



COUNCIL MEETING AGENDA

Tuesday, April 14, 2026, 8:30 a.m.

1600 2nd Street NE

Three Hills, AB T0M 2A0

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

	Pages
1. Call Meeting to Order	
1.1 Agenda	
1.1.1 Additions to the Agenda	
1.1.2 Adoption of the Agenda	
2. Approval of Minutes	
2.1 Regular Council Meeting Minutes of March 24, 2026	3
3. Appointments	
4. Infrastructure- Roads/Bridges/Water/Wastewater/Environment	
4.1 Transportation Update	
Verbal Report	
Bi-weekly review and update.	
5. Community Services	
5.1 Planning	
No Report	
5.2 Agricultural Service Board & Parks	
5.2.1 Horseshoe Canyon Area Structure Plan	10
5.3 Protective Services	
No Report	
6. Corporate Services	
6.1 Ratepayer Newsletters	12
7. Legislative Services	
7.1 Kneehill County Grant Program	15
7.2 Trochu Housing Corporation 2nd Annual Golf Classic	36
7.3 Kneehill Housing Corporation Representative	40
8. Disposition of Delegation & Public Hearing Business	
9. Council and Committee Reports	42
9.1 Community Futures Wildrose	43
10. Council Follow-Up Action List	45
11. Closed Session	
11.1 Disclosure Harmful to Personal Privacy (ATIA-Section 20)	

12. Motions from Closed Session

13. Adjourn



**Kneehill County
Regular Meeting of Council
Minutes**

**March 24, 2026, 8:30 a.m.
1600 2nd Street NE
Three Hills, AB T0M 2A0**

Council Present: Jerry Wittstock, Councillor
Laura Lee Machell-Cunningham, Councillor
Merle Anderson, Councillor
Darcy Penner, Councillor
Lowell Olson, Councillor
Richard Hoppins, Deputy Reeve
Lonnie McCook, Reeve

Staff Present: Theresa Cochran, Interim Chief Administrative Officer
Marika Von Mirbach, Manager of Financial Planning
Barb Hazelton, Manager of Planning and Development
Deanna Keiver, Planning and Development Officer
Mike Conkin, Infrastructure Superintendent
Carolyn Van der Kuil, Legislative Services Manager
Kandas Hope, Executive Assistant

1. Call Meeting to Order

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

1.1 Agenda

1.1.1 Additions to the Agenda

Additions under Council & Committee Reports

9.1 Division 5 Update

1.1.2 Adoption of the Agenda

Resolution: 72/26

Moved by: Councillor Wittstock

That Council approve the agenda as amended.

CARRIED

_____Initials

2. Approval of Minutes

2.1 Regular Council Meeting Minutes of March 10, 2026

Resolution: 73/26

Moved by: Deputy Reeve Hoppins

That Council approves the adoption of the minutes of the March 10, 2026, Regular Meeting of Council, as presented.

CARRIED

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

4.1 2026 Dust Suppression Rates

Resolution: 74/26

Moved by: Councillor Penner

That Council approve the 2026 dust suppression rates of \$10.00 per meter for full calcium chloride application and \$51.53 per meter for Spec Crude application.

CARRIED

Resolution: 75/26

Moved by: Councillor Cunningham

That Council direct Administration to bring back to a future Council meeting comparable dust control rates from other municipalities.

CARRIED

5. Legislative Services

5.1 Bylaw 1926, Master Rates Third Reading

Resolution: 76/26

Moved by: Councillor Cunningham

That Council provide third and final reading to Bylaw 1926, that being a bylaw to establish rates, fees and charges for various operations, products, permits and services.

CARRIED

6. Community Services

6.1 Planning

6.1.1 First Reading and Public Hearing Date – Area Structure Plan Amendment (Bylaw 1927) and Direct Control District 9 (Bylaw 1928) and Direct Control District 10 (Bylaw 1929)

Resolution: 77/26

Moved by: Councillor Penner

That Council give first reading to Bylaw 1927, for the purpose of amending the Area Structure Plan, formerly known as Saddle Up Estates.

CARRIED

Resolution: 78/26

Moved by: Councillor Cunningham

That Council give first reading of Bylaw 1928, for the purpose of creating Direct Control District 9 within SW 5-33-26 W4, formerly zoned Recreation, encompassing approximately 48.66 +/- acres.

CARRIED

Resolution: 79/26

Moved by: Councillor Penner

That Council give first reading of Bylaw 1929, for the purpose of creating Direct Control District 10 within SW 5-33-26 W4, formerly zoned Recreation, encompassing approximately 19.44 +/- acres.

CARRIED

Resolution: 80/26

Moved by: Councillor Cunningham

That Council move to schedule the Public Hearing for Bylaws 1927, 1928, and 1929, as per Sections 216.4, 606, and 692 of the Municipal Government Act, to be held on May 12, 2026, at 10:00 am.

CARRIED

3. Appointments

_____Initials

3.1 Presentation: RCMP Community Priorities

The Chair called for a recess at 9:17 a.m. and called the meeting back to order at 9:29 a.m. with all previously mentioned members present.

Sgt. Jamie Day, Olds RCMP; Cpl Matt Nyman, Three Hills RCMP; Sgt. Ian Patey, Airdrie Rural RCMP; and Sgt. Chris Lafleur, Drumheller RCMP were present at today's meeting and provided Council their Community Priorities Plan.

3.2 Delegation: Marigold Library

The Chair called for a recess at 10:32 a.m. and called the meeting back to order at 10:43 a.m. with all previously mentioned members present.

Lynne Price appeared before Council to provide an overview on Marigold Library.

6. Community Services

6.3 Protective Services

6.3.1 Annual Appointment of Fire Guardians

Deputy Reeve Hoppins excused himself from the discussion due to pecuniary interest.

Deputy Reeve Hoppins left the meeting at 10:57 a.m.

Resolution: 81/26

Moved by: Councillor Penner

That Council appoint the following as Fire Guardians for the issuance of Fire Permits to March 31, 2027:

- Three Hills Fire Department: Chris Evans, Murray Fenton
- Acme Fire Department:
- Carbon Fire Department: Jody Kranzler, Jordan Reed, Jeremy Kranzler, Austin Larsen, Riddel Wiebe
- Linden Fire Department: Carson Reimer, Kenton Klassen
- Torrington Fire Department: Doug Fretz, Jason Michielsen, Derek Benedict
- Trochu Fire Department: Richard Hoppins, Alan Adam, Chris Armstrong
- Kneehill County Administrative: CAO, Manager of Protective Services, Rural Fire Chief, Community Peace Officers.

CARRIED

Deputy Reeve Hoppins returned to the meeting at 11:03 a.m.

_____Initials

6.3.2 Appointment of Director and Deputy Directors of Emergency Management

Resolution: 82/26

Moved by: Deputy Reeve Hoppins

That Council appoints Debra Neitz as Director of Emergency Management, and Dan Marsellus and Mike Conkin as Deputy Directors of Emergency Management for Kneehill County.

CARRIED

7. Corporate Services

7.1 Municipal Tax Rate Scenarios and Bylaw Development

Resolution: 83/26

Moved by: Councillor Penner

That Council direct Administration to prepare the 2026 Tax Rate Bylaw based on Scenario 1.

CARRIED

8. Disposition of Delegation & Public Hearing Business

8.1 RCMP Statistics and Community Priorities, Protective Services Report

The Chair called for a recess at 11:33 a.m. and called the meeting back to order at 11:41 a.m. with all previously mentioned members present.

Resolution: 84/26

Moved by: Councillor Cunningham

That Council direct Administration to bring back the RCMP Community Priorities Plan to the April 21, 2026, Committee of the Whole meeting.

CARRIED

8.2 Delegation: Marigold Library

Council acknowledged receipt of the Marigold Library presentation for information.

9. Council and Committee Reports

Council acknowledged receipt of the following Council & Committee Reports:

- Division 5 Update

_____Initials

10. Council Follow-Up Action List

Council acknowledged receipt of the Council Follow-Up List.

11. Closed Session

Resolution: 85/26

Moved by: Councillor Cunningham

That this meeting goes into closed session at 11:49 a.m. for the following reasons:

- Third Party Business (ATIA-Section 19)
- Disclosure Harmful to Personal Privacy (ATIA-Section 20)

CARRIED

Resolution: 86/26

Moved by: Councillor Penner

That Council return to open meeting at 12:39 p.m.

CARRIED

12:40 p.m. - meeting recessed to allow return of public.

12:41 p.m. - meeting resumed.

12. Motions from Closed Session

Resolution: 87/26

Moved by: Councillor Olson

That Council direct Administration to proceed with the direction regarding 11.2 Third Party Business (ATIA-Section 19), as provided in Closed Session.

CARRIED

Resolution: 88/26

Moved by: Councillor Anderson

That Council direct Administration to cancel the taxes in the amount of \$12,371.50 for Roll No. 33230623000, pursuant to Section 347 of the Municipal Government Act, on the basis that the taxes resulted from incorrect assessment data.

CARRIED

13. Adjourn

The meeting adjourned at 12:43 p.m.

Lonnie McCook, Reeve

Theresa Cochran, Interim CAO

Subject: **Horseshoe Canyon Area Structure Plan**
 Meeting Date: Tuesday, April 14, 2026
 Prepared By: Jenna Kester, Economic Development Officer
 Presented By: Jenna Kester, Economic Development Officer

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:

In December 2024, Kneehill County Council approved a \$160,000 budget for an Area Structure Plan (ASP) to be created for the Horseshoe Canyon and surrounding area. The budget consists of consultant services, studies and engagement costs to complete the project.

An Area Structure Plan is a detailed planning document that guides the future development of a specific area within a municipality. It outlines things like land use, roads, parks, utilities, and overall growth patterns. Essentially, it sets the framework for how the area will develop in an organized and efficient way. The ASP would further achieve the priorities in the area by increasing the available land supply to attract future development opportunities to the County.

In March 2025 the Economic Development Department received confirmation of a grant from the Northern Region Economic Development Program where they were awarded \$85,700.00 in support of the initiative.

An RFP was posted for third party planning consultant teams to apply to create the Area Structure Plan.

On December 1st 2025, procurement was asked to cancel the RFP for bidders to let them know we are postponing the project until we receive further direction from Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Administration is looking for direction regarding the ASP at Horseshoe Canyon.

If the project is not to go through at this time the NRED Grant money must be paid back within 90 days of the end of the term (June 2028) or termination of the agreement (whichever is earlier).

FINANCIAL & STAFFING IMPLICATIONS:

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)



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

ATTACHMENTS:**COUNCIL OPTIONS:**

1. To go forward with the Area Structure Plan at Horseshoe Canyon and utilize the NRED Grant.
2. To park the Area Structure Plan project until further notice, and return the NRED Grant Funds.

RECOMMENDED MOTION OR ACKNOWLEDGEMENT:

That Council postpone the Area Structure Plan Project. This approach allows Council to focus on other priorities while gradually preparing to understand the benefits of tourism and the economic opportunities that strategic development can bring to the municipality.

FOLLOW-UP ACTIONS:**APPROVAL(S):**





Theresa Cochran, Interim Chief Administrative Officer

Approved-



Subject: **Ratepayer Newsletters**
 Meeting Date: Tuesday, April 14, 2026
 Prepared By: Christine Anderson, Communications Coordinator
 Presented By: Christine Anderson, Communications Coordinator

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)- MGA Section 606
Council Bylaw/Policy (cite)- Bylaw 1772- Advertising Bylaw

According to legislation, there are no requirements to produce a Ratepayer Newsletter, but public notices must continue to be advertised in the Three Hills Capital and the Kneehill County Website.

BACKGROUND/PROPOSAL:

Kneehill County currently produces a printed Ratepayer Newsletter four times per year, which is mailed to all registered ratepayers.

The newsletter is designed to:

- Provide updates on County initiatives and decisions
- Communicate service information and community programs
- Maintain transparency and awareness regarding County activities

The newsletter is currently the **only communications tool that guarantees direct physical delivery to all ratepayers**, including:

- Residents without reliable internet access
- Seniors who rely on print communications
- Agricultural producers
- Non-resident ratepayers who live outside the County

Each edition is approximately 12 pages and is mailed to roughly 2,400 ratepayers. The average cost per edition is approximately **\$7,300**, including printing and mailing. Annual cost for four editions is approximately **\$ 29,200, or \$12/ratepayer per year.**

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Role of the Ratepayer Newsletter

The newsletter functions as the County’s **universal direct-delivery communication channel**. Unlike digital platforms or social media, it does not require residents to subscribe, follow, or actively seek information.



This ensures information is distributed equitably across the County's geographically dispersed population. While the County uses a variety of communication tools (website, social media, email newsletters, and newspaper advertising), none provide guaranteed delivery to all ratepayers.

Cost Reduction Options

Several options are available should Council wish to reduce communications expenditures associated with the Ratepayer Newsletter.

Option A – Reduce One Newsletter Edition

Reduce the number of printed newsletters from **four per year to three**.

Estimated impact:

- Maintains physical delivery to ratepayers
- Reduces production and mailing costs

Estimated annual savings: **approximately \$7,000**

Option B – Reduce Page Count

Reduce the newsletter from **12 pages to approximately 8 pages** while maintaining four editions per year.

Estimated impact:

- Focus content on key information and priority updates
- Maintain delivery to all ratepayers

Estimated annual savings: **approximately \$6,000**

Option C – Introduce Voluntary Digital Delivery

Maintain printed newsletters as the default, but allow residents and ratepayers to **opt into digital delivery by email**.

Under this option:

- Printed newsletters would continue to be mailed to all ratepayers who do not opt in to digital delivery
- Ratepayers could register through the County website or a form included in the newsletter
- Email delivery would use the County's existing newsletter system

Estimated impact:

- Gradual reduction in printing and mailing costs
- Maintains equitable access for residents who rely on print

Estimated savings:

- Approximately **\$12 per year per ratepayer** who opts into digital delivery
- A **20–30% opt-in rate** could result in annual savings of approximately **\$5,700–\$8,600**

This option would modernize communications while maintaining accessibility for residents who prefer printed information.

Risk Considerations

Reducing printed communications may impact seniors, rural residents with limited internet access, and non-resident ratepayers who rely on mailed information

Over-reducing communications may increase the risk that residents feel uninformed about County decisions and initiatives. Maintaining some level of printed communication helps ensure equitable access to information across the community.

FINANCIAL & STAFFING IMPLICATIONS:

The Ratepayer Newsletter currently costs approximately **\$29,200 annually**.

Potential savings depend on Council's preferred approach:

Option	Estimated Annual Savings
Reduce one edition	~\$7,000
Reduce page count	~\$6,000
Digital opt-in delivery	~\$5,700–\$8,600 depending on participation

Savings from multiple options could potentially be combined.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

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

ATTACHMENTS:

COUNCIL OPTIONS:

1. Maintain the current newsletter structure of 4 mailings per year to all Kneehill County Ratepayers
2. Reduce the newsletters by ____ editions
3. Direct administration to bring back other options.

RECOMMENDED MOTION OR ACKNOWLEDGEMENT:

That Council provide direction regarding the frequency, format, and delivery method of the Kneehill County Ratepayer Newsletter.

FOLLOW-UP ACTIONS:

Administration will implement Council's direction regarding the frequency, format, or delivery method of the Ratepayer Newsletter and update communications planning and budgeting accordingly.

APPROVAL(S):

Theresa Cochran, Interim Chief Administrative Officer

Approved-



Subject: **Kneehill County Grant Program**
 Meeting Date: Tuesday, April 14, 2026
 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:

Kneehill County currently administers several separate grant and sponsorship policies that have evolved over time. While each policy addressed a specific funding area, collectively they resulted in:

- Overlapping eligibility requirements,
- Inconsistent application and approval processes,
- Multiple funding streams with different timelines and reporting standards, and
- Public confusion regarding which program to apply under.

Administration undertook a comprehensive review of the existing grant policies to improve clarity, consistency, and efficiency, while maintaining Council’s intent to support community-driven initiatives.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Overview of the New Grant Program Policy

The proposed Grant Program Policy consolidates five existing grant and sponsorship policies into one comprehensive framework. They Included:

- 15.3 – Community Grants to Non-Profit Organizations- \$30,000
- 15.4 – Rural Community Hall Capital Grant - \$20,000
- 15.7 – Community Enrichment Support Program - \$6,000
- 15.8 – Rural Resident Connections Grant - \$4,000
- 15.10 – Youth Event Sponsorship \$10,000

The new policy establishes a single, transparent program that supports community initiatives, capital projects, events, and youth-focused activities across Kneehill County.



Rather than eliminating support, the new policy retains and formalizes the intent of the former programs, while aligning eligibility, funding criteria, approval authority, and reporting requirements.

Program Categories

The consolidated program establishes the following four funding categories:

1. **Community Capital Project Grants**
 - Short-term, project-based capital initiatives led by eligible non-profit or community organizations.
 - Requires a minimum 50% matching contribution.
 - Projects must be completed within one year.
2. **Rural Community Hall Capital Grants**
 - Capital improvements to recognized rural community halls.
 - Requires a minimum 25% matching contribution.
 - Projects must be completed within one year.
3. **Community & Event Sponsorships**
 - Support for non-profit-led community, cultural, recreational, or neighbourhood events.
 - Smaller requests (\leq \$250) may be approved by the CAO to ensure timely support.
4. **Youth-Focused Initiatives**
 - Programs or events primarily benefiting youth aged 6–18.
 - Delivered by eligible organizations rather than individuals or schools.

Key Changes and Improvements

The new policy introduces several important improvements:

- **Single Application Process:**
One application form and review process replaces multiple policy-specific applications.
- **Clear Eligibility Rules:**
Consistent applicant eligibility, including clear exclusions for individuals, businesses, and municipally owned assets.
- **Standardized Matching Contributions:**
Clearly defined valuation rates for volunteer labour, donated materials, and equipment.
- **Defined Approval Authority:**
 - CAO may approve requests up to **\$250**
 - Council approval required for requests exceeding \$250
- **Improved Accountability:**
 - Final reports and financial summaries are required before future funding is considered.
 - Unused or unapproved funds must be returned.
- **Flexibility with Oversight:**
Extensions may be approved by the CAO, with Council informed through regular reporting.

With the deletion of the five existing grant policies, the following grant and recognition programs will continue to remain in effect and unchanged:

- Policy 15-1, 100 Year Farm and Ranch Award
- Policy 15-2, Special Occasion & Milestone Recognition
- Policy 15-5, Kneehill County Scholarship Program
- Policy 15-13, Rural Community Hall Operating Grant

FINANCIAL & STAFFING IMPLICATIONS:

There are no new financial impacts associated with adopting the Grant Program Policy. The combined funding allocation for the five existing grant policies totals \$70,000 in the 2026 budget. Funding for the Grant Program will continue to be determined annually by Council through the budget process, and Council may increase or decrease the overall funding allocation based on budget priorities and available resources.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

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

ATTACHMENTS:

“New” Policy 15-11, Grant Program Policy
 Policy 15-11, Grant Program Application

COUNCIL OPTIONS:

1. Approve New Grant Program Policy
2. Request further information
3. Receive for information

RECOMMENDED MOTION OR ACKNOWLEDGEMENT:

That Council approve Policy 15-11, Grant Program Policy as presented, and repeal the following policies:

- 15.3 – Community Grants to Non-Profit Organizations
- 15.4 – Rural Community Hall Capital Grant
- 15.7 – Community Enrichment Support Program
- 15.8 – Rural Resident Connections Grant
- 15.10 – Youth Event Sponsorship

FOLLOW-UP ACTIONS:

Communicate the new program by updating the County website.

APPROVAL(S):

Theresa Cochran, Interim Chief Administrative Officer

Approved-





Section	Policy No.	Page
Grants/Scholarships/Awards/Donation	15-11	1 of 4
Policy Title	Date:	Motion No.
Grant Program Policy	[Keywords]	[Category]

Purpose:

Establish a program that supports community-driven initiatives, events, youth activities, and capital improvements that enhance the social, cultural, recreational, and community well-being of Kneehill County.

Policy Guidelines/Procedures:

1. Program Categories

Funding under this policy may be provided for the following categories:

- **Community Capital Project Grants** – short-term, project-based capital initiatives by eligible non-profit and community organizations.
- **Rural Community Hall Capital Grants** – capital improvements to eligible rural community halls.
- **Community & Event Sponsorships** – support for community, cultural, recreational, and neighbourhood events organized by eligible non-profit or community groups.
- **Youth-Focused Initiatives** – programs, events, or activities delivered by eligible organizations that primarily benefit youth aged 6–18.

2. Eligibility

2.1. Eligible Applicants

- a) Non-profit organizations, societies, or associations operating within Kneehill County including Urban neighbors, provided the project or event takes place within Kneehill County boundaries.
- b) Rural community hall associations recognized by Kneehill County listed in Policy 15-13, *Rural Community Hall Operating Grant*
- c) Community groups or organizations hosting events or activities within Kneehill County

2.2. Ineligible Applicants

- a) Individuals
- b) Businesses
- c) Religious organizations; however, we will consider organizations with religious affiliations that are seeking funding for non-denominational initiative that is open to the community-at-large.
- d) Organizations that have received grant funding exceeding \$1,000 in the previous calendar year
- e) The project must not result in the creation of, or improvements to, an asset that is fully owned by a municipality.



Section Grants/Scholarships/Awards/Donation	Policy No. 15-11	Page 2 of 4
Policy Title Grant Program Policy	Date: [Keywords]	Motion No. [Category]

- i) Applications that include capital improvements to land and/or facilities must provide a current Certificate of Title confirming that the property is not municipally owned.
- f) Projects that support political activities, fundraising events, or private interests
- g) Organizations with political affiliations

3. Funding & Cost-Sharing Requirements

3.1. Matching Contributions

a) Community Capital Project Funding:

- i) Applicants must contribute a **minimum of 50%** of the total eligible project cost.
- ii) Matching contributions may include cash, in-kind volunteer labour, donated materials, or equipment
- iii) Projects must be completed within one year of approval.
- iv) Applicants must present their request to Council at a Council Meeting.

b) Rural Community Hall Capital Projects:

- i) Applicants must contribute a **minimum of 25%** of the total eligible project cost.
- ii) Matching contributions may include cash, in-kind volunteer labour, donated materials, or equipment.
- iii) Projects must be completed within one year of approval.
- iv) Applicants must present their request to Council at a Council Meeting.

c) Community & Event Sponsorship & Youth Focused Initiatives

- i) For requests over \$1,000, applicants may be required to contribute a minimum of 50% of the total eligible project cost; this requirement may be waived at Council's discretion.
- ii) Matching contributions may include cash, volunteer labour, donated services, or materials directly related to the project.
- iii) Applications may be presented to Council by Administration. Applicants may also request the opportunity to present directly to Council; however, a presentation by the applicant is not mandatory.

3.2. Valuation of In-Kind Contributions

- a) Unskilled labour: \$20/hour



Section	Policy No.	Page
Grants/Scholarships/Awards/Donation	15-11	3 of 4
Policy Title	Date:	Motion No.
Grant Program Policy	[Keywords]	[Category]

- b) Skilled labour: \$35/hour
- c) Donated materials or professional services: verified fair market value
- d) Donated heavy equipment (including operator): \$70/hour

4. Funding Authority & Approval

- 4.1. Requests for Community & Event Sponsorship funding of \$250 or less may be approved by the Chief Administrative Officer (CAO), to ensure timely responses to community organizations with short timelines.
- 4.2. Council will be provided with a summary of all CAO-approved grants through the Council Information Package.
- 4.3. Any requests greater than \$250 require Council approval by resolution.
- 4.4. Total program funding will be determined annually by Council through the budget process.
- 4.5. Once the annual funding allocation is fully committed, no further applications will be accepted.

5. Application & Review Process

- 5.1. Applications are accepted year-round, subject to available funding
- 5.2. All applicants must complete the official grant application form and provide:
 - a) Project or event description
 - b) Budget and funding sources
 - c) Community benefit and expected outcomes
- 5.3. Administration will review applications for eligibility and completeness.
- 5.4. Eligible applications exceeding the CAO approval limit will be forwarded to Council for consideration.

6. Disbursement & Reporting

- 6.1. Grant funds must be used solely for the approved project, event, or activity.
- 6.2. Approved recipients receiving funding through either the Community Capital Project Grant or the Rural Community Hall Capital Grant program are required to submit a brief final report and a financial summary within one year of approval.
- 6.3. No further funding will be provided to an organization until the required final report has been received.
- 6.4. Any unused or unapproved funds must be returned to Kneehill County.

7. Extensions



POLICY

Section	Policy No.	Page
Grants/Scholarships/Awards/Donation	15-11	4 of 4
Policy Title	Date:	Motion No.
Grant Program Policy	[Keywords]	[Category]

- 7.1.** If the organization is unable to complete a capital project or activity within the current year, a written request for an extension must be submitted.
- 7.2.** Extensions may be approved by the CAO, with Council informed of the decision.
- 7.3.** Failure to complete the project or obtain an extension may result in the organization repaying the funds and being ineligible for future grants.

Approved: X, X, 2026 X/26

Review Date: X, X, 2030





Kneehill Community Grant Program Application Form POLICY #15-11

PURPOSE

Establish a program that supports community-driven initiatives, events, youth activities, and capital improvements that enhance the social, cultural, recreational, and community well-being of Kneehill County.

ELIGIBILITY

Who can apply?

- Non-profit organizations, societies, or associations operating within Kneehill County, including Urban neighbours, provided the project or event takes place within Kneehill County boundaries
- Rural community hall associations recognized by Kneehill County, listed in Policy 15-13, *Rural Community Hall Operating Grant*
- Community groups or organizations hosting events or activities within Kneehill County

Who cannot apply?

- Individuals
- Businesses
- Religious organizations; however, we will consider organizations with religious affiliations that are seeking funding for a non-denominational initiative that is open to the community-at-large
- Organizations that have received grant funding exceeding \$1,000 in the previous calendar year
- The project must not result in the enhancement or creation of a fully municipally owned asset.
 - Applications that include capital improvements to land and/or facilities must provide a current Certificate of Title confirming that the property is not municipally owned
- Projects that support political activities, fundraising events, or private interests
- Organizations with political affiliations

SUBMISSION DATES

Applications are accepted year-round, subject to available funding.

SEND YOUR COMPLETED APPLICATION TO:

Kneehill County
Grant Program
PO Box 400
Three Hills, AB
T0M 2A0

Or alternatively via email:
execassist@kneehillcounty.com

*Please direct all application inquiries to:
Carolyn Van der Kuil at 403-443-5541.*

Personal information collected on this form is used to administer the Kneehill County Grant Program and is collected under Section 4(c) of the Protection of Privacy Act. The information is also subject to the Access to Information Act. Questions may be directed to the Kneehill County Privacy Officer at 403-443-5541.



Kneehill Community Grant Program Application Form POLICY #15-11

ORGANIZATION INFORMATION

Date: _____

Organization Legal Name: _____

Society Registration Number: _____

Contact Person: _____

Mailing Address: _____

City: _____ Province: Alberta Postal Code: _____

(All correspondence and cheques will be mailed to this address)

Telephone: _____ Email: _____

Cheques made payable to: _____

GRANT CATEGORY

(Select One)

<input type="checkbox"/>	Community Capital Project	Applicants must contribute a minimum of 50% of the total eligible project cost
<input type="checkbox"/>	Rural Community Hall Capital Project	Applicants must contribute a minimum of 25% of the total eligible project cost
<input type="checkbox"/>	Community & Event Sponsorship	Requests over \$1,000 may be required to contribute a minimum of 50% of the total eligible cost.
<input type="checkbox"/>	Youth-Focused Initiative	

PROJECT INFORMATION

Is your organization based within Kneehill County boundaries?

- Yes No

Will your project or event take place within Kneehill County boundaries?

- Yes No

Will this project be completed within the current year?

- Yes No

If you do not receive this grant, will the project take place?

- Yes No

Where will the project or event take place? (Community and/or facility name)

Please provide a brief description of the project or event:

(What will be done and how the funds will be used.)

Personal information collected on this form is used to administer the Kneehill County Grant Program and is collected under Section 4(c) of the Protection of Privacy Act. The information is also subject to the Access to Information Act. Questions may be directed to the Kneehill County Privacy Officer at 403-443-5541.



Kneehill Community Grant Program Application Form POLICY #15-11

Please describe how this project or event will benefit Kneehill County residents.

PROJECT FUNDING

Project Funding Details – Please identify all sources of funding for this project

	Total Amount
Kneehill County Contribution- Please fill in the funding request for this project	\$
Applicant Contribution in Cash	\$
Volunteer Labour*	\$
Donated In-Kind (including equipment and material)*	\$
Total Project Funding	\$

* Rates are: \$20/hr for unskilled labour, \$35/hr for skilled labour and \$70/hr for equipment including operator
Proof for budgeted in-kind contributions and volunteer labour will be requested on the Accountability form.

APPLICANT AGREEMENT

By signing below, the applicant certifies that:

- Information provided is true and accurate;
- Funds will be used solely for the approved purpose;
- The project complies with the Grant Program Policy.

Signature: _____

Name Printed: _____

Date: _____

Personal information collected on this form is used to administer the Kneehill County Grant Program and is collected under Section 4(c) of the Protection of Privacy Act. The information is also subject to the Access to Information Act. Questions may be directed to the Kneehill County Privacy Officer at 403-443-5541.

POLICY



Section Grants/Scholarships/Awards/Donation	Policy No. 15-3	Page 1 of 4
Policy Title Community Grants to Non-Profit Organizations	Date: November 28, 2023	Motion No. 421/23

Policy Statement:

Kneehill County recognizes that volunteer community associations are vital to the health, well-being and social development of our community. Each year Kneehill County Council allocates a predetermined amount of money towards project based initiatives and non-operational expenditures through a grant process that responds to community need and are community driven. Funding under this Policy is a one-time interim measure and is not to be relied on as a continuing source of revenue. Council fully expects community organizations to be self-sustaining and to develop working relationships with other contributing partners.

Purpose:

This policy is intended to address grant requests from Non-Profit Organizations. This policy and its associated procedure establishes eligibility criteria and a process for receiving grant applications from Non-Profit Organizations, as well as protocols for distributing grants and receiving reports that outline how funds have been expended.

Policy Guidelines/Procedures:

1. Eligibility

1.1. Community Grants to Non-Profit Organizations shall be limited to those organizations that:

- a) Have short-term minor projects
- b) Have Projects that can be completed within one year of funding approval
- c) Are responsible for the financial operation of the project
- d) Have project-based initiatives and not operational expenditures
- e) Are able to match the funding requested at a minimum of 50 per cent of the total project cost

1.2. The following organizations are eligible for funding under this policy:

- a) Non-profit organizations, societies, or associations
 - i) Who have society status for minimum of 2 (two) years and be in good standing
 - ii) Who operate within Kneehill County and project is completed within Kneehill County boundaries

1.3. The following are not eligible for funding under this policy:

- a) Municipalities
- b) Individual persons
- c) Organizations that provide services or programs that are the responsibility of another level of government, including Health, Education, Libraries and Social Services



POLICY

Section Grants/Scholarships/Awards/Donation	Policy No. 15-3	Page 2 of 4
Policy Title Community Grants to Non-Profit Organizations	Date: November 28, 2023	Motion No. 421/23

- d) Religious organizations; however, we will consider organization with religious affiliations that are seeking funding for non-denominational initiative that is open to the community-at-large
- e) Organizations with political affiliations
- f) Projects that have already been started or completed
- g) Programs, events and activities that have received support from the County through another application from another non-profit organization
- h) Organizations that received Kneehill Community Grant to Non-Profit Organizations funding in the prior year of more than \$1,000 are not eligible this year
- i) Project cannot enhance or create a fully owned municipal asset. Applications involving land and/or facilities must include a Certificate of Title.
- j) Organizations must be able to match the funding requested at a minimum of 50% of the total project cost.

2. Funding Allotment & Allocation

- 2.1. The grant amount and availability will be determined by Council during the annual budget deliberations.
- 2.2. Grant funding is approved on a matching basis. This means organizations must contribute an amount equal to or exceeding the actual Community Grant. The matching requirement may be met in the form of any combination of money, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.
 - a) The value of volunteerism for Community Grant is based on:
 - \$20.00/hour for unskilled labour;
 - \$35.00/hour for skilled labour;
 - Donated materials and professional services at verified fair market value; and
 - Donated heavy equipment (incl. operator) \$70.00/hour.
 - b) Time and labour provided towards preparation of Community Grant funding applications, committee planning meetings, fundraising and similar activities are not eligible for Community Grants matching purposes.
- 2.3. Funding is limited to a minimum of \$250 dollars
- 2.4. Organizations can request to present to Council but is not mandatory.
- 2.5. Additional information or clarification may be requested by Council before approval of funds

3. Applications

POLICY

Section Grants/Scholarships/Awards/Donation	Policy No. 15-3	Page 3 of 4
Policy Title Community Grants to Non-Profit Organizations	Date: November 28, 2023	Motion No. 421/23

- 3.1. Organizations interested in applying for the grant must complete the provided official application form that provides detailed information about the proposed project, its objectives, budget and benefit to Kneehill County.
- 3.2. Application forms can be picked up at the Kneehill County Administration Building, and are also available electronically online at www.kneehillcounty.com.
- 3.3. All applications will be signed by two members of the society's Executive Committee.
- 3.4. There will be two (2) application and distribution dates each year:
 - a) The first application deadline is the first Wednesday of March
 - b) The second application deadline is the first Wednesday of October
- 3.5. Funding requests received after the application deadline will not be accepted and the applicant will be requested to submit an application for the next grant period.
- 3.6. If the application form is not properly filled out, the grant application will not be considered.
4. **Review Process**
 - 4.1. Administration will review the submission and short-list those that appear to be fully eligible to make application.
 - 4.2. Community grant applications will be brought before the Council during either a Committee of the Whole Meeting or a regular Council Meeting following the application due date. If presented during a Committee of the Whole Meeting, the recommendation will be subject to ratification through a Council motion at an upcoming Council Meeting.
 - 4.3. Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain Community Grant funding.
5. **Disbursement of Funds**
 - 5.1 Applicants will be notified upon Council approving their application.
 - 5.2 Grant funding will be approved in full amount requested or not approved at all.
 - 5.3 Where a grant is awarded, 100% of the grant amount portion will be forwarded to the applicant once Council has approved the grant by resolution during a regular Council meeting.
6. **Accountability of Funds**
 - 6.1 Organizations approved for funding must use the funds within one year and submit a final report to Kneehill County using the official accountability form template.
 - 6.2 Organizations provided financial support pursuant to this policy shall be accountable for the expenditure of funds provided.
 - 6.3 The program, event and activity shall be undertaken without material alteration.


POLICY

Section Grants/Scholarships/Awards/Donation	Policy No. 15-3	Page 4 of 4
Policy Title Community Grants to Non-Profit Organizations	Date: November 28, 2023	Motion No. 421/23

- 6.4 The entire amount of financial support provided must be used exclusively for the project program, event or activity identified in the application.
- 6.5 If the organization is unable to conduct the project program, event or activity in the current year, a written letter of request for an extension must be submitted.
- 6.6 Requests for an extension will require approval from the Chief Administrative Officer, with Council being updated on the Chief Administrative Officer's decision.
- 6.7 If an extension request is not received, or if an extension is not granted, the organization shall return the funds provided by the County.
- 6.8 Organizations receiving support pursuant to this policy must repay to the County any unexpended portion of the funds provided, or any amounts expended for purposes other than those specified in the application.
- 6.9 If the organization does not comply with the requirements of Sections 6.1 to 6.8 of this policy, future financial support from the County pursuant to this policy or any other may not be considered.



Ken King,
Reeve



Mike Haugen,
CAO

Amended: November 25, 2014 423/14
Approved: December 10, 2019 533/19
Approved: November 28, 2023 421/23
Review Date: November 28, 2027



Section Grants/Scholarships/Awards/Donation	Policy No. 15-4	Page 1 of 3
Policy Title Rural Community Hall Capital Grant	Date: November 28, 2023	Motion No. 420/23

Purpose:

Kneehill County is committed to fostering the growth, vitality, and unity of rural communities by providing financial assistance for the development and enhancement of their community halls, including the following Rural Community Halls:

- Huxley Community Association
- Sunnyslope Community Association
- Wimborne Community Centre
- Torrington Community Centre
- Swalwell Community Association
- Three Hills Rural Community Association
- Orkney Athletic Association
- Mt. Vernon Community Association
- Hesketh Community Hall Association

This Rural Community Hall Capital Grant Policy outlines the eligibility criteria, application process, evaluation guidelines, and expectations for organizations seeking grants to improve their community halls.

Policy Guidelines:

1. Eligibility Criteria

To be eligible for the Rural Community Hall Capital Grant, the following organizations listed above must meet the following criteria:

- a. The proposed project should offer clear benefits to the local community, enhancing its social, cultural, recreational, or educational aspects.
- b. All projects proposed must be capital expenditures, not operational costs.
- c. Applicants must provide a minimum of 25 per cent of the total project cost, which can include provincial or federal funds.
- d. Applicants that received more than \$1,000 in Rural Community Hall Capital Grant funding in the prior year are not eligible for the following year.
- e. Projects must be completed within one-year of funding approval.
- f. Applicants approved at a Level A funding level, as defined in Policy #15-13 for Rural Community Halls, will receive higher priority for funding.



Section Grants/Scholarships/Awards/Donation	Policy No. 15-4	Page 2 of 3
Policy Title Rural Community Hall Capital Grant	Date: November 28, 2023	Motion No. 420/23

2. Funding

- a. The grant amount and availability will be determined by Council during the annual budget deliberations.
- b. The 25 per cent contribution from applicants can include cash, in-kind volunteer hours, and/or donated materials and equipment.
 - i. The value of volunteerism is defined as follows:
 1. \$20.00/hour for unskilled labour;
 2. \$35.00/hour for skilled labour;
 3. Donated material and professional services at verified fair market value
 4. Donated heavy equipment (incl. operator) \$70.00/hour.

3. Grant Application Process

- a. **Submission:** Organizations interested in applying for the grant must complete the official application that provides detailed information about the proposed project, its objectives, budget, timeline and expected community impact.
- b. **Submission Dates:** Applications are open from January 1st to September 30th of each year, with remaining funds transferred to the second round of Community Grants to Non-Profits Grant Policy after September 30th.
- c. **Supporting Documentation:** Applicants may be required to submit additional documentation, such as architectural plans, cost estimates, and project timelines.
- d. **Application Review:** An evaluation committee, comprising all Council members, will review all applications. Projects requesting funds over \$5,000 must present their project to Council.

4. Grant Disbursement and Reporting

- a. **Grant Amount:** The grant amount will be determined by Kneehill County Council based on the project's needs, impact, and available funds.
- b. **Disbursement:** The County's committed funding will be released upon project's confirmation.
- c. **Reporting:** Recipients must submit a final report within one-year of funding approval, including all receipts and full accounting.
 - i. Unused funds will be returned to Kneehill County.
 - ii. All financial support must be used exclusively for the project program, event or activity identified in the application.
 - iii. Project photos are to be included in the project reporting document.



POLICY

Section Grants/Scholarships/Awards/Donation	Policy No. 15-4	Page 3 of 3
Policy Title Rural Community Hall Capital Grant	Date: November 28, 2023	Motion No. 420/23

d. Extension:

- i. Requests for project extensions must be submitted in writing and approved by the Chief Administrative Officer, with Council being updated on their decision.
- ii. Failure to request an extension or if an extension is not granted, the organization shall return the funds provided by the County.
- iii. Unused funds not returned to the County may lead to withheld future financial support.

e. Recognition:

- i. Council will determine the form of recognition at the time of grant approval, which may include:
 1. Public acknowledgment by Applicant;
 2. A photo opportunity;
 3. Displaying a sign at the project site with the cost borne by the Applicant; or
 4. A customized recognition.



Ken King,
Reeve



Mike Haugen,
CAO

Approved: November 28, 2023 420/23
Review Date: **November 28, 2027**



POLICY



Section Grants/Scholarships/Awards/Donation	Policy No. 15-7	Page 1 of 1
Policy Title Community Enrichment Support Program	Date: November 28, 2023	Motion No. 422/23

Purpose:

To establish guidelines for Council to address requests from individuals and organizations for sponsorship of recreation, community, arts & cultural events not covered by other grants, scholarships, awards or donations.

Policy Guidelines/Procedures:

1. Funding Allotment & Allocation:

1.1. The grant amount and availability will be determined by Council during the annual budget deliberations.

2. Eligibility:

2.1. Individuals or organizations requesting sponsorship for recreation, community, arts & cultural events not covered by other grants, scholarships, awards or donations.

2.2. To assist with operating expenses, and other costs associated with hosting an event.

3. Disbursement of Funds:

3.1. Funding to be provided at the discretion of the CAO, to a maximum of \$250.00 per request.

3.2. Funding requests over \$250.00 at the discretion of Council by resolution.

4. Reporting

4.1 Council will be provided with a copy of the approval letter for each recipient in the Council Information Package.


Ken King,
Reeve


Mike Haugen,
CAO

- Amended: January 23, 2007 22/07
- Amended: August 30, 2011 412/11
- Amended: January 27, 2015 14/15
- Amended: December 10, 2019 536/19
- Amended: November 28, 2023 422/23

Review Date: November 28, 2027



POLICY



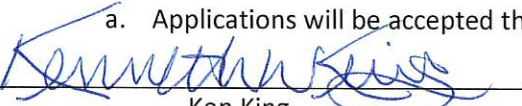
Section Grants/Scholarships/Awards/Donation	Policy No. 15-8	Page 1 of 1
Policy Title Rural Resident Connections Grant	Date: November 28, 2023	Motion No. 423/23

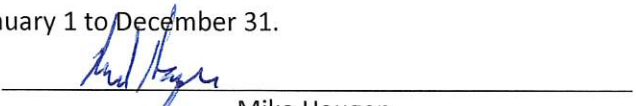
Purpose:

The Community Connection Grant is an initiative to encourage Kneehill County Rural Residents to engage in local activities that promote social connections, inclusion, and well-being. This initiative offers grants to support a variety of neighbourhood and community-oriented gatherings, events, or activities. Successful applications will demonstrate how the grant supports residents to connect and engage with each other.

Policy Guidelines:

1. Eligibility :
 - a. Applicants must be a rural resident of Kneehill County and the activity or event must be held in Kneehill County. Businesses are not eligible for funding.
2. Funding:
 - a. The grant amount and availability will be determined by Council during the annual budget deliberations.
3. Grant Application Process:
 - a. Rural Residents interested in applying for the grant must complete the provided official application form. The application form will require detailed information about the event, budget, and demonstrate how it will promote social connections, inclusion, and well-being.
 - b. Each event may have only one application.
 - c. Events must serve the best interests of the community and should not promote any ideas or opinions that could be considered discriminatory or offensive.
 - d. Grant funds must be used for a public purpose and may not support or promote political activities, or private interests. This grant funding cannot be used for fundraising events or to host charity walks or runs.
4. Application Review:
 - a. All applications will be reviewed and awarded by Kneehill County Council.
5. Grant Disbursement and Reporting
 - a. The grant amount will be determined by Kneehill County based on the events needs, impact and available funds.
 - b. Grant recipients must acknowledge Kneehill County’s support in event marketing and promotional materials.
 - c. A brief final report is required upon completion of your event or activity, and the event may be focused in our newsletter.
6. Application Deadline
 - a. Applications will be accepted through January 1 to December 31.


Ken King,
Reeve


Mike Haugen,
CAO

Approved: November 28, 2023 423/23
Review Date: November 2027





		POLICY	
Section	Policy No.	Page	
Grants/Scholarships/Awards/Donation	15-10	1 of 2	
Policy Title	Date:	Motion No.	
Youth Event Sponsorship	November 28, 2023	424/23	

Purpose:

Kneehill County is committed to supporting and nurturing the growth, development, and empowerment of young individuals within our community. To further this mission, we have established the Youth Event Grant Policy to provide financial assistance to organizations operating within the boundaries of Kneehill County, for the purpose of organizing and conducting youth-oriented events, activities, and programs.

Policy Guidelines:

1. Eligibility:

- a) To be eligible for the Youth Event Grant, organizations must meet the following criteria:
 - i) The applicant must be an organization, team, or youth group operating within Kneehill County, including urban neighborhoods within the County.
 - ii) The event should primarily target participants in the age range of 6 to 18 years.

2. Ineligible:

- a) Public and Private Schools
- b) Projects that are already receiving financial support from other County sources.
- c) Individuals
- d) Businesses
- e) Grant funds must be used for a public purpose and may not support or promote political activities, or private interests. This grant funding cannot be used for fundraising events or to host charity walks or runs.

3. Funding

- a) The grant amount and availability will be determined by Council during the annual budget deliberations.

4. Grant Application Process

a) Submission:

- i) Organizations interested in applying for the grant must complete the provided official application form. This form will require detailed information about the event, its objectives, target audience, budget, and anticipated impact.
- ii) Grants are limited to one per financial year for each applicant.
- iii) Grants cannot be spent on capital items.
- b) **Supporting Documentation:** Applicants may be required to submit additional documentation, such as a budget breakdown, event itinerary, and marketing plan.
- c) It is encouraged for applicants to present to Council, especially if they can be conducted by the youth involved, but is not mandatory.
- d) Applicants may also be invited as a delegate to Council to answer questions they might have.



POLICY

Section Grants/Scholarships/Awards/Donation	Policy No. 15-10	Page 2 of 2
Policy Title Youth Event Sponsorship	Date: November 28, 2023	Motion No. 424/23

- e) **Application Review:** A review committee comprising of all Council members will evaluate all applications based on the following criteria:
- i) Demonstrated need for the project and how it supports youth growth and development.
 - ii) Overall impact the project will have on the community and the number of children it will benefit.
 - iii) The need for financial assistance for the project as well as funding commitment from the applicant organization, or other funding sources to ensure the project's success.

5. Grant Disbursement and Reporting

- a) The grant amount will be determined by Kneehill County based on the event's needs, impact, and available funds.
- b) A brief final report is required upon completion of your event or activity, and the event may be focused in our newsletter.
- c) Recipients must acknowledge Kneehill County's support in event marketing and promotional materials.

6. Application Deadline

- a) Application will be accepted through January 1 to December 31.


Ken King,
Reeve


Mike Haugen,
CAO

Approved: December 10, 2019 534/19

Approved: November 28, 2023 424/23

Review Date: **November 28, 2027**



Subject: **Trochu Housing Corporation 2nd Annual Golf Classic**
 Meeting Date: Tuesday, April 14, 2026
 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:

Administration received a request from the Trochu Housing Corporation requesting sponsorship of its Second Annual Golf Classic being held at the Trochu Golf Course on Thursday, June 11, 2026.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The Trochu Housing Corporation has identified five sponsorship tiers, with contribution levels ranging from \$500 to \$5,000, as outlined in the attached sponsorship opportunity poster. Also, Recognition associated with each sponsorship tier is outlined in the attached sponsorship poster.

In 2025, Council approved sponsorship of this event at the Gold level (\$2,000). The organization has requested that the County consider participating at the same sponsorship level for the 2026 event.

The stated purpose of the event is to raise funds in support of the Trochu Seniors Supportive Living Housing Project, which is anticipated to open on July 1, 2027.

Administration notes that, separate from this request, the County has previously approved funding in the amount of \$300,000 toward this initiative.

FINANCIAL & STAFFING IMPLICATIONS:

Council is concurrently considering a new Grant Program Policy. Should Council approve the policy, funding for this request could be considered under the new framework under the program category of Community and Event Sponsorship.

Alternatively:

- Council may defer consideration of this request until the new policy is approved; or
- Council may consider the request under the existing Policy 15-7: Community Enrichment Support Program.



RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools: Individual Notification

Other:

ATTACHMENTS:

Trochu Housing Corporation Sponsorship Request Letter

COUNCIL OPTIONS:

1. Council can approve a sponsorship in the amount of \$2,000, as requested
2. Council can approve a sponsorship in another amount.
3. Council receive for information.

RECOMMENDED MOTION OR ACKNOWLEDGEMENT:

Council decision.

FOLLOW-UP ACTIONS:

Administration will communicate Council's decision to the Trochu Housing Corporation.

APPROVAL(S):

Theresa Cochran, Interim Chief Administrative Officer

Approved-



REGISTRATION INFORMATION

Full Name

Contact Number

Email Address

Address

Individual Golfer(s) - \$150 each
For Sponsorship Only

Platinum Level Sponsorship

Gold Level Sponsorship

Lunch & Supper Sponsorship

Silver Level Sponsorship

Hole in One Sponsor

Hole Prize Sponsor

Payment & Registration Contact
For payment by cheque, credit card, or
invoice, please contact:
Sam Smalldon, President
Trochu Housing Corporation
(403) 586-2702
ssmalldon.thc@townoftrochu.ca

ALL PROCEEDS RAISED ARE IN SUPPORT OF TROCHU HOUSING CORPORATION

Trochu Housing Corporation is a non-profit organization operating under the Town of Trochu. Our organization is governed by a community board of directors with representatives from the Town of Trochu, Kneehill County and the surrounding Community.

Where Does Your Support Go?

Funds raised at this year's Annual Golf Tournament will go towards purchasing specialized furniture for the New Trochu Seniors Supportive Living Facility, opening summer of 2027.



**Support Trochu and
Community Seniors: Building a
Brighter Future Together**

Page 38 of 51



TROCHU HOUSING CORPORATION

2ND ANNUAL GOLF CLASSIC

SPONSORSHIP LEVELS

PLATINUM — \$5,000

- Golf for eight (8) players
- 18 holes with power cart
- Lunch and end-of-tournament dinner
- Premium logo placement
- Major sponsor recognition at the event

LUNCH & SUPPER - \$3,500

- Golf for four (4) players
- 18 holes with power cart
- Lunch and end-of-tournament dinner
- Prominent logo placement
- Major sponsor recognition at the event

GOLD — \$2,000

- Golf for four (4) players
- 18 holes with power cart
- Lunch and end-of-tournament dinner
- Logo placement
- Major sponsor recognition at the event

SILVER — \$1,000

- Golf for two (2) players
- 18 holes with power cart
- Lunch and end-of-tournament dinner
- Logo & sponsor recognition at the event

HOLE-IN-ONE - \$750

- Golf for one (1) player
- 18 holes with power cart
- Lunch and end-of-tournament dinner
- Logo recognition at designated hole
- \$10,000 insurance coverage

HOLE PRIZE - \$500

- Golf for one (1) player
- 18 holes with power cart
- Lunch & end-of-tournament dinner
- Recognition at the event

Where:

Trochu Golf & Country Club

Date:

Thursday, June 11th, 2026

Time:

Registration 8:00 am

Shotgun Start 9:00 am



Each Registration Includes:

- 18 holes of golf
- Power golf cart
- Lunch
- End of tournament dinner
- Hole competitions
- A great day of golf!





Contests:

- Hole-in-One
- Putting Contest
- Longest Drive
- Closest to the Pin
- Ball in Water
- Ball in Sand



Subject: **Kneehill Housing Corporation Representative**
 Meeting Date: Tuesday, April 14, 2026
 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:

Kneehill County currently appoints two Council members to serve as representatives on the Kneehill Housing Corporation Committee. These appointments support collaboration, communication, and County representation in matters related to housing within the region.

The Kneehill Housing Corporation Committee has advised Administration that, in order to support the committee’s ongoing work and maintain effective participation, a change in County representation is being requested.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Administration is bringing forward a recommendation for Council’s consideration to appoint a representative to one of the County’s positions on the Kneehill Housing Corporation Committee.

FINANCIAL & STAFFING IMPLICATIONS:

There are no financial implications associated with appointing a new representative to the Kneehill Housing Corporation Committee.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

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

ATTACHMENTS:

N/A

COUNCIL OPTIONS:

1. Appoint a new Council representative to the Kneehill Housing Corporation Committee.
2. Direct Administration to bring further information.



RECOMMENDED MOTION OR ACKNOWLEDGEMENT:

That Council appoint Councillor X to the Kneehill Housing Corporation Committee.

FOLLOW-UP ACTIONS:

APPROVAL(S):






Theresa Cochran, Interim Chief Administrative Officer

Approved-



Subject: **Council & Committee Report**
 Meeting Date: Tuesday, April 14, 2026
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager
 Presented By: Theresa Cochran, Interim CAO

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

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

RELEVANT LEGISLATION:

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

BACKGROUND/PROPOSAL:

The purpose of the 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 implications.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

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

ATTACHMENTS:

Council & Committee Reports

COUNCIL OPTIONS:

- That Council accepts the Council and Committee report.

RECOMMENDED MOTION:

No motion is required; an acknowledgment will be included in the minutes noting that Council reviewed the Council and Committee Reports.

FOLLOW-UP ACTIONS:

N/A

APPROVAL(S):

Theresa Cochran, Interim Chief Administrative Officer Approved-



CFWR 2025-26 IMPACT REPORT

OUR IMPACT SINCE 1989

35,257

Jobs Created
or Maintained

\$39,821,044

in Loans

51,097

Business Coaching
Sessions

102,602

Client Services
Delivered

\$54,708,765

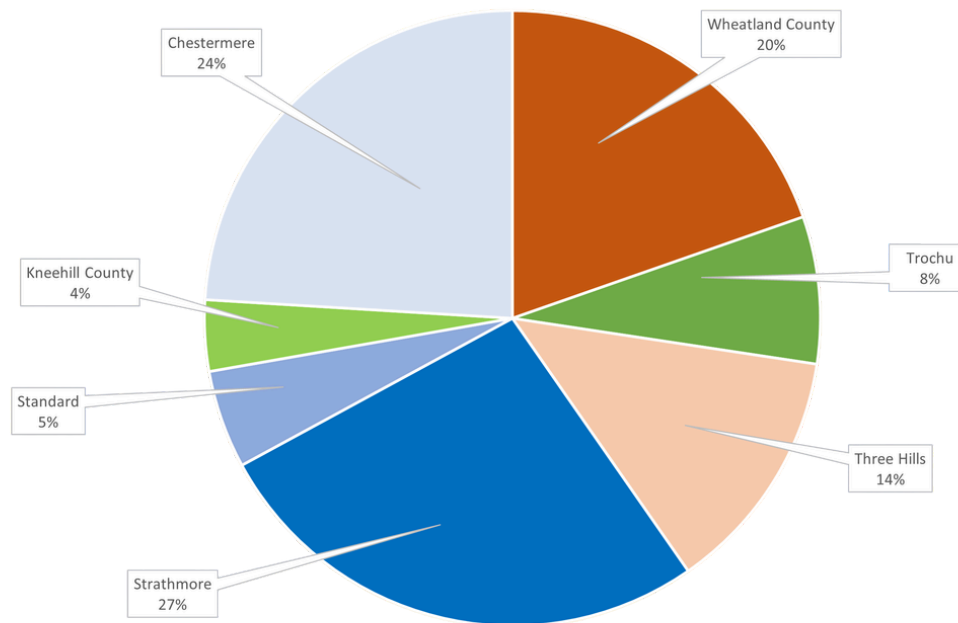
Leveraged Funds
into our Communities

28,377

Business Training
Participants

THIS FISCAL APRIL 1, 2025 - MARCH 31, 2026

Loans by Region



Approved Loans: \$1,552,000

Leveraged Funds: \$1,423,241

Entrepreneurs Trained/Coached: 702

CED Projects: 6

CFWR 2025 EXECUTIVE SUMMARY

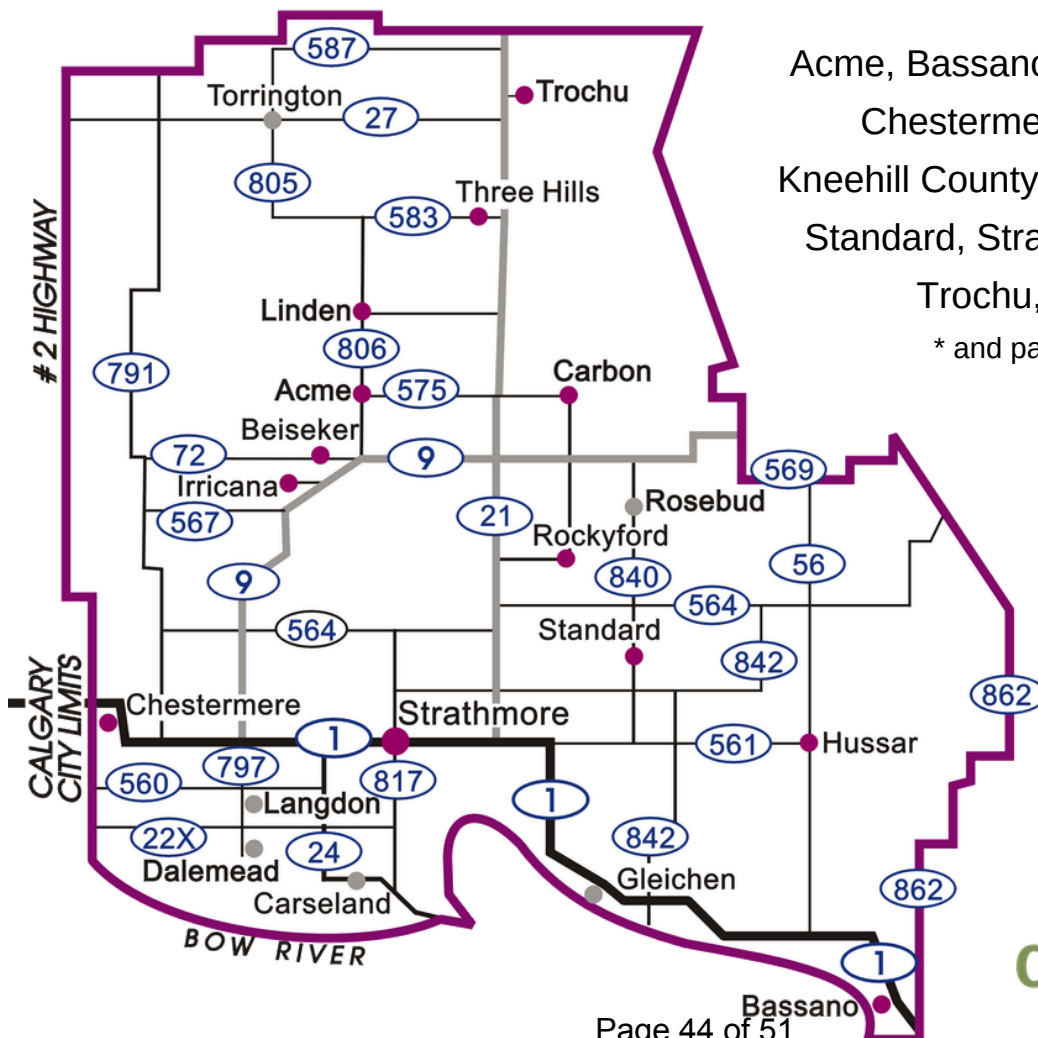
THIS QUARTER

- Training Programs offered:
 - Five-part Digital Marketing Series
 - Temporary Foreign Worker Session
 - HR: Interview Skills/Difficult Conversations
- Heart of Our Community Campaign Update:
 - Total # of nominations: 192
 - Q4 Winner: Langdon Community Petco
- **WINNER: Nonprofit of the Year, Strathmore Wheatland Chamber of Commerce, Business Excellence Awards**
- Hosted Regional EDA CIR Workshop
- Completed CIR Primer Reports in 5 municipalities



wildrose.albertacf.com





COMMUNITIES WE SERVE



Acme, Bassano, Beiseker, Carbon, Chestermere, Hussar, Irricana, Kneehill County, Linden, Rockyford, Standard, Strathmore, Three Hills, Trochu, Wheatland County.
* and parts of Rocky View County

Subject: **Council Follow-Up Action List**
 Meeting Date: Tuesday, April 14, 2026
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager
 Presented By: Theresa Cochran, Interim 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:	
--------	-------------------------	--------	--

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:

No motion is required; an acknowledgment will be included in the minutes noting that Council reviewed the Council Follow-up Action List.

FOLLOW-UP ACTIONS:

N/A

APPROVAL(S):

Theresa Cochran, Interim Chief Administrative Officer Approved-





Council Action Items

Meeting Date	Motion #	Description/Motion	Status	Lead	Due Dates	Comments
25-Jun-24	196/24	That Council direct Administration to investigate options for upgrading the water service to the Three Hills Airport.	Active	John McKiernan	Q2-2026	Information has been provided to representatives of Prairie College concerning the rural water system within the area that is being looked at for development
22-Oct-24	360/24	That Council move that Kneehill County participate in the AUC process regarding the Lone Butte Solar Project	Active	Theresa Cochran	Q2-2026	The County is being represented by legal counsel, and T. Cochran will represent the County. We have had several meetings with Lone Butte Legal Council and have resolved 2 of the conditions. The hearing has been scheduled for May 20, 2026 at 9am.
12-Nov-24	381/24	That Council direct Administration to draft a policy regarding participation in AUC proceedings.	Active	Barb Hazelton	Q2-2026	Draft has been created
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.	Active	Mike Conkin	Q1-2026	Policy is being presented to COW on March 12, 2026 for discussion. Recommended changes will be brought to Council for discussion thereafter.
25-Mar-25	083/25	That Council increase the Private Cemetery mowing fees to \$500 annually in 2026 and implement formal service agreements with existing serviced cemeteries.	Active	Fallon Sherlock	Q1-2026	Fee update approved in 2026 Master Rates Bylaw March 24. Letters and Agreements sent out to Cemeteries.
08-Apr-25	123/25	That Council direct Administration to bring forward a discussion regarding the exploration of relationship building with Indigenous Peoples to the next Strategic Planning Session. ;	Parked	Theresa Cochran	Q2-2026	This will be brought forward for Council consideration in 2026
24-Jun-25	207/25	That Council direct Administration to proceed with the Housing and Service Needs Estimation project.	Active		Q2-2026	Survey will be executed in October, final report in April 2026



Council Action Items

Meeting Date	Motion #	Description/Motion	Status	Lead	Due Dates	Comments
26-Aug-25	263/25	Direct Administration to continue to explore funding strategies and options for development of an interpretive centre at Horseshoe Canyon.	Parked		Q3-2026	Project cancelled
09-Sep-25	292/25	Council request Administration to bring forward for review Policy 18-2, Public Participation Policy.	Active	Christine Anderson	Q1-2026	
23-Sep-25	302/25	That Council direct Administration to defer the consideration of development of a Horseshoe Canyon Interpretive Centre Business Case until after conclusion of the Horseshoe Canyon Area Structure Plan project.	Parked		Q3-2026	The project has been cancelled.
23-Sep-25	303/25	That Council direct Administration to include a specific session on Horseshoe Canyon as part of the orientation process as well as Strategic Planning for the upcoming term of Council.	Parked	Fallon Sherlock Theresa Cochran	Q2-2026	Orientation part of the Parks Orientation. Additional discussion to be included in strategic planning.
23-Sep-25	313/25	That Council increase the budget for the Ron Gorr Memorial Arena Main Boiler Replacement project from \$132,000 to \$159,000, funded by the Buildings Capital Replacement Reserve.	Active	Will Nyman	Q2-2026	RFP closed in December, 0 Bids.
12-Nov-25	411/25	That Council direct Administration to organize a Kneehill County Road tour for Council, which includes Kneehill County facilities.	Active	Theresa Cochran	Q2-2026	Scheduled for after March and April COW meetings.
12-Nov-25	415/25	That Council refer the 2026-2029 Policy Review Schedule to a Committee of the Whole meeting.	Parked	Theresa Cochran	Q1-2026	This discussion will be placed on the December 2nd COW Agenda; this item was deferred until after the Strategic Planning Session
25-Nov-25	428/25	That Council approve the submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional SCADA Master Plan project and acknowledge that the County will manage the grant project and related compliance requirements.	Active	John McKiernan	Q1-2026	The grant application was denied



Council Action Items

Meeting Date	Motion #	Description/Motion	Status	Lead	Due Dates	Comments
25-Nov-25	430/25	That Council approve the application to the Strategic Transportation Infrastructure Program (STIP) to help fund the construction of a three span standard bridge replacement for BF #13480.	Active	Mike Conkin	Q1-2026	The STIP application for BF #13480 has been submitted and is pending approval.
25-Nov-25	438/25	That council approves the procurement of a new engine replacement for the Linden Fire Department at the increased budget of \$1,065,000 to purchase the top-mount engine in 2025.	Active	Deb Neitz		Deposit made, Pre-con for build Feb 12
12/9/2025	445/25	That Council approve the 2025 Carry-Forward Operating Projects of \$581,467, including funding sources, as listed in Appendix B, recognizing that the final carry-forward amounts will be reduced by any expenditures incurred after November 28, 2025, and before December 31, 2025.	Active	Marika Von Mirbach		Final carry-forward amounts will be confirmed during the Q4 Variance report.
12/9/2025	446/25	That Council approve the 2025 Carry-Forward Capital Projects of \$8,201,498, including funding sources, as listed in Appendix C, recognizing that the final carry-forward amounts will be reduced by any expenditures incurred after November 28, 2025, and before December 31, 2025.	Active	Marika Von Mirbach		Final carry-forward amounts will be confirmed during the Q4 Variance report.
12/9/2025	450/25	That Council move to direct Administration to continue with legal representation during the AUC process and hearing for the Lone Butte Solar Project, if the cap funding exceeds \$75,000 then a special Council meeting will be called to deal with the overage.	Active	Barb Hazelton		Hearing has been scheduled for May 20-22, 2026
12/9/2025	466/25	That Council directs the Interim CAO to implement an immediate hiring freeze for all permanent full-time positions, with the exception of the Financial Controller position effective immediately, until the approval of the 2026 budget or July 1, 2026, subject to a case-by-case review and approval process for operationally critical positions by Council.	Parked	Theresa Cochran		Given the operating budget has passed, this motion should not be completed as per the motion. "until the approval of the 2026 budget or July 1, 2026, subject to a case-by-case review and approval process for operationally critical positions by Council."
1/13/2026	004/26	That Council table the Business Directory Policy 6.2 until after the Strategic Planning Session.	Parked	Jenna Kester	Q1-2026	Will be put on the agenda after Strategic Planning Session



Council Action Items

Meeting Date	Motion #	Description/Motion	Status	Lead	Due Dates	Comments
1/13/2026	005/26	That Council table the Communications Methods agenda item until after the Strategic Plan has been completed.	Parked	Will Nyman	Q2-2026	Will be put on agenda after Strategic Plan is completed.
1/27/2026	021/26	That Council direct Administration to plan a working group with Council in July 2026.	Active	Barb Hazelton	Q3-2026	Working on scheduling July 6-10
2/10/2026	32/26	That Council approve a \$.20 per cubic meter cost increase to the gravity fed, well fed, and bulk water rates.	Complete	Marika Von Mirbach	Q2-2026	Changes being presented in the New Master Rates Bylaw on March 10th. First and second readings of the bylaw were approved on March 10. Implementation of rate increases will occur after third reading.
2/10/2026	33/26	That Council direct administration to move the 2025 surplus to the Revenue Stabilization Reserve.	Active	Marika Von Mirbach	Q2-2026	
2/10/2026	35/26	That Council directs Administration to proceed with the necessary steps to complete the sale for the offered amount of \$7500, including applicable taxes. ;	Active	Rajeana Nyman	Q1-2026	In progress
2/10/2026	36/26	That Council authorizes administration to write-off the amount of \$22,374.55 on Tax Roll:32263442300 to facilitate the transfer of title to the future purchaser free and clear of prior municipal tax encumbrances, in accordance with the Municipal Government Act.	Active	Rajeana Nyman	Q1-2026	In progress
2/24/2026	52/26	That Council direct Administration to proceed with requesting the information as discussed during Closed Session.	Active	Mike Conkin	Q1-2026	Coming back to closed session on March 24.
3/10/2026	61/26	That Council approve the use of water trucks and operators and supply water to fill barricades for the 2026 Three Hills Cruise Weekend races	Active	Mike Conkin		
3/10/2026	62/63/26	That Council provide first reading and second reading to Bylaw 1926, that being a bylaw to establish rates, fees and charges for various operations, products, permits, and services.	Complete	Carolyn Van der Kuil		Third reading will be brought forward to Council at the March 24th meeting
3/10/2026	64/26	That Council direct Administration to incorporate the Community Peace Officer Priorities into future service level and budget discussions.	Active			
3/24/2026	74/26	That Council approve the 2026 Dust Suppression rates of \$10.00 per meter for full calcium chloride application and \$51.53 per meter for Spec Crude application.	Complete			



Council Action Items

Meeting Date	Motion #	Description/Motion	Status	Lead	Due Dates	Comments
3/24/2026	75/26	That Council direct Administration to back to a future Council meeting comparable dust control rates from other municipalities.	Active			
3/24/2026	76/26	That Council provide third and final reading to Bylaw 1926, that being a bylaw to establish rates, fees and charges for various operations, products, permits and services.	Complete			
3/24/2026	77/26	That Council give first reading to Bylaw 1927, for the purpose of amending the Area Structure Plan, formerly known as Saddle Up Estates.	Active	Barb Hazelton		
3/24/2026	78/26	That Council give first reading of Bylaw 1928, for the purpose of creating Direct Control District 9 within SW 5-33-26 W4, formerly zoned Recreation, encompassing approximately 48.66 +/- acres.	Active	Barb Hazelton		
3/24/2026	79/26	That Council give first reading of Bylaw 1929, for the purpose of creating Direct Control District 10 within SW 5-33-26 W4, formerly zoned Recreation, encompassing approximately 19.44 +/- acres.	Active	Barb Hazelton		
3/24/2026	80/26	That Council move to schedule the Public Hearing for Bylaws 1927, 1928, and 1929, as per Sections 216.4, 606, and 692 of the Municipal Government Act, to be held on May 12, 2026, at 10:00 am.	Active		Q2-2026	Public Hearing on the May 12th Council agenda
3/24/2026	81/26	That Council appoint the following as Fire Guardians for the issuance of Fire Permits to March 31, 2027: Three Hills Fire Department: Chris Evans, Murray Fenton Acme Fire Department: ; Carbon Fire Department: Jody Kranzler, Jordan Reed, Jeremy Kranzler, Austin Larsen, Riddel Wiebel Linden Fire Department: Carson Reimer, Kenton Klassen Torrington Fire Department: Doug Fretz, Jason Michielsen, Derek Benedict Trochu Fire Department: Richard Hoppins, Alan Adam, Chris Armstrong Kneehill County Administrative: CAO, Manager of Protective Services, Rural Fire Chief, Community Peace Officers. ;	Active			
3/24/2026	82/26	That Council appoints Debra Neitz as Director of Emergency Management, and Dan Marsellus and Mike Conkin as Deputy Directors of Emergency Management for Kneehill County.	Complete			



Council Action Items

Meeting Date	Motion #	Description/Motion	Status	Lead	Due Dates	Comments
3/24/2026	83/26	That Council direct Administration to prepare the 2026 Tax Rate Bylaw based on Scenario 1.	Active			
3/24/2026	84/26	That Council direct Administration to bring back the RCMP Community Priorities Plan to the April 21, 2026 Committee of the Whole meeting.	Active			On the April 21, 2026 COW Agenda
3/24/2026	87/26	That Council direct Administration to proceed with the direction regarding 11.2 Third Party Business (ATIA-Section 19), as provided in Closed Session.	Active			
3/24/2026	88/26	That Council direct Administration to cancel the taxes in the amount of \$12,371.50 for Roll No. 33230623000, pursuant to Section 347 of the Municipal Government Act, on the basis that the taxes resulted from incorrect assessment data.	Active			