

**AGENDA
CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 26, 2023**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, September 26, 2023, at 9:30 a.m. in the Council Chambers, County Office, 313 Alberta Avenue Worsley, Alberta.

1. CALL TO ORDER	
2. AGENDA	
3. MINUTES:	
Previous: Regular Council Meeting Minutes, September 12, 2023.....	2
4. DELEGATION(S)	
1. Fairview & District Playschool 10:15 a.m.....	9
2. Ken Fortier 10:45 a.m.....	16
3. PRSD 11:25 a.m.	18
5. PUBLIC HEARING	
6. TENDER OPENING 9:35 a.m.	
1. Tender 2023-13 Cleardale Fire Hall	20
7. NEW BUSINESS	
a. COUNCIL	
1. Management Team Activity Report.....	21
2. Councillor Reports	32
3. LaPrairie Maintenance Yard	33
4. Mighty Peace Tourism	64
5. Re-Branding Proposals.....	66
6. Joint Meeting Request	98
7. Land Use Bylaw 287-23	99
b. CORPORATE SERVICES	
1. Accounts Payable.....	100
2. Cost of Living	107
3. Expense Claims Discussion.....	109
c. COMMUNITY SERVICES	
1. Fire Protection Fees	117
2. Wildfire Invoices	119
3. ICS 200 Course	133
4. BBQ Location	134
5. Talent Show	137
6. A-Mart	138
7. Clear Hills County Parade Float Analysis	141
d. PUBLIC WORKS	
1. Policy 3221 Dust Control	142
2. Log Haul Route Request – Canfor.....	146
3. Log Haul Route Request- Zavisha	151
4. Tender Award – 2023-09 Worsley Hamlet Snow removal	161
5. Tender Award -2023-10 Worsley Hamlet Walking Path.....	162
6. Tender Award -2023-11 Cleardale Hamlet Snow Removal	163
7. Tender Award -2023-12 Cleardale Hamlet Walking Path.....	164
8. WRITTEN REPORTS:	
1. Chief Administrative Officer’s Report.....	
2. Corporate Services Manager’s Report	
3. Public Works Manager’s Report	165
9. COUNCIL INFORMATION (including Correspondence).....	168
10. CALENDARS.....	181
11. CLOSED MEETING ITEMS	
1. labor	
12. ADJOURNMENT	

**MINUTES OF CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, SEPTEMBER 12, 2023**

PRESENT

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

ATTENDING

Lori Jobson	Corporate Service's Manager (CSM)
Terry Shewchuk	Public Works Manager (PWM)
Bonnie Morgan	Executive Assistant (EA)

ABSENT

Nathan Stevenson	Councillor
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CALL TO ORDER

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

**ACCEPTANCE OF
AGENDA**

C468-23(09-12-23)

RESOLUTION by Deputy Reeve Janzen to adopt the agenda governing the September 12, 2023 Regular Council Meeting, with the deletion of 4.1. Fairview & District Playschool delegation, as presented. CARRIED.

**APPROVAL OF
MINUTES**

Previous
Council
Meeting Minutes

C469-23(09-12-23)

RESOLUTION by Councillor Giesbrecht to adopt the minutes of the August 15, 2023, Regular Council Meeting, as presented. CARRIED.

C470-23(09-12-23)

RESOLUTION by Councillor Walmsley to adopt the minutes of the August 25, 2023, Special Council Meeting, as presented. CARRIED.

TENDER OPENING

2023-09 Worsley
Walking Path

Council is presented with tenders to open for Tender 2023-09 Worsley Hamlet Walking Path Snow Removal.

C471-23(09-12-23)

RESOLUTION by Councillor Giesbrecht to open tenders at 9:35 a.m. for Tender 2023-09 Worsley Hamlet Walking Path Snow Removal, analyze results and bring to a future Council meeting. CARRIED.

Company	Year 1	Year 2	Year 3	Year 4
1359773 AB Ltd.	Walking Trail- Per Time \$160.00 Salt Application- \$50.00	Walking Trail- Per Time \$165.00 Salt Application-	Walking Trail- Per Time \$170.00 Salt Application-	Walking Trail- Per Time \$175.00 Salt Application-

Page 2 of 7
REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 12, 2023

	Sidewalk- \$95.00 Salt Application- \$30.00	\$55.00 Sidewalk- \$100.00 Salt Application- \$30.00	\$60.00 Sidewalk- \$105.00 Salt Application- \$35.00	\$65.00 Sidewalk- \$110.00 Salt Application- \$40.00
Prestige Industry Corp.	\$78/hr	\$83/hr	\$88/hr	\$93/hr

2023-10 Worsley
Snow Removal

Council is presented with tenders to open for Tender 2023-10 Worsley Hamlet Snow Removal.

C472-23(09-12-23)

RESOLUTION by Deputy Reeve Janzen to open tenders at 9:35 a.m. for Tender 2023-10 Worsley Hamlet Snow Removal, analyze results and bring to a future Council meeting. CARRIED.

Company	Year 1	Year 2	Year 3	Year 4
1359773 AB Ltd.	Tractor- \$250.00/hr Skid Steer- \$195.00/hr	Tractor- \$255.00/hr Skid Steer- \$200.00/hr	Tractor- \$260.00/hr Skid Steer- \$205.00/hr	Tractor- \$270.00/hr Skid Steer- \$210.00/hr
Roaming Transport	\$159/hr	\$159/hr	\$159/hr	\$159/hr
Prestige Industry Corp.	\$115/hr	\$120/hr	\$125/hr	\$130/hr

2023-11 Cleardale
Snow Removal

Council is presented with tenders to open for Tender 2023-11 Cleardale Hamlet Snow Removal.

C473-23(09-12-23)

RESOLUTION by Councillor Walmsley to open tenders at 9:35 a.m. for Tender 2023-11 Cleardale Hamlet Snow Removal, analyze results and bring to a future Council meeting. CARRIED.

Company	Year 1	Year 2	Year 3	Year 4
RuCo Enterprises Ltd.	\$121/hr	\$121/hr	\$121/hr	\$121/hr
Roaming Transport	\$149/hr	\$149/hr	\$149/hr	\$149/hr
Prestige Industry Corp.	\$115/hr	\$120/hr	\$125/hr	\$130/hr

2023-12 Cleardale
Walking Path

Council is presented with tenders to open for Tender 2023-12 Cleardale Hamlet Walking Path Snow Removal.

C474-23(09-12-23)

RESOLUTION by Councillor Hansen to open tenders at 9:35 a.m. for Tender 2023-12 Cleardale Hamlet Walking Path Snow Removal, analyze results and bring to a future Council meeting. CARRIED.

Company	Year 1	Year 2	Year 3	Year 4
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Page 3 of 7
REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 12, 2023

RuCo Enterprises Ltd.	\$80/hr	\$80/hr	\$80/hr	\$80/hr
Roaming Transport	\$89/hr	\$89/hr	\$89/hr	\$89/hr
Prestige Industry Corp.	\$75/hr	\$78/hr	\$81/hr	\$84/hr

NEW BUSINESS:
COUNCIL

Management Team
Activity Report

Management activity report was reviewed.

C475-23(09-12-23)

RESOLUTION by Deputy Reeve Janzen that the management activity reports for August 25, 2023, be accepted, as presented.
CARRIED.

C476-23(09-12-23)

RESOLUTION by Reeve Bean to request a meeting with the MD of Fairview to discuss pertinent items.
CARRIED.

Reeve Bean recessed the meeting at 10:00 a.m.
Reeve Bean reconvened the meeting at 10:04 a.m.

Councillor Reports

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

C477-23(09-12-23)

RESOLUTION by Councillor Ruecker to receive the Council verbal and written reports for information, as presented.
CARRIED.

Reeve Bean recessed the meeting at 10:42 a.m.
Reeve Bean reconvened the meeting at 10:47 a.m.

DELEGATIONS:

Cleardale Preschool

Cleardale Preschool was in attendance at 10:47 a.m.

Greg Zavisha

Greg Zavisha was in attendance at 11:10 a.m. to discuss Dust Control.

Reeve Bean recessed the meeting at 11:20 a.m.
Reeve Bean reconvened the meeting at 11:24 a.m.

Organizational
Meeting Date

Council is presented with information regarding the scheduling of the annual Organizational Meeting. The Organizational meeting will be held in the Clear Hills County Council Chambers, on Tuesday, October 24, 2023, at 9:30 a.m. with the Regular Council Meeting to follow.

C478-23(09-12-23)

RESOLUTION by Reeve Bean to approve the date and time for Clear Hills County Organizational meeting that will be held in the Clear Hills County Council Chambers, on Tuesday, October 24,

Page 4 of 7
 REGULAR COUNCIL MEETING
 TUESDAY, SEPTEMBER 12, 2023
 2023, at 9:30 a.m. with the Regular Council Meeting to follow.
CARRIED.

2023 Friends of
 Education Award
 Ceremony

Council is presented with an invitation to attend the 2023 Friends of Education award ceremony, recognizing Clear Hills County and other nominees from other northern Alberta school boards. The event will take place in Peace River, at the Chateau Nova Hotel on Wednesday, September 20, 2023, at 12:00 p.m.

C479-23(09-12-23)

RESOLUTION by Councillor Giesbrecht to approve all Council to attend the Alberta School Board Association's Zone One 2023 Friends of Education Award ceremony in Peace River, at the Chateau Nova Hotel on Wednesday, September 20, 2023, at 12:00 p.m.
CARRIED.

STARS

Glenda Farnden with STARS was in attendance at 11:25 a.m. to give Council an annual update.

Reeve Bean recessed the meeting at 12:02 p.m.
 Reeve Bean reconvened the meeting at 12:38 p.m.

C480-23(09-12-23)

RESOLUTION by Councillor Ruecker to receive the delegation from the Cleardale Preschool for information and approve a one-time General Grant of \$3,000.00, to assist with the start up costs of the Preschool program, funds to be allocated from the Rate Stabilization Reserve.
CARRIED.

C481-23(09-12-23)

RESOLUTION by Deputy Reeve Janzen to receive the delegation from Greg Zavisha regarding his 2023 Dust Abatement Application issues and apply a credit of \$600.00 plus GST to the landowner, Greg Zavisha for the 2023 Dust abatement application he purchased.
CARRIED.

C482-23(09-12-23)

RESOLUTION by Reeve Bean to receive the delegation from Glenda Farnden with STARS for information and approve a 3-year funding commitment of \$100,000.00 (one-hundred thousand dollars) per year for 2024, 2025 and 2026.
CARRIED.

Regional Police Force
 Grant – MD of
 Fairview

Council is presented with a request to support the Municipal District of Fairview's application for the Alberta Indigenous and Municipal Police Transition Grant funding program to investigate a Regional Police Force.

C483-23(09-12-23)

RESOLUTION by Councillor Hansen to table the request from the Municipal District of Fairview's application for the Alberta Indigenous and Municipal Police Transition Grant funding program, until after a joint meeting.
CARRIED.

CORPORATE

Page 5 of 7
REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 12, 2023

SERVICES

Accounts Payable
August 9, 2023, to
September 12, 2023

A list of expenditures for Clear Hills County for the period of August 9, 2023 to September 12, 2023 is provided for Council's review.

C484-23(09-12-23)

RESOLUTION by Councillor Giesbrecht that Council receives for information the Accounts Payable report for Clear Hills County for the period of August 9, 2023, to September 12, 2023, for a total of \$877,522.75. CARRIED.

Funding Request –
Fairview & Area
Senior Check-In
Line Society

The Fairview & Area Senior Check-In Line Society is requesting a grant of \$1,000.00 to fund their increased 2023 operating expenses for the Hines Creek and Worsley Seniors Community Kitchens program.

C485-23(09-12-23)

RESOLUTION by Councillor Ruecker to approve a General Grant of \$1,000.00 to the Fairview & Area Senior Check-In Line Society to fund their increased 2023 operating expenses for the Hines Creek and Worsley Seniors Community Kitchens program with funds to be allocated from the Rate Stabilization Reserve.

CARRIED.

PUBLIC WORKS

BF 71273
Replacement Culvert

Council is presented with information regarding BF 71273 Replacement Culvert. Due to the timing of this project, it is recommended that Clear Hills County purchase the culvert for BF 71273 instead of having it included in the tender.

C486-23(09-12-23)

RESOLUTION by Councillor Walmsley to approve the purchase of the Bridge File 71273 replacement culvert, funds are to be allocated from the Bridge Reserve. CARRIED.

WRITTEN REPORTS

Chief Administrative
Officer's Report

Chief Administrative Officer's report.

No report.

Corporate Services
Manager's Report

Corporate Services Report.

No report.

Public Works
Manager's Report

Public Works Manager's Report

Page 6 of 7
REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 12, 2023

C487-23(09-12-23)

RESOLUTION by Deputy Reeve Janzen to receive the Public Works Manager's report for information, as presented. CARRIED.

COUNCIL
INFORMATION

Council is presented with correspondence, for information.

C488-23(09-12-23)

RESOLUTION by Councillor Giesbrecht that Council receives for information the Council information as presented. CARRIED.

Reeve Bean recessed the meeting at 1:37 p.m.
Reeve Bean reconvened the meeting at 1:39 p.m.

CALENDARS

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

C489-23(09-12-23)

RESOLUTION by Councillor Giesbrecht to approve the attendance of Council to attend the Alberta Forest Products Association AGM & Conference September 27-29, 2023. CARRIED.

C490-23(09-12-23)

RESOLUTION by Councillor Giesbrecht to accept for information September, October and November 2023 calendar updates of Councillor Committee meetings, that assist Administration with record keeping and Council with reminders of upcoming meetings.

Date	Meeting	Attendee
September 20	Friends of Ed Award Ceremony	Bean, Janzen, Giesbrecht, Walmsley
September 19	PLS – Webinar Policy Mtg	Bean
September 14	GGAA	Walmsley
October 26	ASB Peace Regional Conference	Janzen, Ruecker
October 3	Zone 4 Bylaw committee	Bean
October 12	NWSAR	Bean, Walmsley
October 21	PLS Exec	Bean
October 30	MPTA	Bean
October 6	FV Med	Hansen
Nov 9-10	PLS Conference	Bean
		CARRIED.

C491-23(09-12-23)

RESOLUTION by Deputy Reeve Janzen to approve the attendance of Reeve Bean to attend the October 3, 2023 Zone 4 Bylaw Committee meeting in Berwyn. CARRIED.

C492-23(09-12-23)

RESOLUTION by Councillor Giesbrecht that Council close the meeting to the public as per Section 27, of FOIP at 2:00 p.m. CARRIED.

C493-23(09-12-23)

RESOLUTION by Deputy Reeve Janzen that Council opens the meeting to the public as per Section 27, of FOIP at 2:23: p.m. CARRIED.

Page 7 of 7
REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 12, 2023
Reeve Bean adjourned the, September 12, 2023 Regular Council
Meeting 2:24 p.m.

ADJOURNMENT

DATE

REEVE

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Fairview and District Playschool -Delegation 10:15 a.m.
File:	11-02-02

DESCRIPTION:

Fairview and District Playschool Association will be in attendance at 10:15 a.m. to request funding for the operation of the Fairview and District Playschool Association.

ATTACHMENTS:

Correspondence & Budget - Fairview and District Playschool Association

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



To whom it may concern,

As a volunteer board member I am representing the Fairview and District Playschool Association. We are a non-profit society that provides students ages 3 to 5 years with structured activities, so that they are able to readily adjust to the learning environment once they enter Kindergarten. To operate, we rely heavily on fundraising and Casinos. Due to the high turnover rate with our board, we have had multiple issues arise regarding government funding and obtaining a Casino date through AGLC.

Currently we have been approved for the Wage Top-Up Grant and the Affordability Grant for the 2023/2024 school year. We are to receive backdated payments for the Wage Top-up Grant for claims related to 2022/2023, but unfortunately we are still in discussion if we can even receive backdated payments for the Affordability Grant. Given that we were under the impression that we would be receiving the Affordability Grant, we charged parents the suggested rate for the 2022/2023 sessions. Not only that, but we were under the assumption that the backdated Wage Top-up Grant would be received in a lump sum, which we have learnt that it will be given in monthly installments. In order to open our doors and operate at the minimum of two classes, we require approximately \$7500, which we do not have. Nor are we able to charge students higher registration rates, due to the agreement signed for the Affordability Grant. We are currently locked in at a fixed registration rate, and our fees can only be raised 3% once our agreement comes up for renewal. It is also important to note that both the Wage Top-Up Grant and Affordability Grant will only be received once our doors are open and we have students physically in the classroom. Even then, payments are given to us month to month, after the claims process which occurs monthly.

To make matters worse, we are unable to apply for a Casino through AGLC due to our Corporate Registries not being officially filed, although they have been submitted. When we reach out, we are only given the expectation that it will be officially filed in a 2 weeks to 4 month timeline, and they can't confirm that they have even received it. Once we have a successful application for a casino, it can take up to 3 years to possibly receive a date, depending on other successful applications. Our last casino was last held in 2018, and these funds have been spent within 36 months of the deposit date, in accordance with AGLC ruling. Therefore, our Casino funds have long been surpassed. Given that there might be a wait of potentially 3 years for another Casino, we might remain in a financial crisis for years to come.

Currently we have 36 students on our pre-registration list anxiously awaiting the opening of our playschool. This is enough students to warrant opening three to four classes. Therefore students will have to be waitlisted, until we are financially stable enough to open more spaces. Currently our breakeven is to fill our classroom with approximately 12 students per class. Still at that, we might not be able to retain enough money to run for the following year. Which if we run a 17 week session, this number is approximately \$10,000. According to licensing we are able to operate at a minimum of 7 students, up to a maximum of 14 students per class. But it is also important to note the difference in age appropriate milestones, so classes with younger students

(age 3) are run with a number closer to 8, whereas students that are older (age 4) can thrive in larger groups (12-14 students).

As a result of our financial crisis, we have delayed our start with a tentative date being October 2nd, 2023. Typically our sessions are 17 weeks long, by decreasing each session to 15 weeks, we are able to cut some of our wage expenses. The temporary delay was also necessary to give us time to come to a financial solution. Moving forward, our goal is to continue offering 17 week sessions and to make our program more readily accessible to families of all financial situations/status. By doing this we not only keep our registration numbers up, but we are also providing students valuable experiences, prior to entering Kindergarten. Making for smooth transitions, not only for the students themselves, but for the parents/guardians and educators of said students. Attached you will find a budget prepared with both 15 week sessions running at the minimum of two classes, 15 week sessions running three classes so all pre-registered children have an opportunity to attend, and 17 week sessions, so that you can have a better understanding as to how this can impact us in the years to come. We would greatly appreciate any help that you may be able to provide us.

Warm Regards,

Brittnee Vasseur.

Volunteer Board Member, Treasurer

Fairview and District Playschool Association

Bonnie Morgan

From: Fairview & District Playschool <fairviewdistrictplayschool@gmail.com>
Sent: September 4, 2023 8:39 AM
To: Bonnie Morgan
Subject: Re: Sept 12 Delegation

Good Morning,
Thank you Bonnie, that works for me, I have arranged for the day off work to be able to attend:)
Amanda

On Mon, Sep 4, 2023 at 7:54 AM Bonnie Morgan <Bonnie@clearhillscounty.ab.ca> wrote:
Good morning

I have availability for you to attend September 12th at 10:15 a.m. please let me know if this time will work.

Thanks
Bonnie Morgan

From: Fairview & District Playschool <fairviewdistrictplayschool@gmail.com>
Sent: Saturday, September 2, 2023 9:08 AM
To: Bonnie Morgan <Bonnie@clearhillscounty.ab.ca>
Subject: Sept 12 Delegation

Good Morning Bonnie,
I hope you had a wonderful long weekend and this email finds you Tuesday morning refreshed.
I have attached an outline of our program, situation and finances.
I will be presenting to the county on September 12th, there are some updates on our situation since the letter was written, as we have had much progress in the last few days. I will talk about those at that time.
Please let me know if there is any further information you need,
thank you,
Amanda

Fairview and District Playschool Association
10208-104 St, Room 31
Box 287, Fairview, AB T0H 1L0.
Corp Reg # 891639577
Program ID # 10001401
Childcare Claims #80001494
License #70045809
AGLC #61327

View & District Playschool Budget 2023/2024		
	Budget 2023/2024	Notes
EXPENSES		
Bank Charges	65	
Insurance	1650	Due in November 2023
Board Insurance	0	
Printing & Laminating (\$3/metre)	0	
Classroom Supplies	560	\$10 per student
Teacher Professional Development	500	\$250 allocated to each
Classroom Furniture	0	
Reimburse Reg Fees	0	
Reimburse Bond Fees	0	
Fundraiser Expense	0	
Rent	735	Due in June 2024
Lawyer Fees	0	Previously done for Teachers Contracts
Bookkeeping	1600	
Casino advisor	0	
Casino Expenses	0	
Office Supplies	50	
Supplies for Cleaning and Sanitation	100	Paper towel, lysol, mr. Clean
Freight Expense	0	Associated with Fundraisers
WCB	329.56	Dependant on Wage expense, costs can be higher
Safety	350	Teachers First Aid, Renewal due in 2024
Payroll Expenses	26375.76	\$6593.94/ class (based on 15 week sessions)
License	100	
TOTAL EXPENSES	32415.32	
INCOME		
Income Registration	24360	\$435/ student (14 students/ class; 2 classes /session) (Portion is covered by Affordability Grant)
Fundraising Bond Income	16800	\$300/ student (28 spots/session)
Interest & Dividend	0	
Fundraising Income	0	
Casino	0	
Donations	0	
TOTAL INCOME	41160	
PROFIT	8744.68	

view & District Playschool Budget 2023/2024		
	Budget 2023/2024	Notes
EXPENSES		
Bank Charges	65	
Insurance	1650	Due in November 2023
Board Insurance	0	
Printing & Laminating (\$3/metre)	0	
Classroom Supplies	720	\$10 per student
Teacher Professional Development	500	\$250 allocated to each
Classroom Furniture	0	
Reimburse Reg Fees	0	
Reimburse Bond Fees	0	
Fundraiser Expense	0	
Rent	735	Due in June 2024
Lawyer Fees	0	Previously done for Teachers Contracts
Bookkeeping	1600	
Casino advisor	0	
Casino Expenses	0	
Office Supplies	50	
Supplies for Cleaning and Sanitation	100	Paper towel, lysol, mr. Clean
Freight Expense	0	Associated with Fundraisers
WCB	329.56	Dependant on Wage expense, costs can be higher
Safety	350	Teachers First Aid, Renewal due in 2024
Payroll Expenses	39563.64	\$6593.94/ class (based on 15 week sessions)
License	100	
TOTAL EXPENSES	45763.2	
INCOME		
Income Registration	31320	\$435/ student (36 students; 3 classes /session) (Portion is covered by Affordability Grant)
Fundraising Bond Income	21600	\$300/ student (36 spots/session)
Interest & Dividend	0	
Fundraising Income	0	
Casino	0	
Donations	0	
TOTAL INCOME	52920	
PROFIT	7156.8	

view & District Playschool Budget 2023/2024		
	Budget 2023/2024	Notes
EXPENSES		
Bank Charges	65	
Insurance	1650	Due in November 2023
Board Insurance	0	
Printing & Laminating (\$3/metre)	0	
Classroom Supplies	560	\$10 per student
Teacher Professional Development	500	\$250 allocated to each
Classroom Furniture	0	
Reimburse Reg Fees	0	
Reimburse Bond Fees	0	
Fundraiser Expense	0	
Rent	735	Due in June 2024
Lawyer Fees	0	Previously done for Teachers Contracts
Bookkeeping	1600	
Casino advisor	0	
Casino Expenses	0	
Office Supplies	50	
Supplies for Cleaning and Sanitation	100	Paper towel, lysol, mr. Clean
Freight Expense	0	Associated with Fundraisers
WCB	329.56	Dependant on Wage expense, cost can be higher
Safety	350	Teachers First Aid, Renewal due in 2024
Payroll Expenses	29892.52	\$7473.13/ class (based on 17 week sessions)
License	100	
TOTAL EXPENSES	35932.08	
INCOME		
Income Registration	24360	\$435/ student (14 students/class, two classes per session)
Fundraising Bond Income	16800	\$300/ student (28 spots/session)
Interest & Dividend	0	
Fundraising Income	0	
Casino	0	
Donations	0	
TOTAL INCOME	41160	
PROFIT	5227.92	

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Ken Fortier – Delegation 10:45 a.m.
File:	11-02-02

DESCRIPTION:

Ken Fortier will be in attendance at 10:45 a.m. to discuss resident training programs for wildfires.

ATTACHMENTS:

Correspondence

RECOMMENDED ACTION:

RESOLUTION by..... receive the delegation from Ken Fortier regarding resident training programs for wildfires, as presented.

Initials show support - Reviewed by:

Manager:

CAO:



Bonnie Morgan

From: ken white <whtworld@msn.com>
Sent: September 15, 2023 10:55 AM
To: Bonnie Morgan
Subject: Delegation request

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Bonnie, Ken Fortier here. I would like to have a delegation with council at the next meeting, to discuss starting a training program that teaches average people in the community some basic knowledge about firefighting equipment and the proper use of it. The program will be intended to teach people who aren't on the fire department some basic things with the intension of promoting safety while reducing the risk of injury and infrastructure and property damage. I have talked with the Alberta Assistant Fire Commissioner, and he informs me that this needs to go through the councillors in our area. Thank you.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Peace River School Division Trades Training – Delegation 11:25 a.m.
File:	11-02-02

DESCRIPTION:

Adam Murray, Peace River School Division Superintendent and Acting President of Northwestern Polytechnic Fairview, Vanessa Sheanne will be in attendance to update Council on the Trades Training partnership with Northwestern Polytechnic Fairview.

ATTACHMENTS:

Correspondence

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Bonnie Morgan

From: Murray, Adam <murraya@prsd.ab.ca>
Sent: August 30, 2023 7:10 PM
To: Allan Rowe
Cc: Bonnie Morgan; Sheane, Vanessa
Subject: Sept 26 Council Meeting

Hello Allan,

Vanessa Sheane, Acting President of Northwestern Polytechnic has confirmed that she can join me at the council meeting on 26th of September. Please let us know when you would like us there.

Vanessa and I would like to share all the work we have been doing to offer Trades Training to the students of Clearhills County. She would also like to discuss some exciting Dual credit options our students can take with NWP like the Farm Tech program, that would culminate with a Class 1 Driver's license. We can also update the Council on our North Peace Driving Academy and the upcoming Value Scoping meeting that will be happening in Fairview in early October. Vanessa can also answer any questions the council may have about the Fairview Campus. I have CC'd Vanessa on this email so you can contact her directly.

Take care,

Adam Murray
Superintendent
Peace River School Division
780 624 3650

Learning Together - Success for All

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Tender Opening- Tender 2023-13 Cleardale – Clear Hills Fire Hall
File:	31-61-11

DESCRIPTION:

Council is presented with tenders to open for Tender 2023-13 Cleardale – Clear Hills Fire Hall.

Tender 2023-13 Cleardale – Clear Hills Fire Hall closed on Monday, September 25, 2023, at 4:00 p.m.

BACKGROUND:

C368-23(06-27-23) RESOLUTION by Deputy Reeve Janzen to approve the drawings for the Cleardale Fire Hall and proceed to a full set of drawings for tender. CARRIED.

RECOMMENDED ACTION:

RESOLUTION by ... to open tenders at 9:35 a.m. for Tender 2023-13 Cleardale – Clear Hills Fire Hall analyze results and bring to a future Council meeting.

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Management Team Activity Report
File:	11-02-02

DESCRIPTION:

Management activity report for September 12, 2023

ATTACHMENTS:

- Management Activity Report
- Policy & Priority Activity Report

RECOMMENDED ACTION:

RESOLUTION by that the management activity report for September 12, 2023, be accepted, as presented.

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

Activity Report for September 12, 2023

LEGEND:

Budget Items:

Completed Items:

Items in Waiting:

Department = **EA**-Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community Coordinator, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		September 13, 2022		
C426-22	09/13/22	RESOLUTION by Deputy Reeve Janzen to include the access road south off of secondary highway 685 for approximately 800m to access SW-20-83-1 W6M budget \$400,000.00 in the 2024 Multi Year Capital Plan with funds to be allocated from the Road Reserve and proceed with a wetland assessment. CARRIED.	PWM	Waiting on wetlands RR 15
		January 3, 2023 P&P		
P09-23	01/03/23	RESOLUTION by Deputy Reeve Janzen to invite Alberta Fish and Wildlife to attend a future Agricultural Service Board Meeting to discuss Wildlife Counts, compensation programs and Wolf Management information. CARRIED.	ASB	Waiting on availability
		February 28, 2023		
C121-23	02/28/23	RESOLUTION by Deputy Reeve Janzen to proceed to design and tender using an Engineering firm for the construction of approximately 1000 meters of a new local road on Range Road 124 North of Township 840 and have them include a 50% material, 50% performance bond for the tendered project. CARRIED.	PWM	In works
C122-23	02/28/23	RESOLUTION by Councillor Walmsley to proceed to design and tender using an Engineering firm for the construction of approximately 1000 meters of a new local road on Range Road 25 South of Township 832 and have them include a 50% material, 50% performance bond for the tendered project. CARRIED.	PWM	In works
		April 11, 2023		
C215-23	04/11/23	RESOLUTION by Deputy Reeve Janzen to award Tender 2023-06 Pavement Line Painting to Line West Ltd. for the amount of \$594.00/km and \$800.00 per crosswalk, excluding GST. CARRIED.	PWM	In works
		April 25, 2023		



Management Team

Activity Report for September 12, 2023

LEGEND:

Budget Items: Completed Items: Items in Waiting:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
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MOTION	DATE	DESCRIPTION	DEPT	STATUS
C236-23	04/25/23	RESOLUTION by Councillor Giesbrecht to approve the Road access application submitted in April of 2022 and include the access road north off Township Road 872 for approximately 900m to access NE-17-87-6 W6M in the 2024 Multi Year Capital Plan and proceed with a wetland assessment. CARRIED.	PW	In works
		May 16, 2023		
C252-23	05/16/23	RESOLUTION by Reeve Bean to table the request from the Municipal District of Fairview requesting a 1/3 cost share for the unfunded portion of the overlay of the Fairview Airport runway until the next Regular Council Meeting. CARRIED.	CS	In waiting (Reeve Bean)
		June 13, 2023		
C322-23	06/13/23	RESOLUTION by Councillor Hansen to have Clear Creek Fire Committee discuss Policy 2303 Volunteer Fire Fighters Honorariums and bring back recommendations to Council. CARRIED.	CC	In waiting
		June 27, 2023 Regular Council Meeting		
C368-23	06-27-23	RESOLUTION by Deputy Reeve Janzen to approve the drawings for the Cleardale Fire Hall and proceed to a full set of drawings for tender. CARRIED.	CC	Tendered
		July 11, 2023		
C388-23	07/11/23	RESOLUTION by Deputy Reeve Janzen to accept the proposed Cleardale Fire Hall engineered drawings with the discussed amendments, for information. CARRIED.	CC	Tendered
		July 24, 2023 Special Council Meeting		
C409-23	07-24-23	RESOLUTION by Councillor Hansen to update the proposed marketing position as discussed. CARRIED.	EA	Advertised
		August 15, 2023		
C418-23	08-15-23	RESOLUTION by Councillor Giesbrecht to receive the delegation from Michelle Stam with Source Inspired (Brand Strategist and Design) for information and request a proposal to move	EA	Sept 26



Management Team

Activity Report for September 12, 2023

LEGEND:

Budget Items:

Completed Items:

Items in Waiting:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		forward with the rebranding strategy. CARRIED.		
C423-23	08-15-23	RESOLUTION by Councillor Ruecker to request a sorting review for the Transfer Station attendants with the manager of the North Peace Regional Landfill. CARRIED.	PW	
C425-23	08-15-23	RESOLUTION by Councillor Ruecker to proceed to negotiations with Alberta Transportation regarding taking over the road maintenance for the gravel portion of Secondary Roads 735, 729, and 717, with the cost being billed back to Alberta Transportation. CARRIED.	PW	In works
C427-23	08-15-23	RESOLUTION by Deputy Reeve Janzen to award WSP Canada Inc. Tender 2023-07 2023 Engineering of Bridge Inspections and Maintenance, for \$8,750.00, as presented. CARRIED.	PW	In works
C428-23	08-15-23	RESOLUTION by Councillor Hansen to award the Hamlet of Cleardale pavement overlay to Knelsen Sand and Gravel Ltd. for the amount of \$317,746.32, funds to be allocated from the Road Construction Reserve. CARRIED.	PW	In works
C436-23	08-15-23	RESOLUTION by Deputy Reeve Janzen that Council table the discussion regarding travel and expense claims until a future Council Meeting. CARRIED.	CS	
C437-23	08-15-23	RESOLUTION by Councillor Ruecker that Council table the discussion regarding the invoices for the personal/company expenses accrued while assisting with Wildfire GW10018, until a future Council meeting. CARRIED.	CC	Sept 26
		August 25, 2023 – Special Meeting		
C446-23	08-25-23	RESOLUTION by Councillor Hansen to receive the discussion regarding Emergency Management Training and the upcoming Fall 2023 Training for information and bring back dates to a future regular Council meeting. CARRIED.	CC	Sept 26
C450-23	08-25-23	RESOLUTION by Councillor Walmsley that third reading be given to Bylaw No. 281-23, a Bylaw of Clear Hills County, in the Province of Alberta, to establish methods for advertising statutory and	EA	Public Hearing



Management Team

Activity Report for September 12, 2023

LEGEND:

Budget Items:

Completed Items:

Items in Waiting:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		non-statutory notices within Clear Hills County. CARRIED.		
C460-23	08-25-23	RESOLUTION by Councillor Hansen to submit the Rural Renewal Stream application, as presented and bring back the status of the application when received. CARRIED.	EA	In Works
C461-23	08-25-23	RESOLUTION by Deputy Reeve Janzen to table the request for proposal for the Clear Hills County Website Design & Development until after more discussion regarding re-branding takes place. CARRIED.	EA	Sept 26
C462-23	08-25-23	RESOLUTION by Deputy Reeve Janzen to approve WSP Canada Inc. for the engineering for the design, tender, and construction of the Hamlet of Cleardale pavement overlay, funds to be allocated from the Road Construction Reserve. CARRIED.	PW	In works
C463-23	08-25-23	RESOLUTION by Councillor Walmsley to authorize WSP Canada Inc. for engineering of the design, tender and construction of Bridge File 71273 replacement. CARRIED.	PW	In works
C466-23	08-25-23	RESOLUTION by Reeve Bean to award Tender 2023-08 Janitorial Services to Ann & Clayton Skerratt for the monthly rate of \$1,950.00 for Janitorial Services at the County Administration Building, Shop, and the Community Centre side of the Worsley Firehall Building, and the hourly rate of \$23.50 for special janitorial services. CARRIED.	AG	
C467-23	08-25-23	RESOLUTION by Councillor Hansen to raise the review of the Land Use Bylaw off the table and bring a draft to a future Regular Council Meeting. CARRIED.	EA	Sept 26
		September 12, 2023		
C471-23	09-12-23	RESOLUTION by Councillor Giesbrecht to open tenders at 9:35 a.m. for Tender 2023-09 Worsley Hamlet Walking Path Snow Removal, analyze results and bring to a future Council meeting.	PW	



Management Team

Activity Report for September 12, 2023

LEGEND:

Budget Items: Completed Items: Items in Waiting:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community Coordinator, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		CARRIED.		
C472-23	09-12-23	RESOLUTION by Deputy Reeve Janzen to open tenders at 9:35 a.m. for Tender 2023-10 Worsley Hamlet Snow Removal, analyze results and bring to a future Council meeting. CARRIED.	PW	
C473-23	09-12-23	RESOLUTION by Councillor Walmsley to open tenders at 9:35 a.m. for Tender 2023-11 Cleardale Hamlet Snow Removal, analyze results and bring to a future Council meeting. CARRIED.	PW	
C474-23	09-12-23	RESOLUTION by Councillor Hansen to open tenders at 9:35 a.m. for Tender 2023-12 Cleardale Hamlet Walking Path Snow Removal, analyze results and bring to a future Council meeting. CARRIED.	PW	
C476-23	09-12-23	RESOLUTION by Reeve Bean to request a meeting with the MD of Fairview to discuss pertinent items. CARRIED.	EA	
478-23	09-12-23	RESOLUTION by Reeve Bean to approve the date and time for Clear Hills County Organizational meeting that will be held in the Clear Hills County Council Chambers, on Tuesday, October 24, 2023, at 9:30 a.m. with the Regular Council Meeting to follow. CARRIED.	EA	
C479-23	09-12-23	RESOLUTION by Councillor Giesbrecht to approve all Council to attend the Alberta School Board Association's Zone One 2023 Friends of Education Award ceremony in Peace River, at the Chateau Nova Hotel on Wednesday, September 20, 2023, at 12:00 p.m. CARRIED.	EA	
C480-23	09-12-23	RESOLUTION by Councillor Ruecker to receive the delegation from the Cleardale Preschool for information and approve a one-time General Grant of \$3,000.00, to assist with the start up costs of the Preschool program, funds to be allocated from the Rate Stabilization Reserve. CARRIED.	CS	
C481-23	09-12-23	RESOLUTION by Deputy Reeve Janzen to receive	CS	



Management Team

Activity Report for September 12, 2023

LEGEND:

Budget Items:

Completed Items:

Items in Waiting:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		the delegation from Greg Zavisha regarding his 2023 Dust Abatement Application issues and apply a credit of \$600.00 plus GST to the landowner, Greg Zavisha for the 2023 Dust abatement application he purchased. CARRIED.		
C482-23	09-12-23	RESOLUTION by Reeve Bean to receive the delegation from Glenda Farnden with STARS for information and approve a 3-year funding commitment of \$100,000.00 (one-hundred thousand dollars) per year for 2024, 2025 and 2026. CARRIED.	CC	
C483-23	09-12-23	RESOLUTION by Councillor Hansen to table the request from the Municipal District of Fairview's application for the Alberta Indigenous and Municipal Police Transition Grant funding program, until after a joint meeting. CARRIED.	EA	
C485-23	09-12-23	RESOLUTION by Councillor Ruecker to approve a General Grant of \$1,000.00 to the Fairview & Area Senior Check-In Line Society to fund their increased 2023 operating expenses for the Hines Creek and Worsley Seniors Community Kitchens program with funds to be allocated from the Rate Stabilization Reserve. CARRIED.	CSM	
C486-23	09-12-23	RESOLUTION by Councillor Walmsley to approve the purchase of the Bridge File 71273 replacement culvert, funds are to be allocated from the Bridge Reserve. CARRIED.	PW	
C489-23	09-12-23	RESOLUTION by Councillor Giesbrecht to approve the attendance of Council to attend the Alberta Forest Products Association AGM & Conference September 27-29, 2023. CARRIED.		
C491-23	09-12-23	RESOLUTION by Deputy Reeve Janzen to approve the attendance of Reeve Bean to attend the October 3, 2023 Zone 4 Bylaw Committee meeting in Berwyn. CARRIED.		
		November 27, 2019		



Management Team

Activity Report for September 12, 2023

LEGEND:

Budget Items:

Completed Items:

Items in Waiting:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
C587-19	11/26/19	RESOLUTION by Councillor Frixel to receive the delegation from Paul Hvenegaard, Regional Manager with Alberta Conservation Associations presentation for funding support for the Sulphur Lake aeration operation; and approve entering into an agreement with the Alberta Conservation Association to provide \$5,000 per year for 5 years (2020-2024) for the Sulphur Lake aeration operation with the funds to be included in the General Grants budget of the 2020 through 2024 annual Operating Budgets. CARRIED.	CDM	2020✓ 2021✓ 2022✓ 2023✓ 2024
		January 7, 2020		
C620-19	12/10/19	RESOLUTION by Councillor Fletcher that Council approves assisting Northern Lights County by contributing \$10,000 (ten thousand dollars) a year for 5 years, for operation of the Manning Airport, and include the funds in the annual operating budget. CARRIED.	CDM	2020✓ 2021✓ 2022✓ 2023✓ 2024
		November 17, 2021		
C114-22	03/08/22	RESOLUTION by Deputy Reeve Janzen to approve an unconditional grant of \$450,000.00 for 2022, and a 3-year commitment of \$300,000.00 for 2023, 2024 and 2025, to the Village of Hines Creek to assist with operating expenses. CARRIED.	CDM	2022✓ 2023✓ 2024 2025
C311-22	06-14-22	RESOLUTION by Councillor Stevenson approve a multi year (2022-2024) commitment of \$5000.00 Fairview & District Victim Services with funds to be included in the annual Operating Budgets and the 2022 funds to be allocated from Rate Stabilization reserve.CARRIED.	CDM	2022✓ 2023✓ 2024
C201-23	04/11/23	RESOLUTION by Councillor Giesbrecht to award Tender 2023-03 New Tractor to Rocky Mountain Equipment for the amount of \$267,000.00 cash price no trade for the New Holland T7.210 tractor, to be delivered in the spring of 2024, with funds to be allocated from the Common Services Equipment Reserve. CARRIED.	CAO/ AG	2024
C636-22	12/13/22	RESOLUTION by Councillor Walmsley that Clear Hills County Council join the Community Rail Advocacy Alliance and approve a financial contribution to a	EA	Waiting for Invoice



Management Team

Activity Report for September 12, 2023

LEGEND:

Budget Items:

Completed Items:

Items in Waiting:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community Coordinator, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		maximum of \$2,000.00 upon invoice submission, funds to be allocated from the Rate Stabilization Reserve. CARRIED.		
C44-23	01/24/23	RESOLUTION by Councillor Walmsley to approve a Beyond Borders Grant to the MD of Fairview in the amount of \$16,641,89 to assist with the replacement cost for the Automated Weather Observation System (AWOS) at the Fairview Airport. CARRIED.	CSM	Waiting for Invoice
ITEMS IN WAITING				
C66-15	01/13/15	RESOLUTION by Councillor Croy to leave Plan 802KS Block 2 Lot 10 as is in the County's name as a tax forfeiture property. The taxes shall keep accumulating on it; the previous owner can redeem it at any time by paying all taxes and penalties. If after 15 years the previous owner has not redeemed it totally, the County will become the owner. CARRIED.	CSM	January 14, 2030
		February 18, 2021		
C171-23	03/28/23	RESOLUTION by Councillor Hansen that this Council authorizes the destruction of 2019 and 2020 monthly reconciliation reports, 2014 and 2015 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2016.		

Policy & Priority Update

Activity Report for September 12, 2023

Active Items

Completed Items:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community Coordinator, **AG**=Agricultural

Motion & Date	ITEM NAME	Dept.	Policy & Priority Items – Priority Level	Priority order for next P&P	Notes
C467-23(08-25-23)	Procedural Bylaw	EA	C467-23(08-25-23) RESOLUTION by Councillor Hansen to raise the review of the Land Use Bylaw off the table and bring a draft to a future Regular Council Meeting. CARRIED.	Sept 26	Bringing back with Council recommended housekeeping changes
P302-23 (06-12-23)	Rebranding Consultant	EA	RESOLUTION by Deputy Reeve Janzen to invite a rebranding consultant to a future Policy and Priority meeting. CARRIED.	Sept 26	Sept 26 Council meeting – Proposals from rebranding consultants
P345-23 (06-26-23)	Cleardale Large Vehicle Parking Lot	PW	RESOLUTION by Councillor Giesbrecht to bring back more information on graveling the Cleardale Large Vehicle Parking lot to a future Regular Council meeting. CARRIED.		Completed
	Marketing Position	EA	RESOLUTION by Reeve Bean to receive the discussion for the 2023 Business/Recreation & Volunteer Awards and bring back to the Policy & Priority Meeting. CARRIED		Discussion on a marketing position to assist with these types of items.
P301-23 (06-12-23)	Wolf Management information	AG	RESOLUTION by Deputy Reeve Janzen to invite Alberta Fish and Wildlife to attend a future Agricultural Service Board Meeting to discuss Wildlife Counts, compensation programs and Wolf Management information. CARRIED.		Waiting on Fish and wildlife availability
P300-23 (06-12-23)	TELUS Cellular Service	EA	RESOLUTION by Councillor Hansen to invite TELUS Cellular service and Broadband local representative to a future meeting. CARRIED.	Sept	Sent email waiting on reply
C33-23 (01/10/23)	Cleardale Sewer	PW	RESOLUTION by Deputy Reeve Janzen to bring the information regarding the sewer on the north side of Highway 64, north of the Hamlet of Cleardale to the February 13, 2023 Policy & Priority Committee Meeting. CARRIED		Waiting on Information from landowners that will be affected.
C273-22 (05-24-22)	Open Air Market	EA	Eureka, Hines Creek & Cleardale entered into an agreement to manage and run the Open-Air Markets. Issues involving vender insurance.		CAO to schedule meeting with the 3 groups as to how to move forward
P401-23(07-17-23)	Rural Health services Medi dispensary	EA	RESOLUTION by Councillor Hansen to bring back information regarding the current Worsley Health Centre and Worsley EMS services and staffing to a future Policy & Priority Meeting. Invite the site managers for the Worsley Health Centre and		A copy of the Worsley Health Centre Services has been provided to all Council via email as well as in Council correspondence

Policy & Priority Update

Activity Report for September 12, 2023

Active Items

Completed Items:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community Coordinator, **AG**=Agricultural

Motion & Date	ITEM NAME	Dept.	Policy & Priority Items – Priority Level	Priority order for next P&P	Notes
			Worsley EMS to attend a future Regular Council meeting. CARRIED.		(August 15 Reg Council Meeting Agenda)
C429-23 (08-15-23)	Dust Control Policy	PW	RESOLUTION by Councillor Walmsley to bring the Dust Control Policy to a future council meeting, for discussion. CARRIED.	Sept 26	
C467-23(08-25-23)	Procedural Bylaw	EA	C467-23(08-25-23) RESOLUTION by Councillor Hansen to raise the review of the Land Use Bylaw off the table and bring a draft to a future Regular Council Meeting. CARRIED.	Sept 26	Bringing back Sept 26 with Council recommended housekeeping changes

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	COUNCIL REPORTS ON MEETINGS
File:	11-02-02

DESCRIPTION:

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

BACKGROUND / PROPOSAL:

Council members attend meetings they have been appointed to.

ATTACHMENTS:

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Councillor, Susan Hansen
Title:	Laprairie Maintenance Yard
File:	11-02-02

DESCRIPTION:

Councillor Hansen requested a discussion regarding concerns from residents on the salt onsite at the Laprairie Maintenance yard.

ATTACHMENTS:

pictures

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Hines Creek 01-084-05 W6M

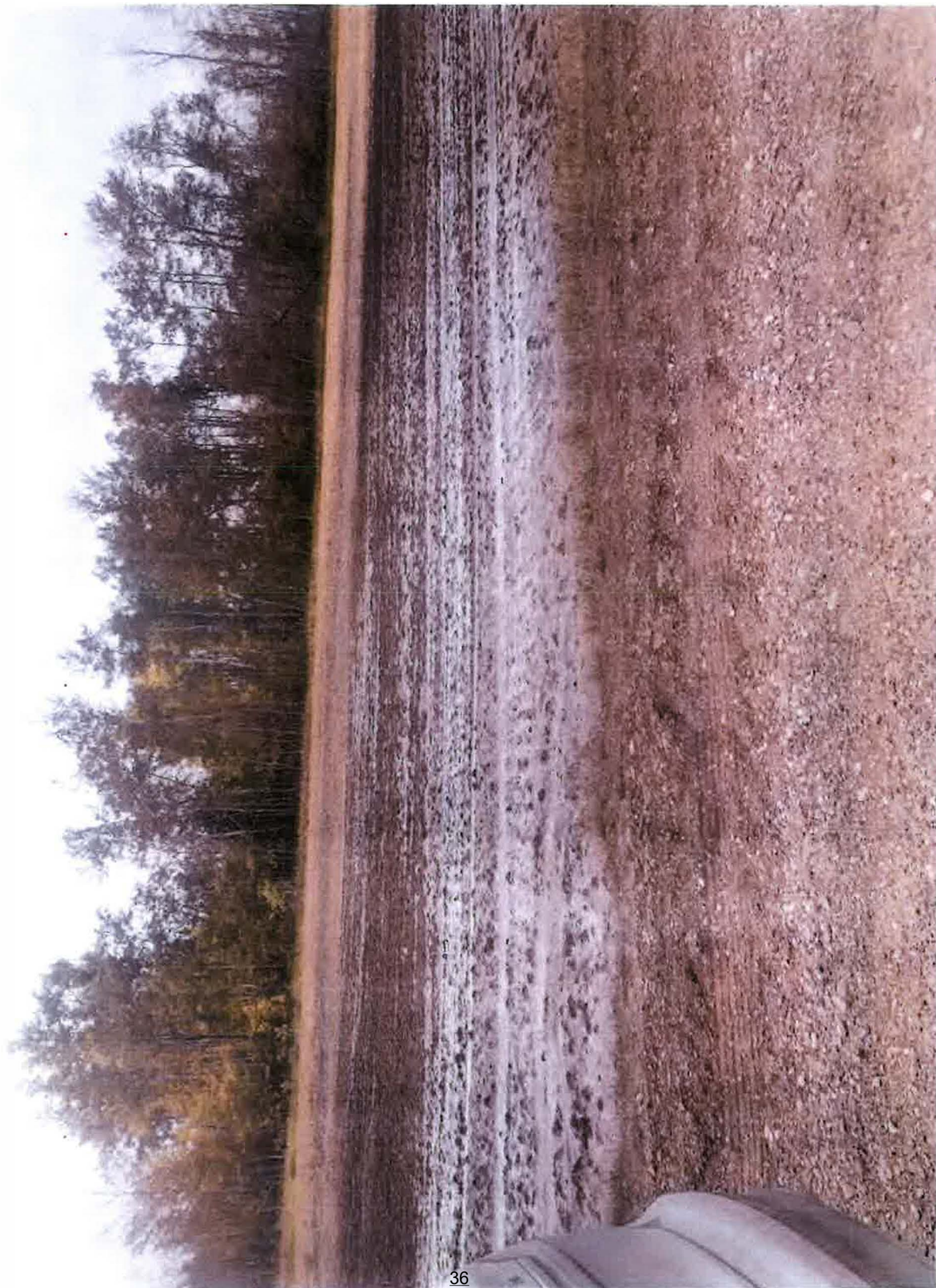


Author: AbaData Team

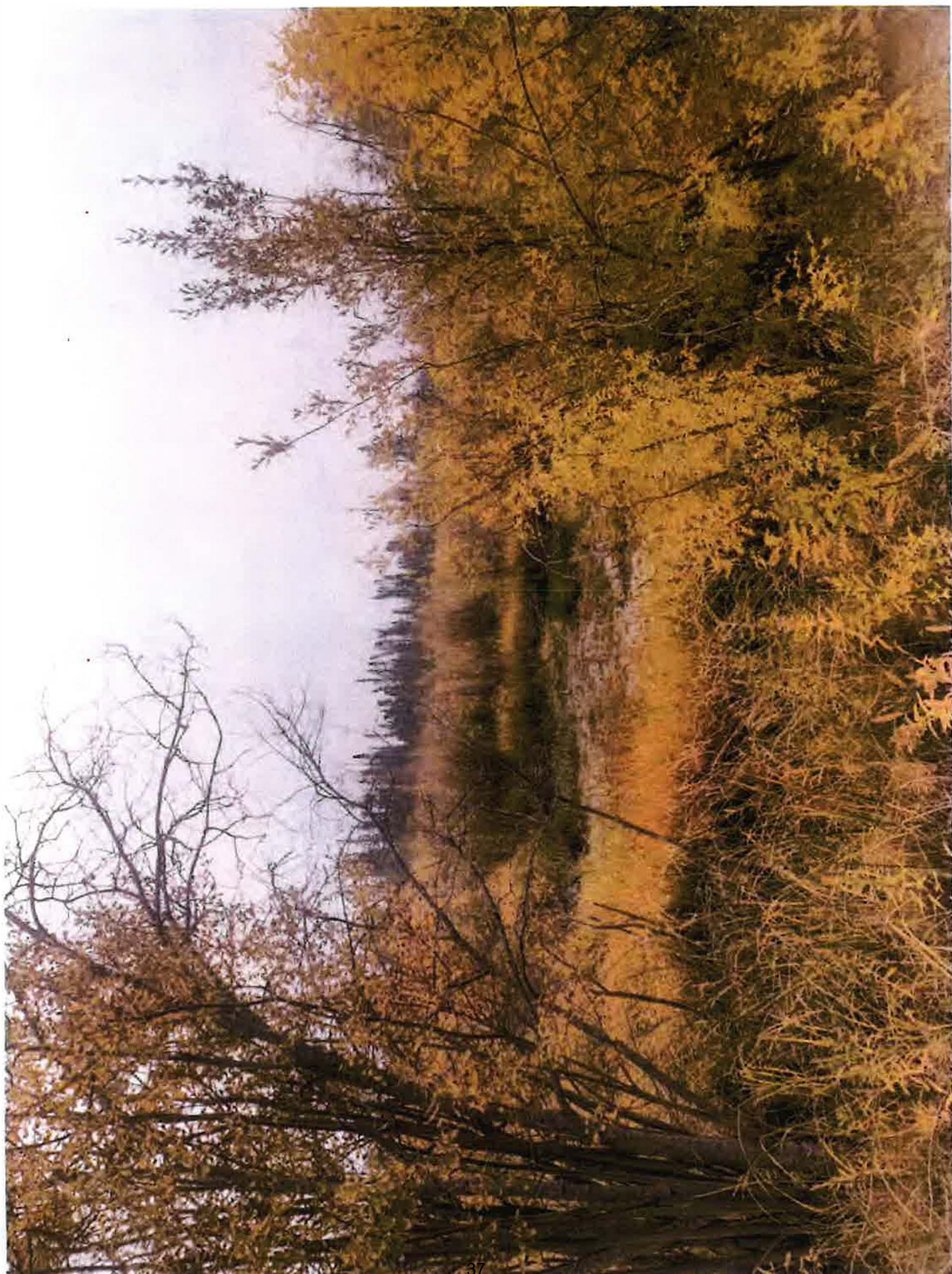
Date: 4/29/2015

A photograph of a wide, sandy beach. The sand is light-colored and shows some tracks and textures. In the background, there is a dense forest of trees with green foliage. The sky is a clear, bright blue. The overall scene is a peaceful coastal landscape.

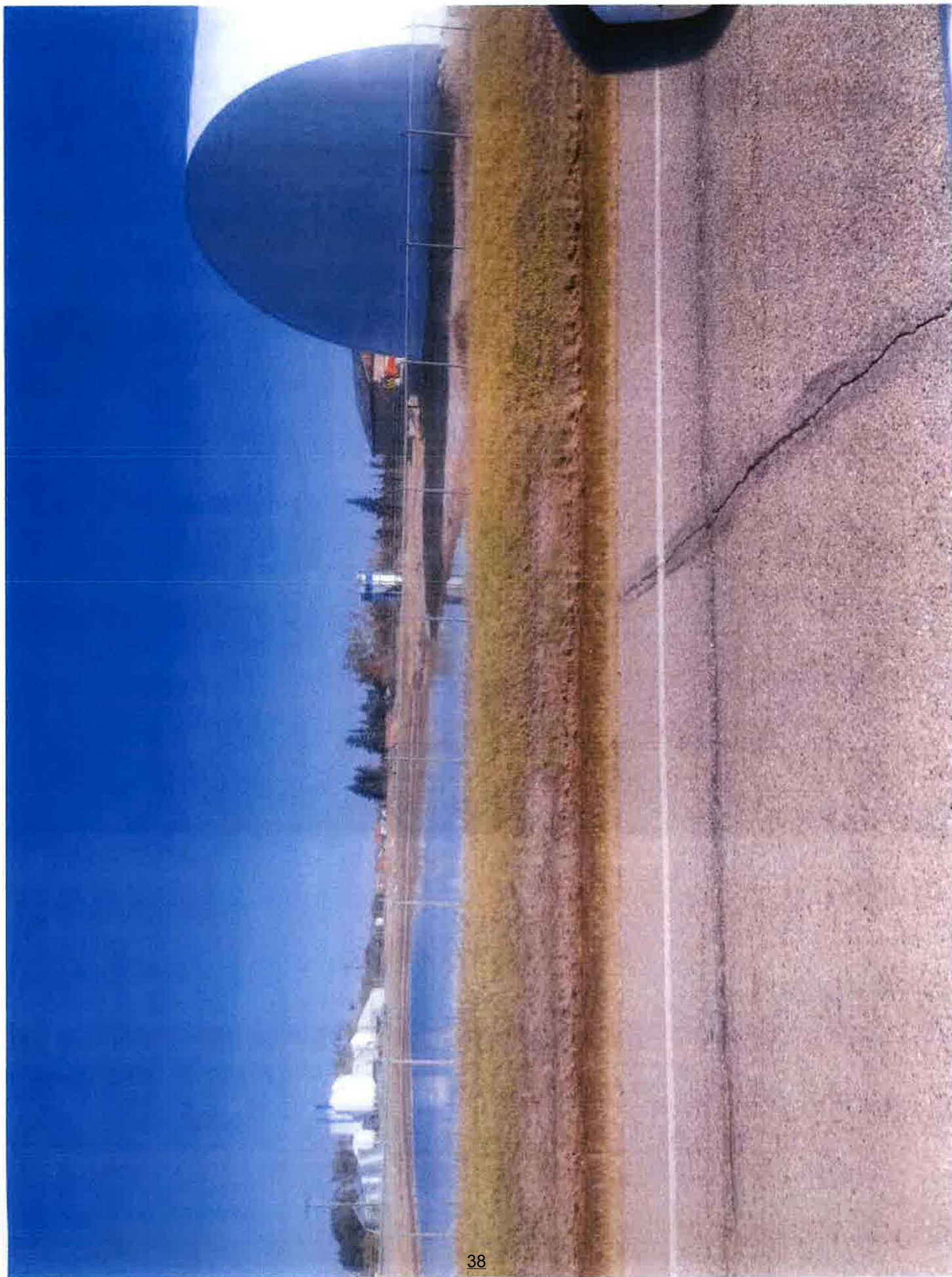
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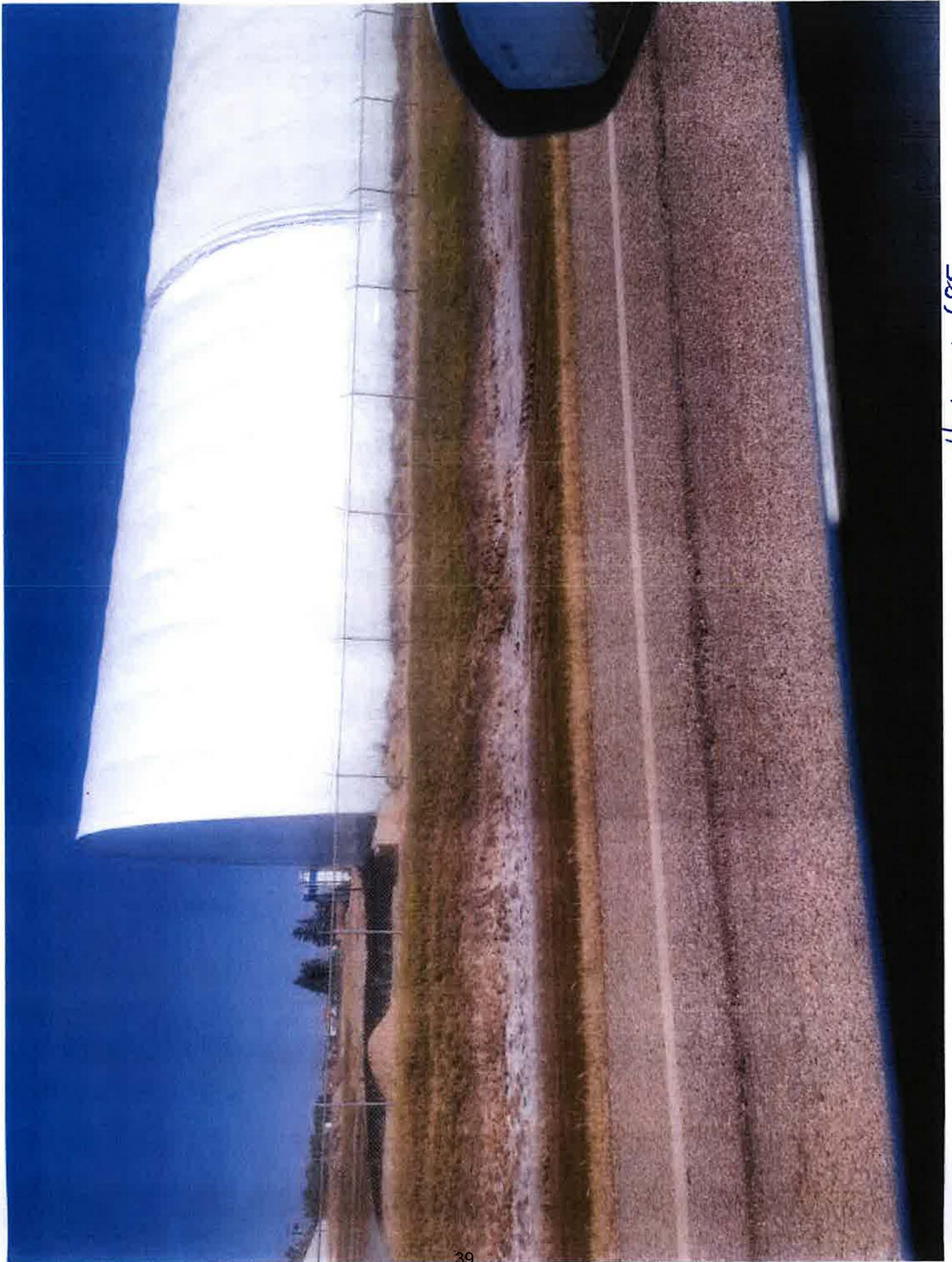


of 5 F-7A 21



Highway 185





thab.naw 685



Highway 685



487-11-1974

West Side of Vard



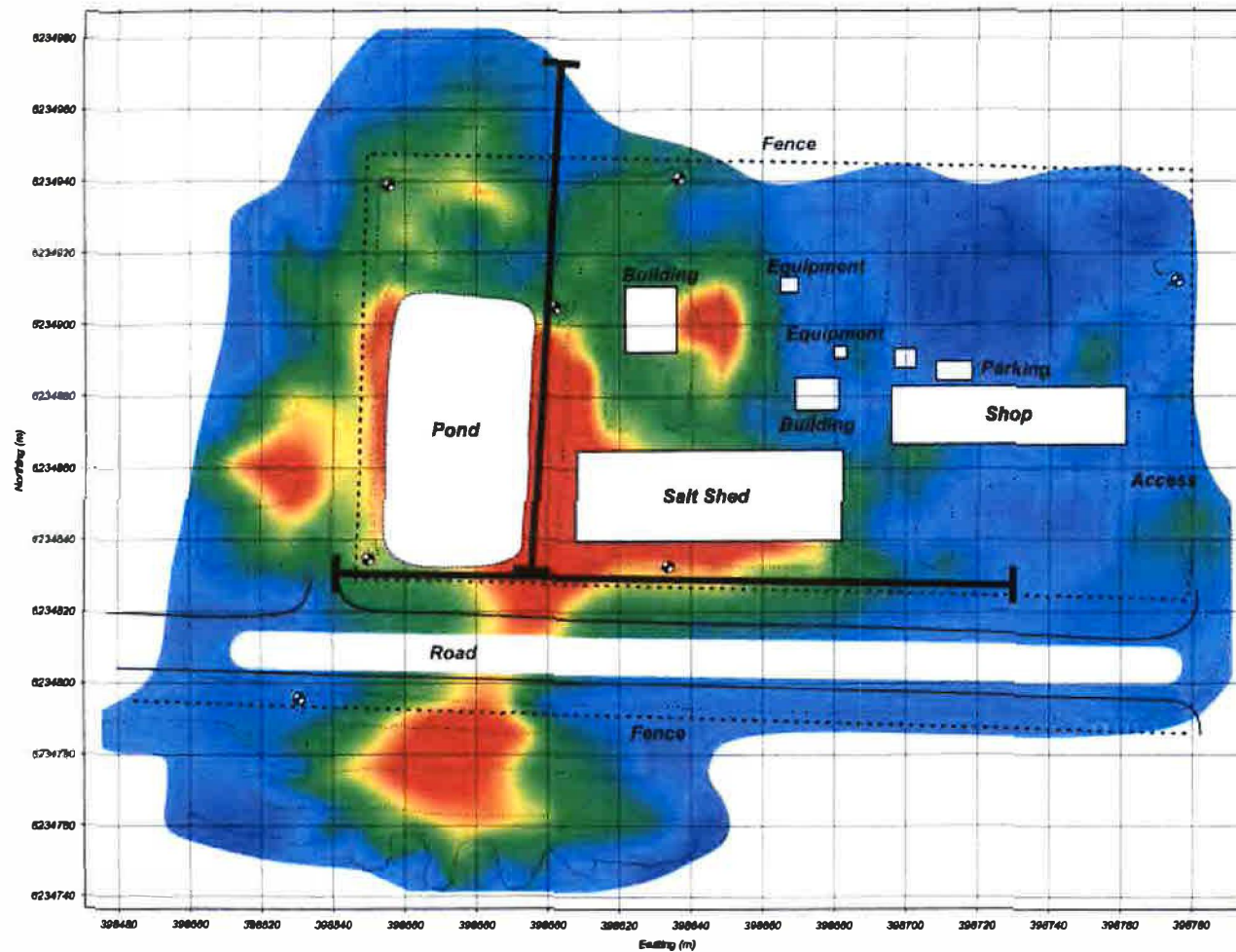


West C.S. V. J



R.V. - front of road side

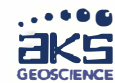




Note: Grid Coordinates are in UTM NAD 83 Zone 11

**EM31 CONDUCTIVITY DATA
HIGHWAY MAINTENANCE YARD
HIGHWAY 685
01-01-084-05 W6M
HINES CREEK, ALBERTA**

Prepared by:



Clients:



Drawn by:

Handwritten signature

Reviewed by:



Job No. 2006.02

Scale: 1:1250

Dwg. No. 1

Survey: Apr. 04, 2017

Legend
 - Monitoring Well

Salt Management in Alberta Highway Maintenance Yards

**Terry Hood; Volker Stevin Contracting Ltd.
Terry Becker; Alberta Infrastructure and Transportation**

**Paper Prepared for Presentation
at the Success in Road Salt Management Session
of the 2006 Annual Conference of the
Transportation Association of Canada
Charlottetown, Prince Edward Island**

Abstract

Alberta has recently revised the standards to which highway maintenance yards are managed, particularly with respect to salt and other ice control chemicals. The intent is to bring the management of the yards in closer accord with the requirements of Alberta Environment and Environment Canada. The new standard calls for the provision of covered storage for salt and freeze proofed sand. It also calls for the management of runoff water that is likely to have come in contact with chlorides. Highway maintenance contractors are responsible for coming up with an environmental management plan that addresses the environmental management of salt, other ice control chemicals and other highway maintenance materials. An engineering consultant assists with the design and development of the yards as well as the development of an Environmental Management Plan which must be submitted and approved by Alberta Infrastructure and Transportation. In addition, the yards are subjected to yearly monitoring by an engineering consultant, the maintenance contractor and the Department to ensure that the salt and other maintenance materials are being managed in a manner that decreases the environmental impact from the yard.

In the most recent round of contracts which were tendered in 2005, highway maintenance contractors were required to include the new environmental provisions into their bids. Therefore, they will be working to develop yards (existing and new) so that they meet the requirements by fall, 2006. The primary method of control is the provision of covered sand and salt storage, which requires large structures of a number of types, ranging from fabric to steel wall structures. Each site is assigned a priority for environmental management, with the most stringent priority requiring that sand be mixed and stacked under cover, for salt deliveries to be made under cover and for a number of other measures to manage chlorides and reasonably ensure they remain on-site. There is also a requirement to control runoff from areas that may reasonably be expected to have salt impact of runoff water. Other methods of control include ponds to capture the runoff as well as the disposal of salt impacted water using approved methods at approved locations.

Working in partnership with Alberta Infrastructure and Infrastructure, the standards and guidelines are being developed to achieve a very high level of control of potential environmentally detrimental materials, and to meet the requirements for mitigating impacts as identified in the legislation and codes of practice.

INDEX

- 1. History**
- 2. New Requirements**
 - 2.1. Environmental Management Plan Guidelines – Highway Maintenance Yards**
 - 2.2. Environmental Protection and Enhancement Act (EPEA)**
- 3. Mitigation**
 - 3.1. Covered Sand/Salt Storage**
 - 3.2. Salt Delivery and Salt Dust Control**
 - 3.3. Asphalt Pads**
 - 3.4. Retention Ponds**
 - 3.5. Retention Pond Water Management**
 - 3.6. Wash Water Management**
 - 3.7. Alternative Ice Control Chemicals**
 - 3.8. Snow Storage**
 - 3.9. Risk Management**
- 4. Operational Procedures and Training**
 - 4.1. Housekeeping**
 - 4.2. Training**
- 5. Environmental Monitoring**
- 6. Future Considerations**
- 7. Conclusions**

1. History

For several decades, up to the mid-90's, Highway Maintenance yards in Alberta were owned, operated and managed by the provincial government. The yards were managed such that the primary control on salt runoff was to store salt (sodium chloride) in covered storage. Almost every yard had a shed which would contain salt for winter operations. Some of the yards, especially the satellite yards had small storage bins which would hold the salt required for mixing and some small amount of salt for winter usage. They were covered by tarps when not in use. The freeze proofed sand was placed on an asphalt pad for the most part. A few sites had ponds to collect the runoff water from the asphalt pads.

In 1996, highway maintenance for the primary highways in Alberta was privatized, with the province broken into 30 separate Contract Maintenance Areas. At this point in time, the sites were leased to maintenance contractors for the work. A limited amount of work was done on the sites, mostly just to maintain or enhance the existing controls. In 2001, Environment Canada began discussing the possibility of listing road salts as a "toxic" substances. At this point, a number of the highway maintenance contracts were also being retendered, and the Department added the secondary highways to the overall workload effectively doubling the provincial highway network. With these new contracts, the Department started selling the Highway Maintenance yards to highway maintenance contractors and Municipalities; and the Department added the requirement for Environmental Management Plans. In most cases, the Environmental Management Plans did not require covered storage for sand storage unless the site was

designated as a Priority 1 site. On many of the new sites, the contractors did construct covered storage for all or most of the sand, as well as construct ponds or other retention systems to collect much or all of the runoff that may possibly have been impacted by salts.

The federal Ministries of Environment and Health published an assessment report in December 2001 that concluded **“that road salts that contain inorganic chloride salts with or without ferrocyanide salts are entering the environment in a quantity or concentration or under conditions that have or may have an immediate or long-term harmful effect on the environment or its biological diversity or that constitute or may constitute a danger to the environment on which life depends. Therefore, it is concluded that road salts that contain inorganic chloride salts with or without ferrocyanide salts are “toxic” as defined in Section 64 of the *Canadian Environmental Protection Act, 1999 (CEPA 1999)*.”**¹ Ultimately, with input from the various stakeholders, it was determined that road salts would not be declared “toxic”, but that the agencies would need to develop methods to manage the impacts of road salts on the environment. Further to that study Environment Canada was tasked with creating a Code of Practice (final Code of Practice for Environment Management of Road Salts was issued on April 3, 2004). The code of practice recommended that road authorities like Alberta develop Salt Management Plans with an implementation target of January 2006.

Alberta, like several other road authorities hired Bob Hodgins of Ecoplans Limited and with considerable industry and government consultation an Environmental Management System was developed. However in Alberta highway maintenance is contracted out to six different Highway Maintenance Contractor and they are responsible for maintaining the network of approximately 30,000 kilometers of roads and 3,767 bridges. Annually the province spends \$220 million on maintenance of the network that has a replacement cost of about \$20 billion.

Salt conundrum:

Road salt does not pose a significant risk to humans, in fact the salt we use on our highways isn't too much different than the salt we use on our supper. Salt (NaCl) contains chloride and exposure to high levels of chloride can be harmful to plants and wildlife. Chloride ions have an affinity for water so when the snow melts, the ions travel with the runoff or through ground water to the streams and lakes. Toxicity data indicates that about 10% of aquatic species are adversely affected with prolonged exposure to concentrations levels that are greater than 250 milligrams per liter.² There are also field studies that document damage to vegetations and shifts in plant species where road salts are used heavily.

We need to use road salts to make our highways, streets and sidewalks safer. Salt is the most valuable tool in the highway snow and ice control toolbox. It has the benefit of being readily

¹Assessment Report – Road Salt
[*Canada Gazette*, Part 1 December 1, 2001]

² “Environmental Impacts of Road Salts”
The Science and Environmental Bulletin – January / February 2002

available, it is reasonably cost effective and it is effective for melting ice at temperatures that are prevalent throughout much of Canada during much of the winter. It's used alone or combined with sand to reduce the ice build up on highways. In Alberta 185,200 tonnes of salt were used in 2004/2005 to combat snow and ice on 27,724 km of 2 lane equivalent paved highways which translates into 6.68 tonnes per km. Table 1 provides a comparison for other provinces in Canada.

Province	Year	Tonnes Salt	2-Lane Eq	Tonnes/km
Alberta	04/05	185,200	27,724	6.68
Manitoba	05/06	49,277	12,000	4.11
Ontario	05/06	616,070	16,500	37.34

Table 1

With respect to maintenance yards, the primary issue is that any of the runoff that has salt content has the potential to run off-site and adversely affect adjacent properties. Also, if the soil is permeable enough, the salt-impacted water can percolate through the soil into the groundwater.

2. New Requirements

2.1. Environmental Management Plan Guidelines – Highway Maintenance Yards

In 2005, Alberta Infrastructure and Transportation retendered 17 of the 30 Contract Maintenance Areas. The Department also upgraded the Environmental Management Plans requirements. The primary upgrade restricted the criteria to which the maintenance sites could be constructed. In the new requirements, the sites were restricted to being Priority 1 (High Priority) or Priority 2 (Medium Priority) sites, and they require covered storage for the pickled sand. Priority 3 (Low Priority) sites were no longer an option. A contractual requirement is to have the Environmental Management Plans developed and implemented by the fall of 2006.

Since all the salt used on the provincial network must first be stored at the highway maintenance yards (patrol yards), like most jurisdictions, Alberta has developed a strategy for the yards. The strategy began with a department wide EMS (Environmental Management System) that address road salt issues related to salt storage, snow disposal, and salt application.

In Alberta the provincial department of Environment is tasked as the regulating body, for which the following EMS excerpt provides an outline for responding to adverse impacts caused by salt from highway maintenance yards or other sources:

2.2. Environmental Protection and Enhancement Act (EPEA)

"Salt Contamination and Remediation"

The *Salt Contamination Assessment and Remediation Guidelines* govern salt releases that occur in association with "salt/sand processing and storage facilities at highway maintenance yards". Alberta Environment (AENV) regulates the release of salt through the general release of

substances provisions under EPEA. Any remediation of salt impacted lands must meet the requirements of EPEA – specifically Part 5, Division 1. This includes prevention and mitigation of adverse effects caused by a release of salt into the environment and reclamation when there has been an impact.

The guidelines provide generic remediation procedures and objectives (soil and water quality guidelines). As an alternative, a site-specific risk management approach may be used to develop site-specific remediation procedures and objectives. The guidelines contain a comprehensive risk assessment procedure and outline various remediation methods and procedures that may be utilized on a site-specific basis.”³

In addition, Alberta Infrastructure and Transportation has taken a systematic approach to identifying, evaluating, and prioritizing the environmental issues associated with activities, products and services. The prioritization allows the Department to focus on the aspects with the most significant environmental impacts. The Department has developed a responsibility matrix that outlines the required procedures and practices for all of the activities that it contracts out.

The responsibility matrix references the Department’s Contract Administration Manual and the Highway Maintenance Specifications, but in reality the strategy and transfer begins with the Request for Proposal (tender documents). The section entitled “Storage of Treated Sand” states that the chloride treated sand shall be sheltered in indoor structures and contractors must supply the department with Environmental Management Plans (EMP’s) that meet the requirements of the Environmental Management Strategy (EMS). Further, if the chosen Contractor maintenance facility is a “High Priority Site” the facility needs to be large enough that all mixing can be accomplished inside the structure. The section entitled “Environmental Management of Maintenance Facilities” outlines future requirements related to ground water monitoring, inspections and fines associated with the EMP’s.

Alberta Infrastructure and Transportation makes no separate payment to the contractor for the provision of these facilities, but rather the Department expects the contractor to include the cost associated with the environmental responsibility and incorporate it into the “Indirect Operating Cost” (IOC). IOC is paid monthly over the term of the contract (5 to 7 year term) and cannot exceed 43% of the overall contract. Performance measures have been adjusted to include an environmental measure, but no bonuses or fines are incorporated in performance measures.

3. Mitigation

Alberta Infrastructure and Transportations requirements for Environmental Management plans closely follow TAC’s Code of Practice for Design of Road Maintenance Yards.

³ http://www.infratrans.gov.ab.ca/INFTRA_Content/docType245/Production/ATEMSV2.pdf

3.1. Covered Sand/Salt Storage

All Maintenance Sites require covered storage for the sand and salt. The requirements from the "*Environmental Management Plan Guidelines – Highway Maintenance Yards*" are as follows for each Priority:

Priority 1 (High Priority Sites), the criteria are as follows:

- ✳ Within 300 meters of a watercourse or permanent open water body.
- ✳ In or near communities where the water supply is obtained from shallow aquifers.
- ✳ Where the surficial soil texture (1.5 metre surface) has a median grain size greater than 75 microns.

Which then leads to the following structure requirements:

- ✳ Construction of an "all-weather" shelter of appropriate size to;
- ✳ Enclose on-site salt requirements,
- ✳ Enclose the salt unloading activities
- ✳ Store annual volume of salt/sand storage,
- ✳ Enclose mixing and loading operations.

Priority 2 (Medium Priority Sites), the criteria are as follows:

- ✳ Not meeting Priority 1 requirements
- ✳ With limited or no information about contamination.
- ✳ Not in close proximity to water supplies.

Which then leads to the following structure requirements:

- ✳ Construction of an "all-weather" shelter of appropriate size to;
- ✳ Contain annual volume of salt/sand storage,
- ✳ Provide asphalt containment area for salt impacted material,
- ✳ Provide a lined containment pond for runoff water.

Priority 3 (Low Priority Sites)

- ✳ Those sites not considered a concern for contamination.
- ✳ This category is not allowed in the latest round of Highway Maintenance contracts, as all highway maintenance yards are considered a concern for contamination.

Advantages of covered storage for the entire sand and salt requirement is that it will limit the amount of material containing salt that would potentially come in contact with water and be subject to flowing off-site. While it won't contain all salt on the property, as there is still some salt that will be tracked by the snowplow trucks, it will significantly reduce the potential quantity. Covered storage also reduces the impact of wind on the stockpile so that the salt is not blown onto adjacent properties. There is also the advantage that dust from the freezeproofed sand stockpile is contained within the building for the most part.

For Priority 1 (High Priority Sites), all of the mixing operations will be undertaken inside. This requires that most of the stacker be kept inside the structure, even as the structure reaches full capacity. In order to mix inside, the structure must be tall enough for the stacker to achieve it's full stacking height. This typically requires clearances of 30' or more in the centre of the structure. The efficiency of the structure for storing sand and salt is greatest when the materials

are stored at the maximum height possible given the angle of repose of the material. The efficiency of the structure is also maximized when retaining walls are used along the perimeter of the building. Retaining walls are typically either of the permanent, poured-in-place concrete type or non-permanent lock block type retaining walls.

For Priority 1 sites, the requirement to mix inside also effectively requires that the sand and salt are kept in the same structure. In this way, the materials can be loaded into the stacker while minimizing the opportunities for any salt to be dropped outside the building, and the operation is protected from wind and rain. Unmixed "virgin" sand is stored outside of the structure until it is mixed. The "virgin" sand is kept on an asphalt pad to minimize the chances that it will be contaminated with oversize rock. Typical requirements for sand in Alberta range from 5 to 10 mm topsize, with the options for using 10 mm topsize sand being much more restricted relative to historical practise, to the point that it will have very limited application from the winter of 2006 onwards in much of Alberta. Mixing/stacking operations are shown in Figure 1.

Covered storage of the freezeproofed sand allows for the possibility of reducing the quantity of salt used for freezeproofing, as the losses due to leaching and other causes are minimized. Historically typical percentages of salt added for freezeproofing are in the 4.5% to 6.5% by weight range. (Some areas in the province undertake their freezeproofing at a higher percentage, in some cases exceeding 10%.) Covering the sand will allow a reduction typically down into the 3.5% by weight range with minimal anticipated effect on freezeproofing effectiveness.

Covered storage also minimizes the requirement to re-mix the freeze proofed sand. When the sand is stored out in the open, rain can leach the salt out of the stockpile, especially the exterior layers. This has historically been the single greatest source of salt leaching off-site, and it also results in a layer of sand that freezes easier in the winter. Eliminating re-mixing also minimizes the usage of additional salt, so it should reduce the overall yearly salt quantity requirements. Remixed sand would typically be required for 10 to 40% of the annual quantity stockpiled depending on the severity of the winter weather (typically 10 to 25% is left over after the winter). If remixing is not required, this would reduce the annual salt requirements by approximately 3 to 7%.

In the design for the covered storage it is preferred that the fresh water flow from the sides of the structure are drained away and kept separate from the salt impacted drainage. Fresh water flow from the roof of the structure is also mostly drained away from the "designated" area so it doesn't mix with salt impacted water.

The snowplow trucks can be loaded inside the structures in most circumstances. There are some loading restrictions for trucks in the smaller structures (below 80' wide), especially when they are filled to their design quantities of sand and salt. It may be difficult to get both the truck and loader into the small space that may be remaining, so the truck may not fully fit into smaller structures to the extent that the loader can easily get at the side of the truck for loading.

In Alberta covered structures are typically designed as either fabric or steel structures. (Some wood domes remain from when the provincial government was doing the work.) Typical costs for these structures range upwards from \$20/ft² (\$215/m²), including the retaining walls and

asphalt floor. Depending on the quantity of material, the costs range from \$100/t to \$40/t for the freezeproofed sand stored. This cost does not include the other site work that needs to be undertaken around the structures to ensure they function in accordance with the design criteria. Sizes of structures tend to range from around 7,000 ft² (650 m²) to over 20,000 ft² (1,858 m²) and in some cases may approach or exceed 30,000 ft² (2,787 m²). Typical storage capacity ranges from 1,500 tonnes of sand to 10,000 tonnes or more. Overall costs to develop the covered sand/salt storage for the province of Alberta is likely to approach the order of magnitude of \$25 million by the time all of the highway maintenance sites are developed to meet the latest requirements. It should be noted that this is said with the understanding that there have been significant recent inflationary pressures on the costs of materials and construction costs for undertaking the work. Because the structures are being built as part of the contract, the costs for the structures will be amortized over many years (10 to 20 years generally) and will only affect the Department's budget incrementally. Amortization periods will depend on the strategy of the contractor regarding the timeframes they desire to pay off the capital costs.

Examples of covered storage are shown in Figure 2 and Figure 3.

Two of the primary limiting factors in terms of constructing these structures are lead time and local manufacturing capacity to manufacture and erect them. This is a difficult task when there are an estimated 75 or more new or upgraded structures that are needed prior to fall 2006, especially when the last of the contracts were awarded in early 2006.

3.2. Salt Delivery and Salt Dust Control

For Priority 1 (High Priority Sites), the primary method of salt dust control is to deliver the salt inside the structure. The buildings need to be designed so that the salt delivery trucks can enter and exit the buildings while requiring only the typical skills of the average professional truck driver. If the B-train trailers need to be disconnected to unload, the process becomes much more difficult as well as much more costly for the supply of material.

For Priority 2 sites, the salt can be delivered from the outside, and it is either conveyed into the structure, or delivered pneumatically. Most salt storage structures capable of using pneumatic delivery systems will be out of service after the completion of the latest sand/salt structure construction program.

A desirable design criteria for the structures is that the door for delivering the salt and the main entrance door is located on the normal downwind side of the structure. This allows the structure to act as a windbreak. Alternatively, placing the door on the side of the structure perpendicular to the prevailing wind direction is an option. It's not always possible to do this at some sites since some yards have significant restrictions on potential building locations and orientations, especially the yards that were long time highway maintenance facilities designed before privatization. In most cases, these were not developed in such a way that modern environmental standards are easily implementable and locating large structures on the sites can be problematic. Whenever possible, it is desirable for the salt to be delivered during periods of minimal wind or otherwise avoiding poor weather so that the chances of wind and rain carrying the salt off-site are reduced.

3.3. Asphalt Pads

Each site will drain water that may have been significantly impacted by salts on an asphalt pad. The inside of the covered storage will also be surfaced with an asphalt pad. The asphalt pads will be of minimum possible dimensions to collect the salt impacted runoff water and still contain any reasonably likely material spills from loading, hauling, salt delivery or mixing operations.

The drainage on the asphalt pad needs to be designed and maintained so standing water is kept off the pad, as the permeability of the pad becomes an issue if water is given time to percolate through it. Maintenance of the asphalt pad is also important, so that imperfections are minimized that could allow moisture to infiltrate through the surface. Cracksealing and other surface seals may be required if the pad starts to crack or deteriorate. Also, patching repairs may be required if the pad deteriorates significantly in spots.

3.4. Retention Ponds

Sites with retention ponds will be constructed with an asphalt pad that drains into the ponds from salt impacted areas around the sand/salt storage structures. The ponds will be lined with a UV stabilized plastic liner that is durable and waterproof. Ponds will be designed to prevent overtopping under most conceivable circumstances and/or flooding from outside the designated drainage area.

Ponds are designed to handle the degree of runoff that the Contractor and their engineering Consultant believe would be appropriate to handle in a typical year. The strategy will take into account the desired frequency with which the contractor may need to or desires to pump out the water and dispose of it, versus a strategy where the water will be retained and will, with high probability, evaporate to a sufficient extent that it does not need to be pumped out at any frequency.

A typical retention pond is shown in Figure 4.

3.5. Retention Pond Water Management

One significant issue for the Environmental Management Plans is the disposal of the pond water. At the present time, the approved locations are "salt-water injection wells or other locations approved by Alberta Environment." Salt-water injection wells can be very expensive. Typical costs for disposal can range from approximately to \$0.025 to \$0.10/litre of water. When ponds are in the range of 200,000 litres to nearly 2,000,000 litres of water the costs can add up very quickly. This is a very strong incentive for finding alternative methods of disposal. Operators of the injection wells are reluctant to accept pond water as they claim the concentrations aren't typically high enough to justify taking the water out of the hydrological cycle, and relatively low salt concentrations can cause problems with the operation of the well.

At the present time, other options for water disposal are very limited. Disposal into salt-water injection wells is very expensive and there are limited locations that will accept this water. Historical methods for using the water directly such as dust control on gravel roads have also been very restricted, and are currently not approved methods. In some cases, the water has been used to mix with other dust control chemicals.

At this time, the Department is working with an engineering consultant to determine methods for disposing of pond water using methods that are acceptable to Alberta Environment. Due to the costs of managing and disposing the water, the overall issue is a very significant one for the contractors. There is a great deal of motivation to find alternative methods for disposal and for minimizing the quantity of water that is being dealt with. There is some thought that if the water could reach a standard that is normally considered acceptable for drinking water or for agriculture, somewhere in the 200 to 250 up to 800 parts per million range, that the water could be disposed of by alternative means, however, this standard has not been approved at the time of this writing. It is also not an easy standard to achieve. Typical concentrations of salt in ponds have been in the range of less than 0.05% (500 ppm) to 1.5% (15,000 ppm) depending on the volume of water in the pond and the precipitation that has occurred at the site in the recent past. Significant rainfall has the effect of leaching more salt from the sand stockpile, therefore increasing salt concentrations. However, it also has the effect of increasing the fresh water in the pond, therefore decreasing salt concentrations. Depending on conditions in the stockpile, this may or may not result in greater concentrations of salt in the retention pond (s). The effect that is most dominant depends on a number of factors; previous rainfalls, salt concentration in the stockpile, duration of precipitation, extent of "crusting" over on the sand stockpile, etc. All of these impacts will be significantly reduced with the covered storage of freezeproofed sand and salt and other chlorides.

One potential method of disposing of the water is to use evaporation, particularly methods that enhance natural evaporation. There are a number of methods to accomplish this goal, such as spraying the water onto the asphalt pad and allowing the wind and sun to increase the overall evaporation rate. Other methods involve using filter fabric to help wick the water up to increase the water evaporation. Pumping the water into shallow pans is also a method that may prove suitable. There are a number of similar methods that have potential usage. Another option is to enhance evaporation by heating the water (distillation). However, as fuel costs rise, this becomes a much less cost effective option as water takes significant energy to evaporate in this manner. At this time, a determination of the most effective enhancement of the evaporation process has not been determined. One side effect of evaporation is that it increases the concentration of the salt in the remaining water. While this means that the most likely disposal location for the water will be a salt-water injection well, the reduced quantities make this a much more reasonable option from a cost perspective. It also means that less water is taken out of the overall hydrological cycle.

Other methods of removing salt such as reverse osmosis and electrochemical removal of the salt have also been looked into, although a cost effective alternative process has not yet been identified.

3.6. Wash Water Management

Apart from the collection of water runoff from the designated area (areas with moderate to significant salt impact) the other major issue is the collection and maintenance of water that from the truck washing operation. Snowplow trucks need to be washed frequently to keep them from deteriorating due to premature rusting. Especially in the rural areas, where the maintenance yards do not have access to sanitary sewer systems, there is a requirement to collect and control the wash water, and then find suitable means of disposal. Wash water needs to be collected, either by using storage tanks or ponds. Wash water also needs to be separated from other contaminants such as hydrocarbons and silts. In many existing highway maintenance sites, there were little if any controls in place to keep the wash water from flowing off-site or into the groundwater.

Once the wash water is collected it will be handled in much the same way as the other salt impacted water. It is likely that it will have a somewhat higher concentration of salt water because it will have come in direct contact with the sand and salt residue on the truck, as opposed to the small amount of sand and salt that potentially may fall off the trucks outside the structures.

3.7. Alternative Ice Control Chemicals

The use of other ice control chemicals, especially liquids for pre-wetting operations can help reduce the requirements for salt under many winter maintenance conditions. Some of the liquid options available are magnesium chloride ($MgCl_2$) and calcium chloride ($CaCl_2$). Salt brine is also a potential ice control chemical that can be used to aid the effectiveness of dry salt and freeze proofed sand under specific road and weather conditions.

Pre-wetting chemicals are particularly effective at helping sand and salt stick to the highway. In most cases, this should allow for a reduction in material requirements, as more of the material stays on the highway, therefore, increasing its effectiveness. They also aid in decreasing the time it takes for the de-icing chemical to work under most conditions, which helps increase the level of service for highway maintenance. Using pre-wetting to reduce the salt requirements aids in the overall management of salt impacts, as the resultant reduction in salt deliveries means that there are fewer opportunities for spills or other chloride releases into undesirable areas.

These alternative chemicals need to be stored so that they have containment. In most cases, separate containment will be provided, which will contain most typical spills and allow for some recovery of the spilled material. If the spill is very significant, any overflow will flow into the "designated" salt water drainage area and retention pond system.

3.8. Snow Storage

The snow that is located on the "designated area" of the asphalt pad needs to be cleared and stored so that the runoff from the melting snow is diverted into the ponds, especially if it has any

amount of salt contamination. Designated areas for storage of the snow need to be set up at each maintenance yard.

3.9. Risk Management

On the older sites that were highway maintenance sites prior to the privatization of the work, there is evidence of salt infiltration both on-site and in most cases off-site as well. In some cases, the salt contamination off-site has become significant and has caused impact to the adjacent landowner. Many of the previously existing highway maintenance yards were purchased by contractors.

There are no known cost effective methods to clean salt from highway maintenance yards at this point in time. Remediation is extremely difficult for most sites without having to undertake such significant works that the site would become impossible to operate to provide normal highway maintenance operations.

4. Operational Procedures and Training

4.1. Housekeeping

Housekeeping is a critical component of managing the highway maintenance sites. Any spills of salt must be cleaned up and stored back in the structure under cover. Any materials that have the potential for salt impacts on runoff need to be either returned back to the sand/salt storage structure or placed in and along the designated area so that salt will return to the pond.

4.2. Training

Foremen and operators require training so that they can operate and maintain the sites according to the environmental design principles. The greater the understanding operational forces have regarding the requirements, the greater the likelihood that the site will be operated in an environmentally responsible manner. While there is currently basic training on environmental procedures for maintenance yards, the required training will need to be site specific.

This training will need to be provided and implemented prior to fall, 2006.

5. Monitoring

As part of the Environmental Management Plans, the sites will be monitored on a monthly basis by the contractor's personnel. Twice per year, the sites will be inspected by an Engineering Consultant hired by the contractor to review the status of the environmental management of the site. They will be required to provide a report reviewing the performance of the environmental measures relative to the design requirements. Each site will also have a number of monitoring wells on site to monitor ground water quality. The minimum number is 3, (one well hydraulically up-gradient and two hydraulically down-gradient) but more may be required to provide the required degree of site monitoring. These wells will be tested bi-annually to monitor

the quantity of chlorides and other potentially deleterious materials in the groundwater which may prove harmful if they get off-site or into the groundwater.

Representatives of Alberta Infrastructure and Transportation will conduct inspections of the site on an audit basis. They will also make arrangements for an Engineering Consultant of their choosing to audit some of the sites yearly to ensure that they are being managed according to design.

6. Future

The upcoming winter of 2006/07 will provide a good test of the success of the new salt management requirements. Operation of the sites will test their functionality and their ability to meet the requirements for control of salt in a positive manner. While it is not expected that the measures undertaken will reduce salt impacts to zero, it is anticipated that there will be a one to two order of magnitude reduction in issues resulting from the new developments. By the summer of 2007, it should be possible to quantify the impact of the changes and how close they have come to achieving the overall goals of responsible salt management practices.

7. Conclusions

The proposal by Environment Canada to designate road salts as "toxic" substances has had a significant impact on the highway maintenance contracting industry in Alberta. While the ultimate decision was not to designate salts as "toxic", it was clear that changes in the typical operating procedures for the sites would need to change. The requirements to enclose the salt treated sand will represent an estimated expenditure exceeding 25 million dollar for the structures alone. (exact costs are contractor proprietary information.) There are also other costs required to manage the runoff water and wash water from the trucks, such as construction and management of retention ponds and asphalt pads, and other supplementary costs for developing the sites to achieve all of the requirements of the guidelines. This also does not include the engineering costs related to the EMP's, with ground water and pond water monitoring also having long term cost implications. All these costs will eventually reach the tax payers of Alberta, fortunately they will be received incrementally. Some of these costs have been incurred due to previous development of sites as the requirements have developed. Other costs have yet to be incurred as they will be incurred in future tenders of the highway maintenance contracts.

Overall, these costs are anticipated to translate into an estimated annual expenditure of \$3 to \$4 million dollars per year to implement the new salt management requirements, also given requirements to consider current inflationary pressures. This is in the range of 10% to 25% of the current overall costs of supplying the sand and salt materials for the province on an annual basis. This is somewhat offset by the savings in reduced salt requirements that covered storage will bring. It also will result in a stabilization or reduction in the long term potential liability for clean-up or payment of compensation, which is also estimated to be a multi-million dollar requirement. The accrued liability that the government estimates it has for costs to mediate or clean up off-site salt contamination from highway maintenance yards they previously owned is

estimated to be in the 10's of millions of dollars, including potential property purchases and remediation efforts.



Figure 1: Interior Mixing/Stacking Operation (Lethbridge)

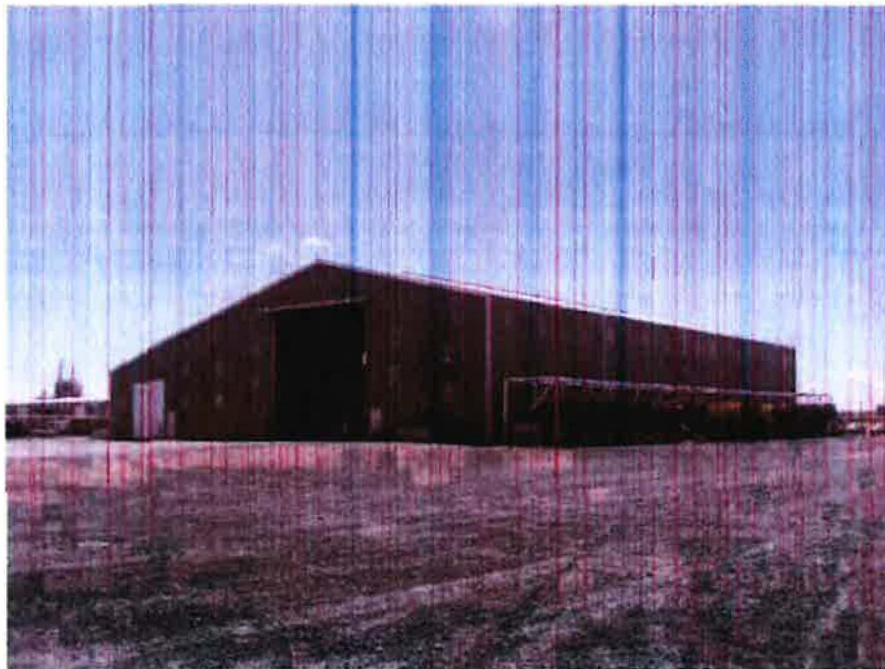


Figure 2: Steel Sand/Salt Storage Structure (Lethbridge)



Figure 3: Fabric Sand/Salt Storage Structure (Nanton)

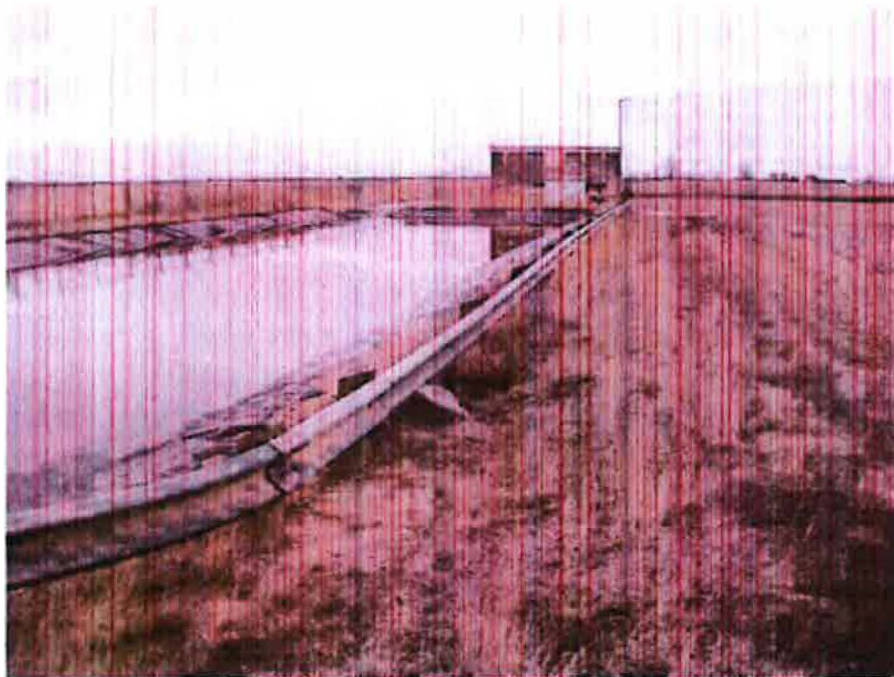


Figure 4: Retention Pond (Taber)

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Mighty Peace Tourism – Might Peace Trails Tourism Strategy Session
File:	11-02-02

DESCRIPTION:

Council is presented with an invitation to attend the Mighty Peace Trails Tourism Strategy session on Wednesday October 18th, from 7:00 – 8:30 pm in the Caribou Room of the Chateau Nova, Peace River.

BACKGROUND:

Reeve Bean is currently the member.
Councillor Susan Hansen is the alternate member.

ATTACHMENTS:

Invitation from Might Peace Trails Tourism Strategy Session

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Bonnie Morgan

From: Tammy Brauer <admin@mightypeace.com>
Sent: September 18, 2023 12:33 PM
Subject: Mighty Peace Trails Tourism - Response Required

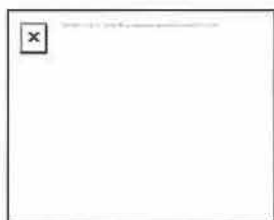
Good afternoon – You, or another representative from your municipality or organization, are invited to attend the much-anticipated presentation of the Mighty Peace Trails Tourism Strategy! As a member you may have expressed interest in this initiative in the past and we are excited to share the final draft of the strategy with you.

Trails are one of the most desired types of recreational infrastructure and the potential for trails to support economic growth and development through trail-based tourism is growing worldwide – especially in rural communities. Grounded in good research, honest analysis, and stakeholder engagement, the strategy is intended to serve as a market-driven strategic plan for advancing the region's trails tourism economy in support of our broader regional tourism goals. The project has resulted in a region wide inventory of trails, and the strategy and supporting documents provide contextual information about the state of our existing trails system, provides insights into our target markets, identifies opportunities to create travel motivating signature trail experiences, and outlines the steps we can take together to realize our trails tourism potential.

Join us on **Wednesday October 18th, from 7:00 – 8:30 pm in the Caribou Room of the Chateau Nova, Peace River** where RC Strategies, the consulting team who has helped develop the strategy, will provide an overview of the key components of the final draft strategy and be available to answer questions. Based in Sherwood Park Alberta, RC Strategies is a Canadian consulting firm specializing in recreation, parks, trails and tourism planning.

Due to space limitations, we can accommodate up to 2 representatives from your community or organization. **To help us with planning for the event, please RSVP to this email by October 2nd.**

We look forward to seeing you there!



Mighty Peace Tourism
Tammy Brauer / Executive Director
Box 1697 Grimshaw
TOH 1W0
780-332-2363
1-800-215-4535



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Re-Branding Proposals
File:	11-02-02

DESCRIPTION:

Council is presented proposals for the re-branding of Clear Hills County for their review and discussion.

BACKGROUND:

C418-23(08-15-23) RESOLUTION by Councillor Giesbrecht to receive the delegation from Michelle Stam with Source Inspired (Brand Strategist and Design) for information and request a proposal to move forward with the rebranding strategy. **CARRIED.**

ATTACHMENTS:

Source Inspired
Advantage Marketing

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:





SOURCE INSPIRED

Clear Hills County

Rebranding Proposal

AUGUST 2023

Michelle Stam
STRATEGIST & DESIGNER

PO Box 1278
Fairview, AB T0H 1L0

780-251-2580
www.sourceinspired.ca



Hello!

It was wonderful speaking with you and learning a little about your goals and challenges. Creating a consistent brand identity across all your media is very important, and I completely understand why you want to focus on this for Clear Hills County.

Within the following pages, we've outlined how we suggest you approach this project, how long it will take, and a detailed breakdown of your investment.

This deck should also give you an overview of our capabilities and experience in brand strategy and design. I'm looking forward to hearing from you. Please don't hesitate to reach out with any questions.

Sincerely,

Michelle Stam
Owner/Strategist/Designer
Source Inspired

The Objective

CLEAR HILLS REBRAND

The Objective

The main goal that was expressed in our initial meeting, is to update the brand identity of Clear Hills County, and then to apply the identity at all touch-points, and be consistent in using that identity across all platforms.

Brand Identity is the visible elements of a brand, such as colour, design, and logo, that identify and distinguish the brand in people's minds.

The Process

CLEAR HILLS REBRAND

The Process

Here are just a few of many common reasons why a municipality or region may decide to rebrand.

- Perception and Image Improvement
- Economic Development
- Population Shifts
- Create Local Pride/Attracting New Residents
- Marketing of Tourism
- Policy Changes or New Leadership
- Crisis Management
- Cultural or Historical Significance
- Regional Competition and Differentiation



The Process

There are several stages involved in rebranding a municipality.

Research and Analysis	Consider history, demographics, culture, strengths, weaknesses, and current perception
Goal Setting and Strategy	Define clear objectives
Positioning and Messaging	Define the unique positioning, create taglines that capture the essence of the community
Visual Identity Development	Design a colour palette, logo, typography, imagery, etc.
Collateral Design	Create designs for various collateral like signage, websites, and promotional material
Implementation	Develop a plan for rolling out the new brand identity across all touch-points
Launch	Introduce the rebrand to the community through a variety of channels
Long-Term Integration	Continue to integrate the new brand into all possible areas, and ensure consistency
Measurement of Success	Assess the success of the rebrand, and be adaptable as the community changes over time

Our Capabilities

You want to work with a partner who is innovative and creative enough to bring a fresh perspective to the table, while working openly and collaboratively through the entire project to help our clients reach their goals. Here's what we do well.

Strategy

- Discovery & Research
- Brand Strategy
- Positioning

Branding

- Brand Development & Rebranding
- Colour Palettes
- Logo Design
- Brand Style Guide
- Messaging
- Print Media
- Signage

Digital Development

- Website Design & Development
- Social Media Templates



How much will this cost, and
how long will it take?

CLEAR HILLS REBRAND

Total Investment

Professional services for the project approach outlined in this proposal are estimated to total between \$12,750 - \$15,980. The estimated professional fees are based on the objectives, scope of work, activities, deliverables and timeline as described in the next few pages.

Discovery Phase

1.0 Discovery & Brand Strategy

OVERVIEW

This is the first and most critical part of rebuilding a brand. While Clear Hills County is primarily looking to update their current brand, the discovery phase completely determines which direction we take. We will send a series of questions to be thoughtfully considered and answered. We suggest having 6-7 selected key people to be part of this process. We will also do some research on the brand as it is now, so that we can keep some continuity.

1.1 PROJECT GOALS

Our job is to create a brand that aligns with your goals. The primary goals of Clear Hills County are to update their current brand, and to effectively and consistently use it across all touch-points.

1.2 BRAND STORY

We'll help define the brand through key attributes including: voice & tone, look & feel.

1.3 SUMMARY

A summary document (The Roadmap), which details our research, your insights, the brand story, and messaging ideas.



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Design Phase

2.0 Identity Design

OVERVIEW

Our goal is to create a brand that looks and plays its part. By starting with Discovery, we begin to compile all the information in order to know the brand as it is now, and to understand how to develop it into the rebrand that we are striving for.

2.1 STYLESCAPES

Stylescapes are a visual representation of your brand's voice, tone, look and feel filtered through three prompts. This essential step will help us set the broad direction for the visual identity.

2.2 LOGO DESIGN

This is where everything starts to come together. We'll present three initial concepts. Then we'll help you decide on a single direction and refine. Once a logo is chosen, we include up to three revisions.

2.3 BRAND MESSAGING

We'll develop your brand's primary tagline and an overview of the brand voice and tone which will be featured in the overall brand style guide.

2.4 BRAND STYLE GUIDE

The logo is an important piece of your new visual identity. To be sure the brand stays consistent, we'll create a document containing guidelines and parameters for its use. Brand information, background, logo usage, colour palette, primary & secondary typography use, imagery usage, voice & tone recommendations and common errors.



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Design Phase

3.0 Marketing

OVERVIEW

Our goal for Marketing, is to create a consistent look and feel across all touch-points. Anywhere the brand is represented should be recognizable due to its simple consistency.

3.1 BRAND COLLATERAL

This is where the brand is shown and represented on business cards, letterhead, signage and marketing materials such as email signatures, and newsletters. Once again the consistency needs to be there for the brand to succeed.

3.2 WEBSITE

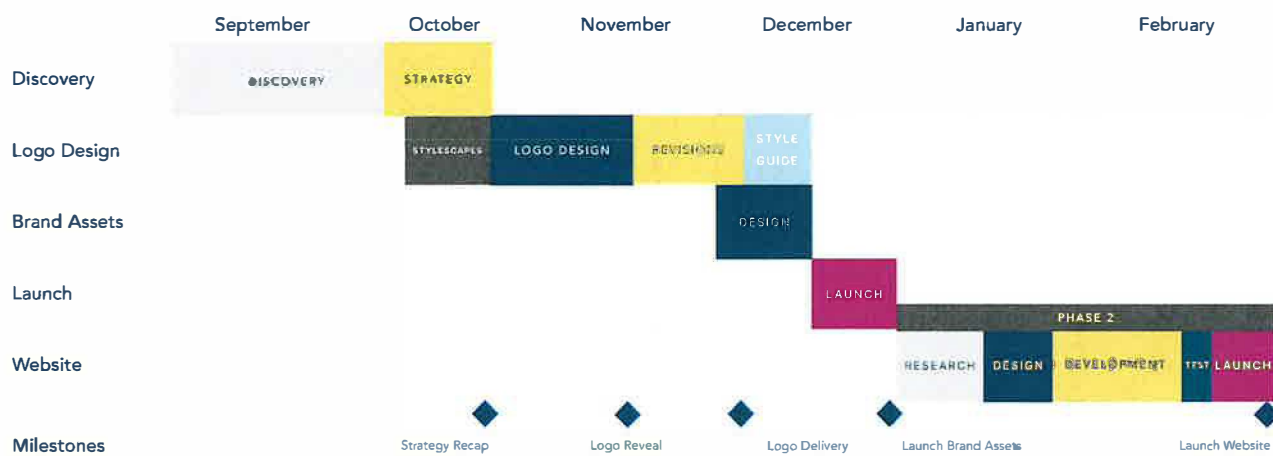
The website is a place that users can come and be educated on what your brand is all about. The goal here is to achieve depth of information, in an aesthetic, pleasing, and easy-to-use way.

Total

COMPLETE INVESTMENT

The total professional fees for this project.

Estimated Timeline



What to Expect

Our aim is to meet every milestone on time and exceed every expectation. The timelines contained within are purely estimates based on past work. We will work with you to develop more concrete deadlines during the project planning and discovery phase.

Our goal is to collaborate with you on a milestone basis. Small milestone approvals will build towards the final deliverables. Scope will be measured by rounds of revisions (we typically allow three rounds per stage).

Remember, any changes in the scope of Services or Deliverables will ultimately affect the fees and timeline outlined in this proposal. Our estimated timelines rely heavily on a quick approval and feedback cycle. In order to hit these marks, we request that all feedback and approvals be submitted to Source Inspired within three (3) business days of request, unless otherwise discussed.



Testimonials

CLEAR HILLS RETIRED



Working with Michelle on developing a new brand for my business was an incredible journey! Not having done this before, I needed to let go and trust the process! I am absolutely thrilled with the results! Kudos to Michelle's creative talent and professionalism. I would highly recommend Michelle to any entrepreneur serious about branding their business, product or service.

Deb Kalyn

OWNER, TRUNORTH STRATEGIES





I am so amazed at how timely your workshop can generate such awesome content, and for me to see my brand begin to bloom. Your ability to conduct a thorough analysis of my business along with your excellent communication skills, on point marketing trends and overall template of how my message will appear to my customers, is truly so exciting. I look forward to how it will ultimately impact my clients and my success.

Cathy Anstett

OWNER, ANSTETT VITALITY



SOURCE INSPIRED



Working with Michelle was very enlightening. I recommend working with her to gain clarity, vision and steps to move forward with your branding and business! The roadmap really helped me hone in on what my vision was for my business with so much more clarity.

Carrie Wegreen

CO-OWNER, FAIRVIEW HEALTH COLLECTIVE



Thank you.



Brand Proposal *Packet*

A guide to our future collaboration



We are excited for a future collaboration

We are excited to propose our services for the rebranding and website development of Clear Hills County's online presence. This proposal outlines our approach to transforming Clear Hills County's digital identity and enhancing its online visibility.

1. Understanding Your Unique Identity: Before any work begins, we will invest time to thoroughly understand Clear Hills County's history, values, and goals. This deep dive into your unique identity will inform every aspect of our proposal.

2. Tailored Services: Our team will collaborate closely with you to align our services precisely with your specific rebranding and website development needs. Your vision and goals will be our guiding principles throughout this process.

3. A Personalized Experience: Our commitment is to provide you with a personalized and hassle-free experience. From the initial planning stages to the potential execution of the project, we will work closely with you to ensure the proposal aligns with your expectations.

4. Clear Communication: We will keep you updated on our progress and will be readily available to address any questions or concerns that may arise during the proposal phase.

5. Delivering Results: Our aim is to deliver a proposal that not only looks impressive but also effectively represents Clear Hills County's unique character, potentially attracting residents and visitors.

We appreciate the opportunity to present this proposal and look forward to the possibility of working with Clear Hills County to bring this vision to life. This proposal is not a commitment but an initial step towards a potential collaboration.

If you have any questions or require further clarification, please feel free to reach out. We are excited about the prospect of working together to rebrand Clear Hills County and develop a compelling online presence.



The Objective

Our primary objective is to modernize Clear Hills County's brand identity and ensure its consistent application across all touchpoints. A robust brand identity encompasses visual elements, messaging, and user experience to create a lasting impression in people's minds.

The Process

Rebranding can address various needs, and Clear Hills County's goals align with several common reasons for a municipality or region to rebrand. These can include enhancing public perception, attracting economic development, adapting to population shifts, promoting local pride, boosting tourism, responding to policy changes or new leadership, managing crises, embracing cultural significance, and standing out in regional competition.



Our Approach

Discovery and Research

- Conduct thorough research on Clear Hills County's history, demographics, culture, strengths, weaknesses, and current public perception.
- Engage key stakeholders to gain insights into Clear Hills County's values, objectives, and desired outcomes.

Strategy Development

- Collaborate with your team to define clear rebranding objectives.
- Formulate a comprehensive brand strategy that aligns with your goals and positions Clear Hills County effectively.

Visual Identity Revamp

- Craft a fresh brand identity that includes a modern logo, a versatile color palette, typography choices, and a set of visual guidelines.
- Develop a compelling style guide that ensures consistency in brand application.

Collateral Design

- Design brand collateral, such as business cards, letterheads, signage, email signatures, and marketing materials, to reflect the new brand identity.
- Ensure uniformity across all touchpoints to reinforce brand recognition.

Website Transformation

- Revise the website structure, design, and navigation for an intuitive user experience.
- Enhance mobile responsiveness and optimize page load times to meet modern web standards.

Content Strategy

- Create engaging and informative content that effectively communicates Clear Hills County's services and information.
- Develop a content strategy that ensures relevance and consistency across all platforms.

Launch and Integration

- Craft a fresh brand identity that includes a modern logo, a Roll out the rebrand across all touchpoints, introducing it to the community through various channels.
- Continuously integrate the new brand into all areas to maintain consistency and relevance.

Performance Evaluation

- Monitor and assess the success of the rebrand, making adjustments as necessary to adapt to changing community needs.



Budget and Timeline

The total investment for professional services, as outlined in this proposal, is estimated to range between \$10,750 - \$12,250. The final cost will depend on the scope of work, activities, deliverables, and timelines, which we can refine during project planning.

- Discovery: October
- Strategy/Visual Identity: November
- Collateral Design: December
- Website Transformation: January
- Content Strategy: February
- Launch and Integration: March
- Performance Evaluation: Ongoing



Advantage *Services*

EXPAND • DISRUPT • EVOLVE



**"If your business is
not on the internet,
then your business
will be out of
business."
– Bill Gates**



Our Services

Graphic Design - Print & Digital

Looking for design that pops? Our designs aren't just good looking - they are tailored to your unique brand and optimized for print quality and online visibility.

Social Media Marketing & Ad Management

Ready to take your social media game to the next level? Our goal is to help you build brand awareness, increase engagement, and get you back to focusing on what you do best!

Website Design & Development

Whether you need a simple landing page or a complex e-commerce website, we have the expertise and knowledge to help you achieve your website goals.

Logo Design & Branding

Need a brand identity that stands out? Let our logo and branding services do the talking! From custom logos to brand strategy, we create designs that capture the essence of your business and effectively communicate your message to your target audience.

NEED MORE SUPPORT? WE ALSO OFFER

Bookkeeping & Business Coaching



Social Media Marketing & Ad Management

Looking to take your social media game to the next level? Our social media services cover a wide range of aspects, including social media strategy development, content creation, social media management, and social media advertising. We use the latest social media tools and techniques to create engaging content that resonates with the target audience and helps build brand awareness and engagement.

Starter

This package is suitable for small businesses or individuals who are just starting with social media marketing and want a simple yet effective strategy to promote their brand.

STARTING AT

\$350.00

Per Month

What's Included:

- 2 Social Platforms
- 12 Posts
- Initial Strategy Session
- Caption Writing
- Hashtag Research
- Monthly Report
- Weekly Pre-Scheduled Calendar
- Monthly Strategy Calls
- *Client Provides Content*

GET STARTED

Advanced

This package is suitable for businesses or individuals who want to establish a stronger social media presence with regular posts and curated content that engages their audience.

STARTING AT

\$550.00

Per Month

What's Included:

- 3 Social Platforms
- 15 Posts
- Initial Strategy Session
- Caption Writing
- Content Creation
- Hashtag Research
- Biweekly Report
- Weekly Pre-Scheduled Calendar
- Biweekly Strategy Calls

GET STARTED

Expert

This package is suitable for businesses that want a strong social media presence with regular, engaging posts and a focus on growing their audience through post engagement and shareable content.

STARTING AT

\$750.00

Per Month

What's Included:

- 4 Social Platforms
- 28-31 Posts (Varies by month)
- Initial Strategy Session
- Caption Writing
- Content Creation
- Hashtag Research
- Weekly Report
- Weekly Pre-Scheduled Calendar
- Post Engagement
- Weekly Strategy Calls

GET STARTED

CUSTOM

This package is suitable for businesses who have unique social media marketing needs and want a tailor-made solution that is designed to meet their specific goals and objectives.

CONTACT US



Suite 201 8801 Resources Rd.
Grande Prairie, AB T8V 3A6

780.538.4699

jessie@bigbizgrowth.com

bigbizgrowth.com



Website Design & Development

Whether you need a simple landing page or a complex e-commerce website, we have the expertise and knowledge to help you achieve your website goals. Our website design and development services include website design, website development, website maintenance, website optimization, and more. We will work closely with you to ensure that the final product is aligned with your business objectives.

Starter Pro

This package is suitable for small businesses or individuals that need a simple online presence and a basic website.

STARTING AT

\$750.00

What's Included:

- Simple Web Template
 - 3 Pages + Blog
 - Domain Name
- Mobile Responsive
- Online Enquiry Form
- SEO friendly Design
- Social Media Links
- Live chat/Whatsapp button
 - SSL
- Google Analytics Setup
- Website Backup
- Web System Maintenance (1 Year)

[GET STARTED](#)

Pro Plus

This package is suitable for small to medium-sized businesses that require a more customized and comprehensive online presence.

STARTING AT

\$1,500.00

What's Included:

- Custom Design
- 10 Pages + Blog
- Domain Name
- Mobile Responsive
- Online Enquiry Form
- SEO friendly Design
- Social Media Links
- Live chat/Whatsapp button
 - SSL
- Google Analytics Setup
- Website Backup
- Web System Maintenance (1 Year)

[GET STARTED](#)

E-Comm

This package is suitable for larger businesses or e-commerce websites that require more complex and advanced features to effectively conduct their online operations.

STARTING AT

\$2,500.00

What's Included:

- Custom Design
- E-commerce
- 12 Pages + Blog
- Domain Name
- Mobile Responsive
- Online Enquiry Form
- SEO friendly Design
- Social Media Links
- Live chat/Whatsapp button
 - SSL
- Google Analytics Setup
- Website Backup
- Web System Maintenance (1 Year)

[GET STARTED](#)

CUSTOM

This package is suitable for businesses who have unique website needs and want a tailor-made solution that is designed to meet their specific goals and objectives.

[CONTACT US](#)



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Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Joint Municipal Meeting
File:	11-02-02

DESCRIPTION:

Council is presented with a request from the MD of Fairview to attend a joint meeting with The MD of Peace and MD of Fairview. The week of November 20th Friedenstal Hall light supper provided. Supper at 6:30 pm. Meeting to follow.

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by.....

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

Request For Decision (RFD)

Meeting Date:	Regular Council Meeting
Originated By:	September 26, 2023
Title:	Allan Rowe, Chief Administrative Officer
File:	Land Use Bylaw 287-23
	11-02-02

DESCRIPTION:

Council is presented with the Land Use Bylaw 287-23 for review.

C467-23(08-25-23) RESOLUTION by Councillor Hansen to raise the review of the Land Use Bylaw off the table and bring a draft to a future Regular Council Meeting. CARRIED.

Emailed copies were sent out with the Council Agenda, Thursday, September 21, 2023.

RECOMMENDED ACTION:

RESOLUTION by to give first reading to Land Use Bylaw 287-23 being a Bylaw of Clear Hills County in the Province of Alberta to Replace the Clear Hills County Land Use Bylaw 189-16.

RESOLUTION by to approve the public hearing date of October 24, 2023, at the Regular Council meeting for the purpose of public input regarding proposed Land Use Bylaw 287-23 being a Bylaw of Clear Hills County in the Province of Alberta to Replace the Clear Hills County Land Use Bylaw 189-16.

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Finance – Accounts Payable
File:	12-03-02

DESCRIPTION:

A list of expenditures for Clear Hills County for the period of September 13, 2023 to September 26, 2023 is provided for Council's review.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

RESOLUTION by... that Council receives for information the Accounts Payable report for Clear Hills County for the period of September 13, 2023 to September 26, 2023 for a total of \$163,511.70.

Initials show support - Reviewed by:

Manager:



CAO:

System: 9/19/23 11:37:22 AM
User Date: 9/19/23

Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Dawn

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	First
Cheque Date	9/13/23	9/26/23		Last

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
AXIA SUPERNET LTD.	028165	9/26/23	\$737.52
Invoice Description Invoice Number Invoice Amount			
Sept Service Agreement #644 1000269443 \$737.52			
B & E HOME HARDWARE	028166	9/26/23	\$667.94
Invoice Description Invoice Number Invoice Amount			
Janitorial Supplies 101-150180 \$40.94			
Unit 65-61 Supplies 101-150003 \$144.86			
Supplies - Office/Rental/Weeds 101-149969 \$140.61			
Hose for Shop/Knobs for Grill 101-149708 \$39.87			
Spraying Supplies 101-149506 \$174.23			
Janitorial Supplies 101-149012 \$57.72			
Cldl Lift Stn/Eureka Well Supp 101-148383 \$59.75			
Hose Shut Off - WWTP 101-150238 \$9.96			
BARON OILFIELD SUPPLY LTD.	028167	9/26/23	\$336.21
Invoice Description Invoice Number Invoice Amount			
Hose for Worsley Truck Fill 013-143137 \$336.21			
BOSCHWICK CONTRACTING	028168	9/26/23	\$19,840.31
Invoice Description Invoice Number Invoice Amount			
Bear Canyon GB09 624 \$9,520.89			
Worsley GB01 625 \$10,319.42			
BOUNDARY LAKE SAND & GRAVEL LT	028169	9/26/23	\$3,880.91
Invoice Description Invoice Number Invoice Amount			
Rd Repair - Dirt/Gravel/Truck 1616 \$3,880.91			
BRAUER ERNIE	028170	9/26/23	\$50.00
Invoice Description Invoice Number Invoice Amount			
Rental Deposit Refund 80303-090523 \$50.00			
BROWNLEE LLP	028171	9/26/23	\$352.28
Invoice Description Invoice Number Invoice Amount			
O&G Tax Collections 554063 \$352.28			
BUBBLE UP MARKETING	028172	9/26/23	\$479.85
Invoice Description Invoice Number Invoice Amount			

System: 9/19/23 11:37:22 AM
User Date: 9/19/23

Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 2
User ID: Dawn

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Website Agreement #625	20142		\$479.85
CAL-R CONTRACTING LTD.	028173	9/26/23	\$10,279.50
Invoice Description	Invoice Number	Invoice Amount	
Centreline/Approach Install	13334	\$1,097.25	
Approach Construction/Repair	13335	\$1,155.00	
Approach Construction/Repair	13336	\$1,155.00	
Approach Construction	13132	\$1,155.00	
Line Locate/App & Centreline	13133	\$1,155.00	
App & Centreline Rep/Line Loc	13338	\$1,039.50	
App & Centreline Construction	13134	\$981.75	
Approach Construction	13135	\$693.00	
Approach Construction	13136	\$1,155.00	
Approach Repair	13137	\$693.00	
CLEAR HILLS WASTE MANAGEMENT	028174	9/26/23	\$10,340.62
Invoice Description	Invoice Number	Invoice Amount	
Transfer Stations Contract	179	\$10,340.62	
CLIFF'S STEAMING	028175	9/26/23	\$456.75
Invoice Description	Invoice Number	Invoice Amount	
Wash Sewer Lift - Worsley	3224	\$456.75	
COX, GERALD	028176	9/26/23	\$6,915.00
Invoice Description	Invoice Number	Invoice Amount	
WTP Operator Contract	082762	\$5,775.00	
Haul Water to BCWP	082763	\$1,140.00	
DHL	028177	9/26/23	\$646.02
Invoice Description	Invoice Number	Invoice Amount	
Water Sample/Other Shipping	10586302	\$646.02	
ENVIROSIZE OILFIELD SERVICES L	028178	9/26/23	\$2,551.50
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul Dust Control	1867	\$2,551.50	
FAIRVIEW & AREA SENIORS CHECK	028179	9/26/23	\$1,000.00
Invoice Description	Invoice Number	Invoice Amount	
General Grant Payment 2023-06	091823	\$1,000.00	
FOSTER'S AGRI-WORLD	028180	9/26/23	\$765.58
Invoice Description	Invoice Number	Invoice Amount	
Mower Blades	P0350802	\$765.58	

System: 9/19/23 11:37:22 AM
User Date: 9/19/23

Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 3
User ID: Dawn

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
GREGG DISTRIBUTORS CO. LTD(FAI 028181		9/26/23	\$320.61
Invoice Description	Invoice Number	Invoice Amount	
Supplies-Eur Truckfill & WWTP	036-338679	\$320.61	
GRIMSHAW GRAVEL SALES	028182	9/26/23	\$27,132.80
Invoice Description	Invoice Number	Invoice Amount	
GRAVEL STOCKPILE AGREEMENT#696	17081506	\$231,000.00	
Clay/Gravel/Trucking	23378	\$13,062.00	
Approach Clay/Gravel/Trucking	23385	\$2,468.55	
H.K.P. TRUCKING	028183	9/26/23	\$2,448.74
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul	AUG30-31/23	\$2,139.53	
Parts Unit 63-19	535194649	\$280.77	
Parts Unit 64-12	53519586	\$28.44	
HILLVIEW FAB & WELDING	028184	9/26/23	\$420.00
Invoice Description	Invoice Number	Invoice Amount	
R&M Unit 63-77	1488	\$210.00	
R&M Unit 63-88	1485	\$210.00	
JANZEN, GERHARD	028185	9/26/23	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	80345-090823	\$100.00	
JENSEN, DALE	028186	9/26/23	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	80343-090523	\$300.00	
LEMOINE RONALD	028187	9/26/23	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	80403-091123	\$300.00	
MACKENZIE MUNICIPAL SERVICES A 028188		9/26/23	\$23,704.10
Invoice Description	Invoice Number	Invoice Amount	
License/Phase 1 & 2 Config etc	202352	\$23,704.10	
MAD DOG CRESTING	028189	9/26/23	\$12.60
Invoice Description	Invoice Number	Invoice Amount	
ASB Member Name Plate	8579	\$12.60	

System: 9/19/23 11:37:22 AM
User Date: 9/19/23

Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 4
User ID: Dawn

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
NATURAL FOREST DEVELOPMENTS CO	028190	9/26/23	\$1,312.50
Invoice Description	Invoice Number	Invoice Amount	
Haul & Clean Out Culvert	0092	\$1,312.50	
OUTBACK TRANSPORT	028191	9/26/23	\$2,622.17
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul	AUG30-31/23	\$2,622.17	
PEACE COUNTRY SUPPLY	028192	9/26/23	\$367.87
Invoice Description	Invoice Number	Invoice Amount	
Sprayer Parts	002-115976	\$58.38	
CWP Generator Starter	002-115710	\$126.00	
Eureka Truck Fill Hose	002-115568	\$183.49	
POSTMEDIA	028193	9/26/23	\$52.50
Invoice Description	Invoice Number	Invoice Amount	
Assessment Inspections Ad	853042	\$52.50	
R&R ROAD LTD.	028194	9/26/23	\$4,851.00
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul Grading	4882	\$1,764.00	
Gravel Haul Grading	4883	\$1,617.00	
Gravel Haul Grading	4884	\$1,470.00	
ROADATA SERVICES LTD	028195	9/26/23	\$168.00
Invoice Description	Invoice Number	Invoice Amount	
Permitting Services - August	00082067	\$168.00	
ROAMING TRANSPORT	028196	9/26/23	\$10,629.57
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul	7143-083023	\$1,828.47	
Hines Creek GB14	0464	\$8,801.10	
ROCKY MOUNTAIN PHOENIX	028197	9/26/23	\$284.03
Invoice Description	Invoice Number	Invoice Amount	
Parts Unit 63-06	IN0142123	\$284.03	
SHARNA'S OPEN CAMP	028198	9/26/23	\$404.25
Invoice Description	Invoice Number	Invoice Amount	
TC Energy Presentation Meal-FD	567	\$404.25	

System: 9/19/23 11:37:22 AM
User Date: 9/19/23

Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 5
User ID: Dawn

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SHEWCHUK, GERALD	028199	9/26/23	\$2,465.67
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul	AUG30-31/23	\$2,465.67	
TRINUS TECHNOLOGIES INC.	028200	9/26/23	\$4,201.61
Invoice Description	Invoice Number	Invoice Amount	
Adobe InDesign Subscription	4362	\$198.45	
CSM Laptop & Monitor	4342	\$4,003.16	
WHOLESALE FIRE & RESCUE LTD	028201	9/26/23	\$496.62
Invoice Description	Invoice Number	Invoice Amount	
HC Fire Dept Blankets/Shipping	INV/2023/3621	\$184.92	
Worsley FD Blankets/Shipping	INV/2023/3707	\$311.70	
WILLIAMS, JAMES	028202	9/26/23	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	80338-090523	\$50.00	
WORSLEY GENERAL STORE	028203	9/26/23	\$432.26
Invoice Description	Invoice Number	Invoice Amount	
Grocery Order	47702	\$424.16	
Water for Council Meeting	47174	\$8.10	
WORSLEY GRAVEL SUPPLY LTD.	028204	9/26/23	\$14,834.81
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul	AUG30-31/23	\$2,120.15	
Gravel -Cldl Truck Parking Lot	SEPT11-12/23	\$2,326.52	
Rd Repair - Gravel & Trucking	7900	\$1,656.80	
App Dirt, Gravel & Trucking	7898	\$1,064.76	
App Dirt, Gravel & Trucking	7709	\$1,309.67	
App/Running Lk Dirt/Grav/Truck	7893	\$2,888.76	
App Dirt, Gravel, Trucking	7891	\$1,708.83	
App Dirt, Gravel, Trucking	7887	\$1,256.66	
App Dirt, Gravel, Trucking	7886	\$502.66	
WYCLIFFE ENTERPRISES LTD.	028205	9/26/23	\$6,300.00
Invoice Description	Invoice Number	Invoice Amount	
Eureka GB13	706	\$6,300.00	
Report Total		\$163,511.70	

System: 9/19/23 11:37:56 AM
User Date: 9/19/23

Clear Hills County
VENDOR CHEQUE REGISTER REPORT
Payables Management

Page: 1
User ID: Dawn

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	9/13/23
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
028165	AXIA01	AXIA SUPERNET LTD.	9/26/23	ATB	PMCHQ00001243	\$737.52
028166	B&EHOME01	B & E HOME HARDWARE	9/26/23	ATB	PMCHQ00001243	\$667.94
028167	BARON01	BARON OILFIELD SUPPLY LTD.	9/26/23	ATB	PMCHQ00001243	\$336.21
028168	BOSCHWICK01	BOSCHWICK CONTRACTING	9/26/23	ATB	PMCHQ00001243	\$19,840.31
028169	BOUNDARY	BOUNDARY LAKE SAND & GRAVEL LT	9/26/23	ATB	PMCHQ00001243	\$3,880.91
028170	BRAUER01	ERNIE BRAUER	9/26/23	ATB	PMCHQ00001243	\$50.00
028171	BROWNLEE01	BROWNLEE LLP	9/26/23	ATB	PMCHQ00001243	\$352.28
028172	BUBBLEUP01	BUBBLE UP MARKETING	9/26/23	ATB	PMCHQ00001243	\$479.85
028173	CALR01	CAL-R CONTRACTING LTD.	9/26/23	ATB	PMCHQ00001243	\$10,279.50
028174	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	9/26/23	ATB	PMCHQ00001243	\$10,340.62
028175	CLIFF01	CLIFF'S STEAMING	9/26/23	ATB	PMCHQ00001243	\$456.75
028176	COXGERALD01	GERALD COX	9/26/23	ATB	PMCHQ00001243	\$6,915.00
028177	DHL01	LOOMIS EXPRESS	9/26/23	ATB	PMCHQ00001243	\$646.02
028178	ENVIROSIZE01	ENVIROSIZE OILFIELD SERVICES L	9/26/23	ATB	PMCHQ00001243	\$2,551.50
028179	FAIRVIEWSR	FAIRVIEW & AREA SENIORS CHECK	9/26/23	ATB	PMCHQ00001243	\$1,000.00
028180	FOSTERS	FOSTER'S AGRI-WORLD	9/26/23	ATB	PMCHQ00001243	\$765.58
028181	GREGG01	GREGG DISTRIBUTORS CO. LTD.	9/26/23	ATB	PMCHQ00001243	\$320.61
028182	GRIMSHAW02	GRIMSHAW GRAVEL SALES	9/26/23	ATB	PMCHQ00001243	\$27,132.80
028183	HKPTRUCK01	H.K.P. TRUCKING	9/26/23	ATB	PMCHQ00001243	\$2,448.74
028184	HILLVIEW	HILLVIEW FAB & WELDING	9/26/23	ATB	PMCHQ00001243	\$420.00
028185	JANZENG	GERHARD JANZEN	9/26/23	ATB	PMCHQ00001243	\$100.00
028186	JENSEN04	DALE AND KAREN JENSEN	9/26/23	ATB	PMCHQ00001243	\$300.00
028187	LERO06	RONALD LEMOINE	9/26/23	ATB	PMCHQ00001243	\$300.00
028188	MACKENZIE01	MACKENZIE MUNICIPAL	9/26/23	ATB	PMCHQ00001243	\$23,704.10
028189	MADDOG01	MAD DOG CRESTING	9/26/23	ATB	PMCHQ00001243	\$12.60
028190	NATURALE	NATURAL FOREST	9/26/23	ATB	PMCHQ00001243	\$1,312.50
028191	OUTBACK	OUTBACK TRANSPORT	9/26/23	ATB	PMCHQ00001243	\$2,622.17
028192	PEACECOUNTRYSUP	PEACE COUNTRY SUPPLY	9/26/23	ATB	PMCHQ00001243	\$367.87
028193	SUNMEDIA	POSTMEDIA NETWORK INC.	9/26/23	ATB	PMCHQ00001243	\$52.50
028194	R&R01	R&R ROAD LTD.	9/26/23	ATB	PMCHQ00001243	\$4,851.00
028195	ROADATA	ROADATA SERVICES LTD	9/26/23	ATB	PMCHQ00001243	\$168.00
028196	ROAMING	ROAMING TRANSPORT	9/26/23	ATB	PMCHQ00001243	\$10,629.57
028197	ROMO06	ROCKY MOUNTAIN PHOENIX	9/26/23	ATB	PMCHQ00001243	\$284.03
028198	SHARNAS	SHARNA'S OPEN CAMP	9/26/23	ATB	PMCHQ00001243	\$404.25
028199	SHEWCHUK01	SHEWCHUK, GERALD	9/26/23	ATB	PMCHQ00001243	\$2,465.67
028200	TRINUS01	TRINUS TECHNOLOGIES INC.	9/26/23	ATB	PMCHQ00001243	\$4,201.61
028201	WHFI01	WFR WHOLESALE FIRE & RESCUE LT	9/26/23	ATB	PMCHQ00001243	\$496.62
028202	WILLIAMSJ	JAMES WILLIAMS	9/26/23	ATB	PMCHQ00001243	\$50.00
028203	WGENERAL01	4D HOLDINGS LTD.	9/26/23	ATB	PMCHQ00001243	\$432.26
028204	WOGRO1	WORSLEY GRAVEL SUPPLY LTD.	9/26/23	ATB	PMCHQ00001243	\$14,834.81
028205	WYCLIFFE	WYCLIFFE ENTERPRISES LTD.	9/26/23	ATB	PMCHQ00001243	\$6,300.00

Total Cheques: 41

Total Amount of Cheques: \$163,511.70

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	September 26, 2023
Originated By:	Lori Jobson, Corporate Services Manager
Title:	COST OF LIVING
File:	12-02-02

DESCRIPTION:

Clear Hills County reviews the cost of living consumer price index annually in an effort to set the salary grid and gravel haul rates for the upcoming year.

BACKGROUND:

1. The gravel haul rates are currently 1.20 basic loading factor and 0.183/tonne kilometer.
2. The Consumer Price Index, for Alberta for the period of August 2022 to August 2023 shows an increase of 4.3% to the "All Items" section and a 1.3% increase to the 'Transportation' section.

ATTACHMENTS:

1. Consumer Price Index Table, for Alberta for the period of August 2022 to August 2023.

RECOMMENDED ACTION:

RESOLUTION by... to authorize a cost-of-living increase to the salary grid of 4.3% effective January 1, 2024.

AND

RESOLUTION by... to authorize a cost-of-living increase to the gravel haul rates of 1.3% effective January 1, 2024.

Initials show support - Reviewed by:

Director:



CAO:

Geography	Alberta (map)				
Products and product groups ^{3, 4}	August 2022	July 2023	August 2023	July 2023 to August 2023	August 2022 to August 2023
	2002=100				
All-items	160.0	166.0	166.8	0.5	4.3
Food ⁵	172.6	183.5	183.3	-0.1	6.2
Shelter ⁶	192.0	208.3	212.3	1.9	10.6
Household operations, furnishings and equipment	128.4	126.4	126.0	-0.3	-1.9
Clothing and footwear	98.5	98.0	96.9	-1.1	-1.6
Transportation	178.5	180.1	180.9	0.4	1.3
Health and personal care	145.9	154.1	155.0	0.6	6.2
Recreation, education and reading	124.4	126.1	125.2	-0.7	0.6
Alcoholic beverages, tobacco products and recreational cannabis	179.0	187.1	187.9	0.4	5.0
All-items excluding food	157.7	162.9	163.7	0.5	3.8
All-items excluding food and energy ⁷	151.4	155.9	155.8	-0.1	2.9
All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis	159.5	165.5	166.2	0.4	4.2
All-items excluding energy ⁷	155.0	160.5	160.4	-0.1	3.5
All-items excluding gasoline	157.8	164.6	165.0	0.2	4.6
Energy ⁷	233.4	247.8	264.4	6.7	13.3
Goods ⁸	140.8	146.7	147.8	0.7	5.0
Durable goods ⁸	104.9	106.6	106.4	-0.2	1.4
Semi-durable goods ⁸	105.7	106.3	105.3	-0.9	-0.4
Non-durable goods ⁸	176.6	188.3	191.4	1.6	8.4
Services ⁹	180.3	186.4	186.7	0.2	3.5

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	September 26, 2023
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Expense Claims Discussion
File:	12-05-02

DESCRIPTION:

Council has requested to have a discussion regarding travel & expense claims.

BACKGROUND / PROPOSAL:

At the August 15, 2023 Regular Council Meeting Council made the following motion:

C436-23(08-15-23) *RESOLUTION by Deputy Reeve Janzen that Council table the discussion regarding travel and expense claims until a future Council Meeting.* **CARRIED.**

ATTACHMENTS

- August 15, 2023 Regular Council Meeting Expense Claim Discussion Agenda Item

RECOMMENDED ACTION:

RESOLUTION by ... that Council...

Initials show support - Reviewed by:

Manager:



CAO:

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	August 15, 2023
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Expense Claims Discussion
File:	12-05-02

DESCRIPTION:

Council has requested to have a discussion regarding travel & expense claims.

BACKGROUND / PROPOSAL:

Administration is unable to accept Interac or credit card slips as receipts or proof of expenses.

For a receipt to be accepted it must have the following:

- The date of purchase.
- The name and address of the seller or supplier.
- The full description of the goods or services purchased.
- The vendor's business number if they are a GST registrant.

ATTACHMENTS

- Policy 1127 – Travel & Expense Policy

RECOMMENDED ACTION:

Resolution by ... that Council...

Initials show support - Reviewed by:

Manager:



CAO:





Clear Hills County

Effective Date: April 12, 2022	Policy Number: 1127
Title: TRAVEL and EXPENSE POLICY	

1. Policy Statement

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

2. Definitions

- 2.1 Official Meetings will include:
- a) Regular Council meetings.
 - b) Special Council meetings.
 - c) Policy and Priorities meetings.
 - d) Board or Committee meetings as appointed.
 - e) Approved workshops and conferences for appointed Board Members or Staff.
 - f) Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).
- 2.2 Mileage is a reimbursement of kilometers for travel expenses to a Councillor/Board/Committee Member, and Staff in their personal vehicle while attending an official meeting, or an event that Council has authorized attendance as per Policy 1126, section 3.4.
- 2.3 Reimbursement for expenses when approved to attend an official meeting, workshop or conference (receipts are required). If a receipt is not available there will be no reimbursement. For private accommodations or personal expenses please refer to section 4.8. The following constitute as subsistence:
- a) Taxi, shuttle, air or bus fares;
 - b) Motel/Hotel;
 - c) Registration for any official meeting;
 - d) Covid Testing as required to attend Council approved meetings;
 - e) Personal Allowance which is paid for personal expenses when a Councillor/Board/Committee Member and Staff is required to spend the night for any official meeting; and the allowance is for each full 24 hour period. Such expenses include tips for luggage handling, wear and tear on personal luggage, local call charges by hotel, laundry, and dry cleaning.
 - f) Private accommodations.

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

3. Travel Reimbursements

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

4. Meals and Subsistence

- 4.1 The Council will review the rates for meals and subsistence annually during the annual budget preparations.
- 4.2 The Members and Staff shall be reimbursed for meals at the following rates, effective January 22, 2019:
- | <u>MEAL</u> | <u>REIMBURSEMENT</u> |
|-------------|----------------------|
| Breakfast | \$20.00 |
| Lunch | \$25.00 |
| Dinner | <u>\$30.00</u> |
| | \$75.00 |
- 4.3 Any other claim for business meal reimbursement must include original receipt (and the name(s) of the person(s) accompanied).
- 4.4 No payment is made when meals are provided as part of the registration unless a predetermined medical condition exists or dietary requirements cannot be met.

- 4.5 No claim for breakfast will be permitted for day trips unless the time of departure is earlier than 6:30 a.m.
- 4.6 No claim for supper will be permitted for day trips unless the time of return is after 6:30 p.m.
- 4.7 No claim for supper will be permitted for evening meetings unless the claimant is required to travel more than 85 kilometers one way.

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

<u>SUBSISTENCE</u>	<u>REIMBURSEMENT</u>
Taxi, Shuttle, Air or Bus Fare	with receipts
Hotels/motels	with receipts
Registration	with receipts
Covid Testing (as required to attend Council approved meetings)	with receipts
Personal Allowance (includes phone calls)	\$40.00per night/ 24 hr period
Private accommodations	\$90.00per night

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

5. Information Service Equipment

- 5.1 Councillors will be responsible for supplying their own information service equipment and supplies e.g. Computer, printer/fax, paper, ink etc.
- 5.2 Councillors will be paid a monthly allowance for use of these items only if they have adequate equipment to receive agendas and all communications effectively and efficiently.

Monthly Internet Reimbursement- \$75.00

Monthly Information Service Equipment Per Diem:

Based on attendance at the following:

- Council Meetings
- Special Council Meetings
- Board & Committee Meetings
- P & P Meetings

Does not include conferences

Amounts based on attendance:

1 – 5 meetings - \$60.00

Over 5 meetings - \$85.00

6. Expense Claims

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

End Of Policy

ADOPTED: Resolution C062(01/26/10)	Jan 26/10
AMENDED: Resolution C589(08/10/10)	Aug 10/10
AMENDED: Resolution C144(02/22/11)	Feb 22/11
AMENDED: Resolution C751-13(12/10/13)	Dec 10/13
AMENDED: Resolution C031-14(01/28/14)	Jan 28/14
AMENDED: Resolution C033-14(03/11/14)	March 11/14
AMENDED: Resolution C75-17(02/14/17)	Feb 14/17

AMENDED: Resolution C214-17(04/25/17)	April 25/17
AMENDED: Resolution C43-19(01/22/19)	Jan 22/19
AMENDED: Resolution C496-19(10/08/19)	Oct 8/19
AMENDED: Resolution C468-20(10/13/20)	Oct 13/20
AMENDED: Resolution C564-20(10/27/20)	Oct 27/20
AMENDED: Resolution C11-21(01/12/21)	Jan 12/21
AMENDED: Resolution C075-22(02/08/22)	Feb 8/22
AMENDED: Resolution C191-22(04-12-22)	Apr 12/22

Schedule A to Policy 1127 – Travel and Expense

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

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Fire Protection Fees
File:	23-02-02

DESCRIPTION:

Council is presented with Policy 2301 Fire Protection Fees.

BACKGROUND:

Currently Clear Hills County invoices \$ 100.00 for each occurrence.

- MVAs(Motor Vehicle Accidents)
- Grass Fires
- Machinery Fires
- Grass Fires Caused by Powerlines

Clear Hills County Does Not Invoice for:

- Structural Fires
- Medical Assists(MCR)
- Call-Offs

Amend Policy 2301 waving the \$100.00 fee for MVA when there is a casualty or casualties involved in an MVA.

ATTACHMENTS:

Draft Fire Protection Fees Policy 2301

RECOMMENDATION:

RESOLUTION by to Amend Policy 2301 to include Fire Protection Fees be waived when there is a casualty or casualties involved in an MVA.

Initials show support - Reviewed by:

Manager:

CAO:





Clear Hills County

Effective Date: Draft	Policy Number: 2301
Title: FIRE PROTECTION FEES	

1. Policy Statement

- 1.1. Clear Hills County will establish guidelines for implementation of fees for services provided for the extinguishing of fires or preserving of life or property from injury or destruction by fire.
- 1.2. Clear Hills County will charge no fees for residential fires, building structure fires, medical aid responses and **Motor Vehicle Accidents when there is a casualty or casualties involved in an MVA.** in the County. Other fires will be charged at the current rate, as established by Council.

2. General

- 2.1. A procedure will be developed to ensure that all fire department response revenues related to clause 1.2 are included in the county revenue accounting records for the purpose of accurately administering the Clear Creek Fire Committee cost share agreement.

3. End of Policy

ADOPTED

Resolution #C189-03

Date: March 23, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

Resolution #C214(04/10/07)

Date: April 10, 2007

Resolution #C419(05/26/09)

Dated May 26, 2009

Resolution #C073(01/26/10)

Date: January 26, 2010

Resolution #C161(02/22/11)

Date: February 22, 2011

Resolution #C712(08/23/11)

Date: August 23, 2011

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Wildfire Invoices
File:	24-02-02

DESCRIPTION:

Council has requested invoices received from Wildfire 18 for discussion .

BACKGROUND:

C437-23(08-15-23) RESOLUTION by Councillor Ruecker that Council table the discussion regarding the invoices for the personal/company expenses accrued while assisting with Wildfire GW10018, until a future Council meeting. CARRIED.

ATTACHMENTS:

- Cormac Safety Service- Medic
- Mehlsen Energy Projects Inc.- 2 Dozers
- Roaming Transport – Water Truck
- Bluehills Harvesting LTD. – Dozer and Excavator
- Johmar Contracting Ltd. – Water Truck
- MD of Opportunity – Structure Protection Unit
- Abe Zacharias – discing, fire guard
- CDL – fire assistance
- Invoice breakdown

RECOMMENDATION:

RESOLUTION by to accept wildfire invoices for information.

Initials show support - Reviewed by:

Manager:

CAO:



Cormac Safety Service Inc.

Box 2425

Fort Nelson, British Columbia V0C 1R0

INVOICE

Invoice No.: 6172

Date: 05/15/2023

Ship Date:

Page: 1

Re: Order No.

Sold to:

Clear Hills County

Box 240

Worsley, Alberta T0H 3W0

Ship to:

Clear Hills County

Box 240

Worsley, Alberta T0H 3W0

Business No.: 883330029RP0001

Quantity	Unit	Description	Unit Price	Amount
8	days	Provide medic services for fire number GW 1018 May 8 - 15, 2023	1,400.00	11,200.00 ✓
		Subtotal:		11,200.00
		G - GST 5.00%		
		GST		560.00 ✓
<div><div>G/L CODE <u>2-24-02-02-239</u></div><div>DESCRIPTION <u>Wildfire GW1018 medic</u> (30 CHARACTERS MAX)</div><div>AUTHORIZATION _____</div></div>				
Cormac Safety Service Inc. GST: #88333 0029				
Shipped By: _____ Tracking Number: _____			Total Amount	11,760.00 ✓
Comment: Thank You for Your Business!			Amount Paid	0.00
Sold By: _____			Amount Owning	11,760.00



Mehlsen Energy Projects Inc.
Box 1810
Fairview, AB T0H 1L0

CUSTOMER:

Clear Hills County
Box 240
313 Alberta Ave
Worsley, AB T0H 3W0

Invoice # 5674
Date: May 29, 2023

ATTENTION:

Accounts Payable

Fire Number:

Fire number 18

Requisitioner:

Dale Richardson

LOCATION:

Range Road 110 Cleardale AB

<u>DATE:</u>	<u>TICKET #</u>	<u>AMOUNT</u>
May 8, 2023	LS0690	8,552.00

WCB Account # 8605832

SUB-TOTAL

8,552.00

GST (76530 4118 RT0001)

427.60

TOTAL

8,979.60

TERMS - Net 30 Days

Contact us at

admin@mehlsenenergy.com

or phone 780-835-2424

2-24-02-02-239
Wildfire GWF018 Fire guard

COPY



Box 1810 Fairview, Alberta T0H 1L0 Phone #780-835-2424

Daily Time Ticket : LS0690		GST# 76530 4118	
Customer: Clear Hills County		Date:	May 8, 2023
LSD:	Job #	Fires	PO#
Description: Supply operator and equipment to supress/combat fires Cutting guards			

	Employee or Description	TRK	SUB	Labour Description	Reg Hrs (see note for day rate)	Rate	OT Hrs	OT Rate	Amount
Labour	1 Rocky Obergewich		1		12			\$0.00	\$0.00
	2 Bid Fox		1		12			\$0.00	\$0.00
	3							\$0.00	\$0.00
	4							\$0.00	\$0.00
	5							\$0.00	\$0.00
	6							\$0.00	\$0.00
	7							\$0.00	\$0.00
	8							\$0.00	\$0.00
	9							\$0.00	\$0.00
	10							\$0.00	\$0.00
	11							\$0.00	\$0.00
	12							\$0.00	\$0.00
	13							\$0.00	\$0.00
	14							\$0.00	\$0.00
	15							\$0.00	\$0.00
	16							\$0.00	\$0.00
	17							\$0.00	\$0.00
	18							\$0.00	\$0.00
	19							\$0.00	\$0.00
	20							\$0.00	\$0.00
	21							\$0.00	\$0.00

Hotel Name:		Total Labour:	\$0.00
Accommodation	per day		\$0.00
Subsistence:	0 \$45.00 per day		\$0.00

	Equipment or Description	Unit #	Description	Units (hr.day)	Rate	Amount
Equipment/Miscellaneous Material	1 Dozer D6N	114		12	\$246.00	\$2,952.00
	2 Service Truck	RO, BF		2	\$300.00	\$600.00
	3 Truck and Tridem	401		8	\$256.00	\$2,048.00
	4 Dozer D6N			12	\$246.00	\$2,952.00
	5				\$0.00	\$0.00
	6				\$0.00	\$0.00
	7				\$0.00	\$0.00
	8				\$0.00	\$0.00
	9				\$0.00	\$0.00
	10				\$0.00	\$0.00
	11				\$0.00	\$0.00
	12				\$0.00	\$0.00
	13				\$0.00	\$0.00
	14				\$0.00	\$0.00
	15				\$0.00	\$0.00
	16				\$0.00	\$0.00
	17				\$0.00	\$0.00

Total Equipment:				\$8,552.00	
Vendor	Invoice #	Description	Amount Before GST	Mark Up- 10%	Amount
3rd Party	1		\$0.00	\$0.00	\$0.00
	2		\$0.00	\$0.00	\$0.00
	3		\$0.00	\$0.00	\$0.00
	4		\$0.00	\$0.00	\$0.00
	5		\$0.00	\$0.00	\$0.00
Total 3rd Party:				\$0.00	

		SUB TOTAL THIS TICKET:	\$8,552.00
		SUB TOTAL THIS TICKET:	\$8,552.00
		GST	\$427.60
		TOTAL THIS TICKET:	\$8,979.60



Roaming Transport
Box 168
Cleardale, AB
T0H 3Y0
roamingtransport@gmail.com
GST# 867240509RT0001

Invoice

Number 0424
Date 6/3/2023

Bill To
ClearHills County
Box 240
Worsley, AB, T0H 3W0
Canada

Ship To

PO Number Terms Project
OVER 90 DAYS RATE CHANGE Fire Fighting Water Truck

Date	Description	Hours	Rate	Amount
May 5 2023	Water Truck	8.00	\$250.00	\$2,000.00
May 6 2023	Water Truck	23.00	\$250.00	\$5,750.00
May 7 2023	Water Truck	14.00	\$250.00	\$3,500.00
May 8 2023	Water Truck	11.00	\$250.00	\$2,750.00
May 9 2023	Water Truck	7.50	\$250.00	\$1,875.00
May 10 2023	Water Truck	9.00	\$250.00	\$2,250.00
May 11 2023	Water Truck	19.00	\$250.00	\$4,750.00
May 12 2023	Water Truck	20.50	\$250.00	\$5,125.00
May 13 2023	Water Truck	18.00	\$250.00	\$4,500.00
May 14 2023	Water Truck	14.00	\$250.00	\$3,500.00
May 15 2023	Water Truck	13.00	\$250.00	\$3,250.00
May 16 2023	Water Truck	15.00	\$250.00	\$3,750.00
May 17 2023	Water Truck	19.00	\$250.00	\$4,750.00
May 18 2023	Water Truck	5.00	\$250.00	\$1,250.00
May 26 2023	Water Truck	6.50	\$250.00	\$1,625.00

Handwritten signature

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$21,069.30	\$0.00	\$53,156.25	\$0.00	\$74,225.55

Roaming Transport
Box 168
Cleardale, AB
T0H 3Y0
roamingtransport@gmail.com
GST# 867240509RT0001

Invoice

Number 0424
Date 6/3/2023

Bill To
ClearHills County
Box 240
Worsley, AB, T0H 3W0
Canada

Ship To

PO Number	Terms	Project
	OVER 90 DAYS RATE CHANGE	Fire Fighting Water Truck

Date	Description	Hours	Rate	Amount
------	-------------	-------	------	--------

Amount Paid	\$0.00	Discount	\$0.00
Amount Due	\$53,156.25	Shipping Cost	\$0.00
		Sub Total	\$50,625.00
		GST Tax 5.00% on \$50,625	\$2,531.25
		PST Tax 0.00% on \$0.00	\$0.00
		Total	\$53,156.25

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$21,069.30	\$0.00	\$53,156.25	\$0.00	\$74,225.55



Bluehills Harvesting Ltd.

Box 957
La Crete, Alberta T0H 2H0
Canada
gary.bluehillsharvesting@gmail.com

INVOICE

Invoice No.: Inv # 1420
Date: 06/21/2023
Ship Date:
Page: 1
Re: Order No.

Sold to:

Clear Hills County
Box 240
Worsley, Alberta T0H 3W0
Canada

Ship to:

Clear Hills County
Box 240
Worsley, Alberta T0H 3W0
Canada

Business No.: 82267 8744

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
27			Cat D6N hours on Clear Hills Fire	G	165.00	4,455.00
8			Excavator 240 hours on Clear Hills Fire	G	170.00	1,360.00
8			Lowbed hours on Clear Hills Fire	G	195.00	1,560.00
			As Per Dave Janzen MD GWF-018-2023			
			G - GST @ 5%			
			GST			368.75
Bluehills Harvesting Ltd. GST: #822 678 744						
Shipped By: Tracking Number:					Total Amount	7,743.75
Comment:					Amount Paid	0.00
Sold By:					Amount Owning	7,743.75



MD Of Opportunity

BOX 60
WABASCA, ALBERTA
T0G 2K0
(780) 891-3778

INVOICE #: IVC000000036552

GST #89948 1477 RT0001

A/R INVOICE

Clear Hills County
Box 240
Attn: Crystal Dei
Worsley AB T0H 3W0

Date: 7/17/2023

Order:

Customer ID: **CLEA008**

Quantity	Description	Unit Price	Total
1.00	WORSLEY FIRE INCIDENT# GWF-018 AKNET # 20638	\$173,202.50	\$173,202.50
1.00	STRUCTURE PROTECTION RESSOURCE DAILY TIME TICKET # HL-2199	\$0.00	\$0.00
1.00	SPRINKLER PROTECTION UNIT May 12th, 2023 - July 4th, 2023	\$0.00	\$0.00

COPY

If you have any questions regarding this invoice,
please contact Rolanna Auger or Derrick Rathbone
(780) 891-3778.

Subtotal \$173,202.50

Tax \$8,660.13

Total \$181,862.63

Structure Protection Resources Daily Time Tickets												
Location: Worsley, Alberta												
AKNET # 20638 - Incident number GWF-018												
Resource Provider Name: Red Earth Creek Fire Department												
Resources Provided	Ticket #	Start Time	Stop Time	# of Days	Hours worked	Firefighter Rate per hr.	Firefighter Total	Truck 1 Ton Hourly Rate	Truck 1 Ton Total	Type 2 SPU Open Day Rate \$3200	SPU Closed - Type 2 - Day Rate	Total
Appratus, Personne, Equipment, Other)												
May 12 - July 3, 2023	HL-2199											
Type 2 SPU Open				53							169,600.00	
Total					0						169,600.00	169,600.00
12-May-23	HL-2199											
Josh Peer - Crew Lead		18:00	6:00		12	55	660.00					
Nicole Walker		18:00	6:00		12	50	600.00					
Zayde Gullion		18:00	6:00		12	50	600.00					
Karol Szczesny		18:00	6:00		12	50	600.00					
Pickup 3/4 ton 4x4		18:00	6:00		12			28.75	345.00			
Total							2,460.00		345.00			2,805.00
04-Jul-23	HL-2199											
Josh Peer		9:00	19:00		10	50	500.00					
Pickup 3/4 ton 4x4		9:00	19:00		10			29.75	297.50			
Total							500.00		297.50			797.50
Grand Total							\$ 2,960.00		\$ 642.50	\$ 169,600.00	\$ -	\$ 173,202.50



Structure Protection Resources Daily Time Ticket

This ticket must be completely filled out and submitted daily

Date: July 12-13, 2013 Incident Number/Name: 6WF-011 AB DLAR Ticket No: 20638

Resource Provider Name:

Red Earth Creek Fire Department / RR #17

Resource Provider Address:

Resource Provided (Apparatus, Personnel, Equipment, Other)	Start Time	Stop Time	Work Hours	Standby Hours
Type 2 PU	July 12, 13	July 13, 13	53 days	
Pickup 34 km 4x4	July 12, 13	July 13, 13	3 days	
Josh Boer (crew leader)	18:00	06:00	12	
Nicole Walker	18:00	06:00	12	
Zach Gullien	18:00	06:00	12	
Kevin Seecamp	18:00	06:00	12	
Work Performed: <u>Pool</u>	July 12, 13	19:00	10	
<u>Deputy Sprinkler Trailer July 12-13</u>				
<u>Removal of debris</u>				

Expenses Supplied by:	Meals	Accommodation	Fuel	Consumables	Other (explain in Notes)
Requesting Organization					
Resource Provider					

Notes:

Resource Provider Representative

Sign: [Signature]

Print: [Name]

Position: Chief

Phone: 780-649-6442

WHITE COPY - COMPANY SUBMIT WITH INVOICE

OFC Representative

Sign: [Signature]

Print: Abe Friesen

Position: Chief

Phone: 780-835-1810

YELLOW COPY - INCIDENT

PINK COPY - LEAVE IN BOOK

HL-2199

CLEARDALE LOGGING LP

Box 7713
Peace River, Alberta T8S 1T3
Canada
cdlaccounting@northerntimber.ca

**INVOICE**

Invoice No.: 317
Date: Aug 15, 2023
Ship Date:
Page: 1

Sold to:

Clear Hills County
Box 240
Worsley, Alberta T0H 3W0

Ship to:

Clear Hills County
Box 240
Worsley, Alberta T0H 3W0



Business No.: 77239 8707 RT0001

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
	92	Hours	Fire Fighting Assistance 2023 - Cleardale/Worsley Area	G	191.00	17,572.00
			Attention: David Janzen			
			Subtotal:			17,572.00
			G - GST 5%			
			GST			878.60
Comment: Sold By:					Total Amount	18,450.60
					Amount Paid	0.00
					Amount Owning	18,450.60

Invoice Breakdown

CORMAC SAFETY SERVICE INC. INV #6172 **\$11,760.00**

- May 8 Clear Hills County and Fire Chief Friesen brought in a Medic supplied by Cormac Safety Service Inc.
- May 11 Administration and Fire Chief Friesen had decided that a Medic was no longer required. Administration contacted the Medic and Cormac Safety Services Inc. and told them the medic was no longer needed.
- May 16 administration got a call from the Medic and asked if he was still required to be on site. Administration sent medic home and contacted Cormac Safety Services Ltd. About medic still being on Fire 18. Cormac Safety Services told administration that the medic informed him he was still required to stay. Administration contacted fire chief Friesen if he asked Medic to stay and he said no.
- May 15 Clear Hills County Received an Invoice from Cormac Safety Service inc. for the 8 days the Medic was on site.
- Cormac Safety Service Inc Expects Clear Hills County to pay for the 8 days instead of the 4 days that Clear hills county hired them for.

MEHLSSEN ENERGY PROJECTS INC. INV#5674 **\$8,979.60** **PAID**

- May 8 Deputy Fire Chief Richardson called in 2 dozers from Mehlsen Energy Projects to create fire guard for Wildfire 18.
- 2 dozers used for 2 days.
- June 27 invoice was **PAID**.

ROAMING TRANSPORT INV# 0424 **\$33,951.75 + \$19,204.50(interest)=\$53,156.25**

- May 5 Fire Chief Friesen authorized Roaming Transport to haul water to Wildfire 18.

BLUEHILLS HARVESTING LTD. INV.#1420 **\$ 7,743.75**

- Deputy Reeve Janzen authorized Bluehills Harvesting Ltd. To supply a dozer and excavator for Wildfire 18.

JOHMAR CONTRACTING LTD. INV 2383 **\$22,338.75**

- Fire Chief Friesen authorized Johmar to haul water for Wildfire 18.

MD OF OPPORTUNITY INV#36552 **\$181,862.63**

- May 12 the SPU (Structural Protection Unit) was brought in to assist with Wildfire 18 requested by Peace River Wildfire.
- SPU was used for 12 days in the Clear Hills County Forest Protected Area.
- Attached email to MD of Opportunity.
- Waiting for the revised invoice.(have not received updated invoice)

CDL CLEARDALE LOGGING LP INV # 317 **\$18,450.60**

- Fire Fighting Assistance
- Approve by David Janzen

ABE ZACHARIAS INV 974587 **\$2,280.00**

- Discing Hours, Fire guard

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Crystal Dei Community Service Coordinator
Title:	ICS 200 Course
File:	11-02-02

DESCRIPTION:

Council has expressed interest in attending the upcoming Incident Command System (ICS)200 course if there are open spots.

BACKGROUND:

- ICS 200 is being offered at the Dave Shaw Memorial Complex in Hines Creek on October 18 &19, 2023.
- ICS 100 is required before council is able to attend ICS 200.
- ICS 100 can be taken online at no cost.

Currently the ICS 200 Course that is offered at the Dave Shaw Memorial Complex on October 19 & 20 2023 has no available spots.

RECOMMENDATION:

RESOLUTION byto approve Council members that wish to attend the ICS 200 in Hines Creek on October 19 & 20 2023 if an open spot becomes available.

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Crystal Dei Community Service Coordinator
Title:	BBQ Locations
File:	62-02-02

DESCRIPTION:

Council is presented with information regarding adding an additional BBQ location in Clear Hills County.

BACKGROUND:

Clear Hills County BBQ locations are located in the southern areas of Clear Hill County. Adding an additional location in the central area of Clear Hills County would make the BBQ locations more evenly dispersed throughout Clear Hills County.

Potential location:

- Eureka River Hall Outdoor Facilities

Advantages to hosting BBQ at Eureka River Hall:

- Ample parking
- Stage outside
- Easy access to all young and old.
- New Playground

ATTACHMENT:

- BBQ map with proposed new location
- Draft Policy 6201 – County Community BBQ

OPTIONS:

1. Approve the proposed BBQ location and Amend Policy 6201 to include Eureka River Hall.
2. Leave BBQ locations as is.

RECOMMENDATION:

RESOLUTION by

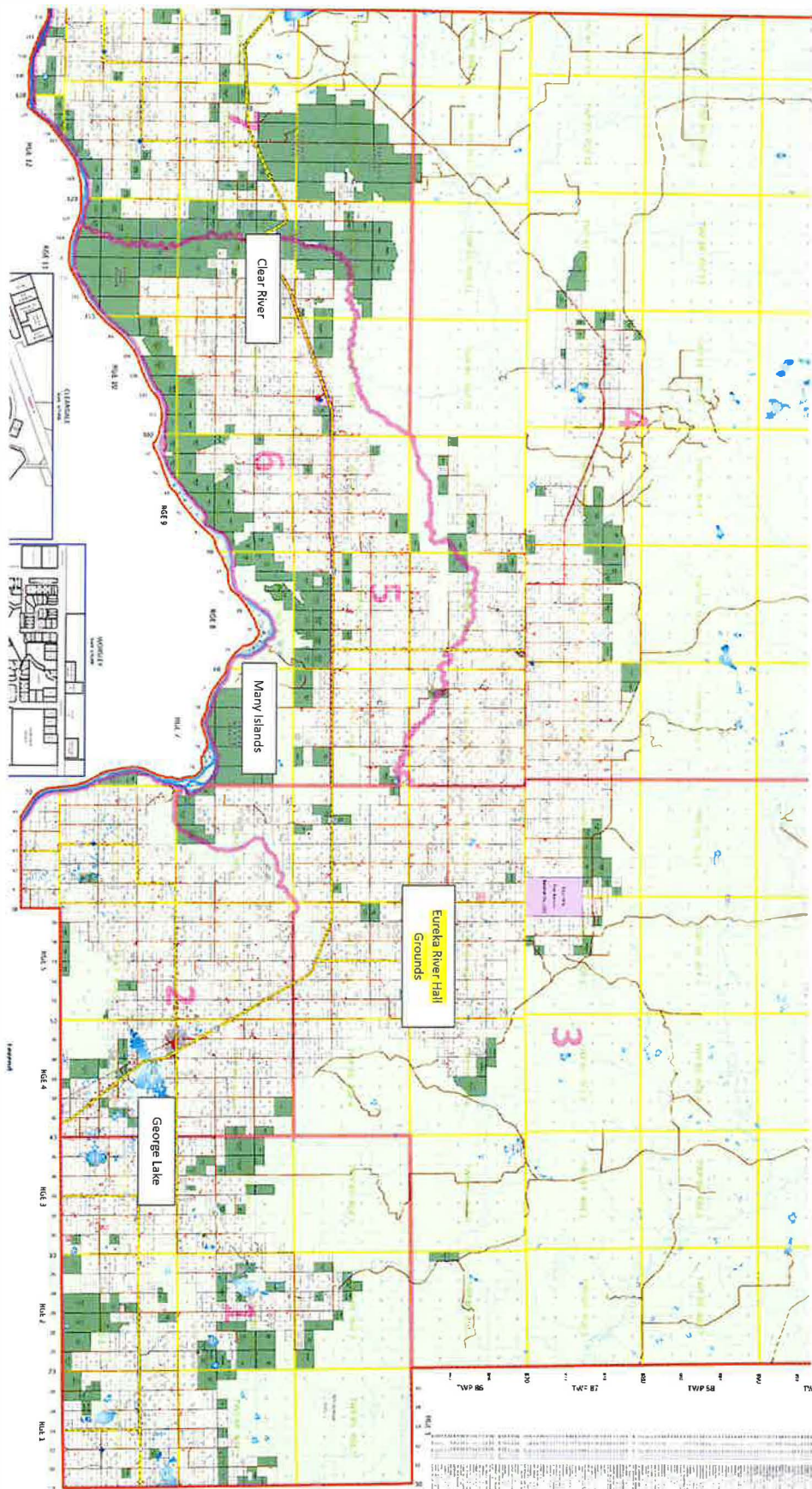
Initials show support - Reviewed by:

Manager:

CAO:



CLEAR HILLS COUNTY BBQ LOCATIONS





Clear Hills County

Effective Date: January 13, 2015 September 26, 2023	Policy Number 6201
Title: COUNTY COMMUNITY BARBEQUE	

1. POLICY STATEMENT

- 1.1. Clear Hills County has committed to host an annual community barbecue.

2. GENERAL

- 2.1. Annually Council will include funds in the Operating Budget to cover costs for hosting the barbecue.
- 2.2. Annually the County will purchase a 4-H beef. Burgers from the beef will be used for the barbecue. Remaining meat will be distributed as door prize freezer packs at the conclusion of the barbecue.
- 2.3. Effective 2015 the barbecue will be held the Thursday following the July 15 tax deadline.
- 2.4. The barbecue will be held annually on a rotational basis at the following locations.
 - Cleardale Rodeo Grounds
 - Many Islands Campground
 - George Lake Campground
 - **Eureka River Hall Outdoor Facilities**

These locations have been selected because there is sufficient space to accommodate the number of attendees.

- 2.5. Annually the chosen location will receive a \$500.00 donation in appreciation for using the facilities.
- 2.6. The County will purchase groceries for the barbecue from the following stores within the County on a rotational basis from the store that is closest to that year's barbecue location.

Cleardale Co-op (Cleardale Rodeo Grounds)

Hines Creek General Store (George Lake Campground)

Worsley General Store (Many Islands Campground)

A-Mart (Eureka River Hall)

3. END OF POLICY

ADOPTED

Resolution C36-15 (01/13/15)

Date: January 13, 2015

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Crystal Dei, Community Service Coordinator
Title:	TALENT SHOW
File:	63-10-30

DESCRIPTION:

Agricultural Service Board is recommending moving the talent show that is held in the afternoon during the Trade Show to be held at 4:30 p.m. in the Dave Shaw Memorial Complex.

- Talent Show to be held in Dave Shaw Memorial Complex at 4:30 p.m.
- Beef on a Bun Supper to be held at Dave Shaw Memorial Complex following Talent Show for \$5.00 per plate.

BACKGROUND:

AG72-23(09/19/23) RESOLUTION by Member Ruecker that this Agricultural Service Board recommend Council hold the Tradeshow Talent Show at 4:30 p.m. in the Dave Shaw Memorial Complex, with \$5.00 per plate beef on a bun supper, kids 12 and under free. CARRIED.

Annually Clear Hills County hosts an Agricultural Tradeshow in Hines Creek at the Dave Shaw Recreation Complex (712 6th Avenue). In 2023 there were some concerns in regard to the trade show and talent show that is held in the afternoon at the tradeshow in the arena side.

1. Exhibitors on both sides complain that the talent show is too loud when they are trying to talk to potential customers.
2. Complaints from the audience that view is obstructed by booths that are on either side of the stage during the Talent Show.
3. All music is too loud.
4. Exhibitors suggest that Trade Show be over at 4:30.

RECOMMENDED ACTION:

RESOLUTION by..... To approve holding the Trade Show talent show to 4:30 p.m. in the Dave Shaw Memorial Complex with a \$5.00 beef on the bun supper to follow.

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	Sept 26, 2023
Originated By:	Crystal Dei, Community Service Coordinator
Title:	A-Mart
File:	60-02-02

DESCRIPTION:

Agricultural Service Board is recommending adding A-Mart to provide groceries and supplies to Clear Hills County functions.

BACKGROUND:

AG71-23(09/19/23) RESOLUTION by Member Candy that this Agricultural Service Board recommends Council adopt Policy 6313-Tradeshow Groceries and Door Prizes, the addition of A-Mart to the business rotation, as presented. CARRIED.

Clear Hills County uses local business to provide groceries and supplies to Clear Hills County yearly trade show, BBQ and other events held in Clear Hills County.

A-Mart has expressed interest in providing groceries and supplies to the Clear Hills County Trade show as well as the Clear Hills County BBQ.

ATTACHMENT:

Draft Policy 6313 – TRADE SHOW GROCERIES AND DOOR PRIZES.

RECOMMENDATION:

RESOLUTION by to approve adding A-Mart to the list of local businesses Clear Hills County uses for County events and amend policy 6313 with the addition of A-Mart.

Initials show support - Reviewed by:

Manager:

CAO:





Clear Hills County

Effective Date: DRAFT	Policy Number 6313
Title: TRADESHOW GROCERIES & DOORPRIZES	

1. POLICY STATEMENT

- 1.1. Clear Hills County has committed to offer a pancake breakfast and sponsor door prizes for the annual County Agricultural Tradeshow and Farmer's Appreciation Banquet

2. GENERAL

- 2.1. Annually Council will include funds in the Operating Budget to cover costs for groceries for the pancake breakfast and the door prizes.
- 2.2. The County will purchase groceries for the pancake breakfast from the following businesses on a rotational basis:

- A-Mart (2025, 2029, 2033)
- Cleardale Co-op (~~2025, 2028, 2031~~) (2026, 2030, 2034)
- Hines Creek General Store (~~2023, 2026, 2029~~) (2023, 2027, 2031)
- Worsley General Store (~~2024, 2027, 2030~~) (2024, 2028, 2032)

- 2.3. The County will purchase a \$300.00 gift card from the following businesses on a rotational basis if available.

- A-Mart (2025, 2029, 2033)
- Cleardale Co-op (~~2025, 2028, 2031~~) (2026, 2030, 2034)
- Hines Creek General Store (~~2023, 2026, 2029~~) (2023, 2027, 2031)
- Worsley General Store (~~2024, 2027, 2030~~) (2024, 2028, 2032)

This door prize will be drawn from the entries in the "Adult Door Prize" draw box at the Council Tradeshow booth.

- 2.4. The County will fund up to \$200.00 annually for a children's bicycle from B&E Home Hardware. This door prize will be drawn from the entries in the "Children Door Prize" draw box at the Council Tradeshow booth.

- 2.4.1. B&E Home Hardware provides a bicycle for display at the Council booth during the tradeshow.

- 2.4.2. The door prize recipient selects a bicycle from B&E Home Hardware's inventory during regular business hours. The customer is responsible for any additional costs when the bicycle selected is more than the \$200.00 that the County has committed for this door prize.

3. END OF POLICY

ADOPTED

Resolution C91-15(02/10/15)

DATE:

February 10, 2015

AMENDED

Resolution C133-16(03/08/16)

DATE:

March 8, 2016

Resolution C012-22(01-11-22)

January 11, 2022

Resolution C60-23(01-24-23)

January 24, 2023

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Clear Hills County Parade Float Analysis
File:	62-02-02

DESCRIPTION:

Council is presented with an analysis of the Worsley Pioneer Days Parade County Float and administration is requesting Councils feedback of the County Float.

BACKGROUND:

C325-23(06-13-23) RESOLUTION by Reeve Bean to enter a Clear Hills County float for the Worsley Historical Society parade in August. CARRIED.

Clear Hill County Float Budget For 2023	
Wages	\$ 2,500.00
Decorations	\$ 750.00
Candy	\$ 200.00
Total	\$ 3,450.00
2023 Costs	
Decorations	\$ 611.08
Candy	\$ 229.00
Total	\$ 840.08
Wages approximately	\$ 2,500.00
(Administration & Weed Inspectors)	
Total	\$ 3,340.08

RECOMMENDATION:

RESOLUTION by to accept Clear Hills County Parade Float Analysis for information.

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Policy 3221 Dust Control
File:	32-14-02

DESCRIPTION:

Council has requested a review of Policy 3221 Dust Control.

BACKGROUND:

ATTACHMENTS:

Policy 3221 Dust Control
2023 Application for Roadway Dust Suppression

RECOMMENDED ACTION:

RESOLUTION by... to receive Policy 3221 Dust Control for information, as presented.

Initials show support - Reviewed by:

Manager:



CAO:





Clear Hills County

Effective Date: June 11, 2019	Policy Number: 3221
Title: DUST CONTROL	

1. **Policy Statement**

- 1.1. Clear Hills County may apply dust abatement product on county roadways at locations identified as safety concerns or at locations for which a dust abatement application and fee have been received.
 - 1.1.1. Residents residing along a gravelled Secondary Highway will be eligible for the residential users dust abatement program, upon application and acceptance by Alberta Infrastructure and Transportation.
- 1.2. Dust abatement will be applied in front of residential properties on County roads and along Secondary Highways as follows and at the corresponding cost sharing rate:

Cost Structure

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

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

- 2.1. County Residents will be allowed to apply their own dust suppression in front of their residence but must notify Clear Hills County of their intent to apply prior to application.
- 2.2. All dust suppression product must be approved by Clear Hills County prior to application.
- 2.3. The road surface where dust suppression is to be applied must be graded to a regular driving surface prior to application.
- 2.4. The roadway where dust suppression is to be applied must be gravelled with County Specification, if required, prior to application.
- 2.5. All associated costs for dust suppression application by County Residents, which include grading, gravelling, product and application of the product, will be the responsibility of the applicant.
- 2.6. Clear Hills County reserves the right to maintain/grade the dust suppressed areas, in the event the driving surface becomes a safety hazard to the motoring public, or the integrity of the road is compromised and doesn't meet County standards.

Forms/Schedules

- Application Form for Roadway Dust Suppression

End of Policy

ADOPTED

Resolution #C190-03 Date: March 25, 2003

AMENDED

Resolution #C876-03 Date: November 25, 2003

AMENDED

Resolution #C600-13 Date: October 8, 2013

AMENDED

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

AMENDED

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



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

2023 Application for Roadway Dust Suppression

Applicant: _____

Mailing Address: _____

Phone No. (Res): _____ (Bus) _____

Legal Land Description: ¼ _____ Sec. _____ Twp. _____ Rge. _____ W6M

I/We, the undersigned, acknowledge and accept the following terms and conditions related to this service.

1. Dust suppression product will be applied by Clear Hills County, Public Works Department, to identified road surfaces, upon completion of this application form by resident/landowner or Oil Company and prepayment of the calculated fee. Scheduling of the work shall be subject to regular dust suppression program priorities, in combination with other requests, to maintain cost effectiveness.
2. Residents residing along a graveled Secondary Highway will be eligible for the residential users' dust abatement program upon acceptance by Alberta Infrastructure and Transportation, however, they will continue to carry out all regular maintenance when required.
3. Dust suppression strips shall be a minimum length of 100 meters of roadway surface. Requests for lengths of over 200 meters of roadway surface to be treated are subject to the discretion of the Public Works Manager. Application width is 6 meters on local roads and Secondary Highways.
4. Clear Hills County does not guarantee the effectiveness of the dust control agent. Once the dust control agent has been applied, no refunds of the application fee will be made. All efforts will be made to increase the longevity of the treated area, however, if the need arises the said portion of treated roadway will be graded to minimize hazards for vehicular traffic.
5. The application fee for each 100-meter section of roadway is set by Council annually. The fee for 2023 is set at \$1200.00 + GST per 100 meters.
6. RESIDENTIAL USER dust abatement application applied for by the landowner: 50% COUNTY / 50% APPLICANT (\$600.00 + gst) to a maximum of 200 meters. Residential users must remit payment with application. Refunds will be made if application is denied. In the event applicant requests more than 200 meters, the additional meters will be at full cost to the applicant if the additional dust abatement request is accepted by Clear Hills County.
7. INDUSTRIAL USER dust abatement applications: 100% APPLICANT (\$1200.00 + gst). Industrial Users must remit full payment within 60 days of application for dust suppression. In the event payment is not received, Clear Hills County will terminate the Industrial User's Road Use Agreement and no further agreement will be entered into until payment is received.

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application for dust suppression.

Please describe the requested location of the dust suppression strip (i.e. length both directions from approach)

Date

Signature of Applicant

Please make cheques payable to Clear Hills County.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Log Haul Route Request - Canfor
File:	32-02-08 & 32-02-09

DESCRIPTION:

Council is presented with correspondence from Canfor requesting approval to use local roads as log haul routes within Clear Hills County.

Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users.

BACKGROUND:

Logging Companies are required to identify log haul routes within our County, annually, for approval, so they can proceed to submit a request to Alberta Government for provincial approval.

C615-22(11-22-22) RESOLUTION by Councillor Walmsley to approve the request from Canfor to use the identified local roads as log haul routes within Clear Hills County for the 2022/2023 haul season following all related aspects of the Clear Hills County Road Use agreement policy. Notifying Canfor that additional County Roads are to be used only for emergency situations and only after proper approval from the County. Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users. CARRIED.

ATTACHMENTS:

1. Correspondence
2. map

OPTIONS:

1. to approve the request from Canfor to use local roads as log haul routes within Clear Hills County for the 2023/2024 haul season following all related aspects of the Clear Hills County Road Use Agreement Program and request Canfor use their own roads whenever possible. Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users.
2. Not accept Canfor's log haul route as presented.

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:





Canadian Forest Products Ltd. – Grande Division

Clear Hills County
Box 240
Worsley, Alberta
Via Email: terry@clearhillscounty.ab.ca

September 12, 2023

Attention: Terry Shewchuk



RE: Log Haul Route Request

Canfor is preparing for the upcoming log haul season and therefore is requesting haul routes for your approval as noted on the attached map.

The Clear Hills County roads that we are requesting to use are:

- Range road 43 from the Old Canfor Mill site to Hwy 685
- Running Lake road from Canfor 200 road
- Range road 72 from the Canfor 200 road to Hwy 870 – only will be used if the Canfor 200 road is not frozen during log haul (end of season).

Canfor is requesting that the Clear Hills County approval for the above noted routes for a period of December 1, 2023 to December 31, 2024. Please provide a letter from your department indicating the agreement to the routes and dates. Additionally please sign the attached Log Haul Route Request form from the Government of Alberta on line number 1.

If you have any questions or if further information is required, please contact me directly at the numbers or email listed below.

Thank you very much for your assistance.

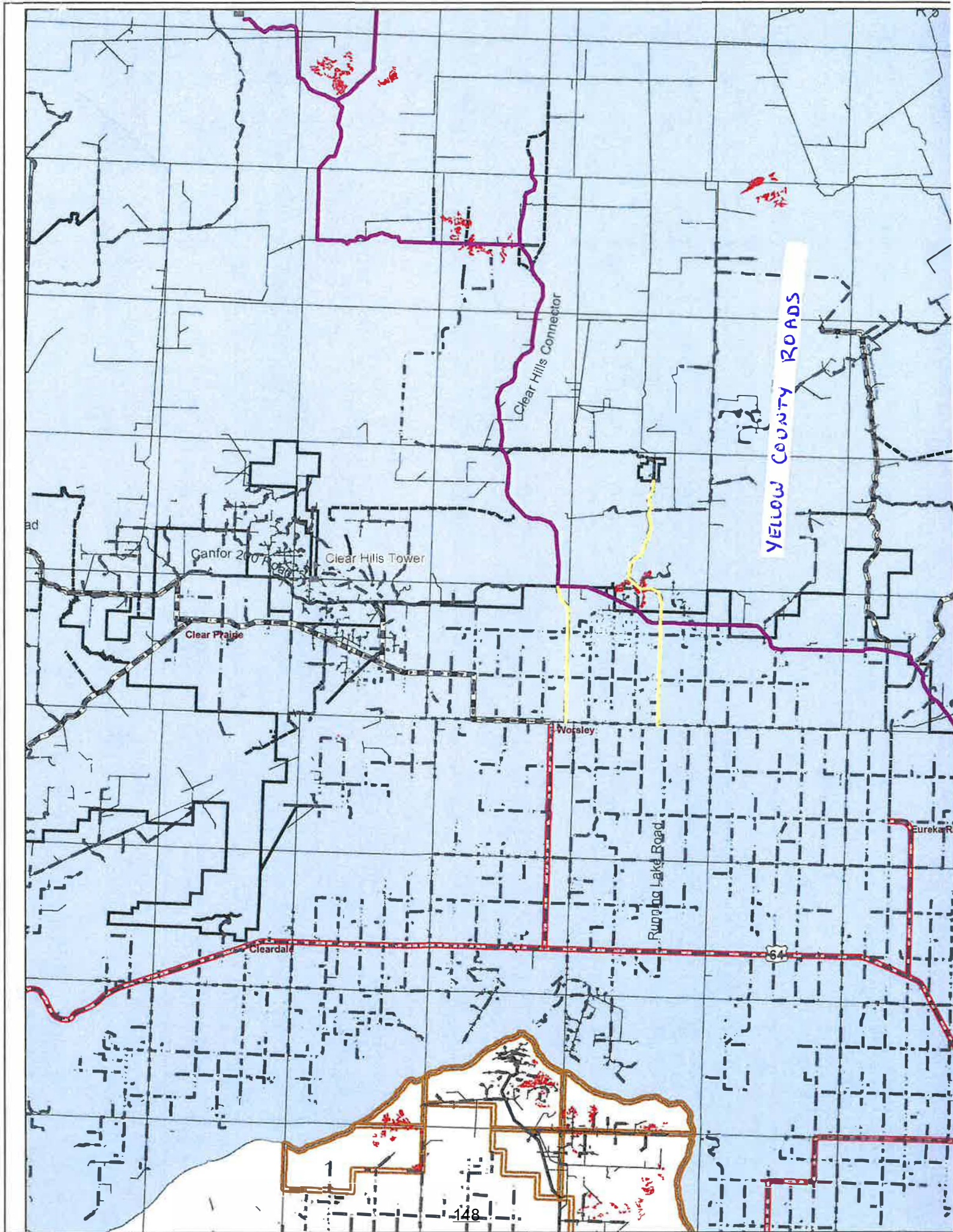
Sincerely,

A handwritten signature in blue ink that reads "Scott Goosney".

Scott Goosney
Canadian Forest Products
Grande Prairie
(780) 518-1005 (cell)
<mailto:scott.goosney@canfor.com>

Enclosures:

Updated Clear Hills Overview Map, Updated Alberta Log Haul Route Request Form
Appendix 5 (Municipal Log Haul Route Approvals)



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Log Haul Route Request – Zavisha Sawmills Ltd.
File:	32-02-08 & 32-02-09

DESCRIPTION:

Council is presented with correspondence from Zavisha Sawmills Ltd. requesting approval to use local roads as log haul routes within Clear Hills County.

Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users.

BACKGROUND:

Logging Companies are required to identify log haul routes within our County, annually, for approval, so they can proceed to submit a request to Alberta Government for provincial approval.

C498-22(10-11-22) RESOLUTION by Councillor Ruecker to approve the request from Zavisha Sawmills Ltd. to use local roads as log haul routes within Clear Hills County for the 2022/2023 haul season following all related aspects of the Clear Hills County Road Use agreement policy. Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users. CARRIED.

ATTACHMENTS:

1. Correspondence
2. map

OPTIONS:

1. to approve the request from Zavisha Sawmills Ltd. to use local roads as log haul routes within Clear Hills County for the 2023/2024 haul season following all related aspects of the Clear Hills County Road Use Agreement Program and request Zavisha Sawmills Ltd. use their own roads whenever possible. Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users.
2. Not accept Zavisha Sawmills Ltd. log haul route as presented.

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:	Manager:	CAO:	
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August 30, 2023

Clear Hills County
Box 240
Worsley, AB T0H 3W0

RE: Road Use Request

- Silver Creek Road
- Running Lake Road
- RR 54
- RR 72
- RR 34

To whom it may concern,

Zavisha Sawmills LTD. is requesting consent to use the road(s) listed above for their upcoming logging operations. Logging occurs during frozen conditions and has a tentative start date of October 1, 2023 and will end no later than March 31, 2024. Zavisha does wish to make a route change from last years route. Last year, all the loads that came from the running lake road would head east on the CanFor road and turn south on RR54. We wish to come straight south from the running lake road and continue down RR72 until highway 64. This change is being proposed for a few reasons. With CanFor and ourselves operating on the same road at the same time did make the CanFor road extremely busy and difficult to navigate which further increased trucking time and cost. Zavisha sees it mutually beneficial to use RR72 as it would make the route more efficient and safer for us, in return Zavisha will help cover the cost of winter maintenance while using the road.

Please review attached request maps for locations. Zavisha has submitted plans to Alberta Forestry and Parks to create a short temporary road detour and ice bridge to bypass the enclosed bridge on the Silver Creek Road.

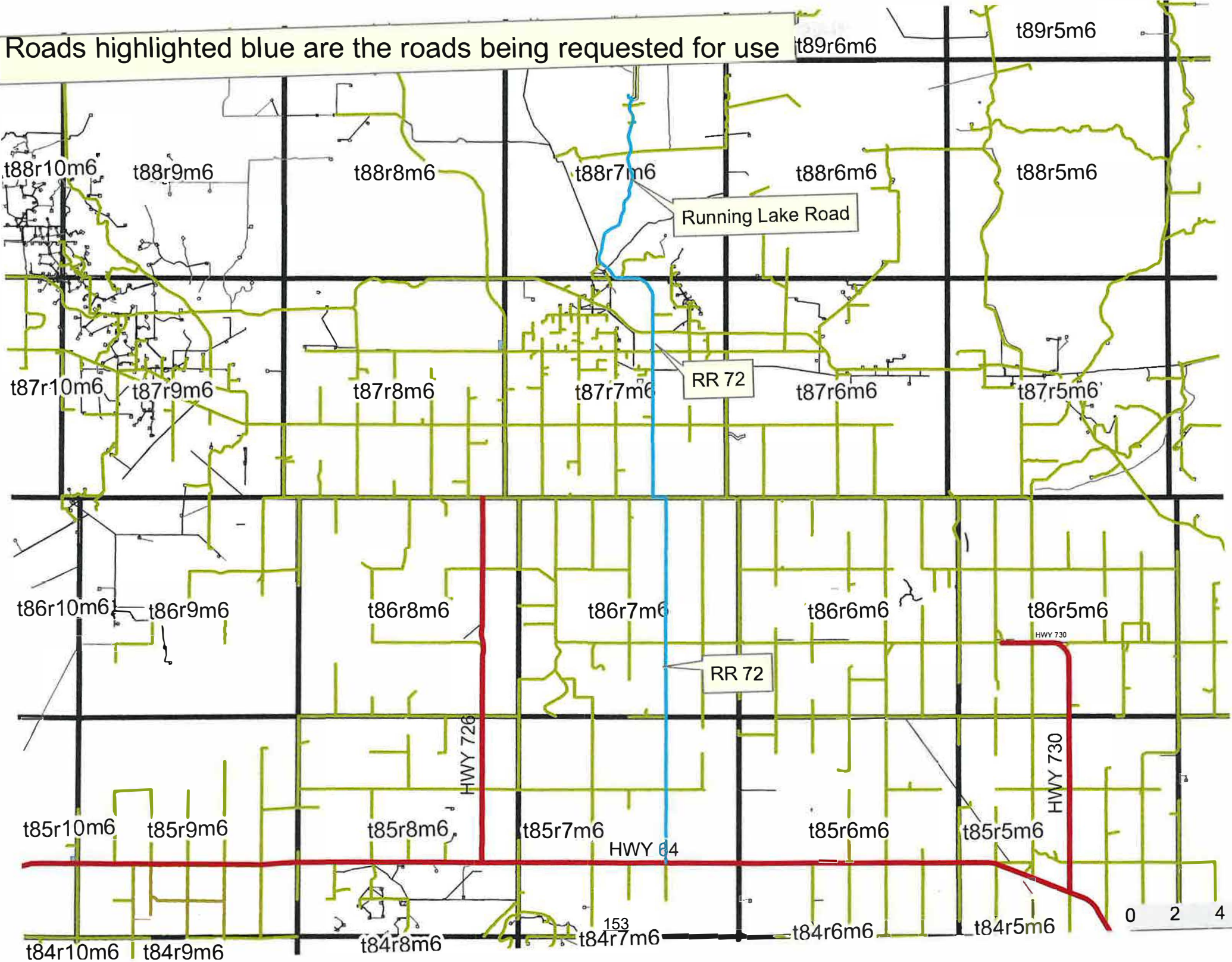
Please grant your approval for this request and outline all rules and guidelines associated with the approval.

If you have any questions or require any more information, please feel free to contact Emery Wilson by the contact info below.

Sincerely,

Emery Wilson, RPFT,
Woodlands Supervisor
780-814-4333
emery@iftech.ca
Incremental Forest Technologies
(for) Zavisha Sawmills Ltd.

Roads highlighted blue are the roads being requested for use

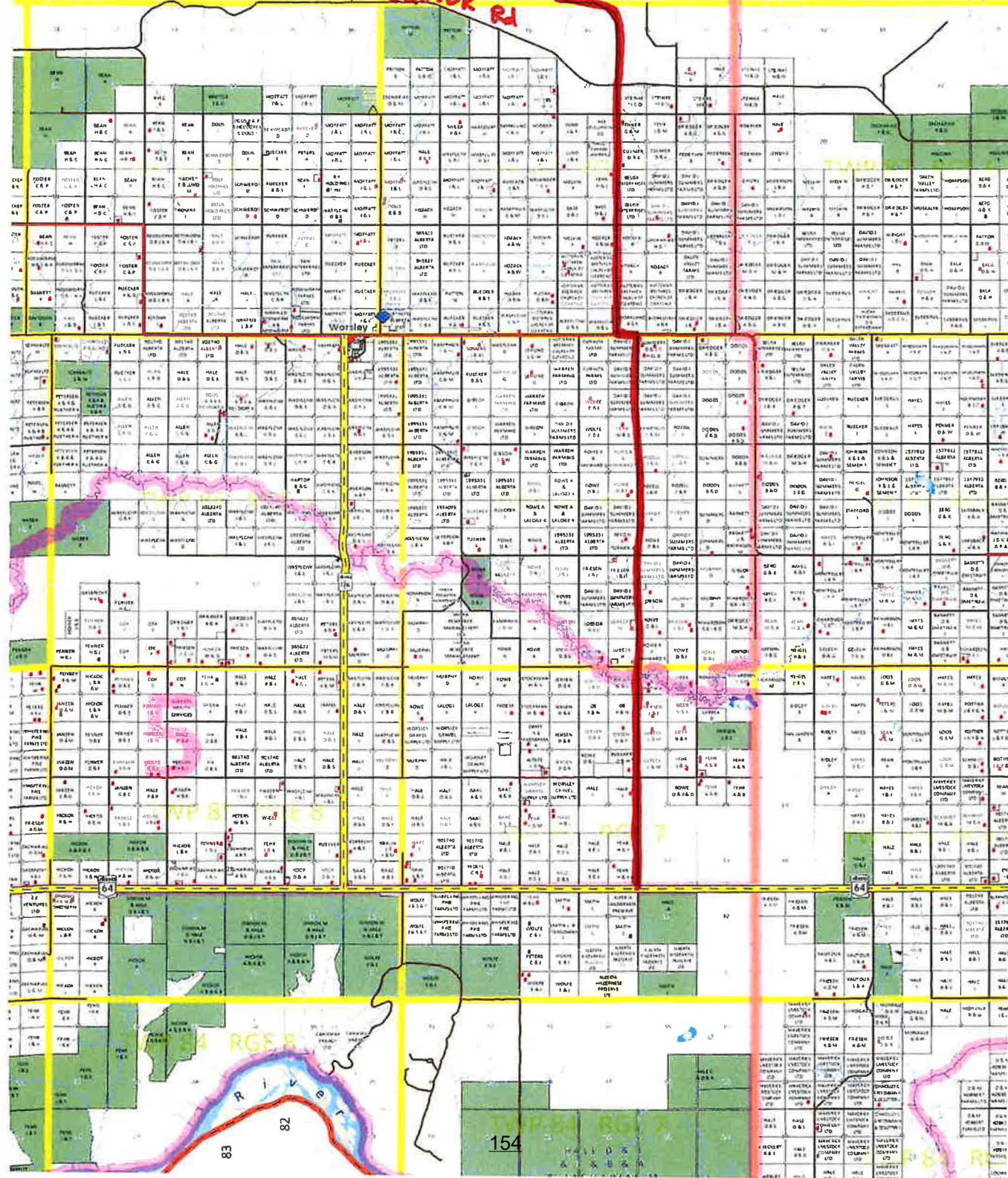


TWP 88 RGE 8

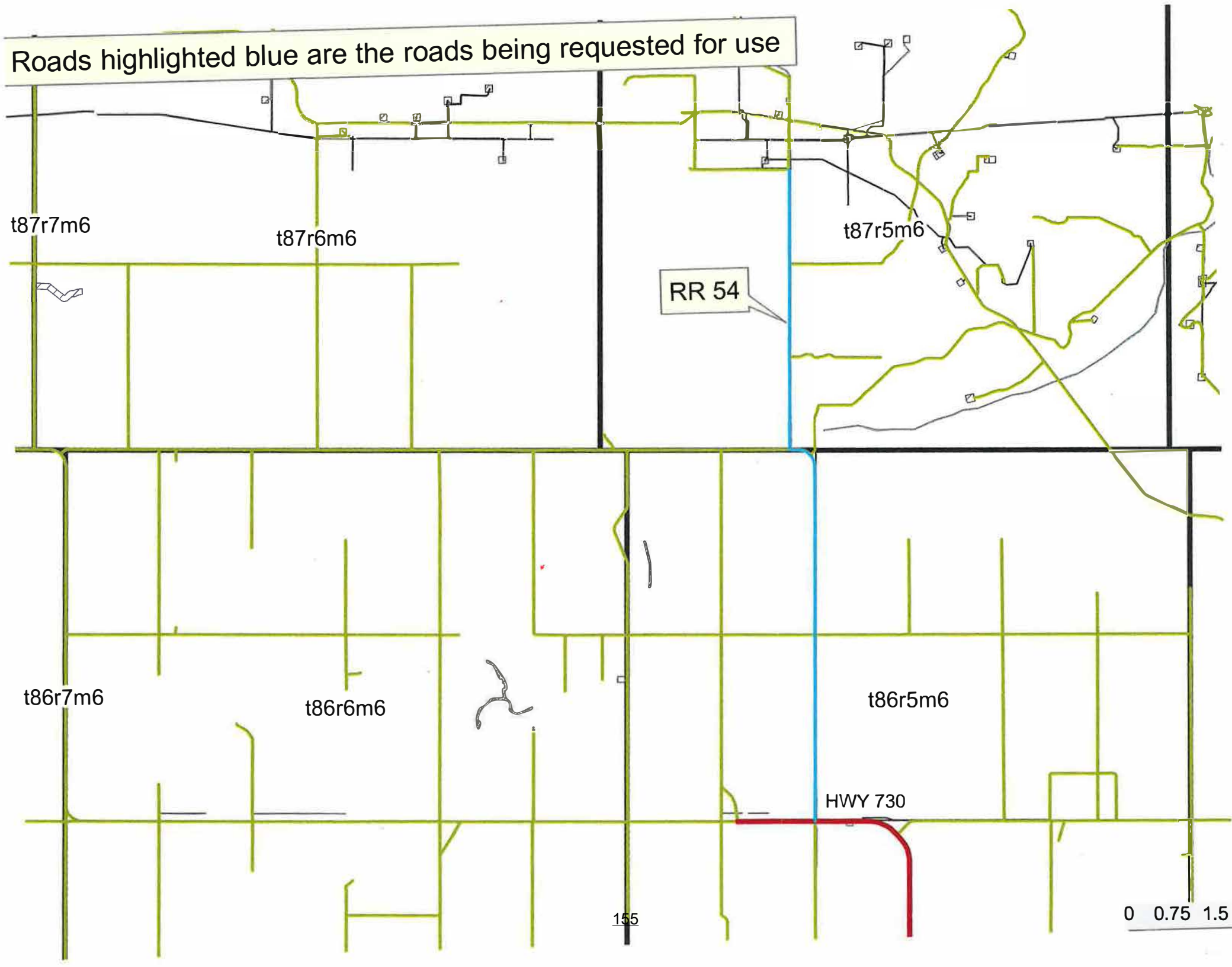
TWP 88 RGE 7

TWP 88 RGE 6

CANFOR R1



Roads highlighted blue are the roads being requested for use



Ref 64

Typ 870

Handwritten: **TRIP 862**

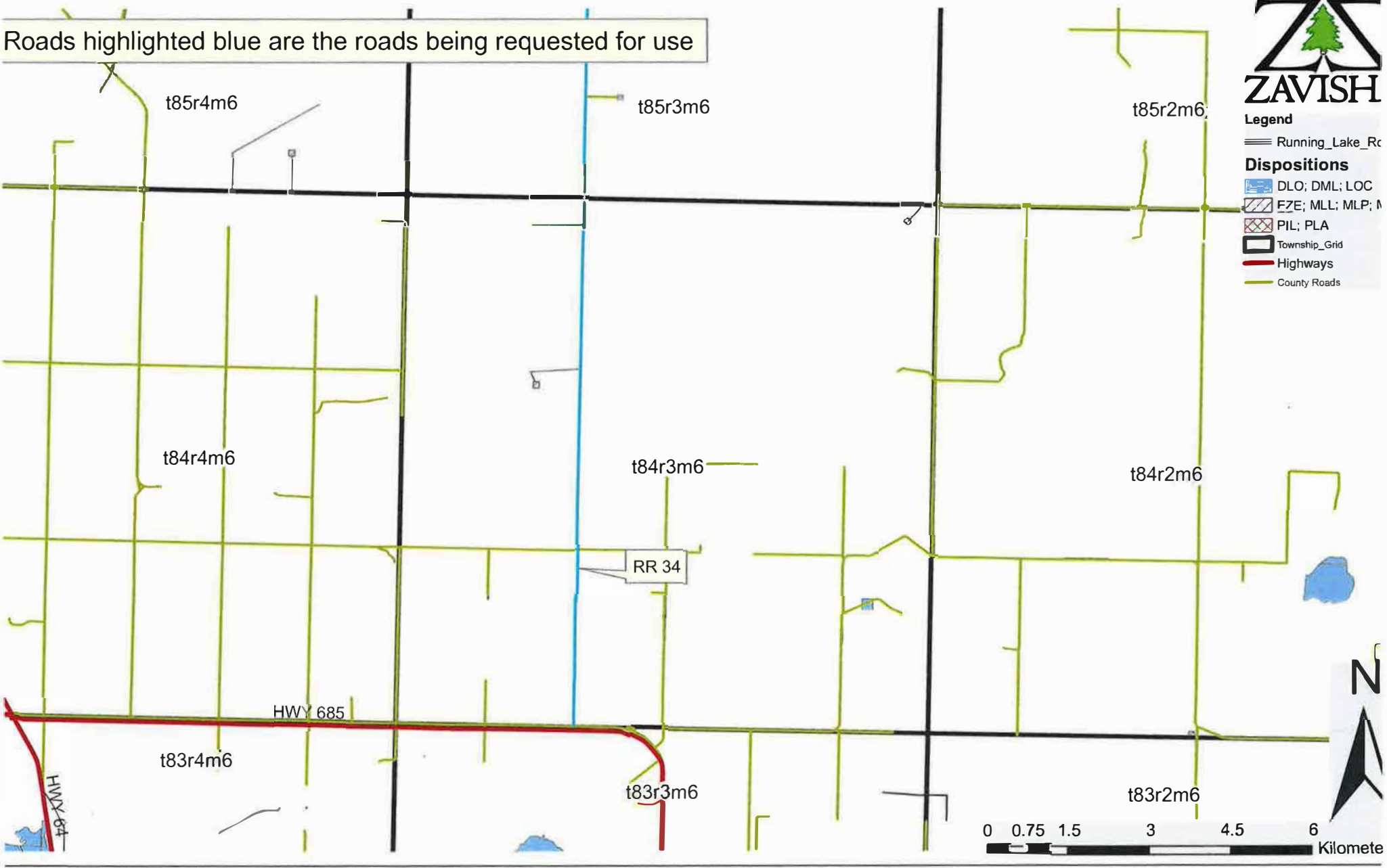
Eureka River

Roads highlighted blue are the roads being requested for use



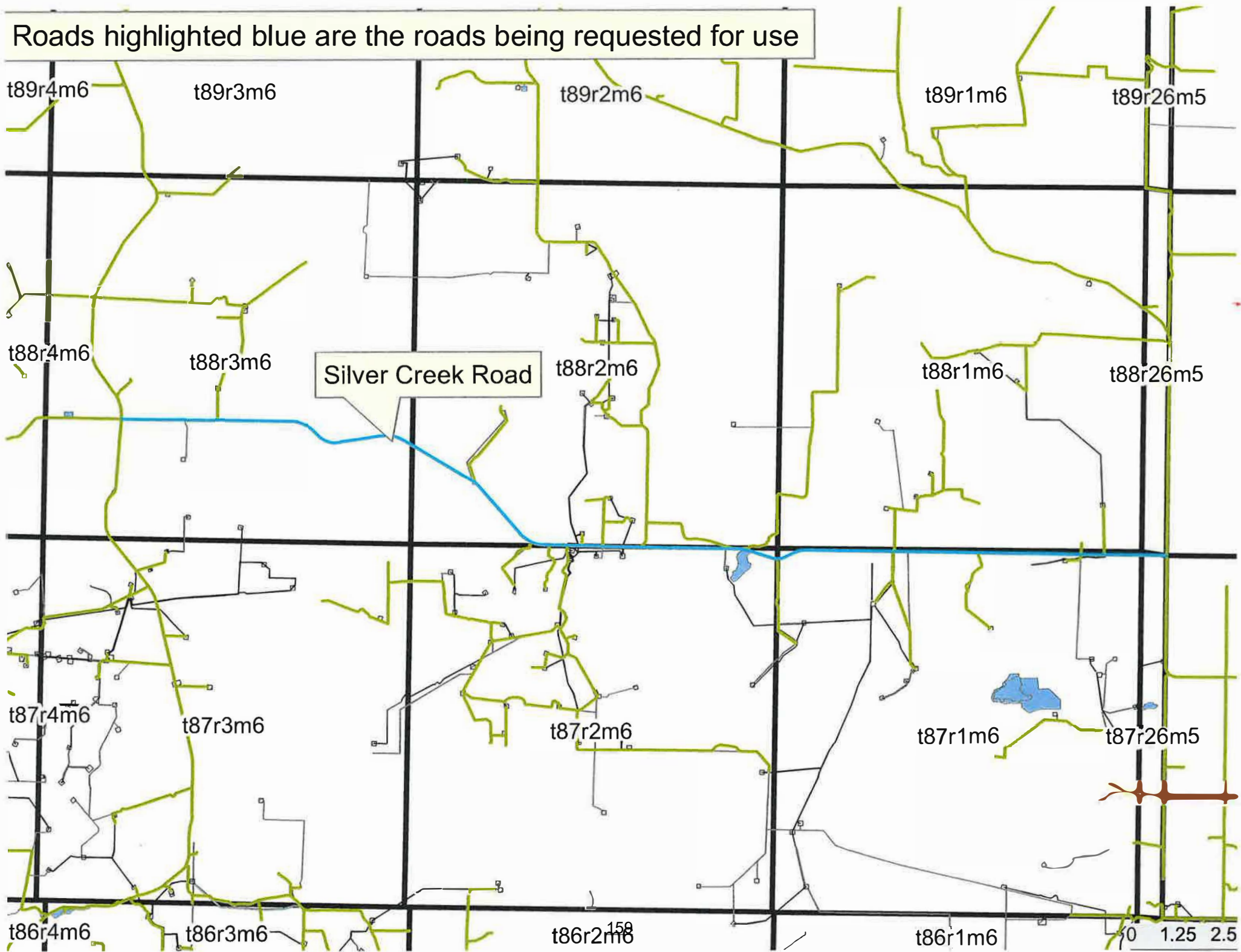
Legend

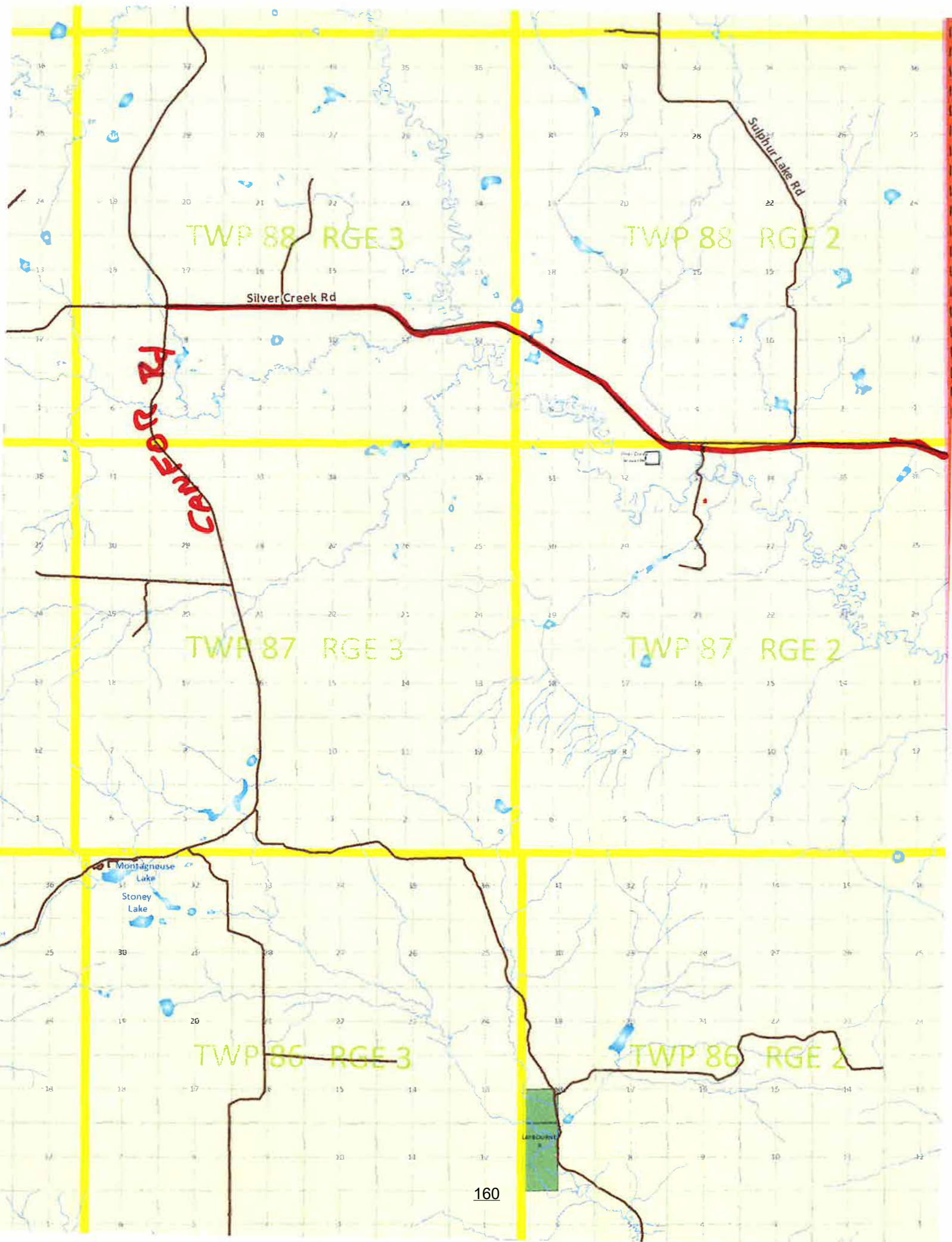
- Running_Lake_Rc
- Dispositions**
 - DLO; DML; LOC
 - FZE; MLL; MLP; M
 - PIL; PLA
 - Township_Grid
 - Highways
 - County Roads





Roads highlighted blue are the roads being requested for use





Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Tender Awarding- Tender 2023-P09 Worsley Hamlet Walking Path Snow Removal
File:	32-09-29

DESCRIPTION:

Tender 2023-09 Worsley Hamlet Walking Path Snow Removal was opened on Tuesday, September 12, 2023 at 9:35 a.m. Council is presented with an analysis of the results.

BACKGROUND:

C471-23(09-12-23) RESOLUTION by Councillor Giesbrecht to open tenders at 9:35 a.m. for Tender 2023-09 Worsley Hamlet Walking Path Snow Removal, analyze results and bring to a future Council meeting. CARRIED.

Company	Year 1	Year 2	Year 3	Year 4
1359773 AB Ltd.	Walking Trail- Per Time \$160.00 Salt Application- \$50.00 Sidewalk- \$95.00 Salt Application- \$30.00	Walking Trail- Per Time \$165.00 Salt Application- \$55.00 Sidewalk- \$100.00 Salt Application- \$30.00	Walking Trail- Per Time \$170.00 Salt Application- \$60.00 Sidewalk- \$105.00 Salt Application- \$35.00	Walking Trail- Per Time \$175.00 Salt Application- \$65.00 Sidewalk- \$110.00 Salt Application- \$40.00
Prestige Industry Corp.	\$78/hr	\$83/hr	\$88/hr	\$93/hr

BUDGET:

Hamlet of Worsley snow removal budget including streets.

\$40,000.00

RECOMMENDED ACTION:

RESOLUTION by ... to award Tender 2023-P09 Worsley Hamlet Walking Path Snow Removal to Prestige Industry Corp. for year one \$78.00 per hour, year two \$83.00 per hour, year three \$88.00 per hour, and year four \$93.00 per hour. Funds to be allocated from the Worsley Hamlet Snow Removal Budget.

Initials show support - Reviewed by:

Manager:  CAO: 

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Tender Awarding- Tender 2023-10 Worsley Hamlet Snow Removal
File:	32-09-29

DESCRIPTION:

Tender 2023-10 Worsley Hamlet Snow Removal was opened on Tuesday, September 12, 2023 at 9:35 a.m. Council is presented with an analysis of the results.

BACKGROUND:

C472-23(09-12-23) RESOLUTION by Deputy Reeve Janzen to open tenders at 9:35 a.m. for Tender 2023-10 Worsley Hamlet Snow Removal, analyze results and bring to a future Council meeting.

CARRIED.

Company	Year 1	Year 2	Year 3	Year 4
1359773 AB Ltd.	Tractor- \$250.00/hr Skid Steer- \$195.00/hr	Tractor- \$255.00/hr Skid Steer- \$200.00/hr	Tractor- \$260.00/hr Skid Steer- \$205.00/hr	Tractor- \$270.00/hr Skid Steer- \$210.00/hr
Roaming Transport	\$159/hr	\$159/hr	\$159/hr	\$159/hr
Prestige Industry Corp.	\$115/hr	\$120/hr	\$125/hr	\$130/hr

BUDGET:

Hamlet of Worsley snow removal budget including streets.

\$40,000.00

RECOMMENDED ACTION:

RESOLUTION by ... to award Tender 2023-10 Worsley Hamlet Snow Removal to Prestige Industry Corp. for year one \$115.00 per hour, year two \$120.00 per hour, year three \$125.00 per hour, and year four \$130.00 per hour. Funds to be allocated from the Worsley Hamlet Snow Removal Budget.

Initials show support - Reviewed by:

Manager:  **CAO:** 

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Tender Awarding- Tender 2023-11 Cleardale Hamlet Snow Removal
File:	32-09-21

DESCRIPTION:

Tender 2023-11 Cleardale Hamlet Snow Removal was opened on Tuesday, September 12, 2023 at 9:35 a.m. Council is presented with an analysis of the results.

BACKGROUND:

C473-23(09-12-23) **RESOLUTION by Councillor Walmsley to open tenders at 9:35 a.m. for Tender 2023-11 Cleardale Hamlet Snow Removal, analyze results and bring to a future Council meeting.** **CARRIED.**

Company	Year 1	Year 2	Year 3	Year 4
RuCo Enterprises Ltd.	\$121/hr	\$121/hr	\$121/hr	\$121/hr
Roaming Transport	\$149/hr	\$149/hr	\$149/hr	\$149/hr
Prestige Industry Corp.	\$115/hr	\$120/hr	\$125/hr	\$130/hr

BUDGET:

General Budget- Cleardale Hamlet Snow Removal
\$31,000.00

RECOMMENDED ACTION:

RESOLUTION by ... to award Tender 2023-11 Cleardale Hamlet Snow Removal to RuCo Enterprises Ltd. for \$121.00 per hour for year one, two, three, and four. Funds to be allocated from the Cleardale Hamlet Snow Removal Budget.

Initials show support - Reviewed by:

Manager:  CAO: 

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Tender Awarding- Tender 2023-P12 Cleardale Hamlet Walking Path Snow Removal
File:	32-09-21

DESCRIPTION:

Tender 2023-12 Cleardale Hamlet Walking Path Snow Removal was opened on Tuesday, September 12, 2023 at 9:35 a.m. Council is presented with an analysis of the results.

BACKGROUND:

C474-23(09-12-23) RESOLUTION by Councillor Hansen to open tenders at 9:35 a.m. for Tender 2023-12 Cleardale Hamlet Walking Path Snow Removal, analyze results and bring to a future Council meeting. CARRIED.

Company	Year 1	Year 2	Year 3	Year 4
RuCo Enterprises Ltd.	\$80/hr	\$80/hr	\$80/hr	\$80/hr
Roaming Transport	\$89/hr	\$89/hr	\$89/hr	\$89/hr
Prestige Industry Corp.	\$75/hr	\$78/hr	\$81/hr	\$84/hr

BUDGET:

General Budget- Cleardale Hamlet Snow Removal
\$31,000.00

RECOMMENDED ACTION:

RESOLUTION by ... to award Tender 2023-P12 Cleardale Hamlet Walking Path Snow Removal to RuCo Enterprises Ltd. for \$80.00 per hour for year one, two, three, and four. Funds to be allocated from the Cleardale Hamlet Snow Removal Budget.

Initials show support - Reviewed by:

Manager:



CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Public Works Manager's Report
File:	32-02-02

Graders

- Graders are grading where needed.

Roads, Culverts & Approaches

- Ongoing spot graveling where needed.
- Construction and repair of approaches, culverts and center lines is ongoing.
- Cleardale Truck Parking Lot graveling is complete.
- Erosion repair to washouts are ongoing.
- The Tender for Bridge File 71273 Replacement, Township Road 830 & Range Road 14 (Whitelaw area), is available. The closing date is October 9, 2023 at 4:00 p.m.
- The Multi Plate Pipe has been ordered for Bridge File 71273 Replacement, the delivery date is tentatively the middle of October.
- Hamlet of Cleardale Overlay- Poplar Drive is scheduled for the end of September.
- Highway line painting will be completed by the end of September.

Other

- Road and Rural Address sign replacement is ongoing.
- Clean up and back filling of water meter pits is ongoing.

ATTACHMENTS:

Public Works Activity Report

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:

2023 Public Works
Approach/Culverts and Other Maintenance Projects

Date	Div.	Project	Requested By	Location	Range Road	New	Replace	Completed	Notes
15-Jun	6	A-Pipe	Peter Bueckert	Cleardale	RGE 94.5	x		x	Field approach
15-Jun	6	A-Pipe	George Fehr	Cleardale	RGE 92	x		x	New acreage
16-Jun	6	A-Pipe	Paul Driedger	Cleardale	RGE 111	x		x	Field approach
19-Jun	6	C-pipe	County	Cleardale	RDE 110		x	x	Center line
20-Jun	6	A-Pipe	Herman Giesbre	Cleardale	TWP 854		x	x	Moved 100m + up grade
20-Jun	6	A-Pipe	County	John Giesbrecht	RGE 90		x	x	Culvert Fail
21-Jun	4	C-pipe	County	Clear Prairie	RGE 105		x	x	Center line
22-Jun	4	C-pipe	County	Worsley	TWP 872/70		x	x	Center line
22-Jun	3	A-Pipe	County	Daniel Peters	RGE RD 63/872		x	x	Grader damaged it
23-Jun	3	A-Pipe	Mary Hayes	Eureka River	RGE RD 63/861		x	x	Culvert Failed/1 end tore up
23-Jun	3	A-Pipe	County	Jason Rottier	RGE RD 62		x	x	Old pipe Failed/Rusted out
26-Jun	3	A-Pipe	Stephen Rottier	Eureka River	TWP 854/62	x		x	New Residence
27-Jun	4	C-pipe	County	Worsley	RGE RD 80		x	x	Old Culvert failed
27-Jun	4	A-Pipe	Lauern Bjornson	Worsley	RGE RD 75/864		x	x	Up graded App
28-Jun	6		County	Many Islands	RGE RD 80			x	Fixed Road Slide
05-Jul	7	C-pipe	County	Bear Canyon	RGE RD 134		x	x	Culvert caved/Replaced
04-Jul	7	C-pipe	County	Bear Canyon	TWP 840/125		x	x	replace culvert/ widen intersection
04-Jul	7	A-Pipe	County	Bear Canyon	RGE RD 125		x	x	moved app
04-Jul	7	A-Pipe	County	Bear Canyon	TWP 840/122		x	x	Culverts Failed /Replace x2
	3	A-Pipe	County	Mike Seabrook	RGE RD 50	x		x	New Field app
12-Jul	1	C-pipe	County	Deer Hill	TWP842/23		x	x	
17-Jul	2		County	Orest Hrab	RGE50/TWP842			x	Up grade App
17-Jul	2		County	Orest Hrab	TWP842/RGE45			x	Up grade App x3
18-Jul	2		County	Rod Polukoshko	RGE 50			x	Up Grade app x2
14-Jul	3		County	Eric Spirk	TWP 854			x	Up Grade app
18-Jul	3		Sandy Richardso	Eureka River	RGE 62			x	Up Grade app
11-Aug	6	A-Pipe	Hutterites	Cleardale	RGE 95		x	x	App up grade x2
22-Aug	2	C-pipe	County	Hines Creek	RGE 54		x	x	Culvert old and Failed
23-Aug	3	C-pipe	County	Eureka River	RGE 62		x	x	Culvert Failed
21-Aug	1	A-Pipe	Rudolph Heck	Whitelaw	RGE 13	x		x	New app
23-Aug	3	A-Pipe	County	Walker Bean	TWP 854		x	x	Replace culvert on drive way/ ends Failed
22-Aug	6		George Fehr	Cleardale	RGE 74	x		x	Dry app no culvert needed
24-Aug	3	A-Pipe	County	Eureka River	RGE 61		x	x	Culvert Failed
25-Aug	4	A-Pipe	Menno Janzen	Worsley	Hamlet	x		x	x2 New app in Hamlet
28-Aug	3	A-Pipe	Mehlsen	Deer Hill	RGE 23	x		x	New Field app
05-Sep	4	A-Pipe	County	Worsley	RGE 81		x	x	upgrade app/ old concrete pipe
06-Sep	7	A-Pipe	County	Bear Canyon	RGE 121		x	x	Old Pipe Failed/ West side of Road

2023 Public Works

Approach/Culverts and Other Maintenance Projects

06-Sep	7	A-Pipe	County	Bear Canyon	RGE 121	x		x	New field app/East side of Road
08-Sep	5	A-Pipe	County	Cleardale	TWP 860		x	x	Old Pipe Failed/ Moved app 200m West
13-Sep		C-pipe	County	Sulphur lake RD			x		Old Pipe Failed

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Council Information
File:	11-02-02

DESCRIPTION:

Council is presented with correspondence, for information.

BACKGROUND / PROPOSAL:

ATTACHMENTS:

Rate Stabilization Activity Report - CHC
2023 Community Policing Report – Fairview

RECOMMENDED ACTION:

RESOLUTION by.... that Council receives for information the Council Information presented at the September 26, 2023, Regular Council Meeting.

Initials show support - Reviewed by:	Manager:	CAO:	
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Rate Stabilization Activity Report				
2023				
Spent To Date	Approved by Council	Description	Organization	Motion
-	to be determined	Corporate legal fee overages	Brownlee LLP	C92-17(02/14/17)
1,800.00	\$1,800.00	funding to assist with increased COLA and high gas prices	Worsley Health Nurse Practitioner	C301-22(06-14-22)
35,000.00	\$80,000.00	Trades Training Program	Peace River School Division	C383-22(08-16-22)
	\$2,000.00	membership fee	Community Railway Advocacy Group	C636-22(12-13-22)
	\$40,000 max	grant for the replacement of waterslide stairs	Town of Fairview	C648-22(12-13-22)
126,693.14	\$135,000.00	2023 25% tax rebate incentive	Village of Hines Creek	C43-23(01-24-23)
27,000.00	\$27,000.00	general grant for repairs	End of Steel Heritage Museum Society	C106-23(02-28-23)
1,000.00	\$1,000.00	membership fee	Northwest Species at Risk	C165-23(03-28-23)
3,500.00	\$3,500.00	grant for geotechnical services	David Thompson Hall Society	C253-23(05-16-23)
40,000.00	\$40,000.00	grant for new playground	Many Islands Recreational Development Society	C311-23(06-13-23)
60,000.00	\$60,000.00	grant for new playground	Eureka River Agricultural Society	C312-23(06-13-23)
	\$20,000.00	budget increase for annual BBQ	Clear Hills County	C324-23(06-13-23)
	\$3,000.00	one time general grant for preschool start-up	Cleardale Preschool	C480-23(09-12-23)
	\$1,000.00	general grant for additional operating expenses	Fairview & Area Seniors Check-in Line Society	C485-23(09-12-23)
294,993.14	\$374,300.00			



August 14, 2023

Cpl Lacey Blair
Detachment Commander
Fairview, Alberta

Dear CAO, Reeve, Mayor and Councillors,

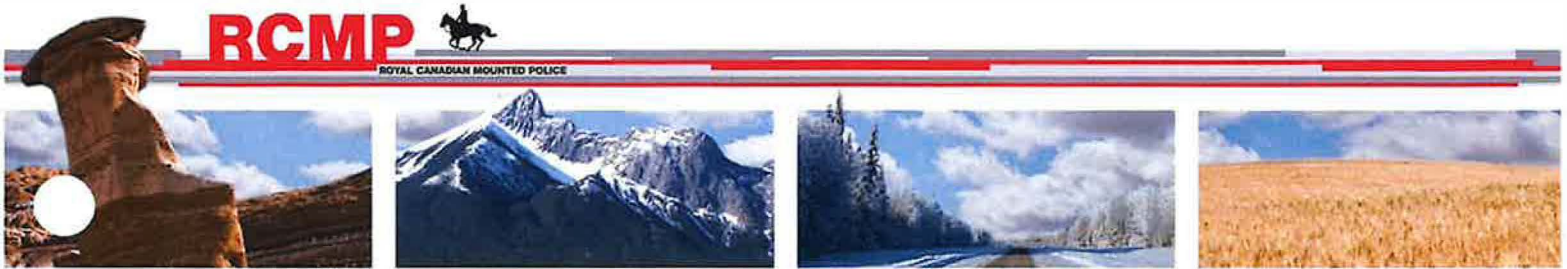
Please find the quarterly Community Policing Report attached that covers the April 1st to June 30th, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for the Fairview Detachment

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and property crime may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting gives the Detachment frontline officers an opportunity to spend more of their time for proactive policing activities in the community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators (OCCS) and Detachment Staff.



- The Alberta RCMP encourages citizens to report every crime to allow us to leverage reliable data to identify patterns and trends in criminal activities in our communities. We also use this intelligence to distribute our resources strategically and ensure that our police officers are deployed where they are most needed.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Cpl Lacey Blair
Detachment Commander
Fairview, Alberta



Fairview Provincial Detachment Crime Statistics (Actual) Q1: 2019 - 2023

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

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	1	0	0	N/A	N/A	0.0
Robbery		0	1	0	0	0	N/A	N/A	-0.1
Sexual Assaults		1	2	1	6	0	-100%	-100%	0.2
Other Sexual Offences		0	0	1	5	0	N/A	-100%	0.5
Assault		18	26	40	19	13	-28%	-32%	-1.7
Kidnapping/Hostage/Abduction		1	0	1	0	0	-100%	N/A	-0.2
Extortion		0	1	0	2	0	N/A	-100%	0.1
Criminal Harassment		8	7	6	8	4	-50%	-50%	-0.7
Uttering Threats		9	21	14	15	4	-56%	-73%	-1.6
TOTAL PERSONS		37	58	64	55	21	-43%	-62%	-3.5
Break & Enter		24	35	34	15	19	-21%	27%	-3.0
Theft of Motor Vehicle		9	16	11	7	12	33%	71%	-0.3
Theft Over \$5,000		12	5	4	4	2	-83%	-50%	-2.1
Theft Under \$5,000		28	23	29	21	17	-39%	-19%	-2.4
Possn Strn Goods		8	9	2	3	3	-63%	0%	-1.6
Fraud		11	10	4	3	6	-45%	100%	-1.7
Arson		1	0	2	0	1	0%	N/A	0.0
Mischief - Damage To Property		3	55	18	13	6	100%	-54%	-3.6
Mischief - Other		34	20	38	20	14	-59%	-30%	-4.0
TOTAL PROPERTY		130	173	142	86	80	-38%	-7%	-18.7
Offensive Weapons		3	3	5	5	2	-33%	-60%	0.0
Disturbing the peace		3	5	9	8	8	167%	0%	1.3
Fail to Comply & Breaches		6	13	25	18	3	-50%	-83%	-0.1
OTHER CRIMINAL CODE		8	15	15	15	5	-38%	-67%	-0.6
TOTAL OTHER CRIMINAL CODE		20	36	54	46	18	-10%	-61%	0.6
TOTAL CRIMINAL CODE		187	267	260	187	119	-36%	-36%	-21.6



Crime Statistics (Actual)

Q1: 2019 - 2023

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

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Possession		6	3	2	4	0	-100%	-100%	-1.1
Drug Enforcement - Trafficking		6	3	0	2	2	-67%	0%	-0.9
Drug Enforcement - Other		1	0	0	0	0	-100%	N/A	-0.2
Total Drugs		14	6	2	6	2	-86%	-67%	-2.4
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		2	0	1	2	1	-50%	-50%	0.0
TOTAL FEDERAL		17	6	3	8	3	-82%	-63%	-2.6
Liquor Act		1	2	5	1	0	-100%	-100%	-0.3
Cannabis Act		0	1	1	0	0	N/A	N/A	-0.1
Mental Health Act		20	25	30	34	21	5%	-38%	1.1
Other Provincial Stats		36	29	29	16	42	17%	163%	-0.1
Total Provincial Stats		57	57	65	51	63	11%	24%	0.6
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		6	4	6	4	2	-67%	-50%	-0.8
Total Municipal		6	4	6	4	2	-67%	-50%	-0.8
Fatals		0	1	3	1	0	N/A	-100%	0.0
Injury MVC		2	6	5	3	1	-50%	-67%	-0.5
Property Damage MVC (Reportable)		20	23	24	29	28	40%	-3%	2.2
Property Damage MVC (Non Reportable)		5	1	5	3	4	-20%	33%	0.0
TOTAL MVC		27	31	37	36	33	22%	-8%	1.7
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	3	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		193	166	226	123	125	-35%	2%	-17.9
Other Traffic		1	1	0	1	2	100%	100%	0.2
Criminal Code Traffic		10	8	7	3	16	60%	433%	0.7
Common Police Activities									
False Alarms		4	10	8	13	11	175%	-15%	1.7
False/Abandoned 911 Call and 911 Act		29	40	28	31	30	3%	-3%	-0.7
Suspicious Person/Vehicle/Property		42	65	34	32	65	55%	103%	1.3
Persons Reported Missing		1	2	8	1	1	0%	0%	-0.1
Search Warrants		0	0	0	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		13	20	18	9	11	-15%	22%	-1.5
Form 10 (MHA) (Reported)		0	3	1	1	2	N/A	100%	0.2



RCMP Provincial Policing Report

Detachment	Fairview
Detachment Commander	
Quarter	Q1
Date of Report	

Community Consultations

Date	April 5, 2023
Meeting Type	Community Connection
Topics Discussed	Women of the North Conference
Notes/Comments	Cpl Blair attended the local conference and discussed business protection and crime prevention tips. What to look for in Fraud's and Scams.

Date	April 14, 2023
Meeting Type	Meeting with Elected Officials
Topics Discussed	RCMP policing priorities
Notes/Comments	Cpl Blair attended the MD of Fairview and discussed future policing priorities for the region.

Date	April 20, 2023
Meeting Type	Community Connection
Topics Discussed	Trade Skills competition
Notes/Comments	Cst Guet attended Alberta High School skills competition in Red Serge. Interacted with students and staff.



Date	April 25, 2023
Meeting Type	Meeting with Elected Officials
Topics Discussed	Policing Priorities
Notes/Comments	Cpl Blair attended the Clear Hill County council meeting and discussed policing priorities.

Date	April 27, 2023
Meeting Type	Community Connection
Topics Discussed	Speech Declamation
Notes/Comments	Cpl Blair attended STM speech declamation contest for Gr 1- Gr 6 students

Date	May 2, 2023
Meeting Type	Community Connection
Topics Discussed	Hines Creek Colony School visit
Notes/Comments	Cst Wells attended the school to visit with the kids and answer questions

Date	May 4, 2023
Meeting Type	Community Connection
Topics Discussed	Police dog
Notes/Comments	Cst Guet attended STM with new Police Dog Service puppy. Interacted with students and answered questions.



Date	May 4, 2023
Meeting Type	Community Connection
Topics Discussed	Speech Declamation
Notes/Comments	Cpl Blair attended Hines Creek School for Gr 1 - Gr 6 speech declamation contest

Date	May 5, 2023
Meeting Type	Community Connection
Topics Discussed	Police Dog
Notes/Comments	Cst Guet attended Hines Creek school with new Police Dog Service puppy. Interacted with students and answered questions

Date	May 19, 2023
Meeting Type	Community Connection
Topics Discussed	RCMP Detachment tour
Notes/Comments	Cleardale Colony School attended and toured the RCMP detachment. Police questions answered.

Date	May 25 & 26
Meeting Type	Community Connection
Topics Discussed	RCMP Detachment tour
Notes/Comments	EE Oliver Kindergarten classes attended the detachment and toured the building. Police questions answered.



Date	May 27, 2023 & June 3, 2023
Meeting Type	Community Connection
Topics Discussed	Grade Parade
Notes/Comments	RCMP attended Grad Parade for STM and FHS. Member lead the parade around town and interacted with students and parents.

Date	June 6, 2023
Meeting Type	Meeting with Elected Officials
Topics Discussed	Policing Priorities
Notes/Comments	Cpl Blair attended Town of Fairview council meeting. Discussed policing priorities.

Date	June 28, 2023
Meeting Type	Meeting with Elected Officials
Topics Discussed	Policing Priorities
Notes/Comments	Cpl Blair attended Village of Hines Creek council meeting. Discussed policing priorities



Community Priorities

Priority 1	Crime Reduction
Current Status & Results	<p>This quarter Fairview has had a total of 24 Break and Enters reported to police. 11 - Businesses, 12 residential. 4 has resulted in charges being laid. Fairview detachment working with WAD cru to assist with prolific offenders regarding Break and Enters. Known offender currently on conditions of house arrest and conditions checks are being completed. Businesses and Residence owner are encouraged to report Break and Enters to police.</p>
Priority 2	Enhance Road Safety
Current Status & Results	<p>This quarter 3 IRS suspensions were issued. 49 traffic violations were issued along with 3 warnings. Due to a fatality within the Town of Fairview efforts were made to enforce speed limits in the area. 2 check stops were set up on main street which results n an IRS suspension.</p>
Priority 3	Enhance Awareness and Education
Current Status & Results	<p>Members of the Fairview detachment along with Victim Services attended the Fairview High school every Thursday, until the end of the school year, to assist with the Breakfast program. Detachment Commander attended local government meetings and spoke about policing priorities. Fairview detachment members have attended a number of the schools located in the area and visited with school children. Grad Parade was attended along with High School trade skills competition - Red Serge. Fairview detachment members have made a strong effort to build a rapport with individuals in the community.</p>



Crime Statistics¹

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

Category	April - June			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	386	252	-35%	941	724	-23%
<i>Persons Crime</i>	102	55	-46%	223	163	-27%
<i>Property Crime</i>	194	163	-16%	549	374	-32%
<i>Other Criminal Code</i>	90	34	-62%	42	40	-5%
Traffic Offences						
<i>Criminal Code Traffic</i>	10	23	130%	31	33	6%
<i>Provincial Code Traffic</i>	201	203	1%	781	391	-50%
<i>Other Traffic</i>	1	4	300%	2	3	50%
CDSA Offences	10	5	-50%	15	17	13%
Other Federal Acts	12	7	-42%	20	21	5%
Other Provincial Acts	78	105	35%	228	187	-18%
Municipal By-Laws	6	3	-50%	9	10	11%
Motor Vehicle Collisions	86	82	-5%	189	194	3%

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

Trends/Points of Interest



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	7	5	0	2
Detachment Support	2	3	0	0

² Data extracted on June 30, 2023 and is subject to change.

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

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

Comments

Police Officers: Of the seven established positions, five officers are working with none on special leave. There are two hard vacancies detected at this time.

Detachment Support: Of the two established positions, three resources are working. One position has two resources assigned to it. There is no vacancy detected at this time.

Quarterly Financial Drivers

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	September 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Calendars
File:	11-02-02

DESCRIPTION:

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

UPCOMING CONFERENCES:

Conference	Date	Location	Attendance
Alberta Forest Products Association AGM & Conference	Sept 27 - 29	Jasper	
Rural Libraries – Peace Library System Conference (Virtual)	October 1 & 2	Virtual	
Alberta Recycling Conference	Oct 18-20	Lake Louis	
2023 ARPA (Alberta Recreation & Parks Conference and Energize Workshop	Oct 26-28	Lake Louise	
RMA	Nov 6-9	Edmonton	
2023 Cyber Summit “BUILDING A Sustainable FUTURE”	Nov 7-9	Banff	

ATTACHMENTS:

- Calendar of upcoming meetings and conferences

RECOMMENDED ACTION:

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

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1 PREDA-AB	2
3	4 Labour Day	5	6	7	8	9
10	11	12 Council	13	14 GGAMAC-DW	15 NTAB-AB	16 PLS-AB
17	18	19 ASB-DJ,JR PLS-AB	20 Friends of Education Award-ALL	21	22	23
24	25	26 Council	27	28	29	30 National Truth & Reconciliation Day

OCTOBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 In Lieu of National Truth & Reconciliation Day	3 Zone 4 Bylaw Meeting-AB	4	5	6 FV Med-SH	7
8	9 Thanksgiving Day	10 Council	11 WNC-DW	12 NWSAR- AB,DW	13	14
15	16	17 ASB-DJ, JR	18	19	20	21 PLS Exec-AB
22	23	24 Council Organizational Meeting -ALL	25	26 ASB Peace Reg Conference -DJ,JR	27 Alberta Forest Products Association AGM & Conference September 27-29	28
29	30 MPTA-AB	31 Halloween	1	2	3	4

NOVEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
				PLS Conference-AB	In lieu of Remembrance Day	Remembrance Day
12	13	14	15	16	17	18
		Council				
19	20	21	22	23	24	25
26	27	28	29	30	1	2
		Council				

Acronyms for Calendar

RMA	Rural Municipalities of Alberta
ASB	Agricultural Service Board
ASR	Alberta Surface Rights
CCES	Cleardale Community Enhancement Society
CH Conn - D	Clear Hills Joint Venture Ltd. - Directors
CH Conn - O	Clear Hills Joint Venture Ltd. - Operating
CCFC	Clear Creek Fire Committee
DAP	Development Appeal Board
MPRP	Mercer Peace River Pulp Ltd. Public Advisory Committee
HPEC	Health Professional Enhancement committee
EDC	Economic Development Committee
EMC	Emergency Management Committee
FCM	Federation of Canadian Municipalities
FV-Med	Fairview Medical Clinic Operating Society
FRAAC	Fairview Regional Airport Advisory Committee
FV-Seed	Fairview Seed Cleaning Co-Op Board
GGAMAC	Grimshaw Gravel Aquifer Management Advisory Committee
IIC	Interprovincial/Intermunicipal Committee
MMSA	Mackenzie Municipal Services Agency - Directors
MPTA	Mighty Peace Tourist Association
MPC	Municipal Planning Commission
NAEL	Northern Alberta Elected Leaders (Reeve & CAO - once a year)
NTAB	Northern Transportation Advocacy Bureau
NPHF	North Peace Housing Foundation
NPRLFC	North Peace Regional Landfill Commission
PLS Adv	Peace Library Systems – Clear Hills Advisory
PLS	Peace Library Systems
PREDA	Peace Regional Economic Development Alliance
Rec-BR	Recreation Board – Burnt River
Rec-CC	Recreation Board – Cherry Canyon
Rec-CD	Recreation Board – Cleardale
Rec-HC	Recreation Board – Hines Creek
Rec-W	Recreation Board – Worsley
R & CAO	Reeves and CAO's (once a year) Filed with Boards & Committees
RBC	Road Ban Committee
Rural Watch	Rural Crime Watch Executive Board
Site C	Site C Clean Energy Project
TTPC	Trades Training Program Committee
TRC 726	Technical Review Committee – Highway 726 Coulee
WDHP	Worsley & District Health Promotion
Z4	Zone 4 (Spring & Fall)
NWSAR	North West Species at Risk
SDAB	Mackenzie inter-Municipal Subdivision and Development Appeal Board
JIMC	Joint inter-Municipal Committee
PVCRT	Peace Valley Conservation, Recreation and Tourism Society