

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

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

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**1. CALL TO ORDER**

**2. AGENDA**

**3. NEW BUSINESS**

**a. COUNCIL**

1. Policy 1221 Tendering & Purchasing .....2
2. Re-Branding.....9
3. Public Meetings..... 15
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5. Cleardale Fire Hall ..... 17

**4. ADJOURNMENT**

# Clear Hills County

## Request For Decision (RFD)

|                |  |
|----------------|--|
|                | <b>Policy &amp; Priority Meeting</b>     |
| Meeting Date:  | November 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.

**P558-23(10-16-23) RESOLUTION by Deputy Reeve Janzen to bring back the Tendering and Purchasing Policy to a future Policy & Priority Meeting. CARRIED.**

**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.

|   |                 |   |
|---|-----------------|---|
| <b>Initials show support - Reviewed by:</b> | <b>Manager:</b> | <b>CAO:</b>  |
|---|-----------------|---|



# 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:

- 1<sup>st</sup> Local suppliers
- 2<sup>nd</sup> Village of Hines Creek
- 3<sup>rd</sup> Locations within 200 km of the County
- 4<sup>th</sup> Alberta
- 5<sup>th</sup> Canada
- 6<sup>th</sup> 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:       | <b>Policy &amp; Priority Meeting</b>     |
| Meeting Date:  | November 16, 2023                        |
| Originated By: | Allan Rowe, Chief Administrative Officer |
| Title:         | Re-Branding Proposals                    |
| File:          | 11-02-02                                 |

### DESCRIPTION:

Council is presented with a proposal for the re-branding of Clear Hills County for review and discussion.

### BACKGROUND:

**P559-23(10-16-23) RESOLUTION by Reeve Bean to table the discussion on re-branding of Clear Hills County until a future meeting.**

**CARRIED.**

**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

### RECOMMENDED ACTION:

**RESOLUTION by.....**

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**





## SOURCE INSPIRED

Brand Strategy & Design Brochure



# Hello!

I AM SO EXCITED THAT YOU'RE HERE!

How exciting! I'm so glad you've found me and took the time to reach out about the potential of working together.

Source Inspired is a place where small businesses can be led to new heights. I like to think of myself as a leader and guide that will help inspire you to think beyond the limits of your imagination to build and develop a brand that you're proud of!

GRAB A CUP OF COFFEE AND READ ON!

Michelle

# what to expect

BE INSPIRED EVERY STEP OF THE WAY.



## here's the process...

From the moment our journey begins, my goal is to work alongside you to ensure your business needs are met and your expectations are exceeded. It's also important to me that you feel comfortable every step of the way. By the end of this experience, I'm confident that I'll be more than just your Brand Strategist and Designer. I become a friend who inspires you to dig deep and get creative with your brand. I want to ensure your experience with me is everything you need and want it to be.

## AN INSPIRATIONAL EXPERIENCE

## Here's a peek at the initial timeline...

Sometimes the process of just getting started can seem overwhelming. I want to ease your mind, and let you know what you can expect as we start this journey together.

The timeline below is based on a logo design.



# 1.

## Let's chat!

I've created this guide with a new client in mind. Once you've read it through and decide you would like to move forward, schedule a call with me on Zoom, so we can make sure we are on the same page as far as your design needs go. Bring any questions you may still have.

# 2.

## View the proposal

You'll receive a customized timeline that highlights important milestones for our project, such as when payments are due, etc. We can adjust as needed to make sure the project stays on track.

# 3.

## Sign the contract

Next, go ahead and look over the contract. If you have any questions at all, please ask! I want you to feel totally comfortable moving forward. When you're ok with the contract, sign it, and then I will send you a copy signed by me as well.

# 4.

## It's go time!

We will now move forward and I will get to work! I will check in with you every so often to get clarification or ask questions (if needed). When I have some ideas ready, I will go over them with you. From there we will narrow down the options, and I will make any tweaks that we have discussed.

# 5.

## Making adjustments

At this point, the logo is almost complete. I will present some options, and we will go over it together. If any changes need to be made, we can make final adjustments. Now is the time I want you to be confident and excited to have the logo in your hands!

# 6.

## Logo files & usage guide

Once any last changes have been made, we will schedule a call to go over everything. I will also send you the files for the logo, in all the formats you might need. I will also give you a guide on how to use your logo to represent your brand best.

# logo packages

Select any services you're interested in.



## Logo Design (High Exposure/Large Scale Use)

- a carefully curated colour palette
- typography (fonts) for the logo
- choose from 2 fully-designed primary logos
- 3 revisions on the chosen logo
- full ownership of your logo package in all formats needed (will vary for each business)
- a one-page pdf file with guidance on what formats to use in various situations
- any additional requests will be priced per item

**CAD 1,225**



## Brand Identity Package (High Exposure/Large Scale Use)

Brand identity is how a business would like to be seen by its audience. It is made up of graphic design decisions and includes a company's visual identity and considers the scale of how the graphic elements will be used and seen.

This package includes:

- brand tagline
- a choice between 3 carefully curated colour palettes
- 3 mood boards to understand design concepts/ideas
- a choice between 3 fully-designed primary logos
- 3 revisions on the chosen logo
- a secondary logo (an additional, simpler version of the logo to add variety and more functionality), with one revision
- an icon/symbol (to be able to use separate, without words)
- a favicon (a small version of your logo used as a website tab)
- typography (fonts) for the logo and brand
- full ownership of your logo package in all formats needed
- customized marketing materials (business cards, letterhead, email signatures and signage)
- a one-page pdf file with guidance on what formats to use in various situations
- style consistency (overall direction on logo usage in a Brand Guide Book)

**CAD 2,950**

# Clear Hills County

## Request For Decision (RFD)

|                |  |
|----------------|--|
| Meeting:       | <b>Policy &amp; Priority Meeting</b>     |
| Meeting Date:  | November 16, 2023                        |
| Originated By: | Allan Rowe, Chief Administrative Officer |
| Title:         | Public Meeting Format                    |
| File:          | 11-02-02                                 |

### DESCRIPTION:

Council is presented with information for the January 16, 2023, Public Meeting at Eureka River Hall.

Date: January 16, 2024

Time: 7:00 p.m.

Location: Eureka River Hall

### Format:

- Department Boards
- Slide Show
- Information (forms etc.)
- Wildfire 2023 recap
- Light snacks/Beverages

### BACKGROUND:

**C602-23(10-24-23)**

**RESOLUTION by Reeve Bean to hold the annual public meeting at Eureka River Hall on Tuesday, January 16, 2024, at 7:00 p.m. CARRIED.**

**C393-19(08-13-19)**

**RESOLUTION by Deputy Reeve Fletcher to change the public meeting format from the 2 day and 2 location format, to one annual public meeting held centrally at the Eureka River Hall. CARRIED.**

### ATTACHMENTS:

Slideshow will be emailed to all Council prior to the meeting.

### RECOMMENDED ACTION:

**RESOLUTION by.....**

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**



# Clear Hills County

## Request For Decision (RFD)

|                |   |
|----------------|---|
| Meeting:       | <b>Policy and Priority Meeting</b>              |
| Meeting Date:  | November 16, 2023                               |
| Originated By: | Terry Shewchuk, Public Works Manager            |
| Title:         | <b>Transfer Station Associated Costs Review</b> |
| File:          | 11-02-03  |

**DESCRIPTION:**

Council requested a review of the combined costs associated with the 9 Clear Hills County Transfer Stations and Recycling Stations.

**BACKGROUND:**

| Combined Transfer Station Cost Analysis |                      |                     |                     |                      |
|---|----------------------|---------------------|---------------------|----------------------|
|   | 2020                 | 2021                | 2022                | 2023<br>Projected    |
| Postage/Freight                         | \$ 100.00            | \$ 200.00           | \$ 300.00           | \$ 300.00            |
| Management Contract                     | \$ 217,000.00        | \$223,000.00        | \$230,000.00        | \$ 237,000.00        |
| Contracted Work                         | \$ 800.00            | \$ 7,000.00         | \$ 5,000.00         | \$ 6,000.00          |
| Repair & Maintenance                    | \$ 400.00            | \$ 400.00           | \$ 400.00           | \$ 400.00            |
| Land Lease                              | \$ 300.00            | \$ 200.00           | \$ 200.00           | \$ 200.00            |
| Requisition to NPRL                     | \$ 199,000.00        | \$120,000.00        | \$112,000.00        | \$ 161,000.00        |
| Trucking                                | \$ 85,000.00         | \$ 62,000.00        | \$ 63,000.00        | \$ 72,000.00         |
| Gate Locks                              | \$ 700.00            | \$ 200.00           | \$ 400.00           | \$ 300.00            |
| General Supplies                        | \$ 200.00            | \$ 100.00           | \$ 300.00           | \$ 300.00            |
| Sand & Gravel                           | \$ 1,100.00          | \$ 1,100.00         | \$ 600.00           | \$ 1,000.00          |
| Wages                                   | \$ 700.00            | \$ 12,000.00        | \$ 10,000.00        | \$ 10,000.00         |
| <b>Approximate Total:</b>               | <b>\$ 505,300.00</b> | <b>\$426,200.00</b> | <b>\$422,200.00</b> | <b>\$ 488,500.00</b> |

| Recycling Cost Analysis                    |                     |                     |                     |                     |
|--|---------------------|---------------------|---------------------|---------------------|
|  | 2020                | 2021                | 2022                | 2023<br>Projected   |
| Trucking                                   | \$ 58,000.00        | \$ 58,000.00        | \$ 50,000.00        | \$ 59,000.00        |
| Snow Removal<br>Bear Canyon & Eureka River | \$ 600.00           | \$ 800.00           | \$ 1,300.00         | \$ 1,500.00         |
| <b>Approximate Total:</b>                  | <b>\$ 58,600.00</b> | <b>\$ 58,800.00</b> | <b>\$ 51,300.00</b> | <b>\$ 60,500.00</b> |

|  | 2020                 | 2021                | 2022                | 2023<br>Projected    |
|--|----------------------|---------------------|---------------------|----------------------|
| <b>Approximate Total<br/>Transfer Stations &amp;<br/>Recycling Stations:</b> | <b>\$ 563,900.00</b> | <b>\$485,000.00</b> | <b>\$473,500.00</b> | <b>\$ 549,000.00</b> |

\*Any modified hours outside of the regular schedule will be \$48.00 per hour.

**RESOLUTION by... to receive for information the Transfer Stations associated cost review, as presented.**

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



# Clear Hills County

## Request For Decision (RFD)

|                |  |
|----------------|--|
| Meeting:       | <b>Policy &amp; Priority Meeting</b>     |
| Meeting Date:  | November 16, 2023                        |
| Originated By: | Allan Rowe, Chief Administrative Officer |
| Title:         | Cleardale Fire Hall                      |
| File:          | 11-02-02                                 |

### DESCRIPTION:

Council is requested to have a discussion regarding the planning, development, and location of the Cleardale Fire Hall.

### 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.**

### ATTACHMENTS:

### RECOMMENDED ACTION:

**RESOLUTION by.....**

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