

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL MEETING
TUESDAY, OCTOBER 7, 2025**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Tuesday, October 7, 2025, commencing at 9:30 a.m. in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

1. CALL TO ORDER

2. AGENDA

3. NEW BUSINESS

a. COUNCIL

1. Clear Prairie Rural Fire Trailer Location.....2
2. Clear Hills County – Regional Landfill Waste Disposal Access...4
3. Policy 7005 – Sponsorship Funding..... 11
4. Policy 6801 Continuing Education Scholarship..... 14

B. CLOSED MEETING:

5. Personnel
6. Legal.....

5. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy and Priority Meeting
Meeting Date:	October 7, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Clear Prairie Rural Fire Trailer Location
File:	23-30-02

DESCRIPTION:

Council is presented with information regarding relocating the Clear Prairie Rural Fire Trailer.

A proposed new location for the Rural Fire Trailer is the Clear Prairie baseball diamond located at SW 22-87-10-W6M.

BACKGROUND:

The Clear Prairie Rural Fire trailer is currently located at Kade Helgesen's, SW 34-87-10-W6M, in Clear Prairie.

ATTACHMENT:

Map

RECOMMENDATION:

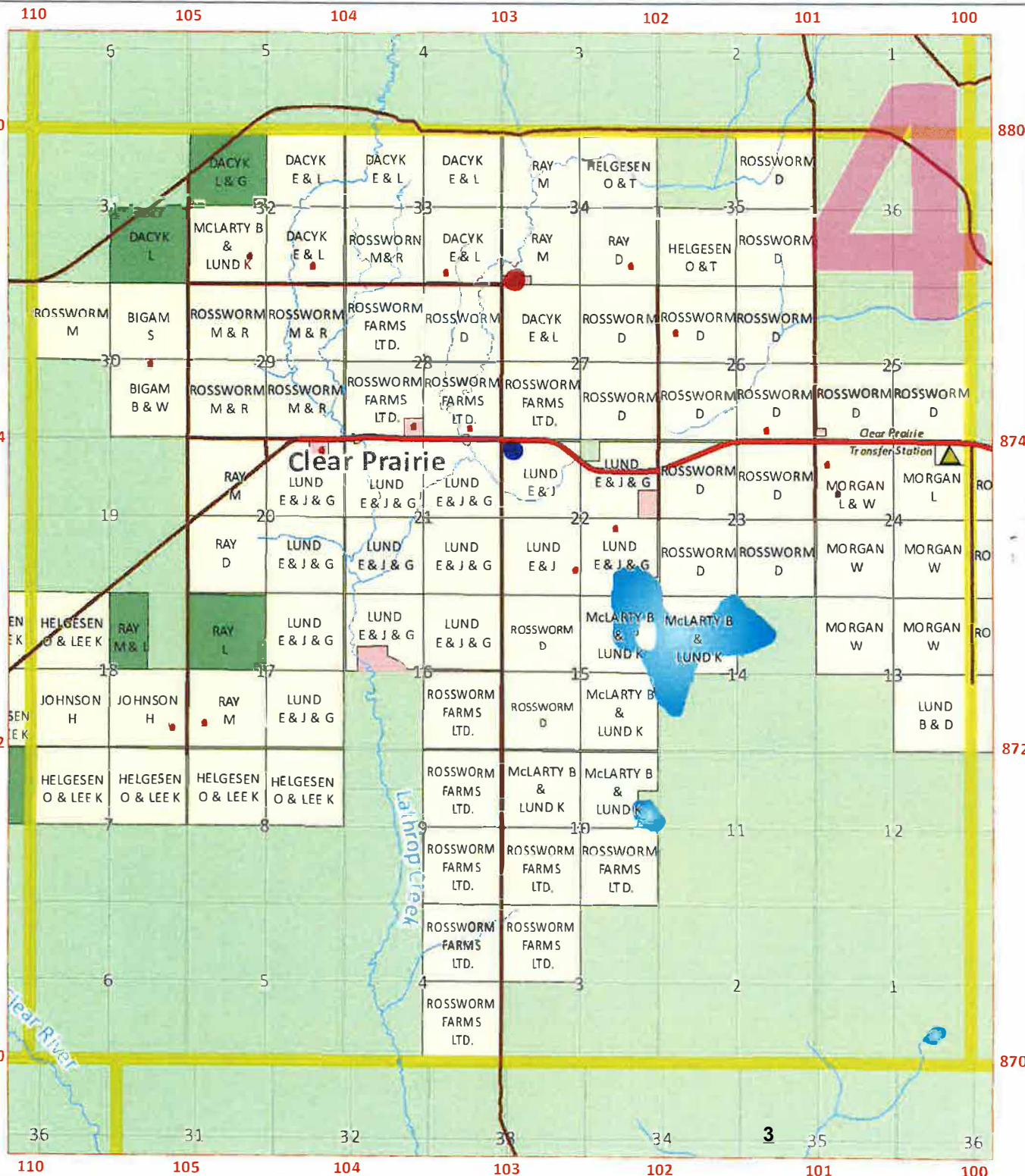
RESOLUTION by... to relocate the Clear Prairie Rural Fire Trailer to the Clear Prairie baseball diamond located at SW 22-87-10-W6M.

Initials show support - Reviewed by:

Manager:

CAO:





Clear Hills County Ownership

TWP 87 - RGE 10

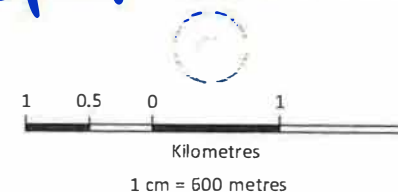
Clear Prairie Rural Fire Trailer

- | | |
|----------------------|--------------------------|
| Titled Land | Township Boundary |
| Small Holding | Provincial Road |
| Crown Land | Municipal Road (Paved) |
| Village | Municipal Road (Gravel) |
| First Nation Reserve | Residential Location |
| Waterbody | Gravel Pit |
| Electoral District | Waste Transfer Facility |
| | Municipal Water Facility |

● Current Location



● proposed Location



Mackenzie Municipal Services Agency
5309 - 51 St., Box 450, Beirwyn, AB T0H 0E0
Phone: 780-338-3862 Fax: 780-339-3811
www.mmsa.ca | email: info@mmsa.ca

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	October 7, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Clear Hills County – Regional Landfill Waste Disposal Access
File:	11-02-03

DESCRIPTION:

Council is presented with correspondence from the North Peace Regional Landfill with concerns on the Clear Hills County residents' access card program.

ATTACHMENTS:

North peace Regional Landfill Correspondence
Policy 4301 Regional Landfill Waste Disposal Access
Clear Hills County Transfer Station Usage Reports

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Kayla Langdon
North Peace Regional Landfill
Bookkeeper
October 2, 2025

Clear Hills County Council & Administration
313 Alberta Ave

P.O Box 240

Worsley AB T0H3W0

Re: Concerns & Recommendations Regarding Clear Hills County Cards

Dear Clear Hills County Board,

I am writing on behalf of the North Peace Regional Landfill's staff to bring forward several issues we have encountered with the implementation of the Clear Hills County (CHC) card system. While we understand and support the purpose of the program, ensuring that landfill services are properly tracked and billed. We are experiencing challenges that make it difficult to enforce fairly and consistently.

Below are the key issues we have identified so far:

1. **Household Members on Cards**

Currently, we can only accept waste for free if the individual's name matches what is on the CHC card. If multiple members of one household bring in waste but their names are not all listed, we cannot accept it for free. This creates frustration for residents and inconsistency for staff.

2. **Third-Party Disposal**

Some CHC residents are having non-residents (such as relatives) bring in their waste. When we inform them that they cannot dispose of it for free, they sometimes claim it is from another municipality (e.g., Fairview), which results in incorrect tonnage reporting and potentially inaccurate requisitions.

3. **Special Circumstances**

We have at least one individual who regularly disposes of residential garbage on behalf of CHC residents. We need a way to verify and document that this is authorized by CHC (perhaps through a special card or letter of approval).

4. **Farm Hands and Employees**

Farm employees cannot dispose of waste generated as part of their work if their names are not on the card. We need guidance on how to handle waste from these situations, as it is often a legitimate part of CHC farmers operations.

5. **Family Cards**

If CHC issues a single "family card" (e.g., "The Smiths"), there is no way for us to verify who belongs to that household when different people come in. This creates room for misuse and puts our staff in a difficult position.

6. ID and Name Requirements

As the system currently works, first and last names must match the ID presented. This means cards cannot realistically be shared between household members unless each person is specifically listed.

7. Ticket Signing Compliance

Some CHC residents refuse to stop and sign tickets when asked, even after being informed that this is required. This creates gaps in recordkeeping and challenges for proper tracking and reporting.

8. Presentation of Cards at Transfer Station

Several CHC residents have expressed frustration that they are required to present their CHC Card at the landfill but are not required to show it at the transfer station. This inconsistency causes confusion and leads to resistance when enforcing card requirements at the landfill. This will also cut down on the amount of "out of area" waste that is being brought in

Our goal is to work collaboratively with Clear Hills County to ensure that landfill access remains fair and efficient, while also protecting accurate billing and tonnage reporting.

Thank you for your time and consideration. We trust that Clear Hills County will take necessary steps to address these issues and provide clear direction moving forward so that we can apply the card system consistently and fairly for all residents.

Sincerely,

Kayla Langdon
Bookkeeper
North Peace Regional Landfill





Clear Hills County

Effective Date: August 15, 2023	Policy Number 4301
Title: Regional Landfill Waste Disposal Access	

1. Policy Statement

- 1.1. Clear Hills County is committed to providing access to the Regional Landfill to residents.

2. Definitions

- 2.1. Regional Landfill means North Peace Regional Landfill
- 2.2. Access means entry into the North Peace Regional Landfill to haul waste during Regional Landfill regular business hours.

3. Resident Responsibilities

- 3.1. Residents will complete the Regional Landfill Waste Disposal Access Application (Schedule A).
- 3.2. Residents will follow the rules and regulations of the Regional Landfill.

4. County Responsibilities

- 4.1. The County will provide residents with a Regional Landfill Access Card.
- 4.2. The cost of the tipping fees for the waste hauled by the residents will be included in the annual requisition the County pays to the North Peace Regional Landfill Commission.

5. End of Policy

ADOPTED:

Resolution #C435-23(08/15/23)



Clear Hills County Regional Landfill Access Application Form

Resident Information

Resident Name: _____

Mailing Address: _____

Home Phone Number: _____

Cell Phone Number: _____

Legal Land Location: _____

Terms & Conditions

- 1) I agree to follow the rules and regulations of the Regional Landfill.
- 2) I agree that if my status as a resident of the County changes I will no longer have access to the Regional Landfill through the County.
- 3) I agree that I will not share my Regional Landfill Access Card with anyone outside of my residence.
- 4) I acknowledge that failure to abide by these terms and conditions could result in the cancellation of my Regional Landfill Waste Disposal Access Card.

I have read and understand the terms & conditions set out above and acknowledge that the information provided on this form is complete and accurate.

Signature: _____ Date: _____

Witness: _____ Date: _____

**Transfer Station Summer Hours
Second Day Usage**

2022									
		May	June	July	August	September	Total	Total Summer Usage	Usage % by Day
Cleardale	Tuesday	39	37	50	59	38	223	1228	18%
	Saturday	254	176	170	205	200	1005		82%
Worsley	Tuesday	50	38	44	62	49	243	768	32%
	Friday	107	97	101	91	129	525		68%
2023									
Cleardale	Tuesday	46	46	62	42	45	241	1269	19%
	Saturday	165	198	219	184	262	1028		81%
Worsley	Tuesday	52	39	51	47	27	216	781	28%
	Friday	126	139	87	97	116	565		72%
2024									
Cleardale	Tuesday	34	45	56	40	34	209	1182	18%
	Saturday	212	222	144	187	208	973		82%
Worsley	Tuesday	36	28	69	49	35	217	772	28%
	Friday	122	94	106	133	100	555		72%
2025									
Cleardale	Tuesday		41	53	42	54	190	1193	16%
	Saturday	202	178	169	209	245	1003		84%
Hines Creek	Tuesday				46	54	100	821	12%
	Saturday	391	255	320	391	330	721		88%
Worsley	Tuesday	54	43	44	39	45	225	798	28%
	Friday	166	86	90	124	107	573		72%

Transfer Stations

County Usage vs. Non-County Usage

2022																
		January	February	March	April	May	June	July	August	September	October	November	December	Total	Combined Total	Percentage %
Hines Creek	Internal	175	151	170	272	193	206	276	204	185	269	156	192	2449	3561	69%
	External	75	67	76	147	101	78	79	73	110	158	86	62	1112		31%
Royce	Internal	35	40	62	50	71	89	78	79	84	55	44	34	721	1038	69%
	External	20	21	35	21	25	29	20	27	35	26	32	26	317		31%
2023																
Hines Creek	Internal	137	140	151	296	207	204	292	224	291	198	146	186	2472	3685	67%
	External	67	61	76	191	123	112	82	140	114	81	73	93	1213		33%
Royce	Internal	43	41	55	58	72	100	78	91	57	44	56	48	743	1083	69%
	External	24	20	30	25	35	45	15	30	29	23	39	25	340		31%
2024																
Hines Creek	Internal	110	160	213	199	186	202	181	238	205	193	151	133	2171	3478	62%
	External	46	103	109	110	127	140	96	137	132	145	91	71	1307		38%
Royce	Internal	61	58	48	54	82	58	56	75	67	65	37	44	705	1079	65%
	External	22	38	21	33	38	32	27	36	30	37	36	24	374		35%
2025																
Hines Creek	Internal	139	116	138	180	249	146	192	252	228				1640	2798	59%
	External	84	68	93	133	202	109	128	185	156				1158		41%
Royce	Internal	42	34	51	58	76	67	66	55	57				506	828	61%
	External	34	30	34	33	46	34	50	31	30				322		39%

Clear Hills County

Request For Decision (RFD)

Meeting:	POLICIES & PRIORTIES MEETING
Meeting Date:	October 7, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Policy 7005 – Sponsorship Funding
File:	71-20-02

DESCRIPTION:

Council is provided with Policy 7005 – Sponsorship Funding for review.

BACKGROUND / PROPOSAL:

Council set the 2025 sponsorship budget at \$1,000.00.

The County received the following sponsorship requests in 2025:

Approved	Organization	Description
0.00	Community Futures Peace Country	Women in the North Conference
250.00	Northern Redneck Riders	2025 Finals
300.00	Cleardale Agricultural Society	Clear River Rodeo
250.00	Fairview Agricultural Society	RCMP Musical Ride
\$800.00	Approved to date in 2025	

ATTACHMENTS

- Policy 7005 – Sponsorship Funding

RECOMMENDED ACTION:

RESOLUTION by ... that Council ...

Initials show support - Reviewed by:

Manager:

CAO:





Clear Hills County

Effective Date: May 25, 2010

Policy Number: 7005

Title: **SPONSORSHIP FUNDING POLICY**

1. Policy Statement

- 1.1. Clear Hills County may provide sponsorship funding to conferences and workshops of benefit to County residents, and establish a system for evaluating sponsorship requests.

2. General

- 2.1. Council may annually during budget deliberations, establish a budget for conference and workshop sponsorship funding.

3. Applications

- 3.1. Requests for sponsorship will be accepted throughout the year.
- 3.2. Requests will be evaluated as received and presented to Council for consideration.
- 3.3. Requests shall include the following information or documentation:
 - A clear statement of the purpose of the conference or workshop
 - Amount of funding requested
- 3.4. The following criteria will be used to determine eligibility of funding:
 - Conference or Workshop must be held within the North West Region of the province which is defined as: Municipal District of Greenview the Southern most portion, Municipal District of Big Lakes and Northern Sunrise County the most Easterly portions, Mackenzie County the most Northern portion and inclusive of all other municipalities within these boundaries to the British Columbia Border. A map of the eligible area is attached as Schedule A.
 - Contribution to the education or economic development opportunities for county based:
 - Entrepreneurs
 - Agricultural producers
 - Business owners

4. End of Policy

ADOPTED

Resolution #C434(05/25/10)

Date: May 25, 2010

Map of Saskatchewan showing regional divisions and local government boundaries. The map is divided into four numbered regions: 1 (Foothills Little Bow), 2 (Central Association), 3 (Pembina River Association), and 4 (Northern Association). The map shows various counties and municipalities, including Northern Sunrise County, Yellowhead County, and the Regional Municipality of Wood Buffalo. A large orange-shaded area covers the northern and central parts of the province, corresponding to the numbered regions. A legend at the bottom left identifies the regions: No. 1 - Foothills Little Bow, No. 2 - Central Association, No. 3 - Pembina River Association, and No. 4 - Northern Association. A logo for 'D & C 1909' is visible in the bottom left corner.



- ☐ District No. 1 - Foothills Little Bow
- ☐ District No. 2 - Central Association
- ☐ District No. 3 - Pembina River Association
- ☐ District No. 4 - Northern Association
- ☐ District No. 5 - Edmonton East Association

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy and Priority Meeting
Meeting Date:	October 7, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Policy 6801 - Continuing Education Scholarship
File:	11-02-03

DESCRIPTION:

Council is presented with the draft Policy 6801 - Continuing Education Scholarship with the amendment to section 4.11 including Applicants may apply for programs outside the Province of Alberta or outside of Canada. Such applications will be presented to Council for approval prior to awarding of a scholarship.

BACKGROUND:

C490-25(09-23-25) RESOLUTION by Councillor Hansen to bring back Policy 6801 - Continuing Education Scholarship, with the following amendment: Applicants may apply for programs outside the Province or Country; such applications will be presented to Council for approval. CARRIED.

ATTACHMENT:

Policy 6801 - Continuing Education Scholarship

RECOMMENDATION:

RESOLUTION by... to recommend Council approve Policy 6801 - Continuing Education Scholarship.

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

Effective Date: October 14, 2025 - Draft	Policy Number 6801
Title: CONTINUING EDUCATION SCHOLARSHIPS POLICY	

1. POLICY STATEMENT

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

2. DEFINITIONS:

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

3. BUDGET IMPLICATIONS:

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

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

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

4. GENERAL

4.1. To be eligible for a scholarship applicant must

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

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

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

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

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

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

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

4.8. A report will be made to Council after the distribution of the Scholarships.

4.9. If qualifying applications exceed the annual budget administration will present Council with the financial details for their direction prior to distribution of the Scholarship funds.

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

5. FORMS AND PROCEDURES

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

6. END OF POLICY

ADOPTED

Resolution C236-14(04/08/14)

Date: April 8, 2014

AMENDED

Resolution C774-14(11/12/14)

Date: November 12, 2014

Resolution C860(12/09/14)

Date: December 9, 2014

Continuing Education Scholarship

Policy 6801

Resolution C486-16(09/13/16)	Date: September 13, 2016
Resolution C389-18(08-14-18)	Date: August 14, 2018
Resolution C14-19(01-08-19)	Date: January 8, 2019
Resolution C398-19(08/13/19)	Date: August 13, 2019
Resolution C215-20 (04-21-20)	Date: April 21, 2020
Resolution C488-20 (10/13/20)	Date: October 13, 2020
Resolution C635-22(12-13-22)	Date: December 13, 2022
Resolution C136-23 (03-14-23)	Date: March 14, 2023
Resolution C45-24 (01-23-24)	Date: January 23, 2024

Application
Deadlines
October 1st &
February 1st

Clear Hills County Continuing Education Scholarship Application

Clear Hills County recognizes the value of continued education and Trades Training among its citizens and offers scholarships to Clear Hills County residents to assist with the costs to obtain additional education and training.

Scholarship Overview:

1. Scholarships: Each Scholarship will be to cover education fees to a maximum of \$3,000.00.
2. Eligibility: To be eligible for a scholarship an applicant must
 - a. Be a Canadian citizen or landed immigrant, and resident of Alberta.
 - b. Be a resident of Clear Hills County or the Village of Hines Creek for no less than one year prior to applying.
 - c. Be actively enrolled or have applied for an eligible program.
3. Biannual application deadlines will be October 1st and February 1st.
4. There will be a limit of one scholarship per successful applicant per year. When a scholarship recipient will be completing a second consecutive Trade year in the same program within the qualifying year, then the individual will be able to apply for a supplementary CES at a reduced amount of \$1,500.00.
5. A scholarship recipient will only be able to access one full scholarship and one Supplementary Trade year scholarship within the qualifying year.
6. Individuals may apply for a scholarship each year they will be attending an eligible multi-year program.
7. Scholarships will not be approved for previous years eligible programs that have completed at the time of application.
8. Eligible Programs: Trades (Technical School), Apprenticeship, Postsecondary Degrees (associate, bachelor's, or graduate), Professional Certification and Product-specific certifications
9. Ineligible Programs: No potential employment opportunity within the County.
10. Scholarship Payment will be processed upon the Recipient providing proof that tuition or registration fee has been paid in the form of a receipt with the tuition or registration fee clearly identified, and completion of any necessary documentation or agreements. A debit or credit card slip is not considered proof of payment.
11. Repayment: Recipients will repay the scholarship if they do not complete the apprenticeship, trade, post-secondary program, or Product-specific certifications the scholarship was received for or fail to provide proof of completion.

To apply, complete these steps:

STEP 1: Make sure you are eligible.

You must:

- Be a Canadian citizen or landed immigrant, and resident of Alberta.
- Be a resident of Clear Hills County or the Village of Hines Creek for no less than one year prior to applying.
- Be actively enrolled or have applied to enroll in an eligible program

STEP 2: Fully complete the Application Form and Attachments

- Year 1 students - Copy of high school transcript.
- Year 2 and future year students—transcript from education provider.
- All applicants must include a Letter of recommendation from one of the following Teacher or Employer.
- **Cover letter containing the following must be attached to the completed application form.**
 - **Your intentions for the Clear Hills County Continuing Education Scholarship funds.**
 - **Your goals for your future.**
 - **Why you feel you would be deserving of the scholarship funds.**
- **Resumé**
- **Highschool or Post-Secondary Transcript**
- **DO NOT Include a Photo**

Your application must be complete. Incomplete applications will be removed from the selection process.

For an electronic version of this application form contact Bonnie Morgan, Executive Assistant with Clear Hills County, bonnie@clearhillscounty.ab.ca

STEP 3: Submit completed application before the biannual deadlines of October 1st and February 1st.

Send your completed application to:

Bonnie Morgan
Clear Hills County
Box 240 Worsley, Alberta
T0H 3W0

You will be notified of the status of your application within 30 days of the application deadline.

If you have any questions about the scholarship, please contact Clear Hills County at 780-685-3925 Ext: 120.

We are collecting personal information in this application under the authority of section 33© of the Freedom of Information and Protection of Privacy Act, c. F-25, RSA 2000 to determine and verify your eligibility for a Clear Hills County Continuing Education Scholarship under the Alberta Heritage Scholarship Act, c. A-24, RSA 2000 and for research and statistical purposes. If you have any questions about the collection of this information, you can contact the Director, Alberta Scholarship Programs, 4th Floor, 9940-106 Street, Edmonton, Alberta, T5K 2V1. Phone 780.427.8640.

Application for Clear Hills County Continuing Education Scholarships

Incomplete applications will be deemed ineligible and will be removed from the selection process.

(Please print legibly using blue or black ink.)

Alberta Student Number: _____ Social Insurance Number: _____

Apprentice I.D. Number (if applicable): _____
(Trade Number) (Apprentice I.D.)

Gender ☐ Male ☐ Female Birth Date (dd/mm/yy) _____

Program you are enrolling in: _____ Is the program in Alberta ☐ Yes ☐ No

Amount you are applying for (Maximum \$3,000.00) _____

Applying for a second consecutive Trade year in the same program within the qualifying year. (\$1,500.00) (please check one) ☐ Yes ☐ No

Anticipated Tuition cost for program: _____

Last Name: _____ First Name: _____

Mailing Address: _____

Town: _____ Province _____ Postal Code _____

Telephone Number: _____ Cell Number: _____

Email Address: _____

Year 1 Students:

Name of High School _____

Year 2 & 3 Students:

Name of Educational Institution: _____

Number of hours of on-the job training and work experience completed in your trade: _____

Have you registered for apprenticeship technical training? *(Please check one)* ☐ Yes ☐ No

If yes, where? _____

Product-Specific Certifications:

Name of Program Provider: _____

How is the Program provided: In class? _____ If Yes, where? _____ Online? _____

Residency

Citizenship (please check) ☐ Canadian Citizen ☐ Landed Immigrant

NOTE: if you are a Landed Immigrant, you must include a photocopy of your permanent resident card or immigration long form. Visa students are ineligible.

Residency Information

To be eligible for a scholarship in your first year, you must be a resident of Clear Hills County or the Village of Hines Creek at the time of application.

Do you currently reside in Clear Hills County or the Village of Hines Creek?

(Please check one)

☐ **Yes**☐ **No**

If No, please specify your current place of residence: _____

Do your parents currently reside in Clear Hills County?

(Please check one)

☐ Yes☐ **No**

Tell Us About Yourself

To be considered for the Clear Hills County Continuing Education Scholarships, you must include one or two paragraphs **telling us about yourself, confirming your plans to continue in your field of study, and why this career choice is a good fit for you.** Use additional sheets or attach typewritten pages as required. Please write legibly or attach a typed description of yourself to the application.

Your written comments are very important to your evaluation for a scholarship.

[illegible]

Giving back to the Community

To be considered for the Clear Hills County Continuing Education Scholarships, you must include a short essay telling **us about what you are doing or have done to make the County or Village of Hines Creek a better place to live, work or relax.** Use additional sheets or attach typewritten pages as required. Please write legibly or attach a typed Giving back to the Community essay to the application.

Your written comments are very important to your evaluation for a scholarship.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Scholarship Agreement:

I, _____ agree to provide, the Clear Hills County administrator of the Continuing Education Scholarship which I have received, with written certification or verification letter from the educating body confirming completion of the education within 8 weeks of completion.

If I, _____ do not complete the education the scholarship was received for or fail to provide proof of completion within 8 weeks of completing the program I agree to repay the full scholarship funds obtained from the Clear Hills County at 313 Alberta Avenue Box 240 Worsley Alberta T0H 3W0

Signature of witness

Signature of Student

Witness contact information: _____

Use of Funds and Reporting Requirements:

- Funds must be used for Education Fees for an eligible program in Alberta or Canada
- An accounting confirming the funds were used for tuition will be forwarded to Clear Hills County.

Double check your application! Have you:

- ☐ Answered all of the questions and checked all of the appropriate boxes in a neat and legible manner?
- ☐ Included your Alberta Student Number?
- ☐ Included the cover letter
- ☐ Included your resumé
- ☐ Included your high school OR post-secondary transcript?
- ☐ Letter of Recommendation – Teacher or Employer
- ☐ Apprentices - Included your apprentice I.D. number?
- ☐ Apprentices - Filled in the boxes on page 3 asking for number of hours of on-the-job training or work experience?
- ☐ Completed the “Tell Us About Yourself” or included on a separate sheet
- ☐ Completed the “Giving Back to the Community” or included on a separate sheet.
- ☐ Sign the form?
- ☐ Have a witness sign the form?
- ☐ DID NOT include a Photo

Failure to do any of the above will result in your application being deemed ineligible. Double check your application to ensure it is complete.