

Kneehill
Regional
Partnership

ANNUAL REPORT 2023



**Kneehill
Regional
Partnership**

Acme Kneehill County Linden
Carbon Three Hills Trochu

"Communities working together."

01 Introduction

The Partnership Committee is tasked with delivering an Annual Report to be presented to the Regional Partners. This report encompasses an overview of the initiatives explored throughout the past year, detailing their status and outcomes.

Furthermore, the report contains a prioritized list of potential partnerships slated for exploration in the future, along with the Committee's budgetary commitments for the upcoming year.

This report includes the following:

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This report has been approved by the Kneehill Regional Partnership and submitted to the Regional Councils.

Committee Members

Elected Officials are the Voting Members
The Chief Administrative Officers are Non-Voting Members



Elected Official: Faye McGhee, Chair
CAO: Mike Haugen
Admin Support: Carolyn Van der Kuil



Elected Official: Bruce McLeod
CAO: Gary Sawatzky



Elected Official: Michelle Lomond
CAO: Vanessa Van der Meer



Elected Official: Kelly Klassen, Vice Chair
CAO: Lynda VanderWoerd



Elected Official: Marilyn Sept
CAO: Ryan Leuzinger



Elected Official: Jenny Lyver
CAO: Carl Peterson

02

Year in Review

2023 EXPLORATIONS UNDERTAKEN

Joint Tendering

Purpose: The intent for this project is to establish a structured process for collaborative tendering practices among participating members.

Outcome: At the October 1st, 2023 meeting, it was decided that the Regional Procurement Project be delegated to the Kneehill Regional Partnership CAO's.

Regional Economic Development

Purpose: The intent for this program is to explore the possibility of hiring a regional Economic Development Officer. This position could take on various forms, but would primarily focus on promoting business and tourism within the region. The costs associated with this position would be shared among participating members.

Outcome: It was determined at the July 4, 2023 meeting that the Kneehill Regional Partnership discontinue exploration of this project.

Regional Recycling Hub

Purpose: This project was submitted by Kneehill County with the intent to explore a regional recycling program. This could be done through Drumheller Solid Waste Association or some other form. The expected cost of this exploration would be staff time.

Outcome: It was decided at the July 4, 2023 meeting to discontinue exploration of this project.

Critical Stress Management & Preparation for First Responders Program

Purpose: The intent for the project would be a regional program aimed at establishing a tailored mental health support system for fire and first responders within the region.

Outcome: At the July 4, 2023 meeting, it was decided that the committee would discontinue the exploration of this project, as exploration showed that supports were already in place.



03 Year in Review

2023 EXPLORATIONS UNDERTAKEN

Regional Fire Safety Codes

Purpose: The intent of the project would be to explore a Regional Fire Safety Codes program. This could take the form of a position or joint tender. The expected cost for this exploration is staff time.

Outcome: At the October 1, 2023 meeting, it was established that all member municipalities except the Town of Three Hills are already part of a Regional Fire Safety Codes program. The current Quality Management Plan could expand by including the Town of Three Hills. However, it was recognized that the amendment would require agreement from all municipalities. Therefore, it was decided at the meeting to refer this project to Kneehill County and the Town of Three Hills.

Regional Asset Management Program

Purpose: Kneehill County is moving forward with their Asset Management Program. Given the expected prominence of Asset Management going forward, the County wishes to gauge interest in the KRP contracting County staff to provide Asset Management and related GIS services. The expected cost of this exploration is staff time.

Outcome: It was decided at the July 4, 2023 meeting to discontinue exploration of this project.

Regional Recreational Study

Purpose: The intent of the Regional Recreational Study is to evaluate the current state of recreation programs and facilities within the region. The study could serve as a foundation for determining future service levels in the region, as well as assessing the necessity for maintaining existing facilities or constructing new ones.

Outcome: During the October 1, 2023 meeting, it was proposed that each member designate a staff member to contribute to the Regional Recreation Study in 2024. Subsequently, the group agreed to return to their respective municipalities to further discuss this matter. As a result, the Regional Recreation Study was deferred to a future meeting in 2024.



04 Year in Review

2023 EXPLORATIONS UNDERTAKEN

Regional Broadband Project

Purpose: This project will determine the needs and desired outcomes of the regional partners to identify the direction of the Broadband study.

This will include:

- What deliverables do we hope to achieve?
- What is the desired scope of our broadband study?
- What professional support is required to obtain success?
- What are our current information gaps?

This project has been in exploration since 2022 due to lack of resources.

Outcome: It was decided at the October 17, 2023 meeting that the group is willing to move forward with this project in 2024.

Recreation Promotion

Purpose: The intent of this project is to further promote recreation facilities, restaurants, accommodations and services that do not necessarily fill the requirements or the target market of the previous Explore Kneehill initiative. This could be done through the use of guides, maps, and targeted promotion, there is the potential to further grow the region as a sports tourism destination.

Outcome: It was decided at the October 17, 2023 meeting that each member include funding of \$2500.00 in their 2024 budgets for this initiative.



05 Year in Review

2023 EDUCATIONAL OPPORTUNITIES OFFERED

Planning Seminar for Elected Officials

April 26, 2023
Kneehill County Administration Building
Budget: \$2,000
Attendance: 32 Council & Admin

Barb Hazelton, Kneehill County's Planning and Development Manager, presented to the Regional group a Planning and Development Seminar.

The presentation included:

- Review of the Acts and Regulations regarding planning
- Hierarchy of Municipal Legislation
- Roles of the Municipal Planning Commission
- Decision Processes
- Reserve Lands
- Municipal Reserve
- Appeals
- Obligations in Preparing Plans
- Public Hearing Process
- Enforcement
- SDAB Appeals

Privacy Do's and Don'ts

February 8, 2023
Linden Clubhouse
Budget: \$5,200.00
Attendance: 30 Council & Admin

Lorne Randa from Brownlee LLP delivered a presentation to the Kneehill Regional Partnership on "Privacy and Confidentiality under the MGA and FOIP Act." The presentation covered:

- An overview of the FOIP Act
- Disclosure of Council records
- Confidentiality and In Camera discussions
- Privacy and Personal Information
- Councillor access to Information



06 Upcoming Opportunities

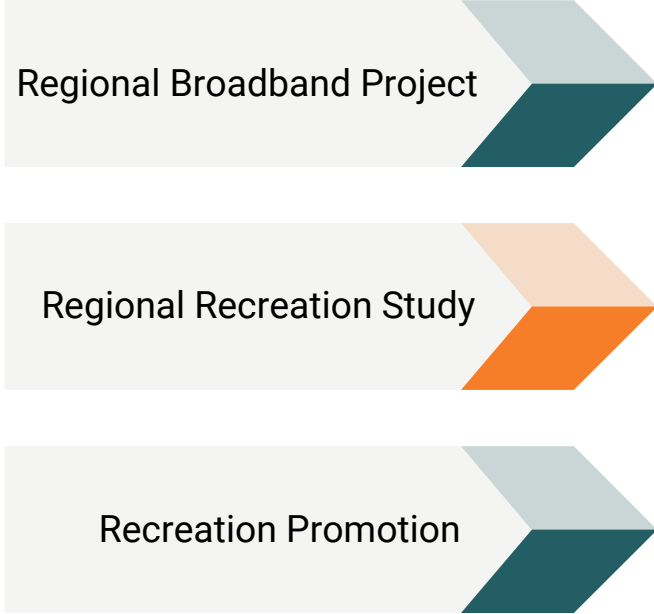
Each year the Partnership canvasses member municipalities for their input regarding regional projects that they suggest the Partnership pursue.

The Partnership will ascertain which projects have regional support and Administration will develop appropriate plans and documents as required to further explore those projects if members of the Partnership have interest.

PROPOSED 2024 PROJECT EXPLORATIONS

No new projects are proposed for 2024. Since the KRP is already managing existing projects, it was collectively agreed that at the outset of the year not to undertake any additional projects. However, it's important to note that the group remains open to considering new initiatives should they arise during 2024.

EXISTING PROJECTS MOVING FORWARD IN 2024



Regional Broadband Project

Regional Recreation Study

Recreation Promotion

Upcoming Opportunities

07

PROPOSED 2024 EDUCATIONAL OPPORTUNITIES

The Partnership has the mandate to provide training for elected officials in the region. Each year, the Partnership seeks input from members regarding proposed training.

Depending upon the scope, all proposed training sessions could be accommodated within the Kneehill Regional Partnership budget.

Training	Description
Municipal Enforcement for Elected Officials Budget \$3,000	The purpose of this session is to provide Councils and Senior Administrators more knowledge about the process and legalities of conducting different types of municipal enforcement.
Economic Development for Elected Officials Budget \$2,500	This session will focus on expanding the awareness of elected officials regarding Economic Development philosophies and Council's role in Economic Development.
Elected Officials Education Program Budget \$4,000	Acme continues to work on this initiative and to provide a course that the majority of Council's would like to see.
Orientation Refresher Budget \$8,000	As per the terms of reference, an Orientation Refresher is to be conducted by the KRP near the midpoint of the Council term.
Engineering for Elected Officials Budget \$4,000	Aimed at elected officials, this session is intended to cover items such as requirements for engineering services, procurement of engineering services, and remedies.
Mental Health First Aid Budget \$3,000	The Town of Three Hills will continue to organize this event.

08 KRP Finances

2023 FUNDING MODEL

	Population	Invoice
Acme	761	\$1,141.50
Linden	794	\$1,191.00
Carbon	444	\$666.00
Three Hills	3223	\$4,834.50
Trochu	997	\$1,495.50
Kneehill	5035	\$7,552.50
Totals	11254	\$16,881.00

The Regional Partners agree to provide base funding to the Committee at a rate of \$1.50 per capita, commencing on January 1, 2021. Each year the Committee can make additional funding requests to the partners based on the proposed activities that the Regional Partnership will be undertaking.

ALLOCATED FUNDS AND BANK BALANCE

Year ended December 31, 2023

	Debit	Credit	Balance
Balance at beginning of year			\$33,357.60
2023 Memberships		\$16,881.00	\$50,238.60
Privacy Info for Councillors (Feb 8)	\$5,384.94		\$44,853.66
Planning Seminar (April 26)	\$928.00		\$43,925.66
Balance at end of year			\$43,925.66

BUDGET 2024

	Debit	Credit	Balance
Balance at beginning of the year			\$43,925.66
2024 Memberships		\$16,881.00	\$60,806.66
Engineering for Elected Officials	\$4,000.00		\$56,806.66
Re-Orientation for Councillors	\$8,000.00		\$48,806.66
Municipal Enforcement for Elected Officials	\$3,000.00		\$45,806.66
Economic Development Training for Elected Officials	\$2,500.00		\$43,306.66
Mental Health First Aid for Elected Officials and Staff	\$3,000.00		\$40,306.66
Participation in Elected Officials Education Program	\$4,000.00		\$36,306.66
Participation in Elected Officials Education Program	\$4,000.00		\$32,306.66
Recreation Promotion-Each Municipality contributes \$2,500 to fund the project		\$15,000.00	\$47,306.66
Recreation Promotion Project	\$15,000.00		\$32,306.66
Balance at end of year	\$43,500.00	\$31,881.00	\$32,306.66