



COUNCIL MEETING AGENDA

Tuesday, October 22, 2024, After the Organizational Meeting
1600 2nd Street NE
Three Hills, AB T0M 2A0

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

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13.	Adjourn	



**Kneehill County
Regular Meeting of Council
Minutes**

**October 8, 2024, 8:30 a.m.
1600 2nd Street NE
Three Hills, AB T0M 2A0**

Council Present: Faye McGhee, Councillor
Debbie Penner, Councillor
Jerry Wittstock, Deputy Reeve
Carrie Fobes, Councillor
Laura Lee Machell-Cunningham, Councillor
Wade Christie, Councillor
Kenneth King, Reeve

Staff Present: Mike Haugen, Chief Administrative Officer
Mike Ziehr, Director of Infrastructure
Kevin Gannon, Director of Community Services
Theresa Cochran, Director of Corporate Services
Barb Hazelton, Manager of Planning and Development
Marika Von Mirbach, Manager of Financial Planning
Fallon Sherlock, Manager of Parks and Agricultural Services
Ushba Khalid, Municipal Intern
Ashley Olson, Financial Controller
Rajeana Nyman, Property Tax & Utilities Administrator
Carolyn Van der Kuil, Legislative Services Manager

1. Call Meeting to Order

Reeve King called the meeting to order at 8:30 a.m.

1.1 Agenda

1.1.1 Additions to the Agenda

Additions under Council & Committee Reports

- 9.1 Division 7 Report
- 9.2 Red Deer River Municipal Users Group
- 9.3 Community Futures Wildrose
- 9.4 Division 5 Report
- 9.5 CAEP

Additions under Closed Session

- 11.2 Intergovernmental Relations (FOIP- Section 21)
- 11.3 Intergovernmental Relations (FOIP-Section 21)
- 11.4 Third Party Business (FOIP- Section 16)

1.1.2 Adoption of the Agenda

Resolution: 297/24

Moved by: Councillor Christie

That Council approve the agenda as amended.

CARRIED UNANIMOUSLY

2. Approval of Minutes

2.1 Regular Council Meeting Minutes of September 24, 2024

Resolution: 298/24

Moved by: Councillor Cunningham

That Council approves the adoption of the minutes of the September 24, 2024, Regular Meeting of Council, as presented.

CARRIED UNANIMOUSLY

4. Corporate Services

4.1 2025 Budget – Setting the Stage and Proposed Projects

The Chair called for a recess at 9:24 a.m. and called the meeting back to order at 9:34 a.m. with all previously mentioned members present.

The Chair called for a recess at 11:04 a.m. and called the meeting back to order at 11:150 a.m. with all previously mentioned members present.

Resolution: 299/24

Moved by: Councillor Penner

That Council receive the 2025 Budget Setting the Stage and Proposed Projects presentation for information.

CARRIED UNANIMOUSLY

Resolution: 300/24

Moved by: Councillor Fobes

That Council direct Administration bring back budget information to the November Council meetings.

CARRIED UNANIMOUSLY

_____Initials

3. Appointments

3.1 Photo Opportunity: Swalwell Community Hall Receive Rural Hall Capital Grant Funding

Council presented a cheque to the Swalwell Community Centre in the amount of \$2,250. This funding was granted by Council during their meeting on September 24, 2024, through the Rural Hall Capital Grant Funding Program.

3.2 Delegation: Kneehill Housing Corporation

Amanda Gill and Amanda Kinniburgh presented to Council, informing them of the significant structural changes taking place within Kneehill Housing Corporation.

4. Corporate Services

4.2 2024 Tax Account Cancellations

Resolution: 301/24

Moved by: Councillor Fobes

That Council approves the cancellation of taxes on municipal tax rolls that have been turned over to the Orphan Well Association and are affiliated with Manitok Energy Inc., Trident Exploration (Alberta), Lexin Resources Ltd., and Canyon Oil and Gas Corporation and Municipal Tax Roll 33260313700. Total Cancellation \$68,444.21.

CARRIED UNANIMOUSLY

Resolution: 302/24

Moved by: Deputy Reeve Wittstock

That Council direct Administration to apply for the Provincial Education Requisition Credit for the tax cancellations in the amount of \$68,252.28.

CARRIED UNANIMOUSLY

4.3 Appointment of County External Auditors

Resolution: 303/24

Moved by: Deputy Reeve Wittstock

That Council approve the appointment of MNP as Kneehill County's auditor for a period of three years, ending with the audit of the fiscal year 2026.

CARRIED UNANIMOUSLY

Resolution: 304/24

Moved by: Councillor McGhee

That Council request an initial pre-audit meeting with the appointed auditors for the 2024 audit at a future meeting date.

CARRIED UNANIMOUSLY

_____Initials

5. Infrastructure- Roads/Bridges/Water/Wastewater/Environment

5.1 ACP Grant Application – Regional SCADA Master Plan

Resolution: 305/24

Moved by: Councillor Cunningham

That Council moves to support the submission of the 2024/2025 Alberta Community Partnership grant application in support of the Regional SCADA Master Plan project and is prepared to manage the grant project and related compliance requirements.

CARRIED UNANIMOUSLY

6. Community Services

6.1 Planning

6.1.1 Bylaw 1905 Draft Municipal Development Plan

The Chair called for a recess at 2:28 p.m. and called the meeting back to order at 2:34 p.m. with all previously mentioned members present.

Resolution: 306/24

Moved by: Councillor Christie

That Council move first reading of proposed Bylaw 1905 Municipal Development Plan as amended.

CARRIED

Resolution: 307/24

Moved by: Councillor Cunningham

That Council move to schedule the public hearing for November 26, 2024, at 1:00 p.m.

CARRIED UNANIMOUSLY

6.2 Agricultural Service Board & Parks

6.2.1 ASB Member Structure Recommendation from ASB

Resolution: 308/24

Moved by: Councillor Penner

That Council adjust the ASB membership structure to 4 Producer members on a term of 4 years on a rotational basis and 3 Council members as selected at the annual organizational meeting and approve the associated changes in Policy 1-1.

CARRIED

_____Initials

7. Legislative Services

7.1 Council Governance Initiative

Resolution: 309/24

Moved by: Councillor McGhee

That Council direct Administration to prepare a project proposal with resource requirements for the development of a formal governance model for Kneehill County.

CARRIED

7.2 Trochu Alberta Community Partnership Grant Support

Resolution: 310/24

Moved by: Councillor Christie

That Kneehill County supports the Town of Trochu's (managing partner) submission of a 2024/25 Alberta Community Partnership grant application in support of the Regional Infrastructure Management Initiative project.

CARRIED UNANIMOUSLY

7.3 Town of Three Hills – Alberta Community Partnership Grant Support

Resolution: 311/24

Moved by: Councillor McGhee

That Council moves that Kneehill County supports the Town of Three Hills (managing partner) submission of a 2024/25 Alberta Community Partnership grant application in support of the Regional Transmission Line Assessment project.

CARRIED UNANIMOUSLY

8. Disposition of Delegation & Public Hearing Business

8.1 Kneehill Housing Delegation

Resolution: 312/24

Moved by: Councillor McGhee

That Council receive for information the presentation provided by Kneehill Housing Corporation.

CARRIED UNANIMOUSLY

_____Initials

9. Council and Committee Reports

9.1 Division 7 Report

Reeve King provided a report on the Alberta Municipalities Conference he attended in Red Deer on September 24-27, 2024.

9.2 Red Deer River Municipal Users Group

Deputy Reeve Wittstock provided a verbal report on the meeting he attended on September 19th, 2024.

9.3 Community Futures Wildrose

Councillor Christie provided a verbal report on the meeting he attended.

9.4 Division 5 Report

Councillor Cunningham provided a verbal report on the Kneehill Housing Event, Retirement Event, and RMA Regional Meeting held in Rocky View County.

9.5 Central Alberta Economic Partnerships Ltd.

Councillor McGhee provided a verbal report on an event that CAEP will be hosting.

9. Council and Committee Reports

Resolution: 313/24

Moved by: Councillor Christie

That Council accepts for information the Council & Committee Report, as presented.

CARRIED UNANIMOUSLY

10. Council Follow-Up Action List

Resolution: 314/24

Moved by: Councillor Fobes

That Council receive for information the Council Follow-Up Action List as presented.

CARRIED UNANIMOUSLY

11. Closed Session

Resolution: 315/24

Moved by: Councillor Fobes

That this meeting goes into closed session at 3:25 p.m. for the following reason(s):

Confidential Evaluations (FOIP- Section 19)
Intergovernmental Relations (FOIP-Section 21)
Intergovernmental Relations (FOIP-Section 21)
Third Party Business (FOIP-Section 16)

CARRIED UNANIMOUSLY

Resolution: 316/24

Moved by: Deputy Reeve Wittstock

That Council return to open meeting at 5:16 p.m.

CARRIED UNANIMOUSLY

5:16 p.m. - meeting recessed to allow return of public.

5:17 p.m. - meeting resumed.

13. Adjourn

The meeting adjourned at 5:17 p.m.

Kenneth King, Reeve

Mike Haugen, CAO

Subject: **Delegation- Kevin Niemi**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager
 Presented By: Carolyn Van der Kuil, Legislative Services Manager

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	

ATTACHMENTS:

Delegation Request Form
 Delegation scheduled for October 22nd, 2024 @ 1:30 p.m.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer Approved-





Delegation Request Form

Please submit completed form to carolyn.vanderkuil@kneehillcounty.com

MEETING DETAILS

Regular Council Meeting Date & Time: October 22, 2024 @ 1:30 p.m.

GUIDELINES

- Presentations are not to exceed 15 minutes, including questions, unless permitted by Council.
- The Delegation Request Form and related documents will become part of the public record and will be released/published in the agenda and minutes and will be made available to the public in a variety of methods.
- Persons interested in requesting a presentation to Kneehill County Council must supply all pertinent information including handouts, PowerPoint Presentations no later than 4:00 p.m. on the Wednesday prior to the scheduled Tuesday meeting. If your material is not published in the agenda, bring ten (10) copies with you to the meeting. Note: distributed documents will become part of the public record.
- The County’s Council meetings are video recorded and live-streamed on the County’s website.

Please submit completed form to carolyn.vanderkuil@kneehillcounty.com

PRESENTER DETAILS

Name: (Person Making presentation) Kevin Niemi

Company or Group Represented: Me (& the silent majority of County taxpayers)

Please Note:

Regular Council Meetings are held the second and fourth Tuesday of every month unless otherwise posted. Please see Kneehill County Website or contact Administration for more information.

This personal information is being collected under the authority of Section (c) of the Freedom of Information and Protection of Privacy Act and will be used in scheduling you as a delegation before Council. If you have any questions about the collection of this information, please contact the FOIP Coordinator at 403-443-5541.



Delegation Request Form

Please submit completed form to
carolyn.vanderkuil@kneehillcounty.com

PRESENTATION TOPIC

Will the presentation require PowerPoint facilities? Yes No

The topic of the discussion is (be specific, provide details, and attach additional information, if required so that all necessary details may be considered.):

The budgetary excesses (primarily Horseshoe Canyon developments) that Council needs to reign in for proper fiscal responsibility.

PURPOSE OF PRESENTATION

Information Only Request Action/Support Request Funds Other

Desired Resolution (What is the decision you are asking to make?)

As it is seen at the moment, a complete reversal on the Horseshoe Canyon plans and development. With more review of the budget plans, I may see more items to address.

- Have you included all attachments?
- Does your summary contain all pertinent information?
- Have you provided enough information to enable Council to make an informed decision?
- Have you reviewed your presentation to ensure that it will fit within the specified timelines?

This personal information is being collected under the authority of Section (c) of the Freedom of Information and Protection of Privacy Act and will be used in scheduling you as a delegation before Council. If you have any questions about the collection of this information, please contact the FOIP Coordinator at 403-443-5541.

Subject: **2025 Budget – Core Operating**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Marika von Mirbach, Manager of Financial Planning
 Presented By: Marika von Mirbach, Manager of Financial Planning

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)- The County is required under the Municipal Government Act (MGA) to annually approve both an operating and capital budget which are balanced and fully funded.

BACKGROUND/PROPOSAL:

This report and the attached presentation represent the second stage of the 2025 Budget process.

The planned stages for the 2025 Budget process include:

- **October 8 – Setting the Stage and Proposed Projects**
 - This step intends to provide context on how the budget was prepared and outline proposed projects for consideration in the 2025 Budget.
- **October 22 – Proposed Core Operating Budget**
 - This step will outline the core operating budget, which is developed based on maintaining existing service levels and Council approved guidelines.
- **November 12 – Budget Discussions**
 - This step allows Administration to respond to questions and information requests received from Council resulting from the first two presentations. This time will also be utilized to obtain guidance from Council required to balance the budget for future adoption by Council.
- **November 26 – Budget Discussions**
 - This meeting provides an additional opportunity for budget discussions by Council and seeks to determine a balanced budget to be presented at the final stage.
- **December 10 – Budget Adoption**
 - The intention for this final stage is for Council to adopt a balanced budget.

The 3rd Quarter Variance Report will also be presented to Council during this process. In addition to the standard reporting, the 3rd Quarter Variance Report will provide information useful to Council for budget discussions.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

As part of the 2025 Budget process, Administration has prepared the second presentation to Council. This presentation includes:



Introduction

- *Guiding Principles* to provide an overview of the guiding principles adopted by Council and utilized by Administration when developing the budget.
- *Budget Process* provides insight into the process behind the scenes that Administration undertakes to prepare the budget for the Council’s consideration.
- *Assessment and Taxation* to provide an overview of how assessment and taxation work and highlight trends to be considered when working towards a balanced budget.
- *Situational Recap* provides a high-level context as to the environment in which the budget was developed and will be administered; a detailed situational analysis was provided in the first budget presentation on October 8th.

Core Operating Budget

The core operating budget is prepared on the premise of maintaining existing service levels. This section will provide an overview of trends related to both revenues and expenditures within the core operating budget.

Budget Overview

This section provides an overview of both the Core Operating Budget and Proposed Projects. It is intended to paint a picture of the full proposed budget being presented for Council’s consideration.

Three-Year Operating Forecast

This section overviews the Core Operating Forecast and key trends identified during the forecasting process.

Next Steps

The presentation will wrap up with an overview of the next steps related to the budget, this includes how Administration will respond to Council questions, and items that will be considered when looking for Council to adopt a balanced budget in December.

FINANCIAL & STAFFING IMPLICATIONS:

The annual budget process is incorporated into existing staff work plans annually. The budget itself provides Administration with the authority to implement plans in alignment with Council’s Strategic Plan.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

- 2025 Budget – Core Operating Budget; presentation slide deck
- 2025 Core Operating and Departmental Summaries (relevant budget book components)
- 2026-2028 Core Operating Forecast

COUNCIL OPTIONS:

1. Receive the report for information.



2. Request that Administration bring additional information to a November Council meeting.

RECOMMENDED MOTION:

1. That Council receive the 2025 Budget Core Operating Budget presentation for information.
2. The Council request follow up information be brought forward by Administration to a November Council meeting.

FOLLOW-UP ACTIONS:

Compile any requested follow-up information from Council and amend the budget as per Council discussions.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-





Core Operating Budget

Budget 2025 Schedule





Agenda

Introduction

Core Operating Budget

Budget Overview

Three-Year Operating Forecast

Next Steps

Introduction



**GUIDING
PRINCIPLES**



**BUDGET
PROCESS**



**ASSESSMENT
AND
TAXATION**



**SITUATIONAL
RECAP**



Budget 2025 Guiding Principles



Alignment with Council's Strategic Plan



Sustain Existing Service Level



Maintain Competitive Tax Rates



Review and Recommend Adjustments to Service Fees and Rates as Necessary



Continue to Implement and Monitor a Proactive Infrastructure Renewal Strategy



Enhance the Customer Experience



Introduction



**GUIDING
PRINCIPLES**



**BUDGET
PROCESS**

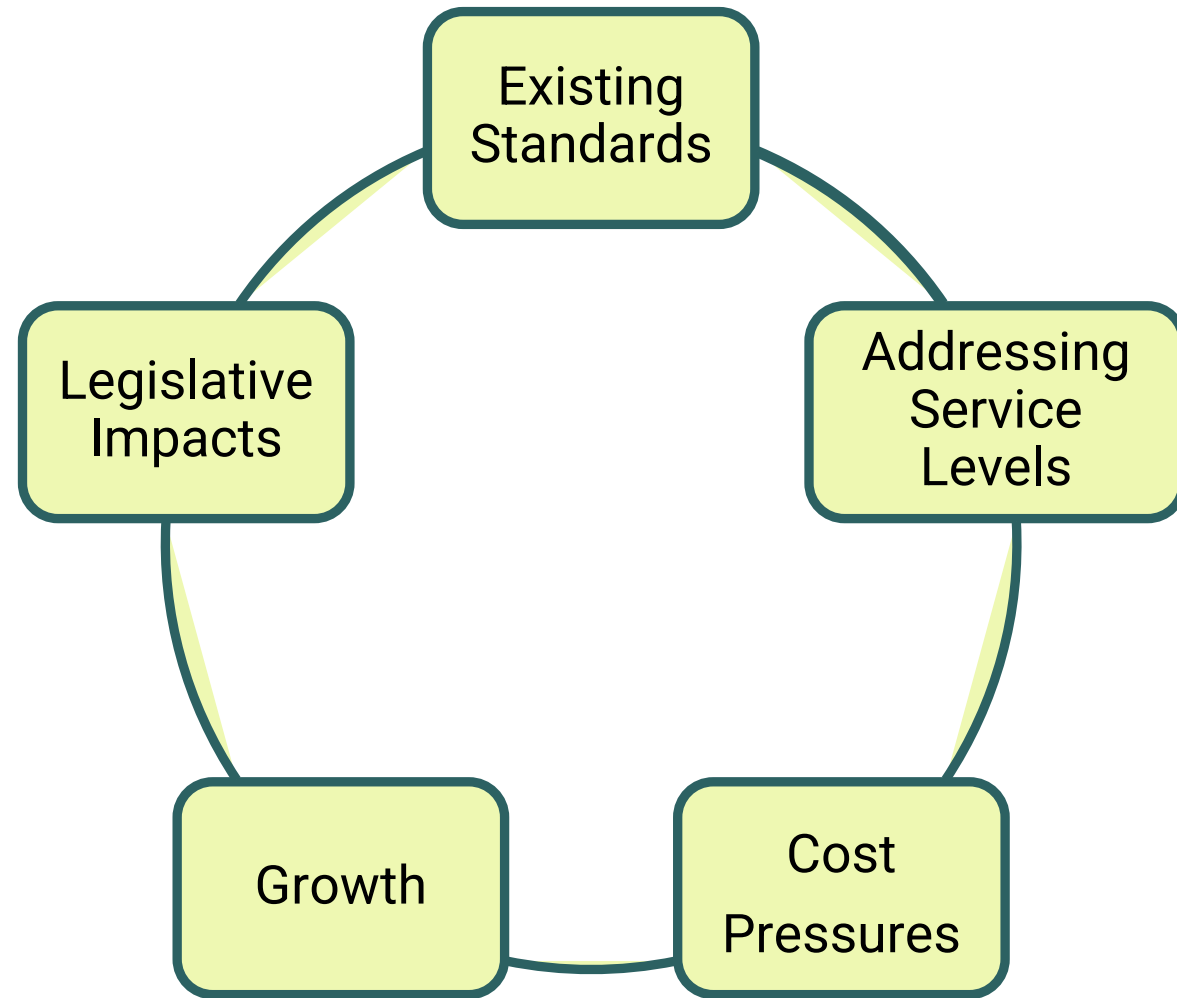


**ASSESSMENT
AND
TAXATION**

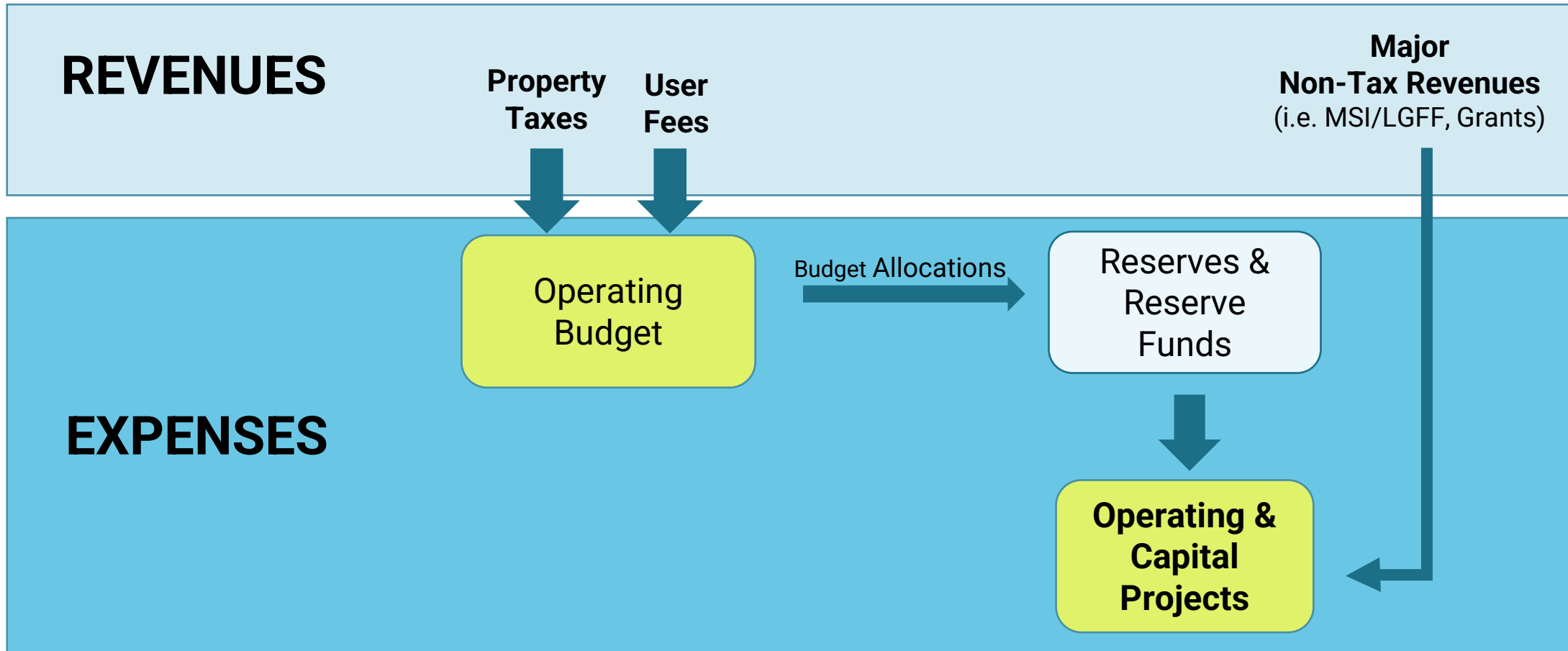


**SITUATIONAL
RECAP**

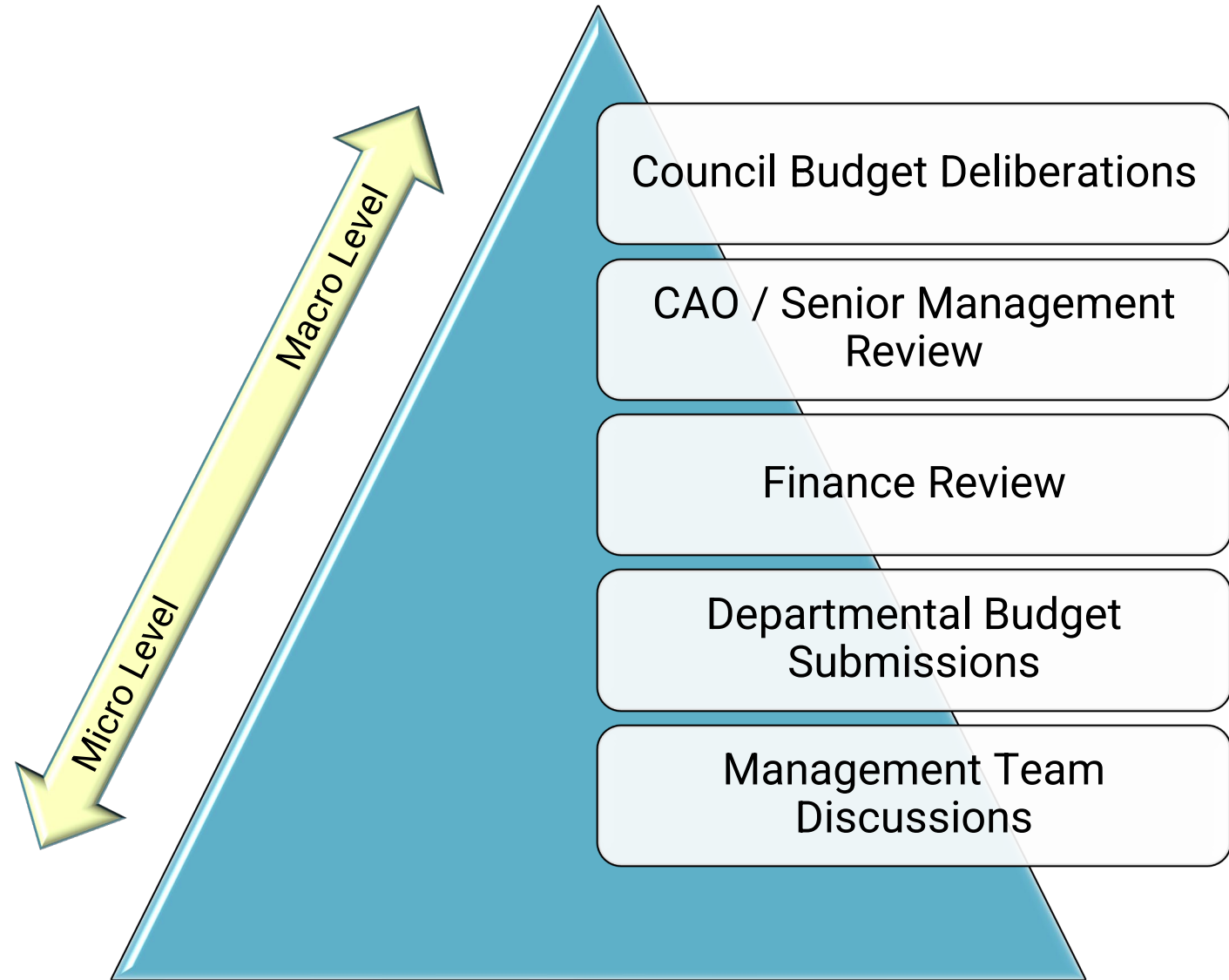
Operating Budget Inputs



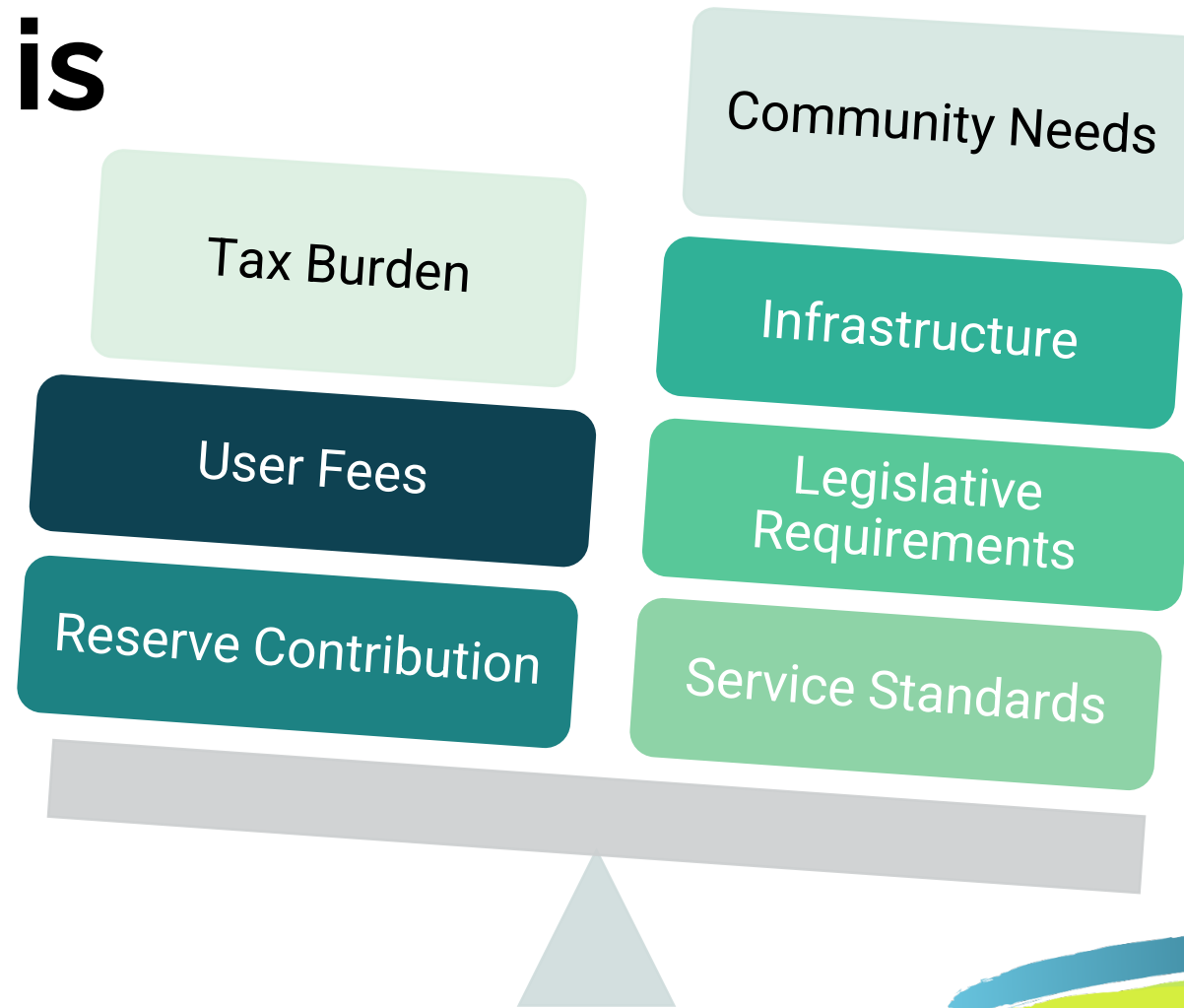
Funding & Allocations



The Budget Undergoes Multiple Layers of Review



The Budget is a Balancing Act



Introduction



GUIDING
PRINCIPLES



BUDGET
PROCESS



**ASSESSMENT
AND TAXATION**



SITUATIONAL
RECAP

What Drives Assessment Change



Growth

New homes
Improvements
Wells and Pipelines
Businesses



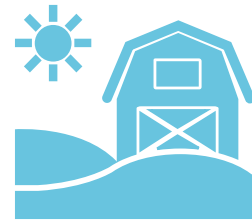
Non-Residential

Business
Various Factors

DIP/Linear
Age of Asset
Asset Characteristics

Depreciation Factors
Set by provincial policy

Assessment Modifiers
Set by Province



Farmland

Regulated
Provincial Policy

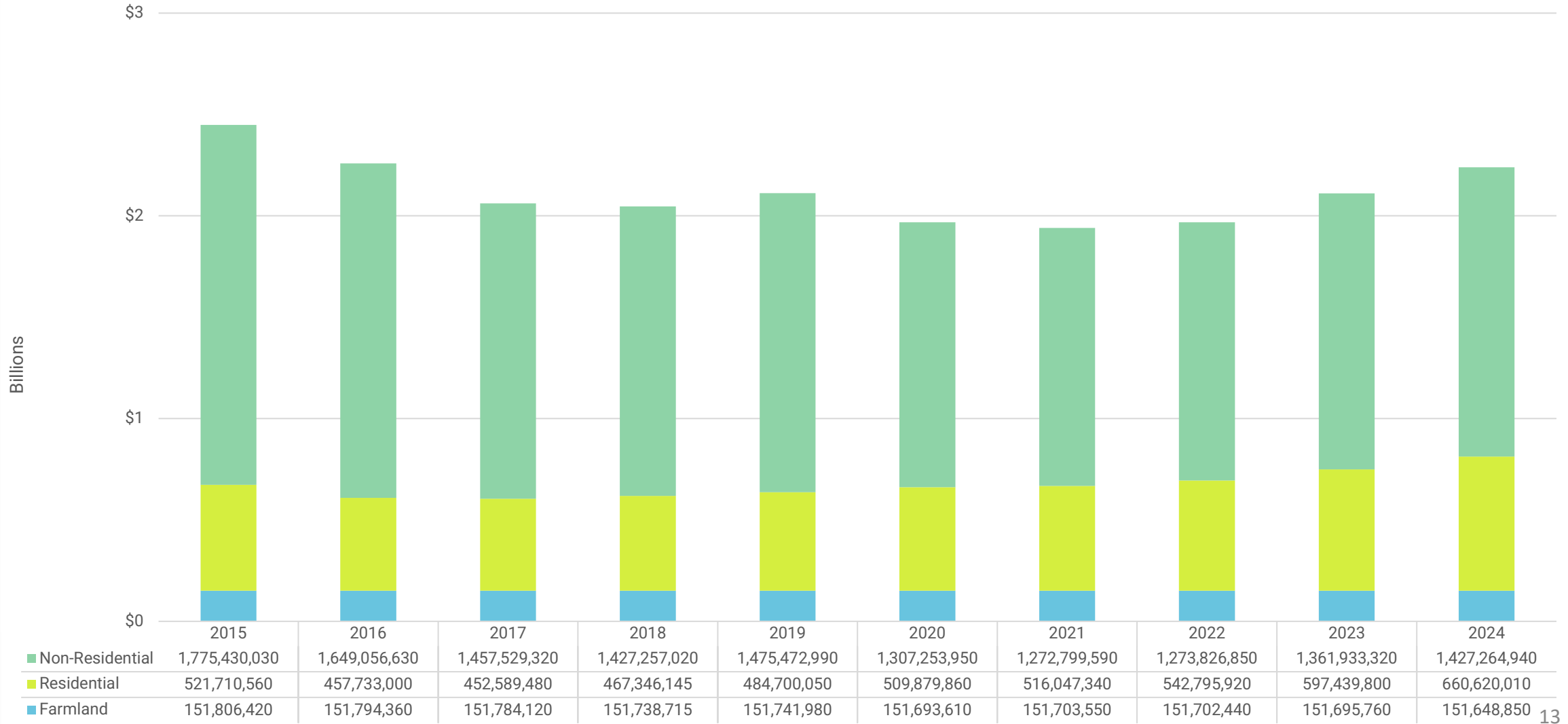


Housing
Market Demand



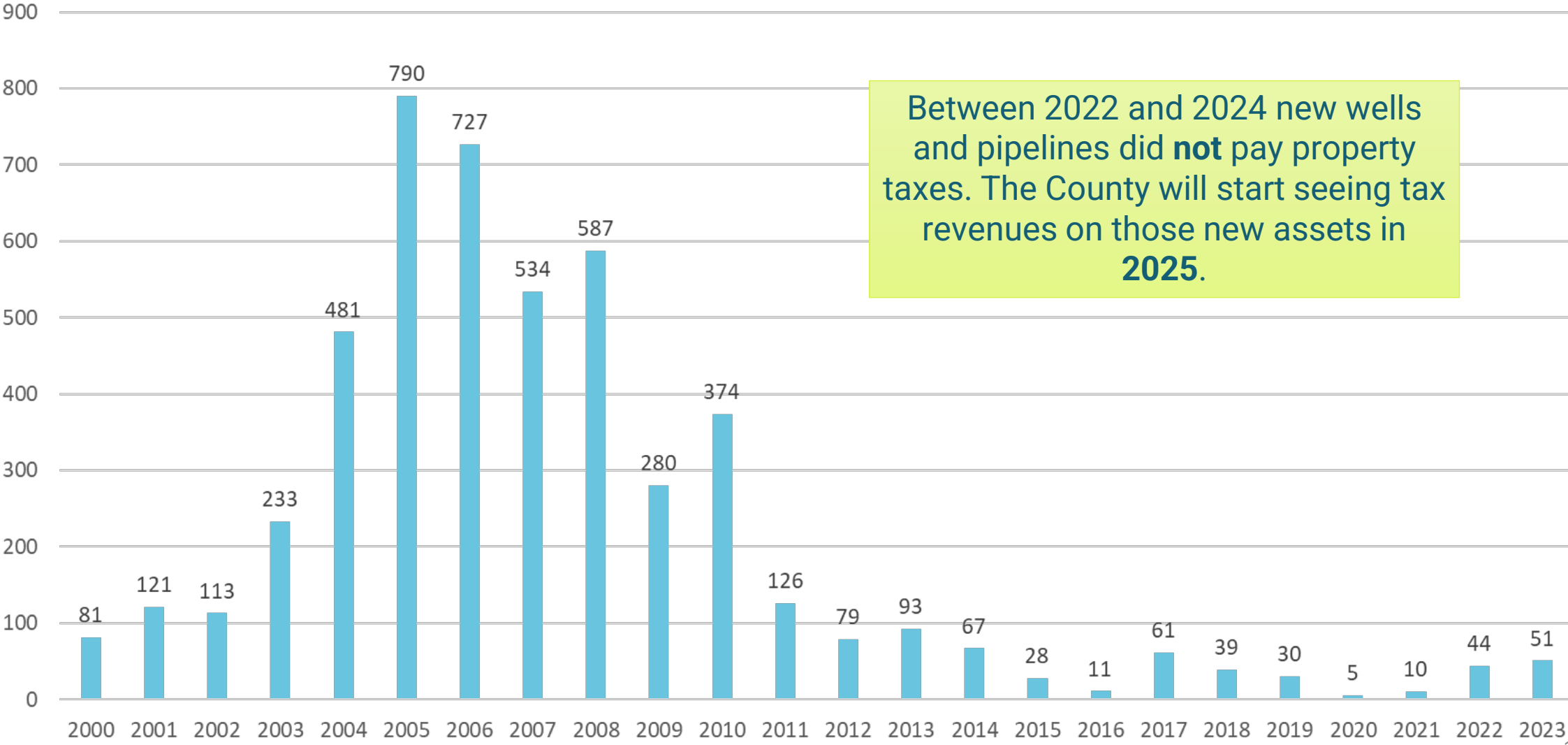


Assessment by Property Class 2015 – 2024





Number of New Wells 2000-2023



Between 2022 and 2024 new wells and pipelines did **not** pay property taxes. The County will start seeing tax revenues on those new assets in **2025.**

Introduction



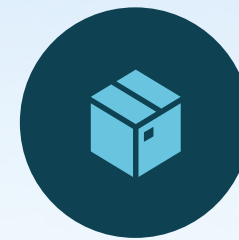
**GUIDING
PRINCIPLES**



**BUDGET
PROCESS**



**ASSESSMENT
AND
TAXATION**



**SITUATIONAL
RECAP**



Situational Recap

Challenges

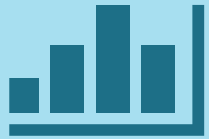
- Maintaining service levels with minimal tax burden impacts
- Provincial policy uncertainty
- Provincial/Federal support lacking

Positives

- Tax collection success rates
- Reliance on borrowing
- Healthy reserves
- Real tax increases (in dollars) not excessive



2024 Budget to Actuals at Q2



1.5% variance on the core operating budget



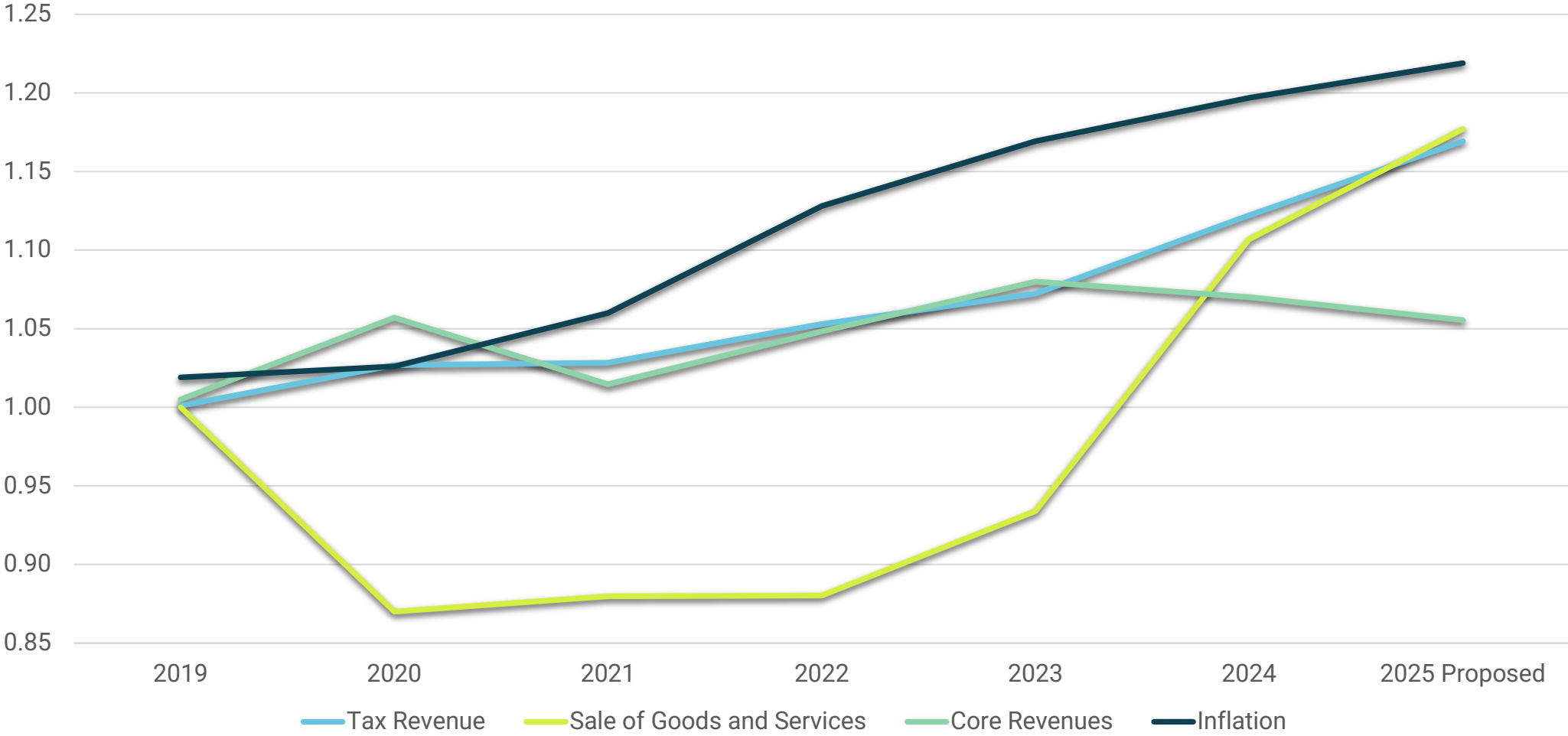
Favourable revenue variances



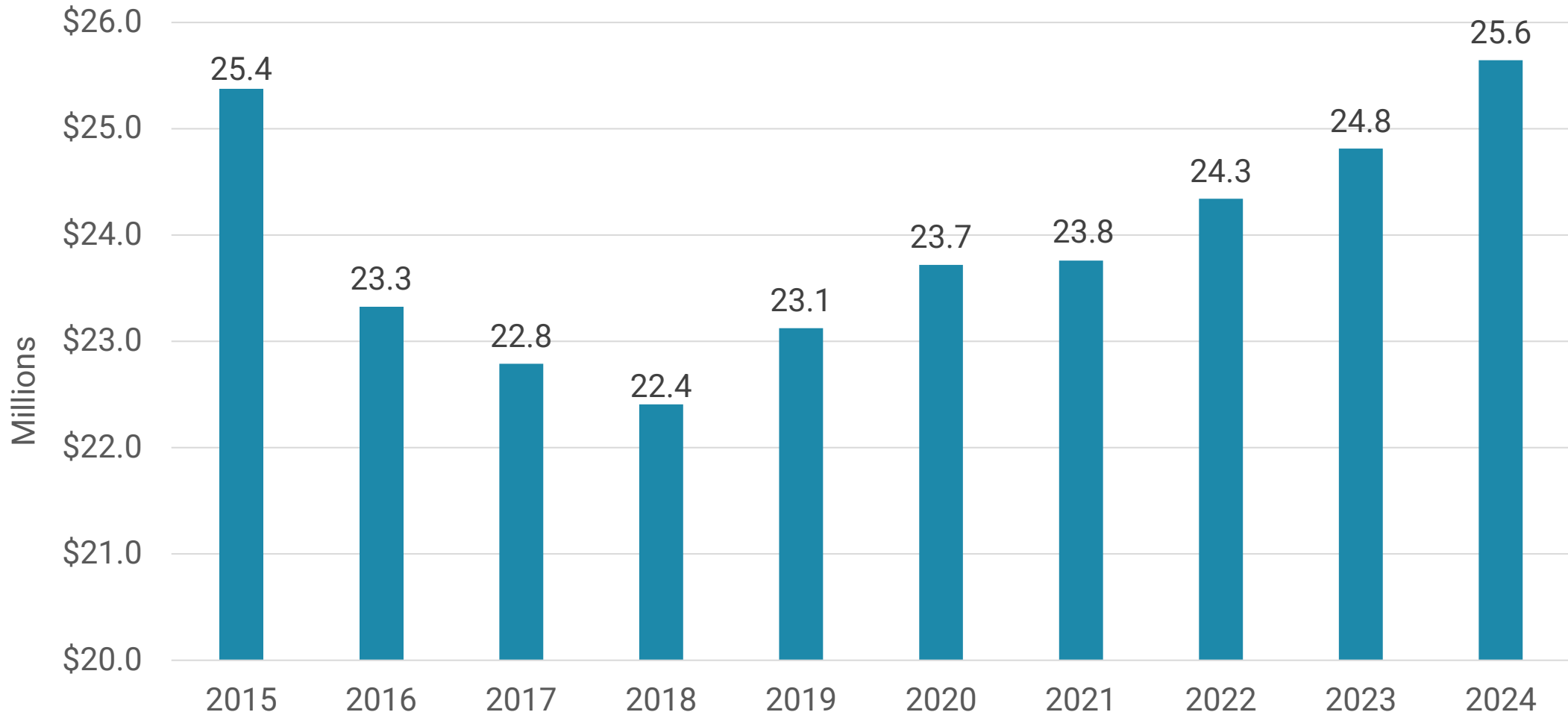
Expenditures less than 1% variance forecasted



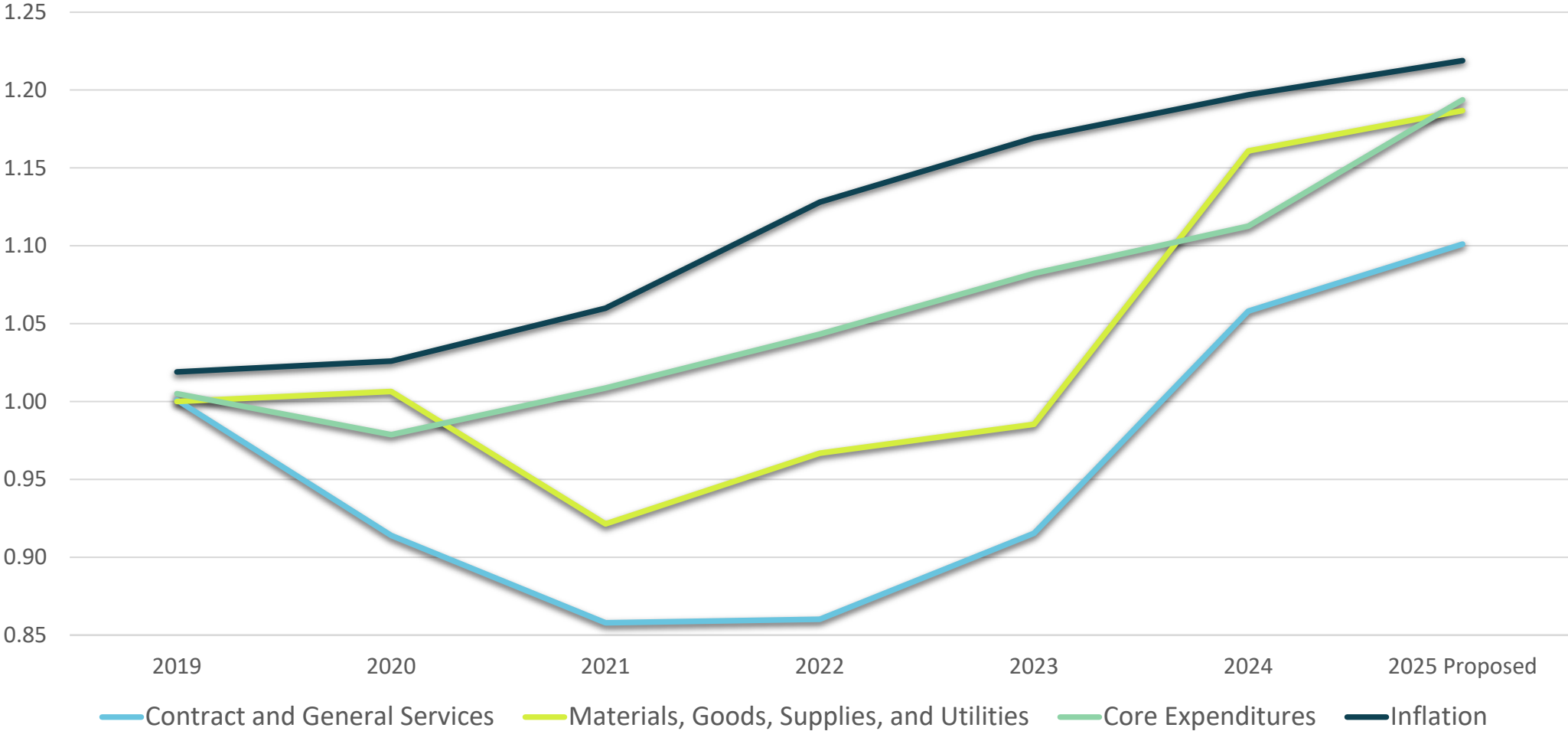
Inflation vs. Revenues | Cumulative Impact



Tax Levy 2015-2024 (Millions)



Inflation vs. Expenditures | Cumulative Impa



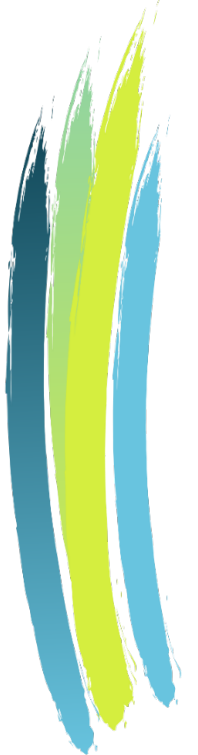
Core Operating Budget



Proposed Operating Budget Summary

Core/Base Budget - Revenues

REVENUES	2024 BUDGET	2025 BUDGET
Licenses and Permits	(89,100)	(120,100)
Operating Grants	(506,647)	(506,673)
Other Revenue	(85,000)	(81,100)
Sales of Goods and Services	(1,713,974)	(1,834,076)
Sales to Other Governments	(132,370)	(126,370)
Rental Income	(140,700)	(141,000)
Penalties and Fines	(92,000)	(83,000)
Property Taxes	(25,644,991)	(26,853,627)
Special Taxes and Frontage	(293,587)	(248,985)
Return on Investment	(766,784)	(766,784)
Transfer from Reserves	(568,160)	-
Capital Equipment Plan Sales	(100,000)	(100,000)
Total Revenues	(30,133,313)	(30,861,715)



Core Budget Variance Explanations | Revenues

2024 Budget \$30,133,313 | Proposed 2025 Budget \$30,861,715 | Increase \$728,402

CATEGORY	ITEM	2024 BUDGET	2025 BUDGET	BUDGET VARIANCE
Licenses and Permits	Development and safety code permits	(\$89,000)	(\$120,000)	+ \$31,000
Operating Grants	In alignment with 2024 actuals	(\$506,647)	(\$506,673)	+ \$26
Other Revenue	Water modeling fees	(\$10,000)	(\$6,100)	- \$3,900
Sales of Goods and Services	Dust control	(\$125,000)	(\$180,000)	+ \$55,000
	Bulk water	(\$267,292)	(\$304,703)	+ \$37,411
	Water distribution	(\$971,897)	(\$996,638)	+ \$24,741
	Small adjustments across multiple departments	(\$348,785)	(\$351,735)	+ \$2,950
Sales to Other Governments	Enforcement contracts	(\$26,000)	(\$20,000)	- \$6,000
Rental Income	Building, land and snowplowing	(\$50,700)	(\$51,000)	+ \$300

Core Budget Variance Explanations | Revenues cont'd

CATEGORY	ITEM	2024 BUDGET	2025 BUDGET	BUDGET VARIANCE
Penalties and Fines	Penalties on taxes	(\$75,000)	(\$70,000)	- \$5,000
	Peace officer fines	(\$11,000)	(\$7,000)	- \$4,000
Property Taxes	Expiration of oil and gas tax holiday	(\$21,261,385)	(\$22,470,021)	+ \$1,208,636
Special Taxes and Frontage	Trochu SP Levy	(\$58,264)	(\$71,000)	+ \$12,736
	Expiration of water SP levy	(\$235,323)	(\$177,985)	- \$57,338
Return on Investment	No change pending Council discussions	(\$766,784)	(\$766,784)	-
Transfer from Reserves	Budget balancing transfers	(\$568,160)	-	- \$568,160
Capital Equipment Plan Sales	Placeholder for sale of capital equipment	(\$100,000)	(\$100,000)	-

Proposed Operating Budget Summary

Core/Base Budget - Expenses

EXPENSES	2024 BUDGET	2025 BUDGET
Contract, Goods, and Services	3,407,094	3,554,017
Materials, Goods, Supplies, and Utilities	4,724,979	4,847,566
Salaries, Wages, and Benefits	10,516,141	11,410,541
Provisions for Allowances	100,000	100,000
Purchases from Other Governments	746,220	784,900
Transfers to Other Governments	660,419	763,346
Transfers to Individuals and Organizations	310,450	321,007
Transfers to Local Boards and Agencies	120,852	126,799
Contributions to Reserves	8,832,158	9,280,648
Gravel (Inventory) Projects	715,000	750,000
Total Expenses	30,133,313	31,938,824



Core Budget Variance Explanations | Expenses

2024 Budget \$30,133,313 | 2025 Proposed Budget \$31,938,824 | Increase \$1,805,511

CATEGORY	ITEM	2024 BUDGET	2025 BUDGET	BUDGET VARIANCE
Contract and General Services	Professional fees	\$619,836	\$574,211	- \$45,625
	Minor operating projects	\$62,780	\$44,600	- \$18,180
	Public land mowing	\$360,000	\$350,000	- \$10,000
	Inspection services	\$40,000	\$30,000	- \$10,000
	Contracted equipment and vehicle repairs	\$149,500	\$144,500	- \$5,000
	IT contracts	\$505,476	\$574,045	+ \$68,569
	Training and development	\$392,885	\$439,845	+ \$46,960
	Advertising and public relations	\$147,500	\$179,000	+ \$31,500
	Waste collection and urban site expenses	\$142,356	\$168,323	+ \$25,967
	Election expense	\$3,000	\$21,000	+ \$18,000
	Miscellaneous across departments	\$323,323	\$337,270	+ \$13,947
	Contracted building repairs	\$195,620	\$206,546	+ \$10,926
	Insurance	\$384,819	\$395,678	+ \$10,859
	Council training and development	\$65,000	\$74,000	+ \$9,000

Core Budget Variance Explanations | Expenses cont'd

CATEGORY	ITEM	2024 BUDGET	2025 BUDGET	BUDGET VARIANCE
Materials, Goods, Supplies, and Utilities	Shop supplies	\$816,000	\$777,500	- \$38,500
	Small tools and equipment	\$36,000	\$29,500	- \$6,500
	Water for resale	\$917,577	\$1,004,080	+ \$86,503
	General supplies	\$343,000	\$374,200	+ \$31,200
	Safety supplies	\$54,000	\$67,000	+ \$13,000
	Fuel	\$1,125,000	\$1,138,000	+ \$13,000
	Environmental services department supplies	\$103,000	\$115,000	+ \$12,000
	Utilities	\$445,402	\$457,286	+ \$11,884
Salaries, Wages, and Benefits	Seasonal support	\$344,804	\$323,513	- \$21,291
	Core wages; includes 2024 and 2025 50 th percentile market adjustments, and merit adjustments	\$7,974,424	\$8,610,387	+ \$635,962
	WCB, CPP, EI and group benefits	\$2,196,912	\$2,476,641	+ \$279,729

Core Budget Variance Explanations | Expenses cont'd

CATEGORY	ITEM	2024 BUDGET	2025 BUDGET	BUDGET VARIANCE
Provision for Allowances	Provision for uncollectable taxes	\$100,000	\$100,000	\$0
Purchases from Other Governments	Land titles	\$1,500	\$1,000	- \$500
	Drumheller Waste Commission	\$214,820	\$254,000	+ \$39,180
Transfer to Other Governments	Transfers to urban municipalities	\$552,155	\$642,346	+ \$90,191
	Trochu SP levy	\$58,264	\$71,000	+ \$12,736
Transfer to Individuals and Organizations	Contingency	\$50,000	\$0	- \$50,000
	Doctor Recruitment and Retention	\$10,250	\$10,000	- \$250
	Kneehill Regional Partnership	\$7,600	\$7,500	- \$100
	Medical clinic rent stabilization	\$0	\$50,807	+ \$50,807
	Fire hall transfers	\$25,000	\$30,000	+ \$5,000
	ASB community grants	\$6,500	\$11,000	+ \$4,500
	Community grants	\$165,600	\$166,200	+ \$600

Core Budget Variance Explanations | Expenses cont'd

CATEGORY	ITEM	2024 BUDGET	2025 BUDGET	BUDGET VARIANCE
Transfers to Local Boards and Agencies	Family and Community Support Services (FCSS)	\$67,141	\$71,860	+ \$4,719
	Marigold Library	\$53,711	\$54,939	+ \$1,228
Contributions to Reserves	SP levies	\$235,323	\$177,985	- \$57,338
	Capital equipment plan contributions	\$3,094,888	\$3,600,000	+ \$505,112
	IT contributions	\$79,647	\$80,363	+ \$716
Gravel (Inventory) Projects	Gravel crushing	\$715,000	\$750,000	+ \$35,000

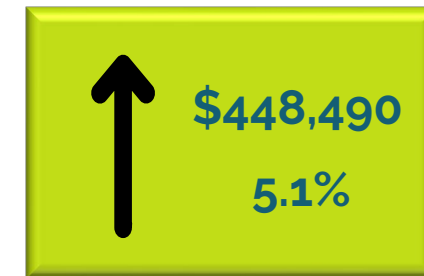


Community Grant Programs | Built into Base Budget

ICF Recreation Funding \$346,945	Airport \$25,000	Junior Achievement \$3,000	STARS Air Ambulance \$3,000	Arena Funding \$30,000
Rural Community Hall Operating \$27,600	Youth Event Sponsorship \$10,000	Grant Writer \$15,500	Community Enrichment Support Program \$6,000	Grants to Community Non-Profits \$30,000
Rural Community Hall Capital \$20,000	Rural Resident Connection \$4,000	Scholarship Award \$4,000	Century Farm Award \$2,600	Council Contingency \$25,000
Marigold Library \$55,000	FCSS \$71,860	Kneehill Medical Services \$60,807	Kneehill Regional Partnership \$7,600	

Reserve Contributions | Built into Base Budget

RESERVE	CONTRIBUTION
IT	\$80,363
Capital Equipment Plan	\$3,600,000
Disaster Recovery	\$150,000
Building Replacement	\$481,500
Gravel	\$350,000
Road	\$2,890,800
Bridge	\$600,000
Infrastructure	\$850,000
Water	\$277,985
TOTAL	\$9,280,648

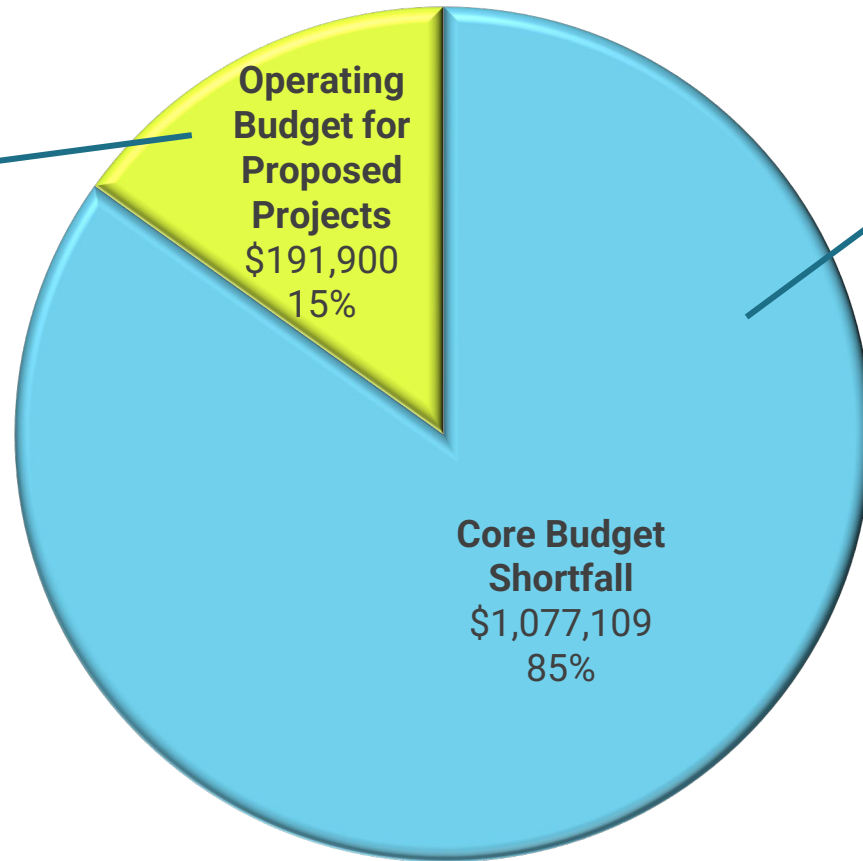


Budget Overview



Proposed Budget Summary | Operational Shortfall = \$1,269,009

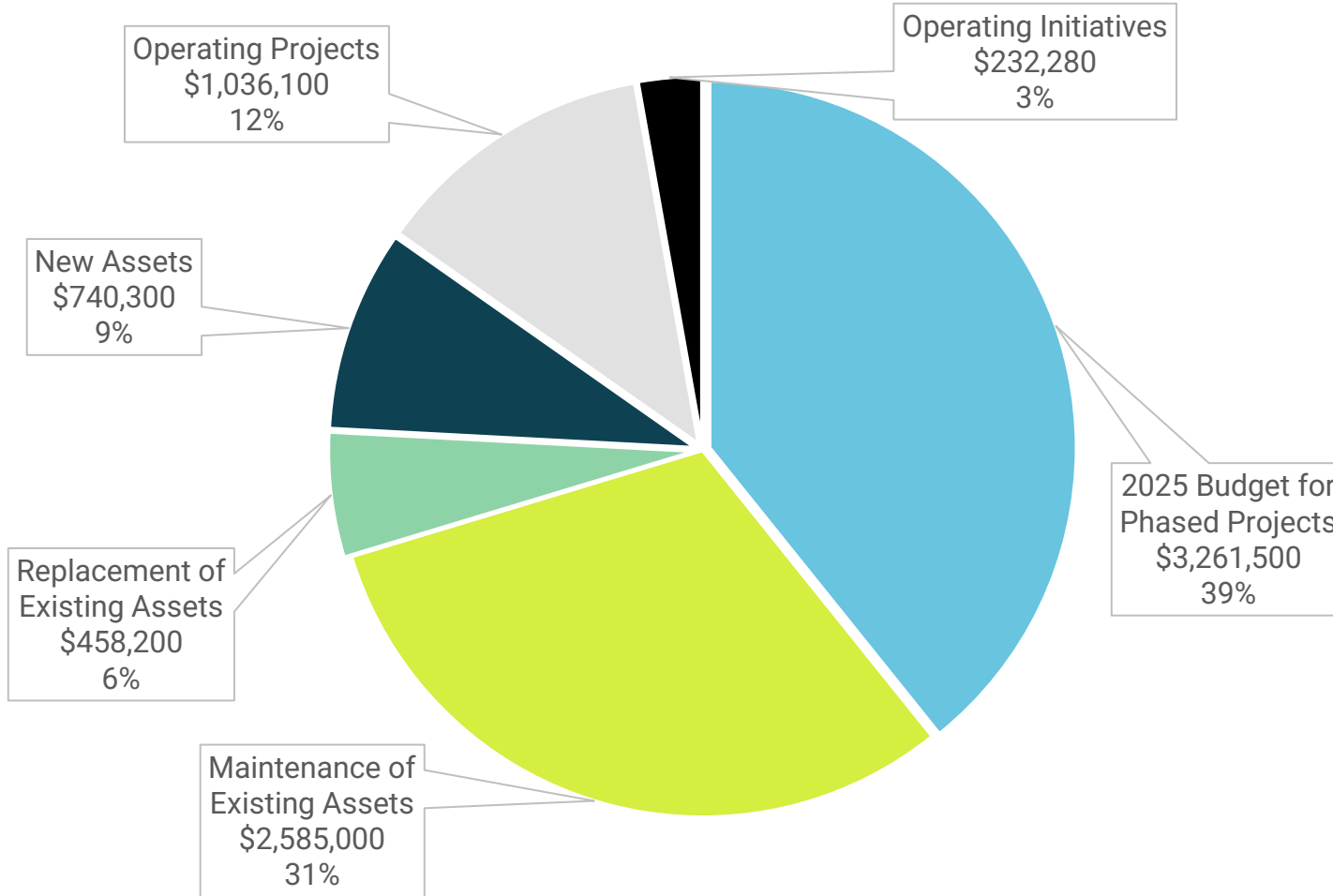
2025 Operating Budget for Proposed Projects	
Wimborne Groundwater Filtration Upgrade	\$26,000
Fourth CPO	\$150,900
Fuel Management System Replacement	\$15,000
	\$191,900



Core Budget Shortfall	
Revenues	\$30,861,715
Expenses	\$31,938,824
	\$1,077,109



Proposed Projects & Funding Sources



Funding Source	Amount
Reserves	\$6,630,380
LGFF Grant	\$1,683,000
Total	\$8,313,380

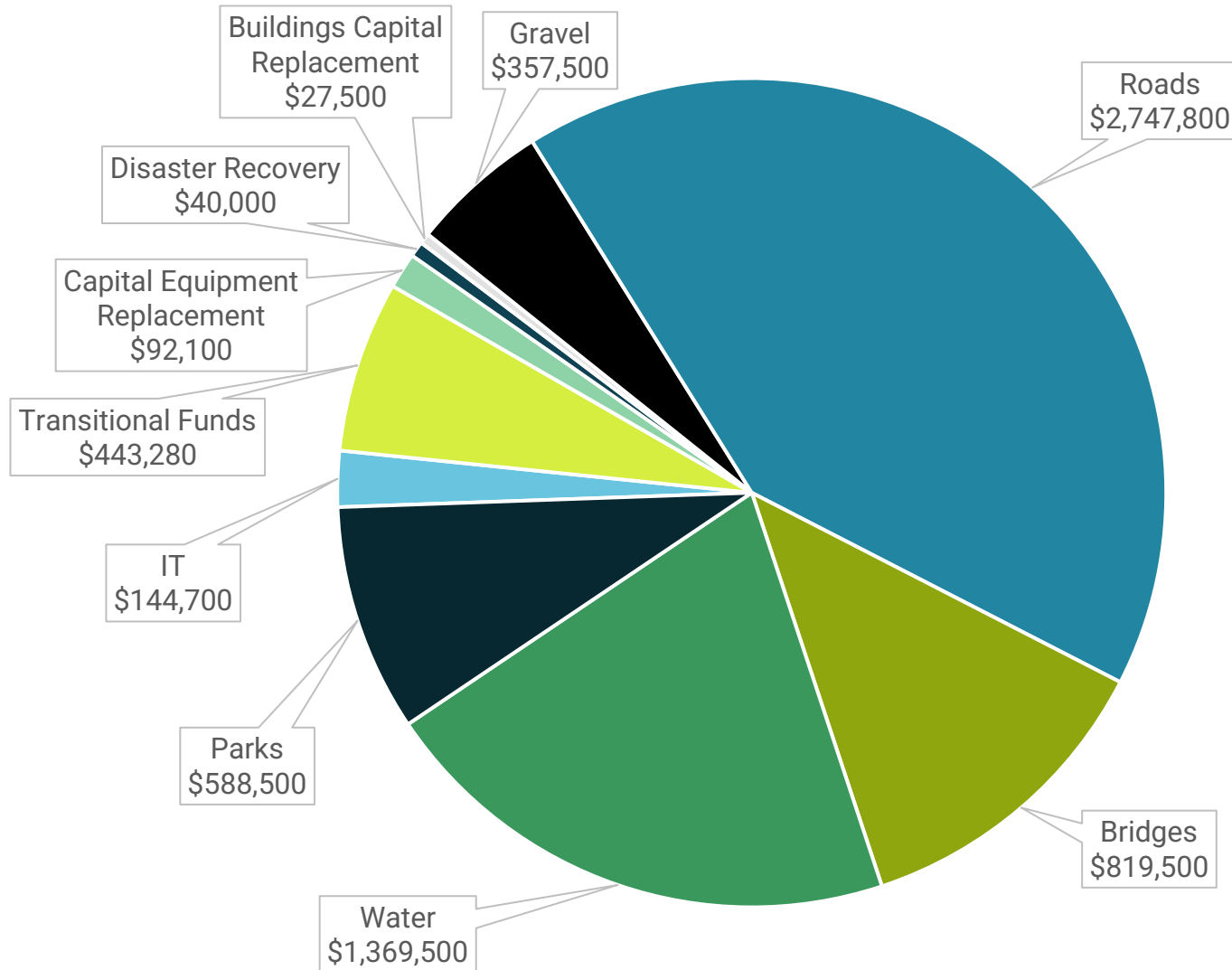
2025 Operating Budget Impact	\$191,900
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2025 Capital Equipment Plan	\$5,120,000
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Future Projected Project Costs	\$15,815,200
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2026 Projected Operating Budget Impact	\$247,940
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Proposed Reserve Draws



Total Draws	
Proposed Projects	\$6,630,380
Capital Equipment Plan	\$5,120,000
Total	\$13,433,380



Projected Reserve Balances

Reserve	2024 Projected Ending Balance	Proposed Budget Contributions	Proposed Projects Draws	Projected Available Balance
Information Technology	231,595	80,363	(144,700)	167,258
Transitional Funds	536,112	-	(443,280)	92,832
Capital Equipment Replacement	6,594,298	3,600,000	(5,212,100)	4,982,198
Disaster Recovery	836,024	150,000	(40,000)	946,024
Buildings Capital Replacement	2,164,386	481,500	(27,500)	2,618,386
Gravel	2,699,528	350,000	(357,500)	2,692,028
Roads	22,590,134	2,890,800	(2,747,800)	22,733,134
Bridges	1,787,211	600,000	(819,500)	1,567,711
Infrastructure	4,245,637	850,000	-	5,095,637
Water	5,250,867	277,985	(1,369,500)	4,159,352
Water Service Area	5,870,638	-	-	5,870,638
Environmental	1,950,541	-	-	1,950,541
Municipal	154,514	-	-	154,514
Parks	733,499	-	(588,500)	144,999
Contingency	1,510,746	-	-	1,510,746
Hamlet Infrastructure	3,305,609	-	-	3,305,609
Revenue Stabilization	6,635,760	-	-	6,635,760
Total	67,097,100	9,280,648	(11,750,380)	64,627,368

Three-Year Operating Forecast

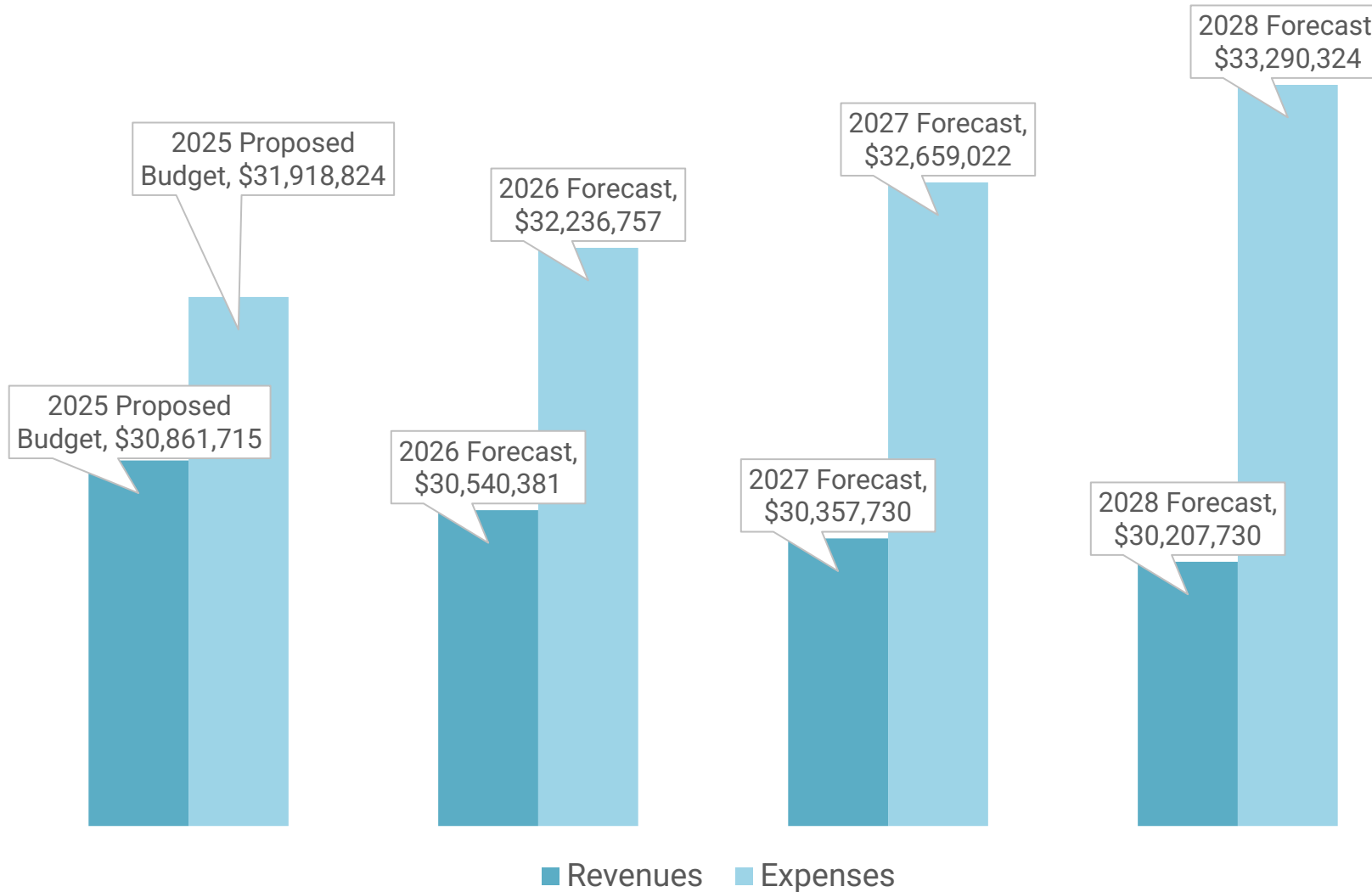


Intent of Forecasts



- MGA Requirement to approve 3 Year Operating Forecast annually
- Provide a forward-looking view of upcoming financial operating trends
- Not budgets; do not provide administration with authority to spend forecasted funds

Three Year Operating Forecast



Operating Forecast Trends – Revenues

Category	Variance	Description
Licenses and Permits	- 24.9%	2025 reflects an increase in this item for which there is uncertainty regarding sustaining that increase in revenues.
Special Taxes and Frontage	- 71.5%	Relates to the expiration of water frontage agreements related to original water system implementation.
Return on Investments	- 58.7%	This is in alignment with the recommended reserve funding strategy.

Operating Forecast Trends – Expenses

Category	Variance	Description
Contract and General Services	+ 12.8%	Includes increases for expenditures such as: insurance, major maintenance, professional contracts, and IT contracts.
Materials, Goods, Supplies, and Utilities	+ 2.8%	Includes increases for expenditures such as: fuel, equipment repair parts, water for resale, road maintenance supplies, and utilities.
Salaries, Wages, and Benefits	+ 7.9%	<p>This item has been subject to a flat percentage increase annually based on the average increase over the past five budget cycles.</p> <p>This represents an anticipation that this item will increase. A detailed analysis of salaries will be presented within each annual budget cycle.</p>
Contributions to Reserves	- 1.65%	Reflects decreases due to the expiration of special tax levies related to water systems. Administration anticipates recommending reserve contribution increases due to infrastructure requirements; details will be provided during future budget cycles.

Next Steps



Next Steps | Council Input & Decisions



Accept/Reject New Initiatives



Level of Service Reduction/Deferral



Other Service Fee Rate Adjustment(s)



Tax Rate Adjustment(s)



Combination of Measures

Executive Summary

Budget Overview

	2024 Budget	2025 Budget	Variance \$
Revenues			
Licenses and Permits	(89,100)	(120,100)	(31,000)
Operating Grants	(506,647)	(506,673)	(26)
Other Revenue	(85,000)	(81,100)	3,900
Sale of Goods and Services	(1,713,974)	(1,834,076)	(120,102)
Sales to Other Governments	(132,370)	(126,370)	6,000
Rental Income	(140,700)	(141,000)	(300)
Penalties and Fines	(92,000)	(83,000)	9,000
Property Taxes	(25,644,991)	(26,853,627)	(1,208,636)
Special Taxes and Frontage	(293,587)	(248,985)	44,602
Return on Investments	(766,784)	(766,784)	-
Transfer from Reserves	(568,160)	-	568,160
Capital Equipment Plan Sales	(100,000)	(100,000)	-
Total Revenues	(30,133,313)	(30,861,715)	(728,402)
Expenses			
Contract and General Services	3,407,094	3,554,017	146,923
Materials, Goods, Supplies, and Utilities	4,724,979	4,847,566	122,587
Salaries, Wages and Benefits	10,516,141	11,410,541	894,400
Provision for Allowances	100,000	100,000	-
Purchases from Other Governments	746,220	784,900	38,680
Transfer to Other Governments	660,419	743,346	82,927
Transfer to Individuals and Organizations	310,450	321,007	10,557
Transfer to Local Boards and Agencies	120,852	126,799	5,947
Contributions to Reserves	8,832,158	9,280,648	448,490
Gravel (Inventory) Projects	715,000	750,000	35,000
Total Expenses	30,133,313	31,918,824	1,785,511
Net	-	1,057,109	1,057,109

Executive Summary

Budget Overview

The following is a summary of Kneehill County's 2025 Core Operating and Capital Budgets. The purpose of this document is to provide an overview of these budgets to both Council and the ratepayers about the planned operations of the County, and the services those plans will provide.

An explanation of each item and the fluctuations in budgeted revenues and expenditures are outlined in the following pages:

Revenue Summary

Licenses and Permits consists of development and safety code permits. The increase primarily relates to safety code permits.

Operating Grants includes provincial LGFF and Agricultural Services grant funding. The amounts are expected to remain level with 2024.

Other Revenue represents revenues primarily related to water modeling fees and water access agreements. The decrease is attributed to a reduction in anticipated water modeling fees.

Sales of Goods & Services includes revenue related to water lines, bulk water stations, tax notifications, dust control, oilfield inspections, scrap metal sales, snowplowing, subdivision fees, weed inspections, park fees, bylaw enforcement, and campgrounds. The increase in this category relates to bulk water charges, dust control, and planning fees.

Sales to Other Governments includes management fees paid to the County, and service agreements with neighbouring municipalities. The decrease relates to peace officer contracts.

Rental Income represents income received from properties rented to external parties. The increase relates to existing contracts.

Penalties and Fines includes penalties and fines related to taxes, utility billings, and enforcement services. The decrease is attributed to the implementation of a new penalty model.

Property Taxes represents the total amount of taxes to be levied in the budget year. The increase relates to the ending of the oil and gas holiday.

Special Taxes and Frontages represents a special tax levy related to taxable parcels of land with water connections and the Trochu recreation levy. The expiry of was SP levies accounts for the decrease..

Executive Summary

Budget Overview

Return on Investments includes budgeted investment returns. There is no change budgeted for 2025.

Transfer from Reserves represents transfers from County Reserve Funds to balance the budget or fund operating projects. No transfers are included within the proposed budget.

Capital Equipment Plan Sales is a placeholder for revenues related to the sale of capital equipment. All revenues in this line are contributed to the Capital Equipment Plan reserve.

Expense Summary

Contract & General Services is comprised of items such as professional fees, software licensing, training and development, freight, contracted maintenance and repairs, insurance, recycling programming, garbage collection, alarm monitoring, public land mowing, inspection services, and advertising. Within this item there are decreases related to professional fees, minor operating projects, public land mowing, and inspection services; there are also offsetting increases related to IT contracts, election expenses, training and development, insurance, and contracted building maintenance.

Materials, Good, Supplies, and Utilities includes fuel, maintenance shop supplies, utilities, grader blades, water for resale, road maintenance, dust control materials, and weed control materials. The increase is attributed to water for resale, safety supplies, utility department supplies, and general supplies.

Salaries, Wages and Benefits includes all costs associated with all employees of the County, as well as Council's remuneration; this includes core wages, benefits, and government contributions. The increase relates to government contributions, benefits, allocations for eligible merit increases, and costs to maintain salaries at market levels as set by Council.

Provision for Allowances represents an allocation for the write-off of non-collectible taxes. This item line is expected to remain level with 2024 amounts.

Purchases from Other Governments includes land title fees, solid waste collection, the operation of water lines, and a payment to the province for policing costs. The increase relates to fees for the Drumheller Waste Commission,

Transfer to Other Governments represents recreation payments to urban municipalities, and fire agreements with urban municipalities. The increase is attributed to existing contracts.

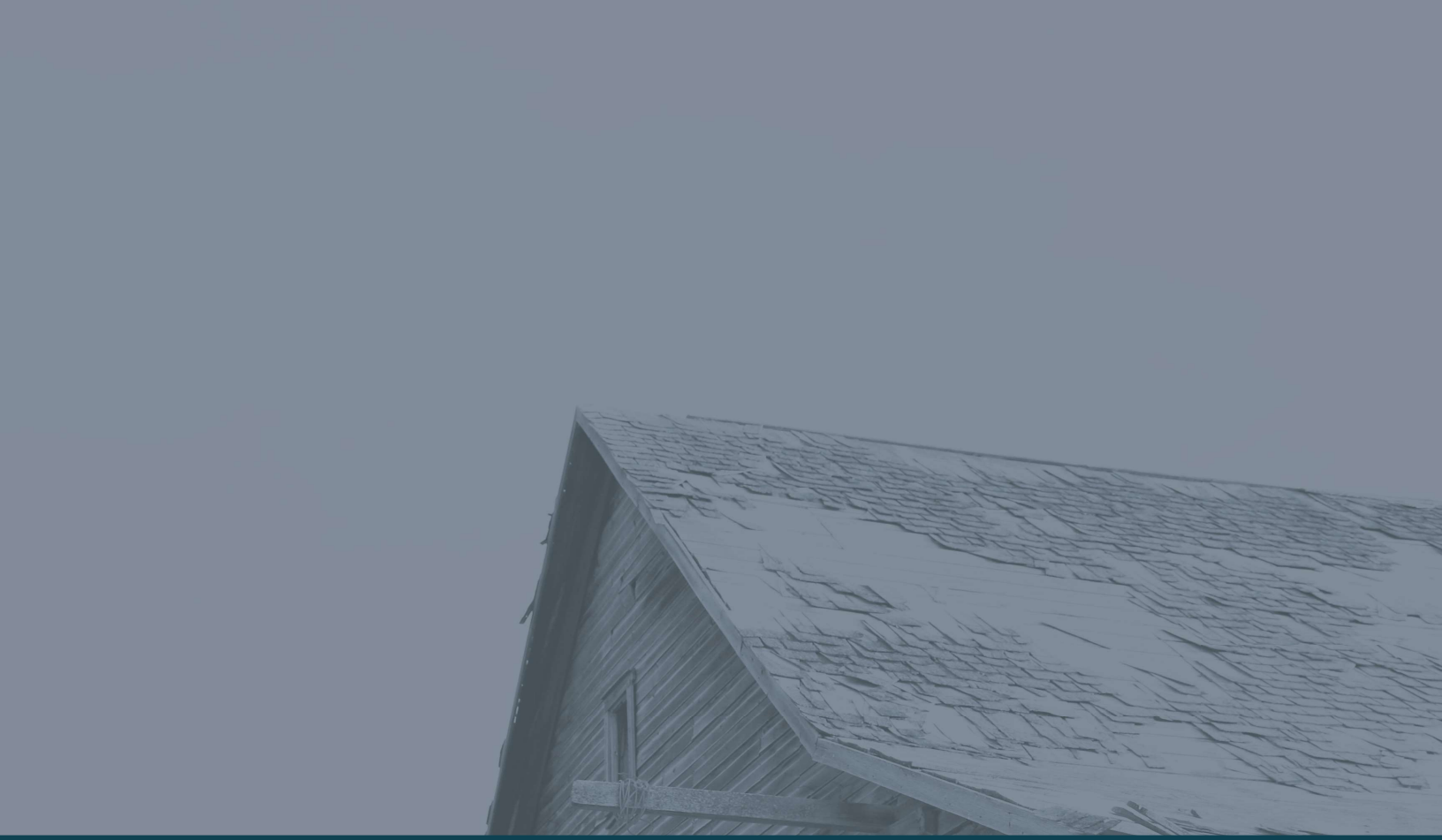
Transfer to Individuals and Organizations includes programming that supports rural community halls, youth sponsorships, community grants to non-profits, scholarship awards, and various other Council programs. The increase in this item relates to medical clinic support, fire hall transfers, and ASB community grants.

Transfer to Local Boards and Agencies includes payments to FCSS and the Marigold Library System. The increase relates to small increases in programming costs for both items

Contributions to Reserves represents reserve contributions to fund long-term infrastructure needs across the organization. The increase primarily relates to contributions for capital equipment, which reflects price increases due to an increased cost of goods.

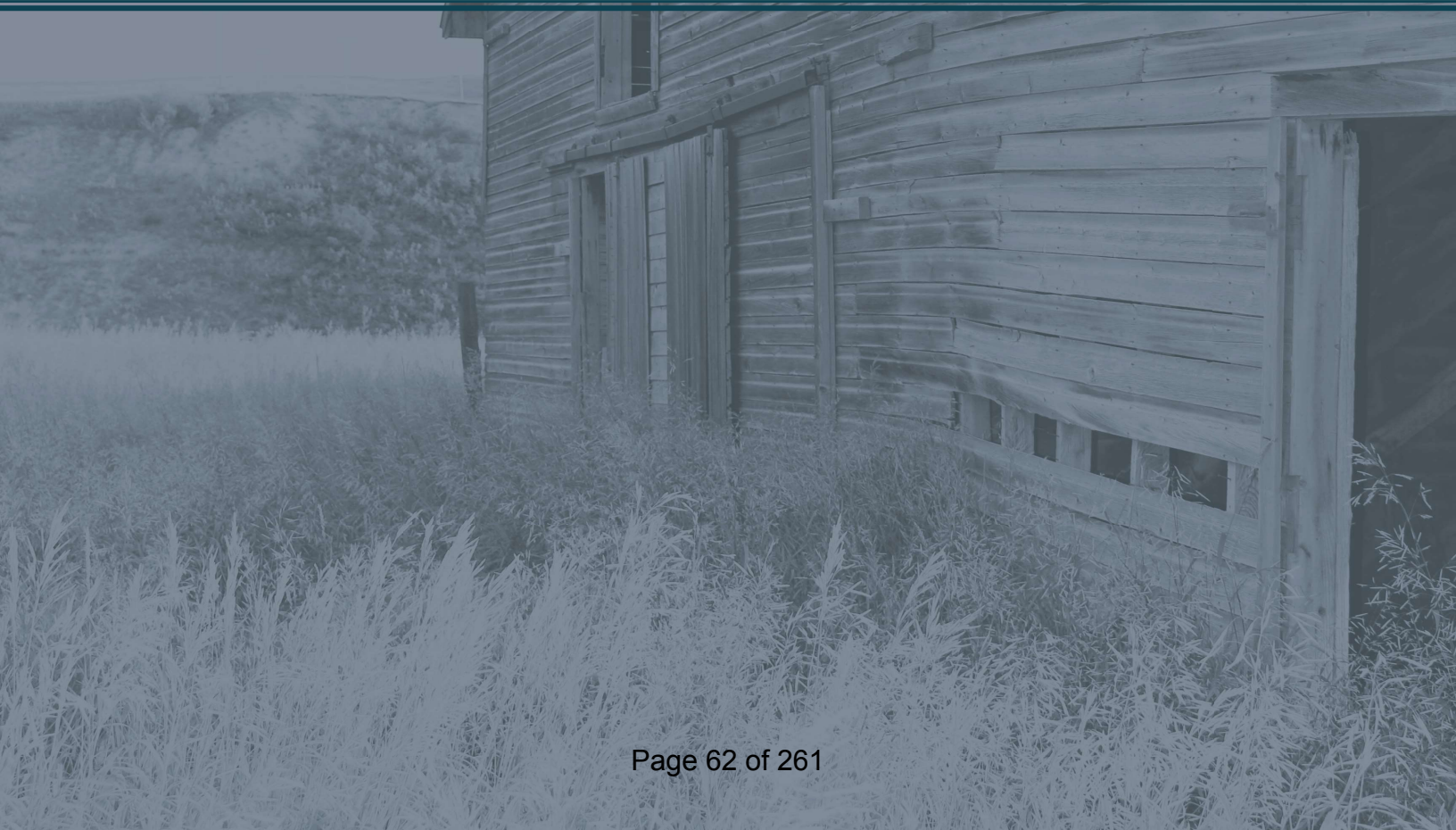
Gravel (Inventory) Projects funds the annual gravel crushing costs. The increase relates to elevated costs for this service.





Departmental Summaries

Significant Achievements
Department Objectives
Performance Metrics
Operating Budget



Operating Budget by Department

This table reflects the Operating Budget segmented by departments, whereas the Executive Summary outlines the Operating Budget by function. Detailed Departmental Budgets by function can be found in the corresponding sections of this book.

	2024 Budget	2025 Budget	Variance \$
Revenues			
Council	-	-	-
Corporate Items	(27,618,649)	(28,266,637)	(647,988)
Office of CAO	-	-	-
Corporate Services	-	-	-
Transportation	(290,000)	(341,500)	(51,500)
Environmental Services	(1,676,447)	(1,676,761)	(314)
Facilities	-	-	-
Enforcement	(39,000)	(29,100)	9,900
Fire	(61,670)	(65,970)	(4,300)
Disaster	-	-	-
Planning	(104,100)	(138,100)	(34,000)
Agricultural Services	(228,747)	(228,747)	-
Parks	(106,900)	(106,100)	800
Cemeteries	(7,800)	(8,800)	(1,000)
Economic Development	-	-	-
Total Revenues	(30,133,313)	(30,861,715)	(728,402)
Expenses			
Council	1,176,531	1,275,694	99,163
Corporate Items	6,173,131	6,208,266	35,135
Office of CAO	547,564	600,373	52,809
Corporate Services	2,634,020	2,808,583	174,563
Transportation	10,288,212	10,902,010	613,798
Environmental Services	3,177,041	3,374,626	197,585
Facilities	419,819	476,846	57,027
Enforcement	1,261,815	1,295,904	34,089
Fire	1,499,587	1,661,439	161,852
Disaster	40,228	45,481	5,253
Planning	618,885	634,686	15,801
Agricultural Services	1,166,928	1,209,572	42,644
Parks	824,992	950,308	125,316
Cemeteries	68,795	72,562	3,767
Economic Development	235,765	422,473	186,708
Total Expenses	30,133,313	31,938,823	1,805,510
Net	-	1,077,108	1,077,108



Council

Council

The Council segment of the budget provides for the direct costs of operating Council and specific Council programs. Council is responsible for setting direction, establishing organizational priorities, approving policies and bylaws, and allocating resources through the annual budget approval process.

	2024 Budget	2025 Budget	Variance \$
Expenses			
Contract and General Services	171,000	197,000	26,000
Materials, Goods, Supplies, and Utilities	24,000	24,000	-
Salaries, Wages and Benefits	402,359	413,266	10,907
Transfer to Other Governments	289,122	346,946	57,824
Transfer to Individuals and Organizations	274,950	276,007	1,057
Contributions to Reserves	15,100	18,475	3,375
Total Expenses	1,176,531	1,275,694	99,163
Net	1,176,531	1,275,694	99,163

Expenses

Contract & General Services includes costs related to Council training and development, memberships, IT-related software licensing costs, and professional contracts which support Council. The increase relates primarily to election-related expenditures.

Materials, Good, Supplies, & Utilities includes office materials and other items required to support Council.

Salaries, Wages & Benefits includes core Council salaries, per diems, benefits, and all government contributions related to Council. The increase relates to group benefits.

Transfer to Other Governments represents recreation payments to urban municipalities. The increase relates to anticipated payment amounts.

Transfer to Individuals & Organizations includes Council programming which supports rural community halls, youth sponsorships, community grants to non-profits, and other various Council programs. The increase relates to community grant programs.

Contributions to Reserves represents a contribution to the IT reserve for Council and Council chambers IT infrastructure.



Corporate Items

Corporate Items

The Corporate Items section of the Operating Budget is comprised of several elements that have not been allocated to specific departments as they serve the broad organization. Expenditures and revenues in this classification generally pertain to municipal operations as a whole, or the benefits are shared across the entire County. Additional details are provided below.

	2024 Budget	2025 Budget	Variance \$
Revenues			
Operating Grants	(290,400)	(290,426)	(26)
Sale of Goods and Services	(24,050)	(23,800)	250
Rental Income	(90,000)	(90,000)	-
Penalties and Fines	(76,000)	(71,000)	5,000
Property Taxes	(25,644,991)	(26,853,627)	(1,208,636)
Special Taxes and Frontage	(58,264)	(71,000)	(12,736)
Return on Investments	(766,784)	(766,784)	-
Transfer from Reserves	(568,160)	-	568,160
Capital Equipment Plan Sales	(100,000)	(100,000)	-
Total Revenues	(27,618,649)	(28,266,637)	(647,988)
Expenses			
Contract and General Services	251,136	263,014	11,878
Materials, Goods, Supplies, and Utilities	70,579	75,153	4,574
Provision for Allowances	100,000	100,000	-
Transfer to Other Governments	108,264	121,000	12,736
Transfer to Local Boards and Agencies	120,852	126,799	5,947
Contributions to Reserves	5,522,300	5,522,300	-
Total Expenses	6,173,131	6,208,266	35,135
Net	(21,445,518)	(22,058,371)	(612,853)

Corporate Items

Revenues

Operating Grants represents provincial Local Government Fiscal Framework grant funding.

Sale of Goods and Services relates to FCSS administrative support, and tax certificate and notification fees. The decrease relates to searches and notifications in line with historical actuals.

Rental Income denotes income received from properties owned by the County and rented to external parties.

Penalties and Fines applies to income related to penalties and fines on property taxes. The decrease relates to an anticipated decrease in penalty revenue based on the updated tax penalty model.

Property Taxes includes all property taxes levied by the County. The increase relates to the ending of the oil and gas tax holiday and at this time does not represent any increases in tax rates.

Special Taxes and Frontage represents the Trochu recreation levy which is levied to tax parcels within a specified area of the County.

Return on Investments represents investment income for the County. This item has not been adjusted; Administration acknowledges that investment returns are anticipated to be in excess of the budget and that, in alignment with the initial reserve strategy, those revenues will be contributed to reserves through Council motion during the year.

Transfer from Reserves this item represents reserve transfers utilized to balance the budget. There are no reserve transfers recorded for the presentation of the proposed budget, but they may be implemented as a method for balancing the budget during Council deliberations.

Capital Equipment Plan Sales are revenues associated with Capital Equipment Plan sales that are returned to the Capital Equipment Reserve with an offsetting contribution to reserves.

Expenses

Contract & General Services incorporates items for which there is a corporate pool of funding. This includes legal expenses, annual software licensing for software utilized by multiple departments, administrative costs which support multiple departments, and the contract with the County's assessors. The increase relates to contracted services for the County.

Materials, Goods, Supplies, and Utilities includes items for which there is a corporate pool of funding, encompassing printing and stationary, fuel for administrative vehicles, staff programming, and utilities for buildings which support multiple departments. The increase relates to utilities on administrative buildings and staff programming.

Provision for Allowances is an allocation to write-off uncollectible taxes and remains in line with 2024 levels.

Transfer to Other Governments relates to payment to other governments as per existing agreements. The increase is in line with existing agreements.

Transfer to Local Boards and Agencies includes payments to FCSS and Marigold Library System. The increase reflects increase payments to both entities.

Contributions to Reserves represents contributions to fund long-term infrastructure needs across the organization.



Office of the CAO & Legislative Services

Office of the CAO and Legislative Services

The Chief Administrative Officer (CAO) is Council's principal advisor on matters of policy and is responsible to Council for the efficient administration of all County services and programs. The three Division Heads (Directors) are responsible to the CAO for the efficient and effective operation of their respective departments.

The CAO provides leadership, direction, and coordination across all departments, ensuring that Council's policies and directives are effectively implemented. Additionally, the functions and resources of Legislative Services report directly to the CAO.

Legislative Services is responsible for coordinating Council and Committee activities; managing Freedom of Information and Protection of Privacy Act (FOIP) processes; overseeing bylaw and policy management; administering municipal elections; handling records management; providing administrative support to external committees; and supporting the Subdivision and Development Appeal Board. This includes preparing and distributing agenda; recording and maintaining minutes; ensuring compliance with FOIP legislation; managing the development, review and implementation of bylaws and policies; and overseeing the municipal election process every four years.

Additionally, Legislative Services coordinates appeal procedures for the Subdivision and Development Appeal Board. By supporting the Chief Administrative Officer (CAO) and Council, Legislative Services ensures effective governance, transparency, and compliance with regulatory requirements.

2024 Significant Achievements

Implemented new grant programs while continuing to manage existing ones.

Conducted a Boundary Review public engagement in the Hamlet of Torrington, leading to the development and introduction of a new Electoral Boundary and Council Composition Bylaw.

Provided administration support to the Kneehill Regional Partnership Committee and the Kneehill Medical Services Retention and Recruitment Committee.

Conducted a Member-At-Large recruitment campaign for Council Committees.

Continued Council training by providing a Councillor Orientation refresher and sessions on wellness, mental health, and stress management in the municipal context.

Recruited a municipal intern for an 18-month term starting in May 2024.

Created nomination package and candidate guide for the 2025 election.

Department Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
Carry out the 2025 Municipal Election & New Council orientation	Implement the Electoral Boundary and Council Composition Bylaw in the 2025 Election.	Effective Leadership	Q4
Develop a detailed framework and toolkit for the Records Retention Program	Create a framework that aligns with regulatory requirements and organizational needs. Includes specialized training session for staff to ensure effective implementation and adherence.	Effective Leadership	Q4

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Total attendance at public meetings	#	Quality of Life	N/A	N/A	114	56
Total attendance at ratepayer engagement evenings	#	Effective Leadership	N/A	148	178	198
Time spent preparing Council information packages	#	Effective Leadership	N/A	120 hrs	N/A	N/A

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Expenses			
Contract and General Services	24,095	24,260	165
Materials, Goods, Supplies, and Utilities	4,500	4,500	-
Salaries, Wages and Benefits	518,969	571,613	52,644
Total Expenses	547,564	600,373	52,809
Net	547,564	600,373	52,809

Expenses

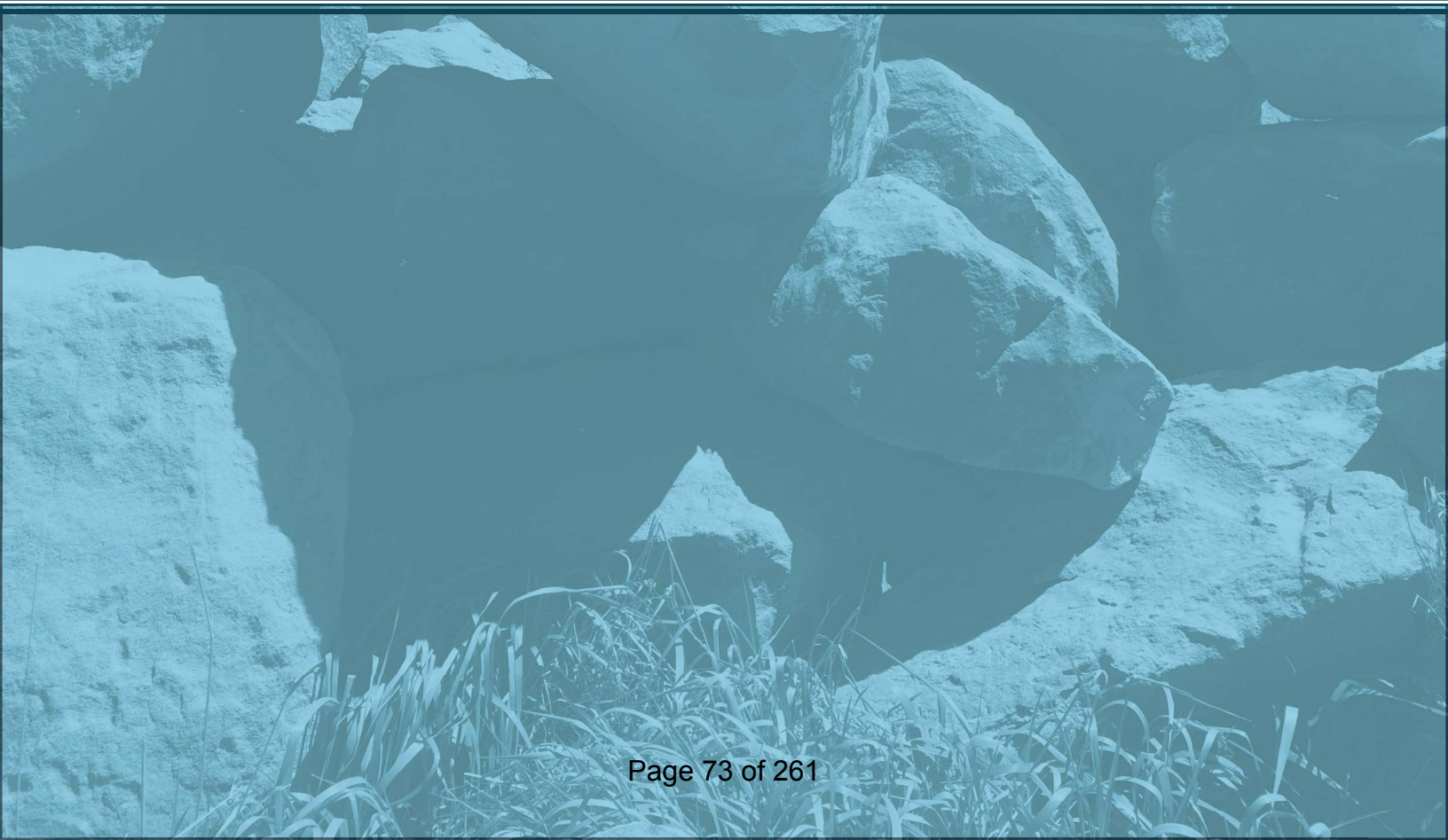
Contract & General Services includes costs related to training and development, and some staff programming.

Materials, Good, Supplies, & Utilities includes advertising printing and stationary costs, and other office materials required to support the department.

Salaries, Wages & Benefits includes costs for staff which contribute to this department, including core salaries, government contributions, and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council; as well as costs related to benefits and government contributions.



Corporate Services



Corporate Services Budget

This budget represents the budget for the five functions under Corporate Services; Financial Services, Customer Experience, Risk, & Technology, Asset Management, Human Resources, and Facilities.

	2024 Budget	2025 Budget	Variance \$
Expenses			
Contract and General Services	772,640	827,405	54,765
Materials, Goods, Supplies, and Utilities	205,801	237,305	31,504
Salaries, Wages and Benefits	1,603,408	1,689,795	86,387
Purchases from Other Governments	1,500	1,000	(500)
Contributions to Reserves	50,671	53,078	2,407
Total Expenses	2,634,020	2,808,583	174,563
Net	2,634,020	2,808,583	174,563

Expenses

Contract & General Services includes costs related to IT contracts, training and development including corporate safety training, annual financial audit fees, and other contracted services which support corporate services functions. The increase relates to IT contracts, the annual financial audit, training and development, as well as advertising costs.

Materials, Goods, Supplies, and Utilities includes tools, equipment, and supplies which support all corporate services functions. The increase relates to safety supplies and staff programming.

Salaries, Wages and Benefits includes all costs for staff which contribute to this department, including core salaries, government contributions, and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council; as well as costs related to benefits and government contributions.

Purchases from Other Governments represents land title fees.

Contributions to Reserves represents a contribution to the IT Reserve to fund IT equipment purchases.

Financial Services

The Financial Services department ensures compliance with auditing, accounting, and legislative standards, while maintaining strong internal controls. The department is responsible for developing and managing the annual operating and capital budgets, providing regular financial reporting on budgets and projects, and overseeing the annual financial audit.

The department manages accounts payable functions, oversees purchasing and procurement practices, and handles property tax and utility billing. It safeguards the County's assets through measures that protect physical and financial resources from loss, theft, damage, or misuse, including effective internal controls and regular audits. Additionally, the department manages the investment portfolio to maximize returns and supports long-term financial planning across all service areas to enhance service delivery and ensure the responsible management of County funds.

2024 Significant Achievements

Received the GFOA "Distinguished Budget Presentation Award" for the 2024 budget. This was the 4th consecutive year Kneehill County has received this award.

Completion of a favourable Financial Audit for the 2023 year.

Successfully implemented the Asset Retirement Obligation (ARO) accounting standard for the 2023 year.

Implementation of Bids & Tenders system to streamline procurement processes for large purchases and contracts.

Continued to implement improvements in digitized internal forms that support operational efficiency.

Initiated an assessment of budgeting software to streamline processes and improve data availability for management.

Implemented an expanded credit card program, including clarified policies and processes, enhancing purchasing efficiency and accessibility within the County.

Initiated the development of an electronic purchase request/requisition process.

Presentation of the 2025 Budget, for Council consideration, prior to the 2024 year-end.

Development of the 2025 Budget Book by internal resources.

Financial Services

Department Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
Completion of a favourable Financial Audit for the 2024 year	Obtain an unqualified audit opinion for 2024.	Effective Leadership	Q2
Bring a 2026 Budget forward for Council's consideration	Presentation of the 2026 Budget for Council consideration.	Effective Leadership	Q4
Receive the GFOA "Distinguished Budget Presentation Award" for the 2025 budget and 5th consecutive year	Continue to prepare the budget book to meet the criteria for the award.	Effective Leadership	Q1
Updating of Financial Policies as required	Policies are on a four year review cycle; several financial policies are due for Council review.	Effective Leadership	Q4
Continued development of Reserve Strategy for long-term financial sustainability	Work towards formalizing the Reserve Policy for Council approval.	Effective Leadership	Q3
Implementation of budgeting software	Intended to streamline the budgeting process and improve access to information for management.	Effective Leadership	Q3
Work towards developing financial statements by internal forces	Development of financial statements by internal resources will provide the groundwork for a more comprehensive annual financial review document.	Effective Leadership	Q4
Implement electronic purchase requisition process	Implement an electronic purchase requisition process to streamline purchasing, improve efficiency, and enhance visibility and compliance in procurement activities.	Effective Leadership	Q1

Financial Services

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Tax collection ratio	%	Effective Leadership	87%	92%	98%	N/A
Total percentage of tax notices sent electronically	%	Effective Leadership	11%	14%	18%	18%
Total number of customers on tax perauthorized payment plan	#	Effective Leadership	299	335	359	349



Customer Experience, Risk, & Technology

The Customer Experience, Risk, & Technology Unit is dedicated to enhancing customer satisfaction, managing risk, and leveraging technology to drive innovation and operational efficiency.

The Technology branch supports a range of business applications essential for meeting operational needs. This branch works to provide a secure and reliable network connecting IT infrastructure across multiple sites within the County. Its responsibilities include managing IT infrastructure to provide users with access to critical software tools that streamline processes and services, integrated databases that safeguard extensive data collections, communication devices that facilitate effective interaction, and websites that extend electronic information and online services to staff and citizens.

Risk Management is tasked with identifying, assessing, and mitigating potential risks that could impact the organization. It is also responsible for managing the County's various insurance policies to ensure comprehensive risk coverage and protection.

The Customer Experience team is dedicated to interacting with citizens in person and via phone. Their responsibilities extend to handling accounts receivable, processing payment for County services, and managing various other corporate functions to ensure a positive and efficient experience for County ratepayers.

2024 Significant Achievements

Increased security for Kneehill County by installing card access at Torrington Fire Hall and public works shop.

Deployed virtual city hall, 'Kneehill Connect'.

Increased network security by deploying a staff education program.

Procured and oversaw installation of new Council video wall.

Completed insurance renewal.

Installed new livestream camera in Council chambers.

Helped create risk matrix for all departments.

Created administrative directive for various IT functions.

Transitioned all office meeting rooms to automated Microsoft Teams rooms.

Oversaw transition of accounts receivable to Customer Experience team.

Customer Experience, Risk, & Technology

Department Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
Complete IT Master Plan	Work on comprehensive plan for Information Technology which will act as a roadmap for the IT function going forward.	Effective Leadership	Q2
Completed Council Chamber refresh*	Review all components of current Council chamber AV system and ensure all in working order; replace as necessary.	High Quality Infrastructure	Q2
Streamline insurance process	Review all processes for insurance in order to simplify and create efficiencies.	Effective Leadership	Q3
Rebrand all publications	The Customer Experience team will review all brochures and advertisements and refresh with new branding as necessary.	Effective Leadership	Q1
Work on staff intranet	Create an internal webpage where staff can quickly find useful information for all departments.	Quality of Life	Q2

*pending project approval

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Percentage of security failures	%	Effective Leadership	1%	0%	0%	5%
Backup success rate	%	High Quality Infrastructure	100%	100%	100%	100%
Downtime (hours)	#	High Quality Infrastructure	8	15	6	4

Communications

Communications is a key function of the County, involving elected officials and employees at all levels. To support this priority, the Communications unit strives to provide County residents and stakeholders with clear, honest, transparent information, and seeks opportunities to ensure County residents are consulted on important decisions. Communications supports management to promote and inform residents and stakeholders of the County's current projects, procedures, services, and successes. The department utilizes a variety of mediums to provide clear, consistent messaging, including the County website, social media channels, newspaper, and video.

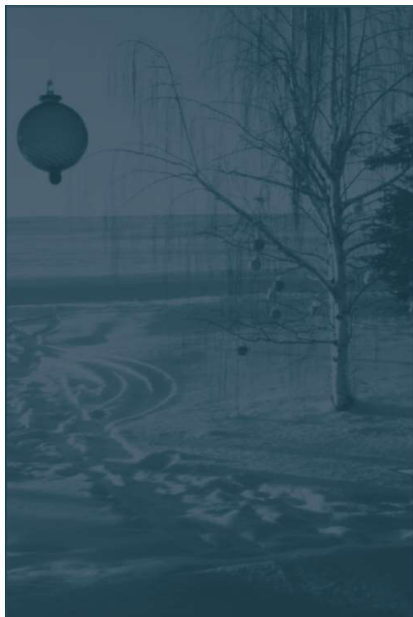
2024 Significant Achievements

Published four ratepayer newsletters, including digital versions online.
Hosted two ratepayer evenings with attendance of 198 total (90 in Sunnyslope, 108 in Three Hills).
Maintained Notify Me, a free notification service for water customers through our CivicPlus website (55 signups in 2024 for a total of 102 subscribers).
Implemented additional AI programs to help improve communications.
Assisted Kneehill County departments with communication plans, campaigns, and initiatives.
Continued weekly "County Corner" full page ad in the Three Hills Capital.
Implemented new notification system for Fire Bans through CivicPlus website.
Website refresh completed in 2024 with updated layouts, refreshed design, improved features, and focus on user-friendly content organization.
Refreshed branding templates to coincide with website refresh.
Published Council Highlights following each Council meeting.
Assisted with engagement initiatives throughout the organization.
Continued practice as Information Officer in Emergency Management training.
Added LinkedIn social media site as part of a broader recruitment strategy.
Ensured advertising was completed as legally required as per the MGA.
Ongoing "Kneehill Connect" campaign to promote online bill payments, account inquiries, etc.

Communications

Department Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
Enhancing ratepayer communication and engagement	Proactive engagement regarding upcoming plans and projects	Quality of Life	Q4
Continue to implement communications strategies to reach residents as clearly and efficiently as possible	Continous monitoring and evaluation of Communications objectives.	Quality of Life	Q4
Implement new initiatives as part of a corporate communications strategy	Analyze potential initiatives to reach audiences efficiently.	Quality of Life	Q4
Update branding and signage	Continue gradual roll-out of new logo and branding.	Quality of Life	Q4
Maintain Kneehill County branding standards and ensure consistency throughout departments	Create robust templates and branding guidelines to ensure adherence and solidify Kneehill County's brand trust.	Effective Leadership	Q4



Communications

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Total attendance at public meetings	#	Quality of Life	N/A	N/A	114	56
Total attendance at ratepayer engagement evenings	#	Effective Leadership	N/A	148	178	198
Resident satisfaction with public meetings (new metric)	%	Effective Leadership	N/A	N/A	N/A	N/A
Resident satisfaction with ratepayer evenings (new metric)	%	Effective Leadership	N/A	N/A	67% very satisfied	60% very satisfied
Website hits	#	Quality of Life	N/A	155,537	106,000	89,000
Social Media Followers	#	Effective Leadership	2467	2814	3019	3384
Social media interactions (YouTube views, likes/comments on posts)	#	Effective Leadership	N/A	512	5350	7208



Asset Management

The Asset Management department is responsible for the strategic oversight and stewardship of the municipality's infrastructure and capital assets. Its core mission is to ensure that the County's infrastructure is developed, maintained, and managed in a way that maximizes asset lifespan, minimizes costs, and aligns with the evolving needs of the community. This involves developing and implementing comprehensive asset management plans that address the full lifecycle of assets, from acquisition and operation to maintenance, renewal, and eventual disposal. The department maintains a detailed asset inventory, tracking location, value, condition, and estimated useful life, to ensure accurate data for planning and decision-making.

Asset Management works closely with the finance department to integrate asset management plans with long-term financial strategies, ensuring that both short- and long-term capital needs are budgeted effectively. This collaboration ensures that the County can balance the costs of operating, maintaining, and renewing assets within available funding constraints. Regular condition assessments and risk analyses are performed to prioritize maintenance and replacement activities, ensuring that infrastructure meets the desired levels of service while minimizing risks. The department relies on CityWide software to model asset performance, assess risks, and develop intervention strategies, enabling data-driven decision-making.

Collaboration with other municipal departments, such as Infrastructure, Planning, and Environmental Services, is essential to align asset management practices with broader operational goals. Through this work, the Asset Management Department supports the County's strategic objective focusing on infrastructure sustainability and efficient service delivery.

2024 Significant Achievements

Facilities was onboarded to CityWide Maintenance Manager by creating work order templates and training staff to track work order costs.

CityWide was configured by creating classification structures that organize asset data for dynamic reporting across departments, service categories, finance, and sub-departments.

Data for fleet and facilities was consolidated into CityWide by using existing resources, such as Excel assets lists, to verify inventory and transfer valuable data.

Update of replacement costs for fleet assets.

The gravel crew was onboarded to the CityWide work order system for gravel hauling, with templates created and training provided to the supervisors and operators.

Created comprehensive asset profiles to enhance the organization of CEP assets and expanded the level of information provided to Council through the 2025 CEP for improved decision-making.

An asset disposal and transfer digital process was created in Laserfiche to streamline and automate these procedures.

Asset Management

Department Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
Asset Management Policy Review	Evaluate and update the policy to guide the management of Kneehill County's infrastructure assets.	Economic Resilience	Q4
Implement new webmap*	New software will address the current system's limitations by offering a more robust and user-friendly platform.	Quality of Life	Q4
Automate development permit process	Utilize ArcGIS for seamless management of applications, reviews, and approvals.	High Quality Infrastructure	Q2
Work order system for sign installation	Utilize CityWide processes to automate sign installation requests. Operations will receive and update the work order via app ; once completed a report will be generated for tracking purposes.	High Quality Infrastructure	Q2
Onboard shop to CityWide work order system	Integrate the County's shop operations into CityWide work order system. This will streamline the management of equipment maintenance and repair activities and increase efficiency as well as communication between departments.	High Quality Infrastructure	Q2
Gravel card process	Develop a digital template to track vehicle, operator, and material cost for each road segment that is regravelled.	High Quality Infrastructure	Q3

*upon project approval

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
CEP managers/supervisors trained in CityWide	#	High Quality Infrastructure	N/A	N/A	N/A	N/A
Field staff trained on CityWide mobile	#	High Quality Infrastructure	N/A	N/A	N/A	9
Asset Main Categories verified, classified, and configured in CityWide	#	High Quality Infrastructure	N/A	N/A	N/A	2

Human Resources

The Human Resources Unit is responsible for the provision of human resources, payroll, benefits, and health and safety functions for all full-time, part-time, and contract staffing within the corporation. Development and support of broad human resource initiatives and ensuring compliance with various employment laws and regulations also fall under the purview of this unit. The Human Resources Unit fosters a positive, productive, safe, and respectful work environment for all employees and provides resources and tools that support staff development and job satisfaction.

2024 Significant Achievements

Processed 500+ applications through Laserfiche Online Application System, saving several hours of labour.

Increased youth engagement through attendance at 3 career fairs; University of Lethbridge (2) and Olds College.

Employee retention rate: 92.7%

Engaged with Red Deer Polytech to acquire a Business Experience Student. Physical work onsite amounted to 120 hours at no cost to the County.

Initiated 14 full-time hiring campaigns - Community Peace Officers, Equipment Operators, Ag Services Supervisor, Parts Tech, Utilities Operator etc. 20 Seasonal Recruitments - Spray Truck Operators, Mowing Techs, Infrastructure Labour, Intern Recruitment.

Hosted third "All Staff Day" with 78% of staff in attendance.

Implementation of Compensation Strategy - July & September completion.

Payroll - switched to bi-weekly pay from semi-monthly, creating multiple efficiencies and better consistency for staff.

HRIS implementation for digital time management. Phase II to come in 2025.

Training opportunities provided to staff - mental health first aid, active threats, cargo securement, load securement, chainsaw use, fall arrest - basic and active user. Formal workplace inspections, HRIS time management training etc.

Health and Safety audit complete

Engaged with an HR consultant to continue the process for redevelopment of job descriptions and a job matrix process.

Return to Work documentation and process has continued into 2024 with some aspects moving into 2025.

Human Resources

Department Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
Initiate Phase II with HRIS	Additional self-serve options, training tracking, Council and FCSS implementation.	Effective Leadership	Q3
Continue to develop and implement Strategic Corporate Learning & Development Strategy	Adding digital supports for users to access catalogues of training. Creating and recording training opportunities for all staff.	Effective Leadership	Q4
Continue youth engagement that highlights Kneehill County as a career choice (i.e. career fairs)	Utilize additional staff resources to support attendance, build future leaders within the organization.	Effective Leadership	Q2
Continue to build online job portal	Fully encompass the on-boarding and off-boarding process with additional supports and development.	Effective Leadership	Q3
Updating various policies	Human Resource Policy, Health & Safety Policy, Employee Handbook, Health & Safety Manual.	Effective Leadership	Q4
Full Return to Work program	Documentation and partnering of payroll and health & safety roles.	Effective Leadership	Q1
Benefits Review	Will review all benefits to ensure we are getting the most efficient and cost effective program.	Effective Leadership	Q3

Human Resources

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Annual WCB Rebates	\$	Effective Leadership	\$19,663	\$19,180	\$22,646	\$6,357
Maintaining COR	%	Effective Leadership	100%	100%	100%	100%
Health & Safety Incidents	#	Effective Leadership	34	54	57	38
Compensation Strategy	%	Effective Leadership	50%	50%	50%	50%
Performance Evaluations	%	Effective Leadership	95%	0%	80%	0.05%



Facilities

The Kneehill County Facilities Department maintains buildings related to our operations. With 33 facilities and 45 serviced structures, Facilities assures compliance with regulatory authorities in the serviceability of County facilities to ensure that operations can effectively deliver services. The Facilities department operates mainly on a breakdown/maintenance model and responds to the needs and concerns of staff and tenants as they arise. They also utilize a maintenance management program to focus resources on selective, preventative maintenance items, keeping costly reactionary maintenance to a minimum.

Facilities utilizes the expertise of contractors to ensure the delivery of maintenance requirements and renovations are managed efficiently and in a fiscally responsible manner. Other responsibilities include building and structural inspections, facility safety inspections, facility certification and permitting, energy audits, maintaining fuel depots, facility snow removal, configuring and installing office equipment, RGMA ice plant operation, utility demand logging, and invoicing. Above all, fostering a welcoming, safe, and practical environment for staff and tenants in all Kneehill County Facilities.

2024 Significant Achievements

Completed renovation of administration office to support safety and improve work space for peace officers and the safety of the front desk area.

Started the implementation of City Wide for works orders across all departments.

Completed Phase I of the facility condition index reports to support asset planning and preventative maintenance plans. 11 of the 33 sites were completed.

Completed Facilities Inventory and asset map to support project planning and asset management.

Completed security camera audit and ensured necessary signage.



Facilities

Department Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
Complete the implementation of City Wide for service requests and work orders	Train all users to understand the process and matrix for prioritization on CityWide.	Effective Leadership	Q4
Sell or remove old cell phone towers that are no longer being used by the County	Complete an assessment of the land value and offer the towers and land for sale to network companies. Remaining towers to be removed.	Economic Resilience	Q3
Successful completion of capital projects	Project chartering, scope, RFP, management of contractors on site and project close off.	High Quality Infrastructure	Q4
Carry on with year 2 of 3 of the facility condition assessments and develop a schedule for preventative maintenance	Assess the condition of 11 facilities per year for 3 years (33 total).	High Quality Infrastructure	Q4
Project and contractor management program development	Develop our facilities project management process and contractor management process to support successful projects.	Effective Leadership	Q2

Facilities

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Percentage of Capital Projects completed on time	%	High Quality Infrastructure	100%	90%	50%	NA
Maintenance orders received	#	High Quality Infrastructure	NA	NA	NA	NA
Maintenance orders processed	#	Effective Leadership	NA	NA	NA	NA

Facilities

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Expenses			
Contract and General Services	137,400	148,150	10,750
Materials, Goods, Supplies, and Utilities	30,000	28,800	(1,200)
Salaries, Wages and Benefits	238,073	283,131	45,058
Contributions to Reserves	14,346	16,765	2,419
Total Expenses	419,819	476,846	57,027
Net	419,819	476,846	57,027

Expenses

Contract & General Supplies includes security alarm monitoring costs, and maintenance supply costs related to buildings. The increase relates to contracted repairs and maintenance.

Materials, Good, Supplies, & Utilities includes small consumables used by the department. The decrease relates to small tools and equipment.

Salaries, Wages & Benefits includes all costs for staff which contribute to this department, including core salaries, government contributions, and benefits. This increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council; as well as costs related to benefits and government contributions.

Contributions to Reserves represents contributions to the Capital Equipment Plan Reserve. The increase relates to required contributions to fund equipment within the department.



Infrastructure

Transportation

The Transportation Department strives to provide the best possible level of municipal services for all County road users by ensuring County infrastructure (roads, bridges, culverts etc.) are in sufficient condition and meet municipal and provincial regulations.

The Transportation Department includes the road maintenance program, project construction, and the maintenance shop, and is responsible for various services that include:

Graveling of Roads

To ensure a safe and reliable road network, the County typically gravels a roadway every two to seven years. The re-gravelling program targets approximately 400 miles per year, at the rate of about 230 tonnes/mile to 400 tonnes/mile (depending on road width).

Grading of Roads

The County has 10 grader divisions; each division covers approximately 111 - 124 miles of roadway. Gravel roads within each division are bladed to a minimum of six rotations per year. Policy #13-2, Transportation Grader/Gravel Services, outlines a list of priorities for summer and winter maintenance. The graders are also utilized in the application of dust control on County roads as well as performing lane grading and snow clearing for ratepayers who have requested and entered into a Private Snowplowing and Grading Agreement.

Dust Control

To improve the quality of life in the County, dust abatement agents such as Calcium Chloride and Spec Crude are available to be applied on rural roads for citizens who have applied for this service. The rates for dust abatement are set on an annual basis by Council and can be found in the County's Master Rates Bylaw.

Bridges

The Transportation Department is responsible for the management of all 214 bridges and bridge-sized culverts located on County controlled roads. This responsibility includes analyzing each structure's needs and arranging for corrective actions to occur at appropriate times.

Culvert and Ditch Maintenance

The purpose of culvert and ditch cleaning is to maintain the flow of water and to protect the integrity of the road subgrade. Culverts will be assessed and replaced depending on the condition. The Transportation Department also uses the bridge replacement plan and Alberta Transportation's Bridget Inspection and Maintenance (BIM) System as a tool to identify when culvert structures need to be replaced.

Brushing

Removal of trees and brush from roadside ditches is vital for the safety of the traveling public. Many problems that are caused by excess trees and brush in the road allowances include reduced sight distance at intersections, limited visibility of traffic signs and wildlife, snow drifting, poor drainage, and dust issues.

Signage

All road signs are placed according to Canadian Traffic Control Device Standards. They regulate speed limits and identify potential hazards so drivers can take appropriate action to stay safe.

Energy Industry

Throughout the year, various requests from industry are directed to the Transportation Department. Transportation ensures appropriate agreements and permits are in place (crossing agreements, approach applications, encroachment permits, industry/commercial dust control applications, land agreements, temporary water agreements).

The County also has a Road Inspector that assesses the road conditions where industry activity is taking place. The Road Inspector makes sure industry has the appropriate agreements in place and the agreement standards have been met. The County utilizes Roadata, a contracted service which issues permits, road use agreements, and overweight movement approvals on County roadways.

Transportation

2024 Significant Achievements

Bridge File 13477 construction (NW-18-33-23-W4).

Specialized grader tracking taken by two County operators.

Completed annual crushing of gravel aggregate. Total cubic meters to be confirmed October 2024**

Bridge File 75910 construction (NW-2-32-24-W4).

Design completed for BF 72256 (SW-1-32-25-W4) and BF 70576 (SW-25-32-25-W4).

Implemented the use of electronic gravel cards.

Completed three overlay pavement patches (SW-3-32-26-W4, SW-25-30-24-W4, and NW-22-28-21-W4).



Transportation

Department Objective

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
BF 70988 Liner (SW-15-28-21-W4)**	Install a steel culvert liner in old culvert.	High Quality Infrastructure	Q3
Complete major bridge maintenance**	Complete major repairs to bridges to extend the life cycle and maintain no weight restrictions.	High Quality Infrastructure	Q3
Continue annual gravel crushing program**	Ensure the County has an adequate supply of gravel to maintain the road network.	High Quality Infrastructure	Q2
Complete construction for BF 72256 (SW-1-32-25-W4)	Installation of a culvert liner under Gorr Road.	High Quality Infrastructure	Q2
Complete construction for BF 70576 (SW-25-32-25-W4)	Installation of a culvert liner/boring of new overflow pipe under Gorr Road.	High Quality Infrastructure	Q2
Implement traffic counting program **	Utilize an advanced traffic counting program that will allow for identifying traffic volumes and vehicle impact on roadways to prioritize future road construction.	High Quality Infrastructure	Q4
Sealcoat Buffalo Jump Road **	The re-sealcoat of TWP Road 34-4 will provide essential preventative maintenance of road surface to ensure the substructure is protected.	High Quality Infrastructure	Q3
Road Reconstruction **	Complete road construction of a number of known issue road concerns (RR 27-1, RR 24-1, RR 25-0).	High Quality Infrastructure	Q3

** pending project approval

Transportation

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Total grader hours	#	High Quality Infrastructure	14046	13741	11775	8150
Total work orders completed in shop	#	Effective Leadership	1005	1222	1385	1097
Split between preventative work orders (SS) and reactive work orders (US)	#	Effective Leadership	SS 477 US 558	SS 491 US 731	SS 468 US 917	SS 406 US 691
Total miles of road gravelled	#	High Quality Infrastructure	N/A	415	466	300
Metres of calcium dust control applied	#	Quality of Life	N/A	10577	13759	16168
Metres of spec crude dust control applied	#	Quality of Life	N/A	2125	1275	1395
Road data permits issued	#	Quality of Life	N/A	977	N/A	N/A
Ratepayer initiated transportation service requests	#	Effective Leadership	N/A	225	164	122
Road Use Agreements issued	#	Economic Resilience	N/A	223	217	92

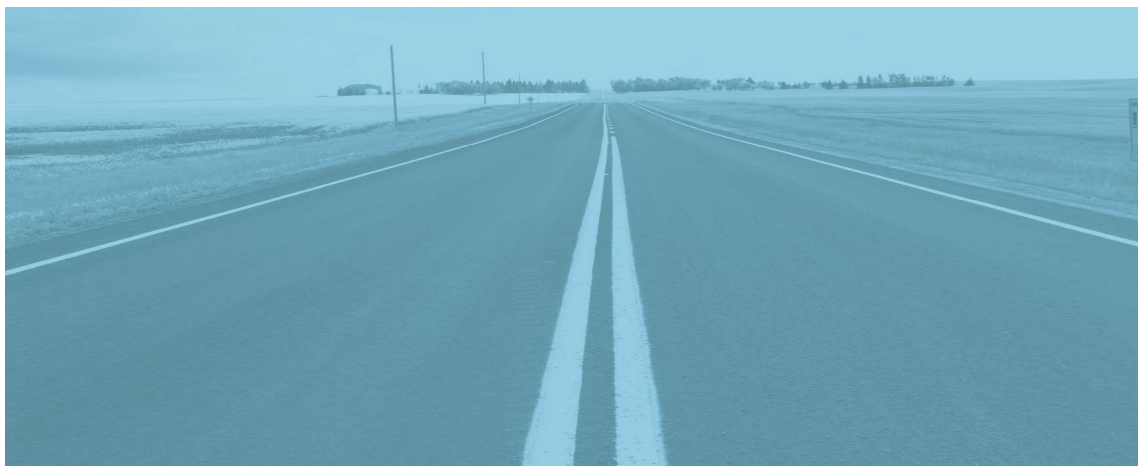
*data as of Aug 30



Transportation

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Revenues			
Other Revenue	(75,000)	(75,000)	-
Sale of Goods and Services	(184,000)	(239,500)	(55,500)
Rental Income	(31,000)	(27,000)	4,000
Total Revenues	(290,000)	(341,500)	(51,500)
Expenses			
Contract and General Services	612,220	636,004	23,784
Materials, Goods, Supplies, and Utilities	2,654,726	2,641,810	(12,916)
Salaries, Wages and Benefits	4,290,210	4,519,556	229,346
Contributions to Reserves	2,016,057	2,354,640	338,583
Gravel (Inventory) Projects	715,000	750,000	35,000
Total Expenses	10,288,213	10,902,010	613,797
Net	9,998,213	10,560,510	562,297



Transportation

Operating Budget

Revenues

Other Revenue represents water access agreements related to oil and gas activities.

Sales of Goods & Services includes dust control fees, oilfield inspections, approaches and crossing fees, and snowplowing revenues. The increase relates to dust control fees.

Rental Income represents income related to land rentals.

Expenses

Contract & General Services includes costs related to engineering, freight, training and development, equipment rental, contracted major maintenance and repairs, insurance, and IT related costs for the department. The increase relates to training and development, inspection services, insurance, and IT contracts.

Materials, Goods, Supplies, and Utilities includes supplies for the road network including shop supplies, parts for equipment repairs, fuel, grader blades, road maintenance materials, dust control materials, culverts, and signs. The decrease relates to shop supplies.

Salaries, Wages & Benefits includes all costs for staff which contribute to this department, including core salaries, government contributions and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council; as well as costs related to benefits and government contributions.

Contributions to Reserves represents contributions to the IT, and Capital Equipment Plan reserves. The variance relates to contributions for capital equipment which reflects substantial price increases in equipment due to the current economic environment.

Gravel (Inventory) Projects represents the annual gravel crushing costs to provide gravel for the road network. The variance relates to increased contract costs for this service.



Environmental Services

The Environmental Services Department consists of water, wastewater, and solid waste. The department employs 6 full-time and 4 part-time employees; a Manager, a Water and Wastewater Foreman, 3 Utility Operators, 1 Landfill Operator, and 4 Transfer Site Attendants. The Environmental Services Department is contracted to the Aqua 7 Regional Water Commission to operate and maintain a pumphouse, reservoir, and 90km transmission line, which distributes water to several surrounding communities.

A big aspect of the operation of the Environmental Services Department is interaction with the citizens of the County, whether that be connecting to a new water service, responding to water or wastewater concerns, or a welcoming smile and a helpful hand at the transfer sites.

The Environmental Services Department oversees approximately 900km of water mains, 13km of wastewater mains, 4 wastewater lagoons, 13 water systems, 9 pumphouses, 4 transfer sites, and 1 class III residential landfill. Operations of the department are directed by the Code of Practices as required under the Alberta Environment and Parks Registrations.

Utility Operators ensure that the delivery of potable water meets all guidelines enforced by the Province of Alberta as well as the Canadian guidelines. This includes regular water testing, weekly bacteriological samples, trihalomethan testing, repairing waterline breaks, maintaining equipment essential to water delivery, and protecting infrastructure by responding to Alberta First Call. Operator certification in water treatment, water distribution, wastewater collection, and water treatment are a requirement of this position, achieved through written examination and maintained by earning CEUs (continuing educational units) by attending and completing industry-related courses, seminars, or conferences.

Transfer Site Attendants ensure that solid waste is disposed of in a safe and efficient manner and promote the use of all recycling options available at each site. The attendants are required to screen material to deem it acceptable for disposal at the particular site and inform users of other options for disposal if required. The Class III Landfill is operated under a Code of Practice issued by the Province of Alberta and must adhere to the guidelines and regulations within the document resulting in the attendants having to monitor what is disposed of.



Environmental Services

2024 Significant Achievements

Huxley Wastewater Assessment Study and community engagement completed. Study findings have identified some areas that can be addressed.

Completed a Fluoride Reduction Study for the Hamlet of Wimborne.

Watermain flushing in the Hamlets of Huxley, Swalwell, and Torrington completed as annual maintenance.

Sewer main flushing in the Hamlets of Wimborne, Torrington, and Swalwell completed as part of the annual maintenance.

Completed the crushing of concrete at the Torrington transfer site.



Environmental Services

Departmental Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
EPR Transition for recycling of PPP	The EPR Program will begin in 2024. The transition is to be seamless for residents.	Quality of Life	Q2
Fluoride reduction in the Hamlet of Wimborne's groundwater*	Upgrade to the pumphouse by installing a RO unit to lower the concentration of naturally occurring fluoride within the groundwater.	Quality of Life	Q4
Hamlet of Swalwell Infrastructure Master Plan*	Consultant to assess the current infrastructure within the Hamlet of Swalwell and produce a "road map" of future maintenance/repairs/replacement of infrastructure.	High Quality Infrastructure	Q4
Continued implementation of WaterCAD software	A software program that will represent County water systems and will be used to optimize the operations of these systems.	High Quality Infrastructure	Q4
Water reservoirs inspection and cleaning	Reservoirs are cleaned and inspected on a rotational basis. These regular cleanings and inspections help to extend the useful life of the asset as well as being an effective tool to help maintain the quality of water delivered to residents.	High Quality Infrastructure	Q3
SCADA, HMI, PLC upgrades within pumphouses*	Upgrade older equipment within the pumphouses to more up-to-date equipment that will improve the operational capabilities.	High Quality Infrastructure	Q4

*pending project approval

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Pickups of plastic recycling	#	Quality of Life	0	5	6	6
Boil water advisories	#	Quality of Life	0	1	0	0
New meter installations	#	Quality of Life	32	31	15	9

Environmental Services

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Revenues			
Other Revenue	(10,000)	(6,000)	4,000
Sale of Goods and Services	(1,354,124)	(1,415,776)	(61,652)
Sales to Other Governments	(72,000)	(72,000)	-
Penalties and Fines	(5,000)	(5,000)	-
Special Taxes and Frontage	(235,323)	(177,985)	57,338
Total Revenues	(1,676,447)	(1,676,761)	(314)
Expenses			
Contract and General Services	306,935	323,682	16,747
Materials, Goods, Supplies, and Utilities	1,186,619	1,285,259	98,640
Salaries, Wages and Benefits	1,036,346	1,114,597	78,251
Purchases from Other Governments	265,542	304,722	39,180
Contributions to Reserves	381,599	346,366	(35,233)
Total Expenses	3,177,041	3,374,626	197,585
Net	1,500,594	1,697,865	197,271

Environmental Services

Operating Budget

Revenues

Other Revenue relates to miscellaneous revenue for the department. The decrease is attributed to a reduction in water modeling fees.

Sales of Goods & Services primarily represents revenues from water lines and bulk water stations. It also includes smaller amounts for waste collection, and scrap metal sales. The increase relates to water distribution fees based on historical trending.

Sale to Other Governments includes management fees paid by Aqua 7.

Penalties and Fines represents penalties and fines related to utility billing

Special Taxes and Frontage represents a special tax levy related to taxable parcels of land with water connections. The expiry of one levy has resulted in a decrease in this revenue.

Expenses

Contract & General Services includes insurance, training and development, IT software costs, recycling programming, transfer site operations, and contracted garbage collections. The increase relates to contracted engineering services, and training and development for staff.

Materials, Goods, Supplies, and Utilities includes the cost of water purchased for resale, fuel, utilities at water distribution sites, and parts related to the upkeep of the department. The increase relates to water for resale, parts and supplies for the reservoirs, and chemicals involved in water testing.

Salaries, Wages & Benefits includes all costs for staff which contribute to this department, including core salaries, government contributions and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council: as well as costs related to benefits and government contributions.

Purchases from Other Governments includes the payments related to the collection of solid waste as well as the operation of water lines. The increase relates to commission requisitions.

Contributions to Reserves represents contributions to the IT and Capital Equipment Plan Reserves, as well as contributions related to special tax levies related to properties with water connections. The decrease in this item is related to the expiry of water frontage agreements, which is partially offset by increased contributions for capital equipment.



Community Services

Planning & Development

The Planning & Development Department strives to work with landowners and developers to create a positive and clear process when handling development or safety code permits. In going through this process, the Planning & Development Department seeks to balance rural land uses, natural environment, and economic prosperity using innovative and sound planning concepts and expertise. This helps to ensure that the County provides a safe and vibrant community for families.

The Planning & Development Department develops bylaws and policies for Council's approval on land use and development; evaluates land use applications, development permits, subdivision applications, and any other planning applications submitted by residents/developers. This enables the department to make recommendations that align with County plans and bylaws.

SAFETY CODE SERVICES

The County has been accredited since 2000 to issue safety code permits in order to meet the legislated requirements (building, electrical, plumbing & gas, private sewage, etc.). The Planning & Development Department works with a third-party contractor who is responsible to ensure all inspections are completed and any deficiencies are addressed. This helps protect the safety of the County's residents and workers.

2024 Significant Achievements

Completed 2 large public engagements and met with 6 working groups for the MDP review.

Completed the draft of the MDP for Council review.

Created a Land Use Bylaw public engagement proposal for Council approval.

Completed benchmarking comparisons of medical clinics in the area for information to be used in support of local clinic.

Initiated internal department review of the Land Use Bylaw

Developed new zoning maps for hamlets to be included in LUB review.

Created timeline for LUB review based on Council's direction.

Continued stakeholder education - public engagements, working groups, ratepayer newsletters, "Did You Know" snips.

Continued working with Saddle Up Estates and the Courts to gain compliance with the ASP.

Worked on grant funding for BMR.

Planning & Development

Department Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
Initiate internal department review of the Land Use Bylaw	Will begin listing changes that need to occur from an administrative perspective.	Effective Leadership	Q1
Review of Intermunicipal Development Plans	Administration will set up a timeline to review 5 IDPs	Effective Leadership	Q3
Formal review of LUB	Administration will set up and execute a timeline based on Council direction.	Effective Leadership	
Internal training	Looking at internal training options - conflict management	Effective Leadership	Q3
Continue to process applications to meet Days to Decision targets	Due to Red Tape Reduction, increased scrutiny regarding process times - have to report to the province.	Effective Leadership	

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Total development permits issued	#	Economic Resilience	88	87	77	59
Total safety code permits issued	#	Economic Resilience	310	243	302	192
Construction value of building permits	\$	Economic Resilience	\$10,799,692	\$15,455,857	\$11,050,308	\$11,210,786
Construction value of development permits	\$	Economic Resilience	\$15,794,414	\$19,655,935	\$17,256,145	\$23,891,947
Total permit revenue	\$	Economic Resilience	\$64,230	\$94,168	\$63,661	\$64,223
Enforcement incidents	#	Quality of Life	10	6	3	7
Resignations	#	Economic Resilience	2	3	1	5

*data as of Aug 30

Planning & Development

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Revenues			
Licenses and Permits	(89,000)	(120,000)	(31,000)
Sale of Goods and Services	(15,100)	(18,100)	(3,000)
Total Revenues	(104,100)	(138,100)	(34,000)
Expenses			
Contract and General Services	96,592	80,964	(15,628)
Materials, Goods, Supplies, and Utilities	9,300	3,800	(5,500)
Salaries, Wages and Benefits	510,168	547,097	36,929
Contributions to Reserves	2,825	2,825	-
Total Expenses	618,885	634,686	15,801
Net	514,785	496,586	(18,199)

Revenues

Licenses & Permits includes development and safety code permits. The increase relates to development permits.

Sales of Goods & Services contains revenues related to map sales, compliance certificates, subdivision and rezoning fees, and appeal fees. The increase is in line with historical actuals.

Expenses

Contract & General Services includes safety code fees, IT software costs, and training and development. The decrease relates to safety codes inspection services.

Materials, Goods, Supplies, and Utilities includes printing and stationary costs for the department. The decrease relates to supply costs.

Salaries, Wages & Benefits includes all costs for staff which contribute to this department, including core salaries, government contributions and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council; as well as costs related to benefits and government contributions.

Contributions to Reserves represents contributions to the IT Reserve.



Protective Services

The Protective Services Department is composed of Enforcement Services, Fire Services, and Emergency Management Services. The purpose of the Protective Services Department is to promote standards, build community capacity, and protect the safety and welfare of the County's residents within the community to improve the quality of life. This occurs because of the dedication of the County staff members, collaboration with the region's municipalities (Acme, Carbon, Linden, Three Hills, and Trochu), and with other agencies such as RCMP, schools, and FCSS. The Protective Services Department serves through innovation and partnerships.

2024 Significant Achievements

Ordered Acme Tender replacement, including spec collaboration meetings with the Acme Fire Department.

Project completion through the delivery of the joint purchase Engine for the Three Hills Fire Hall, including final inspection in South Dakota with Three Hills Fire member.

Project completion of the Burn Structure Addition, making the structure safer for all firefighters.

Developed a level of service summary for the Community Peace Officers to ensure we are prioritizing with limited capacity.

Completed the build of 2 new patrol vehicles to support infrastructure replacement.

Held the legislated Advisory meeting for the Emergency Management Team, as well as hosted 5 Regional Agency Meetings.

Developed training workshops for municipal employees entering into Emergency Management Response Team roles. Held 3 regionally and 1 internally.

Protective Services

Department Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
Fire Strategy	Following the acceptance of the Kneehill County Fire Level of Service Policy, a strategy is to be created based on the recommendations by consultant. Long-term strategy development of where we see fire services in 5,10,15 years. This also includes firefighter recruitment and training. Collaboration with other urbans.	Quality of Life	Q4
Peace Officer Level of Service review & strategy	Complete an internal level of service review for Council priorities, and with other internal departments in long-term planning to support a sustainable service.	Quality of Life	Q4
ICF Fire Sub Agreements	To be reviewed and renewed with Acme, Carbon, Linden, Trochu, and Three Hills. Drumheller agreement.	Quality of Life	Q4
Emergency Management Program refresh	Update information and refresh with Alberta best practices.	Quality of Life	Q4
Functional Exercise	Conduct a functional exercise to continue training of region's responders and build relationships with agency partners.	Quality of Life	Q4



Protective Services

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Firefighting courses offered (certifications & workshops)	#	Quality of Life	4	4	2	5
Firefighter recruitment drive	#	Quality of Life	120	125	123	113
Number of CPTED investigations completed	#	Quality of Life	5	10	2	0
Community related events, including schools, attended	#	Quality of Life	10	25	27	19
Positive tickets issued	#	Quality of Life	13	9	5	2
Targeted patrol areas completed	#	Quality of Life	5	13	38	117
External agencies attending our KREMA meetings	#	Quality of Life	1	1	4	3
Increase in emergency preparedness education posts, opportunities	#	Quality of Life	4	10	8	14

Protective Services : Disaster

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Expenses			
Contract and General Services	13,000	14,000	1,000
Materials, Goods, Supplies, and Utilities	10,000	12,500	2,500
Salaries, Wages and Benefits	17,228	18,981	1,753
Total Expenses	40,228	45,481	5,253
Net	40,228	45,481	5,253

Expenses

Contract & General Services relates to training and development, and contracted services. The increase relates to professional contracts.

Materials, Goods, Supplies, & Utilities includes equipment repair costs as well as general goods and supplies for the department. The increase relates to planned functional training exercises.

Salaries, Wages & Benefits includes costs for staff which contribute to this department, including core salaries, government contributions, and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council: as well as costs related to benefits and government contributions.



Protective Services : Fire

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Revenues			
Licenses and Permits	(100)	(100)	-
Sale of Goods and Services	(7,500)	(7,500)	-
Sales to Other Governments	(34,370)	(34,370)	-
Rental Income	(19,700)	(24,000)	(4,300)
Total Revenues	(61,670)	(65,970)	(4,300)
Expenses			
Contract and General Services	183,977	182,959	(1,018)
Materials, Goods, Supplies, and Utilities	108,649	108,393	(256)
Salaries, Wages and Benefits	333,527	362,915	29,388
Transfer to Other Governments	263,033	295,400	32,367
Transfer to Individuals and Organizations	25,000	30,000	5,000
Contributions to Reserves	585,401	681,772	96,371
Total Expenses	1,499,587	1,661,439	161,852
Net	1,437,917	1,595,469	157,552



Protective Services : Fire

Operating Budget

Revenues

Licenses & Permits includes permit fees.

Sale of Goods & Services includes inspection fee and call revenues.

Sales to Other Governments represents reimbursements by neighbouring municipalities for services as per existing agreements.

Rental Income includes rental for equipment on County owned towers and rental of the Trochu Fire Hall. The increase relates to existing contracts.

Expenses

Contract & General Services contains costs related to insurance, dispatch services, training and development, contracted repairs and maintenance, and reimbursable expenses which have a corresponding revenue. The decrease is in line with historical actuals.

Materials, Goods, Supplies, and Utilities includes goods and supplies, fuel, and equipment maintenance costs.

Salaries, Wages & Benefits includes all costs for staff which contribute to this department, including core salaries, government contributions and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council; as well as costs related to benefits and government contributions.

Transfer to Other Governments represents payments as per existing contracts. The increase relates to anticipated contract agreements.

Transfer to Individuals and Organizations represents the County's portion of repair and maintenance fees which are paid to other parties as per existing agreements. The increase is in line with historical actuals.

Contributions to Reserves represents contributions to the IT and Capital Equipment Plan Reserves. The increase relates to contributions for capital equipment which reflects price increases due to the current economic environment.

Protective Services : Enforcement

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Revenues			
Other Revenue	-	(100)	(100)
Sale of Goods and Services	(2,000)	(2,000)	-
Sales to Other Governments	(26,000)	(20,000)	6,000
Penalties and Fines	(11,000)	(7,000)	4,000
Total Revenues	(39,000)	(29,100)	9,900
Expenses			
Contract and General Services	83,237	84,001	764
Materials, Goods, Supplies, and Utilities	45,100	41,120	(3,980)
Salaries, Wages and Benefits	595,450	622,830	27,380
Purchases from Other Governments	479,178	479,178	-
Contributions to Reserves	58,850	68,776	9,926
Total Expenses	1,261,815	1,295,905	34,090
Net	1,222,815	1,266,805	43,990

Protective Services : Enforcement

Operating Budget

Revenues

Other Revenue reflects potential donation revenues for enforcement special projects.

Sale of Goods & Services represents revenues received on programs which are paid for by the County and reimbursed by other groups.

Sales to Other Governments relates to on-call revenues for enforcement services. The decrease is in line with historical actuals.

Penalties & Fines relates to enforcement penalties and fines. The decrease is in line with historical actuals.

Expenses

Contract & General Services contains costs related to insurance, maintenance of enforcement vehicles, training and development, the animal services contract, and IT software costs.

Materials, Goods, Supplies, and Utilities contains costs related to insurance, maintenance of enforcement vehicles, training and development, the animal services contract, and IT software costs. The decrease relates to fuel for enforcement vehicles.

Salaries, Wages & Benefits includes all costs for staff which contribute to this department, including core salaries, government contributions and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council; as well as costs related to benefits and government contributions.

Purchases from Other Governments represents the payment to the province for policing costs.

Contributions to Reserves represents contributions to the IT and Capital Equipment Plan Reserves. The increase relates to contributions for capital equipment which reflects substantial price increases due to the current economic environment.



Economic Development

The main goal of the Economic Development Department is to improve the economic wellbeing of the County in alignment with Council's Strategic Plan. The Economic Development Department is responsible for facilitating, promoting, and ensuring community and economic development initiatives are in place to enhance growth and sustainability within the community. Further, the department works as a liaison between businesses, government, and support organizations to build connections, navigate processes, share funding programs, and disseminate information. Utilizing Council's existing planning documents as a road map, Economic Development is tasked with creating a business climate for the County that is both profitable and sustainable while ensuring that Council's vision and priorities are respected and preserved.

2024 Significant Achievements

Completion of the Economic Development Plan.

Revision and adoption of the Horseshoe Canyon Master Plan.

Partnered with Olds to conduct a local and regional Business Retention and Expansion Survey.

Preparing the next phase of the Regional Workforce Development Project - action plan to address challenges.

Continued partnerships with Travel Alberta and Travel Drumheller - signage project, marketing the Badlands Region, asset mapping.

Substantial interest in filming production within Kneehill County.

Onboarding Economic Development Manager and Economic Development Officer.

Agriculture Outlook Series - supported by Council.

Working collaboratively with economic development partners.

Investment inquiries.

Received funding to conduct a feasibility study and conceptual design for Horseshoe Canyon.

Economic Development

Department Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
Grow economic activity in Kneehill County	Connecting with Invest Alberta, Invest Canada to launch an Ec Dev website and marketing plan to identify and generate potential business investment leads .	Economic Resilience	Q4
Build capacity	Provide training opportunities to staff, Council, and external stakeholders to support economic growth and resiliency.	Effective Leadership	Q4
Increase investment readiness	Increase the investment readiness and competitive position of Kneehill County to prepare for attraction of business.	Economic Resilience	Q4
Strengthen existing businesses	Implement a business visitation program to identify barriers and opportunities to provide access to programs, supports and initiatives to retain and expand businesses within the County.	Economic Resilience	Q4
Increase brand awareness	Development of an Economic Development website which contains access to quality data, sector profiles, supports, programs, etc. to attract investment.	Economic Resilience	Q4
Increase investment readiness	Development of an Area Structure Plan for Horseshoe Canyon to attract investment. Includes detailed review of existing Land Analysis; if required a consultant will be utilized to identify land and requirements for further development.	High Quality Infrastructure	Q4
Drive growth	Aquire data portals essential for investment attraction and expansion.	Economic Resilience.	Q2

* all dependant on approval

Economic Development

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Staff/Council members participating in Economic Development workshops	#	Effective Leadership	NA	NA	NA	3
Overall investment readiness score	#	Economic Resilience	NA	NA	NA	1-beginner
Investment inquiries responded to	#	Economic Resilience	NA	NA	NA	8
Businesses visted/supported through retention and expansion initiatives	#	Economic Resilience	NA	NA	NA	9
Visits to economic development webpage	#	Economic Resilience	NA	NA	NA	NA
Email subscribers	#	Economic Resilience	NA	NA	NA	NA
Social media reach on economic development initiatives	#	Economic Resilience	NA	NA	NA	NA
Partners the contribute to economic development initiatives	#	Economic Resilience	NA	NA	NA	NA
Businesses engaged in projects, initiatives, & targeted opportunities	#	Economic Resilience	NA	NA	NA	0
Development permits that result for targeted opportunities	#	Economic Resilience	NA	NA	NA	NA

Economic Development

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Expenses			
Contract and General Services	108,200	110,450	2,250
Salaries, Wages and Benefits	127,565	312,023	184,458
Total Expenses	235,765	422,473	186,708
Net	235,765	422,473	186,708

Expenses

Contract & General Services represents training and development, advertising, Explore Kneehill, and a budget for externally contracted services. The increase relates to advertising and public relations.

Salaries, Wages & Benefits includes all costs for staff which contribute to this department, including core salaries, government contributions and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council; as well as costs related to benefits and government contributions.

Agricultural Services, Parks & Cemeteries

Agricultural Services

The Ag Services Department works in conjunction with the Ag Service Board, which operates under the authority of the Agricultural Service Board Act and as such has powers delegated to it by the provincial government for enforcement of the following Acts: The Weed Control Act, the Soil Conservation Act, the Agricultural Pests Act, the Animal Health Act, and all other agriculture-related legislation. In carrying out the legislated requirements of these acts, and to assist agricultural producers in the County, several programs have been created over the years to help address agricultural trends or issues of the day.

Parks

The Parks Department maintains and beautifies public green spaces, playgrounds, and campgrounds, and ensures that these spaces are maintained in a way that provides opportunities for connections with nature and the environment, active and passive leisure, social connections, and enjoyment that enhances the quality of life of the County's residents and visitors to the area.

Cemeteries

The County Cemeteries Department maintains and beautifies all County owned and operated cemeteries as well as provides maintenance for four privately operated locations, ensuring these sites are safe for staff and visitors and that they meet all requirements as set through the Cemeteries Act.



Agricultural Services, Parks & Cemeteries

2024 Significant Achievements

Completed two rounds of roadside mowing through a new contractor with minimum quality concerns or equipment strikes to infrastructure.

Sold out at Keiver's Lake Campground for all long weekends and achieved a total of 1406 bookings.

Rejuvenated the rock bed in front of medical clinic with new landscape fabric for control of weeds.

Implemented additional duties to the HSC park attendant role for trail inspections and downloading TRAFX counter data, saving staff time and creating efficiencies.

Implemented adjustments to Spray Truck Operator role to increase term of employment from 4 to 7 months for additional desirability for candidates to apply and return for consecutive seasons, as well as obtain an earlier start on the spraying season for more effective control.

Worked with community members and AWES to plant trees at the Mt.Davis Cemetery as part of rejuvenating the cemetery shelterbelt. Trees were all obtained through the federal 2 Billion Trees program and volunteers are handling the tree maintenance (watering and monitoring).

Staff were able to dedicate increased time to routine plot leveling and reseeding to improve landscaping in cemeteries due to availability in August.

The helipad area at HSC was leveled and addressed for improved landscaping at events. Initial electrical services were able to be installed at the market space.

Collaborated with Alberta Public Lands to implement chemical and mechanical control on Common Tansy at Dry Island Buffalo Jump.

Collaborated and signed new perpetual weed inspection agreements with urban partners.

Successfully supported, sponsored, and participated in Open Farm Days event at Trochu Arboretum, resulting in 468 visitors to the event and 18 vendors.

Increased herbicide application program and successful weed control on Kochia and regulated weed species.

Revised and delivered the updated 2024 Horseshoe Canyon Master Plan to Council for final approval.

Finished the roof and paint on two shade structures at Horseshoe Canyon. Third structure is manufactured and set to be installed.

Delivered monthly Ag Connection emails to 78 subscribers.

Agricultural Services, Parks & Cemeteries

Department Objectives

Department Objective	Description	Strategic Goal of Council	Anticipated Completion Date
Implement Parks & Rec Master Plan Research and Development **	Hire a contractor to deliver surveys to residents and create a master plan based around the results.	Quality of Life	Q4
Continue with increased roadside mowing management	Utilize returning spray truck operators to implement early season control on County sites and roadsides.	High Quality Infrastructure	Q3
Implement Horseshoe Canyon Master Plan action items as directed **	Work with Economic Development to bring action items to Council for consideration	Economic Resilience	Q4
Implement multi-year playground needs assessment and replacement strategy for Torrington	Year 1: working with a contractor, survey residents/ stakeholders to determine best option to suit community needs. Implement funding strategy.	Quality of Life	Q4
Implement a work order system for Parks & Ag Services	Work with Asset Management to implement a work order system for ASB, Parks, and Cemetery activities.	Effective Leadership	Q2
Decrease percentage of active weed cases and length of response time	Work with weed inspectors to close cases in tracking systems and follow up more regularly.	Economic Resilience	Q3
Carry out provincially legislated agricultural duties and responsibilities, as well as Council and ASB directives.	This includes all programming related to vegetation management, soil conservation, and provincial pest inspections.	Economic Resilience	Q4
Maintain and care for Kneehill County cemeteries	Includes mowing and site maintenance through the season, as well as continued repairs to monuments as budget allows.	Quality of Life	Q4
Provide safe and well-maintained parks, campgrounds, and public spaces for Kneehill County residents and visitors	Complete necessary inspections, preventative maintenance, site clean-up and servicing, and small improvements needed throughout the season.	Quality of Life	Q4

**dependent on project approval



Agricultural Services, Parks & Cemeteries

Performance Metrics

Performance Metric	Unit of Measure	Strategic Goal of Council	2021 Data	2022 Data	2023 Data	2024 Data
Canola fields surveyed for Clubroot	#	Economic Resilience	1299	1137	1198	1224
Assisted with farm plans	#	Economic Resilience	9	7	9	24
Road kms completed as part of roadside spraying 1/3 of County	km	High Quality Infrastructure	900	758	898	
County-owned cemeteries maintained and mowed on schedule	%	Quality of Life	100%	100%	100%	100%
Events hosted	#	Quality of Life	9	7	20	16
Event attendees	#	Quality of Life	501	874	1951	893
Acres spot-sprayed	#	Economic Resilience	45	26	82	
Informational ads distributed	#	Quality of Life	45	52	95	98
Riparian area restoration projects	#	Quality of Life	1	1	0	0
Water wells decommissioned	#	Quality of Life	4	4	4	3
Keiver's Lake Campground overnight bookings	#	Quality of Life	2257	1911	1917	1406
Torrington Campground overnight bookings	#	Quality of Life	17	15	17	30
Swalwell Dam Campground overnight bookings	#	Quality of Life	115	55	47	51
Braconnier Dam Campground overnight bookings	#	Quality of Life	116	102	123	151
Playgrounds inspected	%	Quality of Life	100%	100%	100%	100%
Public lands mowed on schedule	%	Quality of Life	100%	100%	100%	100%
Paid vehicles at Horseshoe Canyon	#	Quality of Life	7696	7608	10178	8118
Cemetery plots marked	#	High Quality Infrastructure	N/A	N/A	N/A	N/A
Regulated weed infestations marked completed compared to found	%	Economic Resilience	N/A	N/A	N/A	N/A

Agricultural Services

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Revenues			
Operating Grants	(216,247)	(216,247)	-
Sale of Goods and Services	(12,500)	(12,500)	-
Total Revenues	(228,747)	(228,747)	-
Expenses			
Contract and General Services	456,645	458,348	1,703
Materials, Goods, Supplies, and Utilities	263,500	264,000	500
Salaries, Wages and Benefits	366,211	390,221	24,010
Transfer to Individuals and Organizations	6,500	11,000	4,500
Contributions to Reserves	74,072	86,002	11,930
Total Expenses	1,166,928	1,209,571	42,643
Net	938,181	980,824	42,643

Revenues

Operating Grants represents provincial grant funding.

Sales of Goods & Services includes revenues related to weed inspection fees and custom spraying fees.

Expenses

Contract & General Services contains ASB board member fees, training and development, advertising, insurance, IT software costs, land care programming, and the public land mowing contract.

Materials, Goods, Supplies, and Utilities relates to weed control chemicals, fuel, and other supplies for the department.

Salaries, Wages & Benefits includes all costs for staff which contribute to this department, including core salaries, government contributions and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council; as well as costs related to benefits and government contributions.

Transfer to Individuals & Organizations contains County support for local programs. The increase relates to ASB recommended programming.

Contributions to Reserves represents contributions to the IT and Capital Equipment Plan Reserves. The increase relates to contributions for capital equipment which reflects substantial price increases.

Parks

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Revenues			
Sale of Goods and Services	(106,900)	(106,100)	800
Total Revenues	(106,900)	(106,100)	800
Expenses			
Contract and General Services	183,016	197,279	14,263
Materials, Goods, Supplies, and Utilities	109,705	118,426	8,721
Salaries, Wages and Benefits	421,332	504,954	83,622
Contributions to Reserves	110,939	129,649	18,710
Total Expenses	824,992	950,308	125,316
Net	718,092	844,208	126,116

Revenues

Sales of Goods & Services includes revenues related to campgrounds, and Horseshoe Canyon park fees. The decrease is in line with historical actuals.

Expenses

Contract & General Services contains training and development, insurance, campground maintenance fees, and IT software costs. The increase relates to insurance and contracted campground management.

Materials, Goods, Supplies, and Utilities includes fuel, utilities at park sites, and general supplies for parks sites. The increase relates to general supplies and utilities.

Salaries, Wages & Benefits includes all costs for staff which contribute to this department, including core salaries, government contributions and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council; as well as costs related to benefits and government contributions.

Contributions to Reserves represents contributions to the IT and Capital Equipment Plan Reserves. The increase relates to contributions for capital equipment which reflects substantial price increases.



Cemeteries

Operating Budget

	2024 Budget	2025 Budget	Variance \$
Revenues			
Sale of Goods and Services	(7,800)	(8,800)	(1,000)
Total Revenues	(7,800)	(8,800)	(1,000)
Expenses			
Contract and General Services	7,000	6,500	(500)
Materials, Goods, Supplies, and Utilities	2,500	2,500	-
Salaries, Wages and Benefits	55,295	59,562	4,267
Transfer to Individuals and Organizations	4,000	4,000	-
Total Expenses	68,795	72,562	3,767
Net	60,995	63,762	2,767

Revenues

Sales of Goods & Services represents the sale of plots within County owned cemeteries. The increase is in line with historical actuals.

Expenses

Contract & General Services relates to contracted grounds maintenance, and IT software costs. The decrease is in line with historical actuals.

Materials, Goods, Supplies, and Utilities includes general supplies for the department .

Salaries, Wages & Benefits includes all costs for staff which contribute to this department, including core salaries, government contributions and benefits. The increase includes allocations for eligible merit increases and to maintain salaries at market levels as set by Council; as well as costs related to benefits and government contributions.

Transfer to Individuals and Organizations represents a community grant for cemetery maintenance.



2026-2028 Operating Forecast

	2024 Budget	Proposed 2025 Budget	2026 Forecast	2027 Forecast	2028 Forecast	Change from 2025 Budget
Revenues						
Licenses and Permits	(89,100)	(120,100)	(90,100)	(90,100)	(90,100)	30,000
Operating Grants	(506,647)	(506,673)	(506,673)	(506,673)	(506,673)	-
Other Revenue	(85,000)	(81,100)	(81,100)	(81,100)	(81,100)	-
Sale of Goods and Services	(1,713,974)	(1,834,076)	(1,837,076)	(1,837,076)	(1,837,076)	(3,000)
Sales to Other Governments	(132,370)	(126,370)	(126,370)	(126,370)	(126,370)	-
Rental Income	(140,700)	(141,000)	(142,000)	(142,000)	(142,000)	(1,000)
Penalties and Fines	(92,000)	(83,000)	(83,000)	(83,000)	(83,000)	-
Property Taxes	(25,644,991)	(26,853,627)	(26,853,627)	(26,853,627)	(26,853,627)	-
Special Taxes and Frontage	(293,587)	(248,985)	(103,651)	(71,000)	(71,000)	177,985
Return on Investments	(766,784)	(766,784)	(616,784)	(466,784)	(316,784)	450,000
Transfer from Reserves	(568,160)	-	-	-	-	-
Capital Equipment Plan Sales	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	-
Total Revenues	(30,133,313)	(30,861,715)	(30,540,381)	(30,357,730)	(30,207,730)	653,985
Expenses						
Contract and General Services	3,407,094	3,554,017	3,628,460	3,796,174	4,009,894	455,877
Materials, Goods, Supplies, and Utilities	4,724,979	4,847,566	4,934,623	4,899,378	4,983,945	136,379
Salaries, Wages and Benefits	10,516,141	11,410,541	11,705,808	12,008,715	12,319,460	908,919
Provision for Allowances	100,000	100,000	100,000	100,000	100,000	-
Purchases from Other Governments	746,220	784,900	784,900	784,900	784,900	-
Transfer to Other Governments	660,419	763,346	749,946	757,946	766,946	3,600
Transfer to Individuals and Organizations	310,450	321,007	321,007	321,007	321,007	-
Transfer to Local Boards and Agencies	120,852	126,799	126,799	126,799	126,799	-
Contributions to Reserves	8,832,158	9,280,648	9,135,214	9,114,103	9,127,373	(153,275)
Gravel (Inventory) Projects	715,000	750,000	750,000	750,000	750,000	-
Total Expenses	30,133,313	31,938,824	32,236,757	32,659,022	33,290,324	1,351,500
Net	-	1,077,109	1,696,376	2,301,292	3,082,594	2,005,485

Subject: **Policy Review 13-10 Mailboxes**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Mike Conkin, Project Construction Supervisor
 Presented By: Mike Conkin, Project Construction Supervisor

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input 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)- 13-10 Mailboxes

BACKGROUND/PROPOSAL:

Kneehill County policies are presented for review every four years (at a minimum). This review by Council ensures the policies will remain current and allows for any modifications to be made based on changing legislative requirements. This review is regarding Policy 13-10 Mailboxes.

This review is regarding Policy 13-10 Mailboxes, was presented to the Committee of the Whole at the May 21st, 2024 meeting. The Committee did recommend that Council approve the unaltered policy. No changes or revisions have been made to the previously approved policy.

At this time, Administration does not recommend any changes be made to the current policy as previously approved.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Attached policy is recommended for approval as presented, no changes or revisions have been made to the previously approved policy.

FINANCIAL & STAFFING IMPLICATIONS:

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

- Policy 13-10, Mailboxes. (Final version)

COUNCIL OPTIONS:

1. That Council approve the proposed motion.



2. That Council refuse the proposed motion.
3. That Council provides an alternate motion.

RECOMMENDED MOTION:

That Council approve policy 13-10 Mailboxes as presented.

FOLLOW-UP ACTIONS:

Administration will update the Policy accordingly

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-





Section	Policy No.	Page
TRANSPORTATION	13-10	1 of 1
Policy Title	Date:	Motion No.
Mailboxes		

Purpose:

To establish guidelines for mailbox replacement responsibility.

Policy Guidelines:

The County will not accept responsibility for destruction of any mailboxes. The County will, if necessary to complete a road construction project, remove and reinstall a mailbox located along the right-hand side of the road according to the courier’s line of travel in such a position that the mailbox does not extend over the shoulder of the road.

For safety concerns, mailboxes and posts must be constructed of materials light enough to minimize damage and hazard if struck by a vehicle.






Ken King,
Reeve

Mike Haugen,
CAO

Approved: April 25, 2002
 Approved: March 14, 2017 113/17
 Approved: August 18, 2020 326/20
Review Date: August 18, 2024



Subject: **Policy 13-6-7, Gravel Stockpile Leases**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Mike Conkin, Project Construction Supervisor
 Presented By: Mike Conkin, Project Construction Supervisor

STRATEGIC PLAN ALIGNMENT: (Check all that apply)									
	<input checked="" 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)- Policy 13-6-7 Gravel Stockpile Leases

BACKGROUND/PROPOSAL:

Kneehill County policies are presented for review every four years (at a minimum). This review by Council ensures the policies will remain current and allows for any modifications to be made based on changing legislative requirements.

This review is regarding Policy 13-6-7 Gravel Stockpile Leases, was presented to the Committee of the Whole at the May 21st, 2024 meeting. The Committee did recommend that Council approve the proposed changes.

Kneehill County currently leases two stockpile sites. During the winter months Kneehill County currently stockpiles between 10,000 and 15,000 tonnes of gravel at both sites. This reduces the haul time in the summer allowing for a more efficient re-graveling program.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The attached policy is presented with the recommended revisions. The revisions presented include key points such as:

- Rate will no longer be put within the policy itself. Instead, rates will be set out in the Master Rates Bylaw at \$600 per acre.
- Details of removal and cancellation of the lease are set out within the policy, whereas they were previously only within the lease agreement.

FINANCIAL & STAFFING IMPLICATIONS:

RECOMMENDED ENGAGEMENT:

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



ATTACHMENTS:

Policy 13.6.7 (redline version with proposed changes)

Policy 13.6.7 (final blackline version)

COUNCIL OPTIONS:

1. That Council approve the proposed motion.
2. That Council refuse the proposed motion.
3. That Council provides an alternate motion.

RECOMMENDED MOTION:

That Council approve the revisions to policy 13-6-7 and direct administration to add gravel stockpile lease rates to the Master Rates Bylaw at the next update.

FOLLOW-UP ACTIONS:

Administration will update the Policy accordingly.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-





Section TRANSPORTATION	Policy No. 13-6-7	Page 1 of 1
Policy Title Gravel Stockpile Leases	Date:	Motion No.

Purpose:

To establish the compensation payable for gravel ~~stock pile~~stockpile leases within Kneehill County.

Policy Guidelines:

1. The compensation payable for a gravel ~~stock pile~~stockpile lease will be set on an annual basis through Kneehill County's Master Rates Bylaw is ~~\$600.00 per acre~~ with a minimum payable amount of one acre.
2. When the lease is cancelled Kneehill County will have six months to remove the stockpile and reclaim the site. and site reclaimed Once completed -the County shall pay ~~\$600.00 per acre as~~ general land damages, with the minimal area payable being one acre \$600.00.
3. Upon expiry, any Leases that are renewed will be updated in accordance with this policy.

Ken King,
Reeve

Mike Haugen,
CAO

Adopted: April 25, 2002
 Approved: October 11, 2022 493/11
 Approved: June 13, 2017 334/17
 Approved: July 21, 2020 298/20
 Approved: April 11, 2024
Review Date: April 11, 2028





Section	Policy No.	Page
TRANSPORTATION	13-6-7	1 of 1
Policy Title	Date:	Motion No.
Gravel Stockpile Leases		

Purpose:

To establish the compensation payable for gravel stockpile leases within Kneehill County.

Policy Guidelines:

1. The compensation payable for a gravel stockpile lease will be set on an annual basis through Kneehill County’s Master Rates Bylaw with a minimum payable amount of one acre.
2. When the lease is cancelled Kneehill County will have six months to remove the stockpile and reclaim the site. Once completed the County shall pay general land damages, with the minimal a rea payable being one acre
3. Upon expiry, any Leases that are renewed will be updated in accordance with this policy.

Ken King,
Reeve


Mike Haugen,
CAO

Adopted: April 25, 2002
 Approved: October 11, 2022 493/11
 Approved: June 13, 2017 334/17
 Approved: July 21, 2020 298/20
 Approved: April 11, 2024
Review Date: April 11, 2028



Subject: **Municipal Participation in Lone Butte Solar Project**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Barb Hazelton, Manager of Planning & Development
 Presented By: Barb Hazelton

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" 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, Alberta Utilities Commission Act, Renewable Energy Act
Council Bylaw/Policy (cite)- Bylaw 1829: Municipal Development Plan, Bylaw 1808: Land Use Bylaw, Bylaw 1889: Land Use Bylaw amendment for Renewable Energy

BACKGROUND/PROPOSAL:

On May 30, 2023, Council moved to consider on a case-by-case basis the level of participation they would like the municipality to take during the AUC process regarding applications for renewable energy projects. This Request for Decision is to bring forward the Lone Pine Solar project for Council direction.

On October 4, 2024, Acciona Energy Canada Global, Inc. submitted their application to the Alberta Utilities Commission for the Lone Butte Solar Project proposed on approximately 2,000 acres of privately owned and cultivated land in Kneehill County. The proposed power plant will have a total capacity of 450MW_{ac} (585MW_{dc}) The application has been attached for information purposes.

Administration has downloaded all the documents accompanying this application and they can be made available to Council upon request.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Administration is looking for Council direction specific to the Lone Butte Solar Project level of participation. Are there any steps Council would like Administration to take regarding this specific proceeding? When the Three Hills Solar Project submitted their application, Council specifically noted the following concerns:

1. The high quality of agricultural land that is being removed from production for renewable energy projects.
2. The concern with the reclamation of the site, specific to the ability to recycle components and clarification of the responsible party if the company becomes insolvent.
3. Weeds, pest control and disease transfer.
4. Timing of the construction and the potential for erosion of the lands.

Council has since amended the renewable energy sections of the Land Use Bylaw outlining protections for agricultural land and incorporating setbacks to waterbodies and urban boundaries. Are the requirements as laid out in the renewable energy sections of the Land Use Bylaw sufficient, or are there



other considerations Council would like to include specific to this project? At the writing of this RFD, the deadline for submissions has not been set.

FINANCIAL & STAFFING IMPLICATIONS:

Depending on the level of involvement that Council would like administration to take, there may be implications to staff resources. There could also be potential financial impacts. If Council wants to fully participate in the hearing (including the hiring of experts), Council will need to designate funds for this level of participation. Potential costs are unknown at this time and could exceed \$50,000 with some reimbursement potential.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

Lone Butte Solar Project Application

COUNCIL OPTIONS:

1. That Council provide direction to Administration regarding the level of AUC participation they would like to engage in for the Lone Butte Solar Project.
2. Council move to participate by written submission.
3. Council move to have staff representation at the hearing to outline specific concerns and highlight the information we would like the AUC to consider.
4. Council move that Administration proceed with acquiring expert representation at the hearing.
5. Council accept as information.

RECOMMENDED MOTION:

That Council determine the level of municipal participation in this project.

FOLLOW-UP ACTIONS:

Administration to follow the Direction of Council.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-



AUC RULE 007 Application

for the proposed

Lone Butte Solar Project

Submitted by

Lone Butte Solar Project Corp.

a wholly owned subsidiary of ACCIONA Energy Canada Global, Inc.



October 2024

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List of Acronyms

Acronym	Definition
AACSW	Alberta Arts, Culture and Status of Women
ACO	Aboriginal Consultation Office
AESO	Alberta Electric System Operator
AGRASID	Agricultural Regions of Alberta Soils Inventory Database
AIES	Alberta Interconnected Electric System
AUC	Alberta Utilities Commission
CLI	Canada Land Inventory
ERP	Emergency Response Plan
GW	Gigawatt
HRIA	Historical resource impact assessment
km	kilometer
kV	kilovolt
kVA	kilovolt-amperes
LAIRT	Landscape Analysis Indigenous Relations Tool
LSRS	Land Suitability Rating System
m	meters
MPT	Main Power Transformer
MV	Medium Voltage
MW	megawatts
MWac	megawatts alternating current
MWdc	megawatts direct current
MVA	mega-volt amperes
NIA	Noise Impact Assessment
PIP	Participant Involvement Program
PV	Photovoltaic
SAT	Single Axis Tracker
SGHA	Solar Glare Hazard Assessment
SLD	Single Line Diagram
SSSG	Spring Seeded Small Grains
TFO	Transmission Facility Owner
W	watt
Wp	watt Peak

Executive Summary

Lone Butte Solar Project Corp. (the “Proponent”) is seeking approval to construct and operate the Lone Butte Solar Project, proposed on approximately 2,000 acres of privately owned and cultivated land in Kneehill County, Alberta (the “Project”).

Lone Butte Solar Project Corp. is a wholly owned subsidiary of Acciona Energy Canada Global, Inc. (“ACCIONA”). ACCIONA is a leader in renewable energy, with over 13.5 GW of installed capacity across five continents. In Alberta, ACCIONA operates the *Chin Chute* (30 MW) and *Magrath* (30 MW) wind energy facilities, and is currently constructing the 280 MW *Forty Mile Wind* energy facility.

Initial land acquisition for the Project focused on areas of low population density, previous land disturbance and proximity to an electrical interconnection that would maximize use of the existing transmission system. The low population density of the area facilitated a Project design whereby only one third-party residence is within 400m of the Project boundary for which a voluntary setback was applied with the acknowledgment of the landowner.

The Project avoids all wetlands and native grass area and has received an overall “**low**” rating from Alberta Environment and Protected Areas.

Project design incorporated landowner input, including a request to focus on traditionally lower-producing lands, with soil testing completed to validate the land suitability ratings. The historically modelled Provincial land suitability rating system (“LSRS”) ratings for spring-seeded small grains shows that Class 2 land intersects 35.2% of the Project area, while Class 3 or poorer lands intersect 64.8% of the Project area. Soil testing and subsequent re-assessment of the LSRS ratings in accordance with the stated methodology resulted in Class 2 lands intersecting only 3.1% of the Project area, and Class 3 or poorer rated lands intersecting 96.9% of the Project area. In accordance with guidance provided by the Government of Alberta, the Project design will facilitate the ability to co-locate agricultural activity by ensuring sufficient space between rows and at the end of rows to accommodate narrow-width mechanized equipment, which in turn would support the integrated farming operation of the primary Project landowner. Importantly, while only 3% of the Project area is expected to be subject to the co-location considerations set out by the Government of Alberta, ACCIONA has designed the Project so that 100% of the Project area can be used to support co-location of agricultural activities.

During the design stage, an initial Solar Glare Hazard Assessment (“SGHA”) identified a portion of the project area as having more than nominal predictions of glare along certain roadways and receptors in the area. ACCIONA subsequently redesigned this portion of the Project to utilize a single axis tracking (“SAT”) system to effectively mitigate these predictions. Also, during the design stage, inverter units were located a minimum 500m from the nearest residence and the main power transformers were set at 1,200m from the nearest residence to facilitate compliance with noise control requirements.

Significant separation exists between the Project area and any provincial parks or designated natural areas, thereby not affecting any of these viewsapes. One nearby public campground (4 km southeast of the Project) is heavily screened by an existing shelterbelt of trees and is isolated by existing topography, making the Project not visible to users of this area.

Contractual obligations require ACCIONA to return the land to equivalent capability at the conclusion of the Project. Reclamation funding will be secured by an irrevocable letter of credit in favour of the landowners, posted **prior to** the start of construction.

The Project is proposed to be connected to the Alberta Interconnected Electric System (“AIES”) through a T-Tap of an existing transmission line that can accept the full output of a project without requiring system upgrades, and importantly, without creating congestion on existing infrastructure. The Project connection provides direct access to the main load centers along the Calgary to Red Deer corridor, maximizes the use of the existing transmission system, and does not

require ratepayer funded upgrades to support delivery of low-cost, renewable energy to a high-load area of the AIES.

The connection has been direct-assigned to the incumbent Transmission Facility Owner (“TFO”) and will be permitted via separate facilities applications to the Alberta Utilities Commission (“AUC”). Altalink will be responsible for the physical connection to the AIES while ATCO Electric will be responsible for the communications component located within the Project substation.

SP1 – Approvals Requested

State the approvals that are being applied for from the AUC and describe the power plant and collector system including:

- Number of solar photovoltaic panels.
- Total capability of the power plant in megawatts (MW).
- Make, model and the nominal capability of each solar-powered generator in MW.

If the vendors have not been selected or the equipment has not be finalized, provide the anticipated type and number of solar modules, the physical dimensions of the solar array and the type of solar tracking system, if applicable.

Approvals being applied for:

Lone Butte Solar Project Corp. is applying to the AUC to construct and operate the Lone Butte Solar power plant pursuant to Sections 11 and 19 of the *Hydro and Electric Energy Act* (“HEEA”), and construct and operate the associated Lone Butte 1801S substation pursuant to Sections 14, 15, and 19 of the HEEA.

Describe the power plant and collector system:

The proposed power plant will have a total capacity of 450MW_{ac} (585 MW_{dc}).

The layout contemplates the use of approximately 1.1 million bi-facial solar modules mounted on a combination of fixed tilt racking and single axis trackers (“SATs”). The majority of the Project area (95%) will utilize fixed tilt racking while a smaller portion (5%) will utilize SATs. The solar modules proposed for the Project are manufactured by Jinko Solar, with a capacity of 570 watts_{dc}.

The modules will in turn be connected to approximately 122 inverter units that will transform the energy generated into alternating current electricity. The inverter units proposed for the Project are manufactured by Sungrow, each having a capacity of 4,400 kVA.

The collector system linking the inverter units to the Project substation will be installed underground. The Project substation will include three (3) Main Power Transformers (“MPTs”), each having a capacity of 166 MVA. The connection point to the AIES will be the Project substation.

The final selection of the photovoltaic (“PV”) solar module, inverters and MPTs will be made prior to construction based on required electrical characteristics and procurement considerations.

SP2 – Existing Approvals Affected

Provide a list of existing approvals for facilities directly affected by this project, if any.

The are no existing approvals directly affected by the Project.

SP3 – Project Ownership Structure

Provide details of the project ownership structure, including the names of all companies having an ownership interest in the project and their ownership share, and if applicable, the name of the project operator. Confirm that the applicant is a qualified owner.

Lone Butte Solar Project Corp. is a company registered under the *Business Corporations Act* (Revised Statutes of Alberta 2000, Chapter B-9). Lone Butte Solar Project Corp. is a wholly owned subsidiary of ACCIONA.

Lone Butte Solar Project Corp. is a qualified owner and ACCIONA will be the Project operator.

Corporate Registry information is provided in Attachment 1.

SP4 – Applicability of Section 95 of the *Electric Utilities Act*

For a municipality or a subsidiary of a municipality to hold an interest in a generating unit, provide documentation confirming compliance with Section 95 of the *Electric Utilities Act*.

Not applicable.

SP5 – Project Location

Describe the location of the project:

- Provide the legal description of the proposed power plant site (legal subdivision [LSD], section, township, range, meridian and/or plan, block, lot, municipal address for urban parcels) and connection point, if applicable.
- Provide a Keyhole Markup Language (.kml/.kmz) file that contains the geographic data of each of the major components, including substation locations and project boundary of the proposed power plant. This file should reflect the information shown on the drawings and maps submitted to address information requirement SP6 below.

Location description:

Legal description of the proposed power plant site:

The Project is located within Kneehill County and occurs in portions of 24 quarter sections as detailed in **Table 1**.

Table 1: Legal Land Description of Power Plant Site

Quarter(s)	Section	Township	Range	Meridian
NW/NE/SE/SW	33	31	26	W4M
NW/SW	28	31	26	W4M
SE/SW/NW	3	32	26	W4M
SE	4	32	26	W4M
NW/NE/SE/SW	5	32	26	W4M
NE/SE	6	32	26	W4M
SW/SE/NE	7	32	26	W4M
NW/NE/SE/SW	8	32	26	W4M
SW	10	32	26	W4M

Legal description of the connection point, if applicable:

The connection point is detailed in **Table 2**.

Table 2: Legal Land Description of the Connection Point

LSD - Quarter	Section	Township	Range	Meridian
LSD 13 – NW	5	32	26	W4M

The .kml/.kmz file is provided in Attachment 2.

SP6 – Drawings and Maps

- Provide the following drawings and maps with units of measure/scale and the direction of north specified.
A legible plant site drawing showing the solar array, collector substations, collector lines and access roads and the power plant site boundary.
- Legible maps showing:
 - The power plant site boundary.
 - Land ownership of surrounding lands, including any residences and dwellings within the notification radius described in Appendix A1– Participant involvement program guidelines, Table A1-1: Electric facility application notification and consultation requirements.
 - Neighbouring municipalities, First Nation reserves, Metis Settlements, including nearby roads, waterbodies and other landmarks that may help identify the general location of the project area. This map may be at a larger scale than the detailed maps provided in response to other information requirements.
 - All registered aerodromes and any known unregistered aerodromes within 4,000 metres of the edge of the proposed power plant site boundary.
 - Important environmental features and sensitive areas in the local study area.
 - Any additional energy-related facilities within the project area.
 - The proposed collector line route or routes and major land use and resource features (e.g., vegetation, topography, existing land use, existing rights-of-way). This information should also be provided in air photo mosaics.

The requested maps are provided in Attachment 3.

SP7 – Requested Approval Date

Provide the requested approval date from the Commission, the expected construction start date, the expected in-service date of the project and the requested construction completion date to be used in the project approval. Provide the rationale for these dates.

Table 3: Requested Approval Dates

Requested Approval Date	February 15, 2025	180 days from submission of application
Expected Construction Start Date	April 15, 2026	Consideration for TFO to complete the Permit and License process for the connection line
Expected In-Service Date	November 1, 2027	Construction timelines and delivery of long-lead items
Requested Construction Completion Date	June 30, 2029	Consideration of 12 months for following the completion of project installation activities

SP8 – Connection Order

If a connection order is not concurrently being applied for, provide the expected date when the connection order application will be submitted.

A connection order is not concurrently being applied for. The Project connection has been direct-assigned to the incumbent TFO, who is expected to apply for the connection order concurrent with the submission of the Facilities Application for the Project connection.

SP9 – AESO Asset Identification

Provide the asset identification code assigned by the independent system operator (“ISO”) and the ISO Project ID number related to your system access service request, if available.

Asset identification code: [An asset identification code has not yet been assigned to the Project.](#)

AESO Project ID number: [P2552](#)

SP10 – Transmission System Connection Information

If the power plant is to be connected to the transmission system, provide a map with one or more conceptual layouts showing possible routes and general land locations for facilities that would be used to interconnect the power plant to the Alberta Interconnected Electric System.

If the power plant is to be connected to the distribution system, provide a statement from the distribution facility owner indicating that it is willing to connect the generating facilities.

[The proposed Project will be connected to the transmission system. The Project connection has been direct-assigned to the incumbent TFO, who will provide this as part of a transmission facility application. A conceptual layout showing possible routes was included in the participant involvement program \(“PIP”\) for the power plant. A copy of this map is provided in Attachment 4.](#)

SP11 – Emergency Response Plan

Confirm the applicant has or will have a corporate or site-specific emergency response plan for the construction and operation of the proposed power plant.

If the applicant will have a corporate emergency response plan, please explain why it decided not to develop a site-specific emergency response plan.

[A site-specific draft emergency response plan \(“ERP”\) has been prepared for construction and operation of the proposed power plant and substation. The ERP will be updated prior to the commencement of construction.](#)

[The draft ERP is provided in Attachment 5.](#)

SP12 – Emergency Response Plan: Site Specific Information

Provide a summary of the following:

- [Site-specific risks \(construction phase and operations phase\) that have been identified to date.](#)
- [The emergency mitigation measures that have been identified.](#)
- [The site monitoring and communication protocols that will be put into place.](#)

[The Project is located in a rural area with a limited number of adjacent landowners and dwellings.](#)

[The two key site-specific emergency considerations for the Project are personal injury and fire. These considerations would be applicable to both the construction and operating phases of the Project.](#)

[Other site-specific emergency considerations include severe weather, civil disturbance, criminal activity and hazardous materials. These considerations would also be applicable to both the construction and operating phases of the Project.](#)

[Mitigation of personal injury risks is function of the specific situation and the draft ERP includes provisions ranging from the use of personal protective equipment to specified procedures during extreme weather events. In the event of a personal injury situation, site access is of paramount importance to and the Project area is accessible through any number of routes from different directions. Controlled gate locations will serve as the primary access points to the fenced portions of the Project area.](#)

[In the event of a fire situation, site access is again of paramount importance and the Project area is accessible through any number of routes from different directions. Controlled gate locations will serve as the primary access points to the fenced portions of the Project area. Multiple existing access points along these same roadways can serve as emergency](#)

access points to the perimeter of the Project area.

The draft ERP includes provisions for an emergency response coordinator and an emergency control center. Dedicated communication procedures for providing notifications to on-site personnel and local responders are also contained within the draft ERP. Communications are expected to be maintained using a combination of an on-site radio system and cellular phones.

The ERP will be updated prior to commencement of construction.

The draft ERP is provided in Attachment 5.

SP13 – Emergency Response Plan: Local Responders and Authorities

Confirm that local responders and authorities have been contacted or notified regarding the project emergency response plan. Describe any requirements or feedback received and describe how the applicant intends to address the requirements and feedback received.

Local responders including fire, police and EMS have been contacted regarding the Project, and were provided the opportunity to discuss key aspects of the ERP.

Key details including dispatch locations for EMS, police and fire responders were confirmed and contact information was included in the ERP.

No other Project-specific feedback was received, and local responders further requested that the Proponent plan to review the ERP with them in detail closer to the start of construction.

SP14 – Solar Glare Assessment

Submit a solar glare assessment report that predicts the solar glare at receptors within 800 metres from the boundary of the project and registered aerodromes and known unregistered aerodromes within 4,000 metres from the boundary of the project where the potential for glare is possible.

The assessment report must:

- Describe the time, location, duration and intensity of solar glare predicted to be caused by the project.
- Describe the software or tools used in the assessment, the assumptions and the input parameters (equipment-specific and environmental) utilized.
- Describe the qualification of the individual(s) performing the assessment.
- Identify the potential solar glare at critical points along highways, major roadways and railways.
- Identify the potential solar glare at any registered and known unregistered aerodromes within 4,000 metres from the boundary of the project, including the potential effect on runways, flightpaths and air traffic control towers.
- Include a map (or maps) identifying the solar glare receptors, critical points along highways, major roadways and railways and aerodromes that were assessed.
- Include a table that provides the expected intensity of the solar glare (e.g. green, yellow or red) and the expected duration of solar glare at each identified receptor, critical points along highways, major roadways and railways and any registered and known unregistered aerodromes.

During the design stage, an initial SGHA identified a portion of the Project area as having more than nominal predictions of glare along certain roadways and receptors in the area. ACCIONA subsequently redesigned this portion of the Project to utilize an SAT system to be able to effectively mitigate these predictions.

The SGHA is provided Attachment 6.

SP15 – Environmental Evaluation

If preparation of either a federal impact assessment or a provincial environmental impact assessment report was required, provide a copy as an appendix to the application and a separate environmental evaluation is not required.

If a federal impact assessment or a provincial impact assessment report was not required, submit an environmental evaluation of the project. The environmental evaluation must:

- Describe the present (pre-project) environmental and land use conditions in the local study area.
- Identify and describe the project activities and infrastructure that may adversely affect the environment.
- Identify what specific ecosystem components (i.e., terrain and soils, surface water bodies and hydrology, groundwater, wetlands, vegetation species and communities, wildlife species and habitat, aquatic species and habitat, air quality and environmentally sensitive areas) within the local study area may be adversely affected by the project.
- Describe any potential adverse effects of the project on the ecosystem components during the life of the project.
- Describe the methodology used to identify, evaluate and rate the adverse environmental effects and determine their significance, along with an explanation of the scientific rationale for choosing this methodology.
- Describe the mitigation measures the applicant proposes to implement during the life of the project to reduce these potential adverse effects.
- Describe the predicted residual adverse effects of the project and their significance after implementation of the proposed mitigation.
- Describe any monitoring activities the applicant proposes to implement during the life of the project to verify the effectiveness of the proposed mitigation.
- List the qualifications of the individual or individuals who conducted or oversaw the environmental evaluation.

No federal environmental assessment report was required under the *Impact Assessment Act (Canada)*. The exemption to the provision of a federal impact assessment report is provided in Attachment 7.

No provincial environmental impact assessment report was required under the *Environmental Protection and Enhancement Act (Alberta)*. The exemption to the provision of a provincial environmental impact assessment report is provided in Attachment 7.

A comprehensive environmental evaluation was completed on ecosystem components including vegetation, soils, wetlands, waterbodies, wildlife and wildlife habitat.

The Environmental Evaluation for the Project is provided in Attachment 8.

Updated information requirements related to agricultural land use and potential impacts to soil quantity and quality have been included in the responses to the Bulletin 005 information request included in this application.

The qualifications of the individual that completed the Environmental Evaluation are provided in Attachment 8.

SP16 – Environmental Evaluation: Federal Lands

For projects wholly or partially located on federal lands (First Nation reserves, national parks or military bases), provide a copy of the environmental impact analysis completed for the corresponding federal government department.

Indicate whether the project has the potential to cause effects that may cross into another jurisdiction. Environmental effects that originate on federal lands, but cross into another jurisdiction, must be addressed as part of the environmental review process. Projects on federal lands may be subject to provincial laws, standards and permits.

The applicant must address how it has considered *AUC Rule 007, Rule 012 and Rule 033* and describe the steps taken, if any, to address specific requirements set out in these rules.

Not applicable. No portion of the Project is located on federal lands.

SP17 – Environmental Evaluation: Project Specific Environmental Protection Plan

Submit a stand-alone, project-specific environmental protection plan (or environmental management plan) that itemizes and summarizes all of the mitigation measures and monitoring activities that the applicant is committed to implementing during construction and operation to minimize any adverse effects of the project on the environment.

The Project Specific Environmental Protection Plan is provided in Attachment 9.

SP18 – End of Life Management: C&R Plan

Submit a copy of the initial renewable energy operations conservation and reclamation plan (REO C&R Plan) as set out in the *Conservation and Reclamation Directive for Renewable Energy Operations*.

The initial Conservation and Reclamation Plan is provided in Attachment 10.

SP19 – End of Life Management: Funding

Provide an overview of how the operator will ensure sufficient funds are available at the end of life of the project to cover the cost of decommissioning and reclamation.

The AUC Interim Rule 007 Information Requirements have been incorporated in response to SP19.

i. *The standard to which the project site will be reclaimed to upon decommissioning.*

The confidential lease agreements with each landowner contain provisions for end of life management and funding.

The lease agreements entered into with the host landowners provide that the Project owner shall remove its Project facilities and all personal property and shall restore the property to as nearly as possible to its original condition, and in accordance with laws and regulations of the Province of Alberta at the time.

ii. *How the amount of the reclamation security will be calculated.*

The leases provide that the amount of reclamation security shall be calculated as the estimated cost of reclamation less the estimated salvage value at the time the estimate is prepared.

iii. *The frequency with which the reclamation security amount will be updated or re-assessed.*

The reclamation security will be reassessed with a report provided to the landowners every eight (8) years.

iv. *When the reclamation security will be in place to be drawn upon, if needed.*

The reclamation security must be in place prior to the start of construction.

v. *What form the reclamation security will take (e.g., letter of credit, surety bond, other).*

The lease agreements provide that the reclamation security will take the form of a letter of credit in favour of each landowner.

vi. *The security beneficiaries to whom the reclamation security will be committed.*

The beneficiaries of the security will be the Project landowners.

vii. How the beneficiary can access the security and any constraints on such access.

The landowners have the ability to draw on the security in the event that the Project owner does not restore the land to the agreed standard.

SP20 – Noise

Provide a noise impact assessment in accordance with Rule 012.

Green Cat Renewables Canada was retained to conduct a noise impact assessment (“NIA”) in accordance with the current *Rule 012: Noise Control*. The results of the assessment are included in Attachment 11.

The NIA was completed under worst-case scenario modelling assumptions and utilized more and larger inverter units than are required to achieve the Project’s nameplate capacity of 450 MWac. The NIA under these assumptions concluded that no mitigation was required and the results are compliant with the criteria defined by *Rule 012*.

This approach best facilitated the removal, or relocation, of sound producing infrastructure, should changes be required based on final engineering requirements.

As a result of the PIP, layout changes have been incorporated in this application. These changes include:

- identification of the preferred Project substation location in LSD 13 of Section 5, which is the location modeled in the NIA; and
- removal of three (3) inverter units as a result of the reduced Project footprint.

SP21 – Approvals, Reports and Assessments from other Agencies

Identify any other acts (e.g. *Environmental Protection and Enhancement Act, Water Act, Public Lands Act, Highway Development and Protection Act* and *Wildlife Act*) that may apply to the project, identify approvals the project may require, and provide the status of each of these approvals.

Other acts that may potentially affect the Project include:

- Alberta Utilities Commission Act, S.A. 2007, c.A-37.2;
- Alberta Land Stewardship Act, S.A. 2009, c.A-26-88;
- Electric Utilities Act, S.A. 2003 c E-5.1;
- Environmental Protection and Enhancement Act, R.S.A. 2000, c.E-12;
- Historical Resources Act, R.S.A. 2000, c.H-9;
- Migratory Birds Convention Act, S.C. 1994, c.22;
- Municipal Government Act, R.S.A. 2000, c.M-26;
- Occupational Health and Safety Act, S.A. 2017 c.0-2.1
- Public Highways Development Act, R.S.A. 2000, c.P-38;
- Safety Codes Act, R.S.A. 2000, c.S-1;
- Soils Conservation Act, R.S.A. 2000, c. S-15;
- Species at Risk Act, S.C. 2002. c.29;
- Wildlife Act, R.S.A. 2000, c. W-10;
- Water Act, R.S.A. 2000, c.W-3; and,
- Weed Control Act, S.A. 2008, c. W-5.1.

The status of required approvals and permits and the status of each is included in Table 4 below.

Table 4: Agency Approvals and Referrals

Agency	Status
Alberta Transportation Solar Glare Review	Acceptance letter received. No mitigation required.
Transport Canada Aeronautical Assessment	Received. No protection required.
NAVCANADA Land Use Proposal	Assessment request was submitted to NAVCANADA on June 28, 2024.

Approvals and referrals from other agencies are provided in Attachment 12.

SP22 – Renewable Energy Referral Report

Submit a signed renewable energy referral report from Alberta Environment and Protected Areas Fish and Wildlife Stewardship. If the applicant is unable to provide a renewable energy referral report at time of application, the applicant must clearly identify the reason and provide details of its status.

The Renewable Energy Referral Report is provided in Attachment 13.

SP23 – Historical Resources

Confirm that a *Historical Resources Act* approval has been obtained or has been applied for.

If a historic resource impact assessment is required, briefly describe any known historical or archaeological sites, palaeontological sites, or traditional use sites of a historic resource nature.

The Historical Resources Act approval is provided in Attachment 14.

A targeted historical resource impact assessment (“HRIA”) has been requested by Alberta Arts, Culture and Status of Women (“AACSW”) along the collector routing through the Kneehills Creek valley, and in particular along the three (3) portions of the collector route that are to be directionally drilled beneath native grassland (2) and Kneehills Creek (1).

There are no known historical, archaeological, palaeontological or traditional use sites within the target HRIA area identified by the Heritage Division of AACSW.

SP24 – Indigenous Consultation Requirements

If the government of Alberta, through the Aboriginal Consultation Office (ACO) or otherwise, directed consultation with an Indigenous group for related approvals (i.e., *Public Lands Act*, *Water Act*, *Environmental Protection and Enhancement Act*, *Historical Resources Act*, *Government Organization Act*, etc.) the applicant must provide a copy of the pre-consultation assessment, the adequacy assessment and the specific issues and response table (if prepared).

If the government of Alberta through the ACO or otherwise, indicated that a pre-consultation assessment is not required, the applicant must provide a copy of that direction.

If advice from the government of Alberta has not been obtained, the applicant must provide justification for its decision to not seek advice.

ACCIONA accessed a Landscape Analysis Indigenous Relations Tool (“LAIRT”) report that identified the Treaty 7 Nations as Indigenous communities ordinarily requiring consultation.

ACCIONA contacted the Aboriginal Consultation Office (“ACO”) to seek guidance on Indigenous consultation requirements given that the Project

- is over 80km from any of the Treaty 7 Nations;
- is located entirely privately owned land; and
- does not require a *Water Act*.

The ACO advised that the Project did not meet the requirements for a Pre-Consultation Assessment.

Courtesy notifications, including a detailed Project information package, were provided to the Blood Tribe and the Siksika, Piikani, Stony Nakoda, and Tsuut’ina Nations.

No comments were received from the Treaty 7 Nations.

SP25 – Participant Involvement Program

Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided (see Appendix A1– Participant involvement program guidelines and Appendix A1-B – Participant involvement program guidelines for Indigenous groups).

ACCIONA designed the PIP to ensure that all stakeholders have been:

- properly and adequately notified about the Project;
- provided the opportunity to provide input into Project planning;
- provided the opportunity to ask questions and have those questions addressed; and,
- provided the opportunity to raise and document any residual concerns.

A complete record of consultation is provided in the PIP Report (Attachment 15).

Consultation efforts also documented stakeholder comments on some topics which the AUC has previously heard in Proceeding 28501; the primary comment being the use of agricultural land for energy production.

During the execution of the PIP, ACCIONA became aware of the activities of an outside group that was planning to disrupt the open house event. The inability to provide a suitable environment for the exchange of information prompted ACCIONA to cancel the open house event and implement a direct consultation approach to share Project details with area stakeholders. This direct consultation approach involved personally addressed update letters to stakeholders within 800m of the Project boundary as well as occupants of any dwelling within 1,600m of the Project boundary. Personal consultation was also extended to any self-identifying interested party within 3,200m of the Project boundary. Open House materials were made available online, and the Proponent provided a booklet containing the Open House materials for those parties that chose to engage in personal consultation.

The direct consultation approach was successful in sharing Project information with local area residents. Many of those participating in direct consultation appreciated the opportunity to evaluate the Project proposal in a more private setting. Several parties that had engaged with Project representatives during initial consultation activities did not respond to multiple requests for a personal consultation after cancellation of the Open House. Where ACCIONA was able to secure a personal consultation, Project representatives reviewed the materials that had been prepared for the Open House and documented the consultation.

SP26 – Participant Involvement Program: Provincial Agencies, Railways, Aerodromes and Municipalities

Confirm that, if applicable, Alberta Transportation, the municipality in which the project is located, the applicable railway companies, and the owner of any registered and known unregistered aerodrome within 4,000 metres of the project boundary were consulted and provide a summary of any objections received, mitigations discussed, and any outstanding objections.

The relevant provincial agencies, host municipality and applicable railway companies were consulted.

- No aerodromes were identified within 4,000m of the Project boundary.
- CPKC Railway was identified as the owner of a small parcel of land between 400m and 800m of the Project boundary. CPKC was consulted and did not identify any concerns with the Project.
- Alberta Transportation was consulted as a portion of the Project occurs approximately 680m from a provincial highway intersection (Highway 583 and Highway 805). Alberta Transportation reviewed the SGHA prepared for the Project and provided a Solar Glare Review Acceptance letter indicating that no mitigation was required.
- A summary of the consultation conducted with Kneehill County, the host municipality, is provided in response to SP29.

A complete PIP Report is provided in Attachment 15. Please refer to Sections 4.5–4.9 of the PIP Report for the details specific to provincial agencies, railways, aerodromes and municipalities.

SP27 – Participant Involvement Program: Landowners, Residents and Occupants

List all occupants, residents and landowners on lands within the appropriate notification radius described in Appendix A1– Participant involvement program guidelines, as well as Indigenous groups, owners of aerodromes or other interested persons that were consulted as part of the participant involvement program.

A complete PIP Report is provided in Attachment 15. Please refer to Appendix A of the PIP Report for these details.

SP28 – Participant Involvement Program: Contact Information

Supply a list of contact information for all persons who had been contacted as part of the participant involvement program in a spreadsheet in accordance with the template included in Appendix A1 – Participant involvement program guidelines.

Contact information is provided in Attachment 16.

SP29 – Participant Involvement Program: Local Jurisdictions

Summarize consultation with local jurisdictions (e.g., municipal districts, counties).

A detailed account of the consultation with local jurisdictions is provided in Attachment 15. Please refer to Section 4.5 of the PIP Report for these details.

The Proponent initiated discussions with Kneehill County July 25, 2023. Representatives from Kneehill County advised that Council was opposed to renewable energy for various reasons. County representatives further advised that an update to the Kneehill County Land Use Bylaw (Bylaw No. 1889) was in progress and that the update would result in restrictions for renewable energy developments.

On April 2, 2024, the Proponent met with representatives of Kneehill County to introduce the preliminary Project boundaries, seek guidance on preliminary design concepts, and, review the newly amended Land Use Bylaw which included a prohibition for renewable energy on certain classes of land. Representatives from Kneehill County confirmed that Council remains opposed to renewable development and confirmed the previous guidance directing the Proponent to go through the AUC process before approaching Council. Representatives from Kneehill County further confirmed that consultation would continue to be handled at the development office level, and not at the elected office level.

On July 25, 2024, the Proponent met with representatives of Kneehill County to review, among other things, how the County's Land Use Bylaw conflicted with the policy guidance provided by the Government of Alberta by imposing a prohibition on lands rated as Classes 1-3 of the Canada Land Inventory ("CLI") rating system. The Proponent sought clarification on comments made by Kneehill County during AUC Proceeding 28501 during which the Reeve of Kneehill County advised the AUC that Kneehill County's intent was to encourage consideration of land with lower classifications if

possible, but that there was nothing within their bylaw that says development could not happen on those types of land¹. Administration advised that the submission made by Kneehill County in AUC Proceeding 28501 remains representative of Council's views.

On September 20, 2024, the Proponent met with the representative from Kneehill County to confirm the established consultation protocol through administration and to further discuss the land suitability rating. In regard to land suitability rating, the Proponent inquired about a recent Council meeting where changes to the rating criteria were discussed. The representative from Kneehill County advised that Council is considering the adoption of the LSRS rating criteria for non-agricultural activities. The representative advised that this process has just been initiated and could take some time to work through the municipal approvals process.

The Proponent subsequently enquired whether Kneehill County Council was also considering additional changes to the Land Use Bylaw, and in particular whether changes were being considered to align the Land Use Bylaw with the guidance provided by the Government of Alberta. The representative from Kneehill County advised that various options will be provided to Council for their review, but that a final decision on changes to the Land Use Bylaw would need to work through the municipal approvals process.

The representative from Kneehill County advised that Council would likely seek to participate in the AUC process to request due consideration for their Land Use Bylaw during the application review process.

Additional consultation information related to compliance with municipal planning instruments is provided in Section B5.2(3) of this application.

A complete PIP Report is provided in Attachment 15. Please refer to Section 4.5 of the PIP Report for these details.

SP30 – Participant Involvement Program: Documentation

Identify all persons who expressed a concern(s) about the project. For each person include the following information:

- the specifics of the concern(s).
- steps taken to try and resolve the concern(s).
- whether the concern(s) was resolved.

A complete PIP Report is provided in Attachment 15. Please refer to Section 4 of the PIP Report for these details.

¹ AUC Exhibit 28501_X0464, pp 474-475

Bulletin 2023-005 Supplemental Information Requirements

Bulletin 5 – Agricultural Land

- Using the current version of the Agricultural Regions of Alberta Soil Inventory Database (“AGRASID”), please describe the agricultural capability of soils intersecting the project footprint as provided in the spring-seeded small grains (“SSSG”) attribute of the Land Suitability Rating System (“LandSuitabilityRatings”) table. SSSG provides the LSRS classification for spring-seeded small grains for the related AGRASID soil polygons. Provide a table showing the amount of area for each LSRS class impacted by the project in hectares (e.g. 2.01 hectares of Class 2A).

There are four distinct Project sectors, identified as NW-W, NW-E, East, and South. The intersection of the Project boundary and the LSRS classifications based on the provincial AGRASID database are as follows:

Dominant LSR Class	Sector					Total	
	NW-West	NW-East	East	South	MVC	Area	Percent
	(ha)	(ha)	(ha)	(ha)	(ha)	(ha)	(%)
2	–	–	100.3	182.8	0.2	283.3	35.2%
3	165.7	280.4	–	51.7	1.7	499.5	62.0%
5	–	3.2	–	19.1	0.3	22.7	2.8%
Total	165.7	283.6	100.3	253.7	2.2	805.4	100.00%

In addition, the Proponent undertook to validate the information provided in the current version of the AGRASID, by using the established rating methodology², along with soil sampling and testing of select locations within the Project footprint. Field testing and subsequent evaluation of the Project land in accordance with the LSRS technical bulletin³ resulted in a meaningful increase of Class 3 rated land, owing in part to climate limitations, and in part to soil limitations³.

The resulting intersection of the Project boundary and the updated LSRS classifications (for SSSG) are as follows:

Final LSRS Rating	Most Limiting Factor	Sector					Total	
		NW-West	NW-East	East	South	MVC	Area	Percent
		(ha)	(ha)	(ha)	(ha)	(ha)	(ha)	(%)
2HA	Climate	–	21.1	3.3	–	<0.1	24.5	3.1%
3H	Climate	165.7	262.5	–	–	1.5	429.7	53.3%
3HV	Climate	–	–	–	51.7	–	51.7	6.4%
3HV(3DH) ⁽¹⁾	Climate	–	–	–	182.2	–	182.2	22.6%
3MH-4MH ⁽²⁾	Soil	–	–	95.3	–	0.2	95.5	11.9%
3IDH	Landscape	–	–	–	0.5	–	0.5	0.1%

² Technical Bulletin 1995-6E published by Agriculture and Agri-Food Canada

³ Please refer to the Soils Report included in the AUC Rule 007 application

3IVHA	Landscape	-	-	1.6	-	-	1.6	0.2%
5IWH	Landscape	-	-	-	0.1	-	0.1	0.0%
5TH	Landscape	-	-	-	19.1	0.4	19.6	2.4%
Total		165.7	283.6	100.3	253.7	2.2	805.4	100.0%

The complete Soils Report is provided in Attachment 17.

- From the Agricultural Regions of Alberta Soil Inventory Database (AGRASID), please describe all soil series within the project area and report all potential material impacts to:

- Soil quality (i.e. compaction, rutting, salinity, sodicity, fertility, contamination, clubroot)
- Soil quantity (i.e. wind erosion, water erosion)
- Hydrology (i.e. topography, soil drainage, depth to groundwater)

Describe how these material impacts to soil quality, quantity and hydrology will be adequately mitigated during construction, operation and reclamation.

This information is contained in the Environmental Evaluation (Attachment 8 to this application), the Site Specific Environmental Protection Plan (Attachment 9 to this application), the Initial Conservation and Reclamation Plan (Attachment 10 to this application) and the Soils Report (Attachment 17 to this application).

- Describe all earthworks (e.g., stripping and grading) planned for the project, including the following information: • Methodology to anchor structures (e.g. screw piles, concrete footings, etc.).

- The extent of stripping and grading, with an estimate of the area of agricultural land impacted.
- Description of how these activities have been reduced in both extent and intensity (as practical) to protect the quality, quantity and hydrology of impacted soils.
- Description of how and where stripped soils will be stockpiled and what steps will be taken to preserve the quality and quantity of stockpiled soils prior to replacement on site.
- Description of how soils will be replaced on site to preserve the quality, quantity and hydrology of the disturbed soils.

This information is contained in the Environmental Evaluation (Attachment 8 to this application), the Site Specific Environmental Protection Plan (Attachment 9 to this application), the Initial Conservation and Reclamation Plan (Attachment 10 to this application) and the Soils Report (Attachment 17 to this application).

- Describe the potential for co-locating agricultural activities (e.g. grazing, haying, crops, apiculture) into the project design. If co-locating agricultural activities is not feasible, please explain why.

This information is contained in the Potential for Co-Locating Agricultural Activities document provided as Attachment 18 to this application.

- List the qualifications of the agrologist(s) who prepared or reviewed the responses regarding agricultural land.

The qualifications of the individuals that completed the Environmental Evaluation and the Soils Report are provided in Attachment 8 and Attachment 17, respectively.

Bulletin 5 – Municipal Land Use

1. Confirm whether the proposed power plant complies with the applicable municipal planning documents including municipal development plans, area structure plans, land use by-laws and other municipal by-laws.

The proposed Project complies with all but one (1) component of the Kneehill County Land Use Bylaw as amended for renewable energy on February 2, 2024. Compliance metrics are identified in the table below.

Land Use Bylaw Section	Land Use Bylaw, Component	Requirement	Compliance
4(d)	Hamet of Torrington, Alberta	2 mile (3,200m) setback	Yes
4(e)	Keiver's Lake	2 mile (3,200m) setback	Yes
12(1)(b)	Native Prairie	Prohibition on the use of native grasslands	Yes
12(1)(b)	Protection of Agricultural Land	Prohibition on the use of Class 1-3 as defined in the Canada Land Inventory ("CLI") rating system	No

2. Identify any instances where the proposed power plant does not comply with applicable municipal planning documents and provide a justification for any non-compliance.

The proposed power plant does not comply with Section 12(1)(b) of the Kneehill County Land Use Bylaw, and specifically the prohibition the siting of renewable energy facilities on lands rating as Classes 1-3 as defined in the CLI rating system.

The Proponent has developed the Project in accordance with all provincial and federal regulations, as well as the policy guidance provided by the Government of Alberta on February 28, 2024.

Specific to the non-compliance, the Proponent submits that the prohibition enacted by Kneehill County is in contradiction to the policy guidelines outlined by the Minister of Utilities and Affordability in his direction to the AUC on February 28, 2024. That policy letter clearly identifies the direction of the Government of Alberta in allowing the use lands having an AGRASID SSSG rating of Class 3 without restriction, while requiring any lands having an AGRASID SSSG rating to Class 1 or Class 2 to demonstrate the potential for co-location of agricultural activity within the Project boundary.

The AGRASID SSSG rating for the Project is approximately 97% Class 3 and 3% Class 2 as detailed in the response to the Bulletin 005 supplement information requirements provided in this application. The Proponent has further identified the potential for co-locating agricultural activities on 100% of the Project land, exceeding the policy guidance provided by the Government of Alberta.

While mindful of the Kneehill County's land use authority regarding development within its municipal boundaries, decisions related to the public interest require a broader perspective than that offered by more regional planning instruments⁴.

SP29 and Section 4.5 of the PIP Report (Attachment 15) provide additional detail on the consultation with Kneehill County in this regard.

3. Describe how the applicant engaged with potentially affected municipalities to modify the proposed power plant or to mitigate any of its potential adverse impacts to the municipality, prior to filing the application.

⁴ AUC Exhibit 28086_X[]_Decision-D01-2024

Details of engagement with Kneehill County related to municipal planning instruments are provided in the response to SP29 and in Section 4.5 of the PIP Report (Attachment 15). The engagement record documents discussions related to land classification, required and voluntary setbacks, development permit requirements and the County's Land Use Bylaw.

In addition to these discussions, the Proponent identified the predicted glare results along Township Road 320 has having the potential to adversely impact the municipality. On July 25, 2024 the Proponent met with representatives from Kneehill County and identified a modest amount of yellow glare predicted over a 6.5 km stretch of Township Road 320 (3,716 minutes per year).

The Proponent identified that preliminary Project planning did not include a SAT system, which was added after reviewing the preliminary SGHA to address glare predictions along Township Road 320. The Proponent advised that the SAT portion of the array effectively mitigated these preliminary results. The Proponent then reviewed the details of the updated SGHA including:

- the times of the day and periods of the year when glare was predicted;
- the duration of glare both in terms of annual totals and daily maximums;
- the coincidence of the sun and how it is the dominant ocular hazard during times when glare is predicted;
- the extent and intensity of glare in relation to the sun and specifically how glare from the Project is 434 times dimmer than that created by the sun; and
- the conclusion of the SGHA which did not recommend mitigation at this time.

The Proponent advised that a majority of these remaining glare predictions could be mitigated by adding resting angle limitations to the SAT portion of the array and expressed a preference to implement this mitigation should the actual glare experienced along Township Road 320 be determined to be an issue during the Project's operation.

On August 9, 2024, the Proponent met with representatives of Kneehill County to follow-up on discussions related to glare. This meeting provided Kneehill County access to the technical expert from the Green Cat Renewables, author of the SGHA. The Proponent's representatives reviewed key aspects of the SGHA including duration and intensity of glare, in the context of what drivers along Township Road 320 might experience. During this discussion, the Proponent also provided County representatives with examples of glare scenarios for them to better understand the predictions.

Bulletin 5 – Viewscapes

List and describe pristine viewscapes (including national parks, provincial parks, culturally significant areas, and areas used for recreation and tourism) on which the project will be imposed. Describe mitigation measures available to minimize impacts from the project on these viewscapes.

Significant separation exists between the Project area and any provincial parks or designated natural areas, thereby not affecting any of these viewscapes. A listing of these viewscapes is provided in Table 5 below.

Table 5. Public Viewscapes

Potentially Affected Viewscape	Distance and Direction from Project
Bigelow Reservoir Provincial	20km NE
Rumsey Natural Area	60 km NE
Lockerbie Conservation Site	45km NE
Springbrook Natural Area	50km NW
Midland Provincial Park	128km SE

One public campground (Keivers Lake Campground) is located 4 km southeast of the Project. This area is heavily screened by an existing shelterbelt of trees and is isolated by existing topography, making the Project not visible from the campground.

Bulletin 5 – Reclamation Security

Describe the reclamation security program for the proposed power plant, including details on:

The standard to which the project site will be reclaimed to upon decommissioning.

- How the amount of the reclamation security will be calculated.
- The frequency with which the reclamation security amount will be updated or re-assessed.
- When the reclamation security will be in place to be drawn upon, if needed.
- What form the reclamation security will take (e.g., letter of credit, surety bond, other).
- The security beneficiaries to whom the reclamation security will be committed.
- How the beneficiary can access the security and any constraints on such access.

Please refer to the response provided to SP19.

Bulletin 2024-008 Enhanced Interim Information Requirements

B8.1 – Estimated Reclamation Cost

A report prepared by a third party estimating the costs of reclaiming the proposed project. The report must include the estimated salvage value of project components.

The preliminary third party cost estimate is provided in Attachment 19. The reclamation cost estimate will be updated prior to the start of construction to provide a current metric for the reclamation security.

B8.2 – Form of Reclamation Security

An explanation of why the chosen form of security was selected, having regard to its attributes and priority in bankruptcy, including how the secured party would be able to realize on the reclamation security should the project owner and operator be in default.

The form of reclamation security is an irrevocable Letter of Credit in favour of the Project landowners.

This form of security was chosen during the commercial contractual negotiations between the landowners and the Project owner as it is unaffected by a bankruptcy of the Project owner.

The landowner (secured party) will be able to realize on the reclamation security if the Project owner does not remove its Project facilities and all personal property and restore the property to as nearly as possible to its original condition, and in accordance with laws and regulations of the Province of Alberta at the time.

Substation Application

TS1

Provide a description of the proposed project.

The Project substation will be approximately located centrally within the Project footprint in LSD 13-05-32-26 W4M within an allocated area of approximately 115m by 120m.

The Project substation will consist of:

- 240kV busbar in a simple bus configuration;
- one transmission line 240kV motorized disconnect with a 240kV line breaker;
- three 240 kV transformer breakers with associated disconnect switches;
- three 240-34.5 kV 100/133/167 MVA transformers;
- 34.5 kV switchgear building; and
- an enclosed operations buildings and associated substation equipment (surge arrestors, cabling, panels, lighting protection etc.).

The substation location was identified due to central location within the Project site assumed the preferred route from the existing 240kV transmission line.

The .kml/.kmz files are provided in Attachment 2.

TS2

Confirm if the application is for a customer project or an application related to a proposal for a market participant under Section 24.31 of the Transmission Regulation.

This application is for a customer owned 240/35 kV collector substation that will be used solely by the customer.

TS3

Provide details of the ownership structure, including the names of all companies having an ownership interest in the project and their ownership share, and if applicable, the name of the operator of the facilities that is seeking to acquire the permit or licence. Confirm that the applicant is a qualified owner.

See the response provided in SP3.

TS4

Provide a list of existing approvals for facilities directly affected by this project, if any.

See the response provided in SP2.

TS5

Provide a copy of the ISO direct assignment letter pursuant to the Electric Utilities Act. Alternatively, if a needs identification document was not required, provide a copy of the ISO approval letter pursuant to the abbreviated needs approval process, or provide a statement in the application that the project was exempt pursuant to the Transmission Regulation (as described in subsection 7.1 of this rule).

Not applicable. The substation being applied for as part of the power plant application. Connection facilities are to be completed by the TFO, who will provide this information in their Facilities Application.

The Alberta Electric System Operator (“AESO”) is preparing to file the Abbreviated Need Identification Document related to this Project in Q1 2025.

TS6

Provide the most up-to-date functional specification issued by the ISO.

The most recent AESO Function Specification is provided in Attachment 20.

TS7

Describe the design and ratings of the transmission line and major elements of the substation.

Transmission Line: Not applicable. This is to be provided by the TFO in their Facilities Application.

Substation: The major elements of the Lone Butte 1801S is described in the response to TS1.

TS8

If the ISO requires the facility applicant to determine the choice of conductors, describe the conductor size and arrangement selected and the basis for the conductor selection.

Not applicable. This is to be provided by the TFO in their Facilities Application.

TS9

If the application is not directly assigned by the ISO, provide the rationale for the rating/size of any proposed conductor or piece of major substation equipment.

The substation application was assigned by the ISO to the Proponent.

TS10

Describe the proposed transmission line structure type, including height and spacing; if more than one type of structure is proposed, state where each type will be used.

Not applicable. This is to be provided by the TFO in their Facilities Application.

TS11

State the right-of-way width and the basis for determining the width.

Not applicable. This is to be provided by the TFO in their Facilities Application.

TS12

Describe all major substation equipment being applied for, including the height of any telecommunications structure, and provide a list of final major equipment that would be in the substation.

The list of equipment that will be in the substation is provided in the response to TS2.

Telecommunications will be facilitated by erecting a communication array within the substation. The height of the communications structure will be approximately 50m above ground level.

TS13

Describe the switching and protection features of the proposed transmission facilities.

Not applicable. This is to be provided by the TFO in their Facilities Application.

TS14

Describe the electrical interaction of proposed transmission facilities with other facilities, such as pipelines, railways, telephone, radio and television transmission facilities, and other surface structures.

Not applicable. This is to be provided by the TFO in their Facilities Application.

TS15

Describe the changes to existing facilities required to accommodate the proposed facilities.

The proposed substation is a new development. The transmission line connecting to it will require modifications to 929L which will be the subject to a separate application by the TFO to the AUC.

TS16

Describe any transmission line routing alternatives to the proposal, and compare the relative effects (environmental, social and economic, including any associated distribution costs) of these alternatives with the proposal. If the alternatives are segmented, include a comparison of the effects of each segment to the effects of its corresponding alternative segments.

Not applicable. This is to be provided by the TFO in their Facilities Application.

TS17

Provide an electric single-line diagram or switching map showing new facilities in place in the system. In the case of a substation, provide an electric single-line diagram and a substation layout diagram, including major items of equipment and the fenced boundary of the substation, with units of measure/scale.

An electric single line diagram and the substation layout diagram are provided in Attachment 21.

A map showing the substation location within the Project site is provided in Attachment 3.

TS18

Discuss the construction schedule, equipment and method of construction, and method of eventual right-of-way maintenance.

The substation development will be executed as an EPC contract utilizing a company that specializes in high voltage substation design and construction. The engineering activities will be taking place concurrent with the AUC review of this application whereas construction activities will only commence once permit and license has been granted.

The construction schedule for the substation is identified in the response to SP7.

TS19

Provide the requested approval date from the AUC, the expected construction start date, the expected in-service date of the project and the requested construction completion date to be stipulated in the project permit(s) and licence(s).

The requested approval date and construction schedule is identified in the response to SP7.

TS20

If available, provide the location of any required temporary or permanent workspace areas and access roads, and state whether these locations are requested to be listed in a permit and licence.

The footprint identified for the substation is approximately 5 acres. The permanent substation requirement is approximately 3.5 acres (115m x 120m). Temporary workspace for the substation will be within the overall Project fenceline.

TS21

Provide the following drawings and maps with units of measure/scale and the direction of north specified:

- i. A legible map defining the study area and state the reasons for the chosen area.

The map of the substation location relative to the solar development sites is provided in Attachment 3.

- ii. Legible maps of the proposed facilities showing:
 - The preferred transmission line route and any alternative routes or segments.
 - Right-of-way widths.
 - Location of the transmission line on the right-of-way.
 - Location of the transmission line relative to property lines.
 - Kilometre points along each transmission line route.

Not applicable. This is to be provided by the TFO in their Facilities Application.

- iii. Legible maps and air photo mosaics upon which the proposed transmission line route(s) and/or substation have been imposed and showing the residences, landowner names, and major land use and resource features along the routes and/or adjacent to the substation (e.g., agricultural crops or pasture, topography, soil type, existing land use, existing rights-of-way, existing or potential historical, archaeological or paleontological sites, and superficial and mineable resources).

Not applicable as there is no transmission line associated with this application. This is to be provided by the TFO in their Facilities Application.

Other Project area maps are provided in Attachment 3.

TS22

Provide a Keyhole Markup Language (.kml/.kmz) file that contains the geographic data of the transmission line centrelines for all applied for transmission route options and substation locations. This file should reflect the information shown on the drawings and maps submitted to address information requirement TS21.

Transmission: Not applicable as there is no transmission line involved in this application. This is to be provided by the TFO in their Facilities Application.

Substation: The Keyhole Markup Language file for the substation location is provided in Attachment 2.

TS23

If applicable, describe the measures proposed to minimize potential visual effects of the proposed development, including the identification of project components and locations that require screening and the screening measures (e.g., fences, earth berms, painting, landscaping) to be used:

The substation is located on agricultural lands in an area of low population density. The substation location is approximately 100m from an existing county road, with the nearest residence being approximately 1,200m to the south. During the engagement process with area stakeholders, the owner of the nearby residence requested ACCIONA to consider incorporating some type of screening measure within the Project fence design along the south side of Section 5.

TS24

Submit an environmental evaluation of the project.

Please refer to the response provided in SP15.

TS25

For projects wholly or partially located on federal lands (First Nation reserves, national parks or military bases), provide a copy of the environmental impact analysis completed for the corresponding federal government department. Indicate whether the project has the potential to cause effects that may cross into another jurisdiction. Environmental effects that originate on federal lands, but cross into another jurisdiction, must be addressed as part of the environmental review process. Projects on federal lands may be subject to provincial laws, standards and permits. The applicant must address how it has considered AUC Rule 007 and Rule 012 and describe the steps taken, if any, to address specific requirements set out in these rules.

Please refer to the response provided in SP16.

TS26

Submit a stand-alone, project-specific environmental protection plan (or environmental management plan) that itemizes and summarizes all of the mitigation measures and monitoring activities that the applicant is committed to implementing during construction and operation to minimize any adverse effects of the project on the environment.

Please refer to the response provided in SP16. The Project Specific Environmental Protection Plan is provided in Attachment 9.

TS27

Describe any decommissioning of existing transmission facilities and describe the reclamation plan that will be carried out, including for any temporary workspace areas and temporary access roads following commissioning.

There are no existing transmission facilities on this site.

TS28

Provide a noise impact assessment in accordance with Rule 012 for new substations and transformer additions within an existing substation, clearly indicating the impact of the new substation and/or transformer addition.

An NIA was conducted in accordance with AUC Rule 012: *Noise Control* to predict the potential noise impact of the Project including the substation as defined by Rule 012: *Noise Control* (AUC 2017). Please see the response to SP20. The NIA is provided in Attachment 11.

TS29

Identify any other acts (e.g., Environmental Protection and Enhancement Act, Water Act, Public Lands Act and Wildlife Act) that may apply to the project, identify approvals the project may require, and provide the status of each of these approvals.

[Please refer to the response provided in SP21.](#)

TS30

For the preferred route and possible alternatives, applicants must provide a summary of feedback received to date from AEP (including the local wildlife biologist of AEP) addressing the environmental aspects of the project, and confirmation that AEP is satisfied with any proposed mitigation measures and monitoring activities, or identify any unresolved project aspects where agreement with AEP was not achieved.

[Not applicable as there is no transmission line associated with this application. This is to be provided by the TFO in their Facilities Application.](#)

TS31

Confirm that a Historical Resources Act approval has been obtained or has been applied for. If a historic resource impact assessment is required, briefly describe any known historical, archaeological sites, palaeontological sites, or traditional use sites of a historic resource nature. If a Historical Resources Act approval has been obtained, provide a copy of it.

[Please refer to the response provided in SP23.](#)

TS32

Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See Appendix A1 – Participant involvement program guidelines and Appendix A1-B – Participant involvement program guidelines for Indigenous groups).

[Please refer to the response provided in SP25.](#)

TS33

List all occupants, residents and landowners within the appropriate notification radius as determined using Appendix A1 – Participant involvement program guidelines, as well as Indigenous groups and other interested persons that were notified or consulted as part of the participant involvement program.

[Please refer to the responses provided in SP24, SP26, SP27, and SP28.](#)

TS34

Supply a list of contact information for all persons who had been contacted as part of the participant involvement program in a spreadsheet in accordance with the template included in Appendix A1 – Participant involvement program guidelines.

[Please refer to the response provided in SP28.](#)

TS35

Summarize consultation with local jurisdictions (e.g., municipal districts, counties).

Please refer to the response provided in SP29.

TS36

Identify all persons who expressed a concern(s) about the project. For each person, include the following information:

- The specifics of the concern(s).
- Steps taken to resolve the concern(s).
- Whether the concerns(s) was resolved.

Please refer to the response in provided SP30.

TS37

Provide an AACE Class 3 cost estimate for the preferred route and all alternatives on a common basis, in accordance with the requirements in ISO Rules Section 504.5 and the AESO Information Document #2015-002R, Service Proposals and Cost Estimating. The format of the cost estimate provided must take the form of the estimate summary that is obtained by completing the AESO's cost estimate template (available on the AESO web page). Where identifiable, include costs to be borne by persons other than the applicant and the applicant's customer(s) in the comparison. This information requirement may not be applicable to market participant and merchant line applications.

Not applicable. The substation is wholly owned by the Proponent. The cost of construction of the Lone Butte 1081S substation is private and not subject to disclosure.

TS38

In addition to the above, if the applicant is a market participant applying under Section 24.31 of the Transmission Regulation, the applicant must also:

- Provide confirmation that all required agreements are in place with the TFO including the asset transfer agreement, the written agreement with the TFO for the temporary operation of the transmission facility, if available, and confirmation of ISO approval of the connection proposal.
- Specify the temporary period for which the market participant expects to hold the operating licence, which may not exceed the term specified in the written agreement with the TFO for the temporary operation of the transmission facility.

Not applicable.

TS39

If an energy storage facility is to be constructed and operated as part of a transmission line, the applicant must also submit the information specified in Section 10. TS40) An applicant seeking to construct and operate an energy storage facility as part of a transmission line must provide the approval number for the associated needs identification document application.

Not applicable.

TS40

An applicant seeking to construct and operate an energy storage facility as part of a transmission line must provide the approval number for the associated needs identification document application

Not applicable.



BYLAW NO. 1889

LAND USE BYLAW AMENDMENT FOR RENEWABLE ENERGY

BEING A BYLAW OF THE COUNCIL OF KNEEHILL COUNTY, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW NO. 1808

WHEREAS, pursuant to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended, a Municipal Council must pass a Land Use Bylaw; and

WHEREAS, THE Council of Kneehill County has decided to update the Land Use Bylaw which divides the Municipality into districts and regulates the use and development of land and buildings within the Municipality as prescribed in the Bylaw; and

WHEREAS, a Public Hearing into the proposed Bylaw was scheduled for and held on December 12, 2023, commencing at 10:00 a.m. at the Kneehill County Office;

NOW THEREFORE, the Municipal Council of Kneehill County, in the Province of Alberta, duly assembled and under the powers conferred upon it by the Municipal Government Act, RSA 2000, Chapter M-26, enacts as follows:

1. This bylaw shall be cited as the Kneehill County Land Use Bylaw.
2. The use and development of land and buildings within Kneehill County shall be established as per Schedule "A", attached to and forming part of this Bylaw.
3. Kneehill County Land Use Bylaw 1808 Sections 71 and 74 are hereby repealed and replaced by Bylaw 1889 and amendments thereto.
4. That this bylaw shall take effect on the date of the third and final reading.

READ a first time on this 26th day of September 2023.

Public Hearing Date on this 12th day of December 2023.

READ a second time on this 12th day of December 2023.

READ a third time and final time on this 2nd day of February 2024.

Date Bylaw Signed

Reeve
Kenneth King

Chief Administrative Officer
Mike Haugen

WIND ENERGY CONVERSION SYSTEMS (WECS)

Amendment to
Bylaw 1808

1. DEFINITIONS

The following definitions apply to this part:

Blade – A part of a WECS rotor which acts as a single airfoil, to extract kinetic energy directly from the wind.

Blade Clearance – The distance from grade to the bottom of the rotor's arc.

Horizontal Axis Rotor – A wind energy conversion system, typical of conventional or traditional windmills.

Operator means, for the purposes of this Bylaw, the holder of a license, approval or permit issued by the Alberta Utilities Commission for the purposes related to the carrying on of activity on or in respect to a specified land.

Parcel Boundary, External – The property boundary for the subject lands which refers to the boundary adjacent to a road allowance.

Parcel Boundary, Internal – The side and rear property boundary for the subject lands.

Project Footprint means all the lands which are part of an approved application as well as any residual lands within a titled parcel, whether or not the lands are leased by an operator.

Rotor's Arc – The largest circumferential path travelled by a WECS' blade.

Shadow or Flicker means the repetitive moving shadows or reflection cast from the rotor blades as they pass through the sunlight.

Total Height – The height from grade to the highest vertical extension of a WECS. In the case of a WECS with a horizontal axis rotor, total height includes the distance from grade to the top of the tower, plus the distance from the top of the tower to the highest point of the rotor's arc.

Towers – The structure which supports the rotor above grade.

Vertical Axis Rotor – A wind energy conversion system where the rotor is mounted on an axis perpendicular to the earth's surface.

Visual Impact Analysis means a visual representation depicting the WECS from:

- I. no further than 5 km (3.1-miles) away;
- II. each accessible residence within 3.2 km (2-miles) of the WECS boundaries;
- III. any significant sites as determined by the Development Authority;
- IV. scale elevations

- V. photographs and/or digital information of the proposed WECS showing total height, tower height, rotor diameter, colour, and the existing topography vs. proposed grade changes, and
- VI. visual representation of the entire project both day and night, and
- VII. photographs and/or digital information modeled on ideal visual conditions both day and night;
- VIII. an analysis of the visual impact of above ground transmission lines to and from the property or parcel if above ground transmission lines are proposed for the development.

Wind Energy Conversion System (WECS) Small Scale, (Category 1) – A wind energy conversion system less than 6.1 m (20 feet) in height consisting of a single structure with the capacity to generate electricity only for the property owner’s use on the site it is located, and not supplying power to the grid.

Wind Energy Conversion System (WECS) (Category 2) – A wind energy conversion system of one or more structures designed primarily for the property owner’s use but capable of producing excess power supplying the provincial grid system.

Wind Energy Conversion System (WECS) (Category3) – A wind energy conversion system of one or more structures designed to convert wind energy into mechanical or electrical energy on one or more parcels of land for commercial purposes.

2. INFORMATION REQUIREMENTS

All development applications for a WECS, depending on category, shall be required to be accompanied by the following:

WIND ENERGY CONVERSION SYSTEM (WECS) SMALL SCALE, (CATEGORY 1)

CATEGORY 1	
(a) a site plan showing and labeling the information outlined in this bylaw, and the location of overhead utilities on or abutting the subject lot or parcel;	✓
(d) scale elevations or photographs of the proposed WECS showing total height, tower height, rotor diameter, and colour;	✓
(e) the manufacturer's specifications indicating: <ul style="list-style-type: none"> • the WECS rated output in kilowatts; • the safety features and sound characteristics; • the type of material used in the tower, blade, and/or rotor construction; 	✓
(g) specifications on the foundations and/or anchor design, including location and anchoring of any guy wires;	✓
(i) information regarding general public safety, including methods to secure towers from vandalism or unauthorized access;	✓

NUMBER OF WECS (CATEGORY 1)

- (1) A Private wind energy conversion system may be considered as a discretionary use in any Land Use District (except the Manufactured Home District). They will be subject to the height restrictions of the district; they cannot exceed one and a half times the height restrictions.
- (2) Two or more WECS, (Category 1) on a parcel or lot will be considered a multiple WECS for the purposes of this bylaw.
- (3) The Municipal Planning Commission may approve multiple WECS, (Category 1) on a case-by-case basis having regard for:
 - (a) proximity to other immediate land uses,
 - (b) density of WECS,
 - (c) underlying utilities,
 - (d) information received through the circulation process and at the planning commission meeting regarding the development.

WIND ENERGY CONVERSION SYSTEM (WECS) (CATEGORY 2)

CATEGORY 2	
(a) a site plan showing and labeling the information outlined in this bylaw, and the location of overhead utilities on or abutting the subject lot or parcel;	✓
(d) scale elevations or photographs of the proposed WECS showing total height, tower height, rotor diameter, and colour;	✓
(e) the manufacturer's specifications indicating: <ul style="list-style-type: none"> • the WECS rated output in kilowatts; • the safety features and sound characteristics; • the type of material used in the tower, blade, and/or rotor construction; 	✓
(f) a noise analysis at the site of the installation and the boundary of the property containing the development, to ensure consistency with AUC Rule 12	✓
(g) specifications on the foundations and/or anchor design, including location and anchoring of any guy wires;	✓
(h) proof of the applicant's circulation to required regulatory agencies and government departments;	✓
(i) information regarding general public safety, including methods to secure towers from vandalism or unauthorized access;	✓
(j) impacts to the local road system including required approaches from public roads & roads to be used to bring construction materials & equipment to the property;	✓
(l) a description of potential impacts on existing or nearby WECS and wind infrastructure on adjacent properties.	✓














NUMBER OF WECS (CATEGORY 2)

- (1) A Private wind energy conversion system may be considered as a discretionary use in any Land Use District (except the Manufactured Home District). They will be subject to the height restrictions of the district; they cannot exceed one and a half times the height restrictions.

- (2) Two or more WECS, (Category 2) on a parcel or lot will be considered a multiple WECS for the purposes of this bylaw.

- (3) The Municipal Planning Commission may approve multiple WECS, (Category 2) on a case-by-case basis having regard for:
 - (e) proximity to other immediate land uses,
 - (f) density of WECS,
 - (g) underlying utilities,
 - (h) information received through the circulation process and at the planning commission meeting regarding the development.

WIND ENERGY CONVERSION SYSTEM (WECS) (CATEGORY 3)

CATEGORY 3	
(a) a site plan showing and labeling the information outlined in this bylaw, and the location of overhead utilities on or abutting the subject lot or parcel;	
(b) a detailed public consultation process, complete with a summary report;	
(c) an analysis of the visual impact of the project with respect to the scenic qualities of the municipal landscape, including the cumulative impact of other WECS in the area and the impact of overhead collection lines;	
(d) scale elevations or photographs of the proposed WECS showing total height, tower height, rotor diameter, and colour;	
(e) the manufacturer's specifications indicating: <ul style="list-style-type: none"> • the WECS rated output in kilowatts; • the safety features and sound characteristics; • the type of material used in the tower, blade, and/or rotor construction; 	
(f) a noise analysis at the site of the installation and the boundary of the property containing the development, to ensure consistency with AUC Rule 12	
(g) specifications on the foundations and/or anchor design, including location and anchoring of any guy wires;	
(h) proof of the applicant's circulation to required regulatory agencies and government departments;	
(i) information regarding general public safety, including methods to secure towers from vandalism or unauthorized access;	
(j) impacts to the local road system including required approaches from public roads & roads to be used to bring construction materials & equipment to the property;	
(k) a plan outlining site decommissioning and reclamation;	
(l) a description of potential impacts on existing or nearby WECS and wind infrastructure on adjacent properties.	
(m) a copy of the AUC approval for the project	

3. REFERRALS

Prior to making a decision on a development application for a WECS (Category 3), Administration will refer the application to the adjacent landowners within a 2-mile radius of each turbine as well as the agencies noted below. Due to the site-specific nature of each development, the list noted below is not exhaustive and ministry names are subject to

change from time to time. The Municipal Planning Commission will consider all information received as part of the decision process.

- Alberta Arts, Culture and Status of Women – Historic Resources,
- Alberta Electric System Operator (AESO),
- Alberta Environment and Protected Areas,
- Alberta Transportation and Economic Corridors,
- Alberta Utilities Commission,
- Innovation, Science and Economic Development Canada,
- NAV Canada, and
- Alberta Air Ambulance
- Alberta Health Services

4. WECS (CATEGORY 3) SETBACK REQUIREMENTS

- (1) A WECS shall be located a minimum distance of 1.6 km (1 mile) from any dwelling not belonging to the owner of the land on which the WECS is located or at the distance established by the 'AUC Rule 12: Noise Control' whichever is greater.
 - The current owner of a dwelling or subdivided residential property not belonging to the owner of the land on which a proposed WECS is located may waive the 1.6 km (1 mile) required setback by providing notice in writing to the Development Authority.
- (2) A WECS shall be located so that the setback is a minimum of 100 metres (328 feet) from any side and rear property lines.
- (3) The setback for a WECS shall be a minimum of 400m (1312 feet) from a municipal road allowance.
- (4) A WECS shall be setback a minimum of 3.2 km (2-miles) from the boundary of a village, town or hamlet that falls within the borders of Kneehill County.
- (5) A WECS adjacent to a provincial highway must have the approval of Alberta Transportation and the developer/applicant will be required to meet whichever setback requirements are greater whether from Alberta Transportation or Kneehill County.
- (6) No WECS shall be located within the flight path of an existing airport as recognized by NAV Canada, a private runway, helipad, or other aviation-related use.
- (7) In order to protect habitat for birds of prey and waterfowl, no WECS shall be located within two miles of the following significant water bodies:
 - Red Deer River
 - Keiver's Lake – (Lake No. 2)
 - Bigelow Dam
 - Lake 19 – (Ducks Unlimited Loc 840434)
 - Kneehills Creek
 - Three Hills Creek
 - Ghostpine Creek

- Lonestone Creek
- Rosebud River
- Swalwell Dam
- Braconier Dam

5. MINIMUM BLADE CLEARANCE

The minimum vertical blade clearance from grade shall be 7.6 m (25 feet) for a WECS employing a horizontal axis rotor unless otherwise required by the Municipal Planning Commission.

6. COLOUR AND FINISH

- (1) A WECS shall be finished in a non-reflective matte and colour which minimizes the obtrusive impact of a WECS, to the satisfaction of the Municipal Planning Commission.
- (2) The wind turbines may display the developer's and/or manufacturer's logos and identification lettering on the structure but cannot be used for other advertising purposes.

7. ADDITIONAL REQUIREMENTS FOR WECS, (CATEGORY 3)

- (1) During construction all equipment that moves from field to field will be required to be thoroughly cleaned prior to entering a new field in order to reduce or eliminate weed and/or disease transference.
- (2) The applicant to provide proof of insurance.
- (3) An analysis of the potential for electromagnetic interference to other WECS, radio, telephone, wireless, satellite, micro-wave, radar, or other electronic communication systems;
- (4) If a non-tubular design is proposed, the anchor design, location of any guy wire anchors, and how the tower is to be secured from unauthorized access or use.
- (5) A foundation plan with specifications.
- (6) An Emergency Response Plan prepared by a qualified professional and approved by the County's Emergency Management Department prior to the project commencement.
- (7) If the WECS is to be developed in stages, a phasing plan.
- (8) The Applicant/Developer will be required to enter into a Road Use Agreement and a Development Agreement with the Municipality.
- (9) A security deposit shall be posted during the construction period in a form and amount determined to be appropriate by the Development Authority. Any damage to roads and/or other infrastructure during this period that is not rectified by the Applicant/Developer, will be remedied by the Municipality and the damage deposit (or a portion thereof) will be forfeit.
- (10) "As Built" plans will be required to be submitted to the municipality once the project is complete. The project will be required to register with Utility Safety Partners (previously First Call) in order to ensure the lines can be located when work is being done in the area.
- (11) A post construction and decommissioning plan detailing removal of all WECS structures and the reclamation of the land back to its natural state or equivalent land capability as

required by the Conservation and Reclamation Directive for Renewable Energy Operations (Alberta Environment 2018/09/14)

- i. A cost estimate prepared by a qualified professional that details the costs of decommissioning the full installation and reclamation of the entire subject lands. Proof of security must be submitted to the satisfaction of the Municipality and may be subject to third party review completed by a qualified professional, at the cost of the Applicant.
- ii. If the WECS is out of service or not producing energy for a period of two-years, it will be deemed non-operational and decommissioning, removal, and reclamation will need to commence in accordance with the decommission and reclamation plan submitted with the application.

8. PUBLIC CONSULTATION

- (1) The applicant, or agent, for a WECS, (Category 3) shall advertise and host at least one open house or public meeting, in the general area of the site proposed for development and provide proof of the meeting with a summary of the findings, to the municipality prior to the Municipal Planning Commission meeting, where the application will be heard.

9. CHANGES TO WECS

- (1) Any upgrades to an existing WECS that trigger an amendment or a new permit from the AUC will also require a new development permit from Kneehill County.
- (2) Any significant changes to the approved site plan will require a new development permit from Kneehill County.

SOLAR ENERGY SYSTEMS

1. DEFINITIONS

The following definitions apply to this part:

Healthy Forage Stand as taken from *The Rangeland Health Assessment Manual Developed by Alberta Agriculture*, which means the following criteria have been achieved:

Soil:

- a. 10% or less human-caused bare soil,
- b. No erosion beyond the natural extent for the site.

Vegetation:

- c. Minimum 75% or more of the live vegetation cover must be from the introduced forage species listed in the vegetation management plan.
- d. Maximum of 25% of the live vegetation cover from weedy and disturbance induced species,
- e. Less than 1% of the live vegetation cover from regulated noxious weeds with control management actions in place,

Final range health assessment should indicate “healthy” according to the final score sheet.

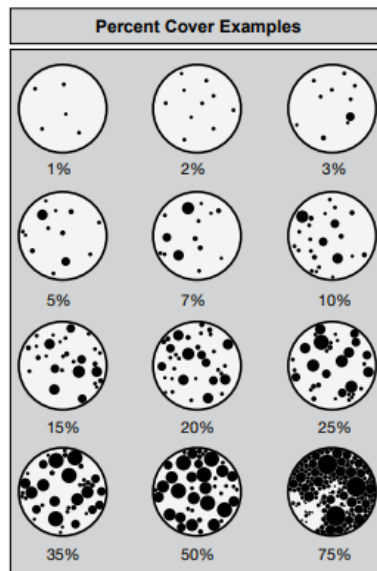


Figure 1 Rangeland Health Assessment for Grassland, Forest and Tame Pasture Field Workbook p. 36

Operator means, for the purposes of this Bylaw, the holder of a license, approval or permit issued by the Alberta Utilities Commission for the purposes related to the carrying on of an activity on or in respect of a specified land.

Parcel Boundary, External means the property boundary for the subject lands and refers to the parcel boundary adjacent to a municipal road allowance.

Parcel Boundary, Internal means the side and rear property boundaries of the subject lands.

Pest means an animal, bird, insect, plant or disease declared to be a pest as defined in the *Agricultural Pests Act* and the *Pest and Nuisance Control Regulations*.

Project Footprint means all the lands which are a part of an approved application as well as any residual lands within a titled parcel, whether or not the lands are leased by an operator.

CATEGORY 1


Solar Energy System, Private (Category 1), is a system using solar panels to collect solar energy from the sun and convert it to energy to be used for a single landowner, resident, business, or occupant of a site, for personal, domestic, and/or business use(s), onsite. Annual electricity produced for the site is generally expected to be equal to consumption.



1.SOLAR ENERGY SYSTEM, PRIVATE APPLICATIONS (CATEGORY 1)

- (1) Applications for a private use solar energy system with ground-mounted arrays may be considered in any district except the Manufactured Home District (MHD).
- (2) Solar energy systems with ground-mounted arrays and associated equipment will require a development permit and will need to meet setbacks for the district.
- (3) Solar arrays may be installed on the roof of any building or may be ground-mounted in a rear or side yard. Private use roof installed solar arrays will not require a development permit but will still require the appropriate Safety Code Permits.
- (4) If a solar array is being mounted on a tower/pole, the applicant will have to adhere to the height requirements of the applicable district as stated in the Bylaw.
- (5) There shall be no aboveground portion of an alternative energy structure located in a front yard of a residential district. A solar array may be ground-mounted in a side yard, provided the structure complies with the minimum side yard setback requirements of the district.
- (6) A Roadside Development permit may be required to be submitted to Alberta Transportation.
- (7) Development and/or Safety Code Permit applications for a Solar Energy System, Private, shall be accompanied by the following information:
 - (a) Documentation showing the system is designed to produce energy for the onsite sole use and consumption by the landowner, resident, or occupant.
 - (b) Manufacturer's specifications for system design, installation, and output capacity.
 - (c) Orientation and placement of solar panels on the site including setbacks from property lines.
 - (d) Manufacturer's specification and design drawings for panels mounted to the roof or walls of a building or accessory structure, including how the panels are to be affixed, maximum projection from the roof or wall, and structural capacity of the roof or wall to support the proposed development.
 - (e) For free-standing solar panels, a description of the proposed ground mount design and maximum height from the existing grade; and
 - (f) Documentation showing all systems for mounting and securing meet Safety Code requirements this will include engineering for roof-mounted systems on both new and existing buildings.
- (8) Solar Energy System, Private, shall adhere to the following:

- (a) Panels shall be located so they do not create a glare on or impact neighbouring parcels or public roadways, or unduly affect the amenities of the neighbourhood, or present a danger to the travelling public.
- (b) Panels mounted to a roof of a building or accessory structure shall not extend beyond the outermost edge of the roof.
- (c) Panels mounted to a roof or wall of a building or accessory structure shall not project more than 0.45 m (1.5 feet) from the surface.
- (d) The maximum height of a free-standing solar panel shall not exceed 2.44 m (8 feet).
- (e) Setbacks prescribed in the land use district, or those setbacks established by a condition applied to a development permit shall prevail; and
- (f) The maximum number of panels per parcel shall be regulated by the Development Authority, subject to the existing use of the parcel and the current use of adjacent parcels.

CATEGORY 2	
<p>Solar Energy System, Agricultural (Category 2), is a system using solar panels to collect solar energy from the sun and convert it to energy to be used for on-farm purposes, agricultural production or processing and on-site consumption. These energy systems are connected to the power grid and may augment the grid from time to time.</p>	


2. SOLAR ENERGY SYSTEM, AGRICULTURAL APPLICATIONS (CATEGORY 2)

- (1) Applications for a solar energy system, agricultural with ground-mounted arrays may be considered in any district except the Manufactured Home District (MHD).
- (2) Solar energy systems with ground-mounted arrays and associated equipment will require a development permit and will need to meet setbacks for the district.
- (3) Solar arrays may be installed on the roof of any building or may be ground-mounted in a rear or side yard. Private use roof installed solar arrays will not require a development permit but will still require the appropriate Safety Code Permits.
- (4) If a solar array is being mounted on a tower/pole, the applicant will have to adhere to the height requirements of the applicable district as stated in the Bylaw.
- (5) There shall be no aboveground portion of an alternative energy structure located in a front yard of a residential district. A solar array may be ground-mounted in a side yard, provided the structure complies with the minimum side yard setback requirements of the district.
- (6) A Roadside Development permit may be required to be submitted to Alberta Transportation.
- (7) Development and/or Safety Code Permit applications for a Solar Energy System, Agricultural, shall be accompanied by the following information:
 - (a) Documentation showing the system is designed to produce energy for the onsite sole use and consumption by the landowner, resident, or occupant.

- (b) Manufacturer's specifications for system design, installation, and output capacity.
- (c) Orientation and placement of solar panels on the site including setbacks from property lines.
- (d) Manufacturer's specification and design drawings for panels mounted to the roof or walls of a building or accessory structure, including how the panels are to be affixed, maximum projection from the roof or wall, and structural capacity of the roof or wall to support the proposed development.
- (e) For free-standing solar panels, a description of the proposed ground mount design and maximum height from the existing grade; and
- (f) Documentation showing all systems for mounting and securing meet Safety Code requirements this will include engineering for roof-mounted systems on both new and existing buildings.

(8) Solar Energy System, Agricultural, shall adhere to the following:

- (a) Panels shall be located so they do not create a glare on or impact neighbouring parcels or public roadways, or unduly affect the amenities of the neighbourhood, or present a danger to the travelling public.
- (b) Panels mounted to a roof of a building or accessory structure shall not extend beyond the outermost edge of the roof.
- (c) Panels mounted to a roof or wall of a building or accessory structure shall not project more than 0.45 m (1.5 feet) from the surface.
- (d) The maximum height of a free-standing solar panel shall not exceed 2.44 m (8 feet).
- (e) Setbacks prescribed in the land use district, or those setbacks established by a condition applied to a development permit shall prevail; and
- (f) The maximum number of panels per parcel shall be regulated by the Development Authority, subject to the existing use of the parcel and the current use of adjacent parcels.

CATEGORY 3	
<p>Solar Energy System, Commercial/Industrial (Category 3), is a system using solar technology to collect energy from the sun and convert it to energy to be used for off-site consumption, distribution to the marketplace, or a solar energy system not meeting the definition of solar energy systems, private</p>	

3. SOLAR ENERGY SYSTEM, COMMERCIAL/INDUSTRIAL APPLICATIONS (CATEGORY 3)

Solar Energy Systems, Commercial/Industrial are those developments that feed power back into the general provincial power grid, are distributing to other properties, or are selling power for a profit at an industrial scale.

Projects must be approved by the Alberta Utilities Commission (AUC) prior to submitting an application to the county. The AUC approval must be included with your application package.

Development applications for a Solar Energy System, Commercial/Industrial, shall be accompanied by the following information:

4. SITE INFORMATION

- (a) A detailed site plan including elevations, and accessibility to a road, showing the titled parcel(s) location of the solar energy system, required setbacks, existing structures, distance from adjacent land and road allowance.
- (b) Location of overhead utilities on or adjacent to the subject parcel.
- (c) Location and identification of environmentally sensitive areas on the parcel where the panels are to be located.
- (d) Solar Energy System, Commercial/Industrial shall be setback a minimum of 3.2 km (2-miles) from the boundary of a village, town or hamlet that falls within the borders of Kneehill County.
- (e) In order to protect habitat for birds of prey and waterfowl, no Solar Energy System, Commercial/Industrial shall be located within two miles of the following significant water bodies:
 - Red Deer River
 - Keiver's Lake – (Lake No. 2)
 - Bigelow Dam
 - Lake 19 – (Ducks Unlimited Loc 840434)
 - Rosebud River
 - Swalwell Dam
 - Braconnier Dam
- (f) A landscaping and screening plan showing how the installation will be visually screened from neighbouring parcels and adjacent roadways is to be submitted to the satisfaction of the County and will include sufficient construction details, plant lists and minimum sizes.

5. SPECIFIC TO DEVELOPMENT

- (a) Details regarding the system type, number of structures, height of structures, energy process, grid connection and rated output.
- (b) Details regarding signage, public safety, and security measures.

6. SPECIFIC TO LAND

- (a) Site suitability analysis, including but not limited to, topography, soils characteristics and classification, storm water drainage collection and management for a 1:50 year storm event, road accessibility, grading and drainage plan, availability of water supply, sewage disposal and solid waste disposal if required, compatibility with surrounding land uses, potential impacts on agricultural land, potential visual impacts, and consistency with the Municipal Development Plan.
- (b) Environmental impact assessment prepared by a qualified professional demonstrating site suitability, impact mitigation reclamation requirements.
- (c) The applicant must submit a Stormwater Management Plan that outlines how they will mitigate offsite impacts to adjacent lands, roads, or waterbodies (either permanent or

intermittent), located in proximity to the site. This plan will be reviewed by municipal engineers to ensure that it meets the protection necessary for these adjacent lands.

7. SPECIFIC TO CONSTRUCTION

- (a) Impacts on the proposed access roads including approaches.
- (b) A soils erosion, topsoil and soil stockpile management plan to address:
 - Any proposal to strip and stockpile topsoil during the construction/erection period and the rationale or need for doing so, and
 - The details on proposed soil management practices and erosion control due to both wind and water; for the period of both construction and post-construction.
 - Surface drainage and erosion control must also adequately address and account for impacts associated with the impervious nature of the collectors.
- (c) Detailed information regarding a construction traffic management plan including estimated number of trips, parking and staging areas and any potential impacts to public roads. A Road Use Agreement will be required, and the County must approve any haul route as well as any staging areas that fall outside of the proposed site and utilizes our road network.
- (d) The Applicant shall provide proof of insurance.
- (e) During construction all equipment that moves from field to field will be required to be thoroughly cleaned prior to entering a new field in order to reduce or eliminate weed and/or disease transference.
- (f) A security deposit shall be posted during the construction period in a form and amount determined to be appropriate by the Development Authority. Any damage to roads and/or other infrastructure during this period that is not rectified by the Applicant/Developer, will be remedied by the Municipality and the damage deposit (or a portion thereof) will be forfeit.

8. POST CONSTRUCTION

- (a) Post construction and decommissioning plan detailing removal of all solar energy structures and the reclamation of the land back to its natural state or equivalent land capability as required by the Conservation and Reclamation Directive for Renewable Energy Operations (Alberta Environment (2018/09/14)).
 - i. A cost estimate prepared by a qualified professional that details the costs of decommissioning the full installation and reclamation of the entire subject lands. Proof of security must be submitted to the satisfaction of the Municipality and may be subject to third party review completed by a qualified professional, at the cost of the applicant.
 - ii. If the solar power system is out of service or not producing energy for a period of two-years it will be deemed non-operational and decommissioning, removal, and reclamation will need to commence in accordance with the decommission and reclamation plan submitted with the application.
- (b) A Vegetation, Weed, Insect and Pest Management Plan that addresses how invasive plants, weeds, and pests such as Richardson Ground Squirrels will be controlled during the construction period and the projected lifespan of the development, to be submitted for review and approval by the Kneehill County Agricultural Fieldman.

- (c) A standardized methodology for assessment of vegetation stands for renewable energy sites will utilize the standard for a “Healthy Forage Stand” as defined in this section.
 - i. The site will be assessed by Agricultural Services staff during the growing season at a minimum of 4 plot points on the site to create an average site evaluation. Staff will utilize the “Tame Pasture” Health assessment score sheet disregarding the scoring for “Woody Regrowth” as per the *Rangeland Health Assessment Manual*.”
 - ii. Any score less than healthy will require immediate action by the landowner/developer according to Agricultural Services recommendations to remedy the issue (i.e., mowing, spraying, reseeding, etc.)
 - iii. Additionally, nuisance species such as Richardson Ground Squirrels will be kept below threshold levels of one active mound per metre in a 100 metre by 2 metre assessment strip. (Standard pulled from *Alberta Agriculture’s Agri-Facts Sheet on Managing Richardson’s Ground Squirrels*)

9. FIRE & EMERGENCY MANAGEMENT FOR A SOLAR ENERGY SYSTEM, COMMERCIAL/INDUSTRIAL (CATEGORY 3)

- (a) A Fire Safety Plan submitted with the application for review and approval by the Fire Safety Codes Officer prior to project commencement.
- (b) A Fire Mitigation Strategy submitted for review and approval by the Kneehill County Fire Services Department (KCFS). Any changes to the fire mitigation plan, the solar installation layout, spacing between solar collectors, the screening plan or any other aspect of the project as requested by the KCFS must be undertaken and resubmitted to the satisfaction of KCFS prior to project commencement.
- (c) An Emergency Response Plan prepared by a qualified professional and approved by the County’s Emergency Management Department prior to project commencement.

10. PUBLIC CONSULTATION

- (1) The applicant, or agent, for a Commercial/Industrial site shall advertise and host at least one open house or public meeting, in the general area of the site proposed for development and provide proof of the meeting with a summary of the findings, to the municipality prior to the Municipal Planning Commission meeting, where the application will be heard.

11. ADDITIONAL APPROVALS

- (1) Copies of regulatory approvals, utility permits and any other approvals required by the federal and/or provincial government shall be provided to the municipality.

12. PROTECTION OF AGRICULTURAL LANDS

- (1) In order to minimize the impact on agricultural lands, for Solar Energy Systems, Commercial/Industrial, the:

- (a) Siting of Solar Energy Systems, Commercial/Industrial should take place on lands considered to be poor agricultural land with a Canada Land Inventory (CLI) soil classification of 4 through 7.
- (b) Use of native prairie grassland, and high-quality agricultural soils with a Canada Land Inventory (CLI) soils classification of 1 through 3, shall be prohibited. These lands are defined on the attached map noted as "Schedule A".
- (c) Topsoil must remain on the property it originated on and may be stockpiled but must be managed in a way that it can be utilized for reclamation. Stockpiles are to be kept under suitable weed free vegetative cover (minimum 80%) to prevent soil erosion. The vegetative cover must be established immediately upon completion of stockpiling and maintained for the life of the stockpile.

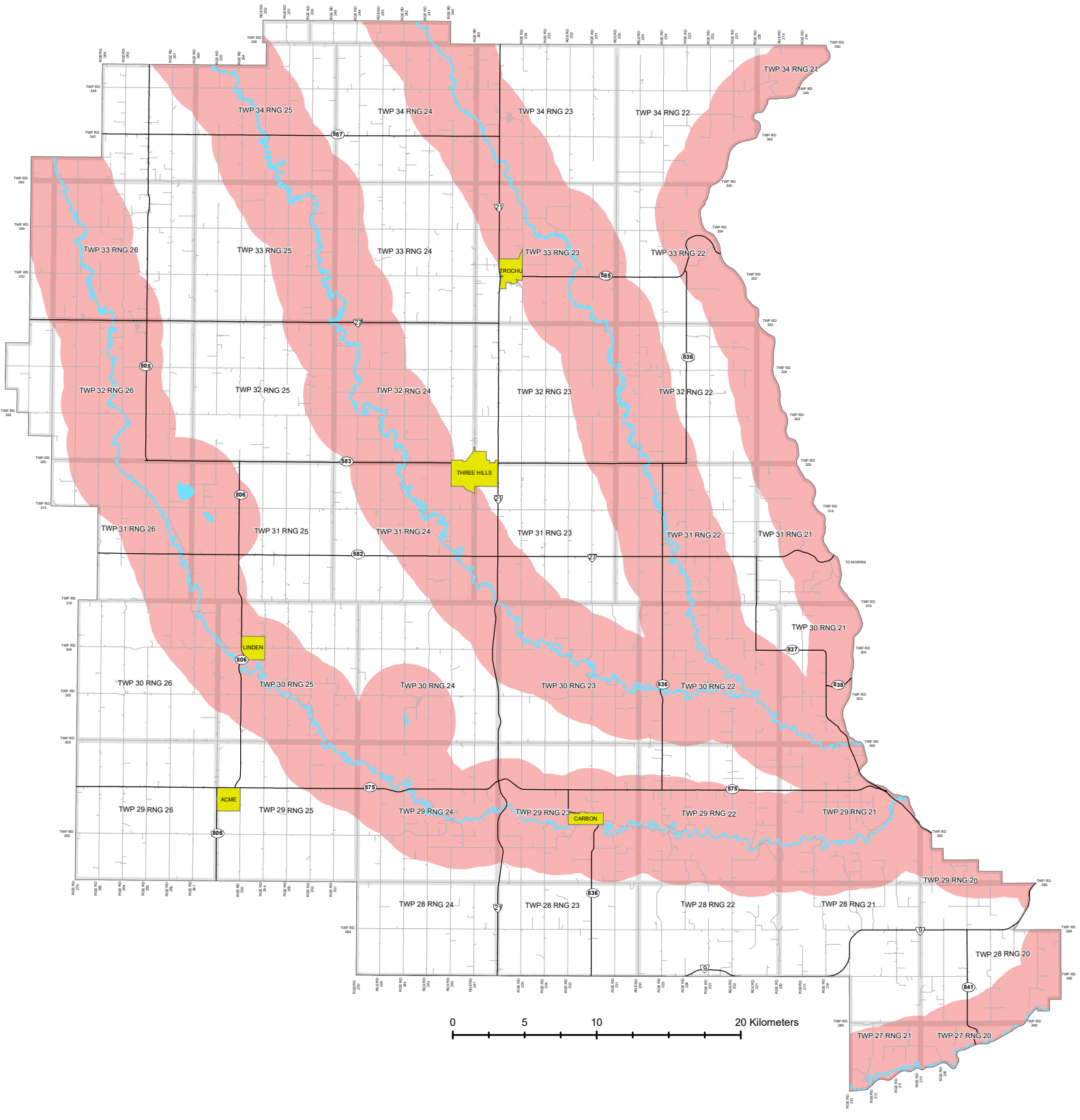
13. NOTIFICATION

- (1) Development applications for Solar Energy Systems, Commercial/Industrial shall be referred to:
 - (a) Provincial and Federal agencies, the list noted below is not exhaustive and ministry names are subject to change from time to time:
 - Alberta Agriculture and Forestry
 - Alberta Arts, Culture and Status of Women – Historical Resources
 - Alberta Energy Systems Operator (AESO)
 - Alberta Environment and Protected Areas
 - Alberta Transportation and Economic Corridors Alberta Utilities Commission
 - Innovation, Science & Economic Development Canada
 - NAV Canada
 - Transport Canada
 - (b) Adjacent municipalities if required in an Intermunicipal Development Plan.
 - (c) Landowners within 3.2 km (2 miles) of the proposed site or in accordance with an existing Intermunicipal Development Plan.

14. ADDITIONAL CONDITIONS FOR SOLAR ENERGY SYSTEMS, COMMERCIAL/ INDUSTRIAL (CATEGORY 3)

- (1) Depending on the size, type and site of the project being proposed, the designated officer or Municipal Planning Commission may require the applicant to comply with any or all of the following standards or conditions:
 - (a) A Road Use Agreement will be required to be entered into with Kneehill County during the construction period of the project.
 - (b) A Development Agreement shall be entered into and registered on the title of the lands where the project is sited.

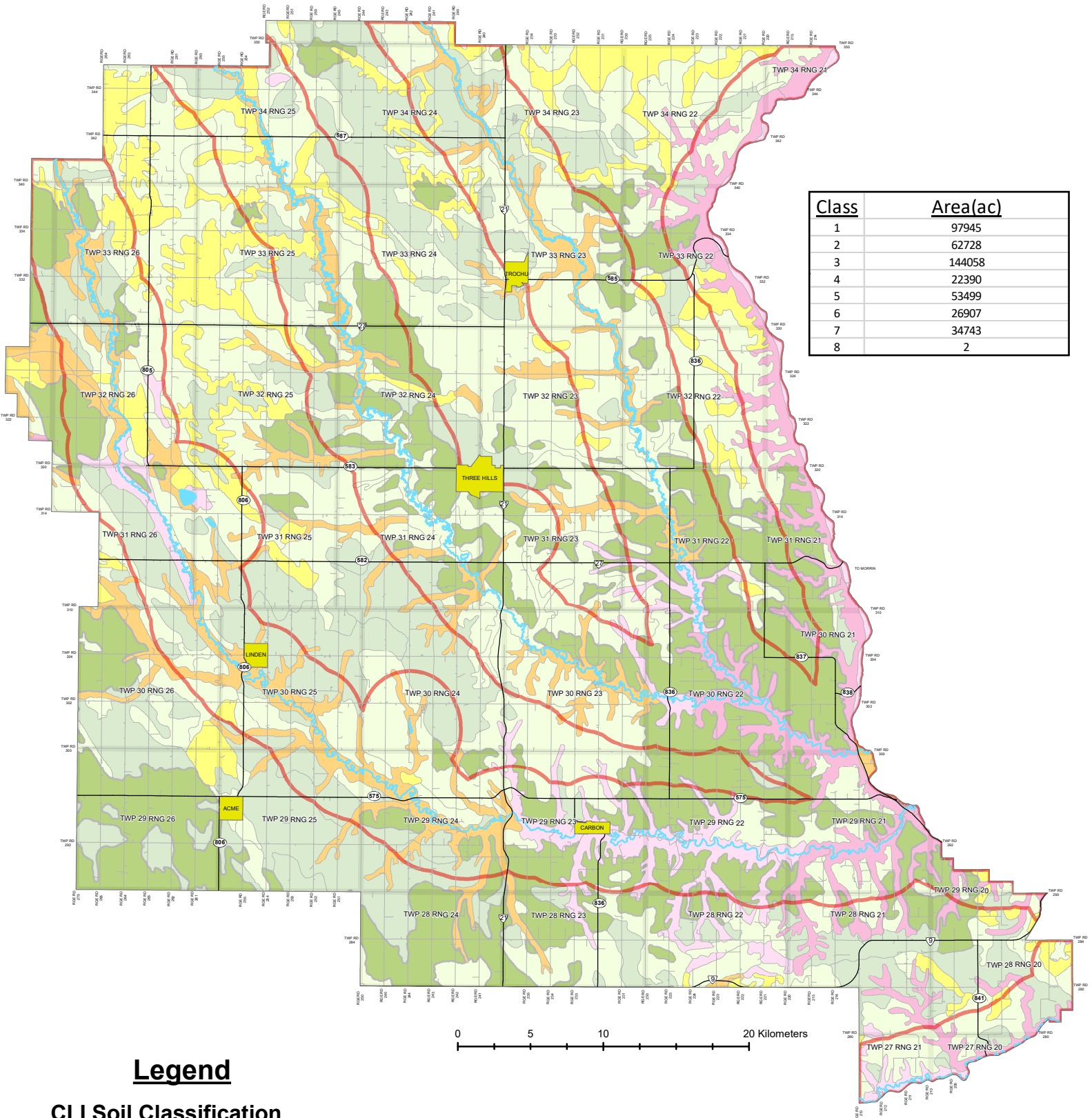
Wind Energy Conversion System Setbacks to Water Courses



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 Project Name : KC_0093

Wind Energy Conversion System Setbacks to Water Courses



Class	Area(ac)
1	97945
2	62728
3	144058
4	22390
5	53499
6	26907
7	34743
8	2

Legend

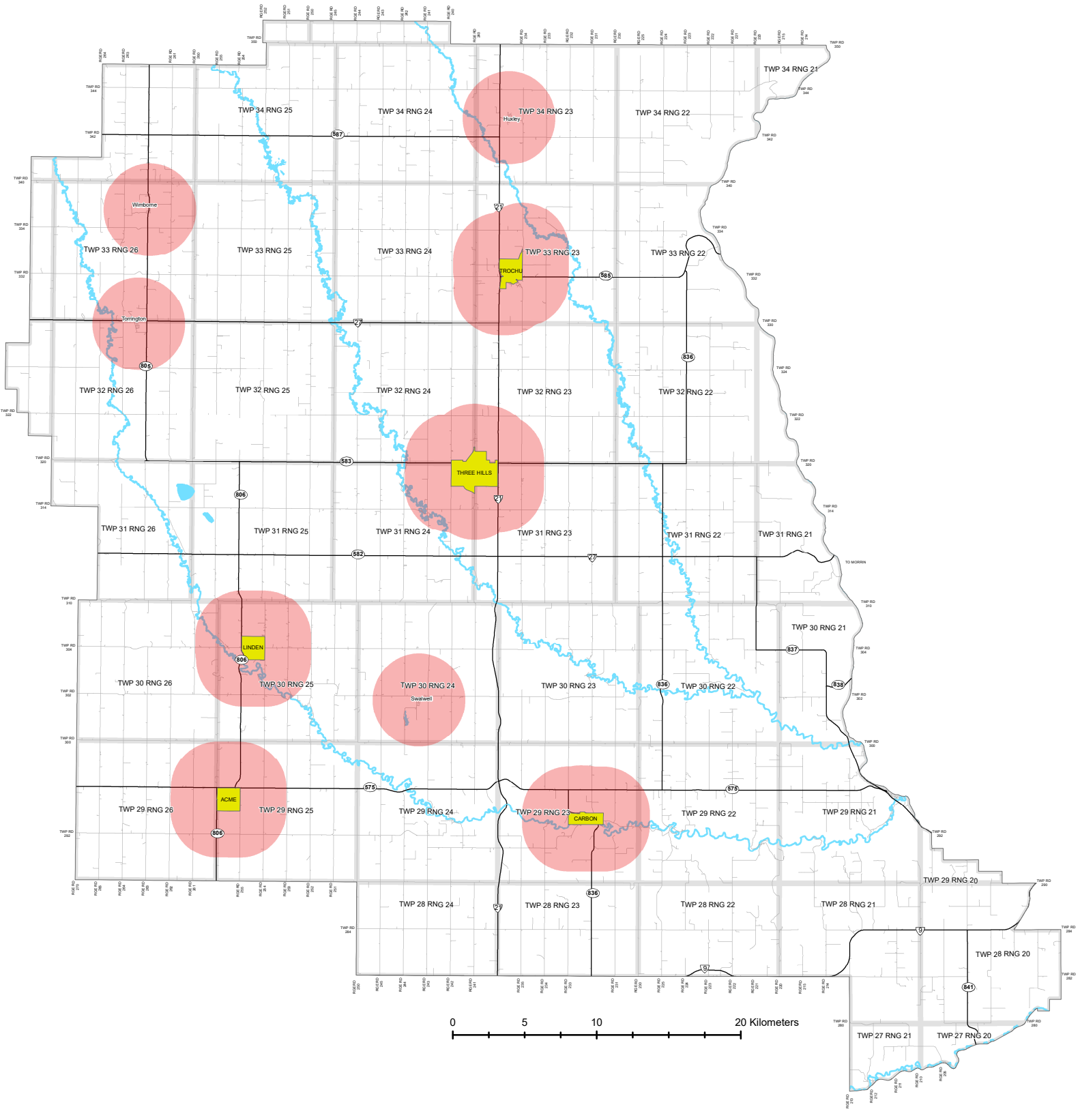
CLI Soil Classification

	1		4		7
	2		5		8
	3		6		0

0 5 10 20 Kilometers

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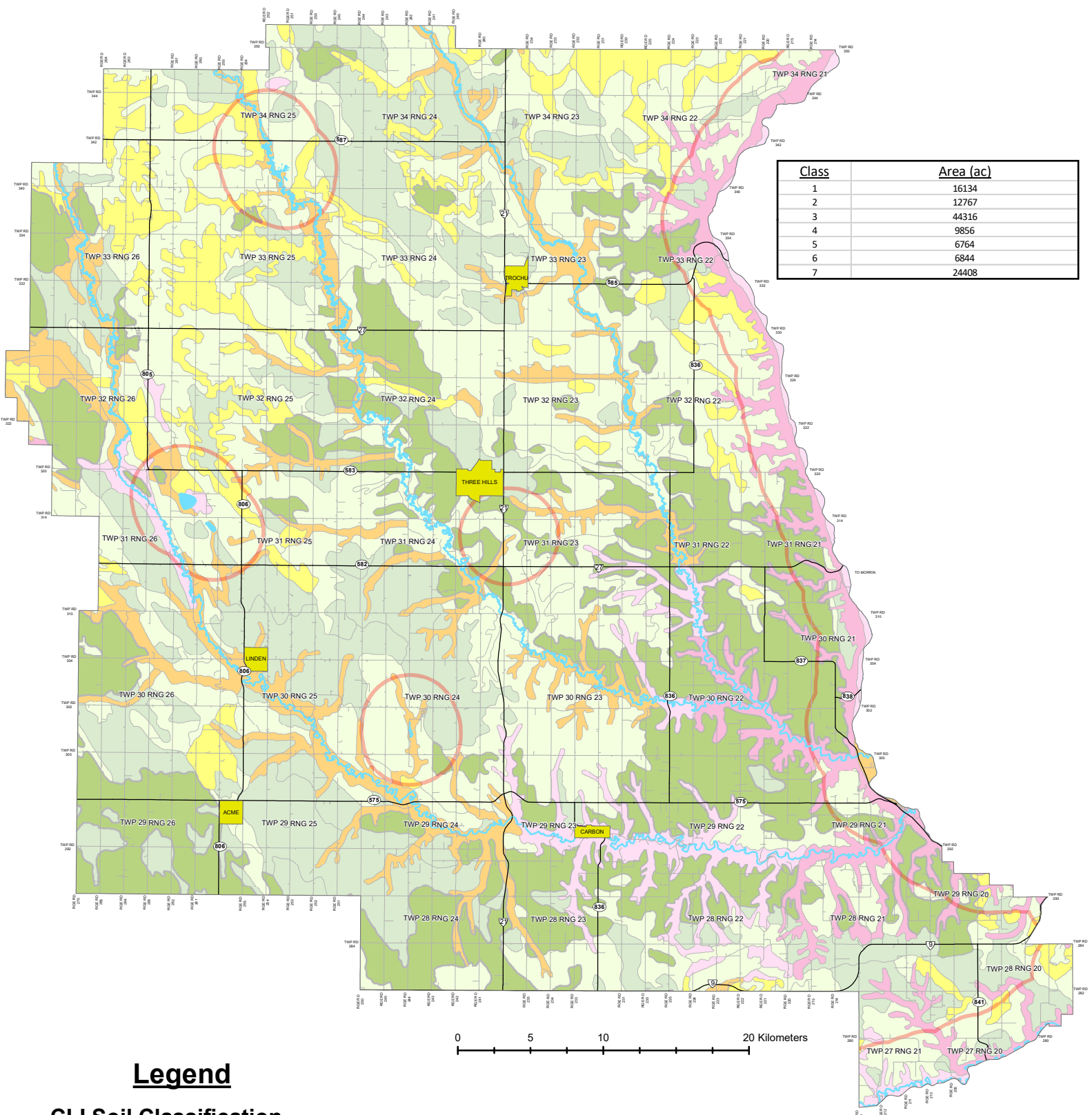


2-mile Setback
Page 186 of 261

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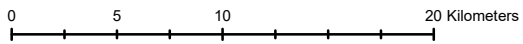


Class	Area (ac)
1	16134
2	12767
3	44316
4	9856
5	6764
6	6844
7	24408

Legend

CLI Soil Classification

	1		4		7
	2		5		8
	3		6		0



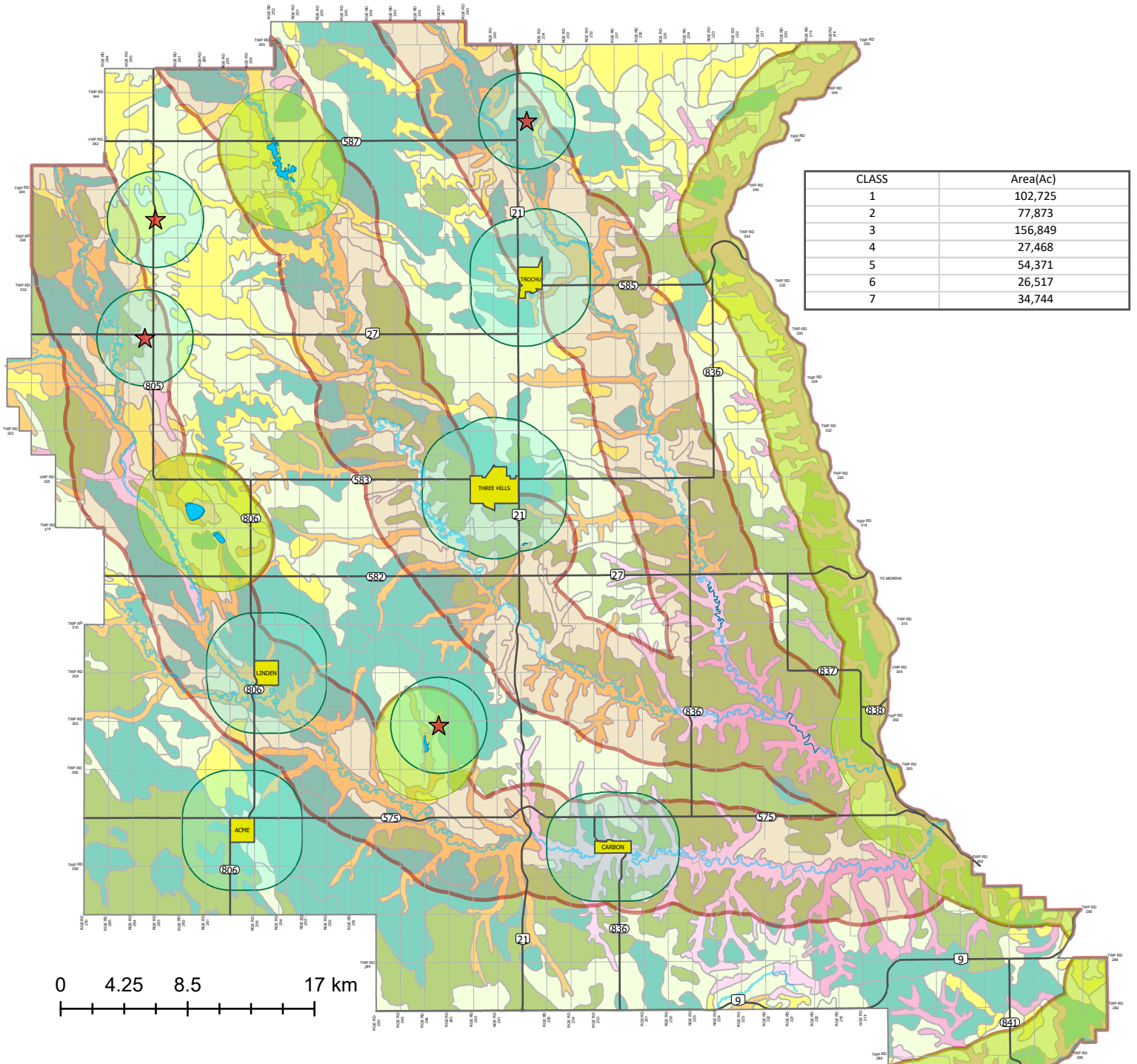
2-Mile Setback
Page 187 of 261

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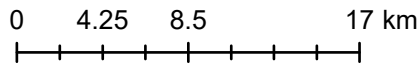
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Project Name : KC_0093

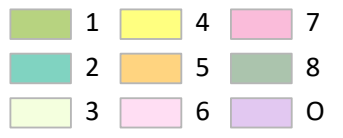
Solar Generation and Wind Energy Setbacks



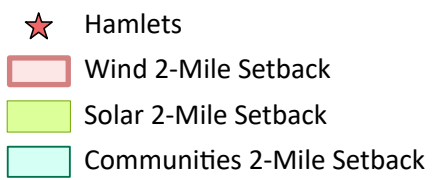
CLASS	Area(Ac)
1	102,725
2	77,873
3	156,849
4	27,468
5	54,371
6	26,517
7	34,744



Soil Classification



Legend



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Subject: **Disposal of Fire Engines**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Debra Grosfield, CLGM Manager of Protective Services
 Presented By: Debra Grosfield, CLGM Manager of Protective Services

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input 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:

In 2020, Kneehill County donated 2 engines to Alberta Society for Firefighters Abroad – Project Paraguay. ASFA has a mission to build the capacity and safety of firefighters and emergency services abroad through apparatus, equipment, and training projects. Deliveries were delayed through the pandemic, however, both trucks are now in service in Paraguay.



In 2023, we were able to re-purpose a tender into our Transportation Department as a tank truck.

We have two trucks ready to dispose of in 2024:

1. Kneehill County Engine in Three Hills Fire Hall – this is a 2004 Engine, reaching its recommended life span for a front-line engine.
2. Kneehill County Spare Engine, housed in KC Transportation Shop – this is the 2001 Engine from Acme that was used to temporarily go to any of the halls during repairs of other units to ensure a front-line pump engine was in the community for protection during downtime. We have mitigated this through new Tender replacements having pumping capabilities and can bridge that gap, along with Mutual Aid partners.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

1. To sell the Engines in Auction with a reserve bid and put monies raised back into our Capital Equipment Plan - The income from fire trucks over 20 years was anticipated to be higher, as in the past couple years. However, with trucks now back into regular build rotations, that price has again decreased to “normal” disposal prices. For example, a partner municipality received \$14,000 as a sale price for their year 2000 Engine.
2. To donate the Engines to Alberta Society for Firefighters Abroad – Project Paraguay.

From the ASFA “Paraguay has been our primary base of operations since 2015 and we’re still working with departments down there. That said, if for some reason we don’t find departments in Paraguay that want or can receive the trucks (unlikely) we’d explore other Countries to send them to that are similar in need to Paraguay.

The value to these departments is unmeasurable. In most of the cases when we donate these trucks it becomes the one and only fire engine these departments have. We have donated to departments to replace their current apparatus, but when that happens, they either move the truck to second line to bolster their ability to respond, or they donate the truck to a nearby department that doesn’t currently have one. As an example, we did send one of the other donated trucks to a department that had one already, but it was a 1950’s vintage trucks and quite unreliable so the donation was a significant improvement for them. New fire apparatuses aren’t available in Paraguay and even if they were the departments would never be able to fund the purchase of one, so these donations are essentially the difference between being able to respond to fires with an actual fire truck or responding to fires with a modified water tank on the back of a pick-up, or not being able to respond at all.”

FINANCIAL & STAFFING IMPLICATIONS:

Donating the items would see a decrease in the sale of assets, within our Capital Equipment Replacement Plan.

The disposal income from fire trucks over 20 years was anticipated to be higher, as in the past couple of years. However, with trucks now back into regular build rotations, that price has again decreased to “normal” disposal prices. For example, a partner municipality received \$14,000 as a sale price for their year 2000 Engine.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

None

COUNCIL OPTIONS:

1. To sell the Engines in Auction with a reserve bid and put monies raised back into our Capital Equipment Plan.
2. To donate both Engines to Alberta Society for Firefighters Abroad – Project Paraguay.

RECOMMENDED MOTION:

That Council donate the two Engines (Spare and Kneehill County Three Hills Station) to Alberta Society for Firefighters Abroad – Project Paraguay.

FOLLOW-UP ACTIONS:

Administration will make the necessary arrangements to fulfill Council's direction.

APPROVAL(S):






Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Community Grants Round Two 2024**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager
 Presented By: Carolyn Van der Kuil, Legislative Services Manager

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)- Policy # 15-3, Community Grants to Non-Profit Organizations

BACKGROUND/PROPOSAL:

The Round Two Community Grant Application deadline was on October 2nd, 2024.
 Attached for Council’s consideration are the applications.
 There are a total of four eligible applications with the fifth application may or may not be eligible and we have brought this application forward for Council to determine eligibility.
 The total amount requested, including the potentially ineligible application, is \$10,125.37. There remains a balance of \$14,475.50 in the grant program, meaning Council has sufficient funds to approve all applications, should they choose to do so.

Total of 2024 Budget	\$30,000.00
Round One Funding February	\$15,524.50
Round Two Funding October	\$0.00
Balance for 2024	\$14,475.50

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Trochu Dance Troupe
 The Trochu Dance Troupe is seeking funding to purchase and install mirror coverings in their dance studio. The total project cost is \$850. They are requesting \$425 in funding. The County has not provided them with funding in the past.

Torrington & District Agricultural Society



The Torrington & District Agricultural Society is seeking funding to purchase new goalie net netting. The total project cost is \$960.75. They are requesting \$480.37 in funding. In 2019, the County provided them with \$1,500 to update their website.

Kneehill Minor Hockey Association

Kneehill Minor Hockey Association is seeking funding to replace their worn out goalie equipment. The total project cost is \$2,939.98. They are requesting \$1,470 in funding. The County has provided them support in the past. In 2022, the County provided them with \$5,000 in funding for new jersey's, and in 2022 the County provided them with \$2,732 to purchase smaller nets.

Kneehill Adult Learning Society

Kneehill Adult Learning Society is seeking funding to provide minor renovations/upgrades to learning and office space. The committee presented their project at the October 15, 2024 Committee of the Whole meeting. The total project cost is \$5,500. They are requesting \$2,750 in funding. The County provided this organization grant money previously to renovate for wheel chair access in the amount of \$5,000.

Kneehill Housing Corporation

Kneehill Housing Corporation is seeking funding to renovate their single rooms to double rooms. The total project cost is \$10,000. They are requesting \$5,000 in funding. The County has not provided them grant money in the past.

Administration is uncertain that Kneehill Housing Corporation meets the grant program criteria, but Council has funded projects in seniors lodges in the past (Linden Benevolent Society for Seniors).

Overview

Trochu Dane Troupe Society	\$425.00	Purchase and install mirror coverings in their dance studio
Torrington & District Agricultural Society	\$480.37	Purchase new goalie net netting
Kneehill Minor Hockey Association	\$1,470.00	Replace worn out goalie equipment
Kneehill Adult Learning	\$2,750.00	For minor renovations/upgrades to learning and office space
Kneehill Housing Corporation	\$5,000.00	To assist in the cost of renovating single rooms into double rooms
TOTAL	\$10,125.37	

FINANCIAL & STAFFING IMPLICATIONS:

The total budget for Community Grants is \$30,000, allocated across both Round One and Round Two. After awarding \$15,524.50 in Round One, \$14,475.50 remains for Round Two. If Council approves all current applications, \$5,399.13 will still be available in the budget.

RECOMMENDED ENGAGEMENT:

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



ATTACHMENTS:

- Grant Applications
- Community Grants Policy

COUNCIL OPTIONS:

1. That Council approve the recommended grant applications totaling \$10,125.37
2. That Council approve certain applications, but not all them.
3. That Council defer this item to a future meeting in order for Administration to require further information.
4. That Council receive for information.

RECOMMENDED MOTION:

That Council approve the following Round Two Community Grants for the listed non-profit organizations:

Trochu Dane Troupe Society	\$425.00	Purchase mirror coverings in their dance studio
Torrington & District Ag Society	\$480.37	Purchase new goalie net netting
Kneehill Minor Hockey Assoc	\$1,470.00	Replace worn out goalie equipment
Kneehill Adult Learning	\$2,750.00	For minor renovations to learning and office space
Kneehill Housing Corporation	\$5,000.00	To assist in the cost of renovating single rooms into double rooms
TOTAL	\$10,125.37	

FOLLOW-UP ACTIONS:

Administration will reach out to the following organizations to inform them of Council's decision.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-



POLICY



Section Grants/Scholarships/Awards/Donation	Policy No. 15-3	Page 1 of 4
Policy Title Community Grants to Non-Profit Organizations	Date: November 28, 2023	Motion No. 421/23

Policy Statement:

Kneehill County recognizes that volunteer community associations are vital to the health, well-being and social development of our community. Each year Kneehill County Council allocates a predetermined amount of money towards project based initiatives and non-operational expenditures through a grant process that responds to community need and are community driven. Funding under this Policy is a one-time interim measure and is not to be relied on as a continuing source of revenue. Council fully expects community organizations to be self-sustaining and to develop working relationships with other contributing partners.

Purpose:

This policy is intended to address grant requests from Non-Profit Organizations. This policy and its associated procedure establishes eligibility criteria and a process for receiving grant applications from Non-Profit Organizations, as well as protocols for distributing grants and receiving reports that outline how funds have been expended.

Policy Guidelines/Procedures:

1. Eligibility

1.1. Community Grants to Non-Profit Organizations shall be limited to those organizations that:

- a) Have short-term minor projects
- b) Have Projects that can be completed within one year of funding approval
- c) Are responsible for the financial operation of the project
- d) Have project-based initiatives and not operational expenditures
- e) Are able to match the funding requested at a minimum of 50 per cent of the total project cost

1.2. The following organizations are eligible for funding under this policy:

- a) Non-profit organizations, societies, or associations
 - i) Who have society status for minimum of 2 (two) years and be in good standing
 - ii) Who operate within Kneehill County and project is completed within Kneehill County boundaries

1.3. The following are not eligible for funding under this policy:

- a) Municipalities
- b) Individual persons
- c) Organizations that provide services or programs that are the responsibility of another level of government, including Health, Education, Libraries and Social Services



POLICY

Section Grants/Scholarships/Awards/Donation	Policy No. 15-3	Page 2 of 4
Policy Title Community Grants to Non-Profit Organizations	Date: November 28, 2023	Motion No. 421/23

- d) Religious organizations; however, we will consider organization with religious affiliations that are seeking funding for non-denominational initiative that is open to the community-at-large
- e) Organizations with political affiliations
- f) Projects that have already been started or completed
- g) Programs, events and activities that have received support from the County through another application from another non-profit organization
- h) Organizations that received Kneehill Community Grant to Non-Profit Organizations funding in the prior year of more than \$1,000 are not eligible this year
- i) Project cannot enhance or create a fully owned municipal asset. Applications involving land and/or facilities must include a Certificate of Title.
- j) Organizations must be able to match the funding requested at a minimum of 50% of the total project cost.

2. Funding Allotment & Allocation

- 2.1. The grant amount and availability will be determined by Council during the annual budget deliberations.
- 2.2. Grant funding is approved on a matching basis. This means organizations must contribute an amount equal to or exceeding the actual Community Grant. The matching requirement may be met in the form of any combination of money, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.
 - a) The value of volunteerism for Community Grant is based on:
 - \$20.00/hour for unskilled labour;
 - \$35.00/hour for skilled labour;
 - Donated materials and professional services at verified fair market value; and
 - Donated heavy equipment (incl. operator) \$70.00/hour.
 - b) Time and labour provided towards preparation of Community Grant funding applications, committee planning meetings, fundraising and similar activities are not eligible for Community Grants matching purposes.
- 2.3. Funding is limited to a minimum of \$250 dollars
- 2.4. Organizations can request to present to Council but is not mandatory.
- 2.5. Additional information or clarification may be requested by Council before approval of funds

3. Applications

POLICY

Section Grants/Scholarships/Awards/Donation	Policy No. 15-3	Page 3 of 4
Policy Title Community Grants to Non-Profit Organizations	Date: November 28, 2023	Motion No. 421/23

- 3.1. Organizations interested in applying for the grant must complete the provided official application form that provides detailed information about the proposed project, its objectives, budget and benefit to Kneehill County.
- 3.2. Application forms can be picked up at the Kneehill County Administration Building, and are also available electronically online at www.kneehillcounty.com.
- 3.3. All applications will be signed by two members of the society's Executive Committee.
- 3.4. There will be two (2) application and distribution dates each year:
 - a) The first application deadline is the first Wednesday of March
 - b) The second application deadline is the first Wednesday of October
- 3.5. Funding requests received after the application deadline will not be accepted and the applicant will be requested to submit an application for the next grant period.
- 3.6. If the application form is not properly filled out, the grant application will not be considered.
4. **Review Process**
 - 4.1. Administration will review the submission and short-list those that appear to be fully eligible to make application.
 - 4.2. Community grant applications will be brought before the Council during either a Committee of the Whole Meeting or a regular Council Meeting following the application due date. If presented during a Committee of the Whole Meeting, the recommendation will be subject to ratification through a Council motion at an upcoming Council Meeting.
 - 4.3. Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain Community Grant funding.
5. **Disbursement of Funds**
 - 5.1 Applicants will be notified upon Council approving their application.
 - 5.2 Grant funding will be approved in full amount requested or not approved at all.
 - 5.3 Where a grant is awarded, 100% of the grant amount portion will be forwarded to the applicant once Council has approved the grant by resolution during a regular Council meeting.
6. **Accountability of Funds**
 - 6.1 Organizations approved for funding must use the funds within one year and submit a final report to Kneehill County using the official accountability form template.
 - 6.2 Organizations provided financial support pursuant to this policy shall be accountable for the expenditure of funds provided.
 - 6.3 The program, event and activity shall be undertaken without material alteration.


POLICY

Section Grants/Scholarships/Awards/Donation	Policy No. 15-3	Page 4 of 4
Policy Title Community Grants to Non-Profit Organizations	Date: November 28, 2023	Motion No. 421/23

- 6.4 The entire amount of financial support provided must be used exclusively for the project program, event or activity identified in the application.
- 6.5 If the organization is unable to conduct the project program, event or activity in the current year, a written letter of request for an extension must be submitted.
- 6.6 Requests for an extension will require approval from the Chief Administrative Officer, with Council being updated on the Chief Administrative Officer's decision.
- 6.7 If an extension request is not received, or if an extension is not granted, the organization shall return the funds provided by the County.
- 6.8 Organizations receiving support pursuant to this policy must repay to the County any unexpended portion of the funds provided, or any amounts expended for purposes other than those specified in the application.
- 6.9 If the organization does not comply with the requirements of Sections 6.1 to 6.8 of this policy, future financial support from the County pursuant to this policy or any other may not be considered.



Ken King,
Reeve



Mike Haugen,
CAO

Amended: November 25, 2014 423/14
Approved: December 10, 2019 533/19
Approved: November 28, 2023 421/23
Review Date: November 28, 2027



Community Grants to Non-Profit Organizations
Application Form
 POLICY #15-3

ORGANIZATION INFORMATION

Date: September 30, 2024

Organization Legal Name: The Trochu Dance Troupe Society

Society Registration Number: 50318868

Contact Person: Alisa Kolenosky

ORGANIZATION DESCRIPTION

Please provide a brief explanation of your organization, it could include your mission statement, activities you preform, or any relevant information.

We provide affordable dance classes to children

PROJECT INFORMATION

Please provide a brief (one sentence) description of the project for which grant funding is requested on the line below. (i.e. upgrade furnace in hall)

Purchase and install mirror coverings in our dance studio

- Please attach a detailed description of the project for which Community Grant funding is requested and include:
- An indication of how this project will benefit our community.
 - If you are including volunteer labour or any other donation "in-kind", please include detailed information about this in your description. (i.e. how many volunteers and expected volunteer hours etc.)
 - location of the project

Trochu Community Centre

- If this project involves land and/or facilities, a Certificate of Title must be included with application.

- Yes No Will this project be completed within the current year?
 Yes No Would you like to present to Council? (This is not mandatory)
 Yes No If you do not receive this grant, will the project take place?

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a grant. 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.



Community Grants to Non-Profit Organizations
Application Form
 POLICY #15-3

PROJECT FUNDING			
Project Funding Details – Please identify all sources of funding for this project			
			Total Amount
Kneehill County Contribution- Please fill in the funding request for this application (Minimum \$250)			\$ 425.00
Additional revenues to complete the project: Organizations must contribute an amount equal to or exceeding Kneehill County's Contribution.			
	Confirmed Amount	Pending Amount	
Organization's cash contribution to the project	\$ 425.00		\$ 425.00
Other grants applied for			\$
Volunteer Labour*			\$
Donated In-Kind (including equipment and material)*			\$
Other Funding Sources			\$
Total Project Funding (This amount must equal the Total Project Cost)			\$ 850.00

* Rates are: \$20/hr for unskilled labour, \$35/hr for skilled labour and \$70/hr for equipment including operator
 Proof for budgeted in-kind contributions and volunteer labour will be requested on the Accountability form.

APPLICANT AGREEMENT

I DECLARE THAT: (application must be signed by two members of the Society's Executive Committee.)

- I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.
- Any grant awarded shall be used solely for the purposes stated within Community Grants to Non-Profit Organizations Policy #15-3.

Signature: *Alisa Kolenosky*
 Name Printed: Alisa Kolenosky
 Date: September 30, 2024

Signature: *Lori Webb*
 Name Printed: Lori Webb
 Date: September 30, 2024

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The Trochu Dance Troupe Society provides dance classes to children based out of the Trochu Community Centre. We currently have over 50 kids registered for our 2024-2025 season and have operated in the community since 1984. We are requesting funds to install coverings (blinds) for the mirrors we have in our studio space at the Trochu Community Centre. This will allow our dancers to utilize the mirrors while learning their dances and choreography for the year but also allow our instructors to cover these mirrors when it gets close to performance time to ensure our dancers are able to confidently take the stage for their end of year recitals and competitions. Parent volunteers will install the coverings.



Community Grants to Non-Profit Organizations
Application Form
POLICY #15-3

ORGANIZATION INFORMATION

Date: September 29, 2024

Organization Legal Name: Torrington & District Agricultural Society

ORGANIZATION DESCRIPTION

Please provide a brief explanation of your organization, it could include your mission statement, activities you perform, or any relevant information.

We operate the Ron Gorr Memorial Arena in Torrington.

PROJECT INFORMATION

Please provide a brief (one sentence) description of the project for which grant funding is requested on the line below. (i.e. upgrade furnace in hall)

Purchase new goalie net netting

- Please attach a detailed description of the project for which Community Grant funding is requested and include:
 - An indication of how this project will benefit our community.
 - If you are including volunteer labour or any other donation "in-kind", please include detailed information about this in your description. (i.e. how many volunteers and expected volunteer hours etc.)
 - location of the project

If this project involves land and/or facilities, a Certificate of Title must be included with application.

- Yes No Will this project be completed within the current year?
- Yes No Would you like to present to Council? (This is not mandatory)
- Yes No If you do not receive this grant, will the project take place?

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a grant. 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.



Community Grants to Non-Profit Organizations
Application Form
 POLICY #15-3

PROJECT FUNDING			
Project Funding Details – Please identify all sources of funding for this project			
			Total Amount
Kneehill County Contribution- Please fill in the funding request for this application (Minimum \$250)			\$ 480.37
Additional revenues to complete the project: Organizations must contribute an amount equal to or exceeding Kneehill County's Contribution.			
	Confirmed Amount	Pending Amount	
Organization's cash contribution to the project	480.38		\$ 480.38
Other grants applied for			\$
Volunteer Labour*			\$
Donated In-Kind (including equipment and material)*			\$
Other Funding Sources			\$
Total Project Funding (This amount must equal the Total Project Cost)			\$ 960.75

* Rates are: \$20/hr for unskilled labour, \$35/hr for skilled labour and \$70/hr for equipment including operator
 Proof for budgeted in-kind contributions and volunteer labour will be requested on the Accountability form.

APPLICANT AGREEMENT

I DECLARE THAT: (application must be must be signed by two members of the Society's Executive Committee.)

- I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.
- Any grant awarded shall be used solely for the purposes stated within Community Grants to Non-Profit Organizations Policy #15-3.

Signature: *Alisa Kolenosky*
 Name Printed: Alisa Kolenosky
 Date: Sept 30, 2024

Signature: Michael Leischner Digitally signed by Michael Leischner Date: 2024.09.30 09:31:51 -06'00'
 Name Printed: Michael Leischner
 Date: 09/30/2024

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a grant. 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.

Replacing the netting on the goalie nets at the Ron Gorr Memorial Arena in Torrington will benefit the community by continuing to provide good quality equipment for all sports teams and the public who utilise the arena. For the upcoming season we have approximately 70 hockey players from the Kneehill Area Recreation Hockey Association and 20 players from the Reed Ranch FunTeam Hockey that will utilise the area weekly for their practises and games. We also rent the ice to other hockey groups on the weekends for tournaments and to increase our revenue. Having goal nets in good condition are critical for these hockey groups. Volunteers will install the netting on the old hockey net frames. We are unsure of how long of a process that will be.



Community Grants to Non-Profit Organizations
Application Form
POLICY #15-3

ORGANIZATION INFORMATION

Date: September 9, 2024

Organization Legal Name: Kneehill Minor Hockey Association

ORGANIZATION DESCRIPTION

Please provide a brief explanation of your organization, it could include your mission statement, activities you perform, or any relevant information.

See Attached.

PROJECT INFORMATION

Please provide a brief (one sentence) description of the project for which grant funding is requested on the line below. (i.e. upgrade furnace in hall)

Replace worn out goalie equipment.

- Please attach a detailed description of the project for which Community Grant funding is requested and include:
 - An indication of how this project will benefit our community.
 - If you are including volunteer labour or any other donation "in-kind", please include detailed information about this in your description. (i.e. how many volunteers and expected volunteer hours etc.)
 - location of the project
- Three Hills Centennial Place Arena & Trochu Arena

If this project involves land and/or facilities, a Certificate of Title must be included with application.

- Yes No Will this project be completed within the current year?
- Yes No Would you like to present to Council? (This is not mandatory)
- Yes No If you do not receive this grant, will the project take place?

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a grant. 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.



Community Grants to Non-Profit Organizations
Application Form
 POLICY #15-3

PROJECT FUNDING			
Project Funding Details – Please identify all sources of funding for this project			
			Total Amount
Kneehill County Contribution- Please fill in the funding request for this application (Minimum \$250)			\$ 1469.99
Additional revenues to complete the project: Organizations must contribute an amount equal to or exceeding Kneehill County's Contribution.	Confirmed Amount	Pending Amount	
Organization's cash contribution to the project	1469.99	0	\$ 1469.99
Other grants applied for	0	0	\$ 0
Volunteer Labour*	0	0	\$ 0
Donated In-Kind (including equipment and material)*	0	0	\$ 0
Other Funding Sources	0	0	\$ 0
Total Project Funding (This amount must equal the Total Project Cost)			\$ 2939.98

* Rates are: \$20/hr for unskilled labour, \$35/hr for skilled labour and \$70/hr for equipment including operator
 Proof for budgeted in-kind contributions and volunteer labour will be requested on the Accountability form.

APPLICANT AGREEMENT

I DECLARE THAT: (application must be must be signed by two members of the Society's Executive Committee.)

- I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.
- Any grant awarded shall be used solely for the purposes stated within Community Grants to Non-Profit Organizations Policy #15-3.

Signature: *Ashley Kester*
 Name Printed: Ashley Kester
 Date: September 23, 2024

Signature: *Mike Arvidson*
 Name Printed: Mike Arvidson
 Date: October 2, 2024

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a grant. 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.



Community Grants to Non-Profit Organizations
Application Form
POLICY #15-3

ORGANIZATION INFORMATION

Date: October 1, 2024

Organization Legal Name: Kneehill Adult Learning Society

ORGANIZATION DESCRIPTION

Please provide a brief explanation of your organization, it could include your mission statement, activities you preform, or any relevant information.

Kneehill Adult Learning Society is a non-profit organization and has been serving the C

PROJECT INFORMATION

Please provide a brief (one sentence) description of the project for which grant funding is requested on the line below. (i.e. upgrade furnace in hall)

Minor renovations/upgrades to learning and office space

- Please attach a detailed description of the project for which Community Grant funding is requested and include:
 - An indication of how this project will benefit our community.
 - If you are including volunteer labour or any other donation "in-kind", please include detailed information about this in your description. (i.e. how many volunteers and expected volunteer hours etc.)
 - location of the project

409 / 411 Main Street, Three Hills Alberta

- If this project involves land and/or facilities, a Certificate of Title must be included with application.

- Yes No Will this project be completed within the current year?
- Yes No Would you like to present to Council? (This is not mandatory)
- Yes No If you do not receive this grant, will the project take place?

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a grant. 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.



Community Grants to Non-Profit Organizations
Application Form
 POLICY #15-3

PROJECT FUNDING			
Project Funding Details – Please identify all sources of funding for this project			
			Total Amount
Kneehill County Contribution- Please fill in the funding request for this application (Minimum \$250)			\$ 2750
Additional revenues to complete the project:			
Organizations must contribute an amount equal to or exceeding Kneehill County's Contribution.			
	Confirmed Amount	Pending Amount	
Organization's cash contribution to the project	1715		\$ 1715
Other grants applied for			\$
Volunteer Labour*	1035		\$ 1035
Donated In-Kind (including equipment and material)*	0		\$ 0
Other Funding Sources			\$
Total Project Funding (This amount must equal the Total Project Cost)			\$ 5500

* Rates are: \$20/hr for unskilled labour, \$35/hr for skilled labour and \$70/hr for equipment including operator
 Proof for budgeted in-kind contributions and volunteer labour will be requested on the Accountability form.

APPLICANT AGREEMENT

I DECLARE THAT: (application must be must be signed by two members of the Society's Executive Committee.)

- I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.
- Any grant awarded shall be used solely for the purposes stated within Community Grants to Non-Profit Organizations Policy #15-3.

Signature:
 Name Printed: Emma Dabrowski
 Date: October 1, 2024

Signature:
 Name Printed: Dennis Punter
 Date: Oct 1 / 2024

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a grant. 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.



October 1, 2024

Application for Kneehill County Community Grants to Non-Profits

Background and value to Kneehill County:

Kneehill Adult Learning & Newcomer Services has been serving Kneehill County for more than 50 years. We provide accessible programming, resources, and services for adults to discover skills which are theirs for a lifetime. Through our programming, motivated learners gain skills needed for local community engagement, leading to greater independence, and empowering them to make personal and professional contributions towards a strong and thriving rural community.

We began as a lifelong learning program offering continuing education and general interest classes throughout Kneehill County. In 1995, we incorporated as a provincial nonprofit. We are the Community Adult Learning Program for Kneehill County. In 2022, with a provincial grant, we began offering newcomer settlement and integration services to newcomers to Canada and local employers of Temporary Foreign Workers.

We had over 1,100 registrations for our programs and services in 2023 alone, benefiting the people of Kneehill County through:

- ESL classes and tutoring
- Literacy, numeracy, digital tutoring, and Cree, French and Spanish classes
- Services for newcomers to Canada
- Welcoming Community Initiatives and activities
- Support for parents with children who have Learning Disabilities
- Learning for adults with diverse abilities
- Safety certification courses, such as First Aid and Food Safe
- Access to technology (free wifi, public computer use, faxing)
- Help completing, printing, and submitting forms and applications
- Referrals to other local organizations and resources
- Post-secondary information and exam invigilation
- Employment services, including the Kneehill County employment Facebook page

We provide a safe place for other valuable organizations to meet with their local clients.



Project Information:

Over the past few years, we've gradually outgrown our main office and classroom spaces as the need for newcomer services and foundational learning opportunities has increased. We have a convenient primary location on Main Street in Three Hills and did not want to move from here. At the beginning of the year (January 2024), we decided to rent the building next door and expand our space. This expansion significantly increased our available programming area and provides office space for other valuable community non-profits to meet with their clients.

We used a federal grant to complete the necessary construction to facilitate accessibility for people with physical barriers. This grant paid for accessible technology for our foundational digital skills program. We did a lot of the deep cleaning and minor upgrades ourselves, with help from volunteers.

Our goal is to expand the safe and welcoming environment we have in the original office, focusing on a comfortable atmosphere in which to learn, versatility of the space for community and program use, and enough room to assure confidentiality for staff, volunteers, and clients. Each project we embark on also seeks to overcome barriers to needed services and programs for vulnerable community members.

To achieve this, our project proposal to the Kneehill County Community Grants program includes the following items:

- Kitchen area modifications: adding new cabinets, doors to existing cabinets, and fridge to increase useable space
- Laundry area addition: repurposing unused nook into a small laundry area for office use and for clients who do not have laundry facilities at home
- Children's play area: creating a pop-up area which can be tucked away when not in use, to better accommodate parents who bring young children to classes or for services

All activities under this project will be completed within one year of receipt of funds.



Budget Details:

Material costs were estimated from current costs as per Home Hardware, Costco, and Ikea.

Volunteer hours were estimated with input from licensed builders. The skilled labour hours will be completed by licensed builders and contractors, as well as volunteers with professional experience. This includes the assembly and installation of kitchen cabinets as well as preparing the space for, and installation of, washer/dryer. Our organization functions with the help of dozens of volunteers. In 2023, we recorded over 1000 volunteer hours. Our last major renovation was in 2015 when we first moved into our current location, 409 Main Street. This work was completed with 1630 volunteer hours.

Activities:	Materials			Labour			Project TOTAL	Cash contrib.	Total Match	
	QTY	cost	Total	20 unskil	35 skill	Total				
Kitchen										
Upper cabinets	1	75	75				675		600	
	2	300	600	9	12	600	600			
Pantry cupboard	1	300	300				300			
Lower cabinet doors	2	45	90				90			
Fridge	1	1100	1100	1	1	55	1155	650	705	
Laundry										
Washer/Dryer	1	1700	1700	3	8	340	2040	800	1140	
Children's Area										
Fence	2	200	400	1		20	420	200	220	Grant
Children's utility cart	1	200	200	1		20	220	65	85	Request
Totals			4465	1035			5500	1715	2750	2750

Total Project Cost: 5500
Total Matching: 2750
Total Grant Request: 2750



Summation:

Funding from Kneehill County for this project ensures that we will not have to complete the project in small increments over a long period of time. Operating with constant upgrades and construction would be disruptive to our programming and services, and far from ideal.

Some items in our project proposal might not happen at all, such as the laundry area addition. This really would be a shame as local low-income housing does not have laundry and there are no public laundry facilities in Three Hills. We serve a number of clients who are barred from receiving services and participating in the community because they have no clean clothing to wear. It is our desire to increase opportunities for rural community members by meeting needs and closing gaps in amenities and services for local vulnerable people. This is one avenue.

We humbly request that Kneehill County join us in our mission to provide accessible, foundational programming, resources, and services for adults, empowering them to make personal and professional contributions towards keeping Kneehill County a strong and thriving community.

Thank you for considering providing the matching funds for our project! We look forward to completing the included activities in an efficient and timely manner.

Sincerely,

Emma Dabrowski

Executive Director, Kneehill Adult Learning & Newcomer Services
admin@kals3hills.ca | 403-443-5556



Community Grants to Non-Profit Organizations
Application Form
POLICY #15-3

ORGANIZATION INFORMATION

Date: September 25, 2024

Organization Legal Name: Kneehill housing Corporation

ORGANIZATION DESCRIPTION

Please provide a brief explanation of your organization, it could include your mission statement, activities you preform, or any relevant information.

Kneehill Housing Corporation provides housing and lifestyle options in a quality environ

PROJECT INFORMATION

Please provide a brief (one sentence) description of the project for which grant funding is requested on the line below. (i.e. upgrade furnace in hall)

Renovate our Single Rooms to Double Rooms

- Please attach a detailed description of the project for which Community Grant funding is requested and include:
 - An indication of how this project will benefit our community.
 - If you are including volunteer labour or any other donation "in-kind", please include detailed information about this in your description. (i.e. how many volunteers and expected volunteer hours etc.)
 - location of the project

Renovating our single rooms in the Golden Hills Lodge, into double rooms will create additional couple/double rooms available for seniors in our community.

- If this project involves land and/or facilities, a Certificate of Title must be included with application.

- Yes No Will this project be completed within the current year?
- Yes No Would you like to present to Council? (This is not mandatory)
- Yes No If you do not receive this grant, will the project take place?

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Community Grants to Non-Profit Organizations
Application Form
 POLICY #15-3

PROJECT FUNDING			
Project Funding Details – Please identify all sources of funding for this project			
			Total Amount
Kneehill County Contribution- Please fill in the funding request for this application (Minimum \$250)			\$ 5000.00
Additional revenues to complete the project: Organizations must contribute an amount equal to or exceeding Kneehill County's Contribution.	Confirmed Amount	Pending Amount	
Organization's cash contribution to the project	5000.00		\$ 5000.00
Other grants applied for			\$
Volunteer Labour*			\$
Donated In-Kind (including equipment and material)*			\$
Other Funding Sources			\$
Total Project Funding (This amount must equal the Total Project Cost)			\$ 5000.00

* Rates are: \$20/hr for unskilled labour, \$35/hr for skilled labour and \$70/hr for equipment including operator
 Proof for budgeted in-kind contributions and volunteer labour will be requested on the Accountability form.

APPLICANT AGREEMENT

I DECLARE THAT: (application must be must be signed by two members of the Society's Executive Committee.)

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- Any grant awarded shall be used solely for the purposes stated within Community Grants to Non-Profit Organizations Policy #15-3.

Signature: *Carrie Edoes* *Chair KHC*
 Name Printed: CARRIE Edoes
 Date: Sept 25, 2024

Signature: *[Signature]*
 Name Printed: Amanda Gill
 Date: 2024-09-25

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a grant. 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: **Renewable Energy Reclamation Security Engagement**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Mike Haugen, CAO
 Presented By: Mike Haugen, CAO

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input 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:

Council’s consideration of this item has been requested by Councillor Cunningham.

The Province is currently undertaking an engagement regarding security deposits related to renewable energy developments. They will accept any feedback; but are particularly specifically requesting feedback on the following questions”

1. *What are some challenges and opportunities related to implementing mandatory security, including your thoughts on the option for landowners to choose either negotiating security directly with developers, or taking part in a new program for government-held security?*
2. *What should government consider when implementing a government-held program for wind and solar reclamation security?*
3. *How should security be calculated and when should it be required by Environment and Protected Areas for wind and solar renewable energy operations? Specifically:*
 - a. *Should the value of any scrap or salvage value be considered in the cost estimate for wind and solar reclamation security? If so, should there be a maximum amount, for example, should it be limited to a percentage of the estimated value or estimated reclamation costs?*
 - b. *Should there be alignment between types of renewable energy development, for example, should the amount of security required at time of application for solar and wind projects be aligned with geothermal?*

The deadline for response is October 15th, 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Administration offers the following notes for Council’s consideration (contained under each question)

1. *What are some challenges and opportunities related to implementing mandatory security, including your thoughts on the option for landowners to choose either negotiating security directly with developers, or taking part in a new program for government-held security?*



Security for renewable energy developments should be assessed, administered, and collected by the Province. The Province has the capacity and expertise to do this where individual landowners likely do not. Additionally, the Province has the greatest enforcement tools regarding securities.

2. *What should government consider when implementing a government-held program for wind and solar reclamation security?*

The security taken should be determined by the Province, payable upon commencement of construction, and updated regularly to ensure that security held is sufficient to cover complete reclamation costs.

3. *How should security be calculated and when should it be required by Environment and Protected Areas for wind and solar renewable energy operations? Specifically:*
 - a. *Should the value of any scrap or salvage value be considered in the cost estimate for wind and solar reclamation security? If so, should there be a maximum amount, for example, should it be limited to a percentage of the estimated value or estimated reclamation costs?*
 - b. *Should there be alignment between types of renewable energy development, for example, should the amount of security required at time of application for solar and wind projects be aligned with geothermal?*

Security should be taken prior to the liability being incurred, so prior to the commencement of construction. Securities for different developments should be looked at based on this principle, not solely in their alignment with each other. When security is taken for geothermal has no bearing on when a liability is accrued for wind or solar projects.

Salvage value is irrelevant to the cost of reclamation (restoring the land to an equivalent capacity) and should not be used to reduce the security required. What a developer does with salvageable material should be left as an internal matter to them.

FINANCIAL & STAFFING IMPLICATIONS:

There are none other than staff time which can be accommodated within existing work plans.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

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

ATTACHMENTS:

NA

COUNCIL OPTIONS:

1. Council may opt to submit the suggested responses or submit amended responses.
2. Council may opt to not submit a written response.

RECOMMENDED MOTION:

That Council direct Administration to submit a written response as part of the Renewable Energy Reclamation Security Engagement based the amended answers discussed.



FOLLOW-UP ACTIONS:

Administration will submit a written response based on Council's direction.

APPROVAL(S):






Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Central Alberta Economic Partnership**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Mike Haugen, CAO
 Presented By: Mike Haugen, CAO

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input 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 item has been brought forward by Councillor McGhee.

As a member of the Central Alberta Economic Partnership (CAEP), the County is entitled to two representatives. One being a member of Council and the other being a business representative.

The County does not currently have an appointee to the Business Representative position.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

If the County would like to appoint an individual to CAEP as a business representative, the County should undertake an application process that would enable Council to assess interest and choose a suitable representative should one or more expressions of interest be received.

The deadline is November 18th, meaning a decision would be required of Council at the November 12th Regular Council Meeting.

FINANCIAL & STAFFING IMPLICATIONS:

There are no implications beyond staff time which can be accommodated with existing resources.

RECOMMENDED ENGAGEMENT:

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

ATTACHMENTS:

NA

COUNCIL OPTIONS:

1. Council may opt to canvass for a suitable business representative.
2. Council may opt to forgo the appointment of this position.



RECOMMENDED MOTION:

That Council direct Administration to seek applications for the CAEP Business Representative position from the community for consideration at the November 12th, 2024 Regular Council Meeting.

FOLLOW-UP ACTIONS:

Administration will canvass the community for interested parties.

APPROVAL(S):






Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Kneehill County Governance Model**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Mike Haugen, CAO
 Presented By: Mike Haugen, CAO

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input 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:

Council directed Administration to develop a budget for creating a Kneehill County governance model document similar to the one recently developed by Red Deer County. The project scope would only be for the development of the document.

A copy of the Red Deer County document is attached for awareness.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

A document of this type is designed to formalize governance structures and clarify them for members of the Council, Administration, and the public.

The document provides a roadmap that fosters continued good governance for Council now and for future Councils. Such a communication tool would also be of value to anyone contemplating running for Council in the future and could be included in nomination packages.

A Kneehill County document would not be identical to Red Deer County's but could be heavily modelled on it.

It is expected that this project would begin with a consultant engaging with Council and Senior Administration to provide a refresh on good governance and good governance principles that, after Council deliberation, may be incorporated into the document. The document's contents could be developed in-house and a graphic designed would be utilized to ultimately provide a finished version.

FINANCIAL & STAFFING IMPLICATIONS:

Administration estimates that a document of this type could be developed for between \$7500 and \$15,000, depending on the chosen speaker. This can be accommodated within the Council portion of the existing approved budget.

Much of the document would be developed in-house, which would utilize staff resources and could be accommodated within existing work plans. Council time and honoraria would also be required and accommodated within the existing approved budget.

RECOMMENDED ENGAGEMENT:



REQUEST FOR DECISION

Directive Decision (Information Sharing, One-Way Communication)

Tools: Individual Notification

Other:

ATTACHMENTS:

Red Deer County Governance Model

COUNCIL OPTIONS:

1. Council may opt to move forward with the development of a Kneehill County Governance Model as outlined.
2. Council may opt to develop a Kneehill County Governance Model through an alternate process:
 - a) Utilize a third party for all aspects of development (increased costs)
 - b) Forgo a consultant engagement with Council and Senior Staff (decreased costs)Both options can be accommodated within Council's approved budget.
3. Council may opt not to develop a formal governance model.

RECOMMENDED MOTION:

That Council direct Administration to develop a Kneehill County Governance Model document for Council approval, with funding coming from the 2024 approved Operating Budget.

FOLLOW-UP ACTIONS:

Administration will schedule the necessary meetings and work accordingly.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-





GOVERNANCE MODEL



Developed based on the models, writings and teachings of Dr. Gordon McIntosh

Approved by Red Deer County Council April 23, 2024
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CORE GOVERNMENT FUNCTIONS

Understanding how Council and Administration work together is the fundamental core of our governance model. Below are some of the basic principles and simplified understandings of how roles and responsibilities are looked at in our municipality.

GOVERNANCE

Political aspects that involve elected officials

COUNCIL

- Gives direction
- Makes policy decisions
- Represents the public interest

MAYOR

- Representations on behalf of Red Deer County
- Facilitates Council/ Administrative interface
- Chairs Council Meetings

POLITICAL REALM

STRATEGIC DIRECTION

- Vision for the future
- Organizational Mission
- Shared Values
- Long Term Goals
- Objectives

POLICY CHOICES

- Legislative compliance
- Budget allocations
- Policy Decisions
- Contract commitments
- Short term priorities

ADMINISTRATIVE REALM

SYSTEMS COORDINATION

- Personnel practices
- Information systems
- Financial accountability
- Resource deployment
- Public communication

SERVICE DELIVERY

- Action plans
- Production systems
- Resource schedules
- Delivery strategies
- Service assessment

THE ORGANIZATION

The administration including management and staff

ADMINISTRATION

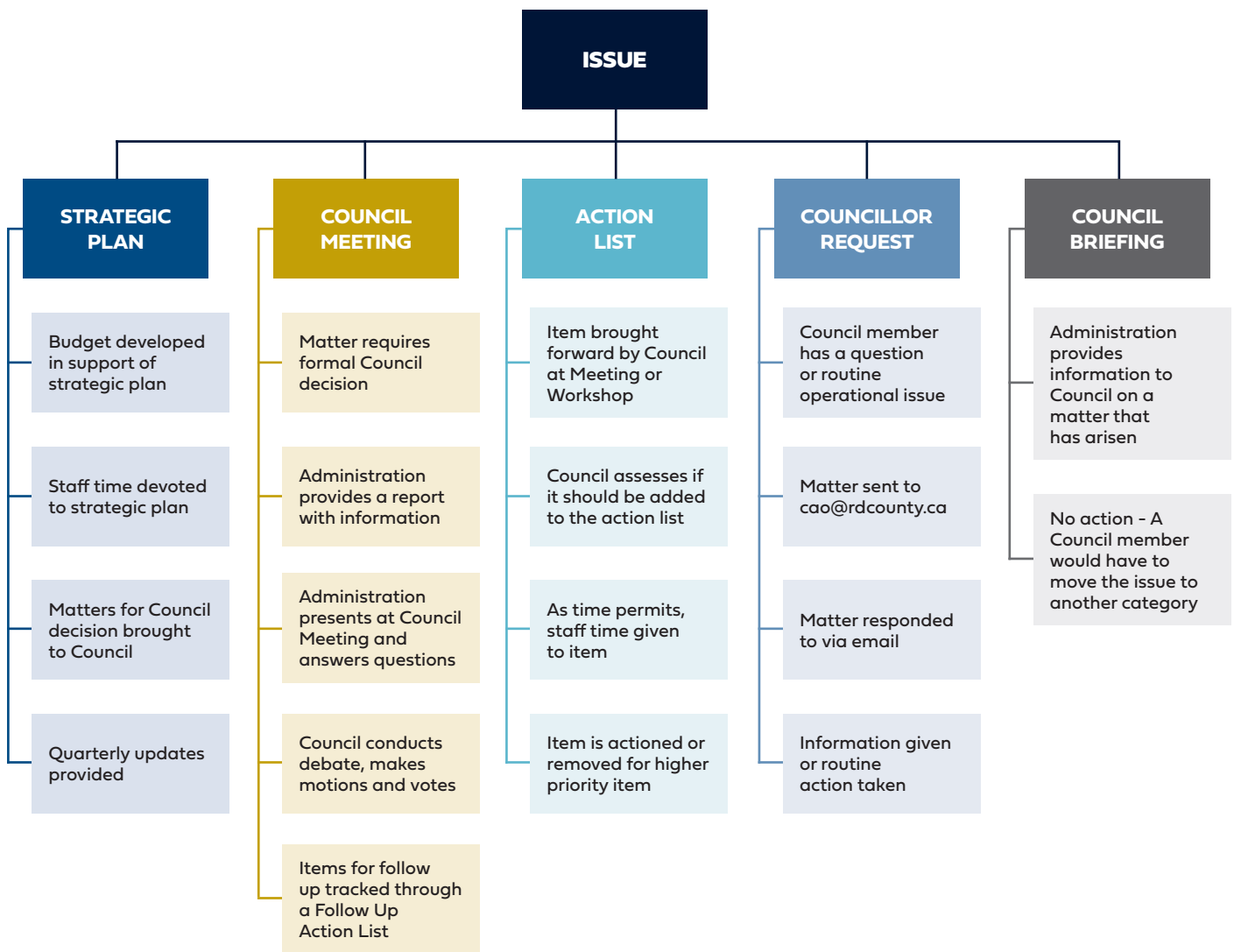
- Implements decisions
- Develop decision making advice
- Provide technical knowledge

CHIEF ADMINISTRATIVE OFFICER

- Coordinate services and systems
- Manage human and financial resources
- Facilitate Administrative/ Council interface

HOW ISSUES ARE ADDRESSED

In our Governance Model issues can be handled through the following methods:



COUNCIL MEETING FORMATS

COUNCIL MEETING TYPES AND PURPOSES

MEETING TYPE	BUSINESS MEETING (Regular, Special or Organization Meeting)	CLOSED SESSION	GOVERNANCE & PRIORITIES COMMITTEE
KEY PURPOSE	<ul style="list-style-type: none"> ▪ Debate ▪ Decision 	<ul style="list-style-type: none"> ▪ Matters protected under FOIP Act 	<ul style="list-style-type: none"> ▪ Conversation ▪ Connection ▪ Coaching
AUTHORITY	<ul style="list-style-type: none"> ▪ Municipal Government Act ▪ Meeting Procedures Bylaw 	<ul style="list-style-type: none"> ▪ Municipal Government Act ▪ Freedom of Information and Protection of Privacy Act ▪ Meeting Procedures Bylaw 	<ul style="list-style-type: none"> ▪ Committees Bylaw
PURPOSE	<ul style="list-style-type: none"> ▪ To make decision publicly 	<ul style="list-style-type: none"> ▪ To receive information and conduct debate protected under the MGA and FOIP 	<ul style="list-style-type: none"> ▪ To provide a space for Council to conduct more informal discussion, gather information, explore options ▪ Meet informally with community partners ▪ Undertake training
DECISION MAKING	<ul style="list-style-type: none"> ▪ Resolutions ▪ Bylaw 	<ul style="list-style-type: none"> ▪ No decisions can be made in a closed session 	<ul style="list-style-type: none"> ▪ Decisions cannot be made. Direction can be given for more information to be provided or that an item is ready for a Council Meeting

COUNCIL MEETINGS

PURPOSE

FORMAL DECISION MAKING

- Through resolutions and bylaws
- Administrations opportunity to provide information and recommendations
- Council determines adequacy of information

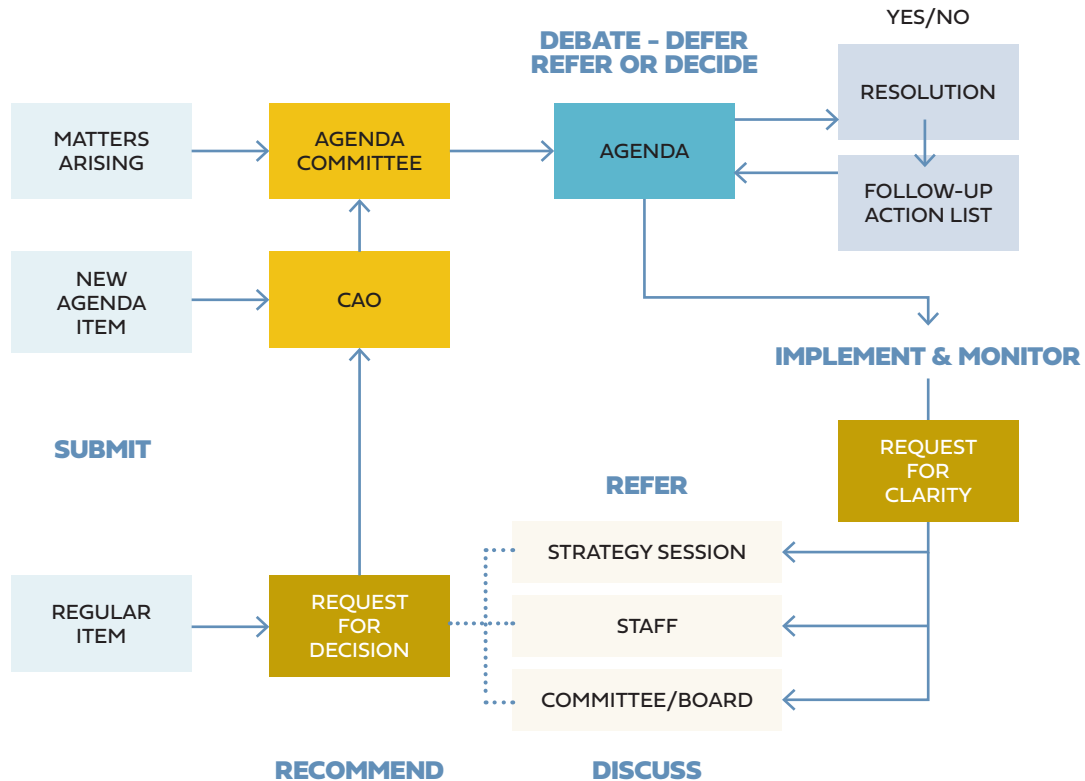
AGENDA CREATION

CAO is responsible for agenda creation submitted to the Agenda Committee to confirm schedule and order of the agenda.

DECISION MAKING

The decisions Council can make include:

- Accept for information (No debate - Can be done by consent without a resolution)
- Make a decision – yes or no
- Refer the item – more information required (Items can be referred to administration or committee)
- Defer the item – need more time to ensure there’s a good debate



From Dr. Gordon McIntosh, Decision-Making: Leadership Insights

REQUEST FOR DECISION

Reports prepared by administration to provide Council with the information that they need to make a decision. They should include:

- Title
- Recommendation – What, when, who, how
- Facts – studies (may include attachments), previous actions, status
- Key Issue – Define topic, reference background material and state question to be answered
- Implications/ Consequences
 - Policy/ Legislative – MGA or other legislation, bylaw, policy
 - Financial – cost, current, budget, future budget, ongoing
- Desired Outcomes – Key results & benefits
- Options – Should aim for three options including pros and cons
- Work Program – availability of staff time, expertise
- Strategic – Alignment with corporate and/ or community plan
- Communication – public awareness, input and/or feedback
- Other
- Reviewed By - name and title of staff member who reviewed the report

PRINCIPLE OF INFORMED AGREEMENT

The principle of informed agreement ensures that Council had adequate information to make a decision and ensure a good debate was held that allowed all points of view to be heard. By having informed agreement it should be easier for members of Council to support the implementation of a decision even though they didn't vote for it because they understand the information and why other members of Council voted a different way.

How the Principle of Informed Agreement is Supported

- Members of Council support the principle of informed agreement by
 - Ensuring they have the information that they need to make a decision
 - Refer means more information is needed. Council must be able to define exactly what new information is needed.
 - Defer means a delay of decision (e.g. I have the information I am just not ready at this moment to make a decision or don't feel that Council has the time to hold a sufficient debate). Deferring should not be used to unnecessarily stall decision making thereby negatively impacting efficiency.
- Administration supports the principle of informed agreement by providing well written reports that have been reviewed by Senior Leadership and assessing which items require a Governance & Priorities Committee before going to a Council Meeting

Council and Administration must work together to balance the principle of informed agreement with other principles of good government such as timely decision making. Not every matter for Council decision will go to a Governance & Priorities Committee, have public consultation, etc.

COUNCIL MEETING CHECK INS

Quarterly, or at the request of the Mayor, Council should check in with each other regarding the conduct of meetings. They should be asking and sharing their thoughts abouts

- Adequacy of information being provided
- Was everyone heard?
 - Was there a lot of repetition?
 - Did everyone get a chance to speak?
- How did staff treat Council?
 - What was the tone of responses from Administration?
- How did Council treat staff?
 - Did Council focus on the Request for Decision and not the people presenting?

Check ins will be held at Governance & Priorities Committee Meetings as this is a matter for discussion and no decision is required.

FOLLOW UP ACTION LIST

- A list of items from Council Meetings that require follow up
- Provided by Administration to Council quarterly
 - Items can only be changed or removed by Council as their action resulted in the item being added to the list
- The focus of the Follow Up Action List will be Red Deer County's role (e.g. if a matter is being worked on with Alberta Transportation we don't track waiting on Alberta Transportation, we track our communication with Alberta Transportation)

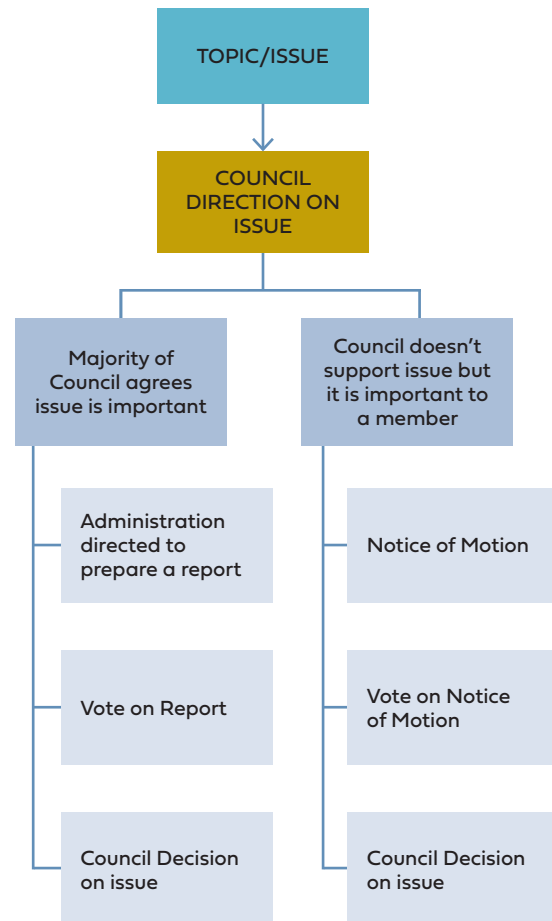
FOLLOW UP ACTION LIST – SAMPLE FORMAT

COUNCIL MEETING DATE	FOLLOW UP REQUIRED	NOTES	RESPONSIBLE	DEADLINE

HOW DO MEMBERS OF COUNCIL GET ACTION ON A MATTER?

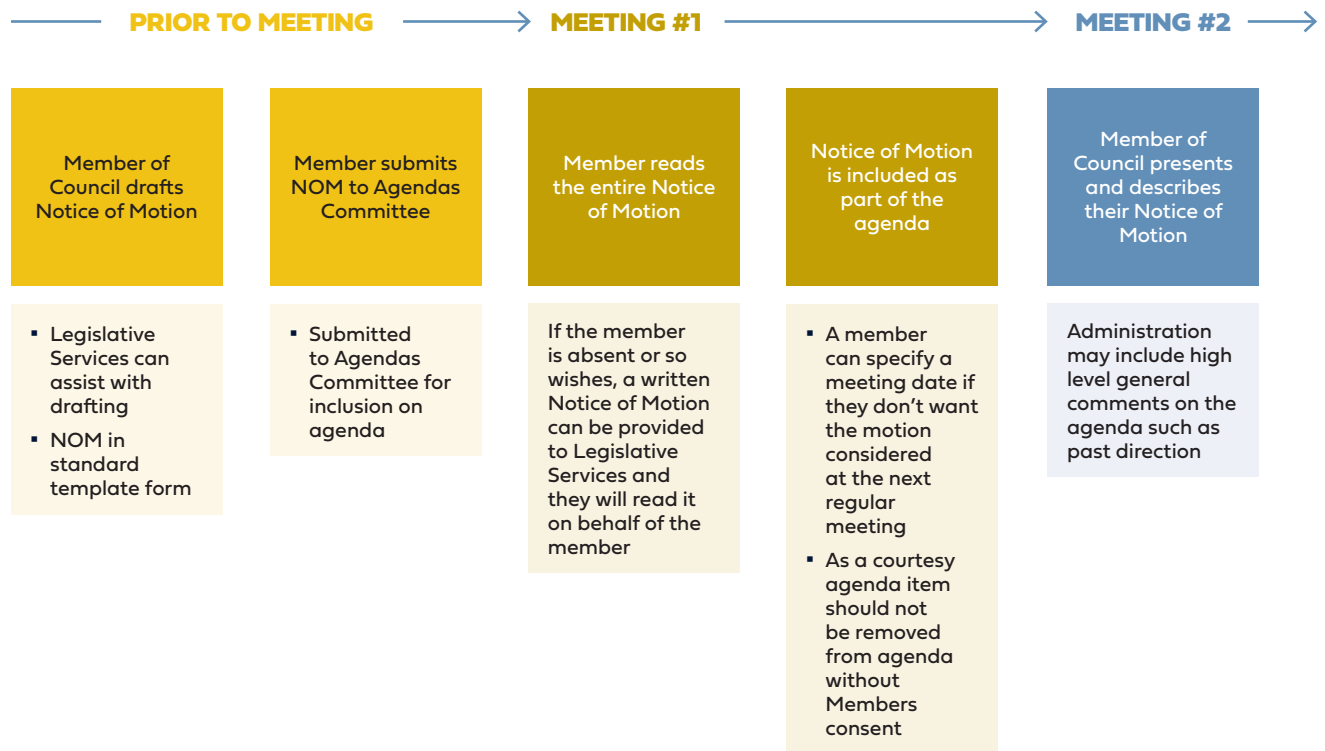
Council operates by majority. This can make it difficult for an individual member of Council to get a matter addressed as it may not be of enough importance to make it into the Strategic Plan or into an Administrative report.

The typical process for how items are actioned is:



NOTICE OF MOTION

A Notice of Motion (NOM) is as the title indicates, is a notice to Council’s colleagues, Administration and the public that a Member would like to put forward a motion. A Notice of Motion is introduced at a meeting and considered at the next regular Council Meeting. The purpose of this notice is to ensure that Council and Administration are not caught off guard or ill-prepared to address a matter in alignment with the principle of informed agreement. The process looks as follows:



DRAFTING NOTICES OF MOTION

- Legislatives Services can assist with drafting Notices of Motion
- When drafting a Notice of Motion it is important to include relevant background information so your colleagues can understand why you are bringing the matter forward
- Generally, Notices of Motion request Administration to bring forward further information so that Council can make an informed decision on a matter. Making decisions without Administrative input is not recommended as Administration has been hired as Council's technical experts and they should be given the opportunity to perform their responsibilities. This ensure that Council understands background such as financial implications, how the matter may relate to past Council decisions, how Administrations work plans may be impacted, legal implications and much more. Administration does not provide this information at the meeting where the matter is considered because a Notice of Motion is a request of a single member and should not inadvertently become a way for a single member of Council to adjust Administration priorities and workplans.

When working with Notices of Motion, members must be aware of rules for motions related to the previous action of Council. Highlights are as follows:

- **RECONSIDER** – a request to debate and vote on a matter again
 - A motion to reconsider can be made at the meeting where the vote was taken or the next regular meeting
 - Can only be put forward by a member who voted on the prevailing side
 - Member must state the reason for making a motion to reconsider
 - Administration should be asked if any action has been taken that cannot be undone as it is not in order to reconsider a matter that cannot be undone
 - Council debates the reconsideration (should we talk about the matter again – this is not debate on the matter)
 - If the motion to reconsider is carried the original motion is back on the floor exactly as it was before the vote was conducted
 - Council debates the matter again
 - Council votes on the matter again
 - The result of the vote doesn't have to be different
- **RESCIND** – a request to undue a previous action (make it null and void)
 - Brought forward by a Notice of Motion
 - A Notice of Motion relating to an action taken at a previous Council Meeting is different than a regular Notice of Motion because there are additional rules related to rescinding motions that must be addressed. Some of these include
 - The Notice of Motions will express a desire to consider the matter again, if passed a motion to rescind will then be on the floor (the vote on the Notice of Motion does not automatically rescind the original motion)
 - A motion to rescind cannot undo actions that have already been taken and as such, a motion to rescind is not in order if it has been fully executed or action has been taken that cannot be undone

WHEN COUNCIL CONSIDERS THE NOTICE OF MOTION

- The Notice of Motion is introduced by the member (as Administration would for a normal report)
- Council may ask the member questions relating to their Notice of Motion
 - Minimal questions should be directed to Administration as it is the members recommendation, not Administrations
- When questions have concluded, the member will move their motion
- As with any motion Council can then take action such as
 - Amend
 - Refer
 - Defer
- After the motion has been disposed of a motion regarding the same matter can be introduced (e.g. if the motion didn't pass a modified motion on the topic could be introduced)

RELEVANT LEGISLATION

- Municipal Government Act
- Meeting Procedures Bylaw

GOVERNANCE & PRIORITIES COMMITTEE (GPC)

HOW IS THE AGENDA PREPARED?

- Administration prepares a Workshop Schedule
- Agendas Committee will have routine opportunities to review the schedule and provide direction on whether items need to be moved up or delayed based on Council priorities
- Agendas Committee may add emergent items as required

WHEN IS THE AGENDA PROVIDED?

As this is not a formal Council Meeting the rules relating to Council Meeting Agendas do not apply. Administration will provide the agenda when it is ready – this may be right up until the start of the meeting based on the information and items coming forward.

HOW DO YOU GET SOMETHING OUT OF GPC?

- GPC gives Administration direction that they are prepared to make a decision at the next Council Meeting
- A member makes a Notice of Motion at the next regular meeting

RELEVANT LEGISLATION

- Committees Bylaw

STRATEGIC PLAN

The Strategic Plan guides the work of the organization by setting high level priorities and goals for the year and identifying the projects to be looked at next so that priorities and resources are in alignment. The Strategic Plan is update quarterly and notes are provided about progress on each item.

FORMAT OF STRATEGIC PRIORITIES CHART

STRATEGIC PRIORITIES CHART		<i>Date Developed</i>
CORPORATE PRIORITIES (Council)		
<i>A list of strategic priorities developed by Council (typically 5)</i>		
NOW		
1. BOLD ALL CAPS		Estimated completion <u>date</u>
2. BOLD ALL CAPS		Estimated completion <u>date</u>
3. BOLD ALL CAPS		Estimated completion <u>date</u>
4. BOLD ALL CAPS		Estimated completion <u>date</u>
5. BOLD ALL CAPS		Estimated completion <u>date</u>
<i>A list of items strategic priorities that are not ready to be advanced at this time or do not take precedent over the <u>NOW items</u></i>	<i>A list of key advocacy initiative or partnerships that are of importance to Council and/or Administration that must be worked on to meet the <u>identified outcomes</u></i>	
NEXT	<i>Advocacy/ Partnerships</i>	
• ALL CAPS	• <i>Italic sentence case</i>	
• ALL CAPS	• <i>Italic sentence case</i>	
• ALL CAPS	• <i>Italic sentence case</i>	
OPERATIONAL STRATEGIES (CAO/Staff)		
<i>A list of strategic items developed by the department (typically 3 numbered indicating now and 1-3 with bullets indicating next)</i>	1 DEPARTMENT NAME (Team Lead)	
DEPARTMENT NAME (Team Lead)	1. Item – expected completion	
1. Item – expected completion	2.	
2.	3.	
3.	•	
•	•	
•		
DEPARTMENT NAME (Team Lead)	DEPARTMENT NAME (Team Lead)	
1. Item – expected completion	1. Item – expected completion	
2.	2.	
3.	3.	
•	•	
•	•	
DEPARTMENT NAME (Team Lead)	DEPARTMENT NAME (Team Lead)	
1. Item – expected completion	1. Item – expected completion	
2.	2.	
3.	3.	
•	•	
•	•	
LEGEND: BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; Italics = Advocacy; Regular Title Case = Operational Strategies		

Approved by Council: date

ACTION LIST

The Action List is a list of items that Council wants Administration to action or provide more information on. Council is cautioned that too big of a list will impede Administrations ability to meet strategic goals and achieve corporate priorities.

It is important to note that the items on the list are:

- Not high priorities and therefore don't belong in the Strategic Plan
- Do not require large amounts of time, additional funds and comply with corporate policies and service level standards. If they do not a motion in a Council meeting is required
- Not routine and therefore don't fall under Councillor Requests
- Are not driven by Administration and therefore don't fall under Council Briefings

SAMPLE ACTION LIST FORMAT

ITEMS/ NOTES	SOURCE	WHO (LEAD)	TARGET (STATUS)
Recreation Master Plan Update	April 23 Workshop	Deb	Nov
Proposal	May 12 Council	Jack	Sept
Fire Services Communications	May 23 Workshop	Joe/ Jack	October

COUNCILLOR REQUESTS

Council has the right to ask questions of Administration through the CAO.

Three ways to bring something forward include the following:

TYPE OF COUNCILLOR REQUEST	COUNCILLOR INQUIRY	CONCERN	REQUEST FOR SERVICE
PURPOSE	<ul style="list-style-type: none"> To gather information To better understand background or increase knowledge 	<ul style="list-style-type: none"> To action a concern received by the member of Council 	<ul style="list-style-type: none"> To request a standard service that has been missed or there was an unintended issue with a standard service
EXAMPLE	<ul style="list-style-type: none"> A list of County scholarships available this year When will Council consider OHV Bylaw amendment 	<ul style="list-style-type: none"> Why have the potholes in a road not been fixed yet Why isn't my road surface getting upgraded this year 	<ul style="list-style-type: none"> My garbage collection was missed My road wasn't graded
HOW IT'S SUBMITTED	To CAO cao@rdcounty.ca	To CAO cao@rdcounty.ca	Report a Problem https://reportaproblem.rdcountry.ca/
RESPONSE TIME	5 Days	5 Days	Dependent on service

WHEN A MEMBER DOESN'T AGREE WITH THE RESPONSE

When a member does not agree with a response or result provided through these mechanisms other routes have to be taken to advance the matter. To make a request to change a policy or service level standard the member can:

- Add to Action List
- Add to Governance & Priorities Committee Agenda
- Notice of Motion

If a member of Council does not agree that a standard level of service has been achieved or adequate customer service has been provided, the member can raise the issue with the CAO. After raising an issue with the CAO the investigation and findings will be related to personnel performance and as a result the responsibility for the item will be transferred to the CAO.

Adhering to our routes for action when a Member doesn't agree with a response ensures that Councillor Requests are not being misused as a mechanism for one member of Council to direct the work of Administration, impact Administrative Work Plans, require unauthorized expenses, etc.

COUNTY ENFORCEMENT

It is important to remember that the Freedom of Information and Protection of Privacy Act still applies to Councillor Request. An example of where privacy will impact a Councillor Request is enforcement.

- Enforcement – Information that will be provided
 - Step 1 Validation – Council can be told if a complaint/concern is valid
 - Step 2 Investigation – Council will be told an investigation is occurring but no details of the investigation will be provided
 - Step 3 Enforcement – Council will be told the investigation proved correct now we are enforcing (ticketing, charging, etc). Details of the enforcement will be dependent on the enforcement method being pursued

Further, Council members must be cautious when involving themselves in matter such as enforcement issues as they may end up in Court and the Council Member would not want a direct connection to the matter as they may end up being asked to testify.

Examples – Cannabis enforcement, unsightly properties

RELEVANT LEGISLATION

- Council Inquiries and Responses Policy No. 1.002

COUNCIL BRIEFING

A Council Briefing is a tool utilized by Administration to proactively inform all members of Council at the same time of an issue or matter that Administration is aware of that Council may not be aware of. The goal of a Council Briefing is to prevent Council from being surprised by a matter of importance that Administration already has information on.

Council Briefings are provided through the following methods:

- **Verbal Updates** – CAO Briefing is a verbal session used for the CAO to inform Council of information. The CAO invites all members of Council to attend and Council's attendance is optional. The CAO provides information only (there is no discussion or debate in this forum).
- **Written Council Briefing Notes** – provided by email and saved in Council's Tempo Box

Council Briefings are an information tool only and if a member of Council would like further action, different action, etc they must move the item to a different category (e.g. bring forward a Councillor Request, add to Action List, prepare a Notice of Motion, etc)

EXAMPLES OF MATTERS COUNCIL BRIEFINGS WILL BE CONSIDERED FOR

- Issues we believe may get unexpected media attention
 - Rate payer takes concern to media and Red Deer County is asked to comment
 - Does not include routine media coverage such as public events that Council has been informed of, matters arising from Council Meetings, etc
- Service disruption – the water is off, the road is closed
 - Impact to the provision of County services
 - Does not apply to mowing, street sweeping, etc that is routine business
- Community Engagement – if County is hosting an event or consultation in your area
- Major Development Prospects
 - FOIP will protect some information as third party business interests and competitive positions are involved.
 - When Administration receives development inquiries they are not shared with Council as they are not serious yet
 - When Administration has agreements in principle there is concrete information that can be shared with Council and protected through a closed session

APPENDIX A

REQUEST FOR CLARITY TOOL

A Request for Clarity is a tool for Administration to receive clarity from Council. This tool can be modified as required to ensure that Administration has the information needed to prepare information that will meet Council's aim.

A Request for Clarity is often done through conversation. The primary purpose is for Council to communicate

- Key problems
- Desired outcomes
- Possible preferred option to be pursued

What are the potential uses of a Request for Clarity?

- Unpacking an item in a Governance & Priorities Committee
- To ensure Administration understands the intended outcomes from a Notice of Motion

SAMPLE FORMAT FOR REQUEST FOR CLARITY

SUBJECT:

Suggested Follow-Up Action: Possible next steps to help Administration understand how information can be provided to ensure it addresses or can be adapted to the Council Members expectation

Background Report/ Document: Attached Available NIL

1. DEFINE THE TOPIC

- Key Information: summary of existing information to understand the nature of the topic
- Relevant Observations: Note issues or opportunities observed or experienced by the member that relates to why they felt compelled to seek further information on this topic
- Essential Questions: key questions the member has that they need addressed so that they can pursue possible next steps

2. DETERMINE DESIRED OUTCOMES

- Key Results: The tangible outcomes that the member is hoping to achieve
- Desired Benefit: Positive benefits that the member is hoping to achieve if this matter is addressed
- Prerequisites: Any information or actions that the member knows need to be achieved prior to the matter being addressed
- Unintended Outcomes: Are there any possible undesired outcomes that the member is concerned could impact the success of this matter

Subject: **Kevin Niemi Delegation**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager
 Presented By: Carolyn Van der Kuil, Legislative Services Manager

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:

Kevin Niemi was scheduled to present to Council at today's meeting at 1:30 p.m.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The purpose of Mr. Niemi's presentation was to voice his concern regarding Council's initial and unapproved draft budget.

FINANCIAL & STAFFING IMPLICATIONS:

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

Kevin Niemi Delegation Request Form

COUNCIL OPTIONS:

1. Receive for information.
2. Direct Administration to provide further information.

RECOMMENDED MOTION:

That Council receive for information Mr. Kevin Niemi's report.



FOLLOW-UP ACTIONS:

Communicate to Mr. Niemi, Council's decision.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-





Delegation Request Form

Please submit completed form to carolyn.vanderkuil@kneehillcounty.com

MEETING DETAILS

Regular Council Meeting Date & Time: October 22, 2024 @ 1:30 p.m.

GUIDELINES

- Presentations are not to exceed 15 minutes, including questions, unless permitted by Council.
- The Delegation Request Form and related documents will become part of the public record and will be released/published in the agenda and minutes and will be made available to the public in a variety of methods.
- Persons interested in requesting a presentation to Kneehill County Council must supply all pertinent information including handouts, PowerPoint Presentations no later than 4:00 p.m. on the Wednesday prior to the scheduled Tuesday meeting. If your material is not published in the agenda, bring ten (10) copies with you to the meeting. Note: distributed documents will become part of the public record.
- The County's Council meetings are video recorded and live-streamed on the County's website.

Please submit completed form to carolyn.vanderkuil@kneehillcounty.com

PRESENTER DETAILS

Name: (Person Making presentation) Kevin Niemi

Company or Group Represented: Me (& the silent majority of County taxpayers)

Please Note:
Regular Council Meetings are held the second and fourth Tuesday of every month unless otherwise posted. Please see Kneehill County Website or contact Administration for more information.

This personal information is being collected under the authority of Section (c) of the Freedom of Information and Protection of Privacy Act and will be used in scheduling you as a delegation before Council. If you have any questions about the collection of this information, please contact the FOIP Coordinator at 403-443-5541.



Delegation Request Form

Please submit completed form to
carolyn.vanderkuil@kneehillcounty.com

PRESENTATION TOPIC

Will the presentation require PowerPoint facilities? Yes No

The topic of the discussion is (be specific, provide details, and attach additional information, if required so that all necessary details may be considered.):

The budgetary excesses (primarily Horseshoe Canyon developments) that Council needs to reign in for proper fiscal responsibility.

PURPOSE OF PRESENTATION

Information Only Request Action/Support Request Funds Other

Desired Resolution (What is the decision you are asking to make?)






As it is seen at the moment, a complete reversal on the Horseshoe Canyon plans and development. With more review of the budget plans, I may see more items to address.

- Have you included all attachments?
- Does your summary contain all pertinent information?
- Have you provided enough information to enable Council to make an informed decision?
- Have you reviewed your presentation to ensure that it will fit within the specified timelines?

This personal information is being collected under the authority of Section (c) of the Freedom of Information and Protection of Privacy Act and will be used in scheduling you as a delegation before Council. If you have any questions about the collection of this information, please contact the FOIP Coordinator at 403-443-5541.

Subject: **Council & Committee Report**
 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 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 Council and Committee Reports is to provide each member with the opportunity to bring forward any matter of general interest to Council or the County.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Council reports will be included on the agenda when requested by Council and reports may be either in writing, verbal, or a combination of both.

FINANCIAL & STAFFING IMPLICATIONS:

The recommended motion does not have any financial implication.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools: Individual Notification

Other:

ATTACHMENTS:

Council & Committee Reports

COUNCIL OPTIONS:

1. That Council accepts the Council and Committee report.

RECOMMENDED MOTION:

That Council accepts for information the Council & Committee Report, as presented.

FOLLOW-UP ACTIONS:

N/A

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-





MINUTES
REGULAR MEETING OF THE COMMUNITY FUTURES WILD ROSE BOARD OF DIRECTORS
 Held at the CFWR Office: Suite #101, 331 3rd Avenue, Strathmore, AB
 At 7:05 pm on September 5, 2024

Municipality	Name	Present (X)
Acme	Rhonda Laking	X
Bassano	Mike Wetzstein	X
Beiseker	Les Spurgeon	X
Carbon	Rose Jimmo	X
Chestermere	Janelle Sandboe	X
Hussar	Les Schultz	X
Irricana	Julie Sim	X
Kneehill County	Wade Christie	X
Linden	Flo Robinson	X
Rockyford	Leah Smith	X
Standard	Richard Bryan	X
Strathmore	Jason Montgomery	Regrets
Three Hills	Dennis Hazelton	X
Trochu	Chris Armstrong	X
Wheatland County	Amber Link	X
Staff and Guests:		
Chantale Sangster	Executive Director	X
Trisha Breault	CED Coordinator	X

1. Call to Order

Amber Link called the meeting to order at 7:03 pm

2. Approval of Agenda

01-09-2024	Rhonda Laking	Motion to approve the September 5, 2024, agenda as amended. CARRIED
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Chantale requested to switch the order of conversation in Section 4 D. item ii. & iii.

3. Consent Agenda:

- A. Regular Meeting Minutes June 20, 2024 (see attached)
- B. Financial Variance Report – May, June, July 2024 (see attached)
- C. Executive Directors Report (see attached)

02-09-2024	Flo Robinson	Motion to approve the Consent Agenda as presented. CARRIED
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4. **Strategic Priorities:**

A. **Marketing and Awareness**

B. **Collaboration & Partnerships**

i. **Business Walks in 10 shareholder Communities**

Chantale reviewed the feedback that was received from businesses during the business walks. Chantale requested approval for a marketing campaign to highlight small businesses and their impact on their communities. This would be a 4-part campaign where small businesses will be nominated or can self nominate to highlight their community involvement. At the end of each quarter one winner will be selected and will receive a prize.

03-09-2024	Flo Robinson	Motion to approve the marketing campaign. CARRIED
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ii. **Four (4) Council presentations**

04-09-2024	Leah Smith	Motion to accept the Four (4) Council Presentations report as information. CARRIED
------------	------------	--

C. **Programs & Services**

i. **Monthly Loan Report with Arrears**

Loan # 844Q-0524 – (\$2,652.71 Balance Owing)

On August 12th, this file was sent to Bison Credit Collections. As per the request of Bison, CFWR has stopped all payment on this file while it is with the collection agency. Collateral held is a promissory note for \$5,000 and GSA.

Loan # 711D-0715 – (\$43,319.38 Balance Owing)

The interest only payment when through on August 15th, however, this payment went to pay off a portion of May's payment, so the client still has four outstanding payments totaling \$3,862.34. 30, 60, and 90-day notices have been sent out to the client and guarantor. Collateral held is a GSA on all business assets and their personal residence in Langdon, AB.

05-09-2024	Chris Armstrong	Motion to accept the Monthly Loan Report with Arrears as information. CARRIED
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ii. **Loan Portfolio Report, June - August (see attached)**

Page 17

Our Loan portfolio currently at 6 loans approved, valued at \$337,740. The sectors are equally balanced between Construction, Agriculture, Forestry, Fishing & Hunting, Transportation & Warehousing, and the majority in Professional & Technical Services. There is currently \$2.8 million in CFLIP and \$1.5 million in the Investment Account. We have had 5 loans pay out this fiscal for \$273,333.

06-09-2024	Chris Armstrong	Motion to accept the Loan Portfolio Report as information. CARRIED
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ii. Draft Policy Document Review Framework (see attached) Page 37

17-09-2024	Julie Sim	Motion to approve Draft Policy Document Review Framework. CARRIED
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iii. Draft Succession Planning Policy & IDP (see attached) Page 41

18-09-2024	Rhonda Laking	Motion to table Draft Succession Planning Policy & IDP and direct ED to present revised draft at a future meeting . CARRIED
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6. Closed Session:

19-09-2024	Amber Link	Motion to Move into Closed Session at 8:53 pm. CARRIED
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- i. Loan Guarantee application (sent separately)
- ii. FWR Downstairs Renovation (sent separately)
- iii. Personnel (sent separately)

20-09-2024	Amber Link	Motion to Move out of Closed Session at 9:23 pm. CARRIED
21-09-2024	Richard Bryan	Motion to approve loan guarantee application. CARRIED
22-09-2024	Dennis Hazelton	Motion to proceed with RFP to begin the renovation to the lower level. CARRIED
23-09-2024	Mike Wetzstein	Motion to approve the changes as discussed in closed session. CARRIED

Date of Next meeting: October 3, 2024

Adjournment

Amber Link adjourned the meeting at 9:25 pm.

Amber Link, Board Chair

Vision: Community Futures Wild Rose creates thriving communities one business idea at a time.

Mission: We are the trusted leader fostering business development; leading the way to economic prosperity and diversity within our region.



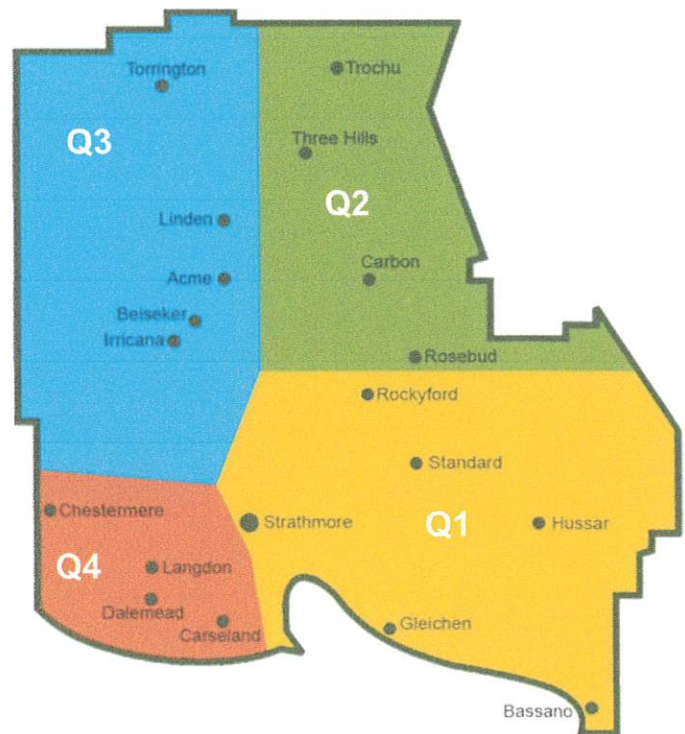
CFWR 2025 Campaign: "Heart of our Community"

Community Futures Wild Rose (CFWR) will launch the "Heart of our Community" campaign in 2025, focused on celebrating the vital contributions of local businesses to their communities. This initiative will function as a small business award program, recognizing businesses that make a positive impact and foster community growth.

The Wild Rose region will be divided into four quadrants, and each quarter of 2025 will be devoted to one quadrant. Throughout the quarter, we will feature weekly stories about local businesses, sharing their efforts on CFWR's social media platforms to highlight the role they play in enriching their communities. At the end of each quarter, the CFWR Board will select one standout business to receive a \$1,000 award and recognition for their contributions. Nominations will open two months prior to each quarter.

Campaign Timeline and Focus by Quadrant:

- Quadrant 1: January – March 2025
 - Communities: Strathmore, Rockyford, Standard, Hussar, Gleichen, Bassano, etc.
- Quadrant 2: April – June 2025
 - Communities: Trochu, Three Hills, Carbon, Rosebud, etc.
- Quadrant 3: July – September 2025
 - Communities: Torrington, Linden, Acme, Beiseker, Irricana, etc.
- Quadrant 4: October – December 2025
 - Communities: Chestermere, Langdon, Dalemead, Carseland, etc.



The "Heart of our Community" campaign aims to remind everyone of the critical role local businesses play in making small towns thrive and encourages the community to support them.

Lead Up & Call for Nominations

In November and December 2024, we will be making weekly posts that playfully yet meaningfully highlight the impact of small businesses on our community. These posts will serve as a lead-up to our 2025 Heart of our Community campaign. For example, we might say, "No local sponsors? No local hockey! Local businesses keep your stick on the ice—literally," or "No volunteers? No trophies! Local entrepreneurs make every victory possible—literally!" Please see the graphics below.



As part of this initiative, we will invite the community to nominate local businesses deserving recognition for their contributions. We will publish a call for nominations ahead of the new year, but nominations will remain open into 2025.



Know a local business that deserves the spotlight for their commitment to our community?

Nominate them today!
wildroseinfo@albertacf.com



Business Post Templates

Each week in 2025, CFWR will use their social media channels to highlight a nominated business that has positively impacted its community. This will be done with the “Nominee Post” template below. We will need a photo from each business that will fit into the template. At the end of each quarter, CFWR’s board members will choose one stand-out business to receive an award and \$1000. Additionally, the winning business will be highlighted on CFWR’s social channels and newsletter using the “Winner Announcement” template below.



Nominee Post

Every business will be highlighted using this template



Winner Announcement

One business will win per quarter



Stickers for Businesses

Nominated businesses will receive a PNG sticker graphic, which they can overlay on their own social media images. They can also place the graphic on their website (should they have one) with a link that directs back to the CFWR Small Business Awards webpage.



➤ An example of how a business might place the sticker on their own image for social media.

Winning businesses will receive the crest sticker to place on their website and social graphics just like they used the nomination sticker. ➤





LOAN PORTFOLIO MONTHLY REPORT

April 1, 2024 - September 30, 2024

COMMUNITY FUTURES WILD ROSE

101 - 331 3rd Avenue
Box 2159
Strathmore, AB T1P 1K2

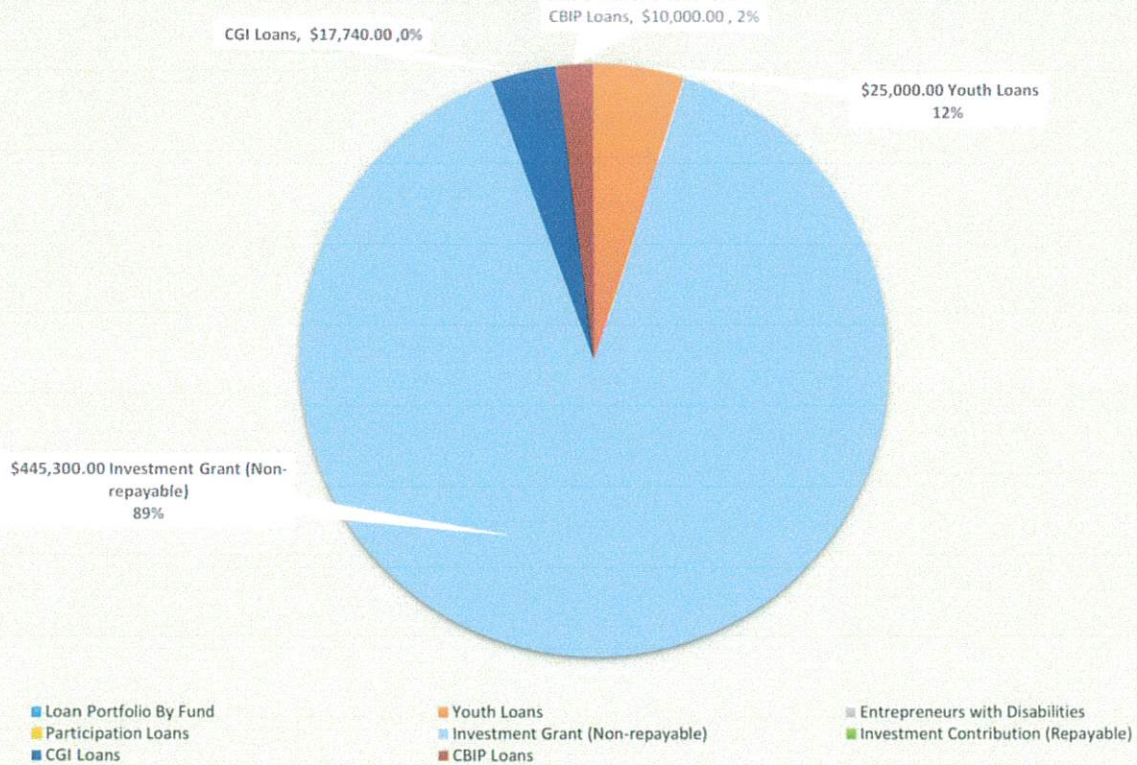
P: 403-934-8888

E: wildroseinfo@albertacf.com

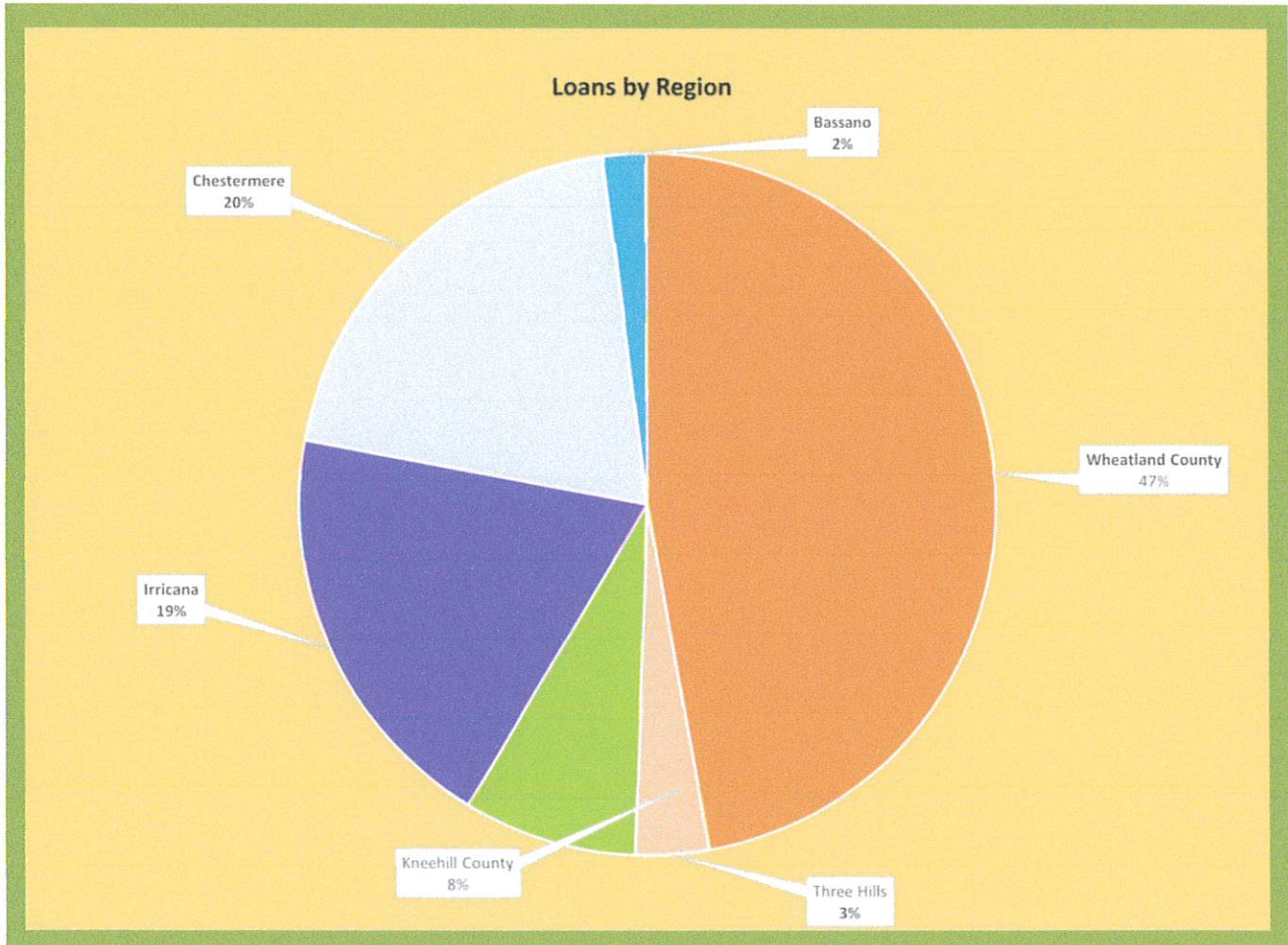
TERM LOAN DOLLARS INVESTED BY FUND

\$498,740.00
6 LOANS

Loan Portfolio By Fund



TERM LOANS INVESTED BY REGION



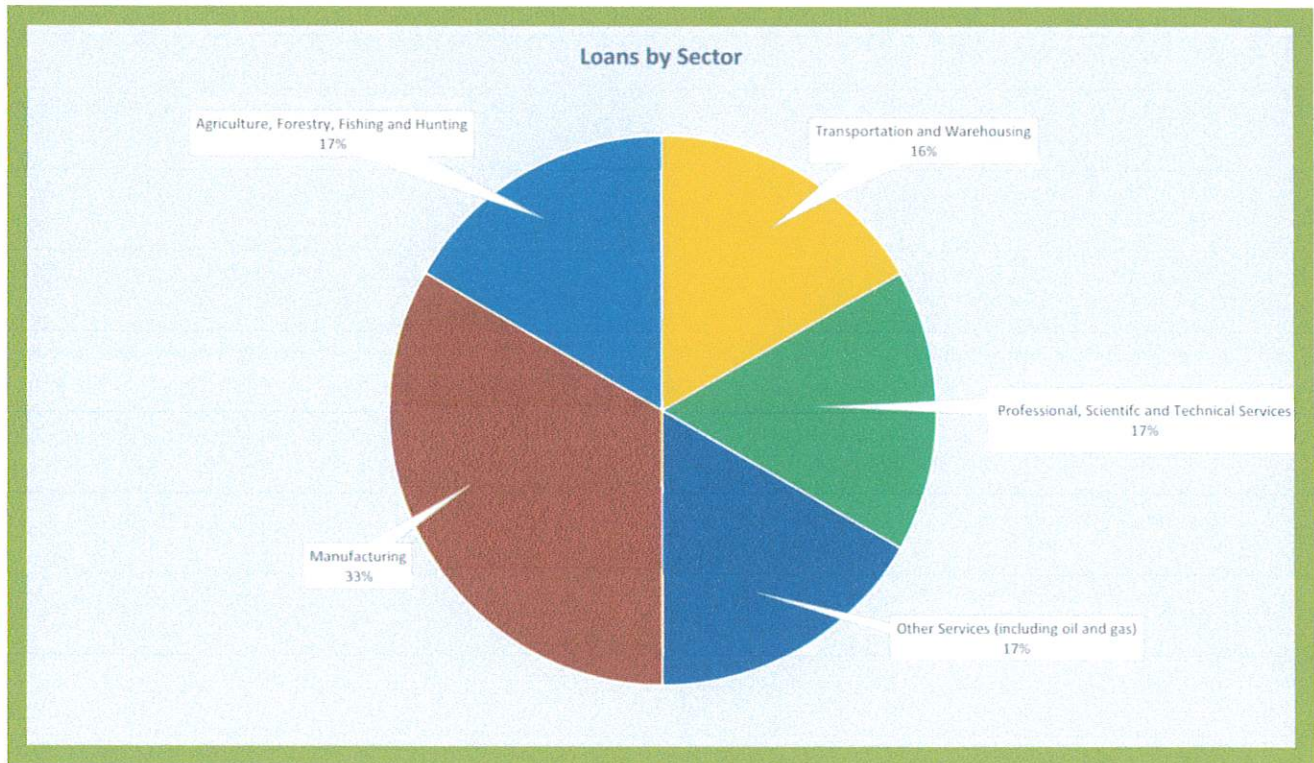
➤ Current Investments

Current investments are in the communities of: Irricana, Kneehill County, Wheatland County, Chestermere, Three Hills and Bassano.

TERM LOAN DOLLARS INVESTED BY SECTOR

➤ Sectors that are Trending

With the disbursement of the six loans issued this fiscal year, we have achieved a representation across various sectors, primarily Manufacturing, followed by Agriculture, Transportation, Other Services, and Construction.



LOAN PORTFOLIO RISK ANALYSIS

Average Community Futures annual loss rate in Alberta is 4.0% to 7.0%. Community Futures organizations provide repayable loans to Small and Medium sized businesses. We are development lenders, and as such, we are expected to provide loans with a higher degree of loss or write-off risk. The acceptable loss rate should be no greater than 2.5% less than the Community Futures lending rate (**CFWR base rate is currently 8.45%**).

Portfolio at Risk (>30 days)	\$1,264	Balance O/S
Portfolio at Risk (>90 days)	\$842	Balance O/S
Provision for Loss Rate	1.84%	

Loans paid out this fiscal:	6 loans at \$333,333
Investment Account Balance:	\$1,642,600.88
CFLIP Account Balance:	\$2,878,240.76



Subject: **Council Follow-Up Action List**
 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 request Council's acceptance of the Council Follow-Up Action List.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Please find attached the Council Follow-up Action List. The Council Follow-up Action List is a list of items from Council meetings that require follow-up. This document is regularly reviewed and updated after each Council meeting.

FINANCIAL & STAFFING IMPLICATIONS:

The recommended motion does not have any financial implications.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

Council Follow-up Action List.

COUNCIL OPTIONS:

- To receive the report regarding the Council Follow-up Action List for information.
- Council provide further direction or required changes/amendments.

RECOMMENDED MOTION:

That Council receive for information the Council Follow-up Action List as presented.

FOLLOW-UP ACTIONS:

N/A

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-



Council Action Items

Meeting Date	Motion #	Description/Motion	Action Required	Assigned To	Due Date	Status
30-May-23	208/23	Councillor Penner moved that Council authorize the use of \$10,000 from the 2023 Operating Budget – Strategic initiatives for a regional economic development project at the Three Hills Airport in partnership with the Town of Three Hills and Prairie College.		Mike Haugen	2024 Q3	Prairie is currently advertising this position. A hiring has not taken place.
26-Sep-23	308/23	That Council defer the Grader and Gravel Services Policy #13-2 discussion to a future Committee of the Whole meeting.		Mike Ziehr	2024 Q4	Policy #13-2 will be reviewed concurrently with the upcoming Policy #13-36 Dirt Trails review.
13-Feb-24	026/24	That Council direct Administration to request Council presentations from the NRCB, AUC, and knowledgeable expert on Alberta electrical grid regarding processes, setbacks, and other information relevant to municipalities.		Mike Haugen/Carolyn Van der Kuil	Q3 2024	Two have taken place. We are still working to obtain a knowledgeable speaker regarding the electrical grid.
27-Feb-24	038/24	That Council move to replace the Braconnier Campground Picnic Shelter in 2025 and for administration to include a detailed project plan in the 2025 budget for approval.	Bringing to 2025 budget	Fallon Sherlock	Q3 2024	Parks Infrastructure Standard to be brought for approval in the fall. Braconnier structure replacement project to be included in 2025 budget.
28-May-24	151/24	That Council approve the expenditure of up to \$555,000 from the Capital Equipment Replacement Reserve to fund the purchase of a Class 8 Highway Snowplow for delivery in the fall of 2024.		Mike Conkin	Q3 2024	Truck has been ordered.
28-May-24	155/24	That Council approve the allocation of \$5000 in funding to support the Open Farm Days Cluster event at the Trochu Arboretum on August 17, 2024 to be funded from the Growing Kneehill project budget.		Fallon Sherlock	Q2 2024	In progress. Invoices for expenses are being sent to the Ag Services Department.
28-May-24	158/24	That Council direct Administration to include the Country Market in the 2025 budget for Council's consideration.		Kevin Gannon	Q4 2024	Bringing to 2025 budget
28-May-24	159/24	That Council direct Administration to conduct outreach, to potential Country Market vendors in Kneehill County, utilizing funding not to exceed \$4,000.00, currently allocated for the Country Market in the 2024 budget.		Fallon Sherlock, Wendy Gerbrant	Q4 2024	Project Plan is being developed and will provide an update on outcomes.
25-Jun-24	190/24	That Council moves that Administration enter into an agreement with Badlands Motorsports Development Corp. and apply for the STIP-LMI grant on behalf of BMR for potential funding for the access road with costs above the normal operating budget to be borne by the developer.		Mike Haugen	Q4 2024	There are some background pieces and details that need to be finalized prior to creation of an agreement.
25-Jun-24	196/24	That Council direct Administration to investigate options for upgrading the water service to the Three Hills Airport.		Mike Ziehr	Q3 2024	Have met with the applicant and are currently confirming volume request.
23-Jul-24	206/24	That Council direct Administration to update the 3-Year Economic Development Plan and bring back to a future Committee of the Whole meeting.		Wendy Gerbant	17-Sep	In-progress - presenting on Oct. 18 to committee of the whole
23-Jul-24	216/24	That Council direct Administration to bring ideas from the Scholarship Applications to a future Committee of the Whole meeting.	Completed	Carolyn Van der Kuil		On the October 15th Committee of the Whole Agenda
20-Aug-24	225/24	That Council restrict use of the Torrington landfill to Kneehill County ratepayers or residents, effective January 1, 2025.		John McKiernan	Q1 2025	Community information will be developed and advertised well ahead of Jan 1 2025
20-Aug-24	226/24	That Council direct administration to further investigate the costs of providing solid waste services within Kneehill County and at the Torrington site beyond the site's current lifespan.		John McKiernan	Q4 2024	in progress
10-Sep-24	261/24	That Council direct Administration to provide a report on the process and resources required to develop a land acknowledgement protocol.		Kevin Gannon	Q4 2024	
10-Sep-24	265/24	That Council provide first reading to Bylaw 1908, as presented, that being a bylaw to establish the composition of Kneehill County Council; divide Kneehill County into divisions and establish the boundaries of each division; and determine the title of the positions of Kneehill Countys Chief Elected Officials and Councillors.		Carolyn Van der Kuil	Q4 2024	Second and Third reading on the December 10th, 2024 Agenda

Council Action Items

Meeting Date	Motion #	Description/Motion	Action Required	Assigned To	Due Date	Status
10-Sep-24	267/24	That Council direct administration to send a response letter to Minister Neudorf and Premier Smith, and the other Ministers that were originally cc'd on the previous letter, regarding concerns on renewable energy development.		Mike Haugen	Q4 2024	A draft letter is currently under review
24-Sep-24	280/24	That Council directs Administration to initiate a new service level within the Hamlet of Huxley involving coordinating the pumping of private septic tanks once every two years, to be completed at a cost recovery model, and commencing in the year 2025.		John McKiernan	Q4 2024	Developing RFP
24-Sep-24	284/24	That Council approve a draw of \$5,120,000 from the Capital Equipment Plan reserve to fund CEP purchases for 2025.		Marika von Mirbach	Q4 2024	
24-Sep-24	285/24	That Council considers contributions of \$3,600,000 to the Capital Equipment Plan reserve during 2025 operating budget deliberations.		Marika von Mirbach	Q4 2024	
24-Sep-24	289/24	That Council approve the funding in the amount of \$2,250.00 to the Swalwell Community Centre, as well as funding in the amount \$2,750.000 to the Wimborne Community Centre with funds to come from the Rural Hall Capital Grant Policy Program and that a photo opportunity be organized with the applicants.	Completed	Carolyn Van der Kuil	Q4 2024	Photo Opportunity Delegation scheduled on the October 8th Agenda
24-Sep-24	291/24	That Council authorize the Reeve to send letters of concern to CN and Grains Connect regarding issues related to rail operations at Huxley.		Mike Haugen	Q4 2024	A draft letter is currently under review
08-Oct-24	299/24	That Council receive the 2025 Budget Setting the Stage and Proposed Projects presentation for information.	Completed			
08-Oct-24	300/24	That Council direct administration bring back budget information to the November Council meetings.				
08-Oct-24	301/24	That Council approves the cancellation of taxes on Municipal Tax Rolls that have been turned over to the Orphan Well Association and are affiliated with Manitek Energy Inc., Trident Exploration (Alberta), Lexin Resources Ltd., and Canyon Oil and Gas Corporation and Municipal Tax Roll 33260313700. Total Cancellation \$68,444.21.		Rajeana Nynan	Q4 2024	
08-Oct-24	302/24	That Council direct administration to apply for the Provincial Education Requisition Credit for the tax cancellations in the amount of \$68,252.28.		Rajeana Nynan	Q1 2025	
08-Oct-24	303/24	That Council approve the appointment of MNP as Kneehill Countys auditor for a period of three years, ending with the audit of the fiscal year 2026.	Completed			
08-Oct-24	304/24	That Council request an initial pre-audit meeting with the appointed auditors for the 2024 audit at a future meeting date.		Ashley Olson	Q4 2024	
08-Oct-24	305/24	That Council moves to support the submission of the 2024/2025 Alberta Community Partnership grant application in support of the Regional SCADA Master Plan project and is prepared to manage the grant project and related compliance requirements.				
08-Oct-24	306/24	That Council move first reading of proposed Bylaw 1905 Municipal Development Plan as amended.		Barb Hazelton		Final amendments being made
08-Oct-24	307/24	That Council move to schedule the public hearing for November 26, 2024, at 1:00 p.m.		Barb Hazelton		
08-Oct-24	308/24	That Council adjust the ASB membership structure to 4 Producer members on a term of 4 years on a rotational basis and 3 Council members as selected at the annual organizational meeting and approve the associated changes in Policy 1-1.	Completed			
08-Oct-24	309/24	That Council direct Administration to prepare a project proposal with resource requirements for the development of a formal governance model for Kneehill County.		Mike Haugen	Q4 2024	On the October 22, 2024 Agenda
08-Oct-24	310/24	That Kneehill County supports the Town of Trochu's (managing partner) submission of a 2024/25 Alberta Community Partnership grant application in support of the Regional Infrastructure Management Initiative project.	Completed			



Council Action Items

Meeting Date	Motion #	Description/Motion	Action Required	Assigned To	Due Date	Status
08-Oct-24	311/24	That Council moves that Kneehill County supports the Town of Three Hills (managing partner) submission of a 2024/25 Alberta Community Partnership grant application in support of the Regional Transmission Line Assessment project.	Completed			
08-Oct-24	312/24	That Council receive for information the presentation provided by Kneehill Housing Corporation.	Completed			