



**Kneehill County  
Regular Meeting of Council  
Minutes**

**June 24, 2025, 8:30 a.m.  
1600 2nd Street NE  
Three Hills, AB T0M 2A0**

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

Staff Present: Mike Haugen, Chief Administrative Officer  
Mike Ziehr, Director of Infrastructure  
Kevin Gannon, Director of Community Services  
Theresa Cochran, Director of Corporate Services  
Marika Von Mirbach, Manager of Financial Planning  
Brandy Morgan, Planning and Development Officer  
Carolyn Van der Kuil, Legislative Services Manager  
Rajeana Nyman, Property Tax & Utilities Administrator  
Wendy Gerbrandt, Economic Development Manager  
Ushba Khalid, Municipal Intern

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**1. Call Meeting to Order**

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

**1.1 Agenda**

**1.1.1 Additions to the Agenda**

Additions under Council & Committee Reports

9.2 Community Futures

9.3 Agricultural Service Board

Additions to Legislative Services

7.3 Council Remuneration Review (moved from closed session)

1.1.2 Adoption of the Agenda

**Resolution: 202/25**

**Moved by:** Councillor Christie

That Council approve the agenda as amended.

**CARRIED UNANIMOUSLY**

**2. Approval of Minutes**

2.1 Regular Council Meeting Minutes of June 10, 2025

**Resolution: 203/25**

**Moved by:** Councillor Fobes

That Council approves the adoption of the minutes of the June 10, 2025, Regular Meeting of Council, as presented.

**CARRIED UNANIMOUSLY**

**3. Appointments**

3.1 Delegation- FCSS 2024 Annual Report

Shelley Jackson-Berry, FCSS Director presented to Council the 2024 Kneehill Regional Family and Community Support Services Annual Report.

**5. Community Services**

5.1 Planning

5.1.1 Bylaw 1922, Redesignation from HR to HC

**Resolution: 204/25**

**Moved by:** Deputy Reeve McGhee

That Council move first reading of proposed Bylaw 1922 for the purpose of amending Land Use Bylaw 1808 by redesignating a portion of the NE 34-32-26 W4, Plan 6820 GY, Blk 8, Lot 8 from Hamlet Residential District to Hamlet Commercial District.

**CARRIED UNANIMOUSLY**

**Resolution: 205/25**

**Moved by:** Councillor Fobes

That Council move to schedule the Public Hearing, as per Sections 216.4 & 692 of the Municipal Government Act, to be held on July 22, 2025, at 10:00 a.m.

**CARRIED UNANIMOUSLY**

5.1.2 Request to Waive Fees – Torrington Tourism Action Society

**Resolution: 206/25**

**Moved by:** Councillor Penner

That Council move to refund the redesignation and subdivision fees and waive the endorsement fee for the Gopher Hole Museum once their Community Grant accountability requirements have been completed.

**CARRIED UNANIMOUSLY**

5.4 Economic Development

5.4.1 Housing and Service Needs Estimation

**Resolution: 207/25**

**Moved by:** Deputy Reeve McGhee

That Council direct Administration to proceed with the Housing and Service Needs Estimation project.

**CARRIED UNANIMOUSLY**

**Resolution: 208/25**

**Moved by:** Councillor Penner

That Council recommend the Housing and Service Needs Estimation Project be presented to the Kneehill Regional Partnership for consideration.

**CARRIED UNANIMOUSLY**

6. **Corporate Services**

6.1 2026 Budget Guidelines

The Chair called for a recess at 9:40 a.m. and called the meeting back to order at 9:58 a.m. with all previously mentioned members present.

**Resolution: 209/25**

**Moved by:** Councillor Fobes

That the 2026 Operating and Capital Budgets, the 2027-2029 Operating Forecast, and the 2027-2031 Capital Forecast, be prepared in accordance with the following principles:

- Align with Council's Strategic Plan.
- Sustain existing service levels.

- Maintain competitive tax rates.
- Review and recommend adjustments to service fees and rates as necessary.
- Continuing to implement and monitor a proactive infrastructure renewal strategy.
- Enhance the stakeholder experience.

**CARRIED UNANIMOUSLY**

## **7. Legislative Services**

### **7.1 Election 2025- Special Ballots**

**Resolution: 210/25**

**Moved by:** Councillor Cunningham

That Council allow for Special Ballot to electors who meet the requirements under the Local Authorities Election Act. An application for Special Ballot may be made to the Returning Officer in writing, by telephone, in person, or by email. Applications for Special Ballots shall be submitted between August 11, 2025, and 4:30 p.m. on Thursday, October 16, 2025. Completed Special Ballots shall be received by the Returning Officer no later than 4:30 p.m. on Friday, October 17, 2025. The procedures to be followed for voting by Special Ballot are those procedures set out in the Local Authorities Election Act.

**CARRIED UNANIMOUSLY**

### **7.2 Trochu Arboretum Flower Show 2025**

**Resolution: 211/25**

**Moved by:** Deputy Reeve McGhee

That Council provide the Trochu & District Arboretum Society sponsorship in the amount of \$500.00 to assist with the costs associated with hosting the 53<sup>rd</sup> Annual Trochu Flower, Baking and Photography Show, with funds to come from the Community Enrichment Support Program.

**CARRIED UNANIMOUSLY**

### **7.3 Council Remuneration Review**

**Resolution: 212/25**

**Moved by:** Councillor Fobes

That this meeting goes into closed session at 10:57 a.m. for the following reason(s).

- Advice from Officials (Section 24)

**CARRIED**

**Resolution: 213/25**

**Moved by:** Councillor Christie

That Council return to open meeting at 11:04 a.m.

**CARRIED UNANIMOUSLY**

11:05 a.m. - meeting recessed to allow return of public.

11:05 a.m. - meeting resumed.

**Resolution: 214/25**

**Moved by:** Councillor Wittstock

That Council direct Administration to conduct an internal regional analysis of Council remuneration and present the findings to Council for consideration.

**CARRIED**

**3. Appointments**

**3.2 Delegation- Nathan & Tina Bjorn**

The Chair called for a recess at 11:16 a.m. and called the meeting back to order at 11:30 a.m. with all previously mentioned members present.

Nathan and Tina Bjorn appeared as a delegation before Council to discuss their water bill and requested a reduction in the charge.

**8. Disposition of Delegation & Public Hearing Business**

**8.1 Kneehill Regional FCSS, 2024 Annual Report**

**Resolution: 215/25**

**Moved by:** Councillor Fobes

That Council receive the Kneehill Regional Family and Community Support Services 2024 Annual Report for information.

**CARRIED UNANIMOUSLY**

**8.2 2025 Residential Water Leak Concern**

**Resolution: 216/25**

**Moved by:** Councillor Christie

That Council approve a water invoice reduction of \$2,893.04 for Nathan and Tina Bjorn, and waive the penalties associated on the outstanding amount.

**CARRIED**

**Resolution: 217/25**

**Moved by:** Councillor Fobes

That Council direct Administration to bring Policy 16-20, Utility Billing to a future Council meeting for review and update.

**CARRIED UNANIMOUSLY**

**9. Council and Committee Reports**

The Chair called for a recess at 12:43 p.m. and called the meeting back to order at 12:50 p.m. with all previously mentioned members present.

**Resolution: 218/25**

**Moved by:** Councillor Christie

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

- Police Advisory Committee
- Community Futures Wildrose
- Kneehill County Agricultural Society

**CARRIED UNANIMOUSLY**

**10. Council Follow-Up Action List**

**Resolution: 219/25**

**Moved by:** Deputy Reeve McGhee

That Council direct Administration to bring forward a report and costing for the two ratepayer events held in Huxley and Horseshoe Canyon.

**CARRIED UNANIMOUSLY**

**Resolution: 220/25**

**Moved by:** Councillor Fobes

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

**CARRIED UNANIMOUSLY**

**13. Adjourn**

The meeting adjourned at 1:01 p.m.

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Kenneth King, Reeve

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Mike Haugen, CAO