



COUNCIL MEETING AGENDA

Tuesday, February 11, 2025, 8:00 a.m.

1600 2nd Street NE

Three Hills, AB T0M 2A0

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

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13. Adjourn



Kneehill County
Regular Meeting of Council
Minutes

January 28, 2025, 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
Carrie Fobes, Councillor
Laura Lee Machell-Cunningham, Councillor
Wade Christie, Councillor
Kenneth King, Reeve

Staff Present: Mike Haugen, Chief Administrative Officer
Kevin Gannon, Director of Community Services
Theresa Cochran, Director of Corporate Services
Debra Grosfield, Manager of Protective Services
Will Nyman, Information Management Supervisor
Carolyn Van der Kuil, Legislative Services Manager

1. **Call Meeting to Order**

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

1.1 Agenda

1.1.1 Additions to the Agenda

Addition under Legislative Services

7.6 Women in Business Awards

Additions under Council & Committee Reports

9.1 Agricultural Service Board Conference

9.2 BREWD Launch

9.3 CRMA General Meeting February 7, 2025

1.1.2 Adoption of the Agenda

Resolution: 025/25

Moved by: Councillor Christie

That Council approve the agenda as amended.

CARRIED UNANIMOUSLY

_____Initials

2. Approval of Minutes

2.1 Regular Council Meeting Minutes of January 14, 2025

Resolution: 026/25

Moved by: Councillor Fobes

That Council approves the adoption of the minutes of the January 14, 2025, Regular Meeting of Council, as presented.

CARRIED UNANIMOUSLY

3. Appointments

3.1 STARS Air Ambulance

Jackie Seely from STARS Air Ambulance provided Council an Annual Update.

5. Community Services

5.3 Protective Services

5.3.1 Protective Services Report Jan 2025

Resolution: 027/25

Moved by: Councillor Christie

That Council approves the Protective Services Report January 2025 as presented.

CARRIED UNANIMOUSLY

5.3.2 Appointment of Torrington Fire Chief and Deputy Fire Chief

Resolution: 028/25

Moved by: Councillor Penner

That Council appoints Jason Michielsen as Torrington Fire Chief and Derek Benedict as Torrington Deputy Fire Chief for a two-year term to January 31, 2027. Should either of these members leave the department, their position will be deemed vacant immediately.

CARRIED UNANIMOUSLY

6. Corporate Services

6.1 Sunnyslope ANI Request

The Chair called for a recess at 9:19 a.m. and called the meeting back to order at 9:30 a.m. with all previously mentioned members present.

_____Initials

Resolution: 029/25

Moved by: Councillor Fobes

That Council approve the request from the Sunnyslope Community Association to receive insurance as an Additional Named Insured under the Kneehill County insurance policy with RMA.

CARRIED UNANIMOUSLY

7. Legislative Services

7.1 Master Rates Bylaw #1912

Resolution: 030/25

Moved by: Deputy Reeve McGhee

That Council provide third reading, as amended, to Bylaw 1912, that being a bylaw to establish rates, fees and charges for various operations, products, permits and services.

CARRIED UNANIMOUSLY

7.2 Canada Post Engagement

Resolution: 031/25

Moved by: Councillor Christie

That Council accept the Canadian Union of Postal Workers (CUPW) correspondence for information, as presented.

CARRIED UNANIMOUSLY

7.3 Carbon Management Services Agreement

Resolution: 032/25

Moved by: Councillor Wittstock

That Council authorize the Reeve and CAO to sign the Carbon Management Services Agreement as presented.

CARRIED

7.4 RMA Board Governance Review

The Chair called for a recess at 10:28 a.m. and called the meeting back to order at 10:40 a.m. with all previously mentioned members present.

Resolution: 033/25

Moved by: Deputy Reeve McGhee

That Council accept the RMA Board Governance Review Report for information and Council members can participate individually.

CARRIED UNANIMOUSLY

_____Initials

7.5 RMA Meeting – Minister Dreeshen

Resolution: 034/25

Moved by: Councillor Penner

That Council direct Administration to organize a meeting with Minister Dreeshen at the Spring RMA Conference.

CARRIED UNANIMOUSLY

7.6 Women in Business Award

Resolution: 035/25

Moved by: Councillor Fobes

That Council appoint Councillor Cunningham to the Mountain View & Neighbours Women in Business Award Committee for 2025.

CARRIED UNANIMOUSLY

8. Disposition of Delegation & Public Hearing Business

8.1 STARS Air Ambulance

Resolution: 036/25

Moved by: Councillor Penner

That Council move to approve an annual donation of \$7,500 for a period of three years commencing in 2026 to the Shock Trauma Air Rescue Society.

CARRIED UNANIMOUSLY

9. Council and Committee Reports

Resolution: 037/25

Moved by: Councillor Fobes

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

- Agricultural Service Board Conference
- BREWD Launch
- CRMA General Meeting- February 7, 2025

CARRIED UNANIMOUSLY

10. Council Follow-Up Action List

The Chair called for a recess at 11:45 a.m. and called the meeting back to order at 11:50 a.m. with all previously mentioned members present.

_____Initials

Resolution: 038/25

Moved by: Councillor Christie

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

CARRIED UNANIMOUSLY

11. Closed Session

Resolution: 039/25

Moved by: Councillor Cunningham

That this meeting goes into closed session at 11:55 a.m. for the following reason(s):
Intergovernmental Relations (FOIP-Section 21)
Third Party Business (FOIP-Section 16)
Third Party Business (FOIP-Section 16)

CARRIED UNANIMOUSLY

Resolution: 040/25

Moved by: Councillor Christie

That Council return to open meeting at 12:43 p.m.

CARRIED UNANIMOUSLY

12:43 p.m. - meeting recessed to allow return of public.
12:45 p.m. - meeting resumed.

12. Motions from Closed Session

Resolution: 041/25

Moved by: Councillor Fobes

That Council direct Administration to request information by February 7, 2025, from the Villages of Acme and Linden and Town of Three Hills related to the February 13, 2025, IDP meeting.

CARRIED UNANIMOUSLY

13. Adjourn

The meeting adjourned at 12:47 p.m.

Kenneth King, Reeve

Mike Haugen, CAO

_____Initials

Subject: **Bylaw #1911, Community Aggregate Payment Levy First Reading**
 Meeting Date: Tuesday, February 11, 2025
 Prepared By: Ushba Khalid, Municipal Intern
 Presented By: Ushba Khalid, Municipal Intern

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input checked="" type="checkbox"/>		<input checked="" 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- Municipal Government Act, Part 10, Division 7.1, Alberta Regulation 263/2005

Council Bylaw/Policy - N/A

BACKGROUND/PROPOSAL:

November 19, 2024 Committee of the Whole meeting:

Council was introduced to the provincial Community Aggregate Levy regulation and a draft CAP levy bylaw brought forward by the Administration. Currently, Kneehill County does not have a CAP levy in place.

Since the regulation's introduction in 2006, two-thirds of rural municipalities, including all those bordering the County, have implemented a CAP levy. In line with Council's objective to explore new funding and revenue opportunities, this bylaw is being proposed as a potential revenue source. The Sand and Gravel Association strongly supports this levy, recognizing it as an effective tool to promote the industry while also generating revenue to support municipal initiatives, such as road maintenance.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The Community Aggregate Payment Levy applies exclusively to private pit operators of sand, gravel, and pit-run gravel within Kneehill County's boundaries. Currently, five pits—three gravel pits and two sand pits—would be subject to this levy. Exemptions defined by the Regulation include pits owned or leased by the Crown or the municipality. Entities that operate in multiple municipalities would be subject to the levy (or not) based on the location of the pit. Kneehill County would not receive a levy from pits located in other municipalities.

Administration anticipates generating between \$5,000 and \$10,000 annually from the levy, though this estimate is based on limited data regarding private pit gravel and sand processing within the County. In the initial years, all levy payments are proposed to be directed to the gravel reserve. This strategy allows Administration to assess revenue levels and develop an effective utilization plan. While revenue from the levy may fluctuate, it is intended to serve as supplemental funding for reserves or project support, not as the primary funding source. Projects will not be dependent on the levy to move forward.

The administrative costs of this program will be minimal, as existing staff will be utilized. To ensure efficiency, operators will report their aggregate hauling via an honour system. The administrative tasks are divided into one-time and quarterly responsibilities. One-time tasks, such as setting up the Laserfiche



form and assisting operators with setup, will require about 10 hours. The form will require operators to declare the amount of aggregate hauled from their pits, excluding those aggregates that are exempt from the levy. Quarterly tasks will include 2-4 hours of administrative time. With only five eligible pits, Administration anticipates these tasks will not place a significant strain on resources.

Municipalities bordering Kneehill County have already implemented similar levies. As a result, sand, gravel, and pit-run gravel operators are likely already familiar with this levy structure, which should aide in the implementation of the program.

The administration recommends scheduling the full implementation of the levy for 2026 to allow private aggregate operators sufficient time to incorporate reporting structures and clearly understand requirements.

It is proposed that a detailed timeline will be developed, highlighting key milestones such as system testing and integration phases. Additionally, a support framework will be established, with contact information provided to operators for assistance throughout the process. Regular progress updates and check-ins will be conducted to ensure alignment with the 2026 timeline. Given the small number of operators, a brief pilot phase will be implemented to address any technical or operational challenges before the full rollout in 2026.

FINANCIAL & STAFFING IMPLICATIONS:

The financial implications will result in a revenue increase to Kneehill County by way of the CAP Levy funds. Staffing implications are minimal and will be incorporated into existing work plans.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

- CAP Levy Regulation
- CAP Levy Bylaw - DRAFT

COUNCIL OPTIONS:

1. To approve the First Reading of Bylaw 1911 Community Aggregate Payment Levy.
2. To approve the First and Second Reading of Bylaw 1911 Community Aggregate Payment Levy.
3. To approve all three Readings of Bylaw 1911 Community Aggregate Payment Levy.
4. To defeat any reading of Bylaw 1911 Community Aggregate Payment Levy.
5. Council may request additional information.

RECOMMENDED MOTION:

1. That Council approve First Reading of Bylaw #1911, that being a bylaw to authorize the implementation of a Community Aggregate Payment Levy.
2. That Council approve Second Reading of Bylaw #1911, that being a bylaw to authorize the implementation of a Community Aggregate Payment Levy.
3. That Council grant unanimous consent to proceed with the Third Reading of Bylaw #1911.



4. That Council approve Third Reading of Bylaw #1911, that being a bylaw to authorize the implementation of a Community Aggregate Payment Levy.

FOLLOW-UP ACTIONS:

Staff will provide communication of the approved bylaw and procedure directly to the five affected sand and gravel operations to ensure there is clarity on system integration requirements.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-





Province of Alberta

MUNICIPAL GOVERNMENT ACT

COMMUNITY AGGREGATE PAYMENT LEVY REGULATION

Alberta Regulation 263/2005

With amendments up to and including Alberta Regulation 205/2022

Current as of October 7, 2022

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 205/2022)

ALBERTA REGULATION 263/2005

Municipal Government Act

COMMUNITY AGGREGATE PAYMENT LEVY REGULATION

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Definitions

1 In this Regulation,

- (a) “Act” means the *Municipal Government Act*;
- (b) “Crown” means the Crown in right of Alberta or Canada;
- (c) “levy” means community aggregate payment levy;
- (d) “sand and gravel operator” means a person engaged in extracting sand and gravel for shipment;
- (e) “shipment” means a quantity of sand and gravel hauled from the pit from which it was extracted.

General application of Regulation

2 This Regulation applies to all municipalities that have passed a community aggregate payment levy bylaw.

Community aggregate payment levy bylaw

3(1) A community aggregate payment levy bylaw must

- (a) state when sand and gravel operators must report shipments, in tonnes,
- (b) state the date or dates on which the municipality will send out levy notices, and the date by which the levy is payable,
- (c) require the tonnage of sand and gravel in an operator's shipment to be recorded on a sand and gravel shipped tonnage roll,
- (d) specify that the shipped tonnage roll is based on the tonnage of sand and gravel in an operator's shipment, as reported by the operator,
- (e) set the uniform levy rate to be applied throughout the municipality, subject to the maximum levy rate, and
- (f) set the uniform conversion rate of
 - (i) 1 cubic metre = 1.365 tonnes, for sand, and
 - (ii) 1 cubic metre = 1.632 tonnes, for gravel

where 1 cubic metre is equal to 1.308 cubic yards.

(2) Where a sand and gravel operator is unable to provide a measurement of weight for the amount of sand and gravel in a shipment, the operator must use the conversion rates set out under subsection (1)(f) to record shipments, in tonnes, for the purposes of reporting under subsection (1)(d).

(3) A community aggregate payment levy bylaw may require that the community aggregate payment levy be paid monthly or by quarterly payments in the year in which a shipment occurs.

Amount of levy

4 The amount of levy to be imposed in respect of a sand and gravel operator is calculated by multiplying the number of tonnes of sand and gravel recorded on the sand and gravel shipped tonnage roll referred to in section 3(1)(c) for that operator by the levy rate.

Levy rate

5(1) The levy rate is set by the municipality and is subject to the maximum levy rate established under subsection (2).

(2) Effective January 1, 2018, the maximum levy rate is \$0.40 per tonne of sand and gravel.

(3) A municipality must set a uniform levy rate to be applied throughout the municipality.

AR 263/2005 s5;196/2017

Exemptions from levy

6(1) No levy may be imposed on the following classes of shipments of sand and gravel:

- (a) a shipment from a pit owned or leased by the Crown for a use or project that is being undertaken by or on behalf of the Crown;
- (b) a shipment from a pit owned or leased by a municipality for a use or project that is being undertaken by or on behalf of a municipality;
- (c) a shipment from a pit owned or leased by the Crown or a municipality for a use or project that is being undertaken by or on behalf of the Crown or a municipality.

(2) No levy may be imposed on shipments of sand and gravel that are subject to another tax, levy or payment that is established by and payable to a municipality.

(3) No levy may be imposed on shipments of sand and gravel that are required pursuant to a road haul agreement or a development agreement for construction, repair or maintenance of roads identified in the agreement, that is necessary to provide access to the pit from which the sand and gravel is extracted.

Person liable to pay levy

7 For the purposes of section 409.2 of the Act, a person who purchases a sand and gravel business or in any other manner becomes liable to be shown on the sand and gravel shipped tonnage roll as liable to pay a levy must give the municipality written notice of a mailing address to which notices under Division 7.1 of Part 10 of the Act may be sent.

Application of Act

8 Except as modified by this Regulation, Parts 10 to 12 of the Act apply in respect of a community aggregate payment levy and a community aggregate payment levy bylaw, and for that purpose a reference in those Parts

- (a) to a tax includes a community aggregate payment levy,
- (b) to a tax bylaw or a tax rate bylaw includes a community aggregate payment levy bylaw, and

- (c) to a tax roll includes a sand and gravel shipped tonnage roll.

Effective date of community aggregate payment levy bylaw

9 A community aggregate payment levy bylaw has no effect before January 1, 2006.

Expiry

10 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2024.

AR 263/2005 s10;187/2010;175/2015;196/2017;205/2022

Coming into force

11 This Regulation comes into force on January 1, 2006.



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BYLAW NO 1911

COMMUNITY AGGREGATE PAYMENT LEVY BYLAW

A BYLAW OF KNEEHILL COUNTY, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE IMPOSITION OF A COMMUNITY AGGREGATE PAYMENT LEVY ON LANDS WITHIN KNEEHILL COUNTY PROPOSED FOR AGGREGATE MINING DEVELOPMENT.

WHEREAS, the Municipal Government Act, Part 10, Division 7. 1, authorizes the Council of Kneehill County to pass a community aggregate payment levy bylaw to impose a levy in respect of all sand and gravel businesses operating within the municipality to raise revenue to be used toward the payment of infrastructure and other costs in the municipality; and

AND WHEREAS the Community Aggregate Payment Levy Regulation, Alberta Regulation 263/2005 made pursuant to Section 409.3 of the Municipal Government Act, applies to all municipalities that have passed a community aggregate payment levy bylaw;

AND WHEREAS the revenue raised through the Levy shall be used in accordance with Section 409.1(2) of the Municipal Government Act, which mandates that the Levy shall be used to raise revenue for the payment of infrastructure, maintenance of infrastructure and other costs within the municipality

AND WHEREAS the Council of Kneehill County has determined that it is in the best interest of Kneehill County to pass a community aggregate payment levy bylaw;

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

PART ONE INTRODUCTION

1. This Bylaw shall be known as the “Community Aggregate Payment Levy Bylaw”

2. DEFINITIONS - In this bylaw the following words and phrases mean:

- (a) **“Aggregate”** means gravel and sand, individually or in combination;
- (b) **“Council”** means the Council of Kneehill County;
- (c) **“County”** means Kneehill County;
- (d) **“Crown”** means the Crown in right of Alberta or Canada;
- (e) **“Development”** means “development” as defined in the Municipal Government Act;

- (f) **“Lands”** means the private titled lands in accordance with the Land Titles Act, as amended;
- (g) **“Levy”** means Community Aggregate Payment Levy imposed pursuant to this Bylaw under the authority of the Municipal Government Act;
- (h) **“Peace Officer”** means a person employed for the purposes of enforcing the provisions of this Bylaw or as established by the Approving Authorities Bylaw of Kneehill County.
- (i) **“Pit”** means a location where Aggregate can be, is, or has been, extracted from its naturally occurring location.
- (j) **“Sand and gravel operator”** means a person duly engaged in extracting sand and gravel for shipment.
- (k) **“Shipment”** means a quantity of sand and gravel duly hauled from the pit from which it was extracted.
- (l) **“Tonnage Roll”** means a report in which an Operator is required to record the tonnage of Aggregate removed.

PART TWO OPERATOR REPORTING REQUIREMENTS

- 3. The Levy shall be imposed on and paid by the person who operates the Aggregate operations on Lands within Kneehill County.
- 4. All sand and gravel operators in the County shall report their shipments, in tonnes, from each individual pit within the boundaries of the County. Quarterly reports must be provided to the County within thirty (30) days after March 31, June 30, September 30 and December 31 of each calendar year.
- 5. All Operators shall report the Aggregate Shipments from each Pit on an Aggregate Tonnage Roll. The form of Tonnage Roll to be used by Operators will be provided by Kneehill County.
- 6. Where a sand and gravel operator is unable to provide a measurement of weight for the amount of sand and gravel in a shipment, the operator must use the following conversion rates to report shipments in tonnes:
 - (i) 1 cubic metre = 1.365 tonnes, for sand; and
 - (ii) 1 cubic metre = 1.632 tonnes, for gravel
 - (iii) where 1 cubic metre = 1.308 cubic yards

PART THREE LEVY NOTICES AND PAYMENTS

- 7. The County shall send out community aggregate payment levy notices, in the form of an accounts receivable invoice, within forty-five (45) days of March 31, June 30, September 30 and December 31 in each calendar year setting out the amount of the Levy, based upon the Aggregate Tonnage Roll submitted, payable by the Operator.
- 8. A levy notice is deemed to have been received 7 days after it is sent.
- 9. The amount owing to the County by an Operator as shown on the Levy notice sent to the Operator shall be paid by the Operator within thirty (30) days of the date of mailing of the Levy notice.

10. All Operators shall provide the County with written notice of a mailing address to which all notices under this Bylaw and Division 7.1 of Part 10 of the Municipal Government Act may be sent.
11. The uniform Levy Rate for all Shipments of Aggregate from a Pit within the County shall be \$0.40 per tonne of Aggregate.
12. The amount of the Levy for each quarterly period to be invoiced to an Operator shall be determined by multiplying the number of tonnes of Aggregate for each quarter of the year, as shown on the Tonnage Roll provided to the County, by the uniform Levy Rate.
13. If the operator of an Aggregate Pit is in default of fulfilling the intention of the Bylaw the County may, on the notice of the default, carry out necessary actions to rectify the default and charge the cost of expense thereof to the operator of the Aggregate Mine.
14. The interest earned upon funds collected by the Levy shall be retained by the County.
15. There shall be no refunds on collected Levies.

PART FOUR AGGREGATE SHIPPED TONNAGE ROLL

16. The County shall record the tonnage of aggregate in an aggregate operator's shipment on an aggregate shipped tonnage toll based on the tonnage in an operator's shipment as reported by the operator.

PART FIVE EXEMPTIONS FROM LEVY

17. No levy may be imposed on the following classes of shipments of sand and gravel:
 - (1) A shipment from a pit owned or leased by the Crown for a use or project that is being undertaken by or on behalf of the Crown.
 - (2) A shipment from a pit owned or leased by a municipality for a use or project that is being undertaken by or on behalf of a municipality.
 - (3) A shipment from a pit owned or leased by the Crown or a municipality for a use or project that is being undertaken by or on behalf of the Crown or a municipality.
18. No levy may be imposed on shipments of sand and gravel that are subject to another tax, levy or payment that is established by and payable to a municipality.
19. No levy may be imposed on shipments of sand and gravel that are required pursuant to a road use agreement or a development agreement for construction, repair or maintenance of roads identified in the agreement, that is necessary to provide access to the pit from which the sand and gravel is extracted.
20. An Operator shall report all Shipments of Aggregate as provided for in this Bylaw even though one or more of such Shipments may be exempt under this Bylaw from the Levy.

PART SIX PERSON LIABLE TO PAY LEVY

21. A person who purchases a sand and gravel business or in any other manner becomes liable to be shown on the sand and gravel shipped tonnage roll as liable to pay a levy must give the County written notice of a mailing address to which notices under Division 7. 1 of Part 10 of the Municipal Government Act may be sent.

PART SEVEN LATE REPORTING SURCHARGE

22. In addition to any other remedy under this Bylaw, if a sand and gravel operator fails to report their shipments in the timeframe set out in this Bylaw, the County may impose a late reporting surcharge, in addition to the principal amount owing under the levy notice as set out in Schedule "A".
23. The County shall send out the levy notice within thirty days of receipt of the sand and gravel operator's late report setting out the levy payable by the sand and gravel operator, including any late reporting surcharge imposed.
24. The amount shown on the levy notice shall be paid to the County within thirty days of the date on the notice.
25. At the request of a sand and gravel operator, the County's Chief Administrative Officer or delegate may, in their sole discretion, waive, cancel or adjust a late reporting surcharge if it is fair and equitable to do so. This decision is not appealable.

PART EIGHT LATE PAYMENT PENALTY

26. Where the levy imposed under the levy notice or the amended levy notice is not paid within thirty days of the date on the notice, the County may impose a late payment penalty in addition to the principal amount owing under the specific community aggregate payment levy notice, as set out at Schedule "A", as amended by resolution of Council from time to time.
27. At the request of a sand and gravel operator, Council may, in their sole discretion, cancel, reduce, refund or defer a late payment penalty in accordance with the Municipal Government Act. This decision is not appealable.

PART NINE ENFORCEMENT

28. Any person who fails to comply with any provision of this Bylaw shall be guilty of an offence and liable on summary conviction to a fine as set out in Schedule "B", as amended by resolution of Council from time to time.
29. Any Sand and Gravel Operator that fails to comply with the requirement of this bylaw is guilty of an offence and is liable, upon summary conviction, to a fine as set out in Schedule "B" of this bylaw.
30. A peace officer is authorized and empowered to issue a violation ticket pursuant to the Provincial Offences Procedure Act to any person who the peace officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw
31. Where a Violation Ticket has been issued to an Aggregate Operator under this bylaw, the Operator may enter a plea of guilt by making a voluntary payment in the amount shown on the

ticket to a Provincial Court, on or before the initial appearance date indicated on the violation ticket, the specified Penalty as set out in the violation ticket and the recording of the payment by the Clerk of the Court constitutes acceptance of the guilty plea and also constitutes a conviction.

PART TEN INSPECTION AND PRODUCTION OF RECORDS

- 32.** The Peace Officer must display or produce identification on request, and will attempt to contact the owner or occupant prior to entry.
- 33.** For the purposes of determining compliance with this Bylaw, a designated officer of the County may, after providing reasonable notice to the sand and gravel operator, enter on the lands where the pit is located including any structures, at any reasonable time for the purpose of inspecting the sand and gravel operations, including any shipments.
- 34.** During an inspection under this part, or at any other time, a designated officer of the County may request the sand and gravel operator to produce any and all records relating to shipments of sand and gravel from the sand and operator's operations so that the County may determine whether the operator is or has been in compliance with the Bylaw. A request may be made verbally during an inspection under number 31 or at any other time in writing.
- 35.** If following an inspection, or a review of the shipment records provided by the sand and gravel operator, or both, it is discovered that there is an error, omission, or incorrect description with respect to any of the information shown on a sand and gravel shipped tonnage roll, the County may correct the sand and gravel shipped tonnage roll, and, if applicable, issue an amended levy notice to account for the difference between actual shipments during the reporting period and the shipments initially reported by the sand and gravel operator.
- 36.** The amount shown on the amended levy notice shall be paid to the County within thirty days of the date of on the amended levy notice.
- 37.** Sand and gravel operators must maintain all records relating to shipments of sand and gravel from the sand and operator's operations for at least five years.

PART ELEVEN MISCELLANEOUS

- 38.** Aggregate Operators who have paid the Community Aggregate Payment Levy and are members of the Alberta Sand and Gravel Association may request the installation of signage to promote or notify the public about a specific project or improvement funded by the levy. All costs associated with the signage, including installation, will be the responsibility of the Aggregate Operators. Kneehill County Administration must approve all signage before installation can proceed.

PART TWELVE SEVERABILITY

- 39.** Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provision of this Bylaw shall remain valid and enforceable.

PART THIRTEEN EFFECTIVE DATE

40. This bylaw comes into effect January 1st, 2026.

READ a first time on this

READ a second time on this.

UNANMOUS permission for third reading given in Council on the

READ a third time and final time of this.

Reeve

Kenneth King

Date Bylaw Signed

Chief Administrative Officer

Mike Haugen

SCHEDULE "A"

LATE PAYMENT SURCHARGE

A late reporting surcharge of \$100.00 may be added to any levy issued to a sand and gravel operator who fails to report their shipments in accordance with part 2 of the Bylaw.

LATE PAYMENT PENALTIES

A penalty of ten percent (10%) shall be added to the current levy that remains unpaid after thirty (30) calendar days following the end of the reporting period.

A penalty of ten percent (10%) shall be added to any levy that remains unpaid on the anniversary of the due date specified in part 3.0.


SCHEDULE "B"

FINES

	<u>Penalties</u>	<u>Part</u>
Failure to report shipments	\$1000	9 – Enforcement
Second or subsequent offence within a Twelve (12) month period	\$2000	9 – Enforcement

Subject: **Naming Unnamed Roads in Kirkpatrick Area**
 Meeting Date: Tuesday, February 11, 2025
 Prepared By: Eric Sedgwick & Cody Dale-McNair
 Presented By: Cody Dale-McNair

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

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

RELEVANT LEGISLATION:

Provincial (cite)- MGA Section 58(1)

Council Bylaw/Policy (cite)- Naming of County Roads Policy No. 5-19

BACKGROUND/PROPOSAL:

In Kirkpatrick, residents accessing off of two currently unnamed roads are addressed as highway 575, leading to significant confusion for emergency services and delivery operations. This confusion compromises the efficiency of service delivery and potentially delays emergency response, posing a risk to resident safety.

To resolve this issue and enhance the accuracy of location data, it is proposed to officially name these roads. The naming process adheres to the Kneehill County's Naming of County Roads Policy 5-19, which requires that any new road names be approved by council. As per policy guidelines, Council's approval is essential to ensure that the names are appropriate, do not duplicate existing names, and meet community standards.

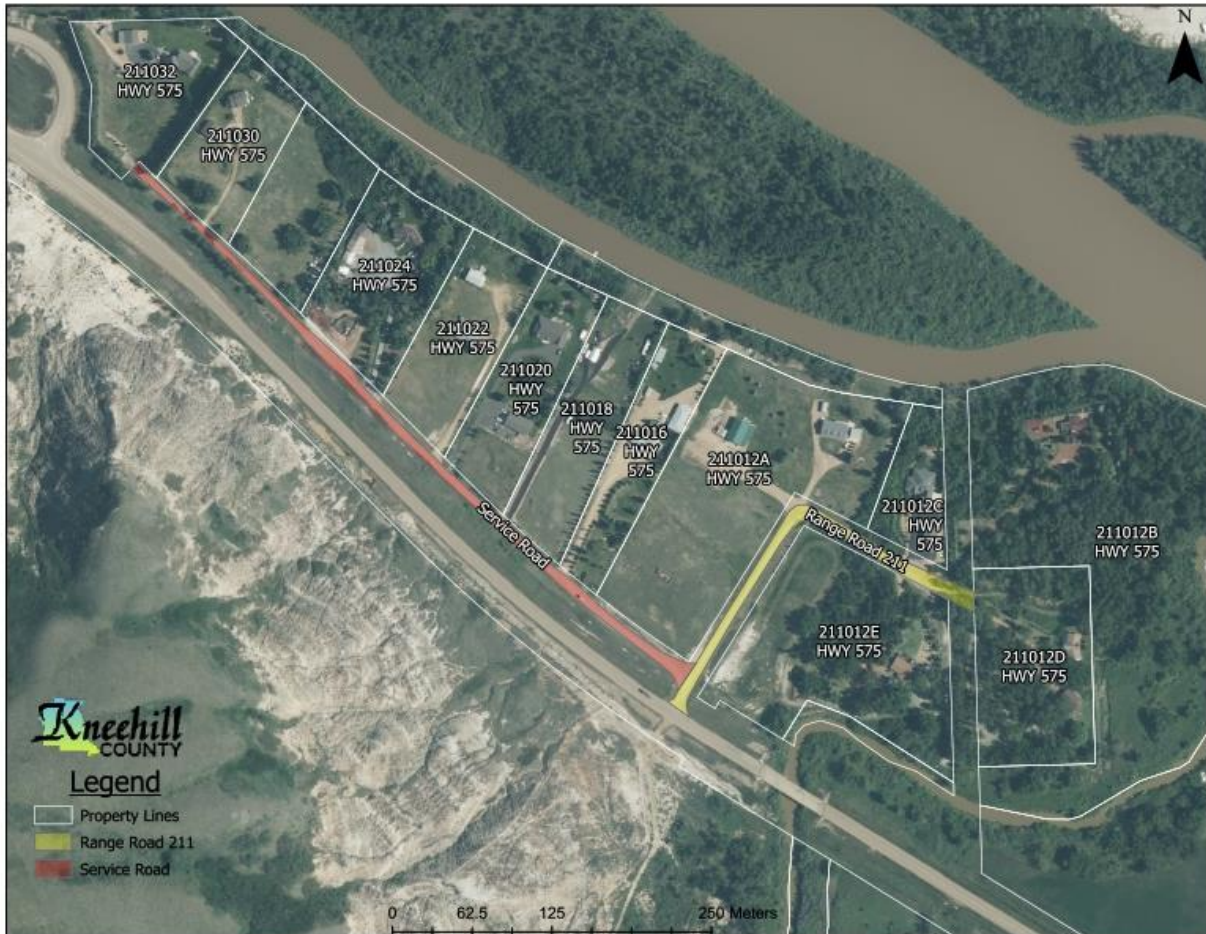
In alignment with this policy, letters were sent out to the residents of Kirkpatrick to involve them directly in the naming process. These letters requested suggestions for the road names, emphasizing the importance of their participation in enhancing the logistical and safety infrastructure of their community. The collection of suggestions from residents not only fosters community engagement but also ensures that the new road names reflect local heritage and values.

The following names and reasons have been submitted by residents through this process.

1. name: "Kirkpatrick"
Reason: "in the vicinity of"
2. Name: "Kneehill Creek"
"Access to rural residential properties"
3. Name: "Sacred Valley"
Reason: "it would be nice to honor the valley, its beautiful energy and we are at the entrance to the valley from highway 575"
4. Name: "Red Deer River"
Reason: "the road is along the Red Deer River"



- 5. Name: "Deer Valley Road"
Reason: "All the deer's come down the road to get to the river"



Administration recommends renaming "Service Road" to "Kirkpatrick Close" and "Range Road 211" to either "Deere Valley Lane" or "Sacred Valley Lane." These proposed names are unique within Kneehill County and neighboring municipalities and are the most distinctive from the list of suggestions, minimizing the likelihood of duplication elsewhere. The recommended road names accommodate one suggestion from each of the two road name applicants.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Benefits: Improved emergency response time, reduced confusion for deliveries, enhanced community identity.

Disadvantages: A change to residents' civic addresses will be required.

Options: Accept two of the resident suggestions, propose standardized names aligned with geographical or historical significance, or a combination of both.



FINANCIAL & STAFFING IMPLICATIONS:

Minimal; primarily costs associated with new road and address signs and updating County maps. Staff time will be required to process suggestions, install new signs, and update systems.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

Package mailed to residents Jan 6, 2025.pdf

5-19 Naming of County Roads Policy.pdf

COUNCIL OPTIONS:

1. Approve two of the proposed names based on policy compliance and community feedback.
2. Request further consultation or modification of suggestions.
3. Determine alternate names
4. Reject proposal if deemed unnecessary after review.

RECOMMENDED MOTION:

That Council renames "Service Road" to "X" and "Range Road 211 to "X" adhering to the Naming of County Roads Policy No. 5-19, and authorizing the required public notice as well as the necessary updates to County maps and road signage.

FOLLOW-UP ACTIONS:

Notification of Decision:

- Selected road names will be published on the county website and in the local newspaper.
- Communicate Council's decision to all relevant stakeholders, including the residents of Kirkpatrick, emergency services, and delivery companies. A letter will be sent which will include a fridge magnet with the resident's new address ensuring they have the new address readily available in an emergency.
- Purchase new rural address signs and road name signs.
- Install signs, submit changed civic address data to AMDSP to make available to emergency services. Notify local PSAP & emergency services.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-





January 6, 2025

Dear Sir/Madam,

Kneehill County is undergoing an Address and Road Name Correction Initiative. One part of this initiative is to name both the roads you are currently adjacent to. This includes the service road which serves as the current access, or those receiving access from Range Road 21-1. This change is occurring since current addresses are referencing the highway in the address and may cause (or already has) confusion and delays on finding your residence. A map has been attached which references those address which would be changed with a road name.

This initiative is to allow for more concise instructions for emergency purposes and to better assist you. There will be no cost to you as a ratepayer. The replacement of blue signs will be conducted by Kneehill County staff.

A Naming Road Application has been attached should you wish to suggest a name for your service road. Please forward the application to the email on the top of the form by January 31, 2025. A list of proposed service road names will be submitted to Council for final approval.

Please feel free to call or email if you have questions or would like to discuss further.

Sincerely,

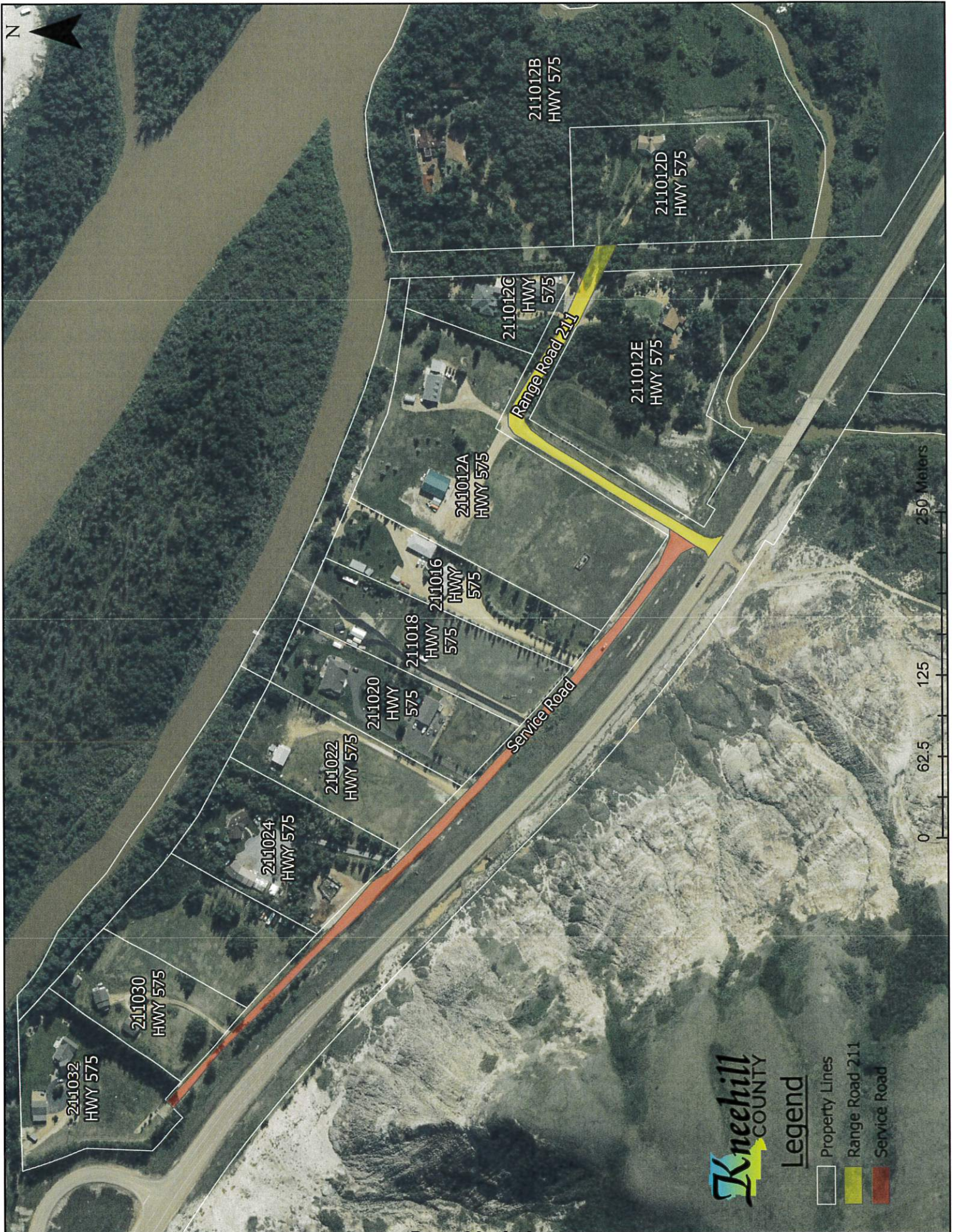
A handwritten signature in blue ink, appearing to read "Barb Hazelton".

For

Barb Hazelton
Manager of Planning & Development

A decorative graphic consisting of three horizontal, overlapping brushstrokes in shades of teal, light green, and blue, located at the bottom left of the page.

Box 400, Three Hills, Alberta, T0M 2A0
Phone: 403-443-5541 · Toll Free: 1-866-443-5541
Email: office@kneehillcounty.com
www.kneehillcounty.com





Naming Road Application Policy #5-19

Please submit completed form to
deanna.keiver@kneehillcounty.com

LANDOWNER INFORMATION

Landowner Name: _____

Current Rural
Address

Contact Phone Number: _____ Email Address: _____

PROPOSED ROAD NAME CHANGE

Proposed Name(s)

Recommended three different names with most favorable name listed as number one.

#1 _____

#2 _____

#3 _____

Reason for that Name:



Section Development Control	Policy No. 5-19	Page 1 of 4
Policy Title Naming of County Roads	Date: March 23, 2021	Motion No. 141/21

Purpose:

To provide a policy for administering applications requesting the naming of County roads that are not part of the existing Township, Range Road grid or are previously unnamed roads due to road diversions and service roads formed on approved developments.

Policy Guidelines:

1. All County roads that are part of the Township, Range Road grid will be provided a number using a rural addressing system. This will be their identifier and will not be considered to be renamed.
2. Applications will be considered for roadways that are:
 - a. Not part of the existing Township, Range Road grid
 - b. Unnamed roads due to road diversions
 - c. Approved development projects where a service road is required
3. Applications will be submitted on the prescribed form and directed to the Chief Administration Officer or designate.
4. Names proposed for the above mentioned roadways shall meet one (1) or more of the following criteria:
 - a. be positive in nature;
 - b. descriptive of an area;
 - c. in common use, and;
 - d. of regional significance or theme;
 - e. Use of family names might be restricted
5. The name of the road cannot be duplicated within the County.
6. All requests, in any case, will be subject to the approval of Council.
7. Proposed names will be circulated to internal County departments for comments or concerns. Administration will work with the applicant to address any comments or concerns identified during the referral process and to ensure that proper road name suffixes are applied (Appendix A).
8. Prior to proceeding with road naming, an advertisement shall be published in the local newspaper and website to notify the public of the proposal.
9. Alberta Transportation shall be contacted regarding the supply and installation of road signs that are to be placed adjacent to primary highways. All other road signs will be supplied and purchased by Kneehill County.
10. Current approved Road Names are contained within "Appendix B".
11. Council may alter, modify, change or cancel names of roads and remove the signs whenever it is deemed necessary.



Section Development Control	Policy No. 5-19	Page 2 of 4
Policy Title Naming of County Roads	Date: March 23, 2021	Motion No. 141/21

Responsibilities:

1. Council
 - a. The authority for naming a road.
2. Administration
 - a. Receive, review and circulate all naming proposals for roads and will prepare a report for recommendation to Council for decision.
 - b. Maintain and update "Schedule A" attached to this policy.
 - c. Purchase and install signs and work with Alberta Transportation for signs that are to be placed adjacent to primary highways.
 - d. Include officially designated road names on future editions of the County map.



Jerry Wittstock,
Reeve



Mike Haugen,
CAO

Approved: March 23, 2021 141/21
Review Date: **March 23, 2025**



Section Development Control	Policy No. 5-19	Page 3 of 4
Policy Title Naming of County Roads	Date: March 23, 2021	Motion No. 141/21

Appendix A: Common Road Suffix Definitions for Reference

Wherever possible, Administration will ensure that appropriate road name suffixes are applied and upheld during the naming process.

Avenue	AV	A main road or thoroughfare predominantly running in an east-west direction
Close	CL	A road of relatively short length closed on one end created by six or more lot fronts
Crescent	CRES	A curved road connecting to an adjacent road at both ends
Drive	DR	A meandering main road or thoroughfare
Lane	LN	A road providing access or located adjacent to a particular location.
Loop	LOOP	A road beginning and ending in the same location.
Road	RD	A public or private thoroughfare running in any direction as defined in this document.
Street	ST	A main road or thoroughfare predominately running in a north-south direction
Trail	TR	A road indicating a heritage or historical connection
Way	WY	A road which may change direction beginning or ending at the same location



Section Development Control	Policy No. 5-19	Page 4 of 4
Policy Title Naming of County Roads	Date: March 23, 2021	Motion No. 141/21






Appendix B:

Twin Creek Close (The service road into Twin Creek Estates)
Access to Country Residential Properties off of Hwy 806, south of Linden (June 22, 2021)



Subject: **International Women’s Day**
 Meeting Date: Tuesday, February 11, 2025
 Prepared By: Wendy Gerbrandt, Manager, Economic Development
 Presented By: Jenna Kester, Economic Development Officer

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

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

RELEVANT LEGISLATION:

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

BACKGROUND/PROPOSAL:

At the January 21 Council Meeting, Council directed Administration to gather and present information regarding International Women’s Day (IWD) and relevant events within the region for further discussion.

International Women’s Day, observed annually on March 8, is a global celebration recognizing the social, economic, cultural, and political achievements of women. It also serves as a call to action for advancing gender equality and accelerating progress toward gender parity. Across the world, organizations and communities mark this occasion through events that celebrate achievements, raise awareness, and promote positive change.

Within Kneehill County and surrounding areas, two events will be held in recognition of International Women’s Day:

1. Women in Business Awards Luncheon (Friday March 7 from 11am to 3:30pm)

- **Location:** Pomeroy Inn, Olds
- **Details:** This event recognizes and celebrates the contributions of inspiring women across Clearwater County, Mountain View County, Kneehill County, and the municipalities within these regions.
- **Participation Opportunities:**
 - **Tickets:** \$50 per person or \$450 for a table of 10. [Purchase tickets here.](#)
 - **Sponsorship:** Available at \$250, \$500, and \$1,000. Interested sponsors may contact Debora Rice-Salomons for further details. For more information visit:
 - For more information visit: <https://www.eventbrite.com/e/2025-mountain-view-and-neighbours-women-in-business-awards-luncheon-tickets-1143441066009?utm-campaign=social&utm-content=attendeeshare&utm-medium=discovery&utm-term=listing&utm-source=cp&aff=ebdsshcopyurl>



- **Nominations:** Individuals may submit a nomination by February 21 to: <https://forms.gle/fDdyizAkWZB96cUP8> in one of the following categories:
 - Woman in Agriculture
 - Woman in Energy
 - Woman in Hospitality and Tourism
 - Woman in Business (For-Profit)
 - Woman in Business (Non-Profit)
 - Woman of Influence

2. The Women’s Luncheon (Saturday, March 8 (11am to 2pm))

- **Location:** The Barn at Prairie Lane, Crossfield
- **Hosted By:** Community Futures Wild Rose and Centre West
- **Event Highlights:** The luncheon will feature a keynote speaker, a vendor market, and a catered meal by Red Seal Dining.
- **Tickets:** \$25 per person. Tickets must be purchased by February 28, 2025.
- For more information visit: www.wildrose.alberta.ca/news-events/upcoming-events

These events provide an opportunity to celebrate and support women within the community while fostering engagement and awareness around gender equality initiatives.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Administration brings forward the opportunities for Council for discussion on their support to these events.

FINANCIAL & STAFFING IMPLICATIONS:

Sponsorship participation from \$250 - \$1,000.

Event tickets purchased for \$25 and \$50 per person.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

Women in Business Awards Event Package

COUNCIL OPTIONS:

1. That Council accept for information as presented.
2. That Council approves Councils participation at the Women in Business Awards Luncheon in Olds to be funded through the operating budget.
3. That Council approves Councils participation at the Women’s Luncheon in Crossfield to be funded through the operating budget.

RECOMMENDED MOTION:

That Council accept for information as presented.



FOLLOW-UP ACTIONS:

No further action required.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-



2025 Women In Business Awards

*Honouring Deserving Women
who live &/or work in Clearwater, Mountain View, KneeHill Counties
and the Towns & Villages within.*



Join Us for the 2nd Annual Mountain View and Neighbours Women in Business Awards!

We're thrilled to extend a warm invitation to our upcoming celebration honoring the phenomenal women who are making waves across multiple industries in our region.

This year's theme, **"Shine Bright and Lead Boldly,"** perfectly captures the spirit of these trailblazers—women who illuminate their fields with innovation, courage, and unwavering purpose.

Why Attend & Sponsor?

- **Gain Visibility:** Show Kneehill County's support of Businesswomen in Kneehill county by attending this event that recognizes outstanding female leadership across our rural communities and beyond.
- **Make an Impact:** By sponsoring, you play a vital role in spotlighting the incredible achievements of women aged 18+ who live or work in the towns, villages, and hamlets of:
 - **Mountain View County** – Olds, Didsbury, Carstairs, Cremona, Water Valley, Bergen, and Sundre
 - **Kneehill County** – Three Hills, Trochu, Huxley, Wimborne, Torrington, Sunnyslope, Linden, Swalwell, Acme, Entice, Carbon, and Ghost Pine Creek
 - **Clearwater County** – Rocky Mountain House, Caroline, Nordegg, Alhambra, Crimson Lake, and James River
- **Support Excellence:** Your presence and sponsorship help empower women striving for innovation, success, and community impact.

Award Categories

1. Woman In Agriculture	2. Woman In Energy	3. Woman in Hospitality & Tourism
4. Woman in Business (For Profit)	5. Woman in Business (Not-For-Profit)	6. Woman of Influence

Nominate a Deserving Woman

If you know a woman who leads boldly and drives meaningful change—through breaking barriers, fostering innovation, or serving her community—nominate her for an award! **Nomination Deadline:** February 21, 2025

Link To Nominate: <https://forms.gle/fDdyizAkWZB96cUP8>

2025 Women In Business Awards

*Honouring Deserving Women
who live &/or work in Clearwater, Mountain View, KneeHill Counties
and the Towns & Villages within.*



Save the Date & Get Involved

Be part of this inspiring event by attending, sponsoring, or both! Your support amplifies the voices of women who are lighting the way for others.

Event Date & Location: March 7, 2025; 11 AM to 3 PM, The Pomeroy Inn and Suites, Olds, AB

Sponsorship Opportunities:

- **Celebrating Women Award Sponsor \$1,000 (Six available)** Sponsors receive: “Awarded by “Company Name” on the Award; the opportunity to present the award; Promotional Booth at the Event; Company Name and Logo on Event Program and all Social Media; 5 Tickets to the event.
- **Inspiring Women Event Sponsor \$500 (seven available) Sponsors** receive: Promotional Booth at the Event; Company Name and Logo on Event Program and Social Media. 2 Tickets to the event.
- **Supporting Women Sponsor \$250 (ten available) Sponsors** receive: Company Name and Logo on Event Program and Social Media.

Event Ticket available on Eventbrite: \$50 per person (tables of 10 Available – Cost \$450 Per Table)

- **Link:** <https://www.eventbrite.com/e/2025-mountain-view-and-neighbours-women-in-business-awards-luncheon-tickets-1143441066009?utm-campaign=social&utm-content=attendeeshare&utm-medium=discovery&utm-term=listing&utm-source=cp&aff=ebdsshcopyurl>





The Event will host 250 guests including:

- Deserving Women Nominated for the Awards
- Provincial leaders including:
 - i. Rebecca Schulz, Minister of Environment and Protected Areas of Alberta
 - ii. Jason Nixon, Minister of Seniors, Community and Social Services
- Earl Dreeshen - Member of Parliament, Red Deer, Mountain View
- Representatives from the Award Area (Counties, Towns & Villages as noted above)
- Representatives from Local Chambers of Commerce from Three Hills, Olds, Didsbury, Carstairs, Cremona/Water Valley, Sundre, Rocky Mountain House
- Sponsors, Local Businesses

Let's come together to honor the women who **shine bright** and **lead boldly** in our communities. We look forward to celebrating with you and making this year's Women in Business Awards a resounding success!

Subject: **Exploration of a Regional Fire Service – Grant Support Letter**
 Meeting Date: Tuesday, February 11, 2025
 Prepared By: Mike Haugen, CAO
 Presented By: Mike Haugen, CAO

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

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

RELEVANT LEGISLATION:

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

BACKGROUND/PROPOSAL:

The Alberta Community Partnership (ACP) grant program is intended to foster cooperation between municipalities and focuses on:

- new or enhanced regional municipal services
- improved municipal capacity to respond to priorities
- effective intermunicipal relations

The exploration of regional service delivery is an eligible project under the grant. In the past, grants under this program have provided funding of up to \$200,000.00. It is anticipated that the regional municipalities would apply for the full amount allowed.

The Village of Acme would lead this application. Applications are typically due later in the year. This item is being presented in advance of current year program details being released.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The discussion for a regional Fire service has been around for a number of years with many advocates both for and opposed. There are different ways to structure and finance a regional fire service that could be explored and weighed against the option of delivering fire services as it is currently done in order to determine a preferred future state.

Some of the major factors in initiating this exploration/study is the rising cost of Fire equipment, the equipment life span, as well as the availability of volunteers to man the Fire Department.

The impact of the various communities also needs to be examined as part of this study.

The ACP grant will allow for an independent third party to do a study and provide unbiased information to our communities that will assist us in planning and delivering our Fire Services.

FINANCIAL & STAFFING IMPLICATIONS:



Staff time will be required should the grant be approved. It is anticipated that the grant will cover the costs of the proposed project.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:

Individual Notification

Other:

ATTACHMENTS:

None

COUNCIL OPTIONS:

1. Council may opt to support the request for support.
2. Council may opt to decline supporting the grant application.
3. Council may direct Administration to seek additional information.

RECOMMENDED MOTION:

That Council support the Village of Acme’s application to Alberta Community Partnership to explore Regional Fire Services.

FOLLOW-UP ACTIONS:

Administration will inform the Village of Acme of Council’s decision and prepare any necessary correspondence needed for the grant application.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-



Subject: **Council & Committee Report**
 Meeting Date: Tuesday, February 11, 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:	
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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-



Subject: **Council Follow-Up Action List**
 Meeting Date: Tuesday, February 11, 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	Q2 2025	Two have taken place. We are still working to obtain a knowledgeable speaker regarding the electrical grid.
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	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	Consultants are being considered for this process.
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.
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. Development of a draft agreement is starting.
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	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	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	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
14-Jan-25	003/25	That Council direct Administration to amend the proposed Policy 13-2, Grader Gravel Services and to defer this discussion to a future Council meeting.		Mike Ziehr	Q1 2025	
14-Jan-25	004/25	That Council direct Administration to place a discussion regarding industry road use agreements and development permit/agreement as it relates to road use, to a future Committee of the Whole Meeting.		Mike Ziehr	Q2 2025	
14-Jan-25	007/25	That Council approve the signing of the Partnership Charter at the launch event in the spirit of recognizing the importance of collaboration and regional partnership.	COMPLETED			
14-Jan-25	011/12/25	Council provided first and second reading to Bylaw 1912, that being a bylaw to establish rates, fees and charges for various operations, products, permits and services, amended as discussed.				3rd reading coming to the Jan 28 Council Meeting.
14-Jan-25	015/25	That Council authorize the Reeve and CAO to sign the Kneehill County Village of Acme Extension Agreement.		Mike Haugen	Q1 2025	In Progress
14-Jan-25	019/25	That Council endorse the Travel Drumheller proposal in principal and direct Administration to determine potential areas of collaboration.		Kevin Gannon	Q1 2025	
28-Jan-25	027/25	That Council approves the Protective Services Report January 2025 as presented.	COMPLETED			
28-Jan-25	028/25	That Council appoints Jason Michielsen as Torrington Fire Chief and Derek Benedict as Torrington Deputy Fire Chief for a two-year term to January 31, 2027. Should either of these members	COMPLETED			
28-Jan-25	029/25	That Council approve the request from the Sunnyslope Community Association to receive insurance as an Additional Named Insured under the Kneehill County insurance policy with	COMPLETED			
28-Jan-25	030/25	That Council provide third reading, as amended, to Bylaw 1912, that being a bylaw to establish rates, fees and charges for various operations, products, permits and services.	COMPLETED			
28-Jan-25	031/25	That Council accept the Canadian Union of Postal Workers (CUPW) correspondence for information, as presented.	COMPLETED			
28-Jan-25	032/25	That Council authorize the Reeve and CAO to sign the Carbon Management Services Agreement as presented.	COMPLETED			
28-Jan-25	033/25	That Council accept the RMA Board Governance Review Report for information and Council members can participate individually.	COMPLETED			
28-Jan-25	034/25	That Council direct Administration to organize a meeting with Minister Dreesen at the Spring RMA Conference.				
28-Jan-25	035/25	That Council appoint Councillor Cunningham to the Mountain View & Neighbours Women in Business Award Committee for 2025.	COMPLETED			
28-Jan-25	036/25	That Council move to approve an annual donation of \$7,500 for a period of three years commencing in 2026 to the Shock Trauma Air Rescue Society.	COMPLETED			
28-Jan-25	041/25	That Council direct Administration to request information by February 7, 2025, from the Villages of Acme and Linden and Town of Three Hills related to the February 13, 2025 IDP				