

**MINUTES OF CLEAR HILLS COUNTY  
REGULAR COUNCIL MEETING  
CLEAR HILLS COUNTY COUNCIL CHAMBERS  
TUESDAY, JANUARY 28, 2025**

**PRESENT**

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

**ATTENDING**

Allan Rowe	Chief Administrative Officer (CAO)
Bonnie Morgan	Executive Assistant (EA)
Terry Shewchuk	Public Works Manager (PWM)

**ABSENT**

Nathan Stevenson	Councillor
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**CALL TO ORDER**

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

ACCEPTANCE OF  
AGENDA

**C33-25(1-28-25)**

**RESOLUTION** by Deputy Reeve Janzen to adopt the agenda governing the January 28, 2025 Regular Council Meeting, to table 7.b.5. Library Funding discussion to the February 4, 2025, Policy & Priority Meeting, as amended. **CARRIED.**

APPROVAL OF  
MINUTES

Previous Council Meeting Minutes

**C34-25(1-28-25)**

**RESOLUTION** by Councillor Hansen to adopt the minutes of the January 14, 2025, Regular Council Meeting, as presented. **CARRIED.**

TENDER OPENING:

2025-P01 Roadside Right of Way Brushing

**C35-25(1-28-25)**

**RESOLUTION** by Councillor Giesbrecht to open tenders at 9:35 a.m. for RFP 2025-P01 Roadside Right of Way Brushing, administration will analyze the results and bring back a recommendation to a future Regular Council Meeting. **CARRIED.**

<b>Company</b>	<b>Amount</b>
Bucket Up Tree Services	\$200,000.00
Heenan Contracting Ltd.	\$199,800.00
Aaron Cook Environmental Services Ltd.	\$82,500.00
EM3 Services Inc.	\$146,700.00
Boss Bridgeworks	\$345,000.00
Northern Road Builders LP.	\$128,000.00
Overtime Welding 24hr Services Inc.	\$466,560.00
Cal R Contracting 2001 Ltd.	\$209,250.00
1666321 AB Ltd	\$363,590.00
Wild West Dirt Works Ltd.	\$311,000.00

*Council approved moving the agenda order to move the public works to the front of the agenda.*

**PUBLIC WORKS**

Potential Water Well  
Location

Council is presented with information on a potential water well location with the County.

**C36-25(1-28-25)**

**RESOLUTION by Deputy Reeve Janzen to proceed with acquiring quotes for drilling a water well at the determined site on SE 4-85-5-W6M and E 33-84-5-W6M. CARRIED.**

Proceed to Tender  
Worsley Grader  
Beat 01

Council is presented with information regarding proceeding to tender for Worsley Grader Beat 01

**C37-25(1-28-25)**

**RESOLUTION by Deputy Reeve Janzen to table the discussion regarding proceeding to tender for the Worsley, Montagneuse and Bear Canyon Grader Beats to the February 4, 2025, Policy & Priority Meeting. CARRIED.**

Proceed to Tender  
Pick Up Truck

Council is presented with information regarding proceeding to tender for one new Pick-up Truck.

**C38-25(1-28-25)**

**RESOLUTION by Councillor Walmsley to proceed to tender for one new Pick-up Truck. CARRIED.**

Reeve Bean recessed the meeting at 10:28 a.m.  
Reeve Bean reconvened the meeting at 10:35 a.m.

Public Works  
Manager's Report

Public Works Manager's Report

**C39-25(1-28-25)**

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

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

Management Team  
Activity Report

Management activity report was reviewed.

**C40-25(1-28-25)**

**RESOLUTION by Deputy Reeve Janzen that the management activity report for January 14, 2025, be accepted, as presented. CARRIED.**

Councillor Reports

Council submits the meetings attended in the previous month and a report, if applicable.  
Councillor Ruecker left the meeting at 11:08 a.m.

**C41-25(1-28-25)**      **RESOLUTION by Councillor Hansen to receive the Councillor Reports for information, as presented. CARRIED.**

**C42-25(1-28-25)**      **RESOLUTION by Councillor Giesbrecht to purchase 100 copies of the Mighty Peace River Guide from Mighty Peace Tourism. CARRIED.**

Bylaw No. 295-25  
Subdivision Authority

Council is presented with Bylaw No. 295-25 Subdivision Authority for Clear Hills County, authorizing the delegation of Subdivision Authority for Clear Hills County to Kelsey Lund.

**C43-25(1-28-25)**      **RESOLUTION by Deputy Reeve Janzen that first reading be given to Bylaw No. 295-25, a Bylaw of Clear Hills County, in the Province of Alberta, to establish subdivision authority and authorize the delegation of subdivision authority for Clear Hills County to Kelsey Lund. CARRIED.**

**C44-25(1-28-25)**      **RESOLUTION by Councillor Walmsley that second reading be given to Bylaw No. 295-25, a Bylaw of Clear Hills County, in the Province of Alberta, to establish subdivision authority and authorize the delegation of subdivision authority for Clear Hills County to Kelsey Lund. CARRIED.**

**C45-25(1-28-25)**      **RESOLUTION by Councillor Hansen proceed to a third and final reading be given to Bylaw No. 295-25, a Bylaw of Clear Hills County, in the Province of Alberta, to establish subdivision authority and authorize the delegation of subdivision authority for Clear Hills County to Kelsey Lund. CARRIED UNANIMOUSLY.**

**C46-25(1-28-25)**      **RESOLUTION by Councillor Giesbrecht that a third reading be given to Bylaw No. 295-25, a Bylaw of Clear Hills County, in the Province of Alberta, to establish subdivision authority and authorize the delegation of subdivision authority for Clear Hills County to Kelsey Lund. CARRIED.**

Draft Advertising  
Policy

Council is presented with a draft policy regarding Advertising/Promoting of County Events.

**C47-25(1-28-25)**      **RESOLUTION by Reeve Bean to approve Policy 1135 - Advertising/Promoting of County Events, as amended. CARRIED.**

Clear Hills County  
Cemeteries

Council requested Clear Hills County Cemeteries be brought back for discussion.

Councillor Ruecker entered the meeting at 12:10 p.m.

**C48-25(1-28-25)**      **RESOLUTION by Reeve Bean add cemeteries to the Community Facility Grader Service Policy and bring back to the next Regular Council meeting. CARRIED.**

Reeve Bean recessed the meeting at 12:24 p.m.

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REGULAR COUNCIL MEETING  
TUESDAY, JANUARY 28, 2025

Reeve Bean reconvened the meeting at 12:53 p.m.

RMA Member Visit

Council is provided with details about the upcoming RMA Board visit to Clear Hills County.

**C49-25(1-28-25)**

**RESOLUTION by Deputy Reeve Janzen to draft a letter to the RMA Board regarding their visit request. CARRIED.**

Peace River School  
Division Board  
Delegation

Council has received information regarding their request to meet with the Peace River School Division (PRSD) Board of Trustees. The meeting is scheduled to take place on March 13, 2025, at 11:30 a.m., where Council will attend as a delegation.

**C50-25(1-28-25)**

**RESOLUTION by Councillor Hansen to approve the attendance of the Reeve and Deputy Reeve to attend as a delegation to the Peace River School Division Board of Trustee Meeting on March 13, 2025, at 11:30 a.m. CARRIED.**

Proceed to Tender –  
Mower

Council is presented with information regarding proceeding to tender for the purchase of one new mower for the roadside mowing program.

**C51-25(1-28-25)**

**RESOLUTION by Deputy Reeve Janzen to proceed to tender for the purchase of one new mower for the roadside mowing program. CARRIED.**

CORPORATE  
SERVICES

Accounts Payable  
January 15, 2025 to  
January 28, 2025

A list of expenditures for Clear Hills County for the period of January 15, 2025 to January 28, 2025 is provided for Council's review.

**C52-25(1-28-25)**

**RESOLUTION by Councillor Ruecker that Council receives for information the Accounts Payable report for Clear Hills County for the period of January 15, 2025 to January 28, 2025 for a total of \$627,810.78. CARRIED.**

PERC & DIRC  
Application

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

**C53-25(1-28-25)**

**RESOLUTION by Councillor Ruecker to direct Administration to proceed with the Provincial Education Requisition Credit program (PERC) and Designated Industrial Requisition Credit program (DIRC) submission for the 2025 intake. CARRIED.**

Municipal Property

Tax Discussion

Administration is preparing for the 2025 Property Tax year.

**C54-25(1-28-25)**

**RESOLUTION by Councillor Ruecker that Council approves a 25% tax rebate incentive applicable to the Commercial Assessment Code (CN) for the Municipal portion of Clear Hills County property taxes in 2025. CARRIED.**

Community Support  
Services Grant  
Applications

Council is presented with two Community Support Services Grant (CSSG) Applications.

**C55-25(1-28-25)**

**RESOLUTION by Councillor Hansen that Council approves the following Community Support Services grants:**

<b>Applicant</b>	<b>Amount</b>
Worsley Early Childhood Education Foundation	\$15,300.00
Fairview & Area Seniors Check in Line	\$7,000.00
	<b>CARRIED.</b>

Additional Named  
Insured Request

Administration has received requests from three not for profit organizations asking to be added as additional Named Insured (ANI) on the County's Insurance Policy.

**C56-25(1-28-25)**

**RESOLUTION by Councillor Walmsley that Council approves the addition of the Cherry Canyon Agricultural Society, the Cleardale Riders Club, and the Valley Riders Saddle Club as Additional Named Insureds on the County's insurance policies. CARRIED.**

Sponsorship  
Request-Women  
in the North

Community Futures Peace Country is requesting sponsorship for the upcoming Women in the North Conference.

**C57-25(1-28-25)**

**RESOLUTION by Deputy Reeve Janzen to deny Community Futures Peace Country's sponsorship request. CARRIED.**

**C58-25(1-28-25)**

**RESOLUTION by Councillor Hansen to include \$1,000.00 in the 2025 Operating Budget for Policy 7005 Sponsorship Funding. CARRIED.**

Expense Claims &  
Receipt Submission  
Discussion

Councillor Ruecker requested to have a discussion regarding expense claims and the submission of receipts.

**C59-25(1-28-25)**

**RESOLUTION by Deputy Reeve Janzen to receive the discussion regarding expense claims and the submission of receipts for information, as presented. CARRIED.**

COMMUNITY

WRITTEN REPORTS

Chief Administrative  
Officer's Report

Chief Administrative Officer's Report

**C60-25(1-28-25)**

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

Corporate Services  
Manager's Report

Corporate Services Manager's Report

**C61-25(1-28-25)**

**RESOLUTION by Councillor Giesbrecht to receive the Corporate Services Manager's report for information, as presented.**  
**CARRIED.**

COUNCIL  
INFORMATION

Information for Councils review

**C62-25(1-28-25)**

**RESOLUTION by Councillor Walmsley to receive the Council Information 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.

**C63-25(1-28-25)**

**RESOLUTION by Reeve Bean to accept for information January, February and March 2025 calendar updates of Councillor meetings for information, as presented.**

Date	Meeting	Attendee
March 13	PRSD Board	Bean/Janzen
March 28	PRED A	Bean
		<b>CARRIED.</b>

**C64-25(1-28-25)**

**RESOLUTION by Deputy Reeve Janzen that Council closes the meeting to the public as per Section 27, of FOIP at 2:05 p.m.**  
**CARRIED.**

**C65-25(1-28-25)**

**RESOLUTION by Councillor Hansen that Council opens the meeting to the public as per Section 27, of FOIP at 2:09 p.m.**  
**CARRIED.**

**C66-25(1-28-25)**

**RESOLUTION by Councillor Walmsley received the discussion in closed session for information.**  
**CARRIED.**

ADJOURNMENT

Reeve Bean adjourned the January 28, 2025 Regular Council Meeting at 2:09 p.m.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
DATE

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CHIEF ADMINISTRATIVE OFFICER