



## Council Notes February 23, 2021

### Policy Reviews

The following Policies were presented to Council as part of an ongoing review of current policies--in particular policies that have not been reviewed for over four years.

- Policy 3-27, Council Correspondence  
*Agenda Item 8.1; YouTube Livestream [5:37:25](#)*
  - Council approved Policy 3-27, Council Correspondence, as presented. Changes to the policy include clarifications and an update to procedures.
- Policy 11-1, Handling Public Concerns  
*Agenda Item 8.2; YouTube Livestream [5:40:14](#)*
  - Council approved Policy 11-1, Handling Public Concerns, as presented. The updated policy provides clearer direction for the public on how to submit a concern, and the expectations of County employees to resolve issues.

### Delegation- Don Ferguson

*Agenda Item 3.1 & 9.1; YouTube Livestream: [29:42](#); [6:55:53](#)*

Delegation Don Ferguson presented a request for Council to provide access to two quarters of farmland located at SW 19-29-22 W4 and NW 18-29-22 W4, at his expense.

#### **Decision:**

Council received Mr. Ferguson's request for information and encouraged him to work privately with the landowner for easement.

### Public Hearing- Municipal Development Plan

*Agenda Item 3.2, 9.2; YouTube Livestream: [1:58:28](#); [7:06:28](#)*

When Land Use Bylaw 1808 was adopted by Kneehill County Council on September 22, 2020, some of the changes created inconsistencies with the current Municipal Development Plan, which is also out of alignment with some of the newly adopted Intermunicipal Development Plans (IDP's). Administration has proposed amendments to the Municipal Development Plan that would ensure consistency between all planning documents.

First reading of the MDP Bylaw was given on December 8, 2020. The next step in the Bylaw process is to hold a Public Hearing to allow for public comments and feedback.

#### **Decision:**

Council moved second reading as amended, and gave third reading to pass Bylaw 1829, Municipal Development Plan. No written submissions or feedback were received at the Public Hearing.

### Delegation- Three Hills RCMP, Sgt. Jamie Day

*Agenda Item 3.3 & 9.3; YouTube Livestream: [2:50:15](#); [7:09:17](#)*

Delegations from the Three Hills and Beiseker RCMP detachments provided Council with an Annual Performance Plan Consultation, Rural Crime prevention update, and Crime Stats information.

#### **Decision:**

Council received the RCMP presentation as information & provided a list of Council's community priorities:

- Rural Crime Prevention
- Presence in rural communities
- Road safety
- Active on-duty staff members per detachment
- Working with Kneehill County Protective Services Department

## Bylaw 1832- Redesignation from Hamlet General to Ag District

*Agenda Item 5.1.1; YouTube Livestream: [42:49](#)*

Administration has received an application to redesignate a 4-acre portion of SW 35-33-26 W4 Plan 5899 GW from the Hamlet General District to the Agriculture District. The subject parcel is the old Wimborne School site approximately 1000 feet east of Highway 805, accessed by Township Road 33-5 from the south side of the parcel. The applicants are looking to rezone the entire 4-acre parcel from Hamlet General to an Agriculture District, changing the potential permitted use of the land.

### **Decision:**

Council moved first reading of proposed Bylaw 1832, redesignating a portion of SW 35-33-26 W4 from the Hamlet General District to the Agriculture District, and scheduled a Public Hearing for the Bylaw on March 23, 2021 at 10:00 a.m.

## Tolman West Campground

*Agenda Item 5.3.1; YouTube Livestream: [46:40](#)*

If Kneehill County were to assume operation of the Tolman West campground, the endeavor could impact the efficiency and capacity within the current County Parks department structure and require additional resources including increased labour, supplies, fuel costs, and dedicated staffing from Kneehill County Parks. While there was potential for Kneehill County and Starland County to partner together to operate both the East and West sides of the campground, the Province has indicated they will only enter into an agreement with one municipality. Upon review of potential campground revenue and leasing considerations for the site, Administration recommends that Starland County be permitted to operate Tolman West Campground within Kneehill County boundaries.

### **Decision:**

Council moved to withdraw interest in assuming operation of Tolman West Campground and approved that Starland County be permitted to operate Tolman West Campground within the boundary of Kneehill County. If Starland withdraws from operating the Campground Kneehill County is to be notified.

## Fiscal Update

*Agenda Item 6.1; YouTube Livestream: [54:18](#)*

Administration provides Council with a Fiscal Update Report detailing the factors that have had a major impact on County finances, and the measures Council and Administration have undertaken to address these ongoing fiscal challenges. The report includes:

- Overall Tax Billings of the County
- Property Assessment in the County
- Provincial Policy Impacts (Revenue Loss and Expenditure Downloading)
  - Shallow Gas/Education Rebates (\$1,925,000 Revenue Reduction)
  - ASB Grants (\$94,000 Revenue Reduction)
  - Policing Funding Model
  - MSI Funding
  - Assessment Model/Well Drilling (\$1,050,000 Revenue Loss)
  - Other factors, including COVID-19, economic conditions (interest rates), and tax write-offs
- Actions Council and Administration have Taken
  - Guidelines Designed to Provide Lowest Possible Tax Increase
  - Summary of Cost Savings and Efficiency Measure Realized To-Date
- Municipal Tax Rate Comparisons

**Decision:** Council received the Fiscal Update for information. [View the full report in the Council Package.](#)

## 2020 Project Status Report

Agenda Item 6.2; YouTube Livestream: [2:26:08](#)

Administration provided Council with the 2020 Project Report, including both completed projects and incomplete projects which require approval to carry-forward.

### **Decision:**

1. Council approve the budget amendments for Capital Projects which are over-spent by funding these from the projects that were under-spent and which had the same original funding source as detailed in [Appendix A – Capital Projects](#).
2. Council approved \$20,000 in carry-forward funding for the RR24 project funded through the Roads Reserve.
3. Council approved \$25,000 in carry-forward funding for the Churchill project funded through the Water Service Area Reserve.
4. Council approved \$25,000 in carry-forward funding for the Wimborne Environmental project funded through the Environmental Reserve.
5. Council approved funds in the amount of \$2,051,916 relating to completed projects which are currently in the Transitional Reserve be transferred to the Roads Reserve.
6. Council approved the carry-forward projects and funding sources as detailed in [Appendix B – 2020 Carry Forward Projects](#).
7. Council approved the budget amendments for Capital Equipment Plan purchases which are over-spent by funding these from the projects that were under-spent as detailed in [Appendix C – Capital Equipment Plan Projects](#).
8. Council approved the carry-forward CEP project, funded through the Capital Equipment Plan Reserve as detailed in Appendix C
9. Council received the [Project Report for information](#).

## 2020 Preliminary Operating Budget Results

Agenda Item 6.3; YouTube Livestream: [2:41:00](#); [3:16:31](#)

Administration provided Council with a 2020 Preliminary Operating Budget Results report, summarizing the expected year-end operating results for 2020. [View the reports in the Council Package.](#)

### **Decision:**

1. Council approved an additional contribution of \$78,001 to the Water Service Area Reserve.
2. Council approved a draw from the Revenue Stabilization Reserve in the amount of \$1,425,000 to fund the allowance for uncollectable property taxes.
3. Council approved an additional contribution of \$59,863 to the Capital Equipment Plan Reserve.
4. Council approved a contribution to the Parks Reserve in the amount of \$80,000 from the operating surplus to provide contingency funding for the Road Spraying program.
5. Council approved a reduction of \$30,000 for the Horseshoe Canyon Capital Project to fund the Horseshoe Canyon focus group, and that \$18,000 be funded as a carry-forward operating project funded from the Parks Reserve.
6. Council approved the remaining balance of the 2020 Operating Budget Surplus be allocated to the Revenue Stabilization Reserve
7. Council approved a contribution of \$240,000 to the Revenue Stabilization Reserve to fund carry-forward initiatives as detailed in Appendix B.
8. Council received the 2020 Preliminary Operating Budget Results report for information.

## 2021 Operating and Capital Budget

Agenda Item 6.4; YouTube Livestream: [3:36:23](#); [5:07:26](#)

The County is required under the Municipal Government Act (MGA) to approve Operating and Capital budgets that are both balanced and fully funded. The budgeting process allows Kneehill County to prioritize projects, programs and service levels based on anticipated revenue and expenses. The municipality's annual budget routinely consists of two components:

- The Operating Budget for day-to-day expenditures (e.g. salaries, wages, benefits, heat, electric, and maintenance of buildings and infrastructure, etc.).
- The Capital Budget for the purchase and financing of assets or improvement of existing infrastructure (e.g. roads, water and wastewater facilities, county facilities and major projects, etc.)

Administration presented Council with the 2021 Operating and Capital Budget Approval report, including current budget challenges and pressures, key investments, and ratepayer impacts, compiled following thorough deliberation throughout the budgetary process. [View the report in the Council Package.](#)

### Decision:

1. Council approved the 2021 Operating Budget in the amount of \$29,947,902 as detailed in [Appendix A.](#)
2. Council approved the transfers from reserves and contributions to reserves as detailed in [Appendix B.](#)
3. Council approved the 2021 Capital Budget and funding sources in the amount of \$12,870,182 as detailed in [Appendix E.](#)
4. Council received the 2021 Operating and Capital Budget report for information.

## Council Compensation and Expense Remuneration

Agenda Item 7.1; YouTube Livestream: [5:34:06](#); [5:53:22](#)

Administration has created a draft Policy which combines all Council Compensation and Expense policies into one overarching document, changed to reflect the reductions to Council compensation and reimbursement that Council approved at the January 26th Council meeting.

### Decision:

Council directed administration to bring back the Council Compensation & Expense Reimbursement Policy for ratification to the next Council Meeting.

## Kneehill 4-H District Request

Agenda Item 8.3; YouTube Livestream: [5:42:59](#)

Administration received a letter from the Kneehill 4-H District requesting financial support for the Kneehill 4-H District Show and Sale Catalogue. Kneehill County has provided financial support in the amount of \$600.00 in previous years, however, this amount does not cover the cost of advertising for the District.

### Decision:

Council approved sponsorship in the amount of \$800.00 to the Kneehill 4-H District, to help with the cost of the 2021 District Show/Sale.

## David Price Induction into the AB Agriculture Hall of Fame

Agenda Item 8.4; YouTube Livestream: [5:48:42](#)

Every 2 years, Alberta's Agriculture Hall of Fame recognizes up to 3 individuals whose outstanding leadership, innovation and business practices have advanced Alberta's agriculture and food industry at the provincial level or beyond. One of the 2020 inductees to the Alberta Agriculture Hall of Fame was David Price. David Price is a long time resident of Kneehill County and has been an innovator and visionary in swine genetics, production, processing and marketing for more than 50 years in this County.

### Decision:

Council directed administration to invite David Price to a future Council meeting, to congratulate him on his induction into the Alberta Agriculture Hall of Fame, and to create an article in the next Ratepayer Newsletter acknowledging this accomplishment.

## TELUS Letter of Support Request

*Agenda Item 8.5; YouTube Livestream: [5:56:24](#)*

TELUS is an internet provider in the County requesting a letter of support as they apply to the Universal Broadband Fund, which would grant them funding to improve mobility coverage in and around Kneehill County, and possibly launch wireless high speed internet access and improved cellular connectivity in the area.

### **Decision:**

Council directed administration to provide a letter of support for TELUS regarding their application to the Universal Broadband Fund.

## Board Member Appointment to the Trochu Housing Corporation

*Agenda Item 8.6; YouTube Livestream: [5:58:03](#)*

At the February 9th, 2021 Council meeting, Council adopted a motion to support the Town of Trochu as they proceed with the construction of the Trochu Senior's Supportive Living Facility. One of the conditions that was placed in this agreement was that a Kneehill County representative would be appointed to the Trochu Housing Corporation Board for the period of the build and during any time period that the Kneehill County Security is in effect.

### **Decision:**

Council appointed Councillor King to the Trochu Housing Corporation Committee and Councillor Christie as alternate.

## Newspaper Delivery Program

*Agenda Item 8.7; YouTube Livestream: [6:04:00](#)*

The Three Hills Capital changed the way they deliver their newspapers to County ratepayers in April of 2020, due to an increase in Canada Post mailing rates. The Capital is now delivered for free to all residents within Kneehill County borders, and for those living outside County borders, the Capital is available for free online. In July of 2020, Council approved a Newspaper Delivery program for Kneehill County ratepayers who reside outside of our borders, to help aid them in the transition from paper to digital copies. At that time, Council indicated they would revisit the Delivery Program during 2021 budget deliberations.

### **Decision:**

Council moved to continue the Capital Newspaper Delivery Program for 2021, and directed staff to create a pay-for-service program to begin in 2022 offered to ratepayers who do not get the Three Hills Capital in the mail.

## New Council Orientation

*Agenda Item 8.8; YouTube Livestream: [6:22:54](#)*

At the most recent meeting of the Kneehill Regional Partnership, options for New Councillor Orientation were discussed--organizing a smaller regional Orientation for member municipalities, or facilitating attendance at a larger event outside of the region. As these sessions need to be organized months in advance, the Partnership is seeking feedback from member municipalities in order to allow proper arrangements to be made.

### **Decision:**

Council provided feedback to the Kneehill Regional Partnership regarding options for new Councillor Orientation, preferring to organize a smaller regional orientation for member municipalities

## CN Rail

*Agenda Item 8.9; YouTube Livestream: [6:54:36](#)*

Councillor King gave a verbal report on an issue residents are facing regarding train placement near the Hamlet of Huxley.

### **Decision:**

Council directed administration to create a letter to CN Rail and Grain Corporation in regards to train placement at the Grain Terminal located next to Huxley.

## Council and Committee Reports

*Agenda Item 10.0; YouTube Livestream: [7:11:29](#)*

Council and Committee reports include Community Futures Wildrose, Kneehill Regional Doctor Recruitment and Retention Committee and a verbal report on the recent Kneehill Regional Partnership Meeting.

**Decision:**

Council received the Council and Committee Reports for information.

NEXT Council Meeting: March 9, 2021, at 8:30 am in Council Chambers  
1600, 2nd Street NE, Three Hills, Alberta.  
Agendas are available at [www.kneehillcounty.com](http://www.kneehillcounty.com)