



May 16, 2023, 8:30 AM

CALL MEETING TO ORDER

1. CALL TO ORDER

1.I. Approval Of Agenda

1.II. Approval Of Minutes

1.II.i. Approval Of The April 18, 2023 COW Meeting Minutes

Documents:

[1.2 2023.04.18 COW MEETING MINUTES.PDF](#)

2. NEW BUSINESS

2.I. Transportation And Hamlet Policy Review

Documents:

[2.1 COW RFD - TRANSPORTATION POLICY REVIEW.PDF](#)

[2.1.1 9-2 APPROACHES- GRAVEL AND CULVERTS-OLD-REDLINE.PDF](#)

[2.1.2A 13-15 APPROACH CONSTRUCTION GUIDELINES POLICY-NEW-REDLINE.PDF](#)

[2.1.2B 13-15 APPROACH CONSTRUCTION GUIDELINES POLICY-NEW-FINAL.PDF](#)

[2.1.3A 13-39 POLICY UNDEVELOPED ROAD ALLOWANCE NON-ENERGY - REDLINE.PDF](#)

[2.1.3B 13-39 POLICY UNDEVELOPED ROAD ALLOWANCE NON-ENERGY - FINAL.PDF](#)

[2.1.4A 13-40 POLICY 13-40 UNDEVELOPED ROAD ALLOWANCE ENERGY RELATED-OLD-REDLINE.PDF](#)

2.II. Economic Development- Airport Marketing Project

Documents:

[2.2 ECONOMIC DEVELOPMENT - AIRPORT MARKETING PROJECT.PDF](#)

2.III. Additional Information Regarding AUC Hearings

Documents:

[2.3 RFD COW INTERVENER STATUS ADDITIONAL PROCESS.PDF](#)

2.IV. RCMP Youth Camp

[Addition to the Agenda](#)

3. CLOSED SESSION

3.I. Third-Party Business (FOIP- Section 16)

3.II. Harmful To Personal Privacy (Section 17 - FOIP)

[Addition to the Agenda](#)

3.III. Intergovernmental Relations (Section 21 - FOIP)

[Addition to the Agenda](#)

3.IV. Privileged Information (Section 27 - FOIP)

[Addition to the Agenda](#)

4. ADJOURNMENT

Committee of the Whole Minutes

April 18, 2023 8:30 a.m.



1600- 2ND Street NE
Three Hills, AB T0M 2A0

COUNCIL PRESENT:

Division No. 1	Faye McGhee, Councillor
Division No. 2	Debbie Penner, Councillor
Division No. 3	Jerry Wittstock, Reeve
Division No. 4	Carrie Fobes, Councillor
Division No. 5	Laura Lee Machell- Cunningham
Division No. 6	Wade Christie, Councillor
Division No. 7	Kenneth King, Deputy Reeve

ADMINISTRATION PRESENT:

Chief Administrative Officer	Mike Haugen
Director of Operations	Mike Ziehr
Director of Community Services	Kevin Gannon
Director of Corporate Services	Kinza Barney
Manager of Planning & Development	Barb Hazelton
Manager of ASB & Parks	Fallon Sherlock
Recording Secretary	Carolyn Van der Kuil

1.0 CALL TO ORDER

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

1.1 AGENDA

CW009 Councillor Christie moved approval of the agenda as presented.
CARRIED UNANIMOUSLY

1.2 APPROVAL OF THE FEBRUARY 21, 2023, COW MEETING MINUTES

CW010 Reeve Wittstock moved approval of the February 21, 2023, Committee of the Whole minutes as presented.
CARRIED UNANIMOUSLY

2.0 NEW BUSINESS

2.1 GROWING KNEEHILL EVENT (LONG TABLE DINNER & COUNTRY MARKET)

As this event has evolved over the years, Administration would like to ensure that this event is being planned in line with Council's vision and requested Council to direct Administration on the main purpose or target audience for this event and how this event will be delivered.

CW011 Councillor Penner moved that the Committee of the Whole accepts for information the growing Kneehill Event presentation.
CARRIED UNANIMOUSLY

The Chair called for a recess at 9:30 a.m. and called the meeting back to order at 9:44 a.m. with all previously mentioned members present.

2.2 MUNICIPAL DEVELOPMENT PLAN WORKING GROUPS

Administration has created a working group style of review for the Municipal Development Plan which will include:
 Agriculture
 Residential & Hamlets
 Environment & Recreation
 Natural Resources & Renewable Energy
 Transportation and Utilities
 Economic Development & Growth Management
 Committee of the Whole reviewed the participants and selected the members for these working groups.

3.0 CLOSED SESSION

CW012 Councillor McGhee moved that Committee of the Whole convene in closed session to discuss Confidential Evaluations pursuant to Section 19 of the Freedom of Information and Protection of Privacy Act, at 9:57 a.m.

CARRIED

CW013 Councillor Fobes moved that Committee of the Whole return to open meeting at 10:56 a.m.

CARRIED

10:57 a.m.- Meeting recessed to allow return of public.

10:57 a.m. - Meeting resumed.

CW014 Councillor McGhee moved that the Committee of the Whole recommends to Council the following individuals be appointed to the working groups for the Municipal Development Plan review as per the chart below:

Agriculture		Residential & Hamlet	
Councillor	Ken King	Councillor	Carrie Fobes
Councillor	Wade Christie	Councillor	Jerry Wittstock
Councillor	Jerry Wittstock	Councillor	Debbie Penner
Member-at-Large	Kendra Donnelly	Member-at-Large	Ruth Purves Smith
Member-at-Large	Brian Kostrosky	Member-at-Large	Mike Keet
Environment & Recreation		Transportation & Utilities	

Councillor	Ken King	Councillor	Wade Christie
Councillor	Carrie Fobes	Councillor	Faye McGhee
Councillor	Laura Lee Machell-Cunningham	Councillor	Debbie Penner
Member-at-Large	Amy Merrill	Member-at-Large	Rob Park
Member-at-Large		Member-at-Large	Rick Vickery
Natural Resources & Renewable Energy		Economic Development & Growth Management	
Councillor	Jerry Wittstock	Councillor	Wade Christie
Councillor	Laura Lee Machell-Cunningham	Councillor	Laura Lee Machell-Cunningham
Councillor	Carrie Fobes	Councillor	Faye McGhee
Member-at-Large	Davon Baerg	Member-at-Large	Doug Herman
Member-at-Large	Nicole Deschamps	Member-at-Large	

CARRIED UNANIMOUSLY

The Chair called for a recess at 11:00 a.m. and called the meeting back to order at 11:09 a.m. with all previously mentioned members present.

2.3 GORR ROAD OVERLAY UPDATE AND DISCUSSION

Mike Ziehr brought forward to Committee of the Whole proposed options for the Gorr Road Overlay Project.

- CW015** Reeve Wittstock moved that the Committee of the Whole recommends to Council the installing an 80mm ACP overlay and maintaining a 9.0m top surface on the proposed Gorr Road overlay project, which would include implementing a seasonal road ban.

CARRIED UNANIMOUSLY

2.4 MEDICAL CLINIC TAX EXEMPTION BYLAW

Administration wished to provide an additional opportunity to review the proposed tax exemption bylaw prior to it being brought forward for second and third reading.

- CW016** Councillor Cunningham moved that the Committee of the Whole recommends to Council to bring forward to the next Council meeting the Tax Exemption Bylaw for second and third reading.

CARRIED UNANIMOUSLY

2.5 COMMUNITY GRANTS ROUND ONE

Council reviewed the Round One Community Grants to Non-Profit Organizations. There are a total of six eligible applications received and the total amount requested for Round One is \$17,778.00.

CW017

Councillor Penner moved that the Committee of the Whole recommends to Council to approve the following Round One Community Grants to Non-Profit Organizations funding to the following organizations in the amount of \$17,778.00:

Name of Applicant	Amount Request	Purpose of Application
Three Hills Minor Softball	\$2,000.00	Softball Equipment for Girls aged 7-13
Three Hills & District Agricultural Society	\$3,884.00	Purchase Snow dog Track Setter with Cross-Country Attachment
Swalwell Ladies Town and Country Club	\$1,200.00	To mark the last of the unmarked cemetery plots at the Swalwell Cemetery
Kneehill Bow Hunters & Archers Society	\$1,500.00	New Targets
Trochu Golf and Country Club	\$5,925.00	Replace Three Irrigation Controllers
Trochu Pottery Club	\$3,269.00	Purchase New Kiln
	\$17,778.00	

CARRIED UNANIMOUSLY

The Chair called for a recess at 12:04 p.m. and called the meeting back to order at 1:03 p.m. with all previously mentioned Council members present.

2.6 COMMUNICATION FOR RENEWABLE ENERGY INFORMATION SESSION

CW018

Councillor Penner moved that the Committee of the Whole receive for information the Communication for Renewable Energy Information Session.

CARRIED UNANIMOUSLY

4.0 ADJOURNMENT

The meeting adjourned at 1:10 p.m.



Committee of the Whole
Discussion Report

Agenda Item #

2.1

Subject:	Transportation and Hamlet Policy Review
Meeting Date:	2023-05-16
Presented By:	Mike Ziehr, Director of Infrastructure
Prepared By:	Mike Ziehr, Director of Infrastructure
Background/ Proposal	<p>Kneehill County policies are presented for review every four years (at a minimum). This review by Council ensures the policies will remain current and allows for any modifications to be made based on changing legislative requirements.</p> <p>The policies to be reviewed in this discussion include:</p> <p>9.2 Hamlet Approach Policy</p> <p>13-15 Approach Construction Guidelines</p> <p>13-39 Undeveloped Road Construction Guidelines – Non Energy</p> <p>13-40 Undeveloped Road Construction Guidelines – Energy Related</p>
Discussion/ Options/Benefits/ Disadvantages:	<p>The policies attached are presented with the recommended revisions. The revisions presented include key points such as:</p> <ul style="list-style-type: none"> • Removal of policy 9.2 in its entirety and the merger of the details into Policy 13-15. • Removal of the County’s obligation to construct approaches for landowners at the County’s cost. • Limitations on the number of approaches permitted per quarter section. • The merger of Policy 13-39 and 13-40 into one succinct policy. • Further clarification on the process an applicant must follow when constructing an undeveloped road allowance.
Link to Strategic Plan:	High Quality Infrastructure, Quality of Life
Discussion Outcome:	That the committee approve the recommended revisions to the policies and recommend that these revisions are adopted by Council.
Attachments:	

Director Approval:
Mike Ziehr, Director of Infrastructure

CAO Approval:
Mike Haugen, Chief Administrative Officer

KNEEHILL COUNTY POLICY

SECTION: Hamlet Policies
POLICY TITLE: Hamlet Approach Policy
POLICY NUMBER: 9-2

Purpose:

To establish a policy for the provision of approaches in Hamlets that is compatible with Transportation Policy #13-15.4 (Installation of Approaches and Culverts) in the rural areas of the municipality.

Policy Statement:

Kneehill County Council, recognizing the importance of providing fair and equitable service in all areas of the municipality, will provide a policy for the installation of approaches within the hamlets of Kneehill County.

Policy Guidelines:

1. The County will supply and install dirt, culverts and gravel, if required, on an approach adjacent to the property line in any hamlet upon notification from the Planning department of an approved development.
2. Additional approach requests must be approved by the Operations department providing:
 - a. That construction adheres to the Approach Policy standards.
 - b. That the cost of the additional approach is the responsibility of the applicant.

Commented [MZ1]: Policy removed and details included in revised Policy 13-15

Approval Date	Feb 20/02	Approved by:	Regular Council	
1. Amendment Date	Aug 26/08		Regular Council	#402/08
2. Amendment Date				
3. Amendment Date				

POLICY



Section TRANSPORTATION	Policy No. 13-15	Page 1 of 4
Policy Title Approach Construction Guidelines	Date: May 30, 2023	Motion No. [Category]

Purpose

~~The County is responsible to provide access from any developed County roadway to each existing adjacent property. Landowners and developers are responsible for constructing all approaches required to access their properties. With the approval from the County, property owners are responsible for the development of additional approaches beyond those provided for by this policy.~~
The purpose of this policy is therefore to provide direction regarding the responsibility for the construction of approaches from adjacent County roadways and specifications for same.

General

1. The construction of an approach located within a road right of way requires the prior approval of Kneehill County through an application process ~~(see attached Schedule "A")~~. An approval for the construction of an approach will only be granted where the requested location is considered practical and safe by the County.
2. All approaches shall be constructed in accordance with the standards set out in the latest edition of the Kneehill County General Municipal Servicing Standards policy ~~(see attached Schedule "B")~~.
3. If a development wishes to utilize an existing approach which would alter or intensify its use, the approach must meet all applicable Municipal Standards.
4. Upon receipt of a request to construct an approach, the County reserves the discretion to either approve or decline the approach and to determine the varying approach specifications based on physical characteristics.

Procedures

~~5. In the event a parcel is severed by a developed County roadway or major drainage course, and providing the severed parcel has no approach and is adjacent to a developed County roadway, the County will furnish one additional approach for each severed parcel of land. The landowner shall provide reasonable need or justification for the approach and it will only be installed if it can be done at a safe location and at reasonable cost.~~

5. ~~During the annual construction program~~ Prior to any new road construction projects, all approaches located adjacent to ~~a rehabilitation~~ the project will be evaluated as to how the approach meets both Municipal Construction Standards and Municipal Safety Standards. Any field approaches that are deemed by the County to be located in an unsafe location will be



POLICY

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removed or relocated by the ~~construction crew~~County after consultation with the affected landowner. Approaches that are found to be constructed to a lower standard than the Municipal Standard or are deemed to be a safety hazard ~~will~~may be upgraded, ~~relocated~~relocated, or removed at the cost of the Municipality.

~~6.~~

Standards

~~7-6.~~ Standard approaches will be constructed with a minimum of 8.6 meters (29 feet) finished ~~width and will match surfaces~~ with ~~the same surface as~~ the road that it enters ~~onto~~ and onto and will be maintained accordingly by the County. Further approach specifications are outlined on Schedule "B" attached to this policy. Approach specifications may be varied, at the discretion of the County, based on local circumstances and limitations.

~~8-7.~~ The following unobstructed sight distance requirement must be obtained for any approach approved under this policy and to be constructed on municipal road allowance:

- 180 meters for a gravel roadway, determined by sighting one object which is 4 feet in height to another object 4 feet in height, in either direction.
- 200 meters for a paved roadway, determined by sighting one object which is 4 feet in height to another object 4 feet in height, in either direction.

~~9-8.~~ The County will determine the necessity of a culvert and its appropriate size ~~according to the General Municipal Servicing Standards~~. The size of the culvert must accommodate normal drainage requirements.

~~10-9.~~ Approaches will be constructed in a manner that will not restrict or alter drainage patterns, unless specifically approved by the County. Prior to restricting or altering drainage patterns, the County will consult with Alberta Environmental ~~Protection~~.

~~11-10.~~ Access roads or approaches entering a county road shall be setback from the center line of an intersection a minimum of 40 meters.

~~12-11.~~ A minimum spacing of 40 meters is required between individual approaches.

~~13-12.~~ A railway crossing does not constitute as an intersection, therefore the required setback for rail crossings will be a minimum of 40 meters from the railway right of way.

~~14-13.~~ The number of approaches allowed will normally be limited to:

- A maximum of four approaches on agricultural parcels that are 80 acres (or larger) in size, ~~IF the parcel is adjacent to more than one municipal road~~, with no more than two



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approaches ~~per parcel~~ permitted on a township road and no more than two approaches ~~per parcel~~ permitted on a range road.

~~b. A maximum of two approaches on agricultural parcels that are 80 acres (or larger) in size, IF the parcel is adjacent to only one municipal road.~~

~~a.—~~

~~b.c. A maximum of two approaches on agricultural parcels that are less than 80 acres in size, with no more than two approaches per parcel allowed on a township road and no more than two approaches per parcel allowed on a range road.~~

~~e.d. One approach on industrial lots located in an industrial park.~~

~~d.e. _____ One approach on residential lots located in a residential subdivision.~~

~~e. Where there is no access to an un-subdivided quarter section of land used for agricultural or residential purposes, and where there is an existing roadway adjacent to the land, the County will, upon request by the landowner, construct one access approach to the land provided that County equipment is available and in the vicinity.~~

~~f. If there is a residence, the County will, upon request by the landowner, construct two access approaches to the land provided the County equipment is available and in the vicinity.~~

~~15.14. _____ Any access approach found to be illegally constructed by a landowner or by those persons acting on their behalf shall be reviewed and may be ordered to be removed or remedied at the expense of the landowner.~~

Subdivision & Development

Please refer to Policy 5-8 with respect to Approach Construction Guidelines as they relate to subdivisions.

Hamlet Approach

~~4. All new approaches constructed within Hamlets will be the responsibility of the applicant or developer and must meet all standards set out in the latest edition of the Kneehill County General Municipal Servicing Standards policy.~~

Industrial Access Approach



POLICY

Section TRANSPORTATION	Policy No. 13-15	Page 4 of 4
Policy Title Approach Construction Guidelines	Date: May 30, 2023	Motion No. [Category]

~~2.~~ All industrial access approaches ~~shall~~ should be removed and returned to its original status upon decommissioning of those industrial operations associated with its use. The removal of the access will be the responsibility of the operator and/or industrial user of the access. The approach may be allowed to remain upon consent by the registered landowner of the property and the County, if the number of acceptable approaches is not exceeded.

~~Bob Long~~ Jerry Wittstock,
Reeve

~~Al Hoggan~~ Mike Haugen,
CAO

Approved: March 30, 2006 138/06
Amended: May 11, 2010 231/10
Amended: July 21, 2015 304/15

~~Review Date: July 2018~~

Amended: May 30, 2023

~~This policy will be replacing:~~

- ~~● 13-15-2: Approval of Approaches~~
- ~~● 13-15-3: Approach Standards~~
- ~~● 13-15-4: Installation of Approaches and Culverts~~



POLICY



Section TRANSPORTATION	Policy No. 13-15	Page 1 of 3
Policy Title Approach Construction Guidelines	Date: May 30, 2023	Motion No. [Category]

Purpose

Landowners and developers are responsible for constructing all approaches required to access their properties. The purpose of this policy is therefore to provide direction regarding the responsibility for the construction of approaches from adjacent County roadways and specifications for same.

General

1. The construction of an approach located within a road right of way requires the prior approval of Kneehill County through an application process. An approval for the construction of an approach will only be granted where the requested location is considered practical and safe by the County.
2. All approaches shall be constructed in accordance with the standards set out in the latest edition of the Kneehill County General Municipal Servicing Standards policy.
3. If a development wishes to utilize an existing approach which would alter or intensify its use, the approach must meet all applicable Municipal Standards.
4. Upon receipt of a request to construct an approach, the County reserves the discretion to either approve or decline the approach and to determine the varying approach specifications based on physical characteristics.

Procedures

5. Prior to any new road construction projects, all approaches located adjacent to the project will be evaluated as to how the approach meets both Municipal Construction Standards and Municipal Safety Standards. Any field approaches that are deemed by the County to be located in an unsafe location will be removed or relocated by the County after consultation with the affected landowner. Approaches that are found to be constructed to a lower standard than the Municipal Standard or are deemed to be a safety hazard may be upgraded, relocated, or removed at the cost of the Municipality.

Standards

6. Standard approaches will be constructed with a minimum of 8.6 meters (29 feet) finished width and will match surfaces with the road that it enters onto and will be maintained accordingly by the County. Further approach specifications are outlined on Schedule "B" attached to this policy. Approach specifications may be varied, at the discretion of the County, based on local circumstances and limitations.
7. The following unobstructed sight distance requirement must be obtained for any approach approved under this policy and to be constructed on municipal road allowance:



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Section TRANSPORTATION	Policy No. 13-15	Page 2 of 3
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- a. 180 meters for a gravel roadway, determined by sighting one object which is 4 feet in height to another object 4 feet in height, in either direction.
 - b. 200 meters for a paved roadway, determined by sighting one object which is 4 feet in height to another object 4 feet in height, in either direction.
8. The County will determine the necessity of a culvert and its appropriate size according to the General Municipal Servicing Standards. The size of the culvert must accommodate normal drainage requirements.
 9. Approaches will be constructed in a manner that will not restrict or alter drainage patterns, unless specifically approved by the County. Prior to restricting or altering drainage patterns, the County will consult with Alberta Environment.
 10. Access roads or approaches entering a county road shall be setback from the center line of an intersection a minimum of 40 meters.
 11. A minimum spacing of 40 meters is required between individual approaches.
 12. A railway crossing does not constitute as an intersection, therefore the required setback for rail crossings will be a minimum of 40 meters from the railway right of way.
 13. The number of approaches allowed will normally be limited to:
 - a. A maximum of four approaches on agricultural parcels that are 80 acres (or larger) in size, IF the parcel is adjacent to more than one municipal road, with no more than two approaches permitted on a township road and no more than two approaches permitted on a range road.
 - b. A maximum of two approaches on agricultural parcels that are 80 acres (or larger) in size, IF the parcel is adjacent to only one municipal road.
 - c. A maximum of two approaches on agricultural parcels that are less than 80 acres in size.
 - d. One approach on industrial lots located in an industrial park.
 - e. One approach on residential lots located in a residential subdivision.
 14. Any access approach found to be illegally constructed by a landowner or by those persons acting on their behalf shall be reviewed and may be ordered to be removed or remedied at the expense of the landowner.



POLICY

Section TRANSPORTATION	Policy No. 13-15	Page 3 of 3
Policy Title Approach Construction Guidelines	Date: May 30, 2023	Motion No. [Category]

Subdivision & Development

Please refer to Policy 5-8 with respect to Approach Construction Guidelines as they relate to subdivisions.

Hamlet Approach

All new approaches constructed within Hamlets will be the responsibility of the applicant or developer and must meet all standards set out in the latest edition of the Kneehill County General Municipal Servicing Standards policy.

Industrial Access Approach

All industrial access approaches should be removed and returned to its original status upon decommissioning of those industrial operations associated with its use. The removal of the access will be the responsibility of the operator and/or industrial user of the access. The approach may be allowed to remain upon consent by the registered landowner of the property and the County, if the number of acceptable approaches is not exceeded.

Jerry Wittstock,
Reeve

Mike Haugen,
CAO

Approved: March 30, 2006 138/06
Amended: May 11, 2010 231/10
Amended: July 21, 2015 304/15
Amended: May 30, 2023



POLICY



Section	Policy No.	Page
TRANSPORTATION	13-39	1 of 4
Policy Title	Date:	Motion No.
Development of Undeveloped Road Allowance <u>NON-Energy Construction of Undeveloped Road Allowances</u>	April 18, 2023 <u>May 30, 2023</u>	[Category]

Purpose:

To establish a policy with respect to ~~development on the process~~ ratepayers and developers must follow when constructing an undeveloped road allowance ~~s for non-energy related development.~~

Policy Statement:

~~To Provide~~ Administration with guidelines relating to the upgrading of undeveloped road allowances associated with new developments ~~– (i.e., –commercial, residential residential, and industrial).~~

Policy Guidelines/Procedures:

~~1- Prior to submitting an application~~ In conjunction with an application - to subdivide or develop on a parcel of land where access is to be obtained from an undeveloped road allowance, the Applicant/Developer must obtain an Engineering Review Assessment from the ~~current Kneehill County Municipal Engineering consultant.~~ The cost of this review ~~with costs~~ as per Master Rates Bylaw.

1.1 Following receipt of the Engineering Review Assessment ~~and prior to subdivision or development approval~~, Administration will bring the request to upgrade the road to ~~Council~~ the Development Authority for approval.

~~1.2~~ Upon approval of ~~Council~~ the Development Authority for the development of the undeveloped road allowance, the Applicant/Developer will be required to enter into a Road Development Agreement and may be required to engage the services of a professional engineer to undertake the subject project. The Road Development Agreement will outline the Developer/Contractor's responsibility and may be attached to title by Caveat.

~~1.41.2~~ Based on the Engineering Review Assessment, and in consultation with the CAO or designate, the County may require the applicant to provide a road engineering report. The report must contain full costs estimates for construction. The report may include, but is not limited to, the following items:

- a) Engineering/Geophysical/Geotechnical Reports
- b) Survey Reports
- c) Design Plans and Road Profiles
- d) The identification of Gas Line Crossings – High & low Pressure
- e) Bridge Files. Identify and assess the need for culverts and bridges etc. to maintain the proper drainage under the road (Standard Bridge Survey)



POLICY

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Policy Title <u>Development of Undeveloped Road Allowance</u> NON-Energy <u>Construction of Undeveloped Road Allowances</u>	Date: April 18, 2023 May 30, 2023	Motion No. [Category]

- f) Pole moves. The relocation of power poles etc. (including all fees and approvals) will be the responsibility of the applicant/developer. Construction and/or replacement of approaches to the subject lands as well as affected neighbouring properties.
- g) Identify and quantify the location of borrow pits to be used ~~in the course of~~during the construction phase.
- i) Identify and calculate the materials borrowed/removed.
- j) Identify the location of fences on affected neighbouring properties to be removed ~~in the course of~~during the construction phase. (Cost of replacing ~~said~~ fences must be factored ~~in~~ into the costs).
- k) Identify the need for Land Agreements where neighbouring lands are affected by the build.
- l) Identify the need for crossing agreements. (The County will be responsible for contacting all parties with regards to crossings and crossing agreements.)
- m) Identify the depth and location of all crossings as well as owners of said crossings.

~~1.3~~ 1.3 The Applicant/Developer ~~of a proposed subdivision or development permit~~ is responsible for all costs associated with approved upgrades to an undeveloped County road allowance.-

~~1.3~~

~~1.51.4~~ 1.51.4 The ~~Applicant/Developer~~ Developer will be responsible for hiring a contractor for completion of the road development.

~~1.71.5~~ 1.71.5 Should Kneehill County Council determine that the proposed road development should be extended further to connect with the County's existing road system, the development of the extended portion of the road will be assumed by the County.

~~1.81.6~~ 1.81.6 All approaches for neighboring property owners directly affected by the road development will be subject to Policy 13-15 and amendments thereto. Any new approaches or relocations of an existing will require approval by the County prior to construction.

~~1.91.7~~ 1.91.7 Upon completion of the road development, an inspection will be required by Kneehill County and any deficiencies noted will require correction. Final inspection will be completed one (1) year following corrections of any defects or deficiencies and a Final Acceptance Certificate will be issued.

~~1.101.8~~ 1.101.8 County standards will apply for seeding of the roadside upon completion of construction, in accordance with Policy #13-25, Seeding Roadsides.



POLICY

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Policy Title <u>Development of Undeveloped Road Allowance</u> NON-Energy <u>Construction of Undeveloped Road Allowances</u>	Date: April 18, 2023 <u>May 30, 2023</u>	Motion No. [Category]

4.111.9 Maintenance of the road will be the responsibility of the County once a Final Acceptance Certificate has been issued.

4.121.10 An individual or individuals shall have no claim for costs incurred if at any future date, the use of the road develops to the extent that it may be considered to be in the interests of the general public.

Required Standards

1. The minimum standard requirement for a dead end road is a Single Access Road Standard A. (See General Municipal Servicing Standard)
2. The minimum standard for through roads is Standard Local Road, Standard B. (See General Municipal Servicing Standard)
3. The standard for roads servicing multi-lot, heavy use or roads containing hazards, will be determined by the Municipal Engineer during the engineering review process.

~~This policy replaces Policy #5-13A~~

Jerry Wittstock,
Reeve

Mike Haugen,
CAO

Jerry Wittstock
Reeve

Peter Tarnawsky,
Interim Chief Administrative Officer



POLICY

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Policy Title <u>Development of Undeveloped Road Allowance</u> <u>NON-Energy Construction of Undeveloped Road Allowances</u>	Date: <u>April 18, 2023</u> <u>May 30, 2023</u>	Motion No. [Category]

Approved: March 12, 2019 88/19

Review Amended Date: **March 12** **May 30, 2023**



POLICY



Section TRANSPORTATION	Policy No. 13-39	Page 1 of 3
Policy Title Construction of Undeveloped Road Allowances	Date: May 30, 2023	Motion No. [Category]

Purpose:

To establish a policy with respect to the process ratepayers and developers must follow when constructing an undeveloped road allowance.

Policy Statement:

To provide Administration with guidelines relating to the upgrading of undeveloped road allowances associated with new developments (i.e., commercial, residential, and industrial).

Policy Guidelines/Procedures:

In conjunction with an application to subdivide or develop on a parcel of land where access is to be obtained from an undeveloped road allowance, the Applicant/Developer must obtain an Engineering Review Assessment from the Kneehill County municipal engineering consultant. The cost of this review as per Master Rates Bylaw.

- 1.1 Following receipt of the Engineering Review Assessment, Administration will bring the request to upgrade the road to the Development Authority for approval.

Upon approval of the Development Authority for the development of the undeveloped road allowance, the Applicant/Developer will be required to enter into a Road Development Agreement and may be required to engage the services of a professional engineer to undertake the subject project. The Road Development Agreement will outline the Developer/Contractor's responsibility and may be attached to title by Caveat.

- 1.2 Based on the Engineering Review Assessment, and in consultation with the CAO or designate, the County may require the applicant to provide a road engineering report. The report must contain full costs estimates for construction. The report may include, but is not limited to, the following items:
 - a) Engineering/Geophysical/Geotechnical Reports
 - b) Survey Reports
 - c) Design Plans and Road Profiles
 - d) The identification of Gas Line Crossings – High & low Pressure
 - e) Bridge Files. Identify and assess the need for culverts and bridges etc. to maintain the proper drainage under the road (Standard Bridge Survey)
 - f) Pole moves. The relocation of power poles etc. (including all fees and approvals) will be the responsibility of the applicant/developer. Construction and/or replacement of approaches to the subject lands as well as affected neighbouring properties.
 - g) Identify and quantify the location of borrow pits to be used during the construction phase.
 - i) Identify and calculate the materials borrowed/removed.
 - j) Identify the location of fences on affected neighbouring properties to be removed during the construction phase. (Cost of replacing fences must be factored into the costs).



POLICY

Section TRANSPORTATION	Policy No. 13-39	Page 2 of 3
Policy Title Construction of Undeveloped Road Allowances	Date: May 30, 2023	Motion No. [Category]

- k) Identify the need for Land Agreements where neighbouring lands are affected by the build.
 - l) Identify the need for crossing agreements. (The County will be responsible for contacting all parties with regards to crossings and crossing agreements.)
 - m) Identify the depth and location of all crossings as well as owners of said crossings.
- 1.3 The Applicant/Developer is responsible for all costs associated with approved upgrades to an undeveloped County road allowance.
- 1.4 The Applicant/Developer will be responsible for hiring a contractor for completion of the road development.
- 1.5 Should Kneehill County Council determine that the proposed road development should be extended further to connect with the County's existing road system, the development of the extended portion of the road will be assumed by the County.
- 1.6 All approaches for neighboring property owners directly affected by the road development will be subject to Policy 13-15 and amendments thereto. Any new approaches or relocations of an existing will require approval by the County prior to construction.
- 1.7 Upon completion of the road development, an inspection will be required by Kneehill County and any deficiencies noted will require correction. Final inspection will be completed one (1) year following corrections of any defects or deficiencies and a Final Acceptance Certificate will be issued.
- 1.8 County standards will apply for seeding of the roadside upon completion of construction, in accordance with Policy #13-25, Seeding Roadsides.
- 1.9 Maintenance of the road will be the responsibility of the County once a Final Acceptance Certificate has been issued.
- 1.10 An individual or individuals shall have no claim for costs incurred if at any future date, the use of the road develops to the extent that it may be considered to be in the interests of the general public.

Required Standards

1. The minimum standard requirement for a dead end road is a Single Access Road Standard A. (See General Municipal Servicing Standard)
2. The minimum standard for through roads is Standard Local Road, Standard B. (See General Municipal Servicing Standard)
3. The standard for roads servicing multi-lot, heavy use or roads containing hazards, will be determined by the Municipal Engineer during the engineering review process.



POLICY

Section TRANSPORTATION	Policy No. 13-39	Page 3 of 3
Policy Title Construction of Undeveloped Road Allowances	Date: May 30, 2023	Motion No. [Category]

Jerry Wittstock,
Reeve

Mike Haugen,
CAO

Approved: March 12, 2019 88/19
Amended: **May 30, 2023**





POLICY

Section Transportation Control	Policy No. 13-40	Page 1 of 3
Policy Title Development of Undeveloped Road Allowance Energy Related	Date: March 12, 2019	Resolution No. 89/19

Purpose:

To establish a policy with respect to development on undeveloped road allowances for energy related development.

Policy Statement:

Provide Administration with guidelines relating to the upgrading of undeveloped road allowances associated with new developments. (i.e. well site, battery, solar, wind power)

Policy Guidelines/Procedures:

1. The Applicant/Developer must obtain an Engineering Review Assessment from the current Municipal Engineer with costs as per Master Rates Bylaw.
 - 1.1 Following receipt of the Engineering Review Assessment and prior to development, Administration will bring the request to upgrade the road to Council for approval.
 - 1.2 Upon approval of Council for the development of the undeveloped road allowance, the Applicant/Developer will be required to enter into a Road Development Agreement and may be required to engage the services of a professional engineer to undertake the subject project. The Road Development Agreement will outline the Developer/Contractor's responsibility and may be attached to title by Caveat.
 - 1.3 Based on the Engineering Review Assessment, and in consultation with the CAO or designate, the County may require a road engineering report be submitted by the Applicant/Developer. The report must contain full costs estimates for construction. The report may include, but is not limited to, the following items:
 - a) Engineering/Geophysical/Geotechnical Reports
 - b) Survey Reports
 - c) Design Plans and Road Profiles
 - d) The identification of Gas Line Crossings – High & low Pressure
 - e) Bridge Files. Identify and assess the need for culverts and bridges etc. to maintain the proper drainage under the road (Standard Bridge Survey)
 - f) Pole moves. The relocation of power poles etc. (including all fees and approvals) will be the responsibility of the applicant/developer. Construction and/or replacement of approaches to the subject lands as well as affected neighbouring properties
 - g) Identify and quantify the location of borrow pits to be used in the course of the construction phase.
 - i) Identify and calculate the materials borrowed/removed
 - j) Identify the location of fences on affected neighbouring properties to be removed in the course of the construction phase. (Cost of replacing said fences must be factored in to the costs).

POLICY

Section Transportation Control	Policy No. 13-40	Page 2 of 3
Policy Title Development of Undeveloped Road Allowance Energy Related	Date: March 12, 2019	Resolution No. 89/19

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- ~~l) Identify the need for crossing agreements. (The County will be responsible for contacting all parties with regards to crossings and crossing agreements.)~~
- ~~m) Identify the depth and location of all crossings as well as owners of said crossings.~~

- ~~1.3 The Applicant/Developer of a proposed development is responsible for all costs associated with approved upgrades to an undeveloped County road allowance.~~
- ~~1.4 The Developer will be responsible for hiring a contractor for completion of the road development.~~
- ~~1.5 Should Kneehill County Council determine that the proposed road development should be extended further to connect with the County's existing road system, the development of the extended portion of the road will be assumed by the County.~~
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- ~~2. The minimum standard for through roads is Standard Local Road, Standard B. (See General Municipal Servicing Standard)~~
- ~~3. The standard for roads servicing multi-lot, heavy use or roads containing hazards, will be determined by the Municipal Engineer during the engineering review process.~~

~~This policy replaces Policy #15-13~~

POLICY

Section Transportation Control	Policy No. 13-40	Page 3 of 3
Policy Title Development of Undeveloped Road Allowance Energy Related	Date: March 12, 2019	Resolution No. 89/19

~~Jerry Wittstock~~
~~Reeve~~

~~Peter Tarnawsky,~~
~~Interim Chief Administrative Officer~~

~~Approved: March 12, 2019 89/19~~

~~Review Date: March 12, 2022~~

Commented [MZ1]: Policy deleted and combined with 13-39



Committee of the Whole
Discussion Report

Agenda Item #

2.2

Subject:	Economic Development – Airport Marketing Project
Meeting Date:	2023-05-16
Presented By:	Mike Haugen, CAO
Prepared By:	Mike Haugen, CAO
Background/ Proposal	Administration has been collaborating with members of Town of Three Hills and Prairie College with the intent of exploring/developing a regional partnership at the airport to increase facility usage and create potential economic development opportunities throughout the region.
Discussion/ Options/Benefits/ Disadvantages:	<p>Following a review of the current governance structure and operating realities, it was agreed by the partners that an opportunity may exist at the airport to assist with regional economic development. This could take the form of partnering with local businesses, hosting various specialized events, promoting agritourism and local products.</p> <p>In order to facilitate the work required to ensure success, it is proposed that each partner would equally contribute to a part time position, likely to be hired/managed by Prairie College. This individual will be working with the Town, County and various businesses to develop partnerships, market, creating & hosting specific events at the airport such as a fly in farmers market as an example. The position would also assist with the operational realities of running an airport.</p> <p>Ideally, the position will be filled by the late summer of 2023 and will remain in place for up to a year. It is likely that additional funding would be required in 2024.</p> <p>Key performance measures will be identified with regular review taking place to ensure the goals are met or ideally exceeded. Upon completion of the year program, the partners will determine if there is value to continuing the partnership.</p>
Link to Strategic Plan:	Pursuing Focused Growth
Discussion Outcome:	That Committee of the Whole recommend the use of up to \$10,000 from the 2023 Operating Budget – Strategic Initiatives for a regional economic development partnership at the Three Hills airport between the Town of Three Hills, Kneehill County, and Prairie College.
Attachments:	NA

Director Approval:
Name, Title

Mike Haugen
CAO Approval:
Mike Haugen, Chief Administrative Officer



Committee of the Whole
Discussion Report

Agenda Item #

2.3

Subject:	Additional Information Regarding AUC Hearings
Meeting Date:	2023-05-16
Presented By:	Barb Hazelton, Manager, Planning & Development
Prepared By:	Barb Hazelton, Manager, Planning & Development
Background/ Proposal	<p>On April 25, 2023, Council directed administration to submit a statement of intent to participate in any and all renewable energy projects that are applied for in Kneehill County. Council specifically noted the following concerns:</p> <ol style="list-style-type: none"> 1. The high quality of agricultural land that is being removed from production for renewable energy projects. 2. The concern with who ultimately is responsible for the reclamation and end-of-life if the applicant becomes insolvent. Lack of current legislation and requirements for security may leave a landowner unprotected. 3. Weeds, pest control and disease transfer. 4. Timing of the construction can also result in erosion of the lands. <p>The initial submission has been completed.</p>
Discussion/ Options/Benefits/ Disadvantages:	<p>Regarding the process – as per AUC</p> <p>When submitting the form through the AUC portal, you need to note whether or not you want to participate in a hearing and what level of involvement you would like.</p> <p>A hearing is not automatic, but if someone is granted standing, there will be a hearing.</p> <p>Once the notice to submit concerns closes, the AUC issues the standing ruling which will likely take a couple weeks. Currently they have high application rates, so it may be longer.</p> <p>They are currently booking into July and August for hearings. They are oral and virtual hearings.</p> <hr/> <p>In doing some additional research with another municipality that has gone through the process, some further information has been gathered. Some of the following points should be noted:</p> <ol style="list-style-type: none"> a. Currently no costs have been recovered for this municipality and they did not believe that they would get any. b. Once the AUC holds a hearing, you will be required to provide additional information and the AUC is very particular regarding the format that is submitted. c. Timelines for responses have very quick turnaround times. d. Proponents get to ask questions and you have a short time to respond. e. The municipality hired someone to represent them, and that person utilized approximately 100 hours to represent them. Part of that was drafting a more robust response regarding the initial concerns.

Committee of the Whole Discussion Report

	<ul style="list-style-type: none"> f. The proceedings were virtual and took 10 days (9:00-4:00 or 5:00 p.m.) g. Need to provide proof to back up any statements you make. It was very evident at the hearings as you were questioned on your credentials and the proponent made arguments to disqualify anyone without credentials in the subject matter. You are cross examined by experts and there is no protection from the AUC on the line of questioning. h. The overall workload for the municipal representative was a month to 5 weeks' worth of time. i. They also hired two agriculture consultants to submit a report to back up the quality of land statement. <p>There would be an impact to the budget if Council wants to participate in the hearing and experts are hired and required to provide supportive documentation. Currently this cost is unknown and unbudgeted but may fall close to \$50,000 depending on the fees charged by consultants. The cost could be taken out of either the Revenue Stabilization or the Contingency Reserve.</p> <p>The time required is also unknown and the quick turnaround times for additional information may impact staff time. If the hearings are multiple days, that will impact staff time during those days.</p> <p>If Council wants to participate, but does not want to hire third party experts, we have been advised by legal that participation at the AUC level should not be done by a Councillor that sits on MPC or by a Development Officer that participates in the approval process. Potentially the CAO or Director could be the representative.</p>
Link to Strategic Plan:	Preserving Rural Way of Life
Discussion Outcome:	Council provide additional direction regarding the participation level they want to engage in and make a recommendation to Administration to bring it to the May 23 rd Council meeting for approval.
Attachments:	N/A

Director Approval:
Kevin Gannon, Director of Community Services

CAO Approval:
Mike Haugen, Chief Administrative Officer