



AGENDA

Regular Meeting of Council

5:30 PM - Monday, January 23, 2023
Council Chambers

Page

1. CALL TO ORDER:

Mayor Ray Wildeman called the Regular Council Meeting of January 23, 2023 to order at ____ PM.

2. ACCEPTANCE OF AGENDA:

- 2.1. Acceptance of the Agenda for the Regular Meeting of Council on January 23, 2023.

that the agenda for the Regular Meeting of Council on January 23, 2023, be accepted as presented/amended.

3. ADOPTION OF THE PREVIOUS MINUTES:

5 - 8

- 3.1. Regular Meeting of Council - January 9, 2023.

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

[Regular Meeting of Council - 09 Jan 2023 - Minutes - Pdf](#)

4. DELEGATIONS:

5. MANAGEMENT REPORTS:

9 - 12

- 5.1. Chief Administrative Officer Report

[CAO - January 2023](#)

[Council Resolution Status - January 2023](#)

13 - 14 5.2. Director of Finance Report

[Finance - January 2023](#)

15 - 20 5.3. Director of Community Services Report

[Community Services - January 2023](#)

21 5.4. Director of Operations and Infrastructure Report

that the Management Reports be accepted as presented.

[Operations & Infrastructure - January 2023](#)

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

22 - 30 6.1. Council Policy 520 - Municipal Grants to Community Groups

that Council approves Policy 520 - Municipal Grants to Community Groups, as presented.

[Request For Decision- RFD-23-006 - Pdf](#)

31 - 34 6.2. Pathway Snow Removal

that Council directs Administration to continue with Option 1, as outlined.

[Request For Decision- RFD-23-008 - Pdf](#)

7. BYLAWS:

35 - 66 7.1. Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw

that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be given first reading

and

that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be given second reading

and

that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be considered for third reading

and

that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be given third and final reading.

[Request For Decision- RFD-23-009 - Pdf](#)

8. NEW BUSINESS:

67 - 68

8.1. Appointment of Deputy Director of Emergency Management

that Council appoints Greg Towne as the Deputy Director of Emergency Management.

[Request For Decision- RFD-23-007 - Pdf](#)

69 - 70

8.2. ARTIS Exploration - Effluent Use

that Council accepts this information, as presented.

[Request For Decision- RFD-23-011 - Pdf](#)

9. COUNCIL REPORTS:

9.1. Deputy Mayor Dennis Hazelton

9.2. Councillor Miriam Kirk

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:

11. CLOSED SESSION:

12. ADJOURNMENT

Mayor Ray Wildeman adjourned the Regular Council Meeting of January 23, 2023, at ____ PM.



MINUTES

Regular Meeting of Council Meeting

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

The Regular Meeting of Council of the Three Hills was called to order on Monday, January 9, 2023, in the Council Chambers, with the following members present:

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

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

1. **CALL TO ORDER:**

Mayor Ray Wildeman called the Regular Council Meeting of January 9, 2023 to order at 5:31 PM.

2. **ACCEPTANCE OF AGENDA:**

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

001-2023 Moved by Councillor Byrne Lammle that the agenda for the Regular Meeting of Council on January 9, 2023, be accepted as presented.

CARRIED

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

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

002-2023 Moved by Councillor Miriam Kirk that the minutes from the Regular Meeting of Council on December 12, 2022, be accepted as presented.

CARRIED

4. **DELEGATIONS:**

CAO

Mayor

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516670

4.1. *Three Hills Victim Services - Carolyn Kung and Sgt. Jamie Day - 5:35PM - 5:50PM*

5. **MANAGEMENT REPORTS:**

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

7. **BYLAWS:**

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

003-2023 Moved by Councillor Marilyn Sept that Bylaw 1484-22 - Councillor Code of Conduct be given third and final reading.

CARRIED

8. **NEW BUSINESS:**

8.1. ***Kneehill Historical Society***

004-2023 Moved by Deputy Mayor Dennis Hazelton 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.

CARRIED

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

005-2023 Moved by Mayor Ray Wildeman that Council requests Administration bring amendments to Policy 520 - Municipal Grants to Community Groups to the Regular Meeting of Council on January 23, 2023.

CARRIED

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

006-2023 Moved by Councillor Byrne Lammle that Council endorse the Kneehill Medical Services Retention and Recruitment Task Force Annual Report template.

CARRIED

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

007-2023 Moved by Councillor Miriam Kirk that Council directs Administration to submit a request from the Dr. Reedyk Legacy Fund for a new aquatic wheelchair.

CARRIED

8.5. ***Policing Letter from South Central Mayors***

008-2023 Moved by Councillor Miriam Kirk that Council endorses the letter developed by the South Central Mayors group.

CARRIED

8.6. ***Pathway Snow Removal Discussion***

CAO

Mayor

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Lisa Gannon left the meeting at 7:12 PM and returned at 7:14 PM.

8.7. Centennial Place Arena - April Ice Request

9. COUNCIL REPORTS:

9.1. Deputy Mayor Dennis Hazelton

Red Deer County Fibre Internet Presentation
Three Hills School Christmas Concert
Town of Three Hills Christmas Party

9.2. Councillor Miriam Kirk

Red Deer County Fibre Internet Presentation
Library Farewell Party for Karen Nickel
Town of Three Hills Christmas Party

9.3. Councillor Byrne Lammle

Red Deer County Fibre Internet Presentation
Town of Three Hills Christmas Party

9.4. Councillor Marilyn Sept

Red Deer County Fibre Internet Presentation
Library Farewell Party for Karen Nickel
Town of Three Hills Christmas Party

009-2023 Moved by Deputy Mayor Dennis Hazelton that the Councillors' reports be accepted as information presented.

CARRIED

9.5. Mayor Ray Wildeman

Red Deer County Fibre Internet Presentation
Library Farewell Party for Karen Nickel
Town of Three Hills Christmas Party

010-2023 Moved by Councillor Byrne Lammle that the Mayor's reports be accepted as information presented.

CARRIED

10. CORRESPONDENCE:

10.1. Municipal Climate Change Action Centre

011-2023 Moved by Councillor Miriam Kirk that the correspondence be accepted as information presented.

CARRIED

CAO

Mayor

11. CLOSED SESSION:

12. ADJOURNMENT

Mayor Ray Wildeman adjourned the Regular Council Meeting of January 9, 2023, at 7:48 PM.

CAO

Mayor

UNOFFICIAL

CAO

Mayor

TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

January 23, 2023



Ryan Leuzinger, CAO

General Items

- Personnel items
- Participated in safety inspections at various Town facilities
- 2023 Operating and Capital Budget work
- Fire Level of Services project work
- Continued work with Lisa on reviewing the records management system utilized by the Town
- Reviewing and updating Municipal Grants to Community Group policy and process
- Working with Mt. Olive Church with their subdivision process
- Pumphouse and water infrastructure
 - Working with contractors, insurance company, insurance adjustor
 - Weekly+ progress meetings
 - Held a project kick-off meeting for the design and engineering of the new pumphouse with engineers and insurance company

Meeting/Event Attendance

- Attended a Cyber Security training session with all staff with Vincovi
- Attended an Extended Producer Responsibility zoom meeting with the Province
- Met with Mark Maxwell, President of Prairie College
- Biweekly Senior Leadership Team meetings
- Met with ARTIS Explorations regarding water (effluent) needs for the upcoming year
- After Council Staff meetings

Council Resolution Status				
Meeting	Motion #	Description	Responsibility	Status
September 12, 2022	204-2022	Intermunicipal Collaboration Framework Amendment - approved as presented	Admin	Completed; document signed and sealed.
September 12, 2022	205-2022	Fire Services Agreement (ICF) amendment - approved as presented	Admin	Completed; document signed and sealed.
September 12, 2022	206-2022	Water Delivery Agreement Amendments with Kneehill County - approved as presented	Admin	Completed; documents signed and sealed
September 12, 2022	207-2022	ATCO Electric Franchise Fee for 2023	Admin	Completed; Advertising complete. Final paperwork sent to ATCO on November 7th. Notice of AUC approval received at the end of November.
September 26, 2022	217-2022	Community Centre - Long-Term Rental Agreement	Admin	Completed; Group does not wish to proceed.
September 26, 2022	218-2022	Bylaw 1480-22 - Waste Control Bylaw - 2nd reading	Council	Completed; 3rd reading at Council Meeting on October 11th.
September 26, 2022	220-2022	Business Licensing Structure - determine rates during budget deliberations	Council/Admin	Complete; discussed during budget deliberations. No changes.
October 11, 2022	230-2022	Bylaw 1480-22 - Waste Control Bylaw - 3rd reading/amendments	Council	Completed; signed and sealed document published on website.
October 11, 2022	231-2022	Bylaw 1486-22 - Municipal Development Plan Bylaw - 1st reading	Council	Completed; public hearing held on November 14, 2022
October 11, 2022	232-2022 - 233-2022	Bylaw 1485-22 External Utility Connection Fee Bylaw - 2nd and 3rd reading	Admin	Completed; signed and sealed document published on website.
October 11, 2022	234-2022	Request for Relief - High Water Consumption	Admin	Completed; Notice sent to Resident.
October 11, 2022	235-2022	Mayor Wildeman attendance at RMA Conference	Admin	Completed.
October 11, 2022	238-2022	Backhoe replacement - purchase in 2023 budget year	Admin	Completed. Order submitted; delivery expected Spring 2023.
October 24, 2022	252-2022	Respond to Kneehill Regional Partnership supporting proposed projects in principle except Explore Kneehill Project.	Admin	Completed; KRP has been notified of our interests; KRP will complete further work.
November 14, 2022	261-2022	Bylaw 1484-22 Councillor Code of Conduct Bylaw - 1st Reading	Admin	Completed; 2nd reading to go to Council on November 28th.
November 14, 2022	262-2022 - 265-2022	Bylaw 1487-22 - 2023 Operating Expenditures Borrowing Bylaw be given 1st, 2nd and 3rd reading	Admin	Completed; signed and sealed document published on website.

Meeting	Motion #	Description	Responsibility	Status
November 14, 2022	266-2022	Distribute Municipal Grants to Community Groups as follows: 1. Friends of Three Hills School Society (Capital) - \$1,613 2. Kneehill Minor Hockey Association (Operating) - \$3,225 3. Kneehill Minor Volleyball Association (Operating) - \$1,613 4. Seniors Outreach (Capital) - \$3,929 5. Three Hills Beautification (Operating) - \$1,878 6. Three Hills Beautification (Capital) - \$1,742 7. Three Hills Disc Golf Club (Capital) - \$968 8. Three Hills Skating Club (Operating) - \$1,226 9. Three Hills Skating Club (Capital) - \$1,290	Admin	Completed; letters and cheques were mailed November 25th.
November 14, 2022	267-2022	Maintain APEX municipal Franchise Fee for natural gas at 9%	Admin	Completed; Natural gas franchise fees to come before Council in summer 2023.
November 14, 2022	268-2022	Request to Town to purchase back lots	Admin	Completed; individuals were notified
November 28, 2022	280-2022	Bylaw 1484-22 Councillor Code of Conduct Bylaw - make suggested revisions and bring back to Council	Admin	Completed. Went for Second Reading December 12, 2022.
November 28, 2022	281-2022	Bylaw 1486-22 - Municipal Development Plan Bylaw - 2nd reading	Admin	Completed. Amendment will be made and document brought back at Regular Council meeting (December 12, 2022) for 3rd reading.
November 28, 2022	282-2022	Request for Letter of Support - Town of Trochu	Admin	Completed. Letter sent to Trochu
November 28, 2022	283-2022	Support Group - Donation of Space	Admin	Completed. Group has been notified that request has been approved, but they will be meeting elsewhere.
November 28, 2022	284-2022	Developer Request for Funding	Admin	Completed; see Motion 298-2022 on December 12, 2022.
November 28, 2022	285-2022	Committee of the Whole	Admin	Completed - Committee of the Whole Meeting scheduled for January 23, 2023.
December 12, 2022	295-2022	Amendment to Minutes from Regular Meeting of Council, November 28, 2022.	Admin	Completed.
December 12, 2022	298-2022	Developer Request for Funding - Council to contribute \$40,000 to assist with sewer mainline installation by Golden Acres Honey Products Ltd.	Admin	Completed - Letter and cheque mailed to Golden Acres on January 5, 2023.
December 12, 2022	299-2022	Bylaw 1486-22 - Municipal Development Plan Bylaw given third and final reading	Admin	Completed; Bylaw signed and uploaded to Document Centre (website) and as been filed internally.

Meeting	Motion #	Description	Responsibility	Status
December 12, 2022	300-2022	Bylaw 1484-22 - Councillor Code of Conduct Bylaw be given second reading, with minor revisions	Admin	Completed - Revisions have been made, will be brought back to Council on January 9, 2023 for third and final reading.
December 12, 2022	301-2022	SAEWA - Request for Letter of Support - Council declined letter of support and relinquished membership in SAEWA	Admin	Completed; letter provided to SAEWA on December 20, 2022 relinquishing membership in SAEWA.
December 12, 2022	302-2022	Approval of 2023 Operating Budget	Council	Completed
December 12, 2022	303-2022	Approval of 2023 Capital Budget	Council	Completed
2023				
Meeting	Motion #	Description	Responsibility	Status
January 9, 2023	003-2023	Bylaw 1484-22 - Councillor Code of Conduct Bylaw be given third reading, minor revision to flowchart.	Admin	Completed.
January 9, 2023	004-2023	Kneehill Historical Society - Letter of Support	Admin	Completed; letter provided to Kneehill Historical Society on January 10, 2023.
January 9, 2023	005-2023	Council Policy 520 - Municipal Grants to Community Groups	Admin	In progress; revisions will be brought back to Council on January 23, 2023.
January 9, 2023	006-2023	Kneehill Medical Services Retention and Recruitment Task Force - Draft Annual Report template	Admin	Completed; email was sent to Kneehill County on January 10, 2023 with recommendation and overall approval of template.
January 9, 2023	007-2023	Kneehill Medical Services Retention and Recruitment Task Force - Dr. Reedyk Legacy Fund	Admin	Completed; email was sent to Kneehill County on January 10, 2023 with request for assistance purchasing aquatic wheelchair.
January 9, 2023	008-2023	Policing Letter from South Central Mayors Group	Council	Completed; handled by Mayor.
January 9, 2023		Pathway discussion.	Admin	In progress; will be brought back to Council on January 23, 2023.

TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

January 16, 2023



Greg Towne, Finance

- 2022 year end – now that the calendar has flipped over, Finance staff are focusing on the 2022 year end and preparation of the audited financial statements. This will be the priority for the next month, with the on-site visit expected in March and statements presented to Council in April.
- 2023 budget – as the budget has been approved, staff are finalizing importing the budget into Diamond and preparing internal reporting for management.
- 2023 assessments – working with our assessor on finalizing the 2023 tax roll. New rolls are added as needed, and Town information is compared against assessor information and reconciled. The final tax roll will be received in late February.

As a heads up, Land Titles is still several months behind on title and address changes. Because of this, staff intend to implement additional communications to new ratepayers when the property tax bills go out in late May. More information will be forwarded to Council as it becomes available.

Staff would also like to remind Council and the public that we are requiring that change of addresses are remitted to Land Titles through the proper channels. Change of addresses can be made through the Province of Alberta's website; the form can be found here - <http://www.servicealberta.ca/pdf/ltmanual/ADD-1-FORMA.pdf> - and instructions are available here - <https://www.servicealberta.ca/pdf/ltmanual/ADD-1.pdf>. There is no cost to do this.

- Worked on the Master Rates and Fees Bylaw.
- Other duties during the month: financial system year-end work, updating the approved budget book, insurance and governmental reporting, quarterly GST submission, staff cross-training.

Quarterly Investment Report

The purpose of the Investment Policy is to invest public funds in a manner which will provide the highest Investment return with the maximum security, while meeting the Town's daily Cash Flow requirements and conforming to all provincial and other statutes governing the Investment of public funds.

The policy also identifies reporting to be made to the CAO and Council.

5.9. Reporting

- 5.9.1. The Director of Finance will provide regular reports to the CAO. The CAO will report quarterly, at a minimum to Council, noting Investments on hand, activity during period, and income or losses on Investments.

Currently, the Town's investments are concentrated on vehicles provided through our current bank (ATB.) Our agreement with ATB provides returns that are tied to the bank prime rate i.e. bank prime less x.x%, depending on the investment. The rate depends on the term of the investment – so a 90-day notice account will generate a higher return than our operating or savings accounts. All our funds are 100% guaranteed and easily accessible.

Returns and increased returns in 2022 are clearly driven by Bank of Canada interest rate changes to combat inflation. As of mid-January, the bank prime rate stood at 6.45%.

At November 30, 2022, our total bank balances stood at \$11.3 million, while investment revenue for the year to date was just under a quarter million dollars.

Town of Three Hills

Annual Investment Summary (to date)

Portfolio at November 30, 2022

Operating Accounts	1,173,488.87
ATB High Interest Savings Account	4,726,766.83
ATB 60 Day Notice Account	-
ATB 90 Day Notice Account	5,381,547.79
Total	11,281,803.49

Investment Activities - Year to date

Operating Accounts	33,069.34
ATB High Interest Savings Account	90,098.32
ATB 60 Day Notice Account	114.79
ATB 90 Day Notice Account	125,545.48
Total	248,827.93

TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

January 23, 2023

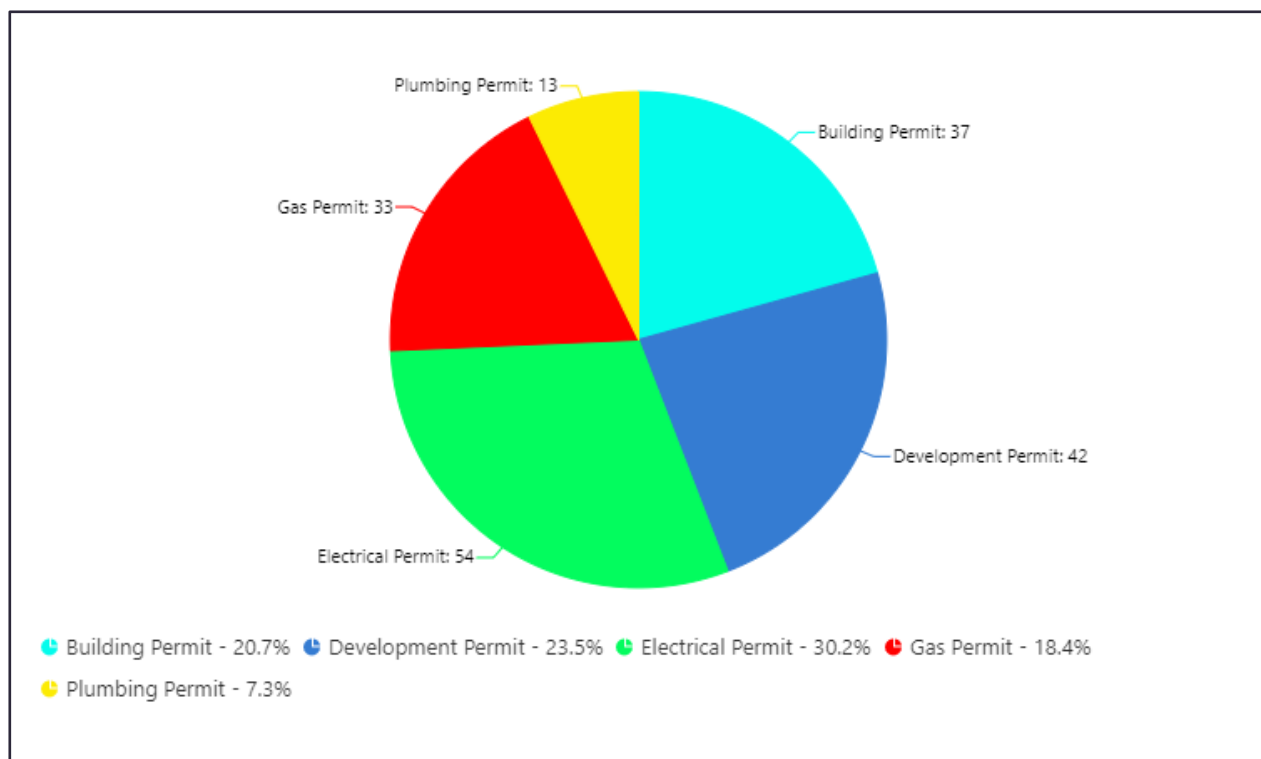
Kristy Sidock, Community Services



2022 Year in Review

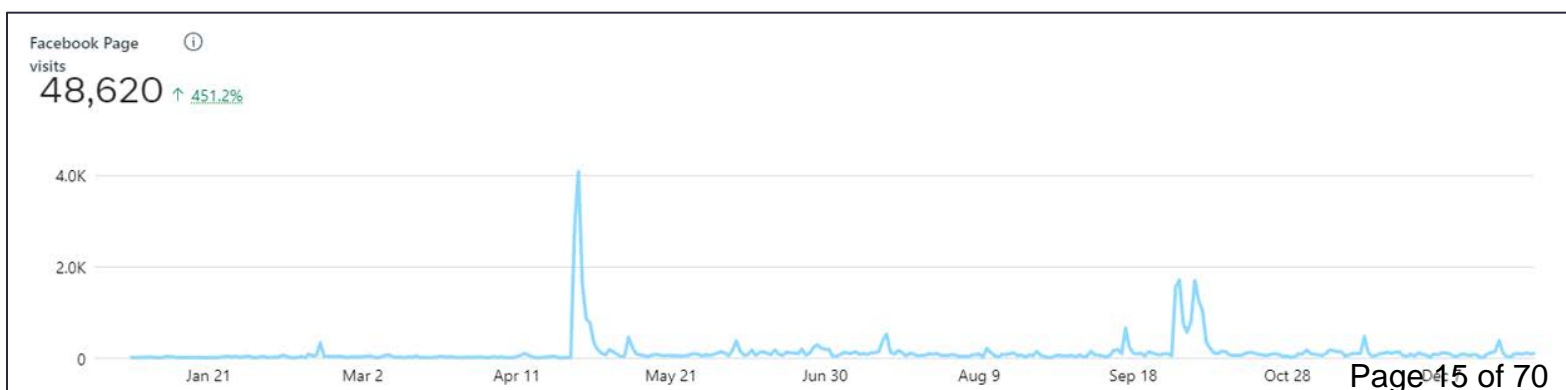
Planning and Development

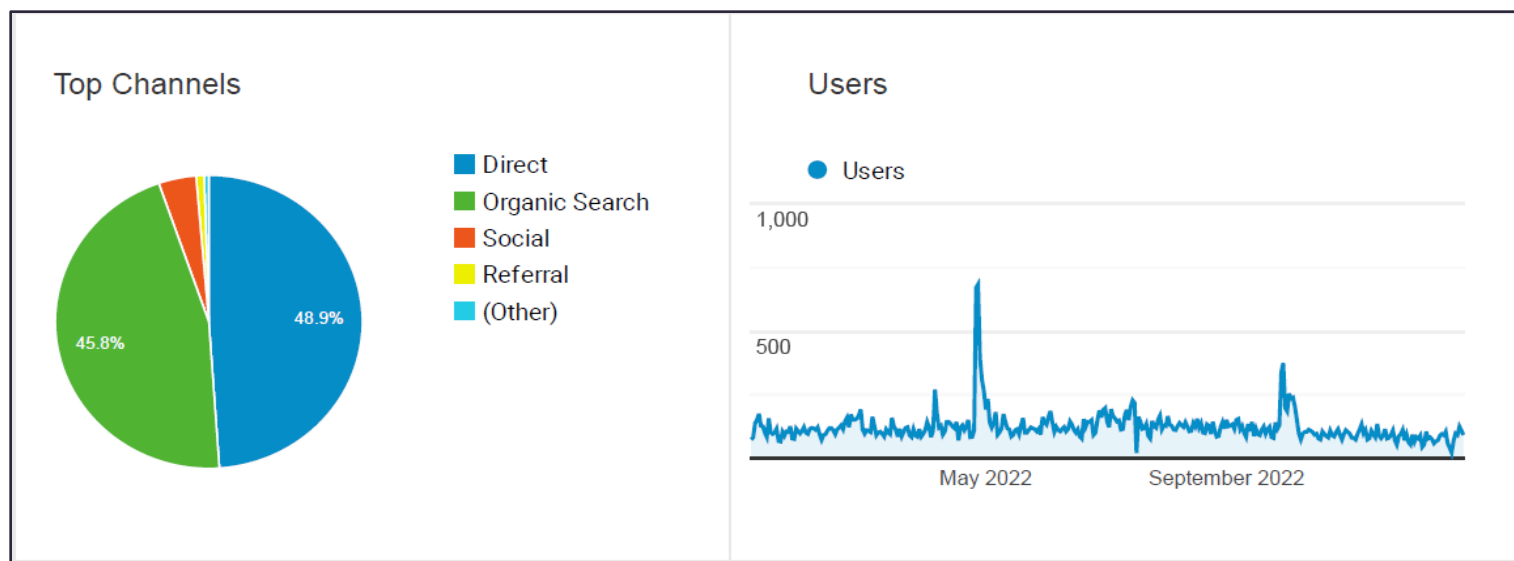
- The pie chart below shows the number of approved Development, Building, Electrical, Plumbing and Gas Permits. The number of Permits issued in 2022 is higher than previous years. In 2019-2021 the average number of Permits issued was: Development 21, Building 30, Gas 28, Electrical 30 and Plumbing 7.



Communications

- The yearly statistics from the Facebook page and the Town Website are shown below.

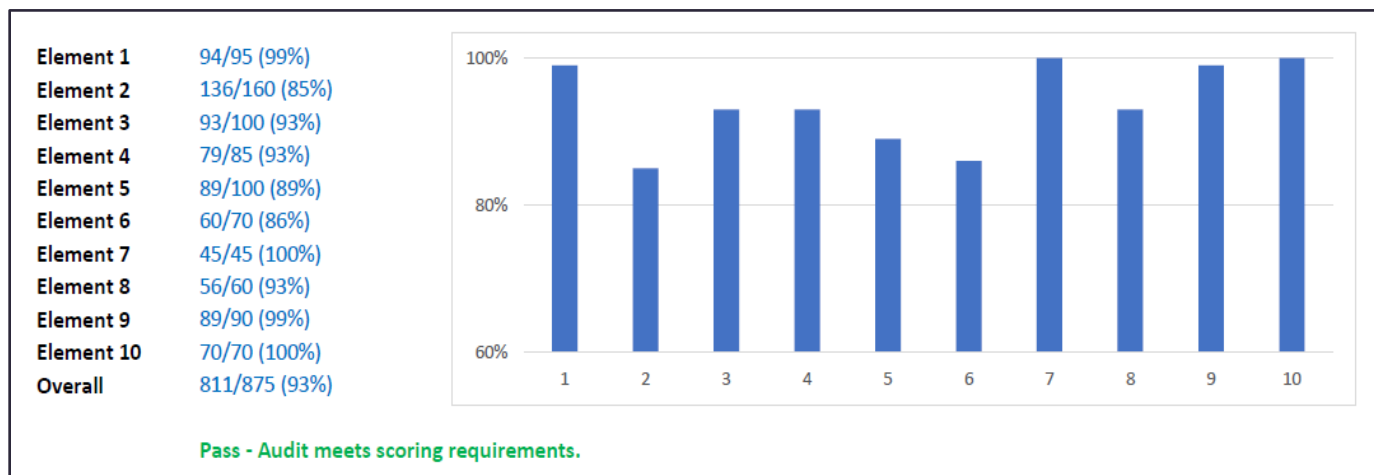




- The statistics show that the peak months for our Facebook and Website were in April and September. This can be attributed to the Pumphouse emergency and communications that were sent out to the public.
- The development of our new website is underway. The website is set to be turned over to the town by the end of February. Once we have the new website, we will need to adjust content and review the site before we launch it live to the public.

Health & Safety

- The Occupational Health & Safety Audit in 2022 was a COR (Certificate of Recognition) Certification External Audit, completed by the Town of Coaldale. The overall scoring for the audit was 93%, with a passing requirement of 80%. All the individual elements of the audit are required to exceed 60%, which all of them did, each exceeding 80%. An action plan has been created to correct the deficiencies that were documented in the audit, so that our Health & Safety Program continues to grow and develop along with Alberta OHS requirements to ensure the safety of all Town employees.



Protective Services

- The chart below shows the number and type of calls the Three Hills Fire Department responded to in 2022. Overall, the department responded to a total of 149 calls.

	Three Hills	Kneehill County	Mutual Aid
Structure Fire	3	0	4
Outside Fire	5	7	6
MVC's	2	5	12
Medical Assist	50	6	0
Alarm	33	10	0
Hazmat	1	1	0
Other	4	0	0
Total	98	29	22

Emergency Management

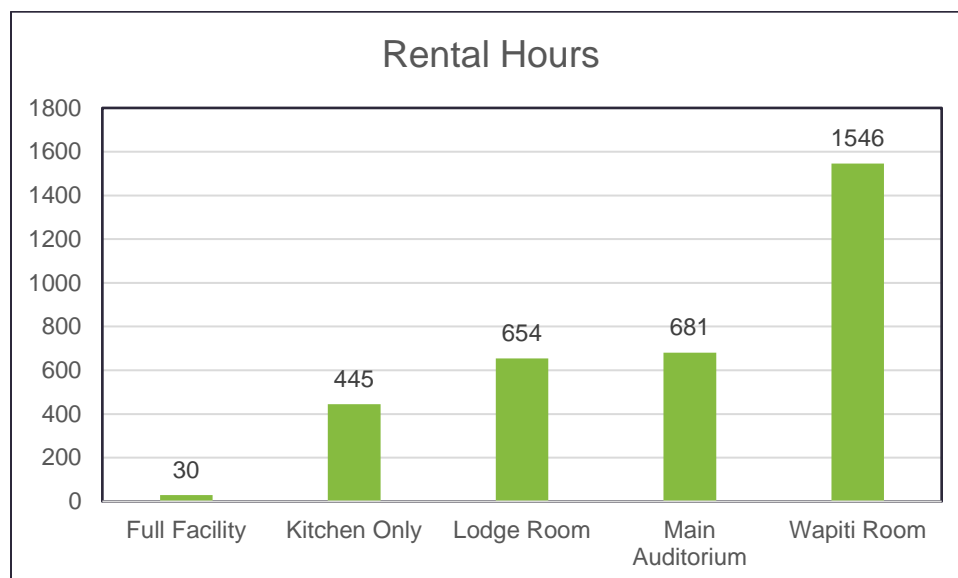
- The Kneehill Regional Emergency Management Agency had a very successful year. Through funding that was received the Agency was able to offer training to roughly eighty people from our region. The team is currently working through Draft 2 of amendments to the Plan with the goal of completion being by the end of 2023.

Cemetery

- In 2022, we had a total of 19 Rights Transfers and 35 Interments.

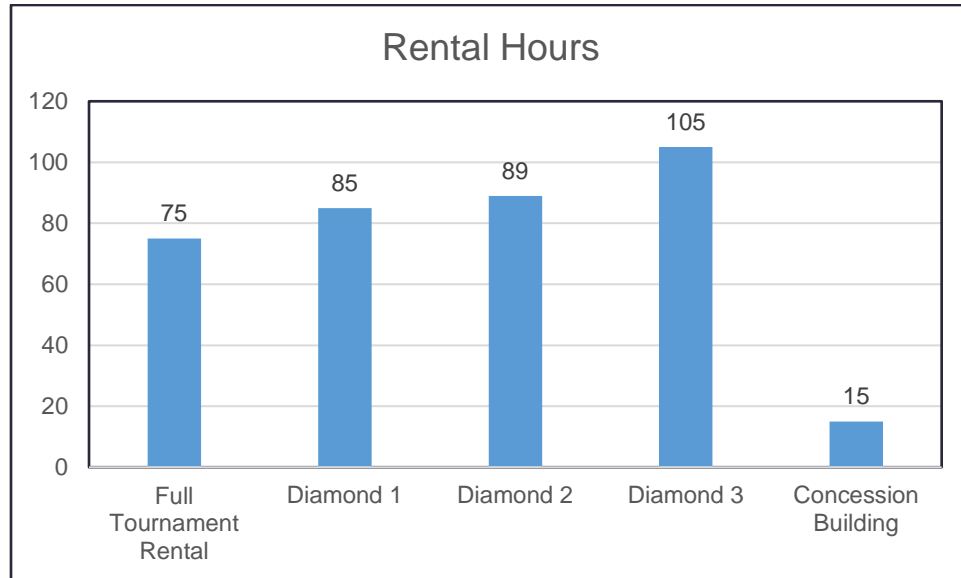
Parks & Recreation

Community Centre Facility Usage – 2022

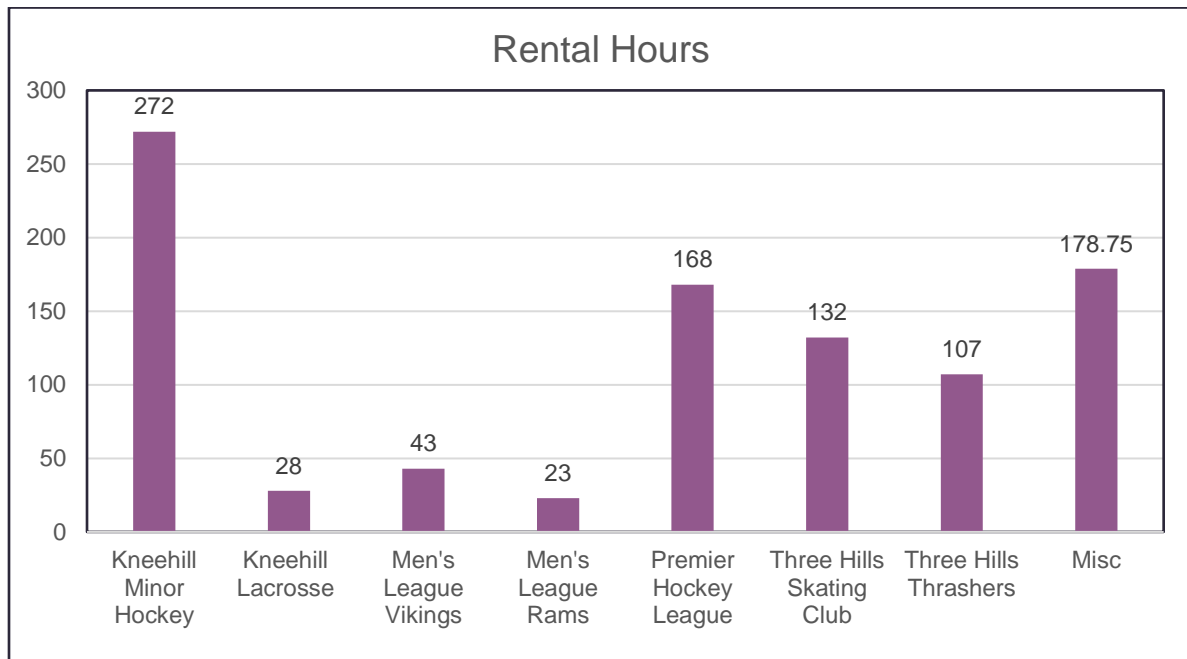


- In 2022 there were eight weddings at the Community Centre. The largest number of hours can be seen in the Wapiti Room due to a long-term rental over the summer months.

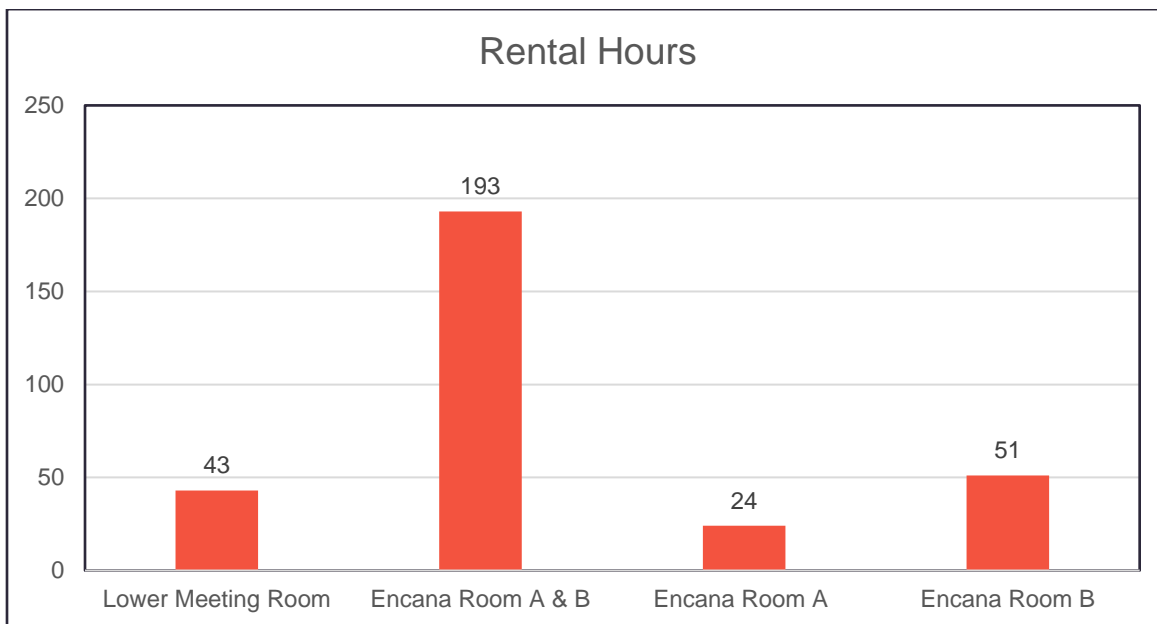
Three Hills Ball Diamonds and Concession Usage – 2022



Centennial Place Arena – Ice Surface



Centennial Place Arena – Meeting Rooms



Three Hills Campground

The Three Hills Campground had another successful year. We will be improving our reporting for 2023 to show the number and type of sites that are rented.

Aquatic Centre

2022 was a successful year at the Aquatic Centre. The Aquatic Centre Manager has provided some highlights from the year.

February – The REP program ended at the beginning of February, and we were back to normal operations!

March/April – School lessons were back in full swing. We were happy to see that Elnora, Morrin and our local schools were able to come back. We sure missed seeing all the kids! We started transferring our pass holders into the BookKing system, it has been less work for staff in processing passes and it allows members to renew online. Overall, it has been very successful.

May/June – The Rob Naylor Splash Park was gearing up to open for the summer but due to some colder spring weather the opening was delayed by a week. We successfully finished up school lessons and transitioned into summer operations.

July /August – Summer swimming lessons were completely full, and we offered the last sessions of the Red Cross Swim Kids program. During this time the staff were trained in new Swim for Life Program.

September – All swimming lessons were switched over to Lifesaving Society Swim for life program. We feel that the transition into the new program was smooth and there were very few issues.

October & November – We had 12 new potential instructors complete the first Lifesaving Swim for Life Instructor Program.

December – Added Grades 1 and 2 from Delburne School for school lessons (already have Grade 3, 4, 5, 6 at other times). Our total number of school groups has now reached seven.

Our statistics for attendance to precovid numbers are relatively close. In 2019, we had a total of 48,180 users in the facility and in 2022 we had 45,300. Swimming Lessons in 2019 we saw an attendance of 1300 children and in 2022 we have had 1200.

TOWN OF THREE HILLS MONTHLY REPORT TO COUNCIL

January 23, 2023



Grant Gyurkovits, Operations & Infrastructure

UTILITIES

- Cleaned out remaining Allum in preparation of filling tank #2 with aluminum chloralhydrate (ACH) at WTP
- Winter heavy metal sampling submitted for testing
- Routine scheduled maintenance at WTP
- Developing standard operating procedures (SOP's) for the Temporary Pumphouse
- Monthly online reporting & Yearend reports that are due February 28th
- Ongoing scheduling of meter repairs or replacements
- Replacing 2nd backwash pump at the WTP that was purchased in 2022
- Investigation of expanding the 2023 capital water line replacement project
 - Camera of the sewer mainlines of 1st St & 1st St cul-de-sac - should receive report by January 20th
 - Reviewing the full scope of what adding 4 blocks to the original project
 - Will be bringing Request for Decision to the February 13 Council meeting regarding this project

OPERATIONS

- Staff replaced the ram on the front of the snowplow truck
- Process for de-icing pathways & sidewalks has been developed and implemented
- Ongoing snow control and removal
- Cardboard bins were relocated to the recycle pad at the landfill on January 12th
- Review of the pathway snow clearing policy

CAPITAL

- January 20th meeting with engineers regarding 2023 for new and existing capital projects
- Main street trees & grates are still scheduled for spring 2023

Regular Meeting of Council

REQUEST FOR DECISION



To: Council
Subject: Council Policy 520 - Municipal Grants to Community Groups
Meeting: Regular Meeting of Council - 23 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 Policy 520 - Municipal Grants to Community Groups, as presented."

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 items discussed at the Council meeting on November 14, 2022.

Administration brought a revised version of the Policy to Council on January 9, 2023. Most changes were accepted by Council; however, there were some items that required further clarification. Administration was asked to bring those revisions back to the next Council meeting on January 23, 2023.

Proposed Options for Council:

- 1) Approve the Policy revisions, as presented.
- 2) Approve the Policy revisions, with Council amendments.
- 3) Provide Administration with further direction as per Council's 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 methods:

- Town website
- Town Facebook page
- Newspaper
- Letters to groups that received funding in 2022
- Notice posted on Town Office information board

ATTACHMENTS:

[520 - Municipal Grants to Community Groups Policy \(for Council January 23, 2023\)](#)



Ryan Leuzinger, CAO



POLICY # 520

MUNICIPAL GRANTS TO COMMUNITY GROUPS POLICY

Approved by Council on: January __, 2022

Resolution No: _____

1. PURPOSE

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

2. AUTHORITY

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

3. DEFINITIONS

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

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

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

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

4.2. Application Requirements

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

- i. A detailed description for the project, ~~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 (unless owned by the Town).
 - iii. A detailed budget for the event, project or program.
 - iv. a copy of the most recent Income Statement and Balance Sheet and in the case of a new organization, a copy of the most recent bank statement.
 - v. A copy of the detailed budget for the current year.
- If the report shows a surplus, a statement of intended use of the surplus.
 - If the report shows a deficit, a statement of how the deficit will be dealt with.

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

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

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

- 4.2.4. Each Not-for-Profit Organization and Volunteer Group may submit one (1) application in each ~~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 one (1) application and distribution date each year on or about March 15th.
- 4.2.7. The Town shall respond to all applicants within sixty (60) days of the Application deadlines, but no later than May 15th.

4.3. Funding Considerations

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

4.4. Community Group Recognition

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

5. PRIOR POLICY

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

Approved On:	May 25, 2020	Resolution No: 243-2020
Effective On:	May 25, 2020	
Previous Version:	May 25, 2020	Resolution No: 243-2020
Next Review Date:	May 25, 2025	
Approved By:	Council	
Recommended By:	Chief Administrative Officer	
Paper File Location:	Main Floor Vault	
Electronic File Location:	Y: > Policies	

Appendix A – Grant Application Form



TOWN OF THREE HILLS MUNICIPAL GRANTS to COMMUNITY GROUPS

Date: _____

Name of Organization: _____

Registration Number: _____

Contact Name: _____

Mailing Address: _____
(all correspondence will be mailed to this address)

Email Address: _____ Phone No: _____

PROJECT INFORMATION

Please provide a brief title of the project _____

- ☐ Please 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:

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

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

Please provide the following documents to your completed application:

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

APPLICANT AGREEMENT

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

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

Signature

Signature

Print Name

Print Name:

Date

Date

Regular Meeting of Council

REQUEST FOR DECISION



To: Council
Subject: Pathway Snow Removal
Meeting: Regular Meeting of Council - 23 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

RECOMMENDATION:

that Council directs Administration to continue with Option 1, as outlined.

BACKGROUND AND DISCUSSION:

At the January 9, 2023, Regular Council meeting, Council asked administration to bring back information on increasing our level of service for snow & ice removal on Town pathways. Specifically, the pathways located on the west side of 1st Avenue SE from the firehall south to the corner of 11th St. SE and the pathway along 6th Ave NE heading north of Town into the County (highlighted in blue in the attached map). The green portions on the attached map are the pathways and sidewalks that we currently clear snow from.

Currently, we clear snow from about 4,517 meters of sidewalks and pathways. If we were to add the 2 new sections of pathways, we would be adding an additional 2,145 meters. Depending on accumulation, moisture content, and drifting, to add these 2 sections of pathway to our snow clearing routine, we estimate it will take an additional 2.5 hours each time we have to clear the additional pathways.

Depending on staffing levels, and after roadway snow accumulation of priority areas is dealt with, Public Works concentrates their efforts clearing Town owned facilities sidewalks first. They then move onto the pathway along Hwy 583 and Anderson Park after high priority roads are dealt with. The

length of time committed to snow removal of Town owned facility sidewalks and pathways is approximately 4.5 hours, depended on the accumulation, drifting and moisture content.

With the pathway on the north end of Town, there are two separate sections to discuss - the north/south section and the east/west section. The east/west section of pathway has history of severe drifting of snow, which is one of the reasons for not clearing the snow on this section.

As an aside, we were able to find a Joint Use Agreement that was signed in May 2009 with Prairie Bible Institute that outlines the approval of constructing, replacing and maintaining the pathway that is located in the County along 6th Ave N. This property has since sold to another owner since the pathway was installed.

Options

Option 1 - Continue with our current level of service.

Option 2 - Direct administration to bring back amendments to Policy 110-A1 - Street Maintenance Policy, including the 2 sections of pathway highlighted in this RFD.

Option 3 - Direct Administration to conduct a trial period for the remainder of the 2022-2023 winter season, including the 2 sections of pathway highlighted.

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

FINANCIAL AND STAFFING IMPLICATIONS:

In the past year and a half, we added the airport taxiways and runway to our snow clearing responsibilities. Prior to the Town operating the arena, the Parks and Recreation department managed clearing snow from pathways and sidewalks. Since taking over the arena, Public Works has taken over clearing the sidewalks and pathways.


Ultimately, we are able to add additional snow clearing to our routine; however, with our current staffing compliment, the ability and speed of keeping up with the demands and expectations will decrease with adding additional workloads.

FOLLOW UP ACTION:

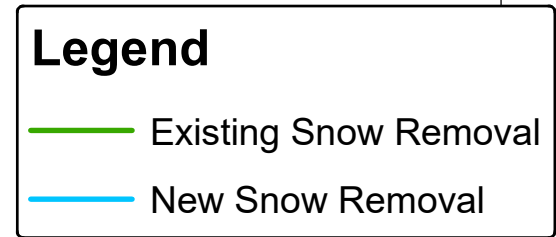
Depends on the direction of Council.

ATTACHMENTS:

[Sidewalk Snow Removal 2023](#)



Ryan Leuzinger, CAO



Regular Meeting of Council

REQUEST FOR DECISION



To: Mayor and Council
Subject: Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw
Meeting: Regular Meeting of Council - 23 Jan 2023
Department: Admin
Staff Contact: Greg Towne, Director of Finance

Strategic Priorities:

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

RECOMMENDATION:

"...that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be given first reading and

that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be given second reading and

that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be considered for third reading and

that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be given third and final reading."

BACKGROUND AND DISCUSSION:

The rates and fees set by the Town are reviewed and updated on a regular basis. Along with changes that align with budget decisions, staff took the opportunity to improve the bylaw and capture any relevant changes.

Included with this report is a “marked-up” copy with changes shown in red; changes include:

Schedule “A”

- Council Minute Information has been removed – this information is available on the website. If they are requested to be printed out, we would use the prevailing “Photocopy” fees.
- Bill Reprints are being removed.
- Fees for Assessment Information has been removed.

Schedule “B”

- Water and wastewater rates are being amended to reflect Council budget approvals.

During budget deliberations, staff advised Council that utility rates would have to increase 7.2% to fund utility fund expenses. When staff updated the budget spreadsheet, not all rates needed to be increased by 7.2% - for example, the monthly (base) water rate is increasing by 6.8%, and wastewater rates are lower still. Based on the proposed rate changes, an account consuming 16 m3 would see a monthly bill increase of 6.6%.

Schedule “C”

- The fee for a Letter of Compliance is being increased to \$50.00, from \$25.00.

Schedule “E”

- Instruction fees have increased:
 - Preschool - \$40.00, was \$36.00
 - Swim Kids - \$45.00, was \$42.00
 - Patrol levels - \$50.00, was \$47.00
 - Bronze Cross - \$120.00, was \$110.00
 - Bronze Medallion - \$140.00, was \$125.00
- Life jacket rentals are being eliminated.
- Pool rentals are increasing to \$130.00 per hour, up from \$125.00.
- Room rental of \$25.00 per hour has been added.
- Flexible Work Space fees at the arena are being removed.
- Campground rates that aren’t offered have been removed.

FINANCIAL AND STAFFING IMPLICATIONS:


Approval of the updated fees will align with budgetary approvals.

FOLLOW UP ACTION:

Approved bylaw will be updated and posted to website. Rates will be changed in the financial and booking systems. Affect parties and municipal partners will be notified.

ATTACHMENTS:

[Bylaw No. 1488-23 - Master Rates & Fees Bylaw](#)



Ryan Leuzinger, CAO

TOWN OF THREE HILLS

Bylaw No. 1488-23

MASTER RATES, FEES AND CHARGES BYLAW

BEING A BYLAW OF THE TOWN OF THREE HILLS IN THE PROVINCE OF ALBERTA, TO ESTABLISH FEES, RATES AND CHARGES FOR SERVICES PROVIDED BY THE TOWN IN ACCORDANCE WITH THE *MUNICIPAL GOVERNMENT ACT*, AND THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*.

WHEREAS, the Town must make certain information available to the public, in accordance with the *Municipal Government Act*, RSA 2000, C. M-26, as amended; and *the Freedom of Information and Protection of Privacy Act*, RSA 2000, C. F-25; and

WHEREAS, the Town may pass a bylaw establishing fees, rates and charges for providing information, goods and services, in accordance with the *Municipal Government Act*, and the *Freedom of Information and Protection of Privacy Act*;

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

1. BYLAW TITLE

- 1.1. This Bylaw shall be known as the "Master Rates, Fees and Charges Bylaw".

2. DEFINITIONS

- 2.1. In this Bylaw, unless the context otherwise requires:
 - 2.1.1. "CAO" shall mean the Chief Administrative Officer for the Town of Three Hills or his designate.
 - 2.1.2. "Council" shall mean the body of elected officials who govern the Town.
 - 2.1.3. "Formal Request" shall mean a request for information which is not routinely provided, and which shall require the completion of a prescribed form.
 - 2.1.4. "Non-Resident" shall mean a person, firm or corporation who does not reside within the boundaries of the Town.
 - 2.1.5. "Resident" shall mean a person, firm or corporation who is located or resides within the boundaries of the Town, and/or who has a valid development permit issued under the Land Use Bylaw.
 - 2.1.6. "Town" shall mean the Town of Three Hills.

3. CHARGING OF FEES, RATES AND CHARGES

- 3.1. When information is released, or services are performed, or goods are sold by the Town, the Town shall charge fees, rates or charges as established in the schedules attached hereto.

- 3.2. These rates shall be established upon recommendations from the CAO.
- 3.3. The CAO is authorized to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the purpose of this bylaw.
- 3.4. Rates shall be reviewed each year during the annual operating budget process, and if appropriate, revised fees and charges may be approved by Council.

4. REPEAL

- 4.1. Bylaw No. 1479-22 – Master Rates & Fees is hereby repealed.

5. ENACTMENT

- 5.1. 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 23RD DAY OF MARCH 2023.

READ A SECOND TIME THIS _____ DAY OF _____ 2023.

READ A THIRD TIME THIS _____ DAY OF _____, 2023.

(CHIEF ELECTED OFFICIAL)

(CHIEF ADMINISTRATIVE OFFICER)

SEAL

Schedule "A"

Administration Fees

<u>Photocopies</u>		
Black & White (up to 8 1/2 x 14)		\$0.25/page + GST
Black & White (11 x 17)		\$0.50/page + GST
Colour		\$0.75/page + GST
Council Minute Information (available on Town Website)		-\$0.50/page
Bill Reprints		\$1.00/page
<u>Taxation</u>		
Tax Certificate		\$20.00
Assessment Information		\$10.00
Tax Registration		\$10.00
Local Improvement Payout Calculation		\$50.00
Assessment Appeal Fee	Residential	\$50.00
	Non-Residential	\$100.00
i) Fully refundable upon successful appeal		
NSF Cheque		\$30.00
<u>Business License Fees</u>		
Resident (within Town)		\$75.00
First Year License for New Resident Businesses (1/2 price)		\$37.50
Business License (Home Occupation)		\$75.00
Local Non-Resident (within Kneehill County)		\$100.00
<i>After June 30th (50% off on all above)</i>		
Temporary Business License		\$50.00
Non-Resident (outside Kneehill County)		\$150.00
Not-for-Profit Business License		no charge
<u>FOIP Fees</u>		
Application Fee		\$25.00 per request + costs
For searching for, locating and retrieving a record		\$6.75 per 1/4 hour
For producing a record from an electronic record		\$6.75 per 1/4 hour
a) computer processing and related charges		Actual cost to public body
b) computer programming		Actual cost to public body up to \$20.00 per 1/4 hour
For producing a copy of a record by duplication of the following media:		
a) computer disks		\$5.00/disk
b) slides		\$2.00/slide
c) computer tapes		Actual cost to public body

d) audio and video tapes	Actual cost to public body
For preparing and handling a record for disclosure	\$6.75 per 1/4 hour
For supervising the examination of a record	\$6.75 per 1/4 hour
For shipping a record or copy of a record	Actual cost to public body

Late Penalty Charges

Accounts Receivable Billings (includes all receivables, excluding taxes)	1.5% per month
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Penalty for Late Payment of Taxes

At July 1 st	5% of Current Taxes Remaining Unpaid
At October 1 st	5% of Current Taxes Remaining Unpaid
January 1 st	10% of all Taxes Remaining Unpaid

Administrative Fee

Administrative Fee per applicable bylaws	\$25.00
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Other Administrative Fees

Where applicable, other services provided by the Town, but which are not listed in this bylaw or in any other Town bylaw or policy, will be provided at a rate of **cost plus 15%** of any services rendered or procured.

Schedule “B”**Common Services**

<u>Water</u>			
Distribution Customers:			
	Flat Rate	Per month	\$17.75 \$18.96
	Consumption	Per m3	\$3.48 \$3.73
Regional Customers:			
	Flat Rate	Per month	\$9.65 \$10.31
	Consumption	Per m3	\$2.44 \$2.62
Supply Customers			
	Consumption	Per m3	\$2.44 \$2.62
<u>Bulk Water</u>			
	Consumption	Per m3	\$5.00
Account Holders	Minimum Charge	Per month	\$15.00
	Activation Fee	Per Account	\$25.00
	Refundable Security Deposit	Per Account	\$50.00
	Disconnection Fee	Per Account	\$15.00
i) The Customer agrees to either a 6-month minimum activation OR only one activation/deactivation in any 12-month period without additional reactivation fees being charged to cover the additional work involved.			
ii) The Customer will be charged a disconnection fee upon each deactivation that does not adhere to i) above.			
<u>Water Meters</u>			
	Meter	Each	cost + 15%
	Installed by Town		\$75.00
i) All Water Meters must be purchased from the Town Office.			
<u>Wastewater</u>			
Residential & Commercial	Flat Rate	Per month	\$22.20 \$23.75
	Consumption	Per m3	\$0.98 \$1.02
<u>Solid Waste Collection Fees</u>			
Residential	Flat Rate, per cart	Per month	\$18.50
Commercial	Flat Rate	Per month	\$27.50
Garbage (Black) Carts	First is free, charge for additional bins	Each	\$84.50 + GST
<u>Commercial Garbage Bin Size and Frequency of Collection</u>			
3-yard Bin + 1 tip a Week	monthly rate		\$147.50
3-yard Bin + 2 tips a Week	monthly rate		\$277.50
3-yard Bin + Biweekly Tip	monthly rate		\$82.50
3-yard Bin + 2 Monthly Tips	monthly rate		\$77.50

4-yard Bin + 1 tip per week	monthly rate	\$192.83
4-yard Bin + tip every second week	monthly rate	\$106.17
4-yard Bin + 1 tip per month	monthly rate	\$59.50
6-yard Bin + 1 tip per week	monthly rate	\$282.50
6-yard Bin + 2 tips per week	monthly rate	\$542.50
6-yard Bin + 3 tips per week	monthly rate	\$802.50
6-yard Bin + tip every second week	monthly rate	\$152.50
6-yard Bin + 2 tips per month	monthly rate	\$142.50
6-yard Bin + 1 tip per month	monthly rate	\$82.50

Commercial bin – extra tipping fees (includes tonnage)		
3-yard bin	per tip	\$30.00
4-yard bin	per tip	\$40.00
6-yard bin	per tip	\$60.00

Construction (14-yard Bin Fees)

Bin Rental	Per day	\$8.00
	Per week	\$48.00
	Per month	\$115.00

Tipping Fee	Per tip	\$30.00
Tonnage Rate	Per tonne	\$47.00

Recycling Fees

Residential	Flat Rate	Per month	\$8.00
Commercial		Per month	\$9.00
Recycling (Blue) Carts	First is free, charge for additional bins	Each	\$98.55 + GST

Landfill Fees

Minimum Charge	Resident	Per load	\$10.00
	Non-Resident	Per load	\$20.00
General Household Waste	Resident	Per tonne	\$47.00
	Non-Resident	Per tonne	\$130.00
Demolition Materials	Resident	Per tonne	\$47.00
	Non-Resident	Per tonne	\$130.00

*Must have a valid Town Demolition Permit

Leaves & Grass Clippings	Resident		Free
	Non-Resident		Free
Concrete and Asphalt	Resident	Per tonne	\$10.00
	Non-Resident	Per tonne	\$10.00
Hydro-Vac Mud	Resident	Per tonne	\$2.00
	Non-Resident	Per tonne	\$5.00

Oil Field/Sump Waste	Resident	Per tonne	\$35.00
	Non-Resident	Per tonne	\$50.00
Fridge/Freezers	Resident	Each	\$25.00
	Non-Resident	Each	\$25.00
Waste Water	Resident	Per tonne	\$2.00
	Non-Resident	Per tonne	\$5.00
Special Waste	Upon Analysis	Cost to be determined by the Town	

Schedule “C”

Planning and Development

<u>Letter of Compliance</u>	\$25.00 \$50.00
<u>Zoning Confirmation Letter</u>	\$10.00
<u>Maps</u>	
LUB Coloured Wall Map	\$15.00
Town of Three Hills Street Address Map	\$12.00
Legal Survey Plans	\$2.00
<u>Copy of Statutory Plans</u>	
Copy of LUB	\$17.00
Copy of MDP	\$27.00
Copy of ISP	\$27.00
i) all available on Town website	
<u>Home Occupation</u>	
Application Fee	\$50.00
Class 1	\$50.00
Class 2	\$100.00
<u>Development Permit Fees</u>	
Multi-Family Residential	\$100.00 plus \$50.00 per unit to a maximum fee of \$3000.00
Residential Detached Dwelling/Duplex/Secondary Suite/Garage Suite/Garden Suite	\$100.00/unit
Residential Accessory Building	\$100.00
Sign Permit	\$75.00
Demolition Permit	\$100.00
Residential Renovation	Minimum charge of \$100.00; \$1.20 per \$1000.00 construction value
Residential Multi-Family Attached Unit	\$100.00 plus \$50.00 per unit to a maximum fee of \$3,000.00
Commercial/Industrial/Institutional	\$100.00 plus \$1.00 per \$1000.00 construction value to a maximum fee of \$3,000.00
<u>Variance Application</u>	\$100.00
<u>Change of Use</u>	\$50.00
<u>Subdivision Fees</u>	
Standard Application	\$450.00 plus \$200.00 per lot
Title Separation Application	\$250.00
Subdivision Endorsement Fee	\$200.00

<u>Appeal Fees</u>	\$300.00
<u>LUB Amendment (Re-Zone)</u>	\$500.00
<u>LUB Amendment</u>	\$1,000.00
<u>MDP Amendment</u>	\$500.00
<u>ASP Review Fee</u>	\$1,000.00
<u>Area Redevelopment Plan Review Fee</u>	\$1,000.00
<u>Road Closure Application</u>	\$250.00 plus related legal survey costs
<u>Road Closure Endorsement Fee</u>	\$200.00
<u>Surety Deposit</u>	1% of building value (refundable upon completion)
<u>Demolition Deposit</u>	\$5,000.00

Schedule “D”**Cemetery**

Burial Plots in Old Section	\$400.00
Burial Plots in New Section	\$700.00
<u>Grave Excavation Fees</u>	
Weekdays (8:30-4:00)	\$350.00
Evenings and Weekends	\$500.00
Additional Winter Fee (November 1 to March 31)	\$175.00
<u>Interment of Ashes in Plot</u>	
Weekdays (8:30-4:00)	\$175.00 (urn)
Evenings and Weekends	\$200.00 (urn)
Additional Winter Fee (November 1 to March 31)	\$50.00
<u>Columbarium Niche</u>	
Purchase Plus First Interment	\$950.00
2nd Interment (Monday to Friday, 8:30 to 4:00)	\$150.00
2nd Interment (Evenings and Weekends)	\$175.00
Plot Buy Back Administration Fee (Per Plot)	\$100.00
Veterans Plot	no charge

Schedule “E”

Parks, Recreation & Community Service

All fees & charges in Schedule “E” include GST, unless otherwise stated.

<u>Aquatic Centre</u>			
Admission Fees	Toddlers	0-3 years	no charge
	Preschool	4-5 years	\$2.50
	Youth	6-17 years	\$4.50
	Adults	18-54 years	\$5.50
	Senior	55 + years	\$4.50
	Family (immediate only)		\$15.00
Instruction Fees	Preschool	0-5 years	\$36.00
			\$40.00
	Swim Kids	Levels 1-10	\$42.00
			\$45.00
	Rookie/Ranger/Star Patrol		\$47.00
			\$50.00
	Adult	18 + years	\$50.00
	Bronze Cross		\$110.00
			\$120.00
	Bronze Medallion		\$125.00
			\$140.00
Snag a Badge		Per Lesson	\$7.00
Season Passes	Youth/Senior	1 month	\$35.00
		3 month	\$70.00
		6 month	\$135.00
		12 month	\$250.00
	Adult	1 month	\$45.00
		3 month	\$115.00
		6 month	\$230.00
		12 month	\$450.00
	Family	1 month	\$80.00
		3 month	\$200.00
		6 month	\$350.00
		12 month	\$650.00
Punch Card (Book of 15)	Preschool	4-5 years	\$30.00
	Youth	6-17 years	\$63.00
	Adults	18-54 years	\$77.00
	Senior	55 + years	\$63.00
	Family (immediate only)		\$210.00
Swim Club		Per Hour	\$40.00

Pool Rentals	Life Jackets	Per Visit	\$1.00
	General Public	Per Hour 1-50 people	\$125.00
			\$130.00
	General Public	Per Hour 51-100 people	\$150.00
	General Public	Per Hour 101-150 people	\$175.00
	General Public	Per Hour 151-225 people	\$200.00
	School	Per Hour 1-50 people	\$125.00
	School	Per Hour 51-100 people	\$150.00
	School	Per Hour 101-150 people	\$175.00
	School	Per Hour 151-225 people	\$200.00
	Room Rental	Per hour	\$25.00
Private Lessons	All Individuals/Groups	Per 30min, per person	\$15.00
<u>Centennial Place Arena</u>			
Minor Hockey/Figure Skating			
	Winter Rate	Hourly	\$100.00
	Junior B Winter Rate	Hourly	\$120.00
Ice Other			
Prime Time: (4:00 – 11:00PM)	Adult Prime Time Rate	Hourly	\$120.00
	Adult Non-Local	Hourly	\$140.00
	Youth Prime Time Rate	Hourly	\$88.00
	Non-Local Youth		\$105.00
Non-Prime Time Rates	Adult Non-Prime Time Rate	Hourly	\$75.00
	Youth - Non-Prime Time Rate	Hourly	\$75.00
	Hockey School	Hourly	At cost
	Local School Rate (Kindergarten to Grade 12)	Hourly	\$50.00
Summer Rate	Non-Local	Hourly	\$225.00
	Local	Hourly	\$150.00
Concrete - Lacrosse	Summer Rate / Tournaments	Hourly	\$40.00
		(Janitorial provided by the team)	
Concrete – Other	General Rate	Hourly	\$50.00
	Tradeshow/ Entire Facility Rental Rate	Hourly (4 hour minimum)	\$75.00
Encana Rooms	Encana A or B	Hourly (2 hour minimum)	\$20.00
	Encana A or B	Daily (over 8 hours per day)	\$150.00
	Encana AB	Hourly (2 hour minimum)	\$30.00
	Encana AB	Daily (over 8 hours per day)	\$225.00
	Encana A or B	Weekend (Friday 4:00pm until Sunday 4:00pm)	\$300.00
First Floor Meeting Room	First Floor Meeting Room	Hourly (2 hour minimum)	\$15.00

	First Floor Meeting Room	Daily	\$112.50
Second Floor Meeting Room	Second Floor Boardroom	Hourly (2 hour minimum)	\$15.00
	Second Floor Boardroom	Daily	\$112.50
Mezzanine	Mezzanine	Hourly (2 hour minimum)	\$15.00
Flexible Work Space	Hourly		\$10.00
-	Daily — Over 8 hours per day		\$35.00
-	Weekly (bookings over 1 week must be approved by CAO)		\$175.00
Arena Advertising	Wall Advertising (8ft x 4ft)	Per Hockey Season (October – April)	\$300.00 + GST
	Ice Board Advertising (8ft x 3ft)	Per Hockey Season (October – April)	\$150.00 + GST
Note: See Appendix A	On Ice Advertising	Per Hockey Season (October – April)	Varies
Community Centre			
General Rental Rates	Entire Facility	Hourly (4 hour minimum)	\$50.00
		Daily (over 8 hours per day)	\$400.00
		Weekend (Friday 4:00 pm until noon Sunday)	\$650.00
	Main Auditorium	Hourly (2 hour minimum)	\$30.00
		Daily (over 8 hours per day)	\$225.00
	Lodge Room	Hourly (2 hour minimum)	\$20.00
		Daily (over 8 hours per day)	\$150.00
	Wapiti Room	Hourly (2 hour minimum)	\$20.00
		Daily (over 8 hours per day)	\$150.00
	Kitchen Only	Hourly (2 hour minimum)	\$15.00
		Daily (over 8 hours per day)	\$112.50
Elks: To be Invoiced Annually		Resolution Number 005-2020	
6 Meetings per Year	Lodge Room	Annually	\$500.00
Gymnastics	Main Auditorium, Stage & Storage	Hourly	\$20.00
Centennial Soccer Fields			
Soccer	U5	Per player/per season	\$10.00
	U7	Per player/per season	\$10.00
	U9	Per player/per season	\$10.00
	U11	Per player/per season	\$15.00
	U13	Per player/per season	\$15.00
	U15	Per player/per season	\$15.00
	U17	Per player/per season	\$15.00
	U19	Per player/per season	\$15.00

	U5-U19 Tournament	Per day	\$75.00
	Adult Team Tournament	Per day	\$100.00
	Field Rate	Per hour	\$20.00
	Concession for Storage	Per Month	\$25.00
Football	Youth Rate	Per team/per season	\$300.00
		Tournament per day	\$100.00

Ball Diamonds

Mini-Baseball / T-Ball	Per team/per season	\$75.00
Local Youth Team	Per team/per season	\$150.00
Local Adult Team	Per team/per season	\$200.00
Non-Local Youth Team	Per team/per season	\$175.00
Non-Local Adult Team	Per team/per season	\$225.00
Youth Tournament (Friday – Sunday)	Per diamond/per day	\$50.00
Adult Tournament (Friday – Sunday)	Per diamond/per day	\$90.00
Diamond Rate (Monday – Thursday)	Per hour	\$30.00

Campground

Full Service Sites – Daily	Summer	\$35.00
Full Service Sites – Weekly	Summer	\$210.00
Power Only Sites (6) - Daily	Summer	\$20.00
Power Only Sites (6) – Weekly	Summer	\$140.00
No Service Sites – Daily	Summer	\$15.00
No Service Sites – Weekly	Summer	\$90.00
Full Service Sites – Daily	Winter	-
Full Service Sites – Weekly	Winter	-
Power Only Sites (6) – Daily	Winter	\$35.00
Power Only Sites (6)	Winter	\$245.00
No Service Sites – Daily	Winter	-
No Service Sites – Weekly	Winter	-
Concession	Hourly (2 hour minimum)	\$10.00
	Daily	\$75.00
Firewood	20pcs	\$10.00

Anderson Park

Amphitheatre	Hourly	\$15.00
	Daily	\$112.50
Concession	Hourly	\$10.00
	Daily	\$75.00
Gazebo – Reservations	Hourly	\$15.00

Schedule “F”**Protective Services**

<u>Prohibitions</u>	
Wholesale, display for sale, offer for sale, sell, possess or store fireworks within the Town without written permission	\$500.00
Possessing high hazard fireworks without written permission	\$500.00
Sell fireworks to a person under the age of 18 years	\$500.00
Person under the age of 18 years purchasing, possessing, handling, discharging, firing or setting off fireworks	\$500.00
<u>Events</u>	
Failure to obtain permission from Fire Chief	\$500.00

Schedule “G”

Animal

	Initial License	Annual Fee
<u>Pet Licenses</u>		
For each neutered male dog or spayed female dog, per year	\$5.00	\$15.00
For each male dog that has not been neutered or female dog that has not been spayed, per year	\$5.00	\$40.00
For each neutered male cat or spayed female cat, per year	\$5.00	\$15.00
For each male cat that has not been neutered or female cat that has not been spayed, per year	\$5.00	\$30.00
For a Registered Guide Dog, Registered Service Dog or Police Service Dog	no charge	no charge
Urban Hens	\$5.00	\$15.00
		Rates
Replacement Tag		\$5.00
<u>Dog Fines</u>		
Without a License	First Offence	\$150.00
	Subsequent Offences	\$250.00
Running at Large	First Offence	\$150.00
	Subsequent Offences	\$250.00
Demonstrating Threatening Behavior, Molests or Attacks	First Offence	\$150.00
	Subsequent Offences	\$250.00
Biting Dog	First Offence	\$250.00
	Subsequent Offences	\$400.00
Habitually barks, howls or otherwise creates a disturbance	First Offence	\$150.00
	Subsequent Offences	\$250.00
Failure to remove defecation	First Offence	\$150.00
	Subsequent Offences	\$250.00
<u>Cat Fines</u>		
Without a License	First Offence	\$150.00
	Subsequent Offences	\$250.00
Running at Large	First Offence	\$150.00
	Subsequent Offences	\$250.00
Failure to Remove Defecation	First Offence	\$150.00
	Subsequent Offences	\$250.00

<u>Other Animals or Fowl Fines</u>		
Interfere or obstruct with Animal Control Officer or Pound Keeper	First Offence	\$150.00
	Subsequent Offences	\$250.00
Withholds, or provides false or misleading information from an Animal Control Officer	First Offence	\$150.00
	Subsequent Offences	\$300.00
Impoundment Fees (amount to be paid to the Animal Control Officer by the owner in order to reclaim the animal)	Per Occurrence	\$100.00
Care and Sustenance	per day or portion thereof	\$25.00
Veterinary Fees		cost
Keep, harbor or have more than four (4) domesticated animals per dwelling unit	First Offence	\$150.00
	Subsequent Offences	\$250.00
Violation of Section 11 (Urban Hens)	First Offence	\$150.00
	Subsequent Offences	\$250.00

Schedule “H”**Traffic**

Section #	Town of Three Hills Traffic Bylaw	
4.1	Failure to obey Traffic Control Devices	\$100.00
4.2	Removing, Damaging, Altering or Tampering with Traffic Control Device	\$150.00
7.1	Cross a Sidewalk or Boulevard	\$100.00
9.1	Harass/Intimidate/Startle other Highway users	\$100.00
10	Parade or Procession without a permit	\$100.00
13	Failure to comply with School Patrol	\$250.00
15.1	Unsecured load	\$100.00
15.2	Failing to safeguard traffic from unsecured load	\$100.00
16.1.2	Speeding in an alley	\$100.00
17	Tracking	\$100.00
18	Leaving vehicle unattended on Highway for more than 24 hours	\$100.00
20	Hitchhiking	\$100.00
21	Placing items on roadway	\$100.00
22	Jaywalking	\$100.00
23	Throwing/Casting projectiles onto Highway	\$100.00
26	Parking in an alley	\$100.00
27	Improper angle parking	\$100.00
28	Parking on Sidewalk or Boulevard	\$100.00
29	Parking in disabled parking zone	\$250.00
30.1	Parking to block emergency vehicle access	\$250.00
30.2	Parking to block emergency exit	\$250.00
30.3	Parking to block emergency entrance	\$250.00
31.1	Parking within 5 metres of fire hydrant	\$100.00
32.1.1	Parking within 5 meters of an intersection	\$100.00
32.1.2	Parking in an intersection	\$100.00
32.1.3	Parking with 1.5 metres of a crosswalk	\$100.00
33.1	Parking in a loading zone when not loading	\$100.00
34	Improper parallel parking	\$100.00
35	Parking in area designated for Special Classes	\$100.00
36	Parking on Town Land	\$100.00
37	Parking to obstruct traffic	\$100.00
38	Parking outside prescribed space	\$100.00
39	Parking where prohibited	\$100.00
40	Parking on private property	\$100.00
41	Parking on Snow Route	\$100.00
42	Parking within 5 metres of stop/yield sign	\$100.00

43	Parking where temporary “No Parking/No Stopping” traffic control device is erected	\$100.00
44	Parking in time restricted parking	\$100.00
46.1.2	Operating over-dimensional or overload vehicle without permit	\$250.00
46.1.7	Operating a heavy vehicle/commercial vehicle with metal spikes, lugs, cleats, bands or having caterpillar tracks or skids	\$250.00
46.1.8	Use of engine retarder brakes within Town boundaries	\$250.00
46.1.9	Parking a heavy vehicle off a truck route	\$250.00
47.1	Driving over a fire hose	\$250.00
48	Improper use of mobility aid	\$250.00
49.1	Use of an off-highway vehicle in Town	\$250.00
49.3	Operating off-highway vehicle in Town outside of designated hours	\$100.00
49.4	Operating off-highway vehicle on Parkland	\$250.00
49.6	Parking off-highway vehicle on Highway or Public Place	\$100.00
50.1	Parking a recreational vehicle on Highway	\$100.00
50.2	Parking recreational vehicle for longer than 72 hours	\$100.00
50.3	Occupying a recreational vehicle on Highway	\$100.00
51.1	Operating slow-moving vehicles during prohibited hours	\$100.00
51.2	Operating slow-moving vehicles at night without escorts	\$100.00
52	Parking an unattached trailer on Highway	\$50.00
53	Operating a vehicle carrying Dangerous Goods	\$250.00
54.1	Failure to remain upon or beside a horse-drawn vehicle	\$100.00
54.2	Ice skate/toboggan on highway or sidewalk	\$50.00
54.3	Operate a bicycle on a sidewalk (wheel in excess of 50 cm diameter)	\$50.00
54.4	Biking, roller skating, skateboarding, or inline skating where prohibited	\$50.00
54.5.1	Failure to yield to pedestrians	\$100.00
54.5.2	Failure to make audible signal before overtaking pedestrian	\$50.00
54.7	Failure to wear a helmet (under the age of 18 years)	\$100.00
55.1	Obstructing traffic	\$100.00
56	Obstruction of traffic by trees, shrubs, fences	\$100.00
59.1	Placing posters, portable signs, banner, etc. on street furniture, Highway or Traffic Control Devices	\$100.00
60	Wash a vehicle/article which places mud, grease, oil or ice on a highway, boulevard or sidewalk	\$100.00
62	Obstruct Enforcement Officer	\$250.00
72	Failure to comply with written order	\$250.00

Schedule “I”

TOWN OF THREE HILLS
BUILDING PERMIT FEE SCHEDULE

Residential	
Description of Work	Permit fee (*SCC Levy not included)
New Construction, Additions, Renovations	\$6.00/\$1,000 of Project Value
Relocation of a Building (on crawlspace or undeveloped basement)	\$0.40/sq. ft.
Relocation of a Building (on developed basement)	\$0.45/sq. ft.
Relocation of a Building (on pilings or blocks)	\$0.30/sq. ft.
Basement Development	\$0.30/sq. ft.
Minimum Building Permit Fee	\$175.00
Swimming Pool	
Hot Tubs	\$175.00
Solid Fuel Appliance (Wood Burning Stove)	
Project Value is based on the actual cost of material and labour. Verification of cost may be requested prior to permit issuance.	
Non-Residential - Multi-Family, Commercial, Industrial, Institutional	
Description of Work	Permit fee (*SCC Levy not included)
New Construction, Additions, Renovations	\$6.00/\$1,000 of Project Value
Minimum Building Permit Fee	\$275.00

Project Value is based on the actual cost of material and labour.
Verification of cost may be requested prior to permit issuance.

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00**

Schedule “J”

**TOWN OF THREE HILLS
ELECTRICAL PERMIT FEE SCHEDULE**

Residential Installations	
Square Footage	Permit Fee
Wiring up to 1,200 sq. ft.	\$200.00
Wiring 1,201 sq. ft. and over	\$200.00 plus \$0.10 per sq. ft. (over 1,200 sq. ft.) plus SCC Levy
Service Connections Panel Change Temporary Service	\$115.00

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00**

Schedule “K”

ELECTRICAL PERMIT FEE SCHEDULE
Non-Residential Installations
Multi-Family, Commercial, Industrial, Institutional
(Contractors Only)

Installation Cost	Permit Fee
Annual Permit	\$350.00
0 - 1,000.00	\$115.00
1,001.00 - 2,500.00	\$125.00
2,501.00 – 5,000.00	\$150.00
5,001.00 - 10,000.00	\$225.00
10,001.00 - 15,000.00	\$300.00
15,001.00 - 20,000.00	\$400.00
20,001.00 - 30,000.00	\$500.00
30,001.00 – 40,000.00	\$600.00
40,001.00 – 50,000.00	\$700.00
50,001.00 - 75,500.00	\$825.00
75,501.00 - 100,000.00	\$1,000.00
100,001.00 - 125,000.00	\$1,250.00
125,001.00 - 150,000.00	\$1,500.00
150,001.00 - 200,000.00	\$2,000.00
200,001.00 – 250,000.00	\$2,500.00
250,001.00 - 300,000.00	\$3,000.00
300,001.00 - 400,000.00	\$4,000.00
400,001.00 - 500,000.00	\$5,000.00
Over 500,001.00	\$5,000.00 plus \$4.00/\$1,000.00 Project Value over \$500,001.00

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00**

Schedule “L”

TOWN OF THREE HILLS**GAS PERMIT FEE SCHEDULE**

Residential Installations	
Number of Outlets	Permit Fee
1	\$115.00
2	\$125.00
3	\$140.00
4	\$160.00
5	\$190.00
6	\$220.00
7	\$240.00
8	\$260.00
9	\$280.00
10	\$300.00
11 or more	\$320.00 plus \$10.00/each additional outlet
Miscellaneous	
Description	Permit Fee
Propane Tank Set (does not include connection to appliance)	\$115.00
Tank Set & Connection to appliance(s)	\$115.00 plus \$10.00 each appliance or outlet
Service Reconnection	\$115.00
Temporary Service/Heat	\$115.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00

Schedule “M”

**TOWN OF THREE HILLS
GAS PERMIT FEE SCHEDULE**

Non-Residential Installation Multi-Family, Commercial, Industrial, Institutional	
BTU Input	Permit Fee
100,000 or less	\$125.00
100,001 - 200,000	\$155.00
200,001 - 300,000	\$185.00
300,001 - 500,000	\$215.00
500,001 - 750,000	\$250.00
750,001 – 1,000,000	\$275.00
1,000,001 and over	\$275.00 plus \$10.00 per 100,000 BTU or portion thereof over 1 million

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00

Schedule “N”

TOWN OF THREE HILLS
PLUMBING PERMIT FEE SCHEDULE

Residential & Non-Residential Installations	
Number of Fixtures	Permit Fee
Service Connection or 1	\$100.00
2	\$110.00
3	\$120.00
4	\$130.00
5	\$140.00
6	\$150.00
7	\$160.00
8	\$165.00
9	\$170.00
10	\$175.00
11 or more	\$180.00 plus \$5.00 each additional fixture

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00

Schedule “O”

TOWN OF THREE HILLS
MISCELLANEOUS PERMIT FEE SCHEDULE

Undertaking/Action	Fee/Refund
Permit Expiry	\$0.00 Refund
Permit Extension (as per the timeframe noted in the Town’s QMP and permit conditions)	1 st extension of 6 months – Free/No Charge Subsequent extensions - \$100.00/6 months (per permit)
Additional Inspections requested/required (in excess of the inspections stipulated in the Town’s QMP)	\$125.00/inspection
Re-opening file to add a Verification of Compliance (VOC) (after 90 days from closure or after the permit expiry date as noted on the permit)	\$125.00
Variance	\$225.00
Plumbing, Gas, Electrical Permit Cancellation	Permit issued: 50% refund Any inspection conducted: No refund
Building/Private Sewage Permit Cancellation	Plans review completed but permit not issued: 80% refund, minimum \$100.00 retained Permit issued: 80% refund, minimum \$150.00 retained Any inspection conducted: No refund
Work started before a permit	Double Permit Fee

Schedule “P”**Community Standards Fees**

Section #		
4	Cause a Disturbance	\$250.00
5	Dangerous Practices	\$250.00
6	Unlawfully Discharging a Firearm/Projectiles	\$250.00
7.1	Place or Cause Graffiti	\$500.00
7.2	Failure to Remove Graffiti	\$250.00
8.1	Interference with Property	\$250.00
8.2	Loose Garbage/Litter	\$100.00
8.4	Deposit Flyers Without Permission	\$100.00
9.1	Littering	\$250.00
10.1	Loitering	\$250.00
11.1	Causing a Nuisance	\$250.00
12.1	Unlawfully Panhandling	\$100.00
13	Unlawful Urinating/Defecation	\$250.00
14.2.1 & 14.2.2	Unlawful Accumulation of Materials	\$200.00
14.2.9	Interference with Safe Traffic Flow Due to Existence of a Visual Obstruction within of the Nearest Corner of a Street Intersection	\$100.00
14.3	Unsightly Premises	\$100.00
15.4	Fail to Maintain Sidewalk	\$100.00
16	Placing Snow on Town Property	\$100.00
16	Snow on Sidewalk	\$100.00
16	Place Objects or Material on Roadway, Sidewalk, Boulevard or Median without Specific Permission	\$100.00
17	Damage Sidewalk	\$100.00
18	Electrical Cord on Sidewalk	\$100.00
19	Fail to Maintain Boulevard	\$100.00
20.1	Yard Maintenance	\$100.00
20.4.1	Noxious Weeds on Property	\$100.00
20.4.2	Grass Over 10 cm	\$100.00
20.4.3	Fail to Maintain Trees/Shrubs	\$100.00
21	Causing Excessive Noise	\$150.00
21	Making Unnecessary Noise	\$150.00
21	Owner Allowing the Making of Unnecessary Noise on his/her Property	\$150.00
24	Operating Equipment/Performing Construction after 11 PM and before 7 AM	\$150.00
25	Performing Garbage Collection after 11 PM and before 7 AM	\$150.00
26	Engine Retarder Brakes	\$100.00
27	Motor Vehicle Repairs Causing Excessive Noise	\$150.00

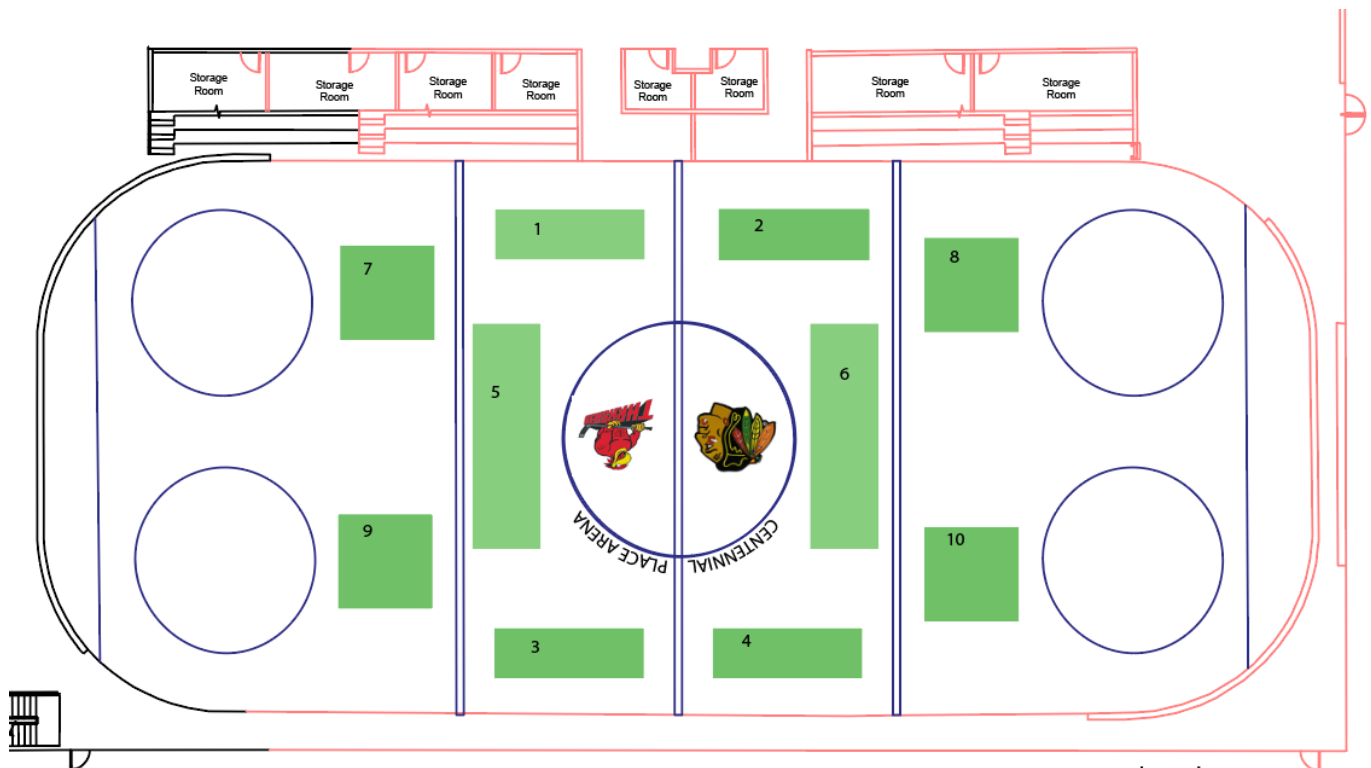
27	Wash, Service or Repair a Vehicle on a Roadway, Sidewalk, Boulevard or Median	\$100.00
28	Operating Sound Amplifying Equipment	\$150.00
30, 31, 32	Smoking where Prohibited	\$250.00
34	Obstruct Enforcement Officer	\$250.00
38	Fail to Comply with Written Order	\$250.00

Appendix AArena: On Ice Advertising- Available Spaces

Spaces – 1, 2, 3, 4
\$1,000.00 + GST Each

Spaces – 5, 6
\$1,200.00 + GST Each

Spaces- 7, 8, 9, 10
\$900.00 + GST Each



Regular Meeting of Council

REQUEST FOR DECISION



To: Town Council
Subject: Appointment of Deputy Director of Emergency Management
Meeting: Regular Meeting of Council - 23 Jan 2023
Department: Admin
Staff Contact: Kristy Sidock, Director of Community Services

Strategic Priorities:

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

RECOMMENDATION:

"that Council appoints Greg Towne as the Deputy Director of Emergency Management."

BACKGROUND AND DISCUSSION:

The Local Authority Emergency Management Regulation provides direction to municipalities on their emergency management roles and responsibilities. As per the Regulation, the Town must appoint a Director of Emergency Management and it is good practice to appoint a Deputy Director of Emergency Management because they would assume the role of the Director if the Director is absent for any reason (holidays, illness, etc.). Currently, Kristy Sidock is the Director of Emergency Management and Ryan Leuzinger is the Deputy Director of Emergency Management.


Typically, in an emergency situation, the Chief Administrative Officer is advising and informing Council of the situation and how it is unfolding and thus, does not have the proper time to devote to carrying out the duties of the Deputy Director of Emergency Management. As such, we would like to make a change to this role and request to appoint Greg Towne as the Deputy Director of Emergency Management.

FINANCIAL AND STAFFING IMPLICATIONS:

There are no direct financial implications.

FOLLOW UP ACTION:

Update Alberta Emergency Management Agency and Kneehill Regional Emergency Management Agency no later than January 24, 2023.


Ryan Leuzinger, CAO

Regular Meeting of Council

REQUEST FOR DECISION



To: Council
Subject: ARTIS Exploration - Effluent Use
Meeting: Regular Meeting of Council - 23 Jan 2023
Department: Utilities
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 accepts this information, as presented.

BACKGROUND AND DISCUSSION:

ARTIS Exploration and the Town have an agreement where ARTIS buys wastewater from the Town for their oil operations. Due to a number of factors over the past couple of years, including use, significant evaporation and siltation of the intake system, we are experiencing some issues with maintaining the water levels in the wastewater reservoir. However, evaporation has proven to be a much larger concern than we originally expected that we are monitoring. ARTIS is looking at using effluent in the next couple of months, as per their agreement, so we will have to collaborate with them on ensuring too much wastewater isn't used from the system.

Throughout the summer, we also provide wastewater to the golf course for their use to water the golf course. As a result of some of the issues experienced last summer, the golf course has also made some improvements to their pumping system that should improve the ability to use the wastewater. By making the improvements to the intake system and the improvements the golf course made, it should assist with ensuring they have the effluent they require this summer as well.


Administration is closely monitoring the levels of the reservoir to see if any adaptations to the usage agreements or capital aspects are needed going forward.

FINANCIAL AND STAFFING IMPLICATIONS:

N/A

FOLLOW UP ACTION:

Administration will be working with ARTIS on a coordinated approach to utilizing the effluent to ensure enough effluent is available for both users.


Ryan Leuzinger, CAO