEAR HILLS COUNTY \*  
Account Number  
Alberta BusinessCard

PURCHASES

Date Charged	Date Posted	Description	Amount (\$)
May 30	May 30	FLAGSUNLIMI /057394100 ON	456.23
Jun 01	Jun 01	CPC/SCP #0577944 WORSLEY AB	234.96
<b>Total for</b>			<b>\$3,447.33</b>

Date Charged	Date Posted	Description	Amount (\$)
May 24	May 24	FAIRVIEW REGISTRY FAIRVIEW AB	84.45
<b>Total for</b>			<b>\$84.45</b>

Date Charged	Date Posted	Description	Amount (\$)
May 13	May 13	WESTJET 838212589/2066 CALGARY AB MORGAN/GLENN MR YQU YQC YQC YQU	271.27
May 13	May 13	WESTJET 83826040509385 CALGARY AB MORGAN/BONNIE M XAA XAA	26.25
May 17	May 17	WESTJET 838260410/0575 CALGARY AB MORGAN/BONNIE M XAA XAA	26.25
May 18	May 18	GRANDE PRAIRIE AIRPORT GRANDE PRAIRIE AB	43.00
May 18	May 18	ENTERPRISE RENT-A-CAR CALGARY AB RTRN CTY CALGARY	202.61
May 18	May 18	DELTA LODGE KANANASKIS KANANASKIS AB FOLIO #189221	718.83
May 18	May 18	COAST PLAZA HOTEL CALGARY AB FOLIO #145435	226.34
May 31	May 31	KLODDIE'S TACK & WESTERN GRANDE PRAIRIE AB	250.00
May 31	May 31	WAL MART # 3147 GRANDE PRAIRIE AB	52.44
<b>Total for</b>			<b>\$1,816.99</b>

Date Charged	Date Posted	Description	Amount (\$)
May 03	May 05	GRAND PRAIRIE HAMPTONS GRAND PRAIRIE AB	150.55
May 05	May 05	DENHAM INN LEDUC AB	356.43
May 05	May 05	DENHAM INN LEDUC AB	356.43
May 05	May 05	CPC/SCP #0577944 WORSLEY AB	97.51
<b>Total for</b>			<b>\$960.92</b>

**Total purchases and returns \$6,309.69**

INTEREST CHARGES

Balance Type	Interest Charged (\$)	Annual Interest Rate (%)
Purchases	0.00	4.70 (v)
Cash advances and Mastercard cheques	0.00	4.70 (v)

**Total interest charges \$0.00**

(v) - Variable (f) - Fixed



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10 1271 1140 BP20  
PAGE 3 of 6  
001 7 4 170606 0  
6075 0001 FXH

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

Category	Spent This Period (\$)
Dining and entertainment	0.00
Grocery	52.44
Professional services	0.00
Retail stores	889.32
Utilities	527.44
Home improvement and maintenance	0.00
Travel and lodging	2,334.96
Vehicle expenses (fuel, repair)	43.00
Business services	1,527.90
Miscellaneous	934.63
<b>Sub-total (purchases and returns)</b>	<b>\$6,309.69</b>
Cash advances and Mastercard cheques	\$0.00
<b>Grand total</b>	<b>\$6,309.69</b>

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	July 18, 2017
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	<b>TENDER AWARD: 2017-05 Janitorial Services</b>
File:	31-61-03/05

DESCRIPTION:

Tender for 2017-05 Janitorial Services at the Administration Office & Shop and Community Centre side of the Firehall in Worsley were opened at the June 27, 2017 Council meeting and Council is presented with a recommendation to award.

BACKGROUND / PROPOSAL:

Company	Amount
Koryssa Morgan	\$2000.00/month \$20.00/hour
Ann & Clayton Skerratt	\$1950.00/month \$23.50/hour/sp
Judith Bergen/Helena Braun	\$ 2700.00/month \$30.00/hour/sp

RECOMMENDED ACTION:

Resolution by..... to award 2017-05 Janitorial Services to Ann and Clayton Skerratt for \$1950.00 per month for General Janitorial Services and \$23.50 per hour for Special Janitorial Services.

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

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	July 18, 201
Originated By:	Audrey Bjorklund, CLGM Community Development Manager
Title:	<b>FCSS APPLICATIONS</b>
File:	51-02-02

DESCRIPTION:

Four applications have been received for the Family and Community Support Services (FCSS) Grant and are presented for Council's consideration.

BACKGROUND:

Applications:	Requested Funding:
1. Youth Enhancement Society – Y.E.S. program For students at the four local schools and community-at-large exposure to art and culture through various mediums. Students served 400+ (k-12; 5 local schools)	\$35,000
2. Jeanne Lawrence "Mommy and Me" Social development program for preschool while developing independence and parenting skills in relation to health and development <i>Other funding:</i> Parent Link – toys donation Children served 197+*	\$25,702
3. Worsley Early Childhood Education Foundation Preschool in a non-denominational format that encourages social skill development through developing positive interpersonal skills, group skills and independence. <i>Other funding:</i> fundraisers, in-kind contributions, registration & program fees, rec. board grant. Children served: 16 in 2016 expect 11 in 2017	\$17,198
4. Peace River School Division No. 10 – Youth Education Support Worker School Counselor position shared amongst Hines Creek, Worsley and Cleardale. <i>Other funding:</i> in kind contributions	\$73,725
Total Applications <u>\$ 151,625</u>	

\* from previous year Outcome Report

Initials show support - Reviewed by:	Manager: <i>Abj</i>	CAO: <i>AE</i>
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Overview of FCSS:

Legislation: *Family and Community Support Services Act and Regulation.*

Programming: Delivery of social programs that are preventive in nature to promote and enhance well-being among individuals, families and communities.

Eligible Services – attached for information

FCSS Program Eligibility – attached for information.

<u>ATTACHMENTS:</u>	Pages
• Funding history . . . . .	FH1
• FCSS Program Eligibility. . .	FPE1-3
• Application 1. . . . .	YES1-8
• Application 2. . . . .	M&M 1-5
• Application 3. . . . .	WECEF 1-8
• Application 4. . . . .	PRSD 1-5

COSTS / SOURCE OF FUNDING (if applicable):

2016 budget remaining of FCSS grant: \$108,791

- \$117,341 (80-20 split: 80% Province/20% County)

2017 Commitments to date: \$7,500 Senior Check in Line C688-16(12/13/16)

- \$300 Seniors Tea
- \$250 Seniors Christmas Tea
- \$500 Fairview FCSS Resource Centre

OPTIONS:

**1. Approve all grants in the amounts requested with the additional funds to be allocated from the Rate Stabilization Reserve.**

Draft Motions:

Resolution by Councillor \_\_\_\_\_ to approve the following 20167 Family and Community Support Services grants:

Youth Enhancement Society – Y.E.S. program	35,000
Jeanne Lawrence – Mommy and Me	25,702
Worsley Early Childhood Education Foundation	17,198
Peace River School Division – Youth Support Worker	<u>73,725</u>
	\$151,625

**AND** Resolution by Councillor \_\_\_\_\_ that Council approves an over expenditure of the 2017 Family and Community Support Services program by \$35,484 with the additional funds to be allocated from the Rate Stabilization Reserve.

**2 Potential split based on oversubscription of 28.25%**

Draft motion:

Resolution by Councillor \_\_\_\_\_ to approve the following 2016 Family and Community Support Services grants:

Youth Enhancement Society – Y.E.S. program	25112
Jeanne Lawrence – Mommy and Me	18,441
Worsley Early Childhood Education Foundation	12,340
Peace River School Division – Youth Support Worker	<u>52,898</u>
	\$108,791

<b>Initials show support -</b> Reviewed by:	<b>Manager:</b>	<b>CAO:</b>
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**3 Based on 2017 allotments & YES reduced to requested amount**

Youth Enhancement Society – Y.E.S. program	35,000
Jeanne Lawrence – Mommy and Me	8,000
Worsley Early Childhood Education Foundation	16,000
Peace River School Division – Youth Support Worker	<u>65,000</u>
Note this is still over budget	\$124,000

**4 Approve in different amounts to meet budget limit**

Youth Enhancement Society – Y.E.S. program	
Jeanne Lawrence – Mommy and Me	
Worsley Early Childhood Education Foundation	
Peace River School Division – Youth Support Worker	
	<u>\$108,791</u>

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

7 year history of FCSS grants issued							
Background for July 18, 2017 Regular Council Meeting FCSS Grant Applications RFD							
Recipients	2016	2015	2014	2013	2012	2011	2010
Fairview & District Learning Store	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mommy & Me Program	\$ 8,000	\$ 8,000	\$ 9,000	\$ 8,000	\$ 8,000	\$ -	\$ -
PRSD - Youth Support Worker	\$ 65,000	\$ -	\$ 42,000	\$ 72,069	\$ 72,069	\$ 69,200	\$ 20,655
Worsley Central School-Healthy Choices	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 1,900
Worsley Early Childhood Education Foundation	\$ 16,000	\$ 10,000	\$ 9,000	\$ 8,875	\$ 8,875		
Youth Enhancement Society (YES)	\$ 45,000	\$ 85,000	\$ 35,000	\$ 45,000	\$ 45,000	\$ 30,800	\$ 85,000
Hines Creek Playschool Society	\$ 10,000	\$ 8,000	\$ 5,000				
Senior Check In Line		\$ 5,000					
Kids In Motion	\$ 45	\$ 250				\$ 50	
Training/conference					\$ 869	\$ 65	
Fairview FCSS Resource Centre	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ 201
Healthy Families (Babies Best Start)	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	\$ -
Annual Membership	\$ 314	\$ 314	\$ 299	\$ 299	\$ 299	\$ 500	\$ 500
Seniors Teas	\$ -	\$ 500	\$ 500	\$ 500	\$ 250	\$ 200	\$ -
	\$ 144,359	\$ 117,814	\$ 101,049	\$ 135,493	\$ 135,612	\$ 101,015	\$ 108,256
<b>Funding: FCSS budget</b>	\$ 117,341	\$ 117,341	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Rate Stabilization Reserve	\$ 27,018	\$ 473	\$ 1,049	\$ 35,493	\$ 35,612	\$ 1,015	\$ -
Carry over from previous year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,256
	\$ 144,359	\$ 117,814	\$ 101,049	\$ 135,493	\$ 135,612	\$ 101,015	\$ 108,256

## FCSS Program Eligibility

The following table identifies the eligibility of numerous programs and services. Reasons for ineligibility are not meeting FCSS criteria or that the programs receive funding from other provincial programs.

- **Note- if a core service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness and volunteer training/development for the service.**

Program	Eligible	Ineligible
ABC Headstart	Social development of preschool children	Education Preparation
Adult Tutoring		✓
Bicycle Safety Programs		✓
Block Parents		✓
Capital Costs	Office equipment, furnishings and supplies essential to the operation of the program	Purchase of land or buildings, construction or renovating of buildings, purchase of motor vehicles.
Child Car Seat Safety		✓
Child Find		✓
Christmas Hampers		✓
Clothing Depots/Thrift Shops		✓
Collective Kitchens/Community Kitchens	Developing independence, strengthening coping skills, building interpersonal or group skills	Menu planning, nutrition and budget planning and learning shopping skills
Community Development	✓	
Conference/Event Attendance	Conference designed to encourage the development of healthy lifestyles, leadership skills and/or social responsibility.	Recognition conferences/ events that do not meet FCSS criteria or have an entertainment or recreational focus.
Counseling	Short-term counseling and referral services.	Crisis or treatment counselling.
Crisis, Distress or Help Lines	Public information/education/ volunteer development	Core operating costs.
Day Care/Child Care Ages 0-5		✓
Disaster Services Programming		✓
Drug Awareness Resistance Education (DARE)		✓
Dry Grad Celebrations		✓
Employment Programs or Employment Training Programs		✓

Family School Liaisons	✓	
Family Violence	Public Awareness/ Education volunteer development	Core operating costs.
Fetal Alcohol Spectrum Disorder (prevention activities including public awareness and education)	Prevention activities including public awareness and education	Assessment or support to individual diagnosed with FASD.
Healthy Families/Home visitation Programs	✓	
Home Care (medical services)		✓
Homes Support (non-medical program designed to assist seniors in remaining in their homes).	✓	
Honorarium to FCSS or other organizations receiving funding		✓
Housing Projects	Community engagement, public awareness, needs identification, development of plans and initiatives.	Capital expenses including building costs.
Justice-based Programs		✓
Lifeline/Apello/Medical Alert for seniors.	✓	
Literacy	Developing or promoting parent/child relationships, increasing parental skills.	Improving literacy skills.
Meals on Wheels	Volunteer training, public awareness, purchase of containers.	Core operating costs
Mediation Services	Family confliction mediation services	Justice-based mediation services.
Nutrition Programs		✓
Out of Pocket Expenses for FCSS Board members	✓	
Out of School Care	✓	
Palliative Care		✓
Parent Link Centres	✓	
Pre School Programs	✓	
Quest (Lion's Club Program)		✓
Recreation/Sporting Activities		✓
Roots of Empathy Program	✓	
Safe and Caring Schools		✓
Safety Programs		✓
Santa's Anonymous		✓

Searcy and Rescue Programs		✓
Sexual Assault Centres		✓
Suicide Prevention	Public information, awareness, education, referral services.	Core operating costs.
Summer Fun/Playground Programs	Social Development of Children	Recreational/entertainment activities.
Swim Lessons/Programs	✓	
Transportation Services	Transporting individuals to/from an FCSS event or activity.	Regularly schedule service, including transportation for persons with disabilities.
Victim Services		✓
Volunteer Department	✓	
Women's Shelters		✓
Youth Conferences	Conferences designed to develop healthy lifestyles, leadership or life skills and/or social responsibility.	Recognition events that not meet FCSS criteria or are primarily recreations or sports-focused.
Youth Emergency Shelters		✓
Youth Justice Committees		✓





Clear Hills County  
Family and Community Support Services Funding  
**Application Deadline: June 15**

This application is to apply for funding through Family and Community Support Services. Each project must be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.

Please answer the following questions - prior to completing the attached full application form:

- Are you a government agency Yes  No
- Is the project/program you are applying for recreational in nature? Yes  No
- Are you applying for funds that provide direct assistance to an individual(s), such as money, food, clothing or shelter? Yes  No
- Are you applying for services or programming that is rehabilitative, such as direct treatment or counseling? Yes  No

If you have answered **YES** to any of the above questions your project or agency may not be eligible for funding under this program. Please contact the Community Development Manager at 780-685-3925 to discuss your project prior to completing the application form.

**REQUIRED DOCUMENTATION AND PROCEDURES:**

- Financial statement: Please attach organization's audited financial statement for its last complete fiscal year. If these statements are not audited, they must be dated and signed by the organization's President and Treasurer.
- Current list of Board member names - (contact information not required)
- Only the Budget form in the application package can be used.
- Grants may be mailed, emailed, faxed or dropped off in person.

**Ensure you submit all the required additional documentation!**

Submit application to: **Community Development Manager**  
**Clear Hills County**  
**Box 240 Worsley, AB**  
**T0H 3W0**  
**Email: [audrey@clearhillscounty.ab.ca](mailto:audrey@clearhillscounty.ab.ca)**  
**Phone: 780-685-3925**  
**Fax: 780-685-3960**

*To: AUDREY*  
*FROM: MITZI*  
*Page 10/8*



**Clear Hills County  
Family and Community Support Services  
Funding Application  
Application Deadline: June 15**

*Applicants are reminded to be as concise as possible when providing your information. The success of your application may be affected if they are incomplete or do not provide clear and sufficient information.*

**APPLICANT INFORMATION:**

Registered name of the organization:  
YOUTH ENHANCEMENT SOCIETY  
Mailing Address:  
Box 653  
HINES CREEK AB  
Postal Code: TOH 2A0  
Contact Name: MITZI GOBERSON

Phone: 780-494-3334  
Fax: 780-494-3335  
Email: yesociety@live.com  
Incorporation No: 5010542644  
Date of Incorporation: 2003/06/23

**TYPE OF SUPPORT**

Please indicate which type of funding support you are applying for:

- Special Project  
(Short term and not part of the regular operational costs of the organization)
- Operation Grant  
(On-going operational costs, that tends to be for offsetting the deficits of providing an existing service)

**OUTCOMES**

Which of the following outcomes under the FCSS Act fits the proposed project?  
(Please **check all that apply** – if no outcomes apply – stop filling in the application form and contact the Director of Community Services for consultation)

- Outcome #1 – Prevention  
Helps people to develop independence, strengthen coping skills and become more resistant to crisis.
- Outcome #2 – Local Autonomy  
Helps people to develop an awareness of social needs.
- Outcome #3 - Community Development  
Helps People develop Interpersonal and group skills, which enhance constructive relationships among people.
- Outcome #4 – Accountability  
Helps people and communities to assume responsibility for decisions and actions, which affect them.
- Outcome #5 – Volunteerism  
Provides support that help sustain people as active participants in the community.

**EXECUTIVE SUMMARY:**

**Agency purpose/mandate -** What is the overall purpose of your project/service?

To continue to educate, inspire and support youth in the development of healthy life choices. Maximizing their potential and following through on the realization of dreams and career choices.

**Project Goals -** What goals have you set out to achieve through your program/service?

To provide Clear Hills County Youth, within the (5) five local schools the opportunity to experience art and culture through various mediums.

**Project Description -** Provide an overall general description of your project/program or service - Include applicable dates/times.

September 1st to June 30, providing performances at County schools - open to the public. Provide weekly facilitation at all 5 schools on a residency intensive curriculum by talented local facilitators

**Target Group:** What age group(s) will your project/service serve? (Select all that apply.)

0-5 years	<input checked="" type="checkbox"/>	Young adult 19 - 25	<input checked="" type="checkbox"/>	* all performances open to public.
6-11 years	<input checked="" type="checkbox"/>	Adult 25-65	<input checked="" type="checkbox"/>	
12-18 years	<input checked="" type="checkbox"/>	Senior 65 +	<input checked="" type="checkbox"/>	

**OUTCOME MEASURES:**

**Statement of Need -** What is the overall issue your project/service is meaning to change or influence? How do you know it is needed?

Isolation and separation due to remoteness. Youth are able to experience out of area cultural experiences brought right to the school by world class performers and artists

**Strategy -** What approaches will your project/service use to address this issue?

Regular performances for youth @ County schools. Facilitation through various mediums.

**Rationale** - Explain why you believe this strategy or approach will work, include evidence based research if possible.

The program is highly attended and receives positive feedback from students, teachers, parents and community members. Facilitation reinforces creative thinking through out.

**Inputs** - What resources are you and your group dedicating to this project/service? (Staff, money, materials, partners, volunteers, in-kind services?)

A volunteer board actively makes programming and facilitation decisions. Input is given by (3) principals and (4) facultatus.

**Outputs** - What will be the direct result of the project/program activities? What will your group provide (workshops, presentations, meetings, other services)? Who will you reach?

Weekly: 400+ students receive YES facilitation  
 Monthly: 400+ students, staff & community members enjoy performances  
 Quarterly: board and advisory member meetings.

**Indicators of success** - What impact will you have on your target population? How will you know that your program is making a positive difference?

Student, teacher, parental and community member feedback.

**Measurement tools** - What tools will you use to measure your success; interviews, surveys, questionnaires, focus groups, interviews.)

Our measurement to date and continues to be set in various medium forms. Smiles of pride of ownership from students with completed projects. enjoyment & laughter and conversation from all who attend performances.

**VOLUNTEERISM:**

What are the roles of volunteers in the program/project?

Board members provide guidance & direction for all programming. as well as maintain non-profit Society status.

**COORDINATION AND COMMUNICATION:**

Identify other organizations in Clear Hills County, which provide similar services.

— NONE —

What co-operative and coordinative steps has the project taken with these agencies?

N/A

Describe the similarities and differences between your proposed project and those identified as already being delivered by these other organizations.

N/A

Should you receive partial funding for your project, what would partial funding realistically mean for your overall project/service? What portions of your services would it affect?

The Board would be faced with the difficult decision of laying off facilities or eliminating programs. Since facilities and programs are the foundation of YES, the entire program would be at RISK.

Thank you for your submission.

**PROPOSED BUDGET**

NOTE: ALTERNATE BUDGET SPREADSHEETS MAY BE ACCEPTED IF ALL REQUESTED INFORMATION IS INCLUDED:

Expenditures		Amount
Please provide all budget details below:		Provide expenditure amount
Personnel	<b>FACILITATION</b>	
	WEEKLY 5 SCHOOLS, 400+ students	34,000
	SEPTEMBER - JUNE, 4 FACILITATORS	
	PERFORMANCES, ARTISTS IN RESIDENCY	15,500
Travel/Training		
Materials & Supplies		
	PAINT, CLAY, GLASS, CANVAS, GLAZE	2,250
	BEADS, LEATHER, PAPER, BRUSHES, GLUE	
Facility Costs	WCB	250
Other		
<b>Total Expenditures</b>		<b>52,000</b>
Revenue - Provide all sources of revenue below, including in-kind services and/or donations		Provide revenue amount
2016 CLEAR HILLS COUNTY: FCSS GRANT (SURPLUS)		(17,000)
2017 CLEAR HILLS COUNTY: FCSS GRANT		35,000
<b>Total Revenue</b>		<b>52,000</b>
<b>FCSS Funding Request:</b>	<b>2017</b>	<b>35,000</b>



**Youth Enhancement Society of Hines Creek  
Financial Statement and Bank Reconciliation  
As at June 30, 2016**

**Assets:**

Bank Balance as of June 30, 2015		
ATB 1111871		8,151.16
Less: Outstanding Cheques as of 6.30.2015		(8,062.33)
Plus: Outstanding Deposit		0.00
<b>Bank Balance as of June 30, 2015</b>		<b><u>88.83</u></b>

**Receipts:**

Grant: Clear Hills County	65,000.00
Interest:	15.39
<b>Total Receipts:</b>	<b>65,015.39</b>

**Expenditures:**

Facilitation Fees:	(35,807.39)
Performing Arts in School	
Trent Arterberry	(2,598.75)
Vancouver Theatre Sport	(2,926.35)
Canadian School Presenters (Shaun Boothe)	(3,071.25)
Alberta Opera	(2,992.50)
Mitelka	(162.00)
Performing Arts in Schools Sub-Total	(11,750.85)
School Supplies	
Hines Creek	(344.80)
Menno-Simmons & Colony Schools	(140.50)
Worsley	
School Supplies Sub-Total	
WCB	(218.70)
Performance Transportation	
<b>Total Expenditures:</b>	<b>(48,262.24)</b>
<b>Liabilities</b>	<b>0.00</b>

*REVIEWED & APPROVED*

*Barb Hoffman 10.28.16*

*Leanne J. Grotland 10/28/16*

<b>Net Income (Loss)</b>	<b>16,753.15</b>
<b>Book Balance as of June 30, 2016</b>	<b><u>16,841.98</u></b>

Bank Balance as of June 30, 2016	
ATB 1111871	19,003.98
Less: Outstanding Cheques as of 6.30.2016	(2,162.00)
Plus: Outstanding Deposit	0.00
<b>Bank Balance as of June 30, 2016</b>	<b><u>16,841.98</u></b>

# Youth Enhancement Society of Hines Creek

**Corporate Access Number 5010542644**

For the Year Ending 2017-June-30

Mitzi Godberson	Box 297	Fairview AB T0H 1L0	President/ Treasurer
Vacant			Vice-President
Susan Hansen	Box 603	Hines Creek Ab T0H 2A0	Secretary
Leanne Gretland	Box 669	Hines Creek, AB T0H 2A0	Director



Clear Hills County  
Family and Community Support Services  
Funding Application  
Application Deadline: June 15

RECEIVED  
JUN 13 2017  
CLEAR HILLS COUNTY

*Applicants are reminded to be as concise as possible when providing your information. The success of your application may be affected if they are incomplete or do not provide clear and sufficient information.*

**APPLICANT INFORMATION:**

Registered name of the organization:

Mommy & Me

Phone: 780-835-9554

Mailing Address:

Fax: 780-685-2261

Box 20

Email: Mommyandmecleardale@hotmail.com

Cleardale AB

Postal Code: T0H 3Y0

Incorporation No: 508209566

Contact Name: Jeanne Lawrence

Date of Incorporation: 2014

**TYPE OF SUPPORT**

Please indicate which type of funding support you are applying for:

- Special Project  
(Short term and not part of the regular operational costs of the organization)
- Operation Grant  
(On-going operational costs, that tends to be for offsetting the deficits of providing an existing service)

**OUTCOMES**

Which of the following outcomes under the FCSS Act fits the proposed project?

(Please **check all that apply** – if no outcomes apply – stop filling in the application form and contact the Director of Community Services for consultation)

- Outcome #1 – Prevention  
Helps people to develop independence, strengthen coping skills and become more resistant to crisis.
- Outcome #2 – Local Autonomy  
Helps people to develop an awareness of social needs.
- Outcome #3 - Community Development  
Helps People develop interpersonal and group skills, which enhance constructive relationships among people.
- Outcome #4 – Accountability  
Helps people and communities to assume responsibility for decisions and actions, which affect them.
- Outcome #5 – Volunteerism  
Provides support that help sustain people as active participants in the community.

**EXECUTIVE SUMMARY:**

**Agency purpose/mandate** - What is the overall purpose of your project/service?

The overall purpose of this project is to provide a social development program for children aged 0-5 years old, while developing independence and parenting skills in relation to health and development. This program will be two fold targeting both the child and the parent.

**Project Goals** - What goals have you set out to achieve through your program/service?

#1- The first goal of the program is to target young parents and preschool aged children to provide access to social development programs. Parents will develop independence, strengthen their coping skills and build relationships with other moms.

#2- This year our goal is to continue to encompass the majority of Clear Hills County, making local early intervention programs available to all.

#3- To develop and maintain our toy lending library

#4- To work cooperatively with other organizations within Clearhills to create unique opportunities and peer mentorship.

**Project Description** – Provide an overall general description of your project/program or service – include applicable dates/times.

The “Mommy and Me” program would like to run once a week for children aged 0-5 years old and their parents. This program will be available to all parents of children aged 0-5 years old. It will run for 10 months for a total of 40 workshops in the communities of Cleardale, Worsley, Bear Canyon and Eureka River. Providing programing, equipment and resources to local moms.

**Target Group:** What age group(s) will your project/service serve? (Select all that apply.)

0-5 years

Young adult 19 – 25

6-11years

Adult 25-65

12-18 years

Senior 65 +

**OUTCOME MEASURES:**

**Statement of Need** - What is the overall issue your project/service is meaning to change or influence? How do you know it is needed?

There continues to be a clear lack of social and developmental programs for preschool age children and their parents in the County of Clear Hills. This program will be open to all residents of Clear Hills County and will fill such a need. The overall goal of this program is to provide local access, support and information to parents and children aged 0-5 years old so that healthier happier children are raised.

**Strategy** - What approaches will your project/service use to address this issue?

The “Mommy and Me” program will access the resources of healthcare professionals and experienced child centered specialists by bringing out guest speakers to provide instruction and resources. For the 2017-2018 year we plan to travel to four communities and offer localized programing to reduce the travel needed for moms with small children. Mommy & Me provides nutritious meals and unique opportunities to draw in parents and children.

**Rationale** - Explain why you believe this strategy or approach will work, include evidence based research if possible.

The previous parent workshops offered by Menno Simons Community School, which provided parent education in a workshop format experienced great success. The current format for Mommy & Me has been a success with parents and professionals expressing their support. After observing several programs from around northern Alberta and reviewing current research on providing grassroots early intervention programs the format for Mommy & Me continues to show success. Mommy and Me has offered this format of programing for 5 years now, each year our number of participants has grown.

**Inputs** - What resources are you and your group dedicating to this project/service? (Staff, money, materials, partners, volunteers, in-kind services?)

Our collaboration with Parent Link continues to be a success. For the second year in a row Mommy & Me has received funding to grow our toy library and also received supplies from Parent Link. These toys will then be made available at the Toy Lending Library. As well, our program continues to operate as a volunteer run program.

This is the THIRD year our toy library will be available to the public. In the 2016-2017 toy were borrowed over 100 times, these resources were used by families, teachers and even the Worsley preschool program.

**Outputs** - What will be the direct result of the project/program activities? What will your group provide (workshops, presentations, meetings, other services)? Who will you reach?

The results of this project will be to provide a workshop format program four times a month for parents while preschool children have the opportunity to receive a preschool program that focuses on play, social development and exercise. Workshops will focus on early intervention, health, child development and social development for parents and their children. Showing parents the importance of play on brain development and healthy attitudes towards lifelong learning. First time parents as well as experienced parents will be the focus group. The preschool age children will be receiving programming at the same time which will appeal to parents and their children. Research has shown that effective parent workshops must include food and programs for their children.

**Indicators of success** - What impact will you have on your target population? How will you know that your program is making a positive difference?

The impact on the target population (parents of preschoolers and babes in arms) will be a greater awareness of programs, information and resources available to parents in the Clear Hills County. Indicators of success of the program will be attendance, follow up session attendance and participation evaluation of the program.

**Measurement tools** - What tools will you use to measure your success; interviews, surveys, questionnaires, focus groups, interviews, )

The success of this program will be measured by end of the day conversations with the attendants. Enrollment numbers and parent enthusiasm will also be used to gauge success.

### **VOLUNTEERISM:**

What are the roles of volunteers in the program/project?

Mommy & Me has now become a registered society. This has created opportunities for volunteers to act as executive, board members, advisers and programmers. As well there is ample opportunity for set up, take down and program organization and facilitation. Our program is almost completely run by volunteers. Many hours every week are put into this program for it to continue to succeed. Many of our speakers volunteer their time for the benefit of our program.

**COORDINATION AND COMMUNICATION:**

Identify other organizations in Clear Hills County, which provide similar services.

For the 2017-2018 year Parent Link (based in Peace River) is planning to continue coordinating and working with Mommy & Me. Because Mommy & Me exists in Clear Hills county Parent Link has been able to develop a "Foot Hold" scenario and have begun bringing additional supports to other programs within Clear Hills County. There are no other programs in Clear Hills County that provides early intervention programming for preschool aged children alongside their parents. This partnership between Mommy & Me and Parent Link has even led to increased numbers of participants.

What co-operative and coordinative steps has the project taken with these agencies?

Parent Link will be working closely with Mommy & Me in the 2017-2018 year to bring additional programming and education to Clear Hills county. As well, Mommy & Me plans to continue to work jointly with several other community groups and services to provide parental involvement and support. Some of these programs groups include the Fairview RCMP detachment, Public Health, Tiny tot Dental Clinic, Fairview Clear Hills County Early intervention coalition, Early Intervention services, Alberta transportation, Worsley Ag Society and several others.

Mommy & Me continues to be lucky enough to partner with both Menno Simons Community school and Worsley Central School to bring in presenters that all children enjoy. This included, but was not limited to, an agricultural Petting Zoo and Dog Sled Team. For the 2017-2018 years we plan to partner with several groups and schools to bring in a bicycle Rodeo, a petting zoo, a reptile petting zoo, dog sled demonstration and a canine search and rescue demonstration.

Describe the similarities and differences between your proposed project and those identified as already being delivered by these other organizations.

Parent Link no longer runs a program based out of Hines Creek, therefore the loss of their program has been a loss in early intervention programming for Clear Hills County. Two preschool programs exist in Hines Creek and Worsley. These programs are focused around the child and **do not include the parent**. While Mommy & Me is a whole approach to early intervention that addresses a large variety of concerns. It is parent run and parent driven. Other programs do not provide a whole complete approach to address both the needs of the parent and the needs of the child together. As well, Mommy & Me continues to be the **only** program in Clear Hills County that welcomes children under the age of 3.

Should you receive partial funding for your project, what would partial funding **realistically** mean for your overall project/service? What portions of your services would it affect?

If partial funding is provided for this program there will be a drastic reduction in the services offered. This would include limiting the variety of guest speakers, limiting the communities accessed and possibly causing Mommy & me to not be able to afford to operate at all. Any line items that are under budgeted will be supported from over budgeted line items. Any excess of funding it will be returned to the grantor.

Thank you for your submission.



**PROPOSED BUDGET**

NOTE: ALTERNATE BUDGET SPREADSHEETS **MAY** BE ACCEPTED IF ALL REQUESTED INFORMATION IS INCLUDED:

Expenditures	Amount
Please provide all budget details below:	Provide expenditure amount
<b>Personnel</b>	
Administration                    3 hours a day X \$15/hour X 4 days a month X 10 Months	\$1800
Preschool programing            7 hours a day X \$15/hour X 4 days a month X 10 Months	\$4200
Honorarium for guest speakers    \$200 X 4 days a month X 10 Months	\$8000
Toy Library                        3 hours a week X \$15/hour X 4 days a month X 10 Month	\$2160
<b>Travel/Training</b>	
Travel cost for Mommy & Me to Worsley \$0.52 X 80km X 1 session/month X 10	\$416
Travel cost for Mommy & Me to Bear Canyon \$0.52X 68kmX 1 session/month X 10	\$353.60
Travel cost for Mommy & Me to Eureka River \$0.52 X 62km X 1 session/month X 10	\$322.40
Travel cost for Mommy & Me to Cleardale \$0.52 X 0km X 1 session/month X 10	\$0
<b>Materials &amp; Supplies</b>	
Session Resources \$50 X 4 sessions a month X 10 Months	\$2000
Developmentally appropriate resources \$50 X 4 sessions a month X 10 months	\$2000
Advertising and office supplies	\$200
Nutritious Meals/snacks \$100 X 4 sessions per month X 10 months	\$4000
<b>Facility Costs</b>	
Cleardale	\$500
Worsley	\$0
Eureka River	\$750
Bear Canyon	\$0
Insurance	\$795.16
<b>Total Expenditures</b>	\$26702.00
Revenue - Provide all sources of revenue below, including in-kind services and/or donations	Provide revenue amount
Toys donated by Parent Link	\$1000
<b>Total Revenue</b>	\$1000



Box 287  
Worsley AB  
T0H 3W0  
June 7, 2017

Community Development Manager  
Council  
Clear Hills County  
Box 240  
Worsley AB T0H 3W0

**RE: Family and Community Support Services Grant**

Dear Mrs. Bjorklund and Councillors:

The Worsley Early Childhood Education Foundation is seeking approval again this year for a Family and Community Support Services grant on behalf of the Worsley Preschool. The Worsley ECE Foundation is a non-profit organization operated by parent volunteers from our community. The Worsley ECE Foundation has brought families together to work on the common goal of creating and operating the preschool within the Worsley area; to give our children an otherwise missed opportunity. Thanks to an FCSS grant the past six years from Clear Hills County, our Foundation was able to successfully run the preschool.

The Worsley Preschool provides positive, organized interaction for children with other preschoolers in a non-denominational format that encourages social skill development through developing positive interpersonal skills, group skills and independence. The Worsley Preschool is the only program for preschoolers in our community and is welcoming of all children within this age group to enhance the children's social well-being. We have parents driving in from Bear Canyon, Cleardale, Eureka River and Clear Prairie to bring their children to our Preschool.

The Worsley Early Childhood Education Foundation is pleased to report that we have had a very successful fifth year in operation with seven children attending the Worsley Preschool. The Preschool operated inside the Baptist church's primary classroom and was taught by an Alberta certified educator.

The Worsley Early Childhood Education Foundation is requesting financial assistance in the form of a Family and Community Support Services grant from the Clear Hills County in order to continue the Worsley Preschool. If you have any questions regarding our application, please contact Brittany King at 780-835-1277. Our board would be happy to present and answer questions from the councillors at an upcoming meeting.

Sincerely,

*Brittany King*

Brittany King  
Secretary/Treasurer, Worsley Early Childhood Education Foundation

WECEF.  
1/13



**Clear Hills County  
Family and Community Support Services  
Funding Application  
Application Deadline: June 15**

*Applicants are reminded to be as concise as possible when providing your information. The success of your application may be affected if they are incomplete or do not provide clear and sufficient information.*

**APPLICANT INFORMATION:**

Registered name of the organization:

Worsley Early Childhood Education Foundation \_\_\_\_\_

Phone: Brittany -- 780-835-1277

Mailing Address:

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

Box 287 \_\_\_\_\_

Email: jbkking05@gmail.com

Worsley, AB \_\_\_\_\_

Postal Code: T0H 3W0

Incorporation No: 5016185422

Contact Name: Brittany King

Date of Incorporation: July 13, 2011

**TYPE OF SUPPORT**

Please indicate which type of funding support you are applying for:

- Special Project  
(Short term and not part of the regular operational costs of the organization)
- Operation Grant  
(On-going operational costs, that tends to be for offsetting the deficits of providing an existing service)

**OUTCOMES**

Which of the following outcomes under the FCSS Act fits the proposed project?

(Please **check all that apply** – if no outcomes apply – stop filling in the application form and contact the Director of Community Services for consultation)

- Outcome #1 – Prevention  
Helps people to develop independence, strengthen coping skills and become more resistant to crisis.
- Outcome #2 – Local Autonomy  
Helps people to develop an awareness of social needs.
- Outcome #3 – Community Development  
Helps People develop interpersonal and group skills, which enhance constructive relationships among people.
- Outcome #4 – Accountability  
Helps people and communities to assume responsibility for decisions and actions, which affect them.
- Outcome #5 – Volunteerism  
Provides support that help sustain people as active participants in the community.

**EXECUTIVE SUMMARY:**

**Agency purpose/mandate** - What is the overall purpose of your project/service?

The Worsley Early Childhood Education Foundation was established in response to community need for an accessible early childhood programming for children aged 3-5. This has been achieved through the Worsley Preschool program.

**Project Goals** - What goals have you set out to achieve through your program/service?

The Worsley Preschool's goals include developing the whole child through a play based curriculum that supports the growth of many skills relating to the child's social, physical, intellectual, creative and emotional growth. The main goal is to allow children from our remote community to develop age appropriate socialization skills.

**Project Description** -- Provide an overall general description of your project/program or service -- include applicable dates/times.

The Worsley Preschool focuses on learning through play, which allows for and recognizes each child's unique learning style, abilities and developmental level. This allows for hands on learning where the curriculum can be guided based on the children's interests and desires, which will lead to more meaningful and concrete learning. This is accomplished through the use of centres, both independent and guided, circle activities (whole group), as well as community based field trips and in class visitors/volunteers.

For the 2016 – 2017 school year, the preschool operated out of the Baptist Church's primary classroom. We hope to continue this for the next school year. The preschool will run Wednesdays from September, 2017 until the end of May, 2018, for approximately 40 days. The preschool classes will run from 10:30 am until 2:30pm.

**Target Group:** What age group(s) will your project/service serve? (Select all that apply.)

0-5 years	<input checked="" type="checkbox"/>	Young adult 19 – 25	<input type="checkbox"/>
6-11years	<input type="checkbox"/>	Adult 25-65	<input type="checkbox"/>
12-18 years	<input type="checkbox"/>	Senior 65 +	<input type="checkbox"/>

**OUTCOME MEASURES:**

**Statement of Need** - What is the overall issue your project/service is meaning to change or influence? How do you know it is needed?

The Worsley ECE Foundation was established as a result of the need for early childhood education in our community, as expressed by parents of preschoolers in Worsley. Before our program began, there were no non-denominational programs offered to preschoolers in our community. This need was reflected in our first year enrollment of 11 students, second year enrollment of 7 students, third year enrollment of 10 students, fourth year enrollment of 8 students, fifth year enrollment of 7 students, sixth year enrollment of 16 students and next year projections of 11 students.

**Strategy** - What approaches will your project/service use to address this issue?

Children benefit greatly from interacting with other children and adults in a community. They develop confidence, social skills and patience/tolerance.

The Worsley Preschool program will meet the social, physical, intellectual, creative and emotional needs (SPICE) of the children who attend by:

Social -learning to share, cooperate and respect themselves, others and their belongings

Physical- involving fine motor and gross motor activities

Intellectual - providing opportunities for language development, experimentation, discovery and exploration

Creative - providing opportunities for self-expression, and creative problem solving

Emotion - encouraging self-confidence, curiosity, self-discipline, awareness of self and others, ability to learn from mistakes.

This will be accomplished by providing circle activities, centres, fine and gross motor opportunities, early literacy stations, in class library, community based field trips and in class visitors.

**Rationale** - Explain why you believe this strategy or approach will work, include evidence based research if possible.

The Worsley Preschool focuses on play. Play supports the growth of the whole child by developing many skills relating to their social, physical, intellectual, creative and emotional growth. Learning through play allows for and recognizes each child's unique learning style, abilities and developmental level. This allows for hands on learning where the curriculum can be guided based on the children's interests and desires, which will lead to more meaningful and concrete learning.

**Inputs** - What resources are you and your group dedicating to this project/service? (Staff, money, materials, partners, volunteers, in-kind services?)

The Worsley ECE Foundation is a not-for-profit group run by parent volunteers. The Worsley Preschool program was and is funded by the generous donations from community members, charging program and registration fees, fundraising completed by Foundation board members and parents of students, as well as receiving FCSS grants from Clear Hills County. The preschool also accepted donations of craft supplies, classroom supplies, books, and storage items from community members and board members. Thanks to an agreement with the Baptist Church, we were able to operate the preschool inside their primary classroom free of charge for the 2013-2016 school years.

In order to be a successful preschool, the foundation hired a provincially certified educator to run the program and a educator's assistant in the classroom each day. We found a teacher along with an educational assistant were necessary in order for greater stability and consistency. However, we still encourage parent volunteer time.

For the 2017-2018 school year, the board will continue to pay an honorarium (money received from a separate grant) to the secretary/treasurer to ensure that the role is filled by qualified personnel.

**Outputs** - What will be the direct result of the project/program activities? What will your group provide (workshops, presentations, meetings, other services)? Who will you reach?

The WECEF helps parents of preschoolers to connect and work together with the common goal of providing an education and social opportunity for our children. The preschool allows for this much needed social interaction for the children, but also for parents to be involved with their child's education and social development. The direct result is a weekly program geared towards preschoolers to help their development. There is a parent's area where parents can have time to interact with other adults while still monitoring their preschooler and younger children who utilized the play space.



**Indicators of success** - What impact will you have on your target population? How will you know that your program is making a positive difference?

Preschool aged children gain social skills, in addition to intellectual, physical and creative development. The Worsley Preschool program has successfully operated for three sessions from February until June of 2012, and from September - May of 2012-2017. Each child who attended the programs have shown growth in skills and abilities. The children demonstrated a greater ability to share, take turns, co-operate, hold a pencil, write letters, numbers, and shapes, cut paper, listen to other adults, play with their peers, follow directions and routines, and so on.

**Measurement tools** - What tools will you use to measure your success; interviews, surveys, questionnaires, focus groups, interviews, )

This coming school year, the teacher will continue to complete formal assessment with the children at the beginning, middle and end of the preschool year to show measurable changes. The assessment will include formal testing (in an informal, relaxed process to not upset the children) and anecdotal records. We will also continue parent surveys to assess the program and service offered, as well as to indicate improvements/concerns/questions, as well as bi-monthly board meetings, in which parents are welcome to attend. Each parent is free to speak with the teacher, president or any other board member at any time to discuss concerns and successes.

**VOLUNTEERISM:**

What are the roles of volunteers in the program/project?

Currently, volunteers run the Worsley Early Childhood Education Foundation. Parent volunteers are also required to participate fundraising endeavors.

**COORDINATION AND COMMUNICATION:**

Identify other organizations in Clear Hills County, which provide similar services.

A group has formed in Hines Creek but we have not been contacted by the group. We have parents driving their kids in from Bear Canyon, Cleardale, Eureka River and Clear Prairie.

What co-operative and coordinative steps has the project taken with these agencies?

Describe the similarities and differences between your proposed project and those identified as already being delivered by these other organizations.

Should you receive partial funding for your project, what would partial funding **realistically** mean for your overall project/service? What portions of your services would it affect?

In order to be successful, we require funding for the teacher, educational assistant, janitor, secretary/treasurer, and accountant. Previous FCSS grants have been used for teacher and janitor pay. Any discrepancies in funds would result in loss of classroom supplies, books, centers, playground equipment and physical education supplies. We have been saving our extra fundraising dollars for a storage shed and physical education materials.



Thank you for your submission.

**PROPOSED BUDGET**

NOTE: ALTERNATE BUDGET SPREADSHEETS **MAY** BE ACCEPTED IF ALL REQUESTED INFORMATION IS INCLUDED:

Expenditures	Amount
Please provide all budget details below: (We will need to run 2 classes a week with the number of children we will have this year.)	Provide Expenditure amount
<b>Personnel</b>	
Teacher	\$13,104.00
Educational Assistant	\$6552.00
Janitor	\$800.00
<b>Travel/Training</b>	
Staff First Aid Training (2 day course, hotel, mileage)	\$1400.00
<b>Materials &amp; Supplies</b>	
Classroom supplies – dry erase boards, sensory table, centres (dress-up, kitchen, building), library books, etc	\$500.00
Classroom budget – materials, supplies, snacks, craft/art items, paper, workbooks, photocopying, etc	\$1000.00
Playground & Physical Education Equipment	\$500.00
<b>Facility Costs</b>	
Informal Joint Use agreement with Baptist Church	\$0
<b>Other</b>	
Liability Insurance	\$655.00
Child Care License renewal Fees	\$100.00
Accountant	\$262.50
Secretary/treasurer (received a grant from the Worsley & District Recreation Board)	\$1500.00
Society Fees	\$50.00
<b>Total Expenditures</b>	<b>\$26,423.50</b>
Revenue - Provide all sources of revenue below, including in-kind services and/or donations	Provide revenue amount
Fundraising – 3 major fundraisers/year	Goal \$250/child: \$2750.00
Registration and Program Fees (\$225/child)	\$2475.00
Grants – Worsley & District Recreation Board ( treasurer, accountant fees, help with EA)	\$4000.00
<b>Total Revenue</b>	<b>\$9225.00</b>
<b>FCSS Funding Request:</b>	<b>\$17,198.50</b>

# List of Officers and Directors

Name	Position Held
Rossworm, Angela	President
Landry, Trudie	Vice-President
King, Brittany	Secretary/Treasurer
Basnett, Jackie	Director
Rossworm, Kimberly	Director
Richardson, Brandy	Director

WORSLEY EARLY CHILDHOOD EDUCATION FOUNDATION  
 BALANCE SHEET  
 AS OF JULY 31, 2016  
 Approved

	<u>2,016</u>
ASSETS	
CURRENT	
ATB WECEF	28,833.14
CASH ON HAND	
TOTAL CURRENT ASSETS	<u>28,833.14</u>
FIXED ASSETS	
FURNITURE AND EQUIPMENT	1,269.73
TOTAL FIXED ASSETS	<u>1,269.73</u>
TOTAL ASSETS	<u><u>30,102.87</u></u>
LIABILITIES AND EQUITY	
CURRENT LIABILITIES	
PAYROLL LIABILITIES	0.00
TOTAL LIABILITIES	<u>0.00</u>
EQUITY	
RETAINED EARNINGS FROM PRIOR YEARS	12,223.83
NET PROFIT FOR THE YEAR	17,879.04
TOTAL LIABILITIES AND EQUITY	<u><u>30,102.87</u></u>

COMPILED BY

*Johnson Aug 27/16*

THE FINANCIAL STATEMENTS HAVE BEEN REVIEWED AND APPROVED BY

SIGNATURE	<u><i>Brittany King</i></u>	_____
NAME(PRINTED)	<u><i>Brittany King</i></u>	_____
POSITION	<u><i>Secretary/Treasurer</i></u>	_____
DATE	<u><i>September 9/16</i></u>	_____

WORSLEY EARLY CHILDHOOD EDUCATION FOUNDATION  
 STATEMENT OF PROFIT OR LOSS  
 FOR THE YEAR ENDED JULY 31, 2015  
 Approved

		<u>2016</u>
REVENUE		
GRANT		33,679.75
FUNDRAISING		
INCOME	11,117.98	
EXPENSES	<u>-5,954.60</u>	
TOTAL FUND RAISING INCOME		5,163.38
PROGRAM INCOME		
PROGRAM SERVICE FEES	<u>1,451.27</u>	
TOTAL PROGRAM INCOME		1,451.27
INTEREST INCOME		<u>2.64</u>
TOTAL REVENUE		40,297.04
EXPENDITURE		
BUSINESS EXPENSES		
BANK CHARGES	13.90	
BUSINESS REGISTRATION FEE	100.00	
COURSES	586.45	
ACCOUNTING	210.00	
OTHER	<u>250.00</u>	
TOTAL BUSINESS EXPENSES		1,160.35
FACILITIES AND EQUIPMENT		
EQUIPMENT RENTAL	1,500.00	
PROPERTY INSURANCE	<u>630.00</u>	
TOTAL FACILITIES AND EQUIPMENT		2,130.00
OPERATIONS		
SUPPLIES	3,607.44	
SNACKS	420.53	
JANITORIAL	660.00	
POSTAGE/PRINTING	<u>651.05</u>	
TOTAL OPERATIONS EXPENSES		5,339.02
PAYROLL EXPENSES		13,788.63
TOTAL EXPENDITURES		<u>22,418.00</u>
NET PROFIT		<u><u>17,879.04</u></u>

**Clear Hills County  
Family and Community Support Services  
Funding Application**

**Applicant Information:**

Registered name of the organization: \_\_\_\_\_ Phone: 780-624-4221  
Peace River School Division No. 10 Fax: 780-624-4042  
Mailing Address: \_\_\_\_\_ Email: gillespies@prsd.ab.ca  
10018 – 101 Street Incorporation No: \_\_\_\_\_  
Peace River, AB Date of Incorporation: \_\_\_\_\_  
Postal Code: T8S 2A5  
Contact Name: Susan Gillespie

**Type of Support:**

- ✓ Operation Grant (on-going operational costs, that tends to be for offsetting the deficits of providing an existing service)

**Outcomes:**

- ✓ Outcome 1 – Prevention
  - Helps people to develop independence, strengthen coping skills and become more resistant to crisis.
- ✓ Outcome 2 – Local Autonomy
  - Helps people to develop an awareness of social needs.
- ✓ Outcome 3 – Community Development
  - Helps people develop interpersonal and group skills, which enhance constructive relationships among people.
- ✓ Outcome 4 – Accountability
  - Helps people and communities to assume responsibility for decisions and actions, which affect them.
- ✓ Outcome 5 – Volunteerism
  - Provides support that help sustain people as active participants in the community

## Executive Summary:

**Agency purpose/mandate:** What is the overall purpose of your project/service?

The Youth Education Support Worker (YESW) program is designed to provide universal, mental illness prevention supports for children, youth and families. The YESW works with people to develop problem-solving and resiliency skills to equip them with the necessary tools to work through the inevitable issues and difficulties with healthier outcomes. Emphasis is on healthy life choices, social responsibility, and awareness of post-secondary opportunities. Mid-level level service is a recent change to service provided through access to the PRSD Registered Provisional Psychologist. In situations where it is appropriate to provide this service for students in schools, the psychologist can assist in providing higher-end wrap around service and bridge transitions to external therapists/supports.

**Project Goals:** What goals have you set out to achieve through your program/service?

Provide supports so children and youth are developing his/her gifts and abilities, and healthy life skills.

Empower children and youth to develop healthy interpersonal skills through a variety of peer and family activities.

Build capacity and awareness/education about relevant issues impacting children, youth and families through prevention programs.

**Project Description:** Provide an overall general description of your project/program or service – include applicable dates/times.

Work with school staff and community partners to provide and coordinate relevant and timely programming for students and their families during the school year. Mentorship programming, post-secondary promotions and opportunities, diversity education, and relationship skills are intended to equip children and youth with resiliency skills to cope with various issues, seek opportunity, and self-advocate. When students display noticeable distress or concerning behaviour indicating the need for specific interventions, appropriate interventions can be provided at the school level.

**Target Group:** What age group(s) will your project/service serve?

- ✓ 0-5 years (ECS)
- ✓ 6-11 years
- ✓ 12-18 years
- ✓ Adults 19-65 (parents through families)

## Outcome Measures:

**Statement of Need** – what is the overall issue your project/service is meaning to change or influence? How do you know it is needed?

The YESW program provides universal prevention, targeted (small group) and higher intensity (generally individualized) service using schools as hubs. It is to build capacity among students, staff, family and community with approaches and programming reflecting the needs and resources of individual communities. Research from other Alberta sites demonstrates the presence of such services increases the ability of children, youth and families to cope with challenges. We are not aware of any other project providing this service in the area.



**Strategy** – What approaches will your project/service use to address this issue?

Based on the Alberta Health Services “Integrated Addiction and Mental Health Service Model,” the YESW will focus the majority of their time providing universal health promotion and prevention service to build more capacity to the most people. When indicated, YESW can provide in-scope service to support screening and brief interventions, and provide some supports at a more individualized level. The current addition of a PRSD Registered Provisional Psychologist also allows for some school-based intensive (one-to-one) service and private attention and service for students who are managing more complex challenges.

**Rationale** – Explain why you believe this strategy or approach will work, include evidence based research if possible.

The move towards universal, prevention programming for all students is supported by Alberta Health Services and Alberta Education, as well as internationally known systems including Positive Behaviour Interventions and Supports (PBIS) and Response to Intervention (RTI). The approach is the same as that used in the Mental Health Capacity Building projects, including Project PEACE (also run by PRSD), which is recognized provincially and nationally as an emerging best practice in providing integrated care for youth and young adults.

**Inputs** – What resources are you and your group dedicating to this project/service? (Staff, money, materials, partners, volunteers, in-kind services?)

The three schools of the Rural School Counsellor provide office space and most materials for the YESW, and staff are extremely supportive partners in this work. Peace River School Division No. 10 provides program coordination through the services of a designated Coordinator. The YESW is also well-connected with other people in similar positions throughout the region, and benefits from shared professional development, training, and mentorship opportunities. The PRSD Registered Provisional Psychologist also provides some supports with some contributions for this service also coming from the Clear Hills County 2017-18 grant, as well as the school division.

**Outputs** – What will be the direct result of the project/program activities? What will your group provide (workshops, presentations, meetings, other services)? Who will you reach?

The result of this program will be direct access to school-based service by the YESW at each of the three schools served by this position. Workshops, training, presentations and other services will be available to students, staff, families and community members. Every student and their families may be reached.

**Indicators of Success** – What impact will you have on your target population? How will you know that your program is making a positive difference?

The impact on children, youth and families will be the access to a positive adult role model who has the skills and abilities to educate and promote positive life skills and strategies for good mental health and wellness. Capacity will be built among school staff and community partners to spread the impact beyond the schools.

**Measurement tools** – What tools will you use to measure your success; interviews, surveys, questionnaires, focus groups)

Some of the programming offered has built in surveys to measure program impact and we also work in coordination with FCSS to develop locally-relevant survey questions to gauge program fidelity and impact. Some schools also use "Tell Them From Me" surveys to measure student outlook on academic, social and emotional issues.

**Volunteerism:**

**What are the roles of volunteers in the program/project?**

Volunteers are welcome to be part of the program. Connecting students and schools with the community can play an important role in building the capacity of a community. (Transportation can be a barrier at times.)

**Coordination and Communication:**

**Identify other organizations in Clear Hills County, which provide similar services.**

While some agencies share a mandate for prevention programming, we are unaware of other organizations who provide school-based programming such as that provided by the YESW program.

**What co-operative and coordinative steps has the project taken with these agencies?**

Part of the focus of the YESW Coordinator is to help connect communities, and the YESWs in the various schools across and between school divisions. Over the years, we have facilitated training opportunities and secured some grant dollars that were invested in the YESW funded by this grant. Efforts will continue in this regard.

**Describe the similarities and differences between your proposed project and those identified as already being delivered by these other organizations.**

We believe that the YESW program is unique in the Clear Hills County area. The premise of the program is based on that outlined by the Mental Healthy Capacity Building Project centered in Peace River. Programming and staffing dollars from the school division has also supported coordination of the Clear Hills County Project in the form of coordinator time and resource sharing/training.

**Should you receive partial funding for your project, what would partial funding realistically mean for your overall project/service? What portions of your services would it affect?**

Partial funding of the YESW position would likely impact the viability of having full-time worker. Currently, the worker typically divides the week between Worsley (2 days), Hines Creek (2 days) and Menno Simons (1 day). It is unlikely that a part-time employee would be recruited, and it is unlikely that the students would receive an appropriate, helpful level of service with reduced time. This grant will also support improved wrap-around services to students through access to the PRSD Coordinator who is also a Registered Provisional psychologist. Due to changes in Alberta Employment Standards, YESW costs have increased for future budgeting.

**Thank you for your submission.**

**PROPOSED BUDGET**

NOTE: ALTERNATE BUDGET SPREADSHEETS **MAY** BE ACCEPTED IF ALL REQUESTED INFORMATION IS INCLUDED:

Expenditures	Amount
Please provide all budget details below:	Provide expenditure amount
Personnel	
<b>1.0 FTE Youth Education Support Worker</b>	
<i>Salary</i>	\$40,725.86
<i>Benefits &amp; Pension</i>	\$ 18,000.00
<b>0.1 FTE Coordinator (registered provisional psychologist for increased clinical capacity)</b>	\$10,000.00
Travel/Training	
<i>For travel between schools, for meetings, and professional development activities.</i>	\$ 8,000.00
Materials & Supplies	
<i>Program supplies (art supplies, materials, food, incentives, etc. for workshops, presentation, student sessions, family nights, or conferences.)</i>	\$ 1,500.00
Facility Costs	
Other	
<i>Registration fees for professional development activities, postage, phone, cell phone allowance, resources.</i>	\$ 3,500.00
<b>Total Expenditures</b>	<b>\$ 81,725.86</b>
Revenue – Provide all sources of revenue below, including in-kind services and/or donations	
<b>Program Coordination (in-kind)</b>	\$5,000.00
<b>Provided by schools (in-kind)</b>	\$ 3,000.00

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Council Meeting
Meeting Date:	July 18, 2017
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	<b>ALL SAINTS UKRANIAN CATHOLIC CHURCH CAPITAL GRANT REQUEST</b>
File:	71-20-02

### DESCRIPTION:

The All Saints Ukrainian Catholic Parish has submitted a Capital Grant Application for the purchase of a lawn mower for maintenance of the All Saints Catholic Cemetery at Hines Creek and the St. Peter & Paul Cemetery at Royce.

### BACKGROUND:

Included with the application is a letter from the Archdiocese confirming the Parish's charitable status.

### BUDGET:

Capital Grant request \$4,700  
Recreation Reserve: \$0 (zero)

### ATTACHMENTS:

- Capital Grant Application

### OPTIONS:

1. Deny request
2. Approve with funds from the Rate Stabilization Reserve
3. Approve for 2018 with funds to be allocated in the 2018 Operating Budget
4. Table to the 2018 Operating Budget deliberations

### RECOMMENDED ACTION:

RESOLUTION by \_\_\_\_\_ to **Approve/not approve** a Capital Grant of \$\_\_\_\_\_ to the All Saints Ukrainian Catholic Parish for mowing at the All Saints Catholic Cemetery in Hines Creek and the St. Peter & Paul Cemetery in Royce and to fund the grant **in the 2018 Operating Budget OR from the Rate Stabilization Reserve.**

Initials show support - Reviewed by:

Manager:

*Abj*

CAO:

*[Signature]*

RECEIVED

MAR 14 2016

CLEAR HILLS COUNTY  
CAPITAL GRANT  
APPLICATION FORM

Clear Hills County

Box 240, Worsley, AB, T0H 3W0

ORGANIZATIC

Phone: (780) 685-3925 Fax: (780) 685-3960

Deadline September 1;

Legal Name: All Saints UKrainian Catholic Parish

Incorporation/Act Registered Under: Ukrainian Catholic Eparchy of Edmonton Registration No: 095823-9-M

Contact Person: Olive Hrab Phone No: (day) 780-494-2255 (evening) 780-494-3510 (fax)

List of Executive: (On a separate piece of paper, provide a list of your current executive and/or board of directors, complete with names, positions/titles, addresses and phone numbers)

Financial Information: (Please attached previous year financial statements and current years proposed budget. Financial statements must include detailed list of funds currently held by organization.)

PROJECT

Project Description/Details: (On a separate piece of paper provide a detailed description of project, including the need for the project, who will use it, and why you believe it should be funded.)

Total Project Cost \$ \_\_\_\_\_ (Attach a detailed breakdown of cost estimated for your project)

FUNDING

Capital Grant Requested 4700 \$ see request funded (Maximum request is the lesser of 50% of total project and \$25,000  
Larger grants may be authorized by Council resolution)

Donated Labour / Services \_\_\_\_\_ (Attach a detailed break down)

Donated Material / Equipment \_\_\_\_\_ (Attach a detailed break down)

Other funding: Parish funds 4700 (Attach a detailed break down)

Total Project Funding \$ 9400 (This figure should be the sum of above figures and equal to the total project cost)

Have you received other grants from the County in the past 5 years? Yes  No

If yes: Year \_\_\_\_\_ Amount \_\_\_\_\_ Project \_\_\_\_\_

Year \_\_\_\_\_ Amount \_\_\_\_\_ Project \_\_\_\_\_

Year \_\_\_\_\_ Amount \_\_\_\_\_ Project \_\_\_\_\_

(attach additional piece of paper if needed)

Recreation Board Endorsement (Please attach or reason why it is not provided.)

DECLARATION

I declare that:

- I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- The information contained in the application and supporting documents is true and accurate and endorsed by the above organization.
- A financial accounting statement of expenditures will be submitted to Clear Hills County the earlier of 90 days after completion of the project and a year after receiving the funds.
- Clear Hills County will be advised when the project starts should funding be approved.
- As a condition of accepting financial assistance, the organization agrees to signing a dissolution agreement with the County.

TITLE: President

ADDRESS: Box 513  
Hines Creek, AB

POSTAL CODE: T0H 2A0

PHONE NO. (work) 780-494-3510 (home) 780-494-2255

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

SIGNATURE: Olive Hrab

PRINT NAME: Olive Hrab



Holiday Inn

## Project Description/Details

- To purchase a lawn mower to be used by the All Saints Catholic Cemetery at Spered Creek and <sup>the</sup> St Peter & Paul Cemetery at Royce. Each year we have a problem of getting personal lawn mowers to be brought to the cemetery. We have quotes from local dealers for their lawn mowers. Both cemeteries have at least 5 acres <sup>each</sup> of grass to cut. We have a shed at the All Saints Catholic Church that the lawn mower can be stored when not in use. This building will be locked. Our All Saints Catholic Church will donate the gas needed & trailer to haul the mower from cemetery to cemetery. Attached are the quotes that we received

## LIST OF OFFICERS

Olive Hrab President

Harrict Konrad - Secretary/Treasurer

Orest Hrab - Vice President /

Orest also looks after the arrangements of plots & measurement of graves



# Income Statement

**All Saints Ukrainian Parish  
Chequing Jan - Dec 2015**

Financial Statements

**Revenue**

Income	\$7,485.49	
Expenses	\$5,303.84	
<b>Net Profit</b>		<b>\$2,181.65</b>

**Income**

Beginning Balance January 1, 2015	<b>\$5,209.46</b>	
Add: Collection	\$1,348.75	
Food sales	\$4,563.03	
Cementary Peter & Paul	\$1,573.71	
<b>Total Income</b>	<b>\$12,694.95</b>	
<b>Bank Balance with income</b>		<b>\$12,694.95</b>

**Expenses**

Insurance	\$822.08	
Cementary (Peter & Paul)	\$1,573.71	
Food Purchases	\$2,220.02	
Maintance/Supplies	\$688.03	
<b>Total Expenses</b>		<b>\$5,303.84</b>
<b>Net Operating Income</b>		<b>(\$5,303.84)</b>

**Other Income**

<b>Total Income minus Expenses</b>		<b>\$12,694.95</b>
<b>Closing Balance Dec 31, 2015</b>		<b>\$7,391.11</b>



## Archdiocese of Grouard-McLennan

June 22, 2017

Audrey Bjorklund, Community Development Manager  
Clear Hills County  
313 Alberta Avenue  
Worsley AB T0H 3W0

Dear Ms. Bjorklund:

I am writing this letter in support of a cemetery grant application made by Immaculate Heart of Mary Catholic Church, Hines Creek. I would like to clarify the non-profit/charitable organization status of the church and provide documents that substantiate same.

The Roman Catholic Archdiocese of Grouard-McLennan was incorporated by an Act of Incorporation enacted by the Legislative Assembly of Alberta, effective May 2, 1968. This Act continued the legal existence of the body corporate known as "La Corporation Épiscopale Catholique Romaine de Grouard", itself incorporated by an act of the legislature of Alberta in 1914. This Act of Incorporation empowers the bishop of the archdiocese to incorporate parishes. Immaculate Heart of Mary Catholic Church is a parish of the Catholic Archdiocese of Grouard-McLennan. It was erected and incorporated as a parish by Bishop Henri Routhier, OMI, in 1955. (See enclosed/attached documents.)

La Corporation Épiscopale Catholique Romaine de Grouard and its parishes are registered charities and hold charitable organization numbers with Canada Revenue Agency. They are **not** non-profit organizations under the Societies Act of Alberta. The charitable registration number of Immaculate Heart of Mary Catholic Church is 118 966 993 RR0001.

La Corporation Épiscopale Catholique Romaine de Grouard holds the Final Certificate of Approval for the Immaculate Heart of Mary RC Cemetery in Hines Creek. Immaculate Heart of Mary Parish is responsible for the operations, maintenance and care of the cemetery, pursuant to the policies and practices of the Archdiocese of Grouard-McLennan.

I hope this information is sufficient to establish the eligibility of Immaculate Heart of Mary RC Cemetery and parish for a cemetery grant from Clear Hills County.

Sincerely,

Lauri Friesen  
Vice-chancellor

## **Act of Incorporation**

**1968**

### **Chapter 107**

#### **An Act to Incorporate the Roman Catholic Archdiocese of Grouard-McLennan**

(Assented to May 2<sup>nd</sup>, 1968)

Her Majesty, by and with the advice and consent of the Legislature Assembly of the Province of Alberta, enacts as follows:

1. This Act may be cited as The Catholic Archdiocese of Grouard-McLennan Act.
2. The Most Reverend Henri Routhier, Archbishop of the Catholic Archdiocese of Grouard-McLennan (hereafter referred to as the "Archdiocese") and each of his successors in the Archdiocese in communion with the Church of Rome continues as a body corporate and politic by the name of "La Corporation Episcopale Catholique Romaine de Grouard" as successors to the Very Reverend Emile Grouard, heretofore constituted a body corporate under that name by chapter 50 of the Statutes of Alberta, 1914.
3. The corporation is hereby authorized and empowered:
  - a) to acquire by gift, purchase, devise, bequest, transfer or otherwise, real or personal property of every nature in the Province of Alberta and to have, hold, possess, enjoy, take and receive the same for the general uses and purposes, ecclesiastical, religious, charitable, educational and recreational of the Archdiocese or any part thereof;
  - b) to give, sell, exchange, convey, transfer, assign, mortgage, encumber, demise or otherwise dispose of all or any of the property, real or personal, of the corporation or any interest therein;
  - c) to borrow, raise or secure the payment of money for any of the purposes of the corporation in such manner as is considered expedient and in particular by negotiable instruments and by the issue of debentures or debenture stock, bonds, mortgages or obligations, charged upon all or any of the property of the corporation, and to purchase, redeem or pay off any such securities in whole or in part;
  - d) to make loans and to receive mortgages, bonds and debentures, negotiable instruments or other securities as security therefore: and to assign, sell, transfer, hypothecate, pledge or otherwise dispose of mortgages or securities so received; and to discharge and release mortgages or other securities so given, either in whole or in part and to extend the period for payment thereof;
  - e) to give any guarantee for payment of any loan, mortgage, bond or debenture issue, obligations or securities made or issued by any parish or mission, situated within the territorial limits of the corporation;
  - f) to enact such regulations and orders which are considered necessary for the management of the affairs of the corporation.

4. All instruments or documents to be signed or executed by the corporation shall be signed or executed by the Archbishop.
5. (1) The Archbishop may establish parishes or missions within the Archdiocese and every such parish or mission shall become a body politic and corporate by the style and name of "The Parish of ....." or "The Mission of ....." or "La Paroisse de ....." or "La Mission de....." with the specific name given in each case by the Archbishop.  
 (2) Each such parish or mission shall be represented by the Archbishop and the priest appointed by the Archbishop for the administration of each such parish or mission.  
 (3) All instruments or documents to be signed or executed by each such parish or mission shall be signed or executed by the parish priest or missionary appointed by the Archbishop to be in charge of such parish or mission as the case may be and by the Archbishop with the seal only of the parish or mission as the case may be.  
 (4) Each such parish or mission has mutatis mutandis, all the powers herein conferred upon the corporation except the powers conferred in clause (e) of section 3.
6. All powers and authority of the corporation herein authorized to be exercised by the Archbishop may be exercised in like manner by
  - a) the Coadjutor Archbishop of the Archdiocese, or
  - b) the Archbishop or Bishop Auxiliary to the Archbishop or the Archdiocese, or
  - c) the Vicar General of the Archdiocese or
  - d) the member of the Clergy canonically elected or appointed to administer the affairs of the Archdiocese, and all instruments or documents to be signed or executed by the corporation or by any parish or mission may likewise be signed or executed by any of the foregoing persons instead of the Archbishop.
7. Every parish or mission of the Roman Catholic Church in the Province of Alberta that, before the passing of this Act, became a body politic and corporate under An Act to incorporate the Roman Catholic Bishop of the Apostolic Vicariate of Athabasca, and the Roman Catholic Parishes and Missions in the Apostolic Vicariate of Athabasca, being chapter 50 of the statutes of Alberta, 1914, is continued as a body corporate by this Act.
8. It shall be lawful for any person or corporation in whose name any real or personal property is now or may hereafter be held in trust or otherwise for the benefit of the Archbishop or for the benefit of any parish or mission established by the Archbishop to assign, convey or transfer it to the corporation or to the parish or mission as the case may be.
9. The powers herein granted are subject to the general laws of the Province now in force or hereafter enacted.
10. An Act to incorporate the Roman Catholic Bishop of the Apostolic Vicariate of Athabasca, and the Roman Catholic Parishes and Missions in the Apostolic Vicariate of Athabasca, being chapter 50 of the Statutes of Alberta, 1914 is hereby repealed.

This Act comes into force on the day upon which it is assented to.

Trêche  
Bishop's Residence



Mr Lennan,  
Alberta, Canada

June 21 , 1955

OFFICIAL BLESSING OF THE CHURCH

of the

IMMACULATE HEART OF MARY

at

HINES CREEK

At 7.00 p.m. on June 19th in the Village of Hines Creek, I solemnly blessed the parish church and dedicated it to the Immaculate Heart of Mary. Fathers John Watchel, o.m.i., parish priest; W. Ebert, o.m.i., of North Star; A. Kosolofski, o.m.i., of Fairview; H. Wagner, o.m.i., of Friedenstal; and P. Leibel, o.m.i., of Whitelaw, assisted with the ceremony as well as four Sisters of Friedenstal, and two *môtel-dieu* Sisters of Whitelaw.

Approximately three hundred Catholic people from Hines Creek, Worsley, Fairview, and Friedenstal witnessed the solemn blessing of the church and of the bell. The blessing was followed by confirmations, Holy Mass, and benediction of the Blessed Sacrament.

COPY OF THIS DECLARATION WILL BE KEPT IN THE PARISH REGISTER.

+ Henri Routhier  
+ HENRI ROUTHIER, O.M.I.,  
BISHOP OF NAISSUS,  
VICAR APOSTOLIC OF GROUARD

# Ukrainian Catholic Eparchy of Edmonton

## Українська Католицька Едмонтонська Єпархія

August 03, 2011

Service Alberta  
PO Box 1007 Station Main  
Edmonton, AB T5J 4W6

**Re: All Saints Ukrainian Catholic Parish, Hines Creek, AB**

To Whom it may concern,

I hereby certify that All Saints Ukrainian Catholic Parish, Hines Creek, Alberta, is affiliated with and under the sole direction of the Ukrainian Catholic Episcopal Corporation of Western Canada (also known as the Ukrainian Catholic Eparchy of Edmonton). The Episcopal Corporation was incorporated under an Act of Parliament on May 31<sup>st</sup>, 1951 (corporation number 095823-9-M) and under the Ukrainian Catholic Parishes Act of Alberta, statues of Alberta 1956 chapter 73.

As a Parish in good standing, we kindly ask that you look favourably upon this parish's application for financial assistance.

Sincerely,

Rev. 

Rev. Gregory Farsyna  
Chancellor





Quote # 32561 Reference:  
Prepared for:

Ukrainian Church (725 mower)

Expires: 01/27/2016  
By: Ryan Guy

**Equipment**

1 New Kubota #Z725KH-60 TRACTOR/25HP/GAS/60"DECK

Item	Class	Description	Serial #	Qty	Unit Price	Ext Price
#Z725KH-60	Z Series Zero Turn Mower	TRACTOR/25HP/GAS/60"DECK	13213	1	\$9,764.00	\$9,764.00
*Z3338	Accessory Z Series	Maintenance lift kit for Z700		1	\$167.00	\$167.00
*Z3308	Accessory Z Series	Hitch kit for Z700		1	\$37.00	\$37.00

Notes:

Equipment Total	\$9,968.00
Total Discounts	\$1,449.39
Equipment Total Less Discounts	\$8,518.61
Freight	\$116.63
PDI	\$0.00
Setup	\$300.00
Administration Fees	\$0.00
Taxable Environmental Charges	\$1.15
Other Taxable	\$16.00
Selling Price	\$8,952.39
Less Trades	\$0.00
Total After Trades	\$8,952.39
GST/HST	\$447.62
PST/QST	\$0.00
Non Taxable Environmental Charges	\$0.00
Other non taxable	\$0.00
Total	\$9,400.00
Plus Liens	\$0.00
Cash Down Payment	\$0.00
Total After Cash Down Payment	\$9,400.00



Ryan Guy  
Sales Department



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# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	July 18, 2017
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>14<sup>TH</sup> ANNUAL COUNTY BBQ</b>
File:	62-02-02

### DESCRIPTION:

The 14<sup>th</sup> Annual County BBQ will be held Thursday July 20, 2017 at the Clear River Rodeo Grounds from 6 pm to 8 p.m.

### BACKGROUND:

Councillors are requested to confirm if they will be attending and helping out.

5:00 p.m. Start cooking  
6:00 p.m. Welcome & evening schedule  
7:30 p.m. Ceremonies: Greetings from Reeve/Alternate  
                    Stars – tentative – may be an alternate attending as Glenda is on vacation  
                    Clear Creek Fire Committee - Years of Service recognition of Fire Fighters  
8:00 p.m. Door prize draws

### RECOMMENDED ACTION:

RESOLUTION by                   to accept for information the schedule of the 14<sup>th</sup> Annual County BBQ that is being held on Thursday July 21, 2016 at the George Lake Campground from 6:00 p.m. to 8:00 p.m.

Initials show support - Reviewed by:

Manager:

*Abj*

CAO:

*AB*

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	July 18, 2017
Originated By:	<b>RON JENSEN, PUBLIC WORKS MANAGER</b>
Title:	<b>AWARD PROPOSAL – 2017- P01 GRAVEL SUPPLY-NORTHEAST PART OF COUNTY</b>
File:	32-18-02

### DESCRIPTION:

Council to award Proposal 2017-P01 to secure a gravel supply in the northeast part of Clear Hills County.

### BACKGROUND:

Proposal 2017-P01 closed on June 27, 2017 @ 9:00 a.m. One proposal was received.

Fraction Provisions	Item Description	Unit Price	Total Price
75%	20,000 MT of crushed and stockpiled gravel	\$11.00/T	\$220,000.00
70%	20,000 MT of crushed and stockpiled gravel	\$10.75/T	\$215,000.00
65%	20,000 MT of crushed and stockpiled gravel	\$10.50/T	\$210,000.00
60%	20,000 MT of crushed and stockpiled gravel	\$10.00/T	\$200,000.00

Grimshaw Gravel Sales Ltd. will crush and stockpile gravel on SML 900052 (NW-33-87-2-W6M). Gravel will be scaled on a calibrated belt scale for accuracy of quantity. The gravel pile will be built on the existing pit floor to minimize any stockpile loss. After completion, a fence will be built around the stockpile large enough to allow access for loading of trucks. The compound will be locked by the County and can be accessed at any time.

### BUDGET:

Included in 2017 operating budget

Initials show support - Reviewed by:	Manager: <i>RJ</i>	CAO: <i>Re</i>
--------------------------------------	--------------------	----------------

RECOMMENDED ACTION:

Resolution by.... to award 2017-P01 Gravel Supply in the northeast part of the County to Grimshaw Gravel Sales Ltd. for the purchase of 20,000 MT of gravel, with 75% fracture, at \$11.00/MT, for the total amount of \$220,000.00 (two hundred and twenty thousand dollars).

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

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	July 17, 2017
Originated By:	<b>RON JENSEN, PUBLIC WORKS MANAGER</b>
Title:	<b>TENDER AWARDING</b> <b>TENDER 2017-04 RANGE ROAD 51</b>
File:	32-24-78

### DESCRIPTION:

Tenders were opened for Tender 2017-04 Range Road 51 on Tuesday July 18, 2017 at 9:45 a.m. Council is presented with an analysis of the results.

### BACKGROUND:

### BUDGET:

To be allocated from road reserves

### ATTACHMENTS:

### RECOMMENDED ACTION:

**RESOLUTION by.....**

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

## Request For Decision (RFD)

Meeting:	<b>REGULAR COUNCIL MEETING</b>
Meeting Date:	July 18, 2017
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>CHIEF ADMINISTRATIVE OFFICER REPORT</b>
File Code:	11-02-04

### CAO REPORT JULY 18, 2017

1. Reeves and CAO Meeting update – July 8, 2017.
2. Request for access to reject gravel in Bear Canyon pit – no response to several attempts to find out the status of this request with Alberta Transportation.
3. Hwy 64 overlay project – Notification that Alberta Transportation is hiring a consultant to design the overlay and seeking input on any areas of concern.
4. Regional Training Sessions discussing the upcoming changes to the *Municipal Government Act (MGA)* are being offered in August & September.

### ATTACHMENTS:

- Hwy 64 overlay project email & map
- Regional Training Sessions email & agenda

### RECOMMENDED ACTION:

**RESOLUTION** by ..... to accept the Chief Administrative Officer's report for July 18, 2017, as presented.

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

*AR*



## Audrey Bjorklund

---

**From:** Allan Rowe  
**Sent:** July-10-17 10:24 AM  
**To:** Audrey Bjorklund  
**Subject:** FW: Upcoming Highway 64:02 Overlay  
**Attachments:** 64\_02 Location Map.pdf

**From:** Brennan Stone [mailto:brennan.stone@gov.ab.ca]  
**Sent:** July-10-17 9:21 AM  
**To:** Allan Rowe <Allan@clearhillscounty.ab.ca>  
**Cc:** Ryan Konowalyk <Ryan.Konowalyk@gov.ab.ca>; Danny Jung <Danny.Jung@gov.ab.ca>  
**Subject:** Upcoming Highway 64:02 Overlay

Hi Allan,

We are in the process of hiring a consultant to design the following overlay:

- 64:02 – KM 0.000 to KM 17.850, near BC border

Please review the attached map and provide any areas of concern that you'd like to see addressed as part of the work.

Please respond by July 21, 2017 so we can proceed with hiring our consultant.

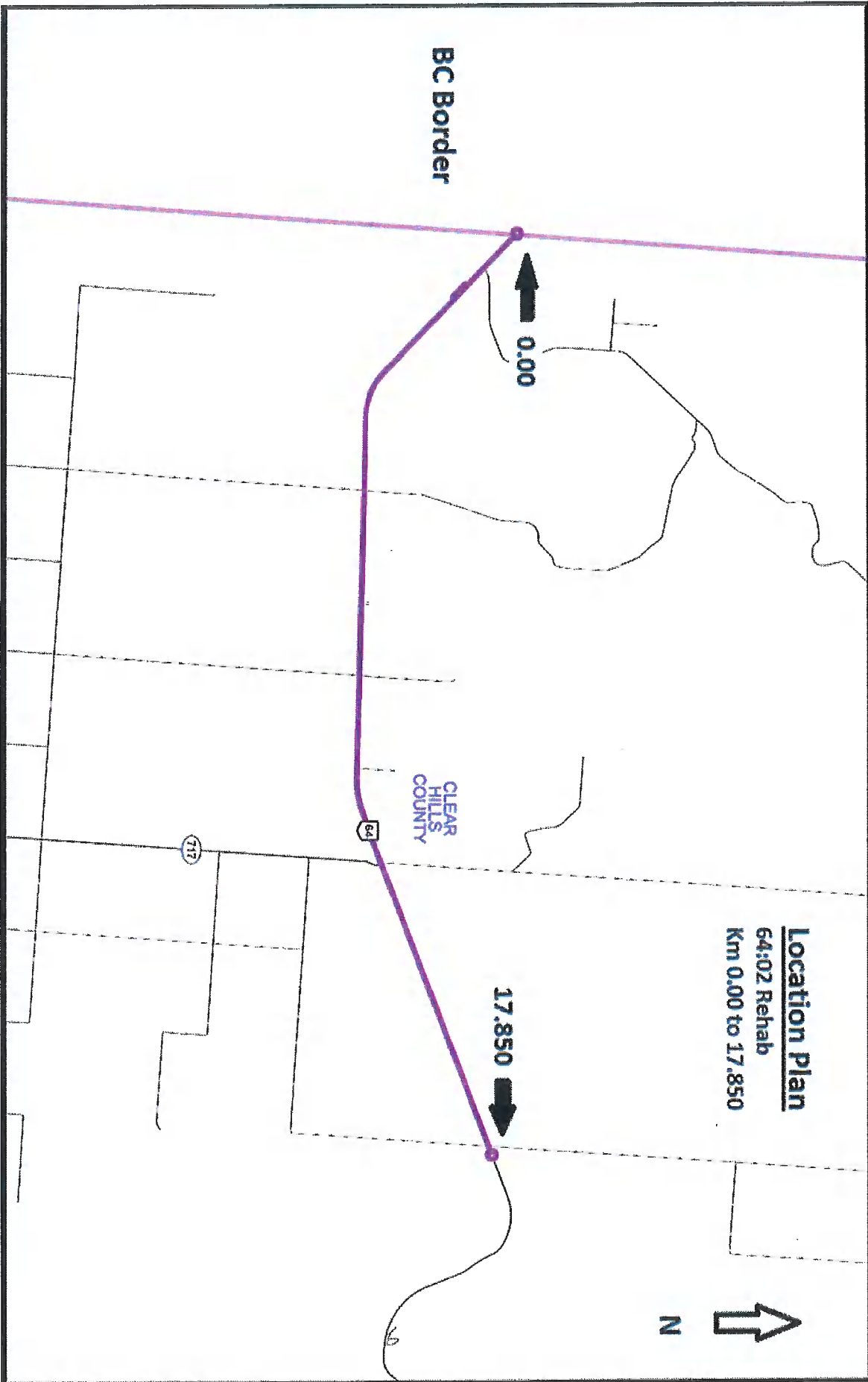
Regards,

Up-to-date road information, including traffic delays, is a click or a call away. Call 5-1-1 toll-free, visit [511.alberta.ca](http://511.alberta.ca) or follow us on Twitter [@511Alberta](https://twitter.com/511Alberta) to get on the road to safer travel.

<http://511.alberta.ca/ab/en.html>

<https://twitter.com/511Alberta>

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**Audrey Bjorklund**

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**From:** Allan Rowe  
**Sent:** July-10-17 10:33 AM  
**To:** Audrey Bjorklund  
**Subject:** FW: 2017 Alberta Municipal Affairs/LGAA/ARMAA Regional Training Sessions  
**Attachments:** Regional Training Agenda.pdf

**From:** municipalservicesandlegislation@gov.ab.ca [mailto:municipalservicesandlegislation@gov.ab.ca]  
**Sent:** July-10-17 9:24 AM  
**To:** Allan Rowe <Allan@clearhillscounty.ab.ca>  
**Subject:** 2017 Alberta Municipal Affairs/LGAA/ARMAA Regional Training Sessions

**ATTENTION: Chief Administrative Officers**

This is a reminder that a second round of Regional Training Sessions discussing the upcoming changes to the *Municipal Government Act (MGA)* are being offered in August and September. Attendance at the first five sessions was strong, but Municipal Affairs and its partners in this initiative, the Local Government Administration Association and the Alberta Rural Municipal Administrator's Association, wanted to ensure there was ample opportunity for municipal administrators to learn about the upcoming changes to the *MGA* and what they mean for your municipality. As always the sessions are open to all municipal administrators and staff with participation free of charge.

Regional Training Sessions have traditionally been a single day of training, however we have expanded to a second day to ensure ample time to review and discuss the upcoming changes. Each day will run from approximately 8:30 a.m. – 4:00 p.m., with registration starting at 8:00 a.m. As noted above, all sessions are free with lunch and refreshments provided. Round two sessions are being offered in the following communities:

**Round 2**

**Session #6**

August 22 – 23: Town of Drumheller – 80 Veterans Way - Badlands Community Facility

**Session #7**

August 29 – 30: Town of Peace River – 9510-100th St – Sawridge Inn and Conference Centre

**Session #8**

September 6 – 7: Town of St. Paul – 5310 48 Ave - St. Paul Recreation Centre

**Session #9**

September 12 – 13: City of Camrose – 4512 - 53 Street – Camrose Recreation Centre

Please note that detailed agendas are available on the registration site and will be forwarded to all registrants along with the session materials and directions to venues prior to each session. **Session materials will only be provided in electronic format** in the aforementioned e-mail, but they will also be available for download both at and following the sessions.

[Register Here](#)

As you know, changing roads are ahead with the amendments to the *MGA* affecting all areas of responsibility for municipalities and municipal administrations. The Regional Training Sessions are designed to help you prepare for those changes and introduce you to the subject area experts who you can reach out to for advice while adapting to them.

#### Day One

- Update on the current status of the amendments and next steps.
- Overview and discussion of the new Inter-Municipal Collaboration Frameworks and Inter-Municipal Development Plans.
- A review of all major changes to planning documents and processes including Municipal Development plans, reserves, off-site levies, inclusionary housing, the hierarchy of plans and decision making timelines.

#### Day Two

- Focused on Governance/Administration and Tax/Assessment, day two will inform participants of what's new in regards to council requirements, administrative roles, municipal purposes, the role of the Ombudsman Office and financial planning requirements.
- In addition, the Assessment Services Branch of Municipal Affairs will bring participants up to date on proposed changes respecting tax and assessment.

Registrants will receive an email confirmation once registered. We encourage Chief Administrative Officers to send those staff members they feel would benefit most but would advise that they register early as these sessions will likely fill up quickly.

Should you have any questions, please contact Travis Nosko or Chelsea Williamson at Municipal Affairs directly.

I look forward to seeing you at the sessions.

Gary Sandberg  
Assistant Deputy Minister  
Municipal Services and Legislation

Travis Nosko  
Financial Advisor  
Alberta Municipal Affairs Phone: (780) 415-9845  
E-mail: [Travis.Nosko@gov.ab.ca](mailto:Travis.Nosko@gov.ab.ca)

Chelsea Williamson  
Internship Advisor  
Alberta Municipal Affairs

**MUNICIPAL AFFAIRS  
REGIONAL TRAINING SESSIONS**

**2017 Agenda**

<b>DAY ONE</b>	
8:00 – 8:30	Registration
8:30 – 8:45	Opening Remarks
8:45 – 9:15	<b>Municipal Government Act Review Update</b> - A discussion of how we got here and what the next steps are.
9:15 – 10:30	<b>Inter-municipal Collaboration Framework (ICF) and Inter-municipal Development Plans (IDP)</b> - ICF Overview o Activity - Starting Your ICF – Part 1 - IDP Overview
10:30 – 10:45	<b>Break</b>
10:45 – 12:15	<b>ICF and IDP continued...</b> - ICF-IDP Arbitration and Dispute Resolution o Activity - Starting Your ICF – Part 2 - Hierarchy and consistency of Plans - Municipal Development Plans - Listing and Publishing of Policies
12:15 – 1:00	<b>Lunch</b>
1:00 – 2:30	<b>Joint Use and Planning Agreements</b>  <b>Off-Site Levies</b>
2:30 – 2:45	<b>Break</b>
2:45 – 4:15	<b>Planning</b> - Subdivision Development Appeals Board (SDAB) - Complete Application - Decision Making Timelines - Environmental Reserve - Conservation Reserve - Inclusionary Housing

DAY TWO	
8:00 – 8:30	Registration
8:30 – 8:45	Opening Remarks
8:45 – 10:15	<b>Council and Administration</b> <ul style="list-style-type: none"> <li>- Municipal purpose</li> <li>- Code of conduct</li> <li>- Council orientation</li> <li>- Maternal and paternal leave</li> <li>- Duties of the CAO</li> </ul>
10:15 – 10:30	<b>Break</b>
10:30 – 11:30	<b>Bylaws, Policies and Process</b> <ul style="list-style-type: none"> <li>- Bylaw Revisions</li> <li>- Advertising</li> <li>- Service of Documents</li> <li>- Public Participation Policy</li> <li>- Petitions</li> </ul>
11:30 – 12:00	<b>Ombudsman</b> <ul style="list-style-type: none"> <li>- Addition of local authorities to the mandate of the ombudsman</li> </ul>
12:00 – 1:00	<b>Lunch</b>
1:00 – 2:00	<b>Financial Planning Requirements</b> <ul style="list-style-type: none"> <li>- Three year operating plans</li> <li>- Five year capital plans</li> </ul>
2:00 – 2:15	<b>Break</b>
2:15 – 4:00	<b>Tax and Assessment</b> <ul style="list-style-type: none"> <li>- Non-residential assessment sub-classes</li> <li>- Linking residential and non-residential tax rates</li> <li>- Centralized assessment of designated industrial property</li> <li>- Access to assessment information</li> </ul>



# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	July 18, 2017
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>CDM REPORT</b>
File:	62-02-02

**DESCRIPTION:**

At this time the Community Development Manager will have an opportunity to report on Community Development topics.

**BACKGROUND:**

<u><b>Pest &amp; Predation Control</b></u>	Year	Total #	Total \$
<b>Beaver:</b> to July 12, 2017	2017	532	5,960
Budget \$10,000 Policy 3234	2016	262	7,860
Overage from Rate Stabilization Res.	2015	658	19,740
Started in May	2014	188	5,640
Totals since start of program	3 yrs	1,166	\$34,980
 <b>Coyotes:</b> to July 12, 2017	2017	307	\$9,210
Budget \$10,000 Policy 6315	2016	342	10,260
Totals since start of program	2 yrs'	619	\$18,570
 <b>Wolves:</b> to July 12, 2017	2017	48	\$19,200
Budget: \$50,000 Policy 6307	2016	107	42,800
\$250 to \$400 C492-15(10/13/15)	2015	53	17,150
	2014	58	14,150
	2013	87	21,750
	2012	114	48,150
	2011	92	44,500
Started in July	2010	46	22,750
	7 yrs	604	\$230,050

**ATTACHMENTS:**

- Capital, General & Beyond Borders Grant Summary
- June Development Report

**RECOMMENDED ACTION:**

RESOLUTION by \_\_\_\_\_ to accept the Community Development Manager's report to July 18, 2017 as presented.

Initials show support - Reviewed by:	Manager: <i>ABj</i>	CAO: <i>AB</i>
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Clear Hills County				
Capital Grants, Non-Cost Share Conditional General Grants and Beyond Border's grants - Years with active grants				
Status to July 11, 2017				
	Organization	Project	Amount	Status
2011-04	Hines Creek Golf & Country Association	automate part of irrigation system	\$ 25,000.00	2nd FAS extension - August 13, 2017
2013-GEN	Cherry Canyon Agricultural Society	Additional Fire fighting equipment	\$ 26,300.00	2nd FAS due April 24, 2017
2014 - GEN	Hines Creek Golf & Country Association	Purchase 313.6 acres Rec Lease 910012	\$ 131,500.00	2nd FAS due January 31, 2017
2015 - 02	Clear Hills Agricultural Multi-Plex Society	Equipment to groom and maintain grounds, chutes for arena and a light plant/generator	\$ 25,000.00	1st FAS due May 26, 2016
2015-GEN	Cleardale Agricultural Society & Recreation Board	Equipment purchases and golf course upgrades	\$ 125,000.00	2nd FAS Due May 2017
2015-GEN-02	Worsley Agricultural Society	Worsley Arena upgrades & repairs	\$ 100,000.00	2nd FAS due June 2017
2016-01	End of Steel Heritage Society	Construction of pole shed and purchase of a new lawn mower	\$ 10,000.00	1st FAS due August 2017
2016-02	Hines Creek Golf and Country Association	Complete clubhouse	\$ 25,000.00	1st FAS due May 24, 2017
2016-GEN	Fairview Day Care & Playschool Society	Construction of Day Care Facility	\$ 150,000.00	1st FAS due May 23, 2018
2016-04	Cleardale Agricultural Society	Outdoor Skating Rink Upgrades	\$ 12,000.00	1st FAS due September 2017
2016-GEN-01	Cleardale Agricultural Society Cleardale OHV Park	Power & water at OHV park	\$ 40,160.00	1st FAS due May 2018
2016-05	Cherry Canyon Agricultural Society	Fitness Centre Equipment	\$ 12,479.50	1st FAS due February 2018
2017-01	Cherry Canyon Agricultural Society	Renovations to Cherry Canyon Hall	\$ 25,000.00	1st FAS due February 2018
2017-BB-02	Fairview Aquatic Centre	phase 2 basin resurfacing	\$ 7,500.00	
2017-02	David Thompson Hall Society	Furnace replacements	\$ 17,000.00	
2017-03	Worsley Historical & Cultural Association	United Church building at Worsley Museum site	\$ 25,000.00	1st FAS due March 29, 2018
2017-GEN-01	Cleardale Community Enhancement Society	Paving parking lot at Seniors Housing	\$ 150,000.00	
2017-04	George Lake Aquatic Recreation Association	Upgrading existitng power grid	\$ 20,000.00	
	<b>COMPLETE</b>			
	<b>OUTSTANDING</b>			
	<b>NOT YET PAID</b>	same FAS conditions apply (unless agreement states		



## Development Report

From

Audrey Bjorklund, CLGM  
Acting Development Officer

For June 2017

### Clear Hills County:

- Ongoing:
  - Road closure applications were returned for second time, taking steps required to resubmit. This may require another bylaw amendment.
  - 1 outstanding development fine
  - 2 Subdivisions were finalized
  - 2 Subdivisions awaiting completion from landowners.
  
- In person, phone call and email inquires included:
  - Inquiries into residential lots available in Worsley
  - Civic address inquiries
  - Subdivision process
  - Inquires regarding subdivision process
  - Setbacks from property lines for dugouts and buildings
  - Does a new deck require a development permit.
  - Where to get building, electrical, plumbing and gas permits

### Hines Creek:

- Inquiries included:
  - Setbacks for accessory buildings
  - 1 Development permit applications received and processed.
  - Accessory building too close to side yard setback
  - Setbacks and height requirements for new fence
  - How to determine the sight triangle on a corner lot



# Development Report

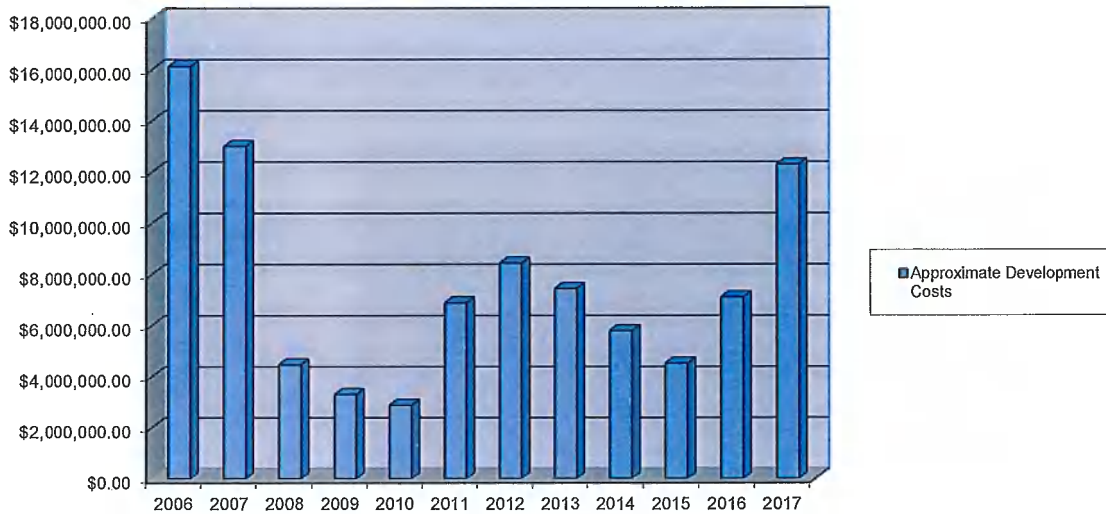
From  
Audrey Bjorklund  
Acting Development Officer

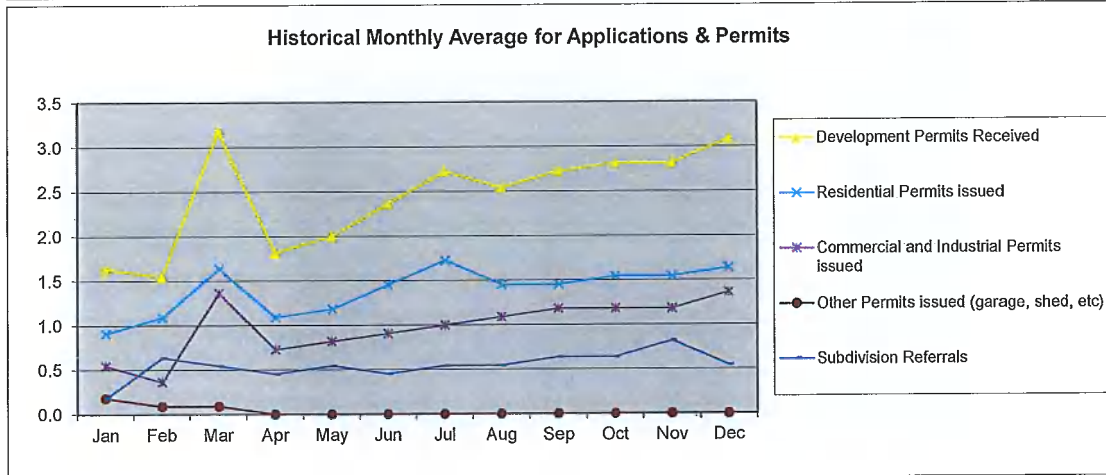
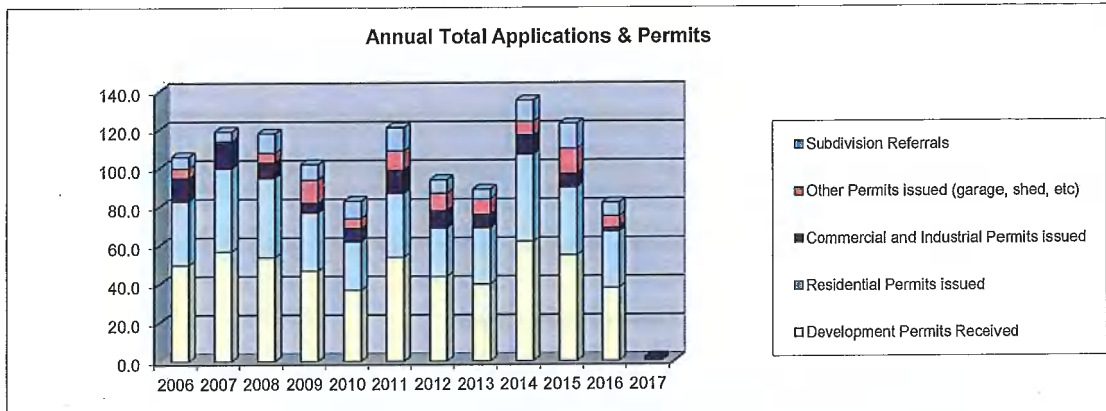
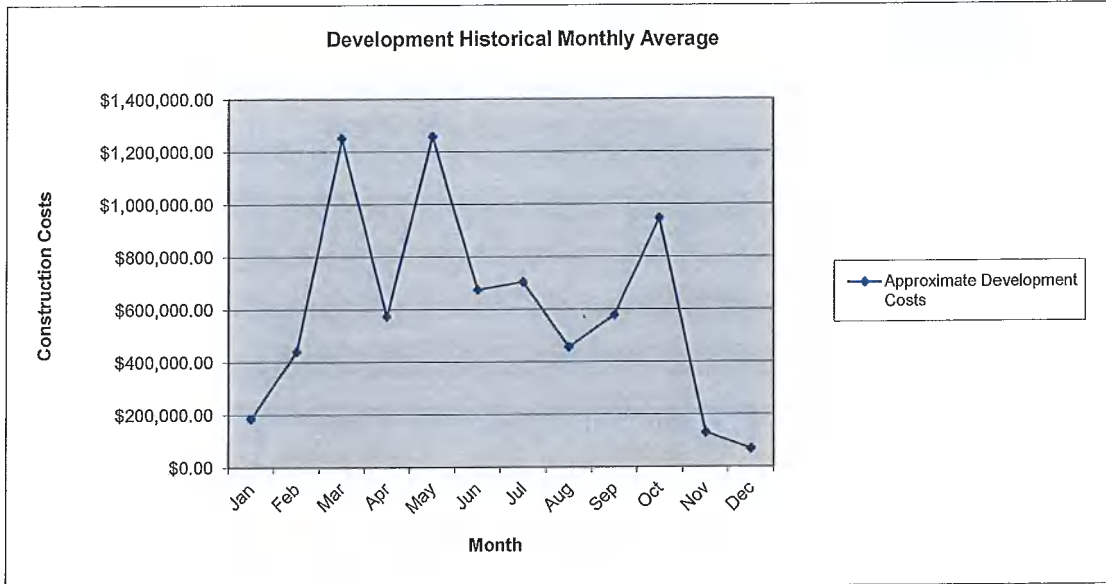
## June 2017 Report

Development construction costs for June 2017 is 24% of the June 2016 development construction costs.  
Year to date development construction costs for 2017 is 210% of the Year to Date development costs for June 2016.

Development Type	June 2017	2017 Year to Date	June 2016	2016 Year to Date	2016 Year End
Approximate Development Costs	\$100,000.00	\$12,303,500.00	\$410,500.00	\$5,868,500.00	\$7,120,000.00
Development Permits Received	4	13	3	26	38
Residential Permits issued	4	10	2	22	29
Commercial and Industrial Permits issued	0	2	0	0	2
Other Permits issued (garage, shed, etc)	0	1	1	4	6
Subdivision Referrals	0	3	2	3	7

Annual Total Construction Costs





**2017 Development Details:**

			Hamlet	Cost	Zoning
W01-17	Menno Simons School Project	PL4666TR B 1 L1	Cleardale	\$11,009,000	H-P
W02-17	Dwelling - Mobile Home	PL1444KS B4 L7	Worsley	\$64,500	HR-1
W03-17	Dwelling - Mobile Home	SE 3-86-8-W6M		\$10,000	AG-1
W04-17	Welding Shop	NE 35-85-8-W6M		\$350,000	AG-1
W05-17	Open Work Camp	PL8720504 B1 L1	Cleardale	\$100,000	H-D
W16-16 Amended	Replace 2nd Dwelling - Mobile Home	SE 10-85-9-W6M		\$70,000	AG-1
W06-17	2nd yard site & dwelling -Mobile Home	SE15-85-8-W6M		\$25,000	AG-1
W07-17	Replacement Dwelling - Single Detached	Pt NW 36-86-7-W6M		\$350,000	AG-1
W08-17	Addition - Garage	NW 34-84-9-W6M		\$200,000	AG-1
W09-17	Replacement Dwelling - Single Detached	SE 34-84-10-W6M		\$25,000	AG-1
W10-17	Addition to Dwelling	SE 26-87-10-W6M		\$50,000	AG-1
W11-17	Addition & Deck - Dwelling	NE 25-84-12-W6M		\$25,000	AG-1
W12-17	Temporary-work camp trailer	4666TR B 2 L4	Cleardale	n/a	AG-1
W13-17	Rebuilt Manufactured Home	NE 4-85-9-W6M		\$25,000	AG-1

**Subdivision Details**

S01-17	Country Residential	4.05 ha (10 ac)	SW 16-84-6-W6M	AG-1
S02-17	Farmstead Separation	6.076 ha (15.01 ac)	SW 14-85-6-W6M	AG-1



# Clear Hills County

## Request For Decision (RFD)

Meeting Date	REGULAR COUNCIL MEETING July 18, 2017
Originated By:	<b>RON JENSEN, PUBLIC WORKS MANAGER</b>
Title:	<b>PUBLIC WORKS MANAGER REPORT</b>
File:	32-02-02

### Paving

- Projects are wrapping up

### Mowing

- Going well
  - Shoulder cut is complete and double cut is well underway
  - Division 1 & 7 is near completion

### Culverts

- Approaches and centerline replacements continue

### Line Painting

- Line painting is being done

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

Initials show support - Reviewed by:

Manager: *RJ*

CAO:

# Clear Hills County

## Request For Decision (RFD)

Meeting Date:	<b>Regular Council Meeting</b> July 18, 2017
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>COUNCIL INFORMATION</b>
File:	11-02-04

DESCRIPTION:

Council is presented with correspondence, for information.


BACKGROUND / PROPOSAL:

ATTACHMENTS:

- Invitation to grand opening for Grimshaw Shared School Facility
- Community Conserve launch announcement

RECOMMENDED ACTION:

RESOLUTION by that Council receives for information the Council Information presented at the July 18, 2017, Regular Council Meeting.

Initials show support - Reviewed by:	Manager:	CAO: 
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June 26, 2017

Jason Ruecker  
Reeve  
Clear Hills County  
Box 430  
Worsley, AB T0H 3W0

RECEIVED

JUN 30 2017

CLEAR HILLS COUNTY

**Invitation to Attend the Grimshaw Shared School Facility  
Grand Opening**

The Grimshaw Town Council and Boards of Trustees for Peace River School Division and Holy Family Catholic Regional Division invite you to the grand opening ceremony for the Grimshaw Shared School Facility on Friday, September 22, 2017. The newly built schools and shared spaces are attached to the Mile Zero Regional Multiplex (4609-50<sup>th</sup> Street) located in beautiful Grimshaw, Alberta.

We hope you can join us in celebrating the successful completion of the Grimshaw Shared School Facility with students, parents, staff and our school communities on September 22, 2017. The grand opening ceremony will commence at 10:00 am. After the ceremony, tours of the Grimshaw Shared School Facility and the Mile Zero Regional Multiplex will be provided, as well as cupcakes and refreshments.

Please confirm your attendance to Theresa Maggs, Administrative Assistant with Peace River School Division by August 15, 2017 via telephone at 780-624-3601 ext. 10146, or email at MaggsT@prsd.ab.ca. If you are unable to confirm your attendance at this time, but are still interested in attending if you are able, please let us know.

We look forward to hearing from you.

Yours truly,

Kelly Whalen  
Board Chair, HFCRD

Darren Kuester  
Board Chair, PRSD

Bob Regal  
Mayor, Town of Grimshaw



## *Community Conserve* Launches Today!

- Is your municipality challenged with addressing environment and conservation issues?
- Is finding funding to do so a barrier?
- Do you know where to go for support?
- Do you feel other municipalities face the same challenges?

**A new way now exists for Alberta municipalities to pool their resources to address common environment and conservation issues.**

*Community Conserve* is a web-based forum that allows Alberta municipal staff, managers, and councilors to 1) post their environment and conservation issues or ideas, 2) vote on the priority issues/ideas as a community, and 3) 'crowd-fund' efforts to address the most common ones.

The *Community Conserve* team creates and proposes

## COMMUNITY CONSERVE TEAM



## PROJECTS UNDERWAY

Some of the projects already underway:

- Conservation Easement Guide for Municipalities

Project Plans for addressing the top issues/ideas, and facilitates the process of municipalities “crowd-funding” those projects. All project results and products are posted back on the Community Conserve site, and are available to everyone.

*Community Conserve* is being launched today! You can find it at [www.communityconserve.ca](http://www.communityconserve.ca).

*Community Conserve is a joint initiative of the Miistakis Institute and the Environmental Law Centre, with the support of the Alberta Urban Municipalities Association (AUMA) and the Alberta Association of Municipal Districts and Counties (AAMDC).*

- Environmental Assessment Guide for Municipalities
- Clarity on Using Environmental Reserves for Conservation
- Frequently Asked Questions: Municipal Jurisdiction and Environmental Law
- ALSA’s Conservation Tools for Municipalities – A Webinar Series

You are receiving this email because you subscribed to Community Conserve or you worked with us in the past and we would like to keep our partners up to date with what is going on with this project. If you would no longer like to receive these updates please unsubscribe below.

**Our mailing address is:**  
Room U271, Mount Royal University  
4825 Mount Royal Gate SW  
Calgary, AB T3E 6K6  
Canada

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# Clear Hills County

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	July 18, 2017
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>CALENDARS</b>
File:	11-02-04

### DESCRIPTION:

Council and administration shall review the upcoming months' calendars for Councillor Committee meetings to attend or that were attended, to assist Administration with record keeping and Council with reminders of upcoming meetings.

### BACKGROUND:

### ATTACHMENTS:

- Calendar of upcoming meetings and conferences

### RECOMMENDED ACTION:

**RESOLUTION** by .... to accept for information July, August and September 2017 calendar updates of Councillor Committee meetings, that assist Administration with record keeping and Council with reminders of upcoming meetings with the following changes:

Initials show support - Reviewed by:	Manager:	CAO:	
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# July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	<b>3</b> Office Closed	4	5	6 NPRL-DF	7 Reeves and CAO -JR	8
9	10	11	12	13	14	15
16	17	18 COUNCIL	19	20 14 <sup>th</sup> Annual BBQ!	21	22
23	24	25	26	27	28	29
30	31					

# August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Office Closed	8	9	10	11 ZONE 4 - ALL	12
13	14	15	16	17	18	19
20	21 Notice of nomination day	22 COUNCIL	23	24	25	26
27	28	29	30	31		

# September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Office Closed <u>Labor Day</u>	5	6	7	8	9
10	11	12 COUNCIL	13	14	15	16
17	18 Nomination day	19	20	21	22	23
24	25	26 COUNCIL	27	28	29	30

### **Acronyms for Calendar**

AAMDC	Alberta Association of Municipal District & Counties
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
DMI	Diashowa-Marubeni International Ltd. Public Advisory Committee
DRRC	Doctor Recruitment & Retention 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)
NARAIL	Northwestern Right of Way Acquisition Committee
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)