

**AGENDA
CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 9, 2025**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, September 9, 2025, at
9:30 a.m. at the Clear Hills County Council Chambers, Worsley, Alberta.

CALL TO ORDER

1. AGENDA

2. MINUTES:

Previous: Regular Council Meeting Minutes, August 26, 2025.....2

4. DELEGATION(S)

a. Corny Giesbrecht 10:15 a.m.....7

5. PUBLIC HEARING

6. TENDER OPENING

7. NEW BUSINESS

a. COUNCIL

1. Management Team Activity Report.....17
2. Councillor Reports26
3. Bylaw No. 301-25 LUB Amendment – Application to Rezone27
4. County Office Christmas Hours33
5. Secondary Highway 717 Update35

b. CORPORATE SERVICES

1. Accounts Payable37
2. RFP- 2025-P17 Audit Services Proposal43
3. Finance Charge Write Off.....44
4. Recreation Boards Operating Grant Program50

c. COMMUNITY SERVICES

1. AEMA Local Authority Elected135
2. Policy 6201 Annual Community BBQ139
3. Bylaw No. 285-24 Fire Ban142

d. PUBLIC WORKS

8. WRITTEN REPORTS:

1. Chief Administrative Officer's Report.....150
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9. COUNCIL INFORMATION (Including Correspondence)162

10. CALENDARS166

11. CLOSED MEETING ITEMS

a. Land166

12. ADJOURNMENT

**MINUTES OF CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, AUGUST 26, 2025**

PRESENT

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

ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Bonnie Morgan	Executive Assistant (EA)
Lori Jobson	Corporate Service's Manager (CSM)

ABSENT

David Janzen	Deputy Reeve
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CALL TO ORDER

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

**ACCEPTANCE OF
AGENDA**

C434-25(8-26-25)

RESOLUTION by Councillor Walmsley to adopt the agenda governing the August 26, 2025 Regular Council Meeting with the deletion of 4.a. Delegation for Corney Giesbrecht, as amended. CARRIED.

Councillor Ruecker entered the meeting at 9:31a.m.

**APPROVAL OF
MINUTES**

Previous Council
Meeting Minutes

C435-25(8-26-25)

RESOLUTION by Councillor Giesbrecht to adopt the minutes of the August 12, 2025, Regular Council Meeting, as presented. CARRIED.

Management Team
Activity Report

Management activity report was reviewed.

C436-25(8-26-25)

RESOLUTION by Councillor Hansen that the management activity report for August 12, 2025, be accepted, as presented. CARRIED.

TENDER OPENING

2025-P17 RFP

Audit Services

Council is presented with Proposals for RFP 2025-P17 Audit Services.

C437-25(8-26-25)

RESOLUTION by Councillor Ruecker to open proposals at 9:35 a.m. RFP 2025-P17 Audit Services, administration will analyze the results and bring back a recommendation to a future Regular Council Meeting. CARRIED.

Company	2025	2026	2027	2028	2029
Fletcher Mudryk LLP.	\$79,600 excludes 4.5% technology fee & GST.	\$76,100 excludes 4.5% technology fee, travel disbursements & GST.	\$78,000 excludes 4.5% technology fee, travel disbursements & GST.	\$81,900 excludes 4.5% technology fee, travel disbursements & GST.	\$85,500 excludes 4.5% technology fee, travel disbursements & GST.

**NEW BUISNESS:
COUNCIL**

Councillor Reports

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

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REGULAR COUNCIL MEETING
TUESDAY, AUGUST 26, 2025

C438-25(8-26-25)

RESOLUTION by Councillor Hansen to draft a letter expressing Council's concerns and opposition to the proposed Alberta Annual Watercraft Pass as outlined in the recent survey. CARRIED.

CARRIED.

C439-25(8-26-25)

RESOLUTION by Councillor Hansen draft a letter to the Peace River School Division regarding installing "School bus stop ahead" signs in low visibility areas on designated school bus routes within Clear Hills County. CARRIED.

C440-25(8-26-25)

RESOLUTION by Councillor Giesbrecht to receive the Councillor Reports for information, as presented. CARRIED.

Member at Large
Advertising

Council is presented with information regarding the upcoming advertising for The Agricultural Service Board.

C441-25(8-26-25)

RESOLUTION by Councillor Ruecker that Council proceed with advertising for Member-at-Large positions on the following boards for the 2025-2029 term: Agricultural Service Board, Assessment Review Board, Development Appeal Board and Intermunicipal Subdivision & Development Appeal Board. CARRIED.

CORPORATE
SERVICES

Accounts Payable
August 13, 2025, to
August 26, 2025

A list of expenditures for Clear Hills County for the period of August 13, 2025, to August 26, 2025, is provided for Council's review.

C442-25(8-26-25)

RESOLUTION by Councillor Giesbrecht that Council receives for information the Accounts Payable report for Clear Hills County for the period of August 13, 2025 to August 26, 2025 for a total of \$1,957,252.05. CARRIED.

Transfer if Investments

The County has two investment accounts. One is long-term account which consists of several GIC's and one high interest savings account. The other is our cash management account which we draw funds from throughout the year to replenish our regular bank account to finance the day-to-day operations of the County.

C443-25(8-26-25)

RESOLUTION by Reeve Bean that Council authorizes the deposit of \$5,000,000.00 from our cash management account into our long-term investment account. CARRIED.

Funding Request
Cleardale Ag Society

The Cleardale Agricultural Society is requesting capital grant funding in the amount of \$22,299.00.

C444-25(8-26-25)

RESOLUTION by Reeve Bean to approve a capital grant to the Cleardale Agricultural Society in the amount of \$20,000.00 to assist with the purchase of two zero turn lawn mowers to mow the County green spaces including Cleardale Golf Course, with funds to be allocated from the Recreation Reserve. CARRIED.

Funding Request
Gage Holy Trinity

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REGULAR COUNCIL MEETING
TUESDAY, AUGUST 26, 2025

Cemetery Society

The Gage Holy Trinity Cemetery Society (GHTCS) is requesting general grant funding in the amount of \$15,556.07.

Reeve Bean recessed the meeting at 10:37 a.m.
Reeve Bean reconvened the meeting at 10:44 a.m.

C445-25(8-26-25)

RESOLUTION by Councillor Giesbrecht to approve a general grant to the Gage Holy Trinity Cemetery Society in the amount of \$5,000.00 to assist with bringing the existing cemetery into standard, with funds to be allocated from the Rate Stabilization Reserve. CARRIED.

COMMUNITY
SERVICES

Clear Hills County
Annual BBQ Analysis.

Council is presented with an analysis of the 20th Annual Community BBQ.

C446-25(8-26-25)

RESOLUTION by Councillor Ruecker to accept the 20th Annual Community BBQ analysis for information, as presented. CARRIED.

Policy 6201 Annual
Community BBQ

Council is presented with Policy 6201 Annual Community BBQ for review.

C447-25(8-26-25)

RESOLUTION by Councillor Giesbrecht to approve draft Policy 6201 Annual Community BBQ, as amended. CARRIED.

Policy 6204 Annual
Appreciation Banquet

Council is presented with draft Policy 6804 Clear Hills County Appreciation Banquet for review. As well as a discussion regarding the upcoming 2026 Annual Appreciation Banquet that is scheduled to be held on February 7, 2026 at the Cherry Canyon Recreational Hall.

C448-25(8-26-25)

RESOLUTION by Reeve Bean to approve draft Policy 6804 Clear Hills County Appreciation Banquet, as presented. CARRIED.

Bylaw No. 285-24
Fire Ban

Council is presented with Bylaw No. 285-24 Fire Ban.

No action taken

PUBLIC WORKS
Hard Surface Snow
and Ice Removal

Council is presented with a proposal from LaPrairie Works for the 2025/2026 Hard Surface Snow and Ice Removal.

C449-25(8-26-25)

RESOLUTION by Councillor Walmsley approve LaPrairie Work's proposal for the 2025/2026 Hard Surface Snow and Ice Removal with the rates of: plow truck- \$251.00 per hour, sand- \$69.00 per tonne, salt- \$245.00 per tonne. CARRIED.

Log Haul Route
Request – Zavisha
Sawmills Ltd.

Council is presented with correspondence from Zavisha Sawmills Ltd. requesting approval to use local roads as log haul routes within Clear Hills County.

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REGULAR COUNCIL MEETING
TUESDAY, AUGUST 26, 2025

C450-25(8-26-25)

RESOLUTION by Councillor Walmsley to approve the request from Zavisha Sawmills Ltd. to use local roads (Silver Creek Road, Range Road 34, and Range Road 72) as log haul routes within Clear Hills County for the 2025/2026 haul season following all related aspects of the Clear Hills County Master Road Use Agreement and request Zavisha Sawmills Ltd. use their own roads whenever possible. Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users. CARRIED.

Award RFP 2025-P16
2025
Bridge Inspections
and Engineering of
Maintenance.

Council is presented with the analysis for RFP 2025-P16 2025 Bridge Inspections and Engineering of Maintenance.

C451-25(8-26-25)

RESOLUTION by Councillor Hansen to award RFP 2025-P16 2025 Bridge Inspections and Engineering of Maintenance to WSP Canada Inc. for the amount of \$20,000.00, funds to be allocated from the 2025/2026 operating budget. CARRIED.

WRITTEN REPORTS
Chief Administrative
Officer's Report

Chief Administrative Officers Report

C452-25(8-26-25)

RESOLUTION by Councillor Giesbrecht to receive the Chief Administrative Officers report for information, as presented. CARRIED.

Corporate Services
Manager's Report

Corporate Services Manager's Report.

C453-25(8-26-25)

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

Public Works
Manager's Report

Public Works Manager's Report

C454-25(8-26-25)

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

COUNCIL
INFORMATION

Information for Councils review.

C455-25(8-26-25)

RESOLUTION by Councillor Giesbrecht 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.

C456-25(8-26-25)

RESOLUTION by Reeve Bean to cancel the September 2, 2025, Policy & Priority Meeting. CARRIED.

Page 5 of 5
REGULAR COUNCIL MEETING
TUESDAY, AUGUST 26, 2025

C457-25(8-26-25)

RESOLUTION by Councillor Hansen to accept for information August, September and October 2025 calendar updates of Councillor meetings for information, as presented.

Date	Meeting	Attendee
September 15	NPRL	Ruecker
September 3	NPHF	Walmsley
		CARRIED.

ADJOURNMENT

Reeve Bean adjourned the August 26, 2025 Regular Council Meeting at 11:38 a.m.

DATE

REEVE

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	DELEGATION – Corny Giesbrecht 10:15 a.m.
File:	11-02-02

DESCRIPTION:

Corny Giesbrecht will be in attendance to discuss with Council land access.

ATTACHMENT:

Email Request

RESOLUTION by..... to receive the delegation from Corny Giesbrecht for information, as presented.

Initials show support - Reviewed by:

Manager:

CAO:



Bonnie Morgan

From: Ruth Giesbecht <1ruth@telus.net>
Sent: August 15, 2025 10:28 AM
To: Bonnie Morgan
Subject: Re: Delegation Request

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning,
When is the next date available for this delegation?
Corny would like to have a discussion about access to a back 1/4 of his land.
Thank you,
Ruth

On Aug 15, 2025, at 9:46 AM, Bonnie Morgan <Bonnie@clearhillscounty.ab.ca> wrote:

Please send me the preferred date for the delegation, and what you would like to discuss with Council.

Bonnie Morgan, NACLAA | Executive Assistant to CAO and Council

Clear Hills County Box 240 Worsley, AB T0H 3W0 | Ph: (780)-685-3925 ext. 120 | Cell: (780)-834-7171 | Fax: (780)-685-3960

bonnie@clearhillscounty.ab.ca | www.clearhillscounty.ab.ca

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QUOTE

Invoice # 1922
Date: 08/19/2025

RuCo Enterprises Ltd.

Box 89
Cleardale, Alberta T0H 3Y0
Canada

Sold to:

Clear Hills County
Box 240
Worsley, AB T0H 3W0

Hauling Grain, Fertilizer, Dirt & Gravel

Backhoe Services Available

GST No: 820930188RT0001

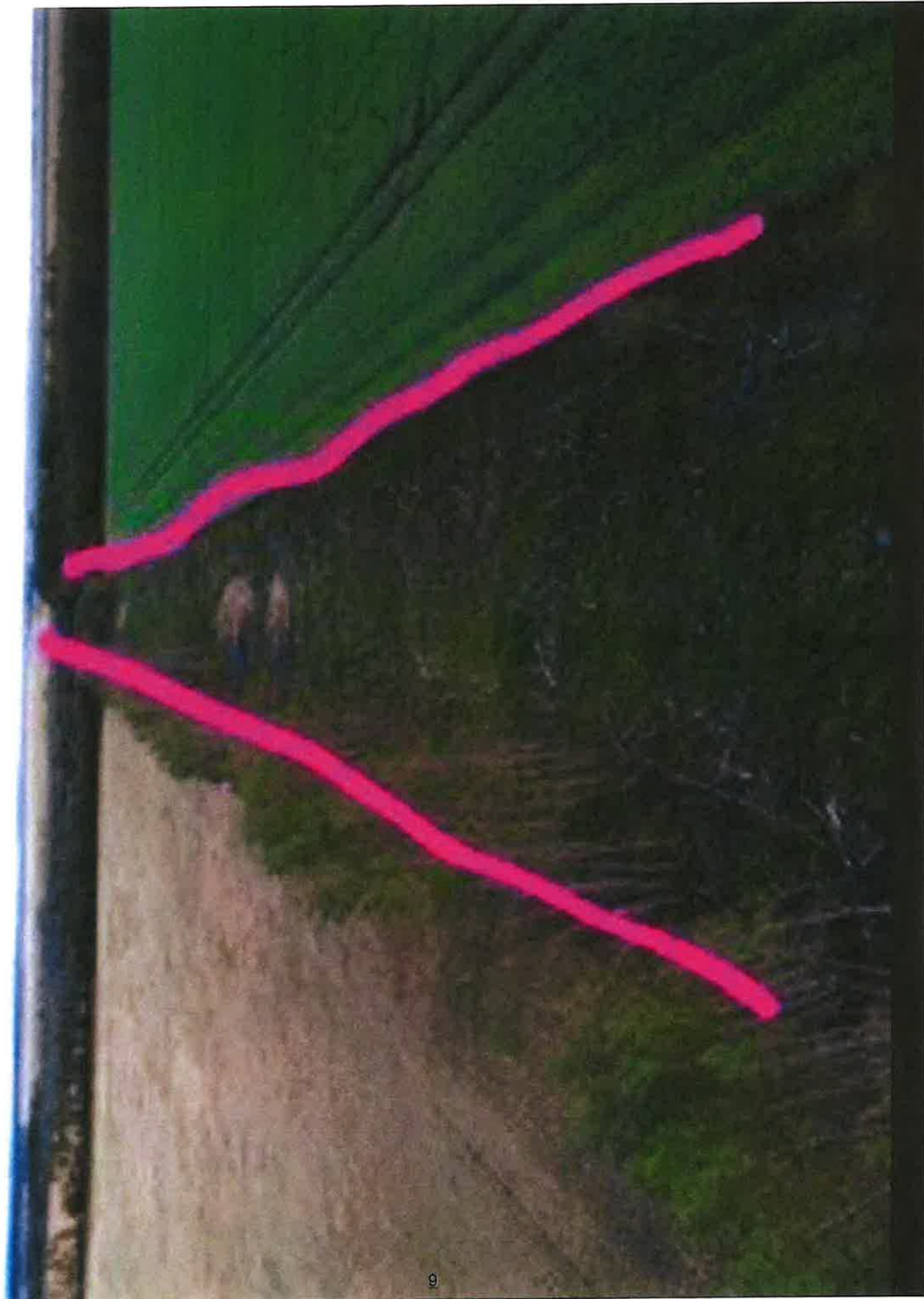
Date & Unit #	BOL #	Description	Tonne/Hrs	Rate	Amount
Excavator		remove stumps, build up road & dig ditch	60	145.00	8,700.00
Cat		shape ditch & road	60	125.00	7,500.00
Backhoe		install 4 culverts supplied by County	20	150.00	3,000.00
Tractor		disc & pack road	60	130.00	7,800.00
Packer		daily rent	5	700.00	3,500.00
Disc		daily rent	3	700.00	2,100.00
Water truck		water down road	30	155.00	4,650.00
Grader		finish road	60	140.00	8,400.00
		road is ready for gravel (to be supplied by County)			
		Subtotal:			45,650.00
		G - GST 5%			
		GST/HST			2,282.50

Terms: Due Upon Receipt

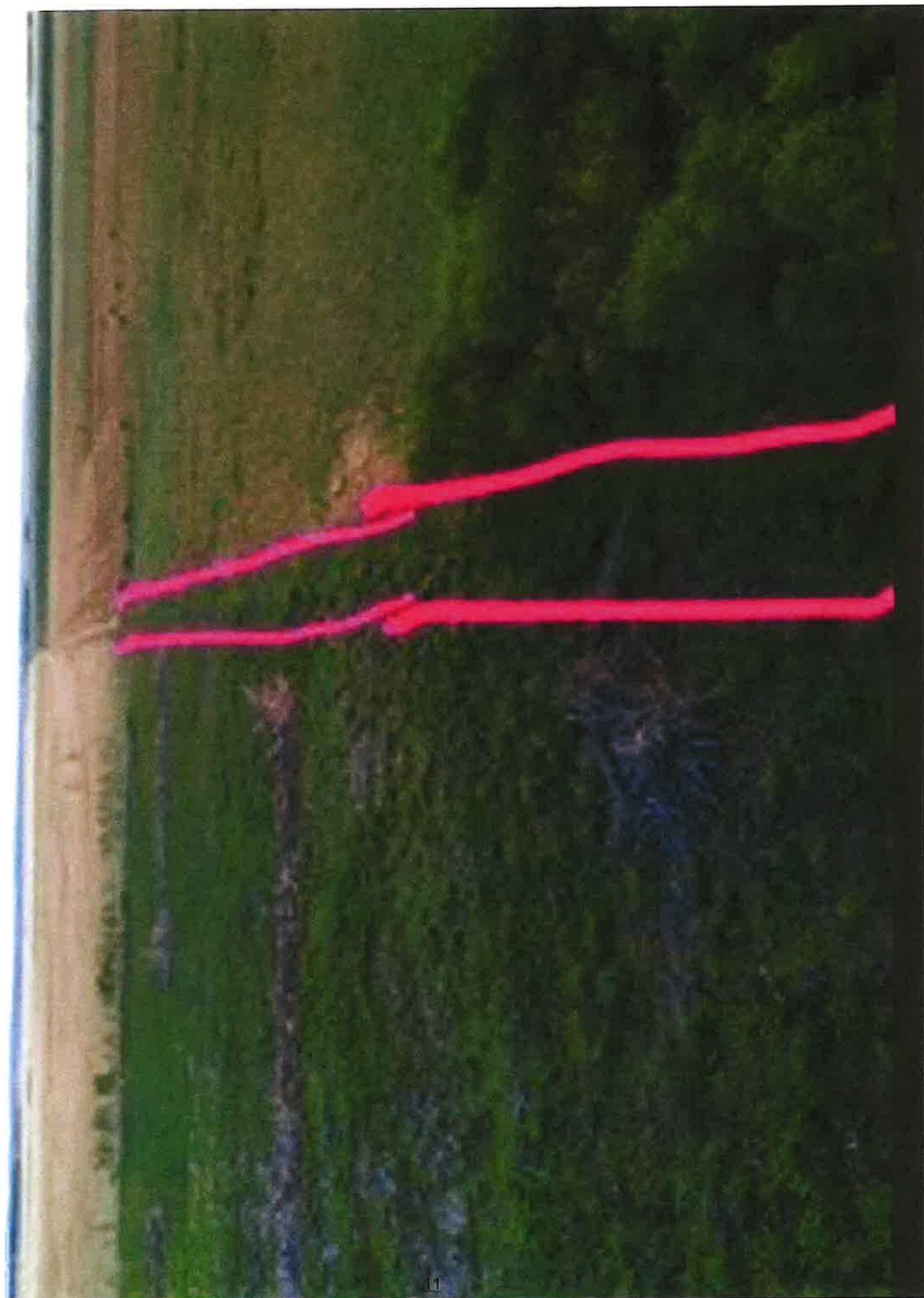
2% interest to incur on invoices over 30 days

Thank You For Your Business!

Total Amount Due 47,932.50











Bonnie Morgan

From: Ruth Giesbecht <1ruth@telus.net>
Sent: August 19, 2025 1:28 PM
To: Bonnie Morgan
Cc: Ruth Giesbrecht; jonagies12@gmail.com
Subject: Road
Attachments: CCE19082025.pdf

For Delegation Request for Corny Giesbrecht

A couple photos/map where the road will be built. Approximately 1 mile.

It's off Twp Rd 850 and would be Rge Rd 103, I think.

And a quote.

Thank you,

Ruth Giesbrecht

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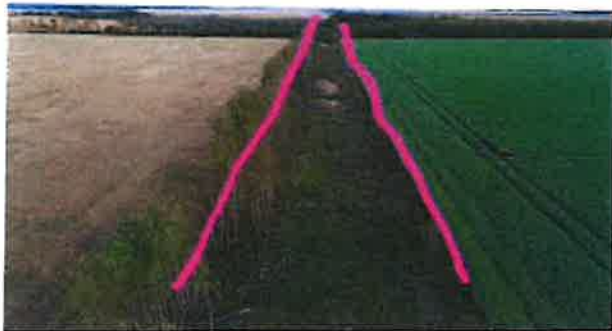
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Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Management Team Activity Report
File:	11-02-02

DESCRIPTION:


Management activity report for August 26, 2025.

ATTACHMENTS:

- Management Activity Report
- Policy & Priority Activity Report

RECOMMENDED ACTION:

RESOLUTION by that the management activity report for August 26, 2025, be accepted, as presented.

Initials show support - Reviewed by:	Manager:	CAO: 
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Management Team

Activity Report for August 26, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

Department = **EA**-Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		March 12, 2024		
C158-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to proceed with the land purchase for the proposed Cleardale subdivision/firehall as discussed. CARRIED.	PW	In works
		April 23, 2024		
C234-23	04/23/24	RESOLUTION by Councillor Walmsley to award Tender No. CA0004766.1010 Bridge File No. 71273 to Szmata Projects Ltd. for the amount of \$571,265.00 funds to be allocated from the Bridge Reserve. CARRIED.	PW	On hold
		May 14, 2024, Regular Council Meeting		
C287-24	05/14/24	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.	PW	Building Ordered/
		January 28, 2025	PW	
C36-25	01/28/25	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.	PW	In works
		March 11, 2025		
C130-25	3-11-25	RESOLUTION by Reeve Bean to award Tender No. CA0031293.3729 Hamlet of Cleardale - Utility Servicing/ Service Road Extension/ Lift Station Construction to Mainline Construction (2014) Ltd., for the amount of \$3,107,490.79. Funds to be allocated from the Road Construction Reserve and the Sewer Reserve. CARRIED.	PW	In works
		June 24, 2025		
C371-25	06/24/25	RESOLUTION by Reeve Bean to approve the attendance of Deputy Reeve Janzen to attend the Alberta Forest Products Association AGM and Conference, September 24-26, 2025, in Jasper, Alberta. CARRIED.	EA	Registered
		July 8, 2025		



Management Team

Activity Report for August 26, 2025

LEGEND:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
C386-25	07/08/25	RESOLUTION by Councillor Hansen to award Tender No. CA0048031.3419 Range Road 75 Construction and Grading to NewGen Projects Ltd. for the amount of \$506,380.00, funds to be allocated from the Road Construction Reserve. CARRIED.	PW	In works
		July 22, 2025		
C401-25	07/22/25	RESOLUTION by Councillor Walmsley that an email be sent expressing future interest in the Mighty Peace River Series-Tourism Initiative, and that the item be brought back to a future meeting when more information becomes available. CARRIED.	EA	Not enough interest MPTA not continuing
		August 12, 2025		
C424-25	08/12/25	RESOLUTION by Deputy Reeve Janzen to award the contract for supply and installation of metal cladding over south shop wall to Shedsplus for the quoted price of \$17,703.40 plus GST. CARRIED.	AG	In works
C428-25	08/12/25	RESOLUTION by Councillor Giesbrecht to award RFT 2025-15 Worsley Fire Department Turnout Gear to WFR Wholesale Fire & Rescue Ltd. for the amount of \$15,909.12 plus GST, funds to be allocated from the 2025 operating budget. CARRIED.	CC	In works
C429-25	08/12/25	RESOLUTION by Councillor Ruecker to include the pavement overlay of approximately 17.6 km of the Clear Prairie Road, from Range Road 80 (East Side of Worsley) to the Ski Hill Access Road, in the 2026 Multi Year Capital Plan. As well as proceed with WSP Canda Inc. for the engineering for the estimated cost of \$329,520.00 and proceed to tender for the construction. CARRIED.	PW	In works
		August 26, 2025		
C437-25	08/26/25	RESOLUTION by Councillor Ruecker to open proposals at 9:35 a.m. RFP 2025-P17 Audit Services, administration will analyze the results	CS	



Management Team

Activity Report for August 26, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS												
		<div>and bring back a recommendation to a future Regular Council Meeting.</div> <div>CARRIED.</div> <table><tr><td>Company</td><td>2025</td><td>2026</td><td>2027</td><td>2028</td><td>2029</td></tr><tr><td>Fletcher Mudryk LLP.</td><td>\$79,600 excludes 4.5% technology fee & GST.</td><td>\$76,100 excludes 4.5% technology fee, travel disbursements & GST.</td><td>\$78,000 excludes 4.5% technology fee, travel disbursements & GST.</td><td>\$81,900 excludes 4.5% technology fee, travel disbursements & GST.</td><td>\$85,500 excludes 4.5% technology fee, travel disbursements & GST.</td></tr></table>	Company	2025	2026	2027	2028	2029	Fletcher Mudryk LLP.	\$79,600 excludes 4.5% technology fee & GST.	\$76,100 excludes 4.5% technology fee, travel disbursements & GST.	\$78,000 excludes 4.5% technology fee, travel disbursements & GST.	\$81,900 excludes 4.5% technology fee, travel disbursements & GST.	\$85,500 excludes 4.5% technology fee, travel disbursements & GST.		
Company	2025	2026	2027	2028	2029											
Fletcher Mudryk LLP.	\$79,600 excludes 4.5% technology fee & GST.	\$76,100 excludes 4.5% technology fee, travel disbursements & GST.	\$78,000 excludes 4.5% technology fee, travel disbursements & GST.	\$81,900 excludes 4.5% technology fee, travel disbursements & GST.	\$85,500 excludes 4.5% technology fee, travel disbursements & GST.											
C438-25	08/2625	RESOLUTION by Councillor Hansen to draft a letter expressing Council’s concerns and opposition to the proposed Alberta Annual Watercraft Pass as outlined in the recent survey. CARRIED.	EA	Drafted												
C439-25	08/2625	RESOLUTION by Councillor Hansen draft a letter to the Peace River School Division regarding installing “School bus stop ahead” signs in low visibility areas on designated school bus routes within Clear Hills County. CARRIED.	EA													
C441-25	08/2625	RESOLUTION by Councillor Ruecker that Council proceed with advertising for Member-at-Large positions on the following boards for the 2025–2029 term: Agricultural Service Board, Assessment Review Board, Development Appeal Board and Intermunicipal Subdivision & Development Appeal Board. CARRIED.	AG													
C443-25	08/2625	RESOLUTION by Reeve Bean that Council authorizes the deposit of \$5,000,000.00 from our cash management account into our long-term investment account. CARRIED.	CS													
C444-25	08/2625	RESOLUTION by Reeve Bean to approve a capital grant to the Cleardale Agricultural Society in the amount of \$20,000.00 to assist with the purchase of two zero turn lawn mowers to mow the County green spaces including Cleardale Golf Course, with funds to be allocated from the Recreation Reserve. CARRIED.	CS													
C445-25	08/2625	RESOLUTION by Councillor Giesbrecht to approve a general grant to the Gage Holy Trinity Cemetery Society in the amount of \$5,000.00 to assist with	CS													



Management Team

Activity Report for August 26, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		bringing the existing cemetery into standard, with funds to be allocated from the Rate Stabilization Reserve. CARRIED.		
C447-25	08/2625	RESOLUTION by Councillor Giesbrecht to approve draft Policy 6201 Annual Community BBQ, as amended. CARRIED.	CC	
C448-25	08/2625	RESOLUTION by Reeve Bean to approve draft Policy 6804 Clear Hills County Appreciation Banquet, as presented. CARRIED.	CC	
C449-25	08/2625	RESOLUTION by Councillor Walmsley approve LaPrairie Work's proposal for the 2025/2026 Hard Surface Snow and Ice Removal with the rates of: plow truck- \$251.00 per hour, sand- \$69.00 per tonne, salt- \$245.00 per tonne. CARRIED.	PW	
C450-25	08/2625	RESOLUTION by Councillor Walmsley to approve the request from Zavisha Sawmills Ltd. to use local roads (Silver Creek Road, Range Road 34, and Range Road 72) as log haul routes within Clear Hills County for the 2025/2026 haul season following all related aspects of the Clear Hills County Master Road Use Agreement and request Zavisha Sawmills Ltd. use their own roads whenever possible. Additional maintenance fees for using Clear Hills County local roads during the log haul season may occur for winter road maintenance (i.e., sand, salt & snow removal) based on the route and usage of the users. CARRIED.	PW	
C451-25	08/2625	RESOLUTION by Councillor Hansen to award RFP 2025-P16 2025 Bridge Inspections and Engineering of Maintenance to WSP Canada Inc. for the amount of \$20,000.00, funds to be allocated from the 2025/2026 operating budget. CARRIED.	PW	
C456-25	08/2625	RESOLUTION by Reeve Bean to cancel the September 2, 2025, Policy & Priority Meeting. CARRIED.		
		March 27, 2024		



Management Team

Activity Report for August 26, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
C482-23	09-12-23	RESOLUTION by Reeve Bean to receive the delegation from Glenda Farnden with STARS for information and approve a 3-year funding commitment of \$100,000.00 (one-hundred thousand dollars) per year for 2024, 2025 and 2026. CARRIED.		2024✓ 2025✓ 2026
C143-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to approve the quote and proceed with Hydrogeological Consultants Ltd. for the engineering of the drilling, testing, and licensing of the 2024 Worsley Water Well at the Worsley Water Treatment Plant for the estimated cost of \$55,984.71, funds to be allocated from the Water Reserve. CARRIED.	PW	In works
C144-24	03/12/24	RESOLUTION by Councillor Stevenson to approve the quote and proceed with Darel Saville for the drilling and installation of the 2024 Worsley Water Well at the Worsley Water Treatment Plant for the estimated cost of \$272,885.00, funds to be allocated from the Water Reserve. CARRIED.	PW	In works
C408-24	07/23/24	RESOLUTION by Reeve Bean to approve a three-year annual conditional grant of \$70,000.00 to the Peace River School Division for their Trades Training Program, covering the years 2024 through 2026. Funding for each year is contingent upon the submission of Clear Hills County supplied annual reports and must be invoiced prior to the year-end Clear Hills end. With the 2024 contribution being funded as follows; \$45,000.00 be allocated from the 2024 Operating budget and the remaining \$25,000.00 to come from the Rate Stabilization. CARRIED.	EA	
		October 29, 2024 Special Council Meeting		
S566-24	10-29-24	RESOLUTION by Reeve Bean to approve a conditional grant up to \$4,000,000 to Mighty Peace Wireless, to assist with the Clear Hills County/Hines Creek Community Infrastructure Fiber Optic Build-Out Project with funds to be allocated from the Economic Development Reserve. The grant is subject to conditions established by Clear Hills County, the acceptance		



Management Team

Activity Report for August 26, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS												
		<div>of the applied-for Federal/Provincial Grant and will be disbursed equally over three years (2025, 2026, and 2027). Councillor Walmsley requested a recorded vote:</div> <table><tr><td>For</td><td>Against</td></tr><tr><td>Bean</td><td>Janzen</td></tr><tr><td>Ruecker</td><td>Stevenson</td></tr><tr><td>Hansen</td><td>Walmsley</td></tr><tr><td>Giesbrecht</td><td></td></tr><tr><td></td><td>CARRIED.</td></tr></table>	For	Against	Bean	Janzen	Ruecker	Stevenson	Hansen	Walmsley	Giesbrecht			CARRIED.		
For	Against															
Bean	Janzen															
Ruecker	Stevenson															
Hansen	Walmsley															
Giesbrecht																
	CARRIED.															
C192-25	4/08/25	RESOLUTION by Deputy Reeve Janzen to approve a General Grant to the Ken Sargent House in the Amount of \$25,000.00 to sponsor the Comfort Corner or Gazebo, funds to be allocated from the Rate stabilization reserve. CARRIED.	CS													
C278-25	05/13/25	RESOLUTION by Deputy Reeve Janzen to proceed with authorizing a loan to the Worsley Clear Hills Ski Club to assist with the addition to their chalet and rental shop in the amount of \$350,000.00 at 2.5% interest to be paid back with a minimum annual payment of 10% of the loan principal over a maximum of 10 years, funds to be allocated from the Economic Development Reserve. CARRIED.	CS													
C364-25	06/24/25	RESOLUTION by Councillor Hansen to approve a 2-year funding commitment of \$300,000.00 for 2026, and 2027, to the Village of Hines Creek to assist with operating expenses. CARRIED.		2026 2027												

ITEMS IN WAITING

C66-15	01/13/15	RESOLUTION by Councillor Croy to leave Plan 802KS Block 2 Lot 10 as is in the County's name as a tax forfeiture property. The taxes shall keep accumulating on it; the previous owner can redeem it at any time by paying all taxes and penalties. If after 15 years the previous owner has not redeemed it totally, the County will become the owner.CARRIED.	CSM	January 14, 2030
C171-23	03/28/23	RESOLUTION by Councillor Hansen that this Council authorizes the destruction of 2019 and 2020 monthly reconciliation reports, 2014 and 2015		



Management Team

Activity Report for August 26, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2016. CARRIED.		
		February 2024		
C271-24	05/14/24	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.	CS	
C203-24	04/09/24	RESOLUTION by Deputy Reeve Janzen to approve a conditional grant to the Worsley Chamber of Commerce of \$3,500.00 for a 13x13 ft granary gazebo on Lot P Plan 802KS with the requirements as follows: All Alberta Transportation and required permits completed, A maintenance agreement entered with Clear Hills County, including a report with the complete design & specifications of the gazebo and all Municipal Planning Development obligations fulfilled. Funds to be allocated from the Economic Development Reserve. CARRIED.	CS	In waiting
C361-24	06/25/24	RESOLUTION by Councillor Ruecker to approve a conditional grant of \$10,000.00 for the Worsley Agricultural Society's tobogganing hill & outdoor skating pond project. The approval is contingent upon the Society adhering to all regulations and obtaining clearance from the appropriate environment department before any funds are released. Funds to be allocated from the Rate Stabilization Reserve. CARRIED.	CS	In waiting

Policy & Priority Update

Activity Report for August 26, 2025

Active Items

Completed Items:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
CC=Community Coordinator, **AG**=Agricultural

Motion & Date	Dept.	Policy & Priority Items	Notes
C273-22 (05-24-22)	EA	Eureka, Hines Creek & Cleardale entered into an agreement to manage and run the Open-Air Markets. Issues involving vender insurance.	In waiting
P118-24(03-04-24)	EA	RESOLUTION by Councillor Walmsley to request a meeting with MLA, Todd Loewen, to discuss county-related concerns. CARRIED.	Request sent – waiting for a date
July 2024	EA	Branding/logo	After website launch
July 2024	EA	Marketing Position	On going
Jan 7, 2025		Provincial Ecological Corridors	Interprovincial meeting
		RESOLUTION by Councillor Giesbrecht to bring back for more discussion the Northwest Polytechnic information to a future Policy & Priority Meeting. CARRIED.	P247-25(5-6-25) Received for Information at the May 6 th P&P Mtg
P336-25(06-17-25)		RESOLUTION by Deputy Reeve Janzen to have administration look into arranging a tour for Council to the St. Isidore Peace Regional Waste Management Company and Long Lake Landfill. CARRIED.	In works
P342-25(06-17-25)		RESOLUTION by Reeve Bean to bring back the discussion regarding Policy 7001 Operational Grant for Recreation Boards to a future Policy & Priority meeting. CARRIED.	Late Fall 2025
C365-25 06/24/25		RESOLUTION by Reeve Bean to table and bring back the Municipal Emergency Management Plan Risk Assessment to a future Policy & Priority Meeting. CARRIED.	Fall

Clear Hills County

Request For Decision (RFD)

Regular Council Meeting	
Meeting Date:	September 9, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	COUNCIL MONTHLY REPORTS
File:	11-02-02

DESCRIPTION:

Council reviews meetings attended and monthly reports.

BACKGROUND / PROPOSAL:

A chance to update all of Council and administration on any Council appointed Meetings attended, additional meetings, and Council Monthly Reports.

ATTACHMENTS:

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Kelsey Lund, Development Officer
Title:	Bylaw 301-25 LUB Amendment - Application to Rezone
File:	61-02-02

DESCRIPTION:

Council is presented with Bylaw 301-25 for the purpose of amending the Land Use Bylaw and rezoning 23.49 acres (9.51 hectares) of SE-9-85-10-W6 from Agricultural District 1 (AG1) to Country Residential (CR) for a proposed subdivision.

BACKGROUND:

The proposed subdivision (Proposed Lot A) is considered the fifth parcel out and requires rezoning from Agricultural District 1 to Country Residential as it is in close proximity to the Hamlet of Cleardale with the intent for more residential development. The proposed subdivision is located along Highway 64 and will not require additional approaches to be constructed.

As per Part 17 of the Municipal Government Act a bylaw amending the Land Use Bylaw requires a public hearing.

ATTACHMENT:

- Bylaw 301-25
- Application for Amendment to the Land Use Bylaw
- Public Hearing advertisement

RECOMMENDED ACTION:

RESOLUTION by to give first reading to Bylaw No. 301-25, a bylaw to amend Land Use Bylaw 278-23, rezoning a 23.49 acre (9.51 hectare) portion of SE-9-85-10-W6 from Agricultural District 1 (AG1) to Country Residential (CR).

AND

RESOLUTION by to approve a public hearing date of September 23, 2025 at 10:00 a.m. during the regular Council Meeting for proposed Bylaw 301-25.

Initials show support - Reviewed by:	Manager: 	CAO: 
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BYLAW NO. 301-25 DRAFT

BEING A BYLAW OF CLEAR HILLS COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING CLEAR HILLS COUNTY BYLAW NO. 278-23.

WHEREAS, pursuant to Sections 230, 606, and 692 of the *Municipal Government Act*, being Chapter M-26, Revised Statutes of Alberta, 2000, and amendments thereto, Council may amend a Land Use Bylaw; and

WHEREAS, the Council of Clear Hills County, in the province of Alberta, has adopted the Clear Hills County Land Use Bylaw No. 278-23, as amended, and;

WHEREAS The Municipal Council of Clear Hills County, in the Province of Alberta, deems it necessary to amend Clear Hills County Land Use Bylaw No. 278-23, as amended, to rezone SE-9-85-10-W6 from Agricultural District -1 (AG-1) to Country Residential District – 1 (CR-1).

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

1. THAT part of SE-9-85-10-W6 within Clear Hills County be rezoned from “Agricultural District -1 (AG-1)” to “Country Residential District -1 (CR-1)” as shown in the attached Schedule A;
2. THAT, if any portion of this bylaw is declared invalid by a court of competent jurisdiction then the invalid portion shall be severed.
3. THAT, this bylaw shall come into force and effect upon the date of final reading hereof.

READ a first time this 9th day of September, 2025.

READ a second time this _____ day of _____, 2025.

READ a third time this _____ day of _____, 2025.

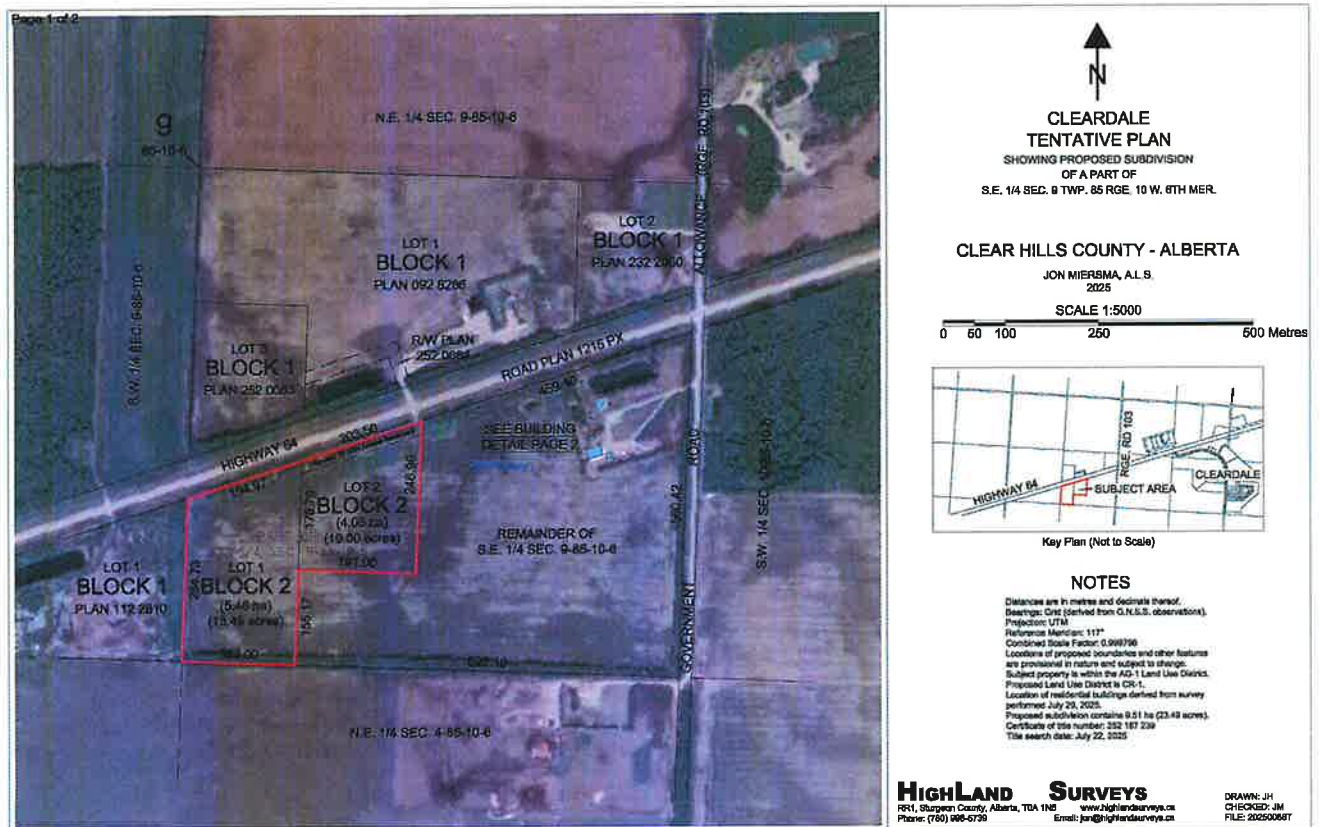
Amber Bean, Reeve

Allan Rowe, Chief Administrative Officer

SCHEDULE A

1. That the following property in Clear Hills County:

That the area within 'Proposed Lot A' (red area) be rezoned from "Agricultural District -1 (AG-1)" to "Country Residential District (CR-1)" as shown below:



**From: Agricultural District –1 (AG-1)
To: Country Residential District –1 (CR-1)**



**Proposed
Subdivision Site**

**CLEAR HILLS COUNTY**

Box 240
Worsley AB T0H 3W0
Telephone: 780-685-3925
Fax: 780-685-3960
Email: info@clearhillscounty.ab.ca

FORM H**APPLICATION FOR AMENDMENT
TO THE LAND USE BYLAW**

FOR ADMINISTRATIVE USE ONLY

APPLICATION NO.:	LUB25-02
DATE RECEIVED:	08/19/25
FEES PAID:	YES NO <u>N/A</u>

I/We hereby make application to amend the Land Use Bylaw.

APPLICANT INFORMATION				COMPLETE IF DIFFERENT FROM APPLICANT				
NAME OF APPLICANT Jon Miersma / Highland Surveys				NAME OF REGISTERED LAND OWNER George and Judith Driedger				
ADDRESS RR1 Sturgeon County AB				ADDRESS Box 177 Rge Rd 103 Cleardale AB				
POSTAL CODE T0A 1N5		EMAIL jon@highlandsurveys.ca		POSTAL CODE T0H 3Y0		EMAIL		
CONTACT NUMBERS				CONTACT NUMBERS				
Home 7809965739				Home 7808359162				
Business				Business				
Cell				Cell				
LAND INFORMATION								
Legal description of proposed development site								
QTR./L.S.	SEC.	TWP.	RG.	M.	OR	REGISTERED PLAN NO. OR CERTIFICATE OF TITLE	BLOCK	LOT
SE	9	85	10	6				

(area contained within proposed subdivision only; see tentative plan)

Proposed Amendment

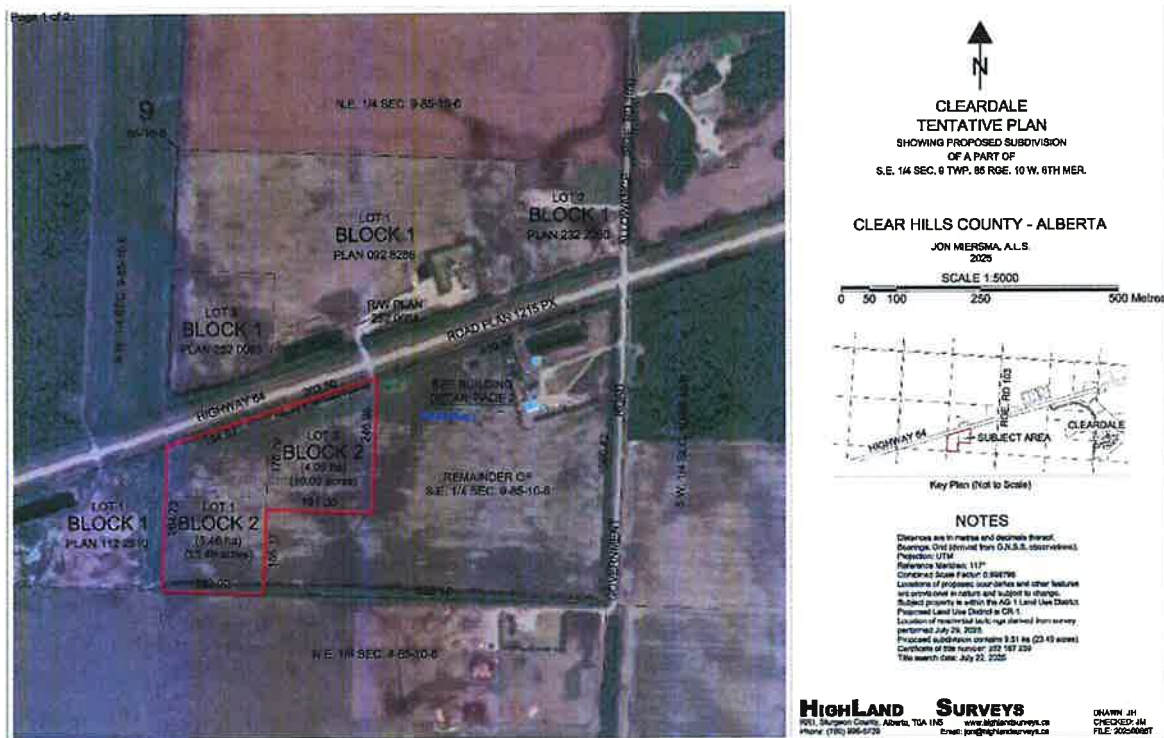
FROM	AG-1	TO	CR-1
Reasons in Support of Application for Amendment: The parcel is in close proximity to the Hamlet of Cleardale, providing a good opportunity for additional residential development. The County has already allowed two 10 acre CR-1 lots to be subdivided from the separately titled portion of SE 9 north of Highway 64. It would be only fair to allow the same amount of development in the portion south of the Highway. The proposed subdivision would not require any additional approaches on Highway 64.			

DATE: August 19, 2025	SIGNATURE OF APPLICANT:
DATE: August 09/25	SIGNATURE OF REGISTERED LAND OWNER:

CLEAR HILLS COUNTY NOTICE OF PUBLIC HEARING PROPOSED LAND-USE BYLAW AMENDMENT NO. 301-25

Pursuant to Section 692 of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, and Sections 230 and 606, notice is hereby given that the Council of Clear Hills County will hold a public hearing prior to the Second Reading of Bylaw No. 301-25 for an amendment to Clear Hills County Land Use Bylaw No. 278-23.

The proposed amendment is to rezone the area within 'Proposed Lot A' (red area) be rezoned from "Agricultural District -1 (AG-1)" to "Country Residential District (CR-1)" as shown below:



**From: Agricultural District –1 (AG-1)
To: Country Residential District –1 (CR-1)**

The Public Hearing is to be held on **September 9, 2025 at 10:00 a.m.** in the Council Chambers of Clear Hills County, 313 Alberta Avenue, Worsley, Alberta. The proposed bylaw may be viewed at the Clear Hills County Office in Worsley, Alberta during regular office hours. Please forward written submissions to the Chief Administrative Officer prior to **September 5, 2025, 3:00 p.m.** If you have any questions regarding the hearing or the bylaw, please contact the County office at 780-685-3925.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Allan Rowe, CAO
Title:	County Office Christmas Hours
File:	12-02-02

DESCRIPTION:

Council is presented with the following request, that Council approves replacing a Christmas gift for staff with a more flexible and inclusive approach, approving the following paid days off for each staff member.

The County office will be closed on Wednesday, December 24th for the floater stat holiday (floater holiday established in Human Resource Policy 4:03 - General Holidays) Thursday, December 25th for (Christmas Day), Friday, December 26th for (Boxing Day) and Thursday, January 1, 2026, for (New Year's Day).

BACKGROUND:

The approximate cost for Christmas gifts held in the past, have been \$10,000-\$15,000.

ATTACHMENTS:

December Calendar

RECOMMENDED ACTION:

RESOLUTION by... that Council authorizes the following paid days off, December 29-31, 2025, and Friday, January 2, 2026, as a Christmas gift for each County employee.

RESOLUTION by... that Council authorizes the Clear Hills County office be closed from Wednesday, December 24, 2025, through Monday, January 5, 2026, for Christmas holidays.

Initials show support - Reviewed by:

Director:

CAO:



DECEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
7	8	9 Council	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Floater	25 Christmas Day	26 Boxing Day	27
28	29	30	31	1	2	3
Proposed Office Closer for the week of December 29 - January 2 nd						
				New Years Day		

Red = Statutory Holidays/Floater - Office Closed

Yellow = Requested Days - Office Closed

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Secondary Highway 717 Update
File:	11-02-02

DESCRIPTION:

Council is presented with information from Derek Young, Regional Director, Alberta Transportation, Peace Region Transportation & Economic Corridors on Secondary 717.

ATTACHMENT:

Correspondence

RESOLUTION by..... to receive the information regarding Secondary Highway 717 for information, as presented.

Initials show support - Reviewed by:

Manager:

CAO:



From: [Allan Rowe](#)
To: [Bonnie Morgan](#)
Subject: FW: Hwy 717
Date: August 21, 2025 6:31:47 AM
Attachments: [image.png](#)

From: Derek Young <Derek.Young@gov.ab.ca>
Sent: August 20, 2025 3:07 PM
To: Allan Rowe <Allan@clearhillscounty.ab.ca>
Subject: Hwy 717

Hi Allan,
I hope all is well and you are enjoying summer.

I attended the RMA Zone meeting in Peace River on August 8, I am not sure if you were there as well. Either way, I was asked about Hwy 717 related to the sloughing of the road around a few culverts. There was also a follow up about the paving of this highway as well.

I should have followed up after our meeting last year, as we have had positive movement on the culvert repairs. Each of these culverts that are sloughing are Bridge File Culverts and as a result require engineering to complete the repairs. Although these culverts do not rank high enough on our list to get onto the provincial repair/replace program, our bridge section in the Peace Region found a way to get the engineering started. This is the first step, once engineering is done we can then secure funding to complete the work. In these situations where we have a highway with low traffic volumes like Highway 717, having a "shovel ready" project is the best way to advance the work.

There was also a question about paving Hwy 717, as has been discussed in the past a gravel Highway is not considered for paving until the Average Annual Daily Traffic reached 400 vehicles/day. I had a quick look and Hwy 717 is currently at 90 vehicles per day, so we have a bit of a way to go yet.

I had offered to come and meet with Clear Hills County Council during the RMA meeting. Let me know when might work best to meet. We can meet sometime this fall or if you think it might be best to wait until after the election and meet with the new council, totally up to you.

Let me know what work best and looking forward to meeting again.

Thank you,

Derek Young, CET
Regional Director, Peace Region
Transportation & Economic Corridors

Mobile: 780-625-2295

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Finance – Accounts Payable
File:	12-03-02

DESCRIPTION:

A list of expenditures for Clear Hills County for the period of August 27, 2025 to September 9, 2025 is provided for Council's review.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

RESOLUTION by... that Council receives for information the Accounts Payable report for Clear Hills County for the period of August 27, 2025 to September 9, 2025 for a total of \$425,989.23.

Initials show support - Reviewed by:

Manager:



CAO:



System: 9/02/25 2:13:21 PM
User Date: 9/02/25

Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Dawn

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	First
Cheque Date	8/27/25	9/09/25		Last

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
AAA Striping & Seal Coating Se	031097	9/09/25	\$53,921.44
Invoice Description	Invoice Number	Invoice Amount	
2025 Pavement Line Painting	INV-6599	\$53,921.44	
BJORKLUND AUDREY	031098	9/09/25	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	86868-082125	\$150.00	
BOSCHWICK CONTRACTING	031099	9/09/25	\$19,594.61
Invoice Description	Invoice Number	Invoice Amount	
Worsley GB01	809	\$9,459.47	
Bear Canyon GB09	810	\$10,135.14	
BUDGELL'S CONTRACTING LTD.	031100	9/09/25	\$12,645.72
Invoice Description	Invoice Number	Invoice Amount	
Haul Oversized Material	0212-025	\$368.72	
Transfer St Cont/HC Extra Hrs	0115-025	\$12,277.00	
CAL-R CONTRACTING LTD.	031101	9/09/25	\$12,678.75
Invoice Description	Invoice Number	Invoice Amount	
Approach Construction	14016	\$808.50	
Approach Construction	14017	\$1,155.00	
Approach Construction	14018	\$1,039.50	
App Replacement/Line Locate	14019	\$687.75	
Replace Centerline	14020	\$808.50	
Approach Construction/Etc.	14021	\$1,034.25	
Replace Centerline/Line Locate	14022	\$1,034.25	
Approach Replacement	14101	\$1,155.00	
Approach Replacement	14102	\$462.00	
Approach Replacement	14103	\$1,155.00	
Approach Construction	14104	\$1,155.00	
Approach Construction	14105	\$1,155.00	
Approach Construction/Etc.	14106	\$1,029.00	
DHL	031102	9/09/25	\$104.38
Invoice Description	Invoice Number	Invoice Amount	
Water Sample Shipping	11442236	\$52.19	
Water Sample Shipping	11434428	\$52.19	
DMK SIGNS & DESIGNS	031103	9/09/25	\$63.00
Invoice Description	Invoice Number	Invoice Amount	

System: 9/02/25 2:13:21 PM
User Date: 9/02/25

Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 2
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Campground Signs	3233		\$63.00
ECONO-CHEM	031104	9/09/25	\$330.75
Invoice Description	Invoice Number	Invoice Amount	
Truck Cleaner	00568145		\$330.75
FLAMAN	031105	9/09/25	\$557.48
Invoice Description	Invoice Number	Invoice Amount	
Mower Parts Unit 63-27	AA029304		\$557.48
GILLETT DAVE	031106	9/09/25	\$4,200.00
Invoice Description	Invoice Number	Invoice Amount	
Stoney Lake Caretaker	131640		\$4,200.00
GOVERNMENT OF ALBERTA	031107	9/09/25	\$387.55
Invoice Description	Invoice Number	Invoice Amount	
Hines River Pit Rent SML970056	0006305157		\$330.05
NW-9-86-5-W6 Rent DLO-090337	0006305105		\$57.50
GRADE PRO CONTRACTING LTD.	031108	9/09/25	\$32,611.97
Invoice Description	Invoice Number	Invoice Amount	
Cleardale GB07	1348		\$18,830.70
Whitelaw GB15	1349		\$13,781.27
GREEN PIPER PEST CONTROL	031109	9/09/25	\$446.25
Invoice Description	Invoice Number	Invoice Amount	
Pest Control	8335		\$446.25
GREGG DISTRIBUTORS CO. LTD(FAI	031110	9/09/25	\$1,033.99
Invoice Description	Invoice Number	Invoice Amount	
Shop Tools	036-367347		\$18.11
Spray Suits	036-367721		\$1,015.88
H.K.P. TRUCKING	031111	9/09/25	\$65.29
Invoice Description	Invoice Number	Invoice Amount	
Parts Unit 64-33	53524334		\$65.29
ION PRINT SOLUTIONS	031112	9/09/25	\$3,033.83
Invoice Description	Invoice Number	Invoice Amount	
Newsletter Printing & Freight	54378		\$3,033.83
JANZEN HENRY	031113	9/09/25	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	86818-081825	<u>39</u>	\$150.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
JOHNSTONE CONTRACTING LTD.	031114	9/09/25	\$1,302.00
Invoice Description	Invoice Number	Invoice Amount	
Cldl Sewer Lagoon Mowing	E-1222	\$1,302.00	
JUSTIN KING CONTRACTING LTD.	031115	9/09/25	\$4,200.00
Invoice Description	Invoice Number	Invoice Amount	
Running Lake Caretaker	1234	\$4,200.00	
KLASSEN STEVEN	031116	9/09/25	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	86873-082525	\$150.00	
LAPRAIRIE WORKS	031117	9/09/25	\$49,316.40
Invoice Description	Invoice Number	Invoice Amount	
Pavement ACP Patching	4490-0161 D339	\$49,316.40	
NORTH PEACE HOUSING FOUNDATION	031118	9/09/25	\$171,712.70
Invoice Description	Invoice Number	Invoice Amount	
2025 NPHF Requisition	011025	\$686,850.80	
PROGRADE SERVICES LTD.	031119	9/09/25	\$20,543.25
Invoice Description	Invoice Number	Invoice Amount	
Mont GB03	4508	\$20,543.25	
ROAMING TRANSPORT	031120	9/09/25	\$10,668.00
Invoice Description	Invoice Number	Invoice Amount	
Hines Creek GB14	0573	\$10,668.00	
RON MASON CONTRACTING LTD.	031121	9/09/25	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	86911-082625	\$50.00	
RUSSELL WANDA & BRIAN	031122	9/09/25	\$3,675.00
Invoice Description	Invoice Number	Invoice Amount	
Sulphur Lake Caretaker	083025	\$3,675.00	
SCANALTA POWER SALES LTD.	031123	9/09/25	\$118.15
Invoice Description	Invoice Number	Invoice Amount	
Post Pounder Pull Rope	I0094854	\$11.03	
Parts Unit 64-33	I0094911	\$107.12	

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User Date: 9/02/25

Clear Hills County
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 4
User ID: Dawn

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SIGNS BY LORI	031124	9/09/25	\$215.25
Invoice Description	Invoice Number	Invoice Amount	
County Decals	14503	\$215.25	
SKERRATT, CLAYTON AND ANN	031125	9/09/25	\$1,950.00
Invoice Description	Invoice Number	Invoice Amount	
August Janitorial Services	2078663	\$1,950.00	
TRINUS TECHNOLOGIES INC.	031126	9/09/25	\$6,774.81
Invoice Description	Invoice Number	Invoice Amount	
September Service Agmt #57	11787	\$6,774.81	
WILD ELECTRIC LTD.	031127	9/09/25	\$1,470.40
Invoice Description	Invoice Number	Invoice Amount	
Cleardale Lift Station R&M	38303	\$1,470.40	
WORSLEY GATEWAY INN	031128	9/09/25	\$2,362.50
Invoice Description	Invoice Number	Invoice Amount	
Mtg Meals & Sr Video Snacks	863	\$2,362.50	
WORSLEY GRAVEL SUPPLY LTD.	031129	9/09/25	\$1,827.63
Invoice Description	Invoice Number	Invoice Amount	
Centerline Replace	8856	\$1,827.63	
WYCLIFFE ENTERPRISES LTD.	031130	9/09/25	\$7,678.13
Invoice Description	Invoice Number	Invoice Amount	
Eureka GB13	1151	\$7,678.13	
Report Total		\$425,989.23	

System: 9/02/25 2:13:53 PM
User Date: 9/02/25

Clear Hills County
VENDOR CHEQUE REGISTER REPORT
Payables Management

Page: 1
User ID: Dawn

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	8/27/25 9/09/25
Vendor ID	First	Last	Chequebook ID	First Last
Vendor Name	First	Last		

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
031097	AAA	AAA Striping & Seal Coating Se	9/09/25	ATB	PMCHQ00001306	\$53,921.44
031098	BJORKLUND01	AUDREY BJORKLUND	9/09/25	ATB	PMCHQ00001306	\$150.00
031099	BOSCHWICK01	BOSCHWICK CONTRACTING	9/09/25	ATB	PMCHQ00001306	\$19,594.61
031100	BUDGELL02	BUDGELL'S CONTRACTING LTD.	9/09/25	ATB	PMCHQ00001306	\$12,645.72
031101	CALR01	CAL-R CONTRACTING LTD.	9/09/25	ATB	PMCHQ00001306	\$12,678.75
031102	DHL01	LOOMIS EXPRESS	9/09/25	ATB	PMCHQ00001306	\$104.38
031103	DMK	DMK SIGNS & DESIGNS	9/09/25	ATB	PMCHQ00001306	\$63.00
031104	ECONO-CHEM	ECONO-CHEM	9/09/25	ATB	PMCHQ00001306	\$330.75
031105	FLAMAN02	FLAMAN GROUP OF COMPANIES	9/09/25	ATB	PMCHQ00001306	\$557.48
031106	GILLETDA	DAVE GILLET	9/09/25	ATB	PMCHQ00001306	\$4,200.00
031107	GOVERNMENT02	GOVERNMENT OF ALBERTA	9/09/25	ATB	PMCHQ00001306	\$387.55
031108	GRADEPRO	GRADE PRO CONTRACTING LTD.	9/09/25	ATB	PMCHQ00001306	\$32,611.97
031109	GREEN	GREEN PIPER PEST CONTROL	9/09/25	ATB	PMCHQ00001306	\$446.25
031110	GREGG01	GREGG DISTRIBUTORS CO. LTD.	9/09/25	ATB	PMCHQ00001306	\$1,033.99
031111	HKPTRUCK01	H.K.P. TRUCKING	9/09/25	ATB	PMCHQ00001306	\$65.29
031112	ION	ION PRINT SOLUTIONS	9/09/25	ATB	PMCHQ00001306	\$3,033.83
031113	JANZEN06	HENRY JANZEN	9/09/25	ATB	PMCHQ00001306	\$150.00
031114	JOHNSTONE	JOHNSTONE CONTRACTING LTD.	9/09/25	ATB	PMCHQ00001306	\$1,302.00
031115	JUSTIN	JUSTIN KING CONTRACTING LTD.	9/09/25	ATB	PMCHQ00001306	\$4,200.00
031116	KLASSENS	STEVEN KLASSEN	9/09/25	ATB	PMCHQ00001306	\$150.00
031117	LAPRAIWORKS01	LAPRAIRIE WORKS	9/09/25	ATB	PMCHQ00001306	\$49,316.40
031118	NPHOUSE01	NORTH PEACE HOUSING FOUNDATION	9/09/25	ATB	PMCHQ00001306	\$171,712.70
031119	PROGRADE01	PROGRADE SERVICES LTD.	9/09/25	ATB	PMCHQ00001306	\$20,543.25
031120	ROAMING	ROAMING TRANSPORT	9/09/25	ATB	PMCHQ00001306	\$10,668.00
031121	RON	RON MASON CONTRACTING LTD.	9/09/25	ATB	PMCHQ00001306	\$50.00
031122	RUSSELLB	WANDA & BRIAN RUSSELL	9/09/25	ATB	PMCHQ00001306	\$3,675.00
031123	SCANALTA01	SCANALTA POWER SALES LTD.	9/09/25	ATB	PMCHQ00001306	\$118.15
031124	SIGNS02	SIGNS BY LORI	9/09/25	ATB	PMCHQ00001306	\$215.25
031125	SKERRATT	CLAYTON AND ANN SKERRATT	9/09/25	ATB	PMCHQ00001306	\$1,950.00
031126	TRINUS01	TRINUS TECHNOLOGIES INC.	9/09/25	ATB	PMCHQ00001306	\$6,774.81
031127	WILDELECT01	WILD ELECTRIC LTD.	9/09/25	ATB	PMCHQ00001306	\$1,470.40
031128	WGATEWAY	WORSLEY GATEWAY INN	9/09/25	ATB	PMCHQ00001306	\$2,362.50
031129	WOGRO1	WORSLEY GRAVEL SUPPLY LTD.	9/09/25	ATB	PMCHQ00001306	\$1,827.63
031130	WYCLIFFE	WYCLIFFE ENTERPRISES LTD.	9/09/25	ATB	PMCHQ00001306	\$7,678.13

Total Cheques: 34

Total Amount of Cheques: \$425,989.23

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	September 9, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	RFP 2025-P17 Audit Services Proposal
File:	12-05-02

DESCRIPTION:

Administration has analyzed the Audit Services proposal that was received. The proposal was an estimate and came in approximately \$20,000.00 over budget.

BACKGROUND / PROPOSAL:

RFP 2025-P17 Audit Services proposals were opened at the August 26, 2025 Regular Council Meeting.

C437-25(8-26-25) Resolution by Councillor Ruecker to open proposals at 9:35 a.m. RFP 2025-P17 Audit Services, administration will analyze the results and bring back a recommendation to a future Regular Council Meeting. **CARRIED.**

Company	2025	2026	2027	2028	2029
Fletcher Mudryk LLP.	\$79,600 excludes 4.5% technology fee & GST.	\$76,100 excludes 4.5% technology fee, travel disbursements & GST.	\$78,000 excludes 4.5% technology fee, travel disbursements & GST.	\$81,900 excludes 4.5% technology fee, travel disbursements & GST.	\$85,500 excludes 4.5% technology fee, travel disbursements & GST.

Due to timeline constraints Administration would like to contact Wilde and Company to negotiate a five-year engagement. If negotiations are unsuccessful, Administration would then publish another Request for Proposals for Audit Services and potentially forego the interim audit portion of the 2025 audit.

BUDGET: \$65,000.00

RECOMMENDED ACTION:

RESOLUTION by ... to reject the proposal received for RFP 2025-P17 Audit Services due to budget constraints and direct Administration to negotiate a five-year engagement with Wilde and Company. If negotiations are unsuccessful, Administration is to publish another Request for Proposals for Audit Services.

Initials show support - Reviewed by:

Manager:

CAO:

Clear Hills County

Request for Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	September 9, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Finance Charge Write Off
File:	12-02-02

DESCRIPTION:

Alberta Transportation has accrued finance charges for the period of November 2024 to September 2025 on invoices for firefighting services.

BACKGROUND:

Alberta Transportation receives invoices for fire fighting services for incidents that occur along their roadways. The County typically receives payment, however not prior to finance charges being applied to their account. The Alberta Provincial Government does not generally pay finance charges/interest on outstanding invoices for standard goods and services purchases.

Policy 1202 – Revenue, Section 7.4. states that “amounts up to \$100.00 may be wrote off at the discretion of the Controller without authorization from Council.”

Policy 1202 – Revenue, Section 7.5. states that “Council may, upon recommendation from the Controller, pass a resolution to write off an outstanding uncollectable account.”

Administration is requesting permission from Council to write off penalties in the amount of \$646.02 from account 900180. Along with that Administration would also like permission to make the account penalty exempt.

ATTACHMENTS:

- Policy 1202- Revenue

RECOMMENDATION:

RESOLUTION by... to direct Administration to write off penalties in the amount of \$646.02 from account 900180 and to make the account penalty exempt.

Initials show support - Reviewed by:

Manager:



CAO:





Clear Hills County

Effective Date: **January 10, 2017**

Policy Number: **1202**

Title: **REVENUE**

1. Policy Statement

1.1. The County shall provide guidelines for revenue collection and recording.

2. Cash Receipts

2.1. All cash sales will be issued a receipt from the County general ledger system, upon collection.

3. Accounts Receivable

3.1. On a bi-weekly basis, all charges will be entered into the County's general ledger system as an accounts receivable upon creation of an invoice.

3.2. The Controller is responsible for reviewing outstanding receivables on a monthly basis, ensuring proper notices of outstanding balances have been sent, and initiating the required steps to ensure outstanding accounts are collected.

3.3. Statements shall be distributed to all account holders with account activity or an account balance, no later than 7 days after the end of the month and will include notification of impending interest charges.

3.4. All outstanding accounts will be assessed a monthly interest rate established in the current Schedule of Fees & Services Bylaw.

4. Taxes

4.1. Taxation Collection will be administered according to the Municipal Government Act (MGA).

4.2. All Tax notices are deemed to have been received 7 days after the tax notices were sent (MGA Section 337).

- 4.3. All taxes and arrears of taxes are payable at the rates and times set out annually by bylaw (MGA Section 344).

4.4. Tax Payments:

A receipt will be issued for all tax payments received.

All payments received at the county office will be stamped with the date they are received.

A tax payment that is sent by mail is deemed to have been received on the date post marked on the envelope. (MGA Section 341) If the envelope has not been post marked, the payment shall be deemed to have been received the same day it arrived.

Post dated cheques shall be accepted in payment of taxes and held by the county. On the date payable indicated on the cheque, the cheque shall be deposited and a receipt issued. Acceptance of a post dated cheque does not affect the due date for payment of taxes.

All electronic payments will be processed and issued a receipt according to the date indicated on the remittance advice.

4.5. Refund and Cancellation of Taxes:

The Controller shall authorize the cancellation, refund or reduction of taxes that have been determined to have been levied and/or collected in error.

All other requests for refunds, cancellations, reductions or deferral of taxes shall be referred to Council for consideration and decision.

- 4.5.1.1. It is not the practice of the County to issue refunds of less than \$50.00 (fifty dollars).

4.6. Collection of taxes on public land leases:

Recognizing that current tax recovery procedures are not effective for public land leases and that all ratepayers should be treated equitably, the County shall make every attempt to collect outstanding taxes on public land leases.

Leaseholders shall be notified of outstanding balance in accordance with regular tax collection procedures.

When accounts have accrued two years of tax arrears, the leaseholder shall be notified that payment in full within 60 days is required.

Following the 60 day time period, the county shall recommend that Public Lands cancel all leases and associated accounts having an outstanding balance of 2 years or more.

5. Utilities

5.1. Utility Charges and penalties will be assessed according the applicable bylaw passed by Council.

5.2. Utility invoices will be generated monthly according to the meter reading provided by the Utilities department.

Meter reading will be conducted as close as possible to the last day of the month.

The Controller shall ensure that these billings are accurate.

All connection and disconnection notices that are received by the County prior to the end of the month will be reflected in the billings

The account holder will receive the invoice and, when applicable, a copy will be forwarded to the property owner.

Utility invoices will be mailed no later than 7 days after the end of the month.

5.3. Utility payments are due by the 27th day of the month of billing.

Penalties will be assessed on all amounts outstanding after the 27th day of the month for previous months billing. These accounts are then considered in arrears.

Any account in arrears for more than 60 days will be sent a 14 day notice to pay the outstanding balance on the account. If payment is not received within the 14 day period, the services will be turned off and when applicable the balance of the account transferred to the tax roll. All services are then subject to a fee to be reconnected as established in the current Schedule of Fees & Services Bylaw.

6. N.S.F. Payments

6.1. If a customer has three N.S.F. payments within a one year period they will be required to pay invoices with cash, certified cheque or money order for the next twelve months.

7. Bad Debts

7.1. Every attempt will be made by administration to collect all amounts outstanding.

7.2. In the event that Administration is unable to collect the outstanding amount(s), any monies owed to the account holder(s) will be applied against their debt with the County, unless the County has alternate

legislated recourse to collect such as transferring amounts to taxes, tax sale etc.

- 7.3. Where allowable under the Municipal Government Act and/or County Bylaws, balances will be transferred to the tax roll of the applicable property.
- 7.4. Amounts up to \$100.00 (one hundred dollars) may be wrote off at the discretion of the Controller without authorization from Council.
- 7.5. Council may, upon recommendation from the Controller, pass a resolution to write off an outstanding uncollectible account.
- 7.6. Administration will present a list annually for recommendation to Council.
- 7.7. Upon write-off of an outstanding uncollectible account, the customer will be denied credit and participation in Municipal programs until the original account is paid in full. Municipal programs will include, but are not limited to rental equipment, V.S.I. and fusarium testing.

6. End of Policy

ADOPTED

Resolution #C194-03

Date: March 25, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

AMENDED

Resolution #C243-04

Date: March 23, 2004

AMENDED

Resolution #C213(04/10/07)

Date: April 10, 2007

AMENDED

Resolution #C066(01/27/09)

Date: January 27, 2009

AMENDED

Resolution # C534(06/28/11)

Date: June 28, 2011

AMENDED

Resolution # C691-12(10/23/12)

Date: October 23, 2012

AMENDED

Resolution # C193-15(04/14/15)

Date: April 14, 2015

AMENDED

Resolution # C18-17(01/10/17)

Date: January 10, 2017

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	RECREATION BOARDS OPERATING GRANT PROGRAM
File:	71-10-02

DESCRIPTION:

Council is presented with Policy 7001 – Operational Grant for Recreation Boards for review and discussion.

BACKGROUND:

At the June 17, 2025 Policies & Priorities Meeting Council made the following motion:

P342-25(06-17-25) RESOLUTION by Reeve Bean to bring back the discussion regarding Policy 7001 Operational Grant for Recreation Boards to a future Policy & Priority meeting. CARRIED.

Due to the July, August and September Policies and Priorities meetings getting cancelled Administration is bringing this item to the Regular Council Meeting to ensure that any changes Council wishes to make are completed prior to the release of the 2026 Recreation Board Operating Grant Application in November.

Some of the items Council previously mentioned are:

- 1) The varying ways each Board operates.
- 2) Currently funds cannot be used for capital projects.
- 3) Should County owned and operated facilities get included in the points distribution i.e. lakes, community room etc.

ATTACHMENTS:

- Policy 7001 – Operational Grant for Recreation Boards
- Draft Policy 7001 – Operating Grant for Recreation Boards showing changes approved on October 29, 2024.
- Bylaw 255-20 – Terms of Reference for Recreation Boards
- 2025 Recreation Boards Point Distribution Summary
- Multi Year Summary of RBO Grants & Donations 2015 - 2025
- Burnt River Recreation Association Information Package
- Village of Hines Creek Recreation Board Information Package
- Worsley & District Recreation Board Information Package
- Cleardale Recreation Board Information Package
- Cherry Canyon Recreation Board Information Package

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

Draft Policy from October 29, 2024 showing the changes that were made to the policy.



Clear Hills County

Effective **November 4, 2022-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. DEFINITIONS

~~2.1.1.3. Capital projects and asset purchases are considered to be the following~~

Major Asset Class	Minor Asset Class	Capitalization Threshold	Useful Life
Land		No minimum value	N/A
Land Improvements		\$5,000	25 years
Buildings		\$25,000	25 years
Engineered Structures	Roadways	\$50,000	25 years
	Water Systems	\$50,000	Distribution—75 years Plant—30 years
	Wastewater Systems	\$50,000	Distribution—75 years Plant—30 years
Machinery & Equipment		\$5,000	15 years
Vehicles		\$5,000	10 years

Table extracted from Clear Hills County Capitalization Policy 1207 Section 4.

~~2.2. Maintenance is considered to be projects and asset purchases that are below the capitalization threshold and/or useful life in 2.1, above.~~

3.2. Responsibilities

~~3.1.2.1.~~ The Recreation Board and Clear Hills County shall enter into an agreement outlining rights and responsibilities.

~~3.2.2.2.~~ 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**4.3. 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.

6.4. 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.

6.5. Funding Distribution Based on Points

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

Arena (artificial ice)	46,000 <u>17,500</u>	
Arena (natural ice)	2,500 <u>3,500</u>	
Bible Camp (semi-private)	500	
Outdoor rink	500	
Outdoor rink w/heated change rooms, ice cleaning equipment, etc.	1,500 <u>1,700</u>	
Curling Rink (artificial ice)	1,750	per sheet
Curling Rink (natural ice)	500	per sheet

Community Hall	2,000
Community Hall (Minor Use) <u>Capacity of 100 people or less</u>	400 <u>300</u>
Senior's Hall	400 <u>300</u>
<u>Public Campground (does not include seasonal lots)</u>	
1 - 14 stalls	400 <u>500</u>
15 + stalls	1,000
c/w boat dock or beach regardless	
of number of stalls <u>Boat launch</u>	1,000 <u>300</u>
Swimming Pool	6,000
Swimming Pool, semi-private	1,500
Rodeo Grounds	1,500
Ball Diamond	100
Playground	100
Tennis Court	100
<u>Outdoor Basketball Court</u>	<u>100</u>
<u>Outdoor Soccer Field</u>	<u>100</u>
Golf Course (grass greens)	1,200 <u>1500</u>
Golf Course (sand greens)	700
Museum <u>Historical Site</u>	100
<u>Museum 1 – 10 exhibit buildings</u>	<u>500</u>
<u>Museum 11 or more exhibit buildings</u>	<u>1000</u>
Craft Room	100
Ski Hill	6,000
<u>Public</u> Picnic Ground (No camp stalls)	100
Gymnasium	1,000 <u>500</u>
Cross Country Ski Trail	100
Camp Shelter (Not located in a campground)	100
Community Library	1,200
Community Fitness Centre <u>fitness equipment only</u>	<u>200</u>
<u>Community Fitness Centre that includes other</u>	
<u>indoor amenities i.e. walking trail, courts</u>	<u>500</u>
<u>Splash Park</u>	<u>250</u>
<u>Stage</u>	<u>150</u>

7.6. 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
<u>AMENDED CONTINUED</u>	
Resolution C060-13(01/22/13)	January 22, 2013
Resolution C091-14(02/11/14)	February 11, 2014
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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
<u>Resolution C###-24(10-29-24)</u>	<u>October 29, 2024</u>

BYLAW NO. 255-20

A BYLAW OF CLEAR HILLS COUNTY, IN THE PROVINCE OF ALBERTA, ESTABLISHING THE TERMS OF REFERENCE FOR RECREATION BOARDS.

WHEREAS, Section 7(B), (F) and 145(A) of the Municipal Government Act, Chapter M-26 R.S.A., 2000 and amendments thereto, provides for the establishment of any Board considered desirable for the purpose of providing services on behalf of the County with respect to people, activities and things in, on or near a public place or place that is open to the public, and

WHEREAS, the Council of Clear Hills County will establish Recreation Boards to represent various areas throughout the County and Village.

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

1. TITLE

The Bylaw may be cited as "The Clear Hills County Recreation Boards Bylaw".

2. DEFINITIONS

- a. "Board" is a Recreation Board
- b. "County" is Clear Hills County
- c. "Council" is the Council of Clear Hills County
- d. "Recreation Area" is the portion of the County each Board represents
- e. "Village" is the Village of Hines Creek
- f. "Village Council" is the Council of the Village of Hines Creek

3. PURPOSE OF THE BOARDS

- a. To distribute for recreational use, the operational recreational funds allocated to the Boards by Council in the budget each year; and
- b. To distribute the above said funds within the Boards Recreation area.

4. ESTABLISHMENT OF BOARDS

- a. Each Board will be established upon entering into an agreement with the County with the guidelines established herewithin this bylaw.
- b. Each Board will represent their assigned Area, as outlined in Appendix "A" attached hereto.
- c. The Boards shall be named as follows:
 - Burnt River Recreation Board,
 - Cherry Canyon Recreation Board,
 - Cleardale Recreation Board,
 - Hines Creek & District Recreation Board, and
 - Worsley & District Recreation Board.

5. MEMBERS

- a. Members at large shall be residents of the recreation area the board represents.
- b. The Burnt River Board will consist of one (1) member appointed from amongst Council, plus seven (7) members at large.

- c. The Cherry Canyon Board will consist of one (1) member appointed from amongst Council, plus five (5) members at large.
- d. The Cleardale Board will consist of one (1) member appointed from amongst Council, plus twelve (12) members at large.
- e. The Hines Creek & District Board will consist of one (1) member appointed from amongst Council, one (1) member appointed from amongst the Village Council, plus five (5) members at large, of which two (2) members shall be residents of the Village and appointed by the Village Council and three (3) members shall be residents of the County and appointed by Council.
 - i. The recording secretary for the Hines Creek Board shall notify the respective Council or Village Council of any vacancies on the Board, immediately upon receipt of a resignation or disqualification from the Board.
- f. The Worsley & District Board will consist of one (1) member appointed from amongst Council, plus seven (7) members at large.
- g. All Council and Village Council member terms of service are one (1) year and are appointed at their respective Council's Organizational Meeting.
 - County Councillor representatives will be compensated, through the County's Council remuneration and expense policies.
- h. The County and Village shall immediately provide Boards with the name and contact information for any new respective Council or Village Council appointee to the Board.
- i. Annually, before the last day of March, the Boards shall provide the County with name and contact information, for executives of the Board.

6. **MEETINGS**

- a. A meeting of the Board may not be held simultaneously with a meeting of any other board, committee, society or organization. Separate agendas, and minutes, bank account and book keeping ledgers and files are required for Recreation Board matters .
- b. An organizational meeting of the Recreation Board, shall be held each year.
- c. At the organizational meeting of the Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Board, in the subsequent year.
- d. Regular meetings of the Board will be held as deemed necessary by the Board will be held no more than three (3 times) year to review funding applications and disperse funding.
- e. A minute book shall be kept and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.

7. **DUTIES AND RESPONSIBILITIES**

- a. The Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the County.
- b. The Board will prioritize distribution of funds using the current County policy as a guideline. The County will distribute any amendments to policy to the Board.
- c. The Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens with respect to recreation and culture and act on such recommendations arising therefrom, as the Board shall deem to be in the general interest of all citizens.

- d. The Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined recreation area, to support, promote and host recreation and cultural services.
- e. Annually, before the last day of March, the Board shall submit to the County, an official list of recreational facilities that it manages and operates, or otherwise finances the management and operation of, within the Recreation Area.

8. **FINANCIAL GUIDELINES**

- a. The County shall contribute to the expenditures of the Board, in each year according to County Policy, and the sums to be contributed shall be established annually.
- b. Annually, before the last day of March, the Board shall submit to the County, an official list of recreational and cultural facilities that are within the Recreation Area, and the financial statements for the previous year.
- c. The Board shall have the power to program and operate within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

9. **LIMITATIONS**

- a. Unless authorized by Council, neither the Board nor any member thereof shall have the power to pledge the credit of the County in any manner whatsoever.

10. **REPEAL**

- a. Bylaw 143-11 is repealed upon effective date of Bylaw 255-20

11. **EFFECTIVE DATE**

- a. That this Bylaw shall take force and have effect upon final reading thereof.

READ for a FIRST time this 14 day of July A.D., 2020.

READ for a SECOND time this 14 day of July A.D., 2020.

READ for a THIRD time this 14 day of July A.D., 2020.


Miron Croy, Reeve


Allan Rowe, Chief Administrative Officer

**CLEAR HILLS COUNTY
2025 OPERATIONAL GRANT FOR RECREATION BOARDS**

BURNT RIVER RECREATION BOARD	Points	Dollars
AUTOMATIC ADDITIONAL POINTS (Policy 7001 3.2)		
David Thompson Bible Camp		
Bible Camp (semi-private)	2,000 \$	10,006
	500	2,502
David Thompson Hall		
Community Hall	500 \$	2,502
Campground (1-14 stalls, with rental)	100 \$	500
Ball Diamond	100 \$	500
Playground		
Burnt Lee Park		
Campground (1-14 stalls)	700	3,502
Ball Diamond	500 \$	2,502
Playground	100 \$	500
	100 \$	500
	5,900 \$	29,519
	Points	

CLEAR HILLS COUNTY 2025 OPERATIONAL GRANT FOR RECREATION BOARDS

HINES CREEK AND DISTRICT RECREATION BOARD		Points	Dollars
George Lake Recreation Area			
Boat Dock & Beach	1,550	\$	7,755
Fire Pits	-	\$	-
Picnic Area	-	\$	-
Overflow Campground	100	\$	500
Cross Country Ski Trail (maintained)	-	\$	-
Nature Walking Trail	100	\$	500
Entertainment Stage	-	\$	-
Camp Shelter	150	\$	750
Camp Stalls (15+)	100	\$	500
Playground x 1	1,000	\$	5,003
	100	\$	500
Hines Creek Golf Club			
18 Hole Golf Course (grass greens)	2,800	\$	14,009
Camping Stall (15+)	1,500	\$	7,505
Club House & Kitchen (Minor Use Hall, <100)	1,000	\$	5,003
Group Camping Stalls	300	\$	1,501
	-	\$	-
Carter's Camp			
Camp Stalls (15+stall)	1,300	\$	6,504
Boat Dock	1,000	\$	5,003
Playground & Swings	-	\$	-
Camp Shelter x 2	100	\$	500
	200	\$	1,001
Dave Shaw Arena			
Playschool	20,750	\$	103,817
Community Room (<100)	-	\$	-
Ice Cleaning Equipment	300	\$	1,501
Stage	-	\$	-
Arena Artificial Ice	150	\$	750
Craft Room	17,500	\$	87,556
Community Room (with kitchen, <100)	-	\$	-
Fitness Centre (walking track, Pickle Ball, Basketball, Instructor lead exercise area, Weights, (300	\$	1,501
Summer Ice Surface (has been rented for events, >400)	500	\$	2,502
Community Hall (>350)	-	\$	-
	2,000	\$	10,006
End of Steel Museum	1,550	\$	7,755

CLEAR HILLS COUNTY **2025 OPERATIONAL GRANT FOR RECREATION BOARDS**

	<u>Points</u>	<u>Dollars</u>
Museums/Historical Sites (11+)	1,000	\$ 5,003
Bathroom Facilities	-	\$ -
Community Room (with kitchen)	300	\$ 1,501
Entertainment Stage	150	\$ 750
Playground x1	100	\$ 500
Royce	100	\$ 500
Ball Diamond	100	\$ 500
Seniors Drop-In Center	300	\$ 1,501
Community Room (with kitchenette)	300	\$ 1,501
Hines Creek Composite School	2,900	\$ 14,509
Gymnasium	500	\$ 2,502
Community Hall (>300)	2,000	\$ 10,006
Playground x 2	200	\$ 1,001
Ball Diamonds x 2	200	\$ 1,001
Village of Hines Creek	1,650	\$ 8,255
Community Library	-	\$ -
Picnic Grounds (no camping stalls, ball diamonds)	200	\$ 1,001
Ball Diamonds x 2	200	\$ 1,001
Day Use Meeting Room	-	\$ -
Kitchen Area & Bathroom Facilities	-	\$ -
Splash Park	250	\$ 1,251
Bathroom Facilities (with water & sewer)	-	\$ -
Playground	100	\$ 500
Walking Trail (located between Hwy Ave & CN areas)	-	\$ -
Bathroom Facilities	-	\$ -
Tobogganing Hill	-	\$ -
Outdoor Rink (with ice cleaning equipment)	500	\$ 2,502
Picnic Areas x 8 (3 locations)	300	\$ 1,501
Fire Pits x 5	-	\$ -
Bike Mogals	-	\$ -
18 Hole Frisbee Golf	-	\$ -
Picnic Area (located along the Hines Creek Walking Trail, Canfor)	100	\$ 500
Snowmobile Trail	-	\$ -
Playschool	-	\$ -
	32,900	\$ 164,606
	Points	

CLEAR HILLS COUNTY **2025 OPERATIONAL GRANT FOR RECREATION BOARDS**

WORSLEY RECREATION BOARD		Points	Dollars
Worsley Ag Society Grounds		3,500	\$ 17,511
Arena (natural ice)		3,500	\$ 17,511
Worsley Central School		1,650	\$ 8,255
Gymnasium		500	\$ 2,502
Outdoor Basketball Court (2)		200	\$ 1,001
Community Library		-	\$ -
Community Room & Kitchen		300	\$ 1,501
Fitness Center (workout room)		200	\$ 1,001
Stage		150	\$ 750
Long Jump Pit		-	\$ -
Playground Shed (stocked with equipment to use on playground)		-	\$ -
Ball Diamond x2		200	\$ 1,001
Outdoor Volleyball Nets		-	\$ -
Outdoor Soccer Field		100	\$ 500
Centennial Park/RV Park		700	\$ 3,502
Playground		100	\$ 500
Skateboard Park		-	\$ -
Picnic Tables		100	\$ 500
Outdoor Washrooms		-	\$ -
RV Park (10 sites, 7 with power)		500	\$ 2,502
Pioneer Club		300	\$ 1,501
Senior Hall (with kitchen, shuffleboard tables, floor curling, dartboards)		300	\$ 1,501
Many Islands		2,050	\$ 10,257
Playground x 3		300	\$ 1,501
Camp Grounds (15+ stalls)		1,000	\$ 5,003
Stage		150	\$ 750
Concession		-	\$ -
Dance Floor		-	\$ -
Group Areas x 2		200	\$ 1,001
Boat Launch		300	\$ 1,501
Outhouse Washrooms & Flushable Toilets		-	\$ -
Sewer Dump		-	\$ -
Caretaker area		-	\$ -

CLEAR HILLS COUNTY 2025 OPERATIONAL GRANT FOR RECREATION BOARDS

	<u>Points</u>	<u>Dollars</u>
Outdoor Basketball Court	100	\$ 500
Volleyball Nets	-	\$ -
Playing area	-	\$ -
Water Tanks (non-potable for toilets)	-	\$ -
Eureka River Ag Hall & Rodeo Grounds	4,450	\$ 22,264
Community Hall (with kitchen, bar, washrooms, & stage)	2,000	\$ 10,006
Rodeo Grounds	1,500	\$ 7,505
Playground	100	\$ 500
Dance Floor/Basketball Court	100	\$ 500
Camping Sites (10)	500	\$ 2,502
Stage	150	\$ 750
Ball Diamond	100	\$ 500
Worsley Historical & Cultural Association	1,150	\$ 5,754
Museum	1,000	\$ 5,003
Stage	150	\$ 750
Whispering Pines Ski Club	6,100	\$ 30,520
Ski Hill	6,000	\$ 30,019
Cross country ski trail (maintained)	100	\$ 500
Clear Prairie Ag Grounds	300	\$ 1,501
Picnic Tables	100	\$ 500
Playground	100	\$ 500
Ball Diamond	100	\$ 500
Worsley	2,100	\$ 10,507
JFW Camp Shelter	100	\$ 500
CHAMPS riding arena/rodeo grounds	1,500	\$ 7,505
Picnic Grounds (no camping stalls, Town Centre Park)	100	\$ 500
Community Room (minor use, Andy Hudak Room)	300	\$ 1,501
Ball Diamond (Worsley Ratepayers)	100	\$ 500
Clear Hills County Community Room	200	\$ 1,001
Fitness Centre (equipment only)	200	\$ 1,001
	22,500	\$ 112,572

CLEAR HILLS COUNTY 2025 OPERATIONAL GRANT FOR RECREATION BOARDS

		Points	Dollars
CLEARDALE RECREATION BOARD			
AUTOMATIC ADDITIONAL FUNDS (Policy 7001 3.3)			
Golf Course			
			\$ 10,000
Campgrounds (1-14 stalls)	1,300	\$	6,504
Picnic area	500	\$	2,502
Golf Course (sand greens)	100	\$	500
	700	\$	3,502
Cleardale Campsite	1,550	\$	7,755
Playground	100	\$	500
Picnic Area	100	\$	500
Music Festival Staging & Shelter	150	\$	750
Outdoor Basketball Court	100	\$	500
Pavillion	100	\$	500
Campground (20 stalls, formerly OHV Park)	1,000	\$	5,003
Clear River Campground	3,100	\$	15,510
Campground (15+ stalls)	1,000	\$	5,003
Campgrounds (1-14 stalls, 10 & 2 group sites, rodeo grounds)	500	\$	2,502
Rodeo Grounds	1,500	\$	7,505
Picnic area	100	\$	500
Menno Simons School	3,300	\$	16,511
Community Room (with Kitchen)	2,000	\$	10,006
Community Library	-	\$	-
Picnic Area	100	\$	500
2 Ball diamonds	200	\$	1,001
Playground	100	\$	500
Tennis Court	100	\$	500
Outdoor Basketball Court	100	\$	500
Fitness Center (equipment only)	200	\$	1,001
Gymnasium	500	\$	2,502
Cleardale	1,700	\$	8,505
Skating Rink (outdoor, heated change room, indoor washroom)	1,700	\$	8,505
	10,950	\$	64,785

**CLEAR HILLS COUNTY
2025 OPERATIONAL GRANT FOR RECREATION BOARDS**

CHERRY CANYON RECREATION BOARD		Points	Dollars
Bear Canyon Rec Centre		3,550	\$ 17,761
Community Hall		2,000	\$ 10,006
Stage		150	\$ 750
Gymnasium		500	\$ 2,502
Fitness centre		200	\$ 1,001
Craft Room		-	\$ -
Curling Rink (2 sheets, not operational)		-	\$ -
Playground		100	\$ 500
Picnic Area		100	\$ 500
Ball Diamonds x2		200	\$ 1,001
Outdoor Basketball Court		100	\$ 500
Outdoor Soccer Field		100	\$ 500
Community Library		-	\$ -
Cross Country Ski Trails		100	\$ 500
Cherry Point Ball Diamond		200	\$ 1,001
Ball Diamond		100	\$ 500
Picnic Area		100	\$ 500
Cherry Point Community Hall		550	\$ 2,752
Community Hall		300	\$ 1,501
Stage		150	\$ 750
Picnic Area		100	\$ 500
Ole's Lake		1,400	\$ 7,004
Campground (22 stalls)		1,000	\$ 5,003
Boat Launch		300	\$ 1,501
Playground		100	\$ 500
Points		5,700	\$ 28,518

CLEAR HILLS COUNTY
2025 OPERATIONAL GRANT FOR RECREATION BOARDS

	Points	Dollars
TOTAL POINTS	77,950	\$ 400,000
TOTAL BUDGET		
	400,000	
Less Cleardale \$10,000	10,000	
Funding per point	390,000	
	5.003	
	5.003	

Multi Year Summary of Recreation Board Operating Grants & Donations
2015-2025

last updated: February 20, 2025

	2025			2024			2023			2022			2021			2020			2019			2018			2017			2016		2015						
	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Points	RBO Grant								
Burnt River Recreation Board	5,900	\$ 29,519	\$ -	5,900	\$ 28,980	\$ -	5,900	\$ 29,201	\$ -	5,500	\$ 27,430	\$ 680	5,500	\$ 20,396	\$ -	5,500	\$ 20,396	\$ -	5,500	\$ 20,396	\$ -	5,600	\$ 20,955	\$ 247	5,600	\$ 21,064	\$ 575	5,600	\$ 17,231	5,600	\$ 16,350					
Hines Creek & District Recreation Board	32,900	\$ 164,606	\$ -	26,700	\$ 131,146	\$ -	26,100	\$ 129,175	\$ -	26,000	\$ 129,668	\$ 680	26,100	\$ 96,790	\$ -	26,100	\$ 96,790	\$ -	26,100	\$ 96,790	\$ -	27,000	\$ 101,032	\$ 1,856	26,900	\$ 101,180	\$ 4,299	26,900	\$ 82,769	33,800	\$ 98,686					
Worsey Recreation Board	22,500	\$ 112,572	\$ -	25,900	\$ 127,217	\$ -	25,800	\$ 127,690	\$ -	25,800	\$ 128,670	\$ 680	25,700	\$ 95,307	\$ -	25,700	\$ 95,307	\$ -	25,700	\$ 95,307	\$ -	24,600	\$ 92,052	\$ 1,691	24,300	\$ 91,401	\$ 3,883	24,300	\$ 74,769	24,400	\$ 71,241					
Cleardale Recreation Board	10,950	\$ 64,785	\$ -	11,900	\$ 68,451	\$ -	12,000	\$ 69,391	\$ -	11,900	\$ 69,348	\$ 680	11,900	\$ 54,130	\$ -	11,900	\$ 54,130	\$ -	11,900	\$ 54,130	\$ -	11,400	\$ 52,658	\$ 784	11,400	\$ 52,879	\$ 1,821	12,300	\$ 47,846	9,500	\$ 37,737					
Cherry Canyon Recreation Board	5,700	\$ 28,518	\$ -	9,000	\$ 44,207	\$ -	9,000	\$ 44,543	\$ -	9,000	\$ 44,885	\$ 680	9,000	\$ 33,376	\$ -	9,000	\$ 33,376	\$ -	9,000	\$ 33,376	\$ -	8,900	\$ 33,303	\$ 612	8,900	\$ 33,476	\$ 1,423	8,900	\$ 27,385	8,900	\$ 25,985					
TOTALS	77,950	\$ 400,000	\$ -	79,400	\$ 400,001	\$ -	78,800	\$ 400,000	\$ -	78,200	\$ 400,001	\$ 3,400	78,200	\$ 300,000	\$ -	78,200	\$ 300,000	\$ -	78,200	\$ 300,000	\$ -	77,500	\$ 300,000	\$ 5,190	77,100	\$ 300,000	12,000	78,000	250,000	82,200	249,999					
Donations Summary										Sharp Enironmental			\$ 1,000												Shell Canada Ltd			\$ 5,190			Orphan Wells Association			\$ 9,000		
										McIntosh Perry			\$ 2,400																		Harvest RBOerations Corp			\$ 3,000		

RECEIVED

AUG 13 2020

MEMORANDUM OF AGREEMENT

CLEAR HILLS COUNTY

BETWEEN: CLEAR HILLS COUNTY
Box 240
Worsley, Alberta
T0H 3W0
(hereinafter referred to as the "County")

OF THE FIRST PART

BURNT RIVER RECREATION ASSOCIATION
Box 1695
Fairview, Alberta, Alberta
T0H 1L0
(hereinafter referred to as the "Recreation Board")

OF THE SECOND PART

WHEREAS IT HAS BEEN AGREED, by the Parties of the first and second part, to foster, create and operate recreation and culture programs and services within the County.

THE PARTIES to this Agreement, in consideration of the premises hereinafter continued agree as follows:

DEFINITIONS:

Recreation – Activity done for enjoyment when one is not working

Culture – Activity done to develop the intellectual and moral faculties by exposure to fine arts, humanities and broad aspects of science as distinguished from vocational and technical skills.

1. **THAT THE "RECREATION BOARD"** will be comprised as follows:
 - a) The Recreation Board will represent the portion of the County as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area"),
 - b) The Recreation Board will consist of one (1) member appointed by the Council of the County, who shall be a representative of the Council of the County, plus seven (7) members at large.
 - c) Members-at-large shall be residents from within the recreation area.
 - d) The County shall immediately provide the Recreation Board, with the name and contact information, for any new appointee to the Recreation Board.
 - e) Annually, before the last day of March, the Recreation Board shall provide the County with name and contact information, for executives of the Recreation Board.
2. **THAT THE "RECREATION BOARD"** and each member thereof shall be governed and subject to the following:

- a) An organizational meeting of the Recreation Board shall be held each year.
 - b) At the organizational meeting of the Recreation Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Recreation Board, in the subsequent year.
 - c) Regular meetings of the Recreation Board will be held no more than three (3) times a year to review funding applications and disperse funding.
 - d) A minute book shall be kept, and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.
 - e) Recreation Boards that are blended with another organization will maintain separate agendas, minutes, bank account and bookkeeping ledgers and files for Recreation Board matters.
3. **THAT THE "RECREATION BOARD"** shall be charged with the following duties and responsibilities:
- a) The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the County.
 - b) The Recreation Board will prioritize distribution of funds using the current Clear Hills County Operational Grant for Recreation Boards Policy 7001 as a guideline. The County will distribute any amendments to the policy to the Recreation Board.
 - c) The Recreation Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens within the Recreation Area with respect to recreation and culture and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.
 - d) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined Recreation Area, to support, promote and host recreation and cultural services.
 - e) Annually, before the last day of March, the Recreation Board shall submit to the County, an official list of recreational and cultural facilities that are within the Recreation Area.
4. **THAT THE "RECREATION BOARD"** shall be governed by the following financial guidelines:
- a) The County shall provide a grant to the Recreation Board, in each year according to County Policy, and the amount shall be established annually.



- b) Annually, before the last day of March, the Recreation Board shall submit to the County, the financial statements for the previous year.
- c) The Recreation Board shall have the power to disperse the grant funds within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

5. **THAT, THE FOLLOWING GENERAL TERMS**, form part of this agreement:

- a) This agreement may be terminated by either party giving the other twelve (12) months notice in writing.
- b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.

IN WITNESS THEREOF, the parties hereto have affixed their hands on the Aug 24, 2020

CLEAR HILLS COUNTY:


Miron Croy, Reeve

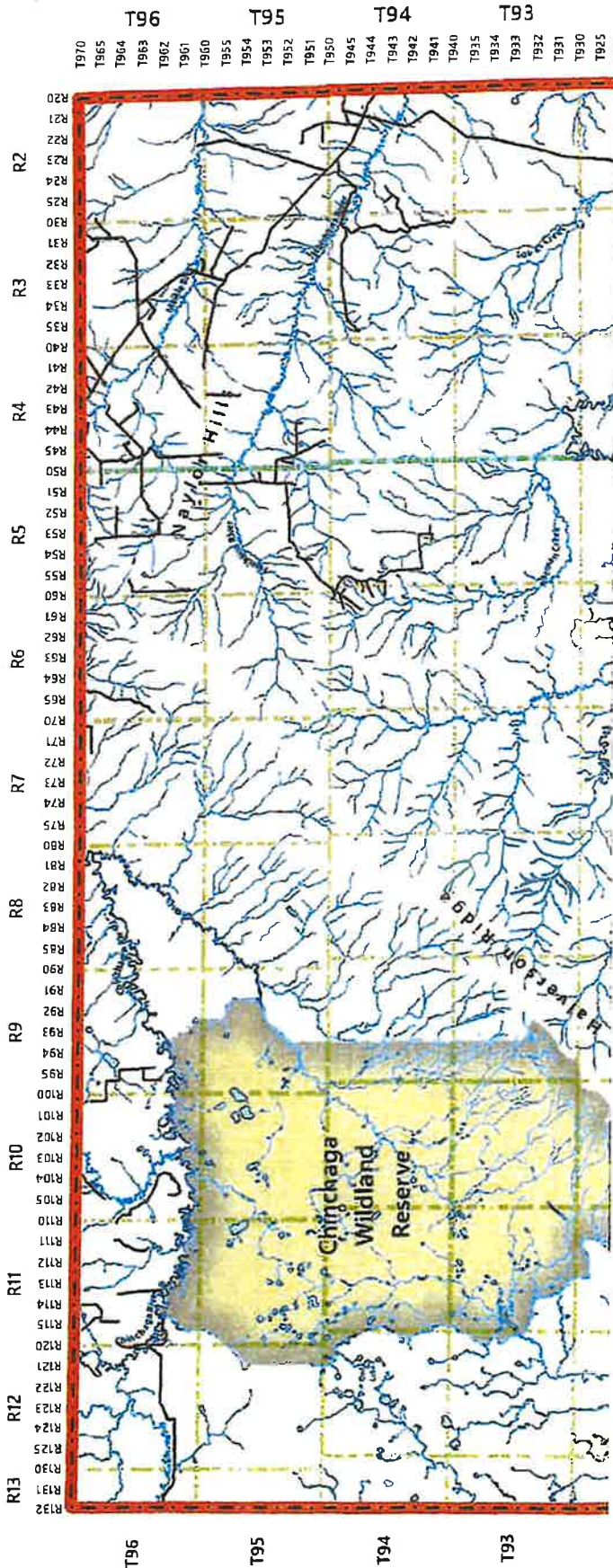

Allan Rowe, Chief Administrative Officer

RECREATION BOARD:













Don Kehler, President


Jean Duplisea, Secretary Treasurer





Clear Hills County APPENDIX "A" Recreation Boards Boundary Map

- | | | | | |
|---|---------------------------|---|---|-------------------|
|  | Municipal Boundary | Recreation Boards |  | Cherry Canyon (1) |
|  | Owned or leased parcel |  | Cleardale (2) | |
|  | Township boundary |  | Worsley (3) | |
|  | Provincial Road |  | Hines Creek (4) | |
|  | Municipal Road (Paved) |  | Burnt River (5) | |
|  | Municipal Road (Gravel) | | | |

Disclaimer

Information on this map is provided solely for the users information and while thought to be accurate is provided "as is" and without warranty of any kind, either expressed or implied.

Clear Hills County, its agents, employees, or contractors will not be liable for any damages, either direct or indirect, arising from the use of any information provided on this map.

Revised and Updated in July 2020



Lori Jobson

From: Burnt River <burntriver.rec@gmail.com>
Sent: July 22, 2025 1:46 PM
To: Lori Jobson
Subject: Re: FW: Rec Board Information Request
Attachments: Request for Funding.pdf

Hi Lori,

I apologize for not responding sooner. The Burnt River Rec does not have any formal written policy. We follow the guidelines set by the county in 7001 - OPERATIONAL GRANT FOR RECREATION BOARDS and Bylaw 225-20. I have attached a copy of our requests for funding post for your reference. Let me know if you have any questions.

Thanks,
Carri-Anne

On Tue, Jul 22, 2025 at 9:49 AM Lori Jobson <Lori@clearhillscounty.ab.ca> wrote:

Good morning,

I'm just following up on my previous email regarding the Rec Board information request. Are you able to send me the requested information?

Thank you,

Lori Jobson

Corporate Services Manager

Clear Hills County

Box 240

Worsley, AB T0H 3W0

Telephone 780-685-3925 Ext. 105

Fax 780-685-3960



Think before you print

CLEAR HILLS COUNTY 2025 RECREATION BOARDS OPERATING GRANT APPLICATION		
Applicant Name:	Burnt River Recreation Association	
Contact Person:	Janette Meston	
Mailing Address:	Box 1921 Fairview, AB T0H1L0	
Telephone Number:	780-596-2115	
Email Address:	burntriver.rec@gmail.com	
List all current board members. Add lines as required.		
Board Members		
Name	Position	Contact Information
DON KEHLER	President	780-596-2877
JOHAN FRIESEN	Vice President	780-618-9243
JAN MESTON	Secretary/Treasurer	780-596-2115
CARRI-ANNE KEHLER	DIRECTOR	780-596-2877
MIRON CROY	DIRECTOR	780-596-2187
KEVIN MORRISON	DIRECTOR	780-596-3756
DEBBIE MORRISON	DIRECTOR	780-596-3756
DANAE WALMSLEY	CLEAR HILLS REPRESENTATIVE	780-596-2858

Completed by: _____ Date: _____

Applicant Name:	Burnt River Recreation Association
Contact Person:	Janette Meston
Mailing Address:	Box 1921 Fairview, AB T0H 1L0
Telephone Number:	780-596-2115
Email Address:	burntriver.rec@gmail.com

List all current facilities. Add lines as required.				
Location	Facility Name	Details	Date Added	Notes
	David Thompson Bible Camp	Bible Camp (semi-private)		
	David Thompson Hall	Community Hall		
		Campground (1-14) (With Rental)		
		Ball Diamond		
		Playground		
	Burnt Lee Park	Campground (1-14)		
		Ball Diamond		
		Playground		

Date:

CLEAR HILLS COUNTY
2025 RECREATION BOARDS OPERATING GRANT APPLICATION

Burnt River Recreation Association						
Applicant: List all grant requests received during 2024. Add lines as required.						
Grant Requests & Distributions						
Requestor's Name	Program/Activity	Amount Requested	Approved (✓)	Denied (X)	Amount Granted	Reasons:
Crossroads	Recreation equipment for children in shelter	2,000.00	X		2,000.00	
David Thompson Bible Camp	Kitchen Upgrade	Open	X		3,000.00	
David Thompson Hall	Assistance with Operational Costs	Open	X		10,300.00	
David Thompson Hall - Family Day	Family Day Dine & Dance	Open	X		2,000.00	
Fairview Aquatic Centre	Free Swim Sponsorship	\$400/free swim Saturday	X		1,600.00	
Fairview Minor Soccer	Replacing Goal Posts	Open	X		2,000.00	
Kidsport	Financial support registration fees for Youth in sport	Open	X		2,500.00	
Redneck Riders	Rodeo	Open	X		1,000.00	
Whitelaw Ag Society	Curling Club Repairs	Open	X		3,000.00	
Whitelaw Ag Society	Timeless Traditions Event	Open	X		2,000.00	
North Peace 4H District	District Events (Funday, skiing, swimming)	Open	X		1,500.00	
Fairview 4H Multiclub	Purchase of Year-end Awards	900.00	-	X	-	Support provided through NP 4H District
Worsley Central School	Level Up Basketball Summer Camp	500.00	X		500.00	
Hines Creek Pond Hockey	2023 Funding - PD in 2024				1,500.00	
David Thompson Bible Camp	2024 Funding - PD in 2024				2,500.00	
Kidsport	2025 Funding - PD in 2024				1,500.00	
						36,900.00

Completed by: _____ Date: _____

**CLEAR HILLS COUNTY
2024 RECREATION BOARDS FINANCIAL REPORT**

Applicant:	Burnt River Recreation Association	
Opening Balance as of January 1, 2024:	44,975.34	
Add lines as required		
Income:	Amount	Notes:
Bank Interest	14.78	
Grants:	28,980.00	
Donations:	1,000.00	
Other Income:		
Total Revenue	29,994.78	
Expenses & Disbursements:	Amount	Notes:
Bank Fees		
Grant Distributions	36,900.00	
Insurance	1,825.16	
Office Expenses		
Honorariums		
Other Expenses:		
Advertising & Operating	260.72	
Equipment & Maintenance	1,666.12	
Grounds Maint. & Improvements	1,449.00	
Event Expenses	947.24	
Capital Expenses	500.00	
Total Expenses	43,548.24	
Closing Balance as of December 31, 2024	31,421.88	

Completed by: _____

Date: _____

BURNT RIVER RECREATION

Recreation Operating Grant - Funding Request for 2025

	2024 Actual	2025 Budget	Notes
Operating Expenses	1,667.00	4,000.00	Insurance, Signage, Office Expenses
Grant Distributions	36,900.00	30,000.00	Actual incl. some late 2023 Funding 2024 funding \$31400.00
Ground Maint. & Improvements	1,449.00	2,000.00	Lawn, Yard & Building Care
Event Expenses	948.00	2,000.00	
Total Budgeted Expenses		38,000.00	

MEMORANDUM OF AGREEMENT

BETWEEN: CLEAR HILLS COUNTY
 Box 240
 Worsley, Alberta
 T0H 3W0
 (hereinafter referred to as the "County")

OF THE FIRST PART**VILLAGE OF HINES CREEK**

Box 421
 Hines Creek, Alberta, Alberta
 T0H 2A0
 (hereinafter referred to as the "Village")

OF THE SECOND PART

WHEREAS IT HAS BEEN AGREED, by the Parties of the first and second part, to appoint a regional recreation board to be known as the Hines Creek and District Recreation Board to foster, create and operate recreation and culture programs and services within the cooperating municipalities.

THE PARTIES to this Agreement, in consideration of the premises hereinafter continued agree as follows:

DEFINITIONS:

Recreation – Activity done for enjoyment when one is not working.

Culture – Activity done to develop the intellectual and moral faculties by exposure to fine arts, humanities and broad aspects of science as distinguished from vocational and technical skills.

1. THAT THE "RECREATION BOARD" will be comprised as follows:

- a) The Recreation Board will represent the Village and the portion of the County as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area"),
- b) The Recreation Board will consist of six (6) members, of which three (3) members shall be appointed by the Council of the Village, of which one (1) shall be a member of the Village Council and three (3) members shall be appointed by the Council of the County, of which one (1) shall be a member of the County Council.
- c) Members-at-large shall be appointed from within the recreation area and the municipal jurisdiction of the cooperating municipality conducting the appointment.
- d) The three appointments conducted by the Village shall be confirmed in accordance with the following outline of terms of service:
 - i) Council Member One Year Term
 - ii) Members at Large Four Year Term
- e) The three appointments conducted by the County shall be confirmed in accordance with the following outline of terms of service:

- i) Council Member One Year Term
 - ii) Members at Large Four Year Term
 - f) No member at large shall serve for more than three consecutive terms. A one year time period must lapse following completion of the third term before that individual can be considered for reappointment to the Board, in any capacity.
 If a member at large is appointed to fill a vacancy and complete the duration of a term said appointment shall:
 - i) Be considered an appointment for one full term, if over one half of the term is remaining at the date of appointment.
 - ii) Not be considered an appointment for one full term, if less than one half of the term is remaining at the date of appointment.
 - g) The Village of Hines Creek has agreed to provide general administrative and recording secretary duties for the board and shall appoint a recording secretary for the Board.
 - h) The recording secretary for the Board shall notify the respective municipal authority of any vacancies on the Board immediately upon receipt of a resignation or a disqualification from the Board.
 - i) The respective municipal authority shall immediately provide the recording secretary for the Board with the names and contact information for any new appointees to the Board.
2. **THAT THE "RECREATION BOARD"** and each member thereof shall be governed and subject to the following:
- a) A person who is a member of the Board ceases to be a member of the board if, without being authorized by a resolution of the Board, the member is absent from 3 consecutive regular meetings of the Board.
 - b) A vacancy on the board does not impair the right of the remiainng members to act as long as a majority of the members remain.
 - a) An organizational meeting of the Recreation Board shall be held each year, on the first regular meeting for the Board immediately following the annual organizational meetings of the Village and County Councils.
 - b) At the organization meeting of the Board in each year a Chairperson and Vice-Chairperson shall be chosen to hold office until the next organization meeting of the Board in the subsequent year.
 - c) Regular meetings of the Recreation Board will be held at the discretion of the Board to review funding applications and disperse funding. The time and place of such meetings to be determined by the Board at its organizational meeting. Time and place of meetings may be changed by consensus of the Board, if necessary.
 - d) A quorum of the Board shall be a majority of the members of the Board.
 - e) The Chairperson shall have a vote on any questions and in the event of a tie, a motion shall be lost.
 - f) A minute book shall be kept by the Village of Hines Creek, and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.

- g) Recreation Boards that are blended with another organization will maintain separate agendas, minutes, bank account and bookkeeping ledgers and files for Recreation Board matters.
3. **THAT THE "RECREATION BOARD"** shall be charged with the following duties and responsibilities:
- a) The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. The Village of Hines Creek, as part of the general administration for the Board, shall ensure copies of all such rules, regulations or policies are filed with the County.
 - b) The Recreation Board will prioritize distribution of funds using the current Clear Hills County Operational Grant for Recreation Boards Policy 7001 as a guideline. The County will distribute any amendments to the policy to the Village of Hines Creek, as part of the general administration for the Board.
 - c) The Recreation Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens within the Recreation Area with respect to recreation and culture and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.
 - d) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined Recreation Area, to support, promote and host recreation and cultural services.
 - e) Annually, before the last day of March, the the Village of Hines Creek, as part of the general administration for the Board, shall submit to the County, an official list of recreational and cultural facilities that are within the Recreation Area.
4. **THAT THE "RECREATION BOARD"** shall be governed by the following financial guidelines:
- a) The County shall provide a grant to the Recreation Board, in each year according to County Policy, and the amount shall be established annually.
 - b) Annually, before the last day of March, the the Village of Hines Creek, as part of the general administration for the Board shall submit to the County, the Recreation Board financial statements for the previous year.
 - c) The Recreation Board shall have the power to disperse the grant funds within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.
5. **THAT THE "RECREATION BOARD"** shall be governed by the following financial guidelines:
- a) Each of the parties hereto, shall contribute to the expenditures of the said Recreation Board, in each year, and the sums to be contributed by each cooperating municipality shall be established annually be each cooperating municipality.
 - b) The Village shall:
 - i) Be the representative municipality and shall be the signing authority for all cheques, vouchers and monies received or spent. Any monies spent from the

established budget for the Recreation Board, shall only be done by official recommendation of the Board.

- ii) Provide general administration and recording secretary duties as their financial contribution:
 - c) Neither the Board nor any member thereof, shall have the power to pledge the credit of the Village and/or County in connection with any matters whatsoever, nor shall the Board nor any member thereof have any power to authorize any expenditures to be charged against the Village or County with the exception of those expenditures which form part of the approved annual budget.
6. **THAT THE FOLLOWING GENERAL TERMS** form part of this agreement:
- a) This agreement may be terminated by either party giving the other twelve (12) months notice in writing.
 - b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.

IN WITNESS THEREOF, the parties hereto have affixed their hands on the January 25 2021

CLEAR HILLS COUNTY:



Miron Grey, Reeve Amber Bean



Allan Rowe, Chief Administrative Officer

VILLAGE OF HINES CREEK



Hazel Reintjes, Mayor



Leanne Walmstey, Chief Administrative Officer



HINES CREEK & DISTRICT RECREATION BOARD

POLICIES AND PROCEDURES MANUAL

RECREATION

TITLE: ANNUAL SWIMMING PROGRAM – HINES CREEK COMPOSITE

POLICY NUMBER: 1400-RB-01

EFFECTIVE DATE: March 22, 2021

POLICY STATEMENT: The Hines Creek & District Recreation Board may provide funds for the swimming program offered to elementary students of the Hines Creek Composite School. Funds may be used to cover costs for busing students to and from the Fairview Aquatic Center for swimming lessons.

PROCEDURE: Annually the Hines Creek & District Recreation Board may allocate \$2000.00 in the Operating Budget to cover the costs of the Swimming Program through the Hines Creek Composite School.

The Hines Creek & District Recreation Board will not cover any costs for designated supervisors of the students.

The Hines Creek Composite is responsible to contact the Village of Hines Creek to confirm participation in the annual swimming program so funding arrangements can be made with the Peace River School Division prior to the program start.

END OF POLICY

APPROVED R-11-21

AMENDED



HINES CREEK & DISTRICT RECREATION BOARD

POLICIES AND PROCEDURES MANUAL

RECREATION

TITLE: FUNDING FOR TEAMS & ATHLETES ATTENDING PROVINCIALS

POLICY NUMBER: 1400-RB-02

EFFECTIVE DATE: March 22, 2021

POLICY STATEMENT: The Hines Creek & District Recreation Board may provide funds in the operating budget to financially support sports teams and individual student athletes from Hines Creek Composite that qualify to attend Provincials. Funds will be used to offset transportation and other travel costs such as rooms and meals to participate in Provincials.

PROCEDURE: The Hines Creek & District Recreation Board may allocate \$1,500.00 in the annual operating budget for the purpose of providing financial support for school sport teams and individual student athletes that qualify for, and will be attending the Provincials for that sporting event.

Funding may be provided as follows:

\$500.00 per team (6 or more athletes)

\$100.00 per individual (5 or less athletes)

To access funding Hines Creek Composite will provide the Hines Creek & District Recreation Board with the following details:

- Hines Creek & District Recreation Board Application
- For Team events: Name of Team and number of players attending the Provincials, including sport
- For individual athlete events: Names and athletes and event they each qualified for
- Dates and Place of Provincials

HINES CREEK & DISTRICT RECREATION BOARD
POLICY MANUAL
RECREATION

Cheques will be made payable to Hines Creek Composite School. Village of Hines Creek will not issue cheques directly to athletes or individuals.

END OF POLICY

APPROVED R-11-21

AMENDED



HINES CREEK & DISTRICT RECREATION BOARD

POLICIES AND PROCEDURES MANUAL

RECREATION

TITLE: SENIOR'S DAY
POLICY NUMBER: 1400-RB-04
EFFECTIVE DATE: March 22, 2021

POLICY STATEMENT:

The Hines Creek & District Recreation Board may allocate \$500.00 in the annual operating budget for the purpose of celebrating Senior's Week in the Village of Hines Creek.

END OF POLICY

APPROVED R-11-21

AMENDED



HINES CREEK & DISTRICT RECREATION BOARD

POLICIES AND PROCEDURES MANUAL

RECREATION

TITLE: Funding for Grants to Individuals and Organizations

POLICY NUMBER: 1400-RB-05

EFFECTIVE DATE: March 22, 2022

POLICY STATEMENT: The Hines Creek & District Recreation Board may accept applications, hear and consider presentations by any individual, organization, or delegation of citizens and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities.

PROCEDURES:

1. Individuals or organizations seeking funding from the Hines Creek & District Recreation must request funds by submitting Schedule A "Application for Funding" to the secretary of the Recreation Board.
2. Once the Secretary of the Recreation Board receives the Application for Funding, the secretary will contact members of the board for a meeting.
3. Members of the Recreation Board will discuss application(s) and will recommend decision to the Village of Hines Creek Council.
4. Secretary will notify the individual or organization of the final decision.
5. When Individuals receive funding, the Individual must supply the Recreation Board with breakdown of what the funds were used before December 31 of the year funds were received.

END OF POLICY

APPROVED R-11-21

AMENDED

HINES CREEK & DISTRICT RECREATION BOARD
POLICY MANUAL
RECREATION

Schedule A "Application for Funding"



Hines Creek & District Recreation Board Application for Funding

PO Box 421
Hines Creek, Alberta TOH 2A0
780-494-3690 Fax 780-494-3605
Website: www.hinescreek.com
Email: executiveassistant@hinescreek.com

Name of Organization or Individual:

Contact Person: _____ Phone Number: _____

Mailing Address:

Main Activity of Individual or Organization:

Amount of funding requested: _____

Amount of funding from Rec Board previous year: _____

Brief description of how funds will be used:

Have you applied for other grant funding? To what other organizations and for how much?

In order to be considered for funding, the Hines Creek & District Recreation Board requests the following items to be included with this application form:

1. Last years **Audited Financial Statement** (Financial Statement must be audited from someone outside of the organization)
2. This years **Balanced Proposed Budget**
3. List of Board of Directors with addresses and contact information

Please include all monies held by your organization, including reserves, and indicate what each reserve is set up for.

Please do not use a miscellaneous expense category. If this category is a part of your budget, please indicate what types of expenses are to be paid out of it and estimate the total for that category, as closely as possible.

Any additional information related to your request that will help the Recreation Board reach a decision regarding funding your request, would be appreciated.



HINES CREEK & DISTRICT RECREATION BOARD

POLICIES AND PROCEDURES MANUAL

RECREATION

TITLE: User Group Community Involvement

POLICY NUMBER: 1400-RB-06

EFFECTIVE DATE: April 11, 2024

POLICY STATEMENT: The Hines Creek & District Recreation Board priority is to offer financial assistance to recreation and cultural programs within its Recreation Board boundaries. To ensure that funds are being dispersed fairly, and to user groups that are also trying to help themselves, the following policy is hereby enacted.

PROCEDURES:

1. Individuals or organizations seeking funding from the Hines Creek & District Recreation must detail their projected fundraising for the year along with their anticipated revenue for each fundraising effort.
2. Budgets and financials from previous applications will be reviewed to see if proposed fundraising is close to actual fundraising.

END OF POLICY

APPROVED: April 11, 2024 Motion: R-10-24

AMENDED

HINES CREEK & DISTRICT RECREATION BOARD
POLICY MANUAL
RECREATION

CLEAR HILLS COUNTY 2025 RECREATION BOARDS OPERATING GRANT APPLICATION		
Applicant Name:	Hines Creek and District Ag Society	
Contact Person:	Stacey Basnett	
Mailing Address:	PO Box 421 Hines Creek, AB T0H2A0	
Telephone Number:	780-494-3690	
Email Address:	assistantcao@hinescreek.com	
List all current board members. Add lines as required.		
Board Members		
Name	Position	Contact Information
Megan Bjornson	Chairperson / Village Member	Cell: 780-835-0860 Box 98, Hines Creek, AB T0H 2A0 meganbjornson@hotmail.com
Alison Bjornson	Village Council Member	Cell: 780-772-2467 Box 325, Hines Creek, AB T0H 2A0 afrixel@gmail.com
Len Rimmer	Alternate Member:	Cell: 780-835-8519 Box 269, Hines Creek, AB T0H 2A0 lrjm@telus.net
Dallas Bjornson	Village Member	Cell: 780-772-2378 Box 325, Hines Creek, AB T0H 2A0 dbjornson@gmail.com
Sherri Larson	County Member	Cell: 780-835-1743 Box 574, Hines Creek, AB T0H 2A0 sherri@globalrestorationcorp.ca
Ed Walmsley	County Member	Cell: 780-835-1465 Res: 780-494-2143 Box 54, Hines Creek, AB T0H 2A0 walmsleyed@yahoo.ca
Susan Hansen	Council Member	Cell: 780-834-7977 Box 608, Hines Creek, AB T0H 2A0 Susan-hansen@live.com
Amber Bean	Alternate Council Member	Cell: 780-830-9786 Box 596, Hines Creek, AB T0H 2A0 True_North_Strong@outlook.com
Stacey Basnett	Secretary	Cell: 780-772-2407 Bus: 780-494-3690 Box 421, Hines Creek, AB T0H 2A0 assistantcao@hinescreek.com

Completed by: _____

Date: _____

**CLEAR HILLS COUNTY
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

Applicant Name:	Hines Creek and District Ag Society
Contact Person:	Stacey Bassett
Mailing Address:	PO Box 421 Hines Creek, AB T0H2A0
Telephone Number:	780-494-3690
Email Address:	assistantcao@hinescreek.com

Facilities:

List all facilities by their location. Add lines as required.

Location	Facility Name	Details	Date Added	Notes
George Lake	George Lake Recreation Area	boat dock & beach fire pits, picnic area Overflow Campground Cross Country Ski Trail (groomed) Nature Walking Trail Entertainment Stage Camp Shelter Camp Stalls (15+) Playground(1) 18 Grass greens Camping Stall(>15) Minor Use Hall – Club House & Kitchen < 100 Group Camping Stalls Ball Diamonds Camp Stalls (15+) Boat Dock Playground and swings Camp Shelter (2) Playschool Community Room < 100 Ice Cleaning Equipment Stage Arena Artificial Ice Crafts Room Community Room and Kitchen < 100 Fitness Center – Walking track, Pickle Ball, Basketball, Instructor lead exercise area, weights, cardio area, Summer Ice Surface has been rented for events > 400 Community Hall >350 Museum/ Historical Sites 11+ Bathroom Facilities Community Room and Kitchen Entertainment Stage Playground (1) Community room and kitchenette Gymnasium Minor use Hall > 300 Playground(2) Ball Diamonds x 2 Community Library Picnic Ground (No camping stalls) ball diamonds Ball Diamond(2) Day Use Meeting Room Kitchen Area & Bathroom Facilities Splash Park		
NW 16-83-4-W6M	Hines Creek Golf Course			
Royce NW 31-83-7-W6M	Royce Carter's Camp			
Village of Hines Creek	Dave Shaw Arena			Operational in 2025
Village of Hines Creek	End of Steel Museum			
Village of Hines Creek Village of Hines Creek	Seniors Drop-In Center Hines Creek Composite School			
Village of Hines Creek	Village of Hines Creek			

CLEAR HILLS COUNTY
2025 RECREATION BOARDS OPERATING GRANT APPLICATION

Applicant Name:	Hines Creek and District Ag Society
Contact Person:	Stacey Basnett
Mailing Address:	PO Box 421 Hines Creek, AB T0H2A0
Telephone Number:	780-494-3690
Email Address:	assistantcao@hinescreek.com
Facilities:	

List all facilities by their location. Add lines as required.			
Location	Facility Name	Details	Date Added
	Bathroom Facilities w/ water and sewer		
	Playground		October 1, 2023
	Walking Trail (located between Hwy Ave and CN Areas)		October 1, 2023
	Bathroom Facilities		
	Tobogganing hill		November 1, 2024
	Ice Cleaning Equipment for outdoor rink		
	outdoor rink		November 1, 2024
	5 fire pits & 8 picnic areas (3 locations)		November 1, 2024
	bike mogals		Operational in 2025
	18 hole frisby golf		Operational in 2025
	Picnic Area located along the Hines Creek Walking Trail (Canfor)		
	Snowmobile Trail		
	Playschool		

Completed by: Stacey Basnett

Date: November 15, 2024

CLEAR HILLS COUNTY						
2025 RECREATION BOARDS OPERATING GRANT APPLICATION						
Applicant: Hines Creek & District Ag Society						
List all grant requests received during 2024. Add lines as required.						
Grant Requests & Distributions		Program/Activity	Amount Requested	Approved (✓)	Denied (X)	Amount Granted
Hines Creek Figure Skating Club		Ice fees and coaching fees, private skate	5,000.00	✓		3,500.00
Hines Creek Figure Skating Club		Ice Fees and Coaching Fees	5,000.00	✓		1,500.00
Hines Creek Pond Hockey		Ice fees and goalie equipment	5,000.00	✓		3,500.00
Hines Creek Pond Hockey		Operating costs, updating equipment and supplies, training	5,000.00	✓		1,500.00
Team & Athletes-Provincials		HC & Worlsey Wildcats Joint Team	2,500.00	✓		1,500.00
Senior's Day BBQ			569.72	✓		569.72
Athletic Awards		\$75 each JR SR Girl and Boy	300.00	✓		300.00
David Thompson Bible Camp		To replace the kitchen & dining hall.	10,000.00		X	-
Hines Creek Community Volleyball		Gym rental fees.	3,000.00	✓		3,000.00
Hines Creek & District Arts & Crafts		Quilting & sewing supplies, ceramic supplies, storage cabinet & bins	5,000.00	✓		5,000.00
End of Steel Heritage Society		Wages for adult to supervise summer students & bookkeeping fees.	14,302.59	✓		12,000.00
Carters Camp Recreation Society		Campground maintenance, landscaping, repairing fire pits & preparation of site for new playground.	40,000.00	✓		10,000.00
Hines Creek Golf & Country Club		Day to day operations, addition of new lots & tree maintenance.	15,000.00	✓		12,000.00
Village of Hines Creek-Park Project		Seating areas, fire pits, bike racks & washrooms	5,000.00	✓		5,000.00
Village of Hines Creek-Fitness Center		Operating expenses & upgrading equipment	12,000.00	✓		10,000.00
Village of Hines Creek-Dave Shaw Complex		Operating expenses	65,000.00	✓		65,000.00
George Lake Aquatic Recreation Association		Maintenance Costs, replace baracades around overflow parking as the are rotten and falling over	5,000.00	✓		5,000.00
			197,672.31			139,369.72

Completed by: Stacey Basnett

Date: November 20, 2024

CLEAR HILLS COUNTY
2024 RECREATION BOARDS FINANCIAL REPORT

Applicant:	Hines Creek and District Rec Boards	
Opening Balance as of January 1, 2024:	14,881.44	
Add lines as required		
Income:	Amount	Notes:
Bank Interest		
Grants:		
2024 Rec Board Operating Grant	131,146.00	
Donations:	8.35	
Other Income:		
Total Revenue	131,154.35	
Expenses & Disbursements:	Amount	Notes:
Bank Fees		
Grant Distributions		
Hines Creek Figure Skating Club	3,500.00	
Hines Creek Figure Skating Club	1,500.00	
Hines Creek Pond Hockey	3,500.00	
Hines Creek Pond Hockey	1,500.00	
Senior's Day BBQ	569.72	
Athletic Awards	300.00	
Hines Creek Wildcats Senior Basketball Tea	1,500.00	
Hines Creek Community Volleyball	3,000.00	
Hines Creek & District Arts & Crafts	5,000.00	
End of Steel Heritage Society	12,000.00	
Carters Camp Recreation Society	10,000.00	
Hines Creek Golf & Country Club	12,000.00	
Village of Hines Creek-Park Project	5,000.00	
Village of Hines Creek-Fitness Center	10,000.00	
Village of Hines Creek-Dave Shaw Complex	65,000.00	
George Lake Aquatic Rec. Assoc.	5,000.00	
Total Expenses	139,369.72	
Closing Balance as of December 11, 2024	6,666.07	

Completed by: Stacey Basnett

Date: December 11, 2024



Hines Creek & District Recreation Board

Budget 2025

REVENUE

Balance forward as of January 01, 2023	\$ 2,666.00
Village of Hines Creek- Contribution	\$ -
Clear Hills County- Contribution	\$ 131,146.00
TOTAL REVENUE	\$ 133,812.00

EXPENDITURES

Information Services	\$ 200.00	Advertising
General Goods & Supplies		
Athletes Awards	\$ 350.00	Sr & Jr Awards
Seniors Day	\$ 761.00	Seniors Day BBQ-\$260.28 remaining from the 2023 budget
Team & Athletes - Provincials	\$ 1,500.00	Maximum
Hines Creek Composite - Swimming Program	\$ 2,000.00	Maximum
Grants to Organizations	\$ 139,369.72	Grants to Organizations
TOTAL EXPENDITURES	\$ 144,180.72	

REC.
AUG 28 2020
CLEAR

192

20

MEMORANDUM OF AGREEMENT

BETWEEN: CLEAR HILLS COUNTY
Box 240
Worsley, Alberta
T0H 3W0
(hereinafter referred to as the "County")

OF THE FIRST PART

WORSLEY & DISTRICT RECREATION BOARD

Box 264
Worsley, Alberta,
T0H 3W0
(hereinafter referred to as the "Recreation Board")

OF THE SECOND PART

WHEREAS IT HAS BEEN AGREED, by the Parties of the first and second part, to foster, create and operate recreation and culture programs and services within the County.

THE PARTIES to this Agreement, in consideration of the premises hereinafter continued agree as follows:

DEFINITIONS:

Recreation – Activity done for enjoyment when one is not working

Culture – Activity done to develop the intellectual and moral faculties by exposure to fine arts, humanities and broad aspects of science as distinguished from vocational and technical skills.

1. **THAT THE "RECREATION BOARD"** will be comprised as follows:
 - a) The Recreation Board will represent the portion of the County as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area"),
 - b) The Recreation Board will consist of one (1) member appointed by the Council of the County, who shall be a representative of the Council of the County, plus seven (7) members at large.
 - c) Members-at-large shall be residents from within the recreation area.
 - d) The County shall immediately provide the Recreation Board, with the name and contact information, for any new appointee to the Recreation Board.
 - e) Annually, before the last day of March, the Recreation Board shall provide the County with name and contact information, for executives of the Recreation Board.
2. **THAT THE "RECREATION BOARD"** and each member thereof shall be governed and subject to the following:

hlu

- 8c
- a) An organizational meeting of the Recreation Board shall be held each year.
 - b) At the organizational meeting of the Recreation Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Recreation Board, in the subsequent year.
 - c) Regular meetings of the Recreation Board will be held no more than three (3) times a year to review funding applications and disperse funding.
 - d) A minute book shall be kept, and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.
 - e) Recreation Boards that are blended with another organization will maintain separate agendas, minutes, bank account and bookkeeping ledgers and files for Recreation Board matters.
3. **THAT THE "RECREATION BOARD"** shall be charged with the following duties and responsibilities:
- a) The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the County.
 - b) The Recreation Board will prioritize distribution of funds using the current Clear Hills County Operational Grant for Recreation Boards Policy 7001 as a guideline. The County will distribute any amendments to the policy to the Recreation Board.
 - c) The Recreation Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens within the Recreation Area with respect to recreation and culture and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.
 - d) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined Recreation Area, to support, promote and host recreation and cultural services.
 - e) Annually, before the last day of March, the Recreation Board shall submit to the County, an official list of recreational and cultural facilities that are within the Recreation Area.
4. **THAT THE "RECREATION BOARD"** shall be governed by the following financial guidelines:
- a) The County shall provide a grant to the Recreation Board, in each year according to County Policy, and the amount shall be established annually.
- Hler

JK

- b) Annually, before the last day of March, the Recreation Board shall submit to the County, the financial statements for the previous year.
- c) The Recreation Board shall have the power to disperse the grant funds within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

5. **THAT THE FOLLOWING GENERAL TERMS** form part of this agreement:

- a) This agreement may be terminated by either party giving the other twelve (12) months notice in writing.
- b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.

IN WITNESS THEREOF, the parties hereto have affixed their hands on the 8 of Sept, 2020

CLEAR HILLS COUNTY:


Miron Croy, Reeve

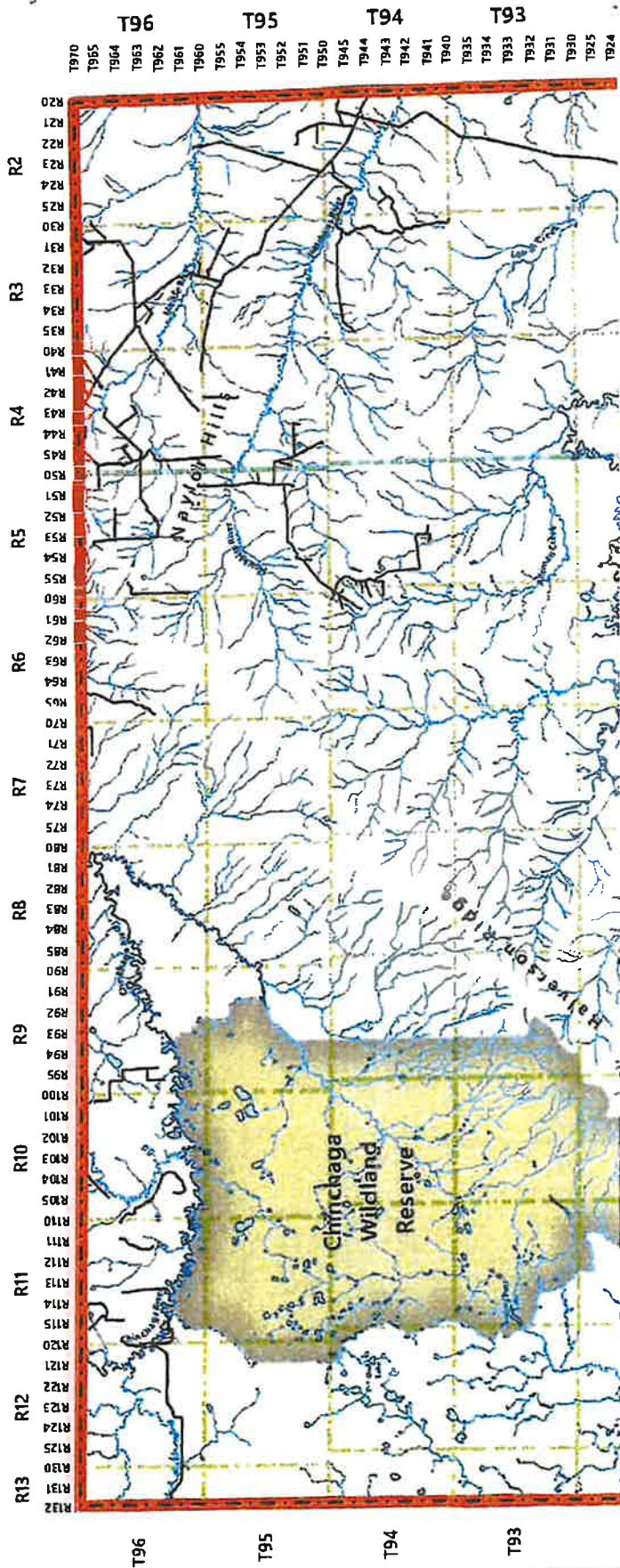

Allan Rowe, Chief Administrative Officer

RECREATION BOARD:


Judy Cox, President


Karen Wasylciw, Secretary Treasurer

AKL



Clear Hills County APPENDIX "A" Recreation Boards Boundary Map

- | | |
|--|--|
|  Municipal Boundary | Recreation Boards |
|  Owned or leased parcel |  Cherry Canyon (1) |
|  Township boundary |  Cleardale (2) |
|  Provincial Road |  Worsley (3) |
|  Municipal Road (Paved) |  Hines Creek (4) |
|  Municipal Road (Gravel) |  Burnt River (5) |

Disclaimer

Information on this map is provided solely for the users information and while thought to be accurate is provided "as is" and without warranty of any kind, either expressed or implied.

Clear Hills County, its agents, employees, or contractors will not be liable for any damages, either direct or indirect, arising from the use of any information provided on this map.

Revised and Updated in July 2020



Lori Jobson

From: Kimberly Sizer <kimberly.sizer@gmail.com>
Sent: August 25, 2025 2:56 PM
To: Lori Jobson
Subject: Re: Worsley Rec Board

The bylaws we follow are the county ones bylaw no. 255-20. That's all I've saw or followed since I took over a few years ago because that's what was in place when Karen was in.

Regards,
Kimberly Sizer

On Mon, Aug 25, 2025 at 2:53 PM Lori Jobson <Lori@clearhillscounty.ab.ca> wrote:

Hi Kimberly,

I still have not received the Worsley Rec Board bylaws. Please send them to me asap.

Thank you,

Lori Jobson

Corporate Services Manager

Clear Hills County

Box 240

Worsley, AB T0H 3W0

Telephone 780-685-3925 Ext. 105

Fax 780-685-3960



From: Kimberly Sizer <kimberly.sizer@gmail.com>
Sent: July 25, 2025 9:21 AM
To: Lori Jobson <Lori@clearhillscounty.ab.ca>
Subject: Re: Worsley Rec Board

our bylaws are in my binder at the bank, ill send them over when i go into work this am.

Have a great day Lori!

On Fri, Jul 25, 2025 at 9:18 AM Lori Jobson <Lori@clearhillscounty.ab.ca> wrote:

Received. Thank you Kimberly.

Lori Jobson

Corporate Services Manager

Clear Hills County

Box 240

Worsley, AB T0H 3W0

Telephone 780-685-3925 Ext. 105

Fax 780-685-3960



Think before you print

From: Kimberly Sizer <kimberly.sizer@gmail.com>
Sent: July 25, 2025 9:17 AM
To: Lori Jobson <Lori@clearhillscounty.ab.ca>
Subject: Worsley Rec Board

Heres our funding requests sheets

--

Regards,

Kimberly Sizer

--

Regards,

Kimberly Sizer

Worsley & District Recreation Board

2025 Application for Funding

Name of Organization: _____

Address: _____

List of Directors:

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Contact Person: _____ **Phone Number:** _____

Main Activity of Organization:

PREVIOUS YEAR FINANCIAL ANALYSIS

Did you receive funds from the Worsley & District Recreation Board in 2024? _____

If yes, Amount received? _____

Give a brief description of how the funds were used: _____

PROPOSED BUDGET FOR CURRENT YEAR 5 YEAR CAPITAL PLAN

Please do not use a miscellaneous expense category. If this category is part of your budget, please indicate what types of expenses are to be paid out of it, and estimate the total for that category, as close as possible.

2025 Proposed Income: (Example: Recreation Board Grant, Donations, Fundraising, Be very specific)

TOTAL INCOME: _____

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

2025 Proposed Expenditures: (Example: Wages, Building Repairs, Utilities, Capital Project (Be specific))

TOTAL EXPENDITURE: _____

\$ _____
\$ _____
\$ _____

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

AMOUNT THAT YOU ARE REQUESTING FROM THE WORSLEY
REC BOARD: _____

Brief Description of how the funds will be used:

What fundraising has your group done this past year? If so, please state what was done.

FIVE YEAR CAPITAL PLAN FOR (organization):

2026-

2027-

2028-

2029-

2030-

- 1.) Please provide a copy of last years audited financial statement, with this application showing a balance on hand at years end.
- 2.) Please include ALL monies held by your organization, including reserves, and indicate what each reserve is set up for.
- 3.) Late applications will be required to submit the completed application in person at a regular Worsley Rec Board meeting in front of the Board.

**DEADLINE FOR THE 2025 WORSLEY & DISTRICT
RECREATION BOARD IS JANUARY 8 EACH YEAR!**

Worsley & District Recreation Board

Box 246
Worsley, AB T0H 3W0

REQUEST FOR FUNDING-STUDENT/ATHELETE

NAME OF ORGANIZATION: _____

APPLICANT: _____

DESCRIPTION OF EVENT: _____

DATE OF EVENT: _____

LOCATION: _____

DID YOUR FAMILY DRIVE TO THIS EVENT: YES or NO? (Please Circle)

WERE YOUR ACCOMODATIONS WITH YOUR FAMILY? YES OR NO (PLEASE CIRCLE)

(If yes, your family purchased the accommodations, if No, you stayed with someone else)

PLEASE LIST EXPENSE & AMOUNT:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL: \$ _____

AMOUNT REQUESTED FROM THE RECREATION BOARD: \$ _____

(Maximum \$300.00)

CLEAR HILLS COUNTY 2025 RECREATION BOARDS OPERATING GRANT APPLICATION	
Applicant Name:	Worsley & District Recreation Board
Contact Person:	Kimberly Sizer. kimberly.sizer@gmail.com Melissa Kamphuis. kamphuis.m@prsd.ab.ca
Mailing Address:	Box 333 Worsley, AB T0H 3W0
Telephone Number:	780-835-0448
Email Address:	worsleyrecboard@gmail.com

Board Members

Name	Position	Contact Information
Melissa Kamphuis	Chairperson	780-835-9377
Jody Dous	Director	780-835-0185
Ang Rossworm	Director	780-835-6930
Julie Watchorn	Director	780-685-3035
Cate Cox	Director	780-834-7669
Jenn Daniel	Director	780-685-3842
Jason Ruecker	County Rep	780-685-2144
Kimberly Sizer	Sec/Treas	780-835-0448

Date: _____

CLEAR HILLS COUNTY 2025 RECREATION BOARDS OPERATING GRANT APPLICATION				
Applicant Name: Worsley & District Recreation Board				
Contact Person: Kimberly Sizer				
Mailing Address: Box 264 Worsley, AB T0H 3W0				
Telephone Number: 780-835-0448				
Email Address: worsleyrecboard@gmail.com				
Facilities:				
List all facilities by their location. Add lines as required.				
Location	Facility Name	Details	Date Added	Notes
Plan 7920712, Lot A	Worsley Agricultural Society Grounds	<p>Built in 1982. The arena is regulation size natural ice with concrete base.</p> <p>Hockey, Curling and Figure Skating all occur at the arena.</p> <p>Has 4 change rooms, Public and Player washrooms, office, kitchen, and concession area. Large viewing areas inside the arena, or in the foyer with nice large benches. In the arena natural gas heaters for spectators.</p> <p>The arena has a zamboni machine for scraping or flooding ice during and after events.</p> <p>During winter, Curling ice is also put in with the appropriate lines, hacks and has rocks and brooms in their inventory.</p> <p>2023 the Society started to build a tobogganing hill, for community use.</p>	1981	Used by many people, from our ward and Cleardale ward for hockey purposes. The Worsley Mini Cats, have a Hockey team that practices weekly and hosts games with other towns such as Hines Creek and Nampa.
Pt. SW-6-87-7-W6M	Worsley Central School Facilities	<p>Holds students in Kindergarten to Grade 12.</p> <p>Worsley School has a gymnasium, Community room, Commercial kitchen, Fitness Center (Workout Room) Stage, Long Jump pit, Playground Shed (Stocked with equipment to use on the playground, accessible all year long).</p> <p>Baseball Diamond (2), Outdoor volleyball nets, Outdoor soccer field, 2 basketball courts outside, and a community library.</p>		The school gym, community room, and kitchen are used for numerous and many occasions year round, from funerals, wedding/receptions, banquets, auctions, and fundraisers, which is all accessible to our community and surrounding communities that all use it.
Lot R, Block 4, Plan 802KS	Centennial Park/RV Park	<p>Grassed park area, entirely fenced, Brand New Playground and skateboard park. Includes picnic tables, flower planters, mens and womens outdoor washrooms.</p> <p>RV Park has ten sites, 7 are powered. picnic tables for all sites. Circular area is gravelled. Sewer dump and water fill is located close by.</p>		
Lot 13 & 14, Block 4, Plan 802KS	Pioneer Club	Two shuffle board tables, floor curling, dartboards Serves as a community meeting place, and		The Club hosts many different kinds of events for the community such as

CLEAR HILLS COUNTY 2025 RECREATION BOARDS OPERATING GRANT APPLICATION				
Applicant Name:		Worsley & District Recreation Board		
Contact Person:		Kimberly Sizer		
Mailing Address:		Box 264 Worsley, AB T0H 3W0		
Telephone Number:		780-835-0448		
Email Address:		worsleyrecboard@gmail.com		
Facilities:				
List all facilities by their location. Add lines as required.				
Location	Facility Name	Details	Date Added	Notes
NW-22-87-10-W6M	Clear Prairie Ag Grounds	recreation area for seniors. Has a community kitchen.		dances, meetings, services, funerals, receptions and serves a voting area for the Worsley ward.
NE-26-84-4-W6M	Many Islands Playground	Ball diamonds that consist of dirt infield and grass outfield. Backstop is made of 3" pipe. Picnic tables, fire pits and playground available. Family camping and fishing area. 3 playgrounds, 44 seasonal lots, 26 regular lots, stage, concession, dance floor, 2 group areas, boat launch, picnic tables and fire pits for each site. Outhouse washrooms and flushable toilets onsite. Sewer dump. Caretakers area, basketball court, volleyball nets and playing area. Water tanks on site (non potable) for toilets.		
NE-11-86-6-W6M	Eureka River Ag Hall & Rodeo Grounds	Building is 100x40'. Storage of 12x40'. Has a kitchen Bar area, stage, and bathrooms and potable water. Outside area includes, spectator stands, pens and chutes, outdoor bathroom facilities, and a baseball diamond. Pole shed. 15 acres, and leases 4 from Provincial Gov't. Also includes, Playground, outdoor stage, Dance floor/basketball court. 10 camping sites, 3 seacans,		So many of the areas groups meet in at the hall, to host their meetings, it is widely used for funerals, weddings, reunions, public engagements, voting area, bingos. Serves so many groups in the area.
NW-31-87-7-W6M	Worsley Ratepayers Baseball Diamonds	Consists of a infield and outfield. Backtop and fence around are constructed of chain link fencing.		
Plan 762-0347, Block 4 Lot D	Worsley Historical & Cultural Association	10 buildings that include historical & Antuque machinery. Also includes a 60x80 Large shop containing machinery and antiques. A pole shed for storage and a fully finished, heated Workshop. Includes a music stage, and many pieces of machinery antiques on the property. Has large barn on property .		Museum serves as a meeting area for groups. The grounds are used as a source of people that use it for reunions, and weddings and grad/family photos.

**CLEAR HILLS COUNTY
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

Applicant Name: Worsley & District Recreation Board				
Contact Person: Kimberly Sizer				
Mailing Address: Box 264 Worsley, AB T0H 3W0				
Telephone Number: 780-835-0448				
Email Address: worsleyrecboard@gmail.com				
Facilities:				
List all facilities by their location. Add lines as required.				
Location	Facility Name	Details	Date Added	Notes
LSD-16-87-9-W6M	Forestry Shelter	Log cabin built by the Junior Forest Wardens. Remote location and is available to be used by groups and organizations.		
County Fire Hall	Community Room/Fitness Center	Community room that has a kitchen and washrooms. Fitness Center that has 10 pieces of workout equipment. Equipped with showers.		
Worsley Health Center	Andy Hudak Room	Available to use by any community groups. Equipped with a washroom and sink.		
SW-6-87-8-W6M	Riding Arena	15 acres, Outdoor riding arena with bleachers. Announcers booth, storage sheds. Fully fenced with pipe fencing.		
Plan 802KS, Lot P	Town Center Park	Bridge, near the Welcome to Worsley Sign. Firepit area, benches has been installed. Worsley Christmas Tree Light up area every year.		
Sec. 5-80-9-W6M	Whispering Pines Ski Club	Features a Chair lift, T-Bar, and conveyor. 15 novice, Intermediate, and expert runs. 2 snowboard runs. Main chalet with restaurant. Rental Shop, upper Chalet. 2 parking lots. Cross County ski trails. Snow cat building. Generator Building that stores the argo and mowers Snowmobile Shed Shop (Stores tractor & trax machine) Power Distribution Shed Fuel/Oil Shed 2 Operator shed. (top of Chair & T Bar) Engine Shed (Bottom of tbar) Drive Station (Bottom of Chair Lift)		Used many times for groups for showers meetings, church, etc.

Completed By: Kimberly Sizer

January 14 2025.

2025 RECREATION BOARDS OPERATING GRANT APPLICATION

CLEAR HILLS COUNTY

Applicant:

List all grant requests received during 2024. Add lines as required.

Requestor's Name	Program/Activity	Amount Requested	Approved (Y)	Denied (X)	Amount Granted	Reason:
Worsley Central School	Swimming Lessons	5,800.00	Yes		5,500.00	Was not paying for all.
Worsley Pioneer Club	Maintenance, Utilities, Insur, Bus Driver,	18,000.00	Yes		14,000.00	Had a roof to fix, so Councilor Ruecker told them to apply for the Capital Grant.
Worsley Ski Club	Help offset of Cost of Running Ski Hill	15,000.00	Yes		13,500.00	Trying to budget for everyone.
Worsley ECEF	Secretary, office/class supplies, accountant	5,000.00	Yes		5,000.00	
Worsley Museum	Utility Bills, Insurance, Wages, Pioneer Days	12,000.00	Yes		11,000.00	Kimberly said they could take \$1000 off to help other clubs
MIRDS	Picnic Tables, upkeep, Insurance	12,000.00	Yes		10,000.00	Group thinks its becoming to privatized.
Eureka River Local Mo.1053	Trapping programs, teachable clinics on fur	4,000.00	Yes		4,000.00	
Worsley Health Society	Firefighter gifts, staff/recep gifts, office Exp	2,500.00	Yes		2,000.00	Firefighter gifts but they receive honorariums from county
Worsley Volunteer Fire Soc.	Janitor & Insurance	3,000.00	Yes		3,000.00	
Valley Riders Saddle Club	Insurance, Clinics, Supplies, & Gates	3,000.00	Yes		2,500.00	Not seeing the involvement and its such a small group.
Worsley AG Society	Utilities, Insurance, Wages	14,000.00	Yes		14,000.00	
Worsley Library Society	Books, Reading Programs, Contests	4,000.00	Yes		3,000.00	Melissa said they could shave off the library.
WCS Parent Society	Hot lunch, Art & Sports Supplies, Roasters	15,500.00	Yes		14,000.00	We were not going to pay fully for Basketball camp, since they were asking other sources.
Montagneuse 4H	Supplies, 4H Day prizes, Courses	3,000.00	Yes		3,000.00	
Eureka River Ag Society	Maintenance	12,000.00	Yes		12,000.00	
Worsley Chamber of Commerce	Flowers, Granary Gazebo, Bridge Repair	5,000.00	Yes		4,000.00	Wanted to see projects on the go, before giving more
Shane Kamphuis	Track and Field Provincials	450.00	Yes		450.00	
Zack Wiebe	Track and Field Provincials	300.00	Yes		300.00	
Grady Ruecker	Basketball Provincials	300.00	Yes		300.00	
Shane Kamphuis	Basketball Provincials	300.00	Yes		300.00	
Zack Wiebe	Basketball Provincials	300.00	Yes		300.00	
Jacob Zacharias	Basketball Provincials	300.00	Yes		300.00	
Maia Rossworm	Basketball Provincials	300.00	Yes		300.00	
Ethan Rossworm	Basketball Provincials	300.00	Yes		300.00	
Lily Sather	Basketball Provincials	300.00	Yes		300.00	
Alexa Cox	Basketball Provincials	300.00	Yes		300.00	
Arianna Yatchotay	Basketball Provincials	300.00	Yes		300.00	
		137,250.00			123,950.00	

Completed by: Kimberly Sizer

Date: January 3/25

**CLEAR HILLS COUNTY
2024 RECREATION BOARDS FINANCIAL REPORT**

Applicant:	Worsley & District Recreation Board	
Opening Balance as of January 1, 2024:	21,638.81	
Add lines as required		
Income:	Amount	Notes:
Bank Interest	11.42	ATB Bank Interest
Grants:	127,217.00	Clear Hills County Recreation Grant
Donations:		
Other Income:		
Total Revenue	127,228.42	
Expenses & Disbursements:	Amount	Notes:
Bank Fees		
Grant Distributions	125,350.00	
Insurance		
Office Expenses	238.00	File Folder, Stamps, Envelopes, Ink
Honorariums	2,400.00	
Other Expenses:	150.00	Retirement Gift Card, Auditor.
Total Expenses	128,138.00	
Closing Balance as of December 31, 2024	20,729.23	

Completed by: Kimberly Sizer

Date: January 6/2024

MEMORANDUM OF AGREEMENT

BETWEEN: CLEAR HILLS COUNTY
Box 240
Worsley, Alberta
T0H 3W0
(hereinafter referred to as the "County")

OF THE FIRST PART

CLEARDALE RECREATION BOARD
Box 77
Cleardale, Alberta
T0H 3Y0
(hereinafter referred to as the "Recreation Board")

OF THE SECOND PART

WHEREAS IT HAS BEEN AGREED, by the Parties of the first and second part, to foster, create and operate recreation and culture programs and services within the County.

THE PARTIES to this Agreement, in consideration of the premises hereinafter continued agree as follows:

DEFINITIONS:

Recreation – Activity done for enjoyment when one is not working

Culture – Activity done to develop the intellectual and moral faculties by exposure to fine arts, humanities and broad aspects of science as distinguished from vocational and technical skills.

1. THAT THE "RECREATION BOARD" will be comprised as follows:

- a) The Recreation Board will represent the portion of the County as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area"),
- b) The Recreation Board will consist of one (1) member appointed by the Council of the County, who shall be a representative of the Council of the County, plus twelve (12) members at large.
- c) Members-at-large shall be residents from within the recreation area.
- d) The County shall immediately provide the Recreation Board, with the name and contact information, for any new appointee to the Recreation Board.
- e) Annually, no later than January 15th, the Recreation Board shall provide the County with name and contact information, for executives of the Recreation Board.

2. THAT THE "RECREATION BOARD" and each member thereof shall be governed and subject to the following:

- a) An organizational meeting of the Recreation Board shall be held each year.
- b) At the organizational meeting of the Recreation Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Recreation Board, in the subsequent year.
- c) Regular meetings of the Recreation Board will be held no more than three (3) times a year to review funding applications and disperse funding.
- d) A minute book shall be kept, and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.
- e) Recreation Boards that are blended with another organization will maintain separate agendas, minutes, bank account and bookkeeping ledgers and files for Recreation Board matters.

3. **THAT THE "RECREATION BOARD"** shall be charged with the following duties and responsibilities:

- a) The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the County.
- b) The Recreation Board will prioritize distribution of funds using the current Clear Hills County Operational Grant for Recreation Boards Policy 7001 as a guideline. The County will distribute any amendments to the policy to the Recreation Board.
- c) The Recreation Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens within the Recreation Area with respect to recreation and culture and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.
- d) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined Recreation Area, to support, promote and host recreation and cultural services.
- e) Annually, no later than January 15th, the Recreation Board shall submit to the County an official list of recreational and cultural facilities that are within the Recreation Area.

4. **THAT THE "RECREATION BOARD"** shall be governed by the following financial guidelines:

- a) The County shall provide a grant to the Recreation Board, in each year according to County Policy, and the amount shall be established annually.

- b) Annually, no later than January 15th, the Recreation Board shall submit to the County the financial statements for the previous year.
- c) The Recreation Board shall have the power to disperse the grant funds within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

5. **THAT THE FOLLOWING GENERAL TERMS** form part of this agreement:

- a) This agreement may be terminated by either party giving the other twelve (12) months' notice in writing.
- b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.

IN WITNESS THEREOF, the parties hereto have affixed their hands on the
Feb 25, 2024/5

CLEAR HILLS COUNTY:

Amber Bean
Amber Bean, Reeve

Allan Rowe
Allan Rowe, Chief Administrative Officer

RECREATION BOARD:

[Signature]
President

[Signature]
Secretary Treasurer

Lori Jobson

From: Cleardale Ag Society Cleardale <cleardaleag@live.com>
Sent: July 14, 2025 5:04 PM
To: Lori Jobson
Subject: Re: Rec Board Information Request

Hello Lori.

My apologies, but I don't think I can provide either one of those.

Currently, our rec board is very much running under the ag society. We do not have separate policies or an application form. We do, however, expect written request letters, and we keep copies of them. And we just recently opened a separate rec board bank account, which we didn't have before and everything was running through our one general ag society account. We have our rec board funds separated now, so should be able to easily provide bank statements for how funds have been used. We also distribute funds only by motion, which is done at a separate rec board meeting, so we should also have minutes of how funds have been used.

Sorry about that. Let me know if we need to change this.

I also have another question. I was instructed to look into getting the 50/50 grant application form from the county. Are you the person that would be able to provide that to me?

Thanks so much!
Edith Giesbrecht

From: Lori Jobson <Lori@clearhillscounty.ab.ca>
Sent: June 18, 2025 4:25 PM
Subject: Rec Board Information Request

Good afternoon,

Council will be reviewing the Recreation Board Operating Grant Policy at an upcoming Policies & Priorities meeting. They have asked me to request the following items from each Board:

1. Copies of the Board's policies.
2. A copy of the application form used by the Board for the funding requests they receive.

If you could please send these items to me by July 18, 2025 I would greatly appreciate it.

Thank you,

Lori Jobson
Corporate Services Manager
Clear Hills County
Box 240
Worsley, AB T0H 3W0
Telephone 780-685-3925 Ext. 105
Fax 780-685-3960

CLEAR HILLS COUNTY 2025 RECREATION BOARDS OPERATING GRANT APPLICATION		
Applicant Name:	CLEARDALE AGRICULTURAL SOCIETY	
Contact Person:	EDITH GIESBRECHT	
Mailing Address:	BOX 18 CLEARDALE T0H 3Y0	
Telephone Number:	780-834-7844	
Email Address:	cleardaleag@live.com	
List all current board members. Add lines as required.		
Board Members		
Name	Position	Contact Information
David Janzen	President	Box 179, Cleardale, AB T0H 3Y0 denovember5@gmail.com 780-834-0197
Simon Zacharias	Vice President	Box 199, Cleardale, AB T0H 3Y0 780-834-7311
Josh Braun	Second Vice President	Box 56, Cleardale, AB T0H 3Y0 braunjoshua404@gmail.com 780-834-8663
Abe Giesbrecht	Director	Box 18, Cleardale, AB T0H 3Y0 abeg87@hotmail.com 780-834-7369
Murray Lewis	Director	Box 171, Cleardale, AB T0H 3Y0 murray@6lewis.com 780-834-8134
Marion Roessler	Director	Box 23, Cleardale, AB T0H 3Y0 780-685-3902
Laura Lewis	Director	Box 171, Cleardale, AB T0H 3Y0 lewisla@prsd.ab.ca 780-834-8194
Amos Driedger	Director	Box 50, Cleardale, AB T0H 3Y0 780-835-1773
Corny Giesbrecht	Director	Box 89, Cleardale, AB T0H 3Y0 1ruth@telus.net 780-835-9403
Nettie Giesbrecht	Secretary/Treasurer	Box 76, Cleardale, AB T0H 3Y0 skylite@me.com 780-835-6921
Peter Giesbrecht	Director	Box 76, Cleardale, AB T0H 3Y0 skylitefarms@gmail.com 780-835-1306
Judy Zacharias	Director	Box 199, Cleardale, AB T0H 3Y0 judygiesbrecht97@gmail.com 780-834-6404
Edith Giesbrecht Abe Friesen George Fehr		

Completed by: EDITH GIESBRECHT

Date: JANUARY 7 2025

CLEAR HILLS COUNTY				
2025 RECREATION BOARDS OPERATING GRANT APPLICATION				
Applicant Name: CLEARDALE AGRICULTURAL SOCIETY				
Contact Person: EDITH GIESBRECHT				
Mailing Address: BOX 18 CLEARDALE T0H 3Y0				
Telephone Number: 780-834-7844				
Email Address: cleardaleag@live.com				
Facilities:				
List all facilities by their location. Add lines as required.				
Location	Facility Name	Details	Date Added	Notes
Cleardale Crescent	Skating Rink	Outdoor skating rink heated change room indoor washroom Campground (>15 stalls)		
Clear River Campground	Clear River Campground	Sand Greens Campground (1-14 stalls) Picnic Area		
Menno Simons Community School	Gymnasium	Rodeo Grounds Picnic Area		
Cleardale Golf & Country Club	Golf Course	Campground (1-14 stalls) Community Room/Kitchen Campground (20 stalls) Playground Picnic Area		
Clear River	Clear River Rodeo Grounds	Music Festival Staging and Shelter Outdoor Basketball Court Pavilion	June 2021 June 2022? May 2024	
Cleardale	Menno Simons Community School Cleardale Campsite	Ball Diamonds North Ball Diamond South Ball Diamond Picnic Area		
Cleardale	Menno Simons Community School	Courts Tennis Court Playground Outdoor Basketball Court Library		
Cleardale	Menno Simons Community School	Community Fitness Center (Fitness Equipment Only)		

Completed by: EDITH GIESBRECHT

Date: JANUARY 7 2025

CLEAR HILLS COUNTY						
2025 RECREATION BOARDS OPERATING GRANT APPLICATION						
Applicant: CLEARDALE AGRICULTURAL SOCIETY						
List all grant requests received during 2024. Add lines as required.						
Grant Requests & Distributions						
Requestor's Name	Program/Activity	Amount Requested	Approved (v)	Denied (X)	Amount Granted	Reason:
CLEAR RIVER RIDING CLUB	COMMUNITY HORSE EVENTS	5,000.00	YES		5,000.00	
MSCS LIBRARY	COMMUNITY LIBRARY OPERATION	5,000.00	YES	NO	5,000.00	
LEVEL UP BASKETBALL	SUMMER BASKETBALL CAMP	2,000.00	YES			500 SAME AMOUNT AS LAST YEAR
BASKETBALL PROVINCIALS	TRAVEL COSTS (\$150 PER ATHLETE)	900	YES		900	
MSCS	MSCS GRAD	500	YES		500	
MSCS	MSCS BASKETBALL ZONES	100	YES		100	
		13,500.00			12,000.00	

Completed by: _____
Date: _____

**CLEAR HILLS COUNTY
2024 RECREATION BOARDS FINANCIAL REPORT**

Applicant:	CLEARDALE AGRICULTURAL SOCIETY	
Opening Balance as of January 1, 2024:	75,774.45	
Add lines as required		
Income:	Amount	Notes:
Bank Interest	571.18	
Grants:	76,345.63	
Donations:	-	
Other Income:		
RANCH RODEO	26,780.00	
CLEARFEST	1,740.00	
GOLF TOURNAMENT	3,910.00	
MOWING HOURS	8,835.00	
HOT LUNCH	18,835.00	
SPACE RENT	11,030.00	
HISTORY BOOK SALES	100.00	
CAMPSITE	21,360.00	
GOLF COURSE	1,440.00	
Total Revenue	170,946.81	
Expenses & Disbursements:	Amount	Notes:
Bank Fees	28.00	
Grant Distributions	12,000.00	
OTHER DONATIONS/BURSARIES	2,900.00	
Insurance	7,000.00	
Office Expenses	220.00	
Honorariums	12,000.00	
Other Expenses:		
EVENT EXPENSES	20,400.00	CLEARFEST, RANCH RODEO
GRAVEL	7,085.00	CAMPSITES
FUEL	2,500.00	PROPANE, DIESEL, GAS
HOT LUNCH PROGRAM	20,985.00	GROCERIES, WAGES
CAMPSITE BUILDINGS	28,000.00	BUILT NEW PAVILION
REPAIR & MAINTENANCE	6,560.00	
UTILITIES	10,000.00	
GARBAGE	960.00	
WAGES	44,000.00	CARETAKER, SUMMER STUDENTS
ACCOUNTING	4,600.00	
OTHER EXPENSES	2,300.00	
Total Expenses	181,538.00	
Closing Balance as of December 31, 2024	65,183.26	

Completed by: EDITH GIESBRECHT

Date: JANUARY 7 2025

Cleardale Agricultural Society and Recreation Board - 2024 Recreational Facilities

Facility Name and Description	2024 Points	Amount Recieved /Facility	Money Allocated
1 Skating Rink (Outdoor, Heated Change Room)	1500		
	1500	\$7,367.77	
2 Clear River Campground			
Campground (>15 Stalls)	1000		
Playground	100		
	1100	\$5,403.03	
3 Gymnasium	1000		
	1000	\$4,911.85	
4 Golf Course			
Sand Greens	700		
Campground (1-14 Stalls)	400		
Picnic Area	100		
	1200	\$5,894.22	
5 Rodeo Grounds	1500	\$7,367.77	\$7367.77 x (2/3)=
Picnic Area	100		\$4,911.85
Campground (1-14 Stalls)	400		RIDING CLUB AMOUNT
	2000	\$2,455.92	
6 Community Room/Kitchen	2000		
	2000	\$9,823.70	
7 OHV Park			
Campground (20 Stalls)	1000		
Playground	100		
Picnic Area	100		
Music Festival Staging and Shelter	0	\$0.00	\$0.00
	1200	\$5,894.22	
8 Ball Diamonds			
North Ball Diamond	100		
South Ball Diamond	100		
Picnic Area	100		
	300	\$1,473.55	
9 Courts			
Tennis Court	100		
Playground	100		
Outdoor Basketball Court	100		
	300	\$1,473.55	
10 Library	1200		\$5894.22 x (2/3)=
	1200	\$5,894.22	\$3,929.48
			LIBRARY AMOUNT
11 Community Hall (Minor Use) Seniors	100		
	100	\$491.18	
TOTAL POINTS	11900		
TOTAL GRANT RECIEVED \$58451 + \$10000	\$68,451.00	\$58,451.00	\$8,841.33
- (TOP-OFF AMOUNT \$10,000)	\$58,451.00	AMOUNT SPLIT	TOTAL Pay OUT
/(TOTAL POINTS 11900)	\$4.91	DOLLAR/POINT	

MEMORANDUM OF AGREEMENT

BETWEEN: CLEAR HILLS COUNTY
Box 240
Worsley, Alberta
T0H 3W0
(hereinafter referred to as the "County")

OF THE FIRST PART

CHERRY CANYON RECREATION BOARD
Box 60
Bear Canyon, Alberta, Alberta
T0H 0B0
(hereinafter referred to as the "Recreation Board")

OF THE SECOND PART

WHEREAS IT HAS BEEN AGREED, by the Parties of the first and second part, to foster, create and operate recreation and culture programs and services within the County.

THE PARTIES to this Agreement, in consideration of the premises hereinafter continued agree as follows:

DEFINITIONS:

Recreation – Activity done for enjoyment when one is not working

Culture – Activity done to develop the intellectual and moral faculties by exposure to fine arts, humanities and broad aspects of science as distinguished from vocational and technical skills.

1. **THAT THE "RECREATION BOARD"** will be comprised as follows:
 - a) The Recreation Board will represent the portion of the County as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area"),
 - b) The Recreation Board will consist of one (1) member appointed by the Council of the County, who shall be a representative of the Council of the County, plus five (5) members at large.
 - c) Members-at-large shall be residents from within the recreation area.
 - d) The County shall immediately provide the Recreation Board, with the name and contact information, for any new appointee to the Recreation Board.
 - e) Annually, before the last day of March, the Recreation Board shall provide the County with name and contact information, for executives of the Recreation Board.
2. **THAT THE "RECREATION BOARD"** and each member thereof shall be governed and subject to the following:

- a) An organizational meeting of the Recreation Board shall be held each year.
 - b) At the organizational meeting of the Recreation Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Recreation Board, in the subsequent year.
 - c) Regular meetings of the Recreation Board will be held no more than three (3) times a year to review funding applications and disperse funding.
 - d) A minute book shall be kept, and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.
 - e) Recreation Boards that are blended with another organization will maintain separate agendas, minutes, bank account and bookkeeping ledgers and files for Recreation Board matters.
3. **THAT THE "RECREATION BOARD"** shall be charged with the following duties and responsibilities:
- a) The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the County.
 - b) The Recreation Board will prioritize distribution of funds using the current Clear Hills County Operational Grant for Recreation Boards Policy 7001 as a guideline. The County will distribute any amendments to the policy to the Recreation Board.
 - c) The Recreation Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens within the Recreation Area with respect to recreation and culture and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.
 - d) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined Recreation Area, to support, promote and host recreation and cultural services.
 - e) Annually, before the last day of March, the Recreation Board shall submit to the County, an official list of recreational and cultural facilities that are within the Recreation Area.
4. **THAT THE "RECREATION BOARD"** shall be governed by the following financial guidelines:
- a) The County shall provide a grant to the Recreation Board, in each year according to County Policy, and the amount shall be established annually.

- b) Annually, before the last day of March, the Recreation Board shall submit to the County, the financial statements for the previous year.
- c) The Recreation Board shall have the power to disperse the grant funds within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

5. **THAT THE FOLLOWING GENERAL TERMS** form part of this agreement:

- a) This agreement may be terminated by either party giving the other twelve (12) months notice in writing.
- b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.

IN WITNESS THEREOF, the parties hereto have affixed their hands on the Aug 24, 2020

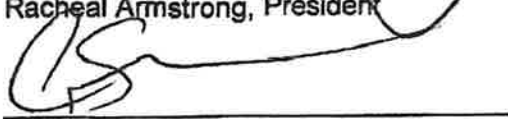
CLEAR HILLS COUNTY:

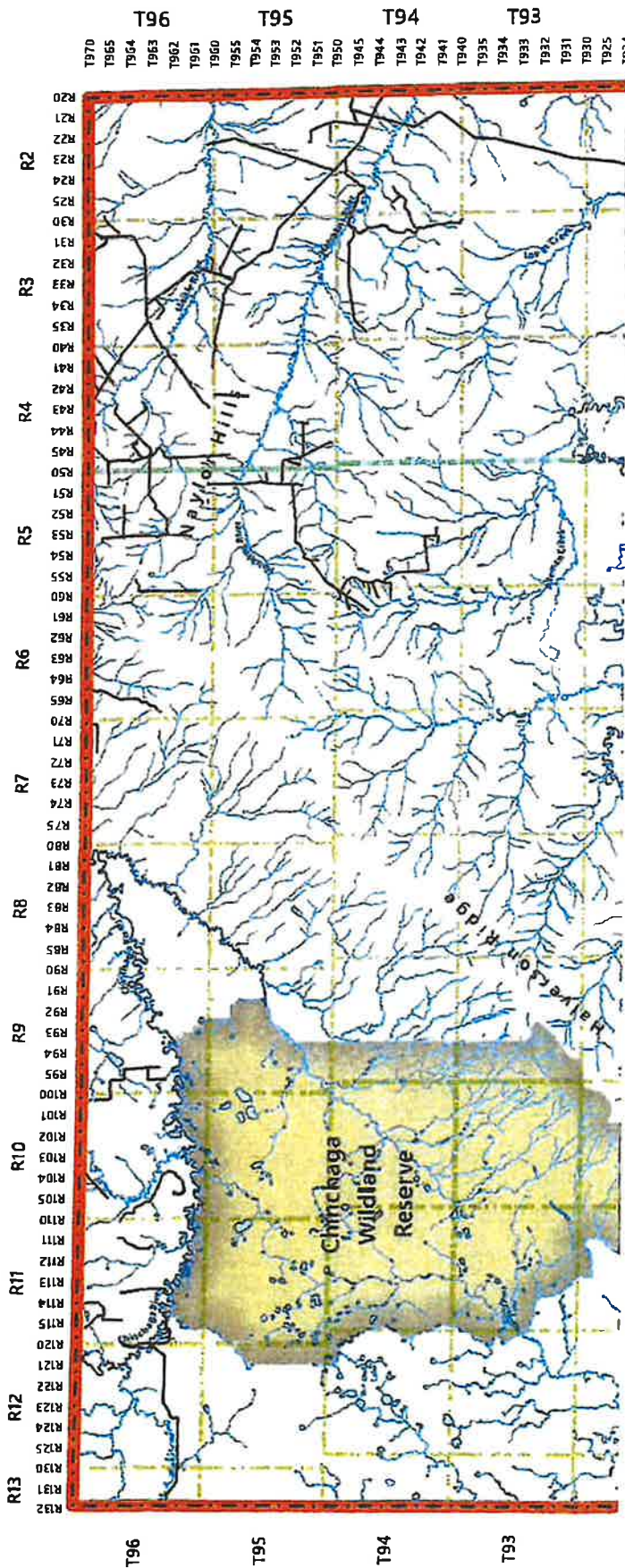

Miron Croy, Reeve


Allan Rowe, Chief Administrative Officer

RECREATION BOARD:


Racheal Armstrong, President


Candace Stevenson, Secretary Treasurer



Clear Hills County APPENDIX "A" Recreation Boards Boundary Map

- | | |
|---|--|
| <p>Municipal Boundary</p> <p>Owned or leased parcel</p> <p>Township boundary</p> <p>Provincial Road</p> <p>Municipal Road (Paved)</p> <p>Municipal Road (Gravel)</p> | <p>Recreation Boards</p> <p>Cherry Canyon (1)</p> <p>Cleardale (2)</p> <p>Worsley (3)</p> <p>Hines Creek (4)</p> <p>Burnt River (5)</p> |
|---|--|

Disclaimer

Information on this map is provided solely for the users information and while thought to be accurate is provided "as is" and without warranty of any kind, either expressed or implied.

Clear Hills County, its agents, employees, or contractors will not be liable for any damages, either direct or indirect, arising from the use of any information provided on this map.

Revised and Updated in July 2020



Lori Jobson

From: Candice James <cjames938@hotmail.com>
Sent: July 22, 2025 10:37 AM
To: Lori Jobson
Subject: Re: Rec Board Information Request

I am so sorry, I don't know how I missed this, I will go to the hall and look for you today.

I will double check the board policies. I'm not 100% sure.

I know we don't have an application for funding request. We just do who ever sends us a letter/email or ask for money the board talks about it and goes from there.

For the youth grant. The kids come present at a meeting what they want the money for, we ask them questions and then they get the \$250

Thanks Candice

On Jul 22, 2025, at 8:47 AM, Lori Jobson <Lori@clearhillscounty.ab.ca> wrote:

Good morning Candace,

I'm just following up on my previous email regarding the Rec Board information request. Are you able to send me the requested information?

Thank you,

Lori Jobson

Corporate Services Manager

Clear Hills County

Box 240

Worsley, AB T0H 3W0

Telephone 780-685-3925 Ext. 105

Fax 780-685-3960



Think before you print

From: Lori Jobson
Sent: June 18, 2025 4:26 PM
Subject: Rec Board Information Request

Good afternoon,

Council will be reviewing the Recreation Board Operating Grant Policy at an upcoming Policies & Priorities meeting. They have asked me to request the following items from each Board:

1. Copies of the Board's policies.
2. A copy of the application form used by the Board for the funding requests they receive.

If you could please send these items to me by July 18, 2025 I would greatly appreciate it.

Thank you,

Lori Jobson

Corporate Services Manager

Clear Hills County

Box 240

Worsley, AB T0H 3W0

Telephone 780-685-3925 Ext. 105

Fax 780-685-3960



Think before you print

CLEAR HILLS COUNTY
2025 RECREATION BOARDS OPERATING GRANT APPLICATION

Applicant Name:	Cherry Canyon Rec Board
Contact Person:	Candice Stevenson
Mailing Address:	Box 60, Bear Canyon, AB T0H 0B0
Telephone Number:	780-897-5361
Email Address:	cjames938@hotmail.com

List all current board members. Add lines as required.

Board Members

Board Members		
Name	Position	Contact Information
Sharon Chalmers	President	780-933-6877
Marion Maxwell	Vice President	780-595-2146
Racheal Armstrong	Director	250-261-1798
Candice Stevenson	Secretary	780-897-5361
Trudy Roy	Treasurer	780-835-9214
Twila Clay	Director	780-595-2105
Cindy Clay	Director	780-835-1047

Completed by: Candice Stevenson

Date: January 2, 2025

CLEAR HILLS COUNTY				
2025 RECREATION BOARDS OPERATING GRANT APPLICATION				
Applicant Name:	Cherry Canyon Rec Board			
Contact Person:	Candice Stevenson			
Mailing Address:	Box 60, Bear Canyon, AB T0H 0B0			
Telephone Number:	780-897-5361			
Email Address:	cjames938@hotmail.com			
Facilities:				
List all facilities by their location. Add lines as required.				
Location	Facility Name	Details	Date Added	Notes
Bear Canyon	Bear Canyon Rec Centre	Community Hall Gymnasium Fitness Centre Craft Room two sheet curling rink playground picnic area two ball diamonds outdoor basketball court outdoor soccer field stage in hall cross country ski trails community library community hall stage in hall picnic area ball diamond picnic area campground 22 sites boat launch playground		
Cherry Point	Cherry Point Community Hall			
Cherry Point	Cherry Point Ball Diamond			
Ole's Lake	Ole's Lake Campground			

Completed by: Candice Stevenson Date: January 2, 2025

CLEAR HILLS COUNTY						
2025 RECREATION BOARDS OPERATING GRANT APPLICATION						
Applicant: Cherry Canyon Rec Board						
List all grant requests received during 2024. Add lines as required.						
Grant Requests & Distributions						
Requestor's Name	Program/Activity	Amount Requested	Approved (V)	Denied (X)	Amount Granted	Reason:
Cherry Canyon Ag Society	Maintaining all community facilities	\$50,000	x		39,000.00	Gave as much as we could after examining other requests
Cleardale Riders	Sponsorship	1,000.00	x		1,000.00	We requested the money be used as sponsorship funds at their year end awards.
Worsley Central School	Basketball Camp	1,500.00		X		We already give to local youth individually to use as they wish. Our local population attends many camps - volleyball, hockey, rodeo etc. We cannot give to them all.
Sullivan Maxwell	kickboxing	250.00	x		250.00	Eligible youth grant
Raleigh Maxwell	kickboxing	250.00	x		250.00	Eligible youth grant
Preston Johnson	hockey	250.00	x		250.00	Eligible youth grant
Ell Johnson	hockey	200.00	x		250.00	Eligible youth grant
Ava Johnson	bootcamp	200.00	x		250.00	Eligible youth grant
Wylie Jeffries	swimming	250.00	x		250.00	Eligible youth grant
Rocky Jeffries	swimming	250.00	x		250.00	Eligible youth grant
Octavia Zacharias	piano	250.00	x		250.00	Eligible youth grant
Aziah Zacharias	gymkhana	250.00	x		250.00	Eligible youth grant
Theo Zacharias	gymkhana	250.00	x		250.00	Eligible youth grant
Bentley Klassen	rodeo	250.00	x		250.00	Eligible youth grant
Brixten Klassen	gymkhana	250.00	x		250.00	Eligible youth grant
Olivia Stevenson	hockey	250.00	x		250.00	Eligible youth grant
Noah Stevenson	swimming	250.00	x		250.00	Eligible youth grant
Jamie Jensen	Basketball	250.00	x		250.00	Eligible youth grant
Ryder Jensen	basketball	250.00	x		250.00	Eligible youth grant
Zachary Jensen	basketball	250.00	x		250.00	Eligible youth grant
		56,650.00			44,250.00	

Completed by: Trudy Roy

Date: 02-Jan-25

**CLEAR HILLS COUNTY
2024 RECREATION BOARDS FINANCIAL REPORT**

Applicant:	Cherry Canyon Rec Board	
Opening Balance as of January 1, 2024:	\$ 556.43	
Add lines as required		
Income:	Amount	Notes:
Bank Interest	\$ 1.40	
Grants:		
Clear Hills County	\$ 44,207.00	
Donations:		
Other Income:		
Total Revenue	\$ 44,208.40	
Expenses & Disbursements:	Amount	Notes:
Bank Fees	\$ 5.00	
Grant Distributions		
Cleardale Riders	\$ 1,000.00	
Cherry Canyon Ag	\$ 39,000.00	
Youth Grants	\$ 4,250.00	17 kids @\$250 each
Insurance		
Office Expenses		
Honorariums		
Other Expenses:		
Equipment	\$ 17.84	straps for the ski racks
Total Expenses	\$ 44,272.84	
Closing Balance as of December 31, 2024	\$ 491.99	

Completed by: ____Trudy Roy____

Date: January 2 2024

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	AEMA Local Authority Elected Officials Course
File:	24-02-02

DESCRIPTION:

Council is presented with information regarding the Alberta Emergency Management Agency (AEMA) Local Authority Elected Officials Course.

BACKGROUND:

Under Section 8(1) of the Local Authority Emergency Management Regulation, the Managing Director of AEMA can set training requirements for elected officials and post it on the AEMA website. He has done this and Local Authority Elected Officials from Cities, Towns, Villages, Counties, Municipal Districts, Specialized Municipalities and Metis Settlements are required to complete the Local Authority Elected Official Course within 90 days of assuming office.

There are two options for completing this training, both take between 4 and 5 hours to complete:

- 1) The course is available online where elected officials can complete it at their own pace and timing.
- 2) The Field Officers can put on an in-person course. The advantage of in-person is that the Field Officers can answer specific questions, discuss how the legislation specifically pertains to the communities represented, and discuss any other issues relevant to the local area.

If choosing to schedule an in-person course, the Field Officers recommend Council invite the neighbouring municipalities elected leaders to participate in order to reduce the number of courses required. Currently the following days are available:

- November: 10, 11, 12, 13 (no evening), 14, 27, 28
- December: 1, 2 (morning only), 8, 9, 15, 16, 17
- January: 7, 8, 9, 12, 13, 14, 15, 16

ATTACHMENT:

Calendars: November, December, January

RECOMMENDED ACTION:

RESOLUTION by...

Initials show support - Reviewed by:

Manager:

CAO:



November 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Policy 6201 Annual Community BBQ
File:	62-30-20

DESCRIPTION:

Council is presented with Policy 6201 Annual Community BBQ for review.

BACKGROUND:

ATTACHMENT:

Policy 6201 Annual Community BBQ

RECOMMENDATION:

RESOLUTION by... to accept the discussion regarding Policy 6201 Annual Community BBQ as presented.

Initials show support - Reviewed by:

Manager:

CAO:





Clear Hills County

Effective Date: August 26, 2025	Policy Number 6201
Title: Annual Community BBQ	

1. POLICY STATEMENT

- 1.1 Clear Hills County is committed to hosting an Annual Community BBQ.

2. GENERAL

- 2.1 Annually, Council will allocate funds in the Operating Budget to cover the costs of hosting the Annual Community BBQ.
- 2.2 Each year, the County will purchase a 4-H beef. The beef will be made into burgers, steaks, and roasts. The burgers will be served at the barbecue, and all remaining meat will be given away as door prize freezer packs at the conclusion of the event.
- 2.3 The Annual Community BBQ will be held on the first Thursday following the July 15th tax deadline.
- 2.4 The Annual Community BBQ location will rotate among the following locations as they have the capacity to accommodate the anticipated number of attendees:
- Clear River Rodeo Grounds
 - Many Islands Campground
 - George Lake Campground
- 2.5 Each year, the selected location will receive a \$500.00 donation in appreciation for the use of the facilities. (The selected location will receive the \$500.00 donation even in the event that the Annual Community BBQ is moved a backup location)
- 2.6 Groceries for the Annual Community BBQ will be purchased from the following stores within the County on a rotational basis:
- A-Mart (2025, 2029, 2033)
 - Cleardale Co-op (2026, 2030, 2034)
 - Worsley General Store (2027, 2031, 2035)
 - Hines Creek General Store (2028, 2032, 2036)

3. BACKUP LOCATION

- 3.1 In the event that the weather is unsuitable to host the Annual Community BBQ outdoors, the Chief Administrative Officer (CAO) may make the decision to move the event to a backup location. This decision must be made by 10:00

a.m. on the day of.

- 3.2.** The change in location will be announced on all social media platforms as well as the County's website. Additionally, signs directing attendees to the backup location will be placed at the entrance of the original location.

4. END OF POLICY

ADOPTED
Resolution C36-15 (01/13/15)

DATE
Date: January 13, 2015

AMENDED
Resolution C514-23 (09/26/23)
Resolution C547-24 (10-22-24)
Resolution C447-25 (08-26-25)

Date: September 26, 2023
Date: October 22, 2024
Date: August 26, 2025

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Bylaw No. 285-24 Fire Ban
File:	23-02-02

DESCRIPTION:

Council has requested a discussion regarding Bylaw No. 285-24 Fire Ban.

BACKGROUND:

C366-25(06-24-25) RESOLUTION by Deputy Reeve Janzen to remove the Clear Hills County Fire Ban as per Bylaw 285-24, effective June 25, 2025, at 12:01 a.m. CARRIED.

C250-25(05-6-25) RESOLUTION by Councillor Hansen to issue a Clear Hills County Fire Ban for all areas in Clear Hills County effective at 12:01 a.m., on May 7, 2025, as per Bylaw No. 285-24, with the following conditions applied: Permit small, supervised Safe Wood campfires in designated camping grounds and designated day use area following Safe Wood Campfire parameters. Permit small, supervised Safe Wood campfires on privately owned land following Safe wood Campfire parameters. CARRIED.

The Peace River Forest Area issued a Fire Restriction on September 4, 2025, due to the lack of rain and extreme temperatures.

ATTACHMENTS:

Bylaw No. 285-24 Fire Ban

OPTIONS:

1. No action taken.
2. To issue a Clear Hills County Fire Ban for all areas in Clear Hills County effective at 12:01 a.m., on September 10, 2025, as per Bylaw No. 285-24.
3. To issue a Clear Hills County Fire Ban for all areas in Clear Hills County effective at 12:01 a.m., September 10, 2025, as per Bylaw No. 285-24, with the addition of:
 - a. Prohibit the operation of Off Highway Vehicles (OHV).
 - b. Permit small, supervised safe wood campfires in designated camping grounds and designated day use area following safe wood campfire parameters.
 - c. Permit small, supervised safe wood campfires on privately owned land following safe wood campfire parameters.

RECOMMENDED ACTION:

RESOLUTION by...

Initials show support - Reviewed by:

Manager:

CAO:



BYLAW NO. 285-24

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

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

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

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

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

SECTION 1: DEFINITIONS

1.1 The following definitions will apply to this Bylaw:

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

- No larger than 0.5 (zero point five) metres high by 0.5 (zero point five) metres wide.
 - Within a metal, brick, or rock fire ring.
 - Placed on a rock, gravel, sand, or other non-combustible surface that extends at least 1 (one) metre around the fire.
 - Having enough fire suppression available to fully extinguish a safe wood campfire.
 - Continuously supervised and completely extinguished (soaked with fire suppressant, stirred, and soaked again until cold) before leaving.
 - Using extreme caution in windy or gusty conditions.
- 1.2 Campfires on privately owned land include private land campgrounds and private land recreation areas. Municipalities, campgrounds, and parks (Federal and Provincial) may have additional fire safety requirements.

SECTION 2: STATEMENT

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

SECTION 3: FIRE BANS

- 3.1 The Clear Hills County Council may prohibit all fires in the County from the East border of County to the West border of the County and from the South border of the County to North Township 890 of the County. See map in Schedule A.1.
- 3.2 A Fire Ban imposed of this Bylaw shall remain in force until such time as the Council provides notice to the public that the Fire Ban is no longer in effect.
- 3.3 A Clear Hills County Fire Ban may:
- a. REQUIRE all outdoor fires currently burning in the County to be extinguished.
 - b. PROHIBIT the lighting of outdoor fires in the County.
 - c. REQUIRE all landowners of the County to have extinguished all burning.

SECTION 4: FIRE BAN ORDERS

- 4.1 By motion of Council when a Fire Ban is in effect Council may direct the Chief Administration Officer to apply any or all of the following when deemed necessary:
- a. By Motion of Council- Council may **Prohibit** the operation of Off Highway Vehicles (OHV).
 - b. By Motion of Council- Council may **Permit** small, supervised safe wood campfires in designated camping grounds and designated day use area following safe wood Campfire parameters.
 - c. By Motion of Council- Council may **Permit** small, supervised safe wood campfires on privately owned land following Safe wood Campfire parameters. (See Definitions)
- 4.2 A Fire Ban Order made pursuant to this section shall be broadcast on all Clear Hills County media outlets.
Fire Ban signage will be posted at all Provincial Highways entering Clear Hills County.
1. HWY 64 Bordering MD of Fairview No. 136
 2. HWY 729 Bordering MD Fairview No. 136
 3. HWY732 Bordering MD Fairview No. 136
 4. HWY 735 Bordering MD of Fairview No. 136
 5. Hwy 685 Bordering MD of Peace No. 135
 6. HWY 64 Bordering British Columbia
 7. HWY 717 Bordering British Columbia
 8. TWP 880 (Silver Creek Road) Bordering the County of Northern Lights
- 4.3 Without limiting Section 4.1, a Fire Ban expressly prohibits the use of each of the following:
- a. Burn barrels
 - b. Wood fires in the backcountry.
 - c. Wood fires in random camping areas.
 - d. Wood fires in campgrounds.
 - e. Wood fires on residential properties.
 - f. Fires using charcoal briquettes.
 - g. Turkey fryers; and
 - h. Tiki torches
 - i. Fireworks
 - j. Exploding targets
- 4.4 The Fire Bans do not apply to the following:
- a. Portable propane fire pits, which are CSA approved or UL certified, within campgrounds, backcountry area, random camping areas and on private land.
 - b. Gas or propane stoves and barbeques that are, that are CSA approved or UL certified and are designed for cooking or heating, within campgrounds, backcountry areas, random camping areas and on private land.
 - c. Catalytic or infrared style heaters within campgrounds, backcountry areas, random camping areas and on private land.

SECTION 5: OFFENCES

- 5.1 Any person who ignites or allows to burn a fire while a Fire Ban is in effect may be found in violation of this Bylaw.
- 5.2 Any person who contravenes a provision of this Bylaw is guilty of an offence and is liable to a penalty as set out in attached Schedule B as well as additional charges as described in Bylaw No.286-24 Fees for Extinguishing Fires.
- 5.3 Any single contravention of this Bylaw shall be considered as a single offence and shall not limit additional penalties of this Bylaw from being enforced for additional offences.
- 5.4 Nothing in this Bylaw shall be construed as curtailing or abridging the right of the County to obtain compensation or to maintain an action for loss of or damage to property from or against the person or persons responsible.

SECTION 6: VIOLATION LETTER

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

SECTION 7: SEVERABILITY

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

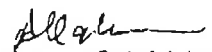
This Bylaw shall come into force and take effect on the date of final reading hereof.

READ a first time this 14 day of May 2024.

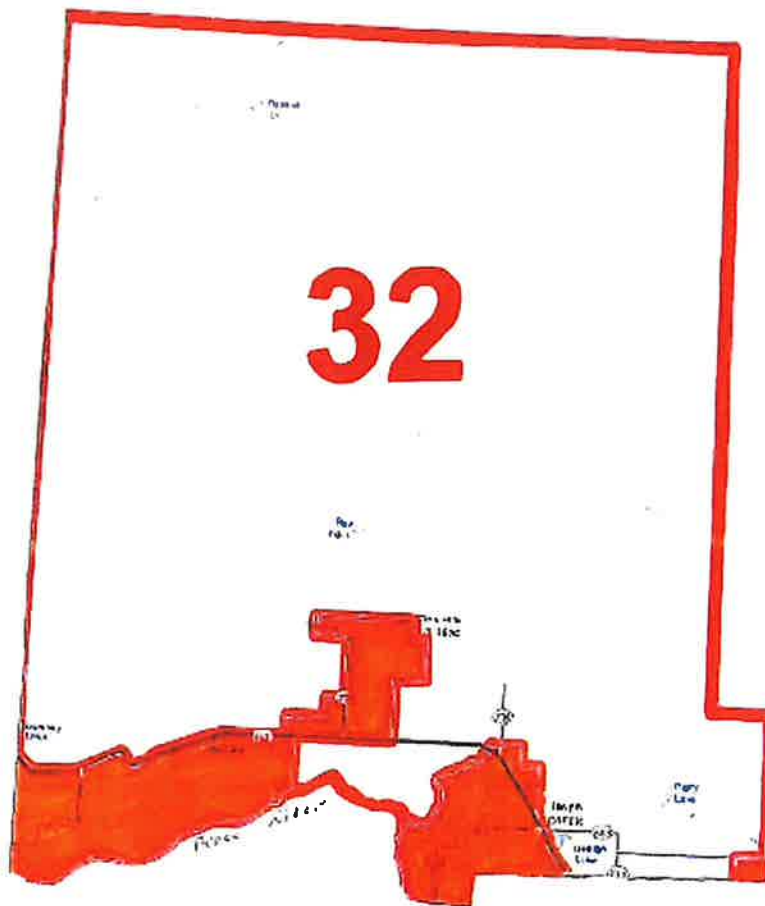
READ a second time this 14 day of May 2024

READ a third time this 14 day of May 2024


Amber Bean Reeve

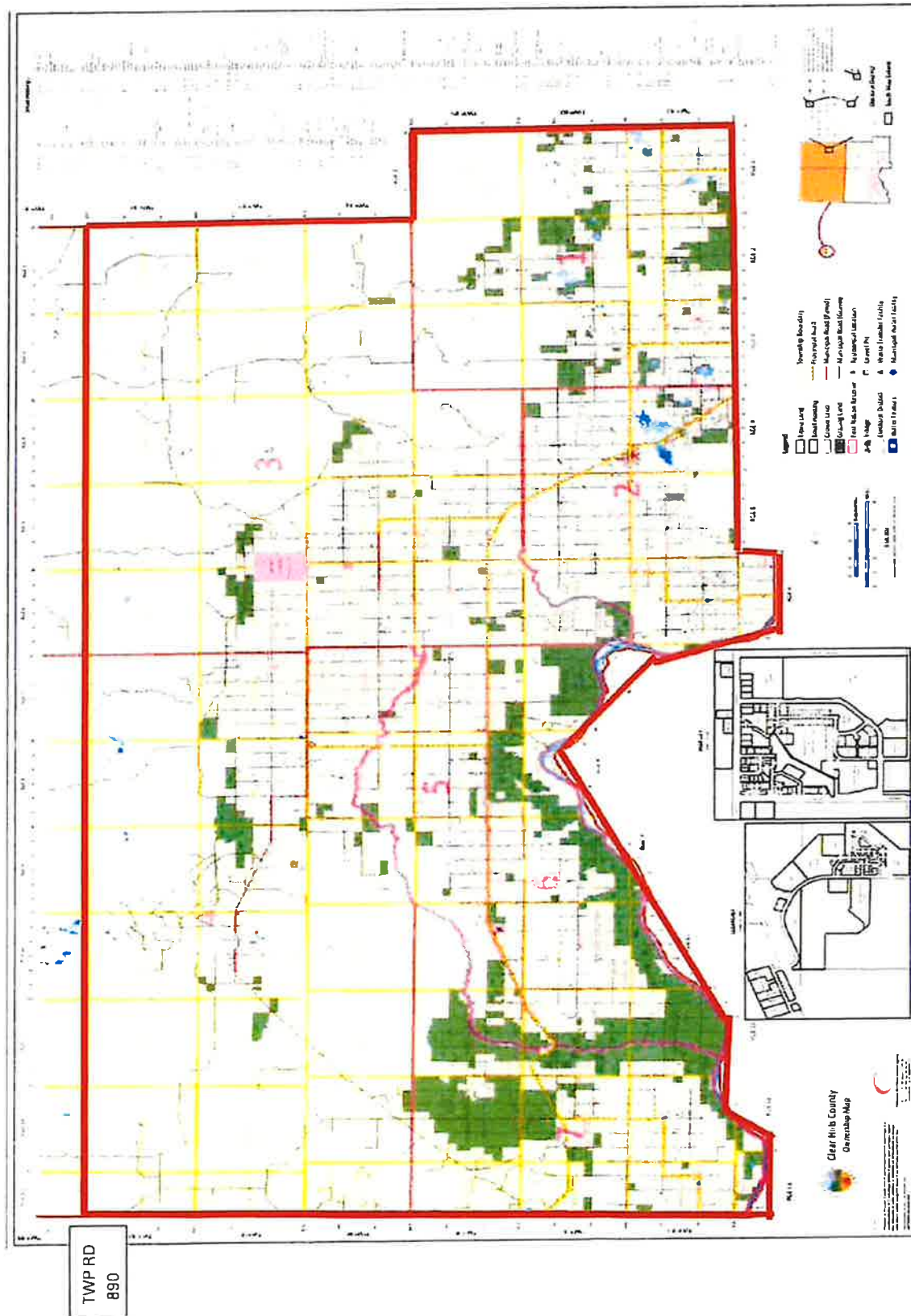

Allan Rowe, Chief Administrative Officer

Bylaw 285-24 Schedule A Fire
Control Zone Map Clear Hills
County



Excerpt from Government of Alberta April 25, 2017 Fire Control Zones Map

Schedule A.1



Schedule B

First Offence: \$ 500.00

Second Offence: \$2,500.00

Third Offence: \$5,000.00

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

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	September 9, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Chief Administrative Officer Report
File Code:	11-02-02

1. August 27 & 28, 2025 – ARMAA Conference
2. RMA Minister Meeting Requests
3. Cleardale Project Update
4. Agricultural Fieldman Report **Attachment #1**
5. Extension Services Report **Attachment #2**

RECOMMENDED ACTION:

RESOLUTION by to accept the Chief Administrative Officer's report for September 9, 2025, as presented.

Initials show support - Reviewed by:	Manager:	CAO:	
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SEPT 9, 2025

PEST CONTROL

• Wolves Claimed 2025 YTD:

Total #	Total \$
6	\$1200.00

• Coyotes Claimed 2025 YTD:

Total #	Total \$
167	\$5010.00

OTHER TOPICS

1. Weed inspectors have completed the wheat head surveys on 3 fields and canola surveys on 4 fields for Alberta Agriculture and Irrigation.
2. Clubroot and blackleg surveys have been completed on 32 fields so far. All the fields of the producer who had a positive clubroot discovery last year have been surveyed with no clubroot symptoms found on any of his fields. The field that had clubroot was planted to oats this year.
3. The mowers have completed a full cut in Bear Canyon, Cleardale, Royce, Hines Creek, Blackduck, Whitelaw and are in Deer Hill area. We have done a shoulder cut from Worsley east to the eureka mailboxes and are now doing full cut there.
4. We sprayed a mile of right of way with Roundup and will be starting our seeding trial east of Worsley. We will be putting on a 50-50 mix of creeping red fescue and timothy to outcompete the foxtail on the shoulders of that highway.
5. We are down to 2 weed inspectors as one inspector has started college.
6. The contractor has begun the cladding project on the south shop wall. Strapping is complete and waiting on tin to arrive.

September 9, 2025

Events

- **September 11th- Local Farm Diversification Tour:** Derrick Rottier's carrot operation, Todd Sadlier's Fora Seed operation, and Chris Kamphuis' bee / honey operation.
- **September 29th- Riparian areas presentation by Cow's and Fish.** An introduction to riparian areas (their importance, form and function), How riparian areas can help during drought, and riparian enhancement and restoration strategies like soil erosion, bioengineering, etc.
- **October 9th- Dr. Kris Nichols full day event on Regenerating soil:** Definitions and Principles, Creating a Farm Plan to regenerate soil, Weeds and Weed Management.
- **October 22nd- FireSmart and AgKnow presentation.**
- **Spring of 2026- Low Stress Livestock Handling presentation by Dylin Biggs:** Talking with Susie from Saddle Hills County to do cost sharing.

Clear Hills County Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	CSM Report
File:	12-02-02

DESCRIPTION:

At this time, the Corporate Services Manager will have an opportunity to report on Corporate Services topics.

BACKGROUND:

ATTACHMENTS:

- 2025 Reserve Balances Forecast
- Rate Stabilization Reserve Activity Report
- 2025 Grants Activity Report
- Grant History Summary

RECOMMENDATION:

RESOLUTION by...that Council accepts the Corporate Services Manager's report to September 9, 2025 as presented.

Initials show support - Reviewed by:	Manager: 	CAO: 
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Clear Hills County									
2025 Reserve Balances Forecast									
Based on the Multi Year Capital Plan & includes the additional expenditures approved by Council motion.									
	2025 Opening Balance	2024 Surplus Reallocation	2025 Budgeted Contributions	2025 Actual Interest Contributions	2025 Budgeted Withdrawals for Capital	2025 Budgeted Withdrawals for Operating	Additional Expenditures Approved by Council Motion	2025 Ending Balance	
Reserves									
Rate Stabilization Reserve	3,946,734	\$ 53,266	-	-	-	-	488,734	3,511,266	
	\$ 3,946,734	\$ 53,266	\$ -	\$ -	\$ -	\$ -	\$ 488,734	\$ 3,511,266	
Administration Reserve	385,989			(3,419)	91,000			291,570	
Fire Reserve	1,875,033	2,000,000	12,500	10,497	942,396		65,000	2,890,634	
Office & Shop Building Reserve	457,208			(4,050)	110,000		2,995	340,163	
EMS Housing Reserve	364,422			(3,228)				361,194	
Worsley Fire/Community Hall Building Reserve	192,160			(1,702)	50,000			140,458	
Road Construction & Upgrades Reserve	23,963,568	1,000,000	3,750,000	(198,874)	3,357,703			25,156,991	
Gravel Pits Reserve	3,402,720			(30,139)				3,372,581	
Bridges Reserve	3,824,211	1,000,000		(20,430)	828,846			3,974,935	
Common Services Vehicles & Equipment Reserve	2,088,137			(20,265)	250,000			1,817,871	
Water Reserve	4,460,261		100,000	(40,046)	177,014			4,343,201	
Drainage and Water Management Reserve	866,429		172,364	(7,674)				1,031,119	
Sewer Reserve	3,423,772		25,000	(31,306)	1,891,933			1,525,533	
Community Support Services Grant	18,219			(161)				18,058	
Cemetery Reserve	29,120			(258)				28,862	
Development Reserve	1,202,026			(10,647)				1,191,379	
Seniors Reserve	6,697		10,000	(59)				16,637	
Economic Development Reserve	4,323,025			(38,291)		1,340,000	353,500	2,591,234	
Ag Services Reserve	185,926		30,000	(1,647)	10,000			204,279	
Rec Board Reserve	34,732	258,459	25,000	3,208			57,459	263,940	
	\$51,103,655	\$4,258,459	\$4,124,864	\$ (398,492)	\$7,708,892	\$1,340,000	\$478,954	\$49,560,641	
	\$55,050,389	\$4,311,725	\$4,124,864	\$ (398,492)	\$7,708,892	\$1,340,000	\$967,688	\$53,071,906	

Rate Stabilization Activity Report				
2025				
Spent To Date	Approved by Council	Description	Organization	Motion
5,000.00	to be determined	Corporate legal fee overages	Brownlee LLP	C92-17(02/14/17)
	\$5,000.00	grant for the replacement of arena furnace	Worsley Agricultural Society	C15-24(01-09-24)
	\$50,000.00	grant for new kitchen/dining facility	David Thompson Bible Camp	C69-24(02-13-24)
	\$10,000.00	grant for construction of tobogganing hill & outdoor skating pond	Worsley Agricultural Society	C361-24(06-25-24)
1,000.00	\$1,000.00	grant for pouring 55' x 14' concrete pad	Whitelaw Agricultural Society	C418-24(07-23-24)
15,000.00	\$15,000.00	grant for replacement of main washrooms	Many Islands Recreation Development Society	C435-24(08-13-24)
50,000.00	\$50,000.00	grant for construction of a new medical centre	Maskwa Medical Centre	C437-24(08-23-24)
41,000.00	\$41,000.00	grant for four outhouses, horse bridge & wooden boardwalk	Cleardale Riders Club	C490-24(09-24-24)
65,000.00	\$65,000.00	grant for a new playground & campground completion	Carter's Camp Recreational Society	C655-24(12-10-24)
	\$25,000.00	Comfort Corner sponsorship	Ken Sargent House	C192-25(04-08-25)
150,000.00	\$150,000.00	grant for addition to chalet & rental shop	Worsley Clear Hills Ski Club	C277-25(05-13-25)
71,734.34	\$71,734.34	grant for 25% commercial tax incentives	Village of Hines Creek	C363-25(06-24-25)
	\$5,000.00	Zero-turn lawn mower/bringing cemetery into standard	Gage Holy Trinity Cemetery Society	C445-25(08/26/25)
398,734.34	\$488,734.34			

2025 Grants Activity Report

Grants Approved By Clear Hills County									
Paid Out	Approved by Council	Grant Type	Description	Organization	Fund From	Motion	Notes		
5,000.00	5,000.00	General	replacement furnace for the Worsley arena	Worsley Agricultural Society	Rate Stabilization Reserve	C15-24(01-09-24)	Paid on February 25, 2025		
-	50,000.00	General	construction of new kitchen/dining facility	David Thompson Bible Camp	Rate Stabilization Reserve	C69-24(02-13-24)	Organization hasn't requested the funds		
-	3,500.00	Conditional	13 x 13 ft granary gazebo	Worsley Chamber of Commerce	Economic Development Reserve	C203-24(04-09-24)	Organization hasn't requested the funds		
-	10,000.00	Conditional	Tobogganing hill & skating pond project	Worsley Agricultural Society	Rate Stabilization Reserve	C361-24(06-25-24)	Organization hasn't requested the funds		
70,000.00	70,000.00	Conditional	Trades Training Program	Peace River School Division	2024 operating budget/Rate Stabilization Reserve	C408-24(07-23-24)	Paid on June 24, 2025		
1,000.00	1,000.00	General	Pouring of 55' x 14' concrete pad	Whitelaw Agricultural Society	Rate Stabilization Reserve	C418-24(07-23-24)	Paid on July 22, 2025		
15,000.00	15,000.00	General	Replacement of main washrooms	Many Islands Recreational Development Society	Rate Stabilization Reserve	C435-24(08-13-24)	Paid on May 27, 2025		
50,000.00	50,000.00	Conditional	Construction of new medical centre	Maskwa Medical Centre	Rate Stabilization Reserve	C437-24(08-13-24)	Paid on June 24, 2025		
41,000.00	41,000.00	General	Replacement of four outhouses & horse bridge, construction of wooden boardwalk	Cleardale Riders Club	Rate Stabilization Reserve	C490-24(09-24-24)	Paid on May 27, 2025		
1,340,000.00	4,000,000.00	Conditional	Assist with the Clear Hills County/Hines Creek Community Infrastructure Fiber Optic Build-Out	Mighty Peace Wireless	Economic Development Reserve	S566-24(10-29-24)	Progress payments over a three year period, 2025 payment made August 26, 2025.		
65,000.00	65,000.00	General	Purchase & installation of a new playground and campground completion	Carter's Camp Recreational Society	Rate Stabilization Reserve	C655-24(12-10-24)	Paid on January 14, 2025		
2,000.00	2,000.00	General	Adventure Winter Park opening	Village of Hines Creek	Recreation Reserve	C85-25(02-11-25)	Paid on February 25, 2025		
5,458.95	5,458.95	General	Zero-turn lawn mower	End of Steel Heritage Museum Society	Recreation Reserve	C186-25(04-08-25)	Paid on May 13, 2025		
150,000.00	150,000.00	Capital	Addition to chalet & rental shop	Worsley Clear Hills Ski Club	Rate Stabilization Reserve	C277-25(05-13-25)	Paid on June 10, 2025		
30,000.00	30,000.00	General	Replace HVAC at the Fairview Aquatic Centre	Town of Fairview	Recreation Reserve	C353-25(06/24/25)	Paid on August 12, 2025		
71,734.34	71,734.34	Conditional	25% Commercial Tax Incentive	Village of Hines Creek	Rate Stabilization Reserve	C363-25(06/24/25)	Paid on August 12, 2025		
	20,000.00	Capital	2 x zero-turn lawn mowers	Cleardale Agricultural Society	Recreation Reserve	C444-25(08/26/25)	Agreements sent		
	5,000.00	General	Zero-turn lawn mower/bringing cemetery into standard	Gage Holy Trinity Cemetery Society	Rate Stabilization Reserve	C445-25(08/26/25)	Letter sent		
1,846,193.29	4,594,693.29								

Grant History 2004 to Present		
55+ Games	\$	100,000.00
Alberta Conservation Association	\$	30,000.00
Alberta Winter Games	\$	13,750.00
All Saints Anglican Church	\$	28,500.00
All Saints Ukrainian Catholic Parish	\$	11,200.00
Burnt River Recreation Association	\$	31,800.00
Carter Camp Recreational Society	\$	169,690.00
Cherry Canyon Agricultural Society	\$	185,014.50
Cherry Point Promotion Association	\$	15,000.00
Clear Hills Agricultural Multi-Plex Society (CHAMPS)	\$	65,500.00
Clear Hills Watershed Initiative	\$	50,000.00
Cleardale Agricultural Society	\$	198,580.00
Cleardale Community Enhancement Society	\$	2,349,675.81
Cleardale Preschool	\$	23,000.00
Cleardale Riders	\$	41,000.00
Crossroads Resource Centre	\$	6,000.00
David Thompson Bible Camp	\$	71,000.00
David Thompson Hall Society	\$	46,500.00
End of Steel Heritage Museum Society	\$	322,497.53
Eureka River Agricultural Society	\$	75,000.00
Eureka River Local Trappers 105	\$	10,000.00
Fairview & Area Learning Store	\$	17,000.00
Fairview & Area Senior Check-In Line Society	\$	112,275.00
Fairview Community Restorative Justice	\$	5,000.00
Fairview Co-op Seed Cleaning Plant	\$	369,483.81
Fairview Curling Club	\$	2,500.00
Fairview Day Care & Playschool Society	\$	150,000.00
Fairview & District Victims Services	\$	59,772.00
Fairview Lions Club	\$	2,500.00
Gage Holy Trinity Cemetery Society	\$	5,000.00
George Lake Aquatic Recreation Association	\$	130,272.00
Hines Creek & District Figure Skating Club	\$	2,750.00
Hines Creek Composite School Parent Assoc.	\$	45,558.72
Hines Creek Curling Club	\$	21,225.00
Hines Creek Golf & Country Association	\$	346,916.39
Hines Creek Homesteader Lodge	\$	42,896.24
Hines Creek Municipal Library	\$	6,000.00
Hines Creek Playschool Society	\$	26,000.00
Hinterland Cemetery Company	\$	15,000.00
Immaculate Heart of Mary Parish Cemetery	\$	3,150.00
Ken Sargent House	\$	25,000.00
Many Island Recreational Development Society	\$	188,900.00
Maskwa Medical Centre	\$	50,000.00
Menno Simons Community School	\$	4,000.00
Menno Simons Community School	\$	24,830.00
Mighty Peace Wireless	\$	4,000,000.00
Montague Valley Cemetery Committee	\$	15,834.00
Municipal District of Fairview No. 136	\$	231,314.64
North Peace Forage Association	\$	5,000.00
Peace Country Pork Management Group	\$	100,000.00
Peace River School Division	\$	4,314,765.26

Grant History	
2004 to Present	
Peace Valley Snow Riders	\$ 35,000.00
Philip J. Currie Dinosaur Museum	\$ 5,000.00
SHARE Radio Broadcasting Association	\$ 9,288.00
STARS	\$ 1,235,000.00
Svitlanok Ukrainian Dance Company	\$ 20,000.00
Town of Fairview	\$ 350,709.94
Village of Hines Creek	\$ 50,920.00
Whitelaw Ag Society	\$ 11,000.00
Worsley Agricultural Society	\$ 275,000.00
Worsley Central School	\$ 22,500.00
Worsley Central School Parent Council	\$ 43,500.00
Worsley Central School Parent Society	\$ 12,500.00
Worsley Chamber of Commerce	\$ 13,500.00
Worsley Clear Hills Ski Club	\$ 450,000.00
Worsley & District Health Promotion Society	\$ 15,000.00
Worsley Early Childhood Education Foundation	\$ 204,112.50
Worsley Historical & Cultural Association	\$ 100,000.00
Worsley Mommy & Me	\$ 50,290.00
Worsley Pioneer Club	\$ 94,975.00
Worsley Reinland Mennonite Church	\$ 9,525.67
Worsley Volunteer Fire Fighters' Society	\$ 38,650.00
Youth Enhancement Society of Hines Creek	\$ 762,050.00
Total:	\$ 17,975,172.01

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Public Works Manager's Report
File:	32-02-02

Graders

- Graders are grading on an as needed basis in trouble areas due to the hot and dry conditions causing large amounts dust.

Roads, Culverts & Approaches

- Spot Gravelling is ongoing on an as needed basis.
- Culvert and centerline replacement is ongoing.
- Construction of approaches is ongoing.
- Pavement line Painting has been completed.
- The Tender for the Chinchaga Road Management was opened on July 8, 2025. Currently working on a plan for proceeding.
- NewGen Projects Ltd. is scheduled to begin the construction of approximately 1,250 meters of new local road on Range Road 75, located near Worsley, AB, middle of September.

Other

- Sign replacement is ongoing.
- The monitor for Worsley Water Well #1 requires replacement. The replacement is scheduled for October, as Saville Drilling Ltd. will need to raise the pump to replace the monitor.

Hamlet of Cleardale Projects

- Mainline Construction (2014) Ltd. has paused construction as they are waiting on the lift station components. Construction is scheduled to resume September 15, 2025.

Bridge File 71273

- NewGen Projects Ltd. is scheduled to begin construction the beginning of September.

ATTACHMENTS:

Public Works Action Worksheet

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:	Manager: 	CAO: 
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2025 Public Works Approach, Culverts and Other Maintenance Projects

Date	Div.	Project	Requested By	Location	Range Road	New	Replace	Completed	Notes
June 5/2025	4	C-pipe	County	Worsley	Rge 81			x	Beaver plugged culverts and washout road
June 18/25	4	C-pipe	County	Worsley	Twp 872		x	x	Old Pipe caved in.
June 18/25	3	A-pipe	Daniel Peters	Eureka River	Twp 872	x		x	New Field App
June 23/25	4	A-pipe	Martin Fehr	Worsley	Rge 70	x		x	New Field App
June 24/25	4	C-pipe	County	Worsley	Rge 74		x	x	Old cement pipe failed.
June 25/25	4	A-pipe	Dan Culmer	Worsley	Rge 72		x	x	Upgrade app
June 27/25	4	C-pipe	County	Worsley	93/863		x	x	Old pipes rusted out and failed x2
July 2/25	6	A-pipe	Willy Giesbrecht	Cleardale	Hamlet	x		x	New App in the hamlet
July 7/25	4		County	Worsley	Water Well	x		x	Landscape around new water well
July 8/25	6		County	Cleardale	Twp 850			x	Landscape around water tie in for Philip Fehr
July 9/25	6	A-pipe	Willy Giesbrecht	Cleardale	Twp 850	x		x	New Field App
July 10/25	6	A-pipe	Peter Bueckert	Cleardale	Rge 94.5	x		x	New development approach
July 10/25	6	A-pipe	Peter Bueckert	Cleardale	Rge 94.5	x		x	New development approach
July 16 /25	3	A-pipe	Glenn Kaut	Mont Valley	Rge 51		x	x	Upgrade old cement pipe app
July 17/25	1	A-pipe	County	Black duck	Rge 40	x		x	Put in second app for cemetery
July 17/25	2	C-pipe	County	Hines Creek	Twp 844	x		x	Added another pipe to the existing one.
Aug 6/25	6	A-pipe	Willy Giesbrecht	Cleardale	Hamlet	x		x	New App in the hamlet
Aug 7/25	7	A-pipe	Bear Canyon Hutterites	Bear Canyon	Rge 125		x	x	Upgrade old app/old pipe failed
Aug 7/25	7	A-pipe	Bear Canyon Hutterites	Bear Canyon	Rge 125	x		x	New Field App
Aug 8/25	7	A-pipe	Tyler Carlstad	Bear Canyon	Rge 123			x	Upgraded dry app
Aug 8/25	7	A-pipe	Tyler Carlstad	Bear Canyon	Rge 122.5	x		x	New dry field app
Aug 8/25	7	A-pipe	Tyler Carlstad	Bear Canyon	Twp 832.5			x	Upgraded dry app
Aug 12/25	1	A-pipe	Robert Reeves/ Yvonne Rempel	Black duck	Twp 832		x	x	Old pipes failed x2
Aug 13/25	2	C-pipe	County	Royce	Twp 832		x	x	Old cement pipe failed.
Aug 14/25	2	C-pipe	County	Royce	Twp 832		x	x	Old cement pipe failed.
Aug 21/25	7	A-pipe	County	Bear Canyon	Rge 120		x	x	Old cement pipe failed.
Aug 20/25	7	A-pipe	Tyler Carlstad	Bear Canyon	Rge 124		x	x	Old pipe rusted out and failed
Aug 19/25	7	A-pipe	Tyler Carlstad	Bear Canyon	Twp 832.5		x	x	Upgraded field app
Aug 19/25	7	A-pipe	Tyler Carlstad	Bear Canyon	Twp 832.5		x	x	Upgraded field app
Aug 20/25	7	C-pipe	County	Bear Canyon	Twp 832.5/122		x	x	Old pipe failed
Aug 15/25	5	C-pipe	County	Cleardale	Rge 80		x	x	Old pipe rusted out and failed
Aug 15/25	5	C-pipe	County	Cleardale	Rge 80/861		x	x	Grader hooked edge of pipe/ Culvert was at end of life
Aug 25/25	5	A-pipe	Abe Friesen	Cleardale	Twp 853	x		x	New Field App
Aug 25/25	4	A-pipe	Dan Culmer	Worsley	Rge 72	x		x	New Field App
Aug 26/25	4	A-pipe	Dan Culmer	Worsley	Rge 71	x		x	New Field App
Aug 20/25	6		County	Cleardale	Rge 80			x	Cleaned out texas gates on the Many islands road
Aug 20/25	4		County	Worsley	Rge 81			x	Cleaned up dirt and sticks from beaverdam
Aug 20/25	4		County	Worsley	Twp 874			x	Cleaned up dirt and sticks from beaverdam

Hines Creek Transfer Station

Additional Day Trial

Date	Total Users	CHC	VoHC	% CHC Users	% VoHC Users
TUESDAY'S					
05-Aug-25	12	5	7	41%	59%
12-Aug-25	10	4	6	40%	60%
19-Aug-25	13	8	5	61%	39%
26-Aug-25	11	6	5	55%	45%
Total for August	46	23	23	50%	50%
SATURDAY'S					
02-Aug-25	65	45	20	69%	31%
09-Aug-25	81	44	37	54%	46%
16-Aug-25	71	41	30	58%	42%
23-Aug-25	75	43	32	57%	43%
30-Aug-25	99	56	43	57%	43%
Total for August	391	229	162	58%	42%
August Total Usage:	437	252	185	57%	43%

Additional

Operational Cost

per Tuesday: \$ 348.00

Total Additional Cost

for August: \$ 1,392.00

Additional Cost Per

User: \$ 30.26

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Council Information
File:	11-02-02

DESCRIPTION:

Council is presented with correspondence for information.

ATTACHMENTS:

Register to Vote – Municipal Election

September 11, 2025 – Clear Hills County Local Farm Diversification Tour

September 15-17 – Biggest Vegetable Contest!

September 29, 2025 – Clear Hills County Information Session on Riparian Areas

RECOMMENDED ACTION:

RESOLUTION by.... that this Council receives for information the Council Information presented at the September 9, 2025, Regular Council Meeting.

Initials show support - Reviewed by:	Manager:	CAO:	
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Register to Vote!

NEW for 2025! For this year's Municipal Election, a permanent electors register is being created using Elections Alberta's Voterlink. All eligible voters **MUST** register, confirm, or update their information by September 15, 2025 at www.voterlink.ab.ca or by scanning the QR code.



voterlink.ab.ca



Who can vote?

Canadian citizen, At least 18 on Election Day

Resident of Alberta

Need help? No internet?

Call 310-0000, then 780-427-7191.



The Clear Hills County Biggest Vegetable Contest is back, and it's time to show off your garden's giants!

Bring your biggest and most unique veggies for a chance to win bragging rights and prizes.

Contest Categories:

Beets, Cabbage, Carrots, Corn, Cucumber, Onions, Potato, Pumpkin, Tomato, Turnip, Zucchini, Other Squash, and Most Unique.

Entry Groups:

Kids (12 & under) and Adults (13 & over)

Entry Dates & Locations:

September 15 – Cleardale Co-op, 5:30 p.m. – 7:00 p.m.

September 16 – County Office, 1:00 p.m. – 4:30 p.m.

September 16 – Hines Creek Main Street West, 5:30 p.m. – 7:00 p.m.

September 17 – Cherry Canyon Hall, 5:30 p.m. – 7:00 p.m.

Got a pumpkin that barely fits in your truck? A turnip that could feed the whole family? Or maybe a cucumber that just grew in the strangest shape? Enter it!

For more information, contact:

Craig Donnelly

Phone: (780) 685-3925 ext. 116

Email:

extensionservices@clearhillscounty.ab.ca

Who will take home the title of Biggest Vegetable in Clear Hills County this year?



**BIGGEST
VEGETABLE CONTEST**



Contest Categories:
Beets, Cabbage, Carrots, Corn, Cucumber, Onions, Potato, Pumpkin, Tomato, Turnip, Zucchini, Other Squash, & Most Unique.

Entry Groups:
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September 17 – Cherry Canyon Hall, 5:30 p.m. – 7:00 p.m.

*"WHERE VEGETABLES
BECOME LEGENDS!"*



CONTACT INFO: CRAIG DONNELLY
PHONE: (780) 685-3925 EXT. 116 OR
EMAIL: EXTENSIONSERVICES@CLEARHILLSCOUNTY.AB.CA

LOCAL FARM DIVERSIFICATION TOUR



CLEAR HILLS COUNTY INVITES YOU TO A FULL DAY OF TOURING
LOCAL FARMS AND EXPLORING THEIR INNOVATIVE ON-FARM
DIVERSIFICATION PROJECTS.

When: Thursday, September 11, 2025

Time: 10:30 a.m. – 4:30 p.m.

Where: Worsley Community Centre



Lunch Provided

Registration is required

Deadline: September 8, 2025

To register, contact:

Craig Donnelly – (780) 685-3925 ext. 116

Email: extensionservices@clearhillscounty.ab.ca

Or call the Clear Hills County office and ask for
Craig Donnelly or Greg Coon.





WHAT IS A RIPARIAN AREA?

**Join us for an information packed session
on vegetation zones next to flowing and
standing water bodies and their importance.**

Event Details:

Date: September 29, 2025

Time: 1:00pm - 4:00pm

Location: David Thompson Hall



Special Speaker:

Kerri O'Shaughnessy, P.Ag.

Riparian Specialist - With Cows & Fish

What you'll learn:

- An introduction to riparian areas, their value, importance, form and function.
- How riparian areas can help during drought.
- Riparian enhancement and restoration strategies like soil erosion, bioengineering, etc.

**CONTACT INFO: CRAIG DONNELLY
PHONE: (780) 685-3925 EXT. 116 OR
EMAIL: EXTENSIONSERVICES@CLEARHILLSCOUNTY.AB.CA**

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	September 9, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Calendars
File:	11-02-02

DESCRIPTION:

Council is presented with a calendar of upcoming meetings. This will aid administration in maintaining records and serve as a reminder for upcoming meetings for both the Council and administration.

UPCOMING CONFERENCES:

Conference	Date	Location	Attendance
Alberta Forest Products Association AGM and Conference	September 24-26	Jasper, AB	Janzen
PLS - Stronger Together 2025	October 8-9	Edmonton	Bean
AB Munis Convention and Trade Show	November 12 - 14	Calgary	
RMA	November 17-20	Edmonton	

ATTACHMENTS:

- Calendar of upcoming meetings and conferences

RECOMMENDED ACTION:

RESOLUTION by to accept information September, October and November 2025 calendar updates of Councillor Committee meetings, that assist Administration with record keeping and Council with reminders of upcoming meetings.

Initials show support - Reviewed by:	Manager:	CAO:	
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SEPTEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 Labour Day	2 P&P	3 NPHF-DW	4	5 PREDA-AB	6 NTAB-AB
7	8 HPEC Planning Session- SH	9 Council	10	11	12 NWSAR-AB,DW	13
14 NPRL-JR	15	16	17	18	19	20 PLS-AB
21	22 Last day to submit Nomination Papers – 12:00 p.m.	23 Council	24	25	26	27 HPEC Skills Event-SH
28 HPEC Skills Event-SH	29	30 National Day for Truth and Reconciliation	1	2	3	4

Alberta Forest Products Association AGM and Conference-DJ

OCTOBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4 PLS-AB
5	6	7 P&P	8 PLS Conference -AB	9	10 NAEL-AB,DJ	11
12	13 Thanksgiving	14 Council	15	16	17	18
19	20 Municipal Election	21	22	23	24 Deadline for Member at Large Applications	25
26	27	28 Council	29	30	31	1

NOVEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4 P&P	5	6	7	8
9	10	11 Remembrance Day	12	13	14	15
16	17 EOEP Course All Council	18	19	20	21	22
		RMA Fall Convention & Tradeshow				
23	24	25 Council	26	27	28	29
30	1	2	3	4	5	6

Acronyms for Calendar

RMA	Rural Municipalities of Alberta
ASB	Agricultural Service Board
ASR	Alberta Surface Rights
CCES	Cleardale Community Enhancement Society
CH Conn - D	Clear Hills Joint Venture Ltd. - Directors
CH Conn - O	Clear Hills Joint Venture Ltd. - Operating
CCFC	Clear Creek Fire Committee
DAP	Development Appeal Board
MPRP	Mercer Peace River Pulp Ltd. Public Advisory Committee
HPEC	Health Professional Enhancement committee
EDC	Economic Development Committee
EMC	Emergency Management Committee
FCM	Federation of Canadian Municipalities
FV-Med	Fairview Medical Clinic Operating Society
FRAAC	Fairview Regional Airport Advisory Committee
FV-Seed	Fairview Seed Cleaning Co-Op Board
GGAMAC	Grimshaw Gravel Aquifer Management Advisory Committee
IIC	Interprovincial/Intermunicipal Committee
MMSA	Mackenzie Municipal Services Agency - Directors
MPTA	Mighty Peace Tourist Association
MPC	Municipal Planning Commission
NAEL	Northern Alberta Elected Leaders (Reeve & CAO - once a year)
NTAB	Northern Transportation Advocacy Bureau
NPHF	North Peace Housing Foundation
NPRLFC	North Peace Regional Landfill Commission
PLS Adv	Peace Library Systems – Clear Hills Advisory
PLS	Peace Library Systems
PREDa	Peace Regional Economic Development Alliance
Rec-BR	Recreation Board – Burnt River
Rec-CC	Recreation Board – Cherry Canyon
Rec-CD	Recreation Board – Cleardale
Rec-HC	Recreation Board – Hines Creek
Rec-W	Recreation Board – Worsley
R & CAO	Reeves and CAO's (once a year) Filed with Boards & Committees
RBC	Road Ban Committee
Rural Watch	Rural Crime Watch Executive Board
Site C	Site C Clean Energy Project
TTPC	Trades Training Program Committee
TRC 726	Technical Review Committee – Highway 726 Coulee
WDHP	Worsley & District Health Promotion
Z4	Zone 4 (Spring & Fall)
NWSAR	North West Species at Risk
SDAB	Mackenzie inter-Municipal Subdivision and Development Appeal Board
JIMC	Joint inter-Municipal Committee
PVCRT	Peace Valley Conservation, Recreation and Tourism Society