



# AGENDA

## Regular Meeting of Council

5:30 PM - Monday, January 9, 2023  
Council Chambers

Page

### 1. CALL TO ORDER:

Mayor Ray Wildeman called the Regular Council Meeting of January 9, 2023 to order at \_\_\_\_ PM.

### 2. ACCEPTANCE OF AGENDA:

- 2.1. Acceptance of the Agenda for the Regular Meeting of Council on January 9, 2023.

that the agenda for the Regular Meeting of Council on January 9, 2023, be accepted as presented/amended.

### 3. ADOPTION OF THE PREVIOUS MINUTES:

5 - 9

- 3.1. Regular Meeting of Council - December 12, 2022

that the minutes from the Regular Meeting of Council on December 12, 2022, be accepted as presented/amended.

[Regular Meeting of Council - 12 Dec 2022 - Minutes - Pdf](#)

### 4. DELEGATIONS:

10 - 29

- 4.1. Three Hills Victim Services - Carolyn Kung - 5:35PM - 5:50PM

[VSU information for change - Three Hills VSU](#)

### 5. MANAGEMENT REPORTS:

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

## 7. BYLAWS:

30 - 42

- 7.1. Bylaw 1484-22 - Councillor Code of Conduct Bylaw

that Bylaw 1484-22 - Councillor Code of Conduct be given third and final reading.

[Request For Decision- RFD-21-113 - Pdf](#)

## 8. NEW BUSINESS:

43 - 45

- 8.1. Kneehill Historical Society

that Council direct Administration to prepare a letter of support for Kneehill Historical Museum & AVIP to accompany their application to the Community Facility Enhancement Program.

[Request For Decision- RFD-21-109 - Pdf](#)

46 - 63

- 8.2. Council Policy 520 - Municipal Grants to Community Groups

that Council approves the amendments to Policy 520 - Municipal Grants to Community Groups.

[Request For Decision- RFD-21-112 - Pdf](#)

64 - 70

- 8.3. Kneehill Medical Services Retention and Recruitment Task Force - Draft Annual Report Input

that Council endorse the Kneehill Medical Services Retention and Recruitment Task Force Annual Report template.

[Request For Decision- RFD-21-110 - Pdf](#)

71 - 72

- 8.4. Kneehill Medical Services Retention and Recruitment Task Force - Dr. Reedyk Legacy Fund

that Council directs Administration to submit a request from the Dr. Reedyk Legacy Fund for a new aquatic wheelchair.

[Request For Decision- RFD-21-002 - Pdf](#)

73 - 76

- 8.5. Policing Letter from South Central Mayors

that Council endorses the letter developed by the South Central Mayors group.

[Request For Decision- RFD-21-114 - Pdf](#)

**77 - 87**

8.6. Pathway Snow Removal Discussion

[Request For Decision- RFD-21-003 - Pdf](#)

**88 - 89**

8.7. Centennial Place Arena - April Ice Request

[Request For Decision- RFD-21-001 - Pdf](#)

## **9. COUNCIL REPORTS:**

9.1. Deputy Mayor Dennis Hazelton

**90 - 91**

9.2. Councillor Miriam Kirk

[Marigold Report November 2022](#)

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:**

**92 - 99**

10.1. Municipal Climate Change Action Centre

that the correspondence be accepted as presented.

[Rebate Letter - REC Program](#)

[Arena Certificate and Climate Change Information](#)

## **11. CLOSED SESSION:**

## **12. ADJOURNMENT**

Mayor Ray Wildeman adjourned the Regular Council Meeting of  
January 9, 2023 at \_\_\_\_ PM.





# MINUTES

## Regular Meeting of Council Meeting

5:30 PM - Monday, December 12, 2022  
Council Chambers

The Regular Meeting of Council of the Three Hills was called to order on Monday, December 12, 2022, in the Council Chambers, with the following members present:

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

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

1. **CALL TO ORDER:**

1.1. *Mayor Ray Wildeman called the Regular Council Meeting of December 12, 2022, to order at 5:30 PM.*

2. **ACCEPTANCE OF AGENDA:**

Greg Towne left the meeting at 5:30 PM and entered the meeting at 5:31 PM.

2.1. *Acceptance of the Agenda for the Regular Meeting of Council on December 12, 2022.*

**293-2022** Moved by Councillor Byrne Lammle that the agenda for the Regular Meeting of Council on December 12, 2022, be accepted as presented.

**CARRIED**

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

3.1. *Special Meeting of Council - November 28, 2022*

**294-2022** Moved by Councillor Miriam Kirk that the minutes from the Special Meeting of Council on November 28, 2022, be accepted as presented.

**CARRIED**

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Mayor  
Page 5 of 9

**3.2. Regular Meeting of Council - November 28, 2022**

- 295-2022** Moved by Councillor Marilyn Sept that the minutes from the Regular Meeting of Council on November 28, 2022, be accepted as amended, changing "Marigold Library System" to "Three Hills Library Board" under Council Reports: item 9.2 Councillor Miriam Kirk.

**CARRIED**

**3.3. Special Meeting of Council - December 5, 2022**

- 296-2022** Moved by Deputy Mayor Dennis Hazelton that the minutes from the Special Meeting of Council on December 5, 2022, be accepted as presented.

**CARRIED**

**4. DELEGATIONS:**

- 4.1. Queens Platinum Jubilee Medal Presentation to Tim Shearlaw**

**5. MANAGEMENT REPORTS:**

- 5.1. Chief Administrative Officer Report**  
**5.2. Director of Finance Report**  
**5.3. Director of Community Services Report**  
**5.4. Director of Operations and Infrastructure Report**

- 297-2022** Moved by Mayor Ray Wildeman that the Management Reports be accepted as presented.

**CARRIED**

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

- 6.1. Developer Request for Funding**

Councillor Byrne Lammle asked for a recorded vote.

- 298-2022** Moved by Councillor Miriam Kirk that Council contributes \$40,000 to assist with sewer mainline installation by Golden Acres Honey Products Ltd., to be funded from the Operating Reserve.

Votes in favour:

Councillor Marilyn Sept  
Councillor Byrne Lammle  
Deputy Mayor Dennis Hazelton  
Councillor Miriam Kirk

Opposed:

Mayor Ray Wildeman

**CARRIED**

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Mayor

Page 62 of 69

**7. BYLAWS:**

Greg Towne left the meeting at 6:49 PM and returned at 6:50 PM.

**7.1. *Bylaw 1486-22 - Municipal Development Plan Bylaw***

**299-2022** Moved by Councillor Byrne Lammle that Bylaw 1486-22 – Municipal Development Plan Bylaw be given third and final reading.

**CARRIED**

**7.2. *Bylaw 1484-22 - Councillor Code of Conduct Bylaw***

**300-2022** Moved by Councillor Miriam Kirk that Bylaw 1484-22 - Councillor Code of Conduct Bylaw be given second reading.

**CARRIED**

**8. NEW BUSINESS:**

**8.1. *SAEWA - Request for Letter of Support***

Grant Gyurkovits left the meeting at 7:19 PM and returned at 7:21 PM.

**301-2022** Moved by Councillor Marilyn Sept that Council direct Administration to decline to prepare a letter of support to accompany the application for the Alberta Community Partnership grant program and to communicate that the Town will be relinquishing its membership with SAEWA effective immediately.

**CARRIED**

**8.2. *Approval of 2023 Operating and Capital Budget***

**302-2022** Moved by Deputy Mayor Dennis Hazelton that the 2023 Operating Budget with Total Expenditures of \$10,743,720 resulting in a Tax Levy of \$3,537,860 as shown in Table 1 be approved.

**CARRIED**

**303-2022** Moved by Mayor Ray Wildeman that the 2023 Capital Budget with Total Costs and Funding of \$3,615,000 as shown in Table 2 be approved.

**CARRIED**

**9. COUNCIL REPORTS:**

**9.1. *Deputy Mayor Dennis Hazelton***

Community Futures Wild Rose  
Special Meeting of Council

**9.2. *Councillor Miriam Kirk***

Three Hills Library Board  
Kneehill Medical Services Retention and Recruitment Task Force  
Parliamentary Procedure Training  
Special Meeting of Council

**9.3. Councillor Byrne Lammle**

Special Meeting of Council

**9.4. Councillor Marilyn Sept**

Parliamentary Procedure Training  
Special Meeting of Council

**304-2022** Moved by Councillor Byrne Lammle that the Councillors' reports be accepted as information presented.

**CARRIED**

**9.5. Mayor Ray Wildeman**

Queen's Jubilee Medal Presentation  
Parliamentary Procedure Training  
Special Meeting of Council  
Three Hills Library Board function

**305-2022** Moved by Councillor Miriam Kirk that the Mayor's reports be accepted as information presented.

**CARRIED**

**10. CORRESPONDENCE:**

**10.1. Minister of Municipal Affairs, Rebecca Schulz**

**306-2022** Moved by Councillor Marilyn Sept that the correspondence be accepted as presented.

**CARRIED**

Council recessed at 7:54 PM and resumed at 8:00 PM

**11. CLOSED SESSION:**

**307-2022** Moved by Deputy Mayor Dennis Hazelton that Council move into Closed Session at 8:00 PM to discuss the following items:

**CARRIED**

**11.1. Section 27 of the Freedom of Information and Protection of Privacy Act - Privileged Information - Legal update on RCM Condos.**

Greg Towne, Grant Gyurkovits, Kristy Sidock and Lisa Gannon left the meeting at 8:19 PM.

**11.2. Section 24 of the Freedom of Information and Protection of Privacy Act - Advice from officials - Personnel**

Ryan Leuzinger left the meeting at 8:51 PM and returned at 8:59 PM.

**308-2022** Moved by Mayor Ray Wildeman that Council move back into Open Session at 9:00 PM.

**CARRIED**

**12. ADJOURNMENT**

**12.1. *Mayor Ray Wildeman adjourned the Regular Council Meeting of December 12, 2022 at 9:03 PM.***

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Mayor

UNOFFICIAL

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Mayor



# VSU REDESIGN

**HOW THIS AFFECTS THREE HILLS**



# BACKGROUND

- **VICTIMS OF CRIME ACT PRIOR TO JUNE 2020, SURCHARGE ON FINES FUNDED VSU'S AND FINANCIAL BENEFITS PROGRAM RESULTING IN \$74MILLION SURPLUS**
- **JUNE 26, 2002: BILL 16, VICTIMS OF CRIME AND PUBLIC SAFETY ACT, OPENED THE SURCHARGE TO BE DIVERTED TO WHEREVER THE MINISTRY FELT APPROPRIATE, FINANCIAL BENEFITS REMOVED AND A LIMITING INTERIM PROGRAM PUT INTO PLACE**
- **SEPT 2020-2021: MLA LED CRIME REVIEW.**



# RECOMMENDATIONS

- **19 RECOMMENDATIONS FROM THE MLA REVIEW; RANGING FROM FUNDING SUSTAINABILITY, CHANGING FINANCIAL BENEFITS PROGRAM, INFORMATION SHARING, RESTORATIVE JUSTICE FUNDING AND VSU MODELS**
- **#3 : DEVELOP A SUSTAINABLE SERVICE DELIVERY MODEL THAT REFLECTS NUANCES FOR RURAL, URBAN AND METRO COMMUNITIES BUT ENSURES EQUITABLE SERVICE FOR VICTIMS.**



# THE ANNOUNCEMENT

- **JULY 19, 2022 MINISTER TYLER SHANDRO MADE A 2 TIERED VSU REDESIGN ANNOUNCEMENT.**

**#1 ENHANCED FINANCIAL BENEFITS PROGRAM**

**#2 VSU ZONAL MODEL**

- **62 BOARD OPERATED POLICE BASED VSU'S WILL BE DISBANDED**



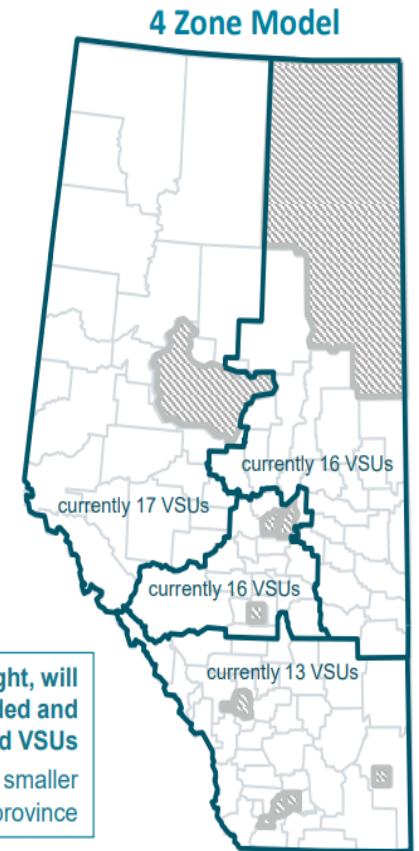
# ZONAL MODEL

- **PROVINCE DIVIDED INTO 4 ZONES TO MATCH RCMP ZONES**



The 9 Municipal / Indigenous operated VSU programs indicated on the left, are not part of the zonal re-design:

- They will continue to operate under municipal governance, but will be required via their CGAs to provide ex-officio representation to their zonal boards



The 4 zones shown to the right, will replace only the 62 JSG-funded and board-operated VSUs

- This zonal model will service the smaller communities across the province

Alberta

17

Classification: Protected B

# REGIONAL BOARD OF DIRECTORS (10-12 MEMBERS)

EXECUTIVE  
DIRECTOR

REGIONAL  
MANAGER

## Centralized Professional Staff

ADMINISTRATION

HUMAN  
RESOURCES

LEGAL  
SUPPORTS

FINANCIAL  
MANAGEMENT

CULTURAL  
SAFETY  
SPECIALIST

CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER	CASE WORKER
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# COMMUNITY REPRESENTATION

- **CURRENT: INPUT AT LOCAL VSU BOARD LEVEL**
  - **REPRESENTS COMMUNITY NEEDS**
  - **COMMUNITY PARTNERSHIPS ARE FOSTERED**
- **AFTER REDESIGN: MEMBERSHIP ON ZONAL BOARD**  
**(10-12 MEMBERS)**



# FUNDING

- **CURRENTLY WE ARE FUNDED PRIMARILY BY THE SOLICITOR GENERAL : \$133,000 (APPROX)**
  - **FOR LAST 2 YEARS IT HAS BEEN A YEARLY GRANT CYCLE**
- **AFTER REDESIGN: ALL SOLICITOR GENERAL ON 3-4 YEAR GRANT CYCLE (REFLECTS PRIOR TO 2020 MODEL)**



# WHEN WILL THIS HAPPEN?

- **ORIGINALLY PROPOSED APRIL 1, 2023**
- **4-6 MTHS TO HIRE IMPLEMENTATION CONSULTANT**
- **NEW PROPOSED DATE APRIL 1, 2024**



# WHO DOES THIS AFFECT?

- **2021: 179 FILES OPENED, 19 CRISIS CALL OUTS, 68 CLIENTS RECEIVED COURT SUPPORTS**
- **TO DATE IN 2022: 161 FILES OPENED, 34 CRISIS CALL OUTS, 57 CLIENTS RECEIVED COURT SUPPORTS**
- **REFERRALS COME FROM POLICE, CROWN, OTHER AGENCIES AND SELF-REFERRALS.**

# ARE WE CONCERNED?





# TRAUMA

- **30-40% OF OUR FILES ARE TRAUMA BASED FILES.**
- **VSU WILL BE MANDATED TO NOT COVER THESE FILES AS REDESIGN WILL ONLY ENCOMPASS VIOLENT CRIMES.**



# INDIVIDUAL SUPPORTS

- **CASE WORKERS MAY NOT BE LOCAL TO THE AREA, BOARD MAY NOT HAVE LOCAL REPRESENTATION CREATING A GAP IN UNDERSTANDING OF WHAT IS NEEDED AND WHAT IS AVAILABLE.**



# COURT SUPPORTS

- **CURRENT: INDIVIDUALIZED COURT PROCESS**
  - **SUPPORT DOG SERVICES**
  - **MORE HANDS ON = LESS TRAUMATIC**
- **AFTER REDESIGN: SYSTEM WIDE COURT SUPPORT PROCESS**





# VOLUNTEER ADVOCATES

- **UNKNOWN, CURRENTLY PROPOSED THAT VOLUNTEERS WILL BE DIRECTLY MANAGED BY REGIONAL OFFICE.**



# RCMP RESPONSIBILITY

- **WILL BE REQUIRED TO COVER THE TRAUMA PIECE, PROVIDE MORE MENTAL HEALTH SUPPORT, GRIEF SUPPORT, AND PERFORM MORE SOCIAL WORKER DUTIES.**



# COMMUNITY PARTNERS

- **NO OPPORTUNITIES FOR COMMUNITY PARTNERING**
- **PARTNERSHIPS CURRENTLY FOSTERED WILL NOT BE MAINTAINED**



# PREVENTION

- **NO OPPORTUNITIES FOR  
PREVENTION WORK**





# WHAT NOW?





# THANK YOU

**Carolyn Kung**  
**Program Manager**  
**403-443-0277**

# Regular Meeting of Council

## REQUEST FOR DECISION



**To:** Council  
**Subject:** Bylaw 1484-22 - Councillor Code of Conduct Bylaw  
**Meeting:** Regular Meeting of Council - 09 Jan 2023  
**Department:** Council  
**Staff Contact:** Ryan Leuzinger, CAO

### Strategic Priorities:

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

### RECOMMENDATION:

**"...that Bylaw 1484-22 - Councillor Code of Conduct be given third and final reading."**

### BACKGROUND AND DISCUSSION:

Under section 146.1(1) of the *Municipal Government Act*, a Council must, by bylaw, establish a code of conduct governing the conduct of Councillors.

The current Bylaw 1425-18 - Councillor Code of Conduct Bylaw was given third and final reading on July 23, 2018. The bylaw states at part 21.1 that:

"This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members."

Bylaw 1484-22 - Councillor Code of Conduct was presented to Council for first reading on November 14, 2022, and Council approved first reading at that meeting. The Bylaw was brought back to Council on November 28, 2022 for second reading. Council requested some revisions to part 18 - Formal Complaint Process, and for Administration to bring it back for a second reading at the next Council meeting. Those changes were implemented and a flow chart was prepared to attach to the Bylaw for ease of reference regarding the Informal and Formal Complaint processes. The Bylaw was brought

back to Council for second reading on December 12, 2022, and Council approved second reading at that meeting with a couple of minor changes requested. Those changes have been made for Council's review.

#### FINANCIAL AND STAFFING IMPLICATIONS:


N/A

#### FOLLOW UP ACTION:

Should Council approve third and final reading of Bylaw 1484-22 - Councillor Code of Conduct Bylaw, the document will be prepared for signature by the Mayor and CAO. It will then be published on our website and saved electronically. The original document will also be filed in the vault.

#### ATTACHMENTS:

[1484-22 - Councillor Code of Conduct Bylaw \(3rd Reading\)](#)  
[Complaint Process - Councillor Code of Conduct \(2\)](#)

  
\_\_\_\_\_  
Ryan Leuzinger, CAO

# **TOWN OF THREE HILLS**

## **Bylaw No. 1484-22**

### **COUNCILLOR CODE OF CONDUCT BYLAW**

BEING A BYLAW OF THE TOWN OF THREE HILLS, ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

**WHEREAS**, pursuant to Section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

**AND WHEREAS**, pursuant to Section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

**AND WHEREAS**, pursuant to Section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

**AND WHEREAS** the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Three Hills;

**AND WHEREAS** the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

**AND WHEREAS** a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

**NOW THEREFORE** the Council of the Town of Three Hills, in the Province of Alberta, duly assembled, enacts as follows:

#### **PART 1 - SHORT TITLE**

This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

#### **PART 2 - DEFINITIONS**

- 2.1. **“Act”** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- 2.2. **“Administration”** means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- 2.3. **“CAO”** means the Chief Administrative Officer of the Municipality, or his delegate;

- 2.4. **“FOIP”** means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- 2.5. **“Member”** means a member of Council and includes a councillor, deputy mayor or the mayor and includes members of council committees or other bodies established by Council who are not councillors, deputy mayor or the mayor;
- 2.6. **“Municipality”** means the municipal corporation of the Town of Three Hills.

### **PART 3 - PURPOSE**

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.
- 3.2. Whenever the singular masculine gender is used in this Bylaw, the same shall include the feminine and neutral gender whenever context requires.

### **PART 4 - REPRESENTING THE MUNICIPALITY**

Members shall:

- 4.1. act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- 4.2. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- 4.3. conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- 4.4. arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

### **PART 5 - COMMUNICATING ON BEHALF OF THE MUNICIPALITY**

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council’s official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council’s official spokesperson.
- 5.3. A Member who is authorized to act as Council’s official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council’s position.
- 5.4. No Member shall make a statement when they know that statement is false.

- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

## **PART 6 - RESPECTING THE DECISION-MAKING PROCESS**

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which, by law, are authorized to be dealt with in a confidential manner in a Closed Session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

## **PART 7 - ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS**

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

## **PART 8 - RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS**

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental

disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
  - 8.6.1. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
  - 8.6.2. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - 8.6.3. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

## **PART 9 - CONFIDENTIAL INFORMATION**

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.3. In the course of their duties, Members may also become privy to confidential information received outside of a "Closed Session" meeting. Members must not:
  - 9.3.1. disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
  - 9.3.2. access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
  - 9.3.3. use confidential information for personal benefit or for the benefit of any other individual or organization.
- 9.4. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the

business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- 9.4.1. the security of the property of the Municipality;
- 9.4.2. a proposed or pending acquisition or disposition of land or other property;
- 9.4.3. a tender that has or will be issued but has not been awarded;
- 9.4.4. contract negotiations;
- 9.4.5. employment and labour relations;
- 9.4.6. draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- 9.4.7. law enforcement matters;
- 9.4.8. litigation or potential litigation, including matters before administrative tribunals; and
- 9.4.9. advice that is subject to solicitor-client privilege.

## **PART 10 - CONFLICTS OF INTEREST**

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

## **PART 11 - IMPROPER USE OF INFLUENCE**

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.



- 11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

## **PART 12 - USE OF MUNICIPAL ASSETS AND SERVICES**

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
  - 12.1.1. municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
  - 12.1.2. electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

## **PART 13 - ORIENTATION AND OTHER TRAINING ATTENDANCE**

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2. Members must attend additional relevant training sessions at the direction of Council for the benefit of Members and Council throughout the Council term.

## **PART 14 - REMUNERATION AND EXPENSES**

- 14.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

## **PART 15 - GIFTS AND HOSPITALITY**

- 15.1. The avoidance of the appearance of conflict of interest is as important as avoiding actual conflicts of interest. Therefore, Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation.

- 15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.
- 15.4. If the total value of the benefit identified in Part 15 is greater than \$150, the receiving Member is required to disclose the gift, the vendor, and the value of the benefit to the CAO and other Members, in writing, prior to accepting said benefit.

## **PART 16 - ELECTION CAMPAIGNS**

- 16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

## **PART 17 - INFORMAL COMPLAINT PROCESS**

- 17.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
  - 17.1.1. advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - 17.1.2. requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 17.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

## **PART 18 - FORMAL COMPLAINT PROCESS**

- 18.1. Formal Complaints will not be accepted within 60 days prior to a municipal general election.
- 18.2. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure.
- 18.3. A Formal Complaint shall be filed in writing either by mail or email addressed to the Mayor or in the event that the Mayor is the subject of the complaint, the Deputy Mayor, and shall meet the following requirements:
  - 18.3.1.1. Full name of the complainant;
  - 18.3.1.2. Dated and signed by the complainant;
  - 18.3.1.3. Contact information for the complainant;

18.3.1.4. The nature of the alleged complaint in such a manner as to provide reasonable and probable grounds for the allegation that the Member has contravened the Code of Conduct, including a detailed description of the facts, as they are known to the complainant, that give rise to the allegation; and

18.3.1.5. Identify and contact information of any witnesses to the incident.

18.3.2. Upon receipt of a Formal Complaint, the Mayor or Deputy Mayor shall immediately notify and refer to Council. A notice will be sent to the CAO requesting a closed session at the next regularly scheduled Council meeting, or ~~if warranted~~ call a Special Meeting of Council. In a Closed Session, Council will conduct a preliminary review of the Formal Complaint to determine whether to proceed to investigate the Formal Complaint or dispose of the Formal Complaint in a summary manner. The CAO will assist Council by providing resources, including forms and templates, to assist with maintaining fair and due process.

18.3.3. If the Formal Complaint is not, on its face, a complaint with respect to contravention of the Code of Conduct or the Formal Complaint is covered by other legislation, Council shall advise the Complainant, in writing, that the matter is not within the jurisdiction of Council.

18.3.4. If Council is of the opinion that a Formal Complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, Council shall not conduct an investigation, or, where that it becomes apparent in the course of an investigation, terminate the investigation. In that event, the Complainant shall be notified of the decision in writing.

18.3.5. If Council decides to investigate the complaint, Council shall take such steps as it may consider appropriate, which may include seeking legal advice. Upon the request of Council, the CAO will compile a list of qualified external investigators for Council to choose from. All proceedings regarding the investigation shall be confidential.

18.3.6. Upon conclusion of the investigation, results of the investigation will be provided to Council and the Member who is the subject of the Formal Complaint.

On completion of the complaint investigation process, the report of the findings of the investigation, if applicable, shall be released to the public, to the extent possible subject to *Freedom of Information and Protection of Privacy Act* (FOIP), at the next regular council meeting and posted to the Town website.

18.3.7. A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations

before Council deliberates and makes any decision or any sanction is imposed;

18.3.8. Should Council determine that a member has potentially breached the Code of Conduct, Council shall, at an open Council session, pass by Resolution the sanction that shall be imposed on the member of the Formal Complaint.

18.3.9. All Sanctions shall be fair and in keeping with the severity of the infraction, giving due regard to the member's previous conduct.

18.3.10. A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

## **PART 19 - COMPLIANCE AND ENFORCEMENT**

19.1. Members shall uphold the letter and the spirit and intent of this Bylaw.

19.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

19.3. No Member shall:

19.3.1. undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;

19.3.2. obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

19.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

19.4.1. a letter of reprimand addressed to the Member;

19.4.2. requesting the Member to issue a letter of apology;

19.4.3. publication of a letter of reprimand or request for apology and the Member's response;

19.4.4. suspension or removal of the appointment of a Member as the chief elected official under Section 150(2) of the Act;

19.4.5. suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under Section 152 of the Act;

19.4.6. suspension or removal of the chief elected official's presiding duties under Section 154 of the Act;

19.4.7. suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

19.4.8. reduction or suspension of remuneration as defined in Section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;

19.4.9. any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

## **PART 20 - SEVERABILITY**

20.1. Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall be maintained.

## **PART 21 - REVIEW**

21.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

## **PART 22 - REPEAL**

22.1. Bylaw 1425-18 and any amendments thereto are hereby repealed.

## **PART 23 - ENACTMENT**

23.1. This Bylaw shall come into force and effect upon the date of the passing of the third and final reading and signing thereof.

READ A FIRST TIME this 14<sup>th</sup> day of November, 2022.

READ A SECOND TIME this 12<sup>th</sup> day of December, 2022.

READ A THIRD AND FINAL TIME this 9<sup>th</sup> day of January, 2023.

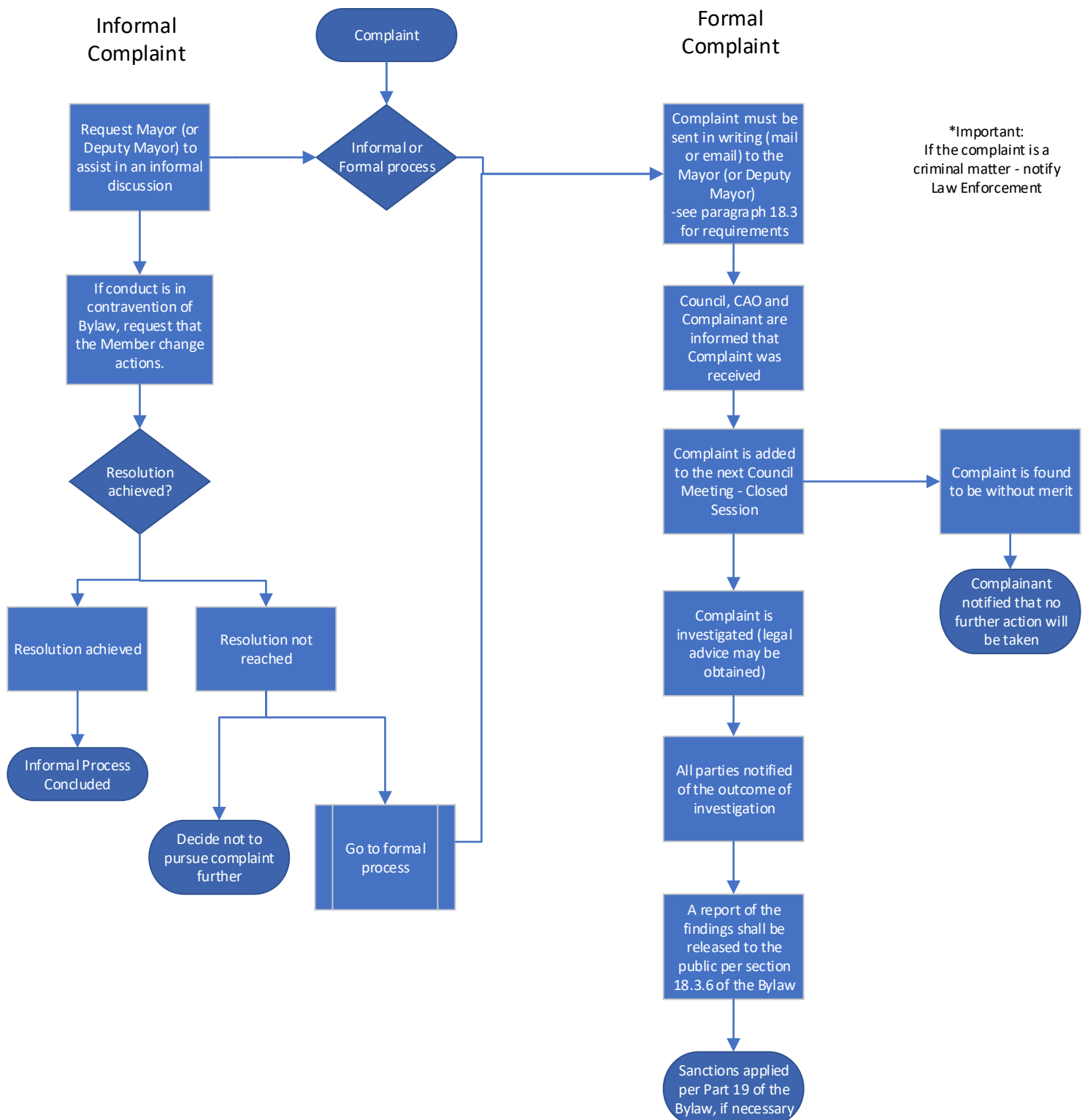
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MAYOR

(seal)

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CHIEF ADMINISTRATIVE OFFICER




# Regular Meeting of Council

## REQUEST FOR DECISION



**To:** Council  
**Subject:** Kneehill Historical Society  
**Meeting:** Regular Meeting of Council - 09 Jan 2023  
**Department:** Council  
**Staff Contact:** Ryan Leuzinger, CAO

### Strategic Priorities:

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

### RECOMMENDATION:

**"...that Council direct Administration to prepare a letter of support for Kneehill Historical Society to accompany their application to the Community Facility Enhancement Program."**

### BACKGROUND AND DISCUSSION:

Kneehill Historical Society is preparing to submit an application to the Community Facility Enhancement Program for funding for the "Connections Building" and has requested a letter of support from the Town to attach to their application. The request letter is attached.

Option 1: Council direct Administration to prepare a letter of support per Councils' instruction for Kneehill Historical Museum & AVIP to accompany their application to the Community Facility Enhancement Program.

Option 2: Council rejects the request to provide a letter of support for Kneehill Historical Museum & AVIP to accompany their application to the Community Facility Enhancement Program.

Option 3: Provide Administration with direction as per Council's wishes.

### FINANCIAL AND STAFFING IMPLICATIONS:

N/A


## **FOLLOW UP ACTION:**

Should Council agree to provide a letter of support, Administration will prepare the letter per Council's direction and submit to Kneehill Historical Society by Friday, January 13, 2023.

Should Council reject the request to provide a letter of support, Administration will notify Kneehill Historical Museum & AVIP by Tuesday, January 10, 2023.

## **ATTACHMENTS:**

[2022.12.09 Kneehill Historical Society request for Letter of Support](#)



Ryan Leuzinger, CAO





"growing the stories of the Kneehill area"

1301 2<sup>nd</sup> Street N  
PO Box 653  
Three Hills AB T0M 2A0

Phone: 403-443-2092  
After hours: 403-443-1221  
Museum open May-Sept  
khsevent@gmail.com

December 9, 2022

Mayor Ray Wildeman and Town of Three Hills Councilors  
Box 610  
Three Hills AB T0M 2A0

Dear Mayor Wildeman,

On behalf of the Kneehill Historical Society, I am writing to request a letter of support for our application for Community Facility Enhancement Program funding for the "Connections Building". The proposed building will link the Main Museum Building to the Agricultural Shed, with plans to house a theatre for historical / community presentations, a workshop, and collections display space. A connecting building will take visitors throughout the Museum complex, despite adverse weather with snowdrifts. The theatre will be used to expand historical perspectives for tours of school children, seniors and visiting guests.

We have had many requests in the past two years for presentations describing Kneehill County area history, and for space for residents wanting to research their family information. Additionally the building will house our growing our collection of artefacts relating to the unique history of the Kneehill area .

We appreciate your efforts on our behalf. Should you need more information, I can be reached at cell 403-443-1221.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rosalie A. Lammle', written in a cursive style.

Rosalie A. Lammle  
President, Kneehill Historical Society  
Box 653, Three Hills AB T0M 2A0

# Regular Meeting of Council

# REQUEST FOR DECISION



**To:** Council  
**Subject:** Council Policy 520 - Municipal Grants to Community Groups  
**Meeting:** Regular Meeting of Council - 09 Jan 2023  
**Department:** Admin  
**Staff Contact:** Ryan Leuzinger, CAO

## Strategic Priorities:

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

## RECOMMENDATION:

**"...that Council approves the amendments to Policy 520 - Municipal Grants to Community Groups."**

## BACKGROUND AND DISCUSSION:

Upon receiving and reviewing the fall intake applications this year, it was determined that a policy review was necessary. The review included an update to simplify the process and condense the forms to benefit applicants, staff and Council. The revisions also take into consideration some items mentioned and discussed at the Council meeting on November 14, 2022.

There have been considerable suggested revisions to the Policy, which are attached in the marked-up version. We also combined both application forms, making a new, more concise application form, which we hope will make the process easier for all applicants.

Key changes include:

- 1) We have changed to one intake period (March) each year, instead of two in March and October.
- 2) We have inserted a clause (4.3.2.) that annual, recurring facility rental fees will not be considered.
- 3) We have indicated that failure to provide a report may result in being disqualified for future funding, as we want to ensure we are receiving the reporting for monies spent by the Town.

## Proposed Options:

- 1) Approve the policy revisions, as suggested.
- 2) Approve the policy revisions, with Council changes.
- 3) Provide Administration with direction as per Councils' wishes.

## FINANCIAL AND STAFFING IMPLICATIONS:

N/A


## FOLLOW UP ACTION:

Administration will ensure the changes are communicated to the public by January 31, 2023 using the following: the Town website, Facebook page, newspaper and groups that received funding in 2022 will be notified of the amended reporting requirements.

## ATTACHMENTS:

[520 - Municipal Grants to Community Groups Policy \(marked up version\)](#)

[G001 - Municipal Grants to Community Groups New Application Form](#)



Ryan Leuzinger, CAO



**POLICY # 520**

**MUNICIPAL GRANTS TO COMMUNITY GROUPS POLICY**

Approved by Council on:

~~May 25, 2020~~ January \_\_, 2022

Resolution No:

~~243-2020~~ \_\_\_\_\_

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**1. PURPOSE**

1.1. To ~~provide an evaluation to~~ identify the process ~~by which~~ Not-for-Profit Organizations and Volunteer Groups within the ~~municipality Town which that~~ render a service to the residents of Three Hills can apply for financial assistance. ~~This support is provided in recognition of the value these organizations and groups provide to the well-being and growth of the community and in helping the Town retain a strong community focus.~~

~~1.2. The purpose of this policy is to:~~

~~1.3.~~ 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 for ~~operating or~~ capital projects;

~~1.4.~~ 1.3. To ensure that a system of accountability is implemented for Not-for-Profit Organizations and Volunteer Groups ~~and Not-for-Profit Organizations~~ 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. "Application" shall mean the formal application form, as identified in Appendix "A", developed by the Town, specific to the Grant program from which funds are being sought.~~

~~3.2.2. "CAO" shall mean Chief Administrative Officer for the Town of Three Hills or his designate.~~

~~3.2.3.~~ 3.2.1. "Community Group" shall mean a ~~not~~ Not-for-profit ~~Profit~~ organization ~~Organization~~ or a ~~volunteer~~ Volunteer group ~~Group~~.

~~3.2.4. "Council" shall mean the body of elected officials who govern the Town.~~

~~3.2.5. “Grant” shall mean an award of financial or in-kind assistance by the Town to an eligible party.~~

~~3.2.6.~~ 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.

~~3.2.7. “Town” shall mean the Town of Three Hills.~~

~~3.2.8.~~ 3.2.3. “Volunteer Group” shall mean a group of individuals with a shared interest who come together to further a mission.

#### 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 primarily to these residents~~ residents of the Town.

4.1.3. 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;
- ~~vi. Projects that have already been started or completed;~~
- ~~vii. Organizations that have received funds through the Municipal Grants for Community Groups program within the last 12 months;~~
- ~~viii. Projects that have received previous funding from the Town.~~

##### 4.2. Application Requirements

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

- ~~i. A detailed description for the project for which grant funding is requested, 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.

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. project budget detailing revenues and expenses associated with the project; and~~

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 ~~eradicated~~ dealt with. 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.

4.2.2. The Town ~~should prefer to~~ be a “funder of last resort” and ~~as such~~ the applicant should demonstrate support from ~~some other~~ source(s) other than municipal ~~government~~ 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.

4.2.2.4.2.3. 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.

~~4.2.3. Applications will only be considered if the individual can provide the Town with written proof that the individual has the authority to act on behalf of the Not-for-Profit Organization or Volunteer Group.~~

4.2.4. Each Not-for-Profit Organization and Volunteer Group may submit one (1) ~~of each: General Operating and Capital Project Funding Applications~~ Application in ~~the each~~ fiscal 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 two one (21) application and distribution dates each year on or about March 15<sup>th</sup>.~~

~~4.2.7. The first application deadline will be the first Wednesday of March.~~

~~4.2.8.4.2.6. The second application deadline will be the first Wednesday of October.~~

4.2.9.4.2.7. The Town shall respond to all applicants within sixty (60) days of the Application deadlines, but no later than May 15<sup>th</sup>.

~~4.2.10. Applicants are encouraged to refer to Appendix “B” for an overview of the~~

~~Application timeline and process.~~4.3. Funding Considerations

4.3.1. In general, financial assistance will be considered for the following types of activities:

~~i. Partial financial assistance that may be used for general operational expenses if it can be established that municipal financial assistance is required for this purpose.~~

~~ii.i.~~ To provide partial financial assistance for the implementation of special projects which ~~occur on a nonrecurring basis.~~ are not recurring.

~~iii.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).

~~iv. To consider subsidized use of facilities for a special purpose on a non-recurring basis.~~

~~v. Council reserves the right to limit any funding allocation for in-kind services such as rental fee waivers.~~

iii. Provision of “in-kind” services such as donation of Town owned equipment (e.g. bobcat, grader) or material (e.g. gravel).

~~4.3.2. Operating expenses, such as annually recurring facility rental fees, will not be considered.~~

~~4.3.3. Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain funding.~~

~~4.4. Review Process~~

~~4.4.1. Applications will be reviewed by the CAO or designate for completeness, accuracy, and compliance with this policy.~~

~~4.4.2. Grant Applications will be evaluated against the Municipal Grants to Community Groups Program Criteria as outlined in Appendix “C”.~~

~~4.5. Council Approval~~

~~4.5.1.~~ 4.3.4. Council shall be the deciding authority for Applications to the Municipal Grants to Community Groups program.

~~4.5.2.1.1. Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain funding.~~

~~4.5.3. Applicants will be notified upon Council approving their application.~~

~~4.6. Municipal Recognition~~

~~4.6.1. Not-for-Profit Organizations and Volunteer Groups receiving financial and in-kind Grants should endeavor to acknowledge the Town's contribution through all printed material and other promotional means. The Town's logo is available by contacting the Town Office.~~

#### 4.7.4.4. Community Group Recognition

~~4.7.1.4.4.1.~~ 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.

~~4.7.2.4.4.2.~~ Before and after photo's/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:	May 25, 2020	Resolution No: 243-2020
Effective On:	May 25, 2020	
Previous Version:	June 9, 2014	Resolution No: 208-14
Next Review Date:	May 25, 2021	
Approved By:	Council	
Recommended By:	Chief Administrative Officer	
Paper File Location:	Main Floor Vault	
Electronic File Location:	Y: > Policies	



## **Appendix A – Grant Application Forms**



**~~TOWN OF THREE HILLS~~**  
**~~MUNICIPAL GRANTS to COMMUNITY GROUPS~~**  
**~~Application for Assistance for~~**  
**~~Capital Project Funding~~**

1. ~~Date:~~ \_\_\_\_\_

2. ~~Name of Organization:~~ \_\_\_\_\_  
\_\_\_\_\_

3. ~~Contact Name:~~ \_\_\_\_\_

4. ~~Address:~~ \_\_\_\_\_

5. ~~Email Address:~~ \_\_\_\_\_ ~~Phone No:~~ \_\_\_\_\_

6. (a) ~~Date Organization established in Three Hills:~~ \_\_\_\_\_

\_\_\_\_\_ (b) ~~Registered Non-Profit Society in Province of Alberta~~

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

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

\_\_\_\_\_ (c) ~~Registered Charitable Organization with Federal Government:~~

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

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

7. ~~President:~~ \_\_\_\_\_

8. ~~Board of Directors:~~

\_\_\_\_\_ (1) \_\_\_\_\_ (4) \_\_\_\_\_

\_\_\_\_\_ (2) \_\_\_\_\_ (5) \_\_\_\_\_

\_\_\_\_\_ (3) \_\_\_\_\_ (6) \_\_\_\_\_

9. ~~Your organization's objectives and outline of services and programs:~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Purpose and Function to which Grant funds will be expended:

11. How will community and/or participants benefit: *(please describe the event, program or project and provide adequate documentation demonstrating the need for the proposed service)*

12. Budget: \$

13. Grant Request: \$ Cash  
\$ In Kind

14. List other sources of potential income or services already solicited, amounts requested and amounts Granted:

15. List amount of personal funding being used i.e. bottle drive income, raffles, etc.

16. If the Grant is not approved what impact could it have on the organization:

~~Please attach the following documents to your completed Application:~~

- ~~a) A copy of your most recent Income Statement and Balance Sheet~~
- ~~b) A copy of your detailed Budget for 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~~
- ~~c) A budget for the event, project or program~~
- ~~d) A before photo or brief description of the proposed event, project or program~~
- ~~e) Any other information which would assist in the evaluation of your Grant request~~

~~Forward prior to the first Wednesday of March or first Wednesday of October to:~~

~~Town of Three Hills  
PO Box 610  
232 Main Street  
Three Hills, Alberta T0M 2A0  
Attention: Chief Administrative Officer~~

~~The Town shall respond to all applicants within sixty (60) days of the Application deadline.~~

The information included in this Application is true and correct to the best of my knowledge:

\_\_\_\_\_  
Signature of Signing Authority \_\_\_\_\_ Date \_\_\_\_\_

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



**~~TOWN OF THREE HILLS~~**  
**~~MUNICIPAL GRANTS to COMMUNITY GROUPS~~**  
**~~Application for Assistance for~~**  
**~~General Operating~~**

1. Date: \_\_\_\_\_

2. ~~Name of Organization:~~ \_\_\_\_\_  
\_\_\_\_\_

3. ~~Contact Name:~~ \_\_\_\_\_  
\_\_\_\_\_

4. ~~Address:~~ \_\_\_\_\_  
\_\_\_\_\_

5. ~~Email Address:~~ \_\_\_\_\_ ~~Phone No:~~ \_\_\_\_\_  
\_\_\_\_\_

6. (a) ~~Date Organization established in Three Hills:~~ \_\_\_\_\_  
\_\_\_\_\_

~~(b) Registered Non-Profit Society in Province of Alberta~~

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

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

~~(c) Registered Charitable Organization with Federal Government:~~

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

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

7. ~~President:~~ \_\_\_\_\_  
\_\_\_\_\_

8. ~~Board of Directors:~~

~~(1) \_\_\_\_\_ (4) \_\_\_\_\_~~

~~(2) \_\_\_\_\_ (5) \_\_\_\_\_~~

~~(3) \_\_\_\_\_ (6) \_\_\_\_\_~~

9. ~~Your organization's objectives and outline of services and programs:~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. ~~Purpose and Function to which Grant funds will be expended:~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. ~~How will community and/or participants benefit: (please describe the event, program or project and provide adequate documentation demonstrating the need for the proposed service)~~

12. ~~Budget: \$~~

13. ~~Grant Request: \$ Cash~~  
~~\$ In Kind~~

14. ~~List other sources of potential income or services already solicited, amounts requested and amounts Granted:~~

15. ~~List amount of personal funding being used i.e. bottle drive income, raffles, etc.~~

16. ~~If the Grant is not approved what impact could it have on the organization:~~

Please attach the following documents to your completed Application:

- ~~\_\_\_\_\_ a) \_\_\_\_\_ A copy of your most recent Income Statement and Balance Sheet~~
- ~~\_\_\_\_\_ b) \_\_\_\_\_ A copy of your detailed Budget for 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~~
- ~~\_\_\_\_\_ c) \_\_\_\_\_ A budget for the event, project or program~~
- ~~\_\_\_\_\_ d) \_\_\_\_\_ A before photo or brief description of the proposed event, project or program~~
- ~~\_\_\_\_\_ e) \_\_\_\_\_ Any other information which would assist in the evaluation of your Grant request~~

~~\_\_\_\_\_ Forward prior to **the first Wednesday of March or first Wednesday of October** to:~~

~~\_\_\_\_\_ Town of Three Hills~~  
~~\_\_\_\_\_ PO Box 610~~  
~~\_\_\_\_\_ 232 Main Street~~  
~~\_\_\_\_\_ Three Hills, Alberta T0M 2A0~~  
~~\_\_\_\_\_ Attention: Chief Administrative Officer~~

~~The Town shall respond to all applicants within sixty (60) days of the Application deadline.~~

The information included in this Application is true and correct to the best of my knowledge:

\_\_\_\_\_  
Signature of Signing Authority \_\_\_\_\_ Date \_\_\_\_\_

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

## Appendix B — Application Process & Timeline

### Checklist for Applicants

- ☐ ~~All Grant Applications shall be submitted on the approved Municipal Grant Application Forms. 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.~~
- ☐ ~~All Application forms and supporting documents should be received by the Town's CAO, by the first Wednesday of March or first Wednesday of October of the current year. The Town shall respond to all applicants within sixty (60) days of the application deadlines.~~

Grant Applications shall include:

- ☐ ~~The name of the Not-for-Profit Organization/Volunteer Group, and the contact information (name, address, email address and telephone number) of a person who can answer questions regarding the information submitted in the Application.~~
- ☐ ~~Financial assistance or in-kind donation request. The Not-for-Profit Organization/Volunteer Group must clearly state the purpose and function and must be responsible for planning and provision of these services.~~
- ☐ ~~Description of the event, program or project. The applicant must present adequate documentation demonstrating the need for the proposed service.~~
- ☐ ~~Details of the Not-for-Profit Organization/Volunteer Group.~~
- ☐ ~~Financial information including:~~
  - ~~• Budget for the event/project/program; and~~
  - ~~• Financial statement and/or bank statement depicting the financial standing of the organization from the previous year end and/or the most current bank statement.~~



## Appendix C – Municipal Grants to Community Groups Program Criteria

**Application Organization:** \_\_\_\_\_

**Name of Program/Project/Service:** \_\_\_\_\_

**Total Amount of Grant Request:** \_\_\_\_\_

Please use the corresponding scale to assist with ranking the Application:	<i>Strongly Disagree</i> 1	<i>Disagree</i> 2	<i>Somewhat Disagree</i> 3	<i>Somewhat Agree</i> 4	<i>Agree</i> 5	<i>Strongly Agree</i> 6
1. Purpose of the Grant is clearly defined and illustrates the community need for the proposed service.						
2. Service/Project demonstrates added value to the Three Hills community.						
3. Service/Project will benefit a large section of the Three Hills community.						
4. Shows a high level of community involvement in the program.						
5. Budget indicates a clear financial plan and demonstrates efficient use of Town funds.						
6. Organization has the resource capacity (staff, volunteers, additional funding, etc.) to deliver the service/project and achieve the stated outcomes.						
7. Application identifies partnerships that may cost share in the service/project (including memberships).						
<b>Total per Column</b>						
<b>Total Score</b>	<i>/48 maximum score</i>					
Additional comments:						



# 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 attached 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

# Regular Meeting of Council

## REQUEST FOR DECISION



**To:** Council  
**Subject:** Kneehill Medical Services Retention and Recruitment Task Force - Draft Annual Report Input  
**Meeting:** Regular Meeting of Council - 09 Jan 2023  
**Department:** Council  
**Staff Contact:** Ryan Leuzinger, CAO

### Strategic Priorities:



### RECOMMENDATION:

**That Council endorse the Kneehill Medical Services Retention and Recruitment Task Force Annual Report template.**

### BACKGROUND AND DISCUSSION:

With the recent agreement establishing the Kneehill Medical Services Retention and Recruitment Task Force, the Task Force is required to submit an annual report to the member municipalities. As such, the Task Force is looking for member feedback.

With this draft template attached, Council may wish to endorse the template or suggest changes to the template.

### FINANCIAL AND STAFFING IMPLICATIONS:

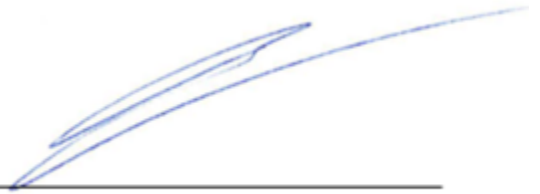
N/A

### FOLLOW UP ACTION:

Administration will notify the Task Force by January 16 of our intentions.

## ATTACHMENTS:

[Draft Annual Report](#)



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Ryan Leuzinger, CAO

# Kneehill Medical Services Retention and Recruitment Task Force

## Annual Report

### Introduction

The Kneehill Medical Services Retention and Recruitment Task Force (the “Task Force”) is pleased to provide the Annual Report to participating municipalities. This report will provide updates on activities, financial status, budget and projections for the future.

The Kneehill Medical Services Retention and Recruitment Task Force was created by partnering municipalities within the region. The governing document is the “The Kneehill Medical Services Retention and Recruitment Task Force Regional Agreement”.

Per the aforementioned agreement, the purpose of the Task Force is to facilitate the continued presence of medical professionals and to build a sustainable system for the retention and attraction of medical services that will establish ongoing healthcare services meeting the needs of member communities within Kneehill County.

The Task Force is comprised of five members. Each member is selected by their own municipality and acts as a voting member of the Task Force.

Current Task Force members are:

Kenneth King, Councillor  
Doreen Ternowetsky, Councillor  
Michelle Lomond, Councillor  
Cerilo De La Cruz, Councillor  
Miriam Kirk, Councillor

Kneehill County  
Village of Acme  
Village of Carbon  
Town of Trochu  
Town of Three Hills

### Activities by Task Force, including any Working Groups/Sub-Committees

Prior to the establishment of the new Task Force, previous Committee activities included:

- Funding a doctor recruitment luncheon for Medical Residents in Red Deer, AB. This event allows a Task Force Representative and a local Doctor Representative to network with future doctors and provide information about the region.
- Taking prospective doctors out for lunch or supper when they are visiting the Kneehill Medical Clinic. This is an opportunity to network, as well as promote the region.
- Purchasing gifts for existing doctors to show appreciation and to acknowledge holidays. For example, theatre tickets for a Christmas gift, providing housekeeping for a maternity gift, etc.
- Appreciation barbeques have been organized.
- Financial incentives provided to encourage doctors to work in the region.

In 2022, the previous Kneehill Regional Doctor Recruitment and Retention Task Force hosted lunches/dinners with potential doctors when they visited the area, provided baking as an appreciation gift for National Physician’s Day, and provided funding for locum accommodations to support local practitioners. These events occurred before the current agreement was effective, but are reflected in the financial expenses for 2022.

### Activity Plan

Continue providing community support in an effort to encourage medical professionals to provide ongoing service in the region, as well as presenting a positive experience for potential recruits.

Activities will be similar to previous years, but may vary due to new ideas and opportunities.

# Kneehill Medical Services Retention and Recruitment Task Force Annual Report

## Financial Information

The financial summary seen below provides an overview of the revenue and expenses that occurred in 2022 by both the previous Committee and the current Task Force. The new Task force came into effect on September 30, 2022.

Physician Recruitment and Retention Committee Financial Summary				
<b>BALANCE DECEMBER 31, 2021</b>				\$ 122,082.14
<b>2022 Municipal Funding</b>				
	Village of Acme			
	Village of Carbon			
	Village of Linden			
	Town of Three Hills			
	Town of Trochu			
	Kneehill County			
	<b>TOTAL</b>			\$0.00
<b>2022 Income</b>				
	<b>TOTAL</b>	\$ -		\$0.00
<b>2022 Expenses Incurred</b>				
	Doctor Recruitment Meals			\$105.22
	Resident Visit - Meals			
	Gifts			\$300.00
	Barbeque			\$0.00
	Awards			\$0.00
	Incentives/Performance Bonus			\$0.00
	Conference/Training			\$0.00
	Other			\$1,455.00
	<b>TOTAL</b>			\$1,860.22
<b>2012 Outstanding Payables*</b>				
	Dr. Reedyk Legacy Fund	\$ 3,297.30		
<b>Balance as of October 24, 2022</b>				\$ 120,221.92
*Included in beginning balance. Amount carries forward until disbursed.				



# Kneehill Medical Services Retention and Recruitment Task Force Annual Report

## Revenue

No funding received from municipal partners in 2022 and there were no other sources of revenue.

## Expenses

Operating expenses for 2022 are currently \$1,860.22. There are two incentives that are yet to be paid, which will be paid out in November 2022. They total \$25,000.00. The Kneehill Medical Clinic is to provide confirmation that contract terms have been met prior to payment.

## Reserves

The creation of a reserve fund is a stipulation of the Kneehill Medical Services Retention and Recruitment Task Force Regional Agreement. Reserve is yet to be established.

## Financial Liabilities

The following liabilities are related to scheduled payments for doctor incentive contracts. Payments are staggered based on a return of service schedule. Below is a list of outstanding payments, provided contract terms are met. Payment amounts are per contract, but have been standardized going forward.

Existing Contract	Payment Year	Amount	Payment Description
Doctor 1	2022	15,000.00	One year payment
Doctor 2	2022	10,000.00	One year payment
Doctor 1	2024	20,000.00	Three-year payment
Doctor 2	2024	35,000	Three-year payment

It should be noted that two additional doctors are in the process of earning incentive payments, but no contracts have been signed at this time. If both doctors are added before the end of this year (signed after September 30, 2022), payments would be as follows.

New Contract	Payment Year	Amount	Payment Description
New Doctor 1	2022	5,000.00	Relocation Allowance
New Doctor 2	2022	5,000.00	Relocation Allowance
New Doctor 1	2023	10,000.00	Three-month payment
New Doctor 2	2023	10,000.00	Three-month payment
New Doctor 1	2024	15,000.00	One year payment
New Doctor 2	2024	15,000.00	One year payment
New Doctor 1	2026	20,000.00	Three-year payment
New Doctor 2	2026	20,000.00	Three-year payment

## Proposed budget

Proposed budget includes the addition of two new doctor contracts if signed in 2022. According to contract, the relocation allowances would be payable in 2022; however, the three-month payments would be due in 2023. The amount is reflected below.

Incentives for existing contract to be paid out in November. They were not paid out at the time of this report, so actuals do not include these payments in the Actuals.

Approved Budget Amounts for Expenses			
Item/Event	2022	Actuals*	2023
Gifts (Christmas, Valentines, Easter, Baby, etc.)	\$1,000.00	\$315.00	

## Kneehill Medical Services Retention and Recruitment Task Force Annual Report

Meet and Greet Activities/Dinners	\$1,000.00	\$105.00	
Appreciation BBQ	\$700.00	\$0.00	
Support Staff Award	\$0.00	\$0.00	
Red Deer (or Calgary) Resident visit	\$1,000.00	\$0.00	
Conference	\$2,500.00	\$0.00	
Incentives	\$40,000.00	\$0.00	\$20,000.00

### Three Year Financial Forecast

On the basis of the following per capita breakdown, a three-year forecast is provided below. This projection provides financial details if both doctors (currently in assessment stage) do decide to stay and sign the incentive contract with the Task Force.

Per Capita Breakdown			
Municipality	Population*	Per Rate	Total
Carbon	441	\$2.00	\$882.00
Acme	713	\$2.00	\$1,426.00
Three Hills	3239	\$2.00	\$6,478.00
Trochu	984	\$2.00	\$1,968.00
Kneehill County	5057	\$2.00	\$10,114.00

\*Based on Census Subdivision (Municipal) Population Estimates, July 1, 2016 to 2021, Alberta found at <https://open.alberta.ca/dataset/alberta-population-estimates-data-tables#summary>

Note: 2026 was added to the three-year projection to show the last of incentive payments for 2 new doctors if they stay in the region.

### Budget with two new doctors

Year	Description	Expense	Revenue	Balance
2022	Beg Balance			120,426.92
	Operating	5,000.00		115,426.92
	incentive (contracts existing)	25,000.00		90,426.92
	New Doctors	10,000.00		80,426.92
2023	2023 Balance			80,426.92
	operating	5,000.00		75,426.92
	incentive (contracts existing)	0.00		75,426.92
	New Doctors	20,000.00		55,426.92
	Municipality Income		20,868.00	76,294.92
2024	2024 Beg Balance			76,294.92
	Incentives (contracts existing)	55,000.00		21,294.92
	operating	5,000.00		16,294.92
	New Doctors	30,000.00		-13,705.08
	Municipality Income		20,868.00	7,162.92
2025	2025 Beg Balance			7,162.92
	Operating	5,000.00		2,162.92
	Incentive (Contracts existing) paid out in 2024	0.00		2,162.92
	New Doctors	0.00		2,162.92
	Municipality Income		20,868.00	23,030.92

# Kneehill Medical Services Retention and Recruitment Task Force Annual Report

2026	2025 Beg Balance			23,030.92
	Operating	5,000.00		18,030.92
	Incentive (Contracts existing) paid out in 2024	0.00		18,030.92
	New Doctors	40,000.00		-21,969.08
	Municipality Income		20,868.00	-1,101.08

DRAFT

# Regular Meeting of Council

## REQUEST FOR DECISION



**To:** Council  
**Subject:** Kneehill Medical Services Retention and Recruitment Task Force - Dr. Reedyk Legacy Fund  
**Meeting:** Regular Meeting of Council - 09 Jan 2023  
**Department:** Parks, Recreation & Facilities  
**Staff Contact:** Kristy Sidock, Director of Community Services

### Strategic Priorities:



### RECOMMENDATION:

**that Council directs Administration to submit a request from the Dr. Reedyk Legacy Fund for a new aquatic wheelchair.**

### BACKGROUND AND DISCUSSION:


At the November 30, 2022 Task Force committee meeting, the Task Force made note that there are unused funds from the Dr. Reedyk Legacy Fund and have requested for municipalities to put forward projects that will assist with ensuring our residents can remain active. The aquatic wheelchair that we use for assisting residents in and out of our swimming pool is needing replacement and this would be an ideal request from the Legacy Fund. The cost of the wheelchair is \$2,500 including GST and shipping.

### FINANCIAL AND STAFFING IMPLICATIONS:

N/A

### FOLLOW UP ACTION:

Administration will submit a letter outlining our request from the Dr. Reedyk Legacy Fund by January 13, 2023.



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Ryan Leuzinger, CAO

# Regular Meeting of Council

## REQUEST FOR DECISION



**To:** Council  
**Subject:** Policing Letter from South Central Mayors  
**Meeting:** Regular Meeting of Council - 09 Jan 2023  
**Department:** Council  
**Staff Contact:** Ryan Leuzinger, CAO

### Strategic Priorities:

					
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Upgrades	Human Infrastructure and Resources	Connectivity with the Community	Collaborative Partnerships	Pumphouse Construction	Residual Management Facility Construction

### RECOMMENDATION:

**"...that Council endorses the letter developed by the South Central Alberta Mayors group."**

### BACKGROUND AND DISCUSSION:

A letter has been prepared by the South Central Mayors Group, addressed to Premier Danielle Smith. This letter has been forwarded to Council for review, and has been brought forward for discussion.

### FINANCIAL AND STAFFING IMPLICATIONS:


N/A

### FOLLOW UP ACTION:

Administration will notify the South Central Alberta Mayors Group regarding Council's decision.

### ATTACHMENTS:

[Mayor Colby letter - Premier SMITH - Mayors of South Central Alberta - Dec 2022](#)



Ryan Leuzinger, CAO



Premier SMITH:

On behalf of our residents, we congratulate you on your election as Premier of Alberta. We realize that you have important decisions to make and one of them is regarding the proposed Alberta Provincial Police Service versus the R.C.M.P. It is the proposed APPS, status of the RCMP, and, as well, Alberta's faltering court system that we write to you about.

You are aware most Municipalities and Counties are not in favor of moving from the RCMP to an Alberta Police Service. Most elected officials have listened to the Alberta Government proposal about how they intend to implement this and the costs of doing so but do not agree with the costs and the viability of the proposal. The residents of Alberta deserve the opportunity to express their voice in this matter as it directly affects them. As provincial and municipal elected officials we owe it to our residents to ensure they have a say in something of this magnitude, and the only way to do this is by putting it on the ballot next spring.

There continue to be many, many questions and concerns left unanswered by the Alberta Government as to the proposed APPS. To clarify the province's stand on this, is there a study by the Alberta Government that shows most Albertans approve of this proposal?

Look at Surrey B.C. and learn from their experience. What they thought was a good decision to move away from the RCMP turned out not to be as their City Council has now published a report that proposes a framework to maintain the Surrey RCMP as the city's police of jurisdiction. Thinking that most RCMP members would simply leave and join a Surrey Municipal Police Service was an incorrect assumption. Recruiting Police Officers is not as easy as it sounds. Most departments are having trouble recruiting officers just to replace the ones that are retiring.

- Has the Alberta Government met with the Council and Administration of Surrey to hear from them what they saw as the major flaw in the previous decision?
- Why the Surrey transition failed?
- How many RCMP members crossed over to the new Surrey Police Service vs what they expected?
- Was their public in favor of the transition or was it simply a Council decision with no public consultation?

Why is the Alberta Government so intent on setting up an Alberta Police Service? The idea of having better policing? The Alberta Government's proposal is to increase the numbers from 3,097 RCMP officers to 3,153 APPS officers, **is** an increase of only 56 officers. These numbers will not make a significant difference in the ability of the APPS to offer better service to the rural communities. In making this change:

- Where is the Government expecting to recruit police personnel with experience in Forensics, Major Crimes, Traffic Investigations (Fatal and Serious Injury accidents), General Investigations, Tactical and General Duties.

It takes training and years of experience to acquire the skills needed to effectively do the aforementioned duties.

- Where does the Government expect to recruit the 4,139 officers and civilian members from? If the government is expecting a massive exodus from the current RCMP and Municipal Police Departments, they need to rethink this idea.
- Did anyone doing the study reach out to current police members from the RCMP and Municipal Departments to try and determine the percentage of members who would cross over?

The APPS model suggests they would hire their own Mental Health and Social Worker professionals to work directly with the APPS.

- Why not do this now with the RCMP?
- The report talks about using HUBS, why not encourage and work with the RCMP to seriously look at Regional Policing?
- The report talks about setting up Forensic Labs, why not do that now?
- The report is speculating how much better the citizens of Alberta would be under the proposed APPS model instead of looking at ways to enhance the services provided by the RCMP; why not first look at how to enhance the current policing model vs tear it down?

The report suggests that Albertans would receive better policing in the rural area and more officers would be available. This idea is good in theory but not necessarily true. The RCMP have a vast amount of territory to cover, and this would be the same for the APPS as there will not be a detachment in every community in Alberta. The HUB model will deploy APPS members from the larger municipalities to the small communities and the rural areas so basically nothing will change.

- Will the APPS always be fully staffed? Probably not.

There are many assumptions in the report, and it needs to be examined more thoroughly. The following statement was made in the report referring to the RCMP members being transferred out of communities: "This lack of continuity means that knowledge and experience never accumulate properly within local law enforcement. This results in criminals having the "upper hand." Members of the law enforcement community would disagree with this statement as the problem is with the Justice System.

The Government also needs to seriously look at the Court System. The Justice system in Alberta needs repair. We need to hire more prosecutors, pay them more and provide them with more support personnel. Prosecutors have too many cases and this matter needs to be addressed. If more Court Rooms and Judges are necessary, then let us address the Judicial side before we spend money on the APPS model.

There have been rumors and reports that the Government of Canada is looking at the viability of the RCMP staying in contract policing. The Alberta Government may have more information about this and if they have, we as taxpayers should also be privy to this information. If Ottawa is going to transition out of contract policing and there is a timetable for this to happen, please tell us.

Should the Federal Government decide they are ending contracts with the provinces for policing then the people of Alberta would recognize the need for an Alberta Police Service. Until then why not work to enhance the ability of the RCMP to police our province.

The APP Service Transition Study stated no decision has been made on whether Alberta will create a provincial police service. If this statement is true, then please do not move forward without further consultation with Albertans. It is critical that the Provincial Government provide more clarity in the costing, the recruiting, and the training for an Alberta Police Service.

In closing, the Government of British Columbia and Nova Scotia were looking at replacing the RCMP with a provincial police service.

- Do we know how their studies are going?
- What plans, if any, have they to move forward and replace the RCMP?
- Has the fact that Surrey B.C. stopped the transition from the RCMP to their own municipal police service affected the decision of the B.C. Government to move forward?
- Why push forward with the APPS when it is not necessary at this time and not supported by the public.

We would suggest that Alberta has more critical issues to deal with, like Health Care and the Economy.

Respectfully,

# Regular Meeting of Council

## REQUEST FOR DECISION



**To:** Council  
**Subject:** Pathway Snow Removal Discussion  
**Meeting:** Regular Meeting of Council - 09 Jan 2023  
**Department:** Public Works  
**Staff Contact:** Grant Gyurkovits, Director of Operations & Infrastructure

### Strategic Priorities:

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

### BACKGROUND AND DISCUSSION:

Councillor Sept has requested the Snow Removal Policy be placed on the Council agenda due to questions received from residents regarding snow removal on various pathways throughout Town. The Street Maintenance Policy is attached.

### FINANCIAL AND STAFFING IMPLICATIONS:


Depends on the direction from Council.

### FOLLOW UP ACTION:

Depends on the direction from Council.

### ATTACHMENTS:

[110-A1 - Street Maintenance Policy \(2019\)](#)



Ryan Leuzinger, CAO



## *TOWN OF THREE HILLS*

### **POLICY # 110-A1**

### **STREET MAINTENANCE POLICY**

**Adopted by Council on:** November 12<sup>th</sup>, 2014

**Resolution No:** 428-14

**Amended by Council on:** March 11<sup>th</sup>, 2019

**Resolution No:** 100-19

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#### **PURPOSE**

The purpose of this policy is to establish and outline street maintenance criteria for the Town of Three Hills. The Town of Three Hills maintains 40.87 kilometers of streets, all which vary in the amount of maintenance required. The Town will use this policy to ensure efficient, cost effective and organized maintenance of all town-owned streets. This policy will be in two categories- winter and summer maintenance.

The Town believes it is in the best interests of Town residents to assume the responsibility for basic snow removal and ice control on town-owned streets. This is necessary to ensure that emergency services and residents can conduct normal day to day operations.

This policy supersedes all previously written or unwritten policies of the Town of Three Hills regarding snowplowing, snow removal, ice control, sanding, parking lot clearing, street sweeping, pothole repair and sidewalk maintenance. The CAO and the Public Works Department will review this policy annually and recommend changes and propose amendments.

Winter maintenance will cover the following issues:

- Snowplowing
- Sanding
- Snow Removal
- Snow Storage Site
- Sidewalk and Pathway Snow Removal
- Parking Lot Clearing

Summer maintenance will cover the following issues:

- Street Sweeping
- Pothole Repair
- Path Maintenance

## **AUTHORITY**

The Town of Three Hills, within the budget allocated by Town Council, will plow and/or remove snow, perform ice control, street sanding, parking lot, sidewalk and path clearing and conduct street sweeping on designated sidewalks and roadways and repair potholes as deemed necessary.

## **DEFINITIONS**

1. **Accumulation** refers to the total amount of snow that has fallen and remained on the roadway/lanes. Accumulation is measured from the roadway surface.
2. **CAO** refers to the Chief Administrative Officer for the Town of Three Hills and his/her designate.
3. **Commercial Routes** refers to routes used to access commercial businesses.
4. **Emergency Service Access** means the roadways that used for ambulance services, hospital, fire and police.
5. **EOC** refers to the Emergency Operations Centre.
6. **Laneway**, also known as the back alley, provides access to the back end of a property.
7. **Land Use Bylaw** refers to the current Land Use Bylaw in effect.
8. **Sanding** is the application of an abrasive mixture that will promote vehicle traction and allow for traffic to move safely.
9. **Pickle Mix** refers to an abrasive material consisting of chip, sand and salt mixture. This mix has winter traction and melting qualities.
10. **Pothole** refers to the process in which cracks in the pavement allow for water to undermine the road base causing the erosion of the roadway.

- 11. Snow removal** refers to the process where plowed and accumulated snow is removed.
- 12. Street Sweeping** refers to the process to which debris, leaves, sand and litter are removed from roadways.
- 13. Town** refers to the Town of Three Hills.
- 14. Windrow**, also known as berms, is a ridge of snow created from snowplowing activity.

## **WINTER MAINTENANCE**

### **SNOWPLOWING**

Snowplowing shall be completed with Town equipment and personnel where possible. Plowing is initiated after 10 centimetres has accumulated on the roadways. Light accumulations of snow shall be removed as required during normal work hours. During storm conditions or when deemed necessary by the CAO, plowing may be continuous and will take priority over snow removal. The CAO may engage private equipment and personnel on a contract basis to clear and remove snow from high priority streets. During severe weather conditions the CAO may terminate plowing if the conditions are deemed too dangerous for town staff. The CAO may also adjust work schedules and assign personnel to deal with medium and heavier snowfalls in a more efficient and effective manner. Care must be shown and windrows are to be kept at least 30cm from parked cars. Windrows that are crossing alleys, intersections or driveways will be cleared to assure that traffic is able to move efficiently.

Red and Yellow routes will be plowed in order of priority. Detailed routes are listed in Schedule “A” and on the corresponding map. Priority Green consists of three zones which are on rotation. For example, Zone 1 will be plowed first, followed by Zone 2 and 3. After the next snowfall, Zone 2 will be plowed first, followed by Zone 3 and 1. This zone rotation on residential streets will continue all winter to ensure a fair distribution of Town resources to residents. The zones are shown in detail in Schedule “B”.

Notwithstanding the above, where drifts have rendered portions of streets or important lanes impassable, or where high priority streets are in relatively better condition than those of lesser priority, consideration shall be given to these situations when following the priority list in Schedule “A”.

## **SANDING**

Sanding is initiated when deemed necessary by the CAO. Sanding shall be completed with Town equipment and personnel where possible. Where conditions warrant, the CAO shall arrange for sanding to commence on weekends and holidays. Spot sanding can occur when snow accumulation on the roadways is insufficient to require the roadway to be plowed. Sanding will follow set routes in accordance to the priorities of Schedule “A”. Sand will be placed on roadways and intersections after being cleared by the snowplow to minimize dangers to the public.

Pickle mix will be used on the roadways when the temperature is above -10°C. Sand will only be used when temperatures are below -10°C. The application of straight salt to roadways should be avoided to ensure that there is no damage to vehicles and the environment.

## **SNOW REMOVAL**

Snow removal shall be completed with town equipment and personnel where possible. Within the set priorities and as required, snow removal of various degrees will take place throughout the Town. Snow and ice are plowed from the roadways and placed into windrows and hauled to the designated snow storage site.

## **SNOW STORAGE SITE**

The following area is the Town of Three Hills storage site.

- 316 3<sup>rd</sup> Ave W (also known as the former rodeo grounds)

## **SIDEWALK SNOW REMOVAL**

All sidewalks adjacent to municipal owned buildings shall be cleared with Town personnel and equipment where possible. Sidewalks will be cleared in a timely fashion in accordance to the street snow removal priorities.

## **PATHWAY SNOW REMOVAL**

All pathways within town limits will be closed for the winter with the exception of the pathway adjacent to 2<sup>nd</sup> Street N. Snow removal along Anderson Park’s perimeter will commence once all other pathways and sidewalks are completed.

## **PARKING LOT CLEARING**

Parking lots will be sanded and plowed according to the street priorities in Schedule “A”. Snow will be piled at specific locations and then hauled away to the designated snow storage site when time permits.



## **SUMMER MAINTENANCE**

### **STREET SWEEPING**

Street sweeping will commence in early spring and continue on a casual basis through to fall. Sweeping will be conducted by town employees and equipment where possible. Sweeping is necessary for the safety of vehicles, pedestrians and the environment. The Town has classified streets based on function and traffic volume. As a result, street sweeping will commence in the downtown corridor and extended outwards to include the rest of the town.

### **POTHOLE REPAIR**

The Town believes that it is in the best interest of the residents to conduct pothole repair on Town-owned streets. The Town conducts a monthly inspection on Town-owned streets for potholes. They are generally fixed as soon as possible. Pothole repair usually begins in the spring once the snow has melted. However, if deemed necessary, a temporary repair can be used during the winter using a cold asphalt mix. In warmer weather a hot asphalt mix or a cold permanent mix can be used to fix the pothole.

### **PATHWAY MAINTENANCE**

The pathways in the Town of Three Hills enhance fitness, health and general life enjoyment. All pathways shall be inspected yearly and maintenance will be conducted on a need-to basis.

## **SCHEDULE “A”**

### **Priority RED**

#### **Ambulance**

12 Ave E (from 2<sup>nd</sup> Street N to 7<sup>th</sup> Street N)

#### **Fire Hall**

1 Ave E (from 2<sup>nd</sup> Street N to 3<sup>rd</sup> Street S)

#### **Emergency Operation Center**

2<sup>nd</sup> Ave E (from 1<sup>st</sup> Street S to Main Street)

2<sup>nd</sup> Ave E (from Main Street to alley)

#### **Schools**

6<sup>th</sup> Ave E (from North boundary to 6<sup>th</sup> Street S)

3<sup>rd</sup> Street S (from 1<sup>st</sup> Ave E to 6<sup>th</sup> Ave E)

11<sup>th</sup> Ave E (from 2<sup>nd</sup> Street N to 7<sup>th</sup> Street N)

#### **Downtown Commercial/Recreational Facilities**

Main Street (from 1<sup>st</sup> Ave E to 6<sup>th</sup> Ave E)

3<sup>rd</sup> Ave E (from 2<sup>nd</sup> Street N to 1<sup>st</sup> Street S)

4<sup>th</sup> Ave E (from 2<sup>nd</sup> Street N to 1<sup>st</sup> Street S)

### **PRIORITY YELLOW**

#### **Commercial Outlaying / Industrial**

Service Road (from 2<sup>nd</sup> Street to end)

17<sup>th</sup> Ave E (from Service Road to end)

18<sup>th</sup> Ave E (from 2<sup>nd</sup> Street N to end)

Seed Cleaning Service Road

3<sup>rd</sup> Street S (from 1<sup>st</sup> Ave E to boundary)

2<sup>nd</sup> Ave W (from 3<sup>rd</sup> Street S to 3<sup>rd</sup> Ave W)

3<sup>rd</sup> Ave W (from 3<sup>rd</sup> Street S to 5<sup>th</sup> Street S)

3<sup>rd</sup> Street N (from 6<sup>th</sup> Ave E to 7<sup>th</sup> Ave E)

### **Seniors Care**

Main Street (from 6<sup>th</sup> Ave E to Tamarack Road)

Tamarack Road (from Main Street to 1<sup>st</sup> N)

1<sup>st</sup> N (from 6<sup>th</sup> Ave E to Tamarack Road)

1<sup>st</sup> N (from Tamarack Road to 11<sup>th</sup> Ave E)

11<sup>th</sup> Ave E (from 1<sup>st</sup> Street N to 2<sup>nd</sup> Street N)

### **Day Care**

2<sup>nd</sup> Street South (from 6<sup>th</sup> Ave E to Bradford Crescent)

## **PRIORITY GREEN**

Residential (all other residential routes will be completed on a three-zone rotation). Please see map, Appendix A, for a breakdown of the zones.



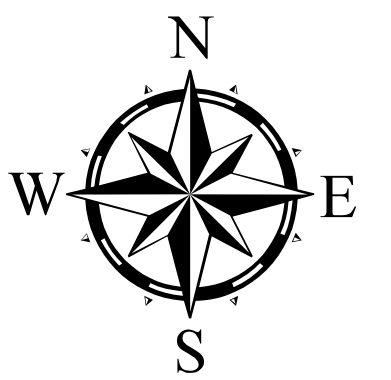
# TOWN OF THREE HILLS WINTER MAINTENANCE SCHEDULE "A"



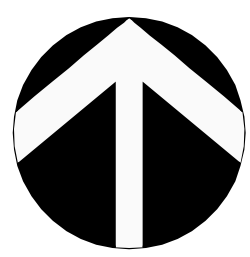
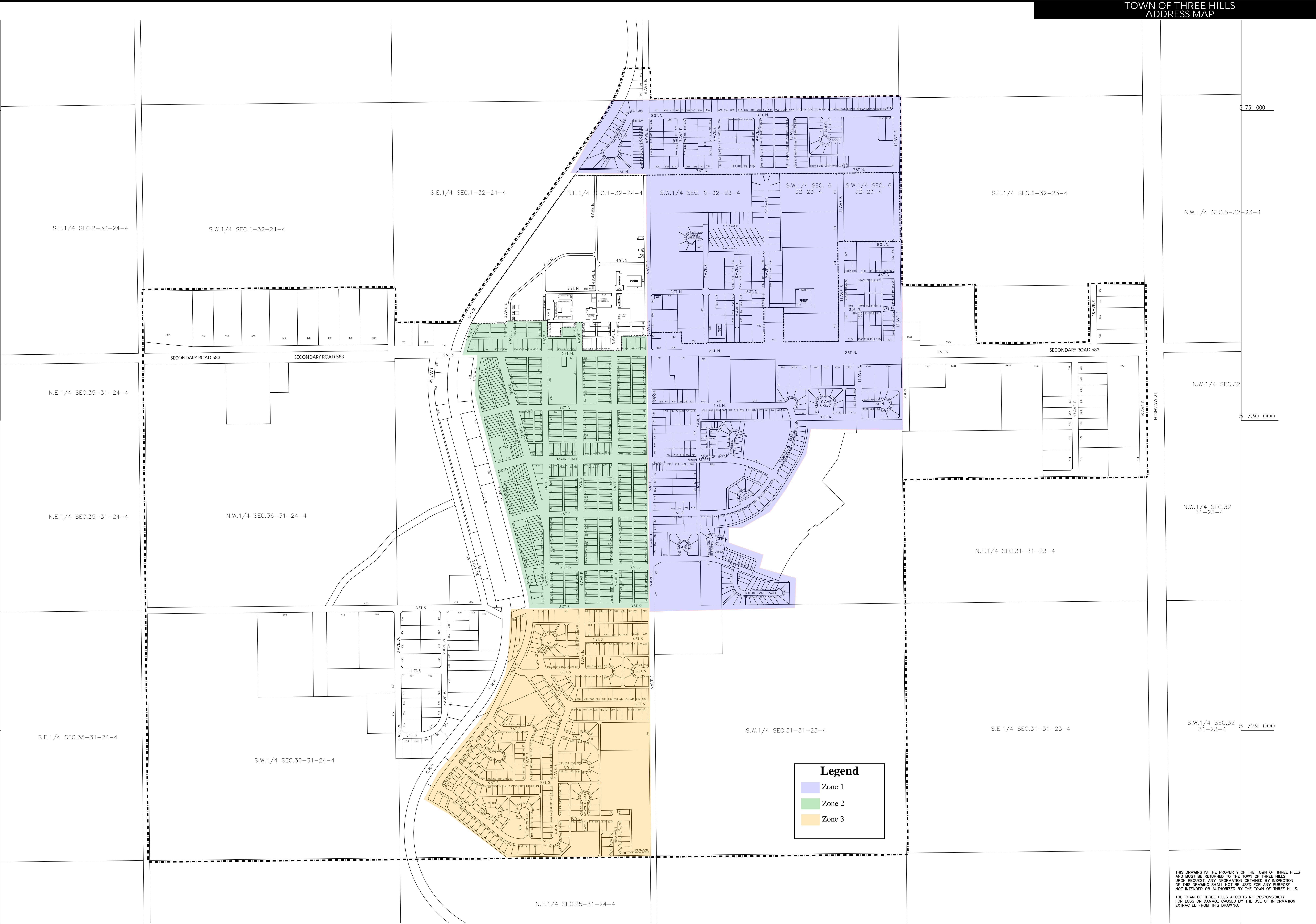
- Legend**
- Snow Removal Priority**
- Green
  - Red
  - Yellow
  - Town Boundary

THIS DRAWING IS THE PROPERTY OF THE TOWN OF THREE HILLS AND MUST BE RETURNED TO THE TOWN OF THREE HILLS UPON REQUEST. ANY INFORMATION OBTAINED BY INSPECTION OF THIS DRAWING SHALL NOT BE USED FOR ANY PURPOSE NOT INTENDED OR AUTHORIZED BY THE TOWN OF THREE HILLS.

THE TOWN OF THREE HILLS ACCEPTS NO RESPONSIBILITY FOR LOSS OR DAMAGE CAUSE BY THE USE OF INFORMATION EXTRACTED FROM THIS DRAWING.









# Regular Meeting of Council

## REQUEST FOR DECISION



**To:** Town Council  
**Subject:** Centennial Place Arena - April Ice Request  
**Meeting:** Regular Meeting of Council - 09 Jan 2023  
**Department:** Parks, Recreation & Facilities  
**Staff Contact:** Kristy Sidock, Director of Community Services

### Strategic Priorities:

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

### BACKGROUND AND DISCUSSION:

Administration has been working with a group who requested a significant amount of ice time at the arena for the month of April. The group has asked for a minimum of 3 hours every evening (Monday to Thursday) and a minimum of two weekends for exhibition games and showcases.

Administration has also contacted our local user groups asking if they would be interested in ice time for the month of April. There is interest; however, we are not certain as to how many hours the local groups would be able to commit to.

This information is for Council awareness if any groups or residents contact you about this.


### FINANCIAL AND STAFFING IMPLICATIONS:

At the Regular Meeting of Council on January 10, 2022, Council approved a summer rental rate of \$225.00 per hour for non local groups. Further, we would need to ensure there is a minimum of 30 hours/week booked in the facility to ensure keeping the arena open would be financially viable.

One of the main components we are figuring out is the staffing implications for the month of April because we usually move outdoors and start spring tasks with our staff. Thus, we may have to hire additional staff to accommodate this request.

### FOLLOW UP ACTION:

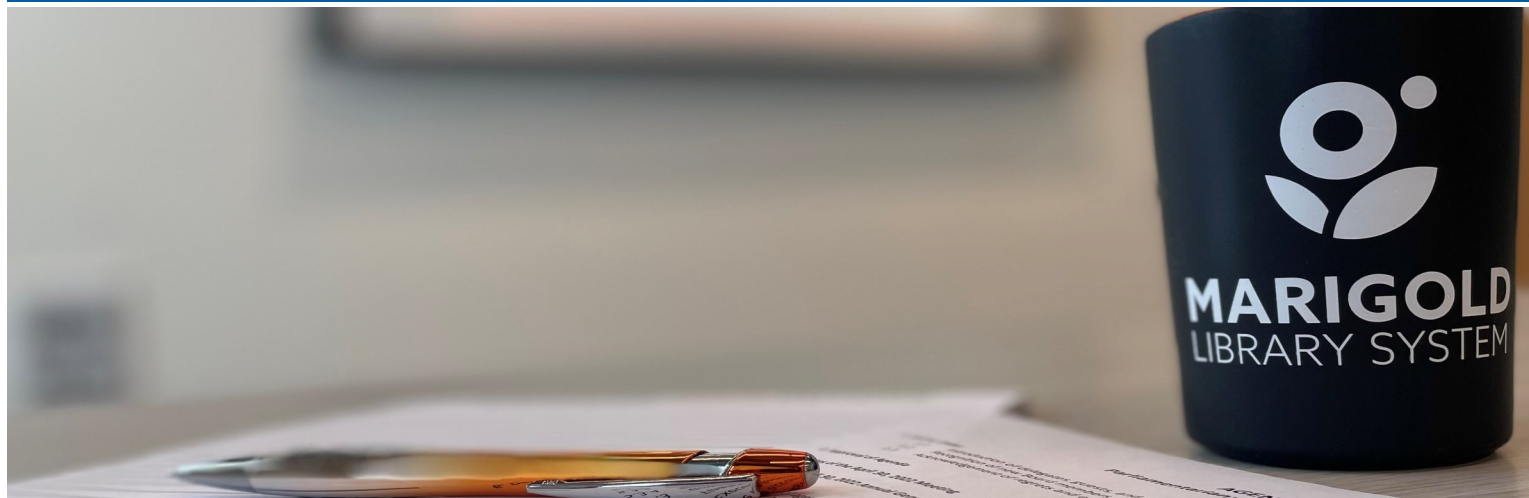
N/A



Ryan Leuzinger, CAO

## MARIGOLD REPORT

To Councils and Special Areas Board



### MARIGOLD BOARD MEETING HIGHLIGHTS:

#### November 26, 2022

The Marigold Library System Board met Saturday, November 26 via Zoom. New Board members were recognized: Kelly Burgess – Village of Empress

### FINANCIAL STATEMENTS

Marigold unaudited Financial Statements to October 31, 2022 were accepted for information. Marigold Library System is in a positive financial position. Expenditures are on track including IT equipment and materials.

### Draft Operating Budget 2023-2025

The draft budgets for operating and capital/projects budgets were presented and approved for information. In January, the final budget will be presented to Marigold Board for approval, based on year-end

actual expenditures and official populations from Municipal Affairs.

Marigold's Draft Operating Budget for 2023 is \$5,784,820, which is 3% higher to account for an projected increase to population numbers.

Marigold is the third largest library system in Alberta, based on service population, after Calgary and Edmonton. With a larger service population, costs are higher, and many expenses are calculated on a per capita basis. There are increased costs for utilities, fuel and IT contracts.

eResource subscriptions and eBook pricing are impacted by U.S. dollar exchange rates. Salaries account for 38% of the total budget. Savings have been found in website development, internet costs and promotional materials.

### HQ Building Sale: 710 2 Street, Strathmore

Here are details on the listing of our old headquarters building and property in Strathmore: <https://www.realtor.ca/real-estate/25017701/710-2-street-strathmore>

### Key initiatives in 2023 include:

The development of Marigold's 2023-2025 Plan of Service will be completed early next year.

The IT department is working on a network storage replacement project, which will add additional network hardware and enhance the storage space for virtualized servers and appliances.

Marigold continues to work with the Langdon Library Society and Rocky View County on the opening of the new Langdon Community Library in early 2023.





Wishing everyone a wonderful, happy and healthy holiday season! All the best from Marigold Headquarters for a bright 2023.

- Lynne Price, CEO (right) and Laura Taylor, Chief Operating Officer (left)



## POLICY APPROVAL & DECISION

### **Policies reviewed and approved by the Marigold Board:**

Finance Policy - Finance  
Information Technology (IT) Services  
Policy – Standards & Services

The Board also reviewed the Library Services for Indigenous Persons Operational Policy (Public Library Services Branch)

**Capital and project expenditures for 2023** are based on available funds after estimated operating costs have been subtracted from revenue projections. Two service vehicles need to be replaced.

## FREEDOM TO READ WEEK

**February 19-February 25, 2023:** Vice Chair Maxine Booker proclaimed Freedom to Read Week in Marigold. Communications & Engagement Manager Jessie Bach spoke about the importance of being able to choose what you want to read and how intellectual freedom is challenged when any resource is restricted. Canadian libraries have an essential role in promoting freedom to read and intellectual freedom. Member libraries, councils and residents are encouraged to celebrate Freedom to Read Week from February 19– February 25. The proclamation will be sent to local library boards and councils early in January. More at: [freedomtoread.ca](https://freedomtoread.ca)

## HQ STAFF PRESENTATIONS TO MARIGOLD BOARD:

### **IT Update:**

IT Manager Richard Kenig reported on several long-term projects related to hardware and server upgrades, network architecture and infrastructure, and general cyber security. Service continues to expand for hybrid workers, including expanding cloud storage capacities and providing more user training and onboarding with available tools (e.g. Teams, Onedrive, Sharepoint).

The IT department continues to support several libraries on upcoming moves or builds: Rumsey, Morrin, the new Langdon Community Library, and Airdrie Public Library as they progress through the building of their new facility.

## Upcoming Board Meetings

**Saturday, January 28, 2023:** Virtual Teams Meeting, 9:30 am.

**Saturday, April 22, 2023:** 9:30 am in Strathmore at the Marigold Library System & Western Irrigation District Community Room

**Trustee Orientation: February 11, 2023**

Virtual Teams Meeting, 9:30 am.

Unit B 1000 Pine Street  
Strathmore, AB T1P 1C1  
Phone: 403-934-5334  
1-855-934-5334



**MARIGOLD**  
LIBRARY SYSTEM



December 16, 2022

Adriane Cairns  
Facilities and Recreation Manager  
Town of Three Hills  
232 Main Street  
Three Hills, AB T0M 2A0

**RE: Implementation Project on Centennial Place Arena  
Recreation Energy Conservation (REC) Program**

The Municipal Climate Change Action Centre (MCCAC) congratulates the Town of Three Hills on your completion of an implementation project through the Recreation Energy Conservation (REC) Program.

This letter confirms that we have received the completion documentation required for your project. Based on this documentation and determined in accordance with the REC Offer Letter signed July 22, 2021 you will receive a rebate in the amount of \$39,750.00. A cheque from the Alberta Municipalities, administrator of the MCCAC, made out to the Town of Three Hills in this amount is enclosed.

We hope this project has helped achieve your energy cost saving and environmental goals as it will save an estimated \$7661 per year and 32 tonnes of greenhouse gas emissions per year. From all of us here at the Municipal Climate Change Action Centre, we thank you for your leadership in taking action on climate change by participating in this program and look forward to future opportunities we have to work with you again.

Sincerely,

**Trina Innes**  
Executive Director  
Municipal Climate Change Action Centre

**Calvin Lechelt**  
Program Lead  
Municipal Climate Change Action Centre





Municipal  
Climate Change  
Action Centre

A partnership of  
 **Alberta  
Municipalities**  
Strength  
In Members



# Certificate of Recognition

to acknowledge

## Town of Three Hills

for contributing to the mitigation of greenhouse gas emissions in Alberta by  
participating in the Recreation Energy Conservation Program and completing a  
Lighting Retrofit project at the  
*Centennial Place Arena*

A blue ink signature of Trina Innes, written over a horizontal line.

Trina Innes,  
Executive Director  
December 16, 2022



mccac.ca

REAL SAVINGS. REAL CHANGE.



## PROGRAMS THAT PAY OFF

Lower energy costs. Immediate and long-term savings for your community. Improved infrastructure. Reduced greenhouse gas emissions.

### *What's not to like?*

Take advantage of our range of funding programs and advisory services designed to help Alberta municipalities address climate change and enjoy the benefit of deep energy savings.

## KNOWLEDGE IS POWER

We offer a wealth of information through educational documents, hands-on tools, and webinars in our online Learning Centre.

We also offer advisory services to municipalities taking action on climate change. We support municipalities investing in renewable energy and energy efficiency at all stages of their projects.

Learn all about our programs at [mccac.ca](http://mccac.ca)

The Municipal Climate Change Action Centre is a partnership of:



## REAL SAVINGS. REAL CHANGE.

Alberta's municipalities are taking steps to address climate change and reduce greenhouse gas emissions. They are improving their overall energy efficiency and saving money for the future of their communities.

The Municipal Climate Change Action Centre can help you do the same.

**Are you ready to make a real difference for your community and the world?**

# NOW IS YOUR TIME TO TAKE ACTION.

## CONTACT US

Phone 780-433-4431  
Alberta Toll-Free 310-2862  
Email [contact@mccac.ca](mailto:contact@mccac.ca)

Municipal Climate Change Action Centre  
300-8616 51 Avenue  
Edmonton, AB T6E 6E6

    [mccac.ca](http://mccac.ca)



Municipal  
Climate Change  
Action Centre



Municipal  
Climate Change  
Action Centre

# REAL SAVINGS. REAL CHANGE.

FOR MUNICIPALITIES



# YOUR IMPACT

**164 municipalities** have completed **817 projects** with the Action Centre. These projects created **832 jobs** in solar and energy efficiency (FTE). Over two decades, municipalities will see **\$90 million** in energy savings and avoid over **700,000 tonnes** of greenhouse gas emissions (CO<sub>2</sub>e).

As of August 2022

## YOU MAKE THE DIFFERENCE

Whether you're upgrading lighting, thermostats, HVAC, or weatherization, installing solar photovoltaic systems, integrating electric vehicles into the municipal fleet, or hiring a municipal energy manager, it all adds up to making a real difference for Albertans.

## OPEN TO ALL ALBERTA MUNICIPALITIES

City, town, village, county, municipal district—no community and no project is too big or too small to be considered. Find out how you can get funding to implement energy saving initiatives and reduce greenhouse gas emissions in your community.



## ALBERTA MUNICIPAL SOLAR PROGRAM

### TOWN OF RAYMOND

A grant of **\$643,481** enabled Raymond to install nine solar PV systems on municipal buildings and land. With a total capacity of **1.16 MW**, they are expected to produce 1,302 MWh of electricity and **\$130,186** of savings each year. This investment makes Raymond the first Alberta municipality to be electrically net zero in its operations.



## RECREATION ENERGY CONSERVATION

### CITY OF LEDUC

A grant of **\$604,595** supported a complete lighting retrofit for the Leduc Recreation Centre. Now, three hockey rinks, a curling arena, two pools, two multi-purpose field houses and all exterior lights are energy efficient LED. In addition to reducing GHG emissions by **478 tonnes annually**, the payback period was reduced from almost a decade to 2.5 years.



## MUNICIPAL ENERGY MANAGER

### TOWN OF BANFF

Using a salary subsidy, the Town of Banff hired a Municipal Energy Coordinator to manage capital improvements, including the development of large solar electricity and energy efficiency retrofits. In just two years, the coordinator implemented **56 energy conservation measures**, saving **\$73,291** in annual energy costs.



## CLIMATE RESILIENCE CAPACITY BUILDING

### APPLICATIONS OPEN

Take control of your community's future. Gain a better understanding of local climate change impacts and how to respond. **Up to \$80,000** is available per project for municipalities and Indigenous communities to create adaptation plans and to prepare measures for implementation.



## ELECTRIC VEHICLE CHARGING PROGRAMS

### APPLICATIONS OPEN

Put your community on the map for electric vehicle drivers. **Rebate up to 46%** of the cost of purchasing and installing a charging station. Open to municipalities, businesses and other organizations for public and/or private fleet use.



## MUNICIPAL CLIMATE LEADERSHIP COUNCIL

### APPLICATIONS OPEN

Join with other elected municipal officials from across Alberta to lead and engage on climate solutions. Built around **peer-to-peer learning and networking**, the council will share resources, practical strategies, and essential tools to help you champion change in your community.





# LEADING CLIMATE ACTION WITH ALBERTA MUNICIPALITIES 2021



Municipal  
Climate Change  
Action Centre

The Municipal Climate Change Action Centre provides funding, technical expertise, and education to municipalities, schools, non-profits and community organizations. Together, we are lowering energy costs, reducing greenhouse gas emissions, and improving climate resilience.

A partnership of:



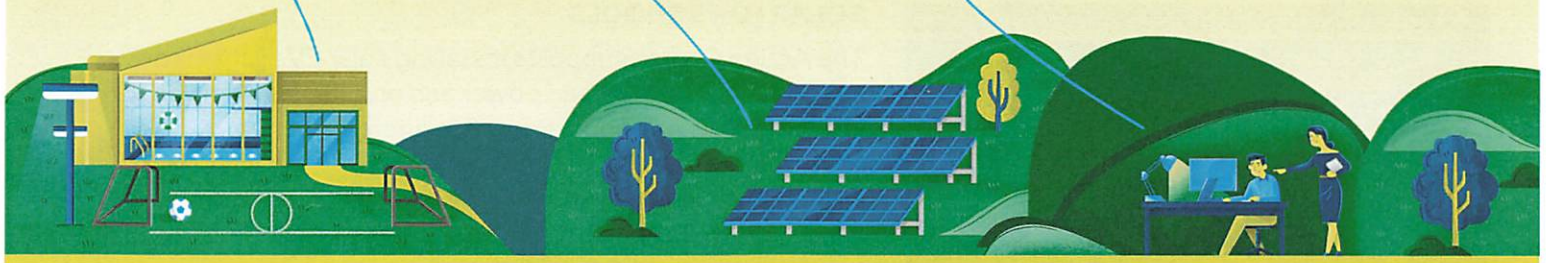
## ECONOMIC STRENGTH \$12.6 million investments catalyzed. Plus...

**Energy Efficiency**  
108 jobs created

**Solar Energy**  
43 jobs created

**Energy Managers**  
23 active positions

**Energy Savings**  
lifetime savings averaged over 20 years  
**\$37.4 million**



## CLIMATE ACTION 4,625 tonnes annual GHG emissions avoided. Plus...

**Electric Vehicles Purchased**  
\$1.1 million

**Solar Installed**  
3.2 MW

**Climate Adaptation Challenge**  
2 municipalities assessed climate risks



## PROGRAM HIGHLIGHTS

### Notable Projects Completed

- Longview 115 kW Solar**  
This ground-mount build made the village electrically net zero.
- St. Albert 1.1 MW Solar**  
The Servus Credit Union Place solar build is the city's largest.
- Grande Prairie 2x333 kW CHP**  
Combined heat & power saves Eastlink Centre \$336,000/year.
- Crowsnest Pass \$15,000 annual savings**  
Pass Powderkeg Ski Area replaced all lights with LEDs.

### Capacity Building

- Municipal Energy Champions**  
Following a successful pilot, nine small municipalities enrolled for training and support in energy efficiency.
- Climate Adaptation Challenge**  
St. Albert and Sturgeon County were selected to receive direct support developing climate adaptation plans.
- Partners for Climate Protection**  
Completed two year term as Regional Climate Advisor for Alberta, assisting 8 municipalities complete 24 milestones.

### Tools for Municipalities

- Alberta Climate Funding Guide**  
Published listing and how-to guide for applying to mitigation and adaptation funding opportunities in Alberta.
- Climate Resilience Express**  
Modernized this resource, reflecting feedback from 13 past participants and new ways of accessing climate data.



## 2021 Featured Projects - Some of the 107 clean energy projects completed in 2021

### GRID-CONNECTED SOLAR ELECTRICITY

The Action Centre provides financial rebates to Alberta municipalities who install grid-connected solar photovoltaic (PV) systems on municipal facilities or land. In 2021, the Alberta Municipal Solar Program successfully added **3.1 MW of solar capacity** to the grid, reducing annual GHG emissions by **1,900 tonnes**.

**St. Albert** Servus Credit Union Place

1.1 MW

**Calgary** Shepard Solar Park Phase III

714 kW

**Airdrie** Transit and Maintenance Facility

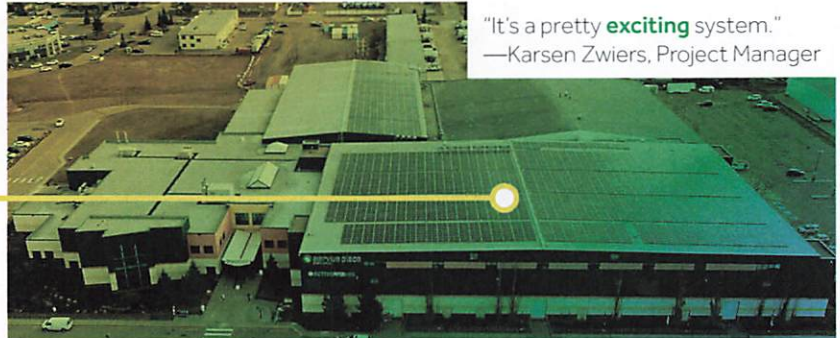
409 kW

**Big Lakes County** Ground Mount Solar

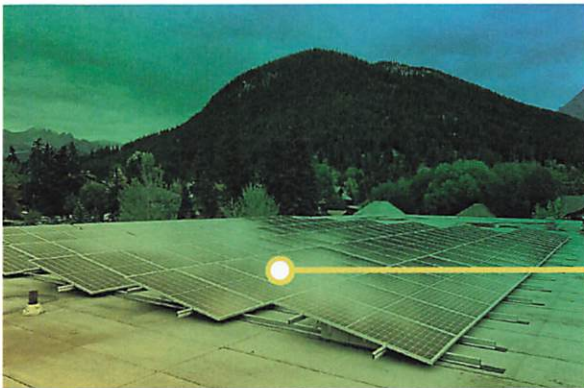
216 kW

**Smoky Lake** Ground Mount Solar

169 kW



"It's a pretty **exciting** system."  
—Karsen Zwiers, Project Manager



### SOLAR FOR SCHOOLS

The Action Centre supports installing solar PV systems on schools, generating clean power and providing a living lab for students to learn about renewable energy.

**Lacombe** Composite High School *Roofs 4 Kids*

4 kW

**Banff** Community High School **108 kW**

"We can show the students, and the entire community, that it is a reality and allow them to see first-hand the **positive impact** they can have!"

—Maya Capel, Teacher

### RECREATION FACILITIES ENERGY EFFICIENCY

The Action Centre provides municipalities and community-related organizations up to \$750,000 for energy saving upgrades in arenas, aquatic centres, athletic parks, and other recreation facilities. In 2021, the Recreation Energy Conservation Program produced **\$946,000 in annual savings** by funding lighting retrofits, REALice installations, HVAC efficiency improvements, and more.

**Grande Prairie** East Link Centre

\$336,000 annual savings

**Airdrie** Genesis Place

\$82,000 annual savings

**Whitecourt** Scott Safety Centre

\$56,000 annual savings

**Spruce Grove** TransAlta Tri Leisure Centre

\$53,000 annual savings

**St. Albert** Servus Credit Union Place

\$41,000 annual savings

"The LED lighting upgrade improves **safety and visibility**."

—Brad Anderson, Genesis Place Manager



Visit [mccac.ca](http://mccac.ca) to read the showcase of all projects the Municipal Climate Change Action Centre has supported since 2009. See photos, meet the project champions, and read a breakdown of each project's costs, savings and climate impacts. If you'd like to start your own project, you can also access our latest programs and resources.



# MUNICIPAL CLIMATE CHANGE ACTION CENTRE

2009-2021

**737**

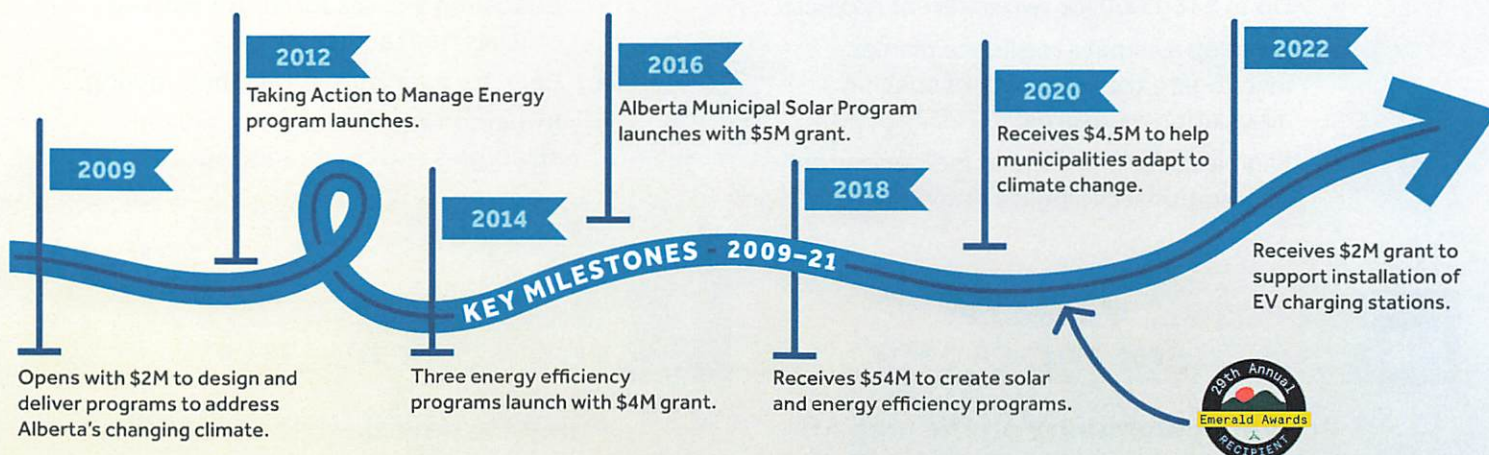
Projects Completed

**\$114 million**

Energy Savings  
lifetime savings averaged over 20 years

**167**

Municipalities Participated



## INVESTMENTS

 **\$29 million**  
spent in grants & support

 **\$73 million**   
catalyzed investment

## JOBS CREATED

**356**   
Energy efficiency jobs

**328**   
Solar energy jobs

## ELECTRIC VEHICLES

**\$1.7 million**    
Value of electric vehicles purchased

## RENEWABLE ENERGY

**22 MW**   
new solar electricity generating capacity

**56,000**   
solar modules

**28,000 tonnes**  
greenhouse gas emissions eliminated every year

## CLIMATE PLANS

**13**   
Municipalities created climate resilience plans

**8**   
Municipalities created climate mitigation plans



Municipal  
Climate Change  
Action Centre

A partnership of:







## CLIMATE RESILIENCE CAPACITY BUILDING

**Better understand and respond to the impacts of climate change.**

- Up to \$160,000 for two different projects.
- Develop a climate resilience plan or investigate the feasibility of specific adaptation measures.
- Eligible to fund the use of Indigenous and/or Traditional Ecological Knowledge.



## AB MUNICIPAL CLIMATE LEADERSHIP COUNCIL

**Bringing elected officials together to lead and engage on climate solutions.**

- Education and resources for elected officials from across Alberta.
- Peer-to-peer learning and networking.
- In-person events sharing practical strategies and celebrating successes.



## ELECTRIC VEHICLE CHARGING PROGRAMS

**Put your community on the map for EV drivers.**

- Up to 46% rebates for purchasing and installing EV charging stations.
- Municipalities, businesses and other organizations can install for public or private fleet use.
- Up to \$75,000 for a Fast Charger.



## ELECTRIC VEHICLES FOR MUNICIPALITIES

**Purchase new electric cars, utility vehicles, ice resurfacers and trucks.**

- Depending on vehicle type, between 30–100% of the costs are refundable.
- Refund half the cost of a feasibility study to understand how your municipal fleet can go electric.



## TOOL LENDING LIBRARY

**Measure it to manage it.**

- Free tool lending library for conducting energy audits in municipal facilities.
- Open to any facility manager, mechanical engineer or infrastructure director for an Alberta municipality.



## STAY UP-TO-DATE

**Subscribe to our email newsletter.**

Read and watch stories about Albertans making real change in their communities. Plus, be among the first to know about new programs as soon as we launch.

[mccac.ca/newsletter](https://mccac.ca/newsletter)

