

**AGENDA
CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
TUESDAY, March 14, 2023**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, March 14, 2023, at 9:30 a.m. in the Council Chambers, County Office, 313 Alberta Avenue Worsley, Alberta.

1. CALL TO ORDER
2. AGENDA
3. MINUTES:
 Previous: Regular Council Meeting Minutes, February 28, 20232
4. DELEGATION(S)
5. PUBLIC HEARING
6. TENDER OPENING 9:35 a.m.
7. NEW BUSINESS
 - a. COUNCIL
 1. Management Team Activity Report.....7
 2. Councillor Reports18
 3. Asphalt Settlement Repairs26
 4. Continuing Education Scholarship Policy 680129
 5. Tender 2022-12 Sidewalk Replacement Project37
 - b. CORPORATE SERVICES
 1. Accounts Payable39
 2. Policy 1107 - Honorarium Payments to Council50
 3. Policy 1126 - Per Diem Payments to Council.....57
 - c. COMMUNITY SERVICES
 - d. PUBLIC WORKS
 1. Clear Hills County Transfer Station Contract66
 2. Non-Potable Water – Worsley Water Treatment Plant68
8. WRITTEN REPORTS:
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 2. Public Works Manager's Report.....88
9. COUNCIL INFORMATION (*including Correspondence*).....89
10. CALENDARS111
11. CLOSED MEETING ITEMS
12. ADJOURNMENT

**MINUTES OF CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, FEBRUARY 28, 2023**

PRESENT

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

ATTENDING

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

ABSENT

Nathan Stevenson	Councillor
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CALL TO ORDER

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

**ACCEPTANCE OF
AGENDA**

C100-23(02-28-23)

RESOLUTION by Deputy Reeve Janzen to adopt the agenda governing the February 28, 2023 Regular Council Meeting, as presented. CARRIED.

**APPROVAL OF
MINUTES**

Previous
Council
Meeting Minutes

C101-23(02-28-23)

RESOLUTION by Councillor Ruecker to adopt the minutes of the February 13, 2023, Policy & Priority Meeting, as amended. CARRIED.

C102-23(02-28-23)

RESOLUTION by Councillor Hansen to adopt the agenda governing the February 14, 2023 Regular Council Meeting, as amended. CARRIED.

**NEW BUSINESS:
COUNCIL**

Management Team
Activity Report

Management activity report was reviewed.

C103-23(02-28-23)

RESOLUTION by Councillor Giesbrecht that the management activity report for February 14, 2023, be accepted, as presented. CARRIED.

Councillor Reports

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

C104-23(02-28-23)

RESOLUTION by Reeve Bean to table the Council reports until later in the meeting. CARRIED.

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REGULAR COUNCIL MEETING
TUESDAY, FEBRUARY 28, 2023

DELEGATION:

End of Steel Heritage
Museum Society

The End of Steel Heritage Museum Society was in attendance at 10:15 a.m.

Reeve Bean recessed the meeting at 10:36 a.m.

Reeve Bean reconvened the meeting at 10:43 a.m.

C105-23(02-28-23) **RESOLUTION by Reeve Bean to receive the delegation from the End of Steel Heritage Museum Society for information, as presented.** **CARRIED.**

C106-23(02-28-23) **RESOLUTION by Deputy Reeve Janzen to approve a General Grant for the End of Steel Heritage Museum Society for general repairs in the amount of \$27,000.00 funds to be allocated from the Rate Stabilization Reserve.** **CARRIED.**

C107-23(02-28-23) **RESOLUTION by Councillor Ruecker to raise off the table the Council reports.** **CARRIED.**

C108-23(02-28-23) **RESOLUTION by Councillor Ruecker to receive the Council reports for information, as presented.** **CARRIED.**

C109-23(02-28-23) **RESOLUTION by Councillor Hansen to draft a letter to Alberta Health Services and the Minister of Health regarding the dispensing or filling of prescriptions at the Worsley Community Health Centre be brought back to the previous levels of service.** **CARRIED.**

C110-23(02-28-23) **RESOLUTION by Councillor Walmsley to bring back the regulatory guidelines set by the Nurse Practitioner Association of Alberta and the Alberta College of Pharmacy to a future Meeting.** **CARRIED.**

C111-23(02-28-23) **RESOLUTION by Reeve Bean that Clear Hills County Council agrees to change the RMA District 4 meetings from a one-day Meeting to a two-day event.** **CARRIED.**

Reeve Bean recessed the meeting at 12:03 p.m.

Reeve Bean reconvened the meeting at 12:34 p.m.

Council discussed the RMA District 4 motions put forward at the February 10, 2023, RMA District 4 Meeting.

C112-23(02-28-23) **RESOLUTION by Reeve Bean to approve in principle the District 4 Chair and Vice Chair Roles and responsibilities report and the District 4 Bylaw review.** **CARRIED.**

Town of Fairview
Funding Request

Council discussed the letter at the February 13th Policy & Priority Meeting to reconsider the Town of Fairview's request for funding for Clear Hills County to contribute 20% annually towards the Operating expenses for the Fairview Regional Aquatic Centre.

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REGULAR COUNCIL MEETING
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C113-23(02-28-23) **RESOLUTION by Reeve Bean to deny the request from the Town of Fairview to contribute 20% annually towards the Operating expenses for the Fairview Regional Aquatic Centre. CARRIED.**

Cleardale Fire Garage Council requested further discussion regarding the potential Cleardale Fire Garage.

C114-23(02-28-23) **RESOLUTION by Councillor Hansen as per motion C81-23(02-14-23) bring back the potential Cleardale Fire Garage to the next Policy and Priority Meeting. CARRIED.**

VSI policy 6311 Council is presented with a draft of the VSI policy 6311 with proposed amendments as recommended by the Agricultural Service Board.

C115-23(02-28-23) **RESOLUTION by Deputy Reeve Janzen to adopt the presented VSI policy 6311 with the proposed amendments. CARRIED.**

CORPORATE
SERVICES

Accounts Payable
February 15, 2023, to
February 28, 2023

A list of expenditures for Clear Hills County for the period of February 15, 2023 to February 28, 2023 is provided for Council's review.

C116-23(02-28-23) **RESOLUTION by Councillor Giesbrecht that Council receives for information the Accounts Payable report for Clear Hills County for the period of February 15, 2023 to February 28, 2023 for a total of \$548,044.39, with funds to be transferred from Long Term Investments. CARRIED.**

Policy 1107 –
Honorarium
Payments to Council

Policy 1107 – Honorarium Payments to Council provides for a monthly honorarium payment to Council Members for the performance of their duties as elected officials.

C117-23(02-28-23) **RESOLUTION by Deputy Reeve Janzen to approve the changes in Policy 1107 – Honorarium Payments to Council, as presented. CARRIED.**

Policy 1126 – Per
Diem Payments

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

C118-23(02-28-23) **RESOLUTION by Reeve Bean to approve the changes in Policy 1126 – Per Diem Payments, as presented. CARRIED.**

PUBLIC WORKS

Policy 3203
Approach Construction

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& Maintenance

Council is presented with a draft of Approach Construction and Maintenance Policy 3203 as requested.

C119-23(02-28-23)

RESOLUTION by Deputy Reeve Janzen to approve Approach Construction and Maintenance Policy 3203 section 2.1 and 2.3, as amended. CARRIED.

Proceed to Tender
Hamlet of Cleardale
Pavement
Overlay

Council is presented with a request to overlay the pavement on Poplar Drive in the Hamlet of Cleardale to repair the dips in the pavement.

C120-23(02-28-23)

RESOLUTION by Councillor Giesbrecht to proceed to tender for the overlay for the pavement on Poplar Drive in the Hamlet of Cleardale. CARRIED.

Proceed to Tender
Range Road 124

Council is presented with a road request to have an engineering firm design and tender the construction of approximately 1000 meters of a new local road on Range Road 124 North of Township 840.

C121-23(02-28-23)

RESOLUTION by Deputy Reeve Janzen to proceed to design and tender using an Engineering firm for the construction of approximately 1000 meters of a new local road on Range Road 124 North of Township 840 and have them include a 50% material, 50% performance bond for the tendered project. CARRIED.

Proceed to Tender
Range Road 25

Council is presented with a road request to have an engineering firm design and tender the construction of approximately 1000 meters of a new local road on Range Road 25 South of Township 832.

C122-23(02-28-23)

RESOLUTION by Councillor Walmsley to proceed to design and tender using an Engineering firm for the construction of approximately 1000 meters of a new local road on Range Road 25 South of Township 832 and have them include a 50% material, 50% performance bond for the tendered project. CARRIED.

WRITTEN REPORTS

Chief Administrative
Officer's Report

Chief Administrative Officer's report.

C123-23(02-28-23)

RESOLUTION by Councillor Giesbrecht to receive the Chief Administrative Officer's report for information, as presented. CARRIED.

Public Works
Manager's Report

Public Works Manager's Report

C124-23(02-28-23)

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

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COUNCIL
INFORMATION

Nothing to report.

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.

C125-23(02-28-23)

RESOLUTION by Deputy Reeve Janzen to receive for information the February, March and April 2023 calendars.

Date	Meeting	Councillor
March 1	NPHF	Walmsley
March 6	NTAB	Walmsley
March 9	PVCRT	Walmsley/Giesbrecht
April 3	FV Med/HPEC	Hansen
March 13	NPRL	Ruecker
		CARRIED.

C126-23(02-28-23)

RESOLUTION by Councillor Hansen to approve the attendance of Reeve Bean and Councillor Walmsley to attend the Woman in the North Conference in Fairview, AB. **CARRIED.**

ADJOURNMENT

Reeve Bean adjourned the, February 28, 2023 Regular Council Meeting at 2:12 p.m.

DATE

REEVE

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	March 14, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Management Team Activity Report
File:	11-02-02

DESCRIPTION:

Management activity report for February 28, 2023

ATTACHMENTS:

- o Management Activity Report

RECOMMENDED ACTION:

RESOLUTION by that the management activity report for February 28, 2023, be accepted, as presented.

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

Activity Report for February 14, 2023

LEGEND:

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

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		July 12, 2022		
C364-22	07/12/22	RESOLUTION by Councillor Walmsley to hire off the 2022 Annual Equipment Registry to complete the Tender 2022-11 Campground Rejuvenation Project, as no tenders were received. CARRIED.	PWM	In works
		September 13, 2022		
C426-22	09/13/22	RESOLUTION by Deputy Reeve Janzen to include the access road south off of secondary highway 685 for approximately 800m to access SW-20-83-1 W6M budget \$400,000.00 in the 2024 Multi Year Capital Plan with funds to be allocated from the Road Reserve and proceed with a wetland assessment. CARRIED.	PWM	Waiting on wetlands RR 15
		October 18, 2022		
C512-22	10/18/22	RESOLUTION by Councillor Hansen to award Tender 2022-16 Fire Fighter Turnout Gear to Associated Fire Safety Equipment for \$ 22,753.92 plus GST, as per the submitted tender. CARRIED.	CSC	In works
		December 13, 2022		
C636-22	12/13/22	RESOLUTION by Councillor Walmsley that Clear Hills County Council join the Community Rail Advocacy Alliance and approve a financial contribution to a maximum of \$2,000.00 upon invoice submission, funds to be allocated from the Rate Stabilization Reserve. CARRIED.	EA	In waiting
C644-22	12/13/22	RESOLUTION by Reeve Bean to authorize the attendance of Council to a joint meeting with the MD of Peace and the MD of Fairview regarding drainage issues. CARRIED.	EA	In Works
C651-22	12/13/22	RESOLUTION by Councillor Walmsley to add the topic of gravel Secondary Highways to the upcoming Joint Municipality meeting agenda. CARRIED.	EA	Sent
		January 3, 2023 P&P		
P07-23	01/03/23	RESOLUTION by Councillor Walmsley to bring back a draft policy implementing Clear Hills County	PWM	Future P&P



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MOTION	DATE	DESCRIPTION	DEPT	STATUS						
		Regional Landfill Waste Disposal Access Cards, to a future Regular Council Meeting. CARRIED.								
P09-23	01/03/23	RESOLUTION by Deputy Reeve Janzen to invite Alberta Fish and Wildlife to attend a future Agricultural Service Board Meeting to discuss Wildlife Counts, compensation programs and Wolf Management information. CARRIED.	ASB	May						
		January 10, 2023								
C29-23	01/10/23	RESOLUTION by Councillor Walmsley advertise a second round Family and Community Support Services (FCSS) Grant with the application deadline of March 31, 2023, due to the remaining funds in the 2023 FCSS grant program. CARRIED.	COM	In the works						
C33-23	01/10/23	RESOLUTION by Deputy Reeve Janzen to bring the information regarding the sewer on the north side of Highway 64, north of the Hamlet of Cleardale to the February 13, 2023 Policy & Priority Committee Meeting. CARRIED.	EA	Future P&P						
C34-23	01/10/23	RESOLUTION by Councillor Hansen to award Tender 2022-19 Two New ½ Ton Pickup Trucks to Courtesy Chrysler at \$57,869.00 (fifty seven thousand eight hundred sixty nine dollars) per unit for a total of \$115,738.00 (one hundred fifteen thousand seven hundred thirty eight dollars) plus GST with the funds to be allocated from the Common Services Vehicles & Equipment Reserve in the multiyear capital plan. CARRIED.	PWM	Ordered						
		January 24, 2023								
C43-23	01/24/23	RESOLUTION by Reeve Bean to approve a one-time conditional operating grant to the Village of Hines Creek to a maximum of \$135,000.00, to be used as a 2023 25% tax rebate incentive. Funds to be allocated from the Rate Stabilization Reserve. Reeve Bean requested a recorded vote. <table><tr><td>For</td><td>Against</td></tr><tr><td>Walmsley</td><td>Janzen</td></tr><tr><td>Bean</td><td>Ruecker</td></tr></table>	For	Against	Walmsley	Janzen	Bean	Ruecker	CSM	
For	Against									
Walmsley	Janzen									
Bean	Ruecker									



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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		Hansen Stevenson		
		Giesbrecht CARRIED.		
C44-23	01/24/23	RESOLUTION by Councillor Walmsley to approve a Beyond Borders Grant to the MD of Fairview in the amount of \$16,641,89 to assist with the replacement cost for the Automated Weather Observation System (AWOS) at the Fairview Airport. CARRIED.	CSM	Waiting for Invoice
C46-23	01/24/23	RESOLUTION by Councillor Ruecker to approve the attendance of a Councillor to attend the Spring Water North Coalition Meeting and bring back information to a future Regular Council Meeting. CARRIED.	EA	May 11, 2023
		February 13, 2023		
P69-23	02/13/23	RESOLUTION by Deputy Reeve Janzen to table the discussion regarding the Wolf Management to a future Regular Council Meeting. CARRIED.	EA	March 16
P72-23	02/13/23	RESOLUTION by Councillor Ruecker to bring back Policy 6801 Continuing Education Scholarship with changes to 4.1 Be a resident of Clear Hills County or the Village of Hines Creek when applying for the first year. 4.3.1 applicants completing a second consecutive Trade year in the same program within the qualifying year may apply for retroactive during that same qualifying year. 4.17 – All requirements for past scholarships must be fulfilled before applying for a new Continuing Education Scholarship. 50% of the allotted budget will be allocated to each application deadline. CARRIED.	EA	March 14
P73-23	02/13/23	RESOLUTION by Councillor Ruecker to table the discussion regarding grader beat tenders/contracts and road use agreements to a future Policy & Priority meeting. CARRIED.	EA	Future P&P
P75-23	02/13/23	RESOLUTION by Reeve Bean to bring back the Procedural Bylaw. No. 233-18 to a future Policy & Priority Meeting. CARRIED	EA	Future P&P
		February 14, 2023		
C81-23	02/14/23	RESOLUTION by Reeve Bean to bring back the discussion regarding a potential Fire Truck storage	EA	March 16



Management Team

Activity Report for February 14, 2023

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MOTION	DATE	DESCRIPTION	DEPT	STATUS																					
		building in Cleardale to a future Policy and Priority Meeting. CARRIED.																							
C85-23	02/14/23	RESOLUTION by Deputy Reeve Janzen to approve the list of meetings to request during the March RMA Convention. CARRIED. <table><tr><td>Minister of Health.</td><td>Worsley Health Centre – Prescriptions & EMS</td><td>Hansen, Bean, MD of Fairview</td></tr><tr><td>Minister of Transportation and Economic Corridors</td><td>Class 1 – MELT Shortage of drivers Secondary Highway maintenance</td><td>Janzen Ruecker Giesbrecht</td></tr><tr><td>Minister of Education.</td><td>Youth Enhancement Funding</td><td>Walmsley Ruecker Bean</td></tr><tr><td>Minister of Environment and Protected Areas</td><td>Environment & Protection Areas – Revenue stream/Land Use</td><td>Bean</td></tr><tr><td>Minister of Forestry, Parks and Tourism</td><td>Licenses</td><td>All</td></tr><tr><td>Minister of Mental Health and Addiction</td><td>Lack of Mental Health in person appointments in the Rural Peace Area</td><td>Ruecker Hansen</td></tr><tr><td>Minister of Affordability and Utilities</td><td>Rural Distribution & Energy costs</td><td>Bean Janzen</td></tr></table>	Minister of Health.	Worsley Health Centre – Prescriptions & EMS	Hansen, Bean, MD of Fairview	Minister of Transportation and Economic Corridors	Class 1 – MELT Shortage of drivers Secondary Highway maintenance	Janzen Ruecker Giesbrecht	Minister of Education.	Youth Enhancement Funding	Walmsley Ruecker Bean	Minister of Environment and Protected Areas	Environment & Protection Areas – Revenue stream/Land Use	Bean	Minister of Forestry, Parks and Tourism	Licenses	All	Minister of Mental Health and Addiction	Lack of Mental Health in person appointments in the Rural Peace Area	Ruecker Hansen	Minister of Affordability and Utilities	Rural Distribution & Energy costs	Bean Janzen	EA	Letters sent
Minister of Health.	Worsley Health Centre – Prescriptions & EMS	Hansen, Bean, MD of Fairview																							
Minister of Transportation and Economic Corridors	Class 1 – MELT Shortage of drivers Secondary Highway maintenance	Janzen Ruecker Giesbrecht																							
Minister of Education.	Youth Enhancement Funding	Walmsley Ruecker Bean																							
Minister of Environment and Protected Areas	Environment & Protection Areas – Revenue stream/Land Use	Bean																							
Minister of Forestry, Parks and Tourism	Licenses	All																							
Minister of Mental Health and Addiction	Lack of Mental Health in person appointments in the Rural Peace Area	Ruecker Hansen																							
Minister of Affordability and Utilities	Rural Distribution & Energy costs	Bean Janzen																							
C91-23	02/14/23	RESOLUTION by Councillor Hansen to approve the 2023 dust control product application at specific	PWM																						



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		locations within Clear Hills County, as presented. CARRIED.		
C92-23	02/14/23	RESOLUTION by Councillor Walmsley to approve the disposal of Unit 42- 2010 Chev 1 ton with deck and Unit 57- 2019 Chev crew cab, at a future local auction. CARRIED.	PWM	
C97-23	02/14/23	RESOLUTION by Councillor Hansen to approve the attendance of Reeve Bean to attend the Community Planning Association of Alberta Conference (CPAA) May 1-3, 2023. CARRIED.	EA	May
		February 28, 2023		
C106-23	02/28/23	RESOLUTION by Deputy Reeve Janzen to approve a General Grant for the End of Steel Heritage Museum Society for general repairs in the amount of \$27,000.00 funds to be allocated from the Rate Stabilization Reserve. CARRIED.	CSM	
C109-23	02/28/23	RESOLUTION by Councillor Hansen to draft a letter to Alberta Health Services and the Minister of Health regarding the dispensing or filling of prescriptions at the Worsley Community Health Centre be brought back to the previous levels of service. CARRIED.	EA	Sent
C110-23	02/28/23	RESOLUTION by Councillor Walmsley to bring back the regulatory guidelines set by the Nurse Practitioner Association of Alberta and the Alberta College of Pharmacy to a future Meeting. CARRIED.	EA	In works
C111-23	02/28/23	RESOLUTION by Reeve Bean that Clear Hills County Council agrees to change the RMA District 4 meetings from a one-day Meeting to a two-day event. CARRIED.	EA	Sent
C112-23	02/28/23	RESOLUTION by Reeve Bean to approve in principle the District 4 Chair and Vice Chair Roles and responsibilities report and the District 4 Bylaw review. CARRIED.	EA	
C113-23	02/28/23	RESOLUTION by Reeve Bean to deny the request from the Town of Fairview to contribute 20% annually towards the Operating expenses for the Fairview Regional Aquatic Centre. CARRIED.	CSM	Drafted
C114-23	02/28/23	RESOLUTION by Councillor Hansen as per motion C81-23(02-14-23) bring back the potential Cleardale	EA	March 16



Management Team

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		Fire Garage to the next Policy and Priority Meeting. CARRIED.		
C115-23	02/28/23	RESOLUTION by Deputy Reeve Janzen to adopt the presented VSI policy 6311 with the proposed amendments. CARRIED.	COM	Updated
C117-23	02/28/23	RESOLUTION by Deputy Reeve Janzen to approve the changes in Policy 1107 – Honorarium Payments to Council, as amended. CARRIED.	CSM	Updated
C118-23	02/28/23	RESOLUTION by Reeve Bean to approve the changes in Policy 1126 – Per Diem Payments, as amended. CARRIED.	CSM	Updated
C119-23	02/28/23	RESOLUTION by Deputy Reeve Janzen to approve Approach Construction and Maintenance Policy 3203 section 2.1 and 2.3, as amended. CARRIED.	PWM	Updated
C120-23	02/28/23	RESOLUTION by Councillor Giesbrecht to proceed to tender for the overlay for the pavement on Poplar Drive in the Hamlet of Cleardale. CARRIED.	PWM	In works
C121-23	02/28/23	RESOLUTION by Deputy Reeve Janzen to proceed to design and tender using an Engineering firm for the construction of approximately 1000 meters of a new local road on Range Road 124 North of Township 840 and have them include a 50% material, 50% performance bond for the tendered project. CARRIED.	PWM	In works
C122-23	02/28/23	RESOLUTION by Councillor Walmsley to proceed to design and tender using an Engineering firm for the construction of approximately 1000 meters of a new local road on Range Road 25 South of Township 832 and have them include a 50% material, 50% performance bond for the tendered project. CARRIED.	PWM	In works
C123-23	02/28/23	RESOLUTION by Councillor Hansen to approve the attendance of Reeve Bean and Councillor Walmsley to attend the Woman in the North Conference in Fairview, AB. CARRIED.	EA	April
		August 20, 2019		
C335-19	06/25/19	RESOLUTION by Councillor Bean to approve a budget of \$21,500.00 for survey, land, and	CDM	In the works



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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		environmental work to increase the George Lake Recreation Lease boundaries and allocate the funds from the Recreation Reserve. CARRIED.		
		November 27, 2019		
C587-19	11/26/19	RESOLUTION by Councillor Frixel to receive the delegation from Paul Hvenegaard, Regional Manager with Alberta Conservation Associations presentation for funding support for the Sulphur Lake aeration operation; and approve entering into an agreement with the Alberta Conservation Association to provide \$5,000 per year for 5 years (2020-2024) for the Sulphur Lake aeration operation with the funds to be included in the General Grants budget of the 2020 through 2024 annual Operating Budgets. CARRIED.	CDM	2020✓ 2021✓ 2022✓ 2023✓ 2024
		January 7, 2020		
C620-19	12/10/19	RESOLUTION by Councillor Fletcher that Council approves assisting Northern Lights County by contributing \$10,000 (ten thousand dollars) a year for 5 years, for operation of the Manning Airport, and include the funds in the annual operating budget. CARRIED.	CDM	2020✓ 2021✓ 2022✓ 2023✓ 2024
		December 3, 2020		
C627-20	11/24/20	RESOLUTION by Councillor Ruecker to receive the virtual delegation from Glenda Farnden with STARS for information and approve a 3-year funding commitment of \$100,000.00 (one-hundred thousand dollars) per year for 2021, 2022 and 2023.	CSM	2021✓ 2022✓ 2023✓
		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	
C114-22	03/08/22	RESOLUTION by Deputy Reeve Janzen to approve an unconditional grant of \$450,000.00 for 2022, and a 3-year commitment of \$300,000.00 for 2023, 2024 and 2025, to the Village of Hines Creek to assist	CDM	2022✓ 2023✓ 2024 2025



Management Team

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		with operating expenses. CARRIED.		
C124-22	03/08/22	RESOLUTION by Reeve Bean 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. CARRIED.	CDM	
C311-22	06-14-22	RESOLUTION by Councillor Stevenson approve a multi year (2022-2024) commitment of \$5000.00 Fairview & District Victim Services with funds to be included in the annual Operating Budgets and the 2022 funds to be allocated from Rate Stabilization reserve.CARRIED.	CDM	2022✓ 2023✓ 2024
C314-22	06-14-22	RESOLUTION by Councillor Giesbrecht to award the Request for Proposal 2021-P18 Open Air Farmer Market to the Cleardale, Eureka River, Hines Creek Agricultural Societies Joint Partnership; allocate \$9,200.00 for the 2022 Markets from the Rate Stabilization Reserve and include \$7,200.00 in future Operating Budgets. CARRIED.	CDM	In works
C353-22	07/12/22	RESOLUTION by Reeve Bean to remove from the budget the \$9,345.00 including GST for Seekers media summer video marketing campaign motion C150-22 03/22/22. CARRIED.	CSM	
C358-22	07/12/22	RESOLUTION by Councillor Hansen to approve the request for a general grant from the Montagneuse Valley Cemetery Committee to accurately map the existing and future plots in the Montagneuse Valley #1 and #2 cemeteries in the amount of \$4,000.00 and allocate the funds from the Rate Stabilization Reserve. CARRIED.	CDM	Fund released August 2022 Project complete
C365-22	07/12/22	RESOLUTION by Councillor Stevenson to include the construction of an access road approximately 1000 meters on Range Road 124 north to NW-9-84-12 W6M in the 2023 Multi Year Capital Plan and proceed with a wetland assessment. CARRIED.	CSM	Feb 13 P&P
C383-22	08/16/22	RESOLUTION by Councillor Hansen to receive the delegation from Peace River School Division,	EA	Letter Sent



Management Team

Activity Report for February 14, 2023

LEGEND:

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

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		Superintendent Adam Murray and Secretary-Treasurer Rhonda Freeman with regards to the Trades Training funding for information and approve funding for the Trades Training program for the 2022/2023 school year in the amount of \$80,000.00 with the funds to be allocated from the Rate Stabilization Reserve. CARRIED.		
C648-22	12/13/22	RESOLUTION by Councillor Ruecker to approve a Beyond Borders Grant for the Town of Fairview for replacement of the waterslide stairs for the Fairview Regional Aquatic Centre for 20% of the project cost up to a maximum of \$40,000.00 funds to be allocated from the Rate Stabilization Reserve. CARRIED.	CSM	Letter sent

ITEMS IN WAITING

		February 18, 2021		
C52-21	02/09/21	RESOLUTION by Councillor Janzen that this council authorizes the destruction of 2018 monthly reconciliation reports, 2013 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2014.CARRIED.	CDM	
C408-22	08/16/22	RESOLUTION by Councillor Hansen to approve the following amendment to the current 2020-P05 Gravel proposal to Edco Aggregates Ltd.: 30,000 tonnes of 4:40 crushed at \$9.50 per ton stockpiled at the Worsley pit, 75% paid upon confirmation of measurement and volume the remainder 25% to be paid after completion of loading. 150,000 tonnes of 4:20 crushed and stockpiled at \$8.00 per ton and 25,000 tonnes of 4:40 crushed at a price of \$9.50 per ton at the Bear Canyon pit, 75% paid upon confirmation of measurement and volume the remainder 25% to be paid after completion of loading. All previous terms and conditions of contract 2020-P05 Gravel proposal to Edco Aggregates Ltd. will stay in effect.	PWM	In progress
C446-22	09/13/22	RESOLUTION by Councillor Walmsley direct administration to apply for funding from the Provincial Government for the projects discussed	CDM	Province put funding program on



Management Team

Activity Report for February 14, 2023

LEGEND:

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

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		for the three Provincial Parks the County now operates. CARRIED		hold

Clear Hills County

Request For Decision (RFD)

Regular Council Meeting	
Meeting Date:	March 14, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	COUNCIL REPORTS ON MEETINGS
File:	11-02-02

DESCRIPTION:

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

BACKGROUND / PROPOSAL:

Council members attend meetings they have been appointed to.

ATTACHMENTS:

Councillor Walmsley - NPHF Board Meeting Synopsis for February 7, 2023
Reeve Bean/Councillor Ruecker-Peace Valley Conservation, Recreation and Tourism Society

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:	Manager:	CAO:
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North Peace Housing Foundation

6780 – 103 Ave., Peace River, AB, T8S 0B6

Tel: (780) 624-2055 Fax: (780) 624-2065

Email: tammy.menssa@nphf.ca

North Peace Housing Foundation Board Meeting Synopsis – February 7, 2023

1. Executive Director

COVID-19 Update

We will no longer provide regular updates on COVID-19 outbreaks, as we follow the same outbreak prevention and control measures, including reporting protocol, as with other respiratory illnesses, Influenza and Gastrointestinal Illnesses. In all cases, we take direction from the Medical Officer of Health.

Nominal Sum Properties

The Foundation successfully sold the house located in Bluesky on January 12, 2023. We have 2 houses remaining for sale in Grimshaw and continue to advertise on social media.

Of the 15 properties transferred to the Foundation, we have sold 9 units; 2 remain for sale; 2 are occupied; and 2 are earmarked for future affordable housing development.

Cadotte Lake Trailer Disposition

The 9 derelict vehicles have been removed from the Cadotte Lake lot. Our maintenance department will assess the 2 vacant lots in the spring to determine if any additional work is required in order to bring them back to their original state.

We have 2 additional trailers in Cadotte Lake that may be beyond repair. At the end of November, it was determined that a tenant moved out before the end of the notice period, without our knowledge, and allowed the propane to run out. It was discovered at the time of the moveout inspection that the trailer was completely frozen. We will have to wait until spring to determine the full extent of the damage.

On December 22, 2022, we were notified by Northern Sunrise County that we had high water usage at one of the trailers that we needed to investigate. The trailer had been abandoned and was left with no power or heat, causing a water line to burst inside the trailer. We are confident that this trailer is a complete write-off.

West View Condominium Project

No update at this time.

Del-Air Lodge Redevelopment

Work at the construction site has started up again after several delays caused by extreme weather conditions in late December, early January.

The last grade beam will be poured on February 6, 2023. Blueskin installation is 70% complete, rigid insulation is 70-75% complete, and the radon rock installation is scheduled for February 19th followed by framing.

The construction team met with the subtrades to discuss the project schedule on January 27th, and the proposed turnover date is now pushed to March of 2024. Winter conditions have had a significant impact on the project schedule, as everything must be heated before work can be done (e.g., vapour barrier, radon rock, etc.). Additionally, because the project is behind schedule, manpower has become an issue as trades are busy working on other projects. The project work schedule has been extended to 7 days a week, 12-hours a day.

The project team has been working on the requirements for an integrated nurse call system. The existing nurse call and telephone system at the Del-Air Lodge is obsolete and in need of replacement, therefore a new system can not successfully be tied into the old. The entire system, including the telephones, will be upgraded as part of the project.

The bus garage is currently being used by contractors as both office space and to store equipment and supplies. The Foundation was left to find alternate Handivan storage at an off-site location for a fee. Chandos has agreed to cover the cost of renting a heated bay.

The existing facility's locks will be replaced and mastered to the new building as part of the project.

Regional Needs Assessment

Our 12 member municipalities have confirmed that they are in favor of North Peace Housing Foundation completing a regional needs assessment on their behalf. In December of 2022, Alberta Seniors released the updated Needs Assessment Guidebook and template and held information sessions for interested municipalities.

Work has been started on the RFP document and scope of work, with the goal of having the document completed and released by month-end.

General

Heritage Tower HVAC System Replacement

- On February 6, 2023, the contractors will be on site to do the final tune-up on the 3 make-up air units and determine when to start on the replacement of the kitchen make-up air unit.
- There have been several issues with the new units, requiring the contractor to come on site a number of times, but everything is working well at this time.
- There is a noticeable difference in the air flow in the common areas of the Lodge, creating a more comfortable and enjoyable atmosphere.
- The new condensing units are in Grande Prairie and are scheduled to be delivered in February, weather permitting.

Human Resources

The Foundation continues to post the Human Resources Manager position, as a suitable candidate has not been found.

We continue to post the Administrative Assistant position for Fairview, as a suitable candidate has not been found.

We are happy to announce that Willette Briscoe started in the Administrative Support position for the Peace River Senior portfolio, effective January 16, 2023. Willette brings to the Foundation 35+ years' experience collectively, managing office administration and operational needs of the organizations she has worked for. With her extensive background in reception, customer service support, and general administrative duties, Willette will be a valuable addition to the North Peace Housing team, supporting the Peace River Senior portfolio.

We are currently posting for a Maintenance Worker for the Peace River & Grimshaw area as we recently had an employee resign.

Board Actions and Decisions

The Board approved the transfer of 2 Peace River Alberta Social Housing Corporation owned assets to the Foundation's ownership.

The Board adopted 6.2 Microsoft 365 Password Policy and 6.3 Wireless Access Policy

Tammy Menssa
Executive Director



The Peace Valley Conservation,
Recreation and Tourism Society
C/O M.D. of Fairview #136
Box 189
Fairview, AB T0H 1L0

Phone: (780) 835-4903 Fax: (780) 835-3131

March 10, 2023

Member municipalities

Dear Sirs:

The Peace Valley Conservation, Recreation and Tourism Society met last evening, March 9, 2023 at a general members meeting.

The question on whether or not to remain a society was debated.

The consensus was that the Mighty Peace Tourism is doing the same type of work as the PVCRTS has been doing. Duplication of services.

The committee choose to dissolve the society last evening but the question that arose was what to do with the \$9,738.13 in the bank account. I was directed to pose the question to the member municipalities whether you wish to have your share (1/6) returned to you or to give it to Mighty Peace Tourism, to be used towards them reprinting the river map book.

Once I receive the information back I will dispense the funds accordingly.

Yours truly,

Secretary Treasurer

MARCH 9, 2023 MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE PEACE VALLEY CONSERVATION, RECREATION AND TOURISM SOCIETY, HELD AT MUNICIPAL DISTRICT OF FAIRVIEW NO. 136 COUNCIL CHAMBERS, FAIRVIEW, ALBERTA ON MARCH 9, 2023 AT 7:00 PM.

ATTENDANCE:

PRESENT

PRESENT

Robert Jorgensen, CAO – M.D. of Fairview No. 136
Dalen Richardson, Councillor – M.D. of Fairview No. 136 – Chairman
Robert Willing, Reeve – M.D. of Peace No. 135
Nick Van Rootsellar, Councillor – M.D. of Spirit River No. 133
Jason Ruecker Councillor – Clearhills County
Mel Duvall, Councillor – Birch Hills County

ABSENT

Gerry Richards, Councillor – Saddles Hills County

Note – (listing only by municipality – Alternates and CAO’s not listed)

CALL TO ORDER Chairman Dalen Richardson called the meeting to order at 7:04 p.m.

ADOPTION OF AGENDA Nick Van Rootsellar Moved that the agenda for the March 9, 2023, Peace Valley Conservation, Recreation and Tourism Society Board of Directors Meeting be accepted as presented.

CARRIED.

ADOPTION OF MINUTES – November 16, 2022, Mel Duvall Moved to approve the Minutes of the November 16, 2022 Board of Directors Meeting of the Peace Valley Conservation, Recreation and Tourism Society as presented.

CARRIED

**ADOPTION OF
AGM MINUTES –
November 16, 2022.**

Robert Willing

Moved to approve the Minutes of the November 16, 2022 AGM Meeting of the Peace Valley Conservation, Recreation and Tourism Society as presented.

CARRIED

FINANCE

**FEBRUARY 28, 2023
FINANCIAL
STATEMENT**

The Financial Statements to February 28, 2023, were presented.
Attached as Schedule "A."

Nick Van Rootsellar

Moved to accept the Financial Statements for the period ending February 28, 2023 as presented.

CARRIED.

OLD BUSINESS

DISOLUTION FROM REGISTRY FOR SOCIETY STATUS

Discussion:

Robert Willing stated that it might be time to dissolve and become members of the Might Peace Tourism society. He has approve of his council.
Mighty Peace does Duplication of services of the PVR

Nick Van Rootsellar stated that his council gave direction to dissolve

Mel Duvall Stated that his council is in favour of dissolving.

Dalen Richardson Stated that his council is in favour of dissolving.

Jason Ruecker was an alternate so did not state a direction

Nick Van Rootsellar

That we direct the secretary treasurer to contact the member municipalities and give them the option of either receiving balance of the bank funds equally (\$9738.13) or to donate the bank balance to might peace tourism to be used towards reprinting of the river map.

CARRIED

Robert Willing

Moved river study and maps as information
CARRIED

Mel Duvall

Moved to dissolve the Peace Valley
Conservation, Recreation and Tourism
Society.
CARRIED

Jason Ruecker

Moved to adjourn 7:40 pm

PRESIDENT

SECRETARY TREASURER

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Asphalt Settlement Repairs 2022
File:	11-02-02

DESCRIPTION:

Asphalt Settlement Repairs 2022 and final inspection were completed September 20, 2022.

C219-22(04-26-22) **RESOLUTION by Councillor Giesbrecht to retain WSP Group to Manage and Engineer the Hard Surfacing Repairs to be completed on County owned pavement. In preparing the tender for this project WSP is to include a 50% material, 50% performance bond and 3-year warranty on all work performed by the awarded contractor.**

CARRIED.

ATTACHMENTS:

Asphalt Settlement Repairs 2022 – Engineering

RECOMMENDED ACTION:

RESOLUTION by.....to award WSP Group the engineering for the Asphalt Settlement Repairs 2022 for the amount of \$35,968.00, funds to be allocated from the 2022 Road Reserve.

Initials show support - Reviewed by:

Manager:



CAO:





WSP Canada Inc.
#99, 11039-78 Avenue
Grande Prairie, Alberta T8W 2J7
Phone: 780-538-2667
Fax: 780-538-2951
www.wsp.com

May 28, 2022

Clear Hills County
Box 240
Worsley, AB
T0H 3W0

Attention: Allan Rowe, Clear Hills County CAO

Subject: Asphalt Surfacing Repairs 2022

SCOPE

In response to Clear Hills County request to provide the Prelim, Design, Tender Preparation, Construction Administration and Post Engineering services associated with the Asphalt Surfacing Repair Works 2022, the attached Fee Matrix has been provided for review and approval.

The proposed Scope of Work will involve selective roadway surface “milling” and the placement of asphalt concrete pavement (ACP) to accommodate improved profiling of the travelling surface. The works will also involve subgrade and asphalt repairs to two locations within Worsley.

ENGINEERING FEES

Based on the assumptions and tasks outlined within the Fee Matrix our current estimate to complete this assignment is **\$ 35,968.00**.

SCHEDULE

WSP's schedule would be confirmed through communications with Clear Hills County. If acceptable, please sign the authorization below and return a copy of this letter to my attention. Upon receiving your approval, we will initiate work on this project.

If further information or discussion is required, please do not hesitate to contact me at your convenience.

Thank you,

Doug Buyar

Doug Buyar
Area Manager
WSP



WSP Canada Inc.
#99, 11039-78 Avenue
Grande Prairie, Alberta T8W 2J7
Phone: 780-538-2667
Fax: 780-538-2951
www.wsp.com

AUTHORIZATION TO COMMENCE WORK

I Allan Rowe, authorize WSP Canada Inc. to proceed with the work as outlined.

SIGNED:

Clear Hills County

Per:

Allan Rowe, on, DATE: May 30/22

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Policy 6801 Continuing Education Scholarship
File:	11-02-02

DESCRIPTION:

Council is presented with Policy 6801 Continuing Education Scholarship.

BACKGROUND:

P72-23(02-13-23)

RESOLUTION by Councillor Ruecker to bring back Policy 6801 Continuing Education Scholarship with changes to 4.1 Be a resident of Clear Hills County or the Village of Hines Creek when applying for the first year. 4.3.1 applicants completing a second consecutive Trade year in the same program within the qualifying year may apply for retroactive during that same qualifying year. 4.17 – All requirements for past scholarships must be fulfilled before applying for a new Continuing Education Scholarship. 50% of the allotted budget will be allocated to each application deadline.

CARRIED.

ATTACHMENTS:

Policy 6801 Continuing Education Scholarship

RECOMMENDED ACTION:

RESOLUTION by.....to approve the amendments in Policy 6801 Continuing Education Scholarship, as presented.

Initials show support - Reviewed by:

Manager:

CAO:

A



Clear Hills County

Effective Date: DRAFT	Policy Number 6801
Title: CONTINUING EDUCATION SCHOLARSHIPS POLICY	

1. POLICY STATEMENT

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

2. DEFINITIONS:

2.1.	Qualifying Year	September 1 st Current year to August 31 st of the next year
2.2.	Education Fees	Tuition, Books, Cost of Living, Transportation, Fees & Charges
2.3.	Eligible Programs	Trades (Technical School), Apprenticeship, Postsecondary Degrees (associate, bachelor's, or graduate), Professional Certification and Product-specific certifications (<i>i.e.</i> , <i>Continuing Education Programs & Courses</i>)
2.4.	Enrolled	Has applied and been accepted to an "Eligible Program"
2.5.	Proof of Tuition payment	An official receipt showing proof of Tuition paid to the institute of the eligible program.
2.6.	CES	Continuing Education Scholarship
2.7.	Supplementary Trade year	When the individual can successfully complete 2 consecutive Trade years in the qualifying year. <i>i.e.</i> , <i>1st year welding and 2nd year welding within September 1st to August 31st.</i>

3. BUDGET IMPLICATIONS:

3.1. An annual budget of \$50,000.00 will be set for continuing education

scholarships, to be distributed based on approved scholarship applications, 50% on the first deadline and 50% on the second deadline until the budget is depleted.

3.2. Each Scholarship will be to cover education fees to a maximum of \$3,000.00.

4. GENERAL

4.1. To be eligible for a scholarship applicant must

- Be a Canadian citizen or landed immigrant, and resident of Alberta.
- Be a resident of Clear Hills County or the Village of Hines Creek when applying for the first year.
- Be actively enrolled or have applied to enroll in an eligible program.
- Include a short essay as part of the application package, describing what they are doing or have done to make the County or Village of Hines Creek a better place to live, work or relax.

4.2. The biannual application deadlines will be October 1st and February 1st.

4.3. When a scholarship recipient will be completing a second consecutive Trade year in the same program within the qualifying year, then the individual will be able to apply for a supplementary CES at a reduced amount of \$1,500.00.

4.4. Applicants completing a second consecutive Trade year in the same program within the qualifying year may apply for a retroactive CES during that same qualifying year.

4.5. A scholarship recipient will only be able to access one full scholarship and one Supplementary Trade year scholarship within the qualifying year.

4.6. Administration will review all applications and distribute the Scholarship funds to qualifying applicants in accordance with Section 3 of this policy.

4.7. A report will be made to Council after the distribution of the Scholarships.

4.8. If qualifying applications exceed the annual budget administration will present Council with the financial details for their direction prior to distribution of the Scholarship funds.

4.9. Applicants enrolled in multi-year education programs may submit a scholarship application annually, prior to the deadlines. Scholarships will not be approved for previous years eligible programs that have completed at the time of application.

4.10. **Eligibility:**

4.11 Eligible Programs: Trades (Technical School), Apprenticeship, Postsecondary

Degrees (associate, bachelor's, or graduate), Professional Certification and Product-specific certifications.

~~4.12 Ineligible Programs: No potential employment opportunity within the County.~~

- 4.13 Scholarship Payment: will be processed upon the Recipient providing proof that tuition or registration fee has been paid in the form of a receipt with the tuition or registration fee clearly identified, and completion of any necessary documentation or agreements. A debit or credit card slip is not considered proof of payment.
- 4.14 Proof of Completion: Recipients will provide a certificate or verification letter provided by the educating body confirming successful completion of the education the scholarship was received for. Failure to provide proof of completion will require the Recipient to repay the Scholarship in full.
- 4.15 Repayment Recipient will repay the scholarship if they do not complete the Eligible Program the scholarship was received for or fail to provide proof of completion within 8 weeks of completing the program or course.
- 4.16 Recipients that fail to fulfil the reporting requirements to the point in time that a demand for repayment invoice is issued will not be eligible to receive any further Continuing Education Scholarships.
- 4.17 All requirements for past scholarships must be fulfilled before applying for a new Continuing Education Scholarship.

5. FORMS AND PROCEDURES

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

6. END OF POLICY

ADOPTED

Resolution C236-14(04/08/14)

Date: April 8, 2014

AMENDED

Resolution C774-14(11/12/14)

Date: November 12, 2014

Resolution C860(12/09/14)

Date: December 9, 2014

Resolution C486-16(09/13/16)

Date: September 13, 2016

Resolution C389-18(08-14-18)

Date: August 14, 2018

Resolution C14-19(01-08-19)

Date: January 8, 2019

Resolution C398-19(08/13/19)

Date: August 13, 2019

Resolution C215-20 (04-21-20)

Date: April 21, 2020

Continuing Education Scholarship
Resolution C488-20 (10/13/20)
Resolution C635-22(12-13-22)

Policy 6801

Date: October 13, 2020

Date: December 13, 2022



Clear Hills County

Effective Date: December 13, 2022	Policy Number 6801
Title: CONTINUING EDUCATION SCHOLARSHIPS POLICY	

1. POLICY STATEMENT

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

2. DEFINITIONS:

2.1.	Qualifying Year	September 1 st Current year to August 31 st of the next year
2.2.	Education Fees	Tuition, Books, Cost of Living, Transportation, Fees & Charges
2.3.	Eligible Programs	Trades (Technical School), Apprenticeship, Postsecondary Degrees (associate, bachelor's, or graduate), Professional Certification and Product-specific certifications (<i>i.e.</i> , <i>Continuing Education Programs & Courses</i>)
2.4.	Enrolled	Has applied and been accepted to an "Eligible Program"
2.5.	Proof of Tuition payment	An official receipt showing proof of Tuition paid to the institute of the eligible program.
2.6.	CES	Continuing Education Scholarship
2.7.	Supplementary Trade year	When the individual can successfully complete 2 consecutive Trade years in the qualifying year. <i>i.e.</i> , <i>1st year welding and 2nd year welding within September 1st to August 31st.</i>

3. BUDGET IMPLICATIONS:

3.1. An annual budget of \$50,000.00 will be set for continuing education

scholarships, to be distributed based on approved scholarship applications, until the budget is depleted.

3.2. Each Scholarship will be to cover education fees to a maximum of \$3,000.00.

4. GENERAL

4.1. To be eligible for a scholarship applicant must

- Be a Canadian citizen or landed immigrant, and resident of Alberta.
- Be a resident of Clear Hills County or the Village of Hines Creek for no less than one year prior to applying.
- Be actively enrolled or have applied to enroll in an eligible program.
- Include a short essay as part of the application package, describing what they are doing or have done to make the County or Village of Hines Creek a better place to live, work or relax.

4.2. The biannual application deadlines will be October 1st and February 1st.

4.3. When a scholarship recipient will be completing a second consecutive Trade year in the same program within the qualifying year, then the individual will be able to apply for a supplementary CES at a reduced amount of \$1,500.00.

4.4. A scholarship recipient will only be able to access one full scholarship and one Supplementary Trade year scholarship within the qualifying year.

4.5. Administration will review all applications and distribute the Scholarship funds to qualifying applicants in accordance with Section 3 of this policy.

4.6. A report will be made to Council after the distribution of the Scholarships.

4.7. If qualifying applications exceed the annual budget administration will present Council with the financial details for their direction prior to distribution of the Scholarship funds.

4.8. Applicants enrolled in multi-year education programs may submit a scholarship application annually, prior to the deadlines. Scholarships will not be approved for previous years eligible programs that have completed at the time of application.

4.9. Eligibility:

4.11 Eligible Programs: Trades (Technical School), Apprenticeship, Postsecondary Degrees (associate, bachelor's, or graduate), Professional Certification and Product-specific certifications.

4.12 Ineligible Programs: No potential employment opportunity within the County.

4.13 Scholarship Payment: will be processed upon the Recipient providing proof that

tuition or registration fee has been paid in the form of a receipt with the tuition or registration fee clearly identified, and completion of any necessary documentation or agreements. A debit or credit card slip is not considered proof of payment.

- 4.14 Proof of Completion: Recipients will provide a certificate or verification letter provided by the educating body confirming successful completion of the education the scholarship was received for. Failure to provide proof of completion will require the Recipient to repay the Scholarship in full.
- 4.15 Repayment Recipient will repay the scholarship if they do not complete the Eligible Program the scholarship was received for or fail to provide proof of completion within 8 weeks of completing the program or course.
- 4.16 Recipients that fail to fulfil the reporting requirements to the point in time that a demand for repayment invoice is issued will not be eligible to receive any further Continuing Education Scholarships.

5. FORMS AND PROCEDURES

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

6. END OF POLICY

ADOPTED

Resolution C236-14(04/08/14)

Date: April 8, 2014

AMENDED

Resolution C774-14(11/12/14)

Date: November 12, 2014

Resolution C860(12/09/14)

Date: December 9, 2014

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Date: August 13, 2019

Resolution C215-20 (04-21-20)

Date: April 21, 2020

Resolution C488-20 (10/13/20)

Date: October 13, 2020

Resolution C635-22(12-13-22)

Date: December 13, 2022

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2023
Originated By:	Greg Coon, Agricultural Fieldman
Title:	TENDER 2022-12 SIDEWALK REPLACEMENT PROJECT OVERAGE
File:	31-61-03

DESCRIPTION:

Council is presented with information regarding additional costs for the Sidewalk Project. The additional costs are due to additional concrete removal in the amount of \$4519.00 and the supply and installation of a concrete drain in the amount of \$1225.00, for a total overage of \$5744.00.

BACKGROUND:

Attachment:

Armstrong Construction Estimate

RECOMMENDED ACTION:

RESOLUTION by..... to approve the additional costs for the Sidewalk Project Tender 2022-12 in the amount of Five Thousand Seven Hundred and Forty Four Dollars (\$5,744.00), with the funds to be allocated from the Building Reserve.

Initials show support - Reviewed by:

Manager:



CAO:





CONTRACT PROGRESS ESTIMATE

JOB NO.: 2022-21
 PROJECT NAME: Sidewalk Replacement/Landscaping Project
 PERIOD ENDING: November 30, 2022
 PROGRESS ESTIMATE NO.: 2

GENERAL CONTRACTOR: GACL
 SUBCONTRACT NO.: n/a
 PURCHASE ORDER NO.: n/a

BID ITEM	DESCRIPTION OF WORK	ESTIMATED QUANTITY	UNIT	QUANTITY		TO DATE	UNIT PRICE	TOTAL	
				CURRENT	PREVIOUS			CURRENT	TO DATE
Site Works									
1	Removal	1.00	LS	0.000	1.000	1.000	\$17,800.00	\$0.00	\$17,800.00
2	Installation	1.00	LS	0.050	0.950	1.000	\$90,220.00	\$4,511.00	\$90,220.00
						Subtotal - Site Works		\$4,511.00	\$108,020.00
Change Orders/Force Account									
CO01	Additional Concrete Removal	1.00	LS	0.000	1.000	1.000	\$4,519.00	\$0.00	\$4,519.00
CO02	Supply & Install Concrete Drain	1.00	LS	0.000	1.000	1.000	\$1,225.00	\$0.00	\$1,225.00
					Subtotal - Change Orders/Force Account			\$0.00	\$5,744.00

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2023
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 March 1, 2023 to March 14, 2023 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 March 1, 2023 to March 14, 2023 for a total of \$198,508.37, with funds to be transferred from Long Term Investments.

Initials show support - Reviewed by:

Manager:



CAO:



System: 3/07/23 9:21:00 AM
User Date: 3/07/23

Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Dawn

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	First
Cheque Date	3/01/23	3/14/23		Last

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ALBERTA INVASIVE SPECIES COUNCIL	027371	3/14/23	\$155.00
Invoice Description	Invoice Number	Invoice Amount	
AISC Membership/Conference Reg	2023-055	\$155.00	
AMSC INSURANCE SERVICES LTD	027372	3/14/23	\$10,386.99
Invoice Description	Invoice Number	Invoice Amount	
March Benefits	1754-2023-03	\$10,386.99	
AXIA SUPERNET LTD.	027373	3/14/23	\$737.52
Invoice Description	Invoice Number	Invoice Amount	
March Supernet Agmt #644	1000258211	\$737.52	
B & E HOME HARDWARE	027374	3/14/23	\$1,043.26
Invoice Description	Invoice Number	Invoice Amount	
Misc. Office Supplies	101-130864	\$102.88	
Sign Bolts	102-57673	\$19.08	
Chair Mats, Door Stops, etc.	101-131406	\$453.44	
Gravel Haul Radio-Unit 65-54	101-131391	\$138.58	
HC Fire Dept Batteries	101-131580	\$59.82	
Dishwasher Cleaner & Dust Pan	102-57904	\$27.28	
Truck Cleaning Supplies	101-132205	\$116.74	
Fabric Softener - Office	101-132233	\$6.81	
Dust Mop - Office	101-132692	\$31.49	
Parts Unit 63-13	101-132759	\$87.14	
BOSCHWICK CONTRACTING	027375	3/14/23	\$15,602.00
Invoice Description	Invoice Number	Invoice Amount	
Worsley GB01	586	\$4,176.91	
Bear Canyon GB09	587	\$11,425.09	
BROWNLEE LLP	027376	3/14/23	\$400.31
Invoice Description	Invoice Number	Invoice Amount	
Legal Opinion	544955	\$400.31	
CLEAR HILLS WASTE MANAGEMENT	027377	3/14/23	\$10,550.62
Invoice Description	Invoice Number	Invoice Amount	
Worsley Hamlet Garbage Hauling	156	\$210.00	
Transfer Stations Contract	157	\$10,340.62	

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Clear Hills County
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Page: 2
 User ID: Dawn

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
CLIFF'S STEAMING	027378	3/14/23	\$1,228.50
Invoice Description	Invoice Number	Invoice Amount	
Thaw Culvert/Ground for Sign	3114	\$1,228.50	
COX NANCY	027379	3/14/23	\$5,250.00
Invoice Description	Invoice Number	Invoice Amount	
Farmer's App Banquet Catering	13161	\$5,250.00	
CUSTOM COMMUNICATIONS & SECURI	027380	3/14/23	\$756.00
Invoice Description	Invoice Number	Invoice Amount	
Annual Contract Base Rate	128606	\$756.00	
DHL	027381	3/14/23	\$218.97
Invoice Description	Invoice Number	Invoice Amount	
Water Sample Shipping	10326484	\$218.97	
DIAMOND SOFTWARE SOLUTIONS INC	027382	3/14/23	\$1,697.85
Invoice Description	Invoice Number	Invoice Amount	
E-send Annual Maintenance	375158	\$1,697.85	
DRIEDGER THOMAS	027383	3/14/23	\$3,000.00
Invoice Description	Invoice Number	Invoice Amount	
Continuing Ed Scholarship	022423	\$3,000.00	
GLOBAL FLEET INFORMATION	027384	3/14/23	\$619.50
Invoice Description	Invoice Number	Invoice Amount	
Monthly Fees	200574	\$619.50	
HALE, ROBBIE	027385	3/14/23	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
Wolf Hunt Incentive Program	022123	\$400.00	
INFOR (CANADA) LTD.	027386	3/14/23	\$819.79
Invoice Description	Invoice Number	Invoice Amount	
F9 Renewal	P-364985-CA02B	\$819.79	
JANZEN ANNIE	027387	3/14/23	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	78230-022123	\$50.00	

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 User Date: 3/07/23

Clear Hills County
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Page: 3
 User ID: Dawn

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
MAD DOG CRESTING	027388	3/14/23	\$1,201.20
Invoice Description	Invoice Number	Invoice Amount	
WFD Coveralls Embroidery	44304	\$1,201.20	
MEI NING ROSA	027389	3/14/23	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
Cost of Living Funding	030123	\$300.00	
PEACE REGION ECONOMIC DEV	027390	3/14/23	\$5,102.27
Invoice Description	Invoice Number	Invoice Amount	
NTAB Meeting	700	\$210.00	
2023 PREDA Membership	626R	\$4,892.27	
PEACE RIVER SCHOOL DIVISION NO	027391	3/14/23	\$989.41
Invoice Description	Invoice Number	Invoice Amount	
WCS Ski Trip Bussing	10710	\$244.88	
Menno Simons Ski Trip Bussing	10709	\$744.53	
PRAIRIE DISPOSAL LTD.	027392	3/14/23	\$8,174.25
Invoice Description	Invoice Number	Invoice Amount	
Additional Hauling	0000649078	\$4,462.50	
Recycle Bin Maintenance	0000649262	\$3,711.75	
R&R ROAD LTD.	027393	3/14/23	\$1,764.00
Invoice Description	Invoice Number	Invoice Amount	
SL/SC GB16	4773	\$882.00	
SL/SC GB16	4774	\$882.00	
RELIANCE ASSESSMENT CONSULTANT	027394	3/14/23	\$13,671.00
Invoice Description	Invoice Number	Invoice Amount	
February Assessment Services	95-020123	\$6,835.50	
March Assessment Services	96-030123	\$6,835.50	
REYNOLDS MIRTH RICHARDS & FARM	027395	3/14/23	\$737.55
Invoice Description	Invoice Number	Invoice Amount	
Legal Opinion	250742	\$737.55	
REYNOLDS' PLUMBING & HEATING	027396	3/14/23	\$543.54
Invoice Description	Invoice Number	Invoice Amount	
Draft Blower for CWP	15330-1	\$543.54	

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User Date: 3/07/23

Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 4
User ID: Dawn

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ROADATA SERVICES LTD	027397	3/14/23	\$688.80
Invoice Description	Invoice Number	Invoice Amount	
Permitting Services	00080816	\$688.80	
ROAMING TRANSPORT	027398	3/14/23	\$7,000.88
Invoice Description	Invoice Number	Invoice Amount	
Hines Creek GB14	0401	\$7,000.88	
RUSSELL WANDA & BRIAN	027399	3/14/23	\$1,050.00
Invoice Description	Invoice Number	Invoice Amount	
Sulphur Lk Winter Maintenance	022823	\$1,050.00	
SHARNA'S OPEN CAMP	027400	3/14/23	\$2,173.50
Invoice Description	Invoice Number	Invoice Amount	
ASB/Council Meeting Meals	509	\$2,173.50	
SHEWCHUK, GERALD	027401	3/14/23	\$5,880.00
Invoice Description	Invoice Number	Invoice Amount	
Haul Culverts	1908	\$1,470.00	
Haul Culverts	1910	\$2,940.00	
Haul Culverts	1911	\$1,470.00	
SKERRATT, CLAYTON AND ANN	027402	3/14/23	\$1,950.00
Invoice Description	Invoice Number	Invoice Amount	
February Janitorial Services	223257	\$1,950.00	
TRINUS TECHNOLOGIES INC.	027403	3/14/23	\$4,955.10
Invoice Description	Invoice Number	Invoice Amount	
March Service Agreement #57	R82441-38000	\$4,955.10	
URE RYAN	027404	3/14/23	\$2,100.00
Invoice Description	Invoice Number	Invoice Amount	
Stoney/Running Lk Winter Maint	082913	\$2,100.00	
V.S.I. SERVICES (1980) LTD	027405	3/14/23	\$44,200.00
Invoice Description	Invoice Number	Invoice Amount	
2023 VSI Requisition	012823	\$56,500.00	
VELOCITY GEOMATICS INC.	027406	3/14/23	\$4,130.70
Invoice Description	Invoice Number	Invoice Amount	
RR124 Wetlands Assessment	8505	\$4,130.70	

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Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

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User ID: Dawn

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
VILLAGE OF HINES CREEK	027407	3/14/23	\$320.00
Invoice Description	Invoice Number	Invoice Amount	
HCFD Gym Membership	20230048	\$320.00	
WILSON, DAYLON	027408	3/14/23	\$3,000.00
Invoice Description	Invoice Number	Invoice Amount	
Continuing Ed Scholarship	022423	\$3,000.00	
WORSLEY CLEAR HILLS SKI CLUB	027409	3/14/23	\$5,341.11
Invoice Description	Invoice Number	Invoice Amount	
Hines Creek School Ski Trip	021623	\$2,564.32	
Home School Students Ski Trip	030323	\$2,776.79	
WORSLEY EARLY CHILDHOOD	027410	3/14/23	\$23,100.00
Invoice Description	Invoice Number	Invoice Amount	
2023 WECF FCSS Grant 2023-02	030323	\$23,100.00	
WYCLIFFE ENTERPRISES LTD.	027411	3/14/23	\$7,218.75
Invoice Description	Invoice Number	Invoice Amount	
Eureka GB13	596	\$7,218.75	
Report Total			\$198,508.37

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User Date: 3/07/23

Clear Hills County
VENDOR CHEQUE REGISTER REPORT
Payables Management

Page: 1
User ID: Dawn

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	3/01/23 3/14/23
Vendor ID	First	Last	Chequebook ID	First Last
Vendor Name	First	Last		

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
027371	ABINVASIVE01	ALBERTA INVASIVE SPECIES COUNC	3/14/23	ATB	PMCHQ00001224	\$155.00
027372	AMSC05	AMSC INSURANCE SERVICES LTD	3/14/23	ATB	PMCHQ00001224	\$10,386.99
027373	AXIA01	AXIA SUPERNET LTD.	3/14/23	ATB	PMCHQ00001224	\$737.52
027374	B&EHOME01	B & E HOME HARDWARE	3/14/23	ATB	PMCHQ00001224	\$1,043.26
027375	BOSCHWICK01	BOSCHWICK CONTRACTING	3/14/23	ATB	PMCHQ00001224	\$15,602.00
027376	BROWNLEE01	BROWNLEE LLP	3/14/23	ATB	PMCHQ00001224	\$400.31
027377	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	3/14/23	ATB	PMCHQ00001224	\$10,550.62
027378	CLIFF01	CLIFF'S STEAMING	3/14/23	ATB	PMCHQ00001224	\$1,228.50
027379	COXNANCY01	NANCY COX	3/14/23	ATB	PMCHQ00001224	\$5,250.00
027380	CUCO06	CUSTOM COMMUNICATIONS & SECURI	3/14/23	ATB	PMCHQ00001224	\$756.00
027381	DHL01	LOOMIS EXPRESS	3/14/23	ATB	PMCHQ00001224	\$218.97
027382	DIAMOND01	CENTRALSQUARE CANADA SOFTWARE	3/14/23	ATB	PMCHQ00001224	\$1,697.85
027383	DRIEDGERT	THOMAS DRIEDGER	3/14/23	ATB	PMCHQ00001224	\$3,000.00
027384	GFI01	GFI SYSTEMS INC..	3/14/23	ATB	PMCHQ00001224	\$619.50
027385	HALE08	ROBBIE HALE	3/14/23	ATB	PMCHQ00001224	\$400.00
027386	INFORCAN01	INFOR (CANADA) LTD.	3/14/23	ATB	PMCHQ00001224	\$819.79
027387	JANZEN13	ANNIE JANZEN	3/14/23	ATB	PMCHQ00001224	\$50.00
027388	MADDOG01	MAD DOG CRESTING	3/14/23	ATB	PMCHQ00001224	\$1,201.20
027389	MEININGR	ROSA MEI NING	3/14/23	ATB	PMCHQ00001224	\$300.00
027390	PRED01	PEACE REGION ECONOMIC DEVELOPM	3/14/23	ATB	PMCHQ00001224	\$5,102.27
027391	PEACE06	PEACE RIVER SCHOOL DIVISION NO	3/14/23	ATB	PMCHQ00001224	\$989.41
027392	PRAIRIE03	PRAIRIE DISPOSAL LTD.	3/14/23	ATB	PMCHQ00001224	\$8,174.25
027393	R&R01	R&R ROAD LTD.	3/14/23	ATB	PMCHQ00001224	\$1,764.00
027394	RELIANCE	RELIANCE ASSESSMENT	3/14/23	ATB	PMCHQ00001224	\$13,671.00
027395	REYNOLDS02	REYNOLDS MIRTH	3/14/23	ATB	PMCHQ00001224	\$737.55
027396	REYNOLDS01	REYNOLDS' PLUMBING & HEATING	3/14/23	ATB	PMCHQ00001224	\$543.54
027397	ROADATA	ROADATA SERVICES LTD	3/14/23	ATB	PMCHQ00001224	\$688.80
027398	ROAMING	ROAMING TRANSPORT	3/14/23	ATB	PMCHQ00001224	\$7,000.88
027399	RUSSELLB	WANDA & BRIAN RUSSELL	3/14/23	ATB	PMCHQ00001224	\$1,050.00
027400	SHARNAS	SHARNA'S OPEN CAMP	3/14/23	ATB	PMCHQ00001224	\$2,173.50
027401	SHEWCHUK01	SHEWCHUK, GERALD	3/14/23	ATB	PMCHQ00001224	\$5,880.00
027402	SKERRATT	CLAYTON AND ANN SKERRATT	3/14/23	ATB	PMCHQ00001224	\$1,950.00
027403	TRINUS01	TRINUS TECHNOLOGIES INC.	3/14/23	ATB	PMCHQ00001224	\$4,955.10
027404	URER	RYAN URE	3/14/23	ATB	PMCHQ00001224	\$2,100.00
027405	VSI01	V.S.I. SERVICES (1980) LTD	3/14/23	ATB	PMCHQ00001224	\$44,200.00
027406	VELOCITY	VELOCITY GEOMATICS INC.	3/14/23	ATB	PMCHQ00001224	\$4,130.70
027407	VILLAGE01	VILLAGE OF HINES CREEK	3/14/23	ATB	PMCHQ00001224	\$320.00
027408	WILSOND	DAYLON WILSON	3/14/23	ATB	PMCHQ00001224	\$3,000.00
027409	WHISPERING01	WORSLEY CLEAR HILLS SKI CLUB	3/14/23	ATB	PMCHQ00001224	\$5,341.11
027410	WORSLEYEARLY	WORSLEY EARLY CHILDHOOD	3/14/23	ATB	PMCHQ00001224	\$23,100.00
027411	WYCLIFFE	WYCLIFFE ENTERPRISES LTD.	3/14/23	ATB	PMCHQ00001224	\$7,218.75

Total Cheques: 41

Total Amount of Cheques: \$198,508.37

ATB MASTER CARD DETAILS		
DATE OF PURCHASE	PLACE OF PURCHASE	DESCRIPTION
1/11/23	Canada Post	Rate Payer Meeting Mailout - CDM
1/11/23	Canada Post	Monthly Newsletter Mailout- CDM
1/12/23	Amazon	Table Cloths for Farmer's Appreciation Banquet - CDM
2/03/23	Canada Post	Monthly Newsletter Mailout- CDM
1/10/23	Matrix Hotel	Reeve Cancelled Hotel Room for Task Force - EA
1/18/23	Survey Monkey	Annual Website Survey Program - EA
1/23/23	GoTo Technologies Canada Ltd.	Video Conferencing Account - EA
1/25/23	Worsley General Store	Public Meeting Survey Prizes - EA
1/25/23	Eventbrite	Water Management in Alberta's Boreal Conference Registration - EA
1/26/23	Matrix Hotel	Reeve Hotel Room for Task Force - EA
1/12/23	Alberta Municipal Taxation Professionals Association	2023 AMTPA Membership - CSM
1/23/23	Amazon	Hines Creek Fire Department Labeller Tape - AP
1/23/23	Amazon	Coffee for Office - AP
1/26/23	Amazon	EA Printer Ink - AP
2/03/23	Spatial Technologies	Gravel Haul Meter Box - AP

**ATB**

CLEAR HILLS COUNTY *
Account Number:
Alberta BusinessCard

MONTHLY STATEMENT

JAN 07 to FEB 06, 2023

We'd like to help you:

atb.com

1-800-332-8383

YOUR ACCOUNT SUMMARY

Statement date: February 06, 2023

PREVIOUS CHARGES AND PAYMENTS

Your previous balance	\$4,329.62
Payments made from Jan 07 to Feb 06 - Thank you	-\$4,329.62
Credits	\$0.00
Total payments and credits	-\$4,329.62

NEW CHARGES

Purchases and returns	\$4,550.58
Cash advances and Mastercard cheques	\$0.00
Fees and adjustments	\$0.00
Interest charges	\$0.00
Total new charges	\$4,550.58
Your new balance	\$4,550.58

RECEIVED
FEB 15 2023
Clear Hills County

MINIMUM PAYMENT AND CREDIT LIMIT

Minimum payment due	\$137.00	Your credit limit	\$60,000.00
Payment due date	February 27, 2023	Available credit on Feb 06	\$55,449.42

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ATB Financial

Payment Slip

If you're paying by mail, please send this remittance slip with your cheque to:

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

Account number:

Your new balance : **\$4,550.58**

Minimum payment due: **\$137.00**

Payment due date: **February 27, 2023**

Amount enclosed: **\$**

PFDATEXH 001787
CLEAR HILLS COUNTY *
PO BOX 240
WORSLEY AB T0H 3W0



MONTHLY STATEMENT JAN 07 to FEB 06, 2023

CLEAR HILLS COUNTY *
Account Number:
Alberta BusinessCard

PURCHASES AND RETURNS (continued)

Date Charged	Date Posted	Description	Amount (\$)
Jan 12	Jan 12	ALBERTA MUNICIPAL TAXA WESTLOCK AB	300.00
Total for			\$300.00

Date Charged	Date Posted	Description	Amount (\$)
Jan 23	Jan 23	AMZN MKTP CA*EF8FU1KN3 WWW.AMAZON.CA ON	39.69
Jan 23	Jan 23	AMAZON.CA*0T0104N13 AMAZON.CA ON	48.99
Jan 26	Jan 26	AMZN MKTP CA*RE7YQ54R3 WWW.AMAZON.CA ON	64.98
Feb 03	Feb 03	SPATIAL TECHNOLOGIES C 403-2520070 AB	1,386.00
Total for			\$1,539.66
Total purchases and returns			\$4,550.58

INTEREST CHARGES

Balance Type	Interest Charged (\$)	Annual Interest Rate (%)
Purchases	0.00	8.70 (v)
Cash advances and Mastercard cheques	0.00	8.70 (v)
Total interest charges	\$0.00	

(v) - Variable (f) - Fixed

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

Category	Spent This Period (\$)
Dining and entertainment	300.00
Grocery	0.00
Professional services	0.00
Retail stores	676.60
Utilities	1,504.56
Home improvement and maintenance	0.00
Travel and lodging	0.00
Vehicle expenses (fuel, repair)	0.00
Business services	1,769.42
Miscellaneous	300.00
Sub-total (purchases and returns)	\$4,550.58
Cash advances and Mastercard cheques	\$0.00
Grand total	\$4,550.58

PAYMENTS AND CREDITS

Any payments you made that we received after February 06, 2023 will appear on your next statement.

Date Posted	Description	Amount (\$)
Jan 27	AUTOMATIC PAYMENT-THANKS	-4,329.62

Total payments and credits **-\$4,329.62**

 **\$4,550.58 will be debited from your account and credited as your automatic payment on Feb 27, 2023.**

PURCHASES AND RETURNS

Date Charged	Date Posted	Description	Amount (\$)
Jan 11	Jan 11	CPC / SCP 577944 WORSLEY AB	205.55
Jan 11	Jan 11	CPC / SCP 577944 WORSLEY AB	204.62
Jan 12	Jan 12	AMZN MKTP CA*T42JD1JL3 WWW.AMAZON.CA ON	270.18
Jan 12	Jan 12	AMZN MKTP CA*MN0OF4GO3 WWW.AMAZON.CA ON	360.24
Jan 12	Jan 12	AMZN MKTP CA*LC3T61MU3 WWW.AMAZON.CA ON	360.24
Jan 12	Jan 12	AMZN MKTP CA*068TL0SB3 WWW.AMAZON.CA ON	360.24
Feb 03	Feb 03	CPC / SCP 577944 WORSLEY AB	195.83
Total for			\$1,956.90

Date Charged	Date Posted	Description	Amount (\$)
Jan 10	Jan 10	AIR MILES HTL BY PTS 888-807- CREDIT	-445.90
Jan 18	Jan 18	SMK*SURVEYMONKEY CA 971-2311154 BC	428.40
Jan 23	Jan 23	GOTOCOM*GOTOMEETING GOTO.COM QC	27.30
Jan 25	Jan 25	WORSLEY GENERAL STORE WORSLEY AB	220.90
Jan 25	Jan 25	EVENTBRITE/WATERMANAGE SAINT JOHN NB	300.00
Jan 26	Jan 26	AIR MILES HTL BY PTS 888-807-5688 ON	223.32
Total for			\$754.02

(continued on next page)

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Making payments

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

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2023
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Policy 1107 – Honorarium Payments to Council
File Code:	12-02-02

DESCRIPTION:

Policy 1107 – Honorarium Payments to Council provides for a monthly honorarium payment to Council Members for the performance of their duties as elected officials.

BACKGROUND / PROPOSAL:

At the February 28, 2023 Regular Council meeting the following motion was made:

C117-23(02-28-23) RESOLUTION by Deputy Reeve Janzen to approve the changes in Policy 1107 – Honorarium Payments to Council, as amended. CARRIED.

Council asked to remove the reference to the January 1, 2009 rates in Section 3.2 and have it reference Schedule A instead.

ATTACHMENTS

- Policy 1107 – Honorarium Payments to Council showing changes
- Policy 1107 – Honorarium Payments to Council final

RECOMMENDED ACTION:

RESOLUTION by ... that Council...

Initials show support - Reviewed by:

Manager:



CAO:





Clear Hills County

Effective Date: February 28, 2023 <u>March 14, 2023</u>	Policy Number: 1107
Title: HONORARIUM PAYMENT TO COUNCIL MEMBERS	

1. Policy Statement

- 1.1 Clear Hills County will provide a monthly honorarium to Council Members for performance of their duties as elected officials.

2. Definitions

- 2.1 Basic Honorarium is the monthly amount paid to a Councillor for meeting preparation, expense and time required to travel and attend to meetings listed in Section 3.1 of this policy.

3. Honorariums

Basic Honorariums are paid to Members of Council as their remuneration for the performance of their duties as elected officials. Changes to the rates for honorarium shall be approved by a 2/3 majority vote of Council.

- 3.1 Basic Monthly Honorariums will be paid monthly upon approval by the Chief Administrative Officer or designate.

- 3.1.1 Basic monthly honorariums include the following:

- 3.1.1.1 Informal meetings with the Chief Administrative Officer (CAO) and staff to discuss County business.
- 3.1.1.2 Liaison work within the Councillor's division or another division in the County, with residents and businesses.
- 3.1.1.3 Preparation for Regular Council meetings and Policy and Priorities committee meetings.
- 3.1.1.4 Road tours taken by an individual Councillor.

- 3.2 Basic Monthly Honorariums are paid to Councillors at the rates set out in Schedule A, of this policy, effective January 1, 2009:

- ~~3.2.1 The Reeve shall receive payment up to \$2,070 per month~~
- ~~3.2.2 The Deputy Reeve shall receive payment up to \$1,863 per month~~
- ~~3.2.3 Councillors shall each receive payment up to \$1,552.50 per month~~

- 3.3 Annual cost of living adjustments will be applied to the Basic Monthly Honorarium rates.

4. End of Policy

ADOPTED: Resolution C186-03 Mar 25/03

AMENDED: Resolution C376-03 May 27/03

<u>AMENDED: Resolution C876-03</u>	<u>Nov 25/03</u>
<u>AMENDED: Resolution C074-05</u>	<u>Jan 25/05</u>
<u>AMENDED: Resolution C137-05</u>	<u>Feb 8/05</u>
<u>AMENDED: Resolution C634-05</u>	<u>Jul 26/05</u>
<u>AMENDED: Resolutions C566-05 & 579-05</u>	<u>Oct 25/05</u>
<u>AMENDED: Resolution C036-08</u>	<u>Jan 22/08</u>
<u>AMENDED: Resolution C085-08</u>	<u>Feb.12/08</u>
<u>AMENDED: Resolution C477(08/12/08)</u>	<u>Aug 12/08</u>
<u>AMENDED: Resolution C729(11/04/08)</u>	<u>Nov 4/08</u>
<u>AMENDED: Resolution C419(05/26/09)</u>	<u>May 26/09</u>
<u>AMENDED: Resolution C060(01/26/10)</u>	<u>Jan 26/10</u>
<u>AMENDED: Resolution C565(07/27/10)</u>	<u>Jul 27/10</u>
<u>AMENDED: Resolution C011-14(01/14/14)</u>	<u>Jan 14/14</u>
<u>AMENDED: Resolution C212-17(04/25/17)</u>	<u>April 25/17</u>
<u>AMENDED: Resolution C567-18(11/13/18)</u>	<u>Nov 13/18</u>
<u>AMENDED: Resolution C117-23(02/28/23)</u>	<u>Feb 28/23</u>
<u>AMENDED: Resolution C###-23(03/14/23)</u>	<u>Mar 14/23</u>

Schedule A to Policy 1107 – Honorarium Payment to Council Members

	2009- 2017	2018	2019	2020	2021	2022	2023
		<i>1.1% Cola</i>	<i>3.1% Cola</i>	<i>1.3% Cola</i>	<i>No change</i>	<i>4.7% Cola</i>	<i>6% Cola</i>
Reeve	\$2,070.00	\$2,092.77	\$2,408.78*	\$2,440.09	\$2,440.09	\$2,554.77	\$2,708.06
Deputy Reeve	\$1,863.00	\$1,883.49	\$2,167.90*	\$2,196.08	\$2,196.08	\$2,299.30	\$2,437.26
Councilor	\$1552.50	\$1,569.58	\$1,806.59*	\$1,830.08	\$1,830.08	\$1,916.09	\$2,031.06

* 12% increase per Council motion C567-18(11-13-18) RESOLUTION by Reeve Croy that Council increase the honorarium payment to Council Members by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. CARRIED.



Clear Hills County

Effective Date: **March 14, 2023**

Policy Number: **1107**

Title: **HONORARIUM PAYMENT TO COUNCIL MEMBERS**

1. Policy Statement

- 1.1 Clear Hills County will provide a monthly honorarium to Council Members for performance of their duties as elected officials.

2. Definitions

- 2.1 Basic Honorarium is the monthly amount paid to a Councillor for meeting preparation, expense and time required to travel and attend to meetings listed in Section 3.1 of this policy.

3. Honorariums

Basic Honorariums are paid to Members of Council as their remuneration for the performance of their duties as elected officials. Changes to the rates for honorarium shall be approved by a 2/3 majority vote of Council.

- 3.1 Basic Monthly Honorariums will be paid monthly upon approval by the Chief Administrative Officer or designate.

- 3.1.1 Basic monthly honorariums include the following:

- 3.1.1.1 Informal meetings with the Chief Administrative Officer (CAO) and staff to discuss County business.
- 3.1.1.2 Liaison work within the Councillor's division or another division in the County, with residents and businesses.
- 3.1.1.3 Preparation for Regular Council meetings and Policy and Priorities committee meetings.
- 3.1.1.4 Road tours taken by an individual Councillor.

- 3.2 Basic Monthly Honorariums are paid to Councillors at the rates set out in Schedule A, of this policy

- 3.3 Annual cost of living adjustments will be applied to the Basic Monthly Honorarium rates.

4. End of Policy

ADOPTED: Resolution C186-03 **Mar 25/03**

AMENDED: Resolution C376-03 **May 27/03**

AMENDED: Resolution C876-03 **Nov 25/03**

AMENDED: Resolution C074-05 **Jan 25/05**

<u>AMENDED: Resolution C137-05</u>	<u>Feb 8/05</u>
<u>AMENDED: Resolution C634-05</u>	<u>Jul 26/05</u>
<u>AMENDED: Resolutions C566-05 & 579-05</u>	<u>Oct 25/05</u>
<u>AMENDED: Resolution C036-08</u>	<u>Jan 22/08</u>
<u>AMENDED: Resolution C085-08</u>	<u>Feb.12/08</u>
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<u>AMENDED: Resolution C419(05/26/09)</u>	<u>May 26/09</u>
<u>AMENDED: Resolution C060(01/26/10)</u>	<u>Jan 26/10</u>
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<u>AMENDED: Resolution C011-14(01/14/14)</u>	<u>Jan 14/14</u>
<u>AMENDED: Resolution C212-17(04/25/17)</u>	<u>April 25/17</u>
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<u>AMENDED: Resolution C117-23(02/28/23)</u>	<u>Feb 28/23</u>
<u>AMENDED: Resolution C###-23(03/14/23)</u>	<u>Mar 14/23</u>

Schedule A to Policy 1107 – Honorarium Payment to Council Members

	2009- 2017	2018	2019	2020	2021	2022	2023
		1.1% Cola	3.1% Cola	1.3% Cola	No change	4.7% Cola	6% Cola
Reeve	\$2,070.00	\$2,092.77	\$2,408.78*	\$2,440.09	\$2,440.09	\$2,554.77	\$2,708.06
Deputy Reeve	\$1,863.00	\$1,883.49	\$2,167.90*	\$2,196.08	\$2,196.08	\$2,299.30	\$2,437.26
Councilor	\$1552.50	\$1,569.58	\$1,806.59*	\$1,830.08	\$1,830.08	\$1,916.09	\$2,031.06

56 *12% increase per Council motion C567-18(11-13-18) RESOLUTION by Reeve Croy that Council increase the honorarium payment to Council Members by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. CARRIED.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2023
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Policy 1126 – Per Diem Payments to Council
File Code:	12-02-02

DESCRIPTION:

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

BACKGROUND / PROPOSAL:

At the February 28, 2023 Regular Council meeting the following motion was made:

C118-23(02-28-23) RESOLUTION by Reeve Bean to approve the changes in Policy 1126 – Per Diem Payments, as amended. CARRIED.

Council asked for the following changes:

- Add “or with prior approval of Council” to Section 3.10
- Change Section 3.14a to say that Councillors who are not appointed members, including the alternates, will be required to provide proof of chairing a meeting to claim the chairing of meeting rate.

ATTACHMENTS

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

RECOMMENDED ACTION:

RESOLUTION by ... that Council...

Initials show support - Reviewed by:

Manager:



CAO:





Clear Hills County

Effective Date: ~~February 28, 2023~~ **March 14, 2023**

Policy Number: **1126**

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

1. Policy Statement

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

2. Definitions

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

3. Per Diems:

3.1 Per Diem will be paid to Councillors for:

- Conducting annual evaluations of the Chief Administrative Officer at a pre- approved meeting outside of a Regular or Special Council Meeting;
- Board/Committee workshops and conferences for appointed Board Members only when attendance is authorized/approved by the Board/Committee and approved by Council;
- County organized and authorized road tours or project inspections within Clear Hills County boundaries.
- Attendance at Conferences and Zone Meetings authorized by Council. Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).
- Meetings and events where Members of Council are attending a County hosted function such as but not limited to County Bar-B-Q and Tradeshow.

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

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

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

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

3.6 Councillors that are paid per diems by a Board/Committee listed in Section 3.6a shall be reimbursed the difference between the Board/Committee per diem and the per diem rate listed in Schedule A.

3.6a Board/Committee per diems that are eligible for payment referenced in Section 3.6 are as follows:

- North Peace Housing Foundation

3.6b Councillors will be required to provide proof of the Board/Committees per diem rate annually prior to being reimbursed for the payment referenced in Section 3.6.

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

- political party and constituency functions

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

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

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

3.9a Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, Administration will submit the registration form and make other travel and accommodation arrangements as deemed necessary.

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

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

3.12 Council will not authorize any per diem payments after attendance when not in accordance with 3.11.

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

- 3.14 Councillors will be paid the chairing of meetings rate listed in Schedule A when chairing a meeting on behalf of Council or a Board/Committee.

3.14a Councillors that are not appointed members, including alternates, will be required to provide proof of chairing a meeting prior to being paid a chairing of meetings rate.

4. Per Diem Claims

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

5. End of Policy

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

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

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

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

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

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

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

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

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

AMENDED: Resolution C465-20(10/13/20) Oct 13/20

AMENDED: Resolution C602-22(11-22-22) Nov 22/22

AMENDED: Resolution C118-23(02-28-23) Feb 28/23

AMENDED: Resolution C###-23(03-14-23) Mar 14/23

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

Member	2017	2018	2019	2020	2021	2022	2023
Agricultural Service Board	\$185.00	\$187.04 <i>1.1% Cola</i>	\$192.84 <i>3.1% Cola</i>	\$195.35 <i>1.3% Cola</i>	\$195.35 <i>No change</i>	\$204.53 <i>4.7% Cola</i>	\$216.81 <i>6% Cola</i>
Subdivision and Development Appeal Board	\$185.00	\$187.04	\$192.84	\$195.35	\$195.35	\$204.53	\$216.81
Council Appointed Representatives on Committees/Boards	\$185.00	\$187.04	\$215.28 *	\$218.08	\$218.08	\$228.33	\$242.03
Chairing of Meetings	\$225.00	\$227.48	\$261.83 *	\$265.23	\$265.23	\$277.70	\$294.37

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



Clear Hills County

Effective Date: **March 14, 2023**

Policy Number: **1126**

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

1. Policy Statement

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

2. Definitions

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

3. Per Diems:

3.1 Per Diem will be paid to Councillors for:

- Conducting annual evaluations of the Chief Administrative Officer at a pre- approved meeting outside of a Regular or Special Council Meeting;
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- Meetings and events where Members of Council are attending a County hosted function such as but not limited to County Bar-B-Q and Tradeshow.

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

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

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

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

3.6 Councillors that are paid per diems by a Board/Committee listed in Section 3.6a shall be reimbursed the difference between the Board/Committee per diem and the per diem rate listed in Schedule A.

3.6a Board/Committee per diems that are eligible for payment referenced in Section 3.6 are as follows:

- North Peace Housing Foundation

3.6b Councillors will be required to provide proof of the Board/Committees per diem rate annually prior to being reimbursed for the payment referenced in Section 3.6.

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

- political party and constituency functions

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

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

a)	RMA Spring Conference	All Council
b)	RMA Fall Conference	All Council
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3.9a Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, Administration will submit the registration form and make other travel and accommodation arrangements as deemed necessary.

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

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

3.12 Council will not authorize any per diem payments after attendance when not in accordance with 3.11.

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

- 3.14 Councillors will be paid the chairing of meetings rate listed in Schedule A when chairing a meeting on behalf of Council or a Board/Committee.

3.14a Councillors that are not appointed members, including alternates, will be required to provide proof of chairing a meeting prior to being paid a chairing of meetings rate.

4. Per Diem Claims

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

5. End of Policy

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

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

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

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

Member	2017	2018	2019	2020	2021	2022	2023
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Subdivision and Development Appeal Board	\$185.00	\$187.04	\$192.84	\$195.35	\$195.35	\$204.53	\$216.81
Council Appointed Representatives on Committees/Boards	\$185.00	\$187.04	\$215.28 *	\$218.08	\$218.08	\$228.33	\$242.03
Chairing of Meetings	\$225.00	\$227.48	\$261.83 *	\$265.23	\$265.23	\$277.70	\$294.37

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

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Clear Hills County Transfer Stations- Clear Hills Waste Management
File:	43-20-02

DESCRIPTION:

Clear Hills Waste Management is requesting Council approve the request for extension on the Clear Hills County Maintenance and Operation of Transfer Stations.

BACKGROUND:

C170-18(03-13-18) RESOLUTION by Councillor Croy to award Tender 2018-P02 Transfer Station Operation and Maintenance to Rick Carleton year one \$210,000, Year two \$216,300, year three \$222,789, year four \$229,473, year five \$236,357. CARRIED.

Clear Hills Waste Management contract for Maintenance and Operation of Transfer Stations expires on December 31, 2023.

BUDGET:

Actual Cost of Current Year: \$236,357.00

ATTACHMENTS:

Letter of request from Clear Hills Waste Management

OPTIONS:

Approve a 1-year extension to Clear Hills Waste Management on the Clear Hills County Maintenance and Operation of Transfer Stations.

Proceed to request for proposal on the Clear Hills County Maintenance and Operation of Transfer Stations.

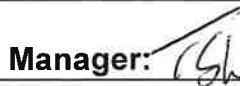
Return the Clear Hills County Maintenance and Operation of Transfer Stations back to the County.

RECOMMENDED ACTION:

RESOLUTION by..... to

Initials show support - Reviewed by:

Manager:



CAO:



March 3rd, 2023

Dear Council Members,

I would like to request that you grant my company, Clear Hills Waste Management, the optional one year extension to my current contract for the operation and maintenance of the county transfer stations.

I believe my workers and I have done an excellent job of keeping the sites clean, organized, and well maintained at a cost approximately 20% less than what the previous contractor was given. In addition, the customers have stated that they appreciate our helpful and friendly approach to providing our services.

If granted the extension it is my desire to hire a student part-time, (one day/week), for the summer months to help operate the Hines Creek site on Saturdays. This site typically gets 100 or more loads during the day and an extra helper would be valuable in helping customers with unloading furniture, wood, and metal items while the main operator helps unload at the bins.

I trust my company has proven to be a valuable asset to our community over the past four years and is worthy of this extension.

Sincerely,



Rick Carleton

Clear Hills Waste Management

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Non-Potable Water at the Worsley Water Treatment Plant
File:	41-02-02

DESCRIPTION:

Council is presented with information regarding the non-potable water at the Worsley Water Treatment Plant.

BACKGROUND:

The non-potable water at the Worsley Water Treatment Plant (WWTP) is of very poor quality. The existing pump is currently non-operation (seized up) this is caused by the poor water quality causing rust and corrosion as well as lack of continuous use.

WWTP Non-potable water conditions currently include:

- Foul smelling
- High salt content
- Black in color
- Nuisance insects

OPTIONS:

- Temporary Repair to unseize Pump (short term operational fix) at a cost of approximately \$1,000.00. (Pump will still need to be replaced in the immediate future, as it is near end of life)
- Replacement pump - \$8,000.00 - \$10,000.00 (Replacing the pump will in time have the same issues as the current pump, due to the poor water quality causing rust and corrosion, as well as lack of continuous use)
- Close the non-potable water system at the Worsley Water Treatment Plant.

Currently the contact valve hookup for this pump is located in its own shed that must be heated at all times during the winter months.

To date the non-potable water system at the Worsley Water Treatment Plant there has been no usage by the public.

RECOMMENDED ACTION:

RESOLUTION by...

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	February 28, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Chief Administrative Officer Report
File Code:	11-02-02

- RMA Minister Meetings **Attachment #1**
- 2022 Unpaid Tax Survey Member Summary **Attachment #2**
- Farmers Appreciation Banquet Update **Attachment #3**
- Tradeshow Update **Attachment #4**

Wolf Incentive Program:

2023 Wolf Claims – As of March 7, 2023

4-Landowner

9-Trapper

Total 13 wolves

2022 Wolf Claims

15-Landowner

10-Trapper

Total 25 Wolves

RECOMMENDED ACTION:

RESOLUTION by to accept the Chief Administrative Officer's report for March 14, 2023, as presented.

Initials show support - Reviewed by:	Manager:	CAO:	
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Minister	Ministry	Topic/Description	Speaker	Meeting Date
Jason Copping	Minister of Health.	Worsley Health Centre – Prescriptions & EMS Management	Hansen Bean MD of Fairview	
Devin Dreeshen	Minister of Transportation and Economic Corridors	Class 1 – MELT Shortage of drivers Secondary Highway maintenance	Janzen Ruecker Giesbrecht	No Meeting
Adriana LaGrange	Minister of Education.	Youth Enhancement Funding	Walmsley Ruecker Bean	No Meeting
Sonya Savage	Minister of Environment and Protected Areas	Environment & Protection Areas – Revenue stream/Land Use	Bean	
Todd Loewen	Minister of Forestry, Parks and Tourism	Licenses	All	
Nicholas Miliken	Minister of Mental Health and Addiction	Lack of Mental Health in person appointments in the Rural Peace Area	Ruecker Hansen	
Matt Jones	Minister of Affordability and Utilities	Rural Distribution & Energy costs	Bean Janzen	March 22 – 11:00 a.m. Location TBD
Minister Nicolaidis	Advanced education	NW Polytechnic FV Campus	Joint Muni – Reeve Bean	March 20 at 3:30 pm Leg - 420

MONDAY, MARCH 20, 2023

- | | |
|-------------------|---|
| 8:30 am – 4:30 pm | EOEP Course – Council's Role in Service Delivery
<i>Salon 2, Assembly Level</i> |
| 8:30 am – 4:30 pm | EOEP Course – Regional Partnerships and Collaboration
<i>Salon 3, Assembly Level</i> |
| 12:00 – 5:00 pm | RMA Registration / Information Desk
<i>Hall D Foyer, Pedway Level</i> |
| 1:00 – 2:30 pm | BREAKOUT SESSIONS (90 MIN) <ul style="list-style-type: none"> ♦ The Best is Yet to Come?: Looking Ahead on ICFs
<i>Salon 4, Meeting Level</i> ♦ Communicating as a Councillor: Essential Skills for Effective Speaking
<i>Salon 8, Meeting Level</i> ♦ A Municipal Balancing Act: Engaging on Renewable Energy sponsored by FortisAlberta
<i>Salon 12, Meeting Level</i> |
| 3:00 – 4:30 pm | BREAKOUT SESSIONS (90 MIN) <ul style="list-style-type: none"> ♦ Caring for Country Critters: Addressing the Rural Veterinarian Shortage sponsored by ATS Traffic
<i>Salon 4, Meeting Level</i> ♦ Digital Hygiene: Treat Cyber Security as a Routine
<i>Salon 8, Meeting Level</i> ♦ Looking Ahead with the Municipal Climate Change Action Centre sponsored by Shaw Communications Inc.
<i>Salon 12, Meeting Level</i> |
| 5:00 – 6:00 pm | Mayors and Reeves Meeting
<i>Salon 4, Meeting Level</i> |
| 4:30 – 10:00 pm | Brownlee LLP Hospitality Suite
<i>Foyer, Assembly Level</i> |

TUESDAY, MARCH 21, 2023

- | | |
|-------------------|---|
| 6:30 – 8:00 am | Breakfast |
| 6:30 am – 5:00 pm | RMA Registration / Information Desk
<i>Hall D Foyer, Pedway Level</i> |
| 8:00 – 8:15 am | Opening Ceremonies & Welcome
<i>Hall D, Pedway Level</i> |
| 8:15 – 8:30 am | Hon. Rebecca Schulz, Minister of Municipal Affairs |
| 8:30 – 8:45 am | Duane Gladden, RMA Business Services |
| 8:45 – 9:00 am | Leann Hackman-Carty, Economic Developers of Alberta |
| 9:00 – 10:45 am | Ministerial Forum 1.0 |



10:45 – 11:00 am	Coffee Break
11:00 am – 12:00 pm	Keynote Speaker – Hon. Jody Wilson-Raybould sponsored by Canadian Association of Petroleum Producers
12:00 – 1:00 pm	Buffet Lunch
1:00 – 2:30 pm	BREAKOUT SESSIONS (90 MIN) <ul style="list-style-type: none"> ♦ The Best is Yet to Come?: Looking Ahead on ICFs <i>Salon 4, Meeting Level</i> ♦ Social Service Speed Networking: Connecting Communities with Social Services <i>Salon 8, Meeting Level</i> ♦ A Municipal Balancing Act: Engaging on Renewable Energy <i>Salon 12, Meeting Level</i>
2:30 – 2:45 pm	Coffee Break
2:45 – 3:00 pm	Richard Wong, Canadian Association of Petroleum Producers
3:00 – 3:15 pm	College of Physicians & Surgeons of Alberta
3:15 – 3:30 pm	Alberta Centre for Sustainable Rural Communities
3:30 – 4:30 pm	Taking Care of Business: The Resolutions Session**
4:30 – 7:00 pm	Municipal Affairs Open House <i>Foyer, Hall D, Pedway Level</i>
7:00 – 10:00 pm	Alberta Counsel Hospitality Suite <i>CRAFT Beer Market</i>

WEDNESDAY, MARCH 22, 2023

6:30 – 8:00 am	Breakfast
6:30 am – 12:00 pm	RMA Registration / Information Desk <i>Hall D Foyer, Pedway Level</i>
8:00 – 8:15 am	Morning Welcome <i>Hall D, Pedway Level</i>
8:15 – 8:30 am	Taneen Rudyk, President, Federation of Canadian Municipalities
8:30 – 8:45 am	Sgt. Kerry Shima, Alberta Law Enforcement Response Teams
8:45 – 9:00 am	Carolyn Dahl Rees, Alberta Utilities Commission
9:00 – 10:45 am	Ministerial Forum 2.0
10:45 – 11:00 am	Coffee Break
11:00 – 11:30 am	Hon. Danielle Smith, Premier of Alberta
11:30 – 11:45 am	Convention Closing and Goodbye

March 2023

UNPAID OIL & GAS TAX SURVEY

Member Briefing

In early 2023, the RMA requested that all members complete a survey providing an update on their unpaid oil and gas tax burden as of December 31, 2022. The survey builds on previous member input on this issue from 2022, 2021, 2020, and 2019.

This briefing provides an overview of survey results, and what these trends mean for rural municipalities using the most up to date data provided by all RMA members. The data collected is accurate as of December 31, 2022.

Survey Response Rate

All of the RMA's 69 member municipalities responded to the survey. This **100% response rate** speaks to the importance of this issue across the province and the accuracy of the final data collected.

Survey Results

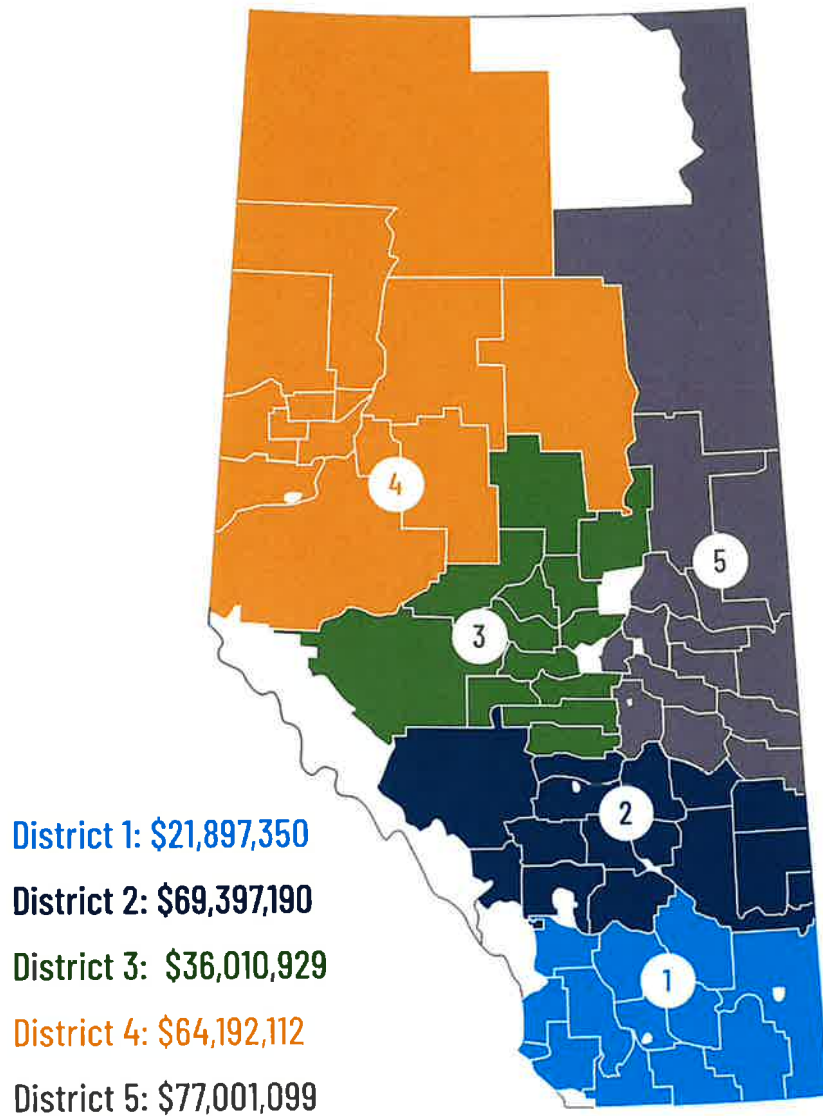
- ♦ Rural municipalities are currently facing an overall unpaid oil and gas property tax burden of **\$268.5 million**.
- ♦ This represents a **6.1% increase** from the overall amount in the RMA's 2022 member survey, a **9.6% increase** from the RMA's 2021 member survey, a **55.2% increase** from the RMA's 2020 member survey, and a **231.5% increase** from the RMA's 2019 member survey.
- ♦ The average RMA member is facing an unpaid tax burden of **\$3,891,285** from the oil and gas industry.
- ♦ Seven municipalities have unpaid tax burdens **above \$10 million** from the oil and gas industry.
- ♦ Two municipalities have no unpaid tax burden from the oil and gas industry, and an additional seven municipalities have an unpaid tax burden **below \$100,000**.
- ♦ Municipalities have written off nearly **\$132 million in unpaid taxes** since 2015. This means that municipalities consider these taxes uncollectible, and they will never recover this lost revenue.
- ♦ Still-operating companies are responsible for **41% of unpaid taxes** from the oil and gas industry.
- ♦ RMA members have tax repayment agreements in place with industry for an **additional \$45 million in unpaid taxes**. This amount is **not** reflected in the \$268.5 million overall unpaid property tax burden.

Key Analysis

- ♦ The problem is **getting worse**: 2022 saw the highest single year rate of current unpaid taxes.
- ♦ The problem is **province-wide**: Every RMA district is facing at least \$21 million in unpaid taxes.
- ♦ The problem is **driven by choice, not desperation**: As the oil and gas industry booms and new well drilling rates skyrocket, some companies continue to ignore their tax responsibilities and government continues to ignore enforcement options.
- ♦ The problem is **solvable**: 41% of unpaid taxes are owed by companies that continue to operate and simply choose not to pay taxes. Government could take action to compel these companies to pay taxes but has chosen not to do so.

Unpaid Oil and Gas Property Taxes by District

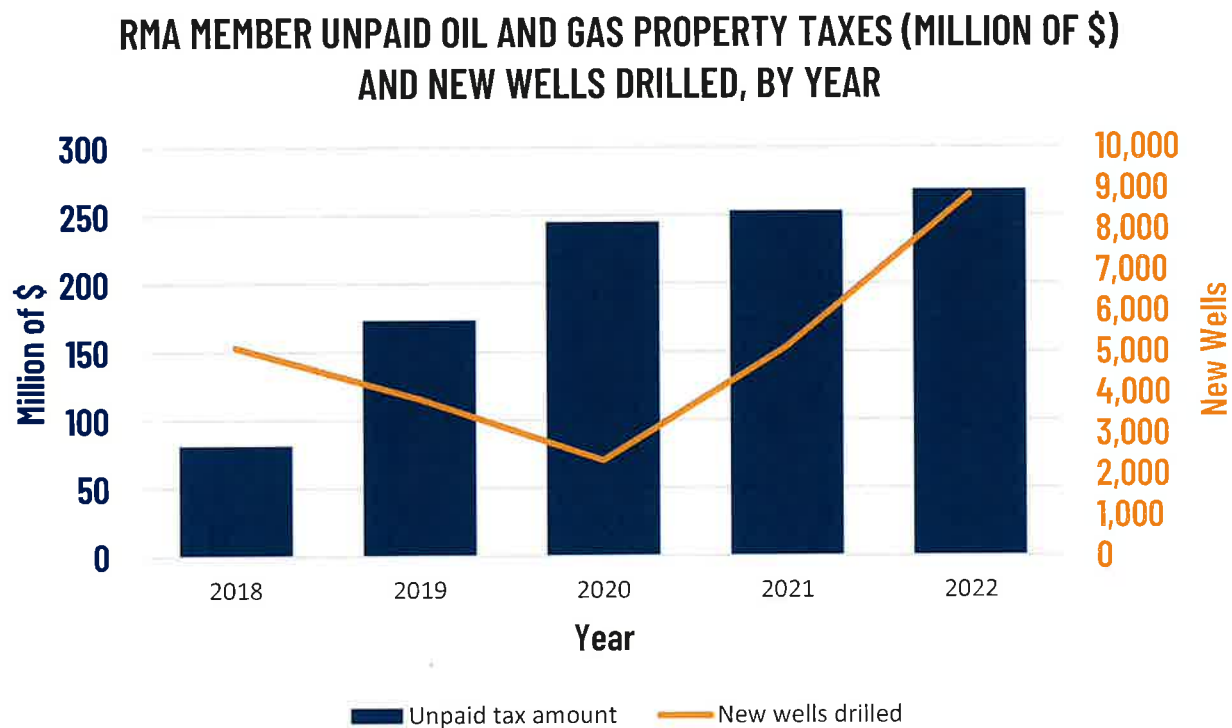
Unlike some issues, which only impact municipalities in some regions of the province, the issue of unpaid taxes from the oil and gas industry is truly provincewide, as shown below:



Unpaid Oil and Gas Property Taxes by the Numbers

While the overall amount of \$268.5 million in outstanding oil and gas property taxes is alarming on its own, digging into the survey data is even more compelling. The data below tells some other important stories about this ongoing crisis for rural municipalities and the lack of effort on the part of industry and the Government of Alberta to address it.

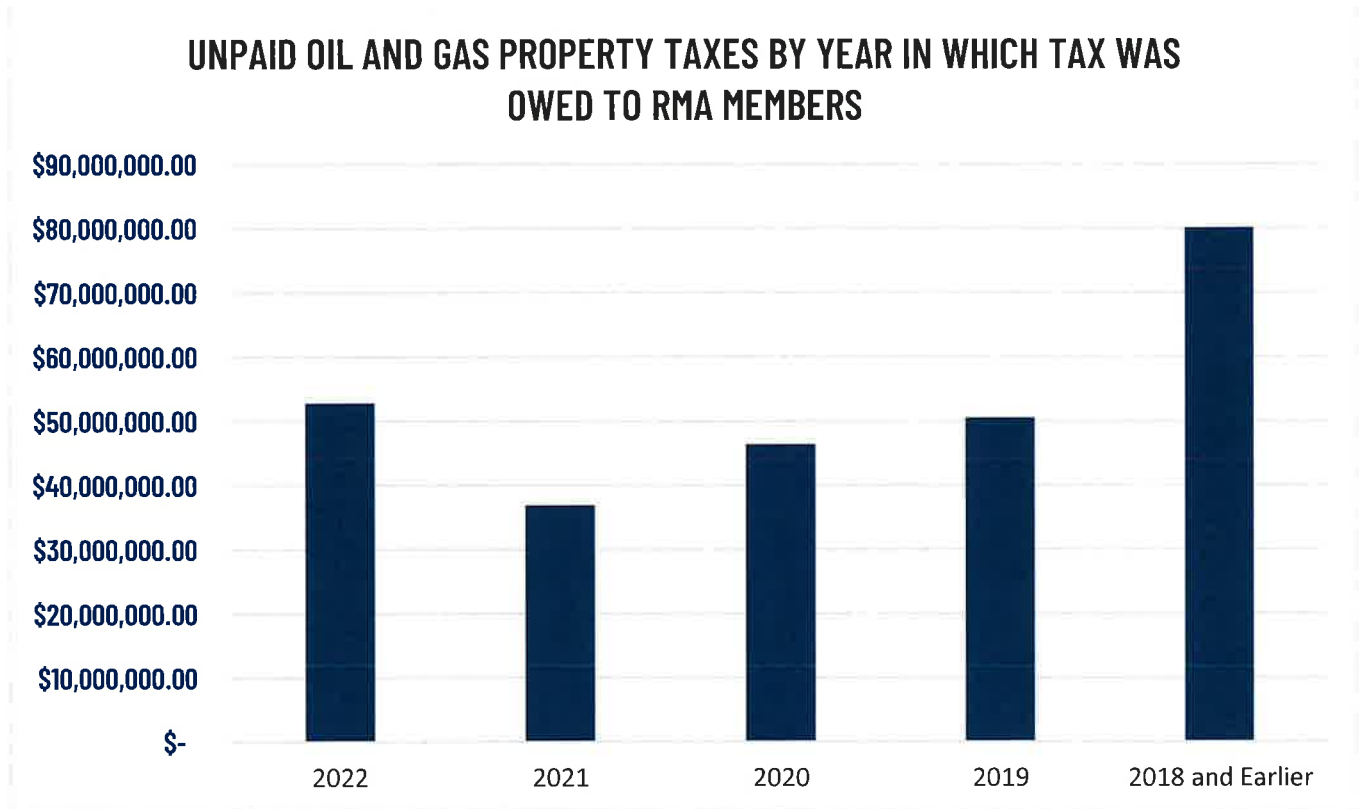
As the industry continues to experience a boom period, the tax payment problem is ignored. While the increase in unpaid taxes from 2021 to 2022 and again from 2022 to 2023 was more modest than growth in previous years, comparing that to broader growth in the industry tells a different story, as the chart below shows:



From 2018 to 2020, the rate of unpaid taxes tended to grow at an inverse rate to the number of new wells drilled in the province; as unpaid taxes increased, new wells decreased. This suggested that perhaps the unpaid tax issue was linked to the industry's general struggles. However, this connection has disappeared. Even as new well drills increased by 277.8% from 2020 to 2022, unpaid taxes continue to increase. **Clearly industry and government are prioritizing continued industry growth without the matching accountability.**

The oil and gas industry continues to pile new mountains of unpaid taxes onto the backs of rural municipalities

Industry and government have argued that, while the issue of unpaid taxes is concerning, most of the tax debts are several years old and the actions taken by the province have solved the issue moving forward. The RMA's member survey data shows a very different reality, one in which **oil and gas companies continue to ignore their obligations**. The chart below shows the current unpaid tax amounts incurred by municipalities each year:

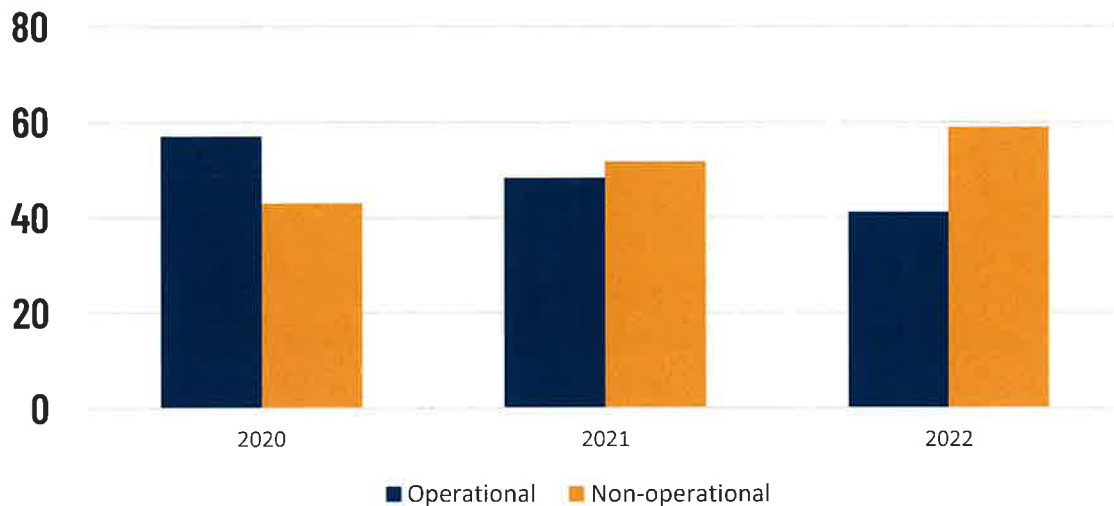


Despite the industry's economic success in 2022, the Government of Alberta's introduction of the special lien, and the ability of the AER to consider unpaid taxes in its risk assessments, unpaid tax numbers continue to rise, suggesting that this is an active issue and not only linked to legacy or written-off taxes from several years ago. Some companies continue to operate while they are either unwilling or unable to pay taxes.

As new unpaid taxes are being incurred at a higher rate, the portion of taxes owed by non-operational companies is also gradually increasing

The RMA’s survey asked members to indicate the portion of unpaid taxes owed by companies that continue to operate and those that are now non-operational, usually due to insolvency. These results also show an interesting trend:

PORTION OF UNPAID TAXES OWED BY OPERATIONAL AND NON-OPERATIONAL COMPANIES, 2020 to 2022 TAX YEARS



The table above shows the portion of unpaid taxes owed by companies that are currently operational and non-operational. The number of non-operational companies that owe property taxes continues to rise. Due to recent legal decisions, and in particular the *Redwater* decision, municipalities face major challenges recovering taxes owed from non-operational companies. **While non-operational does not mean taxes are unrecoverable, it does reduce the range of tools available and likelihood of success.** It is imperative that the government act quickly in better enforcing tax payments from operational companies while these companies still have the means to address their growing unpaid property tax debt.

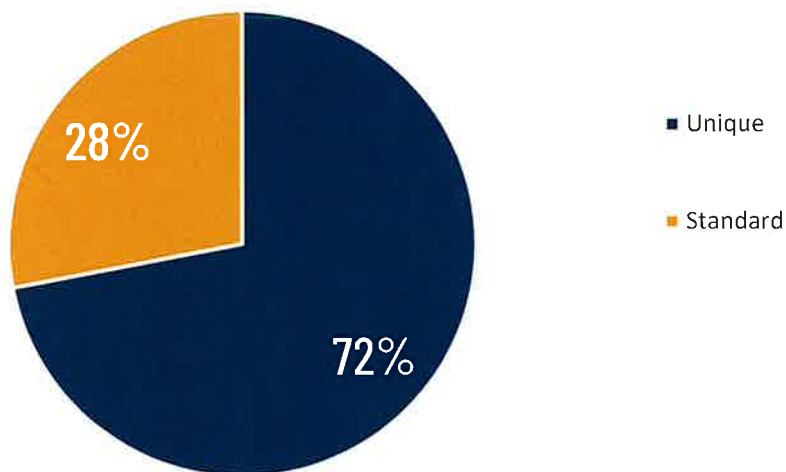
Have Repayment Agreements Been Effective?

In December 2022, Municipal Affairs expressed interest to the RMA in learning more about tax repayment agreements in place between oil and gas companies and municipalities, including how they are implemented, enforced, and their effectiveness in actually collecting on tax arrears. To address these questions, the RMA distributed a second survey with the assistance of the Alberta Rural Municipal Administrators Association (ARMAA) to gather more detailed information on how agreements were structured and to what extent they helped recover unpaid oil and gas taxes. RMA also asked a general question about repayment agreements in the main member survey.

The member survey results indicated that 16 municipalities have agreements in place and 53 do not. It was made clear in the survey that the agreements do not ensure repayment once in place as there are limited enforcement mechanisms available.

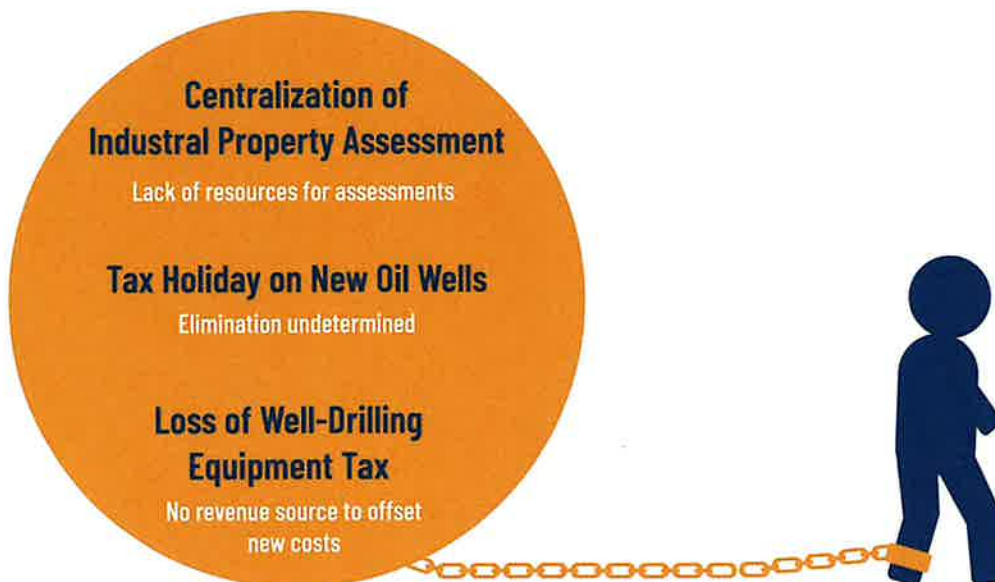
Further, the number of agreements in place is quite low considering the amount of taxes outstanding; this suggests that most companies that are not paying taxes either avoid payment willingly and are not interested in negotiating an agreement, or they are in such a poor financial situation that a payment agreement would not be adhered to. In other words, there are only a small number of companies that want to pay taxes but are unable to do so within legislated deadlines. In these few cases, repayment agreements can be a potential option, but their wider use will continue to be limited. In the survey specific to payment agreements, it was demonstrated that many municipalities are willing to develop agreements with unique terms to better accommodate companies facing financial challenges, as the chart below shows:

TYPE OF REPAYMENT AGREEMENTS AMONG RESPONDENTS INDICATED THEY HAVE AN ACTIVE AGREEMENT IN PLACE



Although payment agreements can be useful for both parties, without meaningful consequences to enforce payment of taxes more broadly, they are likely to never be a widely effective tool. Payment agreements are not the solution to this issue and therefore should not be looked at as an expected option for companies unwilling to pay taxes by the deadline unless a stronger enforcement backstop is implemented.

Cumulative Effects of Unpaid Taxes on Municipal Revenue



While the survey results are alarming in isolation, they become even more concerning when considered in combination with other recent provincial policy changes that have weakened the ability of municipalities to levy and collect property taxes from the oil and gas industry.

The RMA sees industry and municipalities as partners in driving economic development, and without access to a fair and consistent revenue source, rural municipalities will, quite simply, be unable to continue to build and maintain the infrastructure that the industry relies on. Some examples of other policy decisions include the following:

Well-Drilling Equipment Tax

Following the 2020 assessment model review, the Government of Alberta implemented several measures intended to provide relief to industry as an alternative to implementing massive changes to the assessment model that would seriously harm municipal viability. Among these measures was the elimination of the Well-Drilling Equipment Tax (WDET). The WDET was intended to provide support to rural municipalities to offset sudden costs associated with new drilling and the increased use of municipal infrastructure by drilling rigs and other industrial equipment. Eliminating it was intended to stimulate new drilling activity during a time of low commodity prices.

In 2019, rural municipalities collected approximately \$23 million in WDET revenue. In 2020, this was suddenly no longer available. As commodity prices and drilling have increased dramatically since 2020, rural municipal infrastructure is being impacted like never before and municipalities have no revenue source available to offset new costs.

Tax Holiday on New Oil Wells

At the same time that it eliminated the WDET, the Government of Alberta implemented a three-year property tax holiday for newly drilled oil wells. This holiday exempts new wells and pipelines from taxation until the 2025 tax year. Although this holiday was introduced to help mitigate the effects of 2020's economic downturn on the

oil and gas industry and promote growth, it is no longer necessary as the industry is in a boom phase with record profits and high levels of new drilling.

There has been no indication that this holiday will be eliminated after 2024, despite the Government of Alberta's knowledge of delinquent companies and high commodity prices.

Centralization of Industrial Property Assessment

Over the past several years, the Government of Alberta has gradually transitioned responsibility for assessing designated industrial properties (pipelines, wells, etc.) from individual municipalities to the provincial assessor's office. While this transition was intended to improve the consistency of assessment across the province, the process has taken much longer than expected and the Government of Alberta has been challenged in building the expertise, capacity, and processes needed to properly assess the massive amount of designated industrial properties spread across rural Alberta.

This lack of capacity has resulted in a lower quality of assessment in municipalities that have been centralized (some municipalities have not yet been transitioned to the centralized model and still conduct assessment using municipal or contracted staff). For example, centralized assessors are highly reliant on industry self-reporting, and due to work constraints for provincial staff, access a much lower portion of properties to visually confirm or audit self-reporting. While quantifying the exact impacts of centralization is extremely difficult as the technical assessment data is not publicly available, there is no doubt that in many cases, centralization has resulted in a reduction in the assessed value of properties due to self-reporting and an increasing reliance on standardized rather than site-specific assessments. In other words, while municipal assessors historically inspect a large portion of individual properties, the proportion inspected under a centralized system is much less, leading to lower assessments, lower taxes paid by industrial property owners, and lost tax revenue for municipalities.

Seeking Solutions

The survey results indicate that unpaid taxes owed by the oil and gas industry to municipalities continue to rise, even as oil prices recently reached historic highs, new well drills increase significantly, and the province's overall economic outlook improves each day. This survey has the most up-to-date data from all 69 member municipalities, which is an indication of the importance of this issue to rural Alberta. At this point, the Government of Alberta is out of excuses as to why it cannot hold industry accountable to meet the same property tax payment expectations **as every other residential and commercial taxpayer in the province.**

Rural municipalities are critical to supporting the oil and gas industry. They provide the infrastructure needed to dig new wells, build pipelines, and maintain existing assets. Increased industry activity intensifies strain on municipal infrastructure, requiring new roads and bridges to provide access to development opportunities. Despite this, each rural municipality faces an average of close to \$4 million in outstanding taxes from the oil and gas industry, **which is being subsidized by other taxpayers in the municipality in the form of increased tax rates or reduced service levels.**

While the Government of Alberta has previously assumed that oil and gas companies did not pay property taxes because they lacked the ability to do so, what the economic recovery has shown is that the issue is less a lack of ability and more a lack of interest. While most oil and gas companies are excellent corporate citizens that operate accountably, those that continue to ignore their property tax obligations either don't care about meeting their obligations or are so poorly regulated that they continue to struggle even in the current economic environment.

In the recent budget, the province generated a significant surplus due to royalties and other revenue largely linked to the oil and gas industry. Despite this, the province continues to download more responsibilities onto municipalities and refuses to take meaningful action towards the recovery of the \$268 million of taxes owed to municipalities. **Rural municipalities continue to get the "short end of the stick," while both the province and industry grow their wealth.** The Government of Alberta has shown a willingness to use public royalty funds to subsidize industry responsibilities (as R-Star demonstrates). It is highly concerning that the government refuses to require industry to operate accountably and in the public interest but is happy to use public funds to "incentivize" them to meet their legislative requirements.

The AER's mandate is to regulate the safe and responsible development of the oil and gas industry. Despite this, **the AER has ignored the impact of unpaid taxes on municipalities and the broader public interest.** Further, as the industry and province have emphasized the adoption of environmental, social, and governance (ESG) principles into their mandates and actions, they continue to ignore actions by industry that contradict good social and governance principles. The AER has the power and tools to solve this issue and uphold the public interest, but have continually refused to act.

Unpaid surface leases are also an ongoing issue. The current process for addressing surface lease disputes through the Land and Property Rights Tribunal (LPRT) is unfair to rural landowners who do not possess the same resources and means as the companies who desire the leases, which has allowed some companies to ignore private landowners. Landowners often do not have access to legal teams or are unfamiliar with the process set out by the LPRT. Although surface rights and leases are not part of the municipal scope, the impact on individual landowners contributes to the overall issue created by oil and gas companies. The RMA does not have the ability to gather data about the extent of unpaid surface leases but has heard from members and other stakeholders that it is also a widespread issue.

The RMA will continue advocating to the Government of Alberta to direct the AER to implement solutions to this issue, including the following:

- ♦ Rather than relying on industry to self-report on property tax payment, develop a mechanism to allow municipalities to regularly submit property tax payment information to the AER, and to easily share concerns related to companies not paying taxes.
- ♦ Update Directive 067 to specifically include full payment of all municipal taxes owed by a company as a requirement of any licence approval or transfer.
- ♦ Do not allow the transfer of ownership of a specific asset if there are any outstanding taxes attached to the asset.
- ♦ Update Directive 088 to specifically identify non-payment of municipal taxes as a factor in determining a company's licensee capability assessment (LCA).
- ♦ Create a provincial fund to fully compensate municipalities for unpaid oil and gas taxes from recent years that are now uncollectable due to company assets having already been liquidated.
- ♦ Require the AER to report on its collection and use of unpaid tax information on an annual basis.

Make Unpaid Oil and Gas Taxes a Local Election Issue

As the provincial election approaches, there are many opportunities to elevate this issue. Members are encouraged to use the data that they have gathered for the purpose of completing this survey to inform their local MLAs of the seriousness of the issue.

As the RMA and its members have learned through our collective efforts during the assessment model review process in 2020, local advocacy works, and in many cases, MLAs may not be aware of an issue that is mainly being addressed at the provincial level until they learn of it from their constituent municipalities. With the upcoming election, this is an excellent opportunity for members to advocate directly with candidates and ensure that they are aware of the issue at hand.

Although the RMA is not providing members with any templates or specific guides on local advocacy on this issue, several documents have been developed which specifically reference the issue of unpaid oil and gas taxes in rural municipalities.

Below is a condensed summary of the issue that may be helpful for local advocacy approaches.

What is the issue?

According to a 2023 RMA member survey, rural municipalities were owed \$268 million in unpaid property taxes from the oil and gas industry as of the end of 2022. Unlike residential and commercial properties, where both unpaid tax enforcement and recovery mechanisms are straightforward and municipal authority is clear, loopholes in provincial legislation related to taxation of the oil and gas industry and related properties mean that municipalities have struggled to determine if and how they can recover taxes. Various legal cases in recent years have increased this challenge. This complexity allows some oil and gas companies to simply choose not to pay their property taxes and face no consequences. It is important to note that most companies are good corporate citizens and pay taxes reliably, but the small number that do not are causing major challenges for rural municipalities.

Why is this important to Albertans?

Albertans rely on their local municipality to provide many of the services they use daily. When one taxpayer does not pay their share, municipalities are left in the position to either reduce service levels or increase taxes on other sectors. By allowing oil and gas companies to operate while not paying their property taxes, the burden of funding these services is shifted to other taxpayers. To this point, the Government of Alberta has taken some steps to address the issue, but none have been successful as non-payment continues in rural municipalities across Alberta.

What can you do to support rural Alberta on this issue?

We recommend reaching out to your local rural municipalities to learn from them directly what impact unpaid taxes from the oil and gas sector have had on their operations and sustainability. The lack of tools to secure payment is also a legislative issue. If elected, you'll be able to advocate for reform, and we ask you consider enabling legislation to ensure municipalities can recover unpaid taxes from all ratepayers.

Key Messages

Members are encouraged to reference the RMA's [Municipal Taxation and Assessment Position Statements](#) for messaging on this issue. In addition to this and the RMA's press release, consider customizing some of the messages below:

- ♦ Municipalities across the province rely on property taxes to fund the services and infrastructure that the oil and gas industry utilizes daily. Our municipality manages ____ kilometres of roads and ____ bridges. Without consistent payment of property taxes, we may have no choice but to reduce service levels or close some roads and bridges.
- ♦ Municipalities have no choice but to recover every dollar not paid in property taxes by the oil and gas industry from other property taxpayers in the form of increased tax rates or reduced service levels. In our municipality, we would be forced to raise the residential property tax by ____ and the non-residential property tax rate by ____ to recover lost oil and gas tax revenues without reducing service levels.
- ♦ Municipalities are required to collect education property taxes, which they then forward to the Government of Alberta to contribute to Alberta's education system. Municipalities must forward a set amount based on property assessment regardless of whether they are able to actually collect taxes. Our municipality has forwarded \$ ____ in education property taxes to the province that we were unable to collect from oil and gas companies in 2022 [or any year range for which data is available].
- ♦ In cases when oil and gas companies approach us to inform us of their challenges in paying property taxes, we are often willing to work with them on flexible payment agreements. We currently have payment agreements with ____ companies. [OPTIONAL – describe terms of agreements].
- ♦ Our municipality recognizes the challenges facing the oil and gas industry and has a long history of partnering with companies operating in the area to grow the rural economy. We are willing to work with struggling companies on solutions but cannot move forward constructively when some oil and gas companies are willing to shift their tax commitments to other property owners.

<u>Farmers Appreciation Banquet</u>	<u>Expenses</u>	<u>revenue</u>	<u>Profit/Loss</u>
Hall Rental	\$ 300.00		
Meal	\$ 5,000.00		
Dinnerware	\$ 162.00		
Tickets	\$ 42.75		
Door Prizes	\$ 1,000.72		
Staff wages	\$ 1,600.00		
Total	\$ 8,105.47		\$8,105.47
Table Cloths	\$ 1,350.90	one time purchase	
Total	\$ 9,456.37		
Revenue			
Adult Tickets	56	\$ 1,120.00	
Youth	3	\$ 30.00	
Total	59	\$ 1,150.00	\$ 1,150.00
			-\$6,955.47
Council, ASB, Staff	10		
PCBFA/Speaker	3		
Farm Family	4		
Total People	76		
GST Not Included			

Banquet Improvements / Suggestions

- One Speaker
 - o A more entertaining speaker
 - o PCBAF speech needs to be less scientific and some one that is easier to understand.
- Have the Reeve, MLA, MP, Mayor of HC do speeches directed towards the Farm Family and importance of farming in our community.

Trade Show Update

As of March 07, 2023

Trade Show direct has been booked.

End of Steel Heritage Museum has been awarded the Breakfast with a bid of \$1500.00.

53 booths have been reserved. Up 9 booths from this time 2019.

Sponsorship is at \$15 350.00

HCFD has committed to security.

2 Food services committed to outside.

Worsley Preschool is doing the indoor food booth.

No Clown Service as the clowns have retired.

HC skating club chose not to put on the dance. We sent out letters to all society's and none have replied.

Sign permit has been awarded to put up the Trade show signs on the hwy.

Food Permit for the breakfast will be applied for the week of March 13-17 2023.

Received all Swag from Alberta Canola, Alberta Beef, Alberta Pulse, and swag that was not used in 2020.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Public Works Manager's Report
File:	32-02-02

Graders

- Graders are out grading when and where needed.

Roads, Culverts & Approaches

- Monitoring log haul road conditions.
- Alberta Environment are replacing the three culverts on the George Lake access road.
- Water is overflowing on TWP 843 & RGE RD 50, Alberta Environment has been working on it.

Other

- Dust Control forms are out and have been advertised in the County Newsletter and Facebook page. The deadline is April 21, 2023.
- Gravel Haul has begun in the Bear Canyon area.
- Gravel crushers are crushing gravel in the Whitelaw and Bear Canyon Pits. The Bear Canyon crusher should be moving over to the Worsley pit shortly.
- The non-potable water at the Worsley Water Treatment Plant is currently not working again. The pump is seized due to poor water quality and lack of use.

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by...to receive the information of the Public Works Manager's Report, as presented.

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

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	March 14, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Council Information
File:	11-02-02

DESCRIPTION:

Council is presented with correspondence, for information.

BACKGROUND / PROPOSAL:

ATTACHMENTS:

- Bill C-21 – Minister Tyler Shandro
- Closure of medication dispensing service at the Worsley Community Health Centre – Update March 1, 2023
- 2022 Unpaid Tax Survey Member Summary
- Notification of Construction Operation - Hwy 64 & Hwy 726

RECOMMENDED ACTION:

RESOLUTION by.... that Council receives for information the Council Information presented at the March 14, 2023, Regular Council Meeting.

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

Office of the Minister
MLA, Calgary-Acadia

AR54633

MAR 02 2023

Amber Bean
info@clearhillscounty.ab.ca

Dear Reeve Bean:

Thank you for your correspondence to the Honourable Danielle Smith, Premier of Alberta, regarding Bill C-21. Premier Smith has forwarded your correspondence to me, and as the Minister of Justice, I appreciate the opportunity to provide the following information.

On September 1, 2021, Teri Bryant was appointed as the chief firearms officer (CFO) for Alberta to better represent the interests of law-abiding hunters, sport shooters, and collectors in Alberta. As the CFO, Ms. Bryant advocates for evidence-based policy changes to the federal *Firearms Act* to ensure the application of legislation and regulations are primarily focused on safety and reducing violent crime.

As Minister of Justice I have taken the following steps to further address the overreach by the federal government.

- I have responded to the Honourable Minister Mendicino, federal Minister of Public Safety, by telling him that Alberta will not assist the federal government in any effort to strip away the lawfully obtained personal property of our citizens.
- Alberta has succeeded in its efforts to achieve intervener status in six ongoing judicial review applications, which challenge the federal firearms prohibitions. By intervening, Alberta will be able to participate in the legal proceedings and contribute to arguments based on the specific challenges the federal legislation has created for Alberta's law-abiding firearm community.
- Alberta is exercising our existing authorities to identify the federal confiscation program as an activity that is not appropriate for Royal Canadian Mounted Police (RCMP) enforcement. As such, I have written a letter to the commanding officer of the RCMP in Alberta to advise that, pursuant to the Provincial Police Service Agreement (PPSA), the confiscation program is not an objective, priority, or goal of the province or the provincial police service (Article 6.0). Despite these actions, the federal government may still direct the RCMP to serve as confiscation agents. If this occurs, Alberta will invoke Article 23.0 of the PPSA, which outlines a dispute mechanism to address a direction or intention that contravenes the PPSA.

Further to our current efforts, Alberta has introduced and passed the [Alberta Sovereignty within a United Canada Act](#). This act will defend Alberta's interests by giving us a legal framework to push back on federal laws or policies that negatively impact the province. It will be used to address federal legislation and policies that are unconstitutional, violate Albertans' charter rights or that affect or interfere with our provincial constitutional rights. This legislative framework and democratic approach will allow for defending the federal-provincial division of powers while respecting Canada's Constitution and the courts.

Alberta has taken additional steps as of January 1, 2023, by taking back constitutional jurisdiction to use Alberta's Crown prosecutors to handle federal criminal law charges, particularly those regarding possession of firearms when a licenced individual is:

- accused of lawfully obtaining the firearm or prohibited device prior to May 1, 2020;
- the firearm device was reclassified as prohibited on May 1, 2020; and
- the accused has not been charged with any other offences related to the possession or use of that firearm.

Alberta will ensure public safety is taken into consideration by Crown prosecutors when assessing whether charges against otherwise law-abiding citizens are appropriate.

Premier Smith has also commented on the possibility that Alberta will draft its own Firearms Act, to help regulate property and civil rights of firearms owners within Alberta. We will continue to challenge the amendments to Bill C-21, when proposed by the federal government, as long as they continue to overstep our jurisdictional authority.

On February 3, 2023, the federal government opted to withdraw amendments to Bill C-21 that would ban hundreds of thousands of shotguns and rifles. This statement was clarified by Minister Mendicino as merely a pause in their campaign to ban shotguns and rifles commonly used by hunters, farmers, sport shooters and Indigenous Peoples in Canada. Minister Mendicino is still intent on continuing to pursue avenues to ban widely owned shotguns and rifles.

Alberta is leading the charge in responding to the federal government's efforts to criminalize law-abiding firearms owners, as it has become increasingly clear that further action will need to be taken to respond to the federal government's hostility towards hunters, farmers, sport shooters, and Indigenous Peoples.

Your suggestions for Alberta lobbying for the use of firearms for the purpose of hunting and predation control, as well as the consideration of heirloom status are important to Alberta, and I appreciate your input as we continue in our fight against the vast overreach of Bill C-21. We will pass your suggestions on, as it is essential that Alberta maintain our jurisdictional rights to manage property and civil rights.

You and your constituents can continue to stand up for responsible gun owners in Alberta and Canada by contacting your Member of Parliament, and raising your valid concerns regarding Bill C-21. By doing this you can educate them on the fundamental flaws that exist in the approach taken by the current federal government and have the direct opportunity to influence policy.

Once again, thank-you for your interest in this important topic and for contacting Alberta's government to express your concerns.

Sincerely,

A handwritten signature in black ink, appearing to be 'T. Shandro', written over a horizontal line.

Honourable Tyler Shandro, KC
Minister

cc: Honourable Danielle Smith, Premier of Alberta



Healthy Albertans.
Healthy Communities.
Together.



Date: March 1, 2023

To: Worsley and Area Community Stakeholders

From: Monique Janes, Director, North Zone Population and Public Health

RE: Closure of medication dispensing service at the Worsley Community Health Centre

Following up on the news we shared with you recently regarding the closure of medication dispensing service at Worsley Community Health Centre, we would like to provide some additional information.

We would like to apologize for providing incorrect information on the regulatory body for Nurse Practitioners in Alberta. Nurse Practitioners fall under the regulatory guidelines of the [College of Registered Nurses of Alberta](#), not the Nurse Practitioners Association of Alberta. Again, we apologize for providing incorrect information in our last correspondence.

As you are aware, Alberta Health Services (AHS) is currently updating our processes regarding the dispensing or filling of prescriptions at the Worsley Community Health Centre to align with regulatory guidelines set by the [College of Registered Nurses of Alberta \(CRNA\)](#) and the [Alberta College of Pharmacy](#).

We understand there was an historical practice of dispensing prescribed medication at the Worsley Community Health Centre and that this will be a significant change for the community.

This change in practice was made with patient safety in mind and to ensure healthcare teams are working within the scope of their roles as set out by their regulatory bodies which fall under the Government of Alberta's [Health Profession Act](#).

Upon review of the medication dispensing service at Worsley Community Health Centre by both CRNA and the Alberta College of Pharmacy, it is clear this service is out of scope for both the Nurse Practitioner and associated pharmacy and that it cannot continue.

More information on the scope of practice and prescribing standards for Nurse Practitioners can be found here:

- [Scope of Practice for Nurse Practitioners](#)
- [Prescribing Standards for Nurse Practitioners](#)
- [Medication Management Standards](#)

... 1/2

More information on the mandatory standards of practice for Alberta pharmacies can be found here:

- [Alberta College of Pharmacy Standards of Practice](#)

We acknowledge that this required change will impact some residents, and we apologize for any confusion or inconvenience this has caused for the community.

The onsite Nurse Practitioner at Worsley Community Health Centre will continue to prescribe medications to patients as required, as that falls within the scope of practice; however, patients are unable to have their prescriptions filled or dispensed at the health centre.

The Nurse Practitioner will be able to provide small amounts of medications in urgent circumstances, but patients will need to visit a registered pharmacy to have their full prescription filled or dispensed.

Over the counter medications will also not be available for purchase at the Worsley Community Health Centre.

We are unaware of any current mobile pharmacy services or delivery services available from nearby pharmacies to the Worsley area. Providing a delivery service to Worsley, or establishing a satellite pharmacy in Worsley, would be entirely up to the private community pharmacies in the local geographic area.

For example, Rainbow Lake, a remote community west of High Level, works with private pharmacies in High Level to provide prescription delivery service for its residents twice a week.

Patient safety is one of our utmost priorities. While we understand the removal of this historical service will have an impact for residents of Worsley, we have a duty to ensure the services being provided fall within the regulated scopes of practice for both the Nurse Practitioner and the local pharmacy.

Thank you and please feel free to contact me if you have any further questions.

Monique Janes
Director, North Zone Population and Public Health
780-791-6228
monique.janes@ahs.ca

UNPAID OIL & GAS TAX SURVEY

Member Briefing

In early 2023, the RMA requested that all members complete a survey providing an update on their unpaid oil and gas tax burden as of December 31, 2022. The survey builds on previous member input on this issue from 2022, 2021, 2020, and 2019.

This briefing provides an overview of survey results, and what these trends mean for rural municipalities using the most up to date data provided by all RMA members. The data collected is accurate as of December 31, 2022.

Survey Response Rate

All of the RMA's 69 member municipalities responded to the survey. This **100% response rate** speaks to the importance of this issue across the province and the accuracy of the final data collected.

Survey Results

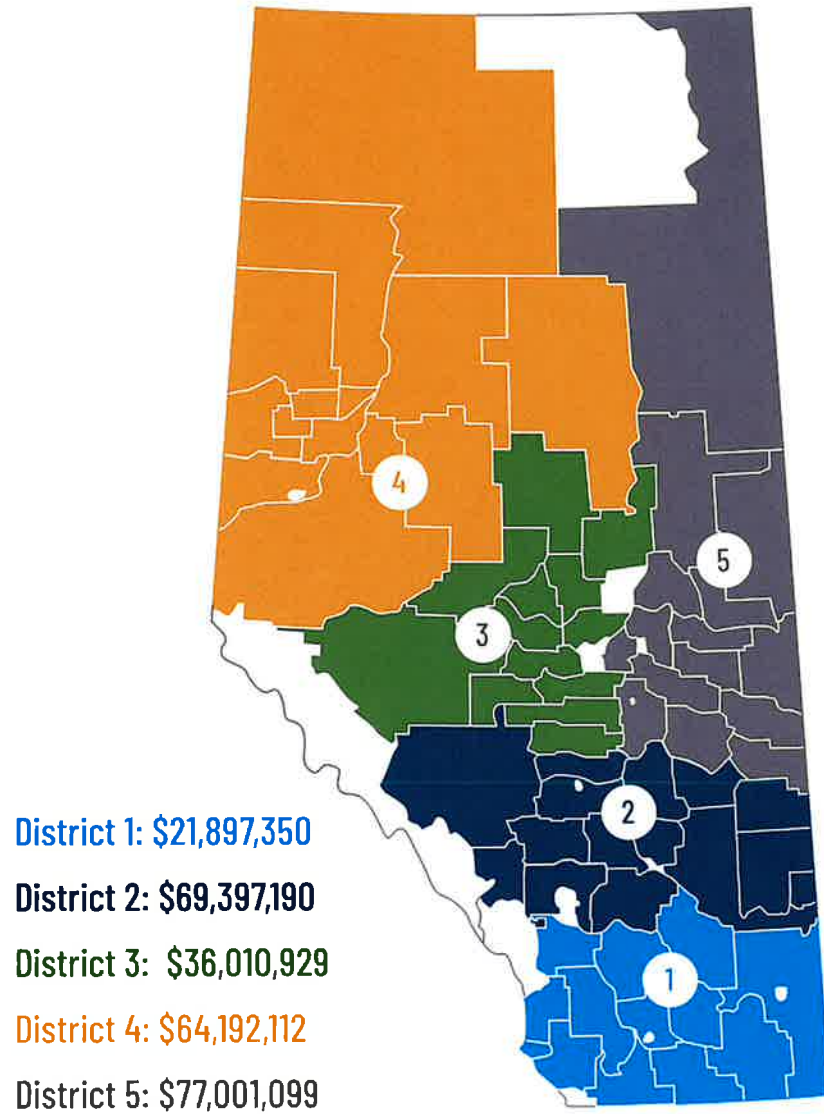
- ♦ Rural municipalities are currently facing an overall unpaid oil and gas property tax burden of **\$268.5 million**.
- ♦ This represents a **6.1% increase** from the overall amount in the RMA's 2022 member survey, a **9.6% increase** from the RMA's 2021 member survey, a **55.2% increase** from the RMA's 2020 member survey, and a **231.5% increase** from the RMA's 2019 member survey.
- ♦ The average RMA member is facing an unpaid tax burden of **\$3,891,285** from the oil and gas industry.
- ♦ Seven municipalities have unpaid tax burdens **above \$10 million** from the oil and gas industry.
- ♦ Two municipalities have no unpaid tax burden from the oil and gas industry, and an additional seven municipalities have an unpaid tax burden **below \$100,000**.
- ♦ Municipalities have written off nearly **\$132 million in unpaid taxes** since 2015. This means that municipalities consider these taxes uncollectible, and they will never recover this lost revenue.
- ♦ Still-operating companies are responsible for **41% of unpaid taxes** from the oil and gas industry.
- ♦ RMA members have tax repayment agreements in place with industry for an **additional \$45 million in unpaid taxes**. This amount is **not** reflected in the \$268.5 million overall unpaid property tax burden.

Key Analysis

- ♦ The problem is **getting worse**: 2022 saw the highest single year rate of current unpaid taxes.
- ♦ The problem is **province-wide**: Every RMA district is facing at least \$21 million in unpaid taxes.
- ♦ The problem is **driven by choice, not desperation**: As the oil and gas industry booms and new well drilling rates skyrocket, some companies continue to ignore their tax responsibilities and government continues to ignore enforcement options.
- ♦ The problem is **solvable**: 41% of unpaid taxes are owed by companies that continue to operate and simply choose not to pay taxes. Government could take action to compel these companies to pay taxes but has chosen not to do so.

Unpaid Oil and Gas Property Taxes by District

Unlike some issues, which only impact municipalities in some regions of the province, the issue of unpaid taxes from the oil and gas industry is truly provincewide, as shown below:

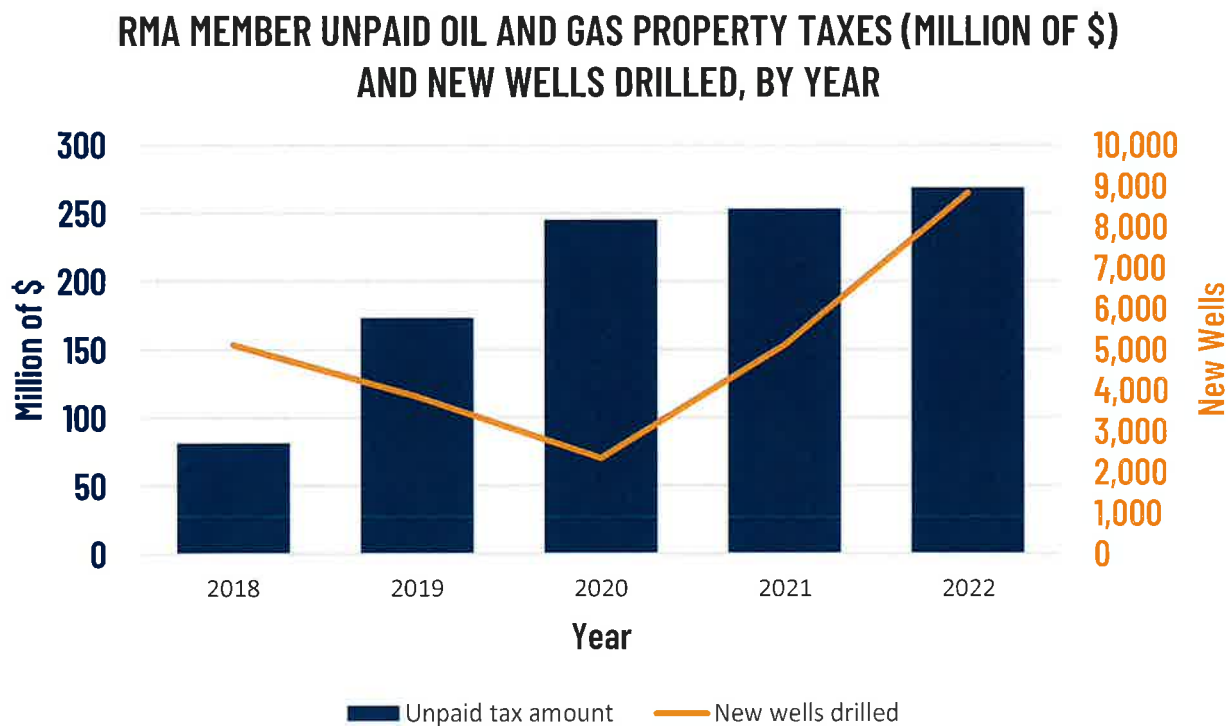


Unpaid Oil and Gas Property Taxes by the Numbers

While the overall amount of \$268.5 million in outstanding oil and gas property taxes is alarming on its own, digging into the survey data is even more compelling. The data below tells some other important stories about this ongoing crisis for rural municipalities and the lack of effort on the part of industry and the Government of Alberta to address it.

As the industry continues to experience a boom period, the tax payment problem is ignored

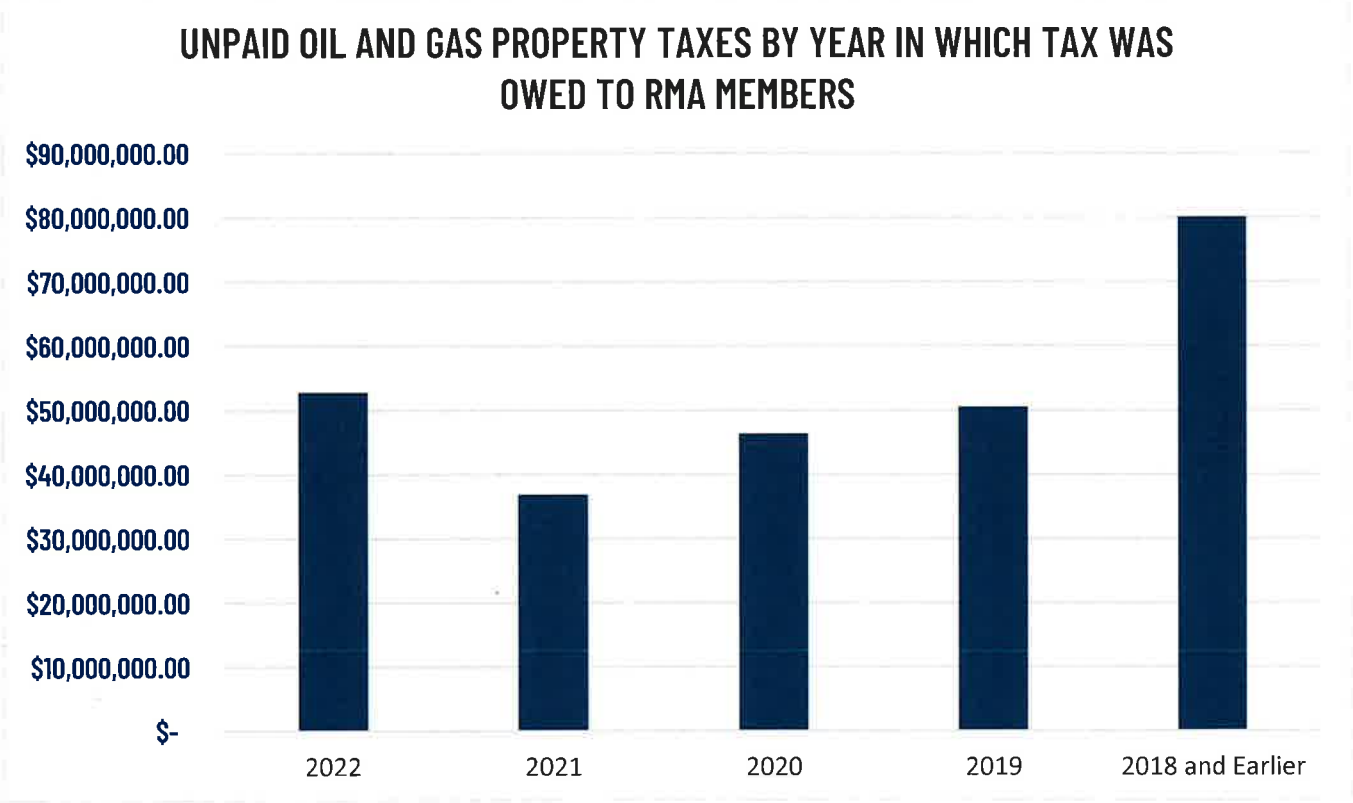
While the increase in unpaid taxes from 2021 to 2022 and again from 2022 to 2023 was more modest than growth in previous years, comparing that to broader growth in the industry tells a different story, as the chart below shows:



From 2018 to 2020, the rate of unpaid taxes tended to grow at an inverse rate to the number of new wells drilled in the province; as unpaid taxes increased, new wells decreased. This suggested that perhaps the unpaid tax issue was linked to the industry's general struggles. However, this connection has disappeared. Even as new well drills increased by 277.8% from 2020 to 2022, unpaid taxes continue to increase. **Clearly industry and government are prioritizing continued industry growth without the matching accountability.**

The oil and gas industry continues to pile new mountains of unpaid taxes onto the backs of rural municipalities

Industry and government have argued that, while the issue of unpaid taxes is concerning, most of the tax debts are several years old and the actions taken by the province have solved the issue moving forward. The RMA’s member survey data shows a very different reality, one in which **oil and gas companies continue to ignore their obligations**. The chart below shows the current unpaid tax amounts incurred by municipalities each year:

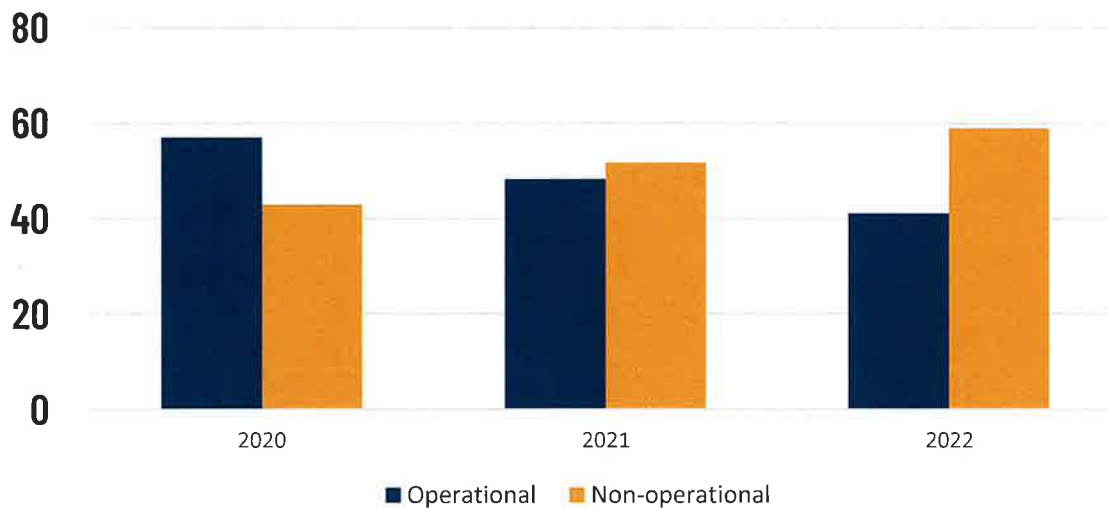


Despite the industry’s economic success in 2022, the Government of Alberta’s introduction of the special lien, and the ability of the AER to consider unpaid taxes in its risk assessments, unpaid tax numbers continue to rise, suggesting that this is an active issue and not only linked to legacy or written-off taxes from several years ago. Some companies continue to operate while they are either unwilling or unable to pay taxes.

As new unpaid taxes are being incurred at a higher rate, the portion of taxes owed by non-operational companies is also gradually increasing

The RMA's survey asked members to indicate the portion of unpaid taxes owed by companies that continue to operate and those that are now non-operational, usually due to insolvency. These results also show an interesting trend:

PORTION OF UNPAID TAXES OWED BY OPERATIONAL AND NON-OPERATIONAL COMPANIES, 2020 to 2022 TAX YEARS



The table above shows the portion of unpaid taxes owed by companies that are currently operational and non-operational. The number of non-operational companies that owe property taxes continues to rise. Due to recent legal decisions, and in particular the *Redwater* decision, municipalities face major challenges recovering taxes owed from non-operational companies. **While non-operational does not mean taxes are unrecoverable, it does reduce the range of tools available and likelihood of success.** It is imperative that the government act quickly in better enforcing tax payments from operational companies while these companies still have the means to address their growing unpaid property tax debt.

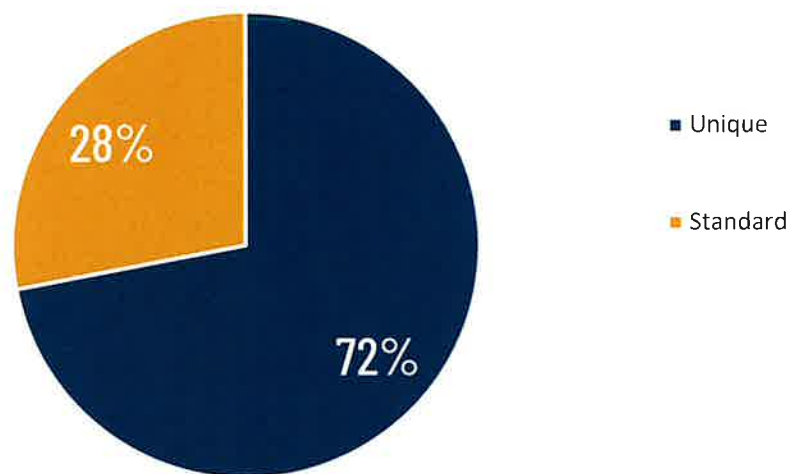
Have Repayment Agreements Been Effective?

In December 2022, Municipal Affairs expressed interest to the RMA in learning more about tax repayment agreements in place between oil and gas companies and municipalities, including how they are implemented, enforced, and their effectiveness in actually collecting on tax arrears. To address these questions, the RMA distributed a second survey with the assistance of the Alberta Rural Municipal Administrators Association (ARMAA) to gather more detailed information on how agreements were structured and to what extent they helped recover unpaid oil and gas taxes. RMA also asked a general question about repayment agreements in the main member survey.

The member survey results indicated that 16 municipalities have agreements in place and 53 do not. It was made clear in the survey that the agreements do not ensure repayment once in place as there are limited enforcement mechanisms available.

Further, the number of agreements in place is quite low considering the amount of taxes outstanding; this suggests that most companies that are not paying taxes either avoid payment willingly and are not interested in negotiating an agreement, or they are in such a poor financial situation that a payment agreement would not be adhered to. In other words, there are only a small number of companies that want to pay taxes but are unable to do so within legislated deadlines. In these few cases, repayment agreements can be a potential option, but their wider use will continue to be limited. In the survey specific to payment agreements, it was demonstrated that many municipalities are willing to develop agreements with unique terms to better accommodate companies facing financial challenges, as the chart below shows:

TYPE OF REPAYMENT AGREEMENTS AMONG RESPONDENTS INDICATED THEY HAVE AN ACTIVE AGREEMENT IN PLACE



Although payment agreements can be useful for both parties, without meaningful consequences to enforce payment of taxes more broadly, they are likely to never be a widely effective tool. Payment agreements are not the solution to this issue and therefore should not be looked at as an expected option for companies unwilling to pay taxes by the deadline unless a stronger enforcement backstop is implemented.

Cumulative Effects of Unpaid Taxes on Municipal Revenue



While the survey results are alarming in isolation, they become even more concerning when considered in combination with other recent provincial policy changes that have weakened the ability of municipalities to levy and collect property taxes from the oil and gas industry.

The RMA sees industry and municipalities as partners in driving economic development, and without access to a fair and consistent revenue source, rural municipalities will, quite simply, be unable to continue to build and maintain the infrastructure that the industry relies on. Some examples of other policy decisions include the following:

Well-Drilling Equipment Tax

Following the 2020 assessment model review, the Government of Alberta implemented several measures intended to provide relief to industry as an alternative to implementing massive changes to the assessment model that would seriously harm municipal viability. Among these measures was the elimination of the Well-Drilling Equipment Tax (WDET). The WDET was intended to provide support to rural municipalities to offset sudden costs associated with new drilling and the increased use of municipal infrastructure by drilling rigs and other industrial equipment. Eliminating it was intended to stimulate new drilling activity during a time of low commodity prices.

In 2019, rural municipalities collected approximately \$23 million in WDET revenue. In 2020, this was suddenly no longer available. As commodity prices and drilling have increased dramatically since 2020, rural municipal infrastructure is being impacted like never before and municipalities have no revenue source available to offset new costs.

Tax Holiday on New Oil Wells

At the same time that it eliminated the WDET, the Government of Alberta implemented a three-year property tax holiday for newly drilled oil wells. This holiday exempts new wells and pipelines from taxation until the 2025 tax year. Although this holiday was introduced to help mitigate the effects of 2020's economic downturn on the

oil and gas industry and promote growth, it is no longer necessary as the industry is in a boom phase with record profits and high levels of new drilling.

There has been no indication that this holiday will be eliminated after 2024, despite the Government of Alberta's knowledge of delinquent companies and high commodity prices.

Centralization of Industrial Property Assessment

Over the past several years, the Government of Alberta has gradually transitioned responsibility for assessing designated industrial properties (pipelines, wells, etc.) from individual municipalities to the provincial assessor's office. While this transition was intended to improve the consistency of assessment across the province, the process has taken much longer than expected and the Government of Alberta has been challenged in building the expertise, capacity, and processes needed to properly assess the massive amount of designated industrial properties spread across rural Alberta.

This lack of capacity has resulted in a lower quality of assessment in municipalities that have been centralized (some municipalities have not yet been transitioned to the centralized model and still conduct assessment using municipal or contracted staff). For example, centralized assessors are highly reliant on industry self-reporting, and due to work constraints for provincial staff, access a much lower portion of properties to visually confirm or audit self-reporting. While quantifying the exact impacts of centralization is extremely difficult as the technical assessment data is not publicly available, there is no doubt that in many cases, centralization has resulted in a reduction in the assessed value of properties due to self-reporting and an increasing reliance on standardized rather than site-specific assessments. In other words, while municipal assessors historically inspect a large portion of individual properties, the proportion inspected under a centralized system is much less, leading to lower assessments, lower taxes paid by industrial property owners, and lost tax revenue for municipalities.

Seeking Solutions

The survey results indicate that unpaid taxes owed by the oil and gas industry to municipalities continue to rise, even as oil prices recently reached historic highs, new well drills increase significantly, and the province's overall economic outlook improves each day. This survey has the most up-to-date data from all 69 member municipalities, which is an indication of the importance of this issue to rural Alberta. At this point, the Government of Alberta is out of excuses as to why it cannot hold industry accountable to meet the same property tax payment expectations **as every other residential and commercial taxpayer in the province.**

Rural municipalities are critical to supporting the oil and gas industry. They provide the infrastructure needed to dig new wells, build pipelines, and maintain existing assets. Increased industry activity intensifies strain on municipal infrastructure, requiring new roads and bridges to provide access to development opportunities. Despite this, each rural municipality faces an average of close to \$4 million in outstanding taxes from the oil and gas industry, **which is being subsidized by other taxpayers in the municipality in the form of increased tax rates or reduced service levels.**

While the Government of Alberta has previously assumed that oil and gas companies did not pay property taxes because they lacked the ability to do so, what the economic recovery has shown is that the issue is less a lack of ability and more a lack of interest. While most oil and gas companies are excellent corporate citizens that operate accountably, those that continue to ignore their property tax obligations either don't care about meeting their obligations or are so poorly regulated that they continue to struggle even in the current economic environment.

In the recent budget, the province generated a significant surplus due to royalties and other revenue largely linked to the oil and gas industry. Despite this, the province continues to download more responsibilities onto municipalities and refuses to take meaningful action towards the recovery of the \$268 million of taxes owed to municipalities. **Rural municipalities continue to get the "short end of the stick," while both the province and industry grow their wealth.** The Government of Alberta has shown a willingness to use public royalty funds to subsidize industry responsibilities (as R-Star demonstrates). It is highly concerning that the government refuses to require industry to operate accountably and in the public interest but is happy to use public funds to "incentivize" them to meet their legislative requirements.

The AER's mandate is to regulate the safe and responsible development of the oil and gas industry. Despite this, **the AER has ignored the impact of unpaid taxes on municipalities and the broader public interest.** Further, as the industry and province have emphasized the adoption of environmental, social, and governance (ESG) principles into their mandates and actions, they continue to ignore actions by industry that contradict good social and governance principles. The AER has the power and tools to solve this issue and uphold the public interest, but have continually refused to act.

Unpaid surface leases are also an ongoing issue. The current process for addressing surface lease disputes through the Land and Property Rights Tribunal (LPRT) is unfair to rural landowners who do not possess the same resources and means as the companies who desire the leases, which has allowed some companies to ignore private landowners. Landowners often do not have access to legal teams or are unfamiliar with the process set out by the LPRT. Although surface rights and leases are not part of the municipal scope, the impact on individual landowners contributes to the overall issue created by oil and gas companies. The RMA does not have the ability to gather data about the extent of unpaid surface leases but has heard from members and other stakeholders that it is also a widespread issue.

The RMA will continue advocating to the Government of Alberta to direct the AER to implement solutions to this issue, including the following:

- ♦ Rather than relying on industry to self-report on property tax payment, develop a mechanism to allow municipalities to regularly submit property tax payment information to the AER, and to easily share concerns related to companies not paying taxes.
- ♦ Update Directive 067 to specifically include full payment of all municipal taxes owed by a company as a requirement of any licence approval or transfer.
- ♦ Do not allow the transfer of ownership of a specific asset if there are any outstanding taxes attached to the asset.
- ♦ Update Directive 088 to specifically identify non-payment of municipal taxes as a factor in determining a company's licensee capability assessment (LCA).
- ♦ Create a provincial fund to fully compensate municipalities for unpaid oil and gas taxes from recent years that are now uncollectable due to company assets having already been liquidated.
- ♦ Require the AER to report on its collection and use of unpaid tax information on an annual basis.

Make Unpaid Oil and Gas Taxes a Local Election Issue

As the provincial election approaches, there are many opportunities to elevate this issue. Members are encouraged to use the data that they have gathered for the purpose of completing this survey to inform their local MLAs of the seriousness of the issue.

As the RMA and its members have learned through our collective efforts during the assessment model review process in 2020, local advocacy works, and in many cases, MLAs may not be aware of an issue that is mainly being addressed at the provincial level until they learn of it from their constituent municipalities. With the upcoming election, this is an excellent opportunity for members to advocate directly with candidates and ensure that they are aware of the issue at hand.

Although the RMA is not providing members with any templates or specific guides on local advocacy on this issue, several documents have been developed which specifically reference the issue of unpaid oil and gas taxes in rural municipalities.

Below is a condensed summary of the issue that may be helpful for local advocacy approaches.

What is the issue?

According to a 2023 RMA member survey, rural municipalities were owed \$268 million in unpaid property taxes from the oil and gas industry as of the end of 2022. Unlike residential and commercial properties, where both unpaid tax enforcement and recovery mechanisms are straightforward and municipal authority is clear, loopholes in provincial legislation related to taxation of the oil and gas industry and related properties mean that municipalities have struggled to determine if and how they can recover taxes. Various legal cases in recent years have increased this challenge. This complexity allows some oil and gas companies to simply choose not to pay their property taxes and face no consequences. It is important to note that most companies are good corporate citizens and pay taxes reliably, but the small number that do not are causing major challenges for rural municipalities.

Why is this important to Albertans?

Albertans rely on their local municipality to provide many of the services they use daily. When one taxpayer does not pay their share, municipalities are left in the position to either reduce service levels or increase taxes on other sectors. By allowing oil and gas companies to operate while not paying their property taxes, the burden of funding these services is shifted to other taxpayers. To this point, the Government of Alberta has taken some steps to address the issue, but none have been successful as non-payment continues in rural municipalities across Alberta.

What can you do to support rural Alberta on this issue?

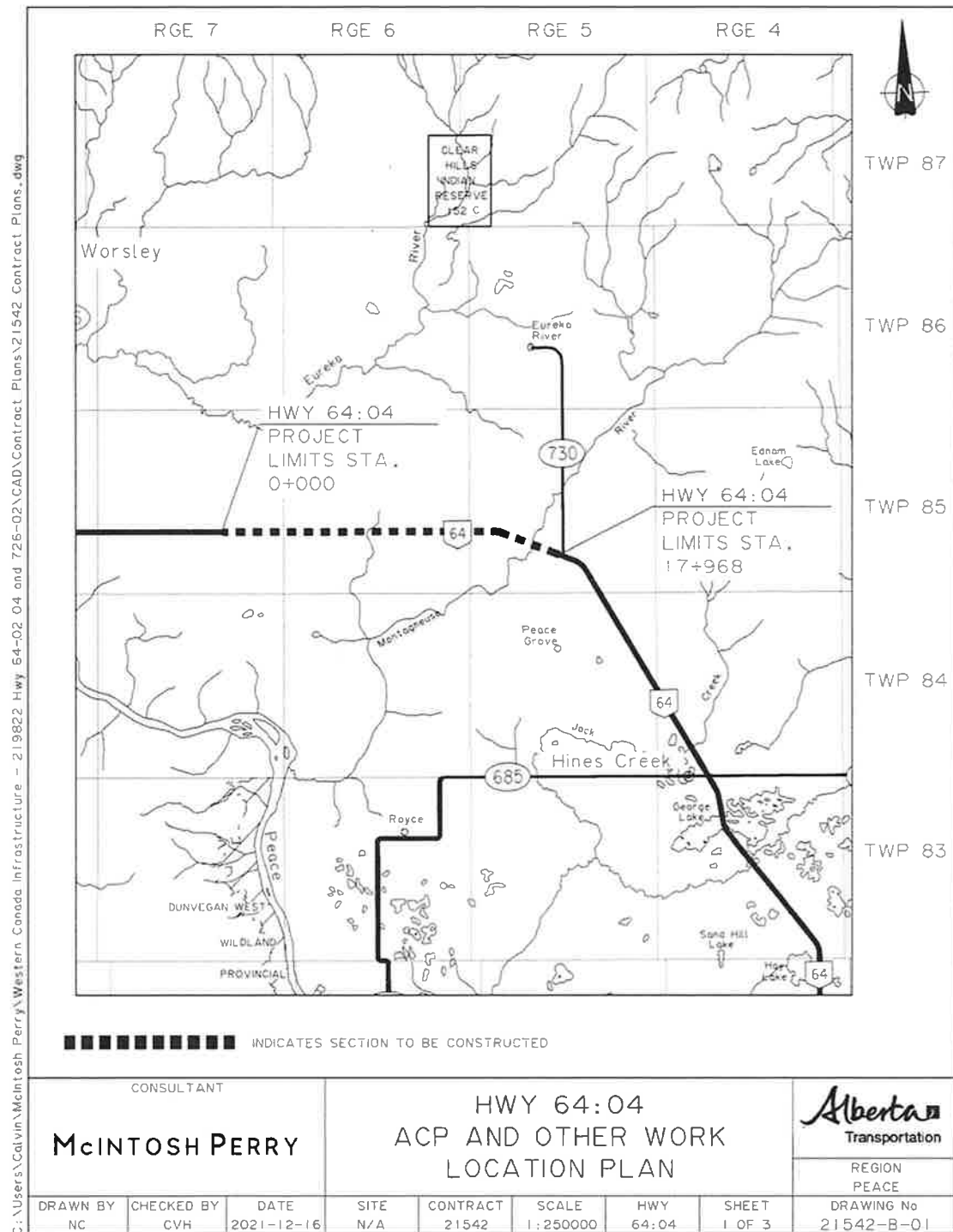
We recommend reaching out to your local rural municipalities to learn from them directly what impact unpaid taxes from the oil and gas sector have had on their operations and sustainability. The lack of tools to secure payment is also a legislative issue. If elected, you'll be able to advocate for reform, and we ask you consider enabling legislation to ensure municipalities can recover unpaid taxes from all ratepayers.

Key Messages

Members are encouraged to reference the RMA's [Municipal Taxation and Assessment Position Statements](#) for messaging on this issue. In addition to this and the RMA's press release, consider customizing some of the messages below:

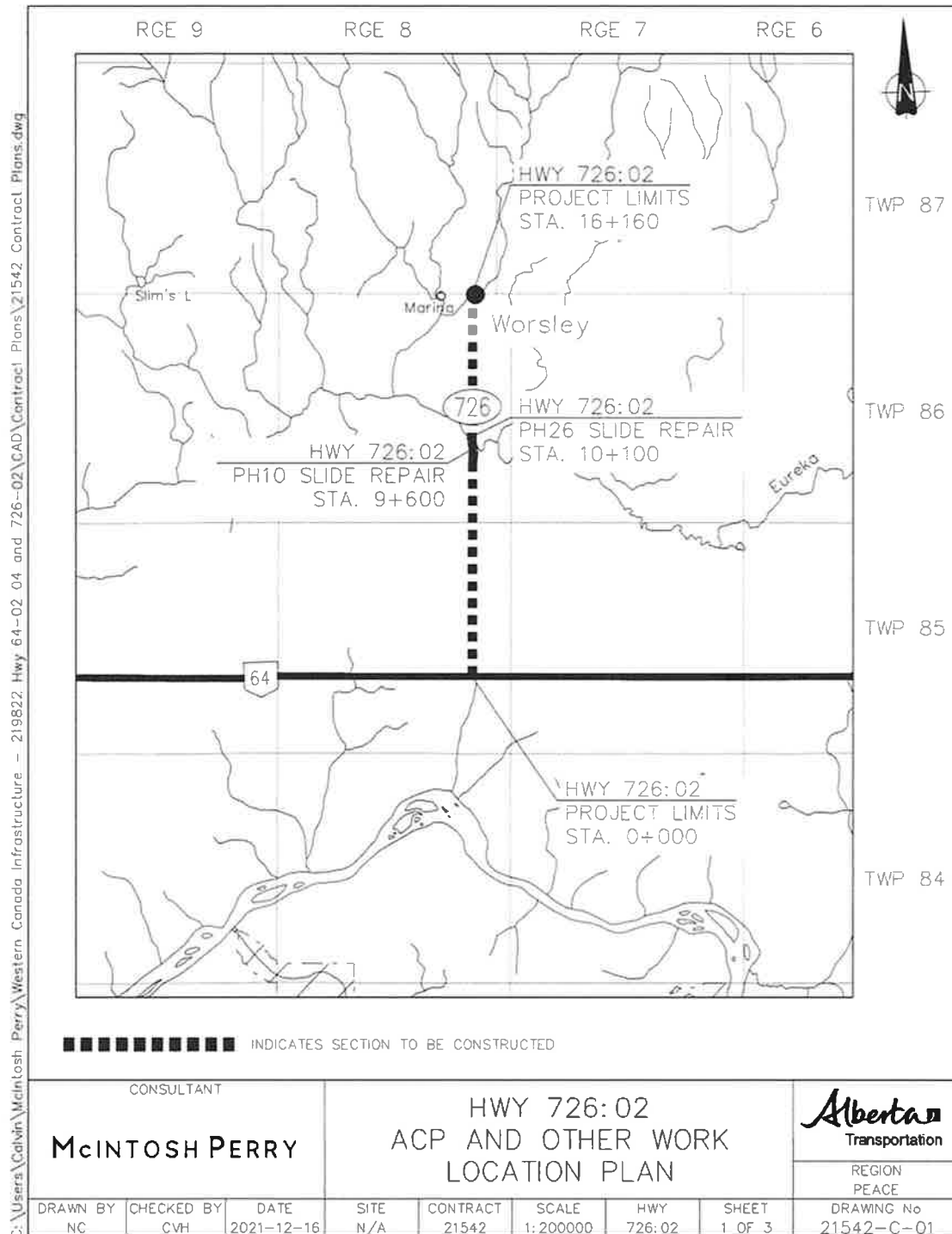
- ♦ Municipalities across the province rely on property taxes to fund the services and infrastructure that the oil and gas industry utilizes daily. Our municipality manages _____ kilometres of roads and _____ bridges. Without consistent payment of property taxes, we may have no choice but to reduce service levels or close some roads and bridges.
- ♦ Municipalities have no choice but to recover every dollar not paid in property taxes by the oil and gas industry from other property taxpayers in the form of increased tax rates or reduced service levels. In our municipality, we would be forced to raise the residential property tax by _____ and the non-residential property tax rate by _____ to recover lost oil and gas tax revenues without reducing service levels.
- ♦ Municipalities are required to collect education property taxes, which they then forward to the Government of Alberta to contribute to Alberta's education system. Municipalities must forward a set amount based on property assessment regardless of whether they are able to actually collect taxes. Our municipality has forwarded \$_____ in education property taxes to the province that we were unable to collect from oil and gas companies in 2022 [or any year range for which data is available].
- ♦ In cases when oil and gas companies approach us to inform us of their challenges in paying property taxes, we are often willing to work with them on flexible payment agreements. We currently have payment agreements with _____ companies. [OPTIONAL – describe terms of agreements].
- ♦ Our municipality recognizes the challenges facing the oil and gas industry and has a long history of partnering with companies operating in the area to grow the rural economy. We are willing to work with struggling companies on solutions but cannot move forward constructively when some oil and gas companies are willing to shift their tax commitments to other property owners.

PLANS, DRAWINGS AND PERMITS

6.9 CONTRACT PLANS – HWY 64:04

PLANS, DRAWINGS AND PERMITS

6.10 CONTRACT PLANS – HWY 726:02



PROJECT AND LOCATION DESCRIPTION
CONTRACT#:

CON21542

- Highway number, control section, length, bridge file(s) Hwy 64:02 to 04, Hwy 726:02
 - Project limits (i.e use description in tender) Hwy 64:02/04 20 km W of Hwy 726 to Hwy 730 - km 37.700 to 65.942,
 km 0.000 to 17.968, Hwy 726:02 - Hwy 64-16 km N of Hwy 64 - km 0.000 to 16.160

TYPE: Construction

CMA: 4

Start date: 03/08/2023

End date:
Schedule: day only

Lane(s) ☒ both ☐ northbound ☐ southbound
☒ eastbound ☒ westbound

Visibility: ☒ good ☐ fog ☐ dust ☐ smoke

Vehicle Restrictions: Height (m)
 Width (m)
 Weight (kg)
 Speed (km/hr)

ACTIVITIES
Construction

- ☐ none
☒ paving
☒ grading
☐ chip sealing
☒ milling
☒ line painting
☐ blasting
☒ other (specify) Culvert Installation & Slide Repair

Bridges

- ☐ none
☐ bridge repair
☐ deck repair
☐ bridge paving
☐ bridge painting
☐ bridge testing/inspection
☐ bridge washing
☐ other (specify)

DETAILS

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> road closed | <input type="checkbox"/> temp traffic signals | <input checked="" type="checkbox"/> loose chips | <input checked="" type="checkbox"/> pavement drop off |
| <input type="checkbox"/> bridge closed | <input checked="" type="checkbox"/> one-lane alt traffic | <input checked="" type="checkbox"/> speed reduction | <input checked="" type="checkbox"/> narrow lane |
| <input type="checkbox"/> lane closure | <input type="checkbox"/> lane direction vsal | <input checked="" type="checkbox"/> rough road | <input checked="" type="checkbox"/> narrow shoulder |
| <input type="checkbox"/> sidewalk closed | <input type="checkbox"/> alt pedestrian xing | <input checked="" type="checkbox"/> fresh oil | <input type="checkbox"/> no wide loads |
| <input type="checkbox"/> ramp closed | <input type="checkbox"/> one-lane travel | <input checked="" type="checkbox"/> uneven pavement | <input checked="" type="checkbox"/> be prepared to stop |
| <input type="checkbox"/> use alternate route | <input checked="" type="checkbox"/> two-way traffic | <input checked="" type="checkbox"/> no centreline marking | <input type="checkbox"/> pilot vehicles |
| <input checked="" type="checkbox"/> on-site detour | <input checked="" type="checkbox"/> no passing | <input checked="" type="checkbox"/> grooved pavement | <input checked="" type="checkbox"/> flag persons |
| <input type="checkbox"/> local road detour | | | |

ACTIVITY INFORMATION (brief description for travelling motorists; delays, changes to road conditions, etc...)

Traffic control using flag personnel when equipment and workers on highway; one lane alternating traffic with no passing due to milling and paving. Speed will be reduced from 100 km/hr to 50 km/hr with speed fine double in work zone. Minimal impact to travelling public.

Expected delays: under 30 minutes

PROJECT CONTACTS

Name of firm and personnel (print below)	POSITION	OFFICE PHONE	CELL PHONE	EMAIL
TRANS Project Administrator Maxwell Shannon	Project Manager		780-617-4930	max.shannon@gov.ab.ca
Engineering Consultant McIntosh Perry - Delon Young	Project Manager	587-748-0255	780-617-4714	d.young@mcintoshperry.com
Contractor Wapiti Gravel Suppliers - Cory Klein-Gebbinck	Project Manager	780-532-1790	780-831-4607	cory.klein@wapitigravel.ca

DISTRIBUTION LIST (via email)

- | | |
|--|---|
| <ul style="list-style-type: none"> - Regional Distribution (eg TRANS-ORG DS Region) Peace - TRANS-TSB trans.constructQA@gov.ab.ca - Maintenance Contractor (name) La Prairie Works Ltd. - RCMP Traffic Services Coordinator Kimberly.Evans@rcmp-grc.gc.ca - Local RCMP (local detachment) Fairview (780) 835-4031 - Transport Office, Sheriff's Branch andrea.calder@gov.ab.ca - AB Health Services jill.thordarson@albertahealthservices.ca - CVEB, District Supervisor (name) Mitchell Stukings - Rural, Urban Municipalities (name) Fairview, MD No.136
Clear Hills County - http://municipalaffairs.gov.ab.ca/cfml/officials/Official.xls | <ul style="list-style-type: none"> - 511Alberta trans.511@gov.ab.ca - Information Management Branch trans.geodata.update@gov.ab.ca - Transport Engineering (Central Permitting)
mizanur.rahman@gov.ab.ca andrew.pillman@gov.ab.ca
kerry.vonhollen@gov.ab.ca dawn.liska@gov.ab.ca - TRANS Communications/Public Affairs wayne.wood@gov.ab.ca
anna.neale@gov.ab.ca - MLA Constituency Office (name) Todd Loewen (Fairview)
http://www.assembly.ab.ca/net/index.aspx?p=mla_home - Chamber of Commerce (name) Fairview and District Chamber of Commerce
http://www.abchamber.ca/list/ |
|--|---|

- Report completed by consultant, submitted prior to work commencing & sent ELECTRONICALLY to Project Admin / Sponsor for distribution.
- Attach copy of Location Plan & Order Fixing Maximum Speed (if applicable).

REPORT PREPARED BY:

CONSULTANT: McIntosh Perry - Delon Young
 TELEPHONE: 780-617-4714
 EMAIL: d.young@mcintoshperry.com
 DATE: March 7, 2023

ORDER FIXING MAXIMUM SPEED LIMIT

WHEREAS, by Clause (g) of Subsection (1) of Section 108 of Part 5 of the Traffic Safety Act, being Chapter T-6 of the Revised Statutes of Alberta, 2000, it is provided:

- 108 (1) In accordance with the following, a road authority may prescribe speed limits that are different from the speed limits established under section 106 or 107:**
- (g) in the case of a highway that**
 - (i) is under construction or repair, or**
 - (ii) is in a state of disrepair,**
a maximum speed limit may, with respect to that portion of the highway that is under construction or repair or in disrepair, be prescribed by
 - (iii) an engineer under the administration of or providing services on behalf of the Minister if**
 - (A) the highway is one in respect of which the Minister may set speed limits, or**
 - (B) the highway is being constructed or repaired by or on behalf of the Government,**
or
 - (iv) a person authorized by a road authority if, subject to subclause (iii)(B), the highway is one in respect of which the road authority may prescribe speed limits, by erecting signs along the highway setting out the maximum speed limit;**

NOW THEREFORE, it is ordered that there be prescribed, pursuant to Clause (g) of Subsection (1) of Section 108 of Part 5 of the Traffic Safety Act, the following maximum speed limits applicable to all vehicles (or applicable to the following class or classes of vehicles):

While travelling over (highway no. & control section)	Hwy 64:02/04, Hwy 726:02
Location between	20 km W. of Hwy 726 to Hwy 730 - km 37.700 to 65.942 - km 0.000 to 17.968
And	Hwy 64 - 16 km N of Hwy 64 - km 0.000 to 16.160
	Hwy 726:02 - km 10.100 - Hwy 726:02 - km 9.6000

20 km/hr where signs are erected and displayed indicating such speed
 30 km/hr where signs are erected and displayed indicating such speed
 40 km/hr where signs are erected and displayed indicating such speed
 50 km/hr where signs are erected and displayed indicating such speed
 60 km/hr where signs are erected and displayed indicating such speed
 70 km/hr where signs are erected and displayed indicating such speed
 80 km/hr where signs are erected and displayed indicating such speed
 100 km/hr where signs are erected and displayed indicating such speed

This order hereby designates the aforementioned highway as a highway under construction and repair and the aforementioned maximum speed limits are hereby prescribed pursuant to Clause (g) of Subsection (1) of Section 108 of Part 5 of the Traffic Safety Act.

DATED at Peace River In the Province of Alberta this 7 Day of March A.D., 20 23

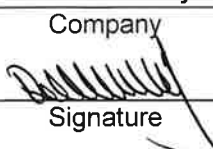
Issued by:

Delon Young, Project Manager

 Name/Title

McIntosh Perry


 Company



 Signature

Reviewed by Alberta Transportation:

Name/Title: Rommel Directo P. Eng.
Construction Manager



 Signature

Clear Hills County

Request For Decision (RFD)

Regular Council Meeting	
Meeting Date:	March 14, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Calendars
File:	11-02-02

DESCRIPTION:

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

UPCOMING CONFERENCES:

Conference	Date	Location	Attendance
RMA Spring 2023	March 14-16	Edmonton Convention Centre	Bean, Janzen, Ruecker, Hansen, Walmsley
Women in the North Conference	April 5, 2023	Fairview	Walmsley, Bean
Community Planning Association of Alberta Conference (CPAA)	May 1-3, 2023		Bean
FCM Conference 2023	May 25-28	Toronto	Hansen, Walmsley

ATTACHMENTS:

- Calendar of upcoming meetings and conferences

RECOMMENDED ACTION:

RESOLUTION by to accept for information March, April and May 2023 calendar updates of Councillor Committee meetings, that assist Administration with record keeping and Council with reminders of upcoming meetings.

Initials show support - Reviewed by:	Manager:	CAO:	
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MARCH 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	1 NPHF-DW	2	3 PREDA-AB	4 Farmers Appreciation Event
5	6 NTAB-DW	7	8	9 PVCRT- DW,AG	10	11
12	13 ASB-DJ,JR NPRL-JR	14 Council	15	16 P&P-ALL	17 St. Patrick's Day	18
19	20 RMA Convention	21	22	23	24	25
26	27 NPRL-JR	28 Council	29	30	31	1

APRIL 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
	LUB-ALL	P&P-ALL	Woman of the North Conference- DW,AB		Good Friday	
9	10	11	12	13	14	15
Easter Sunday	Easter Monday	Council		MMSA-AB		Trade Show
16	17	18	19	20	21	22
		ASB-DJ,JR				PLS-AB
23	24	25	26	27	28	29
		Council				
30	1	2	3	4	5	6

MAY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1 CPAA Conference-AB	2	3	4	5	6
7	8	9 Council	10	11 Water North Coalition (WNC)-DW	12	13
14	15 RMA VISIT-ALL	16 ASB-DJ, JR	17	18	19	20
21	22 Victoria Day	23 Council	24	25	26	27
28	29 FCM Conference-DW, SH	30	31	1	2	3

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)
NTAB	Northern Transportation Advocacy Bureau
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
PVCRT	Peace Valley Conservation, Recreation and Tourism Society