



1600-2<sup>nd</sup> Street NE  
Three Hills, AB  
T0M 2A0

# COUNCIL MEETING AGENDA

July 20, 2021  
8:30 a.m.

	<b>Pages</b>
<b>CALL MEETING TO ORDER</b>	
<b>1.0 Agenda</b>	
1.1 Additions to the Agenda	
1.2 Adoption of the Agenda	1-2
<b>2.0 Approval of Minutes</b>	
2.1 Regular Council Meeting Minutes of June 22, 2021	3
<b>3.0 Appointments</b>	
No Appointments Scheduled	
<b>4.0 Transportation</b>	
No Report	
<b>5.0 Community Services</b>	
5.1 <b>Planning</b>	
5.1.1 Bill 48 Changes	7-10
5.2 <b>Water/Wastewater/Environment</b>	
5.2.1 Three Hills East Water Delivery Options	11-13
5.3 <b>Agricultural Service Board &amp; Parks</b>	
5.3.1 Policy 1-1, ASB Structure	14-16
5.4 <b>Protective Services</b>	
5.4.1 Bylaw #1800- Proposed Traffic Control Bylaw	17-51
<b>6.0 Corporate Services</b>	
No Report	
<b>7.0 Business Arising from Previous Minutes</b>	
No Report	

**8.0 New Business**

8.1	Purchasing Process Overview	52-68
8.2	Horseshoe Canyon Ballot Question	69-70
8.3	Letter of Support for Dekeyser Campground	71-78
8.4	Discovery Fair and Ratepayer Evening	79-80
8.5	Big Country Primary Care Network Invite	81
8.6	Bylaw 1843- Records Retention and Disposition Bylaw	82-98
8.7	Policy 11-21, Records Management	99-102
8.8	Kneehill Historical Museum Invite	103-104

**9.0 Disposition of Delegation & Public Hearing Business**

No Appointments are Scheduled

**10.0 Council and Committee Reports**

10.1	Central Alberta Economic Partnership	
10.2	Federation of Canadian Municipalities Conference	

**11.0 Council Follow-up Action List**

105-107

**12.0 Closed Session**

12.1	Personnel (FOIP, Section 17)	
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**13.0 Motions from Closed Session**



MINUTES OF THE JULY 20, 2021 REGULAR MEETING  
OF THE COUNCIL OF KNEEHILL COUNTY HELD AT THE KNEEHILL COUNTY  
OFFICE, 1600- 2<sup>ND</sup> STREET NE, THREE HILLS, ALBERTA

**PRESENT:**

Division No. 1	Faye McGhee, Deputy Reeve
Division No. 2	Debbie Penner, Councillor
Division No. 3	Jerry Wittstock, Reeve
Division No. 4	Glen Keiver, Councillor
Division No. 5	Jim Hugo, Councillor
Division No. 6	Wade Christie, Councillor
Division No. 7	Kenneth King, Councillor

**ALSO PRESENT:**

Chief Administrative Officer	Mike Haugen
Director Corporate Services	Bill McKennan
Environmental Services Manager	John McKiernan
Manager of Planning and Development	Barb Hazelton
Manager of ASB and Parks	Shelby Sherwick
Peace Officer	Natalie Chubala
Purchasing and Procurement	Shaine Isaac
Recording Secretary	Carolyn Van der Kuil
Communications Officer	Christine Anderson

**CALL TO ORDER**

**Reeve Wittstock in the Chair**

Reeve Wittstock called the meeting to order at 8:30 a.m.

**AGENDA**

**1.0 Agenda**

**1.1 Additions to the Agenda**

**ADOPTION OF  
AGENDA**

**1.2 Adoption of Agenda**

**284/21**

Councillor Christie moved approval of the agenda as presented.

CARRIED UNANIMOUSLY

**MINUTES**

**2.0 Minutes**

**2.1 Regular Council Meeting Minutes of June 22, 2021**

**285/21**

Councillor King moved approval of the June 22, 2021 Council Meeting minutes as presented.

CARRIED UNANIMOUSLY

COUNCIL MINUTES OF JULY 20, 2021

COMMUNITY  
SERVICES  
PLANNING

**5.0 Community Services**

**5.1 Planning**

**5.1.1 Bill 48 Changes**

286/21

Deputy Reeve McGhee moved that Council accept the report on changes to Bill 48 for information, as presented.

CARRIED UNANIMOUSLY

WATER

**5.2 Water/Wastewater/Environment**

**5.2.1 Three Hills East Water Delivery Options**

287/21

Deputy Reeve McGhee moved that Council direct administration to explore further Options A, C, D and E and bring back to Council to a future meeting.

CARRIED UNANIMOUSLY

288/21

Councillor King moved that Council direct administration that once the County has the financial background regarding the Three Hills East Water Delivery Options, that the County then complete a public engagement with the residents.

CARRIED UNANIMOUSLY

The Chair called for a recess at 9:52 a.m. and called the meeting back to order at 10:11 a.m. with all previously mentioned Council members present.

ASB & PARKS

**5.3 Agricultural Service Board and Parks**

**5.3.1 Policy 1-1 ASB Structure**

289/21

Councillor Christie moved that Council approves Policy 1-1, ASB Structure, as recommended by the Agricultural Service Board.

CARRIED UNANIMOUSLY

PROTECTIVE SERV

**5.4 Protective Services**

**5.4.1 Bylaw 1800- Proposed Traffic Control Bylaw**

290/21

Councillor Penner moved that Council approve first reading of Bylaw 1800 Traffic Control as presented.

CARRIED UNANIMOUSLY

NEW BUSINESS

**8.0 New Business**

**8.1 Purchasing Process Overview**

291/21

Councillor King moved that Council accept the presentation regarding the County's Purchasing and Procurement process for information, as presented.

CARRIED UNANIMOUSLY

COUNCIL MINUTES OF JULY 20, 2021

**8.2 Horseshoe Canyon Ballot Question**

- 292/21 Councillor King moved that Council receive for information the Horseshoe Canyon ballot question discussion.  
CARRIED UNANIMOUSLY

**8.3 Letter of Support for Dekeyser Campground**

- 293/21 Councillor Penner moved that Council direct Administration to provide a letter of support for Devan Dekeyser to submit with his application to Travel Alberta Investment Program grant funding.  
CARRIED UNANIMOUSLY

**8.4 Discovery Fair and Ratepayer Evening**

- 294/21 Deputy Reeve McGhee moved that Council receive for information the Discovery Fair Ratepayer Evening discussion.  
CARRIED UNANIMOUSLY

**8.5 Big Country Primary Care Network Invite**

- 295/21 Councillor Christie moved that Council approve the attendance for Deputy Reeve McGhee to attend the Big Country Primary Care Network Engagement Session on July 20th, at 2:00 p.m.  
CARRIED UNANIMOUSLY

**8.6 Bylaw 1843- Records Retention and Disposition Bylaw**

- 296/21 Councillor King moved that Council give first reading to Bylaw 1843, that being a bylaw for the retention and disposition of County records and documents.  
CARRIED UNANIMOUSLY

- 297/21 Councillor Christie moved that second reading be given to Bylaw 1843.  
CARRIED UNANIMOUSLY

- 298/21 Councillor Penner moved that unanimous consent for third and final reading be given to Bylaw 1843.  
CARRIED UNANIMOUSLY

- 299/21 Councillor Keiver moved that third reading be given to Bylaw 1843.  
CARRIED UNANIMOUSLY

**8.7 Policy #11-21, Records Management**

- 300/21 Deputy Reeve McGhee moved that Council approve as presented Policy 11-21, Records Management.  
CARRIED UNANIMOUSLY

COUNCIL MINUTES OF JULY 20, 2021

- 301/21** **8.8 Kneehill Historical Society Invite**  
Deputy Reeve McGhee moved that Council approve the attendance of the Reeve or designate to the ribbon cutting ceremony for the Village School on Saturday, August 7, 2021.  
CARRIED UNANIMOUSLY

- COUNCIL REPORTS** **10.0 Council and Committee Reports**  
**10.1 Central Alberta Economic Partnership-** Verbal report was provided by Deputy Reeve McGhee on the AGM meeting she attended.  
**10.2 Federation of Canadian Municipalities Conference** A verbal report was provided by Deputy Reeve McGhee on the conference she attended.  
**10.3 Alberta Cattle Feeders Meeting-** A verbal report was provided by Reeve Wittstock.  
**10.4 Home Place Ranch Meeting with Erin O'Toole-**A verbal report was provided by Reeve Wittstock

- 302/21** Councillor Keiver moved that Council receive the Council and Committee reports as presented.  
CARRIED UNANIMOUSLY

- COUNCIL ACT LIST** **11.0 Council Follow-Up Action List**  
**303/21** Councillor Penner moved that Council receive for information the Council Follow-Up Action List, as presented.  
CARRIED UNANIMOUSLY

The Chair called for a recess at 11:58 a.m. and called the meeting back to order at 1:05 p.m. with all previously mentioned members present.

- CLOSED SESSION** **12.0 Closed Session**  
**304/21** Councillor King moved that Council convene in Closed Session to discuss personnel pursuant to Section 17 of the Freedom of Information and Protection of Privacy Act, at 1:05 p.m.  
CARRIED UNANIMOUSLY

The following people were in attendance of the Closed Session to provide a report and advise Council:  
Mike Haugen, CAO

- 305/21** Deputy Reeve McGhee moved that Council return to open meeting at 1:29 p.m.  
CARRIED UNANIMOUSLY

COUNCIL MINUTES OF JULY 20, 2021

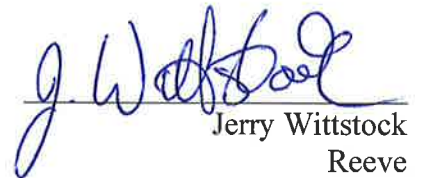
1:31 p.m. – meeting recessed to allow return of public.

1:32 p.m. - meeting resumed.

**ADJOURNMENT**

**Adjournment**

The meeting adjourned at 1:32 p.m.

  
Jerry Wittstock  
Reeve

  
Mike Haugen  
CAO