

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

The regular meeting of the Council for Clear Hills County will be held on Tuesday, March 8, 2022, at 9:30 a.m. in the Council Chambers, County Office, 313 Alberta Avenue Worsley, Alberta.

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<b>1. CALL TO ORDER</b>	
<b>2. AGENDA</b>	
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**MINUTES OF CLEAR HILLS COUNTY  
REGULAR COUNCIL MEETING  
CLEAR HILLS COUNTY COUNCIL CHAMBERS  
TUESDAY, FEBRUARY 17, 2022**

<b>PRESENT</b>	Amber Bean Danae Walmsley Jason Ruecker Nathan Stevenson Susan Hansen	Reeve Councillor Councillor Councillor Councillor
<b>ABSENT</b>	David Janzen Abe Giesbrecht	Deputy Reeve Councillor
<b>ATTENDING</b>	Allan Rowe Audrey Bjorklund Bonnie Morgan Terry Shewchuk	Chief Administrative Officer (CAO) Community Development Manager (CDM) Executive Assistant (EA) Public Works Manager (PWM)
<b>CALL TO ORDER</b>	Reeve Bean called the meeting to order at 9:30 a.m.	
<b><u>ACCEPTANCE OF AGENDA</u></b> <b>C086-22(02-17-22)</b>	<b>RESOLUTION by Councillor Walmsley to adopt the agenda governing the February 17, 2022 Regular Council Meeting with the addition of 7.a.4. Implementation of the Emergency Act, 7.a.5. Woman of the North Conference, 7.a.6 Peace Library System letter for support, as presented.</b> <b>CARRIED.</b>	
<b><u>APPROVAL OF MINUTES</u></b> Previous Regular Council Meeting Minutes		
<b>C087-22(02-17-22)</b>	<b>RESOLUTION by Councillor Hansen to adopt the minutes of the February 8, 2022 Regular Council Meeting, as presented.</b> <b>CARRIED.</b>	
<b><u>NEW BUSINESS:</u></b> <b><u>COUNCIL</u></b> Management Team Activity Report	Management activity report was reviewed.	
<b>C088-22(02-17-22)</b>	<b>RESOLUTION by Councillor Ruecker that the management activity report for February 8, 2022, be accepted, as presented.</b> <b>CARRIED.</b>	
<b>Councillor Reports</b>	Council submits the meetings attended in the previous month and a report, if applicable.	
<b>C089-22(02-17-22)</b>	<b>RESOLUTION by Councillor Walmsley to receive the Councillor reports for information as presented.</b> <b>CARRIED.</b>	

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REGULAR COUNCIL MEETING  
TUESDAY, FEBRUARY 17, 2022

DELEGATION

NWSAR

10:00 a.m.

Council will be taking part in an information session being put on by Northwest Species at Risk from 10:00 a.m. to 11:30

Councillor Ruecker left the meeting at 11:10 a.m.

Reeve Bean recessed the meeting due to no quorum at 11:10 a.m.

Councillor Ruecker entered the meeting via virtual attendance at 11:48 a.m.

Reeve Bean reconvened the meeting at 11:48 a.m.

Councillor Stevenson entered the meeting 11:55 a.m.

Councillor Ruecker left the meeting at 12:04 p.m.

**C090-22(02-17-22)**

**RESOLUTION by Reeve Bean to receive the information session put on by Northwest Species at Risk for information, as presented. CARRIED.**

Reeve Bean recessed the meeting at 12:06 p.m.

Reeve Bean reconvened the meeting at 12:29 p.m.

Councillor Ruecker entered the meeting at 12:32 p.m.

Brownlee Llp (NWSAR)

12:30 p.m.

Paul Stocco with Brownlee Llp will be in attendance virtually at 12:30 p.m. to give Council an information session regarding the New West Trade Agreement.

**C091-22(02-17-22)**

**RESOLUTION by Councillor Hansen to receive the delegation from Paul Stocco with Brownlee Llp. to present an information session regarding the New West Partnership Trade Agreement, as presented. CARRIED.**

**C092-22(02-17-22)**

**RESOLUTION by Councillor Walmsley to bring back bonding requirements and Purchasing Policy to a future Regular Council Meeting. CARRIED.**

Reeve Bean recessed the meeting at 1:43 p.m.

Reeve Bean reconvened the meeting at 1:52 p.m.

Village of Hines Creek  
Meeting Review

Council requested a discussion regarding the joint meeting with the Village of Hines Creek that took place February 7, 2022.

**C093-22(02-17-22)**

**RESOLUTION by Reeve Bean to send a letter to the Village of Hines Creek requesting clarification on their 2022 funding requirements from Clear Hills County. CARRIED.**

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REGULAR COUNCIL MEETING  
TUESDAY, FEBRUARY 17, 2022

**C094-22(02-17-22)** **RESOLUTION by Councillor Walmsley to table the discussion regarding the joint meeting with the Village of Hines Creek that took place February 7, 2022, until a future Regular Council Meeting.** **CARRIED.**

Emergency Act Reeve Bean requested a discussion regarding the implementation of the Federal Emergency Act.

**C095-22(02-17-22)** **RESOLUTION by Councillor Ruecker to draft a letter to the Federal Government that Clear Hills County is in opposition to the invoking of the Emergencies Act.** **CARRIED.**

Woman of The North Conference Reeve Bean requested a discussion regarding the Woman of the North Conference.

**C096-22(02-17-22)** **RESOLUTION by Councillor Walmsley to approve the attendance of Council for the upcoming Woman of the North Conference in Fairview, Alberta on April 27, 2022.** **CARRIED.**

Peace Library System Funding Support Request Reeve Bean requested a discussion regarding the Peace Library System Funding Support Request.

**C097-22(02-17-22)** **RESOLUTION by Reeve Bean to draft a letter to the Alberta Utility Commission, MLA and Energy Minister on the extensive energy and gas inflation for usage and distribution rates for Albertans.** **CARRIED.**

CORPORATE  
SERVICES

Nothing to report

COMMUNITY  
DEVELOPMENT  
CONTINUED:

2022-P01 Sulphur  
Lake Recreation Area

Request for Proposal 2022-P01 Sulphur Lake Recreation Area was scheduled to be opened at the February 22, 2022, Council Meeting. Administration is seeking permission to open the RFPs as scheduled, analyze the results and bring back a recommendation to the March 8 Regular Council Meeting.

**C098-22(02-17-22)** **RESOLUTION by Councillor Stevenson to authorize Administration to open submissions for Request for Proposal 2022-P01 Sulphur Lake Recreation Area, at 9:35 a.m. on February 22, 2022, analyze results and bring a recommendation to the March 8, 2022, Regular Council Meeting.** **CARRIED.**

PUBLIC WORKS:

Nothing to report



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REGULAR COUNCIL MEETING  
TUESDAY, FEBRUARY 17, 2022

WRITTEN REPORTS  
MANAGERS

Chief Administrative  
Officer's Report

Chief Administrative Officer's report was reviewed.

**C099-22(02-17-22)**

**RESOLUTION by Councillor Stevenson to receive the Chief  
Administrative Officer's report for information. CARRIED.**

Community  
Development  
Manager's Report

nothing to report

Corporate Services  
Manager's Report

nothing to report

Public Works  
Manager's Report

Public Works Manager's report report was reviewed.

**C100-22(02-17-22)**

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

COUNCIL  
INFORMATION

Council reviewed the information provided in Council Information

**C101-22(02-17-22)**

**RESOLUTION by Councillor Hansen to receive the Council  
information for information, as presented. CARRIED.**

CALENDARS

Council and Administration reviewed the upcoming months' calendars for Councillor Boards and Committee scheduled meetings, to assist Administration with record keeping and Council with a reminder.

**C102-22(02-17-22)**

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

Date	Meeting	Councillor
April 27	Woman of the North	All
April 23-24	NPHF	Walmsley
		<b>CARRIED.</b>

ADJOURNMENT

Reeve Bean adjourned the February 17, 2022 Regular Council Meeting at 3:31 p.m.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
DATE

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

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	DELEGATION- Mr. Kosheiff – 10:00 a.m.
File:	11-02-02

### DESCRIPTION:

Mr. Kosheiff will be in attendance virtually at 10:00 a.m. to speak with Council on the concerns of discharging firearms

### BACKGROUND:

### ATTACHMENTS:

### RECOMMENDED ACTION:

**RESOLUTION** by..... to receive the delegation from Mr. Kosheiff and the discussion regarding discharging firearms for information, as presented.

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

## Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	March 8, 2022
Originated By:	Audrey Bjorklund, Community Development Manager
Title:	DELEGATION: PRSD – FCSS APPLICATION 10:30 A.M.
File:	63-10-02

### DESCRIPTION:

Tanna Baily(Early Learning/Divisional Inclusive Ed Coordinator), Aleeta Ploc (Assistant Superintendent-Learning Supports), and Jennifer Daniel(Principal-Worsley Central School) will be joining Council virtually regarding their FCSS application for the Youth Support Worker position.

### BACKGROUND:

C077-22(02-08-22) RESOLUTION by Councillor Giesbrecht to table the Family and Community Support Services grants and request that the PRSD Youth Support Workers Supervisor attend a future Regular Council Meeting.  
CARRIED.

Council is seeking to learn more about the role of the Youth Support Worker position that the FCSS grant would be used to fund.

### ATTACHMENTS:

FCSS Application – Youth Support Worker position

### RECOMMENDED ACTION:

RESOLUTION by that Council

Initials show support - Reviewed by:

Director:

*ABJ*

CAO:

*[Signature]*

Received via email  
Dec 13/21.

## Clear Hills County Family and Community Support Services

### 2022 Funding Application

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Clear Hills County School Liaison	\$93,866.86	\$

<b>2. AGENCY INFORMATION</b>	
Agency Name:	Peace River School Division
Executive Director Name:	Tanna Bailey (Program Supervisor), Adam Murray (PRSD Superintendent)
E-Mail Address and Website:	<a href="mailto:baileys@prsd.ab.ca">baileys@prsd.ab.ca</a> <a href="http://murraya@prsd.ab.ca">murraya@prsd.ab.ca</a>
Mailing Address (include postal code):	P.O. Box 380
Street Address:	4702 – 51 Street, Grimshaw, AB T0H 1W0
Project Telephone Number:	780.624.3650
Project Contact Name:	Aleeta Ploc
Fiscal Agent Name & Address: (if required)	

<b>3. TYPE OF ORGANIZATION</b>	
<input type="checkbox"/> Alberta Societies Act Registration Number:	<input type="checkbox"/> Government Agency:
<input type="checkbox"/> Charitable Number (if applicable):	<input checked="" type="checkbox"/> Other (please specify): <b>Public School Division</b>

<b>4. AGENCY INFORMATION</b> - Please provide a BRIEF overview of your agency, i.e., mission, mandate, history.
PRSD is a dynamic learning community focusing on student success and offering high quality educational opportunities in academics and a broad variety of extracurricular and sports programs for approximately 3000 students in 21 schools across a wide geographical area. PRSD seeks to provide dynamic learning in an inclusive school community that fosters student engagement and a supported, dedicated staff.

<b>5. PROGRAM/PROJECT OVERVIEW</b>
Please explain briefly, in your own words, what the program/project is and why it is important to our community.

Youth Education Support Workers (YESW) work to strengthen the school staff and students by providing prevention and educational programming for positive mental health, addictions, as well as social and emotional learning. The belief is that mental and emotional well-being can be developed, nurtured, and supported through universal, targeted, and limited individual support for children, youth, and families. A core belief supporting this type of programming is that early introduction and application of mental health wellness fosters integration and application of that knowledge so that positive mental health increases and endures across the lifespan.

6. PROGRAM/PROJECT LOGIC MODEL	See the Comprehensive Family School Liaison Program Logic Model S for guidance. Information provided should be limited to the schools where the program is offered. What can be expected by the students, teachers and staff in the respective schools?
<b>Program/Project Title:</b>	Youth Education Support Worker
<b>Statement of Need:</b>	Through the Youth Education Support Worker program, the student population increases the awareness of issues in both school and community, addressing all outcomes through education and prevention strategies for mental health issues. Access to this knowledge, cultivated through whole-class and targeted group participation, increases opportunities for students to disseminate their knowledge in the community because of heightened social awareness, enhanced interpersonal skills, owning responsibility for decisions that affect many, and a desire to participate more actively in school and community.
<b>What community issue, need or situation are you responding to? Evidence of need?</b>	<p>"An estimated 1.2 million children and youth in Canada are affected by mental illness – yet less than 20% will receive treatment...by age 25, approximately 20% of Canadians will have developed a mental illness". Early Education and prevention for mental health issues has been empirically proven to ameliorate mental health challenges as children and youth reach adulthood.</p> <p>Retrieved from <a href="https://www.mentalhealthcommission.ca/English/what-we-do/children-and-youth">https://www.mentalhealthcommission.ca/English/what-we-do/children-and-youth</a></p> <p>The process for the Peace River AHS Mental Health clinic is children/youth can attend walk-in for an initial assessment and then are placed on a waiting list to see a therapist. The average wait is reported to be 6 weeks. Many families cannot afford private therapists; many are unwilling to attend local clinics. YES Workers refer to other agencies, and make every effort to connect clients with services outside of schools to ensure that each student's unique needs are addressed.</p>

<p><b>Overall Goal:</b></p> <p><i>What change or impact do you want to achieve?</i></p>	<p>The goal of the Youth Education Support Worker program is to promote mental health in children, youth, families, and communities by raising awareness, increasing knowledge, building personal skills (such as self-care and self-regulation), developing interpersonal skills, and fostering positive community norms (support and physical/psychological safety). The project seeks to provide support so children and youth are developing his/her gifts, abilities, and healthy life skills. The impetus is to empower children and youth to develop healthy interpersonal skills through a variety of peer and family activities, and to build capacity and awareness/education about relevant issues of mental health impacting children, youth and families through prevention programs.</p> <p>Due to COVID 19 and the Alberta Government guidelines, it is challenging to provide small group target instruction as the classrooms have to maintain cohort status. Once the restrictions are lifted then YESW may proceed with target interventions using evidence based programming. There was one target group conducted at Hines Creek Composites as all the members were in the same cohort.</p>
<p><b>Strategy:</b></p> <p><i>How are you going to address the issue, need or situation? (what are the actions/steps/activities) (ie. Workshops, counselling, community forums etc.)</i></p>	<p>As modelled from the Mental Health Capacity Building Project PEACE, the YESW works to strengthen the capacity of schools and communities to create healthy cultures, and to promote mental health and wellness for all. Primary intervention is delivered through universal program support and services focused on reaching all students and staff as well as parents and community partners. The programs facilitated by the worker help create positive classrooms and home and community environments that support social emotional learning (SEL), and empower children, youth, and families to understand and manage their own mental health needs. This approach equips children and youth with resiliency skills to cope with various issues, seek opportunity, and self-advocate. When students display noticeable distress or concerning behaviour indicating the need for specific interventions, appropriate interventions can be captured early, and service can be provided at the school level or a referral is made to outside agencies like Mental Health.</p>
<p><b>Was your Strategy implemented as planned above? If not, why? What changed? How did it go?</b></p>	
<p><b>Who is served: What is your Target Group?</b></p>	<p>Specific direct universal and targeted programming is delivered to students from 5 to 18 years of age, which in turn provides support and influence for mental health issues in adults from 19 – 65+ years of age through family and community relationships/connections.</p>



<p><b>Rationale:</b>  <i>Why will your strategy help you achieve your outcome(s)?</i>  <i>What evidence do you have that this strategy will work?</i>  <i>Research? (Best practices)</i></p>	<p>YESWs provide empirically researched universal, targeted, and limited programming/supports for children, youth 5-18+ years and their families in the areas of mental health, addictions, and social/emotional learning. Early intervention and early introduction of common language regarding mental health issues are intended to foster a dialogue that can continue across the lifespan, increasing each individual's own happiness and mental well-being. Schools are the quickest and most direct avenue for engaging children and youth with mental health issues. An overall outcome is to generate: collaborative practices among health service providers; the reduction of barriers and stigma to mental illness and mental health; and the engagement of students, partners, and community members. Positive mental health provides the foundation of learning across all domains including academics, self-regulation of emotions, relationships, family, and community involvement. Programming is based on the Alberta Health Services "Integrated Addiction and Mental Health Service Model".</p>
<p><b>Inputs: What resources are needed?</b>  <i>Such as staff, volunteers, money, materials, equipment, technology, information – please be as specific as possible and include detailed information on the needed financial resources in your budget on section 10.</i></p>	<p>The schools provide a dedicated office space, a computer, a desk phone, photocopying, access to appropriate programs and a sundry of other office supplies as required for the facilitation of programming. PSRD provides supervision for the workers in the schools along with Professional Development and training as required.</p>
<p><b>Partners:</b>  <i>Who &amp; what resource does each Partner bring to the program/project (i.e., money, staff or knowledge )</i></p>	<p>PRSD provides programming materials, and the worker can access any resources from the PRSD Material Center for School Staff. Tanna Bailey supervises and provides support to the YES Worker program. Programming includes coordination of PRSD schools, school visits, consultation to administrators and school staff, crisis intervention, critical incident support, and traumatic event interventions. Sandra MacKenzie, Program Manager for MHCB Project PEACE Success Coaches works in conjunction with Tanna.</p> <p>Aleeta Ploc supervises the reporting on budgets; summative statistical and narrative reports and FCSS Outcomes Measures Bank data; and ensures that the monies from funding sources is secured and dispersed within the parameters set out in the grant agreement(s). PRSD provides technological support.</p>
<p><b>7a. OUTPUTS: Activities and processes used, e.g., advertising, workshops</b></p>	<p><b>Kimochis</b> - Series of lessons - Fostering healthy emotional language - names to emotions. Including emotional management and self regulation strategies.</p> <p><b>Random Acts of Kindness</b> - Series of lessons - All people can connect through kindness, and kindness can be taught. Including six modules on caring, respect, inclusiveness, integrity, responsibility, and courage.</p>



**Digital Citizenship** - One time as needed or series of lessons - Peace River School Division provides appropriate programming that includes video links as well as general information to address appropriate use of technology in schools. This is presented to entire classes. It can be a one time presentation or ongoing if required.

**Second Step** - Series of lessons - Making friends, managing emotions, solving problems, and dealing with peer pressure.

**GoZen** - Series of lessons - Help students manage challenging feelings (anxiety, worry, anger, perfectionism, negativity & social worry) and turn them into confidence, courage & resilience.

**W.I.T.S.** - Ongoing school wide program - The WITS® group of programs brings together schools, families and community members to help elementary school children learn effective strategies on how to deal with bullying and peer victimization. This is a universal program that is ongoing throughout the school year. It can be addressed through large and small group presentations.

**Choose Love** -Series of lessons - How to choose love in any circumstance. Courage, plus gratitude, plus forgiveness, plus compassion in action equals Choosing Love. For emotional intelligence, post traumatic growth, neuroscience, mindfulness and focused attention/awareness, communication and problem solving, and emotion management/impulse control.

**Fourth R** - Series of lessons - Promotes healthy relationships & targets violence, high risk sexual behaviour and substance use among adolescents.

**Zones of Regulation** - Series of lessons - Self regulation, controlling emotions and impulses, managing their sensory needs and to improve ability to problem solve conflicts.

**The Ophelia Project** - Series of lessons - Specific focus on friendship.

**A Little Spot** - Each book has a different focus (can be used once or as a series) - Story books that are age appropriate for K-Gr 1 children that focus on kindness, patience, respect, confidence, gratitude (Character Education) - Presented as a Universal program to the entire class. This is an ongoing program.

**Mind Up** - Series of lessons - Strategies for focusing attention, self-regulation and developing a positive mind-set in school and life.

**Test Anxiety/Stress Lessons** - Series of lessons or one session - Stress management strategies and skills that build emotional resilience.

**One Circle for Girls** - Series of lessons that each build on the previous skill - Geared to adolescent girls to promote resilience and self esteem.

**Teen Mental Health** - Series of lessons - Mental Health promotion, prevention, and care for teens.

<b>Outputs:</b> Who else will you reach with this program/project/initiative? (e.g., family members, partners, community...)	School staff, parents, caregivers, extended family members, and community members all benefit from social emotional programming as students acquire new skills for communication, compassion, empathy, mindfulness, coping with stress and anxiety, anger management, grief and loss, a broader sense of what mental wellness looks like, and how mental health challenges can be managed. The YESW can facilitate presentations for: Suicide Awareness, specialized Mental Health days/weeks, Personal Safety & Injury Prevention, Bullying Prevention, Substance Use, Addictions and Related Behaviours, Growth and Development, Healthy Eating, and Mental Health Literacy, all of which have impact on family and community dynamics, and which enrich and inform the practice of school staff, parents, and families. The YESW liaises with salient community agencies and outside resources to ensure that the mental health needs of the student population, the school staff, and community members are met with efficacy and due care.
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<b>7b. OUTPUTS:</b>									
Please track the following information for each school where the program is provided.									
Provide the name of school:	Identify Program, e.g., Second Step Bullying Prevention or One-to-One Targeted	Identify the age of the students	Number of students participating	Type of program, e.g., group, One-to-One Targeted	Number of discussions with teachers/staff	Number of discussions with parents	Number of volunteers	Number of volunteer hours in total	
Jan. ~June 2021 WCS	Kimochis	5-6 yrs.	60	Universal Whole Class program for emotional literacy	Monthly Staff meetings	On an as needs basis	n/a	n/a	
Jan 2021 WSC	Kimochi	6-9 yrs	16	Universal Whole Class program for emotional literacy	Monthly Staff meetings	On an as needs basis	n/a	n/a	
Jan 2021 WCS	Random Acts of Kindness	9-12 yrs	15	Universal Whole Class program on building empathy and kindness	Monthly Staff meetings	On an as needs basis	n/a	n/a	
Jan/May/June 2021 WCS	Digital Citizenship	12-15 yrs	55	Targeted program for internet safety	Monthly Staff meetings	On an as needs basis	n/a	n/a	
Feb-June 2021 WCS	Second Steps	6-9 yrs	80	Universal Whole Class program for social emotional learning	Monthly Staff meetings	On an as needs basis	n/a	n/a	

Feb 2021 WCS	GoZen	9-12 yrs	15	Universal Whole Class program for anxiety reduction	Monthly Staff meetings	On an as needs basis	n/a	n/a
March-June 2021 WCS	W.I.T.S.	9-12 yrs	60	Effective universal strategies on how to deal with bullying and peer victimization.	Monthly Staff meetings	On an as needs basis	n/a	n/a

#### 7b. OUTPUTS continued

Please track the following information for each school where the program is provided.

Provide the name of school:	Identify Program, e.g., Second Step Bullying Prevention or One-to-One Targeted	Identify the age of the students	Number of students participating	Type of program, e.g., presentation, One-to-One Targeted	Number of discussions with teachers/staff	Number of discussions with parents	Number of volunteers	Number of volunteer hours in total
Dates								
Feb-April 2021 WCS	Teen Mental Health	12-15 yrs	72	Universal Whole Class program to build mental health literacy	Monthly Staff meetings	On an as needs basis	n/a	n/a
Sept-Dec 2021 WSC	W.I.T.S.	5-11 yrs	120	Effective universal strategies on how to deal with bullying and peer victimization	Monthly Staff meetings	On an as needs basis	n/a	n/a
Sept-Dec 2021 WCS	Random Acts of Kindness	12-15 yrs	92	Universal Whole Class program on building empathy and kindness	Monthly Staff meetings	On an as needs basis	n/a	n/a
Jan-June 2021 MSCS	Kimochis	5-6 yrs	12	Universal Whole Class program for emotional literacy	Monthly Staff meetings	On an as needs basis	n/a	n/a
Jan 2021 MSCS	Kimochis	6-9 yrs	19	Universal Whole Class program for emotional literacy	Monthly Staff meetings	On an as needs basis	n/a	n/a
Feb-June 2021 MSCS	Second Steps	6-10 yrs	108	Universal Whole Class program for social emotional learning	Monthly Staff meetings	On an as needs basis	n/a	n/a
Feb-June 2021 MSCS	GoZen	10-12 yrs	93	Universal Whole Class program for anxiety reduction	Monthly Staff meetings	On an as needs basis	n/a	n/a

Jan-June 2021 MSCS	Teen Mental Health	12-15 yrs	150	Universal Whole Class program to build mental health literacy	Monthly Staff meetings	On an as needs basis	n/a	n/a
Sept-Oct 2021 MSCS	Choose Love	5-7 yrs	18	Universal Whole Class program that focuses on compassion and gratitude.	Monthly Staff meetings	On an as needs basis	n/a	n/a

### 7b. OUTPUTS continued

Please track the following information for each school where the program is provided.

Provide the name of school:	Identify Program, e.g., Second Step Bullying Prevention or One-to-One Targeted	Identify the age of the students	Number of students participating	Type of program, e.g., presentation, One-to-One Targeted	Number of discussions with teachers/staff	Number of discussions with parents	Number of volunteers	Number of volunteer hours in total
Dates								
Nov-Dec 2021 MSCS	Second Steps	5-7 yrs	18	Universal Whole Class program for social emotional learning	Monthly Staff meetings	On an as needs basis	n/a	n/a
Sept-Dec 2021 MSCS	Random Acts of Kindness	8-15 yrs	102	Universal Whole Class program on building empathy and kindness	Monthly Staff meetings	On an as needs basis	n/a	n/a
Nov-Dec 2021 MSCS	Fourth R	12-15 yrs	42	Universal programming that promotes healthy relationships	Monthly Staff meetings	On an as needs basis	n/a	n/a
Jan-Feb 2021 HCC	Zones of Regulation	5-7 yrs	20	Universal Whole Class program for emotional regulation	Monthly Staff meetings	On an as needs basis	n/a	n/a
Jan-May 2021 HCC	Second Steps	7-12 yrs	66	Universal Whole Class program for social emotional learning	Monthly Staff meetings	On an as needs basis	n/a	n/a
Jan, Feb, Sept 2021 HCC	The Ophelia Project	6-9 yrs	149	Universal Whole Class Building relationships, friendship.	Monthly Staff meetings	On an as needs basis	n/a	n/a



Mar-Sept 2021 HCC	A Little Spot (Respect, Patience, Confidence, Happiness)	5-8 yrs	301	Universal Whole Class program for positive mindset in overcoming obstacles	Monthly Staff meetings	On an as needs basis	n/a	n/a
Mar 2021 HCC	Zones of Regulation	6-8 yrs	30	Universal Whole Class program for emotional regulation	Monthly Staff meetings	On an as needs basis	n/a	n/a

#### 7b. OUTPUTS continued

Please track the following information for each school where the program is provided.

Provide the name of school:	Identify Program, e.g., Second Step Bullying Prevention or One-to-One Targeted	Identify the age of the students	Number of students participating	Type of program, e.g., presentation, 'One-to-One Targeted	Number of discussions with teachers/staff	Number of discussions with parents	Number of volunteers	Number of volunteer hours in total
Dates								
Mar-Dec 2021 HCC	Second Steps	9-12 yrs	170	Universal Whole Class program for social emotional learning	Monthly Staff meetings	On an as needs basis	n/a	n/a
Mar-June 2021 HCC	Circles for Girls	9-11 yrs	10	Target group to focus on healthy relationships	Monthly Staff meetings	On an as needs basis	n/a	n/a
May/June/Sept 2021 HCC	Test Anxiety	13-16 yrs	43	Universal Whole Class programming for anxiety and stress reduction regarding test taking	Monthly Staff meetings	On an as needs basis	n/a	n/a
June 2021 HCC	Internet Safety	5-12 yrs	64	Universal Whole class program to address internet safety	Monthly Staff meetings	On an as needs basis	n/a	n/a
June 2021 HCC	GoZen	7-8 yrs	18	Universal Whole Class program for anxiety reduction	Monthly Staff meetings	On an as needs basis	n/a	n/a
Sept-Dec 2021 HCC	Kimochis	5-7 yrs	82	Universal Whole Class program for social emotional learning	Monthly Staff meetings	On an as needs basis	n/a	n/a
Oct-Dec 2021 HCC	Mind Up	11-12 yrs	63	Universal Whole Class program for attention, self-regulation and	Monthly Staff meetings	On an as needs basis	n/a	n/a



Classroom presentations, when programs are based on presentations use post-only measures and only when the measure fits with the content of the material presented that day.				
Outcomes:	Indicators of Success: (How will you know this outcome has been achieved?)	Measures: Post only measures are to be used for presentations and other group activities. The measures used for the surveys must fit with the content covered that day.	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators:
1. Individual Outcome #3 Children and Youth Develop Social Competencies Program: Second Steps Location: Hines Creek Composite Grades 4/5/6		1. Student 8-12 years of age: I am good at making friends # completing measurement tool: 12 # completing this measure: 12 # experiencing a positive change: 2	PM6 Y F Sc	Indicator: Asset #33 - Interpersonal skills; Interpersonal Competencies



Classroom presentations, when programs are based on presentations use post-only measures and only when the measure fits with the content of the material presented that day.				
Outcome:	Indicators of Success: (How will you know this outcome has been achieved?)	Measures: Post only measures are to be used for presentations and other group activities. The measures used for the surveys must fit with the content covered that day.	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators:
2. Individual Outcome #3 - Children and Your Develop Social Competencies  Program: Second Steps  Location: Hines Creek Composite Grades 4/5/6		<p><b>2. Students 8-12 years of age:</b> I choose to resolve conflict peacefully</p> <p># completing measurement tool: 27 # completing this measure: 27 # experiencing a positive change: 4</p>	PM5  F Sc	Indicator Asset #36 - Peaceful Conflict Resolution

Classroom presentations, when programs are based on presentations use post-only measures and only when the measure fits with the content of the material presented that day.				
Outcome:	Indicators of Success: (How will you know this outcome has been achieved?)	Measures: Post-only measures are to be used for presentations and other group activities. The measures used for the surveys must fit with the content covered that day.	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators:
3. Individual Outcome #3 - Children and Youth Social Competencies Program: Second Step Location: Hines Creek Composite Grades 4/5/6		<p><b>3. Students 8-12 years of age:</b></p> <p>I get along with others.</p> <p># completing measurement tool: 20</p> <p># completing this measure: 20</p> <p># experiencing a positive change: 3</p>	PM5 Y F Sc	Indicator Asset #33 Interpersonal skills; Interpersonal competence

Classroom presentations, when programs are based on presentations use post-only measures and only when the measure fits with the content of the material presented that day.				
Outcome:	Indicators of Success: (How will you know this outcome has been achieved?)	Measures: Post only measures are to be used for presentations and other group activities. The measures used for the surveys must fit with the content covered that day.	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators:
4. Individual Outcome #3 - Children and Youth Social Competencies Program: Random Acts of Kindness Location: Menno Simons Community School Grades 7/8/9		<b>Students 12-18 years of age:</b>  I work well with others on a team # completing measurement tool: 16 # completing this measure: 16 # experiencing a positive change: 11	PM14  F Sc	Indicator Asset #33 - Interpersonal skills; Interpersonal competence
5. Individual Outcome #3 - Children and Youth Develop Positive Values Program: Random Acts of Kindness Location: Menno Simons Community School Grades 7/8/9		<b>Students 12-18 years of age:</b>  I take responsibility for my actions even when it is hard # completing measurement tool: 16 # completing this measure: 16 # experiencing a positive change: 10	PM5  F Sc	Indicator Asset #30 - Responsibility

Classroom presentations, when programs are based on presentations use post-only measures and only when the measure fits with the content of the material presented that day.
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Outcome:	Indicators of Success: (How will you know this outcome has been achieved?)	Measures: Post only measures are to be used for presentations and other group activities. The measures used for the surveys must fit with the content covered that day.	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators:
6. Individual Outcome #3 - Children and Youth Develop Positive Values Program: Random Acts of Kindness Location: Menno Simons Community School Grades 3/4/5/6		<b>Students 8-12 years of age:</b> I know that it is okay to be myself # completing measurement tool: 8 # completing this measure: 8 # experiencing a positive change: 2	PM4 Y F Sc	Indicator Asset #38 - Self-Esteem
7. Individual Outcome #3 - Children and Youth Develop Positive Identity Program: Random Acts of Kindness Location: Menno Simons Community School Grades 3/4/5/6		<b>1. Students 8-12 years of age:</b> I feel that I can make a difference # completing measurement tool: 8 # completing this measure: 8 # experiencing a positive change: 3	PM2 Y A Sc	Indicator Asset #37 - Personal Power

**Classroom presentations, when programs are based on presentations use post-only measures and only when the measure fits with the content of the material presented that day.**



Outcome:	Indicators of Success: (How will you know this outcome has been achieved?)	Measures: Post only measures are to be used for presentations and other group activities. The measures used for the surveys must fit with the content covered that day.	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators:
8. Individual Outcome #3 - Children and Youth Develop Positive Values  Program: W.I.T.S. (Walk Away, Ignore, Talk It Out, Seek Help)  Location: Worsley Central School  Grades 3/4/5		<b>Students 8-12 years of age:</b>  I believe it is important to tell the truth  # completing measurement tool: 10 # completing this measure: 10 # experiencing a positive change: 1	PM12  Y F Sc	Indicator Asset #29 - Honesty
9. Individual Outcome #3 - Children and Youth Develop Social Competencies  Program: W.I.T.S. (Walk Away, Ignore, Talk It Out, Seek Help)  Location: Worsley Central School  Grades 3/4/5		<b>1. Students 8-12 years of age:</b>  I make good decisions  # completing measurement tool: 10 # completing this measure: 10 # experiencing a positive change: 1	PM5  Y F Sc	Indicator Asset #32 - Planning and Decision Making

Classroom presentations, when programs are based on presentations use post-only measures and only when the measure fits with the content of the material presented that day.				
Outcome:	Indicators of Success: (How will you know this outcome has been achieved?)	Measures: Post only measures are to be used for presentations	FCSS Measures Bank	Alignment with the FCSS Outcomes Model: Chart of

		and other group activities. The measures used for the surveys must fit with the content covered that day.	Measure Number:	Outcomes & Indicators:
10. Individual Outcome #3 Social Competencies Program: Random Acts of Kindness Location: Worsley Central School Grades 8/9		<p>2. Students 12-18 years of age:</p> <p>I choose to resolve conflicts peacefully</p> <p># completing measurement tool: 10</p> <p># completing this measure: 10</p> <p># experiencing a positive change: 9</p>	PM5 F Sc	Indicator Asset #36 - Peaceful Conflict Resolution
11. Individual Outcome #3 - Children and Youth Develop Positive Identity Program: Random Acts of Kindness Location: Worsley Central School Grades 8/9		<p>1. Students 12-18 years of age:</p> <p>I am good at handling anything that comes my way</p> <p># completing measurement tool: 10</p> <p># completing this measure: 10</p> <p># experiencing a positive change: 7</p>	PM5 F Sc	Indicator Asset #37 - Personal Power

## 9. ADDITIONAL INFORMATION

When Survey Measurement Tool(s) Used: ☒ Pre-test/post-test: both before and after your activities ☐ Post-Only : after activities

### Additional Outcome Data:

Please attach copies of each aggregated survey; identify the school; identify the program, e.g., Second Step Bullying Prevention, WITS, One-on-One Targeted so we have a clear idea of what is being done.

Survey results are reported inside this document and are available upon request.

The following programs were delivered to the identified age groupings:

5-9 Year Olds - Weekly 30 minutes sessions in each classroom:

- Kimochis
- Second Step
- W.I.T.S.
- Choose Love
- Zones of Regulation
- The Ophelia Project
- A Little Spot Book Series
- Internet Safety (PRSD lessons)

9-12 Year Olds - Weekly 30 minute lessons in each classroom:

- Random Acts of Kindness
- Digital Citizenship/Internet Safety (PRSD Lessons)
- GoZen
- W.I.T.S.
- Second Step
- Mind Up

13-18 Year Olds - Classroom presentations weekly for a designated amount of time (8 weeks)

- Teen Mental Health
- 4th R
- Test Anxiety



Senior High School programming is a challenge as students are focused on academic achievement and high school graduation. YESW are encouraged and implement programming during unstructured time such as lunch time and class breaks to set up things such as coffee/tea carts, seasonal crafts, career fairs, talent shows and open houses to target specific information. For example, during exams pamphlets are available with test anxiety strategies at the coffee/tea cart which is manned by the YESW to make themselves available for students to discuss the issue. During Christmas, crafts are available in the common area for students to participate while the YESW discusses various outside activities that can be done during the break to promote physical movement which promotes positive mental health. Workers access a Google Classroom to share ideas that are effective for all age levels.

The following programming was facilitated universally at all three schools:

- Green Shirt Day (Mental Health Week)
- Hats On for Mental Health
- Terry Fox Day
- Orange Shirt Day
- Truth and Reconciliation
- Pink Shirt Day (Anti-Bullying)
- MADD Presentations (Addictions programming)
- Daily Inspirational Messaging
- Smile Cookies
- Parents Matter Week
- Talent Show
- Career Fair
- Parent Teacher Interview attendance

Due to COVID 19 and the Alberta government's directive to maintain cohorts in schools it was challenging for Youth Education Support Workers to provide target small group instruction. Target small groups were implemented when cohorts could be maintained are documented within this report. One group was completed at Hines creek Composite and One Circle for girls was implemented. Once restrictions are lifted and workers are able to implement small cross groups those will be encouraged.

The target of Youth Education Support Worker programming focused on the Universal level to build positive mental health capacity within the entire school population. In the elementary classrooms each worker is scheduled for at least on half hour a week to provide target lessons implementing the programs indicated above. Due to the resignation of PRSD provisional psychologist, workers were cautioned on the implementation of one to one support. Without psychologist supervision and workers not educated in the area counselling this puts workers at great risk.

PRSD does employ three Social Workers divisionally that provide the one on one counselling support to students as needed. Youth Education Support workers in collaboration with school staff make referrals to AHS Mental Health or Divisional Social Workers depending on the need of the student on an individual basis. Parents are a vital part of the partnership in all cases and are included in the decision making process.

The YESW meet with their counterparts within PRSD at least 4 times a year to discuss programming needs and share ideas. The program supervisor meets monthly one on one with each worker to support workers and address issues that arise.

**Stories – Please share an anecdotal story that describes the significant impact for the participants. Please also include a photo from your program (if possible):**

“Last year when I was doing the small group with the 5 girls at Hines Creek Composite I was not sure initially if it was having any impact. However, when I talked to the students’ home room teacher she said that she had seen a huge difference in the classroom. Two of the girls had fought frequently in the past, had not had a fight in weeks and another girl had come out of her shell and become more confident. (One Circle for Girls)

“I have also been told by teachers how much the younger students enjoy the Bubbles (the Second Step snail) coming into classes. I was also frequently asked by students in the hallway if Bubbles was coming to class today.”

“The teachers also liked many of the books we read to students in the last year. One specific example was “Germs vs Soap was enjoyed by students. Teachers also requested that I read it again this fall to remind the students of the importance of hand washing.” (Thanks COVID)

**Continuous Quality Improvement. Please answer the following questions:**

After analyzing the information, should this program/project continue? Was the program successful?

Due to COVID 19 and the focus being on universal classroom programming it is clear that children and students require positive mental health programming more than ever. Schools have observed increased emotional dysregulation within the student body in the majority of classrooms, this is clear through school data in the area of office referrals.

In February 2021, the Student Mental Health and Wellness Survey was conducted to hear from students, staff, and families. Students grades 7 to 12, parents, guardians, and all staff members were invited to participate in the survey. Over 1,800 people responded, including 930 students.

Key findings include identification of the top five issues/concerns grade 7 to 12 students are facing. They are: 1- test anxiety/stress, 2- pressure to succeed, 3- fear of disappointing family, 4- keeping up with demands, and 5- body/esteem issues. The lowest ranking issues/concerns among grade 7 to 12 students include bullying, gender identity, and lacking in basic needs.

Fifty-seven percent (57%) of parents/guardians indicated they would contact their child’s school, teacher, or principal as a first point of contact should their child need additional support or assistance. In terms of barriers to seeking additional support, thirty percent (30%) of respondents

indicated their lack of awareness of where to go to access services, as well as concerns over their child being stigmatized. Twenty-four percent (24%) of respondents indicated nothing would prevent them from seeking additional support for their child.

This last paragraph makes it clear that support in the school is vital as parents indicate that the school is the first point of contact if additional support is required. Having Youth Education Support Workers accessible in the school environment means that the workers can be one of the first contacts when a mental health need arises.

What changes will you make (if any)?

Due to change in Youth Education Support Workers and the Supervisor of the program PRSD is working in collaboration with Karen Titanic, FCSS Outcomes Measure Trainer. We have been in discussions to set up a meeting early in the 2022 year to provide further education and training on the program as well as using the FCSS Outcome Measures bank in a more effective manner. The contact made with Karen will be invaluable and we look forward to this partnerships

A vital change will be the use of the FCSS Outcome Measure bank to determine increased understanding and use of strategies in targeted small group instruction. The FCSS Outcome Measure bank will be used in pre and post surveys with all target small groups going forward.

What improvements can be made to the program/project?

Currently, YESWs have a variety of programs as resources for their classroom and small group work including but not limited to:

Second Step SEL  
Second Step Bullying Prevention Unit  
Second Step Child Protection Unit  
Kimoichis SEL  
4<sup>th</sup> R SEL  
Go Zen  
Mindful Schools Curriculum  
Mental Health Curriculum  
Stress Lessons  
Healthy Young Relationships  
Rainbows Grief and Loss  
Mental Health Literacy  
Choose Love  
Teen Mental Health

Any other programs that are brought forward for consideration require a stringent vetting process prior to purchase or implementation.

What improvements can be made to the outcome measurement process?

Increase the understanding and use of the FCSS Outcome Measures bank and when to use it generate significant and relevant programming data. The YESW's work collaboratively with the Project PEACE team members to support one another as they continue to refine their use of this tool.

Again, the partnership with Karen Titanic will be vital in improving the entire team's understanding of the tool as well as increase the use of this tool to provide funding partners with required data. Karen has already shared strategies to improve the use of the measure bank and we look forward to other suggestions that she has.

Identify successes you achieved with this program:

One success of note is that our two workers have maintained consistency in employment. Meaning, Kelly Alexander (HCC) and Andrew Hilton (WCS and MSCS) have maintained their positions since January 2020 and February 2020 respectively. This has given the schools the ability to provide consistent programming to students. The Youth Education Support Workers are well versed in programming availability and are comfortable in implementing the programs either universally or in small target groups.

Identify any changes (if any) to be made to the program:

Youth Education Support Workers continually search for research based programs that will meet the needs of the students in each of their geographical areas. Each school has a unique culture and diverse population that requires a somewhat individual approach. The YESW are always willing to participate in appropriate training to support student needs in their schools.



For consistency purposes, it is **IMPERATIVE** that you use the following template as provided and **NOT** modify it, other than inserting additional rows.

10. BUDGET (Resources dedicated specifically to the project you are seeking funding for. Attach the latest audited financial statement for your organization.)			
2022 PROPOSED BUDGET			
(Ensure all calculations are correct. Use the second column to itemize the project expenses to which you plan to direct the FCSS funds. $\text{Column 1} + \text{Column 2} = \text{Column 3}$ )			
ITEM	Column 1 Expenses paid or contributed by the Applicant and other funding partners (Agency Contribution)	Column 2 Expenses to be funded by (Insert FCSS (Project Request))	Column 3 PROJECTED Budget (Total Cost)
Column 4 Actual Cost (For report)			
<b>REVENUE (specify all sources of funding including fundraising, fees for service, other grants, etc.)</b>			
Clear Hills County FCSS grant		\$93,866.86	111,404.86
Fundraising / Cash donations:	\$0		\$0
Other Grants (Please specify):	Village of Hines Creek \$17,538.00		
TOTAL REVENUE	\$17,538.00	\$93,866.86	\$111,404.86
<b>EXPENSES</b>			
<b>PERSONNEL</b>			
Salaries & Wages & Benefits & Remittances		\$95,704.86	\$95,704.86
Travel & Subsistence		\$700.00	\$700.00
Cell Phone		\$700.00	\$700.00
Program Supplies		\$5000.00	\$5000.00
Professional Development		\$3000.00	\$3000.00
<b>OPERATIONS COST</b>			
Facility Rentals	Provided by PRSD	\$0	\$0
Insurance	Provided by PRSD	\$0	\$0
Telephone/Internet, etc.	Provided by PRSD	\$0	\$0
<b>ADMINISTRATION COSTS (specify)</b>			
Advertising & Promotions	Provided by PRSD	\$0	\$0
Postage/administrative materials	Provided by PRSD	\$0	\$0
Audit & Accounting	Provided by PRSD	\$0	\$0
<b>OTHER PROGRAM COSTS (specify)</b>			
<b>TOTAL EXPENDITURES</b>			
		\$111,404.86	\$111,404.86
<b>FCSS REQUEST (DEFICIT/SURPLUS = Column 3; Total Revenue - Expenditures)</b>			
	\$17,538.00	\$93,866.86	\$111,404.86

11. DOCUMENTATION REQUIREMENTS: Do not provide other attachments unless requested to do so.	ATTACHED
List of current agency Board of Directors by name and Board position. (Do not include personal contact information (home addresses, emails, or phone numbers).	<input checked="" type="checkbox"/>
Program/Project Logic Model & Outcomes (Sections 6-8)	<input checked="" type="checkbox"/>
Program/Project Budget (Section 10)	<input checked="" type="checkbox"/>
Most recent Audited Financial Statement of your organization [Balance Sheet and Income Statement]	<input checked="" type="checkbox"/>
Financial statements directly related to this project will be required upon completion of project [see shaded portion of Budget - section 10]	<input type="checkbox"/>

12. SUBMIT COMPLETED APPLICATION TO:
<p>Please choose one of the two following submission methods:</p> <ol style="list-style-type: none"> <li>1. Submit one original signed copy of the application (via mail or drop-off at the office)</li> <li>2. Email a copy to: <a href="mailto:audrey@clearhillscouny.ab.ca">audrey@clearhillscouny.ab.ca</a> (scanned signatures will be accepted) Unsigned applications will be returned.</li> </ol> <p><b>Box 240, 313 Alberta Avenue, Worsley, Alberta T0H 3W0</b></p> <p>The deadline for applications is <u>December 15, 2021</u>.</p> <p><b>DECLARATION:</b></p> <p>I declare that all of the information in this application is accurate and complete and that the application is made on behalf of the organization named on Page 4 with its full knowledge and consents and complies with the requirements and conditions set out in the Family and Community Support Services Act and Regulation. (<a href="http://humanservices.alberta.ca/family-community/14876.html">http://humanservices.alberta.ca/family-community/14876.html</a>):</p> <p>I acknowledge that should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.</p> <p><i>Audrey Freeman</i> <i>December 13, 2021</i></p>

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 8, 2022
Originated By:	Audrey Bjorklund, CLGM Community Development Manager
Title:	<b>OPEN TENDER 2022-01MOWER</b>
File:	31-63-75

### DESCRIPTION:

Council is presented with tenders to be opened for Tender 2022-01 Mower.

Tenders closed on March 7, 2022 at 4:00 p.m.

### BACKGROUND:

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

### BUDGET:

\$37,500.00

### RECOMMENDED ACTION:

**RESOLUTION** by.....to open tenders for Tender 2022-01 Mower, analyze results and bring back a recommendation to the next Council meeting.

Initials show support - Reviewed by:

Manager:



CAO:





# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 8, 2022
Originated By:	Audrey Bjorklund, CLGM Community Development Manager
Title:	<b>OPEN TENDER 2022-02 MOWER SWING ARM</b>
File:	31-63-76

### DESCRIPTION:

Council is presented with tenders to be opened for Tender 2022-02 Mower Swing Arm.

Tenders closed on March 7, 2022 at 4:00 p.m.

### BACKGROUND:

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.

### BUDGET:

\$23,000.00

### RECOMMENDED ACTION:

**RESOLUTION** by..... to open tenders for Tender 2022-02 Mower Swing ARm, analyze results and bring back a recommendation to the next Council meeting.

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

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 8, 2022
Originated By:	Audrey Bjorklund, CLGM Community Development Manager
Title:	<b>OPEN TENDER 2022-03 WATER PUMP TRAILER</b>
File:	31-64-40

### DESCRIPTION:

Council is presented with tenders to be opened for Tender 2022-03 Water Pump Trailer.

Tenders closed on March 7, 2022 at 4:00 p.m.

### BACKGROUND:

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

### BUDGET:

\$10,000.00

### RECOMMENDED ACTION:

**RESOLUTION** by..... to open tenders for Tender 2022-03 Water Pump Trailer analyze results and bring back a recommendation to the next Council meeting.

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

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	March 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 February 17, 2022

### ATTACHMENTS:

- o Management Activity Report

### RECOMMENDED ACTION:

**RESOLUTION** by .... that the management activity report for February 17, 2022, be accepted, as presented.

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

Page 1 of 7

### Activity Report for February 17, 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 vendors 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	May 10 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 February 17, 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
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.	EA	Bean & Walmsley Registered
C54-22	01/25/22	RESOLUTION by Councillor Hansen to proceed to Tender for Fire Fighter Turnout Gear for the Hines Creek Fire Department. CARRIED.	CDM	
		February 8, 2022		
C067-22	02/08/22	RESOLUTION by Reeve Bean to request a regional municipal meeting with the Village of Hines Creek, MD of Fairview, Town of Fairview, and the MD of Peace to discuss pertinent information. CARRIED.	EA	Sent
C070-22	02/08/22	RESOLUTION by Reeve Bean to table the draft resolution on Mental Health and Agricultural Society Financial reporting requirements to the June Regular Council Meeting. CARRIED.	EA	June
C071-22	02/08/22	RESOLUTION by Councillor Hansen to request Mr. Kosheiff attend a future Regular Council Meeting to discuss his concerns of firearm discharging. CARRIED.	EA	March 8
C076-22	02/08/22	RESOLUTION by Councillor Stevenson to continue to rent the Community Room with a new rental agreement template that complies with current insurance requirements. CARRIED.	CDM	
C077-22	02/08/22	RESOLUTION by Councillor Giesbrecht to table the Family and Community Support Services grants and request that the PRSD Youth Support Workers Supervisor attend a future Regular Council Meeting. CARRIED.	CDM	March 8
C078-22	02/08/22	RESOLUTION by Councillor Hansen to proceed to tender for the purchase of up to six MSA self-contained breathing apparatus (SCBA). CARRIED	CDM	Out for tender
C079-22	02/08/22	RESOLUTION by Councillor Stevenson to proceed to tender for 2022 pavement crack sealing. CARRIED.	EA	Open March 22
C080-22	02/08/22	RESOLUTION by Councillor Ruecker to proceed to tender for 2022 pavement Line Painting. CARRIED.	EA	Open March 22



## Management Team

### Activity Report for February 17, 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
C081-22	02/08/22	RESOLUTION by Councillor Walmsley to approve the 2022 dust control product application at specific locations within Clear Hills County, as presented. CARRIED.	PWM	
		<b>February 17, 2022</b>		
C092-22	02/17/22	RESOLUTION by Councillor Walmsley to bring back bonding requirements and Purchasing Policy to a future Regular Council Meeting. CARRIED.	EA	
C093-22	02/17/22	RESOLUTION by Reeve Bean to send a letter to the Village of Hines Creek requesting clarification on their 2022 funding requirements from Clear Hills County. CARRIED.	EA	sent
C094-22	02/17/22	RESOLUTION by Councillor Walmsley to table the discussion regarding the joint meeting with the Village of Hines Creek that took place February 7, 2022, until a future Regular Council Meeting. CARRIED.	EA	
C095-22	02/17/22	RESOLUTION by Councillor Ruecker to draft a letter to the Federal Government that Clear Hills County is in opposition to the Invoking of the Emergencies Act. CARRIED.	EA	sent
C096-22	02/17/22	RESOLUTION by Councillor Walmsley to approve the attendance of Council for the upcoming Woman of the North Conference in Fairview, Alberta on April 27, 2022. CARRIED.	EA	
C097-22	02/17/22	RESOLUTION by Reeve Bean to send a letter to the Alberta Utility Commission, MLA and Energy Minister on the extensive energy and gas inflation for usage and distribution rates for Albertans. CARRIED	EA	Sent
C098-22	02/17/22	RESOLUTION by Councillor Stevenson to authorize Administration to open submissions for Request for Proposal 2022-P01 Sulphur Lake Recreation Area, at 9:35 a.m. on February 22, 2022, analyze results and bring a recommendation to the March 8, 2022, Regular Council Meeting. CARRIED.	CDM	Opened Bring back March 8
		<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	CDM	In the works





## Management Team

### Activity Report for February 17, 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>Recreation Lease boundaries and allocate the funds from the Recreation Reserve. CARRIED.</b>		
<b>C391-19</b>	<b>08/13/19</b>	<b>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.</b>		2020 ✓ 2021 ✓ 2022 ✓
		<b>November 27, 2019</b>		
<b>C587-19</b>	<b>11/26/19</b>	<b>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.</b>	CDM	2020✓ 2021✓ 2022✓ 2023 2024
		<b>January 7, 2020</b>		
<b>C620-19</b>	<b>12/10/19</b>	<b>RESOLUTION by Councillor Fletcher that Council approves assisting Northern Lights County by contributing \$10,000 (ten thousand dollars) a year for 5 years, for operation of the Manning Airport, and include the funds in the annual operating budget. CARRIED.</b>	CDM	2020✓ 2021✓ 2022✓ 2023 2024
		<b>December 3, 2020</b>		
<b>C627-20</b>	<b>11/24/20</b>	<b>RESOLUTION by Councillor Ruecker to receive the virtual delegation from Glenda Farnden with STARS for information and approve a 3-year funding commitment of \$100,000.00 (one-hundred thousand dollars) per year for 2021, 2022 and 2023. CARRIED.</b>	CSM	2021✓ 2022✓ 2023
		<b>April 27, 2021</b>		
<b>C150-21</b>	<b>04/13/21</b>	<b>RESOLUTION by Reeve Bean that Council approves the draft business directory form and Business directory layout and send a bulk mailout</b>	EA	On going



## Management Team

### Activity Report for February 17, 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
		informing local businesses of the opportunity for free advertising in the County business directories and the opportunity to get 500 free business cards and allocate \$5000.00 from the Economic Development Reserve for this initiative. CARRIED.		
		<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. CARRIED.	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. CARRIED.	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. CARRIED.	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 construction of a new river crossing in 2022 for \$87,190.00 included in the 2022 Operating Budget. CARRIED.	CDM	
C355-21	09/14/21	RESOLUTION by Councillor Frixel to include \$500,000.00 in the 2022 Operating budget for enhancements of Recreational Facilities. CARRIED.	CSM/CDM	
C337-21	09/14/21	RESOLUTION by Reeve Bean to approve all qualifying Continuing education applications and allocate the balance of the funds from the Rate Stabilization Reserve. CARRIED.	CDM	
		<b>October 4, 2021</b>		



## Management Team

### Activity Report for February 17, 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
C365-21	09/28/21	RESOLUTION by Councillor Frixel to increase the recreation operating funding's annual budget by \$100,000.00 starting in 2022. CARRIED.	CDM	
		October 20, 2021		
C387-21	10/12/21	RESOLUTION by Deputy Reeve Croy to authorize the Diamond V2018 Upgrade & Year-End Updates with funds coming from the Admin Reserve. CARRIED.		
		November 17, 2021		
C263-21	06/08/21	RESOLUTION by Councillor Ruecker to award Tender 2021-16 Reconstruction Range Road 54 & 60, to SOKs Enterprises Inc. for the amount of \$459,431.00 funds are budgeted in the multi-year capital plan. CARRIED.	PWM	Carried over as project was not completed
C446-21	10/26/21	RESOLUTION by Reeve Bean to move forward with the preliminary stages of the Mighty Peace Tourism campaign through Seekers Media for a promotional video of Clear Hills County to maximum of \$5,000.00, funds to be allocated from the Rate Stabilization reserve. Once the requested documentation from the program has been received. CARRIED.	CDM	In works
C462-21	11/09/21	RESOLUTION by Reeve Bean to proceed with the Many Islands Road Erosion Restoration project using the equipment registry and allocate the funds from the Road Reserve. CARRIED.	EA	Completed
		December 17, 2021		
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	
		January 19, 2022		
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	CDM	





## Management Team

### Activity Report for February 17, 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>\$30,000.00 due to the number of suits that are in need of replacement. CARRIED</b>		
<b>C025-22</b>	<b>01/11/22</b>	<b>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.</b>	CDM	
<b>ITEMS IN WAITING</b>				
		<b>February 18, 2021</b>		
<b>C52-21</b>	<b>02/09/21</b>	<b>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.</b>	CDM	
		<b>November 17, 2021</b>		
<b>C482-21</b>	<b>11/09/21</b>	<b>RESOLUTION by Councillor Giesbrecht to proceed with the disposal of the 2003 DARCO Gooseneck Trailer at a future local auction. CARRIED.</b>	EA	
<b>C492-21</b>	<b>11/09/21</b>	<b>RESOLUTION by Councillor Stevenson to reduce the price to \$159,000.00 for the single wide County owned mobile home and lot (Plan 1124612 Lot 3 Block 9, 501 Paradise Street, Worsley and enter into a new sales agreement with the realtor. CARRIED.</b>		
<b>C345-21</b>	<b>09/14/21</b>	<b>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.</b>	EA	

# Clear Hills County

## Request For Decision (RFD)

<b>Regular Council Meeting</b>	
Meeting Date:	March 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:	March 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Bylaw No. 228-17 Councillor Code of Conduct
File:	11-02-02

### DESCRIPTION:

Council is presented with Bylaw No. 228-17 Councillor Code of Conduct

Councillor Code of Conduct bylaws became mandatory in July 2018. It is required every four years to have Council review this bylaw.

### BACKGROUND:

### ATTACHMENTS:

Bylaw No. 228-17 Councillor Code of Conduct

### RECOMMENDED ACTION:

**RESOLUTION** by..... to receive review of Bylaw No. 228-17 Councillor Code of Conduct, as presented.

Initials show support - Reviewed by:      Manager:

CAO:



**BYLAW NO.228-17**

**BEING A BYLAW OF CLEAR HILLS COUNTY IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF GOVERNING THE CONDUCT OF THE ELECTED OFFICIALS REPRESENTING THE  
CLEAR HILLS COUNTY.**

**WHEREAS**, the Municipal Government Amendment Act states that "A Council must, by bylaw, establish a code of conduct governing the conduct of Councillors"; and

**WHEREAS**, the Council of the Clear Hills County, in the Province of Alberta, has deemed it desirable to establish a Code of Conduct for Elected Officials to uphold certain principles governing the conduct of Councillors.

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

**DEFINITIONS:**

- a. MGA- The Municipal Government Act (MGA) is the legislative framework in which all municipalities and municipal entities across the Province of Alberta operate. ... The MGA provides the governance model for cities, towns, villages, municipal districts, specialized municipalities, and other forms of local government.
- b. County- Clear Hills County
- c. CAO- Chief Administrative Officer

**1. PURPOSE AND CITATION**

- 1.1. The purpose of this bylaw is to govern the conduct of all Councillors of Clear Hills County in order that they maintain the highest standards of conduct in public office and faithfully discharge their duties as an elected official.
- 1.2. The bylaw may be cited as the "Code of Conduct Bylaw".

**2. SPECIFIC STANDARDS**

- 2.1. All Councillors shall carry out their duties with integrity and for the benefit of all ratepayers and residents of the County.
- 2.2. All Councillors shall conduct themselves in public in a way that reflects positively on the County and Council.
- 2.3. The Reeve, or the Deputy Reeve in the absence of the Reeve, shall be the point of contact for media enquiries and shall be the County main spokesperson.
- 2.4. When speaking to the public or the media, all Councillors shall represent the official policies and positions of Council.
- 2.5. When making statements on their opinions or positions, all Councillors shall explicitly state that those statements are their own and not the Council's official position or policy.
- 2.6. All Councillors shall respect the democratic decision-making process, even if they disagree. The venue for discussions on County matters is Council Chambers. Councillors shall not carry on discussions or debates with each other via other public medium, such as letters to the editor, blogs or any other forms of social media.
- 2.7. All Councillors shall adhere to all applicable laws, legislation, regulations, bylaws, policies and procedures.

- 2.8. All Councillors shall treat fellow Councillors, Administration, staff and the public with respect, courtesy and fairness.
- 2.9. All Councillors shall acknowledge that the Chief Administrative Officer (CAO) is the administrative head of the municipality. As such, Councillors shall direct their questions or concerns about administrative matters to the CAO and recognize that as individual Councillors, they do not have the individual authority to direct the CAO or staff.
- 2.10. All Councillors shall respect the confidentiality of sensitive information discussed in-camera. Council members shall keep in confidence all matters discussed in-camera at a Council or Committee meeting until such information is discussed at a meeting held in public.
- 2.11. All Councillors shall remove themselves from Council proceedings where they have a pecuniary interest concerning any outside business interest or where they have a pecuniary interest concerning a family member. If a Councillor holds a pecuniary interest in a matter that appears before Council, that Councillor will disclose his or her pecuniary interest to Council, describe the nature of the pecuniary interest, ask that this disclosure be recorded in the minutes of the Council meeting, abstain from voting on the matter, and leave the Council Chambers until discussion and voting on the matter have been concluded.
- 2.12. All Councillors shall avoid using their position as an elected official to secure special privileges, favors or exemptions for themselves or any other person.
- 2.13. All Councillors are not allowed to use or permit the use of municipal owned assets (i.e. vehicles, equipment, material or property) or services for their own personal convenience or profit.
- 2.14. All Councillors will be offered training that is offered through the Elected Officials Education Program, or equivalent training, within 90 days of taking the Oath of Office.
- 2.15. All Councillors shall also be encouraged to complete additional EOEP courses or attend workshops that may be deemed beneficial in carrying out their responsibilities as elected officials.

### **3. COMPLAINTS**

- 3.1. All Councillors themselves have the primary responsibility to encourage and ensure that the Code of Conduct Bylaw is understood and upheld.
- 3.2. All Councillors have a duty to help create an accessible, fair and transparent municipal government. Accordingly, all Councillors have a duty to question whether another Councillor is violating the Code of Conduct Bylaw.
- 3.3. A Councillor who believes that another Councillor is in violation of the Code of Conduct Bylaw shall report their concerns to the Reeve, in writing, or in the case of an allegation against the Reeve, to the Deputy Reeve, in writing.
- 3.4. The Council, when considering an alleged breach of the Code of Conduct Bylaw, shall provide sufficient opportunity for the Councillor who is the subject of the allegation, to address Council.
- 3.5. All discussions surrounding the alleged breach of the Code of Conduct Bylaw shall be conducted in an in-camera meeting of Council with the intent that the discussion shall remain confidential under the appropriate sections of the Municipal Government Act and The Freedom of Information and Protection of Privacy Act. If, in the opinion of a majority of the members of Council, a Councillor breaches any of the principles found in the Code of Conduct Bylaw, one or more of the following sanctions may be imposed:
  - a) a letter of reprimand addressed to the Councillor;

Bylaw 228-17

- b) requesting the Councillor to issue a letter of apology;
- c) publication of a letter of reprimand or request for apology and the Councillor's response;
- d) a requirement to attend training;
- e) suspension or removal of the appointment of a Councillor as the chief elected official under the MGA;
- f) suspension or removal of the appointment of a Councillor as the deputy chief elected official or acting chief elected official under the MGA.
- g) suspension or removal of the chief elected official's presiding duties under section the MGA;
- h) suspension or removal from some or all council committees and bodies to which council has the right to appoint members;
- i) reduction or suspension of remuneration as defined in the MGA corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

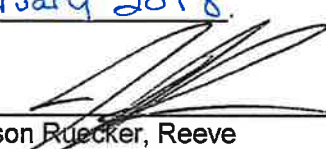
**4. REVIEW**


4.1. The Code of Conduct Bylaw must be reviewed and updated at least once every 4 years starting from the date when the Bylaw is passed.

READ a first time this 13 day of February 2018

READ a second time this 13 day of February 2018

READ a third time this 13 day of February 2018

  
\_\_\_\_\_  
Jason Ruecker, Reeve

  
\_\_\_\_\_  
Allan Rowe, Chief Administrative Officer

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 8, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Village of Hines Creek Financial Request
File:	11-02-02

### DESCRIPTION:

Council is presented with a funding request for the Village of Hines Creek for discussion and consideration.

### Funding Request

2022 Annual 25% Tax Incentive to VHC Ratepayers = \$115,000.00

Annual Long-Term contribution to Operating = \$300,000.00

Optional Funding for additional Capital Projects = \$133,000.00

Total Funding Request for 2022 = \$548,000.00

### BACKGROUND:

**C093-22(02-17-22)**      **RESOLUTION** by Reeve Bean to send a letter to the Village of Hines Creek requesting clarification on their 2022 funding requirements from Clear Hills County.      **CARRIED.**

### ATTACHMENTS:

March 2, 2022, Village of Hines Creek

### RECOMMENDED ACTION:

**RESOLUTION** by.....

Initials show support - Reviewed by:
--------------------------------------

Manager:
----------

CAO:
------







Clear Hills County  
Box 240  
Worsley, Alberta  
T0H 3W0

March 2, 2022

File No: 0126

Dear Reeve Bean and Council,

**Re: 2022 Funding Request**

On behalf of Village of Hines Creek Council, I extend our appreciation for your willingness to consider providing much needed funding to the Village of Hines Creek and your candid discussions regarding the future of the Village. Village Council and Staff have dedicated considerable time to reviewing both our current needs and future requirements.

Our 2022 draft operating budget, not including transfers to capital, shows a deficit of \$283,400.00. We anticipate future budgets will result in increasing deficits due to inflationary factors. It is our request that Clear Hills County Council consider a longer term funding commitment as follows:

Annual 25% Tax Incentive to Ratepayers - \$115,000.00 in 2022

Annual Contribution to Operating - \$300,000.00

Optional Funding Assistance to be discussed annually:

2022 Contribution to Capital Projects:

Reserve for Municipal Complex Windows & Furnaces - \$10,000.00

Reserve for Water Treatment Filters - \$36,000.00

Reserve for Sewer Lagoon Cleanout - \$10,000.00

Parks & Recreation Aesthetics Project - \$10,000.00

Arena Hot Water Tank Replacement - \$6,000.00

Reserve for Fitness Centre Floor Matting & Equip. Replacement - \$6,000.00

2022 Contribution to Cleanup of Tax Recovery Properties - \$55,000.00

2022 total funding requested \$548,000.00.

On behalf of the Village of Hines Creek, I am extremely grateful for your Council's consideration of a contribution to our community. We commit to remaining transparent and dedicated to fiscal responsibility. If you require any further clarification please contact CAO, Leanne Walmsley.

Yours truly,

A handwritten signature in cursive script, reading "Hazel Reintjes".

Hazel Reintjes  
Mayor

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 8, 2022
Originated By:	Councillor Ruecker
Title:	Colonies in Clear Hills County
File:	11-02-02

### DESCRIPTION:

Councillor Ruecker requested a discussion regarding Colonies within Clear Hills County.

### BACKGROUND:

### ATTACHMENTS:

CBC Edmonton

### RECOMMENDED ACTION:

**RESOLUTION** by..... to receive the discussion regarding Colonies within Clear Hills County 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:	March 8, 2022
Originated By:	Councillor Ruecker
Title:	Mackenzie County Procurement Policy -Mandatory Vaccination
File:	11-02-02

### DESCRIPTION:

Councillor Ruecker requested a discussion regarding the Mackenzie County Procurement Policy -Mandatory Vaccination that was approved on February 16, 2022 by their Council.

### BACKGROUND:

### ATTACHMENTS:

CBC Edmonton

### RECOMMENDED ACTION:

**RESOLUTION** by..... to receive the discussion regarding the Mackenzie County Procurement Policy -Mandatory Vaccination for information, as presented.

Initials show support - Reviewed by:

Manager:

CAO:



## Alberta county passes policy that stops businesses with vaccine mandates from winning contracts

Companies can still bid on Mackenzie County contracts, but they're ineligible to be awarded them.

A county in northwestern Alberta has approved a policy that disqualifies businesses with mandatory COVID-19 vaccine mandates from being awarded future county contracts.

Under the new policy, which took effect last week, businesses currently under contract with Mackenzie County can work remotely — as their employees are now banned from working on county sites — or subcontract the project to a company that does not have a mandatory vaccine policy.

"It's a personal choice for people to make," said Reeve Josh Knelsen. "I don't think that government has any business telling people if they may or may not come to work because of this."

Byron Peters, the county's interim chief administrative officer, presented an item for council to discuss during last week's committee of the whole meeting.

It proposed amending the procurement policy to place restrictions on businesses that have mandatory vaccine policies.

Council approved the policy during its meeting on Feb. 16. Knelsen said the decision was unanimous.

Mackenzie County, about 700 kilometres northwest of Edmonton, includes the hamlets of Fort Vermilion and La Crete. As of last year the region had a population of just over 12,600.





## *Mackenzie County*

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
[www.mackenziecounty.com](http://www.mackenziecounty.com)  
[office@mackenziecounty.com](mailto:office@mackenziecounty.com)

February 17, 2022

### **Mackenzie County Procurement Policy Regarding Mandatory Vaccination**

Mackenzie County is appalled by the response to COVID-19 that the many governments and corporations has evoked by repeatedly violating personal rights and freedoms, and this is a practice that is not tolerated on Mackenzie County worksites.

On February 16, 2022, Mackenzie County Council made a decision regarding proof of vaccination requirements for all employees, contractors and sub-contractors doing work for the County. This decision may affect the ability of your business to continue to provide services to Mackenzie County.

The specific wording added to our procurement policy states:

*Mackenzie County does not tolerate mandatory vaccination or any other discriminatory requirements for any employee, contractor, or sub-contractor at Mackenzie County workplaces or for any work sites within Mackenzie County.*

So what does this mean for your business?

If you do not have a mandatory vaccination policy in place, there are no changes to any existing or potential future relationship.

If you have an existing contract with the County to provide a service and you do have a mandatory vaccination policy in place, the terms of the existing contract will be honoured for the time being. However, your employees will not be permitted to enter Mackenzie County premises or job sites. All work must be completed remotely, or arrangements should be made to sub-contract the work to another company that does not have a mandatory vaccination policy in place.

For future work, if you have a mandatory vaccination policy in place, you will not be eligible to complete work for the County. This ineligibility will be clearly stated on all future procurement documents prior to any bids closing or contracts being awarded.

We look forward to working with companies that share the values of Mackenzie County. Corporate use of coercion and intimidation towards employees to dictate personal health choices are inappropriate, and we will not work with companies that tolerate or promote such behavior.

Byron Peters, Interim CAO

he Purchasing Authority Directive and Tendering Process now states Mackenzie County "does not tolerate mandatory vaccination or any other discriminatory requirements for any employee, contractor, or sub-contractor" at its workplaces, or for job sites within the county.

The legislation, as written, does not prohibit any company from bidding on county contracts.

Procurement documents will clearly state, however, that companies with vaccine mandates are ineligible to gain the work, prior to bids closing or contracts being awarded, according to a news release issued by Peters last week.

"We don't care if people are vaccinated or not," Knelsen said. "But when somebody wants to threaten somebody's ... livelihood by telling them either you take this or you don't have a job, or you take this or you can't do this, that's just wrong."

There aren't many businesses in the area with mandatory vaccine policies, he said, and council is open to amending the new policy if needed.

Calgary-based electricity and natural gas provider ATCO requires all employees and contractors to be fully vaccinated against COVID-19 or provide proof of exemption, according to its website.

A spokesperson told CBC News that ATCO has received a letter from Mackenzie County and plans to sit down with county officials to discuss their concerns in greater detail.

"As an essential service provider, we have a responsibility to Albertans to safely and reliably operate energy infrastructure," ATCO's Kurt Kadatz said in an emailed statement.

The new policy rejects science, discriminates, and allows people to not fulfil their societal obligations, said John Church, a University of Alberta political science professor who focuses on health policy.

"Elected officials are opting not to follow the science about the best practices for how to bring the pandemic to an end," Church said.

It's also ironic, he said, because people who are against COVID-19 vaccines have been complaining about being discriminated against. Yet, this discriminates against companies — and consequently their employees — who are doing their part to keep their community safe.

Church added that there's no objection to companies that, for example, have mandatory drug tests that ensure employees are not coming to work under the influence of substances.

"This is about partisan politics," he said.

Mackenzie County makes up a significant chunk of Alberta Health Services' High Level local geographic area. That area has the lowest COVID-19 vaccination rates in the province, provincial data shows.

Of the LGA's entire population, only 38.1 per cent had received one dose of vaccine as of Feb. 17.

About half of people 12 or older in that area have received their first dose.

Businesses with vaccine mandates also cannot force their employees to get vaccinated, Church noted. Vaccines can only be administered if the person gives consent.

But in our society, people have obligations in addition to their rights, like having to stop at a stop sign, he said. During the pandemic, the collective obligation has been for people to follow public health guidelines and get vaccinated if and when they can.

"There are consequences for not fulfilling your obligations," Church said.

"Unfortunately, a growing number of people are forgetting their obligations to our free and democratic society, and they're only thinking about their rights. And unfortunately, we've got some politicians that seem to be doing the same thing."

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 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 February 9, 2022 to March 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 February 9, 2022 to March 8, 2022 for a total of \$848,552.90.

Initials show support - Reviewed by:	Manager: 	CAO:
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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	2/09/22	3/08/22		Last

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
1359773 AB LTD	025872	2/22/22	\$1,045.80
Invoice Description Invoice Number Invoice Amount			
Worsley Walk Path Snow Removal 221310 \$1,045.80			
4C'S TRAILERS DIRECT	025873	2/22/22	\$13,204.80
Invoice Description Invoice Number Invoice Amount			
2022 24ft Deckover Trailer 32752 \$13,204.80			
Axia SuperNet Ltd.	025874	2/22/22	\$737.52
Invoice Description Invoice Number Invoice Amount			
February Supernet 1000230249 \$737.52			
B & E HOME HARDWARE	025875	2/22/22	\$498.76
Invoice Description Invoice Number Invoice Amount			
Supplies for Unit 63-13 101-98014 \$2.86			
Shop Supplies/Janitorial 101-97410 \$49.32			
New Sink & Faucet - Coffee Rm 101-98728 \$220.48			
Janitorial Supplies 101-98977 \$226.10			
BEAR CANYON COLONY CEMETERY	025876	2/22/22	\$500.00
Invoice Description Invoice Number Invoice Amount			
2022 Cemetery Grant 020222 \$500.00			
BOSCHWICK CONTRACTING	025877	2/22/22	\$30,712.57
Invoice Description Invoice Number Invoice Amount			
Worsley GB01 497 \$14,926.30			
Bear Canyon GB09 496 \$15,786.27			
BUBBLE UP MARKETING	025878	2/22/22	\$479.85
Invoice Description Invoice Number Invoice Amount			
Website Agreement #625 17628 \$479.85			
CHERRY POINT CEMETERY	025879	2/22/22	\$500.00
Invoice Description Invoice Number Invoice Amount			
2022 Cemetery Grant 020222 \$500.00			

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Clear Hills County  
 CHEQUE DISTRIBUTION REPORT  
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
CITY OF GRANDE PRAIRIE	025880	2/22/22	\$16,554.07
Invoice Description	Invoice Number	Invoice Amount	
911 Dispatch Annual Agmt #562	IN105117	\$16,554.07	
CLEAR HILLS WASTE MANAGEMENT	025881	2/22/22	\$10,039.45
Invoice Description	Invoice Number	Invoice Amount	
Transfer Stations Contract	117	\$10,039.45	
CONRAD OILFIELD SERVICES	025882	2/22/22	\$630.00
Invoice Description	Invoice Number	Invoice Amount	
BCWP/Rec Bin Snow Removal	INV5641	\$315.00	
BCWP/Rec Bin Snow Removal	INV5665	\$315.00	
COX, GERALD	025883	2/22/22	\$6,407.00
Invoice Description	Invoice Number	Invoice Amount	
WTP Operator Contract	0114240	\$5,775.00	
Haul Water to BCWP	119004	\$380.00	
WWTP Backhoe Services	119005	\$252.00	
DHL	025884	2/22/22	\$284.57
Invoice Description	Invoice Number	Invoice Amount	
Wat Samp/Desk Part Shipping	9838753	\$284.57	
END OF STEEL MECHANICAL LTD.	025885	2/22/22	\$929.47
Invoice Description	Invoice Number	Invoice Amount	
Batteries - Unit 63-06	2142	\$350.87	
HC Senior's Bus CVIP/Batteries	3477	\$578.60	
EUREKA RIVER CEMETARY	025886	2/22/22	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
2022 Cemetery Grant	020222	\$500.00	
FAIRVIEW AUTO AND INDUSTRIAL S	025887	2/22/22	\$439.44
Invoice Description	Invoice Number	Invoice Amount	
Gen Supplies Unit 63-13	965-453616	\$90.88	
Gen Supplies Unit 63-13	965-454336	\$31.94	
Beacons - Unit 63-13	965-453740	\$316.62	
FEHR TIRECRAFT LTD.	025888	2/22/22	\$624.75
Invoice Description	Invoice Number	Invoice Amount	
R&M Unit 65-56	37331	\$136.50	
Headlights Unit 63-29	37327	\$325.50	
R&M Unit 65-58	37641	\$162.75	



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Clear Hills County  
CHEQUE DISTRIBUTION REPORT  
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
GLOBAL FLEET INFORMATION	025889	2/22/22	\$913.24
Invoice Description	Invoice Number	Invoice Amount	
Modem/Harness/Shipping	104123	\$267.49	
Monthly Fees	104301	\$645.75	
GRADE PRO CONTRACTING LTD.	025890	2/22/22	\$86,218.19
Invoice Description	Invoice Number	Invoice Amount	
Whitelaw GB15	1062	\$46,546.50	
Cleardale GB07	1063	\$39,671.69	
H.K.P. TRUCKING	025891	2/22/22	\$3,208.53
Invoice Description	Invoice Number	Invoice Amount	
CVIP/Parts Unit 63-40	53516225	\$1,799.55	
CVIP/R&M Unit 63-13	53516171	\$1,098.99	
Battery Unit 65-52	53516168	\$309.99	
HACH SALES & SERVICE CANADA LP	025892	2/22/22	\$4,030.95
Invoice Description	Invoice Number	Invoice Amount	
Service & Calibrate Equipment	268009	\$4,030.95	
INFOR (CANADA) LTD.	025893	2/22/22	\$767.01
Invoice Description	Invoice Number	Invoice Amount	
Annual F9 Renewal	P-351325-CA02B	\$767.01	
J L VENTURES	025894	2/22/22	\$1,247.11
Invoice Description	Invoice Number	Invoice Amount	
Worsley Hamlet Snow Removal	319	\$1,247.11	
LENTZ, WALTER & CHRISTINE	025895	2/22/22	\$52.50
Invoice Description	Invoice Number	Invoice Amount	
VSI Membership Reimbursement	020222	\$52.50	
M.D. OF FAIRVIEW NO. 136	025896	2/22/22	\$2,500.00
Invoice Description	Invoice Number	Invoice Amount	
2022 Ann Fire Serv Agmt #155	IVC00000000013	\$2,500.00	
MAD DOG CRESTING	025897	2/22/22	\$136.71
Invoice Description	Invoice Number	Invoice Amount	
Election Ballots	6158	\$93.19	
Councillor Plaque	6453	\$43.52	
NORTH PEACE DISTRICT 4-H INTER	025898	2/22/22	\$600.00
Invoice Description	Invoice Number	Invoice Amount	

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Clear Hills County  
 CHEQUE DISTRIBUTION REPORT  
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
4H Show & Sale Sponsorship	020122		\$600.00
NORTH PEACE REGIONAL LANDFILL	025899	2/22/22	\$55,906.13
Invoice Description	Invoice Number	Invoice Amount	
2022 Requisition - 1st Half	REQ22		\$111,812.26
PEACE COUNTRY BEEF & FORAGE AS	025900	2/22/22	\$110,000.00
Invoice Description	Invoice Number	Invoice Amount	
2021 Funding Agreement #577	21-057		\$110,000.00
PITNEY BOWES	025901	2/22/22	\$106.12
Invoice Description	Invoice Number	Invoice Amount	
Postage Meter Lease	3201904688		\$106.12
POSTMEDIA	025902	2/22/22	\$959.70
Invoice Description	Invoice Number	Invoice Amount	
Newsletter Printing	632463		\$959.70
PRAIRIE DISPOSAL LTD.	025903	2/22/22	\$10,912.12
Invoice Description	Invoice Number	Invoice Amount	
Recycle Bin Maintenance	0000594147		\$6,285.56
Additional Hauling	0000593969		\$4,626.56
PROGRADE SERVICES LTD.	025904	2/22/22	\$41,905.50
Invoice Description	Invoice Number	Invoice Amount	
Mont GB03	4014		\$41,905.50
RELIANCE ASSESSMENT CONSULTANT	025905	2/22/22	\$6,835.50
Invoice Description	Invoice Number	Invoice Amount	
Feb Assessment Services	80-020122		\$6,835.50
RMA INSURANCE LTD.	025906	2/22/22	\$378.01
Invoice Description	Invoice Number	Invoice Amount	
ANI Bond & Crime Insurance	INS00045452		\$378.01
ROADATA SERVICES LTD	025907	2/22/22	\$395.85
Invoice Description	Invoice Number	Invoice Amount	
Permitting Services	00078073		\$395.85
ROAMING TRANSPORT	025908	2/22/22	\$24,392.56
Invoice Description	Invoice Number	Invoice Amount	
Hines Creek GB14	0316		\$22,736.18
Cldl Hamlet/CWP	0317		\$1,656.38

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 CHEQUE DISTRIBUTION REPORT  
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ROSSWORM DAN	025909	2/22/22	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
Wolf Hunt Incentive Program	020122	\$400.00	
RUCO ENTERPRISES	025910	2/22/22	\$735.00
Invoice Description	Invoice Number	Invoice Amount	
Cldl Walking Path Snow Removal	1559	\$735.00	
RYNICKO CONTRACTING LTD.	025911	2/22/22	\$94.50
Invoice Description	Invoice Number	Invoice Amount	
Councillor Rapid Covid Tests	1284	\$94.50	
SHARNA'S OPEN CAMP	025912	2/22/22	\$663.60
Invoice Description	Invoice Number	Invoice Amount	
Council Mtg Catering	207	\$663.60	
SIGNS BY LORI	025913	2/22/22	\$303.03
Invoice Description	Invoice Number	Invoice Amount	
Truck & Equipment Decals	12701	\$303.03	
SKERRATT, CLAYTON AND ANN	025914	2/22/22	\$1,950.00
Invoice Description	Invoice Number	Invoice Amount	
January Janitorial Services	2078691	\$1,950.00	
UNITED FARMERS OF ALBERTA	025915	2/22/22	\$243.14
Invoice Description	Invoice Number	Invoice Amount	
WFD Supplies	SOINV2818873	\$62.99	
WFD Supplies	SOINV2826452	\$167.99	
Washer Fluid Unit 65-57	SOINV2836208	\$12.16	
URE, RYAN	025916	2/22/22	\$3,150.00
Invoice Description	Invoice Number	Invoice Amount	
Winter Caretaker Agmt #695	19	\$3,150.00	
VILLAGE OF HINES CREEK	025917	2/22/22	\$2,845.56
Invoice Description	Invoice Number	Invoice Amount	
HCFD Expenses Agmt #173	20210009	\$2,845.56	
WORSLEY CLEAR HILLS SKI CLUB	025918	2/22/22	\$1,778.70
Invoice Description	Invoice Number	Invoice Amount	
WCS Student Ski Trip Funding	012722	\$702.45	
Menno Simons Student Ski Trip	01272022	\$1,076.25	

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CHEQUE DISTRIBUTION REPORT  
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
WORSLEY GENERAL STORE	025919	2/22/22	\$51.75
Invoice Description	Invoice Number	Invoice Amount	
Water For Office	437369	\$23.00	
Water For Office	546286	\$28.75	
WYCLIFFE ENTERPRISES LTD.	025920	2/22/22	\$15,618.75
Invoice Description	Invoice Number	Invoice Amount	
Eureka GB13	378	\$15,618.75	
1666321 ALBERTA LTD.	025921	3/08/22	\$283.50
Invoice Description	Invoice Number	Invoice Amount	
Road Repairs	176	\$283.50	
795496 ALBERTA LTD. O/A HAYWAR	025922	3/08/22	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	75057-021622	\$350.00	
Rental Deposit Refund	75032-021822	\$50.00	
AMSC INSURANCE SERVICES LTD	025923	3/08/22	\$18,624.39
Invoice Description	Invoice Number	Invoice Amount	
February Benefits	0418-47,481	\$9,177.30	
March Benefits	0418-47,912	\$9,447.09	
ARW TRUCK EQUIPMENT LTD.	025924	3/08/22	\$8,524.19
Invoice Description	Invoice Number	Invoice Amount	
CVIP/Parts/R&M Unit 63-13	LW04595	\$8,524.19	
BOSCHWICK CONTRACTING	025925	3/08/22	\$17,199.04
Invoice Description	Invoice Number	Invoice Amount	
Worsley GB01	501	\$8,783.80	
Bear Canyon GB09	502	\$8,415.24	
CLEAR HILLS WASTE MANAGEMENT	025926	3/08/22	\$10,249.45
Invoice Description	Invoice Number	Invoice Amount	
Transfer Stations Contract	118	\$10,039.45	
Worsley Hamlet Snow Removal	119	\$210.00	
CLEARDALE COLONY LTD.	025927	3/08/22	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
2022 Cemetery Grant	022522	\$500.00	
DHL	025928	3/08/22	\$328.46
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Wat Samp/Newsletter Shipping	9849026		\$328.46
DIAMOND SOFTWARE SOLUTIONS INC	025929	3/08/22	\$1,735.12
Invoice Description	Invoice Number	Invoice Amount	
E-send Renewal	346410	\$1,617.00	
E-send Troubleshooting	345265	\$59.06	
Diamond 2018 Upgrade	345444	\$59.06	
DYCK, KATHARINA	025930	3/08/22	\$403.06
Invoice Description	Invoice Number	Invoice Amount	
Refund for Incorrect Payment	022622	\$403.06	
H & G MASON HOLDINGS	025931	3/08/22	\$283.50
Invoice Description	Invoice Number	Invoice Amount	
Road Repairs - Snow Plowing	2273	\$283.50	
H.K.P. TRUCKING	025932	3/08/22	\$750.65
Invoice Description	Invoice Number	Invoice Amount	
CVIP/Parts Unit 63-35	53516298	\$750.65	
HITECH BUSINESS SYSTEMS LTD.	025933	3/08/22	\$663.15
Invoice Description	Invoice Number	Invoice Amount	
Copier Service Agreement	1641769	\$365.11	
Copier Agreement	1649382	\$298.04	
KIT BUSINESS EQUIPMENT	025934	3/08/22	\$1,350.63
Invoice Description	Invoice Number	Invoice Amount	
GB/PW Employee Time Books	040445-00	\$1,350.63	
LAPRAIRIE WORKS	025935	3/08/22	\$67,988.76
Invoice Description	Invoice Number	Invoice Amount	
Pavement Maintenance	4490-00011 JAN	\$67,988.76	
LEFEBVRE ROXANNE	025936	3/08/22	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
2022 Cemetery Grant	012122	\$500.00	
LUND, PAT	025937	3/08/22	\$200.00
Invoice Description	Invoice Number	Invoice Amount	
Wolf Hunt Incentive Program	022522	\$200.00	
MAIN-WAY ELECTRICAL & INSTRUME	025938	3/08/22	\$5,379.76
Invoice Description	Invoice Number	Invoice Amount	
Install New PLC - WWTP	2691	\$1,436.48	

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Clear Hills County  
CHEQUE DISTRIBUTION REPORT  
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Install New PLC - CWP	2694		\$997.50
Troubleshoot Coin Pulse - CWP	2695		\$945.00
Update PLC/Test Coin Mach-WWTP	2693		\$997.50
Troubleshoot Communications	2692		\$1,003.28
NORTH PEACE GAS COOP LTD.	025939	3/08/22	\$1,204.37
Invoice Description	Invoice Number	Invoice Amount	
BCWP Heat	821722	\$100.97	
WWTP Heat	820035	\$592.13	
Cldl Reg Water Pumphouse Heat	820297	\$186.29	
CWP Heat	820045	\$324.98	
NORTH PEACE HOUSING FOUNDATION	025940	3/08/22	\$139,516.59
Invoice Description	Invoice Number	Invoice Amount	
2022 NPHF Requisition	010122	\$558,066.36	
PEACE RIVER SCHOOL DIVISION NO	025941	3/08/22	\$219.42
Invoice Description	Invoice Number	Invoice Amount	
WCSl Ski Trip Bussing	10239	\$219.42	
PITNEY BOWES	025942	3/08/22	\$89.76
Invoice Description	Invoice Number	Invoice Amount	
Postage Machine Update	1019972128	\$89.76	
R&R ROAD LTD.	025943	3/08/22	\$1,911.00
Invoice Description	Invoice Number	Invoice Amount	
SL/SC GB16	4561	\$1,911.00	
ROADATA SERVICES LTD	025944	3/08/22	\$1,993.95
Invoice Description	Invoice Number	Invoice Amount	
2022 Maintenance Fee Agmt #582	00078105	\$1,993.95	
ROAMING TRANSPORT	025945	3/08/22	\$19,303.21
Invoice Description	Invoice Number	Invoice Amount	
Hines Creek GB14	0296	\$8,734.43	
Cleardale Hamlet Snow Removal	0318	\$700.88	
Hines Creek GB14	0319	\$9,867.90	
TOWN OF MANNING	025946	3/08/22	\$9,117.50
Invoice Description	Invoice Number	Invoice Amount	
MVC Mutual Aid Chinchaga Rd	202200024	\$9,117.50	
TOWN OF PEACE RIVER	025947	3/08/22	\$5,250.00
Invoice Description	Invoice Number	Invoice Amount	
Seekers Media Campaign	IVC00000000052	\$6,639.15	



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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
V.S.I. SERVICES (1980) LTD	025948	3/08/22	\$53,300.00
Invoice Description	Invoice Number	Invoice Amount	
2022 VSI Requisition	020222	\$60,000.00	
WARREN FARMING LTD	025949	3/08/22	\$350.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	74946-011222	\$350.00	
WASYLCIW, GLEN	025950	3/08/22	\$200.00
Invoice Description	Invoice Number	Invoice Amount	
Wolf Hunt Incentive Program	021822	\$200.00	
WILD ELECTRIC LTD.	025951	3/08/22	\$3,406.88
Invoice Description	Invoice Number	Invoice Amount	
Cleardale Sewer Maintenance	33468	\$3,406.88	
WILL JUST CONTRACT	025952	3/08/22	\$26.25
Invoice Description	Invoice Number	Invoice Amount	
Carwash Loonies - Unit 65-35	795	\$26.25	
WYCLIFFE ENTERPRISES LTD.	025953	3/08/22	\$13,912.50
Invoice Description	Invoice Number	Invoice Amount	
Eureka GB13	381	\$13,912.50	
Report Total		\$ 848,552.90	

Clear Hills County  
 VENDOR CHEQUE REGISTER REPORT  
 Payables Management

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	2/09/22
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
025872	1359773	1359773 AB LTD	2/22/22	ATB	PMCHQ00001192	\$1,045.80
025873	4C	4C'S TRAILERS DIRECT	2/22/22	ATB	PMCHQ00001192	\$13,204.80
025874	AXIA01	Axia SuperNet Ltd.	2/22/22	ATB	PMCHQ00001192	\$737.52
025875	B&EHOME01	B & E HOME HARDWARE	2/22/22	ATB	PMCHQ00001192	\$498.76
025876	BCCOLCEM	BEAR CANYON COLONY CEMETERY	2/22/22	ATB	PMCHQ00001192	\$500.00
025877	BOSCHWICK01	BOSCHWICK CONTRACTING	2/22/22	ATB	PMCHQ00001192	\$30,712.57
025878	BUBBLEUP01	BUBBLE UP MARKETING	2/22/22	ATB	PMCHQ00001192	\$479.85
025879	CHPO06	CHERRY POINT CEMETERY	2/22/22	ATB	PMCHQ00001192	\$500.00
025880	CIOFGRAND01	CITY OF GRANDE PRAIRIE	2/22/22	ATB	PMCHQ00001192	\$16,554.07
025881	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	2/22/22	ATB	PMCHQ00001192	\$10,039.45
025882	COOI06	CONRAD OILFIELD SERVICES	2/22/22	ATB	PMCHQ00001192	\$630.00
025883	COXGERALD01	GERALD COX	2/22/22	ATB	PMCHQ00001192	\$6,407.00
025884	DHL01	LOOMIS EXPRESS	2/22/22	ATB	PMCHQ00001192	\$284.57
025885	ENDMECH	END OF STEEL MECHANICAL LTD.	2/22/22	ATB	PMCHQ00001192	\$929.47
025886	EUREKA03	EUREKA RIVER CEMETARY	2/22/22	ATB	PMCHQ00001192	\$500.00
025887	FAIRAUTO	FAIRVIEW AUTO & INDUSTRIAL SUP	2/22/22	ATB	PMCHQ00001192	\$439.44
025888	FEHR14	FEHR TIRECRAFT LTD.	2/22/22	ATB	PMCHQ00001192	\$624.75
025889	GFI01	GFI SYSTEMS INC..	2/22/22	ATB	PMCHQ00001192	\$913.24
025890	GRADEPRO	GRADE PRO CONTRACTING LTD.	2/22/22	ATB	PMCHQ00001192	\$86,218.19
025891	HKPTRUCK01	H.K.P. TRUCKING	2/22/22	ATB	PMCHQ00001192	\$3,208.53
025892	HACH01	HACH SALES & SERVICE CANADA LP	2/22/22	ATB	PMCHQ00001192	\$4,030.95
025893	INFORCAN01	INFOR (CANADA) LTD.	2/22/22	ATB	PMCHQ00001192	\$767.01
025894	JLVENTURE01	J L VENTURES	2/22/22	ATB	PMCHQ00001192	\$1,247.11
025895	LENTZW	WALTER & CHRISTINE LENTZ	2/22/22	ATB	PMCHQ00001192	\$52.50
025896	MDFAIR01	M.D. OF FAIRVIEW NO. 136	2/22/22	ATB	PMCHQ00001192	\$2,500.00
025897	MADDOG01	MAD DOG CRESTING	2/22/22	ATB	PMCHQ00001192	\$136.71
025898	NORTH04	NORTH PEACE DISTRICT 4-H INTER	2/22/22	ATB	PMCHQ00001192	\$600.00
025899	NORTHPEACE01	NORTH PEACE REGIONAL	2/22/22	ATB	PMCHQ00001192	\$55,906.13
025900	PCBFA	PEACE COUNTRY BEEF &	2/22/22	ATB	PMCHQ00001192	\$110,000.00
025901	PITNEY01	PITNEY BOWES CANADA	2/22/22	ATB	PMCHQ00001192	\$106.12
025902	SUNMEDIA	POSTMEDIA NETWORK INC.	2/22/22	ATB	PMCHQ00001192	\$959.70
025903	PRAIRIE03	PRAIRIE DISPOSAL LTD.	2/22/22	ATB	PMCHQ00001192	\$10,912.12
025904	PROGRADE01	PROGRADE SERVICES LTD.	2/22/22	ATB	PMCHQ00001192	\$41,905.50
025905	RELIANCE	RELIANCE ASSESSMENT	2/22/22	ATB	PMCHQ00001192	\$6,835.50
025906	RMAINS	RMA INSURANCE LTD.	2/22/22	ATB	PMCHQ00001192	\$378.01
025907	ROADATA	ROADATA SERVICES LTD	2/22/22	ATB	PMCHQ00001192	\$395.85
025908	ROAMING	ROAMING TRANSPORT	2/22/22	ATB	PMCHQ00001192	\$24,392.56
025909	ROSSWORM04	DAN ROSSWORM	2/22/22	ATB	PMCHQ00001192	\$400.00
025910	RUCO01	RUCO ENTERPRISES LTD.	2/22/22	ATB	PMCHQ00001192	\$735.00
025911	RYNICKO01	RYNICKO CONTRACTING LTD.	2/22/22	ATB	PMCHQ00001192	\$94.50
025912	SHARNAS	SHARNA'S OPEN CAMP	2/22/22	ATB	PMCHQ00001192	\$663.60
025913	SIGNS02	SIGNS BY LORI	2/22/22	ATB	PMCHQ00001192	\$303.03
025914	SKERRATT	CLAYTON AND ANN SKERRATT	2/22/22	ATB	PMCHQ00001192	\$1,950.00
025915	UFA01	UNITED FARMERS OF ALBERTA	2/22/22	ATB	PMCHQ00001192	\$243.14
025916	URER	Ryan Ure	2/22/22	ATB	PMCHQ00001192	\$3,150.00
025917	VILLAGE01	VILLAGE OF HINES CREEK	2/22/22	ATB	PMCHQ00001192	\$2,845.56
025918	WHISPERING01	WORSLEY CLEAR HILLS SKI CLUB	2/22/22	ATB	PMCHQ00001192	\$1,778.70
025919	WGENERAL01	4D HOLDINGS LTD.	2/22/22	ATB	PMCHQ00001192	\$51.75
025920	WYCLIFFE	WYCLIFFE ENTERPRISES LTD.	2/22/22	ATB	PMCHQ00001192	\$15,618.75
025921	1666321AB	1666321 ALBERTA LTD.	3/08/22	ATB	PMCHQ00001193	\$283.50
025922	795496AB	795496 ALBERTA LTD. O/A HAYWAR	3/08/22	ATB	PMCHQ00001193	\$400.00
025923	AMSC05	AMSC INSURANCE SERVICES LTD	3/08/22	ATB	PMCHQ00001193	\$18,624.39
025924	ARW01	ARW TRUCK EQUIPMENT LTD.	3/08/22	ATB	PMCHQ00001193	\$8,524.19
025925	BOSCHWICK01	BOSCHWICK CONTRACTING	3/08/22	ATB	PMCHQ00001193	\$17,199.04
025926	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	3/08/22	ATB	PMCHQ00001193	\$10,249.45
025927	CLDLCOLONY01	CLEARDALE COLONY LTD.	3/08/22	ATB	PMCHQ00001193	\$500.00

System: 3/01/22 10:18:29 AM  
 User Date: 3/01/22

Clear Hills County  
 VENDOR CHEQUE REGISTER REPORT  
 Payables Management

Page: 2  
 User ID: Dawn

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
025928	DHL01	LOOMIS EXPRESS	3/08/22	ATB	PMCHQ00001193	\$328.46
025929	DIAMOND01	CENTRALSQUARE CANADA SOFTWARE	3/08/22	ATB	PMCHQ00001193	\$1,735.12
025930	DYCKK	MRS. KATHARINA DYCK	3/08/22	ATB	PMCHQ00001193	\$403.06
025931	H&GMASON01	H & G MASON HOLDINGS	3/08/22	ATB	PMCHQ00001193	\$283.50
025932	HKPTRUCK01	H.K.P. TRUCKING	3/08/22	ATB	PMCHQ00001193	\$750.65
025933	HITECH01	HITECH BUSINESS SYSTEMS LTD.	3/08/22	ATB	PMCHQ00001193	\$663.15
025934	KITBUS01	KIT BUSINESS EQUIPMENT	3/08/22	ATB	PMCHQ00001193	\$1,350.63
025935	LAPRAIWORKS01	LAPRAIRIE WORKS	3/08/22	ATB	PMCHQ00001193	\$67,988.76
025936	LEFEBVRER01	LEFEBVRE ROXANNE	3/08/22	ATB	PMCHQ00001193	\$500.00
025937	LUND04	PAT LUND	3/08/22	ATB	PMCHQ00001193	\$200.00
025938	MAINWAY	MAIN-WAY ELECTRICAL &	3/08/22	ATB	PMCHQ00001193	\$5,379.76
025939	NPGAS01	NORTH PEACE GAS COOP LTD.	3/08/22	ATB	PMCHQ00001193	\$1,204.37
025940	NPHOUSE01	NORTH PEACE HOUSING FOUNDATION	3/08/22	ATB	PMCHQ00001193	\$139,516.59
025941	PEACE06	PEACE RIVER SCHOOL DIVISION NO	3/08/22	ATB	PMCHQ00001193	\$219.42
025942	PITNEY01	PITNEY BOWES CANADA	3/08/22	ATB	PMCHQ00001193	\$89.76
025943	R&R01	R&R ROAD LTD.	3/08/22	ATB	PMCHQ00001193	\$1,911.00
025944	ROADATA	ROADATA SERVICES LTD	3/08/22	ATB	PMCHQ00001193	\$1,993.95
025945	ROAMING	ROAMING TRANSPORT	3/08/22	ATB	PMCHQ00001193	\$19,303.21
025946	TOWNMAN01	TOWN OF MANNING	3/08/22	ATB	PMCHQ00001193	\$9,117.50
025947	TOWNPR01	TOWN OF PEACE RIVER	3/08/22	ATB	PMCHQ00001193	\$5,250.00
025948	VSI01	V.S.I. SERVICES (1980) LTD	3/08/22	ATB	PMCHQ00001193	\$53,300.00
025949	WARREN02	WARREN FARMING LTD	3/08/22	ATB	PMCHQ00001193	\$350.00
025950	WASYLCIWL01	GLEN WASYLCIW	3/08/22	ATB	PMCHQ00001193	\$200.00
025951	WILDELECT01	WILD ELECTRIC LTD.	3/08/22	ATB	PMCHQ00001193	\$3,406.88
025952	WILLJUST	WILL JUST CONTRACT	3/08/22	ATB	PMCHQ00001193	\$26.25
025953	WYCLIFFE	WYCLIFFE ENTERPRISES LTD.	3/08/22	ATB	PMCHQ00001193	\$13,912.50

Total Cheques: 82

Total Amount of Cheques: \$848,552.90

ATB MASTER CARD DETAILS		
DATE OF PURCHASE	PLACE OF PURCHASE	DESCRIPTION
1/25/22	Impark	Parking at ASB Conference - CDM
1/25/22	Courtyard by Marriott	Hotel Room for ASB Conference - CDM
1/10/22	Canada Post	Sulphur Lake RFP Mailout - EA
1/10/22	Canada Post	January Newsletter Mailout - EA
1/18/22	Survey Monkey	Website Survey Program - EA
1/23/22	Log Me In	Video Conferencing Account - EA
1/27/22	Amazon	PW Clip Boards - EA
2/02/22	Growing the North	Growing the NorthConference Fee - EA
2/02/22	Growing the North	Growing the NorthConference Fee - EA



6075

## PAYMENTS AND CREDITS

Any payments you made that we received after February 04, 2022 will appear on your next statement.

Date Posted	Description	Amount (\$)
Jan 28	AUTOMATIC PAYMENT-THANKS	-3,740.81

**Total payments and credits** **-\$3,740.81**

**\$2,158.00 will be debited from your account and credited as your automatic payment on Feb 25, 2022.**

## PURCHASES AND RETURNS

Date Charged	Date Posted	Description	Amount (\$)
Jan 25	Jan 25	IMPARK00020001U EDMONTON AB	26.00
Jan 25	Jan 25	COURTYARD MARRIOTT EDM EDMONTON AB FOLIO #M03032	571.84
<b>Total for</b>			<b>\$597.84</b>

Date Charged	Date Posted	Description	Amount (\$)
Jan 10	Jan 10	CPC / SCP 577944 WORSLEY AB	388.35
Jan 10	Jan 10	CPC / SCP 577944 WORSLEY AB	193.91
Jan 18	Jan 18	SMK*SURVEYMONKEY CA 971-2311154 BC	428.40
Jan 23	Jan 23	LOGMEIN*GOTOMEETING LOGMEIN.COM QC	27.30
Jan 27	Jan 27	AMAZON.CA*UB2XL2N63 AMAZON.CA ON	104.30
Feb 02	Feb 02	GROWING THE NORTH GRANDE PRAIRI AB	208.95
Feb 02	Feb 02	GROWING THE NORTH GRANDE PRAIRI AB	208.95
<b>Total for</b>			<b>\$1,560.16</b>

**Total purchases and returns** **\$2,158.00**

Page 2 of 4

You can make your payment by:

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

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

Mail your payments and enquiries to:

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





# MONTHLY STATEMENT

## JAN 08 to FEB 04, 2022

CLEAR HILLS COUNTY \*  
Account Number:  
Alberta BusinessCard

### INTEREST CHARGES

Balance Type	Interest Charged (\$)	Annual Interest Rate (%)
Purchases	0.00	4.45 (v)
Cash advances and Mastercard cheques	0.00	4.45 (v)
<b>Total interest charges</b>	<b>\$0.00</b>	

(v) - Variable (f) - Fixed

### FOR YOUR BUDGETING - HOW YOU USED YOUR CREDIT CARD(S)

Category	Spent This Period (\$)
Dining and entertainment	417.90
Grocery	0.00
Professional services	0.00
Retail stores	455.70
Utilities	104.30
Home improvement and maintenance	0.00
Travel and lodging	571.84
Vehicle expenses (fuel, repair)	26.00
Business services	582.26
Miscellaneous	0.00
<b>Sub-total (purchases and returns)</b>	<b>\$2,158.00</b>
<b>Cash advances and Mastercard cheques</b>	<b>\$0.00</b>
<b>Grand total</b>	<b>\$2,158.00</b>

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# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 8, 2022
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Draft Bylaw 266-22 – Electronic Transmission of Documents
File Code:	12-02-02

### DESCRIPTION:

Bylaw 266-22 – Electronic Transmission of Documents sets out the process for sending documents and information by electronic means.

### BACKGROUND / PROPOSAL:

Section 608.1 of the Municipal Government Act states that "Council may pass a bylaw establishing a process for sending assessment notices, tax notices and other notices, documents and information under Part 9, 10 or 11 and the corresponding regulations by electronic means."

### ATTACHMENTS

- Draft Bylaw 266-22 – Electronic Transmission of Documents

### RECOMMENDED ACTION:

**RESOLUTION** by ... that first reading be given to Bylaw No. 266-22 , a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of setting out the process for sending documents and information by electronic means.

**AND**

**RESOLUTION** by ... that second reading be given to Bylaw No. 266-22 , a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of setting out the process for sending documents and information by electronic means.


**AND**

**RESOLUTION** by ... to proceed to third and final reading of Bylaw No. 266-22 , a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of setting out the process for sending documents and information by electronic means.

*Unanimous consent is required to proceed*

**AND**

**RESOLUTION** by ... that third reading be given to Bylaw No. 266-22 , a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of setting out the process for sending documents and information by electronic means.

Initials show support - Reviewed by:	Manager:		CAO:
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## **BYLAW NO. 266-22**

### **A BYLAW OF CLEAR HILLS COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A PROCESS FOR SENDING ASSESSMENT NOTICES, TAX NOTICES AND OTHER NOTICES, DOCUMENTS AND INFORMATION BY ELECTRONIC MEANS**

**WHEREAS**, pursuant to Section 608.1 of the Municipal Government Act, RSA 2000, M-26 (the "MGA"), Council may pass a bylaw establishing a process for sending assessment notices, tax notices and other notices, documents and information under Part 9, 10, or 11 and the corresponding regulations by electronic means;

**AND WHEREAS**, before making a bylaw under Section 608.1, Council must:

1. be satisfied that the proposed bylaw includes appropriate measures to ensure the security and confidentiality of the notices, documents and information being sent;
2. give notice of the proposed bylaw in a manner Council considers is likely to bring the proposed bylaw to the attention of substantially all persons that would be affected by it;

**AND WHEREAS**, a bylaw passed under Section 608.1 must provide for a method by which persons may opt to receive the notice, document or information by electronic means;

**AND WHEREAS**, the sending by electronic means of any notice, document or information under such a bylaw is valid only if the person to whom it is sent has opted under the bylaw to receive it by those means;

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

**1. TITLE**

This bylaw shall be known as "Electronic Transmission of Documents."

**2. DEFINITIONS**

- a. "County" means municipal corporation of Clear Hills County.
- b. "Council" means municipal Council for Clear Hills County, in the Province of Alberta, as duly elected.
- c. "Electronic Means" and "Electronic Format" means electronic mail or email;
- d. "Tax" and "Taxes" includes all property taxes, local improvement taxes, and all other taxes, charges, fees or amounts lawfully imposed against a property by the County pursuant to the Municipal Government Act or any other statute of the Province of Alberta.
- e. "Tax Notice" means a tax notice sent pursuant to Section 333 of the MGA and can include an amended tax notice or a supplementary tax notice;
- f. "Taxpayer" is the person liable to pay taxes.

**BYLAW NO. 266-22**  
**Electronic Transmission of Documents**

**3. SCOPE**

The County may send the following by electronic means:

**1. Taxation & Assessment**

- a. Assessment Notices pursuant to Section 310 of the Act;
- b. Supplementary Assessments pursuant to Section 316 of the Act;
- c. Tax Notices pursuant to Section 333 & 335 of the Act;
- d. Combined Assessment & Tax Notice as described in Section 308(4) of the Act;
- e. Tax Arrears Notices;
- f. All documentation relating to the Regional Assessment Review Board process;
- g. Any and all documentation relating to the Recovery of Taxes Related to Land as described in Division 8 of the Act;
- h. Any and all documentation relating to the Recovery of Taxes not Related to Land as described in Division 9 of the Act;
- i. Any and all documentation relating to the Recovery of Taxes Related to Designated Manufactured Homes in Division 8.1 of the Act;
- j. Any and all letters and documentation pertaining to Pre-authorized Debit plans.

**2. Other Receivables**

- a. Utility Billing;
- b. Accounts Receivable Invoice and Statements;
- c. Cash Receipt showing payment made;
- d. Utility Arrears Notices;
- e. Any and all letters pertaining to Utility Billings and Accounts Receivable invoicing and Pre-authorized Debit plans.

**4. CONSENT**

Any notice as set out in Section 3 may be sent by electronic means if the person:

- a. Has provided a personal email address for the notices to be sent to;

**BYLAW NO. 266-22**

**Electronic Transmission of Documents**

- b. Has opted to receive notices by electronic means by completing the prescribed form;
- c. The prescribed form has been signed by the person making the request.

**5. REVOCATION**

A person who has opted to receive notices by electronic means may revoke consent at any time by contacting Administration and providing documentation of such revocation. This documentation may include:

- a. A signed and dated Revocation Request form;
- b. Letter signed by the person, whether received by electronic means or otherwise, detailing the request to revoke consent;
- c. Electronic mail (e-mail) received by Administration from the personal email on the consent form detailing revocation of consent.

**6. PRESUMPTION OF RECEIPT**

As indicated in Section 608.2 of the Act, a person who opts to receive notices by electronic means is presumed to have received the documentation as indicated in Section 3, 7 days after it was sent.

**7. SEVERABILITY**

If a portion of this bylaw is found by a court of competent jurisdiction to be invalid, the invalid portion will be voided, and the rest of the bylaw remains valid and effective.

**8. EFFECTIVE DATE**

That this Bylaw shall take force and have effect upon final reading thereof.

READ a first time this \_\_\_\_ day of \_\_\_\_ A.D., 2022.

READ a second time this \_\_\_\_ day of \_\_\_\_ A.D., 2022.

READ a third time this \_\_\_\_ day of \_\_\_\_ A.D., 2022.

\_\_\_\_\_  
Amber Bean, Reeve

\_\_\_\_\_  
Allan Rowe, Chief Administrative Officer

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 8, 2022
Originated By:	Audrey Bjorklund, CLGM Community Development Manager
Title:	<b>ASB - Farm Safety Centre Funding</b>
File:	63-10-20

### DESCRIPTION:

The Agricultural Service Board is recommending Council approves a conditional grant of up to \$500.00 at \$3.50 per student to the Farm Safety Centre for providing the Farm Safety Smarts Program to students within Clear Hills County's boundaries in 2022.

### BACKGROUND:

The Farm Safety Centre continues to provide the Safety Smarts program that brings agricultural safety and hazard awareness to rural Alberta students. In 2020 the Government of Alberta cut all funding and staffing supports for this program, and the Farm Safety Centre is seeking funding support so they can continue to provide this important outreach to students. The Farm Safety Centre is a registered charitable organization.

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

No funds were included in the 2022 budget, because at budget prep time the future of this program was uncertain.

### OPTIONS:

### RECOMMENDATION:

**Resolution** by Councillor \_\_\_\_\_ to approve a conditional grant of up to \$500.00 at \$3.50 per student to the Farm Safety Centre for providing the Farm Safety Smarts Program to students within Clear Hills County's boundaries in 2022.

Initials show support - Reviewed by:

Manager:

*ABJ*

CAO:

*A*



# Clear Hills County

## Request For Decision (RFD)

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

### DESCRIPTION:

Council tabled the Family and Community Support Services (FCSS) Applications at the February 8, 2022 Regular Council Meeting to gather more information from the Peace River School Division (PRSD) regarding the application to fund the Youth Support Worker position in the local schools. PRSD attending the Council meeting virtually earlier in today's meeting.

### BACKGROUND:

### 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:

- Refer to February 8, 2022 Council agenda for original RFD and attachments.
- Applications were emailed as separate documents with the February 8, 2022 Regular Council Meeting Agenda.

### 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	<u>\$ 15,905.00</u>
	<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	<u>\$ 12,875.00</u>
	<u>\$113,025.00</u>
3. Approval all applications at different amounts to fully allocate budget.

### RECOMMENDATION:

Initials show support - Reviewed by:

Manager:

*ABj*

CAO:

*10/21*

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>

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:	March 8, 2022
Originated By:	Audrey Bjorklund, CDM
Title:	<b>PROCEED TO TENDER – Unit 1806 Quad Cab Replacement</b>
File:	31-65-35

### DESCRIPTION:

Council is presented with information regarding proceeding to Tender for a replacement pickup truck for Unit 1806 Quad Cab for the Worsley Fire Department.

### BACKGROUND:

### BUDGET:

Capital Budget: \$90,000.00

### OPTIONS:

1. Proceed to tender for the purchase of
2. Not to proceed to tender for . .

### RECOMMENDED ACTION:

**RESOLUTION by .....**

Initials show support - Reviewed by:

Manager:

CAO:



# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 8, 2022
Originated By:	Susan Hansen, Councillor
Title:	<b>PARKS PLAYGROUND COMMITTEE UPDATE</b>
File:	71-10-34,35,36

### DESCRIPTION:

The Playground Committee requested the opportunity to update Council at today's meeting.

### BACKGROUND:

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

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.

### ATTACHMENTS:

### OPTIONS:

### RECOMMENDATION:

**Resolution** by Councillor \_\_\_\_\_

Initials show support - Reviewed by:

Manager:

*ABj*

CAO:

*[Signature]*

Company	Play Events/Capacity/Ages	Size	Price	Notations	Scope of Work & Warranty
Kidnation					
Stoney # 1 - Day Use	27 Children/Ages 18 m-12 yrs	689 Sq Ft 25'-6" x 27'	47,581.80 (Full Install)	Canadian Company Fpanels are Informative/Educational Western Canada Themed Fit exact size of site-limited Space	Site Prep, Excavation of Site for Depth of Surfacing Removal of Materials within local proximity Supply and Installation of Pea Gravel, No Borders Supply and Offloading of Equipment Playground Layout
Stoney # 2 - Campsite Area	27 Children/Ages 18 m-12 yrs	648 Sq Ft 27' x 24'	49,985.25 (Full Install)		Auguring of Holes for Playground Install of Playground Supply Concrete for Piles/Plumb and Level Posts Cleanup Packaging Materials
Sulphur Lake	58 Children/Ages 5-12 yrs	2606 Sq Ft 39' x 74'	105,000.00 (Full Install)	4984.00 Discount to fit budget Includes Swings	Tailing Removal from Playground Installation Supply is 8-10 weeks
Running Lake	42 Children/ Ages 18 m - 12 yrs	2752 Sq Ft 54'-6" x 42'	105,000.00 (Full Install)	3369.00 Discount to fit budget Includes Swings	Warranty - Lifetime on Posts/15 years on Steel Components/10 on Plexiblocks
			Total Project Price: 387,567.05		
Playquest					
Stoney - Site A	6 Play Events/23 Capacity/5-12 yrs	1409 Sq Ft 29'-11" x 24'-8.5"	26,533.05		Site Grading: Excavate and Stockpile Soil Materials Supply and Install of Engineered Wood Fibre Optional Timber Borders Double Stacked 6x6 Supply and install - 21,130.00
Stoney - Site B	10 Play Events/23 Capacity/2-12 yrs	603 Sq Ft 27'-5" x 23'-5"	21,958.50	Need Clarification on Ages	Accommodations to be provided at Campsite Landscape Repair around Playground and Drainage not included Does include Travel, Mobilisation and Security Pricing
Sulphur Lake	25 Play Events/83 Capacity/5-12 yrs	2289 Sq Ft 74'-7.5" x 45'-4"	58,666.86	Includes Swings	Warranty: Defects in Installation or Workmanship - 1 Year See Conditions of Sale
Running Lake	19 Play events/ 77 Capacity/5-12 yrs	2517 Sq Ft 77'-3" x 48'-11"	60,945.04	Includes Swings	Supply in 7-8 Weeks
			56,494.21 (Combined Install) 15,000.00 (Shipping) 18,900.00 (Site Grading) 34,830.00 ( Surfacing) Total Project Price: 308,246.15		Company willing to supply a bench at each location - Free

The Playground Guys					
Stoney # 1	7 Activities/22 Capacity /Ages 2-12 yrs	Sq Ft not provided 20,186.00 29' x 24'	14,500.00 (Install Both)		Surfacing - Wood Fibre Chips Warranty - 1-100 Year Depending on Issue
Stoney # 2	No Info Provided	Sq Ft not provided 42,170.00			
Sulphur Lake	28 Activities/88 Capacity/Ages 5-12 yrs	Sq Ft not provided 56,948.00 55' x 45'	13,500.00 (Install)		
Running Lake	No Info Provided	Sq Ft not provided 68,830.00 (18,000.00/Install)			
			21,276.00 (Surfacing)		
			Total Project Price: 363,297.20		
The Playground Guys - 2nd Quote					
Stoney # 1	No Info Provided	Sq Ft not provided 40,333.00 30,000.00 (Install 2 Stoney Sites)			
Stoney # 2	No Info Provided	Sq Ft not provided 91,327.00			
Sulphur Lake	No Info Provided	Sq Ft not provided 80,256.00 18,000.00 (Install)			
Running Lake	No Info Provided	Sq Ft not provided 66,393.00 15,500.00(Install)			
			25,246.00 (Surfacing)		
			Total Project Price: 384,879.40	Out of the Budget Scope	

#### Canadian Recreation Solutions

Proposal # 1	No Info Provided	No Pt not provided 104,312.35 62' x 38'	Prices include Surfacing - Woodchips Prices do not include Site Prep, Borders, Sealing
Proposal # 2	No Info Provided	No Pt not provided 104,412.00 66'-0" x 28'-6"	
Proposal # 3	No Info Provided	No Pt not provided 70,767.00 37' x 23'-4"	
Total Project Price: 279,491.35			

Note \*Data Submitted by Game Time, Park & Play Designs, and Blue Imp were not enough information to make a Data Comparison

## KIDNATION Playgrounds Ltd.



2022-01-30

Clear Hills County  
Playgrounds Quotation

#### Stoney Lake Playground Fee Proposal Site 1

B308931R1	\$26,746.00
Freight	\$ 4,000.00
Site work	\$ 3,625.00
Installation including travel	<u>\$10,945.00</u>
Sub Total	\$45,316.00
GST	<u>\$ 2,265.80</u>
Total	\$47,581.80



#### Stoney Lake Playground Fee Proposal Site 2

B308932R1	\$28,610.00
Freight	\$ 4,000.00
Site work	\$ 3,625.00
Installation including travel	<u>\$11,370.00</u>
Sub Total	\$47,605.00
GST	<u>\$ 2,380.25</u>
Total	\$49,985.25



#### SCOPE OF WORK:

- Site prep, excavation of site for depth of surfacing for playground
- Removal of materials within local proximity of playground site as per customer's direction
- Supply and installation of pea gravel (no border)
- Supply of playground equipment
- Offloading playground equipment
- Playground layout
- Auguring of holes for playground
- Installation of playground equipment
- Supply concrete for piles
- Plumb and level posts
- Cleanup packaging materials
- Tailing removal from playground installation



**Henderson**  
Providing Playground Fun

Model No. B308931R1



**Colors:**

Posts: Light Blue  
Accents: Orange  
Roto-Plastic: Gecko  
HDPE Plastic: Lime/Black

**STONEY LAKE  
SITE 1**

Brought to you by your local representative

**KIDNATION**   
Playgrounds Ltd.



**Henderson**  
Providing Playground Fun

Model No. B308931R1



**Colors:**

Posts: Light Blue  
Accents: Orange  
Roto-Plastic: Gecko  
HDPE Plastic: Lime/Black

**STONEY LAKE  
SITE 1**

Brought to you by your local representative

**KIDNATION**   
Playgrounds Ltd.







2022-01-30  
Clear Hills County  
Playgrounds Quotation

Running Lake Playground Fee Proposal

B308929R1 with swing	\$ 63,845.00
Freight	\$ 7,775.00
Site work	\$ 10,460.00
Installation including travel	\$ 21,289.00
Sub Total	\$103,369.00
In kind donation (discount)	- 3,389.00
Sub total	\$100,000.00
GST	\$ 5,000.00
Total	\$105,000.00



SCOPE OF WORK:

- Site prep, excavation of site for depth of surfacing for playground
- Removal of materials within local proximity of playground site as per customer's direction
- Supply and installation of pea gravel (no border)
- Supply of playground equipment
- Offloading playground equipment
- Playground layout
- Auguring of holes for playground
- Installation of playground equipment
- Supply concrete for piles
- Plumb and level posts
- Cleanup packaging materials
- Tailing removal from playground installation

Customer Responsibilities:

- Alberta One call (since it's a unique remote location this would be appreciated, please send documentation once received from Alberta One Call)

Thank you so much for the opportunity to bid on your playground project.

Kim MacQueen  
KIDNATION PLAYGROUNDS LTD  
780.850.6787  
northernsales@kidnationplaygrounds.ca



**Henderson**  
Providing Playground Fun  
Model No. B308929R1

**Colors:**  
Posts: Charcoal  
Accents: Brown  
Roto-Plastic: Cream  
HDPE Plastic: Brown / Tan

**RUNNING LAKE**

**KIDNATION**  
Playgrounds Ltd. 

Brought to you by your local representative





**Henderson**  
Providing Playground Fun  
Model No. B308929R1



**Colors:**

Posts: Charcoal  
Accents: Brown  
Roto-Plastic: Green  
HDPE Plastic: Brown / Tan

**RUNNING LAKE**

Brought to you by your local representative

**KIDNATION**  
Playgrounds Ltd. 



**Henderson**  
Providing Playground Fun  
Model No. B308929R1



**Colors:**

Posts: Charcoal  
Accents: Brown  
Roto-Plastic: Green  
HDPE Plastic: Brown / Tan

**RUNNING LAKE**

Brought to you by your local representative

**KIDNATION**  
Playgrounds Ltd. 

2022-01-30

Clear Hills County  
Playgrounds Quotation

Sulphur Lake Playground Fee Proposal

B308933R0 with swing	\$ 65,324.00
Freight	\$ 5,500.00
Site work	\$ 12,575.00
Installation including travel	\$ 21,585.00
Sub Total	\$104,984.00
In kind donation (discount)	- 4,994.00
Sub total	\$100,000.00
GST	\$ 5,000.00
Total	\$105,000.00



SCOPE OF WORK:

- Site prep, excavation of site for depth of surfacing for playground
- Removal of materials within local proximity of playground site as per customer's direction
- Supply and installation of pea gravel (no border)
- Supply of playground equipment
- Offloading playground equipment
- Playground layout
- Auguring of holes for playground
- Installation of playground equipment
- Supply concrete for piles
- Plumb and level posts
- Cleanup packaging materials
- Tailing removal from playground installation

Customer Responsibilities:

- Alberta One call (since it's a unique remote location this would be appreciated, please send documentation once received from Alberta One Call)

Thank you so much for the opportunity to bid on your playground project.

Kim MacQueen  
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780.850.6787  
northernsales@kidnationplaygrounds.ca



**Henderson**  
Providing Playground Fun

Model No. B308933R0




**Colors:**

Posts: Brown  
Accents: Green  
Roto: Green  
HDPE Plastic: Brown / Tan & Green / White

**SULPHUR LAKE**

Brought to you by your local representative

**KIDNATION**  
Playgrounds Ltd. 



**Henderson**  
Providing Playground Fun

Model No. B308933R0



**Colors:**

Posts: Brown  
Accents: Green  
Roto: Green  
HDPE Plastic: Brown / Tan & Green / White

**SULPHUR LAKE**

Brought to you by your local representative

**KIDNATION**   
Playgrounds Ltd.



**Henderson**  
Providing Playground Fun

Model No. B308933R0



**Colors:**

Posts: Brown  
Accents: Green  
Roto: Green  
HDPE Plastic: Brown / Tan & Green / White

**SULPHUR LAKE**

Brought to you by your local representative

**KIDNATION**   
Playgrounds Ltd.







Date	Quotation No.
2/10/2022	22-1980

**Team / Address**

Clear Hills Municipality  
Susan Hansen  
Clear Hills, AB  
T6B 2N6

**Ship To**

Clear Hills Municipality  
Susan Hansen  
Clear Hills, AB  
T6B 2N6

Rep		Terms	Project	
KS		50% Deposit 25%, Rec 25%, Final		
Qty	Unit	Description	Rate	Total
1	LS	Clear Hills- 4 Playgrounds	60,845.04	60,845.04
1	LS	Supply of equipment Burke 104-149166-2 Running Lake	26,533.05	26,533.05
1	LS	Supply of equipment Burke 104-149165-3 Stoney Lake - Area A	21,938.60	21,938.60
1	LS	Supply of equipment Burke 104-149627-1 Stoney Lake - Area B	59,066.86	59,066.86
1	LS	Supply of equipment Burke 104-149165-2 Sulphur Lake	56,454.21	56,454.21
1	LS	Installation of playground equipment for all three	45.00	18,900.00
420	Cu Y	Site grading: Excavate and stockpile of soil materials and sod for all three	90.00	34,830.00
387	Cu Y	Supply and install of engineered wood fibre- total for all three- 3 drop off points	15,000.00	15,000.00
1	LS	Shipping FOB		
OPTIONAL:				
Timber borders Double stacked 6 x 6- Supply and install for all three playgrounds-\$21,180.00				
Note: Accommodations to be provided at campsite by client				
* Landscape repair around the playground area and drainage not included				
* Includes Travel, Mobilization, and Security Fencing				
Please note: Due to the impact of COVID-19 on supply chains, lead times for equipment may vary.				
*Quote is valid for 15 days				
GST on sales				
Subtotal			CAD 293,567.76	
Sales Tax Total			CAD 14,678.39	
Total			CAD 308,246.15	

**Considerations**

Please note: Due to the impact of COVID-19 on supply chains, lead times for equipment may vary. Installation is not included in this quote of work. May be subject to additional charges. Please contact us for a copy of our standard terms and conditions. \*Quote is valid for 15 days.

**ACCEPTANCE OF PROPOSAL**

By signing and accepting this quote, the client agrees that they have reviewed the quote and understand the scope of work and that the quote and conditions apply. The client agrees to provide the necessary site access and utilities for the project. The client agrees to provide the necessary site access and utilities for the project. The client agrees to provide the necessary site access and utilities for the project.

Legal Name of Campsite or Organization: \_\_\_\_\_

Print name of authorized officer: \_\_\_\_\_ Signature of authorized officer: \_\_\_\_\_

City: \_\_\_\_\_ Date: \_\_\_\_\_

Ship to Address: \_\_\_\_\_

Site Contact Name: \_\_\_\_\_

Robert West (2020/01/01) - We are not aware of any issues. The quote is for a 100% deposit and 25% deposit additional commission. (Please email me if needed).

This quote is based on the information provided. Any changes to the scope of work may be subject to additional charges. Any alteration or deviation in scope of work, quantities, or details quoted will require a change order and must be approved by the client and the provider. Further, we warrant the site is ready to accept the quote and conditions. The client agrees to provide the necessary site access and utilities for the project. The client agrees to provide the necessary site access and utilities for the project. The client agrees to provide the necessary site access and utilities for the project.

GST/HST No: B06381877 PlayQuest Recreation is a registered trade name of Questic Contracting Ltd. Initial: JKH







JO Designers: Kenda

**playquest**  
PROGRAM'S DESIGNER • 1-800-856-4850



JO Designers: Kenda

**playquest**  
PROGRAM'S DESIGNER • 1-800-856-4850





3D Designer: Kenda

\* Heights added to increase age 2-12



3D Designer: Kenda





3D Design: Kenda



3D Design: Kenda









3D Designer: Christian

**playquest**  
DESIGN • FABRICATE • CONSTRUCT



**playquest**  
DESIGN • FABRICATE • CONSTRUCT

3D Designer: Christian





3D Designer: Christine

**playquest**  
DESIGN • SUPPLY • CONSTRUCTION



3D Designer: Kendra

**playquest**  
DESIGN • SUPPLY • CONSTRUCTION





3D Designer: Kenda

**playquest**  
DESIGN • SUPPLY • CONSTRUCT



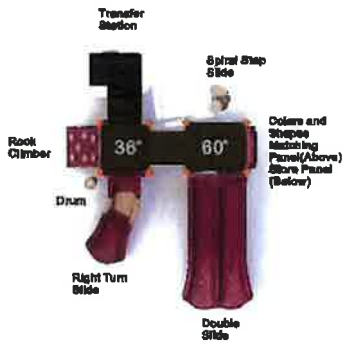
3D Designer: Kenda

**playquest**  
DESIGN • SUPPLY • CONSTRUCT



[illegible]

# Stoney Lake



## KP-2001

Age Group: 2-12  
Capacity: 22-26  
Use Zone: 29' x 24'  
Activities: 7  
Colors:



# Running Lake



## KP-32341

Age Group: 5-12  
Capacity: 66-72  
Use Zone: 65' x 45'  
Activities: 28  
Colors:



Stoney Lake



Sulphur Lake



The Playground Guys • Box 4031, Olds Alberta, T4H 1P7 • Toll Free: 800-663-6711 • Fax: 877-575-7529 • [www.playgroundguy.com](http://www.playgroundguy.com)

**IN-HOUSE QUOTE REQUEST FORM:**[illegible]

Stoney lake - Quote 2.



Stoney Lake

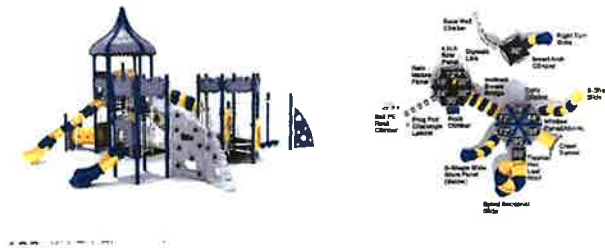


Running Lake





Sulphur Lake



**Canadian  
Recreation  
Solutions**

February 7, 2022

Danae Walmsley  
[DanaeWalmsley@outlook.com](mailto:DanaeWalmsley@outlook.com)  
Clear Hills Park  
Clear Hills Area, AB

## Proposal

**Little Lines COMMERCIAL**  
Playgrounds Fun & Easy!

Quote # CWC-F722  
Valid 90 Days

Quantity	Article & Description	Total
1	<b>Option 1 - Custom Nature Theme Design</b> Pricing includes Supply and Delivery of Playground Equipment, Installation of Playground Equipment and All Material required for Installation, Supply and Installation of EWF for playground area.	\$99,345.00
	<b>Option 2 - Custom Nature Theme Design</b> Pricing includes Supply and Delivery of Playground Equipment, Installation of Playground Equipment and All Material required for installation, Supply and Installation of EWF for playground area.	\$99,440.00
	<b>Option 3 - Custom Small Site Nature Theme Design</b> Pricing includes Supply and Delivery of Playground Equipment, Installation of Playground Equipment and All Material required for Installation, Supply and Installation of EWF for playground area.	\$67,340.00
Pricing includes freight to Clear Hills, AB		
GST is Extra		
<b>TOTAL</b>		

Pricing does not include site prep, excavation, supply and installation of border, safety fencing and site rehab  
Total includes Equipment & Shipping

GST is extra

Client to supply adequate site access for heavy vehicle equipment and supplies

Sincerely,

Katie Hodgins

Name

Signature

Date

Purchase Order

Acceptance to be signed and returned with deposit prior to equipment order

[katie@canadianrecreation.com](mailto:katie@canadianrecreation.com)  
ph: 780.640.1733

[canadianrecreationsolutions.com](http://canadianrecreationsolutions.com)

Fax: 780.573.7755





**Balance & Linkage**

Stepping Stones

**Climbers**

Log Slice Climber  
Inverted Arch Climber  
Cylinder Climber

**Deck to Deck**

Wishbone Climber

**Free Standing**

Heater the Bumble Bee Spring Rider  
Max Play Swings  
Solo Spin  
Stand n Spin

**Interactive Panels**

Below Deck Counter Panel

**Overheads**

Ring Trek - Overhead

**Shelter & Shade**

Tree House Leaf Roof

**Slides**

Double Wide Slide



How can I help?

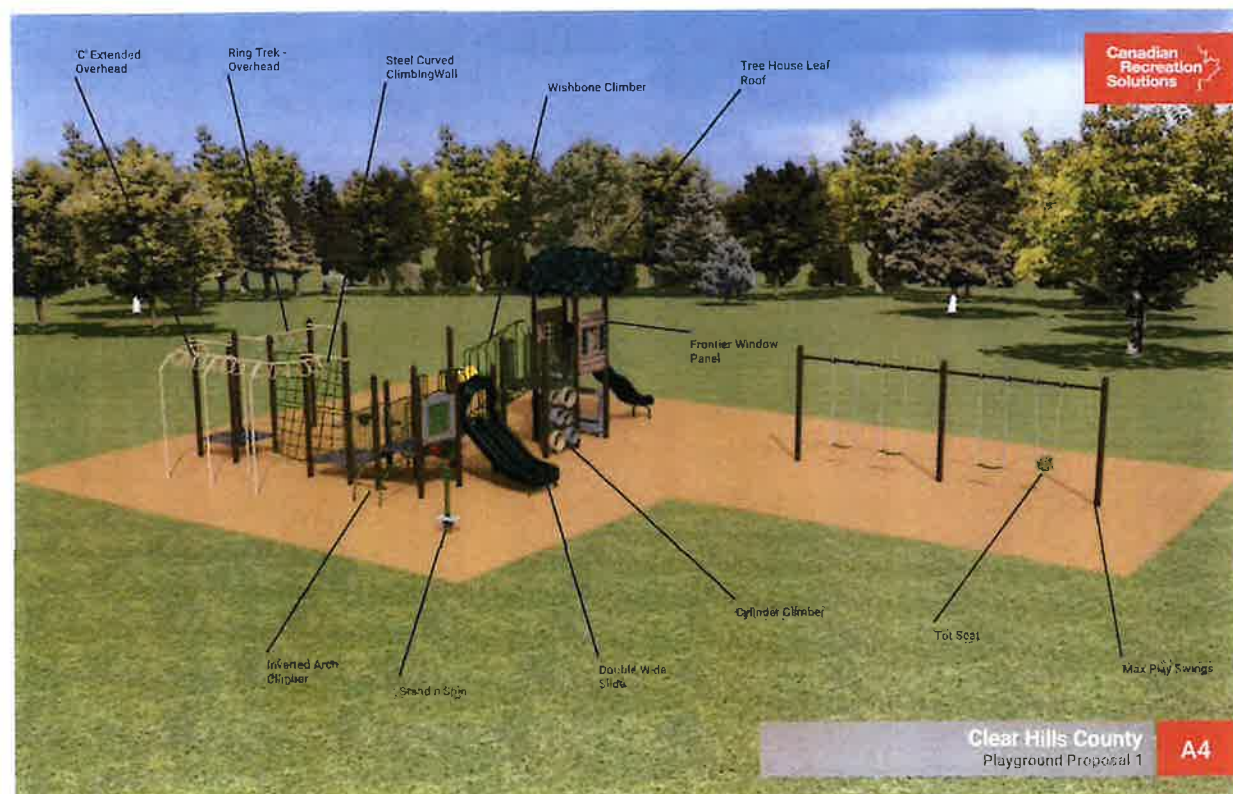
Karen Hodge | 1-780-445-1733 | karen@canrecre.com



A1



A2







## Clear Hills County Playground Proposal 2

Canadian Recreation Solutions

**Balance & Linkage**  
Stepping Stones

**Climbers**  
Infinity Wings Climber  
Trail Climber  
Inch Loop Climber

**Deck to Deck**  
Catwalk Bridge

**Free Standing**  
Max Play Swings  
Dragonfly  
Lola the Seal Spring Rider  
Balance Beam

**Interactive Panels**  
Monkey Lean Out Rail

**Overheads**  
Track Ride  
Roundabout Overhead

**Shelter & Shade**  
Tree House Leaf Roof

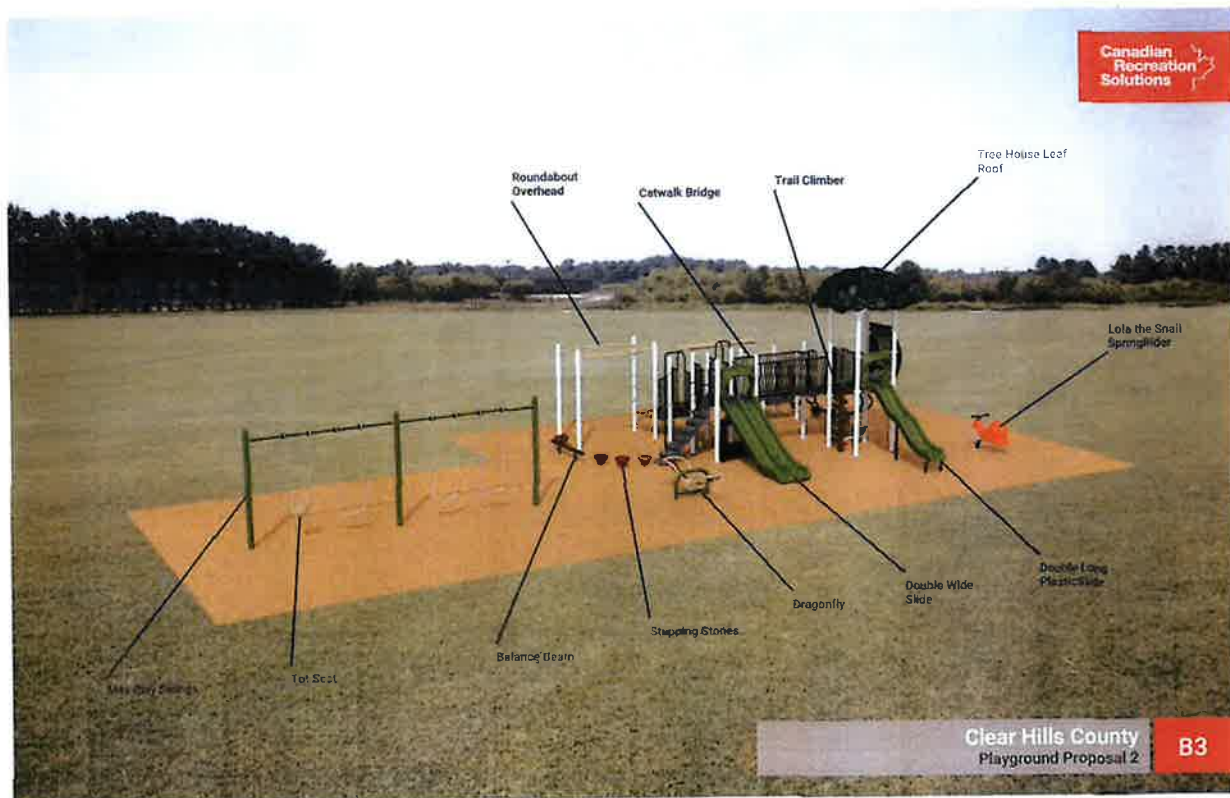
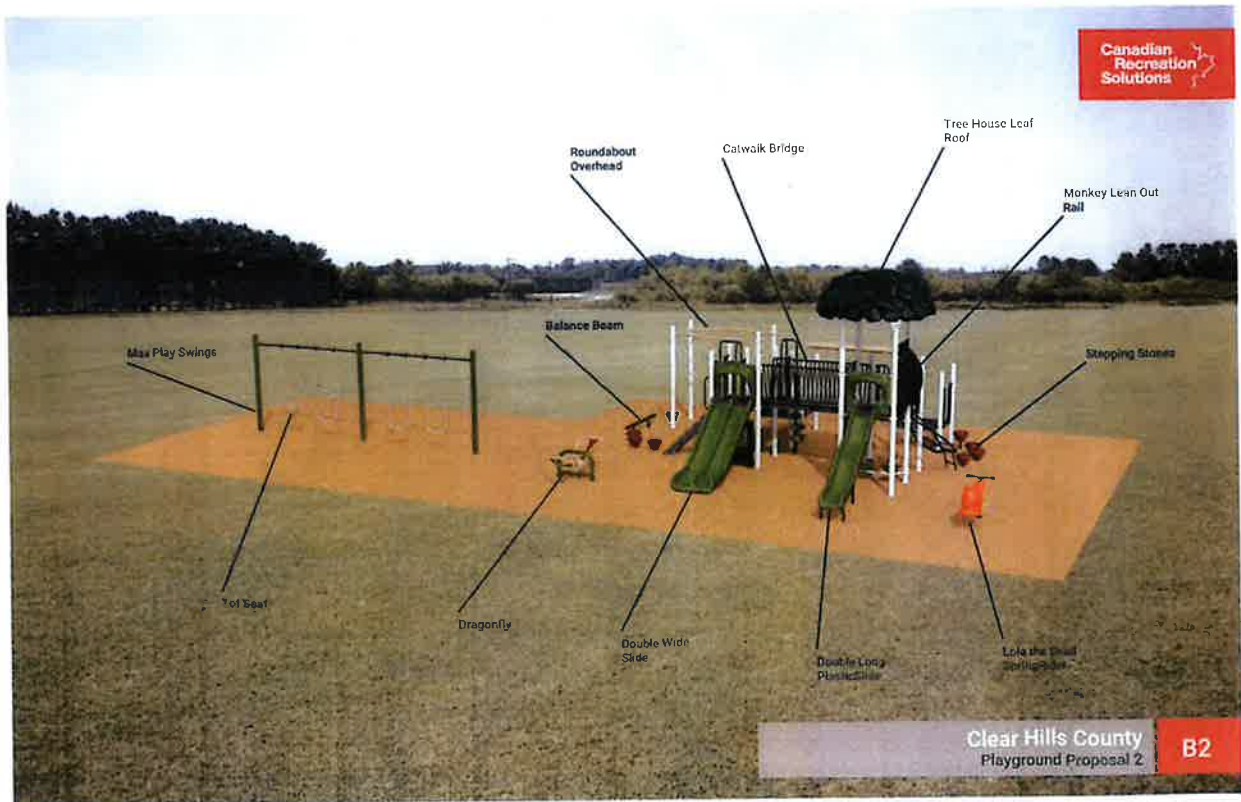
**Slides**  
Double Wide Slide

How can I help?  
Katie Mulligan 1-780-642-1333 • KATH@CANRECREATION.COM

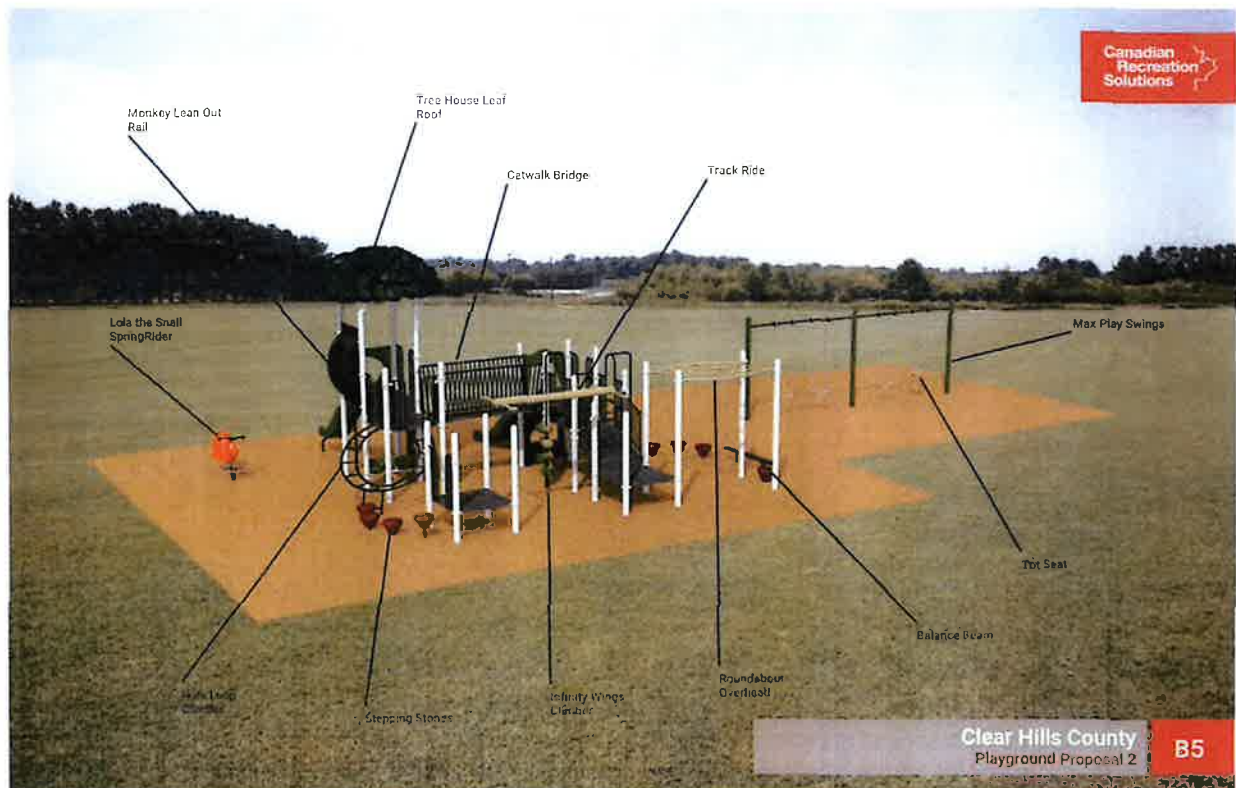
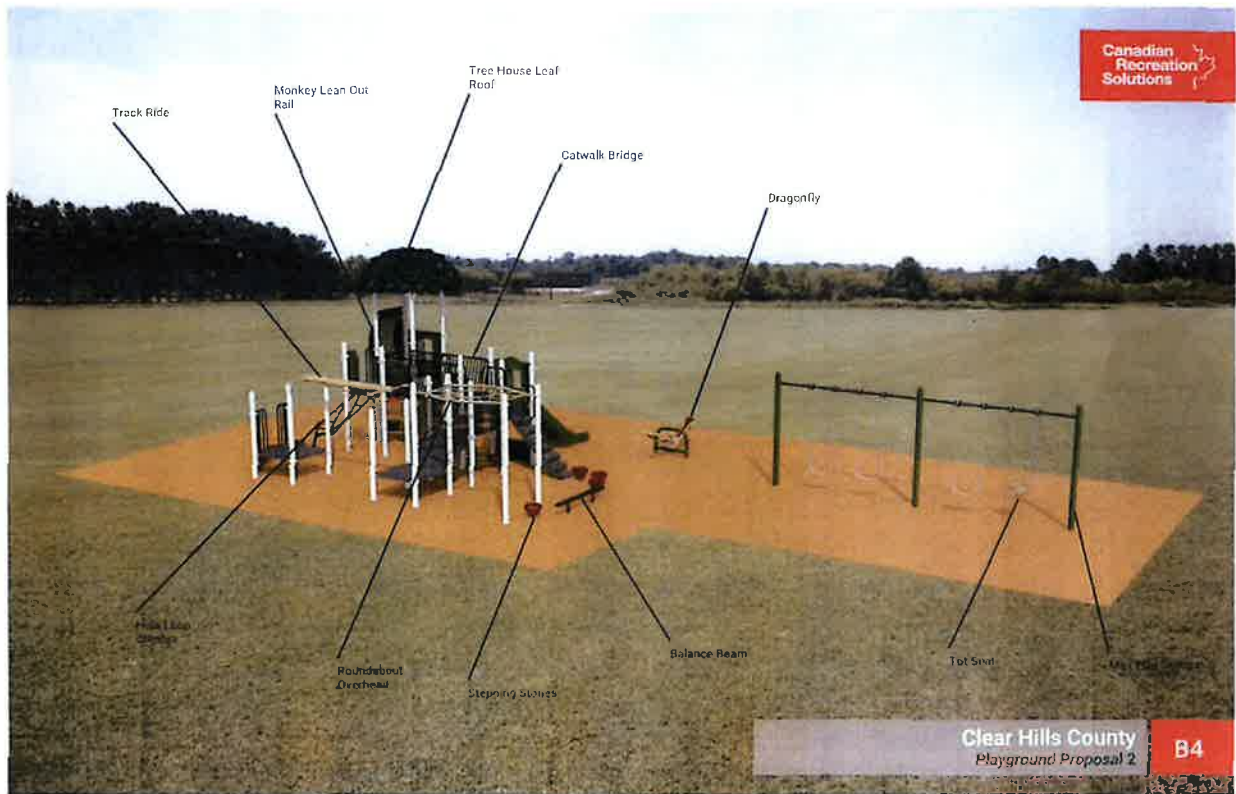
Be Safe. Connect. Grow.

Miracle

B1









**Climbers**  
Tree Climb  
Infinity Wagon Climber  
Trail Climber

**Decks**  
Transfer Stairs and Deck

**Interactive Panels**  
Planet Panel  
Village Counter Panel  
Simon Says Panel

**Shelter & Shade**  
Tree House Leaf Roof

**Slides**  
Spiral Slide



How can I help?  
Karee Hoogen - 1 800 640 1771 | karee@canadianrec.ca

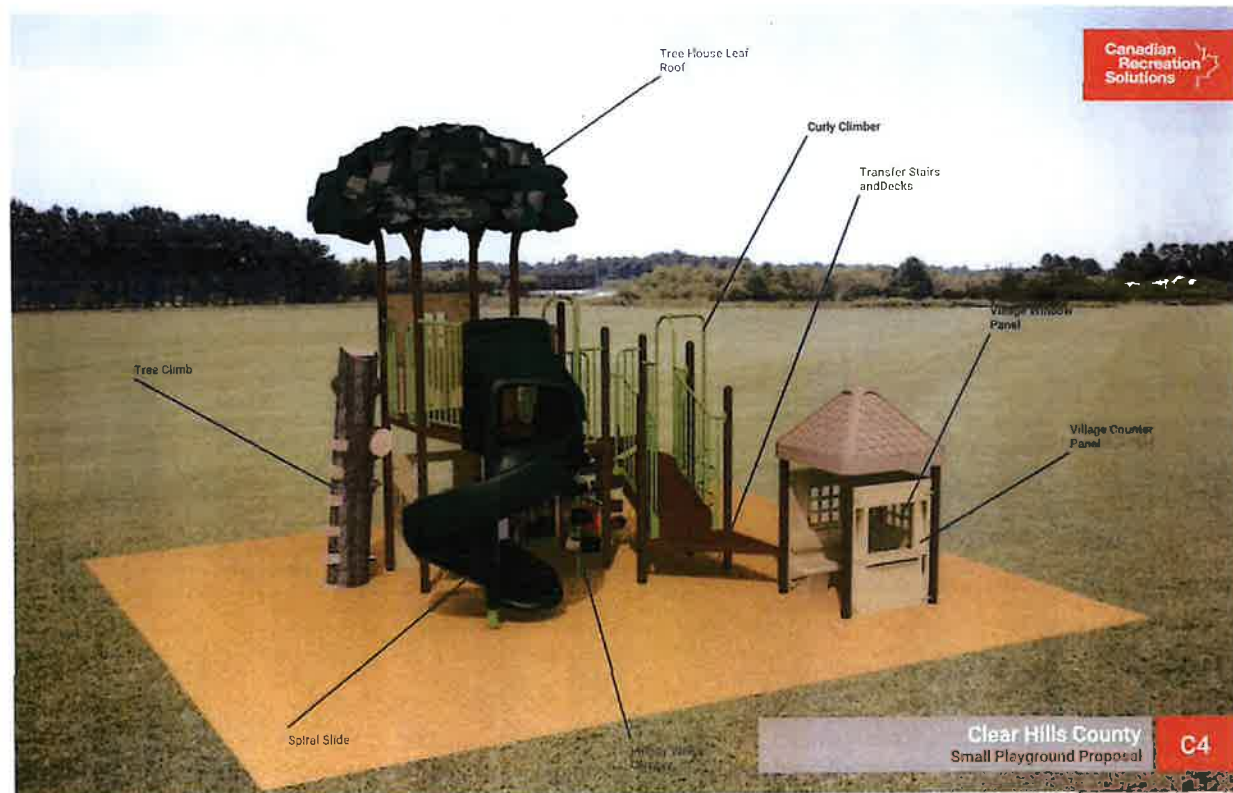
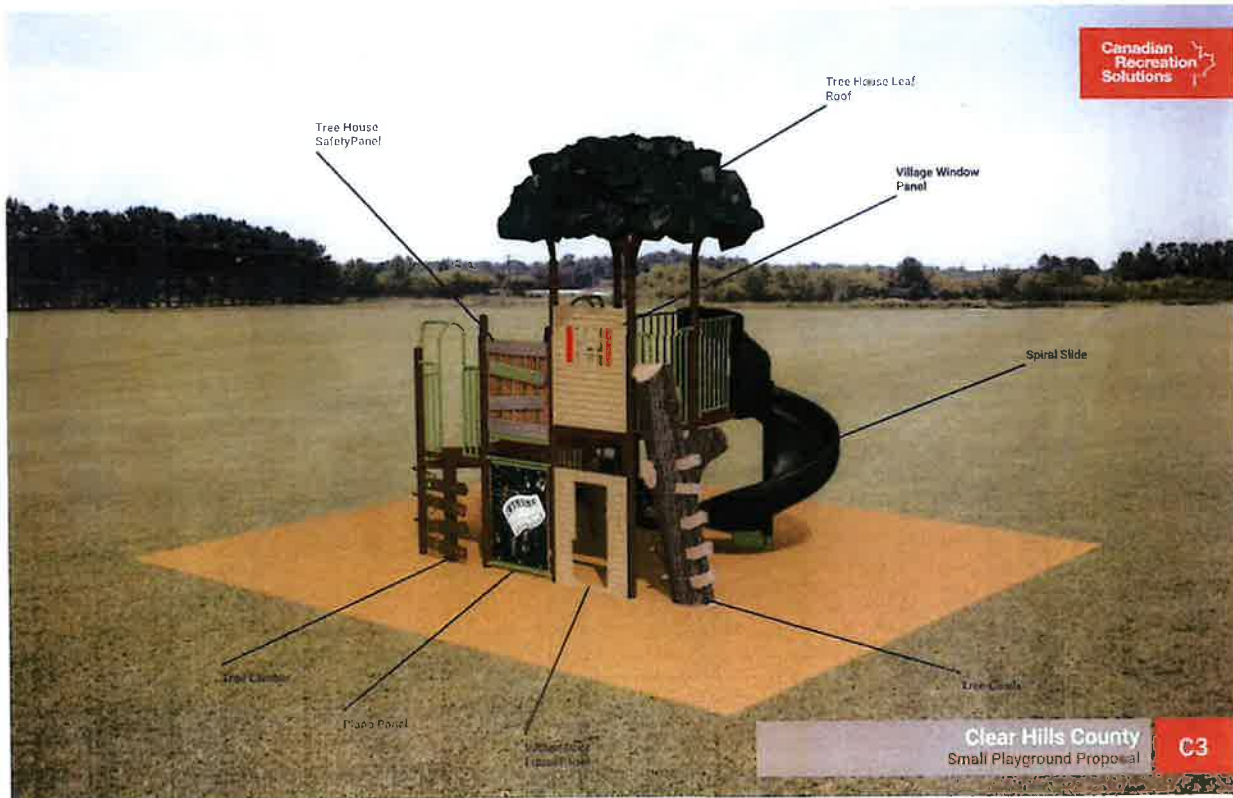


Miracle

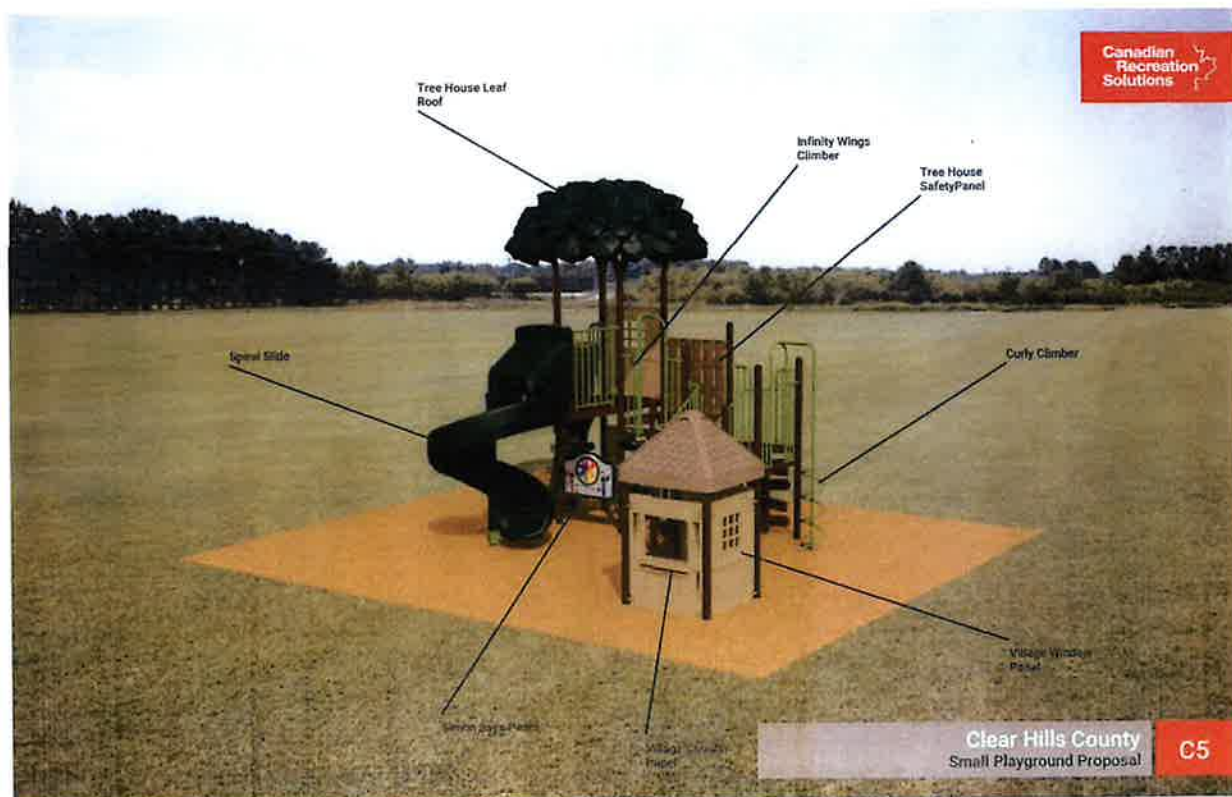
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# Clear Hills County

## Request For Decision (RFD)

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

- February 18 – Northern Alberta Elected Leaders Meeting
- TC Energy - North Corridor Expansion project

### RECOMMENDED ACTION:

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

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



# 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:

#### **Emergency Preparedness Update**

- Public Alerting Transition Webinar February 22, 2022:  
Alberta Emergency Alert (AEA) platform will be transitioning to the National Public Alerting Format. Alberta is the last province to decommission their provincial platform and move onto the national one. The general public using the app shouldn't notice any difference other than an updated more detailed map as the Alberta Emergency Alert branding will remain the same. Several advantages to moving to the national platform, including more functionality and being able to more clearly define specific areas under threat of a pending emergency event (ie evacuation due to fire or flood). The deadline for this transition is March 2023. Those of us trained in issuing Emergency Alerts will be transferred over to the national platform with some minimal training to get familiar with the additional functions available on the national alerting platform. (NAADS).
- Hazard Season Outlook Webinar February 23, 2022: Annual Provincial Update.
  - Weather Forecast – continued La Nina influence = cooler & colder with more frequent cold snaps, more precipitation and longer snow melt. March-May below normal spring temps, with normal precipitation. Heavy snow falls & cold snaps still likely. Too early for a summer forecast.
  - Wildfire Briefing – went into winter in drought Peace Regional was moderate to abnormally dry. Highest risk of fires is 3 days after snow free. Trees & grass reach extreme low moisture content with highest flammability and most extreme fire behaviour.
    - All fire fighting aircraft are equipped with infrared cameras (FLIR) so they drop water where the heat is with great accuracy.
    - Provincial cuts have downsized the fire service by approx 20% eliminated the Fire Rapell crew. Approx 780 trained crews (aircraft/heli/firetruck/unit crews) Have mutual aid agreements with other provinces and countries in the event that more resources are needed due to significant fire season.
    - Beetle kill fire move as fast as grass fires, so these forests are monitored closely and there is an action plan for fires in these areas.
  - River Forecast – River Forecast centre is manned 24/7/365 with 11 staff. Monitor current river levels, weather forecast, recent precipitation and mountain snowpack.
    - Flooding causes:

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

- Snow Melt – March & April melt = localized flooding of roads and dforzen culverts.
- Mountain snowpack – May & June = daytime high water levels in small streams, no major river impact.
- Icejam – March & April – localized and difficult to predict = constant monitoring.
- Rainfall – Intense Precipitation = major cause of floosing and affects all rivers in Alberta.
- Current conditions:
  - Mountain has average to above average snow pakc, so if there is a slow melt this will be good for reservoir refills.
  - Ice:
    - Peace River: as of Feb 17 icepack is 139 km upstera of Peace River, which is close to average for the date and considered Stable. Peace River average breakup date is April 12. Potential for flooding due to ice jam is assessed early March and April. An additional risk is the high snowpack in the Smoky River basin if there is a fast melt.
    - Ft. McMurray – average breakup is April 19 and this icepack is also considered normal and stable at this point in time.
  - Rain – peak is mid May to mid July. Day to day weather is important when monitoring and see the influence 5-7 days before flooding.
  - Additional Information: Alberta Environment & Parks, Alberta River Basins has a good map you can drill in on icons for up to date informaton on water leveles, there is an ICE cover map that also tracks jams and open water. Also: [www.floods.alberta.ca](http://www.floods.alberta.ca) and [www.rivers.alberta.ca](http://www.rivers.alberta.ca)
- Health Updates – transitioning from pandemic to COVID being a communicable disease, which means it will be treated as a peristent yet manageable threat similar to influenza. Oral antiviral Paxlovid has started being used for mild to moderate COVID to prevent severe disease/hospitalization/death.
  - Recommended “*Emergency response during pandemics*” document as a supplement to municipal Emergency Management/Reponse Plans.
  - Developing additional resource document around “contingencies for evacuating the ill or getting ill”
  - If you do need to evacuate recommend:
    - Daily screening & testing if needed (rapid tests readily available)
    - Physical distancing evacuees if practical or PPE if not (ie masks) Staggering meal times and washroom times. Make use of outdoor spaces if possible.
    - Protective facility practices – good ventilation & air exchange, cleaning and disinfecting.
    - Outbreak Management – develop your own specific action plan in case of an outbreak .
  - Additional information – Covid website & Mental Health supports
- Provincial Operations Centre Update – Provincial Flooding Stockpile location and process to access it if needed. Municipality bears all costs to get it and replenish

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**



it. Stand by for when all local resources have been exhausted. Virtual tour of new POC centre.

○ Provincial Security & Intelligence Agency Update:

- Cyber attacks ( ie Ransomware) continues to be the number 1 attack and threat to critical infrastructure in the province. Next is Advance Protection threat – criminal networks behind this, APT dark web delivers malicious traffic.
- Physical – Politically & Ideologically motivated. Violent Extremism Fringes (ie Pipeline & Rail blockades, Qanon, Freeman of the land etc.)
- Longterm – IoT (Internet of things) & 5G multiplication of vulnerability Adversary integration of AI and machine learning.

More information – Critical Infrastructure Intelligence Report Year in review 2021.

Road Ahead:

- Vulnerability – outcomes from the “covid hangover” and continued impact of critical flow and feed of goods and services. Example of this threat/risks the hold ups at the border posed for livestock being trucks, or feed/vet supplies needed for livestock across the border.
- Domestic Threat – social fabric – normalization of radicalization world wide
- Strategic Threat – Geostrategic Competition – Europe conflict and south china sea situation with have a cascade effect on availability of goods & services = increased costs world wide
- Opportunity:– Cyber/Technology – can also be a threat.

○ Field Operations Update:

- Proposed AIMS (Alberta Incident Management System): Gaps in foundational emergency management doctrine in Alberta. Problem – ICS (incident Command System) is used at the tactical level. AEP (Alberta Emergency Plan or Municipal Emergency Plans) are used at the strategic level. Lacked a bridge from strategic to tactical. AIMS will bridge this gap. Structured around US FEMA NIMS 2017, similar to BC, Ontario and Canada. Been tried and tested many times, and helps users understand the transition to match tactical and strategic plans.
- Implementation – working draft will be circulated in April, with virtual engagement in April & May. October 3 is issue date for final AIMS 2022 plan
- AIMS 3 guiding principles are:
  - Flexibility – descriptive vs prescriptive
  - Standardization – improved interoperability
  - Unity of effort – coordinated activity without loss of authority.Implementation.

○ Emergency Management Training Certification Standards:

- Going through curriculum review
- ICS (Incident Command System) is being adopted by other provinces re interoperability
- Been a tightening of standards, proof of training reporting, this will allow for trained individuals to get proof of training/certification in cases where instructors have moved on.
- Covid causes huge delays in training now restarting.
- Courses under development are: Exercise Design and Incident Action Plan workshop.

Initials show support - Reviewed by:

Manager:

CAO:

○ Community Resilience (BePrepared):

- Goal – build resilience at the individual & community level and contribute to risk reduction behaviour. A culture of preparedness.
- 8 week preparedness challenge to share the information to build capacity through public education leading up to Preparedness week May 1-7, 2022 with a weekly preparedness message.
  - Started the 8 week challenge by posting the first weekly message on the County facebook page February 24, 2022.
- Test Alert – public service to keep people in our communities safe.
  - Challenge is people are ignoring or being annoyed by it
  - How can we champion this and shift how people respond to the test. So they see it as a teaching moment, prompt a conversation/practice drills/ bring the community together rather than shutting phones off so the test alert doesn't disturb them.

**Provincial Park Recreation Area Updates:**

Alberta Environment and Parks has received and accepted the 2021 reports for the Sulphur, Stoney and Running Lake Provincial Parks.

- Approval has been given for the proposed 2022 Improvements to each of the campgrounds by removal of understory that has grown into some of the campsites, covering portions of the original campsite pads. Including rejuvenation of the campsite pads by working and releveling the gravel to remove ruts and destroy vegetation that has grown into the gravel.
- Identified repairs & maintenance items that were submitted for each campground were also acknowledged and are ok to proceed. Parks will check their inventory to see if they can provide some of the faded signs that need replacement.
- Playgrounds – support the concept in principle - once the design and locations are determined need to go through the formal application process for review by parks and environment.

RECOMMENDED ACTION:

RESOLUTION by \_\_\_\_\_ to accept the Community Development Manager's report to March 8, 2022 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:	March 8, 2022
Originated By:	Lori Jobson, Corporate Services Manager
Title:	<b>CSM Report</b>
File:	12-02-02

### DESCRIPTION:

At this time, the Corporate Services Manager will have an opportunity to report on Corporate Services topics.

### BACKGROUND:

The 2021 year end audit is scheduled for March 28, 2022 to April 1, 2022.

Grants in Place of Taxes were paid a rate of 50% again this year. We received \$5,035.68 from Municipal Affairs and wrote off \$5,035.64.

### ATTACHMENTS:

### RECOMMENDATION:

**RESOLUTION** by...that Council accepts the Corporate Services Manager's report to March 8, 2022, as presented.

Initials show support - Reviewed by:

Manager:



CAO:

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 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, where needed.

### County Truck Maintenance

- Recalls and minor repair work to County trucks ongoing

### Annual Spring Gravel Haul

- East End Gravel Contractor is crushing gravel.
- The projected Spring Gravel Haul start date is scheduled for March 11, 2022, weather permitting.

### Other

- Hauling oversized furniture and Electronics to the Fairview Regional Landfill
- Crack sealing and Line Painting Tenders are out – Opening March 22, 2022
- 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:	March 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:

Minister McIver – Municipal Affairs 5:1 tax ration

### RECOMMENDED ACTION:

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

Initials show support - Reviewed by:	Manager:	CAO:	
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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

RECEIVED

FEB 14 2022

CLEAR HILLS COUNTY

January 19, 2022

AR107229

Reeve Amber Bean  
Clear Hills County  
PO Box 240  
Worsley AB T0H 3W0

Dear Reeve Bean:

As you are aware, in 2016, the *Municipal Government Act (MGA)* was amended to address significant differences between residential and non-residential property tax rates, such that a municipality's highest non-residential property tax rate cannot be more than five times higher than its lowest residential property tax rate.

Clear Hills County has not made any progress since the 5 to 1 tax ratio was implemented in 2016. I understand the ongoing economic uncertainty and pandemic have complicated efforts. However, a competitive tax ratio is critical to ensuring economic growth for municipalities and stimulus for non-residential properties. I strongly encourage you to reduce your tax ratio as you consider your upcoming tax rates.

Should you have any questions on the 5 to 1 tax ratio and achieving compliance, please contact Cathy Maniego, Acting Assistant Deputy Minister, Municipal Assessment and Grants, at [cathy.maniego@gov.ab.ca](mailto:cathy.maniego@gov.ab.ca) or 780-415-1717, toll-free by first dialing 310-0000.

Sincerely,

Ric McIver  
Minister

cc: Brandy Cox, Deputy Minister, Municipal Affairs  
Cathy Maniego, Acting Assistant Deputy Minister, Municipal Assessment and Grants, Municipal Affairs

# Clear Hills County

## Request For Decision (RFD)

<b>Regular Council Meeting</b>	
Meeting Date:	March 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 March, April, and May 2022 calendar updates of Councillor Committee meetings, that assist Administration with record keeping and Council with reminders of upcoming meetings with the following changes:

Initials show support - Reviewed by:	Manager:	CAO:	
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# MARCH 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1	2	3 HPEC-AB	4 GGAMAC-DW PRED-AB NTAB-NS	5
6	7	8 Council BR Rec-DW	9 CH Conn - D & O- AB, DJ	10	11	12
13	14	15 ASB-DJ, JR	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
10	11	12 Council	13	14	15 Good Friday	16
17	18 Easter Monday	19 Strategic Planning session – All	20	21	22	23
24	25	26 Council	27	28	29	30

# MAY 2022

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

### 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