

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL MEETING
WEDNESDAY, MARCH 11, 2020**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Wednesday, March 11, 2020, commencing at 9:30 a.m. in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

1. CALL TO ORDER

2. AGENDA

3. MINUTES

4. DELEGATION(S)

7. NEW BUSINESS

a. COUNCIL

1. Continuing Education Scholarships	2
2. Boards and Committees.....	5
3. Clear Hills County Policies	10
4. Greenhouses	22
5. Strategic Planning.....	23

12. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priorities Council Meeting
Meeting Date:	March 11, 2020
Originated By:	Council
Title:	Continuing Education Scholarship Policy 6801
File:	68-02-02

DESCRIPTION:

Council is presented with the Continuing Education Scholarship Policy 6801 for review, as requested.

ATTACHMENTS:

- Policy 6801

RECOMMENDED ACTION:

RESOLUTION by..... to

Initials show support - Reviewed by:

Manager:

ABJ

CAO:

ABJ



Clear Hills County

Effective Date: August 13, 2019	Policy Number 6801
Title: CONTINUING EDUCATION SCHOLARSHIPS POLICY	

1. POLICY STATEMENT

Clear Hills County recognizes the value of continued education and trades training among its citizens and will develop a policy to provide scholarships to Clear Hills County residents to assist with the costs to obtain additional education and training. These scholarships will be known as the Clear Hills County Continuing Education Scholarships.

2. BUDGET IMPLICATIONS:

- 2.1. An annual budget of \$40,000.00 will be set for continuing education scholarships, to be distributed on the basis of approved scholarship applications, until the budget is depleted.
- 2.2. Each Scholarship will be a onetime payment to cover tuition costs to a maximum of \$3,000.00.

3. GENERAL

3.1. To be eligible for a scholarship applicant must

- Be a Canadian citizen or landed immigrant, and resident of Alberta;
- Be a resident of Clear Hills County or the Village of Hines Creek for no less than one year prior to submitting an application.
- Be pursuing (in their first year) or continuing (in their second or future year of) a recognized apprenticeship, trades program, post-secondary education degree at a business school, college or university; or
- Be attending a series of computer or book keeping courses.
- Be physically attending a trade school, college or university, or taking the educational curriculum by internet driven distance learning and not physically attending a trade school, college or university
- Include a short essay as part of the application package, describing what they are doing or have done to make the County or Village of Hines Creek a better place to live, work or relax.

- 3.2. There will be two applications deadlines annually, May 1 and August 30.
- 3.3. There will be a limit of one scholarship per successful applicant.
- 3.4. Scholarships will not be approved for post-secondary, apprenticeship, trades training or computer and book keeping courses that are in progress or have been completed at the time of application.
- 3.5. Eligibility:
- Eligible Programs: Post-Secondary, Apprenticeship, Trades Training, Computer and Book keeping courses.
 - Ineligible Programs: No potential employment opportunity within the County.
- 3.6. Scholarship Payment: will be processed upon the Recipient providing proof that tuition or registration fee has been paid in the form of a receipt with the tuition or registration fee clearly identified, and completion of any necessary documentation or agreements. A debit or credit card slip is not considered proof of payment.
- 3.7. Proof of Completion: Recipients will provide a certificate or verification letter provided by the educating body confirming successful completion of the education the scholarship was received for. Failure to provide proof of completion will require the Recipient to repay the Scholarship in full.
- 3.8. Repayment Recipient will repay the scholarship if they do not complete the apprenticeship, trades, post-secondary program or computer/book keeping courses the scholarship was received for or fail to provide proof of completion within 8 weeks of completing the program or course.

4. FORMS AND PROCEDURES

- 4.1. Administration will develop an application form for the Scholarship.
- 4.2. Administration will develop procedures as needed to address advertising, distribution and evaluation of applications.

5. END OF POLICY

ADOPTED

Resolution C236-14(04/08/14)

Date: April 8, 2014

AMENDED

Resolution C774-14(11/12/14)

Date: November 12, 2014

Resolution C860(12/09/14)

Date: December 9, 2014

Resolution C486-16(09/13/16)

Date: September 13, 2016

Resolution C389-18(08-14-18)

Date: August 14, 2018

Resolution C14-19(01-08-19)

Date: January 8, 2019

Resolution C398-19(08/13/19)

Date: August 13, 2019

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	March 11, 2020
Originated By:	Council
Title:	Boards and Committees
File:	11-02-03

DESCRIPTION:

Council is presented with a list of current boards and Committees, to review and determine the importance and value.

Policy and Priority Meetings are a good time to discuss and review these boards and Committees that continue to benefit or no longer serve to benefit Clear Hills County.

BACKGROUND:

As per Policy 1102 – Responsibility of Councillors, Council appoints members to serve on various in-house and external committees. Councillors serving on Committees shall represent the interest of the whole County.

Clear Hills County Council will appoint members to serve on various in-house and external committees for 2020-2021 at the October 2020 Organizational meeting.

Council at any time may determine, by resolution to remove or add a board or committee.

ATTACHMENTS:

Councillor Appointed Boards and Committees
Policy 1102 – Responsibility of Councillors

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



	BOARDS & COMMITTEES 2019-20 Member (1) Alternate (A)	# of reps on board/committee	approx. # of meeting per year	Ward 1 Reeve Croy, Miron	Ward 2 Councillor Fitzel, Peter	Ward 3 Deputy Reeve Amber Bean	Ward 4 Councillor Ruecker, Jason	Ward 5 Councillor Janzen, David	Ward 6 Councillor Fletcher, Dan	Ward 7 Councillor Raymond Weinore
1	Agricultural Service Board	1	7			A	A	1		
2	Alberta Surface Rights	3	2			1	1			1
3	Cleardale Community Enhancement Society	2	12	1				1		
4	Clear Creek Fire Committee (2 members and 1 alternate)	2	1				1	A		1
5	Clear Hills Joint Venture Ltd. - Directors (Reeve & Deputy Reeve)	2	2	1		1				
6	Clear Hills Joint Venture Ltd. - Operating (2 members, 2 alternates)	2	2	1		1	A		A	
7	Mercer Peace River Pulp Ltd. Public Advisory Committee	1	5	A	1					
8	Health Professional Enhancement committee	1	12			1		A		
9	Economic Development Committee	7	*	1	1	1	1	1	1	1
10	Emergency Management Committee (Reeve & Dep Reeve)	2	*	1		1				
11	Medical Clinic Operating Society	1	4			1		A		
12	Fairview Regional Airport Advisory Committee	1	4				1			A
13	Fairview Seed Cleaning Co-op Board	1	4						1	A
14	Grimshaw Gravel Aq. Management Advisory Committee	1	4	A	1					
15	Interprovincial/Intermunicipal Committee (All)	7	2	1	1	1	1	1	1	1
16	Mackenzie Municipal Services Agency	1	4	A	1					
17	Mighty Peace Tourist Association	1	6		A	1				
18	Municipal Planning Commission (5 members)	5	*	1	1	1		1		1
19	North Peace Housing Foundation & Coalition (per diems & travel expenses covered by NPHF)	1	10		A	A				
20	North Peace Regional Landfill Commission	1	10	A					1	
21	Northern Transportation Advisory Council	1	4				A			1
22	Peace Library System/CH Advisory Comm (meals & accommodations paid by Peace Library System)	1	4		1	A				
23	Peace Regional Economic Development Alliance	1	4	A	1					
24	Recreation Board - Burnt River	1	2	1	A					
25	Recreation Board - Cherry Canyon	1	2						A	1
26	Recreation Board - Cleardale	1	2					1	A	
27	Recreation Board - Hines Creek & District	1	2	A	1					
28	Recreation Board - Worsley & District	1	2			A	1			
29	Road Ban Committee	2	*				A	1		
30	Rural Crime Watch Executive Board	1	*			A				1
31	North West Species at Risk	2	12	A	1	1				
32	Trades Training Program Committee	7	*	1	1	1	1	1	1	1
33	Worsley & District Health Promotion Society	1	4	A		1				
34	MD of Peace No. 135 Weed and Pest Control Appeal	3	*	1			1			
35	Joint Inter-Municipal (Intermunicipal Collaboration Committee)	2	*	1	1					
36	Mackenzie Inter-Municipal Subdivision and Development Appeal Board (SDAB)	1	*				A		1	
37	Village of Hines Creek Subdivision and Development Appeal Board (SDAB)	1	*	1						
	Number of Committees			11	12	15	8	8	6	9
	Alternates			8	3	5	5	3	3	2

meetings held as needed (*)



Clear Hills County

Effective Date: **November 27, 2012**

Policy Number: **1102**

Title: **RESPONSIBILITIES OF COUNCILLORS**

1. Policy Statement

- 1.1 Clear Hills County will establish the duties, roles and conduct of a Councillor of Clear Hills County as provided in the Municipal Government Act and to ensure Council as a whole are informed of Committee business.

2. Councillor Responsibilities

- 2.1 The duties of a Councillor of Clear Hills County will be:
- a) to consider the welfare and interests of the municipality as a whole and to bring to the Council's attention anything that would promote the welfare or interests of the county;
 - b) to participate generally in developing and evaluating the policies and programs of the county;
 - c) to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
 - d) to obtain information about the operation and administration of the county from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
 - e) to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
 - f) to perform any other duty or function imposed on Councillors by the MGA or any other enactment or by the Council.
- 2.2 The Council of Clear Hills County is responsible for:
- a) developing and evaluating the policies and programs of the county;
 - b) making sure that the powers, duties and functions of the county are appropriately carried out;
 - c) carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment.
- 2.3 The Council of Clear Hills County will not exercise a power or function or perform a duty that is by this or another enactment or by bylaw specifically assigned to the Chief Administrative Officer or a designated officer.
- 2.4 These duties and roles of councillors are also set out the Procedural Bylaw which may only be amended, repealed or suspended by a bylaw unanimously passed at a regular or special meeting of Council at which all Council members are present.

3. Committee Responsibilities

- 3.1 Annually, at the Organizational Meeting, Councillors will be appointed to serve on various in house and external committees.

- 3.2 Councillors serving on Committees shall represent the interest of the whole County and shall keep Council informed of Committee business.
- 3.3 Following the appointment of the Reeve, Councillor or member-at-large to an committee, board or authority the Chief Administrative Officer shall advise the committee, board or authority of the appointment and the following:
 - a) that the secretary to the committee, board or authority shall forward to Clear Hills County a ratified copy of the minutes, of any board that holds meetings monthly, within 15 days of each meeting or an unratified copy of the minutes of any board with meetings not held monthly within 15 days of each meeting, along with the dates of any scheduled future meetings, and
 - b) that where the Reeve or a Councillor is appointed to the committee, board or authority the Reeve or Councillor shall not be expected to act as an advocate for the committee, and significant issues such as funding requests and long term plans should be presented to Clear Hills County Council by the Chair, or their designate, of the committee, board or authority.
- 3.4 For the Councillor Report portion of the first regular Council meeting of each month, Councillors have the options for written reports or verbal updates and provide an update during the Council External Committee Report portion of the Regular Council Meeting. (as per Bylaw No. 164-12 14.13.4)

4. General

- 4.1 Every member of the Council shall make and subscribe an official oath before entering on the duties and shall deposit the oath with the County Chief Administrative Officer.
- 4.2 The Reeve and members of Council may be paid the remuneration, travel, subsistence and out of pocket expenses that may be set by the Council and outlined in Council Policy 1107 – Honorarium Payment to Council Members.

5. End of Policy

ADOPTED: Resolution# C186-03

Date: March 25, 2003

AMENDED: Resolution #C876-03

Date: November 25, 2003

AMENDED: Resolution #C247-04

Date: March 23, 2004

AMENDED: Resolution #C555-04

Date: June 22, 2004

AMENDED: Resolution #C689(09/28/10)

Date: September 28, 2010

AMENDED: Resolution #C762-12

Date: November 27, 2012

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priorities Council Meeting
Meeting Date:	March 11, 2020
Originated By:	Council
Title:	Clear Hills County Policies
File:	11-02-03

DESCRIPTION:

Council is presented with the indexes for each of the policy departments for review and discussion.

ATTACHMENTS:

Policy Indexes

11-Council
12-Administration
20-Emergency Services
32-Public Works
40-Utilities
56-Cemetery
61-Development
62-Communities
63-Agricultural
68-Economic Development
70-Recreation

RECOMMENDED ACTION:

RESOLUTION by..... to

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

11 COUNCIL POLICY INDEX

- 1100 Titles of Elected Officials
- 1101 Orientation Sessions for Council Members
- 1102 Responsibilities of Councillors
- 1103 Provision of Computers for Councillors and Ag. Service Board Members
- 1104 Council Meetings
- 1105 Correspondence and Communications
- 1106 Newsletters, Articles and News Releases
- 1107 Honorarium Payment to Council and Committee Members
- 1108 Member at Large Appointments
- 1109 Provision of Multifunction Machines for Councillors
- 1110 The Chief Administrative Officer Performance Appraisal
- 1111 Recognition of Service (Present and Future Members)
- 1112 Benefit Coverage for County Councillors
- 1114 Community Recognition
- 1116 Policies and Priorities Committee – Terms of Reference
- 1117 Development Appeal Board Hearing Procedures
- 1118 Policy Development
- 1119 Community Organizations – Letters of Support
- 1120 Public Hearing Procedure
- 1123 Promotional Items
- 1124 Charitable Donations
- 1126 Per Diem Payment to Council and Committee Members
- 1127 Travel & Expense
- 1128 Hamlet Development Policy
- 1129 Whistle blower Protection Policy
- 1130 Social Media Policy
- 1131 Public Participation

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12 ADMINISTRATION POLICY INDEX

<u>1201</u>	Budget
<u>1202</u>	Revenue
<u>1203</u>	Expenditures
<u>1204</u>	Reserves
<u>1205</u>	Investments
<u>1206</u>	Disposal of Assets
<u>1207</u>	Capitalization
<u>1208</u>	Inventory
<u>1214</u>	Computer and Internet Use
<u>1215</u>	Cemetery Grant
<u>1216</u>	Communications Goals
<u>1217</u>	County Census
<u>1218</u>	Bank Accounts
<u>1219</u>	Petty Cash
<u>1220</u>	Credit Cards
<u>1221</u>	Tendering and Purchasing
<u>1222</u>	Internet Equipment Program
<u>1223</u>	Risk Control Policy
<u>1224</u>	Credit And Debit Card Policy
<u>1225</u>	Lending Funds To Not For Profit Societies for Community Projects

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20 EMERGENCY SERVICES POLICY INDEX

23 FIRE PROTECTION

[2301](#) Fire Protection Fees

[2302](#) Fire Protection Services

[2303](#) Volunteer Fire Fighters' Honorariums

[2304](#) Volunteer Fire/Ambulance Awards Program

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32 PUBLIC WORKS

- 3201 Road Construction
- 3202 Road Construction Specifications
- 3203 Approach Construction
- 3204 Road Construction Five Year Plan
- 3205 Land Need and Acquisitions
- 3206 Fencing
- 3207 Road Numbering System
- 3208 Temporary and Permanent Road Closures
- 3209 Back Sloping
- 3210 Burning
- 3211 Annual Equipment Registry
- 3212 Crushed Gravel Inventory Control
- 3213 Sale of Products
- 3214 Road Weight Limits and Road Bans
- 3215 Use of County Roads by Industry
- 3216 Gravel Road Maintenance
- 3217 Recreation & Community Facility Signage
- 3218 GFI System & GPS Equipment
- 3219 Road Inspections
- 3220 Community Facility Grader Service
- 3221 Dust Control
- 3222 Ice Control
- 3223 Driveway Snowplowing
- 3225 Bridges and Culverts
- 3226 Drainage Works and Culverts
- 3228 Road Surfacing Five Year Plan
- 3229 Road Line Painting
- 3230 Use of Equipment for Private Work
- 3231 Chemical Spills
- 3232 Texas Gates
- 3233 Field Requisitions
- 3234 Beaver Control
- 3235 Use of LOC (License of Occupation) Roads by Industry
- 3236 Senior's Summer Driveway Grading
- 3239 Transfer Station Operations
- 3240 Signage – Children at Play
- 3241 Industrial Users Access to a Well site, Encroachment on, and/or Upgrading a Road Allowance

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40 UTILITIES POLICY INDEX

41 WATER SERVICES POLICIES

- 4101 Water Cut Off Procedure
- 4102 Providing Water for Cleardale Skating Rink
- 4103 Low Pressure Sewage Collection System
- 4104 Municipal Non- Potable Water Supplies Testing
- 4105 Regional Water Line Tie-In
- 4106 Tie in to Hamlet Water Systems for Residents Outside
of Hamlet Boundaries

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56 CEMETRY POLICY INDEX

- 56** 5601 Cemetery Grant Registration Form4102
- 5601 Cemetery Grant

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61 DEVELOPMENT POLICY INDEX

- 61** 6101 Development Appeal Board Hearing Procedures
- 6102 Hamlet Development Policy

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62 COMMUNITITES POLICY INDEX

- 62** 6201 County Community Barbeque
- 6202 Photocopying for Non-Profit Groups
- 6203 Century Farm and Ranch Award

AGRICULTURAL POLICY INDEX

Clear Hills County

- 6302 - Agriculture Improvement
- 6303 - Pest Control
- 6304 - Roadside Vegetation Control
- 6306 - Clubroot of Canola Policy
- 6307 - Wolf Management Incentive
- 6308 - Herbicide Dispensing
- 6309 - Property Line Spraying
- 6310 - Rental Equipment
- 6311 – VSI (Veterinary Service Incorporated Ltd. Program
- 6312- Tradeshow Exhibitors
- 6313- Tradeshow Groceries & Door prizes
- 6314 - Bovine Spongiform Encephalopathy Testing Incentive Program
- 6316 - Surface Discharge of Collected Surface Run-on/Runoff Waters
- 6317 - Biggest Vegetable Contest

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68 ECONOMIC DEVELOPMENT POLICY INDEX

- 68** 6801 Continuing Education Scholarships Policy
- 6802 Business Awards

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70 RECREATION POLICY INDEX

- 7001 Operational Grant for Recreation Boards
- 7002 Capital Grants
- 7003 General Grants
- 7004 Beyond Borders Funding
- 7005 Sponsorship Funding
- 7006 Library Funding
- 7008 Annual Student Ski Trip
- 7009 Funding for Teams & Athletes Attending Provincials
- 7010 Recreation Awards

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy and Priority Meeting
Meeting Date:	March 11, 2020
Originated By:	David Janzen, Councillor
Title:	Greenhouses
File:	11-02-03

DESCRIPTION:

Councillor Janzen requested a discussion regarding Greenhouses be added to the March 11, 2020 P&P Meeting.

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Policy and Priority Meeting
Meeting Date:	March 11, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Strategic Plan and Goals Session
File:	11-02-03

DESCRIPTION:

Council requested a discussion on the Clear Hills County Strategic Plan and Goals Sessions

"VMOSA" (Vision, Mission, Objectives, Strategies, and Action Plans)

___ Vision (the dream)

___ Mission (what and why)

___ Objectives (how much of what by whom)

___ Strategies (how)

___ Action plans (who will do what by when)

___ You understand when to use VMOSA, the strategic planning process

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:

