

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL MEETING
TUESDAY, JUNE 17, 2025**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Tuesday, June 17, 2025, commencing at **9:30 a.m.** in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

1. CALL TO ORDER

2. AGENDA

3. NEW BUSINESS

a. COUNCIL

1. Newsletter Update	2
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5. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 17, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Newsletter
File:	11-02-03

DESCRIPTION:

Council is presented with an update on the Clear Hills County Newsletter.

Advertising has been ongoing, requesting people sign up to receive the monthly newsletter via Canada Post or by email.

ATTACHMENTS:

Monthly Glance mail-out

RESOLUTION by.....

Initials show support - Reviewed by:	Manager:	CAO:
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CLEAR HILLS COUNTY

THE MONTHLY GLANCE



HIGHLIGHT

Ready to grow something big?

The Clear Hills County Biggest Vegetable Contest is back – and now's the perfect time to start your garden!

Plant your seeds, tend your soil, and get growing for your shot at \$50 prizes.

With categories for both kids (12 & under) and adults (13 & over), there's something for everyone. Gardening is a great way to get outside, learn something new, and be part of a fun community challenge.

Plant now, grow big, and join the fun this fall!

For details, call 780-685-3925, ext. 116.



WHY CAN'T THE BICYCLE
STAND UP BY ITSELF?



IT'S TWO TIRED

HAPPY FATHERS DAY

June 15, 2025

PROPERTY TAX NOTICES



NOTICE: 2025 Property Tax Notices

Clear Hills County Property Tax Notices have been mailed or emailed to all landowners on May 8, 2025. The deadline to pay property taxes is July 17, 2025.

If you have not received your notice by mail or email (if subscribed), please contact the County office at 780-685-3925.

COUNCIL MEETING DATES:

June 10 - Regular Council
June 17 - Policy & Priority
June 18 - ASB
June 24 - Regular Council

To view the Council Agenda or Meeting minutes Visit our Website!

**PUBLIC NOTICE - Proposed
Lending Bylaw for Worsley
Clear Hills Ski Club**

Clear Hills County Council has passed Resolution C278-25(05/13/25) to prepare a lending bylaw for the Worsley Clear Hills Ski Club. The proposed bylaw would authorize a \$350,000 loan at 2.5% interest over 10 years to support the construction of an addition to the chalet and rental shop.

A copy of the bylaw is available for viewing at the Clear Hills County Office in Worsley during regular business hours.

Residents should be aware that unless a petition is submitted requesting a vote on the proposed bylaw, Council may proceed with its approval. To be valid, a petition must be signed by electors of Clear Hills County equal to at least 10% of the population and must be received by the Chief Administrative Officer within 15 days of this notice—no later than June 12, 2025.

Date of Notice: May 28, 2025

For more information, contact Allan Rowe, Chief Administrative Officer.

**Peace River Guides Now Available at
Clear Hills County for \$30.00!**

Full-color, waterproof and tear-proof guide is packed with everything you need to plan the perfect river adventure

**TENDER 2025-12 - Supply & Install Metal
Cladding (South Shop Wall)**

Closes June 23, 2025.

Details at clearhillscounty.ab.ca or call
Greg at 780-685-3925 Ext 115.



**Clear Hills County is Hiring - Corporate
Services Clerk**

Full-Time, Maternity Position.

Key Responsibilities:

Maintain and update customer files
Handle utility billing, sales, and cash.
receipting, Track and manage inventory
Perform general accounting and
administrative tasks, Experience in these
areas is a definite asset. Strong computer
and organizational skills are essential.

Submit your application to:

Lori Jobson, Corporate Services Manager
Clear Hills County

Box 240, Worsley, Alberta T0H 3W0

Fax: 780-685-3960

Email: lori@clearhillscounty.ab.ca

Thinking About Running for Council?

The Nomination Period for the 2025 Municipal Election is NOW OPEN and runs until noon on September 22, 2025!

If you're passionate about making a difference in Clear Hills County, this is your opportunity to step up and represent your community.
Important to Know:

For all the details and to find out how to book your appointment, visit
<https://www.clearhillscounty.ab.ca/government/elections>.

Take the first step today and shape the future of Clear Hills County!

Contact Bonnie Morgan for more information @ 780-685-3925 Ext:120



**FireSmart Alberta
Information Session**

Event Details:

Date: June 25, 2025

Time: 1:30 p.m. - 4:30 p.m.

Location: Cherry Canyon
Recreational Centre

Practical tips to reduce
wildfire risks on your property

For more info contact:
Craig - 780-685-3925 ext. 116

COMMUNITY EVENTS

- June 2nd - Montagneuse 4-H Multi Club Show & Sale - Dave Shaw Memorial Complex Show 11:30 a.m. & Sale 7:00 pm
- June 3rd -Homesteader Lodge 3rd Annual Seniors Week BBQ, 11:30 a.m.
- June 7th - (HC Museum) Mrs. Morgans Old Fashioned Breakfast & Fundraiser 8:30 a.m. - 1:30 p.m. Dave Shaw Memorial Complex
- June 7-8th Cleardale Riders Heavy Horse Days, Clear River 10:00 a.m.
- June 13th - Cherry Canyon Hall Farmers Day Picnic- 5:00 p.m.
- June 14th - Worsley Central School Graduation Ceremony 6:30 p.m.
- June 15th - Fathers Day Horseshoe Tournament & Fun Day begins at 12:30 p. m at Burnt Lee Park
- June 21th - Hines Creek Soap Box Races - 11:00 a.m.
- June 28th Hines Creek Composite School Graduation Ceremony 2:00 p.m.
- June 28th Many Islands Campground Canada Day Live Band - 9:00 p.m.

Clear Hills County BBQ
July 24th
Clear River 6:00-8:00 p.m.



IMPORTANT!

Clear Hills County Newsletter Distribution Update

Clear Hills County is exploring alternate ways to distribute our monthly newsletter to improve overall efficiency and service to residents.

In the past, a printed copy of the newsletter was mailed to every household. Going forward, we are asking residents to sign up if they wish to continue receiving the newsletter, either by Canada Post or by email.

The newsletter will continue to be available online at
www.clearhillscounty.ab.ca.

TO SIGN UP to receive the newsletter, please contact:

- Bonnie Morgan
- Phone: 780-685-3925 ext. 120
- Email: bonnie@clearhillscounty.ab.ca

An online sign-up form is also available on our website see link below!

<https://www.clearhillscounty.ab.ca/live-here/newsletter>

TRANSFER STATION HOURS

County Transfer Site Hours—May 1st to September 30th						
All Transfer Sites are closed on Sunday						
Transfer Site	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Bear Canyon	12:00 pm-8:00 pm	closed	closed	closed	closed	closed
Clear Prairie	closed	closed	closed	4:00 pm -8:00 pm	closed	closed
Cleardale	closed	11:00 am-3:00 pm	closed	closed	closed	12:00 pm-8:00 pm
David Thompson	closed	closed	closed	closed	12:00 pm- 8:00 pm	closed
Eureka River	closed	closed	12:00 pm - 8:00 pm	closed	closed	closed
Hines Creek	closed	closed	closed	closed	closed	8:00 am-5:00 pm
Royce	closed	closed	closed	12:00 pm - 8:00 pm	closed	closed
Whitelaw	closed	closed	closed	closed	closed	12:00 pm- 8:00 pm
Worsley	closed	4:00 pm- 8:00 pm	closed	closed	12:00 pm-8:00 pm	closed

www.clearhillscounty.ab.ca

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 17, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Incinerators
File:	11-02-03

DESCRIPTION:

Council is provided with information regarding incinerators.

P254-25(5-6-25) RESOLUTION by Councillor Walmsley to bring back more information regarding Transfer Stations/Landfills and incinerators to a future meeting. CARRIED.

ATTACHMENTS:

Small-Scale (Rural or Small Municipalities)
Large - Scale Over 10 tonnes
Code of Practice for Small Incinerators

RESOLUTION by.....

Initials show support - Reviewed by:	Manager:	CAO:
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Small Scale Incinerators under 10 Tonnes/Month in Alberta

Ketek Group – Cyclonator Incinerators

- Based in Edmonton, Ketek manufactures Cyclonator incinerators tailored for various applications, including municipal waste.
- These incinerators can be deployed on-site, reducing transportation costs and greenhouse gas emissions by over 30% compared to landfilling.
- They are designed to handle diverse waste types, such as paper, plastics, and organic materials, and can be customized for energy recovery.

<https://ketek.ca/incinerators/>

Small-Scale (Rural or Small Municipalities)

- Volume Needed: 1 to 10 tonnes per month
- Purpose: Basic waste volume reduction, not energy generation
- Example Use: Remote communities, small landfills
- Cost: upfront cost (\$50,000–\$200,000 depending on features)
- Regulation: Covered under Alberta's "Code of Practice for Small Incinerators"

These incinerators don't require a large volume of waste—some are justified on the basis of avoiding transportation and landfill costs in remote areas.

In Alberta, small incinerators are regulated under the Code of Practice for Small Incinerators, which permits the treatment of up to 10 tonnes of non-hazardous waste per month. This regulation applies to both fixed and mobile incinerators operating under controlled conditions.

Estimated Monthly Operating Cost – Small-Scale Incinerator (1–10 tonnes/month)

Typical Range:

\$2,000 to \$10,000 per month

Estimated Purchase Cost – Small-Scale Incinerator (1–10 tonnes/month)

Typical Cost Range:

\$20,000 to \$150,000 + CAD (capital cost)

Large Scale Incinerators Over 10 Tonnes/Month in Alberta

1. Regulatory Oversight

- Alberta Environment and Protected Areas (AEPA) regulates the use of incinerators.
- Incinerators processing over 10 tonnes per month are subject to higher regulatory scrutiny and must comply with the Environmental Protection and Enhancement Act (EPEA).

2. Approval Requirements

- Environmental Approval is required under the Activities Designation Regulation.
- A formal application for an approval must be submitted to AEPA, including:
 - Type of waste to be incinerated.
 - Emissions control technology.
 - Environmental impact assessments (if needed).
 - Plans for monitoring and reporting.

3. Emission Standards

- Must meet the Alberta Stack Emission Standards.
- Additional standards may apply based on federal regulations, especially for incineration of biomedical, hazardous, or industrial waste.
- Air dispersion modeling may be required to show impacts on local air quality.

4. Waste Types

- Only approved waste types can be incinerated.
- Special rules apply to:
 - Biomedical waste
 - Hazardous waste
 - Municipal solid waste

5. Reporting and Monitoring

- Operators must conduct regular emissions testing and submit reports to AEPA.
- Continuous monitoring may be required depending on the type and size of the incinerator.

6. Alternatives and Public Concerns

- Incineration is often controversial due to air quality, odour, and health impacts.

Estimated Monthly Operating Costs for a Large Incinerator (>10 tonnes/month) in Alberta

Typical Cost Range

- \$15,000 to \$100,000+ per month

Estimated Purchase Cost: Incinerator for 100 Tonnes/Month of Municipal Waste

General Cost Range: \$500,000 to \$2,000,000+ CAD (capital cost)

Code of Practice for Small Incinerators

September 2005

*Made under the Environmental
Protection and Enhancement Act*

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ALBERTA ENVIRONMENT

CODE OF PRACTICE FOR SMALL INCINERATORS (made under the
*Environmental Protection and Enhancement Act, RSA 2000, c.E-12, as
amended and Waste Control Regulation (AR 192/96), as amended*)

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Schedule 1 **Registration Information for Small Incinerators**

Section 1: Definitions

- 1.1 All definitions in the *Act* and the regulations under the *Act* apply except where expressly defined in this Code of Practice.
- 1.2 In this Code of Practice:
- (a) “**Act**” means the *Environmental Protection and Enhancement Act*, RSA 2000, c.E-12, as amended;
 - (b) “**auxiliary burner**” means a burner that fires auxiliary fuel in a small incinerator for the purpose of:
 - (i) preheating,
 - (ii) drying and igniting solid waste, or
 - (iii) maintaining adequate operating temperatures;
 - (c) “**ISO 17025**” means the international standard, developed and published by International Organization for Standardization (ISO), specifying the management and technical requirements for laboratories to demonstrate their technical competence to perform defined tests and produce valid data and results;
 - (d) “**kPa**” means kilopascal;
 - (e) “**mg/kg**” means milligrams per kilogram;
 - (f) “**mg/L**” means milligrams per litre;
 - (g) “**mobile incinerator**” means an incinerator that:
 - (i) is not fixed to any location, and
 - (ii) is operated at any one (1) location for a total of not more than 365 days in two (2) consecutive calendar years;
 - (h) “**primary chamber**” means the chamber of a small incinerator into which waste is added;
 - (i) “**Professional Engineer**” means a professional engineer or registered professional technologist (engineering) under the *Engineering, Geological and Geophysical Professions Act* or an equivalent professional designation from other jurisdiction;

- (j) **“registration holder”** means a person who has been issued a registration under the *Act* for the construction, operation, or reclamation of a small incinerator;
- (k) **“regulations”** mean the regulations under the *Act*;
- (l) **“Rm³”** means cubic metre of air at the reference conditions of twenty-five (25) degrees Celsius and 101.325 kPa;
- (m) **“secondary combustion chamber”** also known as afterburner, means the chamber of a small incinerator where the flue gas from the primary chamber is heated to a temperature that will destroy the waste;
- (n) **“small incinerator”** means:
 - (i) a mobile incinerator that, by means of burning under control conditions, treats waste that contains:
 - (A) halogenated organic compounds in an amount of not more than one thousand (1000) milligrams per kilogram of waste,
 - (B) polychlorinated biphenyls in an amount of not more than fifty (50) milligrams per kilogram of waste,
 - (C) lead in an amount of not more than one hundred (100) milligrams per kilogram of waste, or
 - (D) mercury in an amount of not more than two (2) milligrams per kilogram of waste; and
 - (ii) an incinerator that, by means of burning under controlled conditions, treats not more than ten (10) tonnes of waste per month, and:
 - (A) is fixed to one location, or
 - (B) is operated at any one (1) location for a total of more than 365 days in two (2) consecutive calendar years,

but does not include an incinerator that:

 - (iii) is used by one single-family detached dwelling to burn household waste generated only by that household,

- (iv) is used for burning kitchen camp wastes at a mining, construction, demolition, drilling or exploration site,
 - (v) is used for burning human bodies at a crematory that is licensed under the *Cemeteries Act*, or
 - (vi) is governed by an authorization issued under the *Oil and Gas Conservation Act*.
- (o) "TEQ" means dioxin toxic equivalent with respect to the following toxicity equivalency factors:

Congeners	Toxicity Equivalency Factor
2,3,7,8-tetrachloro-dibenzo-p-dioxin	1.000
1,2,3,7,8-pentachloro-dibenzo-p-dioxin	0.500
1,2,3,4,7,8-hexachloro-dibenzo-p-dioxin	0.100
1,2,3,6,7,8-hexachloro-dibenzo-p-dioxin	0.100
1,2,3,7,8,9-hexachloro-dibenzo-p-dioxin	0.100
2,3,7,8-tetrachloro-dibenzofuran	0.100
1,2,3,7,8-pentachloro-dibenzofuran	0.050
2,3,4,7,8-pentachloro-dibenzofuran	0.500
1,2,3,4,7,8-hexachloro-dibenzofuran	0.100
1,2,3,6,7,8-hexachloro-dibenzofuran	0.100
1,2,3,7,8,9-hexachloro-dibenzofuran	0.100
2,3,4,6,7,8-hexachloro-dibenzofuran	0.100

- (p) "thermal desorber" means a small incinerator that:
- (i) uses indirect heat to separate volatile organic compounds from a waste, and
 - (ii) destroys these volatile organic compounds in a combustion chamber; and
- (q) "this Code of Practice" means the *Code of Practice for Small Incinerators*, published by the Department, as amended.

Section 2: General Requirements

- 2.1 Any registration holder who operates a small incinerator, must do so in accordance with this Code of Practice.
- 2.2 Any conflict between the registration application and the terms and conditions of this Code of Practice shall be resolved in favour of this Code of Practice.

- 2.3 The terms and conditions of this Code of Practice do not affect any rights or obligations created under any other authorization issued by Alberta Environment.
- 2.4 The terms and conditions of this Code of Practice are severable. If any term or condition of this Code of Practice or the application of any term or condition is held invalid, the application of such term or condition to other circumstances and to the remainder of this Code of Practice shall not be affected by that invalidity.
- 2.5 Subject to 2.6, if the registration holder monitors for any substances or parameters which are the subject of limits in this Code of Practice more frequently than is required, using procedures authorized in this Code of Practice, then the registration holder shall provide the results of such monitoring as an addendum to the next reports required by this Code of Practice.
- 2.6 Section 2.5 does not apply to short term testing or monitoring of operational changes, new processes, or technologies that do not cause an adverse effect.
- 2.7 The registration holder shall immediately notify the Director in writing if any of the following events occur:
- (a) the registration holder is served with a petition into bankruptcy;
 - (b) the registration holder files an assignment in bankruptcy or Notice of Intent to make a proposal;
 - (c) a receiver or receiver-manager is appointed;
 - (d) an application for protection from creditors is filed for the benefit of the registration holder under any creditor protection legislation; or
 - (e) any of the assets, which are the subject matter of this Code of Practice, are seized for any reason.

Section 3: Analytical Requirements

- 3.1 Any sample required pursuant to this Code of Practice shall be:
- (a) collected;
 - (b) preserved;
 - (c) stored;
 - (d) handled; and

(e) analysed

in accordance with:

- (i) the *Test Methods for Evaluating Solid Waste, Physical/Chemical Methods*, SW-846, published by the United States Environmental Protection Agency, 1998, as amended,
 - (ii) the *Alberta Stack Sampling Code*, published by Alberta Environment, 1995, as amended,
 - (iii) the *Methods Manual for Chemical Analysis of Atmospheric Pollutants*, AEC V93-M1, Alberta Environmental Centre, 1993, as amended,
 - (iv) the *Air Monitoring Directive*, Alberta Environment, 1989, as amended,
 - (v) the *Standard Methods for the Examination of Water and Waste Water*, 20th edition, 1998, published by the American Public Health Association, American Water Works Association, and Water Environment Federation, as amended, or
 - (vi) any other equivalent method authorized in advance in writing by the Director.
- 3.2 The registration holder shall analyse all samples that are required to be obtained by this Code of Practice in a laboratory accredited pursuant to ISO 17025 standard, as amended, for the specific parameter(s) to be analysed, unless otherwise authorized in writing by the Director.
- 3.3 The registration holder shall comply with the terms and conditions of any written authorization issued by the Director under 3.2.

Section 4: Registration Application / Administration Requirements

- 4.1 An application for a registration of a small incinerator shall contain, at a minimum, the information specified in Schedule 1.
- 4.2 The technical assessment of the small incinerator referred to in clause (f) of Schedule 1 shall be signed and stamped by a Professional Engineer, the manufacturer, or the supplier of the equipment.
- 4.3 Where a registration has been issued regarding a particular small incinerator, that registration applies only to that small incinerator, and shall not be applied to any other small incinerator.

- 4.4 A registration holder shall provide written notice to the Director within fourteen (14) calendar days of any change in the information provided in the application for the registration, regarding:
- (a) the maximum volume of wastes to be treated on a monthly basis;
 - (b) change in the chemical characteristics of the wastes that affects the classification of the waste;
 - (c) the name, address, and phone number of the registration holder; and
 - (d) the name, address, and phone number of the person who has charge, management, or control of the small incinerator.

Section 5: Design Requirements

- 5.1 No person shall operate a small incinerator that has no secondary chamber unless the small incinerator is equipped with:
- (a) an auxiliary burner;
 - (b) a spark arrestor;
 - (c) a temperature recording system, which:
 - (i) measures, and
 - (ii) continuously recordsthe temperature of the flue gas in the primary chamber, subject to 5.5; and
 - (d) a flue gas stack with a top that is at an elevation of at least:
 - (i) four (4) metres above the ground, and
 - (ii) two (2) metres above any natural or man-made structure located within ten (10) metres of the small incinerator.
- 5.2 No person shall operate a small incinerator that has both a primary combustion chamber and a secondary combustion chamber unless the small incinerator is equipped with:
- (a) an auxiliary burner;
 - (b) a temperature recording system, which:

- (i) measures, and
 - (ii) continuously records

the temperature of the flue gas in the primary combustion chamber, subject to 5.5;
 - (c) a temperature recording system which:
 - (i) measures, and
 - (ii) continuously records

the temperature of the flue gas in the secondary chamber, subject to 5.5; and
 - (d) a flue gas stack with a top that is at an elevation of at least:
 - (i) four (4) metres above the ground, and
 - (ii) two (2) metres above any natural or man-made structure located within ten (10) metres of the small incinerator.
- 5.3 Subsections 5.1(d) and 5.2(d) do not apply where the small incinerator is operated at a location that is 1.5 kilometres or more from:
- (a) the boundary of a city, town, village, hamlet, or summer village; or
 - (b) a residence or business.
- 5.4 The temperature of:
- (a) the flue gas in the primary combustion chamber; and
 - (b) the flue gas in the secondary combustion chamber
- shall be recorded continuously, subject to 5.5.
- 5.5 The temperature recording system referred to in 5.1(c)(ii), 5.2(b)(ii), and 5.2(c)(ii) is not required to be continuous in the combustion chambers of:
- (a) batch small incinerators that burn less than ninety (90) kilograms of non-hazardous waste per hour; or
 - (b) thermal desorbers used for the removal of non-halogenated organic compounds from waste or contaminated soil.

5.6 The temperature recording system for the small incinerators referred to in 5.5(a) and (b) shall:

- (a) measure; and
- (b) record

the temperature of the flue gas in the combustion chamber or in the treated waste or soil, as applicable, while the waste is being burned.

Section 6: Operational and Emission Requirements

6.1 The registration holder operating a small incinerator that has no secondary combustion chamber shall not burn waste that contains any of the following:

- (a) halogenated organic compounds in a total amount greater than fifty (50) mg/kg of waste;
- (b) lead in an amount greater than one hundred (100) mg/kg of waste; or
- (c) mercury in an amount greater than two (2) mg/kg of waste.

6.2 Subject to 6.3, emissions from a small incinerator shall not exceed any of the following limits:

- (a) a maximum one (1) hour average concentration of fifty (50) milligrams of particulate matter per Rm^3 ;
- (b) a maximum one hour average concentration of seventy five (75) milligrams of hydrogen chloride per Rm^3 ;
- (c) a maximum one hour average concentration of fifty seven (57) milligrams of carbon monoxide per Rm^3 ;
- (d) visible emissions of twenty (20) percent opacity averaged over a period of six (6) consecutive minutes, determined in accordance with Part 1 of the *Substance Release Regulation* (AR 124/93);
- (e) a maximum one hour average concentration of eighty (80) pg TEQ of dioxins and furans per Rm^3 ; and
- (f) a maximum one hour average concentration of twenty (20) μg of mercury per Rm^3 .

- 6.3 The emission limits in 6.2(e) and (f) apply only to a small incinerator that has both a primary combustion chamber and a secondary combustion chamber if the following criteria are met:
- (a) the registration holder burns waste with:
 - (i) halogenated organic compounds at levels which exceed a total amount greater than fifty (50) mg/kg of waste, or
 - (ii) mercury in an amount greater than two (2) mg/kg of waste; and
 - (b) the burning is done on or after January 1, 2006.
- 6.4 Subject to 6.6, no person shall operate a small incinerator that has no secondary combustion chamber unless the operating temperature is at least five hundred (500) degrees Celsius.
- 6.5 Subject to 6.6, no person shall operate a small incinerator that is equipped with both a primary combustion chamber and a secondary combustion chamber unless the operating temperatures are at least:
- (a) Five-hundred (500) degrees Celsius in the primary combustion chamber; and
 - (b) Eight hundred seventy (870) degrees Celsius in the secondary combustion chamber.
- 6.6 No person shall operate a thermal desorber unless:
- (a) the temperature in the combustion chamber is greater than the boiling point of the least volatile chemical constituent in the waste or contaminated soil being treated; and
 - (b) the operation complies with the design, operation, and control systems of the small incinerator, as specified by the manufacturer.
- 6.7 All wastes and wastewater resulting from the small incinerator shall be:
- (a) handled in compliance with the *Waste Control Regulation*; and
 - (b) disposed of or recycled in a manner authorized under the *Act*.

Section 7: Monitoring Requirements

- 7.1 The monitoring referred to in 5.6 for the temperature of the flue gas in the combustion chamber or in the treated waste or soil, as applicable,

shall be conducted at least once per day or once for each different batch of wastes being processed, whichever represents a shorter period.

- 7.2 Prior to, or during operation of the small incinerator, and as often as there is a change in the nature of the waste burned, the registration holder shall collect data on:
- (a) the waste characteristics, including the parameters specified in 6.1; and
 - (b) the expected or actual emissions as specified in 6.2.
- 7.3 Subject to 7.4, a person responsible for a small incinerator shall complete a manual stack survey:
- (a) within six (6) months of commencement of burning waste that contains:
 - (i) halogenated organic compounds in a total amount greater than fifty (50) mg/kg of waste,
 - (ii) lead in an amount greater than one-hundred (100) mg/kg of waste,
 - (iii) mercury in an amount greater than two (2) mg/kg of waste; or
 - (b) as requested in writing by the Director.
- 7.4 Upon application and submission by the person responsible for the small incinerator the Director may exempt the person from the test under 7.3. by notice in writing.
- 7.5 At least two (2) weeks prior to conducting a manual stack survey required in 7.3, the registration holder shall notify the Director in writing that the manual stack survey will be undertaken.
- 7.6 The manual stack survey required under section 7.3 shall meet the following requirements:
- (a) the stack gas must be analysed for the parameters set out in section 6.2, as applicable;
 - (b) the operating temperatures of all combustion chambers must be recorded; and
 - (c) the manual stack survey must comply with the sampling procedures in the *Alberta Stack Sampling Code*, 1995, published by Alberta Environment, as amended.

- 7.7 In addition to the collection and analysis of samples under this *Code of Practice*, the registration holder shall:
- (a) collect;
 - (b) analyse; and
 - (c) provide the Director with results of
- any additional samples that are required in writing by the Director.

Section 8: Closure Requirements

- 8.1 Where a small incinerator:
- (a) has ceased operations permanently; or
 - (b) has not been operated for a period of twelve (12) consecutive months;
- the registration holder shall notify the Director in writing within thirty (30) calendar days after the respective event.

Section 9: Reporting Requirements

- 9.1 In addition to any other reporting required pursuant to this Code of Practice, the *Act*, or the regulations, the registration holder shall immediately report any contravention of this Code of Practice to the Director, either:
- (a) by telephone at (780) 422-4505; or
 - (b) by a method:
 - (i) in compliance with the release reporting provisions in the *Act* and the regulations, or
 - (ii) authorized in writing by the Director.
- 9.2 In addition to the immediate report in 9.1, the registration holder shall provide a report to the Director:
- (a) in writing; or
 - (b) by a method:
 - (i) in compliance with the release reporting provisions in the *Act* and the regulations, or

- (ii) authorized in writing by the Director

within seven (7) calendar days of the discovery of the contravention, or within a time period specified in writing by the Director, unless the Director waives the requirement for a report.

9.3 The report required under 9.2 shall contain, at a minimum, the following information:

- (a) a description of the contravention;
- (b) the date, time, and duration of the contravention;
- (c) the address or legal land description (LLD) of the location of the contravention;
- (d) the name of the registered owner or owners of the land on which the contravention occurred;
- (e) the name, address, phone number, and responsibilities of all persons operating the small incinerator at the time the contravention occurred;
- (f) an explanation as to why the contravention occurred including, but not limited to, a comparison of operating conditions at the time the contravention to normal operating conditions;
- (g) a summary of all measures and actions that were taken to mitigate any effects of the contravention;
- (h) a summary of all measures that will be taken to address the remaining effects and potential effects related to the contravention;
- (i) the name, address, phone number, and responsibilities of all persons who had charge, management, or control of the small incinerator at the time the contravention occurred;
- (j) a summary of proposed measures that will prevent future contraventions, including a schedule of implementation for these measures;
- (k) any information that was maintained or recorded under this Code of Practice, as a result of the incident; and
- (l) any other information required by the Director in writing.

9.4 A registration holder, who is required to complete a manual stack survey under 7.3 shall, within sixty (60) days of completion of the manual stack

survey, provide to the Director a copy of the manual stack survey results.

Section 10: Record Keeping Requirements

10.1 The registration holder shall:

- (a) record the following information;
- (b) maintain the following information; and
- (c) keep the following information available for five (5) years after the creation of the record:
 - (i) all records that are required under this Code of Practice,
 - (ii) the results of any recording, monitoring, analysis, and any stack testing that are carried on pursuant to this Code of Practice, including the method of testing used,
 - (iii) the source, quantity, and characteristics of waste incinerated on a per monthly basis,
 - (iv) the quantity, type, and disposal location of all wastes resulting from operation of the small incinerator, on a monthly basis,
 - (v) a description of all maintenance and repairs made to the small incinerator including:
 - (A) the date of the maintenance;
 - (B) a description of the maintenance conducted; and
 - (C) the name of person conducting the maintenance,
 - (vi) a copy of all applications submitted to the Department for a registration,
 - (vii) design drawings and specifications for the small incinerator,
 - (viii) all reports of inspections conducted by the Department,

- (ix) the registration issued under the *Act* for the activity,
and
- (x) all correspondence with the Department regarding the
small incinerator.

- 10.2 The results and records in 10.1(a) and 10.1(c) shall contain, at a minimum, all of the following information:
- (a) the date, place, and time of monitoring, and the name of the person collecting the sample;
 - (b) the date of analysis;
 - (c) the laboratory name and person responsible for performing analysis;
 - (d) the analytical method used; and
 - (e) the results of the analysis.
- 10.3 Prior to commencing operation of a mobile incinerator at a new location, the person responsible shall prepare an information sheet, which shall include, but is not limited to, the following information with respect to the small incinerator:
- (a) the registration;
 - (b) the name, address, and phone number of the person who holds the registration;
 - (c) the name of the company and/or persons who will have control of the mobile incinerator on behalf of the registration holder;
 - (d) the name, address, and phone number of the person responsible for the small incinerator;
 - (e) the name and mailing address of the waste generator from whom the waste was received;
 - (f) the name and address of the registered owner of the land on which the mobile incinerator will operate;
 - (g) a site plan showing the proposed operating location;
 - (h) a map showing water bodies, residences, institutions, and commercial and industrial developments within a 1.5 kilometre radius of the site at which the small incinerator will operate;
and

- (i) the planned duration of the operation.
- 10.4 The requirements in 10.3 do not apply to a mobile incinerator that:
 - (a) operates for less than seven (7) days in two (2) consecutive months at the same location; and
 - (b) burns less than ten (10) tonnes of waste per month.
- 10.5 A registration holder shall, upon request by an inspector or Director, provide to the inspector or Director, a copy of the registration issued under the *Act*, any accompanying correspondence, and any records or data regarding the small incinerator.

Section 11: Code of Practice Administration

- 11.1 This Code of Practice will be reviewed as changes in technological and other standards warrant.

SCHEDULE 1

REGISTRATION INFORMATION FOR SMALL INCINERATORS

Pursuant to 4.1 of this Code of Practice, all of the following information shall be provided to the Director:

- (a) The name of the intended registration holder, their address, phone number, facsimile number, and e-mail address;
- (b) The company name (if any) and the name, job title, address, phone number, facsimile number, e-mail address, and signature of the person who submitted the registration application on behalf of the intended registration holder;
- (c) If a person other than the intended registration holder submitted the registration application, written authorization is required from the intended registration holder, stating that the person who submitted the registration application was authorized to do so on behalf of the intended registration holder;
- (d) The name, job title, address, phone number, facsimile number, and e-mail address of the person designated by the intended registration holder as the primary contact for the small incinerator;
- (e) The municipal address (if one exists), or legal land description (LLD) on which the small incinerator is or will be located;
- (f) A technical assessment of the small incinerator, which includes but is not limited to:
 - (i) the make, model, and serial number of the incinerator,
 - (ii) type of incinerator,
 - (iii) the design and number of combustion chambers,
 - (iv) the operating temperature(s) of the combustion chambers,
 - (v) the operating temperatures of the desorption and combustion chambers of a thermal desorber,
 - (vi) any modifications to the small incinerator,
 - (vii) equipment to be used in conjunction with the small incinerator,
 - (viii) the actual and rated capacity, as specified by the manufacturer, in kilograms per hour,

- (ix) the source, quantity, and chemical characteristics of wastes or contaminated soils expected to be processed,
- (x) the proposed disposal location of any wastes resulting from the operation, and
- (xi) monitoring to be conducted.

In consideration of the information required above, and the information required in an Activities Plan, the Director waives the requirements of subsection 3(1)(a) through (o) of the *Approvals and Registrations Procedure Regulation*, A.R. 113/93, as amended from time to time, for a registration application under this Code of Practice.

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 17, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	DELEGATION – In Camera – Labour 10:00 a.m.
File:	11-02-03

DESCRIPTION:
In camera delegation.

ATTACHMENTS:

RESOLUTION by.....

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

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 17, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Funding Request – Village of Hines Creek
File:	71-10-02

DESCRIPTION:

The Village of Hines Creek has sent a letter requesting additional funding for “25% tax incentives for the village ratepayers for 2025.”

BACKGROUND:

Council tabled the request for funding at the June 10, 2025, Regular Council Meeting.

C312-25(6-10-25) RESOLUTION by Deputy Reeve Janzen to adopt the agenda governing the June 10, 2025 Regular Council Meeting, with the addition of 7.a.6. Range Road 43, and table 7.b.2 Hines Creek Funding Request. CARRIED.

C114-22(03-08-22) RESOLUTION by Deputy Reeve Janzen to approve an unconditional grant of \$450,000.00 and for 2022, and a 3-year commitment of \$300,000.00 for 2023, 2024 and 2025, to the Village of Hines Creek to assist with operating expenses. CARRIED.

BUDGET:

\$300,000.00

ATTACHMENTS:

- June 10, 2025, RFD
- May 26, 2025, Funding Request Letter
- Village of Hines Creek Funding History

RECOMMENDATION:

RESOLUTION by... to

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Funding Request – Village of Hines Creek
File:	71-10-02

DESCRIPTION:

The Village of Hines Creek has sent a letter requesting additional funding for “25% tax incentives for the village ratepayers for 2025.”

BACKGROUND:

C114-22(03-08-22) RESOLUTION by Deputy Reeve Janzen to approve an unconditional grant of \$450,000.00 and for 2022, and a 3-year commitment of \$300,000.00 for 2023, 2024 and 2025, to the Village of Hines Creek to assist with operating expenses. CARRIED.

BUDGET:

\$300,000.00

ATTACHMENTS:

- May 26, 2025 Funding Request Letter
- Village of Hines Creek Funding History

RECOMMENDATION:

RESOLUTION by... to

Initials show support - Reviewed by:	Manager: 	CAO: 
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Clear Hills County
Box 240
Worsley, Alberta
T0H 3W0

May 26, 2025

File No: 0126

Dear Reeve Bean and Council,

Re: 2025 Funding Request

On behalf of Village of Hines Creek Council, I extend our appreciation for your willingness to provide long-term funding to the Village of Hines Creek for the term 2022-2025, and your candid discussions regarding the future of the Village.

Your \$300,000.00 annual commitment for the 2025 Operating Budget affords us a more stable framework for fiscal planning. We are requesting additional funding in the amount of \$122,493 (25%) tax incentives for village ratepayers for 2025.

On behalf of the Village of Hines Creek, I am extremely grateful for your Council's investment in our community. We commit to remaining transparent and dedicated to fiscal responsibility. If you require any further clarification, please contact me at 780-494-3690

Yours truly,

Hazel Reintjes,
Mayor
Village of Hines Creek

Village of Hines Creek Funding History

2001 - 2025

<u>Invoice Date</u>	<u>Amount</u>	<u>Description</u>
10/07/01	\$11,000.00	Muni 2000 Grant Fund
10/18/02	\$125,000.00	HC Arena Roof Repair
2/19/03	\$20,000.00	Donation for HC Fitness Center
6/23/03	\$145,000.00	Financial Assistance
1/26/04	\$145,000.00	Special Funding for 2004
7/06/05	\$145,000.00	2005 Funding Agreement
11/30/05	\$18,920.00	HC Playground Capital Grant
1/10/06	\$145,000.00	2006 Funding
7/06/06	\$5,000.00	Fitness Centre Grant
7/06/06	\$25,000.00	Zamboni Room & Arena Upgrade
8/17/07	\$145,000.00	Infrastructure Funding
7/14/08	\$145,000.00	2008 Infrastructure Funding
3/31/09	\$17,345.47	Dave Shaw Muni Grant 09
9/28/09	\$145,000.00	Unconditional Grant
10/21/09	\$17,335.00	Dave Shaw Arena Washrooms
6/04/10	\$145,000.00	Unconditional Grant
1/04/11	\$145,000.00	Unconditional Grant
2/29/12	\$500,000.00	2012 Funding
1/21/13	\$1,000,000.00	Unconditional Grant
4/25/13	\$113,659.00	Balance of 2013 Operating Grant
3/31/16	\$467,000.00	Unconditional Grant
10/28/16	\$70,297.50	Hines Creek Truckfill
3/03/17	\$350,000.00	Operating Grant
6/19/18	\$500,000.00	2018 Grant
9/25/19	\$500,000.00	2019 Unconditional Grant
7/10/20	\$110,419.72	2020 25% Tax Incentive
7/10/20	\$400,000.00	Conditional Grant
5/18/21	\$425,000.00	2021 General Grant
4/20/22	\$450,000.00	2022 General Grant
5/18/23	\$426,693.14	Operating Grant & Tax Incentive (\$126,693.14)
4/24/24	\$370,194.48	Operating Grant & Tax Incentive (\$70,194.48)
2/12/25	\$2,000.00	General Grant Payment
	<u>\$7,229,864.31</u>	

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 17, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Highway 64 Alignment (Clear River Valley)
File:	11-02-03

DESCRIPTION:

Council is provided with an update regarding the Highway 64 Alignment (Clear River Valley). As the next step, Council is requested to endorse the proposed plan as presented.

The final functional plans will be made publicly available once they have been approved by Alberta Transportation and Economic Corridors and the report is finalized.

ATTACHMENTS:

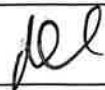
May 26, 2025 - Highway 64 Alignment (Clear River Valley) Meeting minutes.
Proposed Plan

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:





MEETING MINUTES

CLIENT	:	Alberta Transportation and Economic Corridors
PROJECT	:	Highway 64 Realignment (Clear River Valley) Functional Planning Study
MEETING N°	:	Technical Review Committee – Meeting #3 <ol style="list-style-type: none">1. Review Study Progress2. Review Stakeholder Input3. Review Preferred Plan
DATE OF MEETING	:	Monday, May 26, 2025, 1:30 pm
LOCATION	:	Microsoft Teams
INVITEES	:	Clear Hills County – Allan Rowe Alberta Transportation – Danny Jung, Samantha Lee CIMA+ – Henry Devos, René Rosvold

Meeting Material attached

DISCUSSION TOPICS

1. **OVERVIEW**
2. **PROGRESS**
3. **CONSULTATION SUMMARY**
4. **NOVEMBER 2024 – STAKEHOLDER & PUBLIC FEEDBACK**
5. **PROPOSED PLAN**
6. **NEXT STEPS**
7. **OTHER**

DISCUSSION:

- Allan to take functional plans to council for endorsement on June 17th. CIMA+ to send copies of functional plans (with missing culverts corrected). The proposed right-of-way is still subject to change and a note on the plans will indicate this.



Highway 64 Realignment (Clear River Valley) Functional Planning Study

CON0022084



Technical Review Committee
Meeting No. 3 – May 26, 2025



Agenda

1. Overview
2. Progress
3. Consultation Summary
4. October 2024 – Stakeholder & Public Feedback
5. Proposed Plan
6. Next Steps
7. Other Items

1. Study Overview

Study Purpose

- Identify and review technically feasible alternatives for a potential new Highway 64 alignment crossing of the Clear River Valley and compare with options to upgrade the existing highway alignment.

Study Objective

- To develop a technically feasible **realignment** plan that:
 - Provides the most appropriate design given site constraints
 - Addresses stability and safety, community interests, environmental and historical resources, drainage and other impacts
 - Identifies access management and land requirements

Study Outcome

- Help the province understand the **most feasible/practical long-term** alignment for crossing of the Clear River Valley

2. Study Progress



3. Consultation Summary

Study Launch – March 2022

- Letter to Potentially Impacted Stakeholders
- Letter to Indigenous Communities
- *Stakeholder Meetings #1 – April 2022 to June 2022*
- Project Website Launch – November 2022
- *Stakeholder Meetings #2 - Impacted Landowners/Leaseholders – November 2022*
- Information Session #1: Alternatives – November 2022 (In-person)
- Study Update – July 2023
- Letter to Potentially Impacted Stakeholders
- Letter to Indigenous Communities
- *Stakeholder Meetings #3 - Impacted Landowners/Leaseholders – October 2024*
- Information Session #2: Proposed Plan – October 2024
- **Municipal endorsement of the plan**
- **Final Email to Stakeholders/Website Update - TBD**

Final Screening

Criteria No.:		1	2	3	4		5	6	7	8		
ALIGNMENT OPTION	DESCRIPTION:	Compatibility with Arterial Class	Environmental & Historical Resources	Bridge Placement & River Training	Long-Term Geotechnical Stability		Detours (Traffic Disruption & Construction Feasibility)	Stageability (Ease of Funding & Upgrading Over Several Years)	Impact to Land Use (Campground Access & Fragmentation)	Land Requirements	Disposal or Surplus Fill	Preliminary Cost Estimate
					(a) Risk and Uncertainty	(b) Estimated Service Life						
1b	Existing Highway Alignment (Minimum Upgrade)	Weak	Good	Good	Poor	Poor	Good	Good	Best	Best	Poor	Poor
E	New Highway Alignment (Preferred Standard)	Moderate	Poor	Poor	Moderate	Good	Best	Worst	Poor	Worst	Best	Good

Screening Criteria

1. Compatibility with Current Highway Classification
2. Environmental & Historical Resources
Impact on watercourse crossings, fisheries, wetlands and historical resources.
3. Bridge Placement & River Training
Ability to stabilize the river and build the bridge structure.
4. Geotechnical Stability
Compares design requirements to establish a stable roadway and minimize risk of future failures and road closures.
5. Stageability
Ease of upgrading over several years
6. Detours (Traffic Disruption & Constructability)
Extent of disruption to traffic flow and access and ease of construction
7. Impact to Land Use
Access to campground and fragmentation of existing agricultural and grazing areas.
8. Scope & Cost
Comparison of land requirements both in & above the river valley
Amount of surplus material, including disposal impacts, ability to adjust design to improve material balance
Anticipated construction and property costs

RANKING LEGEND	Scale:		Poor Outcomes			Better Outcomes		
	Worst	Poor	Worst	Poor	Moderate	Good	Best	Best

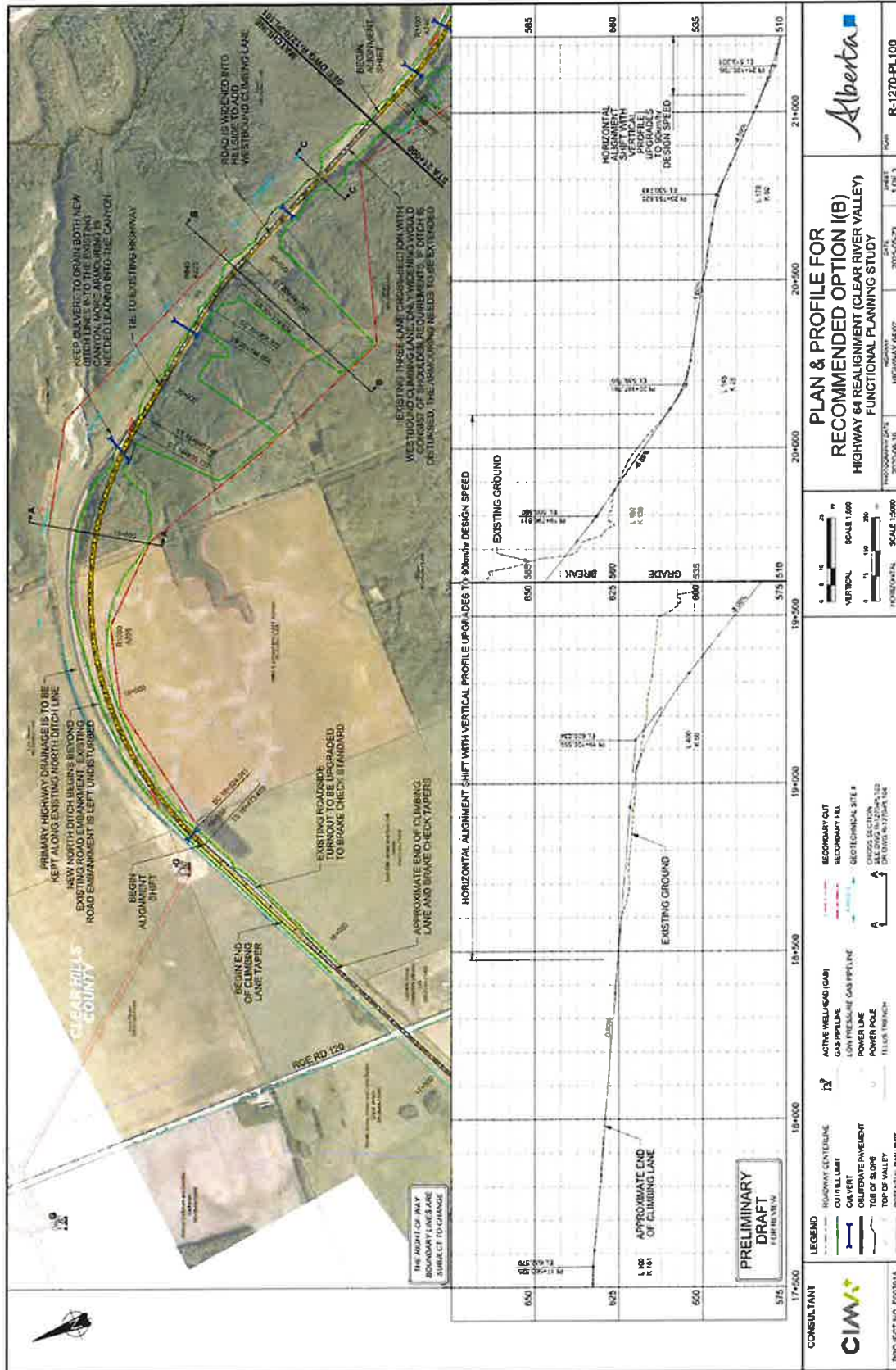
4. October 2024 – What We Heard

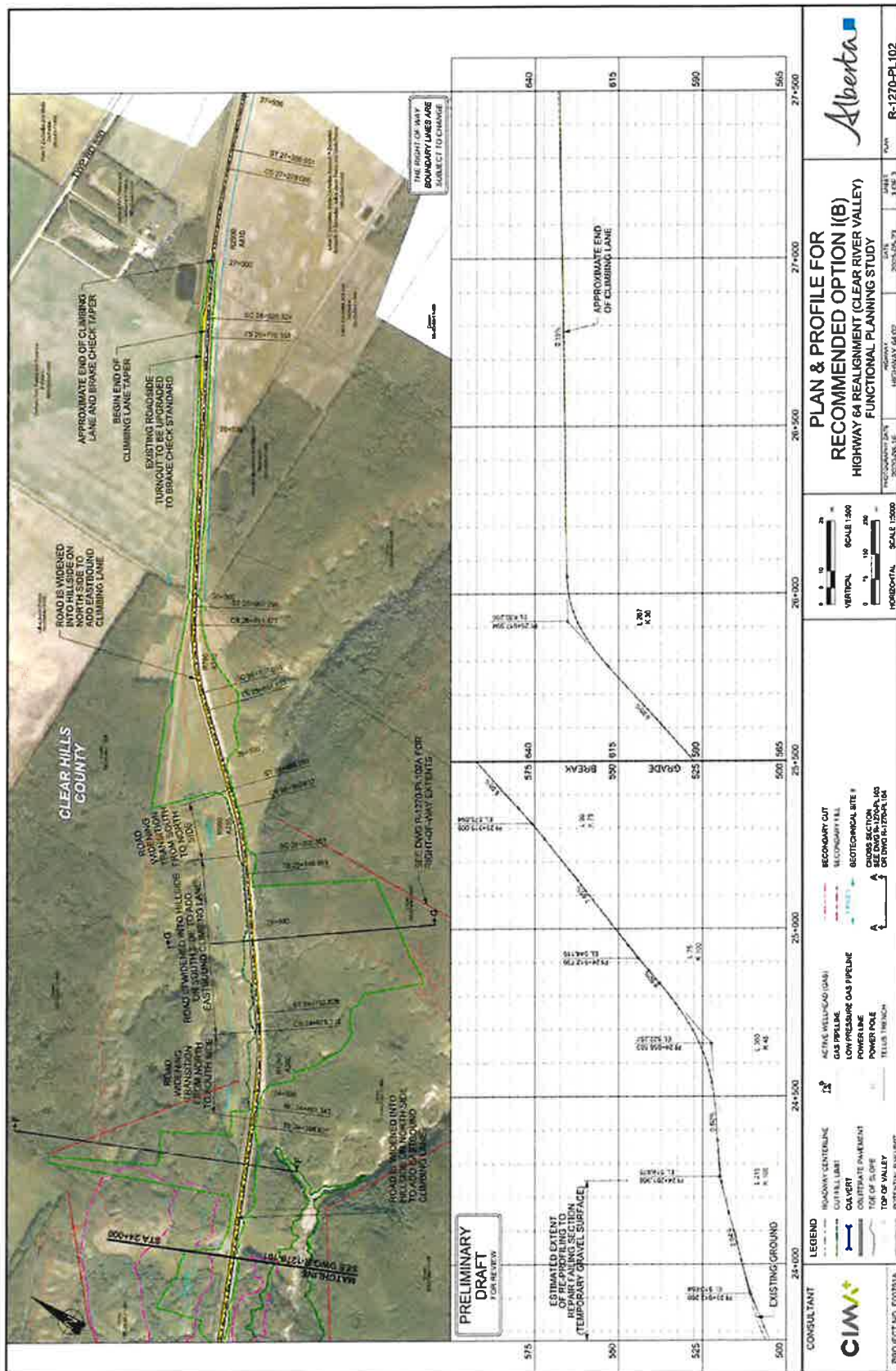
- Seven (7) stakeholders and Eighteen (18) members of the public attended the stakeholder meeting and information session.
- Five (5) sheets were received
- Feedback received during the discussions held during both the stakeholder and public meetings was generally positive
- The most common concerns heard were related to:
 - The west end curve and 10% grade, and its associated safety in winter
 - Project timelines and detailed financial information

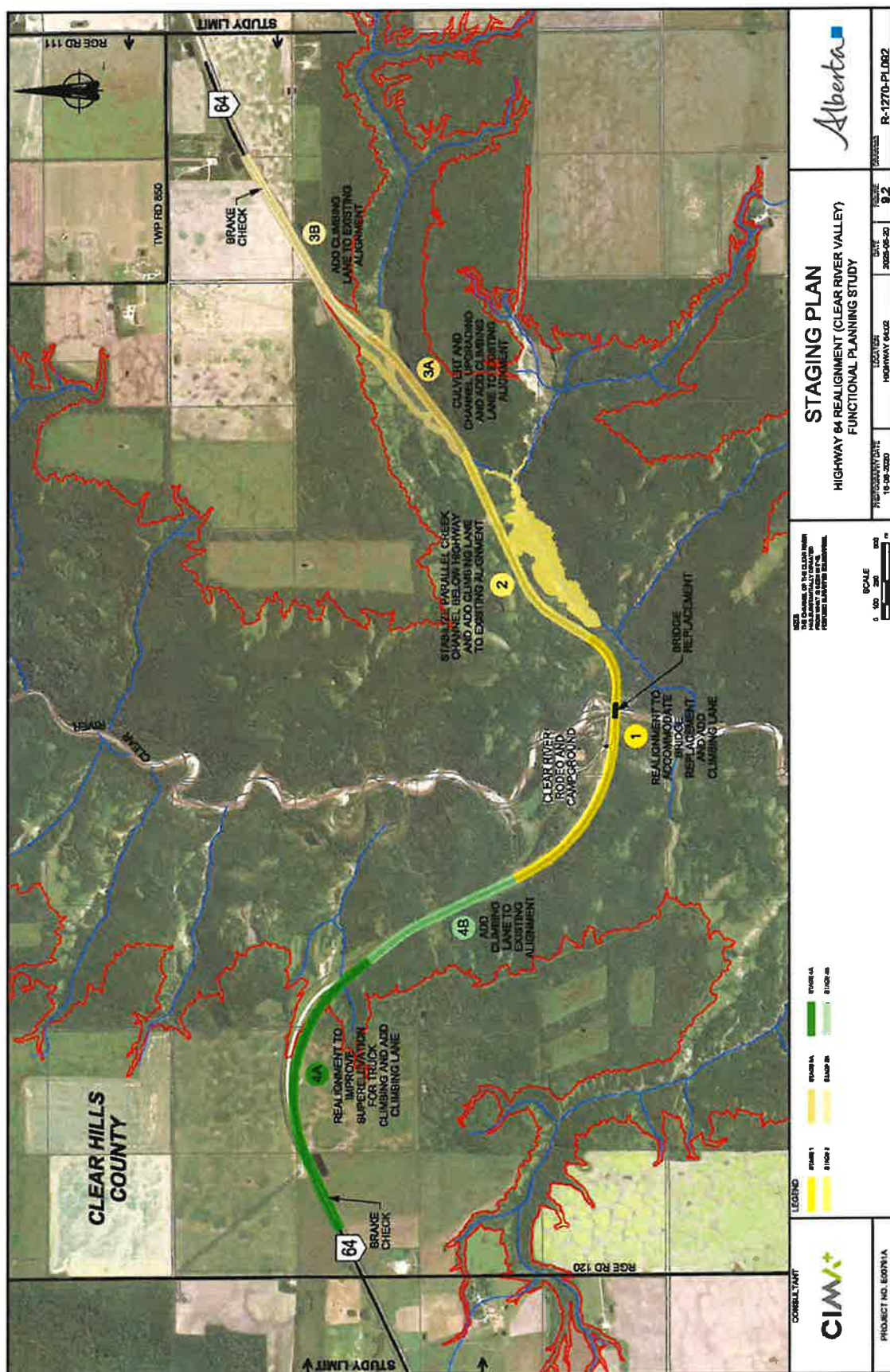


5. Proposed Plan

- The development of the functional plans included further review of:
 - Design Standards
 - West Hill Alignment
 - Stormwater Management
 - Access
 - Brake Check Sites
 - Staging







6. Next Steps

- Finalize functional plans
 - Right-of-Way requirements
 - Staged cost estimate
- Confirm MD acceptance of the preferred plan
- Recommend final plan to Alberta Transportation and Economic Corridors
- Update website with approved plan & notify stakeholders

7. Other Items

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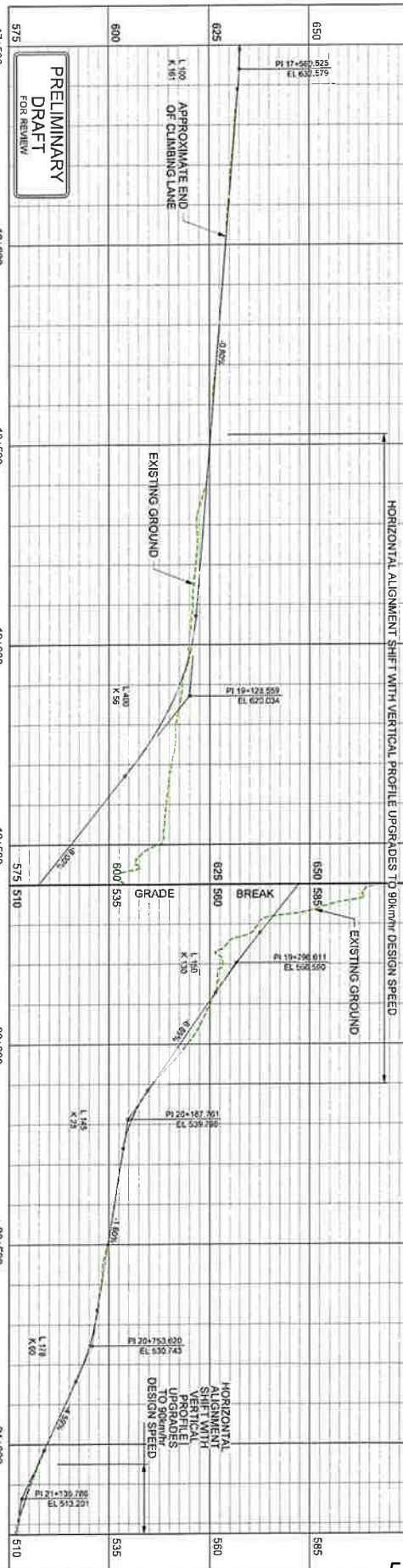
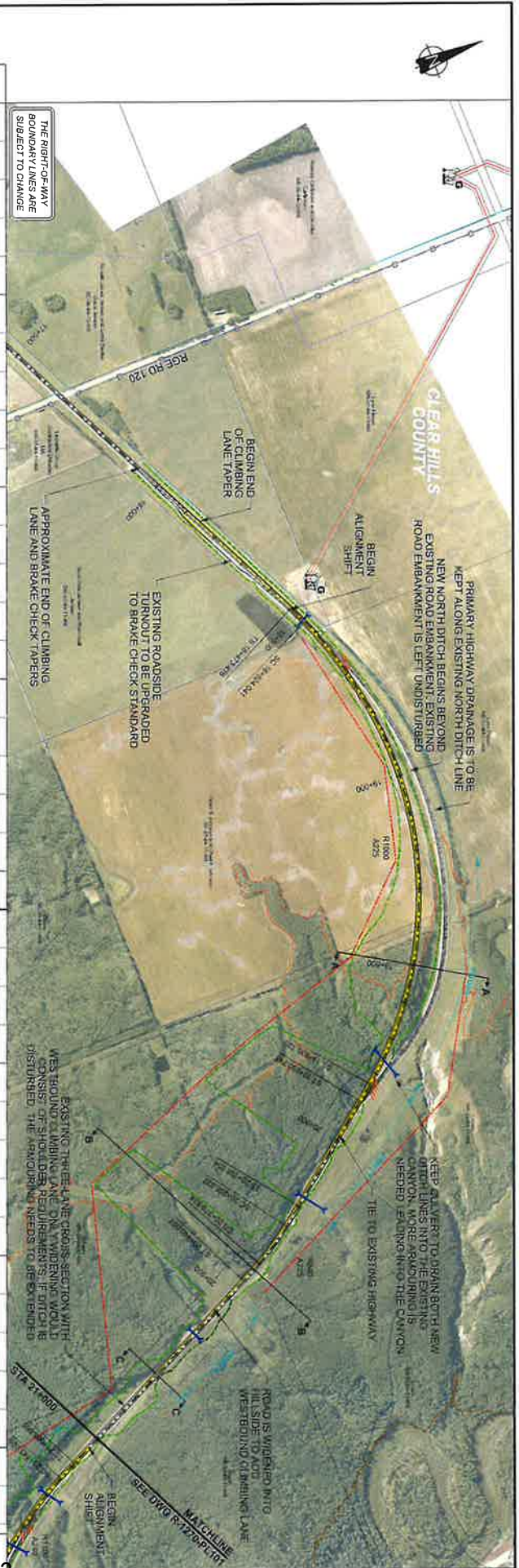
Highway 64 Realignment (Clear River Valley) Functional Planning Study

CON0022084



Technical Review Committee
Meeting No. 3 – May 26, 2025





CONSULTANT

CIMV

PROJECT NO. E00791A

LEGEND

- ROADWAY CENTERLINE
- CUT/FILL LIMIT
- OBSTRUCTIVE PAVEMENT
- TOP OF SLOPE
- POTENTIAL RWY LIMIT
- ACTIVE WELLHEAD (GAS)
- GAS PRELINE
- LOW PRESSURE GAS PRELINE
- POWER LINE
- TELUS TRENCH
- SECONDARY CUT
- SECONDARY FILL
- GEOTECHNICAL SITE #
- GROSS SECTION
- DR OWN R-1270-PL104

PLAN & PROFILE FOR

RECOMMENDED OPTION (I/B)

HIGHWAY 64 REALIGNMENT (CLEAR RIVER VALLEY)

FUNCTIONAL PLANNING STUDY

PHOTOGRAPHY DATE: 2020-08-16

HIGHWAY: 64-002

DATE: 2025-05-23

SHEET: 1 OF 3

PLAN: R-1270-PL100

Alberta

Clear Hills County

Request For Decision (RFD)

Meeting:	Policies & Priorities Meeting
Meeting Date:	June 17, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	POLICY 7001 – OPERATING GRANTS FOR RECREATION BOARDS
File:	71-10-02

DESCRIPTION:

Council has requested to have Policy 7001 – Operating Grants for Recreation Boards brought back for further discussion.

BACKGROUND:


C71-25(2-11-25) RESOLUTION by Reeve Bean to receive the discussion regarding the Recreation Board Operating grant for information and bring back to a future Policy & Priority Meeting for further discussion. CARRIED.

ATTACHMENTS:

- Policy 7001 – Operating Grants for Recreation Boards

RECOMMENDED ACTION:

RESOLUTION by ... that Council...

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

Effective: **October 29, 2024**

Policy Number **7001**

Title **OPERATIONAL GRANT FOR RECREATION BOARDS**

1. Policy Statement

- 1.1. Clear Hills County will develop a system for allocating annual recreation operating funds to County Recreation Boards.
- 1.2. Clear Hills County shall annually, in the interim and final budget, allocate recreation operating funding for the County.

2. Responsibilities

- 2.1. The Recreation Board and Clear Hills County shall enter into an agreement outlining rights and responsibilities.
- 2.2. The Recreation Board shall use the following guideline to distribute money based on the following priorities
 - 1st Maintenance of existing facilities
 - 2nd Existing recreation / cultural programs
 - 3rd Intent to access matching grants
 - 4th New recreation / cultural programs

3. Funding Based on

- 3.1. Facilities located within the Village of Hines Creek will be included in the calculation of funding for the Hines Creek and District Recreation Board.
- 3.2. In recognition of the fact that there are very few recreation facilities located within the Burnt River Recreation Board area, and the fact that the community is active in terms of recreation programs, and the fact that the community mainly utilizes other recreation facilities located outside of Clear Hills County, an additional 2000 points will be allocated to the Burnt River Recreation Board to secure additional funding under the facility point system.
- 3.3. In recognition of the fact that there are few recreation facilities located within the Cleardale Recreation Board area, and the community is active in terms of recreation programs with approximately 40% of the total County population \$10,000 annually will be allocated to the Cleardale Recreation Board to secure additional funding under this operating grant.

4. Funding Point System

- 4.1. Recreation Boards must submit a facilities list, the most recent financial

statement and name and contact information for the Executive to Clear Hills County by January 15 annually in order to receive grant funding.

4.2. Each Recreation Board shall prioritize distribution of funds using this policy as a guideline and will have the power to disperse the grant funds within the parameters of the Board's annual budget, unless otherwise directed from time to time by the County.

4.3. Facilities must have been active in the past year, to qualify for points.

5. Funding Distribution Based on Points

5.1. The following points will be assigned to each facility.

Arena (artificial ice)	17500	
Arena (natural ice)	3500	
Bible Camp (semi-private)	500	
Outdoor rink	500	
Outdoor rink w/heated change rooms, ice cleaning equipment, etc.	1700	
Curling Rink (artificial ice)	1,750	per sheet
Curling Rink (natural ice)	500	per sheet
Community Hall	2,000	
Community Hall Capacity of 100 people or less	300	
Senior's Hall	300	
Public Campground (does not include seasonal lots)		
1 - 14 stalls	500	
15 + stalls	1,000	
Boat launch	300	
Swimming Pool	6,000	
Swimming Pool, semi-private	1,500	
Rodeo Grounds	1,500	
Ball Diamond	100	
Playground	100	
Tennis Court	100	
Outdoor Basketball Court	100	
Outdoor Soccer Field	100	
Golf Course (grass greens)	1500	
Golf Course (sand greens)	700	

Historical Site	100
Museum 1 – 10 exhibit buildings	500
Museum 11 or more exhibit buildings	1000
Craft Room	100
Ski Hill	6,000
Public Picnic Ground (No camp stalls)	100
Gymnasium	500
Cross Country Ski Trail	100
Camp Shelter (Not located in a campground)	100
Community Fitness Centre fitness equipment only	200
Community Fitness Centre that includes other indoor amenities i.e. walking trail, courts	500
Splash Park	250
Stage	150

6. End of Policy

ADOPTED	DATE
Resolution #C193-02	March 25, 2003
AMENDED	DATE
Resolution #C876-03	November 25, 2003
Resolution #C241-04	March 23, 2004
Resolution# C626–04	September 23, 2008
Resolution #C707-11	August 23, 2011
Resolution C326-12(05/22/12)	May 22, 2012
Resolution C060-13(01/22/13)	January 22, 2013
Resolution C091-14(02/11/14)	February 11, 2014
Resolution C45-19(01/22/19)	January 22, 2019
Resolution C46-19(01/22/19)	January 22, 2019
Resolution C283-20(06/09/20)	June 9, 2020
Resolution C583-22(11-01-22)	November 1, 2022
Resolution S572-24(10-29-24)	October 29, 2024

Clear Hills County

Request For Decision (RFD)

Meeting:	Policies & Priorities Meeting
Meeting Date:	June 17, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	POLICY 7011 – COMMUNITY SUPPORT SERVICES GRANT
File:	56-02-02

DESCRIPTION:

Council has requested to have Policy 7011 – Community Support Services Grant Program brought back for further discussion.

BACKGROUND:

C105-25(2-25-25) RESOLUTION by Deputy Reeve Janzen to bring back Policy 7011 Community Support Services Grant to a future meeting. CARRIED.

ATTACHMENTS:

- Policy 7011 – Community Support Services Grant Program

RECOMMENDED ACTION:

RESOLUTION by ... that Council...

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

Effective Date: DECEMBER 12, 2023	Policy Number: 7011
Title: Community Support Services Grant	

1. Policy Statement

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

2. General

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

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

3. Applications

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

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

Applications and requests will be evaluated as received.

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

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

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

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

3.5 Ineligible activities:

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

4. **Reporting**

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

Deadline for year end reporting is January 15th.

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

5. **End of Policy**

ADOPTED
Resolution #C693-23

Date: December 12, 2023

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 17, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Return for Service Grant program Draft policy
File:	11-02-03

DESCRIPTION:

Council is provided with a draft policy for a Clear Hills County Return for Service Grant program.

C299-25(5-27-25) RESOLUTION by Reeve Bean to table the discussion regarding the Return for Service Grant program and bring back a draft Policy to a future Policy & Priority Meeting. CARRIED.

ATTACHMENTS:

Draft Policy Return for Service Grant
Draft Policy 6801 – Continuing Education Scholarship

RESOLUTION by.....

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

Effective Date:	Policy Number DRAFT
Title: RETURN TO SERVICE GRANT FOR HEALTH CARE	

1. **PURPOSE**

To support and encourage individuals to pursue education and training in health care fields by providing financial assistance for accredited certificate or post-secondary programs. Recipients commit to returning to work in a health care role within Clear Hills County for a minimum of three (3) years.

2. **POLICY STATEMENT**

Clear Hills County offers a onetime grant of up to \$5,000.00 per recipient to assist with costs related to accredited certificate or post-secondary health care education programs. Recipients must agree to work in a health care capacity within Clear Hills County for at least three (3) years after completing their program. Failure to meet this commitment requires full repayment of the grant.

3. **ELIGIBILITY**

Applicants must:

- 3.1. Be Canadian citizens or permanent residents.
- 3.2. Have lived in Clear Hills County for at least one (1) year before applying.
- 3.3. Be enrolled in or accepted into an accredited health care certificate or post-secondary program (e.g., nursing, paramedicine, medical laboratory technician, physiotherapy assistant, etc.).
- 3.4. Demonstrate intent to work in Clear Hills County in a health care role upon program completion.
- 3.5. Not be receiving conflicting return-to-service funding from other sources.

4. **APPLICATION PROCESS**

- 4.1. Submit a completed Clear Hills County Return to Service Grant Application Form.
- 4.2. Applications reviewed and approved by Council or its delegate.
- 4.3. Funding decisions based on community need, qualifications, and budget.

5. **GRANT DISBURSEMENT**

- 5.1 Maximum onetime grant of \$5,000 per recipient.
- 5.2 Funds released based on proof of enrollment and academic progress.
- 5.3 Grant agreement outlining obligations must be signed before funds are released.

6. RETURN TO SERVICE REQUIREMENT

- 6.1** Begin employment in a health care role within Clear Hills County within six (6) months after program completion.
- 6.2** Maintain continuous employment for at least three (3) years.
- 6.3** Full grant repayment required if obligation is not met within timelines.

7. REPAYMENT TERMS

- 7.1** Full repayment required if return-to-service commitment is breached.
- 7.2** Repayment terms detailed in the grant agreement.
- 7.3** Interest may apply to unpaid balances.

8. END OF POLICY



Clear Hills County

Effective Date: JANUARY 23, 2024	Policy Number 6801
Title: CONTINUING EDUCATION SCHOLARSHIPS POLICY	

1. POLICY STATEMENT

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

2. DEFINITIONS:

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

3. BUDGET IMPLICATIONS:

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

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

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

4. GENERAL

4.1. To be eligible for a scholarship applicant must

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

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

4.3. For Trades Programs ONLY, applicants seeking to apply beyond the October 1st or February 1st deadlines may still be eligible for a scholarship. If they submit their application before or during the enrolment period for the trade program, their application will be evaluated during the next intake deadline. (to a maximum of \$4,500.00 per qualifying year).

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

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

4.6. In addition to the general Continuing Education Scholarship, Clear Hills County offers a Return to Service Grant for Health Care to support residents pursuing accredited health care education or certificate programs, with the intent of addressing local health care workforce needs. See **Section 6 - Return to Service Grant for Health Care.**

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

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

- 4.9. A report will be made to Council after the distribution of the Scholarships.
- 4.10. If qualifying applications exceed the annual budget administration will present Council with the financial details for their direction prior to distribution of the Scholarship funds.
- 4.11. Applicants enrolled in multi-year education programs may submit a scholarship application annually, prior to the deadlines. Scholarships will not be approved for previous years eligible programs that have completed at the time of application.
- 4.12. Eligibility:**
- 4.11 Eligible Programs: Trades (Technical School), Apprenticeship, Postsecondary Degrees (associate, bachelor's, or graduate), Professional Certification and Product-specific certifications.
- 4.12 Scholarship Payment: will be processed upon the Recipient providing proof that tuition or registration fee has been paid in the form of a receipt with the tuition or registration fee clearly identified, and completion of any necessary documentation or agreements. A debit or credit card slip is not considered proof of payment.
- 4.13 Proof of Completion: Recipients will provide a certificate or verification letter provided by the educating body confirming successful completion of the education the scholarship was received for. Failure to provide proof of completion will require the Recipient to repay the Scholarship in full.
- 4.14 Repayment Recipient will repay the scholarship if they do not complete the Eligible Program the scholarship was received for or fail to provide proof of completion within 8 weeks of completing the program or course.
- 4.15 Recipients that fail to fulfil the reporting requirements to the point in time that a demand for repayment invoice is issued will not be eligible to receive any further Continuing Education Scholarships.
- 4.16 All requirements for past scholarships must be fulfilled before applying for a new Continuing Education Scholarship.

5. FORMS AND PROCEDURES

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

6. RETURN TO SERVICE GRANT FOR HEALTH CARE

6.1 Purpose

In addition to the general Continuing Education Scholarship, Clear Hills County offers a Return to Service Grant for Health Care to support residents pursuing accredited health care education or certificate programs, with the intent of addressing local health care workforce needs.

6.2. Grant Amount

Eligible applicants may receive up to \$5,000.00 in grant funding toward tuition and program-related costs.

6.3. Eligibility**6.3.1. Applicants must:**

Meet the eligibility criteria in Section 4.1 of this policy.

6.3.2. Be enrolled in or accepted into an accredited health care certificate or post-secondary program (e.g. paramedicine).**6.3.3. Demonstrate intent to return to Clear Hills County and work in a health care-related position following program completion.****6.4. Return to Service Commitment**

Recipients of the Health Care Grant must:

6.4.1. Begin employment in a health care capacity within Clear Hills County within six (6) months of completing their program.**6.4.2. Maintain continuous employment in the field for a minimum of three (3) years.****6.4.3. Sign a Return to Service Agreement with Clear Hills County before any funds are disbursed.****6.5. Repayment Terms**

If a recipient fails to meet the return-to-service obligation:

6.5.1. The full amount of the grant must be repaid to Clear Hills County within 12 months of non-compliance.**6.5.2. Repayment terms will be outlined in the signed agreement.****6.6. Administration**

This section will be administered in accordance with the general procedures in Policy 6801 and tracked separately for reporting and compliance.

7. END OF POLICY**ADOPTED**

Resolution C236-14(04/08/14)

Date: April 8, 2014

AMENDED

Resolution C774-14(11/12/14)

Date: November 12, 2014

Resolution C860(12/09/14)

Date: December 9, 2014

Resolution C486-16(09/13/16)

Date: September 13, 2016

Resolution C389-18(08-14-18)

Date: August 14, 2018

Continuing Education Scholarship

Policy 6801

Resolution C14-19(01-08-19)

Date: January 8, 2019

Resolution C398-19(08/13/19)

Date: August 13, 2019

Resolution C215-20 (04-21-20)

Date: April 21, 2020

Resolution C488-20 (10/13/20)

Date: October 13, 2020

Resolution C635-22(12-13-22)

Date: December 13, 2022

Resolution C136-23 (03-14-23)

Date: March 14, 2023

Resolution C45-24 (01-23-24)

Date: January 23, 2024