

**AGENDA
CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
TUESDAY, JANUARY 23, 2024**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, January 23, 2024, at 9:30 a.m. in the Council Chambers, County Office, 313 Alberta Avenue Worsley, Alberta.

1. CALL TO ORDER	
2. AGENDA	
3. MINUTES:	
Previous: Regular Council Meeting Minutes, January 9, 2024	2
4. DELEGATION(S)	
5. PUBLIC HEARING	
6. TENDER OPENING 9:35 a.m.	
7. NEW BUSINESS	
a. COUNCIL	
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a. Legal	
12. ADJOURNMENT	

**MINUTES OF CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, JANUARY 9, 2024**

PRESENT

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

ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Lori Jobson	Corporate Services Manager (CSM)
Terry Shewchuk	Public Works Manager (PWM)
Bonnie Morgan	Executive Assistant (EA)

ABSENT

CALL TO ORDER

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

**ACCEPTANCE OF
AGENDA**

C10-23(1-09-24)

**RESOLUTION by Deputy Reeve Janzen to adopt the agenda governing the January 9, 2024 Regular Council Meeting.
CARRIED.**

**APPROVAL OF
MINUTES**

Previous Council Meeting Minutes

C11-23(1-09-24)

**RESOLUTION by Councillor Walmsley to adopt the minutes of the December 12, 2023, Regular Council Meeting, as presented.
CARRIED.**

Councillor Ruecker entered the meeting at 9:32 a.m.

**NEW BUSINESS:
COUNCIL**

Management Team Activity Report

Management activity report was reviewed.

C12-23(1-09-24)

**RESOLUTION by Councillor Hansen that the management activity reports for December 12, 2023, be accepted, as presented.
CARRIED.**

TENDER OPENINGS

Tender 2023-16 Pickup Truck

Council is presented with tenders to be opened for Tender 2023-16 Pickup Truck.

C13-23(1-09-24)

**RESOLUTION by Councillor Giesbrecht to open the tenders for Tender 2023-16 Pickup Truck, analyze the results and award the Tender later in today's meeting.
CARRIED.**

Company	Amount
St. Albert Dodge Ltd.	\$59,514.75 excluding GST
Courtesy Chrysler ²	\$61,584.00 excluding GST

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TUESDAY, JANUARY 9, 2024

Tender 2023-17
2024 Appreciation
Banquet Catering

Council is presented with tenders to be opened for 2023-17 Clear Hills County 2024 Appreciation Banquet Catering Services.

C14-23(1-09-24)

RESOLUTION by Councillor Ruecker to open the tenders for Tender 2023-17 Clear Hills County 2024 Banquet Catering Services, analyze the results and award the Tender later in today's meeting. CARRIED.

Company	Amount
Nancy Cox	\$28.00 per plate

Councillor Reports

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

C15-23(1-09-24)

RESOLUTION by Reeve Bean to approve a General Grant of \$5,000.00 to the Worsley Agricultural Society for the replacement of a Worsley Arena furnace, funds to be allocated from the Rate Stabilization Reserve. CARRIED.

C16-23(1-09-24)

RESOLUTION by Deputy Reeve Janzen to receive the Council verbal and written reports for information. CARRIED.

Minister Meetings

Council is presented with a request to provide information as to what ministers they would like to request meetings with while attending the Spring RMA Convention March 18-20, 2024, at the Edmonton Convention Centre.

C17-23(1-09-24)

RESOLUTION by Councillor Hansen to include the following items to bring forward to the Ministers. CARRIED.

Minister	Topic	Discussion	Action
	Electric Vehicles	2035 mandate – gas fired engines.	Letter
Transportation	Bridge Files repairs	Repairs needed on select bridge files on 717, CHC Bridge Files	Letter & Meeting request
Service Alberta	Poor internet/cell service	Areas in the county have little to no cellular service	Letter
Seniors/Infrastructure	Maintenance and upkeep of senior and family housing		Letter
	Justice System	Accountability Crown prosecutor, updates to	Letter

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REGULAR COUNCIL MEETING
TUESDAY, JANUARY 9, 2024

		criminal Code, Support of Bill C-48 strengthen Canada's bail system	
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Reeve Bean recessed the meeting at 10:34 a.m.
Reeve Bean reconvened the meeting at 10:43 a.m.

Continuing Education
Scholarship

Council is presented with the current Policy 6801 – Continuing Education Scholarship for discussion and review.

C18-23(1-09-24)

RESOLUTION by Councillor Ruecker to amend Policy 6801 Continuing Education Scholarship to include for Trades Programs only if the applicant applies outside of the October 1st or February 1st deadline, they may apply for a scholarship prior to or during the enrollment trade then their application may be considered at the next intake deadline. CARRIED.

Drought Conditions
Minister of
Environment

Council is presented with a letter from Environment and Protected Areas Minister Rebecca Schulz regarding drought conditions in Alberta.

C19-23(1-09-24)

RESOLUTION by Councillor Stevenson to notify the residents of the drought conditions and planning for the upcoming season. CARRIED.

Building Resiliency
To Multi Year Drought

Council is presented with an invitation to the “Building Resiliency to Multi-Year Drought” Workshop.

C20-23(1-09-24)

RESOLUTION by Reeve Bean to approve the attendance of all Council to attend the “Building Resiliency to Multi-Year Drought” Workshop in Grande Prairie, January 31, 2024. CARRIED.

Northwestern
Polytechnic
Community Event

Council is presented with an invitation to attend the Northwestern Polytechnic Community Event Meet & Greet Open House on January 15, 2024, at the Fairview Campus from 3-8 p.m.

C21-23(1-09-24)

RESOLUTION by Reeve Bean to approve the attendance of Deputy Reeve Janzen to attend the Northwestern Polytechnic Community Event, Meet & Greet Open House on January 15, 2024, at the Fairview Campus from 3-8 p.m. CARRIED.

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REGULAR COUNCIL MEETING
TUESDAY, JANUARY 9, 2024

Northwestern
Polytechnic
Presidential
Installation

Council is presented with an invitation to attend the Northwestern Polytechnic Presidential Installation scheduled for January 29, 2024, at the Douglas J. Cardinal Performing Arts Centre in Grande Prairie, AB.

No action taken.

Proceed to Tender
Tractor

Council is presented with a request to proceed to Tender on the purchase of a Tractor.

C22-23(1-09-24)

RESOLUTION by Councillor Ruecker to proceed to tender on the purchase of a new Tractor for 2025. CARRIED.

Proceed to Tender
Lay Flat Hose

Council is presented with a request to proceed to Tender on the purchase of 4" Lay Flat Hose.

C23-23(1-09-24)

RESOLUTION by Councillor Giesbrecht to proceed to tender on the purchase of 2,700 feet of 4" Lay Flat Hose. CARRIED.

Proceed to Tender
2 Side Arms

Council is presented with a request to proceed to Tender on the purchase of 2 Side Arms for mowing program.

C24-23(1-09-24)

RESOLUTION by Deputy Reeve Janzen to proceed to tender on the purchase of 2 Side Arms for mowing program. CARRIED.

Proceed to Tender
Mower

Council is presented with a request to proceed to Tender on the purchase of a new Mower for the mowing program.

C25-23(1-09-24)

RESOLUTION by Councillor Hansen to proceed to tender on the purchase of new a Mower for the mowing program. CARRIED.

CORPORATE
SERVICES

Accounts Payable
December 13, 2023,
to January 9, 2024

A list of expenditures for Clear Hills County for the period of December 13, 2023 to January 9, 2024 is provided for Council's review.

C26-23(1-09-24)

RESOLUTION by Councillor Stevenson that Council receives for information the Accounts Payable report for Clear Hills County for the period of December 13, 2023 to January 9, 2024 for a total of \$401,971.36. CARRIED.

Reeve Bean recessed the meeting at 11:44 a.m.
Reeve Bean reconvened the meeting at 12:13 p.m.

COMMUNITY

Sprinkler Protection
Unit (SPU)

Council is presented with information regarding a Sprinkler Protection Unit (SPU).

C27-23(1-09-24)

RESOLUTION by Councillor Hansen to purchase the used AR6PAB Sprinkler Protection Unit (SPU) from A.S. Roach Fire Services Ltd. For the amount of \$195,000.98 plus GST, funds to be allocated from the Fire Reserve. CARRIED.

Tender Award
2024 Appreciation
Banquet Catering

Tenders were opened for Tender 2023-17 Clear Hills County 2024 Appreciation Banquet Catering Services, on Tuesday January 9, 2024 at 9:35 a.m. Council is presented with an analysis of the results.

C28-23(1-09-24)

RESOLUTION by Deputy Reeve Janzen to award Tender 2023-17 Clear Hills County 2024 Appreciation Banquet Catering Services to Nancy Cox for the amount of \$28.00/per plate funds to be allocated from the 2024 operating budget. CARRIED.

PUBLIC WORKS

Tender Award
2023-16 Pickup
Truck

Tenders were opened for Tender 2023-16 Pickup Truck, on Tuesday January 9, 2024 at 9:35 a.m. Council is presented with an analysis of the results.

C29-23(1-09-24)

RESOLUTION by Councillor Giesbrecht to award Tender 2023-16 Pickup Truck to St. Albert Dodge Ltd. for the amount of \$59,514.75 plus GST funds to be allocated from the multiyear capital plan. CARRIED.

WRITTEN REPORTS

Chief Administrative
Officer's Report

Chief Administrative Officer's report.

C30-23(1-09-24)

RESOLUTION by Councillor Giesbrecht to receive the Chief Administrative Officer's report for information, as presented. CARRIED.

C31-23(1-09-24)

RESOLUTION by Reeve Bean to hire Source Inspired to proceed with the Brand Identity package at a cost of \$2,950.00 funds to be allocated from the Economic Development Reserve. CARRIED.

Corporate Services
Manager's Report

Corporate Services Report.

No report

Public Works
Manager's Report

Public Works Manager's Report

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REGULAR COUNCIL MEETING
TUESDAY, JANUARY 9, 2024

C32-23(1-09-24)

RESOLUTION by Councillor Walmsley to receive the Public Works Manager’s report for information, as presented. CARRIED.

COUNCIL INFORMATION

Council is presented with correspondence, for information.

C33-23(1-09-24)

RESOLUTION by Deputy Reeve Janzen to receive the Council correspondence, for information, as presented. CARRIED.

CALENDARS

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

C34-23(1-09-24)

RESOLUTION by Councillor Hansen to accept for information the January, February and March 2024 calendar updates of Councillor Committee meetings and important dates, for information, as presented.

Date	Meeting	Attendee
January 12	NTAB Meeting date changed	Bean
January 19	NTAB Meeting	Bean/David
January 9	Burnt River Rec	Walmsley
January 15	MPTA Exec	Bean
January 15	NWP Meet & Greet	Janzen
January 18	HPEC	Hansen
March 4	Policy & Priority Meeting	ALL
		CARRIED.

ADJOURNMENT

Reeve Bean adjourned the, January 9, 2024 Regular Council Meeting 1:30 p.m.

DATE REEVE

DATE CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Management Team Activity Report
File:	11-02-02

DESCRIPTION:

Management activity report for January 9, 2024

ATTACHMENTS:

- o Management Activity Report
- o Policy & Priority Activity Report

RECOMMENDED ACTION:

RESOLUTION by that the management activity report for January 9, 2024, be accepted, as presented.

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



Management Team

Activity Report for January 9, 2024

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		February 28, 2023		
C121-23	02/28/23	RESOLUTION by Deputy Reeve Janzen to proceed to design and tender using an Engineering firm for the construction of approximately 1000 meters of a new local road on Range Road 124 North of Township 840 and have them include a 50% material, 50% performance bond for the tendered project. CARRIED.	PWM	In works
C122-23	02/28/23	RESOLUTION by Councillor Walmsley to proceed to design and tender using an Engineering firm for the construction of approximately 1000 meters of a new local road on Range Road 25 South of Township 832 and have them include a 50% material, 50% performance bond for the tendered project. CARRIED.	PWM	In works
		August 15, 2023		
C425-23	08-15-23	RESOLUTION by Councillor Ruecker to proceed to negotiations with Alberta Transportation regarding taking over the road maintenance for the gravel portion of Secondary Roads 735, 729, and 717, with the cost being billed back to Alberta Transportation. CARRIED.	PW	New regional Director
		September 12, 2023		
C486-23	09-12-23	RESOLUTION by Councillor Walmsley to approve the purchase of the Bridge File 71273 replacement culvert, funds are to be allocated from the Bridge Reserve. CARRIED.	PW	On hold
		October 16, 2023		
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.	CC	In works
		November 14, 2023		



Management Team

Activity Report for January 9, 2024

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
C627-23	11/14/23	RESOLUTION by Councillor Giesbrecht to approve WSP Canada Inc.'s engineering estimate of \$91,734.00 for the construction of approximately 900 meters of a new local road on Range Road 64 North of Township Road 872, with the funds to be allocated from the road reserve, as presented.CARRIED.	PW	In works
		November 28, 2023		
C643-23	11/28/23	RESOLUTION by Councillor Ruecker to approve the allocation of \$5,000.00 from the Rate Stabilization, for the reclamation of ground fires persisting on private land as a direct outcome of the 2023 Wildfire. The full amount to be billed back to the Department of Emergency Services.CARRIED.	CC	In works
C645-23	11/28/23	RESOLUTION by Reeve Bean to draft a letter for the Peace Libraries within Clear Hills County requisition boundaries, regarding legislative requirements and funding opportunities. CARRIED.	EA	January 2024
C647-23	11/28/23	RESOLUTION by Councillor Giesbrecht to notify Mackenzie Municipal Services Agency (MMSA) in writing that Clear Hills County will be ending its contracted services with them as of December 31, 2024.CARRIED.	EA	Letter Sent
C649-23	11/28/23	RESOLUTION by Deputy Reeve Janzen to approve the attendance of all Council to attend the annual meeting with the Peace River School Division Board of Trustees on February 7, 2024, at 7:00 p.m. location to be determined. CARRIED.	EA	February 7, 2024
0C658-23	11/28/23	RESOLUTION by Reeve Bean to invite The Town of Manning Mayor McLeod, Deputy Mayor Schamehorn and CAO to a joint meeting with Clear Hills County to discuss the current Mutual Aid agreement. CARRIED.	CC	In Works
		December 5, 2023 Policy & Priority		
P666-23	(12-05-23)	RESOLUTION by Councillor Ruecker to recommend Council change the contracted grader life cycle to 12 years and adopt a clause in the	PW	March 2024



Management Team

Activity Report for January 9, 2024

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		grader contracts that offers an up to 3 year life cycle extension to be granted by Council motion when in a consecutive term. CARRIED.		
P672-23	(12-05-23)	RESOLUTION by Councillor Giesbrecht to accept for information the discussion regarding the planning, development, and location of the Cleardale Fire Hall, as presented. CARRIED.	PW	Later in January
P674-23	(12-05-23)	RESOLUTION by Deputy Reeve Janzen to bring back the discussion regarding the nurse practitioner incentives to the December 12, 2023, Regular Council Meeting. CARRIED.	EA	January
		December 12, 2023		
C682-23	12/12/23	RESOLUTION by Councillor Ruecker to receive the delegation from TELUS for information, following up with them in the new year on the connectivity issues discussed.CARRIED	EA	
C696-23	12/12/23	RESOLUTION by Councillor Ruecker to approve a 25% tax rebate incentive applicable to the Commercial Assessment Code (CN) for the Municipal portion of Clear Hills County and The Village of Hines Creek's property taxes in 2024. CARRIED.	CS	
		January 8, 2024 P&P		
P08-23	01/08/24	RESOLUTION by Deputy Reeve Janzen to bring back further information on the Transfer Stations to a future meeting.CARRIED.	PW	
P09-23	01/08/24	RESOLUTION by Councillor Ruecker to recommend Council change the tender package evaluation criteria to make the evaluation weight of location of contractor in proximity to work area 35 points, total contracted price 25 points, experience 20 points, and equipment 20 points.CARRIED.	PW	Jan 23
		January 9, 2024		
C15-23	01/09/24	RESOLUTION by Reeve Bean to approve a General Grant of \$5,000.00 to the Worsley Agricultural Society for the replacement of a Worsley Arena furnace, funds to be allocated from the Rate Stabilization Reserve.CARRIED.	CS	



Management Team

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C17-23	01/09/24	RESOLUTION by Councillor Hansen to include the following items to bring forward to the Ministers.CARRIED.	EA	Draft Letters P&P March 5																												
		<table border="1"> <thead> <tr> <th>Minister</th> <th>Topic</th> <th>Discussion</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td>Electric Vehicles</td> <td>2035 mandate – gas fired engines.</td> <td>Letter</td> </tr> <tr> <td>Transportation</td> <td>Bridge Files repairs</td> <td>Repairs needed on select bridge files on 717, CHC Bridge Files</td> <td>Letter & Meeting</td> </tr> <tr> <td></td> <td>request</td> <td></td> <td></td> </tr> <tr> <td>Service Alberta</td> <td>Poor internet/cell service</td> <td>Areas in the county have little to no cellular service</td> <td>Letter</td> </tr> <tr> <td>Seniors/Infrastucture</td> <td>Maintenance and upkeep of senior and family housing</td> <td></td> <td>Letter</td> </tr> <tr> <td></td> <td>Justice System</td> <td>Accountability Crown prosecutor, updates to criminal Code, Support of Bill C-48 strengthen Canada's bail system.</td> <td>Letter</td> </tr> </tbody> </table>			Minister	Topic	Discussion	Action		Electric Vehicles	2035 mandate – gas fired engines.	Letter	Transportation	Bridge Files repairs	Repairs needed on select bridge files on 717, CHC Bridge Files	Letter & Meeting		request			Service Alberta	Poor internet/cell service	Areas in the county have little to no cellular service	Letter	Seniors/Infrastucture	Maintenance and upkeep of senior and family housing		Letter		Justice System	Accountability Crown prosecutor, updates to criminal Code, Support of Bill C-48 strengthen Canada's bail system.	Letter
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C18-23	01/09/24	RESOLUTION by Councillor Ruecker to amend Policy 6801 Continuing Education Scholarship to include for Trades Programs only if the applicant applies outside of the October 1st or February 1st deadline, they may apply for a scholarship prior to or during the enrollment trade then their application may be considered at the next intake deadline. CARRIED.	EA	Jan 23																												
C19-23	01/09/24	RESOLUTION by Councillor Stevenson to notify the residents of the drought conditions and planning for the upcoming season.CARRIED.	EA	In works																												



Management Team

Activity Report for January 9, 2024

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

MOTION	DATE	DESCRIPTION	DEPT	STATUS
C20-23	01/09/24	RESOLUTION by Reeve Bean to approve the attendance of all Council to attend the "Building Resiliency to Multi-Year Drought" Workshop in Grande Prairie, January 31, 2024. CARRIED.	EA	
C21-23	01/09/24	RESOLUTION by Reeve Bean to approve the attendance of Deputy Reeve Janzen to attend the Northwestern Polytechnic Community Event, Meet & Greet Open House on January 15, 2024, at the Fairview Campus from 3-8 p.m. CARRIED.	EA	
C22-23	01/09/24	RESOLUTION by Councillor Ruecker to proceed to tender on the purchase of a new Tractor for 2025.CARRIED.	AG	Tendered Open Feb 27
C23-23	01/09/24	RESOLUTION by Councillor Giesbrecht to proceed to tender on the purchase of 2,700 feet of 4" Lay Flat Hose.CARRIED.	AG	Tendered Open Feb 27
C24-23	01/09/24	RESOLUTION by Deputy Reeve Janzen to proceed to tender on the purchase of 2 Side Arms for mowing program.CARRIED.	AG	Tendered Open Feb 27
C25-23	01/09/24	RESOLUTION by Councillor Hansen to proceed to tender on the purchase of new a Mower for the mowing program.CARRIED.	AG	Tendered Open Feb 27
C27-23	01/09/24	RESOLUTION by Councillor Hansen to purchase the used AR6PAB Sprinkler Protection Unit (SPU) from A.S. Roach Fire Services Ltd. For the amount of \$195,000.98 plus GST, funds to be allocated from the Fire Reserve. CARRIED.	CC	
C28-23	01/09/24	RESOLUTION by Deputy Reeve Janzen to award Tender 2023-17 Clear Hills County 2024 Appreciation Banquet Catering Services to Nancy Cox for the amount of \$28.00/per plate funds to be allocated from the 2024 operating budget. CARRIED.	CC	
C29-23	01/09/24	RESOLUTION by Councillor Giesbrecht to award Tender 2023-16 Pickup Truck to St. Albert Dodge Ltd. for the amount of \$59,514.75 plus GST funds to be allocated from the multiyear capital plan. CARRIED.	PWM	Delivered Feb
C31-23	01/09/24	RESOLUTION by Reeve Bean to hire Source Inspired to proceed with the Brand Identity	EA	Email sent/RFD



Management Team

Activity Report for January 9, 2024

LEGEND:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		package at a cost of \$2,950.00 funds to be allocated from the Economic Development Reserve.CARRIED.		Jan 23
		November 17, 2021		
C114-22	03/08/22	RESOLUTION by Deputy Reeve Janzen to approve an unconditional grant of \$450,000.00 for 2022, and a 3-year commitment of \$300,000.00 for 2023, 2024 and 2025, to the Village of Hines Creek to assist with operating expenses. CARRIED.	CDM	2022✓ 2023✓ 2024✓ 2025
		May 16, 2023		
C252-23	05/16/23	RESOLUTION by Reeve Bean to table the request from the Municipal District of Fairview requesting a 1/3 cost share for the unfunded portion of the overlay of the Fairview Airport runway until the next Regular Council Meeting. CARRIED.	CS	Spring
		November 28, 2023		
C654-23	11/28/23	RESOLUTION by Reeve Bean to approve a general grant of \$7,000.00 to the Fairview & Area Senior Check-In Line Society and include the funds in the 2024 Operating Budget. CARRIED.	CS	
C657-23	11/28/23	RESOLUTION by Deputy Reeve Janzen to include \$3,000.00 to the Clear Creek Fire Committee operating budget for emergency type promotional items and accept the November 21, 2023, meeting minutes for information. CARRIED.	CS	
C646-23	11/28/23	RESOLUTION by Reeve Bean to approve the 10-year plan for Clear Hills County to come into compliance with Municipal Governments mandated 5:1 ratio for property tax rates.	EA	Letter sent

ITEMS IN WAITING

C66-15	01/13/15	RESOLUTION by Councillor Croy to leave Plan 802KS Block 2 Lot 10 as is in the County's name as a tax forfeiture property. The taxes shall keep accumulating on it; the previous owner can redeem it at any time by paying all taxes and penalties. If after 15 years the previous owner has not redeemed it totally, the County will become the owner.CARRIED.	CSM	January 14, 2030
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Management Team

Activity Report for January 9, 2024

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Budget Items: Completed Items: Items in Waiting:

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CC=Community Coordinator, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		February 18, 2021		
C171-23	03/28/23	RESOLUTION by Councillor Hansen that this Council authorizes the destruction of 2019 and 2020 monthly reconciliation reports, 2014 and 2015 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2016.		

Policy & Priority Update

Activity Report for December 5, 2023

Active Items

Completed Items:

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

Motion & Date	ITEM NAME	Dept.	Policy & Priority Items – Priority Level	Priority order for next P&P	Notes
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	Marketing Position	EA	RESOLUTION by Reeve Bean to receive the discussion for the 2023 Business/Recreation & Volunteer Awards and bring back to the Policy & Priority Meeting. CARRIED		Discussion on a marketing position to assist with these types of items.
P300-23 (06-12-23)	TELUS Cellular Service	EA	RESOLUTION by Councillor Hansen to invite TELUS Cellular service and Broadband local representative to a future meeting. CARRIED.		Follow up in January 2024
C33-23 (01/10/23)	Cleardale Sewer	PW	RESOLUTION by Deputy Reeve Janzen to bring the information regarding the sewer on the north side of Highway 64, north of the Hamlet of Cleardale to the February 13, 2023 Policy & Priority Committee Meeting. CARRIED		Waiting on Information from landowners that will be affected.
C273-22 (05-24-22)	Open Air Market	EA	Eureka, Hines Creek & Cleardale entered into an agreement to manage and run the Open-Air Markets. Issues involving vender insurance.		Ag Societies are short volunteers
C461-23 08-25-23	Re-Branding	EA	RESOLUTION by Deputy Reeve Janzen to table the request for proposal for the Clear Hills County Website Design & Development until after more discussion regarding re-branding takes place. CARRIED.		January 23
C460-23 08-25-23	Rural Renewal Stream	EA	RESOLUTION by Councillor Hansen to submit the Rural Renewal Stream application, as presented and bring back the status of the application when received. CARRIED.		Application was rejected January 23
P666-23 (12-05-23)		PW	RESOLUTION by Councillor Ruecker to recommend Council change the contracted grader life cycle to 12 years and adopt a clause in the grader contracts that offers an up to 3 year life cycle extension to be granted by Council motion when in a consecutive term. CARRIED.		March 2024
P671-23 (12-05-23)		PW	RESOLUTION by Deputy Reeve Janzen to bring back more information regarding the Clear Hills County Transfer Stations operating costs to a future meeting. CARRIED.		February
P672-23 (12-05-23)		PW	RESOLUTION by Councillor Giesbrecht to accept for information the discussion regarding the planning, development, and location of the Cleardale Fire Hall, as presented. CARRIED.		January 23

Policy & Priority Update

Activity Report for December 5, 2023

Active Items

Completed Items:

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

Motion & Date	ITEM NAME	Dept.	Policy & Priority Items – Priority Level	Priority order for next P&P	Notes
P673-23(12-05-23)		EA	RESOLUTION by Councillor Giesbrecht to table the discussion regarding the Re-branding proposal. CARRIED.		January 23
P674-23(12-05-23)		EA	RESOLUTION by Deputy Reeve Janzen to bring back the discussion regarding the nurse practitioner incentives to the December 12, 2023, Regular Council Meeting. CARRIED.		In waiting

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	January 23, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	COUNCIL REPORTS ON MEETINGS
File:	11-02-02

DESCRIPTION:

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

BACKGROUND / PROPOSAL:

Council members attend meetings they have been appointed to.

ATTACHMENTS:

North Peace Housing Foundation – Danae Walmsley

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:





North Peace Housing Foundation

6780 – 103rd Avenue, Peace River, Alberta T8S 0B6

Tel: (780) 624-2055 Fax: (780) 624-2065

Email: tammy.menssa@nphf.ca

January 16, 2024

Member Municipalities,

Re: 2024 Requisition - North Peace Housing Foundation

The 2024 Municipal Requisition Summary was approved at the November 1, 2023, Board of Directors' meeting, at which time the requisition was set at \$3,642,584.00, an increase of 6%.

Budget projections show that the Foundation requires a 6%, or \$206,184.00 increase in the requisition to cover the inflationary costs of goods and materials, and other cost pressures including utilities, carbon tax, and reduced Capital Maintenance and Renewal funding from the Province.

In the event surplus funds are realized, they will be put into a reserve fund only with the prior approval of the requisitioned municipalities, as per section 23.1(3) of the Management Body Operation and Administration Regulation (MBOAR).

In accordance with Ministerial Order H:062/95 and the MBOAR, this requisition is shared amongst the regional tax base and collected by member municipalities in a manner similar to the Alberta Education Property Tax.

Please find enclosed the 2024 requisition summary sheet for the North Peace Housing Foundation. The requisition summary provides calculations based on a municipality's equalized assessment as a percentage of the total equalized assessment for all municipalities. It also provides the payment schedule for your particular jurisdiction.

The requisition supports 4 Seniors' Lodges, providing accommodation, recreation services, meals, laundry, and cleaning services, in addition to the ongoing maintenance and management of these facilities. Your municipality's role in collecting this requisition on our behalf is very much appreciated.

The first quarter levy is due March 31, 2024.

Sincerely,

Tammy Menssa
Executive Director

Enclosure

"Everyone Has a Place to Call Home"

NORTH PEACE HOUSING FOUNDATION						
2024 REQUISITIONS BASED ON 2024 EQUALIZED ASSESSMENTS						
BASED ON MILL RATE OF 0.5616869						
MUNICIPALITY	2023 EQUALIZED ASSESSMENT	2024 EQUALIZED ASSESSMENT	PERCENTAGE OF TOTAL REQUISITION	2023 TOTAL REQUISITION	2024 TOTAL REQUISITION**	\$300,000.00 PROPERTY PAYS
VILLAGE OF BERWYN	35,630,063	32,211,847	0.496707%	\$ 20,059.55	\$ 18,092.97	\$ 168.51
VILLAGE OF HINES CREEK	20,116,883	21,998,135	0.339212%	\$ 11,325.70	\$ 12,356.06	\$ 168.51
VILLAGE OF NAMPA	44,695,431	43,266,340	0.667167%	\$ 25,163.30	\$ 24,302.14	\$ 168.51
TOWN OF MANNING	112,740,446	116,817,863	1.801333%	\$ 63,472.31	\$ 65,615.06	\$ 168.51
TOWN OF GRIMSHAW	249,469,090	260,633,833	4.018977%	\$ 140,449.85	\$ 146,394.61	\$ 168.51
M.D. OF PEACE #135	298,280,147	316,974,597	4.887752%	\$ 167,930.23	\$ 178,040.48	\$ 168.51
TOWN OF FAIRVIEW	285,707,583	290,089,789	4.473188%	\$ 160,851.94	\$ 162,939.64	\$ 168.51
M.D. OF FAIRVIEW #136	342,524,066	360,455,915	5.558235%	\$ 192,839.34	\$ 202,463.37	\$ 168.51
TOWN OF PEACE RIVER	893,840,111	917,209,715	14.143385%	\$ 503,227.52	\$ 515,184.68	\$ 168.51
CLEAR HILLS COUNTY	1,076,765,737	1,123,483,523	17.324130%	\$ 606,213.73	\$ 631,045.98	\$ 168.51
COUNTY OF NORTHERN LIGHTS	1,294,649,956	1,492,298,742	23.011265%	\$ 728,881.46	\$ 838,204.66	\$ 168.51
NORTHERN SUNRISE COUNTY*	1,449,364,686	1,509,638,800	23.278649%	\$ 815,985.07	\$ 847,944.35	\$ 168.51
TOTAL	6,103,784,199	6,485,079,099	100.000000%	\$ 3,436,400.00	\$ 3,642,584.00	\$ 168.51

*Northern Sunrise County Total Equalized Assessment for 2024 was \$2,156,626,857. North Peace Housing Foundation applies 70% of that total.

**2024 Requisition is a 6% increase from 2023 Requisition of \$3,436,400.00

2024 REQUISITION SUMMARY

MUNICIPALITY	2024 EQUALIZED ASSESSMENT	PERCENT OF TOTAL ASSESSMENT	TOTAL AMOUNT
CLEAR HILLS COUNTY	1,123,483,523	17.324130%	\$ 631,045.98

2024 PAYMENT SCHEDULE

PERIOD OF PAYMENT	AMOUNT	RECEIVED
FIRST QUARTER LEVY DUE MARCH 31, 2024	\$ 157,761.50	
SECOND QUARTER LEVY DUE JUNE 30, 2024	\$ 157,761.50	
THIRD QUARTER LEVY DUE SEPT. 30, 2024	\$ 157,761.50	
FOURTH QUARTER LEVY DUE DEC. 31, 2024	\$ 157,761.48	
TOTAL	\$ 631,045.98	\$ -

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Policy 6801 Continuing Education Scholarship
File:	11-02-02

DESCRIPTION:

Council is presented the requested amendments to Policy 6801 Continuing Education Scholarship, with the addition of 4.3 referencing Trades Program application deadlines.

ATTACHMENT:

Draft Policy 6801 Continuing Education Scholarship

RESOLUTION by..... to approve the amendments in Policy 6801 Continuing Education Scholarship as presented.

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

Effective Date: DRAFT	Policy Number 6801
Title: CONTINUING EDUCATION SCHOLARSHIPS POLICY	

1. POLICY STATEMENT

Clear Hills County recognizes the value of continued education and trades training among its citizens and will develop a policy to provide scholarships to Clear Hills County residents to assist with the costs to obtain additional education and training. These scholarships will be known as the Clear Hills County Continuing Education Scholarships.

2. DEFINITIONS:

2.1.	Qualifying Year	September 1 st Current year to August 31 st of the next year
2.2.	Education Fees	Tuition, Books, Cost of Living, Transportation, Fees & Charges
2.3.	Eligible Programs	Trades (Technical School), Apprenticeship, Postsecondary Degrees (associate, bachelor’s, or graduate), Professional Certification and Product-specific certifications (<i>i.e., Continuing Education Programs & Courses</i>)
2.4.	Enrolled	Has applied and been accepted to an “Eligible Program”
2.5.	Proof of Tuition payment	An official receipt showing proof of Tuition paid to the institute of the eligible program.
2.6.	CES	Continuing Education Scholarship
2.7.	Supplementary Trade year	When the individual can successfully complete 2 consecutive Trade years in the qualifying year. <i>i.e., 1st year welding and 2nd year welding within September 1st to August 31st.</i>

3. BUDGET IMPLICATIONS:

3.1. An annual budget of \$50,000.00 will be set for continuing education

scholarships, to be distributed based on approved scholarship applications, 50% on the first deadline and 50% on the second deadline until the budget is depleted.

3.2. Each Scholarship will be to cover education fees to a maximum of \$3,000.00.

4. GENERAL

4.1. To be eligible for a scholarship applicant must

- Be a Canadian citizen or landed immigrant, and resident of Alberta.
- Be a resident of Clear Hills County or the Village of Hines Creek when applying for the first year.
- Be actively enrolled or have applied to enroll in an eligible program.
- Include a short essay as part of the application package, describing what they are doing or have done to make the County or Village of Hines Creek a better place to live, work or relax.

4.2. The biannual application deadlines will be October 1st and February 1st.

4.3. For Trades Programs ONLY, applicants seeking to apply beyond the October 1st or February 1st deadlines may still be eligible for a scholarship. If they submit their application before or during the enrolment period for the trade program, their application will be evaluated during the next intake deadline.

4.4. When a scholarship recipient will be completing a second consecutive Trade year in the same program within the qualifying year, then the individual will be able to apply for a supplementary CES at a reduced amount of \$1,500.00.

4.5. Applicants completing a second consecutive Trade year in the same program within the qualifying year may apply for a retroactive CES during that same qualifying year.

4.6. A scholarship recipient will only be able to access one full scholarship and one Supplementary Trade year scholarship within the qualifying year.

4.7. Administration will review all applications and distribute the Scholarship funds to qualifying applicants in accordance with Section 3 of this policy.

4.8. A report will be made to Council after the distribution of the Scholarships.

4.9. If qualifying applications exceed the annual budget administration will present Council with the financial details for their direction prior to distribution of the Scholarship funds.

4.10. Applicants enrolled in multi-year education programs may submit a scholarship

application annually, prior to the deadlines. Scholarships will not be approved for previous years eligible programs that have completed at the time of application.

4.11. **Eligibility:**

- 4.11 Eligible Programs: Trades (Technical School), Apprenticeship, Postsecondary Degrees (associate, bachelor's, or graduate), Professional Certification and Product-specific certifications.
- 4.12 Scholarship Payment: will be processed upon the Recipient providing proof that tuition or registration fee has been paid in the form of a receipt with the tuition or registration fee clearly identified, and completion of any necessary documentation or agreements. A debit or credit card slip is not considered proof of payment.
- 4.13 Proof of Completion: Recipients will provide a certificate or verification letter provided by the educating body confirming successful completion of the education the scholarship was received for. Failure to provide proof of completion will require the Recipient to repay the Scholarship in full.
- 4.14 Repayment Recipient will repay the scholarship if they do not complete the Eligible Program the scholarship was received for or fail to provide proof of completion within 8 weeks of completing the program or course.
- 4.15 Recipients that fail to fulfil the reporting requirements to the point in time that a demand for repayment invoice is issued will not be eligible to receive any further Continuing Education Scholarships.
- 4.16 All requirements for past scholarships must be fulfilled before applying for a new Continuing Education Scholarship.

5. **FORMS AND PROCEDURES**

- 5.1. Administration will develop an application form for the Scholarship.
- 5.2. Administration will develop procedures as needed to address advertising, distribution, and evaluation of applications.

6. **END OF POLICY**

ADOPTED

Resolution C236-14(04/08/14)

Date: April 8, 2014

AMENDED

Resolution C774-14(11/12/14)

Date: November 12, 2014

Resolution C860(12/09/14)

Date: December 9, 2014

Resolution C486-16(09/13/16)

Date: September 13, 2016

Resolution C389-18(08-14-18)

Date: August 14, 2018

Continuing Education Scholarship

Policy 6801

Resolution C14-19(01-08-19)

Date: January 8, 2019

Resolution C398-19(08/13/19)

Date: August 13, 2019

Resolution C215-20 (04-21-20)

Date: April 21, 2020

Resolution C488-20 (10/13/20)

Date: October 13, 2020

Resolution C635-22(12-13-22)

Date: December 13, 2022

Resolution C136-23903-14-23)

Date: March 14, 2023

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Clear Hills County Public Meeting Follow-up
File:	11-02-02

DESCRIPTION:

Council is presented with information from the January 16, 2024, Annual Public Meeting that was held at Eureka River Hall.

Follow-Up Items

- Veterinarian Services Incorporated (VSI) – Covering Travel Costs
- The Amisk Hydroelectric Project (AMISK)
- Biomass (information being brought back to a future meeting)
- Phone Tree – Community Alerts
- Agricultural Service Board – Appointment

Public Feedback

1. The Council board explanations although good; seemed to stretch attention spans.
2. The Councillor intros should include a moment each to say more than Ward x, maybe what they are trying to accomplish/working on or what they feel has been their achievement(s).
3. County should scrap Continuing Education Scholarship and use that money to further expand the trades training. It would do more for the kids staying in the County and more benefit to the County overall.
4. Lunch was great.
5. Reeve Bean did a great Job Chairing the meeting.

ATTACHMENT:

Bylaw No. 277-23 Agricultural Service Board & Motions

RESOLUTION by.....

Initials show support - Reviewed by:	Manager:	CAO: 
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BYLAW NO. 277-23

A BYLAW OF CLEAR HILLS COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN AGRICULTURAL SERVICE BOARD.

WHEREAS, the Agricultural Service Board Act empowers a Council to pass a bylaw to establish an Agricultural Service Board; and

WHEREAS, the Council of Clear Hills County has determined it is in the best interests of the county to pass such a bylaw.

NOW THEREFORE, the Council of Clear Hills County, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT, the Agricultural Service Board for Clear Hills County will be an independent committee consisting of five members at large, two Council members, and one non-voting Agricultural Fieldman. Four voting board members represents a quorum.
2. THAT, in the absence of the Agricultural Fieldman, the CAO will delegate an employee to sit on the Agricultural Service Board as an alternate non-voting board member.
3. THAT, the appointing of the positions of Agricultural Service Board Chair & Deputy Chair be assigned by Council. Chair and Deputy Chair of the Agriculture Service Board be filled by a Council appointed Council member serving on the board.
4. THAT, the duration of the term for Agricultural Service Board members will be four (4) years, coinciding with the election of Council.
5. THAT, advertising for members at large will commence on or about August 15th prior to a general County election, conducted by Administration.
6. THAT, the selection of board members at large will occur during the organizational meeting of Council, and will be based on agricultural experience and agricultural community involvement of the board candidate.
7. THAT, the board candidate will be an agricultural producer residing within the boundaries of Clear Hills County at the time of selection and for the duration of the term of appointment, unless otherwise authorized by a resolution of council.

BYLAW NO. 277-23

A BYLAW OF CLEAR HILLS COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN AGRICULTURAL SERVICE BOARD.

WHEREAS, the Agricultural Service Board Act empowers a Council to pass a bylaw to establish an Agricultural Service Board; and

WHEREAS, the Council of Clear Hills County has determined it is in the best interests of the county to pass such a bylaw.

NOW THEREFORE, the Council of Clear Hills County, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT, the Agricultural Service Board for Clear Hills County will be an independent committee consisting of five members at large, two Council members, and one non-voting Agricultural Fieldman. Four voting board members represents a quorum.
2. THAT, in the absence of the Agricultural Fieldman, the CAO will delegate an employee to sit on the Agricultural Service Board as an alternate non-voting board member.
3. THAT, the appointing of the positions of Agricultural Service Board Chair & Deputy Chair be assigned by Council. Chair and Deputy Chair of the Agriculture Service Board be filled by a Council appointed Council member serving on the board.
4. THAT, the duration of the term for Agricultural Service Board members will be four (4) years, coinciding with the election of Council.
5. THAT, advertising for members at large will commence on or about August 15th prior to a general County election, conducted by Administration.
6. THAT, the selection of board members at large will occur during the organizational meeting of Council, and will be based on agricultural experience and agricultural community involvement of the board candidate.
7. THAT, the board candidate will be an agricultural producer residing within the boundaries of Clear Hills County at the time of selection and for the duration of the term of appointment, unless otherwise authorized by a resolution of council.

8. That, in addition to the regular meetings of the Agricultural Service Board, members may attend agricultural seminars, workshop and events within the Peace Region, the annual Peace Region Agricultural Service Board Conference and, the annual Provincial Agricultural Service Board Conference.
9. Bylaw No. 273-22 is hereby rescinded.
10. THAT, this bylaw shall come into force and effect upon the date of final reading hereof.

READ for a FIRST time this 25 day of April 2023.

READ for a SECOND time this 25 day of April 2023.

READ for a THIRD time this 25 day of April 2023.


Amber Bean, Reeve


Allan Rowe, Chief Administrative Officer

- C199-23(04-11-23)** RESOLUTION by Deputy Reeve Janzen to bring back a draft Bylaw including that the appointing of the positions of Agricultural Service Board Chair & Deputy Chair be assigned by Council. Also including that the chair and deputy chair of the Agriculture Service Board be filled by a Council appointed Council member serving on the board. CARRIED.
- C229-23(04-25-23)** RESOLUTION by Councillor Giesbrecht that first reading be given to Bylaw No. 277-23 A Bylaw of Clear Hills County in the Province of Alberta, for the purpose of establishing an Agricultural Service Board. CARRIED.
- C230-23(04-25-23)** RESOLUTION by Councillor Hansen that second reading be given to Bylaw No. 277-23 A Bylaw of Clear Hills County in the Province of Alberta, for the purpose of establishing an Agricultural Service Board. CARRIED.
- C231-23(04-25-23)** RESOLUTION by Councillor Walmsley to proceed with third and final reading of Bylaw No. 277-23 A Bylaw of Clear Hills County in the Province of Alberta, for the purpose of establishing an Agricultural Service Board. CARRIED UNANIMOUSLY.
- C232-23(04-25-23)** RESOLUTION by Reeve Bean that third and final reading be given to Bylaw No. 277-23 A Bylaw of Clear Hills County in the Province of Alberta, for the purpose of establishing an Agricultural Service Board. CARRIED.
- C260-23(05-16-23)** RESOLUTION by Reeve Bean that this Council appoint Deputy Reeve Janzen as the Agricultural Service Board Chairperson from May 16, 2023, to the next Organizational Meeting. CARRIED.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	TELUS Meeting
File:	11-02-02

DESCRIPTION:

Council is presented with information regarding scheduling a meeting with TELUS Representatives regarding cellular service in our County.

TELUS would like to set up a meeting with Council in Edmonton during the RMA Conference.

ATTACHMENT:

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:	January 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Source Inspired – Re Branding
File:	11-02-02

DESCRIPTION:

Council is presented with information regarding the hiring of Source Inspired to assist with re-branding of the County.

Source Inspired has informed us that unfortunately at this time they are unable to proceed with the requested service until later in the spring.

ATTACHMENT:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Rural Renewal Stream Program
File:	11-02-02

DESCRIPTION:

Council is presented with information regarding the Rural Renewal Stream Program application that was submitted.

The application was denied due to the County not meeting criteria as per the application. Additional local businesses interested in utilizing the program and further services available within the County must be addressed prior to reapplying.

ATTACHMENT:

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:	January 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Joint Meeting – Town of Manning
File:	11-02-02

DESCRIPTION:

Council is presented with information regarding a request to meet with the Town of Manning Mayor McLeod, Deputy Mayor Schamehorn and CAO to discuss the current Mutual Aid agreement.

C658-23(11-28-23) RESOLUTION by Reeve Bean to invite The Town of Manning Mayor McLeod, Deputy Mayor Schamehorn and CAO to a joint meeting with Clear Hills County to discuss the current Mutual Aid agreement. CARRIED.

ATTACHMENT:

Email Correspondence

RESOLUTION by.....

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

Bonnie Morgan

From: cao <cao@manning.ca>
Sent: January 17, 2024 3:53 PM
To: Bonnie Morgan
Cc: Allan Rowe
Subject: Re: Mutual Aid Meeting

Good afternoon Bonnie,

Mayor McLeod and Councillor Fredrickson could make most days within the first two weeks of February work for a meeting. I think Mayor McLeod would like to have the meeting in Manning though, so that he can take your Reeve and Deputy Reeve down the Chinchaga Forestry road so that they can see for themselves how far the distance and the condition of the road that our fire department has to travel in order to service Clear Hills County.

April Doll
Chief Administrative Officer
Ph: 780.836.3606
Cell: 780.836.5062
Fax: 780.836.3570



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From: Bonnie Morgan <Bonnie@clearhillscounty.ab.ca>
Sent: January 11, 2024 9:38 AM
To: cao <cao@manning.ca>
Cc: Allan Rowe <Allan@clearhillscounty.ab.ca>
Subject: RE: Mutual Aid Meeting

Good Morning, April

Happy New Year!

We are looking to arrange another attempt to schedule a face-to-face meeting in a more centrally located area that would be convenient for both Councils. Kindly inform us of any specific dates that would be most suitable for your Councillors.

Warm regards,

Bonnie Morgan | Executive Assistant to CAO and Council

Clear Hills County Box 240 Worsley, AB T0H 3W0 | Ph: (780)-685-3925 ext. 120 | Cell: (780)-834-7171 | Fax: (780)-685-3960
bonnie@clearhillscounty.ab.ca | www.clearhillscounty.ab.ca



"CLEARLY AN AREA OF OPPORTUNITY"

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From: cao <cao@manning.ca>
Sent: Wednesday, December 20, 2023 5:00 PM
To: Bonnie Morgan <Bonnie@clearhillscounty.ab.ca>
Cc: Allan Rowe <Allan@clearhillscounty.ab.ca>
Subject: RE: Mutual Aid Meeting

Hi Bonnie,

Unfortunately, due to work commitments councillor Fredrickson has asked that we meet here in Manning instead of Clear Hills County. We could also set this up as a Teams meeting if that would be more favourable. Please let me know if that would work for your council.

Thank you so much,

April Doll
Chief Administrative Officer
Ph: 780.836.3606
Cell: 780.836.5062
Fax: 780.836.3570



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From: Bonnie Morgan <Bonnie@clearhillscounty.ab.ca>
Sent: Wednesday, December 20, 2023 10:15 AM
To: cao <cao@manning.ca>
Cc: Allan Rowe <Allan@clearhillscounty.ab.ca>
Subject: Mutual Aid Meeting

Good Morning April,

Reeve Bean and Deputy Reeve Janzen would be available January 18, 2024 for a daytime meeting in Clear Hills County. Please let me know if this will work for your Mayor and Councillor, and I will prepare the meeting arrangements.

Warm regards,

Bonnie Morgan | Executive Assistant to CAO and Council

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Clear Hills County Website
File:	11-02-02

DESCRIPTION:

Council is requested to authorize the hiring of an hourly contractor to assist with improvements and development of the Clear Hills County website and other media platforms. The contractor will assist administration as well as provide necessary training. This approach ensures flexibility and specialized expertise in this area.

RESOLUTION by..... to approve the hiring of an hourly contractor to assist with improvements and development of the Clear Hills County website and other media platforms.

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

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Finance – Accounts Payable
File:	12-03-02

DESCRIPTION:

A list of expenditures for Clear Hills County for the period of January 10, 2024 to January 23, 2024 is provided for Council's review.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

RESOLUTION by... that Council receives for information the Accounts Payable report for Clear Hills County for the period of January 10, 2024 to January 23, 2024 for a total of \$546,108.29.

Initials show support - Reviewed by:	Manager:		CAO:	
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Ranges: From: To: From: To:
 Cheque Number First Last Cheque Date 1/10/24 1/23/24
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
028666	1359773	1359773 AB LTD	1/23/24	ATB	PMCHQ00001253	\$1,433.25
028667	4IMPRINT	4 IMPRINT, INC.	1/23/24	ATB	PMCHQ00001253	\$4,054.04
028668	AMART	A-MART FAMILY VARIETY STORE	1/23/24	ATB	PMCHQ00001253	\$31.68
028669	A.S.	A.S. ROACH FIRE SERVICES LTD.	1/23/24	ATB	PMCHQ00001253	\$204,751.03
028670	ABRURALMUN01	ARMAA	1/23/24	ATB	PMCHQ00001253	\$400.00
028671	BELL	BELL CANADA	1/23/24	ATB	PMCHQ00001253	\$1,475.04
028672	BLUEWAVE	BLUE WAVE ENERGY	1/23/24	ATB	PMCHQ00001253	\$126.00
028673	BOSCHWICK01	BOSCHWICK CONTRACTING	1/23/24	ATB	PMCHQ00001253	\$21,744.49
028674	CASH01	LORI JOBSON	1/23/24	ATB	PMCHQ00001253	\$200.00
028675	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	1/23/24	ATB	PMCHQ00001253	\$10,340.62
028676	COXGERALD01	GERALD COX	1/23/24	ATB	PMCHQ00001253	\$6,535.00
028677	CRAGER01	CRAGAR'S AUTOBODY LTD.	1/23/24	ATB	PMCHQ00001253	\$209.84
028678	CUCO06	CUSTOM COMMUNICATIONS & SECURI	1/23/24	ATB	PMCHQ00001253	\$21.00
028679	DHL01	LOOMIS EXPRESS	1/23/24	ATB	PMCHQ00001253	\$1,047.00
028680	ENDMECH	END OF STEEL MECHANICAL LTD.	1/23/24	ATB	PMCHQ00001253	\$215.22
028681	FAIRVIEW09	FAIRVIEW MEDICAL CLINIC OPERAT	1/23/24	ATB	PMCHQ00001253	\$15,539.00
028682	FEHR14	FEHR TIRECRAFT LTD.	1/23/24	ATB	PMCHQ00001253	\$84.00
028683	GFI01	GFI SYSTEMS INC..	1/23/24	ATB	PMCHQ00001253	\$603.75
028684	GNB	GREAT NORTHERN BRIDGEWORKS LTD	1/23/24	ATB	PMCHQ00001253	\$8,531.25
028685	GFOA01	GFOA ALBERTA	1/23/24	ATB	PMCHQ00001253	\$315.00
028686	GOVERNMENT02	GOVERNMENT OF ALBERTA	1/23/24	ATB	PMCHQ00001253	\$890.00
028687	GREATWEST	GREAT WEST MEDIA, LP	1/23/24	ATB	PMCHQ00001253	\$1,409.89
028688	GREGG01	GREGG DISTRIBUTORS CO. LTD.	1/23/24	ATB	PMCHQ00001253	\$501.49
028689	GRGR06	GRIMSHAW GRAVELS AQUIFER	1/23/24	ATB	PMCHQ00001253	\$212.00
028690	HEALTHPRO01	HEALTH PROFESSIONAL	1/23/24	ATB	PMCHQ00001253	\$3,006.00
028691	LAPRAIWORKS01	LAPRAIRIE WORKS	1/23/24	ATB	PMCHQ00001253	\$50,920.38
028692	LGAA01	LOCAL GOVERNMENT ADMINISTRATION	1/23/24	ATB	PMCHQ00001253	\$288.75
028693	MACKENZIE01	MACKENZIE MUNICIPAL	1/23/24	ATB	PMCHQ00001253	\$131,105.52
028694	MADDOG01	MAD DOG CRESTING	1/23/24	ATB	PMCHQ00001253	\$375.90
028695	MIGHTY01	MIGHTY PEACE TOURIST ASSOCIATI	1/23/24	ATB	PMCHQ00001253	\$8,869.20
028696	NPGAS01	NORTH PEACE GAS CO-OP LTD.	1/23/24	ATB	PMCHQ00001253	\$797.18
028697	PARTLINE	PARTLINE PLUS	1/23/24	ATB	PMCHQ00001253	\$697.89
028698	PEACECOUNTRYSUP	PEACE COUNTRY SUPPLY	1/23/24	ATB	PMCHQ00001253	\$122.83
028699	PEACELIBR01	PEACE LIBRARY SYSTEM	1/23/24	ATB	PMCHQ00001253	\$16,217.09
028700	PRAIRIE03	PRAIRIE DISPOSAL LTD.	1/23/24	ATB	PMCHQ00001253	\$9,796.51
028701	REYNOLDS01	REYNOLDS' PLUMBING & HEATING	1/23/24	ATB	PMCHQ00001253	\$5,552.84
028702	ROADATA	ROADATA SERVICES LTD	1/23/24	ATB	PMCHQ00001253	\$336.00
028703	ROAMING	ROAMING TRANSPORT	1/23/24	ATB	PMCHQ00001253	\$22,062.08
028704	TRINUS01	TRINUS TECHNOLOGIES INC.	1/23/24	ATB	PMCHQ00001253	\$1,287.81
028705	UFA01	UNITED FARMERS OF ALBERTA	1/23/24	ATB	PMCHQ00001253	\$40.25
028706	UTILITY	UTILITY SAFETY PARTNERS	1/23/24	ATB	PMCHQ00001253	\$90.64
028707	VILLAGE01	VILLAGE OF HINES CREEK	1/23/24	ATB	PMCHQ00001253	\$3,789.32
028708	WILDELECT01	WILD ELECTRIC LTD.	1/23/24	ATB	PMCHQ00001253	\$783.83
028709	WGATEWAY	WORSLEY GATEWAY INN	1/23/24	ATB	PMCHQ00001253	\$1,050.00
028710	WGENERAL01	4D HOLDINGS LTD.	1/23/24	ATB	PMCHQ00001253	\$110.18
028711	WYCLIFFE	WYCLIFFE ENTERPRISES LTD.	1/23/24	ATB	PMCHQ00001253	\$8,137.50

Total Cheques: 46

Total Amount of Cheques: \$546,108.29

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	First
Cheque Date	1/10/24	1/23/24		Last

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
1359773 AB LTD	028666	1/23/24	\$1,433.25
Invoice Description Invoice Number Invoice Amount			
Worsley Sidewalk Snow Removal 2312312 \$1,433.25			
4 IMPRINT	028667	1/23/24	\$4,054.04
Invoice Description Invoice Number Invoice Amount			
Council Promo Items/Shipping 12007316 \$4,054.04			
A-MART FAMILY VARIETY STORE	028668	1/23/24	\$31.68
Invoice Description Invoice Number Invoice Amount			
Ziploc Bags for Office 5808 \$17.64			
Ziploc Bags for Office 5820 \$14.04			
A.S. ROACH FIRE SERVICES LTD.	028669	1/23/24	\$204,751.03
Invoice Description Invoice Number Invoice Amount			
SPO Unit Purchase 1608 \$204,751.03			
ALBERTA RURAL MUNICIPAL ADMINS	028670	1/23/24	\$400.00
Invoice Description Invoice Number Invoice Amount			
2023 CAO ARMAA Membership 407(2023) \$200.00			
2024 CAO ARMAA Membership 593 \$200.00			
BELL CANADA	028671	1/23/24	\$1,475.04
Invoice Description Invoice Number Invoice Amount			
Dec Service Agreement #644 X0149829582312 \$737.52			
Jan Service Agreement #644 X0149829582401 \$737.52			
BLUE WAVE ENERGY	028672	1/23/24	\$126.00
Invoice Description Invoice Number Invoice Amount			
Annual Propane Tank Rent 00203784833735 \$126.00			
BOSCHWICK CONTRACTING	028673	1/23/24	\$21,744.49
Invoice Description Invoice Number Invoice Amount			
Bear Canyon GB09 642 \$10,810.82			
Worsley GB01 643 \$10,933.67			

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
CASH PETTY	028674	1/23/24	\$200.00
Invoice Description Invoice Number Invoice Amount			
Cash Float for Apprec Banquet 010324 \$200.00			
CLEAR HILLS WASTE MANAGEMENT	028675	1/23/24	\$10,340.62
Invoice Description Invoice Number Invoice Amount			
Transfer Stations Contract 194 \$10,340.62			
COX, GERALD	028676	1/23/24	\$6,535.00
Invoice Description Invoice Number Invoice Amount			
WTP Operator Contract 291665 \$5,775.00			
Haul Water to BCWP 291666 \$760.00			
CRAGAR'S AUTOBODY LTD.	028677	1/23/24	\$209.84
Invoice Description Invoice Number Invoice Amount			
GST for Unit 65-52 Repairs 6271 \$209.84			
CUSTOM COMMUNICATIONS & SECURI	028678	1/23/24	\$21.00
Invoice Description Invoice Number Invoice Amount			
Ag Fieldman Security App Help 136251 \$21.00			
DHL	028679	1/23/24	\$1,047.00
Invoice Description Invoice Number Invoice Amount			
Water Sample Shipping 10726763 \$350.58			
Water Sample Shipping 10717815 \$346.57			
Calendar Shipping 10734938 \$349.85			
END OF STEEL MECHANICAL LTD.	028680	1/23/24	\$215.22
Invoice Description Invoice Number Invoice Amount			
Parts /R&M Unit 63-05 202107671 \$152.73			
R&M Unit 63-04 202106695 \$62.49			
FAIRVIEW MEDICAL CLINIC OPERAT	028681	1/23/24	\$15,539.00
Invoice Description Invoice Number Invoice Amount			
2024 Requisition Agmnt #676 623 \$15,539.00			
FEHR TIRECRAFT LTD.	028682	1/23/24	\$84.00
Invoice Description Invoice Number Invoice Amount			
Booster Pack Unit 63-20 58866 \$84.00			
GLOBAL FLEET INFORMATION	028683	1/23/24	\$603.75
Invoice Description Invoice Number Invoice Amount			

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Modem/Harness/Shipping	221050		\$603.75
GNB	028684	1/23/24	\$8,531.25
Invoice Description	Invoice Number	Invoice Amount	
Portable Bridge Rent Agmt #723	12105	\$8,531.25	
GOVERNMENT FINANCE OFFICERS AS	028685	1/23/24	\$315.00
Invoice Description	Invoice Number	Invoice Amount	
2024 GFOA Membership	AFA648A7-0001	\$315.00	
GOVERNMENT OF ALBERTA	028686	1/23/24	\$890.00
Invoice Description	Invoice Number	Invoice Amount	
Annual Rent DLO-981666	0005873348	\$50.00	
Annual Rent SML-970064	0005873355	\$840.00	
GREAT WEST MEDIA	028687	1/23/24	\$1,409.89
Invoice Description	Invoice Number	Invoice Amount	
Dec Newsletter Printing	GWM11685	\$1,409.89	
GREGG DISTRIBUTORS CO. LTD(FAI	028688	1/23/24	\$501.49
Invoice Description	Invoice Number	Invoice Amount	
Bridge Markers	036-344090	\$229.77	
Hitch Repair Kit Unit 64-18	036-343687	\$20.84	
Camlocks Unit 64-12	036-343686	\$250.88	
GRIMSHAW GRAVELS AQUIFER MANAG	028689	1/23/24	\$212.00
Invoice Description	Invoice Number	Invoice Amount	
2024 GGAMAA Membership	010224	\$212.00	
HEALTH PROFESSIONAL ENHANCEMEN	028690	1/23/24	\$3,006.00
Invoice Description	Invoice Number	Invoice Amount	
2024 Municipal Contribution	00049	\$3,006.00	
LAPRAIRIE WORKS	028691	1/23/24	\$50,920.38
Invoice Description	Invoice Number	Invoice Amount	
December Pavement Maintenance	4490-0011 DEC2	\$50,920.38	
LOCAL GOVERNMENT ADMINSTRATION	028692	1/23/24	\$288.75
Invoice Description	Invoice Number	Invoice Amount	
2024 LGAA Membership	03453	\$288.75	
MACKENZIE MUNICIPAL SERVICES A	028693	1/23/24	\$131,105.52
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
2024 Ann Service Agmnt #177	202410		\$131,105.52
MAD DOG CRESTING	028694	1/23/24	\$375.90
Invoice Description	Invoice Number	Invoice Amount	
App Banquet Ticket Printing	8833	\$34.65	
County Hats - Promo	46216	\$341.25	
MIGHTY PEACE TOURIST ASSOCIATI	028695	1/23/24	\$8,869.20
Invoice Description	Invoice Number	Invoice Amount	
2024 MPTA Membership	2024030	\$8,869.20	
NORTH PEACE GAS COOP LTD.	028696	1/23/24	\$797.18
Invoice Description	Invoice Number	Invoice Amount	
WWTP Heat	903332	\$2,121.11	
CWP Heat	903423	\$77.32	
PARTLINE PLUS	028697	1/23/24	\$697.89
Invoice Description	Invoice Number	Invoice Amount	
Headlights Unit 63-03	001-032206	\$697.89	
PEACE COUNTRY SUPPLY	028698	1/23/24	\$122.83
Invoice Description	Invoice Number	Invoice Amount	
WWTP Pressure Hose	002-119273	\$83.99	
HCFD Antifreeze	002-119733	\$38.84	
PEACE LIBRARY SYSTEM	028699	1/23/24	\$16,217.09
Invoice Description	Invoice Number	Invoice Amount	
Annual Req Jan-June 2024	1191	\$16,217.09	
PRAIRIE DISPOSAL LTD.	028700	1/23/24	\$9,796.51
Invoice Description	Invoice Number	Invoice Amount	
Additional Hauling	0000694652	\$4,659.38	
Recycle Bin Maintenance	0000694837	\$5,137.13	
REYNOLDS' PLUMBING & HEATING	028701	1/23/24	\$5,552.84
Invoice Description	Invoice Number	Invoice Amount	
Firehall Water Heater/ Install	18091-1	\$3,439.59	
Shop Bathroom Urinal & Install	18177-1	\$1,114.79	
Office Furnace Repair	18435-1	\$326.55	
CWP R&M	18106-1	\$178.50	
CWP Fan Motor Replacement	18430-1	\$493.41	
ROADATA SERVICES LTD	028702	1/23/24	\$336.00
Invoice Description	Invoice Number	Invoice Amount	
Permitting Services - December	00082878	\$336.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ROAMING TRANSPORT	028703	1/23/24	\$22,062.08
Invoice Description	Invoice Number		Invoice Amount
Worsley Hamlet Snow Removal	0489		\$1,419.08
Hines Creek GB14	0493		\$4,667.25
Worsley Hamlet Snow Removal	0490		\$4,507.65
Hines Creek GB14	0494		\$11,468.10
TRINUS TECHNOLOGIES INC.	028704	1/23/24	\$1,287.81
Invoice Description	Invoice Number		Invoice Amount
Adobe Renewal	5647		\$1,287.81
UNITED FARMERS OF ALBERTA	028705	1/23/24	\$40.25
Invoice Description	Invoice Number		Invoice Amount
Eureka Truckfill Materials	SOINV5475197		\$9.52
Eureka Truckfill Materials	SOINV5471734		\$68.24
UTILITY SAFETY PARTNERS	028706	1/23/24	\$90.64
Invoice Description	Invoice Number		Invoice Amount
First Call Annual Membership	IN176991		\$90.64
VILLAGE OF HINES CREEK	028707	1/23/24	\$3,789.32
Invoice Description	Invoice Number		Invoice Amount
2023 HCFD Expenses Agmt #173	20240002		\$3,789.32
WILD ELECTRIC LTD.	028708	1/23/24	\$783.83
Invoice Description	Invoice Number		Invoice Amount
Cherry Point Well Assessment	36220		\$783.83
WORSLEY GATEWAY INN	028709	1/23/24	\$1,050.00
Invoice Description	Invoice Number		Invoice Amount
Council Christmas Meal	836		\$1,050.00
WORSLEY GENERAL STORE	028710	1/23/24	\$110.18
Invoice Description	Invoice Number		Invoice Amount
Trade Show Mtg With Village	60323		\$36.23
WFD Ffirst Aid Course Snacks	59249		\$73.95
WYCLIFFE ENTERPRISES LTD.	028711	1/23/24	\$8,137.50
Invoice Description	Invoice Number		Invoice Amount
Eureka GB13	771		\$8,137.50
	Report Total		\$54,610.29

ATB MASTER CARD DETAILS			
DATE OF PURCHASE	PLACE OF PURCHASE	DESCRIPTION	AMOUNT
12/23/23	GoTo Technologies Canada Ltd	Video Conferencing Account - EA	\$27.30
12/27/23	Canada Post	Newsletter Mailout - EA	\$82.95
12/27/23	Canada Post	Newsletter Mailout - EA	\$47.38
12/27/23	Canada Post	Newsletter Mailout - EA	\$59.02
12/27/23	Canada Post	Newsletter Mailout - EA	\$121.61
12/27/23	Canada Post	Newsletter Mailout - EA	\$8.94
12/27/23	Canada Post	Newsletter Mailout - EA	\$7.60
12/07/23	Peace Country Beef & Forage Association	Northern Women in Ag Registration - AP	\$209.58
12/07/23	Westjet	2024 ASB Conference Flights - AP	\$3,751.64
12/08/23	Amazon	Corporate Clerk Mouse Pad - AP	\$15.19
12/08/23	Amazon	Cancelled Order for Corporate Clerk Mouse Pad - AP	-\$15.19
12/08/23	Amazon	Community Services Clerk Computer Mouse - AP	\$30.66
12/14/23	University of Alberta	Community Services Clerk EXLGP 8201 Course - AP	\$795.00
12/14/23	Amazon	Corporate Clerk Mouse Pad - AP	\$23.33
1/03/24	ATB Mastercard	Annual Fee	\$35.00



ATB

CLEAR HILLS COUNTY *
Account Number:
Alberta BusinessCard

MONTHLY STATEMENT
DEC 07 to JAN 05, 2024

We'd like to help you:
 atb.com
 1-800-332-8383

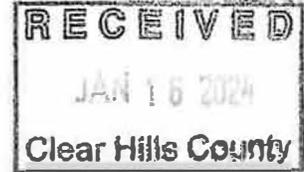


YOUR ACCOUNT SUMMARY

Statement date: January 05, 2024

PREVIOUS CHARGES AND PAYMENTS

Your previous balance		\$7,714.98
Payments made from Dec 07 to Jan 05 - Thank you	-\$7,714.98	
Credits	\$0.00	
Total payments and credits		-\$7,714.98
NEW CHARGES		
Purchases and returns	\$5,165.01	
Cash advances and Mastercard cheques	\$0.00	
Fees and adjustments	\$35.00	
Interest charges	\$0.00	
Total new charges		\$5,200.01
Your new balance		\$5,200.01



MINIMUM PAYMENT AND CREDIT LIMIT

Minimum payment due	\$156.00	Your credit limit	\$60,000.00
Payment due date	January 26, 2024	Available credit on Jan 05	\$54,799.99

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ATB Financial



Payment Slip

If you're paying by mail, please send this remittance slip with your cheque to:

ATB Financial Mastercard
P.O. Box 21063
Calgary, AB T2P 4H5

Account number:

Your new balance: **\$5,200.01**

Minimum payment due: **\$156.00**

Payment due date: **January 26, 2024**

Amount enclosed: \$

PFDATFXH 001776
CLEAR HILLS COUNTY *
PO BOX 240
WORSLEY AB T0H 3W0

PAYMENTS AND CREDITS

Any payments you made that we received after January 05, 2024 will appear on your next statement.

Date Posted	Description	Amount (\$)
Dec 27	AUTOMATIC PAYMENT-THANKS	-7,714.98
Total payments and credits		-\$7,714.98

\$5,200.01 will be debited from your account and credited as your automatic payment on Jan 26, 2024.

PURCHASES AND RETURNS

Date Charged	Date Posted	Description	Amount (\$)
Dec 23	Dec 23	GOTOCOM*GOTOMEETING GOTO.COM QC	27.30
Dec 27	Dec 27	CPC SCP/C175923171 OTTAWA ON	82.95
Dec 27	Dec 27	CPC SCP/C175923162 OTTAWA ON	47.38
Dec 27	Dec 27	CPC SCP/C175922845 OTTAWA ON	59.02
Dec 27	Dec 27	CPC SCP/C175923165 OTTAWA ON	121.61
Dec 27	Dec 27	CPC SCP/C175922812 OTTAWA ON	8.94
Dec 27	Dec 27	CPC SCP/C175923154 OTTAWA ON	7.60
Total for			\$354.80

Date Charged	Date Posted	Description	Amount (\$)
Dec 07	Dec 07	PAYPAL *PEACECOUNTR 4029357733 ON	209.58
Dec 07	Dec 07	WESTJET 83821819084511 CALGARY AB LEMOINE/JULIE MRS YQU YYC YYC YQL YQL YYC YYC YQU	3,751.64
Dec 08	Dec 08	AMZN MKTP CA*3Y6P93ZF3 WWW.AMAZON.CA ON	15.19
Dec 08	Dec 08	AMZN MKTP CA WWW.AMAZON.CA ON CREDIT	-15.19
Dec 08	Dec 08	AMZN MKTP CA*L63RI9NR3 WWW.AMAZON.CA ON	30.66

(continued on next page)

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Making payments

You can make your payment by:

- Autopay (pre-authorized debit)
- **ABM**
- **Telephone** banking
- **Internet** banking
- **Mail**, to the address alongside
- at any **ATB branch**.

Please allow enough time for your payment to reach us by the due date.

Mail your payments and enquiries to:

ATB Financial Mastercard
P.O. Box 21063
Calgary, AB T2P 4H5



MONTHLY STATEMENT
DEC 07 to JAN 05, 2024

CLEAR HILLS COUNTY *
Account Number:
Alberta BusinessCard



PURCHASES AND RETURNS (continued)

Date Charged	Date Posted	Description	Amount (\$)
Dec 14	Dec 14	UOFA REGISTRARS OFFICE EDMONTON AB	795.00
Dec 14	Dec 14	AMZN MKTP CA*P29KY33N3 WWW.AMAZON.CA ON	23.33
Total for			\$4,810.21
Total purchases and returns			\$5,165.01

FEES AND ADJUSTMENTS

Date Posted	Description	Amount (\$)
Jan 03	ANNUAL FEE	35.00
Total fees and adjustments		\$35.00

INTEREST CHARGES

Balance Type	Interest Charged (\$)	Annual Interest Rate (%)
Purchases	0.00	9.20 (v)
Cash advances and Mastercard cheques	0.00	9.20 (v)
Total interest charges	\$0.00	

(v) - Variable (f) - Fixed

FOR YOUR BUDGETING - HOW YOU USED YOUR CREDIT CARD(S)

Category	Spent This Period (\$)
Dining and entertainment	0.00
Grocery	0.00
Professional services	209.58
Retail stores	27.30
Utilities	53.99
Home Improvement and maintenance	0.00
Travel and lodging	3,751.64
Vehicle expenses (fuel, repair)	0.00
Business services	327.50
Miscellaneous	795.00
Sub-total (purchases and returns)	\$5,165.01
Cash advances and Mastercard cheques	\$0.00
Grand total	\$5,165.01

Clear Hills County Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	PERC & DIRC Application
File:	12-02-02

DESCRIPTION:

Alberta Municipal Affairs is accepting applications for the Provincial Education Requisition Credit (PERC) and Designated Industrial Requisition Credit programs (DIRC).

BACKGROUND:

The PERC and DIRC programs allow municipalities to claim for unpaid school and designated industrial requisitions on property taxes that are deemed to be uncollectable by the municipality.

Administration has submitted an application for the 2023 tax year. If successful, the County would receive a credit of \$31,378.79 on the 2024 school and designated industrial requisitions. As part of the application process, municipalities are required to include a resolution from Council confirming the submission of the PERC and DIRC application.

ATTACHMENTS:

RECOMMENDATION:

RESOLUTION by... to direct Administration to proceed with the Provincial Education Requisition Credit program (PERC) and Designated Industrial Requisition Credit program (DIRC) submission for the 2024 intake.

Initials show support - Reviewed by:	Manager: 	CAO: 
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Clear Hills County Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Community Support Services Grant Applications
File:	62-02-02

DESCRIPTION:

At the December 12, 2023 Regular Council Meeting Council approved a new grant program called the Community Support Services Grant (CSSG).

BACKGROUND:

In addition to creating a new grant program, Council also applied the funds received from the Family and Community Support Services (FCSS) Grant to the Clear Hills County Driveway Snow Plowing Program.

Since the deadline for FCSS grant applications was December 15, 2023, and because the FCSS grant funds have been fully dispersed, Administration transferred the information from the FCSS grant applications to the CSSG applications and has provided copies of both for Council's review.

BUDGET:

The 2024 Community Support Services Grant budget is \$127,427.85.

ATTACHMENTS:

- Community Support Services Grant Application Summary
- Community Support Services Grant Calculations
- 2024 Community Support Services Grant Applications
- 2024 FCSS Grant Applications
- Policy 7011 – Community Support Services Grant
- Grants History

RECOMMENDATION:

RESOLUTION by ... that Council approves the following Community Support Services grants...

Initials show support - Reviewed by:	Manager: 	CAO: 
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2024 Community Support Services Grant Application Summary

	Application 1	Application 2	Application 3	Application 4	Application 5	Application 6	Application 7
Program/Project:	Cleardale Playschool Program	Worsley Preschool Program	Senior's Social Connection Events	Youth Enhancement Society of Hines Creek	Hines Creek Composite Nutrition Program	Seniors, Parents & Tots Craft Supplies	Coaching for Life
Applicant:	Cleardale Playschool Program	Worsley Early Childhood Education Foundation	Fairview & Area Senior's Check-In Line	Youth Enhancement Society of Hines Creek	Hines Creek Parent Association	Hines Creek Municipal Library	Worsley Central School Parent Society
Grant Funds Requested:	\$ 20,000.00	\$ 28,300.00	\$ 6,000.00	\$ 39,500.00	\$ 10,000.00	\$ 6,000.00	\$ 6,700.00
Previously Received FCSS Funding	No	Yes	Yes	Yes	No	No	No
Eligibility:							
Contribution to Area Residents Quality of Life :							
Estimated participants:	6	10	150	8-15	130	300	30
Estimated volunteers:	3	10	25	8-15	10	0	10
Estimated volunteer hours:	30	300	680	50	100	0	50
Fundraising Efforts:	\$5,000.00 (includes \$3,000.00 CHC general grant)	\$ 10,500.00	\$ 800.00	\$ -	\$ 10,000.00	\$ 19,000.00	\$ -
Other Potential Funding Sources:	Program fees, Cleardale Rec Board		MD of Fairview, Town of Fairview, Village of Hines Creek, Rec Boards	Rec Boards	CHC General Grant Program	User fees, Rec Boards	Participant fees, Rec Boards, CHC General Grant Program
Does the proposed program do one or more of the following:							
Help people to develop independence, strengthen coping skills and become more resistant to crisis?	X	X	√	X	X	X	X
Help people develop awareness of social needs?	X	X	X	X	X	X	X
Help people to develop interpersonal and group skills?	√	√	X	√	X	√	√
Help people and communities to assume responsibility for decisions and actions which affect them?	X	X	X	X	X	X	X
Provide Supports that help sustain people as active participants in the community?	X	X	√	X	X	X	X
Ineligible Activities:							
Provide Primarily for the recreational needs or leisure time pursuits of individuals:	√	√	√	√	√	√	√/X
Offer direct assistance(including money, food, clothing, or shelter) to sustain an individual or family:	√	√	√	√	X	√	√
Duplicate services that are ordinarily provided by a government or government agency:	√	√	√	√	X	√	√
The purchase, construction, or manufacturing of tangible capital assets:	√	√	√	√	√	√	√
Primarily rehabilitative in nature:	√	√	√	√	√	√	√

2024 Community Support Services Grant Calculation

2024 CSSG Budget:	\$	127,427.85
Cleardale Playschool Program	\$	20,000.00
Worsley Early Childhood Education Foundation	\$	28,300.00
Fairview & Area Senior's Check-In Line	\$	6,000.00
Youth Enhancement Society of Hines Creek	\$	39,500.00
Hines Creek Parent Association	\$	10,000.00
Hines Creek Municipal Library	\$	6,000.00
Worsley Central School Parent Society	\$	6,700.00
Total Requests:	\$	116,500.00
Remaining Funds (if approved):	\$	10,927.85

Clear Hills County Community Support Services Grant Application

①

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Cleardale Playschool Program	\$20,000.00	\$

2. APPLICANT INFORMATION	
Applicant Name:	Cleardale Playschool Program
Contact Name:	Anna Janzen
E-Mail Address:	But4awhile@icloud.com
Mailing Address (include postal code):	Box 172, Cleardale, AB T0H 3Y0
Telephone Number:	780-835-1107

1. PROGRAM/PROJECT OVERVIEW
<p>Please explain, in your own words, what the program/project is and why it is important to our community.</p> <p>Our program is geared towards children about 4 years old to come to play school and start learning the roles of school. It is to help with their social, emotional, and language development.</p> <p>Our program will be set up as a play school where the children will learn through play.</p> <p>Through interactive play they will learn their social, emotional, and language skills.</p>

Participant Information:								
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated	0	6	0	0	0	0	0	0
Actual								
Other:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	3	3	30					
Actual								

Clear Hills County Family and Community Support Services 2024 Funding Application

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Cleardale Playschool program	\$ 20,000	\$

2. AGENCY INFORMATION	
Agency Name:	Cleardale Playschool Program
Executive Director Name:	Anna Janzen
E-Mail Address and Website:	but4awhile@icloud.com
Mailing Address (include postal code):	Box 172 Cleardale AB. T0H 3Y0
Street Address:	
Project Telephone Number:	780 835 1107
Project Contact Name:	Anna Janzen
Fiscal Agent Name & Address: (if required)	

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

4. AGENCY INFORMATION - Please provide a BRIEF overview of your agency, i.e., mission, mandate, history.
The program we are starting up is to help young children become familiar with school.

5. PROGRAM/PROJECT OVERVIEW
Please explain briefly, in your own words, what the program/project is and why it is important to our community.
Our program is geared towards children about 4 years old to come to play school and start learning the roles of school. It is to help with their social, emotional, and language development.

6. PROGRAM/PROJECT LOGIC MODEL	
Program/Project Title:	Cleardale Playschool Program
Statement of Need: <i>What</i> community issue, need or situation are you responding to? Evidence of need?	There is a need for our young children to learn some skills before they are ready for Kindergarten.
Overall Goal: <i>What</i> change or impact do you want to achieve?	Our program is to help the young children with their emotional, social, well being and to start with the English language as we are a German speaking community.
Strategy: <i>How</i> are you going to address the issue, need or situation? (what are the actions/steps/activities) (ie. Workshops, counselling, community forums etc.)	Our program will be set up as a play school where the children will learn through play.
Was your Strategy implemented as planned above? If not, why? What changed? How did it go?	
Outcomes: (please complete Section 8 and list the outcomes you are measuring from your program here) <i>What</i> change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)	We will be charting their social , emotional, and language skills through a 1,2,or 3, check list indicating their level of progression.
Who is served: What is your Target Group?	children age 4 and 5
Rationale: <i>Why</i> will your strategy help you achieve your outcome(s)? <i>What evidence</i> do you have that this strategy will work? Research? (Best practices)	Yes, with exposure to another language and other children these measures will be implemented. We are looking at other communities that run similar programs.

Resources Needed (Inputs): <i>What resources are needed?</i> <i>Such as staff, volunteers, money, materials, equipment, technology, information – please be as specific as possible and include detailed information on the needed financial resources in your budget on section 10.</i>	We will need an instructor, volunteers, money, materials, and equipment to operate this program.
Partners: <i>Who & what resource does each Partner bring to the program/project (i.e., money, staff or knowledge)</i>	The instructor will request the resource needed and then be approved by the board members.
7a. OUTPUTS: <i>Activities and processes used, e.g., advertising, workshops</i>	through interactive play they will learn their social, emotional, and language skills.
Outputs: <i>Who else will you reach with this program/project/initiative? (e.g., family members, partners, community...)</i>	This program is available to all community members that have children of this age group.

7b. OUTPUTS:				NOTE: For Funding Application: complete White Areas For Year End Final Report : Finish by completing Shaded Gray Areas				
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated		6						
Actual								
Other Outputs:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	3	3	30					

Actual								
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***Required for reporting to the province**

USE THE FCSS MEASURES BANK FOR MEASURING YOUR OUTCOMES. call the application contact if you do not have the FCSS Measures Bank.

8. OUTCOMES SECTION: What change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)				
Outcome:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): (Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)
1. emotional improvement	1. We will create a check chart to measure the outcomes of emotional progress of each child	1. the checks will be: indicating no improvement 2. indicating some improvement 3. indicating improved		Outcome: Indicator:
		# completing measurement tool: _____ # completing this measure: _____ # experiencing a positive change: _____		
		1;		
		# completing this measure: _____ # experiencing a positive change: _____		
	2.			Outcome: Indicator:
		# completing measure: _____ # experiencing a positive change: _____		
		2.		
		# completing measure: _____ # experiencing a positive change: _____		
2.	1.	1.		Outcome:
		# completing this measure: _____ # experiencing a positive change: _____		Indicator:

Outcomes continued:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)		
2. Social improvement	We will create a check chart to measure the outcomes of social progress of each child	1. indicating no improvement 2. indicating some improvement 3. indicating improved				
		# completing this measure: _____ # experiencing a positive change: _____				
		1.		Outcome:		
		# completing measure: _____ # experiencing a positive change: _____		Indicator:		
		2.				
		# completing measure: _____ # experiencing a positive change: _____				
		*If you would like to report on more than two outcomes, please copy empty chart below and paste below outcome 2.				
		3. Language Improvement	1. We will create a check chart to measure the outcomes of language progress of each child	1. indicating no improvement 2. indicating some improvement 3. indicating improved		Outcome: Indicator:
# completing measure: _____ # experiencing a positive change: _____						
2.						
# completing measure: _____ # experiencing a positive change: _____						
	1.					
	# completing measure: _____ # experiencing a positive change: _____					
	2.					
	# completing measure: _____ # experiencing a positive change: _____					

9. ADDITIONAL INFORMATION

Identify Measurement Tool(s) Used: (FYI, only information drawn from surveys of participants can be report to the province)

- Survey Observation Interview Focus Groups

When Survey Measurement Tool(s) Used: Pre-test/post-test: both before and after your activities Post-Only : after activities

Additional Outcome Data: full sets of data, a copy of the aggregated survey

Additional Information: demographic information, comments on surveys, monthly service statistics

Stories – Please share an anecdotal story that describes the significant impact for the participants. Please also include a photo from your program (if possible):

Continuous Quality Improvement. Please answer the following questions:
After analyzing the information, should this program/project continue? Was the program successful?

What changes will you make (if any)?

What improvements can be made to the program/project?

What improvements can be made to the outcome measurement process?

Identify successes you achieved with this program:

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

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

10. BUDGET (Resources dedicated specifically to the project you are seeking funding for. Please also attach the latest audited financial statement for your organization.)				
2024 PROPOSED BUDGET				
(Ensure all calculations are correct. Use the second column to itemize the project expenses to which you plan to direct the FCSS funds. Column 1 + Column 2 = Column 3)				
ITEM	Column 1 Expenses paid or contributed by the Applicant and other funding partners (Agency Contribution)	Column 2 Expenses to be funded by [insert FCSS (Project Request)	Column 3 PROJECTED Budget (Total Cost)	Column 4 Actual Cost (For report)
REVENUE (specify all sources of funding including fundraising, fees for service, other grants, etc.)				
Clear Hills County FCSS grant		20,000.00	20,000.00	
Fundraising / Cash donations:			\$2000.00	
Other Grants (Please specify): start up grant from county	\$3000.00		\$3000.00	
TOTAL REVENUE		20,00.00	25,000.00	
EXPENSES				
PERSONNEL				
Salaries & Wages & Benefits & Remittances		6,000.00	6,000.00	
Travel & Subsistence			2,300.00	
OPERATIONS COST				
Facility Rentals		1,500.00	1,500.00	
Insurance		1,200.00	1,200.00	
Telephone/internet, etc.				
ADMINISTRATION COSTS (specify)				
Advertising & Promotions				
Postage/administrative materials		500.00	500.00	
Audit & Accounting		500.00	500.00	
OTHER PROGRAM COSTS (specify)				
material			3,000.00	
equipment		10,000.00		
TOTAL EXPENDITURES		19,700.00	25,000.00	
FCSS REQUEST (DEFICIT/SURPLUS = Column 3: Total Revenue – Expenditures)				

11. DOCUMENTATION REQUIREMENTS: Do not provide other attachments unless requested to do so.	ATTACHED
List of current agency Board of Directors by name and Board position. (Do not include personal contact information (home addresses, emails, or phone numbers). Anna Janzen Chair Helen Zacharias Secretary Susan Zacharias Instructor	<input type="checkbox"/>
Program/Project Logic Model & Outcomes (Sections 6-8) Cleardale Playschool Program wanting to serve the community by improving the social, emotional, and language development.	<input type="checkbox"/>
Program/Project Budget (Section 10) \$25,000.00	<input type="checkbox"/>
Most recent Audited Financial Statement of your organization [Balance Sheet and income Statement] N/A	<input type="checkbox"/>
Financial statements directly related to this project will be required upon completion of project [see shaded portion of Budget - section 10.]	<input type="checkbox"/>

12. SUBMIT COMPLETED APPLICATION TO:

Please choose one of the two following submission methods:

1. Submit one original signed copy of the application (via mail or drop-off at the office)

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

OR

2. Email a copy to: Lori@clearhillscounty.ab.ca (scanned signatures will be accepted) Unsigned applications will be returned.

The deadline for applications is December 15, 2023.

DECLARATION:

I declare that all of the information in this application is accurate and complete and that the application is made on behalf of the organization named on Page 4 with its full knowledge and consents and complies with the requirements and conditions set out in the Family and Community Support Services Act and Regulation. (<http://humanservices.alberta.ca/family-community/14876.html>):

I acknowledge that should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.

Anna Janzen
Print Name


Authorized Signature

November 15, 2023.
Date

**13. SUBMIT COMPLETED YEAR END FINAL REPORT TO:
(Shaded portions of Sections 6-10 of your completed funding application)**

Please choose one of the two following submission methods:

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

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

OR

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

The deadline for submitting the yearend report (January to December) is **January 15, 2024**

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

Print Name

Authorized Signature

Date

Clear Hills County Community Support Services Grant Application

②

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Worsley Preschool Program	\$28,300.00	\$

2. APPLICANT INFORMATION	
Applicant Name:	Worsley Early Childhood Education Foundation
Contact Name:	Shawnee Bean, Brittany King
E-Mail Address:	Showna96@gmail.com
Mailing Address (include postal code):	Box 287 Worsley, AB T0H 3W0
Telephone Number:	780-835-1277

1. PROGRAM/PROJECT OVERVIEW
<p>Please explain, in your own words, what the program/project is and why it is important to our community.</p> <p>The Worsley Preschool's goals include developing the whole child through a play-based curriculum that supports the growth of many skills relating to the child's social, physical, intellectual, creative and emotional growth. The main goal is to allow children from our remote community to develop age-appropriate socialization skills.</p> <p>The Worsley Preschool focuses on learning through play, which allows for and recognizes each child's unique learning style, abilities and developmental level. This allows for hands on learning where the curriculum can be guided based on the children's interests and desires, which will lead to more meaningful and concrete learning. This is accomplished through the use of centres, both independent and guided, circle activities (whole group), as well as community-based field trips.</p> <p>The WECEF helps parents of preschoolers to connect and work together with the common goal of providing an education and social opportunity for our children. The preschool allows for this much needed social interaction for the children, but also for parents to be involved with their child's education and social development. The direct result is a weekly program geared towards preschoolers to help their development.</p>

Participant Information:								
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated	0	10	0	0	0	0	10	0
Actual								
Other:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	10	10	300					
Actual								

Clear Hills County Family and Community Support Services 2024 Funding Application

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Worsley Preschool Program	\$28,300.00	\$

2. AGENCY INFORMATION	
Agency Name:	Worsley Early Childhood Education Foundation
Executive Director Name:	Shawnee Bean
E-Mail Address and Website:	Showna96@gmail.com
Mailing Address (include postal code):	Box 287 Worsley, AB T0H 3W0
Street Address:	216 Alberta Ave
Project Telephone Number:	780-835-1277
Project Contact Name:	Brittany King
Fiscal Agent Name & Address: (if required)	Brittany King

3. TYPE OF ORGANIZATION	
<input checked="" type="checkbox"/> Alberta Societies Act Registration Number: 5016185422	<input type="checkbox"/> Government Agency:
<input type="checkbox"/> Charitable Number (if applicable):	<input type="checkbox"/> Other (please specify):

4. AGENCY INFORMATION - Please provide a BRIEF overview of your agency, i.e., mission, mandate, history.
The Worsley Early Childhood Education Foundation was established in response to community need for an accessible early childhood programming for children aged 3-5. This has been achieved through the Worsley Preschool program.

5. PROGRAM/PROJECT OVERVIEW
Please explain briefly, in your own words, what the program/project is and why it is important to our community.
The Worsley Preschool's goals include developing the whole child through a play-based curriculum that supports the growth of many skills relating to the child's social, physical, intellectual, creative and emotional growth. The main goal is to allow children from our remote community

to develop age-appropriate socialization skills.

6. PROGRAM/PROJECT LOGIC MODEL	
Program/Project Title:	Worsley Preschool Program
Statement of Need: <i>What community issue, need or situation are you responding to? Evidence of need?</i>	Community was in need for an accessible early childhood programming for children aged 3-5 as there was none.
Overall Goal: <i>What change or impact do you want to achieve?</i>	To promote growth of many skills relating to the child's social, physical, intellectual, creative and emotional growth.
Strategy: <i>How are you going to address the issue, need or situation? (what are the actions/steps/activities) (ie. Workshops, counselling, community forums etc.)</i>	The Worsley Preschool focuses on learning through play, which allows for and recognizes each child's unique learning style, abilities and developmental level. This allows for hands on learning where the curriculum can be guided based on the children's interests and desires, which will lead to more meaningful and concrete learning. This is accomplished through the use of centres, both independent and guided, circle activities (whole group), as well as community-based field trips.
Was your Strategy implemented as planned above? If not, why? What changed? How did it go?	
Outcomes: <i>(please complete Section 8 and list the outcomes you are measuring from your program here)</i> <i>What change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)</i>	<ol style="list-style-type: none"> 1. The social well-being of each child will improve. 2. The social well-being of each family will improve. 3. The social well-being of the community has improved. <p>We want the children to grow in their knowledge, attitudes and behavior preparing them for Kindergarten. We want the parents to develop relationships with each other and become more involved in community events.</p>
Who is served: <i>What is your Target Group?</i>	Age 3-5 years old
Rationale: <i>Why will your strategy help you achieve your outcome(s)?</i> <i>What evidence do you have that this strategy will work?</i>	The Worsley Preschool focuses on play and encouraging learning. Play supports the growth of the whole child by developing many skills relating to their social, physical, intellectual, creative and emotional growth. Learning through play allows for and recognizes each child's unique learning style, abilities and developmental level. This allows for hands on learning where the curriculum can be guided based on the children's

<p><i>Research? (Best practices)</i></p>	<p>interests and desires, which will lead to more meaningful and concrete learning. The Worsley Central School principal is very welcoming towards our program as she feels that the preschool helps foster a positive attitude towards education and it helps to encourage parents to enroll their children in kindergarten. Our program has had children from all over the county enrolled, as well as children from various cultural backgrounds.</p> <p>We know it is a successful program as we have had parents drive their children in from as far as one hour away. One mother has even asked how she could get a preschool program started in Cleardale because she feels that even more Mennonite families need to enroll their children as our program has helped her daughter so much.</p>
<p>Resources Needed (Inputs): <i>What resources are needed?</i> <i>Such as staff, volunteers, money, materials, equipment, technology, information – please be as specific as possible and include detailed information on the needed financial resources in your budget on section 10.</i></p>	<p>The Worsley ECE Foundation is a not-for-profit group run by parent volunteers. The Worsley Preschool program was and is funded by the generous donations from community members, charging program and registration fees, fundraising completed by Foundation board members and parents of students, as well as receiving FCSS grants from Clear Hills County</p> <p>In order to be a successful preschool, the foundation hired an educator to run the program and an educator's assistant in the classroom each day. We found a teacher along with an educational assistant were necessary in order for greater stability and consistency.</p> <p>For the 2023-2024 school year, the board will continue to pay an honorarium (money received from a separate grant) to the secretary/treasurer to ensure that the role is filled by qualified personnel.</p>
<p>Partners: <i>Who & what resource does each Partner bring to the program/project (i.e., money, staff or knowledge)</i></p>	<p>Each board member brings knowledge and volunteers their time</p>
<p>7a. OUTPUTS: <i>Activities and processes used, e.g., advertising, workshops</i></p>	<p>We advertise our program by posters, Facebook and word of mouth. We also publish information in the Worsley School newsletter. When the school receives calls about early childhood opportunities in the community, they will direct them to us.</p> <p>Classes one day a week from September – May.</p>
<p>Outputs: <i>Who else will you reach with this program/project/initiative? (e.g., family members, partners, community...)</i></p>	<p>The WECEF helps parents of preschoolers to connect and work together with the common goal of providing an education and social opportunity for our children. The preschool allows for this much needed social interaction for the children, but also for parents to be involved with their child's education and social development. The direct result is a weekly program geared towards preschoolers to help their development.</p>

	<p>There is a parent's area where parents can have time to interact with other adults while still monitoring their preschooler and younger children who utilized the play space.</p> <p>The preschool program also helps to draw together parents in the community. Fundraising enables preschool parents to work together for a common goal and to venture out into our community. Community based fieldtrips also involve the parents of the preschoolers. During the long, cold winter months, parents are also given a chance to get active and participate in various activities in our county.</p> <p>The preschool has developed many positive relationships in the Worsley community with local businesses, the school division as well as various recreational groups.</p>
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7b. OUTPUTS:	NOTE: For Funding Application: complete White Areas For Year End Final Report : Finish by completing Shaded Gray Areas
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Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated	0	10	0	0	0	0	10	0
Actual								
Other Outputs:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	10	10	300					
Actual								

*Required for reporting to the province

USE THE FCSS MEASURES BANK FOR MEASURING YOUR OUTCOMES, call the application contact if you do not have the FCSS Measures Bank.

8. OUTCOMES SECTION: What change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)					
Outcome:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)	
1. The social well-being of each child will improve	1. Children experience personal well-being.	As a result of preschool the children are better able to connect, communicate, play and learn with other children. They develop many skills relating to their social, physical, intellectual, creative and emotional growth.	SD2	Outcome: Social well-being of child Indicator: Child evaluations, parental surveys, teacher evaluations and word of mouth	
		# completing measurement tool: _____ # completing this measure: _____ # experiencing a positive change: _____			
		As a result of preschool the children learn to solve disputes they may have with other children or teachers	SD3		
		# completing this measure: _____ # experiencing a positive change: _____			
	2. Children are connected with others.	As a result of preschool children are able to learn how to sit, pay attention to their teacher and follow instructions.	# completing measure: _____ # experiencing a positive change: _____	SD1	Outcome: Child connects with others Indicator: Child evaluations, parental surveys, teacher evaluations and word of mouth.
# completing measure: _____ # experiencing a positive change: _____					

2. The social well-being of each family will improve.	1. Children are a part of a healthy functioning family	As a result of preschool parents are encouraged to be actively involved in their child's development.	SD3	Outcome: Involved parents Indicator: Word of mouth and observation
		# completing this measure: _____ # experiencing a positive change: _____		
		2. As a result of preschool parents have a support system with all the moms and friendships are built.	SD3	
		# completing this measure: _____ # experiencing a positive change: _____		
Outcomes continued:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)
2. continued...	2. Families have social supports	1. As a result of preschool moms can reach out to other moms and get support when they need it.	SD3	Outcome: Support system for moms Indicator: Word of mouth and observation
		# completing measure: _____ # experiencing a positive change: _____		
		2. (if more than one indicator for this outcome)	2. As a result of preschool and the friendships that moms have built with each other the emotional and social health of each family has improved.	
	# completing measure: _____ # experiencing a positive change: _____		Indicator: Word of mouth and observation	
	1.			
*If you would like to report on more than two outcomes, please copy empty chart below and paste below outcome 2.				

<p>3. The social well-being of the community has improved.</p>	<p>1. The community is connected and engaged,</p>	<p>1. As a result of preschool we have a diverse range of social engagements for individuals to participate in such as our fieldtrips (petting zoo, skating, fire trucks, restaurant tour etc.)</p>	SD5	Outcome:
		<p># completing measure: _____ # experiencing a positive change: _____</p>		Indicator:
		<p>2. As a result of preschool and the relationships built families are more aware of other community activities going on.</p>	SD5	Word of mouth and observation
		<p># completing measure: _____ # experiencing a positive change: _____</p>		
	<p>2. (if more than one indicator for this outcome)</p>	<p>2.</p>		Outcome:
		<p># completing measure: _____ # experiencing a positive change: _____</p>		Indicator:

9. ADDITIONAL INFORMATION

Identify Measurement Tool(s) Used: (FYI, only information drawn from surveys of participants can be report to the province)

Survey Observation Interview Focus Groups

When Survey Measurement Tool(s) Used: Pre-test/post-test: both before and after your activities Post-Only : after activities

Additional Outcome Data: full sets of data, a copy of the aggregated survey

Additional Information: demographic information, comments on surveys, monthly service statistics

Stories – Please share an anecdotal story that describes the significant impact for the participants. Please also include a photo from your program (if possible):

Continuous Quality Improvement. Please answer the following questions:

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

What changes will you make (if any)?

What improvements can be made to the program/project?

What improvements can be made to the outcome measurement process?

Identify successes you achieved with this program:

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

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

10. BUDGET (Resources dedicated specifically to the project you are seeking funding for. Please also attach the latest audited financial statement for your organization.)				
2024 PROPOSED BUDGET				
(Ensure all calculations are correct. Use the second column to itemize the project expenses to which you plan to direct the FCSS funds. Column 1 + Column 2 = Column 3)				
ITEM	Column 1 Expenses paid or contributed by the Applicant and other funding partners (Agency Contribution)	Column 2 Expenses to be funded by (insert FCSS (Project Request))	Column 3 PROJECTED Budget (Total Cost)	Column 4 Actual Cost (For report)
REVENUE (specify all sources of funding including fundraising, fees for service, other grants, etc.)				
Clear Hills County FCSS grant		28,300.00	28,300.00	
Fundraising - (\$400 per child)	4000.00		4000.00	
Program Fees - (\$250 per child)	2500.00		2500.00	
Other Grants (Please specify):				
Worsley Rec Board	4000.00		4000.00	
TOTAL REVENUE	10,500.00	28,300.00	38,800.00	
EXPENSES				
PERSONNEL				
Salaries & Wages & Benefits & Remittances	2700.00	28,300.00	31,000.00	
(We will have enough students next year to run two classes per week)				
Travel & Subsistence ↓				
Staff First Aid Training (2-day course, hotel, mileage)	1000.00		1000.00	
OPERATIONS COST				
Facility Rentals	1500.00		1500.00	
Insurance	950.00		950.00	
Classroom Materials & Supplies	2000.00		2000.00	
ADMINISTRATION COSTS (specify)				
Accounting	350.00		350.00	
Secretary/Treasurer	2000.00		2000.00	
OTHER PROGRAM COSTS (specify)				
TOTAL EXPENDITURES	10,500.00	28,300.00	38,800.00	
FCSS REQUEST (DEFICIT/SURPLUS = Column 3: Total Revenue – Expenditures)		28,300.00		

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

12. SUBMIT COMPLETED APPLICATION TO:

Please choose one of the two following submission methods:

1. Submit one original signed copy of the application (via mail or drop-off at the office)

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

OR

2. Email a copy to: Lori@clearhillscounty.ab.ca (scanned signatures will be accepted) Unsigned applications will be returned.

The deadline for applications is December 15, 2023.

DECLARATION:

I declare that all of the information in this application is accurate and complete and that the application is made on behalf of the organization named on Page 4 with its full knowledge and consents and complies with the requirements and conditions set out in the Family and Community Support Services Act and Regulation. (<http://humanservices.alberta.ca/family-community/14876.html>):

I acknowledge that should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.

Brittany King
Print Name

Brittany King
Authorized Signature

Nov 30/23
Date

13. SUBMIT COMPLETED YEAR END FINAL REPORT TO:
(Shaded portions of Sections 6-10 of your completed funding application)

Please choose one of the two following submission methods:

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

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

OR

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

The deadline for submitting the yearend report (January to December) is **January 15, 2024**

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

Print Name

Authorized Signature

Date



List of Officers and Directors as of September 2023

Name	Position Held
Shawnee Bean	President
Landry, Trudie	Vice-president
King, Brittany	Secretary/Treasurer
Dimion, Jaclyn	Director
Basnett, Vanessa	Director
Cerbo, Lovella	Director
Lee, Kristen	Director

**WORSLEY EARLY CHILDHOOD EDUCATION FOUNDATION
BALANCE SHEET
AS OF JULY 31, 2023**

ASSETS

	2023	2022
Current Assets		
ATB WECEF Account	\$ <u>47,694.79</u>	\$ <u>42,035.89</u>
Total Current Assets	47,694.79	42,035.89
Property and Equipment		
Furniture and Equipment	<u>1,269.73</u>	<u>1,269.73</u>
Total Property and Equipment	1,269.73	1,269.73
 TOTAL ASSETS	 <u>\$ 48,964.52</u>	 <u>\$ 43,305.62</u>

LIABILITIES & EQUITY

	2023	2022
Current Liabilities		
Payroll Liabilities	<u>\$0.00</u>	<u>-\$ 179.00</u>
Total Liabilities	0.00	-179.00
Equity		
Unrestricted Net Assets	43,484.62	36,379.76
Net Income	5,479.90	7,104.86
Total Equity	\$ 48,964.52	\$ 43,484.62
 TOTAL LIABILITIES & EQUITY	 <u>\$ 48,964.52</u>	 <u>\$ 43,305.62</u>

COMPILED BY _____

PER: SOMERS PROFESSIONAL SERVICES INC.

THE FINANCIAL STATEMENTS HAVE BEEN REVIEWED AND APPROVED BY

SIGNATURE Brittany King
 NAME (PRINTED) Brittany King
 POSITION Secretary / Treasurer
 DATE October 2, 2023

Shawnee Bean
 NAME (PRINTED) Shawnee Bean
 POSITION President
 DATE October 3, 2023

**WORSLEY EARLY CHILDHOOD EDUCATION FOUNDATION
STATEMENT OF PROFIT & LOSS
FOR THE YEAR ENDED JULY 31, 2023**

	2023	2022
REVENUE		
Income		
Fundraising	7,973.30	4,501.40
Grant	28,100.00	18,000.00
Interest-Savings, Short-term CD	32.21	25.27
Donations	300.00	500.00
Program Service Fees	3,000.00	1,250.00
Total Income	\$ 39,405.51	\$ 24,276.67
EXPENSES		
Business Expenses		
Accounting Fees	2,315.00	2,315.00
Bank Charges	15.00	0.00
Total Business Expenses	2,330.00	2,315.00
Facilities and Equipment		
Insurance - Liability, D and O	898.00	855.00
Rent	1,500.00	1,500.00
Total Facilities and Equipment	2,398.00	2,355.00
Operations		
Fundraising Expenses	2,283.45	82.95
Gifts	1,372.99	200.00
Janitorial	73.49	247.50
Printing and Copying	0.00	18.14
Snacks	342.82	320.70
Supplies	186.73	16.81
Total Operations	4,259.48	886.10
Payroll Expenses	24,938.13	11,615.71
Total Expense	\$ 33,925.61	\$ 17,171.81
NET INCOME (LOSS)	\$ 5,479.90	\$ 7,104.86

Clear Hills County Community Support Services Grant Application

3

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Senior's Social Connection Events	\$6,000.00	\$

2. APPLICANT INFORMATION	
Applicant Name:	Fairview and area Senior's Check-In Line Society
Contact Name:	Barb Chapman or Jennifer Winter
E-Mail Address:	Seniorgroup.fascil@gmail.com ; copchap@gmail.com ; jenofdunvegan@hotmail.com
Mailing Address (include postal code):	Box 2172, Fairview, AB, T0H 1L0
Telephone Number:	250-826-3001; 780-835-3878

1. PROGRAM/PROJECT OVERVIEW
<p>Please explain, in your own words, what the program/project is and why it is important to our community.</p> <p>Senior Social Connections is about preventing social isolation for seniors. Our entire community benefits when seniors are engaged and connected community members.</p> <p>To provide opportunities for seniors to connect with others in the community and access information they may need.</p> <p>Organizing entertainment such as music or games, and/or speakers to provide information on topics relevant to speakers, ie: current scams, supports available in the community, health information, etc.</p> <p>Family members will be relieved to know their senior parent or grandparent is feeling happy and connected. Our entire community benefits if seniors are engaged community members.</p>

Participant Information:								
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated	N/A	N/A	N/A	N/A	N/A	150	N/A	10
Actual								
Other:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	150	25	680					
Actual								

Clear Hills County Family and Community Support Services 2024 Funding Application

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Senior's Social Connection Events	\$6000.00	\$

2. AGENCY INFORMATION	
Agency Name:	Fairview and area Senior's Check-In Line Society
Executive Director Name:	N/A
E-Mail Address and Website:	Seniorgroup.fascil@gmail.com ; copchap@gmail.com ; jenofdunvegan@hotmail.com
Mailing Address (include postal code):	Box 2172, Fairview, AB, T0H 1L0
Street Address:	N/A
Project Telephone Number:	250-826-3001; 780-835-3878
Project Contact Name:	Barb Chapman or Jennifer Winter
Fiscal Agent Name & Address: (if required)	N/A

3. TYPE OF ORGANIZATION	
<input checked="" type="checkbox"/> Alberta Societies Act Registration Number: 5019578839	<input type="checkbox"/> Government Agency:
<input type="checkbox"/> Charitable Number (if applicable):	<input type="checkbox"/> Other (please specify):

4. AGENCY INFORMATION - Please provide a BRIEF overview of your agency, i.e., mission, mandate, history.
<p>We are a local, non-profit organization. We serve seniors in the Town of Fairview, the M.D. of Fairview, and the County of Clearhills. We have been operating for 8 years with excellent attendance and participation in all our programs. Our programs support seniors aging in place in their homes and maintaining independence. We focus on programs that prevent social isolation and support seniors as valued, contributing community members. Our programs keep seniors connected with each other and with their community. We offer four programs: A daily phone call check-in service, Wellness Events, Monthly Senior Social Community events, and Senior's Mentoring support when requested.</p>

5. PROGRAM/PROJECT OVERVIEW	
Please explain briefly, in your own words, what the program/project is and why it is important to our community.	
Senior Social Connections is about preventing social isolation for seniors. Our entire community benefits when seniors are engaged and connected community members.	

6. PROGRAM/PROJECT LOGIC MODEL	
Program/Project Title:	Senior's Social Connection Events
Statement of Need: <i>What</i> community issue, need or situation are you responding to? Evidence of need?	<p>Hines Creek is a small rural community that services a large farming population. Many of the seniors in Hines Creek and area struggle to find or maintain community as they battle mobility issues, health issues, transportation issues. In talking to seniors in Hines Creek, we have heard that as people retire, they suddenly discover that their thriving social community were all the people at work, and now that they aren't working, they are finding themselves alone and lonely.</p> <p>Many of our seniors talk about moving to town from their farms, leaving behind the homes they have raised their children in and built a life in. They are struggling to adjust to new surroundings and significantly smaller living spaces. Many of them are also caregivers for a spouse or partner, making it even harder to find the energy to reach out and connect with old friends or neighbours. Being able to connect with friends and make new ones becomes harder when challenging weather and transportation issues are factored in.</p> <p>We have also heard from seniors that finding information on supports and issues that effect seniors is difficult. Most information is found online, and many seniors are not tech savvy enough to find and access information on their own.</p>
Overall Goal: <i>What change or impact do you want to achieve?</i>	Seniors connect with others in their community and learn about issues and supports relevant to their respective situations.
Strategy: <i>How are you going to address the issue, need or situation? (what are the actions/steps/activities) (ie. Workshops, counselling, community forums etc.)</i>	To provide opportunities for seniors to connect with others in the community and access information they may need.

<p>Was your Strategy implemented as planned above? If not, why? What changed? How did it go?</p>	
<p>Outcomes: <i>(please complete Section 8 and list the outcomes you are measuring from your program here)</i></p> <p>What change or impact do you want to achieve? <i>(Knowledge, Attitude, Values, Skills, Behaviour)</i></p>	<p><i>(List Outcome(s) here, add additional required information in section 8)</i></p> <p>Seniors feel connected to each other.</p> <p>Seniors have a sense of belonging.</p> <p>Seniors know about issues and supports relevant to their situation.</p>
<p>Who is served: <i>What is your Target Group?</i></p>	<p>Seniors in Hines Creek and the County of Clearhills</p>
<p>Rationale:</p> <p><i>Why will your strategy help you achieve your outcome(s)?</i></p> <p><i>What evidence do you have that this strategy will work? Research? (Best practices)</i></p>	<p>National Seniors Council, government of Canada: report on the Social Isolation of Seniors 2013 (Social isolation is a prevalent phenomenon that has a substantial impact on many aspects of the lives of seniors. Proportionately more older Canadians may be at risk of social isolation due to increased chance of living alone, having compromised health status, changing family structures, death of family members or friends, and retirement.)</p> <p>Federal/Provincial/Territorial Ministers Responsible for Seniors: 2017 Social Isolation of Seniors Volume 1 and 2 (Identifies the core principles of social innovation and how they can be used to address social isolation, and also gives examples of socially innovative approaches in Canadian communities.)</p> <p>Demographic Planning Commission – Alberta Seniors and Community Supports 2008-Findings Report- providing services to seniors in their home communities (Report from the Alberta Demographic Planning Commission regarding input gathered from Albertans about the issues facing current and future seniors, and their perspectives regarding the shared roles and responsibilities of individuals, families, communities and governments in addressing these issues.)</p> <p>Report on the State of Public Health in Canada 2010: Growing Older – Adding Life to Years (Report on the health and well-being of Canada’s aging population and where action is needed to make the greatest difference in their lives, now and in the future.)</p> <p>Resources to help Seniors Age in Their Community (Reducing social isolation is an important component) https://www.alberta.ca/seniors-resources</p> <p>Evidence: The 2023 survey results indicate that the participants value the social connections provided by this program. There were several comments made in the surveys that stated how they look forward to the monthly event and getting to</p>

	<p>visit with other seniors. For instance, for one monthly gathering, we had an occupational therapist present some exercises to help stay mobile. It was very enjoyed by our seniors and comments were made about how enjoyable it was and that it <i>“felt good.”</i> Other comments from surveys include: <i>“Great place for seniors to have a brunch and communicate with other folks.”</i> <i>“Great to see people, enjoy people, learn new things”</i></p> <p>The number of participants from January to June 2023 was approximately 15 or more every month.</p>
<p>Resources Needed (Inputs): <i>What resources are needed?</i> <i>Such as staff, volunteers, money, materials, equipment, technology, information – please be as specific as possible and include detailed information on the needed financial resources in your budget on section 10.</i></p>	<p>A coordinator employee; volunteers; cooking equipment (ie: pots, pans, stove, microwave, utensils, cookie sheets, parchment paper); food storage equipment (ie: refrigerator, containers, plastic wrap, zip lock bags, tinfoil and tinfoil containers); Cleaning items (ie: wash cloths, tea towels, dish soap, sponges, paper towel; bleach; scrubbers; rubber gloves); table cloths; fresh food items; snacks; hot and cold beverages; cooking staples (ie: spices, pasta, rice, flour, sugar, etc.); single use dishes and cutlery; napkins; cleaning supplies; table decoration items; seasonal decorations; aprons; liability insurance; advertising; poster costs (paper and printer ink); social game items; facility rental; tables; chairs; honorariums; door prizes; papers; pens; tape; first aid kit; scissors; permanent markers; coffee filters; tea bags; thank you cards</p>
<p>Partners: <i>Who & what resource does each Partner bring to the program/project (i.e., money, staff or knowledge)</i></p>	<p>Clearhills Ag Society provides a space to meet. Karl’s No Frills in Peace River provide fresh vegetables for free. Freson Bros in Fairview gives us a 10% discount. The County of Clearhills provides some funding as well.</p>
<p>7a. OUTPUTS: <i>Activities and processes used, e.g., advertising, workshops</i></p>	<p>Organizing entertainment such as music or games, and/or speakers to provide information on topics relevant to speakers, ie: current scams, supports available in the community, health information, etc.; Setting tables; Decorating; Advertising; Cooking; Cleaning up; Shopping; Picking up the key from the town office; Turning up the heat and turning on the lights; Washing dishes; Putting equipment away; Bringing in all the supplies and food items; Removing all items previously brought in; washing aprons, towels, table cloths, wash cloths; Paying bills; Depositing donations; Paying honorariums; Sending thank you cards; Taking out the garbage; Turning down the heat; Turning out the lights; Locking</p>

	the door; Returning the key to the town office, Evaluating the program.
Outputs: <i>Who else will you reach with this program/project/initiative? (e.g., family members, partners, community...)</i>	Family members will be relieved to know their senior parent or grandparent is feeling happy and connected. Our entire community benefits if seniors are engaged community members.

7b. OUTPUTS:					NOTE: For Funding Application: complete White Areas For Year End Final Report : Finish by completing Shaded Gray Areas			
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated	N/A	N/A	N/A	N/A	N/A	150	N/A	10
Actual								
Other Outputs:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	150	25	680					
Actual								

***Required for reporting to the province**

USE THE FCSS MEASURES BANK FOR MEASURING YOUR OUTCOMES, call the application contact if you do not have the FCSS Measures Bank.

8. OUTCOMES SECTION: <i>What change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)</i>				
Outcome:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final</i>	FCSS Measures Bank Measure	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See

		<i>Report.</i>	Number:	attachment #1)
1. Seniors feel connected to each other.	1. Seniors report feeling connected.	1. Because of attending the Senior Social Connection events, I am more connected with others in my neighbourhood/community.	PM6	Outcome: Outcome 2: Individuals are connected with others
		# completing measurement tool: _____ # completing this measure: _____ # experiencing a positive change: _____		
	2. Seniors report finding it easier to meet new people.	2. Because of attending the Senior Social Connection events, I feel less isolated from others in my neighbourhood/community	PM8	Indicator: Quality of Social Relationships
		# completing this measure: _____ # experiencing a positive change: _____		
2. Seniors have a sense of belonging.	1. Seniors report a sense of belonging in their community	1. Because of attending the Senior Social Connection events, I have met new people from my community.	PM2	Outcome: Outcome 2: Individuals are connected with others
		# completing measure: _____ # experiencing a positive change: _____		
	2. Seniors report a sense of belonging in their community	2. Because of attending the Senior Social Connection events, I have formed new relationships with people from my community.	PM5	Indicator: Quality of Social Relationships
		# completing measure: _____ # experiencing a positive change: _____		
2. Seniors have a sense of belonging.	1. Seniors report a sense of belonging in their community	1. Attending Senior Social Connection events has helped me to feel a sense of belonging to my community.	PM5	Outcome: Outcome 2: Individuals are connected with others
		# completing this measure: _____ # experiencing a positive change: _____		
Outcomes continued:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)
2. continued...		2.		
		# completing this measure: _____ # experiencing a positive change: _____		

	2. (if more than one indicator for this outcome)	1.		Outcome: Indicator:
		# completing measure: _____ # experiencing a positive change: _____		
		2.		
		# completing measure: _____ # experiencing a positive change: _____		

***If you would like to report on more than two outcomes, please copy empty chart below and paste below outcome 2.**

3. Seniors know about issues and supports relevant to their situation.	1. Seniors are aware of supports and information in their community	1. Because of attending the Senior Social Connections events, I am more aware of what is happening in my community.	PM4	Outcome: Community Outcome 1: The community is connected and engaged Indicator: Awareness of the community
		# completing measure: _____ # experiencing a positive change: _____		
		2. Because of attending the Senior Social Connections events, I know more about how to access the community resources I need.	PM1	
		# completing measure: _____ # experiencing a positive change: _____		
	2. (if more than one indicator for this outcome)	1.		
		# completing measure: _____ # experiencing a positive change: _____		
		2.		
		# completing measure: _____ # experiencing a positive change: _____		

9. ADDITIONAL INFORMATION

Identify Measurement Tool(s) Used: (FYI, only information drawn from surveys of participants can be report to the province)

X Survey

Observation

Interview

Focus Groups

**When Survey
Measurement
Tool(s) Used:**

Pre-test/post-test:
both before and
after your activities

X Post-Only :
after activities

Additional Outcome Data: full sets of data, a copy of the aggregated survey

Additional Information: demographic information, comments on surveys, monthly service statistics

Stories – Please share an anecdotal story that describes the significant impact for the participants. Please also include a photo from your program (if possible):

Continuous Quality Improvement. Please answer the following questions:

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

What changes will you make (if any)?

What improvements can be made to the program/project?

What improvements can be made to the outcome measurement process?

Identify successes you achieved with this program:

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

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

10. BUDGET (Resources dedicated specifically to the project you are seeking funding for. Please also attach the latest audited financial statement for your organization.)				
2024 PROPOSED BUDGET				
(Ensure all calculations are correct. Use the second column to itemize the project expenses to which you plan to direct the FCSS funds. Column 1 + Column 2 = Column 3)				
ITEM	Column 1 Expenses paid or contributed by the Applicant and other funding partners (Agency Contribution)	Column 2 Expenses to be funded by [insert FCSS (Project Request)]	Column 3 PROJECTED Budget (Total Cost)	Column 4 Actual Cost (For report)
REVENUE (specify all sources of funding including fundraising, fees for service, other grants, etc.)				
Clear Hills County FCSS grant		6000.00	6000.00	
Fundraising / Cash donations:	800.00		800.00	
Other Grants (Please specify):				
TOTAL REVENUE	800.00		6800.00	
EXPENSES				
PERSONNEL				
Salaries & Wages & Benefits & Remittances		3500.00	3500.00	
Travel & Subsistence				
OPERATIONS COST				
Facility Rentals				
Insurance		800.00	800.00	
Telephone/internet, etc.				
ADMINISTRATION COSTS (specify)				
Advertising & Promotions		100.00	100.00	
Postage/administrative materials		100.00	100.00	
Audit & Accounting				
OTHER PROGRAM COSTS (specify)				

Program supplies: cooking equipment (ie: pots, pans, stove, microwave, utensils, cookie sheets, parchment paper); food storage equipment (ie: refrigerator, containers, plastic wrap, zip lock bags, tinfoil and tinfoil containers); Cleaning items (ie: wash cloths, tea towels, dish soap, sponges, paper towel; bleach; scrubbers; rubber gloves); table cloths; fresh food items; snacks; hot and cold beverages; cooking staples (ie: spices, pasta, rice, flour, sugar, etc.); single use dishes and cutlery; napkins; cleaning supplies; table decoration items; seasonal decorations; aprons; liability insurance; advertising; poster costs (paper and printer ink); social game items; facility rental; tables; chairs; honorariums; door prizes; papers; pens; tape; first aid kit; scissors; permanent markers; coffee filters; tea bags; thank you cards	800.00	1500.00	2300.00	
TOTAL EXPENDITURES	800.00	6000.00	6800.00	
FCSS REQUEST (DEFICIT/SURPLUS = Column 3: Total Revenue – Expenditures)		6000.00		

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

12. SUBMIT COMPLETED APPLICATION TO:

Please choose one of the two following submission methods:

1. Submit one original signed copy of the application (via mail or drop-off at the office)

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

OR

2. Email a copy to: Lori@clearhillscounty.ab.ca (scanned signatures will be accepted) Unsigned applications will be returned.

The deadline for applications is December 15, 2023.

DECLARATION:

I declare that all of the information in this application is accurate and complete and that the application is made on behalf of the organization named on Page 4 with its full knowledge and consents and complies with the requirements and conditions set out in the Family and Community Support Services Act and Regulation. (<http://humanservices.alberta.ca/family-community/14876.html>):

I acknowledge that should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.

Jennifer Winter
Print Name
Jennifer Winter
Authorized Signature
Dec 4, 2023
Date

**13. SUBMIT COMPLETED YEAR END FINAL REPORT TO:
(Shaded portions of Sections 6-10 of your completed funding application)**

Please choose one of the two following submission methods:

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

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

OR

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

The deadline for submitting the yearend report (January to December) is **January 15, 2024**

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

Print Name

Authorized Signature

Date

Board Members
Fairview and Area Senior's Check-In Line Society
November 2023

Executive:

Barb Chapman – President
Jennifer Winter- Vice President
Ellen Dalke – Secretary
Bonnie Evans – Treasurer

Members at Large:

Betty Sewall
Kathryn Currie
Kathleen Nakagawa
Karin Wilson
Elaine Stenbraaten
Joan King
Elli Demaris
Janet Petrovich
Margaret Morgan
Maxine Kary
Kathy Dumas

Fairview Area Seniors Check In Line Society

Statement of Operations

For the Year Ending December 31,2022

REVENUE

GRANTS	22,500.00
DONATIONS/INT/MEMBERSHIP	2,426.67
GIC TRANSFER	2,923.33
CASINO TRANSFER	2,900.00
TOTAL	\$30,750.00

EXPENSES

Program Wages	15,700.00
Telephone Costs	707.62
Insurance	1,179.03
Adm Supplies	412.11
Ads/Promotions	369.04
Education Workshop	300.00
Community Kitchen	5,170.77
Casino	3,500.00.
GIC reinvested	2,923.33
TOTAL	\$30,261.90
SURPLUS OF REVENUE	\$488.10
BAL FWD	\$2,830.51
TOTAL ASSETS	\$3,318.61

In our opinion this financial statement presents fairly the financial position of the society as of

December 31,2022

NAME ELAINE STENBRAATEN SIGNATURE  DATE JAN 12/23

NAME Kathryn Currie SIGNATURE  DATE Jan 12/23

Community Spirit Account
 FINANCIAL STATEMENT
 For the month of November 2021

REVENUE			
Transfer			\$3,100.00
Cheques	55.74		\$3,044.26
		TOTAL	\$3,044.25

Community Spirit Account-Casino
 Financial Statement Dec-21

REVENUE			\$3,044.25
		Total	\$3,044.25

Community Spirit Account, Casino
 Statement Of Operations
 For the Year Ending December 31, 2021

			\$3,100.00
REVENUE			
Expenses	cheques	55.74	\$3,044.26
TOTAL ASSETS			\$3,044.26
NET ASSETS			\$3,044.26

In our opinion this financial statement presents fairly the financial position of the society as of
 December 31, 2021

NAME *KARIN WILSON*
 NAME *Kathryn Currie*

SIGNATURE *[Signature]*
 SIGNATURE *[Signature]*

DATE *Dec 25/22*
 DATE

Clear Hills County Community Support Services Grant Application

(4)

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Youth Enhancement Society of Hines Creek	\$39,500.00	\$

2. APPLICANT INFORMATION	
Applicant Name:	Youth Enhancement Society of Hines Creek
Contact Name:	Janet Stevenson
E-Mail Address:	oleslakejan@gmail.com
Mailing Address (include postal code):	PO Box 14 Bear Canyon AB
Telephone Number:	7808350745

1. PROGRAM/PROJECT OVERVIEW
<p>Please explain, in your own words, what the program/project is and why it is important to our community.</p> <p>The Youth Enhancement Society currently provides classroom facilitators in Worsley and Menno Simons and the Colonies at Cleardale and Bear Canon, guest artisans and visiting performers to the five (5) schools within the county in collaboration with the staff and school community (colony schools do not normally attend events but may allow guests artisans). Students are provided exposure to professional guest artists and enhanced programming in art and music, utilizing artists that reside within the county when possible. The program provides experiences that are encouraging and personal for Clear Hills County students and guests, offering students experiences with options that may play a part as students plan their future endeavors. The performances and programming offer students a shared experience, encouraging a sense of community and belonging. We hope to encourage more attendance by the adults and seniors, also an opportunity for students to share experiences with County residents.</p> <p>Guest artists: provide musical and theatre artists chosen by a local booking agent, well suited to our student population.</p> <p>Local artisans: leather working, glass work, small building projects are some things we have been able to offer in the past. We are regularly searching for local artisans to be included in our programming.</p> <p>Local programmers: work in collaboration with County School administrators to offer skill development during school time.</p> <p>We hope to reach students, in the public system and in other educational programs. We hope to encourage adults and senior citizens to attend performances. We also encourage family attendance, although we are currently not providing child care, but that is something to consider.</p>

Participant Information:								
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated	Up to 10	150	150	20	20	10	At least 4 live performances and 4 visiting artists	
Actual								
Other:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	8-15	8-15	50 total hours					
Actual								

Clear Hills County Family and Community Support Services

2024 Funding Application

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Youth Enhancement Society of Hines Creek	\$ 39,500.00	\$

2. AGENCY INFORMATION	
Agency Name:	Youth Enhancement Society of Hines Creek
Executive Director Name:	Janet Stevenson
E-Mail Address and Website:	oleslakejan@gmail.com
Mailing Address (include postal code):	PO Box 14 Bear Canyon AB
Street Address:	
Project Telephone Number:	7808350745
Project Contact Name:	Janet Stevenson
Fiscal Agent Name & Address: (if required)	

3. TYPE OF ORGANIZATION	
<input checked="" type="checkbox"/> Alberta Societies Act Registration Number: 5010542644	<input type="checkbox"/> Government Agency:
<input type="checkbox"/> Charitable Number (if applicable):	<input type="checkbox"/> Other (please specify):

4. AGENCY INFORMATION - Please provide a BRIEF overview of your agency, i.e., mission, mandate, history.
<p>The Mission of the Youth Enhancement Society is to provide opportunities to engage with <i>live and 'hands-on' art, artistic endeavours and cultural experiences</i> in collaboration with the schools in the county. The Society has served school and local communities since 2003. It should be noted that all students and parents who reside in Clear Hills County are welcome to attend and participate in events provided through the Youth Enhancement Society.</p>

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

The Youth Enhancement Society currently provides **classroom facilitators in Worsley and Menno Simons and the Colonies at Cleardale and Bear Canon, guest artisans and visiting performers** to the five (5) schools within the county in collaboration with the staff and school community (colony schools do not normally attend events but may allow guests artisans). Students are **provided exposure to professional guest artists and enhanced programming in art and music, utilizing artists that reside within the county when possible**. The program provides experiences that are encouraging and personal for Clear Hills County students and guests, offering students experiences with options that may play a part as students plan their future endeavors. The performances and programming offer students a shared experience, encouraging a sense of community and belonging. We hope to encourage more attendance by the adults and seniors, also an opportunity for students to share experiences with County residents.

6. PROGRAM/PROJECT LOGIC MODEL	
Program/Project Title:	Community Art Programming in Collaboration with Clear Hills County Schools and Colonies.
Statement of Need: <i>What community issue, need or situation are you responding to? Evidence of need?</i>	<p>Our situation: we are distant from opportunities for our students to experience live theatre and musical performances.</p> <p>Our situation: our students are provided a great deal of programming that relies upon online sources as a reality of our rural setting. The numbers are coming in on endless screen exposure; there are many concerns consistent with reliance upon screens, even though it may be the only option.</p> <p>Our situation: 'hands-on' skill development in the arts is encouraged in local artistic communities, something that is a struggle to provide in our busy lives.</p> <p>Our situation: there are many smaller groups that comprise our county community and only a few activities that draw people together in a shared experience.</p>
Overall Goal: <i>What change or impact do you want to achieve?</i>	<p>To provide: live artistic performances and 'in house' programs that are open to all students in Clear Hills County. This includes students enrolled in the three schools, three colonies and enrolled in home school programs. The impact: exposure to and involvement with live artistic performances for Clear Hills County students and guests offer the opportunity to expand knowledge of the arts and share experiences with others.</p> <p>To provide: artistic performances that include a welcome to adult and senior citizens of Clear Hills County. The impact: shared experiences for students and adult guests that help sustain people as active participants in the community.</p> <p>To provide: skill development programming in the arts for students in Clear Hills County that will encourage independence and help to foster coping skills.</p> <p>The impact: skills developed that encourage students to produce art pieces for personal enjoyment, generating confidence and willingness to try new activities and even contribute skills for eventual professional ventures.</p>

<p>Strategy:</p> <p><i>How are you going to address the issue, need or situation? (what are the actions/steps/activities) (ie. Workshops, counselling, community forums etc.)</i></p>	<p>Guest artists: provide musical and theatre artists chosen by a local booking agent, well suited to our student population.</p> <p>Local artisans: leather working, glass work, small building projects are some things we have been able to offer in the past. We are regularly searching for local artisans to be included in our programming.</p> <p>Local programmers: work in collaboration with County School administrators to offer skill development during school time.</p>
<p>Was your Strategy implemented as planned above? If not, why? What changed? How did it go?</p>	
<p>Outcomes: <i>(please complete Section 8 and list the outcomes you are measuring from your program here)</i></p> <p>What change or impact do you want to achieve? <i>(Knowledge, Attitude, Values, Skills, Behaviour)</i></p>	<p>Individuals: Outcome 3: <i>Children and youth develop positively</i> Secondarily: Individuals: Outcome 2: <i>Individuals are connected with others. Individuals: Outcome 1:</i> <i>Individuals experience social well-being</i></p> <p>We hope to encourage a broader knowledge of the arts, personally and on a community basis, encouraging the recognition of the value of artistic endeavor.</p> <p>Community: Outcome 1: <i>The community is connected and engaged</i></p> <p>We hope to offer shared experiences that enhance a sense of community and belonging for students, adults and guests.</p>
<p>Who is served: <i>What is your Target Group?</i></p>	<p>Our target group is predominantly school age county residents, but including adults and senior citizens is encouraged. Planning is required with some events since there need to be materials provided and space that is adequate.</p>
<p>Rationale:</p> <p>Why will your strategy help you achieve your outcome(s)?</p> <p>What evidence do you have that this strategy will work? <i>Research? (Best practices)</i></p>	<p>The excitement generated by live performances and ‘hands on’ activities encourage students and adults to take a break from screens and interact with one another. Interaction and fun promote social skill development. ‘Hands on’ experience promotes confidence and a willingness to attempt new tasks.</p> <p>Our best evidence is our own success as evidenced by the willingness of our school administrators to include our programming into their busy schedules.</p>

<p>Resources Needed (Inputs): <i>What resources are needed?</i> <i>Such as staff, volunteers, money, materials, equipment, technology, information – please be as specific as possible and include detailed information on the needed financial resources in your budget on section 10.</i></p>	<p>Volunteers: local program organizers, a board and secretary, a person willing to complete applications for grants, staff that are willing to gather feedback. Materials: specific art materials that reflect the needs of our programmers. Musical instruments when we are able to have instructors. Funding: devoted to providing live musical and theatre performances, local programmers and materials, and local artisans when we can find them.</p>
<p>Partners: <i>Who & what resource does each Partner bring to the program/project (i.e., money, staff or knowledge)</i></p>	<p>Professional Artists: bring a level of expertise to the students that cannot be easily duplicated. Local programmers: are able to invest time into ideas the administrators may have, or are available to the ideas the public may have. Funding: allows all of services for our students and guests, and also offers the option for communication with Clear Hills County as an advisor. Volunteers: book artists and artisans and complete grant requests and bookkeeping duties.</p>
<p>7a. OUTPUTS: <i>Activities and processes used, e.g., advertising, workshops</i></p>	<p>School newspapers carry information regarding upcoming performances.</p>
<p>Outputs: <i>Who else will you reach with this program/project/initiative? (e.g., family members, partners, community...)</i></p>	<p>We hope to reach students, in the public system and in other educational programs. We hope to encourage adults and senior citizens to attend performances. We also encourage family attendance, although we are currently not providing child care, but that is something to consider.</p>

7b. OUTPUTS:					<p>NOTE: For Funding Application: complete White Areas For Year End Final Report : Finish by completing Shaded Gray Areas</p>			
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated		Up to 10	150	150	20	20	10	At least 4 live performances and 4 visiting artists
Actual								

Other Outputs:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	8-15	8-15	50 total hours					
Actual								

*Required for reporting to the province

USE THE FCSS MEASURES BANK FOR MEASURING YOUR OUTCOMES, call the application contact if you do not have the FCSS Measures Bank.

8. OUTCOMES SECTION: <i>What change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)</i>				
Outcome:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)
<i>Individuals: Outcome 3:</i> Children and youth develop positively Secondly, <i>Individuals:</i> <i>Outcome 2:</i> Individuals are connected with others. <i>Individuals:</i> <i>Outcome 1:</i> Individuals experience social	1. Students engage with live performances and participate when offered the opportunity. Students share the experience with other students, staff and guests. Students relate positive experiences when given the opportunity. (Knowledge, Attitude)	1. students and staff report positive response to live performances using the survey format provided in the FCSS Measures Bank # completing measurement tool: _____ # completing this measure: _____ # experiencing a positive change: _____	76,79	Outcome: Individual outcome 3, also, Outcomes 1 and 2 are addressed. Indicator: Students are engaged and participating with live performances. (Knowledge, Attitude)
		# completing this measure: _____ # experiencing a positive change: _____		

well-being	2. (if more than one indicator for this outcome) Students participate in 'hands-on' activities provided by programmers resulting in completed products. Students have the opportunity to feel success with a project well done. (Skills, Values)	1. Students, programmers and school staff report positive response using the survey format provided in the FCSS Measures Bank.	70	Outcome: Individual outcome 3
		# completing measure: _____ # experiencing a positive change: _____		
		2.	# completing measure: _____ # experiencing a positive change: _____	
2. Community: Outcome 1: The community is connected and engaged.	. Adults and seniors are made welcome for live performances.	1. Guests relate positive experiences to staff and students.	5,6	Outcome: Community :1
		# completing this measure: _____ # experiencing a positive change: _____		
Outcomes continued:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)
2. continued...		2.		
		# completing this measure: _____ # experiencing a positive change: _____		
	2. (if more than one indicator for this outcome)	1.		Outcome:
		# completing measure: _____ # experiencing a positive change: _____		
2.				
# completing measure: _____ # experiencing a positive change: _____				

***If you would like to report on more than two outcomes, please copy empty chart below and paste below outcome 2.**

3.	1.	1.		Outcome: Indicator:
		# completing measure: _____ # experiencing a positive change: _____		
		2.		
		# completing measure: _____ # experiencing a positive change: _____		
	2. (if more than one indicator for this outcome)	1.		
		# completing measure: _____ # experiencing a positive change: _____		
		2.		
		# completing measure: _____ # experiencing a positive change: _____		

9. ADDITIONAL INFORMATION

Identify Measurement Tool(s) Used: (FYI, only information drawn from surveys of participants can be report to the province)

Survey

Observation

Interview

Focus Groups

**When Survey
Measurement
Tool(s) Used:**

Pre-test/post-test:
both before and
after your activities

Post-Only :
after activities

Additional Outcome Data: full sets of data, a copy of the aggregated survey

Additional Information: demographic information, comments on surveys, monthly service statistics

Stories – Please share an anecdotal story that describes the significant impact for the participants. Please also include a photo from your program (if possible):

Continuous Quality Improvement. Please answer the following questions:

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

What changes will you make (if any)?

What improvements can be made to the program/project?

What improvements can be made to the outcome measurement process?

Identify successes you achieved with this program:

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

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

10. BUDGET (Resources dedicated specifically to the project you are seeking funding for. Please also attach the latest audited financial statement for your organization.)				
2024 PROPOSED BUDGET				
(Ensure all calculations are correct. Use the second column to itemize the project expenses to which you plan to direct the FCSS funds. Column 1 + Column 2 = Column 3)				
ITEM	Column 1 Expenses paid or contributed by the Applicant and other funding partners (Agency Contribution)	Column 2 Expenses to be funded by [insert FCSS (Project Request)	Column 3 PROJECTED Budget (Total Cost)	Column 4 Actual Cost (For report)
REVENUE (specify all sources of funding including fundraising, fees for service, other grants, etc.)				
Clear Hills County FCSS grant		\$39,500.00	\$39,500.00	
Fundraising / Cash donations:				
Other Grants (Please specify):				
Carry Forward on Dec. 31,2023			\$13,000.00	
Bank Interest	\$11.97			
TOTAL REVENUE	\$11.97	\$39,500.00	\$52,500.00	
EXPENSES				
PERSONNEL				
Salaries & Wages & Benefits & Remittances	\$18,312.55	\$20,000.00	\$20,000.00	
Travel & Subsistence		\$500.00.00	\$500.00	
Guest Artists and Artisans	\$26,902.50	\$20,000.00	\$20,000.00	
OPERATIONS COST				
Facility Rentals				
Insurance		\$250.00	\$250.00	
Telephone/internet, etc.				
ADMINISTRATION COSTS (specify)				
Advertising & Promotions				
Postage/administrative materials	\$32.76	\$100.00	\$100.00	
Audit & Accounting				
OTHER PROGRAM COSTS (specify)				
Supplies	\$2211.30	\$4000.00	\$4000.00	
TOTAL EXPENDITURES	\$47,459.11	\$44,850.00	44,850.00	
FCSS REQUEST (DEFICIT/SURPLUS = Column 3: Total Revenue – Expenditures)			\$7,650 Surplus	

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

12. SUBMIT COMPLETED APPLICATION TO:
<p>Please choose one of the two following submission methods:</p> <ol style="list-style-type: none"> 1. Submit one original signed copy of the application (via mail or drop-off at the office) <p style="text-align: center;">Box 240, 313 Alberta Avenue, Worsley, Alberta T0H 3W0</p> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Email a copy to: Lori@clearhillscounty.ab.ca (scanned signatures will be accepted) Unsigned applications will be returned. <p>The deadline for applications is <u>December 15, 2023.</u></p> <p>DECLARATION:</p> <p>I declare that all of the information in this application is accurate and complete and that the application is made on behalf of the organization named on Page 4 with its full knowledge and consents and complies with the requirements and conditions set out in the Family and Community Support Services Act and Regulation. http://humanservices.alberta.ca/family-community/14876.html);</p> <p>I acknowledge that should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.</p> <p style="display: flex; justify-content: space-between;"> Janet L Stevenson Print Name in email document Authorized Signature Dec. 12, 23 Date </p>

Please choose one of the two following submission methods:

1. Submit one original signed copy of the application (via mail or drop-off at the office)

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

OR

2. Email a copy to: Lori@clearhillscounty.ab.ca (scanned signatures will be accepted)
Unsigned applications will be returned.

The deadline for applications is December 15, 2023.

DECLARATION:

I declare that all of the information in this application is accurate and complete and that the application is made on behalf of the organization named on Page 4 with its full knowledge and consents and complies **with the requirements and conditions set out in the Family and Community Support Services Act and Regulation.**
(<http://humanservices.alberta.ca/family-community/14876.html>):

I acknowledge that should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.

Janet L Stevenson
Print Name

Date



Authorized Signature

Dec. 12, 2023

**13. SUBMIT COMPLETED YEAR END FINAL REPORT TO:
(Shaded portions of Sections 6-10 of your completed funding application)**

Please choose one of the two following submission methods:

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

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

OR

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

The deadline for submitting the yearend report (January to December) is **January 15, 2024**

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

Print Name

Authorized Signature

Date

Dec. 12, 23

Youth Enhancement Society of Hines Creek

Box 14

Bear Canyon AB T0H0B0

oleslakejan@gmail.com

Clear Hills County Counsellors

Box 240

313 Alberta Avenue

Worsley AB T0H3Y0

To Whom It May Concern,

Thank you to the Council and the staff for making it possible to participate in the FCSS grant process.

Please note, I carry forward enough each year to cover expenses until the new grant proposals are dealt with.

Thanks again, Jan Stevenson

Youth Enhancement Society of Hines Creek

Youth Enhancement Society of Hines Creek

Corporate Access Number: 5010546444

Application Date, Clear Hills County: December 15, 2023-24

Youth Enhancement Society Board of Directors 2023-24

Janet L. Stevenson	Chair person
Tina Fehr	Acting Secretary/Treasurer
Laura Lewis	Vice- Chair
Leanne Nixon Vander Linden	Director
Anna Janzen	Director

School Administrators act as advisors for this board.

School Facilitators act as advisors for this board.

The board welcomes potential board members.

Youth Enhancement Society of Hines Creek

Financial Statement

As of June 2022, proceeding to June 2023.

Opening Balance June 1 2022 \$46,868.23

Plus Income:

Interest (ATB) \$11.97

Grant (FCSS) \$30,000.00

Total Income: \$30,011.97

Less Expenses:

Wages \$18,312.55

Supplies \$2211.30

Office \$32.76

Artists and

Performers \$26,902.50

Total Expenses: \$47,459.11

Closing Balance as of June 1, 2023

Assets:

ATB Account \$28,922.64

Liabilities:

No outstanding amounts owed

Net Worth June 1, 2023 \$28,922.64

Prepared by Candice James Stevenson

Approved by Janet L. Stevenson  (Board Chair)

Date July 1, 2023

Clear Hills County Community Support Services Grant Application

5

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Hines Creek Composite Nutrition Program	\$10,000.00	\$

2. APPLICANT INFORMATION	
Applicant Name:	Hines Creek Composite Parent Association
Contact Name:	Kristina Wold
E-Mail Address:	Kristi_wold@hotmail.com
Mailing Address (include postal code):	Box 450, Hines Creek, AB T0H 2A0
Telephone Number:	780-494-3510

1. PROGRAM/PROJECT OVERVIEW
<p>Please explain, in your own words, what the program/project is and why it is important to our community.</p> <p>Hines Creek Composite School has been providing "morning snack" for students for a number of years, as not all children can afford or have access to food or nutritious food at school. Students learn better when they are not hungry and appreciate having the ability to access snacks through the school. Not wanting to point out which students may not have access to food, we provide for all, as many schools do.</p> <p>We received a nutrition grant from the school division, but with rising costs, we are not able to continue to provide a snack for students on our current grant through the school year. We have looked at alternative ideas and pricing and continue to do so, but currently we are running low on funds. We will look at where to source food from at lowest cost possible, while still providing something nutritious.</p> <p>We provide for our 130+ students daily and know parents are glad that there is food accessible for their children on a daily basis at the school. Those families that are struggling amid rising costs, know that their children are being provided for.</p>

Participant Information:								
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated	0	0	70	60	0	0	0	0
Actual								
Other:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	130	10	100					
Actual								

Clear Hills County Family and Community Support Services 2024 Funding Application

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Hines Creek Composite Nutrition program	\$10000	\$

2. AGENCY INFORMATION	
Agency Name:	Hines Creek Composite Parent Association
Executive Director Name:	Kristina Wold
E-Mail Address and Website:	kristi_wold@hotmail.com
Mailing Address (include postal code):	Box 450, Hines Creek, AB T0H2A0
Street Address:	310 Government Road
Project Telephone Number:	780-494-3510
Project Contact Name:	Kristina Wold
Fiscal Agent Name & Address: (if required)	

3. TYPE OF ORGANIZATION	
<input type="checkbox"/> Alberta Societies Act Registration Number: 5015573990	<input type="checkbox"/> Government Agency: Municipal Library
<input type="checkbox"/> Charitable Number (if applicable):	<input type="checkbox"/> Other (please specify):

4. AGENCY INFORMATION - Please provide a BRIEF overview of your agency, i.e., mission, mandate, history.
Support Hines Creek Composite through parent fundraising initiatives that fund projects that help support school learning and extra programs for students. Our membership consists of parents and community members.

5. PROGRAM/PROJECT OVERVIEW

Hines Creek Composite has been providing "morning snack" for students for a number of years, as not all children can afford or have access to food or nutritious food at school. Students learn better when they are not hungry and appreciate having the ability to access snacks through the school. Not wanting to point out which students may not have access to food, we provide for all, as many schools do.

6. PROGRAM/PROJECT LOGIC MODEL	
Program/Project Title:	Hines Creek Composite Nutrition program
Statement of Need: <i>What</i> community issue, need or situation are you responding to? Evidence of need?	<p>Some of our students have difficulty accessing food or nutritious food during the school day due to circumstances at home and rising costs of living. Parent Association recognizes that students learn better and are more focused throughout the day when they are not concerned about accessing food. This program has been running for several years and is well received by students and parents alike.</p> <p>Schools are often seen as a primary area to create a community for students as well as a safe area. Being able to provide some source of food helps to create that sense of safety and community. Moving beyond that, schools are often tasked with educating students on health issues and showing students what proper nutrition looks like is an important lifelong learning.</p> <p>We currently have about \$10000 we receive in the school budget for this program and have used up quite a bit of those funds already.</p>
Overall Goal: <i>What</i> change or impact do you want to achieve?	We hope to support families by having them know that students have access to food at school, even if it's just because they forgot their lunch at home that day. Some families are unable to provide food on a continuous day to day basis for their families and we hope to ensure that they know their children are receiving nutrition at school. Students should feel safe at school and a part of that is not worrying about food when they are there.
Strategy: <i>How</i> are you going to address the issue, need or situation? (what are the actions/steps/activities) (ie. Workshops, counselling, community forums etc.)	We received a nutrition grant from the school division, but with rising costs, we are not able to continue to provide a snack for students on our current grant through the school year. We have looked at alternative ideas and pricing and continue to do so, but currently we are running low on funds. We will look at where to source food from at lowest cost possible, while still providing something nutritious.
Was your Strategy implemented as planned above? If not, why? What changed? How did it go?	

<p>Outcomes: <i>(please complete Section 8 and list the outcomes you are measuring from your program here)</i></p> <p>What change or impact do you want to achieve? <i>(Knowledge, Attitude, Values, Skills, Behaviour)</i></p>	<p>The amount of children reached on a daily basis. Ensure students have access to food every day.</p>
<p>Who is served: <i>What is your Target Group?</i></p>	<p>Children from age 5 to 18.</p>
<p>Rationale:</p> <p>Why will your strategy help you achieve your outcome(s)?</p> <p>What evidence do you have that this strategy will work? Research? (Best practices)</p>	<p>We are providing food every day to all students. The program has worked in the past and we believe it will continue to help students going forward especially with the rising cost of food. We have moved to providing more fruit for students and allowing them to take more than one item if they feel they need it.</p>
<p>Resources Needed (Inputs):</p> <p><i>What resources are needed?</i></p> <p><i>Such as staff, volunteers, money, materials, equipment, technology, information – please be as specific as possible and include detailed information on the needed financial resources in your budget on section 10.</i></p>	<p>Hines Creek Composite School and Parent Association work together to ensure that food is distributed every school day to students. Food purchasing is often done by parent volunteers or teachers who are available to do so. Sorting and distribution is done by staff at Hines Creek Composite.</p>
<p>Partners:</p> <p><i>Who & what resource does each Partner bring to the program/project (i.e., money, staff or knowledge)</i></p>	<p>Our other grant comes from the school budget.</p>
<p>7a. OUTPUTS: <i>Activities and processes used, e.g., advertising, workshops</i></p>	<p>This does not require advertising or workshops. We do continue to meet and discuss with other schools about how best to deliver our program.</p>
<p>Outputs: <i>Who else will you reach with this program/project/initiative? (e.g., family members, partners, community...)</i></p>	<p>We provide for our 130+ students daily and know parents are glad that there is food accessible for their children on a daily basis at the school. Those families that are struggling amid rising costs, know that their children are being provided for.</p>

7b. OUTPUTS:		<p>NOTE: For Funding Application: complete White Areas For Year End Final Report : Finish by completing Shaded Gray Areas</p>						
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations

Anticipated			70	60	0	0	0	
Actual								
Other Outputs:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	130	10	100					
Actual								

*Required for reporting to the province

USE THE FCSS MEASURES BANK FOR MEASURING YOUR OUTCOMES. call the application contact if you do not have the FCSS Measures Bank.

8. OUTCOMES SECTION: <i>What change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)</i>				
Outcome:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.)</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)
1. Provide one daily nutritious snack for children from age 5-12 in Hines Creek Composite School	1. Students have access to food every day.	1.Number of children accessing program	95 102 103	Outcome: Individuals experience personal well being Indicator: Resilience, capacity to meet needs.
		# completing measurement tool: _____		
		# completing this measure: _____		
		# experiencing a positive change: _____		
		# completing this measure: _____		
		# experiencing a positive change: _____		

	2. Students are able to put trust in school staff to help them with their needs.	Students have access to adults they can trust	2 3 5 7 21	Outcome: Children and youth develop positively
		# completing measure: _____ # experiencing a positive change: _____		Indicator: Developmental assets
		2.		
		# completing measure: _____ # experiencing a positive change: _____		
2.	1.	1.		Outcome: Indicator:
		# completing this measure: _____ # experiencing a positive change: _____		
Outcomes continued:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)
2.	1.	2.		
		# completing this measure: _____ # experiencing a positive change: _____		
	2.	1.		Outcome:
		# completing measure: _____ # experiencing a positive change: _____		Indicator:
		2.		
		# completing measure: _____ # experiencing a positive change: _____		
*If you would like to report on more than two outcomes, please copy empty chart below and paste below outcome 2.				
3.	1.	1.		Outcome:
		# completing measure: _____ # experiencing a positive change: _____		Indicator:

	2. (if more than one indicator for this outcome)	2.		
		# completing measure: _____ # experiencing a positive change: _____		
		1.		
		# completing measure: _____ # experiencing a positive change: _____		
		2.		
		# completing measure: _____ # experiencing a positive change: _____		

9. ADDITIONAL INFORMATION

Identify Measurement Tool(s) Used: (FYI, only information drawn from surveys of participants can be report to the province)

- Survey Observation Interview Focus Groups

When Survey Measurement Tool(s) Used:

Pre-test/post-test: both before and after your activities Post-Only : after activities

Additional Outcome Data: full sets of data, a copy of the aggregated survey

Additional Information: demographic information, comments on surveys, monthly service statistics

Stories – Please share an anecdotal story that describes the significant impact for the participants. Please also include a photo from your program (if possible):

Continuous Quality Improvement. Please answer the following questions:

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

What changes will you make (if any)?

What improvements can be made to the program/project?

What improvements can be made to the outcome measurement process?

Identify successes you achieved with this program:

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

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

10. BUDGET (Resources dedicated specifically to the project you are seeking funding for. Please also attach the latest audited financial statement for your organization.)				
2024 PROPOSED BUDGET				
(Ensure all calculations are correct. Use the second column to itemize the project expenses to which you plan to direct the FCSS funds. Column 1 + Column 2 = Column 3)				
ITEM	Column 1 Expenses paid or contributed by the Applicant and other funding partners (Agency Contribution)	Column 2 Expenses to be funded by [insert FCSS (Project Request)]	Column 3 PROJECTED Budget (Total Cost)	Column 4 Actual Cost (For report)
REVENUE (specify all sources of funding including fundraising, fees for service, other grants, etc.)				
Clear Hills County FCSS grant		10000	10 000	
Fundraising / Cash donations:				
Other Grants (Please specify):				
Alberta Government/School Budget	10000		10 000	
	10000	10000	20 000	
EXPENSES				
PERSONNEL				
Salaries & Wages & Benefits & Remittances	0			
Travel & Subsistence	0			
OPERATIONS COST				
Facility Rentals		0		
Insurance		0		
Telephone/internet, etc.				
ADMINISTRATION COSTS (specify)				
Advertising & Promotions				
Postage/administrative materials		0		
Audit & Accounting				
OTHER PROGRAM COSTS (specify)				
Food	10000	10000	20000	
TOTAL EXPENDITURES	10000	10000	20000	
FCSS REQUEST (DEFICIT/SURPLUS = Column 3: Total Revenue – Expenditures)	10000	10000	20 000	

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

12. SUBMIT COMPLETED APPLICATION TO:

Please choose one of the two following submission methods:

1. Submit one original signed copy of the application (via mail or drop-off at the office)

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

OR

2. Email a copy to: Lori@clearhillscounty.ab.ca (scanned signatures will be accepted) Unsigned applications will be returned.

The deadline for applications is December 15, 2023.

DECLARATION:

I declare that all of the information in this application is accurate and complete and that the application is made on behalf of the organization named on Page 4 with its full knowledge and consents and complies **with the requirements and conditions set out in the Family and Community Support Services Act and Regulation.**
(<http://humanservices.alberta.ca/family-community/14876.html>):

I acknowledge that should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.

Kristina Wold
Print Name

[Handwritten Signature]
Authorized Signature

Dec. 11, 2023
Date

**13. SUBMIT COMPLETED YEAR END FINAL REPORT TO:
(Shaded portions of Sections 6-10 of your completed funding application)**

Please choose one of the two following submission methods:

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

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

OR

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

The deadline for submitting the yearend report (January to December) is **January 15, 2024**

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

Print Name

Authorized Signature

Date

Hines Creek Composite Parent Association

2022/2023 Board of Directors

Kristina Wold – President
Box 719
Hines Creek, AB
T0H 2A0
NW 25 83 6 W6
(780)512-4608

Delraina Duggan – Secretary/Treasurer
Box 2570
Fairview, AB
T0H 1L0
NW 33 84 2 W6
(780)596-2550

Karen Blake - Member at Large
Box 415
Hines Creek, AB
T0H 2A0
SE 13 84 4 W6
(780)835-8833

**LEDGERS
& LETTERS**
OFFICE SERVICES

December 16, 2022

To Whom It May Concern:

Re: Hines Creek Composite Parent Association 2022 Audit Review

We have reviewed the Hines Creek Composite Parent Association's financial information for the year ending September 30, 2022. Our responsibility is to express an opinion on these financial records, based on our audit review.

Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial records are free of material misstatement. We examined the evidence supporting the amounts disclosed in the financial records and found it to be clear, concise and accurate.

In our opinion, the financial records of the Hines Creek Composite Parent Association, present fairly, their financial position. Attached find Income Statement for the year ending September 30, 2022.

Yours truly,



Barb Lund

Ledgers & Letters Office Services

Box 179, Hines Creek, AB T0H 2A0
Phone: 780-494-2510 Fax: 780-494-2520 Email: ledglets@hotmail.com

Hines Creek Composite Parent Association

Income Statement

Year Ending September 30, 2022

REVENUES

Hot Lunch Sales	\$11,589.18
Fundraising Proceeds	4,550.00
Grants – Recreation Board	10,000.00
Donations	1,816.10
Interest Earned	<u>14.39</u>
Total Revenue	\$27,969.67

EXPENSES

Hot Lunch Expense	8,357.99
Fundraising Expense	2,770.95
Community Awards	4,500.00
Administration	277.19
Bank Charges	<u>7.00</u>
Total Expenses	\$15,913.13
Net Income	<u>\$12,056.54</u>

Barb Lund
Barb Lund
Ledgers & Letters Office Services

Clear Hills County Community Support Services Grant Application

(6)

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Senior and Parent and Tot Craft Supplies	\$6,000.00	\$

2. APPLICANT INFORMATION	
Applicant Name:	Hines Creek Municipal Library
Contact Name:	Stacey Obrigewitch, Alison Bjornson
E-Mail Address:	librarian@hinescreeklibrary.ab.ca
Mailing Address (include postal code):	Box 750, Hines Creek, AB T0H2A0
Telephone Number:	780-494-3879

1. PROGRAM/PROJECT OVERVIEW
<p>Please explain, in your own words, what the program/project is and why it is important to our community.</p> <p>We have a variety of ages (from tots to seniors) and needs (books, internet, socialization) that access our local library. We are looking to buy craft supplies for our Parent and Tot time as well as flexible seating for our library. We are also hoping to extend and provide community craft times for seniors.</p> <p>The library is currently and will continue to advertise that we have a Parent and Tot time once a week. If we are awarded the grant, hopefully we can do a couple of larger activities such as a painting activity to bring in even more families or look to do it at night. With expanded funding we can provide a more formal time for seniors to gather and look to provide activities that they will enjoy.</p> <p>Not only will we reach out to local families and seniors, but through word of mouth, we are hoping to have more community members from both Hines Creek and Clear Hills County come to use the library to check out what other Peace Library Services we can offer.</p>

--

Participant Information:								
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated	3 average per time	3 average per event	3 average per event	0	4 average per time	8 average per time	2-3 average per time	0
Actual								
Other:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	300	0	0					
Actual								

Clear Hills County Family and Community Support Services 2024 Funding Application

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Senior and Parent and Tot Craft Supplies	\$6000	\$

2. AGENCY INFORMATION	
Agency Name:	Hines Creek Municipal Library
Executive Director Name:	Stacey Obrigewitch
E-Mail Address and Website:	librarian@hinescreeklibrary.ab.ca
Mailing Address (include postal code):	Box 750, Hines Creek, AB T0H2A0
Street Address:	212 10th Street
Project Telephone Number:	780-494-3879
Project Contact Name:	Alison Bjornson
Fiscal Agent Name & Address: (if required)	

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

4. AGENCY INFORMATION - Please provide a BRIEF overview of your agency, i.e., mission, mandate, history.
<p>A library organization that aims to provide not only lending services to patrons, but provide community services such as a place for new community members to meet local people, homeschool groups to access internet and learning services through Peace Library System (PLS). Many seniors access the library as a place to meet and use the internet as well. We aim to be a community hub that provides a welcoming place in the community.</p>

5. PROGRAM/PROJECT OVERVIEW

We have a variety of ages (from tots to seniors) and needs (books, internet, socialization) that access our local library. We are looking to buy craft supplies for our Parent and Tot time as well as flexible seating for our library. We are also hoping to extend and provide community craft times for seniors.

6. PROGRAM/PROJECT LOGIC MODEL	
Program/Project Title:	Parent and Tot time/ Seniors Craft time
Statement of Need: <i>What community issue, need or situation are you responding to? Evidence of need?</i>	<p>Providing a space in the community for parents to bring children for story time and crafts that doesn't cost them money. This is important as just about everywhere has become expensive and parents want to give their children time to connect with others in a pressure free, no cost environment. We feel it is important to have a library that doesn't cost families and allows them to receive quality services.</p> <p>There is a group of younger parents who are looking to connect with other parents, as well as homeschool groups who like to be able to connect with other children in the community and we would like to encourage this.</p> <p>We also have a number of seniors that access our space for socialization and internet use. We would like to provide activities for them as well to keep their hands and minds active.</p>
Overall Goal: <i>What change or impact do you want to achieve?</i>	<p>Provide a community space that allows parents and children to connect, doing activities that increase motor and social skills with no cost attached. It creates a sense of community and helps parents form important relationships that will help support them. Parents and children alike need the chance to visit and socialize in a safe and welcoming environment. It provides a chance for children to connect to books and discuss them. While we are able to offer this service right now, budget wise we are stretched to offer crafts to our community.</p> <p>Seniors in our community are also looking to socialize and keep busy and we would like to be able to provide the same services, where they can connect through crafts at a free cost.</p>
Strategy: <i>How are you going to address the issue, need or situation? (what are the actions/steps/activities) (ie. Workshops, counselling, community forums etc.)</i>	<p>The library is currently and will continue to advertise that we have a Parent and Tot time once a week. If we are awarded the grant, hopefully we can do a couple of larger activities such as a painting activity to bring in even more families or look to do it at night.</p> <p>With expanded funding we can provide a more formal time for seniors to gather and look to provide activities that they will enjoy.</p>

<p>Was your Strategy implemented as planned above? If not, why? What changed? How did it go?</p>	
<p>Outcomes: <i>(please complete Section 8 and list the outcomes you are measuring from your program here)</i></p> <p>What change or impact do you want to achieve? <i>(Knowledge, Attitude, Values, Skills, Behaviour)</i></p>	<p>We will keep count of the number of community members we have coming to take part in the program. We hope to connect families in a way that will last, creating a stronger support system for them, especially those who may not have family in the area. Children will benefit from being introduced to different books and hopefully gain reading skills. They will also have a chance to participate in various crafts that will increase motor skills.</p> <p>Measurement: Number of children accessing the program and number of families accessing the program. Number of activities/crafts completed.</p> <p>Seniors will come and visit in an area that doesn't cost money and form connections with each other while doing crafts. This will form social support for seniors and make them feel welcome in the community.</p> <p>Measurement: Number of seniors that come into the library and number of seniors that participate in crafts.</p>
<p>Who is served: <i>What is your Target Group?</i></p>	<p>Our target group is families in general, but aiming mostly at parents with young children and seniors.</p>
<p>Rationale:</p> <p>Why will your strategy help you achieve your outcome(s)?</p> <p>What evidence do you have that this strategy will work? Research? (Best practices)</p>	<p>Many families are looking to connect in a way that doesn't cost them money and encourages their children to interact with books and crafts, reducing screen time activities and increasing reading skills. The flexible seating will create an enjoyable environment for children and parents alike.</p> <p>We currently run this program and have seen success with families that come in and are hoping to expand what we can offer them. Seniors come into the library often and we are hoping to offer a time for them as well to connect and enjoy crafting as well.</p>

<p>Resources Needed (Inputs): <i>What resources are needed?</i> <i>Such as staff, volunteers, money, materials, equipment, technology, information – please be as specific as possible and include detailed information on the needed financial resources in your budget on section 10.</i></p>	<p>We are looking to buy more craft supplies to help engage more families and be able to provide larger crafting experiences. Right now we have a very limited budget and can only afford a small amount of supplies which makes it difficult to do larger and more detailed projects.</p> <p>We would also like to do a one time purchase of flexible seating for smaller children to sit on for reading and socializing. This creates a welcoming and warm space. When children are relaxed, parents are more able and likely to socialize as well.</p>
<p>Partners: <i>Who & what resource does each Partner bring to the program/project (i.e., money, staff or knowledge)</i></p>	<p>We work with the Village of Hines Creek who provides space for the library and is currently updating the library with new flooring and paint. Peace Library System provides funding for staffing, books and learning resources.</p> <p>We have recently gone to a cost free membership to encourage people to use library services at no cost to them to eliminate financial barriers as much as possible.</p>
<p>7a. OUTPUTS: Activities and processes used, e.g., advertising, workshops</p>	<p>We will advertise through Facebook and posters in the community.</p>
<p>Outputs: Who else will you reach with this program/project/initiative? (e.g., family members, partners, community...)</p>	<p>Not only will we reach out to local families and seniors, but through word of mouth, we are hoping to have more community members from both Hines Creek and Clear Hills County come to use the library to check out what other Peace Library Services we can offer.</p>

7b. OUTPUTS:					NOTE: For Funding Application: complete White Areas For Year End Final Report : Finish by completing Shaded Gray Areas			
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated	3 average per time	3 average per event	3 average per event		4 average per time	8 average per time	2-3 average per time	
Actual								
Other Outputs:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	300	0	0					

Actual								
--------	--	--	--	--	--	--	--	--

***Required for reporting to the province**

USE THE FCSS MEASURES BANK FOR MEASURING YOUR OUTCOMES. call the application contact if you do not have the FCSS Measures Bank.

8. OUTCOMES SECTION: What change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)					
Outcome:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)	
1. Provide a Parent and Tot time for families to access most weeks of the year, where families can participate in a craft and socialize with other families. Parents access library at other times to use PLS services.	1. Parents and families access the designated time and create a craft.	1.Number of children accessing program	6	Outcome: Individuals are connected with others. Indicator: Social supports are available, trust and belonging	
		# completing measurement tool: _____	15		
		# completing this measure: _____	16		
		# experiencing a positive change: _____	18		
	2. (if more than one indicator for this outcome) Multiple families access and connect on multiple occasions.	2. Number of activities completed		19	
		# completing this measure: _____ # experiencing a positive change: _____		21	
	1. Number of families accessing the library		13	Outcome: Families have social supports	
		# completing measure: _____ # experiencing a positive change: _____	3		
	2.			7	Indicator: Extent and quality of social networks
		# completing measure: _____ # experiencing a positive change: _____		9	

2.	1.	1.		Outcome:	
		# completing this measure: _____ # experiencing a positive change: _____		Indicator:	
Outcomes continued:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)	
2. Seniors visit the library during designated time or other times to socialize and participate in an activity.	1. Seniors come in and socialize	2. Number of seniors that come in	14 21 24 102 4		
		# completing this measure: _____ # experiencing a positive change: _____			
	2. Seniors complete activity	1. Number of Seniors that participate in a craft/activity			Outcome: Individuals experience personal well being.
		# completing measure: _____ # experiencing a positive change: _____			
		2.			
		# completing measure: _____ # experiencing a positive change: _____		Indicator: Maintained autonomy, personal engagement, meaning and purpose	
*If you would like to report on more than two outcomes, please copy empty chart below and paste below outcome 2.					
3.	1.	1.		Outcome:	
		# completing measure: _____ # experiencing a positive change: _____		Indicator:	
		2.			

	2. (if more than one indicator for this outcome)	# completing measure: _____ # experiencing a positive change: _____		
		1.		
		# completing measure: _____ # experiencing a positive change: _____		
		2.		
		# completing measure: _____ # experiencing a positive change: _____		

9. ADDITIONAL INFORMATION

Identify Measurement Tool(s) Used: (FYI, only information drawn from surveys of participants can be report to the province)

- Survey Observation Interview Focus Groups

When Survey Measurement Tool(s) Used:

- Pre-test/post-test: both before and after your activities Post-Only : after activities

Additional Outcome Data: full sets of data, a copy of the aggregated survey

Additional Information: demographic information, comments on surveys, monthly service statistics

Stories – Please share an anecdotal story that describes the significant impact for the participants. Please also include a photo from your program (if possible):

Continuous Quality Improvement. Please answer the following questions:

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

What changes will you make (if any)?

What improvements can be made to the program/project?

What improvements can be made to the outcome measurement process?

Identify successes you achieved with this program:

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

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

10. BUDGET (Resources dedicated specifically to the project you are seeking funding for. Please also attach the latest audited financial statement for your organization.)				
2024 PROPOSED BUDGET				
(Ensure all calculations are correct. Use the second column to itemize the project expenses to which you plan to direct the FCSS funds. Column 1 + Column 2 = Column 3)				
ITEM	Column 1 Expenses paid or contributed by the Applicant and other funding partners (Agency Contribution)	Column 2 Expenses to be funded by [insert FCSS (Project Request)]	Column 3 PROJECTED Budget (Total Cost)	Column 4 Actual Cost (For report)
REVENUE (specify all sources of funding including fundraising, fees for service, other grants, etc.)				
Clear Hills County FCSS grant		6000		
Fundraising / Cash donations:	Various cash fundraisers 2000		2000	
Other Grants (Please specify):	Village of Hines Creek Space and utilities			
	Government of Alberta Library grant 10000			
	Rec Board grant 7000			
TOTAL REVENUE	20000	6000	28000	
EXPENSES				
PERSONNEL				
Salaries & Wages & Benefits & Remittances	19000		19000	
Travel & Subsistence	0			
OPERATIONS COST				
Facility Rentals		0		
Insurance	355	0	355	
Telephone/internet, etc.	2100		2100	
ADMINISTRATION COSTS (specify)				
Advertising & Promotions				
Postage/administrative materials		0		
Audit & Accounting			500	
OTHER PROGRAM COSTS (specify)				
Craft supplies and light table		4500	4500	
Flexible seating		1500	1500	
TOTAL EXPENDITURES	21455	6000	27955	
FCSS REQUEST (DEFICIT/SURPLUS = Column 3: Total Revenue – Expenditures)		6000		



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

12. SUBMIT COMPLETED APPLICATION TO

Please choose one of the two following submission methods:

1. Submit one original signed copy of the application (via mail or drop-off at the office)

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

OR

2. Email a copy to: Lori@clearhillscounty.ab.ca (scanned signatures will be accepted) Unsigned applications will be returned.

The deadline for applications is December 15, 2023.

DECLARATION:

I declare that all of the information in this application is accurate and complete and that the application is made on behalf of the organization named on Page 4 with its full knowledge and consents and complies with the requirements and conditions set out in the Family and Community Support Services Act and Regulation. (<http://humanservices.alberta.ca/family-community/14876.html>):

I acknowledge that should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.

Alison Brown
Print Name

ABrown
Authorized Signature

Dec 13/23
Date

**13. SUBMIT COMPLETED YEAR END FINAL REPORT TO:
(Shaded portions of Sections 6-10 of your completed funding application)**

Please choose one of the two following submission methods:

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

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

OR

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

The deadline for submitting the yearend report (January to December) is **January 15, 2024**

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

Print Name

Authorized Signature

Date

Board Members Hines Creek Municipal Library

Chair Person:

Kim Kuntz

Board Member:

Alison Bjornson

Board Member:

Joanne Frixel

Board Member:

Cindy Doll

Board Members:

Sharilynn Dionne

Librarian:

Stacey Obrigewitch

LEDGERS & LETTERS

OFFICE SERVICES

June 21, 2023

Hines Creek Municipal Library Board
Box 750
Hines Creek, AB
T0H 2A0

Dear Library Board Members:

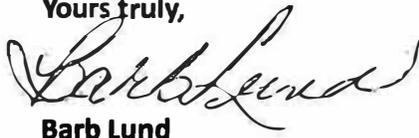
Re: 2022 Audit Review

We have reviewed the Hines Creek Municipal Library's financial information for the year ending December 31, 2022. Our responsibility is to express an opinion on these financial records, based on our audit review.

Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial records are free of material misstatement. We examined the evidence supporting the amounts disclosed in the financial records and found it to be clear, concise and accurate.

In our opinion, the financial records referred to above, present fairly, the financial position of the Hines Creek Municipal Library.

Yours truly,



Barb Lund

Enc. Balance Sheet as of December 31, 2022
Income Statement for Year Ending December 31, 2022
Accounts Payable, Village of Hines Creek Invoice #

Box 179, Hines Creek, AB T0H 2A0
Phone: 780-494-2510 Fax: 780-494-2520 Email: ledglets@hotmail.com

HINES CREEK MUNICIPAL LIBRARY

BALANCE SHEET

AS OF DECEMBER 31, 2022

ASSETS

Bank Account (Chequing)	27626.35
Petty Cash Account	50.00
Accounts Receivable - GST on Purchases	61.32
Capital Assets – Computer	<u>910.36</u>
TOTAL ASSETS	28648.03

LIABILITIES

Trade Accounts Payable	
Village of Hines Creek - 2022 Wage Reimbursement	18131.52
- 2022 Employer Contributions	<u>1202.88</u>
TOTAL LIABILITIES	19334.40

EQUITY

Current Earnings 2020	(2680.91)
Retained Earnings	<u>11994.54</u>
TOTAL EQUITY	9313.63

TOTAL LIABILITIES & EQUITY **28648.03**

This statement deals strictly with the cash position of the organization.

Barbara
Lecturers & Letters Office Services

**Hines Creek Municipal Library
Income Statement
Year Ending December 31, 2022**

REVENUES

Fundraising		0.00
Memberships		135.50
Donations		246.00
Fees/Fines/Printing		167.95
Interest		4.72
Postage Refund from PLS		0.00
Grants		
	PLS	2540.18
	Village of Hines Creek	2500.00
	Clear Hills County	4500.00
	H.C. & Dist. Rec Board	5000.00
	Gov't of Alberta	<u>6660.00</u>
		21200.18
		<u>21200.18</u>

TOTAL OPERATING REVENUES **21754.35**

EXPENSES

Telephone	1053.10
Administrative Expense	316.98
Advertising & Promotion	34.34
Books/Magazines	83.00
Licencing & Website	960.23
PLS Transfer	1484.16
Postage & Freight	52.49
Annual Audit Review	205.00
Bank Service Charges	1.20
Wages	18131.52
Employer Contributions	<u>1202.88</u>

TOTAL OPERATING EXPENSES **23524.90**

Computer Purchase **910.36**

TOTAL EXPENSES **24435.26**

NET OPERATING LOSS **(2680.91)**

Barbara
Ledges & Letters Office Services

Clear Hills County Community Support Services Grant Application

7

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Coaching for Life	\$6,700.00	\$

2. APPLICANT INFORMATION

Applicant Name:	Worsley Central School Parent Society
Contact Name:	Angela Rossworm
E-Mail Address:	Ang.cmr@gmail.com
Mailing Address (include postal code):	Box 210, Worsley, AB T0H 3W0
Telephone Number:	780-835-6930

1. PROGRAM/PROJECT OVERVIEW

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

"Coaching for Life" will equip community coaches to lead the younger generations and help build character both on and off the court/field. We would like to run this workshop in potentially Worsley, Cleardale and Hines Creek.

We will host coaching training seminars for anyone that is involved with youth and sports.

Community and family members of all ages are encouraged to volunteer, participate and be involved with coaching and sports programs.

Participant Information:								
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated	0	0	0	10	20	0	15	3
Actual								
Other:								
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	30	10	50					
Actual								

Clear Hills County Family and Community Support Services 2024 Funding Application



1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Coaching for Life	\$6700	\$

2. AGENCY INFORMATION	
Agency Name:	Worsley Central School Parent Society
Executive Director Name:	Angela Rossworm
E-Mail Address and Website:	ang.cmr@gmail.com
Mailing Address (include postal code):	Box 210 Worsley, AB T0H 3W0
Street Address:	
Project Telephone Number:	780-835-6930
Project Contact Name:	Angela Rossworm
Fiscal Agent Name & Address: (if required)	

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

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

The WCS Parent Society exists to aid and benefit the Clear Hills County citizens as well as the local school. Since Worsley has such a small population, there is a lack of access and funding for many programs that benefit the social, physical, intellectual and emotional development of all ages in our county. The board is comprised of enthusiastic volunteers that want to see positive attitudes, unity and development in our county. We want to see people thrive and succeed in helping others.

5. PROGRAM/PROJECT OVERVIEW

"Coaching for Life" will equip community coaches to lead the younger generations and help build character both on and off the court/field. We would like to run this workshop in potentially Worsley, Cleardale and Hines Creek

6. PROGRAM/PROJECT LOGIC MODEL	
Program/Project Title:	Coaching for Life
Statement of Need: <i>What community issue, need or situation are you responding to? Evidence of need?</i>	Community volunteer coaches need to access training to further develop interpersonal and group skills to learn how to positively impact youth and deal with hardships that coaches face.
Overall Goal: <i>What change or impact do you want to achieve?</i>	The impact that we want to have is that leaders feeling equipped with skills to help develop athletes as a whole person so they can make a positive life long impact as they develop into adults
Strategy: <i>How are you going to address the issue, need or situation? (what are the actions/steps/activities) (ie. Workshops, counselling, community forums etc.)</i>	We will host coaching training seminars for anyone that is involved with youth and sports.
Was your Strategy implemented as planned above? If not, why? What changed? How did it go?	
Outcomes: <i>(please complete Section 8 and list the outcomes you are measuring from your program here)</i> <i>What change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)</i>	<i>(List Outcome(s) here, add additional required information in section 8)</i> <ol style="list-style-type: none"> 1. <i>Children and Youth develop positively</i> 2. <i>The community is connected and engaged</i> 3. <i>Community social issues are identified and addressed</i>
Who is served: What is your Target Group?	Individuals, families, children and youth
Rationale: <i>Why will your strategy help you achieve your outcome(s)?</i> <i>What evidence do you have that this strategy will work? Research? (Best practices)</i>	Bringing leadership training to Clear Hills County will encourage more people to gain new skills as it will be accessible and easier to attend. Adults will have the skills to help make a lifelong impact on youth for a positive future. In the past, the parent society has brought in youth sport clinics that had an overwhelming and positive response so we feel adults would feel the same way about

	programs being offered locally.
Resources Needed (Inputs): <i>What resources are needed?</i> <i>Such as staff, volunteers, money, materials, equipment, technology, information – please be as specific as possible and include detailed information on the needed financial resources in your budget on section 10.</i>	Volunteers are needed to organize and administer Gym and classroom rental fees Costs from coaching organizations to come here and run training clinics
Partners: <i>Who & what resource does each Partner bring to the program/project (i.e., money, staff or knowledge)</i>	We have been in contact with Athletes in Action and FCA Coaching. Both organizations have a wealth of knowledge and expertise in training coaches and leaders.
7a. OUTPUTS: <i>Activities and processes used, e.g., advertising, workshops</i>	Advertising on social media, notices sent home, word of mouth
Outputs: <i>Who else will you reach with this program/project/initiative? (e.g., family members, partners, community...)</i>	Community and family members of all ages are encouraged to volunteer, participate and be involved with coaching and sports programs.

7b. OUTPUTS:					NOTE: For Funding Application: complete 100% Areas For Year End Final report: Finish by completing Shaded Gray Areas			
Anticipated and Actual # of participants:								
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations
Anticipated				10	20		15	3
Actual								
Other Outputs:								

	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?
Anticipated	30	10	50					
Actual								

***Required for reporting to the province**

USE THE FCSS MEASURES BANK FOR MEASURING YOUR OUTCOMES. call the application contact if you do not have the FCSS Measures Bank.

8. OUTCOMES SECTION: What change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)				
Outcome:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)
1. Children and youth develop positively	1. Other adult relationships	1. Youth feel supported by staff/mentors	PM3	Outcome: Individuals are connected with others
		# completing measurement tool: _____ # completing this measure: _____ # experiencing a positive change: _____		
		2. Youth know of adults they can go to for help	PM4	Indicator: strong adult relationships with youth
	2. <i>Self regulation, healthy lifestyle</i>	1. Understand the potential consequences of actions	PM6	Outcome: Indicator:
		# completing measure: _____ # experiencing a positive change: _____		
		3. Saying no when knowing things are wrong	PM3	
		# completing measure: _____ # experiencing a positive change: _____		

2. The community is connected and engaged	1. Social engagement	1. Citizens help out in the community by volunteering	PM5	Outcome: provide supports that help sustain active participation in the community Indicator: Engagement, more volunteering
		# completing this measure: _____ # experiencing a positive change: _____		
Outcomes continued:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)
2. continued...		2. Volunteers feel a sense of belonging in the community	PM2	
		# completing this measure: _____ # experiencing a positive change: _____		
	2. (if more than one indicator for this outcome)	1.		Outcome: Indicator:
		# completing measure: _____ # experiencing a positive change: _____		
		2.		
# completing measure: _____ # experiencing a positive change: _____				
*If you would like to report on more than two outcomes, please copy empty chart below and paste below outcome 2.				
3. Community social issues are identified and addressed	1. Awareness of community social issues	1. Knowledgeable about social issues	2	Outcome: Able to identify issues that youth are facing
		# completing measure: _____ # experiencing a positive change: _____		
		2. Aware of what is happening in the community	5	Indicator: More awareness of
		# completing measure: _____ # experiencing a positive change: _____		

	2. (if more than one indicator for this outcome)	1.		social issues in the community
		# completing measure: _____ # experiencing a positive change: _____		
		2.		
		# completing measure: _____ # experiencing a positive change: _____		

9. ADDITIONAL INFORMATION

Identify Measurement Tool(s) Used: (FYI, only information drawn from surveys of participants can be report to the province)

- Survey Observation Interview Focus Groups

When Survey Measurement Tool(s) Used: Pre-test/post-test: both before and after your activities Post-Only : after activities

Additional Outcome Data: full sets of data, a copy of the aggregated survey

Additional Information: demographic information, comments on surveys, monthly service statistics

Stories – Please share an anecdotal story that describes the significant impact for the participants. Please also include a photo from your program (if possible):

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

10. BUDGET (Resources dedicated specifically to the project you are seeking funding for. Please also attach the latest audited financial statement for your organization.)				
2024 PROPOSED BUDGET				
(Ensure all calculations are correct. Use the second column to itemize the project expenses to which you plan to direct the FCSS funds. Column 1 + Column 2 = Column 3)				
ITEM	Column 1 Expenses paid or contributed by the Applicant and other funding partners (Agency Contribution)	Column 2 Expenses to be funded by (insert FCSS (Project Request))	Column 3 PROJECTED Budget (Total Cost)	Column 4 Actual Cost (For report)
REVENUE (specify all sources of funding including fundraising, fees for service, other grants, etc.)				
Clear Hills County FCSS grant		6700		
Fundraising / Cash donations:				
Other Grants (Please specify):				
TOTAL REVENUE				
EXPENSES				
PERSONNEL				
Salaries & Wages & Benefits & Remittances			4500	
Travel & Subsistence			1500	
OPERATIONS COST				
Facility Rentals			500	
Insurance			100	
Telephone/internet, etc.				
ADMINISTRATION COSTS (specify)				
Advertising & Promotions			100	
Postage/administrative materials				
Audit & Accounting				
OTHER PROGRAM COSTS (specify)				
TOTAL EXPENDITURES				
FCSS REQUEST (DEFICIT/SURPLUS = Column 3: Total Revenue - Expenditures)		6700		

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

12. SUBMIT COMPLETED APPLICATION TO:

Please choose one of the two following submission methods:

1. Submit one original signed copy of the application (via mail or drop-off at the office)

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

OR

2. Email a copy to: Lori@clearhillscounty.ab.ca (scanned signatures will be accepted) Unsigned applications will be returned.

The deadline for applications is December 15, 2023.

DECLARATION:

I declare that all of the information in this application is accurate and complete and that the application is made on behalf of the organization named on Page 4 with its full knowledge and consents and complies with the requirements and conditions set out in the **Family and Community Support Services Act and Regulation.** (<http://humanservices.alberta.ca/family-community/14876.html>):

I acknowledge that should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.

Angela Rossman
Print Name


Authorized Signature

DEC. 14 / 23.
Date



Clear Hills County

Effective Date: DECEMBER 12, 2023	Policy Number: 7011
Title: COMMUNITY SUPPORT SERVICES GRANT	

1. Policy Statement

Clear Hills County may provide grants to enhance the social well-being of individuals, families and community through prevention and establish a system for evaluating applications and requests.

2. General

Council may annually during budget deliberations, establish a budget for Community Support Services Grant.

Council may maintain a reserve to assist community organizations and individuals.

3. Applications

Applications will be available starting November 1st of each year.

Applications will be accepted until the budgeted funds have been fully dispersed.

Applications and requests will be evaluated as received.

The applicants proposed program must do one or more of the following:

- Help people to develop independence, strengthen coping skills and become more resistant to crisis.
- Help people to develop an awareness of social needs.
- Help people to develop interpersonal and group skills.
- Help people and communities to assume responsibility for decisions and actions which affect them.
- Provide supports that help sustain people as active participants in the community.

The following criteria will be used to determine eligibility of funding:

- Contribution to Area Residents Quality of Life
- Fund Raising Efforts
- Other Potential Funding Sources

3.5 Ineligible activities:

- Services provided under this grant program must not provide primarily for the recreational needs or leisure time pursuits of individuals.
- offer direct assistance (including money, food, clothing, or shelter) to sustain an individual or family.
- duplicate services that are ordinarily provided by a government or government agency.
- The purchase, construction, or manufacturing of tangible capital assets.
- Are primarily rehabilitative in nature.

4. Reporting

Community Support Services Grant recipients are required to complete the grey 'Actuals' areas of their applications at year end.

Deadline for year end reporting is January 15th.

Community Support Services Grant recipients that fail to provide their year-end reporting will not be eligible to receive future grants from Clear Hills County.

5. End of Policy

ADOPTED
Resolution #C693-23

Date: December 12, 2023

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to September 7, 2023**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
All Saints Anglican Church	New foundation	Capital	2010	\$ 17,000.00	
All Saints Anglican Church	Repairs and landscaping for church	Capital	2013	\$ 5,000.00	
					\$ 22,000.00
All Saints Ukranian Catholic Parish	Demolition of old church for public safety reasons	Capital	2017	\$ 6,500.00	
All Saints Ukranian Catholic Parish	lawn mower	General	2017	\$ 4,700.00	
					\$ 11,200.00
Burnt River Recreation Association	Playground Equipment	Capital	2007	\$ 3,900.00	
Burnt River Recreation Association	Lawn Mower	Capital	2006	\$ 10,750.00	
Burnt River Recreation Association	Utility Trailer	Capital	2007	\$ 4,400.00	
Burnt River Recreation Association	Covered Pole Shed at Burnt Lee Park	Capital	2014	\$ 6,250.00	
Burnt River Recreation Association	Subdivide Burnt Lee Park from SW22-83-1-W6M	General	2017	\$ 6,500.00	
					\$ 31,800.00
Carter Camp Recreational Society	Carter Camp crossing realignment Phase 2	General	2021	\$ 87,190.00	
Carter Camp Recreational Society	Carter Camp crossing realignment Phase 1	General	2021	\$ 10,000.00	
Carters Camp Recreational Society	Campground Upgrades	Capital	2006	\$ 7,500.00	
					\$ 104,690
Cherry Canyon Agricultural Society	Facility Improvement Project	Capital	2007	\$ 14,965.00	
Cherry Canyon Agricultural Society	Fire tank	General	2010	\$ 10,000.00	
Cherry Canyon Agricultural Society	Oles Lake Playground Enhancement project	Capital	2011	\$ 17,600.00	
Cherry Canyon Agricultural Society	Additional Fire fighting equipment	General	2013	\$ 26,300.00	
Cherry Canyon Agricultural Society	Renovations to Cherry Canyon Hall	Capital	2016	\$ 25,000.00	
Cherry Canyon Agricultural Society	Fitness Centre Equipment	Capital	2016	\$ 12,479.50	
Cherry Canyon Agricultural Society	lawn mower	General	2019	\$ 4,500.00	
Cherry Canyon Agricultural Society	Playground	Capital	2020	\$ 22,000.00	
Cherry Canyon Agricultural Society	two Ball diamond dugouts	Capital	2020	\$ 5,000.00	
Cherry Canyon Agricultural Society	Hall Renovations (replacing windows, sidewalks and re-roofing half the building)	Capital	2021	\$ 20,000.00	
Cherry Canyon Agricultural Society	water repair & cement pad Roof Repair	Capital	2010/2012	\$ 11,000.00	
					\$ 168,845

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to September 7, 2023**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
Cherry Point Promotion Association	Cherry Point Hall	Capital	2005	\$ 7,500.00	
Cherry Point Promotion Association	Hall repairs & Improvements	Capital	2011	\$ 5,000.00	
Cherry Point Promotion Association	Renovations and repairs to the Hall	Capital	2013	\$ 2,500.00	
					\$ 15,000
Clear Hills Agricultural Multi-Plex Society (CHAMPS)	Outdoor Arena & Motor Cross Track	Capital	2009	\$ 25,000.00	
Clear Hills Agricultural Multi-Plex Society (CHAMPS)	Improvements to Multi-Plex grounds	Capital	2012	\$ 15,500.00	
Clear Hills Agricultural Multi-Plex Society (CHAMPS)	Equipment to groom and maintain grounds, chutes for arena and a light plant/generator	Capital	2015	\$ 25,000.00	
					\$ 65,500
Cleardale Agricultural Society	2 Zero Turn lawn mowers	General	2013	\$ 31,920.00	
Cleardale Agricultural Society	Outdoor Skating Rink Upgrades	Capital	2016	\$ 12,000.00	
Cleardale Agricultural Society	Cemetery Sign Project	General	2018	\$ 2,000.00	
Cleardale Agricultural Society	Cleardale OHV Park Bandstand Project	Capital	2020	\$ 10,000.00	
Cleardale Agricultural Society	Move and set up replacement Salt & Pepper Club	Capital	2010	\$ 10,000.00	
Cleardale Agricultural Society	OHV Park	Capital	2005	\$ 50,000.00	
Cleardale Agricultural Society	Community Facilities Upgrades	Capital	2008	\$ 22,500.00	
Cleardale Agricultural Society	Equipment purchases and golf course upgrades	General	2015	\$ 125,000.00	
Cleardale Agricultural Society	Power & water at OHV park	General	2016	\$ 40,160.00	
					\$ 303,580
Cleardale Community Enhancement Society	Paving parking lot at Seniors Housing	General	2017	\$ 150,000.00	
					\$ 150,000
David Thompson Bible Camp	Bathroom Building Improvements	Capital	2008	\$ 21,000.00	
					\$ 21,000
David Thompson Hall Society	Furnace	Capital	2006	\$ 5,000.00	
David Thompson Hall Society	Cement pad for Park Shelter	Capital	2010	\$ 4,500.00	
David Thompson Hall Society	New entrance steps and wheel chair ramp	Capital	2013	\$ 5,000.00	
David Thompson Hall Society	Fire Escape improvements	Capital	2014	\$ 11,500.00	
David Thompson Hall Society	Furnace replacements	Capital	2017	\$ 17,000.00	
David Thompson Hall Society	Geotechnical services	General	2023	\$ 3,500.00	
					\$ 46,500

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to September 7, 2023**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
End of Steel Heritage Museum Society	Re-doing the inside of the Lubeck Hall Building	Capital	2011	\$ 23,400.00	
End of Steel Heritage Museum Society	Taxidermy Building	Capital	2004	\$ 40,000.00	
End of Steel Heritage Museum Society	Museum Kitchen Renovations	Capital	2008	\$ 25,000.00	
End of Steel Heritage Museum Society	Blacksmith Shop	Capital	2009	\$ 25,000.00	
End of Steel Heritage Museum Society	Armed Forces Building Roof	Capital	2014	\$ 4,779.58	
End of Steel Heritage Museum Society	Construction of pole shed and purchase of a new lawn mower	Capital	2016	\$ 10,000.00	
End of Steel Heritage Museum Society	R&M of exterior log buildings & purchase of two tent shelters	Capital	2018	\$ 4,800.00	
End of Steel Heritage Museum Society	Upgrades to playground, floor in market shed & finishing Ukrainian Heritage house	Capital	2019	\$ 14,050.00	
End of Steel Heritage Museum Society	Lavatory trailer	General	2020	\$ 120,000.00	
End of Steel Heritage Museum Society	Museum & Park - various improvements (scope change 2021 dance floor to trappers cabin)	Capital	2020	\$ 11,009.00	
End of Steel Heritage Museum Society	General repairs	General	2023	\$ 27,000.00	
					\$ 305,039
Eureka River Agricultural Society	Playground	General	2023	\$ 60,000.00	
					\$ 60,000
Fairview Aquatic Centre	phase 2 basin resurfacing	Beyond Borders	2017	\$ 7,500.00	
					\$ 7,500
Fairview Curling Club	curling stones replacement	Beyond Borders	2017	\$ 2,500.00	
					\$ 2,500
Fairview Day Care & Playschool Society	Construction of Day Care Facility	Beyond Borders	2016	\$ 150,000.00	
					\$ 150,000
Fairview Lions Club	Cummings Lake Music Fest	Beyond Borders	2019	\$ 2,500.00	
					\$ 2,500
George Lake Aquatic Recreation Association	Campground Upgrade	Capital	2004	\$ 12,000.00	
George Lake Aquatic Recreation Association	Washroom/Shower Facility	Capital	2008	\$ 25,000.00	
George Lake Aquatic Recreation Association	Installation of power to the camping stalls.	Capital	2012	\$ 12,272.00	
George Lake Aquatic Recreation Association	Playground	Capital	2015	\$ 25,000.00	
George Lake Aquatic Recreation Association	Upgrading existing power grid	Capital	2017	\$ 20,000.00	
George Lake Aquatic Recreation Association	Tractor & Campground upgrades	General	2019	\$ 36,000.00	
					\$ 130,272

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to September 7, 2023**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
Hines Creek & District Figure Skating Club	Jumping Harness	Capital	2008	\$ 2,750.00	
					\$ 2,750
Hines Creek Composite School Parent Assoc.	Playground pea gravel and retaining timbers	Capital	2011	\$ 9,000.00	
Hines Creek Composite School Parent Assoc.	Playground Equipment Replacement & Outside Seating area	Capital	2010	\$ 25,000.00	
Hines Creek Composite School Parent Assoc.	Phys Ed & Music Equipment	Capital	2008	\$ 1,308.72	
Hines Creek Composite School Parent Assoc.	Replacement score clock & shot clock	Capital	2015	\$ 6,250.00	
					\$ 41,559
Hines Creek Curling Club	new ceiling, lighting & ice scraper	Capital	2009	\$ 21,225.00	
					\$ 21,225.00
Hines Creek Golf & Country Association	Purchase 313.6 acres Rec Lease 910012	General	2014	\$ 131,500.00	
Hines Creek Golf & Country Association	Irrigation System Completion Project	General	2020	\$ 67,693.89	
Hines Creek Golf & Country Association	automate part of irrigation system	Capital	2010/2012	\$ 25,000.00	
Hines Creek Golf & Country Association	Workshop	Capital	2006	\$ 15,000.00	
Hines Creek Golf & Country Association	New Fairways	Capital	2007	\$ 13,085.00	
Hines Creek Golf & Country Association	Equipment replacement for a tractor and mowers	Capital	2010	\$ 25,000.00	
Hines Creek Golf & Country Association	Complete clubhouse	Capital	2015	\$ 25,000.00	
					\$ 302,278.89
Hinterland Cemetery Company	Lawn mower, fence & storage	General	2019	\$ 15,000.00	
					\$ 15,000.00
Immaculate Heart of Mary Parish Cemetery	lawn mower	Capital	2017	\$ 3,150.00	
					\$ 3,150.00
Many Island Recreational Development Society	upto 8 seasonal lots & road	Capital	2019	\$ 32,000.00	
Many Island Recreational Development Society	Boat Launch improvements	General	2019	\$ 10,000.00	
Many Island Recreational Development Society	Playground Equipment upgrade/replacement and solar lights	Capital	2010	\$ 25,000.00	
Many Island Recreational Development Society	Campground Upgrades	Capital	2004	\$ 25,000.00	
Many Island Recreational Development Society	Upgrade the outhouses, bring the sani-dump into compliance install solar lights in the campground.	Capital	2012	\$ 10,700.00	
Many Island Recreational Development Society	Generator	General	2015	\$ 6,000.00	
Many Island Recreational Development Society	Loop road and 10 seasonal lots	Capital	2021	\$ 10,000.00	

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to September 7, 2023**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
Many Island Recreational Development Society	Playground	General	2023	\$ 40,000.00	
					\$ 158,700.00
Menno Simons Community School Parents Association	Menno Simons Community School Playground Improvement project	Capital	2011	\$ 24,830.00	
					\$ 24,830.00
Montagneuse Valley Cemetery Committee	Chainlink Fence Cemetery #1	Capital	2009	\$ 5,667.00	
Montagneuse Valley Cemetery Committee	Chainlink Fence Cemetery #2	Capital	2009	\$ 6,167.00	
Montagneuse Valley Cemetery Committee	Survey to map existing and future plots	General	2022	\$ 4,000.00	
					\$ 15,834.00
Peace Valley Snow Riders	Hines Creek Trail	General	2018	\$ 20,000.00	
					\$ 20,000.00
Senior Check-In Line	2018 Operating grant	General	2018	\$ 8,500.00	
Senior Check-In Line	2019 Operating grant	General	2019	\$ 8,500.00	
Senior Check-In Line	2020 Operating Grant	General	2020	\$ 8,500.00	
Senior Check-In Line	2021 Operating Grant	General	2021	\$ 6,000.00	
Senior Check-In Line	2022 Operating Grant	General	2022	\$ 6,500.00	
Senior Check-In Line	2023 Operating Grant	General	2023	\$ 6,000.00	
					\$ 44,000.00
SHARE Radio Broadcasting Association	Additional transmitter and receiver site in Cleardale	Capital	2010	\$ 5,000.00	
					\$ 5,000.00
Svittanok Ukrainian Dance Company	Ukrainian Heritage Preservation building at the End of Steel Museum	Capital	2013	\$ 20,000.00	
					\$ 20,000.00
Village of Hines Creek	HC Playground	Capital	2005	\$ 18,920.00	
Village of Hines Creek	Arena Upgrade Project	Capital	2006	\$ 25,000.00	
Village of Hines Creek	Hines Creek Fitness Centre	Capital	2006	\$ 5,000.00	
					\$ 48,920.00
Whitelaw Ag Society	Hall entry & parking repairs	Beyond Borders	2019	\$ 10,000.00	
					\$ 10,000.00
Worsley Agricultural Society	Arena Renovations	Capital	2006	\$ 50,000.00	
Worsley Agricultural Society	Improvements to the Worsley Arena	Capital	2012	\$ 25,000.00	

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to September 7, 2023**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
Worsley Agricultural Society	Worsley Arena upgrades & repairs	General	2015	\$ 100,000.00	
Worsley Agricultural Society	Arena Roof & other repairs	General	2019	\$ 60,000.00	
Worsley Agricultural Society	Bike & Skate Park	Capital	2012	\$ 25,000.00	
					\$ 260,000.00
Worsley Central School Parent Council	Renovations to kitchen to a three (3) basin sink	Capital	2010	\$ 2,500.00	
Worsley Central School Parent Council	Basketball court pavement	Capital	2015	\$ 16,000.00	
					\$ 18,500.00
Worsley Chamber of Commerce	Town Center Beautification	Capital	2004	\$ 10,000.00	
					\$ 10,000.00
Worsley Clear Hills Ski Club	Chair Lift Project	Capital	2007	\$ 250,000.00	
Worsley Clear Hills Ski Club	Magic Carpet Conveyor Lift	Capital	2020	\$ 50,000.00	
					\$ 300,000.00
Worsley Early Childhood Education Foundation	Preschool Playground	Capital	2016	\$ 10,000.00	
Worsley Early Childhood Education Foundation	storage shed	Capital	2017	\$ 3,517.50	
					\$ 13,517.50
Worsley Historical & Cultural Association	Farr House Restoration	Capital	2004	\$ 12,500.00	
Worsley Historical & Cultural Association	Workshop	Capital	2005	\$ 12,500.00	
Worsley Historical & Cultural Association	Moving the Basnett store from Eureka River to the Museum's Heritage Farm Site.	Capital	2012	\$ 25,000.00	
Worsley Historical & Cultural Association	United Church building at Worsley Museum site	Capital	2017	\$ 25,000.00	
Worsley Historical & Cultural Association	Museum site improvements & upgrades	Capital	2019	\$ 25,000.00	
					\$ 100,000.00
Worsley Pioneer Club	Handibus Purchase	General	2019	\$ 94,975.00	
					\$ 94,975.00
Worsley Volunteer Fire Fighters' Society	Fitness Equipment	Capital	2007	\$ 13,650.00	
Worsley Volunteer Fire Fighters' Society	New Playground Equipment	Capital	2012	\$ 25,000.00	
					\$ 38,650.00
	Total:			\$ 3,166,814.19	\$ 3,166,814.19

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Crystal Dei Community Service Coordinator
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:

- P672-23(12-05-23) RESOLUTION by Councillor Giesbrecht to accept for information the discussion regarding the planning, development, and location of the Cleardale Fire Hall, as presented. CARRIED.**
- 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:

- RFD Cleardale Fire Hall December 5, 2023
- 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

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:

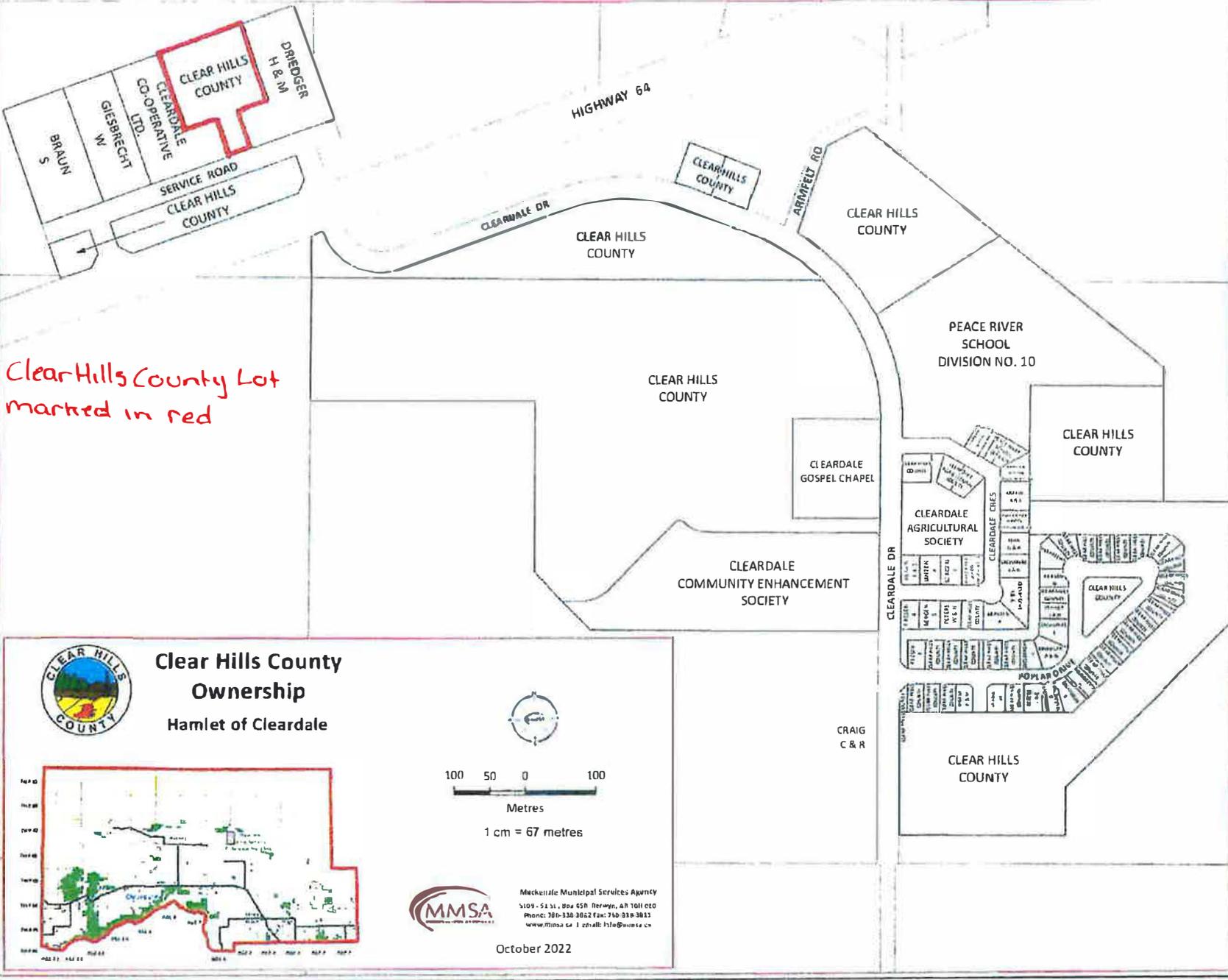
RESOLUTION by... to accept for information the discussion regarding the planning, development, and location of the Cleardale Fire Hall, as presented.

Initials show support - Reviewed by:

Manager:

CAO:

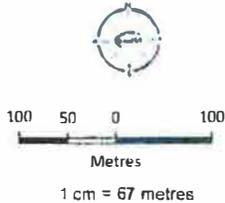
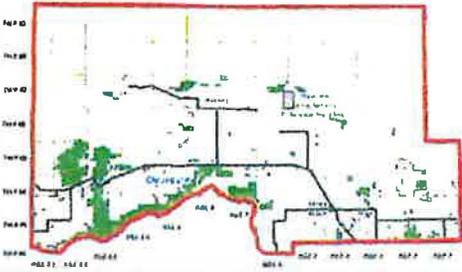




Clear Hills County Lot marked in red



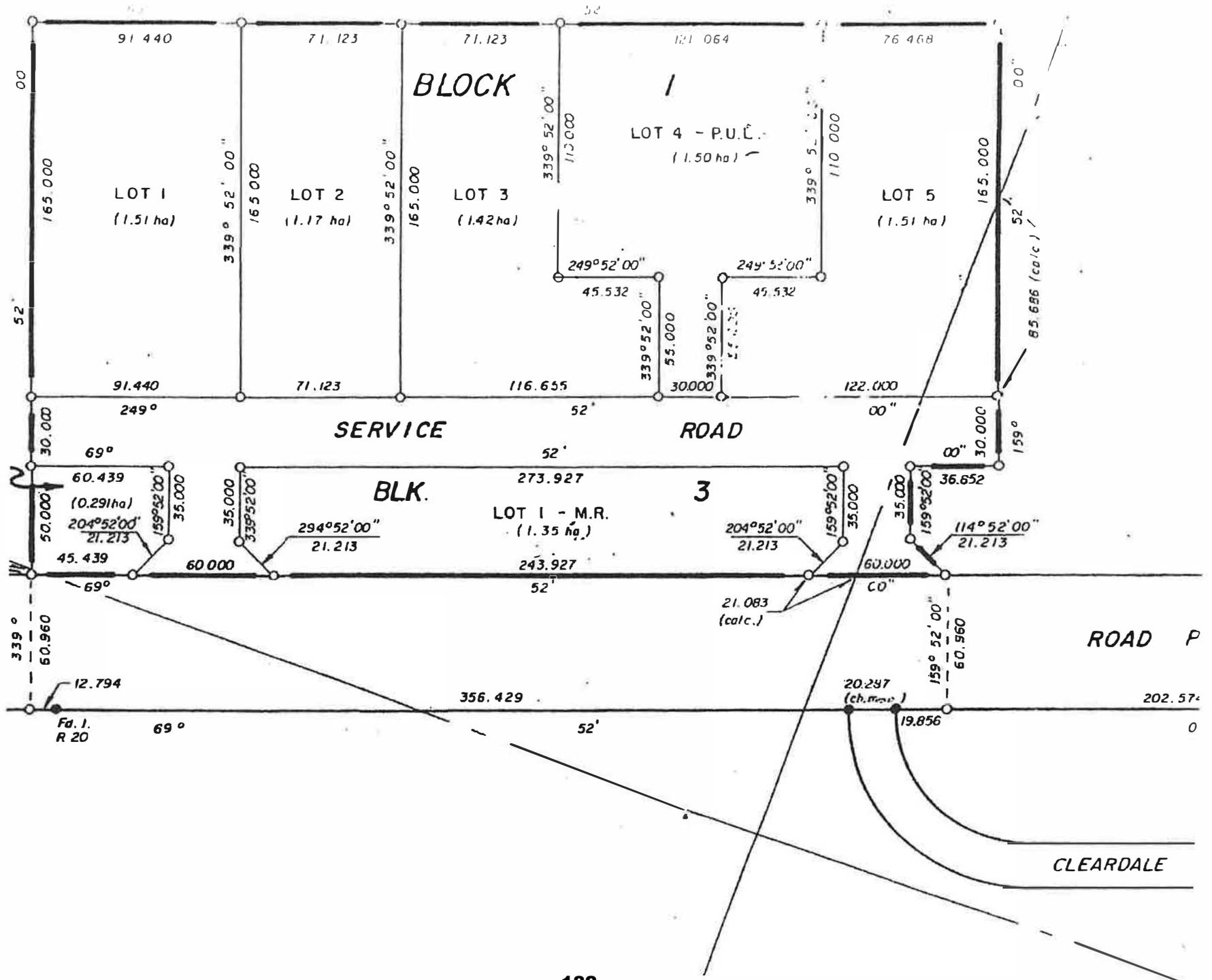
**Clear Hills County
Ownership
Hamlet of Cleardale**



MMSA
Mackenzie Municipal Services Agency
1109 - 51 St., Box 45H, Fort McMurray, AB T0J 0T0
Phone: 780-530-3022 Fax: 780-539-3823
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:

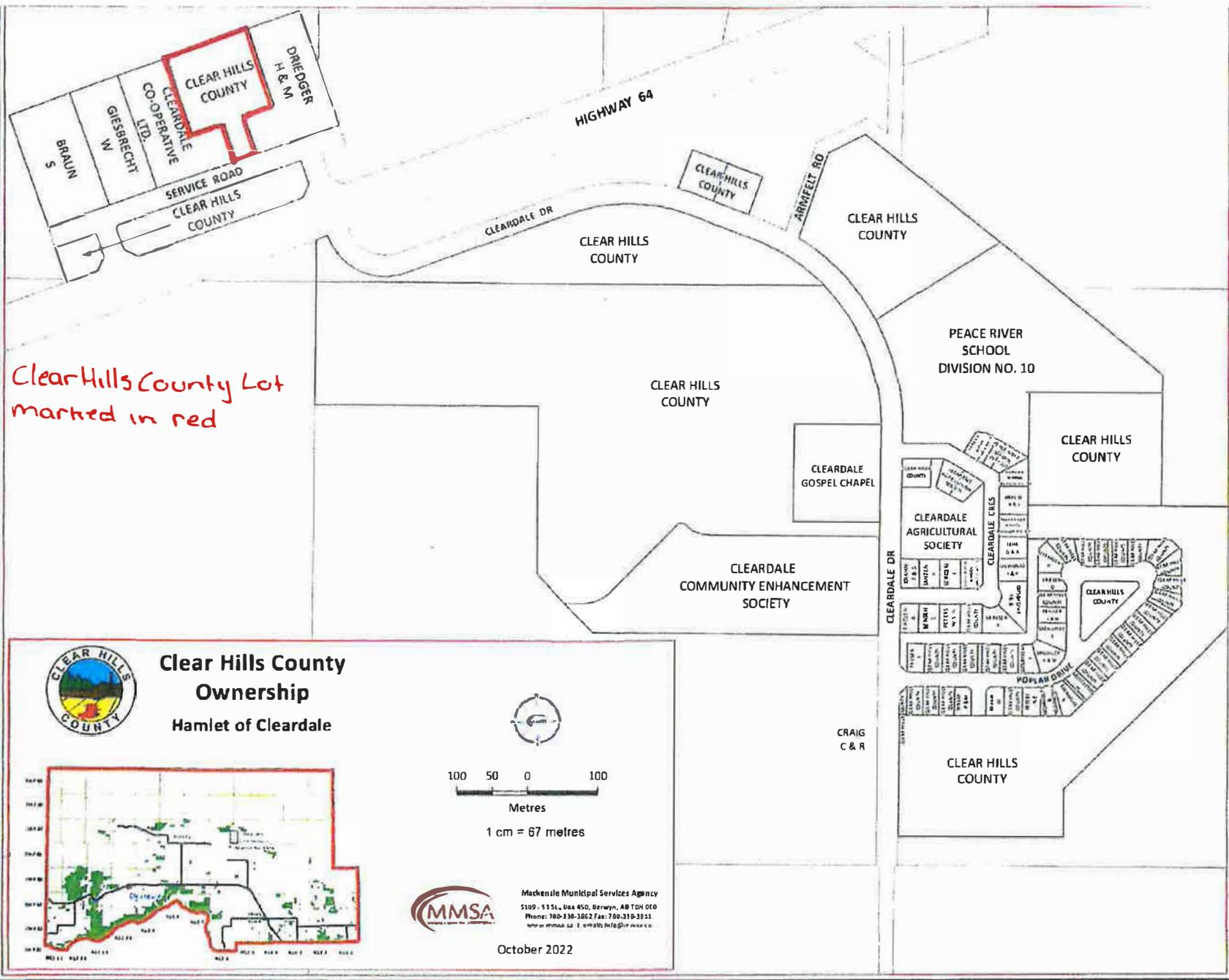
C540-23(10-10-23) RESOLUTION by Councillor Giesbrecht reject all Tenders for 2023-13 Cleardale- Clear Hills Fire Hall due to incompleteness and budgetary concerns. CARRIED.

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by.....

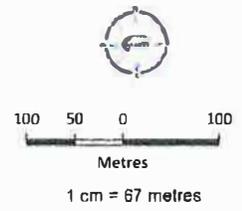
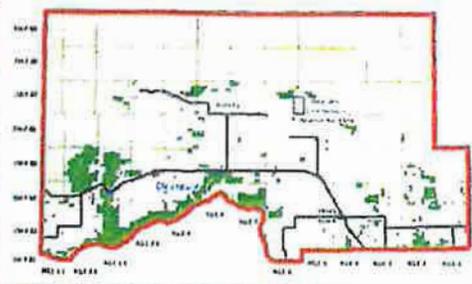
Initials show support - Reviewed by:	Manager:	CAO:
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Clear Hills County Lot
marked in red



**Clear Hills County
Ownership
Hamlet of Cleardale**



Mackenzie Municipal Services Agency
5109 - 5155, Ave 450, Banff, AB T0N 0G0
Phone: 780-330-3862 Fax: 780-330-3851

October 2022

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:

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

- o Cleardale Fire Garage Background
- o Cleardale - Fire Hall Lot map
- o 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.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23,2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	APPRECIATION BANQUET UPDATE
File:	62-30-10

DESCRIPTION:

Update on Clear Hills County 2024 Appreciation Banquet.

- Menno-Simons Community School has been booked for February 3 2024.
- January 05 2024 posters were put up throughout the County.
- Menno – Simons industrial arts class has made 2 garden boxes for a door prize.
- Tickets have been ordered and received and are available at:
 - Clear Hills County
 - Worsley General Store
 - Cleardale Co-op
 - Hines Creek B&E Home Hardware
- Caterer has been booked - Nancy Cox \$30.00/per plate 2 meats.
- Entertainment has been booked:
 - Rusty Rails -\$1600.00
 - Janzen Girls- \$500.00
 - Leif Gillett band - \$500.00

RECOMMENDED ACTION:

RESOLUTION by.....to accept as information.

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

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Tendering Evaluation Criteria
File:	32-02-02

DESCRIPTION:

Council is presented the tendering evaluation criteria for discussion.
The tendering evaluation criteria can found in specified Clear Hills County tenders.

BACKGROUND:

P09-24(1-08-24) RESOLUTION by Councillor Ruecker to recommend Council change the tender package evaluation criteria to make the evaluation weight of location of contractor in proximity to work area 35 points, total contracted price 25 points, experience 20 points, and equipment 20 points. CARRIED.

C702-23(12-12-23) RESOLUTION by Deputy Reeve Janzen to table the tendering evaluation criteria until the January 8, 2024, Policy & Priority meeting. CARRIED.

P667-23(12-05-23) RESOLUTION by Councillor Ruecker to recommend Council change the tender package evaluation criteria to make the evaluation weight of location of contractor in proximity to work area 40 points, total contracted price 20 points, experience 20 points, and equipment 20 points. CARRIED.

ATTACHMENTS:

Tendering evaluation criteria draft
RFD Tendering Evaluation Criteria, January 8, 2024 Policy and Priority Meeting

RECOMMENDED ACTION:

RESOLUTION by... to approve the change of the tender package evaluation criteria to make the evaluation weight of location of contractor in proximity to work area 35 points, total contracted price 25 points, experience 20 points, and equipment 20 points., as presented.

Initials show support - Reviewed by:	Manager: 	CAO: 
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<i>Evaluation Criteria</i>	Evaluation Weighting (1-50)
Total Contract Price	25 30 points
Location of Contractor in proximity to work area	35 25 points
Experience	20 20 points
Equipment	20 25 Points
Score of Percentage	100 Points

Tendering evaluation criteria and evaluation weighing may vary for service being contracted.

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	January 8, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Tendering Evaluation Criteria
File:	11-02-03

DESCRIPTION:

Council is presented the tendering evaluation criteria for discussion.
The tendering evaluation criteria can found in specified Clear Hills County tenders.

BACKGROUND:

C702-23(12-12-23) RESOLUTION by Deputy Reeve Janzen to table the tendering evaluation criteria until the January 8, 2024, Policy & Priority meeting. CARRIED.

P667-23(12-05-23) RESOLUTION by Councillor Ruecker to recommend Council change the tender package evaluation criteria to make the evaluation weight of location of contractor in proximity to work area 40 points, total contracted price 20 points, experience 20 points, and equipment 20 points. CARRIED.

ATTACHMENTS:

Tendering evaluation criteria draft

RECOMMENDED ACTION:

RESOLUTION by... to approve the evaluation weight changes made to the tendering evaluation criteria, as presented.

Initials show support - Reviewed by:	Manager:	CAO:
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<i>Evaluation Criteria</i>	Evaluation Weighting (1-50)
Total Contract Price	20 30 points
Location of Contractor in proximity to work area	40 25 points
Experience	20 20 points
Equipment	20 25 Points
Score of Percentage	100 Points

Tendering evaluation criteria and evaluation weighing may vary for service being contracted.

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	January 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Chief Administrative Officer Report
File Code:	11-02-02

- North peace Regional Landfill January 10, 2024
- Public meeting – January 16, 2024
- Meeting with County of Grande Prairie CAO, January 17, 2024
- Medical Clinic/HPEC Meeting – January 18, 2024
- Drought Condition Correspondence for residents **Attachment**
- Alberta Transportation Region Director – 780-625-2295, Email derek.young@gov.ab.ca

RECOMMENDED ACTION:

RESOLUTION by to accept the Chief Administrative Officer's report for January 23, 2024, as presented.

Initials show support - Reviewed by:

Manager:

CAO:





CLEAR HILLS COUNTY

File No. 11-02-02

January 23, 2024

Re: Drought Conditions in Alberta

Dear Residents:

The Province of Alberta is currently experiencing significant drought conditions. There are five stages in Alberta's water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. Alberta is currently in Stage 4.

Environment and Protected Areas Minister Rebecca Schulz has written to all municipalities asking that the following measures be implemented in the coming months:

1. Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
2. Begin a review of the terms of your municipality's water license so you are aware of any conditions that may limit your ability to withdraw water during a drought.
3. Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water license need to be triggered.
4. Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

Clear Hills County is requesting all residents that currently obtain access to municipal water sources to be cautious with water usage, practice water conservation diligently and be mindful of water usage. Every drop counts!

Domestic water usage: be mindful of water usage within your homes, promptly repair any leaks, and consider using water efficient appliances.

Industrial/Agricultural water usage: implement water saving techniques, explore drought resistant crop options, identify alternative water sources for filling equipment (i.e., sprayers), and look for support programs available.

Please develop emergency water plans for your households, farms, and businesses. Identify alternative water sources and ensure you have access to the necessary equipment to transport water if needed.

Best Regards,

Allan Rowe
Chief Administrative Officer
/ng

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Public Works Manager's Report
File:	32-02-02

Graders

- Graders were shut down for four days due to the extreme cold weather but are now continuing with the roadway and seniors program snow removal.
- Once all the roads have been cleared, the graders will begin winging the shoulders of the roads.

Roads, Culverts & Approaches

- Preparation for the annual spring gravel haul is underway. Approximately 250 miles of road to be graveled, weather permitting.

Other

- Waiting for a report from Hydrogeological Consultants Ltd. (HCL) regarding the water levels at the Worsley Water Treatment Plant.
- Waiting on a replacement air compressor and a replacement pump for the Worsley Water Treatment Plant.
- Cherry Point Truck Fill is currently out of service, waiting on a replacement pump.
- The new pickup truck has been ordered from St. Albert Chrysler Dodge Jeep Ram Ltd., the estimated delivery date is set for the end of January.
- Tender for the construction of Range Road 25, Range Road 64, and Range Road 124 will be available by January 26, 2024.

ATTACHMENTS:

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Council Information
File:	11-02-02

DESCRIPTION:

Council is presented with correspondence, for information.

BACKGROUND / PROPOSAL:

ATTACHMENTS:

RMA Resolution Process Changes

RECOMMENDED ACTION:

RESOLUTION by.... that Council receives for information the Council Information presented at the January 23, 2024, Regular Council Meeting.

Initials show support - Reviewed by:	Manager:	CAO:	
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RMA
RURAL MUNICIPALITIES
of ALBERTA

RMA Resolution Process Changes

Member Guide

December 2023

Introduction

Member resolutions are crucial to RMA’s advocacy efforts. They allow members to provide advocacy direction to RMA by endorsing specific positions or calls to action. While the resolution intent is usually directed to the provincial or federal government, the responsibility for undertaking advocacy and striving for action falls to RMA.

Resolutions are debated and endorsed by members twice each year, at RMA’s spring and fall convention. Once endorsed, resolutions are active and directly influence RMA’s advocacy for three years.

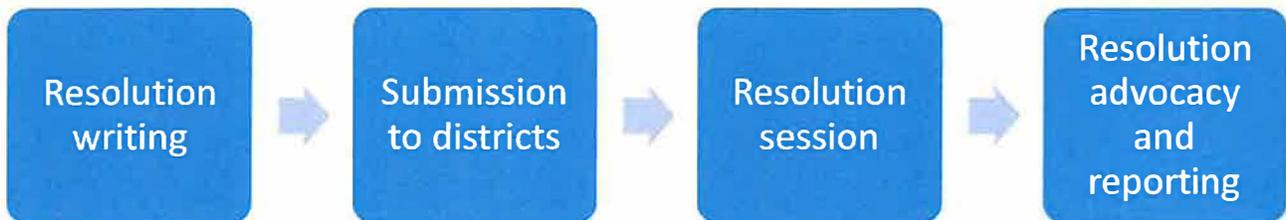
While debate and endorsement at conventions may be the most visible aspect of the resolution process, there are many steps involved in developing, debating, and refining resolutions that take place before they reach the convention floor. The overall resolution process is guided by RMA’s Resolutions Process Policy. As with all association policies, the RMA Board of Directors reviews the Resolutions Process Policy every three years to ensure that the process meets member needs.

The Board reviewed the Resolutions Process Policy in August 2023. During this review, the Board approved several changes to the policy that will impact all phases of the resolution process. Because district meetings in advance of the RMA Fall 2023 Convention had already begun when the policy changes were approved, the Board directed that the changes not be implemented until December 2023. This would allow municipalities and districts time to understand the new process prior to holding district meetings in early 2024 in advance of the RMA Spring 2024 Convention.

How to use the guide

This guide is intended to provide member municipalities with a breakdown of changes to the policy and how they may impact all aspects of the resolution development process – from the initial drafting of a resolution within a municipality, to placement on a district meeting agenda, to submission to RMA, to the debate and voting process during the convention. None of the policy changes are drastic, and combined they should simplify the process and encourage more consistency in resolution structure.

Changes are broken down based on the phase of the process they apply to. Phases are as follows:



Each change will include a reference to the specific section of the policy impacted, the purpose/intent of the change, and how it will impact the process.

Note that not all changes made to the policy are reflected in this guide; some are very minor and focus on internal RMA roles and responsibilities.

Phase 1: Resolution Writing

Section B of the policy outlines requirements for the sections that must be included in a resolution and the format/key contents that should be included in each section.

Phase 1 changes:

Change: Encouragement of operative clauses focused on outcomes rather than specific wording changes.	Policy section: B.6, A.6.g
Purpose/intent: An outcome-focused operative clause (resolution ask) allows RMA to be more flexible in advocacy efforts and work with the government on multiple approaches to solve an issue, rather than be bound to a specific legislative or policy change that may not be a government priority.	
Process impacts: This addition encourages members to develop outcome-oriented operative clauses, and does allow the RMA resolutions committee to work with members to amend resolutions after they have been passed at district meetings to focus on outcomes more than specific changes.	

Change: Limit length of background section to 1,000 words	Policy section: B.7
Purpose/intent: Limiting the length of resolution backgrounds will allow for a shorter resolutions package and more consistency across resolutions.	
Process impacts: In some cases, municipalities may find it difficult to condense background into 1,000 words. RMA staff are available to support this process, and members are encouraged to utilize links to relevant external documents within the background section.	

Change: Increased accountability on RMA to provide quality resolution-writing resources and supports	Policy section: B.8
Purpose/intent: This new section outlines the resources that RMA will make available to members and regularly update. It also requires RMA to offer members at least one annual resolution-writing webinar as a refresher on best practices, etc.	
Process impacts: Placing accountability on RMA to provide more proactive resolution-writing resources and support should increase resolution consistency and quality and reduce workloads for municipalities responsible for writing resolutions.	

Phase 2: Submission to Districts

After a resolution is drafted by an individual municipality, they are responsible for forwarding it to their district for debate and voting at the next district meeting. While each district has their own process for accepting, reviewing, and voting on resolutions, several changes to the policy are intended to ensure resolutions are in the proper format before they reach district agenda packages.

Phase 2 changes:

<p>Change: Require RMA district chairs to share resolutions submitted for district meetings with RMA staff in advance of finalizing district meeting agendas. RMA will verify that all required sections are included in the resolution, but WILL NOT provide any comments or changes on resolution content or wording.</p> <p>Chairs will be required to provide RMA with at least three business days to review the resolutions.</p>	<p>Policy section: C.4 and C.5.</p>
<p>Purpose/intent: Currently, RMA receives resolutions passed at the district level in many different formats. RMA staff typically work directly with sponsoring municipalities to amend the resolutions to ensure they adhere to the policy requirements. Focusing on using a consistent resolution format prior to district meetings will reduce the administrative burden on municipalities and RMA staff, and increase the likelihood that resolutions do not significantly change between district meetings and the RMA convention.</p>	
<p>Process impacts: Districts may be required to push forward their deadline for submission of member resolutions to allow for time to send to RMA and, if needed, work with members to ensure all sections are included. This could also impact resolutions submitted at district meetings from the floor.</p>	

<p>Change: Districts submit endorsed resolutions to RMA within one week of district meeting.</p>	<p>Policy section: B.6 and B.7</p>
<p>Purpose/intent: This change ensures that RMA receives district-endorsed resolutions in a timely manner and ensures that the full resolutions package can be developed and shared with the resolutions committee. RMA's convention preparation deadlines are often quite short, particularly related to printing handbooks, so receiving resolutions from districts as soon as possible is crucial.</p>	
<p>Process impacts: May impact post-district meeting process for some districts.</p>	

Phase 3: Resolution Session

The resolution session takes place during RMA’s spring and fall convention. It provides an opportunity for sponsoring municipalities to present their resolution, other members to ask questions and debate the resolution intent, and results in voting on whether RMA should adopt each resolution as part of its advocacy “marching orders.” The resolutions session follows a formal process outlined in the policy.

Phase 3 changes:

Change: Remove requirement for resolutions to be seconded	Policy section: F.3, F.10, F. 14
Purpose/intent: As resolutions are already endorsed at district meetings, seconders are redundant during the convention resolution session because support from multiple RMA members has already been confirmed.	
Process impacts: Removing the seconder requirement will improve the efficiency of the resolution session.	

Change: Remove requirement for acceptance of Order Paper	Policy section: E.6, as well as a clause in section F removed completely.
Purpose/intent: Accepting the Order Paper usually occurs by a show of hands and is typically a formality. The Order Paper is available weeks in advance so if there is an error members have opportunity to inform RMA before the resolution session begins.	
Process impacts: Removing the Order Paper vote will improve the efficiency of the resolution session.	

Change: Remove requirement for resolutions committee members to read resolution title and operative clauses during session	Policy section: Clause in section F removed completely.
Purpose/intent: RMA intends to continue the practice of having Resolutions Committee members read the title and operative clause of each resolution. Removing this will allow the Committee Chair with flexibility to bypass this process in the event that the resolutions session is running long.	
Process impacts: Removing the reading of titles and operative clauses as a mandatory requirement introduces more flexibility in the process and reduces risk of the session running over time.	

Phase 4: Resolution Advocacy and Reporting

After resolutions are endorsed, RMA is responsible for sharing them with relevant government ministries and stakeholders, advocating on them, and periodically updating members on any changes or progress. The policy includes high level requirements for how this occurs while providing RMA with flexibility to take different approaches depending on the resolution’s focus.

Phase 4 changes:

Change: Clarify RMA resolution reporting requirements	Policy section: Removal of various clauses from section H, creation of a new section I titled “Resolution Reporting”
Purpose/intent: Creating a specific section on how RMA will report on resolutions during their three-year active lifespan enhances transparency and accountability to members, and is much more straightforward than the previous version of the policy, which had reporting requirements scattered throughout.	
Process impacts: This will not change RMA’s reporting process but will clarify it within the policy.	

Change: Addition of clause formalizing RMA’s process for receiving and initially acting on newly endorsed resolutions.	Policy section: I.1
Purpose/intent: RMA has an existing process for assigning initial statuses to resolution and seeking government responses. Formalizing this in policy will ensure members are aware of this.	
Process impacts: No changes to existing process, focus is on enhancing transparency.	



GOV-04: RMA Resolution Process

Date Approved: June 15, 2017

Next Review Date: September 2025

Reconfirmed: June 13, 2019

Amended: May 20, 2021

Reconfirmed: September 23, 2021

Amended: August 17, 2023

Purpose: The purpose of this policy is to formalize the parameters involved for the resolution process used by the RMA. It includes aspects of the resolution process including oversight, guidelines, resolution types, writing and submission guidelines, the resolution session and the handling of endorsed resolutions.

Policy Statement: As a method of deriving member direction, the resolution process is fundamental to informing the RMA's advocacy priorities. As such, this policy formalizes all aspects of the resolution process to provide clarity and consistency.

A. Resolution Oversight

1. The board shall establish a Resolutions Committee that comprises the five district chairs, or appointed designates, and is chaired by a board representative. The RMA Vice President shall be offered first right of refusal to Chair the Resolutions Committee. Should the Vice President choose not to chair the resolution committee, another board member will be appointed by the President. The board representative is determined at the RMA board organizational meeting.
2. Each district shall appoint a committee member and an alternate and notify the RMA of appointments on an annual basis. Districts may amend committee members as needed when extraordinary circumstances arise.
3. The RMA will provide annual training on the resolutions policy for all committee members.
4. A parliamentarian shall be engaged to support the chair during the Resolutions Session. The parliamentarian shall be appointed by the RMA Board of Directors on an annual basis.
5. The Resolutions Committee shall have power to order the resolutions to determine the order paper.
6. The RMA and/or Resolutions Committee may:
 - a) Amend the title, grammar, wording or format of the resolution provided it does not change the intent,

- b) Amend or shorten the resolution background to enhance readability,
- c) Consolidate resolutions of similar intent or subject matter and notify sponsoring municipalities of the consolidation,
- d) Divide resolutions with multiple unrelated proposals for action into separate resolutions;
- e) In the event that a resolution is deficient in meeting the guidelines of resolutions as outlined in this policy, require the sponsoring municipality(ies) to remedy the deficiency prior to adding the resolution to the order paper,
- f) In the case of submitted resolutions that duplicate the requests made in an active resolution, recommend to the resolution sponsor that the resolution be removed from the order paper, and
- g) In consultation with the sponsoring municipality, alter the operative clause of the resolution to be more outcome-oriented (see s. B6).

Unless specifically stated, the Resolutions Committee may use their discretion as to whether to consult with the sponsoring municipality when making any of the changes above.

B. Resolution Writing Guidelines

1. Resolutions must include a title, preamble (whereas), operative clause (therefore be it resolved) and member background and shall be in the form:

WHEREAS ...; and
 WHEREAS ...;
 THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta...
 Member Background

2. Resolutions must address a topic of concern that is relevant to municipalities on a provincial or federal basis.
3. The title must provide a clear indication of the resolution's intent.
4. The preamble must provide clear, brief, factual context for the operative clause.
5. The operative clause must include the following:
 - a) A proposal for action (the "ask" of the resolution)
 - b) A resolution target (the ministry or organization required for acting to achieve the ask)
6. Members are encouraged to develop operative clauses that seek an outcome to a problem or issue, rather than a specific change to legislation, regulation, policy, etc. In most cases, an outcome-based approach will improve the likelihood of RMA achieving a successful advocacy result.
7. Resolutions must be accompanied by background information outlining the following where appropriate, and should not exceed a word count limit of 1000 words:

- a) The history of the issue,
 - b) Issue impacts, noting the provincial and/or federal impacts of the issue, where applicable,
 - c) Past or current advocacy efforts by the RMA or other organizations,
 - d) Recent incidents or developments,
 - e) Specific legislation linkages, and
 - f) Other stakeholders with a vested interest.
8. RMA will support quality resolution development by making available and regularly updating the following resources:
- a) Provide, regularly update, and make available resolution-writing support documents, including but not limited to templates, FAQs, writing tips, sample resolutions, resolution "dos and don'ts," etc.
 - b) Offer members at least one resolution writing support webinar annually to enhance their understanding and skills in crafting effective resolutions.
 - c) Identify and clearly communicate to members the RMA resolution writing support staff, offering guidance and personalized assistance.
 - d) Publish a bulletin at least three weeks in advance of the first summer and first winter district meeting, providing links to the above supports.

C. Resolution Submission Guidelines

1. Resolutions may be submitted for consideration at the convention by:
 - a) A group of full members (RMA districts, see section D.1)
 - b) The Board of Directors (see section D.2)
2. Resolutions must be approved by a motion of the council(s) of the sponsoring municipality(ies) or by the RMA Board of Directors, in the event of board-endorsed resolutions.
3. Resolutions must be endorsed at a duly constituted district meeting prior to being submitted to the RMA's resolution session, with the exception of emergent resolutions and board-endorsed resolutions.
4. Prior to being added to district meeting agendas, RMA district chairs are required to share submitted resolutions with RMA for the purposes of ensuring that the resolutions are in the proper template and that all mandatory sections are included. RMA will not provide any comments on resolution content or wording as part of this process.
5. District chairs must ensure that RMA is provided at least three (3) business days to review the resolutions.
6. Districts are responsible for submitting resolutions to the RMA within one week of the completion of the district meeting in which the resolutions were endorsed.

7. If district meetings are one week or less prior to RMA's resolution deadline, the resolutions must be submitted prior to the resolution deadline.
8. Resolutions and supporting member background must be submitted electronically in Microsoft Word.

D. Resolution Types

1. District-endorsed resolutions are those submitted by a full member or group of full members through their respective district-approved process, provided it receives endorsement at a duly constituted district meeting.
2. Board-endorsed resolutions are those submitted by the RMA Board of Directors. These resolutions may be brought forward to allow membership endorsement on a formal plan or report, or to address an issue the board deems pertinent. Board-endorsed resolutions shall follow the same timelines and process as district-endorsed resolutions.

E. Emergent Resolutions

Emergent resolutions are defined as those submitted following the RMA resolutions deadline as identified in the Resolutions Submission Guidelines. The meeting dates of individual RMA districts do not have a bearing on emergent resolutions. A sponsoring municipality that is unable to have a resolution submitted to their own district may work with another municipality to co-sponsor the resolution at the other municipality's district.

1. Resolutions submitted after the resolution deadline assigned for each RMA convention will be forwarded to the Resolutions Committee for consideration as emergent resolutions.
2. An emergent resolution is defined as one submitted to the RMA after the resolution deadline that deals with an issue, legislative, or policy change that has arisen after the resolution deadline and requires action prior to the next RMA convention.
3. Written justification explaining why a resolution is emergent must be submitted to the Resolutions Committee along with the resolution itself.
4. Justification on why the resolution is emergent should not be included in the actual resolution document, including the background.
5. If the Resolutions Committee does not deem a submitted emergent resolution as meeting the criteria of "emergent" as defined in section E.2 of this policy, the resolution will not be added to the order paper. The Resolutions Committee Chair or designate will inform the resolution sponsor(s) of the decision of the Resolutions Committee.
6. If the Resolutions Committee deems a submitted emergent resolution as meeting the criteria of "emergent" as defined in section E.2 of this policy, the resolution will be added to the order paper at the start of the resolutions session. Additions of emergent resolutions will be voted on using a simple majority.

7. If the Resolutions Committee deems a submitted emergent resolution as “emergent,” the sponsoring municipality(ies) must provide and distribute adequate copies of the emergent resolution to all full members in attendance at convention prior to the start of the resolutions session. Convention registration numbers will be shared with the resolution sponsor to advise of the number of emergent resolution copies required.

F. Resolutions Session

1. For the purposes of the resolutions session only, quorum shall be defined as representation of a majority greater than 50% of the RMA full member municipalities who are eligible to vote. Quorum will be counted at the start of each resolutions session.
2. Only elected officials of full members are eligible to vote on resolutions and can only cast their individual vote on each resolution. Elected officials shall only use one voting device during the resolutions session.
3. Minutes will be taken for the resolution sessions including a record of the mover of each resolution and the voting results.
4. Voting may be by electronic means, by show of voting credentials, or by other methods as determined by the RMA.
5. Only elected officials of full members shall be allowed to speak during the resolutions session. Associate members, member administrative staff and guests may be permitted to speak upon recognition by the chair and consent of majority of the voting members. They may not move or second a resolution, or vote. Those speaking during the resolutions session must clearly state their name, position and jurisdiction.
6. The resolutions session shall be carried out per the current edition of Robert’s Rules of Order, except where those rules may be in conflict with the bylaws and policies of the RMA.
7. If any emergent resolutions are to be presented, they will be incorporated into the Order Paper, which will be voted on at the start of the resolutions session.
8. All resolutions require a three-fifths (3/5) majority to be endorsed.
9. A sponsoring municipality may declare its intent to withdraw a proposed resolution when the resolution is introduced. Before making a motion, the sponsor shall request to withdraw the resolution. Unless there is opposition from one member, the session chair shall declare the resolution withdrawn and no further debate or comments will be allowed. If there is opposition from one or more members, the resolution will remain on the Order Paper.
10. Each resolution requires a mover. The mover will be allowed up to five (5) minutes to present the resolution.

11. Following the mover, the chair will call for members requesting clarification, proposing amendments or speaking in opposition to the resolution. The speaker will have a two (2) minute time limit. If no one rises to speak in opposition or offer an amendment to a proposed resolution, the question will be immediately called.
12. A member of the RMA Board of Directors shall be permitted to speak to provide clarity on a resolution's intent as presented that may be impacted by RMA advocacy efforts.
13. No member may speak in favour of a resolution unless a member first speaks in opposition.
14. Once a member has spoken in opposition of the resolution, debate will continue with each speaker having a two (2) minute time limit. Before the vote, the chair will allow the mover two (2) minutes total to present final comments.
15. Deferral of resolutions back to the sponsor, or tabling a resolution until a future convention will not be permitted. All resolutions included in the Order Paper will be voted on during the resolutions session in which they are introduced.
16. If the resolutions session runs short of time, the Chair has the authority to recess the session until a later time within the same convention to accommodate the presentation, debate and voting on remaining resolutions.

G. Amendments

1. A friendly amendment is one that is so simple or uniformly acceptable that it can be adopted by unanimous consent during debate. This eliminates the need for the formal amendment procedure including a second, debate, and vote. The Resolutions Chair will ask if there is any objection to including the amendment in the resolution and if there is no objection, the resolution will be amended. If there is one or more objections, the amendment will be processed using the formal procedure of second, debate, and vote. Either procedure means the assembly makes the decision on whether an amendment is made to the resolution.
2. It is at the discretion of the Resolutions Chair whether any amendment will first be processed by unanimous consent or by the more formal procedure of requiring a second, debate and vote.
3. When an amendment is processed using the formal process, it requires a mover and a seconder. The mover and seconder of the amendment will be allowed a combined two (2) minutes to speak to the amendment. Then the debate proceeds as outlined in Section F of this policy.
4. Submission of amendments to the chair or RMA designated staff in writing in advance of the start of the resolutions session is encouraged.
5. Only one amendment will be accepted at a time, and only one amendment to the amendment is permitted at a time.

6. A simple majority vote is required to pass all amendments.

H. Endorsed Resolutions

1. Resolutions passed by the voting delegates shall not be amended or modified.
2. Endorsed resolutions inform the advocacy efforts of the RMA. As such, relevant government ministries and other organizations are sent the relevant resolutions and asked to provide responses.
3. Concurrently, the RMA incorporates the positions outlined in the endorsed resolutions into the organization's advocacy strategy and other relevant documents.
4. Resolutions that receive the endorsement of the voting delegates shall be active for three (3) years.
5. Twice yearly, typically following each convention, the RMA will advise members of what resolutions are expiring.
6. Expired resolutions may be renewed by following the regular resolution procedure of bringing resolutions forward as outlined in the Resolution Submission Guidelines.

I. Resolution Reporting

1. The RMA Board of Directors will receive and assess government resolution responses and policy activities that affect the achievement of resolution objectives as they are received. Upon evaluation, both the response received and the RMA's assessment will be posted on the RMA resolution database. Following this, any status or development changes for resolutions will be communicated to members through a member bulletin. This bulletin will include links to the specific resolution entry on the RMA resolution database, ensuring that members are promptly and comprehensively informed of any updates.
2. The RMA disseminates advocacy responses and updates on a regular basis formally through the Resolution Status Update biannually, and in various meetings and speaking opportunities directly with RMA members.
3. The RMA's resolution database is publicly accessible on the RMA website.
4. The RMA will provide a monthly bulletin in Contact newsletter providing an advocacy update on a rotating selection of active resolutions.

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	January 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Calendars
File:	11-02-02

DESCRIPTION:

Council is presented with a calendar of upcoming meetings. This will aid administration in maintaining records and serve as a reminder for upcoming meetings for both the Council and administration.

UPCOMING CONFERENCES:

Conference	Date	Location	Attendance
Growing the North Conference	Feb 20-22	Grande Prairie	
RMA Spring Convention	Mar 18-20	Edmonton	
EDA Experience 2024 Leaders' Summit & Conference	April 10-12	Kananaskis	
FCM Conference	June 6-9	Calgary	

ATTACHMENTS:

- Calendar of upcoming meetings and conferences

RECOMMENDED ACTION:

RESOLUTION by to accept for information January, February & March 2024 calendar updates of Councillor Committee meetings, that assist Administration with record keeping and Council with reminders of upcoming meetings.

Initials show support - Reviewed by:	Manager:	CAO:	
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JANUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 New Year's Day	2	3	4	5	6
7	8 P&P-All	9 Council BR-REC-DW	10	11	12 NTAB-AB	13
14	15 MPTA-Exec-AB NWPT- Meet & Greet - DJ	16 Public Meeting Eureka River Hall-ALL	17	18 HPEC/MED- SH	19 NWSAR-AB, DW NTAB-AB	20
21	22 MPTA Board-AB	23 Council	24	25	26	27 PLS Exec-AB
28	29	30	31	1	2	3

FEBRUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3 Appreciation Banquet- Cleardale
4	5	6 ASB-DJ, JR	7 PRSD Joint Mtg-All	8	9 Zone 4 - All	10
11	12	13 Council	14	15	16	17
18	19 Family Day	20 Growing the North Conference	21 Growing the North Conference	22 Growing the North Conference	23	24 PLS Board- AB
25	26	27 Council	28 Joint meeting MD Fairview & MD of Peace- All	29	1	2

MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1	2
3	4	5 P&P-ALL	6	7	8	9
10	11	12	13	14	15	16
17	18 RMA Convention	19	20	21	22	23
24	25	26	27	28	29 Good Friday	30
31 Easter Sunday	1	2	3	4	5	6

Acronyms for Calendar

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