

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

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

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1. CALL TO ORDER	
2. AGENDA	
3. MINUTES:	
Previous: Regular Council Meeting Minutes, April 9, 2024 .....	2
4. DELEGATION(S)	
Wilde & Company – 10:15 a.m.....	8
5. PUBLIC HEARING	
6. TENDER OPENING	
7. NEW BUSINESS	
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d. PUBLIC WORKS	
1. Policy 3201 Road Construction.....	86
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2. Public Works Manager’s Report.....	111
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12. ADJOURNMENT	

**MINUTES OF CLEAR HILLS COUNTY  
REGULAR COUNCIL MEETING  
CLEAR HILLS COUNTY COMMUNITY ROOM  
TUESDAY, APRIL 9, 2024**

PRESENT	Amber Bean David Janzen Abe Giesbrecht Susan Hansen Jason Ruecker Nathan Stevenson	Reeve Deputy Reeve Councillor Councillor Councillor Councillor
ATTENDING	Allan Rowe Bonnie Morgan Terry Shewchuk	Chief Administrative Officer (CAO) Executive Assistant (EA) Public Works Manager (PWM)
ABSENT	Danae Walmsley	Councillor
CALL TO ORDER	Councillor Bean called the meeting to order at 9:30 a.m.	
<u>ACCEPTANCE OF AGENDA</u> C189-24(4-09-24)	<b>RESOLUTION by Deputy Reeve Janzen to adopt the agenda governing the April 9, 2024 Regular Council Meeting, as presented. CARRIED.</b>	
<u>APPROVAL OF MINUTES</u> Previous Council Meeting Minutes		
C190-24(4-09-24)	<b>RESOLUTION by Councillor Hansen to adopt the minutes of the April 2, 2024, Policy &amp; Priority Meeting, as presented. CARRIED.</b>	
C191-24(4-09-24)	<b>RESOLUTION by Councillor Giesbrecht to adopt the minutes of the April 2, 2024, Special Council Meeting, as presented. CARRIED.</b>	
C192-24(4-09-24)	<b>RESOLUTION by Deputy Reeve Janzen to adopt the minutes of the March 26, 2024, Regular Council Meeting, as presented. CARRIED.</b>  Councillor Stevenson entered the meeting 9:33 a.m. Councillor Ruecker entered the meeting 9:34 a.m.	
Management Team Activity Report	Management activity report was reviewed.	
C193-24(4-09-24)	<b>RESOLUTION by Councillor Stevenson that the management activity report for March 26, 2024, be accepted, as presented. CARRIED.</b>	
TENDER OPENING Bridge File No. 71273	WSP Canada Inc. is present with tenders to open for the Bridge File No. 71273 Tender No. CA00046766.1010, for the Bridge File 71273 replacement on Township Road 830.	
C194-24(4-09-24)	<b>RESOLUTION by Councillor Giesbrecht to open tenders at 9:35 a.m. for the Bridge File No. 71273 Tender No. CA00046766.1010,</b>	

**WSP Canada Inc. will analyze the results and bring back a recommendation to a future council meeting. CARRIED.**

Company	Amount
Szmata Projects Ltd.	\$571,265.00
LaPrairie Works Inc.	\$878,980.00
Northern Road Builders.	\$1,476,675.00
S.Young Enterprises Ltd.	\$2,411,865.00
Martushev Logging Ltd.	\$926,150.87
MDP Oilfield Services Ltd.	\$957,392.00
Boss Bridgeworks	\$708,500.00

**NEW BUSINESS:**  
**COUNCIL**

Councillor Reports

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

**C195-24(4-09-24)**

**RESOLUTION by Councillor Hansen to accept the Councillor Reports for information, as presented. CARRIED.**

Mutual/Medical Aid

Council discussed the history of Clear Hills County's mutual aid with the Town of Manning at the April 2, 2024, Policy & Priority Meeting.

**C196-24(4-09-24)**

**RESOLUTION by Reeve Bean to request a meeting with the County of Northern Lights to discuss mutual. CARRIED.**

Secondary Highway  
717

Councillor Stevenson requested a discussion regarding the history of secondary highway 717.

**C197-24(4-09-24)**

**RESOLUTION by Councillor Stevenson to draft a letter to the Minister of Transportation inviting him to a meeting with Council to discuss Secondary Highway 717. CARRIED.**

Cherry Canyon  
Agricultural Society

Cherry Canyon Agricultural Society sent in a request for funding for a water trailer.

**C198-24(4-09-24)**

**RESOLUTION by Councillor Stevenson to approve a conditional grant to the Cherry Canyon Agricultural Society for their water trailer up to the amount of \$16,170.00 with the following conditions: The Cherry Canyon Agricultural Society must put a policy in place stating that the water trailer will only be used for fire suppression and prevention and not for non fire related uses. CARRIED.**

Rental Extension

Alberta Health Services is interested in extending the term of the lease on the double wide mobile home, (Municipal Address- 485 Creek Bend Street. Legal Land Description - Plan 802KS, Block 2, Lot 5) that they rent to house the paramedic/EMS crews. They are requesting a renewal of a further 3-year term.

**C199-24(4-09-24)**

**RESOLUTION by Councillor Ruecker to renew a 3-year rental lease agreement with Alberta Health Services on the double wide mobile home, (Municipal Address- 485 Creek Bend Street. Legal Land Description - Plan 802KS, Block 2, Lot 5) with a monthly rental rate of \$1,050.00. CARRIED.**

Reeve Bean recessed the meeting at 10:27 a.m.  
Reeve Bean reconvened the meeting at 10:36 a.m.

Peace Country Beef  
and Forage  
Association's  
(PCBFA)

Council is presented with a recommendation from the Agricultural Service Board regarding Peace Country Beef and Forage Association's (PCBFA) additional funding request. The Agricultural Service Board recommends that Council grant PCBFA \$10,000.00 of the \$20,000.00 Resource Management Partnership additional funding request.

**C200-24(4-09-24)**

**RESOLUTION by Deputy Reeve Janzen to grant Peace County Beef and Forage Association (PCBFA) \$10,000.00 of the \$20,000.00 Resource Management Partnership additional funding request. CARRIED.**

CORPORATE  
SERVICES

Accounts Payable  
March 27, 2024,  
to April 9, 2024

A list of expenditures for Clear Hills County for the period of March 27, 2024 to April 9, 2024 is provided for Council's review.

**C201-24(4-09-24)**

**RESOLUTION by Councillor Hansen that Council receives for information the Accounts Payable report for Clear Hills County for the period of March 27, 2024, to April 9, 2024, for a total of \$936,929.43, with funds to be transferred from Long Term Investments. CARRIED.**

2024 Operating  
Budget

Council is provided with the 2024 Operating Budget for consideration.

**C202-24(4-09-24)**

**RESOLUTION by Reeve Bean to table the 2024 Operating Budget and 2024 Mill Rate Bylaw until later in today's meeting. CARRIED.**

Worsley Chamber of  
Commerce

The Worsley Chamber of Commerce is requesting a grant of \$3,500.00 to build a granary gazebo.

**C203-24(4-09-24)**

**RESOLUTION by Deputy Reeve Janzen to approve a conditional grant to the Worsley Chamber of Commerce of \$3,500.00 for a 13x13 ft granary gazebo on Lot P Plan 802KS with the**

requirements as follows: All Alberta Transportation and required permits completed, A maintenance agreement entered with Clear Hills County, including a report with the complete design & specifications of the gazebo and all Municipal Planning & Development obligations fulfilled. Funds to be allocated from the Economic Development Reserve. **CARRIED.**

COMMUNITY

No items

PUBLIC WORKS

Access Road Request  
NW-29-85-7 W6M

Council is presented with an application to construct an access road North of Township Road 854 for approximately 1,250 meters to access NW-29-85-7 W6M.

**C204-24(4-09-24)**

**RESOLUTION by Reeve Bean to table the request for an access road north of Township Road 854 to access NW-29-85-7 W6M until a future Regular Council Meeting. **CARRIED.****

Policy 3201 Road  
Construction

Council is presented with a Policy 3201 Road Construction draft for review.

**C205-24(4-09-24)**

**RESOLUTION by Reeve Bean to approve Policy 3201 Road Construction section 3.4 with the amendment to include that agreements between the landowner and Clear Hills County be put in place for sections 3.1 MSSC Study, 3.2 Study Outcome Compensation, 3.3 Construction & 3.4 Fill Material. **CARRIED.****

Reeve Bean recessed the meeting at 12:09 p.m.

Reeve Bean reconvened the meeting at 12:40 p.m.

**C206-24(4-09-24)**

**RESOLUTION by Deputy Reeve Janzen to schedule a Road Tour for the west end of the County on April 30, 2024. **CARRIED.****

Cleardale Sewer  
Upgrade and Street  
Extension

Council is presented with a proposal from WSP Canada Inc. for the Hamlet of Cleardale sewer upgrade and street extension engineering, design, tendering, and construction administration as well as a project cost estimate.

Reeve Bean recessed the meeting at 1:35 p.m.

Reeve Bean reconvened the meeting at 1:40 p.m.

**C207-24(4-09-24)**

**RESOLUTION by Councillor Giesbrecht to approve WSP Canada Inc. proposal of \$166,460.00 for the engineering, design, tendering, and construction & administration for the Hamlet of Cleardale sewer upgrade and street extension. Funds to be allocated from the Road Construction Reserve and the Sewer Reserve. **CARRIED.****

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REGULAR COUNCIL MEETING  
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**C208-24(4-09-24)** RESOLUTION by Councillor Ruecker to proceed with acquiring quotes on an engineered building for the Cleardale Firehall and proceed with the necessary dirt work to prepare for the building construction. **CARRIED.**

**C209-24(4-09-24)** RESOLUTION by Councillor Stevenson to bring back information on hiring a project manager for the overseeing of the Cleardale Firehall to the next Regular Council Meeting. **CARRIED.**

Councillor Ruecker left the meeting at 2:31 p.m.

**C210-24(4-09-24)** RESOLUTION by Reeve Bean to table the 2024 Operating Budget and 2024 Mill Rate Bylaw to the April 23, 2024, Regular Council Meeting. **CARRIED.**

Councillor Ruecker entered the meeting at 2:31 p.m.

WRITTEN REPORTS

Chief Administrative Officer's Report

Chief Administrative Officer's report.

**C211-24(4-09-24)** RESOLUTION by Councillor Hansen to receive the Chief Administrative Officer's report for information, as presented. **CARRIED.**

**C212-24(4-09-24)** RESOLUTION by Councillor Ruecker to bring back the Fire ban Bylaw to the April 23<sup>rd</sup> Regular Council Meeting. **CARRIED.**

Reeve Bean recessed the meeting at 2:41 p.m.  
Reeve Bean reconvened the meeting at 2:46 p.m.

Public Works Manager's Report

Public Works Manager's Report

**C213-24(4-09-24)** RESOLUTION by Deputy Reeve Janzen to receive the Public Works Manager's report for information, as presented. **CARRIED.**

COUNCIL INFORMATION

Council is presented with correspondence, for information.

**C214-24(4-09-24)** RESOLUTION by Councillor Stevenson to receive the Council correspondence for information, as presented. **CARRIED.**

CALENDARS

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.

**C215-24(4-09-24)** RESOLUTION by Councillor Giesbrecht to accept for information April, May, and June 2024 calendar updates of Councillor meetings for information, as presented.

Date	Meeting	Attendee
April 15	MPTA – Exec	Bean

Page 6 of 6  
REGULAR COUNCIL MEETING  
TUESDAY, APRIL 9, 2024

April 15	WDHP	Hansen
April 9	BR- REC	Hansen
April 30	Road Tour	All
		<b>CARRIED.</b>

**C216-24(4-09-24)**

**RESOLUTION by Councillor Giesbrecht that Council close the meeting to the public as per Section 27, of FOIP at 2:58 p.m.  
CARRIED.**

**C217-24(4-09-24)**

**RESOLUTION by Councillor Stevenson that Council opens the meeting to the public as per Section 27, of FOIP at 3:24 p.m.  
CARRIED.**

ADJOURNMENT

Reeve Bean adjourned the April 9, 2024 Regular Council Meeting at 3:25 p.m.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	April 23, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	<b>2023 Audited Financial Statements</b>
File Code:	12-05-03

DESCRIPTION:

Wilde & Company performed the year end audit and produced the draft 2023 audited financial statements.

BACKGROUND / PROPOSAL:

Representatives from Wilde & Company were present from March 25, 2024 to March 28, 2024 to perform the annual year end audit field work.

Administration has brought the 2023 draft audited financial statements to Council for review.

**Draft financial statements will be available for viewing in the County office at 8:00 a.m. on April 23, 2024.**

ATTACHMENTS

RECOMMENDED ACTION:

**RESOLUTION** by ... that Council adopts the 2023 audited financial statements as presented by Wilde & Company.

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b> 
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# Clear Hills County

## Request For Decision (RFD)

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

DESCRIPTION:

Management activity report for April 9, 2024.

ATTACHMENTS:

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

RECOMMENDED ACTION:

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

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



**Management Team**

**Activity Report for April 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
		<b>September 12, 2023</b>		
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	Tender Closes April 5
		<b>October 16, 2023</b>		
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 –
		<b>November 28, 2023</b>		
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	Reeve Bean
		<b>February 27, 2024</b>		
C93-24	02/27/24	RESOLUTION by Deputy Reeve Janzen to receive the delegation from the Fairview Curling Club for information, as presented, and bring back the funding request to a future Regular Council Meeting. CARRIED.	EA	Future Meeting
C104-24	02/27/24	RESOLUTION by Councillor Ruecker to hire A.S. Roach for two free training sessions on the Sprinkler Protection Unit (SPU) for the Worsley Fire Department, Hines Creek Fire Department, Public Works, and other external Counties and Municipalities. The specific date for these sessions will be confirmed at a later time. CARRIED.	CC	April 2-3 April 4-5
		<b>March 12, 2024</b>		
C127-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to bring back information regarding Mutual Aid on the	CC	



**Management Team**

**Activity Report for April 9, 2024**

**LEGEND:**

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		Chinchaga Forestry Road to a future meeting. <b>CARRIED.</b>		
C128-24	03/12/24	RESOLUTION by Reeve Bean to include the civic rural address to all tax notices starting in 2025. <b>CARRIED.</b>	CS	
C130-24	03/12/24	RESOLUTION by Reeve Bean to approve hiring Mike Evans with Honey Films to proceed with the showcasing seniors' video and include a budget of up to \$4,000.00 for the video production, funds to be allocated from the Rate Stabilization Reserve. <b>CARRIED.</b>	EA	In works
C131-24	03/12/24	RESOLUTION by Councillor Giesbrecht to award Tender 2024-01 New Rotary Mower to Flaman Sales and Rentals for \$27,400.00 This price includes a trade-in allowance of \$29,500.00 for Unit 19 2021 Schulte Mower, funds to be allocated from the Common Services Vehicles and Equipment Reserve. <b>CARRIED.</b>	AG	April
C133-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to award Tender 2024-02 Two New Sidearm/Swingarm Hitches to Flaman Sales and Rentals for the cash price amount of \$32,830.76 per sidearm/swingarm with no trade. The total cash price for the two sidearm/swingarm's is \$65,661.52, funds to be allocated from Common Services Vehicles and Equipment Reserve. <b>CARRIED.</b>	AG	Sept/Oct
C139-24	03/12/24	RESOLUTION by Councillor Giesbrecht to proceed to Tender for Fire Fighter Turnout Gear for the Worsley Volunteer Fire Department. <b>CARRIED.</b>	CC	In works
C140-24	03/12/24	RESOLUTION by Councillor Hansen to proceed to Tender for Fire Fighter Turnout Gear for the Hines Creek Volunteer Fire Department. <b>CARRIED.</b>	CC	In works
C141-24	03/12/24	RESOLUTION by Reeve Bean to reject all tenders for tender 2024 Grading Projects (Access Road Construction) Contract No. CA0003927-8338 due to budgetary reasons. <b>CARRIED.</b>	PW	
C143-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to approve the quote and proceed with Hydrogeological Consultants Ltd. for the engineering of the drilling,	PW	In works



**Management Team**

**Activity Report for April 9, 2024**

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		testing, and licensing of the 2024 Worsley Water Well at the Worsley Water Treatment Plant for the estimated cost of \$55,984.71, funds to be allocated from the Water Reserve. CARRIED.		
C144-24	03/12/24	RESOLUTION by Councillor Stevenson to approve the quote and proceed with Darel Saville for the drilling and installation of the 2024 Worsley Water Well at the Worsley Water Treatment Plant for the estimated cost of \$272,885.00, funds to be allocated from the Water Reserve. CARRIED.	PW	In works
C145-24	03/12/24	RESOLUTION by Councillor Walmsley to approve the quote and proceed with Main-Way Electrical & Instrumentation Ltd. for the required Worsley Water Treatment Plant replacement computer and Scada licensing upgrade for the proposed cost of \$41,865.18, funds to be allocated from the Water Reserve. CARRIED.	PW	In works
C148-24	03/12/24	RESOLUTION by Councillor Giesbrecht to proceed with the disposal of unit 65 New Holland tractor and the Worsley Water Treatment Plant air compressor at a future local auction, as presented. CARRIED.	AG	April
C158-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to proceed with the land purchase for the proposed Cleardale subdivision/firehall as discussed. CARRIED.	PW	In works
		<b>March 26, 2024</b>		
C164-24	03/26/24	RESOLUTION by Councillor Giesbrecht that Council approves the Clear Hills County Council booth schedule for the 27th Annual Agricultural Tradeshow. CARRIED.	EA/ CC	April 13
C172-24	03/26/24	RESOLUTION by Deputy Reeve Janzen to proceed to proposal for the operation and maintenance of the Transfer Stations. CARRIED.	PW	
C174-24	03/26/24	RESOLUTION by Councillor Walmsley to award Tender 2024-05 Pavement Crack Sealing to Marshall Lines for the amount of \$1,250.00/per km and 1.95/m funds to be allocated from the 2024 Operating Budget. CARRIED.	PW	Awarded
C179-24	03/26/24	RESOLUTION by Councillor Giesbrecht to approve	EA	



**Management Team**

**Activity Report for April 9, 2024**

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MOTION	DATE	DESCRIPTION	DEPT	STATUS																
		the attendance of Reeve Bean to the Trappers Rendezvouz on July 12-14, 2024. CARRIED.																		
		<b>April 2, 2024 Policy &amp; Priority</b>																		
P188-24	04/02/24	RESOLUTION by Deputy Reeve Janzen to invite the Fairview Chamber of Commerce and Worsley Chamber of Commerce to a future Policy & Priority Meeting.CARRIED.	EA	Invite sent																
		<b>April 2, 2024 Special Council Meeting</b>																		
SP184-24	04/02/24	RESOLUTION by Reeve Bean to issue a Clear Hills County Fire Ban for all areas in Clear Hills County effective at 12:01 a.m., on April 3, 2024, as per Bylaw No. 282-24. CARRIED.	CC/ EA	Active																
		<b>April 9, 2024 Regular Council Meeting</b>																		
C194-24	04/09/24	RESOLUTION by Councillor Giesbrecht to open tenders at 9:35 a.m. for the Bridge File No. 71273 Tender No. CA00046766.1010, WSP Canada Inc. will analyze the results and bring back a recommendation to a future council meeting. CARRIED.	PW	Award April 23																
		<table border="1"> <thead> <tr> <th>Company</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Szmata Projects Ltd.</td> <td>\$571,265.00</td> </tr> <tr> <td>LaPrairie Works Inc.</td> <td>\$878,980.00</td> </tr> <tr> <td>Northern Road Builders.</td> <td>\$1,476,675.00</td> </tr> <tr> <td>S.Young Enterprises Ltd.</td> <td>\$2,411,865.00</td> </tr> <tr> <td>Martushev Logging Ltd.</td> <td>\$926,150.87</td> </tr> <tr> <td>MDP Oilfield Services Ltd.</td> <td>\$957,392.00</td> </tr> <tr> <td>Boss Bridgeworks</td> <td>\$708,500.00</td> </tr> </tbody> </table>	Company	Amount	Szmata Projects Ltd.	\$571,265.00	LaPrairie Works Inc.	\$878,980.00	Northern Road Builders.	\$1,476,675.00	S.Young Enterprises Ltd.	\$2,411,865.00	Martushev Logging Ltd.	\$926,150.87	MDP Oilfield Services Ltd.	\$957,392.00	Boss Bridgeworks	\$708,500.00		
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C196-24	04/09/24	RESOLUTION by Reeve Bean to request a meeting with the County of Northern Lights to discuss mutual aid. CARRIED.	EA	April 18																
C197-24	04/09/24	RESOLUTION by Councillor Stevenson to draft a letter to the Minister of Transportation inviting him to a meeting with Council to discuss Secondary Highway 717.CARRIED.	EA	Letter Drafted																
C198-24	04/09/24	RESOLUTION by Councillor Stevenson to approve a conditional grant to the Cherry Canyon Agricultural Society for their water trailer up to the	CS																	



## Management Team

### Activity Report for April 9, 2024

LEGEND:

Budget Items:  Completed Items:  Items in Waiting:

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

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		amount of \$16,170.00 with the following conditions: The Cherry Canyon Agricultural Society must put a policy in place stating that the water trailer will only be used for fire suppression and prevention and not for non-fire related uses. <b>CARRIED.</b>		
C199-24	04/09/24	<b>RESOLUTION</b> by Councillor Ruecker to renew a 3-year rental lease agreement with Alberta Health Services on the double wide mobile home, (Municipal Address- 485 Creek Bend Street. Legal Land Description - Plan 802KS, Block 2, Lot 5) with a monthly rental rate of \$1,050.00. <b>CARRIED.</b>	AG	
C200-24	04/09/24	<b>RESOLUTION</b> by Deputy Reeve Janzen to grant Peace County Beef and Forage Association (PCBFA) \$10,000.00 of the \$20,000.00 Resource Management Partnership additional funding request. <b>CARRIED.</b>	AG	Letter Drafted
C203-24	04/09/24	<b>RESOLUTION</b> by Deputy Reeve Janzen to approve a conditional grant to the Worsley Chamber of Commerce of \$3,500.00 for a 13x13 ft granary gazebo on Lot P Plan 802KS with the requirements as follows: All Alberta Transportation and required permits completed, A maintenance agreement entered with Clear Hills County, including a report with the complete design & specifications of the gazebo and all Municipal Planning Development obligations fulfilled. Funds to be allocated from the Economic Development Reserve. <b>CARRIED.</b>	CS	
C204-24	04/09/24	<b>RESOLUTION</b> by Reeve Bean to table the request for an access road north of Township Road 854 to access NW-29-85-7 W6M until a future Regular Council Meeting. <b>CARRIED.</b>	PW	
C205-24	04/09/24	<b>RESOLUTION</b> by Reeve Bean to approve Policy 3201 Road Construction section 3.4 with the amendment to include that agreements between the landowner and Clear Hills County be put in place for sections 3.1 MSSC Study, 3.2 Study Outcome Compensation, 3.3 Construction & 3.4 Fill Material. <b>CARRIED.</b>	PW	April 23



## Management Team

### Activity Report for April 9, 2024

LEGEND:

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

MOTION	DATE	DESCRIPTION	DEPT	STATUS
C206-24	04/09/24	RESOLUTION by Deputy Reeve Janzen to schedule a Road Tour for the west end of the County on April 30, 2024. <b>CARRIED.</b>	EA	
C207-24	04/09/24	RESOLUTION by Councillor Giesbrecht to approve WSP Canada Inc. proposal of \$166,460.00 for the engineering, design, tendering, and construction & administration for the Hamlet of Cleardale sewer upgrade and street extension. Funds to be allocated from the Road Construction Reserve and the Sewer Reserve. <b>CARRIED.</b>	PW	In works
C208-24	04/09/24	RESOLUTION by Councillor Ruecker to proceed with acquiring quotes on an engineered building for the Cleardale Firehall and proceed with the necessary dirt work to prepare for the building construction. <b>CARRIED.</b>	PW	In works
C209-24	04/09/24	RESOLUTION by Councillor Stevenson to bring back information on hiring a project manager for the overseeing of the Cleardale Firehall to the next Regular Council Meeting. <b>CARRIED.</b>	PW	In works
C210-24	04/09/24	RESOLUTION by Reeve Bean to table the 2024 Operating Budget and 2024 Mill Rate Bylaw to the April 23, 2024, Regular Council Meeting. <b>CARRIED.</b>	CS	April 23
C212-24	04/09/24	RESOLUTION by Councillor Ruecker to bring back the Fire ban Bylaw to the April 23rd Regular Council Meeting. <b>CARRIED.</b>	CC	April 23
		<b>November 17, 2021</b>		
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. <b>CARRIED.</b>	CDM	2022✓ 2023✓ 2024✓ 2025
		<b>May 16, 2023</b>		
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. <b>CARRIED.</b>	CS	Update 022824 Rejected all Tenders due to overbudget



**Management Team**

**Activity Report for April 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
<b>November 28, 2023</b>				
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
<b>December 12, 2023</b>				
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	
<b>March 21, 2024</b>				
C150-24	03/12/24	RESOLUTION by Councillor Stevenson to approve WSP Canada Inc.'s engineering estimate of \$87,834.00 for the construction of approximately 1000 meters of a new local road on Range Road 25 South of Township 832, with the funds to be allocated from the Road Construction Reserve. CARRIED.	PW	
C151-24	03/12/24	RESOLUTION by Reeve Bean to approve WSP Canada Inc.'s engineering estimate of \$86,404.00 for the construction of approximately 1000 meters of a new local road on Range Road 124 North of Township 840, with the funds to be allocated from the Road Construction Reserve. CARRIED.	PW	
<b>March 27, 2024</b>				
C134-24	03/12/24	RESOLUTION by Councillor Hansen to award Tender 2024-03 Tractor to Fosters Agri-World for \$155,000.00. This price includes a trade-in allowance of \$90,000.00 for Unit 66 Case IH L765, contingent upon its value remaining unchanged at time of delivery as per the agreement, funds to be allocated from Common Services Vehicles and Equipment Reserve.CARRIED.	AG	Spring 2025
<b>ITEMS IN WAITING</b>				
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	CSM	January 14, 2030



**Management Team**

**Activity Report for April 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
		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.		
		<b>February 18, 2021</b>		
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.		
		<b>February 2024</b>		
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
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 grader contracts that offers an up to 3 year life cycle extension to be granted by Council motion when in a consecutive term. CARRIED.	PW	Spring 2025
C83-24	02/13/24	RESOLUTION by Deputy Reeve Janzen to proceed with the disposal of unit 48 2014 Chev crew cab and the 2008 16' Rainbow trailer at a future local auction. CARRIED.	PW	

## Policy & Priority Update

### Activity Report for April 2, 2024

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	Notes
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/
P666-23(12-05-23)	Contract	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 2025
P674-23(12-05-23)	Recruitment	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
C51-24(1-23-24)	Website	EA	RESOLUTION by Councillor Hansen to bring back the development of the Clear Hills County website to a future Policy & Priority Meeting. CARRIED.	May 7 P&P meeting Sent quotes to 3 businesses received 2
C31-24(1-09-24)	Re-Brand	EA	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.	Waiting on info from Source Inspire
C98-24(2-27-24)	P&P	EA	RESOLUTION by Councillor Hansen to schedule monthly Policy & Priority meetings for the first Tuesday of every month at 9:30 a.m. commencing Tuesday, April 2, 2024.	Ongoing
P118-24(03-04-24)	MLA	EA	RESOLUTION by Councillor Walmsley to request a meeting with MLA, Todd Loewen to discuss county related concerns. CARRIED.	Request sent – End April/beginning May
C130-24(3-12-24)	Seniors video	EA	RESOLUTION by Reeve Bean to approve hiring Mike Evans with Honey Films to proceed with the showcasing seniors' video and include a budget of up to \$4,000.00 for the video production, funds to be allocated from the Rate Stabilization Reserve. CARRIED.	Contract signed/ will begin working with Honey Films
P188-24(04-02-24)	Ec-Dev	EA	RESOLUTION by Deputy Reeve Janzen to invite the Fairview Chamber of Commerce and Worsley Chamber of Commerce to a future Policy & Priority Meeting. CARRIED	May 7 – Fairview will be in attendance at 10:30 a.m.

# Clear Hills County

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	April 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>COUNCIL REPORTS ON MEETINGS</b>
File:	11-02-02

DESCRIPTION:

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

BACKGROUND / PROPOSAL:

Council members attend meetings they have been appointed to.

ATTACHMENTS:

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:



# Clear Hills County

## Request For Decision (RFD)

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

DESCRIPTION:

A list of expenditures for Clear Hills County for the period of April 10, 2024 to April 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 April 10, 2024 to April 23, 2024 for a total of \$205,687.36, with funds to be transferred from Long Term Investments.

Initials show support - Reviewed by:	Manager:		CAO:	
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Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	Last
Cheque Date	4/10/24	4/23/24		

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
795496 ALBERTA LTD. O/A HAYWAR	029039	4/23/24	\$50.00
Invoice Description      Invoice Number      Invoice Amount			
Rental Deposit Refund      81624-041024      \$50.00			
AGS MECHANICAL CONTRACTORS LTD	029040	4/23/24	\$1,564.79
Invoice Description      Invoice Number      Invoice Amount			
Replace Pump at Cldl Pumphouse      12592-SW      \$1,564.79			
ALBERTA JUNIOR FOREST WARDENS	029041	4/23/24	\$169.97
Invoice Description      Invoice Number      Invoice Amount			
Trade Show Kids Booth Activity      041524      \$169.97			
ALL PEACE CARPENTRY	029042	4/23/24	\$2,760.00
Invoice Description      Invoice Number      Invoice Amount			
Royce Pumphouse/W Sewer R&M      090      \$2,760.00			
ALS CANADA LTD	029043	4/23/24	\$422.10
Invoice Description      Invoice Number      Invoice Amount			
Cleardale Water Sample      3311448890      \$211.05			
Worsley Water Sample      3311448889      \$211.05			
AMSC INSURANCE SERVICES LTD	029044	4/23/24	\$10,971.96
Invoice Description      Invoice Number      Invoice Amount			
April Benefits      1754-2024-04      \$10,971.96			
ASSOCIATED FIRE SAFETY GROUP	029045	4/23/24	\$668.33
Invoice Description      Invoice Number      Invoice Amount			
Boots for HCFD      00008266      \$668.33			
ATCO ELECTRIC	029046	4/23/24	\$8,534.77
Invoice Description      Invoice Number      Invoice Amount			
Duplicate AR Payment Reimburse      041024      \$5,000.00			
Worsley Street Light Replace      3019892      \$3,534.77			
B & E HOME HARDWARE	029047	4/23/24	\$403.34
Invoice Description      Invoice Number      Invoice Amount			

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Washer Fluid Unit 65-60	101-166423		\$4.19
HCFD Stationary Supplies	101-166474		\$45.82
Totes for Events	101-166702		\$139.31
Hardware for Trade Show Signs	101-166944		\$16.32
HCFD Janitorial Supplies	101-166973		\$23.09
T.S. Farm Safety Barn Supplies	101-166989		\$91.32
HCFD Storage Bags	102-72157		\$9.96
Kids Trade Show Booth Supplies	101-167334		\$73.33
<hr/>			
BELL CANADA	029048	4/23/24	\$737.52
<hr/>			
Invoice Description	Invoice Number	Invoice Amount	
April Service Agreement #644	X0149829582404	\$737.52	
<hr/>			
BOSCHWICK CONTRACTING	029049	4/23/24	\$21,314.53
<hr/>			
Invoice Description	Invoice Number	Invoice Amount	
Bear Canyon GB09	667	\$10,380.85	
Worsley GB01	668	\$10,933.68	
<hr/>			
CLEAR HILLS WASTE MANAGEMENT	029050	4/23/24	\$10,340.62
<hr/>			
Invoice Description	Invoice Number	Invoice Amount	
Transfer Stations Contract	204	\$10,340.62	
<hr/>			
CLIFF'S STEAMING	029051	4/23/24	\$5,633.25
<hr/>			
Invoice Description	Invoice Number	Invoice Amount	
Clean Out Man Hole/Thaw Culv	3412	\$1,065.75	
Thaw Culverts	3411	\$3,349.50	
Thaw Culvert	3342	\$609.00	
Thaw Culvert	3313	\$609.00	
<hr/>			
COX, GERALD	029052	4/23/24	\$7,665.00
<hr/>			
Invoice Description	Invoice Number	Invoice Amount	
Vac Out Sump/Holding Tank etc.	182470	\$750.00	
Haul Water to BCWP	182469	\$1,140.00	
WTP Operator Contract	182468	\$5,775.00	
<hr/>			
DWG PROCESS SUPPLY LTD.	029053	4/23/24	\$6,635.30
<hr/>			
Invoice Description	Invoice Number	Invoice Amount	
Antiscalant - WWTP	1064431	\$6,635.30	
<hr/>			
EUREKA RIVER AG SOCIETY	029054	4/23/24	\$126.00
<hr/>			
Invoice Description	Invoice Number	Invoice Amount	
Rent Tables for Trade Show	594	\$126.00	
<hr/>			
FEDERATION OF CAN MUNICIPALITI	029055	4/23/24	\$920.97
<hr/>			
Invoice Description	Invoice Number	Invoice Amount	
FCM Membership	INV-38086-K2B1	\$920.97	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
FEHR TIRECRAFT LTD.	029056	4/23/24	\$463.05
Invoice Description                      Invoice Number                      Invoice Amount			
R&M Unit 65-56	60433		\$309.75
R&M Unit 65-62	60710		\$131.25
WFD Tools	60874		\$22.05
GLACIER FARMEDIA	029057	4/23/24	\$525.00
Invoice Description                      Invoice Number                      Invoice Amount			
2024 Tradeshow Advertising	GFM388230		\$525.00
GLOBAL FLEET INFORMATION	029058	4/23/24	\$687.75
Invoice Description                      Invoice Number                      Invoice Amount			
March Monthly Fees	221355		\$687.75
GNB	029059	4/23/24	\$8,531.25
Invoice Description                      Invoice Number                      Invoice Amount			
Portable Bridge Rent Agmt #723	550144		\$8,531.25
GOVERNMENT OF ALBERTA	029060	4/23/24	\$850.00
Invoice Description                      Invoice Number                      Invoice Amount			
Annual Rent - DLO-980045	0005959521		\$850.00
GREAT WEST MEDIA	029061	4/23/24	\$1,348.28
Invoice Description                      Invoice Number                      Invoice Amount			
Newsletter Printing	GWM12920		\$1,348.28
GREGG DISTRIBUTORS CO. LTD(FAI 029062		4/23/24	\$12,184.95
Invoice Description                      Invoice Number                      Invoice Amount			
HC Transfer Site Gate Repair	036-346461		\$47.03
Lights for WFD Unit 1802	036-347060		\$72.10
Lay Flat Hose - Tender 2024-04	036-347222		\$12,020.40
Tyvek Suits	036-346342		\$45.42
GRIMSHAW GRAVEL SALES	029063	4/23/24	\$554.24
Invoice Description                      Invoice Number                      Invoice Amount			
Gravel for Gravel Haul	24014		\$554.24
H.K.P. TRUCKING	029064	4/23/24	\$3,005.98
Invoice Description                      Invoice Number                      Invoice Amount			
CVIP/R&M Unit 63-40	53520705		\$1,390.28
WFD Unit 1802 Light Connectors	53520955		\$36.75
WFD Unit 1802 Light Connectors	53520964		\$16.80
Supplies for Unit 1802 Lights	53520971		\$6.30
Wash Worsley Senior's Bus	53520581		\$81.06

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Worsely Sr's Bus CVIP/R&M	53520867		\$917.87
R&M Unit 64-11	53521111		\$556.92
HEARTLAND TRAINING & SUPPORT H 029065		4/23/24	\$175.50
Invoice Description	Invoice Number	Invoice Amount	
2024 Farm Safety Donation	040324	\$175.50	
HIEBERT, GEORGE	029066	4/23/24	\$1,837.50
Invoice Description	Invoice Number	Invoice Amount	
Wild Fire 18 Clean Up	534612	\$1,837.50	
HINES CREEK GENERAL STORE	029067	4/23/24	\$294.02
Invoice Description	Invoice Number	Invoice Amount	
Trade Show Set Up Lunch	10110047281	\$176.52	
Trade Show Set Up Lunch	10110047354	\$117.50	
LAPRAIRIE WORKS	029068	4/23/24	\$12,616.82
Invoice Description	Invoice Number	Invoice Amount	
March Pavement Maintenance	4490-0011 MAR2	\$12,616.82	
MAD DOG CRESTING	029069	4/23/24	\$3,344.69
Invoice Description	Invoice Number	Invoice Amount	
Promo Items - Fish Hooks	46934	\$2,494.19	
Helping Hands/Security Clothes	47056	\$683.55	
CCFC Promo Hats	47057	\$166.95	
PARTLINE PLUS	029070	4/23/24	\$219.56
Invoice Description	Invoice Number	Invoice Amount	
WFD Tools	001-035652	\$9.82	
Shop Tools	001-034799	\$209.74	
PETERS, JAKE	029071	4/23/24	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	81659-041024	\$400.00	
PETTY CASH	029072	4/23/24	\$22.65
Invoice Description	Invoice Number	Invoice Amount	
Replenish Petty Cash	033124	\$22.65	
PRAIRIE DISPOSAL LTD.	029073	4/23/24	\$8,010.19
Invoice Description	Invoice Number	Invoice Amount	
Recycle Bin Maintenance	0000708530	\$3,908.63	
Additional Hauling	0000708350	\$4,101.56	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
RELIANCE ASSESSMENT CONSULTANT	029074	4/23/24	\$6,835.50
Invoice Description	Invoice Number	Invoice Amount	
April Assessment Services	112	\$6,835.50	
ROADATA SERVICES LTD	029075	4/23/24	\$386.40
Invoice Description	Invoice Number	Invoice Amount	
Permitting Services - March	00083519	\$386.40	
ROAMING TRANSPORT	029076	4/23/24	\$12,401.55
Invoice Description	Invoice Number	Invoice Amount	
Hines Creek GB14	0507	\$12,401.55	
RUCO ENTERPRISES	029077	4/23/24	\$903.00
Invoice Description	Invoice Number	Invoice Amount	
Cleardale Hamlet Snow Removal	1803	\$903.00	
SCANALTA POWER SALES LTD.	029078	4/23/24	\$335.99
Invoice Description	Invoice Number	Invoice Amount	
Battery Unit 63-32	I0091270	\$283.49	
R&M Unit 63-04	I0091284	\$52.50	
SHEWCHUK, GERALD	029079	4/23/24	\$801.53
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	6433-032724	\$801.53	
THOMAS DON	029080	4/23/24	\$60.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	81064-040224	\$60.00	
VALE INDUSTRIES	029081	4/23/24	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
Trade Show Booth 75% Reimburse	040324	\$150.00	
WILDE & COMPANY	029082	4/23/24	\$39,900.00
Invoice Description	Invoice Number	Invoice Amount	
2023 YE Audit	0790-040224	\$39,900.00	
WORSLEY GENERAL STORE	029083	4/23/24	\$473.51
Invoice Description	Invoice Number	Invoice Amount	
Laundry Soap for Office/Shop	68654	\$11.96	
ASB Tour Snacks	68089	\$25.19	
Groceries	68671	\$11.73	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Grocery Order	68669		\$421.49
Light Bulb - Shop	69446		\$3.14
<hr/>			
WYCLIFFE ENTERPRISES LTD.	029084	4/23/24	\$9,450.00
<hr/>			
Invoice Description	Invoice Number	Invoice Amount	
Eureka GB13	831	\$9,450.00	
	Report Total	\$205,687.36	

Ranges: From: To: From: To:  
 Cheque Number First Last Cheque Date 4/10/24 4/23/24  
 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
029039	795496AB	795496 ALBERTA LTD. O/A HAYWAR	4/23/24	ATB	PMCHQ00001261	\$50.00
029040	AGSMECHANICAL	AGS MECHANICAL CONTRACTORS LTD	4/23/24	ATB	PMCHQ00001261	\$1,564.79
029041	ALBERTAJR	ALBERTA JUNIOR FOREST WARDENS	4/23/24	ATB	PMCHQ00001261	\$169.97
029042	ALLPEACE	ALL PEACE CARPENTRY	4/23/24	ATB	PMCHQ00001261	\$2,760.00
029043	ALSE01	ALS CANADA LTD	4/23/24	ATB	PMCHQ00001261	\$422.10
029044	AMSC05	AMSC INSURANCE SERVICES LTD	4/23/24	ATB	PMCHQ00001261	\$10,971.96
029045	ASSOCIATEDFIRE	ASSOCIATED FIRE SAFETY GROUP	4/23/24	ATB	PMCHQ00001261	\$668.33
029046	ATCO02	ATCO ELECTRIC	4/23/24	ATB	PMCHQ00001261	\$8,534.77
029047	B&EHOME01	B & E HOME HARDWARE	4/23/24	ATB	PMCHQ00001261	\$403.34
029048	BELL	BELL CANADA	4/23/24	ATB	PMCHQ00001261	\$737.52
029049	BOSCHWICK01	BOSCHWICK CONTRACTING	4/23/24	ATB	PMCHQ00001261	\$21,314.53
029050	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	4/23/24	ATB	PMCHQ00001261	\$10,340.62
029051	CLIFF01	CLIFF'S STEAMING	4/23/24	ATB	PMCHQ00001261	\$5,633.25
029052	COXGERALD01	GERALD COX	4/23/24	ATB	PMCHQ00001261	\$7,665.00
029053	DWG	DWG PROCESS SUPPLY LTD.	4/23/24	ATB	PMCHQ00001261	\$6,635.30
029054	EUREKA01	EUREKA RIVER AG SOCIETY	4/23/24	ATB	PMCHQ00001261	\$126.00
029055	FCM01	FEDERATION OF CANADIAN	4/23/24	ATB	PMCHQ00001261	\$920.97
029056	FEHR14	FEHR TIRECRAFT LTD.	4/23/24	ATB	PMCHQ00001261	\$463.05
029057	GLACIER	GLACIER FARMEDIA	4/23/24	ATB	PMCHQ00001261	\$525.00
029058	GFI01	GFI SYSTEMS INC..	4/23/24	ATB	PMCHQ00001261	\$687.75
029059	GMB	GREAT NORTHERN BRIDGEWORKS LTD	4/23/24	ATB	PMCHQ00001261	\$8,531.25
029060	GOVERNMENT02	GOVERNMENT OF ALBERTA	4/23/24	ATB	PMCHQ00001261	\$850.00
029061	GREATWEST	GREAT WEST MEDIA, LP	4/23/24	ATB	PMCHQ00001261	\$1,348.28
029062	GREGG01	GREGG DISTRIBUTORS CO. LTD.	4/23/24	ATB	PMCHQ00001261	\$12,184.95
029063	GRIMSHAW02	GRIMSHAW GRAVEL SALES	4/23/24	ATB	PMCHQ00001261	\$554.24
029064	HKPTRUCK01	H.K.P. TRUCKING	4/23/24	ATB	PMCHQ00001261	\$3,005.98
029065	HEARTLAND	HEARTLAND TRAINING & SUPPORT H	4/23/24	ATB	PMCHQ00001261	\$175.50
029066	HIEBERTG	GEORGE HIEBERT	4/23/24	ATB	PMCHQ00001261	\$1,837.50
029067	HCGENERAL01	HINES CREEK GENERAL STORE	4/23/24	ATB	PMCHQ00001261	\$294.02
029068	LAPRAIWORKS01	LAPRAIRIE WORKS	4/23/24	ATB	PMCHQ00001261	\$12,616.82
029069	MADDOG01	MAD DOG CRESTING	4/23/24	ATB	PMCHQ00001261	\$3,344.69
029070	PARTLINE	PARTLINE PLUS	4/23/24	ATB	PMCHQ00001261	\$219.56
029071	PETERS06	JAKE PETERS	4/23/24	ATB	PMCHQ00001261	\$400.00
029072	CASH01	CLEAR HILLS COUNTY	4/23/24	ATB	PMCHQ00001261	\$22.65
029073	PRAIRIE03	PRAIRIE DISPOSAL LTD.	4/23/24	ATB	PMCHQ00001261	\$8,010.19
029074	RELIANCE	RELIANCE ASSESSMENT	4/23/24	ATB	PMCHQ00001261	\$6,835.50
029075	ROADATA	ROADATA SERVICES LTD	4/23/24	ATB	PMCHQ00001261	\$386.40
029076	ROAMING	ROAMING TRANSPORT	4/23/24	ATB	PMCHQ00001261	\$12,401.55
029077	RUCO01	RUCO ENTERPRISES LTD.	4/23/24	ATB	PMCHQ00001261	\$903.00
029078	SCANALTA01	SCANALTA POWER SALES LTD.	4/23/24	ATB	PMCHQ00001261	\$335.99
029079	SHEWCHUK01	SHEWCHUK, GERALD	4/23/24	ATB	PMCHQ00001261	\$801.53
029080	THOMASD01	DON THOMAS	4/23/24	ATB	PMCHQ00001261	\$60.00
029081	VALE	VALE INDUSTRIES	4/23/24	ATB	PMCHQ00001261	\$150.00
029082	WILDE01	WILDE & COMPANY	4/23/24	ATB	PMCHQ00001261	\$39,900.00
029083	WGENERAL01	4D HOLDINGS LTD.	4/23/24	ATB	PMCHQ00001261	\$473.51
029084	WYCLIFFE	WYCLIFFE ENTERPRISES LTD.	4/23/24	ATB	PMCHQ00001261	\$9,450.00

Total Cheques: 46

Total Amount of Cheques: \$205,687.36

<b>ATB MASTER CARD DETAILS</b>			
<b>DATE OF PURCHASE</b>	<b>PLACE OF PURCHASE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
3/06/24	Westjet	FCM Flights - EA	\$ 1,587.75
3/20/24	Courtyard by Marriott	RMA Conference Hotel Rooms - EA	\$ 4,261.35
3/23/24	GoTo Technologies Canada Ltd	Video Conferencing Account - EA	\$27.30
3/09/24	HP Canada	Reception Printer Ink - AP	\$ 469.32
3/19/24	Canada Post	Trade Show Mailout - AP	\$ 227.14
3/20/24	Amazon	Trade Show and Banquet Supplies - AP	\$ 128.26
3/27/24	Amazon	Fridge Filters and Coffee for Office - AP	\$ 133.55



ATB

CLEAR HILLS COUNTY \*  
Account Number:  
Alberta BusinessCard

**MONTHLY STATEMENT**  
**MAR 07 to APR 04, 2024**

We'd like to help you:

[atb.com](http://atb.com)

1-800-332-8383

**YOUR ACCOUNT SUMMARY**

Statement date: April 04, 2024

PREVIOUS CHARGES AND PAYMENTS

**Your previous balance** **\$15,128.54**

Payments made from Mar 07 to Apr 04 - Thank you -\$15,128.54

Credits \$0.00

**Total payments and credits** **-\$15,128.54**

NEW CHARGES

Purchases and returns \$6,834.67

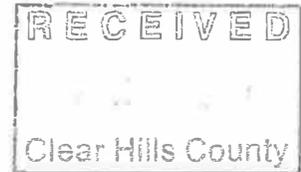
Cash advances and Mastercard cheques \$0.00

Fees and adjustments \$0.00

Interest charges \$0.00

**Total new charges** **\$6,834.67**

**Your new balance** **\$6,834.67**



MINIMUM PAYMENT AND CREDIT LIMIT

**Minimum payment due** **\$206.00** Your credit limit **\$60,000.00**

**Payment due date** **April 25, 2024** Available credit on Apr 04 **\$53,165.33**

Page 1 of 4

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: **\$6,834.67**

Minimum payment due: **\$206.00**

Payment due date: **April 25, 2024**

Amount enclosed: \$

PFDFATFXH 001794  
CLEAR HILLS COUNTY \*  
PO BOX 240  
WORSLEY AB T0H 3W0

## PAYMENTS AND CREDITS

Any payments you made that we received after April 04, 2024 will appear on your next statement.

Date Posted	Description	Amount (\$)
Mar 27	AUTOMATIC PAYMENT-THANKS	-15,128.54
<b>Total payments and credits</b>		<b>-\$15,128.54</b>

**!** \$6,834.67 will be debited from your account and credited as your automatic payment on Apr 25, 2024.

## PURCHASES AND RETURNS

Date Charged	Date Posted	Description	Amount (\$)
Mar 06	Mar 07	WESTJET 83821843542975 CALGARY AB BEAN/AMBER MS YQU YYC YYC YQU	1,587.75
Mar 20	Mar 20	COURTYARD MARRIOTT EDM EDMONTON AB FOLIO #G5328	4,261.35
Mar 23	Mar 23	GOTOCOM*GOTOMEETING GOTO.COM QC	27.30
<b>Total for</b>			<b>\$5,876.40</b>

Date Charged	Date Posted	Description	Amount (\$)
Mar 09	Mar 09	HP *CANADA CO 877-231-4351 NS	469.32
Mar 19	Mar 19	CPC / SCP 577944 WORSLEY AB	227.14
Mar 20	Mar 20	AMZN MKTP CA*RH3JF8VK2 WWW.AMAZON.CA ON	128.26
Mar 27	Mar 27	AMZN MKTP CA*ZV95E31C3 WWW.AMAZON.CA ON	133.55
<b>Total for</b>			<b>\$958.27</b>
<b>Total purchases and returns</b>			<b>\$6,834.67</b>

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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**  
**MAR 07 to APR 04, 2024**



**INTEREST CHARGES**

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

(v) - Variable (f) - Fixed

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

<b>Category</b>	<b>Spent This Period (\$)</b>
Dining and entertainment	0.00
Grocery	0.00
Professional services	0.00
Retail stores	496.62
Utilities	261.81
Home improvement and maintenance	0.00
Travel and lodging	5,849.10
Vehicle expenses (fuel, repair)	0.00
Business services	227.14
Miscellaneous	0.00
<b>Sub-total (purchases and returns)</b>	<b>\$6,834.67</b>
Cash advances and Mastercard cheques	\$0.00
<b>Grand total</b>	<b>\$6,834.67</b>

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	April 23, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	<b>2024 Operating Budget</b>
File:	12-05-06

### DESCRIPTION:

Council is provided with the 2024 Operating Budget for consideration.

### BACKGROUND / PROPOSAL:

At the November 28, 2023 Regular Council Meeting, Council passed the 2024 Interim Operating Budget. Administration has brought the draft final budget with the following revisions:

- Post interim budget Council motion(s).
- Decrease to the annual reserve funding of \$1,051,144.
- Revisions based on 2023 budget to actual year-end variance analysis.

### OPTIONS:

### ATTACHMENTS:

- 2024 Operating Budget

### RECOMMENDED ACTION:

**RESOLUTION** by... to adopt the 2024 Operating Budget as presented with a decrease to the annual reserve contributions of \$1,051,144.

Initials show support - Reviewed by:

Manager:

CAO:



## 2024 Draft Operating Budget Worksheet

Item	Total	Notes
Revenue:	15,595,198	
Expenses:	<u>17,414,010</u>	
Surplus/(Deficit)	(1,818,811)	
Government Grants for Capital	970,949	MSI-Capital, CCBF
Amortization	4,217,636	Estimated based on 2022 actuals.
Miscellaneous	52,208	Included in this amount are both the gain/loss on TCA and the estimated proceeds from the sale of TCA.
Transfers to Restricted Surplus (Reserves)	(3,846,982)	This amount includes the annual transfers to reserve and estimated interest earned based on the 2024 Reserve Forecast.
Transfers from Restricted Surplus (Reserves)	425,000	This amount includes the operating items funded by reserves .
<b>TAX FUNDS REMAINING</b>	<u><u>(0)</u></u>	

**Clear Hills County  
2024 Draft Operating Revenue Budget**

Description	2022 Actual 12/31/22	2023				2024 Budget	2025 Budget	2026 Budget
		Actual 7/31/23	Budget	Remaining				
				\$	%			
PROPERTY TAXES	17,140,422	17,448,285	17,536,595	88,310	1%	19,019,077	20,538,660	24,170,668
REQUISIT - SCHOOL - Prov. Government Dept.	(3,147,217)	(3,146,028)	(3,146,028)	-	0%	(3,106,401)	(3,146,028)	(3,146,028)
REQUISIT - SENIORS - Other Municipal Agencies	(558,066)	(606,214)	(606,214)	-	0%	(631,046)	(606,214)	(606,214)
REQUISIT - Linear & Industrial Assessment	(65,862)	(66,410)	(66,410)	-	0%	(74,899)	(66,410)	(66,410)
25% Tax Rebate Incentive (for CN Assessment, C696-23(12-12-23))	-	-	-	-	-	(59,109)	-	-
Tax Ratio Increase Rebate	-	-	-	-	-	(30,547)	-	-
ESTIMATED UNCOLLECTABLE TAXES	-	-	(1,250,000)	-	-	(1,250,000)	(1,250,000)	(1,250,000)
<b>NET PROPERTY TAXES</b>	<b>13,369,277</b>	<b>13,629,633</b>	<b>12,467,943</b>	<b>88,310</b>	<b>1%</b>	<b>13,867,076</b>	<b>15,470,008</b>	<b>19,102,016</b>
HIGHWAY TRAFFIC/BYLAWS FINES	-	-	-	-	-	-	-	-
LAND SALES - TAX RECOVERY	-	-	-	-	-	-	-	-
COMPUTER PURCHASE REIMBURSEMENT	-	-	-	-	-	-	-	-
GEN ADMIN - SALE OF GOODS & SERVICES	-	-	-	-	-	-	-	-
GEN ADMIN - TAX CERTIFICATES	6,510	2,415	5,000	2,585	52%	2,500	2,500	2,500
GEN ADMIN - SALE OF MAPS	1,855	375	1,250	875	70%	1,250	1,250	1,250
GEN ADMIN - SALE OF FIXED ASSETS	-	-	-	-	-	-	-	-
GEN ADMIN - SALE OF PHOTOCOPIES, FAX, ETC.	193	114	100	(14)	-14%	100	100	100
<b>ADMINISTRATION</b>	<b>8,558</b>	<b>2,904</b>	<b>6,350</b>	<b>3,446</b>	<b>54%</b>	<b>3,850</b>	<b>3,850</b>	<b>3,850</b>
FIRE FIGHTING CHARGES	800	10,618	1,000	(9,618)	-962%	1,000	1,000	1,000
<b>PROTECTIVE SERVICES - Fire Departments</b>	<b>800</b>	<b>10,618</b>	<b>1,000</b>	<b>9,618</b>	<b>-962%</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
ROADS - SALE OF SALVAGE/DUST CONTROL	24,957	9,600	7,500	(2,100)	-28%	10,000	10,000	10,000
ROADS - SALE OF FIXED ASSETS	-	-	-	-	-	-	-	-
<b>ROADS</b>	<b>24,957</b>	<b>9,600</b>	<b>7,500</b>	<b>2,100</b>	<b>-28%</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

**Clear Hills County  
2024 Draft Operating Revenue Budget**

Description	2022	2023			2024	2025	2026
	Actual 12/31/22	Actual 7/31/23	Budget	Remaining \$ %			
WATER-WORSLEY FRONTAGE	-	-	-	-	-	-	-
WATER-WORSLEY SALE OF WATER	-	-	-	-	-	-	-
WATER-WORSLEY SALE OF WATER	128,730	97,050	135,000	37,950 28%	150,000	150,000	150,000
WATER-CLEARDALE SALE OF WATER	61,388	41,412	50,000	8,588 17%	65,000	65,000	65,000
WATER-BEAR CANYON-SALE OF WATER	650	245	700	455 65%	750	750	750
WATER-SALE OF SERVICES	2,340	1,495	2,500	1,005 40%	2,500	2,500	2,500
WATER-REGIONAL WATERLINE TIE-IN	4,382	-	4,000	4,000 100%	4,000	4,000	4,000
<b>UTILITIES - Water</b>	<b>197,490</b>	<b>140,202</b>	<b>192,200</b>	<b>51,998 27%</b>	<b>222,250</b>	<b>222,250</b>	<b>222,250</b>
SEWER-WORSLEY FRONTAGE	-	-	-	-	-	-	-
SEWER-WORSLEY SALE OF SERVICE	14,410	9,162	14,000	4,838 35%	14,000	14,000	14,000
SEWER-CLEARDALE SALE OF SERVICE	6,927	4,106	6,000	1,894 32%	6,000	6,000	6,000
<b>UTILITIES - Sewer</b>	<b>21,338</b>	<b>13,268</b>	<b>20,000</b>	<b>6,732 34%</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
GARBAGE-SALE OF GOODS & SERVICES	-	-	-	-	-	-	-
UTILITIES - Garbage	-	-	-	-	-	-	-
<b>UTILITIES - TOTAL</b>	<b>218,828</b>	<b>153,470</b>	<b>212,200</b>	<b>58,730 28%</b>	<b>242,250</b>	<b>242,250</b>	<b>242,250</b>
ASB-SALE OF SERVICE	350	300	600	300 50%	600	600	600
TRADESHOW - Breakfast	-	-	-	-	-	-	-
TRADESHOW - Banquet	-	1,050	3,000	1,950 65%	3,000	3,000	3,000
TRADESHOW -Dance	-	7,870	-	(7,870)	-	-	-
TRADESHOW - Bar	-	-	-	-	-	-	-
TRADESHOW - Miscellaneous	-	-	-	-	-	-	-
TRADESHOW - Exhibitors	-	12,900	14,000	1,100 8%	14,000	14,000	14,000

**Clear Hills County  
2024 Draft Operating Revenue Budget**

Description	2022	2023			2024	2025	2026	
	Actual 12/31/22	Actual 7/31/23	Budget	Remaining \$ %				Budget
TRADESHOW - Other	-	-	-	-	-	-	-	
TRADESHOW - Sponsorship	-	22,450	17,000	(5,450)	-32%	17,000	17,000	17,000
ASB - Weed Enforcement Chargebacks	2,691	-	5,000	5,000	100%	12,000	5,000	5,000
AG SERVICES - V.S.I. - Memberships	850	1,150	1,050	(100)	-10%	1,550	1,550	1,550
ASB-EXTENSION MISC REVENUE	200	200	600	400	67%	600	600	600
ASB-REGISTRATIONS TRADE FAIR/TOURS	-	-	-	-	-	-	-	-
ASB-VSI RETURNS	3,160	6,046	3,500	(2,546)	-73%	6,000	3,500	3,500
<b>ASB</b>	<b>7,261</b>	<b>51,966</b>	<b>44,750</b>	<b>7,216</b>	<b>-16%</b>	<b>54,750</b>	<b>45,250</b>	<b>45,250</b>
<b>USER FEES AND SALES OF GOODS</b>	<b>260,394</b>	<b>228,557</b>	<b>271,800</b>	<b>43,243</b>	<b>16%</b>	<b>311,850</b>	<b>302,350</b>	<b>302,350</b>
PROVINCIAL CONDITIONAL GRANTS	-	-	-	-	-	-	-	-
GEN ADMIN - CONDITIONAL GRANT	137,004	274,008	137,004	(137,004)	-100%	137,004	137,004	137,004
FIRE - PROVINCIAL CONDITIONAL GRANT	-	-	-	-	-	-	-	-
DISASTER - PROV. COND. GRANTS	-	-	-	-	-	-	-	-
ROADS - PROVINCIAL CONDITIONAL GRANT	1,282,811	-	-	-	-	-	-	-
WATER - PROVINCIAL CONDITIONAL GRANT	-	-	-	-	-	-	-	-
FCSS PROVINCIAL CONDITIONAL GRANT	93,873	79,174	93,873	14,699	16%	118,000	93,873	93,873
ASB-PROVINCIAL COND GRANTS	233,907	276,247	233,907	(42,340)	-18%	276,247	276,247	276,247
ASB-REGIONAL SPECIAL WEED GRANT	-	-	-	-	-	-	-	-
Economic Development-PROVINCIAL COND GRANTS	-	-	-	-	-	-	-	-
<b>PROVINCIAL CONDITIONAL GRANTS</b>	<b>1,747,595</b>	<b>629,429</b>	<b>464,784</b>	<b>164,645</b>	<b>-35%</b>	<b>531,251</b>	<b>507,124</b>	<b>507,124</b>
ROADS - CONT FROM NON GOVERNMENT	-	-	-	-	-	-	-	-
RECREATION - CONT FROM NON GOVERNMENT	30,425	-	28,000	28,000	100%	28,000	28,000	28,000

**Clear Hills County  
2024 Draft Operating Revenue Budget**

Description	2022 Actual 12/31/22	2023			2024 Budget	2025 Budget	2026 Budget	
		Actual 7/31/23	Budget	Remaining \$ %				
RECREATION - MISC.	-	-	-	-	-	-	-	
<b>CONTRIBUTIONS FROM NON GOVERNMENT SOURCES</b>	<b>30,425</b>	-	<b>28,000</b>	<b>28,000</b>	<b>100%</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>
RETURN ON INVESTMENT-INTEREST	467,534	(441,984)	216,625	658,609	304%	214,626	206,632	209,178
PENALTIES & COSTS ON TAXES	1,628,033	1,104,447	500,000	(604,447)	-121%	500,000	500,000	500,000
GEN ADMIN - PENALTY ACCT RECEIVABLE	207	268	250	(18)	-7%	250	250	250
WATER-UTILITY PENALTY	3,936	1,971	4,500	2,529	56%	3,500	3,500	3,500
Development - Penalty	-	-	-	-		-	-	-
<b>PENALTIES &amp; COSTS ON TAXES</b>	<b>1,632,176</b>	<b>1,106,686</b>	<b>504,750</b>	<b>601,936</b>	<b>-119%</b>	<b>503,750</b>	<b>503,750</b>	<b>503,750</b>
ROADS - PERMIT FEES	11,014	4,618	5,000	382	8%	6,500	6,500	6,500
DEVELOPMENT - OTHER LOCAL GOVERNMENTS	-	-	-	-		-	-	-
PLANNING - APPROVAL FEES	1,950	300	1,800	1,500	83%	500	500	500
PLANNING - LICENSES, PERMITS	-	500	100	(400)	-400%	100	100	100
SUBDIVISION APPLICATION FEES	-	-	-	-		-	-	-
<b>LICENSES AND PERMITS</b>	<b>12,964</b>	<b>5,418</b>	<b>6,900</b>	<b>1,482</b>	<b>21%</b>	<b>7,100</b>	<b>7,100</b>	<b>7,100</b>
RENTAL REVENUE	11,400	6,666	11,400	4,734	42%	11,400	11,400	11,400
GEN ADMIN - STAFF HOUSE RENT	-	-	-	-		-	-	-
ASB-RENTAL EQUIPMENT REVENUE	31,138	11,523	20,000	8,477	42%	30,000	20,000	20,000
RECREATION - RENTAL REVENUE	7,093	5,020	10,000	4,980	50%	7,500	7,500	7,500
<b>RENTALS</b>	<b>49,631</b>	<b>23,208</b>	<b>41,400</b>	<b>18,192</b>	<b>44%</b>	<b>48,900</b>	<b>38,900</b>	<b>38,900</b>
OIL WELL DRILLING	-	-	-	-		-	-	-
MISC REVENUE	4,527	15,574	-	(15,574)		-	-	-
GEN ADMIN - Misc. Other Revenue	3,645	1,031	1,500	469	31%	1,500	1,500	1,500

**Clear Hills County  
2024 Draft Operating Revenue Budget**

Description	2022 Actual	2023			2024 Budget	2025 Budget	2026 Budget
	12/31/22	Actual 7/31/23	Budget	Remaining \$ %			
GEN ADMIN - Cash Over/Short	0	(2)	-	2	-	-	-
FIRE - Other Revenue	13,426	15,030	16,228	1,198	7%	16,553	16,884
PUBLIC WORKS - Miscellaneous Revenue	-	-	-	-		-	-
PUBLIC WORKS - Miscellaneous Revenue	20,852	-	-	-		-	-
Contribution from other Municipalities	1,082	2,459	3,800	1,341	35%	3,800	3,800
<b>OTHER</b>	<b>43,533</b>	<b>34,092</b>	<b>21,528</b>	<b>12,564</b>	<b>-58%</b>	<b>21,853</b>	<b>22,184</b>
GAIN/LOSS ON DISPOSAL OF CAPITAL ASSETS	42,579	-	(9,456)	(9,456)	100%	60,792	60,792
<b>TOTAL REVENUE</b>	<b><u>17,656,108</u></b>	<b><u>15,215,038</u></b>	<b><u>14,014,274</u></b>	<b><u>49,236</u></b>	<b><u>0%</u></b>	<b><u>15,595,198</u></b>	<b><u>17,146,839</u></b>

**CLEAR HILLS COUNTY**  
**2024 Draft Operating Expense Budget**

FUNCTION	2022	2023				2024	2025	2026
	Actual	Actual	Budget	Remaining	Budget			
	12/31/22	12/31/23		\$	%			
Salaries, Wages, and Benefits	317,088	360,412	337,500	(22,912)	-7%	567,500	587,600	608,452
Contracted & General Services	129,577	133,794	154,316	19,876	13%	167,459	174,112	181,064
Purchases From Other Governments	-	-	-	-		-	-	-
Materials, Goods & Utilities	18,225	21,372	20,250	(1,122)	-6%	24,900	25,896	26,932
Transfer Payments	-	-	-	-		-	-	-
Financial Services & Other Charges	-	-	-	-		-	-	-
<b>Council</b>	<b>464,889</b>	<b>515,578</b>	<b>512,066</b>	<b>(4,157)</b>	<b>-1%</b>	<b>759,859</b>	<b>787,608</b>	<b>816,447</b>
Salaries, Wages, and Benefits	789,922	813,809	945,000	131,191	14%	1,048,000	1,069,360	1,091,163
Contracted & General Services	464,979	481,336	484,725	3,389	1%	512,344	532,663	553,890
Purchases From Other Governments	-	-	-	-		-	-	-
Materials, Goods & Utilities	4,915	18,522	7,250	(11,272)	-155%	12,250	12,740	13,250
Transfer Payments	37,761	37,761	37,761	-	0%	37,761	39,271	40,842
Financial Services & Other Charges	(3,767)	7,556	-	(7,556)		5,000	5,200	5,408
Other Transactions	1,588,234	1,290,595	-	(1,290,595)		-	-	-
<b>Administration</b>	<b>2,882,044</b>	<b>2,649,579</b>	<b>1,474,736</b>	<b>(1,174,842)</b>	<b>-80%</b>	<b>1,615,355</b>	<b>1,659,234</b>	<b>1,704,553</b>
Policing	46,119	177,626	177,626	-	0%	267,205	267,205	277,893
Fire Fighting	380,769	449,020	431,422	(17,598)	-4%	591,396	496,245	514,773
Disaster Services & Emergency Measures	11,935	375,216	11,000	(364,216)	-3311%	13,000	13,270	13,546
Ambulance & Medical Support	126,910	118,329	124,784	6,455	5%	118,489	119,229	119,998
<b>Protective Services</b>	<b>565,734</b>	<b>1,120,191</b>	<b>744,832</b>	<b>(375,359)</b>	<b>-50%</b>	<b>990,090</b>	<b>895,949</b>	<b>926,209</b>
Buildings	-	-	0	0	100%	0	0	0
Equipment	-	-	0	0	100%	0	0	0

**CLEAR HILLS COUNTY**  
**2024 Draft Operating Expense Budget**

FUNCTION	2022	2023				2024	2025	2026
	Actual	Actual	Budget	Remaining	Budget			
	12/31/22	12/31/23		\$	%			
Rental Equipment	-	-	-	-	-	-	-	0
Vehicles	-	-	0	0	100%	0	0	0
Mapping	-	-	-	-	-	-	-	0
Communications	-	-	-	(0)	-	-	-	0
<b>Common Services</b>	-	-	1	1	100%	1	0	0
Administration	320,937	358,777	411,145	52,368	13%	421,216	433,997	447,394
Road Maintenance - General	1,767,935	1,511,211	2,391,000	879,790	37%	2,392,500	2,488,200	2,587,728
Bridges - Annual Maintenance	416,117	714,148	426,590	(357,087)	-84%	394,261	410,031	426,432
Roads - Hamlets	118,809	102,425	188,099	85,674	46%	196,475	204,323	212,485
Roads - Approach Construction	81,626	72,717	142,595	69,879	49%	154,209	159,657	165,309
Roads - Brushing	13,631	16,342	20,162	3,821	19%	264,281	274,843	285,828
Roads - Dust Control	20,498	13,784	37,000	23,216	63%	37,050	38,491	39,989
Roads - Hard Surfaces	290,025	314,325	435,500	121,175	28%	435,500	452,920	471,037
Roads - Mowing	238,674	229,298	277,685	48,387	17%	256,599	264,946	273,589
Roads - Gravel	1,226,619	1,110,775	1,488,312	377,537	25%	1,552,882	1,614,257	1,678,072
Roads - Signage	38,728	54,805	38,882	(15,922)	-41%	46,008	47,608	49,267
Roads - Road Repairs	668,659	425,664	701,155	275,491	39%	707,500	731,760	756,910
Roads - New Roads	3,108,280	3,140,063	3,096,564	(43,499)	-1%	3,108,421	3,232,597	3,361,741
Roads - Regrade	-	-	-	-	-	-	-	-
Roads - Gravel Pits	5,237	5,237	11,500	6,263	54%	11,500	11,960	12,438
Roads - Licensed Drainage Ditches	875	-	25,000	25,000	100%	25,000	26,000	27,040
<b>Transportation (Roads, streets, walks, lighting)</b>	<b>8,316,650</b>	<b>8,069,569</b>	<b>9,691,190</b>	<b>1,552,091</b>	<b>16%</b>	<b>10,003,401</b>	<b>10,391,592</b>	<b>10,795,261</b>
Water	911,710	821,674	1,123,516	301,842	27%	1,107,820	1,149,635	1,193,074

**CLEAR HILLS COUNTY**  
**2024 Draft Operating Expense Budget**

FUNCTION	2022	2023				2024	2025	2026
	Actual	Actual	Budget	Remaining	Budget			
	12/31/22	12/31/23		\$	%			
Sewer	43,439	35,997	48,296	12,299	25%	49,916	51,887	53,936
Waste Collection	2,439	2,400	2,400	-	0%	2,400	2,496	2,596
Landfills	9,525	9,525	9,522	(3)	0%	9,525	9,906	10,302
Transfer Stations	420,023	471,804	500,285	28,481	6%	510,650	530,974	552,109
Recycling	50,005	48,766	62,000	13,234	21%	62,000	64,480	67,059
<b>Utilities</b>	<b>1,437,141</b>	<b>1,390,165</b>	<b>1,746,019</b>	<b>355,853</b>	<b>20%</b>	<b>1,742,311</b>	<b>1,809,378</b>	<b>1,879,076</b>
FCSS	118,459	72,120	123,328	51,208	42%	135,833	141,266	146,917
Cemeteries	11,000	10,635	13,500	2,865	21%	13,500	13,500	14,040
<b>Social Services</b>	<b>129,459</b>	<b>82,755</b>	<b>136,828</b>	<b>54,073</b>	<b>40%</b>	<b>149,333</b>	<b>154,766</b>	<b>160,957</b>
Municipal Planning & Development - General	185,160	201,989	200,628	(1,361)	-1%	186,897	193,678	200,749
<b>Municipal Planning &amp; Development</b>	<b>185,160</b>	<b>201,989</b>	<b>200,628</b>	<b>(1,361)</b>	<b>-1%</b>	<b>186,897</b>	<b>193,678</b>	<b>200,749</b>
Community - General	625,744	662,296	373,014	(289,282)	-78%	342,450	338,116	338,802
Community - Seniors	7,788	7,340	10,059	2,719	27%	11,600	12,064	12,547
Community - Community	-	-	-	-		-	-	-
Community - Events	-	193	-	(193)		43,250	44,487	46,081
<b>Community Services</b>	<b>633,532</b>	<b>669,829</b>	<b>383,073</b>	<b>(286,756)</b>	<b>-75%</b>	<b>397,300</b>	<b>394,667</b>	<b>397,430</b>
Ag Svc - General	261,890	232,323	284,808	52,485	18%	248,823	255,556	262,652
Ag Svc - Improvement	152,528	253,646	309,763	56,117	18%	279,560	289,329	300,369
Ag Svc - A.E.S.A.	117,500	117,500	117,500	-	0%	117,500	117,500	122,200
Ag Svc - Control	101,346	94,057	135,311	41,255	30%	141,983	145,750	149,861
<b>Agricultural Services</b>	<b>633,264</b>	<b>697,526</b>	<b>847,382</b>	<b>149,856</b>	<b>18%</b>	<b>787,866</b>	<b>808,134</b>	<b>835,081</b>
Economic Development - General	175,289	140,374	160,336	19,962	12%	148,192	138,952	144,510

**CLEAR HILLS COUNTY**  
**2024 Draft Operating Expense Budget**

FUNCTION	2022	2023				2024	2025	2026		
	Actual	Actual	Budget	Remaining	Budget				Budget	Budget
	12/31/22	12/31/23		\$	%					
Economic Development - Tourism	9,447	8,206	10,852	2,646	24%	11,100	11,544	12,006		
Economic Development - Special Project	41	-	-	-	-	-	-	-		
<b>Economic Development</b>	<b>184,777</b>	<b>148,581</b>	<b>171,188</b>	<b>22,607</b>	<b>13%</b>	<b>159,292</b>	<b>150,496</b>	<b>156,516</b>		
Recreation	863,289	547,402	595,375	47,973	8%	565,425	550,249	555,453		
Culture	51,389	50,978	53,193	2,215	4%	56,879	56,905	56,932		
<b>Recreation &amp; Culture</b>	<b>914,677</b>	<b>598,380</b>	<b>648,568</b>	<b>50,188</b>	<b>8%</b>	<b>622,304</b>	<b>607,154</b>	<b>612,386</b>		
<b>Subtotal</b>	<b>16,347,327</b>	<b>16,144,143</b>	<b>16,556,511</b>	<b>342,193</b>	<b>2%</b>	<b>17,414,010</b>	<b>17,852,655</b>	<b>18,484,664</b>		

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	April 23, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	<b>Bylaw No. 284-24 – 2024 Mill Rates</b>
File:	12-05-10

### DESCRIPTION:

Bylaw No. 284-24 authorizes the rates of taxation to be levied against assessable property within Clear Hills County for the 2024 taxation year.

### BACKGROUND / PROPOSAL:

Bylaw No. 284-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of authorizing the rates of taxation has been prepared for first, second and third reading.

### ATTACHMENTS

- Bylaw No. 284-24 – 2024 Mill Rates
- 2024 Assessment & Mill Rate Working Paper
- 2024 vs 2023 Comparison Sheet

### RECOMMENDED ACTION:

**RESOLUTION** by ... that first reading be given to Bylaw No. 284-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of authorizing the rates of taxation to be levied against assessable property within Clear Hills County for the 2024 taxation year.

**AND**

**RESOLUTION** by ... that second reading be given to Bylaw No. 284-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of authorizing the rates of taxation to be levied against assessable property within Clear Hills County for the 2024 taxation year.

**AND**

**RESOLUTION** by ... to proceed to third and final reading of Bylaw No. 284-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of authorizing the rates of taxation to be levied against assessable property within Clear Hills County for the 2024 taxation year.

*Unanimous consent is required to proceed*

**AND**

**RESOLUTION** by ... that third reading be given to Bylaw No. 284-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of authorizing the rates of taxation to be levied against assessable property within Clear Hills County for the 2024 taxation year.

Initials show support - Reviewed by:

Manager:



CAO:



**BYLAW NO. 284-24**

**A BYLAW OF CLEAR HILLS COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN CLEAR HILLS COUNTY FOR THE 2024 TAXATION YEAR.**

WHEREAS, Clear Hills County (hereinafter referred to as "the County") has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on April 9, 2024; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for Clear Hills County for 2024 total \$23,250,344; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$9,383,268; and

WHEREAS, the estimated requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential & Farmland Properties	\$ 545,706
Non-Residential Properties	2,559,575
Grande Prairie Catholic School District No. 28	
Residential & Farmland Properties	1.119
Total School Requisitions	\$ 3,106,401
North Peace Housing Foundation	\$ 631,324
Designated Industrial (DI)	\$74,899; and

WHEREAS, the Council of Clear Hills County is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all taxable property in Clear Hills County as shown on the assessment roll is:

Residential	\$ 187,748,900
Non-residential	693,865,460
Farmland	40,630,250
Machinery & Equipment	<u>306,433,840</u>
	<u>\$1,228,678,450</u>

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of Clear Hills County, in the Province of Alberta, enacts as follows:

1. The Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of Clear Hills County:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Mill Rate</b>
<b>General Municipal</b>			
Residential	\$ 275,035	\$ 187,748,900	1.46491
Non-residential	10,162,284	693,865,460	14.64590
Farmland	283,215	40,630,250	6.97055
Machinery & Equipment	<u>4,487,999</u>	<u>306,433,840</u>	14.64590
	<u>15,208,534</u>	<u>1,228,678,450</u>	
<b>Alberta School Foundation Fund (ASFF)</b>			
Residential	444,160	\$ 187,188,305	2.3728
Non-residential	2,564,712	693,502,830	3.6982
Farmland	<u>94,402</u>	<u>39,784,885</u>	2.3728
	<u>3,103,274</u>	<u>920,475,910</u>	
<b>Grande Prairie Catholic School District No. 28</b>			
Residential	750	316,165	2.3728
Farmland	<u>298</u>	<u>125,555</u>	2.3728
	<u>1,048</u>	<u>441,720</u>	
<b>North Peace Housing Foundation</b>			
Residential	96,448	\$ 187,504,470	0.51438
Non-residential	356,724	693,502,830	0.51438
Farmland	20,529	39,910,440	0.51438
Machinery & Equipment	<u>157,623</u>	<u>306,433,840</u>	0.51438
	<u>631,324</u>	<u>1,227,351,580</u>	
<b>Designated Industrial (DI)</b>			
Non-residential	51,456	672,632,450	0.07650
Machinery & Equipment	<u>23,442</u>	<u>306,433,840</u>	0.07650
	<u>74,899</u>	<u>979,066,290</u>	
	<u>\$19,019,079</u>		

2. This bylaw shall come into force and effect on the date of final reading hereof.

READ a first time this \_\_\_ day of \_\_\_\_\_ A.D., 2024.

READ a second time this \_\_\_ day of \_\_\_\_\_ A.D., 2024.

READ a third time this \_\_\_ day of \_\_\_\_\_ A.D., 2024.

\_\_\_\_\_  
Amber Bean, Reeve

\_\_\_\_\_  
Allan Rowe, Chief Administrative Officer

**2021 Assessment Breakdown**

Code	Land	Buildings	Total	Class	Notes:
CN	1,765,260	14,378,160	16,143,420	NON01	
E	719,810	-	719,810	FARM	Not included in requisitions
EM	719,810	-	719,810		E Summary (When reconciling need to ignore).
F	37,725,710	-	37,725,710	FARM	
FD	2,035,360	-	2,035,360	FARM	
FH	25,411,960	92,575,660	117,987,620	RES01	
FM	149,370	-	149,370	FARM	
FMM	2,035,360	-	2,035,360		FD Summary (When reconciling need to ignore).
FRN	11,550	74,450	86,000		Included in RN & FD Roll 161320 (When reconciling ignore)
G	-	3,847,680	3,847,680	NON01	TEL - Telecommunications Carrier
HS	17,620	215,400	233,020	RES01	Tax Exempt
IE	-	-	-	M&E01	Not included in School requisition
II	199,260	2,006,010	2,205,270	NON01	
IN	200,240	692,690	892,930	NON01	
PE	-	17,129,230	17,129,230	NON01	ELE - Electric Power
PL	-	426,972,600	426,972,600	NON01	
QA	7,410	355,220	362,630	NON01	Not included in requisitions
QR	38,830	205,600	244,430	RES01	Not included in requisitions
QX	31,380	109,770	141,150		QR Exempt (When reconciling need to ignore).
RN	13,860,600	53,944,560	67,805,160	RES01	
RP	-	19,235,320	19,235,320	FARM	Tax Exempt
VC	430,160	-	430,160	NON01	
VI	1,198,600	-	1,198,600	NON01	
VN	1,711,690	-	1,711,690	RES01	
WL	-	180,273,380	180,273,380	NON01	
M&EDIP	-	306,433,840	306,433,840	M&E01	Not included in School requisition
B&S DIP	-	43,946,320	43,946,320	NON01	
NR DIP	463,130	-	463,130	NON01	
CBL DIP	-	110	110	NON01	
WX	-	-	-	NON01	Tax Exempt
X	2,119,270	1,493,440	3,612,710	FARM	Tax Exempt
XA	19,340	629,500	648,840	NON01	Tax Exempt
XC	282,280	-	282,280	FARM	Tax Exempt
XF	-	6,114,880	6,114,880	FARM	Tax Exempt
XH	724,790	4,944,390	5,669,180	NON01	Tax Exempt
XP	546,260	815,730	1,361,990	FARM	Tax Exempt
XR	382,760	4,179,090	4,561,850	NON01	Tax Exempt
XS	213,430	30,733,250	30,946,680	NON01	Tax Exempt
<b>Total Assessment (per Trial Balance):</b>			1,304,327,520		
<b>Total Linear (Not on Randy's Summary):</b>			628,223,000		
<b>Total DIP (Not on Randy's Summary):</b>			350,843,290		
<b>Master Codes (amounts already included in E, FD &amp; QR)</b>			2,982,320		
<b>Total Assessment (Randy's)</b>			322,278,910		
<b>Difference:</b>			0		

**Municipal Assessment:**

RES01 Residential	187,748,900
NON01 Non Residential	693,865,460
FARM Farmland (Agriculture)	40,630,250
M&E01 Machinery & Equipment	306,433,840
	<u>1,228,678,450</u>

**ASFF Assessment:**

RES01 Residential	187,504,470	} 227,414,910 Remember to split out the GP Catholic portion
NON01 Non Residential	693,502,830	
FARM Farmland (Agriculture)	39,910,440	
M&E01 Machinery & Equipment	-	
	<u>920,917,740</u>	

**NPHF Assessment:**

RES01 Residential	187,504,470
NON01 Non Residential	693,502,830
FARM Farmland (Agriculture)	39,910,440
M&E01 Machinery & Equipment	306,433,840
	<u>1,227,351,580</u>

**Designated Industrial (DI):**

NON01 Non Residential	672,632,450
M&E01 Machinery & Equipment	306,433,840
	<u>979,066,290</u>

2024 Mill Rate Bylaw Calculations				
		Tax Levy	Assessment	Mill Rate
<b>General Municipal</b>				
RES01	Residential	275,035	187,748,900	1.46491
NON01	Non Residential	10,162,284	693,865,460	14.64590
FARM	Farmland (Agriculture)	283,215	40,630,250	6.97055
M&E01	Machinery & Equipment	4,487,999	306,433,840	14.64590
		<u>15,208,534</u>	<u>1,228,678,450</u>	
<b>Alberta School Foundation Fund(ASFF)</b>				
RES01	Residential	444,160	187,188,305	2.3728
NON01	Non Residential	2,564,712	693,502,830	3.6982
FARM	Farmland (Agriculture)	94,402	39,784,885	2.3728
		<u>3,103,274</u>	<u>920,476,020</u>	
<b>Grande Prairie Catholic School District No. 28</b>				
RES01	Residential	750	316,165	2.3728
FARM	Farmland (Agriculture)	298	125,555	2.3728
		<u>1,048</u>	<u>441,720</u>	
<b>North Peace Housing Foundation</b>				
RES01	Residential	96,448	187,504,470	0.51438
NON01	Non Residential	356,724	693,502,830	0.51438
FARM	Farmland (Agriculture)	20,529	39,910,440	0.51438
M&E01	Machinery & Equipment	157,623	306,433,840	0.51438
		<u>631,324</u>	<u>1,227,351,580</u>	
<b>Designated Industrial (DI)</b>				
NON01	Non Residential	51,456	672,632,450	0.0765
M&E01	Machinery & Equipment	23,442	306,433,840	0.0765
		<u>74,899</u>	<u>979,066,290</u>	
		<u>19,019,079</u>		

2023 Tax Calculations Using Final Assessment				
		Tax Levy	Assessment	Mill Rate
<b>General Municipal</b>				
RES01	Residential	223,947	171,974,250	1.30221
NON01	Non Residential	9,992,429	682,268,020	14.64590
FARM	Farmland (Agriculture)	283,343	40,648,650	6.97055
M&E01	Machinery & Equipment	3,388,009	231,328,160	14.64590
		<u>13,887,728</u>	<u>1,126,219,080</u>	
<b>Alberta School Foundation Fund(ASFF)</b>				
RES01	Residential	411,480	171,364,330	2.4012
NON01	Non Residential	2,467,488	681,871,300	3.6187
FARM	Farmland (Agriculture)	95,586	39,807,505	2.4012
		<u>2,974,553</u>	<u>893,043,135</u>	
<b>Grande Prairie Catholic School District No. 28</b>				
RES01	Residential	771	321,270	2.4012
FARM	Farmland (Agriculture)	291	121,335	2.4012
		<u>1,063</u>	<u>442,605</u>	
<b>North Peace Housing Foundation</b>				
RES01	Residential	92,644	171,685,600	0.53962
NON01	Non Residential	367,949	681,871,300	0.53962
FARM	Farmland (Agriculture)	21,546	39,928,840	0.53962
M&E01	Machinery & Equipment	124,829	231,328,160	0.53962
		<u>606,968</u>	<u>1,124,813,900</u>	
<b>Designated Industrial (DI)</b>				
NON01	Non Residential	49,025	657,176,920	0.07460
M&E01	Machinery & Equipment	17,257	231,328,160	0.07460
		<u>66,282</u>	<u>888,505,080</u>	
		<u>17,536,595</u>		

Tax Comparison
Difference
51,089
169,855
(128)
1,099,990
<u>1,320,806</u>
32,680
97,224
(1,184)
<u>128,721</u>
(21)
7
<u>(15)</u>
3,804
(11,225)
(1,017)
32,795
<u>24,356</u>
2,431
6,185
<u>8,616</u>
<u>1,482,484</u>

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>REGULAR COUNCIL MEETING</b>
Meeting Date:	April 23, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	<b>Multi Year Capital Plan</b>
File:	12-05-06

### DESCRIPTION:

Council is being provided with a copy of the Multi Year Capital Plan.

### BACKGROUND / PROPOSAL:

Administration has made revisions to the Multi Year Capital Plan. These adjustments reflect the following:

- Actual 2023 year-end reserve balances.
- Actual carry forward amounts for projects started in 2023.
- Removal of Emergency Lights for Unit 1802 (Worsley First Response Unit). This project was completed in 2023.
- Addition of water well drilling and a replacement computer for the Worsley Water Treatment Plant.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

### ATTACHMENTS

- Multi Year Capital Plan
- Year End Reserve Forecast

### RECOMMENDED ACTION:

Resolution by Councillor ...

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b> 
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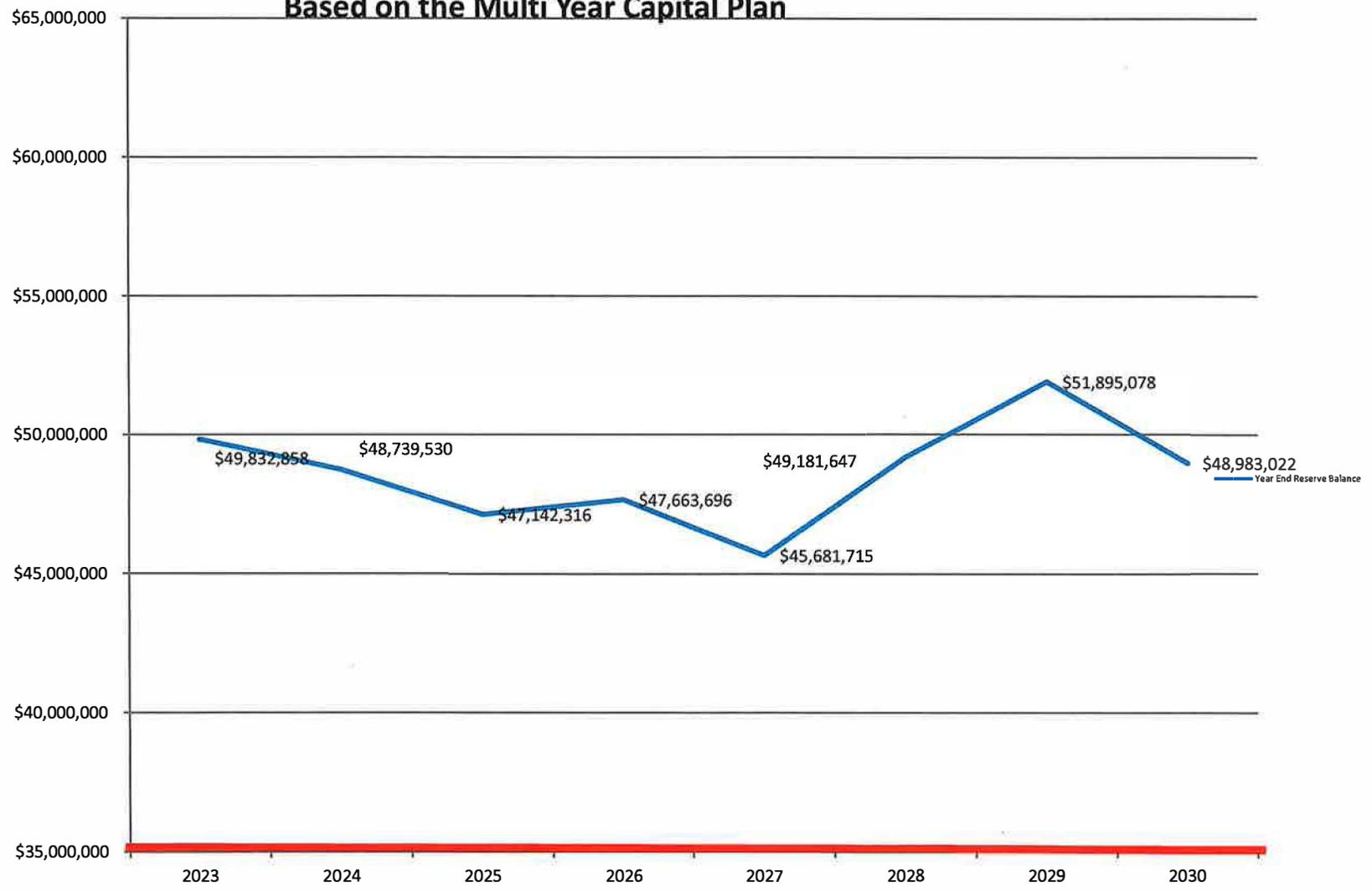
Clear Hills County  
Multi Year Capital Plan

	2024	2025	2026	2027	2028	2029	2030	2024-2030
Project	Total	Grand Total						
Photocopiers	-	-	-	-	30,000	-	-	30,000
Main Server	-	18,000	-	-	-	-	18,000	36,000
Diamond Server	-	18,000	-	-	-	-	18,000	36,000
Computers x 11, Monitors x 15	-	55,000	-	-	-	-	55,000	110,000
Flowpoint PLC (potable)	-	-	-	14,500	-	-	-	14,500
Office A/C Replacement x 4 Units	-	35,000	-	-	-	-	-	35,000
Worsley Firehall Backup Generator	50,000	-	-	-	-	-	-	50,000
Administration Building Backup Generator	50,000	-	-	-	-	-	-	50,000
Worsley Water Treatment Plant Water Levels Investigation & Well Drilling	332,721	-	-	-	-	-	-	332,721
Replacement Computer & Scada Licensing Upgrade for WWTP	41,865	-	-	-	-	-	-	41,865
Mower	75,000	75,000	75,000	50,000	50,000	50,000	50,000	425,000
Tractor	267,000	275,000	275,000	275,000	275,000	275,000	275,000	1,917,000
Sidearm x 2	100,000	-	-	-	-	-	-	100,000
PTO Water Pump Lay Flat Hose x 2700 ft.	35,100	-	-	-	-	-	-	35,100
PTO Water Pump	-	10,000	-	-	-	-	-	10,000
Truck	55,000	55,000	55,000	55,000	55,000	55,000	55,000	385,000
Truck	-	55,000	-	55,000	-	55,000	-	165,000
New Pumper Unit (HCFD)	-	-	-	-	-	350,000	-	350,000
New Pumper Unit (WFD)	-	-	-	-	-	-	350,000	350,000
Sprinkler Protection Unit (WFD)	250,000	-	-	-	-	-	-	250,000
Clear Prairie Road Phase VII	-	-	6,000,000	-	-	-	-	6,000,000
Secondary Highway 735 (50/50 cost share with the Province)	-	4,500,000	-	-	-	-	-	4,500,000
Road Rehabilitation Projects	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	7,000,000
NE17-87-8-W6M Access Road (RR 64)	548,946	-	-	-	-	-	-	548,946
SW 8-83-2-W6M Access (RR 25 south of Twp Rd 832)	384,132	-	-	-	-	-	-	384,132
NW 9-84-12-W6M Access (RR 124 north 1000 meters)	384,180	-	-	-	-	-	-	384,180
BF 71273 Replacement	1,493,958	-	-	-	-	-	-	1,493,958
Pavement Overlay	-	-	-	5,000,000	-	-	6,000,000	11,000,000
Cleardale Fire Hall	967,158	-	-	-	-	-	-	967,158
	<b>6,035,060</b>	<b>6,096,000</b>	<b>7,405,000</b>	<b>6,449,500</b>	<b>1,410,000</b>	<b>1,785,000</b>	<b>7,821,000</b>	<b>37,001,560</b>

Clear Hills County  
Reserves Forecast  
Based on Multi Year Capital Plan

	2024	2025	2026	2027	2028	2029	2030
2023 Ending Balance	2024 Ending Balance	2025 Ending Balance	2026 Ending Balance	2027 Ending Balance	2028 Ending Balance	2029 Ending Balance	2030 Ending Balance
<b>Reserves</b>							
Rate Stabilization Reserve	3,668,863	3,668,863	3,668,863	3,668,863	3,668,863	3,668,863	3,668,863
	\$ 3,668,863	\$ 3,668,863	\$ 3,668,863	\$ 3,668,863	\$ 3,668,863	\$ 3,668,863	\$ 3,668,863
Administration Reserve	369,387	403,394	346,116	380,006	399,494	403,501	380,572
Fire Reserve	1,528,375	325,335	339,525	353,785	368,116	382,519	(293,717)
Office & Shop Building Reserve	437,542	439,730	457,003	509,538	562,336	615,398	722,318
EMS Housing Reserve	348,747	350,491	352,243	354,004	355,774	357,553	361,138
Worsley Fire/Community Hall Building Reserve	200,246	166,072	181,977	197,962	214,027	230,172	262,705
Road Construction & Upgrades Reserve	19,993,740	21,533,614	19,882,533	19,730,695	17,568,099	20,419,689	20,135,715
Gravel Pits Reserve	3,257,364	3,273,651	3,290,020	3,306,470	3,323,002	3,339,617	3,373,097
Bridges Reserve	2,936,956	1,550,713	1,231,841	1,338,500	1,018,568	1,124,161	907,672
Common Services Vehicles & Equipment Reserve	2,423,447	2,255,669	2,114,187	2,027,273	1,885,654	1,798,603	1,655,841
Water Reserve	4,827,434	4,575,613	4,698,991	4,822,986	4,947,600	5,072,838	5,198,703
Drainage and Water Management Reserve	829,162	1,084,557	1,341,230	1,599,186	1,858,432	2,118,974	2,380,819
Sewer Reserve	3,350,922	3,392,802	3,434,891	3,477,190	3,519,701	3,562,425	3,605,362
Cemetery Reserve	27,868	28,007	28,147	28,288	28,429	28,571	28,858
Development Reserve	1,150,323	1,156,074	1,161,855	1,167,664	1,173,502	1,179,370	1,185,267
Seniors Reserve	6,409	16,491	26,623	36,806	47,040	57,326	78,050
Economic Development Reserve	4,253,237	4,274,503	4,295,876	4,317,355	4,338,942	4,360,637	4,382,440
Ag Services Reserve	189,600	185,423	206,450	237,632	268,970	300,465	332,117
Rec Board Reserve	33,238.19	58,529.38	83,947.03	109,491.76	135,164.22	160,965.04	186,894.87
	\$46,163,996	\$45,070,668	\$43,473,454	\$43,994,833	\$42,012,852	\$45,512,784	\$48,226,216
	\$49,832,858	\$48,739,530	\$47,142,316	\$47,663,696	\$45,681,715	\$49,181,647	\$51,895,078
							\$48,983,022

**Clear Hills County  
Reserves Forecast  
Based on the Multi Year Capital Plan**



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	April 23, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	<b>Expense Claim Submission Discussion</b>
File:	12-06-10

DESCRIPTION:

Administration would like to have a discussion with Council regarding the submission of expense claims.

BACKGROUND / PROPOSAL:

The County has a new Payroll Clerk starting on May 6, 2024. To make the transition as seamless as possible, Administration would like to review the submission of expense claims.

OPTIONS:

ATTACHMENTS:

- Policy 1107 – Honorarium Payment to Council
- Policy 1126 – Per Diem Payments to Council and Board/Committee Members
- Policy 1127 – Travel and Expense Policy
- 2024 Councillor Expense Claim Form

RECOMMENDED ACTION:

**RESOLUTION** by... to accept the expense claim submission discussion for information.

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b> 	<b>CAO:</b> 
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# Clear Hills County

Effective Date: <b>March 14, 2023</b>	Policy Number: <b>1107</b>
Title: <b>HONORARIUM PAYMENT TO COUNCIL MEMBERS</b>	

## 1. Policy Statement

- 1.1 Clear Hills County will provide a monthly honorarium to Council Members for performance of their duties as elected officials.

## 2. Definitions

- 2.1 Basic Honorarium is the monthly amount paid to a Councillor for meeting preparation, expense and time required to travel and attend to meetings listed in Section 3.1 of this policy.

## 3. Honorariums

**Basic Honorariums** are paid to Members of Council as their remuneration for the performance of their duties as elected officials. Changes to the rates for honorarium shall be approved by a 2/3 majority vote of Council.

- 3.1 Basic Monthly Honorariums will be paid monthly upon approval by the Chief Administrative Officer or designate.

3.1.1 Basic monthly honorariums include the following:

3.1.1.1 Informal meetings with the Chief Administrative Officer (CAO) and staff to discuss County business.

3.1.1.2 Liaison work within the Councillor's division or another division in the County, with residents and businesses.

3.1.1.3 Preparation for Regular Council meetings and Policy and Priorities committee meetings.

3.1.1.4 Road tours taken by an individual Councillor.

- 3.2 Basic Monthly Honorariums are paid to Councillors at the rates set out in Schedule A, of this policy

- 3.3 Annual cost of living adjustments will be applied to the Basic Monthly Honorarium rates.

## 4. End of Policy

**ADOPTED: Resolution C186-03** **Mar 25/03**

**AMENDED: Resolution C376-03** **May 27/03**

**AMENDED: Resolution C876-03** **Nov 25/03**

<u>AMENDED: Resolution C074-05</u>	<u>Jan 25/05</u>
<u>AMENDED: Resolution C137-05</u>	<u>Feb 8/05</u>
<u>AMENDED: Resolution C634-05</u>	<u>Jul 26/05</u>
<u>AMENDED: Resolutions C566-05 &amp; 579-05</u>	<u>Oct 25/05</u>
<u>AMENDED: Resolution C036-08</u>	<u>Jan 22/08</u>
<u>AMENDED: Resolution C085-08</u>	<u>Feb.12/08</u>
<u>AMENDED: Resolution C477(08/12/08)</u>	<u>Aug 12/08</u>
<u>AMENDED: Resolution C729(11/04/08)</u>	<u>Nov 4/08</u>
<u>AMENDED: Resolution C419(05/26/09)</u>	<u>May 26/09</u>
<u>AMENDED: Resolution C060(01/26/10)</u>	<u>Jan 26/10</u>
<u>AMENDED: Resolution C565(07/27/10)</u>	<u>Jul 27/10</u>
<u>AMENDED: Resolution C011-14(01/14/14)</u>	<u>Jan 14/14</u>
<u>AMENDED: Resolution C212-17(04/25/17)</u>	<u>April 25/17</u>
<u>AMENDED: Resolution C567-18(11/13/18)</u>	<u>Nov 13/18</u>
<u>AMENDED: Resolution C117-23(02/28/23)</u>	<u>Feb 28/23</u>
<u>AMENDED: Resolution C139-23(03/14/23)</u>	<u>Mar 14/23</u>

**Schedule A to Policy 1107 – Honorarium Payment to Council Members**

	2009-2017	2018	2019	2020	2021	2022	2023	2024
		<i>1.1% Cola</i>	<i>3.1% Cola</i>	1.3% Cola	No change	4.7% Cola	6% Cola	4.3% Cloa
<b>Reeve</b>	<b>\$2,070.00</b>	<b>\$2,092.77</b>	<b>\$2,408.78*</b>	<b>\$2,440.09</b>	<b>\$2,440.09</b>	<b>\$2,554.77</b>	<b>\$2,708.06</b>	<b>\$2,824.51</b>
<b>Deputy Reeve</b>	<b>\$1,863.00</b>	<b>\$1,883.49</b>	<b>\$2,167.90*</b>	<b>\$2,196.08</b>	<b>\$2,196.08</b>	<b>\$2,299.30</b>	<b>\$2,437.26</b>	<b>\$2,542.07</b>
<b>Councilor</b>	<b>\$1552.50</b>	<b>\$1,569.58</b>	<b>\$1,806.59*</b>	<b>\$1,830.08</b>	<b>\$1,830.08</b>	<b>\$1,916.09</b>	<b>\$2,031.06</b>	<b>\$2,118.40</b>

\*12% increase per Council motion C567-18(11-13-18) RESOLUTION by Reeve Croy that Council increase the honorarium payment to Council Members by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. CARRIED.



# Clear Hills County

Effective Date: **March 14, 2023**

Policy Number: **1126**

Title: **PER DIEM PAYMENT TO COUNCIL AND BOARD/COMMITTEE MEMBERS**

## **1. Policy Statement**

1.1 Clear Hills County will establish a per diem rate to reimburse Council Members and Members at Large for attending board and committee meetings.

## **2. Definitions**

2.1 Per Diem is the daily amount paid to a Councillor or Board Member for attending meetings of committees to which they are appointed, attending various other meetings that are specified in this policy's procedures, and attending special meetings that are duly authorized by Council.

## **3. Per Diems:**

3.1 Per Diem will be paid to Councillors for:

- Conducting annual evaluations of the Chief Administrative Officer at a pre- approved meeting outside of a Regular or Special Council Meeting;
- Board/Committee workshops and conferences for appointed Board Members only when attendance is authorized/approved by the Board/Committee and approved by Council;
- County organized and authorized road tours or project inspections within Clear Hills County boundaries.
- Attendance at Conferences and Zone Meetings authorized by Council. Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).
- Meetings and events where Members of Council are attending a County hosted function such as but not limited to County Bar-B-Q and Tradeshow.

3.2 Per diems shall be paid for items listed in Section 3.1 when travel of 50 kilometers one way is required, up to a maximum of two meetings per day.

3.3 Per diems may be changed by review of Council and supported by 2/3 majority vote.

3.4 Annual cost of living adjustments will be applied to the per diem rates.

3.5 Meeting Rates (per diems) shall be paid after the submission of a valid claim form and verified and authorized by the Chief Administrative Officer.

3.6 Councillors that are paid per diems by a Board/Committee listed in Section 3.6a shall be reimbursed the difference between the Board/Committee per diem and the per diem rate listed in Schedule A.

3.6a Board/Committee per diems that are eligible for payment referenced in Section 3.6 are as follows:

- North Peace Housing Foundation

3.6b Councillors will be required to provide proof of the Board/Committees per diem rate annually prior to being reimbursed for the payment referenced in Section 3.6.

3.7 Councillors will not be paid a per diem for attendance at:

- political party and constituency functions

3.8 All other Board and Committee Members shall receive a per diem at the rates listed in Schedule A of this policy.

3.9 Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences. The following conferences are considered pre-approved for Council attendance and will be paid at the rate per 3.1:

a)	RMA Spring Conference	All Council
b)	RMA Fall Conference	All Council
c)	Spring & Fall RMA Zone Meetings	All Council
f)	Federation of Canadian Municipalities	All Council
g)	Growing the North	All Council

3.9a Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, Administration will submit the registration form and make other travel and accommodation arrangements as deemed necessary.

3.10 When a representative from Council is sent by a Board or Committee to a conference or convention on behalf of that Board or Committee, the representative is then reimbursed by that Board or Committee or with prior approval of Council.

3.11 Councillors and Board Members shall obtain approval from their respective Board and Council prior to attending seminars, workshops, conferences and all other functions if Council is being requested to fund attendance. The Councillor or Board Member must submit a written request on the benefit that would accrue to the County.

3.12 Council will not authorize any per diem payments after attendance when not in accordance with 3.11.

3.13 Any per diems that have not been claimed within 60 days of the month they were earned will become invalid and will not be reimbursed. i.e. A meeting attended on June 9<sup>th</sup> would need to be submitted no later than August 31<sup>st</sup>.

3.14 Councillors will be paid the chairing of meetings rate listed in Schedule A when chairing a meeting on behalf of Council or a Board/Committee.

3.14a Councillors that are not appointed members, including alternates, will be required to provide proof of chairing a meeting prior to being paid a chairing of meetings rate.

**4. Per Diem Claims**

4.1 All Council and Board/Committee per diem claims must be reviewed by Administration to ensure compliance with policy and shall indicate approval with the Chief Administrative Officer or designate signature. The Reeve will sign the per diem claim to indicate that they have been received.

4.2 The Deputy Reeve shall sign per diem claims submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other per diem claims.

**5. End of Policy**

**ADOPTED: Resolution C061(01/26/10) Jan 26/10**

**AMENDED: Resolution C566(07/27/10) Jul 27/10**

**AMENDED: Resolution C144(02/22/11) Feb 22/11**

**AMENDED: Resolution C010-13(01/08/13) Jan 08/13**

**AMENDED: Resolution C010-14(01/14/14) Jan 14/14**

**AMENDED: Resolution C240-17(05/09/17) May 09/17**

**AMENDED: Resolution C192-18(04/10/18) April 10/18**

**AMENDED: Resolution C568-18(11/13/18) Nov 13/18**

**AMENDED: Resolution C495-19(10/08/19) Oct 8/19**

**AMENDED: Resolution C465-20(10/13/20) Oct 13/20**

**AMENDED: Resolution C602-22(11-22-22) Nov 22/22**

**AMENDED: Resolution C118-23(02-28-23) Feb 28/23**

**AMENDED: Resolution C140-23(03-14-23) Mar 14/23**

Schedule A To Policy 1126 – Per Diem Payment To Council and Committee Members

Member	2017	2018	2019	2020	2021	2022	2023	2024
		<i>1.1% Cola</i>	<i>3.1% Cola</i>	<i>1.3% Cola</i>	No change	<i>4.7% Cola</i>	<i>6% Cola</i>	<i>4.3% Cola</i>
<b>Agricultural Service Board</b>	<b>\$185.00</b>	<b>\$187.04</b>	<b>\$192.84</b>	<b>\$195.35</b>	<b>\$195.35</b>	<b>\$204.53</b>	<b>\$216.81</b>	<b>\$226.14</b>
<b>Subdivision and Development Appeal Board</b>	<b>\$185.00</b>	<b>\$187.04</b>	<b>\$192.84</b>	<b>\$195.35</b>	<b>\$195.35</b>	<b>\$204.53</b>	<b>\$216.81</b>	<b>\$226.81</b>
<b>Council Appointed Representatives on Committees/Boards</b>	<b>\$185.00</b>	<b>\$187.04</b>	<b>\$215.28 *</b>	<b>\$218.08</b>	<b>\$218.08</b>	<b>\$228.33</b>	<b>\$242.03</b>	<b>\$252.44</b>
<b>Chairing of Meetings</b>	<b>\$225.00</b>	<b>\$227.48</b>	<b>\$261.83 *</b>	<b>\$265.23</b>	<b>\$265.23</b>	<b>\$277.70</b>	<b>\$294.37</b>	<b>\$307.03</b>

\*12% increase per Council motion C568-18(11-13-18) RESOLUTION by Councillor Bean that Council increase the per diem payment to Council by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. 2/3 majority vote required. CARRIED.



# Clear Hills County

Effective Date: **October 10, 2023**

Policy Number: **1127**

Title: **TRAVEL and EXPENSE POLICY**

## 1. Policy Statement

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

## 2. Definitions

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

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

**3. Travel Reimbursements**

3.1 Councillors/Committee/Board Members and Staff shall be reimbursed for mileage and meals as per Sections 3 and 4 when attending approved meetings.

3.2 Councillors will not be reimbursed their expenses (including registration, meals, subsistence) or paid a personal allowance for attendance to social events or political party and constituency functions.

3.3 Where mode of travel is being considered, the most direct, economical, and logical mode of travel shall be utilized.

3.4 Council and Board Members shall be reimbursed for mileage (for a minimum of 25 kilometers per meeting) for pre-approved meetings at the rate shown on Schedule A. Staff shall be reimbursed for mileage at the rate shown on Schedule A.

3.5 Travel must be directly related to the distance required to attend any conference, convention, seminar, or any other meeting and to travel directly to and from that conference, convention, seminar or any other meeting.

**4. Meals and Subsistence**

4.1 The Council will review the rates for meals and subsistence annually during the annual budget preparations.

4.2 The Members and Staff shall be reimbursed for meals at the following rates, effective October 10, 2023:

<u>MEAL</u>	<u>REIMBURSEMENT</u>
Breakfast	\$25.00
Lunch	\$30.00
Dinner	<u>\$40.00</u>
	\$95.00

4.3 Any other claim for business meal reimbursement must include original receipt (and the name(s) of the person(s) accompanied).

4.4 No payment is made when meals are provided as part of the registration unless a predetermined medical condition exists, or dietary requirements cannot be met.

- 4.5 No claim for breakfast will be permitted for day trips unless the time of departure is earlier than 6:30 a.m.
- 4.6 No claim for supper will be permitted for day trips unless the time of return is after 6:30 p.m.
- 4.7 No claim for supper will be permitted for evening meetings unless the claimant is required to travel more than 85 kilometers one way.
- 4.8 The Members and Staff shall be reimbursed for subsistence at the following rates, effective October 10, 2023:

<u>SUBSISTENCE</u>	<u>REIMBURSEMENT</u>
Taxi, Shuttle, Air or Bus Fare	with receipts
Hotels/motels	with receipts
Registration	with receipts
Covid Testing (as required to attend Council approved meetings)	with receipts
Personal Allowance (includes phone calls)	\$40.00per night/ 24 hr period
Private accommodations	\$90.00per night
Transportation Expenses (Taxi's & Parking)	\$30.00per day

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

**5. Information Service Equipment**

- 5.1 Councillors will be responsible for supplying their own information service equipment and supplies e.g. Computer, printer/fax, paper, ink etc.

5.2 Councillors will be paid a monthly allowance for use of these items only if they have adequate equipment to receive agendas and all communications effectively and efficiently.

**Monthly Internet Reimbursement-** \$75.00

**Monthly Information Service Equipment Per Diem:**

Based on attendance at the following:

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

Does not include conferences.

Amounts based on attendance:

1 – 5 meetings - \$60.00

Over 5 meetings - \$85.00

**6. Expense Claims**

6.1 The Reeve will sign the expense claim for Council Members to indicate that they have been received.

6.2 The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other expense claims.

**End Of Policy**

<b>ADOPTED: Resolution C062(01/26/10)</b>	<b>Jan 26/10</b>
<b>AMENDED: Resolution C589(08/10/10)</b>	<b>Aug 10/10</b>
<b>AMENDED: Resolution C144(02/22/11)</b>	<b>Feb 22/11</b>
<b>AMENDED: Resolution C751-13(12/10/13)</b>	<b>Dec 10/13</b>
<b>AMENDED: Resolution C031-14(01/28/14)</b>	<b>Jan 28/14</b>

<b>AMENDED: Resolution C033-14(03/11/14)</b>	<b>March 11/14</b>
<b>AMENDED: Resolution C75-17(02/14/17)</b>	<b>Feb 14/17</b>
<b>AMENDED: Resolution C214-17(04/25/17)</b>	<b>April 25/17</b>
<b>AMENDED: Resolution C43-19(01/22/19)</b>	<b>Jan 22/19</b>
<b>AMENDED: Resolution C496-19(10/08/19)</b>	<b>Oct 8/19</b>
<b>AMENDED: Resolution C468-20(10/13/20)</b>	<b>Oct 13/20</b>
<b>AMENDED: Resolution C564-20(10/27/20)</b>	<b>Oct 27/20</b>
<b>AMENDED: Resolution C11-21(01/12/21)</b>	<b>Jan 12/21</b>
<b>AMENDED: Resolution C075-22(02/08/22)</b>	<b>Feb 8/22</b>
<b>AMENDED: Resolution C191-22(04-12-22)</b>	<b>Apr 12/22</b>
<b>AMENDED: Resolution C538-23(10-10-23)</b>	<b>Oct 10/23</b>

### Schedule A to Policy 1127 – Travel and Expense

	2013- 2018	2019	2020	2021	2022	2023	2024
<b>Canada Revenue Agency's Current Automobile Allowance Rates:</b>	<b>\$0.54/Km</b>	<b>\$0.58/Km</b>	<b>\$0.58/Km</b>	<b>\$0.59/Km</b>	<b>\$0.61/Km</b>	<b>\$0.68/Km</b>	<b>\$0.70/Km</b>

Clear Hills County 2024 Councillor Expense Claim			Name:				Month:				
DATE	MEETINGS, CONFERENCE, OTHER	LOCATION	PER DIEM (CHECK APPROPRIATE BOX)	PERSONAL ALLOWANCE (CHECK BOX IF PAYABLE)	TRANSPORTATION EXPENSES Taxi & Parking (no receipt) (CHECK BOX IF PAYABLE)	MILEAGE (ENTER NUMBER OF KILOMETERS)	MEALS B 25.00 L 30.00 D 40.00			PERSONAL (PRIVATE ACCOMMODATIONS, MEALS, TAXI, HOTEL, ETC.) (With receipt except private acc)	
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# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	April 23,2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	<b>BYLAW NO.282-24 FIRE BANS</b>
File:	23-02-02

DESCRIPTION:

Council has requested Bylaw No. 282-24 Fire Bans be brought back to a Council meeting for further discussion.

BACKGROUND:

**C212-24(4-09-24) RESOLUTION by Councillor Ruecker to bring back the Fire ban Bylaw to the April 23<sup>rd</sup> Regular Council Meeting. CARRIED.**

ATTACHMENTS:

- Bylaw No. 282-24 Fire Bans

RECOMMENDED ACTION:

**RESOLUTION by.....**

<b>Initials show support -</b> Reviewed by:	<b>Manager:</b>	<b>CAO:</b> 
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## **BYLAW NO. 282-24**

A BYLAW OF CLEAR HILLS COUNTY IN THE PROVINCE OF ALBERTA, FOR THE PREVENTION OF FIRES AND THE PRESERVATION OF LIFE AND PROPERTY FROM INJURY OR DESTRUCTION BY FIRE.

WHEREAS, Sections 7 and 8 of the *Municipal Government Act of Alberta, 2000 being Chapter M-26.1* authorizes the County to pass bylaws that regulate or prohibit the burning of fires for the safety, health and welfare of people and protection of people and property; and

WHEREAS, the *Forest and Prairie Protection Act, R.S.A. 2000 Chapter F-19* grants certain additional powers and responsibilities to Clear Hills County and pursuant to Sections 7 and 8 of the *Municipal Government Act*, Council may pass bylaws for the prevention of prairie or running fires and the enforcement of the provisions of the *Forest and Prairie Protection Act* in that behalf; and

WHEREAS, the Council of Clear Hills County considers it desirable to provide for the prevention, regulation, and control of the lighting of fires within Clear Hills County and for the preservation of life and property from damage or destruction by fire on the terms hereinafter provided:

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

### **SECTION 1: DEFINITIONS**

1.1 The following definitions will apply to this bylaw:

- a. COUNCIL shall mean the Council of Clear Hills County.
- b. CHIEF ADMINISTRATIVE OFFICER shall mean the Chief Administrative Officer of Clear Hills County, in the Province of Alberta.
- c. FIRE CHIEF(S) shall mean the Fire Chief(s) of Clear Hills County.
- d. COUNTY shall mean Clear Hills County.
- e. FIRE means a process or state of combustion where a flame may or may not be produced.
- f. FIRE BAN shall mean a provincial ministerial order, or a Fire Ban motion made by Council, to extinguish open fires or other fires deemed to be hazardous in the County.
- g. BURN shall mean any fires ignited in Clear Hills County.
- h. FIRE CONTROL ZONE refers to the corresponding numbered Fire Control Zone established in the Fire Control Regulation (Alberta Regulation 29/2005). Fire Control Zone 32 is the Forest Protection Area in Clear Hills County.
- i. FOREST PROTECTION AREA means an area, or the area designated under section 41 (c) of the Forest and Prairie Protection Act.
- j. NON-PERMIT AREA means an area of land that is not within the Forest Protection Area and that has been designated as a non-permit area by Ministerial Order.
- k. OHV means off-highway vehicle, and has the same meaning assigned to it in the Traffic Safety Act.

## **SECTION 2: STATEMENT**

- 2.1 Clear Hills County Chief Administrative Officer or designate will issue a Clear Hills County Fire Ban at such times as the Minister issues a Fire Control Order for Fire Control Zone 32, pursuant to the Forest and Prairie Protection Act, see map in Schedule A. Clear Hills County Council will authorize the Chief Administrative Officer or designate to issue a Fire Ban in the County when the County environmental conditions are at a high risk of fires running out of control.

## **SECTION 3: FIRE BANS**

- 3.1 The Clear Hills County Council, the Chief Administrative Officer, or the designate may from time to time, prohibit all fires in the County from the East border of County to the West border of the County and from the South border of the County to North Township 890 of the County when, in the opinion of the Council, the Chief Administrative Officer, or the Fire Chief(s), the environmental conditions create an increased risk of a fire running out of control. See map in Schedule A.
- 3.2 A Fire Ban imposed pursuant to Section 1 of this bylaw shall remain in force until either the date provided in the notice of the Fire Ban, or until such time as the Council, the Chief Administrative Officer, or the Fire Chief, provides notice to the public that the Fire Ban is no longer in effect.
- 3.3 A Clear Hills County Fire Ban will:
- a. REQUIRE all outdoor fires presently burning in the County to be extinguished; and
  - b. PROHIBIT the lighting of outdoor fires in the County; and
  - c. REQUIRE all landowners of the County to have extinguished all burning.

## **SECTION 4: FIRE BAN ORDERS**

- 4.1 When deemed necessary, a motion by Council to direct the Chief Administration Officer to issue a Fire Ban Order, which may:
- a. Suspend or cancel all Fire Permits.
  - b. Prohibit or ban the setting or require the extinguishing of any Fire.
  - c. Prohibit the operation of Off Highway Vehicles (OHV).
  - d. Anyone contravening a Fire Ban Order issued pursuant to this section is guilty of an offence.
- 4.2 A Fire Ban Order made pursuant to this section shall be broadcast by Alberta Emergency Alert or other electronic media outlets which, in the opinion of the Chief Administration Officer or the Fire Chief(s), are likely to bring the matter to the attention of the general public.
- 4.3 Without limiting Section 3, a County Fire Ban expressly prohibits the use of each of the following:
- a. Wood fires in the backcountry;
  - b. Wood fires in random camping areas;
  - c. Wood fires in engineered facilities in campgrounds;

- 
- d. Wood fires on residential properties;
  - e. Fires using charcoal briquettes;
  - f. Turkey fryers; and
  - g. Tiki torches
- 4.4 Pursuant to Section 8 of the Forest and Prairie Protection Regulation A County Fire Ban will expressly prohibit the use of:
- a. Fireworks; and
  - b. Exploding targets.
- 4.5 The Fire Ban will also revoke any written permission permitting the use of fireworks that had been granted prior to the Ban coming into effect.
- 4.6 The County Fire Bans do not apply to:
- a. Portable propane fire pits, which are CSA approved or UL certified, within campgrounds, backcountry area, random camping areas and on private land;
  - b. Gas or propane stoves and barbeques that are, that are CSA approved or UL certified and are designed for cooking or heating, within campgrounds, backcountry areas, random camping areas and on private land;
  - c. Catalytic or infrared style heaters within campgrounds, backcountry areas, random camping areas and on private land;

#### **SECTION 5: OFFENCES**

- 5.1 Any person who ignites or allows to burn a fire while a Fire Ban is in effect may be found in violation of this Bylaw.
- 5.2 Any person who contravenes a provision of this Bylaw is guilty of an offence and is liable to a penalty as set out in attached Schedule B.
- 5.3 Any single contravention of this Bylaw shall be considered as a single offence and shall not limit additional penalties of this Bylaw from being enforced for additional offences.
- 5.4 Nothing in this bylaw shall be construed as curtailing or abridging the right of the County to obtain compensation or to maintain an action for loss of or damage to property from or against the person or persons responsible.

#### **SECTION 6: VIOLATION LETTER**

- 6.1 The Chief Administrative Officer or a County authorized enforcement officer is authorized and empowered to issue a Violation Letter pursuant of the Provincial Offences Procedure Act.
- 6.2 A Violation Letter shall be issued for each single offence of this Bylaw as per Section 4 of this Bylaw.
- 6.3 Landowners who have Burning that has not been extinguished within 1-day of the Fire Ban will be given a 1-day notice by the Chief Administrative Officer or designate to have all Burns extinguished. After that 1-day notice if Burns are still active, the Chief Administrative Officer or designate will have the existing fires extinguished. Landowners will be liable for all direct and indirect costs incurred by the County in extinguishing that Burn on that parcel of land.

**SECTION 7: SEVERABILITY**

- 7.1 Should any section or part of this bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded as severable from the rest of this bylaw and this bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this bylaw.

**This Bylaw shall come into force and take effect on the date of final reading hereof.**

READ a first time this 27th day of February 2024.

READ a second time this 27th day of February 2024

READ a third time this 12th day of March 2024

  
Amber Bean, Reeve

  
Allan Rowe, Chief Administrative Officer

Schedule B

First Offence:	\$ 500.00
Second Offence:	\$2,500.00
Third Offence:	\$5,000.00

All costs of managing, controlling, or extinguishing the fire incurred by the County shall be charged back to the landowner. All unpaid cost shall be added to the landowner's tax roll.

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	April 23,2024
Originated By:	Crystal Dej, Community Service Coordinator
Title:	<b>FIRE FEES &amp; SERVICES</b>
File:	23-02-02

**DESCRIPTION:**

Council has requested information on Fire Services Fees in other Municipalities.

**BACKGROUND:**

Clear Hills County current bylaw states there is no fees for residential fires, building structure fires, medical aid responses and Motor Vehicle Accidents when there is a fatality, or fatalities involved in the County. Other fires will be charged at the current rate, as established by Council.

Equipment *per/hour	Northern Sunrise County	Town of Fairview	Birch Hills County	MD of Peace (Mutual Aid) May Charge any costs incurred by Fire Department	Northern Lights County (No Charge) May Charge any costs incurred by Fire Department	Saddle Hills County	Clear Hills County
<b>OHV</b>	\$50.00				\$25.00		
<b>Fire Fighters</b>	\$30.00				\$31.00		
<b>Pumper</b>	\$400.00	\$400.00	\$650.00	\$400.00	\$400.00	\$650.00	
<b>Rescue Truck</b>	\$400.00	\$400.00		\$400.00	\$400.00		
<b>People Mover</b>	\$75.00			\$75.00			
<b>Tender</b>	\$400.00		\$190.00	\$400.00	\$400.00	\$190.00	
<b>Ladder Truck</b>		\$400.00					
<b>Wild land Response Vehicle &amp; Trailer</b>	\$275.00			\$275.00	\$125.00		
<b>Command Truck</b>		\$100.00	\$190.00	\$200.00	\$150.00	\$190.00	
<b>Rescue Vehicle</b>				\$400.00		\$650.00	
<b>Quad Unit</b>				\$200.00			
<b>Flat Rate</b>							\$100.00

**ATTACHMENTS:**

- Clear Hills County Bylaw No.9 Fees For extinguishing Fires
- Clear Hills County Bylaw No. 271-22 Schedule of Fees & Charges
- Clear Hills County Policy No. 2301 Fire Protection Fees

**RECOMMENDED ACTION:**

**RESOLUTION by.....**

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>	
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## BYLAW NO. 9

A BYLAW OF THE MUNICIPAL DISTRICT OF CLEAR HILLS NO. 21, IN THE PROVINCE OF ALBERTA, REGARDING THE EXTINGUISHING OF FIRES AND THE PRESERVING OF LIFE AND PROPERTY FROM INJURY OR DESTRUCTION BY FIRE.

WHEREAS the Council of the Municipal District of Clear Hills No. 21 (hereinafter referred to as "the M.D.") wishes to establish fees for services provided by volunteer fire departments for the extinguishing of fires or preserving of life or property from injury or destruction by fire, and for the collection of the said fees from the occupant or owner of the property; and

WHEREAS the Council of the Municipal District of Clear Hills No. 21 has determined it is in the best interests of the municipality to pass such a bylaw.

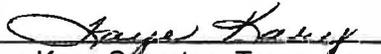
NOW THEREFORE, the Council of the Municipal District of Clear Hills No. 21, in the Province of Alberta, duly assembled, enacts as follows:

01. THAT, where equipment is operated by or on behalf of the Municipal District of Clear Hills No. 21 in the extinguishing of fires or preserving of life or property from injury or destruction by fire, the costs incurred therein may be charged to the owner or occupant of the land.
02. THAT, if the owner or occupant of the land on which the service was performed refuses to pay the account incurred or if the account is in arrears for sixty (60) days or more, the account will be charged against the land as taxes due and owing in the respect of that land.
03. THAT, the fee for services provided under this bylaw shall be as per the attached Schedule of Fees.
04. THAT, the Schedule of Fees may be amended from time to time by a resolution of Council passed at a duly constituted meeting of the Council of the Municipal District of Clear Hills No. 21.
05. THAT, the Council of the M.D. of Clear Hills No. 21 shall adopt policy to provide staff with clear guidelines for implementation of this bylaw.
06. THAT, this bylaw shall come into effect upon the date of final passing hereof.

READ for a FIRST time this 22nd day of August A.D., 1995.



Telly Burrell, Reeve



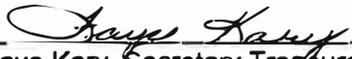
Faye Kary, Secretary Treasurer

**BYLAW NO. 9**  
Extinguishing of Fires & Preserving of Life  
& Property From Injury or Destruction by Fire

PAGE 2

READ for a SECOND time this 22nd day of August A.D., 1995.

  
\_\_\_\_\_  
Telly Burrell, Reeve

  
\_\_\_\_\_  
Faye Kary, Secretary Treasurer

READ for a THIRD time this 22nd day of August A.D., 1995.

  
\_\_\_\_\_  
Telly Burrell, Reeve

  
\_\_\_\_\_  
Faye Kary, Secretary Treasurer

## BYLAW NO. 271-22

**BEING A BYLAW OF CLEAR HILLS COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AND REVISING FEES AND CHARGES AND REPEALING BYLAW NO. 265-21**

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WHEREAS, pursuant to the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta, 2000, and amendments thereto, the County is requested to provide various services and/or to make certain information available to the public; and

WHEREAS, in accordance with Section 8 of the Municipal Government act, and Section 93 fo the Freedom of Information and Protection of Privacy Act, Council may pass a bylaw establishing fees to charge for providing information and services; and

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

1. That the Fees and Charges be established by this Bylaw as detailed in the attached Schedule and
2. Bylaw 265-21 be repealed upon effective date of Bylaw 271-22.
3. THAT, this bylaw shall come into force and effect upon the date of final reading hereof

READ a first time this 13 day of Sept, 2022.

READ a second time this 13 day of Sept, 2022.

READ a third time this 13 day of Sept, 2022.

  
Amber Bean, Reeve

  
Allan Rowe, Chief Administrative Officer

Clear Hills County  
Bylaw No. 271-22  
Fees and Charges

The amount which Clear Hills County may charge for the supply of information, goods and services shall be the amounts listed on this schedule.

**ADMINISTRATIVE SERVICES**

Faxing, per side (incoming or outgoing) double for two sided	\$ 1.25 + GST
• <u>Exemptions:</u> Faxing for paid services the County provides (ie tax certificates)	
Laminating: Business card size	\$ .50 + GST
Letter	\$ 1.00 + GST
Legal	\$ 1.50 + GST
Maps, plus postage/shipping if applicable (topographic/landowner)	
Maps	\$ 25.00 + GST
South Map Books	\$ 30.00 + GST
Shipping Map Books:	\$6.35 each
Shipping folded maps: Mail	\$6.35 for one map, \$2.65 for each additional map
Shipping rolled maps: Mail (up to six)	\$21.25
Courier or other non-postal	Purchaser must provide an account number with the requested courier or shipping company. The County will not ship maps C.O.D. (cash on delivery).

N.S.F. - Insufficient Funds Transactions (preauthorized payments & cheques) \$20.00

**Penalties – Past Due Non-Utility Accounts**

There shall be added to, by way of penalty, an amount equal to 2% of the outstanding balance owing at the close of business on the last working day of the month of billing. Postmarks will not be accepted as the date payment is received.

- Exemptions: Accounts for donations to, and sponsorship of County events and programs are exempt from penalties

**Photocopies: \* double for two sided copying**

**Black & White per side\***

Letter	\$ .10 + GST
Legal	\$ .15 + GST
11x 17	\$ .20 + GST

**Color per side\***

Letter	\$ .25 + GST
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Legal	\$ .35 + GST
11x 17	\$ .50 + GST
Tender Package Fees	as set per tender

**CANNABIS CONSUMPTION BYLAW**

First offense, within one year	\$100.00
Second offense, within one year	\$200.00
Third and subsequent offenses, within one year	\$400.00

**EMERGENCY SERVICES**

Callouts – Flat rate	\$100.00
Fire Containment Materials (HazMat)	cost recovery
Additional equipment/resources	cost recovery

**ENFORCEMENT RATES**

***BYLAW ENFORCEMENT – DEVELOPMENT STOP ORDERS, NUISANCE PROPERTIES***

Laborers	\$40.00 per hour
Supervisors	\$75.00 per hour
Vehilces and Equipment:	Hour or day rate, whichever is lower, in current ARHCA Equipment Rental Rates Guide.
Travel to and from site:	calculated at same rates as above
Contracted services to bring properties into compliance	cost recovery
Administration Fee	15%

***WEED CONTROL ENFORCEMENT RATES***

Weed Pickers	\$40.00 per hour
Supervisors	\$75.00 per hour
Vehilces and Equipment:	Hour or day rate, whichever is lower, in current ARHCA Equipment Rental Rates Guide.
Travel to and from site:	calculated at same rates as above
Contracted weed enforcement	cost recovery
Herbicide, adjuvants & surfactant	cost recovery
Administration Fee	15%

**FOIP FEES**

Fees for FOIP Requests shall be as outlined in the Freedom of Information and Protection of Privacy Act.

**INDUSTRY APPROVAL FEES**

Industry Approval Fees	\$150.00
Pipeline Crossings	\$150.00
Each Additional Crossing	\$ 50.00

## LAND USE AND DEVELOPMENT SERVICES

### Development Permit:

Agricultural, Residential & Commercial Flat Rate	\$0.00
Industrial Per \$100,000 of construction cost, or portion thereof	\$100.00
Land Use Bylaw Booklet	\$ 15.00
Municipal Development Plan Bylaw Booklet	\$ 15.00
Cleardale or Worsley Area Structure Plan	\$ 25.00

### ROAD USE PERMITS (TRAVIS)

Road Use permit fee	\$15.00
Road Use cancellation fee	\$15.00

### RURAL ADDRESS SIGNAGE

Additional signs as per Bylaw 267-17 sections 5 & 8	Current Cost
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### TAXATION AND ASSESSMENT SERVICES

#### Assessment Review Board Complaint

Residential (3 or fewer dwellings) and Farmland	\$ 50.00
Residential (more than 3 dwellings)	\$500.00
Non-Residential	\$500.00
(as per Section 481(1), Municipal Government Act)	

Assessment Record to Landowner, per roll number (Agricultural/Residential) No Charge

Assessment Record to Others, per roll number	\$ 5.00	
Mailing or Faxing of Assessment Records to Others, per roll number	\$ 5.00	+ GST
Industrial Assessment Record, per roll number	\$ 20.00	+ GST
Tax Certificates	\$ 35.00	
Tax Notification Charges	\$ 25.00	per parcel
Tax Sale Advertising Fee	\$ 20.00	

### VETERINARIAN SERVICES INCORPORATED (VSI) FEES

5 Year Membership	\$50.00 + GST
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<b>EQUIPMENT</b>	<b>DEPOSITS -</b> Damage/Cleaning	<b>STANDARD</b> Per Day	<b>COMMERCIAL</b> Per Day	<b>COMMUNITY ORGANIZATION</b> Per Day	<b>NOTES</b>
<b>RENTAL EQUIPMENT</b>					
<b>Definitions:</b>					
<b>Standard</b> – means personal use or primary agricultural producer use.					
<b>Commercial</b> – means business entity that is not a primary agricultural producer.					
<b>KITCHEN EQUIPMENT</b>					
Includes: 3 large coffee urns, 2 orange juice jugs, 2 portable roasters,					
List items on rental Agreement	\$50.00	No Charge	No Charge	No Charge	
<b>CHEMICAL WIPE APPLICATORS</b>					
Quad mount rope wick	\$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	For spot application
Hand held rope wick	\$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	For spot application
Pull /push roller applicator	\$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	Lawn application
Rotowiper – pull type roller applicator (2" ball)	\$150.00	No Charge	No Charge	2 days no charge then Standard rates apply	12V pump, 30 feet, 45L tank capacity
<b>COMMUNITY CENTRE</b>					
Community Room, Kitchen & Access to washrooms	\$50.00	\$50.00	\$100.00	2 days no charge then Standard rates apply	Includes use of 11 round, 32 rectangle tables & 150 folding chairs
Tables & Chairs (rented for off-site use)	\$50.00	\$1.00 per table \$0.50 per chair		2 days no charge then Standard rates apply	11 round 32 rectangle 31 wood rectangle 150 folding chairs
<b>CORRAL PANELS</b>					
2 5/16" ball	\$50.00	\$50.00	\$100.00	2 days no charge then Standard rates apply	21 Panels
<b>ECO BRAN APPLICATOR</b>					
Fits in truck box 12V plugin	\$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	also used for broadcasting seed
<b>GRAIN BAGGER</b>					

<b>EQUIPMENT</b>	<b>DEPOSITS -</b> Damage/Cleaning	<b>STANDARD</b> Per Day	<b>COMMERCIAL</b> Per Day	<b>COMMUNITY ORGANIZATION</b> Per Day	<b>NOTES</b>
Clevis or pintle hitch	\$350.00	\$350.00	\$700.00	2 days no charge then Standard rates apply	Minimum 65HP tractor 540 PTO
<b>GRAIN BAG EXTRACTOR</b>					
Tongue hitch	\$350.00	\$350.00	\$700.00	2 days no charge then Standard rates apply	Maximum 120HP tractor 540 PTO
<b>GRAIN BAG ROLLER</b>					
2 5/16" ball	\$50.00	No charge	No Charge	No Charge	Self powered, gas motor
<b>GRAIN VAC</b>					
single or double tongue hitch	\$400.00	\$300.00	\$400.00	No Charge	1000 PTO 85 hp tractor
<b>GRILLS &amp; BBQ/Grill Trailer – does not include propane tanks</b>					
Portable grills (2 units available)	\$50.00	\$5.00	\$25.00	2 days no charge then Standard rates apply	
BBQ/Grill Trailer 2 5/6 ball hitch	\$150.00	\$75.00	\$150.00	2 days no charge then Standard rates apply	recommend ¾ ton to pull
<b>HITCH</b> 2" ball or 2 5/16" ball \$50.00 deposit. No deposit required if using to transport rental equipment					
<b>MANURE SPREADER</b>					
Minimum ¾ ton to pull Pintle hitch	\$400.00	\$200.00	\$400.00	2 days no charge then Standard rates apply	125hp tractor & 1000 PTO
<b>MULCH APPLICATOR</b> for tree planting					
Tongue hitch	\$50.00	No Charge	No Charge	2 days no charge then Standard rates apply	
<b>MULCH</b> Cost recovery for all users					
<b>PORTABLE LOADING CHUTE</b>					
Requires – 2" ball	\$50.00	\$25.00	\$50.00	2 days no charge then Standard rates apply	Optional 4 heavy duty panels
<b>POST POUNDER</b>					
Single tongue hitch	\$300.00	\$150.00	\$300.00	2 days no charge then Standard rates apply	Self powered, gas motor

<b>EQUIPMENT</b>	<b>DEPOSITS -</b> Damage/Cleaning	<b>STANDARD</b> Per Day	<b>COMMERCIAL</b> Per Day	<b>COMMUNITY ORGANIZATION</b> Per Day	<b>NOTES</b>
<b>PULL TYPE GRADER aka LAND LEVELLER</b>					
Tongue hitch	\$300.00	\$150.00	\$300.00	2 days no charge then Standard rates apply.	Tractor size 120-400 HP 14 foot Hygrade with hydraulic lift, tilt, angle, offset rear steering
<b>ROLLER MILL</b>					
	\$50.00	\$20.00	\$40.00	2 days no charge then Standard rates apply	110 volt, electric
<b>SCALES</b>					
Bale Spear Scale 2" ball	\$100.00	\$30.00	\$150.00	2 days no charge then Standard rates apply	Electric over hydraulic controls
<b>SCARE CANNON (for birds and large animals in crops)</b>					
	\$50.00	No charge	\$50.00	No charge	
<b>SIGNS</b> c/w stand if required \$60 deposit No rental charge					
<b>SPRAYERS</b>					
Backpack	\$50.00	No Charge	No charge	No Charge	Hand pump
Quad Mount	\$50.00	No Charge	No Charge	No Charge	12' boomless nozzles & handgun (30L)
Quad - Pull type	\$50.00	No Charge	No Charge	No Charge	Handgun & 12' boomless nozzles (270L)
2 for truck bed - Skid Mount	\$50.00	No Charge	No Charge	No Charge	12" Handgun, 12V pump, (270L tank)
Truck Mount: Optional: 20 ft boom	\$200.00	No Charge	No Charge	2 days no charge then Standard rates apply	Requires hitch receiver to mount boom. 300gal tank.
<b>STEAM TABLES</b>					
Steam Table	\$50.00	\$5.00	\$25.00	2 days no charge then Standard rates apply	
<b>TOILETS</b>					
Both on same trailer 2" ball	\$100.00	\$40.00	\$100.00	2 days no charge then Standard rates apply	

<b>EQUIPMENT</b>	<b>DEPOSITS -</b> Damage/Cleaning	<b>STANDARD</b> Per Day	<b>COMMERCIAL</b> Per Day	<b>COMMUNITY ORGANIZATION</b> Per Day	<b>NOTES</b>
<b>WASH STATION</b>					
	\$50.00	\$10.00	\$25.00	2 days no charge then Standard rates apply	Two sinks with foot pump
<b>WATER PUMP</b>					
4" PTO ½ mile hose ¾ ton or larger truck 2 5/16 " ball	\$100.00 ea (Summer Only) \$1,000.00 ea (Winter Only)	\$75.00 each  \$200.00 each	\$300.00 each  \$500.00 each	2 days no charge then Standard rates apply	April 1– September 30 October 1–Mar 31
PTO Pump ONLY	\$100.00 ea (Summer Only) \$1,000.00 ea (Winter Only)	\$75.00 each  \$200.00 each	\$300.00 each  \$500.00 each	2 days no charge then Standard rates apply	April 1– September 30 October 1–Mar 31
Extra Hose	Covered by pump deposit, \$50.00 if only renting hose.	\$1.00 per hose	\$5.00 per hose	2 days no charge then Standard rates apply	If not renting a pump, hose deposit is a flat fee regardless of number of hoses being rented.
<b>WIRE ROLLER</b>					
Tongue hitch or receiver	\$50.00	\$25.00	\$50.00	2 days no charge then Standard rates apply	Requires hydraulics to operate
<b>OTHER:</b>					
<b>ADMINISTRATION FEE</b> – sourcing replacement materials, parts and rental equipment due to loss or damage by renter: 15% of total replacement cost (plus GST)					
<b>FREE HALF DAY RENT INCENTIVE</b> Renters hauling rental equipment more than 50 kms from the pick up point will qualify for one half day of free rent. To qualify renters must provide mileage from their point of origin (home or worksite) to pick up point.					
<b>SHOP RATE</b> for cleaning and repair of rental equipment: \$50.00 per hour – minimum 1 hour					



# Clear Hills County

Effective Date: September 26, 2023	Policy Number: <b>2301</b>
Title: <b>FIRE PROTECTION FEES</b>	

## **1. Policy Statement**

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

## **2. General**

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

## **3. End of Policy**

### ADOPTED

Resolution #C189-03

Date: March 23, 2003

### AMENDED

Resolution #C876-03

Date: November 25, 2003

Resolution #C214(04/10/07)

Date: April 10, 2007

Resolution #C419(05/26/09)

Dated May 26, 2009

Resolution #C073(01/26/10)

Date: January 26, 2010

Resolution #C161(02/22/11)

Date: February 22, 2011

Resolution #C712(08/23/11)

Date: August 23, 2011

Resolution #C511-23(09/12/23)

Date: September 26, 2023

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	April 23, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Policy 3201 Road Construction</b>
File:	32-02-02

DESCRIPTION:

Council is presented with a Policy 3201 Road Construction and the related agreements for review.

BACKGROUND:

**C205-24(4-09-24)** RESOLUTION by Reeve Bean to approve Policy 3201 Road Construction section 3.4 with the amendment to include that agreements between the landowner and Clear Hills County be put in place for sections 3.1 MSSC Study, 3.2 Study Outcome Compensation, 3.3 Construction & 3.4 Fill Material. CARRIED.

**C390-23(07-11-23)** RESOLUTION by Reeve Bean to approve amending Policy 3201 Road Construction, Section 1.6 The Master Schedule of Standards and Conditions (MSSC Assessment Study), the County will cover ninety percent (90%) of the costs associated with the initial mandatory MSSC Assessments studies that will determine the compensation and requirements as per Alberta Environment standards. CARRIED.

**P344-23(06-26-23)** RESOLUTION by Reeve Bean include in Policy 3201 Road Construction, that Clear Hills County will pay up to a maximum of \$200,000.00 per ½ mile for the engineering and construction of Road Access on approved requests. All road requests will be reviewed in order of received and to a maximum of \$1,000,000.00 annually to be allocated from the Road Construction Reserve. CARRIED.

**P343-23(06-26-23)** RESOLUTION by Reeve Bean to include in Policy 3201 Road Construction, that each Road Access request application requiring wetland compensation amounts, Clear Hills County will pay up to a maximum of \$10,000.00 towards the compensation. CARRIED.

ATTACHMENTS:

- Policy 3201 Road Construction
- The Master Schedule of Standards and Conditions (MSSC) Assessment Study Agreement
- The Master Schedule of Standards and Conditions (MSSC) Assessment Study Outcome Environmental Compensation Agreement
- Access Road Fill Material- Projects Under 950 Meters Agreement
- Access Road Fill Material- Projects Over 950 Meters Agreement
- Engineering & Construction Cost Contribution Agreement

RECOMMENDATION:

**RESOLUTION by...** to accept the discussion regarding Policy 3201 Road Construction and the related agreements for information.

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b> 
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# Clear Hills County

Effective Date: <b>April 9, 2024</b>	Policy Number: <b>3201</b>
Title: <b>ROAD CONSTRUCTION</b>	

## 1. POLICY STATEMENT

Clear Hills County will develop and enhance the vital road network system within the County for the safe transportation of passengers, tourists, industry, and goods.

## 2. ROAD CONSTRUCTION INFORMATION

- 2.1 The County will evaluate and prioritize road construction.
- 2.2 All road requests will be on a first come basis.
- 2.3 Council will allocate an annual budget of \$1,000,000.00 for new road construction.
- 2.4 All Road Construction requests will require a completed road request application form to be filled out and submitted to the Clear Hills County office by March 1<sup>st</sup> to be considered for construction in the following year.
- 2.5 The CAO shall present to Council the new road construction applications with the estimated project cost for Councils review and initial approval annually in March of each year.
- 2.6 Prior to the final approval of new road construction requests, the County will proceed with the required assessment standards set out by Alberta Environments within the MSSC. The Master Schedule of Standards and Conditions (MSSC) identifies conditions that apply to formal disposition applications approved under the Public Land Act. Conditions in this document are part of multiple approval systems and processes.
- 2.7 Following the MCCS assessment, a full report will be brought back to Council to present compensation costs and requirements that will need to be met as per Alberta Environment standards prior to proceeding with construction.

## 3. APPLICANT LANDOWNER RESPONSIBILITY

### 3.1 MSSC Assessment Study

The County will cover ninety percent (90%) of the costs associated with the initial mandatory MSSC Assessments studies that will determine the compensation and requirements as per Alberta Environment standards. The applicant is required to pay the remaining ten percent (10%) of the costs.

### 3.2 Study Outcome Compensation

The County will pay up to a maximum of \$10,000.00 (ten thousand dollars) of the Compensation Costs, per road construction application. All compensation costs will be required to be paid in full by the applicant prior to the commencement of construction.

### 3.3 Fill Material

3.3.1 Road Construction Projects that do not exceed 950 meters.

- a) The responsibility for supplying fill material lies with the applying landowner of the designated land where the road is being constructed with the following rules:

Effective Date: April 9, 2024

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- I. Fill material must be suitable for the project.
- II. Fill material must be accessible as close to the project as possible.
- III. Follow all engineered environmental plans outlined.

- b) Should the construction of the road require fill material from the designated land, the landowner is required to provide the required dirt at no cost to the contractor or Clear Hills County.
- c) The landowner shall not accept any financial compensation or profit, apart from the potential benefit of establishing a borrow pit or landscape borrow, if required, for the road construction project.

### 3.3.2 Road Construction Projects that exceed 950 meters, to a maximum of 3,200 meters.

- a) The responsibility for supplying fill material for the closest 950 meters to the project, lies with the applying landowner of the designated land where the road is being constructed with the following rules:
  - I. Fill material must be suitable for the project.
  - II. Fill material must be accessible as close to the project as possible.
  - III. Follow all engineered environmental plans outlined.
- b) Should the road construction of the 950 meters closest to the project require fill material from the applying landowners designated land, the landowner is required to provide the required dirt at no cost to the contractor or Clear Hills County.
- c) The remainder of fill material needed to complete the road project will be purchased by the County at a cost per cubic meter or a lump sum as directed by Council motion.
- d) The landowner shall not accept any financial compensation or profit, apart from the potential benefit of establishing a borrow pit or landscape borrow, if required, for the road construction project.

### 3.4 Construction

The County will pay up to a maximum of \$200,000.00 (two hundred thousand dollars), per ½ mile, for the engineering and construction cost on approved road construction applications.

## 4. RELATED AGREEMENTS

- The Master of Standards and Conditions (MSCC) Assessment Study Agreement
- The Master of Standards and Conditions (MSCC) Assessment Study Outcome Environmental Compensation Agreement
- Access Road Fill Material- Projects Under 950 Meters Agreement
- Access Road Fill Material- Projects Over 950 Meters Agreement
- Engineering & Construction Cost Contribution Agreement

## 5. RELATED POLICIES

- Policy 3202 Road Construction Specifications
- Policy 3203 Approach Construction
- Policy 3205 Land Need and Acquisition

Effective Date: April 9, 2024

**6. SCHEDULE A- SCORING GRID**

Road Scoring Grid:

The following Road Scoring Grid will be used to evaluate road construction requests.

Priority	Scoring Criteria	Points
1. a	No Access – To a Quarter Section with Residence	95
1. b	No Access – To a Quarter Section with a Residence on a School Bus Route	90
1. c	No Access – To a Quarter Section of Farmland or titled fenced pasture	85
2	Miles school bus route is reduced	5/mile
	Anticipated school bus years	Years
3	Reduced distance by existing roads	5/mile
	Miles reduced	
4	Number of groups/households served	5/group
	Basic access	minus 20
	Limited Access	minus 10
	Wet Years -No Access	50
	Wet Years- Limited Access	25
	Water Crossing Required: Bridge File	minus 50
	Water Crossing Required: 36-48"	minus 25
	Muskeg/Coulee	minus 20
	Distance	minus 5 per ½ mile over 1 mile
	Total Points	
Minimum Points to qualify		60

Notes:

\*Applicants for roads that do not achieve minimum points will be notified in writing that the requested project is denied.

Effective Date: April 9, 2024

**7. TO BE COMPLETED BY APPLICANT LANDOWNER**

7.1 Proof of ownership by applicant.

Name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Legal Land Location: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

7.2 Purpose for requesting new or upgraded road:

- New Yard Site
- Existing Yard Site
- Upgrading Access
- Crop/Grazing
- Timber Salvage
- Subdivision
- Other  Explanation: \_\_\_\_\_

7.2.1 If for farmland, do you have:

- a. At least 1/2 (minimum 80 acres) in seedbed condition
- b. The property is fenced for pasture

7.2.2 If for residential purpose, do you:

- a. Currently live on the land? Yes  No
- b. Where is your primary residence? \_\_\_\_\_ N/A
- c. When will you reside on the land and will be claiming it as your primary residence? \_\_\_\_\_ N/A
- d. Have you applied for utilities? Power  Gas  N/A
- e. Have you submitted a subdivision or development application? Yes  No  N/A

7.2.3 How have you been getting to this land previously?

7.2.4 What is the condition of the present access? Good  Fair  Poor  None

7.2.5 Date the land was acquired? \_\_\_\_\_

7.2.6 Have you received and reviewed the County's policy for Road Construction requests, and will you provide the required compensation costs? Yes  No

7.2.7 Will supply fill material? Yes  No   
a) If yes, borrow pit  or land scrape

7.3 Landowner will be contacted by the County to set up a meeting to review Policy 3201 and the related agreements.

Landowners Name \_\_\_\_\_ Signature \_\_\_\_\_

Witness Name \_\_\_\_\_ Signature \_\_\_\_\_

**8. END OF POLICY**

ADOPTED

Resolution #C190-03

Date: March 25, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

AMENDED

Resolution #C153(03/13/07)

Date: March 13, 2007

AMENDED

Resolution #C180(02/23/10)

Date: February 23, 2010

AMENDED

Resolution #C393-12

Date: July 10, 2012

AMENDED

Resolution # C398-12(07/24/12)

Date: July 24, 2012

AMENDED

Resolution # C405-14(06/24/14)

Date: June 24, 2014

AMENDED

Resolution # C413-17 08/22/17

Date: August 22, 2017

AMENDED

Resolution #C463-20(10-13-20)

Date: October 13, 2020

AMENDED

Resolution #C357-22(07-12-22)

Date: July 12, 2022

AMENDED

Resolution #C426-23(08-15-23)

Date: August 15, 2023

AMENDED

Resolution #C205-24(04-09-23)

Date: April 9, 2024

**The Master Schedule of Standards and Conditions (MSSC)  
Assessment Study Agreement**

This Agreement is made and entered into this (DATE) by and between:

**Clear Hills County**

(hereinafter referred to as the "County")

**AND**

[Landowner Name],

(hereinafter referred to as the "Landowner")

**WHEREAS**, the County will hire an engineer to conduct a Master Schedule of Standards and Conditions (MSSC) Assessment Study (the "Study") in accordance with Alberta Environment standards; and

**WHEREAS**, the Landowner desires to participate in the Study;

**NOW, THEREFORE**, in consideration of the foregoing premises and the mutual covenants hereinafter contained, the parties agree as follows:

**1. Scope of Services**

The County agrees to perform the Study, which will determine the compensation and requirements for the Landowner as per Alberta Environment standards.

**2. Landowner Contribution**

The Landowner agrees to pay a non-refundable amount of ten percent (10%) for the cost of the initial mandatory MSSC Assessment Study (the "Landowner Contribution". The County will cover the remaining ninety percent (90%) of the costs associated with the initial mandatory MSSC Assessment Study.)

**3. Payment of Landowner Contribution**

The Landowner shall pay the Landowner Contribution to the County within 30 days of receiving the estimate, failure to do so will result in termination of this agreement.

**4. Term and Termination**

This Agreement shall remain in effect until the completion of the MSSC Study or until the date the Landowner fails to pay the Landowner Contribution, whichever occurs first.

**5. Road Construction Policy No. 3201**

This Agreement covers the MSSC Assessment Study **only**. Compensation for the Study outcome will be addressed in a separate agreement referencing Section 3.2 of the Road Construction Policy No. 3201.

**6. Entire Agreement**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

**The Master Schedule of Standards and Conditions (MSSC)  
Assessment Study Agreement**

**7. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.

**8. Notices**

All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given when delivered personally, sent by registered mail, postage prepaid, return receipt requested, or sent by reputable overnight courier service, addressed as follows:

If to the County:  
Clear Hills County  
Box 240  
313 Alberta Avenue  
Worsley, Alberta  
T0H 3W0

If to the Landowner:  
[Landowner Name]  
[ADDRESS]

---

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date below.

**LANDOWNER**

Landowner: \_\_\_\_\_

Witness:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

**CLEAR HILLS COUNTY**

Reeve: \_\_\_\_\_

CAO: \_\_\_\_\_

Witness:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

**The Master Schedule of Standards and Conditions (MSSC)  
Assessment Study Outcome Environmental Compensation Agreement**

This Agreement is made and entered into this (DATE) by and between:

**Clear Hills County**

(hereinafter referred to as the "County")

**AND**

[Landowner Name],

(hereinafter referred to as the "Landowner")

**WHEREAS**, the County and the Landowner entered into an MSSC Assessment Study Agreement (the "First Agreement") dated [DATE] for the purpose of determining Environmental compensation and requirements for the Landowner as per Alberta Environment standards related to road construction;

**WHEREAS**, the First Agreement has been completed;

**WHEREAS**, the MSSC Assessment Study determined that Environmental Compensation is required for the Landowner's road construction application;

**NOW, THEREFORE**, in consideration of the foregoing premises and the mutual covenants hereinafter contained, the parties agree as follows:

**1. Environmental Compensation County Contribution**

The County agrees to contribute a maximum of Ten Thousand Dollars (\$10,000.00) towards the Environmental Compensation Costs associated with the Landowner's road construction application (the "Compensation").

**2. Landowner Responsibility**

The Landowner acknowledges that they are responsible for all Environmental Compensation Costs exceeding the County's contribution under Section 1. The Landowner agrees to pay \$\_\_\_\_\_ Environmental Compensation Costs in full to the County prior to the commencement of construction.

**3. Payment Requirement**

The Landowner agrees to make full payment for all required Environmental Compensation Costs prior to the awarding of the construction contract.

**4. Entire Agreement**

This Agreement, together with the First Agreement, constitutes the agreement between the parties with respect to the MSSC Study Outcome Environmental Compensation and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

**5. Road Construction Policy No. 3201**

This Agreement covers the MSSC Assessment Study Outcome (Environmental Compensation) **only**. Fill material will be addressed in a separate agreement referencing Section 3.3 of the Road Construction Policy No. 3201.

**The Master Schedule of Standards and Conditions (MSSC)  
Assessment Study Outcome Environmental Compensation Agreement**

**6. Entire Agreement**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

**7. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.

**8. Notices**

All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given when delivered personally, sent by registered mail, postage prepaid, return receipt requested, or sent by reputable overnight courier service, addressed as follows:

If to the County:  
Clear Hills County  
Box 240  
313 Alberta Avenue  
Worsley, Alberta  
T0H 3W0

If to the Landowner:  
[Landowner Name]  
[ADDRESS]

---

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date below.

**LANDOWNER**

Landowner: \_\_\_\_\_

Witness:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

**CLEAR HILLS COUNTY**

Reeve: \_\_\_\_\_

CAO: \_\_\_\_\_

Witness:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

## Access Road Fill Material - Projects Under 950 Meters Agreement

This Agreement is made and entered into this (DATE) by and between:

**Clear Hills County**

(hereinafter referred to as the "County")

**AND**

[Landowner Name],

(hereinafter referred to as the "Landowner")

**WHEREAS**, the County and the Landowner entered into an MSSC Assessment Study Agreement (the "First Agreement") dated [DATE] for the purpose of determining Environmental compensation and requirements for the Landowner as per Alberta Environment standards related to road construction;

**WHEREAS**, the First Agreement has been completed;

**WHEREAS**, the MSSC Assessment Study determined that Environmental Compensation is required for the Landowner's road construction application;

**NOW, THEREFORE**, in consideration of the foregoing premises and the mutual covenants hereinafter contained, the parties agree as follows:

### 1. Fill Material

This Agreement outlines the responsibilities for supplying access to the fill material for the Project.

#### 1.1. Projects Under 950 Meters

##### (a) Landowner Responsibility

The Landowner is responsible for supplying access to the fill material for road construction projects that do not exceed 950 meters in length. The fill material must comply with the following:

- **Suitable for the Project:** The material must meet the engineering specifications for the road construction project.
- **Accessibility:** The material must be readily accessible from a location as close to the Project as possible.
- **Environmental Compliance:** All work related to obtaining the fill material must adhere to the engineered environmental plans outlined for the Project.

##### (b) Landowner Contribution

If the Project requires fill material from the designated land, the Landowner is required to provide the access to the necessary fill material at no cost to the contractor or Clear Hills County.

##### (c) Landowner Compensation

The Landowner shall not receive any financial compensation or profit beyond the potential benefit of establishing a borrow pit or landscape borrow, if required, for the Project.

## Access Road Fill Material - Projects Under 950 Meters Agreement

### 2. Requirement

The Landowner **Must** agree to all responsibilities for supplying access to the fill material as per Section 3.3 of the Road Construction Policy No. 3201 prior to the Tendering of the construction.

### 3. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the supply of access to the fill material for the Project and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

### 4. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.

### 5. Notices

All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given when delivered personally, sent by registered mail, postage prepaid, return receipt requested, or sent by reputable overnight courier service, addressed as follows:

If to the County:  
Clear Hills County  
Box 240  
313 Alberta Avenue  
Worsley, Alberta  
T0H 3W0

If to the Landowner:  
[Landowner Name]  
[ADDRESS]

---

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date below.

#### LANDOWNER

Landowner: \_\_\_\_\_

Witness:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

#### CLEAR HILLS COUNTY

Reeve: \_\_\_\_\_

CAO: \_\_\_\_\_

Witness:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

## Access Road Fill Material - Projects Over 950 Meters Agreement

This Agreement is made and entered into this (DATE) by and between:

**Clear Hills County**

(hereinafter referred to as the "County")

**AND**

**[Landowner Name],**

(hereinafter referred to as the "Landowner")

**WHEREAS**, the County and the Landowner entered into an MSSC Assessment Study Agreement (the "First Agreement") dated [DATE] for the purpose of determining Environmental compensation and requirements for the Landowner as per Alberta Environment standards related to road construction;

**WHEREAS**, the First Agreement has been completed;

**WHEREAS**, the MSSC Assessment Study determined that Environmental Compensation is required for the Landowner's road construction application;

**NOW, THEREFORE**, in consideration of the foregoing premises and the mutual covenants hereinafter contained, the parties agree as follows:

### **1. Fill Material**

This Agreement outlines the responsibilities for supplying access to fill material for the Project.

#### **1.1. Projects 950 to 3,200 Meters**

##### **(a) Landowner Responsibility (First 950 Meters)**

The Landowner is responsible for supplying access to fill material for the closest 950 meters to the Project. The fill material must comply with the following:

- **Suitable for the Project:** The material must meet the engineering specifications for the road construction project.
- **Accessibility:** The material must be readily accessible from a location as close to the Project as possible.
- **Environmental Compliance:** All work related to obtaining the fill material must adhere to the engineered environmental plans outlined for the Project.

##### **(b) Landowner Contribution (First 950 Meters)**

The Landowner is required to provide the necessary access to fill material for the construction of the first 950 meters closest to the Project at no cost to the contractor or Clear Hills County.

##### **(c) County Responsibility (Remaining Distance)**

## Access Road Fill Material - Projects Over 950 Meters Agreement

The County will be responsible for obtaining the fill material needed to complete the remaining portion of the road project exceeding 950 meters. The method of acquisition will be determined by a Council motion, with options including purchasing the material by the cubic meter or a lump sum.

### (c) Landowner Compensation

The Landowner shall not receive any financial compensation or profit beyond the potential benefit of establishing a borrow pit or landscape borrow, if required, for the Project.

### 2. Requirement

The Landowner **Must** agree to all responsibilities for supplying fill material as per Section 3.3 of the Road Construction Policy No. 3201 prior to the Tendering of the construction.

### 3. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the access to fill material for the Project and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

### 4. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.

### 5. Notices

All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given when delivered personally, sent by registered mail, postage prepaid, return receipt requested, or sent by reputable overnight courier service, addressed as follows:

If to the County:  
Clear Hills County  
Box 240  
313 Alberta Avenue  
Worsley, Alberta  
T0H 3W0

If to the Landowner:  
[Landowner Name]  
[ADDRESS]

---

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date below.

#### LANDOWNER

Landowner: \_\_\_\_\_

Witness:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

**Access Road Fill Material - Projects Over 950 Meters Agreement**

**CLEAR HILLS COUNTY**

Reeve: \_\_\_\_\_

CAO: \_\_\_\_\_

Witness:  
\_\_\_\_\_

Date Signed:  
\_\_\_\_\_

# Engineering & Construction Cost Contribution Agreement

This Agreement is made and entered into this (DATE) by and between:

**Clear Hills County**

(hereinafter referred to as the "County")

**AND**

[Landowner Name],

(hereinafter referred to as the "Landowner")

**WHEREAS**, the County will proceed with road construction projects within Clear Hills County; and

**WHEREAS**, the Landowner has applied and went through all mandatory stages for a road construction project (the "Application"); and

**WHEREAS**, the Application has been approved by the County;

**NOW, THEREFORE**, in consideration of the foregoing premises and the mutual covenants hereinafter contained, the parties agree as follows:

## **1. Engineering & Construction Cost Contribution**

### **1.1. County Contribution**

The County agrees to contribute a maximum of Two Hundred Thousand Dollars (\$200,000.00) per half-mile (0.8 kilometers) towards the engineering and construction costs associated with the Landowner's approved road construction application. All projects will be Tendered appropriately and analyzed by an engineering firm to ensure accuracy.

### **1.2. Landowner Responsibility**

#### **(a) Payment Timing**

The Landowner agrees to pay all compensation exceeding the County's contribution under Section 1.1 in full to the County. The Landowner will be contacted within 5 business days following the Tender Opening and payment of all costs exceeding the \$200,000.

00 must be received by the County one (1) day prior to the award of the Construction Tender.

#### **(b) Payment Breakdown**

All construction costs exceeding the \$200,000.00 threshold must be paid to the County between the Tender Opening and one (1) day prior to the award of the Construction Tender.

#### **(c) Failure to Pay**

Failure to comply with the payment timelines outlined in Sections 1.2(a) and 1.2(b) will result in the withdrawal of the Landowner's application and the project will not be awarded.

# Engineering & Construction Cost Contribution Agreement

## 2. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the Engineering & Construction Cost Contribution for the Landowner's approved road construction application and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

## 7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.

## 8. Notices

All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given when delivered personally, sent by registered mail, postage prepaid, return receipt requested, or sent by reputable overnight courier service, addressed as follows:

If to the County:  
Clear Hills County  
Box 240  
313 Alberta Avenue  
Worsley, Alberta  
T0H 3W0

If to the Landowner:  
[Landowner Name]  
[ADDRESS]

---

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date below.

### LANDOWNER

Landowner: \_\_\_\_\_

Witness:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

### CLEAR HILLS COUNTY

Reeve: \_\_\_\_\_

CAO: \_\_\_\_\_

Witness:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	April 23, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Tender Awarding- Bridge File No. 71273 Tender No. CA00046766.1010</b>
File:	32-09-21

**DESCRIPTION:**

Council is presented with the analysis and recommendation from WSP Canada Inc. for Bridge File No. 71273 Tender No. CA0004766.1010, that was opened on Tuesday, April 9, 2024, at 9:35 a.m.

**BACKGROUND:**

**C194-24(4-09-24)**

**RESOLUTION by Councillor Giesbrecht to open tenders at 9:35 a.m. for the Bridge File No. 71273 Tender No. CA00046766.1010, WSP Canada Inc. will analyze the results and bring back a recommendation to a future council meeting.**

**CARRIED.**

Company	Amount
Szmata Projects Ltd.	\$571,265.00
LaPrairie Works Inc.	\$878,980.00
Northern Road Builders.	\$1,476,675.00
S.Young Enterprises Ltd.	\$2,411,865.00
Martushev Logging Ltd.	\$926,150.87
MDP Oilfield Services Ltd.	\$957,392.00
Boss Bridgeworks	\$708,500.00

**BUDGET:**

\$1,500,00.00

**ATTACHMENT**

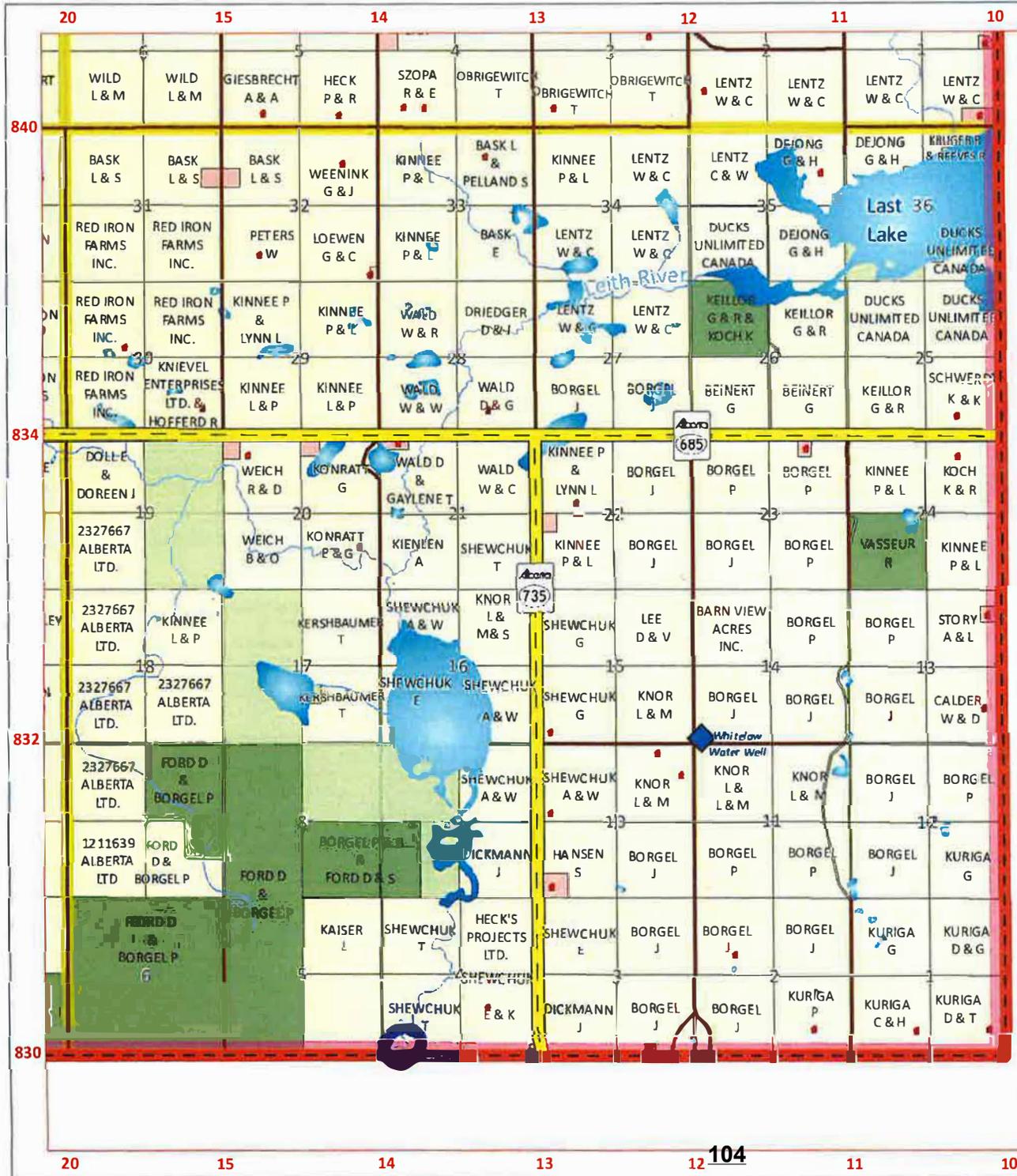
Map

Tender summary and recommendation

**RECOMMENDED ACTION:**

**RESOLUTION by...** to award the Tender No. CA0004766.1010 for Bridge File No. 71273 to Szmata Projects Ltd. for the amount of \$571,265.00, funds to be allocated from the Bridge Reserve.

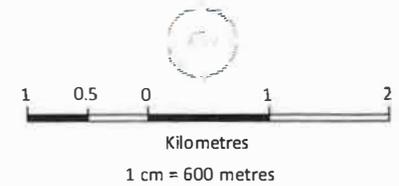
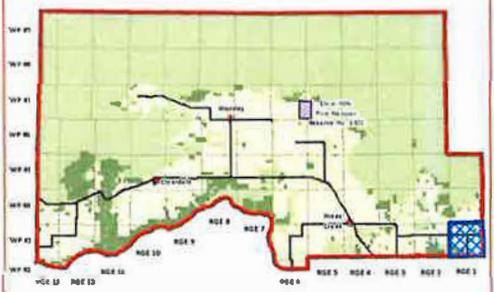
**Initials show support - Reviewed by:**      **Manager:** *T. Shewchuk*      **CAO:** *NC*



# Clear Hills County Ownership TWP 83 - RGE 01

- Titled Land
- Small Holding
- Crown Land
- Village
- First Nation Reserve
- Waterbody
- Electoral District
- Township Boundary
- Provincial Road
- Municipal Road (Paved)
- Municipal Road (Gravel)
- Residential Location
- Gravel Pit
- Waste Transfer Facility
- Municipal Water Facility

**08F 71273**



**MMSA**  
Mackenzie Municipal Services Agency  
5109 - 51 St., Box 450, Berwyn, AB T0H 0E0  
Phone: 780-338-3862 Fax: 780-338-3811  
www.mmsa.ca | email: info@mmsa.ca



2024-04-12

Clear Hills County  
313 Alberta Avenue  
Worsley, AB T0H 3W0

ATTENTION: Allan Rowe, Chief Administrative Officer

**Subject: Bridge File No. 71273  
Leith River – Township Road 830 (SW 4-83-1-W6M)  
Bridge Culvert Installation and Other Work  
Contract No. CA0004766.1010**

Tender results were received for the above-noted project from a total of seven bidders on April 5, 2024. The low bidder was **Szmata Projects Ltd.** with a total tender value of **\$571,265.00**.

We have reviewed the bid from Szmata Projects Ltd. and have found they met the required contractual obligations at the bid stage.

If awarded to the low bidder, the anticipated project costs are as follows:

	<b>Costs</b>	
Construction Costs	\$	546,265.00
Contingency (10%)	\$	54,626.50
Engineering (Design, Tender)	\$	43,460.00
Engineering (Construction – 10 Days Supervision)	\$	51,382.00
<b>Sub-total</b>	<b>\$</b>	<b>695,733.50</b>
GST (5%)	\$	34,786.68
<b>Total</b>	<b>\$</b>	<b>730,520.18</b>

We are requesting your Council's decision regarding the awarding of this contract to Szmata Projects Ltd. Also attached are the Tender Results and the Tender Summary along with a Construction Cost Estimate "D".

Should you require any additional information or clarification please contact this office.

Yours sincerely,

  
Claire Joo, P.Eng.  
Bridge Engineer

cc: Terry Shewchuk, Natasha Gillett – Clear Hills County  
Tyler Bezooyen, Doug Buyar, Brad Grant – WSP

Encl.

WSP ref.: CA0004766.1010



Bridge File 71273			Contractors:								
Bid Item	Description	Estimated Quantity		Szmata Projects Ltd.		Boss Bridgeworks Inc		LaPrairie Works Inc.		Martushev Logging Ltd.	
				Unit Price	Total Bid	Unit Price	Total Bid	Unit Price	Total Bid	Unit Price	Total Bid
1	Mobilization (GCS 1.2.9)	1	lump sum	\$ 44,940.00	\$ 44,940.00	\$ 20,000.00	\$ 20,000.00	\$ 42,000.00	\$ 42,000.00	\$ 227,078.94	\$ 227,078.94
2	Site Occupancy - Bridge Structures (GCS 1.2.41)	\$1,000.00	per day	25.00	\$ 25,000.00	35	\$ 35,000.00	42	\$ 42,000.00	40	\$ 40,000.00
3	Traffic Accommodation for Bridge Construction (HCS 7.1.12, 7.1.15)	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,800.00	\$ 20,800.00	\$ 7,301.39	\$ 7,301.39
4	Site Isolation, Fish, and Water Accommodation (Special Provisions)	1	lump sum	\$ 23,370.00	\$ 23,370.00	\$ 25,000.00	\$ 25,000.00	\$ 48,000.00	\$ 48,000.00	\$ 55,950.75	\$ 55,950.75
5	Excavation (BCS 1.6) (Special Provisions)	1	lump sum	\$ 24,580.00	\$ 24,580.00	\$ 125,000.00	\$ 125,000.00	\$ 28,000.00	\$ 28,000.00	\$ 21,273.39	\$ 21,273.39
6	SPCSP - Assembly (BCS 18.7)	1	lump sum	\$ 48,025.00	\$ 48,025.00	\$ 35,000.00	\$ 35,000.00	\$ 51,400.00	\$ 51,400.00	\$ 66,113.54	\$ 66,113.54
7	Backfill - Granular (BCS 2.4)	1	lump sum	\$ 81,975.00	\$ 81,975.00	\$ 175,000.00	\$ 175,000.00	\$ 282,600.00	\$ 282,600.00	\$ 57,854.02	\$ 57,854.02
8	Backfill - Non-Granular (Clay Seals) (BCS 2.4)	1	lump sum	\$ 60,125.00	\$ 60,125.00	\$ 50,000.00	\$ 50,000.00	\$ 113,100.00	\$ 113,100.00	\$ 67,373.31	\$ 67,373.31
9	Concrete End Treatment (BCS 18.7)	1	lump sum	\$ 73,300.00	\$ 73,300.00	\$ 65,500.00	\$ 65,500.00	\$ 75,800.00	\$ 75,800.00	\$ 160,152.28	\$ 160,152.28
10	Heavy Rock Riprap – Class 1 (BCS 10.7)	280	m3	\$ 275.00	\$ 77,000.00	\$ 150.00	\$ 42,000.00	\$ 243.50	\$ 68,180.00	\$ 305.10	\$ 85,428.00
11	Roadway Work (Special Provisions)	1	lump sum	\$ 44,750.00	\$ 44,750.00	\$ 75,000.00	\$ 75,000.00	\$ 43,200.00	\$ 43,200.00	\$ 81,464.52	\$ 81,464.52
12	Guardrail - Supply and Install (BCS 14.5)	1	lump sum	\$ 50,000.00	\$ 50,000.00	\$ 45,000.00	\$ 45,000.00	\$ 46,500.00	\$ 46,500.00	\$ 48,702.73	\$ 48,702.73
13	Erosion Control Soil Covering – Type C (HCS 6.5.6)	1,000	m2	\$ 6.00	\$ 6,000.00	\$ 5.00	\$ 5,000.00	\$ 10.50	\$ 10,500.00	\$ 4.50	\$ 4,500.00
14	Fibre / Straw Rolls (Special Provisions)	200	m	\$ 11.00	\$ 2,200.00	\$ 5.00	\$ 1,000.00	\$ 34.50	\$ 6,900.00	\$ 14.79	\$ 2,958.00
<b>TOTAL TENDER</b>				<b>\$</b>	<b>571,265.00</b>	<b>\$</b>	<b>708,500.00</b>	<b>\$</b>	<b>878,980.00</b>	<b>\$</b>	<b>926,150.87</b>

Bridge File 71273				Contractors:		MDP Oilfield Services Ltd.		Northern Road Builders		S.Young Enterprises Ltd.	
Bid Item	Description	Estimated Quantity		Unit Price	Total Bid	Unit Price	Total Bid	Unit Price	Total Bid		
1	Mobilization (GCS 1.2.9)	1	lump sum	\$ 7,200.00	\$ 7,200.00	\$ 147,500.00	\$ 147,500.00	\$ 831,299.00	\$ 831,299.00		
2	Site Occupancy - Bridge Structures (GCS 1.2.41)	\$1,000.00	per day	45	\$ 45,000.00	45	\$ 45,000.00	100	\$ 100,000.00		
3	Traffic Accommodation for Bridge Construction (HCS 7.1.12, 7.1.15)	1	lump sum	\$ 6,280.00	\$ 6,280.00	\$ 45,000.00	\$ 45,000.00	\$ 87,318.00	\$ 87,318.00		
4	Site Isolation, Fish, and Water Accommodation (Special Provisions)	1	lump sum	\$ 55,800.00	\$ 55,800.00	\$ 97,500.00	\$ 97,500.00	\$ 260,005.00	\$ 260,005.00		
5	Excavation (BCS 1.6) (Special Provisions)	1	lump sum	\$ 94,096.00	\$ 94,096.00	\$ 114,250.00	\$ 114,250.00	\$ 11,188.00	\$ 11,188.00		
6	SPCSP - Assembly (BCS 18.7)	1	lump sum	\$ 46,280.00	\$ 46,280.00	\$ 121,350.00	\$ 121,350.00	\$ 144,865.00	\$ 144,865.00		
7	Backfill - Granular (BCS 2.4)	1	lump sum	\$ 252,462.00	\$ 252,462.00	\$ 196,665.00	\$ 196,665.00	\$ 219,355.00	\$ 219,355.00		
8	Backfill - Non-Granular (Clay Seals) (BCS 2.4)	1	lump sum	\$ 41,220.00	\$ 41,220.00	\$ 102,845.00	\$ 102,845.00	\$ 219,355.00	\$ 219,355.00		
9	Concrete End Treatment (BCS 18.7)	1	lump sum	\$ 74,200.00	\$ 74,200.00	\$ 96,250.00	\$ 96,250.00	\$ 51,531.00	\$ 51,531.00		
10	Heavy Rock Riprap – Class 1 (BCS 10.7)	280	m3	\$ 244.89	\$ 68,569.20	\$ 450.00	\$ 126,000.00	\$ 447.90	\$ 125,412.00		
11	Roadway Work (Special Provisions)	1	lump sum	\$ 172,509.00	\$ 172,509.00	\$ 251,865.00	\$ 251,865.00	\$ 251,979.00	\$ 251,979.00		
12	Guardrail - Supply and Install (BCS 14.5)	1	lump sum	\$ 71,219.00	\$ 71,219.00	\$ 112,450.00	\$ 112,450.00	\$ 90,040.00	\$ 90,040.00		
13	Erosion Control Soil Covering – Type C (HCS 6.5.6)	1,000	m2	\$ 14.92	\$ 14,920.00	\$ 15.00	\$ 15,000.00	\$ 14.88	\$ 14,880.00		
14	Fibre / Straw Rolls (Special Provisions)	200	m	\$ 38.18	\$ 7,636.00	\$ 25.00	\$ 5,000.00	\$ 23.19	\$ 4,638.00		
<b>TOTAL TENDER</b>					<b>\$ 957,391.20</b>	<b>\$ 1,476,675.00</b>	<b>\$ 2,411,865.00</b>				



**CONTRACT COST ESTIMATE "D"**  
**Szmata Projects Ltd.**  
**Contract No. CA0004766.1010**

**Bridge Culvert Installation and Other Work**  
**Leith River, Township Road 830**  
**Clear Hills County**

Structure: 4.3 m Inside Dia SPCSP Culvert, 47.55 m Invert Length							
Details: 4.0 mm Thickness, 151 mm x 52 mm Corrugation Profile, 915 g/m <sup>2</sup> Galvanized Coating							
Design Items				Units	Quantity	Unit Price	Contract Amount
BID NO.	PAYMENT CLAUSE	ITEM DESCRIPTION					
1	GCS 1.2.9	Mobilization		Lump Sum			\$ 44,940.00
2	GCS 1.2.41.9	Site Occupancy - Bridge Structures		Days	25	\$ 1,000.00	\$ 25,000.00
3	HCS 7.1.12 HCS 7.1.15	Traffic Accommodation for Bridge Construction		Lump Sum			\$ 10,000.00
4	Special Provisions	Site Isolation, Water & Fish Accommodation		Lump Sum			\$ 23,370.00
5	Special Provisions	Excavation		Lump Sum			\$ 24,580.00
6	BCS 18.7	SPCSP - Assembly (4.33 m Dia)		Lump Sum			\$ 48,025.00
7	BCS 2.4	Backfill - Granular		Lump Sum			\$ 81,975.00
8	BCS 2.4	Backfill - Non-Granular (Clay Seals)		Lump Sum			\$ 60,125.00
9	BCS 18.7	Concrete End Treatment		Lump Sum			\$ 73,300.00
10	BCS 10.7	Heavy Rock Riprap (Class 1)		m <sup>3</sup>	280	\$ 275.00	\$ 77,000.00
11	BCS 18.7	Roadway Work		Lump Sum			\$ 44,750.00
12	BCS 14.5	Guardrail - Supply and Install		Lump Sum			\$ 50,000.00
13	HCS 6.5.6	Erosion Control Soil Covering (Type C)		m <sup>2</sup>	1000	\$ 6.00	\$ 6,000.00
14	Special Provisions	Fibre / Straw Rolls		m	200	\$ 11.00	\$ 2,200.00
<b>CONTRACT COST</b>							<b>\$ 571,265.00</b>
<b>MODIFIED AMOUNT (Less Site Occupancy)</b>							<b>\$ 546,265.00</b>
<b>Culvert Type = SPCSP (SP)</b>		<b>Unit Prices Average</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Contract</b>	
Inside Dia. (m) = 4.3		All Culverts	\$ 1,352	\$ 1,718	\$ 1,805		
Invert Length (m) = 47.55		Peace Region (R6)	\$ 1,351	\$ 1,823	\$ 1,613		
Number Pipes = 1		Fill Height > 6 m	\$ 1,092	\$ 1,872	\$ 1,344		
Surface Area (m2) = 642		Fill Height < 6 m	\$ 1,579	\$ 1,632	\$ 2,359		
Area = Circumference x Length		SPCSP (SP)	\$ 1,545	\$ 1,600	\$ 890		
		Unit Price Excluding Traffic Accomodation & Roadway Work					<b>\$ 800</b>
<b>OTHER COSTS</b>		Contingency	10%				\$ 54,626.50
		Engineering Budget (Design, Tender)	May 17, 2023				\$ 43,460.00
		Engineering Budget (Construction)	May 17, 2023				\$ 51,382.00
<b>TOTAL PROJECT COST</b>							<b>\$ 695,733.50</b>

NOTES:

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>REGULAR COUNCIL MEETING</b>
Meeting Date:	April 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Chief Administrative Officer Report</b>
File Code:	11-02-02

- April 16, 2024 – Mutual Aid Meeting – Peace River
- April 18, 2024 – County of Northern Lights – Mutual Aid Meeting
- April 13, 2024 Tradeshow
- Wildfire update

**RECOMMENDED ACTION:**

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

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>	
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# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	April 23, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Public Works Manager's Report</b>
File:	32-02-02

### Graders

- Graders have completed a full grade of each grader beat.
- Grading will be done on an as needed basis.

### Roads, Culverts & Approaches

- Roads throughout the County appear to be in good condition, with lots of gravel showing.
- Spot graveling will be done in a few areas of concern within the next few weeks.
- Dust Control deadline to submit applications was on April 19, 2024.
- Pavement crack sealing will begin when the weather temperature improves.
- Pavement line painting will begin once the pavement crack sealing is complete.
- The Hamlets of Cleardale and Worsley Street sweeping will be done within the next few weeks.

### Other

- The tender for transfer station operation and maintenance will be closing on June 7, 2024.
- WSP Canada Inc. are proceeding with the engineering of the Hamlet of Cleardale sewer and street upgrade.
- Rural Address sign replacement for faded signs is ongoing.
- Road sign replacement for faded signs and signs with broken posts is ongoing.
- The Bear Canyon water well pump house roof requires repair as some of the shingles have fallen off.
- The picker truck, Unit 13, has been repaired and recertified.
- Saville Drilling Ltd. is planning to come to the Worsley Water Treatment Plant at the end of April to complete a site inspection for the 2024 Worsley Water Well.
- The drilling for the 2024 Worsley Water Well is set to begin in the middle of May, dependent on all supplies arriving within the scheduled time frame.

### RECOMMENDED ACTION:

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

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>
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# Clear Hills County

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	April 23, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Council Information</b>
File:	11-02-02

DESCRIPTION:

Council is presented with correspondence, for information.

BACKGROUND / PROPOSAL:

ATTACHMENTS:

Alberta Municipal Affairs  
Bill 18 Provincial Priorities Act

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:	Manager:	CAO:	
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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*



AR113358

April 9, 2024

Reeve Amber Bean  
Clear Hills County  
Box 240  
Worsley AB T0H 3W0

Dear Reeve Bean:

Thank you for your letter regarding your tax ratio plan. I appreciate the commitment of Clear Hills County to achieve compliance with the 5:1 tax ratio.

I understand the need to strike the right balance between achieving compliance in a reasonable time and being sensitive to the economic challenges that your municipality faces. A competitive tax ratio remains critical to ensuring economic growth for municipalities and fair taxation for non-residential properties. The Government of Alberta is committed to creating a regulatory environment that attracts investment and builds strong communities. This includes ensuring Alberta has a competitive tax system.

I am encouraged by the work of Clear Hills County on the 5:1 tax ratio and giving this matter the serious attention it requires. As such, I am supportive of the plan proposed by the county.

I appreciate the efforts taken by your municipality and look forward to working with you to achieve further results in the future.

Sincerely,

Ric McIver  
Minister

# RMA Backgrounder - Bill 18: *Provincial Priorities Act*

April 2024

## What is Bill 18?

**Bill 18: *Provincial Priorities Act*** was introduced to the Legislative Assembly of Alberta on April 10, 2024. Bill 18 is intended to ensure the Government of Alberta reviews and approves any funding agreements made between the federal government and “provincial entities” (including municipalities) to ensure that the funding aligns with provincial priorities. If passed, Bill 18 will apply to all public bodies in Alberta, including public agencies, municipalities, crown-controlled organizations, post-secondary institutions, schools boards, regional health authorities and Covenant Health.

The Government of Alberta has stated that Bill is intended to ensure any federal agreements with municipalities do not contradict provincial priorities or infringe on provincial jurisdiction. Bill 18’s intent is similar to Quebec’s **Act Respecting the Ministère Du Conseil Exécutif**, which also requires any federal funding agreements with municipalities to be approved by the provincial government.

Based on RMA’s interpretation of Bill 18, it is unlikely to impact federal funding administered by the Federation of Canadian Municipalities, or federal grant programs that include the province as the co-funder or initial receiver of the grant funding. RMA is seeking confirmation of this from Alberta Municipal Affairs.

## RMA Initial Reaction:

The RMA has several concerns regarding with Bill 18. The requirement for provincial approval of all funding agreements reduces municipal autonomy, increases red tape, and could delay or even exclude Alberta municipalities from receiving federal funding support for local events and projects. At a time when municipalities of all types across Alberta face growing infrastructure deficits, heightened expectations to accommodate residential and industrial growth, and downloaded responsibilities from other levels of government, adding more red tape to funding access is the last thing Alberta’s municipalities need.

While the RMA is hopeful that there will be an opportunity to work with the Premier and Minister of Municipal Affairs to develop exemptions and design a streamlined provincial approval process, engagement with municipalities on this issue prior to Bill 18 being drafted may have led to an alternative approach to harmonizing provincial and federal priorities without introducing further risks to municipal sustainability.

## Key Messages on Bill 18:

As Bill 18 is attracting significant media attention, RMA members may be contacted by media for comment. The messages below can be used, if needed, to help shape individual municipal responses to Bill 18.

- ◆ Bill 18 places additional red tape around federal-municipal funding agreements. Municipalities are reliant on provincial and federal grant funding to support local priorities. Any legislative or regulatory changes that make funding more difficult to access are concerning and contradict the province’s priority of reducing red tape.

- ◆ From a municipal perspective, Bill 18 implies that municipalities are unable to determine what is best for their residents. Although the Government of Alberta is responsible for advocating for what is best for the province as a whole, municipalities are closest to their residents and are in the best position to determine how to support their communities.
- ◆ Most federal-municipal agreements are small scale, supporting local community events and projects. RMA is concerned about politics interfering with these opportunities.
- ◆ The high-level nature of the legislation creates uncertainty for municipalities in terms of how current funding opportunities will be impacted. It is unknown whether regulations will be developed to exempt certain projects.
- ◆ Municipalities view themselves as partners of the provincial and federal government. Bill 18 instead further isolates municipalities from collaborating with other levels of government to support community needs.

### Questions on Bill 18 Process:

RMA has several questions related to the Bill 18's implementation. Members are encouraged to seek answers to these questions from government contacts or local MLAs. RMA will share more information on Bill 18 as it becomes available.

- ◆ In what circumstances will exemptions be given by ministers?
  - ◇ Will exemptions be linked to a threshold, such as population, total funding amounts, or project type?
- ◆ How will the government approval process work to support applications and prevent additional red tape?
- ◆ How will the province ensure funding opportunities are not taken away from municipalities with the new legislation?
  - ◇ If provincial actions prevent federal funding from reaching municipalities, will the Government of Alberta commit to providing municipalities with an equal amount of funding for projects or initiatives aligned with provincial priorities?
- ◆ For non-municipal entities impacted by Bill 18 (such as housing management bodies) will the province commit to ensuring that municipalities are not required to off-set lost provincial funding through changes to requisitioning requirements, etc.?

### What is RMA Doing to Support Members?

- ◆ As this bill is in the early stages of development, there are still many unknowns. RMA will continue to advocate to the Government of Alberta to reconsider this approach to intergovernmental relations.
- ◆ If the Bill is passed, RMA is hopeful that there will be an opportunity to work with the Premier and Minister of Municipal Affairs to develop regulations related to exemptions for certain projects and to design a provincial approval process that is as simple and streamlined as possible.
- ◆ RMA is continuing to monitor this bill as it moves through the Legislative Assembly and will provide updates to members as necessary.

### Have Questions?

Contact Policy Advisor Karrina Jung at [Karrina@RMAAlberta.com](mailto:Karrina@RMAAlberta.com).

# Clear Hills County

## Request For Decision (RFD)

<b>Meeting Date:</b>	<b>Regular Council Meeting</b> April 23, 2024
<b>Originated By:</b>	Allan Rowe, Chief Administrative Officer
<b>Title:</b>	<b>Calendars</b>
<b>File:</b>	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
Women in the North	May 1	Fairview	
FCM Conference	June 6-9	Calgary	

ATTACHMENTS:

- Calendar of upcoming meetings and conferences

RECOMMENDED ACTION:

**RESOLUTION** by .... to accept for information April, May and June 2024 calendar updates of Councillor Committee meetings, that assist Administration with record keeping and Council with reminders of upcoming meetings.

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>	
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# APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2 <b>Policy &amp; Priority</b>	3	4	5	6
7	8	9 <b>Council</b> BR-REC-DW	10 <b>EDA Experience 2024 Leaders' Summit &amp; Conference</b>		11 HC-REC-SH Mercer-DJ	12 13 CHC Agricultural Trade Show
14	15 WDHP-SH MPTA – Exec- AB	16	17	18	19	20 PLS Exec- AB
21	22	23 <b>Council</b>	24 MD Peace/MD FV Joint Meeting	25	26 NPHF Strategic plan -DW	27 NPHF Strategic plan -DW
28	29 MPTA-AB	30 Road Tour- ALL	1	2	3	4

# MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 Woman of the North	2 HPEC-SH	3	4
5	6	7 Policy & Priority	8	9	10	11
12	13	14 Council CCRec- NS	15 NWSAR- AB,DW	16	17	18
19	20	21	22	23	24	25 PLS-AB
26	27 Memorial Day Office Closed	28 Council	29	30	31	1

# JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
		<b>Policy &amp; Priority</b>		<b>FCM Conference</b>		
9	10	11	12	13	14	15
<b>FCM Conference</b>		<b>Council</b>				
16	17	18	19	20	21	22
23	24	25	26	27	28	29
		<b>Council</b>				
30	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
MPPRP	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