

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL MEETING
TUESDAY, DECEMBER 5, 2023**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Tuesday, December 5, 2023, commencing at 9:30 a.m. in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

1. CALL TO ORDER

2. AGENDA

3. NEW BUSINESS

a. COUNCIL

1. Policy 1221 Tendering & Purchasing2
2. Family and Community Support Services (FCSS) program 9
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7. Nurse Practitioner50

4. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

	Policy & Priority Meeting
Meeting Date:	December 5, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Policy 1221 Tendering & Purchasing
File:	11-02-03

DESCRIPTION:

Councillor Ruecker requested a discussion regarding Policy 1221 Tendering and Purchasing.

BACKGROUND:

P634-23(11-16-23) RESOLUTION by Reeve Bean to table the discussion regarding Policy 1221 Tendering and Purchasing until a future meeting. CARRIED.

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 for information the discussion regarding Policy 1221 Tendering and Purchasing, 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:	Policies & Priorities Meeting
Meeting Date:	December 5, 2023
Originated By:	Lori Jobson, Corporate Services Manager
Title:	FCSS Grant Discussion
File:	51-02-02

DESCRIPTION:

The County receives FCSS grant funding from the province and the Village of Hines Creek and disperses it to community groups.

BACKGROUND:

CHC Annual FCSS Funding	\$ 98,097.29
CHC 20% Matching FCSS dollars	19,619.46
Village of Hines Creek Annual FCSS Funding (includes V of HC 20%)	17,538.00
Total Annual FCSS Grant Funds Budget	\$135,254.75

ATTACHMENTS:

RECOMMENDATION:

RESOLUTION by ... that...

Initials show support - Reviewed by:

Manager:

CAO:

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy and Priority Meeting
Meeting Date:	December 5, 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.

Municipality	Policy Statement
County of Northern Lights	-Calcium Chloride is used as the primary dust control agent. -The County reserves the right to maintain treated sections of roadway. -The County does not in any way guarantee the effectiveness of the dust control agent.
Northern Sunrise County	-Calcium Chloride brine is predominantly used as a dust control agent. -The County does not guarantee the effectiveness of the dust control agent. -The County reserves the right to apply dust control treatment and maintain the treatment sections of roadway.
County of Grande Prairie No.1	-Dust control suppressant is calcium chloride or spec crude oil. -The County does not in any way guarantee the effectiveness of the dust control suppressant. Once suppressant has been applied no refunds of the application fee will be made. -The County reserves the right to maintain dust control suppressant treated sections of roadway.
M.D of Greenview No. 16	-Greenview does not in any way guarantee the effectiveness of the dust control agent or application. Once the agent has been applied no refunds will be made. -Greenview reserves the right to maintain or grade the treated section(s) of roadway as necessary.

BACKGROUND:

P555-23(10-16-23)

RESOLUTION by Councillor Giesbrecht to bring Policy 3221 Dust Control back with additional information to a following Policy & Priority Meeting. CARRIED.

C481-23(09-12-23)

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

ATTACHMENTS:

Policy 3221 Dust Control Draft
2023 Application for Roadway Dust Suppression
County of Northern Lights Policy Procedure Dust Control Measures
Northern Sunrise County Policy 6.10 Dust Control
County of Grande Prairie No.1 Policy N8 Dust Control
M.D of Greenview No. 16 Policy 4025 Dust Control

RECOMMENDED ACTION:

RESOLUTION by... recommend Council adopt Policy 3221 Dust Control, as presented.

Initials show support - Reviewed by:

Manager:

CAO:





Clear Hills County

Effective Date: DRAFT	Policy Number: 3221
Title: DUST CONTROL	

1. Policy Statement

1.1. Clear Hills County may apply dust control **abatement** product on County roadways at locations identified as safety concerns and ~~or~~ at locations for which a dust control **abatement** application and fee have been received.

1.1.1. Dust control product will be applied by Clear Hills County, Public Works Department, to identified road surfaces, upon completion of the application form by the resident/landowner or Oil Company and prepayment of the calculated fee. Scheduling of the work shall be subject to regular dust control program priorities, in combination with other requests, to maintain cost effectiveness

1.1.2. Residents residing along a gravelled Secondary Highway will be eligible for the residential users dust control **abatement** program, upon application and acceptance by Alberta Infrastructure and Transportation, however all regular maintenance will continue, as required.

1.1.3. 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.

1.1.4. Dust control 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.

1.1.5. The application fee for each 100-meter section of roadway is set by Council annually.

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

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

2.1. County residents will be allowed to apply their own dust control **suppression** in front of their residence, but must notify Clear Hills County of their intent, prior to application.

- 2.2. All dust control suppression products must be approved by Clear Hills County prior to application.
- 2.3. The road surface where dust control suppression is to be applied must be graded to a regular driving surface prior to application.
- 2.4. The roadway where dust control suppression is to be applied must be gravelled with County specification, if required, prior to application.
- 2.5. All associated costs for dust control suppression application by County residents, will be the responsibility of the applicant. ~~which~~ Including but not limited to grading, gravelling, product purchasing 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 control suppression areas of the roadway, ~~in the event~~ if the driving surface becomes a safety hazard to the motoring public, or the integrity of the road is compromised and no longer ~~doesn't~~ meets County standards.

Definition(s):

Dust control- Dust control is the efforts to manage and or suppress roadway dust, not the elimination of roadway dust.

Forms/Schedules

Application for Roadway Dust Control

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
Application for Roadway Dust Control**

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 control 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 control 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.**
5. The application fee for each 100-meter section of roadway is set by Council annually. The fee is set at \$1200.00 + GST per 100 meters.
6. RESIDENTIAL USER dust abatement application applied for by the landowner: 50% COUNTY / 50% APPLICANT (\$600.00 + gst) to a maximum of 200 meters. Residential users must remit payment with application. Refunds will be made if application is denied. In the event applicant requests more than 200 meters, the additional meters will be at full cost to the applicant if the additional dust abatement request is accepted by Clear Hills County.
7. INDUSTRIAL USER dust abatement applications: 100% APPLICANT (\$1200.00 + gst). Industrial Users must remit full payment within 60 days of application for dust suppression. In the event payment is not received, Clear Hills County will terminate the Industrial User's Road Use Agreement and no further agreement will be entered into until payment is received.

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

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

Date

Signature of Applicant

Please make cheques payable to Clear Hills County.



DUST CONTROL POLICY

Subject: Dust Control Measures

Ref: Public Works

Code: 32

Date Approved: April 13, 2021 Motion 141/13/04/21 Replaces: 172/23/04/13

It is the Vision of the Council of the County of Northern Lights, to be a great rural community of natural beauty and prosperity. Our mission is to efficiently provide services and infrastructure to ensure the quality of life for residents.

The County of Northern Lights
proposes to do this by conducting an
annual dust control program at select sites for
municipal purposes and as a general service by
cost recovery.

Signed: _____


Chief Elected Official

Signed: _____


Chief Administrative Officer

PROCEDURE:

PART I –County Dust Control Program [provided as a municipal service]

1. The application of dust control agents will be carried out through the County's Public Works Department in accordance with this policy and:
 - a) any provincial policy for supply and application of dust abatement on gravel roads;
 - b) within County's Dust Control Program budget limits.
2. Dust control agents will not be applied on:
 - a) private or lease roads or other roads not under the jurisdiction of the County of Northern Lights.
 - b) roads that are scheduled for regrading or upgrading within one year.
3. Council will make annual decisions on the areas to receive dust control treatment as required, and at no cost based on annual budget and service levels. These areas may include:
 - a) gravel roads near school zones and/or playgrounds;
 - b) at major intersections and/or poor alignments considered hazardous because of dusty conditions;
 - c) on major roadways through declared hamlets;
 - d) roads along and into community water supplies;
 - e) roads into community halls;
 - f) residences adjacent to roads to County gravel pits during County gravel haul operations
4. Applicants for dust control for residences adjacent to Secondary Highways will be directed to the Area Maintenance Provider. With the approval of Alberta Transportation, the County may provide dust control as noted in Part II below.

PART II - Dust Control Service [supplied on a cost recovery basis]

1. Fees for the application of dust control will be as specified in the Schedule of Fees, which fees will be reviewed annually by the Public Works Department. Such fees will include the cost of applying dust control agent to 200 meters of road. This amount will include road preparation materials, agent, water truck, and pre/follow-up blading.
2. The following criteria will be used when approving applications for dust control under this section:

- a) receipt by the County of completed and signed application for along with the required fee; and
 - b) will be conditional when requested in proximity/overtop the Grimshaw Gravels Aquifer.
3. The County will annually advertise that it is taking applications for dust control.
- a) An ad placed in the newspaper, and on social media, advising that application forms are available from the County office;
 - b) Applications must be completed by the applicant and any necessary payment must be received by the County prior to any work commencing;
 - c) Applications from residents for dust control will not be accepted after the close of business on the last day of business in April of the application year.
4. Dust control agents will be applied after the road bans have been lifted in the spring and as materials and equipment become available.
- a) For purposes of this policy calcium chloride will be used as the primary dust control agent. Other agents may be utilized as determined by Administration.
 - b) Notwithstanding this policy the County may apply water, or request that water be applied, as a dust control agent on temporary truck-haul routes.
 - c) The County reserves the right to maintain treated sections of roadway as deemed appropriate by its Public Works Department.
 - d) The County does not in any way guarantee the effectiveness of the dust control agent. Once the agent has been applied to the road surface no refunds will be made.
5. The application for dust control form designated 'Schedule A' attached hereto, forms a part of this Policy.



SCHEDULE A

APPLICATION NO: _____

County of Northern Lights

APPLICATION FOR DUST CONTROL - RESIDENCE

NAME: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

LEGAL DESCRIPTION: _____ RURAL: _____

HAMLET: _____

THE APPLICANT AGREES TO THE FOLLOWING:

1. The primary dust control agent to be used is calcium chloride.
2. That a 200-meter strip of [7m wide] road in front of the residence will be treated with the dust control agent.
3. That only one treatment of calcium chloride will be made in respect of this Agreement.
4. The County does not guarantee the effectiveness of the dust control agent. Once the agent has been applied to the road surface no refunds will be made.
5. That a fee of \$700.00 (GST included) must accompany this application. All payments must be made prior to application deadline. The County does not invoice for dust control.
6. The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for dust control.

DATE: _____

SIGNATURE OF APPLICANT

All applications and fees must be submitted by the last business day of April at 4:30 p.m. to:

County of Northern Lights
PO Box 10
MANNING AB T0H 2M0
EMAIL: info@countyofnorthernlights.com

NO LATE APPLICATIONS WILL BE ACCEPTED

POLICY 6.10 Dust Control



**NORTHERN SUNRISE
COUNTY**

Department: Public Works

Date Approved: June 11, 2019

Rescinds: 620/08/14/12

Council Res. No: 415/06/11/19

PURPOSE AND SCOPE:

To outline the use and application of dust control agents on County roads.

POLICY:

1. The application of dust control agents will be carried out by Northern Sunrise County in accordance with this policy and within the Dust Control Program budget limits.
2. Dust control agents will not be applied to private or lease roads or other roads not under the jurisdiction of Northern Sunrise County.
3. Dust control agents will be applied to County roads as follows at the following cost sharing rate: (Classification of roads as per the current Traffic Control Bylaw).

<u>Road</u>	<u>Cost Sharing</u>
Gravel Haul Road	100 % County
Arterial Roads	100 % County
Collector & Local Roads	100 % Applicant

Commercial and Industrial Applicants will be responsible for 100% (unless a lesser amount is approved by the Chief Administrative Officer) of the cost of dust control treatment including the supply and application of an approved agent.

4. Dust control agents will be applied to a length of 200 metres per site at a cost of \$500.00 per application.

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5. Applicants requesting lengths in excess of 200 metres shall pay the full cost of the additional length.
6. Dust control agents are normally applied after lifting of spring road bans and as material and equipment become available.
7. . The type of dust control agent used by the County is a predominantly Calcium Chloride brine.
8. The County does not guarantee the effectiveness of the dust control agent.
9. A dust control application is to be completed by the applicant and required fees paid prior to being included in the Dust Control Program.
10. The County reserves the right to apply dust control treatment and maintain the treatment sections of roadway as deemed appropriate by the Director of Public Works or designate.
11. When, in the opinion of the Director of Public Works or designate, the condition of the roadway is considered beyond normal maintenance and repair, it may be restored to its original gravel condition.



Reeve



Chief Administrative Officer



Dust Control

Public Works Policy N8

Policy:	N8 – Dust Control
Policy Department(s):	Public Works
Adoption Date:	May 1988
Adoption Reference:	425/5/88
Effective Date:	May 1988
Last Amended:	August 22, 2022

Policy Purpose

To establish the procedures and standards for dust control suppressant application on County roads.

Policy Statement

The County of Grande Prairie No.1 will endeavor to undertake dust control measures on County roads subject to available funds and as indicated annually in the municipal budget.

Definitions

"Annual County Dust Control Program" is the Annual program where the County accepts orders and payment for the application of dust control suppressant.

"Chief Administrative Officer" (CAO) means the person appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County or designate.

"Council" means the duly elected Council members of the County of Grande Prairie No. 1.

"County" means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

"County Park" means a County operated park within the County of Grande Prairie No. 1.

"Dust Control Suppressant" is the application of a dust suppressant, such as calcium chloride or spec crude oil, to gravel roads to minimize road dust.

"Other Parties" is anyone other than the County of Grande Prairie No.1.

Policy Guidelines

1. The application of Dust Control Suppressant will be carried out by the County in accordance with this Policy and:
 - 1.1. An approved Annual County Dust Control Program developed by Council and the Public Works Department.



Dust Control

Public Works Policy N8

- 1.2. Within Annual County Dust Control Program budget limits.
- 1.3. Dust Control will be applied to County Infrastructure and to certain locations in municipalities contained within the boundaries of the County on a cost recovery basis.
2. Areas to receive Dust Control as required, and at no cost are indicated in the following priority order:
 - 2.1. Residences adjacent to roads to County Parks;
 - 2.2. Residences adjacent to roads to County gravel pits during County gravel haul operations;
 - 2.3. Residences adjacent to Secondary Highway with the approval from Alberta Transportation;
 - 2.4. Residents adjacent to County Landfills as primary access roads are to be identified by Public Works; and
 - 2.5. Other sites identified with the approval from Public Works and Council.

Application for Dust Control

3. Each year the County will advertise the opening and closure dates to order Dust Control Suppressant as part of the Annual County Dust Control Program.
4. Dust Control Suppressant may be applied for a minimum length of 100 meters in front of residences.
5. All orders must be completed by the applicant and necessary payment must be received by the County prior to the acceptance of the order.
6. Orders will be received until the last day of April for consideration in developing the Annual Dust Control Program.
7. Orders received after the Annual Dust Control Program deadline may be subject to full cost recovery fees.
8. Fees will be reviewed annually and approved in the County Schedule of Fees, Rates and Charges Bylaw.
9. Dust control for Capital Construction Projects will be completed in accordance with contract documents.

Application of Dust Control

10. Dust Control Suppressant will be applied upon lifting of spring road bans, and as materials and equipment become available.



Dust Control

Public Works Policy N8

11. The County does not in any way guarantee the effectiveness of the Dust Control Suppressant. Once the suppressant has been applied no refunds of the application fee will be made, unless authorized by the Director of Public Works or designate.
12. The County reserves the right to maintain Dust Control Suppressant treated sections of roadway as deemed appropriate by the Public Works Department.
13. Exceptions and exemptions to this policy may be considered and are at the discretion of the Director of Public Works.

Application of Dust Control Suppressants by Other Parties

14. Applications from County residents and resource companies to privately apply Dust Control Suppressants on municipal roads may be considered in extraordinary circumstances if:
 - 14.1. the applicant completes the Application to Apply Dust Control to County Roads and receives approval from the Director of Public Works or their designate;
 - 14.2. the Dust Control Suppressants have been approved by the County;
 - 14.3. the County approves the desired location of the Dust Control Suppressant;
 - 14.4. the Dust Control Suppressants be applied in a manner that meets County standards (in a professional manner);
 - 14.5. the applicant accepts full responsibility for the Dust Control Suppressant applied;
 - 14.6. The applicant agrees to indemnify and save harmless the County with respect legal liability in connection with the approach installation and will adhere to all applicable laws, standards, regulations, and safety protocols.

References

Legal Authorities	N/A
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development
Other	Application to Apply Dust Control Suppressants to County Roads – available on County website

Revision History

Review Date	Description
August 22, 2022	Reviewed and Amended CM20220822.012
January 5, 2015	Reviewed and Amended CM20150105.1009
January 9, 2006	Reviewed and Amended 01-034-2006



Dust Control

Public Works Policy N8

June 20, 2005	Reviewed and Amended 06/665/2005
May 1990	Reviewed and Amended 341/5/90
February 1989	Reviewed and Amended 4/2/89
October 1988	Reviewed and Amended 895/10/88
May 1988	Adoption Date 425/5/88

Title: Dust Control

Policy No: 4025

Effective Date: February 23, 2021

Motion Number: 21.02.069

Supersedes Policy No: OP 05

Review Date: February 23, 2024



Purpose: To provide dust control to residents on all roads maintained by Greenview, subject to available funds and as indicated annually.

1. DEFINITIONS

1.1. **Greenview** means the Municipal District of Greenview No. 16.

2. POLICY STATEMENT

2.1. Greenview recognizes that dust from gravel roads may create health, safety or general nuisance concerns for residents and therefore offers a dust control program to mitigate the impact of dust in front of residents. Greenview will, at no charge to the property owner, apply dust control as deemed necessary by Administration to municipal roads adjacent to the following areas:

- A) School Sites
- B) Hamlets
- C) Parks
- D) Greenview Landfills and Transfer Stations
- E) Cemeteries
- F) Community Centers
- G) Playgrounds
- H) Public Sports Facilities (including Golf Courses)
- I) Designated gravel haul routes from municipal gravel pits and
- J) Any other site owned or controlled by the public sector.

2.2 Individual requests not included in the above list, but deemed to be in the public interest, will be assessed on a case-by-case basis by Administration. Criteria for inclusion in the “no-charge” program will be:

- A) Safety
- B) Traffic volume
- C) Proximity to and location on the traveled roadway (must normally be within 100 meters of the road and on the south or east side of a road)
- D) Roadway geometry as determined by Administration and
- E) Be approved by the Chief Administrative Officer

3. PROCEDURE

- 3.1. Greenview will supply dust control to residents, subject to payment of fee as follows;
 - A) The established fee will cover the first 200 meters. Any additional length over 200 meters will be paid in full by the applicant at the full cost for the dust control agent as established by Council annually.
 - B) Multi-Parcel Country Residential Subdivisions – applicants with multi-parcel subdivisions have the option of applying for 100 meters of dust control at the established fee.
- 3.2. Multi-Parcel country residential subdivisions will be eligible under this policy for dust control agents. Where a single application will serve adjoining residences, it is the responsibility of the landowners to work out the distribution of costs.

4. APPLICATION

- 4.1. All residents who wish to be considered for the program must apply each year.
- 4.2. Applications must be in writing on the prescribed form and will be accompanied by the fee for dust control.
- 4.3. Applications will be received up to and including April 15th of each year or if April 15th falls on a weekend it will be the next business day.
- 4.4. Late applications will not be accepted.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council will establish a fee for residential and commercial dust control in the Schedules of Fees.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration will advertise the dust control program each year in January (if possible), February, March and the first week of April.
- 6.2. Greenview will apply a dust control agent according to the following guidelines:
 - A) Locations will be staked as per the applicant's request.
 - B) The dust control agent will be applied once annually as conditions permit.
 - C) Greenview does not guarantee in any way the effectiveness of the dust control agent or application. Once the agent has been applied no refunds will be made.
 - D) Greenview reserves the right to maintain or grade the treated section(s) of roadway as necessary to maintain a safe driving surface and/or to optimize performance of the dust control product.

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy and Priority Meeting
Meeting Date:	December 5, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Transfer Station Associated Costs Review
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 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
Approximate Total:	\$ 505,300.00	\$426,200.00	\$422,200.00	\$ 488,500.00

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

	2020	2021	2022	2023 Projected
Approximate Total Transfer Stations & Recycling Stations:	\$ 563,900.00	\$485,000.00	\$473,500.00	\$ 549,000.00

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

ATTACHMENTS:

RFD North Peace Regional Landfill Financial History November 14, 2023
 Transfer Stations Yearly Usage Report
 Transfer Stations Internal vs. External Usage Report
 Transfer Stations Operation Cost per Hour

RECOMMENDATION:

Resolution by...

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

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	November 14, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	North Peace Regional Landfill Financial History
File:	11-02-02

DESCRIPTION:

Council is presented with the financial history for the North Peace Regional Landfill from 2002-current.

ATTACHMENT:

North Peace Regional Landfill Cost History

RECOMMENDED ACTION:

RESOLUTION by...to accepted the North Peace Regional Landfill financial history for information, as presented.

Initials show support - Reviewed by:

Manager:

CAO:

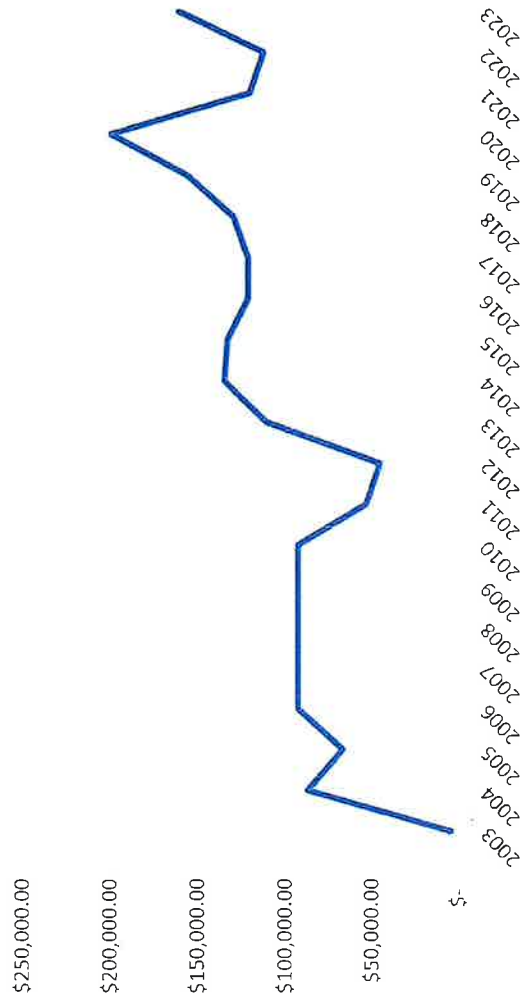


Total Requisition Amount Paid to NPRL	
Year	Requisition
2003	\$ 4,345.51
2004	\$ 86,940.00
2005	\$ 66,640.93
2006	\$ 92,406.16
2007	\$ 92,406.16
2008	\$ 92,406.16
2009	\$ 92,406.16
2010	\$ 92,406.16
2011	\$ 52,986.90
2012	\$ 45,016.29
2013	\$ 110,335.12
2014	\$ 134,063.84
2015	\$ 132,380.98
2016	\$ 120,436.47
2017	\$ 120,436.47
2018	\$ 128,867.02
2019	\$ 155,436.69
2020	\$ 198,826.81
2021	\$ 119,724.30
2022	\$ 111,812.26
2023	\$ 160,312.05
Total:	\$ 2,210,592.44

Other Cost to NPRL		
Year	Amount	Description
21-Apr-09	\$ 4,057.50	Cleardale Transfer Station Engineering
09-Sep-08	\$ 4,559.21	Worsley Transfer Station Engineering
18-Jul-08	\$ 972.25	Eureka River Transfer Station Engineering
05-Jan-08	\$ 570.46	Hines Creek Transfer Station Engineering
05-Nov-05	\$ 56,570.02	Highway Intersection Improvements
18-Nov-03	\$ 417,705.00	Landfill Construction Funding
03-Nov-03	\$ 13,500.00	Interim Operating Funding
16-Apr-03	\$ 13,500.00	Contribution Towards Landfill Construction
18-Dec-02	\$ 13,500.00	Contribution Towards Landfill Construction
Total:	\$ 524,934.44	

*excluding Trucking

NPRL Yearly Requisition



Clear Hills County Transfer Stations Yearly Usage

	2022	2022 Approx. Monthly Average	2023 Jan-October	2023 Approx. Monthly Average
Bear Canyon	711	59	625	63
Clear Prairie	234	20	143	14
Cleardale	2638	220	2203	220
David Thompson	485	41	351	35
Eureka River	1261	105	1115	112
Hines Creek	3535	295	3187	319
Royce	1038	87	915	92
Whitelaw	622	52	530	53
Worsley	1419	118	1225	123
Usage Total:	11943		10294	

Transfer Stations Internal vs. External Usage

		2022												Combined		Percentage %
		January	February	March	April	May	June	July	August	September	October	November	December	Total	Total	
Hines Creek	Internal	175	151	170	272	193	206	276	204	185	269	156	192	2449	3561	69%
	External	75	67	76	147	101	78	79	73	110	158	86	62	1112		31%
Royce	Internal	35	40	62	50	71	89	78	79	84	55	44	34	721	1038	69%
	External	20	21	35	21	25	29	20	27	35	26	32	26	317		31%
2023																
Hines Creek	Internal	137	140	151	296	207	204	292	224	291	198			2140	3187	67%
	External	67	61	76	191	123	112	82	140	114	81			1047		33%
Royce	Internal	43	41	55	58	72	100	78	91	57	44			639	915	70%
	External	24	20	30	25	35	45	15	30	29	23			276		30%

Clear Hills County

Transfer Stations Operation Cost per Hour

	Summer Hours of operation per week (May 1- September 30)	Winter Hours of operation per week (October 1- April 30)	Cost of Operation per Hour	Cost of Operation per Week (Summer)	Cost of Operation per Week (Winter)	Total Yearly Cost of Operation
Bear Canyon	8	7	\$ 67.64	\$ 541.12	\$ 473.48	\$ 26,109.04
Clear Prairie	4	4	\$ 67.64	\$ 270.56	\$ 270.56	\$ 14,069.12
Cleardale	12	7	\$ 67.64	\$ 811.68	\$ 473.48	\$ 32,061.36
David Thompson	8	7	\$ 67.64	\$ 541.12	\$ 473.48	\$ 26,109.04
Eureka River	8	7	\$ 67.64	\$ 541.12	\$ 473.48	\$ 26,109.04
Hines Creek	9	7	\$ 67.64	\$ 608.76	\$ 473.48	\$ 27,597.12
Royce	8	7	\$ 67.64	\$ 541.12	\$ 473.48	\$ 26,109.04
Whitelaw	8	7	\$ 67.64	\$ 541.12	\$ 473.48	\$ 26,109.04
Worsley	12	7	\$ 67.64	\$ 811.68	\$ 473.48	\$ 32,061.36
Total hours of operation per week:	77	60				

Clear Hills Waste Management's contracted yearly rate is \$236,357.00

Clear Hills County transfer Stations are open 77 hours a week in the summer months and 60 hours a week in the winter months

Total hours of operation in the summer months (22 weeks) are 1694

Total hours of operation in the winter months (30 weeks) are 1800

Total hours of operation a year are 3494

The cost per hour to operate the Transfer Stations is \$67.64

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	December 5, 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:

Borderline Survey has completed the property line survey of the proposed lot, Subdivision Plan 8720504 B1 L4, for the Cleardale Fire Hall.

P635-23(11-16-23) RESOLUTION by Deputy Reeve Janzen to receive the discussion regarding the Cleardale Fire Hall for information and bring back to a future meeting. CARRIED.

P556-23(10-16-23) RESOLUTION by Councillor Giesbrecht to recommend Council draft a Request for Proposal for a Project Manager to oversee all aspects of the construction of a new Fire Hall in Cleardale, Alberta, with the exception of the dirt work to be hired off of the annual Clear Hills County Equipment Registry. and bring back further information to a future Council Meeting. CARRIED.

ATTACHMENTS:

Subdivision Plan 8720504 B1 L4 Map
RFD Cleardale Fire Hall November 16, 2023
RFD Cleardale- Clear Hills Fire Hall October 16, 2023

RECOMMENDED ACTION:

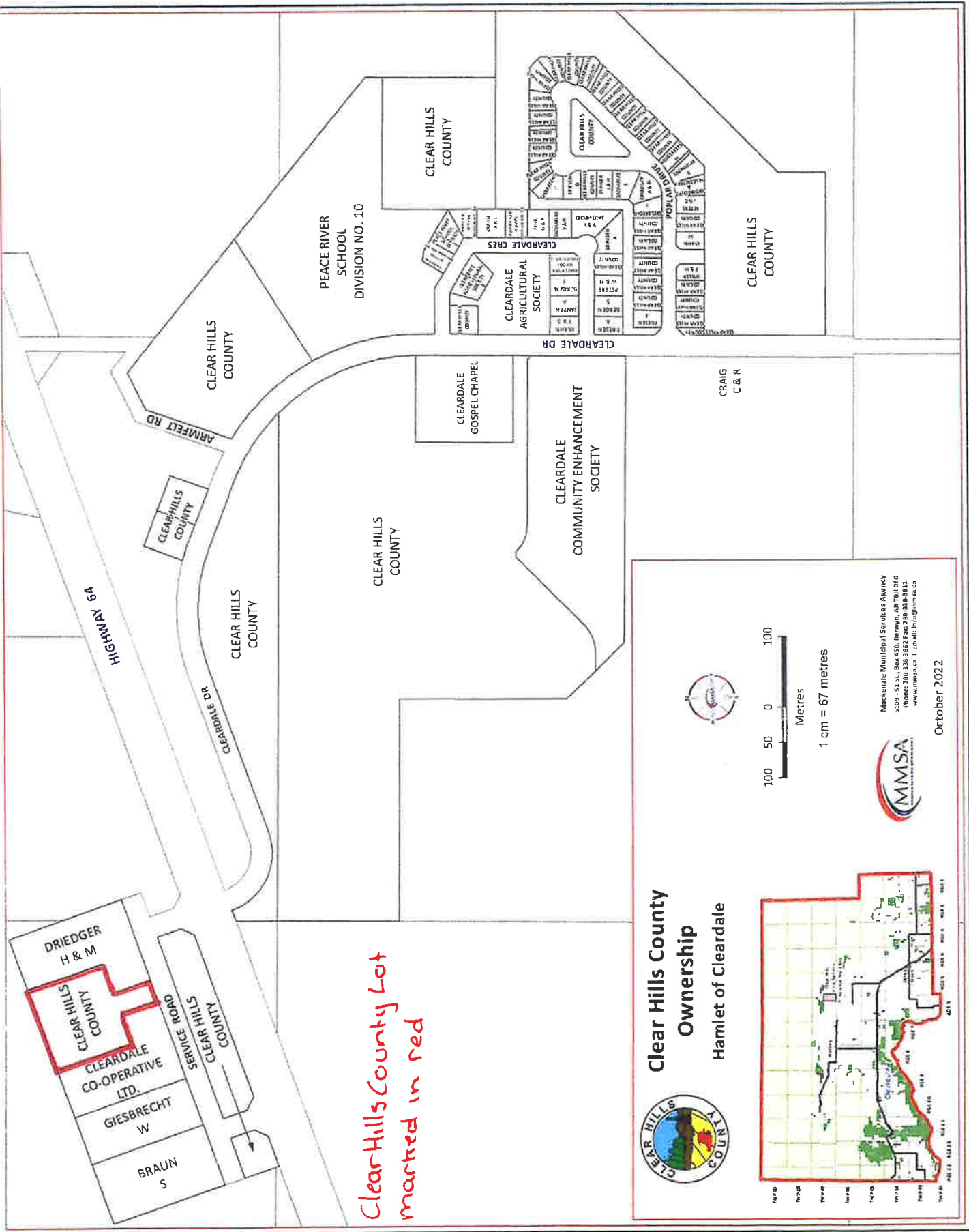
RESOLUTION by... to accept for information the discussion regarding the planning, development, and location of the Cleardale Fire Hall, as presented.

Initials show support - Reviewed by:


Manager:

CAO:








Clear Hills County Lot
marked in red



Clear Hills County
Ownership
Hamlet of Cleardale








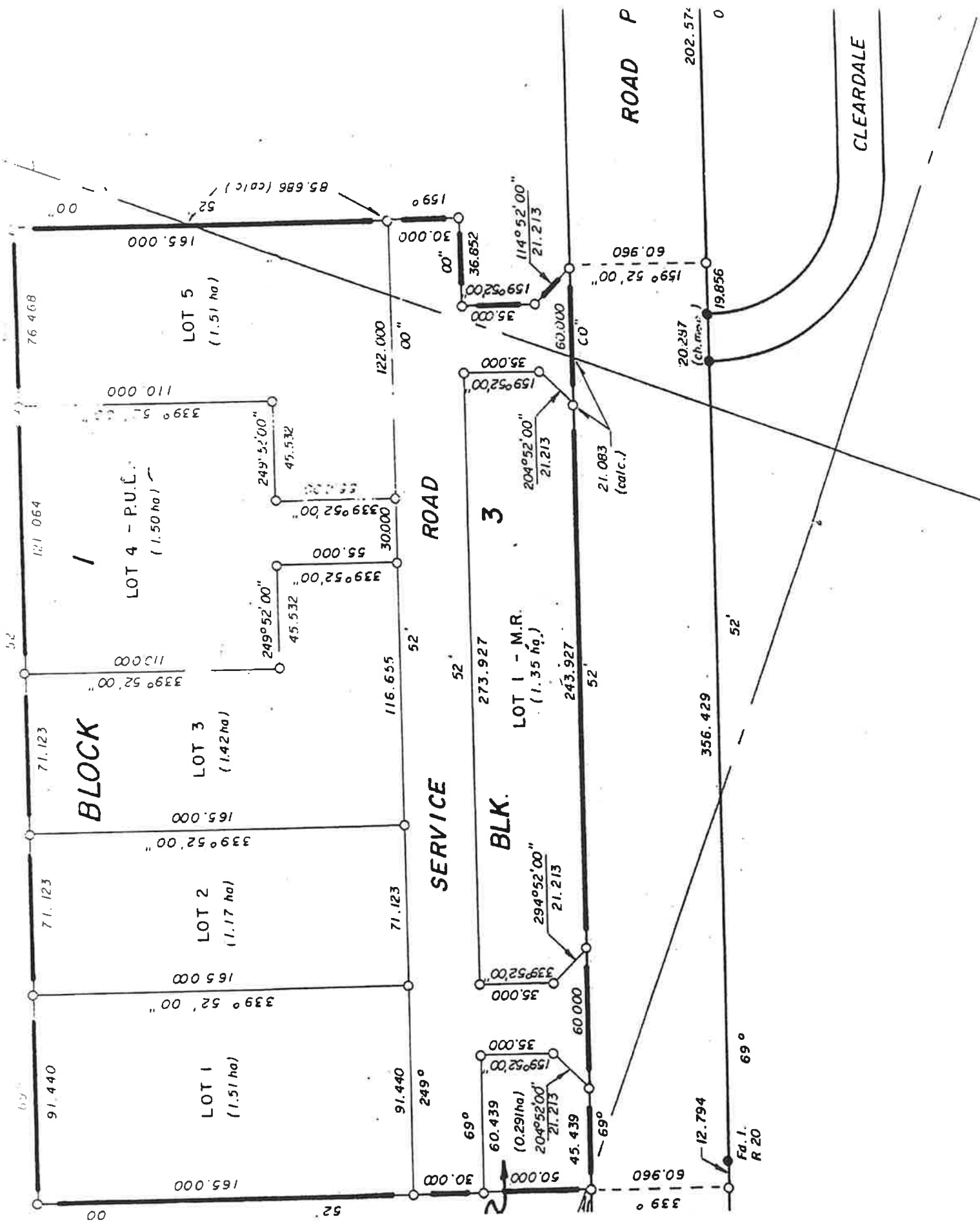
1 cm = 67 metres

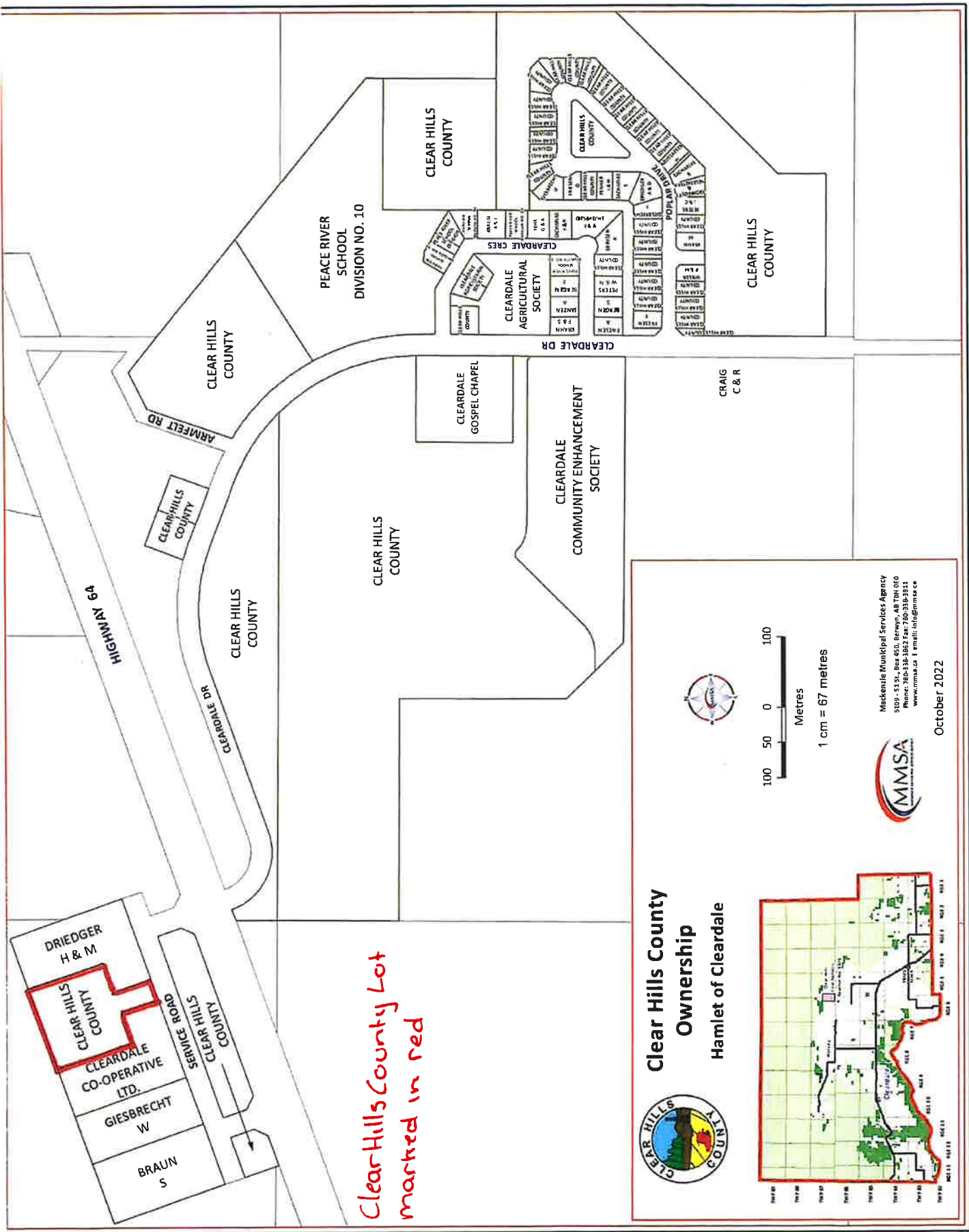
Mackenzie Municipal Services Agency
5109 - 51 St., Box 451, Invermay, AB T0I 1C0
Phone: 780-338-3862 Fax: 780-338-3833
www.mmsa.ca Email: info@mmsa.ca

October 2022









Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
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:
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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

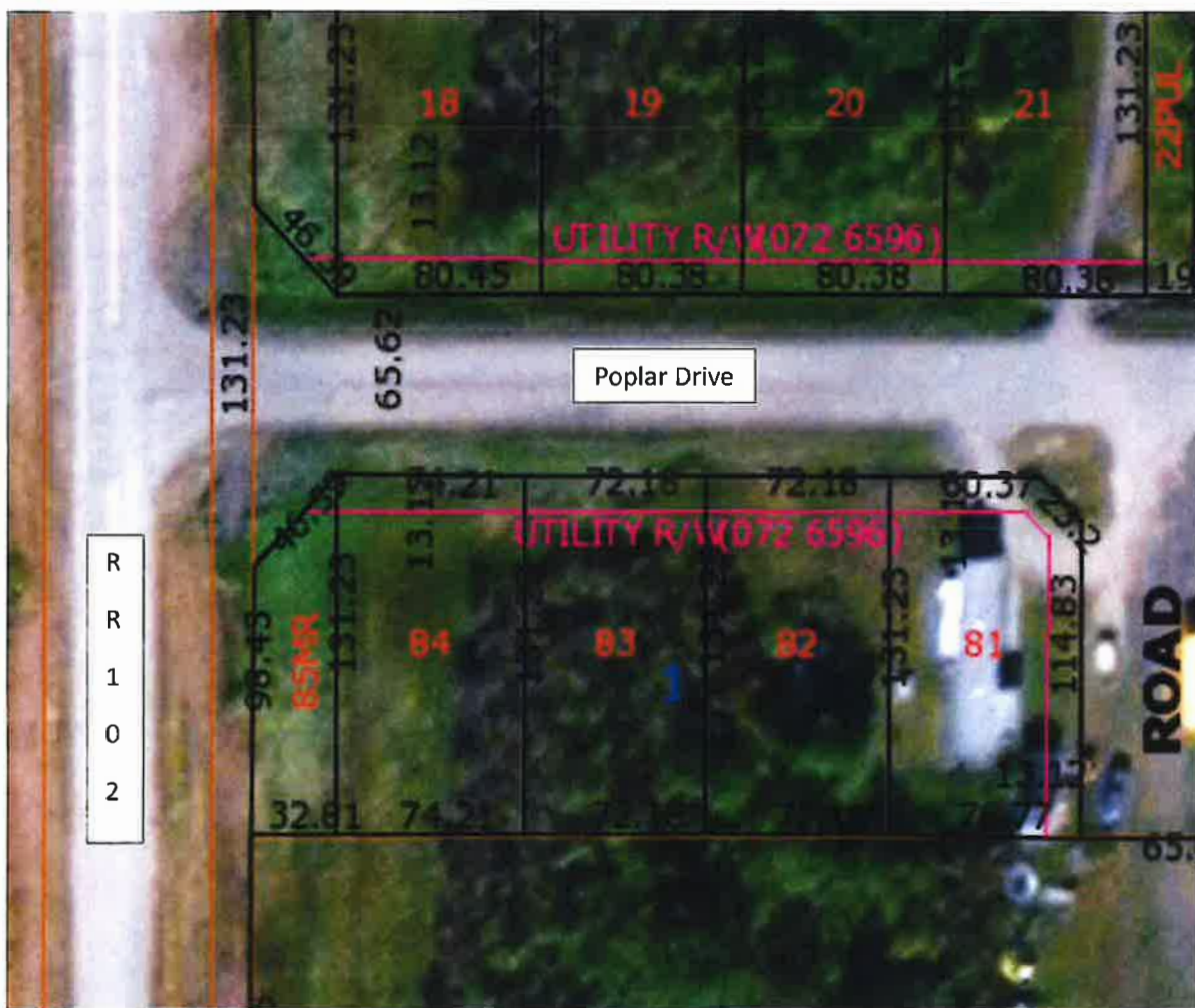
- C388-23(07-11-23)** RESOLUTION by Deputy Reeve Janzen to accept the proposed Cleardale Fire Hall engineered drawings with the discussed amendments, for information. **CARRIED.**
- C368-23(06-27-23)** RESOLUTION by Deputy Reeve Janzen to approve the drawings for the Cleardale Fire Hall and proceed to 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:	December 5, 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: 
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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 it's 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 an 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

Love Your Brand.

Are you struggling to maximize your brand? Let me help! I work with businesses to help discover the hidden potential of their brand. I get it - many business owners get stuck when it comes to understanding the scope of building a solid brand. It's my job to help you identify and overcome obstacles that are keeping you stuck. I'm actually energized and motivated by the challenges that businesses often face, and it inspires me to help you see the bigger picture and achieve success. With my knowledge and guidance, we can work together to develop a brand that reaches your target audience and sets you apart from the competition.

Let's work together to create a brand that you're proud of.



Force heard.

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	December 5, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Nurse Practitioners
File:	11-02-02

DESCRIPTION:

Council is presented with key points from the media release from the Alberta Government.

Challenges in Accessing Family Doctors: Many Albertans face difficulties finding a regular family doctor or securing timely appointments.

Empowering Nurse Practitioners: The government is enabling nurse practitioners to open their own clinics, take on patients, and provide services within their scope of practice, training, and expertise.

Nurse Practitioners' Role: Nurse practitioners, who have completed graduate studies and are regulated by the College of Registered Nurses of Alberta, can offer approximately 80% of the medical services provided by family physicians.

Compensation Model: A new compensation model is being developed to reflect the expanded role of nurse practitioners. This model is expected to be launched in early 2024.

Capacity Building: The new compensation model aims to encourage nurse practitioners to operate independently, adding much-needed capacity to Alberta's primary care system.

Grant for Implementation: A \$2-million grant over the next three years will be provided to the Nurse Practitioner Association of Alberta to help implement the compensation model and support nurse practitioners in setting up their own clinics.

Expression of Interest: Nurse practitioners interested in independent practice will be invited to submit expressions of interest for the compensation model, launching in early 2024.

Caseload Supports: Nurse practitioners opting into the compensation model qualify for supports, part of a \$57-million support program helping primary health care providers manage increasing patient numbers.

Rural Health Care Enhancement: The new nurse practitioner model is designed to enhance and expand rural health care deliveries, addressing the shortage of health care professionals in rural communities.

ATTACHMENTS:

November 22, 2023, Alberta Government Media Release

RESOLUTION by.....

Initials show support - Reviewed by:	Manager:	CAO:
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Strengthening primary care with nurse practitioners

November 22, 2023 [Media inquiries](#)

Alberta's government is expanding opportunities for nurse practitioners to give Albertans greater access to a regular primary care provider when and where they need one.

Too many Albertans cannot find a regular family doctor or have trouble getting an appointment with the one they have. Alberta's government continues to support and stabilize primary health care across the province by enabling nurse practitioners to open their own clinics, take on patients and offer services based on their scope of practice, training and expertise. Typically nurse practitioners can provide about 80 per cent of the medical services a family physician provides, and this will be reflected in the compensation model when it's finalized.

Nurse practitioners have completed graduate studies and are regulated by the College of Registered Nurses of Alberta. Like other regulated professions, all nurse practitioners must meet minimum requirements to practise and follow standards set by their regulatory college.

"Nurse practitioners are highly trained and valued medical professionals. By enabling them to open their own clinics, we are ensuring Albertans can more easily access the care they need. This is a significant improvement in our primary health care system that will benefit patients and help improve the overall health and health outcomes of Alberta families."

Danielle Smith, Premier

As the province enables nurse practitioners to do more of the work they are trained to do, a new compensation model will be created to encourage them to operate independently, adding much-needed capacity to Alberta's primary care system. Nurse practitioners are extensively trained in their graduate studies to assess, diagnose, treat, order and interpret diagnostic tests, prescribe medications, make referrals to a specialist and manage a person's overall care.

In addition, through a \$2-million grant over the next three years, the Nurse Practitioner Association of Alberta will help to implement a compensation model, recruit other nurse practitioners to participate and provide supports as they work to set up their own clinics.

“There is no doubt about it, we need more health professionals providing primary health care to Albertans. Nurse practitioners are skilled health care professionals who play vital roles in modern health care. This model has the potential to add capacity in communities across the province and help so many Albertans gain access to a regular primary care provider.”

Adriana LaGrange, Minister of Health

The new compensation model will be phased in and is expected to launch in early 2024 when nurse practitioners who want to go into independent practice will be asked to submit expressions of interest. The model is expected to include payment for a specified number of clinical hours and other commitments, such as caring for a certain number of patients.

“The Nurse Practitioner Association of Alberta is thrilled for the opportunity to support Albertans across the province in accessing a care provider in all health care environments, not just primary care. With this announcement and this grant, the association will be perfectly positioned to ensure that our members will be fully prepared to meet the needs of Albertans in both urban and rural communities. Until now, accessing a nurse practitioner has been challenging. This announcement ends those challenges. The NPAA looks forward to working with Alberta Health to get clinics open and to support NPs in being able to do the work that they are trained to do.”

Susan Prendergast, president, Nurse Practitioner Association of Alberta

Nurse practitioners who opt into the compensation model will also qualify for caseload supports once their patient caseloads are established, as announced on Oct. 18. The three-year \$57-million support program will help primary health care providers manage an increasing number of patients. Each provider has the potential to receive up to \$10,000 annually.

“The shortage of health care professionals in rural communities has always been a challenge that required innovative solutions. The new nurse practitioner model actively addresses this need by enhancing and expanding rural health care deliveries. This new initiative will enable rural Albertans to have better access to primary health care close to home.”

Martin Long, parliamentary secretary for rural health

Alberta’s government will continue working with the Nurse Practitioner Association of Alberta and the College of Registered Nurses of Alberta as the compensation model is implemented.