



COUNCIL MEETING AGENDA

Tuesday, January 14, 2025, 8:30 a.m.

1600 2nd Street NE

Three Hills, AB T0M 2A0

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

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1. Call Meeting to Order	
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1.1.2 Adoption of the Agenda	
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3.1 Delegation- AltaLink	10
Time: 10:00 a.m.	
Presenter: Colin Harvey, Municipal & Community Relations Manager, AltaLink and Stephanie Mitchell, Right of Way Planner, AltaLink	
3.2 Delegation-Travel Drumheller	25
Time: 11:00 a.m.	
Presenter: Danny Page, Tourism Training & Development Coordinator with Travel Drumheller	
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11.3	Intergovernmental Relations (FOIP- Section 21)	
11.4	Personal Privacy (FOIP-Section 17)	
11.5	Intergovernmental Relations (FOIP-Section 21)	
12.	Motions from Closed Session	
13.	Adjourn	



Kneehill County
Regular Meeting of Council
Minutes

December 10, 2024, 8:30 a.m.
1600 2nd Street NE
Three Hills, AB T0M 2A0

Council Present: Faye McGhee, Deputy Reeve
Debbie Penner, Councillor
Jerry Wittstock, Councillor (Video Conf)
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
John McKiernan, Manager of Utilities
Barb Hazelton, Manager of Planning and Development
Marika Von Mirbach, Manager of Financial Planning
Deanna Keiver, Planning and Development Officer
Fallon Sherlock, Manager of Parks and Agricultural Services
Mike Conkin, Project Supervisor
Carolyn Van der Kuil, Legislative Services Manager
Ushba Khalid, Municipal Intern

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 Drumheller Solid Waste
- 9.2 Division 5 Update
- 9.3 Community Futures Wildrose
- 9.4 Division 7 Ratepayer Meeting

1.1.2 Adoption of the Agenda

Resolution: 412/24

Moved by: Councillor Christie

That Council approve the agenda as amended.

CARRIED UNANIMOUSLY

2. Approval of Minutes

2.1 Regular Council Meeting Minutes of November 26, 2024

Resolution: 413/24

Moved by: Councillor Wittstock

That Council approves the adoption of the minutes of the November 26, 2024, Regular Meeting of Council, as amended.

CARRIED UNANIMOUSLY

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

4.1 Non-County Water Connection, Acme Golf Course

Resolution: 414/24

Moved by: Deputy Reeve McGhee

That Council approve the request from the Village of Acme on behalf of the Acme Golf Course for a water connection from Kneehill County's rural waterline at the rates set forth in the Master Rates Bylaw and in conjunction with Policy 14-17: Non-County Residential Connection to Rural Waterline; pending the result of an updated Water Modelling Study.

CARRIED UNANIMOUSLY

5. Community Services

5.1 Planning

5.1.1 Bylaw 1906, Road Closure – Railway Ave within Ex-Hamlet of Allingham

Resolution: 415/24

Moved by: Councillor Fobes

That Council approve and accept a value of \$16,000 for approximately 2.09 +/- acres of Railway Avenue within the Ex-Hamlet of Allingham.

CARRIED UNANIMOUSLY

Resolution: 416/24

Moved by: Councillor Penner

That Council move second reading of Bylaw 1906 to pursue the road closure of Railway Avenue within the Ex-Hamlet of Allingham.

CARRIED UNANIMOUSLY

Resolution: 417/24

Moved by: Councillor Wittstock

That Council move third reading of Bylaw 1906 to pursue the road closure of Railway Avenue within the Ex-Hamlet of Allingham.

CARRIED UNANIMOUSLY

5.1.2 Bylaw 1910, Public Hearing Cancellation

Resolution: 418/24

Moved by: Deputy Reeve McGhee

That Council move to cancel the Public Hearing to be held on January 28, 2025, at 10:00 a.m.

CARRIED UNANIMOUSLY

5.2 Agricultural Service Board & Parks

5.2.1 2025-2028 ASB Producer Member Appointment

Resolution: 419/24

Moved by: Councillor Christie

That Council appoints Rinske Metzger to the Agricultural Service Board as a producer member for the 2025-2028 term as recommended by the ASB.

CARRIED UNANIMOUSLY

5.2.2 Vegetation Cutting at Hamlet Community Centers

Resolution: 420/24

Moved by: Councillor Fobes

That Council direct Administration to bring back further information on the Vegetation Cutting at Hamlet Community Centers report to the January 28, 2025 Council meeting.

CARRIED UNANIMOUSLY

_____Initials

5.2.3 Repeal of Policy 1-32, ASB Administrative- Agriculture Pesticide Container Collection

Resolution: 421/24

Moved by: Councillor Fobes

That Council motions to repeal Policy 1-32 ASB Administrative- Agriculture Pesticide Container Collection.

CARRIED UNANIMOUSLY

6. Corporate Services

6.1 2025 Budget Approval

The Chair called for a recess at 9:37 a.m. and called the meeting back to order at 9:50 a.m. with all previously mentioned members present.

Resolution: 422/24

Moved by: Councillor Christie

That the 2025 Operating Budget in the amount of \$32,127,835, as detailed in Appendix A, be approved.

CARRIED

Resolution: 423/24

Moved by: Deputy Reeve McGhee

That the 2025 Operating Budget transfers from reserves and contributions to reserves, as detailed in Appendix B, be approved.

CARRIED

Resolution: 424/24

Moved by: Councillor Penner

That the 2025 Capital and Project Budget, and funding sources in the amount of \$8,149,780, as detailed in Appendix C, be approved.

CARRIED

Resolution: 425/24

Moved by: Deputy Reeve McGhee

That the 2026-2028 Operating Forecast (Appendix D) and 2026-2030 Project Forecast (Appendix E), be approved.

CARRIED

_____Initials

7. Legislative Services

7.1 Rural Resident Connections Grant

The Chair called for a recess at 10:55 a.m. and called the meeting back to order at 11:05 a.m. with all previously mentioned members present.

Resolution: 426/24

Moved by: Councillor Fobes

That Council approve the funding in the amount of \$600.00 to Susan MacKenzie to assist in the costs associated with the Robbie Burns Night, with funding to come from the Rural Resident Connections Grant Policy Program.

CARRIED UNANIMOUSLY

7.2 2025 Election- Returning Officer and Substitute Returning Officer Appointment

Resolution: 427/24

Moved by: Councillor Fobes

That Council appoint Carolyn Van der Kuil as the Returning Officer and Ushba Khalid as the Substitute Returning Officer for the 2025 Municipal Election.

CARRIED UNANIMOUSLY

7.3 Bylaw 1908, Electoral Boundaries and Council Composition

Resolution: 428/24

Moved by: Councillor Penner

That Council provide second reading to Bylaw 1908, 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 County's Chief Elected Official and Councillors.

CARRIED

Resolution: 429/24

Moved by: Councillor Christie

That Council provide third and final reading to Bylaw 1908, 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 County's Chief Elected Official and Councillors.

CARRIED

_____Initials

7.4 Kneehill County – Village of Carbon Extension Agreement

Resolution: 430/24

Moved by: Councillor Fobes

That Council authorize the Reeve and CAO to sign the Kneehill County – Village of Carbon Extension Agreement.

CARRIED UNANIMOUSLY

7.5 Kneehill County – Village of Linden Extension Agreement

Resolution: 431/24

Moved by: Councillor Cunningham

That Council authorize the Reeve and CAO to sign the Kneehill County – Village of Linden Extension Agreement.

CARRIED UNANIMOUSLY

7.6 Kneehill County – Town of Trochu Extension Agreement

Resolution: 432/24

Moved by: Councillor Christie

That Council authorize the Reeve and CAO to sign the Kneehill County – Town of Trochu Extension Agreement, as amended.

CARRIED UNANIMOUSLY

7.7 Voting Decisions

Resolution: 433/24

Moved by: Councillor Penner

That Council accept Councillor Fobes' statement for information.

CARRIED UNANIMOUSLY

9. Council and Committee Reports

Updates were provided for the following:

- Drumheller Solid Waste Association
- Division 5 Report
- Community Futures Wildrose
- Division 7 Ratepayer Event

_____Initials

Resolution: 434/24

Moved by: Councillor Christie

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

CARRIED UNANIMOUSLY

10. Council Follow-Up Action List

Resolution: 435/24

Moved by: Deputy Reeve McGhee

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

CARRIED UNANIMOUSLY

13. Adjourn

The meeting adjourned at 12:07 p.m.

Kenneth King, Reeve

Mike Haugen, CAO

Subject: **Delegation- AltaLink**
 Meeting Date: Sunday, January 14, 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 Time: 10:00 a.m.
 Attached is the Delegation Request Form and Presentation.

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: Tuesday, January 14, 2024 @ 10:00 a.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.
- Kneehill County Council values respectful and constructive proceedings. All presenters are expected to engage with Council, staff, and other attendees in a courteous manner. Disrespectful or inappropriate behaviour will not be tolerated and may result in the Chairperson concluding the presentation. The Chairperson may also direct anyone causing a disturbance or acting improperly to leave the meeting.
- The purpose of a delegation is to provide information to Council. The delegation is not intended to be a “back and forth” engagement or to function as a “question period”.

PRESENTER DETAILS

Name: (Person Making presentation) Colin Harvey/Stephanie Mitchell

Company or Group Represented: AltaLink

Contact Number: _____

Email: _____

Mailing Address: _____

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.):

AltaLink has a proposed project that will connect the Acconian Energy Canada Global Inc.'s solar farm to the Alberta Grid. AltaLink is proposing to connect the project with approximately 17 kilometres of new 240 kilovolt (KV) transmission line, of which approximately 3 to 7 kilometres would be within Kneehill County, depending on the final route approved by the Alberta Utilities Commission.

AltaLink is beginning consultation with stakeholder in January 2025 and intends to file an application with the Alberta Utilities Commission in November 2025.

PURPOSE OF PRESENTATION

Information Only Request Action/Support Request Funds Other

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

To inform council of the project and answer any questions council may have.

- *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.

Lone Butte Solar Connection Project

Colin Harvey– Municipal and
Community Relations Manager

Stephanie Mitchell – Right-of-Way
Planner

January 14, 2025

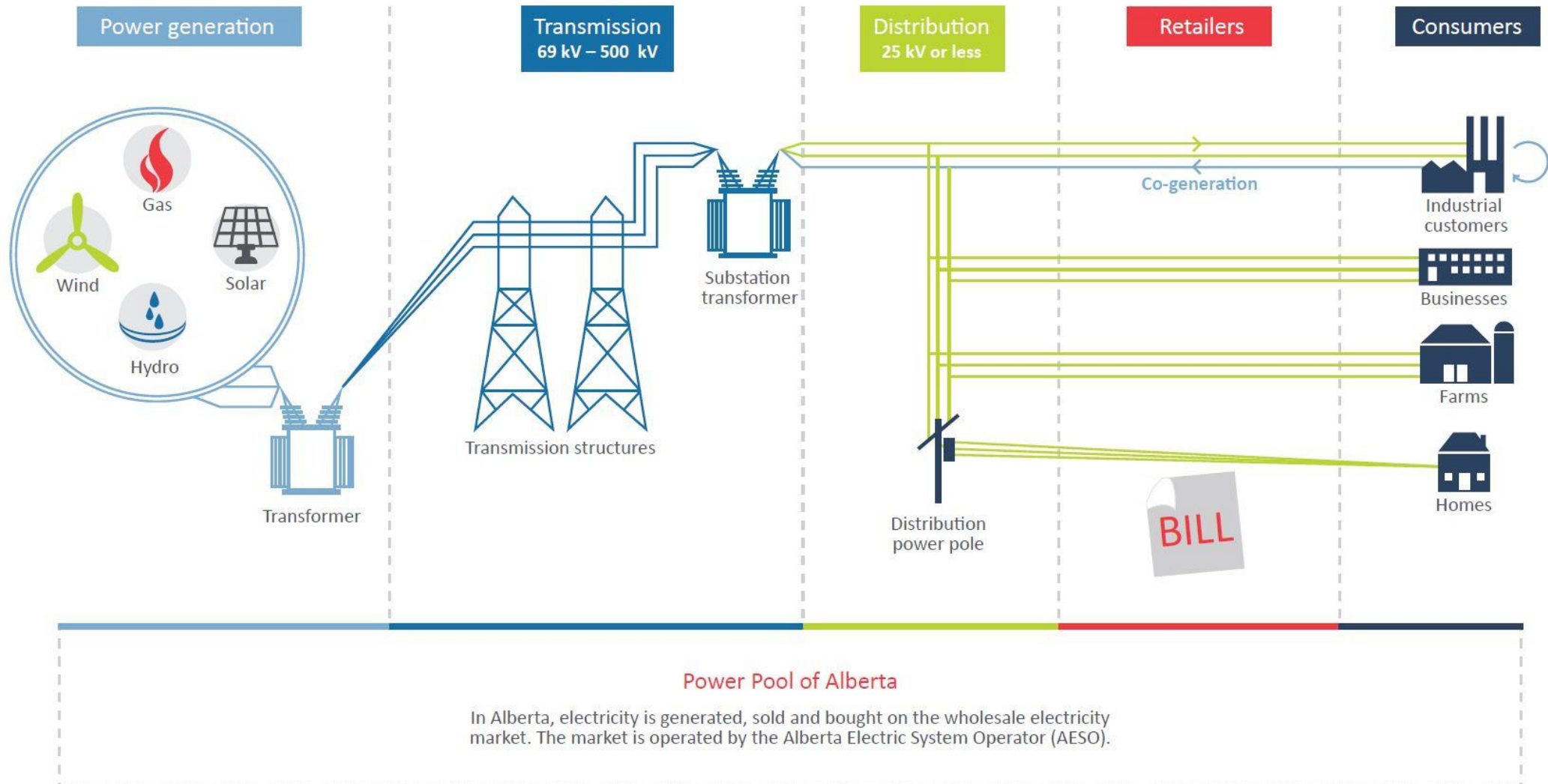


AltaLink is Alberta's largest electricity transmission provider

- 100% focused on energy solutions
- More than 13,000 km of lines and 300 substations
- Backbone of Alberta's electricity grid
- Serving 85% of Albertans
- Owned by Berkshire Hathaway Energy



The flow of power in Alberta



Key Industry Players

Alberta Electric System Operator (AESO)

Independent, not-for-profit system
planner

Alberta Utilities Commission (AUC)

Independent regulatory body

Transmission Facilities Owner (TFO)

Own and operate transmission facilities

Distribution Facilities Owner (DFO)

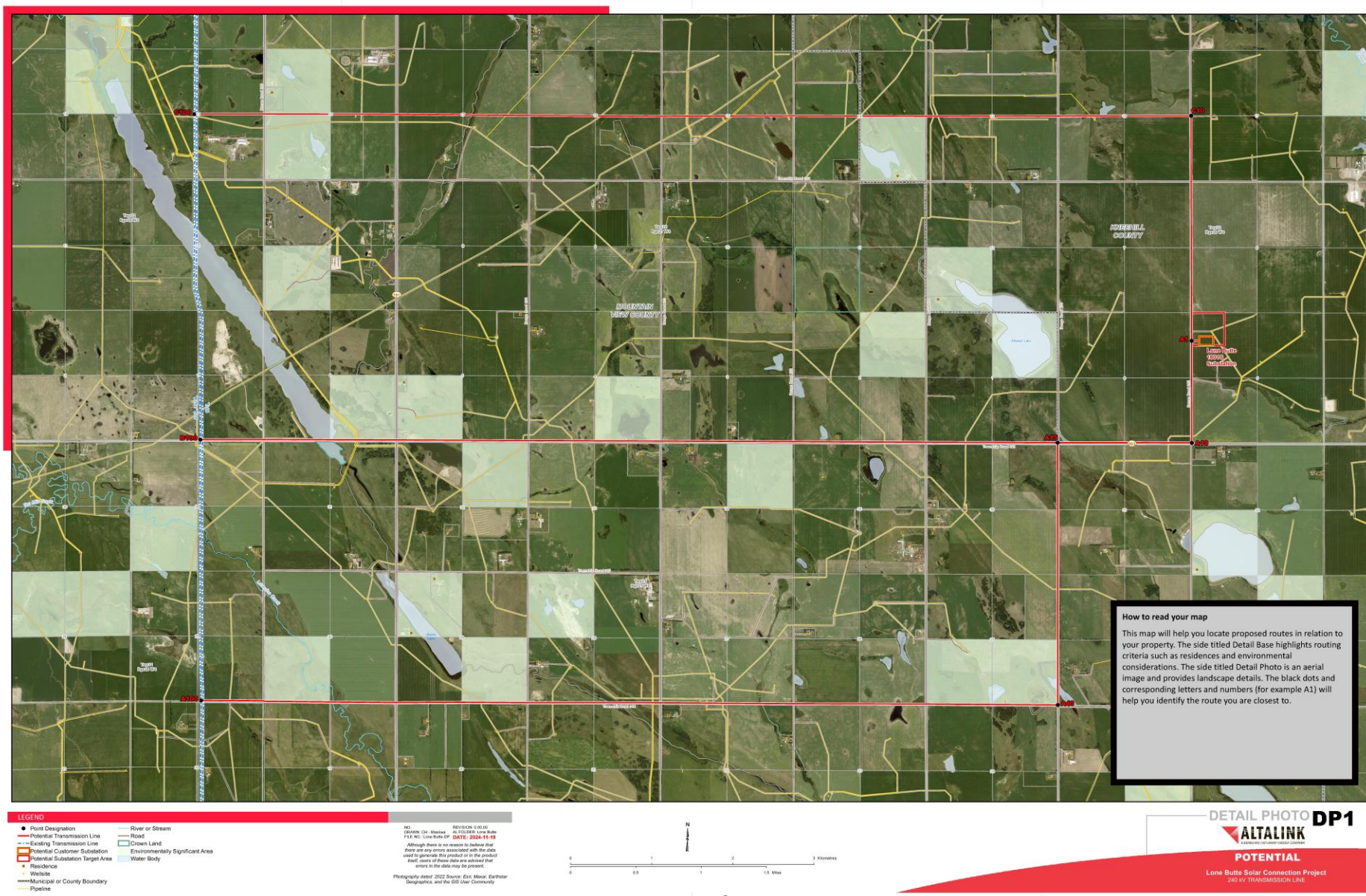
Own and operate distribution facilities

Fortis/REA

Lone Butte Solar Connection Project – Project Overview

- Purpose of the project is to connect Acciona Energy Canada Global Inc.'s solar project (located in Kneehill County) to the electrical grid.
- To achieve this connection, AltaLink is proposing to construct up to 17 kilometres of new 240 kilovolt (kV) transmission line.
 - The new transmission line will run between Acciona's proposed Lone Butte Substation (located in Kneehill County) and AltaLink's existing 929L transmission line (located in Mountain View County)

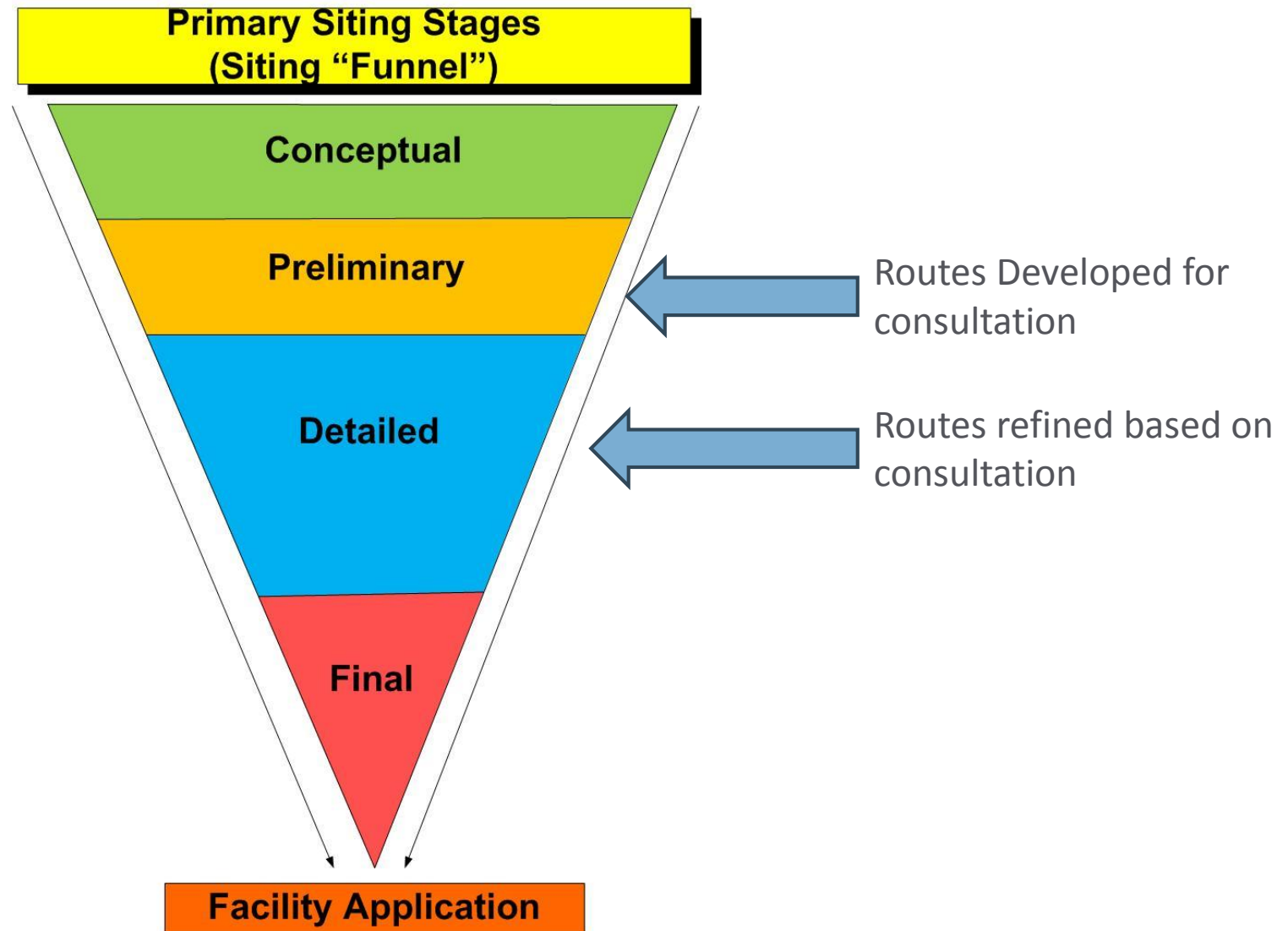
Lone Butte Solar Connection Project – Project Overview



Proposed Structure Types

Location	Route details
<p>North option (A1-C10-C100)</p>	<p>The north route option will be primarily located on quarter line. The proposed structures on this route option will be:</p> <ul style="list-style-type: none"> • H-Frame structures • made of steel or wood • between 18-26 metres tall <p>A right-of-way of approximately 35 metres will be required (17.5 metres on either side of the quarter line.)</p> <div data-bbox="1584 211 1893 649" data-label="Image"> </div> <p data-bbox="1584 668 1893 721"><i>The H-Frame structures will look similar to the above.</i></p>
<p>Central option (A1-A10-A15-B100)</p> <p>South option (A1-A10-A15-A40-A100)</p>	<p>The central and south route options will primarily be located within road allowance. The proposed structures on these route options will be:</p> <ul style="list-style-type: none"> • monopole structures • made of steel or wood • between 30-40 metres tall <p>A right-of-way of approximately 15 metres on property will be required.</p> <div data-bbox="1584 759 1893 1225" data-label="Image"> </div> <p data-bbox="1584 1243 1893 1296"><i>The monopole structures will look similar to the above.</i></p>

Siting Process



Who do we talk to?

- Affected Landowners
- First Nations
- Industry stakeholders (O & G, telecommunications, etc.)
- Environmental organizations
- Local and provincial governments (elected officials and planning departments, other departments as required)

Identifying Route Options

- Factors used to identify and refine route options include:
 - Agricultural
 - Residential
 - Environmental
 - Existing infrastructure (oil and gas infrastructure, irrigation, etc.)
 - Other considerations (shelterbelts, airports, etc.)

Project Schedule

Notify and Consult with Stakeholder	January to November 2025
File Facility Application with AUC	November 2025
Start Construction if Approved	January 2027
Construction Completion	July 2027

Thank You

Email:

Colin.Harvey@altalink.ca

Subject: **Delegation: Travel Drumheller**
 Meeting Date: Tuesday, January 14, 2025
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager

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	

ATTACHMENTS:

- Travel Drumheller Delegation Request Form
- Travel Drumheller Presentation Slides
- Travel Drumheller One-Pager Document

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: January 14, 2025 @ 11:00 a.m.

GUIDELINES

- Presentations are not to exceed 15 minutes, including questions, unless permitted by Council.
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- 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.
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- The purpose of a delegation is to provide information to Council. The delegation is not intended to be a “back and forth” engagement or to function as a “question period”.

PRESENTER DETAILS

Name: (Person Making presentation) Daniel Page

Company or Group Represented: Travel Drumheller

Contact Number: _____

Email: _____

Mailing Address: _____

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.):

To present and seek permission, approval and collaboration from the council on piloting (or re-piloting) the Long Table event in Summer 2025 along with 2-3 other Farm to Fark / Agritourism type events to start to build some training and development opportunities within the region for current businesses, youth, and others.

PURPOSE OF PRESENTATION

Information Only Request Action/Support Request Funds Other

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

To seek support, permission and collaboration to promote and organize the Longtable event in Summer 2025 in Kneehill County.

- *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?*

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January 14th Presentation

Kneehill County

Agritourism & The Longtable Event(s)

Presenter Name (Title):

Danny Page – Training & Development Consultant for Travel Drumheller

Topic of Presentation:

Brining back the LongTable event for Summer 2025. The piloting 2-3 other similar Agri-Tourism / Farm-Fork focused events in the Kneehill County & Surrounding area over the next 12-24 months.

The Purpose:

To start to rebuild a focus for the area on AgriTourism and highlight the benefits it could bring to local businesses, families and farms in a complimentary way to Agriculture focused programs already in existence. Not as a replacement.

The Request:

Looking for local support and interest in doing so. This is not an initiative that would be piloted without the local County's support and desire to engage.

The main purpose of these programs is to first involve, organize and build from the ground up with locals and then push out to market, promote and try to attract Calgary and other surrounding area visitors to the area to attend these events. But everything first must start locally, and it must be something that locals are interested and wanting.

The Why Now:

I am currently on contract with Travel Drumheller and have some budget and time to put towards this until September 2025. There is possible opportunities and funding coming that may be able to extend my time and efforts for the area to work on projects like this, however that is not guaranteed. What is guaranteed is that I am here now, available and keen to help and support now. And we have identified the LongTable event as a great way to start building some training, workshops and local business and youth (high school and post secondary) development programming around the process of brining back this event and hosting others just like it in Kneehill County.

Thank You

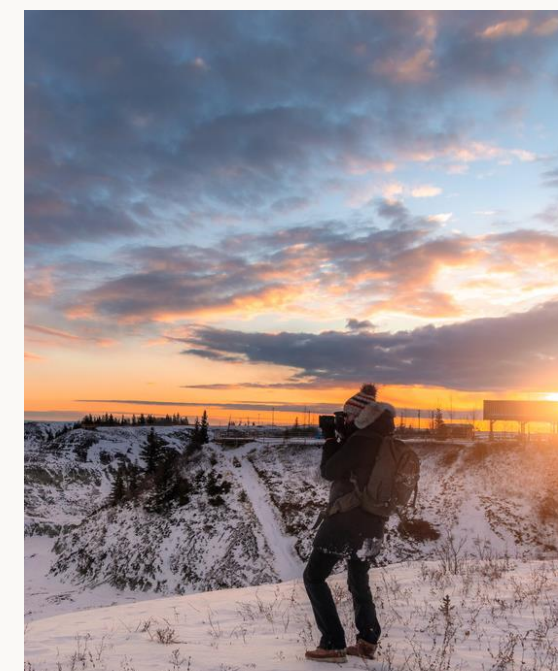


Unearth the Unexpected

Travel Drumheller

PRESENTATION TO KNEEHILL
JANUARY 2025
TRAINING & DEVELOPMENT

A truly
iconic
destination





Supporting Agri-Tourism in Kneehill County

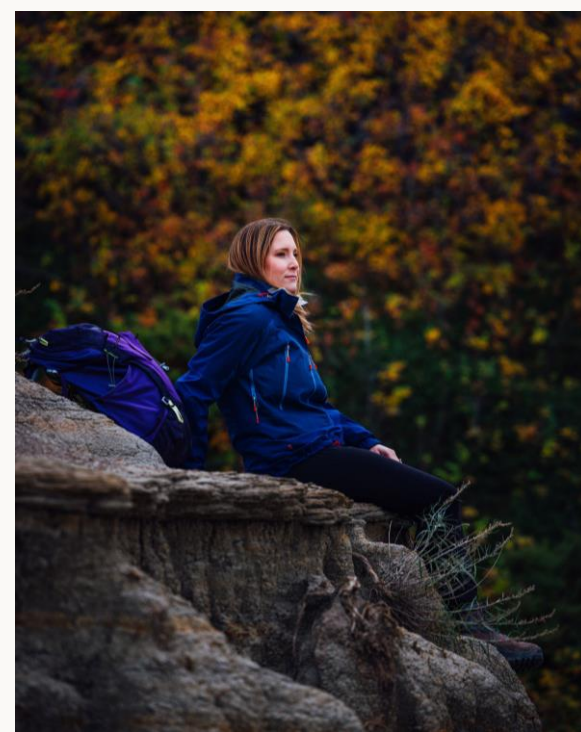


Introducing: Danny Page

- Consultant for Travel Drumheller
- Background in tourism, education, and small business

Objective:

- Propose agri-tourism and farm-to-fork events
- Celebrate local strengths and create sustainable opportunities



"Supporting rural communities by highlighting what makes Kneehill County special."



Celebrating Kneehill County's Unique Offerings

Community Strengths:

- Open spaces and beautiful landscapes
- Family traditions and community values

Goals:

- Preserve the essence of rural life
- Enhance with controlled, well-managed tourism
- Engage youth and support local economic growth



Agri-Tourism & Farm-to-Fork Events

Event Plan:

- 2-4 Farm-to-Fork, Longtable-style events
- Summer 2025: Outdoor farm-based experiences
- Winter 2025-26: Seasonal indoor/outdoor events

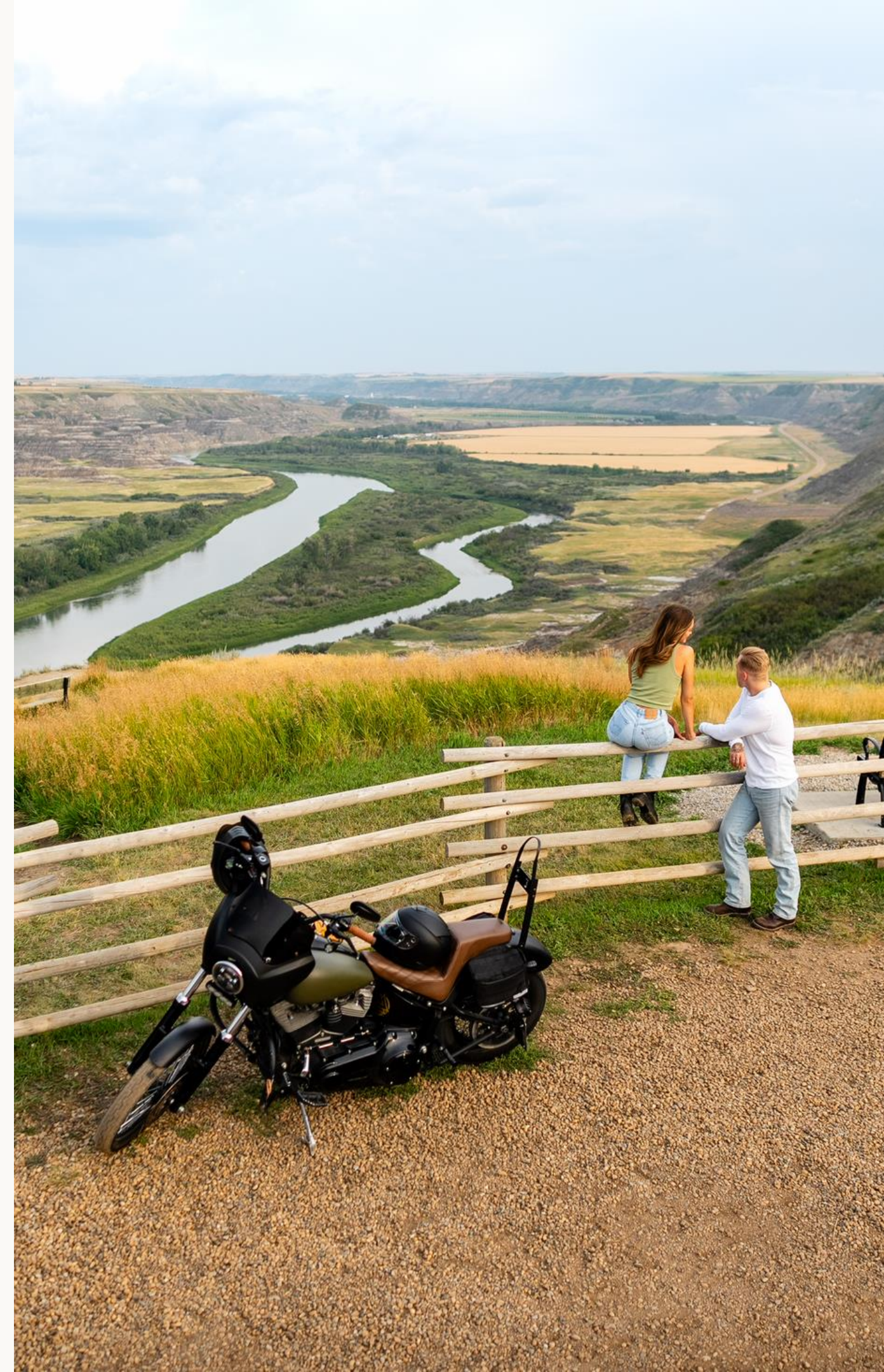
Community Involvement:

- Local farms, chefs, businesses, youth, breweries

First Year Focus:

- Subsidized costs, invite key industry guests

*"Quality events that showcase Kneehill
County's best."*





Why Now? Key Tourism Trends

Emerging Trends (Destination Canada):

- Social Change: Demand for local, authentic experiences
- Disconnect to Reconnect: Desire to escape digital overload
- Responsible Travel: Support for local businesses

Economic Impact:

- Alberta Tourism (2022):
 - 100,000 jobs
 - \$9.16 billion in GDP (46% from food, beverage, and accommodation)



Next Steps & Support

Funding Opportunities:

- Travel Alberta, Government Grants

What's Needed:

- Community support for pilot events
- Feedback and collaboration

Vision for 2026:

- Invite stakeholders like Minister Joseph Schow
- Create a sustainable model for ongoing success

"Complement, not disrupt - enhancing what already makes Kneehill County great."

A woman with long brown hair, wearing a blue jacket and dark pants, is sitting on a large, grey rock. She is looking off to the right. A blue backpack is resting on the rock next to her. The background is a dense forest with trees in shades of green and yellow, suggesting an autumn setting. The text "Any Questions?" is overlaid in a white, cursive font.





Any Questions?

“Destination promotion is a catalyst for community vitality, driving what is needed for a community to become that destination where people want to visit, live, work and play.”

Jack Johnson, Destinations International

Subject: **Policy 13-2 Grader Gravel Service**
 Meeting Date: Tuesday, January 14, 2025
 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 checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

RELEVANT LEGISLATION:

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- Policy 13-2 Grader Gravel Service -Policy 13-36 Maintenance of Dirt Trail Road Allowances

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 pertaining to Policy 13-2 Grader Gravel Services. This policy was presented to the Committee of the Whole at the November 19th, 2024 meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

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

- Removal of the ability for ratepayers to request County services such as snow plowing and grading to occur on privately owned lands. While this service has been available for many years, the potential liability for these activities is considered too high to continue the practice. Additionally, the clearing or grading of private lands detracts from core public road maintenance activities. Many municipalities in the province that had once offered this service have also abandoned it for similar reasoning. The intent would be to initiate this change in the spring of 2025 to allow residents to adapt to the changes.
- References to both summer and winter maintenance activities for paved and chip-seal roads were added.
- The revisions include changes to the minimum grader rotation requirements, now set at 2-6 rotations per year, based on need and at the discretion of the Road supervisor. However, the supervisor may increase the number of rotations beyond six if the road's condition warrants it. Road grading activities have always been focused on providing the appropriate level of maintenance, considering factors such as weather conditions, road quality, and traffic intensity.



- An added reference to the winging of ditches method that the County currently implements. This method of creating snow storage in the ditches is an industry approved practice that municipalities across the country utilize.
- Dirt Trail Maintenance has been combined into this Policy. Within this, dirt trails are bladed a minimum of twice a year with additional maintenance to be completed at the road supervisor's discretion.

Road Graveling Program

- A reduction in total kilometers re-graveled per year from 640km (400 miles) – 485km (300 miles).
- To ensure that this change in the road graveling program will not detrimentally affect County roads or cause risks to the safety of road users, Administration proposes to implement a targeted monitoring program. This program will include the selection of 20 to 25 specific sites, approximately 100 meters in length, distributed across the County. These sites will be carefully chosen based on road conditions, traffic levels, and geographical diversity to ensure comprehensive coverage. By closely monitoring these areas, early signs of road deterioration will be detected and responded to proactively before any significant damage occurs. Quarterly updates from these monitoring sites will be captured through measurements, detailed photographs and videos providing visual evidence of road conditions over time. This data-driven approach will help identify trends and areas of concern, allowing for timely interventions. With these frequent updates, we can ensure that any necessary maintenance or gravel application is scheduled before roads deteriorate to a point where safety could be compromised. This proactive strategy aligns with the County's commitment to maintaining road safety while operating within the revised service levels. By adopting this monitoring program, administration is confident that reducing the overall graveling program from 400 to 300 miles annually will not have a measurable impact on road quality. The data gathered from these key sites will inform decisions on whether additional graveling is needed in specific areas, ensuring that road safety is upheld and that resources are allocated efficiently.
- Sites will be selected in Q1 and inspections will commence in Q1.
- In order to stay up to date on the status of the roads throughout the pilot program, administration is working on creating an inspection checklist that will be built into our City-Wide asset management program, wherein photos will be taken and uploaded and checklist will be completed to assess the quality of the road. This inspection will be completed on a bi-weekly basis and the results will be available to council on a quarterly basis starting in Q2.

FINANCIAL & STAFFING IMPLICATIONS:

The financial implications of this policy change will include reduced revenue generated from private snow clearing and grading services, which equates to approximately \$5,000 annually. This will be somewhat offset by the reduced resource time (salary, fuel, equipment) needed to perform these duties.

The proposed reduction in total kilometers graveled would reduce operating expenses by approximately \$500,000 per year.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

- Policy 13-2 (current policy)
- Policy 13-2 proposed policy)
- 13-36 Maintenance of Dirt Trail Road Allowances (redline 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:

1. That Council approve Policy 13-2, Grader Gravel Services, as presented, and repeal Policy 13-36, Maintenance of Dirt Trail Road Allowance, as its content has been incorporated into Policy 13-2 and further direct Administration to develop an appropriate communications package informing ratepayers of the revisions to the policy

FOLLOW-UP ACTIONS:

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-





Section Transportation	Policy No. 13-36	Page 1 of 2
Policy Title Maintenance of Dirt Trail Road Allowances	Date: March 11, 2014	Motion No. 85/14

Purpose:

To establish guidelines for maintenance of dirt trails road allowances located within Kneehill County.

Policy Guidelines:

Policy Procedure:

1. Administration will maintain signage at the beginning and end of each dirt trail road allowance stating

"Road Allowance May Be Impassable".
2. Existing Dirt trail road allowances will be bladed a minimum of twice a year as time and the condition of the road allows.
3. Dirt trail road allowances are considered field access only and Kneehill County is not obligated to provide legal access to adjacent landowners. The County is not obligated to ensure access to grain bins/bags placed on Dirt Trail Road Allowances; producers do so at their own risk.
4. Industry and Ratepayers may be allowed, at the discretion of the CAO or designate, to provide graders/snowplows or minor maintenance of dirt trail road allowances leading to leases, bins, haystacks, and corrals after signing a Save Harmless Agreement/Liability Release with Kneehill County.
5. Snowplowing of dirt trail road allowances may be requested by a Ratepayer or Industry and will be completed at no cost at the discretion of the CAO or designate. Snowplowing of dirt trail road allowances will take place only after all other Kneehill County roads have been cleared as per policy on Snowplowing of County Road Allowances.
6. Criteria for assessing regular maintenance or upgrades to Dirt Trail Road Allowances will be at the discretion of the CAO or designate and will generally be based on the following order of priorities:
 - Trails experiencing high weight and high volumes of traffic on a regular basis that present maintenance concerns
 - Trails with chronic maintenance concerns



POLICY

Section Transportation	Policy No. 13-36	Page 2 of 2
Policy Title Policy Name	Date: March 11, 2014	Motion No. 85/14

- ~~• Trails that provide connectivity to existing developed road network~~
- ~~• Trails that are landlocked or dead-end trails, where other alternate travel routes are available.~~
- ~~• Trails with crossings (pipeline, water)~~
- ~~• Trails with environmental barriers will have engineered review assessment (water, encroachment, trees)~~

Ken King,
Reeve

Mike Haugen,
CAO

Approved: ~~March 11, 2014~~ ~~85/14~~
Approved: ~~February 23, 2016~~ ~~70/16~~
Approved: ~~May 26, 2020~~ ~~250/20~~
Approved: ~~June 18, 2024~~ _____
Review Date: June 18, 2028





Section	Policy No.	Page
TRANSPORTATION	13-2	1 of 5
Policy Title	Date:	Motion No.
Proposed Policy 13-2 Grader Gravel Services 2024 Review Final Version.docx	October 13, 2020	[Category]

Purpose:

To establish Transportation grading/gravel services that will facilitate the acquisition, guidelines, and standards of Kneehill County’s road network in a reasonable, safe, timely, cost-effective, manner.

Policy Guidelines:

The County recognizes its responsibility for maintaining the roads which are under its direction, control, and management in a reasonable state of repair, as specified in the *Municipal Government Act*.

The County’s road network consists of a diverse inventory of rural and urban road classifications that require a variety of maintenance strategies to meet the needs of all users.

The County does not provide snow clearing or grading services on privately owned property. The provision of these services remains the responsibility of the individual landowners.

Regulation

The goal of winter maintenance for paved roads is to remove snow and ice from the road surface as quickly as possible. Supervisory staff will determine the appropriate use of equipment and materials to achieve this result. Timeframes will vary depending on the severity and duration of the weather event.

The goal of winter maintenance for gravel roads is to remove snow from the road surface after snowfall events. Gravel road snow removal will be undertaken under the direction of the supervisory staff with the goal of minimizing the amount of gravel that ends up in the ditch.

Paved and Oil Roads

Summer Maintenance (April to September)

- Potholes on paved or oiled roads will be repaired as soon as possible in consideration of the time of year and the availability of crews and materials.
- On an annual basis a program to seal cracks will be undertaken either by contract or by County forces. The crack sealing program is to prevent water from entering the road structure and causing premature failure.
- Patching of select areas will be undertaken to prevent premature failure of the surface of the road and to provide a higher quality driving surface for the public.
- Line painting of paved roads will be done as needed but generally every two years.

Winter Maintenance (October to March)

- The County will endeavour to undertake snow and ice removal activities on paved or chip-seal roads in a manner that promotes efficiency and reduces the level of “high-blading” travel.
- Snow and ice clearing activities will focus on the highest impacted area of the County first and respond to lesser impacted areas based on priority.



Section TRANSPORTATION	Policy No. 13-2	Page 2 of 5
Policy Title Proposed Policy 13-2 Grader Gravel Services 2024 Review Final Version.docx	Date: October 13, 2020	Motion No. [Category]

Gravel Roads

Summer Maintenance

- Gravel Roads will be graded on an average of two - six rotations per year.
- Gravel roads within the County’s maintenance jurisdiction will be graded based on road condition, traffic intensity and weather, as determined by the supervisor.
- Roads will be graded in an orderly fashion to maximize efficiency and to avoid “high-blading”.

Road maintenance will be undertaken in accordance with existing Intermunicipal Collaboration Framework (ICF) agreements with the Urban municipalities.

List of Priorities for Summer Maintenance:

1. Local Roads
2. Hamlets
3. Road Repairs
4. Dirt Trails

Priority	Location	Goals
1	Local Roads/Gravel Roads	Bladed a minimum of two rotations per year, with some roads requiring six or more rotations. Maximum rotation will be at the discretion of the Road Supervisor on a case-by-case basis.
2	Hamlets	To be determined by Road Supervisor
3	Road Repairs	To be determined by Road Program Supervisor
4	Dirt Roads	Bladed a minimum of twice a year as time and the condition of the road allows.

Winter Maintenance (October to March)

- When deemed necessary by the CAO or designate, snow removal coverage will be provided 7 days a week to address a significant or extreme snow event.
- At the discretion of the supervisor, operators may provide basic snow clearing operations during high wind or unsettled conditions to ensure travelling lanes remain open.
- If the weather is severe and the operators are at risk, Kneehill County will halt plowing operations.
- Grader operators will exercise “winging” of the ditches where possible to ensure adequate snow drifting storage is available.
- Snowplowing of County Road allowances will not necessarily follow the School Bus Routes, but will respond to the highest impacted areas first.
- Windrows created on driveways as a result of snow clearing operations are the landowner’s responsibility. However, every effort will be made to reduce the window left while plowing.



Section TRANSPORTATION	Policy No. 13-2	Page 3 of 5
Policy Title Proposed Policy 13-2 Grader Gravel Services 2024 Review Final Version.docx	Date: October 13, 2020	Motion No. [Category]

- Snow fence – County Road crews may install snow fencing in the late fall months to help reduce drifting snow onto County roads only. The County is permitted under the provincial *Public Highways Development Act* to enter private property to install and maintain snow fencing as required. Crews will not enter lands where obvious farming is underway, for example, active pastureland with grazing livestock or fields with a crop waiting to be harvested. Every effort will be made to contact affected landowners in advance of the installation.

List of Priorities for Winter Maintenance:

1. Paved Roads
2. Local Roads
3. Hamlets
4. Country Residential Subdivisions
5. Reservoir Sites
6. Transfer Sites

Priority	Location	Trigger	Goals
1	Hardsurface Paved/Chipsealed Roadways	A minimum of 5cm of Surface accumulation or icy Road Conditions due to weather	To be opened within 24 hours of snow event.
2	Local Roads/Gravel Roads	A minimum of 10cm or more accumulation on road.	To be opened within 24-120 hours of snow event.
3	Hamlets	Hamlets with Emergency Services will be completed first. A minimum of 10cm or more accumulation on road. Snow is piled on boulevards and areas available will be removed as deemed necessary.	To be opened within 24-120 hours of snow event
4	Country Residential Subdivisions	A minimum of 10cm or more accumulation on road.	To be opened within 24-120 hours of snow event
5	Reservoir Sites	As deemed necessary	To be opened within 24-120 hours of snow event
6	Transfer Sites	As deemed necessary	To be opened within 24-120 hours of snow event

Dirt Trail Maintenance

- Administration will maintain signage at the beginning and end of each dirt trail road allowance stating “Road Allowance May Be Impassable”



Section TRANSPORTATION	Policy No. 13-2	Page 4 of 5
Policy Title Proposed Policy 13-2 Grader Gravel Services 2024 Review Final Version.docx	Date: October 13, 2020	Motion No. [Category]

- Existing Dirt trail road allowance will be bladed a minimum of twice a year. Additional maintenance will be completed at the Road Supervisors discretion, as time and conditions of the road allows.
- Dirt trail road allowances are considered field access only and Kneehill County is not obligated to provide physical access to adjacent landowners. The County is not obligated to ensure access to grain bins/bags placed on Dirt trail road allowance; producers do so at their own risk.
- Industry and Ratepayers may be allowed, at the discretion of the CAO or designate, to provide graders/snowplows or minor maintenance of Dirt trail road allowance leading to leases, bins, haystacks and corrals after signing a Save Harmless Agreement/ Liability Release with Kneehill County.
- Snowplowing of Dirt trail road allowance may be requested by a ratepayer or industry and will be completed at no cost at the discretion of the CAO or designate. Snow plowing of a Dirt trail road allowance may take place only after all other Kneehill County roads have been cleared as per winter priority list.
- Criteria for assessing regular maintenance or upgrades to Dirt trial road allowance will be at the discretion of the CAO or designate and will generally be based on the following order of priorities
 - Trails experiencing high weight and high volumes of traffic on a regular basis that present maintenance concerns.
 - Trails that provide connectivity to an existing developed road network
 - Trails with chronic maintenance concerns
 - Trails that are landlocked or dead-end trails, where other alternate travel routes are available
 - Trails with crossings (Pipelines, water)
 - Trails with environmental barriers will require an engineered review assessment

Gravel

- The Road Program Support Supervisor will assess all gravel roadways.
- Kneehill County re-gravels on average 485Km a year.
- Depending on the condition of the road, gravel roadways should be re-graveled every two to seven years.
- Depending on the width and condition of the roadway, when re-graveling, two hundred and thirty (230) to four hundred (400) tonnes of gravel should be spread per mile.

Dust Control on Municipal Haul Routes

- Kneehill County may, at its' discretion and at no charge, apply dust abatement material on municipal roads used by the County forces as gravel haul roads. The need to apply dust control will be based on the heavy



Section TRANSPORTATION	Policy No. 13-2	Page 5 of 5
Policy Title Proposed Policy 13-2 Grader Gravel Services 2024 Review Final Version.docx	Date: October 13, 2020	Motion No. [Category]

truck traffic volume threshold of twenty (20) trips per day or if the haul is more than five (5) consecutive days; whichever occurs first.

- The application rate, the length of the treated area and type of dust abatement material will be done on an as needed basis at the discretion of the Director of Infrastructure. Typically, the areas that will be treated are adjacent to residences and at high volume intersections.
- The Municipality retains the right to perform work on the road scheduled for dust control product applications either prior to or after such application.

Kenneth King,
Reeve

Mike Haugen,
CAO

Approved: October 13, 2020 [Category]
Review Date: **January 14, 2025**





Section TRANSPORTATION	Policy No. 13-2	Page 1 of 4
Policy Title Transportation Grader/Gravel Services	Date: October 13, 2020	Motion No. 386/20

Purpose:

To establish Transportations grading/gravel services that will facilitate the acquisition, guidelines and standards of Kneehill County’s (the County) road network in a reasonable, safe, timely, cost-effective, manner.

Policy Guidelines:

- The County recognizes its responsibility for maintaining roads under the its direction, control, and management in a reasonable state of repair, as provided in the *Municipal Government Act*.
- The County’s road network consists of a diverse inventory of rural and urban road classifications that requires a variety of maintenance strategies to meet the needs of all users.

Graders

Summer Maintenance (April to September)

- Gravel Roads will be graded on a minimal of six rotations per season.
- High traffic volume (Arterial and Collector) roads will be graded more often.
- Landowners wishing private driveways to be graded by County machinery must complete and sign a Grading/Snowplowing Agreement - Appendix A prior to the work being commenced. Payment will be **required prior** to any snowplowing/grading being commenced. Snowplowing and/or Grading rate will be set as per Master Rates Bylaw.
- Roads will be graded in an orderly fashion to maximize efficiency.
- Intermunicipal Collaboration Framework (ICF) agreements with the Urban municipalities.

List of Priorities for Summer Maintenance:

Priority	Location	Goals
1	Local Roads/Gravel Roads	Bladed on an minimal of six rotations per year
2	Hamlets/ Alleys	Bladed on an minimal of once per year
3	Road Repairs	To be determined by Road Program Supervisor
5	Private Driveways	To be determined by Road Supervisor and Grader Agreement.
6	Dirt Roads	Bladed a minimum of twice a year as time and the condition of the road allows.



Section TRANSPORTATION	Policy No. 13-2	Page 2 of 4
Policy Title Transportation Grader/Gravel Services	Date: October 13, 2020	Motion No. 386/20

Winter Maintenance (October to March)

- When deemed necessary by the CAO or designate, snow removal coverage will be provided 7 days a week to address a significant or extreme snow event.
- If the weather is severe and the operators are at risk, Kneehill County will halt plowing operations.
- Snowplowing of County road allowances will not follow the School Bus Routes.
- Windrows created on driveways as a result of this operation are the landowner's responsibility. However, every effort will be made to reduce a windrow left while plowing.
- Landowners wishing private driveways to be plowed by County machinery must complete and sign a Grading/Snowplowing Agreement - Appendix A prior to the work being commenced. Payment will be **required prior** to any snowplowing/grading being commenced. Snowplowing and/or Grading rate will be set as per Master Rates Bylaw.
- The Landowner will contact the County office in order to receive service. Snowplowing/ grading will be completed at the discretion of the Municipality and shall not in any way interfere with the regular supply of services and maintenance to the municipality at large.
- Snow fence – County road crews install snow fencing in the late fall months to help reduce drifting snow onto county roads only. The County is permitted under the provincial *Public Highways Development Act* to enter private property to install and maintain snow fencing as required. Crews will not enter lands where obvious farming is underway, for example, active pasture land with grazing livestock or fields with a crop waiting to be harvested. Every effort is made to contact affected landowners in advance of the installation.

List of Priorities for Winter Maintenance:

Priority	Location	Trigger	Goals
1	Hardsurface Paved/Chipsealed Roadways	A minimum of 5cm/2" of Surface accumulation or icy Road Conditions due to weather	To be opened within 24 hours of snow event.
2	Local Roads/Gravel Roads	A minimum of 10cm or more accumulation on road.	To be opened within 24-120 hours of snow event.
3	Hamlets	<ul style="list-style-type: none"> • Hamlets with Emergency Services will be done first. • A minimum of 10cm or more accumulation on road. • Snow is piled on boulevards and areas available will be removed as deemed necessary. 	To be opened within 24-120 hours of snow event
4	Country Residential Subdivisions	A minimum of 10cm or more accumulation on road.	To be opened within 24-120 hours of snow event
5	Reservoir Sites	As deemed necessary	To be opened within 24-120 hours of snow event
6	Transfer Sites	As deemed necessary	To be opened within 24-120 hours of snow event
7	Private Driveways	Request after completing Grading/Snowplow Agreement.	To be determined by Road Supervisor on proximity of equipment.



Section TRANSPORTATION	Policy No. 13-2	Page 3 of 4
Policy Title Transportation Grader/Gravel Services	Date: October 13, 2020	Motion No. 386/20

Gravel

- The Road Program Support Supervisor will assess all gravel roadways.
- Kneehill County re-gravels a minimum of 640 Km a year.
- Depending on the condition of the road, every gravel roadway should be re-graveled every two to seven years.
- Depending on the width and condition of the roadway, when re-graveling, two hundred and thirty (230) to four hundred (400) tonnes of gravel should be spread per mile.

Dust Control on Municipal Haul Routes

- The Transportation Department may, at its' discretion and at no charge, apply dust abatement material on municipal/provincial roads, used by the County forces as gravel haul roads. The need to apply dust control will be based on the heavy truck traffic volume, threshold of twenty (20) trips per day or if the haul is more than five (5) consecutive days; whichever occurs first.
- The application rate, the length of the treated area and type of dust abatement material will be done on an as needed basis at the discretion of the Director Transportation. Typically, the areas that will be treated are in front of residences and high volume intersections.
- The Municipality retains the right to perform work on the road scheduled for dust control product applications either prior to or after such application.

Gravel Specifications

- Transportation 2010 Standard Specifications for Highway Construction are to be used for base course Asphalt Aggregate and Chip Seal Coat Aggregate.
- Road Gravel (3/4") 4-20 or (1") 4-25 shall be a modified spec set by Kneehill County.

TYPE	DESIGNATION	CLASS
Road Gravel:		
¾" (20mm)	4	20
1" (25mm)	4	25
Base Course:		
¾" (20mm)	2	20
1" (25m)	2	25
1 ½" (40 mm)	2	40



POLICY

Section TRANSPORTATION	Policy No. 13-2	Page 4 of 4
Policy Title Transportation Grader/Gravel Services	Date: October 13, 2020	Motion No. 386/20

Asphalt Aggregate:		
½" (12.5mm)	3	16
Chip Seal Coat Aggregate:		
½" (12.5mm)	3	16



Jerry Wittstock,
Reeve



Mike Haugen,
CAO

Approved: October 13, 2020 386/20
Review Date: October 13, 2024



Subject: **2025 BMO Stampede Farm Family Nomination**
 Meeting Date: Tuesday, January 14, 2025
 Prepared By: Fallon Sherlock, Manager of Parks & Ag Services
 Presented By: Fallon Sherlock, Manager of Parks & Ag Services

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)- [1-32-3 ASB Administrative Stampede Farm Family Award](#)

BACKGROUND/PROPOSAL:

The Calgary Stampede BMO Farm Family Award is given out each year to recognize those families that ensure the agriculture industry and their respective rural communities continue to thrive. Farm family units must be active in primary agriculture, have agriculture as the main source of income and have family members residing on the farm.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Past recipients sponsored by Kneehill County:

- 1999 – Sunterra Farms: Stan & Flo Price - Acme
- 2000 – Arn’s Brae Farms: Jim & Doris Christie - Trochu
- 2001 – Les & Kathy Bell - Orkney
- 2002 – Ursula, Russell and Harvey Stankieveh - Trochu
- 2003 – Bob Penner Farms - Swalwell
- 2004 – Hastie Farms - Trochu
- 2005 – Kubinec Farms – Trochu
- 2006 – Del & Greg Bates - Acme
- 2007 – Murray Sorenson Family - Acme
- 2008 – Richard & Joe Rowbottom - Carbon
- 2009 – James Main Family – Three Hills
- 2010 – Eskeland Farms – Drumheller
- 2011 – Jay Davis Family - Acme
- 2012 – Bruce Hogg Family – Huxley
- 2013 – Neil Bertsch Family – Carbon
- 2014 – The Matt Sawyer Family – Acme
- 2015 – Klassen Agriventures – Linden (Declined award)
- 2016 – Don Ferguson Family- Orkney
- 2017 – Bill & Dallas Dau Family – Three Hills
- 2018 – Hoppins Family- Huxley
- 2019 –Tim Tainsh Family- Torrington
- 2020 – Derek & Lois Benedict Family – Wimborne
- 2021 – No Recipient as the 2020 families were honored due to pandemic
- 2022 – No Recipient due to late decline by nominated family



2023 – Mike and Susan Lemay Family – Trochu
 2024 – Calhoun Family- Swalwell

Two nominations from the public were received, and the ASB has recommended to nominate Stankevich Ranches from Trochu for the award.

FINANCIAL & STAFFING IMPLICATIONS:

There are no direct financial implications associated with endorsing the nomination. Any costs related to the award ceremony or recognition events will be covered by the BMO Stampede organization.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

BMO Stampede farm Family award nomination form

COUNCIL OPTIONS:

1. That Council motions to nominate Glen and Claire Stankevich of Stankevich Ranches for the BMO Stampede Farm Family Award as recommended by the Agriculture Service Board.
2. That Council motions to nominate a different recipient.
3. That Council requests additional information.

RECOMMENDED MOTION:

That Council motions to nominate Glen and Claire Stankevich of Stankevich Ranches for the BMO Stampede Farm Family Award as recommended by the Agricultural Service Board.

FOLLOW-UP ACTIONS:

Administration will submit the nomination application to the BMO Stampede Farm Family Award Organization.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-





2025 BMO Bank of Montreal FARM FAMILY AWARDS

PURPOSE:

Promote a relationship between urban and rural people,

Focus on agriculture at the Calgary Stampede, and

Increase awareness of the high ideals of the way of life in agriculture and the many opportunities of rural citizenship.

OBJECTIVES:

Recognize, on an annual basis, outstanding Southern Alberta farm families (in or south of Township 34) who best typify the value of the family farmer to our rural communities and society in general, and

Honour these families at the 2025 Calgary Stampede.

SELECTION COMMITTEE AT THE LOCAL LEVEL: Agricultural Service Board

GUIDELINES FOR SELECTION:

Please select a family deserving of recognition for both agricultural and community involvement. The farm family must be active in primary agriculture, have agriculture as the main source of income and have members residing on the farm (agribusiness not eligible).

The method of selection is up to the individual Agricultural Service Board. It is important that the family selected be the representative of the municipality from which they are chosen. *It is also important to keep in mind that this program focuses on recognizing the contribution to the enhancement of quality of life as a family unit, not necessarily the business of farming.*

In the case of a nomination where more than one farmer or farm couple within a family unit is being named, a primary contact must be identified for communication purposes.

NOTE: A form for the collection of additional information will be forwarded to the family upon receipt of this nomination. Completion and submission of this form will be their responsibility. You will not be required to provide any further information after that time.

2025 BMO Bank of Montreal FARM FAMILY AWARDS NOMINATION FORM

Family Name *First Name(s)*

Farm Name *Primary Contact (if different from above)*

Address *Box #* *Town* *Postal Code*

Primary Phone Number *Email Address*

SUBMITTED BY: _____
Agricultural Service Board

Contact *Phone Number*

Address *Postal Code*

Email

Website

Chairman or Reeve (Please Print) *Signature*

Please submit this form by **January 8, 2025** to:

BMO Farm Family Awards 2022
Calgary Stampede - Agriculture Department
Box 1060, Station M
Calgary, Alberta T2P 2K8
Phone: (406) 760-8541
E-mail: kdennett@calgarestampede.com

The Calgary Stampede reserves the right to decline a nomination.

Subject: **BREWD - Business Retention Expansion & Workforce Development**

Meeting Date: Tuesday, January 14, 2025

Prepared By: Jenna Kester, Economic Development Officer

Presented By: Jenna Kester, Economic Development Officer
Wendy Gerbrandt, Economic Development Manager

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

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

RELEVANT LEGISLATION:

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

BACKGROUND/PROPOSAL:

At the Economic Development of Alberta Conference in April of 2024, it was brought to our attention that a new regional initiative would be introduced in our region, surrounding Business Retention & Expansion & Workforce Development (BREWD). Spearheaded by the Town of Olds, BREWD is part of an extensive three-year industry and economic growth plan. Regional partners participating include Olds, Innisfail, Penhold, Red Deer, Red Deer County, Mountainview County and Kneehill County.

Business Retention & Expansion is a strategy to support and keep existing businesses in a community or region. BREWD aligns with the Economic Development Plan to strengthen existing businesses. The purpose of BREWD is to foster a more competitive regional business environment that provides business and industry the economic support system they need to grow and succeed. Furthermore, the information gathered will support Council and Administration to align initiatives through it's Economic Development Plan and budget process.

In July of 2024, Kneehill County committed to partner on the Business Retention & Expansion. This process will engage local businesses to identify their needs, set priorities, and ultimately create jobs and wealth. Following our commitment, the first leadership meeting happened in October 2024. There, the partnering municipalities discussed the path forward. On January 23, 2025, a business-centric survey will be launched and will be conducted via online and one-on-one interviews.

Upon the closing date of the survey, a survey research report will be constructed to compile and present the findings and determine overarching themes/opportunities. After the summary report, an action plan of priorities will be ranked and implemented into action. Administration's goal is to obtain a 10% response rate from Kneehill County's businesses and producers. This is critical to ensure that Kneehill County will obtain a report and overview of our current business state. This information will also be represented in the regional aggregate data.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Administration will provide an overview of the Business Retention and Expansion process and how the BREWD project will impact and benefit businesses and Kneehill County.



Additionally, Administration is seeking Council's support and participation in spreading the word on this very beneficial initiative for our region. Businesses participating in the initiative will play an active role not only in shaping the plan but also in overseeing its implementation.

The BREWD launch event will be hosted in Olds on January 23, 2025. It is a celebration of the region's partners coming together to launch the survey and is a formal kick-off of BREWD and an acknowledgement of all the volunteers who have stepped up to take action for our businesses.

Community Leads, CAO's and Councils / Boards, volunteers will be invited to attend as well as the media. At the launch event, Reeve's and Mayors will also be invited to sign the Partnership Charter. The Partnership Charter is an informal document whereas Kneehill County is committing to work together regionally through the regional action plan. The County is not committing to any financial contribution or initiatives through this Charter, but rather an informal partnership to demonstrate a collaborative approach to a broader audience.

FINANCIAL & STAFFING IMPLICATIONS:

\$3000 community contribution dispersed in 2024.

Travel and/or per Diem's as per policy 3 – 1.

RECOMMENDED ENGAGEMENT:

Collaborative Decision (Active Participation- Share or Delegate Decision Making)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

BREWD Presentation to Council – January 2025

COUNCIL OPTIONS:

1. That Council make a motion for Council members to attend the BREWD Survey Launch Event on January 23, 2025 and to sign the Partnership Charter in the spirit of recognizing the importance of collaboration and regional partnership.
2. That Council make a motion to not attend the launch event on January 23, 2025.
3. That Council make a motion to accept as information.

RECOMMENDED MOTION:

That Council make a motion for Council members to attend the BREWD Survey Launch Event on January 23, 2025.

That Council make a motion to sign the Partnership Charter at the launch event in the spirit of recognizing the importance of collaboration and regional partnership.

FOLLOW-UP ACTIONS:

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-





BUSINESS RETENTION AND EXPANSION

Jenna Kester - Economic Development Officer

Wendy Gerbrandt – Manager, Economic Development

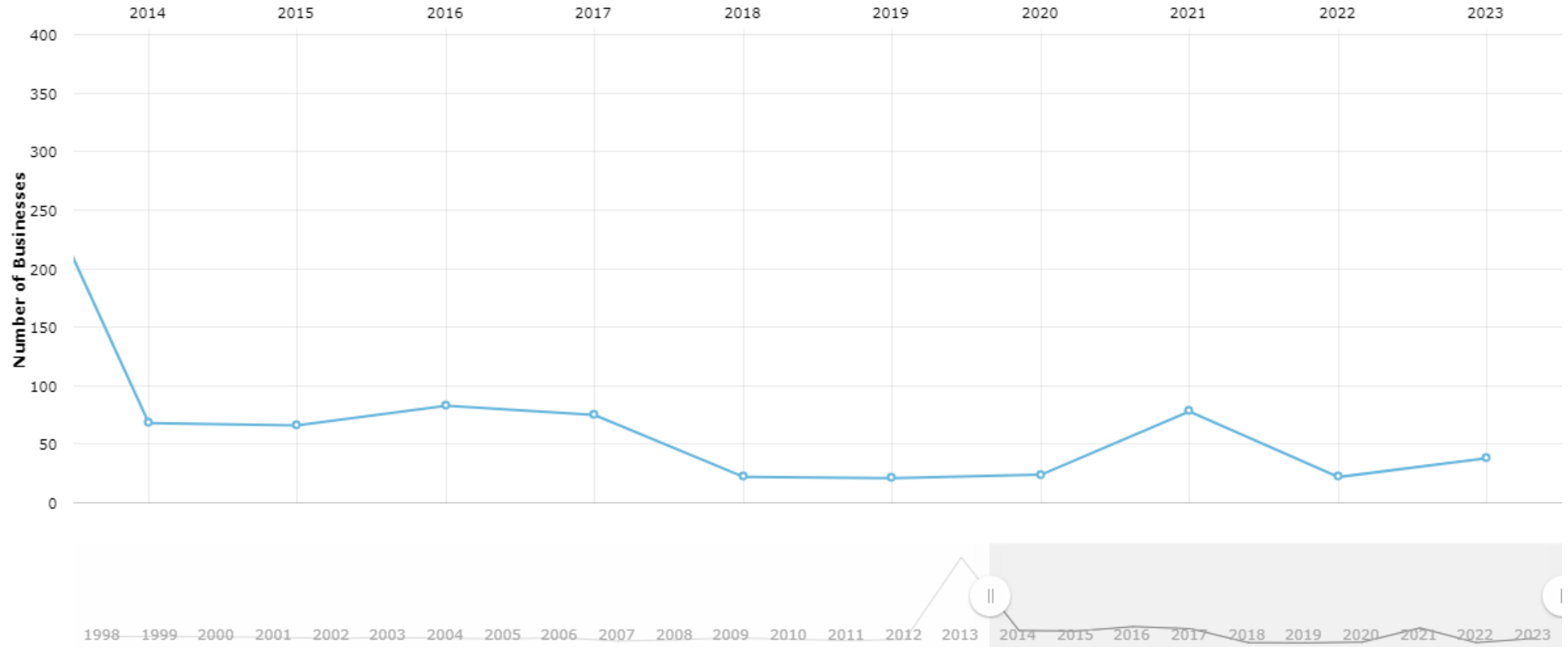
What is Business Retention and Expansion? (BR&E)

“An ongoing cooperative effort between business, local government, agencies and other organizations and people in the community with the purpose of identifying opportunities and actions to assist local businesses in expansion, the retention and creation of jobs and the diversification of the local economic base, as well as the implementation of defined actions to improve the local business climate.”

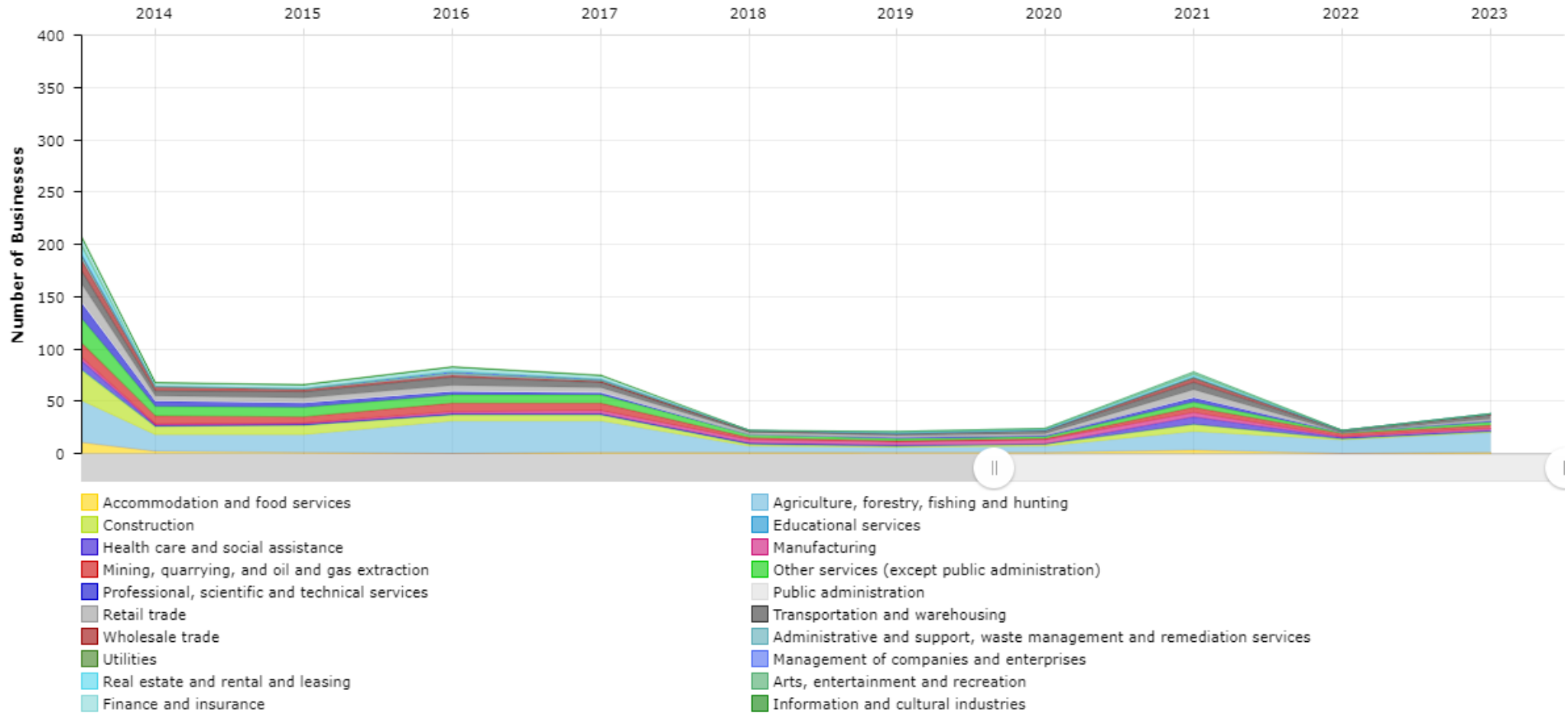
Source: Economic Developers Association of Canada

In short: BR&E is a strategy to support and keep existing businesses in a community or region. If communities can't retain the existing businesses, what basis do community's have to attract new investment?

Business Counts Trends in Kneehill County

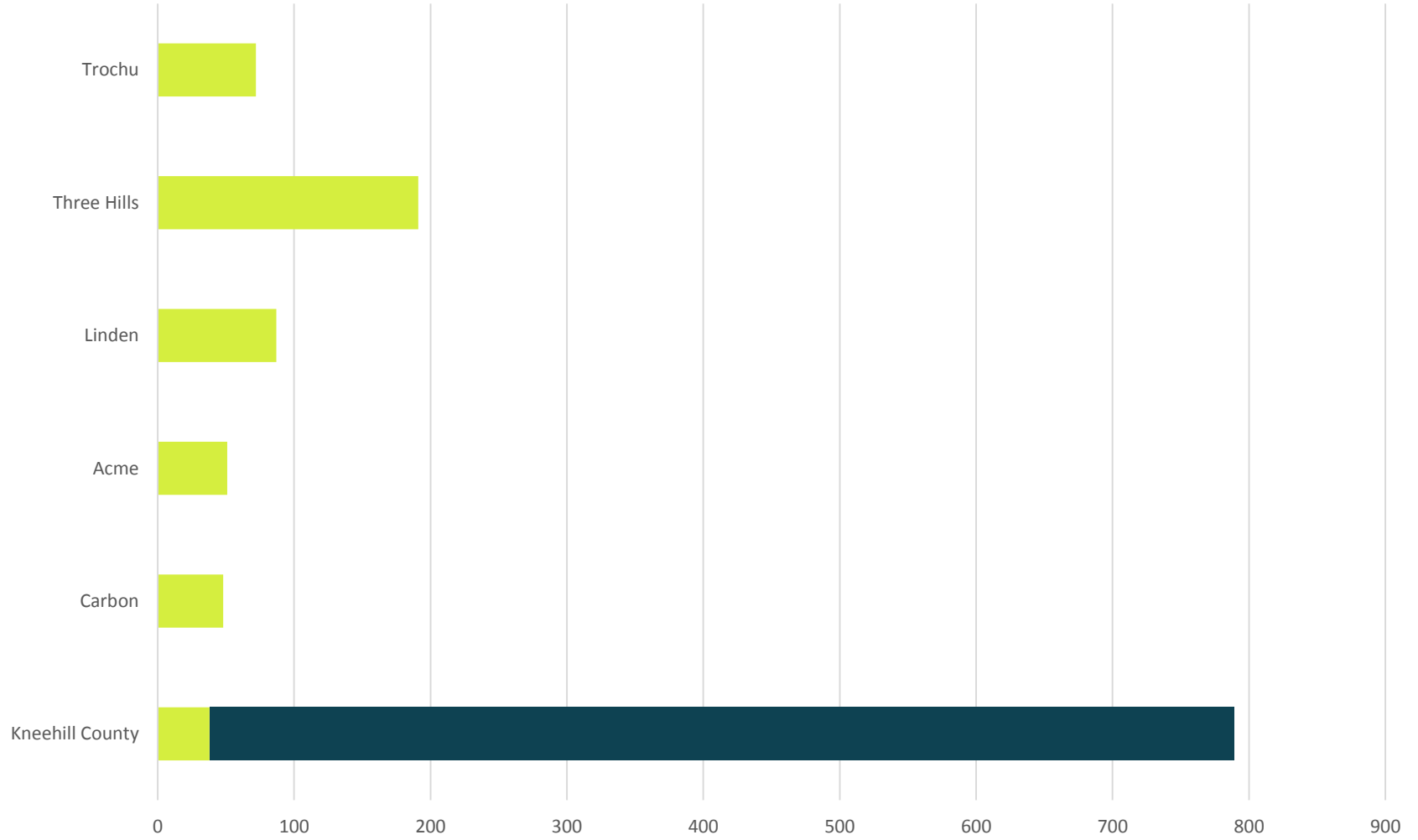


Business Counts by Sector in Kneehill County





Business Counts and Farms in Kneehill County and Surrounding Communities
2023 (Alberta Economic Dashboard)



BRE Quick Facts

- Less costly
- Businesses expanding
- Increasing capacity (accessing new markets, product lines, technology, workforce, etc.)
- New employment
- Purchasing new facilities or relocating

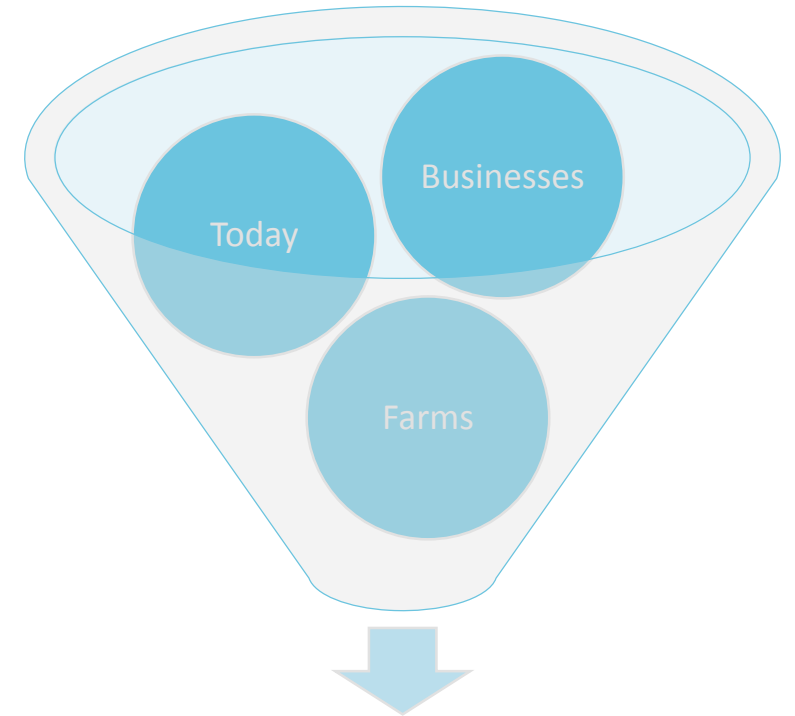


80 – 90% of new business investment comes from the existing business community

Source: Economic Developers Association of Canada

BR & E Benefits

- Build relationships and communication between government, community and local businesses
- Implement processes to provide community support for businesses
- Link businesses to opportunities and resources to improve their bottom line
- Identify green flags and growth companies who are looking to expand or diversify
- Identify red flags such as business closures, moves, succession planning or labour fluctuations
- Contribute to the tax assessment base
- Increase employment levels, job creation and business development
- Encourage local businesses to remain within their local community
- Strives to improve business competitive advantage and surviving economic shifts
- Facilitate growth and vibrancy to the local economy
- Develops key resources to establish priorities for revitalization and projects



Where We Want to Be

CALLING ALL BUSINESS IN CENTRAL ALBERTA!

Join the BREWD Movement

BUSINESS RETENTION, EXPANSION & WORKFORCE DEVELOPMENT



BREWD



It stands for Business Retention and Expansion and Workforce Development. It is a business-driven initiative aimed at enhancing the future of Central Alberta's economy.

GOAL



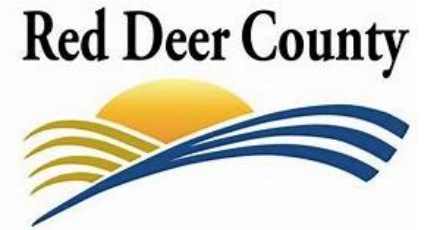
The goal of BREWD is to foster a competitive business environment that serves the needs of existing businesses and industries while also developing and implementing a plan to attract and retain labor for future growth.

BUSINESS PARTICIPATION



Businesses located in the following communities can participate: Town of Olds, Town of Penhold, Town of Innisfail, City of Red Deer. Businesses in the rural areas of Mountain View County, Kneehill County, and Red Deer County.

BREWD Team



BREWD Supporters



Care for Newcomers



BREWD Purpose and Objectives

PURPOSE

To foster a more competitive business environment that provides business and industry the economic support system they need to grow and succeed.

OBJECTIVES

- Enhance cooperation and consensus among businesses, government and economic development organizations.
- Provide support/information to address immediate individual business issues and opportunities;
- encourage, support and facilitate human resource planning and labour market adjustments for the area; and
- Accurately assess the needs of local business, including workforce challenges, and develop a corresponding action plan for economic prosperity.

BREWD Approach



Will be participating in the BRE portion



$$\text{BRE} + \text{WD} = (\text{BREWD})$$

BRE PROCESS

WORKFORCE DEVELOPMENT PROCESS




Next Generation Economy Initiative (NGEI)

Phase 1
BREWD

Phase 2
3C

- Business Retention Expansion Strategy
- Workforce Development Strategy
- Industry Cluster Competitiveness Strategy

Community and Business Benefits



**BRE
Analysis**

- Assesses your economic / business environment
- Online survey accessible to ALL businesses in your community
- Timeline Target: January - February



**Workforce
Development
Analysis**

- Assesses labour market needs
- Interviews with target employers (up to 10 employers in your community)
- Questionnaire completed with job seekers in the region
- Timeline Target: January - February



**Sector
Analysis**

- Assesses key industries driving our regional economy
- Online survey accessible targeting key industries (agriculture, construction and retail)
- Timeline Target: January - February





Community and Business Benefits

- Kneehill County community / businesses can be part of two overall regional strategies (Business Retention and Expansion Strategy and a Workforce Development Strategy)
- Kneehill County will receive a Community Strategy Summary that will show how Kneehill community / businesses align to the overall strategies and where your community is unique.
- Data results specific to Kneehill County.
- An opportunity to **collaborate** for the betterment of our region.

Partnership Charter

PARTNERSHIP CHARTER

Central Alberta First (CAF)

Mission:

To foster collaboration among regional partners and businesses, building thriving, sustainable communities that support the growth, retention, and success of entrepreneurs, business owners, and investors across Central Alberta.

Purpose

CAF is dedicated to strengthening the region through purposeful collaboration, with a focus on building, growing, and retaining vibrant business communities. Together, we aim to:

- **Support Entrepreneurs, Business Owners, and Investors:** Provide tools, opportunities, and networks that empower businesses to grow and succeed.
- **Foster Sustainable Business Communities:** Build resilient local economies that retain businesses and attract new investment.
- **Engage Industry and Business Leaders:** Partner with stakeholders to develop strategic goals aligned with regional needs and opportunities.
- **Improve Market Access:** Advocate for improved access to local, national, and global markets to enhance competitiveness.
- **Drive Measurable Outcomes:** Develop action plans that result in tangible business growth, retention, and economic impact.
- **Apply a system for economic planning and action:** Implement strategic economic planning and actionable systems to ensure goals are achieved.
- **Create a Resilient Business Environment:** Adapt to economic shifts by fostering a collaborative, forward-thinking ecosystem.

Values and Principles

CAF partners are committed to principles that drive collective success:

- **Collaborative Leadership:** We share responsibility and leadership to benefit business and ensure mutual success.
- **Community Focus:** Our efforts center on building sustainable communities with a focus on taking meaningful steps toward business retention and growth.



Next Steps

- Council to attend the Launch Session in Olds on January 23, 2025.
- After the launch session, we would like Council to encourage businesses and producers to participate in the Survey.
- Council to consider signing the Partnership Charter at the launch event.



Questions?

Subject: **Country Market Research and Recommendations**

Meeting Date: Tuesday, January 14, 2025

Prepared By: Jenna Kester, Economic Development Officer

Presented By: Jenna Kester, Economic Development Officer
Wendy Gerbrandt, Manager Economic Development

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input checked="" 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)- N/A

Council Bylaw/Policy (cite)- N/A

BACKGROUND/PROPOSAL:

At the March 12, 2024 Council Meeting, Council motioned to host three Country Markets at Horseshoe Canyon with a budget of \$34,000 as part of the Growing Kneehill Project. Through vendor marketing on social media, email and telephone calls, Administration was able to secure nine vendors and one sponsor for the 2024 Country Market.

Administration returned to Council on May 28, 2024 to provide an update and receive further direction on the Country Market due to the decline in participation amongst vendors and sponsors. Council set a threshold of 15 vendors, per event, by May 31, 2024 for the Country Market and directed Administration to cancel any respective Country Market that does not meet this threshold. Following the decision, Council directed Administration to conduct outreach to potential market vendors.

On May 31, 2024, Administration cancelled all 3 markets as directed by Council, due to low participation numbers and then diverted their efforts to restructuring for a 2025 event. Administration developed a preliminary plan in July 2024 and met in October once full staffing levels returned to finalize the project plan, communications, marketing plan and survey questions. The vendor survey was released on October 23 through to November 1 on social media and over 50 contacts were reached.

Upon preliminary review of the vendor results, Administration felt it necessary to seek feedback from the sponsors and service organizations and consequently distributed a survey to support Administration and Council with a deeper understanding and ability to develop and make informative decisions on the future of the Kneehill Country Market. These surveys were distributed to over 60 contacts.

The survey goals were to achieve a response rate of 25 – 35% and Administration received an overwhelming response of 73% (73 responses). A research findings report was developed and shared amongst Parks and Economic Development to conduct a SWOT Analysis and develop a list of recommendations for review and consideration by the Committee of Whole to assist Council in determining the future direction of the Country Market.



Our administration team's level of effort has spanned over the course of 4 weeks with tasks including:

- 6 team review collaboration meetings with 5 Community Services staff members
- 12 interdepartmental strategy and review meetings
- Creation of a project matrix
- Creation of a communications plan
- Creation of 3 different surveys
- Conduction of a SWOT analysis
- Creation of a findings report
- Creation of a findings report presentation

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The evolution of this event has changed overtime, beginning with a Farm Days and Agriculture celebration into more recently an Economic Development driven event. As such, the sole purpose and vision needs to be assessed.

If the Country Market is to be considered as an economically-driven event, we must identify a suitable location and a target audience that aligns with the goal of attracting investment.

If this initiative is for the purpose of Community Economic Development, we recommend finding existing markets in the region and fostering multiple avenues of support that we could give, such as funding and grant opportunities. This type of support will not take away from the industry but will only enhance it.

If the Country Market is to be considered an Agricultural event, we would need to identify potential partners to collaborate with and determine the target audience for the event. This will ensure we are effectively meeting the needs of both the agricultural community and attendees.

FINANCIAL & STAFFING IMPLICATIONS:

\$4,000 was allocated for the project from the Growing Kneehill Parks Budget. Total expenditures were \$1,905.98 with a remaining project budget of \$2,094.02.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

Country Market Findings and Recommendations Presentation

Country Market Findings and Recommendations Report

COUNCIL OPTIONS:

1. That Council recommends administration provide support through a grant program to Community-based initiatives to support markets.
2. That Council recommends administration to continue operating the country market internally.
3. That Council request additional information.

RECOMMENDED MOTION:

1. That Council recommends administration provide support through a grant program to Community-based initiatives to support markets.

FOLLOW-UP ACTIONS:



APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-



COUNTRY MARKET RESEARCH, FINDINGS AND RECOMMENDATIONS REPORT - COUNCIL.DOCX

Findings and Recommendations

ABSTRACT

Kneehill County Administration executed a market research study to help guide the future development of the Kneehill Country County Market.

Jenna Kester, Economic Development Officer;
Wendy Gerbrandt, Manager Economic Development; Fallon Sherlock, Manager Parks and Agriculture

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1. Executive Summary

This report presents a strategic roadmap to guide administration in developing a robust and future-oriented strategy, following in-depth discussions with the council. The recommendations outlined herein are aimed at aligning administrative priorities with the council's vision, addressing immediate challenges, and capitalizing on emerging opportunities to drive sustainable growth and community impact.

2. Introduction

2.1. Purpose

Historically, Kneehill County staff has been the leader and stewardship of the Kneehill Country Market and Long table event. Kneehill County Council directed Administration to gather insights from Kneehill County Country Market vendors on their future interest and needs for future Country Market participation. It was determined the best way to gather insights was to conduct a survey of County vendors that have participated or are located within the County.

Furthermore, Kneehill County is home to a variety of service and community organizations and it will be necessary to understand their future direction, mandate and priorities to potentially add value to the Country Market.

The research and findings are necessary to determine the future of the Country Market and how Kneehill County will continue to support the initiative.

2.2. Background

At the March 12, 2024 Council Meeting, Council motioned to host three Country Markets at Horseshoe Canyon with a budget of \$34,000 as part of the Growing Kneehill Project. Through vendor marketing on social media, email and telephone calls, Administration was able to secure 9 vendors and 1 sponsor for the 2024 Country Markets.

Administration returned to Council on May 28, 2024 to provide an update and receive further direction on the Country Market due to the decline in vendor and sponsor participation. Council set a threshold of 15 vendors, per event, by May 31, 2024 for the Country Market and directed Administration to cancel any respective Country Market that does not meet this threshold.

Following the decision, Council directed Administration to conduct outreach to potential market vendors. On May 31, 2024, Administration cancelled all 3 markets as directed by Council.

3. Methodology

3.1. Administration executed the project utilizing the following approach:

Project Planning (June to September)

- Preliminary Project Planning (June/July) – The Economic Development department developed a preliminary project plan.
- Final Project Planning (September) – Final project plan was presented for approval.
- Marketing and Communications Plan (September) – Outcomes and content were created to execute the project to the public.

Research (September to October)

- Primary and secondary research was conducted to a wide audience to ascertain the current and future state of the vendors, sponsors and local organizations. In addition, financial and competitor analysis was conducted to further identify challenges and opportunities.
- Primary Research – Surveys to vendors, sponsors and service organizations through open and closed-ended questions. The purpose of the surveys was to identify the purpose of why they chose to attend/support the market, challenges that were faced, opportunities for the future and willingness to participate.
- Secondary research - Financial data, competitor analysis and research reports on farmer market research was gathered and analyzed to identify opportunities and challenges with the Country Market.

Analysis (November)

- Analyze the research and compile the findings in a SWOT table. Kneehill County Administration, through the SWOT analysis, included feedback through prior years' experience and future considerations to support in the development of recommendations for review and consideration.

Recommendations (November – December)

- Review the research findings and SWOT to develop recommendations for Senior Management and Council's review and consideration.

Review and Decision (January)

- Present the findings and recommendations to Council to seek future direction on the Kneehill Country County Market.

4. Results/Findings

4.1. Goals, Objectives and Outcomes of Primary Research

A sample size of 100 respondents were identified for the vendor, sponsor and community groups. The sample size was comprised of vendors who have participated or were contacted for the Country Market, sponsors who contributed and/or who were contacted for support for the Country Market and local and regional community groups who have vested interest in the community through events and provide venues throughout Kneehill County. A response rate of 25 – 35% response rate was established for the project.

4.2. Primary Research Results

The research achieved a response rate of 73% (73 respondents). The survey was distributed by email, social media and through direct contact to invite participants to complete the survey.

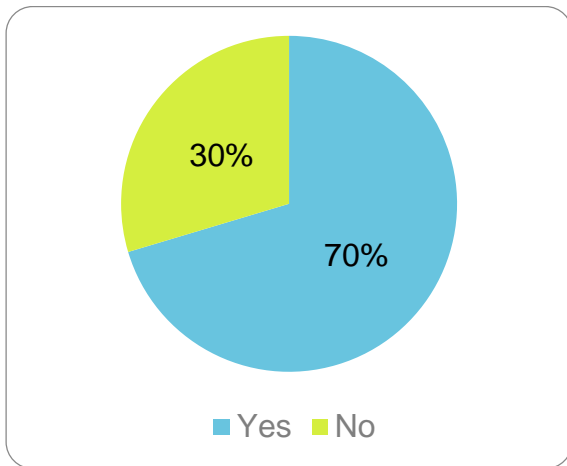
a. Vendor Survey Results

A total of 54 responses were received, however, 9 of the respondents did not participate in the majority of the questions as they were not verified vendors and thus were eliminated to ensure the information obtained was relevant to those respondents who either participated or chose not to participate. Therefore, 45 total responses were received and evaluated for the purpose of this project.

There was a total of 15 questions, comprised of open and closed ended questions. Below are the results.

Q1: Have you participated in the Kneehill County Country Market?

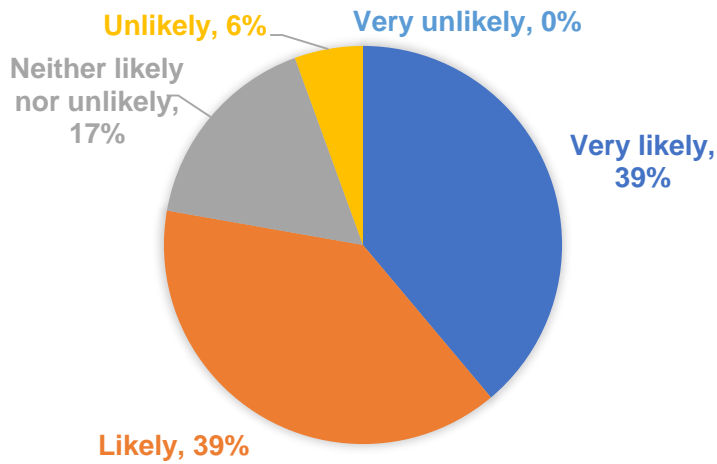
Answered: 54 Skipped: 0



ANSWER CHOICES	RESPONSES	Number
Yes	70%	38
No	30%	16
TOTAL		54

Q2: How likely are you to participate in the Kneehill County Country Market again?

Answered: 36 Skipped: 18



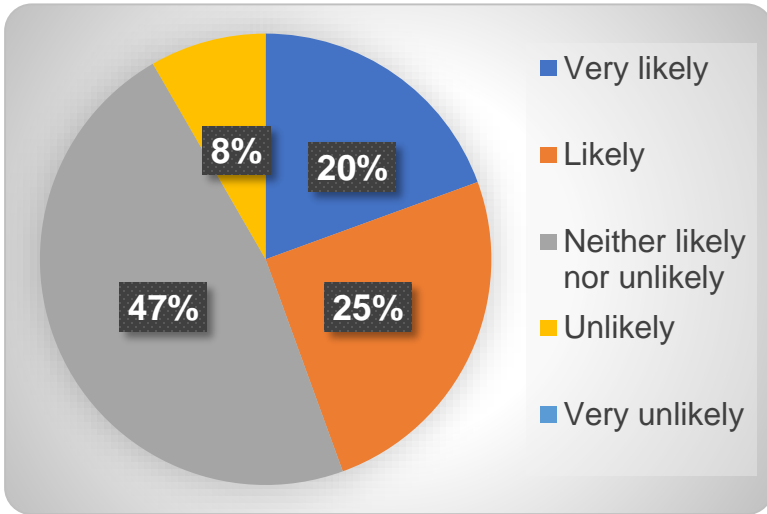
ANSWER CHOICES	RESPONSES	Number
Very likely	39%	14
Likely	39%	14
Neither likely nor unlikely	17%	6
Unlikely	6%	2
Very unlikely	0%	0
TOTAL		36

Key Observations:

1. Strong Likelihood to Return (Majority Support):
 - 78% of respondents (39% *Very likely* + 39% *Likely*) are inclined to participate again, showing overwhelming support and satisfaction with the market.
 - This suggests a strong base of repeat customers or participants.
2. Neutral Respondents:
 - 17% (6 respondents) are *Neither likely nor unlikely*. These individuals may need more information, engagement, or a better experience to lean towards participation.
3. Low Likelihood to Return:
 - Only 6% (2 respondents) are *Unlikely* to return, and 0% are *Very unlikely*. This is a positive sign, as very few participants seem dissatisfied.

Q3: How likely are you to recommend the Country Market to others?

Answered: 36 Skipped: 18



ANSWER CHOICES	RESPONSES	
Very likely	19%	7
Likely	25%	9
Neither likely nor unlikely	47%	17
Unlikely	8%	3
Very unlikely	0%	0
TOTAL		36

Key Observations:

1. Promoters (Very Likely and Likely):

- **44% (19% Very likely + 25% Likely)** of respondents would recommend the market to others. While positive, this is significantly lower than the participation likelihood (78% in Q2), suggesting that enthusiasm for personal attendance doesn't fully translate into advocacy.

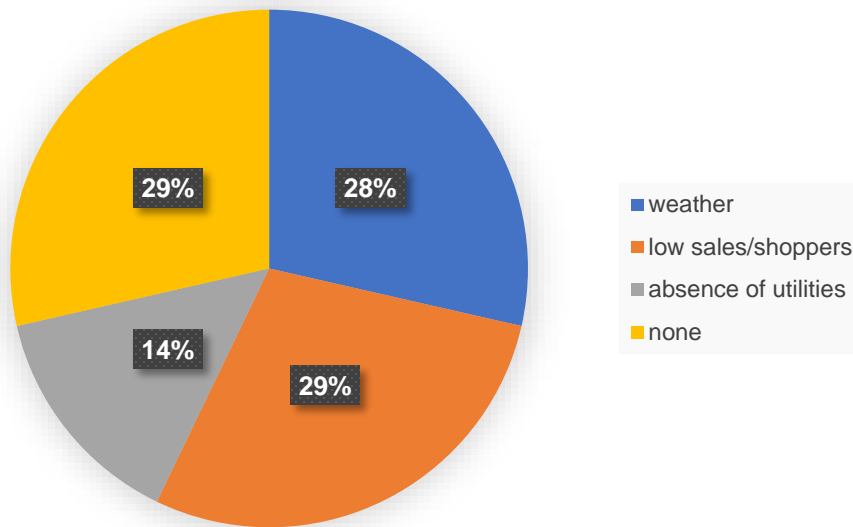
2. Neutral Respondents:

- **47% (17 respondents)** are *Neither likely nor unlikely* to recommend the market. This is the largest group, indicating a lack of strong feelings, either positive or negative, toward endorsing the market.

3. Unlikely to Recommend:

- **8% (3 respondents)** are *Unlikely* to recommend the market, with no respondents selecting *Very unlikely*. This may show a low level of dissatisfaction.

Q4. What challenges did you experience during your participation in the Kneehill County Country Markets?



weather	low sales/shoppers	absence of utilities	none
2	2	1	2

Key Observations

1. Weather Impact:

- Weather is a significant challenge, with **2 respondents** identifying it as an issue. This may indicate that outdoor venues are exposed to environmental factors that could deter attendance or vendor participation.

2. Low Sales/Shoppers:

- **2 respondents** reported low foot traffic and sales, reflecting a potential gap in market promotion or mismatch between vendor offerings and customer expectations.

3. Absence of Utilities:

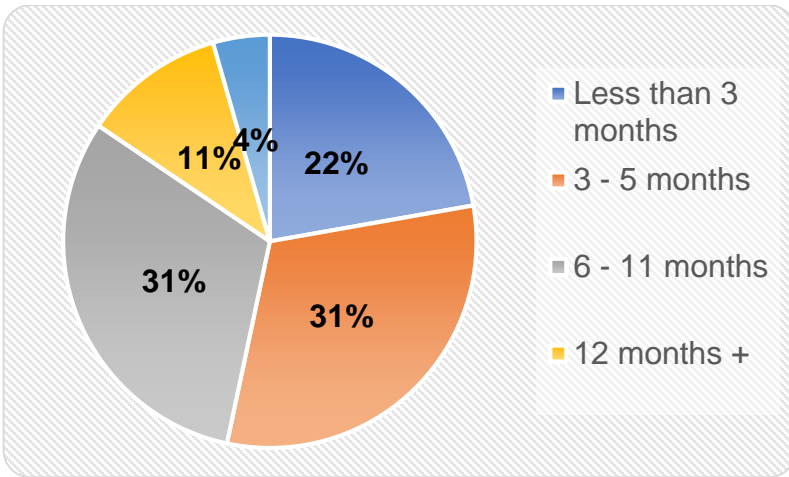
- **1 respondent** mentioned a lack of utilities (e.g., power, water) as a challenge, which may have limited vendors' ability to operate efficiently or attractively present their products.

4. Positive Feedback:

- **2 respondents** stated they experienced no challenges, suggesting that some vendors found the markets met or exceeded their expectations, potentially due to good preparation or alignment with market conditions.

Q5: How far in advance do you register as a vendor in markets? Choose ONE of the following:

Answered: 45 Skipped: 9



ANSWER CHOICES	RESPONSES
Less than 3 months	22% 10
3 - 5 months	31% 14
6 - 11 months	31% 14
12 months +	11% 5
Other (please specify)	4% 2
TOTAL	45

Key Observations:

1. Majority Register Within 3–11 Months:

- This accounts for **62% of respondents**, highlighting that most vendors plan moderately far ahead.

2. Short-Term Planners:

- **22% register less than 3 months in advance.** This group may include vendors who decide based on short-term availability or market performance.

3. Long-Term Planners:

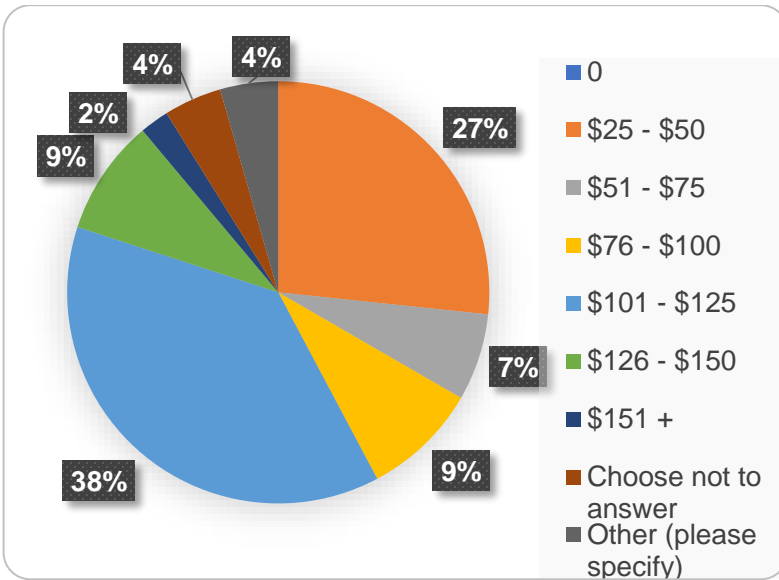
- **11% register 12+ months in advance.** These vendors likely prioritize securing a spot at key markets well ahead of time.

4. Other (4%):

- Only **2 respondents** chose "Other," possibly indicating unique circumstances like registering last minute or depending on specific market dates.

Q6: What is a reasonable price point for registration for a market?

Answered: 45 Skipped: 9



ANSWER CHOICES	RESPONSES
0	0% 0
\$25 - \$50	27% 12
\$51 - \$75	7% 3
\$76 - \$100	9% 4
\$101 - \$125	38% 17
\$126 - \$150	9% 4
\$151 +	2% 1
Choose not to answer	4% 2
Other (please specify)	4% 2
TOTAL	45

Key Observations:

1. Most Preferred Price Point:

- The majority (38%, 17 respondents) consider **\$101–\$125** a reasonable price for market registration. This suggests a willingness to pay moderately high fees for perceived value or benefits.

2. Secondary Preferences:

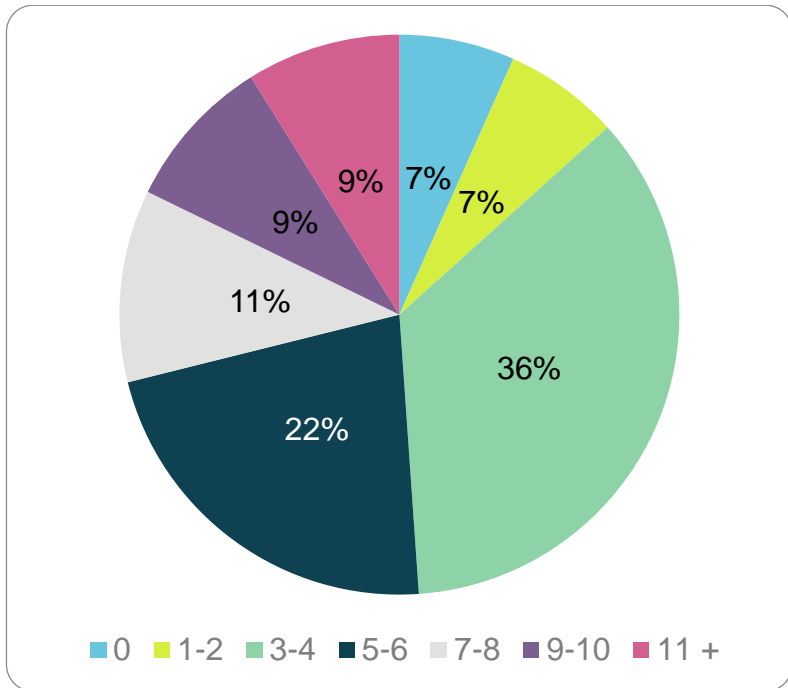
- **27% (12 respondents)** prefer the lower price range of **\$25–\$50**, reflecting a segment that might prioritize affordability.
- Smaller groups favor **\$76–\$100 (9%, 4 respondents)** and **\$126–\$150 (9%, 4 respondents)**.

3. High-End and Low-End Outliers:

- **2% (1 respondent)** are comfortable paying **\$151+**, while **0% opted for \$0**, confirming that most vendors expect to pay something.
- **4% (2 respondents)** chose "Other," likely reflecting unique pricing considerations.

Q7: How many markets do you participate in within a year?

Answered: 45 Skipped: 9



ANSWER CHOICES	RESPONSES
0	7% 3
1-2	7% 3
3-4	36% 16
5-6	22% 10
7-8	11% 5
9-10	9% 4
11 +	9% 4
TOTAL	45

Key Observations:

1. Most Common Participation Frequency:

- **36% (16 respondents)** participate in **3–4 markets annually**, representing the largest segment. This suggests that most vendors are moderately active and selective about their market involvement.

2. Frequent Participants:

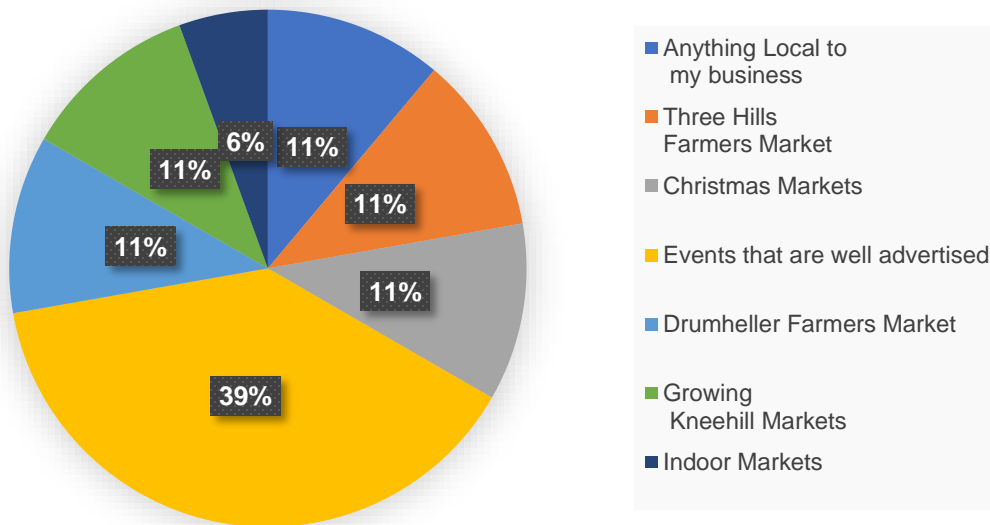
- **22% (10 respondents)** attend **5–6 markets annually**, while smaller groups participate in **7–8 markets (11%, 5 respondents)** and **9–10 markets (9%, 4 respondents)**.
- **9% (4 respondents)** are highly active, attending **11+ markets annually**.

3. Minimal or No Participation:

- **7% (3 respondents)** participate in **0 markets**, and another **7% (3 respondents)** attend only **1–2 markets annually**.
- These respondents might face barriers such as cost, time constraints, or lack of alignment with their target audience.

Q8: We would like to gain an understanding as to the markets our existing or potential vendors currently participate. Please list the markets in which you participate.

Answered: 45 Skipped: 9



Anything Local to my business	Three Hills Farmers Market	Christmas Markets	Events that are well advertised	Drumheller Farmers Market	Growing Kneehill Markets	Indoor Markets
2	2	2	7	2	2	1

Key Observations:

1. Markets Vendors Participate:

- **2 respondents** indicated that they participate in markets local to their businesses. This suggests a preference for nearby, community-based markets, highlighting the value of proximity for vendors.
- **2 respondents** specifically mentioned the **Three Hills Farmers Market** as a market they participate in. This indicates some alignment with the existing markets in the region.
- **2 respondents** mentioned **Christmas markets**. Seasonal events appear to be a popular choice for vendors, likely due to the higher foot traffic and festive atmosphere during this time.
- **2 respondents** also participate in the **Drumheller Farmers Market**, showing interest in neighboring markets and regional collaboration.
- **2 respondents** participate in **Growing Kneehill Markets**, signaling interest in local initiatives specifically tailored to the Kneehill County area.

2. Well-Advertised Events:

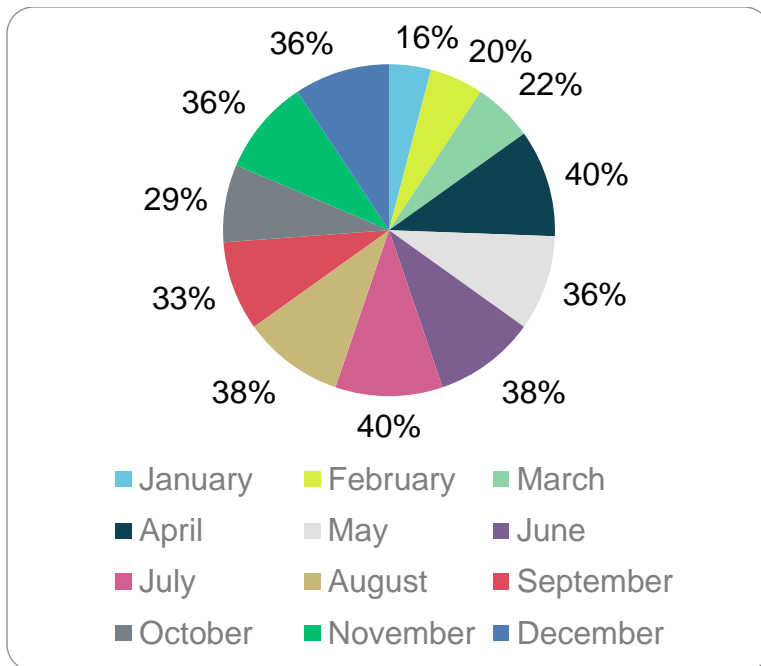
- A notable **7 respondents** indicated a preference for **well-advertised events**. This points to the importance of visibility and strong marketing in attracting vendors and shoppers to a market.

3. Indoor Markets:

- **1 respondent** listed **Indoor Markets** as a preference, which could reflect a desire for more stable, weather-independent market conditions.

Q9: Which months do you usually participate in markets? Select ALL that apply:

Answered: 45 Skipped: 9



ANSWER CHOICES	RESPONSES	
January	16%	7
February	20%	9
March	22%	10
April	40%	18
May	36%	16
June	38%	17
July	40%	18
August	38%	17
September	33%	15
October	29%	13
November	36%	16
December	36%	16
TOTAL		172

Analysis of Responses to "Which months do you usually participate in markets?"

Key Observations:

1. Peak Participation Months:

- The highest participation is in **April (40%, 18 respondents)** and **July (40%, 18 respondents)**, suggesting these are the most popular months for markets.
- Other high-participation months include **June (38%, 17 respondents)** and **August (38%, 17 respondents)**.

2. Moderate Participation Months:

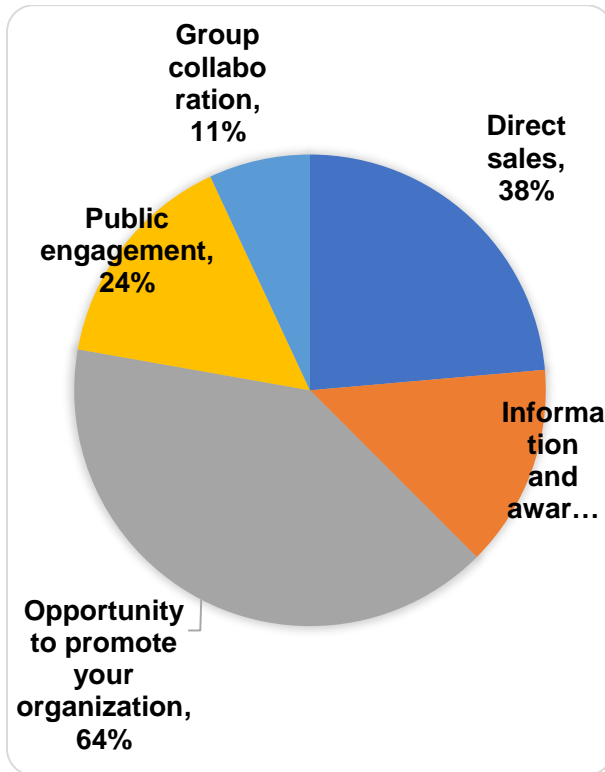
- May, November, and December each attracted 36% (16 respondents), likely tied to spring events and holiday markets.
- September (33%, 15 respondents) and October (29%, 13 respondents) also show moderate activity.

3. Lower Participation Months:

- Winter months like **January (16%, 7 respondents)**, **February (20%, 9 respondents)**, and **March (22%, 10 respondents)** see lower engagement, likely due to weather or fewer scheduled events during this period.

Q10: What are the main reasons you participate in markets? (Select ALL that apply)

Answered: 45 Skipped: 9



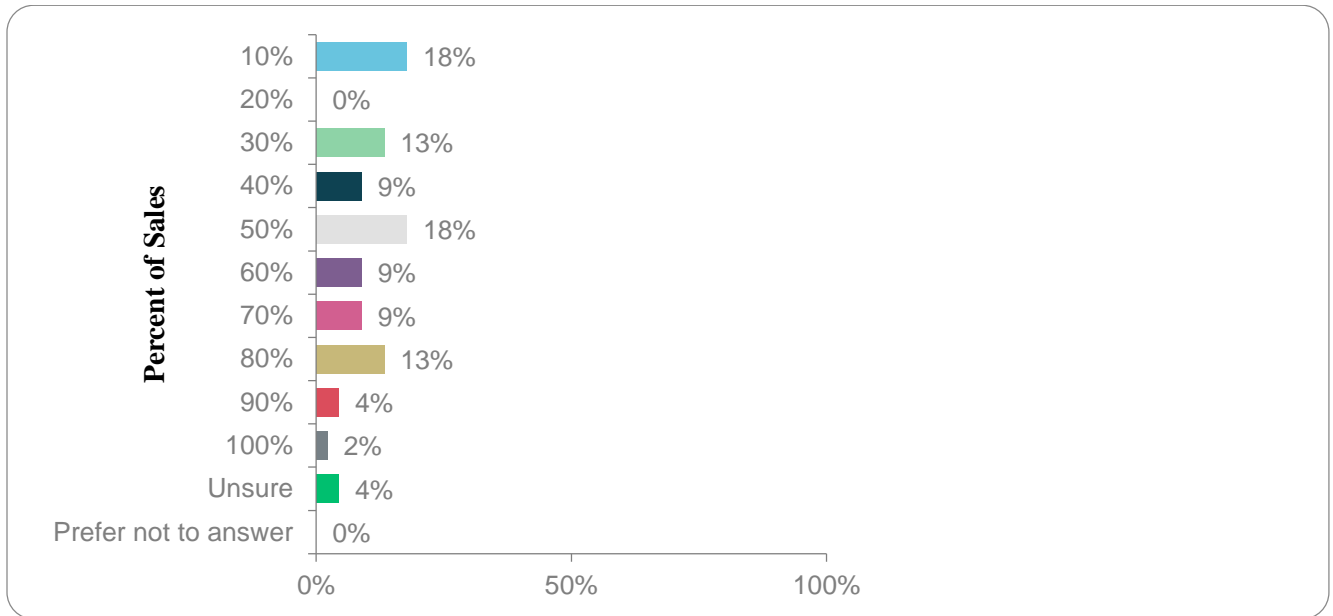
ANSWER CHOICES	RESPONSES	
Direct sales	38%	17
Information and awareness	22%	10
Opportunity to promote your organization	64%	29
Public engagement	24%	11
Group collaboration	11%	5
TOTAL		72

Key Observations:

1. **Promotion: 64% (29 respondents)** identified "**Opportunity to promote your organization**" as the primary reason for participating in markets. This suggests markets are seen as valuable platforms for brand visibility and outreach.
2. **Direct Sales: 38% (17 respondents)** cited "**Direct sales**" as a key motivation. While important, this indicates that selling products or services is secondary to promotional and engagement goals for many vendors.
3. **Public Engagement: 24% (11 respondents)** participate for "**Public engagement**," likely to build relationships or increase community awareness about their business or mission.
4. **Information and Awareness: 22% (10 respondents)** are focused on sharing "**Information and awareness**," which may reflect vendors with educational or advocacy-based goals.
5. **Group Collaboration: 11% (5 respondents)** selected "**Group collaboration**," indicating that networking or partnerships may be less of a priority compared to other reasons.

Q11: Which percent of your total sales come from markets?

Answered: 45 Skipped: 9



Percent of Responses

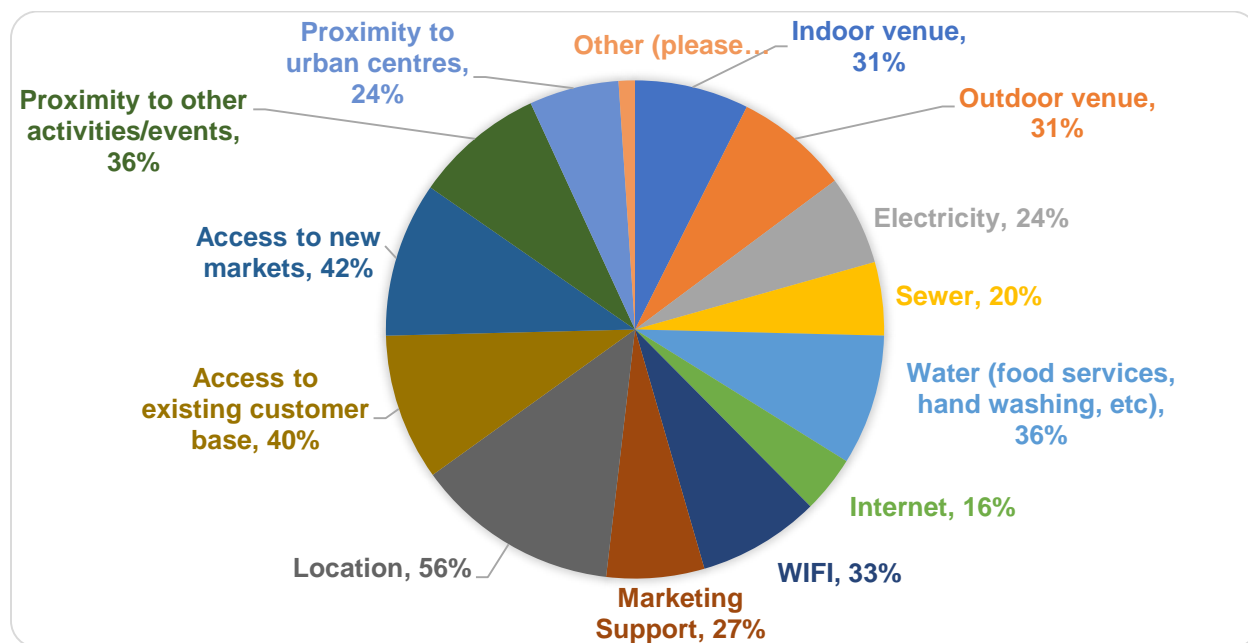
ANSWER CHOICES	RESPONSES	
10%	18%	8
20%	0%	0
30%	13%	6
40%	9%	4
50%	18%	8
60%	9%	4
70%	9%	4
80%	13%	6
90%	4%	2
100%	2%	1
Unsure	4%	2
Prefer not to answer	0%	0
TOTAL		45

Key Observations:

1. **Low to Moderate Dependency (10%-50%): 58% of respondents** derive 10%-50% of their total sales from markets:
 - **18% (8 respondents)** report 10% of sales, and another **18% (8 respondents)** indicate 50% of sales.
 - Smaller segments fall into **30% (13%, 6 respondents)** and **40% (9%, 4 respondents)**.
2. **High Dependency (60%-100%): 36% of respondents** generate a significant proportion of their sales (60%-100%) from markets:
 - **9% (4 respondents)** report 60%-70%, while **13% (6 respondents)** report 80%.
 - **4% (2 respondents)** derive 90%, and **2% (1 respondent)** indicate 100%.
3. **Other Categories:**
 - **4% (2 respondents)** are "Unsure,"

Q12: What factors are most important to you as a market vendor as you choose the markets in which to participate? Please select ALL that apply:

Answered: 45 Skipped: 9



ANSWER CHOICES	RESPONSES	
Indoor venue	31%	14
Outdoor venue	31%	14
Electricity	24%	11
Sewer	20%	9
Water (food services, hand washing, etc)	36%	16
Internet	16%	7
WIFI	33%	15
Marketing Support	27%	12
Location	56%	25
Access to existing customer base	40%	18
Access to new markets	42%	19
Proximity to other activities/events	36%	16
Proximity to urban centres	24%	11
Other (please specify)	4%	2
TOTAL		189

Key Observations:

1. Location and Accessibility:

- **56% prioritize Location**
- **42% value access to new markets**, suggesting that vendors are keen to expand their reach and attract new customers.
- **40% prioritize access to existing customer base**, indicating that returning customers are a key driver of market participation.

2. Venue Type and Facilities:

- Indoor and Outdoor venues are equally important (**each selected by 31%**). This suggests that vendors may have a preference for specific types of markets depending on the nature of their products.
- **Water (36%) and WIFI (33%)** are also important, indicating a preference for access to water and connectivity.
- **Electricity (24%) and Sewer (20%)** are moderately important amongst those who require power or waste management for their operations.

3. Marketing and Event Context:

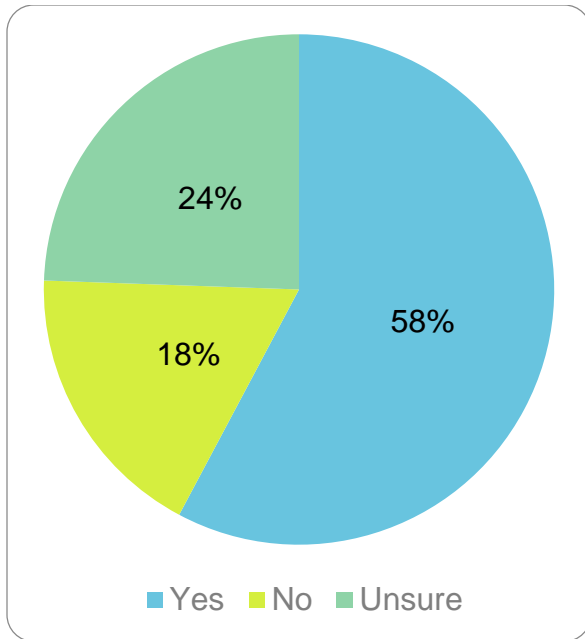
- Marketing Support is important for 27% showing that vendors value assistance with promoting their presence at the market.
- Proximity to other activities/events is another significant factor for 36%, highlighting that a vibrant event ecosystem can help attract more visitors.

4. Urban Proximity and Other Factors:

- **Proximity to urban centres is less important, with only 24%** selecting this option.

Q13: Should Kneehill County continue to offer the Country Market, would you be in favor of the Country Market venue/location rotating to different locations every year?

Answered: 45 Skipped: 9



ANSWER CHOICES	RESPONSES	
Yes	58%	26
No	18%	8
Unsure	24%	11
TOTAL		45

Key Observations:

1. Favoring Rotation:

- **58%** are in favor of rotating the **venue/location** of the Country Market each year. This majority suggests that there is support for a more dynamic approach to venue selection.

2. Against Rotation:

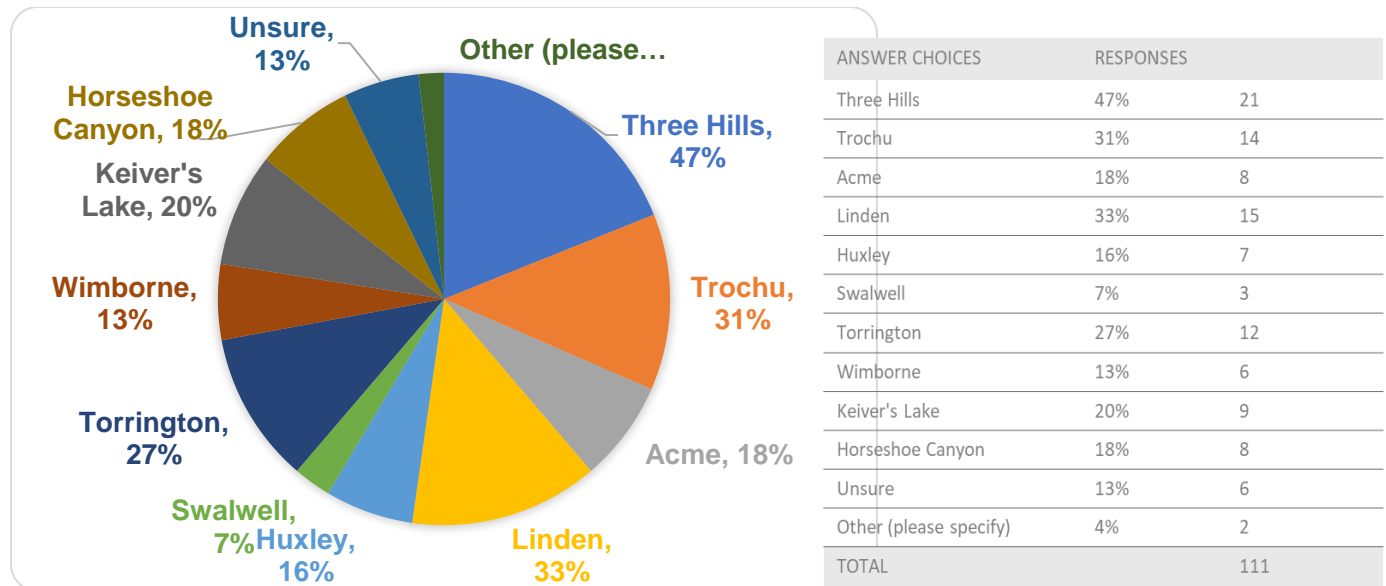
- **18%** oppose the idea of rotating the market, indicating a preference for a fixed venue/location.

3. Unsure:

- **24%** are unsure, suggesting that there may be a need for more information before committing.

Q14: Which locations/venues would you recommend a Country Market be located in Kneehill County?

Answered: 45 Skipped: 9



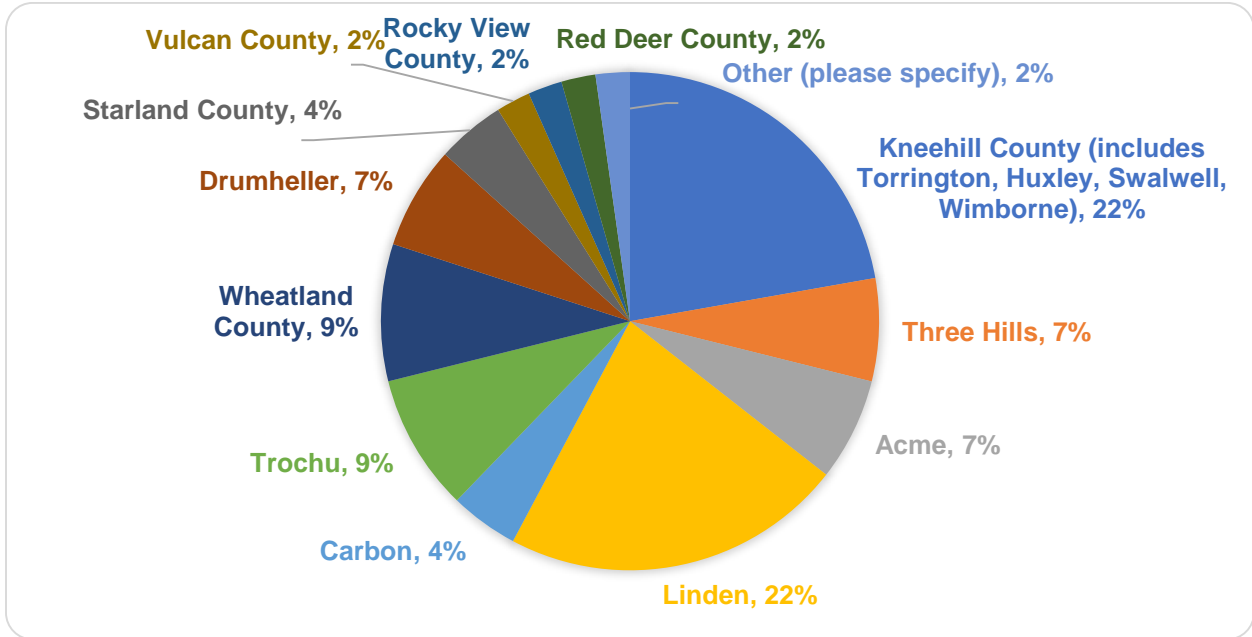
Key Observations:

1. Recommended Location Preference:

- **Three Hills** received the highest recommendation, with **47%**. **Linden** with **33%**, and **Trochu** with **31%**, and Torrington at (27%) indicating that these areas hold strong appeal for hosting a market.
- **Keiver's Lake** was selected by **20%**, marking it as a moderately popular option. Following closely behind are **Acme** and **Horseshoe Canyon** each received **18%**, indicating moderate support but not at the same level as the leading locations.
- **Huxley (16%), Wimborne (13%)** and **Swalwell (7%)** received the least support, suggesting that these areas are less favoured for hosting the market.

Q15: What community are you currently located?

Answered: 45 Skipped: 9



ANSWER CHOICES	RESPONSES	
Kneehill County (includes Torrington, Huxley, Swalwell, Wimborne)	22%	10
Three Hills	7%	3
Acme	7%	3
Linden	22%	10
Carbon	4%	2
Trochu	9%	4
Wheatland County	9%	4
Drumheller	7%	3
Starland County	4%	2
Vulcan County	2%	1
Rocky View County	2%	1
Red Deer County	2%	1
Other (please specify)	2%	1
TOTAL		45

Key Observations:

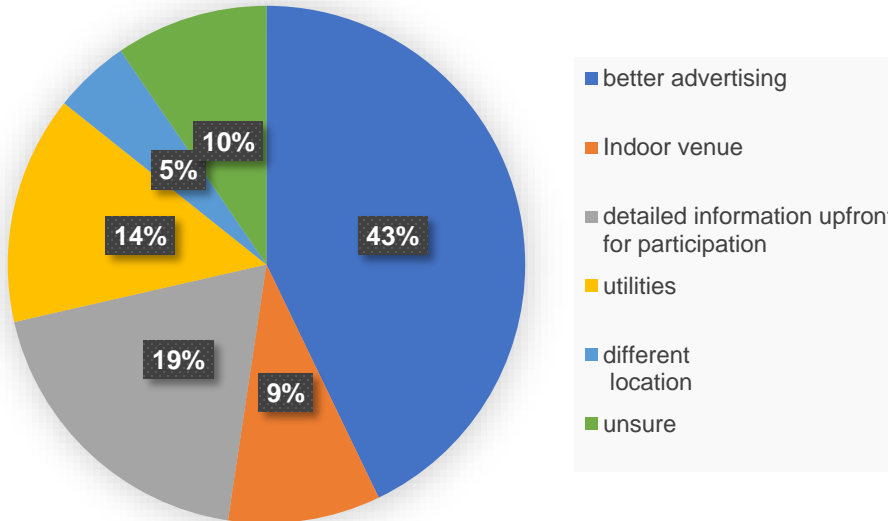
1. Vendor Location

- **22%** of vendors are located within **Kneehill County**.
- **49%** of vendors are located Communities within the Kneehill County Region.
- The total combined number of vendors are located within the Kneehill County region and account for **(71%)**.
- The remaining **29%** of vendors are located at various communities surrounding Kneehill County.

Q16: How could your experience be improved as a vendor for future markets?

Answered: 15 Skipped: 39

Open ended responses were tabulated and charted as follows.



better advertising	Indoor venue	detailed information upfront for participation	utilities	different location	unsure
9	2	4	3	1	2

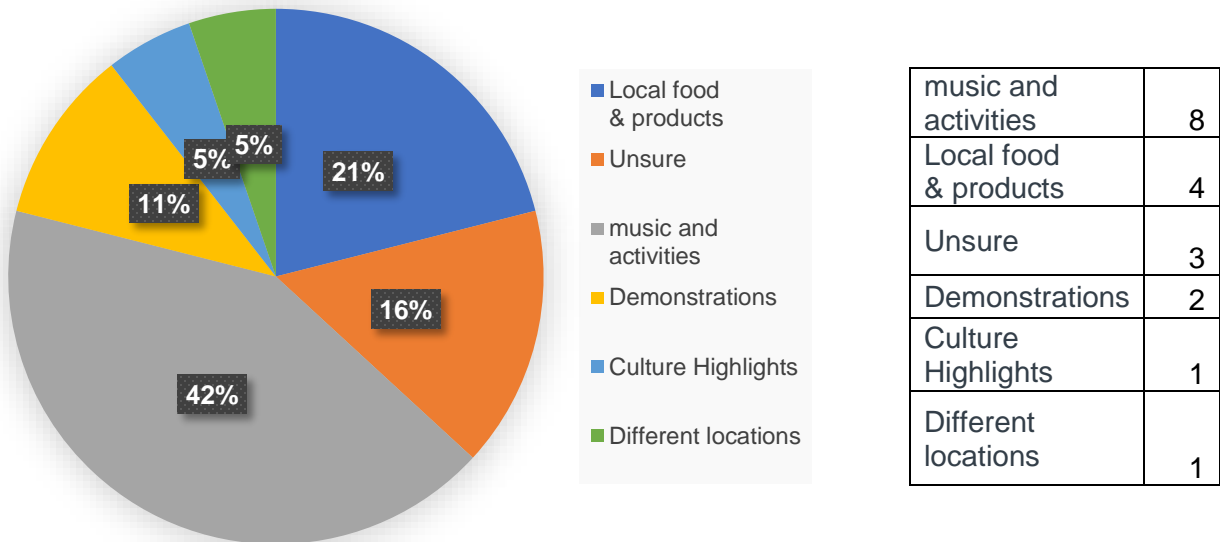
Key Observations:

- **Advertising and Promotion:** The most common theme was a need for better marketing to ensure higher attendance and customer engagement.
- **Venue Preferences:** There seems to be a split in venue preference, with some vendors favoring indoor venues, and others being open to other locations.
- **Operational Details:** Vendors are looking for more clarity around participation guidelines and the availability of essential services (like utilities).
- **Location Considerations:** Only one vendor mentioned the location, suggesting that the current market location is generally suitable for most participants. However, some flexibility could be considered based on vendor feedback. This is contradictory to Question 14 when asked about alternate locations as the **Horseshoe Canyon was not selected as a top choice.**

Q17: How could markets be more unique in Kneehill County?

Answered: 16 Skipped: 38

Open ended responses were tabulated and charted as follows.

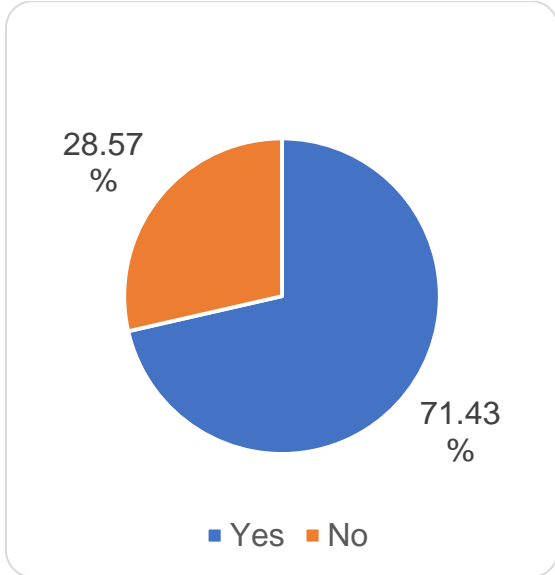


Key Observations:

1. **Music and Activities (8 responses)** received the highest frequency, suggesting that many believe adding entertainment, live performances, or interactive activities could enhance the market experience.
2. **Local Food & Products (4 responses)** is another notable suggestion, indicating that emphasizing local food, crafts, or agricultural products would add a unique touch and appeal to residents and visitors interested in regional offerings.
3. **Demonstrations (2 responses)** suggests that showcasing how products are made or offering skill-building demonstrations could further engage attendees.
4. **Culture Highlights (1 response)** and **Different Locations (1 response)** received the least support, but these responses imply that emphasizing local culture and rotating locations for variety could also contribute to market uniqueness.

b. Sponsor Survey Results

Q1: Have you previously supported the Kneehill County Country Market?
Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	71.43%	5
No	28.57%	2
TOTAL		7

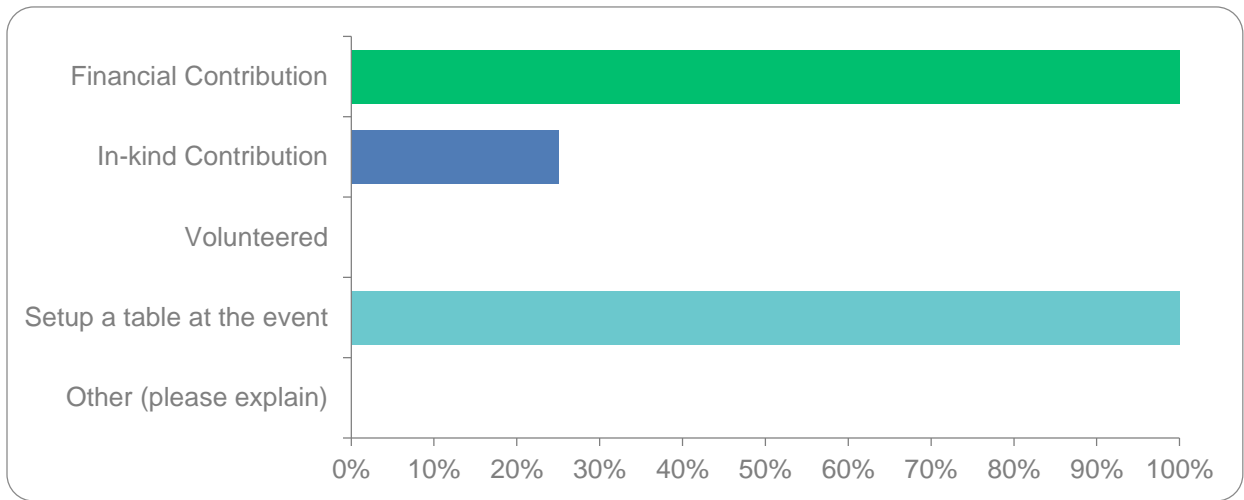
Key Observations:

1. Sponsorship Support:

- A significant **71.43% of respondents** have previously supported the Kneehill County Country Market
- A smaller group, **28.57%** has not supported the market before.
- The survey had a **small sample size of 7 total responses**, meaning the data may not fully represent the views of the broader community. Results could differ with more responses.

Q2: How have you supported the Kneehill County Country Market?

Answered: 4 Skipped: 3



ANSWER CHOICES	RESPONSES	
Financial Contribution	100%	4
In Kind Contribution	25%	1
Volunteered	0%	0
Setup a table at the event	100%	4

Key Observations:

1. Financial Contribution:

- **100% of respondents** (4 responses) have supported the Kneehill County Country Market through **financial contributions**. This indicates strong financial backing for the market, which is essential for its sustainability and success.

2. In Kind Contribution:

- **25% of respondents** (1 response) supported the market through **in-kind contributions**. This could include donations of goods, services, or other non-monetary support.

3. Volunteering:

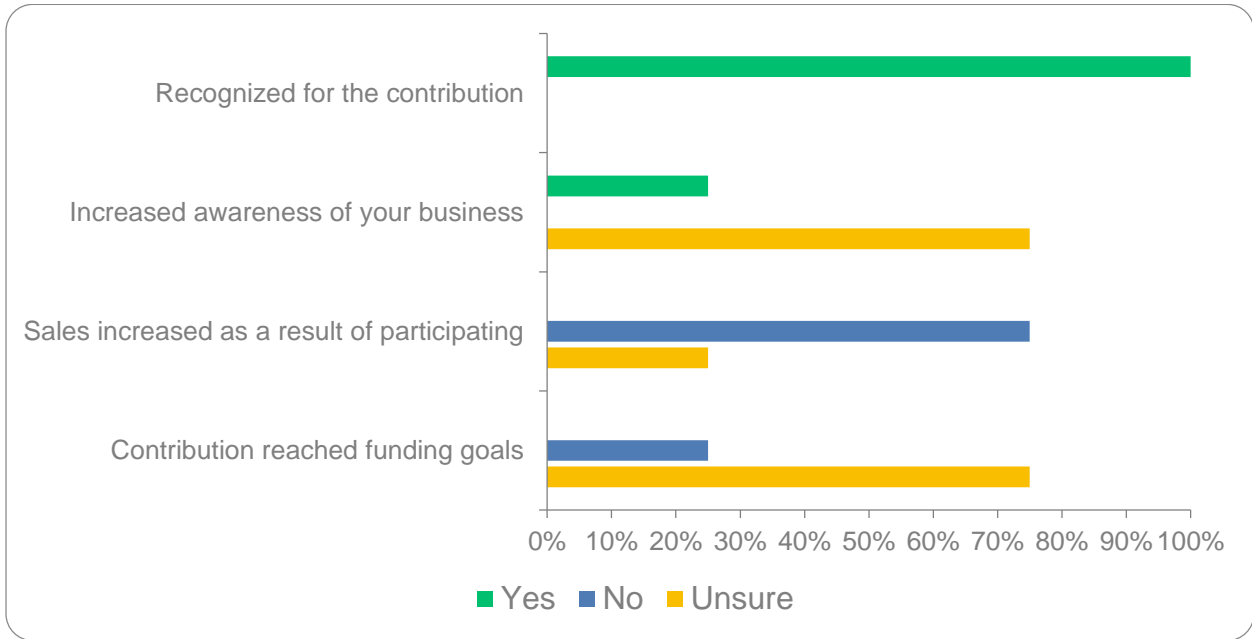
- **0% of respondents** reported volunteering for the market, suggesting that there is a lack of volunteer engagement, or that respondents may not have volunteered in the past.

4. Setting Up a Table:

- **100% of respondents** (4 responses) have also supported the market by **setting up a table** at the event. This shows that those who have contributed are actively involved in the event itself, likely as vendors or participants.

Q3. Please rate the return on investment for your contribution.

Answered: 4 Skipped: 3



	YES	NO	UNSURE	TOTAL
Recognized for the contribution	100.00% 4	0.00% 0	0.00% 0	4
Increased awareness of your business	25.00% 1	0.00% 0	75.00% 3	4
Sales increased as a result of participating	0.00% 0	75.00% 3	25.00% 1	4
Contribution reached funding goals	0.00% 0	25.00% 1	75.00% 3	4

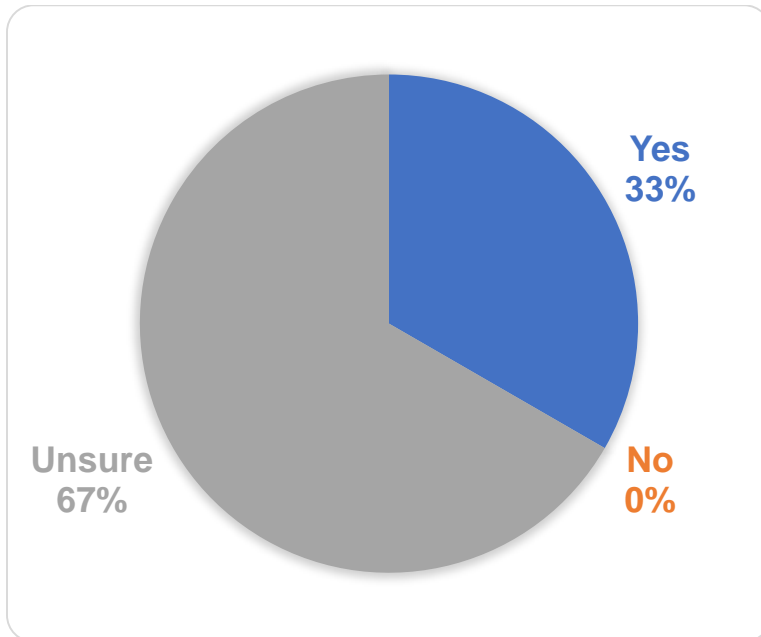
Key Observations for Q3: Please rate the return on investment for your contribution.

1. **Recognition of Contributions:**

- All respondents (100%) felt recognized for their contributions, indicating a positive acknowledgment by the community or market organizers.
2. **Increased Awareness of Business:**
 - Only 25% of respondents experienced increased awareness of their business, suggesting a potential area for improvement in marketing or promotion efforts during the event.
 3. **Sales Increase:**
 - No respondents reported an increase in sales as a result of participation (0%). This could indicate that the market's audience may not align with the participants' target customers or that the purchasing activity was limited.
 4. **Reaching Funding Goals:**
 - Only 25% felt their contributions reached funding goals. The majority (75%) were unsure, which may reflect a lack of clear communication regarding outcomes or a disconnect between expectations and results.

Q4. Should the Kneehill County Country Market continue, would you consider future contributions?

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	33.33%	2
No	0%	0
Unsure	66.67%	4
Total		6

Key Observations:

1. **Future Contributions:**

- **33.33% of respondents** (2 responses) would consider making future contributions to the Kneehill County Country Market if it continues.
- **66.67% of respondents** (4 responses) are **unsure** about making future contributions.

Q5. How far in advance do you need to be notified on contributions to events?

Answered: 6 Skipped: 1

ANSWER CHOICES	RESPONSES	
One month	16%	1
Couple of months	67%	4
6 months	17%	1
Total		6

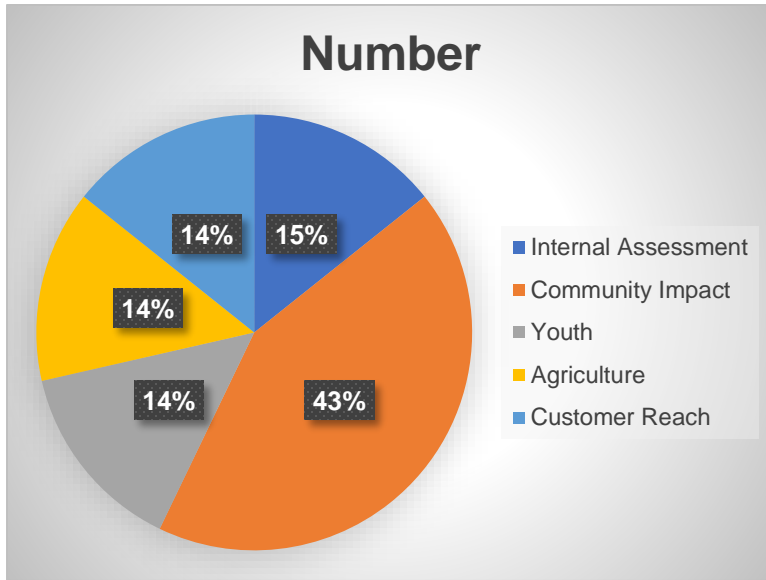
Key Observations:

1. Timing for Notification:

- **67% of respondents** (4 responses) prefer to be notified about contributions **a couple of months** in advance.
- **16% of respondents** (1 response) prefer **one month** notice.
- **17% of respondents** (1 response) prefer **six months** notice.

Q6. What criteria do you utilize to determine which programs/activities that you will support?

Answered: 4 Skipped: 3



	Number
Internal Assessment	1
Community Impact	3
Youth	1
Agriculture	1
Customer Reach	1

Q7. How do you currently collaborate with organizations or residents in the Kneehill County area?

Answered: 6 Skipped: 1



ANSWER CHOICES	RESPONSES
Local connection	50% 3
Volunteer in community	33% 2
Support programs	17% 1
Total	6

Key Observations:

1. **Local Connection:**

- **50% of respondents** (3 responses) collaborate with organizations or residents through a **local connection**. This could mean informal networking or being involved in community events and activities.

2. **Volunteering in the Community:**

- **33% of respondents** (2 responses) collaborate by **volunteering** in the community, indicating active participation in local volunteer-driven initiatives.

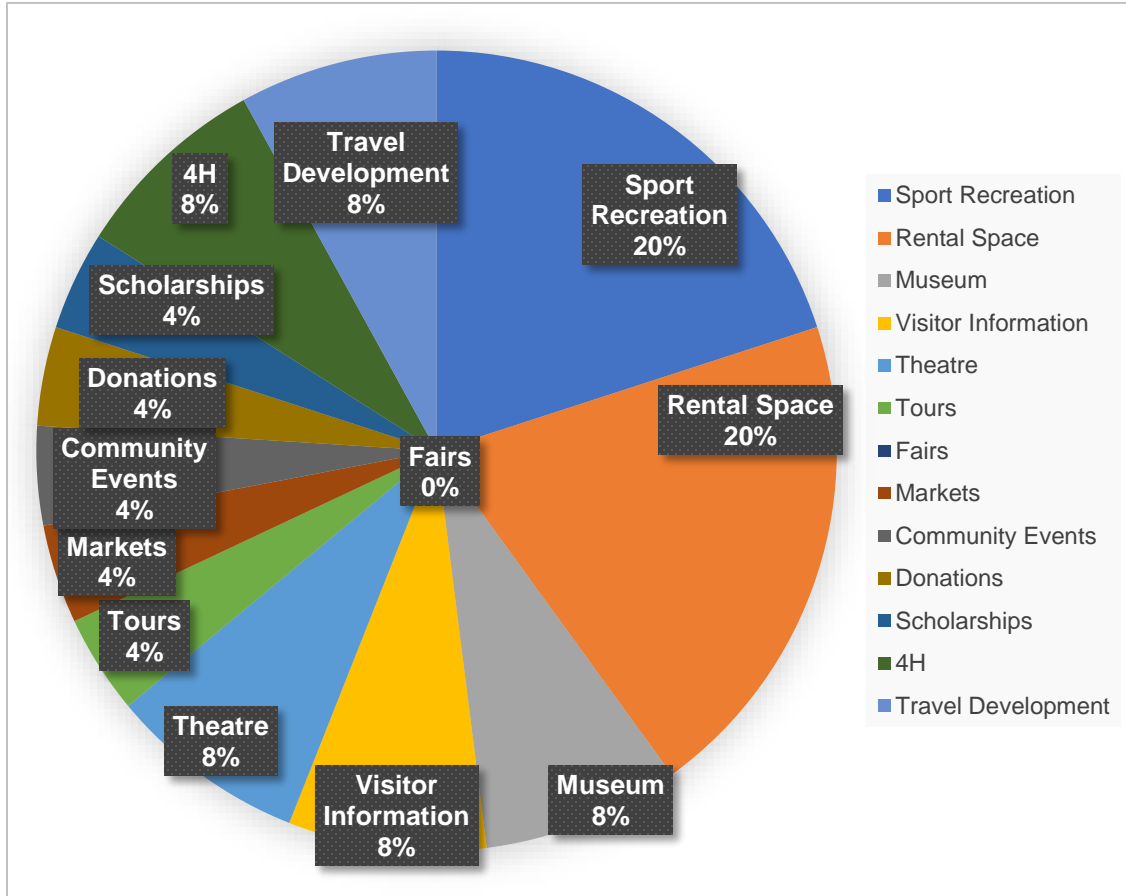
3. **Supporting Programs:**

- **17% of respondents** (1 response) collaborate by **supporting programs**, which may include financial, in-kind, or active participation in community or regional programs.

c. Community Group Survey Results

Q1. Please explain your current programming that your organization provides?

Answered: 12 Skipped: 0



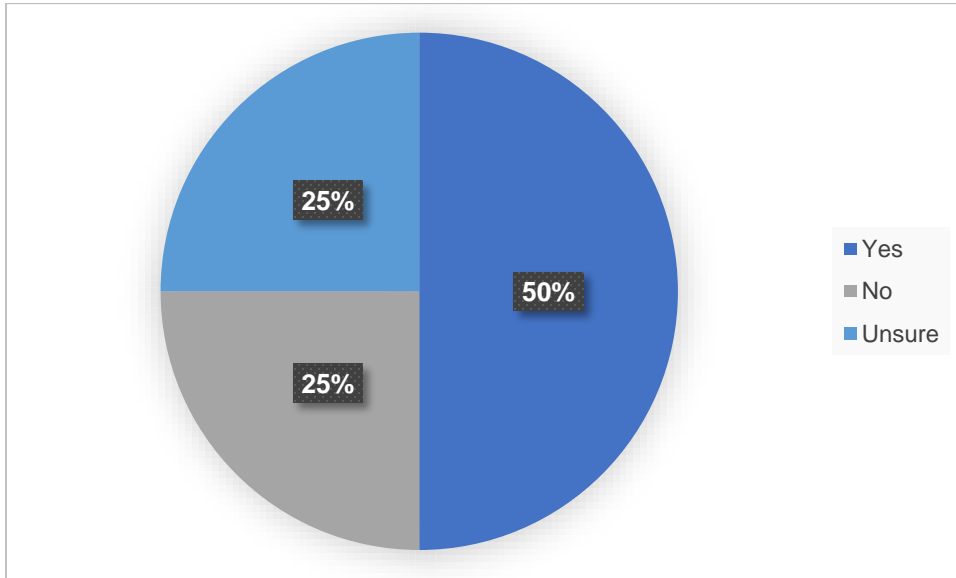
Key Observations:

1. Diverse Programming and Services:

- 40% Organizations in the Kneehill County area offer Rental Space and Sport Recreation for the community. Several of the organizations are non-profit, providing a range of facilities and services through rentals and fundraising efforts to ensure sustainability and community involvement.
- 24% provide Travel Development, visitor information and museums and are necessary for tourism development in the area.
- 36% Service organizations also provide access to events, farmers markets, tours, theatre (culture) as well as scholarships and donations. Many programs have a community-driven focus, including volunteering, fundraising, and local gatherings. The emphasis is on both recreational activities (sports, events) and cultural/community engagement (museum tours, historical societies).

Q2. Do you have any plans in the next 2 – 5 years to expand your programs/services?

Answered: 12 Skipped: 0



Yes	No	Unsure
6	3	3

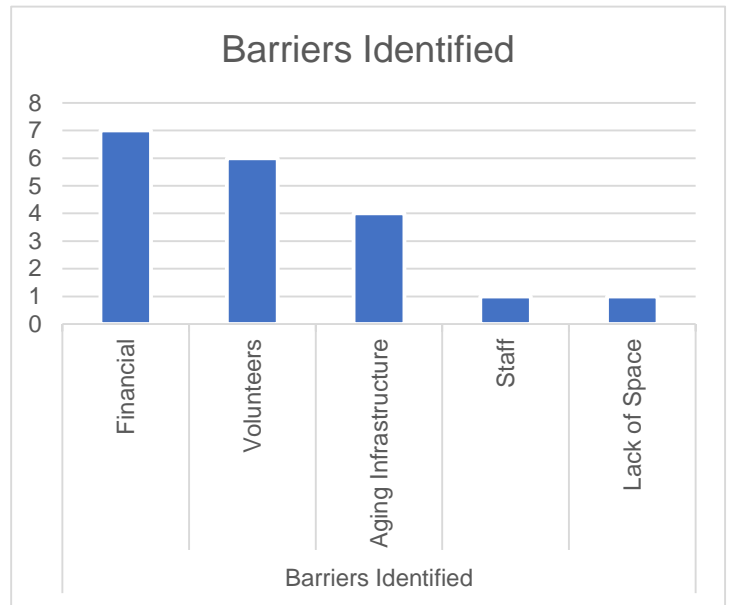
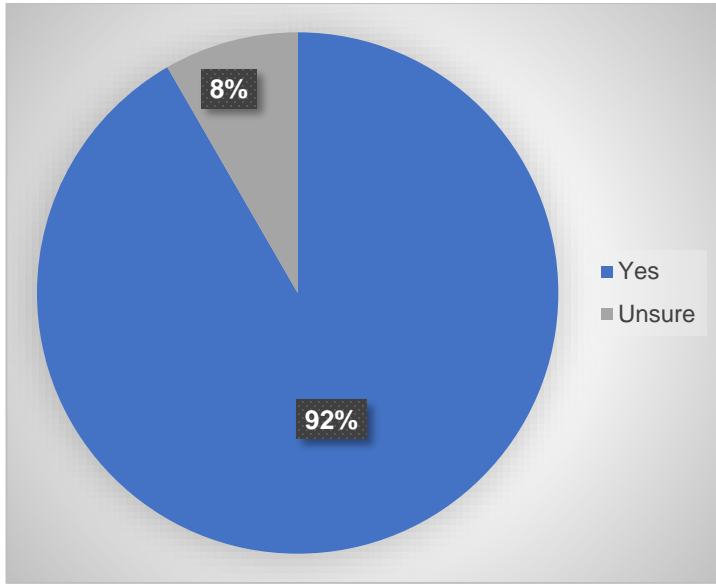
Key Observations

1. Expansion Plans:

- **6 respondents (50%)** indicated they have **plans to expand** their programs or services in the next 2–5 years. This reflects optimism and a desire for growth among half of the organizations surveyed. However, a significant portion either has no plans or is unsure, suggesting possible barriers such as funding, staffing, or infrastructure constraints.
- **3 respondents (25%)** stated they **do not plan to expand**. This could be due to resource limitations, stable operations, or a lack of identified opportunities for growth.
- **3 respondents (25%)** are **uncertain about future expansion**, potentially reflecting unclear long-term goals, external uncertainties, or a need for additional resources to make decisions.
- The responses highlight the need for targeted support to help organizations overcome barriers to expansion or clarify their strategic direction.

Q3. Are you experiencing barriers within your organization to execute new programs?

Answered: 12 Skipped: 0



Answer Choices	Responses
Financial	7
Volunteers	6
Aging Infrastructure	4
Staff	1
Lack of Space	1

Key Observations

1. Financial Barriers:

- The majority of respondents (7 out of 12, 58%) identified financial limitations as a significant barrier. This suggests funding challenges, whether for operational costs, program execution, or infrastructure upgrades and indicating a need for greater access to grants, fundraising support, or other financial resources.

2. Volunteer Shortages:

- 6 out of 12 respondents (50%) noted difficulty in securing volunteers. This highlights a strain on the human resources needed to sustain or grow programs, likely exacerbated by volunteer burnout or demographic trends.

3. Aging Infrastructure:

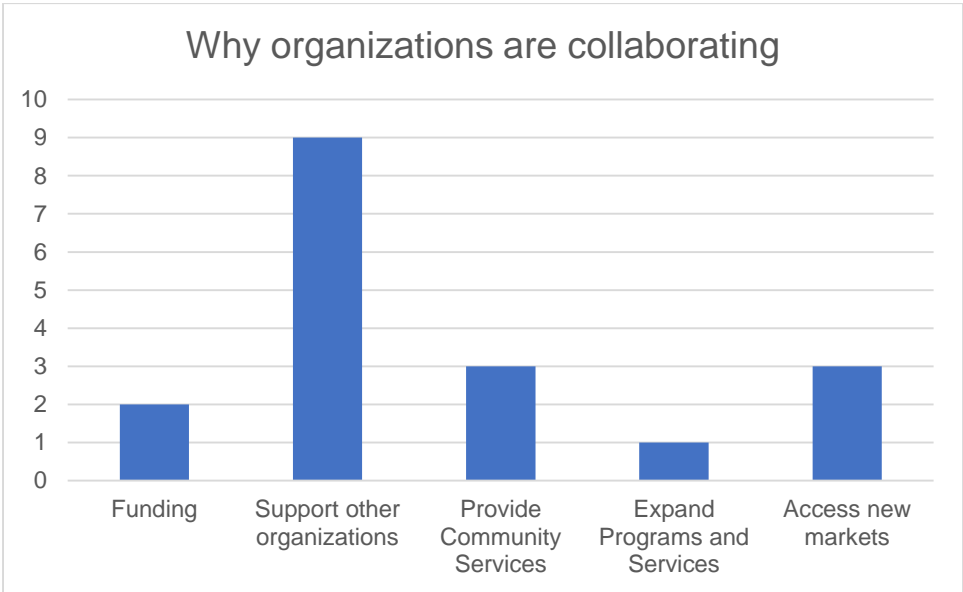
- 4 respondents (33%) mentioned aging infrastructure as a barrier, indicating the need for repairs, upgrades, or replacements to meet current program requirements. This limits ability to delivery quality programming.

4. Staff and Space Limitations:

- 1 respondent each cited barriers related to staff capacity and lack of space. While less frequently mentioned, these issues may still significantly hinder certain organizations' abilities to execute or expand programs.

Q4. Can you explain how you currently collaborate with other organizations and residents within Kneehill County or surrounding area?

Answered: 12 Skipped: 0



Funding	Support other organizations	Provide Community Services	Expand Programs and Services	Access new markets
2	9	3	1	3

Key Observations

1. Supporting Other Organizations:
 - The majority of respondents (9 out of 12, 75%) collaborate by supporting other organizations. This reflects a strong sense of community and interconnectedness, where groups work together to achieve shared goals.
2. Providing Community Services:
 - 3 respondents (25%) indicated their collaboration efforts focus on providing community services. This highlights a commitment to addressing local needs through partnerships and shared resources.
3. Accessing New Markets:
 - 3 respondents (25%) collaborate to explore or access new markets. This suggests that partnerships are seen as a way to broaden reach and enhance economic opportunities.
4. Funding Collaboration:

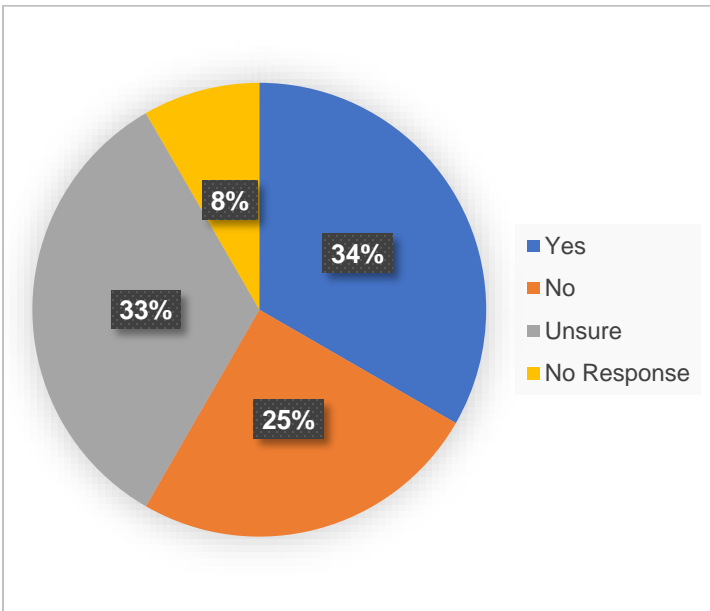
- 2 respondents (17%) mentioned collaborating specifically for funding purposes. This demonstrates a practical approach to pooling resources or jointly applying for grants to support their initiatives.

5. Expanding Programs and Services:

- Only 1 respondent (8%) reported collaboration to expand programs and services. This low figure may indicate that organizations prioritize maintaining existing programs rather than exploring growth opportunities.

Q5. Is your organization considering hosting/participating in Country Markets

Answered: 12 Skipped: 0



Yes	No	Unsure	No Response	More Information
4	3	4	1	1

Key Observations

1. Interest in Hosting/Participating:

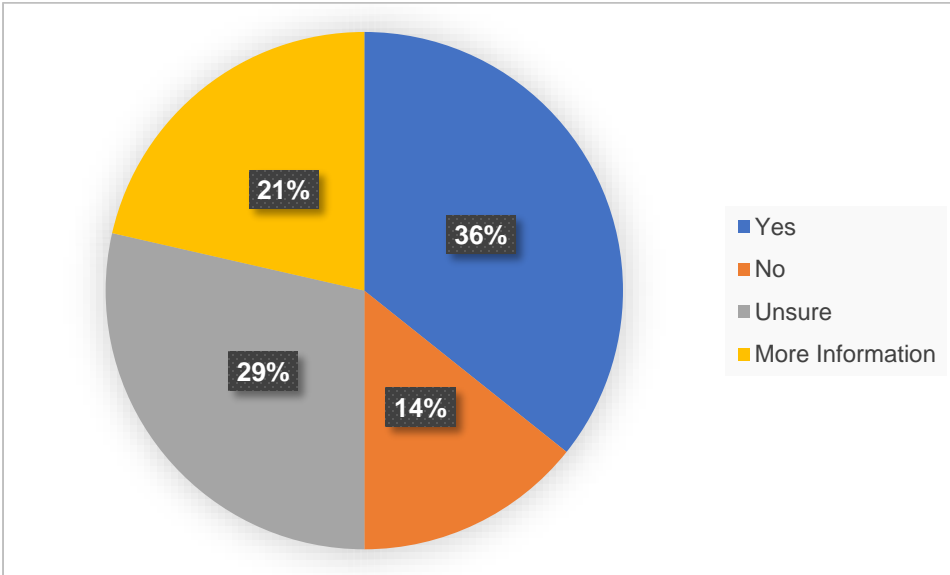
- 4 respondents (33%) expressed a willingness to host or participate in Country Markets, indicating a modest level of enthusiasm. This reflects a recognition of the potential benefits that such events could bring to the community and organizations.
- 4 respondents (33%) were unsure about hosting or participating. This suggests a lack of information or clarity about the benefits, requirements, and expectations associated with

involvement. The level of uncertainty highlights the need for better communication and engagement to explain the opportunities and logistics of participating in these events.

- 3 respondents (25%) explicitly stated that they were not considering hosting or participating. This could indicate either resource constraints or misalignment with their organizational priorities.
- 1 respondent (8%) specifically mentioned the need for more details about the market, reflecting a gap in communication and understanding.
- 1 respondent (8%) did not provide an answer, which might indicate limited interest or relevance of the question to their organization.

Q6. Should Kneehill County continue with the Country Market, would your organization consider being involved?

Answered: 12 Skipped: 0



Yes	No	Unsure	More Information
5	2	4	3

Key Observations

1. Support for Continued Involvement:

- **5 respondents (42%)** expressed a willingness to be involved if the Country Market continues, indicating a notable level of support among organizations.
- **4 respondents (33%)** were unsure about their involvement, reflecting a need for additional clarity or consideration of their capacity and interest.
- **3 respondents (25%)** stated they required more information before committing, highlighting the importance of transparent and comprehensive communication.
- **2 respondents (17%)** explicitly stated they would not be involved, potentially due to resource limitations or misalignment with their objectives.
- The responses indicate a general openness to the idea of continuing the Country Market, though many organizations are hesitant without further details or reassurances about the benefits and logistics.

- The interest shown by a significant portion of respondents suggests that the market has value as a community initiative, but its implementation needs to address concerns regarding feasibility, roles, and potential returns on investment.

4.3. Secondary Research Results

a. Kneehill County Country Market Analysis

i. Kneehill Country County Market Historical Overview

This event has changed considerably over the past 7 years. Since 2016, the initial vision of agriculture tours has now evolved to the Country Market. The initiatives have been stewarded by the Agriculture Service Board and Economic Development.



Additionally, as outlined in the above graphic it began as an *economic development* initiative to provide a networking opportunity. *Economic development* is the process of developing, diversifying and maintaining suitable economic, social and political environments in which balanced growth may be realized and thus increasing the wealth of the community. The initiative was utilized to connect supply chains and attract investment.

The farm tour aspects of the initiative could be considered *community economic development* by where communities build on local resources and capacities but increasing community ownership to enhance the health of a community.

As the years passed, a bus tour was incorporated to highlight best management practices and Kneehill County projects. In 2018, the initiative

shifted with perceived direction to shift towards local agriculture and culinary promotion to the general public. The 2019 market was added to further food and agriculture promotion with a culinary showcase.

2020/21 the initiative was halted due to Covid19 and returned in 2022 to a market and long-table initiative and no tours. The initiative continued to be led by Parks and Agriculture in the absence of Economic Development. The event attracted locals, domestic visitors and some smaller amounts of international visitors.

ii. **Goals and outcomes**

With a recent turnover in personnel in the economic development and agricultural departments, as well as various contributors' inputs and internal and external transitions, a clear understanding as to the purpose of the markets and measurable outcomes have not been understood and established with measurable goals and clear outcomes.

Upon review of historical information, there is yet to be an understanding if the initiative is:

- An economic development initiative (business retention and expansion, investment attraction, tourism growth, improve the quality of life, marketing and awareness); **OR**
- A community development initiative to provide the community with an event in which to connect to local food, producers, increase volunteerism; **OR**
- A community economic development initiative whereas industry becomes the driver to generate their own solutions to economic problems.

Competitive Analysis of Farmer's Markets

Research was conducted on 3 out of the 5 (2 did not respond) farmer's markets that vendors indicated they participate. In addition, research was conducted two (2) local markets to the Kneehill County area. The research was to gain an understanding of how other markets operate, what is provided, participation, cost and seasonality of the markets provided.

Market	Operated by	Cost	#Vendors	Time of Year	What they offer
Didsbury Market	Agricultural Society and is an Approved Farmer's Market	\$25.00	100+	December	Indoor venue Ample advertising
Airdrie Farmer's Market	Airdrie Farmer's Market	\$45.00	150+	3 Markets Summer - June - Sept (Wednesdays) Winter - Nov - 2 days Christmas - Nov - 1 day	Outdoor Venue Food trucks
Blackfalds - "Little of This Market"	CK Markets and Events	\$20/market	50+	8 Markets throughout the year. Quarterly markets from 11-4	Indoor venue Ample advertising, Door prizes Play zone for children, Local fundraiser
Three Hills Farmer's Market	Non-profit Approved Farmer's Market	\$20/market/day	10+	Summer Market: Tuesdays - June to September Fall Market - Oct 5, 2024 10:00 AM - 3:00 PM Christmas - Nov 22, 2024 4:00 PM - 9:00 PM Christmas - Nov 23, 2024 10:00 AM - 3:00 PM	Indoor/Outdoor Venue Advertising through approved farmers market site, social media (website is outdated)
Drumheller's Farmers Market	Non-profit Approved Farmer's Market		10-20+	February to November Saturdays 10:00 AM - 3:00 PM	Indoor/Outdoor Venue Advertising on social media and on the approved farmers market site

Key Observations

1. Market Size and Vendor Participation:

- **Larger Markets** (e.g., Airdrie and Didsbury) attract **100+ vendors**, indicating robust participation likely driven by strong advertising, established reputation, and attractive amenities.
 - **Smaller Markets** (e.g., Three Hills and Drumheller) report **10–20+ vendors**, reflecting more localized or niche participation but with potential for growth if well-supported.
2. **Cost to Vendors:**
- Vendor costs range from **\$20–\$45 per market**, with smaller markets like Three Hills and Blackfalds charging less, potentially making participation more accessible for smaller-scale vendors.
 - Higher fees (e.g., Airdrie’s \$45) correlate with larger markets and higher visibility, suggesting vendors may see a greater return on investment in such markets.
3. **Seasonality:**
- Most markets operate during peak times, with **summer months** being the most active (e.g., Three Hills and Airdrie).
 - Some markets (e.g., Drumheller, Blackfalds) extend into **winter or offer year-round options**, creating opportunities to cater to holiday shopping and offseason demand.
4. **Amenities and Advertising:**
- Successful markets, such as Didsbury, emphasize **indoor venues**, ample advertising, and enhanced vendor/visitor experiences like **food trucks and play zones for children** (Blackfalds).
 - **Social media and approved market platforms** are common advertising channels, but outdated resources (e.g., Three Hills website) may hinder market visibility.
5. **Unique Features:**
- Some markets offer unique draws like **door prizes, fundraising opportunities** (Blackfalds), or seasonal-themed events (e.g., Christmas markets in Three Hills and Airdrie).

b. Importance of Farmer's Markets and their Impact

According to Alberta Farmer's Markets Association, farmers markets are the best ways to find fresh, local food in season. The association has further outlined seven (7) reasons why people should shop at farmer's markets (Government of Alberta, 2024):

- Support local business
- Tasty and nutritious
- Learn where your food comes from
- Meet your food producers and makers
- Be a part of the community
- Green friendly
- Get ready to be entertained

Connecting Local Food to Customers

According to (Food Secure Canada, 2024) public markets in Canada are a versatile alternative in strengthening local food systems. (Food Secure Canada, 2024) states, "In a world increasingly aware of environmental issues and the importance of supporting local economies, farmers' and public markets in Canada are emerging as key players in the creation of stronger, more resilient food systems.

These markets, which sometimes strive to operate as alternatives to large commercial retailers, offer a space where local producers can sell their products directly to consumers, while meeting the specific needs of each community they serve and promoting sustainable development".

- Foster Local Connections
- Support Small Producers
- Promote food equity
- Meet the diverse needs of communities
- Strengthen access to fresh food

(Food Secure Canada, 2024) has distinguished between two types of markets:

1. **Farmers' Markets**, centered on direct sales by farmers of their fresh produce, and
2. **Public Markets**, which broaden the offer with a wider range of products – including those from resellers, non-local products and non-food items. [They can also be regulated by formal agreements with municipalities](#), underlining a more structured framework.

Both markets are often used interchangeably and many combine features of both. For example, Montreal's Jean-Talon market, historically a farmers' market for direct sales by local producers, also stands out as a public market, offering a wide range of goods, from imported products to artisanal objects.

Approved Farmer's Markets Program and Impact

According to the (Government of Alberta, 2024), farmer's markets are a popular agri-tourism attraction in Alberta by providing access to the most nutritious, fresh, local products. Through their Approved Farmer's Market program in partnership with the Alberta Farmer's Market Association, has over 140 Alberta approved farmers' markets.

According to the (Alberta Farmer's Market Association, 2024), they assist operators and vendors with guidelines and resources to strengthen the quality of farmer's markets in Alberta by providing member markets, vendors, managers, boards and sponsors with advocacy, education, promotion and innovation. Below is a list of supports provided by the association:

- **Marketing:** A centralized database of vendors for customers to locate farmer's markets throughout Alberta. [Markets | The Alberta Farmers' Market Association](#)
- **Verified Vendor Program:** Verify vendors are only selling what they produce is grown on their farms, producers are creating their value-added products and artisans are creating their unique arts and crafts here in Alberta. Customers then know, they're buying directly from the producer and are doing their part to ensure the future of local agriculture and the local economy. [Verified Vendor Program | The Alberta Farmers' Market Association](#)
- **Market Buds:** This a program for children to engage in the local food system. This is done through conversations directly with farmers, educational and cooking activities, tastings, gardening, exercise classes as well as arts and crafts. There are over 20 resources to help communities engage younger customers. [Market Buds Children's Program | The Alberta Farmers' Market Association](#)

Annually, the Government of Alberta releases market statistics on the impact of the Approved Farmer's Market Program. The information contained is compiled from approved farmers' markets across Alberta and helps provide a snapshot of the industry and help individual market organizers make decisions about their markets.

Below are statistics on Approved Farmer's Market (2023) as provided by (Government of Alberta, 2024)

- 149 approved farmer's market in 2023 operated 4,203 days (11 new in 2023)
- 112 communities were served by at least one Alberta approved market (77% of these are in rural communities with a population of less than 10,000)
- 14% operate year-round. Several change locations to facilitate their seasonal extension.
- Approved markets consist of: 28% non-profit organizations or new generation cooperative; 72% are sponsored (35% ag society; 23% community organization; 5% by culture/rec association; 9% sponsored by municipalities, churches, educational organizations).
- 82% compensated their managers

- 3.6 million customers visited
- Table rents average at \$24.92 (range from \$5 - \$85 per/market/day); 19% offer seasonal discount rates; 3% apply variable or long term leases with vendors
- Average 27 vendors per market (53% 20 vendors; 30% 21 - 40 vendors; 14% 41 - 75 vendors; 3% 75+ vendors) and 67% provide tables for non-profits/community groups
- Vendors sell agricultural
- Shopper's spend an average of \$70/farmers' market visit ([Alberta approved farmers' markets | Alberta.ca](#))

Alberta Open Farm Days

According to (Alberta Open Farm Days, 2024), Alberta Open Farm Days (OFD) is an incubator for agri-tourism and rural sustainability by bringing Albertans together through educational and experiential base initiatives to learn where our food comes from. The two-day August initiative provides farm tours and culinary events throughout the Province.

Open Farm Days provides support to participants in preparing for the weekend long event through access to training and resources. In addition, the program provides a provincial wide campaign and website where vendors can list post their event. The event is organized by Alberta Agricultural Societies.

Since 2016, interest throughout the Kneehill County region has varied from local farm tours and culinary events and hosted by agriculture societies, Trochu Arboretum, Kneehill County Long Table and Country Market.

Key Observations

- 72% Markets are largely sponsored by ag society, community organizations and associations; only 9% of the 72% are sponsored by a municipality.
- It is important to note, Approved Farmer's Market are an option but not all markets in Alberta are approved. Public Markets are also an option to consider.
- Provide programming to support market hosts in establishing a market.
- Opportunity to engage youth to establishing their market and thus inspiring entrepreneurship amongst the youth.
- Variety of benefits to markets in the community:
 - social benefits (access to local food, connection to local producers and community);
 - economic benefits by attracting visitors, business incubation and access to new markets;
- Opportunity to leverage the program to host a culinary and market. The program's provincial marketing would support driving traffic to the area.

- Partner with Trochu Arboretum to host or support through contributions would be a natural fit on this growing event in the community.

c. Alberta Agricultural Societies Association

According to (Alberta Agricultural Societies Association, 2024), the object of agricultural societies is “to encourage improvement in agriculture and enhanced quality of life for persons living in the community by developing educational programs, events, services and facilities based on needs of the community”.

A website scan was conducted on the agricultural societies in and around the Kneehill County area. Kneehill County Region is home to six (6) agricultural societies who provide an array of programs and services to the community.

Torrington & District Agricultural Society (Torrington and District Agricultural Society, 2024)

- Ron Gorr Memorial Arena (Indoor Ice surface (curling and skating), Banquet Hall and Kitchen)
- Camping

Carbon & District Ag Society and Curling Club (AAAS Member) (Alberta Association of Agricultural Societies, 2024)

- Curling Rink
- Archery Range

Acme & District Agricultural Society (AAAS Member) (Acme & District Agricultural Society, 2024)

- Education and Leadership Programs
- Acme Swimming Pool
- Community events (Acme Sports Day, Acme Angels
- Steer Show
- Scholarships and Grants

Linden and District Agricultural Society (AAAS Member) (Alberta Ag Societies, 2024)

- Skating Rink (outdoor)
- Hockey Rink
- Nature Trails

Three Hills Agricultural Society (Government of Alberta, 2024)

- Farmers Market (Summer, Christmas and Fall Markets)
- Three Hills Curling Arena

Trochu and District Agricultural Society (AAAS Member) (Town of Trochu, 2024)

- Outdoor riding arena
- Rodeo and equestrian events

Key Observations:

- The agricultural societies in Kneehill County offer a wealth of facilities, community engagement, and programming that can directly support a farmers market and culinary event.
- Leveraging existing infrastructure such as arenas and banquet halls to host culinary events and markets would meet the needs of the vendors to locate the markets throughout the greater Kneehill County region.
- Three Hills Agricultural Society and Torrington Ag Society are currently undertaking markets and initiatives within the area. Three Hills was noted as one of the top communities by vendors in which to host a market.
- Collaborative efforts across these societies could foster a regional celebration of food, agriculture, and culture, enhancing the county's economic and tourism potential.
- The Community Group Survey results indicated resource challenges (financial and volunteers) are barriers to expanding programs so this would need to be addressed.

d. Connection to Kneehill County Economic Development

i. Investment Attraction

Familiarization "Fam" Tours

According to (Slide Share, 2024), Municipalities can attract site selectors and investors by way of utilizing familiarization tours to promote a municipality and to attract development. These tours can be done with traditional in person tours but also equally effective they can be done virtually.

Fam tours help build relationships with the local economic development organization by meeting face to face with political business leaders and to gain invaluable knowledge of a region by seeing it in person. Tours help promote a community's key assets, key industries and biggest employers in the community. Tours can also showcase the quality-of-life assets in a community. Fam tours are implemented when the community has reached a desired level of investment readiness.

Virtual tours will provide a snapshot of the region by showcasing all of the above, but done through captivating videos, pictures and story telling. Often times virtual tours done through strategic marketing by the municipality to attract investors throughout its key sectors.

ii. Business Retention and Expansion

Providing access to markets and culinary events, provides a means for economic development to collaborate with vendors to further the reach of their product to the marketplace.

Furthermore, having a connection to the County's local agricultural producers and processors provides opportunity for deeper discussion on expansion opportunities. Expansion stimulates the economy throughout employment growth, and adds to the local tax base and beyond.

iii. Building Capacity

Initiatives to build capacity with businesses and services organizations can be provided through access to training, connections to local service providers, access to grant programs and financial resources.

For example, economic development could connect with local agencies to identify sources of support to assist in their development. Various levels of government can also provide grant programs to assist in growth and development to achieve targeted outcomes.

iv. Marketing and Brand Awareness

Directories can also be developed to showcase on the economic development website and local stories can be produced by way to help market existing businesses. Marketing local businesses provides an opportunity to showcase the quality of life and entrepreneurship to the broader community.

Kneehill County currently provides a directory of businesses and in the past has done Agri-preneur spotlights to showcase the County's local businesses and agricultural assets.

e. Connection to Kneehill County's Agricultural Service Board

Since its inception in 2016, the Growing Kneehill Event has undergone significant changes. Initially, the program was conceptualized as an ASB showcase, with the primary focus on demonstrating agricultural best management practices and Kneehill County Ag services programs for the benefit of local farmers and community members. Through involvement with economic development, the event evolved, shifting its emphasis towards agri-tourism and tourism development with the mandate of promoting diversification in agriculture and local industry. This transition involved adopting a more comprehensive approach that integrated networking and marketing for entrepreneurs and local vendors as well as an opportunity to promote to the public. At the 2023 event, the direction had shifted to a promotional platform, spotlighting and celebrating the diverse products cultivated and crafted in the region for both dignitaries and the general public.

Through its Strategic Business Plan, the ASB has a mandate to support Agritourism and diversification of the agriculture industry. Primarily the ASB focuses on delivering information through extension events both to producers to connect them to best management practices and to the public to promote connection to local agriculture. The later point of providing a connection for the public to local agriculture has been an underlying theme of Growing Kneehill and the ASB's involvement since its inception.

Financial information:

The project was initially funded through the ASB Operating budget.

5. Findings

The following SWOT is a compilation of the primary survey and secondary research results and outlines the key findings through the research.

SWOT Analysis – Strengths (Internal positive factors that could be leveraged to achieve success)

- Strong response to participating in future markets from those who previously participated.
- April, June, July, August, November, December, April are the desired months for vendor participation.
- Vendors are in support of the market rotating throughout Kneehill County. Vendors favored the Three Hills, Linden, Torrington, Trochu, Keiver's Lake as their top choices for the market.
- The Country market provide activities such as music, petting zoos, sand dig. Activities and entertainment being brought in also meets the vendors expectation.
- Good collaboration amongst staff.
- Basic marketing materials developed have been a good product.
- Horseshoe Canyon is a good location to other urban centres where visitation is higher than other areas in the County, but only if the weather is cooperative.
- The Canyon promotes a key asset in Kneehill County.
- Good relationships with the vendors.
- Ability to layout venue to appeal to the vendors.
- Power being brought into the Canyon will meet a requirement by vendors.
- Utilizing expert contracts to support in market and long table development.
- Hiring a photographer to capture images from past projects for future marketing.
- Some sponsor participation.
- Sponsors felt recognized.
- Sponsors support events that will help the local community.
- Access to local amenities to host indoor/outdoor markets and events with full access to utilities and open year-round.
- Service organizations collaborate with other organizations and community members to provide support and access to community services and programming.
- Opportunity to utilize Community halls as well as non-traditional event spaces to host indoor events.
- There is willingness and support among the organizations providing there is a clear vision for the Country Market.

SWOT Analysis – Weaknesses (Internal factors that could be a disadvantage in achieving success)

- Reduced market participation from previous years.
- Respondents are not confident they will attend and is dependent upon how/when the market is created.
- Weather is a factor given there is no shelter at Horseshoe Canyon to protect vendors from the elements.
- No utilities at the Horseshoe Canyon site makes it challenging for vendors to maintain food quality (water and electricity).
- Location is a barrier due to distance, proximity to urban centres and other activities and attractions.
- Currently the market appears to be a filler between vendors larger markets and we are competing against larger markets.
- The vision and goal of the market and long table aren't clear and shift regularly. What is the purpose of it and who is it for.
- There was not enough time to market and secure vendors (3-12 months notice is preferred)
- Kneehill County has some ability for Parks and Ag seasonal support May through to August, but it is also their busy time. No seasonal staff limits ability to host another market in the fall. More staff would be required and or volunteers to support.
- Didn't have long enough lead time for marketing the event for visitation.
- Vendors won't participate if foot traffic isn't at the market as it impacts their direct sales and promotion of their organization. Need to increase visitation traffic by offering more things to do that would attract a larger audience.
- Most vendors are coming to market with a 100 km proximity.
- Time constraints (competing priorities and is being done as a side project).
- Marketing reach on vendors to fill in gaps of the programs and activities to create a full experience.
- No ability to track ROI on previous advertising efforts in YYC Curiosity, etc.
- No buy in from different groups (service groups, vendors, sponsors).
- Difficult to track visitation (demographic, where, how much).
- Sponsors are unsure if they would support the events in the futures which impacts Kneehill County's financial model.
- Service organizations primarily focus on sports programming. Arenas can't host indoor events in the winter months.
- Attractions such as museums, visitor information, campgrounds, Keiver's Lake, Horseshoe Canyon, Orkney Viewpoint are seasonal.
- Markets, tours, other community events were not favorable in participating or organizing.
- Lack of volunteers to support market.
- Few to no organizations are considering expansion of programs of services to include Markets, unless it has direct benefit to their organization.
- Kneehill County is competing with other service level priorities to provide access to financial and human resources to support a quality market development and to support service organizations to develop and execute activities.

- Service organizations are focused on providing community services desired by the community that it is creating volunteer fatigue.

SWOT Analysis – Opportunities (External factors that could be capitalized on to improve the Country Market)

- Investigate how the market will appeal to vendors to attract such as introduce a market in the Spring months and in July. Exploring other seasonal markets with winter activities such as a sleigh ride, hot dog roast, etc.
- There is desire by vendors for a more established market to compete with the larger markets.
- Opportunity to increase registration fee to vendors, providing there are more amenities.
- Opportunity for vendors to come multiple times to the market but spread throughout the year.
- Increase marketing time, providing vendor spotlights to further promote the market, and could provide more time to gather financial contributions.
- Change the location and further explore activities to draw vendors and visitors to the market.
- Investigate activities in the region (Three Hills Cruise Night, Parades, Drumheller Passion Play, Rosebud Theatre, Campground, Open Farm Days, Guided Trail Hikes, Gopher Hole Museum, Culture Days)
- Explore other communities and locations to host the market could be an opportunity to revitalize Kneehill County Hamlet's (Wimborne, Torrington, Swalwell).
- Partner with organizations such as local service organizations (Ag Societies, producers, environmental organizations), Tyrell Museum, Arboretum, Open Farm Days to bring forward a diverse offering of experiences desired by visitors and vendors.
- Partner with busy bee for lunch box and other local restaurants with local food and bringing in more food trucks.
- Partner with Travel Drumheller, Tyrell, Rosebud, Amphitheatre, Open Farm Days, etc as major tourism draws to increase foot traffic that the vendors are desiring.
- Reconnect with Food Tourism Strategies and others to assist in market development.
- Expanding the dates and shoulder season of markets.
- More entertainment and activities to appeal the visitors and increase foot traffic.
- Coordinating the market dates with other local events to drive foot traffic.
- Opportunity for support with Travel Alberta on the destination development zone.
- Explore Culture Days and events to make the market more unique.
- Work with the museums and historical societies to share more of what makes agriculture and our producers have done traditionally and modern.
- Opportunity to collaborate with local community groups to drive sponsorship, increase volunteerism and build strong community connections.
- Travel Drumheller has expressed interest in supporting the development of a culinary and market for the first year, additional resources would be required for following year.
- Work with the service organizations to provide funding and access to staff and volunteers to support the event.

- Build stronger connections and relationships with the County’s immigration community (such as Kneehill Bayanihan Society).
- Utilize a combination of long table and tours as an investment attraction strategy through a strategically targeted Familiarization Tour (ie Horseshoe Canyon ASP and other future developments and targeted attraction).

SWOT Analysis – Threats (External challenges that could impact the Country Market)

- Weather is a limiting factor.
- Developing activities and things to do such as guided trail hikes are limited to weather and certain age groups.
- The vision and goal of the market and long table aren't clear and shift regularly. What is the purpose of it and who is it for.
- Competing priorities with other initiatives within the County.
- Making it financially sustainable.
- Utilities aren't available to meet the needs of the vendors.
- Kneehill county is lacking in diversity and quality of vendors.
- Do not have a full understanding of our businesses on what they offer and customer base.
- Because we focus on Kneehill County products only, it limits the ability to provide an experience/market that visitors want.
- Sponsors aren't seeing an ROI (sales or visibility) on the events.
- Financial, volunteers, aging infrastructure are the largest barriers to program expansion.

6. Recommendations

6.1. Economic Development

Here are some recommendations based on the SWOT analysis:

1. Strengthen Market Appeal & Vendor Engagement

- **Clarify Vision & Purpose:** Ensure that the market’s mission is clear, with a well-defined target audience. This will provide consistency for vendors, sponsors, and attendees. Regular updates and clear messaging will help all stakeholders understand the value proposition.
 - **Increase Vendor Participation:** Offer incentives for early registration and create a more structured, seasonal schedule to attract vendors for multiple events throughout the year. Expanding the market’s appeal by integrating various activities such as themed markets or seasonal offerings (e.g., winter sleigh rides) could also attract more diverse vendors.
 - **Target More Diverse Vendor Categories:** Actively recruit vendors that offer diverse products beyond local agriculture, focusing on crafts, artisanal goods, and unique experiences that would attract more visitors.

2. Optimize Location & Infrastructure

- **Enhance Infrastructure:** Work with the county to explore solutions for bringing utilities (water, electricity) to Horseshoe Canyon or other venues to address vendor needs. Consider temporary solutions such as mobile generators or water trucks in the short term.
 - **Consider Alternative Locations:** Explore other venues within Kneehill County that may be more accessible and better equipped to host markets year-round, such as indoor facilities or more centralized locations.
 - **Invest in Infrastructure:** Long-term investments in infrastructure, such as facilities for events that can be used year-round, would reduce reliance on temporary solutions and improve the overall experience for both vendors and visitors.
 - **Weather-Resilient Solutions:** Develop contingency plans for inclement weather, such as providing temporary shelters or partnering with indoor venues during the colder months.

3. Increase Foot Traffic & Market Visibility

- **Marketing Campaigns:** Extend the marketing period (6-12 months) to create more anticipation and secure vendors and sponsors. Develop targeted campaigns highlighting vendor stories and local attractions to increase interest.
- **Collaborate with Regional Attractions:** Coordinate market dates with other local events (e.g., Three Hills Cruise Night, Rosebud Theatre) to drive more visitors to the area. Partner with local attractions like museums and cultural sites to create a holistic tourism experience.
- **Leverage Digital Platforms:** Utilize social media and online platforms more effectively to reach a wider audience. This includes vendor spotlights, event countdowns, and live social media updates.

4. Increase Community Involvement & Volunteerism

- **Partner with Local Organizations:** Build stronger ties with service organizations and community groups to generate more support for events. Develop volunteer-driven initiatives to ease resource constraints and reduce fatigue. Provide access to funding with clearly defined outcomes.
- **Incentivize Sponsorships:** Offer more structured sponsorship packages that show clear ROI through exposure, signage, and recognition. Seek out new sponsors, especially from sectors outside agriculture and local business, such as tourism or entertainment.
- **Engage the Community:** Build relationships with cultural organizations (e.g., Kneehill Bayanihan Society) to encourage greater participation and representation, bringing diverse products and experiences to the market.
- **Address Volunteer Shortages:** Form partnerships with local schools, colleges, and volunteer organizations to tap into a larger pool of support for staffing markets. Create volunteer appreciation programs to ensure a positive experience for those involved.
- **Partner with tourism organizations:** tourism organizations such as Travel Drumheller have capacity to provide access to training to build capacity amongst groups and individuals to run markets and culinary events.

5. Sustainability & Financial Growth

- **Develop a Long-Term Financial Model:** Work with local community groups to leverage their ability to attract sponsors and local businesses to create a sustainable financial model, possibly by increasing vendor fees or introducing tiered sponsorships that benefit the market and community.

- **Track ROI for Sponsors & Vendors:** Implement a method for tracking and reporting on the success of events for vendors and sponsors, which will help justify their continued support and increase participation.
- **Expand Shoulder Seasons:** Consider hosting markets in the shoulder seasons (spring and fall) to maintain interest and provide more opportunities for vendors and visitors.

6. Leverage Cultural & Regional Resources

- **Cultural and Agri-Tourism Integration:** Align with local cultural days or agriculture festivals to create a unique market experience. Explore partnerships with local museums and environmental organizations to tie into the region’s heritage and tourism potential.
- **Create Signature Experiences:** Develop signature market events such as long table dinners or guided hikes, linking them with local agriculture, food tourism, and regional culture to distinguish Kneehill County’s market from others.

7. Address Infrastructure & Volunteer Challenges

These recommendations aim to increase vendor participation, improve the market experience for attendees, enhance sustainability, and foster stronger community engagement. By leveraging Kneehill County’s unique resources and addressing identified weaknesses, the market can grow and evolve into a key economic and social asset for the area.

7. Conclusion

7.1 This Country Market research project represents a forward-thinking strategy for Kneehill County, with a focus on sustainable growth and resilience. By leveraging a deep understanding of local dynamics, building strong partnerships, and continuously adapting to regional needs, Kneehill County is poised to achieve significant success for the country market. The commitment to innovation, community involved approaches, and effective risk management will ensure long-term profitability and competitive positioning.

Appendix

Attachments of additional information (surveys, questionnaires, glossary, etc.)

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Country Market Research

Findings and Recommendations Report



Project Purpose

Historically, Kneehill County staff has been the leader and stewardship of the Kneehill Country Market and Longtable event. Kneehill County Council directed Administration to gather insights from Kneehill County Country Market vendors on their future interest and needs for future Country Market participation. It was determined the best way to gather insights is to conduct a survey to County vendors that have participated or are located within the County.

Furthermore, Kneehill County is home to a variety of service and community organizations and it will be necessary to understand their future direction, mandate and priorities to potentially add value to the Country Market.

The research and findings are necessary to determine the future of the Country Market and how Kneehill County will continue to support the initiative.



Project Background

At the March 12, 2024 Council Meeting, Council motioned to host three Country Markets at Horseshoe Canyon with a budget of \$34,000 as part of the Growing Kneehill Project. Through vendor marketing on social media, email and telephone calls, Administration was able to secure 9 vendors and 1 sponsor for the 2024 Country Markets.

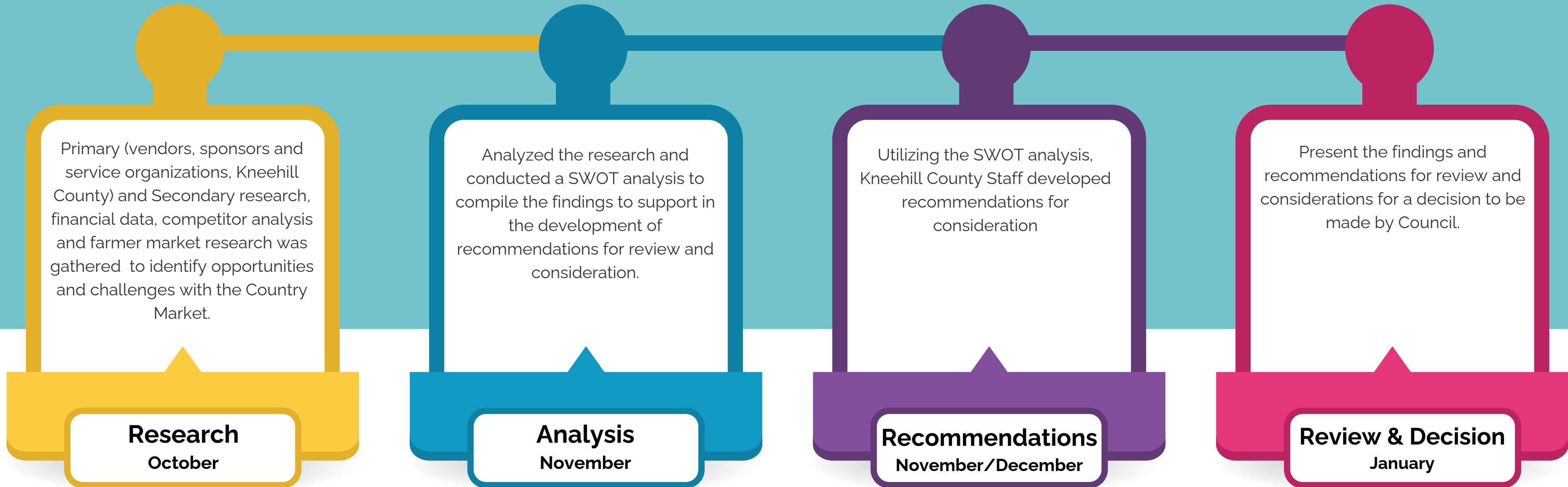
Administration returned to Council on May 28, 2024 to provide an update and receive further direction on the Country Market due to the decline in vendor and sponsor participation. Council set a threshold of 15 vendors, per event, by May 31, 2024 for the Country Market and directed Administration to cancel any respective Country Market that does not meet this threshold. Following the decision, Council directed Administration to conduct outreach to potential market vendors.

On May 31, 2024, Administration cancelled all 3 markets as directed by Council. Administration developed a pre-liminary project plan in July 2024 and met in October once full staffing levels returned to finalize the project plan, communications and marketing plan and survey questions. The vendor survey was released on October 23 through to November 1 on social media and direct email to over 50 contacts.

Upon preliminary review of the vendor results, Administration felt it necessary to seek feedback from the sponsors and service organizations and consequently distributed a survey to support Administration and Council with a deeper understanding and ability to develop and make information decisions on future of the Kneehill Country Market.



Methodology



Primary Research Results

Social media advertising:
reach of 2963 and 85 click links

40

Past & Future Vendors

Registered vendors and 41 past/potential vendors

35

Sponsors

Local and external businesses who have sponsored in the past or might be interested in future sponsorship opportunities

25

Community Groups

Agricultural societies
Chamber of Commerce
Historical Societies and Museums
Lions Club
4H Groups
Drumheller Farmers Market
Three Hills Farmers Market
Travel Drumheller

With a sample size of 100, and a goal of 25-35% feedback, a response rate of 73% (73 respondents) was achieved.

Vendors

45 Respondents

(54 received - 9 eliminated as they were not verified vendors)

Sponsors

6 Respondents

Community Groups

12 Respondents

Secondary Research Results

Competitive Analysis

Reviewed 3/5 Markets of which vendors currently participate
Reviewed 2 local markets

Financial & Participation Analysis

Review of past Country Market goals, income and expenditure and participation rates

External Studies

Approved Farmers Market Statistics - 2023

Internal and external secondary research was conducted to gain an understanding of the current and future environment of farmer's markets, visitors, financial models and participation

Country Market History



Bus tour and the first Long Table Dinner at Horseshoe Canyon. Direction was as a networking opportunity for local entrepreneurs with an opportunity to experience feature businesses in agriculture/food, artisans, tourism and experiences



2018

Continued with the Long Table Dinner and expanded the Country Market at Horseshoe Canyon Continued with the direction of local food and agriculture promotion with a culinary showcase



2022

Country Market and Long Table Dinner hosting on the same day thanks to involvement of a contractor hosting the Long Table Dinner. Perceived direction for promotion and celebration of local agri-food and tourism to an expanded audience

2016

Bus tour for local agriculture producers highlighting local best management practices and Kneehill County Projects

2017



Long Table Dinner and the addition of the Country Market at Horseshoe Canyon. Percieved direction shift towards local ag and culinary promotion to the general public

2019



Post-Covid return of the Country Market & Long Table Dinner. Addition of Ag Education Booth at Market. Continued previous direction.

2023



SWOT Analysis

The following SWOT analysis is a compilation of the key survey results from Vendors, Sponsors, Service Organizations and Kneehill County Staff.

SWOT Analysis: Key Strengths

Internal positive factors that could be leveraged to achieve success

- Vendors are in support of the market rotating throughout Kneehill County. Vendors favored the Three Hills, Linden, Torrington, Trochu, Keiver's Lake as their top choices for the market.
- Power and utilities being brought into the Canyon will meet a requirement by vendors.
- Utilizing expert contracts to support in market and long table development.
- Sponsors support events that will help the local community.
- Access to local amenities to host indoor/outdoor markets and events with full access to utilities and open year round.
- Service organizations collaborate with other organizations and community members to provide support and access to community services and programming.
- Opportunity to utilize Community halls as well as non-traditional event spaces to host indoor events.
- There is willingness and support among the organizations provided there is a clear vision for the Country Market.

SWOT Analysis: Key Weaknesses

Internal factors that could be a disadvantage in achieving success

- Weather is a factor given there is no shelter at Horseshoe Canyon to protect vendors from the elements.
- No utilities at the Horseshoe Canyon site makes it challenging for vendors to maintain food quality (water and electricity).
- The vision and goal of the market and long table aren't clear and shift regularly. What is the purpose of it and who is it for.
- There was not enough time to market and secure vendors (3-12 months notice is preferred).
- Vendors won't participate if foot traffic isn't at the market as it impacts their direct sales and promotion of their organization. Need to increase visitation traffic by offering more things to do that would attract a larger audience.
- No ability to track ROI on previous advertising efforts in YYC Curiosity, etc.
- No buy in from different groups (service groups, vendors, sponsors).
- Difficult to track visitation (demographic, where, how much).
- Sponsors are unsure if they would support the events in the futures which impacts Kneehill County's financial model.
- Few to no organizations are considering expansion of programs of services to include Markets, unless it has direct benefit to their organization.

SWOT Analysis: Key Opportunities

External factors that could be capitalized on to improve the Country Market

- There is desire by vendors for a more established market to compete with the larger markets.
- Opportunity to increase registration fee to vendors, providing there are more amenities.
- Increase marketing time, providing vendor spotlights to further promote the market, and could provide more time to gather financial contributions.
- Investigate activities in the region (Three Hills Cruise Night, Parades, Drumheller Passion Play, Rosebud Theatre, Campground, Open Farm Days, Guided Trail Hikes, Gopher Hole Museum, Culture Days)
- Explore other communities and locations to host the market could be an opportunity to revitalize Kneehill County Hamlet's (Wimborne, Torrington, Swalwell).
- Partner with organizations such as local service organizations (Ag Societies, producers, environmental organizations), Arboretum, Open Farm Days to bring forward a diverse offering of experiences desired by visitors and vendors.
- Partner with Travel Drumheller, Tyrell Museum, Rosebud, Amphitheatre, Open Farm Days, etc as major tourism draws to increase foot traffic that the vendors are desiring.
- Opportunity to collaborate with local community groups to drive sponsorship, increase volunteerism and build strong community connections.
- Work with the service organizations to provide funding and access to staff and volunteers to support the event.

SWOT Analysis: Key Threats

External challenges that could impact the Country Market

- Unclear vision and goal of the market and long table.
- Competing priorities with other initiatives within the County.
- Sponsors aren't seeing an ROI (sales or visibility) on the events.
- Financial, volunteers, aging infrastructure are the largest barriers to program expansion.
- Weather, utilities, and availability is a limiting factor for vendor participation.

Profile -The Ideal Vendor

Participate in markets mostly to promote their business and direct sales

Participates in 3 to 4 markets a year

Prefer to be contacted 3 months to a year in advance to participate in markets



A range of \$20-\$100 as a registration fee, given the market host provide amenities and support such as:

- Essential advertising and promotion
- Access to power outlets, water stations, and an ideal venue to make the experience more comfortable

Location of market is the most important factor to them, with natural foot traffic and not far to travel to

Profile -The Ideal Sponsor

General focus is on non-profit community groups in highest need such as food banks, small not-for-profit organizations, events or fundraisers supporting youth activities and support, or rural community enhancements



Appreciate being recognized for their contribution



Majority require 2-6 months prior to event to be contacted for potential sponsorship



Look for opportunities that align with their initiatives to support local communities including:

- Quality childcare
- Train or hire students
- Donations to community hall, school, graduation fundraisers

Profile - The Ideal Service Organization

Sports and recreational space are the top services

Financial, volunteers and aging infrastructure are the top 3 barriers to execute new programs

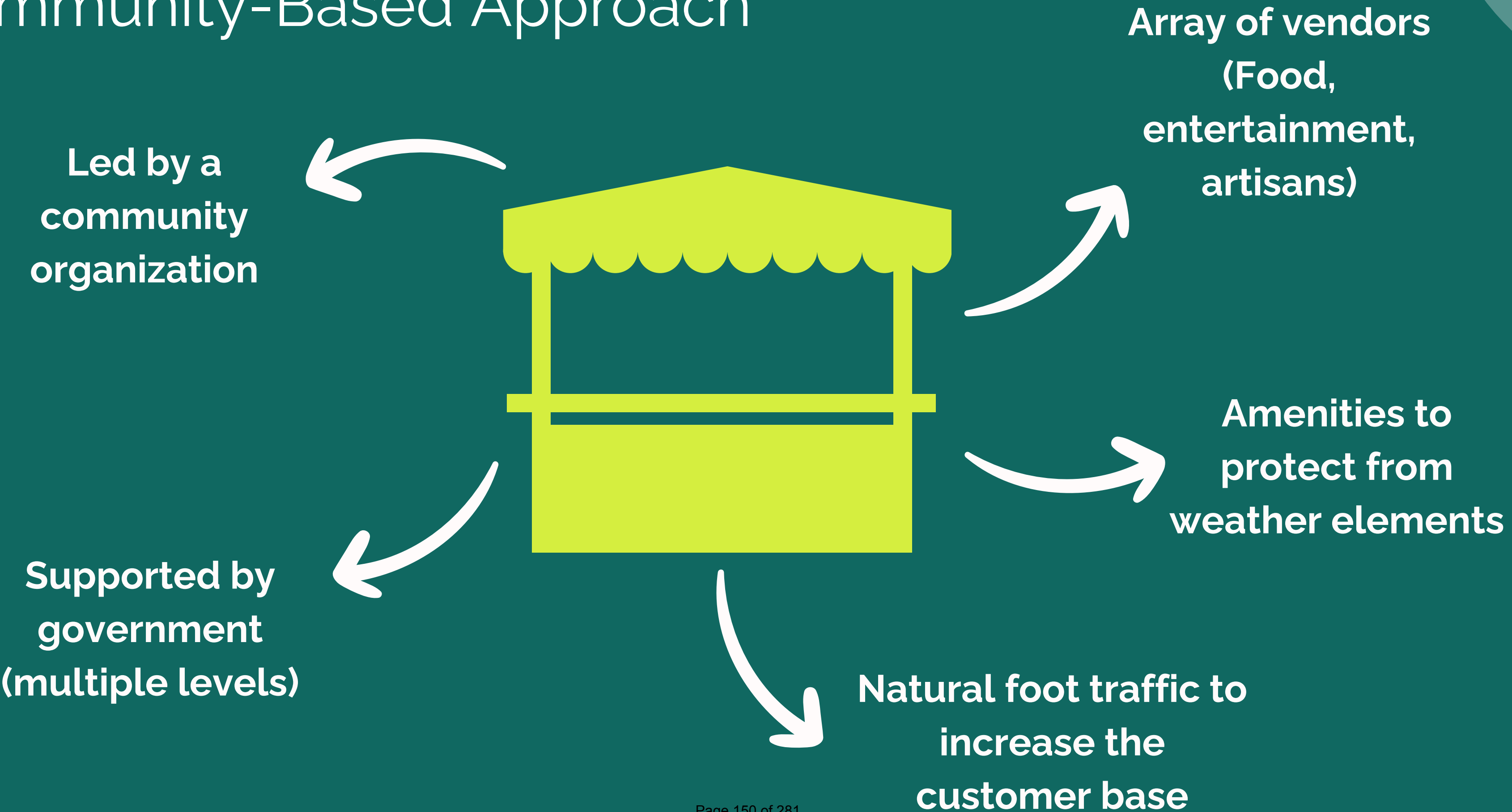
Organizations favor program expansions such as sports, recreation and building upgrades

Organizations often collaborate with other service groups to promote and provide programs and services to the local community and visitors



Profile - The Ideal Market

Community-Based Approach



Market Enhancement by Department

	Economic Development	Community Economic Development	Community Development Agriculture & Parks
What is it?	Economic Development is the process of developing, diversifying and maintaining suitable economic, social, and political environments, in which balanced growth may be realized, increasing the wealth of the community.	Community economic development (CED) is an inclusive and participatory process by which communities initiate and generate their own multiple bottom-line solutions to economic problems. CED focuses on creating inclusive local economies, developing nourishing livelihood opportunities, building on local resources and capacities, increasing community control and ownership, enhancing the health of the environment, and encouraging community resilience. CED is the most sustainable form economic development.	Ag & Parks is responsible for enhancing the quality of life for residents by managing natural spaces, promoting outdoor activities, and supporting agricultural or environmental initiatives within the community. Day to day operations, as well as collaborations with events such as Open Farm Days
How is it promoted/ supported?	<ul style="list-style-type: none"> • Investment in infrastructure • Improve access to quality education • R&D leads to technological advancements that can boost productivity, create new industries, and improve the quality of goods and services • Entrepreneurship and Small and Medium Enterprises • Environmental Sustainability • Sector-Specific Development - Promoting key sectors based on a county's resources and competitive advantage 	<ul style="list-style-type: none"> • Government Support: funding for community development projects • Policy Framework to enhance opportunity zones • Non profit and social organizations • Community engagement and project development • Corporate social responsibility • Community Led Development • Social services and health initiatives 	<ul style="list-style-type: none"> • Government funding and programs • Non profit organization and foundations • Research and education • Volunteerism and community support • Conservation and environmental programs • Support for economic tourism
Connected Activities	Long Table, Culinary Event	Grant Program, multiple levels of support Page 151 of 281	Community connection of producers to consumers (Open Farm Days)

FINDINGS

Strengthen Market Appeal & Vendor Engagement

Clarify the market's vision and purpose

Optimize Location & Infrastructure

Utilize alternative venues with existing utilities

Increase Foot Traffic & Market Visibility

Build partnerships with other local events and attractions to cross-promote activities

Address Infrastructure & Volunteer Challenges

Advocate for long-term investments in regional market infrastructure and volunteer capacity to ensure scalability



Sustainability & Financial Growth

Work with local community groups to leverage their ability to attract sponsors and local businesses to create a sustainable financial model

Leverage Cultural & Regional Resources

Identify cultural and agri-tourism events already happening in the region to align with

Increase Community Involvement & Volunteerism

Approach local organizations and service groups to offer support, incentives and recognition

ALIGNMENTS

The recommendations outlined in this presentation align with the following documents:



Economic Development Plan

Strengthen existing businesses, elevate Kneehill County's brand, build leadership capacity



Strategic Plan

To build a robust adaptable economy, to maximize quality of life, provide effective leadership



ASB Plan

Promotion, education and communication, local food and agri-tourism, and environmental resources



THANK YOU!
QUESTIONS
AND DISCUSSIONS

Subject: **Travel Drumheller Innovation and Collaboration**
 Meeting Date: Tuesday, January 14, 2025
 Prepared By: Wendy Gerbrandt, Manager, Economic Development
 Presented By: Wendy Gerbrandt, Manager, Economic Development
 Jenna Kester, Economic Development Officer

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

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

RELEVANT LEGISLATION:

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

BACKGROUND/PROPOSAL:

Economic Development was approached by Travel Drumheller on an upcoming collaboration and networking opportunity available to businesses in Kneehill County and have extended an invite for 5 spots from Kneehill County administration and Council. Currently, one staff member from Economic Development is able to attend leaving 4 additional openings should Council wish to participate.

The workshop is an opportunity for local leaders and businesses to connect and kickstart their business momentum for 2025. The workshop will be led by Unbounded Thinking – a group that helps organizations understand the complexities and interconnections of their operating systems. Participants can expect to hear and learn from local success stories, emerging trends, innovation and the power of collaboration.

The session will be held on January 29, 2025 from 9am to 3pm at Drum Distilling. Lunch will be provided and there will be additional opportunity to network and socialize at the close of the session. There is availability for up to 30 businesses and Economic Development has extended invitations to businesses within the County as has Travel Drumheller.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Kneehill County business benefits in attending are:

1. To connect with tourism businesses in Kneehill County and the area.
2. To learn how businesses are preparing for the upcoming year and beyond;
3. To learn how innovation can turn into action; and
4. To learn how as leaders we can collaborate to support business retention and expansion.

Through this initiative, administration and Council can learn more on the benefits of the programs Travel Drumheller is offering and how their programs and services are supporting businesses and growing the tourism sector.

Administration is seeking confirmation from Council if there is interest in attending and if so to advise Administration of participation to be booked accordingly. Confirmation should be received by January 17.



FINANCIAL & STAFFING IMPLICATIONS:

Travel and/or per Diem's as per policy 3 – 1.

RECOMMENDED ENGAGEMENT:

Collaborative Decision (Active Participation- Share or Delegate Decision Making)

Tools: Individual Notification

Other:

ATTACHMENTS:

Travel Drumheller Collaboration and Innovation Workshop.pdf

COUNCIL OPTIONS:

1. That Council make a motion to appoint up to 4 Council members to attend the Travel Drumheller Innovation and Collaboration workshop on January 29, 2025.
2. That Council make a motion to not attend the workshop on January 29, 2025.
3. That Council make a motion to accept as information.

RECOMMENDED MOTION:

That Council make a motion to appoint up to 4 Council members to attend the Travel Drumheller Innovation and Collaboration workshop on January 29, 2025.

FOLLOW-UP ACTIONS:

Administration to notify Travel Drumheller of Council's level of participation in the Innovation and Collaboration session on January 29, 2025.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-



Small Biz & Entrepreneur WORKSHOP

**IGNITE FRESH IDEAS, CONNECT WITH LOCAL LEADERS,
AND KICK-START YOUR BUSINESS MOMENTUM FOR 2025!**



Travel Drumheller & Community Futures are excited to present a full-day, collaborative workshop led by the dynamic team of Shannon & Tristan from Unbounded Thinking. This is your chance to come together with fellow entrepreneurs, business owners, and managers to prepare for what's next as we approach a new year!

What to Expect:

- **Local Stories & Successes:** Discover what's working for businesses in our community.
- **Emerging Trends:** Gain insight into the latest Alberta business and tourism trends.
- **Innovation in Action:** Learn what it truly means to be innovative, no matter the size of your business.
- **The Power of Collaboration:** Explore how partnerships can drive success.

JAN. 29, 2025

9 AM - 3 PM

AT DRUM DISTILLING

180 3 AVE W, DRUMHELLER



**Free event with limited
space register today!**






Register through the QR
Code or email Danny at
tad@traveldrumheller.com

Whether you're an established business owner, thinking of starting a new venture, or managing a local business, this engaging, interactive workshop will leave you inspired and re-energized for 2025.

**Lunch catered by Heller Good Sandwiches
and a complimentary drink ticket for the
social afterward at Drum Distilling!**

Subject: **Policy #3-2, Title of Chief Elected Official**
 Meeting Date: Tuesday, January 14, 2025
 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:

On December 10, 2024, Council approved Bylaw 1908, Electoral Boundaries and Council Composition. In this bylaw it states that the title of Chief Elected Official will be known as the “Reeve” and the Deputy Chief Elected Official as “Deputy Reeve”.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

During the development of the Electoral Boundaries and Council Composition Bylaw, it was determined that this appointment would be more appropriately addressed within the bylaw rather than as a standalone policy. Now that it is included in the bylaw, the policy can be rescinded.

FINANCIAL & STAFFING IMPLICATIONS:

There will be no financial implications if this policy is rescinded.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

Policy #3-2, Title of Chief Elected Official

COUNCIL OPTIONS:

1. Rescind Policy
2. Receive for Information.

RECOMMENDED MOTION:

That Council rescind Policy #3-2, Title of Chief Elected Official.



FOLLOW-UP ACTIONS:

Update Policy List.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-



POLICY



Section Councillor	Policy No. 3-2	Page 1 of 1
Policy Title: Title of Chief Elected Officer	Date: July 21, 2020	Motion No. 315/20

Purpose:

To establish the naming convention of Elected Officials for Kneehill County.

Policy Guidelines/Procedures:

As per Section 155 of the Municipal Government Act, the Chief Elected Official is to have the title "Reeve", the Assistant Chief Elected Official that of "Deputy Reeve" and a Councillor is to have the title "Councillor".

Jerry Wittstock,
Reeve





Mike Haugen,
CAO

Original: July 4, 1995
Amended: October, 2002
Amended: August 20, 2013
Approved: February 28, 2017 95/17
Approved: July 21, 2020 315/20
Review Date: July 21, 2024



Subject: **Master Rates Bylaw #1912**
 Meeting Date: Tuesday, January 14, 2025
 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:

The *Municipal Government Act* allows Council to pass bylaws regarding municipal services. Kneehill County has consolidated the fees it charges for providing goods and services into a Master Rates Bylaw that will be reviewed and updated annually as part of the County’s budgeting process. Administration has reviewed the rates established in Bylaw 1912 and is proposing the changes summarized below.

- Water Charges to align with the 2025 Operating and Capital Budget.
- Garbage Rates for non-residential/Commercial tipping fees removed
- Hamlet Residential Pick-up rates updated
- Dust Control
- Add Gravel Stockpile Lease Rates as per Policy #13-6-7
- Add a new Additional Fee to the Planning and Development Section to include Notification on Behalf of Applicant

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The proposed fee changes are outlined in more detail in Attachment “A” of this report.

FINANCIAL & STAFFING IMPLICATIONS:

The proposed fee changes align with the proposed 2025 Operating and Capital Budget.

RECOMMENDED ENGAGEMENT:

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



ATTACHMENTS:

Attachment "A"- Breakdown of Proposed New Fees and Fee Changes

Bylaw 1912- New Proposed Bylaw

Bylaw 1893- Current Master Rates Bylaw

COUNCIL OPTIONS:

1. Provide all three readings to Bylaw 1912.
2. Provide first reading to Bylaw 1912.

RECOMMENDED MOTION:

That Council give first reading to Bylaw 1912, that being a bylaw to establish rates, fees and charges for various operations, products, permits and services.

That second reading be given to Bylaw 1912.

That Council gives unanimous consent for third and final reading to Bylaw 1912.

That third reading be given to Bylaw 1912.

FOLLOW-UP ACTIONS:

Communicate changes to the organization.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-



Attachment “A”- Breakdown of Proposed New Fees and Fee Changes

Proposed New Fees

Fee	2024 Rate	Proposed 2025 Rate	Rationale
Planning & Development			
Additional Fees Notification on Behalf of Applicant	“New”	\$1.00 per envelope	Applicants are often required to notify adjacent landowners as part of their application process. However, under FOIP legislation, we cannot provide applicants with the mailing addresses of these landowners. To address this, the planning department can assist by using the notification letters provided by the applicant to create mailing labels and send the notifications on their behalf.
Administration and Finance			
Gravel Stockpile Lease Rates (minimum of One acre)	“New”	\$600.00 per acre	At the October 22, 2024 Council meeting, Council approved Policy #13-6-7, gravel stockpile leases, and it states that the rate will be set out in the Master Rates Bylaw.

Proposed Changes to Existing Fees

Fee	2024 Rate	Proposed 2025 Rate	Rationale
Operations			
Residential Dust Control Calcium Chloride	10.50/metre	As per Council Resolution	Since dust control is a cost-recovery service, with rates established in April, Operations proposes that the 2025 rate align with Council's resolution.
Residential Dust Control Calcium Top Spray	5.25/metre	As per Council Resolution	
Residential Dust Control Spec Crude	62.00/metre	As per Council Resolution	
Services to Other Municipalities Calcium Chloride	10.50/metre	As per Council Resolution	
Services to Other Municipalities Spec Crude	62.00/metre	As per Council Resolution	

Fee	2024 Rate	Proposed 2025 Rate	Rationale
Utilities and Environmental Services			
Garbage Non-Residential/Commercial Tipping Fee ½ Ton Truck	\$20.00 Each	Removed	As per Council Motion 255/24 passed on August 20, 2024, the Torrington Landfill will only be restricted to ratepayers and residents, effective January 1, 2025.
Garbage Non-Residential/Commercial Tipping Fee 1 Ton Truck	\$40.00 Each	Removed	
Garbage Non-Residential/Commercial Tipping Fee Trailer 8-20 Feet	\$50.00 Each	Removed	
Garbage Non-Residential/Commercial Tipping Fee-Loads Larger Than	\$80.00 Each	Removed	
Garbage Hamlet Residential Pick-Up	\$50.00/bimonthly per residence	\$55.00/bimonthly per residence	Service costs have increased.
Water Charges Bulk Water Stations	\$4.85/cubic meter(minimum \$10 fee per monthly bill)	\$5.15/cubic meter (minimum \$10 fee per monthly bill)	Align with the approved 2025 Operating Budget to increase rates by \$.30.
Water Rates Huxley and Wimborne	\$2.35/cubic metre	\$2.55/cubic metre	Align with the approved 2025 Operating Budget to increase rates by \$.20.
Water Rates Water Distribution System	\$3.85/cubic metre	\$4.05/cubic metre	Align with approved 2025 Operating Budget to increase rates by \$.20.



BYLAW NO 1912

MASTER RATES BYLAW

BEING A BYLAW OF THE COUNCIL OF KNEEHILL COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH RATES, FEES, AND CHARGES FOR VARIOUS GOODS, LICENSES, PERMITS AND SERVICES.

WHEREAS, pursuant to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended, a Municipal Council has authority to govern and the authority to pass Bylaws respecting the municipality, including services provided by or on behalf of the Municipality; and

WHEREAS, pursuant to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended, a Municipal Council has authority to govern and the authority to pass Bylaws respecting the municipality, including establishing fees for licenses, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality; and

WHEREAS, the Municipal Council deems it appropriate to establish rates, fees and charges for the various licenses, permits, goods and services, provided by Kneehill County; and

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

1. This bylaw shall be cited as the Master Rates Bylaw.
2. The annual rates, fees, and charges for various goods, licenses, permits and services shall be established as per Schedule "A", attached to and forming part of this Bylaw.
3. Master Rates Bylaw 1893 is hereby repealed
4. That this bylaw shall take effect at third reading.

READ a first time on this 14th day of January, 2025.

READ a second time on this 14th day of January , 2025.

UNANIMOUS consent for third reading was provided on the 14th day of January , 2025.

READ a third time and final time of this 14th day of January , 2025.

Date Bylaw Signed

Reeve
Kenneth King

Chief Administrative Officer
Mike Haugen

Schedule 'A'

Master Rates

** MOST GOODS AND SERVICES LISTED ARE SUBJECT TO GST **

ADMINISTRATION & FINANCE		
Aerial Photos		
	<u>Description</u>	<u>Fee</u>
	Land Owners	No Fee
	Others	\$0.25 each
Geo-Referenced Photos		
	<u>Description</u>	<u>Fee</u>
	Set up fee & first ¼	\$50.00
	Additional quarters	\$25.00
Kneehill County Maps		
	<u>Description</u>	<u>Fee</u>
	24 inch – regular	\$10.00 each
	32 inch – regular	\$15.00 each
	32 inch – laminated	\$35.00 each
	42 inch – regular	\$20.00 each
	42 inch – laminated	\$40.00 each
	60 inch – regular	\$30.00 each
	Map Book	\$25.00 each
	Mailing Tube	\$10.00 each
	Shipping Charges	\$10.00 each
Custom Plotter (Scanned)		
	<u>Description</u>	<u>Fee</u>
	24 inch	\$50.00 each
	32 inch	\$75.00 each
	42 inch	\$100.00 each
	60 inch	\$150.00 each
	Map scanned and sent digitally	\$75.00 each
Flags		
	<u>Description</u>	<u>Fee</u>
	County	\$70 each
Photocopies		
	<u>Description</u>	<u>Fee</u>
	Ratepayers/Non- staff	\$0.50 per page
	Staff	\$0.10 per page
Late Penalty Charges		
	<u>Description</u>	<u>Fee</u>
	Account Receivable Billings	1.5% per month
NSF Returned Cheque		
	<u>Description</u>	<u>Fee</u>

	NSF Returned Cheque	\$30.00 each
Tax Certificates		
	<u>Description</u>	<u>Fee</u>
	Tax Certificate	\$20.00 each
	Tax Registration	\$100.00/file
Tax Exemption Application		
	<u>Description</u>	
	Application Fee	\$150.00
Well Drilling Equipment Tax		
	<u>Description</u>	<u>Fee</u>
	As per Municipal Government Act	http://www.qp.alberta.ca
Assessment Sheets		
	<u>Description</u>	<u>Fee</u>
	Assessment Summary or Detail Sheet (Free to Landowner)	\$5.00 each
	Additional pages	\$1.00 each
Assessment Appeal Fees		
	<u>Description</u>	<u>Fee</u>
	Residential & Farm (Refundable if Successful)	\$50.00 each
	Non-Residential (Refundable if Successful):	
	Assessment Value of \$1.00 to \$500,000	\$100.00 each
	Assessment value of \$500,001 to \$5,000,000	\$200.00 each
	Assessment value of \$5,000,001 and above	\$500.00 each
	Reports/Details/Photocopies	\$5.00 each
Election		
	<u>Description</u>	<u>Fee</u>
	Nomination Paper Filing Fee	\$100.00
FOIP Services		
	<u>Description</u>	<u>Fee</u>
	Searching for, locating and retrieving a record	\$6.75 per 1/4 hour
	Producing a copy of a record:	
	Paper copies color up to 8 ½" X 14"	\$0.50 per page
	Paper copies Black & White up to 8 ½" X 14"	\$0.25 per page
	Electronic copies (i.e. USB)	Cost
	Large Format (i.e. maps)	Cost
	Preparing and handling a record for disclosure	\$6.75 per 1/4 hour
	Supervising the examination of a record	\$6.75 per 1/4 hour
	Shipping a record or a copy of a record	Cost
Gravel Stockpile Lease Rates		
	<u>Description</u>	<u>Fee</u>
	Gravel Stockpile Lease Rate (minimum of 1 acre)	\$600.00

AGRICULTURAL SERVICE BOARD		
General		
	<u>Description</u>	<u>Fee</u>
	Pasture Land Lease	Tendered
Inspections for Municipalities		
	<u>Description</u>	<u>Fee</u>
	Pest, Weed or Other Inspections, Inclusive of Administrative Time	\$40.00/hr/staff + current CRA Mileage Rate
Fenceline Weed Control		
	<u>Description</u>	<u>Fee</u>
	Private Headland Herbicide Application Along County Right of Way	No Charge
Private Land Weed Control		
	<u>Description</u>	<u>Fee</u>
	Herbicide Application up to 2 Acres Per Parcel of regulated Weed Species on Non-Cropland	\$100.00/hr/Staff + Herbicide Cost
Weed Management Enforcement		
Utilized when Kneehill County is required to proceed with enforcement action following a Weed or Pest Control Notice.		
	<u>Description</u>	<u>Fee</u>
	All Services minimum of 1 hour	
	Truck Mounted Sprayer with on operator	\$150.00/hr + Herbicide Cost
	ATV/UTV Sprayer with one operator	\$125.00/hr + Herbicide Cost
	Backpack Sprayer with one operator	\$100.00/hr + Herbicide Cost
	Labour (per person charge), includes hand picking, weed whacking, additional operator if required for other application methods	\$50.00/hr
	Mowing, Tilling, Seeding, Waste Tipping Fee	Current Third Party Rates
	Administration Fee for Weed Management Enforcement due to Non-Compliance	\$100.00/hr + 25% of cost of services rendered

OPERATIONS		
Residential		
Approach Application		
	<u>Description</u>	<u>Fee</u>
	Residential/Farm	No Fee
Grader		
	<u>Description</u>	<u>Fee</u>
	Grading Private Laneway/Snowplowing Services per hour (1hour minimum including travel time)	\$220.00/hour
Dust Control		
	<u>Description</u>	<u>Fee</u>
	Calcium Chloride (2 applications)	\$10.50/metre As per Council Resolution
	Calcium Top Spray (1 application)	\$5.25/metre As per Council Resolution
	Spec Crude	\$62.00/metre As per Council Resolution
Road Development Assessment Fee		
	<u>Description</u>	<u>Fee</u>
	Road Development Assessment Fee	\$750
Industrial/Commercial		
Road Bonds		
	<u>Description</u>	<u>Fee</u>
	Road Bonds	As per Agreement
Temporary Right of Way Water Line Agreement		
	<u>Description</u>	<u>Fee</u>
	Temporary Right of Way Water Line Agreement	\$300.00
Approaches/Crossings		
	<u>Description</u>	<u>Fee</u>
	Pipeline Crossing Application	\$300.00 each
	Approach Application	\$300.00
Road Inspection/ Rig Moves		
	<u>Description</u>	<u>Fee</u>
	Inspections	\$300.00
Road Permit		
	<u>Description</u>	<u>Fee</u>
	Fixed Fee Road Permit	\$20.00
Road Development Assessment Fee		
	<u>Description</u>	<u>Fee</u>
	Road Development Assessment Fee	\$750

Services to Other Municipalities		
Equipment/Services		
	<u>Description</u>	<u>Fee</u>
	Equipment/Services	25% less of Alberta Roadbuilders and Heavy Construction Ass'n during business hours any Overtime required will be subjected to 100% of ARHCA fee applies, Or as per agreement
	Hydro Vac Fee	\$250.00 per hour (this includes two staff members)
Dust Control		
	<u>Description</u>	<u>Fee</u>
	Calcium Chloride	\$10.50/meter As per Council Resolution
	Spec Crude	\$62.00/meter As per Council Resolution
Road Product		
	<u>Description</u>	<u>Fee</u>
	Road product	Kneehill County Cost
	*Sand and Salt Mixture will not be sold to private individuals or businesses	

PARKS & CEMETERIES		
*Definition: Camping Unit=RV/Trailer or Tent sleeping a single family		
Horseshoe Canyon Fees		
	Park Fee (when staff are on-site)	\$2.00 per vehicle
Braconnier Campground Fees		
	Camping Unit per night	\$20.00
Torrington Campground Fees		
	Camping Unit per night	\$20.00
Swalwell Campground Fees		
	Camping Unit per night	\$20.00
Keiver's Lake Campground Fees		
	Un-serviced sites per camping unit per night (non-reservable stalls)	\$25.00
	Serviced Sit per camping unit per night	\$35.00
	Group Site- per night (4 camping units)	\$100.00
	Additional Camping Unit	\$25.00
	Changes to campsite reservations (no charge for address/name changes-non-refundable)	\$5.00
	Day Use Site Per Day	\$20.00
	Camp Kitchen & Ball Diamond per day (no overnight)	\$100.00
	* Prepayments and deposits only refunded with 72 hours' notice.	

Firewood		
	<u>Description</u>	<u>Fee</u>
	Firewood per bundle	\$10.00
Mowing		
	<u>Description</u>	<u>Fee</u>
	Mowing (per unit per hour)	Per Province of Alberta Rates
Commemorative Bench Fee		
	<u>Description</u>	<u>Fee</u>
	Commemorative Bench	\$2,000.00 per bench
Cemetery Plot (2 plot limit)		
	<u>Description</u>	<u>Fee</u>
	Resident, Property Owner, former County resident	\$500.00 each
	Non-County Resident-Outside geographic area	\$1500.00 each
Cemetery Maintenance		
	<u>Description</u>	<u>Fe</u>
	Trochu Catholic	\$200.00 per year
	Roman Catholic Cemetery	\$200.00 per year
	Torrington Trinity Lutheran Cemetery	\$200.00 per year
	Trochu St. John's Lutheran	\$200.00 per year

PROTECTIVE SERVICES		
Burn Permit		
	<u>Description</u>	<u>Fee</u>
	Burn Permit	No Fee
Fire Safety Codes Inspection Services		
	<u>Description</u>	
	Inspection (Licensing, onsite pre and during construction)	\$100.00 per hour
	Occupancy Load Certificates	\$100.00 per hour
	Fire Code Plan Review	\$150.00 per hour
	Re-inspections	\$175.00 per hour
	Mileage	\$.75/Kilometre
	Special Events Floor Plan Review and Inspection	\$150.00 per hour
	Inspections done by Third Party Contractor	At Cost
Fire Safety Codes Investigation Services		
	<u>Description</u>	
	Fire Investigation Services (each officer)	\$150.00 per hour
	Witness/Litigation Services	\$150.00 per hour
	Lab Reporting, Administrative, Imagery	\$150.00 per hour
	Investigations done by Third Party Contractor	At Cost
	Mileage	\$.75/Kilometre
Fireworks		
	<u>Description</u>	<u>Fee</u>
	Fireworks Discharge Permit	No Fee – In Burn Permit Process
Fire Services Fees		
	Motor Vehicle Collision Rate - Equipment Charges	Current AB Transportation Rate Per unit Per Hour
	Fee for Service Recovery – Per Unit Per Hour	AB Transportation Rates
	Fee for Service Recovery- Materials	Actual Expenses/Costs
Mutual Aid Responses- Equipment, Manpower or Other Resources		
	<u>Description</u>	<u>Fee</u>
	Mutual Aid Responses- Equipment, Manpower or Other Resources	Pursuant to Mutual Aid Agreements

Animal Control

<u>Description</u>	<u>Fee</u>
Annual License Fee - Unaltered or Altered Dog	No Fee each
Replacement Tag	\$2.00 each
Impound Fee	At Cost
Boarding Fee	At Cost
Veterinarian Fee	At Cost
Kennel License Fee	\$100.00
Capturing Fee	At Cost

Peace Officer Bylaw Enforcement

<u>Description</u>	<u>Fee</u>
Peace Officer Bylaw Enforcement	As per Agreement(s)
Unightly Properties – Cost of Ordered Clean-Up	As per Municipal Government Act
Mowing or Snow Removal on Properties (by a third party contractor)	At cost plus Enforcement Officer time during the remediation

PLANNING AND DEVELOPMENT**General**

<u>Description</u>	<u>Fee</u>
Appeal Fees- owners/adjacent	\$300.00 each
ASP - New Specific Proposal	\$5000.00 each
ASP Review	\$2000.00 each
Land Use Bylaw Amendment	\$1,500.00 each
Outline/Concept Plan	\$2500.00 each
Outline/Concept Plan Amendment	\$1000.00 each
Municipal Development Plan Amendment	\$2000.00 each
Inter-municipal Development Plan Amendment	\$2000.00 each
Caveat Discharge	\$100.00 each
Rural Address Sign	\$250.00 each
Replacement Rural Address Sign (owner install)	\$100.00 each
Request For File Search (1/2 hr. min.)	\$50.00 per hour
Land Use By-Law	\$20.00 each
Land Use By-Law Maps	\$25.00 each
Municipal Development Plan	\$15.00 each
Area Structure Plan - electronic copy	\$25.00 each
Area Structure Plan – supportive reports electronic	\$25.00 each
Certificate of Compliance-	\$100.00 each
Rezoning / Re-designation	\$900.00 each
Rezoning Direct Control	\$1,200.00 each
Road Closure Request Application	\$1,000.00 each
Contravention to Land Use By-Law	\$1600.00

Development Permits- Class 1 – Minor Development

Description	Fee
Additions to Buildings <500 sq. ft	\$75.00 each
Additions to Buildings >500 sq. ft	\$100.00 each
Addition to Building multi-use	\$150.00 each
Porches	\$75.00 each
Fences	\$40.00 each
Signs	\$75.00 each
Accessory Buildings 200 – 1000 sq. ft.	\$50.00 each
Accessory Buildings 1001-2500 sq. ft.	\$100.00 each
Accessory Buildings >2500 sq. ft.	\$200.00 each
Temporary Buildings	\$75.00 > 200 sq. ft. each
Minor Home Occupation	\$100.00 one-time
Portable Storage Container(s) per Application	\$50.00 each
Revision to Active DP (Discretionary use/already permitted)	\$75.00 each
Alternative Energy Residential	\$50.00 each
Hen License	\$30.00 one-time fee
Unlisted Similar Use	\$75.00 each

Development Permits- Class 2- Residential, Minor Commercial and Change in Land Use

Description	Fee
Major Home Occupations	\$200.00
Single Family Dwelling Unit	\$250.00 Discretionary
Single Family Dwelling Unit	\$150.00 Permitted
Duplex (2 dwelling units)	\$250.00 flat fee
Multi-Attached Dwelling (3 or more dwelling units)	\$300.00 flat fee plus \$50.00/dwelling Maximum \$15,000.00
Bed and Breakfast	\$150.00 plus \$50.00/unit
Change in use of land or intensity of use, where a permit is required	\$150.00
Livestock Development Permit	\$100.00
Agricultural Business Use	\$200.00
Telecommunication towers	\$300.00
Single wind turbine	\$400.00
Kennels	\$300.00
Stripping and Excavation Permit	\$200.00
Unlisted Similar Use	\$200.00
Filming Fee – Minor	\$200.00
Filming Fee – Major	\$500.00
Damage Deposit for Filming (Cast & Crew Larger than 150)	\$5,000.00
Damage Deposit for Filming (Cast & Crew 51-150)	\$2,500.00
Charge to Damage Deposit for Clean-up	\$65.00/hour

Development Permits- Class 3- Institutional, Commercial and Light Industrial		
Description	Fee	
RV/Storage	\$300.00	
Compressor Stations, Oilfield Buildings	\$400.00	
Greenhouse (Not include cannabis production)	\$400.00	
Private Schools and churches	\$400.00	
Machinery repair and/or sales	\$400.00	
Restaurants, service stations, hotels, retail and service	\$400.00	
Health & Public Services Uses not already considered in fee schedule	\$400.00	
Cannabis, Micro-Cultivation, Micro-Processing, Nursery	\$400.00	
Cannabis, Sale License (Medical)	\$500.00	
Unlisted similar use: Refer to following range based on construction cost (in \$)		
<500,000	\$500.00	
500,000 – 2,000,000	\$1,000.00	
2,000,001 – 5,000,000	\$2,000.00	
>5,000,000	\$4,000.00	
Development Permits- Class 4- Major Commercial, Industrial and Recreation		
Description	Fee	
Cannabis, Sale License (Non-Medical)	\$500.00	
Cannabis, Retail Sales (Medical & Non-Medical)	\$500.00	
Cannabis, Standard Cultivation & Processing	\$500.00	
Sand or gravel extraction	\$750.00 each	
Wind Energy Conversion System (Category 1 & 2) fee for private systems	\$150.00	
Wind Energy Conversion System (Category 3)	\$500.00	
Golf Courses	\$500.00 each	
Campsites (Campgrounds)	\$500.00 each	
Work Camp	\$500.00 each	
Alternative Energy	\$500.00 each	
Unlisted Similar Use	\$500.00 each	
Major Industrial or Processing	\$1000.00 each	
Solar Generation for Distribution	\$500 + \$50/acre	
Unlisted similar use: Refer to following range based on construction cost (in \$)		
<500,000	\$500.00	
500,000 – 2,000,000	\$1,500.00	
2,000,001 – 5,000,000	\$2,500.00	
>5,000,000	\$5,000.00	

Development Permits- Class 5- Food Trucks & Mobile Vendors		
<u>Description</u>		<u>Annual Fee</u>
Keiver's Lake Campground, Orkney Viewpoint		
Season		\$250.00
Month		\$100.00
Weekend		\$50.00
Braconnier's Dam Campground, Swalwell Dam Campground, Torrington Campground		
Season		\$150.00
Month		\$75.00
Weekend		\$50.00
Horseshoe Canyon		
Season		\$625.00
Month		\$150.00
Weekend		\$50.00
Development Permits- Class 6- Exceptions		
<u>Description</u>		<u>Fee</u>
Non-profit public or community buildings		No Fee
Public utility buildings		No Fee
Fee For Development Permit After the Fact		Double Permit Fee
Variance/Relaxation to Development Application		\$75.00
Mobile Business License – Resident		\$100.00
Mobile Business License – Non – Resident		\$150.00
Public Events <= 150 People		\$100.00
Public Events > 150 People		\$200.00
Refundable Damage Deposit in accordance with Bylaw 1847, Special Events Bylaw (151+ people)		\$5,000.00
Refundable Damage Deposit in accordance with Bylaw 1847, Special Events Bylaw (51-150 people)		\$2,500.00
Charge to Damage Deposit to Clean-Up		\$65.00 /hr
Subdivision Fees		
<u>Description</u>		<u>Fee</u>
One Parcel		\$650.00 for 1 st parcel
Two Plus Parcels		\$250.00 Per ea. Additional parcel
Time Extensions		\$250.00
Endorsement Fees		
<u>Description</u>		<u>Fee</u>
For Each Parcel Created		\$300.00 For each parcel
Additional Fees		
<u>Description</u>		<u>Fee</u>
Development Agreement Preparation		\$500.00
External Engineering Review		\$25/acre (max = \$5000)
Notification on Behalf of Applicant		\$1.00 per envelope

SAFETY CODE FEES		
General		
	<u>Description</u>	<u>Fee</u>
	Minimum Fee (Will be charged if not a specific fee for permit)	\$100.00
	Penalty for no Safety Code Permit	Double applicable fee
	Project Cancelled Prior To Inspections	75% Refund
Building Permit Fees		
	<u>Description</u>	<u>Fee</u>
	New Single Family Dwellings- Floor Area Sq. Ft. (Does not include attached garages)	\$0.40 per sq. ft.- total of main, 2 nd and additional floors does not include basement.
	Garage – detached/attached flat fee	\$160.00
	Mobile/Manufactured Homes includes Move-on and RTM's	\$100.00
	Homes With Basement	\$0.25/ft ² - min \$100
	Basement Development (cannot exceed cost of the house)	.20¢/ft ² - min \$95.00
	Additions	.40¢/ft ² - min \$100.00
	Renovation	.20/ft ² -min \$100
	Decks greater than 2 ft. above grade or 100 ft ²	\$100 flat fee
	Fire places/Wood Burning Stove	\$100.00
	Small Accessory Building 100 – 200 ft ²	\$90.00
	Change of Use	\$200.00
	Non-Ag. Building <2500 ft ²	\$250.00
	Non-Ag. Building >2500 ft ²	\$500.00
Commercial/Industrial		
	Commercial – hotels, warehouses, stores, etc.	
	Industrial – waste transfer buildings, water treatment plants, etc.	
	<u>Description</u>	<u>Fee</u>
	\$1 - \$1 million project value	\$5.00 /\$1,000 – min \$150.00
	Over \$1 million project value	\$4.00/\$1,000 project value Portion over \$1 million project value \$4/\$1000
	Oilfield – compressor stations, dehydrator, separator	\$5.00/\$1000
	14ldg.14., motor control center office/14ldg..	min. \$250.00 max SCC fee \$500.00
	Relocatable Industrial Units	\$120/unit
	Demolition Permit – use building permit (not needed if replacing)	\$95.00
	SCC Levy is 4% of the permit fee with a minimum of \$4.50 & maximum of \$560.00	

Electrical-Plumbing-Gas-PSDS Permit Fees- Homeowner Fee Schedule		
Electrical Installations- New Residential Installations Only		
<u>Description</u>		<u>Fee</u>
Less than 500 sq. ft.		\$100.00
501- 1500 sq. ft.		\$190.00
1501-3000 sq. ft.		\$215.00
3001-5000 sq. ft.		\$230.00
5001+ sq. ft.		\$250.00
with attached garage		add \$50.00
Detached garage		\$150.00
Mobile Home Connection		\$105.00
Temporary Service		\$90.00
Meter Connection		\$90.00
Electrical Installations- Small Electrical Installations- Value of Material		
<u>Description</u>		<u>Fee</u>
\$0 - \$250		\$90.00
\$251 - \$500		\$150.00
\$501 - \$1000		\$175.00
\$1001 - \$2000		\$190.00
\$2001 - \$3000		\$210.00
\$3001 - \$4000		\$230.00
\$4001 - \$5000		\$240.00
\$5001 - \$6000		\$250.00
\$6001 - \$7000		\$260.00
\$7001 - \$8000		\$270.00
\$8001 - \$9000		\$280.00
Add \$5 fee for every \$1000 installation cost over \$9000		
Sewer Systems- Private Sewer Disposal System		
<u>Description – Homeowner Fees</u>		<u>Fee</u>
Open Discharge		\$300.00
Disposal Field		\$300.00
Treatment Mound		\$300.00
Septic Tank Only		\$200.00
Holding Tank or modification to system		\$150.00
Plumbing Installations		
<u>Description</u>		<u>Permit Fee</u>
1-6 fixtures		\$100.00
7-12 fixtures		\$175.00
13-20 fixtures		\$250.00
20+ fixtures		\$250.00 + \$10/fixture over 20

Gas Installations		
	<u>Description</u>	<u>Permit Fee</u>
	1 Outlet	\$110.00
	2 Outlet	\$110.00
	3 Outlet	\$120.00
	4 Outlet	\$130.00
	5 Outlet	\$140.00
		10 per additional outlet
	Propane Tank Set & Swap Out (includes connection)	\$100.00
	Gas Furnace Replacement- No Permit unless Replacing Meter then	\$90.00
	Gas Fire Place- Permit needed if venting & piping has changed	
	Grain Dryer Homeowner	\$200.00
	Grain Dryer Contractor	\$150.00
Contractor Fee Schedule		
Electrical Permit Fees		
	<u>Installation Costs</u>	<u>Permit Fee</u>
	\$0-\$1000	\$80.00
	\$1001 - \$2000	\$100.00
	\$2001 - \$3000	\$120.00
	\$3001 - \$4000	\$140.00
	\$4001 - \$5000	\$160.00
	\$5001 - \$6000	\$170.00
	\$6001 - \$7000	\$180.00
	\$7001 - \$8000	\$190.00
	\$8001 - \$9000	\$200.00
	\$9001 - \$10000	\$210.00
	\$10001 - \$11000	\$220.00
	\$11001 - \$12000	\$230.00
	\$12001 - \$13000	\$240.00
	\$13001 - \$14000	\$250.00
	\$14001 - \$15000	\$260.00
	\$15001 - \$16000	\$270.00
	\$16001 - \$17000	\$280.00
	\$17001 - \$18000	\$290.00
	\$18001 - \$19000	\$300.00
	\$19001 - \$20000	\$310.00
	\$20,000 + Add \$5 fee for every additional \$1000 installation cost (Example \$100,000 cost fee= \$310+400=\$710.00)	
	Mobile Home Connection	\$80.00
	Temporary Service	\$70.00
	Annual Electric Permit and \$10.50 SCC levy on each application	\$300.00
	SCC Levy is 4% of the permit fee with a minimum of \$4.50 & maximum of \$560.00	

Plumbing Installations		
	1-10 fixtures	\$100.00
	11-20 fixtures	\$150.00
	20+ fixtures	\$150.00 + \$5.00/fixture over 20
Gas Installations		
	<u>Description</u>	<u>Permit Fee</u>
	1 Outlet	\$90.00
	2 Outlet	\$90.00
	3 Outlet	\$100.00
	4 Outlet	\$110.00
	5 Outlet	\$120.00
	5+ Outlet	\$10.00 for each additional Example \$120 + \$20=\$140 Cost Fee
	<u>BTU Input</u>	<u>Permit Fee</u>
	10,000 -150,000	\$75.00
	160,000 – 190,000	\$85.00
	200,000 – 300,000	\$95.00
	350,000	\$105.00
	400,000	\$110.00
	450,000	\$115.00
	500,000	\$120.00
	550,000	\$125.00
	600,000	\$130.00
	650,000	\$135.00
	700,000	\$140.00
	750,000	\$145.00
	800,000	\$150.00
	850,000	\$155.00
	900,000	\$160.00
	1,000,000	\$165.00
		Add \$6 /100,000 BTU over 1,000,000
Other Gas Installations		
	<u>Description</u>	<u>Permit Fee</u>
	Man. Home on Basement	\$130.00
	Man. Home w/o Basement	\$100.00
	Propane Tank Set (includes connection)	\$80.00
	Temporary	\$100.00
	Gas Line (Gas Provider)	\$80.00
	Gas line Retest	\$75.00
Alternative Energy		
	Residential	\$3.50 per \$1000 construction cost
	Industrial/Commercial	\$5.00 per \$1000 construction cost

Private Sewage Disposal Fees		
	<u>Description</u>	<u>Fee</u>
	Open Discharge (includes tank)	\$250.00
	Disposal Field/Treatment Mound (includes tank)	\$250.00
	Septic Tank Only	\$150.00
	Holding Tank or modification to system	\$100.00
	Oilfield Packaged Sewage Treatment Plant	\$250.00
	SCC Levy is 4% of the permit fee with a minimum of \$4.50 & maximum of \$560.00	

UTILITIES AND ENVIRONMENTAL SERVICES

Service Charges & Installation

	<u>Description</u>	<u>Fee</u>
	Meter Installation: per meter	\$700.00
	Meter Accuracy Test	\$40.00 per meter
	Additional Meter Read	\$20.00
	Service Charge to Attend a Premise	\$40.00
	After Hours Call	\$40.00/hr with 3 hr min
	Disconnection Service Charge – Customer Request	\$30.00
	Reconnection Service Charge – Customer Request	\$30.00
	Disconnection Service Charge – Breach	\$30.00
	Reconnection Service Charge - Breach	\$30.00
	Transfer From Utility to Tax Account	\$30.00
	Damaged Meter Replacement	\$700.00
	Late Payment Penalty	1.50% monthly
	Temporary Service	\$700.00
	Contractor Operator Call Out Rates and Mileage	As per agreement

Water Charges

	<u>Description</u>	<u>Fee</u>
	Flat Maintenance Rate – All Service/Future Connections	\$62.00 bimonthly
	Bulk Water Stations	\$4.85 \$5.15/ cubic meter minimum \$10 fee per monthly bill
	Base Rate for Hydrant Service/ Maintenance	\$ 9.75 per month
	Account Administration Reactivation Fee (Bulk Water)	\$25.00
	Riser Fee	\$10,000.00 / riser
	Approved Increase For Rural Water Volume	\$10,000.00 / riser
	Non-County Residential Connection Rural Waterline	\$15,000.00
	Hamlet Utility Service For Un-serviced Lots	\$2,500.00
	"Hamlet" means the communities of Huxley, Swalwell, Torrington and Wimborne	

Water Modeling		
	<u>Description</u>	<u>Fee</u>
	Adjacent to Line	\$750.00
	Non-Adjacent to Line	\$1,000.00
	Non-Adjacent to Line for Multiple Developments	\$1,000.00 per request
Water Rates		
	<u>Description</u>	<u>Fee</u>
	Huxley	—\$2.35 \$2.55 per cubic metre
	Swalwell	\$3.85 \$4.05 per cubic metre
	Torrington	\$3.85 \$4.05 per cubic metre
	Wimborne	—\$2.35 \$2.55 per cubic metre
	Sunnyslope WSA	\$3.85 \$4.05 per cubic metre
	Churchill Water Co-op	\$3.85 \$4.05 per cubic metre
	Equity WSA	\$3.85 \$4.05 per cubic metre
	Gamble WSA	\$3.85 \$4.05 per cubic metre
	Grainger/Hesketh	\$3.85 \$4.05 per cubic metre
	Kirkpatrick WSA	\$3.85 \$4.05 per cubic metre
	Mt. Vernon Co-op	\$3.85 \$4.05 per cubic metre
	Selkirk WSA	\$3.85 \$4.05 per cubic metre
Sewage Charges		
	<u>Description</u>	<u>Fee</u>
	Huxley	\$2.33 per house/month
	Swalwell	\$6.12 per house/month
	Torrington	\$3.45 per house/month
	Mobile Home Parks	\$3.45 per occupied lot/month
	Wimborne	\$14.54 per house/month
Garbage		
	<u>Description</u>	<u>Fee</u>
	Residents – Waste Disposal Site Drop-Offs	No Charge
	Non-Resident/Commercial Tipping Fee –1/2 Ton Truck	\$20.00 each
	Non-Resident/Commercial Tipping Fee –1 Ton Truck	\$40.00 each
	Non-Resident/Commercial Tipping Fee –Trailer 8-20 feet	\$50.00 each
	Non-Resident/Commercial Tipping Fee –Loads larger than specified	\$80.00 each
	All Users - Freon Appliance	\$15.00 each
	Hamlet Residential Pick Up	\$50.00 \$55.00 /bimonthly per residence
	"Hamlet" means the communities of Huxley, Swalwell, Torrington, Wimborne & Sunnyslope	



BYLAW NO 1893

MASTER RATES BYLAW

BEING A BYLAW OF THE COUNCIL OF KNEEHILL COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH RATES, FEES, AND CHARGES FOR VARIOUS GOODS, LICENSES, PERMITS AND SERVICES.

WHEREAS, pursuant to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended, a Municipal Council has authority to govern and the authority to pass Bylaws respecting the municipality, including services provided by or on behalf of the Municipality; and

WHEREAS, pursuant to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended, a Municipal Council has authority to govern and the authority to pass Bylaws respecting the municipality, including establishing fees for licenses, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality; and

WHEREAS, the Municipal Council deems it appropriate to establish rates, fees and charges for the various licenses, permits, goods and services, provided by Kneehill County; and

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

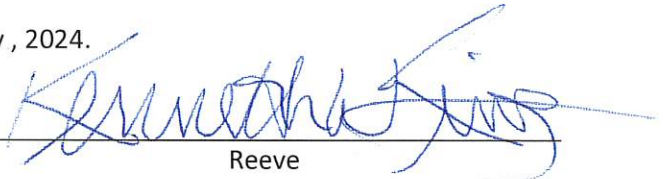
1. This bylaw shall be cited as the Master Rates Bylaw.
2. The annual rates, fees, and charges for various goods, licenses, permits and services shall be established as per Schedule "A", attached to and forming part of this Bylaw.
3. Master Rates Bylaw 1883 is hereby repealed
4. That this bylaw shall take effect at third reading.

READ a first time on this 9th day of January, 2024.

READ a second time on this 9th day of January , 2024.

UNANIMOUS consent for third reading was provided on the 9th day of January , 2024.

READ a third time and final time of this 9th day of January , 2024.




 Reeve

Ken King

January 9, 2024

 Date Bylaw Signed



 Chief Administrative Officer
 Mike Haugen

Schedule 'A'

Master Rates

** MOST GOODS AND SERVICES LISTED ARE SUBJECT TO GST **

ADMINISTRATION & FINANCE

Aerial Photos

<u>Description</u>	<u>Fee</u>
Land Owners	No Fee
Others	\$0.25 each

Geo-Referenced Photos

<u>Description</u>	<u>Fee</u>
Set up fee & first ¼	\$50.00
Additional quarters	\$25.00

Kneehill County Maps

<u>Description</u>	<u>Fee</u>
24 inch – regular	\$10.00 each
32 inch – regular	\$15.00 each
32 inch – laminated	\$35.00 each
42 inch – regular	\$20.00 each
42 inch – laminated	\$40.00 each
60 inch – regular	\$30.00 each
Map Book	\$25.00 each
Mailing Tube	\$10.00 each
Shipping Charges	\$10.00 each

Custom Plotter (Scanned)

<u>Description</u>	<u>Fee</u>
24 inch	\$50.00 each
32 inch	\$75.00 each
42 inch	\$100.00 each
60 inch	\$150.00 each
Map scanned and sent digitally	\$75.00 each

Flags

<u>Description</u>	<u>Fee</u>
County	\$70 each

Photocopies

<u>Description</u>	<u>Fee</u>
Ratepayers/Non- staff	\$0.50 per page
Staff	\$0.10 per page

Late Penalty Charges

<u>Description</u>	<u>Fee</u>
Account Receivable Billings	1.5% per month

NSF Returned Cheque

<u>Description</u>	<u>Fee</u>
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NSF Returned Cheque	\$30.00 each
Tax Certificates	
<u>Description</u>	<u>Fee</u>
Tax Certificate	\$20.00 each
Tax Registration	\$100.00/file
Tax Exemption Application	
<u>Description</u>	
Application Fee	\$150.00
Well Drilling Equipment Tax	
<u>Description</u>	<u>Fee</u>
As per Municipal Government Act	http://www.qp.alberta.ca
Assessment Sheets	
<u>Description</u>	<u>Fee</u>
Assessment Summary or Detail Sheet (Free to Landowner)	\$5.00 each
Additional pages	\$1.00 each
Assessment Appeal Fees	
<u>Description</u>	<u>Fee</u>
Residential & Farm (Refundable if Successful)	\$50.00 each
Non-Residential (Refundable if Successful):	
Assessment Value of \$1.00 to \$500,000	\$100.00 each
Assessment value of \$500,001 to \$5,000,000	\$200.00 each
Assessment value of \$5,000,001 and above	\$500.00 each
Reports/Details/Photocopies	\$5.00 each
Election	
<u>Description</u>	<u>Fee</u>
Nomination Paper Filing Fee	\$100.00
FOIP Services	
<u>Description</u>	<u>Fee</u>
Searching for, locating and retrieving a record	\$6.75 per 1/4 hour
Producing a copy of a record:	
Paper copies color up to 8 ½" X 14"	\$0.50 per page
Paper copies Black & White up to 8 ½" X 14"	\$0.25 per page
Electronic copies (i.e. USB)	Cost
Large Format (i.e. maps)	Cost
Preparing and handling a record for disclosure	\$6.75 per 1/4 hour
Supervising the examination of a record	\$6.75 per 1/4 hour
Shipping a record or a copy of a record	Cost

AGRICULTURAL SERVICE BOARD

General

<u>Description</u>	<u>Fee</u>
Pasture Land Lease	Tendered

Inspections for Municipalities

<u>Description</u>	<u>Fee</u>
Pest, Weed or Other Inspections, Inclusive of Administrative Time	\$40.00/hr/staff + current CRA Mileage Rate

Fenceline Weed Control

<u>Description</u>	<u>Fee</u>
Private Headland Herbicide Application Along County Right of Way	No Charge

Private Land Weed Control

<u>Description</u>	<u>Fee</u>
Herbicide Application up to 2 Acres Per Parcel of regulated Weed Species on Non-Cropland	\$100.00/hr/Staff + Herbicide Cost

Weed Management Enforcement

Utilized when Kneehill County is required to proceed with enforcement action following a Weed or Pest Control Notice.

<u>Description</u>	<u>Fee</u>
All Services minimum of 1 hour	
Truck Mounted Sprayer with on operator	\$150.00/hr + Herbicide Cost
ATV/UTV Sprayer with one operator	\$125.00/hr + Herbicide Cost
Backpack Sprayer with one operator	\$100.00/hr + Herbicide Cost
Labour (per person charge), includes hand picking, weed whacking, additional operator if required for other application methods	\$50.00/hr
Mowing, Tilling, Seeding, Waste Tipping Fee	Current Third Party Rates
Administration Fee for Weed Management Enforcement due to Non-Compliance	\$100.00/hr + 25% of cost of services rendered

OPERATIONS**Residential****Approach Application**

<u>Description</u>	<u>Fee</u>
Residential/Farm	No Fee

Grader

<u>Description</u>	<u>Fee</u>
Grading Private Laneway/Snowplowing Services per hour (1hour minimum including travel time)	\$220.00/hour

Dust Control

<u>Description</u>	<u>Fee</u>
Calcium Chloride (2 applications)	\$10.50/metre
Calcium Top Spray (1 application)	\$5.25/metre
Spec Crude	\$62.00/metre

Road Development Assessment Fee

<u>Description</u>	<u>Fee</u>
Road Development Assessment Fee	\$750

Industrial/Commercial**Road Bonds**

<u>Description</u>	<u>Fee</u>
Road Bonds	As per Agreement

Temporary Right of Way Water Line Agreement

<u>Description</u>	<u>Fee</u>
Temporary Right of Way Water Line Agreement	\$300.00

Approaches/Crossings

<u>Description</u>	<u>Fee</u>
Pipeline Crossing Application	\$300.00 each
Approach Application	\$300.00

Road Inspection/ Rig Moves

<u>Description</u>	<u>Fee</u>
Inspections	\$300.00

Road Permit

<u>Description</u>	<u>Fee</u>
Fixed Fee Road Permit	\$20.00

Road Development Assessment Fee

<u>Description</u>	<u>Fee</u>
Road Development Assessment Fee	\$750

Services to Other Municipalities

Equipment/Services

<u>Description</u>	<u>Fee</u>
Equipment/Services	25% less of Alberta Roadbuilders and Heavy Construction Ass'n during business hours any Overtime required will be subjected to 100% of ARHCA fee applies, Or as per agreement
Hydro Vac Fee	\$250.00 per hour (this includes two staff members)

Dust Control

<u>Description</u>	<u>Fee</u>
Calcium Chloride	<u>\$10.50/meter</u>
Spec Crude	\$62.00/meter

Road Product

<u>Description</u>	<u>Fee</u>
Road product	Kneehill County Cost
*Sand and Salt Mixture will not be sold to private individuals or businesses	

PARKS & CEMETERIES

***Definition: Camping Unit=RV/Trailer or Tent sleeping a single family**

Horseshoe Canyon Fees

Park Fee (when staff are on-site)	\$2.00 per vehicle
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Braconnier Campground Fees

Camping Unit per night	\$20.00
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Torrington Campground Fees

Camping Unit per night	\$20.00
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Swalwell Campground Fees

Camping Unit per night	\$20.00
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Keiver's Lake Campground Fees

Un-serviced sites per camping unit per night (non-reservable stalls)	\$25.00
Serviced Sit per camping unit per night	\$35.00
Group Site- per night (4 camping units)	\$100.00
Additional Camping Unit	\$25.00
Changes to campsite reservations (no charge for address/name changes-non-refundable)	\$5.00
Day Use Site Per Day	\$20.00
Camp Kitchen & Ball Diamond per day (no overnight)	\$100.00

*** Prepayments and deposits only refunded with 72 hours' notice.**

Firewood

<u>Description</u>	<u>Fee</u>
Firewood per bundle	\$10.00

Mowing

<u>Description</u>	<u>Fee</u>
Mowing (per unit per hour)	Per Province of Alberta Rates

Commemorative Bench Fee

<u>Description</u>	<u>Fee</u>
Commemorative Bench	\$2,000.00 per bench

Cemetery Plot (2 plot limit)

<u>Description</u>	<u>Fee</u>
Resident, Property Owner, former County resident	\$500.00 each
Non-County Resident-Outside geographic area	\$1500.00 each

Cemetery Maintenance

<u>Description</u>	<u>Fee</u>
Trochu Catholic	\$200.00 per year
Roman Catholic Cemetery	\$200.00 per year
Torrington Trinity Lutheran Cemetery	\$200.00 per year
Trochu St. John's Lutheran	\$200.00 per year

PROTECTIVE SERVICES

Burn Permit

<u>Description</u>	<u>Fee</u>
Burn Permit	No Fee

Fire Safety Codes Inspection Services

<u>Description</u>	<u>Fee</u>
Inspection (Licensing, onsite pre and during construction)	\$100.00 per hour
Occupancy Load Certificates	\$100.00 her hour
Fire Code Plan Review	\$150.00 per hour
Re-inspections	\$175.00 per hour
Mileage	\$.75/Kilometre
Special Events Floor Plan Review and Inspection	\$150.00 per hour
Inspections done by Third Party Contractor	At Cost

Fire Safety Codes Investigation Services

<u>Description</u>	<u>Fee</u>
Fire Investigation Services (each officer)	\$150.00 per hour
Witness/Litigation Services	\$150.00 per hour
Lab Reporting, Administrative, Imagery	\$150.00 per hour
Investigations done by Third Party Contractor	At Cost
Mileage	\$.75/Kilometre

Fireworks

<u>Description</u>	<u>Fee</u>
Fireworks Discharge Permit	No Fee – In Burn Permit Process

Fire Services Fees

Motor Vehicle Collision Rate - Equipment Charges	Current AB Transportation Rate Per unit Per Hour
Fee for Service Recovery – Per Unit Per Hour	AB Transportation Rates
Fee for Service Recovery- Materials	Actual Expenses/Costs

Mutual Aid Responses- Equipment, Manpower or Other Resources

<u>Description</u>	<u>Fee</u>
Mutual Aid Responses- Equipment, Manpower or Other Resources	Pursuant to Mutual Aid Agreements

Animal Control

<u>Description</u>	<u>Fee</u>
Annual License Fee - Unaltered or Altered	
Dog	No Fee each
Replacement Tag	\$2.00 each
Impound Fee	At Cost
Boarding Fee	At Cost
Veterinarian Fee	At Cost
Kennel License Fee	\$100.00
Capturing Fee	At Cost

Peace Officer Bylaw Enforcement

<u>Description</u>	<u>Fee</u>
Peace Officer Bylaw Enforcement	As per Agreement(s)
Unsightly Properties – Cost of Ordered Clean-Up	As per Municipal Government Act
Mowing or Snow Removal on Properties (by a third party contractor)	At cost plus Enforcement Officer time during the remediation

PLANNING AND DEVELOPMENT**General**

<u>Description</u>	<u>Fee</u>
Appeal Fees- owners/adjacent	\$300.00 each
ASP - New Specific Proposal	\$5000.00 each
ASP Review	\$2000.00 each
Land Use Bylaw Amendment	\$1,500.00 each
Outline/Concept Plan	\$2500.00 each
Outline/Concept Plan Amendment	\$1000.00 each
Municipal Development Plan Amendment	\$2000.00 each
Inter-municipal Development Plan Amendment	\$2000.00 each
Caveat Discharge	\$100.00 each
Rural Address Sign	\$250.00 each
Replacement Rural Address Sign (owner install)	\$100.00 each
Request For File Search (1/2 hr. min.)	\$50.00 per hour
Land Use By-Law	\$20.00 each
Land Use By-Law Maps	\$25.00 each
Municipal Development Plan	\$15.00 each
Area Structure Plan - electronic copy	\$25.00 each
Area Structure Plan – supportive reports electronic	\$25.00 each
Certificate of Compliance-	\$100.00 each
Rezoning / Re-designation	\$900.00 each
Rezoning Direct Control	\$1,200.00 each
Road Closure Request Application	\$1,000.00 each
Contravention to Land Use By-Law	\$1600.00

Development Permits- Class 1 – Minor Development

<u>Description</u>	<u>Fee</u>
Additions to Buildings <500 sq. ft	\$75.00 each
Additions to Buildings >500 sq. ft	\$100.00 each
Addition to Building multi-use	\$150.00 each
Porches	\$75.00 each
Fences	\$40.00 each
Signs	\$75.00 each
Accessory Buildings 200 – 1000 sq. ft.	\$50.00 each
Accessory Buildings 1001-2500 sq. ft.	\$100.00 each
Accessory Buildings >2500 sq. ft.	\$200.00 each
Temporary Buildings	\$75.00 > 200 sq. ft. each
Minor Home Occupation	\$100.00 one-time
Portable Storage Container(s) per Application	\$50.00 each
Revision to Active DP (Discretionary use/already permitted)	\$75.00 each
Alternative Energy Residential	\$50.00 each
Hen License	\$30.00 one-time fee
Unlisted Similar Use	\$75.00 each

Development Permits- Class 2- Residential, Minor Commercial and Change in Land Use

<u>Description</u>	<u>Fee</u>
Major Home Occupations	\$200.00
Single Family Dwelling Unit	\$250.00 Discretionary
Single Family Dwelling Unit	\$150.00 Permitted
Duplex (2 dwelling units)	\$250.00 flat fee
	\$300.00 flat fee plus
	\$50.00/dwelling
Multi-Attached Dwelling (3 or more dwelling units)	Maximum \$15,000.00
Bed and Breakfast	\$150.00 plus \$50.00/unit
Change in use of land or intensity of use, where a permit is required	\$150.00
Livestock Development Permit	\$100.00
Agricultural Business Use	\$200.00
Telecommunication towers	\$300.00
Single wind turbine	\$400.00
Kennels	\$300.00
Stripping and Excavation Permit	\$200.00
Unlisted Similar Use	\$200.00
Filming Fee – Minor	\$200.00
Filming Fee – Major	\$500.00
Damage Deposit for Filming (Cast & Crew Larger than 150)	\$5,000.00
Damage Deposit for Filming (Cast & Crew 51-150)	\$2,500.00
Charge to Damage Deposit for Clean-up	\$65.00/hour

Development Permits- Class 3- Institutional, Commercial and Light Industrial

<u>Description</u>	<u>Fee</u>
RV/Storage	\$300.00
Compressor Stations, Oilfield Buildings	\$400.00
Greenhouse (Not include cannabis production)	\$400.00
Private Schools and churches	\$400.00
Machinery repair and/or sales	\$400.00
Restaurants, service stations, hotels, retail and service	\$400.00
Health & Public Services Uses not already considered in fee schedule	\$400.00
Cannabis, Micro-Cultivation, Micro-Processing, Nursery	\$400.00
Cannabis, Sale License (Medical)	\$500.00
Unlisted similar use: Refer to following range based on construction cost (in \$)	
<500,000	\$500.00
500,000 – 2,000,000	\$1,000.00
2,000,001 – 5,000,000	\$2,000.00
>5,000,000	\$4,000.00

Development Permits- Class 4- Major Commercial, Industrial and Recreation

<u>Description</u>	<u>Fee</u>
Cannabis, Sale License (Non-Medical)	\$500.00
Cannabis, Retail Sales (Medical & Non-Medical)	\$500.00
Cannabis, Standard Cultivation & Processing	\$500.00
Sand or gravel extraction	\$750.00 each
Wind Energy Conversion System (Category 1 & 2) fee for private systems	\$150.00
Wind Energy Conversion System (Category 3)	\$500.00
Golf Courses	\$500.00 each
Campsites (Campgrounds)	\$500.00 each
Work Camp	\$500.00 each
Alternative Energy	\$500.00 each
Unlisted Similar Use	\$500.00 each
Major Industrial or Processing	\$1000.00 each
Solar Generation for Distribution	\$500 + \$50/acre
Unlisted similar use: Refer to following range based on construction cost (in \$)	
<500,000	\$500.00
500,000 – 2,000,000	\$1,500.00
2,000,001 – 5,000,000	\$2,500.00
>5,000,000	\$5,000.00

Development Permits- Class 5- Food Trucks & Mobile Vendors

<u>Description</u>	<u>Annual Fee</u>
Keiver's Lake Campground, Orkney Viewpoint	
Season	\$250.00
Month	\$100.00
Weekend	\$50.00
Braconnier's Dam Campground, Swalwell Dam Campground, Torrington Campground	
Season	\$150.00
Month	\$75.00
Weekend	\$50.00
Horseshoe Canyon	
Season	\$625.00
Month	\$150.00
Weekend	\$50.00

Development Permits- Class 6- Exceptions

<u>Description</u>	<u>Fee</u>
Non-profit public or community buildings	No Fee
Public utility buildings	No Fee
Fee For Development Permit After the Fact	Double Permit Fee
Variance/Relaxation to Development Application	\$75.00
Mobile Business License – Resident	\$100.00
Mobile Business License – Non – Resident	\$150.00
Public Events <= 150 People	\$100.00
Public Events > 150 People	\$200.00
Refundable Damage Deposit in accordance with Bylaw 1847, Special Events Bylaw (151+ people)	\$5,000.00
Refundable Damage Deposit in accordance with Bylaw 1847, Special Events Bylaw (51-150 people)	\$2,500.00
Charge to Damage Deposit to Clean-Up	\$65.00 /hr

Subdivision Fees

<u>Description</u>	<u>Fee</u>
One Parcel	\$650.00 for 1 st parcel
Two Plus Parcels	\$250.00 Per ea. Additional parcel
Time Extensions	\$250.00

Endorsement Fees

<u>Description</u>	<u>Fee</u>
For Each Parcel Created	\$300.00 For each parcel

Additional Fees

<u>Description</u>	<u>Fee</u>
Development Agreement Preparation	\$500.00
External Engineering Review	\$25/acre (max = \$5000)

SAFETY CODE FEES

General

<u>Description</u>	<u>Fee</u>
Minimum Fee (Will be charged if not a specific fee for permit)	\$100.00
Penalty for no Safety Code Permit	Double applicable fee
Project Cancelled Prior To Inspections	75% Refund

Building Permit Fees

<u>Description</u>	<u>Fee</u>
New Single Family Dwellings- Floor Area Sq. Ft. (Does not include attached garages)	\$0.40 per sq. ft.- total of main, 2 nd and additional floors does not include basement.
Garage – detached/attached flat fee	\$160.00
Mobile/Manufactured Homes includes Move-on and RTM's	\$100.00
Homes With Basement	\$0.25/ft2- min \$100
Basement Development (cannot exceed cost of the house)	.20¢/ft ² - min \$95.00
Additions	.40¢/ft ² - min \$100.00
Renovation	.20/ft2-min \$100
Decks greater than 2 ft. above grade or 100 ft ²	\$100 flat fee
Fire places/Wood Burning Stove	\$100.00
Small Accessory Building 100 – 200 ft ²	\$90.00
Change of Use	\$200.00
Non-Ag. Building <2500 ft ²	\$250.00
Non-Ag. Building >2500 ft ²	\$500.00

Commercial/Industrial

Commercial – hotels, warehouses, stores, etc.
Industrial – waste transfer buildings, water treatment plants, etc.

<u>Description</u>	<u>Fee</u>
\$1 - \$1 million project value	\$5.00 /\$1,000 – min \$150.00
Over \$1 million project value	\$4.00/\$1,000 project value Portion over \$1 million project value \$4/\$1000
Oilfield – compressor stations, dehydrator, separator	\$5.00/\$1000
13ldg.13., motor control center office/13ldg..	min. \$250.00 max SCC fee \$500.00
Relocatable Industrial Units	\$120/unit
Demolition Permit – use building permit (not needed if replacing)	\$95.00

SCC Levy is 4% of the permit fee with a minimum of \$4.50 & maximum of \$560.00

Electrical-Plumbing-Gas-PSDS Permit Fees- Homeowner Fee Schedule
Electrical Installations- New Residential Installations Only

<u>Description</u>	<u>Fee</u>
Less than 500 sq. ft.	\$100.00
501- 1500 sq. ft.	\$190.00
1501-3000 sq. ft.	\$215.00
3001-5000 sq. ft.	\$230.00
5001+ sq. ft.	\$250.00
with attached garage	add \$50.00
Detached garage	\$150.00
Mobile Home Connection	\$105.00
Temporary Service	\$90.00
Meter Connection	\$90.00

Electrical Installations- Small Electrical Installations- Value of Material

<u>Description</u>	<u>Fee</u>
\$0 - \$250	\$90.00
\$251 - \$500	\$150.00
\$501 - \$1000	\$175.00
\$1001 - \$2000	\$190.00
\$2001 - \$3000	\$210.00
\$3001 - \$4000	\$230.00
\$4001 - \$5000	\$240.00
\$5001 - \$6000	\$250.00
\$6001 - \$7000	\$260.00
\$7001 - \$8000	\$270.00
\$8001 - \$9000	\$280.00

Add \$5 fee for every \$1000 installation cost over \$9000

Sewer Systems- Private Sewer Disposal System

<u>Description – Homeowner Fees</u>	<u>Fee</u>
Open Discharge	\$300.00
Disposal Field	\$300.00
Treatment Mound	\$300.00
Septic Tank Only	\$200.00
Holding Tank or modification to system	\$150.00

Plumbing Installations

<u>Description</u>	<u>Permit Fee</u>
1-6 fixtures	\$100.00
7-12 fixtures	\$175.00
13-20 fixtures	\$250.00
20+ fixtures	\$250.00 + \$10/fixture over 20

Gas Installations

<u>Description</u>	<u>Permit Fee</u>
1 Outlet	\$110.00
2 Outlet	\$110.00
3 Outlet	\$120.00
4 Outlet	\$130.00
5 Outlet	\$140.00
	10 per additional outlet
Propane Tank Set & Swap Out (includes connection)	\$100.00
Gas Furnace Replacement- No Permit unless Replacing Meter then	\$90.00
Gas Fire Place- Permit needed if venting & piping has changed	
Grain Dryer Homeowner	\$200.00
Grain Dryer Contractor	\$150.00

Contractor Fee Schedule**Electrical Permit Fees**

<u>Installation Costs</u>	<u>Permit Fee</u>
\$0-\$1000	\$80.00
\$1001 - \$2000	\$100.00
\$2001 - \$3000	\$120.00
\$3001 - \$4000	\$140.00
\$4001 - \$5000	\$160.00
\$5001 - \$6000	\$170.00
\$6001 - \$7000	\$180.00
\$7001 - \$8000	\$190.00
\$8001 - \$9000	\$200.00
\$9001 - \$10000	\$210.00
\$10001 - \$11000	\$220.00
\$11001 - \$12000	\$230.00
\$12001 - \$13000	\$240.00
\$13001 - \$14000	\$250.00
\$14001 - \$15000	\$260.00
\$15001 - \$16000	\$270.00
\$16001 - \$17000	\$280.00
\$17001 - \$18000	\$290.00
\$18001 - \$19000	\$300.00
\$19001 - \$20000	\$310.00
\$20,000 + Add \$5 fee for every additional \$1000 installation cost (Example \$100,000 cost fee= \$310+400=\$710.00	
Mobile Home Connection	\$80.00
Temporary Service	\$70.00
Annual Electric Permit and \$10.50 SCC levy on each application	\$300.00
SCC Levy is 4% of the permit fee with a minimum of \$4.50 & maximum of \$560.00	

Plumbing Installations

1-10 fixtures	\$100.00
11-20 fixtures	\$150.00
20+ fixtures	\$150.00 + \$5.00/fixture over 20

Gas Installations

<u>Description</u>	<u>Permit Fee</u>
1 Outlet	\$90.00
2 Outlet	\$90.00
3 Outlet	\$100.00
4 Outlet	\$110.00
5 Outlet	\$120.00
5+ Outlet	\$10.00 for each additional

Example \$120 + \$20=\$140 Cost Fee

<u>BTU Input</u>	<u>Permit Fee</u>
10,000 -150,000	\$75.00
160,000 – 190,000	\$85.00
200,000 – 300,000	\$95.00
350,000	\$105.00
400,000	\$110.00
450,000	\$115.00
500,000	\$120.00
550,000	\$125.00
600,000	\$130.00
650,000	\$135.00
700,000	\$140.00
750,000	\$145.00
800,000	\$150.00
850,000	\$155.00
900,000	\$160.00
1,000,000	\$165.00

Add \$6 /100,000 BTU over 1,000,000

Other Gas Installations

<u>Description</u>	<u>Permit Fee</u>
Man. Home on Basement	\$130.00
Man. Home w/o Basement	\$100.00
Propane Tank Set (includes connection)	\$80.00
Temporary	\$100.00
Gas-Line (Gas Provider)	\$80.00
Gas line Retest	\$75.00

Alternative Energy

Residential	\$3.50 per \$1000 construction cost
Industrial/Commercial	\$5.00 per \$1000 construction cost

Private Sewage Disposal Fees

<u>Description</u>	<u>Fee</u>
Open Discharge (includes tank)	\$250.00
Disposal Field/Treatment Mound (includes tank)	\$250.00
Septic Tank Only	\$150.00
Holding Tank or modification to system	\$100.00
Oilfield Packaged Sewage Treatment Plant	\$250.00
SCC Levy is 4% of the permit fee with a minimum of \$4.50 & maximum of \$560.00	

UTILITIES AND ENVIRONMENTAL SERVICES**Service Charges & Installation**

<u>Description</u>	<u>Fee</u>
Meter Installation: per meter	\$700.00
Meter Accuracy Test	\$40.00 per meter
Additional Meter Read	\$20.00
Service Charge to Attend a Premise	\$40.00
After Hours Call	\$40.00/hr with 3 hr min
Disconnection Service Charge – Customer Request	\$30.00
Reconnection Service Charge – Customer Request	\$30.00
Disconnection Service Charge – Breach	\$30.00
Reconnection Service Charge - Breach	\$30.00
Transfer From Utility to Tax Account	\$30.00
Damaged Meter Replacement	\$700.00
Late Payment Penalty	1.50% monthly
Temporary Service	\$700.00
Contractor Operator Call Out Rates and Mileage	As per agreement

Water Charges

<u>Description</u>	<u>Fee</u>
Flat Maintenance Rate – All Service/Future Connections	\$62.00 bimonthly
Bulk Water Stations	\$4.85/ cubic meter minimum \$10 fee per monthly bill
Base Rate for Hydrant Service/ Maintenance	\$ 9.75 per month
Account Administration Reactivation Fee (Bulk Water)	\$25.00
Riser Fee	\$10,000.00 / riser
Approved Increase For Rural Water Volume	\$10,000.00 / riser
Non-County Residential Connection Rural Waterline	\$15,000.00
Hamlet Utility Service For Un-serviced Lots	\$2,500.00
"Hamlet" means the communities of Huxley, Swalwell, Torrington and Wimborne	

Water Modeling

<u>Description</u>	<u>Fee</u>
Adjacent to Line	\$750.00
Non-Adjacent to Line	\$1,000.00
Non-Adjacent to Line for Multiple Developments	\$1,000.00 per request

Water Rates

<u>Description</u>	<u>Fee</u>
Huxley	\$2.35 per cubic metre
Swalwell	\$3.85 per cubic metre
Torrington	\$3.85-per cubic metre
Wimborne	\$2.35 -per cubic metre
Sunnyslope WSA	\$3.85per cubic metre
Churchill Water Co-op	\$3.85per cubic metre
Equity WSA	\$3.85 per cubic metre
Gamble WSA	\$3.85 per cubic metre
Grainger/Hesketh	\$3.85 per cubic metre
Kirkpatrick WSA	\$3.85 per cubic metre
Mt. Vernon Co-op	\$3.85 per cubic metre
Selkirk WSA	\$3.85-per cubic metre

Sewage Charges

<u>Description</u>	<u>Fee</u>
Huxley	\$2.33 per house/month
Swalwell	\$6.12 per house/month
Torrington	\$3.45 per house/month
Mobile Home Parks	\$3.45 per occupied lot/month
Wimborne	\$14.54 per house/month

Garbage

<u>Description</u>	<u>Fee</u>
Residents – Waste Disposal Site Drop-Offs	No Charge
Non-Resident/Commercial Tipping Fee -1/2 Ton Truck	\$20.00 each
Non-Resident/Commercial Tipping Fee -1 Ton Truck	\$40.00 each
Non-Resident/Commercial Tipping Fee- Trailer 8-20 feet	\$50.00 each
Non-Resident/Commercial Tipping Fee -Loads larger than specified	\$80.00 each
All Users - Freon Appliance	\$15.00 each
Hamlet Residential Pick Up	\$50.00/bimonthly per residence
"Hamlet" means the communities of Huxley, Swalwell, Torrington, Wimborne & Sunnyslope	

Subject: **RMA Meeting – Minister Mclver**
 Meeting Date: Tuesday, January 14, 2025
 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 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:

Minister of Municipal Affairs, the Hon. Ric Mclver is meeting with municipalities at the upcoming RMA Spring Convention. As normal, municipalities have been contacted to determine potential meetings.

The Minister generally receives more requests than can be accommodated so utilizes the following criteria to determine which requests will be approved:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister Mclver has not yet had an opportunity to meet.
- Meeting requests received after the deadline (January 24th) will not be considered for the convention.

The approximate time allotted for each meeting is 15 minutes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Administration is seeking Council’s direction as to whether or not Council would like to request a meeting with the Minister of Municipal Affairs.

If so, Administration would require specific topics and associated details.

FINANCIAL & STAFFING IMPLICATIONS:

None

RECOMMENDED ENGAGEMENT:



Directive Decision (Information Sharing, One-Way Communication)

Tools:

Individual Notification

Other:

ATTACHMENTS:

None

COUNCIL OPTIONS:

1. Council may opt to request a meeting with the Minister and provide associated topics and details.
2. Council may opt to not request a meeting with the Minister.

RECOMMENDED MOTION:

That Council provide direction to Administration.

FOLLOW-UP ACTIONS:

Should Council opt to request a meeting, Administration will respond to the Province accordingly.

APPROVAL(S):






Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Kneehill County – Village of Acme Extension Agreement**
 Meeting Date: Tuesday, January 14, 2025
 Prepared By: Mike Haugen, CAO
 Presented By: Mike Haugen, CAO

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

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

RELEVANT LEGISLATION:

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

BACKGROUND/PROPOSAL:

The County currently has several agreements with the Village of Acme regarding services. A number of these agreements are expiring soon and should be extended or renegotiated. These include and are related to the Intermunicipal Collaboration Framework system and requirements.

The Province has communicated that they will be announcing changes to the ICF process in the Spring of 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

As the Province is expected to announce changes to the ICF process in the Spring, it is recommended that current soon-to-expire agreements be extended with the same terms and conditions. This would allow for renegotiation to occur after any changes the province makes.

Alternatively, Council may opt to start renegotiations in which case shorter-term agreements would be recommended.

FINANCIAL & STAFFING IMPLICATIONS:

Minimal staff time will be required. Some agreements contain yearly escalators of 2%. This will be accommodated within the 2025 Budget.

RECOMMENDED ENGAGEMENT:

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

ATTACHMENTS:

1. Fire Services Agreement
2. MOU to Assist Recreational Operations
3. Enforcement Services Agreement



4. Linden Transfer Station Agreement
5. Acme Transfer Station Agreement

COUNCIL OPTIONS:

Council may opt to approve the recommended Extension Agreement.

Council may opt to begin renegotiation of soon-to-expire agreements.

RECOMMENDED MOTION:

That Council authorize the Reeve and CAO to sign the Kneehill County – Village of Acme Extension Agreement.

FOLLOW-UP ACTIONS:

Administration will inform Linden of Council's decision and process the agreement accordingly once it has received endorsement from the Village.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-



Kneehill County – Village of Acme Extension Agreement

Between

KNEEHILL COUNTY
BOX 400, THREE HILLS, ALBERTA
T0M 2A0
(the “County”)

and the

VILLAGE OF ACME
BOX 299, ACME, ALBERTA
T0M 0A0
(the “Village”)

(hereinafter called the “Parties”)

WHEREAS the Province has indicated that changes to the ICF process are expected to be made in Spring of 2025;

WHEREAS the Minister of Municipal Affairs has extended the current ICF review period to March 31st, 2027;

WHEREAS many of the current agreements between the Village and County are set to expire in 2024; and,

NOW THEREFORE by mutual covenant of the Parties, it is agreed as follows:

1. The following agreements between the Parties are extended to September 30th, 2025 with the same terms and conditions:
 - a) Fire Services Agreement
 - b) MOU to Assist Recreational Operations
 - c) Linden Transfer Station Agreement
 - d) Acme Transfer Station Agreement
 - e) Enforcement Services Agreement

2. Village of Acme and Kneehill County ICF representatives will meet after April 1st, 2025 and complete negotiations of ICF related agreements prior to September 30th, 2025.

This Agreement made effective _____, 2025, between:

Kneehill County

Village of Acme

Reeve, Kenneth King

Mayor, Bruce McLeod

CAO, Mike Haugen

CAO, Gary Sawatzky

KNEEHILL - ACME INTERMUNICIPAL COLLABORATION FRAMEWORK

THIS AGREEMENT made effective March 23RD, 2020, between:



KNEEHILL COUNTY
BOX 400, THREE HILLS, ALBERTA
T0M 2A0
(the "County")

and the



VILLAGE OF ACME
BOX 299, ACME, ALBERTA
T0M 0A0
(the "Village")

(hereinafter called the "Parties")

PREAMBLE

WHEREAS, the County and the Village recognize the importance and the responsibility of each respective municipality to make decisions on behalf of their residents; and

WHEREAS, the parties share common interests and are desirous of working together to provide services to their residents and ratepayers; and

WHEREAS, the parties are committed to the principle of mutual benefit to deliver some services within the region effectively, efficiently, and economically; and

WHEREAS, the parties share a common border; and

WHEREAS, the *Municipal Government Act* stipulates that municipalities that have a common boundary must create a framework with each other that identifies areas of shared services;

NOW THEREFORE, by mutual covenant of the parties hereto it is agreed as follows:

1. PURPOSE

- a) The purpose of this Framework is to establish an Intermunicipal Committee and a collaborative process to direct intermunicipal communication and cooperation to support services that have mutual benefit.

2. SIGNATORIES

- a) The signatories to this Framework are the Reeve, Mayor and the Chief Administrative Officers of each municipality.
- b) The terms "Signatory", "Party", "Partner", and "Municipalities" may be used interchangeably in this agreement.

3. DEFINITIONS

- a) In this Agreement:

"Arbitration" means a process to resolve disputes outside the courts. An arbitration decision is legally binding on both sides and enforceable in the courts.

"Chief Administrative Officer" means the Chief Administrative Officer for each municipal jurisdiction party to this agreement or their designate(s) thereof. "Chief Administrative Officer" or "CAO" may be used interchangeably in this Agreement.

"Committee" means Intermunicipal Collaboration Committee as defined in Section 5 of this Framework.

"Dispute Resolution Process" includes a wide range of processes, including mediation and arbitration or various forms of, with each being an alternative to litigation, designed to meet the unique needs of the parties involved or the dispute at hand.

"Final Offer Arbitration" refers to arbitration in which both parties submit their final offer to the arbitrator, and the arbitrator will choose one offer as the resolution to the dispute. The process gives each party an incentive to make a reasonable offer. The arbitrator's decision is final and binding on the parties.

"Framework" or **"Agreement"** may be used interchangeably in this document and means this agreement including all Appendices hereto.

"Intermunicipal Service Provision" refers to municipal services provided through a shared or joint agreement with another municipality to residents and ratepayers. This includes services where a formal or an informal arrangement with another municipality is in place to access, administer, or deliver a civic service or function.

"Lead" refers to the municipality or organization assigned to organize or administer the day-to-day operations of a specific intermunicipal initiative.

"Mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interest of the parties.

"Mediator" refers to the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties.

"Municipal Service Provision" refers to municipal services provided directly by a municipality to residents and ratepayers. This includes services where the municipality has direct control over the service contract along with the authority to directly hire contractors to perform services or address a civic function on behalf of the municipality.

"Mutual Benefit" means equality and respect within the relationship between the partners and agreements in which both parties gain value.

"Notice of Dispute" means a formal motion that approved by Council providing notification from the initiating municipality to the other municipality that a dispute is substantial and requires collaborative action to resolve.

"Rights-based Process" focuses on respect for human dignity. This approach holds that our dignity is based on our ability to choose freely how we live our lives, and that we have a moral right to respect for our choices as free, equal, and rational people, and a moral duty to respect

others in the same way. This approach asks us to identify the legitimate rights of ourselves and others, in a given situation, as well as our duties and obligations. When confronted with conflicting or competing interests or rights, the parties need to decide which interest has greater merit and give priority to the right that best protects or ensures that interest.

"Service delivery agreement" means a legally binding agreement such as a Contract, Agreement, or Memorandum of Understanding that outlines cost-sharing and management of new arrangements, and is signed by both parties.

"Services" or **"In Scope Services"** means services that both parties may consider for joint cost sharing or management and are identified in this Agreement.

"Signatory", **"Party"**, **"Partner"**, or **"Municipalities"** means the Reeve, Mayor and Chief Administrative Officers for each municipality.

"Third-Party Service Provision" refers to municipal services provided through an agreement with a non-municipal independent entity. This refers to those services that are offered through agencies, boards, commissions, and current or former publicly-owned corporations (also known as crown or government-owned corporations that manage major infrastructure and associated services) in a region.

"Year" means the calendar year beginning on January 1st and ending on December 31st.

4. TERM AND REVIEW

Effective Date and Duration

- a) In accordance with the *Municipal Government Act*, this is a permanent Agreement and shall come into force on the passing of resolutions adopting the ICF by the Municipalities.

Review

- b) It is agreed to by the parties that the Intermunicipal Committee shall meet at least once every four years commencing no later than 2023 to review the terms and conditions of the agreement, or upon request by either party.

Amendments

- c) This Agreement may be amended by mutual consent of both parties unless specified otherwise in this Agreement.
- d) Amended copies of this Agreement shall come into force on the passing of resolutions by both municipalities.

5. INTERMUNICIPAL COMMITTEE

- a) The County and the Village agree to create a recommending body known as the Kneehill – Acme Intermunicipal Committee (hereinafter referred to as the Committee).
- b) The Committee will meet on an as required basis and will develop recommendations to the Councils on the strategic direction of matters related to collaboration and cooperation affecting residents of the Municipalities, except matters where other current operating structures and mechanisms are operating successfully.
- c) The Committee shall be comprised of two (2) members from each municipal Council.
- d) The CAOs will be advisory staff to the Committee and responsible to develop agendas and recommendations on all matters. CAOs will be responsible for forwarding all recommendations from the Committee to their respective Councils.
- e) The Committee will promote a consistent and shared flow of information from intermunicipal meetings from a set of common notes that will be established. The common notes will be confidential and regarded as privileged until released by mutual consent of the Chief Elected Officials.
- f) Parties will give 30 calendar days notice for a proposed meeting. Meeting requests will be directed to the CAO for the respective municipality.

6. FUTURE SHARED SERVICES, INITIATIVES AND AGREEMENTS

- a) When either municipality seeks to pursue a new shared service or initiative with the other party, the initiating CAO or designate will notify the other CAO.
- b) The initial notification will include a general description of the service, scope of the service, estimated costs, and timing. The receiving municipality will advise the initiating municipality if they support or object in principle and provide reasons.
- c) The Committee will meet to discuss the service within 30 days, if requested by either partner, and may schedule subsequent meetings as needed.
- d) The following criteria may be used when assessing the desirability of new shared services:
 - i. The nature of the service;
 - ii. Proposed efficiencies the shared service will realize and why the service would be better positioned as a shared model;
 - iii. The level of community support including the demonstrated effort by volunteers, if applicable;

- iv. Relationship to a proposed capital project, and the associated proposed operating costs;
 - v. Projected benefit by residents of both municipalities.
- e) The Committee will review and negotiate the terms related to the new shared service including the cost sharing arrangement of the service. The Committee will provide a recommendation for approval to the Councils of the partners.
 - f) In the event that the Committee or municipal Councils are unable to reach an agreement within 90 days, and do not jointly agree to extend the time period, then any unresolved issues shall be dealt with through the dispute resolution process as referenced in this agreement. If urgency is needed, the initiating municipality must note this in the initial notice, and the receiving municipality will make best efforts to accommodate a compressed timeframe.
 - g) A proposed list of future shared services or initiatives to be explored by the Committee are included in Appendix A of this Agreement. This list may be updated from time to time as agreed to by the Committee.
 - h) The Municipalities recognize that the decision to participate in or not participate in a shared service ultimately lies with the respective municipal Councils, who in turn must rely on the support of the electorate to support the shared service.
 - i) Should a municipality proceed on their own without consultation of the other municipality, with the enhancement or expansion in some capacity of an existing shared service, the other municipality will have no obligation of participation or financial support for the new or enhanced portion related to the shared service.

7. SERVICE AGREEMENTS

- a) Any change to the shared services provided by the municipalities will include a schedule for implementation of the change. This will include the following:
 - i. The start date that the change will take effect.
 - ii. A plan to phase out the existing service delivery and to initiate the new service delivery methods.
 - iii. A plan for the phasing in or out of cost sharing, or other arrangements.
 - iv. A review date to evaluate the efficiency of the shared service delivery and funding strategy.
- b) Where the Committee desires a joint cost sharing or management agreement, a service agreement shall be developed on that specific item.
- c) When developing service agreements, the Committee shall:

- i. Clearly identify which municipality will lead service delivery for the service(s).
- ii. Determine the appropriate funding for the service(s) discussed.
- iii. Set out a time frame for the delivery of the service(s) discussed including the start and end date of the service delivery.
- iv. Set out a process for discontinuing the service provided if one or both municipalities wish to discontinue in the service delivery.

8. THE ROLE OF COUNCIL AND ADMINISTRATION

- a) Each Council retains the ability and responsibility to make decisions on behalf of their residents. By approving the Framework, each Council is affirming a commitment to increased collaboration, cooperation, and to provide direction to their administration and the public for the importance of increased communication at all levels of the organization.
- b) Together the Councils will seek opportunities to develop and sustain healthy relationships between the two municipalities and professionally communicate to the public the successes, opportunities and challenges being addressed together.
- c) Annually, each municipality will formally and jointly communicate through newspaper, social media, website and other methods to their respective residents the services that the two municipalities cooperate in the delivery of and the respective monetary value of these contributions to their municipality.
- d) Administration, through the direction of the CAO, will be the mechanism through which the Framework is formalized, maintained, delivered, and made durable.
 - i. Administration will be responsible to ensure the requirements of the Framework are carried out operationally and can initiate communication on an as needed basis. Annual reports will be provided between the CAOs for distribution to Council on how services party to the agreement have proceeded, as well as any other municipal updates that may be valuable as information or supportive to future discussions.
 - ii. Municipal counterparts will work together to address issues that arise within the scope of their authority and mandate and be accountable for informing the appropriate levels of authority about matters that require attention for the mutual benefit of the municipalities.
 - iii. To assist in fostering and sustaining a healthy relationship and as a proactive measure to minimize disputes, regular scheduled joint meetings to keep each other updated on current and upcoming issues and events should take place. The

Meetings may take different forms (administration to administration, joint Councils, ICF Committee, etc.). At minimum, the Councils and the established ICF Committee will each meet once per year.

- e) Regarding the handling and communication of day to day decisions, each of the parties should assume the best of each other and follow up to clarify any concerns and issues. Additionally, each party commits to the following Social Media Guidelines:

Social media refers to freely accessible, interactive web-based technologies used to produce, post and interact through text, images, video and audio to inform, promote, and collaborate. Social media can complement traditional communications and marketing mediums. It is recognized that the use of social media as a communication tool to achieve strategic communication goals will be undertaken by the parties and their representatives from time to time.

It is acknowledged that the use of social media can create instances or environments that may negatively impact the relationship of the parties. As both parties are seeking a positive and respectful relationship, the following guidelines should be adhered to when utilizing social media platforms:

- i. Use should adhere to organizational standards that the respective parties may have in place.
- ii. Should not do anything to harm the reputation of the County or the Village whether or not they are authorized users of social media sites.
- iii. Attacks, badmouthing, or negative statements directed to any of the parties, their representatives, or their employees should not be made.
- iv. Unauthorized posting of personal information (names, address, phone number, email etc.) of other users should not occur.
- v. Material which defames, abuses, or threatens others should not be posted.
- vi. Use should refrain from personal opinion and deal only with facts and official positions of the parties.
- vii. Information that is private and confidential shall not be shared.
- viii. Comments and conversations on social media sites will not be deemed as official correspondence.
- ix. The parties will not speak on behalf of the other party.
- x. Communication should be respectful.
- xi. Material that contains vulgar, obscene or indecent language or images should not be posted.

It is acknowledged by the parties that the use of social media platforms to address disagreements or issues is neither appropriate nor effective. Concerns about the use of social media will be officially addressed to the Council of the other party.

9. OVERVIEW OF MUNICIPAL SERVICES

- a) The County and the Village have both reviewed the services offered to residents.
- b) Based on the review, it has been determined that each party desires to continue to

provide services through the various arrangements that are in place independently with their respective municipal partners and third-party bodies.

- c) The following listings indicate which services are provided independently by each municipality, intermunicipally, or via a third-party provider, to residents and ratepayers in each municipal jurisdiction, (as of the date of the signing of this agreement).

Service Provision in the County

The County delivers the following services to its' residents:

- Agricultural Services;
- Bylaw Enforcement (municipal Peace Officers);
- Cemetery Services;
- Family and Community Support Services (through Kneehill Regional FCSS);
- Fire and Emergency Management Services;
- Library Services (through the Marigold Regional Library System);
- Planning and Development Services;
- Safety Codes;
- Recreation and Parks services;
- Seniors' housing (through the Kneehill Housing Corporation);
- Solid Waste and Recycling: (through the Drumheller and District Solid Waste Commission);
- Transportation Services;
- Water Services (through AQUA 7);
- Wastewater Services.

Service Provision in the Village

The Village delivers the following services to its' residents:

- Cemetery Services;
- Bylaw Enforcement
- Family and Community Support Services (through Kneehill Regional FCSS);
- Fire and Emergency Management Services;
- Library Services (through the Marigold Regional Library System);
- Planning, Development and Safety Code Services (through Palliser Regional Municipal Services);
- Recreation and Parks services;
- Seniors' housing (through the Kneehill Housing Corporation and Acme Housing Corporation);

- Solid Waste and Recycling: (through the Drumheller and District Solid Waste Commission);
- Transportation Services;
- Water Services (through Aqua 7);
- Wastewater Services.

10. EXISTING COOPERATION

- a) The County and the Village have a history of working together to jointly provide the following municipal services to their residents, either directly, or indirectly to their residents:

Service Area	Delivery Method	Service Shared	Funding Arrangement
Transportation	Intermunicipal Collaboration	Transportation services are offered by the County on a cost recovery basis.	As per agreement
Water	Via 3 rd Party	Both municipalities are members of the Aqua 7 Regional Commission.	
Solid Waste and Recycling	Intermunicipal Collaboration	County residents have access to the Transfer Site. The County providing operating and capital funding	As per agreement
Emergency Services	Intermunicipal Collaboration	Fire Services, Emergency Management (KREMA), Mutual Aid and Regional Live Burn Training Facility	As per agreements
Recreation	Intermunicipal Collaboration	Funding for Recreation Facilities is provided by the County.	As per agreement
Planning & Development	Intermunicipal Collaboration	Consultative discussion on certain planning and development activities around shared boundary	As per Intermunicipal Development Plan
Weed and Pest Inspection	Intermunicipal Collaboration	Village appoints the County as weed inspector and compensates the County for this service.	As per agreement
Enforcement Services	Intermunicipal Collaboration	The Village contracts enforcement services from the County	As per the Enforcement Agreement

Family and Community Support Services	Via 3 rd Party	The County and Village are both members of a Regional FCSS program	As per the Regional FCSS Agreement
Kneehill Regional Partnership	Intermunicipal Collaboration	The County and Village are both members of the Kneehill Regional Partnership	As per the Partnership Agreement
Kneehill Seniors Housing	Via 3 rd Party	The County and Village are both members of Kneehill Seniors Housing	As per Agreement
Library Services	Via 3 rd Party	The Village and the County are both members of the Marigold Library System	As per Agreement

- b) Where any of the above agreements have lapsed, the Committee may desire to review and renew agreements.

11. INDEMNITY

- a) The County shall indemnify and hold harmless the Village, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Village, its employees or agents in the performance of this Agreement.
- b) The Village shall indemnify and hold harmless the County, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the County, its employees or agents in the performance of this Agreement.

12. DISPUTE RESOLUTION

- a) It is the desire of the Village and the County to promote public confidence in the leadership of both municipalities by encouraging intermunicipal cooperation and self-directed dispute resolution processes; and
- b) The Village and the County have a mutual commitment to resolve any disputes brought forward and shall make a good faith attempt at resolving perceived disputes prior to mediation; and
- c) Any matter of Intermunicipal concern between the municipalities shall first be informally discussed by relevant administrative officials employed by the Village and County,

- culminating with discussions between the Chief Administrative officers with the goal of resolving the concern.
- i. Chief Administrative Officers will report the dispute and resolution to their respective Council on a regular basis as well as through the annual report.
- d) Should the Chief Administrative Officers fail to resolve the dispute, the Chief Administrative Officials and Chief Elected Officers will meet to attempt resolution.
- e) If the matter of Intermunicipal concern is not resolved at the administrative and Chief Elected Official level, the initiating municipality shall provide a Notice of Dispute to the other municipality, and request that a confidential review by the Intermunicipal Committee be scheduled. All requests to the Committee shall include supporting resolution from the Council of the initiating municipality authorizing the request. Neither Council will impede progress towards meeting, and will initiate consultation with each other within 14 days.
- i. The Committee shall review the matter in closed session and may recommend action to both Council's to resolve the matter, or refer the matter to Administration with recommendations to resolve.
 - ii. Every effort will be made to attempt resolution at this stage prior to engaging third party mediation.
- f) If the matter of Intermunicipal concern is not resolved, the Committee shall recommend to the Councils of the Village and the County that a third party mediation, focused on interest based negotiation and mutual success, be commenced within sixty (60) days.
- i. The Committee shall appoint a mutually agreeable mediator.
 - ii. The Committee will provide the mediator with an outline of the dispute and any agreed statement of facts.
 - iii. The Village and the County will provide the mediator access to all records, documents and information that the mediator may reasonably request.
 - iv. All proceedings involving a mediator are confidential and without prejudice.
 - v. The costs of such third party mediation will be shared equally between the Village and the County.
 - vi. The municipalities support that mediation creates a cooperative framework for the resolution of future conflict that can be resolved in a positive way that is mutually acceptable to both municipalities, and within the scope of their joint authority.
- g) If the matter of Intermunicipal concern is not resolved through third party mediation, the Committee shall recommend to the Councils of the Village and the County that a rights-based process be pursued, including but not limited to binding arbitration.
- h) When all other opportunities for successful resolution have been exhausted, either municipal Committee may recommend to their respective Council to pursue arbitration.
- i. The Committee shall appoint a mutually agreeable arbitrator, or have one appointed through Municipal Affairs.
 - ii. The Committee will provide the arbitrator with a report containing a list of the matters agreed upon and those on which there is no agreement between the municipalities.

- iii. The municipalities may consider final offer arbitration to resolve the dispute.
- iv. Direct costs incurred by both municipalities pertaining to the arbitration process shall be determined by the arbitrator.

13. CORRESPONDENCE

a) Written notice under this Agreement shall be addressed as follows:

i. In the case of the County to:

Kneehill County
Box 400
1600 – 2nd Street NE
Three Hills, AB
T0M 2A0

Attention: Chief Administrative Officer

ii. In the case of the Village to:


Village of Acme
Box 299
Acme, AB
T0M 0A0

Attention: Chief Administrative Officer

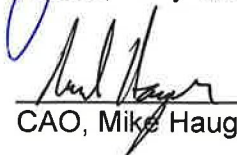
14. AUTHORIZATIONS

In Witness whereof Kneehill County has hereunto affixed its corporate name and seal this 14th day of April 2020 and the Village of Acme has hereunto affixed its corporate name and seal this 23rd day of MARCH 2020.

Kneehill County

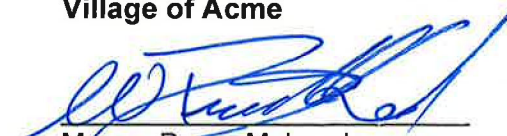


Reeve, Jerry Wittstock

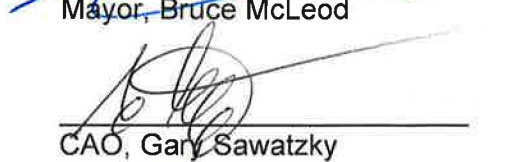


CAO, Mike Haugen

Village of Acme



Mayor, Bruce McLeod



CAO, Gary Sawatzky

Appendix A POTENTIAL SHARED SERVICES, OR AGREEMENTS

1. The Municipalities have identified that the following items will be explored in further detail after the adoption of the Intermunicipal Collaboration Framework:
 - The County and Village agree to continue discussions regarding the future provision of water/wastewater services by the Village with the intent of achieving a formal agreement. Should an agreement not be reached by 11:59 p.m. on October 31st, 2020, either party may file for arbitration on November 1st, 2020.

Intermunicipal FIRE SERVICES AGREEMENT 2020 to 2024

THIS AGREEMENT signed in duplicate and effective on the 23 day of March, 2020.

BETWEEN:

KNEEHILL COUNTY, a municipality in the
Province of Alberta, hereinafter known as, **KNEEHILL or COUNTY**

And

THE VILLAGE OF ACME, a municipality in
the Province of Alberta, hereinafter known as, **ACME or VILLAGE**

Kneehill County and the Village of Acme have jointly entered into an Intermunicipal Collaboration Framework Agreement (ICF);

The ICF expresses the intent, common elements, and broad parameters applicable to this sub-agreement;

Whereas the Village operates a fire department within the Village and provides fire services to the residents of the Village and a portion of the County surrounding the Village referred to as the Acme Fire District #2 as well as mutual aid to other municipalities.

And Whereas working together the municipalities will provide more cost effective fire services, supporting these principles:

- The costs to provide independent fire services would be significantly higher to both municipalities.
- Jointly we can better equip the fire department which benefits both municipalities as well as the larger region.
- Access to volunteer firefighters due to large geographical base, provides rural area greater access to firefighters.

And Whereas both the Village and the County recognize that there is a broader community for which both municipalities share responsibility.

- Residents of the County see themselves as being part of a larger community of the Village, and this applies to the citizens of the Village as well.
- Municipalities share the responsibility of developing and maintaining safe and viable communities.
- Joint fire services enhance the quality of life of our citizens, both urban and rural.

And Whereas the Village and County agree to apportion the cost of such services under the terms and conditions as set forth in this agreement.

SECTION 1 – DEFINITIONS

1. “County” means the municipality of Kneehill County
2. “Fire Chief” means the Fire Chief appointed by the Village Council, or Kneehill County Council for their own Fire Chief.
3. “Fire Services” means the provision of fire protection, prevention, inspection and investigation, as well as rescue work and providing emergency care for those injured in connection with incidents such as traffic accidents.
4. “Members” means a person employed or otherwise retained primarily to provide or facilitate the provision of firefighting and fire services
5. “Village” means the municipality of the Village of Acme
6. “Acme Fire District” means the area designated by the County as shown on Schedule A, attached to this agreement

SECTION 2 – FIRE SERVICES GENERAL

The Village and County shall jointly provide Fire Services in the Acme Fire District in accordance with the terms and conditions hereof. The Fire District Map is included as Schedule A of this agreement.

SECTION 3 – COUNTY RESPONSIBILITIES

1. The County will be responsible to ensure all units and equipment under their ownership are kept in proper working order and in a state of readiness.
2. The County will submit an annual report to the Village on fire services according to the District Map in Schedule A.
3. As majority share owner, the County will retain title and ownership to the engine and tender, and will be responsible for the coordination of replacement of the said fire apparatus. This includes the responsibility of safety inspections, repairs to pumps or the trucks, and maintenance of the radios installed in the trucks within the maintenance terms of this agreement.
4. The County will be responsible for their proportionate share of insurance coverage of trucks that they have title for as per the established ownership percentage for each piece of apparatus identified in Schedule B.
5. The County will provide a safety and maintenance program in regards to County owned trucks, as per Alberta Transportation requirements, for all department Members to operate under.
6. The County will be responsible for their proportionate share of rental equipment, if necessary, coverage as per the established ownership percentage for each piece of apparatus identified in Schedule B.

7. The County shall maintain an overall communications tower and radio system for the betterment of emergency communications in our region. For clarity this will include the initial purchase or upgrade of radio units for the Engine and Tender.
8. The County will be the managing partner for E-911 call dispatch services, with the Village paying the amount as described in Schedule B. With this, the County is the main contact with the chosen contractor, and will be a recipient of all documentation, including run reports. The Village will also receive incident reports and run reports through their own records management system with their fire chief. The Village will pay the County their per capita portion for this service as outlined in Schedule B.
9. The County shall appoint Fire Guardians annually, in accordance with the Forest and Prairie Protection Act to carry out provisions of that Act and the County Fire Services Bylaw within the boundaries of the County.
10. The County shall provide a system for fire permitting, and have discretion on issuing a Fire Ban Level appropriate as set out in the County Fire Services Bylaw.
11. The County shall provide the Village with copies of fire services applicable bylaws, policies, and any future amendments, during the entirety of the Term of this agreement.
12. The County will reimburse the Village for the County's proportionate share of maintenance costs. The proportionate share will be the same as the ownership share of each unit as depicted in this agreement.
13. The County will contribute its share of maintenance costs. The Village and the County acknowledge that the addition of apparatus, any capital or operational equipment additions or replacement, the unnecessary upgrade of equipment or components, aesthetic elements (decorative rims, decals, etc.), or administrative costs, are not considered maintenance.
14. In five to seven years the County, at their cost, will replace the Brush truck and have 100% ownership of that unit. At that time, maintenance of the Brush Truck will occur according to the standard ownership based maintenance provisions of this agreement.

SECTION 4 – VILLAGE RESPONSIBILITIES

1. The Village shall approve their own fire department members and incident commanders, including designations within their fire command structure.
2. The Village shall have the authority, in any circumstance deemed necessary, to call upon mutual aid resources, to respond to an emergency in the Acme Fire District.
3. The Village shall have the authority to decide how resources will be deployed should two occurrences happen at or near the same time in either of the

municipalities, and that mutual aid for manpower and equipment will be put in motion.

4. The Village shall be responsible to ensure that the apparatus and equipment are kept in good condition, and meet NFPA standards where applicable.
5. As majority share owner, the Village will retain title and ownership to the Squad/Command Truck and Bush Truck and will be responsible for all required safety inspections, repair of said trucks, and maintenance of the radios installed in the said trucks. The Village will also be responsible to coordinate the replacement of the Squad/Command truck.
6. The Village will be responsible for their proportionate share of insurance coverage as per the established ownership percentage for each piece of apparatus identified in Schedule B.
7. The Village will be responsible for their proportionate share of rental equipment, if necessary, coverage as per the established ownership percentage for each piece of apparatus identified in Schedule B.
8. The Village agrees that the County will be the managing partner for E – 911 call dispatch services and they will pay to the County their proportionate share of the service as outlined in Schedule B.
9. The Village will assume full and complete responsibility for the manning and operation of their fire department and will ensure there is sufficient manpower, equipment, supplies and training available to provide protection to the district. The Village will ensure that all members operating vehicles have the necessary licensing to do so.
10. The Village will carry life and/or accident insurance for all of their firefighter members.
11. The Village will be responsible for Worker's Compensation Board coverage for their own fire fighters and/or volunteer fire fighters. The Village may have their own set of administrative compliances with respect to Occupational Health and Safety, however all Members will comply with OHS AB Regulations.
12. The Village shall ensure that their fire department members are adequately and properly trained to and will strive to operate within the Kneehill County Standard Operating Guidelines while providing fire protection services within the rural fire protection areas of the County. The County will consult the Village regarding rural levels of service within the District.
13. The Village will make use of all fire apparatus and any of the equipment, supplies and manpower that the Fire Chief or a designate deems necessary to provide fire protection to the area outlined on the Map in Schedule A.
14. The Village will be responsible for fuel used in the provision of fire services.

15. The Village will maintain the engine, tender, and any other fire apparatus assigned to their municipality in a reasonable condition.
16. The Village will invoice the County quarterly for the provision of maintenance in the previous quarter. A record of maintenance/accounting backup will accompany the invoice and the County shall be under no obligation to pay the invoice until these records are received. Should the Village incur significant maintenance costs during the year that would unduly affect the Village's ability to meet its normal financial obligations, the Village may request reimbursement from the County on a one-off basis during the year.
17. Prior to incurring maintenance costs over \$3000.00, the Village will consult with the County CAO or their designate.
18. The Village agrees to contribute a proportionate share of costs related to CVIPs and yearly pump testing. The proportion shall be based on the ownership share outlined in Schedule B.
19. The Village will provide quarterly reports for all known incidents occurring within the County to the County's CAO or designate and provide copies to the County of all billings for incidents to which their Fire Department respond on behalf of the County.
20. The Village shall carry sufficient general liability coverage to protect their respective municipality in the event a claim is made as a result of any negligence on the part of their respective fire department members, or as a result of the operation of their fire department.
21. The Village will be responsible for setting their own level of service for medical first responses within their own municipality.

SECTION 5 – FIRE SAFETY CODES

1. The County is the managing partner of the Quality Management Plan for Fire Safety Codes for Acme, Carbon, Linden, Trochu and Kneehill County and as such, will submit the annual audit to the appropriate authorities. For any occupancy load certificates, or fire investigations within each jurisdiction, that jurisdiction shall be responsible for payment to the contracted fire safety codes officer.
2. All fires requiring reporting under the Safety Codes Act of Alberta and its Regulations shall be reported in a manner outlined within the Safety Codes Act to the Office of the Fire Commissioner. Upon completion of a fire investigation, the Fire Safety Codes Officer, QMP designated, shall ensure a copy of the report submitted to the Office of the Fire Commissioner be provided to the County.

3. The Fire Safety Codes Officer shall submit all required documents to the County and Village within thirty (30) days of an incident involving the conducting and coordinating of fire investigations, required as a result of death, injury, measurable damage or loss of property.
4. The County will be responsible for investigations and reporting of all fires occurring within the rural district areas of the County to the Fire Commissioners Office.

SECTION 6 – FIRE CHIEFS COMMITTEE

1. The County will coordinate the Fire Chiefs Committee (FCC) consisting of area fire chiefs and the Kneehill County fire chief. The FCC shall recommend to their respective municipal Councils, policy changes to the service, and/or equipment, training recommendations for the betterment of the fire service as a whole.
2. The Village will provide two members to sit as voting members on the FCC.
3. The County shall administer this committee as a collaborative based committee. Agendas and minutes shall be available to the Village as requested.

SECTION 7 – MUTUAL AID AGREEMENTS

1. The Village and County may enter into other mutual aid agreements as their municipality deems necessary.
2. The Village has and may enter into Mutual Aid agreements with other municipalities

SECTION 8 – DISCHARGE OF FUTURE ACTION

1. The County and the Village hereby covenant and agree with each other that each party will at all times hereafter indemnify, defend and save harmless the other from all claims, demands, suits, actions or claims which may be made or brought against the other party as a result of either party responding to emergency incidents, or the use of or inability to use the other party's vehicles or equipment within the geographic jurisdiction of the other.
2. This agreement shall, in no event, confer a right of action for damages on any property owner of the County, the Village or any person for operation or failure to operate thereunder.
3. This agreement shall, in no event, confer a right of action for damages caused by failure of an apparatus or a pumper unit to work on arrival, or a breakdown of the said apparatus or pumper unit, or failure of any kind.

SECTION 9 – SETTLEMENT OF DISPUTES

1. If there is an operational dispute, the respective municipal Fire Chiefs shall ensure to settle the matter at an operational level between the two parties.
2. Should 9.1 not be possible, Chief Administrative Officers will be notified by both party Fire Chiefs and deliberate to find a solution. Barring none, the dispute resolution process outlined in the Intermunicipal Collaborative Framework shall be honored.

SECTION 10 – TERMS OF AGREEMENT

1. The term of this agreement shall be in effect from January 1, 2020 to December 31, 2024.
2. Any of the parties may terminate this Agreement, or any renewal thereof at the end of any calendar year, by giving written notice to the other party prior to June 30 of that calendar year.
3. This agreement may be amended at any time through mutual written consent of the Parties.
4. A dispute arising out of one or more clauses, words or phrase will not render the whole agreement null and void.
5. A dispute arising between the Parties will not render the whole of this Agreement null and void.

In witness whereof Kneehill County has hereunto affixed its corporate name and seal this 14th day of April 2020 and the Village of Acme has hereunto affixed its corporate name and seal this 23rd day of MARCH 2020.

KNEEHILL COUNTY




Reeve, Jerry Wittstock




CAO, Mike Haugen

VILLAGE OF ACME

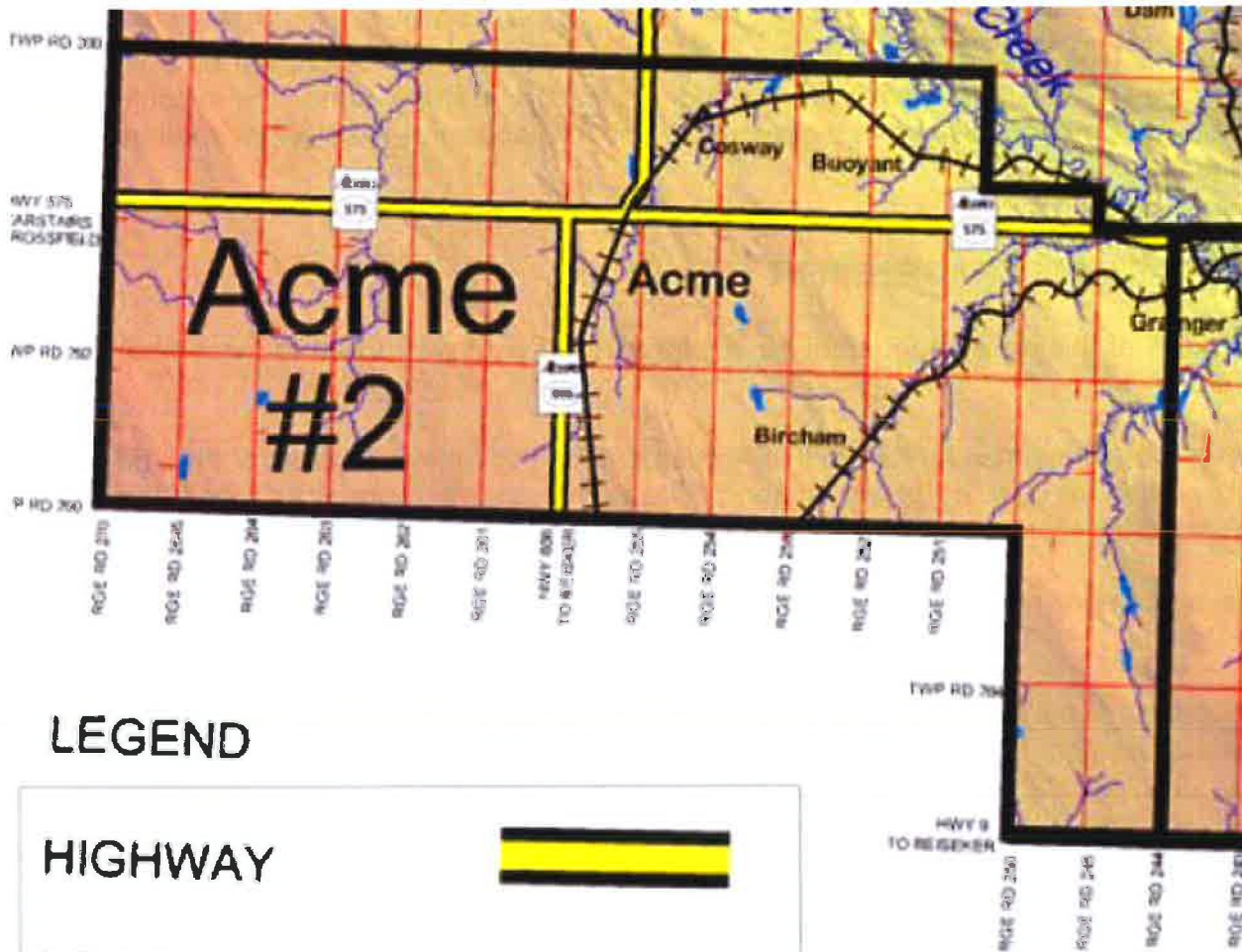


Mayor, Bruce Mcleod



CAO, Gary Sawatzky

Schedule A – Map of Fire District #2



LEGEND

HIGHWAY	
LOCAL ROADS	
RAILWAY	

Schedule B – Cost Sharing Schedule

Operational Funding Provided by Kneehill County

Base Funding: \$42,840 annually beginning in 2020 with a 2% increment each year beginning January 2021.

Capital Ownership and Replacement Cost on Fire Apparatus

Capital Equipment	Year	Life	Replacement Value	COUNTY %	ACME %	KC \$ Annual	ACME \$ Annual
KC-Tender 25	2005	20 Years	475,000	100	0	23,750	0
KC-Engine 21	2020	20 Years	525,000	70	30	18,375	7875
Acme-Squad 24	1997	20 Years	150,000	0	100	0	7,500
Acme-Brush 27	2011	15 Years	100,000	0	100	0	6667

NOTE: To justify the ownership of each unit going forward, the following consideration will take place effective January 1, 2020:

The Village of Acme will purchase 30%-of Engine 21 (new in 2020) for \$157,500.00, payable to the County in increments of \$15,750.00 per yer for a period of 10 years.

Insurance

Each municipality will be responsible for their proportionate share of insurance premiums as per the ownership/title schedule above. The municipality that owns the majority share of a unit shall be responsible for insuring said unit.

Insurance claim submission/processing will be handled by the municipality who owns the majority share of the unit.

Insurance claim "payouts" will be paid to each municipality as per their proportionate share of units as indicated above and will be used for replacement purposes, unless otherwise agreed to by the parties.

Dispatch Services

2020: \$2.56 per capita
 2021: \$2.65 per capita
 2022: \$2.74 per capita
 2023: \$2.84 per capita
 2024: \$2.94 per capita

Billable Services

The Village will receive 100% of the revenue for provincial highway response billable services and shall be responsible to issue all invoices for provincial highway response billable services carried out by the fire department.

Each municipality may have the ability for billable fire services beyond provincial highway response under each jurisdiction's bylaws. Each municipality will be responsible for the invoicing of these services, if deemed necessary as per each jurisdiction's bylaw and will be entitled to receive that revenue.

Other

Base Costs (each municipality, no compensation)

- Administration and staff
- Training and development
- Freight and postage
- Communications
- Advertising and subscriptions
- Memberships and medical registrations
- Officer development
- Firefighters remuneration
- Small equipment better
- Fire prevention program

Variable Costs (each municipality, compensation other means)

- Fire Safety Codes Investigations (Quality Management Plan)
- Costs related to insurance claims
- Costs related to calls for service

MEMORANDUM OF AGREEMENT

to Assist Recreational Operations

THIS AGREEMENT made effective this 1st day of January, 2020 between:



KNEEHILL COUNTY, hereafter known as the County,

and the



VILLAGE OF ACME, hereafter known as the Village.

WHEREAS, all municipalities in Alberta that share a boundary are required to provide for the integrated and strategic planning, delivery and funding of intermunicipal services, and

WHEREAS, Intermunicipal Collaboration Framework (ICF) agreements for adjacent municipalities must be completed by April 1, 2020, and

WHEREAS, the requirements of ICF's are broadly described in Sec. 708.28 - 708.43 of the Municipal Government Act (MGA) and in ICF Regulation 191/2017, and

WHEREAS, recreation is one of six (6) named elements that must be addressed in ICF discussion, and

WHEREAS, both the County and the Village contribute toward facilities for recreation for the residents of the Village and the County, and

WHEREAS, the County has historically provided funding for the operation of Recreation Facilities within the Village;

NOW THEREFORE The County and Village mutually agree as follows:

1. The County will provide to the Village \$37,500 annually in support of Recreation Facilities located within the Village.
2. The term of the agreement will be from January 1, 2020 to December 31, 2024.
3. The Village will ensure that the County's contribution will go toward funding recreation programs and facilities, not simply Administration overheads. The specific recreation priorities/facilities for which the funding is applied to shall be determined by the Village.

4. The Village acknowledges that the County owns and operates recreation facilities that are of benefit to the Village. The County agrees that there will be no request for reciprocal recreation funding from the Village towards County recreational facilities owned and operated by the County for use by Village residents.
5. The Village will provide the County with an accounting of how the funds provided by the County were utilized. This accounting will be provided to the County prior to the current year's funds being provided.

In Witness whereof Kneehill County has hereunto affixed its corporate name and seal this 19th day of Apr. 7 2020 and the Village of Acme has hereunto affixed its corporate name and seal this 23rd day of MARCH 2020.

Kneehill County

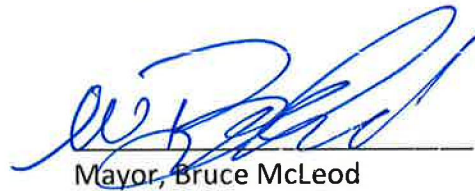


Reeve, Jerry Wittstock



CAO, Mike Haugen

Village of Acme



Mayor, Bruce McLeod



CAO, Gary Sawatzky

LINDEN TRANSFER STATION
(for access by Acme Residents)
Effective January 1, 2020

MEMORANDUM OF AGREEMENT MADE EFFECTIVE THIS 1ST DAY OF JANUARY, 2020.

BETWEEN:



KNEEHILL COUNTY
BOX 400, THREE HILLS, ALBERTA
T0M 2A0
(hereinafter called the "County")

AND



THE VILLAGE OF ACME
BOX 299, ACME, ALBERTA
T0M 0A0

Whereas the County operates a waste disposal/recycling site on land which it owns, namely – Part of the North West of Section 19, Township 30, Range 25, West 4th Meridian in the Province of Alberta, commonly known as the Linden Transfer Station.

And Whereas the layout of the waste disposal site is shown on the site plan "A" attached to and forming part of this agreement and same includes:

- a) Two metal transfer bins used for temporary storage for household garbage
- b) A site for recycling paint, electronics and car batteries
- c) A site for recycling of scrap metal, white metal and wire
- d) A site for recycling of tires
- e) A site for recycling cardboard and newsprint
- f) A site for burning clean burnable materials such as trees, branches and clean lumber

It is hereby agreed that hazardous materials such treated grain, agriculture plastic containers/packaging of pesticide or herbicide chemicals, antifreeze, oil or oil products, or other materials deemed unacceptable by Kneehill County Bylaw 1684, and amendments thereto, shall not be disposed of at the transfer site.

NOW THEREFORE THE PARTIES HERETO MUTUALLY AGREE AS FOLLOWS:

THE TERM:

1. The term of this agreement will be from January 1, 2020 to December 31, 2024.

THE COUNTY:

1. Will allow its said land to be used by any County resident and Village of Acme resident for disposal of household garbage and other refuse, in accordance with the terms of this agreement.
2. Will accept responsibility for the operation and maintenance of the garbage transfer site including but not limited to, recycling containers for cardboard and newsprint, car battery recycling, scrap metal recycling, e-waste recycling, tire recycling, snow removal and grass cutting.
3. Will accept responsibility for the operation and maintenance of all buildings on site including but not limited to, site office, site restroom facilities.
4. Will hire, compensate, supervise, train and be responsible for the site attendant and will also carry the appropriate liability, property damage, fire and theft insurance as may be required in connection with the operation of the said site.
5. Will continue its membership and participation in the Drumheller and District Solid Waste Association.
6. Will ensure that the site is operated and maintained in a manner satisfactory to the Province of Alberta as required under the Environmental Protection Act. Will accept all liability for the reclamation and/or clean-up due to non-compliance issues which may be required by the Province of Alberta under the Environmental Protection Act or other subsequent acts and regulations.

THE VILLAGE OF ACME:

1. Will assume and accept to pay to the County a one-time flat fee per calendar year to offset costs for operation and maintenance of the transfer station site. This flat fee payable annually to the County will be \$2,700.00 beginning January 1, 2020 for the duration of the agreement.
2. Will continue its membership and participation in the Drumheller and District Solid Waste Association.

GENERAL TERMS:

1. The site is to be adequately and properly supervised during business hours for public use.
2. The site is to be open to the public a minimum of three days a week.
3. The Village of Acme residents will have access to the site during regular scheduled hours to dispose of any material accepted at the site.

4. The terms of this agreement may be changed if mutually agreed upon by the parties hereto, and will continue on a year to year basis.
5. The agreement may be terminated by provisions of six (6) months written notice by either party and negotiations would be entered into to determine how any assets acquired under this agreement are to be disposed of, and what compensation, if any, is payable to either party by the other as a result of terminating this agreement. If a satisfactory solution cannot be reached, both parties agree to enter into binding arbitration as provided for under the rules and regulations of the Arbitration Act of Alberta.

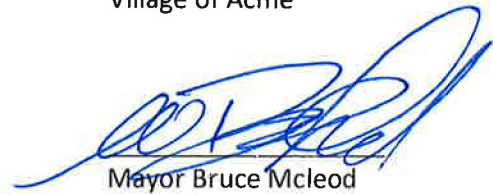
In Witness whereof Kneehill County has hereunto affixed its corporate name and seal this 14th day of April 2020 and the Village of Acme has hereunto affixed its corporate name and seal this 23rd day of MARCH 2020.

Kneehill County


Reeve Jerry Wittstock


CAO Mike Haugen

Village of Acme


Mayor Bruce Mcleod


CAO Gary Sawatzky

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ACME TRANSFER STATION AGREEMENT

Effective January 1, 2020

MEMORANDUM OF AGREEMENT MADE EFFECTIVE THE 23RD DAY OF MARCH 2020

BETWEEN:



KNEEHILL COUNTY
BOX 400, THREE HILLS, ALBERTA
TOM 2A0
(hereinafter called the "County")

AND



THE VILLAGE OF ACME
BOX 299, ACME, ALBERTA
TOM 0A0
(hereinafter called the "Village")

Whereas the Village operates a waste disposal site on land which it owns, namely – Part of the South West of Section 19, Township 29, Range 25, West 4th Meridian in the Province of Alberta.

And Whereas the layout of the waste disposal site is shown on the site plan "A" attached to and forming part of this agreement and same includes:

- a) Transtor bins used for temporary storage for household garbage as determined by Drumheller and District Solid Waste Management Association
- b) A site for recycling paint, oil and car batteries
- c) A site for storage of compost material such as grass clippings, leaves, garden waste and vegetable food waste
- d) A site for recycling cardboard and newsprint

It is hereby agreed that hazardous materials such as treated grain, plastic containers/packaging of pesticide or herbicide chemicals, antifreeze, shall not be disposed of at the transfer site.

NOW THEREFORE THE PARTIES HERETO MUTUALLY AGREE AS FOLLOWS:

THE TERM:

1. The term of this agreement will be from January 1, 2020 to December 31, 2024.

THE VILLAGE:

1. Will allow its said land to be used by any County resident or Village resident for disposal of household garbage and other refuse, in accordance with the terms of this agreement.
2. Will accept responsibility for the operation and maintenance of the garbage transfer site including but not limited to, recycling containers for cardboard and newsprint, used oil and car battery recycling, accepted compost, snow removal and grass cutting.
3. Will accept responsibility for the operation and maintenance of all buildings on site including but not limited to, site office, site restroom facilities.
4. Will hire, compensate, supervise, train and be responsible for the site attendant and will also carry the appropriate liability, property damage, fire and theft insurance as may be required in connection with the operation of the said site.
5. Will dispose of its household garbage in transfer bins and continue its membership and participation in the Drumheller and District Solid Waste Association.
6. Will ensure that the site is operated and maintained in a manner satisfactory to the Province of Alberta as required under the Environmental Protection Act. Will accept all liability for the reclamation and/or clean-up due to non-compliance issues which may be required by the Province of Alberta under the Environmental Protection Act or other subsequent acts and regulations.
7. The Village agrees that \$3,000 of the annual funds received from Kneehill County each year, will be placed in a capital replacement fund. At any given time, the Village may utilize these funds for up to 50% of the capital costs at the waste disposal site. Capital expenditures, which fall outside of this fund, are to be mutually agreed upon by both parties before proceeding with expense. To account for the budgeting procedure, proposed capital projects are to be agreed upon by September 1st of the preceding year.
8. Any capital costs or projects over and above this threshold will be negotiated separately between the Village and County. Capital is a non-financial asset with a physical substance that:
 - Is used on a continuing basis for operations.
 - Has an economic useful life beyond one year.
 - Is not for sale in the ordinary course of operations.
 - Has a value of \$5000.00 or more.Examples of possible capital projects include construction/replacement of site buildings, cement pads, barriers, fencing, etc.

THE COUNTY:

1. Will assume and accept to pay to the Village a one-time flat fee per calendar year to offset costs of the transfer station site. This flat fee payable annually to the Village will be \$21,500 beginning January 1, 2020 for the duration of the agreement.

2. Will maintain its membership and participation in the Drumheller and District Solid Waste Association.

GENERAL TERMS:

1. The site is to be adequately and properly supervised during business hours for public use.
2. The site is to be open to the public a minimum of three days a week and the hours of operation are to be mutually agreed upon by the Village and the County.
3. The Village, its agents or employees, will retain unlimited access to the site in order to dispose of any waste generated by and or collected by the Village; however, the site shall not be open to the public during that time.
4. Kneehill County residents will have access to the site during regular scheduled hours to dispose of any material accepted at the site.
5. The operation and maintenance of this site is to be satisfactory to both the Village and the County.
6. The agreement may be terminated by provisions of six (6) months written notice by either party and negotiations would be entered into to determine how any assets acquired under this agreement are to be disposed of, and what compensation, if any, is payable to either party by the other as a result of terminating this agreement. If a satisfactory solution cannot be reached both parties agree to enter into binding arbitration as provided for under the rules and regulations of the Arbitration Act of Alberta.

In Witness whereof Kneehill County has hereunto affixed its corporate name and seal this 19th day of April 2020 and the Village of Acme has hereunto affixed its corporate name and seal this 23rd day of MARCH 2020

Kneehill County

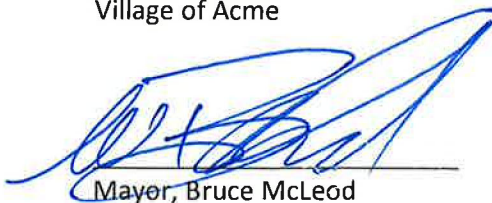


Reeve, Jerry Wittstock



CAO, Mike Haugen

Village of Acme



Mayor, Bruce McLeod



CAO, Gary Sawatzky

ENFORCEMENT SERVICES AGREEMENT

ENTERED INTO THIS 1st DAY OF April 2022

BETWEEN:

KNEEHILL COUNTY

A Municipal Corporation in the Province of Alberta (the "County")
OF THE FIRST PART -and

THE VILLAGE OF ACME

A Municipal Corporation in the Province of Alberta (the "Village")
OF THE SECOND PART

WHEREAS the County has employed a Peace Officer/Bylaw Officer to supply Peace Officer/Bylaw Officer Services to the County;

AND WHEREAS the Village desires to enter into an agreement with the County to obtain Peace Officer/Bylaw Officer Services within the boundaries of the Village;

AND WHEREAS the Peace Officer(s) employed by the County has been appointed by the Alberta Solicitor General as having jurisdiction to enforce specified statutes within the Province of Alberta;

AND WHEREAS the Peace Officer Act, Statutes of Alberta, 2006, c.P-3.5 and amendments thereto, requires that an agreement be entered into between the County and the Village respecting the provision of Peace Officer/Bylaw Officer Services through the employment of a common Peace Officer/Bylaw Officer;

NOW THEREFORE this Agreement witnesses that in consideration of the terms and conditions contained in this Agreement, the County and the Village agree as follows.

1. Purpose

The County agrees to supply to the Village, Enforcement Services through the Peace Officer/Bylaw Officer employed by the County. The Enforcement Services provided to the Village shall mean:

- i) Enforcement of the Village Bylaws within the boundaries of the Village, however does not include the capture/collection of animals.
- ii) Enforcement related educational programs when/where possible: based on Peace Officer/Bylaw Officer knowledge, skill set and available resources.
- iii) Enforcement of legislation as described within the Peace Officer's Appointment within Village boundaries.
- iv) Patrol Services in relation to the Traffic Safety Act, and within the Peace Officer's Appointment.

2. Fulfillment of Services

- i) In accordance with Kneehill County Public Safety Policies and Procedures as amended from time to time.
- ii) In accordance with Alberta Solicitor General Peace Officer Manual, as amended from time to time.
- iii) In accordance with Village's Enforcement Bylaw, other bylaws and policies.



- iv) Response to bylaw complaints or issues shall be through the direction of Village Chief Administrative Officer or their designate.

3. Cost of Services

- i) The hourly service will be at \$85 in 2022, \$87 in 2023, \$90 in 2024.
- ii) The hourly service will include the complete time taken on the file, including but not limited to bylaw research, investigation, enforcement procedures, and creating documentation/reports.
- iii) With respect to Bylaw enforcement only, the County agrees to supply Enforcement Services as required for court preparation and attendance at the hourly cost identified above in 3(i). Any other court and/or legal costs incurred because of prosecution for Bylaw will be the responsibility of the Village. All costs associated with the enforcement of Provincial statutes will be the responsibility of the County.

4. Fines Revenues

Fine revenues shall be directed to the Village with respect to enforcement of Village Bylaws. Provincial Statute fine revenues shall be directed to the jurisdiction as a partial cost recovery for Provincial Statute enforcement services.

5. Professionalism

Community Peace Officers are established under the Peace Officer Act and are sworn under oath to perform duties within their Solicitor General Appointment Level and within the legislation on their Appointments. The Code of Conduct is specific, and professionalism is held to the highest standard. Should there be a complaint on the professionalism of a Peace Officer, there are certain procedures that are legislated, and must be followed.

6. County Responsibilities

- i) The County agrees to absorb certain expenses associated with providing Enforcement Services in the Village, including office supplies, equipment, training and education, uniforms, travel, employee salary and benefits
- ii) The County shall maintain general liability insurance coverage covering the Enforcement Services provided under this Agreement with the Village being added as named insured under the said coverage.
- iii) The County agrees to indemnify and save harmless the Village agents, servants, officers, elected officials, or employees) with respect to any claim, action, suit, proceeding or demand, made or brought against the Village (or any of them, their agents, servants, officers, elected officials, or employees) by any third party with respect to any occurrence, incident, accident, or happening relating to the provision of Enforcement Services pursuant to this Agreement, excepting any occurrence, incident, accident involving gross negligence or intentional torts by the Village (or any of them, their agents, servants, officers, elected officials, or employees).
- iv) The County will provide a statistical report upon invoicing.



6. Village Responsibilities

- i) The Village agrees to indemnify and save harmless the County agents, servants, officers, elected officials, or employees) with respect to any claim, action, suit, proceeding or demand, made or brought against the County (or any of them, their agents, servants, officers, elected officials, or employees) by any third party with respect to any occurrence, incident, accident, or happening relating to the provision of Peace Officer/Bylaw Services pursuant to this Agreement, excepting any occurrence, incident, accident involving gross negligence or intentional torts by the County or any of them, their agents, servants, officers, elected officials, or employees).
- ii) The Village acknowledges that any complaint received by it in writing, with respect to the provision of a Community Peace Officer regarding officer misconduct shall be immediately forwarded to the County Chief Administrative Officer. Any disciplinary action taken against the Enforcement Officer because of these complaints shall be administered by the County as outlined in the Alberta Peace Officer Manual and Kneehill County's policies. Time required for the County Chief Administrative Officer or designate to investigate bylaw complaints brought forward will be invoiced to the Village on a cost recovery basis.
- iii) The Village may request further reporting details, however some information may be retracted, depending on FOIP requirements.

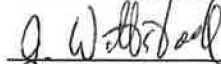
7. Term

- i) The term of this Agreement shall commence on April 1, 2022 through to December 31, 2024.
- ii) The Agreement may be extended for an additional 3 (three) years should either party does not request changes, at an incremental cost of services of 3% annually.
- iii) Should Kneehill County's Authorized Employer status, through the Alberta Solicitor General Peace Officer Program, be terminated, then this Agreement may be terminated.
- iv) The County may terminate this Agreement without cause by providing 90 (ninety) days written notice to the Village.
- v) The Village may terminate this Agreement without cause by providing 90 (ninety) days written notice to the County.

This agreement rescinds all previous agreements with respect to Peace Officer/Bylaw enforcement services provided by Kneehill County effective on date noted in line 1.

IN WITNESS OF THE FOREGOING, the parties have executed this Agreement, as of the aforementioned day and year.

KNEEHILL COUNTY




Jerry Wittstock, Reeve



Mike Haugen, CAO

VILLAGE OF ACME



Bruce McLeod, Mayor



Gary Sawatzky, CAO



Subject: **AltaLink Update on the Lone Butte Solar Connection Project**
 Meeting Date: Tuesday, January 14, 2025
 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:

Colin Harvey, Municipal & Community Relations Manager and Stephanie Mitchell, Right of Way Planner from AltaLink are scheduled to present to Council at today's meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The desired objective of the presentation today is for information purposes only and to update Council on the Lone Butte Solar Connections Project.

FINANCIAL & STAFFING IMPLICATIONS:

There is no financial or staffing implication by accepting the recommended motion.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

1. Delegation Request Form
2. AltaLink Presentation Slides

COUNCIL OPTIONS:

1. Receive for Information
2. Request further information.



3.

RECOMMENDED MOTION:

That Council receive for information the AltaLink Presentation regarding the Lone Butte Solar Connection Project.

FOLLOW-UP ACTIONS:

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:** Tuesday, January 14, 2024 @ 10:00 a.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.
- Kneehill County Council values respectful and constructive proceedings. All presenters are expected to engage with Council, staff, and other attendees in a courteous manner. Disrespectful or inappropriate behaviour will not be tolerated and may result in the Chairperson concluding the presentation. The Chairperson may also direct anyone causing a disturbance or acting improperly to leave the meeting.
- The purpose of a delegation is to provide information to Council. The delegation is not intended to be a “back and forth” engagement or to function as a “question period”.

PRESENTER DETAILS

Name: (Person Making presentation) Colin Harvey/Stephanie Mitchell

Company or Group Represented: AltaLink

Contact Number: _____

Email: _____

Mailing Address: _____

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.):

AltaLink has a proposed project that will connect the Acconian Energy Canada Global Inc.'s solar farm to the Alberta Grid. AltaLink is proposing to connect the project with approximately 17 kilometres of new 240 kilovolt (KV) transmission line, of which approximately 3 to 7 kilometres would be within Kneehill County, depending on the final route approved by the Alberta Utilities Commission.

AltaLink is beginning consultation with stakeholder in January 2025 and intends to file an application with the Alberta Utilities Commission in November 2025.

PURPOSE OF PRESENTATION

Information Only Request Action/Support Request Funds Other

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

To inform council of the project and answer any questions council may have.

- *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.

Lone Butte Solar Connection Project

Colin Harvey– Municipal and
Community Relations Manager

Stephanie Mitchell – Right-of-Way
Planner

January 14, 2025

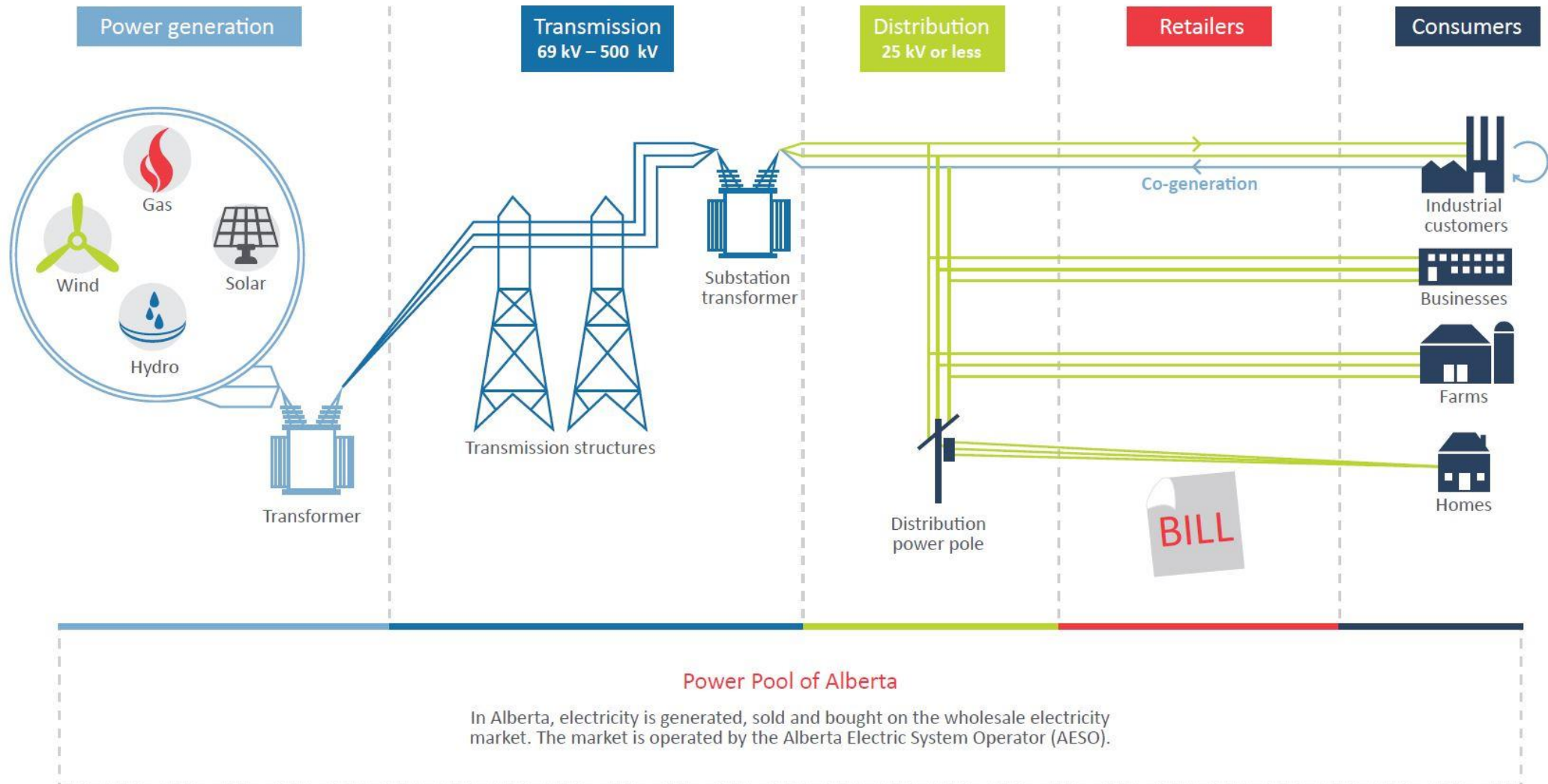


AltaLink is Alberta's largest electricity transmission provider

- 100% focused on energy solutions
- More than 13,000 km of lines and 300 substations
- Backbone of Alberta's electricity grid
- Serving 85% of Albertans
- Owned by Berkshire Hathaway Energy



The flow of power in Alberta



Key Industry Players

Alberta Electric System Operator (AESO)

Independent, not-for-profit system
planner

Alberta Utilities Commission (AUC)

Independent regulatory body

Transmission Facilities Owner (TFO)

Own and operate transmission facilities

Distribution Facilities Owner (DFO)

Own and operate distribution facilities

Fortis/REA

Lone Butte Solar Connection Project – Project Overview

- Purpose of the project is to connect Acciona Energy Canada Global Inc.'s solar project (located in Kneehill County) to the electrical grid.
- To achieve this connection, AltaLink is proposing to construct up to 17 kilometres of new 240 kilovolt (kV) transmission line.
 - The new transmission line will run between Acciona's proposed Lone Butte Substation (located in Kneehill County) and AltaLink's existing 929L transmission line (located in Mountain View County)

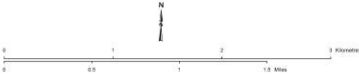
Lone Butte Solar Connection Project – Project Overview



How to read your map
 This map will help you locate proposed routes in relation to your property. The side titled Detail Base highlights routing criteria such as residences and environmental considerations. The side titled Detail Photo is an aerial image and provides landscape details. The black dots and corresponding letters and numbers (for example A1) will help you identify the route you are closest to.

LEGEND
 ● Point Designation
 — Potential Transmission Line
 — Existing Transmission Line
 — Potential Customer Substation
 — Potential Substation Target Area
 ● Residence
 ● Wellsite
 — Municipal or County Boundary
 — Pipeline
 — River or Stream
 — Road
 — Crown Land
 — Environmentally Significant Area
 — Water Body

NO. 10
 Drawn: Ch. Hester REVISION: 01/01/2024
 FILE NO. Lone Butte DP DATE: 2024-11-19
 Although there is no warranty or liability that there are any errors associated with the data used to generate this product or in the product itself, users of these data are advised that errors in the data may be present.
 Photographs dated 2022. Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



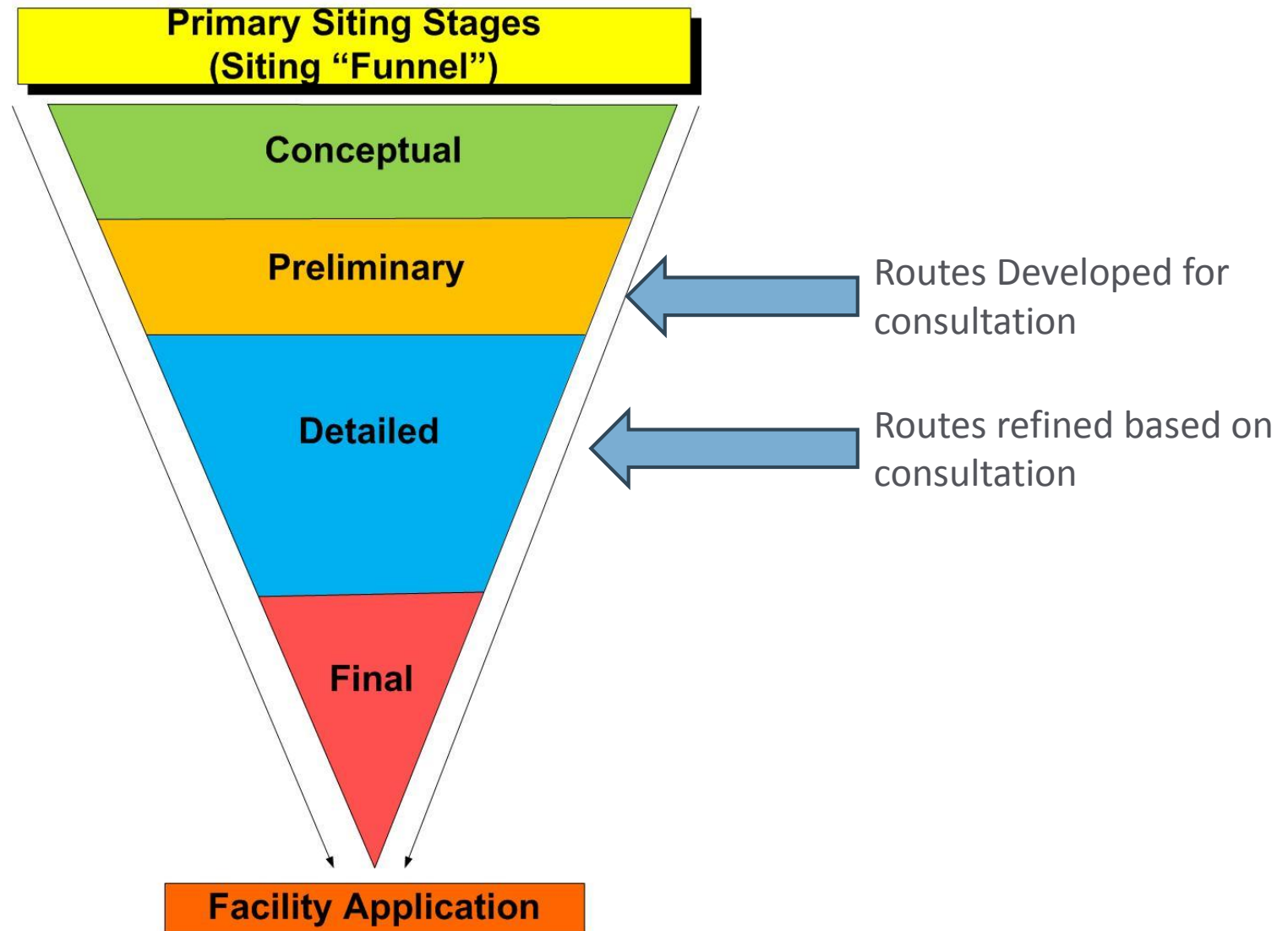
DETAIL PHOTO DP1

POTENTIAL
 Lone Butte Solar Connection Project
 240 KV TRANSMISSION LINE

Proposed Structure Types

Location	Route details
<p>North option (A1-C10-C100)</p>	<p>The north route option will be primarily located on quarter line. The proposed structures on this route option will be:</p> <ul style="list-style-type: none"> • H-Frame structures • made of steel or wood • between 18-26 metres tall <p>A right-of-way of approximately 35 metres will be required (17.5 metres on either side of the quarter line.)</p> <div data-bbox="1584 211 1893 649" data-label="Image"> </div> <p data-bbox="1584 668 1893 721"><i>The H-Frame structures will look similar to the above.</i></p>
<p>Central option (A1-A10-A15-B100)</p> <p>South option (A1-A10-A15-A40-A100)</p>	<p>The central and south route options will primarily be located within road allowance. The proposed structures on these route options will be:</p> <ul style="list-style-type: none"> • monopole structures • made of steel or wood • between 30-40 metres tall <p>A right-of-way of approximately 15 metres on property will be required.</p> <div data-bbox="1584 759 1893 1225" data-label="Image"> </div> <p data-bbox="1584 1243 1893 1296"><i>The monopole structures will look similar to the above.</i></p>

Siting Process



Who do we talk to?

- Affected Landowners
- First Nations
- Industry stakeholders (O & G, telecommunications, etc.)
- Environmental organizations
- Local and provincial governments (elected officials and planning departments, other departments as required)

Identifying Route Options

- Factors used to identify and refine route options include:
 - Agricultural
 - Residential
 - Environmental
 - Existing infrastructure (oil and gas infrastructure, irrigation, etc.)
 - Other considerations (shelterbelts, airports, etc.)

Project Schedule

Notify and Consult with Stakeholder	January to November 2025
File Facility Application with AUC	November 2025
Start Construction if Approved	January 2027
Construction Completion	July 2027

Thank You

Email:

Colin.Harvey@altalink.ca

Subject: **Travel Drumheller Request to Support Agri-Tourism in Kneehill County**
 Meeting Date: Tuesday, January 14, 2025
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager
 Presented By: Wendy Gerbrandt, Economic Development 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:

Danny Page from Travel Drumheller presented at today’s meeting. Danny is currently a consultant for Travel Drumheller and has a background in tourism, education, and small business.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The purpose of today’s presentation was to provide an update on upcoming Travel Drumheller initiatives for Kneehill County to consider participation and collaboration. Travel Drumheller, as part of the Destination Development Plan, is developing partnerships with municipalities, businesses (producers, processors, chefs), community groups and individuals (youth, entrepreneurs) to create authentic experiences throughout the year to attract visitors to the region.

These experiences include 2 – 4 Farm to Fork long-table style events, Outdoor farm-based experiences for summer 2025 and seasonal indoor/outdoor events winter 2025/26 season.

The goal is to further enhance Agritourism in the region by highlighting the opportunities and benefits it brings to local businesses, families and farms in a complimentary way to existing Agriculture focused programs.

FINANCIAL & STAFFING IMPLICATIONS:

Kneehill County Administration time would be required to support in connecting Travel Drumheller to the necessary producers, businesses, and individuals to support the development and implementation of these initiatives. Administration has previously supported these initiatives through its operations in the Country Market and Long-table, however, the time involved would be substantially less as the goal is to build capacity for industry to organize and execute the event.

Financial implications would be for the County, through Economic Development budget, to provide a contribution to support Travel Drumheller in developing these experiences with businesses for the region. This could be considered upon the development of program goals and objectives to confirm alignment with the goals of Kneehill County’s Strategic Plan and the Economic Development Plan.



RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:

Individual Notification

Other:

ATTACHMENTS:

Travel Drumheller Presentation Slides

Travel Drumheller One-Pager

Travel Drumheller Delegation Request Form

COUNCIL OPTIONS:

1. That Council receive the Travel Drumheller report as information and for Administration to review for potential collaboration.
2. That Council request additional information.

RECOMMENDED MOTION:

That Council receive the Travel Drumheller report as information and direct Administration to determine potential areas of collaboration.

FOLLOW-UP ACTIONS:

Administration will contact Travel Drumheller to discuss the potential for collaboration in alignment with Kneehill County's Strategic and Economic Development Plan.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved- 

January 14th Presentation

Kneehill County

Agritourism & The Longtable Event(s)

Presenter Name (Title):

Danny Page – Training & Development Consultant for Travel Drumheller

Topic of Presentation:

Brining back the LongTable event for Summer 2025. The piloting 2-3 other similar Agri-Tourism / Farm-Fork focused events in the Kneehill County & Surrounding area over the next 12-24 months.

The Purpose:

To start to rebuild a focus for the area on AgriTourism and highlight the benefits it could bring to local businesses, families and farms in a complimentary way to Agriculture focused programs already in existence. Not as a replacement.

The Request:

Looking for local support and interest in doing so. This is not an initiative that would be piloted without the local County's support and desire to engage.

The main purpose of these programs is to first involve, organize and build from the ground up with locals and then push out to market, promote and try to attract Calgary and other surrounding area visitors to the area to attend these events. But everything first must start locally, and it must be something that locals are interested and wanting.

The Why Now:

I am currently on contract with Travel Drumheller and have some budget and time to put towards this until September 2025. There is possible opportunities and funding coming that may be able to extend my time and efforts for the area to work on projects like this, however that is not guaranteed. What is guaranteed is that I am here now, available and keen to help and support now. And we have identified the LongTable event as a great way to start building some training, workshops and local business and youth (high school and post secondary) development programming around the process of brining back this event and hosting others just like it in Kneehill County.

Thank You

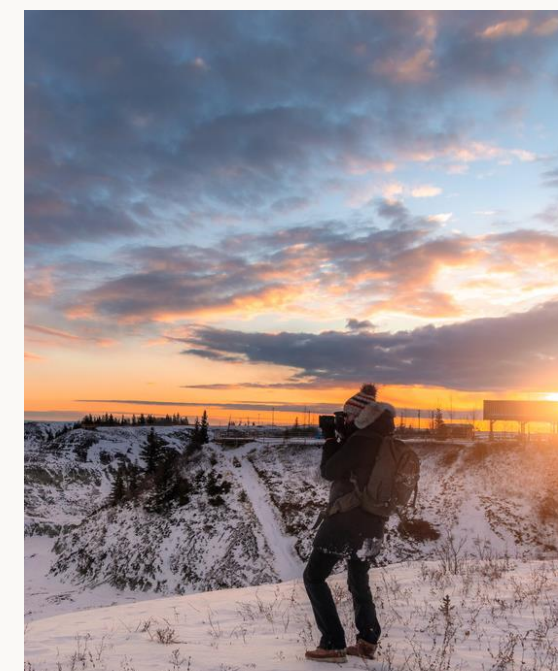


Unearth the Unexpected

Travel Drumheller

PRESENTATION TO KNEEHILL
JANUARY 2025
TRAINING & DEVELOPMENT

A truly
iconic
destination





Supporting Agri-Tourism in Kneehill County

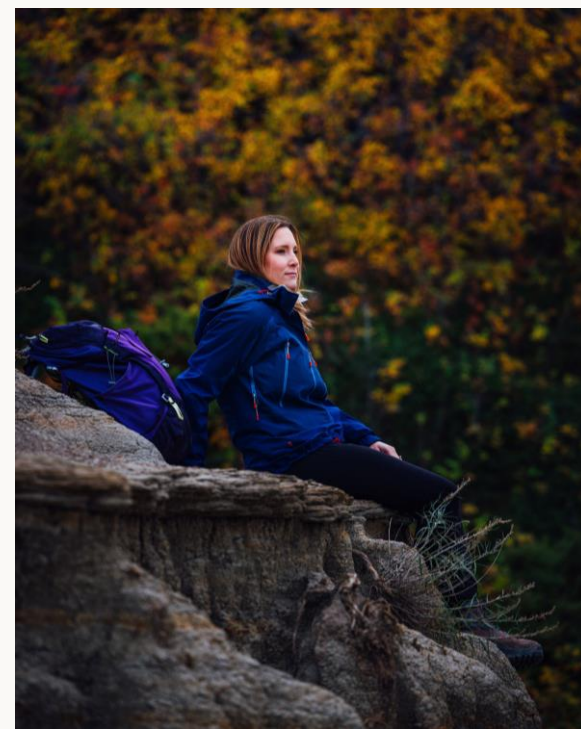


Introducing: Danny Page

- Consultant for Travel Drumheller
- Background in tourism, education, and small business

Objective:

- Propose agri-tourism and farm-to-fork events
- Celebrate local strengths and create sustainable opportunities



"Supporting rural communities by highlighting what makes Kneehill County special."



Celebrating Kneehill County's Unique Offerings

Community Strengths:

- Open spaces and beautiful landscapes
- Family traditions and community values

Goals:

- Preserve the essence of rural life
- Enhance with controlled, well-managed tourism
- Engage youth and support local economic growth



Agri-Tourism & Farm-to-Fork Events

Event Plan:

- 2-4 Farm-to-Fork, Longtable-style events
- Summer 2025: Outdoor farm-based experiences
- Winter 2025-26: Seasonal indoor/outdoor events

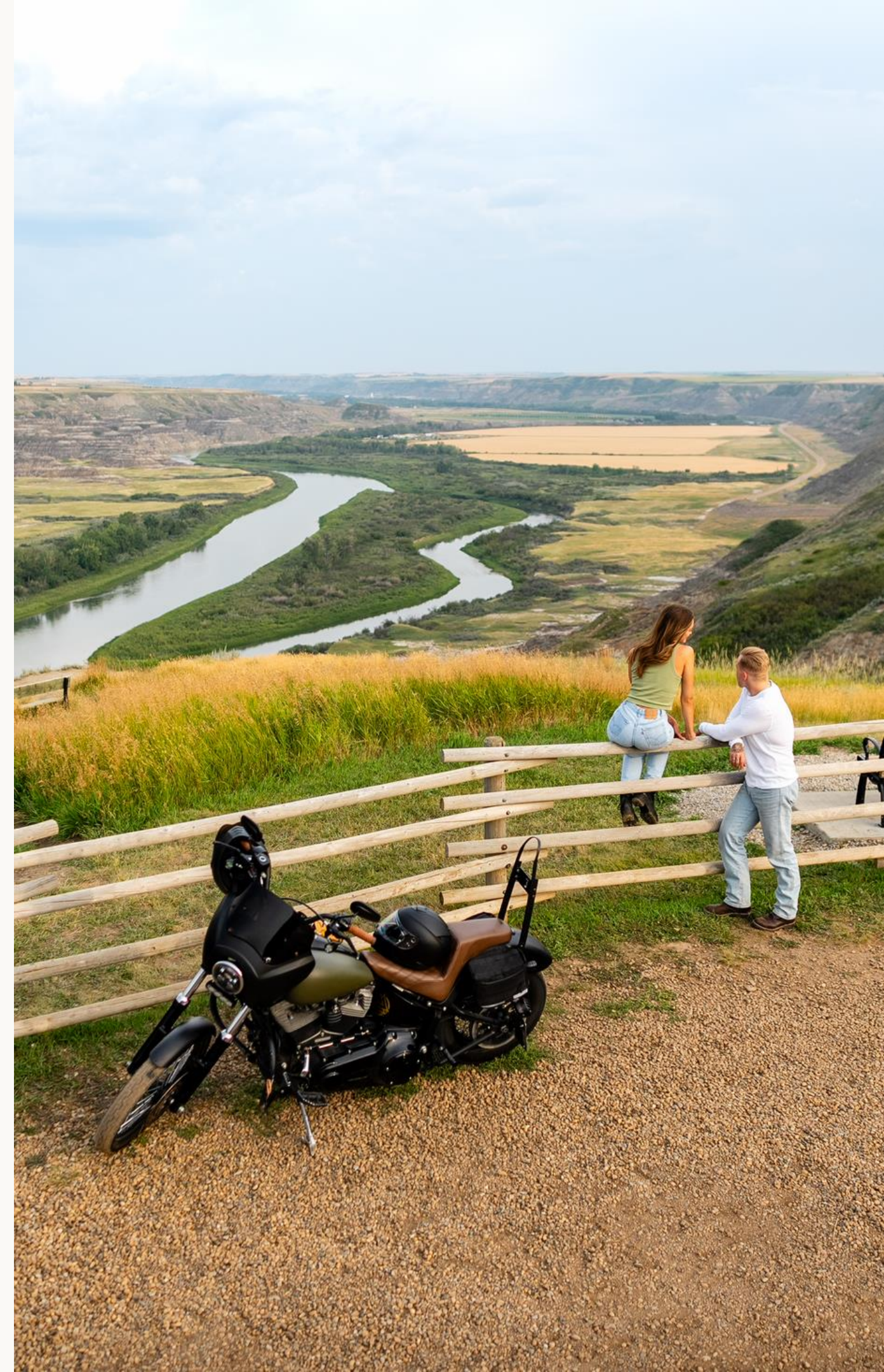
Community Involvement:

- Local farms, chefs, businesses, youth, breweries

First Year Focus:

- Subsidized costs, invite key industry guests

*"Quality events that showcase Kneehill
County's best."*





Why Now? Key Tourism Trends

Emerging Trends (Destination Canada):

- Social Change: Demand for local, authentic experiences
- Disconnect to Reconnect: Desire to escape digital overload
- Responsible Travel: Support for local businesses

Economic Impact:

- Alberta Tourism (2022):
 - 100,000 jobs
 - \$9.16 billion in GDP (46% from food, beverage, and accommodation)



Next Steps & Support

Funding Opportunities:

- Travel Alberta, Government Grants

What's Needed:

- Community support for pilot events
- Feedback and collaboration

Vision for 2026:

- Invite stakeholders like Minister Joseph Schow
- Create a sustainable model for ongoing success

"Complement, not disrupt - enhancing what already makes Kneehill County great."



Any Questions?

“Destination promotion is a catalyst for community vitality, driving what is needed for a community to become that destination where people want to visit, live, work and play.”

Jack Johnson, Destinations International



Delegation Request Form

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

MEETING DETAILS

Regular Council Meeting Date & Time: January 14, 2025 @ 11:00 a.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.
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- The purpose of a delegation is to provide information to Council. The delegation is not intended to be a “back and forth” engagement or to function as a “question period”.

PRESENTER DETAILS

Name: (Person Making presentation) Daniel Page

Company or Group Represented: Travel Drumheller

Contact Number: _____

Email: _____

Mailing Address: _____

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.):

To present and seek permission, approval and collaboration from the council on piloting (or re-piloting) the Long Table event in Summer 2025 along with 2-3 other Farm to Fark / Agritourism type events to start to build some training and development opportunities within the region for current businesses, youth, and others.

PURPOSE OF PRESENTATION

Information Only Request Action/Support Request Funds Other

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

To seek support, permission and collaboration to promote and organize the Longtable event in Summer 2025 in Kneehill County.

- *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, January 14, 2025
 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-



Kneehill Housing Corporation - Board Meeting Minutes

Regular Meeting - November 27, 2024, at 6:00p.m.

1. Call to Order: 6:12pm

2. Persons Present

- Carrie Fobes, Dennis Hazelton, Bill Cunningham, Sonia Ens, Dennis Kuiken, Laura Lee Machell-Cunningham, Byrne Lammle, Amanda Kinniburgh and Amanda Gill
- Absent: Travis Cormier

3. Agenda Review and Approval

Director Bill Cunningham moved to approve agenda. All In Favor.

4. Agenda Amendments (If required)

Director Bill Cunningham moved to approve agenda. All In Favor.

Carried

5. Approval of Minutes

- October 2, 2024

Director Bill Cunningham moved to accept October 2, 2024, minutes. All in Favor.

Carried

6. Finance – 2025 Budget / Profit & Loss

2025 Golden Hills Lodge budget presented. Finance committee has reviewed.

Director Dennis Hazelton moved to accept 2025 Lodge budget. All in Favor.

Carried

7. Old Business

- Grant Matching funds available – tabled from October 2, 2024
- Board Service Review – tabled from October 2, 2024 – Completed prior to regular meeting.
- Chair Carrie Fobes moved to table grant matching funds to a meeting when funds are needed for a grant, following January meeting. All in Favor.

Carried

8. CAO Report

CAO Gill provided update on Kneehill Housing Corporation.

Director Laura Lee Machelles-Cunningham moved to accept CAO Report. All in Favor.

Carried

9. Board Chair Report

- Discussion on recent reviews with Peninsula.
- Updates on Board policy manual.

10. Committee Reports

- None currently.

11. New Business

- Operations VS Governance discussion
- CAO Gill to track down any previous governance documentation pertaining to Board Bylaws.
- Approval of the Organizational Review Policy.

Director Byrne Lammle moved to approve Organizational Review Policy. All In Favor.

Carried

12. In Camera

Director Dennis Kuiken moved meeting to in camera at 7:24pm. All in favour.

Carried

Director Dennis Hazelton moved meeting out of camera at 7:41pm. All in favour.

Carried

13. Agenda Additions:

Vice Chair Sonia Ens moved to have CAO Gill sign Peninsula agreement for removal. All In Favor.

Carried

Director Byrne Lammle moved to amend signing authority section on Organizational Policy, to ensure it is reviewed during this process, as well as add appointing auditor, and secretary. All In Favor.

Carried

14. Date of Next Meeting

Reviewed all dates presented in agenda for upcoming meetings 2025. Jan 15, Feb 12, March 12, April 16, May 14, June 18, July 16, Sept 17, Oct 15, Nov 19.

Next meeting – January 15, 2025.

15. Adjournment - Adjourned at 7:46pm.

Kneehill Housing Corporation - Board Meeting Minutes

Organizational Review - November 27, 2024, at 6:00p.m.

1. Call to Order: 6:03pm by CAO Amanda Gill

2. Persons Present

- Carrie Fobes, Dennis Hazelton, Bill Cunningham, Sonia Ens, Dennis Kuiken, Laura Lee Machell-Cunningham, Byrne Lammler, Amanda Kinniburgh and Amanda Gill
- Absent: Travis Cormier

3. Agenda Review and Approval

Director Bill Cunningham moved to approve agenda. All In Favor.

Carried

4. CAO Gill asked for nominations for Chair Position:

- Sonia Ens nominated Carrie Fobes.

Director Dennis Kuiken moved seize nominations.

Carrie Fobes accepted chair position.

Chair Carrie Fobes asked for nominations for Vice Chair Position:

- Director Dennis Hazelton declined nomination.
- Director Byrne Lammler declined nomination.
- Director Byrne Lammler nominated Director Sonia Ens.

Director Byrne Lammler moved to seize nominations.

Director Sonia Ens accepted Vice Chair position.

Executive Committee Elections:

- Director Dennis Kuiken
- Chair Carrie Fobes
- Vice Chair Sonia Ens

Finance Committee Elections:

- Director Dennis Hazelton
- Director Laura Lee Machell-Cunningham
- Director Byrne Lammler

Director Sonia Ens moved to seize nominations.

All in favour of committee changes.

Carried

5. Adjournment: 6:12pm

Subject: **Council Follow-Up Action List**
 Meeting Date: Tuesday, January 14, 2025
 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.
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 V	Q3 2024	Two have taken place. We are still working to obtain a knowledgeable speaker regarding the electrical grid.
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	Discussion will be brought to the Jan 14/25 Council Meeting.
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.	bring to Council Jan 14/2	Fallon Sherlock, Wendy Gerbrandt	Q1 2025	Presenting to Council January 14, 2025
25-Jun-24	196/24	That Council direct Administration to investigate options for upgrading the water service to the Three Hills Airport.		Mike Ziehr	Q2 2025	Applicant is currently investigating options and has indicated that they will be in contact with the County in Q2 of 2025 with an update.
20-Aug-24	225/24	That Council restrict use of the Torrington landfill to Kneehill County ratepayers or residents, effective January 1, 2025.	Completed	John McKiernan	Q1 2025	Community information has been developed. Neighbouring communities have been notified, brochures been made to hand out the site, signs for site completed
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	Q1 2025	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	Q1 2025	
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.	Completed	Carolyn Van der Kuil	Q4 2024	Second and Third reading on the December 10th, 2024 Agenda
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	Q1 2025	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	Q1 2025	Developing RFP, Educational component informing Huxley residents of project status will be distributed.
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 Nyman	Q1 2025	Submissions are accepted by the Province in January.
22-Oct-24	360/24	That Council move that Kneehill County participate in the AUC process regarding the Lone Butte Solar Project		Mike Haugen	Ongoing	Legal has been engaged
22-Oct-24	362/24	That Council donate the two Engines (Spare and Kneehill County Three Hills Station) to Alberta Society for Firefighters Abroad Project Paraguay.		Deb Grosfield	TBD	Timing dependant on society.
22-Oct-24	368/24	That Council direct Administration to develop a Kneehill County Governance Model document for Council approval, with funding coming from the 2024 approved Operating Budget.		Mike Haugen	Q1 2025	Intial Meeting has Occurred



Council Action Items

Meeting Date	Motion #	Description/Motion	Action Required	Assigned To	Due Date	Status
12-Nov-24	379/24	That Council direct that Kneehill County send a letter to Minister Neudorf regarding concern about private/business interests attempting to alter the Land Suitability Ranking System.		Mike Haugen	Q1 2025	
12-Nov-24	381/24	That Council direct Administration to draft a policy regarding participation in AUC proceedings.		Barb Hazelton	Q1 2025	Ongoing
26-Nov-24	397/24	That Council move first reading of proposed Bylaw 1910 for the purpose of amending Land Use Bylaw 1808 by redesignation 3.98 acres on a portion of SW 29-31-24 W4, Plan 9410761, Lot 1 from Agriculture District to Light Industrial District.		Barb Hazelton		
26-Nov-24	398/24	That Council move to schedule the Public Hearing, as per Sections 216.4 & 692 of the Municipal Government Act, to be held on January 28, 2025, at 10:00 a.m.	Completed See Motion 418/24	Barb Hazelton		RFD coming back to Council on December 10, 2024 in regards to this motion
26-Nov-24	408/24	That Council direct Administration, in the spirit of cooperation, to arrange a meeting with the Village of Acme, Village of Linden, and Town of Three Hills prior to further readings of proposed Bylaw 1905, Municipal Development Plan, prior to February 28, 2025.		Mike Haugen	Q1 2025	Meeting is set for February 13, 2025
10-Dec-24	414/24	That Council approve the request from the Village of Acme on behalf of the Acme Golf Course for a water connection from Kneehill Countys rural waterline at the rates set forth in the Master Rates Bylaw and in conjunction with Policy 14-17: Non-County Residential Connection to Rural Waterline; pending the result of an updated Water Modelling Study.		John McKiernan		
10-Dec-24	415/24	That Council approve and accept a value of \$16,000 for approximately 2.09 +/- acres of Railway Avenue within the Ex-Hamlet of Allingham.	Completed			
10-Dec-24	4161-417/24	Council moved second and third reading of Bylaw 1906 to pursue the road closure of Railway Avenue within the Ex-Hamlet of Allingham.	Completed			
10-Dec-24	418/24	That Council move to cancel the Public Hearing to be held on January 28, 2025, at 10:00 a.m.	Completed			
10-Dec-24	420/24	That Council direct Administration to bring back further information on the Vegetation Cutting at Hamlet Community Centers report to the January 28, 2024 Council meeting.		Fallon Sherlock, Mike Co	Q1 2025	Pushing back to February as waiting for responses from Community organizations.
10-Dec-24	421/24	That Council motions to repeal Policy 1-32 ASB Administrative-Agriculture Pesticide Container Collection.	Completed	Fallon Sherlock	Q4 2024	Done
10-Dec-24	422/24	That the 2025 Operating Budget in the amount of \$32,127,835, as detailed in Appendix A, be approved.	Completed			
10-Dec-24	423/24	That the ;2025 Operating Budget ;transfers from reserves and contributions to reserves, as detailed in Appendix B, be approved.	Completed			
10-Dec-24	424/24	That the 2025 Capital and Project Budget, and funding sources in the amount of \$8,149,780, as detailed in Appendix C, be approved.	Completed			
10-Dec-24	425/24	That the 2026-2028 ;Operating Forecast (Appendix ;D) and 2026-2030 ;Project Forecast (Appendix ;E), be approved.	Completed			
10-Dec-24	426/24	That Council approve the funding in the amount of \$600.00 to Susan MacKenzie to assist in the costs associated with the Robbie Burns Night, with funding to come from the Rural Resident Connections Grant Policy Program.	Completed			
10-Dec-24	427/24	That Council appoint Carolyn Van der Kuil as the Returning Officer and Ushba Khalid as the Substitute Returning Officer for the 2025 Municipal Election.	Completed			
10-Dec-24	428- 429/24	Council provided second and third reading to Bylaw 1908, 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 Official and Councillors.	Completed			
10-Dec-24	430/24	That Council authorize the Reeve and CAO to sign the Kneehill County Village of Carbon Extension Agreement.		Mike Haugen		In Progress



Council Action Items

Meeting Date	Motion #	Description/Motion	Action Required	Assigned To	Due Date	Status
10-Dec-24	431/24	That Council authorize the Reeve and CAO to sign the Kneehill County Village of Linden Extension Agreement.		Mike Haugen		In Progress
10-Dec-24	432/24	That Council authorize the Reeve and CAO to sign the Kneehill County Town of Trochu Extension Agreement, as amended.		Mike Haugen		In Progress
10-Dec-24	433/24	That Council accept Councillor Fobes statement for information.	Completed			