

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY MEETING
TUESDAY, OCTOBER 6, 2020**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Tuesday, October 6, 2020, at 9:30 a.m. in the Council Chambers of the County Office, Worsley, Alberta.

1. CALL TO ORDER

2. AGENDA

3. DELEGATION(S)

4. NEW BUSINESS

a. COUNCIL

1. Road Construction Policy 3201	2
2. Management Team Activity Report Review	8
3. Public Transportation to Fairview for Medical	18
4. Stoney, Sulphur, and Running Lake Opportunities for Local Organizations	19
5. Business Incentives	20
6. Information Output-Public engagement	21
7. Cemetery Grant Policy 5601	22
8. Continuing Education Scholarship Policy 6801	25
9. Per Diem Payments Policy 1126	29
10. Travel and Expense Policy 1127	38
11. 2021 Preliminary Budget Items	49
12. Inter-Municipal Meeting Date	50

5. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	October 6, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Road Construction Policy 3201
File:	11-02-02

DESCRIPTION:

Council requested Road Construction Policy 3201 be brought back for discussion regarding *Section 5. Road Construction on Land with access.*

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.

C344-20(08-4-20) RESOLUTION by Councillor Ruecker to table the discussion regarding Policy 3201 Road Construction until a future meeting. CARRIED.

ATTACHMENTS:

Road Construction Policy 3201

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

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	October 6, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Management Team Activity Report Review
File:	11-02-02

DESCRIPTION:

Council is presented with the Management Team Activity Report for review and discussion.

The Management Team Activity Report –

- management reviews Council motions after each Council meeting.
- A list of current resolutions (action items) are compiled.
- The list is broke down into 3 sections (colors)
 - Budget Items (green), Completed Items(grey), Items in waiting (orange)
 - unfinished items remain on the list and their status is indicated

ATTACHMENTS:

September 22, 2020 Management Team Activity Report

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:





Management Team

Activity Report for September 22, 2020

LEGEND:

Budget Items: Completed Items: Items in Waiting:
 CAO = Chief Administrative Officer CSM = Corporate Services Manager
 PWM = Public Works Manager EA = Executive Assistant
 CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS			
		January 28, 2020					
C68-20	01/28/20	RESOLUTION by Reeve Croy to proceed to tender on the Road Upgrades for Range Road 54 & 60. CARRIED.	PWM	On Hold 2021			
		March 24, 2020					
C255-20	05/26/20	RESOLUTION by Reeve Croy to proceed to tender for approximately ¼ mile of road construction along SE 32-85-8-W6M. CARRIED.	PWM	In works Out for tender			
		July 14, 2020					
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.	EA	P&P			
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.	EA	In waiting P&P			
		August 4, 2020					
C338-20	08/04/20	RESOLUTION by Deputy Reeve Bean to develop a bylaw to amend the Land Use Bylaw 189-16 section 8.21 to allow residents to keep poultry in any Hamlet Residential District and develop a Poultry Bylaw stating guidelines and procedures and bring the bylaw to the future Council meeting for first reading and to set the public hearing date. CARRIED.	CDM	Oct 13 public hearing			
C344-20	08/04/20	RESOLUTION by Councillor Ruecker to table the discussion regarding Policy 3201 Road Construction until a future meeting. CARRIED.	PWM	P&P			
		September 8, 2020					
C387-20	09/08/20	RESOLUTION by Councillor Frixel to draft letters to the following ministers while Council attends November 2-4, 2020 RMA Convention in Edmonton, Alberta. CARRIED.	EA	Letters drafted			
		<table><tr><td>Ministers</td><td>Ministry</td><td>Topic background</td></tr></table>	Ministers	Ministry	Topic background		
Ministers	Ministry	Topic background					



Management Team

Activity Report for September 22, 2020

LEGEND:

Budget Items: ████████ Completed Items: ████████ Items in Waiting: ████████
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MOTION	DATE	DESCRIPTION			DEPT	STATUS
		Tracy Allard	Municipal Affairs	Assessment Model		
		Grant Hunter	Red Tape Reduction	Ag Society accounting legislation, Parks Agreements and contracts, Wetland assessments		
		Jason Nixon	Env & Parks	Parks agreement, Wetland assessments/co de of practice.		
		Sonya Savage	Energy	Orphan Wells		
		Ric McIver	Transportation	Highway 64		
		Tyler Shandro	Health	Disclosure of information Locum coverage Homecare Locum		
		Adriana LaGrange	Education	Bussing – COVID Bussing Boundaries		
C402-20	09/08/20	RESOLUTION by Councillor Frixel to award RFQ 2020-11 Wetland Assessment for residential access to SE-30-85-5 W6M Range Road 55 to Sora Ecological Consulting for \$3,600.00. CARRIED.			PWM	In works
C403-20	09/08/20	RESOLUTION by Councillor Janzen to award 2019 Bridge Maintenance Contract (2020 Bridge Maintenance, Tender No. 201-1246-00 to Griffin Contracting Ltd. \$415,550.00, as per the submitted tender. CARRIED.			PWM	In works
C3-20	09/08/20	RESOLUTION by Councillor Wetmore to temporarily suspend all future Clear Hills County funded grants			EA/CDM /CSM	



Management Team

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MOTION	DATE	DESCRIPTION	DEPT	STATUS								
		until after the Provincial Assessment Model review has been completed. CARRIED.										
		September 22, 2020										
C416-20	09/22/20	RESOLUTION by Reeve Croy to open Proposals RFP-2020-P03 – Worsley Walking Path Snow and Ice Removal, analyze results and bring back a recommendation to a future regular council meeting. CARRIED NO TENDERS RECEIVED	PWM	Bring back								
C417-20	09/22/20	RESOLUTION by Deputy Reeve Bean to open Proposals RFP-2020-P04 – Cleardale Walking Path Snow and Ice Removal, analyze results and bring back a recommendation to a future regular council meeting. CARRIED.	PWM	In works								
		<table><tr><th>Company</th><th>Amount</th></tr><tr><td>RuCo Enterprises Ltd.</td><td>\$70/hr</td></tr></table>	Company	Amount	RuCo Enterprises Ltd.	\$70/hr						
Company	Amount											
RuCo Enterprises Ltd.	\$70/hr											
C418-20	09/22/20	RESOLUTION by Councillor Wetmore to open tenders for the Tender 2020-13 Construction of New Road Build NW 15-83-12-W6M within Clear Hills County, analyze results and bring back a recommendation to later in today’s meeting. CARRIED	PWM									
		<table><tr><th>Company</th><th>Amount</th></tr><tr><td>Advantage North Services Ltd</td><td>\$155,340.00</td></tr><tr><td>Cal R Contracting</td><td>\$163,200.00</td></tr><tr><td>MDP Oilfield Services Ltd.</td><td>\$312,289.60</td></tr></table>	Company	Amount	Advantage North Services Ltd	\$155,340.00	Cal R Contracting	\$163,200.00	MDP Oilfield Services Ltd.	\$312,289.60		
Company	Amount											
Advantage North Services Ltd	\$155,340.00											
Cal R Contracting	\$163,200.00											
MDP Oilfield Services Ltd.	\$312,289.60											
C421-20	09/22/20	RESOLUTION by Councillor Wetmore to make the required amendments to the draft letters to the ministers that they would like to schedule meetings with. CARRIED.	EA	drafted								
C422-20	09/22/20	RESOLUTION by Reeve Croy to set the next Policy and Priority Meeting for Tuesday, October 6th at 9:30 a.m. CARRIED.	EA									
C427-20	09/22/20	RESOLUTION by Councillor Giesbrecht to remove the conveyor from the Grain Bagger rental. CARRIED.	CDM									
C429-20	09/22/20	RESOLUTION by Reeve Croy increase the rental rates of the following items:	CDM	Oct 13 RFD								



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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		Post Pounder: \$125.00 to \$150.00 and the BBQ Trailer: \$50.00 to \$75.00. per day. CARRIED.		
C430-20	09/22/20	RESOLUTION by Councillor Janzen to amend Policy 6310 by amending Clause 2.1. by removing "not available for rent through other rental agents within the County's boundaries". CARRIED.	CDM	Oct 13 RFD
C431-20	09/22/20	RESOLUTION by Councillor Wetmore to approve the acquisition of 8 acres from Reginald Conrad & Barbie Evans-Conrad on NW 83-15-12 W6M in the amount of \$16,000.00 (sixteen thousand dollars) to construct new access around the Vanhorn coulee (TWP Rd 832.5 Bear Canyon) road that has slid this year. CARRIED.	PWM	
C332-20	09/22/20	RESOLUTION by Councillor Giesbrecht to award Tender 2020-13 Construction of New Road Build NW 15-83-12-W6M to Cal R Contracting in the amount of \$163,200.00. CARRIED.	PWM	In works
C433-20	09/22/20	RESOLUTION by Reeve Croy to award RFP for the provision of management and maintenance on the Chinchaga Road to Chinchaga Road Management allowing them to continue managing the Chinchaga road on behalf of Clear Hills County. CARRIED.	PWM	In works
C442-20	09/22/20	RESOLUTION by Deputy Reeve Bean to draft a letter to the property owner of NE 32 86 5 W6M proposing a new fence be installed with the landowner's permission on the surveyed property line. CARRIED.	PWM	drafted

		August 20, 2019		
C335-19	06/25/19	RESOLUTION by Councillor Bean to approve a budget of \$21,500.00 for survey, land and environmental work to increase the George Lake Recreation Lease boundaries and allocate the funds from the Recreation Reserve. CARRIED.	CDM	In the works
C391-19	08/13/19	RESOLUTION by Councillor Ruecker to approve the funding request from NWSAR (North West Species at Risk Committee) to assist with research and ongoing activities annually in 2020, 2021 and 2022 in the amount of \$50,000.00 per year, funds to be included in the 2020, 2021 and 2022 Operating budget under Economic Development. CARRIED.		2020 ✓ 2021 2022



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MOTION	DATE	DESCRIPTION	DEPT	STATUS
September 30, 2019				
C470-19	09/24/19	RESOLUTION by Councillor Ruecker to approve a one-time conditional operating grant to the Village of Hines Creek in the amount of approximately \$135,000.00, as a 2020 25% tax rebate incentive. CARRIED.		2020 ✓
C471-19	09/24/19	RESOLUTION by Councillor Wetmore to approve a one-time conditional operating grant to the Village of Hines Creek in the amount of \$400,000.00 with the following conditions: a yearend report on how the funding was used to achieve sustainability of the Village. CARRIED.		2020 ✓
November 27, 2019				
C587-19	11/26/19	RESOLUTION by Councillor Frixel to receive the delegation from Paul Hvenegaard, Regional Manager with Alberta Conservation Associations presentation for funding support for the Sulphur Lake aeration operation; and approve entering into an agreement with the Alberta Conservation Association to provide \$5,000 per year for 5 years (2020-2024) for the Sulphur Lake aeration operation with the funds to be included in the General Grants budget of the 2020 through 2024 annual Operating Budgets. CARRIED.	CDM	2020 2021 2022 2023 2024
C595-19	11/26/19	RESOLUTION by Councillor Frixel further to resolution C630-18(12-11-18), authorize that the 2019, 2020 and 2021 Risk Pro insurance credit for the Compound Gate replacement project be transferred to the Building Reserve when received each year. CARRIED.	CSM/ CDM	2019 ✓ 2020 ✓ 2021
January 7, 2020				
C620-19	12/10/19	RESOLUTION by Councillor Fletcher that Council approves assisting Northern Lights County by contributing \$10,000 (ten thousand dollars) a year for 5 years, for operation of the Manning Airport, and include the funds in the annual operating budget. CARRIED.	CDM	2020 ✓ 2021 2022 2023 2024
February 4, 2020				
C75-20	01/28/20	RESOLUTION by Councillor Wetmore to approve a Capital Grant for the Cherry Canyon Agricultural	CDM	2020 ✓



Management Team

Activity Report for September 22, 2020

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MOTION	DATE	DESCRIPTION	DEPT	STATUS														
		Society's for the amount of \$22,000.00 for the playground project and include the funds in the 2020 Operating Budget. CARRIED.																
		March 26, 2020																
C181-20	03/24/20	RESOLUTION by Councillor Janzen to amend the 2020 Operating Budget by reducing one weed inspector position and including the revenue and expenses for the County's portion of the Peace Region Clubroot Surveillance Program CAP grant. CARRIED.	CDM	2020✓														
C183-20	03/24/20	RESOLUTION by Councillor Janzen to increase the Bovine Spongiform Encephalopathy Testing (BSE) Incentive Program 2020 budget to \$4,500 from \$3,000, as recommended by the Agricultural Service Board. CARRIED.	CDM	2020✓														
		June 9, 2020																
C228-20	05-08-20	RESOLUTION by Reeve Croy to offer the Peace River School Division No. 10 a conditional grant of up to \$199,000.00 (one hundred ninety nine thousand dollars) to pave the Worsley School parking lot bus pickup/drop off area in 2020, with the funds to be allocated from the Rate Stabilization Reserve. CARRIED.		Project completed														
		July 30, 2020																
C278-20	06/09/20	<table><tr><td>For</td><td>Against</td></tr><tr><td>Councillor Janzen</td><td>Councillor Ruecker</td></tr><tr><td>Deputy Reeve Bean</td><td></td></tr><tr><td>Reeve Croy</td><td></td></tr><tr><td>Councillor Wetmore</td><td></td></tr><tr><td>Councillor Frixel</td><td></td></tr><tr><td></td><td>CARRIED.</td></tr></table> RESOLUTION by Reeve Croy Approve a 2020 general grant of \$120,000.00 to the End of Steel Heritage Society for setting up a Men/Ladies Lavatory trailer with handicap accessibility and water & sewer at the Society's museum in Hines Creek, with the funds to be allocated from the Rate Stabilization Reserve. Councillor Frixel requested a recorded vote.	For	Against	Councillor Janzen	Councillor Ruecker	Deputy Reeve Bean		Reeve Croy		Councillor Wetmore		Councillor Frixel			CARRIED.	CDM	In works
For	Against																	
Councillor Janzen	Councillor Ruecker																	
Deputy Reeve Bean																		
Reeve Croy																		
Councillor Wetmore																		
Councillor Frixel																		
	CARRIED.																	



Management Team

Activity Report for September 22, 2020

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
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.	CDM	
		September 15, 2020		
C393-20	09/08/20	RESOLUTION by Councillor Ruecker to approve a Capital Grant of \$10,000.00, for the Cleardale Agricultural Society to construct a bandstand at the Cleardale Campground & OHV Park and allocate the funds from the rate stabilization reserve. CARRIED.	CDM	
C398-20	09/08/20	RESOLUTION by Deputy Reeve Bean to approve all qualifying applications for the 2020 Continuing Education Scholarship and allocate the balance of the funds from the Rate Stabilization Reserve. CARRIED.	CDM	
		September 29, 2020		
C425-20	09/22/20	RESOLUTION by Councillor Ruecker to accept the information on the 2009 to 2020 financial details on the Village of Hines Creek annual contribution under the Clear Creek Fire Committee agreement and submit the proposed 2021-2031 maximum annual contribution Schedule B for the Village's consideration. CARRIED.	CDM	2021-
C426-20	09/22/20	RESOLUTION by Councillor Janzen to replace the Grain Bag Extractor with a simpler unit. CARRIED.	CDM	

ITEMS IN WAITING

		February 3, 2015		
C66-15	01/13/15	RESOLUTION by Councillor Croy to leave Plan 802KS Block 2 Lot 10 as is in the County's name as a tax forfeiture property. The taxes shall keep accumulating on it; the previous owner can redeem it at any time by paying all taxes and penalties. If after 15 years the previous owner has not redeemed it totally, the County will become the owner. CARRIED.	CSM	January 14, 2030
		May 10, 2017		
C404-16	07/19/16	RESOLUTION by Councillor Johnson to draft a letter to the Regional Alberta Transportation	EA	In Waiting



Management Team

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		department requesting access to the Reject gravel in the Alberta Transportation Bear Canyon pit. CARRIED.		
		April 23, 2019		
C66-19	02/12/19	RESOLUTION by Deputy Reeve Fletcher to approve the request to allow the installation of a Texas gate on Range Road 64 at the midway junction of section 20 & 21-85-6-W6M as per Bylaw 82-05 and have Appendix A – “Agreement for Installation of Texas Gates within Municipal Roadways” brought back to a future council for authorization. CARRIED.	PWM	In waiting
C-388-18	08/14/18	RESOLUTION by Reeve Ruecker to include the Fairview-Hines Creek-Clear Hills Rural Crime Watch partnership on the next Joint-Municipal meeting agenda. CARRIED.	EA	March 25 Joint Rural Crime watch meeting
		January 23, 2020		
C40-20	01/14/20	RESOLUTION by Councillor Fletcher that this council authorizes the destruction of 2017 monthly reconciliation reports, 2012 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2013. CARRIED.	CDM	
		February 4, 2020		
C35-20	01/14/20	RESOLUTION by Councillor Wetmore to accept the discussion and information provided by (ACA) Alberta Conservation Association and contact ACA Fish Program Manager to request Ole’s Lake be assessed to determine if it qualifies for lake aeration. CARRIED.	CDM	In waiting
		March 26, 2019		
C129-20	02/25/20	RESOLUTION by Deputy Reeve Bean that the recipient of the Clear Hills County 2020 Business of the Year Award will be announced at the 2020 Clear Hills County Agricultural Trade Show. CARRIED.	CDM	2021
C130-20	02/25/20	RESOLUTION by Councillor Janzen that the recipient of the 2020 Outstanding Recreation Facility award winner be announced at the 2020	CDM	2021



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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		Clear Hills County Agricultural Trade Show. CARRIED.		
C131-20	02/25/ 20	RESOLUTION by Councillor Wetmore that the recipient of the 2020 Volunteer of the Year award winner be announced at the 2020 Clear Hills County Agricultural Trade Show. CARRIED.	CDM	2021
		April 21, 2020		
C78-20	01/28/ 20	RESOLUTION by Councillor Janzen to authorize administration to use location option 3, Hamlet of Cleardale, Plan 0726595 Block 1 Lots 83 and 84 and have engineered drawings and lot grading design prepared for a single bay garage with 16 foot walls, 24 feet wide by 50 feet long with a gravel parking apron. The garage is to include a cement floor, bathroom, one overhead door with windows in the center panel, and one-man door designed to fit a pumper or water truck size firefighting unit; and bring the drawings to a future meeting approval. CARRIED.	-	
		September 29, 2020		
C428-20	09/22/ 20	RESOLUTION by Councillor Janzen to liquidate the following items due to low usage and high cost: Tree Spade, Rock Picker, Rock Rake and Sickle Mower. CARRIED.	CDM	Dispose at local auction 2021

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	October 6, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Public Transportation to Doctors Office Weekly
File:	11-02-02

DESCRIPTION:

Council requested a discussion regarding Public Transportation to Fairview to access Doctors' appointments be added to today's agenda.

Rural communities have a particularly difficult time providing local transportation, due to the high costs and large geographic area involved.

Accessible transportation is a major challenge facing seniors and persons with disabilities, especially those residing in rural areas. With the number of seniors and persons with disabilities growing each year, the need for accessible transportation options is even greater.

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	October 6, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Stoney, Sulfur and Running Lakes – Opportunity for Organizational Groups
File:	11-02-02

DESCRIPTION:

Council requested a discussion on the opportunity for local organizational groups to run the three provincial parks: Stoney, Sulfur and Running Lakes if the county acquires the proposed operating campground agreements for these lakes from Alberta Environment and Parks.

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	October 6, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Business Incentives
File:	11-02-02

DESCRIPTION:

Council requested a discussion regarding business incentives for local businesses be added to the Policy and Priority Meeting agenda.

Incentives and other programs are all designed to improve or revitalize the community, increase competitiveness of local companies, and spark innovation by helping small enterprises access capital and tax incentives to fuel their growth and development.

BACKGROUND:

Programs offered by other municipalities:

- Development Incentives
variety of initiatives to encourage businesses and developers to create or upgrade commercial activity and development in local growth areas.
- Market Expansion and Export Readiness Program
The objective of the program is to encourage the agriculture, agri-food industries to expand their current established market share and foster economic growth.
- Entrepreneurship funds and resources for people under 30
- Tax Incentive for New or Existing Businesses
50% reduction on municipal taxation only – 1st year of operation
25% reduction on municipal taxation only – 2nd year of operation
25% reduction on municipal taxation only – 3rd year of operation
Complete taxation beginning with 4th year of operation

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	October 6, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Information output – Public engagement
File:	11-02-02

DESCRIPTION:

Council requested a discussion regarding information output-public engagement.

Clear Hills County currently advertises with the following platforms:

- Website
- Newsletter
- Facebook
- Mail-outs
- Fairview Post

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Policies & Priorities Committee Meeting
Meeting Date:	October 6, 2020
Originated By:	Audrey Bjorklund, Community Development Manager, CLGM
Title:	Cemetery Grant Policy 5601
File:	68-01-01

DESCRIPTION:

The Committee is presented with the Cemetery Grant Policy for review.

BACKGROUND:

There has been feedback from individuals concerned that some groups receiving the grants are not using them for maintenance or improvements at the cemeteries they are receiving grant dollars for. le) receive funds for more than one cemetery or burial site and only some of the sites are being maintained/improved.

BUDGET:

ATTACHMENTS:

1. Policy 5601

OPTIONS:

1. Direct the following amendments
2. Circulate survey to recipients on how funds are being used and any suggestions for improving the cemetery grant program.
3. Accept review of the Policy for information.

RECOMMENDED ACTION:

RESOLUTION by..... to

Initials show support - Reviewed by:	Manager: <i>ABj</i>	CAO: <i>NC</i>
--------------------------------------	---------------------	----------------



Clear Hills County

Effective Date: June 25, 2013	Policy Number: 5601
Title: CEMETERY GRANT	

1. Policy Statement

- 1.1. Clear Hills County will provide funds in the annual budget for the purpose of assisting with the maintenance or upgrading of public cemeteries and burial sites within the County.

2. Role of Council

- 2.1 Council may set an amount within the annual budget, to be distributed as a cemetery maintenance grant.
- 2.2 Council shall review grant applications and shall distribute funds (to a maximum of \$500/yr per cemetery).
- 2.3 Cemetery grant funding is unconditional and the cemetery operating group may use it as necessary for the upgrade and/or maintenance of the cemetery site.
- 2.4 Council reserves the right to decline a grant application if the application does not fall within the guidelines for which the funds are to be used, or if the organization has received grant funding within the past year.

3. Guidelines

- 3.1. Applications must be submitted using the application form in Appendix "A" annually.
- 3.2. First time applications for burial sites that are not part of a registered cemetery must provide proof of registration as an archaeological site or have a habendum clause registered on the property.

4. End of Policy

ADOPTED: Resolution #C187-03	Date: March 25, 2003
AMENDED: Resolution #C876-03	Date: November 25, 2003
AMENDED: Resolution #C447-04	Date: May 25, 2004
AMENDED: Resolution #C505(05/23/06)	Date: May 23, 2006
AMENDED: Resolution #C213(04/10/07)	Date: April 10, 2007
AMENDED: Resolution #C358(05/22/07)	Date: May 22, 2007
AMENDED: Resolution #C695(09/28/10)	Date: September 28, 2010
AMENDED: Resolution #C160(02/22/11)	Date: February 22, 2011
AMENDED: Resolution #C398(06/25/13)	Date: June 25, 2013
AMENDED: Resolution #C860(12/09/14)	Date: December 9, 2014

Clear Hills County
Box 240, Worsley, AB, T0H 3W0
Phone: (780) 685-3925 Fax: (780) 685-3960
E-mail: info@clearhillscounty.ab.ca

CEMETERY GRANT APPLICATION FORM

CEMETERY

Cemetery Name: _____

Cemetery Location: _____

CHEQUE INFORMATION

Operating Organization or Person: _____

Contact Person: _____

Mailing Address: _____

Phone: cell _____ home _____ fax _____

Email: _____

APPLICATION FOR

Annual **\$500.00** Cemetery Grant

The Cemetery Grant is a grant to be used at the discretion of the operating group to improve or maintain the Cemetery. This grant may be used for current year maintenance and projects or banked and saved for larger projects at the cemetery.

DECLARATION

I declare that:

- I am authorized representative for the above organization.
- The funds from this grant will be used to maintain or improve the above noted cemetery

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

Clear Hills County

Request For Decision (RFD)

Meeting:	Policies & Priorities Committee Meeting
Meeting Date:	October 6, 2020
Originated By:	Council
Title:	Continuing Education Scholarship Policy 6801
File:	68-01-01

DESCRIPTION:

The Committee is presented with a revised Continuing Education Scholarship Policy 6801 as directed at the September 22, 2020 Regular Council Meeting.

BACKGROUND:

The Policy has been revised to include reference to those Scholarship recipients that do not provide the required reporting information and proceed to the point of a demand for repayment invoice being issued will not be eligible for further Continuing Education Scholarships from the County..

BUDGET:

ATTACHMENTS:

1. Revised Policy 6801

OPTIONS:

1. Recommend Council adopt as presented or amended

RECOMMENDED ACTION:

RESOLUTION by..... to recommend Council adopt the amended Continuing Education Scholarship Policy 6801 with the addition of clause 3.9 that states recipients that fail to report and are invoiced for repayment of scholarship funds will be ineligible for future scholarships.

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Effective Date: Revised for October 6, 2020 P&P	Policy Number 6801
Title: CONTINUING EDUCATION SCHOLARSHIPS POLICY	

1. POLICY STATEMENT

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

2. BUDGET IMPLICATIONS:

2.1. An annual budget of \$50,000.00 will be set for continuing education scholarships, to be distributed based on approved scholarship applications, until the budget is depleted.

2.2. Each Scholarship will be to cover tuition costs to a maximum of \$3,000.00.

3. GENERAL

3.1. To be eligible for a scholarship applicant must

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

3.2. The annual application deadline will be September 1.

- 3.3. There will be a limit of one scholarship per successful applicant per year. Individuals may apply for a scholarship each year they will be attending an eligible program as set out in Section 3.6 of this policy.
- 3.4. Administration will review all applications and distribute the Scholarship funds to qualifying applicants in accordance with Section 2 of this policy.
- 3.4.1. A report will be made to Council after the distribution of the Scholarships each year.
- 3.4.2. If qualifying applications exceed the annual budget administration will present Council with the financial details for their direction prior to distribution of the Scholarship funds.
- 3.5. Applicants enrolled in multi-year education programs may submit a scholarship application annually, prior to the current academic year. Scholarships will not be approved for an academic year of post-secondary, apprenticeship, trades training or computer and bookkeeping courses that are in progress or previous academic years that have completed at the time of application.
- 3.6. Eligibility:
- Eligible Programs: Post-Secondary, Apprenticeship, Trades Training, Computer and Bookkeeping courses.
 - Ineligible Programs: No potential employment opportunity within the County.
- 3.6 Scholarship Payment: will be processed upon the Recipient providing proof that tuition or registration fee has been paid in the form of a receipt with the tuition or registration fee clearly identified, and completion of any necessary documentation or agreements. A debit or credit card slip is not considered proof of payment.
- 3.7 Proof of Completion: Recipients will provide a certificate or verification letter provided by the educating body confirming successful completion of the education the scholarship was received for. Failure to provide proof of completion will require the Recipient to repay the Scholarship in full.
- 3.8 Repayment Recipient will repay the scholarship if they do not complete the apprenticeship, trades, post-secondary program or computer/book keeping courses the scholarship was received for or fail to provide proof of completion within 8 weeks of completing the program or course.
- 3.9 Recipients that fail to fulfil the reporting requirements to the point in time that a demand for repayment invoice is issued will not be eligible to receive any further Continuing Education Scholarships.

4. FORMS AND PROCEDURES

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

5. END OF POLICY

ADOPTED

Resolution C236-14(04/08/14)

Date: April 8, 2014

AMENDED

Resolution C774-14(11/12/14)

Date: November 12, 2014

Resolution C860(12/09/14)

Date: December 9, 2014

Resolution C486-16(09/13/16)

Date: September 13, 2016

Resolution C389-18(08-14-18)

Date: August 14, 2018

Resolution C14-19(01-08-19)

Date: January 8, 2019

Resolution C398-19(08/13/19)

Date: August 13, 2019

Resolution C215-20 (04-21-20)

Date: April 21, 2020

Clear Hills County

Request For Decision (RFD)

Meeting:	Policies & Priorities Meeting
Meeting Date:	October 6, 2020
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Policy 1126 – Per Diem Payments
File Code:	12-02-02

DESCRIPTION:

Policy 1126 – Per Diem Payments establishes the per diem rates to reimburse Council Members and Members at Large for attending board and committee meetings.

BACKGROUND / PROPOSAL:

Administration brought Policy 1126 – Per Diem Payment to Council and Board/Committee Members to the September 22, 2020 Regular Council meeting for clarification of clause 4.0.

Council instructed Administration to bring the policy back to the next Policies & Priorities meeting.

ATTACHMENTS

- Policy 1126 – Per Diem Payments showing changes
- Policy 1126 – Per Diem Payments final

RECOMMENDED ACTION:

RESOLUTION by ... that Council...

Initials show support - Reviewed by:

Manager:



CAO:





Clear Hills County

Effective Date: **October 813, 201920**

Policy Number: **1126**

Title: **PER DIEM PAYMENT TO COUNCIL AND BOARD/COMMITTEE MEMBERS**

1. Policy Statement

1.1 Clear Hills County will establish a per diem rate to reimburse Council Members and Members at Large for attending board and committee meetings.

2. Definitions

2.1. Per Diem is the daily amount paid to a Councillor or Board Member for attending meetings of committees to which they are appointed, attending various other meetings that are specified in this policy's procedures, and attending special meetings that are duly authorized by Council.

3. Per Diems:

3.1 Per Diem will be paid ~~at the rate of \$185.00,~~ to Councillors for:

3.1.1. Conducting annual evaluations of the Chief Administrative Officer at a pre-approved meeting outside of a Regular or Special Council Meeting;

3.1.3. Board/Committee workshops and conferences for appointed Board Members only when attendance is authorized/approved by the Board/Committee and approved by Council;

3.1.4. County organized and authorized road tours or project inspections within Clear Hills County boundaries.

3.1.5. Attendance at Conferences and Zone Meetings authorized by Council.

3.1.6. Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).

3.2. Per diems shall be paid for items listed in Section 3.1 when travel of 50 kilometers one way is required, up to a maximum of two meetings per day.

3.3 Per diems may be changed by review of Council and supported by 2/3 majority vote.

3.4 Annual cost of living adjustments will be applied to the per diem rates.

3.5 Meeting Rates (per diems) shall be paid after the submission of a valid claim form and verified and authorized by the Chief Administrative Officer.

3.6 Councillors will not be paid a per diem for attendance at:

- political party and constituency functions
- any other function usually considered to be a social or public function including but not limited to; barbeques, parties,

grand openings, golf tournaments, ribbon cutting ceremonies, graduation invites, cheque presentations, trade shows.

- 3.7 All other Board and Committee Members shall receive a per diem at the following rates:

MEMBER	PER DIEM
Agricultural Service Board:	\$185.00
Subdivision and Development Appeal Board:	\$185.00
Council Appointed Representatives on	
Committees/Boards:	\$185.00
Chair of Regular or Special Council Meetings	\$225.00

listed in Schedule A of this policy.

- 3.8 Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences. The following conferences are considered pre-approved for Council attendance and will be paid at the rate per 3.1:

a)	RMA Spring Conference	All Council
b)	RMA Fall Conference	All Council
c)	Spring & Fall RMA Zone Meetings	All Council
f)	Federation of Canadian Municipalities	All Council

3.8.1 Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, Administration will submit the registration form and make other travel and accommodation arrangements as deemed necessary.

- 3.9 When a representative from Council is sent by a Board or Committee to a conference or convention on behalf of that Board or Committee, the representative is then reimbursed by that Board or Committee.

3.9.1 Councillors and Board Members shall obtain approval from their respective Board and Council prior to attending seminars, workshops, conferences and all other functions if Council is being requested to fund attendance. The Councillor or Board Member must submit a written request on the benefit that would accrue to the County.

3.9.2 Council will not authorize any per diem payments after attendance when not in accordance with 3.7.1.

- 4.0 Any per diems that have not been claimed within 60 days of the ~~time~~ month they were earned will become invalid and will not be reimbursed. i.e. A meeting attended on June 9th would need to be submitted no later than August 31st.

4. Per Diem Claims

- 4.1 All Council and Board/Committee per diem claims must be reviewed by Administration to ensure compliance with policy and shall indicate approval with the Chief Administrative Officer or designate signature. The Reeve will sign the per diem claim to indicate that they have been received.
- 4.2 The Deputy Reeve shall sign per diem claims submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other per diem claims.

5. End of Policy

ADOPTED: Resolution C061(01/26/10) Jan 26/10

AMENDED: Resolution C566(07/27/10) Jul 27/10

AMENDED: Resolution C144(02/22/11) Feb 22/11

AMENDED: Resolution C010-13(01/08/13) Jan 08/13

AMENDED: Resolution C010-14(01/14/14) Jan 14/14

AMENDED: Resolution C240-17(05/09/17) May 09/17

AMENDED: Resolution C192-18(04/10/18) April 10/18

AMENDED: Resolution C568-18(11/13/18) Nov 13/18

AMENDED: Resolution C495-19(10/08/19) Oct 8/19

AMENDED: Resolution C Oct 13/20

Schedule A To Policy 1126 – Per Diem Payment To Council and Committee Members

Member	2017	2018	2019	2020
Agricultural Service Board		<i>1.1% Cola</i>	<i>3.1% Cola</i>	<i>1.3% Cola</i>
	\$185.00	\$187.04	\$192.84	\$195.35
Subdivision and Development Appeal Board	\$185.00	\$187.04	\$192.84	\$195.35
Council Appointed Representatives on Committees/Boards	\$185.00	\$187.04	\$215.28 *	\$218.08
Chair of Regular or Special Council Meetings	\$225.00	\$227.48	\$261.83 *	\$265.23

*12% increase per Council motion C568-18(11-13-18) RESOLUTION by Councillor Bean that Council increase the per diem payment to Council by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. 2/3 majority vote required. CARRIED.



Clear Hills County

Effective Date: **October 13, 2020**

Policy Number: **1126**

Title: **PER DIEM PAYMENT TO COUNCIL AND BOARD/COMMITTEE MEMBERS**

1. Policy Statement

1.1 Clear Hills County will establish a per diem rate to reimburse Council Members and Members at Large for attending board and committee meetings.

2. Definitions

2.1. Per Diem is the daily amount paid to a Councillor or Board Member for attending meetings of committees to which they are appointed, attending various other meetings that are specified in this policy's procedures, and attending special meetings that are duly authorized by Council.

3. Per Diems:

3.1 Per Diem will be paid to Councillors for:

3.1.1. Conducting annual evaluations of the Chief Administrative Officer at a pre-approved meeting outside of a Regular or Special Council Meeting;

3.1.3. Board/Committee workshops and conferences for appointed Board Members only when attendance is authorized/approved by the Board/Committee and approved by Council;

3.1.4. County organized and authorized road tours or project inspections within Clear Hills County boundaries.

3.1.5. Attendance at Conferences and Zone Meetings authorized by Council.

3.1.6. Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).

3.2. Per diems shall be paid for items listed in Section 3.1 when travel of 50 kilometers one way is required, up to a maximum of two meetings per day.

3.3 Per diems may be changed by review of Council and supported by 2/3 majority vote.

3.4 Annual cost of living adjustments will be applied to the per diem rates.

3.5 Meeting Rates (per diems) shall be paid after the submission of a valid claim form and verified and authorized by the Chief Administrative Officer.

3.6 Councillors will not be paid a per diem for attendance at:

- political party and constituency functions
- any other function usually considered to be a social or public function including but not limited to; barbeques, parties,

grand openings, golf tournaments, ribbon cutting ceremonies, graduation invites, cheque presentations, trade shows.

3.7 All other Board and Committee Members shall receive a per diem at the rates listed in Schedule A of this policy.

3.8 Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences. The following conferences are considered pre-approved for Council attendance and will be paid at the rate per 3.1:

a)	RMA Spring Conference	All Council
b)	RMA Fall Conference	All Council
c)	Spring & Fall RMA Zone Meetings	All Council
f)	Federation of Canadian Municipalities	All Council

3.8.1 Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, Administration will submit the registration form and make other travel and accommodation arrangements as deemed necessary.

3.9 When a representative from Council is sent by a Board or Committee to a conference or convention on behalf of that Board or Committee, the representative is then reimbursed by that Board or Committee.

3.9.1 Councillors and Board Members shall obtain approval from their respective Board and Council prior to attending seminars, workshops, conferences and all other functions if Council is being requested to fund attendance. The Councillor or Board Member must submit a written request on the benefit that would accrue to the County.

3.9.2 Council will not authorize any per diem payments after attendance when not in accordance with 3.7.1.

4.0 Any per diems that have not been claimed within 60 days of the month they were earned will become invalid and will not be reimbursed. i.e. A meeting attended on June 9th would need to be submitted no later than August 31st.

4. Per Diem Claims

4.1 All Council and Board/Committee per diem claims must be reviewed by Administration to ensure compliance with policy and shall indicate

approval with the Chief Administrative Officer or designate signature. The Reeve will sign the per diem claim to indicate that they have been received.

- 4.2 The Deputy Reeve shall sign per diem claims submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other per diem claims.

5. End of Policy

ADOPTED: Resolution C061(01/26/10) **Jan 26/10**

AMENDED: Resolution C566(07/27/10) **Jul 27/10**

AMENDED: Resolution C144(02/22/11) **Feb 22/11**

AMENDED: Resolution C010-13(01/08/13) **Jan 08/13**

AMENDED: Resolution C010-14(01/14/14) **Jan 14/14**

AMENDED: Resolution C240-17(05/09/17) **May 09/17**

AMENDED: Resolution C192-18(04/10/18) **April 10/18**

AMENDED: Resolution C568-18(11/13/18) **Nov 13/18**

AMENDED: Resolution C495-19(10/08/19) **Oct 8/19**

AMENDED: Resolution C **Oct 13/20**

Schedule A To Policy 1126 – Per Diem Payment To Council and Committee Members

Member	2017	2018	2019	2020
Agricultural Service Board	\$185.00	1.1% Cola \$187.04	3.1% Cola \$192.84	1.3% Cola \$195.35
Subdivision and Development Appeal Board	\$185.00	\$187.04	\$192.84	\$195.35
Council Appointed Representatives on Committees/Boards	\$185.00	\$187.04	\$215.28 *	\$218.08
Chair of Regular or Special Council Meetings	\$225.00	\$227.48	\$261.83 *	\$265.23

*12% increase per Council motion C568-18(11-13-18) RESOLUTION by Councillor Bean that Council increase the per diem payment to Council by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. 2/3 majority vote required. CARRIED.

Clear Hills County

Request For Decision (RFD)

Meeting:	Policies & Priorities Meeting
Meeting Date:	October 6, 2020
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Policy 1127 – Travel & Expense
File Code:	12-02-02

DESCRIPTION:

Policy 1127 provides for reimbursement of travel, meals, accommodations, and subsistence expenses.

BACKGROUND / PROPOSAL:

Administration brought Policy 1127 – Travel & Expense to the September 22, 2020 Regular Council meeting for clarification of clause 2.4.

Council instructed Administration to bring the policy back to the next Policies & Priorities meeting.

ATTACHMENTS

- Policy 1127 – Travel and Expense showing changes
- Policy 1127 – Travel and Expense final

RECOMMENDED ACTION:

RESOLUTION by ... that Council...

Initials show support - Reviewed by:

Manager:



CAO:





Clear Hills County

Effective Date: **October 813, 20192020**

Policy Number: **1127**

Title: **TRAVEL and EXPENSE POLICY**

1. Policy Statement

- 1.1 Clear Hills County will provide for reimbursement to Council, Council Committee/Board Members and Staff for travel, meals, accommodations and subsistence expenses incurred during the performance of their duties.

2. Definitions

- 2.1 Official Meetings will include:
- a) Regular Council meetings.
 - b) Special Council meetings.
 - c) Policy and Priorities meetings.
 - d) Board or Committee meetings as appointed.
 - e) Approved workshops and conferences for appointed Board Members or Staff.
 - f) Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).
- 2.2 Mileage is a reimbursement of kilometers for travel expenses to a Councillor/Board/Committee Member, and Staff in their personal vehicle while attending an official meeting, or an event that Council has authorized attendance as per Policy 1126, section 3.4.
- 2.3 Reimbursement for overnight accommodation when approved to attend an official meeting, workshop or conference (receipts are required). If receipts are not available or if private accommodation is used, the subsistence is the reimbursement of the personal expense to a Councillor/Board/Committee Member and Staff while attending an official meeting. The following constitute as subsistence:
- a) Taxi, shuttle, air or bus fares;
 - b) Motel/Hotel;
 - c) Registration for any official meeting;
 - d) Personal Allowance which is paid for personal expenses when a Councillor/Board/Committee Member and Staff is required to spend the night for any official meeting; and the allowance is for each full 24 hour period. Such expenses include tips for luggage handling, wear and tear on personal luggage, local call charges by hotel, laundry, and dry cleaning.
 - e) Private accommodations.

- 2.4 Any expenses that have not been submitted within 60 days of the ~~date month~~ of the invoice or receipt will become invalid and will not be reimbursed. i.e An invoice dated for June 15th would need to be submitted no later than August 31st.

3. Travel Reimbursements

- 3.1 Councillors/Committee/Board Members and Staff shall be reimbursed for mileage and meals as per Sections 3 and 4 when attending approved meetings.
- 3.2 Councillors will not be reimbursed their expenses (including registration, meals, subsistence) or paid a personal allowance for attendance to social events or political party and constituency functions.
- 3.3 Where mode of travel is being considered, the most direct, economical and logical mode of travel shall be utilized.
- 3.4 Council and Board Members shall be reimbursed for mileage (for a minimum of 25 kilometers per meeting) for pre-approved meetings at the ~~current Canada Revenue Agency's reasonable automobile allowance rates~~ as shown on Schedule A. Staff shall be reimbursed for mileage at the ~~current Canada Revenue Agency's reasonable automobile allowance rates~~ as shown on Schedule A.
- 3.5 Travel must be directly related to the distance required to attend any conference, convention, seminar or any other meeting and to travel directly to and from that conference, convention, seminar or any other meeting.

~~3.6~~ —

4. Meals and Subsistence

- 4.1 The Council will review the rates for meals and subsistence annually during the annual budget preparations.
- 4.2 The Members and Staff shall be reimbursed for meals at the following rates, effective January 22, 2019:

<u>MEAL</u>	<u>REIMBURSEMENT</u>
Breakfast	\$20.00
Lunch	\$25.00
Dinner	<u>\$30.00</u>
	\$75.00

- 4.3 Any other claim for business meal reimbursement must include original receipt (and the name(s) of the person(s) accompanied).

- 4.4 The Members and Staff shall be reimbursed for subsistence at the following rates, effective January 28, 2014

SUBSISTENCE

Taxi, Shuttle, Air or Bus Fare

Hotels/motels

Registration

Personal Allowance (includes phone calls)

Private accommodations

REIMBURSEMENT

with receipts

with receipts

with receipts

\$40.00 per night/ 24 hr period

\$90.00 per night

- 4.5 Administration will reserve accommodations for Members using a County credit card. This card is for room confirmation only. Upon arrival at the accommodations, Members will be required to pay for their room and then submit a receipt for re-imbursement or an item on their expense claim, as a pre-paid expense.
- 4.6 Any claim for travel and subsistence, which is not supported by the appropriate supporting documents, will not be approved for payment. Attached receipts must be originals.

5. Information Service Equipment

- 5.1 Councillors will be responsible for supplying their own information service equipment and supplies e.g. Computer, printer/fax, paper, ink etc.
- 5.2 Councillors will be paid a monthly allowance for use of these items only if they have adequate equipment to receive agendas and all communications effectively and efficiently.

Monthly Internet Reimbursement- ~~to a maximum of \$75.00 with receipt~~

Monthly Information Service Equipment per Diem- \$60.00

6. Expense Claims

- 6.1 The Reeve will sign the expense claim for Council Members to indicate that they have been received.
- 6.2 The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other expense claims

End Of Policy

ADOPTED: Resolution C062(01/26/10)	Jan 26/10
AMENDED: Resolution C589(08/10/10)	Aug 10/10
AMENDED: Resolution C144(02/22/11)	Feb 22/11
AMENDED: Resolution C751-13(12/10/13)	Dec 10/13
AMENDED: Resolution C031-14(01/28/14)	Jan 28/14
AMENDED: Resolution C033-14(03/11/14)	March 11/14
AMENDED: Resolution C75-17(02/14/17)	Feb 14/17
AMENDED: Resolution C214-17(04/25/17)	April 25/17
AMENDED: Resolution C43-19(01/22/19)	Jan 22/19
AMENDED: Resolution C496-19(10/08/19)	Oct 8/19
<u>AMENDED: Resolution C</u>	<u>Oct 13/20</u>

Schedule A to Policy 1127 – Travel and Expense

	2013-2018	2019	2020
Canada Revenue Agency's Current Automobile Allowance Rates:	\$0.54/Km	\$0.58/Km	\$0.58/Km



Clear Hills County

Effective Date: **October 13, 2020**

Policy Number: **1127**

Title: **TRAVEL and EXPENSE POLICY**

1. Policy Statement

- 1.1 Clear Hills County will provide for reimbursement to Council, Council Committee/Board Members and Staff for travel, meals, accommodations and subsistence expenses incurred during the performance of their duties.

2. Definitions

- 2.1 Official Meetings will include:
- a) Regular Council meetings.
 - b) Special Council meetings.
 - c) Policy and Priorities meetings.
 - d) Board or Committee meetings as appointed.
 - e) Approved workshops and conferences for appointed Board Members or Staff.
 - f) Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).
- 2.2 Mileage is a reimbursement of kilometers for travel expenses to a Councillor/Board/Committee Member, and Staff in their personal vehicle while attending an official meeting, or an event that Council has authorized attendance as per Policy 1126, section 3.4.
- 2.3 Reimbursement for overnight accommodation when approved to attend an official meeting, workshop or conference (receipts are required). If receipts are not available or if private accommodation is used, the subsistence is the reimbursement of the personal expense to a Councillor/Board/Committee Member and Staff while attending an official meeting. The following constitute as subsistence:
- a) Taxi, shuttle, air or bus fares;
 - b) Motel/Hotel;
 - c) Registration for any official meeting;
 - d) Personal Allowance which is paid for personal expenses when a Councillor/Board/Committee Member and Staff is required to spend the night for any official meeting; and the allowance is for each full 24 hour period. Such expenses include tips for luggage handling, wear and tear on personal luggage, local call charges by hotel, laundry, and dry cleaning.
 - e) Private accommodations.

- 2.4 Any expenses that have not been submitted within 60 days of the month of the invoice or receipt will become invalid and will not be reimbursed. i.e An invoice dated for June 15th would need to be submitted no later than August 31st.

3. Travel Reimbursements

- 3.1 Councillors/Committee/Board Members and Staff shall be reimbursed for mileage and meals as per Sections 3 and 4 when attending approved meetings.
- 3.2 Councillors will not be reimbursed their expenses (including registration, meals, subsistence) or paid a personal allowance for attendance to social events or political party and constituency functions.
- 3.3 Where mode of travel is being considered, the most direct, economical and logical mode of travel shall be utilized.
- 3.4 Council and Board Members shall be reimbursed for mileage (for a minimum of 25 kilometers per meeting) for pre-approved meetings at the rate shown on Schedule A. Staff shall be reimbursed for mileage at the rate shown on Schedule A.
- 3.5 Travel must be directly related to the distance required to attend any conference, convention, seminar or any other meeting and to travel directly to and from that conference, convention, seminar or any other meeting.

4. Meals and Subsistence

- 4.1 The Council will review the rates for meals and subsistence annually during the annual budget preparations.
- 4.2 The Members and Staff shall be reimbursed for meals at the following rates, effective January 22, 2019:
- | <u>MEAL</u> | <u>REIMBURSEMENT</u> |
|-------------|----------------------|
| Breakfast | \$20.00 |
| Lunch | \$25.00 |
| Dinner | <u>\$30.00</u> |
| | \$75.00 |
- 4.3 Any other claim for business meal reimbursement must include original receipt (and the name(s) of the person(s) accompanied).
- 4.4 The Members and Staff shall be reimbursed for subsistence at the following rates, effective January 28, 2014

SUBSISTENCE

Taxi, Shuttle, Air or Bus Fare
Hotels/motels
Registration
Personal Allowance (includes phone calls)
Private accommodations

REIMBURSEMENT

with receipts
with receipts
with receipts
\$40.00per night/ 24 hr period
\$90.00per night

- 4.5 Administration will reserve accommodations for Members using a County credit card. This card is for room confirmation only. Upon arrival at the accommodations, Members will be required to pay for their room and then submit a receipt for re-imbursement or an item on their expense claim, as a pre-paid expense.
- 4.6 Any claim for travel and subsistence, which is not supported by the appropriate supporting documents, will not be approved for payment. Attached receipts must be originals.

5. Information Service Equipment

- 5.1 Councillors will be responsible for supplying their own information service equipment and supplies e.g. Computer, printer/fax, paper, ink etc.
- 5.2 Councillors will be paid a monthly allowance for use of these items only if they have adequate equipment to receive agendas and all communications effectively and efficiently.

Monthly Internet Reimbursement- \$75.00

Monthly Information Service Equipment per Diem- \$60.00

6. Expense Claims

- 6.1 The Reeve will sign the expense claim for Council Members to indicate that they have been received.
- 6.2 The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other expense claims

End Of Policy

AMENDED: Resolution C589(08/10/10)	Aug 10/10
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Schedule A to Policy 1127 – Travel and Expense

	2013-2018	2019	2020
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Clear Hills County

Request For Decision (RFD)

Meeting:	Policies & Priorities Committee Meeting
Meeting Date:	October 6, 2020
Originated By:	Audrey Bjorklund, Community Development Manager, CLGM
Title:	2021 Preliminary Budget Items
File:	63-02-02/23-02-02

DESCRIPTION:

As preparation of the draft 2021 Budget approaches the Committee is requested to consider a number of items.

BACKGROUND:

ASB is recommending to plan for Tradeshow include it in the budget and review in Dec/January to determine if the pandemic situation indicates that it should be cancelled. (\$34,000 revenue, \$90,000 expenses = \$56,000 total cost)

BBQ – include in budget or cancel due to continuing pandemic situation. (\$9,500)

Cleardale Fire Garage:

- return to original concept of heated single bay garage, no water no sewer, include \$_____ in 2021 capital budget and retender in 2021.
- Retain design, set up a Reserve for the project and allocate \$_____ annually with a target budget of \$_____ and goal for construction in _____ of the Multi-Year Capital Plan.
- Other ?

RECOMMENDED ACTION:

RESOLUTION byto recommend Council....

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

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	October 6, 2020
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Inter-municipal meeting date
File:	11-02-02

DESCRIPTION:

Council had requested a joint meeting with the inter-municipal neighbors to discuss the COVID-19 pandemic.

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.

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:

