

**AGENDA  
CLEAR HILLS COUNTY  
REGULAR COUNCIL MEETING  
TUESDAY, FEBRUARY 8, 2022**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, February 8, 2022, 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:	
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4. DELEGATION(S)	
1. Fairview RCMP 10:30 a.m. ....	7
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6. TENDER OPENING 9:35 a.m.	
7. NEW BUSINESS	
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**MINUTES OF CLEAR HILLS COUNTY  
REGULAR COUNCIL MEETING  
CLEAR HILLS COUNTY COUNCIL CHAMBERS  
TUESDAY, JANUARY 25, 2022**

**PRESENT**

Amber Bean	Reeve
Abe Giesbrecht	Councillor
Danae Walmsley	Councillor
David Janzen	Deputy Reeve
Jason Ruecker	Councillor
Nathan Stevenson	Councillor
Susan Hansen	Councillor

**ABSENT**

**ATTENDING**

Allan Rowe	Chief Administrative Officer (CAO)
Bonnie Morgan	Executive Assistant (EA)
Terry Shewchuk	Public Works Manager (PWM)

**CALL TO ORDER**

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

**ACCEPTANCE OF  
AGENDA**

**C038-22(01-25-22)**

**RESOLUTION by Councillor Walmsley to adopt the agenda governing the January 25, 2022 Regular Council Meeting, with the addition 7.a.7. COVID Restrictions. CARRIED.**

**APPROVAL OF  
MINUTES**

Previous  
Regular Council  
Meeting Minutes

**C039-22(01-25-22)**

**RESOLUTION by Councillor Hansen to adopt the minutes of the January 11, 2022 Regular Council Meeting, as amended. CARRIED.**

**NEW BUSINESS:  
COUNCIL**

Management Team  
Activity Report

Management activity report was reviewed.

**C040-22(01-25-22)**

**RESOLUTION by Deputy Reeve Janzen that the management activity report for January 11, 2022, be accepted, as presented. CARRIED.**

**Councillor Reports**

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

**C041-22(01-25-22)**

**RESOLUTION by Councillor Giesbrecht to receive the Councillor reports for information as presented. CARRIED.**

Reeve Bean recessed the meeting at 10:20 a.m.  
Reeve Bean reconvened the meeting at 10:25 a.m.

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REGULAR COUNCIL MEETING  
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DELEGATION

Alberta Transportation  
10:30 a.m.

Chase Milligen, Construction Manager, Alberta Transportation will be in attendance at the January 25, 2022, Regular Council Meeting, to update council on upcoming projects.

**C042-22(01-25-22)**

**RESOLUTION by Reeve Bean to receive the delegation from Chase Milligen, Construction Manager, Alberta Transportation for information, as presented. CARRIED.**

Growing the North  
Virtual Conference

Council is presented with information on the 13th Annual Growing the North Conference. The Conference will be held virtual again from February 22-24, 2022.

**C043-22(01-25-22)**

**RESOLUTION by Councillor Giesbrecht to reschedule the February 22, 2022, Regular Council Meeting to Thursday, February 17, 2022. CARRIED.**

**C044-22(01-25-22)**

**RESOLUTION by Councillor Walmsley to approve all Council to attend the virtual 13th Annual Growing the North Conference, February 22-24, 2022. CARRIED.**

Clear Hills County  
Recycling

Council requested information regarding Clear Hills County Recycling tonnage/cost.

**C045-22(01-25-22)**

**RESOLUTION by Deputy Reeve Janzen to table the discussion regarding Clear Hills County Recycling until a future Regular Council Meeting. CARRIED.**

Northern Alberta  
Elector Leaders

Council is presented with correspondence from Northern Alberta Elected Leaders regarding the hiring of a consultant to oversee all the administration duties.

**C046-22(01-25-22)**

**RESOLUTION by Reeve Bean that Clear Hills County Council is in support of hiring Jim Rennie as a consultant to oversee all the Northern Alberta Elected Leaders administration duties. CARRIED.**

Zone 4 Meeting

Council is presented with information regarding the February 11, 2022, Zone 4 meeting being held at Belle Petroleum Centre, 9403 94 Street, Peace River, Alberta from 10:00 a.m. – 4:00 p.m.

Councillor Stevenson entered the meeting at 11:43 a.m.

**C047-22(01-25-22)**

**RESOLUTION by Councillor Hansen to approve the attendance of all Council to attend the February 11, 2022, Zone 4 meeting in Peace River, Alberta and request the following items be added to the agenda: Mental Health in Schools, Agricultural Society Financial Reporting criteria. CARRIED.**

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REGULAR COUNCIL MEETING  
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Covid Restrictions

Councillor Ruecker requested a discussion regarding COVID Restrictions.

**C048-22(01-25-22)**

**RESOLUTION by Councillor Ruecker to draft a letter to the Alberta & Federal Government regarding restrictions resulting in lack of essential services, and the importance of returning to business as usual.**  
**CARRIED.**

Reeve Bean recessed the meeting at 11:56 a.m.  
Reeve Bean reconvened the meeting at 12:29 p.m.

PUBLIC WORKS:

Award Tender  
2021-24 24' Trailer

Council is presented with the analyzed results for Tender 2021-24- 24' Deck Over Equipment Hauler Trailer.

**C049-22(01-25-22)**

**RESOLUTION by Councillor Stevenson to award Tender 2021-24- 24' Deck Over Equipment Hauler Trailer to Trailers Direct for the amount of \$12,556.00 excluding GST.**  
**CARRIED.**

**C050-22(01-25-22)**

**RESOLUTION by Deputy Reeve Janzen that Council closes the meeting to the public as per Section 27, of FOIP at 12:35 p.m.**  
**CARRIED.**

**C051-22(01-25-22)**

**RESOLUTION by Reeve Bean that Council reverts the meeting back to the public as per Section 27, of FOIP at 12:53 p.m.**  
**CARRIED.**

Public Works  
Manager's Report

Public Works Manager's report was reviewed.

**C052-22(01-25-22)**

**RESOLUTION by Councillor Hansen to receive the Public Works Manager's report for information.**  
**CARRIED.**

CORPORATE  
SERVICES

Accounts Payable  
January 12, 2022-  
January 25, 2022,

A list of expenditures for Clear Hills County for the period of January 12, 2022, to January 25, 2022, is provided for Council's review.

**C053-22(01-11-22)**

**RESOLUTION by Reeve Bean that Council receives for information the Accounts Payable report for Clear Hills County for the period of January 12, 2022, to January 25, 2022, for a total of \$156,502.12.**  
**CARRIED.**

COMMUNITY  
DEVELOPMENT  
CONTINUED:

Proceed to Tender  
Fire Fighter Turnout

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Gear Council is presented with information regarding proceeding to Tender for Fire Fighter Turnout Gear.

**C054-22(01-25-22) RESOLUTION by Councillor Hansen to proceed to Tender for Fire Fighter Turnout Gear for the Hines Creek Fire Department. CARRIED.**

Proceed to Tender Mower Council is presented with information regarding proceeding to tender for the purchase of one new mower for the roadside mowing program.

**C055-22(01-25-22) RESOLUTION by Deputy Reeve Janzen to proceed to Tender for Mower for the roadside mowing program. CARRIED.**

Proceed to Tender Mower Swing Arm Council is presented with information regarding proceeding to tender for the purchase of one new replacement mower swing arm for the roadside mowing program.

**C056-22(01-25-22) RESOLUTION by Councillor Giesbrecht to proceed to Tender for a new replacement mower swing arm for the roadside mowing program. CARRIED.**

Proceed to Tender Water Pump Trailer Council is presented with information regarding proceeding to tender for the purchase of new replacement water pump trailer.

**C057-22(01-25-22) RESOLUTION by Councillor Stevenson to proceed to Tender for the purchase of new replacement water pump trailer. CARRIED.**

WRITTEN REPORTS  
MANAGERS

Chief Administrative Officer's Report

Chief Administrative Officer's report was reviewed.

**C058-22(01-25-22) RESOLUTION by Deputy Reeve Janzen to receive the Chief Administrative Officer's report for information. CARRIED.**

**C059-22(01-25-22) RESOLUTION by Reeve Bean to bring back Policy 1127 Travel & Expense policy to a future regular Council meeting, adding reimbursement for Covid Tests that are required to attend Council approved meetings, with proof of receipt. CARRIED.**

Community Development Manager's Report

nothing to report

Corporate Services Manager's Report

nothing to report

COUNCIL  
INFORMATION

Council reviewed the information provided in Council Information

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**C060-22(01-25-22)**

**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.

**C061-22(01-25-22)**

**RESOLUTION by Councillor Hansen to receive for information the January, February, and March 2022 calendars.**

Date	Meeting	Councillor
Feb 9	GGA	Walmsley
Feb 9	PAC	Janzen
Feb 2	W-REC	Ruecker
Feb 17	Council Meeting	All
Feb 12	NWSAR	Bean
Feb 16	MPTA	Bean
Feb 26	PLS	Bean
		<b>CARRIED.</b>

ADJOURNMENT

Reeve Bean adjourned the January 25, 2022 Regular Council Meeting at 1:44 p.m.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
DATE

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

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	DELEGATION- Fairview RCMP – 10:30 a.m.
File:	11-02-02

### DESCRIPTION:

Sergeant Greg Beach – Fairview RCMP Detachment Commander will be in attendance at 10:30 a.m. to give Council an update.

### BACKGROUND:

### ATTACHMENTS:

Community Letter  
Fairview Crime Stats  
Policing Report

### RECOMMENDED ACTION:

**RESOLUTION** by..... to receive the delegation from Sergeant Greg Beach – Fairview RCMP Detachment Commander for information, as presented.

Initials show support - Reviewed by:

Manager:

CAO:







February 1, 2022

Sgt Greg Beach  
Detachment Commander  
Fairview, Alberta

Hello Reeve Amber Bean,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Fairview RCMP. This report covers the October 1<sup>st</sup> to December 31<sup>st</sup>, 2021 reporting period. As part of our continued commitment to engage with the communities we serve in enhancing service delivery, this report is a key tool to address any questions or concerns you may have.

As we embark on 2022, the safety and security of Albertans remains to be the top priority for the Alberta RCMP. The inclusion of Body Worn Cameras on our front line members supports our long-standing commitment towards enhancing public safety and trust with the communities we serve by increasing the transparency of police interactions with citizens. Later this spring, a number of Body Worn Cameras will be piloted in locations across Alberta to inform the success of the provincial rollout that is aimed to follow in the 2022/23 fiscal year. Front-line officers at detachments in Grande Prairie, Parkland, St. Paul, and Gleichen will take part in the pilot. These locations were strategically chosen given their high volumes of calls and varying line speeds. This pilot will allow us to see how the system performs and make adjustments to ensure it meets our needs before the full roll-out.

We are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, you will be invited to an information session and I will be working with you to develop the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

In addition, the Joint Business Plan is being finalized collaboratively by the Alberta RCMP and the Province of Alberta. The development of this plan has taken into consideration and input from communities as reflected in the Interim Police Advisory Board (PAB) report.





While this broader plan is nearing completion and is reflective of provincial policing priorities – in the coming weeks, detachment commanders will be engaging with communities to identify and discuss local policing priorities as they develop their detachment annual performance plans.

The attached reporting along with your valued feedback and guidance will support the reinforcement of your policing priorities, and help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Sgt Greg Beach  
Detachment Commander  
Fairview, Alberta

## Community Consultations

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## Community Priorities

Priority 1	Property - Break and Enter
Current Status & Results	<p>We continue to work our communities and providing crime reduction strategies through environmental design principals.</p> <p>We continue to conduct curfew checks on our prolific property offenders that are in our detachment area. We have had opportunity to breach one offender. They had been brought before the courts and remanded. We are working with our support units to maintain a watch over other prolific property offenders that have recently moved to our area.</p> <p>We have received total support from all community councils to start up a Rural Crime group. I am currently working with the Rural Crime Watch group in Northern Sunrise County to determine the next steps.</p>
Priority 2	Traffic - Safety (motor vehicles, roads)
Current Status & Results	<p>During this reporting period Fairview RCMP Members conducted traffic investigations that resulted in 42 Traffic Violations ranging from no vehicle insurance, no vehicle registration, stunting and vehicle equipment violations. Also two roadside suspensions relating to alcohol.</p> <p>Fairview also continue to work with the Peace River Integrated Traffic Unit. During this reporting period members conducted patrols in school zones and area highways resulting in 70 Traffic Violations ranging from suspended driver's license, no vehicle insurance, no vehicle registration, stunting, vehicle equipment violations and speed.</p>
Priority 3	Community Trust and Engagement
Current Status & Results	<p>Members continue to engage our communities with daily interactions while doing active patrols. Members reached out to schools during the month of September to advise them of who the school Resources Officer is and also to gather information to update the School SAFE plans.</p> <p>Crossroads Womens Shelter and Fairview RCMP Member co-presented on the topics of Sexting and Cyber Bullying at a local high school.</p> <p>Facebook Live Community meeting has been scheduled for February 22, 2022.</p>



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2020	2021	% Change Year-over-Year	2020	2021	% Change Year-over-Year
<b>Total Criminal Code</b>	222	205	-8%	913	888	-3%
<i>Persons Crime</i>	59	36	-5%	210	217	3%
<i>Property Crime</i>	104	118	13%	539	536	-1%
<i>Other Criminal Code</i>	59	31	-47%	164	135	-18%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	7	8	14%	32	29	-9%
<i>Provincial Code Traffic</i>	227	154	-32%	881	752	-15%
<i>Other Traffic</i>	0	1	N/A	3	1	-67%
<b>CDSA Offences</b>	10	5	-50%	32	13	-59%
<b>Other Federal Acts</b>	10	5	-50%	33	18	-45%
<b>Other Provincial Acts</b>	42	50	19%	180	212	18%
<b>Municipal By-Laws</b>	4	1	-75%	12	10	-17%
<b>Motor Vehicle Collisions</b>	80	76	-5%	211	182	-14%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest







## Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	7	6	0	1
Detachment Support	2	2	0	0

<sup>2</sup> Data extracted on December 31st, 2021 and is subject to change over time.

<sup>3</sup> Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>4</sup> Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

## Comments

**Police Officers** - The 7 established officer positions are currently filled.

**Detachment Support** - We have one PSE that has gone on MAT leave. One PSE remains doing the work of two. We have hired a casual PSE to fill the vacant position.

Detachment Commander Sgt Greg Beach has been seconded as Acting Detachment Commander in High Prairie Detachment for a short period of time to support operations. Sgt Beach has returned to Fairview as the Detachment Commander.

Cpl. Fleury has been seconded to Spirit River Detachment to act as the Detachment Commander until the promotional routine identifies one.

## Quarterly Financial Drivers

During this quarter we have been able to maintain our current budget lines.



## Fairview Provincial Detachment

### Crime Statistics (Actual)

Q3: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	1	0	N/A	-100%	0.1
Robbery		0	0	0	6	0	N/A	-100%	0.6
Sexual Assaults		0	1	1	1	7	N/A	600%	1.4
Other Sexual Offences		1	3	2	1	6	500%	500%	0.8
Assault		12	14	35	31	21	75%	-32%	3.5
Kidnapping/Hostage/Abduction		1	0	0	0	0	-100%	N/A	-0.2
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		4	2	11	11	10	150%	-9%	2.1
Uttering Threats		4	8	16	8	11	175%	38%	1.4
<b>TOTAL PERSONS</b>		<b>22</b>	<b>28</b>	<b>65</b>	<b>59</b>	<b>56</b>	<b>155%</b>	<b>-5%</b>	<b>9.9</b>
Break & Enter		15	17	65	18	25	67%	39%	2.1
Theft of Motor Vehicle		6	6	23	7	11	83%	57%	1.1
Theft Over \$5,000		0	2	8	3	0	N/A	-100%	0.1
Theft Under \$5,000		14	24	49	28	23	64%	-18%	2.2
Possn Stn Goods		3	6	13	7	4	33%	-43%	0.3
Fraud		7	6	16	6	6	-14%	0%	-0.2
Arson		1	1	1	1	2	100%	100%	0.2
Mischief - Damage To Property		0	0	36	18	19	N/A	6%	5.6
Mischief - Other		18	22	26	16	28	56%	75%	1.4
<b>TOTAL PROPERTY</b>		<b>64</b>	<b>84</b>	<b>237</b>	<b>104</b>	<b>118</b>	<b>84%</b>	<b>13%</b>	<b>12.8</b>
Offensive Weapons		3	4	4	7	1	-67%	-86%	-0.1
Disturbing the peace		5	4	10	16	8	60%	-50%	1.8
Fail to Comply & Breaches		9	9	14	31	13	44%	-58%	3.0
<b>OTHER CRIMINAL CODE</b>		<b>3</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>9</b>	<b>200%</b>	<b>80%</b>	<b>1.3</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>20</b>	<b>21</b>	<b>35</b>	<b>59</b>	<b>31</b>	<b>55%</b>	<b>-47%</b>	<b>6.0</b>
<b>TOTAL CRIMINAL CODE</b>		<b>106</b>	<b>133</b>	<b>337</b>	<b>222</b>	<b>205</b>	<b>93%</b>	<b>-8%</b>	<b>28.7</b>



## Fairview Provincial Detachment Crime Statistics (Actual) Q3: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		6	3	3	3	4	-33%	33%	-0.4
Drug Enforcement - Trafficking		7	0	5	7	1	-86%	-86%	-0.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>13</b>	<b>3</b>	<b>8</b>	<b>10</b>	<b>5</b>	<b>-62%</b>	<b>-50%</b>	<b>-0.9</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	2	1	0	0	N/A	N/A	-0.2
<b>TOTAL FEDERAL</b>		<b>13</b>	<b>5</b>	<b>9</b>	<b>10</b>	<b>5</b>	<b>-62%</b>	<b>-50%</b>	<b>-1.1</b>
Liquor Act		6	1	0	0	4	-33%	N/A	-0.5
Cannabis Act		0	0	0	1	1	N/A	0%	0.3
Mental Health Act		14	5	18	14	19	36%	36%	1.9
Other Provincial Stats		29	18	23	27	26	-10%	-4%	0.3
<b>Total Provincial Stats</b>		<b>49</b>	<b>24</b>	<b>41</b>	<b>42</b>	<b>50</b>	<b>2%</b>	<b>19%</b>	<b>2.0</b>
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		2	2	1	4	1	-50%	-75%	0.0
<b>Total Municipal</b>		<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>-50%</b>	<b>-75%</b>	<b>0.0</b>
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		8	5	3	2	1	-88%	-50%	-1.7
Property Damage MVC (Reportable)		70	63	58	68	66	-6%	-3%	-0.3
Property Damage MVC (Non Reportable)		10	9	11	10	9	-10%	-10%	-0.1
<b>TOTAL MVC</b>		<b>89</b>	<b>77</b>	<b>72</b>	<b>80</b>	<b>76</b>	<b>-15%</b>	<b>-5%</b>	<b>-2.3</b>
Roadside Suspension - Alcohol (Prov)		0	0	0	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>98</b>	<b>192</b>	<b>289</b>	<b>227</b>	<b>154</b>	<b>57%</b>	<b>-32%</b>	<b>14.7</b>
<b>Other Traffic</b>		<b>6</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>-83%</b>	<b>N/A</b>	<b>-1.1</b>
<b>Criminal Code Traffic</b>		<b>11</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>-27%</b>	<b>14%</b>	<b>-0.5</b>
<b>Common Police Activities</b>									
False Alarms		20	11	9	9	6	-70%	-33%	-3.0
False/Abandoned 911 Call and 911 Act		15	30	17	19	17	13%	-11%	-0.7
Suspicious Person/Vehicle/Property		7	25	77	27	26	271%	-4%	4.0
Persons Reported Missing		2	8	5	1	5	150%	400%	-0.1
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		20	16	13	31	15	-25%	-52%	0.5
Form 10 (MHA) (Reported)		0	0	0	1	0	N/A	-100%	0.1



# Clear Hills County

## Request For Decision (RFD)

Meeting Date:	<b>Regular Council Meeting</b> February 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Management Team Activity Report</b>
File:	11-02-02

### DESCRIPTION:

Management activity report for January 25, 2022

### ATTACHMENTS:

- o Management Activity Report

### RECOMMENDED ACTION:

**RESOLUTION** by .... that the management activity report for January 25, 2022, be accepted, as presented.

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

### Activity Report for January 25, 2022

#### 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
		<b>September 28, 2021</b>		
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
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
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
		<b>December 7, 2021</b>		
C545-21	12/07/21	RESOLUTION by Reeve Bean to 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. CARRIED.	CDM	February 22 MMSA delegation
C553-21	12/07/21	RESOLUTION by Reeve Bean to award Tender 2021-23-New ½ Ton Pickup Truck to Courtesy Chrysler for the amount of \$54,743.00 excluding GST. Additional funds to be allocated from the equipment reserve. CARRIED.	PWM	In works
		<b>January 11, 2022</b>		
C018-22	01/11/22	RESOLUTION by Councillor Hansen to hire Gordon McIntosh to facilitate a Strategic Planning session, as per his submitted proposal. CARRIED.	EA	April 19, 2022
C024-22	01/11/22	RESOLUTION by Reeve Bean to direct Administration to organize a Municipal Emergency Management tabletop exercise to be held during a future Policies & Priorities Committee Meeting. CARRIED.	CDM	In the works
C026-22	01/11/22	RESOLUTION by Deputy Reeve Janzen to apply to Alberta Parks & Recreation for approval to remove understory and level sites to accommodate larger RV's at Running Lake, Stoney Lake and Sulphur Lake Parks. CARRIED.	CDM	
		<b>January 25, 2022</b>		



## Management Team

### Activity Report for January 25, 2022

#### LEGEND:

Budget Items: ██████████ Completed Items: ██████████ Items in Waiting: ██████████  
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MOTION	DATE	DESCRIPTION	DEPT	STATUS
C043-22	01/25/22	RESOLUTION by Councillor Giesbrecht to reschedule the February 22, 2022, Regular Council Meeting to Thursday, February 17, 2022. <b>CARRIED.</b>	EA	
C044-22	01/25/22	RESOLUTION by Councillor Walmsley to approve all Council to attend the virtual 13th Annual Growing the North Conference, February 22-24, 2022. <b>CARRIED.</b>	EA	Bean & Walmsley Registered
C045-22	01/25/22	RESOLUTION by Deputy Reeve Janzen to table the discussion regarding Clear Hills County Recycling until a future Regular Council Meeting. <b>CARRIED.</b>	EA	Feb 8 - RFD
C46-22	01/25/22	RESOLUTION by Reeve Bean that Clear Hills County Council is in support of hiring Jim Rennie as a consultant to oversee all the Northern Alberta Elected Leaders administration duties. <b>CARRIED.</b>	EA	Sent
C47-22	01/25/22	RESOLUTION by Councillor Hansen to approve the attendance of all Council to attend the February 11, 2022, Zone 4 meeting in Peace River, Alberta and request the following items be added to the agenda: Mental Health in Schools, Agricultural Society Financial Reporting criteria. <b>CARRIED.</b>	EA	RFD- Feb 8
C48-22	01/25/22	RESOLUTION by Councillor Ruecker to draft a letter to the Alberta & Federal Government regarding restrictions resulting in lack of essential services, and the importance of returning to business as usual. <b>CARRIED.</b>	EA	Drafted
C049-22	01/25/22	RESOLUTION by Councillor Stevenson to award Tender 2021-24- 24' Deck Over Equipment Hauler Trailer to Trailers Direct for the amount of \$12,556.00 excluding GST. <b>CARRIED.</b>	PWM	In works
C54-22	01/25/22	RESOLUTION by Councillor Hansen to proceed to Tender for Fire Fighter Turnout Gear for the Hines Creek Fire Department. <b>CARRIED.</b>	CDM	
C55-22	01/25/22	RESOLUTION by Deputy Reeve Janzen to proceed to Tender for Mower for the roadside mowing program. <b>CARRIED.</b>	CDM	
C56-22	01/25/22	RESOLUTION by Councillor Giesbrecht to proceed to Tender for a new replacement mower swing arm for the roadside mowing program. <b>CARRIED.</b>	CDM	



## Management Team

### Activity Report for January 25, 2022

#### LEGEND:

Budget Items: 
 Completed Items: 
 Items in Waiting:   
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MOTION	DATE	DESCRIPTION	DEPT	STATUS
C57-22	01/25/22	RESOLUTION by Councillor Stevenson to proceed to Tender for the purchase of new replacement water pump trailer. CARRIED.	CDM	
C59-22	01/25/22	RESOLUTION by Reeve Bean to bring back Policy 1127 Travel & Expense policy to a future regular Council meeting, adding reimbursement for Covid Tests that are required to attend Council approved meetings, with proof of receipt. CARRIED.	CSM	Feb 8 - RFD
<b>August 20, 2019</b>				
C335-19	06/25/19	RESOLUTION by Councillor Bean to approve a budget of \$21,500.00 for survey, land, and environmental work to increase the George Lake Recreation Lease boundaries and allocate the funds from the Recreation Reserve. CARRIED.	CDM	In the works
C391-19	08/13/19	RESOLUTION by Councillor Ruecker to approve the funding request from NWSAR (Northwest 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 ✓
<b>November 27, 2019</b>				
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
<b>January 7, 2020</b>				
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,	CDM	2020✓ 2021✓ 2022✓ 2023 2024





## Management Team

### Activity Report for January 25, 2022

**LEGEND:**

Budget Items: ██████████ Completed Items: ██████████ Items in Waiting: ██████████  
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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		and include the funds in the annual operating budget. <b>CARRIED.</b>		
		<b>December 3, 2020</b>		
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. <b>CARRIED.</b>	CSM	2021✓ 2022✓ 2023
		<b>April 27, 2021</b>		
C150-21	04/13/21	RESOLUTION by Reeve Bean that Council approves the draft business directory form and 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. <b>CARRIED.</b>	EA	In works
		<b>May 11, 2021</b>		
C309-21	08/10/20	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. <b>CARRIED.</b>	EA	
		<b>September 22, 2021</b>		
C338-21	09/14/21	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. <b>CARRIED.</b>	CDM	
C340-21	09/14/21	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. <b>CARRIED.</b>	CDM	
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	CDM	



## Management Team

### Activity Report for January 25, 2022

**LEGEND:**

Budget Items: 
 Completed Items: 
 Items in Waiting:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		<b>construction of a new river crossing in 2022 for \$87,190.00 included in the 2022 Operating Budget. CARRIED.</b>		
<b>C355-21</b>	<b>09/14/21</b>	<b>RESOLUTION by Councillor Frixel to include \$500,000.00 in the 2022 Operating budget for enhancements of Recreational Facilities. CARRIED.</b>	CSM/CDM	
<b>C337-21</b>	<b>09/14/21</b>	<b>RESOLUTION by Reeve Bean to approve all qualifying Continuing education applications and allocate the balance of the funds from the Rate Stabilization Reserve. CARRIED.</b>	CDM	
		<b>October 4, 2021</b>		
<b>C365-21</b>	<b>09/28/21</b>	<b>RESOLUTION by Councillor Frixel to increase the recreation operating funding's annual budget by \$100,000.00 starting in 2022. CARRIED.</b>	CDM	
		<b>October 20, 2021</b>		
<b>C387-21</b>	<b>10/12/21</b>	<b>RESOLUTION by Deputy Reeve Croy to authorize the Diamond V2018 Upgrade &amp; Year-End Updates with funds coming from the Admin Reserve. CARRIED.</b>		
		<b>November 17, 2021</b>		
<b>C263-21</b>	<b>06/08/21</b>	<b>RESOLUTION by Councillor Ruecker to award Tender 2021-16 Reconstruction Range Road 54 &amp; 60, to SOKs Enterprises Inc. for the amount of \$459,431.00 funds are budgeted in the multi-year capital plan. CARRIED.</b>	PWM	Carried over as project was not completed
<b>C446-21</b>	<b>10/26/21</b>	<b>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.</b>	CDM	In works
<b>C462-21</b>	<b>11/09/21</b>	<b>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.</b>	EA	Completed
		<b>December 17, 2021</b>		



## Management Team

### Activity Report for January 25, 2022

**LEGEND:**

Budget Items: ██████████      Completed Items: ██████████      Items in Waiting: ██████████  
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MOTION	DATE	DESCRIPTION	DEPT	STATUS
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	
C542-21	12/07/21	RESOLUTION by Councillor Hansen to reduce the Wolf Management Incentive Policy 6307 budget to \$15,000.00 for the 2022 Operating budget. CARRIED.	CDM	
		<b>January 19, 2022</b>		
C013-22	01/11/22	RESOLUTION by Deputy Reeve Janzen to increase the 2022 Hines Creek Fire Department turnout gear Operating budget from \$15,000.00 to \$30,000.00 due to the number of suits that are in need of replacement. CARRIED	CDM	
C025-22	01/11/22	RESOLUTION by Councillor Giesbrecht to establish a Parks Playground Committee comprised of Councillor Hansen, Councillor Ruecker and Councillor Walmsley and set a budgetary limit of maximum \$100,000.00 installed for each playground at the Running Lake, Stoney Lake and Sulphur Lake Parks. CARRIED.	CDM	

**ITEMS IN WAITING**

		<b>February 18, 2021</b>		
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	
		<b>November 17, 2021</b>		
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		





## Management Team

Page 7 of 7

### Activity Report for January 25, 2022

#### LEGEND:

Budget Items:  Completed Items:  Items in Waiting:   
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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		enter into a new sales agreement with the realtor.CARRIED.		
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	

# Clear Hills County

## Request For Decision (RFD)

<b>Regular Council Meeting</b>	
Meeting Date:	February 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>COUNCIL REPORTS ON MEETINGS</b>
File:	11-02-02

### DESCRIPTION:

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

### BACKGROUND / PROPOSAL:

Council members attend meetings they have been appointed to.

### ATTACHMENTS

### RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	January 25, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Clear Hills County Recycling
File:	11-02-02

**DESCRIPTION:**

Council is presented with information regarding Clear Hills County Recycling tonnage/cost.

**C045-22(01-25-22)      RESOLUTION by Deputy Reeve Janzen to table the discussion regarding Clear Hills County Recycling until a future Regular Council Meeting.      CARRIED.**

2021 Annual Recycling weight Hauled out of Clear Hills County				
	Cardboard	Mixed Paper	Tin & Plastic	Total Recycling
Tonnes (T) /Pounds (lbs)	51.285 T/113064 lbs	30.305 T/66811 lbs	21.950 T/48391 lbs	103.54 T/228,266 lbs
*Based on approximate \$58,000.00 annual cost to County				
	\$560.00/per Tonne	\$0.25/per Pound		

\* These numbers are averages based on Prairie Disposals data, they have plans on installing scales in their trucks in the near future which will be a more accurate amount.

**ATTACHMENTS:**

Recycling Costs, Transfer Stations Costs, NPRL budget figures

**RECOMMENDED ACTION:**

**RESOLUTION by.....**

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**



COST OF GARBAGE, HOUSEHOLD WASTE		
Example Item	Weight in Pounds	Cost
Small Garbage Can (3 gallon)	14.5 lbs.	\$1.60
Kitchen Garbage Can (16 gallon)	77.13 lbs.	\$8.48
Large Garbage Can (25 gallon)	120.52 lbs.	\$13.26
Outdoor Garbage Can (40 gallons)	192.83 lbs.	\$21.21
Large Curbside Pickup Canaster (48+ gallon)	241.04 + lbs.	\$26.51 +
This data is based on 2020 Transportation and Processing Costs of waste material delivered to North Peace Regional landfill.		
<b>\$235.68/per Tonne    \$0.11/per Pound</b>		

**Did you know?**

What the cost is for the County to dispose of household garbage from our Transfer Stations?

Below is an example of how much!



\$1.60

14.5 lbs



\$ 8.48

77.13 lbs



\$13.26

120.52 lbs



\$21.21

192.83 lbs



\$26.51+

241.04 lbs

Initials show support - Reviewed by:

Manager:

CAO:

*AP*

# Prairie Disposal Data

## Calculated in Kg.

Date	Cardboard	Mixed Paper	Tin & Plastic
01/04/2021	1275		
01/11/2021			1630
01/18/2021	2250		
01/25/2021		2540	
02/01/2021	2090		
02/08/2021			1880
02/15/2021	1530		
02/22/2021		2300	
03/01/2021	2010		
03/08/2021			1850
03/15/2021	2200		
03/22/2021		2340	
03/29/2021	1820		
04/05/2021			1740
04/12/2021	1960		
04/19/2021		2130	
04/26/2021	2070		
05/03/2021			930
05/10/2021	1970		
05/17/2021		3070	
05/24/2021	2060		
05/31/2021			1760
06/07/2021	2530		
06/14/2021		2530	
06/21/2021	2530		
06/28/2021			1970
07/05/2021	1690		
07/12/2021		2340	
07/19/2021	2070		
07/26/2021			1770
08/02/2021	1610		
08/09/2021		2405	
08/16/2021	1980		
08/23/2021			1750
08/30/2021	1850		
09/06/2021		3270	
09/13/2021	2440		
09/20/2021			1880
09/27/2021	1900		
10/04/2021		2150	
10/11/2021	1730		
10/18/2021			1550
10/25/2021	2180		
11/01/2021		1160	
11/08/2021	1780		

Date		Cardboard		Mixed Paper		Tin & Plastic
11/15/2021						1630
11/22/2021		2100				
11/29/2021				2430		
12/06/2021		1730				
12/13/2021						1610
12/20/2021		1930				
12/24/2021				1640		
Total KG		51285		30305		21950

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	<b>November 30, 2021</b>
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Clear Hills County Transfer Stations, Recycling Costs and Transportation Information
File:	11-02-02

### DESCRIPTION:

Council requested information regarding costs relating to the Clear Hills County Transfer Stations and recycling be brought back to today's meetings.

### BACKGROUND:

#### Clear Hills County Transfer Station Material

Material	Removal	Frequency	Cost to County	Contract date	Expiry
Transfer Station Bins	Prairie Disposal	Weekly or as needed	See attached Sheet	N/A	
Grain Bags & Twine	Clean Farms-Pilot Program-Cleardale Site	When a full load (we have not had enough yet)	No Charge Pilot Program	April 1, 2022	
Metal/Steel	Richmond Steel	As needed	They pay us \$45/ton	May 1, 2026	
Tires	Alberta Tire Recycling	As Needed	No charge to County-Tire Tax covers this	N/A	
Furniture, Electronics and Oversized material	Clear Hills County	As Needed	Most Cost cost-effective for the County	N/A	
Chemical Jugs	Clear Hills County	As Needed	Most Cost cost-effective for the County	N/A	

### ATTACHMENTS:

Transfer Stations, Recycling Costs and Transportation Information

### RECOMMENDED ACTION:

**RESOLUTION by.....**

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**





## Transportation and Processing Costs of Waste Material Delivered to NPRL

Year	Tonnage	Requisition	Transportation	Cost/Tonne	Cost/Pound
2016	1085.15	\$ 120,436.47	\$ 16,235.60	\$ 125.95	\$ 0.06
2017	1079.77	\$ 120,436.47	\$ 44,691.02	\$ 152.93	\$ 0.07
2018	1182.79	\$ 128,867.02	\$ 46,686.41	\$ 148.43	\$ 0.07
2019	1185.98	\$ 155,436.69	\$ 52,126.56	\$ 175.02	\$ 0.08
2020	1207.1	\$ 198,826.81	\$ 85,672.20	\$ 235.69	\$ 0.11
<b>Total</b>	<b>5740.79</b>	<b>\$ 724,003.46</b>	<b>\$ 245,411.79</b>		

\*Starting in 2021 Transportation costs are 100% covered by the Clear Hills County.

**Attachments:** Tonnage calculation working documents  
NPRL Budget documents for 2022

## Recycling Transportation Costs

Year	Amount per Hour	Bin Dumping Fee	Approximate Hours per load	Pick Up	Total Transportation Cost
2016	\$ 125.00	\$ 20.00	7-8 hours load	Weekly	\$ 37,785.65
2017	\$ 125.00	\$ 20.00	7-8 hours load	Weekly	\$ 19,409.63
2018	\$ 125.00	\$ 20.00	7-8 hours load	Weekly	\$ 42,289.59
2019	\$ 125.00	\$ 20.00	7-8 hours load	Weekly	\$ 58,738.75
2020	\$ 125.00	\$ 20.00	7-8 hours load	Weekly	\$ 57,278.78

Cardboard and paper is transported to either Peace River or Grande Prairie, and then to Edmonton when Tin and plastic get transported to Grande Prairie and then to Edmonton when there is a full load.

## Transfer Station Operation Cost

Year	Amount per Hour	Approximate Total Hours	Total Amount
2019	\$ 60.24	3486	\$ 210,000.00
2020	\$ 62.05	3486	\$ 216,300.00
2021	\$ 63.91	3486	\$ 222,789.00
2022	\$ 65.83	3486	\$ 229,437.00
2023	\$ 67.80	3486	\$ 236,357.00

## Cost per Hour of Additional Transfer Station Operation

Year	Operator Cost per Additional Hour	Operator Vehicle Allowance
2022	\$46.00	Winter \$100 per/day Summer \$75 per/day
2023	\$48.00	Winter \$100 per/day Summer \$75 per/day

**Attachments:** Bear Canyon Transfer Station weekly use log.  
Transfer Station manager contract rate sheet.  
Transfer Station site hours.

	2016 MDFV	TFV	CHC	VHC
total that came in for year	965.84	3007.65	896.95	196.77
Mixed loads for the year	474.58	353.87	188.2	0
total that came in for year	<b>1440.42</b>	<b>3361.52</b>	<b>1085.15</b>	<b>196.77</b>

	2017 MDFV	TFV	CHC	VHC
total that came in for year	1125.88	2839.97	945.95	135.11
Mixed loads for the year	374.5	337.91	133.82	0
total that came in for year	<b>1500.38</b>	<b>3177.88</b>	<b>1079.77</b>	<b>135.11</b>

	2018 MDFV	TFV	CHC	VHC
total that came in for year	1348.46	2888.47	1015.62	143.61
Mixed loads for the year	145.98	112.07	167.17	0
total that came in for year	<b>1494.44</b>	<b>3000.54</b>	<b>1182.79</b>	<b>143.61</b>

	2019 MDFV	TFV	CHC	VHC
total that came in for year	1280.06	4191.42	1039.67	336.46
Mixed loads for the year	157.39	63.55	146.31	0
total that came in for year	<b>1437.45</b>	<b>4254.97</b>	<b>1185.98</b>	<b>336.46</b>

	2020 MDFV	TFV	CHC	VHC
total that came in for year	976.95	3013.66	1038.13	151.97
Mixed loads for the year	220.38	85.49	168.97	0
total that came in for year	<b>1197.33</b>	<b>3099.15</b>	<b>1207.1</b>	<b>151.97</b>

Total Five Years	7070.02	16894.06	5740.79	963.92	30668.79
	0.230528	0.550855	0.187187	0.03143	
Percents	<b>23.05</b>	<b>55.09</b>	<b>18.72</b>	<b>3.14</b>	100

DESCRIPTION/TYPE

2019 Actual

2020 Actual

2021 Jan -  
Sept

2021 Estimate -  
Oct - Dec

2021 Total

2021 Budget

2022 Budget

INCOME

<b>Tipping Fees</b>									
Flourescent Lights	\$312.00	\$192.00	\$122.40		\$122.40	\$50.00	\$50.00		
Commercial	\$340,607.34	\$206,827.15	\$156,330.19	\$51,776.73	\$207,106.92	\$283,080.00	\$283,080.00		
Ridgeline	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Tipping Fees</b>	<b>\$340,919.34</b>	<b>\$207,019.15</b>	<b>\$156,452.59</b>	<b>\$51,776.73</b>	<b>\$207,229.32</b>	<b>\$283,130.00</b>	<b>\$283,130.00</b>		

Requisitions

C.C.H.	\$155,436.69	\$198,826.81	\$119,724.30		\$119,724.30	\$119,724.30	\$117,984.25		
MDFV	\$111,879.65	\$152,281.73	\$121,714.96		\$121,714.96	\$121,714.96	\$145,274.40		
TFV	\$250,751.63	\$365,251.67	\$312,420.70		\$312,420.70	\$312,420.69	\$347,208.98		
VHC	\$25,037.15	\$31,952.97	\$14,901.55		\$14,901.55	\$14,901.55	\$19,790.09		
<b>Total Requisitions</b>	<b>\$543,105.12</b>	<b>\$748,313.18</b>	<b>\$568,761.51</b>	<b>\$0.00</b>	<b>\$568,761.51</b>	<b>\$568,761.50</b>	<b>\$630,257.72</b>		

<b>Interest Income</b>	<b>\$27,044.19</b>	<b>\$11,272.45</b>	<b>\$7,334.31</b>	<b>\$2,444.77</b>	<b>\$9,779.08</b>	<b>\$15,000.00</b>	<b>\$10,000.00</b>		
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Other Income

Land Rent/Oil Lease	\$17,452.50	\$17,452.50	\$18,501.28		\$18,501.28	\$17,452.50	\$18,501.28		
Recycling	\$20,505.28	\$20,809.04	\$4,129.15	\$1,376.38	\$5,505.53	\$12,000.00	\$10,000.00		
Dividends	\$0.00	\$76.47	\$0.00		\$0.00	\$250.00	\$0.00		
Recovery	\$0.00	\$76.47	\$8,064.00		\$0.00	\$10,000.00	\$10,000.00	\$0.00	
<b>Trade In Equ.</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$245,000.00</b>	<b>\$245,000.00</b>	<b>\$0.00</b>	
Transfer fr. Equ. Reserve	\$0.00	\$0.00			\$7,769.63				
Insurance payout	\$0.00	\$10,022.88	\$7,769.63						
<b>Total Other Income</b>	<b>\$37,957.78</b>	<b>\$48,437.36</b>	<b>\$38,464.06</b>	<b>\$1,376.38</b>	<b>\$286,776.44</b>	<b>\$284,702.50</b>	<b>\$28,501.28</b>		
Gain (Loss) on Disposal of Assets	\$949,026.43	\$1,012,902.00	\$770,012.47	\$55,597.88	\$1,072,546.35	\$1,151,594.00	\$951,889.00		
<b>TOTAL INCOME</b>	<b>\$949,026.43</b>	<b>\$1,012,902.00</b>	<b>\$770,012.47</b>	<b>\$55,597.88</b>	<b>\$1,072,546.35</b>	<b>\$1,151,594.00</b>	<b>\$951,889.00</b>		

EXPENSES

Advertising	\$1,326.97	\$676.59	\$235.74	\$78.58	\$314.32	\$1,000.00	\$1,000.00		
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Automobile and Small Equipment

Registry	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Fuel/Oil/Vehicles	\$5,916.17	\$5,945.93	\$4,058.85	\$1,352.95	\$5,411.80	\$7,000.00	\$7,000.00		
Repair/Tires	\$5,010.37	\$1,670.53	\$1,213.13	\$404.38	\$1,617.51	\$2,500.00	\$2,500.00		
<b>Total Automobile</b>	<b>\$10,926.54</b>	<b>\$7,696.46</b>	<b>\$5,271.98</b>	<b>\$1,757.33</b>	<b>\$7,029.31</b>	<b>\$9,500.00</b>	<b>\$9,500.00</b>		

DESCRIPTION/TYPE	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Estimate - Oct - Dec	2021 Total	2021 Budget	2022 Budget
<b>Bank and Interest Fees</b>							
Services Charges	\$787.50	\$1,023.77	\$813.15	\$271.05	\$1,084.20	\$1,200.00	\$1,300.00
<b>Total Bank and Interest Fees</b>	<b>\$787.50</b>	<b>\$1,023.77</b>	<b>\$813.15</b>	<b>\$271.05</b>	<b>\$1,084.20</b>	<b>\$1,200.00</b>	<b>\$1,300.00</b>
<b>Land Taxes</b>							
	\$578.20	\$673.23	\$671.83	\$0.00	\$671.83	\$700.00	\$700.00
<b>Building Maintenance</b>							
Safety Supplies/Courses	\$2,762.77	\$2,686.67	\$1,030.18	\$343.39	\$1,373.57	\$2,000.00	\$2,000.00
Shop Repairs	\$92.00	\$520.00	\$150.00	\$50.00	\$200.00	\$1,000.00	\$1,000.00
Shop Supplies	\$1,299.29	\$2,501.48	\$1,393.87	\$464.62	\$1,858.49	\$3,000.00	\$3,000.00
Scale Maintenance	\$3,400.12	\$2,311.71	\$1,412.54	\$470.85	\$1,883.39	\$3,800.00	\$3,800.00
Scale House	\$740.39	\$1,055.07	\$260.47	\$86.82	\$347.29	\$1,000.00	\$1,000.00
Small Tools	\$968.47	\$4,035.75	\$349.99	\$116.66	\$466.65	\$1,000.00	\$1,000.00
<b>Total Building Maintenance</b>	<b>\$9,263.04</b>	<b>\$13,110.68</b>	<b>\$4,597.05</b>	<b>\$1,532.35</b>	<b>\$6,129.40</b>	<b>\$11,800.00</b>	<b>\$11,800.00</b>
<b>Commission Expense</b>							
Honorarium	\$600.00	\$225.00	\$375.00	\$125.00	\$500.00	\$800.00	\$800.00
Meeting Costs	\$117.60	\$42.46	\$96.65	\$32.22	\$128.87	\$300.00	\$300.00
Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
Meals	\$629.61	\$11.58	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00
<b>Total Commission Expense</b>	<b>\$1,347.21</b>	<b>\$279.04</b>	<b>\$471.65</b>	<b>\$157.22</b>	<b>\$628.87</b>	<b>\$1,800.00</b>	<b>\$1,800.00</b>
<b>Insurance</b>							
Liability	\$12,497.00	\$12,870.42	\$0.00	\$0.00	\$0.00	\$14,000.00	\$14,000.00
Insurance - Volunteer	\$331.00	\$331.00	\$0.00	\$0.00	\$0.00	\$331.00	\$331.00
Legal Expense Insurance	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
Property/Equipment	\$3,126.00	\$3,206.61	-\$64.61		-\$64.61	\$3,126.00	\$3,126.00
Membership	\$989.64	\$580.85	\$843.20		\$843.20	\$1,100.00	\$1,100.00
Auto Insurance	\$2,871.00	\$2,640.11	\$0.00		\$0.00	\$2,145.00	\$2,145.00
<b>Total Insurance</b>	<b>\$20,014.64</b>	<b>\$19,828.99</b>	<b>\$778.59</b>	<b>\$0.00</b>	<b>\$778.59</b>	<b>\$20,902.00</b>	<b>\$20,902.00</b>
<b>Office</b>							
Administration	\$570.75	\$676.49	\$0.75	\$0.25	\$1.00	\$300.00	\$100.00
Cleaning/Misc. Supplies	\$1,027.44	\$1,199.67	\$590.20	\$196.73	\$786.93	\$1,100.00	\$1,100.00
Office Supplies	\$2,832.23	\$2,144.68	\$2,203.01	\$734.34	\$2,937.35	\$3,150.00	\$4,000.00
Postage	\$360.00	\$414.22	\$184.00	\$61.33	\$245.33	\$400.00	\$400.00
Printing & Publications	\$41.62	\$218.44	\$0.00	\$0.00	\$0.00	\$105.00	\$105.00
<b>Total Office</b>	<b>\$4,832.04</b>	<b>\$4,653.50</b>	<b>\$2,977.96</b>	<b>\$992.65</b>	<b>\$3,970.61</b>	<b>\$5,055.00</b>	<b>\$5,705.00</b>

DESCRIPTION/TYPE	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Estimate - Oct - Dec	2021 Total	2021 Budget	2022 Budget
<b>Professional Fees</b>							
Audit	\$8,250.00	\$8,550.00	\$8,600.00	\$0.00	\$8,600.00	\$8,550.00	\$9,000.00
Consulting Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Legal	\$306.78	\$309.15	\$300.00	\$0.00	\$300.00	\$2,500.00	\$2,500.00
Audit every 4 years budget	\$1,325.00	\$5,511.25	\$1,400.00	\$0.00	\$1,400.00	\$1,400.00	\$1,400.00
<b>Total Professional Fees</b>	<b>\$9,881.78</b>	<b>\$14,370.40</b>	<b>\$10,300.00</b>	<b>\$0.00</b>	<b>\$10,300.00</b>	<b>\$12,950.00</b>	<b>\$13,400.00</b>

<b>Payroll</b>							
<b>Benefits</b>							
Pension Plan (Lapp)	\$31,460.90	\$28,877.29	\$23,612.27	\$7,870.76	\$31,483.03	\$35,000.00	\$35,000.00
Salaries	\$86,661.60	\$88,394.88	\$66,296.16	\$22,098.72	\$88,394.88	\$86,662.00	\$90,735.00
Staff Training	\$1,743.09	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100.00	\$2,200.00
Wages	\$231,580.51	\$232,177.43	\$177,100.53	\$59,033.51	\$236,134.04	\$220,000.00	\$250,000.00
Contract Wages	\$513.00	\$1,122.50	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00
CPP	\$14,646.44	\$15,070.13	\$11,475.11	\$3,825.04	\$15,300.15	\$16,000.00	\$16,100.00
WCB	\$8,189.62	\$9,598.36	\$2,503.53	\$2,228.70	\$4,732.23	\$10,000.00	\$10,000.00
EI	\$5,747.71	\$5,629.21	\$4,778.58	\$1,592.86	\$6,371.44	\$8,000.00	\$8,000.00
Life Ins./Health Dental Jubilee	\$19,969.24	\$23,918.45	\$17,993.56	\$5,997.85	\$23,991.41	\$22,000.00	\$25,180.00
<b>Total Payroll</b>	<b>\$400,512.11</b>	<b>\$404,788.25</b>	<b>\$303,759.74</b>	<b>\$102,647.44</b>	<b>\$406,407.18</b>	<b>\$400,362.00</b>	<b>\$437,815.00</b>

<b>Telephone and Utilities</b>							
Cell	\$738.68	\$792.42	\$550.29	\$183.43	\$733.72	\$800.00	\$800.00
Internet	\$599.40	\$599.40	\$449.55	\$149.85	\$599.40	\$700.00	\$700.00
Office	\$4,027.92	\$4,992.27	\$3,023.93	\$1,007.98	\$4,031.91	\$4,600.00	\$4,600.00
Electricity	\$5,247.16	\$5,023.57	\$4,455.21	\$1,485.07	\$5,940.28	\$5,500.00	\$5,500.00
Gas	\$2,432.67	\$3,439.37	\$2,022.75	\$674.25	\$2,697.00	\$3,000.00	\$3,000.00
Water	\$191.50	\$225.41	\$160.60	\$53.53	\$214.13	\$300.00	\$300.00
WEB Site	\$1,128.00	\$277.52	\$2,042.00	\$680.67	\$2,722.67	\$1,200.00	\$1,500.00
Sewer	\$300.00	\$340.00	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00
<b>Total Telephone and Utilities</b>	<b>\$14,665.33</b>	<b>\$15,689.96</b>	<b>\$12,704.33</b>	<b>\$4,234.78</b>	<b>\$16,939.11</b>	<b>\$16,850.00</b>	<b>\$17,150.00</b>

<b>Travel</b>							
Hotel	\$1,202.87	\$829.72	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
Meals	\$119.27	\$138.69	\$16.00	\$8.00	\$24.00	\$700.00	\$700.00
Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
Courses/Conferences	\$3,014.98	\$2,509.75	\$125.00	\$41.67	\$166.67	\$2,500.00	\$2,500.00
<b>Total Travel</b>	<b>\$4,337.12</b>	<b>\$3,478.16</b>	<b>\$141.00</b>	<b>\$49.67</b>	<b>\$190.67</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>



DESCRIPTION/TYPE	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Estimate - Oct - Dec	2021 Total	2021 Budget	2022 Budget
<b>Landfill Maintenance</b>							
Surface Water Testing	\$700.50	\$1,074.85	\$895.70		\$895.70	\$800.00	\$1,500.00
Groundwater	\$37,301.75	\$32,113.17	\$19,172.63	\$6,390.88	\$25,563.51	\$38,000.00	\$38,000.00
Leachate Testing	\$724.00	\$409.55	\$732.70		\$732.70	\$800.00	\$1,100.00
Leachate Management	\$4,859.93	\$21,099.89	\$3,107.11	\$1,553.56	\$4,660.67	\$4,725.00	\$4,725.00
Industrial Leachate	\$65,109.54	\$52,813.00	\$31,477.57	\$10,492.52	\$41,970.09	\$70,000.00	\$70,000.00
New Cell Construction Reserve	\$50,000.00	\$57,000.00	\$57,000.00	\$0.00	\$57,000.00	\$57,000.00	\$57,000.00
Post Closure Reserve	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00
Total Landfill Maintenance	\$158,695.72	\$214,510.46	\$162,385.71	\$18,436.96	\$180,822.67	\$221,325.00	\$222,325.00
<b>Landfill Site Maintenance</b>							
Recycling Bins	\$2,600.00	\$2,720.00	\$1,980.00	\$660.00	\$2,640.00	\$2,600.00	\$2,800.00
Bin Rental	\$1,935.00	\$2,212.56	\$1,755.02	\$585.01	\$2,340.03	\$2,100.00	\$2,300.00
Equipment Rental	\$750.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00
Security	\$840.06	\$7,277.41	\$69.99	\$23.33	\$93.32	\$1,000.00	\$1,000.00
Hazardous Materials Roundup	\$6,667.12	\$7,301.86	\$3,948.56	\$1,316.19	\$5,264.75	\$8,000.00	\$8,000.00
Signs	\$160.00	\$29.98	\$25.00	\$8.33	\$33.33	\$300.00	\$300.00
Grass & Weed Control	\$9.29	\$0.00	\$1,050.00	\$350.00	\$1,400.00	\$1,000.00	\$1,600.00
Road Maintenance	\$0.00	\$1,940.00	\$519.05	\$173.02	\$692.07	\$1,000.00	\$1,500.00
Clean Up	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
Freon Removal	\$187.52	\$0.00	\$931.89	\$310.63	\$1,242.52	\$500.00	\$1,000.00
Flourescent Tubes processing	\$0.00	\$45.60	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Survey	\$0.00	\$1,165.60	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
Gravel For Site	\$396.23	\$2,603.04	\$304.69	\$101.56	\$406.25	\$1,500.00	\$1,500.00
Small Equipment repair	\$961.68	\$129.26	\$136.33	\$45.44	\$181.77	\$1,500.00	\$1,500.00
Total Maintenance	\$14,506.90	\$26,625.31	\$10,720.53	\$3,573.51	\$14,294.04	\$26,500.00	\$28,500.00

DESCRIPTION/TYPE      2019 Actual      2020 Actual      2021 Jan - Sept      2021 Estimate - Oct - Dec      2021 Total      2021 Budget      2022 Budget

<b>Equipment Expense</b>							
Fuel & Oil	\$23,957.16	\$28,050.25	\$33,984.14	\$11,328.05	\$45,312.19	\$27,000.00	\$50,042.00
Repairs - Loader	\$4,027.44	\$2,421.79	\$98.58	\$32.86	\$131.44	\$2,500.00	\$2,500.00
Repairs - Compactor	\$4,151.15	\$1,594.09	\$5,353.28	\$1,784.43	\$7,137.71	\$3,000.00	\$10,000.00
Tire Repair	\$5,053.54	\$5,643.64	\$446.15	\$148.72	\$594.87	\$6,000.00	\$6,000.00
Repairs - Gravel Truck	\$3,626.80	\$2,051.52	\$207.12	\$69.04	\$276.16	\$3,000.00	\$3,000.00
Repairs - Tractor	\$139.12	\$597.05	\$1,017.60	\$339.20	\$1,356.80	\$500.00	\$2,000.00
Repairs - Mower	\$2,549.40	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00
Repair Cat	\$447.29	\$14,859.15	\$4,616.73	\$1,538.91	\$6,155.64	\$2,500.00	\$10,000.00
Equipment replacement (AM) Reserve	\$0.00	\$0.00	\$125,000.00		\$125,000.00	\$125,000.00	\$89,000.00
Equipment Purchase (Loader)	\$0.00	\$0.00	\$220,000.00		\$220,000.00	\$220,000.00	
Equipment Purchase (water pump/hose)	\$0.00	\$0.00	\$23,311.00		\$23,311.00	\$25,000.00	
<b>Total Equipment Expense</b>	<b>\$43,951.90</b>	<b>\$55,217.49</b>	<b>\$414,034.60</b>	<b>\$15,241.20</b>	<b>\$429,275.80</b>	<b>\$415,250.00</b>	<b>\$173,292.00</b>

<b>Uncategorized Expenses</b>							
Boots & Extra Allowance	\$0.00	\$239.99	\$79.99	\$26.66	\$106.65	\$500.00	\$500.00
Fires (Water Truck)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Shipping	\$431.17	\$432.81	\$2,052.67	\$684.22	\$2,736.89	\$200.00	\$500.00
Uncategorized Expenses - Other	\$35.00	\$669.36	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
<b>Total Uncategorized Expenses</b>	<b>\$466.17</b>	<b>\$1,342.16</b>	<b>\$2,132.66</b>	<b>\$684.22</b>	<b>\$2,736.89</b>	<b>\$1,400.00</b>	<b>\$1,700.00</b>
<b>Reclamation Accrual</b>							
Amortization		\$223,097.63					
<b>Total Expenses</b>	<b>\$696,093.17</b>	<b>\$1,008,062.08</b>	<b>\$931,996.52</b>	<b>\$149,656.95</b>	<b>\$1,081,573.48</b>	<b>\$1,151,594.00</b>	<b>\$951,889.00</b>
<b>NET INCOME/(LOSS)</b>	<b>\$252,933.26</b>	<b>\$4,839.92</b>	<b>-\$161,984.05</b>	<b>-\$94,059.06</b>	<b>-\$9,027.12</b>	<b>\$0.00</b>	<b>\$0.00</b>

630257.72 18.72%  
630257.72 23.05%  
630257.72 55.09%  
630257.72 3.14%



<b>Bear Canyon Transfer Station</b> <b>Weekly Log</b>	
<b>Date</b>	<b>Number of loads delieverd</b>
January 4, 2021	20
January 11, 2021	10
January 18, 2021	11
January 25, 2021	15
February 1, 2021	11
February 8, 2021	8
February 15, 2021	15
February 22, 2021	22
March 1, 2021	8
March 8, 2021	9
March 15, 2021	10
March 22, 2021	17
March 29, 2021	14
April 5, 2021	12
April 12, 2021	19
April 19, 2021	14
April 26, 2021	20
May 3, 2021	27
May 10, 2021	15
May 17, 2021	20
May 24, 2021	14
May 31, 2021	28
June 7, 2021	20
June 14, 2021	22
June 21, 2021	23
June 28, 2021	12
July 5, 2021	15
July 12, 2021	14
July 19, 2021	24
July 26, 2021	14
August 2, 2021	21
August 9, 2021	16
August 16, 2021	23
August 23, 2021	17
August 30, 2021	17
September 6, 2021	19
September 13, 2021	22
September 20, 2021	20
September 27, 2021	15
October 4, 2021	14
October 11, 2021	12
October 18, 2021	14
October 25, 2021	25
<b>Total number of loads delivered</b>	<b>718</b>
<b>Average per week</b>	<b>16.7</b>

## 6.0 Proposal Form

Bidders Name: Rick Carleton  
Company Name: \_\_\_\_\_  
Operator Name: Rick Carleton  
Address: Box 411 Worsley, AB T0H 3W0  
Telephone: 780-834-6477 Fax: N/A  
Cell Number: As above Email: rickcarleton@hotmail.com  
Insurance Company: \_\_\_\_\_  
Insurance Policy #: \_\_\_\_\_  
Insurance Policy Expiry: \_\_\_\_\_  
WCB #: \_\_\_\_\_  
GST #: 82027 4546 RT0001

I/we understand that the complete Contract Provisions attached hereto form part of this agreement, for a contracted price of:

**January 1, 2019 – December 31, 2019**

Price: \$210,000 (\$60.24/Hr.) plus GST

AND a rate of \$40.00 per hour for additional hours of operation and will include use of all equipment currently available for this Contract under the General Terms and Conditions.

**January 1, 2020 – December 31, 2020**

Price: \$216,300 (\$62.05/Hr.) plus GST

AND a rate of \$42.00 per hour for additional hours of operation and will include use of all equipment currently available for this Contract under the General Terms and Conditions.

**January 1, 2021 – December 31, 2021**

Price: \$222,789 (\$63.91/Hr.) plus GST

AND a rate of \$44.00 per hour for additional hours of operation and will include use of all equipment currently available for this Contract under the General Terms and Conditions.

January 1, 2022 – December 31, 2022

Price: \$229,473 (\$65.83/Hr.) plus GST

AND a rate of \$46.00 per hour for additional hours of operation and will include use of all equipment currently available for this Contract under the General Terms and Conditions.

January 1, 2023 – December 31, 2023

Price: \$236,357 (\$67.80/Hr.) plus GST

AND a rate of \$48.00 per hour for additional hours of operation and will include use of all equipment currently available for this Contract under the General Terms and Conditions.

Rick Carleton

Signature of Owner

Rick Carleton

Printed Name of Owner

March 6<sup>th</sup>, 2018

Date

V. Nikolushyn

Signature of Witness

Valerie Nikolushyn

Printed Name of Witness

Mar 6<sup>th</sup>, 2018

Date

### County Transfer Site Hours—October 1st—April 30

All Transfer Sites are closed on Sunday

Transfer Site	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Bear Canyon	10:00 am-5:00 pm	closed	closed	closed	closed	closed
Clear Prairie	closed	closed	closed	1:00 pm -5:00 pm	closed	closed
Cleardale	closed	closed	closed	closed	closed	10:00 am-5:00 pm
David Thompson	closed	closed	closed	closed	10:00 am-5:00 pm	closed
Eureka River	closed	closed	10:00 am- 5:00 pm	closed	closed	closed
Hines Creek	closed	closed	closed	closed	closed	10:00 am- 5:00 pm
Royce	closed	closed	closed	10:00 am-5:00 pm	closed	closed
Whitelaw	closed	closed	closed	closed	closed	10:00 am-5:00 pm
Worsley	closed	closed	closed	closed	10:00 am 5:00 pm	closed

### County Transfer Site Hours—May 1st to September 30th

All Transfer Sites are closed on Sunday

Transfer Site	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Bear Canyon	12:00 pm 8:00 pm	closed	closed	closed	closed	closed
Clear Prairie	closed	closed	closed	4:00 pm -8:00 pm	closed	closed
Cleardale	closed	11:00 am 3:00 pm	closed	closed	closed	12:00 pm 8:00 pm
David Thompson	closed	closed	closed	closed	12:00 pm 8:00 pm	closed
Eureka River	closed	closed	12:00 pm - 8:00 pm	closed	closed	closed
Hines Creek	closed	closed	closed	closed	closed	8:00 am 5:00 pm
Royce	closed	closed	closed	12:00 pm - 8:00 pm	closed	closed
Whitelaw	closed	closed	closed	closed	closed	12:00 pm 8:00 pm
Worsley	closed	4:00 pm- 8:00 pm	closed	closed	12:00 pm 8:00 pm	closed

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Regional Data Acquisition and Asset Management Project
File:	11-02-02

### DESCRIPTION:

Council is presented with information regarding FCM - Asset Management Grant Application.

### BACKGROUND:

### ATTACHMENTS:

Letter of Commitment for application

### RECOMMENDED ACTION:

**RESOLUTION** by..... that Clear Hills County Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Regional Data Acquisition and Asset Management Project. And commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program

1. Field acquisition of asset data (including but not limited to: roads, bridges, stormwater lines, culverts, and signage);
2. Implement Asset Management Software; and
3. Training in proper use of software

Initials show support - Reviewed by:      Manager:

CAO:



January 13, 2022

Municipal Asset Management Program  
Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa, Ontario K1N 5P3

**Re: Letter of Commitment for MAMP Application: Regional Asset Acquisition and Data Management –  
Town of Rainbow Lake, Town of Grimshaw, Town of High Prairie, Town of Manning, Village of  
Berwyn, Village of Nampa, Clear Hills County and Municipal District of Fairview No. 136.**

Dear Sir/Madam,

This letter is to confirm that we are a group of municipalities applying for funding through the Municipal Asset Management Program to advance asset management practices related to the proposed collaborative project: Regional Asset Acquisition and Data Management

Working with our regional neighbors and the Mackenzie Municipal Services Agency will ensure a uniform system of asset management. This provides us direct access to local GIS technical expertise that we can not afford on an individual municipal basis. Since our asset data will be comparable with respect to acquisition and life cycle analysis, this project will allow us to pursue joint replacement/procurement options in the future.

All participating municipalities are listed herein and, in signing this letter, we agree to collaborate on the project mentioned above, and we recognize that this project will benefit residents in our communities.

Yours sincerely,

Signature: 

Municipality: Clear Hills County

Name: Mr. Allan Rowe

Title: Chief Administrative Officer



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Zone 4 meeting – Resolution
File:	11-02-02

### DESCRIPTION:

Council is presented with a draft resolution to take to the February 11, 2022 Zone 4 meeting.

### BACKGROUND:

### ATTACHMENTS:

Mental Health in Schools – Resolution

### RECOMMENDED ACTION:

**RESOLUTION by.....**

**Initials show support -** Reviewed by:

**Manager:**

**CAO:**



**WHEREAS** the Government of Alberta enforce the importance of Alberta School Boards, ensuring that all schools are staffed with qualified personnel as per the current FOIP Guide to Providing Counselling Services in School Jurisdictions, to provide counselling to students' and put their mental health as a high priority.

**THEREFORE, BE IT RESOLVED** that the Rural Municipalities of Alberta (RMA) request that the Government of Alberta enforce the importance of Alberta School Boards, ensuring that all schools are staffed with qualified personnel as per the current FOIP Guide to Providing Counselling Services in School Jurisdictions, to provide counselling to students' and put their mental health as a high priority.

#### **Member Background**

We live in a world where there are so many challenges and elements that our youth must deal with daily. The mental health on an adult is challenged every second now imagine what and how our youth deals with!

We need to ensure that our youth has access to resources when they need it and not have to wait months to get the help they need to cope and deal with the pressures they may be facing.

Current research clearly identifies the importance of mental health to learning, as well as to students' social and emotional development. Students who experience positive mental health are resilient and better able to learn, achieve success and build healthy relationships. Given the important relationship between positive mental health and academic success, schools have an important role in nurturing students' positive mental health and well-being.

#### **RMA Background**

**RMA will provide after resolution is endorsed at district level.**

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Discharging of Firearms
File:	11-02-02

### DESCRIPTION:

Council requested a discussion regarding discharging of firearms concern that was addressed in Council in June, 2021.

### BACKGROUND:

### ATTACHMENTS:

June 8, 2021, RFD – Discharging of Firearms

### RECOMMENDED ACTION:

**RESOLUTION** by..... to receive the discussion regarding discharging of firearms for information, as presented.

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

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 8, 2021
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Discharging of Firearms
File:	11-02-02

### DESCRIPTION:

Council is presented with a concern from a resident, regarding neighboring landowners discharging firearms close to his business/home located at SE-13-83-4-W6M and causing stress and safety issues.

The resident is requesting Council consider implementing a Bylaw to restrict the discharge of firearms.

### General Regulations

1. discharge a **weapon** within 183 m (200 yards) or cause a projectile from a **weapon** to pass within 183 m (200 yards) of any occupied building. Owners, occupants, or persons authorized by the owner or occupant are excepted, subject to local bylaws.
2. discharge a firearm from or cause a projectile from a firearm to pass along or across:
  - a) a provincial highway (this designation applies to all former primary and secondary highways),
  - b) a road that is paved, oiled, graded or regularly maintained, unless
    - the road is held under any active disposition under the *Public Lands Act* or under an order under the *Surface Rights Act*, or
    - the person is hunting game birds with a shotgun under the authority of a licence.

**Note:** if there is no identifiable ditch or fence to mark the outside edge of the roadway, then the roadway extends 20 feet from the edge of the traveled portion.

### ATTACHMENTS:

- Letter from landowner/business owner
- Map
- Sample Municipal noise & discharge of firearm within municipal boundaries

### RECOMMENDED ACTION:

**RESOLUTION by.....**

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**



<b>Municipality</b>	<b>Bylaw Type</b>	<b>Information</b>
<b>Clearwater County</b>	Noise	<p>3.1 Except to the extent that is allowed by this By-law, no person shall make, shall continue, shall cause, or shall allow on lands owned by him or under his control, any loud noise, unnecessary noise, or unusual noise whatsoever which either annoys, disturbs, injures, endangers, or detracts from the comfort, repose, health, peace, or safety of other persons.</p> <p>3.2 Determination of what constitutes the terms "loud noise", "unnecessary noise", "unusual noise", or "noise which annoys, disturbs, injures, or endangers or detracts the comfort, repose, health, peace or safety of other persons" is a question of fact to be found by a Court which hears a prosecution of an offence against this By-law.</p>
<b>Rockyview</b>	Noise	Noise: means any unwanted sound that is of such volume or nature that it is likely to disturb the inhabitants that is clearly audible at a point of reception.
<b>Wetaskiwin No. 10</b>	Discharge and use of Firearms	<p>No person shall use of discharge a firearm or weapon.</p> <ul style="list-style-type: none"> <li>• In Specified areas within Municipal Boundaries. i.e., hamlets, County land; subdivisions, areas not Agricultural General district</li> <li>• 183 meters of any occupied building</li> </ul>
<b>Parkland County</b>	Discharge and use of Firearms	<p>No person shall use of discharge a firearm or weapon.</p> <p>Parks</p> <p>List of Specified areas</p> <p>Multi-parcel residential subdivisions</p> <p>County zoned county zoned Country Residential Hamlets</p>
<b>Springwater</b>	Discharge and use of Firearms	<p><b>GENERAL PROHIBITIONS</b></p> <p>2.1 No person shall discharge or permit the discharge of a firearm within the Township except in accordance with the provisions of this by-law.</p> <p>2.2 No person shall discharge a firearm, upon any lands within the Township without the written authorization of the owner or occupier of such lands.</p> <p>2.3 No person shall possess a loaded firearm upon any highway, municipal road allowance or park within the Township.</p> <p>2.4 No person shall discharge a firearm upon any lands that is less than four (4) hectares (9.88 acres) in size within the Township.</p> <p>2.5 No person shall discharge a firearm within three hundred (300) metres of the boundary of public property.</p> <p>2.6 No person shall discharge a firearm at any time on Sunday.</p> <p>2.7 Notwithstanding Section 2.6, a person may discharge a bow, crossbow, or air gun that is not audible from the limits of the boundaries of the lands on which the bow, crossbow or air gun is being discharged.</p> <p>2.8 No person shall discharge a firearm during the period from half an hour after sunset to half an hour before sunrise Monday through Saturday, inclusive, within the Township.</p> <p>2.9 No person shall discharge a firearm on any lands to cause a shot, bullet, bolt, arrow, or projectile, as the case may be to pass over:</p> <p>a) A highway, municipal road allowance, public trail, or public property;</p> <p>b) Abutting lands unless the abutting lands may be used for the discharge of a firearm in accordance with the provisions of this by-law and the written consent of the owner or occupier of the abutting lands has been obtained within one year prior to the date on which the firearm was discharged.</p>



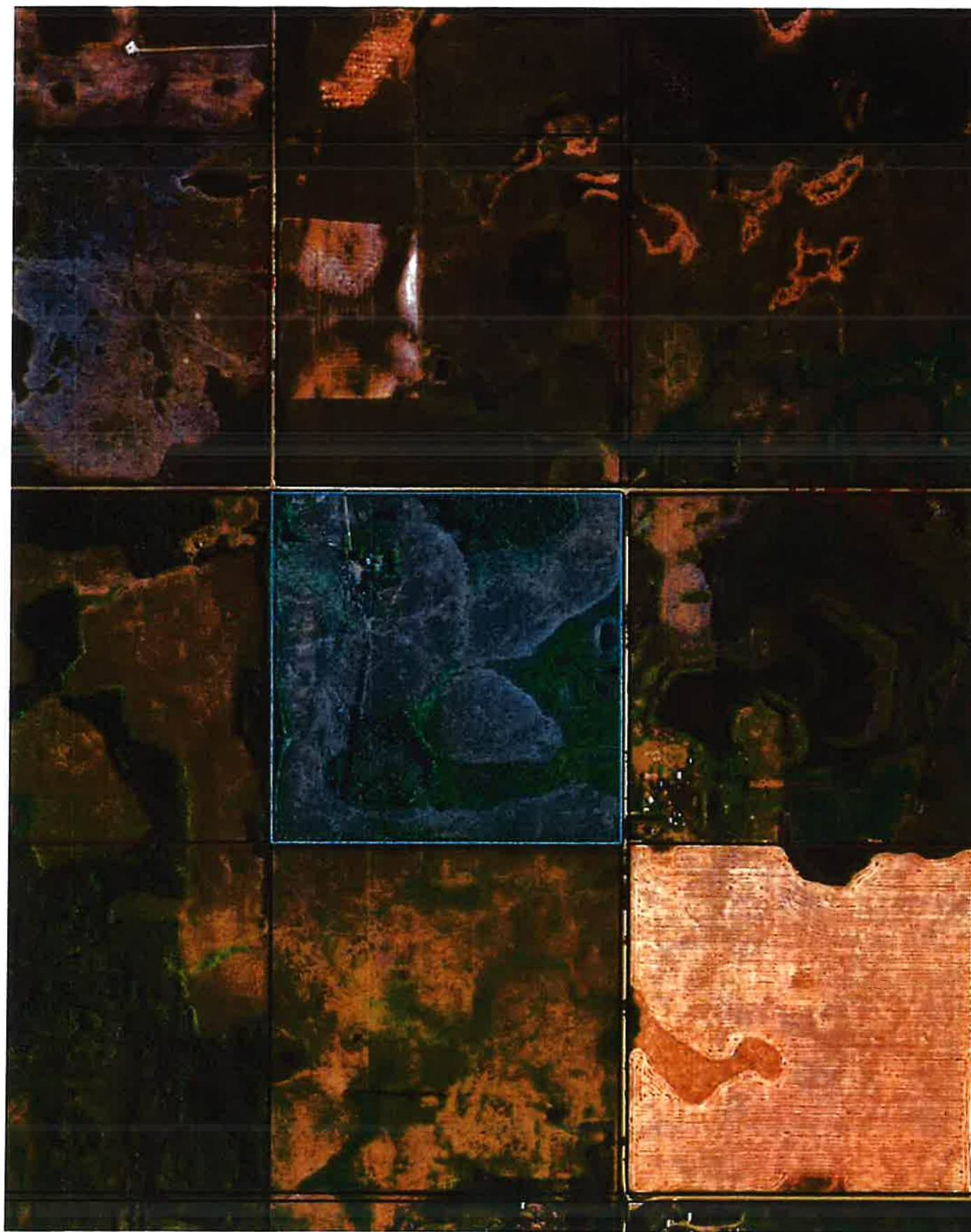
## Audrey Bjorklund

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**From:** Allan Rowe  
**Sent:** May 31, 2021 1:06 PM  
**To:** Audrey Bjorklund  
**Subject:** FW: My name is Harvey Kosheiff . I am writing to you because i need help.

**From:** Horse Trekking Adventures <lkosheiff@gmail.com>  
**Sent:** May 31, 2021 1:01 PM  
**To:** Allan Rowe <Allan@clearhillscounty.ab.ca>  
**Subject:** My name is Harvey Kosheiff . I am writing to you because i need help.

I have a small tourism business called Horse Trekking Adventures. We operate and reside within clear hills county. A bit about us. We provide the hoses and equipment to do horse trail riding. Most of the people who we serve are considered tourists. Meaning that they do not live within the county itself. Almost all of the people who come here are here to enjoy themselves. They want to have an experience that is outside their comfort zone. But they want to experience this in a safe controlled environment. We can provide this. Our horses are excellent and the riding environment we provide is comfortable. Most of the people who come here for this experience have never rode horses before and they are nervous. Our problem and the problem that we need help addressing is the people on the neighboring property to ours. They insist on shooting guns for target practice. I am not against guns or target shooting. But nervous riders who are riding horses for the first time are not able to control themselves or the horses when guns start going off. The end result is that people fall off or get bucked off. I have insurance for this sort of thing but if my insurance provider finds out that there is a gun range next door they may decide to terminate my policy or deny my claim. Which will then fall on me to settle. I have talked with the local police. Their hands are tied, the land owner is allowed to enjoy his property anyway he chooses as long as they are within the confines of the law. The police cannot stop them. The only way that the police can help me is if there is a local bylaw. If the clear hills county counselors do not address this issue then this will continue to escalate. If you do not restrict the gun shooter land owners and put some bylaws in place. You will effectively turn the county into a lawless wild west. The adjacent property owners will have no options but to take the matter into their own hands. You will have to rename the county from ( Clearly an area of opportunity ) to clearly there is no opportunity for small businesses here. The people who come here are mostly urban and they don't understand why people are allowed to roam freely and shoot at will with no recourse. Allowing the shooting to continue unchecked and unencumbered will certainly put a strain on my business. I believe that if something isn't done and very soon I will either be sued or my clientele will slowly dwindle away. By not taking any action you are allowing the gun shooters to thrive. Right now there are 2 different parties who have their private shooting ranges within a half mile of my house and business. Neither of these land owners reside in this county. They use these properties as vacation spots. I would appreciate your immediate attention to this matter. If you require any additional information I would be pleased to cooperate with you.





## **CLEAR HILLS COUNTY**

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June 10, 2021.

File 11-02-02

Mr. Harvey Kosheiff  
Horse Trekking Adventures

Dear Mr. Kosheiff,

Thank you for your email we received May 31, 2021, regarding concerns of firearm discharging near your home/business.

Your concern was brought to the June 8, 2021, Regular Council meeting for Council's discussion, after careful deliberation on this matter Council received the discussion for information, and no action will be taken at this time.

If you have any further questions or concerns, feel free to contact CAO, Allan Rowe, at the County office at 780-685-3925.

Yours truly,

Allan Rowe,  
CAO

AR/bm

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 08, 2022
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Finance – Accounts Payable
File:	12-03-02

### DESCRIPTION:

A list of expenditures for Clear Hills County for the period of January 26, 2022 to February 8, 2022 is provided for Council's review.

### BACKGROUND / PROPOSAL:

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

**RESOLUTION** by... that Council receives for information the Accounts Payable report for Clear Hills County for the period of January 26, 2022 to February 8, 2022 for a total of \$182,920.38.

Initials show support - Reviewed by:

Manager:

CAO:

System: 2/01/22 1:46:50 PM  
User Date: 2/01/22

Clear Hills County  
CHEQUE DISTRIBUTION REPORT  
Payables Management

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Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	First
Cheque Date	1/26/22	2/08/22		Last

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
795496 ALBERTA LTD. O/A HAYWAR	025806	2/08/22	\$350.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	74999-012622	\$350.00	
BJORNSON KAYLA	025807	2/08/22	\$84.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	KB02-020822	\$84.00	
BLUE WAVE ENERGY	025808	2/08/22	\$126.00
Invoice Description	Invoice Number	Invoice Amount	
Annual Tank Rent	00203784833733	\$126.00	
BOSCHWICK CONTRACTING	025809	2/08/22	\$35,749.39
Invoice Description	Invoice Number	Invoice Amount	
Bear Canyon GB09	485	\$17,690.42	
Worsley GB01	486	\$18,058.97	
BRAUER ERNIE	025810	2/08/22	\$1,206.25
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	EB01-020822	\$1,206.25	
BROWNLEE LLP	025811	2/08/22	\$501.04
Invoice Description	Invoice Number	Invoice Amount	
Legal Opinion	525474	\$438.04	
Legal Opinion	525428	\$63.00	
CLEAR HILLS WASTE MANAGEMENT	025812	2/08/22	\$10,249.45
Invoice Description	Invoice Number	Invoice Amount	
Garbage Haul - Worsley Hamlet	116	\$210.00	
Transfer Stations Contract	115	\$10,039.45	
CLEAR PRAIRIE CEMETERY	025813	2/08/22	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
2022 Cemetery Grant	012122	\$500.00	
CONRAD OILFIELD SERVICES	025814	2/08/22	\$315.00
Invoice Description	Invoice Number	Invoice Amount	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
BCWP/Recycle Bins Snow Removal	INV5634		\$315.00
COUNTY OF NORTHERN LIGHTS	025815	2/08/22	\$10,000.00
Invoice Description	Invoice Number	Invoice Amount	
2022 Manning Airport Funding	54559	\$10,000.00	
D'ECKENBRUGGE, JEAN	025816	2/08/22	\$333.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	JD01-020822	\$333.00	
DHL	025817	2/08/22	\$621.76
Invoice Description	Invoice Number	Invoice Amount	
Shipping of Water Samples	9800492	\$267.10	
Water Sample/Misc Shipping	9808492	\$354.66	
DIAMOND SOFTWARE SOLUTIONS INC	025818	2/08/22	\$4,429.69
Invoice Description	Invoice Number	Invoice Amount	
E-send form modifications	344129	\$531.56	
Diamond 2018 Upgrade	344080	\$1,653.75	
E-send Form Modifications	344130	\$649.69	
E-send Trouble Shooting	343802	\$177.19	
Diamond 2018 Upgrade	343408	\$1,417.50	
FAIRVIEW & AREA SENIORS CHECK	025819	2/08/22	\$6,500.00
Invoice Description	Invoice Number	Invoice Amount	
2022 Operating Grant	011822	\$6,500.00	
FAIRVIEW CO-OP SEED CLEANING P	025820	2/08/22	\$434.70
Invoice Description	Invoice Number	Invoice Amount	
Fusarium Testing	23096	\$434.70	
FEHR MARTIN	025821	2/08/22	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	MF03-020822	\$50.00	
FRED PRYOR SEMINARS	025822	2/08/22	\$313.95
Invoice Description	Invoice Number	Invoice Amount	
Pryor Membership	033859152-2201	\$313.95	
FRIESEN ABE	025823	2/08/22	\$1,055.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	AF02-020822	\$1,055.00	

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 User Date: 2/01/22

Clear Hills County  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
FRIESEN, MATTHEW	025824	2/08/22	\$260.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	MF04-020822	\$260.00	
FRIESEN, NICHOLAS	025825	2/08/22	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	NF01-020822	\$400.00	
GLOBAL FLEET INFORMATION	025826	2/08/22	\$501.70
Invoice Description	Invoice Number	Invoice Amount	
Monthly Fees	104262	\$501.70	
HICKOK BRUCE	025827	2/08/22	\$1,077.25
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	BH01-020822	\$1,077.25	
HICKOK REUBEN	025828	2/08/22	\$129.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	RH01-020822	\$129.00	
HIEBERT, PETER	025829	2/08/22	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	PH02-020822	\$300.00	
HITECH BUSINESS SYSTEMS LTD.	025830	2/08/22	\$583.98
Invoice Description	Invoice Number	Invoice Amount	
Copier Agreement	1645589	\$583.98	
HOFFMAN HENRY	025831	2/08/22	\$1,453.75
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	HF01-020822	\$1,453.75	
J L VENTURES	025832	2/08/22	\$2,866.12
Invoice Description	Invoice Number	Invoice Amount	
Worsley Hamlet Snow Removal	315	\$2,610.13	
Worsley Hamlet Snow Removal	316	\$255.99	
JANZEN, PAULUS	025833	2/08/22	\$80.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	PJ02-020822	\$80.00	

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Clear Hills County  
CHEQUE DISTRIBUTION REPORT  
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
KING JUSTIN	025834	2/08/22	\$121.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	JK01-020822	\$121.00	
KRAUSE, ELIZABETH	025835	2/08/22	\$172.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	EK02-020822	\$172.00	
LAPRAIRIE WORKS	025836	2/08/22	\$31,161.90
Invoice Description	Invoice Number	Invoice Amount	
Pavement Maintenance	4490-0011 DEC2	\$31,161.90	
MARQUEE LAND SERVICES LTD.	025837	2/08/22	\$515.42
Invoice Description	Invoice Number	Invoice Amount	
George Lk Rec Lease Expansion	4700-02	\$515.42	
MARSHALL, MICHAEL	025838	2/08/22	\$80.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	MM03-020822	\$80.00	
MARTENS, PETER	025839	2/08/22	\$504.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	PM03-020822	\$504.00	
MCKINLEY, ANGEL	025840	2/08/22	\$126.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	AK02-020822	\$126.00	
MOHR JAYMIE	025841	2/08/22	\$206.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	JM05-020822	\$206.00	
MUELLER JONATHAN	025842	2/08/22	\$218.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	JM03-020822	\$218.00	
NORTH PEACE GAS COOP LTD.	025843	2/08/22	\$1,724.13
Invoice Description	Invoice Number	Invoice Amount	
WWTP Heat	812438	\$781.58	
BCWP Heat	812471	\$119.37	
CWP Heat	813867	\$507.43	
Cldl Reg Water Pumphouse Heat	814061	\$315.75	

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Clear Hills County  
CHEQUE DISTRIBUTION REPORT  
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
NORTHERN DOORS (WESTERN) LTD.	025844	2/08/22	\$911.82
Invoice Description	Invoice Number	Invoice Amount	
Compound Gate R&M	27476	\$911.82	
OLD HINES CREEK CEMETERY	025845	2/08/22	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
2022 Cemetery Grant	012122	\$500.00	
PATTON, GARRETT	025846	2/08/22	\$200.00
Invoice Description	Invoice Number	Invoice Amount	
Wolf Hunt Incentive Program	012822	\$200.00	
PETERS ABRAM	025847	2/08/22	\$86.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	AP02-020822	\$86.00	
PETERS FRANK	025848	2/08/22	\$192.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	FP01-020822	\$192.00	
PETERS, WILLIAM	025849	2/08/22	\$280.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	WP01-020822	\$280.00	
R&R ROAD LTD.	025850	2/08/22	\$3,822.00
Invoice Description	Invoice Number	Invoice Amount	
SL/SC GB16	4559	\$1,911.00	
SL/SC GB16	4560	\$1,911.00	
ROAMING TRANSPORT	025851	2/08/22	\$25,250.93
Invoice Description	Invoice Number	Invoice Amount	
Cleardale Hamlet Snow Removal	0309	\$981.23	
Hines Creek GB14	0310	\$24,269.70	
RUECKER JASON	025852	2/08/22	\$254.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	JR04-020822	\$254.00	
SEEBACH, JASON	025853	2/08/22	\$441.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	JS04-020822	\$441.00	

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Clear Hills County  
CHEQUE DISTRIBUTION REPORT  
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
STARS	025854	2/08/22	\$1,895.00
Invoice Description	Invoice Number	Invoice Amount	
2021 FF Honorarium Donation	013122	\$1,895.00	
STEWART, STEVEN	025855	2/08/22	\$525.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	SS03-020822	\$525.00	
TRINUS TECHNOLOGIES INC.	025856	2/08/22	\$5,348.11
Invoice Description	Invoice Number	Invoice Amount	
Service Agreement #57	R70814-34201	\$5,348.11	
URE, RYAN	025857	2/08/22	\$122.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	RU01-020822	\$122.00	
VAULT MEDIA	025858	2/08/22	\$1,388.10
Invoice Description	Invoice Number	Invoice Amount	
Move Up Mag Printing/Shipping	910	\$1,388.10	
WADE SEEBACH, ANNA	025859	2/08/22	\$465.10
Invoice Description	Invoice Number	Invoice Amount	
HC Fire Clerk Wages	AWS01-020822	\$183.10	
4th Qtr Fire Honorarium	AWS02-020822	\$282.00	
WALMSLEY BLAIR	025860	2/08/22	\$195.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	BW02-020822	\$195.00	
WALMSLEY EDWARD	025861	2/08/22	\$930.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	EW01-020822	\$930.00	
WASYLCIW, GLEN	025862	2/08/22	\$200.00
Invoice Description	Invoice Number	Invoice Amount	
Wolf Hunt Incentive Program	012822	\$200.00	
WEST WIND OILFIELD	025863	2/08/22	\$1,512.00
Invoice Description	Invoice Number	Invoice Amount	
M.I. Erosion Restoration	265	\$1,512.00	



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Clear Hills County  
CHEQUE DISTRIBUTION REPORT  
Payables Management

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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
WILD ELECTRIC LTD.	025864	2/08/22	\$1,259.21
Invoice Description	Invoice Number	Invoice Amount	
Take Down Christmas Lights	33364	\$847.61	
Repair Shop Heaters	33379	\$411.60	
WOLFE, CORNELIUS	025865	2/08/22	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	CW03-020822	\$100.00	
WSP	025866	2/08/22	\$2,924.25
Invoice Description	Invoice Number	Invoice Amount	
Gravel Stockpile Survey 2021	1075907	\$2,924.25	
WYCLIFFE ENTERPRISES LTD.	025867	2/08/22	\$18,309.38
Invoice Description	Invoice Number	Invoice Amount	
Eureka GB13	351	\$18,309.38	
ZACHARIAS ABRAHAM	025868	2/08/22	\$162.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	AZ03-020822	\$162.00	
ZACHARIAS BENJAMIN	025869	2/08/22	\$128.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	BZ02-020822	\$128.00	
ZACHARIAS, BEN	025870	2/08/22	\$140.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	BZ01-020822	\$140.00	
ZACHARIAS, GERHARD	025871	2/08/22	\$80.00
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Fire Honorarium	GZ02-020822	\$80.00	
Report Total			\$182,920.38

Clear Hills County  
 VENDOR CHEQUE REGISTER REPORT  
 Payables Management

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	1/26/22
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

Sorted By: Cheque Number

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
025806	795496AB	795496 ALBERTA LTD. O/A HAYWAR	2/08/22	ATB	PMCHQ00001191	\$350.00
025807	BJORNSONK	BJORNSON KAYLA	2/08/22	ATB	PMCHQ00001191	\$84.00
025808	BLUEWAVE	BLUE WAVE ENERGY	2/08/22	ATB	PMCHQ00001191	\$126.00
025809	BOSCHWICK01	BOSCHWICK CONTRACTING	2/08/22	ATB	PMCHQ00001191	\$35,749.39
025810	BRAUER01	ERNIE BRAUER	2/08/22	ATB	PMCHQ00001191	\$1,206.25
025811	BROWNLEE01	BROWNLEE LLP	2/08/22	ATB	PMCHQ00001191	\$501.04
025812	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	2/08/22	ATB	PMCHQ00001191	\$10,249.45
025813	CLEAR02	CLEAR PRAIRIE CEMETERY	2/08/22	ATB	PMCHQ00001191	\$500.00
025814	COOI06	CONRAD OILFIELD SERVICES	2/08/22	ATB	PMCHQ00001191	\$315.00
025815	CONORTHLIGHTS01	COUNTY OF NORTHERN LIGHTS	2/08/22	ATB	PMCHQ00001191	\$10,000.00
025816	D'EECKENBRUGGE	JEAN D'EECKENBRUGGE	2/08/22	ATB	PMCHQ00001191	\$333.00
025817	DHL01	LOOMIS EXPRESS	2/08/22	ATB	PMCHQ00001191	\$621.76
025818	DIAMOND01	CENTRALSQUARE CANADA SOFTWARE	2/08/22	ATB	PMCHQ00001191	\$4,429.69
025819	FAIRVIEWSRS	FAIRVIEW & AREA SENIORS CHECK	2/08/22	ATB	PMCHQ00001191	\$6,500.00
025820	FAIRCOOP01	FAIRVIEW CO-OPERATIVE SEED	2/08/22	ATB	PMCHQ00001191	\$434.70
025821	FEHRM	MARTIN FEHR	2/08/22	ATB	PMCHQ00001191	\$50.00
025822	PRYOR	PRYOR LEARNING	2/08/22	ATB	PMCHQ00001191	\$313.95
025823	FRIESEN05	ABE FRIESEN	2/08/22	ATB	PMCHQ00001191	\$1,055.00
025824	FRIESENM	MATTHEW FRIESEN	2/08/22	ATB	PMCHQ00001191	\$260.00
025825	FRIESEN	Nicholas Friesen	2/08/22	ATB	PMCHQ00001191	\$400.00
025826	GFI01	GFI Systems Inc.	2/08/22	ATB	PMCHQ00001191	\$501.70
025827	HICKOK02	BRUCE HICKOK	2/08/22	ATB	PMCHQ00001191	\$1,077.25
025828	HICKOK03	RUEBEN HICKOK	2/08/22	ATB	PMCHQ00001191	\$129.00
025829	HIEBERTP	PETER HIEBERT	2/08/22	ATB	PMCHQ00001191	\$300.00
025830	HITECH01	HITECH BUSINESS SYSTEMS LTD.	2/08/22	ATB	PMCHQ00001191	\$583.98
025831	HOFFMAN01	HENRY HOFFMAN	2/08/22	ATB	PMCHQ00001191	\$1,453.75
025832	JLVENTURE01	J L VENTURES	2/08/22	ATB	PMCHQ00001191	\$2,866.12
025833	JANZENPA	Paulus Janzen	2/08/22	ATB	PMCHQ00001191	\$80.00
025834	KING02	JUSTIN KING	2/08/22	ATB	PMCHQ00001191	\$121.00
025835	KRAUSEE	ELIZABETH KRAUSE	2/08/22	ATB	PMCHQ00001191	\$172.00
025836	LAPRAIWORKS01	LAPRAIRIE WORKS	2/08/22	ATB	PMCHQ00001191	\$31,161.90
025837	MARQUEE	Marquee Land Services Ltd.	2/08/22	ATB	PMCHQ00001191	\$515.42
025838	MARSHALLM	Michael Marshall	2/08/22	ATB	PMCHQ00001191	\$80.00
025839	MARTENSP	PETER MARTENS	2/08/22	ATB	PMCHQ00001191	\$504.00
025840	MCKINLEYA	ANGEL MCKINLEY	2/08/22	ATB	PMCHQ00001191	\$126.00
025841	MOHR01	MOHR JAYMIE	2/08/22	ATB	PMCHQ00001191	\$206.00
025842	MUELLER01	JONATHAN MUELLER	2/08/22	ATB	PMCHQ00001191	\$218.00
025843	NPGAS01	NORTH PEACE GAS COOP LTD.	2/08/22	ATB	PMCHQ00001191	\$1,724.13
025844	NORTHERND	NORTHERN DOORS (WESTERN) LTD.	2/08/22	ATB	PMCHQ00001191	\$911.82
025845	OLDHC	Old Hines Creek Cemetery	2/08/22	ATB	PMCHQ00001191	\$500.00
025846	PATTONG	PATTON, GARRETT	2/08/22	ATB	PMCHQ00001191	\$200.00
025847	PETERS13	ABRAM PETERS	2/08/22	ATB	PMCHQ00001191	\$86.00
025848	PETERS16	FRANK PETERS	2/08/22	ATB	PMCHQ00001191	\$192.00
025849	PETERSW01	William Peters	2/08/22	ATB	PMCHQ00001191	\$280.00
025850	R&R01	R&R ROAD LTD.	2/08/22	ATB	PMCHQ00001191	\$3,822.00
025851	ROAMING	ROAMING TRANSPORT	2/08/22	ATB	PMCHQ00001191	\$25,250.93
025852	RUECKERJ01	JASON RUECKER	2/08/22	ATB	PMCHQ00001191	\$254.00
025853	SEEBACHJ	Jason Seebach	2/08/22	ATB	PMCHQ00001191	\$441.00
025854	STARS01	STARS	2/08/22	ATB	PMCHQ00001191	\$1,895.00
025855	STEWARTS	STEVEN STEWART	2/08/22	ATB	PMCHQ00001191	\$525.00
025856	TRINUS01	TRINUS TECHNOLOGIES INC.	2/08/22	ATB	PMCHQ00001191	\$5,348.11
025857	URER	Ryan Ure	2/08/22	ATB	PMCHQ00001191	\$122.00
025858	VAULT	VAULT MEDIA	2/08/22	ATB	PMCHQ00001191	\$1,388.10
025859	WADE01	ANNA WADE SEEBACH	2/08/22	ATB	PMCHQ00001191	\$465.10
025860	WALMSLEY04	BLAIR WALMSLEY	2/08/22	ATB	PMCHQ00001191	\$195.00
025861	WALMSLEY02	EDWARD WALMSLEY	59 2/08/22	ATB	PMCHQ00001191	\$930.00

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Clear Hills County  
VENDOR CHEQUE REGISTER REPORT  
Payables Management

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\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
025862	WASYLCIWL01	GLEN WASYLCIW	2/08/22	ATB	PMCHQ00001191	\$200.00
025863	WESTWIND	West Wind Oilfield	2/08/22	ATB	PMCHQ00001191	\$1,512.00
025864	WILDELECT01	WILD ELECTRIC LTD.	2/08/22	ATB	PMCHQ00001191	\$1,259.21
025865	WOLFEC	CORNELIUS WOLFE	2/08/22	ATB	PMCHQ00001191	\$100.00
025866	WSP01	WSP CANADA INC.	2/08/22	ATB	PMCHQ00001191	\$2,924.25
025867	WYCLIFFE	Wycliffe Enterprises Ltd.	2/08/22	ATB	PMCHQ00001191	\$18,309.38
025868	ZACHARIAS03	ABRAHAM ZACHARIAS	2/08/22	ATB	PMCHQ00001191	\$162.00
025869	ZACHARIAS09	ZACHARIAS BENJAMIN	2/08/22	ATB	PMCHQ00001191	\$128.00
025870	ZACHRIASB	BEN ZACHARIAS	2/08/22	ATB	PMCHQ00001191	\$140.00
025871	ZACHARIASG	Gerhard Zacharias	2/08/22	ATB	PMCHQ00001191	\$80.00

Total Cheques: 66

Total Amount of Cheques: \$182,920.38

## Clear Hills County Request for Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Lori Jobson, Corporate Services Manager
Title:	<b>Finance Charge Write Off Request</b>
File:	12-02-02

### DESCRIPTION:

A request has been submitted by an Additional Named Insured to have their finance charges written off.

### BACKGROUND:

The Hines Creek Golf & Country Association has submitted a request to have their January 5, 2022 finance charges written off. The club was invoiced on November 30, 2021 for their insurance premiums and payment was received on January 11, 2022.

### ATTACHMENTS:

- Additional Named Insureds Request
- Account History – Hines Creek Golf & Country Association
- Policy 1226 – Additional Named Insureds Program

### RECOMMENDATION:

**RESOLUTION** by... to ...

Initials show support - Reviewed by:

Manager:

CAO:

## Lori Jobson

---

**From:** Info  
**Sent:** January 28, 2022 8:12 AM  
**To:** Accounts Payable  
**Cc:** Lori Jobson  
**Subject:** FW: Finance Charges  
**Attachments:** 20220125\_163751.jpg; 20220127\_153849 (1).jpg

**From:** Annette Ostrem <ostremx6@gmail.com>  
**Sent:** January 27, 2022 4:16 PM  
**To:** Info <info@clearhillscounty.ab.ca>  
**Subject:** Finance Charges

This is request of consideration of council to reverse the finance charge on account# 900253.

We have received a statement this week with a finance charge of 140.76.

We received our insurance invoice dated Dec 1 for the amount of 7037.99 for the Hines Creek Golf and Country Association payable in a term of 30 days. We wrote the cheque Dec 15 and sent by Canada Post Dec 16. Your office received it Jan 11.

Due to the issues of staff shortage due to vaccination requirements our post office was closed many days causing delays and disruption in and amongst the Christmas season. I cannot explain the delay in the cheque reaching your office.

We can only plead in asking for a reversal of the charge. We paid the amount in full which had a thousand dollar increase over last year. We are a non profit group struggling as most over the restrictions and rules placed on us over the past two years of Covid. We are taking steps to pay online to ensure the issue doesn't repeat however we need to ensure it adheres to policy as we require 2 signatures for cheques.

We would be happy to answer any questions and thank you for your consideration. Attached is the cheque stub with the Dec 16 date for reference.

Annette Ostrem, Treasurer  
Hines Creek Golf & Country Club



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Clear Hills County  
TRANSACTION BY CUSTOMER INQUIRY REPORT  
Receivables Management

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User ID: LORI

Customer ID: 900243

Hines Creek Golf & Country Association

Ranges: From: To:  
Document Number First Last  
Document Date 11/01/21 2/01/22

Sorted By: Type Include: Work, Open, History

\* Voided

Origin	Type	Document Number	Cheque Number	Due Date	Audit Trail Code	Batch ID	Currency ID
Doc Date	Description	Discount Amount	Writeoff Amount	Document Amount	Amount Remaining		
History	SLS	IVC006416		12/30/21	INVCE00000687	REC-INV-113021	
11/30/21	IVC006416	\$0.00	\$0.00			\$7,046.23	\$0.00
Open	FIN	FCHRG004868		1/05/22	RMSLS00000655	RM FIN CHG10000	
1/05/22	Jan. 2022 Finance Charge	\$0.00	\$0.00			\$140.76	\$140.76
History	PMT	CRREC00000074939-001 007431			CRREC00007505	CR011122	
1/11/22	Hines Creek Golf & Country As	\$0.00	\$0.00			-\$7,037.99	\$0.00
Total Documents:	3				Totals:	\$149.00	\$140.76



## Clear Hills County

Effective Date: <b>October 27, 2020</b>	Policy Number <b>1226</b>
Title: <b>Additional Named Insureds Program</b>	

### 1. Policy Statement:

- 1.1. Clear Hills County may allow registered not for profit community groups, located within Clear Hills County, to purchase insurance under the County insurance policies as an Additional Named Insured (ANI).

### 2. Purpose:

- 2.1. To provide an affordable insurance option to registered not for profit community groups.

### 3. Conditions

- 3.1. Requests for addition to the County's insurance policies must be in writing and must be approved by resolution of Council.
- 3.2. All applications must be approved by the County's insurance provider.
- 3.3. Additional Named Insured's must sign a memorandum of agreement between themselves and the County.
- 3.4. Additional Named Insured's will be invoiced by the County for the cost of their insurance premiums. Any Additional Named Insured's who have insurance invoices/finance charges that remain unpaid for more than 60 days will have their insurance coverage cancelled and will no longer be able to participate in the County's ANI program.
- 3.5. ANI insurance policies will be renewed on an annual basis. Should an Additional Named Insured require significant adjustments to its policy coverage due to change in operations, facilities etc., they shall contact, in writing, the County in advance of these changes being implemented.
- 3.6. Additional Named Insured's must have representation at ANI insurance/risk management training and workshops if such workshops are presented within the jurisdiction of the County.
- 3.7. Additional Named Insured's must send copies of their minutes to the County within 30 days of their meetings.

- 3.8. All incidents, no matter how minor they appear, that occur at or through the Additional Named Insured's operations or premises, are to be reported directly to the County within 48 hours of detection.
- 3.9. Additional Named Insured's will not engage in any activity that differs from its current and regular course of operations, without notification to the County.
- 3.10. Additional Named Insured's must fully complete and return all questionnaires, information requests etc. requested by the County and the County's insurance provider, by the deadlines set out in the request. Failure to fully complete and return these information requests by the required deadlines will result in the cancellation of the Additional Named Insured's insurance coverage and the Additional Named Insured will no longer be able to participate in the County's ANI program.
- 3.11. Clear Hills County and the County's insurance provider reserves the right to terminate any policy obtained via "additional insured" coverage by issuance of 30 days written notice commencing the date of the issuance of the written notice.

#### **4. End of Policy**

ADOPTED:

Resolution C563-20(10-27-20)

Date: October 27, 2020

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 8, 2022
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Policy 1127 – Travel & Expense
File Code:	12-02-02

### DESCRIPTION:

Policy 1127 – Travel & Expense provides for reimbursement of travel, meals, accommodations and subsistence expenses.

### BACKGROUND / PROPOSAL:

At the January 24, 2022 Regular Council Meeting the following motion was made:

**C059-22(01-25-22)RESOLUTION** by Reeve Bean to bring back Policy 1127 Travel & Expense policy to a future regular Council meeting, adding reimbursement for Covid Tests that are required to attend Council approved meetings, with proof of receipt.  
**CARRIED.**

### ATTACHMENTS

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

### RECOMMENDED ACTION:

**RESOLUTION** by ... that Council adopt Policy 1127 – Travel & Expense as presented.

Initials show support - Reviewed by:

Manager:



CAO:





## Clear Hills County

Effective Date: **January 12, 2021 February 8, 2022**

Policy Number: **1127**

Title: **TRAVEL and EXPENSE POLICY**

### 1. Policy Statement

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

### 2. Definitions

- 2.1 Official Meetings will include:

- a) Regular Council meetings.
- b) Special Council meetings.
- c) Policy and Priorities meetings.
- d) Board or Committee meetings as appointed.
- e) Approved workshops and conferences for appointed Board Members or Staff.
- f) Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).

- 2.2 Mileage is a reimbursement of kilometers for travel expenses to a Councillor/Board/Committee Member, and Staff in their personal vehicle while attending an official meeting, or an event that Council has authorized attendance as per Policy 1126, section 3.4.

- 2.3 Reimbursement for overnight accommodation when approved to attend an official meeting, workshop or conference (receipts are required). If receipts are not available or if private accommodation is used, the subsistence is the reimbursement of the personal expense to a Councillor/Board/Committee Member and Staff while attending an official meeting. The following constitute as subsistence:

- a) Taxi, shuttle, air or bus fares;
- b) Motel/Hotel;
- c) Registration for any official meeting;
- d) Covid Testing as required to attend Council approved meetings;
- ~~d~~e) Personal Allowance which is paid for personal expenses when a Councillor/Board/Committee Member and Staff is required to spend the night for any official meeting; and the allowance is for each full 24 hour period. Such expenses include tips for luggage handling, wear and tear on personal luggage, local call charges by hotel, laundry, and dry cleaning.

ef) Private accommodations.

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

### **3. Travel Reimbursements**

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

### **4. Meals and Subsistence**

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

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

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



- 4.4 No payment is made when meals are provided as part of the registration unless a predetermined medical condition exists or dietary requirements cannot be met.
- 4.5 No claim for breakfast will be permitted for day trips unless the time of departure is earlier than 6:30 a.m.
- 4.6 No claim for supper will be permitted for day trips unless the time of return is after 6:30 p.m.
- 4.7 No claim for supper will be permitted for evening meetings unless the claimant is required to travel more than 85 kilometers one way.

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

SUBSISTENCE

Taxi, Shuttle, Air or Bus Fare  
Hotels/motels  
Registration

REIMBURSEMENT

with receipts  
with receipts  
with receipts

Covid Testing (as required to attend Council  
approved meetings)

with receipts

Personal Allowance (includes phone calls)  
Private accommodations

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

- 4.9 Administration will reserve accommodations for Members using a County credit card. This card is for room confirmation only. Upon arrival at the accommodations, Members will be required to pay for their room and then submit a receipt for re-imbursement or an item on their expense claim, as a pre-paid expense.
- 4.10 Any claim for travel and subsistence, which is not supported by the appropriate supporting documents, will not be approved for payment. Attached receipts must be originals. Interac and credit cards slips are not considered acceptable receipts.
- 4.11 If circumstances result in the cancellation of a trip, every effort must be made to inform Administration in a timely manner so reservations can be cancelled to avoid charges and fees. Any costs incurred by failing to make the necessary cancellation arrangements prior to the reimbursement cancellation date of the trip will be borne by the individual unless otherwise exempt by Council motion.
- 4.12 No claim for fees and charges incurred due to cancellation will be permitted unless otherwise exempt by Council motion.

**5. Information Service Equipment**

- 5.1 Councillors will be responsible for supplying their own information service equipment and supplies e.g. Computer, printer/fax, paper, ink etc.

- 5.2 Councillors will be paid a monthly allowance for use of these items only if they have adequate equipment to receive agendas and all communications effectively and efficiently.

**Monthly Internet Reimbursement**- \$75.00

**Monthly Information Service Equipment Per Diem**- \$60.00

## **6. Expense Claims**

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

## **End Of Policy**

<b>ADOPTED: Resolution C062(01/26/10)</b>	<b>Jan 26/10</b>
<b>AMENDED: Resolution C589(08/10/10)</b>	<b>Aug 10/10</b>
<b>AMENDED: Resolution C144(02/22/11)</b>	<b>Feb 22/11</b>
<b>AMENDED: Resolution C751-13(12/10/13)</b>	<b>Dec 10/13</b>
<b>AMENDED: Resolution C031-14(01/28/14)</b>	<b>Jan 28/14</b>
<b>AMENDED: Resolution C033-14(03/11/14)</b>	<b>March 11/14</b>
<b>AMENDED: Resolution C75-17(02/14/17)</b>	<b>Feb 14/17</b>
<b>AMENDED: Resolution C214-17(04/25/17)</b>	<b>April 25/17</b>
<b>AMENDED: Resolution C43-19(01/22/19)</b>	<b>Jan 22/19</b>
<b>AMENDED: Resolution C496-19(10/08/19)</b>	<b>Oct 8/19</b>
<b>AMENDED: Resolution C468-20(10/13/20)</b>	<b>Oct 13/20</b>
<b>AMENDED: Resolution C564-20(10/27/20)</b>	<b>Oct 27/20</b>
<b>AMENDED: Resolution C11-21(01/12/21)</b>	<b>Jan 12/21</b>

Policy No. 1127 Title: TRAVEL and EXPENSE

Approved: ~~January 12, 2021~~ February 8, 2022

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Page 5

AMENDED: Resolution C-22(02/08/22)

Feb 8/22

Schedule A to Policy 1127 – Travel and Expense

	2013-2018	2019	2020	2021	2022
<b>Canada Revenue Agency's Current Automobile Allowance Rates:</b>	<b>\$0.54/Km</b>	<b>\$0.58/Km</b>	<b>\$0.58/Km</b>	<b>\$0.59/Km</b>	<b>\$0.61/Km</b>



# Clear Hills County

Effective Date: <b>February 8, 2022</b>	Policy Number: <b>1127</b>
Title: <b>TRAVEL and EXPENSE POLICY</b>	

## **1. Policy Statement**

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

## **2. Definitions**

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

f) Private accommodations.

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

### **3. Travel Reimbursements**

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

### **4. Meals and Subsistence**

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

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

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



- 4.4 No payment is made when meals are provided as part of the registration unless a predetermined medical condition exists or dietary requirements cannot be met.
- 4.5 No claim for breakfast will be permitted for day trips unless the time of departure is earlier than 6:30 a.m.
- 4.6 No claim for supper will be permitted for day trips unless the time of return is after 6:30 p.m.
- 4.7 No claim for supper will be permitted for evening meetings unless the claimant is required to travel more than 85 kilometers one way.

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

SUBSISTENCE

Taxi, Shuttle, Air or Bus Fare

Hotels/motels

Registration

Covid Testing (as required to attend Council approved meetings)

Personal Allowance (includes phone calls)

Private accommodations

REIMBURSEMENT

with receipts

with receipts

with receipts

with receipts

\$40.00per night/ 24 hr period

\$90.00per night

- 4.9 Administration will reserve accommodations for Members using a County credit card. This card is for room confirmation only. Upon arrival at the accommodations, Members will be required to pay for their room and then submit a receipt for re-imbursement or an item on their expense claim, as a pre-paid expense.
- 4.10 Any claim for travel and subsistence, which is not supported by the appropriate supporting documents, will not be approved for payment. Attached receipts must be originals. Interac and credit cards slips are not considered acceptable receipts.
- 4.11 If circumstances result in the cancellation of a trip, every effort must be made to inform Administration in a timely manner so reservations can be cancelled to avoid charges and fees. Any costs incurred by failing to make the necessary cancellation arrangements prior to the reimbursement cancellation date of the trip will be borne by the individual unless otherwise exempt by Council motion.
- 4.12 No claim for fees and charges incurred due to cancellation will be permitted unless otherwise exempt by Council motion.

**5. Information Service Equipment**

- 5.1 Councillors will be responsible for supplying their own information service equipment and supplies e.g. Computer, printer/fax, paper, ink etc.

- 5.2 Councillors will be paid a monthly allowance for use of these items only if they have adequate equipment to receive agendas and all communications effectively and efficiently.

Monthly Internet Reimbursement- \$75.00

Monthly Information Service Equipment Per Diem- \$60.00

**6. Expense Claims**

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

**End Of Policy**

ADOPTED: Resolution C062(01/26/10)	Jan 26/10
AMENDED: Resolution C589(08/10/10)	Aug 10/10
AMENDED: Resolution C144(02/22/11)	Feb 22/11
AMENDED: Resolution C751-13(12/10/13)	Dec 10/13
AMENDED: Resolution C031-14(01/28/14)	Jan 28/14
AMENDED: Resolution C033-14(03/11/14)	March 11/14
AMENDED: Resolution C75-17(02/14/17)	Feb 14/17
AMENDED: Resolution C214-17(04/25/17)	April 25/17
AMENDED: Resolution C43-19(01/22/19)	Jan 22/19
AMENDED: Resolution C496-19(10/08/19)	Oct 8/19
AMENDED: Resolution C468-20(10/13/20)	Oct 13/20
AMENDED: Resolution C564-20(10/27/20)	Oct 27/20
AMENDED: Resolution C11-21(01/12/21)	Jan 12/21

Policy No. 1127      Title: TRAVEL and EXPENSE

Approved: **February 8, 2022**

Page 5

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**AMENDED: Resolution C-22(02/08/22)**

**Feb 8/22**

Schedule A to Policy 1127 – Travel and Expense

	2013-2018	2019	2020	2021	2022
Canada Revenue Agency's Current Automobile Allowance Rates:	\$0.54/Km	\$0.58/Km	\$0.58/Km	\$0.59/Km	\$0.61/Km

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 8, 2022
Originated By:	Audrey Bjorklund, CLGM Community Development Manager
Title:	<b>COMMUNITY ROOM RENTAL</b>
File:	31-61-05

### DESCRIPTION:

The 2021 RiskPro virtual conference that administrative staff attended November 25, 2021 included a session on municipalities renting out their facilities. The County has been using the Rental Equipment form for renting out the Community Room at the Worsley Firehall. The takeaway from this session is that the County needs to create a separate rental agreement for the Community Room that includes criteria specific to renting out a facility.

### BACKGROUND:

Insurance requirements for renting:

### Events With Alcohol:

Functions that **will** include alcohol, must provide **Party Alcohol Liability** as well as a **Liquor Permit**. The permit is purchased at the liquor store when you buy your alcohol. The liability insurance can either be purchased from the renter's insurance broker or online from PAL Canada ([www.palcanada.com](http://www.palcanada.com)). The policy must name the municipality as additional insured.

### Events Without Alcohol:

Functions that **will not** include alcohol, there are two ways to do this:

1. Provide proof of General Liability from renter's home/farm/tenant policy; their **insurance broker will advise them with regard to their coverage for the type of event they are planning.**
2. Purchase a Special Events Liability policy either from your insurance broker or online from PAL Canada, naming the municipality as additional insured.

### Group/ Club Liability Insurance:

Some groups/ clubs have their own Liability insurance that covers a property that they rent. In this case municipality would need a copy of their insurance to keep on file.

### Commercial Events:

Rentals for commercial events will require proof of Commercial General Liability. Businesses should already have this and can just bring a copy for the files.

### OPTIONS:

1. Discontinue renting the Community Room for public or private functions that are not being held by the County or the Fire Department.
2. Continue to rent the Community Room with a new rental agreement template that complies with current insurance requirements.

### RECOMMENDATION:

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

Initials show support - Reviewed by:

Manager:

*ABJ*

CAO:

*AB*

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 8, 2022
Originated By:	Audrey Bjorklund, CLGM Community Development Manager
Title:	<b>FCSS APPLICATIONS</b>
File:	51-02-02

### DESCRIPTION:

Applications have been received for the Family and Community Support Services (FCSS) Grant and are presented for Council's consideration.

### BACKGROUND:

#### Overview of FCSS:

- Legislation: *Family and Community Support Services Act and Regulation.*
- Programming: Delivery of social programs that are preventive in nature to promote and enhance well-being among individuals, families, and communities.

### COSTS / SOURCE OF FUNDING (if applicable):

2022 FCSS grants budget remaining: **\$113,025**

2022 Commitments to date: \$500 Fairview FCSS Resource Centre  
\$550 Seniors Teas (may not be held due to pandemic)

80/20 cost share grant 80% Province 20% County

### ATTACHMENTS:

- Analysis of 2021 FCSS Applications **NOTE: The applications referred to in the analysis were sent to Council in a separate email.**
- 5 year history of FCSS grants issued
- Eligible and ineligible programming from Program Advice Inventory Listing.

### OPTIONS:

1. Approve the full amount requested (19% overbudget) and allocate the \$26,971 that exceeds the 2022 budget from the Rate Stabilization Reserve:

Fairview & Area Seniors Check-in Line	\$ 5,700.00
Peace River School Division – Youth Support Worker	\$ 93,866.00
Youth Enhancement Society – Y.E.S. program	\$ 24,525.00
Worsley Early Childhood Foundation	\$ 15,905.00
	<u>\$139,996.00</u>

2. Approve all applications with a 19% reduction to fully allocate budget.

Fairview & Area Seniors Check-in Line	\$ 4,600.00
Peace River School Division – Youth Support Worker	\$ 75,700.00
Youth Enhancement Society – Y.E.S. program	\$ 19,850.00
Worsley Early Childhood Foundation	\$ 12,875.00
	<u>\$113,025.00</u>

3. Approval all applications at different amounts to fully allocate budget.

Initials show support - Reviewed by:

Manager:

CAO:



**RECOMMENDATION:**

3 sample motions:

1. **Resolution** by Councillor \_\_\_\_\_ to approve the following Family and Community Support Services grants and fund the \$26,971 that exceeds the 2022 budget from the Rate Stabilization Reserve:

Fairview & Area Seniors Check-in Line	\$ 5,700.00
Peace River School Division – Youth Support Worker	\$ 93,866.00
Youth Enhancement Society – Y.E.S. program	\$ 24,525.00
Worsley Early Childhood Foundation	<u>\$ 15,905.00</u>
	<u>\$139,996.00</u>

2. **Resolution** by Councillor \_\_\_\_\_ to approve the following Family and Community Support Services grants and fully allocate the 2022 budget.

Fairview & Area Seniors Check-in Line	\$ 4,600.00
Peace River School Division – Youth Support Worker	\$ 75,700.00
Youth Enhancement Society – Y.E.S. program	\$ 19,850.00
Worsley Early Childhood Foundation	<u>\$ 12,875.00</u>
	<u>\$113,025.00</u>

3. **Resolution** by Councillor \_\_\_\_\_ to approve the following Family and Community Support Services grants and fully allocate the 2022 budget.

Fairview & Area Seniors Check-in Line	\$
Peace River School Division – Youth Support Worker	\$
Youth Enhancement Society – Y.E.S. program	\$
Worsley Early Childhood Foundation	<u>\$</u>
	<u>\$113,025.00</u>

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>
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Analysis of 2022 FCSS Applications prepared for February 8, 2022 Council Meeting				
<b>Application Criteria:</b>				
<b>1. Program/Project</b>	<b>Application 1</b>	<b>Application 2</b>	<b>Application 3</b>	<b>Application 4</b>
	Hines Creek / Worsley Seniors Community Kitchens	Worsley Preschool Program	Youth Education Support Worker	Youth Enhancement Society
<b>Grant Amount Requested</b>	\$5,700.00	\$15,905.00	\$93,866.86	\$24,525.00
<b>2. Agency Information</b>	Fairview & Area Senior's Check In Line Society	Worsley Early Childhood Education Foundation	Peace River School Division #10	Youth Enhancement Society
<b>3. Type of Organization</b>	Registered Society	Registered Society	Other - Public School Division	Registered Society
<b>4. Agency Information-brief overview</b>	Support seniors ageing in place in their homes...keeping them connected with each other and their community.	Early childhood programming for children aged 3-5	Provide dynamic learning in an inclusive school community that fosters student engagement and a supported, dedicated staff	Bringing Art & Culture to County School Children since 2003
<b>5. Program/Project Overview</b>	Locally developed unique program brings seniors out of their homes and keeps them connected with each other as valued community members.* Program has been modified to meal pickup rather than group preparation due to pandemic restrictions	Developing the whole child through a play based curriculum that supports the growth of many skills relating to the child's social, physical, intellectual, creative and emotional growth. Allow children from our remote community to develop age appropriate socialization skills	Work to strengthen the school staff and students by providing prevention and education programming for mental health, addictions and social and emotional learning.	Provide exposure to art, artistic endeavours and cultural experiences through collaboration with the schools in the County.
<b>6. Program Logic Model</b>	See pages 5 & 6 of application	See pages 5 & 6 of application	see pages 5, 6 & 7 of application	See pages 5 & 6 of application
<b>7. Outputs</b>	provided	provided	provided	provided
<b>8. Outcomes</b>	provided	provided	provided	provided
<b>9 Additional</b>	Survey - post only	Survey - post only	Survey pre & post	Surveys and Observation
<b>2019 Proposed Budget</b>	See Page 12 of application	see page 12 of application	see Page 26 of application	see Page 12 of application
<b>List of Board of Directors</b>	provided	provided	provided (list of trustees)	provided
<b>Financial Statement</b>	provided	provided	provided	provided
<b>Note:</b>				

<b>5 year history of FCSS grants issued</b>					
Background for February 8, 2022 Regular Council Meeting FCSS Grant Applications RFD					
<b>Recipients</b>	2021	2020	2019	2018	2017
Mommy & Me Program*				\$ 2,290.00	\$ 7,000
PRSD - Youth Support Worker	\$ 92,274.00	\$ 44,530.00	\$ 65,000.00	\$ 65,000.00	\$ 56,791
Worsley Early Childhood Education Foundation		\$ 17,415.00	\$ 12,000.00	\$ 13,000.00	\$ 15,000
Youth Enhancement Society (YES)	\$ 10,250.00	\$ 44,500.00	\$ 35,000.00	\$ 33,000.00	\$ 30,000
Hines Creek Playschool Society					
Fairview & Area Seniors Check -in Line	\$ 5,975.00	\$ 4,900.00	\$ 3,500.00	\$ 3,000.00	\$ 7,500
Kids in Motion					
Fairview FCSS Resource Centre	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500
Healthy Families (Babies Best Start)			\$ -	\$ -	
Seniors Teas	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 300
	\$ 109,549	\$ 112,395	\$ 116,550	\$ 117,340	\$ 117,091
<b>Funding: FCSS Grants budget</b>	<b>114075</b>	<b>117582</b>	<b>\$ 118,182</b>	<b>\$ 117,341</b>	<b>\$ 117,341</b>
Over/Under Budget	-\$ 4,526	-\$ 5,187	-\$ 1,632	-\$ 1	-\$ 250
	\$ 109,549	\$ 112,395	\$ 116,550	\$ 117,340	\$ 117,091
Not funded due to COVID cancellation	\$ 550	\$ 550			
2020 total expenditures	\$ 108,999	\$ 111,845			
* Failed to file 2018 report, ineligible for 2019 funding					
Note: This summary is grants issued only, staff time is also reportable.					

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Audrey Bjorklund, CDM
Title:	<b>PROCEED TO TENDER – SELF CONTAINED BREATHING APPARATUS (SCBA)</b>
File:	23-25-02

### DESCRIPTION:

Council is presented with information regarding proceeding to Tender for Self Contained Breathing Apparatus for the Worsley Fire Department

### BACKGROUND:

Six of the Worsley Fire Department's MSA Self Contained Breathing Apparatus have reached the end of their CSA approved wear life. Funds have been included in the 2022 budget to replace these units. Administration is seeking approval to proceed to tender.

### BUDGET:

Operating Budget: \$69,000.00

### OPTIONS:

1. Proceed to tender for the purchase of up to six MSA self contained breathing apparatus (SCBA) .
2. Not to proceed to tender for MSA self contained breathing apparatus. .

### RECOMMENDED ACTION:

**RESOLUTION by.....**

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

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Proceed to Tender - Crack Sealing</b>
File:	32-15-02

### DESCRIPTION:

Council is presented with a request for decision to proceed to tender for pavement crack sealing.

### BACKGROUND:

Approximately 65 km of crack sealing to be completed, not including additional locations that may occur through-out the County.

Crack sealing is completed annually, on all paved roads within Clear Hill County.

### BUDGET:

\$145,000.00 - General operating budget - hard surface maintenance

### ATTACHMENT:

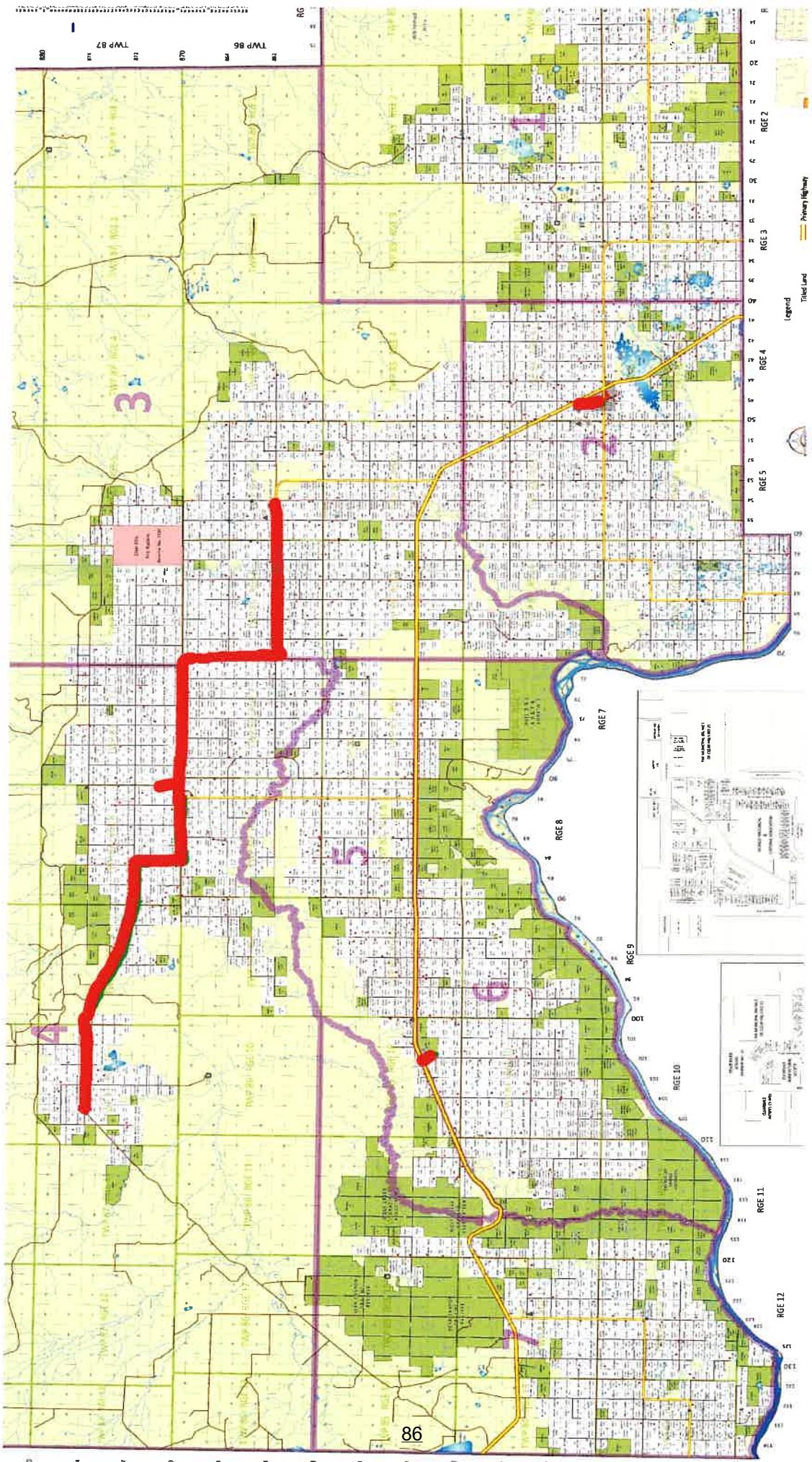
- 2022 Paved Surface Map

### RECOMMENDED ACTION:

**RESOLUTION** by..... to proceed to tender for pavement crack sealing.

Initials show support - Reviewed by:	Manager:	CAO:	
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Legend  
Titled Land  
Primary Highway





# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Ron Jensen, Public Works Manager
Title:	<b>Proceed to Tender- Line Painting</b>
File:	32-15-02

### DESCRIPTION:

Council is presented with a request for decision to proceed to tender for pavement line painting.

### BACKGROUND:

approximately 65km of Line Painting to be completed.

Line painting is completed annually, on all paved roads within Clear Hill County.

### BUDGET:

\$145,000.00 – General operating budget - hard surface maintenance

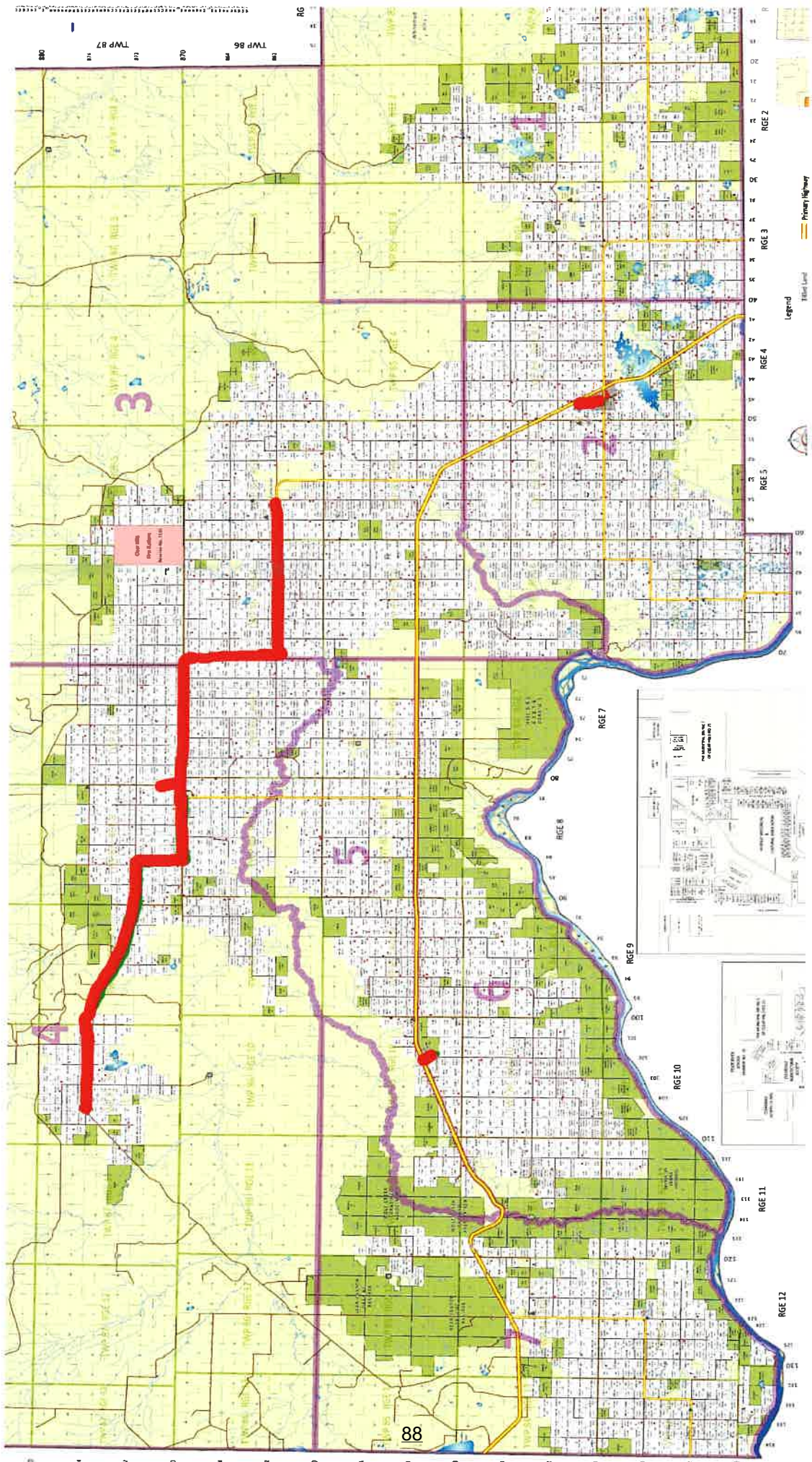
### ATTACHMENT:

- 2022 Line Painting Map

### RECOMMENDED ACTION:

**RESOLUTION** by..... to proceed to tender for pavement line painting.

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

## Request for Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date	February 8, 2022
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Dust Control Locations</b>
File:	32-14-02

### DESCRIPTION:

Council is presented with information for dust control application at specific locations within Clear Hills County.

### BACKGROUND:

Annually, Council approves locations for dust control product applications in front of various community sites.

David Thompson Hall	350(m)
Worsley Reinland Mennonite Church	250(m)
Old Colony Mennonite Church	250(m)
Cherry Point Cemeteries	100(m)
Montagneuse Valley Cemeteries 1, 2 & 3	300(m)
Private School on Twp Rd. 854	200(m)
South of Menno Simons School	200(m)

### ATTACHMENTS:

1. Location map
2. Policy 3221 Dust Control

### BUDGET:

\$37,000.00 – 2022 General operating budget

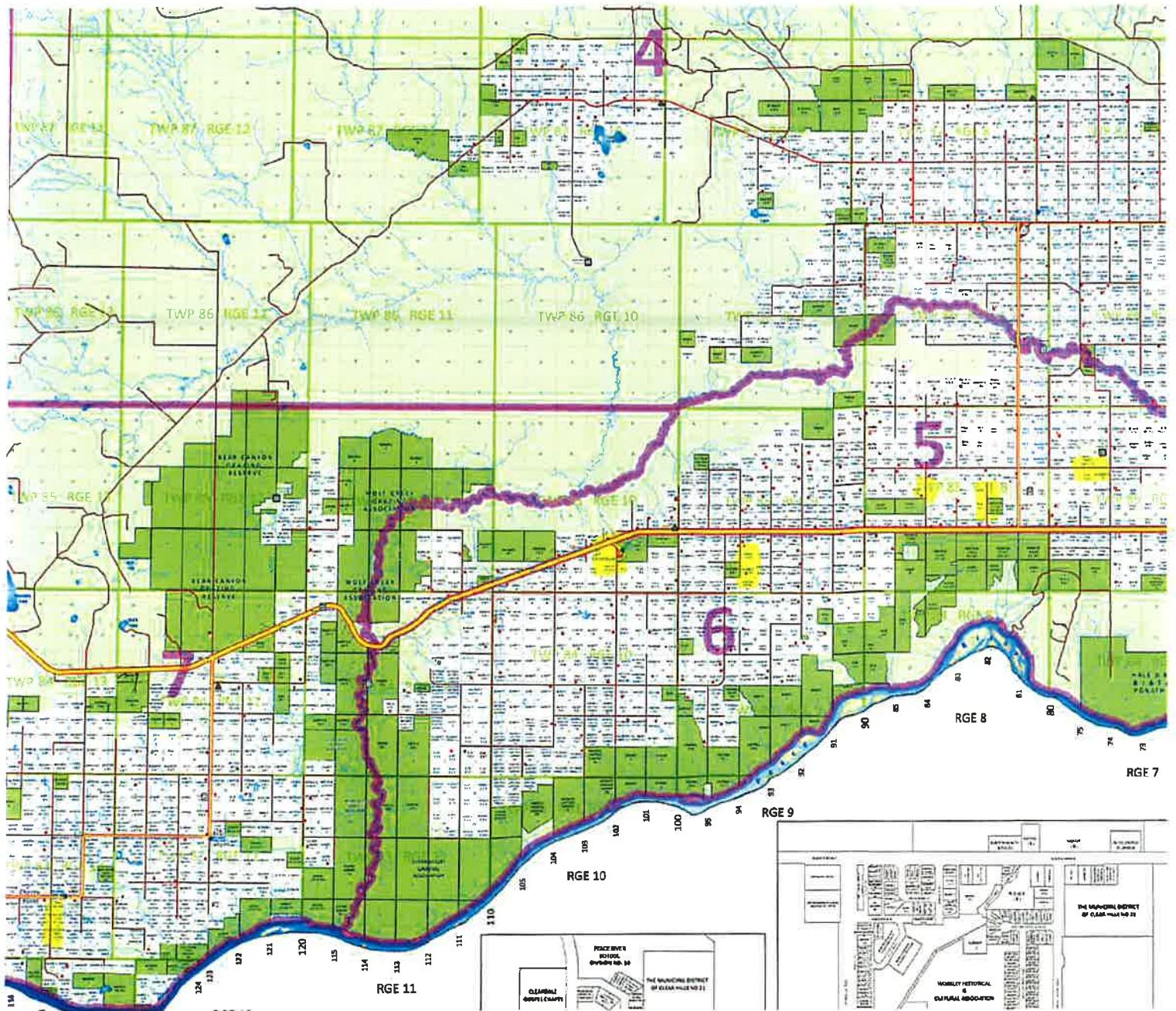
### RECOMMENDED ACTION:

**RESOLUTION by...** to approve the 2022 dust control product application at specific locations within Clear Hills County, as presented.

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

Effective Date: <b>June 11, 2019</b>	Policy Number: <b>3221</b>
Title: <b>DUST CONTROL</b>	

## 1. Policy Statement

1.1. Clear Hills County may apply dust abatement product on county roadways at locations identified as safety concerns or at locations for which a dust abatement application and fee have been received.

1.1.1. Residents residing along a gravelled Secondary Highway will be eligible for the residential users dust abatement program, upon application and acceptance by Alberta Infrastructure and Transportation.

1.2. Dust abatement will be applied in front of residential properties on County roads and along Secondary Highways as follows and at the corresponding cost sharing rate:

### Cost Structure

- Residential dust abatement application applied for by the land owner: 50% COUNTY / 50% APPLICANT: to a maximum of 200 meters.
- Industrial User dust abatement applications: 100% APPLICANT

## 2. Residential Application of Dust Suppression by County Residents

2.1. County Residents will be allowed to apply their own dust suppression in front of their residence but must notify Clear Hills County of their intent to apply prior to application.

2.2. All dust suppression product must be approved by Clear Hills County prior to application.

2.3. The road surface where dust suppression is to be applied must be graded to a regular driving surface prior to application.

2.4. The roadway where dust suppression is to be applied must be gravelled with County Specification, if required, prior to application.

2.5. All associated costs for dust suppression application by County Residents, which include grading, gravelling, product and application of the product, will be the responsibility of the applicant.

2.6. Clear Hills County reserves the right to maintain/grade the dust suppressed areas, in the event the driving surface becomes a safety hazard to the motoring public, or the integrity of the road is compromised and doesn't meet County standards.

## Forms/Schedules

- Application Form for Roadway Dust Suppression

End of Policy

**ADOPTED**

Resolution #C190-03 Date: March 25, 2003

**AMENDED**

Resolution #C876-03 Date: November 25, 2003

**AMENDED**

Resolution #C600-13 Date: October 8, 2013

**AMENDED**

Resolution: #C625-16 Date: October 25, 2016

**AMENDED**

Resolution: # C290-19 Date: June 11, 2019



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>REGULAR COUNCIL MEETING</b>
Meeting Date:	February 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Chief Administrative Officer Report</b>
File Code:	11-02-02

- Meeting with the Alberta Transportation Realignment team.
- February 2, 2022 – Joint Meeting PRSD Board & Municipalities.
- February 7, 2022 – Joint meeting with the Village of Hines Creek.
- RMA 2022 Spring Convention will be held March 14 – 16 at the Edmonton Convention Centre

### RECOMMENDED ACTION:

**RESOLUTION** by ..... to accept the Chief Administrative Officer's report for February 8, 2022, as presented.

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

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	<b>CDM REPORT</b>
File:	62-02-02

### DESCRIPTION:

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

### BACKGROUND:

#### **Oil & Gas Activity Update:**

NOVA Gas Transmission Ltd. (NGTL): as part of the Hidden Lake North Compressor Station Unit Addition component of the NGTL's North Corridor Expansion Project in the Chinchaga area NGTL is planning to construct a temporary work camp in NE 31-96-11-W6M to supplement the rooms available at the Chin Inn open camp. These two sites will house approximately 220 workers for this project. They have started the permit applications process and hope to have the temporary work camp set up in the next couple months.

#### **Fire Department Call out Statistics to Dec 31, 2021**

Fire Departments Callout Statistics						
2016 to 2021						
<b>Hines Creek Fire Department</b>						
Type of Response	2017	2018	2019	2020	2021	5 year Average
Motor Vehicle Accidents	8	8	5	4	4	
Structural(Buildings)	7	0	3	1	3	
Call-offs/False Alarms	9	15	8	8	5	
Other Fires	6	6	10	4	6	
Other Aide	1	2	2	5	6	
Medical Assist (MCR)	43	26	23	21	27	
	74	57	51	43	51	55
<b>Worsley Fire Department</b>						
Type of Response	2017	2018	2019	2020	2021	5 year Average
Motor Vehicle Accidents	7	7	2	4	1	
Structural(Buildings)	10	4	3	4	7	
Call-offs/False Alarms	9	4	7	12	10	
Other Fires	8	5	9	7	9	
Other Aide	1	3	0	0	1	
Medical Assist	3	2	6	5	8	
	38	25	27	32	36	32

Initials show support - Reviewed by:

Manager:

CAO:

## **ASB Conference Jan 25-27) Highlights & Take-aways**

1. Ag Minister Nate Horner opened the conference
2. Rural Community Emergency Preparedness – Brad Anders,
  - a. Presentation was on the importance of integrating livestock and ag issues into the Emergency Management Plan.
  - b. Regional All-Hazard Incident Management Teams across the province are missing an Ag component.
  - c. 80-90% of livestock is not insured.
  - d. Learn from previously affected communities: during the 2021 BC Floods 800 farms were affected. At the height of this Emergency 14 people were responsible for just livestock care.
  - e. Next Steps – Regional Livestock Evacuation Plan workshops and exercises postponed due to the pandemic will be rescheduled.
    - i. Possible topic for a future Emergency Management table top.
3. Animal Health Lessons
  - a. the pandemic has underscored the importance of being able to produce our own livestock vaccines to reduce the risk of Foreign Animal Diseases as there were supply chain concerns especially for beef & swine.
  - b. Current threats are African swine fever and foot & mouth disease
4. Alberta Invasive Species Council (AISC) update:
  - a. Alberta is still Zebra Mussel free
  - b. Do have Whirling disease and gypsy moths
  - c. White bud pine is now an endangered species due to a fungus that was accidentally introduced by nursery stock in the 1900's.
  - d. Released gold fish are a problem in over 50 locations in Alberta including the Bow River.
  - e. Weed Free Forage program has had limited uptake and the 2021 drought didn't help. AISC is asking municipalities to participate – need to determine if there is a demand for this (survey – mailout/newsletter/website). County appointed Weed inspectors must be trained to verify that the forage is weed free. Producers request the verification. Training is valid for 3 years.
    - i. Weed Free Forage program will be on the next ASB agenda.
  - f. EDDS Maps (find map track) update. This is an app that people can report and share where invasive species have been found. <https://www.eddmaps.org/> Encouraging people and municipalities to use it when invasive species are found.
  - g. Squeal on Pigs update – Wild Boar were introduced in the 80's & 90's when wild boar farming was being promoted. Wild Boar can carry up to 89 diseases, many are zoonotic (can transfer to humans and other species) Risk of a reportable outbreak in the growing feral population is a huge concern. Focus is on eradication, this program needs more staff & equipment to be successful. Wild Boar are very intelligent and adaptable.

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>
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5. Cleanfarms Update:

- a. Pesticide/Herbicide container collection sites are being closed, Peace River Region are among those closing in 2022. Have moved to a return to retailer, the same as other provinces. As change takes time to be adopted there is a process for arranging for Cleanfarm to pickup containers that do find their way to the transfer station bins after the transition to "return to retailer".
- b. Ag plastics – Alberta pilot project will result in recommendations to the Alberta Government. As a result of their pilot project Saskatchewan has implemented a \$0.25/kg environmental fee. This is approximately \$50/bag or 5-7% of the cost depending on the size of the bag. Showed example of an on-farm compactor for silage plastic. More plastic per load make is it more affordable to transport.

ATTACHMENTS:

- Capital & General Grants status report
- 2021 Development Report

RECOMMENDED ACTION:

RESOLUTION by \_\_\_\_\_ to accept the Community Development Manager's report to February 8, 2022 for information as presented.

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>
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Clear Hills County						
Capital Grants, Non-Cost Share Conditional General Grants and Beyond Border's grants - Years with active grants						
Status to January 24, 2022						
	COMPLETE					
	OUTSTANDING					
	NOT YET PAID			Date		Reminder letters 3rd quarter 2021
	INVOICED					Past Due
						Pending
	Organization	Project	Amount	Paid	Deadline	Follow up
2022-GEN-01	Carter Camp Recreational Society	Carter Camp crossing realignment Phase 2	\$ 87,190.00			
2022-01	Cherry Canyon Agricultural Society	Half Renovations (replacing windows, sidewalks and re-roofing half the	\$ 20,000.00			
2021-01	Many Islands Recreational Development Society	Loop road and 10 seasonal lots	\$ 10,000.00	23-Dec-21	Sep-22	
2021-GEN-01	Carter Camp Recreational Society	Carter Camp crossing realignment Phase 1	\$ 10,000.00	14-Dec-21	24-Feb-21	FAS due 90 days after complete
2020-GEN-03	End of Steel Heritage Society	Lavatory trailer	\$ 120,000.00	Jun-20	31-Dec-20	FAS due by 90 days after complete
2020-GEN-01	Hines Creek Golf & Cou	Irrigation System Completion Project	\$ 67,693.89	Feb-20	Feb-22	Final FAS received Dec 21, need to provide pic of exterior sign once installed. Ordered sign Dec 2021
2020-05	Cleardale Agricultural Society	Cleardale OHV Park Bandstand Project	\$ 10,000.00	Nov-20	Nov-22	1st FAS due Nov 2021
2020-03	End of Steel Heritage Sc	Museum & Park - various improvements	11009	Mar-20	Mar-22	FAS due March 2022
2020-02	Cherry Canyon Agricultural Society	two Ball diamond dugouts	\$ 5,000.00	Mar-20	Mar-22	2nd FAS due March 2022
2019-GEN-07	Worsley Agricultural Society	Arena Roof & other repairs	\$ 60,000.00	22-Oct-19	Oct-22	extension skate friendly flooring project in the works as of Jan 2022, will submit FAS once done
2019-GEN-05	Hinterland Cemetery Company	Lawn mower, fence & storage	\$ 15,000.00	Sept 24 2019	Sept, 2021	extension to end of 2021
2019-01	End of Steel Heritage Society	Upgrades to playground, floor in market shed & finishing Ukrainian Heritage house	\$ 14,050.00	Sep-20	Sept, 2022	1st FAS due September 2021

## Development Report January 1, 2021- December 31, 2021

Reported cost of Developments Permits issued year to date: \$4,405,200.

Dev Permit	Land Location	Lot Block Plan	Development Description	District	Permitted or Discretionary
W1-21	SW 7-84-3-W6M		Dwelling, Single Family	AG1	P
W2-21	LSD 11&14 Section 32-82-13- W6M		Dwelling, Single family	AG1	P
W3-21	Worsley	Lot 18 Block 1 Plan 0726595	Accessory Building - 24x36 Garage	HR-2	P
W4-21	LSD 7 Section 5- 88-9-W6M		16 x 18 Addition to Ski Chalet	CLM	D
W5-21	Lot 7 & 6 Block 4 Plan 1444KS	Lot 7 & 6 Block 4 Plan 1444KS	Accessory Building - 12 x 18 Storage shed	HR-3	D
W6-21		Lot 1 Block 1 Plan 1623105	Agricultural Shop 36 x 52 x 16	AG1	P
W7-21	NE 7-85-11-W6M	Lot 1 Block 1 Plan 2120995	New Yardsite with Bunkhouse as Temporary Dwelling	AG1	P
W8-21	Cleardale	Lot 52 Block 1 Plan 0726595	Dwelling 16x76 Manufactured Home with 12x15 Addition	HR2	p
W9-21		Part of NW 16- 85-9-W6M	Replacement Dwelling 110x48 with 12x58 Covered Deck	AG1	P
W10-21		NE 23-86-8- W6M	Replacement Dwelling, Single Family	AG1	P
W11-21		NW 16-85-9- W6M	Second Dwelling – 16 x 70 manufacture home	AG1	D
W12-21		NE 36-85-9- W6M	42x62 Shop & residential yardsite	AG1	P
W13-21	Cleardale	Lot 54 Block 1 Plan 0726595	Dwelling, 14,x70 Manufactured Home	HR2	P

W14-21		NE 27-85-9-W6M	Replacement Dwelling, Manufactured Home	AG1	P
W15-21		NE 12-85-9-W6M	Dwelling, Bunkhouse with utilities	AG1	P
W16-21	SW 14-85-8-W6M	Lot 2 Block 1 Plan1821596	Church addition	AG1	D
W17-21	SE 3-83-3-W6M		Shop 50x 60, 16' walls	AG1	P
W18-21	NW 6-85-10-W6M		1 year extension of W27-20 for replacement dwelling with attached garage	AG1	P
W19-21	NW 30-86-6-W6M		Dwelling, 16x76 Manufactured Home with 10x12 attached deck	AG1	P
W20-21	Cleardale	Lot 1 Block 1 Plan8720504	Second dwelling and home based business	HD	D
W21-21	SW/4-4-29-96-11-W6M		Telecommunications Tower for Pipeline Operations	CLM	P
W22-21	SW 8-84-1-W6M		Dwelling, 16x12 cabin with 16x12 covered deck	AG1	P
W23-21	Cleardale	Lot 25 Block 1 Plan 0726595	Dwelling, 30x80 Manufactured Home	HR2	P
W24-21	SW 16-87-5-W6M		Replacement Dwelling, 14x68 Manufactured Home with 12x14 addition	AG1	P
W25-21	SE 2-86-7-W6M		Replacement Dwelling, Modular Home	AG1	P
W26-21	SE 27-83-13-W6M	Lot 1 Block 1 Plan 1424540	Dwelling, 30x76 Modular Home	AG1	P
W27-21	SW 4-85-10-W6M	Lot 1 Block 1 Plan 1423277	Dwelling, 20x76 Modular Home	AG1	P
W28-21	SE 14-83-3-W6M	Lot 3 Plan 8420599	Replacement Dwelling, 76x30 House	AG1	P



W29-21	SW 18-85-7-W6M	Lot 1 Block 1 Plan 9123144	Second Dwelling, 12x50 bunkhouse (self contained)	AG1	D
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### **Subdivision Updates January 1 to December 31, 2021**

#### **Approved & Subdivision registered**

- S01-21 SW 27-83-6-W6M Farmstead Separation 7.04 ha (17.4 ac) Plan 2122559 B1 L1
- S02-21 N1/2 16-87-10-W6M Country Residential 12.37 ha (30.56 ac) Plan 2121664 B1 L1
- S03-21 SE 20-85-7-W6M Country Residential 8.10 ha (20 ac) Plan 2121608 B1 L1
- S04-21 SW 10-83-1-W6M Farmstead Separation 7.55 ha (18.65 ac) Plan 212941 B1 L1

#### **Approved, registration of Subdivision pending**

- S01-20 S 35-83-12-W6M Farmstead Separation due to topography ½ section subdivided into 2 parcels Lot 1 - 9.08 ha (22.44 ac) Lot 2 120.69 ha (298.22 ac)
- S05-21 SE 22-85-8-W6M Farmstead Separation 5.80 ha (14.33 ac)
- S06-21 NE 24-83-1-W6M Farmstead Separation 4.96 ha (12.3 ac)

#### **Not completed/cancelled**

- S12-17 NE 12-86-5-W6M Farmstead Separation 3.237 ha (7.99 ac)

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Public Works Manager's Report</b>
File:	32-02-02

### Graders

- Graders have been actively maintaining roads, focusing on icy sections where needed.
- Graders Ice bladed transfer stations & Cleardale Hamlet due to the ice conditions

### CVIPs (Commercial Vehicle Inspection Program) & County Truck Maintenance

- CVIPS Ongoing and being completed.
- Recalls and minor repair work to County trucks ongoing

### ATCO

- Atco is actively logging Power Lines R-O-W's on Township 862 Range Road 54 area
- On Township 872/844 Range Road 72 they are widening out the R-O-W's approximately 12m.

### Annual Spring Gravel Haul

- The projected Spring Gravel Haul start date is scheduled for March 8, 2022, weather permitting.
- Advertising for the Public Works Road Foreman
- New Truck should be delivered by end of March

### 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)

	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Council Information</b>
File:	11-02-02

### DESCRIPTION:

Council is presented with correspondence, for information.

### BACKGROUND / PROPOSAL:

### ATTACHMENTS:

### RECOMMENDED ACTION:

**RESOLUTION** by.... that Council receives for information the Council Information presented at the February 8, 2022, Regular Council Meeting.

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

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	February 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Calendars</b>
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 February, March and April 2022 calendar updates of Councillor Committee meetings, that assist Administration with record keeping and Council with reminders of upcoming meetings with the following changes:

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b> 
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# FEBRUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2 PRSD JOINT-ALL NPHF-DW Worsley Rec-JR	3	4	5
6	7 Joint Meeting with VHC-ALL	8 Council	9 GGAMAC-DW PAC-DJ	10	11 Zone 4-All	12 NWSAR-AB, JR
13	14	15	16 MPTA-AB	17 Council	18 NAEL-AB	19
20	21 Family Day	22 Growing the North Conference (Virtual)	23	24	25	26 PLS-AB
27	28					

# MARCH 2022

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

# APRIL 2022

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



### 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