

**MINUTES OF CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, MAY 14, 2024**

PRESENT	Amber Bean David Janzen Danae Walmsley Susan Hansen Jason Ruecker	Reeve Deputy Reeve Councillor Councillor Councillor
ATTENDING	Allan Rowe Bonnie Morgan Terry Shewchuk	Chief Administrative Officer (CAO) Executive Assistant (EA) Public Works Manager (PWM)
ABSENT	Nathan Stevenson Abe Giesbrecht	Councillor Councillor
CALL TO ORDER	Reeve Bean called the meeting to order at 9:32 a.m.	
<u>ACCEPTANCE OF AGENDA</u> C253-24(5-14-24)	RESOLUTION by Deputy Reeve Janzen to adopt the agenda governing the May 14, 2024 Regular Council Meeting, as presented. CARRIED.	
<u>APPROVAL OF MINUTES</u> Previous Council Meeting Minutes		
C254-24(5-14-24)	RESOLUTION by Councillor Walmsley to adopt the minutes of the May 7, 2024, Policy & Priority Meeting, as amended. CARRIED.	
C255-24(5-14-24)	RESOLUTION by Councillor Hansen to adopt the minutes of the April 23, 2024, Regular Council Meeting, as amended. CARRIED.	
Management Team Activity Report	Management activity report was reviewed.	
C256-24(5-14-24)	RESOLUTION by Deputy Reeve Janzen that the management activity report for May 7, 2024, be accepted, as presented. CARRIED.	
<u>NEW BUSINESS: COUNCIL</u>		
Councillor Reports	Council submits the meetings attended in the previous month and a report, if applicable.	
C257-24(5-14-24)	RESOLUTION by Deputy Reeve Janzen to accept the Councillor Reports for information, as presented. CARRIED.	
C258-24(5-14-24)	RESOLUTION by Councillor Hansen to approve Reeve Bean to coordinate with Mike Evans Honey Films for the showcasing seniors' video project. CARRIED.	

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Road Tour Overview Council had their annual Road Tour on April 30th, touring the west end of the County from Bear Canyon back to Worsley.

C259-24(5-14-24) **RESOLUTION by Deputy Reeve Janzen to receive the review of the April 30th Council Road Tour for information, as presented. CARRIED.**

C260-24(5-14-24) **RESOLUTION by Deputy Reeve Janzen to approve the graveling of Township Road 845 west of Range Road 92 due to the 2023 Fire situations. CARRIED.**

Hines Creek Graduation Councillor Hansen has been invited to attend the Hines Creek Composite Graduation on June 22, 2024.

C261-24(5-14-24) **RESOLUTION by Councillor Walmsley to approve the attendance of Councillors at the 2024 Graduation ceremonies in their respective areas. CARRIED.**

CORPORATE SERVICES

Accounts Payable
April 24, 2024,
to May 14, 2024

A list of expenditures for Clear Hills County for the period of April 24, 2024 to May 14, 2024 is provided for Council's review.

C262-24(5-14-24) **RESOLUTION by Councillor Hansen that Council receives for information the Accounts Payable report for Clear Hills County for the period of April 24, 2024, to May 14, 2024, for a total of \$717,909.88, with funds to be transferred from Long Term Investments. CARRIED.**

Reeve Bean recessed the meeting at 10:33 a.m.
Reeve Bean reconvened the meeting at 10:39 a.m.

2023 Surplus Reallocation The amount of \$2,313,054 was transferred to our Rate Stabilization Reserve at year end. This is the amount of the 2023 surplus which now needs to be reallocated to the appropriate reserve account(s).

C263-24(5-14-24) **RESOLUTION by Councillor Hansen that Council approves the amount of \$331,137.00, remain in the Rate Stabilization Reserve to cover expenditures made in 2023, \$500,000.00 be transferred to the Fire Reserve and the remaining \$1,481,917.00 be transferred to the Bridges Reserve. CARRIED.**

Bylaw No. 287-24 –
Schedule of Fees &
Charges

Council is presented with a revised Schedule of Fees & Charges for consideration.

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- C264-24(5-14-24)** RESOLUTION by Councillor Walmsley that first reading be given to Bylaw No. 287-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing and revising fees and charges. **CARRIED.**
- C265-24(5-14-24)** RESOLUTION by Deputy Reeve Janzen that second reading be given to Bylaw No. 287-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing and revising fees and charges. **CARRIED.**
- C266-24(5-14-24)** RESOLUTION by Councillor Hansen to proceed to third and final reading of Bylaw No. 287-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing and revising fees and charges. **CARRIED UNANIMOUSLY.**
- C267-24(5-14-24)** RESOLUTION by Reeve Bean that third reading be given to Bylaw No. 287-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing and revising fees and charges. **CARRIED.**
- Policy 1220
Credit Cards
- Policy 1220 – Credit Cards provides guidelines for the issuance of County credit cards.
- C268-24(5-14-24)** RESOLUTION by Deputy Reeve Janzen that Council adopt Policy 1220 – Credit Cards, as presented. **CARRIED.**
- Expense Claims
- Administration would like to have a discussion with Council regarding the submission of expense claims.
- Councillor Ruecker entered the meeting 10:54 a.m.
- C269-24(5-14-24)** RESOLUTION by Reeve Bean to bring back Policy 1126 Per Diem Payments to a future meeting amending it to include that Councillors may claim for 2 per diems' payment amounts if attending 2 in person or online meetings in one day as long as they are at different locations, excluding conference days. **CARRIED.**
- C270-24(5-14-24)** RESOLUTION by Councillor Walmsley to accept the expense claim submission discussion for information. **CARRIED.**
- Destruction of
Records & Documents
- Council authorization is requested to destroy temporary records and documents of Clear Hills County as per the Retention and Destruction of Records and Documents Bylaw No. 25.
- C271-24(5-14-24)** RESOLUTION by Councillor Hansen that this Council authorizes the destruction of 2021 monthly reconciliation reports, 2016 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2017. **CARRIED.**

Funding Request
Hines Creek End of
Steel Museum

The Hines Creek End of Steel Museum is requesting a grant to assist with staffing expenses.

C272-24(5-14-24)

RESOLUTION by Councillor Ruecker to deny the Hines Creek End of Steel Museum's funding request to assist with staffing expenses. CARRIED.

Funding Request
Grimshaw & District
Chamber of
Commerce

The Grimshaw & District Chamber of Commerce is requesting Beyond Borders Grant Program funding to sponsor the 2024 Harvest Moon Festival.

C273-24(5-14-24)

RESOLUTION by Councillor Hansen to deny the Grimshaw & District Chamber of Commerce's funding request. CARRIED.

Reeve Bean recessed the meeting at 11:42 a.m.
Reeve Bean reconvened the meeting at 12:10 p.m.

COMMUNITY

Bylaw No. 9 Fees for
The Extinguishing of
Fires

Council is presented with Bylaw No. 9 Fees for Extinguishing Fires for review.

C274-24(5-14-24)

RESOLUTION by Councillor Hansen that first reading be given to Bylaw No. 286-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing 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. CARRIED.

C275-24(5-14-24)

RESOLUTION by Councillor Walmsley that second reading be given to Bylaw No. 286-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing 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. CARRIED.

C276-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen to proceed to third and final reading of Bylaw No. 286-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing 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. CARRIED UNANIMOUSLY.

C277-24(5-14-24)

RESOLUTION by Reeve Bean that third reading of Bylaw No. 286-24, a Bylaw of Clear Hills County, in the Province of Alberta, for

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the purpose of establishing 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. CARRIED.

Bylaw 282-24
Fire Bans

Council is presented with the requested amendments to Bylaw No. 285-24 Fire Ban.

C278-24(5-14-24)

RESOLUTION by Councillor Ruecker that that first reading be given to Bylaw No. 285-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of Clear Hills County putting on a Fire Ban at Councils discretion. CARRIED.

C279-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen that second reading be given to Bylaw No. 285-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of Clear Hills County putting on a Fire Ban at Councils discretion. CARRIED.

C280-24(5-14-24)

RESOLUTION by Councillor Hansen to proceed to third and final reading of Bylaw No. 285-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of Clear Hills County putting on a Fire Ban at Councils discretion. CARRIED UNANIMOUSLY.

C281-24(5-14-24)

RESOLUTION by Reeve Bean that third reading of Bylaw No. 285-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of Clear Hills County putting on a Fire Ban at Councils discretion. CARRIED.

Outdated Fire Fighter
Turn Out Gear

Council has requested information on outdated Fire Fighter turnout gear.

C282-24(5-14-24)

RESOLUTION by Reeve Bean to receive the discussion regarding the outdated Fire Fighter turnout gear for information, as presented. CARRIED.

Clear Hills County
Emergency
Coordination
Centre Manual

Council has requested Administration compile a Clear Hills County Emergency Coordination Manual for Council, administration, and fire departments to follow during an emergency.

C283-24(5-14-24)

RESOLUTION by Councillor Walmsley to receive the Emergency Coordination Manual for information, as presented. CARRIED.

Tradeshow Overview

Council had a discussion regarding the 2023 Tradeshow.

C284-24(5-14-24)

RESOLUTION by Councillor Ruecker to receive the discussion regarding the 2023 Tradeshow overview for information, as presented. CARRIED.

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Policy 6313
Tradeshow Groceries
& Door prizes

Administration is requesting that Council change section 2.4 of policy 6313 Tradeshow Groceries & Door prizes.

C285-24(5-14-24)

RESOLUTION by Councillor Hansen to bring back the amendments in Policy 6313 Tradeshow Groceries & Door prizes to a future meeting. CARRIED.

4-H Beef

Council is requested to provide direction on whether to purchase a 4-H beef for the 19th Annual Clear Hills County BBQ scheduled for Thursday, July 25, 2024, 6:00-8:00 p.m. at the George Lake Campground.

C286-24(5-14-24)

RESOLUTION by Councillor Hansen to authorize Deputy Reeve Janzen to attend the Montagneuse 4-H Multi Club Show & Sale June 3, 2024, and purchase a beef up to a maximum of \$8,000.00 for the 19th Annual Clear Hills County BBQ. CARRIED.

Reeve Bean recessed the meeting at 1:16 p.m.
Reeve Bean reconvened the meeting at 1:23 p.m.

PUBLIC WORKS

Cleardale Fire Hall
Building

Council is presented with a recommendation from the May 7, 2024 Policy and Priority Meeting to award Goodon Industries Ltd.'s quote of \$126,500.00 for the Cleardale Firehall building material supply and construction.

C287-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen to award Goodon Industries Ltd.'s quote of \$126,500.00 for the Cleardale Firehall building material supply and construction, funds to be allocated from the Fire Reserve. CARRIED.

Access Road Request

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.

C288-24(5-14-24)

RESOLUTION by Councillor Ruecker to include the access road North of Township Road 854 for approximately 1,250 meters to access NW-29-85-7 W6M in the 2025 Multi Year Capital Plan and proceed with a wetland assessment. CARRIED.

Whitelaw Transfer
Station Security
Services

Council is presented with a proposal from Chis Maennchen, along with two additional security options regarding providing security services at the Whitelaw Transfer Station.

C289-24(5-14-24)

RESOLUTION by Councillor Walmsley to table and bring back additional options providing security services at the Whitelaw Transfer Station to a future meeting. CARRIED.

WRITTEN REPORTS

Chief Administrative Officer's Report

Chief Administrative Officer's report.

C290-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen to receive the Chief Administrative Officer's report for information, as presented. CARRIED.

Public Works Manager's Report

Public Works Manager's Report

C291-24(5-14-24)

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

C292-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen to proceed with Griffin Contracting Ltd to complete the bridge repairs for Bridge File 80666 on Range Road 80, in the amount of \$22,500.00 funds to be allocated from the Bridge Reserve. CARRIED.

COUNCIL INFORMATION

Council is presented with correspondence, for information.

C293-24(5-14-24)

RESOLUTION by Councillor Ruecker 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.

C294-24(5-14-24)

RESOLUTION by Councillor Hansen to accept for information May, June & July 2024 calendar updates of Councillor meetings for information, as presented.

Date	Meeting	Attendee
May 21	ASB	
June 15	Worsley Grad	Ruecker
June 17	MED/HPEC	Hansen
June 3	4H Sale	Janzen
May 30	NPHF	Walmsley
June 2	BR-Rec	Walmsley
June 13	GGAMAC	Walmsley
June 14,19 & 20	NWSAR	Bean
June 26 & 27	PREDA	Bean
May 29	NPRL	Ruecker
July 27	PLS-Exec	Bean
		CARRIED.

CLOSED
 Legal/Land

Councillor Ruecker left the meeting at 2:39 p.m.

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C295-24(5-14-24)

**RESOLUTION by Deputy Reeve Janzen that Council closes the meeting to the public as per Section 27, of FOIP at 2:40 p.m.
CARRIED.**

C296-24(5-14-24)

**RESOLUTION by Deputy Reeve Janzen that Council opens the meeting to the public as per Section 27, of FOIP at 2:57 p.m.
CARRIED.**

ADJOURNMENT

Reeve Bean adjourned the May 14, 2024 Regular Council Meeting at 3:08 p.m.

DATE

REEVE

DATE

CHIEF ADMINISTRATIVE OFFICER