

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL
MEETING MONDAY, JUNE 12, 2023**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Monday, June 12, 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. Draft Land Use Bylaw Review.....2
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4. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

	Policy and Priority Meeting
Meeting Date:	June 12, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Draft Land Use Bylaw Review
File:	11-02-03

DESCRIPTION:

Council is presented with the draft Land use bylaw for review.

The draft land use bylaw was emailed to all council

RECOMMENDED ACTION:

RESOLUTION by.....

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

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 12, 2023
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Cleardale Fire Hall
File:	23-02-02

DESCRIPTION:

Council is presented with the Cleardale Fire Hall drawings and site plan for review.

BACKGROUND:

P150-23(03-16-23) RESOLUTION by Reeve Bean to recommend Council proceed with hiring an engineering firm for the design and tender of a 40x60x16 Fire Storage Garage on lot Plan 0726595 B1 L84 Poplar Drive, Cleardale, Alberta. CARRIED.

ATTACHMENTS:

- Fire Truck Garage engineered drawings

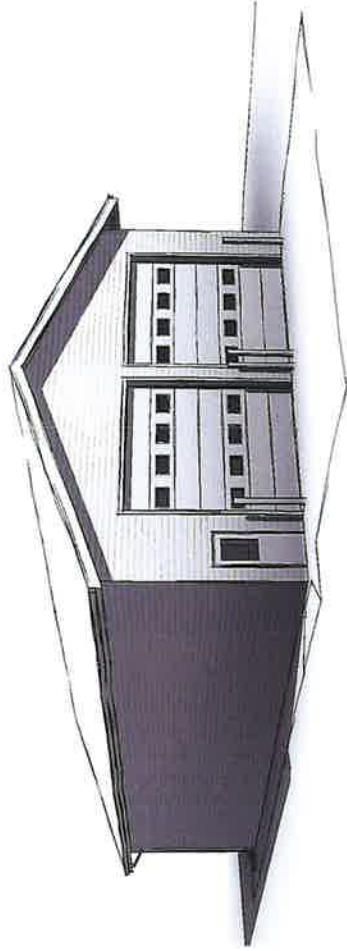
OPTIONS:

- Approve the drawings and proceed to a full set of drawings for tender.
- Direct the Following changes....

RECOMMENDATION:

RESOLUTION by

Initials show support -	Reviewed by:	Manager:	CAO:
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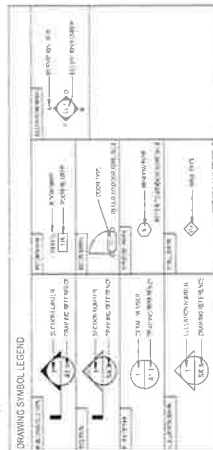


CLEARHILLS FIRE HALL

LOT 84 & 85 BLOCK 1, PLAN 078695
CLEARHILLS COUNTY AB

ARCHITECTURAL

- A02 SITE PLAN
- A12 MAIN FLOOR PLAN
- A21 NORTH & WEST EXTERIOR ELEVATIONS
- A22 SOUTH & EAST EXTERIOR ELEVATIONS

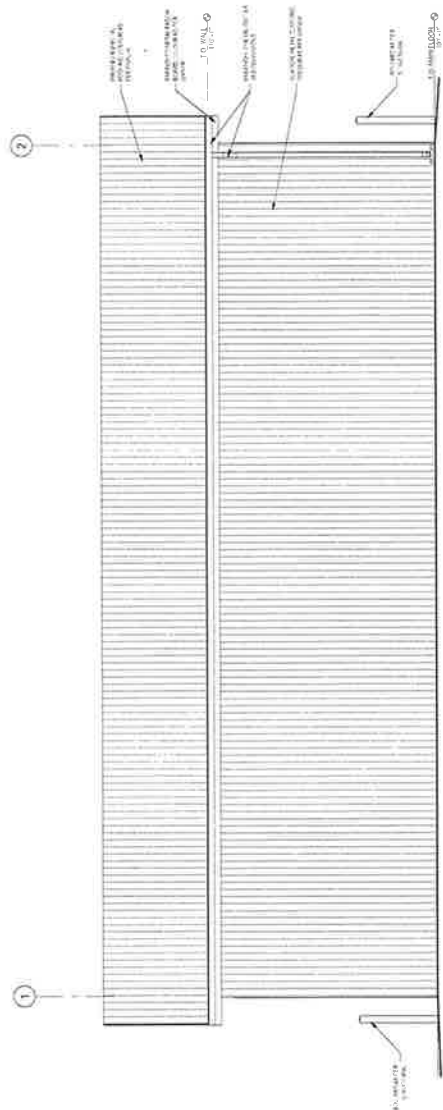




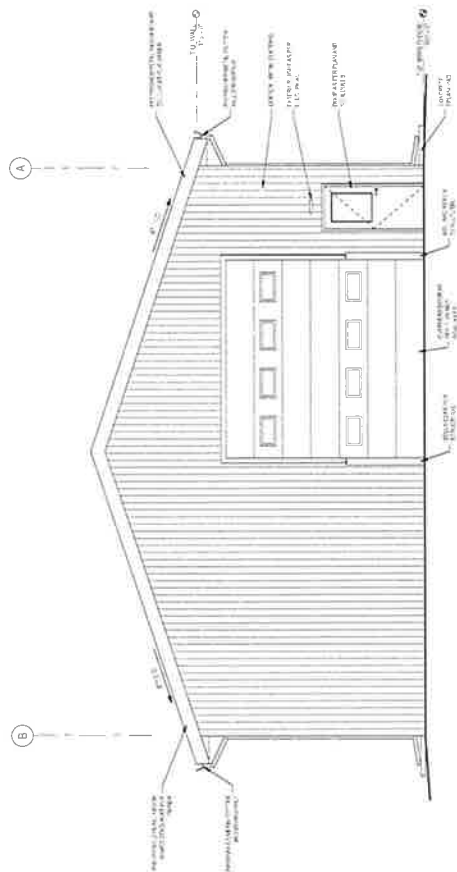
GENERAL CONSTRUCTION NOTES:

[illegible]





1 SOUTH ELEVATION



2 EAST ELEVATION

[illegible]

Year	Number of cases	Rate per 100,000
1990	1,000	1.0
1991	1,100	1.1
1992	1,200	1.2
1993	1,300	1.3
1994	1,400	1.4
1995	1,500	1.5
1996	1,600	1.6
1997	1,700	1.7
1998	1,800	1.8
1999	1,900	1.9
2000	2,000	2.0
2001	2,100	2.1
2002	2,200	2.2
2003	2,300	2.3
2004	2,400	2.4
2005	2,500	2.5
2006	2,600	2.6
2007	2,700	2.7
2008	2,800	2.8
2009	2,900	2.9
2010	3,000	3.0
2011	3,100	3.1
2012	3,200	3.2
2013	3,300	3.3
2014	3,400	3.4
2015	3,500	3.5
2016	3,600	3.6
2017	3,700	3.7
2018	3,800	3.8
2019	3,900	3.9
2020	4,000	4.0

CLEARHILLS COUNTY

FIGURE 10-1
CLEARHILLS FIRE HALL

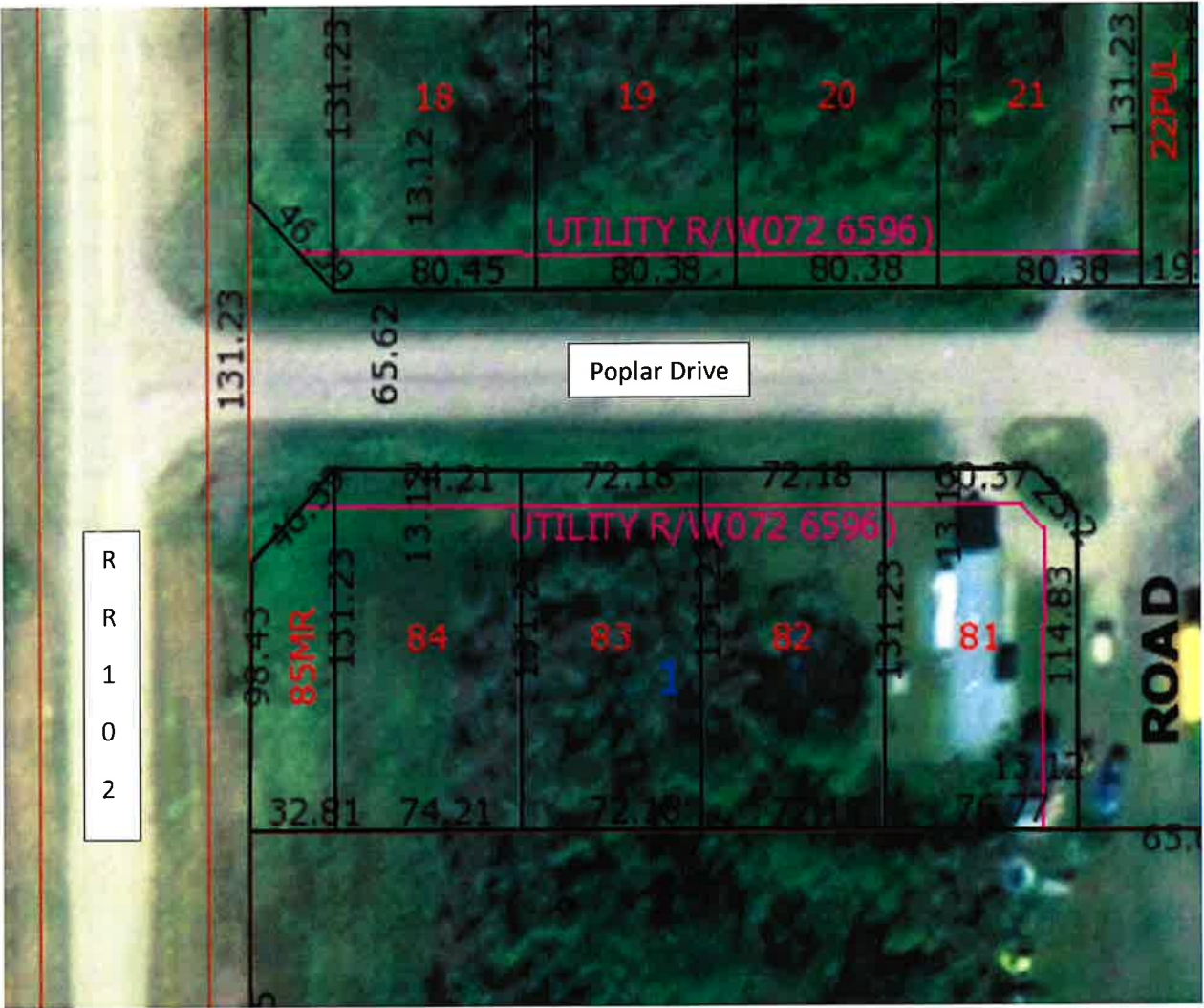
NAME: _____
 DATE: _____
 TIME: _____

**SOUTH & EAST EXTERIOR
ELEVATIONS**

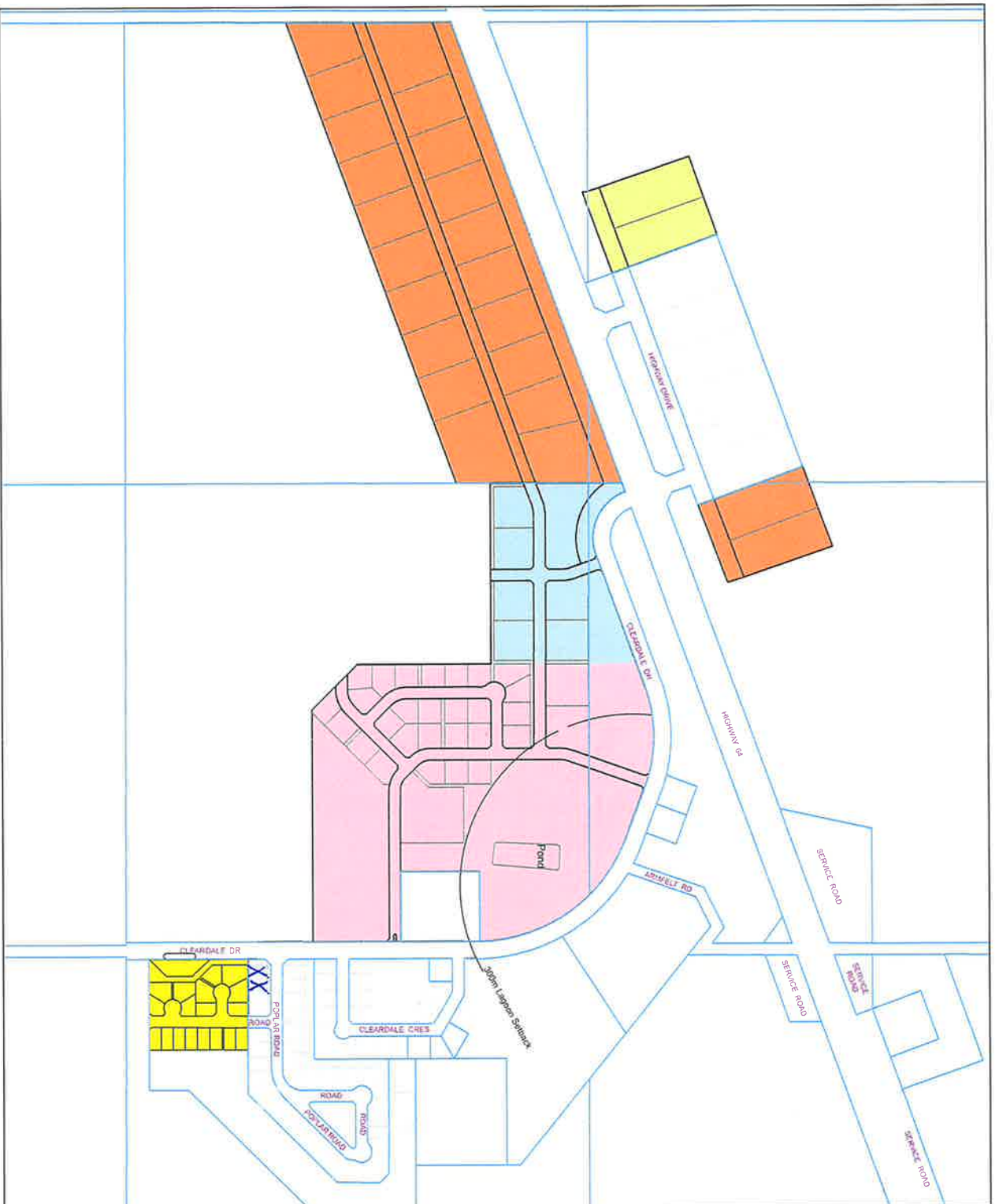
A2.2

Cleardale – Fire Hall

Lot Map



Lot # 84 + 83



Clear Hills County

Revised Area Structure Plan
for the
Hamlet of Cleardale - Clear Hills County
Schedule D-1: Proposed Phasing

- Phase 1
- Phase 2
- Phase 3
- Phase 4
- Phase 5
- Cleardale ASP
- Existing Parcel Lines



Scale: 1:6,500



Mackenzie Municipal Services Agency
Date: April 26, 2011

Cleardale



↑ ↑
Lot 84+83

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 12, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Draft Procedural Bylaw
File:	11-02-03

DESCRIPTION:

Council met on April 17, 2023, to review the current Procedural Bylaw.

BACKGROUND:

ATTACHMENTS:

Draft Procedural Bylaw

RECOMMENDED ACTION:

RESOLUTION by...

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

"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. 233-18"

WHEREAS: Council of Clear Hills County has the authority of the Municipal Government Act, current version, 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 will 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, current version, 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 22 and 23 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.
- 2.1.18 “*closed session*” 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 closed meetings* are deemed as confidential, and no motions can be made.
- 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 closed meeting* (in private) or in public session depending on the issue being discussed.

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- 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 "external committee"
- 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 "Question of Privilege" shall mean when a Member is speaking, no other Member shall interrupt the Member speaking.
- 2.1.30 "Quorum" is a majority (50% +1) of those members elected and serving on Council.
- 2.1.31 "Recess" shall mean a non-debatable action for a temporary break of Council/Committee business; any member may request a recess through the chair.
- 2.1.32 "Recording Secretary" shall mean the person assigned to record minutes of the meeting.
- 2.1.33 "Standing Committee of Council" shall mean any Committee established by Council.
- 2.1.34 "Table" shall mean a Motion to delay the consideration of any matter to a definite time when further information is to be obtained.
- 2.1.35 "County" shall mean Clear Hills County.
- 2.1.36 "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 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 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 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 (legislation, bylaw or policy).

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 with a two thirds majority vote.

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.

5.0 MEETINGS

5.1 Organizational Meetings

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

5.1.2 The Councillors shall take the Oath of Office upon being elected. (as per the *Act*). By right of this office and taking of the Oath, the Councillor is a Commissioner for Oaths.

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

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

5.1.5 Establishing any *ad hoc* Council Committees.

5.1.6 Selection of the Reeve and Deputy Reeve by election from elected Councillors.

5.1.7 Appointment of Councillors as members and alternates to Council Boards and Committees and *ad hoc* Council Committees.

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

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

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

5.1.10 Referring to Section 5.1.5 and 5.1.7 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.

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

5.2 Regular Council Meetings

- 5.2.1 Notice of regularly scheduled meetings, as per Section 5.1.4, need not be advertised.

- 5.2.2 Council meetings will be held in person.

- Option 1: Participation online or by conference call may be approved by a motion of Council.
- Option 2: When all Councillors cannot be present attendance by online or conference call will be accepted.

- 5.2.3 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:

- 5.2.4.1 To any Member of Council not present at the meeting at which the change was made, and such notice shall be in accordance with the *Act*; and

- 5.2.5.2 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 and County social media platforms.

5.3 Special Meetings

- 5.3.1 Special Meetings shall be held as the *Act*.

5.4 Committee Meetings

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

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

5.4.3 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.

5.4.4 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.

5.4.4.1 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.

5.4.4.2 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.

5.4.5 Council Committee Chairs:

5.4.5.1 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, unless otherwise stated in the County Bylaw, Master Agreement or Terms of Reference establishing the Committee.

5.4.5.2 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.

5.5.6. *ad hoc* Committees:

5.5.6.1 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 lifespan of no more than twelve (12) months after creation.

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

5.5.6.3 The *ad hoc* Committee will provide regular written or verbal 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.

5.5.6.4 Should the term of the *ad hoc* Committee end, or Council determine that

the work of the *ad hoc* Committee should continue, Council may choose to:

- 5.5.6.4.1 Extend the life of the *ad hoc* Committee for an additional twelve (12) months by Motion; or
- 5.5.6.4.2 Convert the *ad hoc* Committee to a Standing Committee of Council, by Bylaw, with a long-term mandate.
- 5.5.6.5 *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.
- 5.5.7 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.
- 5.5.8 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*.
- 5.5.9 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.
- 5.5.10 The basic responsibilities of a Council Committee are as follows:
 - 5.5.10.1 all matters placed before them that require analysis will be submitted as written recommendations to Council on ways and/or means of dealing with these matters.
 - 5.5.10.2 to receive written or verbal reports for information purposes. Written or verbal 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.
 - 5.5.10.3 to refer matters to Administration, through the CAO, for research and to provide direction on the preparation of written reports.
 - 5.5.10.4 to submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee.
 - 5.5.10.5 in appropriate cases, to submit matters to Council without recommendations.
 - 5.5.10.6 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.

- 5.5.10.7 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.
- 5.5.10.8 not to give direct instructions to any County employee except through the CAO.
- 5.5.11 All Council Board and Committee members must follow the procedural rules of Council as set out in this Bylaw.
- 5.5.12 All Committees created by Council shall be reviewed annually at the Organizational Meeting.
- 5.5.13 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.
 - 5.5.13.1 Councillors will review the appointment chart for external committees annually at the Organizational Meeting.
 - 5.5.13.1.1 Council may add an external committee by Motion during a Regular Council Meeting in accordance with Section 5.5.14.2 of this bylaw.
 - 5.5.13.2 Councillors will be appointed, along with alternates, to the external **Special Meetings**.
- 5.5.14 Special Meetings shall be held as per the *Act*.
 - 5.5.14.1 Each external committee shall *elect its own Chair*.
 - 5.5.14.2 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.
 - 5.5.14.3 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 unless otherwise approved by a motion of Council.
 - 5.5.14.4 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:

- 5.5.14.1 that the secretary to the external committee, shall forward to Clear Hills County a ratified copy of the minutes and
- 5.5.14.2 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.
- 5.5.14.5 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.

6.0 “CLOSED’ SESSIONS

- 6.1 Council recognizes that 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.
- 6.2 ‘Closed’ 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*.
 - *Note taking, cellular phone or camera use is prohibited during Closed sessions.*
- 6.3 Whenever Council or a Committee meets in ‘Closed’ session the CAO, or designate, shall be present. An exception is provided when Council meets to discuss CAO annual performance.

7.0 PUBLIC HEARINGS

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

- 7.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Recording Secretary prior to the Public Hearing.
- 7.3 The Chair shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.
- 7.4 The Chair may call upon the CAO or Department Manager to introduce the Motion or Bylaw, and to briefly state the intended purpose.
- 7.5 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).
- 7.6 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.
- 7.7 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 22 of this Bylaw pertaining to Pecuniary Interest.
- 7.8 Any presentation by County staff or agents shall follow the introduction of the Bylaw or Motion.
- 7.9 The Chair shall request those who wish to make presentations to identify themselves so that their names can be recorded in the minutes.

8.0 MEETING PROCEDURES

8.0 Quorum

- 8.1 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 at 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.

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- 8.2 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.
 - 8.3 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.
 - 8.4 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.
 - 8.5 In the event that Quorum is lost after a meeting is called to order, the meeting shall stand adjourned, unless the meeting has been recessed to a specific time.

9.0 Conduct of Meetings

- 9.1 Each member or delegate shall address the Chair but shall not speak until recognized by the Chair.
- 9.2 The Chair, with the approval by Motion of the members, may authorize a person in the public gallery to address Council only on the topic being discussed at that time and within the time limits specified by the Chair.
- 9.3 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 the *Act*)

10.0 Motions

- 10.1 A Motion is put to the floor for a vote after discussion.
 - 10.1.1 A Motion shall NOT require a seconder.
- 10.2 A Motion may be withdrawn at any time before voting by the mover.
- 10.3 Any Member may require the Motion to be read at any time during the debate, except when a member is speaking.
- 10.4 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.
- 10.5 When a Motion is under debate, no Motion shall be received other than a Motion

to:

- 10.5.1 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.*
- 10.5.2 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;
- 10.5.3 TABLE: When a tabling motion is defeated debate continues on the issue.
- 10.5.4 CALL THE QUESTION: That a vote must now be taken, and discussion has closed;
- 10.5.5 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.
- 10.5.6 AMENDMENTS:
 - 23.5.6.1 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.
 - 10.5.6.2 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.
 - 10.5.6.3 Nothing in this section shall prevent other proposed amendments from being read for the information of the Members.
 - 10.5.6.4 When the Motion under consideration contains distinct separate propositions, the Vote upon each proposition shall, be taken separately.
- 10.6 **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.

10.7 **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.

10.7.1 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.

10.8 The following Motions are non-debatable by Members:

10.8.1 ADJOURNMENT.

10.8.2 CALL THE QUESTION.

10.8.3 LIMIT DEBATE on a matter before members.

10.8.4 POINT OF ORDER.

10.8.5 QUESTION OF PRIVILEGE.

10.8.6 TABLE.

10.8.7 TAKE A RECESS.

10.9 The wording of a Motion may be either POSITIVE or NEGATIVE in presentation. (i.e.: "... *Council shall support ...*" or "... *Council shall not support ...*") Motions should be written in a Positive manner.

10.10 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.

11.0 Rules of Debate

11.1 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:

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

11.1.2 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.

11.2 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.

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

11.4 Council Members shall:

11.4.1 Refrain from the use offensive words or language, or name calling in the

meeting.

- 11.4.2 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.
- 11.4.3 Not leave their seat or make any noise or disturbance while a vote is being taken and the result is declared.
- 11.4.4 Not interrupt a member while speaking, except to raise a Point of Order or Question of Privilege.
- 11.4.5 Not pass between a member who is speaking and the Chair.
- 11.5 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.
- 11.6 As per Section 11.5 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.
- 11.7 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.

12.0 Point of Order

- 12.1 The Chair shall preserve order and decide upon any Points of Order.
- 12.2 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.
- 12.3 The speaker in possession of the floor, when the Point of Order was raised, shall retain the right to the floor when debate resumes.
- 12.4 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.
- 12.5 The decision of the Chair shall be final, subject to an immediate appeal by a Member of the meeting.
- 12.6 If a decision of the Chair is appealed (Section 12.5 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.

13.0 Voting on a Question

13.1 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: The Act.)

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

13.2 When a Motion that a Vote be taken (Call for Question) is presented, and after each Member has had the opportunity to speak to the issue in accordance with Section ## Rules of Debate, it shall be put to a vote without further debate.

13.3 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. The length of recess shall be between 5 and 15 minutes at the discretion of the Chair.

13.4 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.
Secret Ballot – any Councillor may make a Motion to request a vote by secret ballot in accordance with the Act.

13.5 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.

13.6 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.

13.7 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.

13.8 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 or not uphold the ruling of the Chair.

13.9 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.

- 13.10 If there is a tie of votes for and against a Motion or Bylaw, then the Motion or Bylaw is defeated.
- 13.11 CAO shall advise Council whenever expert advice is required or requested.
- 13.12 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.

14.0 Adjournment of Meeting & Adjournment Time

- 14.1 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.
- 14.2 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.
- 14.3 Unless otherwise determined pursuant to the provisions of this Bylaw, Adjournment Time is:
- 14.3.1 at the conclusion of the Agenda as adopted by Council; or
- 14.3.2 at Four thirty in the evening (4:30 PM) if a meeting is in session at that hour.
- 14.4 Notwithstanding the provisions in Section 14.3 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).
- 14.5 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.

15.0 Duties of the Chair

- 15.1 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.

- 15.2 It shall be the discretion of the Chair, whether 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.
- 15.3 The Chair may invite persons forward from the audience to speak with the permission and a resolution 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.
- 15.4 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 *Act*.
- 15.5 The Chair shall be expected to participate in debate and vote, without relinquishing the Chair.
- 15.6 The Chair may relinquish the Chair to participate in debate.

16.0 AGENDA and ORDER OF BUSINESS

- 16.1 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.
- 16.2 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.
- 16.3 The CAO shall Email each Member a copy of the Agenda and all supporting materials no later than 6:00 PM, three (3) calendar days before the meeting.
- 16.4 The business intended to be dealt with shall be stated in the Agenda after the manner as displayed in Schedule "A" attached.
- 16.5 The order of business established in Section 16.4 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.

16.6 Where the deadline in Sections 16.2 and 16.3 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.

16.7 Addendums (also known as Add-Ins):

16.7.1 Council may consider the Urgency of any item(s) proposed to be added preferably with supporting written documentation, or proposed to be deleted, before voting to add the Addendum and then adopt the Agenda "As Amended."

16.7.2 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:

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

16.7.2.2 If Council rules that the Motion does not meet the test of Urgency, or written supporting documentation is required, the item shall be tabled and added to the next Agenda.

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

16.8.1 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.

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

17.0 Requested Scheduled Delegations

17.1 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.

17.2 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.

- 17.3 Delegations that have not submitted a letter in accordance with Section 17 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 17.2 of this Bylaw.
- 17.4 Matters of confidential nature, as referred to in Section 6 of this Bylaw, shall not be discussed during Public Presentations to Council.
- 17.5 Information presented by a Person or Group shall relate only to the subject matter for which the presentation was originally requested.
- 17.6 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.
- 17.7 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:
- 17.7.1 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.
- 17.7.2 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.
- 17.8 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.
- 17.8.1 Where a Delegation requests correspondence in regard to clarifying the topics of the delegation, Council will direct Administration to compile the necessary information and prepare correspondence for the Delegation. Once a decision by Council has been made on a topic from a delegation, Council is not obligated to hear the matter again.
- 17.8.2 Where a Delegation appears in front of Council or Committee to provide information, the CAO will prepare and send a letter of thank you.

18.0 Public Delegations

- 18.1 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 17 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 17.2 of this Bylaw.
- 18.2 A Public Delegation may be recognized by the Chair and granted a maximum of fifteen (15) minutes to present their matter.
- 18.3 A Public Delegation shall follow guidelines in Requested Public Delegation section of this bylaw.

19.0 Role of Management in Regard to Delegations:

- 19.1 Administration will schedule the delegations.
- 19.2 Notify the delegation of the time and place of the meeting they wish to attend.
- 19.3 Delegations will be scheduled at least 15 minutes after the start of the meeting.
- 19.4 Delegations will be scheduled at least 30 minutes apart. More time may be required for more complex issues.
- 19.5 The CAO shall explore the reasons why the delegation wishes to attend and provide members with all back up information for their perusal prior to the arrival of the delegation.
- 19.6 The Administration involved may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or the Council or Committee.

20.0 Role of Chairperson in Delegations

- 20.1 The Chairperson reserves the right to accept delegations to the Council or Committee meeting.
- 20.2 The Chairperson shall notify the CAO of any delegations wanting to make a presentation to the Council or Committee and ensure the delegation arranges a meeting date with CAO.
- 20.3 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.

- 20.4 The Chairperson shall ensure that all points of this policy are followed by the committee members and Administration.
- 20.5 The Chairperson may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or committee members.
- 20.6 The Chairperson shall not criticize staff, government employees or the committee members while the delegation is present.
- 20.7 The Chairperson should direct all questions to the delegation's spokesperson.
- 20.8 Comments of intent in the presence of the delegation shall not be made.
- 20.9 The Chairperson shall ensure that the delegation restricts its presentation to the issue.
- 20.10 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.
- 20.11 The Chairperson may request the committee to go into a closed meeting to discuss the issue if the matter falls within the privacy issues to close a meeting.

21.0 Role of the Councillor or Committee Member in Delegations:

- 21.1 Members of Council or the Committee shall notify the CAO of any delegations wanting to make a presentation to Council or the committee and ensure the delegation arranges a meeting date with the CAO.
- 21.2 Members of Council or the Committee will give the delegation their undivided attention.

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.

- 21.3 Members of Council or the Committee shall not criticize staff, government employees or other Council or committee members while the delegation is present.
- 21.4 No comments or motions of intent will be entertained until the delegation has been dismissed from the table. The people making up the delegation may remain in the Council Chambers but may not participate in any further discussion.

22.0 Pecuniary Interest

- 22.1 Members of Council who reasonably believe that they have a pecuniary interest (as defined in the Act) 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.*
- 22.2 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.
- 22.3 Prior to the meeting, if a Member of Council is unsure of whether 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.
- 22.4 Prior to the meeting and after discussing the issue with the CAO (as per Section 22.3 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.
- 22.5 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.
- 22.6 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.
- 22.7 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 Councillors interest in the matter.

23.0 Bylaw Procedures

- 23.1 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.

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

23.2.2 As the *Act* any proposed bylaw must not have more than two readings at a council meeting unless the councillors present unanimously agree to consider third reading, which requires a motion of council.

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

23.2.1 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.

23.2.2 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.

23.2.3 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.

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

23.2.5 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.

23.2.6 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.

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

24.0 Bylaw and Policy Appeal

24.1 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.

25.0 Prior Bylaws

25.1 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.

- 25.2 Bylaw 233-18, and all related amendments, shall be repealed upon Third and Final Reading of this Bylaw.

26.0 Effective Date

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

Read a First Time this _____ day of _____, 2023.

Read a Second Time this _____ day of _____, 2023.

Read a Third Time this _____ day of _____, 2023.

Signed this _____ day of _____, 2023.

Amber Bean, Reeve

Allan Rowe, Chief Administrative Officer

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. Corporate Services Manager’s Report
 - c. Public Works Manager’s Report
- 9. COUNCIL INFORMATION (*including Correspondence*)
- 10. CALENDARS
- 11. CONFIDENTIAL ITEMS
- 12. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 12, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Policy 6805 Special Event Grant
File:	11-02-03

DESCRIPTION:

Council requested a review of Policy 6805 Special Event Grant.

BACKGROUND:

ATTACHMENTS:

Policy 6805 Special Event Grant

RECOMMENDED ACTION:

RESOLUTION by...

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

Effective Date: June 28, 2022	Policy Number 6803
Title: Special Event Grant Program	

Purpose

To enable, encourage and assist Clear Hills County not-for-profit arts, culture, and heritage organizations to produce or enhance multi-faceted arts, cultural and/or heritage events. Events must be held on one or more days in Clear Hills

To be considered for funding under this category, the organization must meet the eligibility criteria:

Organization must be a Clear Hills County-based, not-for-profit; must have been registered as a Society for one year under one of the following:

- Societies Act
- Libraries Act
- Agricultural Societies Act

Community organizations that are not registered may have a sponsor apply on their behalf. The sponsor must be eligible under the Special Events or Festival Grants Program funding criteria and must take full legal and financial responsibility for the grant funds approved.

The programs and services provided by the organization must be of value and available to the residents of Clear Hills County.

Only one application per category can be submitted at one time.

What projects might be funded?

- Art exhibitions
- Festivals
- Special Events

What is not eligible for funding?

- Direct grants to individual artists
- For-profit organizations
- Fundraising costs
- Travel expenses
- Capital or equipment expenditures
- Liquor license, liquor, food
- Retroactive funding for events/festivals that have already been held
- Re-applying for additional grant funds for an event/festival already funded during the same calendar year

What is considered to be an arts and culture activity? Examples are:

- Visual Arts: painting drawing, calligraphy, fibre arts, ceramic arts, mosaics, sculpture, crafts
- Media Arts: Film/video, photography, sound recording, multi-media, publishing
- Performing Arts: drama, music festivals, dance, choral, theatre, opera, comedic, puppetry, mime, performance art
- Literary Arts: storytelling, creative writing, prose, poetry
- Environmental Arts: architecture, urban design, landscape design, environmental installations
- Multicultural Arts: ethnic celebrations, festivals, fairs, ethnic-specific performing, visual, literary, crafts, folk tales, culinary traditions
- Heritage Arts: protection, restoration, display and interpretation of heritage, archives and materials, artifacts, archeological and heritage sites.
- Educational Arts: summer camps, youth festivals, youth and adult training programs in any of the arts or heritage forms

Grant Amounts

Applicants may apply for up to \$5,000 of their event or festival expense budget. For a

collaborative project or event only one application can be submitted. Funds must be spent in the year they are awarded.

Evaluation Criteria

- The following factors are considered in evaluating grant requests:
- Bringing a new or unique program or event to Clear Hills County.
- Clearly articulated artistic program plan which reflects and fulfills the organization's mandate;
- An exhibition, special event or festival that is of community value and encourages the development of arts, culture and/or heritage to a broad base of citizens;
- Availability of the program to all Clear Hills County residents;
- Viability of the project (realistic goals, appropriate planning, effective budgeting, cost-effectiveness);
- Marketing and promotion strategies demonstrated;
- Organizational competence that is demonstrated through the application process and past history in the community;
- Collaboration with other not-for-profit arts and culture organizations (where relevant) would be considered a strength;

Financial

Approved funding can only be used as detailed on the application. In the case of a change to the original application, such as a cancellation or change in programming, the applicant must submit a letter of explanation requesting approval of a change in the use of the grant. In the event that an approval is not received, the funding or balance of funding must be returned to Clear Hills County.

Clear Hills County may request access to all financial statements and records of the applicant organization should the need arise.

Reporting

Within 60 days of the completion of the special event/festival, the organization must submit a final accounting report to Clear Hills County. Any new applications for funding under the Special Events or Festival Grants Program will be denied if accounting is outstanding.

Public Acknowledgement

Clear Hills County must be given recognition for its funding support in all publicity. Visual identity guidelines must be followed at all times. The Clear Hills County logo is available upon request.

First Time Applicants

Organizations applying for funding to the Special Events or Festival Grants Program with questions should contact the Executive Assistant at Clear Hills County office.

Telephone: 780-685-3925 Extension 118

Email: bonnie@clearhillscounty.ab.ca

Application Deadlines

To request funding, applicants must submit an application consisting of a fully completed grant application form and the required support documents. Incomplete applications will not be accepted. The original, signed grant application must be submitted to Clear Hills County by:

Accepted throughout the year, with a minimum of 8 weeks before the proposed event date.

You may submit your application using one of these three ways:

Emailed
Signed applications may be scanned and emailed to: bonnie@clearhillscounty.ab.ca When submitting by email you must ensure receipt at Clear Hills County through reply by County staff.
Dropped Off
Clear Hills County Office Executive Assistant 313 Alberta Avenue Worsley, AB Monday – Friday from 8:00 am – Noon, 1:00 pm - 4:30 pm (except on Statutory Holidays)
Mailed
Clear Hills County Office Executive Assistant Box 240 Worsley, AB T0H 3W0

End of Policy

ADOPTED:
Resolution # C339-22 June 28, 2022

AMENDED:
Resolution #



Applications are accepted throughout the year. To request funding, groups must submit a fully completed application form and provide the required support documents a **minimum of 8 weeks** before the proposed event date.

Before completing, please refer to the Special Event Grant Policy 6803.

Applicant information:

Event name _____

Legal name of applicant _____

Act incorporated under _____ Incorporation Number _____

Registered mailing address (all correspondence and cheque will be mailed to this address)

Phone: _____ Email address _____

If you are applying on behalf of another organization, identify that group.

Required Attachments:

- List of current executive and/or board of directors, including names, positions/titles, phone numbers (home and work) and an email address where possible. Indicate the primary contact person for your organization.
- Most recent annual financial statements.
- Copy of the minutes of the meeting that include the motion by your organization's governing Board authorizing this application.
- If you are applying on behalf of another organization, attach a list of the key individuals involved in that group, including names, positions/titles, phone numbers (home and work) and an email address where possible. Indicate the primary contact person for that organization.

Declaration

We, the undersigned officers for the organization, certify that this application contains a full and accurate account of all matters stated herein:

Name _____ Name _____

Position _____ Position _____

Signature _____ Signature _____

Date (yyyy-mm-dd) _____ Date (yyyy-mm-dd) _____

- **Describe your event**

Provide as much detail as possible to give a clear idea of what your event will include. List any other groups that will be collaborating with you (if any). How will the grant funds be used?

- **Purpose and objectives of the event**

Describe the purpose of your event. How will your event enhance and encourage the development of arts, culture and heritage in our community.

- **Fitting your mission/mandate**

How does this event fit your organization's mandate and how does it relate to your organization's goals? Or, if this is an application on behalf of another organization, how does the event fit their mandate and goals?

- **Event history**

Has your event been offered in the past? How many times?

- **What are the proposed dates and times for your event?**

- **Community participation**

Who will be served by your event? Is the event available to all Clear Hills County residents? How many people participate in your event? How are volunteers and the general public involved?

- **Community need**

What service gap has been identified that shows the need for this event in our community? Are others in the community offering a similar service?

- **Funding sources**

List other sources of funding applied for to fund this event (even if you were not successful). Are there fees/charges for participating in the event?

- **Long-term planning**

What are your long-term plans for funding your event beyond this year? What efforts have been made to become self-supporting? Does your event have sponsorship or a fundraising committee?

- **Marketing strategies**

How will you promote your event to participants and/or the public? How will you engage the community to participate in your event?

- **Measurement and accountability**

How will you know if you have been successful with your event? What measures will you use and what will they tell us about your outcomes?

SPECIAL EVENT BUDGET**INSTRUCTIONS**

1. In order for the most informed decisions to be made regarding your application, provide the most complete information possible.
2. You should include as much detail as available in the Expenditure section of the budget. For example, list the names of the artists/professionals and their fees. If you do not have the names, provide an estimate and how you arrived at the figure (i.e. 4 instructors @ \$750 each = \$3000 or 2 individual musicians @ \$500 each plus one quartet at \$1750=\$2750).
3. Volunteer support refers to expenditures to purchase items such as: t-shirts, badges, name tags and other items to recognize/identify volunteers and not remuneration.
List the supplies and materials you plan to buy and the equipment and facilities you plan to rent. Provide details on the types of marketing strategies you plan to use and the costs.

Please note, the following are ineligible for funding:

- Travel costs
- Food
- Liquor & liquor licenses
- Capital equipment purchase

4. The Revenue sections should identify the various source(s) of funding for the project.
5. If this is not a new initiative please provide the final costs you incurred for the previous year.

How much funding are you seeking from the Special Event Grant?

\$ _____
(include this number in the revenue section below)

EXPENDITURES	Current Application	Previous Application
Artists' fees		
Supplies and materials (non-capital)		
Administrative – specific to the event		
Equipment rentals (ie. Tables, sound equipment, tents, easels)		
Facility rentals		
Marketing/promotion		
Volunteer support		
Other (specify)		
Total Expenditures		
REVENUES		
Special Event Grant		
Provincial grants (specify)		
Federal grants (specify)		
Recreation Board(s) support (specify)		
Other Clear Hills County grants (specify)		
Corporate support		
Fundraising		
Ticket sales/registrations/participant fees		
Cash donations		
Other (specify)		
Total Revenues		
NET		

You may submit your application using one of these three ways:

EMAIL:	Signed applications can be scanned and emailed to: bonnie@clearhillscounty.ab.ca when submitting by email you must ensure receipt at Clear Hills County through reply by County staff.
DROP OFF:	Clear Hills County Administration Building 313 Alberta Avenue Worsley, AB Monday – Friday from 8:00 a.m.-noon, 1:00 p.m. – 4:30 p.m. except on Statutory Holidays.
MAIL IN:	Clear Hills County Executive Assistant Box 240 Worsley, AB T0H 3W0

If you have any questions please direct them to Bonnie Morgan, Executive Assistant– either by telephone at 780-685-3925 extension 120 or email bonnie@clearhillscounty.ab.ca.

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 12, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Draft Road Construction Policy 3201
File:	11-02-03

DESCRIPTION:

Council is presented with the Draft Road Construction Policy 3201 as requested.

P184-23(04-04-23) RESOLUTION by Reeve Bean to recommend Council put all upcoming road requests on hold until the review of Policy 3201 Road Construction has been completed and bring back Policy 3201 Road Construction to a future Policy & Priority meeting. CARRIED.

Section 1.8

Council is provided with options for consideration.

Compensation costs that are greater than \$10,000.00 per ½ mile up to 1 mile of construction as per the assessment report results will be:

Options				
A	100%	Applicant	0%	County
B	25%	Applicant	75%	County
C	50%	Applicant	50%	County

BACKGROUND:

ATTACHMENTS:

Clear Hills County Wetlands Expense History
Draft Road Construction Policy 3201

RECOMMENDED ACTION:

RESOLUTION by...

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

Year	Location	Approx RD Length	Wetland Assessment Paid	Compensation required	Completed/Not Completed
2015	Tender: 2015-12 SW-1-85-2-W6M Access Road	1.5 miles	\$30,000 Additional studies completed. Fish etc.	\$51,010.05 Paid	Completed
2018	SE 25-85-7-W6M	.5 miles	\$11,691.75	(\$316.63) Not paid	Not Completed
2019	Range RD 54 -Rebuild	2 miles	\$2,717.90	none	Completed
2019	Range RD 60 - Rebuild	2.2 miles	\$5,098.80	none	Completed
2019	SE 32-85-8-W6M	.5 miles	\$2,840.25	\$2,836.05	Completed
2020	SE 30-85-5-W6M	.5 miles	\$3,295.53	(\$27,639) Not Paid	Not Completed
2021	Range RD 84 TWP 860-854	1.5 miles	\$5,495.70	(8,636.86) Not Paid	Not Completed
2022	Range Road 25	.5 miles	\$4,130.70	\$61,143.89	Tendered
2022	Range Road 124	.5 miles	\$4,130.70	\$2,097.90	Tendered
TOTAL		9.75 miles	\$69,401.33	\$153,680.38	
	Total Wetlands Compensation Paid to date			\$53,846.10	

Total paid in Wetland Assessments to date - \$69,401.33

Total paid in Wetland Compensation to date -\$53,846.10

Total to be paid for current jobs being tendered - \$63,241.79

Total for ALL Wetlands related expenses - \$223,081.71.

The average historical cost per mile for wetlands assessments and compensation = \$22,880.18/mile

Clear Hills County

Effective Date DRAFT	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 evaluate and prioritize road construction.
- 1.3 All Road Construction Requests will require a completed road request application form to be filled out and submitted to the Clear Hills County office by **March 1st** to be considered for construction in the following year.
- 1.4 Prior to the approval of new or existing requests, the County will proceed with the required assessment standards set out by Alberta Environments within the MSSC.
 Definition - The Master Schedule of Standards and Conditions (MSSC) identifies conditions that apply to formal disposition applications approved under the Public Land Act. Conditions in this document are part of multiple approval systems and processes.
- 1.5 Following the assessment, a full report will be brought back to Council to present compensation costs and requirements that will need to be met as per Alberta Environment standards prior to proceeding with construction.
- 1.6 The County will cover all costs associated with the initial mandatory MSSC Assessments studies that will determine the compensation and requirements as per Alberta Environment standards.
- 1.7 The County will pay up to a maximum \$10,000.00 of the Compensation Costs per ½ mile up to 1 mile of construction as per the assessment report results.
- 1.8 Compensation costs that are greater than \$10,000.00 per ½ mile up to 1 mile of construction as per the assessment report results will be:

Options				
A	100%	Applicant	0%	County
B	25%	Applicant	75%	County
C	50%	Applicant	50%	County

All compensation costs will be required to be paid in full by the applicant prior to the commencement of construction.

Effective Date

2. TO BE COMPLETED BY APPLICANT/LANDOWNER**2.1 Proof of ownership by applicant.**

Date: _____

Name of applicant: _____

Phone Number: _____

Legal Land Location: _____

Signature: _____

2.2 Purpose for requesting new or upgraded road:New Yard Site ☐Existing Yard Site ☐Upgrading Access ☐Crop/Grazing ☐Timber Salvage ☐Subdivision ☐Other ☐ Explanation:

3. ROAD CONSTRUCTION PRIORITIZATION

- 3.1 The CAO shall present to Council the road request applications for Councils review and approval annually in March of each year.
- 3.2 The list will include estimated costs to construct the requests that are presented for prioritization.
- 3.3 Council will allocate an annual budget of \$1,000,000.00 for local road access construction.
- 3.4 All road requests will be on a first come basis.

4. 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)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 12, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	FCSS (Family & Community Support Services)
File:	51-02-02

DESCRIPTION:

Councillor requested a discussion regarding the Family and Community Support Services Grant application and reporting requirements.

P186-23(04-04-23) RESOLUTION by Reeve Bean to table the discussion regarding the Family and Community Support Services (FCSS) Grant application and reporting requirements until a future Policy & Priority Meeting. CARRIED.

BACKGROUND:

FCSS is a Provincial/Municipal cost share grant (80% Provincial/20% Municipal)

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

COSTS / SOURCE OF FUNDING (if applicable):

Current funding agreements expire December 31, 2025

Annual Funding:

Clear Hills County	\$23,468	Province	\$93,873	Total:	\$117,341
Village of Hines Creek	\$3,508	Province	\$14,030	Total:	\$17,538
Totals:	\$26,976		\$107,903		\$134,879

*Starting in 2023 Clear Hills County and the Village of Hines Creek have entered into a Joint FCSS agreement (Clear Hills County administers the program) Second call for applications deadline is March 31, 2023.)

ATTACHMENTS:

- 2023 Clear Hills County FCSS Funding Application
- Family and Community Support Services Program Advice Inventory Listing
- Processes and Reporting

OPTIONS:

1. Set up a Training session with the Provincial FCSS Northwest Trainer prior to 2024 application deadline for all interested past and potential applicants to attend.
Training to cover filling out the application form and outcome measures reporting.
2. Opt out of the FCSS grant program effective 2024 and fund programs of this nature under the general grant program. (90 days written notice to terminate agreement)
3. Opt out of the FCSS grant program at the end of the current agreement cycle (or 2024) and discontinue funding programs of this nature.
4. Accept for information the discussion regarding FCSS grant application and reporting requirements.

RESOLUTION by...

Initials show support - Reviewed by:	Manager:	CAO:
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**Application Deadline:
December 15, 2022**

2023 CLEAR HILLS COUNTY FCSS FUNDING APPLICATION

In an effort to best serve our community and to ensure accurate reporting, please be aware that the information provided in this application/year-end final report may be shared with other Municipalities and the Province of Alberta.

FUNDING PERIOD: January 01, 2023 – December 31, 2023

Section I – Introduction

1. Please read carefully all of the information in this form prior to your submission.
2. Please note all shaded **gray areas** are reserved for your year-end final report.
3. Ensure measures from the FCSS Measures Bank are used in this application.
4. Ensure budget template provided is used.
5. Applicants may be required to provide a presentation on their application.
6. Recommendations on funding will go to Council as quickly as possible. You will be contacted once recommendations have been approved by Council.
7. Successful applicants will be required to sign a Funding Agreement with Clear Hills County Family and Community Support Services. This agreement will include details of payment, financial and program reporting and other funding conditions.

If you have questions about this application, please contact:

Community Development Manager
Phone: (780 685 3925)
Email: cdm@clearhillscounty.ab.ca

Section II: Information

Family and Community Support Services (FCSS) is a partnership between the Province of Alberta and a Municipality or Metis Settlement that develops locally driven initiatives to **enhance the social well-being of individuals, families and community through prevention.**

To obtain FCSS conditional funding, programs of service providers must meet the requirements of the **Family and Community Support Services Outcomes Model: How we are making a difference** (March 2012) and **Family & Community Support Services Act and Regulations**. These programs must:

- a) Enhance the social well-being of individuals, families and community through prevention and contribute to at least one of the following outcomes:
 - Individuals: Outcome 1:**
Individuals experience social well-being
 - Families: Outcome 1:**
Healthy functioning within families.
 - Community: Outcome 1:**
The community is connected and engaged.
 - Individuals: Outcome 2:**
Individuals are connected with others.
 - Families: Outcome 2:**
Families have social supports.
 - Community: Outcome 2:**
Community social issues are identified and addressed.
 - Individuals: Outcome 3:**
Children and youth develop positively.
- b) Enhance the social well-being of individuals, families and community through prevention.
- c) Do one or more of the following:
 - i) help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - ii) help people to develop an awareness of social needs;
 - iii) help people to develop interpersonal and group skills;
 - iv) help people and communities to assume responsibility for decisions and actions which affect them;
 - v) provide supports that help sustain people as active participants in the community.
- d) Programs and Services not eligible under the program include those that:
 - i) provide primarily for the recreational needs or leisure time pursuits of individuals;
 - ii) are intended to sustain an individual or family, i.e., providing food, clothing or shelter;
 - iii) are primarily rehabilitative in nature; or
 - iv) duplicate services that are ordinarily provided by a government or government agency.

The above guidelines must be kept in mind when completing your application. If you are unsure if your program qualifies please telephone Clear Hills County Community Development Manager before you apply.

Please ensure the application is complete and feel free to use additional sheets if any of the spaces provided on the application form are inadequate.

Section III - Conditions of Funding

1. Funding received from the Clear Hills County Family and Community Support Services program must provide preventive social programs that directly benefit its residents.
2. All funds must be spent by December 31st of the funding year.
3. Outcomes must be measured and data included in a report by January 15. **shaded gray areas** on this application.
4. Measures must be selected from the Family and Community Support Services Measures Bank.

Section IV – Submission of Application

APPLICATION SUBMISSIONS:

DEADLINE: December 15, 2022

MAIL: Clear Hills County Box 240, Worsley, Alberta T0H 3W0

DROP-OFF: 313 Alberta Avenue, Worsley, Alberta, T0H 1L0

EMAIL: cdm@clearhillscounty.ab.ca

PRESENTATION TO COUNCIL: Applicants may request the opportunity to provide a presentation to Clear Hills County Council on their application. Presentations will be scheduled at one of Council's regularly scheduled meetings, with a maximum time of 15 minutes, which allows 10 minutes for the presentation and 5 minutes for questions. To book a delegation to present your application to Council contact the County office at 780-685-3925 or email cdm@clearhillscounty.ab.ca.

NOTE: Applications will not be accepted after the stated deadline.

Clear Hills County Family and Community Support Services 2023 Funding Application

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
	\$	\$

2. AGENCY INFORMATION	
Agency Name:	Start typing here - boxes will expand
Executive Director Name:	
E-Mail Address and Website:	
Mailing Address (include postal code):	
Street Address:	
Project Telephone Number:	
Project Contact Name:	
Fiscal Agent Name & Address: (if required)	

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

4. AGENCY INFORMATION - Please provide a BRIEF overview of your agency, i.e., mission, mandate, history.

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

6. PROGRAM/PROJECT LOGIC MODEL	
Program/Project Title:	
Statement of Need: <i>What</i> community issue, need or situation are you responding to? Evidence of need?	
Overall Goal: <i>What</i> change or impact do you want to achieve?	
Strategy: <i>How</i> are you going to address the issue, need or situation? (<i>what</i> are the actions/steps/activities) (ie. Workshops, counselling, community forums etc.)	
Was your Strategy implemented as planned above? If not, why? What changed? How did it go?	
Outcomes: (please complete Section 8 and list the outcomes you are measuring from your program here) <i>What</i> change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)	(List Outcome(s) here, add additional required information in section 8)
Who is served: What is your Target Group?	
Rationale: <i>Why</i> will your strategy help you achieve your outcome(s)? <i>What evidence</i> do you have that this strategy will work? Research? (Best practices)	

Resources Needed (Inputs): <i>What resources are needed?</i> <i>Such as staff, volunteers, money, materials, equipment, technology, information – please be as specific as possible and include detailed information on the needed financial resources in your budget on section 10.</i>	
Partners: <i>Who & what resource does each Partner bring to the program/project (i.e., money, staff or knowledge)</i>	
7a. OUTPUTS: Activities and processes used, e.g., advertising, workshops	
Outputs: Who else will you reach with this program/project/initiative? (e.g., family members, partners, community ...)	

7b. OUTPUTS:		NOTE: For Funding Application: complete White Areas For Year End Final Report : Finish by completing Shaded Gray Areas							
Anticipated and Actual # of participants:									
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations	
Anticipated									
Actual									
Other Outputs:									
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?	
Anticipated									

Outcomes continued:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): (Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.)	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #4)
2. continued...		2.		
		# completing this measure: _____ # experiencing a positive change: _____		
	2. (if more than one indicator for this outcome)	1.		Outcome:
		# completing measure: _____ # experiencing a positive change: _____		Indicator:
		2.		
		# completing measure: _____ # experiencing a positive change: _____		
*If you would like to report on more than two outcomes, please copy empty chart below and paste below outcome 2.				
3.	1.	1.		Outcome:
		# completing measure: _____ # experiencing a positive change: _____		Indicator:
		2.		
		# completing measure: _____ # experiencing a positive change: _____		
	2. (if more than one indicator for this outcome)	1.		
		# completing measure: _____ # experiencing a positive change: _____		
		2.		
		# completing measure: _____ # experiencing a positive change: _____		

9. ADDITIONAL INFORMATION			
Identify Measurement Tool(s) Used: (FYI, only information drawn from surveys of participants can be report to the province)			
<input type="checkbox"/> Survey	<input type="checkbox"/> Observation	<input type="checkbox"/> Interview	<input type="checkbox"/> Focus Groups
When Survey Measurement Tool(s) Used:	<input type="checkbox"/> Pre-test/post-test: both before and after your activities <input type="checkbox"/> Post-Only : after activities		
Additional Outcome Data: full sets of data, a copy of the aggregated survey			
Additional Information: demographic information, comments on surveys, monthly service statistics			
Stories – Please share an anecdotal story that describes the significant impact for the participants. Please also include a photo from your program (if possible):			

Continuous Quality Improvement. Please answer the following questions:

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

What changes will you make (if any)?

What improvements can be made to the program/project?

What improvements can be made to the outcome measurement process?

Identify successes you achieved with this program:

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

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

10. BUDGET (Resources dedicated specifically to the project you are seeking funding for. Please also attach the latest audited financial statement for your organization.)				
2023 PROPOSED BUDGET				
(Ensure all calculations are correct. Use the second column to itemize the project expenses to which you plan to direct the FCSS funds. Column 1 + Column 2 = Column 3)				
ITEM	Column 1 Expenses paid or contributed by the Applicant and other funding partners (Agency Contribution)	Column 2 Expenses to be funded by [insert FCSS (Project Request)]	Column 3 PROJECTED Budget (Total Cost)	Column 4 Actual Cost (For report)
REVENUE (specify all sources of funding including fundraising, fees for service, other grants, etc.)				
Clear Hills County FCSS grant				
Fundraising / Cash donations:				
Other Grants (Please specify):				
TOTAL REVENUE				
EXPENSES				
PERSONNEL				
Salaries & Wages & Benefits & Remittances				
Travel & Subsistence				
OPERATIONS COST				
Facility Rentals				
Insurance				
Telephone/internet, etc.				
ADMINISTRATION COSTS (specify)				
Advertising & Promotions				
Postage/administrative materials				
Audit & Accounting				
OTHER PROGRAM COSTS (specify)				
TOTAL EXPENDITURES				
FCSS REQUEST (DEFICIT/SURPLUS = Column 3: Total Revenue – Expenditures)				

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

12. SUBMIT COMPLETED APPLICATION TO:
<p>Please choose one of the two following submission methods:</p> <ol style="list-style-type: none"> 1. Submit one original signed copy of the application (via mail or drop-off at the office) <p style="text-align: center;">Box 240, 313 Alberta Avenue, Worsley, Alberta T0H 3W0</p> <p>OR</p> <ol style="list-style-type: none"> 2. Email a copy to: cdm@clearhillscounty.ab.ca (scanned signatures will be accepted) Unsigned applications will be returned. <p>The deadline for applications is <u>December 15, 2022.</u></p> <p>DECLARATION:</p> <p>I declare that all of the information in this application is accurate and complete and that the application is made on behalf of the organization named on Page 4 with its full knowledge and consents and complies with the requirements and conditions set out in the Family and Community Support Services Act and Regulation. (http://humanservices.alberta.ca/family-community/14876.html)</p> <p>I acknowledge that should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Print Name _____</p> </div> <div> <p>Authorized Signature _____</p> </div> <div> <p>Date _____</p> </div> </div>

13. SUBMIT COMPLETED YEAR END FINAL REPORT TO:

(Shaded portions of Sections 6-10 of your completed funding application)

Please choose one of the two following submission methods:

1. Submit one original signed copy of the Year End Final Report (via mail or drop-off at the office)

Box 240, 313 Alberta Avenue, Worsley, Alberta T0H 3W0

OR

2. Email a copy to: cdm@clearhillscounty.ab.ca

The deadline for submitting the yearend report (January to December) is **January 15, 2023**

I acknowledge that the information contained within this Year End Final Report accurately depicts the activities and results of this program/project. I understand that I may be requested to make a final presentation on this program/project.

Print Name

Authorized Signature

Date



Family and Community Support Services

Program Advice Inventory Listing

November 2010



FCSS Program Advice Inventory Listing

What is FCSS?

FCSS is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities or Métis settlements. Provincially, the FCSS Program receives its mandate from the *FCSS Act* and Regulation. The *Act* describes **what** the Province and municipality/Métis Settlement can do to provide preventive social services. The Regulation describes **how** services may be provided.

The Regulation sets out the service requirements that a municipality or Métis Settlement must meet to be eligible for funding. At the local level, a municipality or Métis Settlement Council chooses whether to establish a Program, and enters into an agreement with the Province to jointly fund FCSS activities. **Under FCSS, communities design and deliver social programs that are preventive in nature to promote and enhance well-being among individuals, families and communities.** The programs depend on community resources, often involving volunteers in management and delivery.

The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. **The programs developed are intended to help individuals within their communities to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.**

One of the key principles of the FCSS Program is local responsibility for priority-setting and resource allocation. Within the parameters of the *FCSS Act* and Regulation, each municipality or Métis Settlement determines how much of the available grant allocation it will access from the Province and how this funding should be allocated to best meet the needs of their community. Part of this decision-making process will be to ensure that the required 20 per cent matching share is available and that its source is the operating budget of the municipality/Métis Settlement. **Final authority and responsibility for how local FCSS Programs will be administered and delivered rests with municipal/Métis Settlement Councils.**

Eligible projects, services and expenditures must adhere to legislated requirements and it is recommended that the *FCSS Act* and Regulation be reviewed and referenced regularly. By collaborating and partnering, local FCSS Programs assist with such program goals as helping communities "assume responsibility for decisions and actions which affect them" and helping to "sustain people as active participants in the community." Promoting local partnerships and co-operation is not only essential to achieve objectives, it is philosophically sound.

FCSS, Prevention and Community Development

According to the FCSS Regulation, participating municipalities and Métis Settlements are obligated by legislation to "promote, encourage and facilitate the development of stronger communities." FCSS, by its legislated nature, is necessarily involved in community development. Communities can be strengthened in at least two ways:

1. **By supporting individuals** - Communities are groups of people. In providing services for individuals and families to improve their well-being and build their capacity to prevent and/or deal with crisis situations, communities as a whole are strengthened. FCSS supports individuals and families by offering programs (i.e., direct service delivery), or by funding community organizations to provide the services (i.e., external granting).
2. **By serving the whole community** - Communities are also strengthened through community-wide initiatives that intentionally involve citizen participation and provide the opportunity for community members to assume responsibility for decisions and actions which affect them. FCSS serves the whole community by initiating and/or supporting community needs assessments, community planning processes, and developing and implementing projects to address community-wide needs. The provision of community-wide services such as community directories, information and referral services and volunteer centres are examples of FCSS involvement in community development.

Levels of Prevention

There are three levels of prevention: primary, secondary and tertiary. FCSS Programs focus on primary prevention (community development) and secondary prevention (community-based services). There has long been discussion about community development versus provision of community-based services for meeting needs and making change happen – and which is most appropriate for an FCSS Program's focus.

Each community needs to decide for itself what its core philosophy and approach will be. Many FCSS Programs are a combination of community development and community-based services. Elements of both approaches can be present in any project or community planning process.

Whether an FCSS Program wants to provide services or facilitate others to provide services, the role of FCSS is to ensure community involvement and input to make change happen. Using either a community development approach, a community-based services approach, or a combination of both, preventive social services provided by FCSS Programs will be:

- oriented to the future not the past;
- focussed on a group in the community or section of the community, rather than the individual;
- innovative and locally determined;
- carried out in co-operation with other organizations; and/or
- designed to encourage self help, volunteerism, and capacity building so people can help themselves.
- FCSS Programs can often be seen doing community development by:
 - encouraging groups of people to identify and work toward resolving community issues;
 - publicizing issues that affect the quality of life of people in the community;
 - adapting to changing conditions; and/or
 - helping people to identify their needs, define their goals and determine how to make those goals reality.

Working with Child and Family Services Authorities

CYS offers a range of services and programs for children and families through 10 Child and Family Services Authorities (CFSAs) serving all regions of the Province. Local FCSS Programs and CFSAs work together to build strong, effective partnerships at the community level and collaborate on funding initiatives that meet the FCSS criteria.

CFSAs are responsible for services related to child intervention, child protection, foster care, adoptions, children with special needs, prevention of family violence and day care support services. Services may also include the delivery and co-ordination of a variety of other services developed through partnerships and protocols with community agencies, other regional authorities and government departments.

In 1999, CYS and the FCSSAA partnered to develop a series of “Working Together” papers. *Working Together with Child and Family Services Authorities* and numerous other publications are posted on the CYS website at www.child.alberta.ca/home/821.cfm. These papers are also available through the FCSSAA Resource Bank.

Further information about local CFSA offices can be found on the Ministry’s website at www.child.alberta.ca/home/local_offices.cfm.

Eligible/Non-Eligible Projects

Section 2 of the FCSS Regulation (Alberta Regulation 218/94) provides direction for program funding. It states that: In providing for the establishment, administration and operation of a program, a municipality **must do all** of the following:

- (1) promote and facilitate the development of stronger communities;
- (2) promote public participation in planning, delivery and governing the program and services provided under the program;
- (3) promote and facilitate the involvement of volunteers;
- (4) promote efficient and effective use of resources;
- (5) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

Section 2.1(1) states that: Services provided under a program must

- (a) be of preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and
- (b) **do one or more** of the following:
 - (i) help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - (ii) help people to develop an awareness of social needs;

- (iii) help people to develop interpersonal and group skills which enhance constructive relationships among people;
- (iv) help people and communities to assume responsibility for decisions and actions which affect them;
- (v) provide supports that help sustain people as active participants in the community.

Section 2.1(2) states that: Services provided under a program must **not**

- (a) provide primarily for the recreation needs or leisure time pursuits of individuals,
- (b) offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family,
- (c) be primarily rehabilitative in nature, or
- (d) duplicate services that are ordinarily provided by a government or government agency.

Section 4 of the FCSS Regulation states that: Expenditures of the program shall **not** include

- (a) the purchase of land or buildings,
- (b) the construction or renovation of a building,
- (c) the purchase of motor vehicles,
- (d) any costs required to sustain an organization that do not relate to direct service delivery under the program,
- (e) municipal property taxes and levies, or
- (f) any payments to a member of a board or committee referred to in Section 3(b) or (j), other than reimbursement for expenses referred to in Section 3(l).

Program Advice Inventory Listing

The FCSS Program Advice Inventory Listing, developed by CYS and the FCSSAA, follows the principles and guidelines of the *FCSS Act* and Regulation and is intended to assist local FCSS Programs clarify the eligibility of a number of projects, services and/or expenditures.

The Listing is another “for FCSS by FCSS” resource designed to assist in decision-making and program delivery in the community. The information is a collection of responses from CYS and the FCSSAA to questions from local FCSS Program Directors and Board members regarding funding eligibility. Many of the items included in the Listing were reviewed by the FCSS Program Advisory Team.

This Listing is updated periodically by CYS. Please note that the Listing is not exhaustive and interpretations provided are subject to change. **Final funding decisions remain the responsibility of each participating municipality or Métis Settlement.**

A table of contents is provided to assist with locating specific projects/services. This Listing is provided as a section within the FCSS Program Handbook and is also available as a stand-alone document. Copies are available on the Ministry’s website at www.child.alberta.ca/home/821.cfm or by contacting the FCSSAA.

Determining Eligibility

A key consideration when determining the eligibility of a project or service is to identify its **intent or purpose**. For purposes of FCSS Program delivery, preventive social services are defined as “enhancing the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.” Projects, services and initiatives that support, educate, build awareness, develop leadership skills, strengthen family life and promote volunteerism are eligible preventive social services. Refer to pages 2-1 and 2-2 for a list of programs and services that may be offered.

For example, Boys and Girls Clubs include recreational components; however, the intent of the Clubs’ programming is not recreation; rather, it is to encourage and empower children and youth to develop healthy lifestyles, leadership skills, life skills and a sense of social responsibility. These are “social programs that are preventive in nature” with positive social outcomes provided through various activities. Therefore, FCSS may provide funding to Boys and Girls Clubs.

Identifying the **type of prevention** also helps to determine its fit for funding. Crime prevention and safety or injury prevention programs (first aid courses, child car seat awareness, bicycle safety, swim programs, etc.) provide valuable services to community residents; however, they do not meet FCSS criteria in that they are not “social” programs that are preventive in nature.”

When deciding whether to fund particular projects or services, local municipal or Métis Settlement Councils, or FCSS Boards, are tasked with prioritizing **the level of community need the project or service will address** in relation to other needs in the area, and the degree to which it is determined the project or service will meet those needs (thereby providing a basis of prevention of future needs in the community), as well as the availability of other potential funding sources.

Section 2.1(2) and Section 4 of the FCSS Regulation identify ineligible services and prohibited costs. **Crisis intervention and rehabilitation services are not eligible to receive funding. Capital expenses**, including funding to build, renovate, maintain or operate a facility where FCSS programs and services are offered, **are not eligible** for FCSS funding.

Section 2.1(2)(d) of the FCSS Regulation states that “services provided under a program must not duplicate services that are ordinarily provided by a government or government agency.” This does not mean that local FCSS Programs cannot jointly fund initiatives with government, providing FCSS Regulation criteria are met. The intent is to ensure local FCSS Programs do not start-up projects or services that are already mandated under other government jurisdictions. Many government departments/agencies find it necessary to reduce or eliminate funding of programs or services within their jurisdictions. **FCSS funding should not be used to enhance or restore these services.**

Visit the Government of Alberta website at www.gov.ab.ca to learn more about the various provincial ministries and to identify where potential grants may be available (click on the “Government” tab and go to the appropriate Ministry website link). A summary of mandates and responsibilities for all government ministries is available at www.alberta.ca/home/ministries.cfm.

Funding requests may include both **eligible and non-eligible components**. Components of a service that has preventive social outcomes may be funded by FCSS, with another funding partner covering the components related to the non-eligible costs.

For example, the aspect of community kitchens/community gardens that focus on developing independence, strengthening coping skills, building relationships and support networks, is eligible for FCSS funding, while the components that focus on menu planning, nutrition, budget planning, learning shopping and/or gardening skills, is not eligible for FCSS funding.

If a project or service is determined to be ineligible for FCSS funding, (e.g., food bank, thrift shop, nutrition program, literacy program, school-based programs, special transportation services, etc.) funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

In many cases, determining eligibility is not straightforward. However, if there is a social need in the community, projects and services that are preventive in nature and have identified positive social outcomes will generally be eligible for FCSS funding.

Eligibility Assessment Tool

The *Eligibility Assessment Tool* is a four-stage test or guide to assist local FCSS Programs in determining if a project or funding request fits the FCSS eligibility criteria:

1. Is the project or service preventive? Does it enhance the social well-being of families and individuals? Does it have preventive social outcomes?

(The answer should be "yes.")

2. Does the project or service:

- help people develop independence, strengthen coping skills?
- help people develop an awareness of social needs?
- help people to develop interpersonal and group skills?
- help people and communities to assume responsibility OR
- provide supports that help sustain people as active members of the community?

(The answer should be "yes" to at least one of these questions.)

3. Is the project or service:

- primarily a recreation, leisure, entertainment or sporting activity or event?
- offering direct assistance, including money, food, clothing or shelter, to sustain an individual or family?
- primarily rehabilitative, therapeutic or crisis management?
- a duplication of services provided by any level of government?
- a capital expenditure such as the purchase, construction or renovation of a building or facility?

(The answer must be "no" to all of these questions.)

4. Do the proposed expenditures of the project comply with Sections 3 and 4 of the FCSS Regulation?

(The answer should be "yes.")

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Items	Advice/Comments	Eligible	Ineligible*
ABC Headstart	See “Preschool Programs.” Intent determines eligibility.		
Adult Tutoring	Projects/services that focus primarily on adult literacy competency are the responsibility of Advanced Education and Technology and community adult learning councils.		✓
Babysitting Courses	Encourages teens and pre-teens to develop life skills and/or social responsibility.	✓	
Bicycle Safety Program	See “Safety Programs.”		✓
Block Parent Program	See “Safety Programs.”		✓
Books for Babies	See “Literacy Programs.” Intent determines eligibility.		
Building Blocks	See “Literacy Programs.” Intent determines eligibility.		
Capital Expenses	Capital expenditures are not eligible. Examples include, but are not limited to, the following: purchase of land; purchase, construction or renovation of a facility; purchase of motor vehicles; construction of or equipping playgrounds, water parks, swimming pools, etc. Purchase of office equipment, furnishings and supplies essential to the operation of local FCSS Programs and their funded organizations (for projects/services with preventive social outcomes) is eligible.	✓	✓
Child Car Seat Safety Program	See “Safety Programs.”		✓
Child Care/Day Care (ages 0 to 5)	Child care/day care services for children ages 0 to 5 that are licensed under provincial child care legislation to provide basic daily care and subsidies are not eligible. Local Child and Family Services Authorities oversee the delivery of these services. For further information, visit www.child.alberta.ca/childcare and/or www.child.alberta.ca/home/local_offices.cfm .		✓
Child Find	See “Safety Programs.”		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Christmas Hampers	The <u>primary</u> focus is providing for basic needs. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓
Citizens on Patrol	See “Justice-based Programs.”		✓
Clothing Depots/ Thrift Shops	The <u>primary</u> focus is providing for basic needs. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓
Collective Kitchens/ Community Kitchens/ Community Gardens	Intent of program determines eligibility: <ul style="list-style-type: none"> • focus is on developing independence, strengthening coping skills, building relationships and support networks; • focus is on menu planning, nutrition, budget planning, learning shopping and/or gardening skills. 	✓	✓
Community Development Activities	Community development is an integral component of FCSS. Eligible activities include, but are not limited to, the following: information and referral services; developing directories designed to inform the public of available resources; interagency co-ordination; increasing public awareness about community issues; developing strategies for community advocacy; developing comprehensive social community plans and initiatives; environmental scans; service reviews; needs assessments; strategic planning; program planning; and, in-kind support to community-based groups (until self-sustaining), such as in-kind office space, printing, photocopying, assistance with proposals, etc.	✓	
Community Policing	See “Justice-based Programs.”		✓
Community/School Resource Officers	Community/School Resource Officers that focus on an enhanced level of policing fall under the mandate of Solicitor General and Public Security. Refer to section 2.1(2)(d) of the FCSS Regulation. See “Justice-based Programs.”		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Community Signs	Purpose/intent determines eligibility: <ul style="list-style-type: none"> signs that provide information on community activities and events and are accessible to an entire community (e.g., bulletin board located in a central square) are eligible. Collaboration with other stakeholders should occur where possible to share costs. signs that welcome residents/visitors to a community that include a listing of available businesses and organizations are not eligible. 	✓	✓
Conference/Event Attendance	Purpose/intent determines eligibility: <ul style="list-style-type: none"> conference/events designed to encourage the development of healthy lifestyles, leadership skills and/or social responsibility are eligible. recognition conferences/events that do not meet FCSS criteria or that have an entertainment/ recreational focus or receive funding from another government source are not eligible. 	✓	✓
Counselling	Purpose/intent determines eligibility: <ul style="list-style-type: none"> short-term counselling and referral services (e.g., individual, family and group counselling, bereavement counselling, support groups and referral services) are eligible. crisis, treatment or long-term counselling is not eligible. 	✓	✓
Crime Prevention Programs/Activities including, but not limited to, the following: Citizens on Patrol, Community/ School Resource Officers, Community Policing, Neighbourhood Watch and Waterways Watch	See "Justice-based Programs."		✓
Crisis/Distress Lines	Intent of program determines eligibility: <ul style="list-style-type: none"> information/referral and/or volunteer training/development expenses are eligible. 	✓	

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Crisis/Distress Lines (continued)	<ul style="list-style-type: none"> core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services are not eligible. 		✓
Day Care	See “Child Care/Day Care (ages 0 to 5).”		✓
Disaster Services/Social Services Programming	Municipal Affairs is responsible for maintaining emergency management systems that enables communities to prepare for, respond to and recover from major emergencies and disasters. Municipal governments also have a responsibility in this area.		✓
Dispute/Conflict Resolution	See “Justice-based Programs.”		✓
Drug Awareness Resistance Education (DARE)	DARE is a program developed by the RCMP; the Alberta Alcohol and Drug Abuse Commission (AADAC), part of Health Services, also administers and funds information, prevention and treatment services to assist Albertans with alcohol, drug and gambling problems.		✓
“Dry Grad” Celebrations	Graduation parties are designed to provide a safe entertainment/recreation activity to celebrate a significant school accomplishment. Intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown.		✓
Donations to Community Groups/Organizations	Section 4(d) of the FCSS Regulation states the following: “Expenditures of the program shall not include any costs required to sustain an organization that do not relate to direct service delivery under the program.”		✓
Emergency Shelters, including, but not limited to, the following: Sexual Assault Centres, Short-term Emergency Housing, Women’s Shelters and Youth Emergency Shelters (continued)	<p>Emergency shelters are crisis intervention/ rehabilitative services with a primary focus of providing for basic needs (e.g., during emergency/ disaster situations). Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.</p> <p>Public education/awareness (i.e., promotion and information of the service) is eligible.</p>	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Employment Programs/ Employment Training Programs	Employment programs are the responsibility of Employment and Immigration and the Department of Human Resources and Skills Development (Government of Canada).		✓
Family Literacy Tote Bag Program	See “Literacy Programs.” Intent determines eligibility.		
Family School Liaison	Provides students and their families an opportunity to discuss and address concerns about home and/or school in a counselling setting. This program is not mandated under any government department and does not duplicate an existing service.	✓	
Family Violence Prevention	Includes eligible and ineligible components: <ul style="list-style-type: none"> public awareness/education; volunteer development. core operating costs (salaries, rent, utilities, etc.) for crisis intervention or rehabilitation services. 	✓	✓
Fetal Alcohol Spectrum Disorder (FASD)	Includes eligible and ineligible components: <ul style="list-style-type: none"> public awareness/education; volunteer development. assessment or support to individuals diagnosed with FASD. For further information, visit, www.child.alberta.ca/home/594.cfm	✓	✓
Fire Safety Program	See “Safety Programs.”		✓
First Aid Courses	See “Safety Programs.”		✓
Food Banks	See “Nutrition Programs.”		✓
Healthy Families/Home Visitation Programs	Healthy Families, or Home Visitation Programs, are designed to support families in providing a nurturing, stimulating and safe environment for young children ages 0 to 6. Core funding is provided by Children and Youth Services and allocated through regional Child and Family Services Authorities. Local FCSS Programs may support Healthy Families/Home Visitation Programs by providing services in-kind or additional dollars to enhance services.	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Help Lines	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> information/referral; volunteer training/development. core operating costs (salaries, rent, utilities, etc.) for crisis intervention services. 	✓	✓
Home Alone Program	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> if provided as a component of a youth program, and the focus is on encouraging teens and pre-teens to develop life skills and/or social responsibility, it is eligible. if provided as a stand alone school-based project and the focus is primarily safety, security and/or injury prevention (i.e., main intent does not avert <u>social</u> breakdown), it is not eligible. 	✓	✓
Home Care	<p>Home care is a medical service funded by Health and Wellness. Alberta Health Services is responsible for the planning and delivery of numerous health supports and services including acute care; emergency services; home care; long-term care; public health; and rehabilitation services. Individuals assessed with medical conditions requiring home care services (including homemaking and care-giving practices, assistance with meal preparation and bathing) are not eligible.</p>		✓
Home Support	<p>Home support services that are designed to assist seniors to remain in their homes longer and to encourage their participation as active community members are eligible. Eligible costs include, but are not limited to, housekeeping services and yard maintenance. Services may be provided directly, contracted with not-for-profit agencies or private contractors, or in partnership with Alberta Health Services. Services provided must be non-medical (i.e., not required as a result of medical procedures, treatments or assessments).</p> <p>Home support services may not be provided for short-term urgent or emergency situations. See “Emergency Shelters.”</p>	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Honorariums	Includes fees and daily allowances paid to FCSS board members or board members of organizations receiving FCSS funding. Refer to Section 4(f) of the FCSS Regulation.		✓
Housing Projects	Eligible components include community engagement and/or facilitation processes such as raising public awareness about affordable housing issues, needs identification, advocacy, development of affordable housing or homelessness plans/initiatives, and the development of comprehensive community plans. FCSS may also provide administrative support to community-based affordable housing groups (until they are self-sustaining), such as in-kind office space, printing, photocopying, assistance with proposals, etc. Capital expenses, including building costs or costs associated with administration of specific housing projects and financial subsidies are not eligible.	✓	✓
Jump Start	See “Literacy Programs.” Intent determines eligibility.		
Justice-based Programs, including, but not limited to, the following: Citizens on Patrol, Community Policing, Community/School Resource Officers, Dispute/Conflict Resolution, Neighbourhood Watch, Waterways Watch and Youth Justice Committees	Justice-based programs/initiatives including crime prevention activities are mandated under other government departments (e.g., Solicitor General and Public Security and Justice and Attorney General) and are not eligible for funding. For further information regarding responsibilities and mandates of Government of Alberta ministries, visit http://alberta.ca/home/government.cfm . In 2003, the Ministry and the FCSSAA partnered to develop a “Working Together” paper related to FCSS working with different aspects of the justice system. This paper, along with numerous other publications, is posted on the Children and Youth Services website at www.child.alberta.ca/home/821.cfm . It is also available through the FCSSAA.		✓
Lifeline/Apello/ Medical Alert	Intent of program determines eligibility: <ul style="list-style-type: none"> focus is on providing supports that help sustain people as active participants in the community. 	✓	

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Lifeline/Apello/ Medical Alert (continued)	<ul style="list-style-type: none"> focus is <u>primarily</u> safety, security and/or injury prevention (i.e., main intent does not avert <u>social</u> breakdown). 		✓
Literacy for Life	See "Literacy Programs." Intent determines eligibility.		
Literacy Programs, including, but not limited to, the following: Books for Babies, Building Blocks, Family Literacy Tote Bag Program, Jump Start and Literacy for Life	Intent of program determines eligibility: <ul style="list-style-type: none"> developing or promoting parent/child relationships and/or increasing parenting skills is eligible. improving literacy skills is a responsibility of Education and is not eligible. 	✓	✓
Management/ Administrative Expenses	Management and administrative expenditures representing support for FCSS programming (as reported on Annual FCSS Program Reports) are eligible. Municipal costs that are <u>not</u> part of an FCSS Program are ineligible. Refer to Section 5(e) of the FCSS Regulation.	✓	✓
Meals on Wheels	Includes eligible and ineligible components: <ul style="list-style-type: none"> support components including volunteer training, public awareness and/or purchase of containers. core operating costs (salaries, rent, utilities, purchase of food, etc.). 	✓	✓
Mediation Services	Intent of program determines eligibility: <ul style="list-style-type: none"> family conflict mediation services is eligible. justice-based medication services, including neighbourhood conflict resolution is not eligible. 	✓	✓
Neighbourhood Watch	See "Justice-based Programs."		✓
Nursery School Programs	See "Preschool Programs."		✓
Nutrition Programs including, but not limited to, the following: Food Banks, School Breakfast and/or Lunch Programs	Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Out of Pocket Expenses	Includes FCSS board members and volunteers participating in FCSS-funded activities.	✓	
Out-of-School Care	<p>Children and Youth Services became directly involved in out-of-school care with the announcement of the <i>Creating Child Care Choices</i> plan on May 9, 2008. The Alberta Child Care Accreditation Funding Program provides funding for licensed out-of-school care programs to become accredited and for the recruitment and retention of trained, qualified staff. For additional information, visit www.child.alberta.ca/childcare.</p> <ul style="list-style-type: none"> Out-of-school care subsidies are provided through regional Child and Family Services Authorities and are not eligible for funding. For further information, visit www.child.alberta.ca/home/1148.cfm or contact the local CFSA. Administration/operating costs for out-of-school care programs are eligible. 	✓	✓
Palliative Care Assistance	Intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown. Palliative care is the responsibility of Alberta Health Services (Health and Wellness).		✓
Parent Link Centres	<p>Core funding for Parent Link Centres (PLCs) is provided by Children and Youth Services and is allocated through regional Child and Family Services Authorities. For additional information, visit www.child.alberta.ca/home/902.cfm.</p> <p>Local FCSS Programs may support PLCs by providing services in-kind or additional dollars to enhance services.</p>	✓	✓
Prevent Alcohol and Risk-Related Trauma in Youth (PARTY) Program	The PARTY Program, delivered by the RCMP, Victim Services, Emergency Medical Services and a program facilitator, targets Grade 9 students and provides education to recognize risk, make informed choices and consider the consequences of their decision and behaviours related to safe driving.		

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Prevent Alcohol and Risk-Related Trauma in Youth (PARTY) Program (continued)	This program does not meet the definition of FCSS prevention in that the <u>primary</u> focus is safety and injury prevention. The main intent does not avert <u>social</u> breakdown.		✓
Playground Equipment	Capital purchases, including playground equipment, are not eligible. Services must not provide primarily for the recreational needs or leisure time pursuits of individuals. Refer to Section 2.1(2)(a) of the FCSS Regulation.		✓
Playschool Programs	See “Preschool Programs.” Intent determines eligibility.		
Preschool Programs including, but not limited to, the following: ABC Headstart, Nursery School Programs and Playschool Programs	Intent of program determines eligibility: <ul style="list-style-type: none"> • focus is on social development of preschool-aged children. • focus is on education preparation to begin school. 	✓	✓
Quest	Lions-Quest Canada has developed a number of programs to promote positive life skills and conflict resolution skills for students from kindergarten to Grade 12. These programs are taught by trained teachers in classroom settings and are designed to fit within various provincial curricula in language arts, health and personal life skills and social studies. School-based programs are the responsibility of Alberta Education.		✓
Recreation/Leisure/Entertainment/Sports	Services must not provide primarily for the recreational needs or leisure time pursuits of individuals. Activities, events, equipment, uniforms, etc. for recreation, leisure, entertainment, or sporting activities are not eligible for funding.		✓
Roots of Empathy	Roots of Empathy is a program delivered in the classroom to reduce levels of aggression and violence among school-aged children while raising social/emotional competence and increasing empathy. This program is not mandated under any other government department and does not duplicate an existing service.	✓	

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Safe and Caring Schools	Core services are not eligible. Alberta Education is responsible for this initiative. The <i>Alberta School Act</i> was amended in June 1999 to include a section on safe and caring schools.		✓
Safety Programs including, but not limited to, the following: Bicycle Safety, Block Parent Program, Child Car Seat Safety, Child Find, First Aid Courses, Swim/Water/Boating Safety	These programs do not meet the definition of FCSS prevention in that their <u>primary</u> focus is safety, security and/or injury prevention. The main intent does not avert <u>social</u> breakdown.		✓
Santa's Anonymous	Program does not meet the definition of FCSS prevention in that the main intent does not avert social breakdown.		✓
School Breakfast/Lunch Programs	See "Nutrition Programs."		✓
School Resource Officers	See "Community/School Resource Officers" and "Justice-based Programs."		✓
Search/Rescue Programs	Program does not meet the definition of FCSS prevention in that the main intent does not avert social breakdown. Ground search and rescue is the responsibility of local police forces, supported by volunteer ground search and rescue groups and/or government or private sector aircraft. Municipal Affairs is responsible for maintaining an emergency management system, including a "Search and Rescue Operations Plan."		✓
Seniors Residences/Lodges	Seniors residences/lodges provide safe home like environments and health care to support seniors when their level of independence decreases and they are no longer able to remain in their own homes and actively participate in the community. Seniors residences/lodges do not meet the definition of FCSS prevention in that the main intent of the residences does not avert social breakdown. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Sexual Assault Centres	See “Emergency Shelters.”		✓
Short-term Emergency Housing	See “Emergency Shelters.”		✓
Sports-Related Activities	See “Recreation/Leisure/Entertainment/Sports.”		✓
Subsidies	Section 2.1(2)(b) of the FCSS Regulation states the following: “Services provided under a program must not offer direct assistance, including money , food, clothing or shelter, to sustain an individual or family.”		✓
Suicide Prevention	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> community development components (public information, awareness, education, referral services, volunteer training) that support the prevention of suicide are eligible. core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services, including suicide intervention training and suicide prevention crisis lines are not eligible. 	✓	✓
Summer Fun/ Playground Programs	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> social development of children is eligible. recreational/entertainment activities are not eligible. 	✓	✓
Swim/Water/Boating Safety Programs	See “Safety Programs.”		✓
Transportation Services	Local FCSS Programs may fund services that are in support of core programming, such as transporting individuals to and/or from an FCSS event or activity. Eligible components include fuel costs, minor maintenance expenses, lease costs and driver expenses.	✓	

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Transportation Services (continued)	<p>Core operating costs of a transportation service are not eligible in that the intent does not meet the FCSS definition of prevention (i.e., main objective does not avert social breakdown). Ineligible costs also include expenses that are part of a regularly scheduled service; subsidy costs; health-related travel (e.g., transporting individuals to and/or from medical appointments); leisure/entertainment/recreation-related travel including shopping trips; vocation-related travel; capital costs (e.g., vehicle purchases, and major operating expenses including vehicle repair and purchase of vehicle parts).</p> <p>Under revised program guidelines of the Municipal Affairs Sustainability Initiative, capital project and conditional operating funding is available to municipalities to assist with specialized transportation services. For further information, visit www.municipalaffairs.alberta.ca/wp_municipal_sustainability_initiative.cfm.</p> <p>Where it appears that local FCSS resources are being allocated to ineligible transportation services, Ministry staff will request expenditure clarification.</p>		✓
Victim Services	See “Justice-based Programs.”		✓
Volunteer Development	Services designed to promote, facilitate and support volunteer work in the community including, but not limited to, recruitment, training, placement services and recognition.	✓	
Waterways Watch	See “Justice-based Programs.”		✓
Women's Shelters	See “Emergency Shelters.”		✓
Youth Conferences/Camps	<p>Intent of conference determines eligibility:</p> <ul style="list-style-type: none"> conferences designed to encourage youth to develop healthy lifestyles, leadership/life skills and/or social responsibility are eligible. youth recognition events that do not meet FCSS criteria or are primarily recreational and/or sports-focused are not eligible. youth camps that are primarily recreational, nature and/or wilderness survival are not eligible. 	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Youth Emergency Shelters	See “Emergency Shelters.”		✓
Youth Justice Committees	See “Justice-based Programs.”		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Processes and reporting

Review the [Family and Community Support Services \(FCSS\) Program Handbook](#) [\[2\]](#) for more details about administrative processes and reporting requirements, including:

Financial reporting

Use this guide to prepare the Annual FCSS Program Reports:

[Family and Community Support Services \(FCSS\) Financial Report Guide](#) [\[2\]](#)

Performance measurements

Local FCSS projects, programs and services must implement performance measures and report on outcomes. This will help determine:

- how effectively they are meeting preventative social service needs
- gaps in existing services
- opportunities to learn and improve

Use these publications for guidance:

[Family and Community Support Services Outcomes Model: How we are making a difference](#) [\[2\]](#)

[Family and Community Support Services: Basic Guide to Outcome Measurement](#) [\[2\]](#)

[Family and Community Support Services: Provincial Priority Measures with Instructions](#) [\[2\]](#)

[Family and Community Support Services: Measures Bank with Provincial Priority Measures and Instructions](#) [\[2\]](#)

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 12, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	TELUS – Cellular Service/Broadband Internet
File:	11-02-03

DESCRIPTION:

Councillor Hansen requested a discussion regarding TELUS Cellular service and Broadband.

P187-23(04-04-23) RESOLUTION by Councillor Hansen to table the discussion regarding TELUS Cellular service and Broadband until the next Policy & Priority Meeting. CARRIED.

BACKGROUND:

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by...

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

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 12, 2023
Originated By:	Greg Coon, Agricultural Fieldman
Title:	Livestock Predation Prevention Course
File:	63-30-20

DESCRIPTION:

Council has requested information on predation courses for producers that may be available.

BACKGROUND:

P152-23(03-16-23) RESOLUTION by Councillor Walmsley to bring back more information on predation courses to a future Policy and Priority Meeting. CARRIED.

ATTACHMENTS:

Email from Mark Heckbert, Provincial Wildlife Conflict Specialist, Alberta Fish and Wildlife

RECOMMENDED ACTION:

RESOLUTION by...

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

From: Mark Heckbert <Mark.Heckbert@gov.ab.ca>
Sent: May 2, 2023 2:47 PM
To: Greg Coon
Cc: Daniel Downie; Logan Proulx; Mike Ewald
Subject: Carnivore Damage Prevention Presentation- Clear Hills County

Hi Greg,

Nice to speak with you this afternoon about some possible topics to be covered in a presentation about carnivore damage mitigation/prevention. As we discussed, we would be pleased to work towards conducting a presentation in person for producers in the late fall/early winter (your recommended timing). The following topic ideas could be part of the presentation:

- 1) Best management practices for livestock producers including:
 - a. evaluation of susceptibilities-what predators are sharing the same land base, what predators are causing problems, which livestock are most vulnerable, what times of year are livestock most vulnerable;
 - b. incorporation of preventative measures that are most appropriate;
 - c. husbandry practices;
 - d. fencing;
 - e. planning for when predation occurs and whom to contact for support;
 - f. incorporating lethal and non-lethal measures;
 - g. reducing attractants;
 - h. guardian dog programs;
 - i. on-farm livestock carcass composting and supports;
 - j. Flex Partnership for Carnivore Damage Prevention.

2) Wildlife Predator Compensation Program

Presentation of this material would take about three hours with additional time required for questions/discussion.

Additional topics of interest we discussed including ungulate and waterfowl damage mitigation/prevention would take additional time and are best covered under a separate presentation and discussion.

Give these topics some thought and let me know if there are additional topics that you would like covered. There are some excellent opportunities to incorporate subject matter experts who are real producers for some of these topics ie. guardian dogs which makes the presentation far more interesting than just listening to me.

Mark Heckbert
Provincial Wildlife Conflict Specialist

Fish and Wildlife Stewardship
Alberta Environment & Protected Areas
Box 1500, 5226-53 Ave
High Prairie, AB T0G 1E0
Tel: (780) 523-6517

Clear Hills County

Request For Decision (RFD)

	Policy and Priority Meeting
Meeting Date:	June 12, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Branding/Signs/Logo
File:	11-02-03

DESCRIPTION:

Council requested a discussion regarding Clear Hills County re-branding:

1. Branding and Marketing for Clear Hills County
 - a) Identifying your audience.
 - b) Research your neighbors/competitors.
 - c) Define your brand's purpose and position.
 - d) Create your brand story.
 - e) Write a slogan. i.e., "Clearly an Area of Opportunity"
 - f) Design your brand look and logo.
 - g) Market your brand i.e., Signs, Social media platforms etc.

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by: Manager: CAO:

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 12, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	CLOSED MEETING ITEM - Special Events & Banquets
File:	11-02-03

DESCRIPTION:

Council requested a review of the following special events.

- Business/Recreation & Volunteer Awards
- Annual CHC BBQ
- Farmers Appreciation Banquet
- Fire fighter Years of service
- Tradeshow Banquet/Dance
- Clear Hills County Open Air Market/Farmers Markets

DATES:

Clear Hills County BBQ – Thursday, July 20, 2023 @ Many Islands

Clear Hills County Trade Show – Saturday, April 13, 2024

RECOMMENDED ACTION:

RESOLUTION by...

Initials show support - Reviewed by:	Manager:	CAO:
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