

**AGENDA
CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
TUESDAY, JUNE 9, 2020**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, June 9, 2020, at 9:30 a.m. in the Council Chambers of the County Office, Worsley, Alberta.

1. CALL TO ORDER
2. AGENDA
3. MINUTES:
 - a. Previous: Special Council Meeting Minutes, May 26, 2020 1
 - b. Previous: Policy and Priority Meeting Minutes, June 2, 2020 8
4. DELEGATION(S)
 - a. Closed Delegation **10:00 a.m.** 10
 - b. RMA Executive Member Teleconference **1:15 p.m.** 11
5. PUBLIC HEARING
6. TENDER OPENING- **9:45 a.m.**
7. NEW BUSINESS
 - a. COUNCIL
 1. Management Team Activity Report 12
 2. Councillor Reports 20
 3. Ward 6-By-Election Dates 21
 - b. CORPORATE SERVICES
 1. Accounts Payable (May 27, 2020 to June 9, 2020) 24
 - c. COMMUNITY SERVICES
 1.
 2. Annual Students Ski Trip Policy 7008..... 36
 3. General Grant Request-End of Steel Heritage Society 41
 4. Recreation Board Agreement Amendment..... 55
 5. Policy 7001 Operational Grant for Recreation Boards..... 60
 6. Application to Amend Land Use Bylaw Section 8.21 65
 7. Bylaw 251-20-Land Use Bylaw Amendment to Rezone 84
 - d. PUBLIC WORKS
8. WRITTEN REPORTS: COUNCIL, COMMITTEE & MANAGERS
 - a. Chief Administrative Officer's Report..... 89
 - b. Community Development Manager Report 89
 - c. Corporate Services Manager's Report 90
 - d. Public Works Manager's Report 90
9. COUNCIL INFORMATION (*including Correspondence*) 91
10. CALENDARS 95
11. CLOSED MEETING ITEMS
 - a. Legal.
12. ADJOURNMENT

**MINUTES OF CLEAR HILLS COUNTY
SPECIAL COUNCIL MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, MAY 26, 2020**

PRESENT	Miron Croy Raymond Wetmore Jason Ruecker David Janzen Peter Frixel Amber Bean	Reeve Councillor Councillor Councillor Councillor Deputy Reeve
ABSENT	Dan Fletcher	Councillor
ATTENDING	Allan Rowe Audrey Bjorklund Bonnie Morgan	Chief Administrative Officer (CAO) Community Development Manager (CDM) Executive Assistant (EA)
CALL TO ORDER	Reeve Croy called the meeting to order at 9:30 a.m.	
<u>ACCEPTANCE OF AGENDA</u> C232-20(05-26-20)	RESOLUTION by Councillor Janzen to adopt the agenda governing May 26, 2020, Special Council Meeting, with addition 7.a.7 Peace Region, 7.a.8 Vet services, as presented. CARRIED.	
<u>APPROVAL OF MINUTES</u> Previous Meeting Minutes		
C233-20(05-26-20)	RESOLUTION by Councillor Ruecker to adopt the minutes of the May 8, 2020 Special Council Meeting as presented. CARRIED.	
<u>NEW BUSINESS: COUNCIL</u> Management Team Activity Report	Council reviewed the most recent Management Team Activity Report.	
C234-20(05-26-20)	RESOLUTION by Councillor Frixel to accept the May 8, 2020, Management Team Activity Report, as presented. CARRIED.	
Councillor Reports	Councillors submit written or verbal reports for meetings attended.	
C235-20(05-26-20)	RESOLUTION by Councillor Frixel to receive the written and verbal Councillor reports for information, as presented. CARRIED.	
4-H Beef	Councillors have requested consideration of purchasing a 4H beef in 2020.	
C236-20(05-26-20)	RESOLUTION by Councillor Frixel that due to the Covid-19 pandemic and cancellation of the Clear Hills County BBQ Clear Hills County will not purchase a 4-H beef this year. DEFEATED.	
	Deputy Reeve Bean requested a reconsidering vote on the purchase of 4-H beef.	

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SPECIAL COUNCIL MEETING
Tuesday, May 26, 2020

C237-20(05-26-20)	RESOLUTION by Deputy Reeve Bean that C236-20(05-26-20) motion be reconsidered, and not purchase a 4-H beef due to the Covid-19 pandemic cancellation of the Clear Hills County 2020 Community BBQ. CARRIED.
Business Sustainability	As a follow up Councillor Frixel would like more discussion regarding the sustainability of businesses within Clear Hills County and the Village of Hines Creek.
C238-20(05-26-20)	RESOLUTION by Councillor Frixel to bring back to a future Policy and Priority Meeting to discuss business retention and sustainability incentives within the boundaries of Clear Hills County. CARRIED.
C239-20(05-26-20)	RESOLUTION by Deputy Reeve Bean to schedule a Policy and Priority Meeting for Tuesday, June 2, 2020. CARRIED.
	Reeve Croy recessed the meeting at 10:47 a.m. Reeve Croy reconvened the meeting at 10:58 a.m.
Reject Gravel	Council has requested a discussion on Reject Gravel.
C240-20(05-26-20)	RESOLUTION by Councillor Wetmore to receive the Reject gravel discussion for information. CARRIED.
Dan Fletcher- Ward 6 Resignation	Councillor Dan Fletcher has resigned effective Tuesday, May 19, 2020 from his Ward 6 Clear Hills County Councillor position. In accordance with the MGA and the Local Authorities Election Act Council may choose to by resolution hold a By-Election for the vacant position within 120 days or leave the position vacant until the October 18, 2021 Municipal Election.
C241-20(05-26-20)	RESOLUTION by Councillor Janzen to approve a motion to hold a By-Election for the vacant ward 6 Councillor position. CARRIED.
C242-20(05-26-20)	RESOLUTION by Reeve Croy to appoint Allan Rowe as the Returning officer. CARRIED.
C243-20(05-26-20)	RESOLUTION by Deputy Reeve Bean to appoint Audrey Bjorklund as the substitute returning officer. CARRIED.
Peace Region	Councillor Frixel requested a discussion regarding the Peace Region.
C244-20(05-26-20)	RESOLUTION by Councillor Frixel to inquire about a future inter-provincial/Municipal meeting date. CARRIED.

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SPECIAL COUNCIL MEETING
Tuesday, May 26, 2020
Reeve Croy recessed the meeting at 11:24 a.m.
Reeve Croy reconvened the meeting at 12:00 p.m.

Vet Services	Councillor Ruecker requested a discussion regarding vet services.
C245-20(05-26-20)	RESOLUTION by Councillor Janzen to receive the discussion regarding vet services for information. CARRIED.
<u>CORPORATE SERVICES</u> Accounts Payable (April 15, 2020 to May 26, 2020)	A list of expenditures for Clear Hills County for the period of April 15, 2020 to May 26, 2020 is provided for Council's review.
C246-20(05-26-20)	RESOLUTION by Councillor Wetmore that Council receives for information the Accounts Payable report for Clear Hills County for the period of April 15, 2020 to April 28, 2020 for a total of \$123,389.95. CARRIED.
C247-20(05-26-20)	RESOLUTION by Reeve Croy that Council receives for information the Accounts Payable report for Clear Hills County for the period of April 29, 2020 to May 12, 2020 for a total of \$681,474.70, with funds to be transferred from Long Term Investments. CARRIED.
C248-20(05-26-20)	RESOLUTION by Councillor Janzen that Council receives for information the Accounts Payable report for Clear Hills County for the period of May 13, 2020 to May 26, 2020 for a total of \$236,700.67, with funds to be transferred from Long Term Investments. CARRIED.
<u>COMMUNITY SERVICES</u> Weed Inspection Appointment	Weed Control inspectors are required to be appointed as per Section 7 of the Weed Control Act. Council is requested to appoint Cindy Campbell, Crystal Dei, and Roxanne Lefebvre as inspectors to administer the Weed Control Act for Clear Hills County in 2019:
C249-20(05-26-20)	RESOLUTION by Deputy Reeve Bean to appoint Cindy Campbell, Crystal Dei and Roxanne Lefebvre as weed inspectors for Clear Hills County for 2020 as per Section 7 of the Weed Control Act. CARRIED.
Pest Inspector Appointments	Pest Control inspectors are required to be appointed as per Section 10 of the Agricultural Pests Act. Council is requested to appoint Cindy Campbell, Crystal Dei, and Roxanne Lefebvre as inspectors to administer the Agricultural Pests Act for Clear Hills County in 2020

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SPECIAL COUNCIL MEETING
Tuesday, May 26, 2020

C250-20(05-26-20) **RESOLUTION by Reeve Croy to appoint Cindy Campbell, Crystal Dei, and Roxanne Lefebvre as pest inspectors for the Clear Hills County for 2020 as per Section 10 of the Agricultural Pests Act.**
CARRIED.

Annual Students Ski
Trip Policy 7008

Council is presented with the analysis of the 2020 Students Ski Trip program as requested.

C251-20(05-26-20) **RESOLUTION by Councillor Ruecker to bring back the amended Annual Students Ski Trip Policy 7008 covering the costs for Students only.**
CARRIED.

Rezoning Application
RZ01-20

Council is presented with a rezoning application for a proposed Hamlet Institutional subdivision out of NW 36-86-8-W6M in the Hamlet of Worsley. It is the developer's intent to subdivide the parcel and construct a church on the site.

C252-20(05-26-20) **RESOLUTION by Councillor Janzen to direct administration to develop a bylaw to rezone part of NW 36-86-8-W6M in the Hamlet of Worsley from Hamlet Residential to Hamlet Institutional and bring it to the next Council meeting for first reading and to set the public hearing date.**
CARRIED.

Fire Truck Garage –
Cleardale

Council is presented with the fire truck garage drawings and site plan for review.

C253-20(05-26-20) **RESOLUTION by Councillor Janzen to approve the drawings for the Cleardale Fire Truck garage and direct administration to proceed to tender.**
CARRIED.

General Grant
Request – End of
Steel Heritage Society

Council is presented with a general grant request for \$120,000 from the End of Steel Heritage Society for setting up a Men/Ladies Lavatory skid trailer and water & sewer at the Society's museum in Hines Creek.

C254-20(05-26-20) **RESOLUTION by Councillor Ruecker to table the general grant request from the End of Steel Heritage Society group until a future Regular Council Meeting.**
CARRIED.

PUBLIC WORKS:
Access Road –
SE 32-85-8-W6M

Council is presented with information regarding proceeding to tender for approximately ¼ mile of road construction along SE 32-85-8-W6M.

C255-20(05-26-20) **RESOLUTION by Reeve Croy to proceed to tender for approximately ¼ mile of road construction along SE 32-85-8-W6M.**
CARRIED.

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SPECIAL COUNCIL MEETING
Tuesday, May 26, 2020

Upgrade on
Undeveloped Road
Allowance Request
for 834008 Range
Road 31 north of
Highway 685

Council is presented with a request from a subdivision landowner to have upgrades done on the undeveloped road allowance on Range Road 31 north of highway 685 to driveway (834008 RR31).

C256-20(05-26-20)

RESOLUTION by Reeve Croy not approve the request for road upgrades on the undeveloped road allowance on Range Road 31 north of highway 685 to driveway (834008 RR31), as it does not meet the current policy. CARRIED.

Reeve Croy recessed the meeting at 12:58 p.m.
Reeve Croy reconvened the meeting at 1:08 p.m.

WRITTEN REPORTS
MANAGERS

Chief Administrative
Officer's Report

Chief Administrative Officers report was reviewed.

C257-20(05-26-20)

RESOLUTION by Councillor Wetmore to receive the May 26, 2020, Chief Administrative Officer's report for information. CARRIED.

Community
Development
Manager's Report

Nothing to report

Corporate Services
Manager's Report

nothing to report

Public Works
Manager's Report

Public Works Managers report was reviewed.

C258-20(05-26-20)

RESOLUTION by Councillor Janzen to receive the May 26, 2020, Public Works Managers report for information. CARRIED.

COUNCIL
INFORMATION

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

C259-20(05-26-20)

RESOLUTION by Councillor Ruecker to receive the correspondence on May 26, 2020, 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.

C260-20(05-26-20)

RESOLUTION by Deputy Reeve Bean to receive for information the May, June, and July 2020 calendars.

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SPECIAL COUNCIL MEETING
Tuesday, May 26, 2020

Date	Meeting	Councillor
June 2	P&P Meeting	All
June 16	ASB	DJ, JR
June 3	NPHF	AB
June 8	MPTA Executive	AB
June 22	MPTA	AB
June 22	HPEC	AB
June 4	NWSAR	AB, PF, AR
		CARRIED.

ADJOURNMENT

Reeve Croy adjourned the May 26, 2020 Special Council Meeting at 1:26 p.m.

DATE

REEVE

DATE

CHIEF ADMINISTRATIVE OFFICER

**MINUTES OF CLEAR HILLS COUNTY
POLICY AND PRIORITY MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, JUNE 2, 2020**

PRESENT

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

ABSENT

ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Audrey Bjorklund	Community Development Manager (CDM)
Bonnie Morgan	Executive Assistant (EA)

CALL TO ORDER

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

**ACCEPTANCE OF
AGENDA**

P261-20(06-2-20)

RESOLUTION by Deputy Reeve Bean to adopt the agenda governing June 2, 2020, Policy and Priority Meeting. CARRIED.

**NEW BUSINESS:
COUNCIL**

Boards & Committees

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.

Councillor Janzen entered the meeting at 9:33 a.m.

P262-20(06-2-20)

RESOLUTION by Councillor Frixel to receive the discussion on the boards and Committees for information, as presented. CARRIED.

Business
Sustainability
& Economic
Development

Council requested Business Sustainability & Economic Development be added to the Policy and Priority meeting to have more discussion.

P263-20(06-2-20)

RESOLUTION by Reeve Croy to table the discussion regarding business sustainability until later in the meeting. CARRIED.

DELEGATION:

End of Steel Heritage
Society

A delegation from the End of Steel Heritage Society will attend 10:00 a.m. to present the Committee with a general grant request for setting up a Men/Ladies Lavatory trailer with water & sewer at the Society's museum in Hines Creek.

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POLICY & PRIORITY MEETING
Tuesday, June 2, 2020

Councillor Ruecker entered the meeting at 10:03 a.m.

Reeve Croy recessed the meeting at 10:29 a.m.
Reeve Croy reconvened the meeting at 10:39 a.m.

P264-20(06-2-20) **RESOLUTION by Deputy Reeve Bean to receive the delegation from the End of Steel Heritage Society to request a general grant for a lavatory trailer at the society's museum in Hines Creek and bring back to the next regular Council Meeting. CARRIED.**

P265-20(06-2-20) **RESOLUTION by Reeve Croy to raise the business sustainability discussion off the table. CARRIED.**

P266-20(06-2-20) **RESOLUTION by Councillor Frixel to invite Zavisha Sawmills to a future Council meeting to discuss business sustainability. CARRIED.**

P267-20(06-2-20) **RESOLUTION by Councillor Janzen to invite Margaret's Greenhouse to a future Council meeting. CARRIED.**

Reeve Croy recessed the meeting at 11:47 a.m.
Reeve Croy reconvened the meeting at 12:24 p.m.

Recreation Boards Council requested that the topic of Recreation Boards be brought to a P & P meeting to consider potential amendments to the policy or agreements.

P268-20(06-2-20) **RESOLUTION by Councillor Ruecker to bring back to a future Regular Council Meeting a draft amendment for the Recreation Boards agreements stating that each Recreation Board must have a separate bank account and that each Recreation Board will hold no more than 4 meetings annually, 1 organizational meeting and 3 regular meetings to review applications and disperse funding. CARRIED.**

Recreational Signage The Committee is presented with the Signage inventory that was collected, showing the locations of directional signage for recreation sites and community facilities in the County.

P269-20(06-2-20) **RESOLUTION by Deputy Reeve Bean to accept the signage inventory for information as presented. CARRIED.**

ADJOURNMENT Reeve Croy adjourned the June 2, 2020 Policy and Priority Meeting at 1:09 p.m.

DATE

REEVE

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 9, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Closed Delegation- 10:00 a.m.
File:	11-02-02

DESCRIPTION:

Council has a 10:00 a.m. closed Delegation to the public as per Section 27, of FOIP.

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 9, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	RMA Member Teleconference Meeting 1:15 p.m.
File:	11-02-02

DESCRIPTION:

RMA Teleconference Executive member meeting will occur at 1:15 p.m. in the Council Chambers.

BACKGROUND:

RMA member visit scheduled for June 9th was cancelled due to COVID-19, a teleconference will now take place.

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	June 9, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Management Team Activity Report
File:	11-02-02

DESCRIPTION:

Management activity report for June 2, 2020

ATTACHMENTS:

- o Management Activity Report

RECOMMENDED ACTION:

RESOLUTION by that the management activity report for June 2, 2020 be accepted, as presented.

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

Activity Report for June 2, 2020

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
		January 28, 2020		
C58-20	01/28/20	RESOLUTION by Reeve Croy to approve the date of the RMA Executive member visit scheduled for Tuesday, June 9, 2020 at 3:00 pm – 4:00 pm, at the Clear Hills County Council Chambers. CARRIED	EA	Teleconference 1:15 to 2:15 p.m. June 9, 2020
C68-20	01/28/20	RESOLUTION by Reeve Croy to proceed to tender on the Road Upgrades for Range Road 54 & 60. CARRIED.	PWM	On Hold
		March 10, 2020		
C147-20	03/10/20	RESOLUTION by Reeve Croy to dispose of the vehicles and various items provided that have reached or exceeded their life expectancy at a future local Auction Sale. CARRIED.	PWM	June sale
C148-20	03/10/20	RESOLUTION by Deputy Reeve Bean to approve 2020 dust control product application at specific locations within Clear Hills County, as presented. CARRIED.	PWM	In works
		March 11, 2020 P&P		
P158-20	03/11/20	RESOLUTION by Councillor Wetmore to receive the discussion on Council Boards and Committees for information and bring back to a future Council meeting. CARRIED.	EA	June 2
		March 24, 2020		
C177-20	03/24/20	RESOLUTION by Councillor Janzen to cancel all upcoming Clear Hills County 2020 Public events such as the Agricultural Trade Show, Annual Public Meeting, Annual BBQ, due to the Covid-19 Virus. CARRIED.	CAO	
C179-20	03/24/20	RESOLUTION by Reeve Croy to table the discussion on Recreation Boards to a future Policy and Priority Committee Meeting. CARRIED	CDM	June 2
		April 21, 2020		
C195-20	04-21-20	RESOLUTION by Councillor Janzen to develop a proposal for the County to take over the Sulphur Lake, Stoney Lake and Running Lake Campgrounds as Recreational Leases. CARRIED.	CDM	Sent May 4, waiting for reply
		May 8, 2020		



Management Team

Activity Report for June 2, 2020

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
C228-20	05-08-20	RESOLUTION by Reeve Croy to offer the Peace River School Division No. 10 a conditional grant of up to \$199,000.00 (one hundred ninety nine thousand dollars) to pave the Worsley School parking lot bus pickup/drop off area in 2020, with the funds to be allocated from the Rate Stabilization Reserve. CARRIED.		PRSD has been notified
C231-20	05-08-20	RESOLUTION by Councillor Wetmore that Council approves the proposal for a new lot development in the hamlet of Worsley and direct administration to prepare a developer land purchase agreement in the amount of \$2,500.00 (two thousand five hundred dollars) per acre plus all related land title registration, surveying, utility installation and all other incremental and incidental costs to be the responsibility of the Developer. CARRIED.	CDM	Developer has been notified
		May 26, 2020		
C241-20	05/26/20	RESOLUTION by Councillor Janzen to approve a motion to hold a By-Election for the vacant ward 6 position. CARRIED.	EA	
C244-20	05/26/20	RESOLUTION by Councillor Frixel to inquire about a future inter-provincial/Municipal meeting date. CARRIED.	EA	Letter sent
C251-20	05/26/20	RESOLUTION by Councillor Ruecker to bring back an amended Annual Students Ski Trip Policy 7008 covering the costs for Students only. CARRIED.	CDM	June 9
C252-20	05/26/20	RESOLUTION by Councillor Janzen to direct administration to develop a bylaw to rezone part of NW 36-86-8-W6M in the Hamlet of Worsley from Hamlet Residential to Hamlet Institutional and bring it to the next Council meeting for first reading and to set the public hearing date. CARRIED.	CDM	In Works June 9
C253-20	05/26/20	RESOLUTION by Councillor Janzen to approve the drawings for the Cleardale Fire Truck garage and proceed to tender. CARRIED.	CDM	June 23 opening
C254-20	05/26/20	RESOLUTION by Councillor Ruecker to table the general grant request from the End of Steel Heritage Society group until a future Regular Council Meeting. CARRIED.	CDM	June 2 P&P



Management Team

Activity Report for June 2, 2020

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
C255-20	05/26/20	RESOLUTION by Reeve Croy to proceed to tender for approximately ¼ mile of road construction along SE 32-85-8-W6M. CARRIED.	PWM	
C256-20	05/26/20	RESOLUTION by Reeve Croy not approve the request for road upgrades on the undeveloped road allowance on Range Road 31 north of highway 685 to driveway (834008 RR31), as it does not meet the current policy. CARRIED.	PWM	
		June 2, 2020 P&P		
P224-20	06/02/20	RESOLUTION by Deputy Reeve Bean to receive the delegation from the End of Steel Heritage Society to request a general grant for a lavatory trailer at the society's museum in Hines Creek and bring back to the next regular Council Meeting. CARRIED.	CDM	June 9
P266-20	06/02/20	RESOLUTION by Councillor Frixel to invite Zavisha Sawmills to a future Council meeting to discuss business sustainability. CARRIED.	CDM	
P267-20	06/02/20	RESOLUTION by Councillor Janzen to invite Margaret's Greenhouse to a future Council meeting. CARRIED.	CDM	
P268-20	06/02/20	RESOLUTION by Councillor Ruecker to bring back to a future Regular Council Meeting a draft amendment for the Recreation Boards agreements stating that each Recreation Board must have a separate bank account and that each Recreation Board will hold no more than 4 meetings annually, 1 organizational meeting and 3 regular meetings to review applications and disperse funding. CARRIED.	CDM	June 9

		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	In the works
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		2020 ✓ 2021 2022



Management Team

Activity Report for June 2, 2020

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
		included in the 2020, 2021 and 2022 Operating budget under Economic Development. CARRIED.		
		September 30, 2019		
C470-19	09/24/19	RESOLUTION by Councillor Ruecker to approve a one-time conditional operating grant to the Village of Hines Creek in the amount of approximately \$135,000.00, as a 2020 25% tax rebate incentive. CARRIED.		2020 ✓
C471-19	09/24/19	RESOLUTION 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. CARRIED.		2020 ✓
		November 27, 2019		
C587-19	11/26/19	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.	CDM	2020 2021 2022 2023 2024
C595-19	11/26/19	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.	CSM/ CDM	2019 ✓ 2020 ✓ 2021
		January 7, 2020		
C620-19	12/10/19	RESOLUTION by Councillor Fletcher that Council approves assisting Northern Lights County by contributing \$10,000 (ten thousand dollars) a year for 5 years, for operation of the Manning Airport, and include the funds in the annual operating budget. CARRIED.	CDM	2020 ✓ 2021 2022 2023 2024
		February 4, 2020		



Management Team

Activity Report for June 2, 2020

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
C75-20	01/28/20	RESOLUTION by Councillor Wetmore to approve a Capital Grant for the Cherry Canyon Agricultural Society's for the amount of \$22,000.00 for the playground project and include the funds in the 2020 Operating Budget. CARRIED.	CDM	2020✓
		March 26, 2020		
C181-20	03/24/20	RESOLUTION by Councillor Janzen to amend the 2020 Operating Budget by reducing one weed inspector position and including the revenue and expenses for the County's portion of the Peace Region Clubroot Surveillance Program CAP grant. CARRIED.	CDM	2020✓
C183-20	03/24/20	RESOLUTION by Councillor Janzen to increase the Bovine Spongiform Encephalopathy Testing (BSE) Incentive Program 2020 budget to \$4,500 from \$3,000, as recommended by the Agricultural Service Board. CARRIED.	CDM	2020✓
		March 10, 2020		
C143-20	03/10/20	RESOLUTION by Councillor Janzen to award the Fire Truck Garage Professional Engineering & Design Services proposal to Scheunhage Popek & Associates Ltd in the amount of \$28,800, plus GST and extra incidentals that may be incurred during the project as outlined in the proposal document. CARRIED.	CDM	Done, building/lot design in the works

ITEMS IN WAITING

		February 3, 2015		
C66-15	01/13/15	RESOLUTION by Councillor Croy to leave Plan 802KS Block 2 Lot 10 as is in the County's name as a tax forfeiture property. The taxes shall keep accumulating on it; the previous owner can redeem it at any time by paying all taxes and penalties. If after 15 years the previous owner has not redeemed it totally, the County will become the owner. CARRIED.	CSM	January 14, 2030
		May 10, 2017		



Management Team

Activity Report for June 2, 2020

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
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
		April 23, 2019		
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	March 25 Joint Rural Crime watch meeting
		November 20, 2019		
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.		April Auction
		January 23, 2020		
C40-20	01/14/20	RESOLUTION by Councillor Fletcher that this council authorizes the destruction of 2017 monthly reconciliation reports, 2012 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2013. CARRIED.	CDM	
		January 29, 2020		
C65-20	01/28/20	RESOLUTION by Reeve Croy to authorize disposal by auction of Unit 31-63-22, 1993 Mack Water Truck as is at end of life. CARRIED.	CSM/ PWM	
		February 4, 2020		
C35-20	01/14/20	RESOLUTION by Councillor Wetmore to accept the discussion and information provided by (ACA) Alberta Conservation Association and contact ACA Fish Program Manager to request Ole’s Lake be assessed to determine if it qualifies for lake aeration. CARRIED.	CDM	In waiting



Management Team

Activity Report for June 2, 2020

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
		March 26, 2019		
C129-20	02/25/20	RESOLUTION by Deputy Reeve Bean that the recipient of the Clear Hills County 2020 Business of the Year Award will be announced at the 2020 Clear Hills County Agricultural Trade Show. CARRIED.	CDM	2021
C130-20	02/25/20	RESOLUTION by Councillor Janzen that the recipient of the 2020 Outstanding Recreation Facility award winner be announced at the 2020 Clear Hills County Agricultural Trade Show. CARRIED.	CDM	2021
C131-20	02/25/20	RESOLUTION by Councillor Wetmore that the recipient of the 2020 Volunteer of the Year award winner be announced at the 2020 Clear Hills County Agricultural Trade Show. CARRIED.	CDM	2021
		April 21, 2020		
C78-20	01/28/20	RESOLUTION by Co Councillor Janzen to authorize administration to use location option 3, Hamlet of Cleardale, Plan 0726595 Block 1 Lots 83 and 84 and have engineered drawings and lot grading design prepared for a single bay garage with 16 foot walls, 24 feet wide by 50 feet long with a gravel parking apron. The garage is to include a cement floor, bathroom, one overhead door with windows in the center panel, and one-man door designed to fit a pumper or water truck size firefighting unit; and bring the drawings to a future meeting approval. CARRIED.		

Clear Hills County

Request For Decision (RFD)

Regular Council Meeting	
Meeting Date:	June 9, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	COUNCIL REPORTS ON MEETINGS
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

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 9, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Ward 6-By-Election Dates
File:	11-02-02

DESCRIPTION:

Council is presented with the dates for the ward 6 by-election.

Ward 6 by-election

Nomination Date- Monday, June 29, 2020 (nominations will be accepted until 12:00 p.m. on this day at the CHC County office)

By-Election date- Monday, August 10, 2020- 8:00 am-8:00p.m. (Location to be determined).

ATTACHMENTS:

- Notice of Nomination Day
- Notice of Election

RECOMMENDED ACTION:

RESOLUTION by..... to approve the Ward 6 by-election dates as follows.

Nomination Date is set for Monday, June 29, 2020 (nominations will be accepted until 12:00 p.m. on this day at the CHC County office). Ward 6 By-Election date is set for Monday, August 10, 2020- 8:00 am-8:00p.m. (due to the COVID-19 pandemic Location to be determined).

Initials show support - Reviewed by:

Manager:

CAO:



Notice of Election

Local Authorities Election Act
(Sections 12, 35, 46, 53)

LOCAL JURISDICTION: WARD 6 - Clear Hills County, PROVINCE OF ALBERTA

Notice is hereby given that an election will be held for the filling of the following offices:

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
Councillor	1	6

Voting will take place on the 10 day of August, 20 20, between the hours of 8:00 a.m.
Start Time
 and 8:00 p.m.. Voting stations will be located at:
Closing Time

Due to Covid-19 Pandemic
Location to be determined within
Cleardale, Alberta

In order to vote, your name must appear on the list of electors. If your name does not appear on the list of electors, the person vouching for you must produce identification for inspection. The identification must be one or more of

List Acceptable Forms of Identification

as required by section 53 of the *Local Authorities Election Act*.

DATED at the Hamlet of Worsley, in the
 Province of Alberta, this 9 day of June, 20 20.



 Returning Officer

Notice of Nomination Day

Local Authorities Election Act
(Section 26)

LOCAL JURISDICTION: WARD 6 - Clear Hills County, PROVINCE OF ALBERTA

Notice is hereby given that Nomination Day is June 29, 2020 and that nominations for the
Date

election of candidates for the following offices will be received at the location of the local jurisdiction

office set out below within the period beginning on June 10, 2020
Date

and ending at 12:00 noon on Nomination Day.

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
Councillor	1	6

Location (Address) of Local Jurisdiction Office:

313 Alberta Avenue
Worsley, Alberta
T0H 3W0

DATED at the Hamlet of Worsley, in the
Province of Alberta, this 9 day of June, 2020.

Allan Lene
Returning Officer

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 9, 2020
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 May 27, 2020 to June 9, 2020 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 May 27, 2020 to June 9, 2020 for a total of \$372,952.03, with funds to be transferred from Long Term Investments.

Initials show support - Reviewed by:

Manager:



CAO:



Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	First
Cheque Date	5/27/20	6/09/20		Last

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
1823625 ALBERTA LTD. OA MARSHA	023666	6/09/20	\$27,637.42
Invoice Description	Invoice Number	Invoice Amount	
Crack Sealing Tender 2020-08	429	\$27,637.42	
756446 ALBERTA LTD.	023667	6/09/20	\$1,015.44
Invoice Description	Invoice Number	Invoice Amount	
Haul & Load Gravel	5154-052620	\$1,015.44	
AGS Mechanical Contractors Ltd	023668	6/09/20	\$670.55
Invoice Description	Invoice Number	Invoice Amount	
Service AC	10666-SW	\$670.55	
AMSC INSURANCE SERVICES LTD	023669	6/09/20	\$5,153.59
Invoice Description	Invoice Number	Invoice Amount	
June Benefits	0418-15	\$5,153.59	
BIO-WAY GARDENS	023670	6/09/20	\$2,666.16
Invoice Description	Invoice Number	Invoice Amount	
Plastic Mulch	001	\$2,666.16	
BOSCHWICK CONTRACTING	023671	6/09/20	\$3,049.20
Invoice Description	Invoice Number	Invoice Amount	
Bear Canyon GB09	SI-189	\$3,049.20	
BOUNDARY LAKE SAND & GRAVEL LT	023672	6/09/20	\$583.80
Invoice Description	Invoice Number	Invoice Amount	
Gravel Delivered & Spread Div7	1006	\$583.80	
CAL-R CONTRACTING LTD.	023673	6/09/20	\$7,153.95
Invoice Description	Invoice Number	Invoice Amount	
Haul & Load Gravel	5171-052620	\$1,168.95	
Road Repairs Div 5&7	12017	\$1,050.00	
Road Repair Div 4	12013	\$840.00	
Road Repairs Div 1&4	12015	\$1,155.00	
Road Repairs Div 4, 5&3	12016	\$1,260.00	
Road Repair Div 1&2	12014	\$1,050.00	
Road Repairs Div 1, 4, 5	12018	\$630.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
CLEAR HILLS WASTE MANAGEMENT	023674	6/09/20	\$9,673.13
Invoice Description	Invoice Number	Invoice Amount	
Garbage Haul/Worsley Hamlet	048	\$210.00	
Transfer Station Contract	047	\$9,463.13	
CLEARDALE CO-OPERATIVE LTD.	023675	6/09/20	\$22.02
Invoice Description	Invoice Number	Invoice Amount	
Wipes For Weed Inspectors	052620	\$22.02	
CLEARDALE TRANSPORT	023676	6/09/20	\$8,236.79
Invoice Description	Invoice Number	Invoice Amount	
Haul & Load Gravel	5170-052620	\$1,333.04	
Cleardale GB 07	6109441	\$3,969.00	
Worsley GB 01	6109440	\$2,934.75	
CYCLE WEST LTD.	023677	6/09/20	\$380.36
Invoice Description	Invoice Number	Invoice Amount	
Unit 63-98 R&M W. Side By Side	103551	\$380.36	
DIAMOND SOFTWARE SOLUTIONS INC	023678	6/09/20	\$282.19
Invoice Description	Invoice Number	Invoice Amount	
Changes To Tax Notice Refund	274485	\$282.19	
GLOBAL FLEET INFORMATION	023679	6/09/20	\$546.00
Invoice Description	Invoice Number	Invoice Amount	
GFI Monthly Fees	102163	\$546.00	
GOVERNMENT OF ALBERTA	023680	6/09/20	\$119.17
Invoice Description	Invoice Number	Invoice Amount	
Royce Transfer Stn Rent	0004960589	\$60.53	
DThompson DHill Trans Stn Rent	0004960468	\$58.64	
GRIMSHAW GRAVEL SALES	023681	6/09/20	\$1,327.61
Invoice Description	Invoice Number	Invoice Amount	
Haul & Load Gravel	4964-052620	\$1,327.61	
GRIMSHAW TRUCKING	023682	6/09/20	\$632.34
Invoice Description	Invoice Number	Invoice Amount	
Freight For Plastic Mulch	E1621686	\$632.34	
H & G MASON HOLDINGS	023683	6/09/20	\$2,646.25
Invoice Description	Invoice Number	Invoice Amount	
Haul & Load Gravel	5177-052620	\$1,493.88	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Load & Haul Dirt	2038-052820		\$1,152.37
H&M TRUCKING	023684	6/09/20	\$1,510.43
Invoice Description	Invoice Number	Invoice Amount	
Haul & Load Gravel	5160-052620		\$1,510.43
H.K.P. TRUCKING	023685	6/09/20	\$1,416.91
Invoice Description	Invoice Number	Invoice Amount	
Haul & Load Gravel	5153-052620		\$1,416.91
HAYWARD, MICHELLE	023686	6/09/20	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	69820-052520		\$50.00
HINES CREEK ROMAN CATHOLIC CHU	023687	6/09/20	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
2020 Cemetery Grant	052520		\$500.00
HOOVER GLEN	023688	6/09/20	\$315.00
Invoice Description	Invoice Number	Invoice Amount	
Clean Up Beaver Dams	200518		\$315.00
J L VENTURES	023689	6/09/20	\$6,300.00
Invoice Description	Invoice Number	Invoice Amount	
Skirting - Single Wide	197		\$6,300.00
JEX-BLAKE JANAE	023690	6/09/20	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	69828		\$250.00
JLD ENTERPRISE	023691	6/09/20	\$6,930.00
Invoice Description	Invoice Number	Invoice Amount	
Eureka River GB	95		\$6,930.00
JOHNSON, STACY	023692	6/09/20	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	69976-060120		\$250.00
KAUT DAVID	023693	6/09/20	\$1,095.41
Invoice Description	Invoice Number	Invoice Amount	
Haul And Load Gravel	5159-052620		\$1,095.41

Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
MONTAGNEUSE VALLEY CEMETERY #1 023694		6/09/20	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
2020 Cemetery Grant	060120	\$500.00	
MONTAGNEUSE VALLEY CEMETERY #2 023695		6/09/20	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
2020 Cemetery Grant	060120-2	\$500.00	
NORTECH MECHANICAL	023696	6/09/20	\$1,095.43
Invoice Description	Invoice Number	Invoice Amount	
Haul & Load Gravel	5166-052620	\$1,095.43	
NORTH PEACE DISTRICT 4-H INTER 023697		6/09/20	\$600.00
Invoice Description	Invoice Number	Invoice Amount	
Show & Sale Sponsorship	052120	\$600.00	
NORTH PEACE HOUSING FOUNDATION 023698		6/09/20	\$127,884.50
Invoice Description	Invoice Number	Invoice Amount	
2020 Requisition	030120	\$511,537.98	
NORTH PEACE REGIONAL LANDFILL 023699		6/09/20	\$99,413.40
Invoice Description	Invoice Number	Invoice Amount	
2020 Requisition	REQ2020	\$198,826.81	
RANDY BEAN	023700	6/09/20	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	69847-052720	\$300.00	
ROAMING TRANSPORT	023701	6/09/20	\$22,525.43
Invoice Description	Invoice Number	Invoice Amount	
Haul & Load Gravel	5174-052620	\$1,157.40	
Culvert Repairs Div 7	0189	\$1,039.50	
Hines Creek GB 14	0188	\$10,147.20	
Hines Creek GB 14	0192	\$9,609.60	
Removing Beaver Dams	0191	\$571.73	
SHEWCHUK, GERALD	023702	6/09/20	\$1,042.97
Invoice Description	Invoice Number	Invoice Amount	
Haul & Load Gravel	5164-052620	\$1,042.97	
SKERRATT, CLAYTON AND ANN	023703	6/09/20	\$6.27
Invoice Description	Invoice Number	Invoice Amount	
Personal Expense Claim	052620	\$6.27	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SPA ENGINEERING	023704	6/09/20	\$7,470.65
Invoice Description	Invoice Number	Invoice Amount	
Fire Garage Drawings	200481	\$7,470.65	
TELUS COMMUNICATIONS INC.	023705	6/09/20	\$1,201.56
Invoice Description	Invoice Number	Invoice Amount	
Annual Tower Rent Agmnt #243	16145221	\$1,201.56	
TRINUS TECHNOLOGIES INC.	023706	6/09/20	\$3,661.72
Invoice Description	Invoice Number	Invoice Amount	
Email Hosting	R51657-27346	\$283.50	
June Service Agreement	R53416-27872	\$3,378.22	
WASYLCIW, KEN	023707	6/09/20	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	69927-052820	\$400.00	
WOLFE JOHAN	023708	6/09/20	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Rebtal Deposit Refund	69886-052720	\$50.00	
WORSLEY GRAVEL SUPPLY LTD.	023709	6/09/20	\$4,484.10
Invoice Description	Invoice Number	Invoice Amount	
Load & Haul Gravel	6037-051220	\$1,285.34	
Load & Haul Gravel	6050-051520	\$274.05	
Load & Haul Gravel	6046-051420	\$534.45	
Load & Haul Gravel	6043-051320	\$2,390.26	
WSP	023710	6/09/20	\$11,402.28
Invoice Description	Invoice Number	Invoice Amount	
Engineering For Tender 2019-09	0924180	\$11,402.28	
Report Total			372,952.03

System: 6/03/20 10:38:44 AM
 User Date: 6/03/20

Clear Hills County
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Page: 1
 User ID: Sharon

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	5/27/20
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
023666	1823625	1823625 ALBERTA LTD. OA MARSHA	6/09/20	ATB	PMCHQ00001144	\$27,637.42
023667	756446	756446 ALBERTA LTD.	6/09/20	ATB	PMCHQ00001144	\$1,015.44
023668	AGSMECHANICAL	AGS Mechanical Contractors Ltd	6/09/20	ATB	PMCHQ00001144	\$670.55
023669	AMSC05	AMSC INSURANCE SERVICES LTD	6/09/20	ATB	PMCHQ00001144	\$5,153.59
023670	BIOWAY	BIO-WAY GARDENS	6/09/20	ATB	PMCHQ00001144	\$2,666.16
023671	BOSCHWICK01	BOSCHWICK CONTRACTING	6/09/20	ATB	PMCHQ00001144	\$3,049.20
023672	BOUNDARY	BOUNDARY LAKE SAND & GRAVEL LT	6/09/20	ATB	PMCHQ00001144	\$583.80
023673	CALR01	CAL-R CONTRACTING LTD.	6/09/20	ATB	PMCHQ00001144	\$7,153.95
023674	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	6/09/20	ATB	PMCHQ00001144	\$9,673.13
023675	CLECO06	CLEARDALE CO-OPERATIVE LTD.	6/09/20	ATB	PMCHQ00001144	\$22.02
023676	CLEARDALE01	CLEARDALE TRANSPORT	6/09/20	ATB	PMCHQ00001144	\$8,236.79
023677	CYCLE01	CYCLE WEST LTD.	6/09/20	ATB	PMCHQ00001144	\$380.36
023678	DIAMOND01	CENTRALSQUARE CANADA SOFTWARE	6/09/20	ATB	PMCHQ00001144	\$282.19
023679	GFI01	GLOBAL FLEET INFORMATION SYSTE	6/09/20	ATB	PMCHQ00001144	\$546.00
023680	GOVERNMENT02	GOVERNMENT OF ALBERTA	6/09/20	ATB	PMCHQ00001144	\$119.17
023681	GRIMSHAW02	GRIMSHAW GRAVEL SALES	6/09/20	ATB	PMCHQ00001144	\$1,327.61
023682	GRIMSHAW01	GRIMSHAW TRUCKING	6/09/20	ATB	PMCHQ00001144	\$632.34
023683	H&GMASON01	H & G MASON HOLDINGS	6/09/20	ATB	PMCHQ00001144	\$2,646.25
023684	H&M	H&M TRUCKING	6/09/20	ATB	PMCHQ00001144	\$1,510.43
023685	HKPTRUCK01	H.K.P. TRUCKING	6/09/20	ATB	PMCHQ00001144	\$1,416.91
023686	HAYWARDM	MICHELLE HAYWARD	6/09/20	ATB	PMCHQ00001144	\$50.00
023687	HCROMAN01	HINES CREEK ROMAN CATHOLIC CHU	6/09/20	ATB	PMCHQ00001144	\$500.00
023688	HOOVER03	GLEN HOOVER	6/09/20	ATB	PMCHQ00001144	\$315.00
023689	JLVENTURE01	J L VENTURES	6/09/20	ATB	PMCHQ00001144	\$6,300.00
023690	JEXBLAKEJ01	JEX-BLAKE JANAE	6/09/20	ATB	PMCHQ00001144	\$250.00
023691	JLD	JLD ENTERPRISE	6/09/20	ATB	PMCHQ00001144	\$6,930.00
023692	JOHNSONS	STACY JOHNSON	6/09/20	ATB	PMCHQ00001144	\$250.00
023693	KAUT01	DAVID KAUT	6/09/20	ATB	PMCHQ00001144	\$1,095.41
023694	MONTAGNEUSE01	MONTAGNEUSE VALLEY CEMETERY #1	6/09/20	ATB	PMCHQ00001144	\$500.00
023695	MONTAGNEUSE02	MONTAGNEUSE VALLEY CEMETERY #2	6/09/20	ATB	PMCHQ00001144	\$500.00
023696	NORTECH	NORTECH MECHANICAL	6/09/20	ATB	PMCHQ00001144	\$1,095.43
023697	NORTH04	NORTH PEACE DISTRICT 4-H INTER	6/09/20	ATB	PMCHQ00001144	\$600.00
023698	NPHOUSE01	NORTH PEACE HOUSING FOUNDATION	6/09/20	ATB	PMCHQ00001144	\$127,884.50
023699	NORTHPEACE01	NORTH PEACE REGIONAL	6/09/20	ATB	PMCHQ00001144	\$99,413.40
023700	BEAN03	RANDY BEAN	6/09/20	ATB	PMCHQ00001144	\$300.00
023701	ROAMING	ROAMING TRANSPORT	6/09/20	ATB	PMCHQ00001144	\$22,525.43
023702	SHEWCHUK01	SHEWCHUK, GERALD	6/09/20	ATB	PMCHQ00001144	\$1,042.97
023703	SKERRATT	CLAYTON AND ANN SKERRATT	6/09/20	ATB	PMCHQ00001144	\$6.27
023704	SPAENGINEERING	SPA ENGINEERING	6/09/20	ATB	PMCHQ00001144	\$7,470.65
023705	TELUSCOM01	TELUS CLAIMS DEPARTMENT	6/09/20	ATB	PMCHQ00001144	\$1,201.56
023706	TRINUS01	TRINUS TECHNOLOGIES INC.	6/09/20	ATB	PMCHQ00001144	\$3,661.72
023707	WASLYCIWK01	KEN WASYLCIW	6/09/20	ATB	PMCHQ00001144	\$400.00
023708	WOLFE04	JOHAN WOLFE	6/09/20	ATB	PMCHQ00001144	\$50.00
023709	WOGRO1	WORSLEY GRAVEL SUPPLY LTD.	6/09/20	ATB	PMCHQ00001144	\$4,484.10
023710	WSP01	WSP CANADA INC.	6/09/20	ATB	PMCHQ00001144	\$11,402.28

Total Cheques: 45

Total Amount of Cheques: \$372,952.03

ATB MASTER CARD DETAILS

SALE DATE	PLACE OF PURCHASE	DESCRIPTION
06-Apr-20	Canada Post	Newsletter Postage - CDM
05-May-20	Canada Post	Move Up Magazine Mailing - CDM
27-Apr-20	Federation Of Canadian Municipalities	CAO Conference Credit - EA

**ATB**

CLEAR HILLS COUNTY *

Account Number:
 Alberta BusinessCard**MONTHLY STATEMENT****APR 07 to MAY 06, 2020**

We'd like to help you:

atb.com

1-888-282-5678

YOUR ACCOUNT SUMMARY

Statement date: May 06, 2020

PREVIOUS CHARGES AND PAYMENTS

Your previous balance	\$0.00
Payments made from Apr 07 to May 06 - Thank you	\$0.00
Credits	\$0.00
Total payments and credits	\$0.00

NEW CHARGES

Purchases and returns	-\$150.35
Cash advances and Mastercard cheques	\$0.00
Fees and adjustments	\$0.00
Interest charges	\$0.00
Total new charges	-\$150.35
Your new balance	-\$150.35

Please do not make a payment. As of this statement your account is at a credit balance.

RECEIVED**MAY 14 2020****CLEAR HILLS COUNTY****MINIMUM PAYMENT AND CREDIT LIMIT****Minimum payment due****\$0.00**

Your credit limit

\$60,000.00**Payment due date****May 27, 2020**

Available credit on May 06

\$60,150.35

Page 1 of 4

ATB Financial**Payment Slip**

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

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

Account number:

Your new balance: **-\$150.35**Minimum payment due: **\$0.00**Payment due date: **May 27, 2020**

Amount enclosed: \$

PFDAFXH

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

PAYMENTS AND CREDITS

Any payments you made that we received after May 06, 2020 will appear on your next statement.

No payment or credit activity since your last statement.

PURCHASES AND RETURNS

Date Charged	Date Posted	Description	Amount (\$)
Apr 06	Apr 07	CPC / SCP 577944 WORSLEY AB	665.29
May 05	May 05	CPC / SCP 577944 WORSLEY AB	209.27
Total for			\$874.56

Date Charged	Date Posted	Description	Amount (\$)
Apr 27	Apr 27	FCM - FED.OF CDN MUN OTTAWA ON CREDIT	-1,024.91
Total for			-\$1,024.91
Total purchases and returns			-\$150.35

INTEREST CHARGES

Balance Type	Interest Charged (\$)	Annual Interest Rate (%)
Purchases	0.00	4.45 (v)
Cash advances and Mastercard cheques	0.00	4.45 (v)

Total interest charges **\$0.00**


(v) - Variable (f) - Fixed

Page 2 of 4

Making payments

You can make your payment by:

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

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

Mail your payments and enquiries to:

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

**ATB****MONTHLY STATEMENT
APR 07 to MAY 06, 2020**CLEAR HILLS COUNTY *
Account Number: _____
Alberta BusinessCard _____**FOR YOUR BUDGETING - HOW YOU USED YOUR
CREDIT CARD(S)**

Category	Spent This Period (\$)
Dining and entertainment	0.00
Grocery	0.00
Professional services	-1,024.91
Retail stores	0.00
Utilities	0.00
Home improvement and maintenance	0.00
Travel and lodging	0.00
Vehicle expenses (fuel, repair)	0.00
Business services	874.56
Miscellaneous	0.00
Sub-total (purchases and returns)	-\$150.35
Cash advances and Mastercard cheques	\$0.00
Grand total	-\$150.35

Other items for your attention

Here is a summary of key terms and conditions of your card account that appear on your statement. For the complete terms and conditions for your account, please refer to your ATB Financial BusinessCard® Mastercard Cardholder Agreement.

Find an error?

Review your statement carefully. If you find an error, give us a call or drop by a branch. We'll work with you to resolve it.

Interest-free grace period

If you pay your new balance in full by the payment due date on this statement, including any promotional balance transfers, we will not charge you interest on any new purchases or fees that are appearing on your statement for the first time. If you do not pay the new balance in full by the due date, we will charge interest on all purchases and fees starting on the date they were posted to your account until we receive payment in full. There is no interest-free grace period for cash advances (including balance transfers, money orders, traveler's cheques, wire transfers and gambling transactions) and cheques, or their associated fees. For these items, interest is always charged from the date the transaction is posted to your account until we receive payment in full.

For details on how we apply payments, refer to the "Payments and Application of Payments" section of your Cardholder Agreement.

Paying off your new balance

The estimate provided on page one that shows how long it will take to pay off your new balance is based on:

- The new balance listed in this statement
- The assumption that you will make each payment on or before the payment due date
- The assumption that current interest rates (including any Promotional Rates) remain the same

Missed payments

You are required to make a minimum monthly payment by the payment due date shown on your statement. Missing payments (which includes not paying at least the minimum payment due by the payment due date) will affect your interest rates as outlined:

- If you miss any payment, you will lose the benefit of any Promotional Rate offer in which you are participating and your Standard Rates (19.90% on purchases and 21.90% on cash advances) will apply immediately.
- If you miss two consecutive payments, you will lose the benefit of the Standard Rates and your annual interest rates will increase to your Default Rates (24.90% on purchases and 26.90% on cash advances) on the first day of the next statement period.




Foreign currency transactions

Your foreign currency transaction shown on your statement is converted to Canadian Dollars using Mastercard International's conversion rate established at the time the transaction was presented to them, and includes a currency conversion fee of 2.9% charged by ATB. Please note that since the fee is included in the transaction amount calculation, it will not show in the Fees and Adjustments section of your statement.

Autopay is fast and convenient

Pay your bill using our convenient pre-authorized Autopay Service. Call us at 1-888-282-5678 to sign up today.

What our icons mean

-  Special Offers to reward you for being an ATB Mastercard customer.
-  Useful tips to help you save money or how to take advantage of benefits associated with your card.
-  Important information that you need to be aware of and action may be required from you.

How to contact us

Statement and account enquiries

Canada & the US: Call toll-free 1-888-282-5678

Automated Service: 1-800-224-3979

Lost and stolen cards 24 hrs/day - 7 days/week

In Canada & the USA: 1-800-247-4623

Emergency replacement cards

In Canada & the USA: 1-800-307-7309

Rewards Program website www.atbmyrewards.com

If you are outside Canada & the USA, please call 1-314-275-6690 for all enquiries.

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Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	June 9, 2020
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	POLICY 7008-ANNUAL STUDENT SKI TRIP
File:	71-10-02

DESCRIPTION:

Council is presented with an amended Policy 7008-Annual Student Ski Trip, as directed.

BACKGROUND:

C251-20(05-26-20) RESOLUTION by Councillor Ruecker to bring back the amended Annual Students Ski Trip Policy 7008 covering the costs for Students only. CARRIED.

ATTACHMENTS:

- Policy 7008

OPTIONS:

1. Adopt amended policy as presented
2. Make the following amendments
3. Not amend

RECOMMENDED ACTION:

RESOLUTION by to adopt Policy 7008-Annual Student Ski Trip with Section 3 amended by deleting covering the costs for ski equipment rentals, lift tickets and lessons for designated supervisors,.

Initials show support - Reviewed by:

Director:



CAO:





Clear Hills County

Effective Date: **January 13, 2015**

Policy Number: **7008**

Title: **ANNUAL STUDENTS SKI TRIP**

1. Policy Statement

- 1.1. Clear Hills County Council has committed to fund a one day ski trip once each school year to the Whispering Pines Ski Hill for kindergarten to grade 12 students who reside in Clear Hills County and the Village of Hines Creek.

2. General

- 2.1. Annually Council will include funds in the Operating Budget to cover the costs of the School Ski Trip Program.

3. Schools

- 3.1. The County will cover the costs for ski equipment rentals, lift tickets, lessons and bussing for students ~~and designated supervisors~~ from the three local schools (Menno Simons Community School, Hines Creek Composite, and Worsley Central School).
- 3.2. The County will not cover any costs for designated supervisors of the students.
- 3.3. The schools' are responsible to contact the County to confirm participation in the annual ski trip program so funding arrangements can be made with Whispering Pines Ski Hill and the Peace River School Division.
- 3.4. Students of the three local schools must participate in the scheduled school ski trip to have the eligible costs covered by the county and do not qualify for reimbursement of ski expenses as set out for "Other Students" in section 2.5 of this policy.

Other Students

- 3.5. Students that reside in the County or Village and do not attend one of the three schools listed in 2.2 may qualify for reimbursement of ski equipment rentals, lift tickets and lessons for a day of skiing at the Whispering Pines Ski Hill.
- a. **Individual Students:**
To be considered for reimbursement a completed Schedule "A" Reimbursement Form must be submitted with all required documentation.
- For families with more than one student participating complete a Schedule "A" for each student.
- b. **Groups or Families:**
To be considered for reimbursement Schedule "B" Reimbursement Form must be submitted with required documentation.

4. End of Policy

ADOPTED

Resolution C35-15 (01/13/15)

Date: January 13, 2015



Reimbursement Form
Group or Family Student Ski Trip- Whispering Pines Ski Hill
Schedule "B"

Date of ski trip: _____

Family or Group Name: _____

Family or Group Name

Name - First and last name of each student

Address - Rural address or street address and Hamlet/Village Name

School - Name of school attended and if home schooled indicate Home.

<u>Name</u>	<u>Address</u>	<u>School</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

***If additional space please attach another sheet.**

Reimbursement Form
Group or Family Student Ski Trip- Whispering Pines Ski Hill
Schedule "B"

Lift Tickets: \$ _____

Ski Equipment Rentals: \$ _____

Lessons: \$ _____

Total for reimbursement: \$ _____

Applications can be mailed to Clear Hills County Box 240 Worsley, AB T0H 3W0, faxed to 780-685-3960 or emailed to audrey@clearhillscounty.ab.ca

****Attach copies of receipts for lift tickets and any ski equipment rentals for students.***

For more information contact Audrey at 780-685-3925 or email audrey@clearhillscounty.ab.ca

Cheques made payable to:

Name: _____

Address: _____

Phone: _____

Signature of Group Representative
Or Parent/Guardian

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	June 9, 2020
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	END OF STEEL GENERAL GRANT APPLICATION
File:	62-02-02

DESCRIPTION:

A delegation of the End of Steel Heritage Society attended the June 2, 2020 Policies and Priorities Committee (P&P) meeting and presented their general grant request for setting up a Men/Ladies Lavatory trailer with water & sewer at the Society's museum in Hines Creek

BACKGROUND:

Initial application was presented to Council on May 26, 2020 and the item was tabled to a future meeting to get more information from the Society on the lavatory project.

Delegates from the Society attended the June 2, 2020 P&P meeting.

P264-20(06-2-20) RESOLUTION by Deputy Reeve Bean to receive the delegation from the End of Steel Heritage Society to request a general grant for a lavatory trailer at the society's museum in Hines Creek and bring back to the next regular Council Meeting. CARRIED.

ATTACHMENTS:

- June 2, 2020 RFD with background (same as May 26 RFD)

OPTIONS:

1. Approve a 2020 general grant of \$_____ to the End of Steel Heritage Society for setting up a Men/Ladies Lavatory trailer with handicap accessibility and water & sewer at the Society's museum in Hines Creek, with the funds to be allocated from the Rate Stabilization Reserve.
2. Approve a general grant of \$_____.
3. Approve a 2021 general grant of \$_____ and include the funds in the 2021 operating budget.
4. Table the general grant application to the 2021 budget deliberations.
5. Deny the application.

RECOMMENDED ACTION:

RESOLUTION by to

Initials show support - Reviewed by:

Director:

ABJ

CAO:

[Signature]

Clear Hills County

Request For Decision (RFD)

Meeting:	Policies & Priorities Committee Meeting
Meeting Date:	June 2, 2020
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	DELEGATION – End of Steel Heritage Society 10:00 a.m.
File Code:	62-02-02

DESCRIPTION:

A delegation from the End of Steel Heritage Society will be in attendance at 10:00 a.m. to present the Committee with a general grant request for setting up a Men/Ladies Lavatory trailer with water & sewer at the Society's museum in Hines Creek.

BACKGROUND:

Due to COVID-19 The Society's 2020 fund raising events have all been cancelled, including a casino that were to help fund this project.

The funds the Society does have will be required to cover essential month to month bills.

COSTS/BUDGET:

2018 cost estimate to connect to Village water and sewer was in excess of \$200,000.

Request: \$120,000 for a turnkey setup

ATTACHMENTS

- Application package

OPTIONS to RECOMMEND TO COUNCIL:

- Approve a 2020 general grant of \$_____ to the End of Steel Heritage Society for setting up a Men/Ladies Lavatory trailer with handicap accessibility and water & sewer at the Society's museum in Hines Creek, with the funds to be allocated from the Rate Stabilization Reserve.
- Approve a general grant of \$_____
- Approve a 2021 general grant of \$_____ and include the funds in the 2021 operating budget.
- Table the general grant application to the 2021 budget deliberations
- Deny the application

RECOMMENDED ACTION:

1. RESOLUTION by.....recommend Council.....

Initials show support - Reviewed by:	Manager: <i>ABJ</i>	CAO: <i>AL</i>
--------------------------------------	---------------------	----------------

RECEIVED

MAY 20 2020

CLEAR HILLS COUNTY

End of Steel Heritage Society
Box 686,
Hines Creek, Alberta
T0H 2A0
May 16, 2020

Clear Hills County Application Committee

Thank you on behalf of the Hines Creek Museum for considering our application. The County of Clear Hills has always supported the End of Steel Historical Society over the years. Please find enclosed the information for a General Grant application. You will find enclosed all the information that is required for our proposed modern washroom at the museum site. If you have any questions please feel free to contact Lorraine Frykas at 780 494 2390 (home) or 780 835 8221 (cell).

Clear Hills County General Grant Application Request

Statement of Purpose - The End of Steel Heritage Society wants to install a self contained washrooms with running water for the museum site. This will include modern ladies, mens and handicapped accessible washroom facilities.

Estimate of Costs - The approximate cost of this project is \$120,000.00. This will include \$80,000.00 for the stand alone washrooms and \$21,000.00 for the water and sewer system. The electric and hook up costs - an additional \$20,000.00.

Sources of Revenue - The End of Steel Heritage Society has \$30,000.00 from previous casino fund raising events.

Target Groups - The company building the stand alone washrooms is Northern Impact Projects Construction. (Fort St. John)

Community Benefit - We need to provide a clean, safe water and sewer station for community visitors to use. Visitors want modern flushable toilets and hand washing facilities which we feel this will enhance the museum experience.

Fund Raising Efforts - The End of Steel Museum's main fund raising events are Canada Day Breakfast, Heritage Day Pioneer Demonstrations, Country Market, School and public visitor donations and Casino

Contribution to Area Residents Quality of Life - The museum is in a highly visible and easy accessible location. We have a day use picnic area with tables and fire pit for public use. This venue provides opportunities for community gatherings such as Country Market, School day trips, Pioneer demonstrations on Heritage Day, Canada Day Breakfast, Grad and Wedding photos site, Family reunions, and show casing our local Pioneer Heritage. We have started to enhance our online presence and working with Alberta Tourism to be included with the rest of Clear Hills County Attractions.



"Preserving & Presenting Our Settlers' Effects"

End of Steel Heritage Museum & Park

End of Steel Heritage Society

P.O. Box 686,
Hins Creek, Alberta
T0H 2A0
(403) 494-3522

President

Lorraine Frykas

Box 265 Hines Creek, Alta T0H 2A0

Home phone - 780 - 494 - 2390

Cell phone - 780 - 835 - 8221

Vice President

Melvin Worobetz

Box 87 Hines Creek, Alberta T0H 2A0

ph # 780 494 - 3428

Secretary

Gwen Prusak

Box 306, Fairview, Alberta T0H 1K0

ph # Home - 780 - 835 - 3195

Cell - 780 772 - 0008

Book Keeper -

Lulu Williams

Box 546, Hines Creek T0H 2A0

ph # Home 780 494 - 2607

ph # Cell 780 - 772 - 0113

ESTIMATE

Hines Creek Museum Society
Hines Creek, AB T0H2A0
(780) 835-8221

Northern Impact Projects

9332 107 ave
Fort St. John, BC V1J2P3
Phone: (250) 329-9900
Email: kevin@niprojects.ca

Estimate # 000029
Date 01/05/2020
Business / Tax # 740844675BC0001

Description	Quantity	Rate	Total
12 x 30 washroom skid - as per proposed drawing	1.0	\$84,324.00	\$84,324.00
Supply only - 12 x 30 washroom skid Mens/Ladies Lav Facilities Each lavatory to contain (1) wheel chair accessible toilet with required associated hardware (handles etc.) Mens Room: (2) toilets / (1) urinal double sink vanity Ladies Room: (3) toilets double sink vanity Construction Method: Colours for Cladding, Gyproc and flooring TBA at time of Order. Base: Steel skid construction W6 perimeter I-beam and center rail C6 stringers - 18" OC 3/4" underlay 2" Spray foam on bottom of skid Walls/Interior: 2 x 6 SPF Framing R20 fibreglass batt insulation w/Vapour barrier Exterior walls strapped w/ 1 x 4 3Comm boards. tyvek and prefinished 29 ga metal cladding. Roof Truss at 16" OC, strapped with 1x4 - Hines Creek/Fairview site environmental conditions as per AB Building Code stipulations R34 Blown in insulation in ceiling. Roof cladding - 29ga metal roofing - lap/screw Interior walls - 2 x 4 construction with R12 insulation 1/2" pre- finished gyproc and seam trim Utility Room - 5/8 gyproc - taped and primed 3068 insulated exterior mandoor c/w checkchain and hyd. closer Dane Lever and falcon entry lock into each Lav Mechanical room: 100 amp service electrical panel Pressure pump and accumulator 12 gal electric hot water tank			

potable plumbing: Ptecs
discharge: PVC
As per Code requirements

Options:
Upgrade exterior entry to 4068 - \$275.00 each
Upgrade interior lavatory - \$200.00 each
Upgrade Flush mounted lighting from surface mount - \$1200

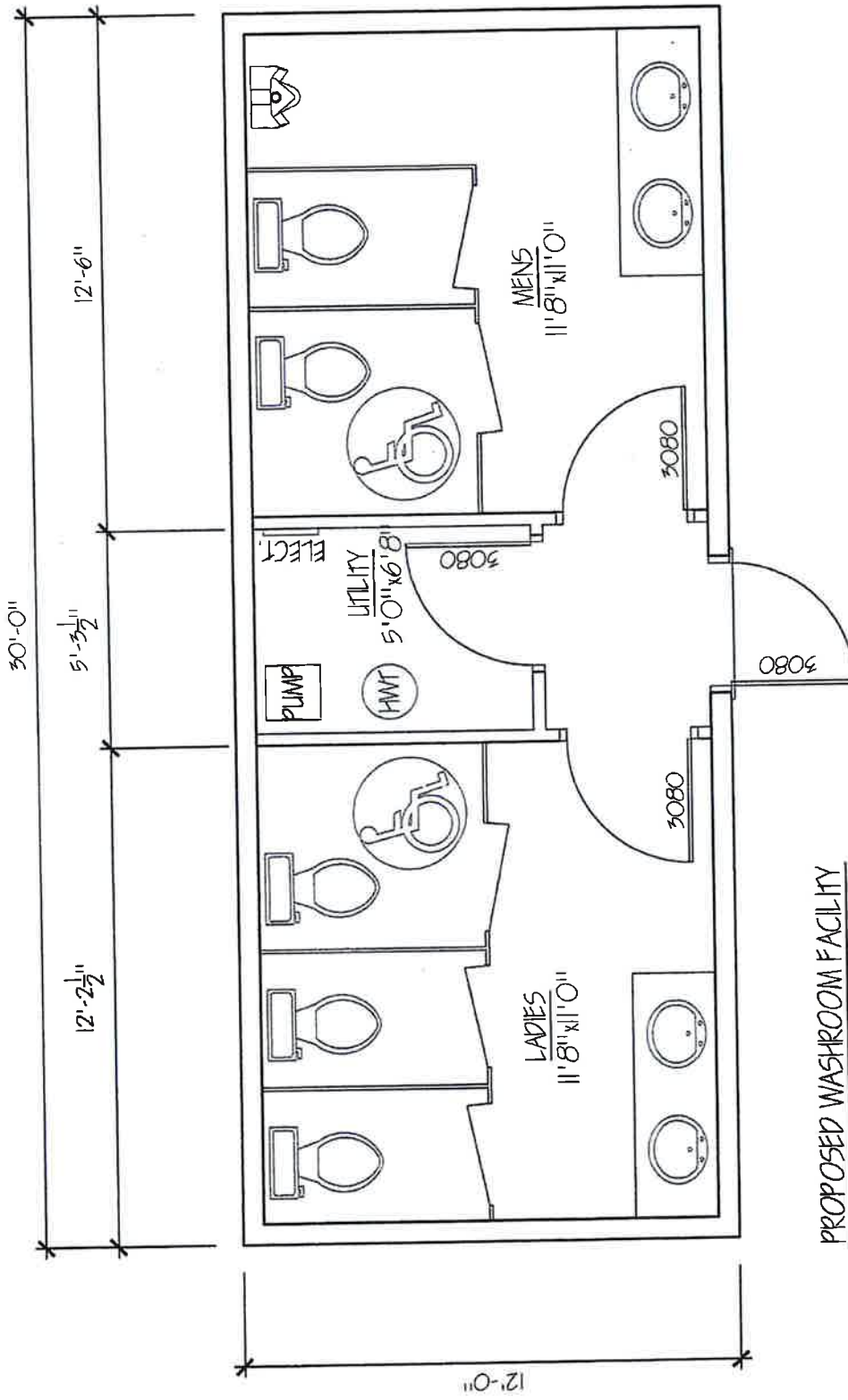
Trucking - FSJ to HC	1.0	\$2,260.00	\$2,260.00
6 hrs travel time 2 hrs for loading 4 hrs for spotting unit onto piling			
supply and install (8) 4.5" single joint single helix piles	8.0	\$645.00	\$5,160.00
Supply and install - single joint piles - 4.5" OD single helix max. 24000 ft-lbs makeup torque			
Note: additional joints of pipe - cost plus time and materials (bobcat install at 135/hr)			
Water and Sewage System	1.0	\$9,735.00	\$9,735.00
Supply Only precast concrete holding tanks			
(1) 1000 gal freshwater tank (1) 1500 gal black water holding tank			
(optional) dead man weights - if risk of tanks floating due to high water table - \$ 780.00 (4) blocks c/w galvanized 1/2" wire rope and connections			
Water and sewage system - excavation	1.0	\$12,452.00	\$12,452.00
layout and survey			
Excavator time: est. 16 hrs allowance w/backfill and compact - 12" lifts - trench packer 24yd3 - 3"+ screened rock 12yd3 - 3/4" crush			
- place and set tank - backfill with excavated materials			
optional: Dry fill Backfill material : \$150/load			
Water and sewage system - tie in (allowance)	1.0	\$11,594.00	\$11,594.00
tie in of plumbing drops to common drain (1) each Mens and Ladies lav to central discharge subgrade trench blackwater collection to holding tank - assume blackwater tank to be @ < 6' from building perimeter			
Tie In of plumbing - freshwater pickup to unit - piping to freshwater pickup at pressure pump - freshwater lines wrapped and heat traced in crawl space			
Plumbing tie-in: Blackwater discharge			

Subtotal	\$125,525.00
Total	\$125,525.00

Thank you for your Business!

Should you have any questions concerning this invoice please contact the office at (250)329-9900

Hines Creek Museum Society



PROPOSED WASHROOM FACILITY

SCALE: 1/4" = 1'-0"

FOR REVIEW ONLY
NOT FOR CONSTRUCTION

REVISIONS		HINES CREEK MUSEUM WASHROOM FACILITY PROPOSED LAYOUT HINES CREEK, AB		ANGELE'S DRAFTING & DESIGN angdraft@telus.net (250) 261-9787	
DATE	DESCRIPTION	DATE	DESCRIPTION	DATE	DESCRIPTION
MAY 2011	FOR CLIENT REVIEW & COMMENT				
SCALE:	AS NOTED	JOB NO.:	00046		
DATE:	MAY 2011	DRAWN:	AMT		
		P1.0		of 1	

FINANCIAL STATEMENTS OF THE END OF STEEL MUSEUM

DECEMBER 31 2019

AUDITORS REPORT

To the Board of Directors
End of Steel Museum

Please find attached Consolidated financial statements of the End of Steel Museum which is comprised of the statement of The End Of Steel Museum's financial position as at December 31, 2019 and the end of year Income Statement for 2019.

During the course of the audit of the Company's financial statements for the year ended December 31, 2019, there were several issues that came to our attention with regards to accounting practices that need to be reported to you as directors of the Museum:

Posting of GL accounts:

- Short Term Investment – GIC was posted as an expense account. We recommend that it should be posted on the General Journal.

<i>Short Term Investment – GIC (General Account)</i>	<i>\$ 30,000.00</i>	
<i>Cash in Bank – General Account</i>		<i>\$ 30,000.00</i>
<i>To record short term investment – GIC from the General Account.</i>		

- Cash Float was recorded as an expense account. We recommend that it should be posted on the General Journal:

<i>Petty cash fund/Cash float</i>	<i>\$ 70.00</i>	
<i>Cash in Bank – General Account</i>		<i>\$ 70.00</i>
<i>To record Petty cash fund for Heritage days.</i>		

At the end of closing period or event, reverse entry to cash in bank (if it was deposited back to the bank or if used to some expense account.) So, I concluded that cash float is still on hand.

Accounting System and practices:

- We noted that posting of accounts does not comply with Generally Accepted Accounting Principles. We recommend that there should be one book for Income, one book for Expenses, a Journal for Inventory, Accounts Receivable, General Journal and a General Ledger.

- We also noted that the Bank Receipts, Deposit, Withdrawal, and Bank Statements were not properly filed. We recommend a separate file for these documents.
- There was no physical inventory posted for Souvenirs and History books.

History books are an Account Receivable so posting of entries on the General Journal books is as follows:

<i>Inventories – History books</i>	XXXXXX
<i>Net Assets – History Books</i>	XXXXXX

Entry when there is sale:

<i>Cash in Bank</i>	XXXX	
<i>Inventories – History books</i>		XXXX

We recommend a physical count be recorded on for 2020.

- We recommend that there should be a payment voucher issued for all expenses.
- We recommend all items on the Income account be itemized. (ex: water bottles.)
- We recommend when making an Investment a withdrawal slip should be signed by two members of the executive and filed even when approved in the minutes of the meeting.

We would like to thank you for the assistance offered to us during this audit.
If you have any questions, please contact us anytime,

Very truly yours,


Lourdes Florendo and Lorraine Frykas

**End of Steel Heritage Society
Casino Funds
Financial Statement
As of December 31, 2019**

Bank Balance as of December 31, 2018 (1119567-25) **33,487.44**

Revenue:

Interest Income **11.01**

Expenditures:

Utilities 828.78

GST 168.19

Survey Water - WSP Canada Inc. 2,535.25

Total Expenses **3532.22**

Net Income (loss) **-3521.21**

Short Term Investment - GIC **20,000.00**

Book Balance as of December 31, 2019 **9,966.23**

Audited and Prepared By: Lourdes C. Florendo and Lorraine Frykas



**End of Steel Heritage Society
Consolidated Financial Statement
As of December 31, 2019**

Assets:

Petty Cash		\$	70.00
Bank Account - 104137-24 (General Account)			3,953.64
Bank Account - 1119567-25 (Casino Account)			9,966.23
Short term Investment:			
General Account 749-36935918400	30,000.00		
Casino Account 749-36936761600	20,000.00	50,000.00	
Building , Land and Contents			350,000.00
Yard Equipment and Small tools			3,500.00

Total Assets	\$ 417,489.87
	=====

Net Assets	\$ 417,489.87
	=====

 
Audited and Prepared By: Lourdes Florendo and Lorriane Frykas

Final Copy

**End of Steel Heritage Society
General Account Income Statement
As of December 31, 2019**

INCOME:

Grants: Recreation Board	4,000.00	
Clear Hills County	14,040.00	
Canada Works	13,644.00	31,694.00
Soviners		471.00
Donations		3,748.49
Canada Day		6,576.10
Market		7,620.65
Membership		10.00
History Books		330.00
Interest Income		6.58
Bottle refund		82.35
GST refund		551.52
Telus refund		6.98

TOTAL INCOME		52,431.82

EXPENSES:

Wages	23,109.71	
Payroll deduction and CRA remittances	5,374.43	
Gas and Power	3,299.31	
Maintenance of Building	3,228.01	
Fund raising expenses	3,524.70	
Capital Expenditure	1,764.68	
Insurance	1,702.84	
Office Supplies	1,111.86	
Advertisement	1,106.83	
Phone	765.18	
Maintenance of Grounds	756.28	
GST paid on purchase	665.28	
Supplies	591.48	
Maintenance for Artifacts	380.62	
WCB Premium	200.00	
Scholastic Award	175.00	
Dues and Membership	55.00	
Bank charges	27.00	47,838.21

NET INCOME (LOSS)

4,593.61
=====

Audited and Prepared By: Lourdes C. Florendo and Lorriane Frykas

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	June 9, 2020
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	RECREATION BOARD AGREEMENTS AMENDMENT
File:	71-10-02

DESCRIPTION:

Council is presented with a revised Recreation Board agreement for consideration. This revised agreement incorporates all past amendments plus the revisions the Policies & Priorities committee recommended at the June 2, 2020 meeting.

BACKGROUND:

P268-20(06-2-20) RESOLUTION by Councillor Ruecker to bring back to a future Regular Council Meeting a draft amendment for the Recreation Boards agreements stating that each Recreation Board must have a separate bank account and that each Recreation Board will hold no more than 4 meetings annually, 1 organizational meeting and 3 regular meetings to review funding applications and disperse funding. CARRIED.

Note: Hines Creek and District Rec Board contains some additional wording setting out that the Village provides administration for the Board in lieu of financial contribution and both the Village and County appoint a council member and have member at large representation.

ATTACHMENTS:

- Draft revised Recreation Board Agreement

OPTIONS:

1. Approve agreement template as presented and direct administration to circulate to Recreation Boards for signature.
2. Direct the following amendments....

RECOMMENDED ACTION:

RESOLUTION by to approve the revised Recreation Board agreement that consolidates all past amendments and the condition that each Recreation Board must have a separate bank account and that each Recreation Board will hold no more than 4 meetings annually, 1 organizational meeting and 3 regular meetings to review funding applications and disperse funding.

Initials show support - Reviewed by:

Director:

ABj

CAO:

AE

MEMORANDUM OF AGREEMENT

BETWEEN: CLEAR HILLS COUNTY
Box 240
Worsley, Alberta
T0H 3W0
(hereinafter referred to as the "County")

OF THE FIRST PART

«ORGANIZATION»

«Address»
«Town», Alberta
«PostalCode»
(hereinafter referred to as the "Recreation Board")

OF THE SECOND PART

WHEREAS IT HAS BEEN AGREED, by the Parties of the first and second part, to foster, create and operate recreation and culture programs and services within the County.

THE PARTIES to this Agreement, in consideration of the premises hereinafter continued agree as follows:

DEFINITIONS:

Recreation – Activity done for enjoyment when one is not working

Culture – Activity done to develop the intellectual and moral faculties by exposure to fine arts, humanities and broad aspects of science as distinguished from vocational and technical skills.

1. **THAT THE "RECREATION BOARD"** will be comprised as follows:

- a) The Recreation Board will represent the portion of the County as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area",
- b) The Recreation Board will consist of one (1) member appointed by the Council of the County, who shall be a representative of the Council of the County, plus _____ members at large.
- c) Members-at-large shall be residents from within the recreation area.
- d) The County shall immediately provide the Recreation Board, with the name and contact information, for any new appointee to the Recreation Board.
- e) Annually, before the last day of March, the Recreation Board shall provide the County with name and contact information, for executives of the Recreation Board.

2. **THAT THE "RECREATION BOARD"** and each member thereof shall be governed and subject to the following:

- a) An organizational meeting of the Recreation Board, shall be held each year.
- b) At the organizational meeting of the Recreation Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Recreation Board, in the subsequent year.
- c) Regular meetings of the Recreation Board will be held **no more than three (3) times a year** to review funding applications and disperse funding.
- d) A minute book shall be kept and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.
- e) Recreation Boards that are blended with another organization will maintain separate agendas, minutes, **bank account and book keeping ledgers and files for** Recreation Board matters.

3. THAT THE "RECREATION BOARD" shall be charged with the following duties and responsibilities:

- a) The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the County.
- b) The Recreation Board will prioritize distribution of funds using the current Clear Hills County Operational Grant for Recreation Boards Policy 7001 as a guideline. The County will distribute any amendments to the policy to the Recreation Board.
- c) The Recreation Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens within the Recreation Area with respect to recreation and culture and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.
- d) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined Recreation Area, to support, promote and host recreation and cultural services.
- e) Annually, before the last day of March, the Recreation Board shall submit to the County, an official list of recreational and cultural facilities that are within the Recreation Area.

4. THAT THE "RECREATION BOARD" shall be governed by the following financial guidelines:

- a) The County shall provide a grant to the Recreation Board, in each year according to County Policy, and the amount shall be established annually.

- b) Annually, before the last day of March, the Recreation Board shall submit to the County, the financial statements for the previous year.
- c) The Recreation Board shall have the power to disperse the grant funds within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

5. **THAT, THE FOLLOWING GENERAL TERMS**, form part of this agreement:

- a) This agreement may be terminated by either party giving the other twelve (12) months notice in writing.
- b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.

IN WITNESS THEREOF, the parties hereto have affixed their hands on the
_____, 20____

CLEAR HILLS COUNTY:

Miron Croy, Reeve

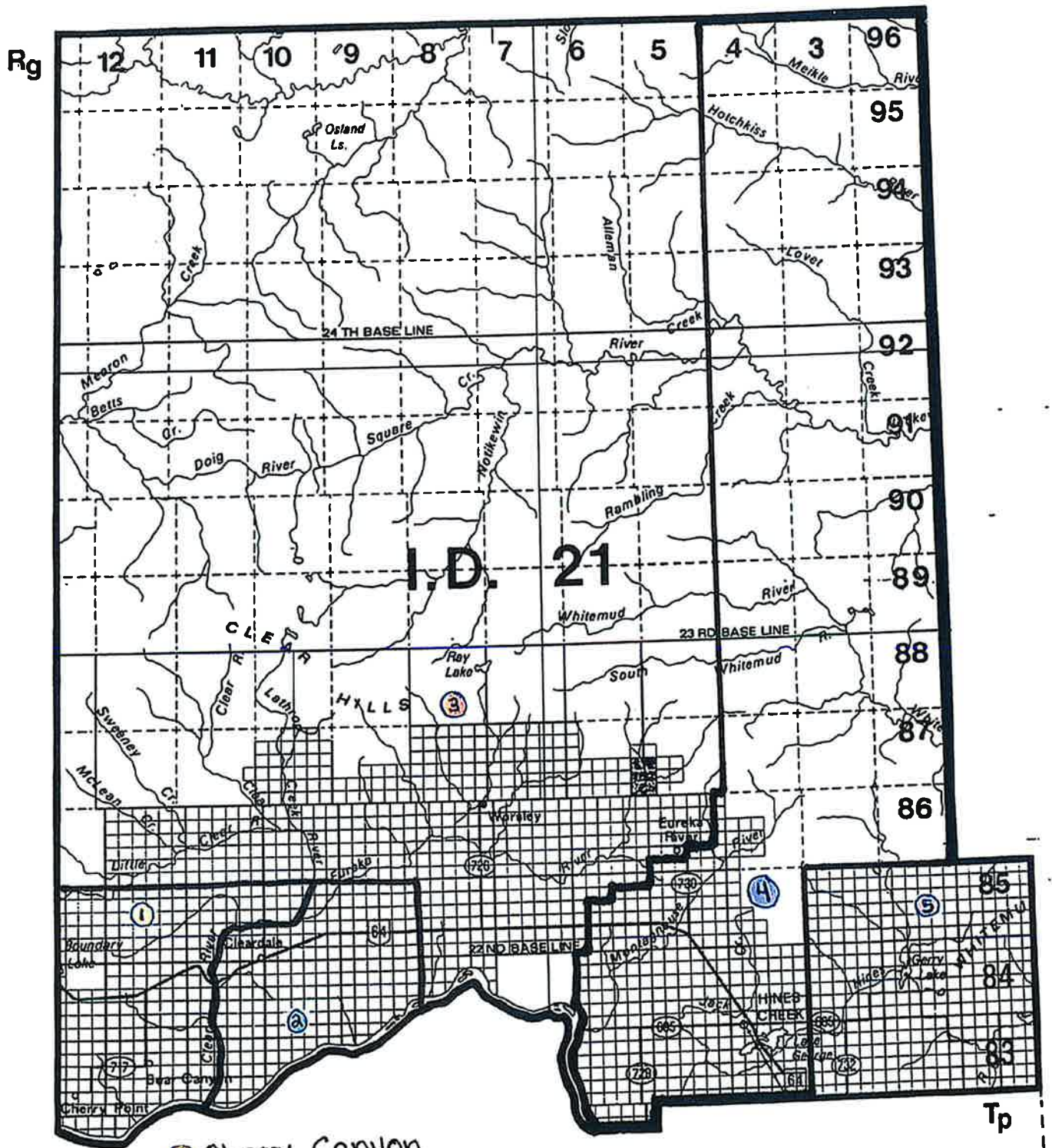
Allan Rowe, Chief Administrative Officer

RECREATION BOARD:

, President

, Secretary Treasurer

APPENDIX "A" Recreation Boards



- ① Cherry Canyon
- ② Cleardale
- ③ Worsley
- ④ Hines Creek
- ⑤ Burnt River

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	June 9, 2020
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	POLICY 7001 OPERATIONAL GRANT FOR RECREATION BOARDS
File:	71-10-02

DESCRIPTION:

Council is presented with a revised Policy 7001-Operational Grant for Recreation Boards that has been amended to clarify the difference between Capital projects and asset purchases and Maintenance projects and asset purchases.

BACKGROUND:

ATTACHMENTS:

- Revised Policy 7001

OPTIONS:

1. Adopt as presented
2. Direct the following amendments....
3. Not adopt (no changes)

RECOMMENDED ACTION:

RESOLUTION by to adopt Policy 7001-Operational Grant for Recreation Boards amended to include a Definition section that describes what are considered Capital projects and asset purchases and what are considered Maintenance projects and asset purchases.

Initials show support - Reviewed by:

Director:



CAO:





Clear Hills County

Effective Date: **Draft revisions for June 9, 2020**

Policy Number: **7001**

Title: **OPERATIONAL GRANT FOR RECREATION BOARDS**

1. Policy Statement

- 1.1. Clear Hills County will develop a system for allocating annual recreation operating funds to County Recreation Boards.
- 1.2. Clear Hills County shall annually, in the interim and final budget, allocate recreation operating funding for the County.

2. DEFINITIONS:

- 2.1. Capital projects and asset purchases are considered to be the following:

Major Asset Class	Minor Asset Class	Capitalization Threshold	Useful Life
Land		No minimum value	N/A
Land Improvements		\$5,000	25 years
Buildings		\$25,000	25 years
Engineered Structures	Roadways	\$50,000	25 years
	Water Systems	\$50,000	Distribution – 75 years Plant – 30 years
	Wastewater Systems	\$50,000	Distribution – 75 years Plant – 30 years
Machinery & Equipment		\$5,000	15 years
Vehicles		\$5,000	10 years

Table extracted from Clear Hills County Capitalization Policy 1207 Section 4.

- 2.2. Maintenance is considered to be projects and asset purchases that are below the capitalization threshold and/or useful life in 2.1, above.

3. Responsibilities

- 3.1. The Recreation Board and Clear Hills County shall enter into an agreement outlining rights and responsibilities.
- 3.2. The Recreation Board shall use the following guideline to distribute money based on the following priorities:
 - 1st Maintenance of existing facilities
 - 2nd Existing recreation / cultural programs
 - 3rd Intent to access matching grants

4th New recreation / cultural programs**4. Funding Based on:**

- 3.1. Facilities located within the Village of Hines Creek will be included in the calculation of funding for the Hines Creek and District Recreation Board.
- 3.2. In recognition of the fact that there are very few recreation facilities located within the Burnt River Recreation Board area, and the fact that the community is active in terms of recreation programs, and the fact that the community mainly utilizes other recreation facilities located outside of Clear Hills County, an additional 2000 points will be allocated to the Burnt River Recreation Board to secure additional funding under the facility point system.
- 3.3. In recognition of the fact that there are few recreation facilities located within the Cleardale Recreation Board area, and the community is active in terms of recreation programs with approximately 40% of the total County population \$10,000 annually will be allocated to the Cleardale Recreation Board to secure additional funding under this operating grant.

5. Funding Point System

- 4.1. Recreation Boards must submit a facilities list, a financial statement and name and contact information for the Executive by March 31st to Clear Hills County in order to receive grant funding.
- 4.2. Each Recreation Board shall prioritize distribution of funds using this policy as a guideline, and will have the power to disperse the grant funds within the parameters of the Board's annual budget, unless otherwise directed from time to time by the County.
- 4.3. Facilities must have been active in the past year, to qualify for points.

6. Funding Distribution Based on Points

- 5.1. The following points will be assigned to each facility.

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

Community Hall (Minor Use)	100
Senior's Hall	100
Campground	
1 - 14 stalls	400
15 + stalls	1,000
c/w boat dock or beach regardless	
of number of stalls	1,000
Swimming Pool	6,000
Swimming Pool, semi-private	1,500
Rodeo Grounds	1,500
Ball Diamond	100
Playground	100
Tennis Court	100
Golf Course (grass greens)	1,200
Golf Course (sand greens)	700
Museum/Historical Site	100
Craft Room	100
Ski Hill	6,000
Picnic Ground (No camp stalls)	100
Gymnasium	1,000
Cross Country Ski Trail	100
Camp Shelter (Not located in a campground)	100
Community Library	1,200
Community Fitness Centre	200

7. End of Policy**ADOPTED**

Resolution #C193-02

Date: March 25, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

AMENDED

Resolution #C241-04

Date: March 23, 2004

AMENDED

Resolution# C626-04

Date: September 23, 2008

AMENDED

Resolution #C707-11

Date: August 23, 2011

AMENDED

Resolution C326-12(05/22/12)

Date: May 22, 2012

AMENDED

Resolution C060-13(01/22/13)

Date: January 22, 2013

AMENDED

Resolution C091-14(02/11/14)

Date: February 11, 2014

AMENDED

Resolution C45-19(01/22/19)

Resolution C46-19(01/22/19)

Date: January 22, 2019

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	June 9, 2020
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	APPLICATION TO AMEND LAND USE BYLAW SECTION 8.21
File:	61-02-02

DESCRIPTION:

Council is presented with an application to amend Land Use Bylaw section 8.21 – The Keeping of Animals requesting that residents be allowed to keep up to 6 poultry hens in any Hamlet Residential district.

BACKGROUND:

8.21 The Keeping of Animals

No livestock, fowl, poultry or fur bearing animals, other than domestic pets shall be raised or kept in any hamlet residential district.

A bylaw is required to amend the Land Use Bylaw and this type of bylaw requires a public hearing.

ATTACHMENTS:

- Application and background information
- MMSA

OPTIONS:

1. Direct administration to develop a bylaw to amend section 8.21 of the Land Use Bylaw, to allow resident's to keep up to 6 poultry hens in any Hamlet Residential District.
2. Deny the application to amend the Land Use Bylaw.

RECOMMENDED ACTION:

RESOLUTION by to develop a bylaw to amend the Land Use Bylaw 189-16 section 8.21 to allow residents to keep up to 6 poultry hens in any Hamlet Residential District and bring the bylaw to the next Council meeting for first reading and to set the public hearing date.

Initials show support - Reviewed by: Director:

CAO:



**CLEAR HILLS COUNTY**

Box 240
Worsley AB T0H 3W0
Telephone: 780-685-3925
Fax: 780-685-3960
Email: info@clearhillscounty.ab.ca

FORM H

**APPLICATION FOR AMENDMENT
TO THE LAND USE BYLAW**

FOR ADMINISTRATIVE USE ONLY

APPLICATION NO.:
DATE RECEIVED:
FEES PAID: YES NO N/A

I/We hereby make application to amend the Land Use Bylaw.

APPLICANT INFORMATION				COMPLETE IF DIFFERENT FROM APPLICANT				
NAME OF APPLICANT Craig Donnelly				NAME OF REGISTERED LAND OWNER Craig Donnelly				
ADDRESS 6 Willow Creek Ave				ADDRESS 6 Willow Creek Ave				
POSTAL CODE T0H3W0		EMAIL cdonnellycrg@gmail.com		POSTAL CODE T0H3W0		EMAIL cdonnellycrg@gmail.com		
CONTACT NUMBERS				CONTACT NUMBERS				
Home _____				Home _____				
Business 835-9556				Business 835-9556				
Cell 834-8078				Cell 834-8078				
LAND INFORMATION								
Legal description of proposed development site								
QTR/L.S.	SEC.	TWP.	RG.	M.	OR	REGISTERED PLAN NO. OR CERTIFICATE OF TITLE	BLOCK	LOT
						0822355	5	2.

HRI

Proposed Amendment 8.21 Keeping of Animals.

8. NO Poultry Allowed	TO Poultry Allowed
FROM	
Reasons in Support of Application for Amendment: - Hens For Personal use - Seeking Allowance up to 6 Hens	

I/We enclose \$ _____ being the application fee.

DATE: 05/28/2020	SIGNATURE OF APPLICANT:
DATE: 05/28/2020	SIGNATURE OF REGISTERED LAND OWNER:

Audrey Bjorklund

From: Craig Donnelly <dnnllycrg@gmail.com>
Sent: May 27, 2020 5:06 PM
To: Audrey Bjorklund
Subject: Urban Hens

Dear Audrey. I have enclosed a letter to amend the land use bylaw to allow urban Hens. In the hopes this will be discussed at the next meeting. You will also find links to other towns bylaws as a guideline for what we may want to do. Please let me know if there's anything else I need to do. Thank you.

Urban Hens Letter

To whom it may concern. I am writing this letter to request an amendment to Land use Bylaw 8.21- The Keeping of Animals. Specifically in regards to the keeping of laying hens in hamlets.

According to my research on the subject, there are many cities and towns adopting the idea of backyard hens. These cities include Grande Prairie, Sexsmith, and many others that are a higher population density than Worsley for example. These places often offer a trial run to a smaller number of citizens by offering permits to be purchased from the county.

This use of permits allows the county to keep track of who is allowed to have hens and who isn't. Also I would suggest that each person purchasing a permit attend some sort of course to ensure they are knowledgeable in the care that is required for these animals.

Some stipulations other counties have put in place are things such as:

- No roosters
- Maximum of 4-6 hens
- No butchering in your yard
- Cleanliness
- Sufficient Shelter for the hens you do have
- Etc.

Many people who have taken part in keeping hens in their backyards have fallen in love with these birds and say they end up being like pets. Each one with its own personality. And not only is the thought of self sustainability on a rise, and having hens laying eggs for you a great source of protein. But fresh eggs are much healthier for you than store bought mass produced eggs. A better life for the chickens, and a better source of nutrition for us. I also love the idea of my children learning where their food comes from, and learning responsibility through chores that come with keeping hens.

City of GP Urban Hens:

https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cityofgp.com%2Fsites%2Fdefault%2Ffiles%2Fdocs%2Fenforcement%2F2017_urban_hen_guidelines.pdf&data=01%7C01%7CAudrey%40clearhillscounty.ab.ca%7Cf5ba3622ca004c85069c08d802928e7d%7Cda2bef96b9a649478edd5d1642643698%7C0&data=0RoAIToiNOvFoUekILfy3mkIGTiAMPBqC59m3Ay65gs%3D&reserved=0

Town of Sexsmith Urban Hens:

<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fsexsmith.ca%2Fmobile%2FdetailSub.aspx%3FpageCode%3D0DA2148E-F7AF-4CA7-A49A-524D817CCA56%26subPageCode%3DE26B312D-7486-44C8-B556-4ADC4D539048&data=01%7C01%7CAudrey%40clearhillscounty.ab.ca%7Cf5ba3622ca004c85069c08d802928e7d%7Cda2bef96b9a649478edd5d1642643698%7C0&data=Ai7Ajr4ihWusVJ%2BTNU33etU%2FSkKic2CWU%2BijVNBatMw%3D&reserved=0>

Sent from my iPhone

Livestock Exemption Permit

Urban Hen Guidelines and Procedures

Purpose:

Bylaw C-1226, the Animal and Responsible Pet Ownership Bylaw regulates keeping Urban Hens in the City of Grande Prairie. As per Bylaw C-1226, a person cannot have Urban Hens in the Urban Service Areas of the City without a Livestock Exemption Permit. The following guidelines and procedures establish the specific regulatory framework that must be met to successfully obtain and maintain a Livestock Exemption Permit allowing the keeping of Urban Hens within the Urban Service Areas of the City of Grande Prairie.

Legislative Authority:

1. Bylaw C-1226, Animals and Responsible Pet Ownership
2. Bylaw C-1260, Land Use Bylaw
3. Municipal Government Act

Application:

A person seeking a Livestock Exemption Permit for Hens will need to complete the following process:

1. Obtain and review a copy of the Urban Hen Guidelines and Procedures from the City.
2. Submit a Livestock Exemption Permit application to Enforcement Services and submit a site plan showing the actual dimensions of the rear yard of the property, and the proposed location and dimensions of the coop.
3. Upon approval of the application, the applicant may set-up the site in accordance with the submitted plans and the Urban Hen Guidelines and Procedures.
4. When the set-up is complete, the applicant will notify Enforcement Services. A Bylaw Enforcement Officer will inspect the site to ensure compliance with the permit conditions.

Guidelines and Procedures:

SITE REQUIREMENTS FOR HEN COOP AND RUN

- Coops may only be located in backyards of properties that are completely fenced and secured. Some properties, due to the smaller size of a backyard or other situational factors, may not be deemed suitable for urban hen keeping through the application process.

- There is to be no on-site slaughter or euthanizing of hens within City limits. Removal methods include (but are not limited to) humane euthanasia by a veterinarian, relocation to a farm, or taking hens to a licensed abattoir. Deceased birds should be double-bagged and placed for garbage collection or taken to a veterinarian for disposal. All changes to flock size must be reported to Enforcement Services as a permit requirement.

TRAINING & MENTOR

- The permit holder must have completed an accepted urban hen keeping course. It is also recommended that for the first year each site have support and assistance from a recognized mentor. These conditions must be met, or reasonable steps towards meeting the requirement must be made prior to a Livestock Exemption Permit being issued. An applicant shall provide proof of completion of a training course recognized by Enforcement Services as comprehensive and specific to the Alberta climate.

INSPECTIONS

- Permit holders shall make themselves and the coops available for inspection on reasonable request from Bylaw Enforcement Officers.

REGISTRATION

- Permit holders must comply with all Provincial regulations around the keeping of hens. The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a Premise Identification (PID) Number. The PID enables the province to keep track of livestock site locations in case of potential disease outbreak. The Province will maintain communication with site owners should any information or incidents occur that would require site owners to take action.
- A neighbour notification process will be completed and letters submitted back to the City as part of the application submission.

Sale of Eggs and Meat

- Permit holders will not sell eggs, manure, meat or other product derived from an urban hen.

LIVESTOCK EXEMPTION APPLICATION



1 PROPOSED LOCATION

Municipal Address

Type of Building: ☐ House ☐ Townhouse ☐ Duplex ☐ Semi-Attached ☐ Condominium ☐ Apartment ☐ Mobile Home

2 APPLICANT INFORMATION

Name

Email

Address

Postal Code

Phone (cell)

Phone (home)

3 OWNER INFORMATION (if different)

Name

Email

Address

Postal Code

Phone (cell)

Phone (home)

4 ANIMAL INFORMATION

Animal Species

Quantity

Animal Species

Quantity

Animal Species

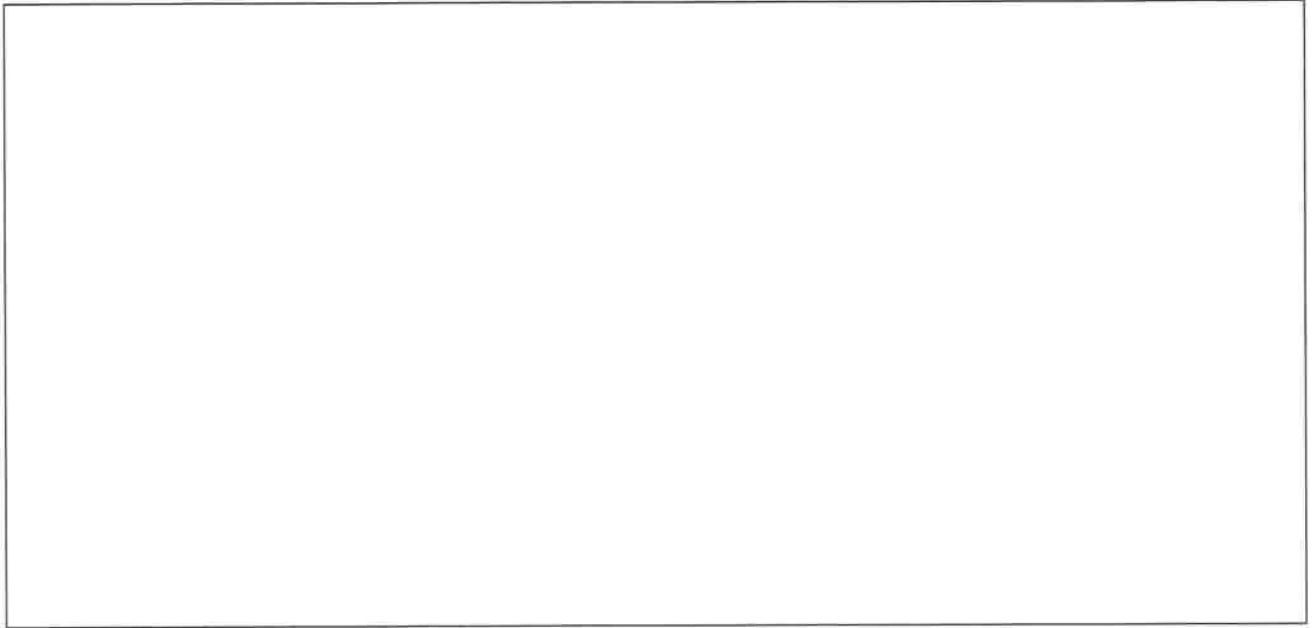
Quantity

5 This checklist of submission requirements shall be attached to all Livestock Exemption applications. All applicable boxes shall be checked and the required information shall be submitted with this application. *Applications will not be accepted without this list attached.*

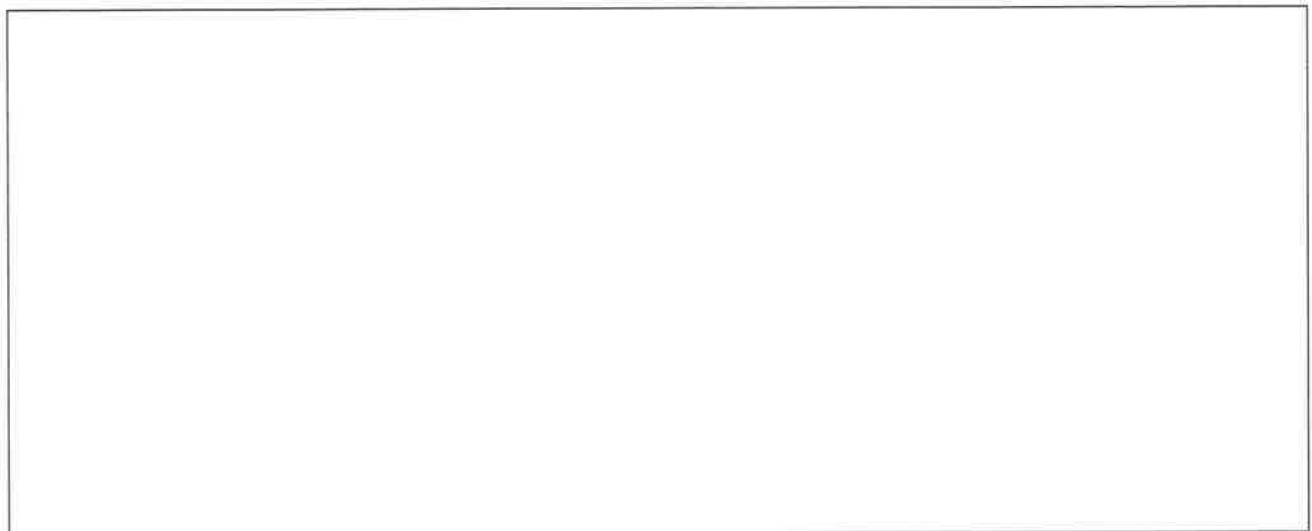
☐ LETTER OF CONSENT

Are you renting the residence where you will be housing the Animals? If you are a renter or a tenant, or your name is not listed in the property's land title, you require a Letter of Consent from the owner or the property management company representing the owner.

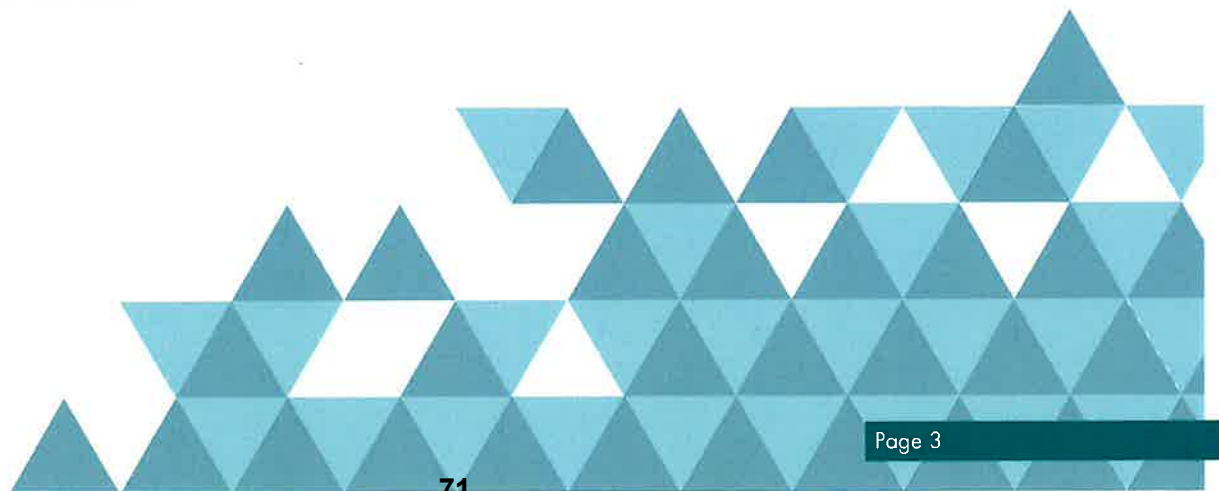
Please draw or attach a plot plan showing the location of enclosure(s) if applicable:



Please describe the enclosure, the materials used and construction specifications. Include photos if possible.



** Please submit your completed application form to **es_contact@cityofgp.com** to be reviewed by Enforcement Services.*



Urban Hen License Application



URBAN HENS

1. General Guidelines

- a) Urban Hens will be a **two year pilot project with a review after one year**.
- b) Coops shall be permitted in fenced, secure backyards **only**. There is no minimum fence height requirement but should protect against predation.
- c) Chickens cannot be slaughtered or disposed of on a residential property.
- d) The sale of eggs, meat & manure is prohibited. Urban hens are to be kept as pets and/or for personal egg consumption. They are not intended to be used for commercial purposes.
- e) Participants will be warned once of any infraction. Any repeat infraction will be cause for fines in accordance with the Bylaw and may include revocation of license.
- f) Anyone keeping Urban Hens must comply with all Provincial regulations around the keeping of hens. The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a Premise Identification (PID) Number.

2. Application Process

A person seeking an Urban Hen License must complete the following process:

- a) A pre-inspection must be completed by submitting a site plan to the Development Officer for review indicating the actual dimensions of the rear yard of the property and the proposed location and dimensions of the coop.
- b) Comments from adjacent landowners will be sought by the Development Officer prior to approval of Urban Hen License. Adjacent landowners must have a valid reason for their objections.
- c) Upon approval, the applicant must complete the Urban Hen License application. Participants may then set up the Coop and notify the Development Officer who will arrange for a post-site inspection to ensure compliance. Cost of the license fee is \$25.00.

3. Site Requirements and Coop Standards

- a) Coops may only be located in backyards of properties that are completely fenced and secured. Chain link fencing may be required to have privacy slats installed on one or more sides of the fencing based on consultation with neighboring properties desires. Coop sites should take into consideration backyard locations that would minimize impact on adjacent landowners (away from any windows, furthest point from the building, etc.).

**BYLAW NO. 970-2019, ANIMAL CONTROL BYLAW
TOWN OF SEXSMITH
Municipal Government Act RSA 2000 Chapter M-26
Part 2, Section 7(a) and 7(h) and 8(a)**

15. URBAN HENS

1. General Guidelines

- a) Urban Hens will be a two year pilot project with a review after one year.
- b) Coops shall be permitted in fenced, secure backyards **only**. There is no minimum fence height requirement but should protect against predation.
- c) Chickens cannot be slaughtered or disposed of on a residential property.
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- e) Participants will be warned once of any infraction. Any repeat infraction will be cause for fines in accordance with the Bylaw and may include revocation of license.
- f) Anyone keeping Urban Hens must comply with all Provincial regulations around the keeping of hens. The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a Premise Identification (PID) Number.

2. Application Process

A person seeking an Urban Hen License must complete the following process:

- a) A pre-inspection must be completed by submitting a site plan to the Development Officer for review indicating the actual dimensions of the rear yard of the property and the proposed location and dimensions of the coop.
- b) Comments from adjacent landowners will be sought by the Development Officer prior to approval of Urban Hen License. Adjacent landowners must have a valid reason for their objections.
- c) Upon approval, the applicant must complete the Urban Hen License application attached hereto as Schedule "E". Participants may then set up the Coop and notify the Development Officer who will arrange for a post-site inspection to ensure compliance. Cost of the license fee is \$25.00.

3. Site Requirements and Coop Standards

- a) Coops may only be located in backyards of properties that are completely fenced and secured. Chain link fencing may be required to have privacy slats installed on one or more sides of the fencing based on consultation with neighboring properties desires. Coop sites should take into consideration backyard locations that would minimize impact on adjacent landowners (away from any windows, furthest point from the building, etc.).
- b) The henhouse is made of both a Coop (indoor space) and a run (enclosed outdoor space). An approved site may house only one Coop and Outdoor Enclosure and they must be located:
 - i. a minimum of 10 feet from a dwelling;
 - ii. a minimum of 3 feet from side or rear property line, and

**BYLAW NO. 970-2019, ANIMAL CONTROL BYLAW
TOWN OF SEXSMITH
Municipal Government Act RSA 2000 Chapter M-26
Part 2, Section 7(a) and 7(h) and 8(a)**

SCHEDULE "E"
Urban Hen License Application
Applicants must be 18 years of age or older

****Recommended that owners complete a chicken education course**

Applicant(s): _____

Mailing Address: _____

Civic Address: _____

Phone: _____ Cell: _____ Work: _____

E-Mail: _____

Do you own the home: Yes ☐ No ☐ *If no, a signed permission letter from Landlord is required (Attach)*

Number of Hens? _____ (Maximum is 4)

PID included? Yes ☐ No ☐ Submitted to Alberta Agriculture? Yes ☐ No ☐

Lot Size: _____ ft² Fenced Yard? Yes ☐ No ☐ Fence Height: _____

Have privacy slats been requested in chain link fence by neighbor? Yes / No

If yes, which side(s)

Provide a site plan of intended Coop location and description/photo of intended Coop including size of Coop and Outdoor Enclosure

Coop Size: _____ Outdoor Enclosure Size: _____ Total Square Footage: _____

Registration Fee (\$25.00) paid by _____

Any personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of participation in the Backyard Hen Pilot Project and determining the success of the Project. If you have any questions about the collection, use and protection of this information, please call the FOIP Coordinator at 780-568-7246.

☐ I have read this bylaw and agree with its contents.

Signature of Applicant/Landowner



Mackenzie Municipal Service Agency Planning Report

Subject: Keeping of Chickens/Hens in Hamlet Residential Districts

Municipality: Clear Hills County **MMSA File No.:**
Municipality File No.:

**Legal Description/
Municipal Address:** Hamlets within Clear Hills County

1. INTRODUCTION

In Alberta, there have been many communities that have allowed the keeping of chickens in their backyard with associated regulations. There are benefits to raising the chickens in urban areas¹. Raising chickens within the comforts of one's home allows residents to provide food for the family and know where the food (e.g. poultry meat, eggs) comes from. This also reduces one's environmental footprint, as the food does not have to travel to a longer distance.

At times, keeping chickens within the confines of an urban community allows its residents to teach younger generations on how to take care of chickens. In turn, children are able to appreciate and participate in food production. Some breeds of chickens are considered pets which children will also learn how to responsibly care for animals. Other benefits of raising chickens in backyards are pest control and compost for vegetable gardens.

There is no doubt that keeping chickens within an urbanized environment, such as a hamlet in Clear Hills County, is beneficial to residents. However, without proper regulations or policies surrounding the raising of the chickens, residents and neighboring properties may be negatively affected by the chicken coops. Typical nuisances such as odour and noise are to be expected when these types of developments are allowed. In order to mitigate these nuisances, regulations will need to be in place before the construction/establishment of chicken coop.

This report will provide policies on the municipal statutory documents in response to the keeping of chickens. Regulations surrounding the keeping of chickens/hens within urban contexts in other communities within Alberta will also be included in this report. The end of the report will also provide any recommendations on the next steps to undertake this type of development.

¹Alberta Animal Farm Care is a non-profit organization that promotes the best practices in animal care, including small scale chicken production. (<https://www.afac.ab.ca/wp-content/uploads/2019/01/hen-manual.pdf>; <https://www.afac.ab.ca/wp-content/uploads/2019/01/community-package.pdf>)

2. POLICY AND REGULATORY CONTEXT

2.1 Municipal Development Plan (MDP)

As a higher-level planning document, the County's MDP provides the strategic direction of growth and development of the County. Within the MDP, the County's vision is "working together with people to create opportunities." This presupposes that the County strives to work with its residents to accommodate and address residents' needs.

In addition, one of Guiding Principles within the County MDP is to "support the responsible growth of the County." This means that the County should aim to provide a framework which would guide decision-making within respect to developments, especially in the hamlets. The framework would include regulations surrounding developments that could impact current and future residents of the County.

Section 3.1.1 (f) of the MDP may support this type of development. The MDP states that "the County should encourage farm operators to engage in different types and sizes of agricultural operations." Raising chickens/hens within backyard may speak to small scale agriculture operations, which the County may encourage through this policy.

2.2 Land Use Bylaw (LUB)

The County's LUB regulates the land uses within the County and provides what developments are permitted within the County, based on the district. Currently, the keeping of chickens are not allowed within the hamlet residential district. Section 8.21 of the LUB states that "no livestock, fowl, poultry or fur bearing animals, other than domestic pets shall be raised or kept in any hamlet residential district." Since the LUB specifically states that no poultry is kept in hamlet residential districts, the keeping of chickens shall not be allowed in these districts.

2.3 Area Structure Plan (ASP)

The hamlet of Worsley currently has an ASP which provides the blueprint of subdivision and development for the community. The ASP does not provide any policies with regards to specific direction on the types of uses and structures allowed in districts within the hamlet. Instead, it provides the lot sizes contemplated, phasing, density, and servicing. The ASP does contemplate various residential uses within the hamlet of Worsley.

3. SURVEY OF KEEPING OF CHICKENS/HENS REGULATIONS IN ALBERTA

This section provides a survey of urban hens/chickens regulation in Alberta. There are three (3) different ways on how the keeping of chickens/hens are regulated. They can be regulated through the LUBs, incorporation into an animal control bylaw, or a standalone chicken or hen bylaw. Table 1 shows how keeping of chickens or hens are regulated through the LUB; Table 2 shows how keeping of chickens or hens are controlled through the animal control bylaw; Table 3 shows how is used to regulate chickens or hens through the chicken or hen bylaw.

Table 1. Examples of Land Use Bylaws (LUBs)

Municipality	Land Use Bylaw No.	Section(s) LUB	Districts allowed	Types of regulations within the LUB
Municipal District of Bonnyville No. 87	Land Use Bylaw No. 1667 (Adopted Sept. 2017)	Section 49. Keeping of Animals	Country Residential within agricultural lands and hamlets	<ul style="list-style-type: none"> • Poultry/fowl allowed on certain sizes of the parcels; • Owner of poultry/fowl must reside on the parcel; • Location of the pen; • Square footage of the poultry/fowl house; • Setbacks of the poultry/fowl house;
County of Vermilion River	Land Use Bylaw No. 19-02 (Adopted July 2016)	Section 4.7 General Development Regulations (3) Restricted Uses	Restricted	<ul style="list-style-type: none"> • No fowl or other livestock other than Domestic Pets and horses other than as provided for in the Designated District.
Lacombe County	Land Use Bylaw No. 1237/17 (Adopted July 2017)	Keeping of Animals/Chickens, dependent on the district	Country Residential District	<ul style="list-style-type: none"> • Discretion of the Development Officer, whether the Site is suitable for the use, in country residential districts. • Poultry or fowls are prohibited in other districts.
Cypress County	Land Use Bylaw No. 2016/16 (Adopted Nov. 1, 2016)	Part VI Land Use Districts Regulations	Hamlet Residential General, Hamlet	<ul style="list-style-type: none"> • Maximum of four (4) laying hens • Each chicken needs to be provided with at least 0.37 m² or 4 ft² of interior floor area • Coop needs to be sanitary and well-kept • No roosters are permitted • Class 2 Discretionary Use – MPC grants a DP instead of a Development Officer

Rocky View County	Land Use Bylaw No. C-4841-97 (Adopted Sept 29, 1998)	Section 24. Livestock Regulations	Ranch and Farm, Agricultural Holdings, Hamlet Residential 2, Hamlet Residential 3	<ul style="list-style-type: none"> Permitted between parcel sizes between 1.60 hectares (3.95 acres) and 16.19 hectares (40.00 acres), the permitted number of livestock shall not exceed one animal unit per 1.60 hectares (3.95 acres). 1 Animal Unit = 20 Chickens
Smoky Lake County	Land Use Bylaw No. 1272-14 (Adopted Dec 4, 2014)	Section 7.19 Pet Keeping, Livestock and Kennels	Multi-Lot Country Residential (Cluster) Conservation, Hamlet General	<ul style="list-style-type: none"> Districts need to be located in communities that have an ASP Lots need to be 2.03 hectares (5.0 acres) in Multi-lot Country Residential, Residential Conservation, and Hamlet General, to allow 1 AU. 1 Animal Unit = 15 Chickens
Westlock County	Land Use Bylaw No. 04-2016 (Adopted 2016)	7.19 Pet Keeping and Animal Breeding and/or Boarding Facilities	Country Residential, Agricultural, Natural-Use	<ul style="list-style-type: none"> In Country Residential parcels: 0.6 ha (1.5 ac) – up to ten (10) laying hens allowed; 0.8 ha (2 ac) – up to twenty (20) laying hens allowed, 1.2 ha (3 ac) or more – two (2) Animal Units plus additional Animal Unit per 0.6 ha (1.5 ac). 1 Animal Unit = 10 chickens

Table 2. Examples of Animal Control Bylaw

Municipality	Bylaw	Section	Regulations	Connection to Land Use Bylaw
City of Edmonton	Animal Licensing and Control Bylaw 13145	Section 27	<ul style="list-style-type: none"> Coop is considered to be an Accessory structure that needs to comply with the LUB. Young hens shall not be younger than 16 weeks old. No rooster is permitted. Applicants need to apply for a Premises Identification Number (PID). Minimum of 0.37 m² per hen is required. Minimum of 3 hens and maximum of 6 hens per site. 	Building of coop must be compliant with the City's Zoning Bylaw (LUB)
City of Grande Prairie	Animal and Responsible Pet		<ul style="list-style-type: none"> Applicants need to apply for a Livestock Exemption Permit Applicants need to apply for a Premises Identification Number (PID). Maximum of 4 hens 	Keeping of chickens is allowed where they are

	Ownership Bylaw (Bylaw C-1226)			considered as discretionary in the LUB.
Municipal District Pincher Creek No.9	Animal Control Bylaw No. 1272- 17	Section 6 Restrictions Respecting Land Use	<ul style="list-style-type: none"> • Young hens shall not be younger than 16 weeks old. • No rooster is permitted. • Minimum of 0.37 m² per hen is required, for the coop. • Minimum of 0.93 m² per hen for outdoor enclosure. • Urban chicken is defined as hen at least 16 weeks of age; • Maximum of four (4) urban chickens; • No Rooster or Hens (other than an urban chicken) • Urban Chickens within a Hamlet or chickens within a Grouped Country Residential are permitted, as long as it adheres to Section 6 (5) of the Animal Control Bylaw • Keep Chickens for personal use, coop secured at all times, enclosed areas, clean-up etc. 	Structures (coop) need to meet the setback requirements for the land use districts, established by the LUB
Red Deer County	Animal Control Bylaw No. 2018/7	Section 5.0 Urban Hens	<ul style="list-style-type: none"> • Urban hens – domesticated fowls valued for its eggs and housed on parcels smaller than 1.99 acres • Multi-parcel subdivisions zoned as Country Residential and have parcel size smaller than 1.99 acres may allow six (6) urban hens without a permit. • Parcels zoned as Estate Residential, Live-Work Rural Residential, Residential Low Density, Manufactured Home Park may have up to four (4) hens; a permit is required. • Up to five (5) urban hens are allowed in Red Deer County hamlets. • Hamlet of Springbrook shall have a maximum of ten (10) urban hens. 	Coop development shall adhere to the LUB.
Town of Sexsmith	Animal Control Bylaw No. 970- 2019	Section 15. Urban Hen Guidelines	<ul style="list-style-type: none"> • Two-year pilot project • Residents may keep urban hens as long as they have a valid urban hen licence. • No slaughter or disposal of chickens cannot be in a residential property. • Sale of eggs, meat and manures of chickens, from the urban chicken coop, are prohibited. • Applicants need to apply for a Premises Identification Number (PID). • Minimum number of hens per residential property is two (2); • Maximum number of hens per residential property is four (4) • No roosters or chicks allowed. 	Adhere to LUB.

Table 3. Examples of Chicken/Hen Bylaw

Municipality of Village Clive	Bylaw Urban Hen Bylaw No. 531-19	Example of regulations	Connection to Land Use Bylaw
		<ul style="list-style-type: none"> • No keeping of rooster, or urban hens without a valid Chicken License. • No more than four (4) Urban chickens are permitted. • Urban Chickens be kept in a property containing detached or semi-detached dwelling • Maximum of ten (10) licences shall be issued for the year. • Provide each hen with at least 0.26 m² of interior floor area. • Applicants must comply with the <i>Animal Health Act</i>. 	Land Use Districting allows the placement of a coop.
Town of High River	Urban Chicken Bylaw 4470/2016	<ul style="list-style-type: none"> • Applicants need to apply for a Premises Identification Number (PID). • Only hens shall be allowed; no roosters • No more than three (3) hens be kept on a single property. • No slaughtering within residential property • Provide each hen with at least 0.37 m² of interior floor area; at least 0.92 m² of outdoor enclosure. • Liability insurance must be obtained by the applicant. • Annual renewal of the urban chicken licence. 	LUB shall be adhered to.
Town of Crossfield	Urban Hen Bylaw No. 2019-04	<ul style="list-style-type: none"> • No more than three (3) hens in a single property. • Roosters are not allowed. • Valid Urban Hen licence is required in order to keep hens. • Maximum of fifteen (15) licences shall be issued for the year. • Permission of the registered property owner is required. • No person shall keep a hen or hens in a single family residential zone, with area less than 464.52 m² • Applicants need to apply for a Premises Identification Number (PID). 	LUB shall be adhered to.
County of Newell	Urban Chicken Bylaw No. 1938-19	<ul style="list-style-type: none"> • No more than four (4) Urban Chickens • Maximum of twenty-five (25) licences shall be issued for the year, within Acreage residential, grouped rural residential, hamlet residential. • Provide each hen with at least 0.37 m² of interior floor area; at least 0.92 m² of outdoor enclosure. • Provide at least one next box per coop, and one perch that is at least 15cm long, per hen. • Chicken Licence is required to keep urban chickens. 	Placing of coop (accessory building) must adhere to the LUB

Planning Report
Prepared By: Jan Sotocinal

03/06/2020



Mackenzie Municipal Service Agency Planning Report

4. RECOMMENDATIONS

As more communities are allowing the raising of chickens within their municipalities, it is still important to be mindful of the needs of your residents, but also the direction of your Council. There is a myriad of resources^{2,3} on keeping of chickens in urban environments and the benefits derived from their development. Provided below are some of recommendations that the County could undertake:

1. Amend the Land Use Bylaw (LUB) to allow the keeping of chickens/hens in the hamlet residential district, and to include regulations in keeping of chickens

Section 8.21 of the LUB explicitly states that there will be no keeping of poultry in residential districts within the hamlets. If the County is in support of raising chickens in the hamlets, the County should amend the existing County LUB to allow this.

As outlined in Table 1, municipalities across Alberta have regulated the keeping of chickens/hens through the LUB, and are regulate the chickens/hens in different ways. Generally, the LUB provides restrictions on the standards regarding urban chickens/hens coops, where they are considered to be accessory structures and are permitted uses in their respective districts.

Districts where these chicken/hens coops can be permitted also encourages restrictions on where chickens/hens can be kept or raised. With respect to rural municipalities, they have allowed the keeping of chickens/hens in districts such as country residential and hamlet residential, within their hamlets.

Through the LUB, standards on the allowable height, interior floor area, outdoor enclosure and setbacks from lot lines of these chicken/hen coops may control the scale of the operations, and may determine suitable size of chicken coops in hamlet residential districts. Some municipalities require certain parcel sizes as well where the keeping of chickens can be established. Some municipalities have also included the restrictions on chickens allowed within a site. This is done by stating the maximum number of hens allowed within the site, or the maximum Animal Units allowable per area (sq. ft or sq m). Prohibition of roosters is also another policy that municipalities have used to include in the LUB.

Following the construction of the chicken/hen coop, with a valid Development Permit, inspection will be required to ensure that development reflects the submitted Site Plan.

² River City chickens is a great resource that provides guidance on urban chicken development.

<http://www.rivercitychickens.org/why-keep-chickens.html>

³ *Raising Chickens in Alberta: a guide for small flock owners* is a publication that provides information on how to manage small flocks of hens.

2. Draft Animal Control Bylaw which will include the keeping of chickens

Table 2 provides information on municipalities that have chosen to regulate chickens through an animal control bylaw. If the County chooses this route, the County needs to draft an animal control bylaw that regulates the keeping of animals within the County. Usually, this route is taken if the County desires to regulate different types of animals.

Animal control bylaws in Alberta regulate predominantly domestic animals, such as dogs and cats but have since included chickens/hens as animals to regulate. This means that applicants may need to obtain a livestock exemption permit or urban hen permit, on top of a Premises Identification Number (PID). However, imposing a limit on the number of livestock exemption or urban hen permit that can be issued per year, which may require annual renewal, can also manage the number of owners applying for chicken coops. They also require a maximum number of laying hens and prohibit roosters in the enclosure, among other things.

In addition, the animal control bylaw complements regulations within the LUB, and other municipal bylaws and statutory plans. Although regulations related to raising chickens/hens will be found solely within the animal control bylaw, structures related to the keeping of chickens/hens will still need development permits and the approval of a development officer prior to their construction. This ensures however, that there is sufficient space for the chickens/hens to roam and lay eggs.

Through the animal control bylaw, offences are subject to penalties and orders through fines, and violation tags apply. This will need periodic inspection/monitoring and enforcement still to ensure that this bylaw is followed. This protects adjacent neighbors and their properties from nuisances such as noise, odor or litter.

3. Draft a standalone Chicken/Hen Bylaw

Table 3 provides municipalities that have chosen a standalone urban chicken/hen bylaw. A chicken/hen bylaw functions similar to an animal control bylaw except that it solely regulates chickens/hens within the municipality. The same mechanisms of enforcement as in animal control bylaws can be typically be found in an urban hens/chickens. Regulations do not much differ in this case, where they still need to respect LUBs.

5. OPTIONS

There are two options in response to the keeping of chickens within the hamlet residential district:

1. To NOT allow the keeping of chickens/hens in the hamlet residential districts

If Clear Hills County does not support the keeping of chickens/hens in hamlet residential districts, the County does not need to amend the LUB.

2. To allow the keeping of chickens/hens in the hamlet residential districts

If Clear Hills County is in support of keeping chickens/hens in the hamlet residential district, the County will still need to amend the section of the LUB that prohibits the keeping of hens.

We recommend that after the LUB amendment to allow the keeping of chickens/hens, the County should have regulations surrounding the raising of chickens/hens through the use of the LUB, animal control bylaw or chicken/hen bylaw.

Should the County decide to move forward with allowing the keeping of chickens/hens in hamlet residential districts, we would be happy to assist the County in drafting an LUB amendment or bylaw for keeping of chickens/hens.

We are looking forward to working with the County in this endeavor.



Jan Sotocinal
Municipal Planner

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	June 9, 2020
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	BYLAW 251-20-LAND USE BYLAW AMENDMENT TO REZONE
File:	61-02-02

DESCRIPTION:

Council is provided with Bylaw 251-20, a bylaw to amend the Land Use Bylaw to rezone approximately 2 hectares (5 acres) in the Hamlet of Worsley (part of NW 36-86-8-W6M) from Hamlet Residential to Hamlet Public Institutional.

BACKGROUND:

C252-20(05-26-20) RESOLUTION by Councillor Janzen to direct administration to develop a bylaw to rezone approximately 2 hectares (5 acres) in the Hamlet of Worsley (part of NW 36-86-8-W6M) from Hamlet Residential to Hamlet Public Institutional and bring it to the next Council meeting for first reading and to set the public hearing date.

CARRIED.

C231-20(05-08-20) RESOLUTION by Councillor Wetmore that Council approves the proposal for development in the hamlet of Worsley and direct administration to prepare a developer land purchase agreement in the amount of \$2,500.00 (two thousand five hundred dollars) per acre plus all related land title registration, surveying, utility installation and all other incremental and incidental costs to be the responsibility of the Developer. CARRIED.

A public hearing is required for this bylaw, in accordance with section 606 (2) (a), (b) and (C) of the Municipal Government Act.

The public hearing will be advertised in accordance with Section 7.2 of the Land Use Bylaw 189-16:

(4) Amendments that reflect an amendment to property located adjacent to or within the generally accepted boundaries of a hamlet shall be advertised in the local newspaper (the Fairview Post), by registered mail to each customer on the County's utility list with a utility account linked to a property in the affected hamlet(s) and to owners of property adjacent to and within an 8.05 km (5 mi) radius of the property that do not have a utility account linked to a property in the affected hamlet(s).

ATTACHMENTS:

- Bylaw 251-20

RECOMMENDED ACTION: (2 motions required)

RESOLUTION by to give first reading to Bylaw 251-20, a bylaw to amend the Land Use Bylaw to rezone approximately 2 hectares (5 acres) in the Hamlet of Worsley (part of NW 36-86-8-W6M) from Hamlet Residential to Hamlet Public Institutional).

RESOLUTION by to approve a public hearing date of June 23, 2020 at 10:00 a.m., during the regular Council meeting, for proposed Bylaw 251-20.

Initials show support - Reviewed by:

Director:

CAO:



**CLEAR HILLS COUNTY
BYLAW NO. 251-20**

**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 the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, Council may amend a Land Use Bylaw, and;

WHEREAS Pursuant to Sections 230, 606 and 692 of the Province of Alberta *Municipal Government Act*, 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 rezone a portion of NW ¼ Sec. 36-86-08-W6M from Hamlet Residential District -1 (HR-1) to Hamlet Public/Institutional District (HP).

NOW
THEREFORE The Municipal Council of Clear Hills County, in the Province of Alberta, IN COUNCIL DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That a portion of the parcel NW ¼ Sec. 36-86-08-W6M within the Hamlet of Worsley in Clear Hills County be rezoned from “Hamlet Residential District – 1 (HR-1)” to “Hamlet Public/Institutional District (HP)” as shown in the attached Schedule A;
2. If any portion of this bylaw is declared invalid by a court of competent jurisdiction then the invalid portion shall be severed.
3. That this bylaw shall take force and effect on the date of its final passage.

**CLEAR HILLS COUNTY
BYLAW NO. 251-20**

First Reading given on the ____ day of _____, 2020.

Miron Croy, Reeve

Allan Rowe, Chief Administrative Officer

Second Reading given on the ____ day of _____, 2020.

Miron Croy, Reeve

Allan Rowe, Chief Administrative Officer

Third Reading and Assent given on the ____ day of _____, 2020.

Miron Croy, Reeve

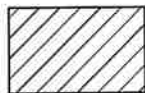
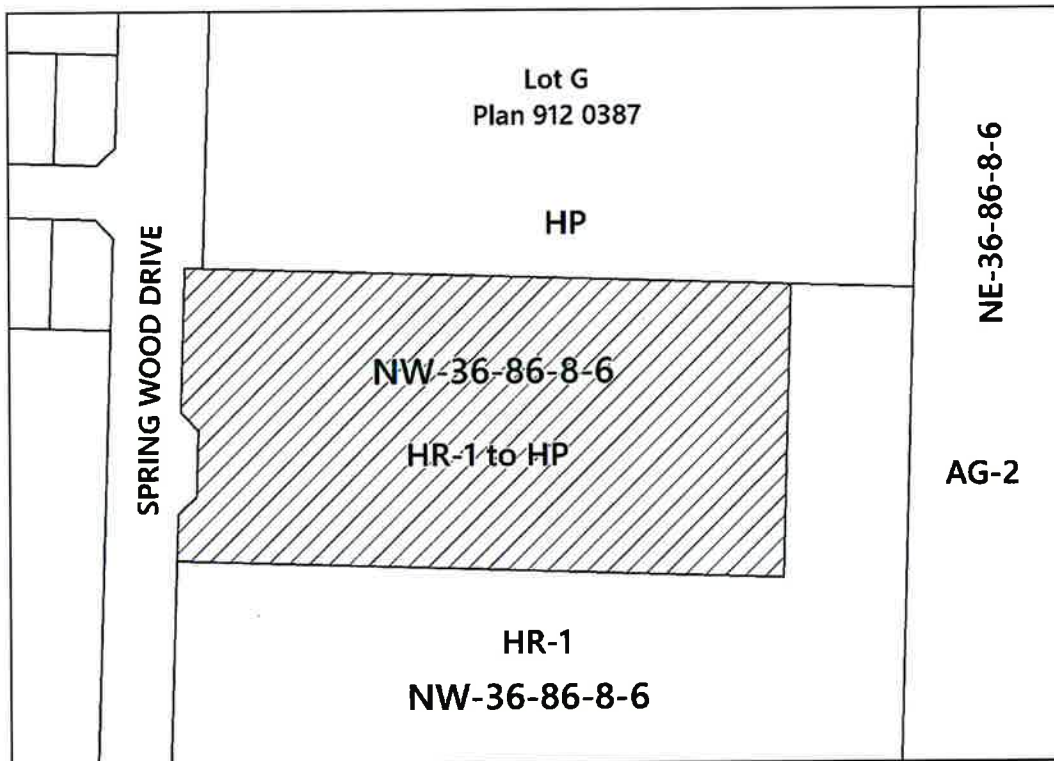
Allan Rowe, Chief Administrative Officer

**CLEAR HILLS COUNTY
BYLAW NO. 251-20**

SCHEDULE "A"

1. That the following property in Clear Hills County:

That part of the parcel NW ¼ Sec. 36-86-08-W6M within the Hamlet of Worsley in Clear Hills County be rezoned from "Hamlet Residential District - 1 (HR-1)" to "Hamlet Public/Institutional District (HP)" as shown below;

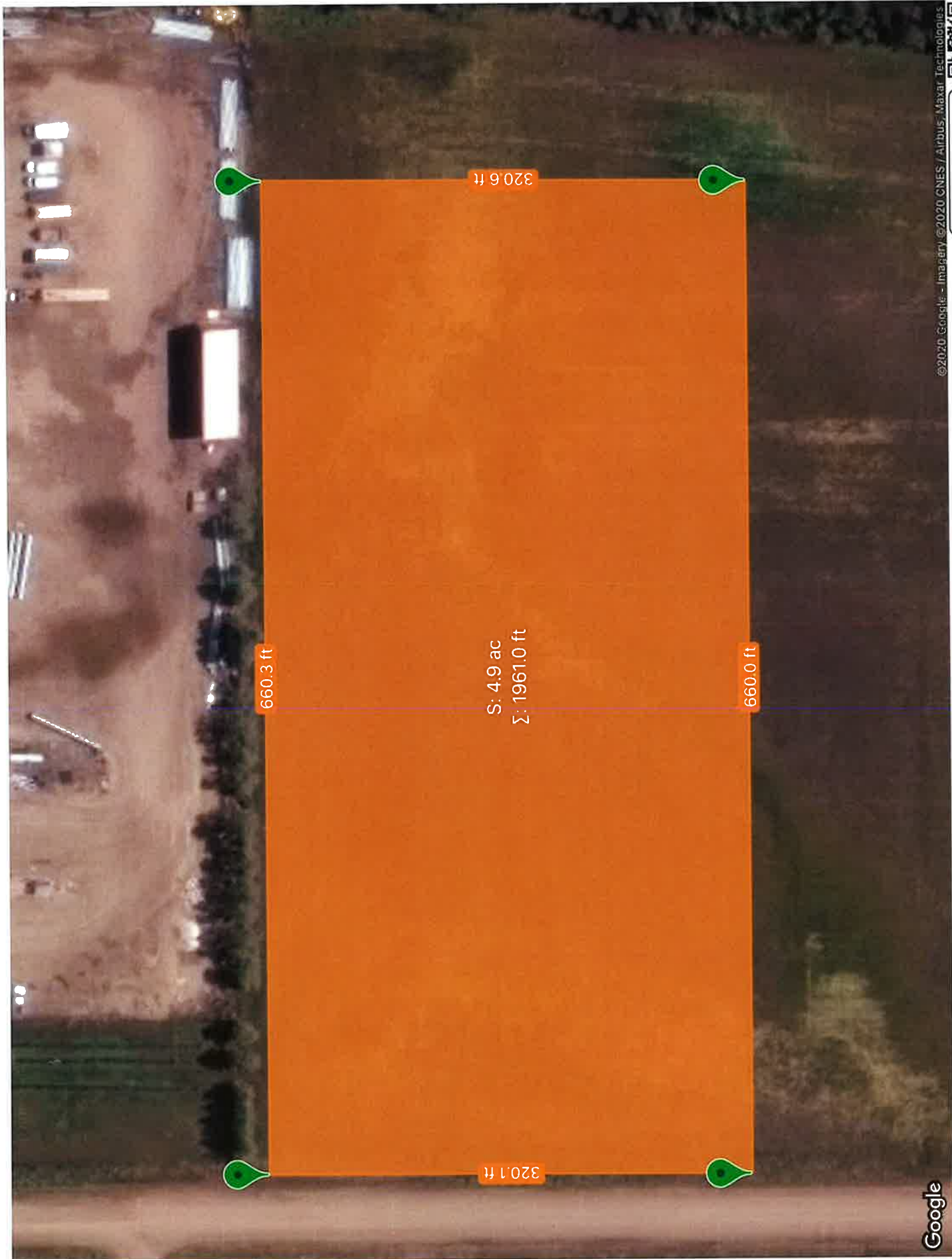


**From: Hamlet Residential 1 (HR-1)
To: Hamlet Public/Institutional (HP)**

Miron Croy, Reeve

Allan Rowe, Chief Administrative Officer

EFFECTIVE THIS DAY _____ OF _____, 2020



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Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	June 9, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Chief Administrative Officer Report
File Code:	11-02-04

CAO REPORT JUNE 9, 2020

- Species at Risk – Alberta Government Socio Economic Telephone Town Hall Meeting
- June 4th- NWSAR Socio Economic Review
- June 5th – NAEL Video Conference

RECOMMENDED ACTION:

RESOLUTION by to accept the Chief Administrative Officer's report for June 9, 2020, as presented.

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

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 9, 2020
Originated By:	Ron Jensen, Public Works Manager
Title:	Public Works Manager's Report
File:	32-02-02

- Spot graveling has been taking place in some areas.
- Dust control - 2020 calcium has been applied.
- Pavement overlay is well underway, the first lift is completed and working on the second lift. Dirt work is commencing on the preparation for the paving of the hamlet of Worsley side streets.
- a request to construct an access road was received– letter was sent to the landowner advising them that the request did not meet Council Policy.
- Preparation has begun on preparing the tender for the road extension on SE 32-85-8 W6M.

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:



CAO:



Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	June 9, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Council Information
File:	11-02-02

DESCRIPTION:

Council is presented with correspondence, for information.


BACKGROUND / PROPOSAL:

ATTACHMENTS:

Peace Library System

RECOMMENDED ACTION:

RESOLUTION by.... that Council receives for information the Council Information presented at the June 9, 2020 Regular Council Meeting.

Initials show support - Reviewed by:	Manager:	CAO: 
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May 29, 2020

Miron Croy, Reeve
Clear Hills County
P.O. Box 240
WORSLEY AB T0H 3W0

RECEIVED

JUN 01 2020

CLEAR HILLS COUNTY

Dear Reeve Croy:

Enclosed are copies of the Peace Library System's 2019 Annual Report for distribution to your Council members. Also included is a copy of Peace Library System's 2019 Audited Financial Statements for your files. Both were adopted by the System's Board of Directors at its May 23, 2020 meeting.

In early 2019 Peace Library System (PLS) was pleased to welcome the Grande Cache library into the System and worked with the newly formed MD of Greenview Library Board to integrate the library. Through the Indigenous Populations Grant, PLS continued to work with member libraries to extend programs and services to seven Indigenous communities near High Prairie, High Level, Grimshaw and Valleyview. PLS worked with a local marketing firm to develop a popular fall regional campaign. *Save Money - Use Your Library* invited people to borrow from libraries and track their savings. Finally, through a partnership with Marigold Library System, PLS transitioned about half of its libraries to new websites and prepared the rest for completion in early 2020.

Since mid-March 2020, libraries have been closed to the public and school libraries are without students. However, PLS has continued to support libraries as much as possible. We quickly ramped up virtual services, increased purchases of eBooks and eAudiobooks, changed item due dates and patron renewal dates, increased online training options for library staff, and set up free online memberships for new patrons to access eResources. PLS consultants have provided ongoing support to libraries that have staff in place. Ordering, cataloguing and receiving activities have carried on and delivery service has gradually resumed. We will be helping public libraries prepare for reopening in a safe, consistent way once Stage 2 of Alberta's relaunch strategy is announced. Once COVID-19 restrictions are lifted, libraries will be an important element in getting back to the "new normal".

We thank all municipalities and libraries that work together through Peace Library System to provide excellent library service in their communities and across the region. This partnership strengthens individual libraries and provides area residents with access to a wide range of resources. Should you have any questions about the enclosed documents, please contact me or Linda Duplessis, Director.

Sincerely,



Carolyn Kolebaba, Chair
Peace Library Board

Enclosures

Annual Report 2019

Peace Library System



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

46 public libraries & 50 schools | 1,042,147 items circulated to 49,167 patrons



Physical Collection

26,084 items ordered
35,713 items catalogued



Digital Collection

56,136 digital items
made available



TRACpac

3,116,277 items available
Mobile use up 47%

eResource Usage Highlights

Transparent Languages up 347%
Consumer Reports up 47%
OverDrive up 20%



RBDigital eMagazines up 80%
PressReader up 84%
cloudLibrary up 33%

Delivery & ILL

214,492 outgoing ILLs
252,322 incoming ILLs
PLS courier van traveled
55,500 km, delivering
210,850 items

Training

127 training events & 12
library manager
meetings
Consultants offered 348
remote & on-site sessions
IT offered 1,518 remote
& on-site sessions

Programs

45 programs sponsored
at public libraries
152 delegates at Rural
Libraries Conference
with 24 sessions and 22
speakers

Indigenous Services In-Library: 127 programs, 732 staff hours, 90 new patrons
Outreach: 7 communities, 65 visits, 1,062 staff hours, 15,369 km travelled

PLS Annual Report 2019

Board Members

(as of December 2019)

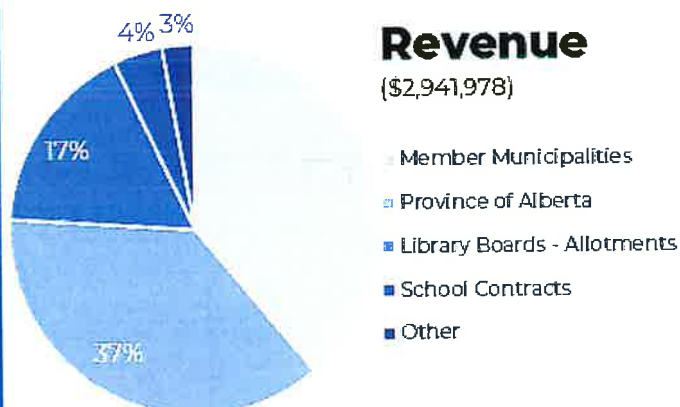
Town of Beaverlodge — Gena Jones
 Village of Berwyn — Vacant
 Big Lakes County — Lorrie Shelp*
 Birch Hills County — Denise Joudrey
 Clear Hills County — Peter Frixel
 Village of Donnelly — Vacant
 MD of Fairview No. 136 — Ray Skrepnek*
 Town of Fairview — Stan Golob*
 Town of Falher — Lindsay Brown
 Town of Fox Creek — Meesha Bainton
 Village of Girouxville — Vacant
 Grande Prairie Public Library — Tammy Brown
 City of Grande Prairie — Chris Thiessen*
 County of Grande Prairie #1 — Linda Waddy*
 MD of Greenview No. 16 — Roxie Rutt
 Town of Grimshaw — Dennis Sukeroff*
 Town of High Level — Brent Anderson
 Town of High Prairie — Marie Brulotte
 Village of Hines Creek — Camille Zavisha
 Village of Hythe — Sandra Miller
 MD of Lesser Slave River No. 124 — Brad Pearson
 Town of Manning — Greg Pasichnuk
 Town of McLennan — Philippa O'Mahony
 Village of Nampa — Cheryl Novak
 County of Northern Lights — Belinda Halabisky*
 Northern Sunrise County — Carolyn Kolebaba*
 MD of Opportunity No. 17 — Brendan Powell
 Paddle Prairie Métis Settlement — Reta Nooskey
 MD of Peace No. 135 — Sandra Eastman
 Town of Peace River — Elaine Manzer
 Town of Rainbow Lake — Michelle Farris
 Village of Rycroft — Roxann Dreger
 Saddle Hills County — John Moen
 Town of Sexsmith — Clinton Froehlick
 Town of Slave Lake — Joy McGregor
 MD of Spirit River No. 133 — Elaine Garrow*
 MD of Smoky River No. 130 — Raoul Johnson*
 Town of Spirit River — Harry Ezio
 Town of Valleyview — Tanya Boman
 Town of Wembley — Anna Underwood

Executive Committee members*

Financials

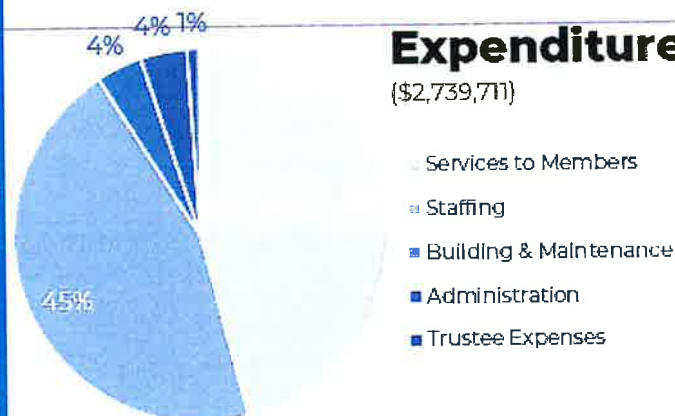
Revenue

(\$2,941,978)



Expenditures

(\$2,739,711)



The 2019 audit was conducted by Fulcrum Group. A copy of the complete audited statement is available on request.

PLS Staff



Standing (left to right): Ryan Goff; Dorothy Tay-Ellingboe; Karen Van der Woerd; Barbara Johnson; Cliff Lesh; Donna Mostowy; Emma Stewart; Janet Ayles; Sheri Goff; Dennis Sheppard.

Seated (left to right): Rose-Marie Finch; Katherine Wiebe; Linda Duplessis; Alrene Dempster; Tora Volkers.

Not pictured: Colleen Bishop; Wendy Hodges; Samantha Mercer.

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	June 9, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Calendars
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 June, July and August 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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JUNE 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
		Policy & Priority Meeting-ALL	NPHF-AB	NWSAR Socio Eco Review-AB, PF, AR	FCM Annual Conference June	
7	8	9	10	11	12	13
	MPTA Executive-AB	Council RMA Member Visit – Teleconference 1:15p.m.				
14	15	16	17	18	19	20
		ASB-DJ,JR				
21	22	23	24	25	26	27
	MPTA-AB HPEC-AB	Council				
28	29	30	1	2	3	4

JULY 2020

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

AUGUST 2020

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

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