



AGENDA

Regular Meeting of Council

5:30 PM - Monday, February 13, 2023

Council Chambers

Page

1. CALL TO ORDER:

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

2. ACCEPTANCE OF AGENDA:

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

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

3. ADOPTION OF THE PREVIOUS MINUTES:

5 - 6

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

that the minutes from the Committee of the Whole Meeting of Council on January 23, 2023, be accepted as presented/amended.

[Committee of the Whole - 23 Jan 2023 - Minutes - Pdf](#)

7 - 10

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

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

[Regular Meeting of Council - 23 Jan 2023 - Minutes - Pdf](#)

4. DELEGATIONS:

- 4.1. Three Hills RCMP 2023/2024 Annual Performance Plan

5. MANAGEMENT REPORTS:

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

11 - 15

6.1. 1st Street NE Infrastructure Replacement

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

[Request For Decision- RFD-23-012 - Pdf](#)

16 - 18

6.2. Water Consumption Complaint

that Council provide direction to staff, if any.

[Request For Decision- RFD-23-017 - Pdf](#)

19 - 37

6.3. Policy #110-A1 - Street Maintenance Policy

that Council approve amendments to Policy #110-A1 - Street Maintenance Policy.

[Request For Decision- RFD-23-014 - Pdf](#)

7. BYLAWS:

8. NEW BUSINESS:

38 - 39

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

that Council appoints _____, as the alternate, to the Kneehill Regional Emergency Management Advisory Committee.

[Request For Decision- RFD-23-013 - Pdf](#)

40 - 45

8.2. Fire Engine Purchase

that Council authorizes Administration to allocate \$330,006 in the future capital budget for the replacement of the 1998 Freightliner Fire Truck from the Emergency Services Capital Reserve Fund.

[Request For Decision- RFD-23-015 - Pdf](#)

9. COUNCIL REPORTS:

9.1. Deputy Mayor Dennis Hazelton

9.2. Councillor Miriam Kirk

46 - 47

9.3. Councillor Byrne Lammle

[CAEP Regional-Growth-Strategic-Final-sm](#)

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:

48 - 55

10.1. Three Hills RCMP Detachment Q3 Community Policing Report

[Three Hills RCMP 2023 Q3 Community Letter](#)

[NG911 Infographic](#)

[Three Hills Provincial Q3 2022 Five Year Crime Stats](#)

[Alberta RCMP OCC Program](#)

[Three Hills Provincial Policing Report](#)

56 - 57

10.2. Marigold Library System

[Marigold Library System - January 2023](#)

58 - 59

10.3. Town of Fox Creek

[Ambulance Services Town of Fox Creek](#)

60 - 62

10.4. Parkland Airshed Management Zone

that the correspondence be accepted as information presented.
[Parkland Airshed Management Zone - 2023 01 23](#)

11. CLOSED SESSION:

12. ADJOURNMENT

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



MINUTES

Committee of the Whole Meeting

3:30 PM - Monday, January 23, 2023
Council Chambers

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

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 Committee of the Whole Meeting of January 23, 2023 to order at 3:32 PM.*

2. **ACCEPTANCE OF AGENDA:**

2.1. *Acceptance of the agenda for the Committee of the Whole Meeting on January 23, 2023.*

012-2023 Moved by Councillor Byrne Lammle that the agenda for the Committee of the Whole Meeting on January 23, 2023, be accepted as presented.

CARRIED

3. **DELEGATIONS:**

3.1. *Vincovi - Mike Guttridge and Corey Buckmaster - Cybersecurity and Email Safety - 3:30PM - 4:00PM*

4. **NEW BUSINESS:**

4.1. *Waste to Energy Discussion*

013-2023 Moved by Councillor Miriam Kirk that Administration bring item back for discussion at a Council meeting in January 2024.

CARRIED

CAO

Mayor
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4.2. Commercial / Industrial Development Discussion

Lisa Gannon left the meeting at 4:43 PM and returned at 4:44 PM.

4.3. Council Strategic Planning Session

Council recessed at 4:55 PM and returned at 5:04 PM.

5. CLOSED SESSION:

014-2023 Moved by Councillor Marilyn Sept that Council move into Closed Session at 5:04 PM to discuss the following items:

CARRIED

5.1. Section 24 of the Freedom of Information and Protection of Privacy Act - Advice from Officials - Personnel

015-2023 Moved by Deputy Mayor Dennis Hazelton that Council move back into Open Session at 5:29 PM.

CARRIED

6. ADJOURNMENT

6.1. Mayor Ray Wildeman adjourned the Committee of the Whole Meeting of January 23, 2023, at 5:30 PM.

CAO

Mayor

CAO

Mayor
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MINUTES

Regular Meeting of Council Meeting

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

The Regular Meeting of Council of the Three Hills was called to order on Monday, January 23, 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 23, 2023 to order at 5:34 PM.

2. **ACCEPTANCE OF AGENDA:**

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

016-2023 Moved by Councillor Byrne Lammle that the agenda for the Regular Meeting of Council on January 23, 2023, be accepted as presented.

CARRIED

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

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

017-2023 Moved by Councillor Miriam Kirk that the minutes from the Regular Meeting of Council on January 9, 2023, be accepted as presented.

CARRIED

4. **DELEGATIONS:**

CAO

Mayor
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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***

018-2023 Moved by Councillor Marilyn Sept that the Management Reports be accepted as presented.

CARRIED

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

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

019-2023 Moved by Deputy Mayor Dennis Hazelton that Council approves Policy 520 - Municipal Grants to Community Groups, as amended, changing the word "mission" in item 3.2.3 to "initiative".

CARRIED

6.2. ***Pathway Snow Removal***

020-2023 Moved by Mayor Ray Wildeman that Council directs Administration to pursue Option 4, which will outline changes to Policy # 110-A1 - Street Maintenance Policy to include portions on 6th Ave NE portion that runs north and south on the north side of Town and on 1st Ave SE heading south of the tennis courts. These changes are to be brought back to the next Regular Meeting of Council on February 13, 2023.

CARRIED

7. **BYLAWS:**

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

Grant Gyurkovits left the meeting at 7:06 PM and returned at 7:09 PM.

021-2023 Moved by Councillor Byrne Lammle that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be given first reading.

CARRIED

022-2023 Moved by Councillor Miriam Kirk that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be given second reading

CARRIED

023-2023 Moved by Councillor Marilyn Sept that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be considered for third reading

CARRIED

CAO

Mayor
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024-2023 Moved by Deputy Mayor Dennis Hazelton that Bylaw 1488-23 the Master Rates, Fees and Charges Bylaw be given third and final reading.

CARRIED

8. NEW BUSINESS:

8.1. *Appointment of Deputy Director of Emergency Management*

025-2023 Moved by Mayor Ray Wildeman that Council appoints Greg Towne as the Deputy Director of Emergency Management.

CARRIED

8.2. *ARTIS Exploration - Effluent Use*

Lisa Gannon left the meeting at 7:38 PM and returned at 7:40 PM.
Councillor Miriam Kirk left the meeting at 7:56 PM and returned at 7:58 PM.

026-2023 Moved by Councillor Byrne Lammle that Council accepts this information, as presented.

CARRIED

9. COUNCIL REPORTS:

9.1. *Deputy Mayor Dennis Hazelton*

Kneehill Housing Corporation - coming up in February
Community Futures Wildrose - coming up in February

9.2. *Councillor Miriam Kirk*

Three Hills Library Board
Provided a tour of Three Hills/Trochu to a prospective new doctor with Deputy Reeve Ken King, Kneehill County

9.3. *Councillor Byrne Lammle*

Red Deer River Municipal Users Group AGM and Regular Meeting

9.4. *Councillor Marilyn Sept*

Kneehill Regional Family & Community Support Services

027-2023 Moved by Councillor Miriam Kirk that the Councillors' reports be accepted as information presented.

CARRIED

9.5. *Mayor Ray Wildeman*

CAO

Mayor
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Meeting with Innisfail Mayor Barkley - Energy from Waste
Away for March 13 Regular Council Meeting

028-2023 Moved by Councillor Marilyn Sept that the Mayor's reports be accepted as
information presented.

CARRIED

10. CORRESPONDENCE:

11. CLOSED SESSION:

12. ADJOURNMENT

*Mayor Ray Wildeman adjourned the Regular Council Meeting of January 23,
2023, at 8:18 PM.*

CAO

Mayor

Regular Meeting of Council

REQUEST FOR DECISION



To: Council
Subject: 1st Street NE Infrastructure Replacement
Meeting: Regular Meeting of Council - 13 Feb 2023
Department: Utilities
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 proceed with Option 1, at a project cost of \$2,100,000 with funding from the Transportation Capital Reserve (\$660,000), Water Capital Reserve (\$640,000), Wastewater Capital Reserve (\$450,000) and the Municipal Sustainability Initiative (MSI) program (\$350,000).

BACKGROUND AND DISCUSSION:

During budget deliberations in the Fall of 2022, Council requested that Administration bring back information for the replacement of the underground infrastructure on 1st Street Street NE between 6th Avenue and the cul-de-sac intersecting Tamarack Road, as an additional project for the 2023 Capital Budget.

Existing Conditions

This section of cast iron watermain is approximately 480 meters in length, with some sections being 100mm (4") and some sections 150mm (6"). It is estimated these sections of watermain were installed in 1947. There is also a water service connection off of 1st Street that runs south between two residential properties that only feeds the north side of the Three Hills Trailer Park. This watermain is one of two distribution lines that feeds the eastern part of Town, thus important to be in good operating condition. Since 2021, there have been 6 waterline breaks in this section proposed in this project, which have been a combination of mainline breaks and service line breaks.

A sanitary collection mainline video inspection (CCTV) was completed in January of 2023. The results of the report revealed a 200mm (8") clay material sanitary mainline that is in satisfactory condition with extensive calcium build-up at most joints from water infiltration. Some areas are showing stress line cracking with multiple meters of pipe sagging being reported. After reviewing the video and report, this sanitary mainline is a good candidate for future lining of the interior pipe walls to extend the life expectancy and help support collapsing and further water infiltration. Administration has also asked our engineer to review the CCTV report to confirm this theory, and are awaiting the results of their assessment.

There are five (5) sanitary manholes that are in satisfactory condition but will need future maintenance type work. Typical maintenance would include lining the interior walls of the manhole barrels and re-benching the bottom sections of the manhole bases.

Proposed Project Design

The proposed project would include full replacement of the watermain with each residential property receiving water service from the mainline to the property line. The Commercial properties would also receive a new water service connection.

Sanitary residential service lines are generally located in the same ditch line as residential water services and this project will include changing out the sanitary services from the property line and connecting them back to the existing sanitary collection line, while the residential water services are being replaced.

The high level cost estimate for this project assumes and includes funding for a full road rebuild, including base. There is a possibility, if the asphalt and road base are in good condition, we could do a milling of the full roadway asphalt, with only digging up the areas of pipe replacement. Following construction, we would do a full asphalt overlay.

Should we be required to complete a full road restoration for this project it will include full road base prep with asphalt re-surfacing and sectional concrete sidewalk, curb and gutter replacement, and soil and seed. This would consist of a construction asphalt lift in 2023 with a final asphalt lift completed in 2024. This method gives the project a full season to settle out and a chance to correct any deficiencies prior to applying the final asphalt lift.

While construction is completed, the project would be staged to ensure access to the Seniors Lodge at all times and an above ground temporary water system would be set up to ensure residents still have water service.

Should Council wish to add this project to the 2023 Capital Budget, Administration would recommend to undertake a sole source contract for the engineering design and project management of this project due to the length of time it would take to go through a formal Request for Proposal (RFP) process to pick an engineer. This would essentially add at least a month to the overall project timeline. If Council desires to go through a formal RFP process for the engineering design and project management services, Administration feels this project would not be able to be completed in 2023.

A high level cost estimate for this project is \$2,100,000, excluding GST. This includes an allowance for additional onsite project management and inspection services by the engineer to assist Administration, due to the capacity limitations of staff. If approved and once the full engineering design is completed on this project, we will have a better idea of the budget for this project.

Options

- 1) Direct Administration to add this project to the 2023 Capital Budget, at a cost of \$1,900,000, excluding GST, and to be funded from the Transportation Capital Reserve (\$660,000), Water Capital Reserve (\$640,000), Wastewater Capital Reserve (\$450,000) and the Municipal Sustainability Initiative (MSI) program (\$350,000).
- 2) Direct Administration to add this project to the 2024 Capital Budget for deliberations at that time.
- 3) Accept this report as information.
- 4) Provide Administration with further direction, as per Councils' wishes.

FINANCIAL AND STAFFING IMPLICATIONS:

If Council wishes to proceed with this project, there are limited funding options.

In terms of external sources, known grants (such as Alberta Municipal Water Wastewater Program or Water for Life) tend to focus on regional or water treatment-type projects and generally do not fund distribution-type costs. And other stimulus-type grants through the province or federal government have been allocated and spent.

Looking at own sources, staff do not recommend issuing debt for projects at this time, unless absolutely necessary, as prevailing servicing costs would be a burden on future operating budgets.

The final source is reserve funds. Using the 2023 approved budget as our most up-to-date reference, we project to have approximately \$9.6 million in reserves in 2023:

Operating reserves	\$1,491,864
MSI & CCBF	\$776,508
Capital reserves	<u>\$7,359,882</u>
	\$9,628,254

The question is one of opportunity cost, and if Council wants to spend +/- 20% of our reserve balance to undertake this project.

In addition to our own reserves we have unallocated MSI and CCBF funds available to use. If Council proceeds with the project, staff propose utilizing the majority of our MSI funds - or \$350,000 - to offset the draws on our reserves. This will also help ensure we use up the funds as the MSI program winds down, as indicated by the Province.

The \$7,359,882 above are the capital reserves for all the Town's funds, and can be broken down further:

General fund	\$5,358,365
Water fund	<u>\$2,001,517</u>
Total capital reserves	\$7,359,882

Reserve policies state that reserves are funded and utilized into separate accounts or pots of money. Ideally, the Town should try and utilize the account that matches the project expense, although Council can reallocate reserve funds via Council motion. Staff are not saying that is needed at this time, but is an option for Council now or in the future.

Based on the cost estimates provided, the suggested breakdown by reserve would be as follows:

Transportation	\$660,000
Water	\$640,000
Sewer	\$450,000
MSI	<u>\$350,000</u>
Total	\$2,100,000

and would leave the following reserve balances:

Reserve	Original Projected Balance	Proposed Funding	Updated Projected Balance
Transportation	\$782,011	\$660,000	\$122,011
Water	\$1,071,996	\$640,000	\$431,996
Sewer	\$929,521	\$450,000	\$479,521
MSI	\$384,446	\$350,000	\$34,446

Future Impact

During budget deliberations, Council received information on capital project funding availability - specifically how much of our funds (reserves, MSI and CCBF, and the utilization of debt) we are able to spend on capital projects without impacting the tax rate. Staff was able to show that we projected having \$1.8 million on a go-forward basis, and Council approved additional capital funding of around \$190,000 as service level adjustments. This brings the projected total we have to fund capital projects to just over \$2 million dollars in 2023 and beyond.

The capital funding model was predicated on reserve and MSI balances being reduced over a longer horizon - for example, we had modelled to phase in the available MSI balance over a couple years. While staff haven't done a formal analysis of how approving this project will impact our available capital funding in future years, staff expect that it will reduce our available capital funding in 2024 and 2025 by +/- \$150,000 in those years, or down to \$1.85 million from \$2.0 million, with smaller impacts in future years. But reduced capital reserve balances will result in reduced funding available in future years.

How do we compare?

In terms of 'availability of funding', there is no best practice for reserve balances or utilization of debt. However, we are able to compare against our counterparts to see how we stack up.

Expanding our population comparable to 16 towns (8 larger and 8 smaller) we are able to gauge our ability to internally fund capital projects:

Unit	Population	Long Term Debt	Reserves	Debt Capacity	Own Source Funding	Own Source Funding per capita
Grimshaw	2,718	442,810	4,108,800	8,636,212	12,745,012	4,689
Sundre	2,729	5,371,629	5,177,452	9,452,412	14,629,864	5,361
Athabasca	2,965	6,401,752	3,485,507	7,326,907	10,812,414	3,647
Fort MacLeod	2,967	6,795,465	8,974,103	4,707,356	13,681,459	4,611
Crossfield	2,983	7,994,728	3,903,346	3,811,904	7,715,250	2,586
Fairview	2,998	1,471,240	6,472,857	9,368,629	15,841,486	5,284
Gibbons	3,159	5,485,840	-	4,306,699	4,306,699	1,363
High Level	3,159	2,479,646	4,788,462	15,167,533	19,955,995	6,317
Three Hills	3,212	6,834,800	8,599,562	5,880,538	14,480,100	4,508
Penhold	3,277	2,907,236	4,472,786	9,190,732	13,663,518	4,170
Cardston	3,909	2,605,200	7,345,232	14,442,803	21,788,035	5,574
Pincher Creek	3,642	3,695,483	10,117,737	12,085,168	22,202,905	6,096
Raymond	3,708	8,396,861	384,922	4,141,309	4,526,231	1,221
Claresholm	3,780	5,706,118	3,162,650	6,813,242	9,975,892	2,639
Carstairs	4,077	3,955,326	4,389,570	12,100,485	16,490,055	4,045
Vermillion	4,084	10,751,252	5,335,617	9,068,376	14,403,993	3,527
Barrhead	4,579	4,208,507	7,486,046	14,850,451	22,336,497	4,878
Average	3,409	5,029,641	5,188,509	8,902,986	14,091,494	4,134
Three Hills	3,212	6,834,800	8,599,562	5,880,538	14,480,100	4,508
					Difference:	374


These figures from the 2021 financial statements effectively show available own source funding, which is available Reserves plus Debt Capacity. On a per capita basis, Three Hills is \$374 better than the average of \$4,134 per capita; at 3,212 residents, spending \$1.2 million of our own source funding will take us to the average.

While useful, staff should identify some of the shortcomings with this analysis:

- we are unable to determine where a municipality is in its own capital lifecycle or its asset mix,
- it doesn't fully contemplate or capture external or alternative funding options available to a municipality,
- it doesn't fully capture a municipality's ability to generate its own funds, and
- it includes consolidated entries on their financial statements.

FOLLOW UP ACTION:

Depends on the decision of Council.


Ryan Leuzinger, CAO

Regular Meeting of Council

REQUEST FOR DECISION



To: Mayor and Council
Subject: Water Consumption Complaint
Meeting: Regular Meeting of Council - 13 Feb 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 Council provide direction to staff, if any."

BACKGROUND AND DISCUSSION:

Ms. Bachand is not satisfied with Council's decision at its October 11th meeting and has submitted additional information for Council. After Administration's most recent correspondence in December reiterating Council's decision, Ms. Bachand has confirmed she is not interested in getting the meter tested, citing that it is now working correctly. Ms. Bachand has communicated back to Council with the following:

"January 24, 2023

Dear Mayor Wildeman and Council

I feel that I'm not being heard or understood after many emails and spreadsheets on my consumption to the town and letters to town council, I will try to put my concerns about your decision in simple language.

1. Meter Reading being test, Redundant as these readings happened over a year ago, and since then meter is working properly

2.PLUMBER VERIFIED no running toilet, no dripping taps, no leaking pipes etc. NO leaks... Bruce Mechanical will supply letter to this effect if required.

3.NO outside water source,(besides months in question you wouldn't use water outside). NO Hot Tub or any other vessel.

4. Speaking with a pipefitter and retired Fire Chief possible reasons for faulty meter at that time a) Water breaks, Air got into lines b) Dirty from water line repair got stuck in meter c) Change water pressure

During this time the town was replacing old water lines from water reservoir to pump station using by-passes, replacing faulty valves and also fluctuating water pressures and doing many water line repairs per your own news reports in the Capital.

I'm asking one more time that the outstanding balance be written off in full including all late fees and interest charges, as I have paid monthly the amount estimated of my usage for this period of time.

Being a single low-income senior, this has caused me unnecessary stress and anxiety for over a year now (which my doctor will a test too)

Please respond to this email ASAP on what your decision will be. If you have any questions, please feel free to contact me.

Thank You

Linda Bachand"

Options

Option 1 - Consider some type of relief to the resident.

There are 2 types of charges currently outstanding, the consumption charge of \$889.43 and \$290.42 in accrued penalties since the original disputed bill; Council could reconsider waiving some or all of these.

Option 2 - Request changes to the existing Water Bylaw or creation of a new policy to consider the waiving of consumption charges, in this and future cases.

Unknown what the result would be and the staffing resources/knowledge to deal with requests to waive consumption fees. Potential budgetary impacts.

Option 3 - Receive this information as presented.


Option 4 - Provide Administration with direction as per Councils' wishes.

FINANCIAL AND STAFFING IMPLICATIONS:

Depends on the direction of Council.

FOLLOW UP ACTION:

Depends on the direction of Council.



Ryan Leuzinger, CAO

Regular Meeting of Council

REQUEST FOR DECISION



To: Council
Subject: Policy #110-A1 - Street Maintenance Policy
Meeting: Regular Meeting of Council - 13 Feb 2023
Department: Public Works
Staff Contact: Grant Gyurkovits, Director of Operations & Infrastructure

Strategic Priorities:

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

RECOMMENDATION:

"...that Council approve amendments to Policy #110-A1 - Street Maintenance Policy."

BACKGROUND AND DISCUSSION:

At the January 9, 2023, Regular Meeting of Council, there was a discussion regarding Town obligations for snow removal on a few portions of pathways, as there had been some questions and concerns from citizens directed to members of Council. Council requested that Administration collect more information, such as land use agreements, regarding certain sections of pathways for the next meeting.

At the next Regular Meeting of Council on January 23, 2023, discussions were focused on the sections of pathways that were not considered for snow removal under the policy. Council asked Administration to do a review of the Policy and return with revisions at the next meeting of Council on February 13, 2023. Specifically, Council requested that Policy # 110-A1 - Street Maintenance Policy be updated to include the pathway portions on 6th Ave NE portion that runs north and south on the north side of Town and on 1st Ave SE heading south of the tennis courts.

The requested revisions have been included in the draft revised Policy attached for Council's consideration. The policy has been re-formatted to align with the current format of our Policies. For reference, we have included the previous version of the Policy, and a re-formatted copy with the requested revisions.

FINANCIAL AND STAFFING IMPLICATIONS:

This will depend on further direction from Council.

FOLLOW UP ACTION:


If Council approves the amendments to Policy #110-A1 - Street Maintenance Policy, Administration will ensure the following steps are taken:

- Communication will be shared with the Public Works staff to ensure there is an awareness and understanding of the duties and responsibilities regarding snow removal in these areas.
- Policy # 110-A1 - Street Maintenance Policy will be updated and published on our website.
- Any other steps as directed by Council

ATTACHMENTS:

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

[110-A1 - Street Maintenance Policy \(2023\)](#)



Ryan Leuzinger, CAO



TOWN OF THREE HILLS

POLICY # 110-A1

STREET MAINTENANCE POLICY

Adopted by Council on: November 12th, 2014

Resolution No: 428-14

Amended by Council on: March 11th, 2019

Resolution No: 100-19

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 3rd 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 2nd 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 2nd Street N to 7th Street N)

Fire Hall

1 Ave E (from 2nd Street N to 3rd Street S)

Emergency Operation Center

2nd Ave E (from 1st Street S to Main Street)

2nd Ave E (from Main Street to alley)

Schools

6th Ave E (from North boundary to 6th Street S)

3rd Street S (from 1st Ave E to 6th Ave E)

11th Ave E (from 2nd Street N to 7th Street N)

Downtown Commercial/Recreational Facilities

Main Street (from 1st Ave E to 6th Ave E)

3rd Ave E (from 2nd Street N to 1st Street S)

4th Ave E (from 2nd Street N to 1st Street S)

PRIORITY YELLOW

Commercial Outlaying / Industrial

Service Road (from 2nd Street to end)

17th Ave E (from Service Road to end)

18th Ave E (from 2nd Street N to end)

Seed Cleaning Service Road

3rd Street S (from 1st Ave E to boundary)

2nd Ave W (from 3rd Street S to 3rd Ave W)

3rd Ave W (from 3rd Street S to 5th Street S)

3rd Street N (from 6th Ave E to 7th Ave E)

Seniors Care

Main Street (from 6th Ave E to Tamarack Road)

Tamarack Road (from Main Street to 1st N)

1st N (from 6th Ave E to Tamarack Road)

1st N (from Tamarack Road to 11th Ave E)

11th Ave E (from 1st Street N to 2nd Street N)

Day Care

2nd Street South (from 6th 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.

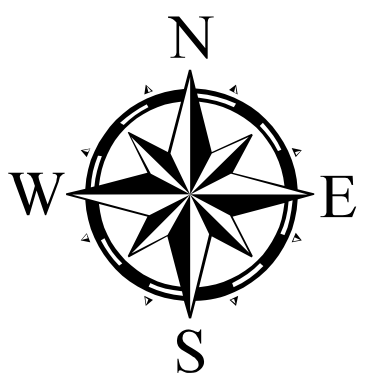
TOWN OF THREE HILLS WINTER MAINTENANCE SCHEDULE "A"

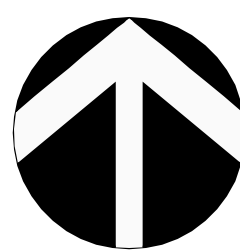
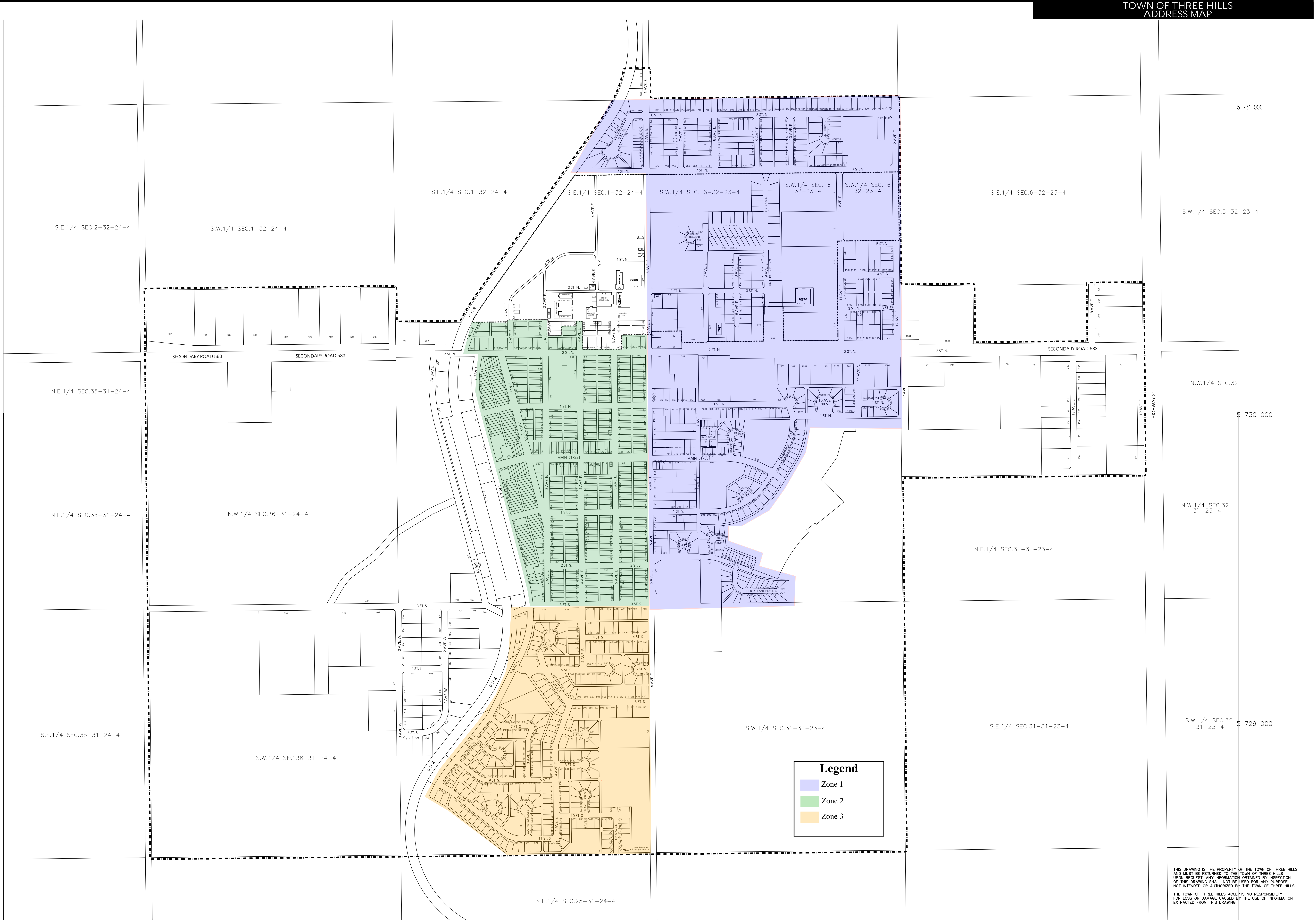


- ### Legend
- Snow Removal Priority**
- Green
 - Red
 - Yellow
 - Town Boundary

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.







TOWN OF THREE HILLS

POLICY # 110-A1

STREET MAINTENANCE POLICY

Approved by Council on: **February 13, 2023**
Resolution No: **XXX-2023**

1. PURPOSE

- 1.1. 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 level of maintenance required.
- 1.2. To ensure efficient, cost effective and organized maintenance of all town-owned streets. This policy will be divided in two categories - winter and summer maintenance.

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 judgment to take such actions as may be necessary to achieve the purpose of this policy.

3. DEFINITIONS

- 3.1. **Accumulation** refers to the total amount of snow that has fallen and remained on the roadway/lanes. Accumulation is measured from the roadway surface.
- 3.2. **Commercial Routes** refers to routes used to access commercial businesses.
- 3.3. **EOC** refers to the Emergency Operations Centre.
- 3.4. **Sanding** is the application of an abrasive mixture that will promote vehicle traction and allow for traffic to move safely.
- 3.5. **Pickle Mix** refers to an abrasive material consisting of chip, sand and salt mixture. This mix has winter traction and melting qualities.
- 3.6. **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.
- 3.7. **Snow removal** refers to the process where plowed and accumulated snow is removed.
- 3.8. **Street Sweeping** refers to the process to which debris, leaves, sand and litter are removed from roadways.
- 3.9. **Windrow**, also known as berms, is a ridge of snow created from snowplowing activity.

4. POLICY

- 4.1. It is in the best interests of Town residents that the Town 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.

- 4.2. Winter maintenance will cover the following items

4.2.1. Snowplowing

- 4.2.1.1. 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, plowing may be continuous and will take priority over snow removal. During severe weather conditions the Town may terminate plowing if the conditions are deemed too dangerous for staff and may also adjust work schedules and assign personnel to deal with medium and heavier snowfalls in a more efficient and effective manner. 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.

- 4.2.1.2. 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".

- 4.2.1.3. 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".

4.2.2. Sanding

- 4.2.2.1. Where conditions warrant, the Town 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 snow-plow to minimize dangers to the public.

- 4.2.2.2. 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.

4.2.3. Snow Removal

- 4.2.3.1. 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.

4.2.3.2. **Snow Storage Site** - The Town of Three Hills storage site is located at 316 3rd Ave W (also known as the former rodeo grounds)

4.2.3.3. **Sidewalk, Municipal Parking Lots and Pathway Snow Removal**

- All sidewalks and parking lots adjacent to municipal-owned properties shall be cleared in a timely fashion following a snowfall.
- All pathways within town limits will be closed for the winter with the exception of the pathways shown in Schedule “C” and noted below:
 - Pathway adjacent to Highway 583
 - Pathways within Anderson Park
 - Pathways along Anderson Park’s perimeter
 - Pathway on 6th Ave NE – portion of the pathway that runs north and south on the north side of Town in the County
 - Pathway on the west side of 1st Ave SE starting at approximately the tennis courts heading south to 11th St SE.

Snow clearing of these pathways will commence as weather, time and Town resources permit once all other snow removal is completed.

4.3. The Town will also assume responsibility for basic maintenance during summer, specifically the following items:

4.3.1. **Street Sweeping**

Street sweeping will commence in early spring and continue on a casual basis through to fall. 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.

4.3.2. **Pothole Repair**

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.

4.3.3. **Path Maintenance**

All pathways shall be inspected yearly and maintenance will be conducted on an as needed basis.

5. PRIOR POLICY

This policy shall supersede and replace all prior policies, oral or written, snowplowing, snow removal, ice control, sanding, parking lot clearing, street sweeping, pothole repair and sidewalk maintenance within the Town of Three Hills.

Approved on:	February 13, 2023	Resolution No: XXX-2023
Effective on:	February 13, 2023	
Previous Version:	March 11, 2019	Resolution No: 100-19
Next Review Date:	February 13, 2026	
Approved by:	Council	
Recommended by:	Chief Administrative Officer	

SCHEDULE "A"

Priority **RED**

Ambulance

12 Ave E (from 2nd Street N to 7th Street N)

Fire Hall

1 Ave E (from 2nd Street N to 3rd Street S)

Emergency Operation Center

2nd Ave E (from 1st Street S to Main Street)

2nd Ave E (from Main Street to alley)

Schools

6th Ave E (from North boundary to 6th Street S)

3rd Street S (from 1st Ave E to 6th Ave E)

11th Ave E (from 2nd Street N to 7th Street N)

Downtown Commercial/Recreational Facilities

Main Street (from 1st Ave E to 6th Ave E)

3rd Ave E (from 2nd Street N to 1st Street S)

4th Ave E (from 2nd Street N to 1st Street S)

PRIORITY **YELLOW**

Commercial Outlaying / Industrial

Service Road (from 2nd Street to end)

17th Ave E (from Service Road to end)

18th Ave E (from 2nd Street N to end)

Seed Cleaning Service Road

3rd Street S (from 1st Ave E to boundary)

2nd Ave W (from 3rd Street S to 3rd Ave W)

3rd Ave W (from 3rd Street S to 5th Street S)

3rd Street N (from 6th Ave E to 7th Ave E)

Seniors Care

Main Street (from 6th Ave E to Tamarack Road)

Tamarack Road (from Main Street to 1st N)

1st N (from 6th Ave E to Tamarack Road)

1st N (from Tamarack Road to 11th Ave E)

11th Ave E (from 1st Street N to 2nd Street N)

Day Care

2nd Street South (from 6th 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
Snow Removal
Schedule "A"

SE 1/4 SEC.2-32-24-W4

SW 1/4 SEC.1-32-24-W4

SE 1/4 SEC.1-32-24-W4

SE 1/4 SEC.6-32-23-W4

SW 1/4 SEC.5-32-23-W4



Service Road

NE 1/4 SEC.35-31-24-W4

NW 1/4 SEC.36-31-24-W4

NW 1/4 SEC.31-31-23-W4

NE 1/4 SEC.31-31-23-W4

NW 1/4 SEC.32-31-23-W4

SE 1/4 SEC.35-31-24-W4

SW 1/4 SEC.36-31-24-W4

SW 1/4 SEC.31-31-23-W4

SE 1/4 SEC.31-31-23-W4

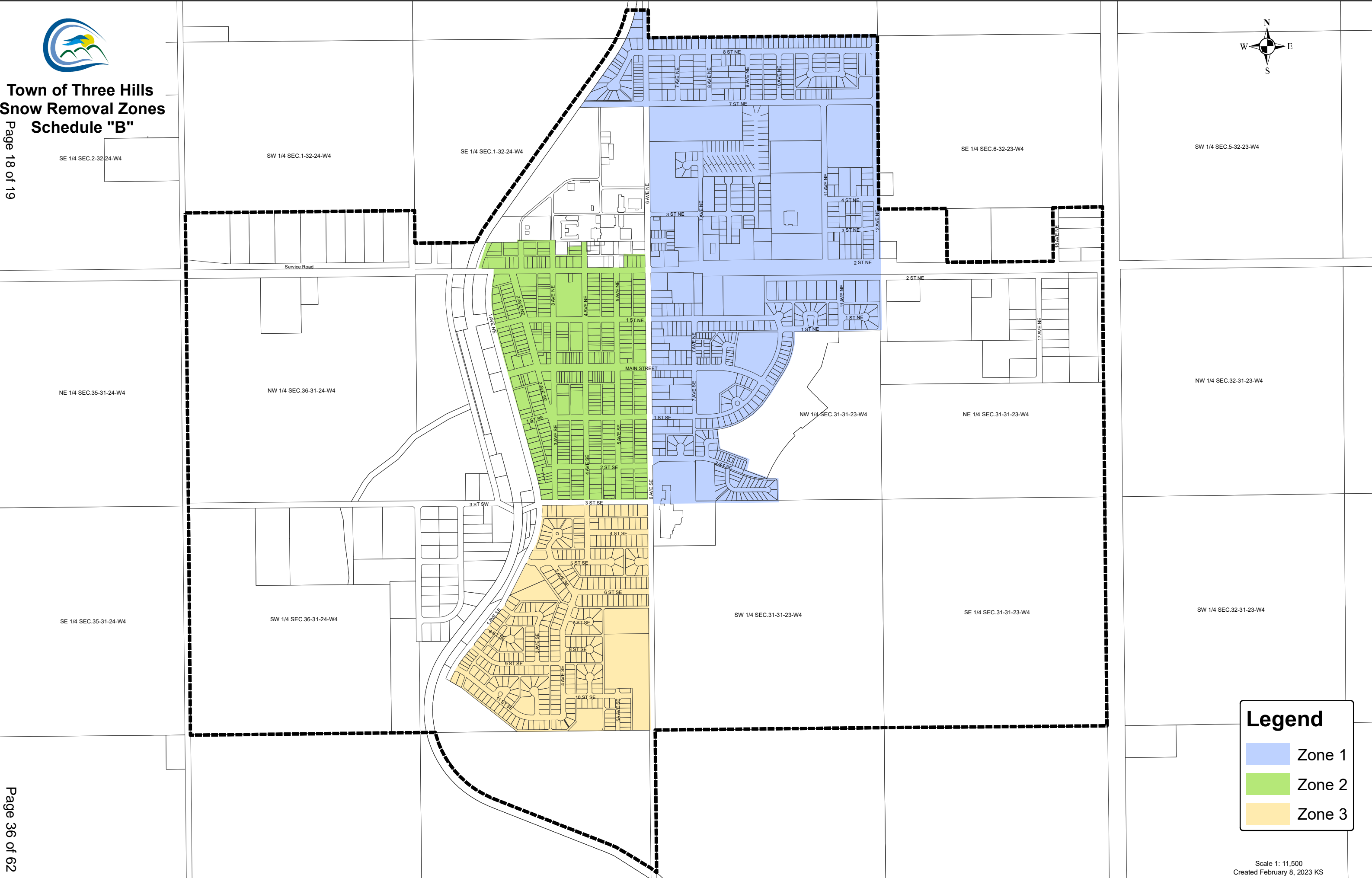
SW 1/4 SEC.32-31-23-W4

Legend

- Priority Red
- Priority Yellow
- Priority Green

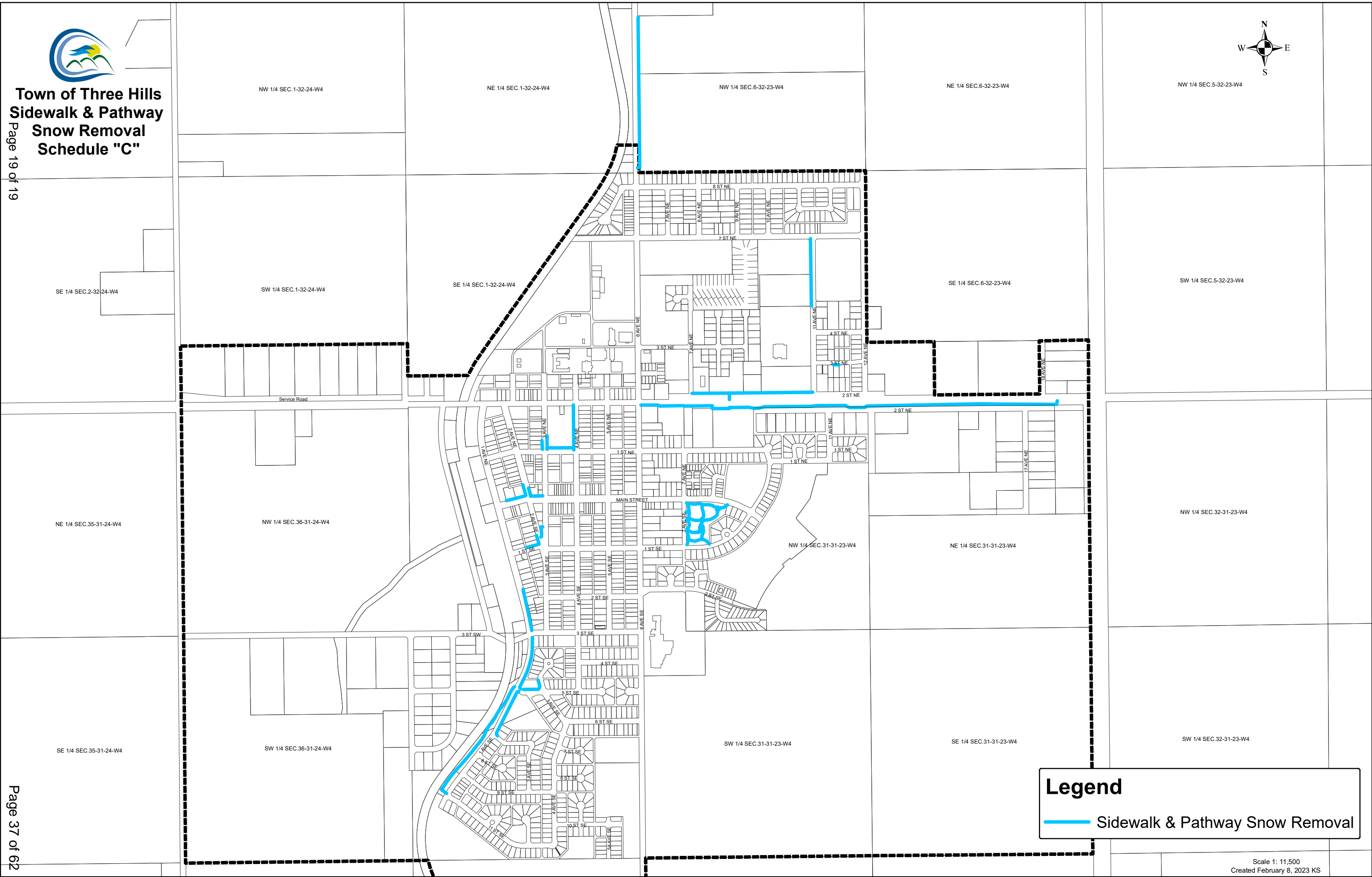
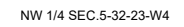
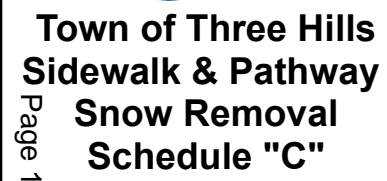


Town of Three Hills
Snow Removal Zones
Schedule "B"



Legend

- Zone 1
- Zone 2
- Zone 3



Regular Meeting of Council

REQUEST FOR DECISION



To: Town Council
Subject: Kneehill Regional Emergency Management Advisory Committee – Alternate Council Appointee
Meeting: Regular Meeting of Council - 13 Feb 2023
Department: Protective Services
Staff Contact: Kristy Sidock, Director of Community Services

Strategic Priorities:



RECOMMENDATION:

"...that Council appoints _____, as the alternate, to the Kneehill Regional Emergency Management Advisory Committee."

BACKGROUND AND DISCUSSION:

At the 2022 Organizational Meeting, Mayor Ray Wildeman was appointed to the Kneehill Regional Emergency Management Advisory (KREMA) Committee. At the time, an alternate for this committee was not appointed.

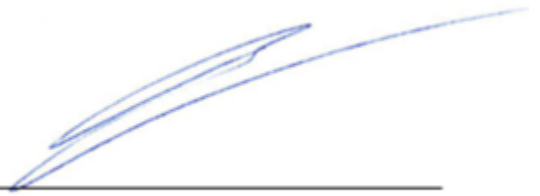
Mayor Ray Wildeman is unable to attend the KREMA Committee Meeting on March 7, 2023 (or the alternate dates suggested). Therefore, Administration is asking Council to appoint an alternate to this Committee to ensure coverage for those occasions when Mayor Ray Wildeman cannot attend the meetings.

FINANCIAL AND STAFFING IMPLICATIONS:

N/A

FOLLOW UP ACTION:

Administration will notify the Kneehill Regional Emergency Management Advisory Committee of the appointed alternate for the Town of Three Hills by February 15, 2023.



Ryan Leuzinger, CAO

Regular Meeting of Council

REQUEST FOR DECISION



To: Town Council
Subject: Fire Engine Purchase
Meeting: Regular Meeting of Council - 13 Feb 2023
Department: Protective Services
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 authorizes Administration to allocate \$330,006 in the future capital budget for the replacement of the 1998 Freightliner Fire Truck from the Emergency Services Capital Reserve Fund."

BACKGROUND AND DISCUSSION:

As approved by Council in the summer of 2022, a Memorandum of Understanding was signed with Kneehill County for the purchase and shared ownership of a new Fire Engine, with the Town funding 30% and the County funding 70%. Effectively, reducing the collective fleet from 2 units to 1 will result in a cost savings of approximately \$1,000,000.

Kneehill County has completed the request for quotation process and received the following three quotes for replacement:

- Custom Top Mount - \$1,200,000
- Standard Top Mount - \$1,211,357
- Standard Top Mount - \$993,353

The prices above include a 10% project contingency.

Kneehill County Administration is recommending that the contract be to the low bidder. The full project cost will be incurred by Kneehill County and will invoice the Town for 30% of the cost once the unit arrives in late 2024 or early 2025.

During the design stages, the Fire Department members indicated that they would like the new engine had a light tower. The 2020 Super Chief Rescue Unit has a similar light tower and the members have found that it is very beneficial when they are out at night on the highways at an accident scene. The cost for the light tower is \$32,000. The total cost for the Town for the purchase of the new Fire Engine would be \$330,006.

Kneehill County Administration is taking forward a Request for Decision on the purchase of the new fire engine to their Regular Meeting of Council on February 14, 2023.

Options:

Option 1: Direct Administration to allocate \$330,006 (including light tower) in the future capital budget.

Option 2: Direct Administration to allocate \$298,006 (excluding light tower) in the future capital budget.

Option 3: Provide Administration with direction as per the wishes of Council.

FINANCIAL AND STAFFING IMPLICATIONS:

The purchase of a new fire engine is captured in the Town's long term budget, originally planned to be replaced in 2023 as it no longer meets the required National Fire Protection Association Standards (NFPA) as a front line pumper. However, with the new Kneehill County Fire Truck that arrived this past summer, we are able to use this unit as our front line pumper truck until the new engine arrives.

We have been planning for the replacement of the 1998 Freightliner since 2018, with funds being allocated yearly into the reserve to help with the cost of the replacement. By the end of 2023, there will be approximately \$528,730 in the Emergency Services Capital Reserve Fund.


FOLLOW UP ACTION:

If Council approves the funding for the purchase of the new fire engine, Administration will ensure the following steps are taken:

- Notify Kneehill County of Council's motion by February 14, 2023.
- Account for the Town's portion of the purchase price of the fire truck in the 2024 or 2025 Capital budget.

ATTACHMENTS:

[MOU - Fire Engine Purchase](#)
[Schedule B - Cost Sharing Schedule](#)



Ryan Leuzinger, CAO

MEMORANDUM OF UNDERSTANDING

Fire Engine Purchase

THIS Memorandum of Understanding signed in duplicate and effective on the 13th day of September, 2022.

BETWEEN:

KNEEHILL COUNTY, a municipality in the Province of Alberta, (the County)

And

The Town of THREE HILLS, a municipality in the Province of Alberta (the Town)

WHEREAS both parties have entered into a 2020-2024 Fire Agreement for fire protection within the region;

WHEREAS both parties have agreed to the joint purchase and shared ownership of a Fire Engine to serve both the Town of Three Hills and Kneehill County.

PURPOSE AND SCOPE:

This MOU provides a clarification of the administrative process for purchasing one fire engine under shared ownership.

COUNTY RESPONSIBILITIES:

1. The County will collaborate with the Town in deciding the specifications of the fire engine.
2. The County will purchase the fire engine under its purchasing and procurement policies and procedures.
3. The County will ensure collaboration with the Town throughout all truck build meetings, including the final inspection.
4. The County will purchase the truck with a chassis deposit in 2022, and full payment upon delivery, expected mid to late 2024, build dependant.
5. The County will invoice the Town in a lump sum amount following delivery of the truck for the shared percentage stated in the Fire Agreement.
6. Should there be additional items added to the truck, or deleted, both parties are to agree in writing.
7. The County will dispose of their own current engine in whatever manner the County deems appropriate.


TOWN RESPONSIBILITIES:

1. The Town will collaborate with the County in deciding the specifications of the fire engine.
2. The Town will ensure collaboration with the County throughout all build meetings, including the final inspection.
3. The Town will budget for and pay the County following delivery of the truck for the shared percentage stated in the Fire Agreement.

4. The Town will supply any additional materials on the fire engine to ensure it is ULC S515-13 compliant. If possible, existing equipment will be transferred from the old engines onto the new engine.
5. Should there be additional items added to the truck, or deleted, both parties are to be in written agreement.
6. The Town will dispose of their own current engine in whatever manner the Town deems appropriate.

IN WITNESS WHEREOF the County and the Town have hereto affixed their corporate seals attested to by the hands of their duly authorized officers in their behalf on the day and date first above written.

KNEEHILL COUNTY



Chief Administrative Officer

TOWN OF THREE HILLS



Chief Administrative Officer

Schedule B – Cost Sharing Schedule

Operational Funding Provided by Kneehill County

Base Funding \$52,000 annually beginning January 2020
2% increment each year beginning January 2021

The ownership share of each unit is depicted in the table below:

Capital Ownership of Fire Apparatus

Capital Equipment	Year	Lifespan	KC %	Three Hills %
KC-Tender 55	2002	20 Years	100	0
KC-Engine 52	2004	20 Years	100	0
KC/TH Engine 2022	2023	20 years	70	30
TH-Command 50	2004	15 Years	0	100
TH-Rescue 54	2020	20 Years	20	80
TH-Engine 51	1998	20 Years	0	100
KC-Squad 56 (Brush)	2009	15 Years	100	0

In 2022, a shared ownership Engine will be ordered to replace both Engines 51 and 52 in 2023/2024, at the percentage above.

The Town and County will enter into a Memorandum of Understanding outlining roles and process associated with this replacement.

Capital Replacement:

Kneehill County and Three Hills shall budget annual contributions to their own capital replacement plan at the percentage of ownership as stated above.

Insurance

Each municipality will be responsible for their proportionate share of insurance premiums as per the ownership schedule above, however the municipality who owns the majority share shall be responsible for insuring said unit, with the proportional share as above.

Insurance claim submission/processing will be handled by the municipality who owns the majority share of the unit.

Insurance claim "payouts" will be paid to each municipality as per their proportionate share of units as indicated above and will be used for replacement purposes, unless otherwise agreed to by the parties.

Central Alberta Regional Economic Growth Strategy



About CAEP

The Central Alberta Economic Partnership has been providing excellence in regional economic development collaboration programs and services since 1998.

We are a member-based, board governed non-profit corporation. CAEP operates with the generous contributions of our volunteer working groups and members, and the financial support of the Government of Alberta and our municipal and partner members.

The Strategic Plan

This Regional Economic Growth Strategy was supported with funding from Alberta's Community and Regional Economic Supports Program and with the participation of CAEP member and non-member municipalities, business, industry, and agency representatives.

While serving as CAEP's strategic plan, this Regional Growth Strategy is different from a typical strategic plan. It is intended to move the entire region forward as a unified entity. This intention was the preeminent direction from CAEP's board consolidated through their planning process which included participation and input from our many stakeholders. Aligning with its mandate, CAEP's strategic plan is therefore not simply an organizational plan but rather a regional economic growth strategy for Central Alberta Region.

This plan identifies strategies to develop and sustain an environment conducive to economic growth that CAEP and its members can implement and benefit from by working together.

The Opportunity

More and more local governments are facing increasing costs, reduced revenues, and greater expectations from citizens. Regional cooperation is a proactive approach to maximize benefits and minimize the costs of economic development. Progress on this Regional Growth Strategy will be reviewed annually by CAEP's board and the plan's strategies may be adjusted as required. With this as our guiding document, the Central Alberta Economic Partnership members endeavor to become the region of choice in Alberta.



Regional Economic Growth Strategy



Vision:

Beyond ordinary, Central Alberta is a business friendly, diverse, and welcoming region that provides optimal opportunity for all.

Mission:

Convenes business, communities, and people to foster local success and advance Central Alberta's regional competitive advantage.

2022-2027 Strategic Plan Goals

Regional cooperation is a proactive approach to maximize benefits and minimize the costs of economic development. By working together and sharing implementation, these strategies develop and sustain an environment conducive to economic growth that benefit CAEP members. The Central Alberta Economic Partnership members endeavor to become the region of choice in Alberta.

Central Alberta is the place to be. Be Central.

1. Labour Market Sustainability & Growth

Economic development across the region is nurtured by supporting local job creators to become employers-of-choice.

Strategies:

- 1.1 Provide educational and networking opportunities
- 1.2 Facilitate the attraction of skilled workforce

2. Regional Orientation & Advancement

Member communities are prepared for attracting investors, business, employees, visitors, and residents to the region.

Strategies:

- 2.1 Foster increased collaboration with Indigenous nations and treaties
- 2.2 Encourage investment-ready processes and practices
- 2.3 Establish a brand for all CAEP Members use to position the region
- 2.4 Facilitate target industry cluster development for regional benefit
- 2.5 Advocate to advance regional competitiveness

3. Organizational Excellence

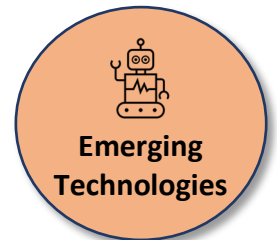
Continuous organizational improvement to foster valuable opportunities for all.

Strategies:

- 3.1 Consult with members on annual priorities
- 3.2 Assess opportunities and practices to encourage innovation & efficiency



Agri-Business



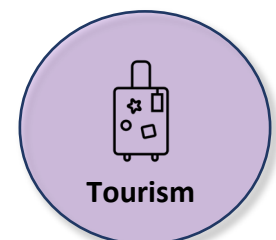
Emerging Technologies



Manufacturing



Natural Resources



Tourism



Transportation and Logistics



2023-01-24

Sergeant Jamie Day
Detachment Commander NCO i/c
Three Hills, Alberta

Dear Mayor Wildeman,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Three Hills RCMP Detachment spanning the October 1st to December 31st, 2022 reporting period. This report is a key tool to address any questions or concerns you may have, as part of our continued commitment to engage with your leadership team and the constituents you represent.

As we embark on 2023, the top priority for the Alberta RCMP remains the safety and security of all Albertans. Thus, this letter and attached appendixes will provide for you an update on our Next Generation 9-1-1 (NG911) upgrades in our Operational Communications Centers (OCC). The Alberta RCMP OCC Program provides response to police emergencies and routine calls for service to approximately 1.3 million citizens of Alberta, including 22 First Nations communities. The OCC provides police dispatch and call-taking services supporting 117 RCMP detachments and several contracted and/or integrated units. Our call-taking services also serve as a Secondary Public Safety Answering Point (PSAP) for Alberta's 9-1-1 system.

The Canadian Radio-television and Telecommunications Commission (CRTC) has mandated the replacement of the current Enhanced 9-1-1 service in Canada with NG911. This change will enhance public safety communications in an increasingly wireless society and will fundamentally change 9-1-1 and emergency services operations as it exists today. The evolution of NG911 future improvements are anticipated to include:

- 9-1-1 Real-time Text (RTT) by Spring 2024.
- Further location improvements including the potential addition of azimuth to enhance coordinates, vehicle telematics, and building schematics.
- The potential to communicate with 911 operators via video call.

As early adopters of this transition to NG911, the Alberta RCMP's lead in modernizing public safety communications demonstrates our commitment to the safety and security of all Albertans.



As a further update, we are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, I will be working directly with you to craft the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

The attached reporting along with your valued feedback will help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

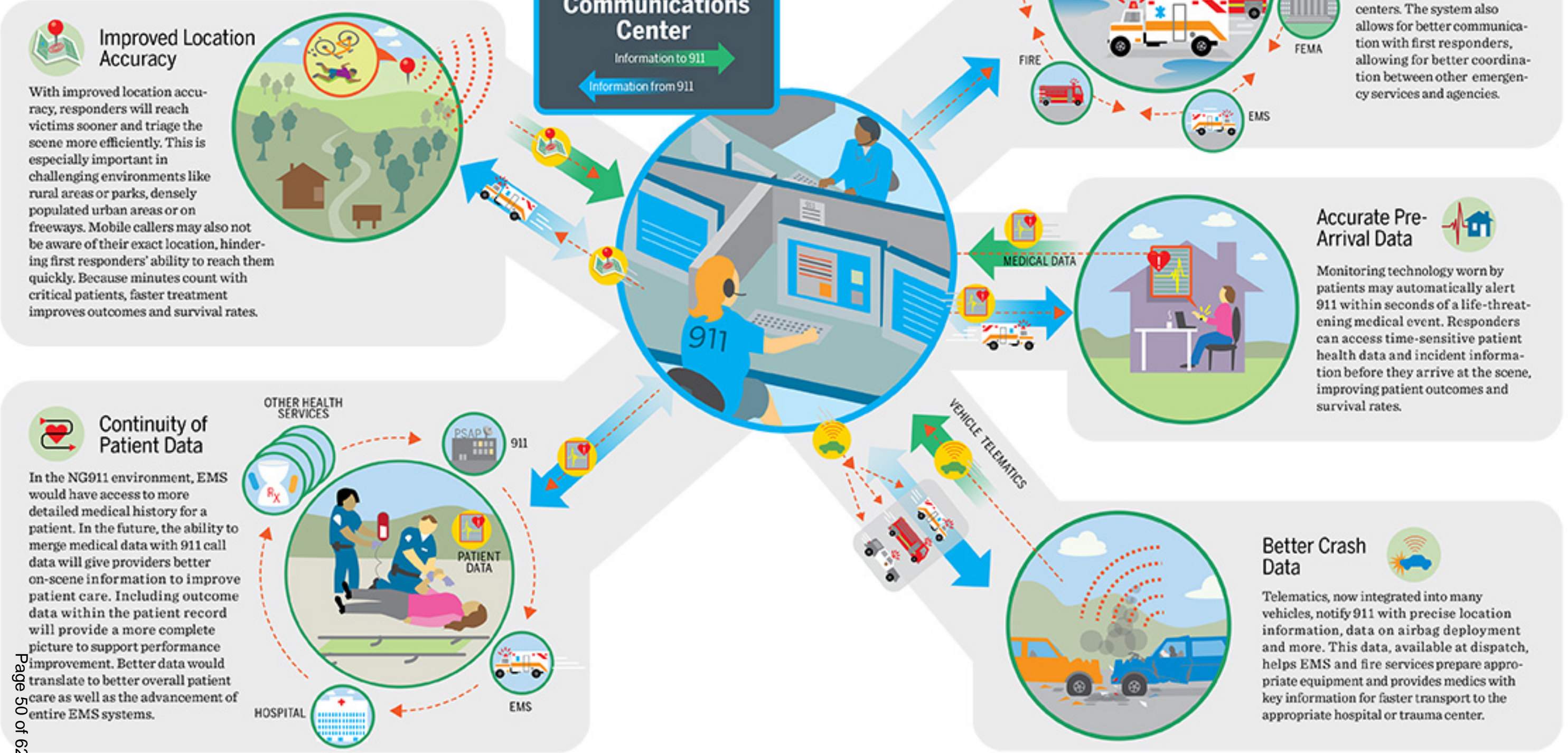
Sincerely,

Sergeant Jamie Day
Detachment Commander NCO i/c
Three Hills Detachment

NG911 FOR EMS

How EMS Benefits from Next Generation 911

Next Generation 911-related technologies will provide new opportunities to keep EMS providers and communities safer. The following scenarios provide a non-technical depiction of how new technologies will provide information leaders need to ensure safe, efficient and effective responses to a variety of incidents.





Three Hills Provincial Detachment Crime Statistics (Actual) Q3 (Oct - Dec): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	3	N/A	N/A	0.6
Sexual Assaults		2	2	2	1	4	100%	300%	0.3
Other Sexual Offences		0	4	0	1	3	N/A	200%	0.3
Assault		6	32	12	18	41	583%	128%	5.6
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	3	N/A	N/A	0.6
Criminal Harassment		2	5	8	3	9	350%	200%	1.2
Uttering Threats		8	9	4	12	16	100%	33%	1.9
TOTAL PERSONS		18	52	26	35	79	339%	126%	10.5
Break & Enter		12	11	16	22	27	125%	23%	4.1
Theft of Motor Vehicle		19	14	8	6	8	-58%	33%	-3.0
Theft Over \$5,000		1	6	3	6	1	0%	-83%	0.0
Theft Under \$5,000		35	23	32	17	28	-20%	65%	-2.0
Possn Stn Goods		6	5	1	16	9	50%	-44%	1.7
Fraud		7	22	11	21	11	57%	-48%	0.7
Arson		0	1	1	0	1	N/A	N/A	0.1
Mischief - Damage To Property		0	18	20	13	24	N/A	85%	4.3
Mischief - Other		17	15	0	1	4	-76%	300%	-4.0
TOTAL PROPERTY		97	115	92	102	113	16%	11%	1.9
Offensive Weapons		1	2	4	5	3	200%	-40%	0.7
Disturbing the peace		2	2	7	1	4	100%	300%	0.3
Fail to Comply & Breaches		6	24	14	37	37	517%	0%	7.5
OTHER CRIMINAL CODE		9	7	7	8	7	-22%	-13%	-0.3
TOTAL OTHER CRIMINAL CODE		18	35	32	51	51	183%	0%	8.2
TOTAL CRIMINAL CODE		133	202	150	188	243	83%	29%	20.6



Three Hills Provincial Detachment

Crime Statistics (Actual)

Q3 (Oct - Dec): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	3	1	N/A	-67%	0.5
Drug Enforcement - Trafficking		0	2	1	1	2	N/A	100%	0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	2	1	4	3	N/A	-25%	0.8
Cannabis Enforcement		0	1	3	1	3	N/A	200%	0.6
Federal - General		0	0	0	2	1	N/A	-50%	0.4
TOTAL FEDERAL		0	3	4	7	7	N/A	0%	1.8
Liquor Act		0	1	2	5	7	N/A	40%	1.8
Cannabis Act		0	0	1	0	0	N/A	N/A	0.0
Mental Health Act		11	27	16	33	26	136%	-21%	3.6
Other Provincial Stats		8	20	29	41	40	400%	-2%	8.5
Total Provincial Stats		19	48	48	79	73	284%	-8%	13.9
Municipal By-laws Traffic		0	1	3	0	1	N/A	N/A	0.1
Municipal By-laws		2	1	8	1	2	0%	100%	0.0
Total Municipal		2	2	11	1	3	50%	200%	0.1
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	1	16	4	1	-50%	-75%	0.1
Property Damage MVC (Reportable)		54	53	44	73	50	-7%	-32%	1.2
Property Damage MVC (Non Reportable)		7	8	12	1	18	157%	1700%	1.5
TOTAL MVC		63	62	72	78	69	10%	-12%	2.8
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	5	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		166	220	194	213	137	-17%	-36%	-6.5
Other Traffic		4	3	5	4	2	-50%	-50%	-0.3
Criminal Code Traffic		6	20	16	46	18	200%	-61%	5.0
Common Police Activities									
False Alarms		12	9	7	10	12	0%	20%	0.1
False/Abandoned 911 Call and 911 Act		15	10	3	0	2	-87%	N/A	-3.6
Suspicious Person/Vehicle/Property		21	29	9	4	4	-81%	0%	-5.9
Persons Reported Missing		0	1	3	2	6	N/A	200%	1.3
Search Warrants		0	4	2	1	6	N/A	500%	0.9
Spousal Abuse - Survey Code (Reported)		28	29	35	31	31	11%	0%	0.8
Form 10 (MHA) (Reported)		0	0	2	3	2	N/A	-33%	0.7



A. Who we are....

The Alberta RCMP has two 9-1-1 call taking centres located in Edmonton and Red Deer. Each centre employs 75 highly trained 9-1-1 call taker / dispatchers, responding to police emergency and routine calls. Employees working in RCMP Emergency Communications has successfully completed a mandatory national certification program consisting of 320 hours of facilitator led classroom and another 700 hours of on-the-job training with a Field Coach.

B. What we do....

The RCMP Provincial Operational Communications Centres (OCC) are the secondary answering point for approximately 1.3 million Albertans, and dispatching 117 RCMP detachments/units.

In 2021, we received and processed 236,669 9-1-1 and 361,271 complaint (routine/non-emergency) calls, which equates to about 1,600 calls per day. Approximately 60% of these calls will result in the creation of a police file which will be dispatched to a front-line police officer.

Call takers are tasked with asking numerous questions to ensure an appropriate response. These questions will focus on your/the incident location (exact address expedites the process), what is occurring and who is involved. You can expect questions regarding weapons, alcohol and drugs, to ensure everyone's safety. And don't worry, often while we are continuing to ask questions, we have already dispatched a police officer who is enroute.

C. How it happens....

When you call 9-1-1, you can expect the first response to be "9-1-1 what is your emergency?", followed by "what is your exact location?". At this point dependant upon your response, you may be transferred to the correct emergency service provider (i.e. Police, Fire or Ambulance). You will then be asked a 2nd time for your exact location. The more specific you are, will expedite our ability to generate a file for dispatch.

The call taker is generating an electronic file

D. How you can help....

1. Know your location. A specific address is always best.
2. Be patient and respond to the questions asked. There is no delay in emergency service response but we must ensure the most appropriate personnel, equipment are enroute to you and make sure everyone is safe.



E. What's next....

The Canadian Radio-television and Telecommunication Commission (CRTC) is the Government of Canada body that regulates telephone and cellular service companies. These companies create networks that make it possible to connect 9-1-1 calls to call centres. These centres then dispatch emergency responders, such as police, firefighters and paramedics.

On March 7, 2019, the CRTC directed that all telecommunication service providers and incumbent local exchange carriers (phone, cable & wireless services) must evolve their current networks to provide Internet Protocol-based capabilities by 2025. The new and improved platform is known as Next Generation 9-1-1 or NG9-1-1.

NG9-1-1 networks and services will allow Canadians access to new, improved and innovative emergency services. The design and related interconnection arrangement of NG9-1-1 networks are secure, reliable, resilient and cost-effective for stakeholders.

F. How will NG9-1-1 changes impact me....

The Next Generation 9-1-1 network and related communications technology will provide emergency service providers with new opportunities to keep the public and field responders safer, while also giving 9-1-1 Emergency Dispatch Centres tools to make them more effective and efficient within their communities.

Some of the improvements that will assist in providing improved and safer service delivery will include, better location accuracy (three-dimensional mapping showing which floor of a high rise etc.); improved crash data (vehicle telematics etc.); real-time video and picture sharing; text with 9-1-1 for the deaf and hard of hearing community; new services such as language assistance/translation services; downlinks to smartphone applications (i.e. medical records etc.); and improved coordinated responses and information sharing amongst emergency service providers.

G. To find out more....

To find out more about Next Generation 9-1-1, you can visit the [CRTC website](#).

To find out more about RCMP 9-1-1 Call Taking/Dispatch jobs, please visit our [website](#).

Please wait...

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Notes to Council

January 28, 2023, Board Meeting Highlights

Financial Statements

Marigold unaudited Financial Statements to December 31, 2022 were accepted for information. Many costs going into 2022 were unknown, such as the costs for running the new facility and whether or not the old headquarters would be sold.

Marigold was able to repay the \$500,000 loan from Wheatland County in October. Marigold used this loan in part to ensure a viable cashflow position could be sustained during the construction of the new facility.

97% of budgeted expenditures were spent. Items over or under spent were a result of universal trends everyone is seeing with supply chain price increases, such as fuel, utilities, shipping and office supplies.

HQ Building Sale

Marigold has a conditional buyer for our old headquarters property at 710 2 Street in Strathmore.

The real estate listing can be found here: <https://www.realtor.ca/real-estate/25017701/710-2-street-strathmore>

Budget 2023

Marigold's Operating Budget and Capital and Projects Budget were approved. The Operating Budget for 2023 is \$5,838,340.

There have been no updates yet from the province of Alberta about whether there will be any changes to operational grant funding. Marigold and member libraries still receive funding based on 2016 Municipal Affairs population.

This year, Marigold is more clearly able to anticipate utility costs for our headquarters and condominium costs for the facility and property, which we co-own with the Western Irrigation District. Budget lines that have increased include travel, Board activities, and training for member libraries.

Delivery costs will rise with the opening of the new Langdon Community Library and the possible addition of a second weekly delivery to Bragg Creek.

Upcoming Board Meetings



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

Questions?

Contact CEO Lynne Price, lynne@marigold.ab.ca

Notes to Council - January 28, 2023

Policy Approval & Decision

The following policies were reviewed and approved by the Marigold Board:

- Marigold Library System Constitution
- Marigold Library System Procedural Bylaws
- Appointment Plan for Marigold Board Members
- Orientation for Marigold Board Members
- Code of Conduct
- Contingency Plan for Finance
- Collection Management Policy
- Transfer Payments Policy
- IT Capacity Fund Policy

Staff Updates

Indigenous Outreach Specialist Rose Reid reported on activities from the past year that included programming, literacy, school visits and holiday events at various locations on Stoney Nakoda Nations. In 2023, the Indigenous Advisory Group, led by staff at PLSB, will be meeting in person to share information.

CEO Lynne Price reported on the work of the Regional Systems Advocacy Committee and presented a set of advocacy documents. A How-To Guide and Handout provide some strategies to advocate for increased funding for public libraries that addresses growing populations and inflation. Marigold's Director of Service Delivery, Kristine den Boon attended

a Public Library Services Branch meeting in Edmonton on January 25. The Honourable Rebecca Schulz, Minister of Municipal Affairs, was in attendance.

Nora Ott, Executive Support and HR Specialist, introduced the online Boardable platform that will be used to streamline future Board and Committee meetings and improve document management.

Lynne Price provided further updates regarding the Marigold Agreement, the 2023 Marigold Conference, the Making a Difference Awards, and the Canadian Urban Libraries Council Safety and Security Working Group.



Marigold Library System

B 1000 Pine Street
Strathmore, Alberta T1P 1C1 | 1-855-934-5334
marigold.ab.ca



January 27, 2023

The Honourable Jason Copping
Minister of Health
432 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6
health.minister@gov.ab.ca

Re: Town of Fox Creek Ambulance Service

Dear Minister Copping,

In November 2022, the Town of Fox Creek was copied on correspondence from the Town of Ponoka expressing concerns on behalf of their Volunteer Fire Department as first responders to emergency calls. The letter received from the Town of Ponoka summed up some of the major issues in our province perfectly, and the Town of Fox Creek would like to reiterate the concerns with the state of our ambulance service in rural Alberta.

We share in our main concern being the ambulance services that we are receiving from Alberta Health Services. Recently, our community has gone without an ambulance for 14 hours because of patient transfers and staffing issues. The most troubling part of this lapse is the number of times that it seems to be happening. Because of our location, when an ambulance leaves our community, our closest backup unit is a minimum 45 minutes away. Those 45 minutes can quickly turn into over an hour if the roads are bad or if there is not a crew available immediately. Those 45 minutes could very well be the difference between life and death, or could change the course of someone's future.

Much like Ponoka, our Fire Department has been the first responders to many calls that would not necessarily fall under their mandate, however, because they love our community and the people that live here, they go without hesitation. They have seen things they should not have to see and have held the hands of individuals through extremely tough situations.

Fox Creek has also stepped up and is running our Medical First Responder Program out of our volunteer department, however, with a lack of funding for the program, many of the costs to run the program are being covered by the community. It is time the province finds a way to deal with the ambulance situation in rural Alberta that does not fall on the back of volunteer fire departments or municipalities.

It is only a matter of time before the gamble to move Fox Creek's ambulance to a busier location when AHS is short-staffed does not pay off and a life is lost because of the lack of service provided. Unfortunately for Fox Creek, when that happens, it is going to be someone in our community. We are urgently requesting that these issues be addressed with a solution that does not forget about the unique situations of many rural Alberta communities.

Sincerely,



Sheila Gilmour, Mayor
Sheila@foxcreek.ca

cc: The Honourable Danielle Smith, Premier of Alberta
The Honourable Todd Loewen – MLA – Central Peace Notley
The Honourable Rachel Notley – Leader of the Official Opposition NDP
Arnold Viersen, MP, Peace River – Westlock
Alberta Municipalities Members
Town of Ponoka



January 31, 2023

Town of Three Hills
P.O. Box 610
Three Hills, AB
T0M 2A0

Attn: Mayor Wildeman & Town Council
Re: Parkland Airshed Management Zone 2023 Membership

The Parkland Airshed Management Zone (PAMZ) is a multi-stakeholder non-profit organization consisting of industry, provincial & local governments, and environmental non-government organizations and the public. It was formed in 1997 to monitor and address air quality issues within the west central region of Alberta.

In 2022, PAMZ's achievements included:

- completion of the twenty-five years of operation and twenty-three years operating the PAMZ Regional Air Quality Monitoring Program;
- community health-based air quality monitoring in the City of Red Deer, Clearwater County, Ponoka and Rimbey;
- representing the region on a Clean Air Strategic Alliance (CASA) team reviewing existing and developing new provincial ambient air quality objectives for implementation by Alberta Environment and Protected Areas;
- working with Alberta Environment and Protected Areas and other regional stakeholders on the implementation of a plan to ensure levels of Fine Particulate and other criterion pollutants do not exceed the Canadian Ambient Air Quality Standards in the future.

At this time we are extending an invitation to the Town of Three Hills to join other local municipalities such as the City of Red Deer, Clearwater, Lacombe, Mountain View & Red Deer Counties, and the Town of Bentley and join PAMZ. These municipalities have recognized the benefits of participating in a multi-stakeholder consensus-based process aimed at ensuring air quality in our region is maintained or improved into the future.

We have taken the liberty of enclosing an invoice for the Town of Three Hills's membership fee for 2023, should it decide to become a member of PAMZ. The fee is based on a per capita calculation that is detailed in the attached calculation sheet. If you have any questions about membership in PAMZ please contact the undersigned at your convenience.

Regards,

Kevin Warren
Executive Director, PAMZ

403.862.7046
403.238.6604

P.O. Box 1020
Sundre, Alberta T0M 1X0

www.pamz.org



www.pamz.org

INVOICE

Invoice #: 2023-026
Invoice Date: January 31, 2023

Town of Three Hills
P.O. Box 610
Three Hills, AB
T0M 2A0

Attn: Accounts Payable

<u>Amount</u>	<u>Description</u>	<u>Price</u>
1	2023 PAMZ AQM Program Fee Assessment Town of Three Hills	\$1,038.83

Sub -Total \$1,038.83

GST Number: 872803697

GST (5%) \$ 51.94

TOTAL \$1,090.77

Please Remit Payment to:

Parkland Airshed Management Zone
Box 1020
Sundre, AB
T0M 1X0

Ph: 403.862.7046
Email: pamz@pamz.org

Invoice 2023-026

Town of Three Hills

2023 PAMZ Fee Allocation

PAMZ 2023 Budget \$654,370

PAMZ Non-Industrial Emissions X 14%
= \$91,612

Area	Municipal		
In PAMZ	Population		2023 Fee
100%	X <u>3239</u>	X \$91,612 =	\$1,038.83
	285,640		
	Zone Population		