

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL MEETING
MONDAY, OCTOBER 16, 2023**

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

1. CALL TO ORDER

2. AGENDA

3. NEW BUSINESS

a. COUNCIL

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4. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

	Policy & Priority Meeting
Meeting Date:	October 16, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Land Use Bylaw 287-23
File:	11-02-03

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 recommend Council 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 recommend Council give first reading to Bylaw 281-23 being a Bylaw of clear hills county, in the province of Alberta, to establish methods for advertising statutory and non-statutory notices within clear hills county.

RESOLUTION by recommend Council approve the public hearing date of November 28, 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.

RESOLUTION by recommend Council approve the public hearing date of November 28, 2023, at the Regular Council meeting for the purpose of public input regarding proposed Bylaw 281-23 being a Bylaw of Clear Hills County, in the province of Alberta, to establish methods for advertising statutory and non-statutory notices within clear hills county.

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Policy and Priority Meeting
Meeting Date:	October 16, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Policy 3221 Dust Control
File:	11-02-03

DESCRIPTION:

Council has requested a review of Policy 3221 Dust Control.

BACKGROUND:

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.

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

2019 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 2019 is set at \$1200.00 + GST per 100 meters.
6. RESIDENTIAL USER dust abatement application applied for by the land owner: 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:	Policy & Priority Meeting
Meeting Date:	October 16, 2023
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Cleardale-Clear Hills Fire Hall
File:	31-61-11

DESCRIPTION:

Council requested a discussion regarding Cleardale Fire Hall be added to the Policy & Priority Meeting.

Key Components of Cleardale Fire Hall:

- Double bay in front, single bay in back, man door in front and back
- 16-foot walls
- 40 feet wide x 60 feet long
- 40 x 20-foot cement apron in front, 40 x 4-foot cement apron in back
- 10 x 10-foot bathroom with toilet, stand up shower, sink, wired and plumbed for washer and dryer.
- Back up power supply on cement pad diesel generator
- 1 ½ inch water line truck fill

BACKGROUND:

C540-23(10-10-23) RESOLUTION by Councillor Giesbrecht reject all Tenders for 2023-13 Cleardale- Clear Hills Fire Hall due to incompleteness and budgetary concerns. CARRIED.

C541-23(10-10-23) RESOLUTION by Deputy Reeve Janzen to bring information regarding the Clear Hills County Cleardale Fire Hall to the October 16, 2023 Policy and Priority meeting. CARRIED.

ATTACHMENTS:

- Cleardale Fire Garage Background
- Cleardale - Fire Hall Lot map
- Clear Hills Fire Hall drawings available

RECOMMENDED ACTION:

RESOLUTION by...

Initials show support - Reviewed by:

Manager:

CAO:



Cleardale Fire Hall

Background

- C541-23(10-10-23)** RESOLUTION by Deputy Reeve Janzen to bring information regarding the Clear Hills County Cleardale Fire Hall to the October 16, 2023 Policy and Priority meeting. **CARRIED.**
- C540-23(10-10-23)** RESOLUTION by Councillor Giesbrecht reject all Tenders for 2023-13 Cleardale- Clear Hills Fire Hall due to incompleteness and budgetary concerns. **CARRIED.**
- C496-23(09/26/23)** RESOLUTION by Deputy Reeve Janzen 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. **CARRIED.**

Company	Amount
JMS Construction	\$1,524,330.00

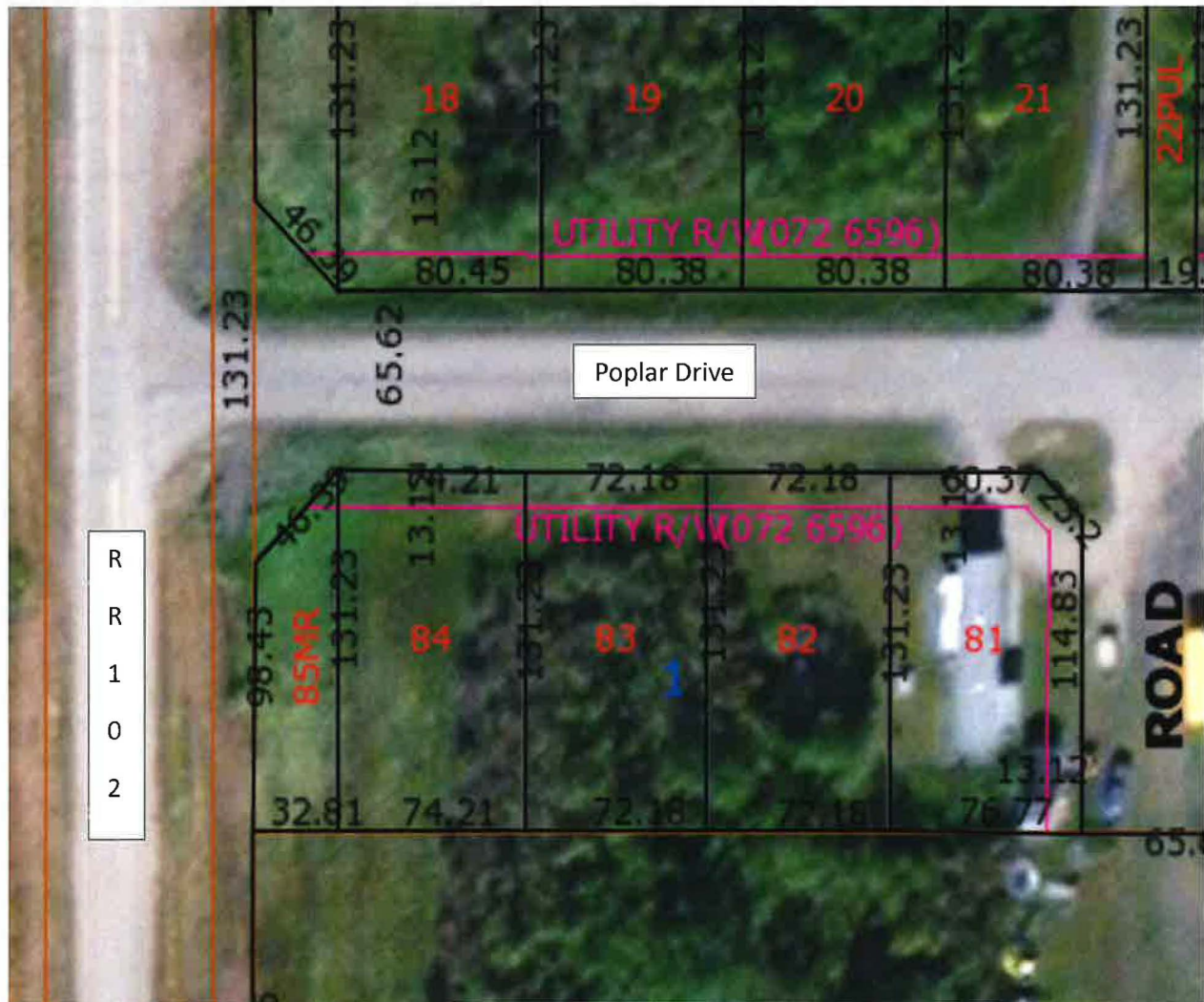
- C388-23(07-11-23)** RESOLUTION by Deputy Reeve Janzen to accept the proposed Cleardale Fire Hall engineered drawings with the discussed amendments, for information. **CARRIED.**
- C368-23(06-27-23)** RESOLUTION by Deputy Reeve Janzen to approve the drawings for the Cleardale Fire Hall and proceed to a full set of drawings for tender. **CARRIED.**
- C349-23(06-27-23)** RESOLUTION by Councillor Giesbrecht to adopt the agenda governing the June 27, 2023 Regular Council Meeting, 7.c.5 Cleardale Fire Hall, as presented. **CARRIED.**
- P294-23(06-12-23)** RESOLUTION by Councillor Giesbrecht to approve the drawings for the Cleardale Fire Hall and proceed to a full set of drawings for tender. **CARRIED.**
- C164-23(03-28-23)** RESOLUTION by Deputy Reeve Janzen to proceed with hiring an engineering firm for the design and tender of a 40' by 60' by 16' Fire Hall on Plan 0726595 Block 1 Lots 84 & 83, adjacent to Poplar Drive in the Hamlet of Cleardale. **CARRIED.**
- P150-23(03-16-23)** RESOLUTION by Reeve Bean to recommend Council proceed with hiring an engineering firm for the design and tender of a 40x60x16 Fire Storage Garage on lot Plan 0726595 B1 L84 Poplar Drive, Cleardale, Alberta. **CARRIED.**
- C114-23(02-28-23)** RESOLUTION by Councillor Hansen as per motion C81-23(02-14-23) bring back the potential Cleardale Fire Garage to the next Policy and Priority Meeting. **CARRIED.**

- C81-23(02-14-23)** RESOLUTION by Reeve Bean to bring back the discussion regarding a potential Cleardale Fire Garage to a future Policy and Priority Meeting. **CARRIED.**
- C479-21(11-09-21)** RESOLUTION by Deputy Reeve Janzen to bring back the Cleardale Fire Garage for further discussion to a future Regular Council Meeting. **CARRIED.**
- C261-21(06-8-21)** RESOLUTION by Councillor Janzen to receive the discussion regarding the Cleardale Fire Garage for information and bring back to a future regular Council meeting. **CARRIED.**
- P456-20(10-06-20)** RESOLUTION by Councillor Giesbrecht to receive the discussion on the Cleardale Fire Garage for information. **CARRIED.**
- C368-20(08-11-20)** RESOLUTION by Councillor Wetmore to reject all tenders for Tender 2020-10 Cleardale Fire Hall as all tenders received were over budget.
- C299-20(07-14-20)** RESOLUTION by Councillor Janzen to open tenders at 9:45 a.m. for Tender 2020-10, Cleardale Fire Hall, analyze results and bring back a recommendation to the next Regular Council Meeting. **CARRIED.**
- | Company | Amount |
|-----------------------------------|---------------|
| Scott Builders Inc. | \$864,700.00 |
| Southwest Design & Const Ltd. | \$644,014.00 |
| JMS Construction | \$819,900.00 |
| Genron Ent. 2007 Ltd. | \$777,765.00 |
| Lavergne Construction (1998) Ltd. | \$637,846.00 |
- C253-20(05-26-20)** RESOLUTION by Councillor Janzen to approve the drawings for the Cleardale Fire Truck garage and direct administration to proceed to tender. **CARRIED.**
- C143-20(03-10-20)** RESOLUTION by Councillor Janzen to award the Fire Truck Garage Professional Engineering & Design Services proposal to Scheunhage Popek & Associates Ltd in the amount of \$28,800, plus GST and extra incidentals that may be incurred during the project as outlined in the proposal document. **CARRIED.**
- C93-20(02-11-20)** RESOLUTION by Councillor Janzen to select option 2 moving it north 20' towards the center for placement of the Cleardale fire garage on Plan 0726595 Block 1 Lot 84 the access on to Range Road 102. **CARRIED.**

- C78-20(01-28-20)** **RESOLUTION** by Councillor Janzen to authorize administration to use location option 3, Hamlet of Cleardale, Plan 0726595 Block 1 Lots 83 and 84 and have engineered drawings and lot grading design prepared for a single bay garage with 16 foot walls, 24 feet wide by 50 feet long with a gravel parking apron. The garage is to include a cement floor, bathroom, one overhead door with windows in the center panel, and one-man door designed to fit a pumper or water truck size firefighting unit; and bring the drawings to a future meeting approval. **CARRIED.**
- C553-19(10-22-19)** **RESOLUTION** by Councillor Janzen to Include funds of \$100,000.00 in the 2020 Multi-Year Capital Plan for a single bay garage to fit a pumper or water truck for a firefighting unit in Cleardale, including water and sewer installation. **CARRIED.**
- C502-19(10-08-19)** **RESOLUTION** by Councillor Janzen to bring back cost estimates on permanent building to house the grassfire unit that is stored in Cleardale. **CARRIED.**
- C570-18(11-13-18)** **RESOLUTION** by Councillor Janzen to direct administration to bring back cost estimates and options for a permanent building to house the grassfire unit that is stored in Cleardale for the 2020 budget cycle multi-year capital plan discussion. **CARRIED.**
- F003-18(11/01/18)** **MOTION** by Member Zavisha that the Clear Creek Fire Committee Operating Committee recommends Clear Hills County Council authorize investigating options for a permanent building to house the grassfire unit in Cleardale due to the high cost for the rental bay that is currently used. **CARRIED.**

Cleardale – Fire Hall

Lot Map



Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	October 16, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Highway Maintenance Yards
File:	11-02-03

DESCRIPTION:

Council is presented with information regarding Laprairie as well as the rules of storing salt and chemicals within maintenance yards.

Administration contacted the relevant departments to secure the environmental report that had been previously conducted on the Laprairie yard. However, in accordance with Freedom of Information and Privacy (FOIP) laws and information protection regulations, the report is not considered a public document and therefore cannot be shared with the public or the council.

Salt Management in Alberta Highway Maintenance Yards

Road Salt Management is governed by the Transportation Association of Canada, and the attached document provides valuable insights into the environmental considerations, best practices, and regulations that should guide the storage and usage of salt and chemicals within maintenance yards.

Laprairie

Maintenance yard

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

C503-23(09/26/23)

RESOLUTION by Councillor Hansen to request information on the rules of storing salt and chemicals within maintenance yards and bring the discussion regarding concerns from residents on the salt onsite at the Laprairie Maintenance yard to the next scheduled Policy and Priority Meeting.

CARRIED.

ATTACHMENTS:

Design And Operation of Maintenance Yards

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



7.0 – DESIGN AND OPERATION OF MAINTENANCE YARDS

This is one in a series of Syntheses of Best Practices related to the effective management of road salt in winter maintenance operations. This Synthesis is provided as advice for preparing Salt Management Plans. The Synthesis is not intended to be used prescriptively but is to be used in concert with the legislation, manuals, directives and procedures of relevant jurisdictions and individual organizations. Syntheses of Best Practices have been produced on:

- | | |
|--|--|
| 1. Salt Management Plans | 8. Snow Storage and Disposal |
| 2. Training | 9. Winter Maintenance Equipment and Technologies |
| 3. Road, Bridge and Facility Design | 10. Salt Use on Private Roads, Parking Lots and Walkways |
| 4. Drainage | 11. Successes in Road Salt Management: Case Studies |
| 5. Pavements and Salt Management | |
| 6. Vegetation Management | For more detailed information, please refer to TAC's Salt Management Guide - 2013. |
| 7. Design and Operation of Maintenance Yards | |

INTRODUCTION

A Maintenance Yard is the location from which snowfighting agencies and companies stage their maintenance operations. Yards may be small, as in the case of a contractor facility or large and complex and as in the case of some road agencies. Agency yards may be dedicated to operating a single department like Roads or shared with other operating groups such as Sewer and Water, Waste and/or Parks Maintenance. They are referred to by a variety of other names including: patrol yards, camps, garages or depots. For the purposes of this document however we will refer to these facilities, either dedicated or shared, as Maintenance Yards. It is common that road maintenance work will be carried out from several road maintenance yards located throughout the area serviced by the snowfighting agencies and companies. Often in the past, these yards were located where land was in surplus or inexpensive for them to obtain. Little site engineering was used in

determining the locations of the buildings on site and the functionality of the facilities simply evolved over time to match the needs of the department. Their impact in the local environment was not a major consideration in determining location or design and construction.

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This Chapter of the Syntheses of Best Practices is intended to present the salt management and environmental considerations that should be taken into account when locating, designing, operating and maintaining maintenance yards. There are many other considerations, particularly related to safety, that are unrelated to salt management that are not addressed in this document, but that should be taken into account when designing and operating maintenance yards.

The role of a maintenance yard can vary from being the central location for maintenance operations (including administration functions) to simply serving winter operations only. The practices described in this chapter apply to both.

This Synthesis of Best Practices includes:

- planning
- site selection
- designing a functional facility
- salt storage
- site drainage
- brine production
- site operation and maintenance
- monitoring
- record keeping, and
- training.

In general, maintenance yards are constructed for multiple purposes including the delivery of winter maintenance services.

For winter operations, there is a strong need to focus on salt loss, whether in the form of airborne salt dust, brine runoff, wastewater discharge from vehicle washing and surface drainage or simple loss of road salts through improper handling practices. Lost salt will dissolve and can infiltrate into the soils below and adjacent to the site. Components of road salt entering the environment can travel great distances and affect wells, vegetation, groundwater and surface water where the groundwater emerges as springs or discharges into streams.

There are cases where road authorities have had to replace salt impacted wells and the resultant corroded appliances of affected homeowners or install filtration systems (e.g. reverse osmosis systems) to remove contaminants.

In addition, salt impacted runoff can affect vegetation and agricultural operations, on and adjacent to yards, as well as any downstream aquatic habitats where the salt impacted water collects.

Good yard design and salt handling practices are essential to preventing unnecessary salt loss and the resultant environmental impacts.

The Yard In Action

The yard layout should be designed to be efficient in all activities. Considering the cycle of handling road salts in the yard may reveal potential enhancements that can be made to improve yard efficiency and reduce salt loss. It is assumed that a new maintenance yard would include some or all of the following:

- an office, lunch, wash and utility rooms
- parking areas for staff vehicles and maintenance equipment
- a vehicle maintenance garage
- winter materials storage facilities
- winter materials handling area
- indoor vehicle washing area
- a garage and/or shed for maintenance equipment and materials
- outside material storage area (e.g. gravel, posts, etc.)
- brine production and storage areas
- brine loading areas, and
- washwater and impacted surface water recycling system for brine production.

The typical salt handling cycle flows from delivery, to stockpiling, to loading onto the spreader and then to exiting the yard. Upon return, the spreader off-loads unspent salt (preferably indoors), and the equipment is then washed to remove remaining salt residue.

Each area affected by these activities can provide an opportunity for improvement.

Typically, a delivery transport trailer end dumps or off loads the salt via a longitudinal conveyor. Preferably, the storage facility has been designed and constructed to allow the salt to be unloaded directly inside. If unloaded outside, the salt must be moved into the storage facility.

Ideally, the salt should not be “double handled.” In some cases salt is blown into storage facilities using a closed pipe system to eliminate double handling. Whether mechanically piled or blown, each handling can cause particle breakdown, segregation and loss. While handling can serve to break up any chunks that may be present, this double handling is inefficient. It also allows for a greater wind-blown loss of salt and the loss of salt fines that are remaining on the outdoor surface.

Loading and overloading spreader vehicles are potential sources of spillage. Improperly sized loaders and careless loading cause excessive spillage.

Where liquid melting agents are used, spillage of liquids can occur during production, delivery and transfer to spreaders.

It is not always necessary to spread the full load of material. Operators should be instructed to spread only what is needed to achieve the prescribed level of service. Unused materials must be returned and offloaded to the storage facility.

To minimize corrosion, spreaders are washed following a storm. The washwater is likely contaminated with dirt, oil, grease and salt (chlorides).

The washwater can be directed to a storage tank and used to make brine. Where washwater is used for brine production it is important that all reclaimed water be directed through a properly designed oil and grit separator (OGS) prior to use and that only detergents or de-greasers that are suitable for an OGS be used in the washing operations. Note: Local regulatory requirements may affect the ability to use washwater for brine production.

If not reclaimed for brine production the washwater should be directed to a sanitary sewer. If no sanitary sewer is available the washwater should be directed to a properly designed storm water management pond. Such ponds usually have designs which encourage the deposition of fines and heavy particles in a fore bay area and a secondary area where the salt impacted water can be diluted with surface drainage from the non-impacted areas of the yard to lower the salt component concentrations prior to discharge into a ditch or receiving body. The water that is collected should be periodically monitored/ checked to ensure compliance with release concentration requirements.

To summarize, salt is lost to the environment in a variety of ways during the salt handling process. These include:

- spillage of solid salt during delivery, mixing of sand/ salt blends, stockpiling and loading/ overloading of spreaders being carried away in the surface drainage of the yard
- salt being dissolved from uncovered stockpiles of salt and sand/salt blends
- spillage of liquid deicing chemicals during production, delivery, transfer to spreaders or tank/ line failures
- vehicle washing, and
- blowing salt dust from exposed piles.

Guiding Principles

When planning, designing and operating a winter maintenance yard, the following guiding principles should apply.

- Locate the yard(s) at strategically efficient location consistent with local land use plans and/or regulations.
- Locate and operate storage sites to minimize impacts to the natural environment and control nuisance effects, including noise, dust, litter and visual intrusion on adjacent landowners. Carry out Salt Vulnerability Mapping of the candidate areas and select areas that are less vulnerable to salt impacted drainage water.
- Place stockpiles inside storage structures.
- Use low permeable surfaces to minimize infiltration.
- Collect and reuse or properly manage salt impacted site drainage and vehicle washwater to comply with local water quality regulations and protect surface and groundwater resources.
- Promote indoor operations where possible.
- Handle materials and clean up spilled salt to minimize salt loss to the environment.
- Collect and dispose of onsite contaminants and wastes in accordance with local waste management legislation.
- Control emissions (drainage, noise, dust, litter, fumes) to prevent off-site environmental impacts.

SALT MANAGEMENT PRACTICES

Planning

While summer activities may dictate the core staffing needs, winter route times and service levels are the determining factors in establishing the numbers of staff and equipment that must be allocated and housed at each yard. Whether consolidating or constructing at new locations, there is more to consider than simply efficiency improvements. The re-evaluation of yard needs provides an opportunity to achieve the most functional design with positive economic and environmental returns.

A general yard location is dependent upon:

- control of emissions (drainage, noise, dust, litter, fumes) to prevent off-site environmental impacts
- the needs of the organization
- optimization of route times calculated to meet a required level of service, given equipment capabilities, and
- environmental considerations.

The supervisor of winter operations may not be able to make immediate changes to the winter equipment fleet. However, over time, as the winter fleet is improved, there will be more efficient use of resources. This will help to maximize the effectiveness of salt used, and to optimize the number of maintenance yards needed.

Site Selection

Next to the proximity and access to the road network to be serviced, it is important to assess site physiography and topography when choosing a new site. Ground conditions (soils or rock) and the lay-of-the-land complement the drainage management objectives.

For example, unlike granular bases, clay bases will prevent rapid infiltration of salt laden water. Conversely, highly permeable soils almost always allow the surface water to reach the ground water table. This may not be a serious concern if there is relatively quick outlet to a tolerant watercourse or the runoff is captured, contained and managed, but uncontrolled

runoff can generate considerable liability if the groundwater impacted by salt becomes a well water source.

A site that has natural surface drainage will limit the impact on groundwater. Underlying soil and rock characteristics, groundwater use and characteristics, and proximity to, and sensitivity of surface water should be understood to evaluate potential impacts from the presence of salt. For example, a site with a deep groundwater table will limit the potential for groundwater contamination from salt and hydrocarbons.

It is also important when selecting a site for a maintenance yard to understand the long-term land use plans around the potential site. If a development based on groundwater sources for its water supply is to be located down gradient from the maintenance yard then the organization could face a future liability due to salt impacts to the groundwater.

A properly conducted environmental impact assessment, emphasizing the risks associated with salt loss pathways, will help to ensure that an appropriate site is selected and that proper considerations go into facility design.

When planning and designing maintenance facilities, salt vulnerable areas must be taken into consideration and avoided to the extent possible. Where they cannot be avoided, specific measures should be included in the design to protect vulnerable areas.

Salt vulnerable areas could include:

- bodies of water with low dilution, low volume or salt sensitive species
- salt sensitive vegetation and agricultural operations
- sources of drinking water (i.e. surface water and groundwater), and
- groundwater recharge zones or shallow water table, with medium to high permeability soils.

The assessment of alternative sites should consider the potential chloride loadings to salt vulnerable areas and whether or not these loadings could have any adverse effects. Sites that have the potential to adversely affect vulnerable areas even after applying best management practices should be eliminated from further consideration.

Design

Maintenance yards are often multi-functional facilities. A maintenance yard can be an evolving design. All functions conducted at the yard must be considered in designing the most suitable layout and features for the yard. The designers should consult with the people who will work at the facility when laying out the flow of the yard. The yard should be laid out to permit vehicles involved in the salt-cycle to move efficiently and safely about the site. The design should be flexible enough to allow the yard to be expanded as service delivery areas increase, or to be retrofitted to satisfy the latest method or policy change.

A Winter Maintenance Area (WMA) is a paved area of a maintenance yard where all salt materials will be handled and vehicles will operate. Its purpose is to isolate those activities in order to contain and manage salt-impacted drainage. As such, all activities that can lead to salt-impacted drainage should be located within the WMA. Such activities include:

- sand-salt mixing
- salt deliveries
- salt loading
- material storage
- access routes
- equipment washing, and
- snow storage (i.e. salt-impacted snow cleared from the yard).

Also designers should consider the following:

- The size of the WMA should be minimized to reduce the amount of salt-impacted run-off that needs to be managed.
- Avoid inclines that would require additional salting or sanding to gain traction during winter months.
- All activities not involving salt management should be located outside of the WMA.
- The WMA should be constructed on a pad with low permeability (e.g. 100 mm of high strength asphalt underlain with a low-permeability membrane) to limit infiltration of salt-impacted drainage. A small berm or curb (e.g., 150 mm asphalt curb) should be placed around the WMA to direct drainage.

- Drainage ditches conveying salt-impacted run-off should be of low permeability (e.g., asphalt lined).
- Drainage inside the WMA should be directed to containment where it can be tested and properly managed. Containment options include storage ponds and tanks. Testing will depend on management options which may include:
 - release to the environment
 - removal by licensed waste-hauler, or
 - directing the salt-impacted run-off to an oil/grit separator and then possibly to containment for brine production.
- Containment (e.g., storage ponds and tanks) must be designed to contain the drainage. Also, consideration should be given to the consequence of containment failure and back-up options to reduce deleterious impacts. Containment must be designed to contain the drainage from the WMA using annual precipitation data and pump-out frequency. Storage pond design considerations include:
 - sloping the bottom to allow for collection of water for disposal
 - lining the bottom to prevent infiltration of brine; constructing the pond with clay, a sand base, an UV stable 30-mil liner and sand top layer
 - providing a fore-bay area to settle out heavier suspended solids
 - allowing for sufficient freeboard to handle normal precipitation events
 - providing escape routes (e.g., tires roped together) for anyone falling into the pond
 - fencing the pond for security, and
 - pond agitator may be required to prevent mosquitos from breeding (nuisance and disease prevention).
- Drainage from outside of the WMA (non-salt impacted) should be directed off-site in a way that minimizes off-site impacts (for example, to a storm water management pond).

A yard which has ample size and access, and which has managed drainage is a facility which:

- is safe from which to operate
- is cost effective to use
- facilitates the management of site drainage and vehicle wash water
- protects salt vulnerable areas
- generates limited liability
- provides indoor storage for all salt and sand/salt blends, preferably large enough to allow indoor delivery and spreader loading
- notes the prevailing winter wind direction and positions the building and doors with regard to sheltering loading operations; minimizing snow drifting around doorways, and keeping precipitation out of the storage areas
- provides proper lighting to help ensure safe and accurate salt loading operations when visibility is reduced during a storm event, especially at night
- properly spaces buildings and material storage facilities (e.g. liquid storage tanks) in order to maneuver vehicles properly and safely
- properly locating the office building with a viewing window suitable for observing the loading area (to confirm numbers of trucks, sizes of loads and general yard activity)
- constructs storage facilities on low permeability pads to limit infiltration of salt laden drainage
- constructs the loading pad of asphaltic concrete or other low permeability material at the entrance of the facility
- provides for the interception and management of salt impacted drainage
- locates parking, fuelling and loading/ unloading areas as well as paved pathways to permit efficient vehicle movements and limit backing operations
- locates catch basins properly, with hook-ups to avoid directing salt-laden runoff through storm sewers into salt vulnerable watercourses, or directly into the ground through poorly sealed sumps
- identifies snow storage around the yard perimeter to lessen the impacts of salt-laden melt water (see

the Snow Storage and Disposal Synthesis of Best Practices)

- locates the potable water well for the maintenance yard up-gradient to prevent it from being impacted by site operations
- installs security fencing
- installs outlets for block heaters for vehicle readiness, and
- installs berms and screening to reduce nuisance omission such as dust and noise and reduce unsightliness of outdoor storage.

Storage

Solid salt stockpiles should not be exposed to wind, rain or snow. Dissolved salt does not “disappear”, but rather enters the site drainage and creates problems off-site.

Therefore, proper storage of salt and sand/salt blends requires that they be covered to protect them from the elements. Salt and blended abrasives should be stored inside storage facilities located within the WMA.

The following should be considered when designing storage facilities:

STRUCTURAL

Structure designs range from the traditional dome, to rectangular sheds or barns, to high arch structures, to elevated silos. Storage structures can be made of different materials including wood, steel, aluminum, fiberglass or fabric.

Consideration should be given to the multiple function of storing sand with salt or other winter operations materials. Some structures provide a more efficient capacity than others depending on the intended methods of putting up the piles as well as in using the materials.

Consideration should also be given to the prevailing winter wind direction and channeling when siting and orienting the building. Where possible, position the building and doors to shelter loading operations, minimizing snow drifting around doorways and keeping precipitation out of the storage areas.

STORAGE CAPACITY

- The structure should be sized taking into account the seasonal needs, the reliability of the material source and the delivery frequency and timing possible during the winter season. The volume housed should include a contingency quantity to ensure that the supply will not run out in times of need or in the event of supply problems. This allows flexibility in the delivery of material to minimize potential environmental impacts caused by inclement weather.
- Structures should be sized so that materials are fully contained and do not extend outside the building. Likewise the capacity should not be exceeded.
- Where there is insufficient capacity to store all the materials inside the structure then tarps should be used to protect salt from the elements.

CONSIDERATIONS FOR INDOOR STOCKPILING AND SPREADER LOADING

- Indoor storage for all salt and sand/salt blends should be large enough to allow indoor delivery and spreader loading.
- Spillage during stockpiling and spreader loading is an important source of salt loss. The extent to which these activities can be carried out under cover will minimize salt loss.
- The design should accommodate the method of “putting up the pile”. There should be sufficient room to minimize material handling and the associated dust.
- Note: there are special considerations when selecting the storage facility design to permit indoor activities. The two most significant ones are ventilation and roof and door clearances.

Ventilation

- Ventilation is required for vehicle exhaust and dust.
- Carbon monoxide (CO) monitors/alarm systems are required.

Roof and Door Clearances

- The door and roof structure should be high enough to allow a transport trailer to end dump inside the structure. On rectangular structures, end doors are advantageous.
- The entrance to the storage structure may have a door, curtain or a sufficient overhang to minimize precipitation entering the structure.
- Operational access and egress to the structure should be considered in entranceway layout.

BASE

- To maximize storage capacity on the smallest footprint, the trend is to enclose the base of the pile and support the structure on a concrete wall, with or without a footing. These walls need to be designed to withstand the strain of materials and loaders pushing against them. They should be free of gaps that would allow salt or salt-impacted drainage to escape. Any gaps that could permit the release of salt from the storage structure or the entrance of water into the structure should be sealed.

ROOF AND EXTERIOR

- The roof and exterior of the storage structures shall be constructed of waterproof material such that precipitation and moisture are prevented from entering the building.

LIGHTING

- Proper lighting should be provided to help ensure safe and accurate salt loading operations when visibility is reduced during a storm event, especially at night. Emergency power backup may be required so that operations can continue during periods of power outages.

FLOOR

- The floor of the structure provides both the operating surface and the barrier to infiltration of salt-impacted water into the ground. Since indoor operations will place significant stresses on the floor, the floor must be designed properly. The floors of all structures should be constructed of low permeability material such as high strength asphalt or concrete. Both asphalt and concrete

are somewhat permeable and should be sealed to minimize infiltration. Floors can also be underlain with a low-permeability membrane to limit salt loss.

ALLOWING FOR SALT/SAND BLENDING

- One possible design is to have salt at one end of the structure and blended sand at the other end with space to allow a pug mill and conveyor for creating the blend. This configuration warrants side doors to allow spreaders to drive through the structure and be loaded with different materials from either end.

COSTING

- In evaluating the costs of the various storage alternatives, of special note is the comparison of the actual, realistic in-use capacity that is expected in service, rather than simply the theoretical capacity. For example, a conical structure with a given design capacity will be greatly underutilized if the material stored is in two piles, one on either side. In addition, larger storage capacity allows agencies / companies the flexibility to buy salt during dips in market price (with the added benefit of having extra supplies in the event of back-to-back storms (there is a real “cost” to not providing adequate winter maintenance)).
- Consideration of life cycle costs for repairs and intermittent refurbishing may show that a more functional yet costly facility to build is less costly in the long run because of lower operating costs.

LIQUID STORAGE FACILITIES

- Designers should consult with local environmental regulatory authorities regarding siting and containment requirements for liquid storage facilities.
- The required storage capacity will depend on the security of supply, production/delivery times and rate of use.
- Storage capacity can be reduced by using an “on demand” system.
- Where supplier-owned storage containers are used, arrangements need to be made for the

delivery of full containers and removal of empties during yard operations.

- Supplier-owned storage containers should be treated the same as other brine storage containers (i.e. protected from vehicle impacts and provided with spill containment around both the storage tank and liquid transfer point where appropriate).
- Where practical, **secondary containment** should be provided through double walled tanks and/or containment dykes. Typically, containment capacity is 110-125% of the capacity of the largest tank.
- Crash protection should be provided to prevent vehicles from impacting the production and storage facilities.
- Sufficient water supply is often a constraint when designing a brine production facility. The designer must ensure that sufficient water capacity is available to produce brine at the required rate for the maintenance operation.
- Water supply lines may need to be heat traced to prevent them from freezing.
- The freeze point of the liquid being stored and the lowest possible winter temperatures must be taken into account when determining the need to heat the production and storage tanks and piping.
- Emergency power supplies may be needed to ensure that liquid supplies are available in the event of a power failure.
- Designers must take into account the desired fill time for spreaders when selecting pump and line sizes. Pumps and lines that are too small will prolong the time it takes to refill onboard tanks.
- Production and storage tanks must be designed with a clean-out or flushing capability to remove settled impurities.
- Some liquids may require periodic circulation to prevent settlement of impurities, additives or product separation.
- Site Drainage:
 - The site should be graded to direct drainage away from any down gradient groundwater well locations or salt vulnerable areas to a storage and/or treatment area.

- Snow plowed from the site should be directed to areas where the melt water will be directed away from groundwater wells, storage area and salt vulnerable areas.
- Salt-laden water should be collected and properly managed. The water can either be used in brine production or sent for disposal at sewage treatment facilities where permitted.
- Indoors:
 - Indoor material storage and vehicle loading is preferred. A drive-through facility is beneficial.
- Underground Storage:
 - Some highway agencies have buried the storage vessels and used the earth heat to maintain the temperature above freezing. Buried vessels have a high potential for undetected or large loss of material and costs for remediation or mitigation of contaminated soil and groundwater. It is suggested that great care be taken in the selection of this option and that local regulatory agencies and a professional engineer familiar with underground containment systems be consulted.
- not be loaded beyond their capacity and, where feasible, should be covered with tarps when loaded with salt or sand.
- Stockpiles frequently have portions that have become frozen. These frozen blocks need to be properly managed and should not be placed into spreaders. These blocks should be pushed into the corner of the storage facility and allowed to thaw and dry. Once they have thawed and dried, the material should be broken up and reintroduced to the pile. Where brine production is ongoing, blocks of pure salt can be put into the brine production tank.
- Deliveries of salt should be arranged such that material is placed within the covered storage facility as soon as possible upon delivery. Deliveries should be scheduled for periods of good weather.
- All deliveries should be covered when being transported to the maintenance yard.
- Spreaders should be properly calibrated and periodically checked to ensure continued calibration. They should be recalibrated following any servicing of the salt delivery system.
- Some organizations benchmark their service areas to establish the amount of material that would be placed under specified application rates. At the end of a run, the total material placed can be compared to the benchmark to see if the projected amount was put down. If there is a discrepancy then the reasons can be investigated.
- Excess salt and sand remaining in the spreader following a storm should be returned to the storage facility and deposited within or as close to the entrance of the storage facility as possible. Where materials are off-loaded outside of the storage facility, they must be placed into the storage facility as soon as possible.

Operations and Maintenance

In addition to proper design, good operating practices are essential to minimizing material wastage and environmental impacts. Organizations must review all aspects of their operations (delivery, storage, handing, site drainage, brine operations, vehicle washing etc.) to determine where salt loss is occurring and to develop procedures to minimize or eliminate these losses. The following practices should be followed.

SALT HANDLING:

- Where practical to do so, spreaders should be loaded inside the storage structure. Where inside loading is not possible, other systems are needed to recover salt spills that occur during loading.
- When loading spreaders outside of the storage structure, care should be taken to minimize spillage of salt onto the loading pad and sweeping the pad of such spillage as soon as possible.
- Overloaded spreaders are prone to spilling salt during operations. Therefore, spreaders should

VEHICLE WASHING

- Prior to washing, the spreaders should be swept to remove as much of the residual solids as possible and thereby minimize the amount of dissolved salt and solids in the wash water.
- Where possible, vehicles should be washed indoors rather than outdoors to contain the wash water.

- Where only outdoor washing is possible, it should be done where all washwater can be contained and directed through positive drainage to a water management system.
- It is preferable to direct washwater to a storage facility where it can be reclaimed and used for brine production or sent for disposal.
- If a washwater reclaim system is not available spreaders should be washed at a location where the washwater can be properly diluted, disposed or treated. When sending for disposal, careful consideration must be given to the ultimate receiver of the washwater.
- All vehicle washwater should be directed through an oil/grit separator. Note, oil/grit separators do not remove dissolved contaminants like the sodium and chloride from salt-impacted water. Where discharge is to a municipal system, salt-impacted water can exceed municipal chloride limits.

SAND/SALT MIXING

- Sand and salt mixtures should be mixed inside, or on low permeable pad located as close to the storage area as possible.
- Mixing should be done during good weather. This will reduce salt loss due to precipitation and wind, and minimize the moisture content of the sand/salt mix.
- Mixing should be done using a pug mill or some other method to achieve a homogeneous engineered blend. This reduces the amount of salt needed to prevent freezing of the pile.
- Sand should be as dry as possible, thereby reducing the amount of salt required to prevent freezing.
- After the sand and salt have been mixed, the mix should be loaded into a storage facility as soon as possible. The mixing area should then be swept and the sweepings placed into the storage facility.
- Organizations that purchase manufactured sand/salt mixes should check deliveries to validate that the percentage mix is as specified. Too high a percentage of salt is wasteful and too low a percentage may result in the pile freezing.

SALT BRINE PRODUCTION & STORAGE

Brine production units require significant water supplies. Where well water is the intended supply source there may be insufficient supply to meet brine production requirements. Therefore, water supply must be carefully planned. A designer should identify all potential water requirements, both current and future needs, and plan the water source and taking requirements accordingly as follows:

- Water wells for human consumption should be located up-gradient of the Winter Maintenance Area to prevent the well from being impacted by site operations. Wells need to be drilled and installed with due regard for protecting groundwater resources from surface contamination, preventing aquifer cross connection and maintaining the function of groundwater such as baseflow and availability for water supply.
- Depending on local requirements, a licensed well driller may be required. Necessary permits must be obtained.
- Wells providing water for brine production should be located down gradient of the Winter Maintenance Area.
- Cisterns should be used in rural settings to stockpile water. Drawing from a cistern allows the well and underground pump to be better maintained with a consistent lower draw. The cistern can also handle water deliveries during times of drought or high water use.
- Where regulations permit, consideration should be given to using washwater or salt laden drainage and stormwater for brine production. Since relatively clean water is required to ensure a proper brine solution is produced, any salt-impacted water collected for recycling should be directed through an oil/grit separator prior to being used in brine production.
- Where possible, clumps of salt or wet salt can be placed into the brine production plant rather than placing this material in the salt storage facility.
- Where salt brine storage tanks are used, these tanks should be placed above ground, and protected from potential impacts by vehicles. Secondary containment should be provided where a tank failure could result in environmental

damage. Containment may be provided by double-walled tanks and/or dyking systems. Provincial regulatory agencies should be consulted to determine the containment and handling requirements.

- Periodic inspection of tanks, pumps and pipes/hoses should be carried out and any leaks and damage should be repaired immediately.
- Brine production and storage facilities may need to be flushed periodically to remove sediments. The materials produced from this flushing activity are mostly sand and gravel and can be screened and mixed with the abrasive pile.

SOLID MATERIAL STORAGE FACILITIES

- Allow for indoor loading and unloading of winter maintenance materials.
- Allow sufficient area for material storage and include room to load and unload to reduce the need to double handle material.
- Any roof leaks, tears or damage should be temporarily repaired during winter to reduce entry of precipitation, with permanent repairs being completed prior to the next winter season. At no time should leaks be allowed to persist when materials are being stored inside.
- The floors should be inspected annually for cracks and repaired/resealed as required.
- If an agency/company lacks a building sufficiently sized for its inventory, a tarped outside storage pile would be used until sufficient space is cleared in the structure (i.e. use the inside storage first, not the outside storage). In that way, the movement of the salt inside can be done between storms, reducing the potential for environmental losses. Outside storage should be on the Winter Maintenance Area.

MONITORING

It is important to understand how much salt is being used, where it is going and the resultant environmental impacts. Monitoring will aid in the determination of the extent of the impacts and effectiveness of the mitigation measures taken. Most activities should be focused on preventing, minimizing or mitigating the impacts. Attachment 1 provides a checklist for

inspecting maintenance yards. In addition monitoring may include the following:

- Baseline condition (benchmarking) of the site and surrounding area for future monitoring comparisons. For new facilities, this should be completed prior to the site being commissioned.
- The amount of material used during the year which can be reconciled at year-end.
- The use of weigh-in-motion (WIM) sensors at the entrance and exit to the site to confirm recorded amounts and track dispatches.
- WIM sensors would work well in conjunction with a loader scale sensor so the operator is in control of the load and his good judgment can be confirmed.
- Road authorities should also monitor compliance with good housekeeping policies.
- Providing for an activity code in maintenance management systems specifically for yard housekeeping to maintain a focus on this important activity and not unnecessarily burden other activities.
- Most storage facilities have salt contamination in the ground below the site and can migrate offsite. By establishing permanent monitoring wells and implementing a regular groundwater monitoring program, road salt plumes may be detected early (prior to off-site migration) allowing organizations to mitigate through improvements to road salt storage and handling procedures.

RECORD KEEPING

The performance measures that should be tracked and monitored include:

- percentage of salt and sand/salt blends stored under cover
- percentage of storage sites with collection and treatment of washwater and drainage
- inspection, housekeeping and repair records
- stockpiling records
- quality control records for brine concentrations, and
- levels of environmental indicators (e.g. chloride levels).

TRAINING

Training should focus on ensuring that those handling salt at the yard minimize the potential to waste salt and impact the environment. Prior to each winter all staff that are handling winter sand and deicing chemicals should receive training. The training program should focus on the following learning goals with respect to maintenance yards:

- understand that all salt and sand/salt blends should be covered to minimize salt loss
- understand that salt spillage is wasteful and harmful to the environment
- understand the salt-handling activities that result in wasteful releases of salt to the environment
- understand how these salt-handling activities should be carried out to prevent the wasteful release of salt to the environment
- understand the maintenance yard salt cleanup procedures that must be followed
- understand that timely yard maintenance and repairs are necessary to control salt loss, and
- understand the importance of proper record keeping and how to complete the required documentation on yard maintenance and salt use.

Training should be carried out through the following methods:

- pre-winter briefings
- observation and corrective action, and
- informal briefings during the season.

SUMMARY AND RECOMMENDATIONS

Most winter operators have an understanding of what works well in a maintenance yard setting. The practitioner's advice should be sought in planning changes to facilities or in locating and designing new ones. This consultation can also provide a complementary benefit of having the workers better understand why the facility is constructed the way it is and how it is expected to meet the needs of the winter service to be delivered. In designing a new maintenance yard or designing a major refurbishing of an existing yard, many of the above ideas are worthy of consideration. Information is also available from the Salt Institute and from storage structure suppliers for further guidance.

MAINTENANCE YARD INSPECTION CHECKLIST

Yard:	Date:	Inspector:
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SOLID SALT STORAGE AND HANDLING	YES	NO
Has a review of current storage practices for salt and sand/salt blends been done?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a defined Winter Maintenance Area (WMA)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is it on a pad with low permeability (e.g. 100 mm of high strength asphalt underlain with a low-permeability membrane)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is there a small berm or curb (e.g., 150 mm asphalt curb) surrounding WMA to direct drainage?	<input type="checkbox"/>	<input type="checkbox"/>
Is salt stored inside permanent roofed structures?	<input type="checkbox"/>	<input type="checkbox"/>
Is regular preventative maintenance performed on facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Has the roof been inspected for leaks?	<input type="checkbox"/>	<input type="checkbox"/>
Were leaks found?	<input type="checkbox"/>	<input type="checkbox"/>
If found, were leaks repaired?	<input type="checkbox"/>	<input type="checkbox"/>
Has the floor been inspected for cracks?	<input type="checkbox"/>	<input type="checkbox"/>
Were cracks found?	<input type="checkbox"/>	<input type="checkbox"/>
If found, were cracks repaired?	<input type="checkbox"/>	<input type="checkbox"/>
Has the walls been inspected for leaks?	<input type="checkbox"/>	<input type="checkbox"/>
Were leaks found?	<input type="checkbox"/>	<input type="checkbox"/>
If found, were leaks repaired?	<input type="checkbox"/>	<input type="checkbox"/>
Is salt stored on an impermeable pad?	<input type="checkbox"/>	<input type="checkbox"/>
Does it have impermeable loading pads?	<input type="checkbox"/>	<input type="checkbox"/>
Is the site graded to ensure that water runs away from the storage structure?	<input type="checkbox"/>	<input type="checkbox"/>
Is salt delivered during dry weather only?	<input type="checkbox"/>	<input type="checkbox"/>
Are delivery trucks covered/tarped when being transported to the maintenance yard?	<input type="checkbox"/>	<input type="checkbox"/>
Is salt delivered directly into the storage facility?	<input type="checkbox"/>	<input type="checkbox"/>
Is delivered salt placed into storage immediately?	<input type="checkbox"/>	<input type="checkbox"/>
Is there indoor loading of spreaders?	<input type="checkbox"/>	<input type="checkbox"/>
Are spreaders calibrated and periodically check to ensure continued calibration?	<input type="checkbox"/>	<input type="checkbox"/>
Are there practices used to minimize spillage during loading?	<input type="checkbox"/>	<input type="checkbox"/>
Are there practices used to minimize outside salt spills?	<input type="checkbox"/>	<input type="checkbox"/>
Are there practices used to clean up salt spills quickly?	<input type="checkbox"/>	<input type="checkbox"/>
Is excess salt returned to storage?	<input type="checkbox"/>	<input type="checkbox"/>
Is salt-laden runoff directed to catch basins?	<input type="checkbox"/>	<input type="checkbox"/>
Have strategies for cleaning up existing sites and minimizing salt loss to the environment been developed and implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Has a guide to best practices related to storage, handling and application of road salt and winter sand been developed and implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Has training been implemented for supervisors and operators?	<input type="checkbox"/>	<input type="checkbox"/>

LIQUID STORAGE AND HANDLING	YES	NO
Are personnel trained in proper handling of liquids?	<input type="checkbox"/>	<input type="checkbox"/>
Has regulator been consulted regarding siting and containment requirements for storage facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Do liquid storage facilities have secondary containment?	<input type="checkbox"/>	<input type="checkbox"/>
Is secondary containment provided in the form of double walled tanks and/or containment dikes?	<input type="checkbox"/>	<input type="checkbox"/>
Is crash protection provided to prevent vehicles from impacting the production and storage facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Are periodic inspections of tanks, pumps and pipes/hoses carried out?	<input type="checkbox"/>	<input type="checkbox"/>
Has consideration been given to using washwater or salt impacted drainage water for brine production?	<input type="checkbox"/>	<input type="checkbox"/>

BLENDED ABRASIVE HANDLING	YES	NO
Are blended abrasives stored under cover?	<input type="checkbox"/>	<input type="checkbox"/>
Are they delivered during dry weather?	<input type="checkbox"/>	<input type="checkbox"/>
Are salt and abrasives mixed indoors?	<input type="checkbox"/>	<input type="checkbox"/>
Does outdoor mixing only occurs during good weather?	<input type="checkbox"/>	<input type="checkbox"/>
Is the percentage of salt in the mixtures known?	<input type="checkbox"/>	<input type="checkbox"/>
Is only enough salt mixed in to keep the pile from freezing?	<input type="checkbox"/>	<input type="checkbox"/>
Are spreaders loaded inside?	<input type="checkbox"/>	<input type="checkbox"/>
Are there practices to minimize spillage when loading spreaders?	<input type="checkbox"/>	<input type="checkbox"/>
Are there practices to ensure spreaders are not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>
Are spilled blended abrasives cleaned up quickly?	<input type="checkbox"/>	<input type="checkbox"/>
Are excess blended abrasives returned to storage?	<input type="checkbox"/>	<input type="checkbox"/>

LIQUID BRINE PRODUCTION FACILITIES	YES	NO
Are water wells located up-gradient of the WMA?	<input type="checkbox"/>	<input type="checkbox"/>
Are cisterns necessary/in place?	<input type="checkbox"/>	<input type="checkbox"/>

SITE DRAINAGE	YES	NO
Is drainage directed away from storage area and into containment where it can be properly managed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the salt impacted water tested?	<input type="checkbox"/>	<input type="checkbox"/>
Are the drainage ditches conveying salt-impacted runoff of low permeability (e.g., asphalt lined)?	<input type="checkbox"/>	<input type="checkbox"/>
Where collection and treatment is not practical, is salt impacted drainage is directed away from salt vulnerable areas?	<input type="checkbox"/>	<input type="checkbox"/>
Is salt impacted water:	<input type="checkbox"/>	<input type="checkbox"/>
Released to the environment?	<input type="checkbox"/>	<input type="checkbox"/>
Removed by a licensed waste-hauler?	<input type="checkbox"/>	<input type="checkbox"/>
Directed to an Oil/Water Separator and then to containment for brine production?	<input type="checkbox"/>	<input type="checkbox"/>
Is drainage from outside of the WMA directed off-site in a way that minimizes off-site impacts?	<input type="checkbox"/>	<input type="checkbox"/>

VEHICLE WASHWATER	YES	NO
Is vehicle washwater collected, treated and sent for proper disposal?	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicles swept prior to being washed?	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL	YES	NO
Are you aware of the salt management plan (SMP)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided / had training on the SMP?	<input type="checkbox"/>	<input type="checkbox"/>
Have you measured the performance of the SMP?	<input type="checkbox"/>	<input type="checkbox"/>
Have you reported performance through appropriate public reporting methods?	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified salt vulnerable areas (SVA)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed strategies for reducing salt impacts to SVAs?	<input type="checkbox"/>	<input type="checkbox"/>

ACKNOWLEDGEMENTS

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- British Columbia Ministry of Transportation
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- Manitoba Infrastructure and Transportation
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- Ministry of Transportation Ontario
- Newfoundland Transportation
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- New Brunswick Transportation and Infrastructure
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- Regional Municipality of Waterloo
- Salt Institute
- Saskatchewan Highways

- Transport Canada

Principle Consultant for update was Ecoplans, a member of the MMM Group Limited and Bob Hodgins (previously with Ecoplans, now an independent consultant).

This document is the product of a project conducted on behalf of the Chief Engineers Council under the supervision of a project steering committee. TAC thanks all the committee members who contributed their time and effort to this project.

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Clear Hills County

Request For Decision (RFD)

	Policy & Priority Meeting
Meeting Date:	October 16, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Policy 1221 Tendering & Purchasing
File:	11-02-03

DESCRIPTION:

Councillor Ruecker requested a discussion regarding the Tendering and Purchasing Policy.

C548-23(10-10-23) RESOLUTION by Councillor Ruecker to request a discussion regarding the purchasing policy at a future Policy and Priority meeting. CARRIED.

ATTACHMENTS:

Policy 1221 - Tendering & Purchasing

RECOMMENDED ACTION:

RESOLUTION by To receive the discussion regarding the Tendering and Purchasing Policy for information, as presented.

Initials show support - Reviewed by:

Manager:

CAO:





Clear Hills County

Effective Date: September 13, 2022	Policy Number: 1221
Title: TENDERING AND PURCHASING	

1. **Policy Statement**

Clear Hills County will provide guidelines for the tendering and purchasing of goods and services.

2. **Definitions**

Bidder: means a person, groups of persons, corporation or agency that submits a bid for the supply of goods and/or services to the County.

Local Supplier: means a business located within the boundaries of Clear Hills County.

Local Contractor: a local contractor within the boundaries of Clear Hills County registered with the Clear Hills County equipment registry

3. **Responsibilities**

Chief Administrative Officer to:

- 3.1.1. Provide forms and procedures to support the implementation of this policy.

Corporate Services Manager to:

- 3.1.2. Provide procedures for the recording of purchases into inventory.
- 3.1.3. Provide procedures for the processing of invoices and statements.

Managers and Coordinators to:

- 3.1.4. Ensure that all tendering and purchasing complies with this policy.

4. **Location of Source**

All things being equal first preferences will be given to local contractors within the boundaries of Clear Hills County registered with the Clear Hills County Equipment Registry.

Second priority will be given to contractors registered outside the Clear Hills County boundaries and registered with the Clear Hills County Equipment Registry.

Where other factors are equal, the source of goods or services shall be:

- 1st Local suppliers
- 2nd Village of Hines Creek
- 3rd Locations within 200 km of the County
- 4th Alberta
- 5th Canada
- 6th Elsewhere

5. Tendering

Tenders shall be requested from not less than the number of sources listed below:

- 5.1.1. Up to \$5,000 no quotations are required.
- 5.1.2. Over \$5,000 and up to \$10,000, three (3) quotations shall be obtained by phone, internet Website, or catalogue prices, and recorded on the form provided.
- 5.1.3. Over \$10,000, three (3) quotations by sealed tender shall be obtained and recorded on the form provided.
- 5.1.4. \$75,000 and over must follow the New West Partnership Trade Agreement (NWPTA) procurement rules.

Where tenders or quotes are received that do not comply with Section 5.1, or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:

- 5.1.5. Tenders have been requested from all local suppliers of the goods or services requested,
- 5.1.6. Tenders received are believed to reflect a fair market price based on the conditions of the request for tenders, and
- 5.1.7. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender.

Where the nature of the services requested does not provide the competition necessary for the tendering process, Council may by resolution, or the Chief Administrative Officer in writing, provide for special tendering and award processes. Examples of this are invitational tenders and legal, architectural, and engineering services and accommodations.

Standing quotations may be obtained and used to satisfy the requirements in 5.1 for the time period the vendor agrees to honour the quotation.

6. Request for Tender Process

Sealed tenders shall be processed in the following manner:

- 6.1.1. When sealed tenders are received, each tender must be time

and date stamped and initialled upon receipt. Sealed tenders will be received clearly marked, for the specified project prior to the designated tender opening.

- 6.1.2. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any County staff member prior to the public opening. Faxes or e-mails will not be considered.
- 6.1.3. The tender opening shall be open to the public during a Council meeting and be held at the Clear Hills County Office.
- 6.1.4. A summary of the tender opening shall be prepared and retained in the County filing system.
- 6.1.5. Awarding of tenders will be accordance with Section 10 Authority to purchase below.

Withdrawal of a sealed or written tender will only be accepted prior to tender opening. The request to withdraw the tender must be received in writing.

An award of hourly or unit billed services shall be based on requesting service from the most favourable bid to the County that was submitted and accepted. If that bidder is not available in the time specified in tender conditions, then the service shall be requested from the second most favourable bid, then the third most favourable bid, etc. Location and travel costs will be considered when hiring equipment.

Where quotations are obtained by phone information regarding the time and date of each call, the person spoken to, price offered, and any terms stated shall be recorded and retained on file.

7. Information to Bidder

Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the County and shall include a statement that the terms of this policy shall apply to each bid.

If additional information is developed during the request for sealed or written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.

Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.

Information received from any bidder shall not be revealed to other bidders until the tender deadline has passed.

One contractor will not be awarded more than two (2) grader beat contracts.

8. Security and Bonding

If a bid deposit is required, a letter of credit, or a certified cheque, payable to Clear Hills County, in the amount specified in the tender request, shall be submitted with the tender and will be returned to unsuccessful bidders by ordinary mail within 30 days after award of tender.

A bid deposit will be forfeited to Clear Hills County if the successful bidder fails to accept the award of tender within 15 days after award of tender, unless otherwise specified in the tender document.

When Security is required, the successful bidder shall submit to the County, within the time specified, the documentation required in 8.1, prior to work commencing. The Security will be forfeited to the County if the successful bidder fails to comply with the terms and conditions of the award. The County will retain Security until such time as the project is completed to the satisfaction of the contract.

When required by the terms of the award of tender, an insurance certificate evidencing required insurance coverage, and if required naming the County as an additional insured, shall be submitted within the time specified.

9. Tender Opening over \$10,000.

9.1 Tenders shall be opened during a Regular Council Meeting and the Bidder name(s) and total tender cost from the Tender Form will be announced and recorded.

9.2 For multi-year grader beat tenders, each bid year hourly rate, shall be announced and recorded from the Tender Form.

10. Analysis of Tenders

Analysis of tenders over \$10,000 shall be completed by the originator of the tender.

The following factors, presented without any priority, shall be used to evaluate all bids received, unless otherwise specified in the tender document;

- 10.1.1. **Price**, based on the same Freight on Board, (FOB) location, same currency including goods and services tax, and with discounts applied.
- 10.1.2. **Record** of a bidder's previous performance on quality, experience, service, and delivery.
- 10.1.3. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery, and service.
- 10.1.4. **Standardization** of goods to reduce inventory and future costs.
- 10.1.5. **Bulk Purchasing**, through larger quantities, cumulative quantities, or bulk packaging.

10.1.6. **Life Cycle Costs** of goods or services.

Use of products that contain recycled material, are recyclable or reusable is encouraged.

The County reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.

Clear Hills County shall not accept tenders, quotations, or the supply of services from contractors or suppliers of services who have initiated litigation against the County, for a period of one year after the litigation is resolved.

11. Authority to Purchase

Authority to award tenders, subject to funding being previously approved within the budget, shall be set as follows;

- 11.1.1. Up to \$10,000, any Manager level position,
- 11.1.2. \$10,001 to \$25,000, Chief Administrative Officer, and
- 11.1.3. \$25,001 and up, by Council resolution and the signature of the Chief Administrative Officer and the Reeve or other appointed signing authority.

Employees are only authorized to spend within their departments approved annual budget.

12. Purchase Orders

Purchase orders shall be issued for all purchases greater than \$5,000 except where letters of agreement or contracts exist. Chief Administrative Officer or Manager must forward purchase order and copies of tender documents and the successful bid to the Corporate Services Manager.

Where a purchase consists of a periodic rental or lease, the purchase order/agreement shall be reviewed and initialled as required to authorize continuance of the rental or lease.

In an emergency situation, defined by the Chief Administrative Officer or the Director of Emergency Management, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Emergency Management. During the emergency, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or Director of Emergency Management without the need to tender.

13. Contingency Allowances

Contingency allowances may only be spent to meet the costs of unexpected site

conditions, which prevent the contractor from meeting the project specifications approved by Council.

Contingency allowances and unspent project funds may only be applied to changes in project specifications approved by resolution of Council.

End of Policy

ADOPTED: Resolution #C194-03 Date: March 25, 2003

AMENDED: Resolution #C379-03	Date: May 27, 2003
Resolution #C876-03	Date: November 25, 2003
Resolution #C244-04	Date: March 23, 2004
Resolution #C557-04	Date: June 22, 2004
Resolution #C388(05/10/05)	Date: May 10, 2005
Resolution #C213(04/10/07)	Date: April 10, 2007
Resolution #C419(05/26/09)	Dated May 26, 2009
Resolution #C159(02/22/11)	Dated: February 22, 2011
Resolution #C245(03/29/11)	Dated: March 29, 2011
Resolution #C528(09/10/13)	Dated: September 10, 2013
Resolution C262(04/22/14)	Dated: April 22, 2014
Resolution C435(09/13/22)	Dated: September 13, 2022

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	October 16, 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.

Re-branding proposal requests were sent out to 5 companies, only 2 companies responded with proposals.

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

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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.

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.



SOURCE INSPIRED

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

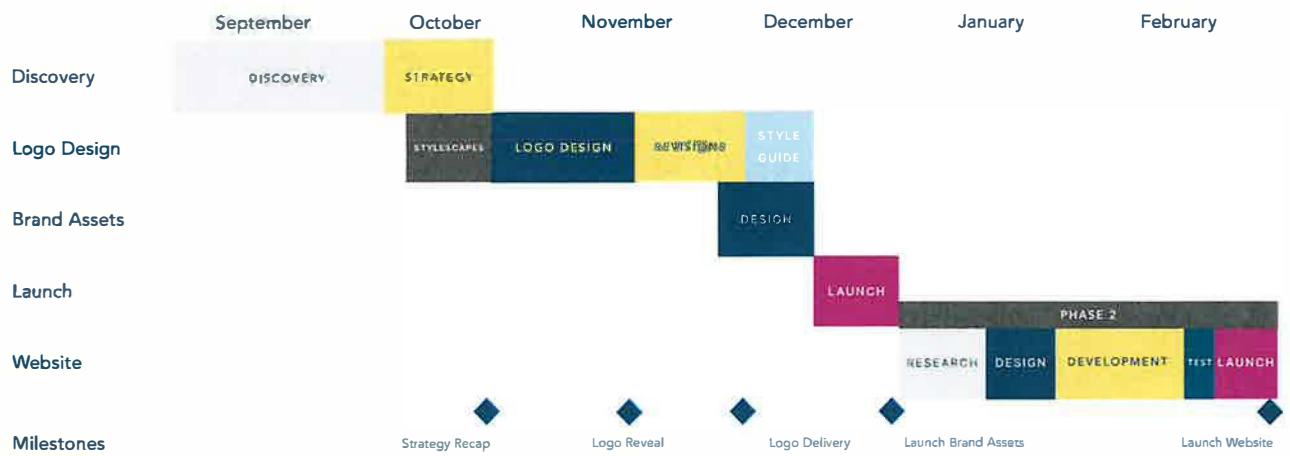
COMPLETE INVESTMENT

The total professional fees for this project.



SOURCE INSPIRED

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

CLEARHILL REDBAND



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





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](#)



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

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jessie@bigbizgrowth.com

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Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Procedure Meeting
Meeting Date:	October 16, 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.....

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Procedure Meeting
Meeting Date:	October 16 , 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

RECOMMENDATION:

RESOLUTION by

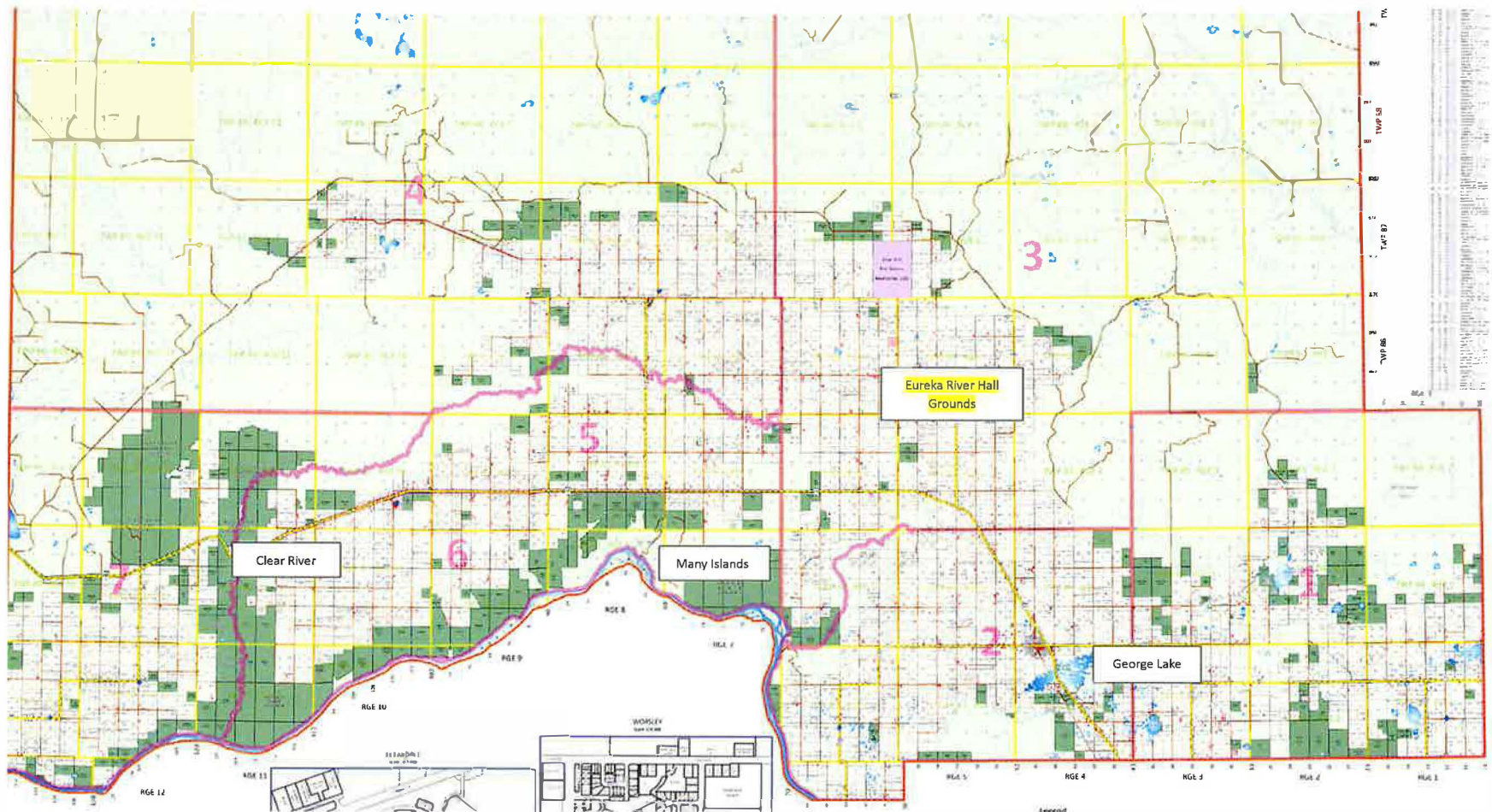
Initials show support - Reviewed by:

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:	Policy & Procedure Meeting
Meeting Date:	October 16, 2023
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Clear Hills County Parade Float Analysis
File:	62-02-03

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 (Administration & Weed Inspectors)	\$ 2,500.00
Total	\$ 3,340.08

RECOMMENDATION:

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

Initials show support - Reviewed by:

Manager:

CAO:

