

MINUTES OF THE DECEMBER 17, 2013 REGULAR MEETING  
OF THE COUNCIL OF KNEEHILL COUNTY AT THE KNEEHILL COUNTY OFFICE,  
232 MAIN STREET, THREE HILLS, ALBERTA.

**PRESENT:**

Division No. 5	Bob Long, Reeve
Division No. 3	Jerry Wittstock, Deputy Reeve
Division No. 1	Brian Holsworth, Councillor
Division No. 2	Carol Calhoun, Councillor
Division No. 4	Glen Keiver, Councillor
Division No. 6	Ken Hoppins, Councillor
Division No. 7	Bobby Painter, Councillor

**ADMINISTRATION PRESENT:**

CAO	Al Hoggan
Assistant CAO	Laurie Watt
Recording Secretary	Carolyn Van der Kuil
Director of Operations	Pete McRae
Director of Planning and Protective Services	Jerry Brett
Director of Finance	Mike Morton

CALL TO ORDER

**Reeve Long in the Chair**

Reeve Long called the meeting to order at 8:33 a.m.

AGENDA

**1.0 Agenda**

ADDITIONS

**1.1 Additions to the Agenda**

Additions under New Business

10.2 Doctor Recruitment and Retention/Medical Building

ADOPTION OF  
AGENDA

**1.2 Adoption of Agenda**

537/13

Councillor Calhoun moved approval of the agenda as amended.

CARRIED UNANIMOUSLY

MINUTES

**2.0 Minutes**

538/13

**2.1 Approval of the November 19, 2013 Regular Meeting Minutes**

Councillor Wittstock moved approval of the November 19, 2013 Council Meeting minutes as presented.

CARRIED UNANIMOUSLY

Debi Moon, reporter for the Capital, entered the meeting at 8:39 a.m.

COUNCIL MINUTES OF DECEMBER 17, 2013

NEW BUS  
BMO FARM  
FAMILY AWARD  
539/13

**8.0 New Business**  
**8.8 BMO Bank of Montreal Farm Family Award**

Councillor Hoppins moved to table this agenda item until later in the meeting.

CARRIED

OPERATIONS  
POLICY #14-1  
540/13

**4.0 Operations**  
**4.1 Policy # 14-1, Compensation for Crop and Land Damage**

Councillor Wittstock moved that Council approve Policy# 14-1, Water and Utilities, Compensation for Crop and Land Damages as amended.

CARRIED UNANIMOUSLY

POLICY #14-2  
541/13

**4.2 Policy # 14-2, Equity Water-Excess Costs**

Councillor Calhoun moved that Council delete Policy #14-2, Equity Water- Excess Costs from the Water and Utilities list of policies.

CARRIED UNANIMOUSLY

POLICY #14-3  
542/13

**4.3 Policy # 14-3, Equity Water-Hook Up Costs**

Councillor Keiver moved that Council delete Policy #14-3, Equity Water- Hook Up Costs from the Water and Utilities list of policies.

CARRIED UNANIMOUSLY

POLICY #14-4  
543/13

**4.4 Policy # 14-4, Equity – Original Boundaries**

Councillor Hoppins moved that Council delete Policy #14-4, Equity- Original Boundaries from the Water and Utilities list of policies.

CARRIED UNANIMOUSLY

POLICY #14-5  
544/13

**4.5 Policy # 14-5, Equity Phase I Boundaries**

Councillor Calhoun moved that Council delete Policy #14-5, Equity Phase I Boundaries from the Water and Utilities list of policies.

CARRIED UNANIMOUSLY

OPER REPORT

**4.6 Operations Report**

Council directed Administration to formulate a letter to water users that if there should be a power outage, water will be available because all of the water reservoirs in Kneehill County now have back- up generators but if your home has a power outage it may affect the operation of your home sewage septic system.

545/13

Councillor Holsworth moved that Council receive the Operations Report as presented.

CARRIED UNANIMOUSLY

COUNCIL MINUTES OF DECEMBER 17, 2013

**2014 ROAD STUDY  
546/13**

**4.7 2014 Road Master Study**

Councillor Wittstock moved that Council receive for information.

CARRIED UNANIMOUSLY

The meeting recessed from 9:15 a.m. to 9:24 a.m.

**FINANCE  
CAPITAL EQUIP  
PLAN**

**547/13**

**5.0 Finance**

**5.1 2014 Capital Equipment Replacement Plan**

Councillor Holsworth moved that Council hereby approves the 2014 Capital Equipment Replacement Plan as presented.

CARRIED UNANIMOUSLY

**CAPTIAL BUDGET  
548/13**

**5.2 Capital Budget**

Councillor Holsworth moved that Council hereby approves the 2014 Capital Budget as presented.

CARRIED UNANIMOUSLY

**BYLAW# 1666  
549/13**

**5.3 Bylaw #1666- Gamble Benefitting Service Connection Fee**

That Councillor Calhoun moved first reading of Bylaw 1666, repealing Bylaw 1659 and amending Bylaw 1590 the Benefitting Service Connection Fee for the Gamble Water Service Area project by amending Schedule "B".

CARRIED UNANIMOUSLY

**550/13**

That Councillor Wittstock moved second reading of Bylaw 1666.

CARRIED UNANIMOUSLY

**551/13**

That Councillor Hoppins moved consideration to hold third reading be given to Bylaw 1666.

CARRIED UNANIMOUSLY

**552/13**

That Councillor Calhoun moved third reading to Bylaw 1666.

CARRIED UNANIMOUSLY

**553/13**

That Councillor Calhoun moved that Council approve the refund of the special benefitting tax for 2013 to Roll # 2923361200.

CARRIED UNANIMOUSLY

**BYLAW# 1667  
554/13**

**5.4 Bylaw #1667- Linden North, Benefitting Service Connection Fee**

That Councillor Wittstock moved first reading of Bylaw 1667, repealing Bylaw 1660 and Bylaw 1623 and amending Bylaw 1533 the Benefitting Service Connection Fee for the Linden North- Phase 1 Water Service Area project by amending Schedule "B".

CARRIED UNANIMOUSLY

COUNCIL MINUTES OF DECEMBER 17, 2013

**555/13** That Councillor Calhoun moved second reading of Bylaw 1667.  
CARRIED UNANIMOUSLY

**556/13** That Councillor Holsworth moved consideration to hold third reading be given to Bylaw 1667.  
CARRIED UNANIMOUSLY

**557/13** That Councillor Calhoun moved third reading to Bylaw 1667.  
CARRIED UNANIMOUSLY

**POLICY #16-9**

**558/13** **5.5 Policy #16-9, Signing Authorization Policy**  
Councillor Painter moved that Council approve Policy 16-9, Signing Authorization Policy as presented.  
CARRIED UNANIMOUSLY

Norm Campion, Tim Shearlaw, Maureen Hussey and Olga Wilkinson entered the meeting at 10:03 a.m.

**DELEGATION**

**3.0 Delegations**

**3.1 Norm Campion, Town of Three Hills**

Norm Campion from the Town of Three Hills was invited to Council and was presented a cheque for \$25,900. The Town of Three Hills is one of the recipients of the 2013 Kneehill County Recreational and Leisure Capital Funding grant. The Town of Three Hills will use the funds to upgrade the Tower Play Park in Three Hills.

Mr. Campion thanked Council for their contribution to their project.

**3.2 Maureen Hussey, Torrington Community Association**

Maureen Hussey and Olga Wilkinson representatives from the Torrington Community Centre was invited to Council and were presented with a cheque for \$22,400. The Torrington Community Centre is one of the recipients of the 2013 Kneehill County Recreational and Leisure Capital Funding grant. The Torrington Community Association will use the funds to upgrade the Torrington Community Hall.

Ms. Hussey thanked Council for their contribution to their project.

The meeting recessed from 10:12 a.m. to 10:19 a.m.

When the meeting reconvened Councillor Calhoun, Norm Campion, Tim Shearlaw, Maureen Hussey and Olga Wilkinson were not present.

COUNCIL MINUTES OF DECEMBER 17, 2013

- FINANCE**  
**POLICY #16-2**  
**559/13**
- 5.0 Finance Cont'd**  
**5.6 Policy #16-2, Accounts Receivable Collection Policy**  
Councillor Holsworth moved that Council approve Policy 16-2, Accounts Receivable Collection Policy as presented.  
CARRIED UNANIMOUSLY
- FINANCIAL REPORT**  
**560/13**
- 5.7 October 2013- Financial Reports**  
Councillor Hoppins moved that Council receive the October 2013 Financial Reports as presented.  
CARRIED UNANIMOUSLY
- PLAN & PROTECT**  
**BYLAW#1665**
- 561/13**
- 6.0 Planning and Protective Services**  
**6.1 Bylaw # 1665, Redesignation from Agricultural to Local Rural Commercial**  
Councillor Holsworth moved to first reading of Bylaw #1665 to amend the Land-Use bylaw by re-designating the designated portion of Lot 3, Block1, Plan 071 0090 (Part of NW 15-30-21-W4M) from Agricultural (A) to Local Rural Commercial (LRC) .  
CARRIED UNANIMOUSLY
- 562/13**
- Councillor Wittstock moved that a Public Hearing be held for Bylaw #1665 at 10:00 a.m. on February 4, 2014.  
CARRIED UNANIMOUSLY
- NEW BUSINESS**  
**POLICY #3-9**  
**563/13**
- 8.0 New Business Cont'd**  
**8.1 Policy #3-9, Electronic Devices**  
Councillor Wittstock moved that, Policy 3-9 Electronic Devices, be accepted as proposed and amended.  
CARRIED UNANIMOUSLY
- Councillor Calhoun returned to the meeting at 11:05 a.m.  
The meeting recessed from 11:07a.m. to 11:16 a.m.
- POLICY #3-19-5**  
**564/13**
- 8.2 Policy #3-19-5, Rental of Vehicles**  
Councillor Calhoun moved that, Policy 3-19-5 Rental of Vehicles, be accepted as proposed and presented.  
CARRIED UNANIMOUSLY
- POLICY #3-21**  
**565/13**
- 8.3 Policy #3-21, Elected Official's Expense Allowance**  
Councillor Wittstock moved that Policy #3-21, Elected Official's Expense Allowance, be accepted as proposed and presented.  
CARRIED UNANIMOUSLY

COUNCIL MINUTES OF DECEMBER 17, 2013

**COUNCIL PRIORITY LIST**

**8.4 Council's Priority List**

**566/13**

Councillor Calhoun moved that Council adopt the following as Council's priority list as a guideline.

1. Mill rate Adjustments- March deadline- December 17th, 2013 Meeting
2. Grant Funding Restructuring – December 17th, 2013 Meeting
3. Dirt Trails- Develop policy for administration to implement
4. Hamlet Strategies
5. Regional Collaboration
6. Churchill Water Service Area, possible development top of hill Drumheller
7. Peace Officer Program
8. Three Hills Municipal Airport
9. Regional Water
10. Transportation Master Plan – Spring (June) 2014

CARRIED UNANIMOUSLY

**POP MEETING DATES**

**8.5 Policies or Priorities Meeting Dates**

**567/13**

That Council approve the third Tuesday of every month at 9:00 a.m. starting December 17th, 2013 for a Policies or Priorities meeting.

CARRIED UNANIMOUSLY

**568/13**

Councillor Hoppins moved that Council meet with Acme Council on February 19, 2013 at 6:00 p.m.

CARRIED UNANIMOUSLY

**ASB POLICIES**

**8.6 ASB Policy Amendments**

**569/13**

Councillor Calhoun moved that Council approve the following policies  
Weed Control-Weed Inspection & Enforcement  
Weed Control- Public Land Weed Control  
Weed Control- Private Land Weed Control  
Weed Control- Seed Cleaning Plants Inspections and Licensing  
Weed Control- Brush & Tree Control Road Allowances  
Weed Control- Tree Removal from County Road Allowances  
as presented and recommended by the ASB.

CARRIED UNANIMOUSLY

**ASB BUSINESS PLAN**

**8.7 ASB 2014-16 Business Plan**

**570/13**

Councillor Wittstock moved that Council accept 2014-2016 ASB Business Plan as presented by the ASB.

CARRIED UNANIMOUSLY

COUNCIL MINUTES OF DECEMBER 17, 2013

**POLICY #1-1**  
**571/13**

**8.9 ASB Structure and Remuneration Policy**

Councillor Painter moved that Council approve the amendment of ASB Structure & Remuneration Policy as recommended and presented by the ASB.

CARRIED UNANIMOUSLY

**ASB MEMBER TERM  
REPLACEMENT**  
**572/13**

**8.10 ASB Member Term Replacement**

Councillor Holsworth moved that Council appoint Charlotte Johnson as the new ASB Rate Payer Member as recommended by the ASB for the term commencing on January 1st 2014 ending December 31, 2016.

CARRIED UNANIMOUSLY

**BIGELOW DAM**  
**573/13**

**8.11 Bigelow Dam**

Councillor Keiver moved that Motion 594/10 be removed and that Administration be directed to not continue pursuit of the Bigelow Dam site.

CARRIED UNANIMOUSLY

**OH&S INTERNAL  
AUDIT**  
**574/13**

**8.12 Occupational Health and Safety Internal Annual Audit**

Councillor Wittstock moved that the 2013 Safety Audit be received for information.

CARRIED UNANIMOUSLY

**UPPER SHOP  
TENDER**  
**575/13**

**8.13 Upper Floor of Shop Tender**

Councillor Calhoun moved that the Kneehill County Shop- Second Floor Development, tender results be awarded to the lowest qualified bidder.

CARRIED UNANIMOUSLY

The meeting recessed from 12:08 a.m. to 12:47 p.m.

Councillor Hoppins and Debi Moon were not present when the meeting reconvened.

**SNOW PLOWING**

**8.14 Snowplowing School Bus Routes**

Council discussed Snowplowing School Bus Routes.

**CAO REPORT**  
**576/13**

**8.15 CAO Report**

Councillor Painter moved that the CAO Report for November 2013 be received for information.

CARRIED UNANIMOUSLY

**BMO FARM  
FAMILY AWARD**

**8.8 BMO Bank of Montreal Farm Family Award Cont'd**

Councillor Calhoun moved to lift this agenda item from the table.

CARRIED UNANIMOUSLY

**577/13**

Councillor Wittstock moved that Council select Matt and Tara Sawyer for the 2014 BMO Bank of Montreal Farm Family Award.

CARRIED UNANIMOUSLY

**COUNCIL REPORTS**

**10.0 Council and Committee Reports**

**10.1 Central Alberta Economic Partnership (CAEP)-** Written report was submitted from Councillor Calhoun on the Central Alberta Economic Partnership AGM meeting she attended on November 27<sup>th</sup>, 2013.

**10.2 Doctor Recruitment and Retention/Medical Clinic-** Verbal report was presented by Reeve Long. Committee will be pursuing some new recruitment initiatives.

**578/13**

Councillor Holsworth moved that Council direct administration to create a letter to each of the physicians in the Three Hills and Trochu Medical Clinics advising them that the construction of the new medical clinic will be placed on hold until both clinics can agree on a consolidation plan and a binding commitment that both clinics will work under one clinic in Three Hills.

CARRIED UNANIMOUSLY

**579/13**

Councillor Calhoun moved that Council receive the Council and Committee reports as presented.

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

**580/13**

**11.0 Correspondence Report**

Councillor Calhoun moved that Council receive the Correspondence Report as presented.

CARRIED UNANIMOUSLY

**COUNCIL ACT LIST**

**581/13**

**12.0 Council Follow-up Action List**

Councillor Painter moved that Council receive the November 28<sup>th</sup>, 2013 Council Follow-Up Action List as presented for information.



COUNCIL MINUTES OF DECEMBER 17, 2013

CARRIED UNANIMOUSLY

ADJOURNMENT

**Adjournment**

The meeting adjourned at 2:19 p.m.

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Bob Long  
Reeve

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Al Hoggan  
CAO