

**AGENDA  
CLEAR HILLS COUNTY  
REGULAR COUNCIL MEETING  
TUESDAY, DECEMBER 10, 2019**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, December 10, 2019, at 9:30 a.m. in the Council Chambers of the County Office, Worsley, Alberta.

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1. CALL TO ORDER	
2. AGENDA	
3. MINUTES:	
a. Previous: Regular Council Meeting Minutes, November 26, 2019 .....	2
4. DELEGATION(S)	
a. Hines Creek Golf & Country Club 10:30 a.m.....	10
b. Bailee Richardson 10:45 a.m.....	11
c. Fairview Food Bank Association 11:00 a.m.....	14
5. PUBLIC Hearing	
a. SDAB Amendments to LUB Bylaw 247-19 10:00 a.m. ....	17
6. TENDER OPENING- 9:45 a.m.	
7. NEW BUSINESS	
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a. Labor .....	
12. ADJOURNMENT	

**MINUTES OF CLEAR HILLS COUNTY  
REGULAR COUNCIL MEETING  
CLEAR HILLS COUNTY COUNCIL CHAMBERS  
TUESDAY, NOVEMBER 26, 2019**

**PRESENT**

Miron Croy	Reeve
Amber Bean	Deputy Reeve
Dan Fletcher	Councillor
Jason Ruecker	Councillor
Peter Frixel	Councillor
Raymond Wetmore	Councillor
David Janzen	Councillor

**ATTENDING**

Allan Rowe	Chief Administrative Officer (CAO)
Audrey Bjorklund	Community Development Manager (CDM)
Ron Jensen	Public Works Manager (PWM)
Bonnie Morgan	Executive Assistant (EA)

**ABSENT:**

**CALL TO ORDER**

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

**ACCEPTANCE OF  
AGENDA**

**C570-19(11-26-19)**

**RESOLUTION by Councillor Janzen to adopt the agenda governing the November 26, 2019, Regular Council Meeting.  
CARRIED.**

**APPROVAL OF  
MINUTES**

Previous  
Meeting Minutes

**C571-19(11-26-19)**

**RESOLUTION by Councillor Fletcher to adopt the minutes of the October 22, 2019, Organizational Council Meeting, as presented.  
CARRIED.**

**C572-19(11-26-19)**

**RESOLUTION by Reeve Croy to adopt the minutes of the October 22, 2019, Regular Council Meeting, as presented. CARRIED.**

**NEW BUSINESS:  
COUNCIL**

Management  
Team Activity  
Report

Council reviewed the most recent Management Team Activity Report.

**C573-19(11-26-19)**

**RESOLUTION by Councillor Wetmore to accept the October 22, 2019, Management Team Activity Report, as presented. CARRIED.**

**Councillor Reports**

Councillors submit written or verbal reports for meetings attended.

**C574-19(11-26-19)**

**RESOLUTION by Councillor Janzen to table the written and verbal Councillor reports until later in the meeting. CARRIED**

**TENDER OPENING:**

RFP 2019-P06  
Recreation Lease

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#2609 Boundary

Council is presented with RFP 2019-P06, Rec Lease #2609 Boundary Expansion (George Lake), to open and analyze results.

C575-19(11-26-19)

**RESOLUTION by Reeve Croy to open Proposal 2019-P06, Rec Lease #2609 Boundary Expansion (George Lake), individual proposal amounts will not be displayed below, as there are several components to the proposals that need to be analyzed; the analysis and a recommendation to award will be brought to the next Regular Council Meeting. CARRIED.**

Company	Amount
Borderline Surveys	Tenders have been opened
Beairsto & Associates	Tenders have been opened
Global Raymac Surveys Inc.	Tenders have been opened
Longhorn Geomatics Ltd.	Tenders have been opened
Precision Geomatics Inc.	Tenders have been opened

RFT 2019-12  
Engineering &  
Bridge Maintenance  
Inspections

Council is presented with Tender 2019-12, Engineering of 2017 BIMs and 2018 BIMs for Bridge Maintenance and Engineering of 2019 Bridge Maintenance Inspections, to open and analyze results.

C576-19(11-26-19)

**RESOLUTION by Councillor Wetmore to open Tender 2019-12 at 9:45 a.m. for Engineering of 2017 BIMs and 2018 BIMs for Bridge Maintenance Engineering of 2019 and Bridge Maintenance Inspections, to open and analyze results and bring back a recommendation to a future Regular Council Meeting. CARRIED.**

Company	Amount
MPA Engineering Ltd.	\$106,528.00
MOST Engineering	\$49,896.00
Beairsto & Associates	\$128,345.17
WSP	\$21,661.00
ABMK Engineering Ltd.	\$64,600.00

Reeve Croy recessed the meeting at 10:03 a.m.  
Reeve Croy reconvened the meeting at 10:15 a.m.

DELEGATION:  
Mercer Peace River  
Pulp Ltd.

Trina Tosh and Grant Anderson, with Mercer Peace River Pulp Ltd. will be presenting to council their General Development Plan.

C577-19(11-26-19)

**RESOLUTION by Councillor Fletcher to raise the written and verbal Councillor reports off the table. CARRIED.**

C578-19(11-26-19)

**RESOLUTION by Councillor Janzen to accept the written and verbal Councillor reports for information. CARRIED.**

DELEGATION:

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Seniors Check-In Line	Delegates from the Senior's Check-in Line will be in attendance at 10:45 a.m. to update Council on their activities this year, and how they used the \$8,500.00 General Grant and \$3,000.00 FCSS grant they have received from the County.
Alberta Conservation Association	Paul Hvenegaard, Regional Manager with Alberta Conservation Association will be in attendance to make a presentation to council to request funding support for the Sulphur Lake aeration operation.
Economic Development Committee	Councils requested that a discussion regarding Clear Hills County Economic Development Committee be added to today's meeting.
<b>C579-19(11-26-19)</b>	<b>RESOLUTION by Councillor Frixel to receive the discussion regarding Clear Hills County Economic Development for information. CARRIED.</b>
Clear Hills County Strategic Plan	Council is presented with the previous Strategic Plan for Clear Hills County for discussion and review.
<b>C580-19(11-26-19)</b>	<b>RESOLUTION by Reeve Croy to inquire into bringing in a facilitator to review and update the Strategic Plan and Goals for Clear Hills County with Council and bring back for further discussion at a future Policy and Priority Meeting. CARRIED.</b>
<u>CORPORATE SERVICES</u> Accounts Payable (October 23, 2019 to November 26, 2019)	A list of expenditures for Clear Hills County for the period of October 23, 2019 to November 26, 2019 is provided for Council's review.
<b>C581-19(11-26-19)</b>	<b>RESOLUTION by Deputy Reeve Bean that Council receives for information the Accounts Payable report for Clear Hills County for the period of October 23, 2019 to November 26, 2019 for a total of \$504,120.33. CARRIED.</b>
September Financial Report	The Operating & Capital Budget Performance Reports for the Clear Hills County for the period ending September 30, 2019.
<b>C582-19(11-26-19)</b>	<b>RESOLUTION by Councillor Fletcher that Council accepts for information the financial report for the period ending September 30, 2019. CARRIED.</b>
	Reeve Croy recessed the meeting at 11:52 a.m. Reeve Croy reconvened the meeting at 12:32 p.m.
2020 Interim	

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Operating Budget	<p>Council is provided with the draft 2020 Interim Operating Budget for consideration.</p> <p>Councillor Wetmore left the room at 12:40 p.m.</p>
C583-19(11-26-19)	<p><b>RESOLUTION by Councillor Janzen to adopt the 2020 Interim Operating Budget effective January 1, 2020 as presented.</b> <b>CARRIED.</b></p>
Multi Year Capital Plan	<p>Council is being provided with a copy of the Multi Year Capital Plan</p> <p>Councillor Wetmore entered the room at 12:43 p.m.</p>
C584-19(11-26-19)	<p><b>RESOLUTION by Councillor Ruecker that Council approve the Multi Year Capital Plan, as presented.</b> <b>CARRIED.</b></p>
C585-19(11-26-19)	<p><b>RESOLUTION by Reeve Croy to receive the delegation from Trina Tosh and Grant Anderson, with Mercer Peace River Pulp Ltd. on their General Development Plan.</b> <b>CARRIED.</b></p>
C586-19(11-26-19)	<p><b>RESOLUTION by Councillor Fletcher to accept for information the delegation from the Fairview &amp; Area Senior's Check-in Line group and the update the group provided on their program operation; and approve a General Grant of \$8,500.00 (eight thousand five hundred dollars) for the 2020 operations of the Seniors Check in line, with the funds to be included in the 2020 Operating Budget.</b> <b>CARRIED.</b></p>
C587-19(11-26-19)	<p><b>RESOLUTION by Councillor Frixel to receive the delegation from Paul Hvenegaard, Regional Manager, Alberta Conservation Association, for funding support for the Sulphur Lake aeration operation for information; and approve entering into an agreement with the Alberta Conservation Association to provide \$5,000 per year for 5 years (2020-2024) for the Sulphur Lake aeration operation with the funds to be included in the General Grants budget of the 2020 through 2024 annual Operating Budgets.</b> <b>CARRIED.</b></p>
<u>COMMUNITY SERVICES</u> Fairview Food Bank Funding Request	<p>Council is presented with a request from the Fairview Food Bank for funding to assist with the increased demand for this service.</p>
C588-19(11-26-19)	<p><b>RESOLUTION by Deputy Reeve Bean to table the request from the Fairview Food Bank for funding and invite them to attend a future council meeting.</b> <b>CARRIED.</b></p>
Menno Simons Library Board Funding Request	<p>Council is presented with a letter from the Menno Simons Library Board requesting \$9,250.00 to cover the short fall in adequately furnishing the new library at the Menno Simons School.</p>

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Councillor Fletcher left the meeting at 1:01 p.m.

**C589-19(11-26-19)**

**RESOLUTION by Reeve Croy to contact the Peace River School Division regarding the deficiencies in completing the furnishing of the library, as it is part of the scope of the Menno Simons School project.**  
**CARRIED.**

Bylaw 247-19 SDAB  
Amendments to LUB  
189-16

Council is presented with Bylaw 247-19 for first reading. This Bylaw is to amend the Land Use Bylaw 189-16 to properly refer to the regional Subdivision and Appeal Board the County is now a partner in, update notification requirements for development permits and other updates to the Land Use Bylaw to comply with changes in the Municipal Government Act.

**C590-19(11-26-19)**

**RESOLUTION by Deputy Reeve Bean to give first reading to Bylaw 247-19 being a bylaw of Clear Hills County, Alberta to amend Land Use Bylaw No. 189-16 to properly refer to a Subdivision and Development Appeal Board, change the notification requirements for development permit applications and update the Land Use Bylaw to comply with changes in the Municipal Government Act.**  
**CARRIED.**

**C591-19(11-26-19)**

**RESOLUTION by Councillor Ruecker to set the public hearing for the Bylaw 247-19 for 10:00 a.m. Tuesday December 10, 2019 in the Clear Hills County Council Chambers at 313 Alberta Avenue, Worsley, Alberta.**  
**CARRIED.**

Wolf Management  
Incentive Program

Councillor Frixel requested the topic of the Wolf Management Incentive Program be included in today's agenda.

**C592-19(11-26-19)**

**RESOLUTION by Reeve Croy to receive the discussion on the Wolf Management Incentive Program for information.**  
**CARRIED.**

Windows 7  
Computers For  
Disposal

Council is requested to authorize disposal of the Windows 7 computers that will be end of life January 14, 2020, and that are being replaced with Windows 10 computers in mid December 2019.

**C593-19(11-26-19)**

**RESOLUTION by Councillor Ruecker to authorize the disposal of the windows 7 computers that will be end of life January 14, 2020, and that are being replaced with Windows 10 computers in mid-December, 2019.**  
**CARRIED.**

Councillor Janzen left the meeting at 1:21 p.m.



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Rural Crime Watch	Council is presented with a request from the MD of Fairview regarding reactivation of the Rural Crime Watch Group in our areas, including the next steps they are suggesting if this is supported.
<b>C594-19(11-26-19)</b>	<b>RESOLUTION by Councillor Wetmore to receive the information regarding reactivation of the Rural Crime Watch Group for information. CARRIED.</b>
Compound Gate	The Compound Gate Project that is now complete, and administration is seeking a motion to clarify how the annual Risk Pro insurance credit for this increased security and loss reduction project will be dealt with.
<b>C595-19(11-26-19)</b>	<b>RESOLUTION by Councillor Frixel further to resolution C630-18(12-11-18), authorize that the 2019, 2020 and 2021 Risk Pro insurance credit for the Compound Gate replacement project be transferred to the Building Reserve when received each year. CARRIED.</b>
<u>PUBLIC WORKS:</u>	
Log Haul Request Mercer Ltd.	Council is presented with correspondence from Mercer requesting approval to use local roads as log haul routes within Clear Hills County.
<b>C596-19(11-26-19)</b>	<b>RESOLUTION by Deputy Reeve Bean to approve the log haul routes from Mercer requesting approval to use local roads within Clear Hills County. CARRIED.</b>
Log Haul Request Zavisha Ltd.	Council is presented with correspondence from Zavisha Sawmills Ltd. requesting approval to use local roads as log haul routes within Clear Hills County.
<b>C597-19(11-26-19)</b>	<b>RESOLUTION by Reeve Croy to approve the log haul routes from Zavisha Sawmills Ltd. requesting approval to use local roads within Clear Hills County. CARRIED.</b>
Wetland Assessment Update	Council is presented with an information update regarding the wetland replacement fee for a road extension request along SE 32-85-8-W6M.
<b>C598-19(11-26-19)</b>	<b>RESOLUTION by Reeve Croy to contact Alberta Environment &amp; Parks to request an exemption of payment for wetland loss/replacement dollars for road extension at SE 32-85-8-W6M, until the Code of Practice has been developed. CARRIED.</b>
Clear Prairie Non- Potable Truck Fill	Council is presented with information regarding a non-potable truck fill in the Clear Prairie area as requested.
<b>C599-19(11-26-19)</b>	<b>RESOLUTION by Councillor Ruecker to receive the information regarding a non-potable truck fill in Clear Prairie for information, as presented. CARRIED.</b>

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Worsley Hamlet  
Walking Path Snow  
Removal

Council is presented with information to extend the current Worsley Walking Path Snow Removal Contract which is currently in place.

**C600-19(11-26-19)**

**RESOLUTION by Councillor Ruecker to extend the current Worsley Walking Path Snow Removal Contract and have it expire on April 30, 2020. CARRIED.**

Cleardale Hamlet  
Walking Path Snow  
Removal

Council is presented with information to extend the current Cleardale Walking Path Snow Removal Contract which is currently in place.

**C601-19(11-26-19)**

**RESOLUTION by Deputy Reeve Bean to extend the current Cleardale Walking Path Snow Removal Contract and have it expire on April 30, 2020. CARRIED.**

Pavement Overlay &  
Springwood Drive  
Base & Pave

Council is presented with overall costs for Pavement Overlay for Twp. Rd. 870 and 862 and Springwood Drive Base & Pave.

**C602-19(11-26-19)**

**RESOLUTION by Deputy Reeve Bean to amend the current engineering contract for engineering overlay of Twp. Rd. 870 & 862 to include Springwood Drive base & pave. CARRIED.**

WRITTEN REPORTS  
MANAGERS

Chief Administrative  
Officer's Report

Chief Administrative Officers report was reviewed.

**C603-19(11-26-19)**

**RESOLUTION by Councillor Wetmore to receive the November 26, 2019 Chief Administrative Officer's report for information. CARRIED.**

Community  
Development  
Manager's Report

The Community Development Managers report was reviewed.

**C604-19(11-26-19)**

**RESOLUTION by Councillor Frixel to receive the Community Development Manager's report on November 26, 2019, for information, as presented. CARRIED.**

Corporate Services  
Manager's Report

The Corporate Services Managers report was reviewed.

**C605-19(11-26-19)**

**RESOLUTION by Deputy Reeve Bean to receive the Corporate Services Manager's report on November 26, 2019, for information, as presented. CARRIED.**

Public Works  
Manager's Report

The Public Works Managers report was reviewed.



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**C606-19(11-26-19)**

**RESOLUTION by Reeve Croy to receive the Public Works Manager's report on November 26, 2019, for information, as presented. CARRIED.**

COUNCIL  
INFORMATION

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

**C607-19(11-26-19)**

**RESOLUTION by Councillor Ruecker to receive the correspondence on November 26, 2019, for information, as presented. 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.

**C608-19(11-26-19)**

**RESOLUTION by Councillor Ruecker to receive for information the November, December 2019 and January 2020 calendars.**

Date	Meeting	Councillor
Nov 30	PLS	Frixel
Dec 13	NTAB	Wetmore
Dec 2	MPT	Bean
Dec 4	NPHF	Bean
Dec 11	NPHF WS	Bean
Dec 20	NWSAR	Bean/Frixel
Dec 9 & 10	NWSAR Trappers	Bean/Frixel
Jan 20-24	ASB Conference	Janzen
Nov 27	HPEC	Bean
Jan 13	HPEC	Bean
		<b>CARRIED.</b>

ADJOURNMENT

Reeve Croy adjourned the November 26, 2019, Regular Council Meeting at 2:04 p.m.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
DATE

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

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Audrey Bjorklund, CDM
Title:	DELEGATION– Hines Creek Golf & Country Club <b>10:30 a.m.</b>
File:	

### DESCRIPTION:

Cliff Wagner and Jason Worobetz will be in attendance at 10:30 to present their irrigation project to Council for funding consideration.

### BACKGROUND:

### BUDGET:

Recreation Reserve, estimate based on commitments to date: \$63,000

### ATTACHMENTS:

### OPTIONS:

1. Direct the Club to submit a Capital Grant Application
2. Approve a General Grant of \_\_\_\_\_ with funds allocated from the Recreation Reserve
3. Approve a General Grant of \_\_\_\_\_ and include the funds in the 2020 Operating Budget
4. Not approve funding

### 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:	Regular Council Meeting
Meeting Date:	December 10, 2019
Originated By:	Audrey Bjorklund, CDM
Title:	DELEGATION – Bailee Richardson 10:45 a.m.
File:	63-02-02

### DESCRIPTION:

Bailee Richardson will be in attendance at 10:45 to present a sponsorship funding request for the 2020 Peace Country Beef Congress.

### BACKGROUND:

The Beef Congress is on January 11th & 12, 2020 in Dawson Creek, B.C. It is an agricultural trade show as well as cattle show where industry producers showcase livestock and the products available to the Peace country.

### BUDGET:

Annual Budget \$500  
2019 fully allocated.

### ATTACHMENTS:

Sponsorship Policy 7005

### OPTIONS:

1. Approve sponsorship of up to \$500, funds to be allocated from the 2020 Operating Budget, Sponsorship policy budget.
2. Approve sponsorship of more than \$500 and increase the 2020 Sponsorship policy budget accordingly.
3. Not approve sponsorship.

### RECOMMENDED ACTION:

RESOLUTION by.....

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

Effective Date: May 25, 2010	Policy Number: 7005
Title: <b>SPONSORSHIP FUNDING POLICY</b>	

## 1. Policy Statement

- 1.1. Clear Hills County may provide sponsorship funding to conferences and workshops of benefit to County residents, and establish a system for evaluating sponsorship requests.

## 2. General

- 2.1. Council may annually during budget deliberations, establish a budget for conference and workshop sponsorship funding.

## 3. Applications

- 3.1. Requests for sponsorship will be accepted throughout the year.
- 3.2. Requests will be evaluated as received and presented to Council for consideration.
- 3.3. Requests shall include the following information or documentation:
  - A clear statement of the purpose of the conference or workshop
  - Amount of funding requested
- 3.4. The following criteria will be used to determine eligibility of funding:
  - Conference or Workshop must be held within the North West Region of the province which is defined as: Municipal District of Greenview the Southern most portion, Municipal District of Big Lakes and Northern Sunrise County the most Easterly portions, Mackenzie County the most Northern portion and inclusive of all other municipalities within these boundaries to the British Columbia Border. A map of the eligible area is attached as Schedule A.
  - Contribution to the education or economic development opportunities for county based:
    - Entrepreneurs
    - Agricultural producers
    - Business owners

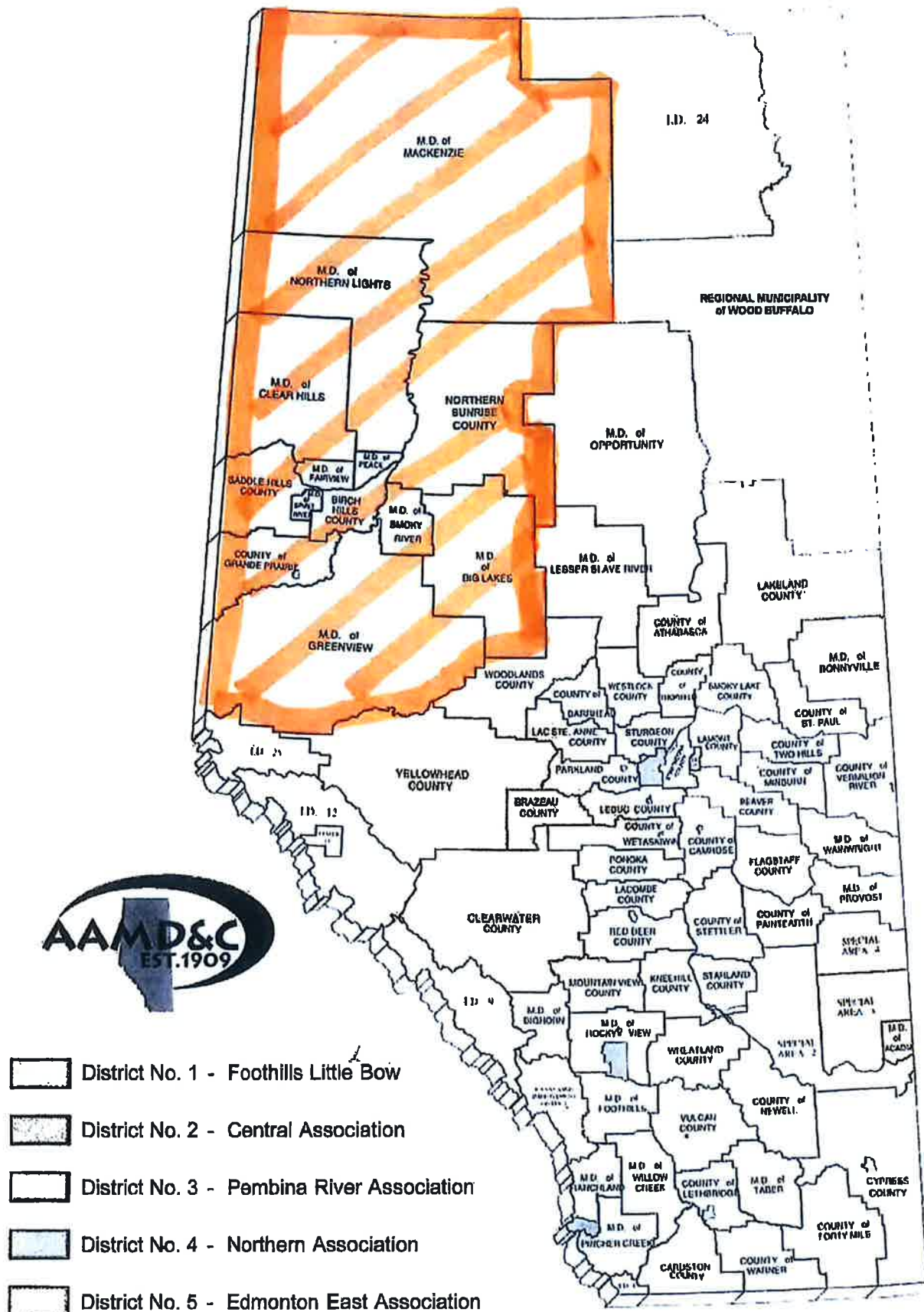
## 4. End of Policy

ADOPTED

Resolution #C434(05/25/10)

Date: May 25, 2010

## Schedule A



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Audrey Bjorklund, CDM
Title:	DELEGATION– Fairview Food Bank Association <b>11:00 a.m.</b>
File:	

### DESCRIPTION:

Madeline Watchorn and other representatives of the Fairview Food Bank Association will be in attendance at 11:00 at Council's invitation regarding the request for funding due to the increased demand for this service.

### BACKGROUND:

The Fairview Food Bank Association submitted a written request for \$2500 in funding support, and Council made the following resolution:

**C588-19(11-26-19) RESOLUTION by Deputy Reeve Bean to table the request from the Fairview Food Bank for funding and invite them to attend a future council meeting.**  
**CARRIED.**

### BUDGET:

Request \$2,500

### ATTACHMENTS:

- Letter of request (from November 27 RFD)

### OPTIONS:

1. Approve \$\_\_\_\_\_ with funds to be allocated from the Rate Stabilization Reserve
2. Approve \$\_\_\_\_\_ annually for the Fairview Food Bank allocating the 2019 donation from the Rate Stabilization Reserve, and including future funding in the annual General Grant operating budget.
3. Not approve a donation.

### RECOMMENDED ACTION:

**RESOLUTION by.....to receive the Fairview Food Bank Association delegation for information; and....**

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



Fairview Food Bank Association,  
Box 168,  
Fairview, AB  
T0H 1L0

RECEIVED  
NOV 20 2019  
CLEAR HILLS COUNTY

November 13<sup>th</sup>, 2019.

Clear Hills County,  
Box 240,  
WORSLEY, AB  
T0H 3W0

TO COUNCIL:

I am writing to you on behalf of the Fairview Food Bank. We would like to take this opportunity to thank you for any past donations you have made to our worthy cause.

Fairview Food Bank is very proud to be supported by Fairview residents, local businesses and surrounding communities as well as casino proceeds and our annual Food and Toy Drive co-ordinated by the Fairview Fire Department on the first Saturday in December.

We support everyone in need and fill between 85-90 hampers a month, which includes on the average 130 adults and 71 children. We are required to ask for legal land descriptions for residency purposes, and find that about 32% of our clientele are living within your jurisdiction and receive monthly hampers as well as Christmas hampers.

Last year Fairview Food Bank filled 99 Christmas Hampers and provided donated toys to the children. These hampers ensured that our clientele of 176 adults and 98 children, who registered for a Christmas hamper, were given a full Christmas dinner during the festive season.

In total our registered clientele for last year was 2,426, which included 1,567 adults and 859 children.

RECEIVED

NOV 20 2019

CLEAR HILLS COUNTY

These figures come from yearly records kept by Fairview Food Bank Association.

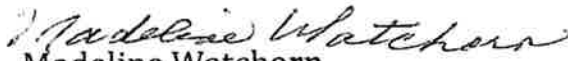
In the last two months, because of space needed and stairs to contend with by both the aging volunteers and clientele, we have moved to the Mall on Main and now pay considerably more in rent which takes away from our food budget.

Unfortunately, due to an increase in clientele of all ages using our services, we find our supplies become depleted more frequently during the past year.

We are asking for a donation from Clear Hills County of \$2,500.00 to continue in our effort to supply food for individuals in need year round.

Thank you for your consideration in this matter.

Yours truly,

  
Madeline Watchorn  
Fairview Food Bank Association  
780-835-2632

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>REGULAR COUNCIL MEETING</b>
Meeting Date:	December 10, 2019
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>PUBLIC HEARING – SDAB Amendments to LUB Bylaw 247-19</b> <b>10:00 A.M.</b>
File:	61-02-02

### DESCRIPTION:

There is a 10:00 a.m. public hearing for Bylaw 247-19, a bylaw to amend Land Use Bylaw No. 189-16 to properly refer to a Subdivision and Development Appeal Board, change the notification requirements for development permit applications and update the Land Use Bylaw to comply with changes in the *Municipal Government Act*.

### BACKGROUND:

First reading was given to this bylaw on November 26, 2019.

The Bylaw is included later in today's agenda for further consideration.

### ATTACHMENTS:

- Public Hearing Notice

### RECOMMENDED ACTIONS:

That the Reeve recess the Council meeting at 10:00 a.m. to accommodate the public hearing and reconvene the Council meeting at the conclusion of the hearing.

Reviewed by:

Manager:

CAO:



**CLEAR HILLS COUNTY  
NOTICE OF PUBLIC HEARING  
PROPOSED LAND-USE BYLAW NO. 147-19**

Pursuant to Section 692 of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, and Sections 230 and 606, notice is hereby given that the Council of Clear Hills County will hold a public hearing prior to the Second Reading of Bylaw No. 147-19 for an amendment to Clear Hills County Land Use Bylaw No. 189-16. The proposed amendment is to update the Land Use Bylaw to comply with the changes in the *Municipal Government Act*.

The Public Hearing is to be held on December 10, 2019 at 10:00 a.m. in the Council Chambers of Clear Hills County. The proposed land use bylaw may be viewed at the Clear Hills County Office in Worsley, Alberta during regular office hours. Please forward written submissions to the Chief Administrative Officer prior to December 7, 2019 4:00 p.m. If you have any questions regarding the hearing or the bylaw, please contact the County office at 780-685-3925.

# Clear Hills County

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Management Team Activity Report</b>
File:	11-02-02

### DESCRIPTION:

Management activity report for November 26, 2019

### ATTACHMENTS:

- o Management Activity Report

### RECOMMENDED ACTION:

**RESOLUTION** by .... that the management activity report for November 26, 2019, be accepted, as presented.

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

### Activity Report for November 26, 2019

#### 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>October 22, 2019</b>														
C546-19	10/22/19	RESOLUTION by Councillor Janzen to approve the attendance of council to the annual Joint meeting with the Peace River School Division Board of Trustees on February 4, 2020 at 7:00 p.m. at the PRSD Central Operations Located at 4702-51 St in Grimshaw, Alberta. CARRIED.	EA	February 4 <sup>th</sup>												
		<b>November 26, 2019</b>														
C575-19	11/26/19	RESOLUTION by Reeve Croy to open Proposal 2019-P06, Rec Lease #2609 Boundary Expansion (George Lake), and individual proposal amounts will not be displayed below, as they need to be analyzed in house and brought back to the next Regular Council Meeting. CARRIED. <table><tr><th>Company</th><th>Amount</th></tr><tr><td>Borderline Surveys</td><td>Tenders have been opened</td></tr><tr><td>Beairsto &amp; Associates</td><td>Tenders have been opened</td></tr><tr><td>Global Raymac Surveys Inc.</td><td>Tenders have been opened</td></tr><tr><td>Eric Cote, Longhorn Geomatics Ltd.</td><td>Tenders have been opened</td></tr><tr><td>Percision Geomatics Inc.</td><td>Tenders have been opened</td></tr></table>	Company	Amount	Borderline Surveys	Tenders have been opened	Beairsto & Associates	Tenders have been opened	Global Raymac Surveys Inc.	Tenders have been opened	Eric Cote, Longhorn Geomatics Ltd.	Tenders have been opened	Percision Geomatics Inc.	Tenders have been opened	CDM	
Company	Amount															
Borderline Surveys	Tenders have been opened															
Beairsto & Associates	Tenders have been opened															
Global Raymac Surveys Inc.	Tenders have been opened															
Eric Cote, Longhorn Geomatics Ltd.	Tenders have been opened															
Percision Geomatics Inc.	Tenders have been opened															
C576-19	11/26/19	RESOLUTION by Councillor Wetmore to open Tender 2019-12 at 9:45 a.m. for Engineering of 2017 BIMs and 2018 BIMs for Bridge Maintenance Engineering of 2019 and Bridge Maintenance Inspections, to open and analyze results and bring back a recommendation to a future Regular Council Meeting. CARRIED. <table><tr><th>Company</th><th>Amount</th></tr><tr><td>MPA Engineering Ltd.</td><td>\$106,528.00</td></tr><tr><td>MOST Engineering</td><td>\$49,896.00</td></tr><tr><td>Beairsto &amp; Associates</td><td>\$128,345.17</td></tr><tr><td>WSP</td><td>\$21,661.00</td></tr></table>	Company	Amount	MPA Engineering Ltd.	\$106,528.00	MOST Engineering	\$49,896.00	Beairsto & Associates	\$128,345.17	WSP	\$21,661.00	CDM			
Company	Amount															
MPA Engineering Ltd.	\$106,528.00															
MOST Engineering	\$49,896.00															
Beairsto & Associates	\$128,345.17															
WSP	\$21,661.00															





## Management Team

Page 2 of 7

### Activity Report for November 26, 2019

#### 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
		ABMK Engineering Ltd.      \$64,600.00		
C580-19	11/26/19	RESOLUTION by Reeve Croy to inquire into bringing in a facilitator to review and update the Strategic Plan and Goals for Clear Hills County with Council and bring back for further discussion at a future Policy and Priority Meeting.      CARRIED.	EA	
C588-19	11/26/19	RESOLUTION by Deputy Reeve Bean to table the request from the Fairview Food Bank for funding and invite them to attend a future council meeting.      CARRIED.	CDM	Dec 10
C589-19	11/26/19	RESOLUTION by Reeve Croy to contact the Peace River School Division regarding the deficiencies in completing the furnishing of the library as it is part of the scope of the Menno Simons School project.      CARRIED.	CDM	
C598-19	11/26/19	RESOLUTION by Reeve Croy to contact Alberta Environment & Parks to request an exemption of payment for wetland loss/replacement dollars for the proposed road extension at SE 32-85-8-W6M, until the Code of Practice has been developed.      CARRIED.	PWM	
C600-19	11/26/19	RESOLUTION by Councillor Ruecker to extend the current Worsley Walking Path Snow Removal Contract and have it expire on April 30, 2020.      CARRIED.	PWM	
C601-19	11/26/19	RESOLUTION by Deputy Reeve Bean to extend the current Cleardale Walking Path Snow Removal Contract and have it expire on April 30, 2020.      CARRIED.	PWM	
C602-19	11/26/19	RESOLUTION by Deputy Reeve Bean to amend the current engineering contract for engineering overlay of Twp. Rd. 870 & 862 to include Springwood Drive base & pave.      CARRIED.	PWM	

		<b>September 15, 2016</b>		
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	CSM	



## Management Team

### Activity Report for November 26, 2019

#### 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														
		<div>(three million dollars) using funds that have been budgeted in 2017 of the Multi-Year Capital Pan. Councillor Frixel requested a recorded vote:<table><tr><td>For</td><td>Against</td></tr><tr><td>Janzen</td><td>Croy</td></tr><tr><td>Svederus</td><td>Frixel</td></tr><tr><td>Ruecker</td><td></td></tr><tr><td>Johnson</td><td></td></tr><tr><td>Fletcher</td><td></td></tr><tr><td></td><td>CARRIED.</td></tr></table></div>	For	Against	Janzen	Croy	Svederus	Frixel	Ruecker		Johnson		Fletcher			CARRIED.		
For	Against																	
Janzen	Croy																	
Svederus	Frixel																	
Ruecker																		
Johnson																		
Fletcher																		
	CARRIED.																	
		August 20, 2019																
C335-19	06/25/19	RESOLUTION by Councillor Bean to approve a budget of \$21,500.00 for survey, land and environmental work to increase the George Lake Recreation Lease boundaries and allocate the funds from the Recreation Reserve. CARRIED.	CDM															
C391-19	08/13/19	RESOLUTION by Councillor Ruecker to approve the funding request from NWSAR (North West Species at Risk Committee) to assist with research and ongoing activities annually in 2020, 2021 and 2022 in the amount of \$50,000.00 per year, funds to be included in the 2020, 2021 and 2022 Operating budget under Economic Development. CARRIED.																
		September 18, 2019																
C435-19	09/10/19	RESOLUTION by Councillor Wetmore to approve a 2020 Capital Grant to the Cherry Canyon Agricultural Society for the construction of two ball diamond dugouts in the amount of \$5,000.00 and include the funds in the 2020 Operating Budget. CARRIED.																
C436-19	09/10/19	RESOLUTION by Councillor Frixel to approve a 2020 Capital Grant to the End of Steel Heritage Society for a list of various improvements at the Museum & Park site for the amount of \$11,009.00 and include the funds in the 2020 Operating Budget. CARRIED.																
C260-19	05-28-19	RESOLUTION by Councillor Wetmore to approve a Capital Grant of \$50,000.00 to the Worsley Clear Hill Ski Club for the Conveyor Belt lift project and include the dollars in the 2020 Operating Budget. CARRIED.																
		September 30, 2019																
C470-19	09/24/19	RESOLUTION by Councillor Ruecker to approve a one-time conditional operating grant to the Village																



## Management Team

### Activity Report for November 26, 2019

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Budget Items:  Completed Items:  Items in Waiting:   
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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		of Hines Creek in the amount of approximately \$135,000.00, as a 2020 25% tax rebate incentive. <b>CARRIED.</b>		
C471-19	09/24/19	<b>RESOLUTION</b> by Councillor Wetmore to approve a one-time conditional operating grant to the Village of Hines Creek in the amount of \$400,000.00 with the following conditions; a yearend report on how the funding was used to achieve sustainability of the Village. <b>CARRIED.</b>		
C458-19	09/24/19	<b>RESOLUTION</b> by Councillor Bean that Council authorize the additional funding of \$18,373.78 from the Rate Stabilization Reserve to cover the current deficits along with the costs of the ASB per diems, travel and subsistence for the remainder of 2019. <b>CARRIED.</b>	CDM	
		<b>October 9, 2019</b>		
C499-19	10/08/19	<b>RESOLUTION</b> by Councillor Bean to proceed with the purchase of replacement up to 17 computers and laptops that have the Windows 7 Operating System that will be end of life as of January 14, 2020 at an estimated cost of up to \$54,400.00 plus GST with funds to be allocated from the Administration Reserve. <b>CARRIED.</b>	CDM	
C500-19	10/08/19	<b>RESOLUTION</b> by Reeve Croy to include \$35,000.00 in the 2020 Capital Budget for the replacement of two network servers, with the funds to allocated from the Administration Reserve. <b>CARRIED.</b>	CDM	
C503-19	10/08/19	<b>RESOLUTION</b> by Councillor Ruecker to move the \$25,000.00 for a replacement PTO water pump from 2020 to 2021 in the Multi-Year Capital Plan. <b>CARRIED.</b>	CDM	
C504-19	10/08/19	<b>RESOLUTION</b> by Councillor Bean to include \$32,000.00 in the 2020 Capital Budget for a second side by side, trailer and sprayer. <b>CARRIED.</b>	CDM	
C505-19	10/08/19	<b>RESOLUTION</b> by Councillor Frixel to include \$9,000.00 for two tablets and associated software and licensing costs for GIS tracking and mapping of vegetation control herbicide applications on road	CDM	





## Management Team

### Activity Report for November 26, 2019

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		<b>rights-of-way in the 2020 Operating Budget. CARRIED</b>		
		<b>November 20, 2019</b>		
<b>C553-19</b>	<b>10/22/19</b>	<b>RESOLUTION by Councillor Janzen to Include funds of \$100,000.00 in the 2020 Multi-Year Capital Plan for a single bay garage to fit a pumper or water truck for a firefighting unit in Cleardale, including water and sewer installation. CARRIED.</b>		
		<b>November 27, 2019</b>		
<b>C586-19</b>	<b>11/26/19</b>	<b>RESOLUTION by Councillor Fletcher to accept for information the delegation from the Fairview &amp; Area Senior's Check-in Line group and the update the group provided on their program operation; and approve a General Grant of \$8,500.00 (eight thousand five hundred dollars) for the 2020 operations of the Seniors Check in line, with the funds to be included in the 2020 Operating Budget. CARRIED.</b>	CDM	
<b>C587-19</b>	<b>11/26/19</b>	<b>RESOLUTION by Councillor Frixel to receive the delegation from Paul Hvenegaard, Regional Manager with Alberta Conservation Associations presentation for funding support for the Sulphur Lake aeration operation; and approve entering into an agreement with the Alberta Conservation Association to provide \$5,000 per year for 5 years (2020-2024) for the Sulphur Lake aeration operation with the funds to be included in the General Grants budget of the 2020 through 2024 annual Operating Budgets. CARRIED.</b>	CDM	
<b>C595-19</b>	<b>11/26/19</b>	<b>RESOLUTION by Councillor Frixel further to resolution C630-18(12-11-18), authorize that the 2019, 2020 and 2021 Risk Pro insurance credit for the Compound Gate replacement project be transferred to the Building Reserve when received each year. CARRIED.</b>	CSM/ CDM	
<b>ITEMS IN WAITING</b>				
		<b>February 3, 2015</b>		
<b>C66-15</b>	<b>01/13/15</b>	<b>RESOLUTION by Councillor Croy to leave Plan 802KS Block 2 Lot 10 as is in the County's name</b>	CSM	January 14, 2030



## Management Team

### Activity Report for November 26, 2019

#### LEGEND:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		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.		
		<b>May 10, 2017</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	In Waiting
C15-19	01/08/19	RESOLUTION by Councillor Janzen that this council authorizes the destruction of 2016 monthly reconciliation reports, 2011 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2012. CARRIED	CDM	
		<b>April 23, 2019</b>		
C66-19	02/12/19	RESOLUTION by Deputy Reeve Fletcher to approve the request to allow the installation of a Texas gate on Range Road 64 at the midway junction of section 20 & 21-85-6-W6M as per Bylaw 82-05 and have Appendix A – “Agreement for Installation of Texas Gates within Municipal Roadways” brought back to a future council for authorization. CARRIED.	PWM	In waiting
C-388-18	08/14/18	RESOLUTION by Reeve Ruecker to include the Fairview-Hines Creek-Clear Hills Rural Crime Watch partnership on the next Joint-Municipal meeting agenda. CARRIED.	EA	
		<b>November 20, 2019</b>		
C556-19	10/22/19	RESOLUTION by Reeve Croy to dispose of the Zero Till Drill by public auction, as is, due to low usage and high repair costs. CARRIED.		
		<b>November 27, 2019</b>		
C593-19	11/26/19	RESOLUTION by Councillor Ruecker to authorize the disposal of the windows 7 computers that will be end of life January 14, 2020, and that are being	CDM	



## Management Team

### Activity Report for November 26, 2019

#### 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
		replaced with Windows 10 computers in mid-December, 2019. CARRIED.		



# Clear Hills County

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>COUNCIL REPORTS ON MEETINGS</b>
File:	11-02-02

### DESCRIPTION:

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

### BACKGROUND / PROPOSAL:

Council members attend meetings they have been appointed to.

### ATTACHMENTS

Councillor Frixel- Peace Library Board

### RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:





## Board Meeting Highlights November 30, 2019

*This summary is designed to keep you informed about Peace Library System (PLS) activities and Board decisions. It is distributed to member councils, library boards and the PLS Board of Directors after each Board meeting.*

At the annual Organizational Meeting, elections were held for the Executive, Personnel, and Plan of Service Committees for 2019-2020. Carolyn Kolebaba (Northern Sunrise County) was elected Board Chair and Belinda Halabisky (County of Northern Lights) as Vice-Chair.

The Board reviewed the 2019 financial forecast. A surplus of \$151,000 is anticipated, including \$126,704 budgeted for capital reserves and an additional \$24,000 which will also go into reserves.

The Board approved the 2020 Operating Budget, which supports the 2019-2021 *Plan of Service*. The budget includes an emphasis on technology training and program support for member libraries, outreach to Indigenous communities, and cyber security initiatives.

The 2020 Capital Budget was approved. It includes the purchase of new servers, a photocopier, a disc cleaning machine, and a delivery vehicle.

Linda Duplessis submitted her notice of retirement effective July, 2020. She thanked the board for their support since she became Director in 2001, and indicated that she would work towards a smooth transition.

The Board discussed legislative and procedural changes that could assist with Red Tape Reduction. These will be passed along to the Public Library Services Branch at a meeting in January, 2020.

Municipal support for the *#eBooks for All* campaign was noted. Many municipalities have passed resolutions and written letters in an effort to put pressure on publishers for more equitable library access to eBooks.

Revisions were approved to the following policies: *Acceptance of Gifts and Gratuities; Public Statements; Wages and Salaries; Employee Conduct and Disciplinary Action; Suspensions; Grievance Procedures; Violence and Harassment; Hours of Service for Library Service Points; and Health and Safety Policy for Library Service Points.*

The IT & Technical Services Manager reported that 18 libraries have transitioned to their new websites, with the remaining 25 to go live by the end of January, 2020.

The Consulting Services Manager reported on another successful Rural Libraries Conference with 152 registered delegates, including 38 first time attendees.

### **Quick Facts 2019**

Population Served: 174,620  
Members: 38 municipalities & 1 Métis Settlement  
Member Public Libraries: 46  
Contracting Schools: 50  
Chair: Carolyn Kolebaba (Northern Sunrise County)  
Director: Linda Duplessis

### **Present:**

Carolyn Kolebaba, Chair  
Gena Jones  
Lorrie Shelp  
Denise Joudrey  
Peter Frixel  
Stan Golob  
Ray Skrepnek  
Lindsay Brown  
Tammy Brown  
Chris Thiessen  
Linda Waddy  
Roxie Rutt  
Dennis Sukeroff  
Marie Brulotte  
Camille Zavisha  
Brad Pearson  
Sunni-Jeanne Walker  
Philippa O'Mahony

Terry Ungarian  
Brendan Powell  
Reta Nooskey

Elaine Manzer  
Sandra Eastman  
Michelle Farris  
Roxann Dreger  
John Moen  
Clint Froehlick  
Elaine Garrow  
Raoul Johnson  
Tanya Boman

### **Regrets:**

Meesha Bainton  
Brent Anderson  
Sandra Miller  
Cheryl Novak  
Joy McGregor  
Anna Underwood  
Vacant  
Vacant  
Vacant

### **Absent:**

Harry Ezio

Northern Sunrise County  
Town of Beaverlodge  
Big Lakes County  
Birch Hills County  
Clear Hills County  
Town of Fairview  
MD of Fairview  
Town of Falher  
Grande Prairie Public Library  
City of Grande Prairie  
County of Grande Prairie  
MD of Greenview  
Town of Grimshaw  
Town of High Prairie  
Village of Hines Creek  
MD of Lesser Slave River  
Town of Manning  
Town of McLennan  
(Teleconference)  
County of Northern Lights  
MD of Opportunity  
Paddle Prairie Métis  
Settlement  
Town of Peace River  
MD of Peace  
Town of Rainbow Lake  
Village of Rycroft  
Saddle Hills County  
Town of Sexsmith  
MD of Spirit River  
MD of Smoky River  
Town of Valleyview

Town of Fox Creek  
Town of High Level  
Village of Hythe  
Village of Nampa  
Town of Slave Lake  
Town of Wembley  
Village of Berwyn  
Village of Donnelly  
Village of Girouxville

Town of Spirit River

Connecting libraries, people and resources  
through teamwork, technology and training

*Peace Library System acknowledges Treaty 8 territory as well as the Métis Nation of Alberta. Peace Library System libraries are located on territory that provided a travelling route and home to many Indigenous peoples.*

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	ICF and IDP Requirements
File:	11-02-02

### DESCRIPTION:

Council is presented with information from Municipal Affairs regarding requesting an exemption from the IDP (Intermunicipal Development Plan) requirements under section 17.2 Municipal Government Act,

Clear Hills County and the County of Northern Lights are in agreement that the land that forms the border between the two municipalities is primarily crown land with only a few titled quarter sections and that an Intermunicipal Development Plan is not necessary.

### ATTACHMENTS:

Municipal Affairs Correspondence - ICF and IDP Requirements

### RECOMMENDED ACTION:

**RESOLUTION by.....** to request Municipal Affairs, grant an exemption for an IDP (Intermunicipal Development Plan) to Clear Hills County and County of Northern Lights under section 17.2 of the Municipal Government Act, as both Clear Hills County and the County of Northern Lights agree that the land that forms the border between the two municipalities is primarily crown land with only a few titled quarter sections and that an IDP is not necessary.

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*  
*MLA, Edmonton - South West*

AR99186

To Mayors and Reeves,

Since my appointment as Minister of Municipal Affairs last spring, I have had the opportunity to travel to many communities within Alberta, to hear about your priorities and perspectives. I am very grateful for the way in which you have welcomed me into your communities and shared your thoughts with me. I have also had the pleasure of meeting with many of you during the fall conventions of the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) and, again, I thank you for the gift of your time and wisdom.

One of the consistent messages I have heard over the past several months is concern regarding Intermunicipal Collaborative Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) - both in terms of the challenges you are facing in building these frameworks and plans, and the challenges posed by the legislated deadline for completion of April 1, 2020.

Intermunicipal collaboration is a priority for me, and for the Government of Alberta; all Albertans benefit when our communities collaborate to share services, create efficiencies, and reduce overall costs for their residents. Therefore, my government colleagues and I agree that it is important to maintain the overall requirements for ICFs and IDPs.

We very much appreciate the work that many of you have done to date, but we also recognize that the current legislative requirements are overly complex and onerous. Based on your feedback, I am proposing important changes to the ICF process as well as IDP requirements. These changes will streamline and clarify the process for building ICFs and IDPs, and I believe will make it much easier for all of you to complete the process by April 1, 2020.

.../2

Earlier this week, these changes were introduced to the Legislative Assembly as part of Bill 25, the *Red Tape Reduction Implementation Act*. The bill contains various amendments to reduce red tape affecting municipalities, with the most substantive changes focused on streamlining and clarifying the ICF/IDP requirements. In particular, I am proposing the following important changes:

- Simplifying reporting to the province;
- Enabling municipalities to adopt ICFs by resolution (or bylaw), to recognize the way in which many municipalities typically adopt cost-sharing agreements;
- Simplifying the process of developing an ICF, so municipalities can focus on discussing and reaching agreement on how to share services that benefit residents in both municipalities, instead of spending too much time on meeting specific process requirements that overcomplicate their discussions;
- Streamlining and clarifying the arbitration process, to more closely align ICF arbitrations with the standard provisions of the *Arbitration Act*, and to very clearly limit the scope of an arbitrator's authority; and
- Enabling municipalities to be exempted from the requirement to develop an IDP, where both municipalities agree that one is not necessary.

None of the proposed amendments will require municipalities to go back and make changes to already completed ICFs and IDPs. For those requiring further work, the proposed legislative changes will make it easier to get this work done. As you move forward, I would like to take this opportunity to remind you of a few key points in relation to ICFs:

1. The deadline of April 1, 2020 remains in place. I am expecting all municipalities to meet this deadline. I am prepared to consider short-term extensions of the deadline in exceptional circumstances, or where municipalities simply need an additional one to two months to be able to complete the process. However, beyond these exceptions, I do not intend to provide time extensions; I encourage all municipalities to act accordingly in order to avoid arbitration and retain local control of ICF content.
2. ICFs are about the cost sharing of services that benefit residents in more than one municipality. They are not about revenue sharing, and I do not support any attempt to leverage the ICF negotiations in an effort to extract a revenue sharing agreement.
3. I do expect municipalities to negotiate in good faith, and to make decisions based on concrete facts. If municipal residents utilize a service in meaningful numbers and/or account for a meaningful proportion of those service costs, I would expect the municipality to compensate the municipality providing those services accordingly.
4. Municipal Affairs will not be evaluating individual ICFs to determine whether they are "a good deal" or not. As Minister, my interest is that you have conversations with your neighbours about shared services, and reach an agreement that makes sense at the local level.

.../3



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*  
*MLA, Edmonton - South West*

-3-

I am optimistic that the legislative changes I am proposing will help ease the way for you to fulfill your legislated obligations to complete ICFs by April 1, 2020. However, the success of these negotiations depends on each of you, and your willingness to engage with your municipal neighbours respectfully and with an openness to reasonable compromise. A locally developed solution is always best, so I encourage all of you to take this opportunity to shape these agreements for yourselves, and for the overall betterment of your regions.

Yours very truly,

Kaycee Madu  
Minister

Attachment: Changes to the ICF and IDP requirements

cc: Alberta Urban Municipalities Association  
Rural Municipalities of Alberta  
Paul Wynnyk, Deputy Minister



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Strategic Plan and Goals
File:	11-02-02

### DESCRIPTION:

Council is presented with information regarding bringing in facilitator to review and update the Strategic Plan and Goals for Clear Hills County.

**C580-19(11-26-19) RESOLUTION by Reeve Croy to inquire into bringing in a facilitator to review and update the Strategic Plan and Goals for Clear Hills County with Council and bring back for further discussion at a future Policy and Priority Meeting. CARRIED.**

### ATTACHMENTS:

Aleks Nelson - Municipal Consulting  
Gordon McIntosh – Local Government Leadership Consultant

### RECOMMENDED ACTION:

**RESOLUTION by..... to.**

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b> 
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GORDON A. McINTOSH

250 881 0761

ga.mcintosh@shaw.ca [CivicExcellence.com](http://CivicExcellence.com)

Email to: Email to: [Bonnie@clearhillscounty.ab.ca](mailto:Bonnie@clearhillscounty.ab.ca)

November 2019

Kelly Morgan, CAO  
Clearhills County

Dear Ms. B. Morgan

**RE: WORKSHOP SERVICES**

It is critical for Council and administration to continually work at developing and maintaining a strategic focus, clear roles and good processes. I have conducted 1,200 sessions throughout Canada and overseas *"to help elected officials and staff to make a leadership difference in local government"*. I use contemporary concepts to produce high workshop participant satisfaction and useful outcomes.

The session - ***Are We on the Same Page?*** (Attachment 1) enables participants to develop and/or review strategic priorities for attention by:

- Celebrating **strategic progress** relative to the current plan & recent activities
- Developing a **vision checklist** to assess the preferred community future
- Identifying **strategic topics** facing the organization & community
- Establishing potential **action plans** to implement strategic possibilities
- Applying criteria to determine **Council priorities** among the strategic possibilities
- Determining **operational strategies** and **longer-term objectives**
- Creating a **strategic dashboard** to monitor and update priority action plans
- Ensuring organizational/governance **capacity** to achieve the strategic directions

Deliverables include: *Strategic Priority Report, 'One page' Strategic Dashboard, Vision Checklist, Council Priorities Work Program, Operational Strategies & Priority Setting Guidelines*

In addition to my successful *Canada-wide experience* (Att. 2 & 3) involving 130,000 people, I offer you the following regarding your recommendation of my services:

- extensive consulting experience in the area of *local government effectiveness*;
- successful Canada-wide workshops for *elected, advisory and/or staff members*;
- 34 years *managerial experience* in most aspects of local government;
- a focus on *current realities* to favourably impact day-to-day activities;
- an expertise in *solution seeking* processes with *practical action plans*;
- "hands-on" experiences to maximize *participant involvement*; and
- Workshop documentation and techniques for workshop *follow-up*.

For budgeting purposes, the costs for services are as follows:

- **Workshop Facilitation** – preparation & facilitation (evening & 1 day) **\$8,500**
- **Expenses as required**: accommodation & travel at cost; meal per diem - Supper @ \$35, Lunch @ \$30 & Breakfast @ \$20; & report typing @ \$22/hour.
- **Free follow-up advice** (2 hours telephone consultation). *I want your organization to be successful in its follow-up to the Workshop.*
- **Document Workshop outcomes** as a follow up action plan and strategic plan prepared by my colleague up to **\$1,250**

I am confident that you and your organization will realize value through my services and I hope you will consider my services.

Yours truly,

Gordon A. McIntosh – PhD & CLGM

Attachments: 1. Priority Setting Agenda  
2. Profile  
3. Some Client References

# ***Are We on the Same Page?***

## **(Priority Setting)**

DATE: 4:30 to 8:30

8:30 to 4:30

LOCATION: **XYZ**

FACILITATOR: Gordon A. McIntosh – PhD & CLGM

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### **Agenda**

#### **GETTING STARTED**

- |    |                                     |                     |
|----|-------------------------------------|---------------------|
| 1. | Workshop Overview                   | <i>Presentation</i> |
| 2. | Participants' Aims & Confirm Agenda | <i>Round Table</i>  |

#### **1.0 STRATEGIC SCAN**

- |    |  |                     |
|----|--|---------------------|
| 1. | Community Checklist                              | <i>Presentation</i> |
| 2. | Develop Success Indicators                       | <i>Group Work</i>   |
| 3. | 'What is Working Well' and 'Areas for Attention' | <i>Plenary</i>      |

***Deliverables:*** *Community Score Card & Assessment*

#### **2.0 STRATEGIC TOPICS**

- |    |                                 |                         |
|----|---------------------------------|-------------------------|
| 1. | Identify Issues/Opportunities   | <i>Round Table</i>      |
| 2. | Short List Items                | <i>Group Ranking</i>    |
| 3. | Determine Strategic Topics List | <i>&amp; Discussion</i> |

***Deliverables:*** *Issues/Opportunities List Focus Areas & Strategic Topics Lists*

#### **3.0 STRATEGIC POSSIBILITIES**

- |    |   |                     |
|----|---|---------------------|
| 1. | Solution Seeking Model                                    | <i>Presentation</i> |
| 2. | Determine Expectations and Options (for strategic topics) | <i>Discussion</i>   |
| 3. | Establish Potential Action Plans                          | <i>Discussion</i>   |

***Deliverables:*** *Draft Action Plans*

#### **4.0 STRATEGIC PRIORITIES**

- |    |                                  |                     |
|----|----------------------------------|---------------------|
| 1. | Review Priority Setting Criteria | <i>Presentation</i> |
| 2. | Determine Council Priorities     | <i>Discussion</i>   |
| 3. | Confirm Operational Strategies   | <i>Discussion</i>   |

***Deliverables:*** *Strategic Priorities Chart and Council Priority Work Program*

#### **5.0 STRATEGIC ORGANIZATION**

- |    |   |                     |
|----|---|---------------------|
| 1. | An Organizational Score Card                | <i>Presentation</i> |
| 2. | Assess Internal Strengths and Weaknesses    | <i>Round Table</i>  |
| 3. | Identify Organizational Improvement Targets | <i>Discussion</i>   |

***Deliverables:*** *Organizational Success Indicators and Improvement Targets*

#### **NEXT STEPS**

- |    |                               |                     |
|----|-------------------------------|---------------------|
| 1. | Workshop Outcomes Summary     | <i>Presentation</i> |
| 2. | Workshop Follow-up & Feedback | <i>Round Table</i>  |

***Deliverable:*** *Workshop Follow-up Action List*

## PROFILE

Gordon McIntosh has 40 years of management, educator and consultancy roles in the local government sector. As President of the Local Government Leadership (LGL) Institute, he provides governance development, strategic facilitation and leadership training services. He has conducted 1,200 workshops involving 130,000 elected and appointed officials on topics such as:

- ***Are We on the Same Page?*** – making strategic choices using priority setting criteria with short term action plans consistent with organizational resources
- ***Need a Vision Check-Up?*** – moving beyond vision and goal statements to describe and regularly assess progress toward a preferred future
- ***Avoiding the Rocky Shoals*** – developing success indicators to assess and develop strategies to enhance decision making, role clarity and organizational effectiveness
- ***What's in the Box?*** – determining essential and discretionary services as well as ways to maximize efficiency and ensure a balanced service delivery capacity
- ***What Does It Take?*** – identifying and developing leadership competencies for personal and organizational success along with learning and performance indicators
- ***Playing Nice in the Sand Box!*** – facilitating shared values and goals for enhanced team, interdepartmental, interagency and intergovernmental collaboration

Gordon received the Professional Award of Excellence and served as President of the Local Government Management Association in BC. His managerial positions included corporate, human service and community development functions of local government. As the Islands Trust Executive Director, he worked with a 26-member Council serving the 470 Gulf Islands in the Georgia Basin.

Doctor McIntosh's research work focuses on local government leadership competency modeling and development. Current faculty roles include the Universities of York, Alberta, Victoria and Cape Breton as well as the Tanzanian Public Service and Victoria.

Gordon has developed twenty-five core modules for conference sessions, executive workshops and customized programs. He has delivered programs for local, First Nation, Métis and regional governments as well as municipal associations in every region of Canada and overseas - Palestine, Caribbean, Sri Lanka, Africa and Philippines. Session alumni comment that his sessions are fast paced, interactive, humorous and practical with high satisfaction ratings.

He was raised in Ottawa where he received athletic awards for water polo. Gordon and his wife Diane live in North Saanich where they enjoy cycling, gardening and hiking.



## **RECENT CLIENT REFERENCES**

### **CITY OF WHITEHORSE, YK**

Linda Rapp, CAO (867) 668-8650 & Mayor Dan Curtis

*Focus:* *Service Capacity Review, Leadership Development, Governance & Strategic Priority Setting*

### **TOWN OF INUVIK, NWT**

Grant Hood, CAO (867) 777-8608 & Former Mayor Jim McDonald

*Focus:* *Service Capacity Review, Leadership Development & Strategic Priority Setting*

### **THOMPSON-NICOLA REGIONAL DISTRICT, BC**

Suhkbinder Gill, CAO (250) 377-7055 & Chair Randy Murray

*Focus:* *Service Capacity Review, Strategic Priority Setting and Staffing Strategy*

### **DISTRICT of LAKE COUNTRY, BC**

Albert DeFeo, CAO (250) 766-6671 & Mayor James Baker

*Focus:* *Service Capacity Review, Governance Success & Strategic Priority Setting*

### **METLAKATLA FIRST NATION, BC**

Cindy Smith, Finance Manager (250) 633-3001 & Chief Councillor Harold Leighton

*Focus:* *Strategic Priority Setting, Service Capacity Review & Governance Excellence*

### **VILLAGE of LUMBY, BC**

Tom Kadla, CAO (250) 547-2171 & Mayor Kevin Acton

*Focus:* *Service Capacity Review, Economic Resilience & Strategic Priority Setting*

### **BEAVER COUNTY, AB**

Bob Beck, CAO (780) 663-3730 & Reeve Kevin Smook

*Focus:* *Service Capacity Review, Economic Resilience, Governance & Strategic Priority Setting*

### **WHEATLAND COUNTY, AB**

Alan Parkin, CAO (403) 361-2002 & Reeve Glenn Koester

*Focus:* *Core Service Review & Strategic Priority Setting*

### **NORFOLK COUNTY, ON**

Keith Robicheau, Former County Manager 705) 474-0626 x2400 (now North Bay)

*Focus:* *Core Service Review and Staffing Strategy*

### **TOWN of WINDSOR, NS**

Louis Coutinho, CAO (902) 798-6675 & Mayor Ann Allen

*Focus:* *Service Capacity Review, Regional Cooperation & Strategic Priority Setting*

### **COUNTY of COLCHESTER, NS**

Rob Simonds, CAO (902) 897-3184 & Mayor Christine Blair

*Focus:* *Service Capacity Review & Strategic Priority Setting*

Hello Allan:

Regarding the above and further to our conversation this afternoon, please accept the following:

Some very short bios for Debbie McCann and Aleks Nelson:

Debbie has worked in a municipality for over 25 years in a number of roles including most aspects of administration and planning and development.

Most recently she spent six years working with Municipal Affairs as a governance advisor and a municipal accountability advisor.

Aleks started her municipal career in 1990 and has worked primarily in finance and CAO roles. Most recently she completed 13 years working with Municipal Affairs as a financial advisor.

Over this period of time we have both worked with many elected officials and CAO's and have a solid understanding of municipal government. We believe:

1. A strategic plan is a necessary foundation for Council to assist in decision making and for Council to communicate its goals to ratepayers;
2. It's important that Council (and staff) is focused on goals and a strategic plan goes a long way to help everyone stay on track;
3. Strategic planning is important for budget preparation as the goals in the plan are incorporated in both the operating and capital budgets.

Initially, we propose to meet with Council and you in early February 2020. This meeting would take a few hours and the purpose is for us to learn about Council, the municipality and discuss the scope of the upcoming work. This meeting will also address any questions from Council and you about the process that will help everyone to prepare for the main planning session.

The main planning session will focus on maintaining, changing or creating the overall Mission, Vision and Values Statements. Also to nail down 3-6 goals for 2020/21 and to discuss some longer term goals. This meeting would take place later on in February 2020 and will take a full day.

A draft plan would be prepared by mid March at which time we would again meet with Council to ensure it captures what Council wishes to communicate.

The plan will be finalized for presentation to the ratepayers at the annual spring meeting. A part of the plan could include a proposal on gathering feedback from the public regarding Council's strategy.

The above outlines some general ideas on how the process could unfold and we are most amenable to working to ensure Council is satisfied with the entire process.

At this point in time it's difficult to provide a cost for the above as the scope of the project is not yet clear, however for the preliminary meeting scheduled for early February the flat rate will be \$1,500. plus, travel expenses based on County policy.

Please let us know if you have any questions on the above,

Aleks Nelson CPA, CGA

Debbie McCann CLGM

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Century Farm and Ranch Recognition
File:	11-02-02

### DESCRIPTION:

Councils is presented with information on Century Farm and Ranch recognition.

The Government of Alberta recognizes farm families in Alberta for 100 years of family owned and actively operated farms and ranches with a plaque.

### BACKGROUND:

#### **Government of Alberta:**

The Alberta Century Farm and Ranch Award also recognizes farm families who have continuously owned and actively operated the same land for **125** years or more.

Successful applicants of the 125 year program will receive a special commemorative certificate of recognition from the Premier and Minister of Agriculture and Forestry.

### ATTACHMENTS:

Alberta Century Farm and Ranch Award Program

### RECOMMENDED ACTION:

**RESOLUTION** by..... to receive the information regarding information on Century Farm and Ranch recognition for information, as presented

Initials show support - Reviewed by:

Manager:

CAO:

*AR*





## Alberta Century Farm & Ranch Award

Alberta  Government

## Alberta Century Farm & Ranch Award Program Information



**The Alberta Century Farm & Ranch Award** recognizes farm families that have continuously owned and actively operated the same land for 100 years or more.

Successful applicants will receive a custom made, cast bronze plaque to mark this significant milestone. The plaques are approximately 10" x 14" in size, and are suitable for mounting outside.

Support is available by calling Susan Lacombe, Program Administrator, at 780-968-6557 or emailing [susan.lacombe@gov.ab.ca](mailto:susan.lacombe@gov.ab.ca).

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### Application Process:

- Review the eligibility criteria below. If you're unsure, please contact the Program Administrator to discuss your situation before applying.
- Fill out and submit the application form (next page).
- Staff will review the application, including obtaining and verifying supporting documentation (homestead documents, current land title, and corporate registry if the land is owned by a company). They may contact you to clarify certain information.
- Successful applicants will be provided a plaque design proof for their review and approval, and then the plaque will be ordered and delivered to you approximately 6-8 weeks later.

### Eligibility:

- Your family has continuously owned and actively operated the same land for 100 years or more.<sup>1</sup>
- A family member is still actively farming the land at the time of application.<sup>2</sup>
- The quarter section you are applying for has not been subdivided (limited exceptions below).<sup>3</sup>
- The quarter section you are applying for has not been cash rented to a non-family member during its 100 year history (limited exceptions below).<sup>4</sup>
- Supporting documentation is available for your application (homestead or another historical land establishment document).

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### Notes on Eligibility:

1. The 100 years is based on the homestead entry date/land establishment date which can be a few years before the original title was granted.
2. If your family farmed for 100 years, but the land is now cash rented to a non-family member at the time of application, it is no longer eligible (the award is intended to recognize those families that are still actively farming).
3. The only cases where subdivisions are allowed is when it was done for a public interest reason like a road, railway, school etc.; natural geography like a lake; or to another family member.
4. The following are eligible: crop shares with financial risk to the owner (i.e. owner directly shares on input costs); cash rental to another family member; custom farming and hired hands; or rental during a time of war where the owner was deployed as a soldier.

## Contact Information:

Landowner's Name(S): \_\_\_\_\_

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

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

Alternate Contact Name: \_\_\_\_\_

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

## Land Details:

1. Legal land description of the quarter section you're applying for \_\_\_\_\_
2. Municipality for that land parcel and nearest community \_\_\_\_\_
2. Homestead entry or original land establishment date (often earlier than when title was granted) \_\_\_\_\_
3. Type of original land establishment (homestead, railway, soldier, purchased, other, unknown etc.) \_\_\_\_\_

Family Ownership History	Name	Relationship to Previous Owner
Original Family Landowner		N/A
Landowner 2		
Landowner 3		
Landowner 4		

If the last name has changed from the original landowner, please explain why (e.g. marriage) \_\_\_\_\_

## Current Farming:

1. Type of Farm (grain & oilseed, cattle, mixed, other etc.) \_\_\_\_\_
2. Current Total Size of Farming Operation (acres) \_\_\_\_\_

## Supporting Documentation:

Staff will obtain and verify homestead and current land titles on your behalf, and perform a corporate registry search if the land is owned by a company. For other types of land establishment (railway, purchased land etc.), they will work with you to help you find a supporting historical document.

## Statement of Certification

I certify that:

- The information provided in this application form is true to the best of my knowledge.
- I, or a member of my family, continue to own and actively farm the land described in this application, and have done so continually for 100 years or more.
- I have read and meet the program's eligibility criteria to the best of my knowledge.
- The Government of Alberta has the right to publish award information including the family's name, local community and municipality, and land establishment and award dates.

Landowner Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

## Send Completed Form to:

**Susan Lacombe**

Provincial Building, 4709-44 Ave, Stony Plain, AB T7Z 1N4

**PH:** 780-968-6557 **Fax:** 780-963-4709 **Email:** susan.lacombe@gov.ab.ca

The personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act to administer the award program. Questions regarding the use of collected information can be directed to the Program Coordinator at 4709-44 Ave, Stony Plain, AB T7Z 1N4 or call toll-free 310-0000 then 780-968-6557

 Alberta Government

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2019
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 November 27, 2019 to December 10, 2019 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 November 27, 2019 to December 10, 2019 for a total of \$224,522.52.

Initials show support - Reviewed by:

Manager:



CAO:



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User Date: 12/03/19

Clear Hills County  
CHEQUE DISTRIBUTION REPORT  
Payables Management

Page: 1  
User ID: Sharon

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	First
Cheque Date	11/27/19	12/10/19		Last

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
1 EYE'D DISPOSAL GARBAGE COLLE	023000	12/10/19	\$1,858.50
Invoice Description	Invoice Number	Invoice Amount	
Worsley Walking Path	077	\$262.50	
Worsley Hamlet Snow Removal	076	\$1,596.00	
310-SIGN INC.	023001	12/10/19	\$1,102.45
Invoice Description	Invoice Number	Invoice Amount	
A-Frame Sign Stand	0008232	\$1,102.45	
AAAF	023002	12/10/19	\$4,200.00
Invoice Description	Invoice Number	Invoice Amount	
2020 Provincial ASB Conf.	112119	\$4,200.00	
AMSC INSURANCE SERVICES LTD	023003	12/10/19	\$27,573.44
Invoice Description	Invoice Number	Invoice Amount	
September Benefits	0418-6	\$7,862.77	
October Benefits	0418-7	\$10,191.14	
November Benefits	0418-8	\$9,519.53	
BOSCHWICK CONTRACTING	023004	12/10/19	\$9,139.20
Invoice Description	Invoice Number	Invoice Amount	
Bear Canyon GB09	279	\$9,139.20	
CLEAR HILLS WASTE MANAGEMENT	023005	12/10/19	\$9,397.50
Invoice Description	Invoice Number	Invoice Amount	
Garbage Haul. Worsley Hamlet	025	\$210.00	
Contractor/Transport Station	024	\$9,187.50	
CLEARDALE TRANSPORT	023006	12/10/19	\$26,092.50
Invoice Description	Invoice Number	Invoice Amount	
Cleardale GB07	6109368	\$11,088.00	
GB01, GB13, GB07	6109366	\$3,265.50	
Worsley GB01	6109367	\$11,739.00	
CLIFF'S STEAMING	023007	12/10/19	\$393.75
Invoice Description	Invoice Number	Invoice Amount	
Wash Out Grain Bagger Belt	2523	\$393.75	



Clear Hills County  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
DCA PRINTING	023008	12/10/19	\$249.88
Invoice Description	Invoice Number	Invoice Amount	
Business Cards	20476	\$176.39	
Business Cards Miron	20486	\$73.49	
DHL	023009	12/10/19	\$218.00
Invoice Description	Invoice Number	Invoice Amount	
Wat Samp/Misc. Shipping	8661203	\$218.00	
DIAMOND SOFTWARE SOLUTIONS INC	023010	12/10/19	\$56.44
Invoice Description	Invoice Number	Invoice Amount	
YE Update Project Management	259347	\$56.44	
FEHR TIRECRAFT LTD.	023011	12/10/19	\$169.05
Invoice Description	Invoice Number	Invoice Amount	
Mini Fuses	19247	\$6.30	
R & M Unit 65-54	19057	\$162.75	
FOSTER'S AGRI-WORLD	023012	12/10/19	\$618.99
Invoice Description	Invoice Number	Invoice Amount	
Manure Spreader Parts	3476F	\$251.21	
Spreader Parts	3470	\$367.78	
GOVERNMENT OF ALBERTA	023013	12/10/19	\$828.81
Invoice Description	Invoice Number	Invoice Amount	
Payroll Deduction	112919	\$828.81	
HEART AND LIFE TRAINING	023014	12/10/19	\$89.25
Invoice Description	Invoice Number	Invoice Amount	
AED Pads	111419	\$404.25	
HINES CREEK COMPOSITE SCHOOL	023015	12/10/19	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
Sr. Girls Volleyball Team Prov	111819	\$500.00	
HITECH BUSINESS SYSTEMS LTD.	023016	12/10/19	\$597.68
Invoice Description	Invoice Number	Invoice Amount	
Copier Agreement	1558237	\$597.68	
JLD ENTERPRISE	023017	12/10/19	\$9,261.00
Invoice Description	Invoice Number	Invoice Amount	
Eureka River Transport	84	\$9,261.00	



Clear Hills County  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
LEMOINE RONALD	023018	12/10/19	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	68690-111819	\$250.00	
MAD DOG CRESTING	023019	12/10/19	\$129.68
Invoice Description	Invoice Number	Invoice Amount	
Worsley Fire Shirts	37655	\$129.68	
Maverick Livestock Company Ltd	023020	12/10/19	\$132.52
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	68543-111519	\$132.52	
MORGAN DAWN	023021	12/10/19	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	68751-112519	\$50.00	
PATTON, GARRETT	023022	12/10/19	\$700.00
Invoice Description	Invoice Number	Invoice Amount	
Wolf Hunt Incetive Program	112019	\$700.00	
Pitney Bowes	023023	12/10/19	\$144.85
Invoice Description	Invoice Number	Invoice Amount	
Postage Meter Lease	1014234313	\$144.85	
R&R ROAD LTD.	023024	12/10/19	\$1,470.00
Invoice Description	Invoice Number	Invoice Amount	
SL/SC GB16	4307	\$1,470.00	
RELIANCE ASSESSMENT CONSULTANT	023025	12/10/19	\$7,350.00
Invoice Description	Invoice Number	Invoice Amount	
December Assessment Services	47	\$7,350.00	
RMA INSURANCE LTD.	023026	12/10/19	\$93,788.71
Invoice Description	Invoice Number	Invoice Amount	
ANI Deductible Buydown	INS0029220	\$53.56	
ANI Deductible Buydown	INS0029221	\$28.84	
ANI Deductible Buydown	INS0029222	\$16.48	
ANI Deductible Buydown	INS0029223	\$10.30	
ANI Deductible Buydown	INS0029224	\$133.90	
Equipment Ins. Policy	INS0030518	\$5,120.13	
Property Ins. Policy	INS0030518-PRO	\$46,768.18	
Auto Ins. Policy	INS0030186	\$26,501.90	
ANI Deductible Buydown	INS0029219	\$33.99	
VFIS Policy	INS0027782	\$8,015.46	
Boiler & Mach. Policy	INS0028249	\$540.75	47

Clear Hills County  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Umbrella Liability Bl.	INS0029526		\$3,085.88
Aviation Policy	INS00293963		\$148.32
Mis. Property Ins. Policy	INS0029006		\$1,489.38
Bond & Crime Policy	INS0027974		\$1,841.64
ROAMING TRANSPORT	023027	12/10/19	\$12,083.93
Invoice Description	Invoice Number	Invoice Amount	
Cleardale Hamlet Snow Removal	0156	\$794.33	
Hines Creek GB14	0155	\$11,289.60	
RUECKER LOTHAR	023028	12/10/19	\$60.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	68689-111819	\$60.00	
SCANALTA POWER SALES LTD.	023029	12/10/19	\$29.35
Invoice Description	Invoice Number	Invoice Amount	
Nurse Tank Pump Recoil	0078546	\$29.35	
SKERRATT, CLAYTON AND ANN	023030	12/10/19	\$1,950.00
Invoice Description	Invoice Number	Invoice Amount	
Agreement #625	2459099	\$1,950.00	
THE ALBERTA TRAPPERS ASSOCIATI	023031	12/10/19	\$52.50
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	68681-111819	\$52.50	
UNITED FARMERS OF ALBERTA	023032	12/10/19	\$3,392.50
Invoice Description	Invoice Number	Invoice Amount	
Tax Refund	112019	\$3,392.50	
WASYLCIW, CORINNE	023033	12/10/19	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	68691-112519	\$50.00	
WILD ELECTRIC LTD.	023034	12/10/19	\$680.40
Invoice Description	Invoice Number	Invoice Amount	
Hanging Christmas Decorations	29939	\$680.40	
WORSLEY CENTRAL SCHOOL	023035	12/10/19	\$195.00
Invoice Description	Invoice Number	Invoice Amount	
Fire Prev. Meal For WCS	191729	\$195.00	
WORSLEY GATEWAY INN	023036	12/10/19	\$1,350.21
Invoice Description	Invoice Number	Invoice Amount	

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User Date: 12/03/19

Clear Hills County  
CHEQUE DISTRIBUTION REPORT  
Payables Management

Page: 5  
User ID: Sharon

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Mtg. Meals	584		\$1,280.75
Fire Prev. Meal	585		\$69.46
WSP	023037	12/10/19	\$5,129.73
Invoice Description	Invoice Number	Invoice Amount	
Pavement Overlay 870 & 862	0879681	\$3,204.03	
Gravel Stockpile Survey 2019	0879573	\$1,925.70	
ZACHARIAS ABRAHAM	023038	12/10/19	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	68667-111819	\$400.00	
Zumbusch, Vern	023039	12/10/19	\$2,786.70
Invoice Description	Invoice Number	Invoice Amount	
Heater & Instalation	2019	\$2,786.70	
Report Total			\$224,522.52

Clear Hills County  
 VENDOR CHEQUE REGISTER REPORT  
 Payables Management

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	11/27/19
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

Sorted By: Cheque Number

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
023000	1EYED01	1 EYE'D DISPOSAL GARBAGE COLLE	12/10/19	ATB	PMCHQ00001129	\$1,858.50
023001	310SIGN	310-SIGN INC.	12/10/19	ATB	PMCHQ00001129	\$1,102.45
023002	AAAF	2020 PROVINCIAL ASB CONFERENCE	12/10/19	ATB	PMCHQ00001129	\$4,200.00
023003	AMSC05	AMSC INSURANCE SERVICES LTD	12/10/19	ATB	PMCHQ00001129	\$27,573.44
023004	BOSCHWICK01	BOSCHWICK CONTRACTING	12/10/19	ATB	PMCHQ00001129	\$9,139.20
023005	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	12/10/19	ATB	PMCHQ00001129	\$9,397.50
023006	CLEARDALE01	CLEARDALE TRANSPORT	12/10/19	ATB	PMCHQ00001129	\$26,092.50
023007	CLIFF01	CLIFF'S STEAMING	12/10/19	ATB	PMCHQ00001129	\$393.75
023008	DCA01	DCA PRINTING	12/10/19	ATB	PMCHQ00001129	\$249.88
023009	DHL01	LOOMIS EXPRESS, A DIV. OF TFI	12/10/19	ATB	PMCHQ00001129	\$218.00
023010	DIAMOND01	DIAMOND SOFTWARE INC.	12/10/19	ATB	PMCHQ00001129	\$56.44
023011	FEHR14	FEHR TIRECRAFT LTD.	12/10/19	ATB	PMCHQ00001129	\$169.05
023012	FOSTERS	FOSTER'S AGRI-WORLD	12/10/19	ATB	PMCHQ00001129	\$618.99
023013	GOVERNMENT02	GOVERNMENT OF ALBERTA	12/10/19	ATB	PMCHQ00001129	\$828.81
023014	HEART01	HEART AND LIFE TRAINING	12/10/19	ATB	PMCHQ00001129	\$89.25
023015	HCHIGH01	HINES CREEK COMPOSITE SCHOOL	12/10/19	ATB	PMCHQ00001129	\$500.00
023016	HITECH01	HITECH BUSINESS SYSTEMS LTD.	12/10/19	ATB	PMCHQ00001129	\$597.68
023017	JLD	JLD ENTERPRISE	12/10/19	ATB	PMCHQ00001129	\$9,261.00
023018	LERO06	RONALD LEMOINE	12/10/19	ATB	PMCHQ00001129	\$250.00
023019	MADDOG01	MAD DOG CRESTING	12/10/19	ATB	PMCHQ00001129	\$129.68
023020	MAVERICK02	Maverick Livestock Company Ltd	12/10/19	ATB	PMCHQ00001129	\$132.52
023021	MORGAN03	DAWN MORGAN	12/10/19	ATB	PMCHQ00001129	\$50.00
023022	PATTONG	PATTON, GARRETT	12/10/19	ATB	PMCHQ00001129	\$700.00
023023	PITNEY01	Pitney Bowes Canada	12/10/19	ATB	PMCHQ00001129	\$144.85
023024	R&R01	R&R ROAD LTD.	12/10/19	ATB	PMCHQ00001129	\$1,470.00
023025	RELIANCE	RELIANCE ASSESSMENT	12/10/19	ATB	PMCHQ00001129	\$7,350.00
023026	RMANS	RMA INSURANCE LTD.	12/10/19	ATB	PMCHQ00001129	\$93,788.71
023027	ROAMING	ROAMING TRANSPORT	12/10/19	ATB	PMCHQ00001129	\$12,083.93
023028	RUECKER02	LOTHAR RUECKER	12/10/19	ATB	PMCHQ00001129	\$60.00
023029	SCANALTA01	SCANALTA POWER SALES LTD.	12/10/19	ATB	PMCHQ00001129	\$29.35
023030	SKERRATT	CLAYTON AND ANN SKERRATT	12/10/19	ATB	PMCHQ00001129	\$1,950.00
023031	ABTRAPPER	THE ALBERTA TRAPPERS ASSOCIATI	12/10/19	ATB	PMCHQ00001129	\$52.50
023032	UFA01	UNITED FARMERS OF ALBERTA	12/10/19	ATB	PMCHQ00001129	\$3,392.50
023033	WASYLCIWC	CORINNE WASYLCIW	12/10/19	ATB	PMCHQ00001129	\$50.00
023034	WILDELECT01	WILD ELECTRIC LTD.	12/10/19	ATB	PMCHQ00001129	\$680.40
023035	WOSCH01	WORSLEY CENTRAL SCHOOL PARENT	12/10/19	ATB	PMCHQ00001129	\$195.00
023036	WGATEWAY	WORSLEY GATEWAY INN	12/10/19	ATB	PMCHQ00001129	\$1,350.21
023037	WSP01	WSP CANADA INC.	12/10/19	ATB	PMCHQ00001129	\$5,129.73
023038	ZACHARIAS03	ABRAHAM ZACHARIAS	12/10/19	ATB	PMCHQ00001129	\$400.00
023039	ZUMBUSCH01	Zumbusch, Vern	12/10/19	ATB	PMCHQ00001129	\$2,786.70

Total Cheques: 40

Total Amount of Cheques: \$224,522.52

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Audrey Bjorklund, CDM
Title:	George Lake Rec lease boundary RFP AWARD
File:	71-10-02

### DESCRIPTION:

Request for Proposal 2019-06 for the George Lake Recreation Lease #2609 boundary expansion project were opened at the November 26, 2019 Regular Council meeting and Council is presented with the results of the RFP analysis.

### BACKGROUND:

**C575-19(11-26-19) RESOLUTION by Reeve Croy to open Proposal 2019-P06, Rec Lease #2609 Boundary Expansion (George Lake), individual proposal amounts will not be displayed below, as there are several components to the proposals that need to be analyzed; the analysis and a recommendation to award will be brought to the next Regular Council Meeting. CARRIED.**

Company	Amount
Borderline Surveys	Tenders have been opened
Beirsto & Associates	Tenders have been opened
Global Raymac Surveys Inc.	Tenders have been opened
Longhorn Geomatics Ltd.	Tenders have been opened
Precision Geomatics Inc.	Tenders have been opened

### BUDGET:

Budget: \$21,500

### RECOMMENDED ACTION:

**RESOLUTION by.....to award RFP 2019-P06 Rec Lease #2609 Boundary Expansion (George Lake) to Borderline Surveys for \$19,993.75 plus taxes and any extra items that may arise as part of the Public Lands disposition application for this project.**

Initials show support - Reviewed by:

Manager:

*ABj*

CAO:

*pl*

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	<b>Bylaw 247-19 SDAB amendments to LUB 189-16</b>
File Code:	61-02-02

### DESCRIPTION:

First reading was given to Bylaw 247-19 at the November 26, 2019 Council Meeting, and the public hearing for this meeting was held at 10:00 a.m. today. Council is now requested to provide further readings to this bylaw to amend the Land Use Bylaw 189-16 to properly refer to the regional Subdivision and Appeal Board the County is now a partner in, update notification requirements for development permits and other updates to the Land Use Bylaw to comply with changes in the *Municipal Government Act*.

### ATTACHMENTS

- Bylaw 147-10

### RECOMMENDED ACTION: (2 motions)

1. Resolution by..... to give second reading to Bylaw 247-19 being a bylaw of Clear Hills County, Alberta to amend Land Use Bylaw No. 189-16 to properly refer to a Subdivision and Development Appeal Board, change the notification requirements for development permit applications and update the Land Use Bylaw to comply with changes in the *Municipal Government Act*.

Resolution by..... to give third and final reading to Bylaw 247-19 being a bylaw of Clear Hills County, Alberta to amend Land Use Bylaw No. 189-16 to properly refer to a Subdivision and Development Appeal Board, change the notification requirements for development permit applications and update the Land Use Bylaw to comply with changes in the *Municipal Government Act*

Initials show support - Reviewed by:	Manager:	CAO: 
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**A BYLAW OF CLEAR HILLS COUNTY, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING CLEAR HILLS COUNTY BYLAW NO. 189-16.**

WHEREAS, pursuant to Sections 230, 606 and 692 of the *Province of Alberta Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, a Council may amend a Land Use Bylaw, and;

WHEREAS, the Municipal Council of Clear Hills County, in the Province of Alberta, has adopted Clear Hills County Land Use Bylaw No. 189-16, as amended, and;

WHEREAS, the Municipal Council of Clear Hills County, in the Province of Alberta, deems it necessary to amend Clear Hills County Land Use Bylaw No. 189-16, as amended, to properly refer to a Subdivision and Development Appeal Board, change the notification requirements for development permit applications, and update the Land Use Bylaw to comply with changes in the *Municipal Government Act*;

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

- 1. Remove the line “DAB | Development Appeal Board” and “SAB | Subdivision Appeal Board” in Table A: Acronyms under 1.6 Acronyms.**
- 2. Add the line “SDAB | Subdivision and Development Appeal Board” in Table A: Acronyms under 1.6 Acronyms.**
- 3. Remove the definition of “Development Appeal Board” and “Subdivision Appeal Board” under Section 1.7 Definitions.**
- 4. Add the definition of Clerk under Section 1.7 Definitions:**

“CLERK” means the Clerk to the Subdivision and Development Appeal Board.

- 5. Add the definition of Subdivision and Development Appeal Board under Section 1.7 Definitions:**

“SUBDIVISION AND DEVELOPMENT APPEAL BOARD” means an Appeal Board established pursuant to the *Act*.

- 6. Replace “Development Appeal Board” with “Subdivision and Development Appeal Board” throughout the Land Use Bylaw.**
- 7. Replace “Subdivision Appeal Board” with “Subdivision and Development Appeal Board” throughout the Land Use Bylaw.**
- 8. Replace “Secretary” with “Clerk” throughout the Land Use Bylaw.**
- 9. Replace Section 2.4 Subdivision Appeal Board and Development Appeal Board with the following:**

2.4 Establishment of the Subdivision and Development Appeal Board

- (1) The Subdivision and Development Appeal Board for the County is established by separate bylaw in accordance with Section 627 of the *Municipal Government Act*.
- (2) The Subdivision and Development Appeal Board for the County shall perform such duties as are specified in the *Act*.

**10. Replace subsection (2) under Section 2.5 The Mackenzie Municipal Services Agency (MMSA) with the following:**

- (2) MMSA also serves as an advisor to the Development Officer, Municipal Planning Commission, Subdivision and Development Appeal Board, and Council on all planning and development related matters.

**11. Remove subsection (2) under 3.5 Application for a Development Permit.**

**12. Add the following subsections to Section 3.5 Application for a Development Permit:**

- (4) Within 20 days after receipt of a development permit application, the Development Officer shall determine whether the application is complete or incomplete,
- (5) Notwithstanding subsection (5), the Development Officer may extend the time period for determining the completeness of a development permit application, based on a written agreement between the Development Authority and the applicant.
- (6) When, in the opinion of the Development Officer:
  - (a) sufficient details of a proposed development have been included with the application for a development permit, the Development Officer shall, in a form and manner appropriate, issue a notice of complete application to the applicant, advising that the application is complete within the timeline provided for in subsection (5) or (6).
  - (b) sufficient details of a proposed development have not been included with the application for a development permit, the Development Officer shall, in a form and manner appropriate, issue a notice of incomplete application to the applicant, advising that the application is incomplete within the timeline provided for in subsection (5) or (6). The notice shall outline any outstanding information and/or documentation that must be provided by the applicant for the application to be considered complete by a date stated in the notice or as agreed upon between the Development Authority and the applicant.
- (7) If the Development Officer does not issue a notice of complete or incomplete application for a development permit application within 20 days from the date

of receipt of the application, or the extended time period agreed upon between the Development Officer and the applicant, the application is deemed to be complete.

- (8) Notwithstanding the issuance of a notice of complete or incomplete application pursuant to subsection (7), or failure to issue a notice under subsection (8), the Development Authority may request additional information or documentation from the applicant that the Development Authority considers necessary to review the application.
- (9) If an applicant who has been issued a notice of incomplete application:
  - (a) submits all the required information and/or documentation by the date given in subsection (7) (b), the Development Officer shall, in a form and manner appropriate, issue a notice of complete application to the applicant, advising that the application is now complete.
  - (b) fails to submit all the required information and/or documents by the date given in subsection (7) (b), the application is deemed refused.
- (10) Where an application for a development permit is deemed refused under subsection (10) (b), the Development Officer shall issue a notice to the applicant, stating that the application has been refused and the reason for the refusal.
- (11) Unless extended by a written agreement between the Development Authority and the applicant, the Development Authority shall decide on a development permit application either:
  - (a) within 40 days of receipt by the applicant the notice of complete application if issued under subsection (7) (a) or (10) (a), or
  - (b) within 40 days from the receipt of the application, if no notice is issued under subsection (8).

**13. Replace subsection 9 under 4.4 Development Permit: Notification with the following:**

- (9) When an application for a development permit is refused by the Development Authority or the Subdivision and Development Appeal Board, the same or another application for development, with respect to the same parcel of land and for the same or similar use of the land may not be made by the same or any other applicant within six (6) months of the refusal of the application, unless the application was deemed refused under section 3.5 (10) (b).

**14. Rename “Section 5.1 Development Appeal Procedure” to “Section 5.1 Appeal Procedure.”**

**BYLAW NO. 147-19**

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**15. Replace subsection (3) under 5.1 Appeal Procedure with the following:**

- (3) An appeal shall be made by serving a written notice of appeal, with reasons, to the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days after the date the order, decision or development permit was issued.

**16. Remove Section 5.2 Development Appeal Hearing.**

**17. Remove Section 5.3 Development Appeal Decision and Notice of Appeal.**

**18. Remove Section 5.4 Subdivision Appeal Procedure.**

**19. Remove Section 5.5 Subdivision Appeal Board Hearing and Decision.**

**20. If any portion of this bylaw is declared invalid by a court of competent jurisdiction then the invalid portion shall be severed.**

**21. That this bylaw shall take force and effect on the date of its final passage.**

First Reading given on the 26 day of Nov, 2019.

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

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

Second Reading given on the \_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

Third Reading and Assent given on the \_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2019
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>MANNING AIRPORT FUNDING</b>
File:	62-02-02

### DESCRIPTION:

Council is presented with a letter from County of Northern Lights requesting financial support from Clear Hills County for the Manning Municipal Airport.

### BACKGROUND:

The funding referenced in the letter was provided in 5 installments of \$10,000 each from 2012 to 2016.

C835(10/11/11)      RESOLUTION by Councillor Bigam that Council approves assisting Northern Lights County by contributing \$10,000 (ten thousand dollars) a year for 5 years, to upgrade lights at the Manning Airport. CARRIED.

### ATTACHMENTS:

- County of Northern Lights letter of request

### RECOMMENDED ACTION:

RESOLUTION by \_\_\_\_\_ to \_\_\_\_\_

Initials show support - Reviewed by:

Manager:

CAO:





# COUNTY OF Northern Lights

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0  
Phone 780-836-3348 Fax 780-836-3663  
Toll Free 1-888-525-3481

October 7, 2019

33.10.12

Clear Hills County  
Box 240  
Worsley AB T0H 3W0

RECEIVED

OCT 11 2019

CLEAR HILLS COUNTY

Nov 25/19.

Attention: Allan Rowe, Chief Administrative Officer

Dear Allan:

**Re: Airport Funding Agreement**

At their recent strategic planning session, the Council for the County of Northern Lights briefly discussed the recently adopted Clear Hills County/County of Northern Lights ICF and were pleased with the final agreement. During the discussion of our levels of service and ongoing budget constraints, the matter of our previous airport funding agreement was raised.

Clear Hills County graciously provided funding in the amount of \$10,000 for 5 years to assist the County of Northern Lights with some major lighting upgrades at the Manning Municipal Airport. As you are aware, the Forestry Tanker Base at the Manning Municipal Airport provides services during fire fighting across the region and this spring/summer's extreme fire season proved how valuable that asset is to the area. With that in mind, Council requested that we discuss once again possible financial support from Clear Hills County for the Manning Municipal Airport. If there is an interest in discussing, I would be happy to provide you and your Council with whatever financial information you would require to assist in decision making. Please contact me once you have had a chance to discuss with your Council.

We are grateful for our relationship, thank you again for the previous support you provided, and look forward to continuing to work together for the betterment of our region.

Yours truly,

Theresa Van Oort  
Chief Administrative Officer

Cc: Council



# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2019
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>Proceed To Tender – Side By Side</b>
File:	31-63-17

### DESCRIPTION:

Council is presented with information regarding proceeding to tender for the purchase of a side by side for the vegetation control program.

### BACKGROUND:

**C504-19(10-08-19) RESOLUTION by Councillor Bean to include \$32,000.00 in the 2020 Capital Budget for a second side by side, trailer and sprayer.  
CARRIED.**

The vegetation control program includes herbicide application on the shoulders and ditches of county roads, as well as enforcement and weed control on county properties.

A separate RFD is in today's agenda for approval to proceed to tender on the two trailers in the 2020 Multi-year Capital Plan, and the sprayer will be sourced separately.

The sprayer was budgeted in the operating budget as it is number of components purchased separately from different vendors, and not purchased as a single unit.

### BUDGET/COSTS

\$20,000 has been included in year 2020 of the Multi-Year Capital Plan for the side by side.

### ATTACHMENTS:

### RECOMMENDED ACTION:

RESOLUTION by \_\_\_\_\_ to proceed to tender for the purchase of a side by side for the vegetation control program.

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

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2019
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>SUBDIVISIONS &amp; APPROACH POLICY 3203</b>
File:	61-02-02

### DESCRIPTION:

The Municipal Planning Commission requested Approach Policy 3203 be brought for consideration of amending the policy so that developers are responsible for providing the approaches required to access the balance of the quarter, or to access new subdivisions that do not have an existing approach, instead of the County covering the total cost of these approaches.

### BACKGROUND:

This recommendation is due to:

- The development of subdivisions is a marketing choice property owners make to maximize their return on investment on land they own.
- the increase in the number of speculative subdivisions (both abandoned farmsteads and country residential subdivisions) that are being developed for the purpose of selling the subdivision and the balance of the quarter,
- the increasing costs to the tax payer to construct these approaches when the resale of the subdivisions and/or land benefits only the developer and
- feedback they have heard from the public about
  - increasing number of subdivisions in Clear Hills County
  - concern that agricultural land is being lost to residential developments.

### ATTACHMENTS:

- Approach Construction and Maintenance Policy 3203

### OPTIONS:

1. Amend Policy 3203 by including the requirement for developers to be responsible for the construction of approaches required due to subdivision, this may mean construction of an approach to access the balance of the quarter and/or construction of approaches to provide access to the subdivision(s) being created.
2. Amend Policy 3203 by requiring developer to pay for the cost of construction of approaches required due to subdivision that the County constructs on their behalf, to guarantee the approaches are constructed to County standards.
  - a. Recommend an agreement with down payment and final payment conditions.
3. Not amend Policy 3203

### RECOMMENDED ACTION:

RESOLUTION by \_\_\_\_\_ to \_\_\_\_\_

Initials show support - Reviewed by:

Manager:

CAO:





# Clear Hills County

Effective Date **January 23, 2018**

Policy Number: **3203**

Title: **APPROACH CONSTRUCTION AND MAINTENANCE**

## 1. Policy Statement

- 1.1. Clear Hills County will provide reasonable access from any developed County roadway to each existing adjacent property. With approval from the County, property owners are responsible for the development of additional accesses beyond those provided for by this policy, following County specifications and development standards.
- 1.2. Clear Hills County will maintain all County approaches.

## 2. Approaches to Existing County Roads

- 2.1 The County, upon request, agrees to supply every quarter section with one approach per ½ mile of road for field access and every residence with one approach on an existing County road for residential access. Approach construction guidelines are as per Schedule "A". With the exception of 2.1.1. See below:
  - 2.1.1 The County will construct an approach on each portion of a quarter section that is separated by a local forced road that has a registered road plan.
- 2.2 Should the landowner require an approach with the finished driving surface exceeding 12 meters the additional cost shall be borne by the landowner.
- 2.3 The County agrees to supply one approach that is required as a condition of development or subdivision approvals.
- 2.4 The County shall not supply approaches for industrial development and shall ensure that industrial approaches and access roads do not restrict landowner access in any way.
- 2.5 The County shall upgrade cement culverts in approaches within the County on a first come first served written request basis, within the budget requirements.
- 2.6 Upon receipt of written request, the County shall upgrade one approach per residence that is less than 12 meters, with priority given to approaches less than 10 meters.
- 2.7 Upon receipt of written request, the County shall upgrade one field access approach per ½ mile of road that is less than 12 meters, with priority given to approaches less than 10 meters.
- 2.8 Clear Hills County will maintain all County built approaches to a reasonable driving surface as required.

## 3. End of Policy

**ADOPTED**

Resolution #C190-03

Date: March 25, 2003

**AMENDED**

Resolution #C876-03

Date: November 25, 2003

Resolution #C454

Date: May 9, 2006

Resolution #C981

Date: October 24, 2006

Resolution #C079

Date: January 26, 2010

Resolution #C276

Date: March 29, 2011

Resolution #C400

Date: May 10, 2011

Resolution #C735

Date: August 23, 2011

Resolution #C777

Date: November 27, 2012

Resolution #C792-14

Date: November 12, 2014

Resolution # C352-16

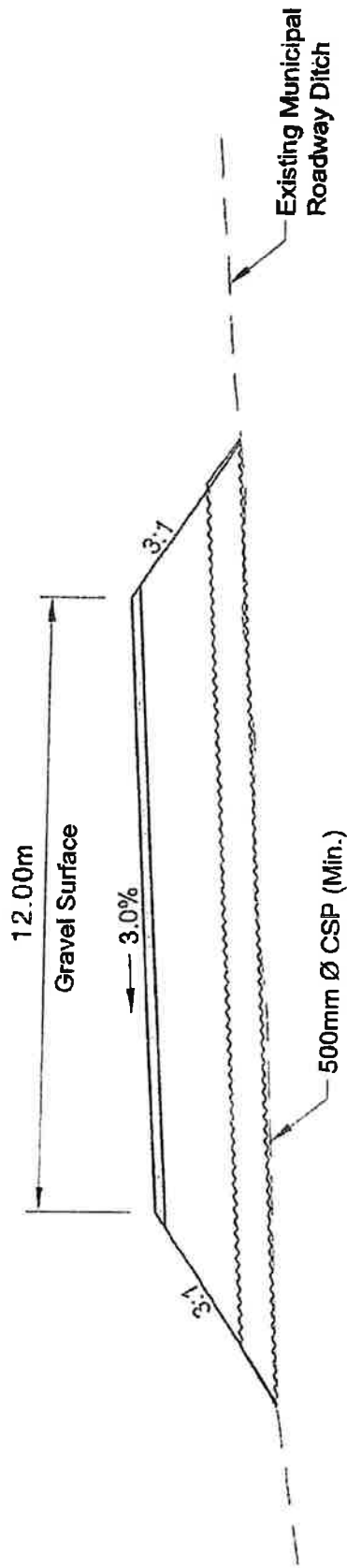
Date: June 14, 2016

Resolution # C049-18

Date: January 23, 2018

# CROSS SECTION DRIVEWAY ACCESS

Scale: Horiz. 1:100 Vert 1:50



## NOTE 1:

Approach shall be constructed at 90° to Municipal Road and a minimum distance of 200m from intersections

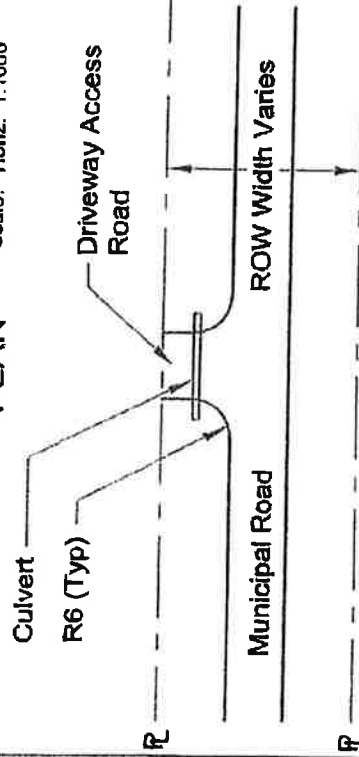
## NOTE 2:

Use AT gravel Specification 4.25

**ISL**  
Infrastructure Systems Ltd.

## PLAN

Scale: Horiz. 1:1000



SCALE: As Shown

DRAWN: K.G.R. DATE: Dec. 11/03

CHECKED: C.D. DATE: Dec. 11/03

APPROVED: DATE:

DATE/DWG: DEC '03 SDR04.DWG



MUNICIPAL DISTRICT OF CLEAR HILLS No. 21

DRIVEWAY ACCESS ROAD

DETAIL No.

RSD04

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Ron Jensen, Public Works Manager
Title:	<b>Proceed to Tender for One New ½ Ton Pickup Truck</b>
File:	31-65-02

### DESCRIPTION:

Council is presented with information regarding proceeding to tender for the purchase of one new ½ Ton pickup truck.

### BACKGROUND:

Clear Hills County replaces vehicles on a rotational basis, due mileage and wear.

C584-19(11-26-19) RESOLUTION by Councillor Ruecker that Council approve the Multi Year Capital Plan, as presented. **CARRIED.**

### BUDGET:

\$45,000.00 – Multiyear Capital Plan.

### RECOMMENDED ACTION:

**RESOLUTION** by ...to proceed to tender for the purchase of one new ½ pickup truck.

Initials show support - Reviewed by:

Manager:

RJ

CAO:





# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Ron Jensen, Public Works Manager
Title:	<b>Proceed to Tender - Pavement Overlay &amp; Springwood Drive Base &amp; Side Streets</b>
File:	32-24-81 & 32-09-29

### DESCRIPTION:

Council is presented with information regarding proceeding to tender on Pavement Overlay on Twp. Rd. 870 and 862, Springwood Drive Base & Pave. and to add paving of Side Streets as one tender. \*\*Springwood Drive Base and Pave and Side Streets will be a deletable items. \*\*

### BACKGROUND:

C602-19(11-26-19)

RESOLUTION by Deputy Reeve Bean to amend the current engineering contract for engineering overlay of Twp. Rd. 870 & 862 to include Springwood Drive base & pave. CARRIED

Engineering Costs	Paving Costs
\$155,293.75 – Pavement Overlay	\$3,965,286.82 – Pavement Overlay
\$ 42,278.75 – Springwood Drive	\$ 912,175.00 – Springwood Drive
\$197,572.50–Total combined engineering	\$4,877,461.82 - Total combined paving

Council to include in the tender, paving of the side streets, as well. The cost of paving the side streets is not included, but will be determined in the tender analysis.

### BUDGET:

\$4,278,100.00 – Pavement Overlay

\$1,000,000.00 – Springwood Drive

\$5,278,100.00 – Total Budget

### ATTACHMENTS:

1. Map – Springwood Drive & Other Side Streets
2. Map - Twp. Rd. 870
3. Map Twp. Rd. 862

### OPTIONS:

1. to proceed to tender for Pavement Overlay on Twp. Rd. 870 and 862, Springwood Drive Base & Pave. and to add paving of Side Streets as one tender. \*\*Springwood Drive Base and Pave and Side Streets will be deletable items.\*\*

Initials show support - Reviewed by:	Manager: 	CAO: 
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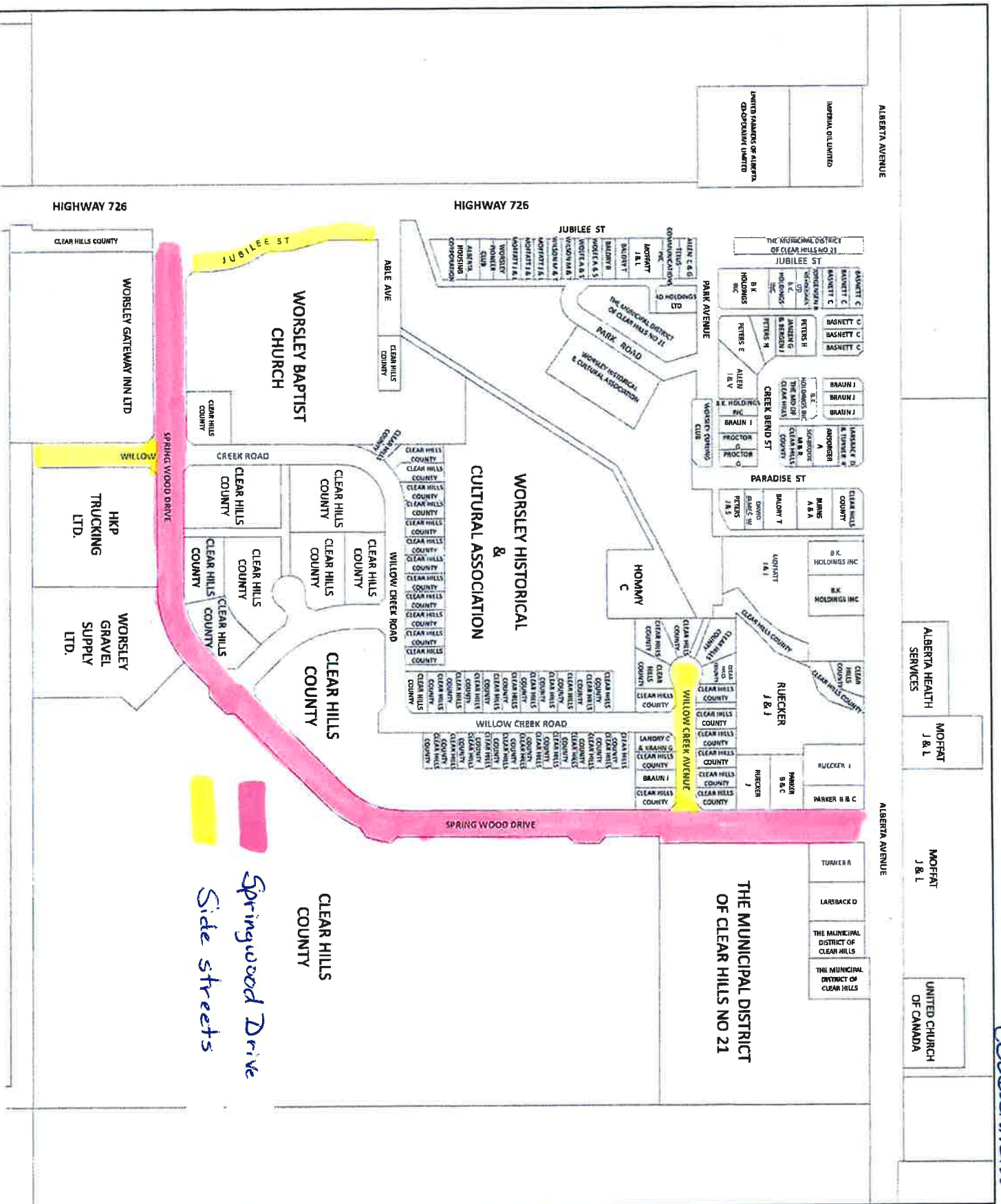
2. to proceed to tender for Pavement Overlay on Twp. Rd. 870 and 862, Springwood Drive Base & Pave (as a deletable item), and not to add paving of Side Streets (as a deletable item) as one tender.

**RECOMMENDED ACTION:**

**RESOLUTION by.....**

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>
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Attachment # 1

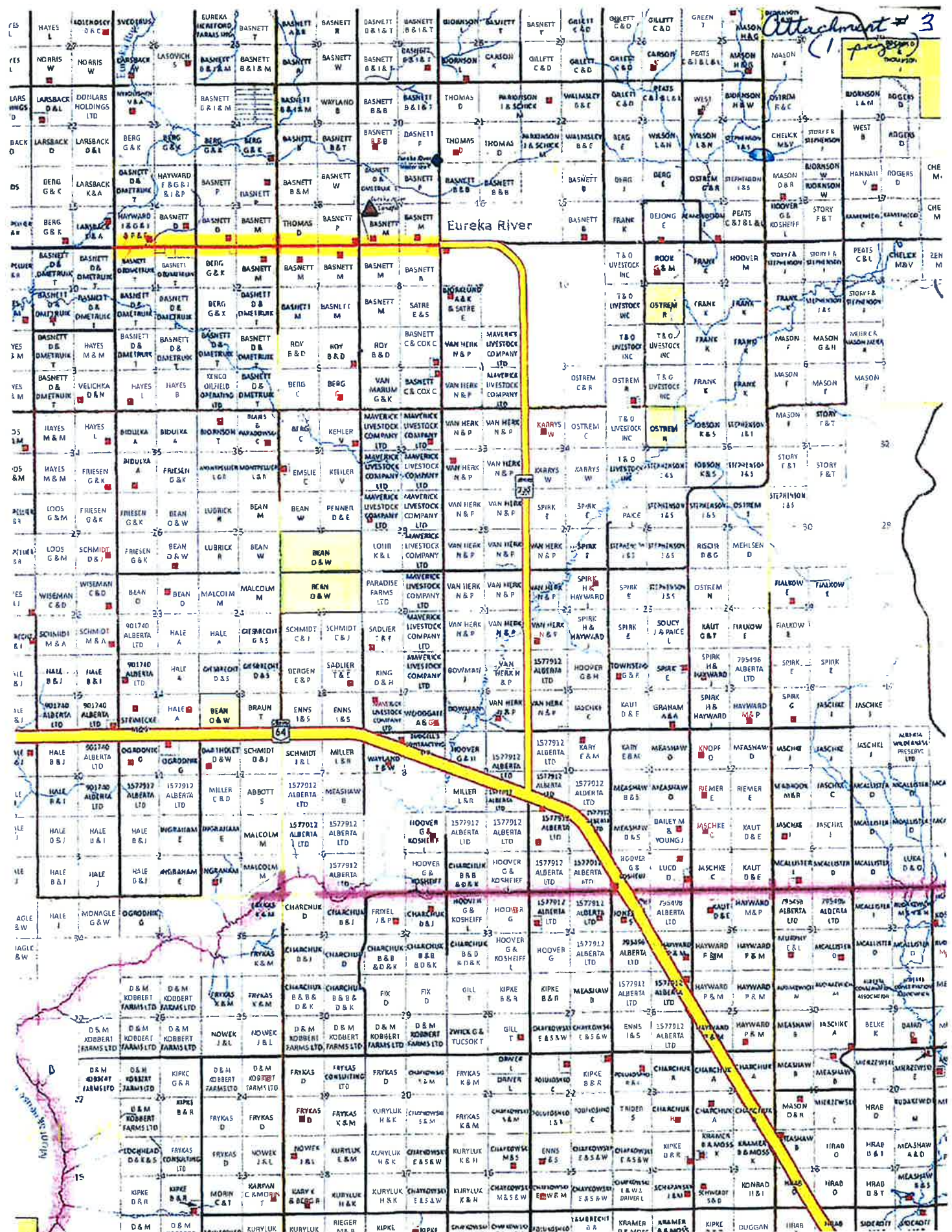




Attachment #2  
(1 page)

33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	1226	1227	1228	1229	1230	1231	1232	1233	1234	1235	1236	1237	1238	1239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# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Ron Jensen, Public Works Manager
Title:	<b>Tender Awarding – Tender 2019-12, Engineering &amp; Bridge Maintenance Inspections</b>
File:	32-07-40

### DESCRIPTION:

Council is presented with analysis of Tender 2019-12, Engineering of 2017 BIMs and 2018 BIMs for Bridge Maintenance and Engineering of 2019 Bridge Maintenance Inspections.

### BACKGROUND:

Tender 2019-12, Engineering of 2017 BIMs and 2018 BIMs for Bridge Maintenance and Engineering of 2019 Bridge Maintenance Inspections were opened on November 26, 2019.

C576-19(11-26-19) RESOLUTION by Councillor Wetmore to open Tender 2019-12 at 9:45 a.m. for Engineering of 2017 BIMs and 2018 BIMs for Bridge Maintenance Engineering of 2019 and Bridge Maintenance Inspections, to open and analyze results and bring back a recommendation to a future Regular Council Meeting. CARRIED.

Company	Amount
MPA Engineering Ltd.	\$106,528.00
MOST Engineering	\$49,896.00
Beairsto & Associates	\$128,345.17
WSP	\$21,661.00
ABMK Engineering Ltd.	\$64,600.00

### BUDGET:

\$45,000.00

### RECOMMENDED ACTION:

**RESOLUTION by...**to award Tender 2019-12 for Engineering of 2017 BIMs and 2018 BIMs for Bridge Maintenance Engineering of 2019 and Bridge Maintenance Inspections, to WSP in the amount of \$21,661.00 plus GST (twenty-one thousand six hundred and sixty-six dollars plus GST)

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

## Request For Decision (RFD)

Meeting:	<b>REGULAR COUNCIL MEETING</b>
Meeting Date:	December 10, 2019
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Chief Administrative Officer Report</b>
File Code:	11-02-04

### CAO REPORT DECEMBER 10, 2019

1. Paul Bennett- update on the Trades Training meetings with the 3 schools.
2. Libraries
3. Red Tape Reduction Meeting- November 29<sup>th</sup>
4. Elk/Deer population

### ATTACHMENTS:

Draft Letter- RE: Minister Dreeshen on Elk/Deer population

### RECOMMENDED ACTION:

**RESOLUTION** by ..... to accept the Chief Administrative Officer's report for December 10, 2019, as presented.

Initials show support - Reviewed by:	Manager:	CAO:
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## CLEAR HILLS COUNTY

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11-02-02

December 3, 2019

Honorable Minister Devin Dreeshen  
Minister of Agriculture and Forestry  
229 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Minister, Devin Dreeshen:

Clear Hills County Council would like to thank you for taking the time to meet with us during the 2019 fall RMA Convention in Edmonton.

Council has concerns on the rising number of elk and deer (big game) in Clear Hills County. At present elk, whitetail and mule deer are above goal populations in several local wildlife management units. Hunting remains the most effective management tool to maintain a healthy big game population. Clear Hills county would like to see action and explore ideas on to help reduce the population.

Recently Clear Hills County Council and Agricultural Service Board met with both Fish and Wildlife as well as Alberta Conservation Association after discussion it was aware that these population issues are a well-known concern with both stakeholders.

After reviewing the Alberta hunting harvest surveys and reports for WMU 526 it appears that close to 100% of the tag quotas for elk in 2018 were awarded. The estimated hunter success rate was 23% leaving still well over 400 elk to repopulate in the area that should have been harvested. These numbers are concerning as the population grows the more damage agricultural producers are dealing with. Council believes access being granted to more hunting tags in areas where the elk/deer are a problem is an effective solution.

Increasing the quota of tag allocations on agricultural land – by allotting more tags for specific species will allow the population to be reduced until a suitable population has been achieved and controlled.

Clear Hills County would like to propose; A landowner may purchase multiple tags for problem agricultural areas to be used by the landowner or immediate family members to assist with overpopulation of that specific species on their titled land. These special tags will be active from the first official day of the hunting season to the last, rather than broken into specific seasons. Council recommends that these changes be instated for the 2020 season.

Box 240, Worsley, Alberta T0H 3W0 Telephone 780/685-3925 Fax 780/ 685-3960 Email [info@clearhillscounty.ab.ca](mailto:info@clearhillscounty.ab.ca)

*"Clearly an Area of Opportunity"*



## CLEAR HILLS COUNTY

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Currently it is understood that the introduction of an Antlerless Elk Season in many of the Wildlife Management Units (WMU), was to control increasing elk populations. Presently, landowners are required to apply in the draw process if they wish to obtain an Antlerless Elk License. If they are unsuccessful in the draw, they may apply as a person named on title on a parcel of 160 acres or more.

Applicants who were unsuccessful in either the Antlerless Elk Special license draw or the Antlered Elk Special License draw may apply for a Landowner Antlerless Elk Special License. This license is only useable on the titled land and during the season applied for. With multiple hunting seasons available in many WMU's, the Landowner Special License should be valid during any identified season. Currently there is a limit of one Landowner Special License application per Certificate of Title (or current Tax Notice) and may not obtain more than one of the six landowner special licenses per year.

Following are some models from other geographically similar areas experiencing related concerns;

The Government of Montana implemented a shoulder seasons before and after regular season (only on private land) - The Shoulder season typically occurs outside the regular archery or rifle seasons and focus on antlerless elk harvest on private land and are not intended to replace or reduce harvest during the existing general archery or five-week firearms seasons, a few are meant to address problematic distribution of elk.

landowner programs - Issuing controlled hunt tags on their property. In Colorado deeded landowners who registers with Colorado Parks and Wildlife, may be eligible for landowner tags if the property is used primarily for agricultural purposes, is inhabited by the species applied for, and they own a contiguous parcel of at least 160 acres. In addition, based on the number of deeded acres registered, the landowner may be eligible for multiple tags. Tags are issued based upon the population of each specific animal in a landowner's game management unit and tags will not be issued unless it is deemed that there is enough of that species to warrant a tag. Colorado also has a voucher system that allows a landowner to transfer a tag to a third party.

In Kansas, "Hunt-On-Your-Own-Land Permits" are available to residents. Permits on properties owned by a legal entity are available only to tenants who either farm at least 80 acres or manage an 80 acre or larger farm that produces an agricultural commodity such as crops or cattle. Special hunt-own-land deer permits may be issued to a landowner's or tenant's siblings and lineal ascendants or descendants, or their spouses, whether or not a Kansas resident. These tags are not transferable.



## **CLEAR HILLS COUNTY**

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We appreciate the opportunity to express our concerns and look forward to an open dialogue to discuss some more effective alternatives for reducing the number and to maintain a successful harvest.

If you have any questions or comments please contact Allan Rowe, Chief Administrative Officer for Clear Hills County at (780) 685-3925.

Sincerely,

Miron Croy,  
Reeve

MC/bm

Cc: MLA for Dunvegan-Central Peace-Notley, Todd Loewen

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2019
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:

**Capital Grant Update:** The Hines Creek Golf & Country Club has completed the automation of part of the irrigation system that they received a \$25,000 grant for. Capital Grant 2011-04 has been in the works for a few years, with a change of scope and extensions being granted due to delays caused by weather, and unexpected cost increases that required additional fund raising. Final cost of the project was \$88,501.97.

### **Training & Education Updates:**

- Community Development Clerk attended the Family & Community Support Services conference that was held in Edmonton, the week of November 25-29.
- Community Development Manager attended part of the AAAF In-Service Training to earn required credits to maintain Pesticide Applicator Certification (Dec 2-4)
- Agricultural Fieldman attended the Alberta Association of Agricultural Fieldmen's In-Service Training in Banff from December 2-6, 2019.

### ATTACHMENTS:

### RECOMMENDED ACTION:

RESOLUTION by \_\_\_\_\_ to accept the Community Development Manager's report to December 10, 2019, as presented.

Initials show support - Reviewed by:

Manager:

CAO:

# Clear Hills County

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	December 10, 2019
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Council Information</b>
File:	11-02-02

### DESCRIPTION:

Council is presented with correspondence, for information.

### BACKGROUND / PROPOSAL:

### ATTACHMENTS:

Cherry Canyon Ag Society  
Federal Fuel Charge (Carbon Tax)

### RECOMMENDED ACTION:

**RESOLUTION** by.... that Council receives for information the Council Information presented at the December 10,2019 Regular Council Meeting.

Initials show support - Reviewed by:	Manager:	CAO: 
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Cherry Canyon Ag Society  
PO Box 60  
Bear Canyon, AB  
T0H 0B0

**RECEIVED**

**OCT 31 2019**

**CLEAR HILLS COUNTY**

October 23, 2019

Clear Hills County  
PO Box 240  
Worsley, AB  
T0H 3W0

Dear Amber Bean and the rest of the Clear Hills Council

**RE: Services for Seniors**

With fewer services being offered by the provincial government and a desire to retain seniors in their own homes in our own communities, we were wondering if the County would consider offering some of these services. Respite care, foot clinics, light housekeeping, and meal prep services are a few of the ideas that come to mind. Our County Seniors certainly appreciate the snowploughing that you provide and an expansion of senior services would go a long ways towards keeping our seniors in their homes longer and it is certainly a lot more affordable than providing more senior housing.

We would be interested in discussing these ideas with you further. Thank you.

Regards,



Chelsa Jensen  
President  
Cherry Canyon Ag Society

## FEDERAL FUEL CHARGE (CARBON TAX) IN ALBERTA

### New fuel tax charge will be implemented on January 1, 2020

On January 1, 2020 the Federal Fuel Charge (Carbon Tax); mandated under the Greenhouse Gas Pollution Pricing Act, takes effect in Alberta. This fuel tax is already in place for our customers in Saskatchewan.

The Federal Fuel Charge amount varies by fuel product offering and the Federal Government has announced targeted relief for certain sectors and individuals, including farmers. Please refer to the FAQs below to find additional information.

### UFA FAQ

**When Does the Federal Fuel Charge (Carbon Tax) come into effect in Alberta?**

A: January 1, 2020

**What are the federal fuel charges? Do they vary by product?**

Type of Fuel	Jan 1, 2020	April 1, 2020	April 1, 2021	April 1, 2022
Gasoline	0.0442	0.0663	0.0884	0.1105
Diesel <i>*Light Fuel Oil</i>	0.0537	0.0805	0.1073	0.1341
Kerosene	0.0516	0.0775	0.1033	0.1291
Methanol	0.0220	0.0329	0.0439	0.0549
Propane	0.0310	0.0464	0.0619	0.0774

\*rates are \$/Litre. [View a detailed list of fuel charges by product.](#)

**Will the federal fuel charge rates increase?**

A: Yes, the rates increase every year on April 1st until 2022. The rates reflect a carbon pollution price of \$20 per tonne of carbon dioxide equivalent (CO<sub>2</sub>e) in 2019, rising by \$10 per tonne annually to \$50 per tonne in 2022. The rates are based on global warming potential factors and emission factors used by Environment and Climate Change Canada.



### Are certain customers exempt from the federal fuel charge?

A: Yes, certain categories of customers are exempt from paying the federal fuel charge if the following criteria is met: [Criteria](#)

Exempted categories:

- Farmer for gasoline, light fuel oil (diesel)
- Fisher for gasoline, light fuel oil (diesel)
- Registered Distributor
- Registered Air carrier
- Registered Rail carrier
- Registered Road carrier
- Remote power plant operator that generates electricity for remote communities for light fuel oil
- Partial exemption at 80% for Propane supplied to Greenhouse operator

### Where can customers obtain their exemption forms?

A: Eligible customers can download their exemption forms

- Farmers: [Form L402, Fuel Charge Exemption Certificate for Farmers](#)
- Fishers: [Form L403, Fuel Charge Exemption Certificate for Fishers](#)
- Greenhouse Operator: [Form L404, Fuel Charge Exemption Certificate for Greenhouse Operators](#)
- Remote Power Plant Operator: [Form L405, Fuel Charge Exemption Certificate for Remote Power Plant Operators](#)
- Air, Marine, Rail or other Registered users: [Form L401, Fuel Charge Exemption Certificate](#)

### Are Cardlock purchases eligible for exemption?

A: Only farmers are eligible to use the exemption form L402 for qualifying purchases at a cardlock.

### Does the customer need to provide UFA with an exemption certificate?

A: Yes. Customers must provide a copy of the exemption certificate to UFA and retain a copy of the certificate for themselves. We require your exemption certificate at time of sale; otherwise the federal fuel charge will be applied. We will not be able to issue a credit for any federal fuel charges prior to receiving your exemption certificate.

### How do I submit my certificate to UFA

A: You can email a copy of the certificate to [pricing.group@ufa.com](mailto:pricing.group@ufa.com), drop it off at your local UFA Agency or Fax it to (403) 570-4018.

### Do exemption certificates expire?

A: No. Exemption certificates do not expire.

Will the federal fuel charge be itemized on statements and invoices?

Invoices will itemize the charge as 'Fed Carbon Tax' and exemptions as 'Cert Fed Carb Tx Ex'. The charge will also be itemized on [Cardlink](#) reports. The federal fuel charge will not be called out on statements.

Where can I get more information on federal fuel charges?

<https://www.canada.ca/en/revenue-agency/services/tax/excise-taxes-duties-levies/fuel-charge.html>

# Clear Hills County

## Request For Decision (RFD)

<b>Regular Council Meeting</b>	
Meeting Date:	December 10, 2019
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Calendars</b>
File:	11-02-02

### 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 December 2019, January and February 2020 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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# December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 MPT-AB	3	4 NPHF-AB	5	6 MMSA-PF	7
8	9 NWSAR-AB,PF	10 <b>Council</b> NWSAR-AB,PF	11 NPHF WS-AB	12	13 NTAB-RW	14
15	16	17 ASB-DJ	18	19	20 NWSAR-AB,PF	21
22	23	24 Office Closed	25 <b>Christmas</b> Office Closed	26 <b>Boxing Day</b> Office Closed	27 Office Closed	28
29	30 Office Closed	31 Office Closed				

# JANUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Office Closed New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13 HPEC-AB	14 Council	15	16	17	18
19	20	21	22	23	24	25
	ASB Conference-DJ					
26	27	28 Council	29	30	31	1

# FEBRUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11 Council	12	13	14	15
16	17 Alberta Family Day	18	19 Growing the North-ALL	20	21	22
23	24	25 Council	26	27	28	29

### Acronyms for Calendar

RMA	Rural Municipalities of Alberta
ASB	Agricultural Service Board
ASR	Alberta Surface Rights
CCES	Cleardale Community Enhancement Society
CH Conn - D	Clear Hills Joint Venture Ltd. - Directors
CH Conn - O	Clear Hills Joint Venture Ltd. - Operating
CCFC	Clear Creek Fire Committee
DAP	Development Appeal Board
MPRP	Mercer Peace River Pulp Ltd. Public Advisory Committee
HPEC	Health Professional Enhancement committee
EDC	Economic Development Committee
EMC	Emergency Management Committee
FCM	Federation of Canadian Municipalities
FV-Med	Fairview Medical Clinic Operating Society
FRAAC	Fairview Regional Airport Advisory Committee
FV-Seed	Fairview Seed Cleaning Co-Op Board
GGAMAC	Grimshaw Gravel Aquifer Management Advisory Committee
IIC	Interprovincial/Intermunicipal Committee
MMSA	Mackenzie Municipal Services Agency - Directors
MPTA	Mighty Peace Tourist Association
MPC	Municipal Planning Commission
NAEL	Northern Alberta Elected Leaders (Reeve & CAO - once a year)
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)
NWSAR	North West Species at Risk
SDAB	Mackenzie inter-Municipal Subdivision and Development Appeal Board
JIMC	Joint inter-Municipal Committee