AGENDA
CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
TUESDAY, DECEMBER 7, 2021

The regular meeting of the Council for Clear Hills County will be held on Tuesday, December 7, 2021, at 9:30 a.m. in the Council Chambers, County Office, 313 Alberta Avenue Worsley, Alberta.

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1. **CALL TO ORDER**
2. **AGENDA**
3. **MINUTES:**

   Previous: Regular Council Meeting Minutes, November 30, 2021. 2
4. **DELEGATION(S)**
5. **PUBLIC HEARING**
6. **TENDER OPENING 9:35 a.m.**
   - a. **Tender Opening 2021-22 Transportation of Water to Bear Canyon 9**
   - b. **Tender Opening 2021-23 New Pick-Up Truck 10**
7. **NEW BUSINESS**
   - a. **COUNCIL**
     1. **Management Team Activity Report.....11**
     2. **Councillor Reports 19**
     3. **FCM (Federation of Canadian Municipalities).....21**
     4. **Procedural Bylaw 233-18 .....22**
     5. **Development Appeal Board Application 59**
     6. **Village of Hines Creek Joint Meeting Request 68**
   - b. **CORPORATE SERVICES**
   - c. **COMMUNITY SERVICES**
     1. **Continuing Education Scholarship Policy 6801 Applications 75**
     2. **2022 Intermunicipal Development Plan & Land Use Bylaw Review 76**
     3. **Improvements: Provincial Park Recreation Areas 77**
     4. **Bylaw 265-21 the Schedule of Fees and Charges 80**
     5. **Wolf Management Incentive Policy 6307.....97**
   - d. **PUBLIC WORKS**
     1. **Tender Award 2021-22 Transportation of Water to Bear Canyon.....109**
     2. **Tender Award 2021-23 New Pick-Up Truck.....110**
     3. **Log Haul Request – Zavisha Sawmill 111**
8. **WRITTEN REPORTS: COUNCIL, COMMITTEE & MANAGERS**
   1. **Chief Administrative Officer's Report.....113**
   2. **Community Development Manager Report.....114**
   3. **Corporate Services Manager's Report .....**
   4. **Public Works Manager's Report.....116**
9. **COUNCIL INFORMATION *(including Correspondence)*.....117**
10. **CALENDARS.....120**
11. **CLOSED MEETING ITEMS**
    1. **legal .....**
12. **ADJOURNMENT**

MINUTES OF CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, NOVEMBER 30, 2021

PRESENT	Abe Giesbrecht	Councillor
	Danae Walmsley	Councillor
	David Janzen	Deputy Reeve
	Jason Ruecker	Councillor
	Nathan Stevenson	Councillor
	Susan Hansen	Councillor
ABSENT	Amber Bean	Reeve
ATTENDING	Allan Rowe	Chief Administrative Officer (CAO)
	Audrey Bjorklund	Community Development Manager (CDM)
	Bonnie Morgan	Executive Assistant (EA)
	Lori Jobson	Corporate S
	Terry Shewchuk	Public Works Manager (PWM)

CALL TO ORDER — Deputy Reeve Janzen called the meeting to order at 9:31 a.m.

ACCEPTANCE OF AGENDA

C497-21(11-30-21) **RESOLUTION by Councillor Hansen to adopt the agenda governing the November 30, 2021 Regular Council Meeting with the addition of 7.d.2 Mercer, as presented. CARRIED.**

APPROVAL OF MINUTES
Previous Organizational Meeting Minutes

C498-21(11-30-21) **RESOLUTION by Councillor Walmsley to adopt the minutes of the November 9, 2021 Regular Council Meeting, as presented. CARRIED.**

Previous Meeting Minutes

C499-21(11-30-21) **RESOLUTION by Councillor Ruecker to adopt the minutes of the November 15, 2021 Policy and Priority Meeting, as presented. CARRIED.**

DELEGATION:
SOK'S Enterprises — SOK'S Enterprises attended todays meeting to discuss with Council the current Range Road 54 & 60 road rebuild project.

NEW BUSINESS: COUNCIL
Management Team Activity Report — Management activity report was reviewed.

C500-21(11-30-21) **RESOLUTION by Councillor Giesbrecht that the management activity report for October 26, be accepted, as presented.CARRIED.**

Councillor Reports

Council submits the meetings attended in the previous month and a report, if applicable.

C501-21(11-30-21) **RESOLUTION by Councillor Hansen to bring back Bylaw 233-18 Procedural Bylaw to a future Regular Council Meeting. CARRIED.**

Councillor Stevenson entered the meeting at 9:54 a.m.

C502-21(11-30-21) **RESOLUTION by Deputy Reeve Janzen to receive the Councillor reports for information as presented. CARRIED.**

DELEGATION:
SOK'S Enterprises

SOK'S Enterprises attended todays meeting to discuss with Council the current Range Road 54 & 60 road rebuild project.

Transfer Stations

Council is presented with information regarding Clear Hills County cost estimates for the transportation and maintenance involved in running the 9 Transfer Stations within the County.

Deputy Reeve Janzen recessed at 10:34 a.m.
Deputy Reeve Janzen reconvened at 10:38 a.m.

C503-21(11-30-21) **RESOLUTION by Deputy Reeve Janzen to bring back the information regarding Clear Hills County cost estimates for the transportation and maintenance involved in running the 9 Transfer Stations, burning materials and recycling within the County to a future Policy and Priority meeting. CARRIED.**

Grader Bid Specifications

Council requested a discussion regarding Grader Contract bid specifications be brought back to this meeting for more discussion and review.

C504-21(11-30-21) **RESOLUTION by Councillor Ruecker to receive the discussion regarding Grader Contract bid specifications for information, as presented. CARRIED.**

Grader Contractor Schedules & Priority Snow Removal

Council requested a discussion regarding the Grader Contractor Schedules and priorities for snow plowing.

C505-21(11-30-21) **RESOLUTION by Councillor Hansen to receive the discussion regarding the Grader Contractor Schedules and priorities for snow plowing, for information as presented. CARRIED.**

CORPORATE SERVICES Accounts Payable November 10, 2021 to November 23, 2021.	A list of expenditures for Clear Hills County for the period of November 10, 2021, to November 23, 2021, is provided for Council's review.
C506-21(11-30-21)	**RESOLUTION by Deputy Reeve Janzen that Council receives for information the Accounts Payable report for Clear Hills County for the period of November 10, 2021, to November 23, 2021, for a total of $249,137.36. CARRIED.**
September Financial Reports.	The Operating & Capital Budget Performance Reports for the Clear Hills County for the period ending September 30, 2021.
C507-21(11-30-21)	**RESOLUTION by Councillor Ruecker that Council accepts for information the financial report for the period ending September 30, 2021. CARRIED.**
	Deputy Reeve Janzen recessed at 12:05 p.m. Deputy Reeve Janzen reconvened at 12:39 p.m.
2022 Interim Operating Budget	Council is provided with the draft 2022 Interim Operating Budget for consideration.
C508-21(11-30-21)	**RESOLUTION by Councillor Stevenson to adopt the 2022 Interim Operating Budget effective January 1, 2022, as presented. CARRIED.**
Multi Year Capital Plan	Council is being provided with a copy of the Multi Year Capital Plan.
C509-21(11-30-21)	**RESOLUTION by Councillor Ruecker to include $200,000.00 in the 2022 Multi Year Capital Plan for an upgraded Fire storage garage in Cleardale. CARRIED.**
C510-21(11-30-21)	**RESOLUTION by Councillor Stevenson to invite the transportation minister to attend a future Council meeting to discuss the secondary highways 717 and 735. CARRIED.**
	Deputy Reeve Janzen recessed at 1:38 p.m. Deputy Reeve Janzen reconvened at 1:40 p.m.

C511-21(11-30-21) **RESOLUTION by Councillor Walmsley that Council approves the Multi Year Capital Plan as amended. CARRIED.**

COMMUNITY DEVELOPMENT:

Seniors Check In Line

The Fairview and Area Senior Check-in Line Society has submitted a request for a General Grant of $6,500.00 in 2022 to assist with operating their programs.

C512-21(11-30-21) **RESOLUTION by Deputy Reeve Janzen to approve a 2022 General Grant of $3,500.00 for the Fairview and Area Senior Check-in Line Society and include the funds in the 2022 Operating Budget. DEFEATED.**

C513-21(11-30-21) **RESOLUTION by Councillor Hansen to approve a 2022 General Grant of $6,500.00 for the Fairview and Area Senior Check-in Line Society and include the funds in the 2022 Operating Budget. CARRIED.**

Continuing Education Scholarship

Council requested the Continuing Education Scholarship Policy 6801 be reviewed to consider alternate or additional application dates. The current application deadline in the policy is September 1 annually.

C514-21(11-30-21) **RESOLUTION by Councillor Ruecker to accept the review of the Continuing Education Scholarship Policy 6801 for information, as presented. CARRIED.**

Dog Control Bylaw 130-10

Council is presented with Dog Control Bylaw 130-10 as requested.

C515-21(11-30-21) **RESOLUTION by Deputy Reeve Janzen to accept the review of the Dog Control Bylaw 130-10 for information, as presented. CARRIED.**

Peace Regional Subdivision and Development Appeal Board (PRSDAB)

Council is presented with a list of members that have been nominated by their municipalities for (re) appointment to the Peace Regional Subdivision and Development Appeal Board (PRSDAB) for a new 3-year term.

C516-21(11-30-21) **RESOLUTION by Deputy Reeve Janzen that Council approve the appointment of the following individuals as Members of the Peace Regional Subdivision and Development Appeal Board for a three-year term, effective November 30, 2021 to November 30, 2024.**

Member	Municipality (representing)
Randy Morden	Village of Berwyn
Avis Gagne	Town of MacLennan
Monica Robinson	Town of Peace River
Owen Sanford	Town of Fairview
Theresa Johnson	MD of Peace No. 135
Camille Zavisha	Village of Hines Creek
Alison Bjornson	Village of Hines Creek
	CARRIED.

C517-21(11-30-21) **RESOLUTION by Councillor Giesbrecht that Council approves the appointment of Bradley Drouin as a Member of the Peace Regional Subdivision and Development Appeal Board, effective November 30, 2021, to serve the remainder of the term of office for Guy Beaudoin who has resigned from the Board as the representative for the Town of Falher. CARRIED.**

PUBLIC WORKS:
Log Haul Route Request - MERCER

Council is presented with correspondence from Mercer Peace River Pulp (MPR) requesting approval to use local roads as log haul routes within Clear Hills County.

Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users.

C518-21(11-30-21) **RESOLUTION by Councillor Giesbrecht to approve the request from Mercer Peace River Pulp (MPR) to use local roads as log haul routes within Clear Hills County for the 2021/2022 haul season following all related aspects of the Clear Hills County Road Use agreement policy. Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users. CARRIED.**

WRITTEN REPORTS
MANAGERS
Chief Administrative Officer's Report

Chief Administrative Officer's report was reviewed.

C519-21(11-30-21) **RESOLUTION by Deputy Reeve Janzen to receive the Chief Administrative Officer's report for information. CARRIED.**

Community

Development Manager's Report

Community Development Manager's report was reviewed.

C520-21(11-30-21) **RESOLUTION by Councillor Walmsley to receive the Community Development Manager's report for information. CARRIED.**

C521-21(11-30-21) **RESOLUTION by Councillor Hansen to bring back Policy 6307 Wolf Management Incentive to the next regular Council meeting for discussion. CARRIED.**

Corporate Services Manager's Report

Corporate Services Manager's report was reviewed.

C522-21(11-30-21) **RESOLUTION by Deputy Reeve Janzen to receive the Corporate Services Manager's report for information. CARRIED.**

Public Works Manager's Report

Public Works Manager's report report was reviewed.

C523-21(11-30-21) **RESOLUTION by Councillor Hansen to receive the Public Works Manager's report for information. CARRIED.**

COUNCIL INFORMATION

Council reviewed the information provided in Council Information

C524-21(11-30-21) **RESOLUTION by Deputy Reeve Janzen to receive the information provided in the Council 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.

C525-21(11-30-21) **RESOLUTION by Councillor Giesbrecht to receive for information the November, December 2021, and January 2022 calendars.**

Date	Meeting	Councillor
Dec 8	CCFC	
Dec 14`	ASB	Janzen
Dec 2	NPRL	Ruecker
Dec 1	NPHF	Walmsley
Dec 3	GGA	Walmsley
		CARRIED

CONFIDENTIAL ITEM(S)
Legal

One legal item was discussed in a closed meeting.

Deputy Reeve Janzen recessed at 2:44 p.m.

Deputy Reeve Janzen reconvened at 2:46 p.m.

C526-21(11-30-21) **RESOLUTION by Councillor Ruecker that Council closes the meeting to the public as per Section 27, of FOIP at 2:47 p.m.**
CARRIED.

C527-21(11-30-21) **RESOLUTION by Deputy Reeve Janzen that reverts the meeting back to the public as per Section 27, of FOIP at 3:18 p.m.**
CARRIED.

C528-21(11-30-21) **RESOLUTION by Councillor Hansen to receive the delegation from SOK'S Enterprises for information.** **CARRIED.**

ADJOURNMENT

Reeve Bean adjourned the November 30, 2021 Regular Council Meeting at. 3:35 p.m.

_____ _____
DATE REEVE

_____ _____
DATE CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	December 7, 2021
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	**Tender Opening - Tender 2021-22 Transportation of Water to Bear Canyon**
File:	11-02-02

DESCRIPTION:
Council is presented with tenders to open for Tender 2021-22 Transportation of Water to Bear Canyon

BACKGROUND:
Tenders closed on Friday, December 3, 2021, at 4:00 p.m. for the Tender 2021-22 Transportation of Water to Bear Canyon.

RECOMMENDED ACTION:
RESOLUTION by...to open tenders at 9:35 a.m. for Tender 2021-22 Transportation of Water to Bear Canyon, analyze results and bring back a recommendation later to today's Regular Council Meeting.

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

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	December 7, 2021
Originated By:	Terry Shewchuk, Public Works Manager
Title:	**Tender Opening - Tender 2021-23-New ½ Ton Pickup Truck**
File:	31-65-02

DESCRIPTION:
Council is presented with tenders to open for Tender 2021-23-New ½ Ton Pickup Truck.

Tenders closed on Friday, December 3, 2021, at 4:00 p.m. for the Tender 2021-23-New ½ Ton Pickup Truck.

BACKGROUND:
C484-21(11-09-21) **RESOLUTION by Councillor Giesbrecht to proceed to tender for the purchase of one new ½ pickup truck. CARRIED.**

BUDGET:
$45,000.00 per truck – Multiyear Capital Plan.

RECOMMENDED ACTION:
RESOLUTION by ... to open tenders at 9:35 a.m. for Tender 2021-23-New ½ Ton Pickup Truck, analyze results and bring back a recommendation later to today's Regular Council Meeting.

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

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	December 7, 2021
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	**Management Team Activity Report**
File:	11-02-02

DESCRIPTION:
Management activity report for November 30, 2021

ATTACHMENTS:
- Management Activity Report

RECOMMENDED ACTION:
RESOLUTION by .... that the management activity report for November 30, 2021, be accepted, as presented.

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

Management Team

Activity Report for November 30, 2021

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
		September 14, 2021		
C345-21	09/14/21	**RESOLUTION by Deputy Reeve Croy to approve the attendance of the Reeve and CAO to attend a joint meeting with the MD of Peace and MD of Fairview regarding drainage issues. CARRIED.**	EA	Waiting on date
		September 28, 2021		
C378-21	09/28/21	**RESOLUTION by Councillor Frixel to contact the Alberta Environmental Protection Officer, Wetlands Specialist to advise administration with the drainage request at SW 18 86 5 W6. CARRIED.**	EA	In waiting
		October 26, 2021		
C449-21	10/26/21	**RESOLUTION by Councillor Stevenson to proceed to tender for transporting and supplying potable water to the Bear Canyon Distribution Facility. CARRIED.**	EA	Tender Open Dec 7
		November 9, 2021		
C459-21	11/09/21	**RESOLUTION by Councillor Ruecker to advertise for proposed venders for a Local Open Air/Farmers Market to find out if there is enough interest in proceeding. CARRIED.**	EA	In works
C463-21	11/09/21	**RESOLUTION by Deputy Reeve Janzen to bring back the discussion regarding the Worsley Canada Post Office to a future Regular Council Meeting. CARRIED.**	EA	Waiting for Canada Post Response
C471-21	11/09/21	**RESOLUTION by Councillor Stevenson to bring back more information regarding the Transfer Stations to a future Regular Council meeting. CARRIED.**	EA	Nov 30
C478-21	11/09/21	**RESOLUTION by Councillor Ruecker to advertise a new application deadline of December 3, 2021, due to the $11,000.00 undersubscribed 2021 Continuing Education Scholarship program. CARRIED.**	CDM	Deadline Dec 1st
C478-21	11/09/21	**RESOLUTION by Deputy Reeve Janzen to bring back the Cleardale Fire Garage for further discussion to a future Regular Council Meeting. CARRIED.**	Deputy Reeve Janzen	In waiting

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Management Team

Activity Report for November 30, 2021

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
C483-21	11/09/21	**RESOLUTION by Councillor Stevenson to proceed to tender on a 24' Trailer Deck Over Equipment Hauler. CARRIED.**		Tender open Jan 11
C484-21	11/09/21	**RESOLUTION by Councillor Giesbrecht to proceed to tender for the purchase of one new ½ pickup truck. CARRIED.**		Tender open Dec 7
		November 30, 2021		
C501-21	11/30/21	**RESOLUTION by Councillor Hansen to bring back Bylaw 233-18 Procedural Bylaw to a future Regular Council Meeting. CARRIED.**	EA	Dec 7
C503-21	11/30/21	**RESOLUTION by Deputy Reeve Janzen to bring back the information regarding Clear Hills County cost estimates for the transportation and maintenance involved in running the 9 Transfer Stations, burning materials and recycling within the County to a future Policy and Priority meeting. CARRIED.**	EA	Future P&P Meeting
C507-21	11/30/21	**RESOLUTION by Councillor Ruecker that Council accepts for information the financial report for the period ending September 30, 2021. CARRIED.**		
C508-21	11/30/21	**RESOLUTION by Councillor Stevenson to adopt the 2022 Interim Operating Budget effective January 1, 2022, as presented. CARRIED.**		
C509-21	11/30/21	**RESOLUTION by Councillor Ruecker to include $200,000.00 in the 2022 Multi Year Capital Plan for an upgraded Fire storage garage in Cleardale. CARRIED.**		
C510-21	11/30/21	**RESOLUTION by Councillor Stevenson to invite the transportation minister to attend a future Council meeting to discuss the secondary highways 717 and 735. CARRIED.**	EA	
C511-21	11/30/21	**RESOLUTION by Councillor Walmsley that Council approves the Multi Year Capital Plan as amended. CARRIED.**		
C513-21	11/30/21	**RESOLUTION by Councillor Hansen to approve a 2022 General Grant of $6,500.00 for the Fairview and Area Senior Check-in Line Society and include the funds in the 2022 Operating Budget. CARRIED.**	CDM	

Management Team

Activity Report for November 30, 2021

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
C516-21	11/30/21	RESOLUTION by Deputy Reeve Janzen that Council approve the appointment of the following individuals as Members of the Peace Regional Subdivision and Development Appeal Board for a three-year term, effective November 30, 2021 to November 30, 2024. Member Municipality (representing) Randy Morden Village of Berwyn Avis Gagne Town of MacLennan Monica Robinson Town of Peace River Owen Sanford Town of Fairview Theresa Johnson MD of Peace No. 135 Camille Zavisha Village of Hines Creek Alison Bjornson Village of Hines Creek CARRIED.		
C517-21	11/30/21	RESOLUTION by Councillor Giesbrecht that Council approves the appointment of Bradley Drouin as a Member of the Peace Regional Subdivision and Development Appeal Board, effective November 30, 2021, to serve the remainder of the term of office for Guy Beaudoin who has resigned from the Board as the representative for the Town of Falher. CARRIED.		
C518-21	11/30/21	RESOLUTION by Councillor Giesbrecht to approve the request from Mercer Peace River Pulp (MPR) to use local roads as log haul routes within Clear Hills County for the 2021/2022 haul season following all related aspects of the Clear Hills County Road Use agreement policy. Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users. CARRIED.	PWM	
C521-21	11/30/21	RESOLUTION by Councillor Hansen to bring back Policy 6307 Wolf Management Incentive to the next regular Council meeting for discussion. CARRIED.	CDM	Dec 7
		August 20, 2019		
C335-19	06/25/19	RESOLUTION by Councillor Bean to approve a budget of $21,500.00 for survey, land, and	CDM	In the works

Management Team

Activity Report for November 30, 2021

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		environmental work to increase the George Lake Recreation Lease boundaries and allocate the funds from the Recreation Reserve. CARRIED.		
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
		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
		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
		December 3, 2020		
C627-20	**11/24/20**	**RESOLUTION by Councillor Ruecker to receive the virtual delegation from Glenda Farnden with STARS for information and approve a 3-year funding commitment of $100,000.00 (one-hundred thousand dollars) per year for 2021, 2022 and 2023. CARRIED.**	CSM	2021✓ 2022 2023
		April 27, 2021		
C150-21	**04/13/21**	**RESOLUTION by Reeve Bean that Council approves the draft business directory form and**	EA	In works

Management Team

Activity Report for November 30, 2021

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

<table>
<tr><th>MOTION</th><th>DATE</th><th>DESCRIPTION</th><th>DEPT</th><th>STATUS</th></tr>
<tr><td></td><td></td><td>Business directory layout and send a bulk mailout informing local businesses of the opportunity for free advertising in the County business directories and the opportunity to get 500 free business cards and allocate $5000.00 from the Economic Development Reserve for this initiative. CARRIED.</td><td></td><td></td></tr>
<tr><td></td><td></td><td>May 11, 2021</td><td></td><td></td></tr>
<tr><td>C210-21</td><td>05/11/21</td><td>RESOLUTION by Councillor Frixel to approve a general grant for the Village of Hines Creek in the amount of 425,000.00. funds to be allocated from the rate Stabilization reserve. Councillor Ruecker called for a recorded vote:
<table>
<tr><th>For</th><th>Against</th></tr>
<tr><td>Croy</td><td>Janzen</td></tr>
<tr><td>Bean</td><td>Ruecker</td></tr>
<tr><td>Wetmore</td><td>Giesbrecht</td></tr>
<tr><td>Frixel</td><td>CARRIED.</td></tr>
</table></td><td>EA/ CSM</td><td>Complete</td></tr>
<tr><td>C308-21</td><td>08/10/20</td><td>RESOLUTION by Deputy Reeve Croy to approve and proceed with the replacement of the pump and pitless adaptor at the Worsley Water Treatment Plant in the amount of $55,440.00, funds to be allocated from the Water Reserve. CARRIED.</td><td>EA</td><td></td></tr>
<tr><td>C309-21</td><td>08/10/20</td><td>RESOLUTION by Councillor Janzen to receive the wetland assessment for information and include the construction of 1.25 miles on Township 860 to Township 854 on Range Road 84 to the 2022 Capital plan. CARRIED.</td><td>EA</td><td></td></tr>
<tr><td></td><td></td><td>September 22, 2021</td><td></td><td></td></tr>
<tr><td>C338-21</td><td>09/14/21</td><td>RESOLUTION by Councillor Wetmore to approve a capital grant to the Cherry Canyon Agricultural Society of $20,000.00 and include the funds in the 2022 Operating Budget. CARRIED.</td><td>CDM</td><td></td></tr>
<tr><td>C340-21</td><td>09/14/21</td><td>RESOLUTION by Councillor Ruecker to approve a capital grant to the Many Islands Recreational Development Society for approval to have 10 additional seasonal sites and a ring road of $10,000.00 with the funds to be allocated from the Rate Stabilization Reserve. CARRIED.</td><td>CDM</td><td></td></tr>
</table>

Management Team

Activity Report for November 30, 2021

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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EA = Executive Assistant
CDM = Community Development Manager

MOTION	DATE	DESCRIPTION	DEPT	STATUS
C342-21	09/14/21	RESOLUTION by Councillor Frixel to approve a General Grant to Carter Camp Recreational Society in 2 phases; Phase 1 Mulching of the right of way in 2021 for $10,000.00 funded from the rate stabilization reserve and Phase 2 for the construction of a new river crossing in 2022 for $87,190.00 included in the 2022 Operating Budget. CARRIED.	CDM	
C355-21	09/14/21	RESOLUTION by Councillor Frixel to include $500,000.00 in the 2022 Operating budget for enhancements of Recreational Facilities. CARRIED.	CSM/CDM	
C337-21	09/14/21	RESOLUTION by Reeve Bean to approve all qualifying Continuing education applications and allocate the balance of the funds from the Rate Stabilization Reserve. CARRIED.	CDM	
		October 4, 2021		
C365-21	09/28/21	RESOLUTION by Councillor Frixel to increase the recreation operating funding's annual budget by $100,000.00 starting in 2022. CARRIED.	CDM	
		October 20, 2021		
C387-21	10/12/21	RESOLUTION by Deputy Reeve Croy to authorize the Diamond V2018 Upgrade & Year-End Updates with funds coming from the Admin Reserve. CARRIED.		
		November 17, 2021		
C263-21	06/08/21	RESOLUTION by Councillor Ruecker to award Tender 2021-16 Reconstruction Range Road 54 & 60, to SOKs Enterprises Inc. for the amount of $459,431.00 funds are budgeted in the multi-year capital plan. CARRIED.	PWM	Carried over as project was not completed
C446-21	10/26/21	RESOLUTION by Reeve Bean to move forward with the preliminary stages of the Mighty Peace Tourism campaign through Seekers Media for a promotional video of Clear Hills County to maximum of $5,000.00, funds to be allocated from the Rate Stabilization reserve. Once the requested documentation from the program has been received. CARRIED.	CDM	In works

Management Team

Activity Report for November 30, 2021

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
C462-21	11/09/21	RESOLUTION by Reeve Bean to proceed with the Many Islands Road Erosion Restoration project using the equipment registry and allocate the funds from the Road Reserve. CARRIED.	EA	In works Winter 2021

ITEMS IN WAITING

		February 18, 2021		
C52-21	02/09/21	RESOLUTION by Councillor Janzen that this council authorizes the destruction of 2018 monthly reconciliation reports, 2013 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2014.CARRIED.	CDM	
		November 17, 2021		
C482-21	11/09/21	RESOLUTION by Councillor Giesbrecht to proceed with the disposal of the 2003 DARCO Gooseneck Trailer at a future local auction. CARRIED.	EA	
C492-21	11/09/21	RESOLUTION by Councillor Stevenson to reduce the price to $159,000.00 for the single wide County owned mobile home and lot (Plan 1124612 Lot 3 Block 9, 501 Paradise Street, Worsley and enter into a new sales agreement with the realtor.CARRIED.		

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	December 7, 2021
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	**COUNCIL REPORTS ON MEETINGS**
File:	11-02-02

DESCRIPTION:
Council submits the meetings attended in the previous month and a report, if applicable.

BACKGROUND / PROPOSAL:
Council members attend meetings they have been appointed to.

ATTACHMENTS
Amber Bean - PLS- November 27th

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

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

Board Meeting Highlights
November 27, 2021 (via Zoom)

This summary is designed to keep you informed about Peace Library System (PLS) activities and Board decisions. It is distributed to member councils, library boards and the PLS Board of Directors after each Board meeting.

The Board held a full Board meeting on 27 November over Zoom.

The CEO reported that Marigold Library System has moved into their new building and will plan an opening party in 2022. She reported that the water damage in the loading dock of the headquarters building has been fixed and re-grading the landscape will take place in the spring. She reported that there are now two Indigenous outreach workers based in High Prairie and are making inroads with the surrounding Indigenous communities to bring programming to them. She reported that she is arranging to present on PLS to member council meetings.

The Consulting Services Manager reported that two consulting librarians have been hired and will be starting in early December and that the consultants are doing consulting visits in December, as well as coffee chats. The fall marketing campaign reached 133,928 people on Facebook across the region. Nineteen libraries participated in the summer reading club.

The IT Services Manager reported that the Polaris documentation needs updating and when that is complete, orientation and training programs will be put onto Niche Academy for ease of onboarding and training. PLS is working with ACSI to develop an incident response plan for cybersecurity issues. Wifi has been reconfigured in the headquarters building and libraries to tighten up network security.

The Technical Services Manager reported that with the Grande Prairie Catholic schools pulling out, spending out their allotments has resulted in an influx of materials into receiving and cataloguing. Courier routes will be tweaked slightly in the new year to add additional stops to some high-volume libraries.

Revisions were approved for the following policies: *Staff Recognition Policy, Allotment Fund Policy, Provision of Library Materials to Persons Unable to Use Conventional Print Policy*. New policies were approved: *Working from Home Policy, Social Media Policy, Confidentiality Agreement for Library Service Points, Social Media Policy for Library Service Points.*

Additionally, a new auditor was approved for 2021, the CEO goals were approved, and the Financial Forecast to December 31, the 2022 draft Operating Budget, the Transfer from Reserves for 2021 and the 2022 draft Capital Budget were approved.

Present:

Carolyn Kolebaba, Chair	Northern Sunrise County
Cindy Hockley	Village of Berwyn
Ann Stewart	Big Lakes County
Denise Joudrey	Birch Hills County
Amber Bean	Clear Hills County
Dalen Richardson	MD of Fairview
Stan Golob	Town of Fairview
Lindsay Brown	Town of Falher
Meesha Bainton	Town of Fox Creek
Mike O'Connor	City of Grande Prairie
Karen Rosvold	County of Grande Prairie
Tom Burton	MD of Greenview
Alison Bjornson	Village of Hines Creek
Brad Pearson	MD of Lesser Slave River
Greg Pasichnuk	Town of Manning
Margaret Jacob	Town of McLennan
Belinda Halabisky	County of Northern Lights
Tahirih Wiebe	MD of Opportunity
Theresa Johnson	MD of Peace
Elaine Manzer	Town of Peace River
Roxann Dreger	Village of Rycroft
Clinton Froehlick	Town of Sexsmith
Kimberly Hughes	Town of Slave Lake
Elaine Garrow	MD of Spirit River
Harry Ezio	Town of Spirit River
Tanya Boman	Town of Valleyview
Anna Underwood	Town of Wembley

Regrets:

Brent Anderson	Town of High Level
James Waikle	Town of High Prairie
Vacant	Village of Donnelly
Vacant	Village of Girouxville
Vacant	Village of Nampa

Absent:

Gena Jones	Town of Beaverlodge
Carmen Johnson	Town of Grimshaw
Reta Nooskey	Paddle Prairie Métis Settlement
Michelle Farris	Town of Rainbow Lake
Kristen Smith	Saddle Hills County
Alain Blanchette	MD of Smoky River

Quick Facts 2021
Population Served: 175,246
Members: 38 municipalities & 1 Métis Settlement
Member Public Libraries: 46
Contracting Schools: 50
Chair: Carolyn Kolebaba (Northern Sunrise County)
CEO: Louisa Robison

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

Peace Library System acknowledges Treaty 8 territory as well as the Métis Nation of Alberta. Peace Library System libraries are located on territory that provided a travelling route and home to many Indigenous peoples.

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	December 7, 2021
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Federation of Canadian Municipalities (FCM) Membership
File:	11-02-02

DESCRIPTION:
Reeve bean requested a discussion regarding the Federation of Canadian Municipalities (FCM).

BACKGROUND:
Annual Membership fee - 2021/2022 $900.00

ATTACHMENTS:

RECOMMENDED ACTION:
RESOLUTION by.....

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

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	December 7, 2021
Originated By:	Susan Hansen, Councillor
Title:	Procedural Bylaw 233-18
File:	11-02-02

DESCRIPTION:
Councillor Hansen requested a discussion regarding the Procedural Bylaw 233-18 be brought back to this meeting for review.

Section 14.13.4 Councillors serving on External Committees shall represent the interest of the whole County and shall keep Council informed of Committee business with the options for written reports or verbal updates and provide an update during the Council External Committee Report portion of the Regular Council Meeting.

ATTACHMENTS:
Procedural Bylaw 233-18

RECOMMENDED ACTION:
RESOLUTION by.....

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

Bylaw No. 233-18

"A BYLAW OF CLEAR HILLS COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS AND TO RESCIND BYLAW NO. 222-17"

WHEREAS: Council of Clear Hills County has the authority under section 145 of the Municipal Government Act, R.S.A. 2000 c.M-26, and related amendments, to enact bylaws respecting the establishment of Council Committees, Procedure and Conduct of Council, Council Committees, and the Conduct of Councillors and Members of Council Committees; and

WHEREAS: Council of Clear Hills County considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council Committee Meetings in Clear Hills County;

NOW THEREFORE: the Council of Clear Hills County enacts as follows:

1.0 CITATION

1.1 This Bylaw may be cited as the **"Council Procedure Bylaw"** and applies to all Members attending Meetings of Council and Committees established by Council of the Municipality.

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2.0 DEFINITIONS

2.1 In this Bylaw,

2.1.1 "*Act*" shall mean the Municipal Government Act, R.S.A. 2000 c.M-26, and related amendments;

2.1.2 "*ad hoc*" shall mean an organization, committee, or commission created for a specific task.

2.1.3 "Agenda" shall mean the list of items and order of business for any meeting;

2.1.4 "Amend" shall mean a Motion to add context or details to currently debated Motion;

2.1.5 "Business Day" shall mean a full regularly-scheduled working day for the Administration Office. In reference to Delegations (Sections 30 and 31 of this Bylaw), full business days allow for the correlating and copying of information to be included in Council Packages;

2.1.6 "Bylaw" shall mean a Bylaw of Clear Hills County;

2.1.7 "Call the Question" shall mean immediately terminating debate and calling for a vote. This is a non-debatable Motion;

2.1.8 "CAO" shall mean the Chief Administrative Officer, or duly appointed delegate, for the County.

2.1.9 "CEO" shall mean the Chief Elected Officer as defined in the MGA, which shall be the Reeve unless otherwise determined by Council;

2.1.10 "Chair" shall mean the person presiding and conducting meetings;

2.1.11 "Committee" shall mean a committee created by Council (such

as at the annual Organizational Meeting) that is either a Standing Committee, Special Committee, *ad hoc* Committee, or a Council Committee;

2.1.12 "Committee of the Whole" shall mean a committee consisting of all Members of Council. A meeting of the Committee of the Whole may be held *in camera* (in private) or in public session depending on the issue being discussed;

2.1.13 "Council" shall mean the Reeve and Members of Council of Clear Hills County elected pursuant to the provisions of the *Local Authorities Election Act*;

2.1.14 "Councillor" shall mean a Councillor elected to represent Clear Hills County;

2.1.15 *"ex officio"* shall mean by right of office, the CEO is a member of all Council Committees and all bodies to which Council has the right to appoint members. Unless the named member or alternate to the Committee, the CEO does not have voting privileges;

2.1.16 "Delegation" shall mean any person or persons having permission of Council to appear before Council, or a Committee of Council to provide pertinent information and views about the subject before Council or Council Committee;

2.1.17 "Deputy Reeve" shall mean the Member of Council who is appointed pursuant to the *Act* to act as Reeve in the absence or incapacity of the Reeve;

2.1.18 "*in camera*" shall mean a session which is held *in private* (closed to the public) and may include specific persons invited to attend by the Chair, Council or the Committee. All discussions *in camera* are deemed as confidential, and no motions can be made *in camera*;

2.1.19 "Reeve" shall mean the Chief Elected Official (CEO) for the

County;

2.1.20 "Member" shall mean a Councillor, or Member at Large, appointed by Council to a Committee of Council;

2.1.21 "Member at Large" shall mean a member of the public appointed by Council to a Committee of Council;

2.1.22 "Meetings" shall mean meetings of Council and Council Committees;

2.1.23 "Motion" shall mean an action presented by a Councillor or Member of Committee and made through the Chair that requests some consideration of action by Council or Committee. For a Motion to be structurally complete, it is required to address the who, what, when, where and why questions;

2.1.24 "Municipality" shall mean Clear Hills County, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the County;

2.1.25 "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative;

2.1.26 "Point of Information" shall mean a question or request directed through the Chair to another member or to staff for information relevant to the business at hand but not related to the Point of Procedure;

2.1.27 "Point of Order" shall mean the raising of question directed to the Chair to call attention to any departure from the Procedure Bylaw;

2.1.28 "Point of Procedure" shall mean a question directed to the Chair to obtain information of a matter of the rules of the County bearing on the business at hand in order to assist a member to

make an appropriate Motion, raise a point of order, or understand the situation or the effect of a Motion;

2.1.29 "Quorum" is a majority (50% +1) of those members elected and serving on Council;

2.1.30 "Recess" shall mean a non-debatable action for a temporary break of Council/Committee business; any member may request a recess through the chair;

2.1.31 "Recording Secretary" shall mean the person assigned to record minutes of the meeting;

2.1.32 "Table" shall mean a Motion to delay the consideration of any matter to a definite time, when further information is to be obtained.

2.1.33 "County" shall mean Clear Hills County;

2.1.34 "Urgency" or "emergent items" *(in reference to Addendums - Section 30.7 of this Bylaw)* If an item (Addendum – addition to the agenda) is to be added to a previously distributed Agenda, then the Addendum shall pass a test of 'Urgency'. If the Addendum is time-sensitive or where failure to provide immediate action may cause financial or other distress to the Municipality, Council or a Committee, then the Chair may authorize the addition of the Addendum to the Agenda. All additions must be supported by written background information.

3.0 GENERAL

3.1 In accordance with Section 204 of the *Act*, the municipal office shall be Clear Hills County Administration Office located at 313 Alberta Avenue, Worsley, Alberta.

3.2 Council of Clear Hills County shall consist of seven (7) elected officials.

3.2.1 At the Organizational Meeting following the date of the general election, and annually thereafter, not later than two weeks after the third Monday in October, shall elect one of its elected officials as Reeve and one of its elected officials as Deputy Reeve.

3.2.2 The CEO shall be referred to as the Reeve.

3.2.3 Responsibilities of the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act.*

3.2.4 When the Reeve, through illness, absence or other cause, is unable to perform the duties of this office, or when the office in vacant, the Deputy Reeve has all the powers and shall perform all the duties of the Reeve during the Reeve's inability or absence.

3.2.5 When both the Reeve and Deputy Reeve, through illness, absence or other cause, are unable to perform the duties of the office, the Council may appoint a temporary Acting Reeve or Chair as per Section 152(3) of the *Act.*

3.2.6 A Reeve and Deputy Reeve who have been appointed to their offices by the Council may resign their appointments while retaining their seats on the Council.

3.2.7 When the office of Reeve or Deputy Reeve become vacant by death, resignation, forfeiture or otherwise, the Council shall for with elect one of the Councillors to fill the position for the remainder of the term of office and in accordance with section 162 of the *Act.*

3.2.8 The Reeve and members of Council may be paid the remuneration, travel, subsistence and out of pocket expenses that may be set by the Council and outlined in Council Policies.

3.3 General duties of Councillors and the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act.*

3.4 The Council of the County is responsible for:

3.4.1 developing and evaluating the policies and programs of the County.

3.4.2 ensuring that the powers, duties and functions of the County are appropriately carried out.

3.4.3 carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment.

3.5 The Council of the County will not exercise a power or function or perform a duty that is by this or another enactment or by bylaw specifically assigned to the CAO or a designated officer.

3.6 These duties and roles of Councillors as established in this bylaw may only be amended, repealed or suspended by a bylaw passed at a regular or special meeting of Council at which time all Council must be present.

4.0 SEVERABILITY

4.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw shall be deemed valid.

10.0 MEETINGS

11.0 Organizational Meetings

11.1 An Organizational Meeting of Council shall be held annually not later than two weeks after the 3rd Monday in October, as per Section 192 of the *Act*.

11.2 The Councillors shall take the Oath of Office upon being elected. (Part 5, Section 3, #156, as per the *Act)*. By right of this office and taking of the Oath, the Councillor is a Commissioner for Oaths.

11.3 The Agenda of the Organizational Meeting shall be restricted to:

11.3.1 Establishing regular meeting dates for Council for the next twelve months, and all members of council must be present;

11.3.2 Establishing any *ad hoc* Council Committees;

11.3.3 Selection of the Reeve and Deputy Reeve by election of elected Councillors;

11.3.4 Appointment of Councillors as members and alternates to Council Boards and Committees and *ad hoc* Council Committees;

11.3.5 Appointment of Members at Large to any agencies, committees, boards to which Council has the right to appoint members;

11.3.6 Any such other business as is required by the *Act*.

11.3.7 Annual appointment of Professionals including but not limited to Assessor, Auditor, Legal Advisor and Engineer.

11.3.8 Referring to Section 11.3.2 and 11.3.4 of this Bylaw, the Reeve will lead Council through the Boards & Committees list. If a Councillor wishes to be the representative or alternate on a particular board or committee, they must verbally indicate their desire when that board or committee is being addressed. In the case of two or more Councillors wishing to be the representative or alternate to a board or committee, a vote of Council shall be taken, by either show of hands or secret ballot. The voting method shall be determined by show of hands.

11.3.8.1 Should a Councillor dispute or disagree with an appointment recommendation, Council as a whole shall debate the appointment and, by majority vote, complete the final determination.

12.0 Regular Council Meetings

12.1 Notice of regularly scheduled meetings, as per Section 11.3.1, need not be advertised.

12.2 If Council changes the date, time or place of a regularly scheduled meeting, the County shall give at least 24 hours notice of the change:

12.2.1 To any Member of Council not present at the meeting at which the change was made, and such notice shall be in accordance with Section 196(1) of the *Act*; and

12.2.2 To the public, and such notice shall be by means of posting a Notice on the front door of the Municipal Office and noting the change on the County website.

12.3 The time for Regular Council Meetings shall be 9:30 A.M.

13.0 Special Meetings

13.1 Special Meetings shall be held as per Section 194 of the *Act*.

14.0 Committee Meetings

14.1 Council Committees are created by a Motion of Council at a Regular Council Meeting.

14.2 The times for the beginning of Council Committee meetings shall be set by Motion by the Council Committee.

14.3 Standing Council Committees shall be established and governed by a policy or Bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such Committee and its mandate shall be established by Bylaw.

14.4 The Reeve shall be deemed to be an *ex officio* member of all Committees of Council. The Reeve cannot be a member to a committee if the Reeve is not appointed in the personal name

14.4.1 When attending a Committee, which the Reeve has not been

specifically assigned as a representative, the Reeve shall have a right to vote only when an appointed Member of Council assigned to that Committee is absent and the Reeve has been asked, either formally or informally, to be the representative or alternate.

14.4.2 Staff may be asked to participate as advisors to Committees of Council. Unless otherwise specified in the Terms of Reference of a Committee, advisors are not voting members.

14.5 Council Committee Chairs:

14.5.1 For Committees of Council, the position of Chair shall be selected by vote of the members appointed by Council, which shall include Members at Large appointments.

14.5.2 Where the County and another municipality share representation on the Council Committee or Board, the Members shall select the Chair by a vote of the members.

14.6 *ad hoc* Committees:

14.6.1 Council may create an *ad hoc* Committee by Motion to be formed to address a single issue or matter. An *ad hoc* Committee shall be deemed as temporary, with a life-span of no more than twelve (12) months after creation.

14.6.2 The *ad hoc* Committee shall be advised of their mandate by Council at the time of creation, and Council shall appoint the Members.

14.6.3 The *ad hoc* Committee will provide regular written reports to Council at least once a month and Council shall determine, with each report, whether there is a need for the *ad hoc* Committee to continue to exist.

14.6.4 Should the term of the *ad hoc* Committee come to an end, or Council determine that the work of the *ad hoc* Committee

should continue, Council may chose to:

14.6.4.1 Extend the life of the *ad hoc* Committee for an additional twelve (12) months by Motion; or

14.6.4.2 Convert the *ad hoc* Committee to a Standing Committee of Council, by Bylaw, with a long-term mandate.

14.6.5 *ad hoc* Committee's, though temporary in nature, shall operate as other committees, being public meetings, with minutes kept, and same procedures followed as Standing Committees.

14.7 Alternates: The Reeve may temporarily appoint any Council Member to take the place of any member or alternate of the Council Committee who is unable to attend a meeting of that Council Committee. Council Committee Alternates must be appointed during the Organizational Meeting.

14.8 Council Committees shall meet at the call of the Chair, and have a written agenda, but notice must be provided to Committee Members and the Public pursuant to the requirements of this Bylaw and the *Act*.

14.9 All Council Committees are advisory to Council unless authority to exercise or perform any power or duty has been specifically delegated by a Council Bylaw.

14.10 The basic responsibilities of a Council Committee are as follows:

14.10.1 to analyse all matters placed before them and submit written recommendations to Council on ways and/or means of dealing with these matters;

14.10.2 to receive written reports for information purposes. Written reports received for information may be forwarded to Council at the discretion of the Council Committee, and must be forwarded to Council if required under any policy, bylaw or statute;

14.10.3 to refer matters to Administration, through the CAO, for research and to provide direction on the preparation of written reports;

14.10.4 to submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee;

14.10.5 in appropriate cases, to submit matters to Council without recommendations;

14.10.6 not to appropriate, expend, commit, or direct the expenditure of any money not provided for in the budget and authorized in Committee mandate and Bylaw by Council;

14.10.7 not to bind its' actions on the County unless power to take such action has been specifically delegated to the Committee by Council in a bylaw;

14.10.8 not to give direct instructions to any County employee except through the CAO.

14.11 All Council Board and Committee members must follow the procedural rules of Council as set out in this Bylaw.

14.12 All Committees created by Council shall be reviewed annually at the Organizational Meeting.

14.13 External agencies, boards, commissions, and committees refer to an agency, board, commission or committee not created by Council and shall be made in reference to in this bylaw as External Committees.

14.13.1 Councillors will review the appointment chart for External Committees annually at the Organizational Meeting.

14.13.1.1 Council may add an External Committee by Motion during a Regular Council Meeting in accordance to Section 14.13.4 of this bylaw.

14.13.2 Councillors will be appointed, along with alternates, to the External Committees at the Organizational Meeting annually.

14.13.3 Each External Committee shall *elect its own Chair*.

14.13.4 Councillors serving on External Committees shall represent the interest of the whole County and shall keep Council informed of Committee business with the options for written reports or verbal updates and provide an update during the Council External Committee Report portion of the Regular Council Meeting.

14.13.5 Councillors appointed to an External Committee that are Motioned by that External Committee to attend an event apart from the scheduled meeting, in support of that External Committee do so under the External Committee Budget.

14.13.6 Following the appointment of the Reeve, Councillor or member-at-large to an External Committee, the CAO shall advise the External committee of the appointment and the following:

14.13.6.1 that the secretary to the External Committee, shall forward to Clear Hills County a ratified copy of the minutes, of any board that holds meetings monthly, within 15 days of each meeting, along with the dates and locations of any scheduled future meetings, and

14.13.6.2 that where the Reeve or a Councillor is appointed to the External Committee shall not be expected to act as an advocate for the External Committee, and significant issues such as funding requests and long term plans should be presented to the Clear Hills County Council by the Chair, or their designate of the External Committee.

14.13.7 The CAO shall maintain a register of External Committees, the members of Council and staff of Clear Hills County who

attended, and where the appointed member of Council, was unable to attend. This register shall be available to the Reeve and Councillors on request, and shall be submitted to each Organizational Meeting. The CAO shall also maintain a register of scheduled External Committee meetings including the name, date, time and location of meetings. This register of scheduled External Committee meetings shall be available to all members of Council at each regular Council meeting. If an appointed Councillor is unable to attend an External Committee meeting, they shall contact the alternate member to attend, thereby ensuring that the County is represented at all meetings.

15.0 *'In Camera'* Sessions

15.1 Council recognizes that Section 198 of the *Act* provides for the public to be present at meetings, and it is the intent and desire of Council to remain open, accountable and transparent to the public.

15.2 *'in camera'* sessions shall only be permitted for matters pertaining to receiving legal counsel, for land-related negotiations, or matters pertaining to labour or personnel issues, as determined in Sections 17, 18, & 19 of the *Freedom of Information and Protection of Privacy Act*.

15.3 Whenever Council or a Committee meets 'in camera' the CAO, or designate, shall be present. An exception is provided when Council meets to discuss CAO annual performance.

16.0 Public Hearings

16.1 The conduct of any statutory Public Hearing shall be governed by this Bylaw.

16.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Recording Secretary prior to the Public Hearing.

16.3 The Chair shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.

16.4 The Chair may call upon the CAO or Department Manager to introduce the Motion or Bylaw, and to briefly state the intended purpose.

16.5 Where applicable, the CAO shall advise of any third party officially applying for the Bylaw or Motion (For example, as in proposed Bylaws to amend the Land Use Bylaw).

16.6 Immediately following the introduction of the Bylaw or Motion, any Member who has pecuniary interest in the Motion or Bylaw for which the Public Hearing is being held shall declare this interest and shall be excused from the table.

16.7 Upon leaving the table, the Member has the same rights as any other person attending the Public Hearing and may stay in attendance at the Public Hearing and make presentations. However, when the matter reviewed at the Public Hearing comes before Council for deliberation, the Member must adhere to all clauses of Section 40 of this Bylaw pertaining to Pecuniary Interest.

16.8 Any presentation by County staff or agents shall follow the introduction of the Bylaw or Motion.

16.9 The Chair shall request those who wish to make presentations to identify themselves so that their names can be recorded in the minutes.

20.0 MEETING PROCEDURES

20.0 Quorum

21.1 As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chair shall call the meeting to order; in the case of the Reeve or Deputy Reeve not in attendance within fifteen (15) minutes after the hour appointed for the meeting and a quorum is

present, the CAO shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve. The Recording Secretary shall record the arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.

21.2 Unless a Quorum is present within fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

21.3 The Recording Secretary shall record the names of the Members of Council present at the expiration of the fifteen (15) minute time limit and such record shall be appended to the next Agenda.

21.4 The only action that can legally be taken in the absence of Quorum is to fix the time in which to adjourn (if more than fifteen (15) minutes is being allowed), adjourn, recess, or to take measures to obtain a Quorum.

21.5 In the event that Quorum is lost after a meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within fifteen (15) minutes, the meeting shall stand adjourned.

22.0 Conduct of Meetings

22.1 Each member or delegate, as the case may be, shall address the Chair but shall not speak until recognized by the Chair.

22.2 The Chair, with the approval by Motion of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the Chair.

22.3 The preparation and distribution of minutes of Council and Committees shall be the responsibility of the CAO and may be

delegated to a Recording Secretary. (See Section 209 of the *Act*)

23.0 Motions

23.1 A Motion is put to the floor for a vote after discussion.

23.1.1 A Motion shall NOT require a seconder.

23.2 A Motion may be withdrawn at any time before voting, subject to no objection from any member, as the case may be.

23.3 Any Member may require the Motion to be read at any time during the debate, except when a Member is speaking.

23.4 A mover of a Motion must be present when the Vote on the Motion is taken. If a Motion cannot be voted before the meeting is adjourned, the Motion shall be deemed as lost.

23.5 When a Motion is under debate, no Motion shall be received other than a Motion to:

23.5.1 WITHDRAW: When the mover wishes to withdraw the Motion, or substitute a different one in its place. *Note: Once the Motion is withdrawn, the effect is the same as if the Motion had never been made and no record of the motion will be recorded in the minutes*;

23.5.2 TABLE: When a Member(s) requires additional information or wants to have a time or date for the issue to be brought back. This Motion is non-debatable and the vote is called;

23.5.3 CALL THE QUESTION: That a vote must now be taken and discussion has closed;

23.5.4 REFER: Generally used to send a pending question to a Committee, department or selected persons so that the question may be carefully investigated and put into better context for Council to consider - and should include direction

as to the Person or Group to which it is being referred;

23.5.5 AMEND:

23.5.5.1 Only one amendment at a time shall be presented to the main Motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the Motion as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendment.

23.5.5.2 The amendment shall be voted upon and, if any amendment is carried, the main motion, as amended, shall be put to Vote, unless a further amendment is proposed.

23.5.5.3 Nothing is this section shall prevent other proposed amendments from being read for the information of the Members.

23.5.5.4 When the Motion under consideration contains distinct propositions, the Vote upon each proposition shall, at the request of any Member, be taken separately.

23.6 **Motion to Rescind** is a Motion that may be accepted by the Chair only if the action of the motion has not commenced. If passed by a majority vote of the Members present, the previous Motion referred to would be declared null and void.

23.7 **Notice of Motion** should be used to give notice by a member when an extended period of time is advisable prior to considering a subject.

23.7.1 A Notice of Motion shall be recorded in the minutes and shall form part of the Agenda for the subsequent or future meeting as requested.

23.8 The following Motions are non-debatable by Members:

23.8.1 ADJOURNMENT;
23.8.2 CALL THE QUESTION;
23.8.3 LIMIT DEBATE on a matter before members;
23.8.4 POINT OF ORDER;
23.8.5 QUESTION OF PRIVILEGE;
23.8.6 TABLE;
23.8.7 TAKE A RECESS.

23.9 The wording of a Motion may be either POSITIVE or NEGATIVE in presentation. (ie: *"... Council shall support ..."* or *"... Council shall not support ..."*)

23.10 When a Motion is defeated by Council the Motion shall not be brought back to the table for a period of six (6) months from the date the Motion was defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

24.0 Rules of Debate

24.1 In Council, a Councillor wishing to speak on a matter that has been brought before Council shall indicate their intention by raising their hand to be recognized by the Chair, and shall not speak more than once until every Member of Council has had the opportunity to speak except:

24.1.1 in the explanation of the material part of the speech which may have been misunderstood; or

24.1.2 in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member of Council presented the Motion to the meeting.

24.2 Through the Chair, a Member of Council may ask questions of another Member of Council or Staff on a Point of Information relevant to the business at hand.

24.3 All questions or debate shall be directed through the Chair.

24.4 Members shall:

24.4.1 refrain from the use offensive words or language, or name calling in the meeting;

24.4.2 adhere to the rules of the meeting or decision of the Chair or of the Members on questions of order or practice; or upon the interpretation of the rules of the meeting;

24.4.3 not leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;

24.4.4 not interrupt a Member while speaking, except to raise a Point of Order or Question of Privilege;

24.4.5 not pass between a Member who is speaking and the Chair.

24.5 A Member or Members who persist in a breach of the foregoing section, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave their seat, or the meeting room, for the duration of the meeting.

24.6 As per Section 24.5 of this Bylaw, at the discretion of the Chair, a Member may resume their seat following an apology. Failure to leave or apologize will result in the Chair calling a recess, and at the discretion of the Chair, call authorities for the enforcement of this bylaw.

24.7 A Member who wishes to leave the meeting prior to the adjournment shall so advise the Chair and the time of the departure shall be noted in the minutes.

25.0 Point of Order

25.1 The Chair shall preserve order and decide upon any Points of Order.

25.2 A member who desires to call attention to an infraction of procedure shall raise a Point of Order to the Chair. When the Member has been

acknowledged, the Member shall state the Point of Order with a concise explanation and shall accept the decision of the Chair upon the Point of Order.

25.3 The speaker in possession of the floor, when the Point of Order was raised, shall retain the right to the floor when debate resumes.

25.4 A Member called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

25.5 The decision of the Chair shall be final, subject to an immediate appeal by a Member of the meeting.

25.6 If a decision of the Chair is appealed (Section 25.5 of this Bylaw), the Chair shall provide concise reasons for the ruling and the Members shall, without debate, decide the question. Decision of the Members shall be final.

26.0 Voting on a Question

26.1 Every Member of Council present, including the Reeve, shall vote on every matter at a Council or Committee Meeting at which they are present, unless they are required to or permitted to abstain from voting under this or any other Bylaw, *Act*, or other legislation. (Ref: Section 174(f) of the *Act*.)

26.1.1 The recording Secretary shall read out the Motion for clarity before a Call for Question takes place.

26.2 When a Motion that a Vote be taken (Call for Question) is presented, it shall be put to a vote without debate and, if carried by a majority vote of the Members present, the Motion and any amendments thereto shall be submitted to a vote immediately without further debate.

26.3 A Member present at a meeting shall make a request for a recess if,

for any reason, the Member may be away from the Meeting during a time when a Vote on a matter is imminent, unless that Member is excused from the voting pursuant to this Section.

26.4 Voting shall be completed simultaneously by raising of the hand after the Chair has called for those 'In Favour' and those 'Opposed' to the Motion.

26.5 When a Chair, having ascertained that no further information is required, commences to take a Vote, no Member shall speak to, or present another Motion, until the Vote has been taken on the current Motion or amendment, and the decision announced by the Chair.

26.6 Any Member who disagrees with the announcement made concerning the result of a Vote may immediately object to the declaration, and the Chair shall call for the Vote a second and final time. The determination of the Chair shall be final.

26.7 Whenever the Chair is of the opinion that a Motion is contrary to the rules and privileges of Council, the Chair shall inform the Member thereof immediately, before Calling the Question, and shall cite reasons applicable to the case without argument or comment.

26.8 In all cases not provided for in the proceedings of the Council, a two-thirds ($^2/_3$) majority of Council shall determine to uphold the ruling of the Chair, or not, as the case may be.

26.9 If a vote of Council is requested to be a Recorded Vote by a Member then the Recording Secretary shall enter a Recorded Vote in the Minutes. The request for a recorded vote must be made prior to the call for the question.

26.10 If there is a tie of votes for and against a Motion or Bylaw, then the Motion or Bylaw is defeated.

26.11 CAO shall advise Council whenever expert advice is required or requested.

26.12 Council, and all individual councillors, shall ensure that all advice, including engineering advice, staff advice, and recommendations/advice from administration is considered and that if the advice is not going to be followed Council must document as part of the minutes the reasons for not following such advice.

27.0 Adjournment of Meeting & Adjournment Time

27.1 If all items on the Agenda have been addressed, the Chair shall simply state that the Agenda has been completed, note the time to the Recording Secretary, and Call the Meeting Adjourned, without a Motion from the Members.

27.2 Should the Agenda NOT be completed, a non-debatable Motion to adjourn the meeting can be presented, but it must be supported by two-thirds majority (66%) of the quorum;

27.3 Unless otherwise determined pursuant to the provisions of this Bylaw, Adjournment Time is:

27.3.1 at the conclusion of the Agenda as adopted by Council; or

27.3.2 at Four thirty in the evening (4:30 PM) if a meeting is in session at that hour.

27.4 Notwithstanding the provisions in Section 27.3 of this Bylaw, Council may, by a Unanimous Motion of Members present, agree to an extension of the meeting time. A vote to extend the time of the meeting beyond Four thirty in the evening (4:30 PM) must be taken not later than Four o'clock in the evening (4:00 PM).

27.5 Unless there has been a Unanimous Motion passed within the prescribed time extending the meeting beyond the Four thirty in the evening (4:30 PM) all matters of business which appear on the Agenda for the Meeting, and which have not been dealt with by that time, shall be deemed to be postponed until the next Regular or Special Meeting.

28.0 Duties of the Chair

28.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Point of Procedure, and deciding on questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.

28.2 It shall be the discretion of the Chair, whether or not upon the request of any Member, to call for a short recess between Agenda items, at any meeting. The Chair shall make reasonable efforts, including calling for a recess, to ensure all members in attendance at a meeting are present while a vote is being taken, unless a member is excused from voting in accordance with the *Act* or this Bylaw.

28.3 The Chair may invite persons forward from the audience to speak with the permission of the Council or Committee, if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

28.4 In the absence or inability of the Reeve or Deputy Reeve to act as Chair of the Meeting, Council shall appoint a Councillor as Acting Reeve or Chair as provided by the Section 152(3) of the *Act*.

28.5 The Chair shall be expected to participate in debate and vote, without relinquishing the Chair.

30.0 AGENDA and ORDER OF BUSINESS

30.1 The Agenda is a document used by Council or a Committee, therefore although the duty to collate the Agenda may be delegated, Council or the Committee shall have final determination as to what will or will not be included on the Agenda.

30.2 Prior to each meeting, the CAO shall cause to be prepared a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation intended to be submitted to

the Council shall be received by the CAO no later than noon on the fourth (4th) business day before the meeting.

30.3 The CAO shall place at the disposal of each Member a copy of the Agenda and all supporting materials no later than 6:00 PM, three (3) calendar days before the meeting.

30.4 The business intended to be dealt with shall be stated in the Agenda after the manner as displayed in Schedule "A" attached.

30.5 The order of business established in Section 30.4 of this Bylaw shall apply unless altered by the Chair with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

30.6 Where the deadline in Sections 30.2 and 30.3 of this Bylaw are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at any Council meeting.

30.7 Addendums:

30.7.1 Council may consider the Urgency of any item(s) proposed to be added only with supporting written documentation, or proposed to be deleted, before voting to adopt the Agenda "As Amended".

30.7.2 During the course of the meeting, should a member of Council deem that an item be added to the Agenda for Council's consideration, the Member shall propose the Addendum by Motion, after which the Chair shall rule on the urgency:

30.7.2.1 If the Chair rules that the Motion stand, the Chair shall add the item to the end of the pertinent section of the Agenda.

30.7.2.2 If the Chair rules that the Motion does not meet the test of Urgency, or no written supporting documentation is

presented, the item shall be tabled and added to the next Agenda.

30.8 The order of business at a meeting is the order of the items on the Agenda except:

30.8.1 When the same subject matter appears in more than one place on the Agenda and Council decides, by Motion, to deal with all items related to the matter at the same time;

30.8.2 When Council decides not to deal with an item on the Agenda and tables the matter to a subsequent meeting.

31.0 Scheduled Delegations

31.1 A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council, shall address a letter (or other written communication) to Council, or CAO outlining the subject to be discussed. The letter shall be signed in the correct name of the writer; the address of the writer, and delivered (by hand, mail, fax, or email) to the CAO. The letter must arrive by noon at least four (4) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter. This will apply to delegations appearing in front of the Policies and Priorities Committee or any other Council Committees.

31.2 Scheduled Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the Chair determines that additional time shall be granted to a delegation, the length of the extension shall be specified, and the Chair may limit the time.

31.3 Delegations that have not submitted a letter in accordance with Section 31.1 of this Bylaw may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the

delegation is to be granted time under Section 31.2 of this Bylaw.

31.4 Matters of confidential nature, as referred to in Section 15 of this Bylaw, shall not be discussed during Public Presentations to Council.

31.5 Information presented by a Person or Group shall relate only to the subject matter for which the presentation was originally requested.

31.6 Each Person or Group will be given an opportunity to make a public presentation only once in respect to a given issue. Council or the Committee may waive this restriction if it is of the view that there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council, or the Committee, is prepared to consider the issue again.

31.7 Extensions of time limits for any verbal presentations during the Public Presentation to Council or the Committee may be granted by consent of Council or the Committee, based on one or more of the following:

31.7.1 The issue or Bylaw under discussion is deemed by Council or the Committee to be contentious or complex and the allotted time is not sufficient, in the opinion of Council or the Committee, to give the matter due consideration;

31.7.2 The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.

31.8 Where a Delegation requests support from Council, requiring a Motion of Council, Council shall first refer the matter to Administration, who shall bring back more information and a recommendation at a subsequent meeting so that Council can make an informed decision.

31.8.1 Where a Delegation requests correspondence in regards to clarifying the topics of the delegation, Council will direct Administration to compile the necessary information and

prepare correspondence for the Delegation to be signed by the Chairperson. Once a decision by Council has been made on a topic from a delegation, Council is not obligated to hear the matter again.

31.8.2 Where a Delegation appears in front of Council or Committee to provide information, the CAO will prepare a letter of thank you to be signed by the Chairperson.

32.0 Public Delegations

32.1 As part of the Council Agenda, the Reeve shall also call for and recognize any Public Delegations. Public Delegations may or may not be scheduled (as per Section 31 of this Bylaw), and may request an opportunity to outline the matter they wish to present to Council or a Committee at a meeting, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Section 31.2 of this Bylaw.

32.2 A Public Delegation may be recognized by the Chair and granted a maximum of five (5) minutes to present their matter.

32.3 A Public Delegation shall follow guidelines in Sections 31.4, 31.5, 31.6, 31.7 and 31.8 as outlined in this bylaw.

33.0 Role of Management in Regards to Delegations:

33.1 Administration will schedule the delegation in consultation with the Reeve.

33.2 Notify the delegation of the time and place of the meeting they wish to attend.

33.3 Delegations will be scheduled at least 15 minutes after the start of the meeting.

33.4 Delegations will be scheduled at least 15 minutes apart. More time may be required for more complex issues.

33.5 The CAO shall explore the reasons why the delegation wishes to attend and provide committee members with all back up information for their perusal prior to the arrival of the delegation.

33.6 The Administration involved may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or the committee.

34.0 Role of Chairperson in Delegations

34.1 The Chairperson reserves the right to accept delegations to the Council or Committee meeting.

34.2 The Chairperson shall notify the Chief Administrative Officer of any delegations wanting to make a presentation to the committee and ensure the delegation arranges a meeting date with Chief Administrative Officer.

34.3 If there is more than one member in the delegation the Chairperson shall request that the delegation appoint a spokesperson and inform the spokesperson that all questions and comments be addressed to the chair.

34.4 The Chairperson shall ensure that all points of this policy are followed by the committee members and Administration.

34.5 The Chairperson may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or committee members.

34.6 The Chairperson shall not criticize staff, government employees or the committee members while the delegation is present.

34.7 The Chairperson should direct all questions to the delegation's spokesman.

34.8 Comments of intent in the presence of the delegation shall not be

made.

34.9 The Chairperson shall ensure that the delegation restricts its presentation to the issue.

34.10 After Council or the committee has obtained all the information from the delegation the Chairperson shall dismiss the delegation to allow Council or the committee to discuss the matter.

34.11 The Chairperson may request the committee to go into camera to discuss the issue if the matter falls within the privacy issues to close a meeting.

35.0 Role of the Councillor or Committee Member in Delegations:

35.1 Members of Council or the Committee shall notify the Chief Administrative Officer of any delegations wanting to make a presentation to Council or the committee and ensure the delegation arranges a meeting date with the Chief Administrative Officer.

35.2 Members of Council or the Committee may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or the committee.

35.3 Members of Council or the Committee shall not criticize staff, government employees or other Council or committee members while the delegation is present.

35.4 No comments or motions of intent will be entertained until the delegation has been dismissed from the table. The persons making up the delegation may remain in the Council Chambers, but may not participate in any further discussion.

40.0 Pecuniary Interest

40.1 Members of Council who reasonably believe that they have a pecuniary interest (as defined in the *Act,* Part 5, Division 6, Sections 169-173) in any matter before Council, any Committee of Council, or

any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions, or voting on any questions relating to the matter, and shall where required by the act, remove themselves from the room until the matter is concluded. *Note: It is the responsibility of each Member to determine and/or declare whether they have a pecuniary interest, not other members of Council or Administration.*

40.2 The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room, and the time the Member of Council returned.

40.3 Prior to the meeting, if a Member of Council is unsure of whether or not they may be in a *'conflict of interest'* (pecuniary) situation with regard to an upcoming issue or vote, the Member shall be encouraged to discuss the matter with the CAO.

40.4 Prior to the meeting and after discussing the issue with the CAO (as per Section 40.3 of this Bylaw), a Councillor may wish to seek a legal opinion at their own expense to determine whether or not there is a conflict of interest situation with regard to the upcoming issue or vote.

40.5 If the matter with respect to which the Councillor has a pecuniary interest is a payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room.

40.6 If the matter with respect to which the Councillor has a pecuniary interest is a question on which the Councillor as an elector or property owner has the right to be heard by the Council,

a) it is not necessary for the Councillor to leave the room, and
b) the Councillor may exercise the right to be heard in the same manner as a person who is not a member of the Council.

40.7 If a Councillor is temporarily absent from a meeting when a matter in which the Councillor has a pecuniary interest is introduced, the

Councillor shall immediately on returning to the meeting, or as soon thereafter as the Councillor becomes aware that the matter has been considered, disclose the general nature of the Councillor's interest in the matter.

50.0 Bylaw Procedures

50.1 Where a Bylaw is presented to a meeting for enactment, the CAO or designate shall cause the number, short title and brief description of the Bylaw to appear on the Agenda.

50.1.1 As per Section 187 of the *Act*, all Bylaws shall have three distinct and separate readings. The Motion to move a Bylaw for consideration shall be the First Reading.

50.2.2 As per Section 187(4) of the *Act* any proposed bylaw must not have more than 2 readings at a council meeting unless the councillors present unanimously agree to consider third reading, which requires a motion of council.

50.2 The following shall apply to the passage of a Bylaw:

50.2.1 A Bylaw shall be introduced for First Reading by a Motion that it be Read a First Time specifying the number and short name of the Bylaw;

50.2.2 After a Motion for First Reading of the Bylaw has been presented, Members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw;

50.2.3 Any proposed amendments shall be put to vote, if required, and, if carried, shall be considered as having been incorporated into the Bylaw at First Reading.

50.2.4 When all amendments have been accepted or rejected, the Chair shall Call the Question on the Motion for First Reading of the Bylaw.

50.2.5 When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established prior to proceeding to second reading.

50.2.6 When a Bylaw must receive approval of a Minister of the Crown, it must be forwarded for such approval prior to proceeding to Second Reading.

50.2.7 All aspects of the passage of a Bylaw at First Reading shall apply to Second or Third Reading of any Bylaw.

60.0 Bylaw and Policy Appeal

60.1 When a Bylaw or Policy is defeated by Council the Bylaw or Policy shall not be available for review by Council for a period of six (6) months from the date the Bylaw or Policy being defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

70.0 Prior Bylaws

70.1 This Bylaw shall supersede and take precedence over all previously passed bylaws that refer to the setting out of rules for governing the County, pertaining to the procedures for Council Meetings, Committee Meetings, Public Hearings, the conduct of Councillors, Committee Members, and the establishment of Council Committees, as well as any previously passed Motions that may be in conflict with this Bylaw, including Bylaw 1.

70.2 Bylaw 104-07, and all related amendments, shall be repealed upon Third and Final Reading of this Bylaw.

80.0 Effective Date

80.1 This Bylaw comes into effect upon the final passing and proper signature thereof.

Read a First Time this _____th day of _____, 2018.

Read a Second Time this _____ day of _____, 2018.

Read a Third Time this _____ day of _____, 2018.

Signed this _____ day of _____, 2018.

_____
Jason Ruecker, Reeve

_____
Allan Rowe, Chief Administrative Officer

Schedule "A"

Agenda Format

1. **CALL TO ORDER**
2. **AGENDA**
3. **MINUTES**
   a. **Previous:**
4. **DELEGATION(S)**
5. **PUBLIC Hearing**
6. **TENDER OPENING-**
7. **NEW BUSINESS**
   a. **COUNCIL**
      1. **Councillor Reports** .....
      2. **Management Team Activity Report** .....
   b. **CORPORATE SERVICES**
      1. **Accounts Payable** .....
   c. **COMMUNITY SERVICES**
      1. .....
   d. **PUBLIC WORKS**
      1. .....
8. **WRITTEN REPORTS: COUNCIL, COMMITTEE & MANAGERS**
   a. **Chief Administrative Officer's Report** .....
   b. **Community Development Manager Report** .....
   c. **Corporate Services Manager's Report** .....
   d. **Public Works Manager's Report** .....
9. **COUNCIL INFORMATION** ***(including Correspondence)*** .....
10. **CALENDARS** .....
11. **CONFIDENTIAL ITEMS**
12. **ADJOURNMENT**

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	December 7, 2021
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Development Appeal Board Member application
File:	11-02-02

DESCRIPTION:
Council is presented with a Development Appeal Board Member application from Connie Allen.

BACKGROUND:

ATTACHMENTS:
Policy 1108- Member at Large Appointments
Development Appeal Board Member application

RECOMMENDED ACTION:
RESOLUTION by..... that Council appoints Connie Allen as Member at Large, to the Clear Hills County Development Appeal Board.

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

Clear Hills County

Effective Date: **February 9, 2021**	Policy Number: **1108**
Title: **MEMBER AT LARGE APPOINTMENTS**	

1. Policy Statement

1.1 Clear Hills County will establish eligibility criteria for Board and Committee members and procedures for the appointments of members at large to boards and committees.

2. Guidelines

Board and Committee members shall:

a. be 18 years of age at the time of appointment;
b. be a current resident of the County for at least the six months immediately preceding the date of appointment;
c. not be in arrears or otherwise owing to the County;
d. not be in litigation with the County;
e. not have any current or outstanding compliance order issued by the County against them;
f. not have been found by a court to be mentally incompetent or of unsound mind;
g. not have been convicted of an indictable offence or a criminal offence involving fraud;
h. be removed from the board or committee if the member ceases to be a Clear Hills County resident; and
i. be eligible if appointed by a municipality whereby there is an intermunicipal agreement for a reciprocal use of a board or committee member.

3. Role of the Chief Administrative Officer

2.1 The Chief Administrative Officer shall advertise for members at large for the following:

- Agricultural Service Board;
- Assessment Review Board;
- Development Appeal Board;
- Intermunicipal Subdivision & Development Appeal Board.
- Hines Creek & District Recreation Board;

2.2 Advertisement shall provide a brief description of the duties and the number of members needed.

2.3 Advertising shall commence in the year of a county election or as required, due to vacancy.

2.4 The Chief Administrative Officer will provide the applications to Council, in confidence.

2.5 Regional Assessment Appeal Board Members at large will be appointed as per Bylaw 136-10 (a bylaw for the purpose of establishing Regional Assessment Review Boards).

4. Role of the Council

3.1 Council will review the list of candidates at their organizational meeting.

3.2 In the event that the number of candidates does not meet the number required to fill the positions or Council does not choose to appoint the prospective candidates, Administration must re-advertise the position(s) in the local newspaper for two (2) consecutive weeks, following the resolution by Council.

3.3 All Council appointments shall become effective on the date the resolution of appointment is made.

5. Attachments:

Schedule 1 – Application for Member at Large Position

6. End of Policy

ADOPTED	Resolution #C186-03	Date: March 25, 2003
AMENDED	Resolution #C876-03	Date: November 25, 2003
	Resolution #C689(09/28/10)	Date: September 28, 2010
	Resolution #C54-21(02/09/21)	Date: February 9, 2021

Schedule 1

Application for Member-at-Large Position

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Clear Hills County and will be shared with Council and Administration. The information is collected under the authority of Section 146 of the Municipal Government Act and Section 33 of the Freedom of Information and Protection of Privacy Act.

Clear Hills County has the following Boards an Committees that require public members (members-at-large), please check the board/committee you are interested in serving on:

- ☐ Agricultural Service Board
- ☐ Assessment Review Board
- ☐ Development Appeal Board
- ☐ Intermunicipal Subdivision & Development Appeal Board

***An application must be submitted for each board/committee position**

Personal Information:

Applicant Name:_____

Mailing Address:_____

Municipal Address (your primary residence):_____

Phone (cell):_____Phone (residence):_____

Email address: _____

Eligibility:

To be eligible for this position, you must meet the following eligibility criteria. Please check below to indicate you meet the eligibility criteria:

- ☐ I am at least 18 years old.
- ☐ I am a current resident of the County and have been for at least the past six months.
- ☐ I am not be in arrears or otherwise owing to the County.
- ☐ I am not be in litigation with the County.
- ☐ I do not have any current or outstanding compliance orders issued by the County against me.
- ☐ I have not have been found by a court to be mentally incompetent or of unsound mind.
- ☐ I have not have been convicted of an indictable offence or a criminal offence involving fraud.

Please explain your interest in applying for a position on a Clear Hills County Board/Committee.

What strengths would you bring to the Board/Committee? Please highlight any relevant experience and qualifications.

Please detail any experience you have serving on Boards, Committees, or in any relevant organizations.

When are you able to attend meetings?

- ☐ Weeknights
- ☐ Weekdays

Comments to clarify availability:

Should you be chosen as a member of Clear Hills County Board/Committee, your name and contact information may be released to the general public. Please authorize the release of this information and specify what information (phone number, email address) can be made public:

I authorize the release of the following identifying and contact information:

- ☐ My name
- ☐ My email address
- ☐ My phone number (please specify which phone number(s)):_____

Applicant signature:_____

Date of application:_____

Return by mail, email or in person to:

Chief Administrative Officer, Allan Rowe

Mail: Clear Hills County Box 240 Worsley, AB T0H 3W0

Email: Allan@clearhillscounty.ab.ca

In person: Clear Hills County Administration Building, 313 Alberta Avenue, Worsley, AB

DEADLINE FOR APPLICATIONS IS OCTOBER 25, 2021 AT 4:30 P.M.

For questions, email Allan or call 780-685-3925

Schedule 1

Application for Member-at-Large Position

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Clear Hills County has the following Boards an Committees that require public members (members-at-large), please check the board/committee you are interested in serving on:

- ☐ Agricultural Service Board
- ☐ Assessment Review Board
- ☑ Development Appeal Board
- ☑ Intermunicipal Subdivision & Development Appeal Board

***An application must be submitted for each board/committee position**

Personal Information:

Applicant Name: Connie Allen

Mailing Address: Box 346 Worsley, Alberta T0H3W0

Municipal Address (your primary residence): SE28-86-8-W6M

Phone (cell): 780-835-0050 Phone (residence): 780-685-2484

Email address: callen2484@gmail.com

Eligibility:

To be eligible for this position, you must meet the following eligibility criteria. Please check below to indicate you meet the eligibility criteria:

- ☐ I am at least 18 years old.
- ☑ I am a current resident of the County and have been for at least the past six months.
- ☑ I am not be in arrears or otherwise owing to the County.
- ☑ I am not be in litigation with the County.
- ☑ I do not have any current or outstanding compliance orders issued by the County against me.
- ☑ I have not have been found by a court to be mentally incompetent or of unsound mind.
- ☑ I have not have been convicted of an indictable offence or a criminal offence involving fraud.

Please explain your interest in applying for a position on a Clear Hills County Board/Committee.

Clear Hills County has been my home since 1978 and I love living here. I am interested in the planning for now and for the future needs to this County. I believe in compromise when it is in the best interest for the entire County. I have always been interested in development and believe I would be a great asset to the Development Appeal process and look forward to the chance to become a Development Appeal Board Member.

What strengths would you bring to the Board/Committee? Please highlight any relevant experience and qualifications.

I have owned a business in Worsley since first purchasing Rene's Lemire's store in 1987. With my parents, Jack & Marion Ponath as my partners we built Worsley Hardware building which is now the General Store. Then in 2003, I applied for a permit for the existing ATB Financial location. Then purchased land and built a home on this land with my husband.

Please detail any experience you have serving on Boards, Committees, or in any relevant organizations.

I have been with the Chamber of Commerce, since starting the hardward store. I am now a a member of the Worsley Recreational Board. I have worked at all the elections to get to know the people in this area.

When are you able to attend meetings?

- ☑ Weeknights
- ☑ Weekdays

Comments to clarify availability:
I prefer weekdays but am ususally available anytime, if required.

Should you be chosen as a member of Clear Hills County Board/Committee, your name and contact information may be released to the general public. Please authorize the release of this information and specify what information (phone number, email address) can be made public:

I authorize the release of the following identifying and contact information:

- ☑ My name
- ☑ My email address
- ☑ My phone number (please specify which phone number(s)): 780-685-2484

Applicant signature: Connie Allen

Date of application: November 8, 2021

Return by mail, email or in person to:

Chief Administrative Officer, Allan Rowe

Mail: Clear Hills County Box 240 Worsley, AB T0H 3W0

Email: Allan@clearhillscounty.ab.ca

In person: Clear Hills County Administration Building, 313 Alberta Avenue, Worsley, AB

DEADLINE FOR APPLICATIONS IS OCTOBER 25, 2021 AT 4:30 P.M.

For questions, email Allan or call 780-685-3925

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	December 7, 2021
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Village of Hines Creek Request for Joint Meeting
File:	11-02-02

DESCRIPTION:
Council is presented with a request for a joint meeting from the Village of Hines Creek. Topics of discussion are as follows:

- Intermunicipal Development Plan
- Intermunicipal Collaboration Agreement
- 2022 Operating Funding

The Village of Hines Creek is requesting a date in February to meet with Council.

BACKGROUND:

C210-21(05-11-21) **RESOLUTION by Councillor Frixel to approve a general grant for the Village of Hines Creek in the amount of 425,000.00. funds to be allocated from the rate Stabilization reserve. Councillor Ruecker called for a recorded vote:**

For	Against
Croy	**Janzen**
Bean	**Ruecker**
Wetmore	**Giesbrecht**
Frixel	**CARRIED.**

ATTACHMENTS:
Correspondence from Village of Hines Creek
Inter Municipal Collaboration Agreements
Financial Contributions to Municipalities, Communities, Groups and Organizations

OPTIONS:
Approve a joint meeting with the Village of Hines Creek and have Clear Hills County host it on February.....

Approve a joint meeting with the Village of Hines Creek and the village host it on February.....

RECOMMENDED ACTION:
RESOLUTION by.....

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

RECEIVED
NOV 30 2021
CLEAR HILLS COUNTY

Clear Hills County
Box 240
Worsley, Alberta
T0H 3W0

November 24, 2021

File No: 0126

Dear Reeve Bean, and Council

Re: 2020 Request for a Joint Meeting of Council's

Village of Hines Creek Council would like to request a joint Council's meeting to meet new Councillors and discuss with you some of the following items:

- Intermunicipal Development Plan
- Intermunicipal Collaboration Agreements
- 2022 Operating Funding

We would like to propose a date in February that will work best for both Council's.

Yours truly,

Leanne Walmsley

Leanne Walmsley
Chief Administrative Officer

a. **2021 Operating Grant $425,000** Resolution C210-21(05-11-21)
b. **Recreational Operating Grant $ 96,790** $84,923 for points related to facilities located in Hines Creek, balance for recreational sites outside the Village boundaries as per the Operating Grant Policy. In lieu of a financial contribution the Village provides the administrative services for the Hines Creek and District Recreation Board.
Clear Hills County has increased overall Recreation Board funding for 2022, IF all points remain equal this should result in the 2022 Hines Creek & District Recreation Board operating grant being $129,834 ($113,854 of this is from points for facilities within the Village).
c. **Public Library Funding:**
    a. Peace Library System: $7,023 annual operating funding book fund (26% of PLS requisition)
    b. Direct to Library: $4,000 annual unconditional grant *(Policy 7006 attached for reference)*
    $ 500 annual operating grant to maintain service levels (Policy 7006)
    c. Direct to Librarian or Trustee: Librarian Conference Funding – Reimbursement of mileage, room costs, meals, registration fees with receipts for librarian or trustee *(Policy 7007 attached for reference)*
d. **Hines Creek Seniors Handi-Bus** - $18,550 (increased from $11,000 due to addition of minivan in 2017) County assumed 100% of costs for operating and maintaining the bus effective 2008.
e. **Recycle Bins** - $6,000 annually. Starting in 2010 Clear Hills County covered all costs related to emptying and transporting Hines Creek recycle bin contents. Bins are provided free of charge by supplier.
f. **Fire Equipment** – Capital budget items are separate from the cost share agreement for operating expenses. Insurance Master Auto Policy for Hines Creek Fire Equipment is included.
    a. Fire equipment includes – 2 pumpers, 1 First Response Unit, 1 MCR Unit, 1 Yamaha side-by-side on trailer
g. **Mutual Aid Emergency Response Agreement** – Assistance in the event of a large scale emergency that exceeds either municipality's capacity
h. **Subdivision & Development Appeal Board** – County provides 1 member and 1 alternate member-at-large.
i. **Clear Creek Fire Committee** – Annual total fire services operating budget of approx. $390,000. Village contributes 5% (an annual maximum is set out in the agreement)
j. **Street Sweeper** – County pays $3,000 per year for the Village to store and service for the County use in Worsley and Cleardale, if operating costs exceed this amount a 50/50 cost share for the additional costs triggered.
k. **Urban Weed Control Agreement** – County will administer Weed Control, Pest Control and Soil Conservation Act within the Village at cost recovery.

The parties acknowledge and adhere to the collaboration agreements within this document.

Village of Hines Creek:		**Clear Hills County:**	
_____	Mayor	_____	Reeve
_____	CAO	_____	CAO
_____	Date	_____	Date

*These documents will be formally reviewed in a timely manner of no longer than 5 years.

Financial Contributions to Municipalities, Communities, Groups and Organizations

Background information for Clear Hills County Council
Updated December 1, 2021

Clear Hills County is committed to fulfilling its purpose as set out in Part 1 Section 3 of the MGA, being:

Municipal purposes

3 *The purposes of a municipality are*

(a) to provide good government,

(a.1) to foster the well-being of the environment,

(b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,

(c) to develop and maintain safe and viable communities, and

(d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

RSA 2000 cM-26 s3;2016 c24 s6;2017 c13 s1(3)

One aspect of fulfilling this purpose in Clear Hills County is to provide financial supports. Clear Hills County is a large rural municipality a low population that relies on community groups and partnerships to provide services and facilities. Following is the list of the ongoing, significant and valuable supports that Clear Hills County provides:

Intermunicipal Collaboration Agreements:

Village of Hines Creek:

a. **2021 Operating Grant $425,000** Resolution C210-21(05-11-21)
b. **Recreational Operating Grant $ 96,790** $84,923 for points related to facilities located in Hines Creek, balance for recreational sites outside the Village boundaries as per the Operating Grant Policy. In lieu of a financial contribution the Village provides the administrative services for the Hines Creek and District Recreation Board.
Clear Hills County has increased overall Recreation Board funding for 2022, IF all points remain equal this should result in the 2022 Hines Creek & District Recreation Board operating grant being $129,834 ($113,854 of this is from points for facilities within the Village).
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    c. Direct to Librarian or Trustee: Librarian Conference Funding – Reimbursement of mileage, room costs, meals, registration fees with receipts for librarian or trustee *(Policy 7007 attached for reference)*

d. **Hines Creek Seniors Handi-Bus** - $18,550 (increased from $11,000 due to addition of minivan in 2017) County assumed 100% of costs for operating and maintaining the bus effective 2008.
e. **Recycle Bins** - $6,000 annually. Starting in 2010 Clear Hills County covered all costs related to emptying and transporting Hines Creek recycle bin contents. Bins are provided free of charge by supplier.
f. **Fire Equipment** – Capital budget items are separate from the cost share agreement for operating expenses. Insurance Master Auto Policy for Hines Creek Fire Equipment is included.
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k. **Urban Weed Control Agreement** – County will administer Weed Control, Pest Control and Soil Conservation Act within the Village at cost recovery.

Municipal District of Fairview No. 135

a. **ASB Environmental Stream Funding**: Clear Hills County administers the grant, Peace Country Beef and Forage Association provides the programming, each municipality contributes $7,500.00, and the province provides the balance, $110,000.00 annually 2020-2024 (currently six municipality's partnering).
b. **Fire Fighting & MVA Response Agreement**: Clear Hills County pays $1,000.00 per year to ensure this service is into a defined area of the County. Each callout is invoiced as per the Municipal District of Fairview fee schedule.
c. **Mutual Aid Emergency Response Agreement** – Assistance in the event of a large-scale emergency that exceeds either municipality's capacity
d. **Rental Equipment Agreement** – List of rental equipment items that are available to the other municipalities' residents for use

Municipal District of Peace No. 135:

a. **ASB Environmental Stream Funding**: Clear Hills County administers the grant, Peace Country Beef and Forage Association provides the programming, each municipality contributes $7,500.00, and the province provides the balance, $110,000.00 annually 2020-2024 (currently six municipality's partnering).
b. **Fire Fighting & MVA Response Agreement**: Clear Hills County pays $1,000.00 per year to ensure this service is into a defined area of the County. Each callout is invoiced as per the Municipal District of Fairview fee schedule.
c. **Mutual Aid Emergency Response Agreement** – Assistance in the event of a large-scale emergency that exceeds either municipality's capacity
d. **Rental Equipment Agreement** – List of rental equipment items that are available to the other municipalities' residents for use

County of Northern Lights:

a. **Manning Airport** $10,000 annually (2020-2024)
b. **Fire Fighting & MVA Response Agreement**: Clear Hills County pays $1,000.00 per year to ensure this service is into a defined area of the County. Each callout is invoiced as per the Municipal District of Fairview fee schedule.
c. **Northwest Alberta Emergency Resource Agreement:** Support emergency response initiatives (such as fire response and assistance which are outside predetermined mutual aid agreements).

Other Intermunicipal Collaborations:

a. **North West Species at Risk** $50,000

Medical Service Contributions

a. **STARS:** $100,000 per year
b. **Medical Recruitment**: $4,250 annually partnership with Village of Hines Creek, Town of Fairview and MD of Fairview
c. **Fairview Medical Clinic**: $15,170 (per capita partnership with same partnering Municipalities as in a.)

Investing in our Youth:

a. **Menno Simons School Upgrade** $3,000,000 – Community Room & Trades Training components.
b. **Trades Training** $55,000 on average since entering into agreement with PRSD to provide Trades Training in the Worsley, Menno Simons and Hines Creek Schools.
c. **Continuing Education Scholarship:** $50,000 per year - $3,000 per qualifying student annually (Village of Hines Creek & Clear Hills County residents are eligible)
d. **Sports Teams going to Provincials:** $1500/team that qualifies to attend provincials. These teams are affiliated with the local schools (Hines Creek, Worsley & Menno Simons)

Investing in our Seniors:

a. **Cleardale Community Enhancement Society:** $2,200,000 to complete construction of Senior Housing Project.
b. **Cleardale Community Enhancement Society:** $150,000 – pave parking lot at Senior housing facility.
c. **Worsley Senior's Handibus:** $94,975 new Handibus 2019 + operating $3,000 annually
d. **Fairview & Area Senior Check In Line**: $6,500 operating annually – this group provides a daily check in service for Seniors that live alone, and services the Fairview, Hines Creek and Clear Hills County area.

Investing in our Communities:

Family & Community Support Services:

a. **FCSS grants:** $121,000 annually dispersed to programs and services that support all demographic groups in our county. 80/20 Provincial/County cost share program.

Grants

a. **Capital grants:** $250,000 on average annually for projects that maintain or enhance recreation and community facilities.
b. **Cemeteries:** $11,000 annually in unconditional grant funding. Each of 23 burial sites and cemeteries may access $500 to save for larger future projects or use for annual maintenance costs.
c. **General Grants:** $ 100,000 2021 (varies from year to year)
Examples of current general grants:
    a. Hot lunch program in local schools
    b. Student's ski trip
    c. Science Fair
    d. Sulphur Lake aeration
    e. Carter Camp realignment of Montagneuse River Crossing
    f. Charitable Donations
    g. Volunteer, Business and Recreation facility of the Year donations

Agriculture:

a. **VSI program** $65,300 annually – 50/50 cost share with producers to promote livestock health and retain big animal vets
b. **Peace Country Beef & Forage Association** - $17,500 annually to provide extension programs and supports for agricultural producers.
c. **BSE testing program** $4,500 annually to reimburse producers that have their beef cattle tested for BSE. Goal of this program is to sustain Canada's place in the beef export market by maintaining the required number of tests annually.
d. **4H** – $5,000 = annual sponsorship of 4H Show & Sale and purchase of 4H Beef annually.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	December 7, 2021
Originated By:	Audrey Bjorklund, CLGM Community Development Manager
Title:	**CONTINUING EDUCATION SCHOLARSHIP APPLICATIONS**
File:	68-02-02

DESCRIPTION:
Council will be provided with the total number of qualifying Continuing Education Scholarships that were received by the December 3, 2021 application deadline that was announced due to the undersubscribed 2021 scholarship program budget.

BACKGROUND:
C478-21(11-09-21) RESOLUTION by Councillor Ruecker to advertise a one-time application deadline of December 3, 2021, due to the $11,000.00 undersubscribed 2021 Continuing Education Scholarship program budget. CARRIED.

Based on Council's direction today a Scholarship dispersal report will be provided at the next Regular Meeting, as per Policy 6801.

BUDGET:
$11,000 unallocated 2021 budget

OPTIONS:

1. Approve all qualifying applications and reduce each Scholarship from $3,000 to $_____each, thereby fully allocating the 2021 Scholarship budget.
2. Approve all qualifying applications and allocate the balance of the funds ($_____) from the Rate Stabilization Reserve.
3. Approve qualifying applications on a first received basis of $3,000 each for the first 3 and the fourth application receiving a $1,000 scholarship.

RECOMMENDED ACTION:

RESOLUTION by Councillor to

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

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	December 7, 2021
Originated By:	Audrey Bjorklund, CLGM Community Development Manager
Title:	**2022 Intermunicipal Development Plan & Land Use Bylaw Review**
File:	61-02-02

DESCRIPTION:

The Intermunicipal Development Plan (IDP) and Land Use Bylaw (LUB) are scheduled for review in 2022. Council is requested to consider creating a review committee and appointing Council members to it.

BACKGROUND:

- A "Review" is a monitoring/evaluation exercise of how the planning document is doing, which allows us to determine whether an amendment is required, may it be immediate or in the future, whether major or minor.

- A "refresh is referred to as a major overhaul of the planning document where a new bylaw will be adopted by Council. h is referred to

If a Review Committee is created it would consist of appointed Council members, Mackenzie Municipal Service Agency staff and the Community Development Manager and CAO.

Any changes identified through the review will be brought to Council for consideration. Amendments are adopted by Bylaw.

- As per MGA 692 (1) a public hearing must be held prior to second reading of any proposed bylaw to adopt or amend a statutory plan or land use bylaw.
- Regarding the Intermunicipal Development Plan with the Village of Hines Creek: MGA 692 (3) Councils may act jointly to satisfy advertising requirement and hold a joint public hearing.

OPTIONS:

1. Create a Review Committee to review the Intermunicipal Development Plan and Land Use Bylaw in 2022 and appoint two or three Council members to the Committee.
2. Review the IDP and LUB with Council as a whole and add the initial review session to a January or February Policies and Priorities Committee meeting.

RECOMMENDED ACTION:

RESOLUTION by Councillor to

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

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	December 7, 2021
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	**Improvements: Provincial Park Recreation Areas**
File:	71-10-34, 35 & 36

DESCRIPTION:

Council is provided with the responses from Alberta Parks & Recreation on the top 10 improvement priorities for the Running Lake, Stoney Lake and Sulphur Lake Parks that Council identified at the November 15, 2021 Policies and Priorities Committee Meeting.

BACKGROUND:

Item	Improvement	Response/Next Steps
1.	Playgrounds in day use areas	Support the concept. Next Steps: Detailed written proposal that includes specifics on placement, size of area the playground will cover and materials, include pictures of proposed playground structures. Parks focus is nature based play, so encourage use of nature based structures and natural materials.
2.	Removing understory to widen sites to accommodate larger RV's that are now more common	Support removing growth that has encroached into original campsite footprint, do not support enlarging sites. Next Steps: Identify specific campsites at each campground, arrange an onsite inspection with Parks rep after snowmelt in 2022. (If approved, will include inspection of dead/dangerous trees for removal at Sulphur and Stoney at the same time)
3.	Levelling and gravelling sites - particularly at Sulphur Lake	This is allowed under the operating agreement. Written notification with campsite numbers at each campground, equipment being used and who is doing the work is sufficient. No tree removal. Next Steps: Identify campsites after snow melt, develop scope of work and issue tender or request for proposals.

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

4.	Security cameras & associated signage at firewood, outhouses and camping fee lock boxes.	This is allowed under the operating agreements, verbal notification is sufficient. Recommended including cameras that capture vehicles entering and leaving the site as well, so that those accused can't use the excuse that "sure we left with the wood in the back, but we came back with it to our campsite." Next Steps: bring back security camera options and costs to a future Council meeting.
5.	Benches for walkers to rest on.	This is allowed under the operating agreements. Next Steps: Identify where the benches would be placed at each campground, once the location and number is determined reach out to businesses to sponsor the benches.
7.	Implement day use fees	This is prohibited under the Parks Act. Option is sell or request donations for firewood. Can put the wood in a locked building/fenced area and users have to come to the operator for wood. Of course this works best if you have a host that is there every day, If this is an option, recommend having posted hours that firewood can be purchased. Require parks written approval for construction of building or compound (location, size, materials)
8.	Stoney Lake – being allowed to mow the green area south of the berm for a playing field area (catch, botchee ball, etc.)	This area is typically mowed a couple times a year so depending on the year this may be sufficient. County will need to contact the Water branch of Environment to request a key to the gate and approval to mow.
8.	Running Lake – removing understory (willows & alders) growing along the shoreline with the intent of opening up the lake front more for anglers and visual enjoyment	An application would be denied for ecological reasons: campground is on the windward side and wave action has reduced the natural shoreline to where it is today. Removing vegetation and the associated stability the roots provide will cause more erosion and undercutting of the shoreline.
9.	Stoney Lake – Day use – remove vegetation that is filling in the shoreline and adding	This beach is not on the windward side of the lake. Application might be approved for work above the high water

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

	sand/gravel to the beachy area.	mark. Legislated that bed and shoreline must be protected. No cutting, shaping or infill (nothing added into the lake ie dirt, sand, gravel) Next Steps – Parks is checking the original construction approval to see if there was specific permission to create a "beach" If there was it would be an application to re-establish the beach vs. creating a beach.
10.	Sulphur Lake – Boat Launch – remove vegetation growing in along the shoreline and adding sand/gravel to the beachy area; possible enlargement of boat launch area.	There is some wave action on this shore line. The boat launch area was constructed so if original construction approval included a "beach" could apply for "re-establishment" of a beach. Boat launch area is not meant to be a parking area, it is meant to be an unloading zone. There is a parking lot and boat trailer parking area by the outhouses and large garbage bin. (missing Boat Trailer Parking sign to be ordered and replaced) Next Steps – Parks is checking the original construction approval to see if there was specific permission to create a "beach" If there was it would be an application to re-establish the beach vs. creating a beach.

BUDGET/COSTS:
$500,000 C355-21 (0914/21) 2022 Operating Budget

OPTIONS:

- Move forward with items # ___, _____, _____, ...
- Establish a Parks Playground Committee, appoint Council members, and set a budgetary limit of $_____ for each playground.
- Bring back Parks response on the original scope of work at Stoney and Sulphur Lake beach areas.
- All of the above

RECOMMENDED ACTION:
RESOLUTION by.....

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

Clear Hills County

Request For Decision (RFD)

Meeting:	**REGULAR COUNCIL MEETING**
Meeting Date:	December 7, 2021
Originated By:	Audrey Bjorklund, Community Development Manager, CLGM
Title:	**BYLAW 265-21 SCHEDULE OF FEES & CHARGES**
File:	12-02-02

DESCRIPTION:
Council is presented with Bylaw 265-21 the Schedule of Fees and Charges Bylaw that has been to reflect the 2022 Canada Post rate increases and the VSI fee increase that was authorized in January 2021.

OPTIONS: BACKGROUND:
C15-21(01-12-21) RESOLUTION by Councillor Janzen to increase the Veterinarian Services Incorporated (VSI) five-year membership from $30.00 plus GST to $50.00 plus GST effective January 12, 2021 and include this increase in the next version of the Schedules of Fees and Charges Bylaw. CARRIED.

Administration is recommending the following:

1. Increasing the shipping of maps and mapbooks because Canada Post pricing for mailing oversize parcels is increasing by 6% effective January 10, 2022.
2. Removing the projector & sound system from the rental equipment list because they are no longer functional.

ATTACHMENTS:
- Bylaw 265-21 (proposed amendments are on pages 2, 4 & 5)
- Bylaw 265-21 – clean copy with full wording

OPTIONS:

1. Proceed to bylaw readings
2. Direct the following amendments to the bylaw and bring back to the next regular council meeting.

RECOMMENDED ACTION:

RESOLUTION by that Council gives first reading to Bylaw 265-21 a bylaw for the purpose of establishing and revising fees and charges and repealing Bylaw No. 260-20.

RESOLUTION by that Council gives second reading to Bylaw 265-21 a bylaw for the purpose of establishing and revising fees and charges and repealing Bylaw No. 260-20.

RESOLUTION by that Council proceed to third and final reading of Bylaw 265-21.
Unanimous consent required to proceed to third reading.

RESOLUTION by that Council gives third and final reading to Bylaw 265-21 a bylaw for the purpose of establishing and revising fees and charges and repealing Bylaw No. 260-20.

Initials show support - Reviewed by: **Director:** ABj **CAO:**

BYLAW NO. 265-21

BEING A BYLAW OF CLEAR HILLS COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AND REVISING FEES AND CHARGES AND REPEALING BYLAW NO. 260-20

WHEREAS, pursuant to the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta, 2000, and amendments thereto, the County is requested to provide various services and/or to make certain information available to the public; and

WHEREAS, in accordance with Section 8 of the Municipal Government act, and Section 93 fo the Freedom of Information and Protection of Privacy Act, Council may pass a bylaw establishing fees to charge for providing information and services; and

NOW THEREFORE, the Council of Clear Hills County, in the Province of Alberta, duly assembled, enacts as follows:

1. That the Fees and Charges be established by this Bylaw as detailed in the attached Schedule and
2. Bylaw 260-20 be repealed upon effective date of Bylaw 260-20.
3. This Bylaw shall come into force and effect on January 1, 2022.

READ a first time this _____ day of _____, 2021.

READ a second time this _____ day of _____, 2021.

READ a third time this _____ day of _____, 2021.

_____
Amber Bean, Reeve

_____
Allan Rowe, Chief Administrative Officer

The amount which Clear Hills County may charge for the supply of information, goods and services shall be the amounts listed on this schedule.

ADMINISTRATIVE SERVICES

Faxing, per side (incoming or outgoing) double for two sided	$ 1.25 + GST

- Exemptions: Faxing for paid services the County provides (ie tax certificates)

Laminating: Business card size	$ .50 + GST
Letter	$ 1.00 + GST
Legal	$ 1.50 + GST
Maps, plus postage/shipping if applicable (topographic/landowner)	
Maps	$ 25.00 + GST
South Map Books	$ 30.00 + GST
Shipping Map Books:	~~$ 5.95 each~~ $6.35 each
Shipping folded maps: Mail	~~$ 5.95 or one map, 2.50 for each additional map~~. $6.35 for one map, $2.65 for each additional map
Shipping rolled maps: Mail (up to six)	~~$20.00~~ $21.25
Courier or other non-postal	Purchaser must provide an account number with the requested courier or shipping company. The County will not ship maps C.O.D. (cash on delivery).

N.S.F. - Insufficient Funds Transactions (preauthorized payments & cheques) $20.00

Penalties – Past Due Non-Utility Accounts

There shall be added to, by way of penalty, an amount equal to 2% of the outstanding balance owing at the close of business on the last working day of the month of billing. Postmarks will not be accepted as the date payment is received.

- Exemptions: Accounts for donations to, and sponsorship of County events and programs are exempt from penalities

Photocopies: * double for two sided copying

Black & White per side*	
Letter	$ .10 + GST
Legal	$ .15 + GST
11x 17	$ .20 + GST
Color per side*	

Letter	$ .25 + GST
Legal	$ .35 + GST
11x 17	$ .50 + GST
Tender Package Fees	as set per tender

CANNABIS CONSUMPTION BYLAW

First offense, within one year	$100.00
Second offense, within one year	$200.00
Third and subsequent offenses, within one year	$400.00

EMERGENCY SERVICES

Callouts – Flat rate	$100.00
Fire Containment Materials (HazMat)	cost recovery
Additional equipment/resources	cost recovery

FOIP FEES

Fees for FOIP Requests shall be as outlined in the Freedom of Information and Protection of Privacy Act.

INDUSTRY APPROVAL FEES

Industry Approval Fees	$150.00
Pipeline Crossings	$150.00
Each Additional Crossing	$ 50.00

LAND USE AND DEVELOPMENT SERVICES

Development Permit:	
Agricultural, Residential & Commercial Flat Rate	$0.00
Industrial Per $100,000 of construction cost, or portion thereof	$100.00
Penalty for not Obtaining Development Permit:	
Agricultural, Residential & Commercial & Industrial	
Per $100,000 of construction cost, or portion thereof	$100.00
Land Use Bylaw 107-08 Booklet	$ 15.00
Municipal Development Plan Bylaw 102-07 Booklet	$ 15.00
Cleardale or Worsley Area Structure Plan	$ 25.00

ROAD USE PERMITS (TRAVIS)

Road Use permit fee	$15.00
Road Use cancellation fee	$15.00

RURAL ADDRESS SIGNAGE

Additional signs as per Bylaw 267-17 sections 5 & 8	Current Cost

TAXATION AND ASSESSMENT SERVICES

Assessment Review Board Complaint		
Residential (3 or fewer dwellings) and Farmland	$ 50.00	
Residential (more than 3 dwellings)	$500.00	
Non-Residential	$500.00	
(as per Section 481(1), Municipal Government Act)		
Assessment Record to Landowner, per roll number (Agricultural/Residential)	No Charge	
Assessment Record to Others, per roll number	$ 5.00	
Mailing or Faxing of Assessment Records to Others, per roll number	$ 5.00	+ GST
Industrial Assessment Record, per roll number	$ 20.00	+ GST
Tax Certificates	$ 35.00	
Tax Notification Charges	$ 25.00	per parcel
Tax Sale Advertising Fee	$ 20.00	

VETERINARIAN SERVICES INCORPORATED (VSI) FEES

5 Year Membership	~~$ 30.00~~ $50.00 + GST

WEED CONTROL ENFORCEMENT RATES

Weed Pickers	$40.00 per hour
Supervisors	$75.00 per hour
Truck/UTV: Hour or day rate, whichever is lower, in current ARHCA Equipment Rental Rates Guide.	
Travel to and from site:	calculated at same rates as above
Contracted weed enforcement	cost recovery
Herbicide, adjuvants & surfactants	cost recovery
Administration Fee	15%

EQUIPMENT	DEPOSITS - Damage/Cleaning	STANDARD Per Day	COMMERCIAL Per Day	COMMUNITY ORGANIZATION Per Day	NOTES
RENTAL EQUIPMENT **Definitions:** **Standard** – means personal use or primary agricultural producer use. **Commercial** – means business entity that is not a primary agricultural producer.					
AUDIO, VIDEO & KITCHEN EQUIPMENT Includes: 3 large coffee urns, 2 orange juice jugs, 2 portable roasters, ~~1 portable projector, 1mini portable sound system* (*rechargeable or power)~~					
List items on rental Agreement	$50.00	No Charge	No Charge	No Charge	
CHEMICAL WIPE APPLICATORS					
Quad mount rope wick	$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	For spot application
Hand held rope wick	$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	For spot application
Pull /push roller applicator	$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	Lawn application
Rotowiper – pull type roller applicator (2" ball)	$150.00	No Charge	No Charge	2 days no charge then Standard rates apply	12V pump, 30 feet, 45L tank capacity
COMMUNITY CENTRE					
Community Room, Kitchen & Access to washrooms	$50.00	$50.00	$100.00	2 days no charge then Standard rates apply	Includes use of 12 round, 12 rectangle tables & 154 folding chairs
Tables & Chairs (rented for off-site use)	$50.00	$1.00 per table $0.50 per chair		2 days no charge then Standard rates apply	12 round 12 rectangle 31 wood rectangle 154 folding chairs
CORRAL PANELS					
2 5/16" ball	$50.00	$50.00	$100.00	2 days no charge then Standard rates apply	21 Panels
ECO BRAN APPLICATOR					
Fits in truck box 12V plugin	$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	also used for broadcasting seed

EQUIPMENT	DEPOSITS - Damage/Cleaning	STANDARD Per Day	COMMERCIAL Per Day	COMMUNITY ORGANIZATION Per Day	NOTES
GRAIN BAGGER & TRUCK UNLOADER					
Clevis or pintle hitch	$350.00	$350.00	$700.00	2 days no charge then Standard rates apply	Minimum 65HP tractor 540 PTO
GRAIN BAG EXTRACTOR					
Tongue hitch	$350.00	$350.00	$700.00	2 days no charge then Standard rates apply	Maximum 120HP tractor 540 PTO
GRAIN BAG ROLLER					
2 5/16" ball	$50.00	No charge	No Charge	No Charge	Self powered, gas motor
GRAIN VAC					
single or double tongue hitch	$400.00	$200.00	$400.00	No Charge	1000 PTO 85 hp tractor
GRILLS & BBQ/Grill Trailer – does not include propane tanks					
Portable grills (2 units available)	$50.00	$5.00	$25.00	2 days no charge then Standard rates apply	
BBQ/Grill Trailer 2 5/6 ball hitch	$150.00	$75.00	$150.00	2 days no charge then Standard rates apply	recommend ¾ ton to pull
HITCH 2" ball or 2 5/16" ball $50.00 deposit. No deposit required if using to transport rental equipment					
MANURE SPREADER					
Minimum ¾ ton to pull Pintle hitch	$400.00	$200.00	$400.00	2 days no charge then Standard rates apply	125hp tractor & 1000 PTO
MULCH APPLICATOR for tree planting					
Tongue hitch	$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	
MULCH Cost recovery for all users					
PORTABLE LOADING CHUTE					
Requires – 2" ball	$50.00	$25.00	$50.00	2 days no charge then Standard rates apply	Optional 4 heavy duty panels
POST POUNDER					
Single tongue	$300.00	$150.00	$300.00	2 days no charge	Self powered,

EQUIPMENT	DEPOSITS - Damage/Cleaning	STANDARD Per Day	COMMERCIAL Per Day	COMMUNITY ORGANIZATION Per Day	NOTES
hitch				then Standard rates apply	gas motor
PULL TYPE GRADER aka LAND LEVELLER					
Tongue hitch	$300.00	$150.00	$300.00	2 days no charge then Standard rates apply.	Tractor size 120-400 HP 14 foot Hygrade with hydraulic lift, tilt, angle, offset rear steering
ROLLER MILL					
	$50.00	$20.00	$40.00	2 days no charge then Standard rates apply	110 volt, electric
SCALES					
Bale Spear Scale 2" ball	$100.00	$30.00	$150.00	2 days no charge then Standard rates apply	Electric over hydraulic controls
SCARE CANNON (for birds and large animals in crops)					
	$50.00	No charge	$50.00	No charge	
SIGNS c/w stand if required $60 deposit No rental charge					
SPRAYERS					
Backpack	$50.00	No Charge	No charge	No Charge	Hand pump
Quad Mount	$50.00	No Charge	No Charge	No Charge	12' boomless nozzles & handgun (30L)
Quad - Pull type	$50.00	No Charge	No Charge	No Charge	Handgun & 12' boomless nozzles (270L)
2 for truck bed – Skid Mount	$50.00	No Charge	No Charge	No Charge	12" Handgun, 12V pump, (270L tank)
Truck Mount: Optional: 20 ft boom	$200.00	No Charge	No Charge	2 days no charge then Standard rates apply	Requires hitch receiver to mount boom. 300gal tank.
STEAM TABLES					
Steam Table	$50.00	$5.00	$25.00	2 days no charge then Standard rates apply	
TOILETS					
Both on same trailer 2" ball	$100.00	$40.00	$100.00	2 days no charge then Standard rates apply apply	

EQUIPMENT	DEPOSITS - Damage/Cleaning	STANDARD Per Day	COMMERCIAL Per Day	COMMUNITY ORGANIZATION Per Day	NOTES
WASH STATION					
	$50.00	$10.00	$25.00	2 days no charge then Standard rates apply	Two sinks with foot pump
WATER PUMP					
4" PTO ½ mile hose ¾ ton or larger truck 2 5/16 " ball	$100.00 ea (Summer Only) $1,000.00 ea (Winter Only)	$75.00 each $200.00 each	$300.00 each $500.00 each	2 days no charge then Standard rates apply	April 1–September 30 October 1–Mar 31
PTO Pump ONLY	$100.00 ea (Summer Only) $1,000.00 ea (Winter Only)	$75.00 each $200.00 each	$300.00 each $500.00 each	2 days no charge then Standard rates apply	April 1–September 30 October 1–Mar 31
Extra Hose	Covered by pump deposit, $50.00 if only renting hose.	$1.00 per hose	$5.00 per hose	2 days no charge then Standard rates apply	If not renting a pump, hose deposit is a flat fee regardless of number of hoses being rented.
WIRE ROLLER					
Tongue hitch or receiver	$50.00	$25.00	$50.00	2 days no charge then Standard rates apply	Requires hydraulics to operate
OTHER:					
ADMINISTRATION FEE – sourcing replacement materials, parts and rental equipment due to loss or damage by renter: 15% of total replacement cost (plus GST)					
FREE HALF DAY RENT INCENTIVE Renters hauling rental equipment more than 50 kms from the pick up point will qualify for one half day of free rent. To qualify renters must provide mileage from their point of origin (home or worksite) to pick up point.					
SHOP RATE for cleaning and repair of rental equipment: $50.00 per hour – minimum 1 hour					

BYLAW NO. 265-21

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Amber Bean, Reeve

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Allan Rowe, Chief Administrative Officer

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- Exemptions: Faxing for paid services the County provides (ie tax certificates)

Laminating: Business card size	$ .50 + GST
Letter	$ 1.00 + GST
Legal	$ 1.50 + GST
Maps, plus postage/shipping if applicable (topographic/landowner)	
Maps	$ 25.00 + GST
South Map Books	$ 30.00 + GST
Shipping Map Books:	$6.35 each
Shipping folded maps: Mail	$6.35 for one map, $2.65 for each additional map
Shipping rolled maps: Mail (up to six)	$21.25
Courier or other non-postal	Purchaser must provide an account number with the requested courier or shipping company. The County will not ship maps C.O.D. (cash on delivery).
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11x 17	$ .20 + GST
Color per side*	
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Legal	$ .35 + GST
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CANNABIS CONSUMPTION BYLAW

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EMERGENCY SERVICES

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FOIP FEES

Fees for FOIP Requests shall be as outlined in the Freedom of Information and Protection of Privacy Act.

INDUSTRY APPROVAL FEES

Industry Approval Fees	$150.00
Pipeline Crossings	$150.00
Each Additional Crossing	$ 50.00

LAND USE AND DEVELOPMENT SERVICES

Development Permit:	
Agricultural, Residential & Commercial Flat Rate	$0.00
Industrial Per $100,000 of construction cost, or portion thereof	$100.00
Penalty for not Obtaining Development Permit:	
Agricultural, Residential & Commercial & Industrial	
Per $100,000 of construction cost, or portion thereof	$100.00
Land Use Bylaw 107-08 Booklet	$ 15.00
Municipal Development Plan Bylaw 102-07 Booklet	$ 15.00
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ROAD USE PERMITS (TRAVIS)

Road Use permit fee	$15.00
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RURAL ADDRESS SIGNAGE

Additional signs as per Bylaw 267-17 sections 5 & 8	Current Cost

TAXATION AND ASSESSMENT SERVICES

Assessment Review Board Complaint		
Residential (3 or fewer dwellings) and Farmland	$ 50.00	
Residential (more than 3 dwellings)	$500.00	
Non-Residential	$500.00	
(as per Section 481(1), Municipal Government Act)		
Assessment Record to Landowner, per roll number (Agricultural/Residential)	No Charge	
Assessment Record to Others, per roll number	$ 5.00	
Mailing or Faxing of Assessment Records to Others, per roll number	$ 5.00	+ GST
Industrial Assessment Record, per roll number	$ 20.00	+ GST
Tax Certificates	$ 35.00	
Tax Notification Charges	$ 25.00	per parcel
Tax Sale Advertising Fee	$ 20.00	

VETERINARIAN SERVICES INCORPORATED (VSI) FEES

5 Year Membership	$50.00 + GST

WEED CONTROL ENFORCEMENT RATES

Weed Pickers	$40.00 per hour
Supervisors	$75.00 per hour
Truck/UTV: Hour or day rate, whichever is lower, in current ARHCA Equipment Rental Rates Guide.	
Travel to and from site:	calculated at same rates as above
Contracted weed enforcement	cost recovery
Herbicide, adjuvants & surfactants	cost recovery
Administration Fee	15%

DRAFT

EQUIPMENT	DEPOSITS - Damage/Cleaning	STANDARD Per Day	COMMERCIAL Per Day	COMMUNITY ORGANIZATION Per Day	NOTES
RENTAL EQUIPMENT **Definitions:** **Standard** – means personal use or primary agricultural producer use. **Commercial** – means business entity that is not a primary agricultural producer.					
AUDIO, VIDEO & KITCHEN EQUIPMENT Includes: 3 large coffee urns, 2 orange juice jugs, 2 portable roasters,					
List items on rental Agreement	$50.00	No Charge	No Charge	No Charge	
CHEMICAL WIPE APPLICATORS					
Quad mount rope wick	$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	For spot application
Hand held rope wick	$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	For spot application
Pull /push roller applicator	$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	Lawn application
Rotowiper – pull type roller applicator (2" ball)	$150.00	No Charge	No Charge	2 days no charge then Standard rates apply	12V pump, 30 feet, 45L tank capacity
COMMUNITY CENTRE					
Community Room, Kitchen & Access to washrooms	$50.00	$50.00	$100.00	2 days no charge then Standard rates apply	Includes use of 12 round, 12 rectangle tables & 154 folding chairs
Tables & Chairs (rented for off-site use)	$50.00	$1.00 per table $0.50 per chair		2 days no charge then Standard rates apply	12 round 12 rectangle 31 wood rectangle 154 folding chairs
CORRAL PANELS					
2 5/16" ball	$50.00	$50.00	$100.00	2 days no charge then Standard rates apply	21 Panels
ECO BRAN APPLICATOR					
Fits in truck box 12V plugin	$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	also used for broadcasting seed
GRAIN BAGGER & TRUCK UNLOADER					

EQUIPMENT	DEPOSITS - Damage/Cleaning	STANDARD Per Day	COMMERCIAL Per Day	COMMUNITY ORGANIZATION Per Day	NOTES
Clevis or pintle hitch	$350.00	$350.00	$700.00	2 days no charge then Standard rates apply	Minimum 65HP tractor 540 PTO
GRAIN BAG EXTRACTOR					
Tongue hitch	$350.00	$350.00	$700.00	2 days no charge then Standard rates apply	Maximum 120HP tractor 540 PTO
GRAIN BAG ROLLER					
2 5/16" ball	$50.00	No charge	No Charge	No Charge	Self powered, gas motor
GRAIN VAC					
single or double tongue hitch	$400.00	$200.00	$400.00	No Charge	1000 PTO 85 hp tractor
GRILLS & BBQ/Grill Trailer – does not include propane tanks					
Portable grills (2 units available)	$50.00	$5.00	$25.00	2 days no charge then Standard rates apply	
BBQ/Grill Trailer 2 5/6 ball hitch	$150.00	$75.00	$150.00	2 days no charge then Standard rates apply	recommend ¾ ton to pull
HITCH 2" ball or 2 5/16" ball $50.00 deposit. No deposit required if using to transport rental equipment					
MANURE SPREADER					
Minimum ¾ ton to pull Pintle hitch	$400.00	$200.00	$400.00	2 days no charge then Standard rates apply	125hp tractor & 1000 PTO
MULCH APPLICATOR for tree planting					
Tongue hitch	$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	
MULCH Cost recovery for all users					
PORTABLE LOADING CHUTE					
Requires – 2" ball	$50.00	$25.00	$50.00	2 days no charge then Standard rates apply	Optional 4 heavy duty panels
POST POUNDER					
Single tongue hitch	$300.00	$150.00	$300.00	2 days no charge then Standard rates apply	Self powered, gas motor

EQUIPMENT	DEPOSITS - Damage/Cleaning	STANDARD Per Day	COMMERCIAL Per Day	COMMUNITY ORGANIZATION Per Day	NOTES
PULL TYPE GRADER aka LAND LEVELLER					
Tongue hitch	$300.00	$150.00	$300.00	2 days no charge then Standard rates apply.	Tractor size 120-400 HP 14 foot Hygrade with hydraulic lift, tilt, angle, offset rear steering
ROLLER MILL					
	$50.00	$20.00	$40.00	2 days no charge then Standard rates apply	110 volt, electric
SCALES					
Bale Spear Scale 2" ball	$100.00	$30.00	$150.00	2 days no charge then Standard rates apply	Electric over hydraulic controls
SCARE CANNON (for birds and large animals in crops)					
	$50.00	No charge	$50.00	No charge	
SIGNS c/w stand if required $60 deposit No rental charge					
SPRAYERS					
Backpack	$50.00	No Charge	No charge	No Charge	Hand pump
Quad Mount	$50.00	No Charge	No Charge	No Charge	12' boomless nozzles & handgun (30L)
Quad - Pull type	$50.00	No Charge	No Charge	No Charge	Handgun & 12' boomless nozzles (270L)
2 for truck bed – Skid Mount	$50.00	No Charge	No Charge	No Charge	12" Handgun, 12V pump, (270L tank)
Truck Mount: Optional: 20 ft boom	$200.00	No Charge	No Charge	2 days no charge then Standard rates apply	Requires hitch receiver to mount boom. 300gal tank.
STEAM TABLES					
Steam Table	$50.00	$5.00	$25.00	2 days no charge then Standard rates apply	
TOILETS					
Both on same trailer 2" ball	$100.00	$40.00	$100.00	2 days no charge then Standard rates apply apply	
WASH STATION					

EQUIPMENT	DEPOSITS - Damage/Cleaning	STANDARD Per Day	COMMERCIAL Per Day	COMMUNITY ORGANIZATION Per Day	NOTES
	$50.00	$10.00	$25.00	2 days no charge then Standard rates apply	Two sinks with foot pump
WATER PUMP					
4" PTO ½ mile hose ¾ ton or larger truck 2 5/16 " ball	$100.00 ea (Summer Only) $1,000.00 ea (Winter Only)	$75.00 each $200.00 each	$300.00 each $500.00 each	2 days no charge then Standard rates apply	April 1– September 30 October 1–Mar 31
PTO Pump ONLY	$100.00 ea (Summer Only) $1,000.00 ea (Winter Only)	$75.00 each $200.00 each	$300.00 each $500.00 each	2 days no charge then Standard rates apply	April 1– September 30 October 1–Mar 31
Extra Hose	Covered by pump deposit, $50.00 if only renting hose.	$1.00 per hose	$5.00 per hose	2 days no charge then Standard rates apply	If not renting a pump, hose deposit is a flat fee regardless of number of hoses being rented.
WIRE ROLLER					
Tongue hitch or receiver	$50.00	$25.00	$50.00	2 days no charge then Standard rates apply	Requires hydraulics to operate
OTHER:					
ADMINISTRATION FEE – sourcing replacement materials, parts and rental equipment due to loss or damage by renter: 15% of total replacement cost (plus GST)					
FREE HALF DAY RENT INCENTIVE Renters hauling rental equipment more than 50 kms from the pick up point will qualify for one half day of free rent. To qualify renters must provide mileage from their point of origin (home or worksite) to pick up point.					
SHOP RATE for cleaning and repair of rental equipment: $50.00 per hour – minimum 1 hour					

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	December 7, 2021
Originated By:	Council
Title:	Wolf Management Incentive Policy 6307
File:	11-02-03

DESCRIPTION:
Councillor directed that the Wolf Management Incentive Policy 6307 be included on today's agenda.

BACKGROUND:
C521-21(11-30-21) RESOLUTION by Councillor Hansen to bring back Policy 6307 Wolf Management Incentive to the next regular Council meeting for discussion.
CARRIED.

Clear Hills County Wolf Hunt Incentive Program was adopted June 22, 2010

- Municipalities may offer a wolf bounty.
- Provincial hunting and trapping regulations apply to wolves taken for bounty.
    - Trapping season closes March 31 for wolves
- Clear Hills County conferred with Fish and Wildlife before establishing the bounty.
- The County's legal counsel developed the Wolf Hunt Contract/Waiver and reviewed the Wolf Bounty Policy.
- Hunters are required to sign the wolf hunt contract prior to taking any wolves under the incentive program.
- Hunters bring the entire animal in and delegated staff "mark the ears" by cutting them and the hunter then is responsible for disposal of the carcass.

ATTACHMENTS:
Excerpt from ASB 2020 Report to Council – 4. Policy 6307 Wolf Management Incentive
Wolf Management Incentive Policy 6307
Background resolution Information
Historical Wolf Numbers

RECOMMENDED ACTION:
RESOLUTION by.....

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

4. Policy 6307 Wolf Management Incentive

Wolf Management Incentive – what is it and why does the County provide it?

Why: Wolf Management Incentive Policy 6307 contains:

1. **Policy Statement**
   1.1 In an effort to support wolf population control within Clear Hills County, the County will implement procedures to provide a wolf management incentive program for the purpose of promoting wolf management in the municipality. Through this program Participants will receive a monetary reward for the carcass of a wolf harvested lawfully within the municipality, assisting in the protection of residents' livestock and the protection of the Boreal Caribous species.

In February 2018, the Wolf Hunt Incentive program was amended by putting stipulations on private property and grazing leases and registered traplines.

Private Property and Grazing Leases:

- Maximum of 2 wolf carcasses per month per household with a maximum of 7 wolf carcasses per calendar year for wolves harvested on private property and grazing leases.
- Eligible participants must:
  - Be a resident of the County on land owned by the resident, or immediate family, and reside in a dwelling on that property for no less than 183 days (six months).
  - Wolf must be harvested on resident's personal property or grazing lease.

Registered Trapline:

- Maximum of 15 wolf carcasses per calendar year.
- Eligible participants must:
  - Be a resident of the County on land owned by the resident, or immediate family, and reside in a dwelling on that property for no less than 183 days (six months).
  - Provide their trapline number and a map of their registered trapline within Clear Hills County.
  - Name of the participant must be on the registered trapline.

November 24, 2020 Council past motion C622-20(11-24-20):

C622-20(11-24-20) RESOLUTION by Deputy Reeve Croy to reduce the Wolf Hunt Incentive budget from $50,000.00 to $25,000.00 and reduce the per wolf payment from $350.00 to $200.00 in the 2021 Operating Budget. CARRIED.

Clear Hills County

Effective Date: December 8, 2020	Policy Number **6307**
Title: **WOLF MANAGEMENT INCENTIVE POLICY**	

1. Policy Statement

In an effort to support wolf population control within Clear Hills County, the County will implement procedures to provide for a wolf management incentive program for the purpose of promoting wolf management in the municipality. Through this program Participants will receive a monetary reward for the carcass of a wolf harvested lawfully within the Municipality, assisting in the protection of residents' livestock and the protection of the Boreal Caribou species.

2. Definitions:

2.1. Immediate Family - means the participant's spouse or adult interdependent partner, the participant's children, the parents of the participant and the parents of the participant's spouse or adult interdependent partner;

2.2. Household – immediate family members that reside in the same dwelling with the Participant.

3. General

3.1. Council may annually during budget deliberations, establish a budget for the Wolf Management Incentive program.

3.2. By resolution of Council the Wolf Hunt Management Incentive program will be activated and deactivated.

3.3 By resolution of Council the payment amount will be established for each eligible wolf (adult and non-adult) taken within the boundaries of Clear Hills in accordance with the listed conditions.

4. Private property and Grazing Leases

4.1 A maximum of two wolf carcasses per month per household may be verified for payment to a qualified Participant, with a maximum of seven wolf carcasses per calendar year for wolves harvested on private property and grazing leases within the boundaries of Clear Hills County.

4.2 Eligible Participants will:

4.2.1 Be a resident of Clear Hills County on land owned by the resident, or their immediate family and reside in a dwelling on that property for no less than 183 days (six months)

4.2.2 Provide a list of immediate family that reside in the same dwelling "household" that may participate in this wolf management incentive program.

4.2.3 Provide business name, if different than participant's name that land or grazing leases may be registered under.

4.2.4 Provide a list of private property owned and grazing leases held in the participant's name or business name within the boundaries of Clear Hills County.

4.2.5 Eligible Participants requesting incentive payment shall be registered in advance with Clear Hills County and have entered into a hold-blameless agreement, attached as Appendix A .

4.2.6 For verification and authorization of payment the carcass, with pelt intact, from each eligible wolf harvested must be presented at the County office to a designated representative of the County.

4.2.7 When presenting the carcass Participants must produce the land location where the wolf was harvested.

4.2.8 Wolf carcasses will not be accepted from third parties.

4.2.9 Any carcass received by a designated representative of the County will be marked.

4.2.10 The Participant will handle the carcass so the designated County representative can confirm there are no markings similar to what other jurisdictions or the County use to identify carcasses presented for payment under a wolf management incentive program.

4.2.11 The Participant will make the identification mark on the carcass as directed.

4.2.12 Any carcass that has been previously marked will be rejected.

4.2.13 Participants will be responsible for disposal of all parts of the wolf carcasses using recognized carcass disposal methods. Note: The County recommends disposal to a trapper to reduce waste of fur or other salvageable parts.

4.2.14 Participants participating in the Wolf Hunt Incentive program shall follow all Federal and Provincial Regulations and Legislation, including but not limited to the Wildlife Act, Alberta Hunting Regulations, Firearms Act, Petty Trespass Act.

4.2.15 Participants shall be removed from the list of qualified registrants if found to have not adhered to the policy as set by the Council, and shall not be eligible to receive benefit from this program; this includes, but is not limited to bringing in carcasses that were previously marked or attempting to receive payment for wolves taken either from locations within the county not included in this policy or from outside the County.

5. Registered Trapline Trappers

5.1 A maximum of fifteen wolf carcasses per calendar year, be verified for payment for wolves harvested on a qualifying registered trap line within the boundaries of Clear Hills County. Further, while eligible registered trappers may participate in the Private Property and Grazing Lease portion of this policy, the maximum of fifteen wolf carcasses per calendar year remains at fifteen.

Eligible Participants will:

5.2.1 Be a resident of Clear Hills County on land owned by the resident, or their immediate family and reside in a dwelling on that property for no less than 183 days (six months)

5.2.2 Provide their trapline number and a map of their registered trapline within Clear Hills County.

5.2.3 Provide the names of any trap line partners that may participate in this wolf hunt incentive program.

5.2.4 Eligible trappers requesting incentive payment shall be registered in advance with Clear Hills County and have entered into a hold-blameless agreement, attached as Appendix B.

5.2.5 For verification and authorization of payment the carcass, with pelt intact, from each eligible wolf harvested must be presented at the County office to a designated representative of the County.

5.2.6 When presenting the carcass Participants must produce the approximate land location where the wolf was harvested on the trapline.

5.2.7 Wolf carcasses will not be accepted from third parties.

5.2.8 Any carcass received by a designated representative of the County will be marked.

5.2.9 The Participant will handle the carcass so the designated County representative can confirm there are no markings similar to what other jurisdictions or the County use to identify carcasses presented for payment under a hunting incentive program.

5.2.10 The Participant will make the identification mark on the carcass as directed.

5.2.11 Any carcass that has been previously marked will be rejected.

5.2.12 Participants will be responsible for disposal of all parts of the wolf carcasses using recognized carcass disposal methods.

5.2.13 Participants participating in the Wolf Hunt Incentive program shall follow all Federal and Provincial Regulations and Legislation, including but not limited to the Wildlife Act, Alberta Hunting Regulations, Firearms Act, Petty Trespass Act.

5.2.14 Participants shall be removed from the list of qualified registrants if found to have not adhered to the policy as set by the Council, and shall not be eligible to receive benefit from this program; this includes, but is not limited to bringing in carcasses that were previously marked or attempting to receive payment for wolves taken either from locations within the county not included in this policy or from outside the County.

3. End of Policy

ADOPTED:
Resolution C494(06/22/10) Date: June 22, 2010

AMENDED:

Resolution C167(02/22/11)	Date: February 22, 2011
Resolution C147-12(03/13/12)	Date: March 13, 2012
Resolution C776-12(11/27/12)	Date: November 27, 2012
Resolution C195-13(03/26/13)	Date: March 26, 2013
Resolution C492-15(10/13/15)	Date: October 13, 2015
Resolution C52-16(01/26/16)	Date: January 26, 2016
Resolution C113-18 (02/27/18)	Date: February 27, 2018
Resolution C643-20 (12/08/20)	Date: December 8, 2020

Appendix A (Policy 6307)
Contract of Participation
Private Property and Grazing Leases
Wolf Management Incentive Program
Between Participants and Clear Hills County

In an effort to support wolf population control efforts and to further the public interest in regards to predatory wildlife and the protection of residents livestock and the protection of the Boreal Caribou species, the Clear Hills County ("Municipality") has approved a wolf management incentive program ("Program") for the purpose of promoting wolf hunting within the Municipality. Through this program, wolf hunters ("Participants") will receive a monetary reward ("Reward") for the carcass, with pelt intact, of a wolf hunted lawfully within the Municipality.

The terms and conditions of participation in the Program are as follows;

1. **STATUTORY ADHERENCE**: While participating in the Program, the Participant will, at all times, abide by all statutes, regulations, and bylaws enacted by the federal, provincial, and municipal governments, and the Participant agrees not to violate any statutory or regulatory provision in any way. The relevant statutes include but are not limited to: the *Firearms Act,* the *Petty Trespass Act*, the *Wildlife Act*, and the *Wildlife Regulations*. Any Participant who fails to strictly adhere all relevant laws will forfeit any right to a Reward under the Program.

2. **INDEMNIFICATION AND HOLD HARMLESS**: The Participant will indemnify the Municipality, its officers, representatives, agents and employees, against and hold them harmless from and against any and all liability for any and all claims, costs, damages and expenses or liability arising on account of injury or death to persons or damage or destruction to property resulting from or arising out of or in any way connected to the Program or participation in the Program.

3. **PRECONDITIONS OF REWARD**: In order to obtain the Reward, the carcass of a lawfully hunted wolf must be presented to a designated representative of the Municipality. Any carcass received by a representative of the Municipality will be marked, and any carcass that has been previously marked by in accordance with this program or similar to other municipal jurisdictions wolf management programs will be rejected. To qualify for the Reward, a wolf must be lawfully hunted on private property owned by the Participant or a grazing lease land operated by the Participant within the boundaries of the Municipality. Any person who has not agreed to be bound by the terms and conditions of this Contract of Participation ("Contract") will be considered ineligible to receive the Reward. The Participant must state the location where each wolf was harvested.

4. **REWARD**: If and only if the representative of the Municipality is satisfied that the Participant has complied with the terms and conditions of this Contract, the Reward will be paid by the Municipality to the Participant. The Reward will be paid by the Municipality to a successful Participant at the rate set by Council for each wolf (adult and non-adult) carcass presented.

Name:_____

Business Name: _____

Mailing Address:_____

_____

Appendix A (Policy 6307) – Page 2

Home Phone_____ Cell _____ Work _____

Email:_____

Land Location of Residence: _____

Rural Address or Street Address:_____

Have you lived at this location for a minimum of 183 days (six months)?_____

Are you also participating in this program as a registered trapline trapper? If yes complete Appendix B

Names of Immediate Family Members residing with Applicant (that may participate in this program)

_____

_____

_____

_____

_____

Land Locations of private property owned and grazing leases held by Applicant in personal name or business name)

_____

_____

_____

_____

_____

I the undersigned agree to be bound by the terms and conditions of this Contract of Participation and Clear Hills County Wolf Management Incentive Policy 6307.

SIGNED this _____day of _____, _____.

Participant (print): _____ (sign): _____

Witness: (print): _____ (sign): _____

Municipal Officer (print): _____ (sign): _____

Appendix B (Policy 6307)
Contract of Participation
Registered Trap line Trappers
Wolf Hunt Management Incentive Program
Between Participants and Clear Hills County

In an effort to support wolf population control efforts and to further the public interest in regards to predatory wildlife and the protection of residents livestock and the protection of the Boreal Caribou species, the Clear Hills County ("Municipality") has approved a wolf management incentive program ("Program") for the purpose of promoting wolf hunting within the Municipality. Through this program, wolf hunters ("Participants") will receive a monetary reward ("Reward") for the carcass, with pelt intact, of a wolf hunted lawfully within the Municipality.

The terms and conditions of participation in the Program are as follows;

5. **STATUTORY ADHERENCE**: While participating in the Program, the Participant will, at all times, abide by all statutes, regulations, and bylaws enacted by the federal, provincial, and municipal governments, and the Participant agrees not to violate any statutory or regulatory provision in any way. The relevant statutes include but are not limited to: the *Firearms Act,* the *Petty Trespass Act*, the *Wildlife Act*, and the *Wildlife Regulations*. Any Participant who fails to strictly adhere all relevant laws will forfeit any right to a Reward under the Program.

6. **INDEMNIFICATION AND HOLD HARMLESS**: The Participant will indemnify the Municipality, its officers, representatives, agents and employees, against and hold them harmless from and against any and all liability for any and all claims, costs, damages and expenses or liability arising on account of injury or death to persons or damage or destruction to property resulting from or arising out of or in any way connected to the Program or participation in the Program.

7. **PRECONDITIONS OF REWARD**: In order to obtain the Reward, the carcass of a lawfully hunted wolf must be presented to a designated representative of the Municipality. Any carcass received by a representative of the Municipality will be marked, and any carcass that has been previously marked by in accordance with this program or similar to other municipal jurisdictions wolf management programs will be rejected. To qualify for the Reward, a wolf must be lawfully harvested on the Participants registered trap line within the boundaries of the Municipality. Any person who has not agreed to be bound by the terms and conditions of this Contract of Participation ("Contract") will be considered ineligible to receive the Reward. The Participant must state the location where each wolf was harvested.

8. **REWARD**: If and only if the representative of the Municipality is satisfied that the Participant has complied with the terms and conditions of this Contract, the Reward will be paid by the Municipality to the Participant. The Reward will be paid by the Municipality to a successful Participant at the rate set by Council for each wolf (adult and non-adult) carcass presented.

Name:_____

Registered Trap line Number: _____

Mailing Address:_____

_____

Appendix B (Policy 6307) – Page 2

Home Phone_____ Cell _____ Work _____

Email:_____

Land Location of Residence: _____

Rural Address or Street Address:_____

Have you lived at this location for a minimum of 183 days (six months)?_____

Are you also participating in the Private Property/Grazing Lease portion of this program? If yes complete Appendix A

Names of trap line partners that may participate in this program:_____

_____

_____

Map of trap line attached:_____

I the undersigned agree to be bound by the terms and conditions of this Contract of Participation and Clear Hills County Wolf Management Incentive Policy 6307.

SIGNED this _____day of _____, _____.

Participant (print): _____ (sign): _____

Witness: (print): _____ (sign): _____

Municipal Officer (print): _____ (sign): _____

Wolf Management Incentive Policy 6307 – Background
Motions June 22, 2010 to November 30, 2021
Numbers and cost since June 2010

C494(06/22/10)	**RESOLUTION by Councillor Bigam that Council adopts Policy 6307, Wolf Hunt Incentive as presented, effective July 1, 2010; establish a budget of $30,000.00 (thirty thousand dollars) to be allocated from the Rate Stabilization Reserve; and direct Administration to bring Policy 6307, Wolf Hunt Incentive to the November Policy and Priorities Committee Meeting for review. CARRIED.**
C752(10/12/10)	**RESOLUTION by Councillor Klassen that Council directs Administration to deactivate the Wolf Hunt Incentive Program effective December 31, 2010 and establish a budget for 2011. CARRIED.**
C014(01/11/11)	**RESOLUTION by Deputy Reeve Johnson that Council reactivates the Wolf Hunt Incentive Program as of January 11, 2011; directs Administration to advise County residents in the February County Newsletter; and review the program either when the budget is exhausted, or June 1, 2011. CARRIED.**
C 14 7-12(03/13/12)	**RESOLUTION by Councillor Ostrem that Council direct Administration to increase the Wolf Hunt Incentive Program budget by $20,000.00 with funds to be allocated from the Rate Stabilization Reserve and amend the compensation rate in Policy 6307 to $350 per wolf (adults and juveniles). CARRIED.**
C776-12(11/27/12)	**RESOLUTION by Deputy Reeve Klassen to authorize any over expenditures on the 2012 Wolf Hunt Incentive program, with funds to be allocated from the Rate Stabilization Reserve and amend the compensation rate in Policy 6307 to $250.00 (two hundred fifty dollars) per wolf, effective January 1, 2013. CARRIED.**
C195-13(03/26/13)	**RESOLUTION by Councillor Johnson to amend Policy 6307 by adding the following condition in Section 3.1: The Clear Hills County Wolf Hunt Incentive Program will be in effect for private property and grazing leases within the boundaries of Clear Hills County effective immediately. CARRIED.**
C492-15(10/13/15)	**RESOLUTION by Councillor Ruecker to increase the wolf hunt incentive Policy 6307 from $250.00 (two hundred and fifty dollars) to $400.00 (four hundred dollars) per animal. CARRIED.**
C52-16(01/26/16)	**RESOLUTION by Councillor Johnson to adopt the revised Policy 6307 Wolf Hunt Incentive Program as amended to accept unskinned wolf carcasses only. CARRIED.**
C114-18(02-27-18)	**RESOLUTION by Councillor Bean that under the Wolf Management Incentive Policy 6307 qualifying trapper will be limited to a maximum of 15 carcasses per calendar year, regardless if harvested on their private land, grazing lease or registered trapline in Clear Hills County. CARRIED.**

Wolf Management Incentive Policy 6307 – Background
Motions June 22, 2010 to November 30, 2021
Numbers and cost since June 2010

C643-20(12-08-20) **RESOLUTION by Councillor Ruecker to adopt Wolf Management Incentive Policy 6307 with section 3.3 amended by removing the specific amount of the payment per wolf and replacing it with the payment amount being established by resolution of Council.**
CARRIED.

C622-20(11-24-20) **RESOLUTION by Deputy Reeve Croy to reduce the Wolf Hunt Incentive budget from $50,000.00 to $25,000.00 and reduce the per wolf payment from $350.00 to $200.00 in the 2021 Operating Budget.**
CARRIED.

P494-21(11-15-21) **RESOLUTION by Reeve Bean to receive the discussion regarding the Wolf Management Incentive Policy 6307 for information, as presented.** **CARRIED.**

C521-21(11-30-21) **RESOLUTION by Councillor Hansen to bring back Policy 6307 Wolf Management Incentive to the next regular Council meeting for discussion.** **CARRIED.**

Pest & Predation Control - Wolves
Budget: 2021 was $25,000 Prior to this was $50,000 Policy 6307
Program started July 2010
Report to November 30, 2021

Year	Total #	Trappers	Land Owners	Total $	Individuals
2021	22	2	20	$4,400	9
2020	22	3	19	$7,550	17
2019	41	10	31	14,350	28
2018	41	6	35	14,350	18
2017	68			27,200	31
2016	107			42,800	37
2015	53			17,150	28
2014	58			14,150	32
2013	87			21,750	36
2012	114			48,150	31
2011	92			44,500	54
2010	46			22,750	29

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	December 7, 2021
Originated By:	Terry Shewchuk, Public Works Manager
Title:	**Tender Award - Tender 2021-22 Transportation of Water to Bear Canyon**
File:	11-02-02

DESCRIPTION:
Council is presented with the analyzed results from Tender 2021-22 Transportation of Water to Bear Canyon that was opened earlier in today's meeting

BACKGROUND:

Tender was opened Tuesday, November 7, 2021, at 9:35 a.m.

Tenders closed on Friday, December 3, 2021, at 4:00 p.m. for the Tender 2021-22 Transportation of Water to Bear Canyon.

RECOMMENDED ACTION:
RESOLUTION by…to award Tender 2021-22 Transportation of Water to Bear Canyon, to ……. for the amount of $.

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

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	December 7, 2021
Originated By:	Terry Shewchuk, Public Works Manager
Title:	**Tender Award- Tender 2021-23-New ½ Ton Pickup Truck**
File:	31-65-02

DESCRIPTION:
Council is presented with the analyzed results from Tender 2021-23-New ½ Ton Pickup Truck that was opened earlier in today's meeting

Tender was opened Tuesday, November 7, 2021, at 9:35 a.m.

Tenders closed on Friday, December 3, 2021, at 4:00 p.m. for the Tender 2021-23-New ½ Ton Pickup Truck.

BUDGET:
$45,000.00 per truck – Multiyear Capital Plan.

RECOMMENDED ACTION:
RESOLUTION by ... to award Tender 2021-23-New ½ Ton Pickup Truck to ..... for the amount of $.

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

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	December 7, 2021
Originated By:	Terry Shewchuk, Public Works Manager
Title:	**Log Haul Route Request - Zavisha Sawmills Ltd**
File:	32-02-08 & 32-02-09

DESCRIPTION:
Council is presented with correspondence from Zavisha Sawmills Ltd requesting approval to use local roads as log haul routes within Clear Hills County.

Zavisha will be hauling in conjunction with Mercer this year using the same route that Council approved for Mercer.

Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users.

BACKGROUND:
Logging Companies are required to identify log haul routes within our County, annually, for approval, so they can proceed to submit a request to Alberta Government for provincial approval.

ATTACHMENTS:
1. map

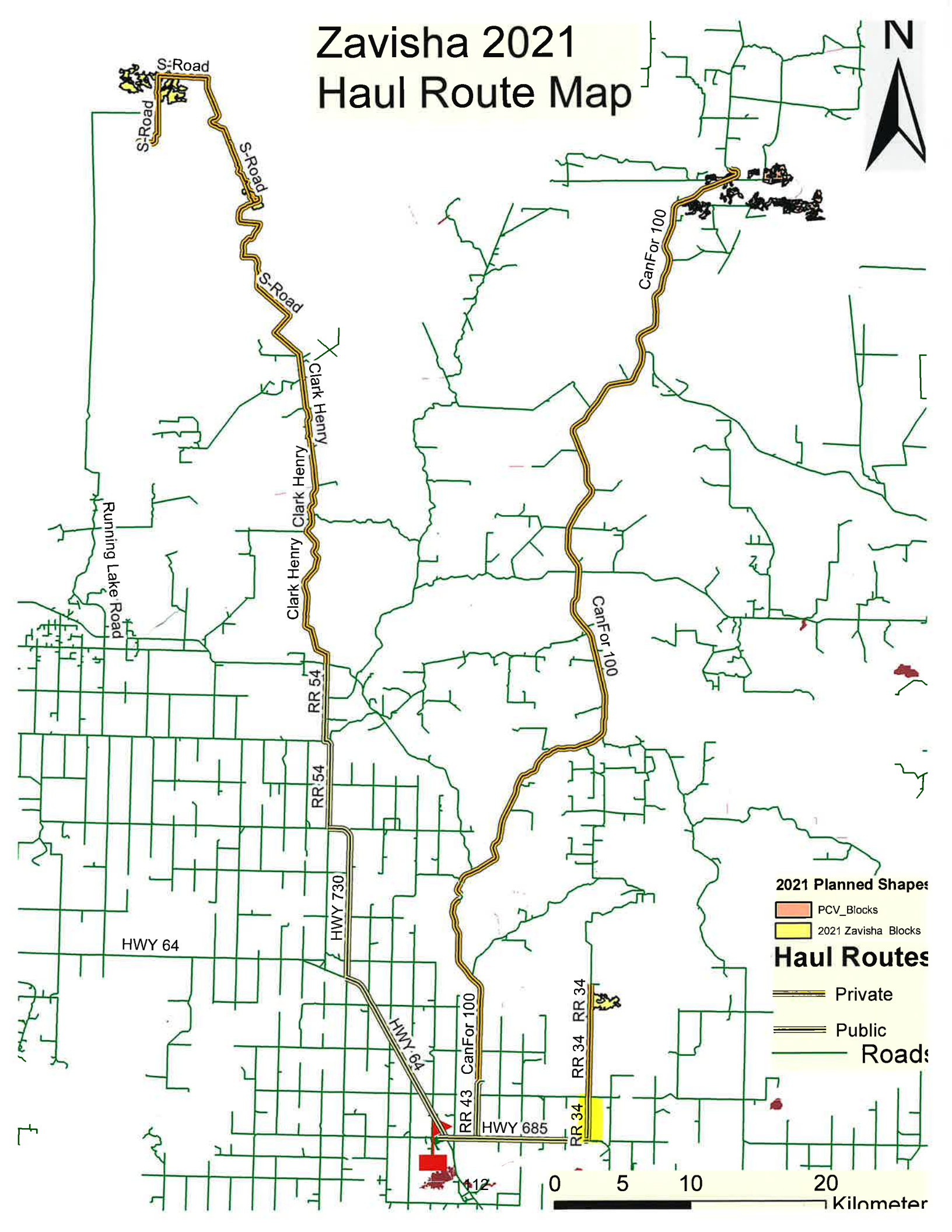
OPTIONS:
1. to approve the request from Zavisha Sawmills Ltd to use local roads as log haul routes within Clear Hills County for the 2021/2022 haul season following all related aspects of the Clear Hills County Road Use agreement policy. Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users.

2. Not accept Zavisha Sawmills Ltd log haul route as presented.

RECOMMENDED ACTION:
RESOLUTION by.....

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

Zavisha 2021
Haul Route Map



Clear Hills County

Request For Decision (RFD)

Meeting:	**REGULAR COUNCIL MEETING**
Meeting Date:	December 7, 2021
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	**Chief Administrative Officer Report**
File Code:	11-02-02

- NPRL- December 2
- Hwy 64 Realignment in the Clear River Valley - December 2
- Grader Beat Maps
    - As per discussions at our last meeting administration is preparing maps to outline the grader beat area in each of the Councillors wards. Maps will be forwarded to Councillors when completed.

RECOMMENDED ACTION:
RESOLUTION by ..... to accept the Chief Administrative Officer's report for December 7, 2021, as presented.

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

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	December 7, 2021
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	**CDM REPORT**
File:	62-02-02

DESCRIPTION:
At this time, the Community Development Manager will have an opportunity to report on Community Development topics.

BACKGROUND:

2022 Emergency Management Exercise:
The Local Authorities Emergency Management Regulation was recently updated and municipalities are now required to complete an exercise annually instead of every four years.
I am working with Chris Graham one of the Northwest Regional Field Officers with the Alberta Emergency Management Agency to confirm the type of exercise (table top, functional/full scale) that the County needs to complete to comply with the legislation.

I hope to have more information to share with Council at the meeting.

FireSmart
The question if Clear Hills County has ever undertaken any FireSmart projects was asked at the RMA Conference.

The answer: Yes, in 2009 County worked with one of the Wildfire officers for this area to audit the county and identify potential projects. The result was a Request for Proposals that was issued in 2010. The result of that was the Montane Forest Management Ltd developing the Clear Hills County FireSmart Mitigation Strategy document which includes two distinct planning areas ; the Hamlet of Cleardale and surrounding area and the Eureka River Natural Area (Lucy's Hill woodlot) and surrounding area; and the supplement to this document, the Eureka River Wildfire Preparedness Guide. The guide is an incident management document that was developed because of the number of residences/yardsites that would be at risk if a wildfire threatened the Eureka River wildland area, also referred to as wildland/urban interface risk.
The total cost of the strategy development was $22,500 which was offset by a $15,000 FireSmart grant.

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

Municipal Elected Official Emergency Management Training (legislated)
Following up on the email that I circulated to all of Council on December 1, 2021 the details are included here as well.
Alberta Emergency Management Agency is encouraging new councillors to take the Municipal Elected Officials (ME) emergency management training online. With several of the officers being seconded to BC to assist with the flooding there, in-person sessions cannot be guaranteed to accommodate the 90 day post election window to complete this mandatory training.
I've shared this email with all of Council in case some of the returning Councillors would like to take the session as a refresher.
The MEO course can be found at https://www.alberta.ca/emergency-management-training.aspx. There is a video part way down the page under Enrolment that explains how to apply for the training, set up the account and register and how long each of these steps will take. There is also a course .pdf with information about the course under Emergency Management course catalogue.

ATTACHMENTS:

RECOMMENDED ACTION:
RESOLUTION by to accept the Community Development Manager's report to December 7, 2021 for information as presented.

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

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	November 30, 2021
Originated By:	Terry Shewchuk, Public Works Manager
Title:	**Public Works Manager's Report**
File:	32-02-02

- Many Islands Road Wash Out Repair project has commenced.
- Local Log haul trucks on County roads are being monitored as to road conditions.
- Graders have been grading daily to keep ahead of the heavy wet snow fall and roads are being monitored daily.
- Preparation for the spring gravel program is ongoing.
- Equipment Registry Package is available for pick-up – Closes January 7, 2022.
- Mercer and Zavisha have started their winter log haul program on approved County roads

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

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

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	December 7, 2021
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	**Council Information**
File:	11-02-02

DESCRIPTION:
Council is presented with correspondence, for information.

BACKGROUND / PROPOSAL:

ATTACHMENTS:
New Alberta Auto Insurance Changes

RECOMMENDED ACTION:
RESOLUTION by.... that Council receives for information the Council Information presented at the December 7, 2021, Regular Council Meeting.

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

Bonnie Morgan

From: Tom Burton <tburton@RMAlberta.com>
Sent: November 30, 2021 9:45 PM
To: Tom Burton
Subject: New Alberta auto insurance will change how insurers process claims, calculate premiums

New Alberta auto insurance will change how insurers process claims, calculate premiums

As of Jan. 1, drivers will claim vehicle damage for which they are not responsible through their own insurance company rather than the insurer of the party at fault.

New, mandatory automobile insurance coverage will change how Alberta insurers process vehicle damage claims in the new year, and how premiums are calculated.

As of Jan. 1, drivers will claim vehicle damage for which they are not responsible through their own insurance companies rather than the insurers of the drivers at fault.

The new coverage, known as direct compensation for property damage (DCPD), is legislated in Bill 41, the Insurance Amendment Act , which passed into law almost a year ago.

Aaron Sutherland, western vice-president with the Insurance Bureau of Canada (IBC), says the change will create a more efficient and equitable system.

"Your own insurance company will pay for repairs to your vehicle when you are not at fault for an accident," he said, adding that similar systems exist in all other provinces.

Under the current system, Sutherland explained, vehicle damage is covered under third-party liability, which means that, in the event of a collision between two vehicles, the insurer of the driver at fault is responsible for repairing the other driver's vehicle.

"If someone else hits your car, it requires your insurance company to subrogate those damages back to the insurer of the at-fault driver," Sutherland said, referring to the "back and forth" process by which insurance companies determine who will pay for a claim following a collision. "That can lead to complications, that can lead to delays, and this (change) eliminates all of that."

In an Oct. 18 notice to Albertans , Mark Brisson, the province's superintendent of insurance, notes that DCPD will only cover damage for which drivers are not at fault. If drivers are at fault for damage to their own vehicles, they can make a claim through optional collision coverage.

According to the notice, DCPD regulation sets out rules for determining who is at fault in more than 40 "accident scenarios," but those rules do not apply to other types of claims, such as bodily injury. DCPD does not prevent drivers from pursuing legal action for other damages, the notice adds, such as injury damages from an automobile accident or other property damage that is not covered under DCPD.

In an email statement to Postmedia, Kassandra Kitz, senior press secretary for Alberta Treasury Board and Finance, said DCPD claims will not affect drivers' premiums, although drivers at fault for collisions will still be held accountable, pay higher premiums and have those incidents noted on their driving records.

However, the change will have an effect on how insurers calculate premiums, which will soon be based on the kind of vehicle covered.

"Today, if you have a less-expensive vehicle, there's a chance that you can hit a more-expensive vehicle on our roadways, and your insurer has to factor that into account in assessing your premiums," Sutherland explained. "If you have a less expensive vehicle, you're paying more, because of the likelihood you could hit someone driving a luxury car, for example."

But under DCPD, he added, insurance companies will know what type of vehicle they might be paying to repair and can align drivers' premiums with the cost of repairing those vehicles.

"It's a more equitable way of pricing insurance," Sutherland said.

According to the Alberta Automobile Insurance Rate Board , the shift to DCPD means 42 per cent of policyholders will see a reduction in premiums, while 15 per cent will see no change, and 43 per cent will have higher premiums.

However, Sutherland added, drivers can also reduce their premiums through deductibles, the amount policyholders pay for a repair before insurance companies cover the rest.

According to the IBC , 73 per cent of drivers will see no change to their premiums or either an increase or decrease of up to five per cent. However, it adds, nine per cent will see an increase of five per cent more, while 18 per cent will save more than 5 per cent.

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	December 7, 2021
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	**Calendars**
File:	11-02-02

DESCRIPTION:
Council and administration shall review the upcoming months' calendars for Councillor Committee meetings to attend or that were attended, to assist Administration with record keeping and Council with reminders of upcoming meetings.

BACKGROUND:

ATTACHMENTS:

- Calendar of upcoming meetings and conferences

RECOMMENDED ACTION:
RESOLUTION by .... to accept for information December 2021, January & February 2022 calendar updates of Councillor Committee meetings, that assist Administration with record keeping and Council with reminders of upcoming meetings with the following changes:

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

DECEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	**29**	**30**	**1** NPHF-DW	**2** NPRL-JR	**3** GGAMAC-DW	4
5	**6**	**7** **Council**	**8** CCFC-JR,SH	**9**	**10**	11
12	**13**	**14** ASB-DJ	**15**	**16**	**17**	18
19	**20**	**21**	**22**	**23**	**24** Office Closed	25 Christmas Day
26 Boxing Day	**27** Office Closed	**28** Office Closed	**29** Office Closed	**30** Office Closed	**31** Office Closed	1

JANUARY 2022

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

FEBRUARY 2022

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

Acronyms for Calendar

RMA	Rural Municipalities of Alberta
ASB	Agricultural Service Board
ASR	Alberta Surface Rights
CCES	Cleardale Community Enhancement Society
CH Conn - D	Clear Hills Joint Venture Ltd. - Directors
CH Conn - O	Clear Hills Joint Venture Ltd. - Operating
CCFC	Clear Creek Fire Committee
DAP	Development Appeal Board
MPRP	Mercer Peace River Pulp Ltd. Public Advisory Committee
HPEC	Health Professional Enhancement committee
EDC	Economic Development Committee
EMC	Emergency Management Committee
FCM	Federation of Canadian Municipalities
FV-Med	Fairview Medical Clinic Operating Society
FRAAC	Fairview Regional Airport Advisory Committee
FV-Seed	Fairview Seed Cleaning Co-Op Board
GGAMAC	Grimshaw Gravel Aquifer Management Advisory Committee
IIC	Interprovincial/Intermunicipal Committee
MMSA	Mackenzie Municipal Services Agency - Directors
MPTA	Mighty Peace Tourist Association
MPC	Municipal Planning Commission
NAEL	Northern Alberta Elected Leaders (Reeve & CAO - once a year)
NARAIL	Northwestern Right of Way Acquisition Committee
NPHF	North Peace Housing Foundation
NPRLFC	North Peace Regional Landfill Commission
PLS Adv	Peace Library Systems – Clear Hills Advisory
PLS	Peace Library Systems
PREDA	Peace Regional Economic Development Alliance
Rec-BR	Recreation Board – Burnt River
Rec-CC	Recreation Board – Cherry Canyon
Rec-CD	Recreation Board – Cleardale
Rec-HC	Recreation Board – Hines Creek
Rec-W	Recreation Board – Worsley
R & CAO	Reeves and CAO's (once a year) Filed with Boards & Committees
RBC	Road Ban Committee
Rural Watch	Rural Crime Watch Executive Board
Site C	Site C Clean Energy Project
TTPC	Trades Training Program Committee
TRC 726	Technical Review Committee – Highway 726 Coulee
WDHP	Worsley & District Health Promotion
Z4	Zone 4 (Spring & Fall)
NWSAR	North West Species at Risk
SDAB	Mackenzie inter-Municipal Subdivision and Development Appeal Board
JIMC	Joint inter-Municipal Committee