

**AGENDA  
CLEAR HILLS COUNTY  
SPECIAL COUNCIL MEETING  
TUESDAY, AUGUST 4, 2020**

The special meeting of the Council for Clear Hills County will be held on Tuesday, August 4, 2020, at 9:30 a.m. in the Council Chambers of the County Office, Worsley, Alberta.

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**1. CALL TO ORDER**

**2. AGENDA**

**3. MINUTES:**

Previous: Regular Council Meeting Minutes, July 14, 2020 .....

**4. DELEGATION(S)**

**5. PUBLIC HEARING**

**6. TENDER OPENING- 9:45 a.m.**

**7. NEW BUSINESS**

**a. COUNCIL**

- 1. Assessment Model Review Impacts .....**
- 2. Application to Amend Land Use Bylaw Sections 8.21 .....**
- 3. Tender 2020-10 Cleardale Fire Hall/Garage.....**
- 4. Victim Services Funding Request.....**
- 5. Development Officer.....**
- 6. Capital Grant Policy 7002.....**
- 7. Road Construction Policy 3201 .....**

**11. CLOSED MEETING ITEMS**

- 1. Legal .....**
- 2. Land .....**

**12. ADJOURNMENT**

**MINUTES OF CLEAR HILLS COUNTY  
REGULAR COUNCIL MEETING  
CLEAR HILLS COUNTY COUNCIL CHAMBERS  
TUESDAY, JULY 14, 2020**

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**PRESENT**

Miron Croy	Reeve
Amber Bean	Deputy Reeve
David Janzen	Councillor
Jason Ruecker	Councillor (via Teleconference)
Raymond Wetmore	Councillor
Peter Frixel	Councillor

**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**

**C294-20(07-14-20)**

**RESOLUTION by Councillor Janzen to adopt the agenda governing July 14, 2020, Regular Council Meeting. CARRIED.**

**APPROVAL OF  
MINUTES**

Previous  
Meeting Minutes

**C295-20(07-14-20)**

**RESOLUTION by Deputy Reeve Bean to adopt the minutes of the June 9, 2020 Regular Council Meeting as presented. CARRIED.**

**C296-20(07-14-20)**

**RESOLUTION by Reeve Croy that Council close the meeting to the public as per Section 27, of FOIP at 9:32 a.m. CARRIED.**

**C297-20(07-14-20)**

**RESOLUTION by Councillor Wetmore that Council revert the meeting back to the public as per Section 27, of FOIP at 40 a.m. CARRIED.**

**NEW BUSINESS:  
COUNCIL**

Management  
Team Activity  
Report

Council reviewed the most recent Management Team Activity Report.

**C298-20(07-14-20)**

**RESOLUTION by Councillor Frixel to accept the June 29, 2020, Management Team Activity Report, as presented. CARRIED.**

Reeve Croy recessed the meeting at 9:42 a.m.  
Reeve Croy reconvened the meeting at 9:44: a.m.

Tender 2020-10  
Cleardale Fire  
Garage

Council is presented with tenders to open for Tender 2020-10 Cleardale Fire Hall.

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**C299-20(07-14-20)**

**RESOLUTION by Councillor Janzen to open tenders at 9:45 a.m. for Tender 2020-10, Cleardale Fire Hall, analyze results and bring back a recommendation to the next Regular Council Meeting. CARRIED.**

Company	Amount
Scott Builders Inc.	\$864,700.00
Southwest Design & Const Ltd.	\$644,014.00
JMS Construction	\$819,900.00
Genron Ent. 2007 Ltd.	\$777,765.00
Lavergne Construction (1998) Ltd.	\$637,846.00

Councillor Reports

Councillors submit written or verbal reports for meetings attended.

**C300-20(07-14-20)**

**RESOLUTION by Reeve Croy to receive the written and verbal Councillor reports for information, as presented. CARRIED.**

Doig River First Nation

Council is provided with information regarding the Doig River First Nation - Treaty Land Entitlement Settlement Lands.

**C301-20(07-14-20)**

**RESOLUTION by Councillor Frixel that Clear Hills County Council supports the proposed Reserve creation for Doig River First Nation as presented; further this Council recommends that these lands be recognized as the area set aside for the protection of north -west species at risk in Clear Hills County. CARRIED.**

DELEGATION:  
Fairview Seed  
Cleaning Co-op

Representatives from the Fairview Seed Cleaning Co-Op Board will be in attendance to request financial assistance for the Fairview Seed Cleaning plant.

Reeve Croy recessed the meeting at 10:38 a.m.  
Reeve Croy reconvened the meeting at 10:46 a.m.

**C301-20(07-14-20)**

**RESOLUTION by Councillor Wetmore to receive the delegation from the Fairview Seed Cleaning Co-op Board for information as presented. CARRIED.**

Inter-Municipal/  
Provincial Meeting

Councillor Frixel requested a joint meeting to discuss and come together as a whole with regards to everything happening with the COVID-19 pandemic with the surrounding and bordering neighboring municipalities.

**C302-20(07-14-20)**

**RESOLUTION by Councillor Frixel to set up a teleconference inter-municipal /provincial meeting to discuss COVID-19 pandemic with the surrounding and bordering neighboring municipalities. CARRIED.**

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Running, Sulphur  
and Stoney Lake  
update

Council is presented with an update on the 3 provincial parks:  
Running Lake, Sulphur, and Stoney Lake within Clear Hills County.

**C303-20(07-14-20)**

**RESOLUTION by Reeve Croy to invite Calvin McLeod, with Alberta Environment and Parks to the next Regular Council meeting to discuss the 3 provincial parks: Running Lake, Sulphur, and Stoney Lake within Clear Hills County. CARRIED.**

CORPORATE  
SERVICES

Accounts Payable  
(June 10, 2020 to  
July 14, 2020)

A list of expenditures for Clear Hills County for the period of June 10, 2020 to July 14, 2020 is provided for Council's review.

**C304-20(07-14-20)**

**RESOLUTION by Councillor Janzen that Council receives for information the Accounts Payable report for Clear Hills County for the period of June 10, 2020 to July 14, 2020 for a total of \$1,967,399.31. CARRIED.**

COMMUNITY  
SERVICES

Bylaw 253-20  
Regional Assessment  
Review Board

Council is presented with a Regional Assessment Review Board Bylaw that has been updated to reflect recent changes to legislation. Proposed Bylaw No. 253-20 will repeal Bylaw No. 172-13.

**C305-20(07-14-20)**

**RESOLUTION by Reeve Croy that Council gives first reading to Bylaw No. 253-20, a bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing a Regional Assessment Review Board and repealing Bylaw No. 172-13. CARRIED.**

**C306-20(07-14-20)**

**RESOLUTION by Councillor Frixel that Council gives second reading to Bylaw No. 253-20, a bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing a Regional Assessment Review Board and repealing Bylaw No. 172-13. CARRIED.**

**C307-20(07-14-20)**

**RESOLUTION by Councillor Jansen that Council proceeds with third reading of Bylaw 253-20. CARRIED UNANIMOUSLY.**

**C308-20(07-14-20)**

**RESOLUTION by Councillor Ruecker that Council gives third and final reading of Bylaw No. 253-20, a bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing a Regional Assessment Review Board and repealing Bylaw No. 172-13. CARRIED.**

Review Board

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Agreement	Council is presented with a revised Regional Assessment Review Board Agreement, that incorporates recent changes to legislation.
<b>C309-20(07-14-20)</b>	<b>RESOLUTION by Councillor Jansen that Council approves entering into the updated Assessment Review Board Joint Regional Agreement as presented. CARRIED.</b>
Regional Assessment Review Board Chair Appointment	Each member municipality of the Regional Assessment Review Board is requested to appoint the chair by Resolution. Carolyn Kolebaba is being recommended as the Chair for this Board.
<b>C310-20(07-14-20)</b>	<b>RESOLUTION by Councillor Frixel that Clear Hills County Council hereby appointments Carolyn Kolebaba as Chair of the Regional Assessment Review Board. CARRIED.</b>
Bylaw 254-20 Land Use Bylaw Amendment-Public Hearing Advertising	Council is presented with Bylaw No. 254-20 for the purpose of amending Land Use Bylaw 189-16 to change the advertising requirements for a Public Hearing related to a Land Use Bylaw Amendment.
<b>C311-20(07-14-20)</b>	<b>RESOLUTION by Councillor Frixel that Council gives first reading to Bylaw No. 254-20 a bylaw for the purpose of amending Land Use Bylaw 189-16 to change the advertising requirements for a Public Hearing related to a Land Use Bylaw Amendment. CARRIED.</b>
<b>C312-20(07-14-20)</b>	<b>RESOLUTION by Councillor Wetmore to approve a public hearing date of August 11, 2020 at 10:00 a.m., during the regular Council Meeting for proposed Bylaw No. 254-20. CARRIED.</b>
Bylaw 255-20 Terms of Reference for Recreation Boards	Council is presented with an updated Terms of Reference for Recreation Boards that includes the revisions that are to be made to the Recreation Board Agreements. Bylaw No. 255-20 will rescind Bylaw No. 143-11.
<b>C313-20(07-14-20)</b>	<b>RESOLUTION by Reeve Croy that Council gives first reading to Bylaw 255-20 a bylaw of Clear Hills County in the Province of Alberta for the purpose of establishing the terms of reference for Recreation Boards and repealing Bylaw No. 143-11. CARRIED.</b>
<b>C314-20(07-14-20)</b>	<b>RESOLUTION by Councillor Ruecker that Council gives second reading to Bylaw 255-20 a bylaw of Clear Hills County in the Province of Alberta for the purpose of establishing the terms of reference for Recreation Boards and repealing Bylaw No. 143-11. CARRIED.</b>

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<b>C315-20(07-14-20)</b>	<b>RESOLUTION by Deputy Reeve Bean that Council proceeds with third reading of Bylaw 255-20. CARRIED UNANIMOUSLY.</b>
<b>C316-20(07-14-20)</b>	<b>RESOLUTION by Councillor Frixel that Council gives third and final reading of Bylaw 255-20 a bylaw of Clear Hills County in the Province of Alberta for the purpose of establishing the terms of reference for Recreation Boards and repealing Bylaw No. 143-11. CARRIED.</b>
Hines Creek & District Recreation Board Member at Large	There is a vacant County member-at-large position on the Hines Creek & District Recreation Board. Ed Walmsley has submitted his name for consideration.
<b>C317-20(07-14-20)</b>	<b>RESOLUTION by Councillor Frixel that Council appoints Ed Walmsley as a Clear Hills County member-at-large to the Hines Creek &amp; District Recreation Board. CARRIED.</b>
Bylaw 252-20 Fees and Charges	Council is presented with an updated Schedule of Fees & Charges Bylaw that includes setting a deposit fee for small items with no rental fee, updates to rental equipment descriptions and removal of rental equipment items that the County no longer owns.
<b>C318-20(07-14-20)</b>	<b>RESOLUTION by Councillor Janzen that Council gives first reading to Bylaw 252-20 a bylaw for the purpose of establishing and revising fees and charges and repealing Bylaw 236-18. CARRIED.</b>
<b>C319-20(07-14-20)</b>	<b>RESOLUTION by Reeve Croy that Council gives second reading to Bylaw 252-20 a bylaw for the purpose of establishing and revising fees and charges and repealing Bylaw 236-18. CARRIED.</b>
<b>C320-20(07-14-20)</b>	<b>RESOLUTION by Councillor Wetmore that Council proceeds with third reading of Bylaw 252-20. CARRIED UNANIMOUSLY.</b>
<b>C321-20(07-14-20)</b>	<b>RESOLUTION by Councillor Janzen that Council gives third and final reading of Bylaw 252-20 a bylaw for the purpose of establishing and revising fees and charges and repealing Bylaw 236-18. CARRIED.</b>
<u>PUBLIC WORKS:</u> 2019 Bridge Maintenance Contract – Proceed to Tender	Council is presented with information regarding proceeding to tender for the 2019 Bridge Maintenance within Clear Hills County.
<b>C322-20(07-14-20)</b>	<b>RESOLUTION by Councillor Ruecker to proceed to tender for the 2019 Bridge Maintenance within Clear Hills County. CARRIED.</b>

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Access Road Request  
- SE-30-85-5 W6M  
Range Road 55

Council is presented with a request for an access road to be constructed approximately 700 meters for residential access to SE-30-85-5 W6M Range Road 55.

Reeve Croy recessed the meeting at 11:54 a.m.  
Reeve Croy reconvened the meeting at 12:31 p.m.

**C323-20(07-14-20)**

**RESOLUTION by Councillor Janzen to proceed with the wetland assessment on the access road being considered for construction for approximately 700 meters for residential access along SE-30-85-5 W6M Range Road 55 funds for the wetland assessment to be allocated from the 2020 Road Reserve.**  
**CARRIED.**

Disposal of Vehicles  
and Various Items

Council is presented with a list of proposed items to be disposed of.

**C324-20(07-14-20)**

**RESOLUTION by Reeve Croy to proceed with the disposal of Unit 43- 2011 Dodge Ram 1500 4x4 pickup and Unit 46- 2013 Dodge 1500 4x4 pickup at a local auction as they have reached their life expectancy.**  
**CARRIED.**

**C325-20(07-14-20)**

**RESOLUTION by Reeve Croy to deny the request for financial assistance from the Fairview Seed Cleaning Co-Op Board.**  
**CARRIED.**

WRITTEN REPORTS  
MANAGERS

Chief Administrative  
Officer's Report

Chief Administrative Officers report was reviewed.

**C326-20(07-14-20)**

**RESOLUTION by Deputy Reeve Bean to receive the July 14, 2020, Chief Administrative Officer's report for information.** **CARRIED.**

Community  
Development  
Manager's Report

Community Development Manager's report was reviewed.

**C327-20(07-14-20)**

**RESOLUTION by Reeve Croy to receive the July 14, 2020, Community Development Managers report for information.**  
**CARRIED.**

Corporate Services  
Manager's Report

nothing to report

Public Works  
Manager's Report

Public Works Managers report was reviewed.



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C328-20(07-14-20)

**RESOLUTION by Councillor Janzen to receive the July 14, 2020, Public Works Managers report for information. CARRIED.**

COUNCIL  
INFORMATION

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

C329-20(07-14-20)

**RESOLUTION by Councillor Frixel to approve a donation of \$10,000.00 to STARS Foundation, with funds to be allocated from the Rate Stabilization Reserve CARRIED.**

C330-20(07-14-20)

**RESOLUTION by Deputy Reeve Bean to receive the correspondence on July 14, 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.

C331-20(07-14-20)

**RESOLUTION by Councillor Janzen to receive for information the June, July, and August 2020 calendars.**

Date	Meeting	Councillor
July 20	HPEC	Bean
August 14	Zone 4	All
Aug 4	WHC	Bean
Aug 31	MPTA	Bean
		<b>CARRIED.</b>

ADJOURNMENT

Reeve Croy adjourned the July 14, 2020 Special Council Meeting at 1:51 p.m.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
DATE

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



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Special Council Meeting</b>
Meeting Date:	August 4, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Delegation- Jim Whiteford, Taxation 10:00 a.m.
File:	11-02-02

### DESCRIPTION:

Jim Whiteford acting spokesman on behalf of Kathleen Mohr will be in attendance to discuss taxes at 10:00 a.m.

### ATTACHMENTS:

### RECOMMENDED ACTION:

**RESOLUTION** by..... to receive the delegation from Jim Whiteford acting spokesman on behalf of Kathleen Mohr regarding taxes for information.

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

## Request For Decision (RFD)

Meeting:	<b>Special Council Meeting</b>
Meeting Date:	August 4, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Assessment Model Review Impacts
File:	11-02-02

### DESCRIPTION:

Council is presented with information from RMA on the proposed Assessment Model Review. This Assessment Model Review that they are proposing will have a huge impact on Clear Hills County a possible decrease of 24% to Clear Hills County revenue.

Council has an upcoming District 4 Meeting on August 14<sup>th</sup> at the Rycroft Agricultural Centre.

### ATTACHMENTS:

Clear Hills County- Assessment Model Review Impacts Report  
Draft Letter on impacts to MLA

### RECOMMENDED ACTION:

**RESOLUTION** by.....to approve the draft letter on the potential impacts that the Assessment Model Review would have on Clear Hills County to our MLA.

Initials show support - Reviewed by:      Manager:

CAO: 

# CLEAR HILLS COUNTY - ASSESSMENT MODEL REVIEW

## IMPACTS REPORT

### *Municipal Impacts*

Based on the assessment model review scenarios provided by the Government of Alberta and financial data from the MFIS database, RMA's models make the following municipal predictions. Due to the limits of data provided, we are unable to project past the first year of implementation. Because of the significant changes to the depreciation curves under most of the models, there will be increased impacts in the future as assets age.

Scenario Tax Impacts	Scenario A	Scenario B	Scenario C	Scenario D
Total Assessment Base Loss	\$-198,461,213 (-18%)	\$-219,083,505 (-20%)	\$-239,891,988 (-21%)	\$-304,733,246 (-27%)
M&E Assessment Base Loss (%)	-13%	-13%	-13%	-13%
LP Assessment Base Loss (%)	-27%	-30%	-33%	-44%
M&E Tax \$ Loss (2019 Mill Rate)	\$-478,588	\$-478,588	\$-478,588	\$-478,588
Linear Tax \$ Loss (2019 Mill Rate)	\$-2,428,055	\$-2,730,087	\$-3,034,846	\$-3,984,504
Percent Loss of Total Revenue	-16%	-17%	-19%	-24%

### *Municipal Response Options*

The response options below demonstrate how significant non-residential assessment and taxation is for rural municipalities. Even a modest reduction in oil and gas assessment may require municipalities to drastically increase tax rates or reduce expenses. In other words, changes to assessment have significant domino effects on rural municipalities. These illustrate hypothetical impacts that the changes may have on operations based on available data. These should not be seen as recommendations, as they are only provided for context.

Potential Rural Municipality Response Impacts	Scenario A	Scenario B	Scenario C	Scenario D
Residential Mill Rate Increase	950.3%	1049.1%	1148.7%	1459.2%
OR				
Non-Residential Mill Rate Increase (Excluding 5:1 limits)	26.8%	30.5%	34.3%	48.1%
Tax capacity shortfall due to 5:1 ratio (includes tax capacity loss still required to achieve 5:1)	\$12,697,232	\$12,738,172	\$12,779,483	\$12,908,210
OR				
Workforce Cuts to cover losses (% of total FTE's)	100.0%	100.0%	100.0%	100.0%
FTE's at risk	14.00	14.00	14.00	14.00
OR				
Total Expense Reduction % (including capital infrastructure investment)	16.32%	18.01%	19.72%	25.05%
OR				
Time shortfall can be covered by Unallocated Reserves (months)	15	14	13	10



## **CLEAR HILLS COUNTY**

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July 27, 2020

File 11-02-02

Mr. Todd Loewen (UCP). MLA for Central Peace-Notley  
Box 9  
10410 - 110 Street  
Fairview, AB  
Canada T0H 1L0  
CentralPeace.Notley@assembly.ab.ca

Dear Mr. Todd Loewen,

**Re: Impacts of Assessment Model Changes on Clear Hills County**

Clear Hills County is extremely concerned with and opposed to the changes to the assessment model for regulated properties such as wells and pipelines that was announced recently. The changes are intended to enhance oil and gas industry competitiveness but will have serious impacts on municipalities across Alberta. As your riding includes Clear Hills County, it is critical that you are aware of the impacts these changes will have on our ability to provide services and maintain infrastructure, as well as the burden such changes may place on other property owners in the municipality.

Based on the various potential changes presented by the province, Clear Hills County would be required to increase the residential tax rate by between 950.3% and 1459.2%, the non-residential tax rate by between 26.8% and 48.1%, or reduce full-time employment by 100%. Raising tax rates to off-set the impacts of the assessment model change will have the effect of simply transferring taxes from the oil and gas industry to other businesses and residents.

In reality, we may be forced to enact a combination of all three changes, as well as reduce service levels and intermunicipal collaboration agreements to remain viable. These changes will impact not only our municipality and the services we provide to residents and businesses, but the entire region. Please find attached to this letter a short summary of how the changes will impact Clear Hills County.

As MLA for Central Peace-Notley, we rely on you to serve as a provincial government champion for our municipality, our municipal neighbors, and area residents and businesses. Right now, we badly need your support in urging your government colleagues (particularly the ministers of Municipal Affairs and Energy and the Associate Minister of Natural Gas and Electricity) to reconsider these changes and work with municipalities to better understand their impacts. Clear Hills County, and many others across Alberta, are proud supporters and partners of the oil and gas industry, and deserve to be part of the solution to industry competitiveness, rather than have be forced to absorb crippling changes to the assessment model.



## **CLEAR HILLS COUNTY**

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We would be pleased to provide you with further information on this issue. We would also encourage you to contact the Rural Municipalities of Alberta for more information on the province-wide impacts of the changes.

Sincerely,

Miron Croy  
Reeve

MC/bm

cc: Al Kemmere, President, Rural Municipalities of Alberta

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>SPECIAL COUNCIL MEETING</b>
Meeting Date:	August 4, 2020
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	<b>APPLICATION TO AMEND LAND USE BYLAW SECTION 8.21</b>
File:	61-02-02

### DESCRIPTION:

The 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 was tabled at the June 9 meeting.

### 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 Planning Report

### OPTIONS:

1. Direct administration to develop a bylaw to amend section 8.21 of the Land Use Bylaw, to allow residents 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**

Bnx 240  
Worsley AB T0H 3W0  
Telephone: 780-685-3925  
Fax: 780-685-3960  
Email: [info@clearhillscounty.ab.ca](mailto: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 <i>Craig Donnelly</i>				NAME OF REGISTERED LAND OWNER <i>Craig Donnelly</i>			
ADDRESS <i>6 Willow Creek Ave</i>				ADDRESS <i>6 Willow Creek Ave</i>			
POSTAL CODE <i>T0H 3W0</i>	EMAIL <i>cdonnellycrg@gmail.com</i>	POSTAL CODE <i>T0H 3W0</i>	EMAIL <i>cdonnellycrg@gmail.com</i>				
CONTACT NUMBERS				CONTACT NUMBERS			
Home _____				Home _____			
Business <i>835-9556</i>				Business <i>835-9556</i>			
Cell <i>834-8078</i>				Cell <i>834-8078</i>			
<b>LAND INFORMATION</b>							
Legal description of proposed development site							
QTR/L.S.	SEC.	TWP.	RG.	M.	OR REGISTERED PLAN NO. OR CERTIFICATE OF TITLE <i>0822355</i>	BLOCK <i>5</i>	LOT <i>2</i>

HRI

Proposed Amendment *S.21 Keeping of Animals.*

FROM <i>S. No Poultry Allowed</i>	TO <i>Poultry Allowed</i>
Reasons in Support of Application for Amendment: <i>- Hens For Personal use</i> <i>- Seeking Allowance up to 6 Hens</i>	

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

DATE: <i>05/28/2020</i>	SIGNATURE OF APPLICANT: <i>[Signature]</i>
DATE: <i>05/28/2020</i>	SIGNATURE OF REGISTERED LAND OWNER: <i>[Signature]</i>



## Audrey Bjorklund

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**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=0RoAIToiNOvFoUekILfy3mklGTiAMpBqC59m3Ay65gs%3D&reserved=0](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=0RoAIToiNOvFoUekILfy3mklGTiAMpBqC59m3Ay65gs%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.

- Coop sites should take into consideration backyard locations that would minimize impact to adjacent neighbours (away from bedroom windows, furthest point from building, etc).
- An approved site may house only one coop and run, and they must be located:
  - a minimum of 18.0 meters from a front property line,
  - a minimum of 3.0 meters from a dwelling,
  - a minimum of 1.0 meters from the side or rear property lines, and,
  - a minimum of 0.9 meters from any other buildings on the site.

#### **NUMBER OF HENS AND COOP SIZE**

- Approved sites shall not exceed four hens per site. **Roosters are not permitted.** Hen Breed and numbers shall be indicated through the application process. Young hens (also called pullets) shall not be younger than 16 weeks old.
- 
- A minimum of 0.37 square meters per hen is required for the coop, along with a minimum of 0.93 square meters per hen for the outdoor enclosure.
  - All coops must contain sufficient perch locations, nest box, have adequate ventilation, and be weather and predator proof.
  - All hens on site shall be banded for identification and documented with the City.
  - All hens must remain in the coop or an enclosed run unless directly supervised by a person at least 14 years old, and they must stay on the permitted property.

#### **NUISANCE CONDITIONS**

- The site and coop must be properly maintained to prevent negative impacts, including but not limited to: attracting nuisance animals, the spread of food over the property, and excessive smells or noise.

#### **STANDARD OF CARE**

- Hen sites shall adhere to good management and husbandry practices; maintain hens in such a condition to prevent distress, disease, and welfare issues. Hens require appropriate food, liquid (unfrozen) water, shelter, light, warmth, ventilation, veterinary care and opportunities for essential behaviours such as scratching, pecking, dust-bathing and roosting, in order to be comfortable and healthy.
- Enforcement Services must be notified immediately of any disease or welfare issues that arise that may affect the public and the steps taken to rectify the situation.

#### **WASTE & DISPOSAL**

- Manure must be removed, discarded, and/or properly composted to prevent nuisance orders.

- 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	

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.

## ☐ URBAN HENS

1. Have you completed an Urban Hen Keeping course? ☐ Yes ☐ No
2. You have reviewed and understood the Urban Hen Guidelines and Procedures? ☐ Yes ☐ No
3. A Premise Identification Number has been registered? ☐ Yes ☐ No

### • NOTIFICATION OF ADJACENT NEIGHBOURS

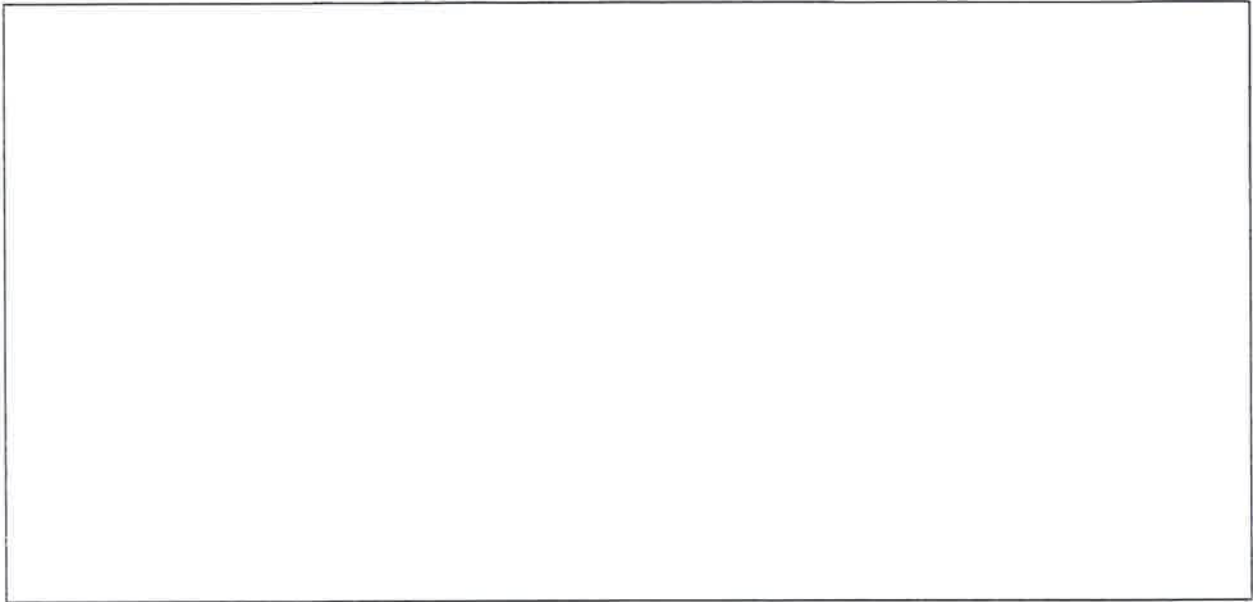
A letter will be sent to your neighbours (by the City of Grande Prairie) detailing your request and they will have **two weeks** to express any concerns to Enforcement Services.

## 6 ADDITIONAL INFORMATION

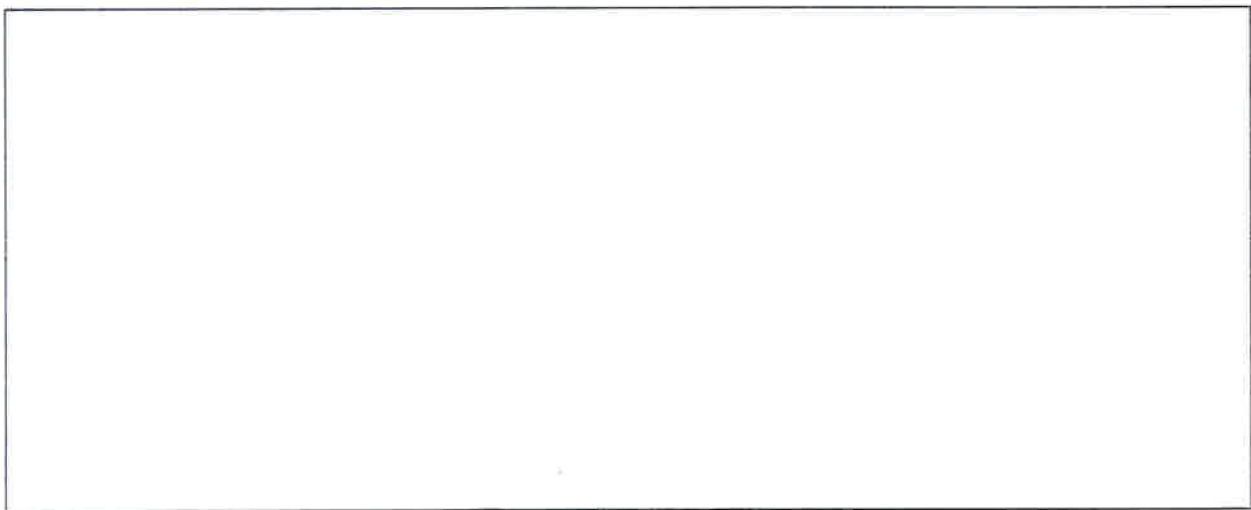
Briefly describe why you wish to apply for a Livestock Exemption Permit in the space provided below.

Are you a member of a specific Animal association/society? If yes, please describe which one(s):

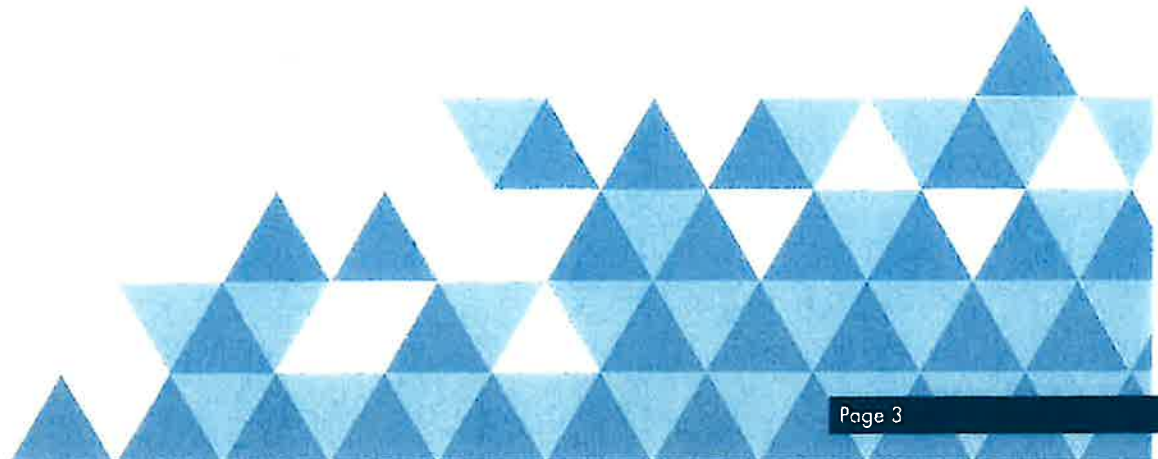
Please draw or attach a plot plan showing the location of enclosure(s) if applicable:



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](mailto: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.).

EMAIL US

FULL SITE

CALL US

iii.a minimum of 2.5 feet from any other buildings on the site;

iv.a minimum of 10 ft from any window;

c) The maximum Coop size cannot exceed 100 ft<sup>2</sup> without a building permit for an accessory building. Minimum indoor Coop floor size is 4 ft<sup>2</sup> per hen and 10 ft<sup>2</sup> per hen of outdoor enclosure;

d) Height of Coop should not exceed rear fence height, excepting the peak portion of the Coop roof;

e) All Coops must contain sufficient perch locations, nest boxes, have adequate ventilation and be weather & predator proof. Coops do not need to be insulated unless over-wintering and then should have an adequate, approved heat source;

f) The Coop and Outdoor Enclosure must be fully enclosed (i.e. Fencing, chicken wire, roof covering) to provide hens secure access to exercise, sunlight, earth and vegetation. It is to be constructed to prevent escape and prevent entry by intruders/predators;

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g) All hens must remain in the Coop or in the Outdoor Enclosure unless directly supervised by a person at least 14 years of age and they must stay on the permitted property;

#### **4. Number of Hens**

a) The maximum number of Hens per residential property shall be four (4); The minimum number of Hens per residential property shall be two (2);

b) Roosters and chicks are not permitted;

#### **5. Care of Hens**

a) Consideration shall be given to which breeds of Hens are best suited for Sexsmith climate;

b) Hen waste can be bagged and disposed of along with your weekly household garbage;

c) Manure that is intended for backyard composting or fertilizing must be kept within a fully enclosed structure or compost bin and no more than three cubic feet (0.085m<sup>3</sup>) of manure can be stored at a time;

d) Proper care and feeding practices must be followed to ensure the well-being of the Hens. This includes providing each Hen with food, water, shelter, light, ventilation, veterinary care and opportunities for essential behaviors such as scratching, dust-bathing and roosting;

e) Thorough, complete cleaning of walls and perches, removal of all bedding and disinfecting of coop and furnishings should be done at least once a year to reduce presence of unwanted pests;

All feed is to be kept in airtight, rodent-proof containers and any spilled/uneaten food should be removed; Hens should be kept in their Coop between 10 p.m. and 7 a.m. as this helps with both noise mitigation and keeping the hens safe;

[Click here to obtain an Urban Hen License Application.](#)

**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.
- 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 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)**

- iii. a minimum of 2.5 feet from any other buildings on the site;
- iv. a minimum of 10 ft from any window;
- c) The maximum Coop size cannot exceed 100 ft<sup>2</sup> without a building permit for an accessory building. Minimum indoor Coop floor size is 4 ft<sup>2</sup> per hen and 10 ft<sup>2</sup> per hen of outdoor enclosure;
- d) Height of Coop should not exceed rear fence height, excepting the peak portion of the Coop roof;
- e) All Coops must contain sufficient perch locations, nest boxes, have adequate ventilation and be weather & predator proof. Coops do not need to be insulated unless over-wintering and then should have an adequate, approved heat source;
- f) The Coop and Outdoor Enclosure must be fully enclosed (i.e. Fencing, chicken wire, roof covering) to provide hens secure access to exercise, sunlight, earth and vegetation. It is to be constructed to prevent escape and prevent entry by intruders/predators;
- g) All hens must remain in the Coop or in the Outdoor Enclosure unless directly supervised by a person at least 14 years of age and they must stay on the permitted property;

**4. Number of Hens**

- a) The maximum number of Hens per residential property shall be four (4); The minimum number of Hens per residential property shall be two (2);
- b) Roosters and chicks are not permitted;

**5. Care of Hens**

- a) Consideration shall be given to which breeds of Hens are best suited for Sexsmith climate;
- b) Hen waste can be bagged and disposed of along with your weekly household garbage;
- c) Manure that is intended for backyard composting or fertilizing must be kept within a fully enclosed structure or compost bin and no more than three cubic feet (0.085m<sup>3</sup>) of manure can be stored at a time;
- d) Proper care and feeding practices must be followed to ensure the well-being of the Hens. This includes providing each Hen with food, water, shelter, light, ventilation, veterinary care and opportunities for essential behaviors such as scratching, dust-bathing and roosting;
- e) Thorough, complete cleaning of walls and perches, removal of all bedding and disinfecting of coop and furnishings should be done at least once a year to reduce presence of unwanted pests;
- f) All feed is to be kept in airtight, rodent-proof containers and any spilled/uneaten food should be removed; Hens should be kept in their Coop between 10 p.m. and 7 a.m. as this helps with both noise mitigation and keeping the hens safe;

**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: \_\_\_\_\_ ft<sup>2</sup> 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**

<b>Subject:</b>	Keeping of Chickens/Hens in Hamlet Residential Districts	
<b>Municipality:</b>	Clear Hills County	<b>MMSA File No.:</b>
<b>Legal Description/ Municipal Address:</b>	Hamlets within Clear Hills County	<b>Municipality File No.:</b>

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### **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 areas<sup>1</sup>. 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.

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<sup>1</sup>Alberta 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.





## Mackenzie Municipal Service Agency Planning Report

### 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) within 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"> <li>• Poultry/fowl allowed on certain sizes of the parcels;</li> <li>• Owner of poultry/fowl must reside on the parcel;</li> <li>• Location of the pen;</li> <li>• Square footage of the poultry/fowl house;</li> <li>• Setbacks of the poultry/fowl house;</li> </ul>
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"> <li>• No fowl or other livestock other than Domestic Pets and horses other than as provided for in the Designated District.</li> </ul>
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"> <li>• Discretion of the Development Officer, whether the Site is suitable for the use, in country residential districts.</li> <li>• Poultry or fowls are prohibited in other districts.</li> </ul>
Cypress County	Land Use Bylaw No. 2016/16 (Adopted Nov. 1, 2016)	Part VI Land Use Districts and Regulations	Hamlet Residential General, Hamlet	<ul style="list-style-type: none"> <li>• Maximum of four (4) laying hens</li> <li>• Each chicken needs to be provided with at least 0.37 m<sup>2</sup> or 4 ft<sup>2</sup> of interior floor area</li> <li>• Coop needs to be sanitary and well-kept</li> <li>• No roosters are permitted</li> <li>• Class 2 Discretionary Use – MPC grants a DP instead of a Development Officer</li> </ul>

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"> <li>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).</li> <li>1 Animal Unit = 20 Chickens</li> </ul>
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"> <li>Districts need to be located in communities that have an ASP</li> <li>Lots need to be 2.03 hectares (5.0 acres) in Multi-lot Country Residential, Residential Conservation, and Hamlet General, to allow 1 AU.</li> <li>1 Animal Unit = 15 Chickens</li> </ul>
Westlock County	Land Use Bylaw No. 04-2016 (Adopted 2016)	7.19 Pet Keeping and Breeding Boarding and/or Facilities	Country Residential, Agricultural, Natural-Use	<ul style="list-style-type: none"> <li>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).</li> <li>1 Animal Unit = 10 chickens</li> </ul>

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"> <li>Coop is considered to be an Accessory structure that needs to comply with the LUB.</li> <li>Young hens shall not be younger than 16 weeks old.</li> <li>No rooster is permitted.</li> <li>Applicants need to apply for a Premises Identification Number (PID).</li> <li>Minimum of 0.37 m<sup>2</sup> per hen is required.</li> <li>Minimum of 3 hens and maximum of 6 hens per site.</li> </ul>	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"> <li>Applicants need to apply for a Livestock Exemption Permit</li> <li>Applicants need to apply for a Premises Identification Number (PID).</li> <li>Maximum of 4 hens</li> </ul>	Keeping of chickens is allowed where they are

	Ownership Bylaw (Bylaw C-1226)		<ul style="list-style-type: none"> <li>• Young hens shall not be younger than 16 weeks old.</li> <li>• No rooster is permitted.</li> <li>• Minimum of 0.37 m<sup>2</sup> per hen is required, for the coop.</li> <li>• Minimum of 0.93 m<sup>2</sup> per hen for outdoor enclosure.</li> </ul>	considered as discretionary in the LUB.
Municipal District of Pincher Creek No.9	Animal Control Bylaw No. 1272-17	Section 6 Restrictions Respecting Land Use	<ul style="list-style-type: none"> <li>• Urban chicken is defined as hen at least 16 weeks of age;</li> <li>• Maximum of four (4) urban chickens;</li> <li>• No Rooster or Hens (other than an urban chicken)</li> <li>• 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</li> <li>• Keep Chickens for personal use, coop secured at all times, enclosed areas, clean-up etc.</li> </ul>	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"> <li>• Urban hens – domesticated fowls valued for its eggs and housed on parcels smaller than 1.99 acres</li> <li>• 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.</li> <li>• 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.</li> <li>• Up to five (5) urban hens are allowed in Red Deer County hamlets.</li> <li>• Hamlet of Springbrook shall have a maximum of ten (10) urban hens.</li> </ul>	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"> <li>• Two-year pilot project</li> <li>• Residents may keep urban hens as long as they have a valid urban hen licence.</li> <li>• No slaughter or disposal of chickens cannot be in a residential property.</li> <li>• Sale of eggs, meat and manures of chickens, from the urban chicken coop, are prohibited.</li> <li>• Applicants need to apply for a Premises Identification Number (PID).</li> <li>• Minimum number of hens per residential property is two (2); Maximum number of hens per residential property is four (4)</li> <li>• No roosters or chicks allowed.</li> </ul>	Adhere to LUB.

Table 3. Examples of Chicken/Hen Bylaw

Municipality	Bylaw	Example of regulations	Connection to Land Use Bylaw
Village of Clive	Urban Hen Bylaw No. 531-19	<ul style="list-style-type: none"> <li>No keeping of rooster, or urban hens without a valid Chicken License.</li> <li>No more than four (4) Urban chickens are permitted.</li> <li>Urban Chickens be kept in a property containing detached or semi-detached dwelling</li> <li>Maximum of ten (10) licences shall be issued for the year.</li> <li>Provide each hen with at least 0.26 m<sup>2</sup> of interior floor area.</li> <li>Applicants must comply with the <i>Animal Health Act</i>.</li> </ul>	Land Use Districting allows the placement of a coop.
Town of High River	Urban Chicken Bylaw 4470/2016	<ul style="list-style-type: none"> <li>Applicants need to apply for a Premises Identification Number (PID).</li> <li>Only hens shall be allowed; no roosters</li> <li>No more than three (3) hens be kept on a single property.</li> <li>No slaughtering within residential property</li> <li>Provide each hen with at least 0.37 m<sup>2</sup> of interior floor area; at least 0.92 m<sup>2</sup> of outdoor enclosure.</li> <li>Liability insurance must be obtain by the applicant.</li> <li>Annual renewal of the urban chicken licence.</li> </ul>	LUB shall be adhered to.
Town of Crossfield	Urban Hen Bylaw No. 2019-04	<ul style="list-style-type: none"> <li>No more than three (3) hens in a single property.</li> <li>Roosters are not allowed.</li> <li>Valid Urban Hen licence is required in order to keep hens.</li> <li>Maximum of fifteen (15) licences shall be issued for the year.</li> <li>Permission of the registered property owner is required.</li> <li>No person shall keep a hen or hens in a single family residential zone, with area less than 464.52 m<sup>2</sup></li> <li>Applicants need to apply for a Premises Identification Number (PID).</li> </ul>	LUB shall be adhered to.
County of Newell	Urban Chicken Bylaw No. 1938-19	<ul style="list-style-type: none"> <li>No more than four (4) Urban Chickens</li> <li>Maximum of twenty-five (25) licences shall be issued for the year, within Acreage residential, grouped rural residential, hamlet residential.</li> <li>Provide each hen with at least 0.37 m<sup>2</sup> of interior floor area; at least 0.92 m<sup>2</sup> of outdoor enclosure.</li> <li>Provide at least one next box per coop, and one perch that is at least 15cm long, per hen.</li> <li>Chicken Licence is required to keep urban chickens.</li> </ul>	Placing of coop (accessory building) must adhere to the LUB



## **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<sup>2,3</sup> 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.

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<sup>2</sup> River City chickens is a great resource that provides guidance on urban chicken development.  
<http://www.rivercitychickens.org/why-keep-chickens.html>

<sup>3</sup> *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:	<b>SPECIAL COUNCIL MEETING</b>
Meeting Date:	August 4, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>TENDER AWARD – 2020-10 CLEARDALE FIRE HALL</b>
File:	61-02-02

### DESCRIPTION:

Council is presented with the tender analysis for Tender 2020-10 Cleardale Fire Hall.

### BACKGROUND:

Tenders were opened on July 14, 2020 and forwarded to S.P.A. Engineering for analysis and a recommendation.

### BUDGET:

\$100,000

Tenders ranged from \$644,140 to \$864,700.  
The bid recommended for award is \$637,846.  
Budgetary shortfall of \$537,846

### ATTACHMENTS:

S.P.A. analysis and recommendation.

### RECOMMENDED ACTIONS:

**RESOLUTION by** to accept for information the analysis of Tender 2020-10 Cleardale Fire Hall garage and bring back a recommendation to the August 11, 2020 Regular Council Meeting.

Reviewed by:

Manager:



CAO:





201, 10126 120 Avenue  
Grande Prairie, AB T8V 8H9  
P: 780.532.6035 E: info@spa-eng.ca

July 15, 2020

Project Ref. No. 20-048

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

**Attn: Ms. Audrey Bjorklund**

**Re: Fire Truck Garage, Clear Hills County, AB**  
**Recommendation of Successful Construction Management Proponent**

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This office has reviewed the proposal submittals received in response to the request for proposals for the Fire Truck Garage Project located in Clear Hills County.

Based on the criteria as specified in the RFP documents each proponent submittal was evaluated and scored and is attached to this letter for information and reference. The two highest ranked submittals were identified as Lavergne Construction and Southwest Design & Construction.

It is the recommendation of this office that the Contract for Clear Hills Fire Garage project be awarded to Lavergne Construction in accordance the RFP documents.

Should you require any additional information or clarification, please contact this office.

Respectfully,

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Yvonne Oakford, P.L.(Eng.), Partner  
**SCHEUNHAGE POPEK & ASSOCIATES LTD.**

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# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Special Council Meeting</b>
Meeting Date:	August 4, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>FAIRVIEW &amp; AREA VICTIM SERVICES FUNDING REQUEST</b>
File:	

### DESCRIPTION:

Fairview & Area Victim Assistance Association is requesting financial support for training, supplies and to help cover the cost of emergency expenses for victims of crime and tragedy.

### BACKGROUND:

The past funding referred to in the letter are as follows:

C259-19(05-28-19) RESOLUTION by Deputy Reeve Fletcher to approve a general grant of \$5,000.00 to the Fairview & Area Victim Assistance Association to assist with operating costs, funds to be allocated from the General Grant budget and the balance of funds that exceed the General Grant budget will be allocated from the Rate Stabilization Reserve. CARRIED.

C120-18(02-27-18) RESOLUTION by Deputy Reeve Fletcher to approve a General Grant in the amount of \$5,000.00 to the Fairview and Area Victim Services for operating of the program, funds to be allocated from Rate Stabilization Reserve. CARRIED.

C701-13(11/19/13) RESOLUTION by Councillor Fletcher to include \$4,924.00 (four thousand, nine hundred twenty-four dollars) in the 2014, 2015 and 2016 Operating Budget for the Fairview & District Victims Assistance Association. CARRIED.

### BUDGET/COSTS:

General Grant Budget: \$1500 misc. requests allocation  
\$10,000 programs/activities cancelled due to Covid-19

Funding Request: did not state a specific amount

### ATTACHMENTS:

- Request for funding letter

### OPTIONS:

1. Deny the funding request
2. Approve a general grant of \$(upto \$1500) to the Fairview & Area Victim Assistance Association.
3. Approve a general grant of \$(over \$1500) to the Fairview & Area Victim Assistance Association to assist with operating costs, and allocate the funds from the General Grant budget and the balance of funds from the Rate Stabilization Reserve.

### RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:





Head Office: Fairview R.C.M.P. Detachment  
P.O. Box 610, 10104 113<sup>th</sup> St, Fairview AB, T0H 1L0  
Phone: 780-835-4557  
Fax: 780-835-3950

July 10, 2020

RECEIVED

JUL 16 2020

Clear Hills County  
Box 240  
Worsley, Alberta  
T0H 3W0

CLEAR HILLS COUNTY

Dear Council Members:

On behalf of the staff and volunteers of Fairview & District Victims Assistance Association I would like to thank you for your past financial support of our organization. While we recognize the uncertainty that everyone is facing as we all navigate through new challenges during Covid 19 we are hopeful that you will be able to help us out with a financial contribution again this year. Your donation of \$5,000.00 in 2019 went towards training and supplies for our volunteers, office supplies, insurance and perhaps most importantly to help cover the cost of emergency expenses for victims of crime and tragedy.

Of course, we understand if you are not able to support us with the same level of funding as in the past due to the current economic situation but we would be happy to accept any amount you are able to contribute. Any contribution you can make will go a long way in helping us reach our goal of delivering quality services to everyone who is referred to our program.

We received 142 referrals last year and helped 156 people directly. So far this year, we have received 69 referrals and have helped 77 people. We expect this number to increase substantially by the end of the year as the effects of isolation and unemployment continue to take a toll on individuals and families.

Thank you for taking the time to consider our funding request. I would be happy to discuss this further and answer any questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Linda Moffatt'.

Linda Moffatt  
Program Manager  
Fairview & District Victim Services

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>SPECIAL COUNCIL MEETING</b>
Meeting Date:	August 4, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>APPOINTMENT OF DEVELOPMENT OFFICER</b>
File:	61-02-02

### DESCRIPTION:

Council is requested to appoint Community Development Manager Audrey Bjorklund as Development Officer as Development Officer Logan did not return to work after the one-year leave of absence.

### BACKGROUND:

**C400-19(08-13-19) RESOLUTION by Reeve Croy to appoint Community Development Manager Audrey Bjorklund as the Acting Development Officer for the duration of Development Officer Logan's one-year leave of absence. CARRIED.**

Development Officer Logan's one year leave of absence was effective noon Friday July 26, 2019 to Friday July 24, 2020.

Bylaw 14 states:

- (a) DEVELOPMENT OFFICER means the person appointed to the position of Development Officer by Council and pursuant to the Land Use Bylaw.

### RECOMMENDED ACTION:

RESOLUTION by     to appoint Community Development Manager Audrey Bjorklund as Development Officer for Clear Hills County.

Initials show support - Reviewed by:

Director:

*ABj*

CAO:

*pl*

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>SPECIAL COUNCIL MEETING</b>
Meeting Date:	August 4, 2020
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	<b>POLICY 7002 CAPITAL GRANTS POLICY</b>
File:	71-20-02

### DESCRIPTION:

Council is presented with a revised Policy 7002- Capital Grants that has been amended to clarify the difference between Capital Projects and asset purchases and Maintenance projects and asset purchases.

### BACKGROUND:

The definitions proposed for inclusion in this policy, are the same one as the ones approved for inclusion in Policy 7001- Operational Grant for Recreation Board at the June 9, 2020 Council meeting.

### ATTACHMENTS:

- Policy 7002

### OPTIONS:

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

### RECOMMENDED ACTION:

RESOLUTION by to adopt Policy 7002-Capital Grants 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:

*ABj*

CAO:

*de*



# Clear Hills County

Effective Date: AMENDED FOR AUGUST 11, 2020 REVIEW

Policy Number: **7002**

Title: **CAPITAL GRANTS**

## 1. Policy Statement

1.1. Clear Hills County shall provide grants to community organizations, and establish a system for evaluating applications for and distributing capital funds.

1.2.

## 2. General

2.1. Council may annually during budget deliberations, establish a budget for capital grants.

2.2. Council may maintain a capital reserve to assist community organizations in maintaining or enhancing facilities. Emphasis will be placed on maintenance of existing facilities.

## 3. DEFINITIONS:

3.1. 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.



- Community not-for-profit groups (must provide Certificate of Incorporation under the Societies Act)
- 4.2. Eligible projects must be capital in nature and no funds can be allocated to the operation of a facility.
- 4.3. Clear Hills County's capital grant funds are intended to support projects in the areas of:
  - Recreation, sport and community facilities
  - Arts and culture
  - Parks and playgrounds

## **5. Applications**

- 5.1. Applications for capital grants must be received by the County prior to September 1 of each year, Funds for approved capital grant applications will be included in the County's budget for the next fiscal year.
- 5.2. Applications for capital funding must be endorsed by the respective area recreation board and should be for a purpose included in that Board's five year capital plan.
- 5.3. Applications must be submitted using the application form in appendix "A".
- 5.4. The following criteria will be used to determine eligibility of funding:
  - Fund Raising Efforts.
  - Facility Usage.
  - Other Potential Funding Sources.
  - Urgency.
  - Previous Capital Grants Received.

## **6. Method of Funding**

- 6.1. The maximum grant will be \$25,000 per project. Council may by resolution authorize a larger grant.
- 6.2. A maximum of 50% of total project funding (excluding GST) may be derived from Clear Hills County.
  - 6.2.1. Donated labour / services and material / equipment may be estimated and included in the estimate of total project costs.

## **7. Conditions**

- 7.1. Clear Hills County will be advised when any approved project starts. Funds will not be disbursed until the project has been started.
- 7.2. The Grant recipient will install and maintain signage to acknowledge Clear Hills County for their support and contribution. Cost of signage is an eligible expense.
- 7.3. If a project does not start within two years of approval a new approval will be



required for that project.

- 7.4. If any project is not completed within two years of approval the organization that received the grant may request an extension in writing explaining why the extension is requested, including a current financial accounting statement, the estimated percentage of work completed and the estimated date of completion.
- 7.5. Any unexpended funds must be returned to the County with the financial accounting statement of expenditures.
- 7.6. Good and Services Tax (GST) is an ineligible expense and is to be excluded when calculating the total cost of a project.
- 7.7. Donated material and equipment may be included at a rate that can be substantiated with independent quotes.
- 7.8. Donated labour may be included at a rate of \$20.00 (twenty dollars) per hour.
  - A log of donated labour must be maintained.

## **8. Dissolution Agreement**

- 8.1. Any organization who receives a capital grant must have a dissolution agreement in place with the county, indicating that ownership of capital assets of the organization will revert to a non-profit organization within the County with similar purposes or the area recreation board, with prior approval of the County if the organization should become defunct.
- 8.2. The dissolution agreement will include the condition that the organization will display signage, provided by the county, acknowledging the support and contribution by the County.
- 8.3. The County will provide the following types of signage:
  - Adhesive stickers for equipment
  - Exterior sign for outdoor facilities
  - Interior sign for buildings

## **9. End of Policy**

ADOPTED

Resolution #C193-02

Date: March 25, 2003

AMENDED

Resolution #C241-04

Date: March 23, 2004

AMENDED

Resolution #C478-04

Date: May 25, 2004

AMENDED

Resolution #C872

Date: October 27, 2009

AMENDED

Resolution #C171(02/02/11)

Date: February 22, 2011

AMENDED

Resolution #C188-14(03/25/14)

Date: March 25, 2014

AMENDED

Resolution #C38-15(01/13/15)

Date: January 13, 2015

AMENDED

Resolution #C409-16(07/19/16)

Date: July 19, 2016

AMENDED

Resolution #C188-19(04/09/19)

Date: April 9, 2019

DRAFT

## Clear Hills County

Box 240, Worsley, AB, T0H 3W0

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

## CAPITAL GRANT APPLICATION FORM

Deadline September 1;

### ORGANIZATION

Legal Name: \_\_\_\_\_

Incorporation/Act Registered Under: \_\_\_\_\_

Registration No: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No: (day) \_\_\_\_\_

(evening) \_\_\_\_\_

(fax) \_\_\_\_\_

Attach Certificate of Incorporation under the Societies Act

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

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

### PROJECT

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

Total Project Cost \$ \_\_\_\_\_

(Attach a detailed breakdown of cost estimated for your project, do not include GST)

### FUNDING

Capital Grant Requested

\$ \_\_\_\_\_ (Maximum request is the lesser of 50% of total project (excluding GST) and \$25,000 Larger grants may be authorized by Council resolution)

Donated Labour / Services

\_\_\_\_\_ (Attach a detailed break down)

Donated Material / Equipment

\_\_\_\_\_ (Attach a detailed break down)

Other funding: \_\_\_\_\_

\_\_\_\_\_ (Attach a detailed break down)

Total Project Funding (excluding GST)

\$ \_\_\_\_\_ (This figure should be the sum of above figures and equal to the total Project cost)

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

If yes:	Year _____	Amount _____	Project _____
	Year _____	Amount _____	Project _____
	Year _____	Amount _____	Project _____

(attach additional piece of paper if needed)

### DECLARATION

I declare that:

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

ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

PHONE NO. (work) \_\_\_\_\_

(home) \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Special Council Meeting</b>
Meeting Date:	August 4, 2020
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	<b>Trades Training Funding Request</b>
File:	68-02-02

### DESCRIPTION:

Council is presented with the Peace River School Divisions 2020-2021 budget proposal for the Trades Training Program at the three schools – Worsley Central School, Hines Creek Composite School and Menno Simons Community School. The total amount requested is \$70,756.

### BACKGROUND:

C361-19(07-16-19)RESOLUTION by Deputy Reeve Fletcher to approve a General Grant for to the Peace River School Division for the 2019-2020 Trades Training program at the three schools – Worsley Central School, Hines Creek Composite School and Menno Simons Community School for the amount of \$84,615.00; \$45,000.00 is included in the 2019 annual operating budget, balance to be allocated from the Rate Stabilization Reserve; with the condition that a report be provided at the end of the school year on how each of the schools incorporated revenue generation through sale of products or services into their Trades Training Program, and how successful they were at this. CARRIED.

Since 2013 \$45,000 has been included in the annual operating budget for this program. Council's originating intent was to help get Trades Training established in the schools and then contribute no more than \$45,000 annually.

To date the following funds have been provided for Trades Training in the local schools. The first couple years the cheques went to each school, since 2014 the funds have been released to the PRSD and they deal with individual schools internally.

2012	\$18,572	2015	\$19,750	2018	\$64,526
2013	\$81,140	2016	\$34,906	2019	\$84,615
2014	\$45,000	2017	\$55,360	2020	\$70,756

Note - There is a difference in budget cycles between the County & School Division:  
Clear Hills County is Jan-Dec, PRSD is Sept to June (school year)

### Observations:

1. Condition of the 2019/2020 funding was that a report be provided by each school on revenue generation through sale of products or services generated by the Trades Training Program. None of the schools have provided such a report.
2. WCS only school that noted a surplus from last year due to the early cancellation of classes due to COVID 19. (With unspent funds plus the 2021/2020 request what is the total cost of the proposed 2021/2020 Trades Training Programs?)

Initials show support - Reviewed by:

Manager:

CAO:

**BUDGET/COSTS:**

Budget:	\$45,000
Request:	<u>\$70,756</u>
Difference	\$25,756

**ATTACHMENTS:**

- July 29 Letter of request with letters from each school

**OPTIONS:**

1. Table for consideration until the revenue generation reports are provided by the schools
2. Table for consideration until confirmation of surplus all schools have due to early cancellation of classes due to COVID-19.
3. Approve releasing the budgeted allocation of \$45,000.
4. Approve more than \$45,000 with the balance to be allocated from the Rate Stabilization Reserve.

**RECOMMENDED ACTION:**

**RESOLUTION by....** To table the Peace River School Division's Trades Training funding request until the 2019/2020 conditional funding requirement is met by each school report on how they incorporated revenue generation through sale of products or services into their Trades Training Program, and how successful they were at this plus clarification of unspent 2019/2020 trades training funds each school has due to the early cancellation of classes due to COVID-19.

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b> <i>AB</i>	<b>CAO:</b> <i>AD</i>
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## Peace River School Division

July 29, 2020

VIA Email: [allan@clearhillscounty.ab.ca](mailto:allan@clearhillscounty.ab.ca)

Mr. Allan Rowe, CAO  
Clear Hills County  
Box 240  
Worsley, Alberta T0H 2W0

Dear Mr. Rowe:

On behalf of Peace River School Division, I would like to submit for the Clear Hills County Council's consideration the 2020-2021 budget proposals for the three schools involved in the Trades Training Program: Worsley Central School, Hines Creek Composite School, and Menno Simons Community School. Please note that there is a reduction in the amount requested by Worsley Central School due to COVID-19.

A summary of the funding requests is as follows:

Worsley Central:	\$14,906
Hines Creek Composite:	\$34,500
<u>Menno Simons:</u>	<u>\$21,350</u>
Total Requested:	\$70,756

The three schools' respective proposals are attached and provide further breakdown of the requested funds.

The Clear Hills County Council's financial support continues to be instrumental in each school's ability to offer trades related programming and expand the programs they currently offer to their students.

Thank you for your continued belief in the work that our schools are doing and for your continued support in helping us to provide our students with the opportunity to explore potential careers in the trades.

Sincerely,

Dr. Paul C. Bennett  
Superintendent of Schools

PB/lls

Enclosures

Peace River School Division 4702 - 51 Street PO Box 380 Grimshaw, AB T0H 1W0 T 780.624.6601 F 780.332.1050

[www.prsd.ab.ca](http://www.prsd.ab.ca)



## Learning Together - Success for All



# Hines Creek Composite

Box 450  
Hines Creek, Alberta T0H 2A0  
Phone: 780-494-3510  
Fax: 780-494-3616  
Email: HinesCreekHS@prsd.ab.ca



June 9, 2020

Allan Rowe  
Clear Hills County Chief Administrative Officer  
Box 240  
Worsley, AB T0H 3W0

Dear Mr. Rowe:

I am writing to you as a member of the Trades Training Program Committee. For the past several years the financial support County of Clear Hills has provided our school has been instrumental in our ability to offer trades related programming to students in both our Junior and Senior High. Your financial support has made it possible for our school to offer a number of different trade-related programs including Home Economics, Welding, Autobody, Construction, Film, Podcasting and Cosmetology.

This coming year we will be offering career and technology studies courses again focused on trades to our students. We are working with GPRC Fairview Campus to build a partnership that benefits both schools. Last year GPRC agreed to release an instructor to teach welding to our students. The course was structured to emulate the pre-employment program that GPRC offers. This curriculum allows our students to earn the pre-employment credits equivalent to what they would receive at the college and therefore they will be able to challenge the course and write the exam should they choose to after high school. We were also able to include mechanics last year. While we were unable to share an instructor with GPRC, Mr. Towes is a retired college instructor and our student received the same level of training that they would have from a practicing instructor. All of these courses are repeatable, expandable and are courses that the students have requested to be part of the educational programming offered at Hines Creek Composite School.

The following is an outline of the projected costs for the 2020-2021 school year. We are hopeful that the generosity of the County will continue by providing funds to maintain our existing courses. The students of Hines Creek Composite sincerely appreciate the support Clear Hills County has provided in the past and your commitment to helping improve the educational opportunities in our area.

Sincerely,

Sherri MacDowall  
Principal, Hines Creek Composite

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# **Clear Hills County Budget**

## **2020/21 Proposed Budget Hines Creek Composite**

Home Ec	General expenses (including fabric, thread, needles, etc, as well as cooking ingredients, and replacement cookware)---- <b>\$ 2000.00</b>
Instructors	I hope to hire instructors each semester to help provide CTS to our students. We plan to bring Mr. Buker back to teach welding, and we are working on getting a mechanics instructor from GPRC as well. The contract between the division and the college this year was approximately \$15,000. This included the instructor and consumables for the course. <b>\$30,000.00</b>
First Responders	<b>\$2500.00</b>

Total Request: **\$34,500.00**





Peace River School Division #10

**MENNO SIMONS COMMUNITY SCHOOL**  
**BAG 100**  
**CLEARDALE, ALBERTA TOH 3Y0**  
**PHONE: (780) 685-2340**  
**FAX: (780) 685-3665**  
**EMAIL: MennoSimons@prsd.ab.ca**



*"Growth and Success for All"*

June 11, 2020

Dear Mr. Rowe:

The students of Menno-Simons Community School were diligently working on sewing, welding, and construction during the 2019-20 school year. I am very pleased to tell you that our classes led by local community instructors were indeed engaging learning environments! I was so impressed with the intensity of the work from both the students and the instructors; each had ownership of the learning!

We are excited to continue the Trades Programming in their new 2020-21 school year. It is our hope to offer our students courses again this year in welding, sewing, construction, and foods. As you know, student access to these trades during their junior and senior high years is one that provides skill development, entrepreneurship opportunity, confidence, and work experience. Unfortunately, our plan to host a Student Trades Show this year did not materialize because of early school closure due to Covid-19. However, I am including a few pictures of student work for you to share with your Council with thanks and appreciation.

Since the skilled trades sector is one of the highest job opportunities in the province, recognizing the importance of these options toward graduation requirements is an essential part of a good high school program for our students.

The support from Clear Hills County has been pivotal in influencing the planning and decisions regarding trades program at Menno-Simons Community School. We have students who rely upon the credits and opportunities in CTS as a major contribution to the completion of their diploma requirements. Our students have been provided programming in a variety of CTS/CTF choices over the years including art, construction, welding and foods. It is your continued support that has provided students' opportunity and success.

Students have also enjoyed attending GPRC Trades Camp held in Fairview where they are given the opportunity to explore career options available at the GPRC Fairview Campus.

Our contracted assistants have become an essential component in our capacity to offer a variety of courses in CTS and CTF. Our equipment requirements, program resources, and resource materials all contribute to overall successful programming for our students.

On behalf of the students at Menno-Simons, thank you to Clear Hills County for your interest in our program and for your financial support. The advice and financial support you supply is

a tremendous investment in the young people of the Clear Hills County. Thank you for the opportunity and thank you for the visit to our Trades students and program. They feel proud when you visit our school.

Sincerely,

Kathleen Roul

**Clear Hills County Budget Proposal  
2020-21 for Programming at Menno Simons Community School**

Description	Cost
Instructor Salaries and Benefits: for two instructors at 0.5 FTE.	\$14000.00 Salaries, \$1000.00 Benefits Based on 144 minutes per day at \$25.00 per hour plus benefits for one semester.
Travel for collecting supplies or maintaining equipment.	\$500.00
Program supplies and equipment for welding, construction, and sewing program.	\$2500.00
Trades Camp ) (this cost will vary based upon contributions from business and industry)	\$850.00
First Responders Training provided by Alberta Health Services	\$2500
Total	21,350.00





# Worsley Central School

Box 210, Worsley, Alberta, T0H 3W0

Ph: 780-685-3842 [danielj@prsd.ab.ca](mailto:danielj@prsd.ab.ca)



June 11, 2020

Allan Rowe  
Clear Hills County Chief Administrative Officer  
Box 240  
Worsley, AB T0H 3W0

Dear Mr. Allan Rowe:

I am writing to you as a member of the Trades Training Program Committee. During the 2019-2020 school year, the financial support that the County of Clear Hills provided to Worsley Central School was of significant value to our school. Through this funding, we were able to offer a variety of trades training opportunities to students in grades seven through twelve. Some examples of this include courses related to Foods, Construction, Cosmetology, Office Administration, First Responders, and Robotics. In each of these learning opportunities, students were able to explore possible career paths alongside entrepreneurial skills.

This coming year, we are hoping to continue offering courses related to trades and career skills. Our plan at this time is to be able to continue our Foods class, lead by an experienced community instructor who has strong knowledge in this area. We hope to continue to provide First Responders training, which is a student-lead response team that is extremely valuable to our whole student body. Also, it provides students with relevant life and career knowledge and experiences relating to handling emergencies. In response to student interest, we are looking to deliver a Mechanics class. This course would require an experienced community instructor. Our draft schedule for the upcoming school year also includes courses such as fashion studies, business and accounting, taught by teachers on our current staff.

I have attached an outline of the projected costs for the 2020-2021 school year. Within that projection, I have indicated some surplus funds. These occurred as a result of the early cancellation of regular classes due to COVID19. We, as a school community, are hopeful that the generosity of the County will continue by providing funds for these trades training opportunities. Worsley Central School is very grateful for the support the County has offered to our school in the past. We want to thank you in advance for the chance to improve the educational opportunities for our students.

Sincerely,

Mrs. Jennifer Daniel, Principal,

Worsley Central School

***Working, Caring, Succeeding***



# Worsley Central School

Box 210, Worsley, Alberta, T0H 3W0

Ph: 780-685-3842 [danielj@prsd.ab.ca](mailto:danielj@prsd.ab.ca)



## Budget Summary for Trades Training Programming at Worsley Central School

Description	Cost
Foods Instructor Salary	\$11 460 (1 full year FTE – 1 section each semester)
Instructor Benefits	\$750
Mileage (picking up materials)	\$750
Mechanics Instructor Salary	\$5730 (1 semester FTE – 1 semester)
Benefits	\$375
Mileage for Materials	\$200
Mechanics Supplies – materials & equipment	\$1250
Fashion Supplies – materials & equipment	\$1250
Foods Supplies – materials & equipment	\$2500
Course: First Responders	\$2500
Total:	\$26 765
<i>School-generated funds</i>	<i>\$3076</i>
<i>Remaining funds from 2019-2020 School Year</i>	<i>\$8783</i>
<b>Grand Total of Proposed Expenses:</b>	<b>\$14 906</b>

Due to the cancellation of regular classes in the 2019-2020 school year (COVID19), we did not spend the entirety of our projected expenses.

The grand total of proposed expenses described above is calculated by subtracting funds generated from our program in 2019-2020 from goods or services relating to our trades course offerings (i.e. sale of constructed benches, hot lunch program) and funds remaining due to the early cancellation of regular classes.

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Special Council Meeting</b>
Meeting Date:	August 4, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Policy 3201 Road Construction
File:	11-02-02

### DESCRIPTION:

Council requested Policy 3201 Road Construction be brought back for review and discussion.

### ATTACHMENTS:

Policy 3201 Road Construction

### RECOMMENDED ACTION:

**RESOLUTION by.....**

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**





# Clear Hills County

Effective Date **August 22, 2017**

Policy Number: **3201**

Title: **ROAD CONSTRUCTION**

## **1. POLICY STATEMENT**

- 1.1 Clear Hills County will develop and enhance the vital road network system within the County for the safe transportation of passengers, tourists, industry and goods.
- 1.2 The County will implement guidelines for evaluation and prioritization of road construction.

## **2. ROAD CONSTRUCTION AND ROAD RECONSTRUCTION EVALUATION**

- 2.1. Road Construction and reconstruction evaluation will be based on the following:
  - 2.1.1. Ranking in the 3 to 5 year Road Construction Plan
  - 2.1.2. Ranking in the Road Scoring Grid
  - 2.1.3. Ongoing maintenance costs:
    - gravel frequency;
    - grading frequency; and
    - upgrading via shoulder pulls.
  - 2.1.4. Condition of substructure - culvert placement.
  - 2.1.5. Council and staff Road Tours/Inspections
  - 2.1.6. Road reconstruction requests
  - 2.1.7. Traffic counts - summer and winter.
  - 2.1.8. Projections for long term use of the roads.
  - 2.1.9. Road destination-access to another community, province, major development, etc.
  - 2.1.10. Road users - local traffic, commercial, industrial

**3. ROAD REQUEST APPLICATION EVALUATION****3.1 Road Scoring Grid:**

The following Road Scoring Grid will be used to evaluate road construction requests.

Priority	Scoring Criteria	Points
1a	No Access – To a Quarter Section with Residence	95
1b	No Access – To a Quarter Section with a Residence on a School Bus Route	90
1c	No Access – To a Quarter Section of Farm land or titled fenced pasture	85
2	Miles school bus route is reduced	5/mile
	Anticipated school bus years	Years
3	Reduced distance by existing roads	5/mile
	Miles reduced	
4	Number of groups/households served	5/group
	Basic access	minus 20
	Limited Access	minus 10
	Wet Years -No Access	50
	Wet Years- Limited Access	25
	Water Crossing Required: Bridge File	minus 50
	Water Crossing Required: 36-48"	minus 25
	Muskeg/Coulee	minus 20
	Distance	minus 5 per ½ mile over 1 mile
	Total Points	
Minimum Points to qualify		60

**Notes:**

\*Applicants for roads that do not achieve minimum points will be notified in writing that the requested project is denied.

### **3.2 ROAD SCORING GRID DEFINITIONS**

- No Access: no existing roads access to a quarter section with a residential site and/or farmed or farmable land of which the applicant does not own any adjacent quarter sections.
- To qualify for scoring as a Residential access a residence must be in place or under construction on the quarter section OR an approved Development permit application in place AND Power applied for or \$1,000 paid in lieu of power. If these conditions are not met the request will be treated as a farm access. If the road is built and the residence is constructed within one year of completion of the road the applicant will be refunded the \$1,000 in lieu of power fee.
- Limited Access: applicant has adjacent land that has road access to one side, minimum
- Basic Access: road access to corner of the quarter section
- Wet Years - No Access: applicant has adjacent land that has road access to one side, minimum, but cannot access quarter section on wet years.
- Wet Years - Limited Access: applicant has adjacent land that has road access to one side, minimum and has difficulty accessing quarter section on wet years.
- Reduced distance by existing roads: based on location of nearest property owned, miles applicant has to transport equipment, etc.
- Numbers of families serviced: number of families easily recognizable as being served by new road (i.e.: own land that would be serviced by new road).
- Adjacent Land: a quarter section that is located along the side of the adjoining quarter section NOT corner to corner.
- Water refers to major water crossings (creeks, drainage ditches, etc.)
- Distance or Road required: the intent of this policy is to construct roads of up to 1 mile in length. Every ½ mile over 1 mile will be deducted 5 points due to construction cost and ongoing maintenance needs.

### **3.3 ROAD RECONSTRUCTION REQUESTS**

- 3.3.1 RECONSTRUCTION REQUESTS shall be evaluated based on Section 2 of this policy (Road Construction and Reconstruction Evaluation)
- Existing road that requires substantial repairs to be brought up to an acceptable standard;
  - Existing road requiring upgrading to a higher standard of road



**3.4 ROAD REQUEST APPLICATION RANKING**

3.4.1 The Road Scoring Grid ranks road based on the following Priority list:

- NO ACCESS roads shall be constructed first.
- All other roads shall be assessed for construction, incorporating the following criteria:
  - a. Miles a school bus route is reduced 1st priority
  - b. Reduced distance travelled by existing roads 2nd priority
  - c. Number of groups/households served 3rd priority
  - d. Number of parcels of land served (information only)

**4. ROAD CONSTRUCTION PRIORITIZATION**

4.1. The CAO shall present to Council road request applications as they are received for Councils review and approval as per the road construction evaluation and budgetary allocations:

- Road Construction Evaluation;
- Road Request Application Evaluation

4.2. The list will include estimated costs to construct the requests that are presented for prioritization.

4.3. The list shall contain the legal description(s) of the land adjacent to the road requests, the name of the person(s) requesting, the total number of kilometers requested built, and the estimated cost of the road - construction.

**5. ROAD CONSTRUCTION ON LAND WITH ACCESS**

5.1. Access for undeveloped road allowance for residential purposes on a quarter that already has basic access will be reviewed by Council on a first come, first served basis Council will annually set an amount in the following years budget for construction of residential access.

5.2. Approved Applications for residential access road construction over and above the annual budget allotted will be moved to the following year.

**6. CONNECTOR ROAD REQUESTS**

6.1. Construction of connector roads that do not fit the construction criteria requirements may be authorized by Council in cases where the connection may benefit users.

**7. END OF POLICY****Related Policies:**

3202 Road Construction Specifications

3203 Approach Construction

3205 Land Need and Acquisition

ADOPTED

Resolution #C190-03

Date: March 25, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

AMENDED

Resolution #C153(03/13/07)

Date: March 13, 2007

AMENDED

Resolution #C180(02/23/10)

Date: February 23, 2010

AMENDED

Resolution #C393-12

Date: July 10, 2012

AMENDED

Resolution # C398-12(07/24/12)

Date: July 24, 2012

AMENDED

Resolution # C405-14(06/24/14)

Date: June 24, 2014

AMENDED

Resolution # C413-17 08/22/17

Date: August 22, 2017