

**AGENDA  
CLEAR HILLS COUNTY  
POLICY & PRIORITY COUNCIL MEETING  
TUESDAY, JANUARY 7, 2020**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Tuesday, January 7, 2020, commencing at 9:30 a.m. in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

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**1. CALL TO ORDER**

**2. AGENDA**

**3. MINUTES**

**4. DELEGATION(S)**

**7. NEW BUSINESS**

**a. COUNCIL**

- 1. Pavement Overlay on Township 870 and 862, Springwood Drive Base & Pave.....2**
- 2. Subdivisions .....11**
- 3. Amended Policy – 3203 Approach Construction and Maintenance .....12**
- 4. Draft Policy 6310-Rental Equipment Policy.....15**
- 5. Draft Policy 6203-Century Farm and Ranch Award .....19**
- 6. RMA (Rural Municipalities of Alberta) Minister Meetings .....24**
- 7. Economic Development .....26**
- 8. Strategic Plan and Goals Session .....31**

**12. ADJOURNMENT**

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Policies & Priorities Meeting
Meeting Date:	January 7, 2020
Originated By:	Council
Title:	Pavement Overlay on Township Road 870 and 862, Springwood Drive
Drive	Base & Pave
File:	32-09-29 & 32-24-81

DESCRIPTION: Council is presented with information for discussion.

BACKGROUND:

C627-19(12-10-19) RESOLUTION by Councillor Fletcher to table the discussion for Pavement Overlay on Twp. Rd. 870 and 862, Springwood Drive  
Base & Pave. CARRIED.

ATTACHMENT:

1. November 26, 2019 RFD and attachments

RECOMMENDATION:

RESOLUTION BY to recommend Council .....

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

## Request For Decision (RFD)

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	November 26, 2019
<b>Originated By:</b>	Ron Jensen, Public Works Manager
<b>Title:</b>	<b>Pavement Overlay &amp; Springwood Drive Base &amp; Pave Update</b>
<b>File:</b>	32-24-81 & 32-09-29

### DESCRIPTION:

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

### BACKGROUND:

Springwood Drive is currently included in the multiyear capital plan. Engineers have provided a quote to combine Springwood Drive base and paving to Twp. Rd. 870 & 862 Overlay. Attachment #4 identifies Springwood Drive and unpaved developed streets. Council has an option to amend the current engineering contract for engineering overlay of Twp. Rd. 870 & 862 to include Springwood Drive base & pave and to combine the paving projects into one tender.

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

### BUDGET:

\$4,278,100.00 – Pavement Overlay  
 \$1,000,000.00 – Springwood Drive  
 \$5,278,100.00 – Total Budget

### ATTACHMENTS:

1. Engineering costs
2. Estimate Summary – Twp. Rd. 870 & 862
3. Estimate Summary - Springwood Drive Base & Pave
4. Hamlet Map
5. Twp. Rd. 870 & 862 Map

### OPTIONS:

1. Amend the current engineering contract for engineering overlay of Twp. Rd. 870 & 862 to include Springwood Drive base & pave and to combine the paving projects into one tender.
2. Not to amend the current engineering contract for engineering overlay of Twp. Rd. 870 & 862 to include Springwood Drive base & pave and to combine the paving projects into one tender.

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>
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RECOMMENDED ACTION:  
**RESOLUTION by.....**

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

WSP  
9020 - 90 Street  
Peace River, Alberta T8S 1T3  
Phone: 780-824-5831  
Fax: 780-825-3732  
www.wsp.com

November 22, 2019

Clear Hills County  
Box 240  
Worsley, AB  
T0H 3W0

Name: Ron Jensen, Public Works Manager

**Subject: Change Request #1 – Engineering of Pavement Overlay  
Springwood Drive Base and Pave**

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Ron, please find the following Change Request #1 in the amount of **\$42,278.75** for your review.

As discussed, Clear Hills County is looking at completing base and pave of Springwood Drive (loop road from Highway 726 to Township Road 870). The length of this project is approximately 1.2 kilometers and includes the 100-meter-long subdivision road on the north end of Springwood Drive. WSP has included a design thickness of 300mm of GBC and 120mm of ACP to a finished paved width of 9 meters. Attached I have included a "B" Level Cost Estimate of the project for your review. (Estimated construction costs are \$912,000.00)

WSP can complete the design, drafting and incorporation of Springwood Drive project within the existing Clear Hills County Pavement Overlay Tender within our existing approved engineering budget for Preliminary Engineering, Detailed Design and Tender Package Preparation. The only additional fees required would be additional construction supervision for this work which I have detailed in the attached tables.

Please see the attached tables for a list of the additional construction supervision required to complete this work.

As a result of the above information WSP is requesting the following adjustment to the upset amount of the Engineering of Pavement Overlay Project:

Original Engineering Budget	\$ 155,293.75
Requested Total Change Request #1	<u>\$ 42,278.75</u>
<b>Total Revised Upset Limit</b>	<b>\$ 197,572.50</b>

Ron, upon your review, I look forward to your approval of the above noted Change Request #1 in the amount of \$42,278.75. If you are in agreement with this Change Request, please sign the authorization below and return a copy of this letter to us.

If further information or clarification is required, please do not hesitate to contact me at your convenience.



Attachment #2

## Estimate Summary Twp Rd 870 &amp; 862

Description of Work

ACP and Other Work

Estimate Type: **C**

Reference No. 2019-09

WSP File No. 191-12736-09

Project : Twp Rd 870 &amp; 862

From: --

From km: 0.00 / 0.00

To: --

To km: 10.37 / 6.54

Subgrade Width:

Varies

CBB Code #	Bid Item Description *	Unit	Twp Rd 870 Estimated Quantity	Twp Rd 862 Estimated Quantity	Total Estimated Quantity	2019 Average Unit Price Perce	2019 Average Unit Cost	Projected Unit Price "C"	Projected Cost "C"	Spec No.s	Remarks
X100	Mobilization	lump sum	1.0	1.0	2.0	10%	\$304,331.67	10%	\$300,480.82	GCS - 1.2.8	
X004	Site Occupancy	day	0.0	0.0	0.0	\$4,000.00	\$0.00	\$4,000.00	\$0.00	GCS - 1.2.41.8	
B100	Subgrade Excavation	cubic metre	900.0	350.0	1,250.0	\$20.00	\$25,000.00	\$25.00	\$31,250.00	HCS - 3.1.3	
B282	Granular Base Course	tonne	3,600.0	2,400.0	6,000.0	\$31.16	\$106,960.00	\$40.00	\$240,000.00	HCS - 3.6.9, 5.2.5	
D100	Culverts - Remove and Dispose (C.S.P.) (up to 700 mm dia.)	metre	45.0	20.0	65.0	\$117.86	\$7,680.80	\$100.00	\$6,500.00	HCS - 2.4.4	
D105	Culverts - Remove and Dispose (C.S.P.) (over 700 mm dia.)	metre	28.0	0.0	28.0	\$116.33	\$3,257.24	\$200.00	\$5,600.00	HCS - 2.4.4	
D405	Culverts - Supply and Install (500 mm dia. C.S.P.)	metre	10.0	0.0	10.0	\$334.04	\$3,340.40	\$350.00	\$3,500.00	HCS - 5.23.4, 2.4.4	
D410	Culverts - Supply and Install (600 mm dia. C.S.P.)	metre	112.0	28.0	140.0	\$357.82	\$50,094.80	\$400.00	\$56,000.00	HCS - 6.23.4, 2.4.4	
D425	Culverts - Supply and Install (800 mm dia. C.S.P.)	metre	20.0	0.0	20.0	\$575.82	\$11,516.40	\$600.00	\$12,000.00	HCS - 5.23.4, 2.4.4	
D430	Culverts - Supply and Install (900 mm dia. C.S.P.)	metre	8.0	0.0	8.0	\$670.64	\$5,365.12	\$700.00	\$5,600.00	HCS - 5.23.4, 2.4.4	
D435	Culverts - Supply and Install (1200 mm dia. C.S.P.)	metre	30.0	0.0	30.0	\$1,226.11	\$36,783.30	\$1,250.00	\$37,500.00	HCS - 6.23.4, 2.4.4	
D555	Random Riprap - Supply and Place	cubic metre	35.0	10.0	45.0	\$333.33	\$14,999.85	\$340.00	\$15,300.00	HCS - 2.5.4	
E452	Non-Woven Geotextile - Supply and Install	square metre	885.0	355.0	1,250.0	\$4.70	\$5,875.00	\$5.00	\$6,250.00	HCS - 5.31.4	
E453	Geogrid - Supply and Install	square metre	810.0	350.0	1,160.0	\$6.95	\$8,062.00	\$10.00	\$11,600.00	0	
G011	Approach Improvements	approach	8.0	2.0	10.0	\$1,000.00	\$10,000.00	\$10,000.00	\$100,000.00	0	
G012	Approach Removals	approach	1.0	0.0	1.0	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0	
G024	Cleaning Debris from Culverts	unit	3.0	1.0	4.0	\$3,000.00	\$12,000.00	\$3,000.00	\$12,000.00	0	
G025	Culvert Invert and Erosion Repairs - Full Scar	unit	2.0	1.0	3.0	\$3,000.00	\$9,000.00	\$3,000.00	\$9,000.00	0	
G270	Sideline Improvement	kilometre	0.91	0.18	1.1	\$35,174.45	\$38,340.15	\$50,000.00	\$54,500.00	HCS - 3.80.4	
G271	Sideline Improvement - Fillets	kilometre	0.04	0.10	0.1	\$25,000.00	\$3,500.00	\$30,000.00	\$4,200.00	HCS - 3.80.4	
M102	Crack Repair - Spray Patch	metre	16,900.0	4,620.0	21,520.0	\$7.53	\$162,045.60	\$8.00	\$172,160.00	HCS - 3.33.6	
Q573	Cold Milling Asphalt Pavement - Reprofilling	square metre	350.0	0.0	350.0	\$1.18	\$413.00	\$10.00	\$3,600.00	HCS - 3.16.6	
Q992	Asphalt Concrete Pavement - EPS (Type M1)	tonne	17,000.0	8,500.0	25,500.0	\$75.69	\$1,830,095.00	\$90.00	\$2,295,000.00	HCS - 3.50.7, 5.2.5	
Q994	Asphalt Concrete Pavement - EPS (Type S1)	tonne	1,970.0	3,180.0	5,150.0	\$90.04	\$463,708.00	\$90.00	\$463,500.00	HCS - 3.50.7, 5.2.5	
S271	Supply of Signs, Extruded Aluminum	square metre	2.98	0.00	3.0	\$266.02	\$792.74	\$350.00	\$1,045.00	HCS - 5.18.3	
S272	Supply of Signs, Aluminum	square metre	0.78	0.46	1.2	\$180.64	\$222.99	\$180.00	\$223.20	HCS - 5.18.3	
S273	Supply of Signs, Aluminum - Reflective Sheeting for Specialized Applications	square metre	5.22	1.20	6.4	\$218.38	\$1,402.00	\$250.00	\$1,600.00	HCS - 5.18.3	
S275	Removal and Reinstallation or Disposal of Existing Sign Assembly - One Post	sign	17.0	10.0	27.0	\$135.21	\$3,650.87	\$150.00	\$4,050.00	HCS - 7.7.5	
S277	Removal and Reinstallation or Disposal of Existing Sign Assembly - Two Post	sign	5.0	0.0	5.0	\$350.61	\$1,753.05	\$250.00	\$1,250.00	HCS - 7.7.5	
S288	Install Sign - Less than 1 m2	sign	6.0	6.0	12.0	\$65.45	\$785.40	\$100.00	\$1,200.00	HCS - 7.7.5	
S289	Install Sign - 1 m2 to 3 m2	sign	4.0	0.0	4.0	\$243.43	\$973.72	\$250.00	\$1,000.00	HCS - 7.7.5	
S350	Painting (Directional Dividing and 2 Edge Lines)	kilometre	10.4	6.5	16.9	\$806.24	\$13,825.46	\$1,000.00	\$16,900.00	HCS - 5.20.5, 7.2.6	
S777	Supply and Install Post (100 mm x 150 mm)	post	19.0	9.0	28.0	\$195.10	\$5,480.80	\$200.00	\$5,600.00	HCS - 7.7.5	
S825	Remove and Dispose of Existing Guardrail	metre	75.0	0.0	75.0	\$25.06	\$1,879.50	\$25.00	\$1,875.00	HCS - 2.19.4	
F017	BF 72590 - Bridgerail	lump sum	1.0	0.0	1.0	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	0	
F018	BF 72590 - Guardrail	lump sum	1.0	0.0	1.0	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0	
S830	Flexible Guide Post/Delineator - Round - Supply and Install	post	12.0	8.0	20.0	\$61.23	\$1,224.60	\$80.00	\$1,600.00	HCS - 5.26.3, 2.19.4	
Totals							\$3,347,648.36		\$3,965,293.75		

Total Estimated Expenditure  
Total Estimated Contract Cost  
Estimated Engineering Cost  
Total Estimated Cost (Rounded To Nearest 100 Dollars)

2019  
Average Unit  
Cost

\$3,347,648.36  
\$3,348,000  
\$155,293.75  
\$3,503,300

Projected  
Cost  
"C"

\$3,965,293.82  
\$3,965,000  
\$155,293.75  
\$4,120,300

Date : 20-Nov-19  
22-Nov-19  
Date : 20-Nov-19

Prepared By : Bryan Holden  
Revised : Bryan Holden  
Checked By : Chase Milligen

## Notes:

Weighted Unit Price Averages Based on 2019 Construction Prices tendered between August 1

Provincial Prices were used when regional prices were not available.



Attachment # 3

# **Springwood Drive Base & Pavement Estimate**

Description of Work

**GBC, ACP and Other Work**

Project : Springwood Drive  
 From: Highway  
 From km: 0.000  
 To: Township Road 870  
 To km: 1.100  
 Road Width 9.0m

Estimate Type: "B"

CEB Code #	Bid Item Description *	Unit	Total Estimated Quantity	Projected Unit Price "B"	Projected Cost "B"	Spec No.s	Aggregate Des. Class	Remarks
X100	Mobilization	lump sum	1.0	10%	\$82,925.00	GCS - 1.2.13	0	0
B100	Subgrade Excavation	cubic metre	100.0	\$25.00	\$2,500.00	HCS - 3.1.3	0	0
B152	Granular Fill	tonne	250.0	\$35.00	\$8,750.00	HCS - 3.8.5, 5.2.5	8-80	0
B180	Preparing Subgrade Surface (First Layer)	square metre	18,400.0	\$2.50	\$41,000.00	HCS - 3.1.3	0	0
B281	Granular Base Course	tonne	10,300.0	\$40.00	\$412,000.00	HCS - 3.6.8, 5.2.5	2-20	0
Q992	Asphalt Concrete Pavement - EPS Mix Type M1 ()	tonne	3,500.0	\$90.00	\$315,000.00	HCS - 3.50.7, 5.2.5	1-12.5	0
C003	Signs/Paint/Misc.	lump sum	1.0	\$50,000.00	\$50,000.00	0	0	0
			<b>Totals</b>		<b>\$912,175.00</b>			

Total Estimated Expenditure  
 Engineering Budget  
 Total Estimated Contract Cost (Rounded)

Projected Cost "B"  
**\$912,175.00**  
**\$42,278.75**  
**\$954,000**

Date : 22-Nov-19

Prepared By :

Chase Milligen

**Revised**

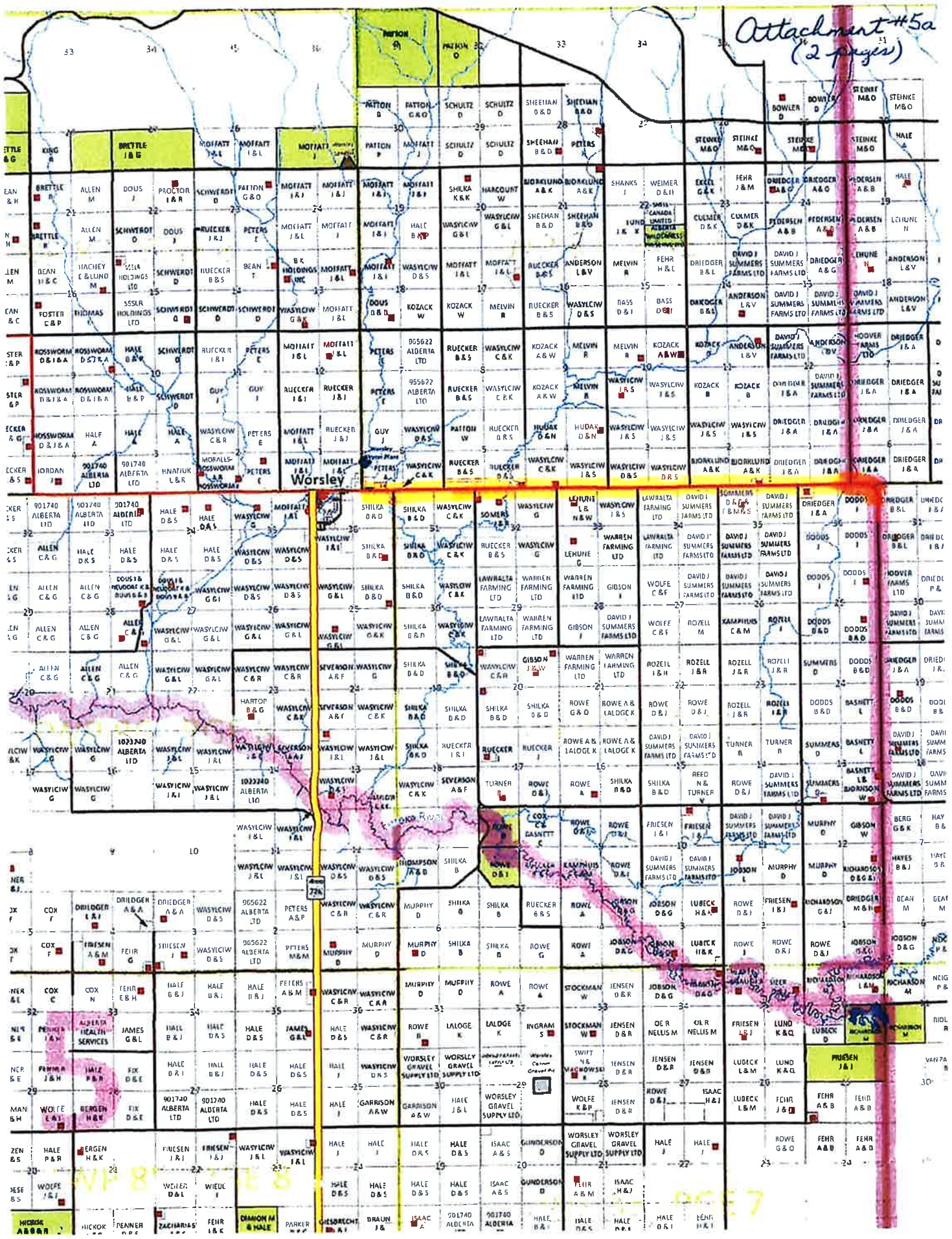
Date : \_\_\_\_\_

Checked By : \_\_\_\_\_















# Clear Hills County

## Request For Decision (RFD)

Meeting:	Policy & Priorities Committee Meeting
Meeting Date:	January 7, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>SUBDIVISIONS</b>
File:	61-02-02

### DESCRIPTION:

Residential subdivisions on agricultural land – where are we going? Does current policy reflect Council's vision?

### BACKGROUND:

Land Use Bylaw:

Section 10.4 Agricultural District -1 (AG1)

- Permitted parcel density per quarter section – 2 parcels – 1 being a farmstead separation subdivision or a country residential subdivision and the other being the balance of the quarter.
- Additional subdivisions are at the MPC's discretion and require rezoning to Country Residential. Rezoning is done by bylaw.

Concerns:

- Crop, pasture and forest land being lost to yard sites,
- Number of oversize acreages being approved
- Increase in areas with multiple subdivisions in areas, spinoffs are increased demand for municipal services and potential conflict with farming neighbors (sights, sounds, smells)
- Considerable tax dollars invested in hamlet expansions to promote growth and those lots are taking a long time to sell.

Options:

- Could limit subdivisions to farmstead separations only, potentially this would promote development of vacant lots in the hamlets.
- Condition of subdivision approvals be that developers be responsible for the cost of construction of any approaches required as a result of subdivision.
  - Example: at \$5,000/approach average residential acreage will take 20 years of residential land taxes on that property to cover the construction cost of one approach.

### RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

*ABj*

CAO:

*se*

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Policies & Priorities Meeting
Meeting Date:	January 7, 2020
Originated By:	Council
Title:	Amended Policy – 3203 Approach Construction and Maintenance
File:	32-11-02

DESCRIPTION: Council is presented with an amended Policy for 3203, Approach Construction and Maintenance.

BACKGROUND:

C622-19(12-10-19)

RESOLUTION by Councillor Wetmore amend Policy 3203 section 2 for the construction of approaches required due to subdivision and bring back to a future Council meeting.  
CARRIED.

ATTACHMENT:

1. Amended Policy 3203

RECOMMENDATION:

RESOLUTION BY \_\_\_\_\_ to recommend Council amend Policy 3203, Approach Construction and Maintenance as presented.

Initials show support - Reviewed by:

Manager:

RJ

CAO:

AL



# Clear Hills County

Effective Date

**REVISED for Jan 7, 2020 P&P C622-19(12/10/19)**

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 qualifying residences/dwellings** with one approach on an existing County road for residential access (refer to 2.3 and 2.3.1) 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 **qualifying** approach that **is may be** required as a condition of a development permit approval for a dwelling or **for farmstead separation** subdivisions that are the first parcel being subdivided from a quarter section.

**2.3.1 The Developer will be responsible for the construction of any approach to Clear Hills County standards that may be required for access to a subdivision that is not both a farmstead separation and the first parcel being subdivided from the balance of the quarter section. This approach will be considered the access to any residence/dwelling that may be constructed on that subdivision.**

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 qualifying residence that is less than 12 meters, with priority given to approaches less than 10 meters, **refer to 2.3 and 2.3.1.**

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 ~~that are built to County standards as required~~ to provide 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

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Policy & Priorities Committee Meeting
Meeting Date:	January 7, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>DRAFT POLICY 6310- RENTAL EQUIPMENT</b>
File:	63-10-10

### DESCRIPTION:

Council is presented with a draft Policy 6310-Rental Equipment Policy for review.

### BACKGROUND:

Council is also provided with a list of rental equipment that includes information on which criteria of the rental equipment policy each item meets and statistical data for each item.

### ATTACHMENTS:

- Rental Equipment Fleet information sheet
- Rental Equipment Policy 6310

### RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

*ABj*

CAO:

*ABj*



# Analysis of Rental Equipment Fleet within Policy 6310 guidelines

## Policy 6310:

2.1 - Required occasionally & not economically feasible & not available for rent within Clear Hills County boundaries.

2.2 - Innovative

2.3 - Legislative (weed control act, ag pest act, soil conservaiton act)

Other - BBQ, Tradeshow, water for life

Doesn't fall within policy categories or Other

Valuations from Citywide TCA report

Definitions: TCA - tangible capital asset

Rental Equipment	Year Purchased	Purchase Price	Depreciation TCA	Current Value	Repairs	5 Years: Users	5 Years: Days
Bale Scale	2008	\$ 8,725.00	\$ 6,398.33	\$ 2,326.67	\$ 651.55	23	23
Grain Bag Roller	2014	\$ 9,700.00	\$ 3,233.33	\$ 6,466.67	\$ 584.19	75	85
Manure Spreader	2009	\$ 31,500.00	\$ 21,000.00	\$ 10,500.00	\$ 21,047.98	23	60
Tree Spade	2011	\$ 37,950.00	\$ 20,240.00	\$ 17,710.00	\$ 10,681.85	35	60
Wire Roller	2016	\$ 1,625.00	\$ 1,625.00	\$ -	\$ 199.04	18	29
Scare Cannon	2012	\$ -	\$ -	\$ -	\$ -	1	30
None		\$ -	\$ -	\$ -			
Backpack Sprayer	2017	\$ 80.00	\$ -	\$ 80.00	\$ -	2	2
Eco-Bran Applicator	2008	\$ 800.00	\$ 800.00	\$ -	\$ -	7	7
Hand Held Rope Wick	1990's	\$ 45.00	\$ -	\$ 45.00	\$ -	2	2
Pull/Push Roller Applicator	1990's	\$ 90.00	\$ -	\$ 90.00	\$ -	2	2
Quad Mounted Sprayer	1990's	\$ 200.00	\$ -	\$ 200.00	\$ -	18	19
Quad Pull Type Sprayer	1990's	\$ 300.00	\$ -	\$ 300.00	\$ -	13	13
Quad Mount Rope Wick	1990's	\$ 100.00	\$ -	\$ 100.00	\$ -	0	0
Rotowiper	2009	\$ 5,700.96	\$ 3,423.96	\$ 2,277.00	\$ 584.19	6	10
Skidmount Sprayer	1990's on	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	12	12
Truck Mount Sprayer	2011	\$ 5,021.04	\$ 2,677.89	\$ 2,343.15	\$ -	8	8
BBQ Trailer	2015	\$ 17,192.22	\$ 3,561.35	\$ 13,630.87	\$ -	26	27
Chairs	2005 est.	\$ -	\$ -	\$ -	\$ -	47	55
Community Centre	2004	\$ -	\$ -	\$ -	\$ -	53	71
Grills	2005	\$ 1,600.00	\$ -	\$ 1,600.00	\$ -	28	61
Mulch Applicator	2012	\$ -	\$ -	\$ -	\$ -	3	3
Smoke Signs	asst.	\$ -	\$ -	\$ -	\$ -	16	16
Steam Tables	mid 2000's	\$ -	\$ -	\$ -	\$ -	0	0
Tables	2005 est	\$ -	\$ -	\$ -	\$ -	45	51
Toilets	1990's	\$ -	\$ -	\$ -	\$ -	17	27
Wash Station	2005	\$ 400.00	\$ 400.00	\$ -	\$ -	15	21
Water Pump 1	1977	\$ 2,650.00	\$ 2,650.00	\$ -	\$ -	153	289
Water Pump 2	1983	\$ 3,445.00	\$ 3,445.00	\$ -	\$ -		
Corral Panels (w trailer)	2008	\$ 5,485.00	\$ -	\$ 5,485.00	\$ 619.34	31	42
Coyote Trap	2014	\$ 90.00	\$ -	\$ 90.00	\$ -	0	0
Grain Bagger	2014	\$ 40,900.00	\$ 13,633.33	\$ 27,266.67	\$ 1,522.22	11	31
Grain Bag Extractor	2014	\$ 39,900.00	\$ 13,300.00	\$ 26,600.00	\$ 7,011.71	29	41
Grain Vac	2014	\$ 24,240.00	\$ 8,080.00	\$ 16,160.00	\$ 9,594.83	151	169
Land Leveller	2012	\$ 19,330.00	\$ 8,284.29	\$ 11,045.71	\$ 2,300.28	25	43
Loading Chute	2009	\$ 4,762.00	\$ 3,174.67	\$ 1,587.33	\$ 821.58	71	74
Post Pounder	2014	\$ 12,950.00	\$ 4,316.67	\$ 8,633.33	\$ 999.35	104	132
Rock Picker	2014	\$ 24,890.00	\$ 8,296.67	\$ 16,593.33	\$ 2,266.63	10	22
Rock Rake	2014	\$ 18,810.00	\$ 6,270.00	\$ 12,540.00	\$ 2,007.60	7	20
Roller Mill	2014	\$ 2,675.00	\$ -	\$ 2,675.00	\$ -	16	22
Sickle Mower	2016	\$ 11,179.81	\$ 2,235.96	\$ 8,943.85	\$ 251.46	1	1
Totals:		\$ 333,336.03	\$ 137,046.45	\$ 196,289.58		1104	1580

5 Year Revenue \$ 154,506.50

5 Year Expenses \$ 214,552.27

5 Year Loss -\$ 60,045.77



# Clear Hills County

Effective Date: <b>September 10, 2019</b>	Policy Number <b>6310</b>
Title: <b>RENTAL EQUIPMENT POLICY</b>	

## 1. **Policy Statement:**

- 1.1. Clear Hills County recognizes the value of utilizing tax dollars to provide equipment available for rent to County residents, land managers and agricultural producers.

## 2. **Purpose:**

- 2.1. To supply equipment for rent that are only required occasionally or would not be economically feasible for individual agricultural producers or land managers to purchase and are not available for rent through other rental agents within the County's boundaries.
- 2.2. To provide innovative tools and equipment for local agricultural producers and land managers that promotes innovative agricultural management practices.
- 2.3. To provide tools and equipment that assist agricultural producers and land managers to comply with their legislative requirements under Alberta's Weed Control Act, Soil Conservation Act and Agricultural Pests Act.

## 3. **Responsibilities**

- 3.1. The Agricultural Service Board will recommend to Council a list of rental equipment and a schedule of fees for equipment deposits and rental rates.
- 3.2. The Agricultural Service Board may recommend to Council to purchase, replace, or liquidate rental equipment based on the three purposes in section 2.
- 3.3. Agricultural Services will provide the Agricultural Service Board with a list of rental rates and deposits based on the following structure:
  - 3.3.1. Equipment purchased to fulfil subsection 2.1 and 2.2 will have a rental rate to recover maintenance costs only;
  - 3.3.2. Equipment purchased to fulfil subsection 2.3 will have a minimal rental rate to maximize the equipment use;
  - 3.3.3. Deposits greater than the designated minimum amount will be double the rental rate of that equipment.

- 3.4. County staff will have knowledge of each piece of equipment and will inform the renter of proper operating procedures and safety precautions.
- 3.5. Agriculture Services will conduct pre- and post-rental inspections of all equipment to ensure equipment is in good condition, will operate properly and is safe to use.
- 3.6. Renters will sign a rental agreement form and assume responsibility for all costs associated with equipment returned damaged or not properly cleaned.
- 3.7. County staff will consider rental of equipment to other municipalities on a case by case basis.
- 3.8. County staff will refuse to rent out equipment that is unfit and/or unsafe for use.
- 3.9. Agricultural Services will provide an annual report to the Agricultural Service Board for a program review in February of each year.

#### **4. Reference to Legislation**

- 4.1. Weed Control Act
- 4.2. Soil Conservation Act
- 4.3. Agricultural Pests Act

#### **5. End of Policy**

##### **ADOPTED:**

Resolution C170(02/22/10)

Date: February 22, 2011

Resolution C422-18 (09/11/18)

Date; September 18, 2018

Resolution C433-19 (09/10/19)

Date: September 10, 2019

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Policy & Priorities Committee Meeting
Meeting Date:	January 7, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>DRAFT POLICY 6203 - CENTURY FARM AND RANCH AWARD</b>
File:	62-02-02

### DESCRIPTION:

Council is presented with a draft Policy 6203-Century Farm and Ranch Award, as requested.

### BACKGROUND:

C615-19(12-10-19) RESOLUTION by Deputy Reeve Bean to develop a Clear Hills County Policy on Century Farm and Ranch recognition within Clear Hills County and bring back to a future Policy and Priority Meeting. CARRIED.

### ATTACHMENTS:

- Draft Policy 6203

### OPTIONS:

1. Recommend Council adopt as presented
2. Direct amendments to the draft policy be made as discussed and bring to the next P&P or Council meeting.
3. Not recommend Council implement a Century Farm and Ranch Award.

### RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

*ABj*

CAO:

*JS*



# Clear Hills County

Effective Date: <b>DRAFT for Jan 7, 2020 P&amp;P</b>	Policy Number <b>6203</b>
Title: <b>CENTURY FARM AND RANCH AWARD</b>	

## 1. POLICY STATEMENT

- 1.1. The Clear Hills County Century Farm and Ranch Award recognizes farm families that have continuously owner and actively operated the same land for 100 years or more.
- 1.2. Successful applicants will receive a frameable 8 x 10 certificate.

## 2. APPLICATION PROCESS:

- 2.1. Review the eligibility criteria below.
- 2.2. Fill out and submit the application form.
- 2.3. Staff will review the application, including verifying supporting documentation (homestead documents, current land title, and corporate registry if the land is owned by a company). They may contact to clarify certain information.
- 2.4. Successful applicants will be provided with the frameable 8 x 10 certificate.

## 3. ELIGIBILITY:

- 3.1. Your family has continuously owned and actively operated the same land for 100 years or more.
  - a) 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.
- 3.2. A family member is actively farming the land at the time of application.
  - a) A family member is still actively farming the land at the time of application. 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).
- 3.3. The quarter section you are applying for has not been subdivided, limited exceptions are:
  - a) 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.

3.4. The quarter section you are applying for has not been cash rented to a non-family member during its 100 year history, limited exceptions are:

- a) 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.

3.5. Supporting documentation is available for your application (homestead or another historical land establishment document).

#### **4. END OF POLICY**

**ADOPTED**

**Resolution**

**Date:**



Policy 6203 Attachment A: Application Form, Page 1

**Contact Information:**

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

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

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

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

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

**Land Details:**

1. Legal land location description of the quarter section you're applying for: \_\_\_\_\_

2. Municipality for that land parcel and nearest community: \_\_\_\_\_

3. Homestead entry or original land establishment date (often earlier than when title was granted):  
\_\_\_\_\_

4. Type of original land establishment (homestead, railway, soldier, purchased, other, unknown, etc.):  
\_\_\_\_\_

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

Family Ownership History	Name	Relationship to Previous owner
Original Family Landowner		
Landowner 2		
Landowner 3		
Landowner 4		

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

**Send completed form to:**

Clear Hills County  
Box 240  
Worsley, Alberta  
T0H 3W0  
Email: [audrey@clearhillscounty.ab.ca](mailto:audrey@clearhillscounty.ab.ca)

# Clear Hills County

## Request For Decision (RFD)

<b>Meeting:</b>	<b>Policy and Priority Meeting</b>
<b>Meeting Date:</b>	January 7, 2020
<b>Originated By:</b>	Allan Rowe, Chief Administrative Officer
<b>Title:</b>	RMA (Rural Municipalities of Alberta) Minister Meetings
<b>File:</b>	11-02-03

### DESCRIPTION:

Council is presented with the list of Ministers that they could request to have meetings with at the March 16 – 18, 2020 RMA Convention in Edmonton, Alberta.

\*Each Minister meeting requested will require the item topic, and description of item of concern documented in the motion.

### BACKGROUND:

Minister	Ministry	Topic/Description
Jason Kenney,	Premier of Alberta and Minister of Intergovernmental Relations	
Dimitri Nicolaides,	Minister of Advanced Education	
Devin Dreeshen	Minister of Agriculture and Forestry	
Rebecca Shulz,	Minister of Children's Services	
Rajan Sawhney,	Minister of Community and Social Services	
Leela Aheer,	Minister of Culture, Multiculturalism and Status of Women	
Tanya Fir,	Minister of Economic Development, Trade and Tourism	
Adriana LaGrange,	Minister of Education	
Sonya Savage,	Minister of Energy and Deputy House Leader	
Jason Nixon,	Minister of Environment and Parks and House Leader	
Tyler Shandro,	Minister of Health	
Rick Wilson,	Minister of Indigenous Relations	
Prasad Panda,	Minister of Infrastructure	
Doug Schweitzer,	Minister of Justice and Solicitor General and Deputy House Leader	
Jason Copping,	Minister of Labour and Immigration	

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**



Kaycee Madu,	Minister of Municipal Affairs	
Josephine Pon,	Minister of Seniors and Housing	
Nate Glubish,	Minister of Service Alberta	
Ric McIver,	Minister of Transportation and Deputy House Leader	
Travis Toews,	Minister of Treasury Board and Finance	
<b>Associate Ministers</b>		
Jason Luan,	Associate Minister of Mental Health and Addictions	
Dale Nally,	Associate Minister of Natural Gas	
Grant Hunter,	Associate Minister of Red Tape Reduction	

ATTACHMENT:

RECOMMENDED ACTION:  
**RESOLUTION by.....**

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

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Policy and Priority Meeting</b>
Meeting Date:	January 7, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Economic Development
File:	11-02-03

### DESCRIPTION:

Council is presented with some information regarding economic development in rural Municipalities.

### ATTACHMENTS:

- Key definitions of Economic Development
- Seven Best Practices for Creating Rural Economic Vitality

### RECOMMENDED ACTION:

**RESOLUTION by.....**

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**



## Key definitions of Economic Development

**Retention:** This is the process of helping to keep the industry, business, and economic activities you have.

**Social and educational climate:** This is the process of improving the town you live in through having better educational facilities, better housing, lower crime rate, and similar areas of concern. This is often part of a recruiting effort.

**Gardening:** This is the effort to develop local entrepreneurs who will start businesses. This effort ranges from technical assistance to peer support groups.

**Recruiting:** This is the effort to attract outside firms to locate to your community. This is probably the most difficult approach to be successful in, but it may have the highest payoff if you succeed. e.

**Recreation and Tourism:** This is the effort to develop local resources as to attract tourists. Recreational efforts range from targeting day use populations from local urban areas to efforts to become a destination resort.

**Outside incomes:** This is the effort to attract retirement populations and others such as lone eagles whose incomes come from outside sources but who spend money locally. Lone eagles are self-employed persons who often sell expertise or consulting but prefer to live in a rural area. Artists would be similar. Lone eagles often have high incomes. Usually they have started their business elsewhere but retain the clients when they move to a rural area.

**Electronic infrastructure:** This is the effort to modernize the communications system in the area, such as installing fiberoptic in order to connect with the outside world and allow electronically based information systems to be used locally. Also, this may allow Internet based businesses to exist.

**Infrastructure:** This is the effort to provide community services, building sites, sewer, water, and other services so that the community can handle growth.

**Build it and they will come:** This is the effort to build, often with public money, business or industrial sites for sale or rent in order to attract business or industry. Often low rates are offered as an incentive.

**Incentives:** Monetary incentives offered by States and communities to expanding businesses, recruited businesses, and sometimes to retain businesses. These range from cash payments to tax breaks. Incentives vary greatly between States and communities.

**Lifestyle:** This is recruiting by selling the good points of a community. Rural communities often market the safe and low stress lifestyle along with the natural beauty of the rural setting.

**Leakage:** This is the effort to bolster the internal economy of a community by combating buying patterns where residents purchase goods and services outside the community such as in urban malls or through the internet. This may include downtown revitalization programs such as walkable down towns, historic districts, and similar efforts to rebuild downtown cores. Customer service training may be a part of stopping leakage.

**Planning:** This is the process of setting economic objectives, each player's part, and the method to achieve those objectives.

# Seven Best Practices for Creating Rural Economic Vitality

At Rural Development Initiatives we focus on two things, developing leaders and networking those leaders to create rural economic vitality. Our success working with communities and regions to create economic vitality is based on the following seven best practices.

The first step for creating economic vitality is building agreement to focus efforts on a few activities. One way to get agreement on priorities is to develop a strategic plan. Whatever process you use to develop and prioritize activities, communities are most successful when you build upon your assets, what the community already has, rather than trying to bring something in from the outside. It is also crucial to focus on diversifying your local economy; don't put all your eggs in one basket.

After a thoughtful process to prioritize and focus your efforts, any of these ideas that fit with your community can be implemented in any order and one does not depend on another. However, we have found that the most successful communities have implemented several best practices.

## Best Practice #1

### ○ **Creating Networks to Support Entrepreneurs and Micro Business Development**

Your local economy is most successful when diversified. Don't invest all your resources and hopes in one large employer. Communities are most resilient when there are lots of small and micro businesses. If one or several do not survive, there are still plenty of employment opportunities. These businesses will continue to contribute to the local economy in contrast to the impact of one major employer closing. Successful communities identify and connect entrepreneurs to the resources (expertise and financing) to get started and grow. Linking businesses together in a value chain can help each of the enterprises be more resilient.

## Best Practice #2

### ○ **Thinking Local – Supporting Local Businesses First**

Our local businesses cannot survive if we do not support them. When you "Buy Local" your money stays in the local economy longer. It circulates throughout your community by creating jobs and increasing income. A healthy community has a strong "Think Local" economy where people are not only buying locally but investing in those local businesses too. Community wealth and well-being are increased by local control and local ownership when you move your money from Wall Street to Main Street by investing in local businesses.

## Best Practice #3

### ○ **Retaining and Growing Local Businesses**

It is always easier and more cost effective to retain a business already in your community than to recruit a new business from outside. Utilizing an existing organization, like a chamber or business association, or starting a Business Assistance Team is a good way to retain or expand local businesses and a great way to create local jobs. A business retention and expansion program or a Business Assistance Team utilizes local volunteers to connect businesses to resources that can help with planning, marketing, financing, and other needs required for entrepreneurial success.

## Best Practice #4

### ○ **Helping Start New Businesses in Your Community**

Every community has people with great ideas but they often lack the resources and training to get a business started. Connecting these individuals to resources or programs is a great way to grow your local economy by helping entrepreneurs start home-based businesses. Selling products or crafts and providing services creates jobs and supports the local economy.

## Best Practice #5

### ○ **Implementing a Downtown Revitalization Program**

A healthy and vibrant downtown boosts the economic health and quality of life in a community. Specifically, a healthy downtown creates jobs, incubates small businesses, reduces sprawl, retains a community's heritage, and is a symbol of community pride and history. There are many approaches to downtown revitalization, including the Main Street Approach which was developed by the National Trust for Historic Preservation and focuses on four areas: Organization, Promotion, Design, and Economic Restructuring. Most rural Northwest communities expanded from a historic, small downtown core. In many towns, Main Street is still the heart and soul of the community. Many Chambers of Commerce, cities, and Community Development Corporations have a downtown revitalization program.

## Best Practice #6

### ○ **Organizing Farmers Markets and Community Supported Agriculture (CSA)**

Farmers markets provide residents with fresh local products as opposed to many of the products offered at traditional supermarkets. Supporting local farmers ensures you know what you are buying and where it comes from and keeps money in your community – Think Local. Farmers markets help us focus on seasonal eating; for example, buying local produce in season rather than buying fresh blueberries in December from South America. This helps conserve fossil fuels and reduce carbon emissions. Many farmers markets have become large community events where families come out and eat from vendor food booths and listen to live entertainment, all which help to build social capital.

Another way to get products directly from your local farmers is through Community Supported Agriculture (CSA). Over the last 20 years, CSA has become a popular way for consumers to buy local, fresh, seasonal food. Through a CSA, a farmer typically offers a certain number of “shares” to the public. Interested consumers purchase a share (a.k.a. a “membership” or a “subscription”) and in return receive a box of seasonal produce delivered each week throughout the farming season. Community supported fisheries are starting to expand and are available in more areas and many ranchers offer shares in beef, lamb, and other meat products. If you have a farmers market, CSA, or an opportunity to buy from local ranchers and seafood companies in your community, supporting them is a great way to contribute to your community's economic vitality.

## Best Practice #7

### ○ **Developing Visitor Amenities – Rural and Geotourism**

The travel industry is a significant contributor to rural communities throughout Oregon. Based on



data from Travel Oregon and research by Dean Runyan and associates, tourism employs the most number of people and ranks fourth for the level of earnings in Oregon. It brings in twice as much income in our state's rural areas as compared with urban areas. Many of the tourism businesses in Oregon are sole proprietors, which builds a strong case that the tourism industry supports entrepreneurs.

Geotourism sustains or enhances the geographical character of a place – its environment, heritage, and the well-being of its residents. Rural tourism promotes responsible travel by providing visitor services and attractions that generate local revenue while preserving cultural heritage and natural amenities.

Remember, community economic vitality takes time. If you implement one or all of these best practices, you most likely won't see results overnight. Many require a shift in our cultural thinking, and it takes time and commitment from community leaders, citizens, volunteers, businesses, and others to see many of these best practices take hold and become part of the community fabric

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Policy and Priority Meeting</b>
Meeting Date:	January 7, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Strategic Plan and Goals Session
File:	11-02-03

### DESCRIPTION:

Council is presented with some information regarding the financial aspects of Aleks Nelson to facilitate the Clear Hills County Strategic Plan and Goals session.

**C614-19(12-10-19 RESOLUTION by Reeve Cory to hire Aleks Nelson to facilitate the Clear Hills County Strategic Plan and Goals session and set the date of February 13, 2020. CARRIED.**

### ATTACHMENTS:

- November 28, 2019 preliminary quote
- Cost breakdown for Strategic Plan and Goals session

### RECOMMENDED ACTION:

**RESOLUTION by.....**

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

CAO:



## Bonnie Morgan

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**From:** Aleks Nelson <mccannnelson58@gmail.com>  
**Sent:** November 28, 2019 3:59 PM  
**To:** Allan Rowe  
**Subject:** Strategic Planning

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

**From:** Aleks Nelson <[mccannnelson58@gmail.com](mailto:mccannnelson58@gmail.com)>

**Sent:** December 17, 2019 9:21 PM

**To:** Allan Rowe <[Allan@clearhillscounty.ab.ca](mailto:Allan@clearhillscounty.ab.ca)>

**Subject:** Strategic Planning Session-Feb 13, 2020

Hello Allan:

Further to our conversation on Monday, please accept the following quotation and description of the work to be completed by us:

1. Facilitation of Strategic Planning Workshop;
2. A report containing Council goals and actions to be undertaken to ensure goals are attained;
3. Follow up meeting with Council in early-mid March 2020 to present/discuss the report;
4. Preparation for workshop including any conference calls with you;
5. All travel time to/from Worsley for the workshop and review meeting.

**Total \$14,880.00 plus GST**

Travel expenses in accordance with County policy will also be charged and will include:

KM rate (est 2800km total);

Hotel costs (2 nights/person Feb 2020; 1 night/person March 2020)

Meals

Please let me know if we are ok to proceed or if you have any other questions.

Aleks Nelson CPA, CGA

Debbie McCann CLGM

Hi Allan:

FYI, here is the breakdown of the costs:

Facilitation Day \$1,760.00

Prep Time/Conf Calls \$1,800.00

Travel Time (4 days in total) \$3,520.00 (This is based on 8 hours/day driving so might be able to save a bit if we flew and then rented a vehicle to drive up to Worsley.)

Report Completion \$7,200.00

Review With Council \$600.00

I'll call you in a bit.

Aleks