

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL MEETING
THURSDAY, MARCH 16, 2023**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Thursday, March 16, 2023, commencing at 9:30 a.m. in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

1. CALL TO ORDER

2. AGENDA

3. NEW BUSINESS

a. COUNCIL

1. Cleardale Fire Garage.....2
2. Road Construction Policy 3201 39
3. Wolf Incentive Policy 630745
4. Promotional Clothing.....56
5. Economic Development57
6. Procedural Bylaw 79

4. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	March 16, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Cleardale Fire Garage
File:	11-02-03

DESCRIPTION:

Council requested further discussion regarding the potential Cleardale Fire Garage.

BUDGET:

\$200,000.00 Multi Year Capital Plan

ATTACHMENTS:

Fire Department Callout Statistics
Cleardale Fire Garage Background

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Fire Department Callout Statistics

2018 to December 31, 2022

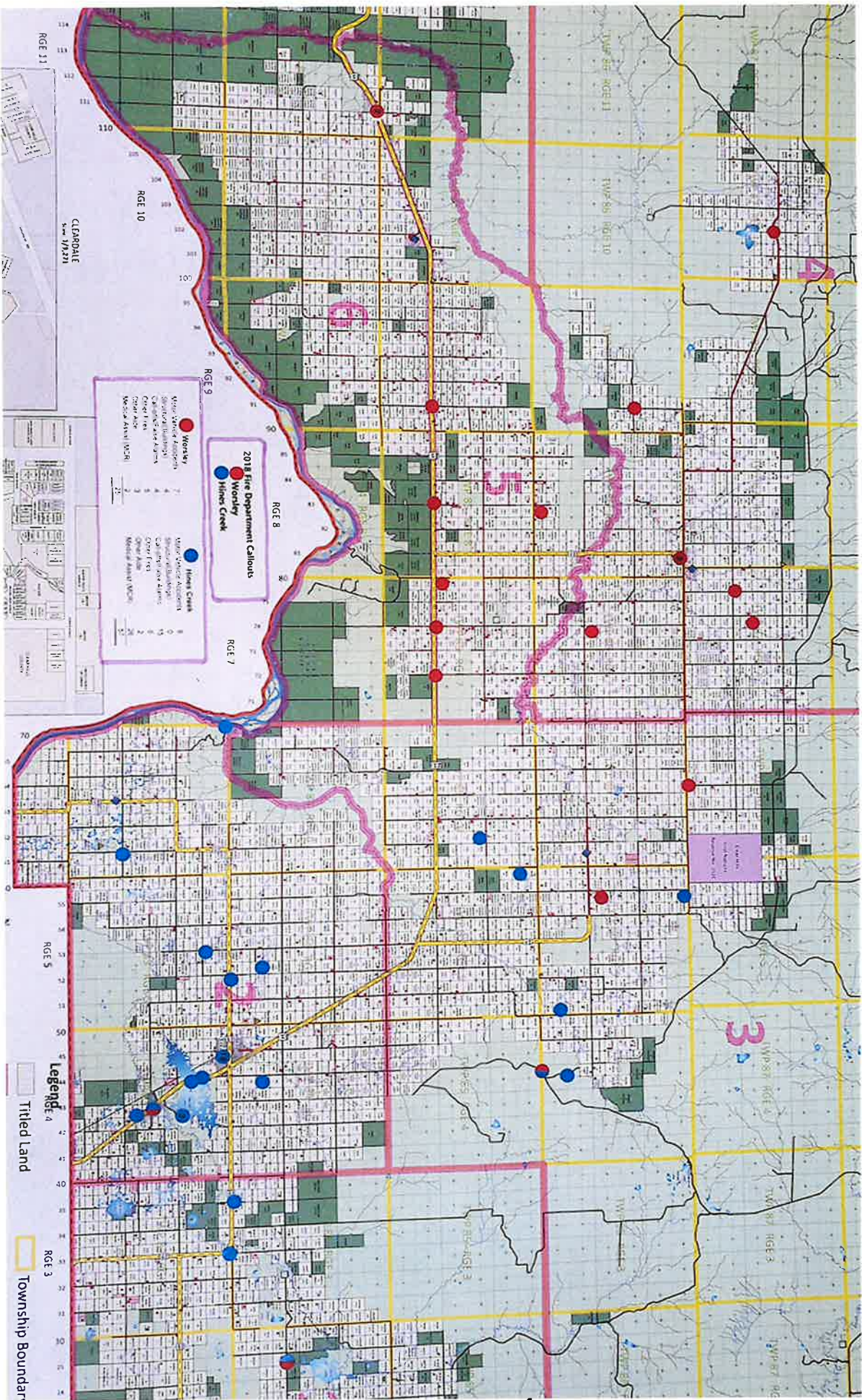
Hines Creek Fire Department

Type of Response	2018	2019	2020	2021	2022	5 year Average
Motor Vehicle Accidents	8	5	4	4	4	
Structural (Buildings)	0	3	1	3	3	
Call-offs/False Alarms	15	8	8	5	11	
Other Fires	6	10	4	6	6	
Other Aide	2	2	5	6	1	
Medical Assist (MCR)	26	23	21	27	5	
	<u>57</u>	<u>51</u>	<u>43</u>	<u>51</u>	<u>30</u>	46

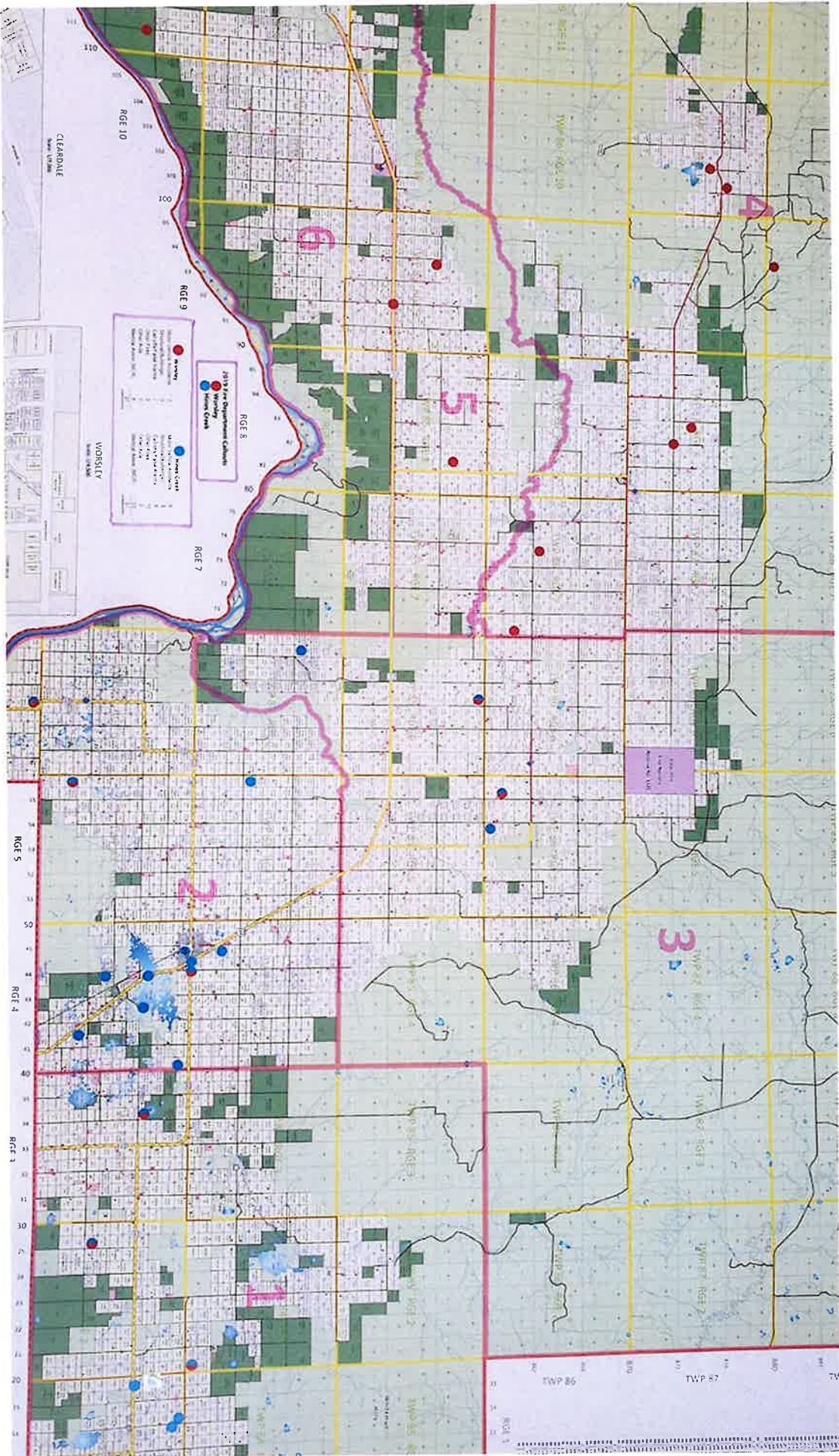
Worsley Fire Department

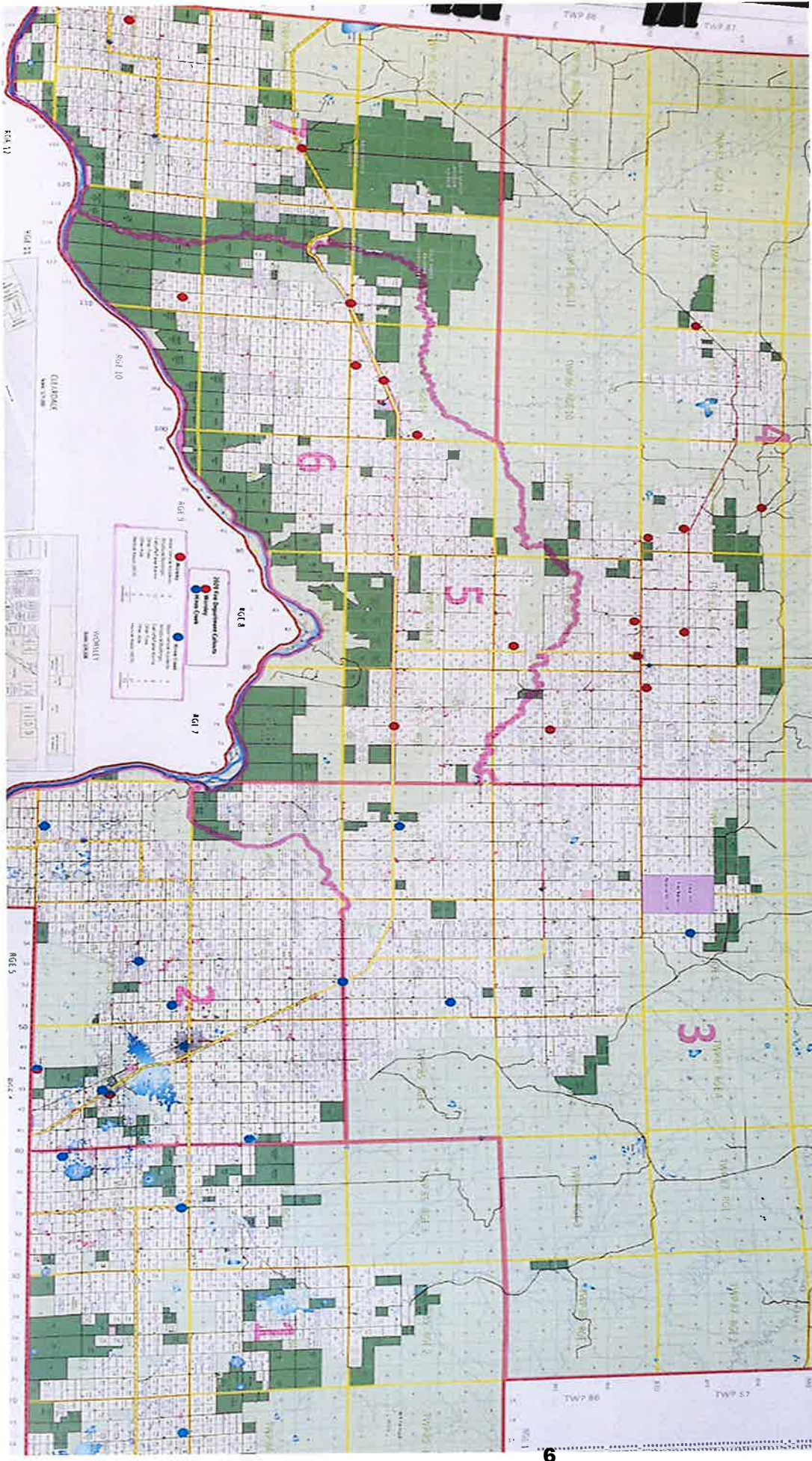
Type of Response	2018	2019	2020	2021	2022	5 year Average
Motor Vehicle Accidents	7	2	4	1	4	
Structural (Building)	4	3	4	7	1	
Call-offs/False Alarms	4	7	12	10	19	
Other Fires	5	9	7	9	6	
Other Aide	3	0	0	1	1	
Medical Assist (MCR)	2	6	5	8	10	
	<u>25</u>	<u>27</u>	<u>32</u>	<u>36</u>	<u>41</u>	32

2018



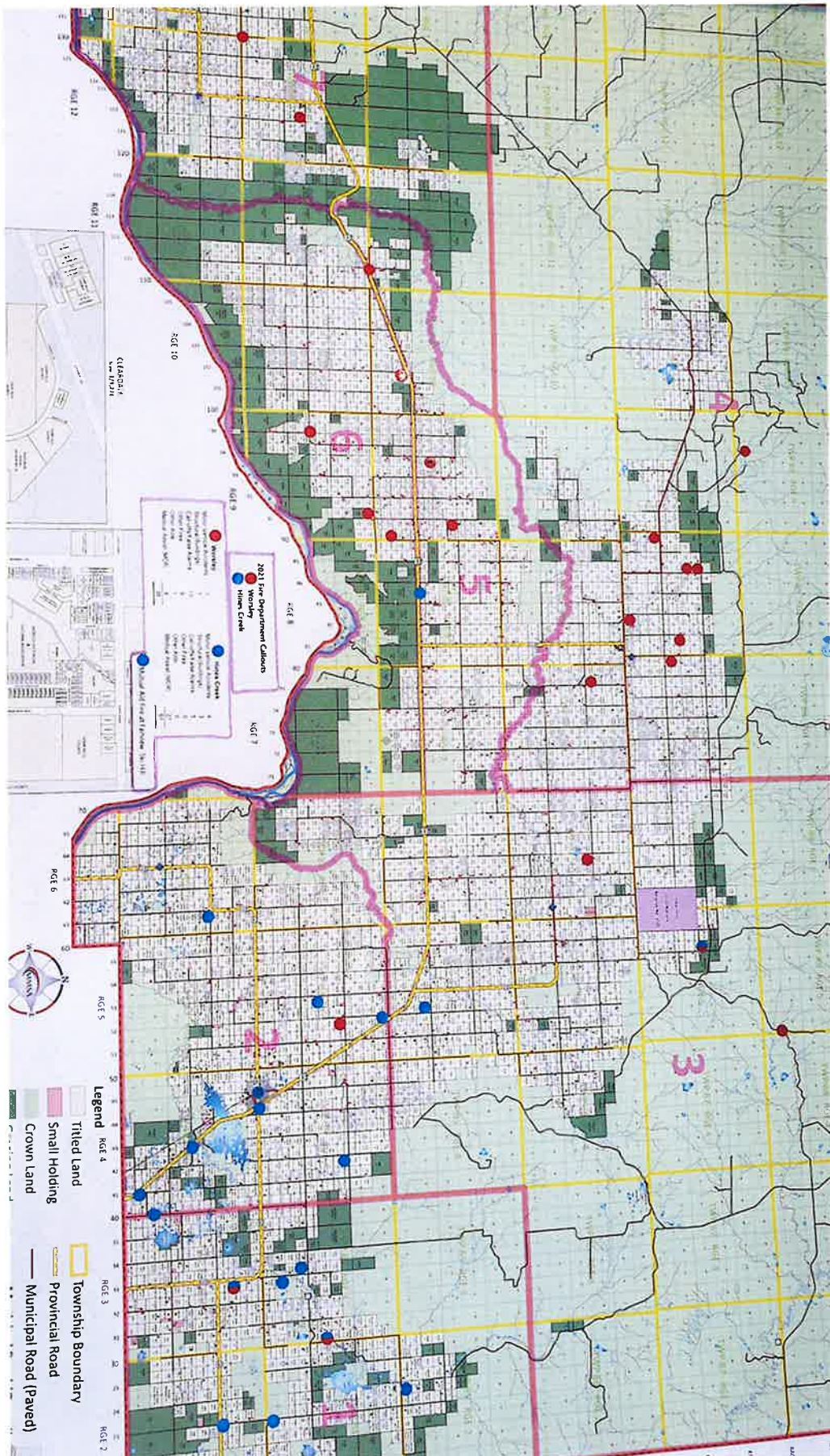
2019





2020

2021



The map displays the Clear Lake area, including the town of Clear Lake and the surrounding region. The map is divided into Regional Grid Elements (RGE 3 to RGE 11) and Titled Land. The legend indicates that the 2022 Fire Department Callouts are categorized by Wintery (red dots) and Mines Creek (blue dots). The map also shows various colored areas representing different land types, such as Mines Creek (green), Wintery (yellow), and other titled lands (purple, pink, etc.). The map includes a scale bar and a north arrow.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Cleardale Fire Garage
File:	11-02-02

DESCRIPTION:

Council requested further discussion regarding the potential Cleardale Fire Garage.

BUDGET:

\$200,000.00 Multi Year Capital Plan

ATTACHMENTS:

Cleardale Fire Garage Background

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Cleardale Fire Garage

Background

- F003-18(11/01/18)** MOTION by Member Zavisha that the Clear Creek Fire Committee Operating Committee recommends Clear Hills County Council authorize investigating options for a permanent building to house the grassfire unit in Cleardale due to the high cost for the rental bay that is currently used. **CARRIED**
- C570-18(11-13-18)** RESOLUTION by Councillor Janzen to direct administration to bring back cost estimates and options for a permanent building to house the grassfire unit that is stored in Cleardale for the 2020 budget cycle multi-year capital plan discussion. **CARRIED.**
- C502-19(10-08-19)** RESOLUTION by Councillor Janzen to bring back cost estimates on permanent building to house the grassfire unit that is stored in Cleardale. **CARRIED.**
- C553-19(10-22-19)** RESOLUTION by Councillor Janzen to include funds of \$100,000.00 in the 2020 Multi-Year Capital Plan for a single bay garage to fit a pumper or water truck for a firefighting unit in Cleardale, including water and sewer installation. **CARRIED.**
- C78-20(01-28-20)** RESOLUTION by Councillor Janzen to authorize administration to use location option 3, Hamlet of Cleardale, Plan 0726595 Block 1 Lots 83 and 84 and have engineered drawings and lot grading design prepared for a single bay garage with 16 foot walls, 24 feet wide by 50 feet long with a gravel parking apron. The garage is to include a cement floor, bathroom, one overhead door with windows in the center panel, and one-man door designed to fit a pumper or water truck size firefighting unit; and bring the drawings to a future meeting approval. **CARRIED.**
- C93-20(02-11-20)** RESOLUTION by Councillor Janzen to select option 2 moving it north 20' towards the center for placement of the Cleardale fire garage on Plan 0726595 Block 1 Lot 84 the access on to Range Road 102. **CARRIED.**
- C143-20(03-10-20)** RESOLUTION by Councillor Janzen to award the Fire Truck Garage Professional Engineering & Design Services proposal to Scheunhage Popek & Associates Ltd in the amount of \$28,800, plus GST and extra incidentals that may be incurred during the project as outlined in the proposal document. **CARRIED.**
- C253-20(05-26-20)** RESOLUTION by Councillor Janzen to approve the drawings for the Cleardale Fire Truck garage and direct administration to proceed to tender. **CARRIED.**

Cleardale Fire Garage

Background

C299-20(07-14-20) **RESOLUTION by Councillor Janzen to open tenders at 9:45 a.m. for Tender 2020-10, Cleardale Fire Hall, analyze results and bring back a recommendation to the next Regular Council Meeting.**

CARRIED.

Company	Amount
Scott Builders Inc.	\$864,700.00
Southwest Design & Const Ltd.	\$644,014.00
JMS Construction	\$819,900.00
Genron Ent. 2007 Ltd.	\$777,765.00
Lavergne Construction (1998) Ltd.	\$637,846.00

C368-20(08-11-20) **RESOLUTION by Councillor Wetmore to reject all tenders for Tender 2020-10 Cleardale Fire Hall as all tenders received were over budget.**
CARRIED.

P456-20(10-06-20) **RESOLUTION by Councillor Giesbrecht to receive the discussion on the Cleardale Fire Garage for information.** **CARRIED.**

C261-21(06-8-21) **RESOLUTION by Councillor Janzen to receive the discussion regarding the Cleardale Fire Garage for information and bring back to a future regular Council meeting.** **CARRIED.**

Community Development Manager

From: Murray Lewis <murray@6lewis.com>
Sent: November 16, 2022 9:07 AM
To: Community Development Manager
Cc: Allan Rowe; simonzacharias@live.ca
Subject: Re: Cleardale Fire Equipment Storage Garage

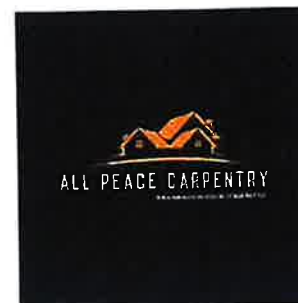
Thanks.

Sent from my iPhone

> On Nov 16, 2022, at 10:55 AM, Community Development Manager <cdm@clearhillscounty.ab.ca> wrote:
>
> Good Morning Murray:
>
> Clear Hills County Council has included \$200,000 in the Multi Year Capital plan for an upgraded storage garage in the Cleardale area for the fire truck that is currently housed in the Ag. Society's garage.
>
> The intent is that the funds will be issued as a conditional grant to the Cleardale Agricultural Society to assist with the cost of construction of a building suitable for this purpose.
>
> The condition on the potential grant is that the County owned fire truck would be stored in a secure section of that building (with power, heat, minimum of one overhead door and one mandoor) rent free.
>
> The motion is included for your reference:
> C509-21(11-30-21) RESOLUTION by Councillor Ruecker to include \$200,000.00 in the 2022 Multi Year Capital Plan for an upgraded Fire storage garage in Cleardale. CARRIED.
>
> I hope this information is helpful in preparing your proposal.
>
> Regards,
> Audrey Bjorklund, CLGM
> Community Development Manager
>
> -----Original Message-----
> From: Murray Lewis <murray@6lewis.com>
> Sent: November 15, 2022 7:35 PM
> To: Allan Rowe <Allan@clearhillscounty.ab.ca>; Community Development Manager <cdm@clearhillscounty.ab.ca>
> Cc: simonzacharias@live.ca
> Subject: Cleardale Fire Equipment Storage Garage
>
> Hi Allan and Audrey,
> I am writing on behalf of the building committee for the Cleardale Agricultural Society and Recreation Board. We are looking for further information relating to the proposed Fire Equipment Storage Garage to be situated in Cleardale. A few months ago the Ag Society was given to understand that Council had proposed some funding on some sort of terms to facilitate construction of some sort of building in conjunction with the Ag Society in Cleardale. The Ag Society formed a sub-committee to investigate some ideas but soon realized it needed greater clarity on what Council proposed. As far as the Committee is aware, no formal correspondence relating to the project has been received by the Society. Are there any resolutions, minutes or background information that you can forward to us?

Estimate

Brought to
March 8/22
Council Mtg.



All Peace Carpentry, Po Box 199, Cleardale AB T0H3Y0, Canada

FOR

Cleardale Ag Society
AB
Canada

Estimate No.: 004
Issue date: 2022-03-07
Valid until: 2022-03-14

Estimate No. 004	Issue date 2022-03-07	Valid until 2022-03-14	Total due (CAD) \$157,349.11
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Description	Quantity	Unit price (\$)	Amount (\$)
Cement pad Material	1	5,054.94	5,054.94
Rebar, poly. pad perimeter insulation			
Wall Material	1	12,945.34	12,945.34
Studs, strapping, inside bathroom framing material			
Roof Material	1	7,669.70	7,669.70
Strapping, rafter package			
Roof Metal	1	3,613.23	3,613.23
Wall metal exterior	1	4,963.37	4,963.37
Wall metal interior	1	7,736.46	7,736.46
Insulation	1	3,329.30	3,329.30
Windows/doors	1	9,871.94	9,871.94
2 man doors. (4) 4x4 windows, 20'x14' overhead door with electric opener			
Plumbing	1	23,625.00	23,625.00
Sump, shower, toilet, sink, abs pipe, pex, floor heat lines, dual unit boiler system			
Labour	1	45,854.90	45,854.90
Cement	1	11,000.00	11,000.00
Cement pad prep/finish	1	11,025.00	11,025.00
Electrical	1	5,250.00	5,250.00
Wire, light fixtures, plug in boxes, lights switches, breaker box, breakers			
Gravel	1	4,000.00	4,000.00
Soffit/Fascia	1	940.21	940.21

Simon Zacharias

(780) 834-7311

allpeacecarpentry@outlook.com

All Peace Carpentry BN/NE : 727294928
Po Box 199
Cleardale AB T0H3Y0
Canada

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 8, 2021
Originated By:	Councillor Ruecker
Title:	Cleardale Fire Garage
File:	31-61-11

DESCRIPTION:

Councillor Ruecker requested that the Cleardale Fire Garage be brought to today's Council meeting for consideration of alternative options to get a larger structure to store that fire department quad cab pickup, Unit 1806, that is currently being parked in the Cleardale Agricultural Society's heated garage.

BACKGROUND:

P456-20(10-06-20) RESOLUTION by Councillor Giesbrecht to receive the discussion on the Cleardale Fire Garage for information. CARRIED.

C368-20(08-11-20) RESOLUTION by Councillor Wetmore to reject all tenders for Tender 2020-10 Cleardale Fire Hall as all tenders received were over budget. CARRIED.

C299-20(07-14-20) RESOLUTION by Councillor Janzen to open tenders at 9:45 a.m. for Tender 2020-10, Cleardale Fire Hall, analyze results and bring back a recommendation to the next Regular Council Meeting.

CARRIED.

<u>Company</u>	<u>Amount</u>
Scott Builders Inc.	\$864,700.00
Southwest Design & Const Ltd.	\$644,014.00
JMS Construction	\$819,900.00
Genron Ent. 2007 Ltd.	\$777,765.00
Lavergne Construction (1998) Ltd.	\$637,846.00

BUDGET:

OPTIONS:

RECOMMENDED ACTION:

RESOLUTION by.....

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

Request For Decision (RFD)

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

DESCRIPTION:

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

BACKGROUND:

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

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

Cleardale Fire Garage:

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

RECOMMENDED ACTION:

RESOLUTION by.....to recommend Council....

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

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	August 11, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	TENDER AWARD – 2020-10 CLEARDALE FIRE HALL
File:	61-02-02

DESCRIPTION:

Council is presented with the tender analysis for Tender 2020-10 Cleardale Fire Hall.

BACKGROUND:

Tenders were opened on July 14, 2020 and forwarded to S.P.A. Engineering for analysis and a recommendation. Council reviewed the analysis at the August 4, 2020 Special Council meeting and passed the following resolution:

C340-20(08-04-20) **RESOLUTION** by Reeve Croy to accept for information the analysis of Tender 2020-10 Cleardale Fire Hall garage and bring back a recommendation, to deny the Tender due to the tenders coming in over budget to the August 11, 2020 Regular Council Meeting. **CARRIED.**

BUDGET:
\$100,000

Tenders ranged from \$644,140 to \$864,700.

RECOMMENDED ACTIONS:

RESOLUTION by to reject all tenders for Tender 2020-10 Cleardale Fire Hall as all tenders received were over budget.

Reviewed by:	Manager:	CAO:
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Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	July 14, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	TENDER OPENING – 2020-10 CLEARDALE FIRE HALL 9:45 A.M.
File:	61-02-02

DESCRIPTION:

Council is presented with tenders to open for Tender 2020-10 Cleardale Fire Hall.

BACKGROUND:

Tenders closed July 13 at 4:00 p.m.
Tenders will be forwarded to S.P.A. Engineering for analysis and a recommendation will be presented at the August 11, 2020 Council meeting.

BUDGET:

\$100,000

RECOMMENDED ACTIONS:

RESOLUTION by to open tenders at 9:45 a.m. for Tender 2020-10, Cleardale Fire Hall, analyze results and bring back a recommendation to the next Regular Council Meeting.

Reviewed by:	Manager:	CAO:
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Clear Hills County

Request For Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	May 26, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	FIRE TRUCK GARAGE - CLEARDALE
File:	23-02-02

DESCRIPTION:

Council is presented with the fire truck garage drawings and site plan for review.

BACKGROUND:

C553-19(10-22-19) RESOLUTION by Councillor Janzen to Include funds of \$100,000.00 in the 2020 Multi-Year Capital Plan for a single bay garage to fit a pumper or water truck for a firefighting unit in Cleardale, including water and sewer installation. CARRIED.

C143-20(03-10-20) RESOLUTION by Councillor Janzen to award the Fire Truck Garage Professional Engineering & Design Services proposal to Scheunhage Popek & Associates Ltd in the amount of \$28,800, plus GST and extra incidentals that may be incurred during the project as outlined in the proposal document. CARRIED.

Development Permit W05-20 has been issued for the construction of the garage.

ATTACHMENTS:

- Fire Truck Garage engineered drawings

OPTIONS:

- Approve the drawings and proceed to tender
- Direct the following changes...

RECOMMENDED ACTION:

RESOLUTION by to

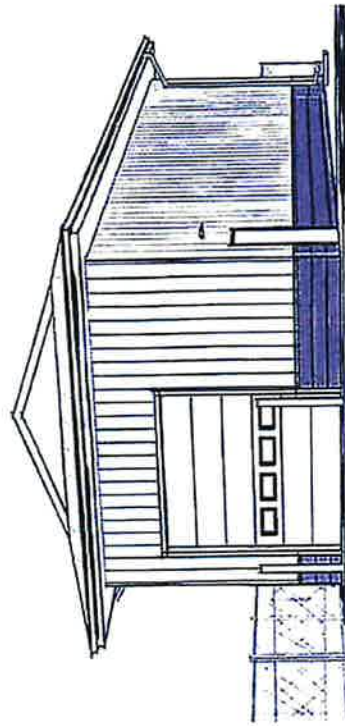
Initials show support - Reviewed by:

Manager:

ABJ

CAO:

JD



CLEARHILLS FIREHALL

LOT 14 & 15, BLOCK 1, PLAN 02121009, CLEARHILLS COUNTY, AB

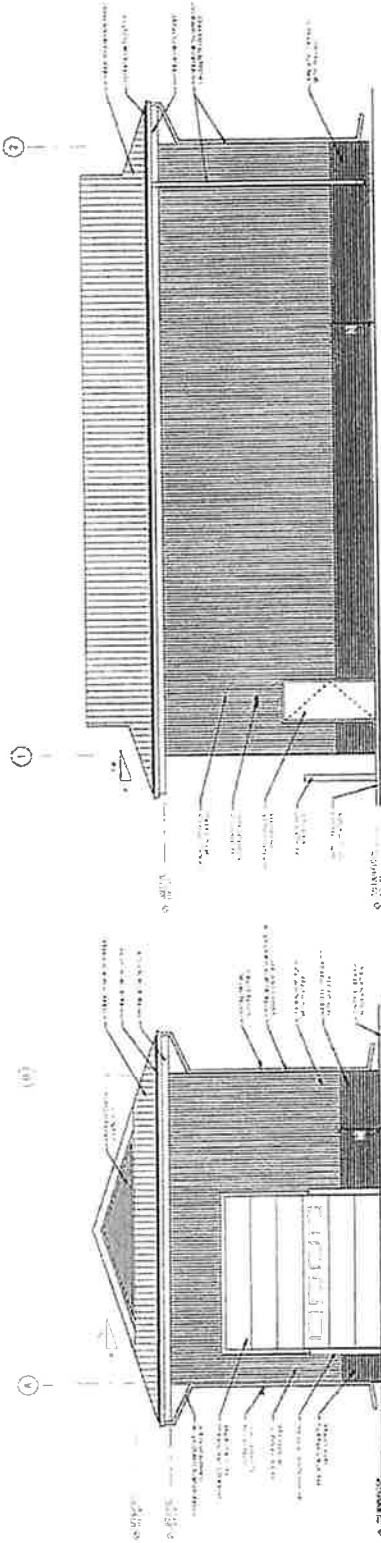
ARCHITECTURAL
A01 SPECIFICATIONS
A02 SITE PLAN
A03 SITE DETAILS
A04 FIRE PROTECTION PLAN
A05 FLOOR PLANS
A06 REPEATED CEILING PLAN
A07 ROOF PLAN
A08 ELEVATIONS
A09 BUILDING SECTIONS
A10 WALL SECTIONS
A11 WINDOW SECTIONS
A12 INTERIOR ELEVATIONS
A13 SCHEDULES

STRUCTURAL
S01 SPECIFICATIONS
S02 TYPICAL DETAILS
S03 FOUNDATION PLAN & DETAILS
S04 FRAMING PLANS
S05 FRAMING SECTIONS

MECHANICAL
M01 MECHANICAL SPECIFICATIONS
M02 EQUIPMENT PLAN
M03 MECHANICAL PLAN
M04 MECHANICAL DETAILS
M05 MECHANICAL SCHEDULES

ELECTRICAL
E01 SPECIFICATIONS
E02 EQUIPMENT PLAN
E03 ELECTRICAL PLAN
E04 ELECTRICAL DETAILS

MAY 2020
90% CLIENT REVIEW



2 SOUTH ELEVATION
Scale: 1/8" = 1'-0"

1 WEST ELEVATION
Scale: 1/8" = 1'-0"

1. All work shall be in accordance with the latest edition of the National Building Code of Canada (NBCC) and the Ontario Building Code (OBC).

2. The design is based on the information provided by the client and the site visit. The designer is not responsible for the accuracy of the information provided.

3. The design is for a single-story building with a gabled roof. The building is to be constructed of masonry and has a concrete foundation.

4. The building is to be located on a lot that is 100 feet wide and 150 feet deep. The building is to be set back 10 feet from the front property line and 5 feet from the side property lines.

5. The building is to be constructed in accordance with the Ontario Building Code (OBC) and the National Building Code of Canada (NBCC).

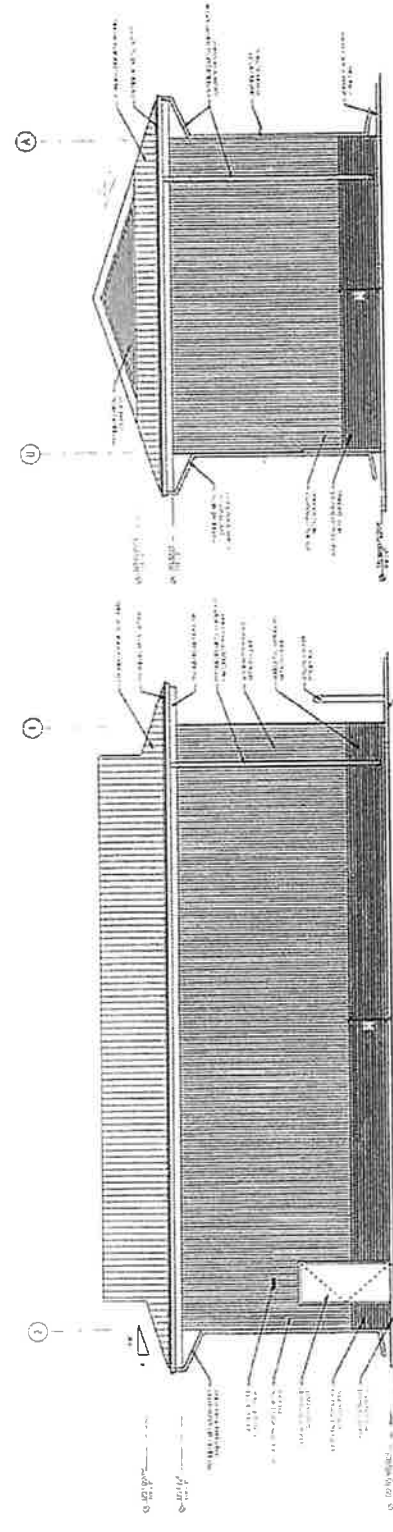
6. The building is to be constructed in accordance with the latest edition of the National Building Code of Canada (NBCC) and the Ontario Building Code (OBC).

7. The building is to be constructed in accordance with the latest edition of the National Building Code of Canada (NBCC) and the Ontario Building Code (OBC).

8. The building is to be constructed in accordance with the latest edition of the National Building Code of Canada (NBCC) and the Ontario Building Code (OBC).

9. The building is to be constructed in accordance with the latest edition of the National Building Code of Canada (NBCC) and the Ontario Building Code (OBC).

10. The building is to be constructed in accordance with the latest edition of the National Building Code of Canada (NBCC) and the Ontario Building Code (OBC).

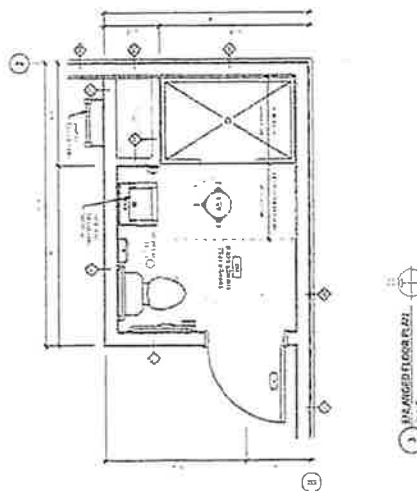
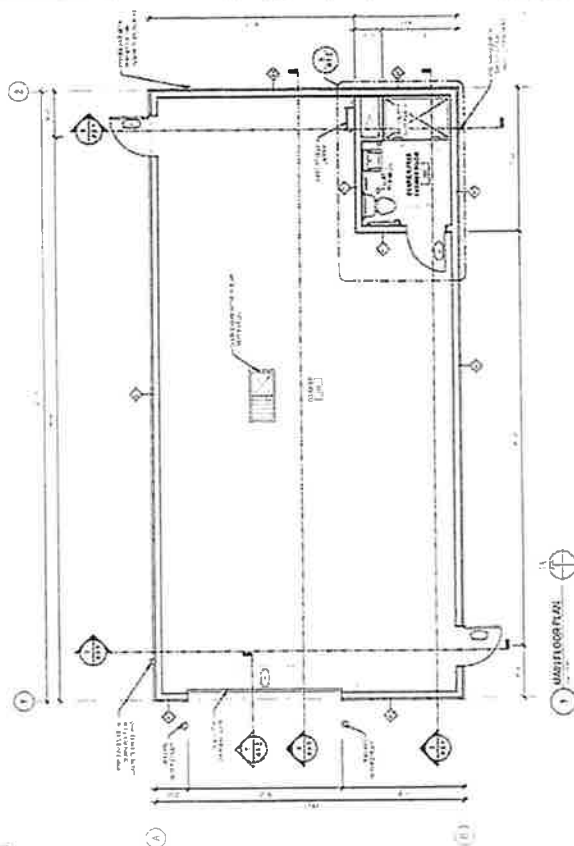
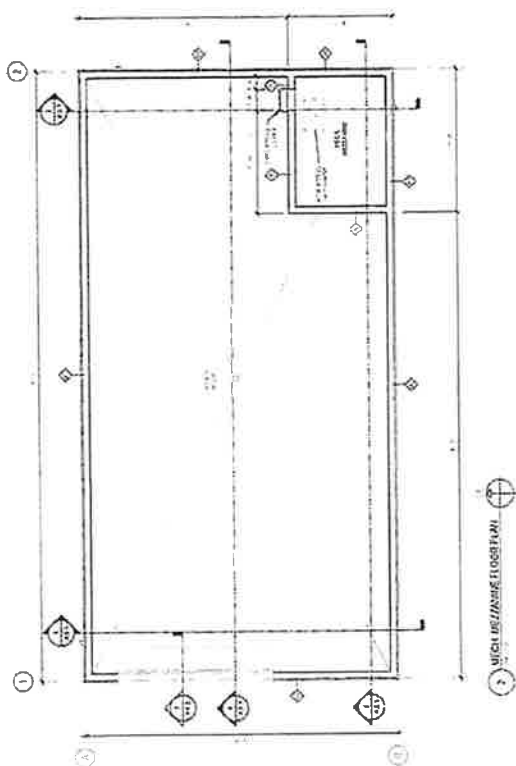


3 EAST ELEVATION
Scale: 1/8" = 1'-0"

1 WEST ELEVATION
Scale: 1/8" = 1'-0"

PROJECT	CLEARHILLS COUNTY
CLIENT	CLEARHILLS FIREHALL
DATE	2023.06.01
DESIGNER	SPA ENGINEERING
PROJECT NO.	2023.06.01
PROJECT NAME	CLEARHILLS FIREHALL
PROJECT ADDRESS	1000 10th Ave, Clearhills, AB T0A 1A0
PROJECT PHONE	(403) 241-1111
PROJECT FAX	(403) 241-1112
PROJECT EMAIL	info@spa-engineering.com
PROJECT WEBSITE	www.spa-engineering.com

PROJECT	CLEARHILLS COUNTY
CLIENT	CLEARHILLS FIREHALL
DATE	2023.06.01
DESIGNER	SPA ENGINEERING
PROJECT NO.	2023.06.01
PROJECT NAME	CLEARHILLS FIREHALL
PROJECT ADDRESS	1000 10th Ave, Clearhills, AB T0A 1A0
PROJECT PHONE	(403) 241-1111
PROJECT FAX	(403) 241-1112
PROJECT EMAIL	info@spa-engineering.com
PROJECT WEBSITE	www.spa-engineering.com

[illegible][illegible]

Age group	Number	Percentage
0-10	1	1.0
11-20	1	1.0
21-30	1	1.0
31-40	1	1.0
41-50	1	1.0
51-60	1	1.0
61-70	1	1.0
71-80	1	1.0
81-90	1	1.0
91-100	1	1.0

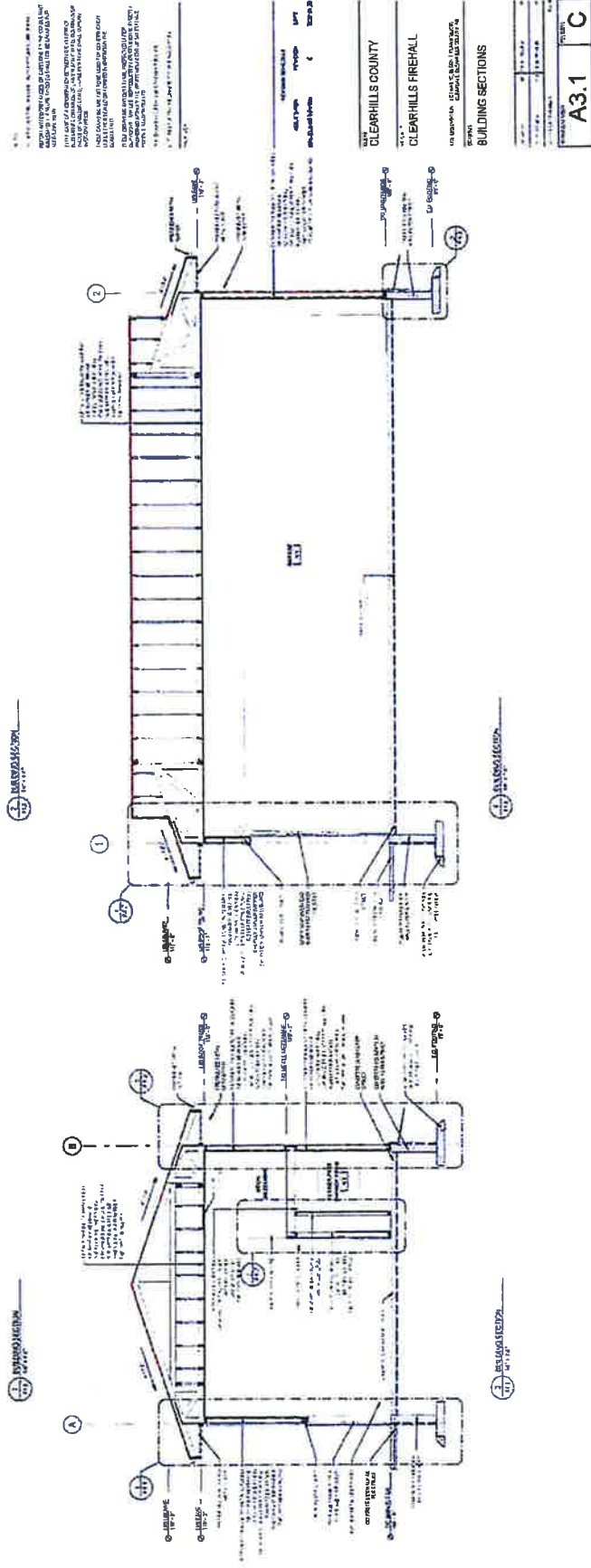
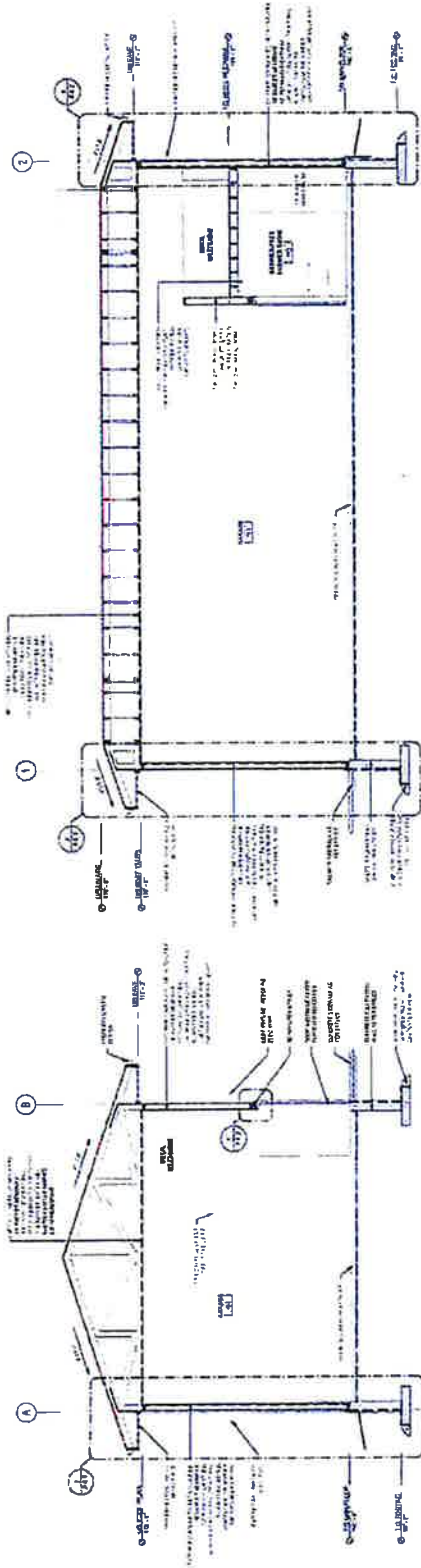
CLEARHILLS COUNTY

CLEARHILLS FIRFALL

$$1.7 \times 10^{-12} \text{ mol/L} \quad \frac{1.7 \times 10^{-12} \text{ mol/L}}{1.0 \times 10^{-12} \text{ mol/L}} = 1.7$$

FLOOR PLANS

A1.2 C



LEGEND	
	Survey Boundary
	Easement
	Right of Way
	Lot Line
	Building Footprint
	Driveway
	Road
	Water Feature
	Utility Line
	Fencing
	Tree
	Rock
	Pole
	Light
	Sign
	Gate
	Wall
	Fence
	Deck
	Porch
	Stair
	Ramp
	Walkway
	Path
	Stream
	Pond
	Lake
	Bay
	Ocean
	Island
	Peninsula
	Strait
	Trench
	Ditch
	Canal
	River
	Creek
	Stream
	Pond
	Lake
	Bay
	Ocean
	Island
	Peninsula
	Strait
	Trench
	Ditch
	Canal
	River
	Creek
	Stream
	Pond
	Lake
	Bay
	Ocean
	Island
	Peninsula
	Strait
	Trench
	Ditch
	Canal
	River
	Creek
	Stream
	Pond
	Lake
	Bay
	Ocean
	Island
	Peninsula
	Strait
	Trench
	Ditch
	Canal
	River
	Creek
	Stream
	Pond
	Lake
	Bay
	Ocean
	Island
	Peninsula
	Strait
	Trench
	Ditch
	Canal
	River
	Creek
	Stream
	Pond
	Lake
	Bay
	Ocean
	Island
	Peninsula
	Strait
	Trench
	Ditch
	Canal
	River
	Creek
	Stream
	Pond
	Lake
	Bay
	Ocean
	Island
	Peninsula
	Strait
	Trench
	Ditch
	Canal
	River
	Creek
	Stream
	Pond
	Lake
	Bay
	Ocean
	Island
	Peninsula
	Strait
	Trench
	Ditch
	Canal
	River
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	Pond
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	Island
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	Peninsula
	Strait
	Trench
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Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	Fire Truck Garage - Cleardale
File:	23-02-02

DESCRIPTION:

Council is requested to provide direction on awarding the Fire Truck Garage professional engineering & design proposal.

BACKGROUND:

C553-19(10-22-19) RESOLUTION by Councillor Janzen to Include funds of \$100,000.00 in the 2020 Multi-Year Capital Plan for a single bay garage to fit a pumper or water truck size firefighting unit in Cleardale, including water and sewer installation. CARRIED.

Administration contacted several companies that provide engineered drawing services, four expressed interest and in the end two of the interested parties backed out due to how busy they already were and two provided proposals.

The two proposals received were:

Scheunhage Popke & Associates Ltd. \$28,800 + GST + extra incidentals

Beirsto & Associates Engineering Ltd. \$38,250 + GST +extra incidentals

BUDGET/COSTS

\$100,000 has been included in year 2020 of the Multi-Year Capital Plan for the drawings, site work and construction of a single bay garage to fit a pumper or water truck size firefighting unit in Cleardale, including water and sewer installation.

OPTIONS

- Award the proposal and proceed with preparing tender documents.
- Postpone the project to a future year (potentially benefit from less building projects, more interest, lower costs).
- Increase the budget.

RECOMMENDED ACTION:

RESOLUTION by _____ to award the Fire Truck Garage Professional Engineering & Design Services proposal to Scheunhage Popek & Associates Ltd in the amount of \$28,800, plus GST and extra incidentals that may be incurred during the project as outlined in the proposal document.

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

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 11, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	Cleardale Fire Garage Placement
File:	61-02-02

DESCRIPTION:

Council is requested to provide direction on placement of the fire garage on the site to assist with site design and proceeding with the development permit application process.

BACKGROUND:

ATTACHMENTS:

- Aerial Photo
- Proposed placement options

OPTIONS:

Select placement option 1, 2 or an alternate option

RECOMMENDED ACTION:

RESOLUTION by.....to select option ____ for placement of the Cleardale fire garage on Plan 0726595 Block 1 Lot 84.

Initials show support - Reviewed by:

Manager:

U.Bj'

CAO:

JB

Cleardale - Fire Garage Options



Proposed Options for placement of Cleardale Fire Garage on lot 84

Considerations:

Keep lot 83 (east side) as it currently is and retain ownership of this lot for future expansion of fire services

Aesthetics considerations - space for tree & shrub buffer to block structures from residential view

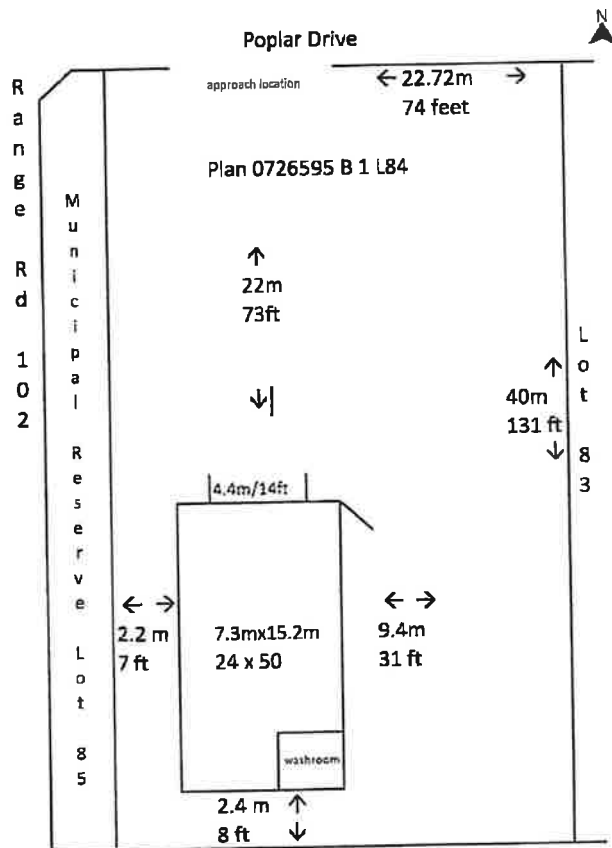
Room for future expansion (addition, other structures, compound fence)

Access considerations - Option 2 - approach is onto Range Road instead of residential street.

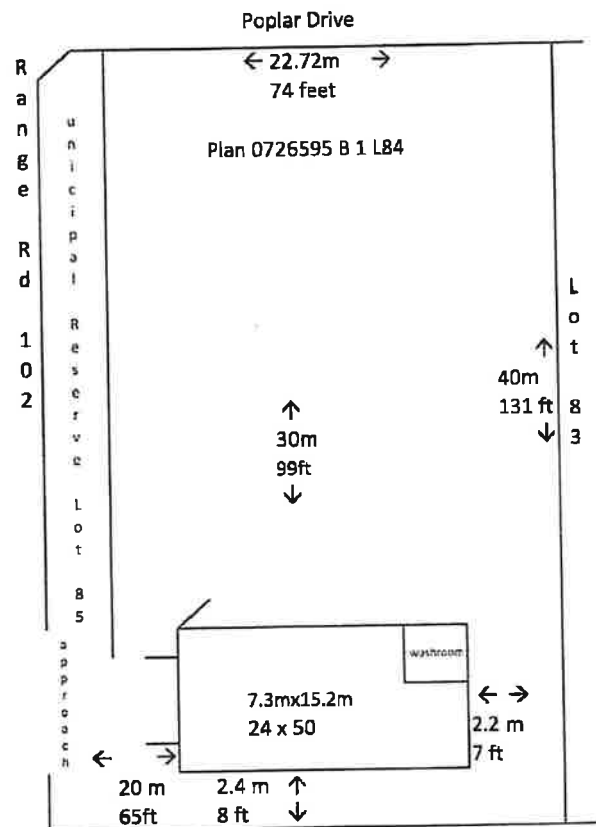
Both options allow for future placement of additional approach(es)

* Drawings are close to scale.

OPTION 1



OPTION 2



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 28, 2020
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	Fire Truck Garage - Cleardale
File:	23-02-02

DESCRIPTION:

Council is requested to provide direction on location, lot and building design so the tender documents can be prepared for the fire truck garage to house the grassfire unit that the County is currently paying rent to store in the Hamlet of Cleardale.

BACKGROUND:

C553-19(10-22-19) RESOLUTION by Councillor Janzen to Include funds of \$100,000.00 in the 2020 Multi-Year Capital Plan for a single bay garage to fit a pumper or water truck size firefighting unit in Cleardale, including water and sewer installation. CARRIED.

A. Location options and site conditions (refer to attached map)

OPTION 1:

- Lot access – street design is along the south side of the property
 - Anticipate design would be to have the building situated with the South side being the main entrance.
- Tree removal required.
- Lot grading and drainage design for curb and gutter.
- 1 meter drop, so lot will require considerable fill.
- Extend water and sewer west from current end of lines.
- Most expensive option due to location of sewer tie-in and the anticipated need for a sewer lift station due to the 1 meter elevation drop from east to west.
- Zoning – Hamlet Recreational and Hamlet Commercial – Public use (fire garage) is a discretionary use.

OPTION 2:

- Tree removal required.
- Water and sewer to property line.
- May require some fill towards back(east side) of lot.
- Suggesting two lots be amalgamated.
- Zoning – Hamlet Residential District 2 – Public use (fire garage) is a discretionary use

Initials show support - Reviewed by:	Manager:	CAO:
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OPTION 3:

- Minimal tree removal.
- Water and sewer to property line.
- Will require fill on south side of lot due to low wet area.
- Suggesting two lots be amalgamated.
- Zoning – Hamlet Residential District 2 – Public use (fire garage) is a discretionary use

B. Building Design:

- a. Public use, so must be engineered drawings
- b. Man door with window
- c. Windows in overhead bay door(s)
- d. Overhead radiant heat in garage bay
- e. Electric heat in washroom.
- f. Cement floor with drain
- g. Include overhead plumbing to fill water tank on firefighting unit.
- h. Washroom with toilet, sink and shower stall.
- i. Size - suggest 36 ft x 36 ft for a single bay facility to provide adequate work space around a full size water truck, 16 x 16 Overhead door dimensions, door offset to accommodate an 8 x 8 washroom on one side of building. (ie- 6 ft side wall, 16 foot door, 14 ft sidewall)
- j. Building location on lot, in addition to meeting setbacks from street and adjacent properties recommend including adequate parking apron so a fire truck parked outside the doors is on the garage property.

C. Access design & number of overhead doors:

Doors:

OPTION 1: Drive through style – 2 bay doors

1. plan a driving lane along one side of the building (future building expansion consideration if driving lane will be paved)
2. plan a driving lane on both sides of the building to access lot approach when using north door.

OPTION 2: 1 bay doors

1. Unit will be backed out (or in)

Access:

1. **OPTION 1:** Paved parking apron and driving lane(s)
2. **OPTION 2:** Gravel parking apron and driving lane(s)

Initials show support - Reviewed by:

Manager:

CAO:

ATTACHMENTS:

1. Map showing Location options, and water & sewer tie-in locations for Option1.
2. Zoning map

BUDGET/COSTS

\$100,000 has been included in year 2020 of the Multi-Year Capital Plan for the required site work and construction of a single bay garage to fit a pumper or water truck for a firefighting unit in Cleardale, including water and sewer installation.

NEXT STEPS:

1. Provide direction on:
 - a. Location, and
 - b. Building design,
 - c. Overhead doors
 - d. Access & driving lanes
2. Resolution authorizing administration have engineered drawing prepared.
3. Once design approved proceed to tender

RECOMMENDED ACTION:

RESOLUTION by _____ to authorize administration to have engineered drawings prepared for a ____x ____ single bay garage with bathroom, and ____ overhead doors designed to fit a pumper or water truck size firefighting unit, and bring the drawings to a future meeting for approval.

Initials show support - Reviewed by:

Manager:

CAO:

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	October 8, 2019 22
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	GRASSFIRE TRUCK STORAGE
File:	23-02-02

DESCRIPTION:

Council requested cost estimates for a permanent building to house the grassfire unit that is stored in Cleardale.

BACKGROUND:

C502-19(10-08-19) RESOLUTION by Councillor Janzen to bring back cost estimates on permanent building to house the grassfire unit that is stored in Cleardale.
CARRIED.

Specs:

1. Basic heated public/institutional quality garage package with cement floor to house grassfire unit
Cost Estimate: \$20-\$30,000
2. Larger single bay garage with capacity to fit a pumper or water truck, cement floor, heated:
Cost Estimate: \$70,000 and up
3. Post frame insulated structure (ie Goodon Industries)
2 bays large enough to house a fire pumper:
Cost Estimate: \$300,000

Note: A firehall is considered a public/institutional building and must be built to commercial standards, and require a structural engineer print. May require firewall depending on proximity to property line adjacent buildings.

Location:

- West of church/ kitty corner to Senior's lot in Cleardale
- Water and sewer installation cost estimate \$20,000.

OPTIONS:

- Include funds for _____ e in 2020 or a future year of the Multi-Year Capital Plan
- Accept for information the discussion around costs for a permanent structure to house the grassfire unit at Cleardale.

RECOMMENDED ACTION:

RESOLUTION by _____ to _____

Initials show support - Reviewed by:

Manager:

CAO:

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	October 8, 2019
Originated By:	Audrey Bjorklund, CLGM, Community Development Manager
Title:	GRASSFIRE TRUCK STORAGE
File:	23-02-02

DESCRIPTION:

Council is presented with options for a permanent building to house the grassfire unit that is stored in Cleardale.

BACKGROUND:

C570-18(11-13-18) RESOLUTION by Councillor Janzen to direct administration to bring back cost estimates and options for a permanent building to house the grassfire unit that is stored in Cleardale for the 2020 budget cycle multi-year capital plan discussion. CARRIED.

Current Situation:

Paying \$6,000 annually to store the Grassfire truck in the Cleardale Ag. Society's garage. This structure is just large enough to accommodate the truck as the mirrors must be folded in each time it is driven into the garage, and there has been damage to one truck door already due to the tight access/egress.

Request for a larger storage building led to the November 13, 2018 discussion to bring back cost estimates on a facility large enough to house this unit and potential expansion for additional units or a future firehall.

Specs:

1. Basic heated garage package with cement floor just to house grassfire unit \$20-\$30,000
2. Post frame insulated structure (ie Goodon Industries)
4 bay overhead doors, 2 mandors, windows in Overhead doors.
Cement Floor, water & sewer, Overhead radiant heat in main building, electric heat in washroom.
A firehall is considered a public/institutional building and must be built to commercial standards, and require a structural engineer print. May require firewall depending on proximity to property line adjacent buildings.
Cost Estimate: \$300,000

Location:

Proposing the undeveloped area south of the new subdivision in Cleardale.

- The two County lots west of the lagoon were suggested, however there are concerns with vehicle entering the roadway there due to the curve in the road, and the ongoing sliding of the river valley that is very close to this site.

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

Hamlet of Cleardale map

Aerial of hamlet of Cleardale

OPTIONS:

- Include funds for a basic garage package in 2020 or a future year of the Multi-Year Capital Plan
- Include funds for a post frame insulated shop in 2020 or a future year of the Multi-Year Capital Plan
- Accept for information the discussion around costs and options for a permanent structure to house the grassfire unit at Cleardale.

RECOMMENDED ACTION:

RESOLUTION by _____ to _____

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

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	November 13, 2018
Originated By:	Clear Creek Fire Committee
Title:	CCFC Recommendations
File:	23-20-02

DESCRIPTION:

Council is presented with budget related recommendations from the November 1, 2018 Clear Creek Fire Committee meeting.

BACKGROUND:

F003-18(11/01/18) MOTION by Member Zavisha that the Clear Creek Fire Committee Operating Committee recommends Clear Hills County Council authorize investigating options for a permanent building to house the grassfire unit in Cleardale due to the high cost for the rental bay that is currently used. **CARRIED**

- The Committee recommended the 2019 budget be adopted with the monthly rental allotment and the intent of this motion would be for construction in 2020 or 2021. Discussion was around a simple insulated garage style building.

F004-18(11/01/18) MOTION by Member Bjornson that the Clear Creek Fire Committee Operating Committee recommends Clear Hills County Council include \$25,000 in the 2019 Capital Budget for replacement of the Worsley Fire Department side by side with a heavier duty unit, and that the current unit be sold with the proceeds from the sale going towards the \$25,000 budget for the replacement unit with the balance of the funding to be allocated from the Fire Equipment Reserve. **CARRIED**

RECOMMENDED ACTION:

RESOLUTION by.....to direct administration to bring back cost estimates for a permanent building to house the grassfire unit that is stored in Cleardale for the 2020 budget cycle multi-year capital plan discussion.

RESOLUTION by.....to include \$25,000 in the 2019 Capital Budget for replacement of the Worsley Fire Department side by side with a heavier duty unit, and that the current unit be sold with the proceeds from the sale going towards the \$25,000 budget for the replacement unit with the balance of the funding to be allocated from the Fire Equipment Reserve.

Initials show support - Reviewed by:	Manager:	CAO:
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HISTORICAL DETAILED TRIAL BALANCE FOR 2020

Clear Hills County
General Ledger

Ranges: From: 2020-01-01 To: 2020-12-31
Date: 2020-01-01
Account: 2-31-61-11-111
2-31-61-11-762

Subtotal By: No Subtotals
Sorted By: Transaction

Include: Posting

Account: 2-31-61-11-111				Description: COMM SERV - BUILDINGS - UNIT 6111 - Permanent				Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig.	Audit Trail	Distribution Reference		Orig. Master Number	Orig. Master Name	Debit	Credit		
2020-05-29	186,392	CPY052920RE		AB01 BJORKLUND, AUDREY		12292	BJORKLUND, AUDREY	\$134.36			
2020-06-12	186,591	CPY061220RE		AB01 BJORKLUND, AUDREY		12312	BJORKLUND, AUDREY	\$134.36			
2020-06-26	186,806	CPY062620RE		AB01 BJORKLUND, AUDREY		12337	BJORKLUND, AUDREY	\$167.95			
2020-07-10	187,057	CPY071020RE		AB01 BJORKLUND, AUDREY		12355	BJORKLUND, AUDREY	\$134.36			
2020-07-24	187,238	CPY072420RE		AB01 BJORKLUND, AUDREY		12392	BJORKLUND, AUDREY	\$134.36			
2020-08-21	187,809	CPY082120RE		AB01 BJORKLUND, AUDREY		12436	BJORKLUND, AUDREY	\$67.18			
Account: 2-31-61-11-111				Totals:			Net Change	Ending Balance		\$772.57	\$0.00
Account: 2-31-61-11-131				Description: COMM SERV - BUILDINGS - UNIT 6111 - Pension		Beginning Balance:		\$0.00			
Trx Date	Jrnl No.	Orig.	Audit Trail	Distribution Reference		Orig. Master Number	Orig. Master Name	Debit	Credit		
2020-05-29	186,392	CPY052920RE		AB01 BJORKLUND, AUDREY		12292	BJORKLUND, AUDREY	\$30.82			
2020-06-12	186,591	CPY061220RE		AB01 BJORKLUND, AUDREY		12312	BJORKLUND, AUDREY	\$30.82			
2020-06-26	186,806	CPY062620RE		AB01 BJORKLUND, AUDREY		12337	BJORKLUND, AUDREY	\$38.54			
2020-07-10	187,057	CPY071020RE		AB01 BJORKLUND, AUDREY		12355	BJORKLUND, AUDREY	\$30.82			
2020-07-24	187,238	CPY072420RE		AB01 BJORKLUND, AUDREY		12392	BJORKLUND, AUDREY	\$30.82			
2020-08-21	187,809	CPY082120RE		AB01 BJORKLUND, AUDREY		12436	BJORKLUND, AUDREY	\$15.41			
Account: 2-31-61-11-131				Totals:			Net Change	Ending Balance		\$177.23	\$0.00

31

Account: 2-31-61-11-137				Description: COMM SERV - BUILDINGS - UNIT 6111 - Chargebacks				Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig.	Audit Trail	Distribution Reference		Orig. Master Number	Orig. Master Name	Debit	Credit		
2020-06-12	186,591	CPY061220RE		AB01 BJORKLUND, AUDREY		12312	BJORKLUND, AUDREY	\$5.12			
2020-06-26	186,806	CPY062620RE		AB01 BJORKLUND, AUDREY		12337	BJORKLUND, AUDREY	\$6.16			
2020-07-10	187,057	CPY071020RE		AB01 BJORKLUND, AUDREY		12355	BJORKLUND, AUDREY	\$5.06			
2020-07-24	187,238	CPY072420RE		AB01 BJORKLUND, AUDREY		12392	BJORKLUND, AUDREY	\$5.12			
2020-08-21	187,809	CPY082120RE		AB01 BJORKLUND, AUDREY		12436	BJORKLUND, AUDREY	\$2.53			
Account: 2-31-61-11-137				Totals:			Net Change	Ending Balance		\$23.99	\$0.00

Account: 2-31-61-11-242				Description: COMM SERV - BUILDINGS - UNIT 6111 - Chargebacks				Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig.	Audit Trail	Distribution Reference		Orig. Master Number	Orig. Master Name	Debit	Credit		
2020-05-31	187,519	GLTRX00025986						\$165.18			
2020-06-30	187,526	GLTRX00025988						\$382.95			
2020-07-31	188,429	GLTRX00026137						\$340.54			
2020-08-31	189,100	GLTRX00026229						\$65.12			
Account: 2-31-61-11-242				Totals:			Net Change	Ending Balance		-\$973.79	\$973.79

Account: 2-31-61-11-762				Description: COMM SERV - BUILDINGS - FIRETRCKGARAGE CLDL-Capite				Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig.	Audit Trail	Distribution Reference		Orig. Master Number	Orig. Master Name	Debit	Credit		
2020-05-08	186,457	PMTRX00003014		Purchases		200461	SPA ENGINEERING	\$7,114.90			
2020-06-08	186,961	PMTRX00003025		Purchases		200482	SPA ENGINEERING	\$20,280.00			
2020-06-08	186,961	PMTRX00003025		Purchases		200462	SPA ENGINEERING	\$1,064.70			
2020-08-20	188,137	PMTRX00003041		Purchases		200483	SPA ENGINEERING	\$1,658.74			

HISTORICAL DETAILED TRIAL BALANCE FOR 2020

Clear Hills County

		Totals:		Net Change	Ending Balance		
Account: 2-31-61-11-762				\$30,118.34	\$30,118.34	\$30,118.34	\$0.00
<u>Accounts</u>	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>	<u>Debit</u>	<u>Credit</u>		
5	\$0.00	\$30,118.34	\$30,118.34	\$31,092.13	\$973.79		
Grand Totals:							

HISTORICAL DETAILED TRIAL BALANCE FOR 2020
Clear Hills County
General Ledger

Ranges: From: 2020-01-01 To: 2020-12-31
Date: 2-31-61-11-111
Account: 2-31-61-11-111

Subtotal By: No Subtotals
Sorted By: Transaction

Include: Posting

Account: 2-31-61-11-111				Description: COMM SERV - BUILDINGS - UNIT 6111 - Permanent				Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name			Debit	Credit		
2020-05-29	186,392	CPY052920RE	AB01 BJORKLUND, AUDREY	12292	BJORKLUND, AUDREY			\$134.36			
2020-06-12	186,591	CPY061220RE	AB01 BJORKLUND, AUDREY	12312	BJORKLUND, AUDREY			\$134.36			
2020-06-26	186,806	CPY062620RE	AB01 BJORKLUND, AUDREY	12337	BJORKLUND, AUDREY			\$167.95			
2020-07-10	187,057	CPY071020RE	AB01 BJORKLUND, AUDREY	12355	BJORKLUND, AUDREY			\$134.36			
2020-07-24	187,238	CPY072420RE	AB01 BJORKLUND, AUDREY	12392	BJORKLUND, AUDREY			\$134.36			
2020-08-21	187,809	CPY082120RE	AB01 BJORKLUND, AUDREY	12436	BJORKLUND, AUDREY			\$67.18			
Totals:					Net Change	Ending Balance					
Account: 2-31-61-11-111					\$772.57	\$772.57		\$772.57		\$0.00	

Account: 2-31-61-11-131				Description: COMM SERV - BUILDINGS - UNIT 6111 - Pension				Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name			Debit	Credit		
2020-05-29	186,392	CPY052920RE	AB01 BJORKLUND, AUDREY	12292	BJORKLUND, AUDREY			\$30.82			
2020-06-12	186,591	CPY061220RE	AB01 BJORKLUND, AUDREY	12312	BJORKLUND, AUDREY			\$30.82			
2020-06-26	186,806	CPY062620RE	AB01 BJORKLUND, AUDREY	12337	BJORKLUND, AUDREY			\$38.54			
2020-07-10	187,057	CPY071020RE	AB01 BJORKLUND, AUDREY	12355	BJORKLUND, AUDREY			\$30.82			
2020-07-24	187,238	CPY072420RE	AB01 BJORKLUND, AUDREY	12392	BJORKLUND, AUDREY			\$30.82			
2020-08-21	187,809	CPY082120RE	AB01 BJORKLUND, AUDREY	12436	BJORKLUND, AUDREY			\$15.41			
Totals:					Net Change	Ending Balance					
Account: 2-31-61-11-131					\$177.23	\$177.23		\$177.23		\$0.00	

Account: 2-31-61-11-137				Description: COMM SERV - BUILDINGS - UNIT 11 - Life Insurance				Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name			Debit	Credit		
2020-06-12	186,591	CPY061220RE	AB01 BJORKLUND, AUDREY	12312	BJORKLUND, AUDREY			\$5.12			
2020-06-26	186,806	CPY062620RE	AB01 BJORKLUND, AUDREY	12337	BJORKLUND, AUDREY			\$6.16			
2020-07-10	187,057	CPY071020RE	AB01 BJORKLUND, AUDREY	12355	BJORKLUND, AUDREY			\$5.06			
2020-07-24	187,238	CPY072420RE	AB01 BJORKLUND, AUDREY	12392	BJORKLUND, AUDREY			\$5.12			
2020-08-21	187,809	CPY082120RE	AB01 BJORKLUND, AUDREY	12436	BJORKLUND, AUDREY			\$2.53			
Totals:					Net Change	Ending Balance					
Account: 2-31-61-11-137					\$23.99	\$23.99		\$23.99		\$0.00	

Account: 2-31-61-11-242				Description: COMM SERV - BUILDINGS - UNIT 6111 - Chargebacks				Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name			Debit	Credit		
2020-05-31	187,519	GLTRX00025966								\$165.18	
2020-06-30	187,526	GLTRX00025988								\$382.95	
2020-07-31	188,429	GLTRX00026137								\$340.54	
2020-08-31	189,100	GLTRX00026229								\$85.12	
Totals:					Net Change	Ending Balance					
Account: 2-31-61-11-242					-\$973.79	-\$973.79		\$0.00		\$973.79	

Account: 2-31-61-11-762				Description: COMMSERV-BUILDINGS-FIRETRCKGARAGE CLDL-Capit				Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name			Debit	Credit		
2020-05-08	186,457	PMTRX00003014	Purchases	200481	SPA ENGINEERING			\$7,114.90			
2020-06-08	186,961	PMTRX00003025	Purchases	200482	SPA ENGINEERING			\$20,280.00			
2020-06-08	186,961	PMTRX00003025	Purchases	200482	SPA ENGINEERING			\$1,064.70			
2020-08-20	188,137	PMTRX00003041	Purchases	200483	SPA ENGINEERING			\$1,658.74			

HISTORICAL DETAILED TRIAL BALANCE FOR 2020

Clear Hills County

[illegible]

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	March 16, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Road Construction Policy 3201
File:	11-02-03

DESCRIPTION:

Council is presented with Road Construction Policy 3201 as requested.

BACKGROUND:

ATTACHMENTS:

Road Construction Policy 3201

RECOMMENDED ACTION:

RESOLUTION by...to receive the discussion regarding Road Construction policy 3201 for information as presented.

Initials show support - Reviewed by:

Manager:



CAO:





Clear Hills County

Effective Date July 12, 2022	Policy Number: 3201
Title: ROAD CONSTRUCTION	

1. POLICY STATEMENT

- 1.1 Clear Hills County will develop and enhance the vital road network system within the County for the safe transportation of passengers, tourists, industry and goods.
- 1.2 The County will implement guidelines for evaluation and prioritization of road construction.

2. ROAD CONSTRUCTION AND ROAD RECONSTRUCTION EVALUATION

- 2.1. Road Construction and reconstruction evaluation will be based on the following:
 - 2.1.1. Ranking in the 3 to 5-year Road Construction Plan
 - 2.1.2. Ranking in the Road Scoring Grid
 - 2.1.3. Ongoing maintenance costs:
 - gravel frequency;
 - grading frequency; and
 - upgrading via shoulder pulls.
 - 2.1.4. Condition of substructure - culvert placement.
 - 2.1.5. Council and staff Road Tours/Inspections
 - 2.1.6. Road reconstruction requests
 - 2.1.7. Traffic counts - summer and winter.
 - 2.1.8. Projections for long term use of the roads.
 - 2.1.9. Road destination-access to another community, province, major development, etc.
 - 2.1.10. Road users - local traffic, commercial, industrial

3. ROAD REQUEST APPLICATION EVALUATION**3.1 Road Scoring Grid:**

The following Road Scoring Grid will be used to evaluate road construction requests.

Priority	Scoring Criteria	Points
1a	No Access – To a Quarter Section with Residence	95
1b	No Access – To a Quarter Section with a Residence on a School Bus Route	90
1c	No Access – To a Quarter Section of Farm land or titled fenced pasture	85
2	Miles school bus route is reduced	5/mile
	Anticipated school bus years	Years
3	Reduced distance by existing roads	5/mile
	Miles reduced	
4	Number of groups/households served	5/group
	Basic access	minus 20
	Limited Access	minus 10
	Wet Years -No Access	50
	Wet Years- Limited Access	25
	Water Crossing Required: Bridge File	minus 50
	Water Crossing Required: 36-48"	minus 25
	Muskeg/Coulee	minus 20
	Distance	minus 5 per ½ mile over 1 mile
	Total Points	
Minimum Points to qualify		60

Notes:

*Applicants for roads that do not achieve minimum points will be notified in writing that the requested project is denied.

3.2 ROAD SCORING GRID DEFINITIONS

- No Access: no existing roads access to a quarter section with a residential site and/or farmed or farmable land of which the applicant does not own any adjacent quarter sections.
- To qualify for scoring as a Residential access a residence must be in place or under construction on the quarter section OR an approved Development permit application in place AND Power applied for or \$1,000 paid in lieu of power. If these conditions are not met the request will be treated as a farm access. If the road is built and the residence is constructed within one year of completion of the road the applicant will be refunded the \$1,000 in lieu of power fee.
- Limited Access: applicant has adjacent land that has road access to one side, minimum
- Basic Access: road access to corner of the quarter section
- Wet Years - No Access: applicant has adjacent land that has road access to one side, minimum, but cannot access quarter section on wet years.
- Wet Years - Limited Access: applicant has adjacent land that has road access to one side, minimum and has difficulty accessing quarter section on wet years.
- Reduced distance by existing roads: based on location of nearest property owned, miles applicant has to transport equipment, etc.
- Numbers of families serviced: number of families easily recognizable as being served by new road (i.e.: own land that would be serviced by new road).
- Adjacent Land: a quarter section that is located along the side of the adjoining quarter section NOT corner to corner.
- Water refers to major water crossings (creeks, drainage ditches, etc.)
- Distance or Road required: the intent of this policy is to construct roads of up to 1 mile in length. Every ½ mile over 1 mile will be deducted 5 points due to construction cost and ongoing maintenance needs.

3.3 ROAD RECONSTRUCTION REQUESTS

3.3.1 RECONSTRUCTION REQUESTS shall be evaluated based on Section 2 of this policy (Road Construction and Reconstruction Evaluation)

-Road Construction Requests will be accepted until June 1st for consideration by Council in the next years budget. Applications that come in after June 1st will not be considered for the following years construction period and will be delayed until the following year.

-Existing road that requires substantial repairs to be brought up to an acceptable standard.

-Existing road requiring upgrading to a higher standard of road

3.4 ROAD REQUEST APPLICATION RANKING

3.4.1 The Road Scoring Grid ranks road based on the following Priority list:

- NO ACCESS roads shall be constructed first.
- All other roads shall be assessed for construction, incorporating the following criteria:
 - a. Miles a school bus route is reduced 1st priority
 - b. Reduced distance travelled by existing roads 2nd priority
 - c. Number of groups/households served 3rd priority

- d. Number of parcels of land served (information only)

4. ROAD CONSTRUCTION PRIORITIZATION

- 4.1. The CAO shall present to Council Road request applications for Councils review and approval as per the road construction evaluation and budgetary allocations, annually in June of each year to be considered for the following years construction program:
- Road Construction Evaluation;
 - Road Request Application Evaluation
- 4.2. The list will include estimated costs to construct the requests that are presented for prioritization.
- 4.3. The list shall contain the legal description(s) of the land adjacent to the road requests, the name of the person(s) requesting, the total number of kilometers requested built, and the estimated cost of the road - construction.

5. CONNECTOR ROAD REQUESTS

- 5.1. Construction of connector roads that do not fit the construction criteria requirements may be authorized by Council in cases where the connection may benefit users.

6. END OF POLICY

Related Policies:

- 3202 Road Construction Specifications
- 3203 Approach Construction
- 3205 Land Need and Acquisition

ADOPTED

Resolution #C190-03

Date: March 25, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

AMENDED

Resolution #C153(03/13/07)

Date: March 13, 2007

AMENDED

Resolution #C180(02/23/10)

Date: February 23, 2010

AMENDED

Resolution #C393-12

Date: July 10, 2012

AMENDED

Resolution # C398-12(07/24/12)

Date: July 24, 2012

AMENDED

Resolution # C405-14(06/24/14)

Date: June 24, 2014

AMENDED

Resolution # C413-17 08/22/17

Date: August 22, 2017

AMENDED

Resolution #C463-20(10-13-20)

Date: October 13, 2020

AMENDED

Resolution #C357-22(07-12-22)

Date: July 12, 2022

Clear Hills County

Request For Decision (RFD)

Policy and Priority Meeting	
Meeting Date:	March 16, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Wolf Management Incentive Policy 6307
File:	11-02-03

DESCRIPTION:

Council requested a discussion regarding the Wolf Management Incentive Policy 6307.

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

BACKGROUND:

Administration contacted a local Trapper that worked on the Bear Canyon Grazing Reserve regarding Trapping and eradicating wolves.

ATTACHMENTS:

February 13 – Policy & Priority Meeting
Policy 6307 - Wolf Management Incentive
Notes from Justin Wasylciw

RECOMMENDED ACTION:

RESOLUTION by.....

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

Request For Decision (RFD)

	Policy and Priority Meeting
Meeting Date:	February 13, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Wolf Management Incentive Policy 6307
File:	11-02-03

DESCRIPTION:

Council requested a discussion regarding the Wolf Management Incentive Policy 6307.

2023 Wolf Claims – As of February 9th

2-Landowner

7-Trapper

Total 9 wolves

2022 Wolf Claims

15-Landowner

10-Trapper

Total 25 Wolves

BACKGROUND:

Administration contacted a local Trapper that worked on the Bear Canyon Grazing Reserve regarding Trapping and eradicating wolves.

ATTACHMENTS:

Policy 6307 - Wolf Management Incentive
Notes from Justin Wasylciw

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:





Clear Hills County

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

1. **Policy Statement**

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

2. **Definitions:**

- 2.1. Immediate Family - means the participant's spouse or adult interdependent partner, the participant's children, the parents of the participant and the parents of the participant's spouse or adult interdependent partner;
- 2.2. Household – immediate family members that reside in the same dwelling with the Participant.

3. **General**

- 3.1. Council may annually during budget deliberations, establish a budget for the Wolf Management Incentive program.
- 3.2. By resolution of Council the Wolf Hunt Management Incentive program will be activated and deactivated.
- 3.3. By resolution of Council the payment amount will be established for each eligible wolf (adult and non-adult) taken within the boundaries of Clear Hills in accordance with the listed conditions.

4. **Private property and Grazing Leases**

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

- 4.2.1 Be a resident of Clear Hills County on land owned by the resident, or their immediate family and reside in a dwelling on that property for no less than 183 days (six months)
- 4.2.2 Provide a list of immediate family that reside in the same dwelling "household" that may participate in this wolf management incentive program.
- 4.2.3 Provide business name, if different than participant's name that land or grazing leases may be registered under.
- 4.2.4 Provide a list of private property owned and grazing leases held in the participant's name or business name within the boundaries of Clear Hills County.
- 4.2.5 Eligible Participants requesting incentive payment shall be registered in advance with Clear Hills County and have entered into a hold-blameless agreement, attached as Appendix A .
- 4.2.6 For verification and authorization of payment the carcass, with pelt intact, from each eligible wolf harvested must be presented at the County office to a designated representative of the County.
- 4.2.7 When presenting the carcass Participants must produce the land location where the wolf was harvested.
- 4.2.8 Wolf carcasses will not be accepted from third parties.
- 4.2.9 Any carcass received by a designated representative of the County will be marked.
- 4.2.10 The Participant will handle the carcass so the designated County representative can confirm there are no markings similar to what other jurisdictions or the County use to identify carcasses presented for payment under a wolf management incentive program.
- 4.2.11 The Participant will make the identification mark on the carcass as directed.
- 4.2.12 Any carcass that has been previously marked will be rejected.
- 4.2.13 Participants will be responsible for disposal of all parts of the wolf carcasses using recognized carcass disposal methods. Note: The County recommends disposal to a trapper to reduce waste of fur or other salvageable parts.
- 4.2.14 Participants participating in the Wolf Hunt Incentive program shall follow all Federal and Provincial Regulations and Legislation, including but not limited to the Wildlife Act, Alberta Hunting Regulations, Firearms Act, Petty Trespass Act.

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

5. Registered Trapline Trappers

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

Eligible Participants will:

- 5.2.1 Be a resident of Clear Hills County on land owned by the resident, or their immediate family and reside in a dwelling on that property for no less than 183 days (six months)
- 5.2.2 Provide their trapline number and a map of their registered trapline within Clear Hills County.
- 5.2.3 Provide the names of any trap line partners that may participate in this wolf hunt incentive program.
- 5.2.4 Eligible trappers requesting incentive payment shall be registered in advance with Clear Hills County and have entered into a hold-blameless agreement, attached as Appendix B.
- 5.2.5 For verification and authorization of payment the carcass, with pelt intact, from each eligible wolf harvested must be presented at the County office to a designated representative of the County.
- 5.2.6 When presenting the carcass Participants must produce the approximate land location where the wolf was harvested on the trapline.
- 5.2.7 Wolf carcasses will not be accepted from third parties.
- 5.2.8 Any carcass received by a designated representative of the County will be marked.
- 5.2.9 The Participant will handle the carcass so the designated County representative can confirm there are no markings similar to what other jurisdictions or the County use to identify carcasses presented for payment under a hunting incentive program.
- 5.2.10 The Participant will make the identification mark on the carcass as directed.

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

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

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

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

3. End of Policy

ADOPTED:

Resolution C494(06/22/10)

Date: June 22, 2010

AMENDED:

Resolution C167(02/22/11)

Date: February 22, 2011

Resolution C147-12(03/13/12)

Date: March 13, 2012

Resolution C776-12(11/27/12)

Date: November 27, 2012

Resolution C195-13(03/26/13)

Date: March 26, 2013

Resolution C492-15(10/13/15)

Date: October 13, 2015

Resolution C52-16(01/26/16)

Date: January 26, 2016

Resolution C113-18 (02/27/18)

Date: February 27, 2018

Resolution C643-20 (12/08/20)

Date: December 8, 2020



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

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

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

1. **STATUTORY ADHERENCE:** While participating in the Program, the Participant will, at all times, abide by all statutes, regulations, and bylaws enacted by the federal, provincial, and municipal governments, and the Participant agrees not to violate any statutory or regulatory provision in any way. The relevant statutes include but are not limited to: the *Firearms Act*, the *Petty Trespass Act*, the *Wildlife Act*, and the *Wildlife Regulations*. Any Participant who fails to strictly adhere all relevant laws will forfeit any right to a Reward under the Program.
2. **INDEMNIFICATION AND HOLD HARMLESS:** The Participant will indemnify the Municipality, its officers, representatives, agents and employees, against and hold them harmless from and against any and all liability for any and all claims, costs, damages and expenses or liability arising on account of injury or death to persons or damage or destruction to property resulting from or arising out of or in any way connected to the Program or participation in the Program.
3. **PRECONDITIONS OF REWARD:** In order to obtain the Reward, the carcass of a lawfully hunted wolf must be presented to a designated representative of the Municipality. Any carcass received by a representative of the Municipality will be marked, and any carcass that has been previously marked by in accordance with this program or similar to other municipal jurisdictions wolf management programs will be rejected. To qualify for the Reward, a wolf must be lawfully hunted on private property owned by the Participant or a grazing lease land operated by the Participant within the boundaries of the Municipality. Any person who has not agreed to be bound by the terms and conditions of this Contract of Participation ("Contract") will be considered ineligible to receive the Reward. The Participant must state the location where each wolf was harvested.
4. **REWARD:** If and only if the representative of the Municipality is satisfied that the Participant has complied with the terms and conditions of this Contract, the Reward will be paid by the Municipality to the Participant. The Reward will be paid by the Municipality to a successful Participant at the rate set by Council for each wolf (adult and non-adult) carcass presented.

Name: _____

Business Name: _____

Mailing Address: _____

Appendix A (Policy 6307) – Page 2

Home Phone _____ Cell _____ Work _____

Email: _____

Land Location of Residence: _____

Rural Address or Street Address: _____

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

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

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

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

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

SIGNED this _____ day of _____, _____.

Participant (print): _____ (sign): _____

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

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



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

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

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

5. **STATUTORY ADHERENCE:** While participating in the Program, the Participant will, at all times, abide by all statutes, regulations, and bylaws enacted by the federal, provincial, and municipal governments, and the Participant agrees not to violate any statutory or regulatory provision in any way. The relevant statutes include but are not limited to: the *Firearms Act*, the *Petty Trespass Act*, the *Wildlife Act*, and the *Wildlife Regulations*. Any Participant who fails to strictly adhere all relevant laws will forfeit any right to a Reward under the Program.
6. **INDEMNIFICATION AND HOLD HARMLESS:** The Participant will indemnify the Municipality, its officers, representatives, agents and employees, against and hold them harmless from and against any and all liability for any and all claims, costs, damages and expenses or liability arising on account of injury or death to persons or damage or destruction to property resulting from or arising out of or in any way connected to the Program or participation in the Program.
7. **PRECONDITIONS OF REWARD:** In order to obtain the Reward, the carcass of a lawfully hunted wolf must be presented to a designated representative of the Municipality. Any carcass received by a representative of the Municipality will be marked, and any carcass that has been previously marked by in accordance with this program or similar to other municipal jurisdictions wolf management programs will be rejected. To qualify for the Reward, a wolf must be lawfully harvested on the Participants registered trap line within the boundaries of the Municipality. Any person who has not agreed to be bound by the terms and conditions of this Contract of Participation ("Contract") will be considered ineligible to receive the Reward. The Participant must state the location where each wolf was harvested.
8. **REWARD:** If and only if the representative of the Municipality is satisfied that the Participant has complied with the terms and conditions of this Contract, the Reward will be paid by the Municipality to the Participant. The Reward will be paid by the Municipality to a successful Participant at the rate set by Council for each wolf (adult and non-adult) carcass presented.

Name: _____

Registered Trap line Number: _____

Mailing Address: _____

Appendix B (Policy 6307) – Page 2

Home Phone _____ Cell _____ Work _____

Email: _____

Land Location of Residence: _____

Rural Address or Street Address: _____

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

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

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

Map of trap line attached: _____

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

SIGNED this _____ day of _____, _____

Participant (print): _____ (sign): _____

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

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

Notes from conversation with Justin Wasyliw:

Fish and Wildlife dictates whether the Bear Canyon pasture can hire someone to trap and eradicate wolves on the pasture.

Over 3 years from 2016 to 2019, the pasture paid the trapper \$18,600 per year for a total of \$55,800, during which time the trapper trapped or killed 28 wolves. This works out to a cost per wolf of \$1992.86

Since 2019, Fish and Wildlife have not had a trapper on the pasture.

Clear Hills County

Request For Decision (RFD)

	Policy and Priority Meeting
Meeting Date:	March 16, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Promotional Clothing Allowance
File:	11-02-03

DESCRIPTION:

Council requested a have a discussion on purchasing promotional Clothing.

County/Municipality	Information from Policy/Bylaw
Kneehill County	<p>Promotional Clothing</p> <p>47. As Council is elected for a four-year term, each Councillor may at any time during this term receive up to \$600.00 of County merchandise. During their term a pro-rated amount will be available for any Councillor that is elected through by-election.</p> <p>48. Should the cost of the clothing or goods be greater than the maximum County donation, then the Councillor will be required to reimburse the difference prior to the merchandise being delivered.</p> <p>49. As this is Kneehill County promotional material, should no merchandise be purchased or selected, no other items or cash equivalent will be distributed to any Councillor</p>
Edson County	<p>Clothing Allowance</p> <p>Promotional Clothing Allowance – each Council Member will be allocated \$500 annually for the purchase of promotional clothing items. All items should be purchased with reasonable discretion and all branding must follow the Town of Edson's Branding Guide. (no cash value)</p>
City of Leduc	<p>Council Members will receive an annual individual apparel allowance to purchase official City of Leduc apparel such as a coat, blazer, vest and/or golf shirt. The apparel is for use when attending public events in the capacity of Councillor and will be in alignment with official corporate branding and promotions program. The items will be purchased through normal Administration protocols and charged to the requesting Council Member's operating budget.</p>

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Policy and Priority Meeting	
Meeting Date:	March 16, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Economic Development
File:	11-02-03

DESCRIPTION:

This Committee requested economic development be added to the meeting for discussion.

ITEMS

1. Economic Targets Workshop
2. Municipal Development Plan/LUB
3. Agriculture Strategy
4. Alt. Energy/Carbon Capture:
5. Health Centre: Service Enhancement
6. Business Directory: - Complete
7. Broadband/Cell
8. Market Greenhouse
9. Incentive/Improvement Grants for Businesses

BACKGROUND:

P528-22(10-31-22) **RESOLUTION** by Reeve Bean to bring back the discussion on economic development to a future Policy & Priority Meeting.
CARRIED.

P328-22(06-21-22) **RESOLUTION** by Councillor Ruecker to table the discussion on Incentive/Improvement Grants for Businesses until a future Economic Development meeting.
CARRIED.

ATTACHMENTS:

Issue / Opportunity List

Tax Incentive/Improvement Grants for Businesses - 06/21/22 RFD

City of Grande Prairie Incentive/Improvement Grants for Businesses

RECOMMENDED ACTION:

RESOLUTION by.....

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

Request For Decision (RFD)

	Policy and Priority Meeting
Meeting Date:	January 3, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Economic Development
File:	11-02-03

DESCRIPTION:

This Committee requested economic development be added to the meeting for discussion.

ITEMS

1. Economic Targets Workshop
2. Municipal Development Plan/LUB
3. Agriculture Strategy
4. Alt. Energy/Carbon Capture:
5. Health Centre: Service Enhancement
6. Business Directory: - Complete (sent to printers)
7. Broadband/Cell
8. Market Greenhouse
9. Incentive/Improvement Grants for Businesses

BACKGROUND:

P528-22(10-31-22)

**RESOLUTION by Reeve Bean to bring back the discussion on economic development to a future Policy & Priority Meeting.
CARRIED.**

P328-22(06-21-22)

**RESOLUTION by Councillor Ruecker to table the discussion on Incentive/Improvement Grants for Businesses until a future Economic Development meeting.
CARRIED.**

ATTACHMENTS:

Issue / Opportunity List

Tax Incentive/Improvement Grants for Businesses - 06/21/22 RFD

RECOMMENDED ACTION:

RESOLUTION by.....

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

ISSUE / OPPORTUNITY LONG LIST					
ISSUE / OPPORTUNITY	C	S	ISSUE / OPPORTUNITY	C	S
Shipping Problems	6	7	Succession Plan County	-	-
Broad Band/Cell issues	36	13	Cellular Service	-	-
Local Sourcing	-	-	Road Maintenance	14	-
Education Opportunities (Quality)	4	-	Dr & Nurse Shortage	-	3
Attracting New Industry	15	15	Public Confidence	-	-
Lack of Childcare	-	-	Tax Assessment Model	5	7
Promoting Local Businesses	3	-	Level of Service	-	2
Local Manufacturing Facilities	5	-	LUB & IDP Reviews	-	3
Promoting Clear Hills County	8	-	Waste Management	1	-
Attracting New/returning people	0	8	Alternative Utilities	-	-
Innovated Opportunities	7	-	Community Boards	-	-
Mining Opportunities	7	-	Economic Diversity	17	-
Incentives for Businesses	2	3	Oil and Tax	21	9
Tree Cutting/private logging	1	-	Tourism	12	14
New Agra Food (greenhouses)	35	-			
Home Schooled Youth	-	4			
Entrepreneur Support	-	-			
Drainage Flooding	9	-			
Campgrounds	4	-	TOP TEN	Total	
Personnel Policy Review	-	13	Broad Band/Cell issues	49	
Fire Service Response/Capacity	-	10	New Agra Food (greenhouses)	35	
Safe Secure Water Potable supply	-	-	Oil and Tax	30	
Community Events	-	-	Economic Diversity	17	
Rural Crime	-	1	Attracting New Industry	30	
Assessment & Taxation	-	5	Organic Farming	15	
CFO's	-	-	Advocating Health Centre utilization	14	
Herbicides/Pesticides	9	-	Road Maintenance	14	
Social Services Access	-	-	Tourism	26	
Imposed Mandates	-	-	Fire Service Response/Capacity	10	
Advocating Health Centre utilization	14	1			
Utilizing Community Assets (library)	-	-			
Inflation	-	-			
Organic farming & Regular	15	-			
Transportation Mobility	2	-			
Unpaid Taxes	5	10			
Food Security	-	-			
Residence Attract & Retain	-	-			
Skilled Labor	2	10			

NOTES:

Broadband- Explore net/Starlink	Set up meeting
Open Air Market	Waiting for Proposals to come in
Market Green Houses	Explore/research other areas who have done this
Producer Support	Advocate Through RMA (add to meeting in June)
County Land Review	County owns land for residential & industrial
Campground project approvals	keep pressure on for approvals
New Activity Grant Policy	bring to a P&P to discuss further to be able to give direction
Snow Clearing Guidance procedure	Draft a procedure on snow clearing guidance practices
Cleardale Fire Truck storage garage	Waiting on proposal from CD Ag Society
CANFOR	meeting scheduled for April 26 th to discuss dust control options
CHC Health Centre	schedule a meeting with the AHS Worsley Health Centre Manager to discuss possible ways to utilize the facility
Assessment Model Review	(Advocate Through RMA (add to meeting in June)
Heavy Agricultural Use of local Roads for private use	(Advocate Through RMA (add to meeting in June)
Waste Management Efficiency –	
Alternate Energy Options	Explore/research other areas who have done this
Rec Board funding	Groups receiving funds from rec boards to have expectations to send a short report to advertise on County FB/Newsletter/website etc. Bring to a future P&P
Trades Training Program Review/Update –	IS this program Working?
PRSD Viability of small schools	schedule a meeting to discuss the viability and future of local public schools.
Discharge of Firearm Bylaw	April 26 draft presented to Council
School Use Fees	Inquire to PRSD on the reason behind different fees for each school after Joint Meeting with Municipalities
Website – Job Opportunities	Create a page for local industry to advertise job opportunities.

Administrative Notes:	
Decision Making Guidelines Roles & Responsibility Guidelines Request for Clarity Form Request for Decision Form	Request copies from Gordon
May 12 th Joint Municipal Meeting Items	School Gym Fees
New Ideas and emergent items should always be directed to a future P&P	Allows Council to discuss the item and give administration direction
Advertise Dust Control Procedure	To help the residents understand the intent/workings

Clear Hills County

Request For Decision (RFD)

	Policy and Priority Meeting
Meeting Date:	June 21, 2022
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Tax Incentive/Improvement Grants for Businesses
File:	11-02-03

DESCRIPTION:

Council is presented with examples for Tax Incentive/Improvement Grants for Businesses

MUNICIPAL GOVERNMENT ACT

Tax incentives for non-residential property
364.2

(1) In this section,

- (a) "deferral" means a deferral under this section;
- (b) "exemption" means an exemption under this section.
- (c) repealed 2019 c21 s2.

(2) A council may, by bylaw, for the purpose of encouraging the development or revitalization of properties in an assessment class specified in section 297(1)(b) or (d) for the general benefit of the municipality, provide for

- (a) full or partial exemptions from taxation under this Division for property in one or both of those assessment classes, or
- (b) deferrals of the collection of tax under this Division on property referred to in clause (a).

P237-22(05-06-22) RESOLUTION by Reeve Bean to bring back a draft policy with tax incentives and grant opportunities for Local Businesses to a future Policy & Priority Meeting. CARRIED.

ATTACHMENTS:

Tax Incentive/Improvement Grants for Businesses – Wallace Woodworth

RECOMMENDED ACTION:

RESOLUTION by.....

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

MAIN STREET IMPROVEMENT GRANT



It is the purpose of this program to support projects that focus on upgrading the appearance of building exteriors, structures and exterior spaces in main street areas of the municipality.

WHO CAN APPLY?

The registered owner or tenant of a commercial property within the Municipality located in the Commercial General (CG), Commercial Highway (CH), Industrial Business (MB), or Industrial General (MG) zones within the local settlement centres as outlined in the Rural Municipality Zoning By-law No. 03-2019.

HOW IT WORKS

Eligible projects include improvements/upgrading, painting, window replacements, new awning, signage, decorative lighting, or landscape enhancements being completed on a commercial property. Grants will contribute up to 50% of eligible project costs to a maximum of \$5,000. Please see the R.M. of Wallace-Woodworth Main Street Improvement Grant Policy for full program details.

HOW TO APPLY

Applications must be approved before work can commence. Applications will be accepted up to 5:00 PM on September 15th. All projects must be completed and final reports and receipts must be submitted by November 15th. Submit your application to:

R.M. of Wallace-Woodworth
Box 2200
154023 PR 257
Virden MB R0M 2C0
info@wallace-woodworth.com

ELIGIBLE PROJECTS

- Painting
- Siding
- Window replacements
- New Awnings
- Signage
- Decorative lighting
- Landscape Enhancements

ELIGIBLE EXPENSES

- Materials
- Supplies
- Equipment rentals
- Trade & contractor fees
- Development and building permits

www.wallace-woodworth.com



INCENTIVE TAX CREDIT PROGRAM



The R.M. of Wallace-Woodworth has developed a tax credit program to encourage businesses to build or expand.

WHO CAN APPLY?

The registered owner of a commercial or industrial property within the Municipality for whom new general municipal taxes are generated from an increase in the assessed value of a property, due to improvements including a building addition, renovation or new building construction.

HOW IT WORKS

Increases in portioned assessment between \$10,000 and \$74,999 will be reimbursed at 100% for a 3-year period. Increases in portioned assessment \$75,000 and above will be reimbursed at 100% in year one to a maximum of \$30,000, 80% in year two to a maximum of \$24,000, and 60% in year three to a maximum of \$18,000. Please reference R.M. of Wallace-Woodworth By-law 02-2021 for full program details

HOW TO APPLY

Once you received your supplemental tax assessment, fill out our incentive tax credit application form. Submit the form with a copy of your supplemental tax assessment to:

R.M. of Wallace-Woodworth
Box 2200
154023 PR 257
Virden MB R0M 2C0
info@wallace-woodworth.com

Taxes must be paid in full. A tax reimbursement will be paid by December 31st of each year of the program.

EXAMPLES

INCREASE IN PORTIONED ASSESSMENT \$10,000- \$74,999

EXAMPLE:
Renovation of a building in Elkhorn resulting in an increase in tax assessment of \$115,000.

TAXABLE PORTION (65%) = \$74,750
\$74,750 AT 22.543* MILL RATE

YEAR 1- (100%)-\$1,685.09
YEAR 2- (100%)-\$1,685.09
YEAR 3- (100%)-\$1,685.09

INCREASE IN PORTIONED ASSESSMENT \$75,000 AND ABOVE

EXAMPLE:
Construction of a new building in Kenton resulting in an increase in tax assessment of \$1,000,000.

TAXABLE PORTION (65%) = \$650,000
\$650,000 AT 21.689* MILL RATE

YEAR 1- (100%)-\$14,097.85
YEAR 2- (80%)-\$11,278.28
YEAR 3- (60%)-\$ 8,458.71

INCREASE IN PORTIONED ASSESSMENT \$75,000 AND ABOVE

EXAMPLE:
Construction of a new building in Ward 2 resulting in an increase in tax assessment of \$4,000,000.

TAXABLE PORTION (65%) = \$2,600,000
\$2,600,000 AT 15.851* MILL RATE

YEAR 1- (100%) - ~~\$41,212.06~~ \$30,000
YEAR 2- (80%) - ~~\$32,970.08~~ \$24,000
YEAR 3- (60%) - ~~\$24,727.56~~ \$18,000

WWW.WALLACE-WOODWORTH.COM



Business Retention & Expansion Grant - DIG Application Form

The Business Retention & Expansion Grant is aimed to help industrial and commercial businesses grow and thrive by enhancing their property through addition or significant renovation while stimulating the local economy. It is a four-year annual rebate equal to 100% of the general municipal tax portion of the Incremental Assessed Value of the property in the first year, decreasing by 25% annually for three additional years.

Fees and Timelines

Applications are open July 28, 2021 and are available until 4:00 PM, December 30, 2025. Applications are processed on a first-come, first-served basis and will be accepted until funds are fully assigned or the program is closed.

Application Requirements

- To be eligible to apply, the project must be an expansion of existing commercial or industrial businesses through addition or renovation with a minimum taxable assessment increase of over \$1,000,000 and which increases assessed value by a minimum of 25% or;
- Commercial or industrial demolition, infill, or adaptive reuse of vacant or under-utilized land/buildings with a minimum taxable assessment increase of over \$1,000,000 and which increases assessed value by a minimum of 25%.
- No construction can be performed prior to signing a Reimbursement Agreement with the City.

Submission Information

1. Contact the Program Coordinator to discuss your project, assess your eligibility and review the application process.
2. Prepare an application ensuring the project will comply with all permit requirements, Provincial Building Codes, applicable statutory plans, City's **Land Use Bylaw C-1260** and all other relevant Bylaws.
3. Submit a completed application to the Program Coordinator via email to: **businessincentives@cityofgp.com**

Questions

Any questions or inquiries can be made to the Program Coordinator at **businessincentives@cityofgp.com** or **780-513-5240**.

Download (PDF) 

DEPARTMENT: ECONOMIC DEVELOPMENT

CATEGORY: BUSINESS GRANTS, FUNDING AND AWARDS

Business Revitalization Grant

APPLICATIONS CLOSED.

The Business Revitalization Grant is designed to enable revitalization of business properties through exterior property improvements. Improvements made with this grant will improve aesthetic appeal, access and/or safety of businesses in Grande Prairie.

Improvements can include painting, siding, large-scale landscaping, access ramps, automatic doors, lighting, signage, etc.

Program Funding

A grant matching 50% of construction costs up to a maximum grant amount of \$25,000. An eligible Business Revitalization Grant amount shall not be less \$5,000 or more than \$25,000.

To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement. Applicants are responsible for reviewing the Eligibility Criteria below prior to submitting an application.

✦ Fees and Timelines

✦ Eligibility

✦ Ineligible Improvements

✦ How To Apply

✦ What to Submit?

✦ Review Process

✦ Resources & Related Documents

Questions

Any questions or inquiries can be made to the Program Coordinator at businessincentives@cityofgp.com or 780-513-5240.

Municipal Fee Rebate

APPLICATIONS CLOSED.

The Municipal Fee Rebate is for new residential construction, reconstruction, or infill projects to stimulate local employment.

Infill refers to the development of vacant or under-utilized parcels within existing commercial, industrial, or residential areas already served by utilities infrastructure, and that have a total developable land inventory comprising less than 10% of the existing base.

Program Funding

A grant equal to 100 % of the City imposed portions of all Inspection Services Permit Fees, Engineering Services Fees and Planning & Development Fees to a maximum of \$10,000.

Land Use Bylaw Amendment Fees may be rebated 100% for an approved application and 50% for applications not approved.

Amounts remitted to other levels of government, charged as a result of a penalty or relating to construction not approved under this Policy remain payable.

To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement. Applicants are responsible for reviewing the Eligibility Criteria below prior to submitting an application.

Fees and Timelines

Eligibility

How To Apply

What to Submit?

Review Process

Resources & Related Documents

Questions

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OK

New Business Development Grant

The New Business Development Grant is an incentive to attract investment in industrial and commercial development with the goal of diversifying our economy, stimulating building activity, and supporting local employment in Grande Prairie.

Program Funding

10-year annual rebate equal to 100% of the general municipal tax portion of the Incremental Assessed Value of the property in the first year, decreasing by 10% annually for nine additional years.

10-Year Tax Increment Rebate Schedule

Year	Tax Rebate %
1	100
2	90
3	80
4	70
5	60
6	50
7	40
8	30
9	20
10	10

To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement. Applicants are

Economic Development Grants and Incentives

The City of Grande Prairie has three streams of grants and incentives. Please review the current programs below:

Development Incentives and Grants Program

The City of Grande Prairie is committed to supporting business development and investments that create jobs, stimulate the local economy and expand a diversified tax base.

The Development Incentives and Grants ("DIG") Program was created to provide financial assistance through grants designed to stimulate business development, building activity and continued local employment in the construction industry by encouraging reinvestment in buildings and property throughout the City and new residential infill development in the City's core.

The DIG Program is comprised of five components and is currently accepting applications for all incentives and grants.

Business Retention & Expansion Grant

Category: Development Incentives and Grants

A four-year annual rebate equal to 100% of the general municipal tax portion of the Incremental Assessed Value of the property in the first year, decreasing by 25% annually for three additional years.

Downtown Incentives Program Boundary.

Patio Grant

Category:

Downtown Incentives Program

APPLICATIONS CLOSED.

The Patio Grant is a 50% matching grant, up to \$5,000 to encourage business owners in the downtown area to invest in the addition of an outdoor patio.

Urban Residential Development Grant

Category:

Downtown Incentives Program

APPLICATIONS CLOSED.

To encourage the addition of residential units in the downtown area, eligible projects may receive grants up to \$10,000 per Dwelling Unit for apartment buildings and \$15,000 per Dwelling Unit for Mixed-Use Apartment Buildings located within the Downtown Incentives Program Boundary.

Economic Recovery Program

The Economic Recovery Program has been developed to support businesses in the creation of employment and recovery activities in the wake of the COVID-19 Global Pandemic. Phase One of the program was launched in Summer 2020 and includes the Beautification and Patio Grant and the Local Marketing Grant.

In 2021, Grande Prairie City Council approved three new initiatives to support businesses. These include the Barrier-Free Grant to improve accessibility to buildings and properties around the city, the Training Grant to support local organizations' participation in education and training initiatives and a fee waiver for drinking establishments to apply to allow all-ages during the day.

Change of Use Fee Waiver

A fee waiver for drinking establishments seeking to allow minors during the day is available. The fee waiver reduces costs for businesses diversifying their operations. The waiver may be applied retroactively as a reimbursement of fees for applications received after October 5, 2020. [**Download the Change of Use Fee Waiver Application Form**](#)

Barrier-Free Grant

Category:

Economic Recovery Program

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Demolition Grant

APPLICATIONS CLOSED.

According to CPTED principles, vacant and unmaintained buildings have been linked to increased crime, risk to public health and welfare, by creating the impression the space is not cared for. The Demolition Grant offers a 50% matching grant up to a maximum of \$50,000 for the removal of a building within the Downtown Incentives Program Boundary.

To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement. Applicants are responsible for reviewing the Eligibility Criteria below prior to submitting an application.

-  **Eligibility**


-  **Fees and Timelines**


-  **Application Requirements**


-  **What to Submit?**


-  **Resources & Related Documents**



Questions

Applicants are encouraged to meet with the Program Coordinator prior to submitting their application. The Program Coordinator can be reached at downtownincentives@cityofgp.com or 780-513-5240.

Façade Improvement Grant

The Façade Improvement Grant incentivizes downtown building owners and tenants to make improvements to the fronts of their buildings. In addition to improving the appearance of the building, these upgrades should provide benefits to the pedestrian realm. The Façade Improvement Grant is a matching grant that will provide 50% of the project cost up to the lesser of \$750 per Front Foot or a total of \$50,000 for Façade Improvement Projects in the Downtown Incentives Program Boundary.

As of November 2, 2020, Council approved reopening applications for the Façade Improvement Grant under the Downtown Incentives Policy and expanded eligibility to include back alley improvements for businesses directly impacted by Phase Four Downtown Rehabilitation and Streetscape Project construction.

To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement. Applicants are responsible for reviewing the Eligibility Criteria below prior to submitting an application.

✦ Fees and Timelines

✦ Eligibility

✦ Application Requirements

✦ What to Submit?

✦ Review Process

✦ Resources & Related Documents

Questions

Applicants are encouraged to meet with the Program Coordinator prior to submitting their application. The Program Coordinator can be reached at downtownincentives@cityofgp.com or 780-513-5240.

📄 Related Forms

Façade Improvement Grant Application

Patio Grant

APPLICATIONS CLOSED.

Patios help to create a vibrant downtown by placing activities outside and connecting businesses to the streets. The Patio Grant provides a financial incentive for business owners to develop an outdoor patio space and encourage an increased public presence on the streets of downtown. The matching grant provides business owners with 50% of the cost, up to \$5,000 for patios located within the Downtown Incentives Program Boundary.

To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement. Applicants are responsible for reviewing the Eligibility Criteria below prior to submitting an application.

✦ **Eligibility**

✦ **Fees and Timelines**

✦ **Application Requirements**

✦ **What to Submit?**

✦ **Resources & Related Documents**

✦ **Questions**

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Barrier-Free Grant

The Barrier-Free Grant is designed to promote a business environment that is accessible to all residents, visitors and employees, through financial incentives for commercial property and business owners to invest in Accessibility Improvement Projects. The Barrier-Free Grant is a matching grant that will provide 50% of project costs up to a maximum of \$10,000 for eligible Accessibility Improvement Projects.

To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement. Applicants are responsible for reviewing the Eligibility Criteria below prior to submitting an application.

✦ Eligibility ▼

✦ Fees and Timelines ▼

✦ Application Requirements ▲

Applications must include two independent quotes for each project element. Please complete the table according to the quotes you have provided with your application.

These may be comprehensive, capturing the entire project from a general contractor or broken out into specific elements such as ramps, barrier-free entryway, braille signage etc. Quotes should be included exclusive of GST. The maximum eligible grant amount will be calculated based on the combined total of the lowest quotes from each element category.

✦ What to Submit? ▼

✦ Resources & Related Documents ▼

Questions

Any questions or inquiries can be made to the program coordinator at economicrecovery@cityofgp.com or 780-513-5240.

Related Forms

Barrier-Free Grant Application

Beautification & Patio Grant

The Beautification and Patio Grant acts as an immediate economic driver by providing local employment and business for local trades and suppliers, as well as enhance building aesthetics contributing to the beautification and vibrancy of the city.

Program Funding

The Grant will pay 50% of eligible costs, up to a maximum of \$15,000 for Façade improvements, Landscaping and Patio projects that improve aesthetic appeal, pedestrian access and safety of a commercial, retail or mixed-use building.

The Beautification and Patio Grant will remain open until grant funding has been allocated.

To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement. Applicants are responsible for reviewing the Eligibility Criteria below prior to submitting an application.

✦ Eligibility

✦ Application Requirements

✦ Design Goals

✦ Resources & Related Documents

📄 Related Forms

Beautification & Patio Grant Application

Local Marketing Grant

The Local Marketing Grant has been developed to support local businesses in the creation of a marketing plan and/or marketing materials that aims to drive cash flow to the business and supports economic recovery.

The grant will allow business owners to enhance their marketing efforts or digital presence while driving local tourism efforts by attracting visitors to the city.

Program Funding

The Local Marketing Grant will pay up to 50% to a maximum of \$2,500 for the creation of a marketing plan or marketing content that aims to drive cash flow to the business and supports overall recovery efforts.

Collaborative projects involving three or more businesses will be eligible for up to 75% of project funding up to a maximum of \$7,500. The intent of this will be to drive tourism efforts, enhance the visitor experience, encourage placemaking and create natural partnerships and itineraries.

The Local Marketing Grant will open for applications on August 24, 2020 and will remain open until grant funding has been allocated.

To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement. Applicants are responsible for reviewing the Eligibility Criteria below prior to submitting an application.

+ Eligibility

+ Examples of Eligible Costs

+ Application Requirements

+ Forms & Resources

Contact Information

Applicants are encouraged to discuss their project with the Program Coordinator prior to submitting their application.

Training Grant

The Training Grant is designed to support local organizations' participation in education and training initiatives that enhance knowledge and/or skills applicable to their operations or trainees' role within the organization.

Eligible applicants may receive a grant equal to 25% of Registration Costs for owner and/or employee Training and Education Initiatives over \$300 per person to a maximum grant amount of \$2,500 per business; OR a grant equal to 50% of Registration Costs for owner and/or employee Training and Education Initiatives \$300 or less per person to a maximum grant amount of \$1,250 per business.

To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement. Applicants are responsible for reviewing the Eligibility Criteria below prior to submitting an application.

Eligibility

Approval & Reimbursement

Fees & Timelines

Resources & Related Documents

Questions

Applicants are encouraged to discuss their project with the Program Coordinator prior to submitting their application.

The Program Coordinator can be reached at economicrecovery@cityofgp.com or 780-513-5240.

Related Forms

Training Grant Application

Patio Grant

APPLICATIONS CLOSED.

Patios help to create a vibrant downtown by placing activities outside and connecting businesses to the streets. The Patio Grant provides a financial incentive for business owners to develop an outdoor patio space and encourage an increased public presence on the streets of downtown. The matching grant provides business owners with 50% of the cost, up to \$5,000 for patios located within the Downtown Incentives Program Boundary.

To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement. Applicants are responsible for reviewing the Eligibility Criteria below prior to submitting an application.

✦ **Eligibility**

✦ **Fees and Timelines**

✦ **Application Requirements**

✦ **What to Submit?**

✦ **Resources & Related Documents**

✦ **Questions**

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Clear Hills County

Request For Decision (RFD)

	Policy and Priority Meeting
Meeting Date:	March 16, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Procedural Bylaw
File:	11-02-03

DESCRIPTION:

Council requested a review of the current Procedural Bylaw. No. 233-18.

ATTACHMENTS:

Procedural Bylaw No. 233-18

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:	Manager:	CAO: 
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Bylaw No. 233-18

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

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

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

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

1.0 CITATION

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

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2.0 DEFINITIONS

2.1 In this Bylaw,

- 2.1.1 "Act" shall mean the Municipal Government Act, R.S.A. 2000 c.M-26, and related amendments;
- 2.1.2 "*ad hoc*" shall mean an organization, committee, or commission created for a specific task.
- 2.1.3 "Agenda" shall mean the list of items and order of business for any meeting;
- 2.1.4 "Amend" shall mean a Motion to add context or details to currently debated Motion;
- 2.1.5 "Business Day" shall mean a full regularly-scheduled working day for the Administration Office. In reference to Delegations (Sections 30 and 31 of this Bylaw), full business days allow for the correlating and copying of information to be included in Council Packages;
- 2.1.6 "Bylaw" shall mean a Bylaw of Clear Hills County;
- 2.1.7 "Call the Question" shall mean immediately terminating debate and calling for a vote. This is a non-debatable Motion;
- 2.1.8 "CAO" shall mean the Chief Administrative Officer, or duly appointed delegate, for the County.
- 2.1.9 "CEO" shall mean the Chief Elected Officer as defined in the MGA, which shall be the Reeve unless otherwise determined by Council;
- 2.1.10 "Chair" shall mean the person presiding and conducting meetings;
- 2.1.11 "Committee" shall mean a committee created by Council (such

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

- 2.1.12 "Committee of the Whole" shall mean a committee consisting of all Members of Council. A meeting of the Committee of the Whole may be held *in camera* (in private) or in public session depending on the issue being discussed;
- 2.1.13 "Council" shall mean the Reeve and Members of Council of Clear Hills County elected pursuant to the provisions of the *Local Authorities Election Act*;
- 2.1.14 "Councillor" shall mean a Councillor elected to represent Clear Hills County;
- 2.1.15 "*ex officio*" shall mean by right of office, the CEO is a member of all Council Committees and all bodies to which Council has the right to appoint members. Unless the named member or alternate to the Committee, the CEO does not have voting privileges;
- 2.1.16 "Delegation" shall mean any person or persons having permission of Council to appear before Council, or a Committee of Council to provide pertinent information and views about the subject before Council or Council Committee;
- 2.1.17 "Deputy Reeve" shall mean the Member of Council who is appointed pursuant to the *Act* to act as Reeve in the absence or incapacity of the Reeve;
- 2.1.18 "*in camera*" shall mean a session which is held *in private* (closed to the public) and may include specific persons invited to attend by the Chair, Council or the Committee. All discussions *in camera* are deemed as confidential, and no motions can be made *in camera*;
- 2.1.19 "Reeve" shall mean the Chief Elected Official (CEO) for the

County;

- 2.1.20 "Member" shall mean a Councillor, or Member at Large, appointed by Council to a Committee of Council;
- 2.1.21 "Member at Large" shall mean a member of the public appointed by Council to a Committee of Council;
- 2.1.22 "Meetings" shall mean meetings of Council and Council Committees;
- 2.1.23 "Motion" shall mean an action presented by a Councillor or Member of Committee and made through the Chair that requests some consideration of action by Council or Committee. For a Motion to be structurally complete, it is required to address the who, what, when, where and why questions;
- 2.1.24 "Municipality" shall mean Clear Hills County, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the County;
- 2.1.25 "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative;
- 2.1.26 "Point of Information" shall mean a question or request directed through the Chair to another member or to staff for information relevant to the business at hand but not related to the Point of Procedure;
- 2.1.27 "Point of Order" shall mean the raising of question directed to the Chair to call attention to any departure from the Procedure Bylaw;
- 2.1.28 "Point of Procedure" shall mean a question directed to the Chair to obtain information of a matter of the rules of the County bearing on the business at hand in order to assist a member to

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

- 2.1.29 "Quorum" is a majority (50% +1) of those members elected and serving on Council;
- 2.1.30 "Recess" shall mean a non-debatable action for a temporary break of Council/Committee business; any member may request a recess through the chair;
- 2.1.31 "Recording Secretary" shall mean the person assigned to record minutes of the meeting;
- 2.1.32 "Table" shall mean a Motion to delay the consideration of any matter to a definite time, when further information is to be obtained.
- 2.1.33 "County" shall mean Clear Hills County;
- 2.1.34 "Urgency" or "emergent items" (*in reference to Addendums - Section 30.7 of this Bylaw*) If an item (Addendum – addition to the agenda) is to be added to a previously distributed Agenda, then the Addendum shall pass a test of 'Urgency'. If the Addendum is time-sensitive or where failure to provide immediate action may cause financial or other distress to the Municipality, Council or a Committee, then the Chair may authorize the addition of the Addendum to the Agenda. All additions must be supported by written background information.

3.0 GENERAL

- 3.1 In accordance with Section 204 of the *Act*, the municipal office shall be Clear Hills County Administration Office located at 313 Alberta Avenue, Worsley, Alberta.
- 3.2 Council of Clear Hills County shall consist of seven (7) elected officials.

- 3.2.1 At the Organizational Meeting following the date of the general election, and annually thereafter, not later than two weeks after the third Monday in October, shall elect one of its elected officials as Reeve and one of its elected officials as Deputy Reeve.
- 3.2.2 The CEO shall be referred to as the Reeve.
- 3.2.3 Responsibilities of the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act*.
- 3.2.4 When the Reeve, through illness, absence or other cause, is unable to perform the duties of this office, or when the office is vacant, the Deputy Reeve has all the powers and shall perform all the duties of the Reeve during the Reeve's inability or absence.
- 3.2.5 When both the Reeve and Deputy Reeve, through illness, absence or other cause, are unable to perform the duties of the office, the Council may appoint a temporary Acting Reeve or Chair as per Section 152(3) of the *Act*.
- 3.2.6 A Reeve and Deputy Reeve who have been appointed to their offices by the Council may resign their appointments while retaining their seats on the Council.
- 3.2.7 When the office of Reeve or Deputy Reeve become vacant by death, resignation, forfeiture or otherwise, the Council shall forthwith elect one of the Councillors to fill the position for the remainder of the term of office and in accordance with section 162 of the *Act*.
- 3.2.8 The Reeve and members of Council may be paid the remuneration, travel, subsistence and out of pocket expenses that may be set by the Council and outlined in Council Policies.
- 3.3 General duties of Councillors and the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act*.
- 3.4 The Council of the County is responsible for:

- 3.4.1 developing and evaluating the policies and programs of the County.
- 3.4.2 ensuring that the powers, duties and functions of the County are appropriately carried out.
- 3.4.3 carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment.
- 3.5 The Council of the County will not exercise a power or function or perform a duty that is by this or another enactment or by bylaw specifically assigned to the CAO or a designated officer.
- 3.6 These duties and roles of Councillors as established in this bylaw may only be amended, repealed or suspended by a bylaw passed at a regular or special meeting of Council at which time all Council must be present.

4.0 SEVERABILITY

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

10.0 MEETINGS

11.0 Organizational Meetings

- 11.1 An Organizational Meeting of Council shall be held annually not later than two weeks after the 3rd Monday in October, as per Section 192 of the *Act*.
- 11.2 The Councillors shall take the Oath of Office upon being elected. (Part 5, Section 3, #156, as per the *Act*). By right of this office and taking of the Oath, the Councillor is a Commissioner for Oaths.
- 11.3 The Agenda of the Organizational Meeting shall be restricted to:

- 11.3.1 Establishing regular meeting dates for Council for the next twelve months, and all members of council must be present;
- 11.3.2 Establishing any *ad hoc* Council Committees;
- 11.3.3 Selection of the Reeve and Deputy Reeve by election of elected Councillors;
- 11.3.4 Appointment of Councillors as members and alternates to Council Boards and Committees and *ad hoc* Council Committees;
- 11.3.5 Appointment of Members at Large to any agencies, committees, boards to which Council has the right to appoint members;
- 11.3.6 Any such other business as is required by the *Act*.
- 11.3.7 Annual appointment of Professionals including but not limited to Assessor, Auditor, Legal Advisor and Engineer.
- 11.3.8 Referring to Section 11.3.2 and 11.3.4 of this Bylaw, the Reeve will lead Council through the Boards & Committees list. If a Councillor wishes to be the representative or alternate on a particular board or committee they must verbally indicate their desire when that board or committee is being addressed. In the case of two or more Councillors wishing to be the representative or alternate to a board or committee, a vote of Council shall be taken, by either show of hands or secret ballot. The voting method shall be determined by show of hands.
 - 11.3.8.1 Should a Councillor dispute or disagree with an appointment recommendation, Council as a whole shall debate the appointment and, by majority vote, complete the final determination.

12.0 Regular Council Meetings

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

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

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

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

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

13.0 Special Meetings

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

14.0 Committee Meetings

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

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

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

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

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

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

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

14.5 Council Committee Chairs:

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

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

14.6 *ad hoc* Committees:

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

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

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

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

should continue, Council may chose to:

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

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

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

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

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

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

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

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

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

- 14.10.3 to refer matters to Administration, through the CAO, for research and to provide direction on the preparation of written reports;
- 14.10.4 to submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee;
- 14.10.5 in appropriate cases, to submit matters to Council without recommendations;
- 14.10.6 not to appropriate, expend, commit, or direct the expenditure of any money not provided for in the budget and authorized in Committee mandate and Bylaw by Council;
- 14.10.7 not to bind its' actions on the County unless power to take such action has been specifically delegated to the Committee by Council in a bylaw;
- 14.10.8 not to give direct instructions to any County employee except through the CAO.
- 14.11 All Council Board and Committee members must follow the procedural rules of Council as set out in this Bylaw.
- 14.12 All Committees created by Council shall be reviewed annually at the Organizational Meeting.
- 14.13 External agencies, boards, commissions, and committees refer to an agency, board, commission or committee not created by Council and shall be made in reference to in this bylaw as External Committees.
 - 14.13.1 Councillors will review the appointment chart for External Committees annually at the Organizational Meeting.
 - 14.13.1.1 Council may add an External Committee by Motion during a Regular Council Meeting in accordance to Section 14.13.4 of this bylaw.

- 14.13.2 Councillors will be appointed, along with alternates, to the External Committees at the Organizational Meeting annually.
- 14.13.3 Each External Committee shall *elect its own Chair*.
- 14.13.4 Councillors serving on External Committees shall represent the interest of the whole County and shall keep Council informed of Committee business with the options for written reports or verbal updates and provide an update during the Council External Committee Report portion of the Regular Council Meeting.
- 14.13.5 Councillors appointed to an External Committee that are Motioned by that External Committee to attend an event apart from the scheduled meeting, in support of that External Committee do so under the External Committee Budget.
- 14.13.6 Following the appointment of the Reeve, Councillor or member-at-large to an External Committee, the CAO shall advise the External committee of the appointment and the following:
 - 14.13.6.1 that the secretary to the External Committee, shall forward to Clear Hills County a ratified copy of the minutes, of any board that holds meetings monthly, within 15 days of each meeting, along with the dates and locations of any scheduled future meetings, and
 - 14.13.6.2 that where the Reeve or a Councillor is appointed to the External Committee shall not be expected to act as an advocate for the External Committee, and significant issues such as funding requests and long term plans should be presented to the Clear Hills County Council by the Chair, or their designate of the External Committee.
- 14.13.7 The CAO shall maintain a register of External Committees, the members of Council and staff of Clear Hills County who

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

15.0 'In Camera' Sessions

- 15.1 Council recognizes that Section 198 of the *Act* provides for the public to be present at meetings, and it is the intent and desire of Council to remain open, accountable and transparent to the public.
- 15.2 '*in camera*' sessions shall only be permitted for matters pertaining to receiving legal counsel, for land-related negotiations, or matters pertaining to labour or personnel issues, as determined in Sections 17, 18, & 19 of the *Freedom of Information and Protection of Privacy Act*.
- 15.3 Whenever Council or a Committee meets 'in camera' the CAO, or designate, shall be present. An exception is provided when Council meets to discuss CAO annual performance.

16.0 Public Hearings

- 16.1 The conduct of any statutory Public Hearing shall be governed by this Bylaw.
- 16.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Recording Secretary prior to the Public Hearing.

- 16.3 The Chair shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.
- 16.4 The Chair may call upon the CAO or Department Manager to introduce the Motion or Bylaw, and to briefly state the intended purpose.
- 16.5 Where applicable, the CAO shall advise of any third party officially applying for the Bylaw or Motion (For example, as in proposed Bylaws to amend the Land Use Bylaw).
- 16.6 Immediately following the introduction of the Bylaw or Motion, any Member who has pecuniary interest in the Motion or Bylaw for which the Public Hearing is being held shall declare this interest and shall be excused from the table.
- 16.7 Upon leaving the table, the Member has the same rights as any other person attending the Public Hearing and may stay in attendance at the Public Hearing and make presentations. However, when the matter reviewed at the Public Hearing comes before Council for deliberation, the Member must adhere to all clauses of Section 40 of this Bylaw pertaining to Pecuniary Interest.
- 16.8 Any presentation by County staff or agents shall follow the introduction of the Bylaw or Motion.
- 16.9 The Chair shall request those who wish to make presentations to identify themselves so that their names can be recorded in the minutes.

20.0 MEETING PROCEDURES

20.0 Quorum

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

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

- 21.2 Unless a Quorum is present within fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 21.3 The Recording Secretary shall record the names of the Members of Council present at the expiration of the fifteen (15) minute time limit and such record shall be appended to the next Agenda.
- 21.4 The only action that can legally be taken in the absence of Quorum is to fix the time in which to adjourn (if more than fifteen (15) minutes is being allowed), adjourn, recess, or to take measures to obtain a Quorum.
- 21.5 In the event that Quorum is lost after a meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within fifteen (15) minutes, the meeting shall stand adjourned.

22.0 Conduct of Meetings

- 22.1 Each member or delegate, as the case may be, shall address the Chair but shall not speak until recognized by the Chair.
- 22.2 The Chair, with the approval by Motion of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the Chair.
- 22.3 The preparation and distribution of minutes of Council and Committees shall be the responsibility of the CAO and may be

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

23.0 Motions

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

23.1.1 A Motion shall NOT require a seconder.

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

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

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

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

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

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

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

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

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

23.5.5 AMEND:

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

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

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

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

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

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

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

23.8 The following Motions are non-debatable by Members:

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

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

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

24.0 Rules of Debate

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

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

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

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

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

24.4 Members shall:

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

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

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

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

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

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

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

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

25.0 Point of Order

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

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

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

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

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

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

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

26.0 Voting on a Question

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

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

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

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

- for any reason, the Member may be away from the Meeting during a time when a Vote on a matter is imminent, unless that Member is excused from the voting pursuant to this Section.
- 26.4 Voting shall be completed simultaneously by raising of the hand after the Chair has called for those 'In Favour' and those 'Opposed' to the Motion.
- 26.5 When a Chair, having ascertained that no further information is required, commences to take a Vote, no Member shall speak to, or present another Motion, until the Vote has been taken on the current Motion or amendment, and the decision announced by the Chair.
- 26.6 Any Member who disagrees with the announcement made concerning the result of a Vote may immediately object to the declaration, and the Chair shall call for the Vote a second and final time. The determination of the Chair shall be final.
- 26.7 Whenever the Chair is of the opinion that a Motion is contrary to the rules and privileges of Council, the Chair shall inform the Member thereof immediately, before Calling the Question, and shall cite reasons applicable to the case without argument or comment.
- 26.8 In all cases not provided for in the proceedings of the Council, a two-thirds ($\frac{2}{3}$) majority of Council shall determine to uphold the ruling of the Chair, or not, as the case may be.
- 26.9 If a vote of Council is requested to be a Recorded Vote by a Member then the Recording Secretary shall enter a Recorded Vote in the Minutes. The request for a recorded vote must be made prior to the call for the question.
- 26.10 If there is a tie of votes for and against a Motion or Bylaw, then the Motion or Bylaw is defeated.
- 26.11 CAO shall advise Council whenever expert advice is required or requested.

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

27.0 Adjournment of Meeting & Adjournment Time

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

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

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

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

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

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

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

28.0 Duties of the Chair

- 28.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Point of Procedure, and deciding on questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
- 28.2 It shall be the discretion of the Chair, whether or not upon the request of any Member, to call for a short recess between Agenda items, at any meeting. The Chair shall make reasonable efforts, including calling for a recess, to ensure all members in attendance at a meeting are present while a vote is being taken, unless a member is excused from voting in accordance with the *Act* or this Bylaw.
- 28.3 The Chair may invite persons forward from the audience to speak with the permission of the Council or Committee, if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.
- 28.4 In the absence or inability of the Reeve or Deputy Reeve to act as Chair of the Meeting, Council shall appoint a Councillor as Acting Reeve or Chair as provided by the Section 152(3) of the *Act*.
- 28.5 The Chair shall be expected to participate in debate and vote, without relinquishing the Chair.

30.0 AGENDA and ORDER OF BUSINESS

- 30.1 The Agenda is a document used by Council or a Committee, therefore although the duty to collate the Agenda may be delegated, Council or the Committee shall have final determination as to what will or will not be included on the Agenda.
- 30.2 Prior to each meeting, the CAO shall cause to be prepared a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation intended to be submitted to

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

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

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

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

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

30.7 Addendums:

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

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

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

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

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

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

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

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

31.0 Scheduled Delegations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

32.0 Public Delegations

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

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

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

33.0 Role of Management in Regards to Delegations:

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

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

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

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

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

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

34.0 Role of Chairperson in Delegations

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

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

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

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

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

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

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

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

made.

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

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

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

35.0 Role of the Councillor or Committee Member in Delegations:

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

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

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

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

40.0 Pecuniary Interest

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

any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions, or voting on any questions relating to the matter, and shall where required by the act, remove themselves from the room until the matter is concluded.

Note: It is the responsibility of each Member to determine and/or declare whether they have a pecuniary interest, not other members of Council or Administration.

- 40.2 The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room, and the time the Member of Council returned.
- 40.3 Prior to the meeting, if a Member of Council is unsure of whether or not they may be in a 'conflict of interest' (pecuniary) situation with regard to an upcoming issue or vote, the Member shall be encouraged to discuss the matter with the CAO.
- 40.4 Prior to the meeting and after discussing the issue with the CAO (as per Section 40.3 of this Bylaw), a Councillor may wish to seek a legal opinion at their own expense to determine whether or not there is a conflict of interest situation with regard to the upcoming issue or vote.
- 40.5 If the matter with respect to which the Councillor has a pecuniary interest is a payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room.
- 40.6 If the matter with respect to which the Councillor has a pecuniary interest is a question on which the Councillor as an elector or property owner has the right to be heard by the Council,
- a) it is not necessary for the Councillor to leave the room, and
 - b) the Councillor may exercise the right to be heard in the same manner as a person who is not a member of the Council.
- 40.7 If a Councillor is temporarily absent from a meeting when a matter in which the Councillor has a pecuniary interest is introduced, the

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

50.0 Bylaw Procedures

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

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

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

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

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

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

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

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

- 50.2.5 When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established prior to proceeding to second reading.
- 50.2.6 When a Bylaw must receive approval of a Minister of the Crown, it must be forwarded for such approval prior to proceeding to Second Reading.
- 50.2.7 All aspects of the passage of a Bylaw at First Reading shall apply to Second or Third Reading of any Bylaw.

60.0 Bylaw and Policy Appeal

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

70.0 Prior Bylaws

- 70.1 This Bylaw shall supersede and take precedence over all previously passed bylaws that refer to the setting out of rules for governing the County, pertaining to the procedures for Council Meetings, Committee Meetings, Public Hearings, the conduct of Councillors, Committee Members, and the establishment of Council Committees, as well as any previously passed Motions that may be in conflict with this Bylaw, including Bylaw 1.
- 70.2 Bylaw 104-07, and all related amendments, shall be repealed upon Third and Final Reading of this Bylaw.

80.0 Effective Date

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

Read a First Time this 12th day of June, 2018.

Read a Second Time this 12 day of June, 2018.

Read a Third Time this 12 day of June, 2018.

Signed this 12 day of June, 2018.



Jason Ruecker, Reeve



Allan Rowe, Chief Administrative Officer

Schedule "A"
Agenda Format

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