



AGENDA

Regular Meeting of Council

5:30 PM - Monday, February 27, 2023

Council Chambers

Page

1. CALL TO ORDER:

Mayor Ray Wildeman called the Regular Council Meeting of February 27, 2023, to order at ____ PM.

2. ACCEPTANCE OF AGENDA:

- 2.1. Acceptance of the Agenda for the Regular Meeting of Council on February 27, 2023.

that the agenda for the Regular Meeting of Council on February 27, 2023, be accepted as presented/amended.

3. ADOPTION OF THE PREVIOUS MINUTES:

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- 3.1. Regular Meeting of Council - February 13, 2023

that the minutes from the Regular Meeting of Council on February 13, 2023, be accepted as presented/amended.

[Regular Meeting of Council - 13 Feb 2023 - Minutes - Pdf](#)

4. DELEGATIONS:

- 4.1. Three Hills RCMP 2023/2024 Annual Performance Plan
Sergeant Jamie Day - 5:35 - 5:45 PM

5. MANAGEMENT REPORTS:

- 8 - 9** 5.1. Chief Administrative Officer Report
- [CAO - February 2023](#)
 [Council Resolution Status - February 2023](#)
- 10** 5.2. Director of Finance Report
- [Finance - February 2023](#)
- 11 - 12** 5.3. Director of Community Services Report
- [Community Services - February 2023](#)
- 13** 5.4. Director of Operations and Infrastructure Report
- that the Management Reports be accepted as presented.
 [Operations and Infrastructure - February 2023](#)

6. BUSINESS ARISING OUT OF THE MINUTES / OLD BUSINESS:

7. BYLAWS:

8. NEW BUSINESS:

- 14 - 33** 8.1. Project Lock Up - RCMP Crime Prevention
- that Council accept the Bronze Property Business Safety Checklist, as
 information provided.
 [Request For Decision- RFD-23-018 - Pdf](#)
- 34 - 37** 8.2. Community Connections Follow-up and Request for 2023
- that Council directs Administration to...
 [Request For Decision- RFD-23-019 - Pdf](#)
- 38 - 39** 8.3. Arena Advertising
- that Council directs Administration to proceed with Option 1: Provide the
 Ice Board advertising space at a discounted rate of \$50.00 per board to
 the Centennial Place Arena local user groups for a fundraiser in the
 2023/2024 ice season.
 [Request For Decision- RFD-23-020 - Pdf](#)

9. COUNCIL REPORTS:

9.1. Deputy Mayor Dennis Hazelton

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9.2. Councillor Miriam Kirk

[Kneehill Medical Services Retention and Recruitment Minutes](#)

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9.3. Councillor Byrne Lammle

[Three Hills Chamber Highlights for 2022](#)

9.4. Councillor Marilyn Sept

that the Councillors' reports be accepted as information presented.

9.5. Mayor Ray Wildeman

that the Mayor's reports be accepted as information presented.

10. CORRESPONDENCE:

11. CLOSED SESSION:

that Council move into Closed Session at ____ PM to discuss the following items:

11.1. Section 24 of the *Freedom of Information and Protection of Privacy Act* - Advise from Officials - Drainage Agreement

that Council move back into Open Session at ____ PM.

12. ADJOURNMENT

Mayor Ray Wildeman adjourned the Regular Council Meeting of February 27, 2023, at ____ PM.



MINUTES

Regular Meeting of Council Meeting

5:30 PM - Monday, February 13, 2023
Council Chambers

The Regular Meeting of Council of the Three Hills was called to order on Monday, February 13, 2023, in the Council Chambers, with the following members present:

PRESENT: Mayor Ray Wildeman
Councillor Marilyn Sept
Councillor Byrne Lammle
Deputy Mayor Dennis Hazelton
Councillor Miriam Kirk

ALSO PRESENT: Ryan Leuzinger, CAO
Greg Towne, Director of Finance
Grant Gyurkovits, Director of Operations & Infrastructure
Kristy Sidock, Director of Community Services
Lisa Gannon, Executive Assistant

1. **CALL TO ORDER:**

Mayor Ray Wildeman called the Regular Council Meeting of February 13, 2023 to order at 5:31 PM.

2. **ACCEPTANCE OF AGENDA:**

2.1. ***Acceptance of the Agenda for the Regular Meeting of Council on February 13, 2023.***

029-2023 Moved by Councillor Byrne Lammle that the agenda for the Regular Meeting of Council on February 13, 2023, be accepted as presented.

CARRIED

3. **ADOPTION OF THE PREVIOUS MINUTES:**

3.1. ***Committee of the Whole - January 23, 2023***

030-2023 Moved by Councillor Miriam Kirk that the minutes from the Committee of the Whole Meeting of Council on January 23, 2023, be accepted as presented.

CARRIED

3.2. ***Regular Meeting of Council - January 13, 2023***

CAO

Mayor

Page 1 of 4

031-2023 Moved by Councillor Marilyn Sept that the minutes from the Regular Meeting of Council on January 23, 2023, be accepted as presented.

CARRIED

4. DELEGATIONS:

**4.1. *Three Hills RCMP 2023/2024 Annual Performance Plan
Sergeant Jamie Day - 5:35 - 5:45 PM***

Deferred to Regular Meeting of Council on February 27, 2023

5. MANAGEMENT REPORTS:

6. BUSINESS ARISING OUT OF THE MINUTES / OLD BUSINESS:

6.1. *1st Street NE Infrastructure Replacement*

032-2023 Moved by Deputy Mayor Dennis Hazelton that Council directs administration to proceed with Option 1, at a project cost of \$2,100,000 with funding from the Transportation Capital Reserve (\$660,000), Water Capital Reserve (\$640,000), Wastewater Capital Reserve (\$450,000) and the Municipal Sustainability Initiative (MSI) program (\$350,000).

CARRIED

6.2. *Water Consumption Complaint*

033-2023 Moved by Mayor Ray Wildeman that Council directs Administration to advise the ratepayer that the Town will change the water meter at no cost, while waiving interest charges for utility account #316-00652014.11 from October 31, 2021, to January 31, 2022.

and that Council directs Administration to monitor consumption over a six (6) month period after the new water meter is installed and if consumption is consistent with the property owner's historical consumption over this time period, the outstanding charges will be waived.

CARRIED

6.3. *Policy #110-A1 - Street Maintenance Policy*

034-2023 Moved by Councillor Byrne Lammle that Council approve amendments to Policy #110-A1 - Street Maintenance Policy as presented.

CARRIED

7. BYLAWS:

8. NEW BUSINESS:

8.1. *Kneehill Regional Emergency Management Advisory Committee – Alternate Council Appointee*

CAO

Mayor

- 035-2023** Moved by Councillor Marilyn Sept that Council appoints Councillor Miriam Kirk, as the alternate, to the Kneehill Regional Emergency Management Advisory Committee.

CARRIED

8.2. *Fire Engine Purchase*

- 036-2023** Moved by Councillor Miriam Kirk that Council authorizes Administration to allocate \$330,006 in the future capital budget for the replacement of the 1998 Freightliner Fire Truck from the Emergency Services Capital Reserve Fund.

CARRIED

9. COUNCIL REPORTS:

9.1. *Deputy Mayor Dennis Hazelton*

Community Futures Wild Rose

9.2. *Councillor Miriam Kirk*

Privacy Dos and Don'ts - Kneehill Regional Partnership
Kneehill Medical Services Retention and Recruitment Task Force (coming up)

9.3. *Councillor Byrne Lammle*

Brownlee's Emerging Trends in Municipal Law in Calgary

9.4. *Councillor Marilyn Sept*

Nothing to report

- 037-2023** Moved by Deputy Mayor Dennis Hazelton that the Councillors' reports be accepted as information presented.

CARRIED

9.5. *Mayor Ray Wildeman*

Privacy Dos and Don'ts - Kneehill Regional Partnership
Three Hills & District Chamber of Commerce

- 038-2023** Moved by Councillor Byrne Lammle that the Mayor's reports be accepted as information presented.

CARRIED

10. CORRESPONDENCE:

10.1. *Three Hills RCMP Detachment Q3 Community Policing Report*

10.2. *Marigold Library System*

10.3. *Town of Fox Creek*

10.4. *Parkland Airshed Management Zone*

039-2023 Moved by Councillor Miriam Kirk that the correspondence be accepted as information presented.

CARRIED

11. CLOSED SESSION:

12. ADJOURNMENT

Mayor Ray Wildeman adjourned the Regular Council Meeting of February 13, 2023 at 8:01 PM.

CAO

Mayor

CAO

Mayor
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TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

February 27, 2023



Ryan Leuzinger, CAO

General Items

- Personnel items
- Reviewing CUPE Collective Agreement, with the Agreement up for renewal at the end of 2023
- Continued work with Lisa on reviewing the records management system utilized by the Town
- Worked with the Health and Safety Committee and the Senior Leadership Team updating the Health and Safety Committee Terms of Reference
- Review of stormwater drainage agreements
- Pumphouse and water infrastructure
 - Working with engineer, insurance company, insurance adjustor

Meeting/Event Attendance

- Met with ATCO Electric regarding upcoming meetings
- Met with MPE regarding draft concept plans for the new Pumphouse
- Attended a Cyber Security training session with all staff with Vincovi
- Attended a Brownlee LLP Emerging Trends yearly seminar
- Attended a Tech Talk with Greg Excel training session (and survived)
- Attended the Kneehill Regional Partnership training session on Privacy
- Met with Mark Maxwell, President of Prairie College
- Biweekly Senior Leadership Team meetings
- After Council Staff meetings

Council Resolution Status				
Meeting	Motion #	Description	Responsibility	Status
January 9, 2023	003-2023	Bylaw 1484-22 - Councillor Code of Conduct Bylaw be given third reading, minor revision to flowchart.	Admin	Completed.
January 9, 2023	004-2023	Kneehill Historical Society - Letter of Support	Admin	Completed; letter provided to Kneehill Historical Society on January 10, 2023.
January 9, 2023	005-2023	Council Policy 520 - Municipal Grants to Community Groups	Admin	Completed; brought back to Council on January 23, 2023
January 9, 2023	006-2023	Kneehill Medical Services Retention and Recruitment Task Force - Draft Annual Report template	Admin	Completed; email was sent to Kneehill County on January 10, 2023 with recommendation and overall approval of template.
January 9, 2023	007-2023	Kneehill Medical Services Retention and Recruitment Task Force - Dr. Reedyk Legacy Fund	Admin	Completed; email was sent to Kneehill County on January 10, 2023 with request for assistance purchasing aquatic wheelchair.
January 9, 2023	008-2023	Policing Letter from South Central Mayors Group	Council	Completed; handled by Mayor.
January 9, 2023		Pathway discussion.	Admin	Completed; brought back to Council on January 23, 2023
January 23, 2023	013-2023	Waste to Energy Discussion - Bring back to Council in January 2024	Admin	Completed; reminders set up to bring back to Council in January 2024 for discussion
January 23, 2023	019-2023	Policy 520 - Municipal Grants to Community Groups - approved as amended.	Admin	Completed; amendment made to policy; notification letters sent to previous applicants (2020-2022); notification posted on Facebook, website, newspaper and bulletin board.
January 23, 2023	020-2023	Policy #110-A1 - Street Maintenance Review and Revision	Admin	Completed;
January 23, 2023	021-2023 to 024-2023	Bylaw 1488-23 - Master Rates, Fees and Charges Bylaw be given first, second and third reading.	Admin	Completed; Bylaw signed and published.
February 13, 2023	032-2023	Proceed with 1st Street NE Infrastructure Replacement	Admin	In progress; design survey was completed on February 17, 2023.
February 13, 2023	033-2023	Contact ratepayer to change water meter, once completed monitor consumption for 6 months, then take next steps per Council's direction.	Admin	In progress; ratepayer has agreed to have the water meter replaced; the work order has been forwarded to the Utilities Department.
February 13, 2023	034-2023	Policy #110-A1 - Street Maintenance Policy approval	Admin	Completed; policy has been updated on website.
February 13, 2023	035-2023	KREMA Alternate representative from Council	Admin	Completed; Kneehill County has been notified of an alternate Council Member being appointed.

TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

February 22, 2023



Greg Towne, Finance

- Ongoing year-end work is taking up the majority of the department's time. Staff have been busy finalizing closing entries and account cleanup in anticipation of the auditor site visit in March.
- The Town has received the 2023 assessment roll and started its review in preparation of the 2023 tax rate bylaw. Overall, assessments on taxable properties have increased by 5.9% compared to 2022 – discussions with the assessor indicate that these are mostly driven by actual market value adjustments (i.e. home sale data and valuation) plus changes to some assessment categories that were undervalued. The public copy of the roll is now available at the Town Office.
- Worked with the Town's Health and Safety Committee on updating its terms of reference and other committee work.
- Continued government grant (MSI, AMMWP) and insurance reporting.
- Started "Tech Talk with Greg", an intense 7-week program to improve organizational proficiency and experience with Excel.
- Other items include asset management program updates (year-end related and other work), emergency management work, quarterly GST remittance, reviewing water meter information, Finance staff issuing and receiving payments for business and pet licensing, year-end pension and benefits reconciliations.

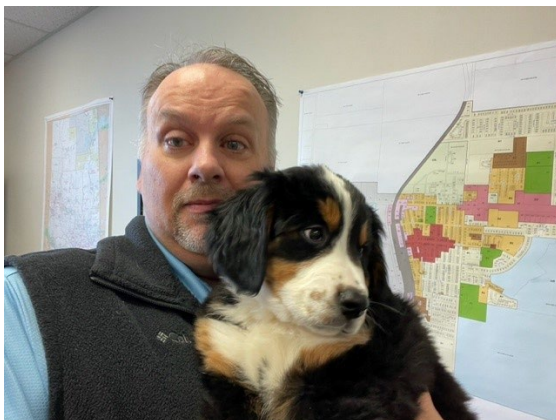


Figure 1 – visitors assisting staff member at work.

TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

February 27, 2023



Kristy Sidock, Community Services

Planning and Development

- Since the last report in January, we have issued the following permits:
 - one development
 - two building
 - seven electrical
 - two plumbing
 - four gas.

Protective Services

- The Three Hills Fire Department conducted the following training:

DATE	CLASSIFICATION	DETAILS
2023/01/03	Practice	Truck checks; going through 1001 course
2023/01/16	Practice	ATCO Electric presentation
2023/01/25	Practice	Fire Chief's Committee at Carbon
2023/01/26	Practice	Radio use practice

- In the month January, the department responded to a total of 5 calls.
- Kneehill County has appointed a new County Peace Officer. Chelsea Eshpeter started on February 13. She has nine years experience as a Peace Officer and has worked in both urban and rural settings.

Emergency Management

- The KREMA Advisory meeting will take place on March 7, 2023, at 6:00pm at the Kneehill County Administration Office.
- The next KREMA meeting is scheduled for March 9, 2023.
- There will be a series of workshops that will be offered to staff over the next couple of months. Workshops will include a breakdown of each position within the Incident Command System and will go over the practical steps of what needs to be done for each role when an emergency happens.

Cemetery

- Since the last Directors Report in January there have been five interments and one rights transfers (sales).

Parks & Recreation

Arena

- Public Skating and Sticks, Pucks and Rings times are posted on the Website, Facebook and the Newspaper for the month of February and March. Additional times will be added as our local user groups finish for the season.
- The ice is scheduled to be removed the first week of April. The user group that was interested in renting the ice in April has found ice elsewhere.
- We are currently working with Trane to develop a plan for the repair of the warm brine pump. The brine needs to be balanced prior to the pump being fixed. We are waiting on a quote from a contractor.
- On the weekend of February 18, 2023, the Olympia Break Booster failed. We were able to borrow Trochu's Olympia for the Saturday and part of the Sunday. We are very grateful that they were able to help us out. We were able to temporarily remove the break booster from one of the Park's fleet vehicles and install it in the Olympia. The part has been sourced and will be installed once it arrives.

Parks

- The outdoor rink is still being used daily. We are hopeful that the weather will be cooperative and that we will be able to keep ice until the end of March.
- Staff are starting to plan and prepare for Spring operations.

Aquatic Centre

- Swimming lessons registrations have been very popular. We have added extra classes to accommodate the requests.
- The Family Day public swimming was well attended. There was a total of 173 people who participated.

TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

February 27, 2023



Grant Gyurkovits, Operations & Infrastructure

Utilities

The installation of the 2nd backwash pump at the water treatment plant is complete.

The Hypo Chloride injection system at the temporary pump house was installed and commissioned. This system allows the Town to top-up the chlorine as needed prior to distribution.

Transportation

Snow and ice maintenance with additional snow pile removal.

Cell cover material being moved closer to the pit for easier access.

Cemetery

Town's assistance needed during the month February. One columbarium opening February 10th, with two full burials on February 16th.

Capital Projects

New Water Distribution Pump House Design: The project schedule in the month of February is still in the preliminary stages of engineering. The consultant (MPE) conducted soil sampling for foundation stability and submitted a draft building layout including the isometric piping schematic for the Town's review with a meeting scheduled February 23rd.

Detailed Design: Started in late February with some of these tasks included structural, mechanical, electrical & control with final design review and Regulatory Approval by approximately mid-June.

Tender: Will include Contractor Prequalification which will start in late May, with Tender & Tender Award by approximately mid-July.

Construction: Kick-Off meeting is anticipated to be held in early August 2023 with construction completion around March 2024 and Warranty Period to be concluded in March 2026.

Landfill Cell Expansion: cell expansion has been approved by Alberta Environment. Next step is to have a Site Stability Assessment completed.

WTP Residual Management Facility: Meeting with Alberta Environment and MPE to discuss the WTP Residual Management Assessment Report and the conceptual preliminary design drawing.

1st Street NE & Cul-de-sac: Initial survey of 1st St cul-de-sac and 1st St NE was completed by MPE for the preliminary design and onsite elevations.

Regular Meeting of Council

REQUEST FOR DECISION



To: Council
Subject: Project Lock Up - RCMP Crime Prevention
Meeting: Regular Meeting of Council - 27 Feb 2023
Department: Public Works
Staff Contact: Grant Gyurkovits, Director of Operations & Infrastructure

Strategic Priorities:

					
Infrastructure Upgrades	Human Infrastructure and Resources	Connectivity with the Community	Collaborative Partnerships	Pumphouse Construction	Residual Management Facility Construction

RECOMMENDATION:

"...that Council accept the Bronze Property Business Safety Checklist, as information provided."

BACKGROUND AND DISCUSSION:

In January, the RCMP Crime Prevention Liason, Carolyn McTighe, approached the Town to discuss performing a Crime Reduction Analysis as part of "Project Lock Up." Carolyn attended the Public Works Shop on January 24, 2023, to complete the analysis.

Some items of concern were noted during the review, such as doors/locks, walls, fence lines, site lines, lighting, and equipment. Recommendations were made in the report, and Staff are looking at implementing some of those recommendations that would not affect the 2023 budget, such as improving site lines, removing bushes, and moving vehicles and equipment to a location that can be observed and monitored more easily. Staff are also looking at the recommendations that may have budget implications in 2024, such as signage and lighting.

A copy of the report is provided for Council's information.

FINANCIAL AND STAFFING IMPLICATIONS:


Depends on the direction of Council.

FOLLOW UP ACTION:

Staff will complete items during downtime that do not have budget implications. Any other action would be on the direction of Council.

ATTACHMENTS:

[Public Works-Three Hills](#)



Ryan Leuzinger, CAO



BRONZE PROPERTY BUSINESS SAFETY CHECKLIST

Three Hills Public Works

416 2 AVENUE SW, THREE HILLS, AB Canada
(TOWN OF THREE HILLS PUBLIC WORKS)

CONDUCTED ON January 24th 2023

By CAROLYN MCTIGHE- CRIME PREVENTION LIAISON (SOUTHERN ALBERTA
DISTRICT- K DIVISION)

TYPE OF PROPERTY: COMMERCIAL (PUBLIC WORKS)

EXTERIOR DOORS and EXTERIOR WINDOWS	Yes	No
Are all locks in good working order? <ul style="list-style-type: none"> Locks were all in good condition outside the fencing unit of the property. Main door had entry key code pad for access, so no visible lock on outside of the door. 	X	
Are all entrance doors clearly visible from either the parking lot or from the street? <ul style="list-style-type: none"> The main entrance to the building is not visible from the street due to the location and layout of the parking area. The parking is quite large and most parking is directly in front of the building and near the front entrance. During operational hours, it may be suggested that vehicles be parked away from this area, in an effort to clear the visual sightlines into and away from the property. 		X
Are glass doors made of shatterproof materials?		X

<p>There are no glass panels in the doors of the building. The windows located around the building, do not appear to be of shatterproof materials. As they are a low level window, it would be recommended to have something installed to create less of an opportunity for the windows to be vandalized or smashed. Things like security bars, protective shatterproof films, and anti graffiti-films can be applied. ie: ***To protect glass from this you can install 3M Anti Graffiti Films on windows. These films prevent scratches, gouges and abrasions from vandalism and tagging and is easy to apply and remove when needed. More information can be found at 3mcanada.ca</p> <ul style="list-style-type: none"> • 		
<p>Are visitors & guests visible from the street outside the building?</p> <ul style="list-style-type: none"> • Depending on where one is located outside the building grounds, individuals could be seen. The property is quite large and there are a few outbuildings that block the open sightlines around the grounds. Unfortunately, due to the nature of the building this can not be avoided or remedied through restructuring. 	X	
<p>Are all overhead doors closed and secured?</p> <ul style="list-style-type: none"> • At the time of the inspection all the overhead doors were closed and secured. There are large bays where equipment is stored, and these were all closed and secured during the walk around. 	X	
<p>Do all exterior doors have metal or solid core construction?</p> <ul style="list-style-type: none"> • The main entrance door is made of solid core construction, with no widows in the build of the door. 	X	
<p>Do all exterior doors have cylinder-type deadbolt locks, heavy duty bolts or other secure devices that can be operated from the inside only?</p> <ul style="list-style-type: none"> • The main door had a single key lock entry, but also a push pad entry for access. Locking mechanisms were not visible on the exterior of the door during assessment. 	X	
<p>If hinge pins are on the outside, are they non removable?</p> <ul style="list-style-type: none"> • Hinge pins were on the exterior of the door, but are capped and designed in such a way as to make door removable difficult. 	X	
<p>Have entry door codes been changed?</p>	X	

<ul style="list-style-type: none"> With a key code for access, it would be recommended to recode this if there is ever a time when security is considered compromised (turnover in a staffing scenario, or code has been given to someone outside employment at the building). Yearly recoding is always highly recommended, if not already in practice. 		
<p>At rear doors locked during operating hours to prevent entry of intruders, and equipped with panic hardware for emergency exit?</p> <ul style="list-style-type: none"> This was not applicable to this particular building. 	X	
<p>Are employee entrances and other non-public entrances closed securely and locked to prevent entry of intruders?</p> <ul style="list-style-type: none"> With one primary access point into the building, it was evident that this door remains secured and locked during operating and non-operating hours. 	X	
<p>Are windows clear of any visual obstructions ie: posters or displays?</p> <ul style="list-style-type: none"> All the low level windows around the building had clear sightlines to the outside of the building. There was no overgrowth of vegetation, or other materials blocking views from the windows. The layout of how the cars are parked at the building however, does make it difficult to see anyone walking in the yard during operating hours. Though there is space to park vehicles further back from the front of the building, most parking is close to the front and does impede visibility. It would be recommended to perhaps have some of the employee parking be away from the areas that block open views from the windows. It would allow for a more open view of the parking area and grounds at the front of the building. 	X	
<p>Are windows and doors closed and locked when the business is closed?</p> <ul style="list-style-type: none"> The doors and windows were locked and sealed at the time of the assessment. 	X	

EXTERIOR AREAS	Yes	No
Are all shrubs cut below window level?	X	

<ul style="list-style-type: none"> The was no vegetation overgrowth around the building or directly in front of the windows. The yard itself was well maintained at the front of the property. 		
<p>Are all the trees cut above window level?</p> <ul style="list-style-type: none"> There are no trees around the property, nor lining the perimeter of the property, so this is not an issue. 	X	
<p>Are the front and back entry doors well lit (LED lighting recommended)?</p> <ul style="list-style-type: none"> The building itself did not have a large amount of lighting and could certainly use more, in particular near the front of the building and near where the vehicles are being parked (especially during non-operational hours). There are large flood lights on the side of the building, but they do not appear to be motion activated. 		X
<p>Are parking lots well lit?</p> <ul style="list-style-type: none"> The grounds themselves are not well lit and do not appear to have sufficient lighting to highlight activity that may be happening at the location during non operational hours. Due to the location of the site, being in an industrial part of the community, there would be no issue with having motion activated lights on the exterior of the building, that could come on when motion is detected in the yard. Though the low traffic area would not necessarily bring focus from passersby to the grounds, the lights would act as a deterrent in making it difficult for those to feel that they could access the grounds without being detected. 		X
<p>Are ladders, scaffoldings, or other such equipment locked away to prevent second floor or roof access?</p> <ul style="list-style-type: none"> The nature of the property requires there to be storage of items around the grounds that are unable to be locked effectively away, due to quantity and size. There were recycling bins stored next to the exterior wall of the main building, as well as a large exposed gravel pit, and some equipment (tractor) on the property as well. At the time of the assessment the tractor was secured and inaccessible. 	X	
<p>Are exterior lights protected by wire cages over the bulbs?</p>	X	

<ul style="list-style-type: none"> The lights on the exterior of the building are enclosed and not exposed to the possibility of being tampered with or damaged. They are also stationed high above the property, out of reach of anyone on the ground. 		
<p>Are all the lights near the entrance in working order?</p> <ul style="list-style-type: none"> Assessment was conducted during daytime hours, so lights were not on during the time the assessment was completed. The exterior lights should be monitored during non-operational hours, just to ensure there are no lights that need repair. If a maintenance log is not already being utilized, it would be a good practice to adopt. 	X	
<p>Are all fences around the property in good repair?</p> <ul style="list-style-type: none"> All the fencing around the property is in good repair. There were no areas that had breakage or holes in the fencing. If damage had been done previously, it has been fixed and was no longer an issue. The gates at the front of the property were in good condition as well, and were in perfect working order. 	X	
<p>Is outdoor furniture in outdoor spaces secured and locked inside the building during non-operating hours?</p> <ul style="list-style-type: none"> There was a large wooden picnic bench located on the front grounds of the building, just outside the front entrance of the building and directly in front of the main parking area. This was the only "non operational" structure on the property. It was not affixed to the ground, but did not pose any risk of theft or damage at this time. 		X
<p>Are areas around trash receptacles and dumpster areas well lit? Is the lid or cover to the trash or dumpster locked to prevent illegal dumping or someone hiding inside?</p> <ul style="list-style-type: none"> As was previously noted, the lighting around the property is relatively sparse and is something that could certainly use enhancement. This pertains to all areas of yard and is not isolated to only one primary location. The front of the building, near the windows had minimal lighting, as did area further away from the side of the building near the overhead doors. 		X
<p>Are all doors locked promptly at closing and kept locked while employees are in the business?</p> <ul style="list-style-type: none"> Doors were locked and overhead doors were engaged all during operational hours. Though the assessment was not 	X	

conducted after the regular business hours, it was assumed that this practice applied to working and non-working hours at the business.		
<p>Do employees make a complete inspection of the facility before closing to confirm no one is hiding inside? Including breakrooms and washrooms?</p> <ul style="list-style-type: none"> This is a secured building and is not a business that has “customers” in the typical sense. This does not apply under these specific circumstances. 	X	
<p>Do employees open and close in teams?</p> <ul style="list-style-type: none"> This is not applicable to this type of business. 	N/A	N/A
<p>Are cash register draws kept closed and locked between transactions?</p> <ul style="list-style-type: none"> This is not applicable to this type of business. 	N/A	N/A
<p>Are point of sale machines kept secured and monitored by employees or managers?</p> <ul style="list-style-type: none"> This is not applicable to this type of business. 	N/A	N/A
<p>Are safes on the property kept secured and locked at all times?</p> <ul style="list-style-type: none"> This is not applicable to this type of business. 	N/A	N/A
<p>Are safes securely affixed to the floor or the wall so they are not easily removed?</p> <ul style="list-style-type: none"> This is not applicable to this type of business (no cash kept on site) 	N/A	N/A
<p>If safes or cash are kept in the manager’s office, then is the office locked when the manager is not inside?</p> <ul style="list-style-type: none"> This is not applicable to this type of business. 	N/A	N/A

SECURITY AND ALARMS	Yes	No
<p>Does your business have an alarm system?</p> <ul style="list-style-type: none"> The property does not have an alarm system currently installed. As this is not a standard business, the building itself is not the focus of the thefts. The vehicles parked outside the grounds and the equipment stored at the property are the target. A sensor alarm could certainly be used on the grounds to be set off when motion is detected 		X

after hours, but as the yard is large and wide, and breaches to the property could come at any access point, there could be gaps in this being fully effective.		
Are all employees well trained on the use of the alarm system? • This is not applicable to this type of business.	N/A	N/A
Do you have a panic button installed which is easily accessible to staff? • This is not applicable to this type of business.	N/A	N/A
Does your alarm system have a backup power supply? • There is currently not one in use.	N/A	N/A
Do you have security cameras installed? • There are currently no cameras in use at the property. Camera installation, in particular directed toward the vehicles and equipment would be useful in being able to detect those who access the yard. However, better lighting would also be recommended to ensure that if there is camera footage taken that the footage is clear and not grainy. This would be best served by installing LED style lights, including those in the flood lights around the property. Though cameras do not ensure that the break-ins will cease, they do act as a strong deterrent, in particular when signage is utilized to showcase that the location is monitored 24 hours.		X
Are your security cameras outside the business vandal proof? • This does not apply to this business.	N/A	N/A
Are sensors and alarms properly set at closing? • This does not apply to this business.	N/A	N/A
Are sensors and alarms maintained in working order? • This does not apply to this business.	N/A	N/A
Are alarms tested regularly by the supplier? • This does not apply to this business.	N/A	N/A
Are there sensors and alarms for all exterior doors and windows, areas, cash registers and safes? • This does not apply to this business.		X

ADDITIONAL CHECKS	Yes	No
<p>Do you have current photos or videotapes of your assets and property?</p> <ul style="list-style-type: none"> A photo record, like the recording of serial numbers, is a good practice. Having that to refer back to not only allows for things to be noticed if removed, but also allows for a visual record of the item so it can be more easily identified if recovered. 		X
<p>Do you keep a list of the serial numbers of your electronic equipment?</p> <ul style="list-style-type: none"> Any electronic equipment that you may have in the building or any outdoor equipment that has serial numbers, should have those numbers written down and then securely stored. These numbers will help to potentially identify any items that may be taken during a theft and allow for the items to be returned. 		X
Have you had a security survey done by the RCMP?	X	

This security assessment is based on the principles of Crime Prevention Through Environmental Design (CPTED). CPTED, pronounced 'SEPTED', is based on the premise that "the proper design and effective use of the built environment can lead to a reduction in the incidence and fear of crime and an improvement in the quality of life."

The four main concepts of CPTED are: *Natural Surveillance*, *Natural Access Control*, *Territorial Reinforcement* and *Maintenance*.

NATURAL SURVEILLANCE is a design concept that is directed primarily at keeping intruders under observation through the normal and routine use of the environment.

NATURAL ACCESS CONTROL is a strategy used to inhibit access to a location that is not under natural surveillance, which should create a perception of risk to offenders.

TERRITORIAL REINFORCEMENT is a method of claiming and establishing ownership of one's own property. This is accomplished by defining changes from public space to semi-private to private space.

MAINTENANCE is the regular care and upkeep of your property. A consistent maintenance plan shows pride of ownership and is necessary for CPTED to be effective at your property.

Lighting is one of the most important preventative measures that can be taken at any site and in any application. There is a dramatic difference between the function, placement and type of light that is used for aesthetic lighting, as opposed to security lighting.

In general terms, aesthetic lighting compliments and accentuates design and architectural features of a site or building. While it can increase the overall look, feel and perception of safety in an area, its primary role may not be safety or security.

Security lighting acts as a deterrent for illegal and nuisance activity, it is used for identification purposes, provides wayfinding (directional identification) and directly compliments other security devices, especially security surveillance cameras.

Proper lighting types and placement is vital for complimenting mechanical surveillance (security cameras), as well as increasing natural and passive surveillance opportunities.

Many theories of criminal behavior have focused on the fact that the “criminal” wants to conduct their “criminal activity” without being noticed so they naturally tend to go to secluded, isolated or hidden places. CPTED tries to eliminate such places through the use of the four CPTED concepts.

The enclosed CPTED security audit and its recommendations are not intended to make the facility “burglar proof,” “theft proof” or “robbery proof.” This audit is designed to assist in reducing the probability of losses and for illegal and illegitimate incidences from occurring if properly applied and maintained.

Crime prevention, like all management responsibilities, will require constant upgrading. You will need to keep abreast of the changing operational needs of security.

Implementation of the enclosed recommendations *should not* be fragmented if possible. Many times the incorporation of one recommendation depends upon the implementation of other security recommendations. Failure to utilize the systems approach can breach some or all elements of the entire security system.

This assessment was conducted by:

Carolyn McTighe Crime Prevention Liaison SAD District

K Division of the RCMP



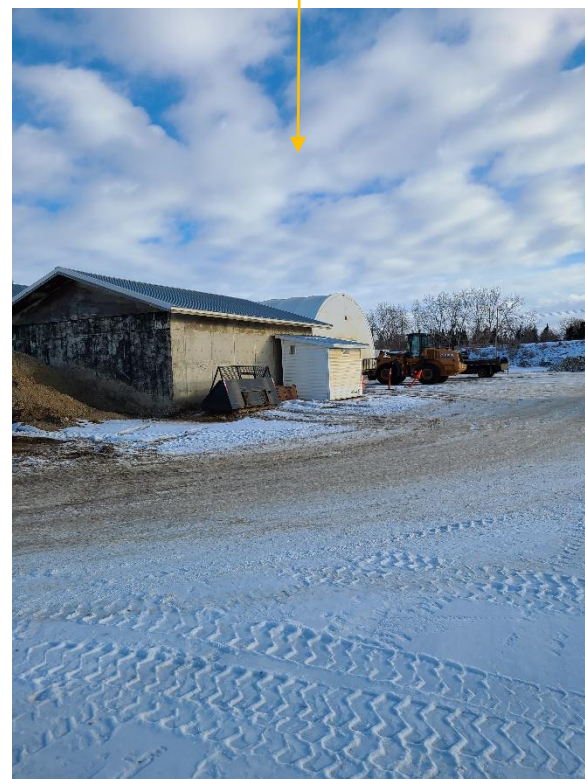
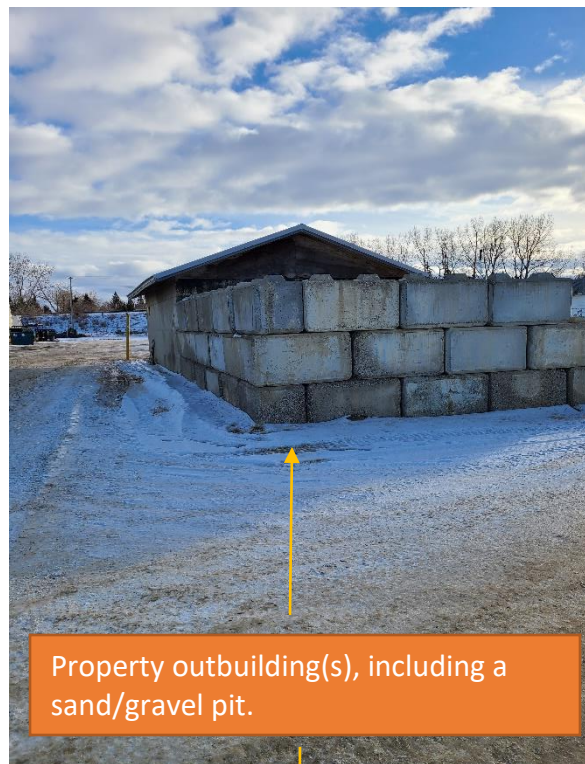
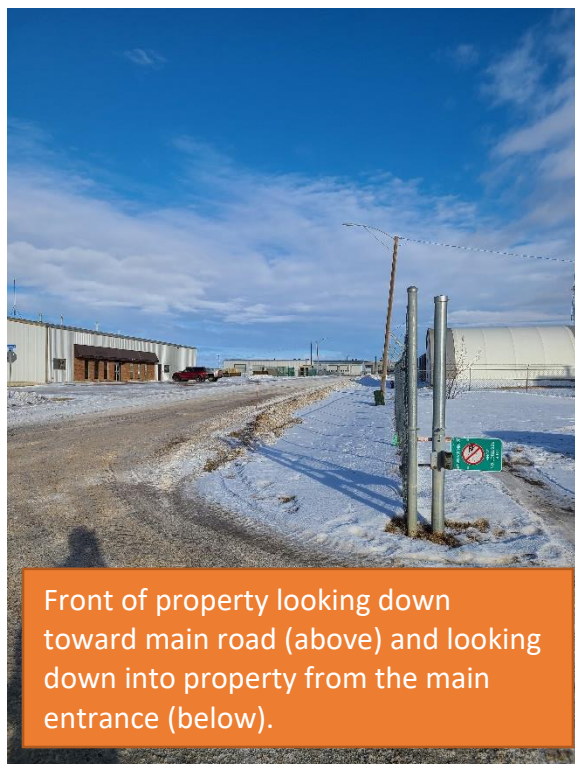
Carolyn McTighe is a certified and accredited CPTED practitioner recognized through the International CPTED Association and trained through Edmonton Police Service.



Closed overhead doors. Not a lot of lighting further down the yard. Increasing lighting would be advised.



Main entrance with punch code access pad. This code should be reprogrammed yearly, or if security issue arises.





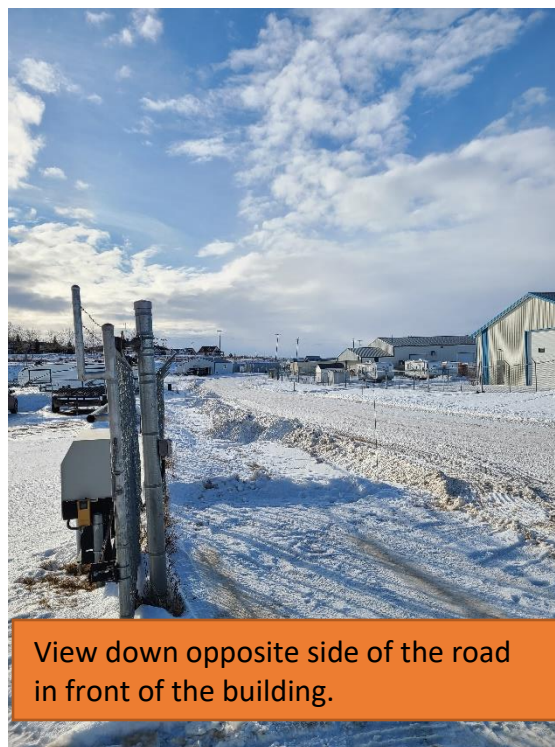
Fence line in good condition.



Front of building looking toward neighbouring RV storage yard.



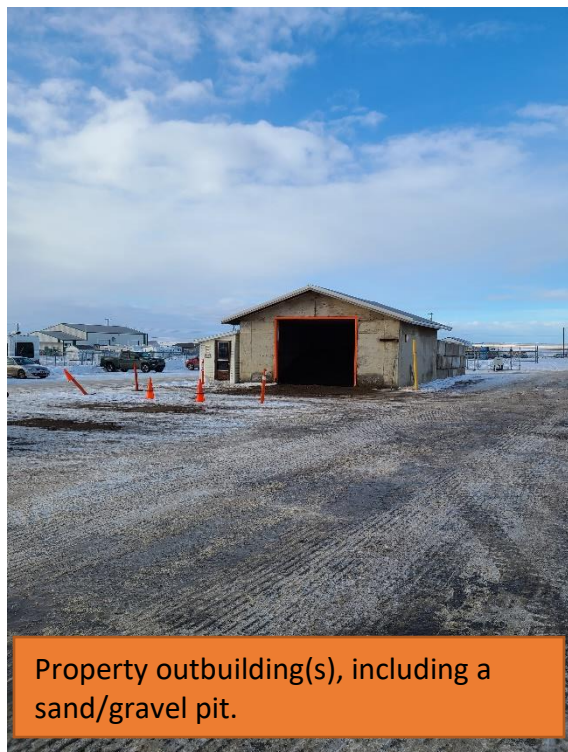
Front of building with little to no lighting at the front, in particular near the main windows. Parking visible at right of picture-extends right to the entrance of driveway into yard.



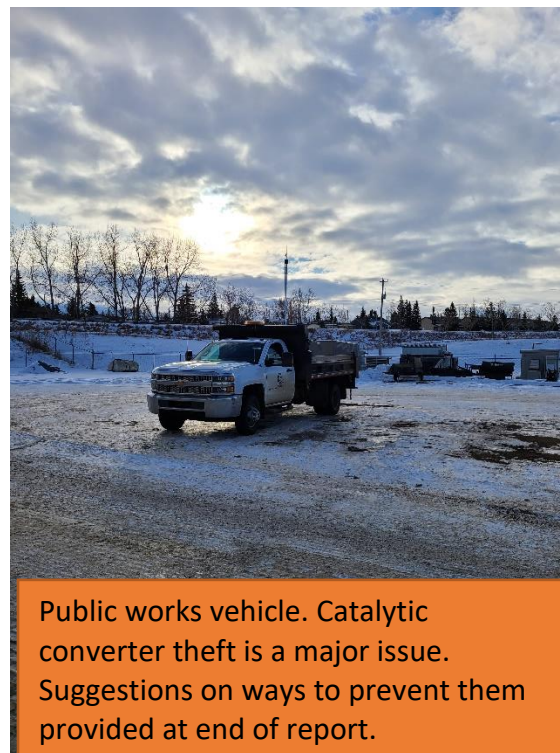
View down opposite side of the road in front of the building.



Mechanical fence that is open during working hours and secured during non-operational hours. Razor wire atop the gate for added security.



Property outbuilding(s), including a sand/gravel pit.



Public works vehicle. Catalytic converter theft is a major issue. Suggestions on ways to prevent them provided at end of report.



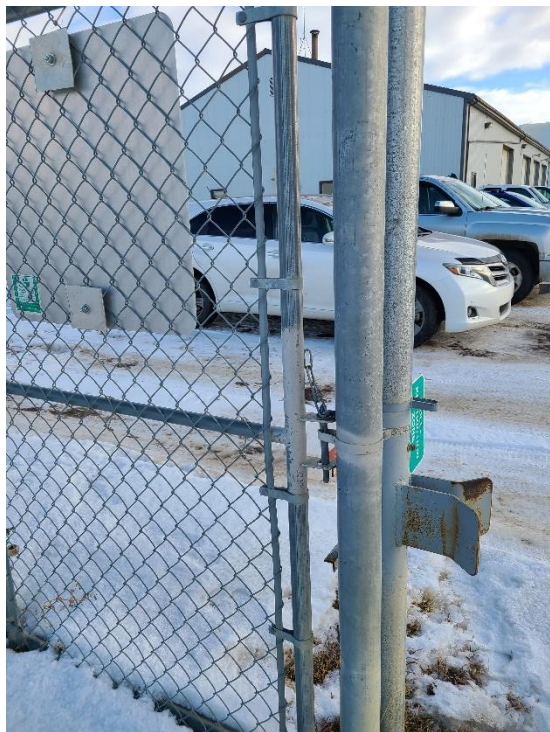
Storage of the recycle bins is necessary, but try to reduce areas where people have a chance of remaining concealed ie: behind the height of the containers. Keep things low and with no room for anyone to hide behind. Areas should always have open sightlines and no visual obstructions where they can be reduced.



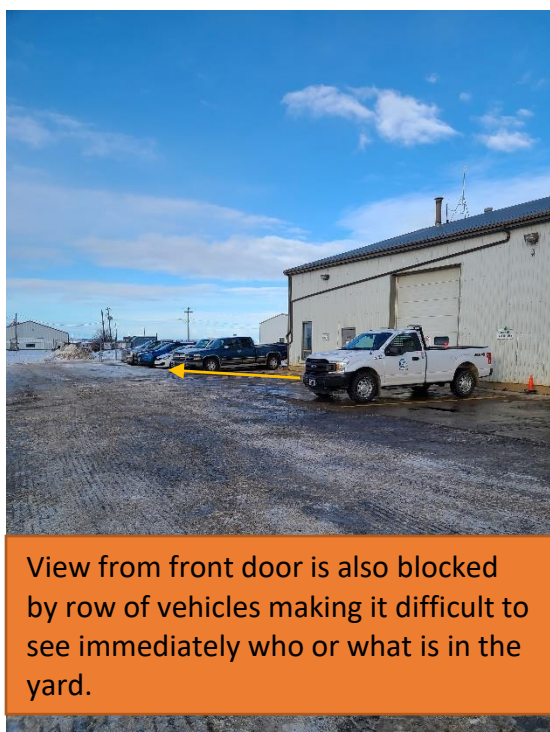
Public works tractor-again an issue of both converter theft and gas syphoning. Suggestions on prevention techniques included in report.



Front gate hinge pin locking system.



Another example of the parking reducing the visibility of the yard from anyone in the building looking out.



View from front door is also blocked by row of vehicles making it difficult to see immediately who or what is in the yard.





Intact fence line with razor wire.



Equipment running along fence line unsecured. Nothing of immediate value, but still something to consider securing.



Waste bins should have a disk lock on them to limit unwanted access.



Singular light above the entrance. Unable to tell if it is LED light or not. More directional lighting would be recommended to be able to point down toward door and also outward into the yard.

VEHICLE STORAGE TIPS

- Lock the onboard diagnostic port using a simple device that can be purchased online. This device will block access to a person being able to reprogram a vehicle's key fob.
- Invest in an aftermarket global positioning system (GPS) tracker as it can assist in the recovery of a stolen vehicle.
- Consider installing steering wheel, gearshift and hood locks.
- Install gas cap locks or anti-siphon devices so that fuel cannot be removed from your stored vehicle.
- Record the year, make, model, VIN, license plate, and colour of your vehicle for identification purposes.
- Also take photos of any equipment serial numbers or any unique marks on your vehicle for identifying purposes (ie: scratches, stickers, customized features)
- Some automotive businesses are offering to engrave catalytic converters and wire them into place to make it harder for them to be removed. This can be discussed by reaching out to local auto body shops.

Grant Funding

There is a grant called the E-ASIP grant that will award recipients \$12,000 in funds to be used to enhance security and mitigate any immediate risk to a facility and its users. More information to see if you qualify visit alberta.ca and search Alberta Security Infrastructure Program or email asip@gov.ab.ca

A similar grant is also via the Security Infrastructure Program (SIP) through www.publicsafety.gc.ca or by emailing sip-pfpis@ps-sp.gc.ca

DISCLAIMER

This CPTED assessment was conducted to address the concerns of safety and security. None of our recommendations are compulsory under law, but this document can be made public under an application under the FOIPP Act or as otherwise required by law. This report does not address issues of responsibility concerning a civil litigation action. You should consult a lawyer familiar in this area for advice.

We acknowledge some of these suggestions are costly and may have to be taken in consideration for future budgets. We also understand that you want to create a warm open environment for your guests, customers and tenants but security precautions must be kept in mind.

Regular Meeting of Council

REQUEST FOR DECISION



To: Town Council
Subject: Community Connections Follow-up and Request for 2023
Meeting: Regular Meeting of Council - 27 Feb 2023
Department: Parks, Recreation & Facilities
Staff Contact: Kristy Sidock, Director of Community Services

Strategic Priorities:

					
Infrastructure Upgrades	Human Infrastructure and Resources	Connectivity with the Community	Collaborative Partnerships	Pumphouse Construction	Residual Management Facility Construction

RECOMMENDATION:

"...that Council directs Administration to..."

BACKGROUND AND DISCUSSION:

In August of 2022, Administration brought forward a Request for Decision regarding the start up of an Outreach Program by Micaela Brietzke, RPN. She was reaching out at the time as an individual who works in mental health and had indicated that she would like to start an Outreach Program for individuals who struggle with mental health, addiction and poverty and other individuals who may feel isolated.

The Community Connection Outreach Program started in September of 2022, after Council's approval and has been running every Wednesday from 10:00 am to 1:00 pm at the Community Centre in the Lodge Room. There is a group of dedicated volunteers who ensure that those who attend every Wednesday are provided with food and camaraderie.

The initial approval from Council for the waiver of the rental fees at the Community Centre expired in December of 2022. The attached report from the Outreach Program details their Outputs, Outcomes, Hopes for 2023 and their request to Council for 2023.

Options:

Option 1: Provide the Community Centre Lodge Room & Kitchen free of Charge by the Community Connection Outreach Program on a weekly basis, to the end of 2023.

Option 2: Provide the Community Centre Lodge Room & Kitchen at a reduced rate of ??% for use by the Community Connection Outreach Program on a weekly basis, to the end of 2023.

Option 3: Provide the Community Centre Lodge Room & Kitchen for use by the Community Connection Outreach Program at the rate as per the Master Rates and Fees Bylaw.

Option 4: Provide Administration with direction as per the wishes of Council.

FINANCIAL AND STAFFING IMPLICATIONS:

Financial Implications:

The Master Rates and Fee Bylaw states that the rates for the Community Centre are as follows:

- Entire Facility \$50 hourly (4 hour minimum)
- Main Auditorium \$30 hourly (2 hour minimum)
- Lodge Room \$20 hourly (2 hour minimum)
- Wapiti Room \$20 hourly (2 hour minimum)
- Kitchen Only \$15 hourly (2 hour minimum)

There is a potential for reducing usage by paying customers.

Staffing Implications:


The Lodge Room and Kitchen will need cleaned after every use. Over the past four months there have been some challenges with staffing and being able to ensure that the rooms are cleaned prior to the next rental.

FOLLOW UP ACTION:

- Notify Micaela Brietzke of Councils decision by Tuesday February 28, 2023.
- Update Booking Calendars by March 3, 2023.

ATTACHMENTS:

[Community Connections Report 2022](#)



Ryan Leuzinger, CAO

Thanks for following up on Community Connections' use of the TH Community Centre for our *Lunch with Friends* initiative. The Lodge Room has been an excellent resource to host a weekly lunch meal to facilitate better social connection in the town of Three Hills.

OUTPUTS:

To date, we have offered 18 lunches from September 28/22-February 15/23. Our guest counts range from around 20 people in early October to regular attendance now between 45-50. Our guests include a broad cross-section of the Three Hills population:

- Across the age and gender spectrum
- Well-established citizens as well as people new to the area, who need to make connections.
- Immigrants and new Canadians
- Career folk who are taking a lunch break in the middle of their week
- Individuals who are isolated
- Some who struggle with mental illness, daily living needs, and food insecurities.
- Some who are able to donate to the program.
- Some with intellectual delays and their helpers

It is my opinion that this program meets a clear need in the community.

OUTCOMES:

- Breaking down cliques. We have witnessed growing connection between community folks who would not necessarily see each other on a regular basis; guests sitting across the table from others who operate in a different socio-economic environment.
- Free food. Some guests will have a bowl of soup at their table, and then wait to see if there are leftovers so they can take a meal home 'for tomorrow'. If there's enough, we witness containers of soup leaving the kitchen to be dropped off with someone who was not able to come.
- Mitigating social anxiety. This program has given participants confidence to talk to others in a space where nothing is expected beyond a modicum of gratitude and respect for the other people at the table.
- Modelling pro-social behavior. We see generous connection between well-adjusted, confident people and those who struggle with social skills.
- Volunteer development. An unexpected benefit is that of the volunteers themselves. We have a willing and dedicated cadre of volunteers who are invested! Some have felt particularly lonely and isolated during the pandemic. They have embraced this opportunity to offer their skills, develop confidence in their personal value, and gain friends. We have been able to attract volunteers with strong skills.
- People investing in people. It is *not* run by any single organization or volunteer. The *Lunch with Friends* event offers an opportunity when Kneehill Adult Learning, Victim Services, and AHS Addictions and Mental Health can network and offer services to the people of Three Hills in an informal friendly setting.

HOPES FOR 2023:

- Sustainability: Kneehill Adult Learning is researching and applying for grants for food and supplies.
- Continued buy-in from businesses, churches, and individuals in Three Hills
- Clear communication about what Community Connections is.
- Dispel misconceptions that Community Connections is just for those with social, financial or mental health needs.
- Increased donations and support from the Three Hills community

REQUEST FOR 2023:

The outcomes of this program have exceeded our expectations. They meet a clear need and promote mental and social health. Respectfully, we ask that you allow *Community Connections* the continued cost-free use of the *Community Centre* to meet this *community* need. Hours: Wednesday mornings until 2 pm.

Thank you for your on-going support of the Community Connections initiative. If you have any more questions, please do not hesitate to email.

Regular Meeting of Council

REQUEST FOR DECISION



To: Town Council
Subject: Arena Advertising
Meeting: Regular Meeting of Council - 27 Feb 2023
Department: Parks, Recreation & Facilities
Staff Contact: Kristy Sidock, Director of Community Services

Strategic Priorities:

					
Infrastructure Upgrades	Human Infrastructure and Resources	Connectivity with the Community	Collaborative Partnerships	Pumphouse Construction	Residual Management Facility Construction

RECOMMENDATION:

"...that Council directs Administration to proceed with Option 1: Provide the Ice Board advertising space at a discounted rate of \$50.00 per board to the Centennial Place Arena local user groups for a fundraiser in the 2023/2024 ice season"

BACKGROUND AND DISCUSSION:

In the Spring/Early summer, staff reached out to our local businesses and contractors to see if they would be interested in purchasing advertising space within the Arena. There are currently three different options for advertising (wall, ice boards, and on ice). Over the past five years, advertising has become increasingly more difficult to obtain.

Administration would like to pursue a one-year trial for advertising on the ice boards with our local user groups (Three Hills Figure Skating, Thrashers, and Kneehill Minor Hockey). Should the user groups be interested, the Town would sell the ice board space to the user group(s), and they would resell the space as a fundraiser. The local user group would be able to resell the space for the price they choose.

There are approximately 36 ice boards that would be suitable for advertising. These ice boards are visible to the public from the stands. Each board is eight feet by three feet in size. Our current rate in the Master Rates and Fees Bylaw has the rate set at \$150.00 + GST per ice season (October - April).

For the 2022/2023 season, there were two sales of advertising space on the ice boards.

Options:

1. Provide the Ice Board advertising space at a discounted rate of \$50.00 per board to the Centennial Place Arena local user groups for a fundraiser in the 2023/2024 hockey season.
2. Provide the Ice Board advertising space at a discounted rate of \$100.00 per board to the Centennial Place Arena local user groups for a fundraiser in the 2023/2024 hockey season.
3. Provide the Ice Board advertising space at the rate as per the Master Rates and Fees Bylaw for the Centennial Place Arena local user groups for a fundraiser in the 2023/2024 hockey season.
4. Provide Administration with directions as per the wishes of Council.

FINANCIAL AND STAFFING IMPLICATIONS:

Financial Implications:

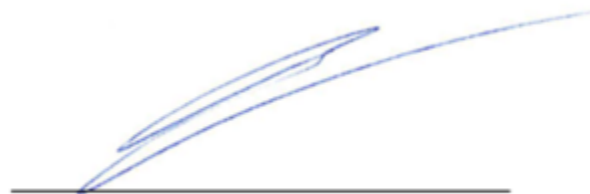
In 2022/2023, the total income from Ice Board Advertising was \$300.00.

Should the local user groups sell all 36 boards as per the options above, the potential revenue for the Town would be as follows:

Option	Cost (per board)	Income
1	\$50	\$1800
2	\$100	\$3600
3	\$150	\$5400

FOLLOW UP ACTION:

Administration will book a meeting with the local user groups by the end of March to go over Council's direction and create a plan for placement of the board advertising.



Ryan Leuzinger, CAO

MINUTES OF THE FEBRUARY 15, 2023, KNEEHILL MEDICAL SERVICES
RETENTION AND RECRUITMENT TASK FORCE MEETING HELD AT THE
KNEEHILL COUNTY OFFICE, 1600 2ND STREET NE, THREE HILLS, ALBERTA.

PRESENT	Kenneth King, Councillor Cerilo de la Cruz, Councillor Doreen Ternowetsky, Councillor Michelle Lomond, Councillor Miriam Kirk, Councillor	Kneehill County Town of Trochu Village of Acme Village of Carbon Town of Three Hills
ADVISORY MEMBER	Gert Knelson	Kneehill Medical Clinic
ABSENT	Erin Calhoun	Doctor Representative
ADMINISTRATION	Carl Peterson, CAO Mary Lou Willis, Rec. Secretary	Town of Trochu Kneehill County
DELEGATIONS	Alicia Fox Anya Langkow Emeka Ekwosimba (virtual attendance)	RhPAP Representative RhPAP Representative RhPAP Representative
GUESTS	Tim Wilson, Mayor Ray Reckseidler, Councillor Karen Fegan, CAO	Village of Delburne Village of Delburne Village of Delburne
CALL TO ORDER	<u>Call to Order</u> Kenneth King called the meeting to order at 6:30 pm.	
AGENDA	<u>1.0 Adoption of the Agenda</u> Doreen Ternowetsky moved acceptance of the agenda as presented.	
		CARRIED
MINUTES	<u>2.0 Approval of Minutes</u> 2.1 Organizational Minutes dated 2022-11-30 Cerilo de la Cruz moved to approve the November 30, 2022 organizational meeting minutes as presented.	
		CARRIED
	2.2 Regular Meeting Minutes dated 2022-11-30 Michelle Lomond moved to approve the November 30, 2022 regular meeting minutes as presented.	
		CARRIED
DELEGATION	<u>3.0 Delegations</u> 3.1 RhPAP Representatives: Alicia Fox and Anya Langkow Alicia Fox and Anya Langkow presented information on RhPAP.	
	3.2 RhPAP Representative: Emeka Ekwosimba Emeka Ekwosimba presented information on the RESIDE program.	

MINUTES OF THE FEBRUARY 15, 2023, KNEEHILL MEDICAL SERVICES
RETENTION AND RECRUITMENT TASK FORCE MEETING HELD AT THE
KNEEHILL COUNTY OFFICE, 1600 2ND STREET NE, THREE HILLS, ALBERTA.

After asking/answering questions on the presentations, delegates
and guests left the meeting.

FINANCIAL REPORT **4.0 Financial Summary**

4.1 Financial Report dated December 31, 2022

4.2 Financial Report dated February 8, 2023

Miriam Kirk moved to approve the December 31, 2022 and the February
8, 2023 financial reports as presented.

CARRIED

BUSINESS ARISING **5.0 Business Arising from the Minutes**

5.1 Incentives

The Task Force is awaiting written confirmation from the Clinic regarding
pending incentive payments for two physicians.

Kenneth King suggested that discussion regarding changes to the
incentive program offered by the Task Force be delayed until the Doctor
Representative was present.

Cerilo De La Cruz moved to table the discussion regarding changes to the
incentive program until the next meeting.

CARRIED

5.2 Dr. Reedyk Legacy Fund

Town of Three Hills proposed an aquatic wheelchair as a potential project
for the Dr. Reedyk Legacy Fund.

The Village of Acme suggested a bench along a walking trail.

Carl Peterson conveyed the decision of the Trochu Town Council. Due to
the fact Dr. Reedyk lived in Three Hills, they would support a Town of
Three Hills project if one was presented.

Discussions regarding the aquatic wheelchair proposal resulted in the
Task Force deciding that further information would be beneficial. Miriam
Kirk will discuss the proposal with the Town of Three Hills.

Doreen Ternowetsky moved to request additional information from the
Town of Three Hills regarding the proposal.

CARRIED

5.3 Doctor Care Sub-Committee

Kenneth King reviewed the proposed sub-committee worksheet.

Anniversaries to be removed from the mandate.

MINUTES OF THE FEBRUARY 15, 2023, KNEEHILL MEDICAL SERVICES
RETENTION AND RECRUITMENT TASK FORCE MEETING HELD AT THE
KNEEHILL COUNTY OFFICE, 1600 2ND STREET NE, THREE HILLS, ALBERTA.

Birthdays and Rural Health Week are to be recognized, as well as other events or celebrations that acknowledge and appreciate the medical community.

Michelle Lomond moved to accept the Doctor Care Sub-Committee proposal with the discussed amendments.

CARRIED

Cerilo de la Cruz moved to appoint Kenneth King and Miriam Kirk to the Doctor Care Sub-Committee and to allow a third person to be added at a later date.

CARRIED

5.4 Annual Report Template Feedback

Incentives discussed in the template were overly detailed. Incentives will be provided as a total amount rather than individually for future reports.

Doreen Ternowetsky moved to accepted as information.

CARRIED

NEW BUSINESS

6.0 New Business

No items were on the agenda for New Business.

CLINIC REPTS

7.0 Clinic and Committee Reports

7.1 Doctor's Report – Gert Knelson (on behalf of Dr. Calhoun)

Dr. Erin Calhoun looking at potential dates to host a luncheon for Residents in Red Deer. The following dates were proposed:

- March 9, 2023 or March 10, 2023
- May 11, 2023 or May 12, 2023

In the past, a member for the Task Force would attend and arrange lunch for participants. A volunteer from the Task Force would be appreciated.

Application sent to AHS for one more position at the Kneehill Medical Clinic.

Obtaining locum coverage remains difficult.

Clinic reports that it will be closed on May 5, 2023 to switch to a new software program for electronic medical records.

Doctors who recently received incentives and/or birthday cards expressed appreciation.

Closed session requested pursuant to Freedom of Information and Protection of Privacy Act, section 19.

Michelle Lomond moved to go to Closed Session at 8:35pm.

CARRIED

MINUTES OF THE FEBRUARY 15, 2023, KNEEHILL MEDICAL SERVICES
RETENTION AND RECRUITMENT TASK FORCE MEETING HELD AT THE
KNEEHILL COUNTY OFFICE, 1600 2ND STREET NE, THREE HILLS, ALBERTA.

Miriam Kirk moved to reopen the meeting at 8:28 pm.

CARRIED

The meeting was recessed to allow the return of administrative attendees.
Meeting resumed at 8:39 pm.

Doreen Ternowetsky moved to accept in-camera discussion as
information.

CARRIED

CORRESPONDENCE **8.0 Correspondence**

8.1 RhPAP (Alicia Fox), 2022-12-09, Update from RhPAP for December,
Forwarded to Members on 2022-12-09

8.2 RhPAP (Alicia Fox), 2022-12-21, Warm wishes from RhPAP!,
Forwarded to Members on 2022-12-21

8.3 RhPAP (Alicia Fox), 2023-01-03, Introducing Anya Langkow

8.4 RhPAP (Anya Langkow), 2023-01-24, RhPAP 2023 Rhapsody
Awards - nomination checklist

8.5 RhPAP (Anya Langkow), 2023-01-27, RhPAP Update re: February
Information Series Topic

8.6 RhPAP (Anya Langkow), 2023-02-07, RhPAP Let's Go Rural! High
School & Post-Secondary Events Update, Forwarded to Members on
2023-02-08

Miriam Kirk moved to accept the correspondence for information.

CARRIED

DISCUSSION

9.0 Discussion Items

Mary Lou Willis asked if the Task Force would like to schedule meeting
dates for the year rather than at each meeting. The following dates were
proposed:

- May 17, 2023
- August 16, 2023
- November 22, 2023

NEXT MTG

10.0 Next Meeting

The next Kneehill Medical Services Retention and Recruitment Task
Force meeting is scheduled for May 17, 2023 at 6:30 pm at the Kneehill
County Administration Building.

11.0 Adjournment

The meeting adjourned at 8:44 pm.

Chairperson

Recording Secretary

THREE HILLS CHAMBER HIGHLIGHTS FOR 2022:



MapGuide

The new interactive MapGuide on LovingMyLocalKneehill.ca launched smoothly last fall and is generating considerable traffic. Colourful markers on the map link out to the website's Shop Local Business Profiles and other local businesses that serve visitors and the travelling public. It is now the third most-viewed page on the website. The MapGuide is being promoted through posters and tent cards in restaurants and stores throughout Kneehill. It was directly advertised to participants in two recent weekend sports tournaments with a resulting immediate uptick in visits.

Loving My Local - Kneehill Shop Local

Our Shop Local program continues to show excellent returns. Since launching 18 months ago, LovingMyLocalKneehill.ca | CallKneehill.ca has received over 28,000 views and registered more than 91,000 engagements from over 6,900 active users.

The Chamber also shares the social media of local groups and businesses across Kneehill through its Facebook and Instagram profiles. The Hills Hubhub 'shop local' Facebook page shares 25-30 posts every day with its 1,200 followers. The page reaches between 1,500-2,000 Facebook users each month with an average engagement of 3,500-5,000 interactions. We have shared over 600 posts for local businesses on the Chamber's Instagram profile.

Small Business Awards

The 2022 Small Business Awards were the most successful to date with over 45 businesses receiving more than 150 nominations from the public. Director Amanda Main and her team at Trait Marketing reported an astounding reach for the promotional campaign on Facebook, with Facebook users in Central Alberta engaging with the program more than 7,000 times.

THREE HILLS CHAMBER HIGHLIGHTS FOR 2022:



Business Profiles

Almost one-third of our Members now have a Business Profile on the LovingMyLocalKneehill.ca shop local website. These rich content Profiles appear on the most-trafficked pages of the website, "Living Well in Kneehill" and "Services in Kneehill".

The Chamber actively promotes these Profiles in different ways:

- Featured on the home page once a month for one week
- Shown on our new MapGuide with a map marker that links to the Profile
- Displayed at the top of searches in that category
- Featured below the returns for every search done on the website
- Promoted on the The Hills Hubbub Facebook page twice a month
- Promoted on the Today in Kneehill page twice a month (<https://callkneehill.ca/today-in-kneehill>)
- Promoted on the #lovingmylocalkneehill page (<https://callkneehill.ca/loving-my-local-kneehill>)

All Business Profiles will also be added to the Chamber's main website ThreeHillsChamber.ca before the end of March.

Digital Economy Program

The Digital Economy Program is designed to provide small business owners with support in digital marketing. Community Futures Wild Rose is offering support through the Digital Service Squad, a group of young professionals that specialize in digital marketing. The DSS work one-on-one virtually with small business owners to provide support and training on website creation and maintenance, e-Commerce, social media marketing, and more. Currently, there are 39 businesses registered in Three Hill/Kneehill County.

THREE HILLS CHAMBER HIGHLIGHTS FOR 2022:



Summer Celebration Parade

The 2022 Summer Celebration Parade was our first parade in two years; fewer businesses and organizations were entered than in previous years and the crowds on Main Street were a little smaller than usual. The parade was themed "Celebrating Our Heritage" to acknowledge and support the Prairie College 100 Year Anniversary Weekend Celebration falling on the same weekend. Attendance at the College's anniversary celebration exceeded expectations. This pleases us and greatly benefits local businesses. However, it may have drawn a bit of energy away from Main Street and the parade. We forecast a return to the usual strong attendance in 2023.

Kid's Carnival

The previous organizers of the Kid's Carnival in Anderson Park that follows each year's Parade were unable to continue that labour of love in 2022. VP Jeannette Austin was determined to see this hugely popular event continue - and wanted to add a music festival as well! With the help of President Chantale Sangster the Kid's Carnival and Goodfest Music Festival went forward on Parade Day. This was an immense undertaking. Our sincere thanks go out to Jeannette and Chantale for their tremendous efforts in saving the event and making sure the kids were smiling.

Trick or Treat Steet

After being cancelled in 2020 and 2021, the Trick or Treat Street event returned with gusto last Halloween. Main Street in particular was flooded with kids and their parents. Several Main Street businesses reported more than 200 visitors to their storefront or office, with a couple reporting over 300 trick-or-treaters.

THREE HILLS CHAMBER HIGHLIGHTS FOR 2022:



Moonlight Madness

From year to year, fewer Main Street retailers are choosing to stay open on a Friday night for the late night Moonlight Madness seasonal Christmas shopping event. It was an open question whether the 2022 Moonlight Madness would actually go ahead. With the help of friends, Director Laura Lee Machell-Cunningham made a superhuman effort to mount last year's event on very short notice. Our thanks to Laura Lee and her husband Ken; they and their business Bigfoot & Co covered a major portion of the cost, including the photo op with Santa and Mrs. Klaus. Director Lisa Doka arranged for the Royal Bank to serve the crowd-favourite hot chocolate station. Moonlight Madness will be an item for discussion at a future Chamber meeting.

Tower Lights

Shout out to the students at the Prairie College Explore - Outdoor Leadership Program for their usual excellent work last November in scaling the Three Hills Water Tower to inspect and replace the lightbulbs on Alberta's Tallest Christmas Tree. Town Councillor Byrne Lammle, Council's representative to the Chamber, deserves a big thank you for his patient efforts in correcting the timer controlling the lights.

Street Freaks Show & Shine

The Show & Shine is the longest-running and arguably the most successful annual event presented in the town of Three Hills. The Street Freaks asked the Chamber to partner with the club to put on the Show & Shine beginning last year. We'll be discussing with the car club members how that partnership can be more concretely formalized. For the last several years, the Chamber has managed the 20-25 swap meet vendors that exhibit at the Street Freaks Show & Shine, with booth rental fees going to the Chamber. We anticipate this arrangement will continue for the 2023 Show & Shine.