

**AGENDA  
CLEAR HILLS COUNTY  
POLICY & PRIORITY COUNCIL MEETING  
MONDAY, JANUARY 8, 2024**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Monday, January 8, 2024, commencing at 11:30 a.m. in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

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**1. CALL TO ORDER**

**2. AGENDA**

**3. NEW BUSINESS**

**a. COUNCIL**

1. Sprinkler Protection Unit .....	2
2. Re-Branding .....	28
3. Transfer Station Review.....	35
4. Tendering Criteria .....	49

**4. ADJOURNMENT**

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Policy &amp; Priority Meeting</b>
Meeting Date:	January 8, 2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	<b>Sprinkler Protection Unit</b>
File:	23-20-02

DESCRIPTION:

Council has requested more Information regarding a Sprinkler Protection Unit (SPU)

BACKGROUND:

**C997-23(12-12-23) RESOLUTION by Councillor Hansen to bring back additional information regarding the Sprinkler Protection Unit (SPU) to a future Meeting. CARRIED.**

A.S Roach will be in attendance with a used SPU AR6PAB for council and Fire Chiefs to view and discuss options for acquiring an SPU unit for Clear Hills County.

SPU AR6PAB is virtually the same unit as MD of Opportunity's except it contains more contents.

Available units are:

AR6PAB New \$381,480.00  
Used \$284,400.00  
AR5P75 New \$278,700.00

Each unit can be upgraded or downgraded if needed and the price adjusted to fit.

Additional new units are under construction at this time.

ATTACHMENTS:

SPU Comparison Spreadsheet  
AR6PAB Brochure  
AR5P75 Brochure

RECOMMENDED ACTION:

**RESOLUTION by.....**

<b>Initials show support -</b> Reviewed by:	<b>Manager:</b>	<b>CAO:</b> 
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	AR6PAB	AR6WPAB	ARSP75	ARSP2plus
<b>Trailer</b>				
14' V Nose Twin 7,000 lb. Axles	✓	✓	✓	✓
12 k Pop-up Jack	✓	✓	✓	✓
Roll-Up Doors,	4	✓	✓	✓
Slide-out Trays	8	8	✓	✓
<b>Contents of trailer</b>				
BB4-23 hp Fire Pump	4	x	4	4
Ultra Striker Fire Pump	2	x	1	1
Watson Fire Pump	x	6	x	x
Pump operator kit	x	6	x	x
2 cycle engine oil		12	6	6
Fuel Can	12	12	10	10
Elevated Sprinklers with Stand Nozzles	144	144	144	144
Butterfly Sprinklers	6	6	6	6
1/2" Rainbird Sprinklers c/w Lawn Spikes	60	60	60	60
Twin Feed Fuel Hoses	9	x	5	5
2" x 3' Tank Connector Hose	1	1	1	1
3/4" GHT x 15' Hose	140	140	140	140
1 1/2" x 50' Hose with instantaneous Fittings	70	36	36	36
3/4"GHTx50' Hose	60	60	60	60
2" Hard Suction Hoses C/w Strainers	6	6	5	5
1 1/2" x 100 hose	42	42	75	50
2 1/2" x 50' Hose	20	20	x	20
1 1/2 x 50' hose	20	x	x	x
leader hose	x	6	x	x
hose stranglers	x	x	2	x
Hanson Nozzle	1	1	x	1
Hydrant Gate Valves	2	2	x	2
1 1/2" Check Valve	1	x	1	1
1 1/2" Female Adaptors	6	6	6	6
1 1/2" Male Adaptors	6	6	6	6
3/4" Female x 1 1/2" Adaptors	6	6	6	6
3/4" Male x 1 1/2" Adaptors	6	6	6	6
2 1/2" x 2" Hydrant Adaptors	5	6	x	5
90 Degree Adaptors	6	6	6	6
2" NPSH x 2 1/2" BAT Adaptors	x	x	5	x
2 1/2" Male x 1 1/2" QC	4	4	x	4
2 1/2" Female x 1 1/2" QC	4	4	x	4
2" x 1 1/2" QC	2	2	x	2
1 1/2" Caps	10	10	10	10
3/4" Caps	16	16	16	16
2 1/2" Caps	2	2	x	2
2 1/2" x 1/2" x 1 1/2" WYE	1	1	1	1
3/4" Wye(Brass)	56	50	56	56
1 1/2" Wye	24	24	24	24
2 1/2" Bat x 1 1/2 " Water thieves	6	6	x	6
Water Thieves	144	144	144	144
Fog Nozzle	1	1	1	1
Instantaneous Fitting Gaskets	10	10	10	10
Intake Hose Gaskets	4	6	4	4
3/4" Gaskets	12	12	12	12

	AR6PAB	AR6WPAB	ARSP75	ARSP2plus
Strangler Hose Clamps	2	2	x	2
3/4" Double Female	44	44	44	44
2 1/2" Double Male	1	1	x	1
2 1/2" Double Female	1	1	x	1
OTR	24	24	24	18
Ground spikes	144	144	144	144
ABC Fire extinguisher	1	1	1	1
Backpack Fire Extinguisher	1	1	x	1
14' Roof Ladder c/w hooks	1	1	1	1
24' Extension ladder	1	1	1	1
Portable Tanks 2,500gal	2	2	2	2
Roll Poly	2	2	2	2
STHIL Chainsaw with 20" Bar	1	1	1	x
Chainsaw Tool Kit	1	1	x	1
Chain Saw Fuel	1	1	1	1
Chain Saw Chaps	1	1	x	1
chain saw oil	x	2	x	x
Chain Oil	x	1	x	x
Chain Saw Operator Hard Hat	1	1	x	x
2500Honda Generator	1	1	1	1
LED Work Lights	2	2	x	2
flood lights	x	x	2	x
Shovels	2	2	2	2
Ball Hitch	1	1	1	1
Set Wheel Chalks	1	1	1	1
50' Extension Cords	2	2	2	2
Cordless Drill (Milwaukee)	1	1	1	1
Tool Belts	1	2	x	2
Hydrant Wrenches	6	6	5	5
Adjustable Wrenches 8"	2	2	2	2
14" Pipe wrench	1	1	x	1
24" Pry Bar	1	1	x	1
Polaski	1	1	x	1
Pliers	2	2	2	2
Multi Screwdriver	1	1	x	1
Carpenter Hammers	4	4	4	4
Duplex Nails	✓	✓	✓	✓
Stapler	2	2	2	2
Box Staples	2	2	2	2
Knife	2	2	2	2
Marker Tape	2	2	2	2
Electrical Tape	4	4	4	2
Sheathing Tape	1	1	x	x
Roll Mechanics Wire	1	1	1	1
Flashlights	2	x	x	x
First aid kit	2	1	1	1
Eye wash Station	1	1	1	1
Saline Solution	1	1	1	1
Box of HWY flares	1	1	1	1
	New	\$ 381,480.00	\$ 305,150.00	\$ 278,700.00
	Used	\$ 284,400.00	sold	sold

Available

# Artificial Rain Sprinkler Trailer AR6PAB

14' "V Nose"

A.S. Roach Fire Services Ltd



14' "V Nose," Twin 7,000 lb. Axles, 4 Roll-Up Doors, 8 Slide-Out Trays, 12K Pop-Up Jack



A.S. Roach Fire Services Ltd.  
[www.asroachfire.com](http://www.asroachfire.com)



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
	UPPER TRAY		
96	Elevated Sprinklers with Standard Nozzles		
1	Roll Poly		
1	Stapler		
1	Box Staples		
1	Knife		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
2	BB4 – 23hp Fire Pump		
3	Twin Feed Fuel Hoses		
1	Fuel Can		
3	Hydrant Wrenches		

A.S. Roach Fire Services Ltd.  
[www.asroachfire.com](http://www.asroachfire.com)



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
144	Water Thieves		
1	2" X 3' Tank Connector Hose		
6	Butterfly Sprinklers		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
70	3/4" GHT x 15' Hose		
20	1 1/2" x 50' Hose with Instantaneous Fittings		
30	3/4" GHT x 50' Hose		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
1	14' Roof Ladder c/w Roof Hooks		
1	24' Extension Ladder		
2	Portable Tanks 2,500 Gal.		
6	2" Hard Suction Hoses c/w Strainers		
42	1 ½" X 100' Hose		
1	ABC Fire Extinguisher		
10	Fuel Cans		
2	Flashlights		
1	First Aid Kit		
1	Eye Wash Station		
1	Saline Solution		
2	Strangler Hose Clamps		
20	2 ½" x 50' Hose		
1	Chain Saw Fuel/Oil Can		



Equipment	Equipment Description	Check In	Check Out
6	2 ½" BAT X 1 ½" Water Thieves		
1	2 ½" x 1 ½" x 1 ½" Wye		
4	2 ½" Male X 1 ½" QC		
4	2 ½" Female X 1 ½" QC		
2	2 ½" Caps		
2	2" X 1 ½" QC		
	Duplex Nails		
2	Hydrant Gate Valves		
1	1 ½" Check Valve		
6	1 ½" Female Adaptors		
6	1 ½" Male Adaptors		
10	1 ½" Caps		
6	¾" Female x 1 1/2" Adaptors		
6	¾" Male x 1 ½" Adaptors		
1	Hanson Nozzle		
16	¾" Caps		
56	¾" Wye (Brass)		
24	1 ½" Wyes		
2	Adjustable Wrenches 8"		
2	Pliers		
2	Marker Tape		
4	Electrical Tape		
1	Sheathing Tape		
12	¾" Gaskets		
10	Instantaneous Fitting Gaskets		
44	¾" Double Female		
4	Intake Hose Gaskets		
1	Roll Mechanics Wire		
1	Fog Nozzle		
5	2 ½" X 2" Hydrant Adaptors		
1	2 ½" Double Male		
1	2 ½" Double Female		
1	Multi Screwdriver		

A.S. Roach Fire Services Ltd.  
[www.asroachfire.com](http://www.asroachfire.com)



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
70	¾' GHT x 15' Hose		
20	1 ½" x 50' Hose		
30	¾" GHT x 50' Hose		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
60	½" Rainbird Sprinklers c/w Lawn Spikes		
48	Elevated Sprinklers Standard Nozzles		
6	90 Degree Adaptors		
4	Carpenter Hammers		
1	Roll Poly		
1	Stapler		
1	Box Staples		
1	Knife		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
2	BB4 – 23hp Fire Pumps		
1	Fuel Can		
3	Twin Feed Fuel Hoses		
3	Hydrant Wrenches		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
144	Ground Spikes		
24	OTR		
2	Shovels		
1	Ball Hitch		
1	Box of Highway Flares		
1	Set Wheel Chalks		
2	Ultra-Striker Fire Pump		
1	Polaski		
1	Backpack Fire Extinguisher		
2	Tool Belts		
1	Chain Saw Chaps		
1	Chain Saw Operators Hard Hat		
1	Cordless Drill (Milwaukee)		
1	2500 Honda Generator		
1	STIHL Chainsaw with 20" Bar		
1	Chainsaw Tool Kit		
2	LED Work Lights		
2	50' Extension Cords		
1	24" Pry Bar		
1	14" Pipe Wrench		

# Sprinkler Trailer – “5 Pump” AR5P75

14’ “V Nose”

A.S. Roach Fire Services Ltd



14’ “V Nose,” Twin 7,000 lb. Axles, 4 Roll-Up Doors, 8 Slide-Out Trays, 12K Pop-Up Jack



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Sprinkler Trailer Equipment

A.S. Roach Fire Services Ltd

AR5P Check List

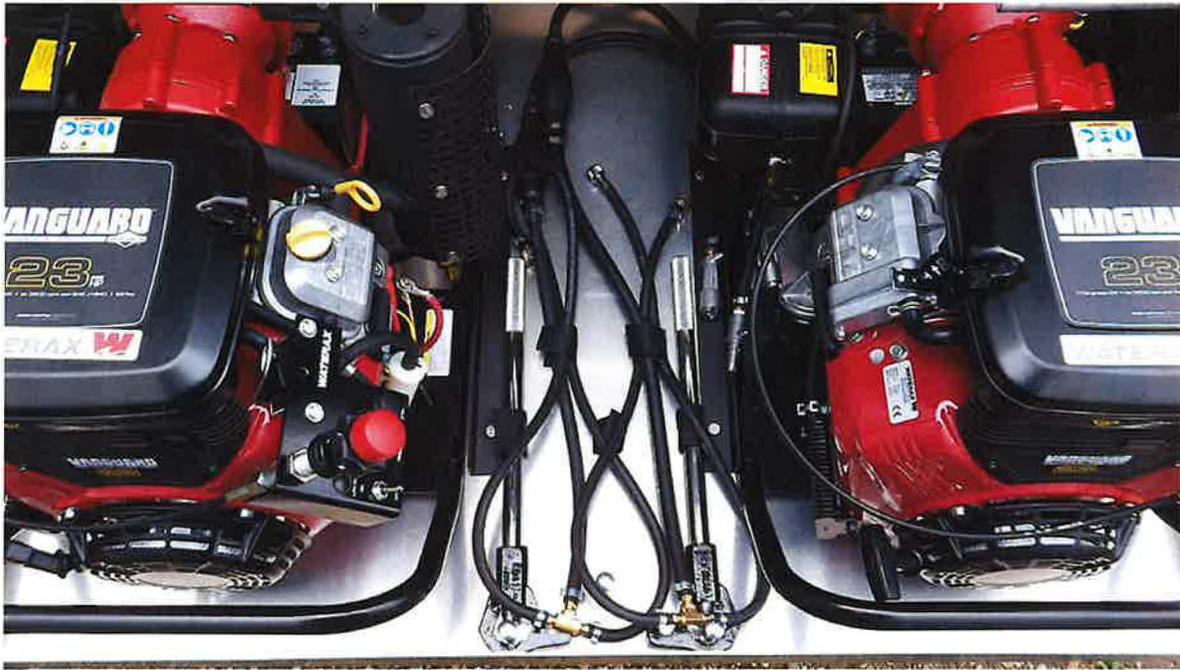
780 719 9584

Customer  
Drop-Off Location  
Check In Signature  
Print Name  
Date  
Comments

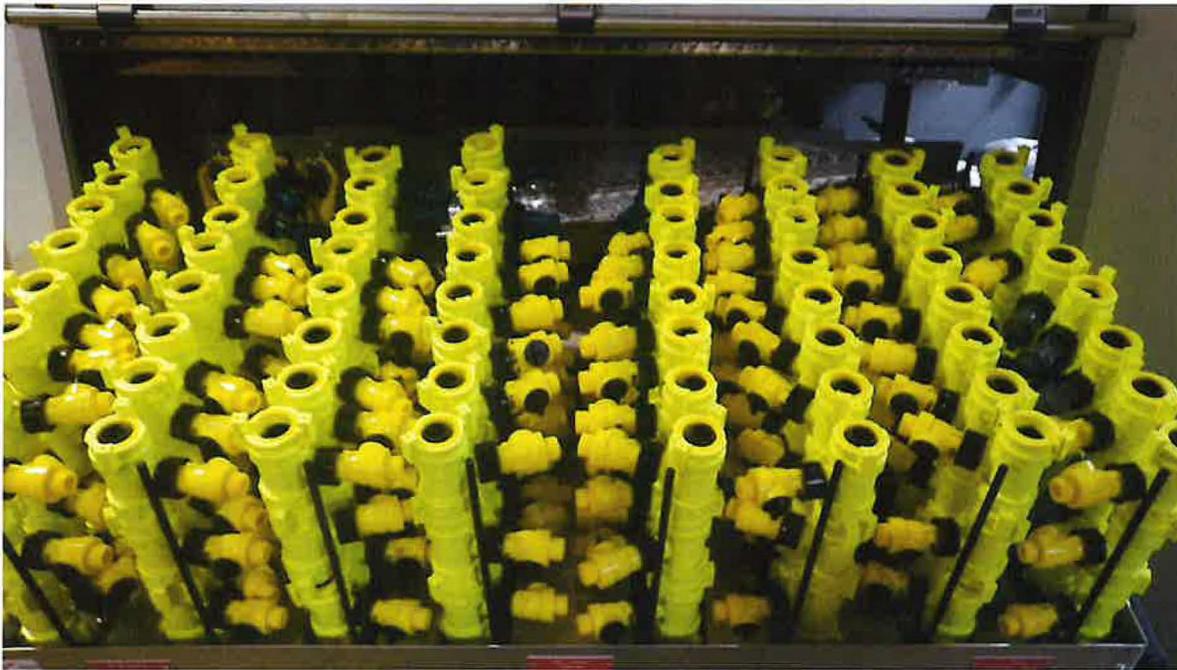

Pick Up Location  
Check Out Signature  
Print Name  
Date  
Comments




Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
1	Roll of Poly		
1	Stapler		
1	Knife		
1	Box of Staples		
96	Elevated Sprinklers with Standard Nozzles		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
2	BB4 Fire Pump		
2	Twin Feed Fuel Hoses		
2	Hydrant Wrenches		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
144	Water Thieves		
1	2" X 3' Tank Connector Hose		
6	Butterfly Sprinklers		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
70	3/4" GHT X 15' Hose		
30	3/4" GHT X 50' Hose		
18	1 1/2" X 50' Hose with Instantaneous fittings		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
1	14' Roof Ladder		
1	24' Extension Ladder c/w Roof Hooks		
2	Portable Tanks 2,500 Gal.		
5	2" Hard Suction Hoses c/w Strainers		
75	1 1/2" X 100' Hose		
1	ABC Fire Extinguisher		
10	Fuel Cans		
1	First Aid Kit		
1	Eye Wash Station		
1	Chain Saw Oil/Fuel can		
1	Saline Solution		
2	Hose Stranglers		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
5	2" NPSH x 2 1/2" BAT Adaptors		
1	2 1/2" x 1 1/2" x 1 1/2" Wye		
	Duplex Nails		
1	1 1/2" Check Valve		
6	1 1/2" Female Adaptors		
6	1 1/2" Male Adaptors		
10	1 1/2" Caps		
6	3/4" Female x 1 1/2" Adaptors		
6	3/4" Male x 1 1/2" Adaptors		
16	3/4" Caps		
56	3/4" Wye (Brass)		
24	1 1/2" Wyes		
2	Adjustable Wrenches 8"		
2	Pliers		
2	Marker Tape		
4	Electrical Tape		
12	3/4" Gaskets		
10	Instantaneous Fitting Gaskets		
44	3/4" Double Female		
4	Intake Hose Gaskets		
1	Roll Mechanics Wire		
1	Fog Nozzle		

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Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
70	¾' GHT X 15' Hose		
18	1 ½" X 50' Hose		
30	¾" GHT X 50' Hose		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
60	½" Rainbird Sprinklers c/w Lawn Spikes		
48	Elevated Sprinklers Standard Nozzles		
4	Carpenter Hammers		
1	Roll of Poly		
1	Stapler		
1	Knife		
1	Box of Staples		
6	90 Degree Adaptors		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
2	BB4 Fire Pumps		
3	Twin Feed Fuel Hoses		
3	Hydrant Wrenches		



Equipment Quantity	Equipment Description	Check In Quantity	Check Out Quantity
144	Ground Spikes		
24	OTR		
2	Shovels		
1	Cordless Drill		
1	Ball Hitch		
2	Flood Lights		
2	50' Extension Cords		
1	Generator		
1	Box of Highway Flares		
1	Set Wheel Chalks		
1	Ultra Striker Fire Pump		
1	Chain Saw		
6	2 cycle oil for Chain Saw		

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# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Policy &amp; Priority Meeting</b>
Meeting Date:	January 8, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Re-Branding Proposals
File:	11-02-02

DESCRIPTION:

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

BACKGROUND:

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

**C418-23(08-15-23) RESOLUTION by Councillor Giesbrecht to receive the delegation from Michelle Stam with Source Inspired (Brand Strategist and Design) for information and request a proposal to move forward with the rebranding strategy. CARRIED.**

ATTACHMENTS:

Source Inspired

RECOMMENDED ACTION:

**RESOLUTION by.....**

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>	
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# SOURCE INSPIRED

Brand Strategy & Design Brochure



## Hello!

I AM SO EXCITED THAT YOU'RE HERE!

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

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

GRAB A CUP OF COFFEE AND READ ON!

Michelle

BE INSPIRED EVERY STEP OF THE WAY.



## here's the process...

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

AN INSPIRATIONAL  
EXPERIENCE

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

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

The timeline below is based on a logo design.



1.

## Let's chat!

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

2.

## View the proposal

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

3.

## Sign the contract

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

4.

## It's go time!

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

5.

## Making adjustments

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

6.

## Logo files & usage guide

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



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

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

**CAD 1,225**



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

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

This package includes:

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

**CAD 2,950**



## 25 Questions

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

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



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Policy &amp; Priority Meeting</b>
Meeting Date:	January 8, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Transfer Station Operating Cost Review</b>
File:	11-02-03

DESCRIPTION:

Council requested further information regarding the operating cost of the Clear Hills County Transfer Stations.

BACKGROUND:

- C700-23(12-12-23)** RESOLUTION by Reeve Bean to table the discussion regarding the operating cost of the Clear Hills County Transfer Stations to a future meeting. **CARRIED.**
- P671-23(12-05-23)** RESOLUTION by Deputy Reeve Janzen to bring back more information regarding the Clear Hills County Transfer Stations operating costs to a future meeting. **CARRIED.**
- P637-23(11-16-23)** RESOLUTION by Deputy Reeve Janzen to table the discussion regarding Transfer Stations until the next Policy & Priority Meeting. **CARRIED.**

ATTACHMENTS:

RFD Transfer Station Associated Cost Review December 12, 2023  
January-November 2023 Transfer Station Information

RECOMMENDATION:

**Resolution by...**

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

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	<b>December 12, 2023</b>
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Transfer Station Operating Cost Review</b>
File:	43-20-02

**DESCRIPTION:**

Council requested further information regarding the operating cost of the Clear Hills County Transfer Stations.

**BACKGROUND:**

**P671-23(12-05-23) RESOLUTION** by Deputy Reeve Janzen to bring back more information regarding the Clear Hills County Transfer Stations operating costs to a future meeting. **CARRIED.**

**P637-23(11-16-23) RESOLUTION** by Deputy Reeve Janzen to table the discussion regarding Transfer Stations until the next Policy & Priority Meeting. **CARRIED.**

- Reducing the operation of the Clear Prairie transfer station to once every two weeks lowers the yearly cost by \$4992.00.
- Reducing the operation of the David Thompson transfer station to once every two weeks lowers the yearly cost by \$9264.00. Additionally, reducing the operating hours of the David Thompson transfer station to 4 hours lowers the yearly cost by \$4272.00.

Transfer Station	Adjusted Cost of Operation for the Year
<b>Clear Prairie</b>	\$ 9,077.12
<b>David Thompson</b>	\$ 12,573.04

- Currently Clear Hills County has 1088 residential and 132 commercial properties, 90 of which are within the two Hamlets.
- Prairie Disposal Ltd.'s bin rental fee is currently \$35.00 per month for a 3-yard bin and \$10.00 per month for a curbside collection bin.
- If Clear Hills County was to supply a bin at every residential and commercial property, it would cost approximately \$40,450.00 per month (\$486,400.00 per year).

**ATTACHMENTS:**

- RFD Transfer Station Associated Cost Review December 5, 2023
- Clear Hills County Transfer Station Location Map
- Transfer Station Yearly Operating Cost Per User
- Village of Hines Creek's Waste Collection Rate Sheet

**RECOMMENDATION:**

**Resolution by...**

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

## Request For Decision (RFD)

Meeting:	<b>Policy and Priority Meeting</b>
Meeting Date:	December 5, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Transfer Station Associated Costs Review</b>
File:	11-02-03

**DESCRIPTION:**

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

**BACKGROUND:**

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

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

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

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

**ATTACHMENTS**

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

**RECOMMENDATION:**

**Resolution by...**

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

DESCRIPTION:

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

ATTACHMENT:

North Peace Regional Landfill Cost History

RECOMMENDED ACTION:

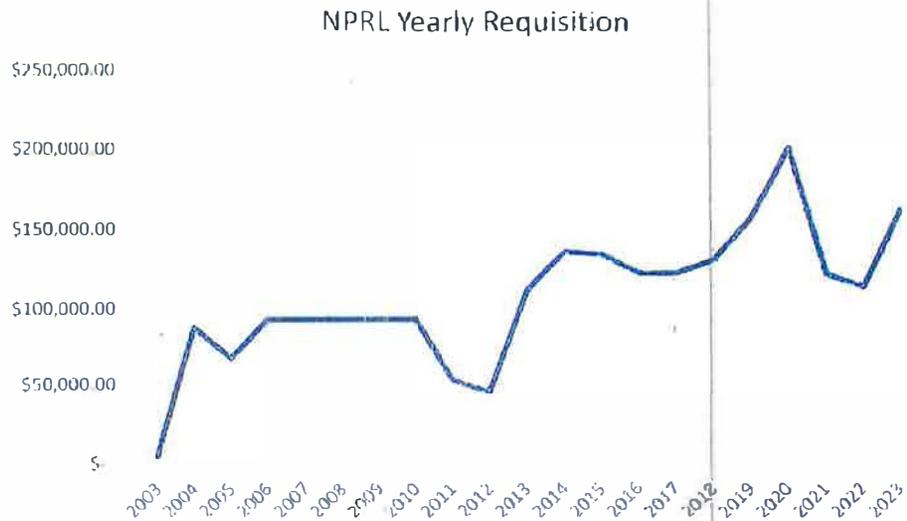
**RESOLUTION** by...to accepted the North Peace Regional Landfill financial history for information, as presented.

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

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

\*excluding Trucking



**Clear Hills County  
Transfer Stations Yearly Usage**

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

Transfer Stations Internal vs. External Usage																
2022																
		January	February	March	April	May	June	July	August	September	October	November	December	Total	Combined Total	Percentage %
Hines Creek	Internal	175	151	170	272	193	206	276	204	185	269	156	192	2449	3561	69%
	External	75	67	76	147	101	78	79	73	110	158	86	62	1112	1038	31%
Royce	Internal	35	40	62	50	71	89	78	79	84	55	44	34	721	1038	69%
	External	20	21	35	21	25	29	20	27	35	26	32	26	317	1038	31%
2023																
Hines Creek	Internal	137	140	151	296	207	201	292	224	291	198			2140	3187	67%
	External	67	61	76	191	123	112	82	140	114	81			1047	1540	33%
Royce	Internal	43	41	55	58	72	100	78	91	57	44			639	915	70%
	External	24	20	30	25	35	45	15	30	29	23			276	915	30%

## Clear Hills County Transfer Stations Operation Cost per Hour

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

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

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

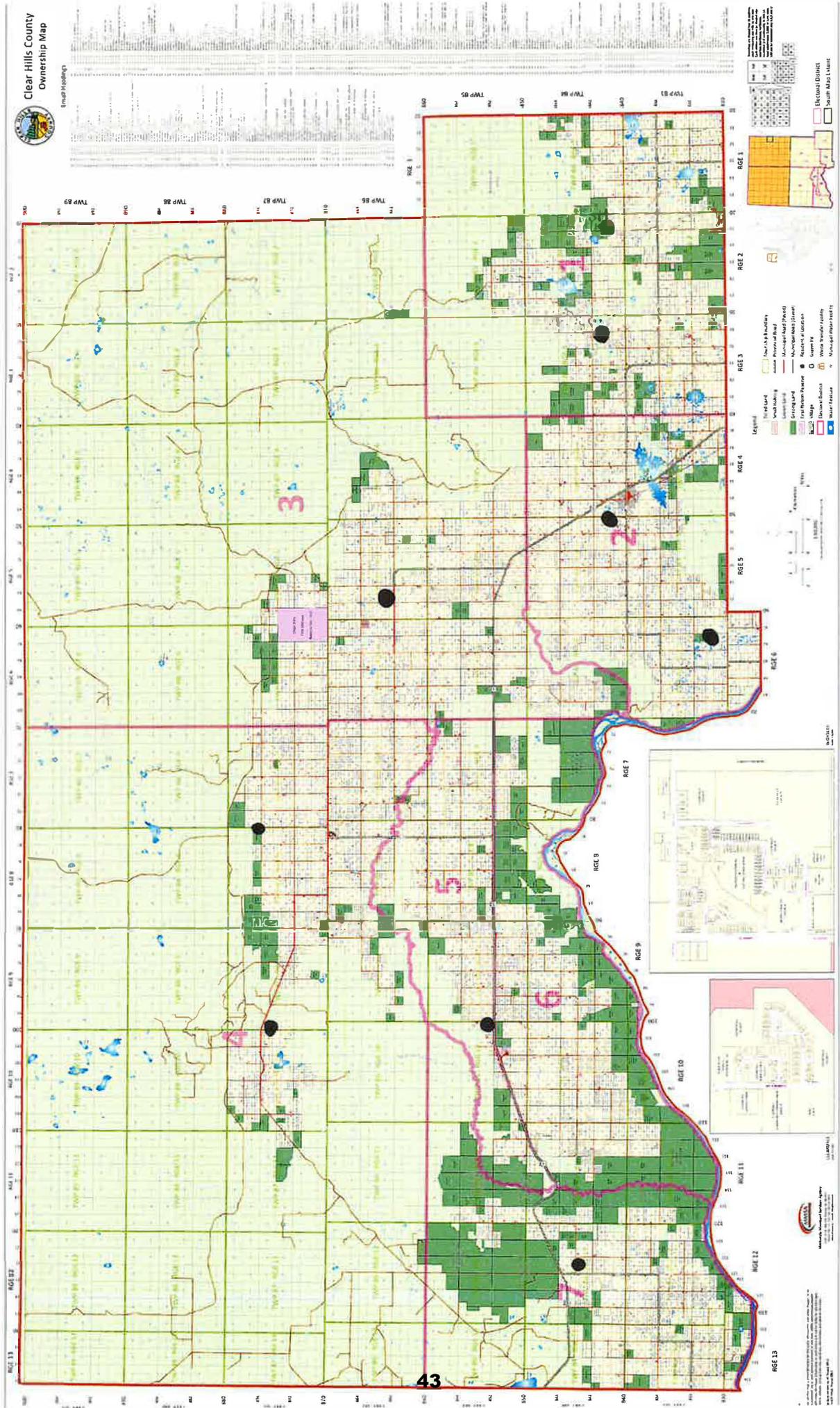
Total hours of operation in the summer months (22 weeks) are 1694

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

Total hours of operation a year are 3494

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

# Clear Hills County Transfer Station Location Map.



## Clear Hills County Transfer Stations Yearly Operation Cost per User

	Total Yearly Cost of Operation	2022 Total Users	2022 Cost per User	2023 Total Users January- November	2023 Cost per User
<b>Bear Canyon</b>	\$ 26,109.04	<b>711</b>	\$ 36.72	<b>666</b>	\$ 39.20
<b>Clear Prairie</b>	\$ 14,069.12	<b>234</b>	\$ 60.12	<b>170</b>	\$ 82.76
<b>Cleardale</b>	\$ 32,061.36	<b>2638</b>	\$ 12.15	<b>2375</b>	\$ 13.50
<b>David Thompson</b>	\$ 26,109.04	<b>485</b>	\$ 53.83	<b>381</b>	\$ 68.53
<b>Eureka River</b>	\$ 26,109.04	<b>1261</b>	\$ 20.71	<b>1222</b>	\$ 21.37
<b>Hines Creek</b>	\$ 27,597.12	<b>3535</b>	\$ 7.81	<b>3406</b>	\$ 8.10
<b>Royce</b>	\$ 26,109.04	<b>1038</b>	\$ 25.15	<b>1010</b>	\$ 25.85
<b>Whitelaw</b>	\$ 26,109.04	<b>622</b>	\$ 41.98	<b>574</b>	\$ 45.49
<b>Worsley</b>	\$ 32,061.36	<b>1419</b>	\$ 22.59	<b>1310</b>	\$ 24.47

**Option 1: Bag Collection (Manual)**  
**Hines Creek Scheduled Cost - Garbage Rates:**

Year	Curbside Stops	Rate per Dwelling Unit	Monthly Total	Annual Total
2021	193	\$8.87	\$1,711.91	\$20,542.92

\* Increased each year based on the Edmonton Consumer Price Index

- Hines Creek responsible for all tipping fees
- Includes yard waste collection
- Includes 2 weeks of Christmas Tree Collection

**Option 2: 5 Year Contract (Carts Paid for Prairie Disposal Ltd.)**  
**Hines Creek Scheduled Cost - Garbage Rates:**

Year	Curbside stops & cart count	Rate per Dwelling Unit	Monthly Total	Annual Total
(1) 2021-2022	193	\$9.87	\$1,904.91	\$22,858.92
(2) 2022-2023	193	\$9.87*	\$1,904.91*	\$22,858.92*
(3) 2023-2024	193	\$9.87*	\$1,904.91*	\$22,858.92*
(4) 2024-2025	193	\$9.87*	\$1,904.91*	\$22,858.92*
(5) 2025-2026	193	\$9.87*	\$1,904.91*	\$22,858.92*

\* Increased each year based on the Edmonton Consumer Price Index

- Hines Creek responsible for all tipping fees
- Yard waste would have to be collected in the provided carts or an additional fee added on for bags to be placed at the curb to be collected at the same time as the carts
- Prairie Disposal Ltd. to purchase carts and manage carts
- 64 gallon cart replacement fee - \$85.00
- Includes 2 weeks of Christmas Tree Collection
- Maintenance to all containers owned by Prairie Disposal Ltd. to be provided for free

## Clear Hills County Transfer Stations Yearly Usage

	<b>2022</b>	<b>2022 Approx. Monthly Average</b>	<b>2023 Jan-October</b>	<b>2023 Approx. Monthly Average</b>
<b>Bear Canyon</b>	<b>711</b>	<b>59</b>	<b>666</b>	<b>61</b>
<b>Clear Prairie</b>	<b>234</b>	<b>20</b>	<b>170</b>	<b>15</b>
<b>Cleardale</b>	<b>2638</b>	<b>220</b>	<b>2375</b>	<b>216</b>
<b>David Thompson</b>	<b>485</b>	<b>41</b>	<b>381</b>	<b>35</b>
<b>Eureka River</b>	<b>1261</b>	<b>105</b>	<b>1222</b>	<b>111</b>
<b>Hines Creek</b>	<b>3535</b>	<b>295</b>	<b>3406</b>	<b>310</b>
<b>Royce</b>	<b>1038</b>	<b>87</b>	<b>1010</b>	<b>92</b>
<b>Whitelaw</b>	<b>622</b>	<b>52</b>	<b>574</b>	<b>52</b>
<b>Worsley</b>	<b>1419</b>	<b>118</b>	<b>1310</b>	<b>119</b>
<b>Usage Total:</b>	<b>11943</b>		<b>11114</b>	

## Transfer Stations Internal vs. External Usage

**2022**

		January	February	March	April	May	June	July	August	September	October	November	December	Total	Combined Total	Percentage %
<b>Hines Creek</b>	Internal	175	151	170	272	193	206	276	204	185	269	156	192	2449	3561	69%
	External	75	67	76	147	101	78	79	73	110	158	86	62	1112		31%
<b>Royce</b>	Internal	35	40	62	50	71	89	78	79	84	55	44	34	721	1038	69%
	External	20	21	35	21	25	29	20	27	35	26	32	26	317		31%

**2023**

<b>Hines Creek</b>	Internal	137	140	151	296	207	204	292	224	291	198	146		2286	3406	67%
	External	67	61	76	191	123	112	82	140	114	81	73		1120		33%
<b>Royce</b>	Internal	43	41	55	58	72	100	78	91	57	44	56		695	1010	69%
	External	24	20	30	25	35	45	15	30	29	23	39		315		31%

## Clear Hills County Transfer Stations Yearly Operation Cost per User

	Total Yearly Cost of Operation	2022 Total Users	2022 Cost per User	2023 Total Users January- November	2023 Cost per User
<b>Bear Canyon</b>	\$ 26,109.04	<b>711</b>	\$ 36.72	<b>666</b>	\$ 39.20
<b>Clear Prairie</b>	\$ 14,069.12	<b>234</b>	\$ 60.12	<b>170</b>	\$ 82.76
<b>Cleardale</b>	\$ 32,061.36	<b>2638</b>	\$ 12.15	<b>2375</b>	\$ 13.50
<b>David Thompson</b>	\$ 26,109.04	<b>485</b>	\$ 53.83	<b>381</b>	\$ 68.53
<b>Eureka River</b>	\$ 26,109.04	<b>1261</b>	\$ 20.71	<b>1222</b>	\$ 21.37
<b>Hines Creek</b>	\$ 27,597.12	<b>3535</b>	\$ 7.81	<b>3406</b>	\$ 8.10
<b>Royce</b>	\$ 26,109.04	<b>1038</b>	\$ 25.15	<b>1010</b>	\$ 25.85
<b>Whitelaw</b>	\$ 26,109.04	<b>622</b>	\$ 41.98	<b>574</b>	\$ 45.49
<b>Worsley</b>	\$ 32,061.36	<b>1419</b>	\$ 22.59	<b>1310</b>	\$ 24.47

# Clear Hills County

## Request For Decision (RFD)

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

### DESCRIPTION:

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

### BACKGROUND:

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

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

### ATTACHMENTS:

Tendering evaluation criteria draft

### RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:



<b><i>Evaluation Criteria</i></b>	<b>Evaluation Weighting (1-50)</b>
<b>Total Contract Price</b>	<b>20 <del>30</del> points</b>
<b>Location of Contractor in proximity to work area</b>	<b>40 <del>25</del> points</b>
<b>Experience</b>	<b>20 <del>20</del> points</b>
<b>Equipment</b>	<b>20 <del>25</del> Points</b>
<b>Score of Percentage</b>	<b>100 Points</b>

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