



# AGENDA

## Regular Meeting of Council

5:30 PM - Monday, March 27, 2023

Council Chambers

Page

### 1. CALL TO ORDER:

Mayor Ray Wildeman called the Regular Council Meeting of March 27, 2023 to order at \_\_\_\_ PM.

### 2. ACCEPTANCE OF AGENDA:

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

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

### 3. ADOPTION OF THE PREVIOUS MINUTES:

4 - 6

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

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

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

### 4. DELEGATIONS:

### 5. MANAGEMENT REPORTS:

7 - 9

- 5.1. Chief Administrative Officer Report

[CAO - March 2023](#)

[Council Resolution Status - March 2023](#)

**10 - 18**      5.2.    Director of Finance Report

[Finance - March 2023](#)

[Financial Report to February 28 2023](#)

**19 - 20**      5.3.    Director of Community Services Report

[Community Services - March 2023](#)

**21**            5.4.    Director of Operations and Infrastructure Report

[Operations and Infrastructure - March 2023](#)

that the Management Reports be accepted as presented.

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

**7.    BYLAWS:**

**8.    NEW BUSINESS:**

**22 - 60**      8.1.    Municipal Grants to Community Groups - 2023 Intake

[Request For Decision- RFD-23-023 - Pdf](#)

that Council directs Administration to \_\_\_\_\_.

**9.    COUNCIL REPORTS:**

9.1.    Deputy Mayor Dennis Hazelton

**61 - 62**      9.2.    Councillor Miriam Kirk

[KREMA Advisory Minutes - March 7, 2023](#)

9.3.    Councillor Byrne Lammle

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:

63 - 66

10.1. American Public Works Association - Alberta Chapter

[APWA Alberta Chapter 2023 03 16](#)

67 - 69

10.2. ATCO Report to Communities

[ATCO Three Hills Community Report - 2022](#)

70

10.3. Letter of Concern

[KCordara Aquatic Centre Rental 2023 03 20](#)

that Council acknowledges receipt of the 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* - Advice from Officials - Land Trade Offer

that Council move back into Open Session at \_\_\_\_ PM.

## 12. ADJOURNMENT

Mayor Ray Wildeman adjourned the Regular Council Meeting of March 27, 2023 at \_\_\_\_ PM.



# MINUTES

## Regular Meeting of Council Meeting

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

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

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

**ABSENT:** Mayor Ray Wildeman

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

1. **CALL TO ORDER:**

*Deputy Mayor Dennis Hazelton called the Regular Council Meeting of March 13, 2023, to order at 5:30 PM.*

2. **ACCEPTANCE OF AGENDA:**

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

**050-2023** Moved by Councillor Byrne Lammle that the agenda for the Regular Meeting of Council on March 13, 2023, be accepted as amended with the following addition:  
Item 8.2 - Pool Rental.

**CARRIED**

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

3.1. ***Regular Meeting of Council - February 27, 2023.***

**051-2023** Moved by Councillor Miriam Kirk that the minutes from the Regular Meeting of Council on February 27, 2023, be accepted as presented.

**CARRIED**

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Mayor

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4. **DELEGATIONS:**

5. **MANAGEMENT REPORTS:**

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

7. **BYLAWS:**

7.1. ***Bylaw 1489-23 the Pre-Authorized Tax Payment Plan***

**052-2023** Moved by Councillor Marilyn Sept that Bylaw 1489-23 the Pre-Authorized Tax Payment Plan Bylaw be given first reading.

**CARRIED**

**053-2023** Moved by Deputy Mayor Dennis Hazelton that Bylaw 1489-23 the Pre-Authorized Tax Payment Plan Bylaw be given second reading.

**CARRIED**

**054-2023** Moved by Councillor Byrne Lammle that Bylaw 1489-23 the Pre-Authorized Tax Payment Plan Bylaw be considered for third reading.

**CARRIED UNANIMOUSLY**

**055-2023** Moved by Councillor Miriam Kirk that Bylaw 1489-23 the Pre-Authorized Tax Payment Plan Bylaw be given third and final reading.

**CARRIED**

8. **NEW BUSINESS:**

8.1. ***Strategic Planning Session***

8.2. ***Pool Rental***

9. **COUNCIL REPORTS:**

9.1. ***Councillor Miriam Kirk***

Kneehill Regional Emergency Management Advisory Committee

9.2. ***Councillor Byrne Lammle***

Asset Management Course

Kristy Sidock left the meeting at 6:20 PM and returned at 6:21 PM.

9.3. ***Councillor Marilyn Sept***

Three Hills Detachment's Police Advisory Committee

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Mayor

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**9.4. Deputy Mayor Dennis Hazelton**

Member of Parliament Damien Kurek at Three Hills Town Office  
Asset Management Course  
Community Futures Wild Rose

**056-2023** Moved by Councillor Marilyn Sept that the Councillors' reports be accepted as information presented.

**CARRIED**

**10. CORRESPONDENCE:**

**10.1. Honourable Rebecca Schultz, Minister of Municipal Affairs**

**057-2023** Moved by Deputy Mayor Dennis Hazelton that the correspondence be accepted as information presented.

**CARRIED**

Lisa Gannon left the meeting at 6:34 PM and returned at 6:37 PM.  
Council recessed at 6:37 PM and resumed at 6:42 PM

**11. CLOSED SESSION:**

**058-2023** Moved by Councillor Byrne Lammle that Council move into Closed Session at 6:43 PM to discuss the following items:

**CARRIED**

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

**11.2. Section 24 of the Freedom of Information and Protection of Privacy Act - Advice from Officials - Effluent Agreement**

**059-2023** Moved by Councillor Miriam Kirk that Council move back into Open Session at 7:11 PM.

**CARRIED**

**12. ADJOURNMENT**

***Deputy Mayor Dennis Hazelton adjourned the Regular Council Meeting of March 13, 2023, at 7:11 PM.***

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Mayor

# TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

March 27, 2023



**Ryan Leuzinger, CAO**

## **General Items**

- Preparing for Strategic planning session with Council
- 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
- Review of stormwater drainage agreements
- Pumphouse and water infrastructure
- Reviewing new website
- Participated as a panelist for the LGAA with regard to Contract Design and Negotiations for CAOs

## **Meeting/Event Attendance**

- Met with:
  - MPE Engineering and Alberta Environment regarding our Residual Management Facility report
  - Artis Explorations
- Attended the following:
  - Regional CAO meeting
  - Queens Jubilee award presentation to Shelley with FCSS at Kneehill County
  - ATCO Electric safety training
  - RMRF LLP yearly seminar
  - ABMunis Asset Management seminar
  - Tech Talk with Greg Excel training session (and survived)
  - KREMA Advisory Meeting
- 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 Watermain Replacement Program (1st Street NE)	Admin	In progress; design survey was completed on February 17.
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; Water meter was swapped out on March 17.
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.
February 27, 2023	044-2023	Community Connections Request to continue use of the Community Centre for for 2023	Admin	Completed.



Meeting	Motion #	Description	Responsibility	Status
February 27, 2023	045-2023	Ice Board Advertising Space offered to local user groups	Admin	In progress; user group meeting scheduled for April 3, 2023.
March 13, 2023	052-2023 to 055-2023	Bylaw 1489-23 Pre-Authorized Tax Payment Plan	Admin	In progress; Bylaw to be signed and published.

# TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

March 21, 2023



## Greg Towne, Finance

- 2022 year-end work has been ongoing and taking up the bulk of departmental time – auditors were on site the week on March 20 – 24, with the expected approval of the 2022 audited financial statements in late April.
- Updated and reconciled the 2023 assessment roll in our financial software; work is starting on the 2023 Tax Rate Bylaw.
- Updated the Pre-Authorized Tax Payment Plan Bylaw.
- Working on Tax Notification list and correspondence to delinquent property owners.
- Other items include attending a fraud prevention seminar put on by ATB, attending annual review of our regional emergency plan meeting, union collective agreement review, attending labour management meeting, continuing 'Tech Talk with Greg!' sessions, attending emergency management workshops, internal financial reporting and review.

## **|| Variance Report**

To provide Council with relevant information and allow for better planning, a bi-monthly report will focus on a discussion of favourable and unfavourable variances, identification of projected year-end positions and recommendation for these amounts.

To facilitate presentation, accounts have been grouped to reflect the activities of service areas as a whole and not individual accounts, and generally match categories that Council has seen within the Town's budget document. However, monthly analysis is performed on individual accounts and reported when variances are identified.

The categorization of the expenditures accounts are as follows:

- Salaries & Benefits – include amounts for wages, benefits costs and stipends.
- Training & Development – expenses consist of mileage claims, meeting costs, training, conferences and memberships.
- Professional & Consultant Fees – includes items not done by staff (i.e.: contracted services or major building or vehicle repairs) and professional fees charged to departments (i.e. Legal or engineering).
- Materials & Supplies – included office supplies, equipment leases, postage, repairs, maintenance, chemicals, aggregates, etc.
- Repairs & Maintenance – operating costs to maintain facilities, parks, structures, etc.
- Vehicles & Equipment – costs to maintain and operate vehicles and equipment or computer and office systems.
- Utilities & Communication – phone, electricity, gas and oil are included here.
- Insurance – insurance costs.
- Bank & Other Charges – bank and service charges, leases, other miscellaneous items.
- Grants – operating grants to other organizations, or amounts provided through programs.
- Remittances to Other Entities – taxes remitted for educational or seniors housing purposes.
- Debt charges – principal and interest charges.
- Transfers to Other Funds – transfers to reserve or capital funds.

Only known variances or larger variances (actual dollars or percentage) will be commented on, as smaller variances amounts are tolerated within the auspices of the entire Town Budget. These variances are due to under or over expenditure on certain individual accounts, or simply timing issues with the budget year-to-date amount.

As it is so early in the year there are some expense categories such as wages or utilities that didn't receive a comprehensive review; this will be done on the next report in May 2023.

## GENERAL FUND

Through two months of operations, the Town's general fund is showing a favourable variance of \$110,500 to year-end at this point.

### Revenues

Overall, revenues are projected to be a favourable variance of \$150,500 to year-end for the following reasons.

- Provincial Grants are a favourable variance of \$110,500 as the Province announced in their 2023 budget that the MSI operating grant to municipalities has doubled.
- Transfers from Reserves is a favourable variance of \$40,000 as Council approved the transfer from our operating reserve to fund our contribution to the West Service Road sewer extension. This revenue is offset by a matching contribution amount towards the project.

### Expenditures

Overall, expenses are projected to be an unfavourable variance of \$40,000 to year-end for the following reasons.

- General Government grants are an unfavourable variance of \$40,000 as Council approved an unbudgeted contribution towards the West Service Road sewer project. This expense is funded by the revenue identified above.

## WATER FUND

Through two months of operations, the Town's water/sewer fund not showing a year-end variance.

## CAPITAL PROJECT REPORT

The capital project report is included for Council's information.

To show the true position of current and ongoing projects, carryover or previously approved projects are shown – their budgets are in the 'Prior Approval' column – alongside the projects approved during the 2023 budget deliberations and since, totalling \$5,715,000.

# Town of Three Hills

Financial Variance Report to February 28, 2023

	Actual (YTD)	Budget (YTD)	Variance (\$)	Year End Forecast	Annual Budget	Forecasted Variance
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## General Fund Revenues

### Taxation

Residential	-	-	-	2,695,450	2,695,450	-
Commercial	-	-	-	739,020	739,020	-
Machinery & Equipment	-	-	-	18,260	18,260	-
Farmland	-	-	-	4,740	4,740	-
Linear	-	-	-	67,290	67,290	-
Grants in Lieu	-	-	-	12,720	12,720	-
<b>Total Taxation</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,537,480</b>	<b>3,537,480</b>	<b>-</b>

### Activity Revenue

Administration & Finance	1,534	1,207	327	11,480	11,480	-
Business Licences	21,188	20,111	1,077	21,860	21,860	-
Protective Services	8,481	4,020	4,461	26,120	26,120	-
Bylaw Enforcement	5,640	6,873	(1,233)	7,730	7,730	-
Municipal Airport	24,406	12,971	11,435	163,600	163,600	-
Garbage & Recycling	105,268	101,722	3,546	617,320	617,320	-
Municipal Landfill	14,121	6,567	7,554	137,300	137,300	-
Cemetery	1,725	3,272	(1,547)	19,630	19,630	-
Planning Fees	4,182	4,602	(420)	33,050	33,050	-
Aquatic Centre	35,130	22,362	12,768	217,020	217,020	-
Centennial Arena	24,682	22,426	2,256	120,250	120,250	-
Campground	11,390	1,511	9,879	136,000	136,000	-
Recreation	2,951	894	2,057	18,020	18,020	-
Miscellaneous	-	-	-	380	380	-
<b>Total Activity Revenue</b>	<b>260,698</b>	<b>208,538</b>	<b>52,160</b>	<b>1,529,760</b>	<b>1,529,760</b>	<b>-</b>

### Grants

Federal	-	-	-	8,400	8,400	-
Provincial	-	-	-	221,000	110,500	110,500
Municipal	26,520	26,000	520	197,000	197,000	-
<b>Total Grants</b>	<b>26,520</b>	<b>26,000</b>	<b>520</b>	<b>426,400</b>	<b>315,900</b>	<b>110,500</b>

### Other Revenue

Gas & Power Franchises	86,433	82,712	3,721	469,200	469,200	-
Rentals & Leases	1,200	1,190	10	15,260	15,260	-
Administrative Fees	72,838	72,838	-	291,350	291,350	-
Interest on Overdue Accounts	31,958	26,500	5,458	57,610	57,610	-
Interest on Investments	73,101	65,314	7,787	391,880	391,880	-
Sale of Assets	-	-	-	95,000	95,000	-
Transfer from Reserves	40,000	-	40,000	130,000	90,000	40,000
Collections for Other Entities	-	-	-	928,070	928,070	-
<b>Total Other Revenue</b>	<b>305,530</b>	<b>248,554</b>	<b>56,976</b>	<b>2,378,370</b>	<b>2,338,370</b>	<b>40,000</b>

<b>Total General Fund Revenues</b>	<b>592,748</b>	<b>483,092</b>	<b>109,656</b>	<b>7,872,010</b>	<b>7,721,510</b>	<b>150,500</b>
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	Actual (YTD)	Budget (YTD)	Variance (\$)	Year End Forecast	Annual Budget	Forecasted Variance
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## General Fund Expenses

### General Government

Professional & Consultant Fees	5,790	15,891	(10,101)	101,300	101,300	-
Materials & Supplies	-	12,065	(12,065)	12,700	12,700	-
Bank & Other Charges	1,894	2,100	(206)	12,850	12,850	-
Grants	40,000	-	40,000	40,000	-	40,000
Remittances to Other Entities	13,900	12,800	1,100	928,070	928,070	-
Transfers to Other Funds	-	-	-	570,500	570,500	-
<b>Total General Government</b>	<b>61,584</b>	<b>42,856</b>	<b>18,728</b>	<b>1,665,420</b>	<b>1,625,420</b>	<b>40,000</b>

### Legislative Services

Salaries & Benefits	15,920	19,893	(3,973)	119,120	119,120	-
Training & Development	88	1,064	(976)	16,130	16,130	-
Materials & Supplies	6,377	8,617	(2,240)	38,420	38,420	-
Utilities & Communication	-	600	(600)	3,600	3,600	-
Grants	500	-	500	44,250	44,250	-
<b>Total Legislative Services</b>	<b>22,885</b>	<b>30,174</b>	<b>(7,289)</b>	<b>221,520</b>	<b>221,520</b>	<b>-</b>

### Administrative Services

Salaries & Benefits	111,302	104,432	6,870	666,770	666,770	-
Training & Development	3,864	1,402	2,462	21,730	21,730	-
Professional & Consultant Fees	24,893	22,750	2,143	85,380	85,380	-
Materials & Supplies	7,884	12,790	(4,906)	57,170	57,170	-
Repairs & Maintenance	1,043	1,500	(457)	9,000	9,000	-
Vehicle & Equipment	2,138	762	1,376	4,570	4,570	-
Utilities & Communication	8,440	8,150	290	41,860	41,860	-
Insurance	-	-	-	12,040	12,040	-
Bank & Other Charges	454	304	150	4,820	4,820	-
<b>Total Administrative Services</b>	<b>160,018</b>	<b>152,090</b>	<b>7,928</b>	<b>905,840</b>	<b>905,840</b>	<b>-</b>

### Protective Services

Salaries & Benefits	13,530	14,030	(500)	108,000	108,000	-
Training & Development	1,457	572	885	6,180	6,180	-
Professional & Consultant Fees	10,654	10,086	568	208,900	208,900	-
Materials & Supplies	571	966	(395)	15,540	15,540	-
Repairs & Maintenance	51	750	(699)	4,000	4,000	-
Vehicle & Equipment	537	1,660	(1,123)	9,960	9,960	-
Utilities & Communication	7,010	6,654	356	29,230	29,230	-
Insurance	-	-	-	10,190	10,190	-
Grants	-	-	-	1,000	1,000	-
Other	188	-	188	-	-	-
Transfers to Other Funds	-	-	-	50,000	50,000	-
<b>Total Protective Services</b>	<b>33,998</b>	<b>34,718</b>	<b>(720)</b>	<b>443,000</b>	<b>443,000</b>	<b>-</b>

### Operations

Salaries & Benefits	81,665	89,372	(7,707)	580,920	580,920	-
Training & Development	995	430	565	2,600	2,600	-
Professional & Consultant Fees	1,554	12,554	(11,000)	66,260	66,260	-
Materials & Supplies	10,542	4,455	6,087	45,340	45,340	-
Repairs & Maintenance	700	8,500	(7,800)	90,300	90,300	-
Vehicle & Equipment	15,766	17,248	(1,482)	102,690	102,690	-
Utilities & Communication	40,291	35,122	5,169	210,760	210,760	-
Insurance	-	-	-	14,780	14,780	-
Bank & Other Charges	6,000	6,000	-	6,600	6,600	-
Transfers to Other Funds	-	-	-	72,500	72,500	-
<b>Total Operations</b>	<b>157,513</b>	<b>173,681</b>	<b>(16,168)</b>	<b>1,192,750</b>	<b>1,192,750</b>	<b>-</b>

	Actual (YTD)	Budget (YTD)	Variance (\$)	Year End Forecast	Annual Budget	Forecasted Variance
<b>Airport</b>						
Professional & Consultant Fees	6,279	2,666	3,613	16,000	16,000	-
Materials & Supplies	-	150	(150)	142,300	142,300	-
Repairs & Maintenance	-	334	(334)	2,000	2,000	-
Vehicle & Equipment	-	16	(16)	100	100	-
Utilities & Communication	1,488	1,352	136	10,190	10,190	-
Insurance	-	-	-	5,420	5,420	-
Bank & Other Charges	88	-	88	-	-	-
<b>Total Airport</b>	<b>7,855</b>	<b>4,518</b>	<b>3,337</b>	<b>176,010</b>	<b>176,010</b>	<b>-</b>
<b>Waste Management</b>						
Salaries & Benefits	19,552	19,370	182	125,900	125,900	-
Training & Development	-	-	-	600	600	-
Professional & Consultant Fees	45,745	41,694	4,051	271,360	271,360	-
Materials & Supplies	2,417	3,588	(1,171)	42,540	42,540	-
Repairs & Maintenance	198	-	198	4,000	4,000	-
Vehicle & Equipment	3,664	4,036	(372)	24,210	24,210	-
Utilities & Communication	2,967	3,458	(491)	14,780	14,780	-
Insurance	-	-	-	4,990	4,990	-
Bank & Other Charges	62	-	62	2,000	2,000	-
Transfers to Other Funds	-	-	-	178,800	178,800	-
<b>Total Waste Management</b>	<b>74,605</b>	<b>72,146</b>	<b>2,459</b>	<b>669,180</b>	<b>669,180</b>	<b>-</b>
<b>Planning &amp; Development</b>						
Salaries & Benefits	7,688	7,108	580	45,330	45,330	-
Training & Development	-	-	-	2,650	2,650	-
Professional & Consultant Fees	4,185	4,848	(663)	35,090	35,090	-
Materials & Supplies	5,076	7,422	(2,346)	22,190	22,190	-
Vehicle & Equipment	-	100	(100)	600	600	-
Utilities & Communication	192	230	(38)	1,380	1,380	-
Insurance	-	750	(750)	750	750	-
Grants	-	-	-	2,500	2,500	-
Transfers to Other Funds	-	-	-	95,000	95,000	-
<b>Total Planning &amp; Development</b>	<b>17,141</b>	<b>20,458</b>	<b>(3,317)</b>	<b>205,490</b>	<b>205,490</b>	<b>-</b>
<b>Recreation Administration</b>						
Salaries & Benefits	8,834	14,286	(5,452)	91,180	91,180	-
Training & Development	270	276	(6)	1,660	1,660	-
Professional & Consultant Fees	5,946	-	5,946	-	-	-
Materials & Supplies	24	98	(74)	1,340	1,340	-
Utilities & Communication	-	180	(180)	1,080	1,080	-
<b>Total Recreation Administration</b>	<b>15,074</b>	<b>14,840</b>	<b>234</b>	<b>95,260</b>	<b>95,260</b>	<b>-</b>
<b>Aquatic Centre</b>						
Salaries & Benefits	56,172	54,491	1,681	442,280	442,280	-
Training & Development	80	156	(76)	2,000	2,000	-
Professional & Consultant Fees	2,674	4,451	(1,777)	17,120	17,120	-
Materials & Supplies	8,317	5,478	2,839	27,690	27,690	-
Repairs & Maintenance	3,868	2,791	1,077	15,500	15,500	-
Vehicle & Equipment	6,824	2,750	4,074	16,500	16,500	-
Utilities & Communication	29,902	42,169	(12,267)	167,530	167,530	-
Insurance	-	-	-	10,720	10,720	-
Bank & Other Charges	248	460	(212)	3,110	3,110	-
Transfers to Other Funds	-	-	-	50,000	50,000	-
<b>Total Aquatic Centre</b>	<b>108,085</b>	<b>112,746</b>	<b>(4,661)</b>	<b>752,450</b>	<b>752,450</b>	<b>-</b>

	Actual (YTD)	Budget (YTD)	Variance (\$)	Year End Forecast	Annual Budget	Forecasted Variance
<b>Arena</b>						
Salaries & Benefits	24,432	28,824	(4,392)	183,450	183,450	-
Training & Development	-	-	-	200	200	-
Professional & Consultant Fees	10,063	4,017	6,046	27,900	27,900	-
Materials & Supplies	11,606	1,257	10,349	19,290	19,290	-
Repairs & Maintenance	1,968	1,299	669	23,200	23,200	-
Vehicle & Equipment	3,322	2,267	1,055	17,070	17,070	-
Utilities & Communication	50,954	38,547	12,407	175,430	175,430	-
Insurance	-	-	-	26,660	26,660	-
Bank & Other Charges	190	180	10	1,500	1,500	-
Debt Charges	-	-	-	100,240	100,240	-
Transfers to Other Funds	-	-	-	50,000	50,000	-
<b>Total Arena</b>	<b>102,535</b>	<b>76,391</b>	<b>26,144</b>	<b>624,940</b>	<b>624,940</b>	<b>-</b>
<b>Parks</b>						
Salaries & Benefits	25,128	29,418	(4,290)	238,960	238,960	-
Training & Development	-	-	-	3,950	3,950	-
Professional & Consultant Fees	700	-	700	48,010	48,010	-
Materials & Supplies	4,337	1,370	2,967	28,190	28,190	-
Repairs & Maintenance	1,306	1,600	(294)	28,600	28,600	-
Vehicle & Equipment	1,407	2,710	(1,303)	31,930	31,930	-
Utilities & Communication	10,510	10,152	358	48,370	48,370	-
Insurance	-	-	-	12,140	12,140	-
Bank & Other Charges	5	-	5	1,200	1,200	-
Transfers to Other Funds	-	-	-	60,000	60,000	-
<b>Total Parks</b>	<b>43,393</b>	<b>45,250</b>	<b>(1,857)</b>	<b>501,350</b>	<b>501,350</b>	<b>-</b>
<b>Campground</b>						
Professional & Consultant Fees	5,648	406	5,242	67,670	67,670	-
Materials & Supplies	-	-	-	4,490	4,490	-
Repairs & Maintenance	1,036	120	916	3,200	3,200	-
Utilities & Communication	7,040	2,367	4,673	28,480	28,480	-
Insurance	-	-	-	1,890	1,890	-
Bank & Other Charges	148	-	148	150	150	-
Transfers to Other Funds	-	-	-	5,000	5,000	-
<b>Total Campground</b>	<b>13,872</b>	<b>2,893</b>	<b>10,979</b>	<b>110,880</b>	<b>110,880</b>	<b>-</b>
<b>Library &amp; FCSS</b>						
Professional & Consultant Fees	-	-	-	3,180	3,180	-
Repairs & Maintenance	79	416	(337)	2,500	2,500	-
Utilities & Communication	2,698	2,384	314	12,300	12,300	-
Insurance	-	-	-	3,860	3,860	-
Grants	20,466	20,400	66	170,580	170,580	-
Transfers to Other Funds	-	-	-	5,000	5,000	-
<b>Total Library &amp; FCSS</b>	<b>23,243</b>	<b>23,200</b>	<b>43</b>	<b>197,420</b>	<b>197,420</b>	<b>-</b>
<b>Total General Fund Expenses</b>	<b>841,801</b>	<b>805,961</b>	<b>35,840</b>	<b>7,761,510</b>	<b>7,721,510</b>	<b>40,000</b>
<b>Summary</b>						
Revenues	592,748	483,092	109,656	7,872,010	7,721,510	150,500
Expenses	841,801	805,961	35,840	7,761,510	7,721,510	40,000
<b>Total General Fund</b>	<b>(249,053)</b>	<b>(322,869)</b>	<b>73,816</b>	<b>110,500</b>	<b>-</b>	<b>110,500</b>



	Actual (YTD)	Budget (YTD)	Variance (\$)	Year End Forecast	Annual Budget	Forecasted Variance
<b>Water &amp; Sewer Fund</b>						
<b>Water &amp; Sewer Revenues</b>						
Water Sales - Three Hills	199,000	199,123	(123)	1,293,950	1,293,950	-
Water Sales - Trochu	53,130	62,746	(9,616)	494,060	494,060	-
Water Sales - County	15,918	14,381	1,537	125,870	125,870	-
Bulk Water Sales	-	-	-	4,940	4,940	-
Sewer Charges	101,770	101,785	(15)	637,130	637,130	-
Sewer Effluent Sales	350,000	350,000	-	350,000	350,000	-
Charges on Overdue Accounts	3,107	2,666	441	16,000	16,000	-
Other Revenue	81	-	81	13,260	13,260	-
Provincial Grant	10,988	-	10,988	-	-	-
Proceeds on Insurance Claim	12,056	-	12,056	45,000	45,000	-
Transfers from Other Funds	-	-	-	42,000	42,000	-
<b>Total Water &amp; Sewer Revenues</b>	<b>746,050</b>	<b>730,701</b>	<b>15,349</b>	<b>3,022,210</b>	<b>3,022,210</b>	<b>-</b>
<b>Water &amp; Sewer Expenses</b>						
<b>Water Supply</b>						
Salaries & Benefits	28,895	25,374	3,521	164,930	164,930	-
Training & Development	1,605	-	1,605	5,500	5,500	-
Professional & Consultant Fees	36,920	28,156	8,764	176,940	176,940	-
Materials & Supplies	8,194	27,063	(18,869)	136,800	136,800	-
Repairs & Maintenance	19,664	11,034	8,630	66,200	66,200	-
Vehicle & Equipment	2,555	2,468	87	16,310	16,310	-
Utilities & Communication	49,296	51,563	(2,267)	242,790	242,790	-
Insurance	-	-	-	42,960	42,960	-
Debt Charges	-	-	-	617,270	617,270	-
Transfers to Other Funds	-	-	-	364,630	364,630	-
<b>Total Water Supply</b>	<b>147,129</b>	<b>145,658</b>	<b>1,471</b>	<b>1,834,330</b>	<b>1,834,330</b>	<b>-</b>
<b>Water Distribution</b>						
Salaries & Benefits	58,248	52,216	6,032	339,400	339,400	-
Training & Development	-	-	-	2,000	2,000	-
Professional & Consultant Fees	16,489	10,026	6,463	60,160	60,160	-
Materials & Supplies	4,695	9,026	(4,331)	24,260	24,260	-
Repairs & Maintenance	2,833	15,050	(12,217)	90,300	90,300	-
Vehicle & Equipment	2,966	3,602	(636)	29,610	29,610	-
Utilities & Communication	9,554	8,152	1,402	40,410	40,410	-
Insurance	-	-	-	4,350	4,350	-
Other Expenses	13,396	-	13,396	-	-	-
Special Project	10,988	-	10,988	-	-	-
<b>Total Water Distribution</b>	<b>119,169</b>	<b>98,072</b>	<b>21,097</b>	<b>590,490</b>	<b>590,490</b>	<b>-</b>
<b>Sewer</b>						
Salaries & Benefits	25,471	22,864	2,607	148,610	148,610	-
Training & Development	-	-	-	500	500	-
Professional & Consultant Fees	18,512	10,668	7,844	64,510	64,510	-
Materials & Supplies	1,697	460	1,237	29,910	29,910	-
Repairs & Maintenance	592	-	592	40,100	40,100	-
Vehicle & Equipment	2,951	16	2,935	100	100	-
Utilities & Communication	905	1,652	(747)	9,910	9,910	-
Insurance	-	-	-	3,670	3,670	-
Bank & Other Charges	5,600	5,600	-	5,600	5,600	-
Debt Charges	24,079	24,080	(1)	144,480	144,480	-
Transfers to Other Funds	-	-	-	150,000	150,000	-
<b>Total Sewer</b>	<b>79,807</b>	<b>65,340</b>	<b>14,467</b>	<b>597,390</b>	<b>597,390</b>	<b>-</b>
<b>Total Water &amp; Sewer Expenses</b>	<b>346,105</b>	<b>309,070</b>	<b>37,035</b>	<b>3,022,210</b>	<b>3,022,210</b>	<b>-</b>
<b>Summary</b>						
Revenues	746,050	730,701	15,349	3,022,210	3,022,210	-
Expenses	346,105	309,070	37,035	3,022,210	3,022,210	-
<b>Total Water &amp; Sewer Fund</b>	<b>399,945</b>	<b>421,631</b>	<b>(21,686)</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Town of Three Hills

Capital Project Report to February 28, 2023

	Prior Approval	2023 Approval	Budget	Actual	Remaining (\$)	Percent Completed	Status
<b>General Government</b>							
Hardware Replenishment	-	20,000	20,000	-	20,000	0%	
<b>Total General Government</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>0%</b>	
<b>Transportation &amp; Infrastructure</b>							
Backhoe Replacement	-	190,000	190,000	183,646	6,354	97%	Ordered, no date provided for delivery yet
Resurfacing Program	-	50,000	50,000	-	50,000	0%	
<b>Total Transportation &amp; Infrastructure</b>	<b>-</b>	<b>240,000</b>	<b>240,000</b>	<b>183,646</b>	<b>56,354</b>	<b>77%</b>	
<b>Water &amp; Sewer</b>							
Equity Pumphouse Rebuild	75,000	-	75,000	15,474	59,526	21%	Engineers looking at options
WTP Residual Retention Pond	75,000	1,935,000	2,010,000	57,507	1,952,493	3%	Met with AEP, eng. updating report based on AEP comment
Pumphouse Replacement - insurance	-	-	-	278,511	(278,511)	0%	RFQ posted, closes March 30 for interested bidders
Pumphouse Replacement - additional	-	400,000	400,000	-	400,000	0%	
Services - 1st St NE	-	2,412,000	2,412,000	38,989	2,373,011	2%	RFQ to be out in next few weeks; detail design is progressing
Water Transmission Line Erosion	-	80,000	80,000	-	80,000	0%	
Sewer Outfall Drainage	-	30,000	30,000	-	30,000	0%	
<b>Total Water &amp; Sewer</b>	<b>150,000</b>	<b>4,857,000</b>	<b>5,007,000</b>	<b>390,480</b>	<b>4,616,520</b>	<b>8%</b>	
<b>Solid Waste</b>							
Landfill Cell Construction	35,000	475,000	510,000	11,942	498,058	2%	Waiting to hear back from engineers
<b>Total Solid Waste</b>	<b>35,000</b>	<b>475,000</b>	<b>510,000</b>	<b>11,942</b>	<b>498,058</b>	<b>2%</b>	
<b>Parks &amp; Recreation</b>							
Arena - Floor Scrubber	-	16,000	16,000	16,000	-	100%	Ordered - waiting for shipment
Pool - Insulation Upgrades	-	37,000	37,000	-	37,000	0%	
Parks Fleet Vehicle	-	50,000	50,000	-	50,000	0%	Waiting on quotes
Parks Mower Replacement	-	15,000	15,000	15,000	-	100%	Ordered - waiting for shipment - June arrival
Trees - Hwy 583	-	5,000	5,000	-	5,000	0%	Tree selection is in progress
<b>Total Parks &amp; Recreation</b>	<b>-</b>	<b>123,000</b>	<b>123,000</b>	<b>31,000</b>	<b>92,000</b>	<b>25%</b>	
Total Carryover/Prior Projects	185,000	-	185,000	-	185,000	0%	
Total 2023 Capital Program	-	5,715,000	5,715,000	617,068	5,097,932	11%	
<b>Total Capital Program</b>	<b>185,000</b>	<b>5,715,000</b>	<b>5,900,000</b>	<b>617,068</b>	<b>5,282,932</b>	<b>10%</b>	

# TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

March 27, 2023



**Kristy Sidock, Community Services**

## **Planning and Development**

- Since the last report in February, we have issued the following permits:
  - one development
  - five building
  - eight electrical
  - two gas.

## **Communications**

Website Update:

We received the first version of the website on March 14, 2023, and had a meeting with the Senior Leadership to collaborate about changes to website content. This will allow each department to review their content prior to the website being finalized and going live. We've been able to review the first version of the website to have errors fixed and updates made prior to the launch date. The new website is aimed to launch at the end of April 2023.

## **Protective Services**

- The Three Hills Fire Department conducted the following training:
  - 2023/02/28 – Vehicle Driving Practice
- In the month February, the department responded to a total of 14 calls.

## **Emergency Management**

- The KREMA Advisory meeting was held on March 7, 2023, at the Kneehill County Administration Office. The Kneehill Regional Emergency Management Agency report was presented to the group. The report included a brief overview of the accomplishments of the group over the past year. Five meetings were held, six days worth of Regional Exercises in different communities, and a review of the action plan for 2023. Kneehill County was also appointed as the Regional Emergency Coordinator for 2023.
- On March 9, 2023, the Alberta Emergency Management Agency completed the Community Management Program annual review. As per the review each community must completed a tabletop exercise every year and a function exercise every four years.

- There will be a series of four workshops that will be open to the regional partners to attend. Each workshop will be a review of the ICS positions and will cover when to call in staff, what to do if you are assigned to a role, where all the forms are located, who you talk to and what you are responsible for.

## **Parks & Recreation**

### **Arena**

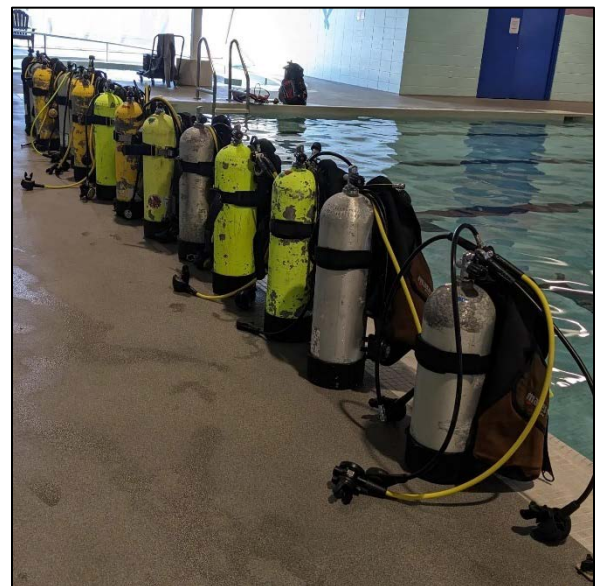
- Public Skating and Sticks, Pucks and Rings times are posted on the website, Facebook and the newspaper for the month of March.
- The ice is scheduled to be removed the first week of April. It has been a great season and we are very thankful for everyone who rented ice and enjoyed our facility.
- The Olympia had a significant hydraulic line leak. Repairs to the line were made and no user groups were affected.
- Trane was onsite at the arena and replace the seal in the warm brine pump. Following the replacement of the seal the water solutions management company was onsite to start the treatment of the brine.

### **Parks**

- The outdoor rink is still being used regularly. The rink will remain open as long as possible.
- Staff are starting to plan and prepare for spring operations.
- Trees for the Highway 583 Capital project have been picked out. We are waiting for spring and line locates to take place before deciding on the final locations for each tree.

### **Aquatic Centre**

- The current round of swimming lessons is coming to an end. These were very successful as we were able to accommodate Elnora School, Huxley Colony, local home school program, after school and preschool lessons as well as one Bronze Star class. We had a total of 403 individuals attend swimming lessons since January.
- Registration for Spring Break lessons is now open. They will be running from April 10-14.
- Registration for the next round of lessons (after school and preschool) will be open for registration on April 17 at 8:00am.
- We hosted the first of a series of High School Discover Scuba classes. We are fortunate to have High School Students from Three Hills, Prairie Christian Academy, Acme, Trochu and Elnora attend.



# TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

March 2023



## Grant Gyurkovits, Operations & Infrastructure

### Utilities

Two operators attended the Alberta Water Wastewater Operators Association (AWWOA) conference in Banff. Vehicle maintenance was completed on all required vehicles.

Camera sanitary and storm lines for water replacement program, working on operation plan for the WTP and lagoon. The annual water and wastewater reports were submitted on time (due yearly by end of February).

### Transportation

Ice maintenance

Catch basins maintenance

Sidewalk maintenance

Hotsy/Steamer is in Red Deer for repair

### Cemetery

N/A

### Capital Projects

**Water Distribution Pump House Design:** Request for Qualified contractors is advertised on APC, preliminary design will be completed for Town review by March 24.

- **Detailed Design:** Started in late February with some of these tasks including 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:** Still waiting on a timeline on when the Site Stability Assessment will start.

**WTP Residual Management Facility:** MPE has revised the assessment report based on the feedback from Alberta Environment. MPE will have a draft report to Town for review before the end of the month.

**Watermain Replacement Program:** RFQ to go out in next few weeks, Tender ready for advertisement in early April.

# Regular Meeting of Council

## REQUEST FOR DECISION



**To:** Council  
**Subject:** Municipal Grants to Community Groups - 2023 Intake  
**Meeting:** Regular Meeting of Council - 27 Mar 2023  
**Department:** Admin  
**Staff Contact:** Lisa Gannon, Executive Assistant

### 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:

Under Policy #520 - Municipal Grants to Community Groups Policy, which was revised and approved by Council on January 23, 2023, the Town has one intake for Municipal Grants for Community Groups which closed on March 15. Services, programs, and activities must be of benefit to these residents and must not have already started. The applicants are required to submit the following documentation:

- A budget detailing revenues and expenses associated with the project; and
- A financial statement and/or current bank statements depicting the financial standing of the organization from the previous year-end and/or the most current bank statement.

For the 2023 intake, Administration received three applications, two were for capital projects and one was for operational costs. All grant applications are outlined below.

1. **The Kneehill Historical Society:** Funding is requested in the amount of \$20,000 to assist with expenses related to their "Connections" building. They anticipate the total cost of this project to be \$1.5 million. This addition to the museum will link the existing buildings and improve accessibility for people with restricted mobility and will allow easy access in the winter months regardless of the weather. At the January 9th meeting of Council, Administration was directed

to provide a letter of support for this project to be attached to the Society's application for the CFEP Grant. The Town has budgeted and paid the Society \$2,750 for 2023 operating costs. At the Kneehill County Council Meeting held on March 14th, the Society was granted \$25,000 towards this project, contingent on the Society obtaining the rest of the funding for the project to go forward.

2. **Three Hills Golf Club:** Funding is requested in the amount of \$5,000 to assist with costs associated with their pump house piping and tying in the acid and chlorine pumps into the golf course water pipeline. The amount requested is approximately 50% of their anticipated project costs. They have provided a detailed explanation of the work required and a plan for that work, including the budget. In October 2022, the Golf Course requested \$73,000 to offset costs related to the unavailability of effluent from the Town. That request was declined.
3. **Hillside Lanes Bowling Society:** Funding is requested in the amount of \$5,700 for assistance with insurance costs that total \$7,210. Insurance costs are one of the largest expenses facing the organization at the moment, and they are still trying to recover financially since COVID. The group recognizes the request does not comply with Section 4.3.1.ii of Policy 520, so Council would have to determine whether or not to provide funding.

## FINANCIAL AND STAFFING IMPLICATIONS:

Council has allocated \$20,000 in the 2023 Budget for the Community Grants Program

Council also allocated the following amounts through the 2023 Budget, which are not captured in the Community Grants Program (all of these have been paid out):

- \$2,750 for the Kneehill Historical Society
- \$5,000 for the Three Hills Arts Academy
- \$6,000 for the Three Hills and District Chamber of Commerce
- \$7,500 for Seniors Outreach for the seniors bus
- \$3,000 for Three Hills Beautification
- \$1,000 for Victims Services

## FOLLOW UP ACTION:

Based on Council's direction, Administration will advise applicants of the decision made by Council on their application by March 31, 2023. Administration will also ensure any payments directed by Council are paid by April 15, 2023.


## ATTACHMENTS:

[520 - Municipal Grants to Community Groups Policy](#)

[Kneehill Historical Society - Recd 2023 03 01](#)

[Three Hills Golf Club - Recd 2023 03 15](#)

[Hillside Lanes Bowling Society - Recd 2023 03 08](#)



Ryan Leuzinger, CAO





## **POLICY # 520**

### **MUNICIPAL GRANTS TO COMMUNITY GROUPS POLICY**

**Approved by Council on:** January 23, 2023

**Resolution No:** 019-2023

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#### **1. PURPOSE**

- 1.1. To identify the process Not-for-Profit Organizations and Volunteer Groups within the Town that render a service to the residents of Three Hills can apply for financial assistance.
- 1.2. To provide guidelines for the review of funding requests from Not-for-Profit Organizations and Volunteer Groups to the Town for financial assistance.
- 1.3. To ensure that a system of accountability is implemented for Not-for-Profit Organizations and Volunteer Groups that receive financial assistance from the Town.

#### **2. AUTHORITY**

- 2.1. The authority for this policy is by resolution of the Council of the Town of Three Hills.
- 2.2. The CAO is responsible for the administration and evaluation of this policy.
- 2.3. The CAO is authorized to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the purpose of this policy.

#### **3. DEFINITIONS**

- 3.1. Whenever the singular masculine gender is used in this policy, the same shall include the feminine and neutral gender whenever context requires.
- 3.2. In this policy, unless the context otherwise requires:
  - 3.2.1. "Community Group" shall mean a Not-for-Profit Organization or a Volunteer Group.
  - 3.2.2. "Not-for-Profit Organizations" shall mean a registered society which exists for educational, athletic, recreational or charitable reasons and from which its shareholders, trustees or board members do not benefit financially.
  - 3.2.3. "Volunteer Group" shall mean a group of individuals with a shared interest who come together to further an initiative.

#### **4. POLICY**

##### **4.1. Eligibility**

- 4.1.1. Only Not-for-Profit Organizations and Volunteer Groups are eligible for financial assistance under this Policy.
- 4.1.2. Not-for-Profit Organizations and Volunteer Group memberships and programs must be open to all residents of the Town. Services, programs and activities must

be of benefit to the residents of the Town.

4.1.3. Generally, organizations who have received funds through the Municipal Grants for Community Groups program within the last 12 months will not be considered unless the allocated budget for this program has not been fully spent.

4.1.4. The following are not eligible for financial assistance under this policy:

- i. Municipalities;
- ii. Individual persons;
- iii. Organizations that provide services or programs that are the responsibility of another level of government including, Health, Education, Libraries and Social Services;
- iv. Organizations that are in arrears of payments with the Town;
- v. Organizations with political or religious affiliations. However, we will consider applications for non-denominational initiatives that are open to the community-at-large;
- vi. Projects that have already been started or completed.

#### 4.2. Application Requirements

4.2.1. The Not-for-Profit Organization or Volunteer Group shall provide:

- i. A detailed description for the project, including an indication of how this project will benefit the community. Photographs should be included, if possible.
  - ii. If the project involves land and/or facilities, a Certificate of Title must be included with the application (unless owned by the Town).
  - iii. A detailed budget for the event, project or program.
  - iv. A copy of the most recent Income Statement and Balance Sheet and in the case of a new organization, a copy of the most recent bank statement.
  - v. A copy of the detailed budget for the current year.
- If the report shows a surplus, a statement of intended use of the surplus.
  - If the report shows a deficit, a statement of how the deficit will be dealt with.

4.2.2. The Town should be a “funder of last resort” and the applicant should demonstrate support from source(s) other than municipal funds (i.e. ticket sales, membership fees, provincial/federal funding, community donations). Unless otherwise indicated by Council, the granting of financial assistance in any year should not be regarded as a commitment by the Town to continue such assistance in future years.

4.2.3. All Grant Applications shall be submitted on the approved Municipal Grant application Form. Application forms will be available at the Town Office and on

the Town's website. Availability of Application forms will be advertised on the Town's website and in the local newspaper.

- 4.2.4. Each Not-for-Profit Organization and Volunteer Group may submit one (1) application in each year. All programs, projects and undertakings should be consolidated in the requests.
- 4.2.5. A Not-for-Profit Organization or Volunteer Group receiving financial assistance from the Town should not act in the capacity of a funding body for or make Grants to any other organization or group.
- 4.2.6. There will be one (1) application and distribution date each year on or about March 15<sup>th</sup>.
- 4.2.7. The Town shall respond to all applicants within sixty (60) days of the Application deadlines, but no later than May 15<sup>th</sup>.

#### 4.3. Funding Considerations

- 4.3.1. In general, financial assistance will be considered for the following types of activities:
  - i. To provide partial financial assistance for the implementation of special projects which are not recurring.
  - ii. To provide partial financial assistance for funding capital projects which are external to normal operating functions, and not likely to occur on an annual basis (i.e. equipment purchases).
- 4.3.2. Provision of "in-kind" services such as donation of Town owned equipment (e.g. bobcat, grader) or material (e.g. gravel).
- 4.3.3. Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain funding.
- 4.3.4. Council shall be the deciding authority for Applications to the Municipal Grants to Community Groups program.

#### 4.4. Community Group Recognition

- 4.4.1. Upon completion of the project and/or use of operating funds for which financial assistance was provided, Not-for-Profit Organizations and Volunteer Groups shall submit a before and after photo or brief description/report of how the funds were used. Failure to report at the completion of the project may result in organizations being disqualified from future assistance through this program.
- 4.4.2. Before and after photos, brief descriptions/reports of how funds were used and a cheque presentation with the Mayor and/or Council may be posted on the Town's website, social media, local newspaper, etc. to broadcast the invaluable contributions that Not-for-Profit Organizations and Volunteer Groups have made within the community.

**5. PRIOR POLICY**

- 5.1. This policy shall supersede and replace all prior policies, oral or written, regarding Municipal Grants to Community Groups within the Town of Three Hills.

Approved On:	January 23, 2023	Resolution No: 019-2023
Effective On:	January 23, 2023	
Previous Version:	May 25, 2020	Resolution No: 243-2020
Next Review Date:	January 23, 2026	
Approved By:	Council	
Recommended By:	Chief Administrative Officer	

## **Appendix A – Grant Application Form**



# TOWN OF THREE HILLS MUNICIPAL GRANTS to COMMUNITY GROUPS

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(all correspondence will be mailed to this address)

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

## PROJECT INFORMATION

Please provide a brief title of the project \_\_\_\_\_

- ☐ Please attach a detailed description for the project for which Grant funding is requested. Please include the following information:
- An indication of how this project will benefit the community.
  - Location of the project
  - Photographs if possible.
- ☐ If this project involves land and/or facilities, a Certificate of Title must be included with the application.

## PROJECT FUNDING

Grant Request: \$ \_\_\_\_\_ Cash  
\$ \_\_\_\_\_ In Kind  
Total Project Cost: \$ \_\_\_\_\_

List other sources of potential income or services already solicited, fundraising efforts, amounts requested, and amounts granted:

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Please send your completed application to the following address no later than March 15<sup>th</sup>:

**Town of Three Hills  
PO Box 610  
232 Main Street  
Three Hills, Alberta T0M 2A0  
Email: [info@threehills.ca](mailto:info@threehills.ca)**

Please provide the following documents to your completed application:

- ☐ A detailed budget for the event, project or program.
- ☐ A copy of your most recent Income Statement and Balance Sheet
- ☐ A copy of your detailed Budget for the current year
  - If report shows a surplus, a statement of intended use of the surplus
  - If report shows a deficit, a statement as to how the deficit will be eradicated.

### APPLICANT AGREEMENT

I DECLARE THAT: (application must be signed by two members of the organization's Executive Committee)

- I am a duly authorized representative having legal and/or financial signing authority for the organization.
- The information contained in this application and supporting documents is true and accurate and endorsed by the organization.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## TOWN OF THREE HILLS MUNICIPAL GRANTS to COMMUNITY GROUPS

Date: February 1, 2023

Name of Organization: The Kneehill Historical Society

Registration Number: CRA 10757 4386 RP0001

Contact Name: Rosalie A. Lammie

Mailing Address: P.O. Box 653 Three Hills AB T0M 2A0  
(all correspondence will be mailed to this address)

Email Address: Khsevent@gmail.com

Phone No: 403. 443. 2092  
cell 403 443 1221

### PROJECT INFORMATION

Please provide a brief title of the project Connections Building Construction

- ☐ Please attach a detailed description for the project for which Grant funding is requested. Please include the following information:
- An indication of how this project will benefit the community.
  - Location of the project
  - Photographs if possible.
- ☐ If this project involves land and/or facilities, a Certificate of Title must be included with the application.

### PROJECT FUNDING

Grant Request: \$ 20,000 Cash  
\$ \_\_\_\_\_ In Kind  
Total Project Cost: \$ 1.5 million

List other sources of potential income or services already solicited, fundraising efforts, amounts requested, and amounts granted:

<u>Ethel Jasman Skokowski funds</u>	<u>\$400,000</u>
<u>Grain Companies requested</u>	<u>150,000</u>
<u>Community Donations</u>	<u>50,000</u>
<u>Kneehill County requested</u>	<u>30,000</u>
<u>Matching grant to C.F.E.P</u>	<u>630,000</u>



Please send your completed application to the following address no later than March 15<sup>th</sup>:

**Town of Three Hills  
PO Box 610  
232 Main Street  
Three Hills, Alberta T0M 2A0  
Email: [info@threehills.ca](mailto:info@threehills.ca)**

Please provide the following documents to your completed application:

- ☒ A detailed budget for the event, project or program.
- ☒ A copy of your most recent Income Statement and Balance Sheet
- ☒ A copy of your detailed Budget for the current year
  - If report shows a surplus, a statement of intended use of the surplus
  - If report shows a deficit, a statement as to how the deficit will be eradicated.

### APPLICANT AGREEMENT

I DECLARE THAT: (application must be signed by two members of the organization's Executive Committee)

- I am a duly authorized representative having legal and/or financial signing authority for the organization.
- The information contained in this application and supporting documents is true and accurate and endorsed by the organization.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.

*Darrel Culam*  
Signature

DARREL Adam  
Print Name

Feb 27 / 23  
Date

*Rosalie A. Lammie*  
Signature

Rosalie A. Lammie  
Print Name:

February 27, 2023  
Date

**Beneficiaries**

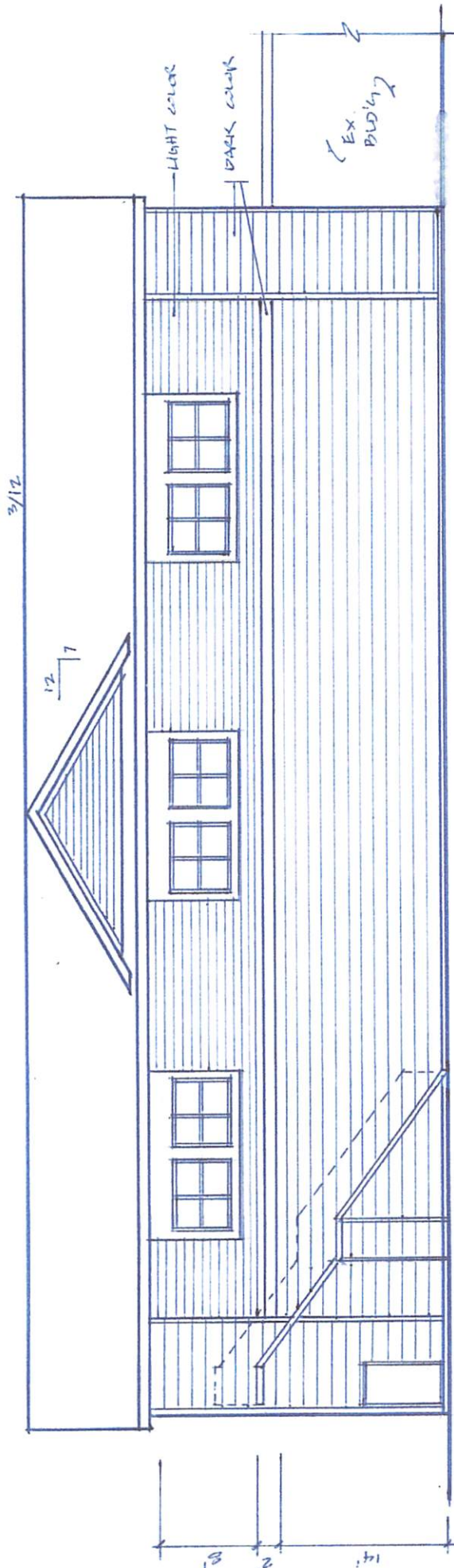
By linking the Main Museum to the Agricultural shed, we can expand museum use into the winter months to provide all visitors with easy access despite the weather. "Connections" will benefit persons of all ages, from school classes throughout the area to seniors, connecting them to the history of way-finding hills and creeks area of Southern Alberta. Wheelchair access will be improved. By constructing a two-story "Connections" building, museum interpreters can expand on this unique area's history from First People to European settlement of the 1900's-2000, bringing massive production of grain, livestock, coal to coalbed methane, transportation, and communication links. By building video / seminar capacity in a state-of-the-art theatre, museum staff can take interpretation for guests to a whole new level. Additionally a preservation and conservation workshop will bring more volunteers from the "expert skill" contingent of our community, particularly those with interest in vehicles. Your contribution will make this museum that is provincially recognized with an accredited visitor information center, a research library, archives and photograph records from Acme to Huxley, Wimborne to Gatine. Visitors will have great access and learn from the collection of more than 20,000 artifacts displayed in six buildings. More than 5000 volunteer hours are devoted annually to museum operations and visitor services, events, tours, and historical research.

**Location of the Project:**

1301 2<sup>nd</sup> Street NE, Three Hills, AB

**Drawings:** See attached

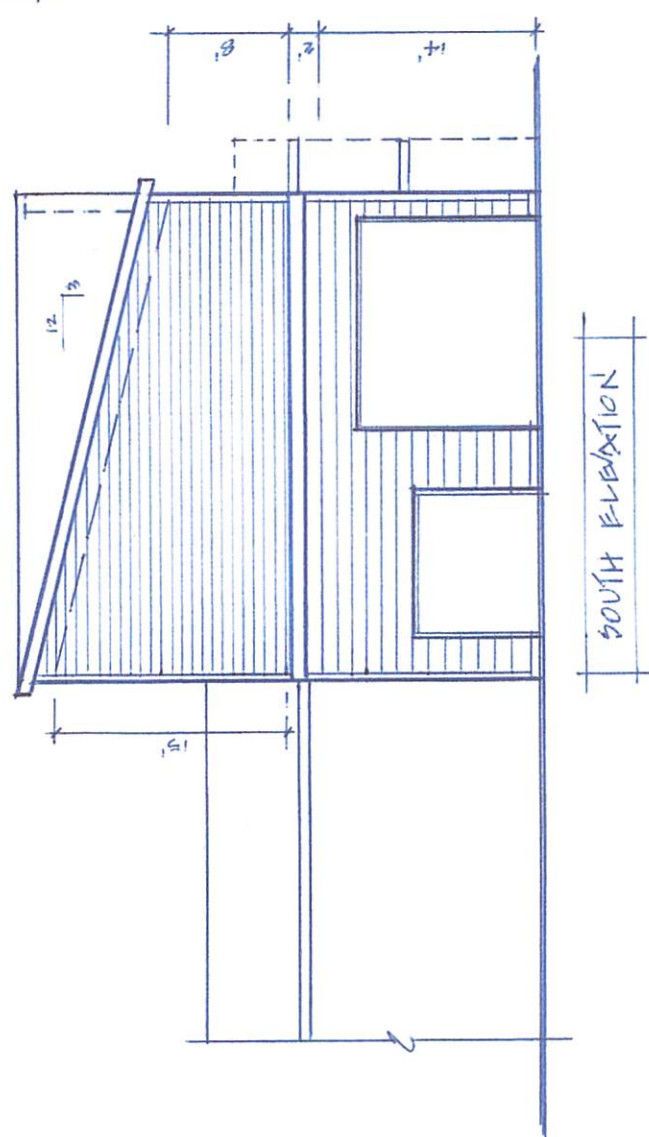
**No certificate of title.** Since Three Hills' 75<sup>th</sup> Anniversary when land was designated for Historical Society Use, the museum has occupied the NW corner of Recreation Park.



EAST ELEVATION

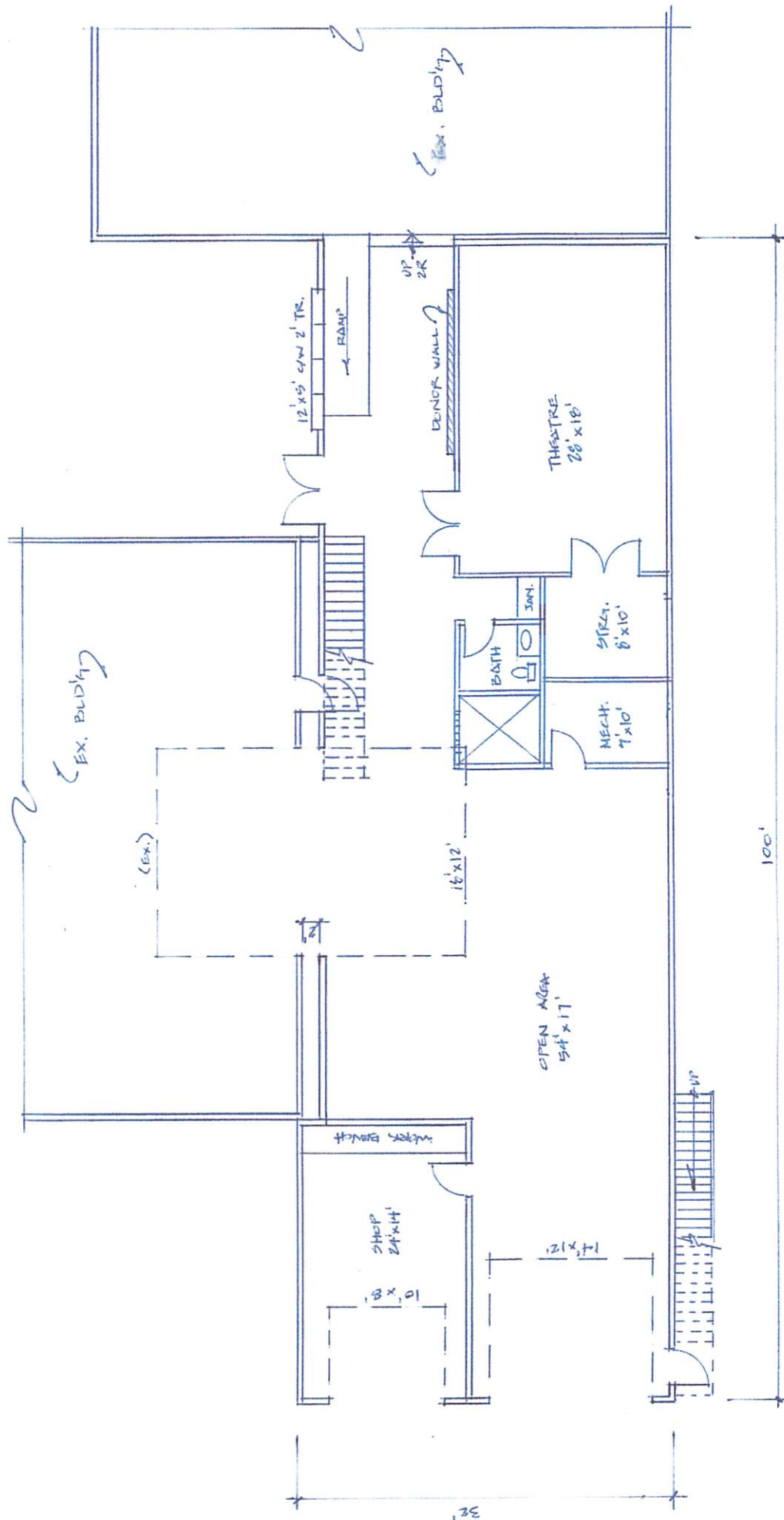
THREE HILLS MUSEUM  
"CONNECTIONS" BUILDING

SCALE: 1/8" = 1'-0"  
FEB. 27 2023



SOUTH ELEVATION





THREE HILLS MUSEUM - 'CONNECTIONS' BLDG.

MAIN FLOOR PLAN - 3048 GRT.

SCALE - 1/8" = 1'-0"  
FEB 27 2023



## Term Investment Statement

December 31, 2022

TDTM11100\_1778556\_014 E D 8074

8074

THREE HILLS AB  
TOM 2A0

If you have any questions regarding your statement, please contact your TD Canada Trust branch or EasyLine at 1-866-222-3456.

## GIC/Term Deposit Holdings - CDN \$ Investments

Issue Date	Maturity Date	Number	Interest Type	Interest Rate (%)	Principal (\$)	Accrued Interest (\$)	Current Value (\$)	Maturity Value (\$)
<b>Issuer: TD Mortgage Corporation</b>								
<b>TD CANADIAN BANKS GIC</b>								
Jul 20, 2018	Jul 20, 2023		Compound	0.6915 <sup>A</sup>	65,000.00	208.87	67,025.50	67,278.67 <sup>S</sup>
<b>TD CANADIAN BANKS GIC</b>								
Mar 14, 2019	Mar 14, 2024		Compound	0.6915 <sup>A</sup>	125,000.00	708.36	128,319.46	129,382.06 <sup>S</sup>
<b>TD CANADIAN BANKING &amp; UTILITIES GIC</b>								
Jun 11, 2019	Jun 11, 2024		Compound	0.5451 <sup>A</sup>	150,000.00	464.50	152,930.85	154,133.06 <sup>S</sup>
<b>Total Issued by TD Mortgage Corporation</b>							<b>348,275.81</b>	<b>350,793.79</b>
<b>TOTAL CDN \$ INVESTMENTS</b>							<b>\$ 348,275.81</b>	<b>\$ 350,793.79</b>

Contributing to your Retirement Savings Plan can be a great way to help you meet your financial goals. The 2022 RSP contribution deadline is Wednesday March 1, 2023. Visit your local branch or contact us today to make your contribution.

You can designate a beneficiary and/or a successor holder within the plan documentation of your Tax-Free Savings Account. In Quebec, a designation can be made only in a will or marriage contract. Please visit your branch for details.

Servus GIC - Threestills

Member Number: [REDACTED]  
For the period ending January 31, 2023



### MEMBERSHIP SUMMARY

Deposit & Investment Accounts	Balance(\$)	Borrowing Accounts	Balance(\$)
Chequing Accounts	37,417.71		
Savings Accounts	0.02		
Common Shares	1.44		
Investments	178,871.18		
Accrued Interest	379.31		

If you find any errors in this statement, please contact your branch within 30 days of the statement date.



<b>INCOME</b>		<b>2023 Budget</b>
<b>Museum Operations</b>		
Grants	Service Canada - YCW Cataloguer	\$7,770.00
Applied for	Heritage Canada-YCW research/visitor asst	\$7,370.00
Applied for	AB Museums Assoc	\$0.00
	Kneehill County -operations	\$4,000.00
Every 3 yrs	Casino \$27500	\$9,000.00
	School Programs	\$1,000.00
	Fundraising	\$4,000.00
Annual event	Demo Day	\$1,400.00
Local celebrat.	Donations -bldg use for historical events	\$250.00
General	Donations	\$6,000.00
	King Foundation	\$1,000.00
	Investors Foundation	\$18,000.00
	Three Hills Ag Society	\$4,000.00
	Mus. Admiss./Freewill	\$2,000.00
	Membership	\$650.00
	Books / other	\$200.00
	Interest	\$500.00
	GST Recovery	
<b>AVIP Operati</b>	Travel Alberta	
	Town of Three Hills AVIP staff suppor	\$4,000.00
<b>Society Oper</b>	Three Hills Rural photos	
<b>SUBTOTAL OPERATIONS</b>		<b>\$71,140.00</b>
<b>EXPENSES</b>		
<b>Capital Improvements CONNECTIONS BLDG</b>		<b>-\$1,400,000.00</b>
ConnectionsBlk	Donations	\$700,000.00
	CFEP grant	\$700,000.00
Property Survey		
New Building		
<b>BALANCE</b>		<b>\$0.00</b>

<b>EXPENSE</b>	Marketing- Brochures	\$1,500.00
	Advertising	\$1,760.00
	Office - Admin/supplies	\$3,000.00
	Office - Equipment	\$2,000.00
	Programming/materials	\$500.00
	Hall rent - AGM	\$50.00
	Insurance	\$5,974.00
	Org. Membership CMA	\$100.00
	Org. Membership AMA	\$100.00
	Org. Membership, CARMN	\$50.00
	Org. Membership Chamber	\$50.00
	Security	\$500.00
	Fire extinguishers	\$500.00
	Grounds equip/spray	\$500.00
	Flowers, plants	\$200.00
	Utilities, telus	
	Utilities, ENMAX	
	Utilities, Town of Three Hills	
	Utilities, Gas	
	Utilities,internet	
	Utilities, H2O, power, phone, gas	\$14,000.00



	Professional fees, training	\$200.00
	Conservation, Preservation	\$500.00
	Maintenance/repairs	\$2,500.00
	Displays/exhibits	\$1,600.00
Wages & Ben	Service Canada - CSJ	\$21,000.00
Museum/VIC	Heritage Canada-YCW	\$11,000.00
	Manager	
	School programs	\$556.00
	Events, misc	\$150.00
		<b>\$68,290.00</b>
<b>Projects</b>	Repair, Stn. House braces	\$300.00
	Rural School photos	\$100.00
	Teacheage Opening	\$100.00
	Ag Bldg improvements	\$850.00
	Stn House improvements	\$1,000.00
	Main Museum Improvements	\$500.00
<b>TOTAL Project EXP</b>		\$2,850.00
<b>TOTAL ALL EXPENSES</b>		<b>\$71,140.00</b>

ESTIMATED		ACTUAL
Design Phase Oversight	10,000	
Planning, communication with Town, services (sewer connection), engineering	5,000	
Architectural drawings for permit applications	3,000	
Electrical, Plumbing, Heating design	1,000	
Development Permit Approval	500	
Building Permit Approval		
<b>Construction Phase Mgement</b>		
Hiring, Safety oversight, scheduling, quality control supervision	2000	
Site Safety, waste management	2000	
<b>Foundation / Concrete</b>		
Soil sample testing	6630.75	
Excavation, backfill, footings,	10000	
Slab cement base, foam core	82,000	
Swales, weeping tile, weeping tile cleanout	8,000	
Sewer connection to Rec.PK	4000	
Sump pump, cistern	3000	
Plumbing 2 restrooms	12,000	
Floor finish, acrylic	20,000	
<b>Framing</b>	35,000	
Pole shed, 2 story, siding and roofing	500,000	

Floor -theatre	2000	
Stairs (2 sets)	48,000	
Wheel chair ramp?	24,000	
Roll-up doors, insulated (3)	12,000	
Theatre	35,000	
Shop cabinets, bench	30,000	
Display area	35,000	
Restrooms, framing	12,000	
Top floor, flooring	120,000	
Additional beams for solar panels	20,000	
Elevator	80,000	
<b>Heating</b>		
In floor heat, boiler,	30,000	
Furnace? Ducting?	30,000	
Solar?	30,000	
HVAC	20,000	
<b>Plumbing</b>		
In-floor heating	30,000	
Gas line	10,000	
Fixtures, restroom	8,000	
<b>Electrical</b>		
Solar,	25,000	
Electrical service to building	20,000	
Panel and rough ins	5,000	
Theatre lighting	2000	
Elevator fixtures	45000	
<b>Exterior</b>		
Soffits, downspouts, trims	12,000	
<b>Drywall</b>		
Insulation (Donated, \$2500)	30,000	
Sound insulation, theatre room	5,000	
6 mm poly vapor, walls,ceilings	15,000	
Drywalll walls & ceiling	20,000	
Attic insulation	10,000	
Board, mud tape, ceiling spray	10,000	
<b>Paint</b>		

Primer, and 2 coats	30,000	
Flat paint for theatre	5,000	
Ceilings, walls, trim	15,000	
<b>Flooring</b>		
Acrylic coating in display area/shop		
<b>Finishing</b>		
Interior doors 6	4800	
Fixtures, emergency exit hardware	3500	
Millwork, doors, baseboards trims	7800	
<b>Landscaping, swales</b>	2000	
	<b>1,547,231</b>	



## TOWN OF THREE HILLS MUNICIPAL GRANTS to COMMUNITY GROUPS

Date: March 14, 2023

Name of Organization: Three Hills Golf Club

Registration Number: 502832058

Contact Name: Nicole Bernier

Mailing Address: Box 1004 Three Hills, AB T0M 2A0  
(all correspondence will be mailed to this address)

Email Address: threehillsgolfclub@gmail.com Phone No: 403-443-1078  
npreynolds@hotmail.com

### PROJECT INFORMATION

Please provide a brief title of the project Pumphouse piping replace/repair



Please attach a detailed description for the project for which Grant funding is requested. Please include the following information:

- An indication of how this project will benefit the community.
- Location of the project
- Photographs if possible.



If this project involves land and/or facilities, a Certificate of Title must be included with the application.

### PROJECT FUNDING

Grant Request: \$ 5000.00 Cash

\$ ? In Kind

Total Project Cost: \$ 10000.00

List other sources of potential income or services already solicited, fundraising efforts, amounts requested, and amounts granted:

Possible revenue from extra golf tournaments?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send your completed application to the following address no later than March 15<sup>th</sup>:

**Town of Three Hills  
PO Box 610  
232 Main Street  
Three Hills, Alberta T0M 2A0  
Email: info@threehills.ca**

Please provide the following documents to your completed application:

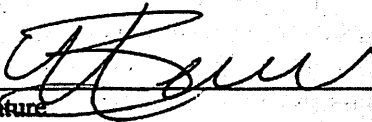
- ☒ A detailed budget for the event, project or program.
- ☒ A copy of your most recent Income Statement and Balance Sheet
- ☒ A copy of your detailed Budget for the current year
  - If report shows a surplus, a statement of intended use of the surplus
  - If report shows a deficit, a statement as to how the deficit will be eradicated.

#### APPLICANT AGREEMENT

**I DECLARE THAT:** (application must be signed by two members of the organization's Executive Committee)

- I am a duly authorized representative having legal and/or financial signing authority for the organization.
- The information contained in this application and supporting documents is true and accurate and endorsed by the organization.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.

Signature



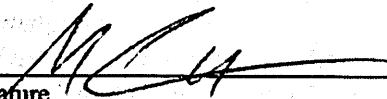
Print Name

Nicole Bernier

Date

Mar 14/23

Signature



Print Name:  
Michael Guttridge

Date

March 14, 2023

*Approximate cost associated with the pump house piping replace/repair and with the lagoon, getting the acid and chlorine pumps (town owned) tied into the course pipeline that feeds the course water.*

*Course owned pump house.*

*Digging up, cutting out old piping and replacing with new steel pipe and new valves.  
All pipe, valves and fittings \$ 1800.00*

*Welder \$1000.00 per day will need welder up to 2 days.*

*Small rented back hoe to dig up underground piping. \$500.00 per day rental will need 2-3 days.*

*Jackhammer rental to break up cement pad that the pipe is under  
\$90.00 day rental. Will only need one day.*

*On course labour 1-3 persons up to  
\$300.00 per day for 3-4 days pre and post work that will need to be looked after before job starts and after job is done.*

*Lagoon pumps tie in;*

*This was discussed with the town guys last year. Right now the acid and chlorine pumps are set up by the town to run at 74 m<sup>3</sup> of water per day. This is fine if we run a full program all night 7 days a week. When we don't run full programs the course gets flooded with too much chemical. IE; if we only run 35m<sup>3</sup> per day of water the lagoon pumps will still push the full amount of acid and chlorine at the course. Our idea was to tie both pumps electrically*

*Into the course pipeline using solenoids which would then tie into our meter. Then the two pumps would start and stop when our meter does. This way we shouldn't get too much or too little chemical once it's set up properly.*

*The town guys thought they could help us out with this as far as tying in the electrical wiring, solenoids etc. which would save us money rather than going through an electrical company. IE. Blue star electric or Byrne's electric.*

*The course would buy all the electrical wiring and components and the town would tie in and set up.*

*Both blue star and Byrne's electric said they could also do all this work at an approximate cost \$3-6000.00*

*Brian at the town was looking into this and was in contact with Bill Klemmer at the golf course.*

*"The pump house absolutely will need to be repaired.*

*If we do not have the funds this year to get the lagoon work done everything would still work fine as long as our greenskeeper and the 5 different town guys they get to look after the lagoon pumps are on the same page.*

*I was only looking at cutting down work for myself and the town as far as labour and time goes when I first inquired about the lagoon work.*

*Getting these pumps tied in should by rights lower the yearly chemical costs and save a significant amount of unnecessary chemical exposure to the environment." Bill*

# Three Hills Golf Club

## Profit and Loss

January - December 2022

	TOTAL
<b>INCOME</b>	
4-2201 MEMBERSHIP DUES	114,539.52
4-2202 GREEN FEES	101,959.56
4-2203 GOLF MERCHANDISE	25,879.84
4-2204 CART RENTALS	75,541.53
4-2205 DRIVING RANGE	6,497.98
4-2206 ALCOHOLIC BEVERAGES	90,191.33
4-2207 FOOD & CONCESSION	82,454.53
4-2208 CART STORAGE RENT	15,878.80
4-2209 TRAILER PARK	70,836.43
4-2210 SALES FROM ADVERTISING	6,119.04
4-2214 GRANTS	5,000.00
4-2215 G/CLUB RENTALS	1,425.84
4-2220 DEP. INT.	781.09
4-2222 Tournament Revenue	0.00
4-2225 MENS 4 BALL	0.00
4-2230 Mens 4 Ball Calcuta	0.00
4-2235 Men's 2-Ball	0.00
4-2236 Mixed-2Ball	0.00
4-2237 Simulator Rental	2,636.88
4-2238 Ladies 2-Ball	0.00
4-2250 Seniors Events	0.00
4-2260 Junior Program	0.00
4-2270 Ladies League Registration	0.00
4-2280 Men's League	0.00
Sales	0.00
Sales of Product Income	0.00
<b>Total Income</b>	<b>\$599,742.37</b>
<b>COST OF GOODS SOLD</b>	
5-000 Cost Of Sales	
5-1000 GOLF SUPPLIES*	24,420.18
5-1100 ALCOHOLIC BEVERAGES*	32,354.90
5-1200 FOOD & CONCESSION*	67,642.48
<b>Total 5-000 Cost Of Sales</b>	<b>124,417.56</b>
<b>Total Cost of Goods Sold</b>	<b>\$124,417.56</b>
<b>GROSS PROFIT</b>	<b>\$475,324.81</b>
<b>EXPENSES</b>	
6-0000 Expenses	
6-1000 ADVERTISING	3,161.17
6-1500 BANK CHGS. AND INT.	9,581.33
6-1700 CASH OVER /SHORT	2.66
6-1800 CLUB HOUSE SUPPLIES & SERVICES	16,633.50
6-1850 COURSE SUPPLIES & SERVICES	15,950.84
6-1875 SHOP SUPPLIES & REP.	4,100.84
6-2000 DUES (A.G.A. & A.L.G.A. )	1,596.00



# Three Hills Golf Club

## Profit and Loss

January - December 2022

	TOTAL
6-2200 FERTILIZER & CHEMICAL	12,530.67
6-2230 FREIGHT & POSTAGE	1,247.67
6-2250 FUEL	28,094.16
6-2300 INSURANCE	6,920.67
6-2400 LICENSES	375.00
6-2500 OFFICE SUPPLIES	3,474.51
6-2576 Property Taxes	1,558.38
6-3000 REPAIRS AND MAINTENANCE	
6-3010 CLUB HOUSE MAINT. & REPAIRS	962.95
6-3015 REP & MAINT COURSE SIGNS ETC.	5,030.02
6-3040 TRAILER PARK MAINT.	3,149.94
6-3070 REP BRIDGES	1,331.81
6-3075 REP. IRRIGATION	23,422.48
6-3080 REP & MAINT (COURSE EQUIP.)	13,392.23
6-3170 GOLF CART REP.	12,609.29
<b>Total 6-3000 REPAIRS AND MAINTENANCE</b>	<b>59,898.72</b>
6-5000 UTILITIES	2,857.40
6-5025 Satellite	992.90
6-5100 TELEPHONE	1,227.90
6-5125 Waste Disposal	10,369.93
6-5150 New Clubhouse Power	14,791.74
6-5200 Power Campground 10757720915	13,382.80
6-5250 Power Shop 10666466417	1,955.32
6-5300 Power Irrigation 10756677610	6,524.09
6-5350 Power Sewer Lagoon 10002860221	1,438.65
6-5400 CLUB HOUSE NAT. GAS	2,346.42
6-5450 Internet	3,530.50
<b>Total 6-5000 UTILITIES</b>	<b>59,417.85</b>
6-6000 WAGES AND BENEFITS	
6-6100 MANAGEMENT WAGES	63,000.00
6-6200 CLUB HOUSE WAGES	66,584.88
6-6400 COURSE WAGES	92,914.06
66000 Payroll Expenses	19,105.82
<b>Total 6-6000 WAGES AND BENEFITS</b>	<b>241,604.76</b>
6-6700 PAYROLL EXP. W.C.B.	1,680.00
6-6820 EMPLOYEE BENEFITS	5,266.03
6-6900 SUBCONTRACT EXPENSE	17,672.00
<b>Total 6-0000 Expenses</b>	<b>490,768.56</b>
6-9010 Mens 4 Ball pay out	0.00
6-9020 Mens 4 Ball calcula pay out	0.00
<b>Total Expenses</b>	<b>\$490,768.56</b>
OTHER INCOME	
4-4230 CASINO Income	0.00
<b>Total Other Income</b>	<b>\$0.00</b>

# Three Hills Golf Club

## Profit and Loss

January - December 2022

	TOTAL
OTHER EXPENSES	
Reconciliation Discrepancies-1	1,256.52
<b>Total Other Expenses</b>	<b>\$1,256.52</b>
PROFIT	<b>\$ -16,698.27</b>

# Three Hills Golf Club

Balance Sheet  
As of December 31, 2022

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1-1035 PARKLAND C/U	35,467.34
1-1040 CU SHARE ACCOUNT	2.56
1-1041 CU - Casino Common Share	0.00
1-1042 Servus Rewards account	36.25
1-1044 Campground CU Rewards	18.00
1-1045 Campground Account	1,140.89
1-1046 Campground Common Share	1.11
1-1047 New Clubhouse	5.58
1-1048 High Yield Savings	40,530.83
1-1049 Clubhouse Chequing	0.00
1-1055 Casino Account	4,645.01
1-1065 New 9 Project	0.00
1499 Undeposited Funds	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$81,847.57</b>
Accounts Receivable (A/R)	
1-2000 Accounts Receivable	0.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$0.00</b>
1-1010 PETTY CASH	480.00
1-1050 INVENTORY CLUB HOUSE	7,118.00
1-1060 INVENTORY COURSE SUPPLIES	0.00
1-1300 UFA EQUITY	4,972.45
1-2001 Accrued revenue	0.00
1-2100 Other receivables	0.00
1-2200 Account Charges Member	7,759.82
POS Clearing	0.00
Uncategorized Asset	0.00
<b>Total Current Assets</b>	<b>\$102,177.84</b>
Non-current Assets	
Property, plant and equipment	
1-4001 LAND IMPROVEMENTS	22,232.32
1-4002 CLUB HOUSE	0.00
1-4003 CLUB HOUSE ADDITION	0.00
1-4004 BLDG,S ON COURSE	39,056.15
1-4005 CART STORAGE BLDG,S	46,438.95
1-4006 ACC. DEPR. CLUB HOUSE & EQUIP.	-46,911.26
1-4007 ACCUM. DEPR. BLDG,S & STRUCTUR	-68,841.10
1-4008 TRAILER PARK DEVELOPMENT	18,266.96
1-4009 COURSE DEVELOPMENT	339,054.00
1-4010 ACCUM, DEP. LAND IMP/ COURSE	-261,367.71
1-4011 COURSE EQUIPMENT	401,133.73

# Three Hills Golf Club

## Balance Sheet As of December 31, 2022

	TOTAL
1-4013 NEW CLUB HOUSE EQUIP.	16,186.30
1-4014 DRIVING RANGE EQUIP.	6,952.50
1-4015 ACCUM. DEPR. EQUIPMENT	-449,762.91
1-4016 POWER CARTS	196,576.57
1-4017 WATER PIPELINE	28,033.04
1-4018 ACCUM. DEPR. WATER PIPELINE	-23,830.04
1-4019 RENTAL EQUIPMENT	0.00
1-4020 2019 Clubhouse	460,254.96
1-4210 Sewer Lagoon Pump Station	26,707.61
1-4220 new#6 green	36,152.82
1-4221 Computer Equipment	0.00
1-4222 Accum Depr- Computer	0.00
<b>Total Property, plant and equipment</b>	<b>\$788,332.89</b>
<b>Total Non Current Assets</b>	<b>\$788,332.89</b>
<b>Total Assets</b>	<b>\$888,510.73</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable (A/P)</b>	
2-2000 Accounts Payable	0.00
<b>Total Accounts Payable (A/P)</b>	<b>\$0.00</b>
<b>Credit Card</b>	
Credit Card	7,521.28
<b>Total Credit Card</b>	<b>\$7,521.28</b>
2-2010 Accrued interest payable	0.00
2-2040 Capital Payable	0.00
2-2050 Accrued liabilities	2,180.61
2-2055 Gift Cards Outstanding	4,847.93
2-2060 Unearned Income	13,656.04
2-2061 Unearned clubhouse donations	0.00
2-2062 Campground acc. held in trust	1,160.00
2-2065 Non disbursed insurance proceed	0.00
2-2070 Gratuity	4,801.15
2-2100 GST/HST Payable	632.79
GST/HST Payable	0.00
<b>Total 2-2100 GST/HST Payable</b>	<b>632.79</b>
2-2500 EMPLOYEE INC TAX PAYABLE	0.00
2-2550 W.C.B.	0.00
2-2600 Deferred Casino Income	4,644.01
24000 Payroll Liabilities	0.00
Receiver General Suspense	-2,442.28
<b>Total Current Liabilities</b>	<b>\$37,001.53</b>

# Three Hills Golf Club

## Balance Sheet As of December 31, 2022

	TOTAL
<b>Non-current Liabilities</b>	
2-3500 Term Loan-CS	0.00
2-3510 PSCU - Golf Carts 2005	0.00
2-3520 CU - Refreshment Cart Loan	0.00
2-3530 CU Mortgage 2011	0.00
2-3540 CERB Loan	40,000.00
2-4500 c.u. mower 2009	0.00
2-4515 John Deere - 2006 contract	0.00
SCU Equipment Loan 2016	0.00
<b>Total Non-current Liabilities</b>	<b>\$40,000.00</b>
<b>Total Liabilities</b>	<b>\$77,001.53</b>
<b>Equity</b>	
3-0000 Equity	
3-1000 GOV. GRANT FEASIBILITY STUDY	0.00
3-1001 CONTRIBUTIONS CLUBS	0.00
3-1002 CONTRIBUTIONS TOWN	0.00
3-1003 CONTRIBUTIONS PUBLIC	0.00
3-1004 CONTRIBUTIONS M.C.R. GRANT	0.00
3-1005 CONTRIBUTIONS WILD LIFE	0.00
<b>Total 3-0000 Equity</b>	<b>0.00</b>
3-1050 Clubhouse Donations	315,589.00
3-1055 Amortization - Clubhouse Donations	-15,751.00
3-1060 Clubhouse Insurance Proceeds	150,561.00
3-1065 Amortization - Insurance proceeds on clubhouse	-7,528.00
Retained Earnings	385,336.47
Profit for the year	-16,698.27
<b>Total Equity</b>	<b>\$811,509.20</b>
<b>Total Liabilities and Equity</b>	<b>\$888,510.73</b>

# Three Hills Golf Club

Budget Overview: 2023 Budget - FY23 P&L

January - December 2023

	TOTAL
<b>Income</b>	
4-2201 MEMBERSHIP DUES	105,000.00
4-2202 GREEN FEES	100,000.00
4-2203 GOLF MERCHANDISE	25,000.00
4-2204 CART RENTALS	75,000.00
4-2205 DRIVING RANGE	6,500.00
4-2206 ALCOHOLIC BEVERAGES	90,000.00
4-2207 FOOD & CONCESSION	80,000.00
4-2208 CART STORAGE RENT	15,000.00
4-2209 TRAILER PARK	70,000.00
4-2210 SALES FROM ADVERTISING	1,000.00
4-2214 GRANTS	5,000.00
4-2215 G/CLUB RENTALS	1,000.00
4-2220 DEP. INT.	500.00
4-2227 Canada Summer Job grant	5,000.00
4-2237 Simulator Rental	2,000.00
<b>Total Income</b>	<b>\$581,000.00</b>
<b>Cost of Goods Sold</b>	
5-000 Cost Of Sales	
5-1000 GOLF SUPPLIES*	22,000.00
5-1100 ALCOHOLIC BEVERAGES*	35,000.00
5-1200 FOOD & CONCESSION*	55,000.00
5-1300 DRIVING RANGE*	2,000.00
<b>Total 5-000 Cost Of Sales</b>	<b>114,000.00</b>
<b>Total Cost of Goods Sold</b>	<b>\$114,000.00</b>
<b>GROSS PROFIT</b>	<b>\$467,000.00</b>
<b>Expenses</b>	
6-0000 Expenses	
6-1000 ADVERTISING	3,000.00
6-1100 ACCOUNTING & LEGAL FEES	250.00
6-1500 BANK CHGS. AND INT.	10,000.00
6-1800 CLUB HOUSE SUPPLIES & SERVICES	20,000.00
6-1850 COURSE SUPPLIES & SERVICES	20,000.00
6-1875 SHOP SUPPLIES & REP.	3,000.00
6-2000 DUES (A.G.A. & A.L.G.A. )	1,600.00
6-2200 FERTILIZER & CHEMICAL	12,500.00
6-2230 FREIGHT & POSTAGE	1,500.00
6-2250 FUEL	30,000.00
6-2300 INSURANCE	7,500.00
6-2400 LICENSES	500.00
6-2500 OFFICE SUPPLIES	3,500.00
6-2525 COMPUTER REP/MAINT	1,000.00
6-2576 Property Taxes	1,600.00
6-3000 REPAIRS AND MAINTENANCE	
6-3010 CLUB HOUSE MAINT. & REPAIRS	1,000.00
6-3015 REP & MAINT COURSE SIGNS ETC.	1,000.00
6-3020 PARKING LOT MAINT.	200.00

# Three Hills Golf Club

## Budget Overview: 2023 Budget - FY23 P&L

January - December 2023

	TOTAL
6-3040 TRAILER PARK MAINT.	1,000.00
6-3050 DRIVING RANGE MAINT. & REPAIR	1,000.00
6-3060 REP & MAINT ( TRUCKS)	2,000.00
6-3070 REP BRIDGES	2,000.00
6-3075 REP. IRRIGATION	10,000.00
6-3080 REP & MAINT (COURSE EQUIP. )	10,000.00
6-3085 Sand Bunkers (2011)	1,000.00
6-3170 GOLF CART REP.	10,000.00
<b>Total 6-3000 REPAIRS AND MAINTENANCE</b>	<b>39,200.00</b>
6-5000 UTILITIES	
6-5025 Satellite	1,100.00
6-5100 TELEPHONE	2,000.00
6-5125 Waste Disposal	10,000.00
6-5150 New Clubhouse Power	10,000.00
6-5200 Power Campground 10757720915	15,000.00
6-5250 Power Shop 10666466417	2,000.00
6-5300 Power Irrigation 10756677610	7,000.00
6-5350 Power Sewer Lagoon 10002860221	2,500.00
6-5400 CLUB HOUSE NAT. GAS	3,000.00
6-5450 Internet	2,500.00
<b>Total 6-5000 UTILITIES</b>	<b>55,100.00</b>
6-6000 WAGES AND BENEFITS	
6-6200 CLUB HOUSE WAGES	125,000.00
6-6400 COURSE WAGES	110,000.00
66000 Payroll Expenses	20,000.00
<b>Total 6-6000 WAGES AND BENEFITS</b>	<b>255,000.00</b>
6-6700 PAYROLL EXP. W.C.B.	1,700.00
6-6820 EMPLOYEE BENEFITS	6,000.00
6-6900 SUBCONTRACT EXPENSE	1,000.00
6-9000 MISC. EXPENCE	500.00
<b>Total 6-0000 Expenses</b>	<b>474,450.00</b>
<b>Total Expenses</b>	<b>\$474,450.00</b>
<b>NET OPERATING INCOME</b>	<b>\$ -7,450.00</b>
Other Income	
4-4230 CASINO Income	23,000.00
<b>Total Other Income</b>	<b>\$23,000.00</b>
<b>NET OTHER INCOME</b>	<b>\$23,000.00</b>
<b>NET INCOME</b>	<b>\$15,550.00</b>



## TOWN OF THREE HILLS MUNICIPAL GRANTS to COMMUNITY GROUPS

Date: March 7th, 2023

Name of Organization: Hillside Lanes Bowling Society

Registration Number: 5069662893

Contact Name: Deborah Watson

Mailing Address: P.O. Box 1350 Three Hills, AB T0M 2A0  
(all correspondence will be mailed to this address)

Email Address: hlbs3hills@gmail.com Phone No: 403-443-7523

### PROJECT INFORMATION

Please provide a brief title of the project Insurance Costs



Please attach a detailed description for the project for which Grant funding is requested. Please include the following information:

- An indication of how this project will benefit the community.
- Location of the project
- Photographs if possible.



If this project involves land and/or facilities, a Certificate of Title must be included with the application.

### PROJECT FUNDING

Grant Request:	<u>\$ 5,700.00</u>	Cash
	<u>\$ 0.00</u>	In Kind
Total Project Cost:	<u>\$ 5,700.00</u>	

List other sources of potential income or services already solicited, fundraising efforts, amounts requested, and amounts granted:

Much of our income comes from the nominal fees we charge the public to use our facilities. We are focused and work diligently to keep the fees  
as low as possible and are reluctant to charge more, for fear of making our services inaccessible to some. We also make some income from  
the concession. We apply for all grants that we can and solicit donations when possible.



Please send your completed application to the following address no later than March 15<sup>th</sup>:

Town of Three Hills  
PO Box 610  
232 Main Street  
Three Hills, Alberta T0M 2A0  
Email: info@threehills.ca

Please provide the following documents to your completed application:


- ☒ A detailed budget for the event, project or program.
- ☒ A copy of your most recent Income Statement and Balance Sheet
- ☒ A copy of your detailed Budget for the current year
  - If report shows a surplus, a statement of intended use of the surplus
  - If report shows a deficit, a statement as to how the deficit will be eradicated.


#### APPLICANT AGREEMENT

I DECLARE THAT: (application must be signed by two members of the organization's Executive Committee)


- I am a duly authorized representative having legal and/or financial signing authority for the organization.
- The information contained in this application and supporting documents is true and accurate and endorsed by the organization.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.

  
Signature

  
Signature

  
Print Name

  
Print Name:

  
Date

  
Date

## **Hillside Lanes Bowling Society**

### **Program Details**

We did review the new Municipal Grant to Community Groups Policy, and we noted that the two activities are for Capital Projects or for special projects that are not recurring. We realize our request does not fit these two activities, but we are hopeful you will take special consideration because of the unprecedented times we find ourselves in.

The programming and services we provide the community create well-being for many individuals. Bowling is a sport that anyone of any age can do and enjoy. It is also extremely economical. Our organization provides an accessible and inclusive way for the residents of Three Hills to remain physically active and engaged socially. Both are extremely important for mental and physical health. The healthier the citizens of Three Hills are, the stronger and more resilient the community is.

However, the pandemic was hard on our organization. We have aging equipment and infrastructure and have been finding support to keep this updated, and we have found some unique funding for some much-needed new programming. The gap that we find right now is that revenue has not yet bounced back to pre-Covid times, while expenses continue to go up.

One of the largest expenses is insurance. If we could receive \$5,700 or a portion of this amount to put toward this cost, it would be extremely beneficial to our organization.

We are currently operating at a deficit and know that we cannot continue this way inevitably. We are seeing increased use, not that we are in post-pandemic years. We are also working on a dynamic plan to increase fundraising and revenue streams.

We thank you for considering our request. We thank you for this program and for everything that is accomplished through it.

11:09 AM

2022-08-09

Accrual Basis

**Hillside Lanes Bowling Society (HLBS)**  
**Profit & Loss**  
**September 2021 through August 2022**

	<u>Sep '21 - Aug 22</u>
<b>Ordinary Income/Expense</b>	
Income	
Concession Income	1,684.91
Direct Public Grants	2,600.00
Donations	155.64
Hall and party rental	7,023.72
Investments	
Interest-Savings, Short-term ...	1,417.36
Total Investments	1,417.36
League Bowling	6,814.85
Open Bowling	3,273.47
Re-Sale	93.73
Shoe Rental	62.38
Turkey Money	17.71
Youth Bowling	1,473.98
Total Income	23,417.75
Gross Profit	23,417.75
Expense	
Banking and Interest Expense	90.00
Buffa	1,239.34
Concession expense	239.48
CRA Remittance	3,159.33
Facilities and Equipment	
Equip Rental and Maintenance	1,680.22
Property Insurance	5,179.76
Utilities	4,655.17
Total Facilities and Equipment	11,495.15
First Data	131.41
Insurance membership	55.00
League Cost	10.00
Operations	
Postage, Mailing Service	92.00
Supplies	2,302.68
Telephone, Wifi	713.03
Total Operations	3,107.69
Wages	14,849.25
Total Expense	34,378.65
Net Ordinary Income	-10,958.90
Other Income/Expense	
Other Expense	
Ask My Accountant	-284.69
Condo Insurance	2,029.63
Total Other Expense	1,744.94
Net Other Income	-1,744.94
Net Income	-12,703.84

Hillside Lanes Bowling Society  
Budget  
September 2022 through August 2023

Page 39 of 39

Income	Actual August 2022		Budget	
League Bowling	\$	5,814.00	\$	7,270.00
Open Bowling	\$	4,579.00	\$	4,600.00
Youth Bowling	\$	1,474.00	\$	1,800.00
Concession Income	\$	2,270.00	\$	3,000.00
Party Rentals	\$	9,846.00	\$	13,000.00
Investment Interest	\$	1,417.00	\$	1,417.00
Grants Received/Donation	\$	13,641.00	\$	20,000.00
Casino	\$	-	\$	20,000.00
		\$ 39,041.00		\$ 71,087.00
Expenses				
Banking & Interest	\$	270.00	\$	270.00
Concession/Supplies	\$	2,400.00	\$	1,800.00
Utilities	\$	7,410.00	\$	8,525.00
Condo Fees & Insurance	\$	2,030.00	\$	2,030.00
Equipment Maintenance	\$	1,766.00	\$	2,000.00
Telephone & Internet	\$	810.00	\$	850.00
Office	\$	92.00	\$	250.00
Advertising	\$	150.00	\$	250.00
Wages	\$	23,518.00	\$	32,000.00
Bowling Supplies	\$	2,178.00	\$	2,200.00
Ball Return Equipment	\$	9,082.00	\$	-
Pinsetters	\$	-	\$	55,000.00
Content Insurance	\$	5,180.00	\$	5,180.00
		\$ 54,886.00		\$ 110,355.00
Net Income(Net Loss)		-\$ 15,845.00		-\$ 39,268.00

Note: The Society is in need of replacing 6 pinsetters due to the age of the current units and the lack of anyone in Alberta being able to service the equipment. The Society also has obtained quotes to replace the pinsetters at \$60,000.00. The Society is searching for grants to help with this expense.

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## Kneehill Regional Emergency Management ADVISORY COMMITTEE

Minutes from Tuesday, March 7, 2023  
Kneehill County Council Chambers

### 1. Deb Grosfield, Regional Coordinator called meeting to Order at 1801. Chairperson passed to Deputy Reeve Kenneth King.

#### Attendees:

Barry Kletke	Town of Trochu Mayor
Marvin Franke	Town of Trochu DEM
Lawrence Hogg	Town of Trochu DDEM
Carl Peterson	Town of Trochu CAO / DDEM
Miriam Kirk	Town of Three Hills Councillor
Ryan Leuzinger	Town of Three Hills CAO
Kristy Sidock	Town of Three Hills DEM
Kelly Klassen	Village of Linden Mayor
Terence Schofield	Village of Linden DEM
James Crozier	Village of Linden DDEM
Michelle Lomond	Village of Carbon Councillor
Vanessa VanderMeer	Village of Carbon CAO / DDEM
Jason Bates	Village of Acme Councillor
Gary Sawatzky	Village of Acme CAO / DDEM
Kenneth King	Kneehill County Deputy Reeve
Mike Haugen	Kneehill County CAO
Kevin Gannon	Kneehill County Director of Community Services
Debra Grosfield	Kneehill County DEM, Regional Coordinator
Brian Boutin	Albera Emergency Management Agency Central Region Field Officer

### 2. Adoption of the Agenda

*Barry Kletke moves to accept the Kneehill Regional Advisory Committee Meeting Agenda as presented.*

**Motion carried.**

#### Adoption of the Minutes of March 30, 2022

*Kelly Klassen moves to accept the Kneehill Regional Advisory Committee Meeting Minutes from March 30, 2022, as amended ("Reeve" to "Mayor" under attendees).*

**Motion carried.**



## Kneehill Regional Emergency Management ADVISORY COMMITTEE

Minutes from Tuesday, March 7, 2023  
Kneehill County Council Chambers

### 3. Regional Bylaw and Agreement Review

*Michelle Lomond moves to accept the Regional Bylaw and Partnership Agreement Review as presented.*

**Motion carried.**

### 4. Kneehill Regional Emergency Management Agency 2021 Report

Presentation by D. Grosfield, Regional Coordinator

- The Agency held 5 meetings in 2022
- The following training sessions were held in the past year:
  - ICS 200 courses were held in January and October
  - Regional Exercises (6 days) took place with 1 in each community: wildfire, elevator explosion, flood, explosion, train derailment and meteorite. Over 70 employees and stakeholders took part in the training.
  - After Action Review from exercises to continue to be implemented in 2023
- Plan Update: March 2023 version brought to tonight's meeting for approval, with continuous improvements to be added.

*Jason Bates moves to accept the Regional Coordinator's 2023 Agency Report as presented.*

**Motion carried.**

### 5. Prevention, Mitigation and Preparedness – Plan Approval

*Jason Bates moves to accept the Kneehill Regional Emergency Management Plan (KREMP), dated March 2023, with amendments to be added by the Agency, not limited to completion of Section 7, and Appendix updates.*

**Motion carried.**

Brian Boutin, AEMA, discussed the new provincial plan, as well as appreciation for our continued leadership as a regional in the Central Region.

### 6. Regional Coordinator Appointment

*Barry Kletke moves to appoint Kneehill County as the Regional Emergency Coordinator, as described under the Kneehill Regional Emergency Management Partnership Agreement, for 2023.*

**Motion carried.**

### 7. Adjournment at 1837 by Deputy Reeve King.





March 16, 2023

**Attention: Honourable Mayor/Reeve,  
Members of Council and Chief Administrative Officers**

**Re: National Public Works Week, May 21-27, 2023 – “Connecting the World Through Public Works”**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 21 - 27, 2023 as National Public Works Week in your community. This year's theme is "Connecting the World Through Public Works". Public works is the thread that connects us all, no matter where we live in the world. Every public works professional strives to improve the quality of life for the community they serve, leading to healthier, happier communities.

The "Connecting the World Through Public Works" theme highlights the way public works professionals connect us physically, through infrastructure, and inspirationally, through service to their communities, whether as first responders, or daily workers carrying out their duties with pride.

Public works connectors help keep communities strong by providing an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. Join us in celebrating the quiet work these professionals do that makes life better for all of us.

National Public Works Week is observed each year during the third full week of May and this is the 63<sup>rd</sup> year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to

[office@publicworks.ca](mailto:office@publicworks.ca) or by mail to:

APWA Alberta Chapter

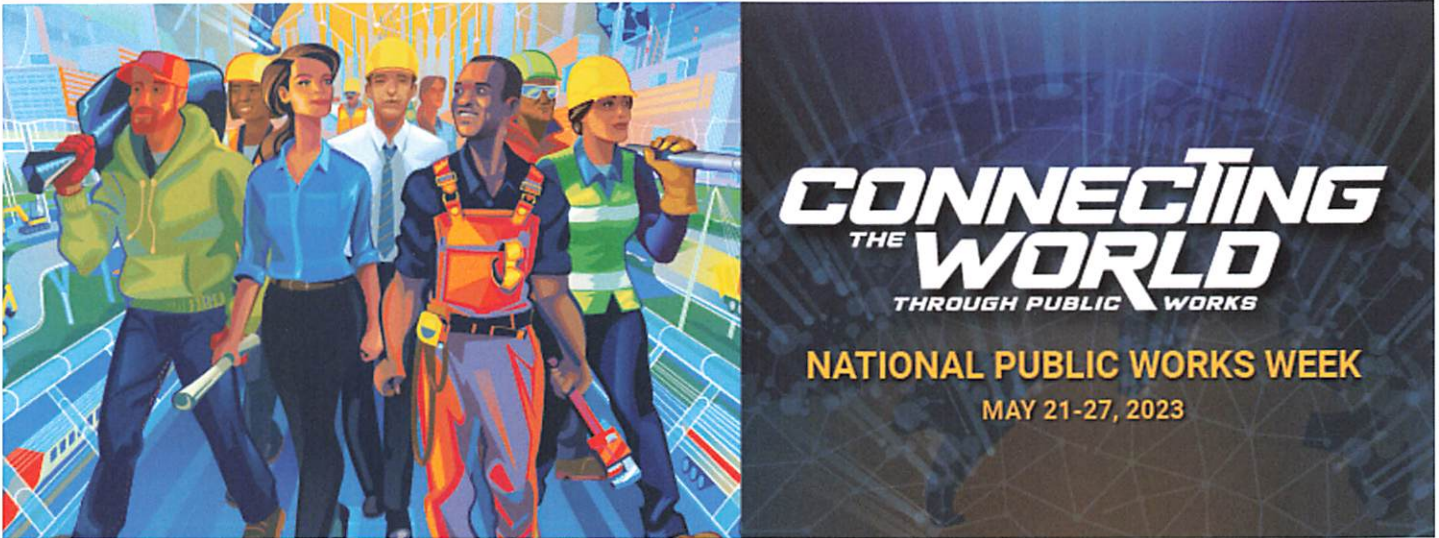
PO BOX 44095 Garside Postal Outlet

EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in blue ink, appearing to read 'Mike Haanen'.

Mike Haanen, APWA President



## National Public Works Week

May 21–27, 2023

“Connecting the World Through Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Province/Territory]** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63<sup>rd</sup> annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, **[Insert Full Name]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 21–27, 2023 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of **[Insert Province/Territory]** (to be affixed),

DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

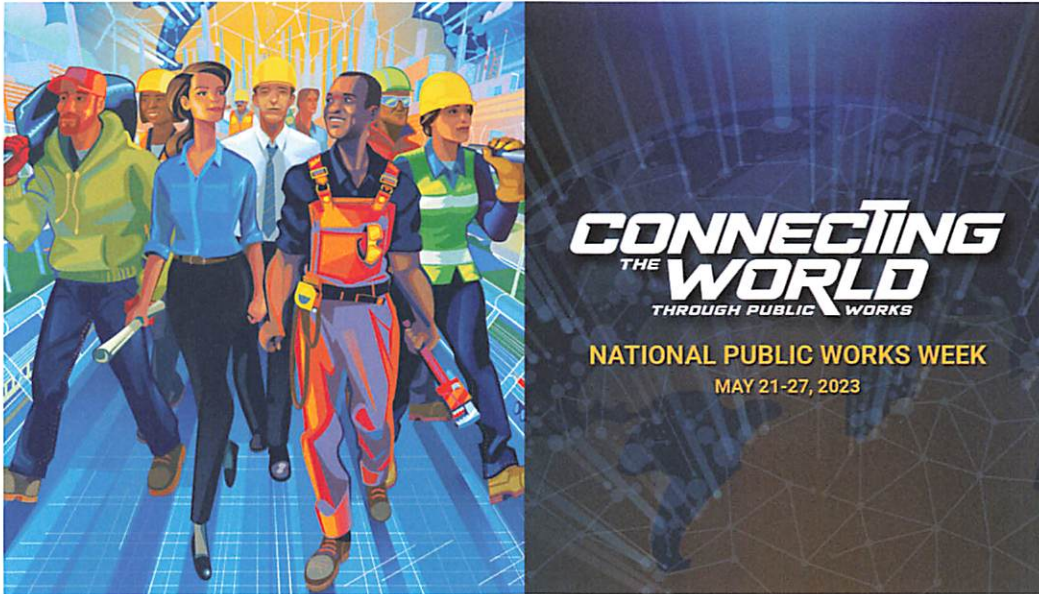
**[Insert Full Name of Premier]**

**[SEAL]**





## Celebrate Public Works Week



## What You Can Do

### Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! Contact us for a sample proclamation [office@publicworks.ca](mailto:office@publicworks.ca)

Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So, join us in celebrating these superheroes!

Support your superheroes by sending them to compete in the Equipment Rodeo and participate in the “Boots to Boardroom” Annual Technical Conference & Snow Show May 29 – June 1, 2023 at the River Cree Resort in Enoch AB.

See our website for details [www.publicworks.ca](http://www.publicworks.ca)

### Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

### Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.



### Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

#### **Thought starters:**

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

### Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

#### **Thought starters:**

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.

### Open House or Tour

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

#### **Thought starters:**

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

### Employee Appreciation Day

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

#### **Thought starters:**

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

For further information see our website: [www.publicworks.ca](http://www.publicworks.ca)

Or contact Jeannette Austin

Executive Director

[admin@publicworks.ca](mailto:admin@publicworks.ca)



# YOUR COMMUNITY. OUR COMMITMENT.

## Report to Communities

The ATCO logo is displayed in a large, bold, white sans-serif font. A thick yellow horizontal line is positioned directly beneath the letters 'T' and 'C'.

## The Town of Three Hills

### Serving 1845 Customer Sites in the Town of Three Hills

ATCO Electric strives to improve the lives of our customers by providing reliable, sustainable, innovative and comprehensive electricity solutions to our franchise communities.

### Customer Breakdown

Rate Class	2021 Number of Sites	2022 Number of Sites
Company Farm	0	0
General Service	203	207
Industrial	20	20
Oilfield	0	0
Residential	1229	1234
Sentinel Lights	8	7
Street Lights	377	377
Total Number of Sites	1837	1845

### Franchise Fee and Taxes

	2022 Actual	2023 Forecast
Wires Distribution Revenue	\$3,394,169	\$3,159,972
Franchise Fee %	@ 8%	@ 9.5%
Franchise Fee on Revenue	\$269,408	\$300,197
Distribution Linear Taxes	\$37,279	\$40,760
Total Estimated Fee + Tax	\$306,687	\$340,957

Based on 2022 actual revenue, a franchise fee increase of 1% would increase fee payments by \$33,941 per year.

### System Reliability

Reliability data is derived from the number of outages (frequency) and length of outage (duration). Most unplanned outages are due to weather or third-party contact with lines. ATCO requires planned outages to conduct maintenance and repair work or to build a new electrical line. (\*SAIDI/SAIFI definitions under Supporting Information)

Outages	2021	2022
*SAIFI (Feeder Average)	0.1	1.0
*SAIDI (Feeder Average)	0.2	0.2
ATCO Electric (System Average) SAIFI (Major Events Included)	1.6	1.6
ATCO Electric (System Average) SAIDI (Major Events Included)	4.9	4.8

# YOUR COMMUNITY. OUR COMMITMENT.

## Report to Communities

The ATCO logo is displayed in a large, bold, white sans-serif font. A thick yellow horizontal line is positioned directly beneath the letters 'CO'.

## Distribution Asset Maintenance Programs

Completed in 2021	Completed in 2022	Proposed for 2023
<ul style="list-style-type: none"><li>Distribution System Inspections</li></ul>	<ul style="list-style-type: none"><li>Distribution System Inspections</li><li>Streetlight Davit Testing</li></ul>	<ul style="list-style-type: none"><li>Distribution System Inspections</li><li>Forestry Planning and Consent</li><li>Forestry Maintenance</li><li>Ground Rod Testing</li><li>Pole Test and Treat</li></ul>

## Street Lights

### Inventory Summary

Lamp Type	Investment Rate
High Pressure Sodium	40
LED	331
Total	371

- Number of “lights-out” identified from the street light patrols: 9
- Number of temporary overhead repairs of streetlights: 0
- Number of underground repairs made: 2

## Community Engagement

Our ATCO EPIC program is a grassroots initiative involving employee-led committees that plan, implement and administer workplace fundraising campaigns within the company. The program combines fundraising events, auctions, friendly team competitions and employee pledges that support more than 800 charitable and non-profit organizations. **In 2022, our people raised \$2.8 million.**

ATCO Employees in your community have participated and contributed to the following initiatives:

Donations	In-Kind Support
<ul style="list-style-type: none"><li>Town of Three Hills Golf Tournament-Swag and participation</li></ul>	<ul style="list-style-type: none"><li>Hanging and Removal of Flower Baskets</li><li>Hanging and Removal of Christmas lights</li></ul>

# YOUR COMMUNITY. OUR COMMITMENT.

## Report to Communities

The ATCO logo is displayed in a large, bold, white sans-serif font. A thick yellow horizontal line is positioned directly beneath the letters.

## Regulatory Information

- The ATCO Electric Annual Rule 002 Service Quality and Reliability Performance Report for 2022 can be found at: [https://www.auc.ab.ca/regulatory\\_documents/service-quality-and-reliability-plans](https://www.auc.ab.ca/regulatory_documents/service-quality-and-reliability-plans)
- 0 Customer complaints were received by the Alberta Utilities Commission for the Town of Three Hills
- ATCO Electricity rates: <https://www.atco.com/en-ca/for-home/electricity/rates-billing.html>

## Supporting Information

\*SAIFI (System Average Interruption Frequency Index): The average number of interruptions per customer.

\*SAIDI (System Average Interruption Duration Index): The total average number of hours each customer power is interrupted.

Active outage information can be found at: <https://electric.atco.com/en-ca/power-outages/outage-map.html>

More detailed information available upon request.

## Contact Us

If you have questions about ATCO's electricity distribution operations, customer service or community involvement in your area, please contact us.

### Tracy Volker

Customer Sales Representative  
ATCO Electricity  
(403) 741-4792  
[Tracy.Volker@atco.com](mailto:Tracy.Volker@atco.com)

### Nick Peelar

Senior Manager  
ATCO Electricity  
(403) 820-2411  
[Nick.Peelar@atco.com](mailto:Nick.Peelar@atco.com)

March 20, 2023

Mayor Ray Wildeman  
Town of Three Hills  
232 Main Street  
Three Hills, AB  
T0M 2A0

Dear Mayor Wildeman:

As I'm sure I don't need to inform you, the upcoming public swim with gender neutral change rooms on April 23rd, sponsored by the local LGBTQ+ group, has many people in the community in an uproar.

I realize Council has no input or power (for the most part) over what groups can rent the Town's public spaces. What is your responsibility is the safety of all patrons.

Since children will no doubt be a part of this family swim time, what is Three Hills town Council prepared to do to ensure the safety of all participants, particularly the children; straight, gay or trans?

Some people have gone so far as to suggest that the members of Council be on hand to offer a united front against anyone who has any ideas about preying on the vulnerable attendees. I'm not assuming this will happen, but let's face it; those types exist and are becoming more brazen in their openness and an event such as this opens the doors to these predators.

Thank you in advance for your attention to this matter and response to my letter.

Sincerely,



Kathy Cordara

