



## ORGANIZATIONAL MEETING AGENDA

Tuesday, October 22, 2024, 8:30 a.m.

1600 2nd Street NE

Three Hills, AB T0M 2A0

<https://www.youtube.com/@kneehillcounty48>

---

	<b>Pages</b>
1. Adoption of the Organizational Meeting Agenda	
2. Voting Procedures	3
3. Establish Municipal Office	5
4. Election of Reeve	7
5. Election of Deputy Reeve	10
6. Seating Arrangements in Council Chambers 2024	13
7. Regular Council Meeting Dates 2025	16
8. Committee of the Whole Meeting Dates 2025	19
9. Agricultural Service Board Meeting Dates 2025	22
10. Municipal Planning Commission Meeting Dates 2025	25
11. 2024/2025 Board and Committee Appointments	
11.1 Agricultural Service Board	28
11.2 Agricultural Appeal Board	31
11.3 Soil Conservation Appeal Board	33
11.4 AQUA 7 Regional Water Commission	35
11.5 Regional Emergency Management Advisory Committee	37
11.6 Central Alberta Economic Partnership	39
11.7 Central Rural Municipalities of Alberta (Zone 2) Director Committee	41
11.8 Community Futures Wild Rose	43
11.9 Kneehill Medical Services Retention and Recruitment Committee	45
11.10 Police Advisory Committee	47
11.11 Drumheller & District Solid Waste Management Association	49
11.12 Kneehill Housing Corporation	51
11.13 Kneehill Regional Family & Community Support Services Board	53
11.14 Kneehill Regional Partnership	55
11.15 Marigold Library System	57
11.16 Municipal Planning Commission	59
11.17 Red Deer River Municipal Users Group	63
11.18 Subdivision and Development Appeal Board	65
11.19 Trochu Housing Corporation	72
	74

11.20 Intermunicipal Collaboration Framework Committees

11.21 Intermunicipal Development Plan Committee

77

**12. Adjournment**

Subject: **Voting Procedures**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

**Provincial (cite)-** Municipal Government Act Section 185.11 (1) & (2)

**Council Bylaw/Policy (cite)-** N/A

**BACKGROUND/PROPOSAL:**

If there is more than one Councillor nominated for either Reeve or Deputy Reeve positions a motion needs to be made to approve the use of secret ballot as per MGA 185.1(1) & (2)

A motion also needs to be made that the ballots will be destroyed at the end of the meeting.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

N/A

**FINANCIAL & STAFFING IMPLICATIONS:**

No financial or staffing implications.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
--------	-------------------------	--------	--

**ATTACHMENTS:**

N/A



**COUNCIL OPTIONS:**

1. That Council make the recommended two motions.
2. That Council amend the recommended motions.

**RECOMMENDED MOTION:**

1. That Council utilize the voting procedures of secret ballot when there is more than one nomination for position of Reeve and Deputy Reeve.
2. That all ballots be destroyed at the end of the meeting.

**FOLLOW-UP ACTIONS:**

Ballots will be destroyed following meeting.

**APPROVAL(S):**






Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Establish Municipal Office**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

**Provincial (cite)-** MGA Section 204  
**Council Bylaw/Policy (cite)-** N/A

**BACKGROUND/PROPOSAL:**

The Municipal Government Act serves as the foundational legislative framework for local government operations in Alberta and outlines several mandatory obligations. As outlined in Section 204 of the Act, it is explicitly stated that Council is obligated to designate a location as its municipal office.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

To ensure compliance with this legal requirement, it is recommended by Administration that we incorporate this designation as a standard component of our organizational meeting process.

**FINANCIAL & STAFFING IMPLICATIONS:**

N/A

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

1. Council establish 1600 2<sup>nd</sup> Street NE, Three Hills, AB as the county's municipal office.
2. Receive for information.

**RECOMMENDED MOTION:**

That Council establish the municipal office at 1600 2<sup>nd</sup> Street NE, Three Hills, AB.



**FOLLOW-UP ACTIONS:**

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Election of Reeve**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

**Provincial (cite)-** Municipal Government Act Section 150 (2)  
**Council Bylaw/Policy (cite)-** N/A

**BACKGROUND/PROPOSAL:**

Section 150 (2) of the Municipal Government Act states that the Chief Elected Official of a municipality is to be appointed by Council from among the Councillors' unless the Council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality. No bylaw has been passed.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

That the Council conduct an election for the purpose of electing a Reeve in accordance with the following process:

1. The CAO will conduct the election for Reeve.
2. The CAO will call for nominations three times for the position of Reeve.
3. **A motion will be required for nominations to cease.**
4. Where there is more than one nomination for Reeve, voting shall be done by secret ballot.
5. Ballots will be counted by CAO and Designate.
6. The CAO will announce the person elected as Reeve and administer oath of office.
7. If, on the first ballot, no one Councillor receives a clear majority of the votes, the Councillor who received the least number of votes shall be dropped from the ballot and second ballot shall be taken.
8. On subsequent ballots, a Councillor who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.
9. After the declaration of the Reeve, the Chair will be turned over to the Reeve.

**FINANCIAL & STAFFING IMPLICATIONS:**

N/A

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
--------	-------------------------	--------	--

**ATTACHMENTS:**

Oath of Office- Reeve



**COUNCIL OPTIONS:**

1. That Council make the recommended motion.
2. That Council amend the recommended motion.

**RECOMMENDED MOTION:**

That Council declare nominations to cease.

**FOLLOW-UP ACTIONS:**

Ballots will be destroyed following meeting.

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-







# Oath of Office

Reeve

I, \_\_\_\_\_,

do swear that I will diligently, faithfully and to the best  
of my ability, execute according to law,  
the office of **Reeve** for Kneehill County,  
for a term of one-year to expire at the 2025 Organizational  
Meeting.

SO HELP ME GOD.

SWORN/AFFIRMED before me at Kneehill County in the  
Province of Alberta this 22<sup>nd</sup> day of October, A.D. 2024

---

Commissioner of Oaths  
Carolyn Van der Kuil

---

Reeve

Subject: **Election of Deputy Reeve 2024**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

**Provincial (cite)-** Municipal Government Act Section 152 (1)  
**Council Bylaw/Policy (cite)-** N/A

**BACKGROUND/PROPOSAL:**

The Municipal Government Act, Section 152 (1) states that a Council must appoint one or more Councillors' as deputy chief elected official so that:

- a. Only one Councillor will hold that office at any one time, and
- b. The office will be filled at all times.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

That the Council conduct an election for the purpose of electing a Deputy Reeve in accordance with the following process:

1. The Reeve will conduct the election for Deputy Reeve.
2. The Reeve will call for nominations three times for the position of Deputy Reeve.
3. **A motion will be required for nominations to cease.**
4. Where there is more than one nomination for Deputy Reeve, voting shall be done by secret ballot.
5. Ballots will be counted by CAO and designate.
6. The CAO will announce the person elected as Deputy Reeve and administer oath of office.
7. If, on the first ballot, no one Councillor receives a clear majority of the votes, the Councillor who received the least number of votes shall be dropped from the ballot and second ballot shall be taken.
8. On subsequent ballots, a Councillor who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.

**FINANCIAL & STAFFING IMPLICATIONS:**

N/A

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
--------	-------------------------	--------	--



**ATTACHMENTS:**

Oath of Office- Deputy Reeve

**COUNCIL OPTIONS:**

N/A

**RECOMMENDED MOTION:**

That Council declare nominations to cease.

**FOLLOW-UP ACTIONS:**

Ballots will be destroyed following meeting.

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-





# Oath of Office

## Deputy Reeve

I, \_\_\_\_\_,

do swear that I will diligently, faithfully and to the best  
of my ability, execute according to law,  
the office of **Deputy Reeve** for Kneehill County, for a term of  
one-year to expire at the 2025 Organizational Meeting.

SO HELP ME GOD.

SWORN/AFFIRMED before me at Kneehill County in the  
Province of Alberta this 22<sup>nd</sup> day of October, A.D. 2024

---

Commissioner of Oaths  
Carolyn Van der Kuil

---

Deputy Reeve

Subject: **Seating Arrangements in Council Chambers 2024**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- Bylaw 1846, under 9 (4)

**BACKGROUND/PROPOSAL:**

Bylaw # 1846, under 9 (4) states that:

*The seating arrangements of Council shall be determined at the Organizational Meeting. The Reeve shall occupy the center seat at the head of the Council table with the Deputy Reeve occupying the position directly to the Reeve’s left. The seating positions of the remainder of Councillors shall be determined by each Councillor drawing a number between 1 and 5. Councillor seating will also be numbered from 1 through 5 as determined by the CAO or designate prior to Councillors drawing their number. The order of drawing is determined by the official Division number with Division 1 drawing first and Division 7 drawing last. In the event any Councillor is not present at the drawing, the Chief Administrative Officer, or designate, will draw for the Councillor(s) not present.*

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

N/A

**FINANCIAL & STAFFING IMPLICATIONS:**

N/A

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
--------	-------------------------	--------	--

**ATTACHMENTS:**

Council Seating Diagram

**COUNCIL OPTIONS:**

N/A



**RECOMMENDED MOTION:**

No Motion Required.

**FOLLOW-UP ACTIONS:**

Name Plates will be changed after seating has been completed.

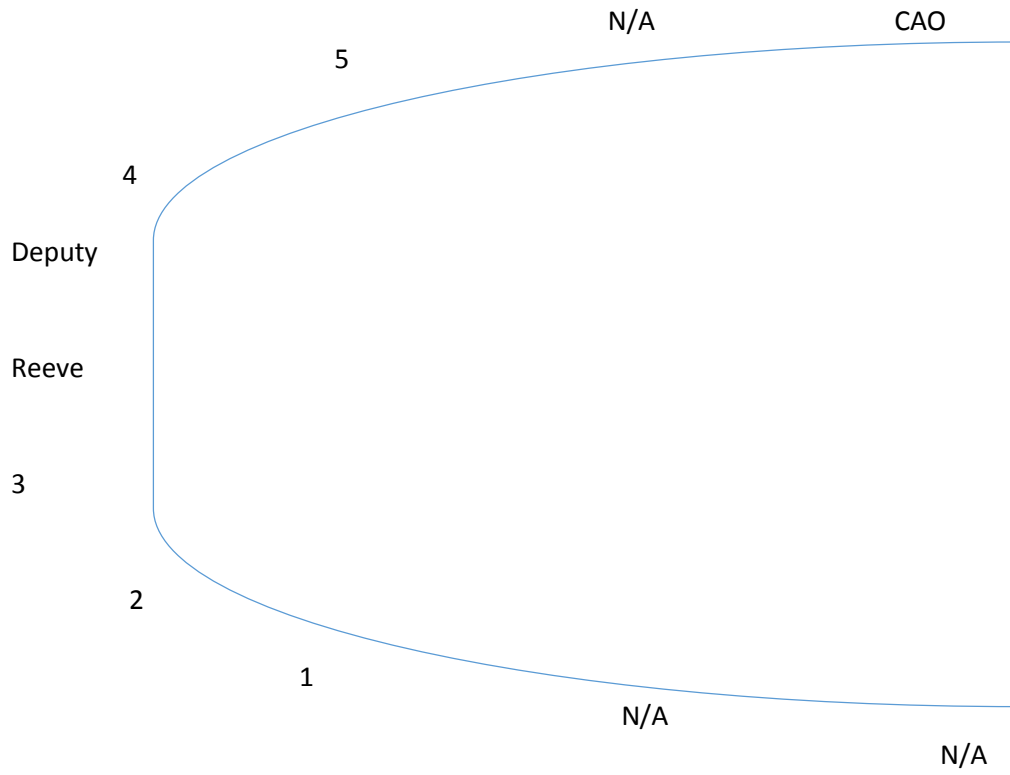
**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



COUNCIL SEATING ARRANGEMENTS



Subject: **Regular Council Meeting Dates 2025**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

**Provincial (cite)-** N/A

**Council Bylaw/Policy (cite)-** Bylaw 1846, under Section (6) 1

**BACKGROUND/PROPOSAL:**

Section 6 (1) of Kneehill County’s Procedural Bylaw #1846 states that regular meetings of Council shall be held on the second and fourth Tuesday of each month provided that where a regular Council meeting falls on a holiday, the meeting shall be held on the next following day, or on such other day as Council decides by Motion.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Here’s the breakdown of the meeting schedule for Council Meetings :

Summer 2025: Kneehill County proposes two Council meetings for the summer, one in July and another in August and to be held the same week as MPC.

November 2025: Since November 11th falls on the second Tuesday of the month, Administration recommends rescheduling the Council meeting to Wednesday, November 12th. Although holding the meeting on Monday, November 10th was considered, it was decided that many may take advantage of the long weekend.

December 2025: Typically, Kneehill County plans for one Council meeting in December. The recommendation is to hold the December Council meeting on December 9th, which is the second Tuesday of that month.

Organizational Meeting: Under section 192 (1) of the MGA, a Council must hold an organizational meeting annually, no later than 2 weeks after the third Monday in October. It is recommended to hold Kneehill County’s Organizational meeting on Tuesday, October 28<sup>th</sup>, 2025.

**FINANCIAL & STAFFING IMPLICATIONS:**





**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools: Individual Notification

Other:

**ATTACHMENTS:**

Calendar Plan for 2025

**COUNCIL OPTIONS:**

1. To approve the recommendations to the Council Calendar
2. To amend the recommendations to the Council Calendar
3. To receive for information.

**RECOMMENDED MOTION:**

That Council approve the scheduling of the 2025 Organizational Meeting for Tuesday, October 28, 2025, and to hold all regular Council meeting dates on the second and fourth Tuesday of each month with the exception of:

- July- Schedule one meeting for July 22, 2025
- August- Schedule one meeting for August 26, 2025
- November- Schedule the meeting for November 12th to replace November 11th, which is a statutory holiday.
- December- Schedule one meeting for December 9, 2025

**FOLLOW-UP ACTIONS:**

Administration will Advertise dates on our website and local newspaper.

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved- 

# 2025

## Council and Committee Dates

- Council Meetings
- Organizational Meeting
- COW Meetings
- MPC Meetings

- ASB Conference & Mtg
- New Council Orientation
- RMA Fall & Spring
- FCM Conference

- STAT Holiday
- Office XMAS Closure
- 2025 Nominations Cease & Election Day

January						
S	M	T	W	T	F	S
			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	

February						
S	M	T	W	T	F	S
						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	

March						
S	M	T	W	T	F	S
						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					

April						
S	M	T	W	T	F	S
		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			

May						
S	M	T	W	T	F	S
				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

June						
S	M	T	W	T	F	S
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					

July						
S	M	T	W	T	F	S
		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		

August						
S	M	T	W	T	F	S
					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						

September						
S	M	T	W	T	F	S
		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			


October						
S	M	T	W	T	F	S
			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	

November						
S	M	T	W	T	F	S
						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

December						
S	M	T	W	T	F	S
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	1	2	3

Subject: **Committee of the Whole Meeting Dates 2025**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- Bylaw 1846, under Section 10 (5)

**BACKGROUND/PROPOSAL:**

Section 10 (5) of Kneehill County's Procedural Bylaw #1846 states that The Committee of the Whole (COW) meeting schedule shall be established by motion at the annual organization meeting or at a regular meeting following the organizational meeting, as may be appropriate.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

In the past we have scheduled the COW meetings every third Tuesday of the Month, and no COW meetings during the summer months.

The January, March & November date conflicts with Conferences.

The October COW meeting date is scheduled the day after elections.

Due to the budgetary process in December, it is recommended that the COW meeting be on December 2, 2025, before the December 9th, 2025 Council meeting.

**FINANCIAL & STAFFING IMPLICATIONS:**

N/A

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
--------	-------------------------	--------	--

**ATTACHMENTS:**

Calendar Plan for 2025

**COUNCIL OPTIONS:**

1. To approve the recommendations to the Council Calendar
2. To amend the recommendations to the Council Calendar
3. To receive as information.



**RECOMMENDED MOTION:**

That Council approve the third Tuesday of every month at 8:30 a.m. for a Committee of the Whole meeting, with the following exceptions:

- January 21, 2025
- March 18, 2025
- July 15, 2025
- August 19, 2025
- October 21, 2025
- November 18, 2025

and the December Committee of the Whole Meeting be held on December 2<sup>nd</sup>, 2025.

**FOLLOW-UP ACTIONS:**

Administration will Advertise dates on our website and local newspaper.

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



# 2025

## Council and Committee Dates

- Council Meetings
- Organizational Meeting
- COW Meetings
- MPC Meetings

- ASB Conference & Mtg
- New Council Orientation
- RMA Fall & Spring
- FCM Conference

- STAT Holiday
- Office XMAS Closure
- 2025 Nominations Cease & Election Day

January						
S	M	T	W	T	F	S
			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	

February						
S	M	T	W	T	F	S
						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	

March						
S	M	T	W	T	F	S
						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					

April						
S	M	T	W	T	F	S
		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			

May						
S	M	T	W	T	F	S
				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

June						
S	M	T	W	T	F	S
	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				

July						
S	M	T	W	T	F	S
		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		

August						
S	M	T	W	T	F	S
					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						

September						
S	M	T	W	T	F	S
		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			

October						
S	M	T	W	T	F	S
			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	

November						
S	M	T	W	T	F	S
						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

December						
S	M	T	W	T	F	S
	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	1	2	3

Subject: **Agricultural Service Board Meeting Dates 2025**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- Bylaw 1784 – Municipal Planning Commission Bylaw

**BACKGROUND/PROPOSAL:**

The Agricultural Service Board would like to hold their meetings every second month on the second Wednesday of the month.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

The only month where the second Wednesday conflicts is November. Council has a scheduled meeting on this date (November 12<sup>th</sup>) and Administration recommends that the committee meet on Wednesday, November 26<sup>th</sup> instead.

**FINANCIAL & STAFFING IMPLICATIONS:**

N/A

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
--------	-------------------------	--------	--

**ATTACHMENTS:**

Calendar Plan for 2023

**COUNCIL OPTIONS:**

1. To approve the recommendations to the Council Calendar
2. To amend the recommendations to the Council Calendar
3. To receive as information.

**RECOMMENDED MOTION:**



That Council approve the scheduling of the 2025 Agricultural Service Board meetings on the following dates:

- January 8<sup>th</sup>, 2025
- March 12<sup>th</sup>, 2025
- May 14, 2025
- July 9, 2025
- September 10, 2025
- November 26, 2025

**FOLLOW-UP ACTIONS:**

Administration will Advertise these dates on our internal calendar.

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



# 2025

## Council and Committee Dates

- Council Meetings
- Organizational Meeting
- COW Meetings
- MPC Meetings

- ASB Conference & Mtg
- New Council Orientation
- RMA Fall & Spring
- FCM Conference

- STAT Holiday
- Office XMAS Closure
- 2025 Nominations Cease & Election Day

January						
S	M	T	W	T	F	S
			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	

February						
S	M	T	W	T	F	S
						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	

March						
S	M	T	W	T	F	S
						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					

April						
S	M	T	W	T	F	S
		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			

May						
S	M	T	W	T	F	S
				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

June						
S	M	T	W	T	F	S
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					

July						
S	M	T	W	T	F	S
		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		

August						
S	M	T	W	T	F	S
					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						

September						
S	M	T	W	T	F	S
		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			

October						
S	M	T	W	T	F	S
			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	

November						
S	M	T	W	T	F	S
						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

December						
S	M	T	W	T	F	S
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	1	2	3



Subject: **Municipal Planning Commission Meeting Dates 2025**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- Bylaw 1784 – Municipal Planning Commission Bylaw

**BACKGROUND/PROPOSAL:**

Bylaw 1784- Municipal Planning Commission Bylaw states under “Conduct of Business” that the Commission shall hold such meetings as are necessary to fulfill the Commission’s responsibilities.

The Municipal Planning Commission currently holds their meetings on the fourth Thursday of every month.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

The only following dates conflict:

**January 2025-** The fourth Thursday is scheduled on the day when the Agricultural Service Board will be travelling back from Conference. The best alternate date for this meeting is on Thursday, January 30<sup>th</sup>, 2025.

**October 2025-** The fourth Thursday is the week in between election and the Organizational Meeting. Administration recommends moving this date to Thursday, November 6<sup>th</sup>.

**December 2025-** The fourth Thursday falls on December 25<sup>th</sup>. The best alternate date for this meeting would be Thursday, December 18<sup>th</sup>, 2025.

**FINANCIAL & STAFFING IMPLICATIONS:**

N/A

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
--------	-------------------------	--------	--

**ATTACHMENTS:**

Calendar Plan for 2025



## COUNCIL OPTIONS:

1. To approve the recommendations to the Council Calendar
2. To amend the recommendations to the Council Calendar
3. To receive as information.

## RECOMMENDED MOTION:

That Council approve the scheduling of the 2025 Municipal Planning Commission meetings on the fourth Thursday of each month in 2025 with the exception of:

- The January meeting to be held on January 30<sup>th</sup>, 2025
- The October meeting to held on November 6, 2025
- The December meeting to be held on December 18<sup>th</sup>, 2025

## FOLLOW-UP ACTIONS:

Administration will Advertise dates on our website and local newspaper.

## APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-



# 2025

## Council and Committee Dates

- Council Meetings
- Organizational Meeting
- COW Meetings
- MPC Meetings

- ASB Conference & Mtg
- New Council Orientation
- RMA Fall & Spring
- FCM Conference

- STAT Holiday
- Office XMAS Closure
- 2025 Nominations Cease & Election Day

January						
S	M	T	W	T	F	S
			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	

February						
S	M	T	W	T	F	S
						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	

March						
S	M	T	W	T	F	S
						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					

April						
S	M	T	W	T	F	S
		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			

May						
S	M	T	W	T	F	S
				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

June						
S	M	T	W	T	F	S
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					

July						
S	M	T	W	T	F	S
		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		

August						
S	M	T	W	T	F	S
					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						

September						
S	M	T	W	T	F	S
		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			






October						
S	M	T	W	T	F	S
			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	

November						
S	M	T	W	T	F	S
						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

December						
S	M	T	W	T	F	S
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	1	2	3

Subject: **Agricultural Service Board**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

New in 2024, the Agricultural Service Board (ASB) will consist of three Council Members and one alternate, each serving a one-year term. Additionally, starting in 2024, the ASB will include four Members at Large, who will serve four-year terms. One Member at Large will be selected each year due to an expiring term.

Administration advertised for this vacant position and received zero applications.

ASB meets four to six times per year and attends at least two conferences annually.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:

Chairman: Wade Christie  
 Council Member: Debbie Penner  
 Council Member: Jerry Wittstock  
 Council Member: Carrie Fobes  
 Alternate Member: Faye McGhee

Rate Payer Member

- Term expires, Dec 31/25, Heather Berreth
- Term expires, Dec 31/26, Julia Jensen
- Term expires, Dec 31/27, Alfred Neufeld

**FINANCIAL & STAFFING IMPLICATIONS:**

*As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.*

*As per Policy #3-3, Council Appointees, Members at Large Compensation may be incurred. Members at Large honorariums are included in the yearly Operating Budget.*



**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools: Individual Notification

Other:

**ATTACHMENTS:**

Policy #1-1, ASB Structure, Conference/Tours &amp; Remuneration

ASB Member At Large Applications

**COUNCIL OPTIONS:**

1. To approve the recommendations
2. To amend the recommendations
3. To receive as information.

**RECOMMENDED MOTION:**

That Council appoint Wade Christie, Debbie Penner, and Carrie Fobes to the Agricultural Service Board and appoint Faye McGhee as an alternate member.

That Council appoints X as Chairman to the Agricultural Service Board.

That Council appoints X as Member at Large for a four-year term to the Agricultural Service Board effective January 1, 2024, and expiring on December 31, 2028.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved- 



Section	Policy No.	Page
ASB	1-1	1 of 1
Policy Title	Date:	Motion No.
ASB Structure and Remuneration	October 8, 2024	308/24

**Purpose:**

To establish the structure of the Agricultural Service Board (ASB) along with the terms of office for the Ratepayer Producer Members appointed to the ASB. In addition, the policy will stipulate who may attend ASB Conferences & ASB Summer Tours. It will also address rate of pay (per diem) and expense reimbursement for the ASB Ratepayer Producer Members.

**Policy Guidelines:**

**1. Structure**

- 1.1. To provide consistency to the Board, the structure of the ASB will be three (3) Council Members appointed at the annual organizational meeting and four (4) ratepayer producer members.
- 1.2. Ratepayer producer members must be active in local agriculture.
- 1.3. Ratepayer producer members should be well versed in diversified County agriculture.
- 1.4. Council will appoint ratepayer producer members.

**2. Terms of office**

- 2.1. Terms of office for ratepayer producer members will be for four (4) years with one replacement annually.
- 2.2. Appointments will be reviewed annually at the County’s Organizational Meeting.
- 2.3. Ratepayer producer members have a duty to attend Regional and Provincial ASB Conferences as well as all regular ASB meetings.

**3. Conferences & ASB Summer Tour**

- 3.1. Councillors & Ratepayer Producer Members appointed to the ASB, along with the Agricultural Fieldman and delegate/s, as required, may attend ASB Conference’s and the ASB Summer Tour normally held each year.
- 3.2. Spouses of Delegates may attend ASB Summer Tour as partners, or if they wish as delegates. Where any difference in registration costs will be the responsibility of the appointed member.

**4. Member Rates**

- 4.1. Rate of pay, mileage, meals, and convention allowance will be reimbursed to Rate Payer Producer Members as per Policy #3-3, Council Appointees Reimbursement.

\_\_\_\_\_  
Kenneth King, Reeve

\_\_\_\_\_  
Mike Haugen, CAO






Approved: November 19, 2013 523/13  
 Amended: April 25, 2017 255/17  
 Amended: September, 8, 2020 351/20  
 Amended: July 20, 2021 289/21  
 Amended: October 8, 2024 308/24

**Review Date: October 8, 2028**



Subject: **Agricultural Appeal Board**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A  
 Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

The purpose of the Agricultural Appeal Board is to hear any appeal under Agricultural Acts enforced by the County.

According to the Weed Control Act and Pest Act, the municipality needs to establish, at least annually, an independent appeal panel to hear and determine appeals under those Acts.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:

- Subdivision and Development Appeal Board

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy 3-3, honorariums may be incurred. Members at Large honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

N/A



**RECOMMENDED MOTION:**

That Council utilizes the Subdivision and Development Appeal Board for the Agricultural Appeal Board.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-





Subject: **Soil Conservation Appeal Board**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

**Provincial (cite)- Soil Conservation Act, Section 14 (a)(b)(c)(d)**

Composition of appeal Committee

14 An appeal committee shall consist of

- (a) In the case of a municipal district, the Board, or, if there is no Board, at the discretion of the council,
  - (i) the council
  - (ii) at least 3 members of the council appointed by a resolution of the council

**Soil Conservation Notice Regulation**

**Council Bylaw/Policy (cite)- N/A**

**BACKGROUND/PROPOSAL:**

There are a number of provincial enactments under which the Kneehill County Agricultural Service Board appoints officers for carrying out these acts as legislated, including the Soil Conservation Act. In addition to appointing soil conservation officers, there is a notice and appeal process outlined in the Soil Conservation Notice Regulation for which an Appeal Board is required.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

During the Council Meeting held on February 14, 2023, the Agricultural Service Board put forth a recommendation to include the Soil Conservation Appeal Board in the list of Board and Committee Appointments.

At that particular meeting, Council passed a resolution to officially designate Agricultural Service Board Members as part of the Soil Conservation Appeal Board, aligning with the requirements outlined in the Soil Conservation Act. This appointment was then added to the Board and Committee list and appointments will be a routine part of all future organizational meetings.

**FINANCIAL & STAFFING IMPLICATIONS:**

N/A

**RECOMMENDED ENGAGEMENT:**



Directive Decision (Information Sharing, One-Way Communication)

Tools:

Individual Notification

Other:

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

1. That Council appoints the Agricultural Service Board as the Soil Conservation Act Appeal Board, per Section 14 (a) of the Provincial *Soil Conservation Act*
2. That Council receives as information

**RECOMMENDED MOTION:**

That Council appoints the Agricultural Service Board as the Soil Conservation Act Appeal Board, per Section 14(a) of the Soil Conservation Act.

**FOLLOW-UP ACTIONS:**

Should any appeals come forward under the Soil Conservation Act, the Kneehill County Agricultural Service Board will serve as the SCA Appeal Board.

**APPROVAL(S):**






Mike Haugen, Chief Administrative Officer

Approved-



Subject: **AQUA 7 Regional Water Commission**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

The Aqua 7 Regional Water Commission (A7RWC) was developed in 2004 with an objective to provide wholesale water services to its members. Water is purchased from the Town of Drumheller (Red Deer River) and then delivered to the Kirkpatrick Reservoir owned by A7RWC. Water is provided through approximately 90 km of pipeline to the Village of Carbon, Village of Linden, Village of Acme, Village of Beiseker, and Town of Irricana. Kneehill County has their own waterline which trunks off the Aqua 7 Regional Water.

As per AQUA7 Bylaw 2018-1, the Commission must meet at least 4 times per year.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Jerry Wittstock  
 Alternate Member: Debbie Penner

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

N/A



**RECOMMENDED MOTION:**

That Council appoints Jerry Wittstock to the AQUA 7 Regional Water Commission and Debbie Penner as an alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**




Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Regional Emergency Management Advisory Committee**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- Bylaw 1826, Regional Emergency Management Bylaw

**BACKGROUND/PROPOSAL:**

Bylaw 1826 5 (a) states that:

*By resolution, appoint one of its members to serve on the Regional Emergency Management Advisory Committee and at least one member as an alternate.*

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Kenneth King, Reeve  
 Alternate Member: Jerry Wittstock, Deputy Reeve

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

N/A

**RECOMMENDED MOTION:**



That Council appoints the Reeve to the Regional Emergency Management Advisory Committee and Deputy Reeve as alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Central Alberta Economic Partnership**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A  
 Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

CAEP is a partnership of municipalities from the Central Alberta Region and is funded by member municipalities. CAEP is the first regional economic development alliance in Alberta and is a model for collaborative community economic development. CAEP is vital to the continued diversification of Central Alberta’s economy, and their work ensures regional success in the global market.

The Central Alberta Economic Partnership (CAEP) mission is to enhance sustainable economic prosperity across Central Alberta by facilitating the collaboration between communities, business and government and provide tools to assist member communities in economic development. Kneehill County pays an annual membership fee to CAEP on a per capita basis.

The committee meets approximately every two months.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Faye McGhee  
 Alternate Member: Laura Lee Machell- Cunningham

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**



N/A

**COUNCIL OPTIONS:**

1. Appoint members to committee
2. Request further information
3. Receive for information

**RECOMMENDED MOTION:**

That Council appoint Faye McGhee to the Central Alberta Economic Partnership committee and Laura Lee Cunningham as alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-





Subject: **Central Rural Municipalities of Alberta (Zone 2) Director Committee**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A  
 Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

RMA is an independent association comprising Alberta’s 69 counties and municipal districts. Kneehill County belongs to the central zone district in the RMA that consists of 13 counties and municipal districts and the Special Areas Board, generally located north of Calgary and south of Wetaskiwin.

The committee meets 2 times per year. The meeting location is always at the Kneehill County office.

Representation for this committee is the Reeve and Deputy Reeve as alternate.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation  
 Reeve: Kenneth King  
 CAO  
 Alternate: Deputy Reeve Jerry Wittstock

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

1. Appoint members to committee



2. Request further information
3. Receive for information

**RECOMMENDED MOTION:**

That Council appoint the Reeve to the Central Rural Municipalities of Alberta Director Committee and appoint Deputy Reeve as alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Community Futures Wild Rose**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

Community Futures Wild Rose is a community driven, non-profit organization staffed by business professionals and guided by a volunteer Board of Directors. They provide a wide range of small business services and business management tools for people wanting to start, expand, franchise or sell a business. They also run a number of specialized business programs, organize exciting business events and actively work with community and business leaders to foster rural economic growth. Community Futures Wild Rose is governed by a volunteer Board of Directors appointed annually from 15 Shareholder communities (normally an elected official from the municipality council or a community leader appointed by council). The role of the Directors is to establish organizational priorities, monitor performance, ensure organizational principles are observed and act as CF Wild Rose Ambassadors in their communities.

The committee meets once a month on the 1st Thursday of the Month and doesn't meet during summer months.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Wade Christie  
 Alternate Member: Faye McGhee

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
--------	-------------------------	--------	--

**ATTACHMENTS:**



Community Futures Board Recruitment Policy

**COUNCIL OPTIONS:**

1. Appoint members to committee
2. Request further information
3. Receive for information

**RECOMMENDED MOTION:**

That Council appoint Wade Christie to the Community Futures Wild Rose Committee and Faye McGhee as alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Kneehill Medical Services Retention and Recruitment Committee**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

This committee addresses the recruitment and long-term retention of physicians and complementary health related professionals.

On July 23<sup>rd</sup>, 2024, Council approved the proposed Medical Clinic Rent Stabilization Program. This is a three-year pilot program. The program would see participating municipalities contribute funds annually to cover the Clinic's base rent, thus easing the financial overhead of the Clinic's physicians. This program would replace the current incentive program offered to new physicians from now on (current outstanding incentive obligations will still need to be funded).

The Kneehill Medical Services Retention and Recruitment Committee will not hold any meetings until after the pilot program has completed and assessed.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Kenneth King  
 Alternate Member: Jerry Wittstock

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	



**ATTACHMENTS:**

Kneehill Regional Doctor Recruitment and Retention Committee Terms of Reference.

**COUNCIL OPTIONS:**

1. Appoint members to committee
2. Request further information
3. Receive for information

**RECOMMENDED MOTION:**

That Council appoint Kenneth King to the Kneehill Medical Services Retention and Recruitment Committee and Jerry Wittstock as alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Police Advisory Committee**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

The Three Hills RCMP Police Advisory Committee was established for the purpose of formalizing the process for receiving input from the community and the partnership between the community, the RCMP and local government.

The objective of the Committee is to:

- advise the Detachment Commander on policing priorities identified through community input, for Council consideration and approval,
- to keep the Detachment Commander informed of emerging trends and issues within the community,
- to make and/or implement recommendations on community policing initiatives based on identified trends and issues.

The principal philosophy of the Police Advisory Committee (PAC) that "the police are the community and the community are the police," a philosophy which is also reflected in the CMP mission statement of providing a safe and secure community through community input. The PAC reflects the demographics of the community served by the RCMP and provides liaison among Councils, residents, community groups and the RCMP.

The committee meets 5 times per year. The meeting location rotates, between the 4 municipalities.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation  
 Council Member: Laura Lee Machell- Cunningham  
 Alternate: Faye McGhee

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:

Individual Notification

Other:

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

1. Appoint members to committee
2. Request further information
3. Receive for information

**RECOMMENDED MOTION:**

That Council appoint Laura Lee Cunningham to the Police Advisory Committee and Faye McGhee as alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved- 



Subject: **Drumheller & District Solid Waste Management Association**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

To represent Kneehill County as one of the member municipalities of the Drumheller & District Solid Waste Management Association and to investigate options for recycling and waste management within the County.

The DDSWMA meets 6 times per year, the third Thursday of every other month at Town of Drumheller Town Hall at 1:30 pm. Schedule would be Feb, April, June, August, Oct, and Dec. Annual general meeting is to be held prior to June of any given year with the organizational meeting held in December

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Debbie Penner  
 Alternate Member: Faye McGhee

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

1. Appoint members to committee



- 
2. Request further information
  3. Receive for information

**RECOMMENDED MOTION:**

That Council appoint Debbie Penner to the Drumheller and District Soid Waste Management Association and Faye McGhee as alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Kneehill Housing Corporation**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

Kneehill Housing Corporation (originally Kneehill Housing Foundation) was established in 1960 to build and operate Golden Hills Lodge. KHC now operates Seniors Self Contained Manor projects

(Robertson Manor, Trochu Valley Manor, JC Long Memorial Court, Lynn Haven Manor, Meadow Park Manor and Torreville Manor) and Family & Community Housing. Kneehill Housing Corporation operates under a Board of Directors. The Board members are elected officials appointed by their municipalities.

On behalf of the Alberta government, KHC administers the following: Golden Hills Lodge, five seniors self-contained Manors, sixteen senior cottages, eight family duplexes.

Board meets every 2 months. Additional meetings may be called by the Chairperson.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Laura Lee Machell-Cunningham  
 Council Member: Carrie Fobes  
 Alternate Member: Faye McGhee

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
--------	-------------------------	--------	--

**ATTACHMENTS:**



N/A

**COUNCIL OPTIONS:**

1. Appoint members to committee
2. Request further information
3. Receive for information

**RECOMMENDED MOTION:**

That Council appoint Laura Lee Cunningham and Carrie Fobes to the Kneehill Housing Corporation and Faye McGhee as alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Kneehill Regional Family & Community Support Services Board**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

Family and Community Support Services(FCSS) is a partnership between the municipal and provincial governments established to develop, support and fund preventive social programming to enhance the well-being of individuals, families and communities. The program is municipally driven and governed by the Family and Community Support Services Act, which emphasizes prevention, volunteerism, and local autonomy.

The FCSS board presently meets 6 times per year; Jan, March, May, July, Sept and Nov.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Kenneth King  
 Alternate Member: Faye McGhee

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

1. Appoint members to committee
2. Request further information
3. Receive for information



**RECOMMENDED MOTION:**

That Council appoint Ken King to the Kneehill Regional Family and Community Support Services Board and Faye McGhee as alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Kneehill Regional Partnership**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A  
 Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

The membership of the Kneehill Regional Shared Services Steering Committee is made up of representation from the six municipal units in Kneehill County. Specifically, each municipal unit is represented by an elected official and Chief Administrative Officer as selected by each Council.

The Partnership has three (3) main purposes:

1. To share information between the Regional Partners that will foster trust and strengthen positive working relationships.
2. To identify and explore areas of intermunicipal cooperation that will lead to more efficient and enhanced services for the benefit of all regional residents.
3. To identify opportunities for intermunicipal cooperation that will lead to cost savings, and/or revenue generation.

Composition Includes:

1. One elected official from each member municipality
2. CAO, or designate from each member municipality, as non-voting members.
3. Administrative Support provided from Kneehill County.

Meetings are set quarterly.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Faye McGhee  
 Alternate Member: Wade Christie

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:

Individual Notification

Other:

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

1. Appoint members to committee
2. Request further information
3. Receive for information

**RECOMMENDED MOTION:**

That Council appoint Faye McGhee to the Kneehill Regional Partnership Committee and Wade Christie as alternate.

**FOLLOW-UP ACTIONS:**

N/A






**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved- 



Subject: **Marigold Library System**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

STRATEGIC PLAN ALIGNMENT: (Check all that apply)									
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A  
 Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

Marigold Library Board Members are appointed by their Municipal Councils to serve on the Marigold Library Board. As a member of the Marigold Library Board, a Board Member is responsible for the effective governance of Marigold Library System while acting in a position of trust for the member community.

The committee meets four times per year.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Carrie Fobes  
 Alternate Member: Faye Mcghee

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

1. Appoint members to committee
2. Request further information



3. Receive for information

**RECOMMENDED MOTION:**

That Council appoint Carrie Fobes to the Marigold Library System Board and Faye McGhee as alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**





Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Municipal Planning Commission**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

**Provincial (cite)-** N/A

**Council Bylaw/Policy (cite)-** Bylaw 1784- Municipal Planning Commission

**BACKGROUND/PROPOSAL:**

This Commission is the Subdivision and Development Authority for the County to receive, consider, and decide on development.

Meetings are scheduled on the fourth Thursday of every month.

Bylaw 1784 States:

**PART 1 ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION**

1. That a commission known as the Municipal Planning Commission of Kneehill County hereinafter called "the Commission" is hereby established to act as a subdivision and development authority.
2. The Commission is hereby established and shall consist of the following:
  - (a) The Commission may be composed of all members of Council who shall be appointed by resolution of Council. Council may appoint up to two additional Members at Large at their discretion.
  - (b) The term of office of the members of the Commission shall be one year and may be renewed by further resolution of the Council.

Administration advertised for the Members at Large positions and received two applications.

Rick Vickery and Amy Merrill have expressed interest in serving on the MPC and their applications are attached.

Council has the option of appointing one, two or no Members at Large on MPC.



**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

**Current Representation:**  
 Chairman: Jerry Wittstock  
 Vice-Chairman: Faye McGhee  
 Council Member: Debbie Penner  
 Council Member: Carrie Fobes  
 Council Member: Ken King  
 Council Member: Wade Christie  
 Council Member: Laura-Lee Machell-Cunningham  
 Member at Large: Rick Vickery  
 Member at Large: Amy Merrill

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**

1. Appoint members to committee
2. Request further information
3. Receive for information

**RECOMMENDED MOTION:**

That Council appoint all members of Council to the Municipal Planning Commission as per Bylaw 1784.  
 That Council appoint X as Chairperson to the Municipal Planning Commission.  
 That Council appoint X as Vice-Chairperson to the Municipal Planning Commission.  
 That Council appoint x and x as Members at Large to the Municipal Planning Commission.

**FOLLOW-UP ACTIONS:**

Update Committee List

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-





Municipal Planning Commission  
Member at Large Application Form

PLEASE PRINT CLEARLY

Date: August 26, 2024

Name: Amy Merrill

[Redacted area]

Are you a resident of Kneehill County?

Yes  No

Do you have reliable access to internet and the ability to use e-mail and download agenda packages?

Yes  No

BACKGROUND INFORMATION

Provide a brief outline of your experience/education/interest in planning and development.

Currently serving a term as a member at large on MPC. Also served as a member at large for the Municipal Development Plan.

Why do you wish to service on this committee?

I feel like there is a lot to learn in order to serve on this committee and add value. Serving another term would allow me to leverage this knowledge.

Signature: Amy Merrill

The personal information on this form is being collected for the purpose of selecting a committee member. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403-443-5541.



Municipal Planning Commission  
Member at Large Application Form

PLEASE PRINT CLEARLY

Name: RICK VICKERY Date: AUGUST 14/2024

Are you a resident of Kneehill County?

Yes  No

Do you have reliable access to internet and the ability to use e-mail and download agenda packages?

Yes  No

BACKGROUND INFORMATION

Provide a brief outline of your experience/education/interest in planning and development.

12 YEARS ON COUNTY COUNCIL  
OCTOBER 1989 - OCTOBER 2001  
GRADE 12 EDUCATION






Why do you wish to service on this committee?

I FEEL WITH MY MUNICIPAL EXPERIENCE  
TO BE A GOOD EDITION TO THE MPC.

Signature:

The personal information on this form is being collected for the purpose of selecting a committee member. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403-443-5541.

Subject: **Red Deer River Municipal Users Group**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

STRATEGIC PLAN ALIGNMENT: (Check all that apply)									
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A  
 Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

Red Deer River Municipal Users Group (RDRMUG) is an association of rural and urban municipalities. The Group Membership is composed of municipalities within the Red Deer River Basin and communities who receive water from the Red Deer River. The Group provides a unique and essential platform for members to work together towards shared goals. By involving only municipalities and representing elected officials the group is able to focus on long term sustainability.

The meetings are held on the third Thursday, bi-monthly in Drumheller.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Jerry Wittstock  
 Council Member: Faye McGhee

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**

**COUNCIL OPTIONS:**

1. Appoint members to committee



2. Request further information
3. Receive for information

**RECOMMENDED MOTION:**

That Council appoint Jerry Wittstock to the Red Deer River Municipal Users Group and Faye McGhee as alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-





Subject: **Subdivision and Development Appeal Board**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

The Subdivision and Development Appeal Board (SDAB) has a clear mandate, which is to address all appeals related to Subdivision and Development matters. According to the Municipal Government Act (MGA), members of the SDAB must undergo mandatory training before participating in any hearings as part of a panel. Furthermore, they are required to complete a refresher training program every three years to ensure they remain up-to-date.

In response to a call for applications for the Members at Large positions, we received five submissions. These applicants, namely Dennis Dey, Connie Fraser, Jenny Scott, Robert Park and Lori Campion, have all completed their training and hold the necessary certifications to serve on the SDAB effectively.

Steve Cullum has not submitted his 2024 application, and no new applications were received for the Member at Large positions. Additionally, Ruth Purves-Smith was selected in 2024 to serve on the SDAB but resigned due to personal reasons before completing the required training.

It's also worth mentioning that the Municipal Government Act, Section 627(4)(c) stipulates that individuals who serve as members of the municipal planning commission are not eligible to be appointed as members of the Subdivision and Development Appeal Board.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:

- Members at Large: Dennis Dey (Certified until June 2027)
- Members at Large Steve Cullum (Certification expired June 2024)
- Members at Large: Connie Fraser (Certified until May 2025)
- Members at Large: Lori Campion (Certified until May 2025)
- Members at Large: Robert Park (Certified until December 2026)
- Members at Large: Jenny Scott (Certified until February 2027)

Clerk to the Board is appointed by Council (Motion 257/20 appoints Carolyn Van der Kuil as Clerk and Mary Lou Willis as Alternate.)



**FINANCIAL & STAFFING IMPLICATIONS:**

Members at Large get reimbursed through Policy 3-3. Member at Large honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools: Individual Notification

Other:

**ATTACHMENTS:**

Applications

**COUNCIL OPTIONS:**

1. Appoint members to committee
2. Request further information
3. Receive for information

**RECOMMENDED MOTION:**

That Council move to appoint the following Members at Large to the Subdivision and Development Appeal Board for a one-year-term:

- Dennis Dey
- Connie Fraser
- Lori Campion
- Robert Park
- Jenny Scott

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-





# Subdivision and Development Appeal Board Member at Large Application Form

PLEASE PRINT CLEARLY

Date: September 5, 2024

Name: Dennis Day

Are you a resident of Kneehill County?

Yes  No

Do you have reliable access to internet and the ability to use e-mail and download agenda packages?

Yes  No

## BACKGROUND INFORMATION

Provide a brief outline of your experience/education/interest in the Subdivision and Development Appeal Board.

Experience → past SDAB hearings, deliberations and decision writing in Kneehill County  
Ongoing training in quasi-judicial boards via LPAT  
Interest - ensuring fair process in matters that reach appeal stage.

Why do you wish to service on this committee?

Contribute to outcomes sought by county  
Assist parties in resolving matters that they were not able to do on their own.  
Contribute to fair process in development matters.

Signature:

The personal information on this form is being collected for the purpose of selecting a committee member. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403-443-5541.



Subdivision and Development Appeal Board  
Member at Large Application Form

PLEASE PRINT CLEARLY

Date: Aug 13 / 2024

Name: ROBERT PARK

Are you a resident of Kneehill County?

Yes  No

Do you have reliable access to internet and the ability to use e-mail and download agenda packages?

Yes  No

BACKGROUND INFORMATION

Provide a brief outline of your experience/education/interest in the Subdivision and Development Appeal Board.

1 yr on SDAB.

Why do you wish to service on this committee?

To continue on after having completed the Training

Signature: Robert Park

The personal information on this form is being collected for the purpose of selecting a committee member. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403-443-5541.



Subdivision and Development Appeal Board  
Member at Large Application Form

PLEASE PRINT CLEARLY

Date: October 16, 2024

Name: CONNIE FRASER

Are you a resident of Kneehill County?

Yes  No

Do you have reliable access to internet and the ability to use e-mail and download agenda packages?

Yes  No

Would you consider being the Chairman or Vice Chairman of this Committee:

Yes  No

BACKGROUND INFORMATION

Provide a brief outline of your experience/education/interest in the Subdivision and Development Appeal Board.

Have taken the training and have been on this Board for 2 years

Why do you wish to service on this committee?

To contribute where I can.

Signature: [Handwritten Signature]

The personal information on this form is being collected for the purpose of selecting a committee member. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403-443-5541.



Subdivision and Development Appeal Board  
Member at Large Application Form

PLEASE PRINT CLEARLY

Name:

Jenny Scott

Date:

Oct 10, 2024

Are you a resident of Kneehill County?

Yes  No

Do you have reliable access to internet and the ability to use e-mail and download agenda packages?

Yes  No

BACKGROUND INFORMATION

Provide a brief outline of your experience/education/interest in the Subdivision and Development Appeal Board.

I like to volunteer in my community. I took the SPAB course last year.

Why do you wish to service on this committee?

I'm interested in this process.

Signature:

Jenny Scott

The personal information on this form is being collected for the purpose of selecting a committee member. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403-443-5541.



Subdivision and Development Appeal Board  
Member at Large Application Form

PLEASE PRINT CLEARLY

Date: Sept. 6/24

Name: Lori Campion

Are you a resident of Kneehill County?

Yes  No

Do you have reliable access to internet and the ability to use e-mail and download agenda packages?

Yes  No

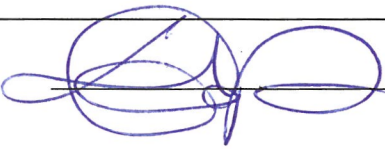
BACKGROUND INFORMATION

Provide a brief outline of your experience/education/interest in the Subdivision and Development Appeal Board.

Having built a new structure in Kneehill County I am aware of the development codes & can bring an objective opinion.

Why do you wish to service on this committee?

As a Kneehill County resident I have a stake in any new developments being planned.

Signature: 

The personal information on this form is being collected for the purpose of selecting a committee member. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403-443-5541.

Subject: **Trochu Housing Corporation**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

At the February 9<sup>th</sup>, 2021 Council meeting, Council adopted a motion to support the Town of Trochu as they proceed with the construction of the Trochu Senior’s Supportive Living Facility.

One of the conditions that was placed in this agreement was that a Kneehill County representative would be appointed to the Trochu Housing Corporation Board for the period of the build and during any time period that the Kneehill County Security is in effect.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

Current Representation:  
 Council Member: Ken King  
 Alternate Council Member: Wade Christie

**FINANCIAL & STAFFING IMPLICATIONS:**

As per Policy #3-1, Council Compensation & Expense Reimbursement, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

1. Appoint members to committee
2. Request further information
3. Receive for information





**RECOMMENDED MOTION:**

That Council moves to appoint Ken King to the Trochu Housing Corporation Committee and Wade Christie as an alternate.

**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**





Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Intermunicipal Collaboration Framework Committees**  
 Meeting Date: Tuesday, October 29, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

An Intermunicipal Collaboration Framework (ICF) is a tool to facilitate cooperation between neighbouring municipalities in order to ensure municipal services are provided to residents efficiently. All municipalities that share a common boundary must create an ICF. An ICF also is a summary of intermunicipal servicing agreements and must be reviewed every five years.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

The following committees are listed below and do not require a motion since their approval remains in effect until the organizational meeting following the next general election. Administration has included them below for Council's reference.

**INTER-MUNICIPAL FRAMEWORK COLLABORATION COMMITTEE**

**Village of Acme /Kneehill County Motion #424/2021**

Council Member: Reeve  
 Council Member: Debbie Penner  
 Alternate: Faye McGhee

**Village of Carbon /Kneehill County Motion #425/2021**

Council Member: Reeve  
 Council Member: Debbie Penner  
 Alternate: Faye McGhee

**Town of Drumheller/Kneehill County Motion #426/2021**

Council Member: Reeve  
 Council Member: Faye McGhee  
 Alternate: L. Machell-Cunningham

**Village of Linden /Kneehill County Motion #427/2021**

Council Member: Reeve  
 Council Member: Debbie Penner  
 Alternate: Carrie Fobes

**Mountain View County/Kneehill County Motion #428/2021**

Council Member: Reeve  
 Council Member: Wade Christie  
 Council Member: Carrie Fobes



Alternate: Faye McGhee  
**Red Deer County/Kneehill County Bylaw 1809 Motion #379/2023**

Council Member: Reeve  
 Council Member: Jerry Wittstock  
 Council Member: Wade Christie  
 Alternate: L. Machell-Cunningham

**Rocky View County/Kneehill County Motion #430/2021**

Council Member: Reeve  
 Alternate: Faye McGhee

**Town of Three Hills/Kneehill County Motion #379/2023**

Council Member: Reeve  
 Council Member: L. Machell Cunningham  
 Alternate: Faye McGhee

**Town of Trochu/Kneehill County Motion #379/2023**

Council Member: Reeve  
 Council Member: L. Machell Cunningham  
 Council Member: Carrie Fobes  
 Council Member: Wade Christie

**Stettler County/Kneehill County Motion #379/2023**

Council Member: Reeve  
 Council Member: Jerry Wittstock  
 Alternate: Wade Christie

**Starland County/Kneehill County Motion #434/2021**

Council Member: Reeve  
 Council Member: Faye McGhee  
 Alternate: Debbie Penner

**Wheatland County/Kneehill County Motion #435/2021**

Council Member: Reeve  
 Council Member: Faye McGhee  
 Alternate: Debbie Penner

**FINANCIAL & STAFFING IMPLICATIONS:**

N/A

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
--------	-------------------------	--------	--

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

1. That Council receive for information.
2. That Council amend board members.

**RECOMMENDED MOTION:**

That Council receive for information the Intermunicipal Collaboration Framework Committee.



**FOLLOW-UP ACTIONS:**

N/A

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Intermunicipal Development Plan Committee**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Carolyn Van der Kuil, Legislative Services Coordinator  
 Presented By: Mike Haugen, CAO

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

**BACKGROUND/PROPOSAL:**

The IDP (Intermunicipal Development Plan) Committees were formed during the creation of the Intermunicipal Development Bylaw, with representation from each municipality. These committees are in place to uphold an ongoing dialogue and promote cooperation, ensuring the continued relevance of the plan. Furthermore, the committees will play a pivotal role in any conflict resolution needed during the administration of this plan.

For the purposes of administering the monitoring of the IDP, Committees were established comprised of joint representation from each municipality. The implementation of these Committee is to ensure a process for continued dialogue and cooperation is maintained to keep the plan applicable. The committees will also be an element in any conflict resolution required in administering this plan.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

The following committees are listed below and do not require a motion since their approval remains in effect until the organizational meeting following the next general election. Administration has included them below for Council's reference.

**INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE**

**Acme/ Kneehill County- Bylaw 1807 Motion 412/2021**

Council Member: Reeve  
 Council Member: Debbie Penner  
 Alternate: Faye McGhee

**Carbon/Kneehill County – Bylaw 1804 Motion 413/2021**

Council Member: Reeve  
 Council Member: Debbie Penner  
 Alternate: Faye McGhee  
 Secretary to the Commission: CAO Designation

**Drumheller/Kneehill County- Bylaw 1817 Motion 414/2021**

Council Member: Reeve  
 Council Member: Faye McGhee  
 Alternate: Debbie Penner

**Linden/Kneehill County- Bylaw 1801 Motion 415/2021**



Council Member: Reeve  
 Council Member: Debbie Penner  
 Alternate: Faye McGhee

**Mountain View County/Kneehill County Motion 416/2021**

(Exemption granted Motion 9/2020)

Council Member: Reeve  
 Council Member: Carrie Fobes  
 Alternate: Wade Christie

**Red Deer County/Kneehill County- Bylaw 1802 Motion 380/2023**

Council Member: Reeve  
 Council Member: Jerry Wittstock  
 Council Member: Wade Christie  
 Alternate: Carrie Fobes

**Rocky View County/Kneehill County- Bylaw 1805 Motion 418/2021**

Council Member: Reeve  
 Alternate: Faye McGhee

**Three Hills/Kneehill County- Bylaw 1810 Motion 419/2021**

Council Member: Reeve  
 Council Member: L. Machell-Cunningham  
 Alternate: Wade Christie

**Trochu/Kneehill County – Bylaw 1797 Motion 420/2021**

Council Member: Reeve  
 Council Member: Carrie Fobes  
 Alternate: Wade Christie

**Wheatland County/Kneehill County- Bylaw 1806 Motion 421/2021**

Council Member: Reeve  
 Council Member: Wade Christie  
 Alternate: Faye McGhee

**Starland County/Kneehill County Motion 380/2023- Bylaw 1869**

Council Member: Reeve  
 Council Member: Jerry Wittstock  
 Alternate: Faye McGhee

**Stettler County/Kneehill County Motion 380/2023**

(Exemption granted Motion 9/2020)

Council Member: Reeve  
 Council Member: Jerry Wittstock  
 Alternate: Faye McGhee

**FINANCIAL & STAFFING IMPLICATIONS:**

N/A

**RECOMMENDED ENGAGEMENT:**

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
--------	-------------------------	--------	--

**ATTACHMENTS:**

N/A

**COUNCIL OPTIONS:**

1. Council receive this report for information.



**RECOMMENDED MOTION:**

That Council receive for information the Intermunicipal Development Plan Committee Report.

**FOLLOW-UP ACTIONS:**

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-

