

TOWN OF TROCHU – AGENDA

FOR THE COUNCIL MEETING HELD

May 11th, 2026

At Trochu Town Office

- Notes
- # **Agenda Item and Information**
Regular Meeting – May 11th, 2026
1. **CALL TO ORDER**
The meeting will be called to order at 6:30 pm
 2. **ACCEPTANCE OF THE AGENDA**
 - a) Additions to the Agenda
 - b) Agenda Acceptance
 3. **ADOPTION OF THE MINUTES OF PREVIOUS MEETING**
 - a) Adoption of April 27th, 2026, Regular Council Meeting Minutes
 4. **HOUSEKEEPING**
 - a) Housekeeping Acceptance
 5. **PUBLIC HEARINGS**
 - a) Nothing for this Agenda Item
 6. **DELEGATIONS**
 - a) Jeannette Austin – Strat Plan 6:35
 7. **BYLAWS, POLICIES and AGREEMENTS**
 - a) RFD Clarification of Direction of Flags to be Flown Half Mast Policy
 - b) RFD Rates & Fees
 8. **REPORTS:**
 - A. **STAFF REPORTS:**
 - a) Director of Operations Report
 - b) Administrator’s Report
 - B. **COMMITTEE REPORTS, MINUTES & OTHER REPORTS**
 - a) Kneehill County Alberta Provincial Estimation & Service Needs
 - b) Kneehill Regional Partnership Annual Report
 - c) Kneehill Regional Partnership Minutes
 - d) April Regional Grant Writer Report
 - C. **COUNCIL REPORTS**
 - a) Councillor Armstrong
 - b) Councillor Cunningham
 - c) Councillor De La Cruz
 - d) Councillor Martel
 - e) Councillor Peterson
 - f) Deputy Mayor Reeds
 - g) Mayor Kletke
 - h) Motions from Items in Councillor Reports
 - i) Acceptance of Council Reports and filing for future reference

TOWN OF TROCHU – AGENDA

FOR THE COUNCIL MEETING HELD

May 11th, 2026

At Trochu Town Office

- 9. CORRESPONDENCE LISTING:**
 - a) MLA Reply to Bill 28 Library Letter
 - b) Village of Acme ACP - Decline

- 10. FINANCE:**
 - a) Feb & Mar Bank Rec
 - b) RFD Roll 506000 Minimum Tax Options

- 11. OLD BUSINESS, UNFINISHED BUSINESS and ITEMS TABLED or REQUIRING MORE INFORMATION FROM PREVIOUS MEETINGS**
 - a) Nothing for this Agenda Item

- 12. NEW BUSINESS**
 - a) RFD 2026-2029 Strat Plan

- 13. SPECIAL PROJECTS**
 - a) Nothing for this Agenda Item

- 14. CONFIDENTIAL MATTERS – CLOSED SESSION**

Confidential Matters: Council to move to a session closed to the public for items dealing with Land, Legal or Labor in accordance with Section 197 and the Public Sector Body Privacy and Data Protection Act. Please note that no back-up material will be sent with this Agenda for closed sessions and material circulated will be returned to the CAO and destroyed unless otherwise noted.

 - Disclosure harmful personal privacy (sec. 20)
 - Trochu Housing Update (sec. 34)
 - Reserve Bid Tax Sale (sec. 34)

- 15. RETURN TO OPEN MEETING**

Meeting to be recessed to allow return of public and reconvened with public present.

- 16. ADJOURNMENT**

TOWN OF TROCHU – MINUTES

FOR THE COUNCIL MEETING HELD

April 27th, 2026

At Trochu Town Office

Motions	#	Item and Information	
		Regular Meeting – April 27th, 2026	
	1.	CALL TO ORDER	
		Mayor Kletke called the meeting to order at 6:30 pm. In attendance were Mayor Barry Kletke, Deputy Mayor Chris Reeds, Councillors Chris Armstrong, Bill Cunningham, Cerilo Dela Cruz, Jaime Martel, and Carl Peterson, CAO Jamie Collins, Director of Operations Dave Nelson, and Recording Secretary Toni Nelson.	
		In attendance virtually were Financial Officer Lavinia Henderson and Three Hills Capital Reporter Nicole Ioanidis.	
	2.	ACCEPTANCE OF THE AGENDA	
		a) Additions to the Agenda	
		- Closed Session: Legal Item, Trochu Housing Corporation update (ATIA 19)	
		b) Agenda Acceptance	
2026-04-27-01 Motion to accept the agenda with additions		Motion by ARMSTRONG to accept the agenda with additions	CARRIED
	3.	ADOPTION OF THE MINUTES OF PREVIOUS MEETING	
		a) Adoption of April 13 th , 2026, Regular Council Meeting Minutes	
2026-04-27-02 Motion to adopt the April 13 th , 2026, Regular Council Meeting Minutes		Motion by MARTEL to adopt the April 13th, 2026, Regular Council Meeting Minutes	CARRIED
	4.	HOUSEKEEPING	
		a) Housekeeping Acceptance	
2026-04-27-03 Motion to accept the Housekeeping and file for future reference		Motion by REEDS to accept the Housekeeping and file for future reference	CARRIED
	5.	PUBLIC HEARINGS	
		a) Nothing for this Agenda Item	
	6.	DELEGATIONS	
		a) Nothing for this Agenda Item	
	7.	BYLAWS, POLICIES and AGREEMENTS	

TOWN OF TROCHU – MINUTES

FOR THE COUNCIL MEETING HELD

April 27th, 2026

At Trochu Town Office

2026-04-27-04
Motion to enter into an Encroachment Agreement with the property owners of 604 Arena Avenue regarding the encroachment of a shed into the Dominion Street road allowance

- a) RFD Encroachment Agreement

Motion by CUNNINGHAM to enter into an Encroachment Agreement with the property owners of 604 Arena Avenue regarding the encroachment of a shed into the Dominion Street road allowance

CARRIED

8. REPORTS:

A. STAFF REPORTS:

(given for information only)

- a) Gardener's Report

B. COMMITTEE REPORTS, MINUTES & OTHER REPORTS

(given for information only)

- a) 2025 Annual Marigold Report
- b) 2026- 2030 Marigold Plan
- c) Trochu Library 2025 Value of Your Investment
- d) AB Recycle It Quarterly Report
- e) CAEP Year in Review

C. COUNCIL REPORTS

- a) Nothing for this Agenda Item

9. CORRESPONDENCE LISTING:

- a) Nothing for this Agenda Item

10. FINANCE:

- a) RFD Capital Budget
 - Lavinia presented

2026-04-27-05
Motion to approve 2026 Capital Budget and 2027 – 2031 Capital Plan

Motion by ARMSTRONG to approve 2026 Capital Budget and 2027 – 2031 Capital Plan

CARRIED

- b) RFD Operating Budget
 - Lavinia presented

2026-04-27-06
Motion to adopt the 2026 Operating Budget and 2027 – 2029 Financial Plan as presented

Motion by REEDS to adopt the 2026 Operating Budget and 2027 – 2029 Financial Plan as presented

CARRIED

TOWN OF TROCHU – MINUTES

FOR THE COUNCIL MEETING HELD

April 27th, 2026

At Trochu Town Office

11. OLD BUSINESS, UNFINISHED BUSINESS and ITEMS TABLED or REQUIRING MORE INFORMATION FROM PREVIOUS MEETINGS

a) Nothing for this Agenda Item

12. NEW BUSINESS

a) Nothing for this Agenda Item

13. SPECIAL PROJECTS

a) Nothing for this Agenda Item

14. CONFIDENTIAL MATTERS – CLOSED SESSION

Dave Nelson and Toni Nelson left the meeting at 7:35pm

2026-04-27-07
Motion to enter a closed session at 7:36pm to discuss the following: a) Legal Item: Trochu Housing Corporation update (AITA 19)

Motion by MARTEL to enter a closed session at 7:36pm to discuss the following:

a) **Legal Item: Trochu Housing Corporation update (AITA 19)**

CAO Jamie Collins stayed to provide information and administration.

15. RETURN TO OPEN MEETING

2026-04-27-08
Motion to return to an open meeting at 8:00pm

Motion by MARTEL to return to an open meeting at 8:00pm

CARRIED

Meeting recessed to allow return of public and reconvened with public present at 8:01pm

16. ADJOURNMENT

Mayor Kletke adjourned the meeting at 8:03pm

X _____
Barry Kletke
Mayor

X _____
Jamie Collins
CAO

My 11th, 2026

Housekeeping Items for Council & Staff Meetings, Conference etc.

COUNCIL MEETINGS

May 25th, 2026 – Regular Council Meeting 6:30 PM

OTHER MEETINGS, CONFERENCES, EVENTS

<u>Date</u>	<u>Time & Location</u>	<u>Event</u>	<u>Who's Attending?</u>
May 11 th	THC Site 5 PM	Community Tour	Anyone is welcome
June 2 – 3	Three Hills Community Centre	KREMA Functional Exercise	Anyone is welcome – council/staff
June 4 th	Trochu Community Centre	BASF Celebration	Anyone is welcome
June 11 th	Trochu Golf Course	THC Golf Tournament	
June 17 – 19	Canmore	LGAA Conference	Collins
June 26 to 30	Kelowna	Jamie Away	Collins
Sept 23 – 25	Edmonton	AB Munis Convention	Council, Collins, D. Nelson
Nov 25 -27	Edmonton	FCSSAA Conference	Martel

MEETING SCHEDULES & POSSIBLE FUTURE MEETINGS

<u>Schedule</u>	<u>Time & Location</u>	<u>Event</u>	<u>Who's Attending?</u>
Varies	Varies	Central Alberta Economic Partnership	Kletke, Collins (De La Cruz)
1 st Thurs. every mo.	Strathmore (AGM varies)	Community Futures Wild Rose	Armstrong (Martel)
3 rd Thur. every 2 mo. AGM Nov 21 2 10 AM	Drumheller 1:30pm	Drumheller & District Solid Waste	Reeds (Armstrong)
2 nd Tue. every 2 mo.	Three Hills 7:00pm	Kneehill FCSS	Martel (Cunningham)
Varies	Three Hills Evenings	Kneehill Housing	Cunningham (Armstrong)
Varies	Varies	Kneehill Regional Emergency Management	Kletke, Collins (Armstrong)
Varies	Varies	Kneehill Regional Partnership Committee	Martel, Collins (De La Cruz)

Last Sat. in Jan, Apr, Aug, and Nov	Strathmore 9:30am	Marigold Library System	Peterson (n/a)
1st Thurs. in Jan, Mar, May, July, Sept, Nov	3:00pm	Mid-Sized Towns Mayors' Caucus	Kletke
Varies	Hanna	Palliser	Reeds (Martel)
Varies	Varies	Police Advisory Committee	Cunningham, Collins (De La Cruz)
3 rd Thur. every 2 mo.	Drumheller Afternoons	Red Deer River Users Group	Cunningham (Peterson)
First Tuesday	Arboretum VIC 1:00pm	Trochu Arboretum Society	Collins
3 rd Mon, every mo.	Town Office 4:00pm	Trochu Housing Corporation	Reeds, Kletke, Collins (Peterson)
1 st Tues. every mo.	Library 6:00pm	Trochu Library Board	Peterson (n/a)
<i>Dates Needed:</i>			

Please send any corrections & additions to jamie.collins@townoftrochu.ca



MEETING APPOINTMENTS

(Delegations, Presentations, etc.)

Subject:

Date & Time:

Prepared By:

Presented by:

STRATEGIC PLAN ALIGNMENT:

			
Economic Development	Resident Retention	Fiscal Responsibility	Organizational Capacity

ATTACHMENTS:

APPROVAL:

Name

Title

Approved:



2026-2029 Strategic Plan

Thriving Trochu



TROCHU
ALBERTA

STRATEGIC PLANNING PROCESS

An extensive planning process went into developing the 5-Year Economic Development Plan. This plan is robust and outlines five priorities that will help to move Trochu forward by building capacity within the organization, supporting existing businesses, attracting new enterprises and residence, and creating opportunities for youth. As such this priority for the community of Trochu has been addressed and other strategic priorities for Council were identified through the Strategic Planning Process.

Pre-session interviews were undertaken with Council, the CAO and Director of Operations to understand the individual perspectives and priorities. This information was compiled and reviewed with Council in a facilitated process. Council was guided to clarify three additional priorities and objectives.

The facilitator met with Administration to develop a Tactical Business Plan to support Councils priorities.

STRATEGIC PRIORITIES



2026-2029

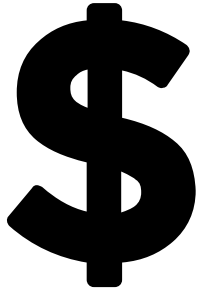
STRATEGIC PRIORITIES 2026-2029 THRIVING TROCHU

INFRASTRUCTURE

Establish long-term Asset Management plans to ensure the sustainable provision of infrastructure and services in alignment with Council-approved Levels of Service.



FISCAL RESPONSIBIITY



Fiscal framework and policies to efficiently deliver services to residents of the Town.

PARTNERSHIPS

Foster and expand strategic partnerships by strengthening existing relationships, cultivating new collaborations, and proactively pursuing regional opportunities that support sustainable growth and shared success.



TROCHU
ALBERTA

TACTICAL PLAN

Infrastructure

Establish long-term Asset Management plans to ensure the sustainable provision of infrastructure and services in alignment with Council-approved Levels of Service.

- Clearly defined Levels of Service. 2029
- Ensuring Data is accurately recorded in Asset Management system. 2034
- Approved plan to improve the existing infrastructure
 - Roads, 2028
 - Sidewalks, 2031
 - Water system - Pumphouse upgrades. 2031
- Advocacy work with Provincial and Federal Government to support infrastructure upgrades. On Going

Fiscal Responsibility

Developed fiscal framework and policies to efficiently deliver services to residents of the Town.

- Ensuring Reserves are funded accurately, creating a reserve policy and a capital equipment replacement plan. 2029
- Long term financial plan with the information from the Asset Management Plan. 2036
- Finish Property Taxation and Debt Management Policies 2027
- Procurement Policy completed. 2029


Partnerships

Foster and expand strategic partnerships by strengthening existing relationships, cultivating new collaborations, and proactively pursuing regional opportunities that support sustainable growth and shared success.

- Continue partnerships that are successful.
- Look for opportunities to partner with neighbouring municipalities for program delivery, services, equipment, and funding projects.
- Support local community groups to increase volunteerism.
- Awareness to opportunities and open to partnerships
- AHS - Utilization of St. Mary's

On Going

TOWN OF TROCHU
(26-29)
Request to Council for Decision

Meeting:	Regular Council Meeting
Date:	May 11th, 2026
Prepared By:	Jamie Collins
Originated By:	Carl Peterson
Approved By:	Jamie Collins, CAO  (initials)
Title:	Clarification – Flags Flown at Half-Mast Policy

PURPOSE:

To seek Council direction and clarification regarding the application of the Town’s policy for flying flags at half-mast.

BACKGROUND:

The Town’s current policy (Policy #2006-12-18-09) outlines specific circumstances under which flags will be flown at half-mast, including:

- a fallen soldier is from the Trochu Area
- when directed by Federal or Provincial Government;
- when requested by other municipalities or organizations;
- when directed by a majority of Council; and
- an honored citizen of Trochu passes away
- the Trochu Community is in mourning due to a serious accident or event

On April 28, 2026, Councillor Peterson raised a concern that flags in the Town of Three Hills were lowered to half-mast, while Trochu’s flags were not.

Administration reviewed the notice received regarding the masting request. The notice specified:

- the masting was for the National Day of Mourning (Workers’ Mourning Day); and
- the direction applied to “All Government of Alberta Buildings.”

Based on this wording, Administration interpreted that the request did not explicitly apply to municipal buildings and therefore did not proceed with lowering the Town’s flags.

DISCUSSION/ALTERNATIVES:

There is some ambiguity in how the policy should be interpreted in situations where:

- a provincial or federal masting request is issued, but
- the wording does not clearly include municipalities.

Options For Council Consideration:

1. Maintain Administration’s Current Interpretation

Continue to follow the policy strictly as written, only lowering flags when:

- explicitly directed to municipalities; or
- clearly aligned with other policy criteria.

2. Broaden Administrations Interpretation

Direct Administration to treat provincial/federal masting notices (such as national days of mourning) as applying to the Town, even if municipalities are not explicitly referenced.

3. Case-by-Case Direction

Require Administration to bring forward or seek direction in situations where applicability is unclear. – This option is not recommended by Administration.

4. Amend Policy

Follow suit something similar to the wording in The City of Airdrie:

City of Airdrie policy states they lower flags:

- when a provincial notice applies to **Government of Alberta buildings**

COLLABORATION OPPORTUNITIES:

Not Applicable.

STRATEGIC PLAN ALIGNMENT:

Not Applicable.

IMPACT ON BUDGET:

No impact on budget.

RECOMMENDED ACTION:

That one of the following motions be presented for consideration:

“That Council directs Administration to follow policy 2006-12-18-09 as strictly written.”

OR

“That Council directs Administration to bring forward amendments to policy 2006-12-18-09 to clarify application for provincial and national masting requests.”

ATTACHMENTS:

Copy of Policy 2006-12-18-09

Copy of April 28, 2026 Half Masting Notice

Prepared by: Jamie McCallan

Approved by: Jamie McCallan

Policy # 2006-12-18-09

Policy for Flags to be Flown Half Mast

Town of Trochu will file flags half mast when:

- a fallen soldier is from the Trochu Area
- directed by Federal or Provincial Government
- asked by other Municipalities and Municipal Organizations
- directed by the majority of Council
- an honored citizen of Trochu passes away
- the Trochu Community is in mourning due to a serious accident or event.

passed December 18, 2006

		<p><u>review any of the items you wish and bring forward any concerns. Committee minutes from the committee meetings Councillors attend are photocopied and put in the committee members boxes.</u> Motion required to file for information.</p>
		<p><u>C) COUNCILLOR REPORTS</u></p>
		<p><u>i) Councillor Fraser</u></p>
		<p><u>ii) Councillor Gehring</u></p>
		<p><u>iii)Councillor Helmer</u></p>
		<p><u>iv)Councillor Nelson</u></p>
		<p><u>v)Councillor Wagstaff</u></p>
		<p><u>vi)Depnty Mavor Frere</u></p>
		<p><u>vii) Mavor Barry Kletke</u></p>
	6.	<p><u>OLD BUSINESS, UNFINISHED BUSINESS and ITEMS TABLED or REQUIRING MORE INFORMATION FROM PREVIOUS MEETINGS</u></p>
		<p>a) Communities in Bloom – 2006 Score improvement but no score could possibly give sufficient points to commend the activities and dedication by Trochu and District Communities in Bloom.</p>
		<p>b) Return of Correspondence – Golden Hills School Division (formal letter)</p>
		<p>c) Kneehill Regional Partnership <u>i) Economic Development Initiative Report (Previously circulated)</u> <u>ii) Regional Waste Report (Previously Circulated)</u></p>
	7.	<p><u>NEW BUSINESS</u></p>
		<p>a) Portal – Website Port Belle will attend next meeting with a lady who will do a demonstration.</p>
		<p>b)</p>
	8.	<p><u>BYLAWS, POLICIES AND AGREEMENTS</u></p>
		<p><u>a) Recognition Policy – Note Changes</u></p>
		<p><u>b) Policy for Flags to be flown at Half Staff</u> Betty contacted the Canadian Legion and their policy for fallen soldiers is to fly the flag at half mast if the soldier is from their community. Many suggestions were made and many communities in the area provided information and it appears flags are flown at half staff only when a soldier is from their specific community. In order to complete this policy and lay it to rest we need to discuss, When do we fly the flag at half staff? 1) When instructed or asked to by our local legion.</p>

		2) When directed to by Federal or Provincial Government. Eg. Flown at half staff when Lois Hole died. 3) When asked to by other municipalities and municipal organizations. 4) When directed to by a majority of Council. Others?
	9.	<u>PENDING ITEMS</u>
	10.	<u>ADDITIONAL AGENDA ITEMS and ITEMS FROM DELGATIONS</u>
	11.	<u>IN CAMERA</u> <u>Meeting in Camera: Confidential Matters to be held in Camera dealing with Land, Legal or Labour in accordance with Section 197 and the Freedom of Information and Protection of Privacy Act – Divisiou 2 of Part 1</u> a) <u>Salaries Arena Part time Staff -</u> b) <u>Trochn Youth Centre – Maintenance and Deficiencies – Rental Agreement (Copy attached)</u> c) <u>Rental Agreement Neighbourhood Place (Copy Attached)</u> d) <u>Re-Sale of the Koch Land – 2 acres</u> e) <u>Resignation of Deputy Fire Chief Roy Enzie</u> f) <u>BioDiesel/ Economic Development</u> g) <u>Permanent Employment</u>
	13.	<u>ADJOURNMENT</u>

<u>Listing of Correspondence, Committees and Information</u>			
<u>File #</u>	<u>Name</u>	<u>Information and Routing</u>	
<u>311113</u>	Municipal Financial Assistance Handbook		

Confidential

Notes:

- 1) Bobby presently earns \$13.75 per hour. He has not received a raise for at least 5 years. It is the CAO recommendation that he receive a raise of 3%.
- 2) Resale of the Koch Land – Craig Puetz 442-2546 wants 2 acres for Machinery storage with Highway Frontage.

Jamie Collins

From: municipalservicedivision@gov.ab.ca
Sent: April 17, 2026 11:30 AM
To: Jamie Collins
Subject: Government of Alberta Half-Masting Notice - Workers' Mourning Day - April 28, 2026


Attention: All CAOs

Masting period: From sunrise until sunset on Tuesday, April 28, 2026.

Occasion: To mark the Day of Mourning for all those who have suffered and died in the work place (Workers' Mourning Day)

Masting location: All Government of Alberta Buildings.

TOWN OF TROCHU
(26-31)
Request to Council for Decision

Meeting:	Regular Council Meeting	
Date:	May 11th, 2026	
Prepared By:	Jamie Collins	
Originated By:	Jamie Collins	
Approved By:	Jamie Collins, CAO	
Title:	Bylaw 2026-06 Rates & Fees Bylaw	(initials)

PURPOSE:

To provide Council with notice of a water rate increase, a transparent explanation of an error identified in the 2026 budget related to water rates, and to present a proposed amendment to the Rates and Fees Bylaw.

BACKGROUND:

Rates and Fees Bylaw 2025-13 received first, second, and third readings on December 15th, 2025, and became effective January 1st, 2026.

Rates and Fees Bylaw 2026-03 received first, second, and third readings on March 9th, 2026, and became effective March 9th, 2026. This reflected a minor change, adding a non-resident transfer site fee.

On May 4, 2026, the Town received correspondence from the Town of Three Hills advising that the regional water rate will increase to \$3.18/m³ effective July 1, 2026.

Following receipt of this letter, Administration met with Financial Officer Lavinia Henderson to review impacts to the 2026 budget. During this review, it was identified that an error had been made in the preparation of the water utility budget.

Administration used a water rate of \$4.07/m³ for revenue projections.

However, the current Rates and Fees Bylaw (2026-03) set the water rate at \$4.40/m³.

- Difference: \$0.33/m³
- As a result, the budget was based on a lower rate than what is actually being charged.

Administration cannot provide a clear rationale for why the incorrect rate was used and acknowledges that this should have been verified prior to finalizing the budget.

The increase from Three Hills to \$3.18/m³ represents an increase of \$0.18/m³.

Due to the earlier budget error (using a lower revenue rate), this increase is effectively absorbed

within the existing budget projections and does not create an additional immediate budget pressure.

As a result, no change to the current residential and commercial water rates is recommended at this time.

Administration will take the remainder of 2026 to review water rates and connect with the Town of Three Hills to see if any further increases are expected. The goal will be to come back to Council at the end of the year with a solid recommendation for 2027 that manages costs but doesn't place an unnecessary burden on our users.

In this review a separate issue was also identified:

- The Trochu Golf and Country Club is currently charged \$3.00/m³
- With the new Three Hills rate of \$3.18/m³, the Town would be selling water below cost

To address this, Administration is proposing a new Rates and Fees Bylaw.

All proposed changes to Bylaw 2026-03 are indicated in the attached copy in red.

Bylaw 2026-06 is identical to the current Rates and Fees Bylaw (2026-03), with one change:

- **Trochu Golf and Country Club water rate increased from \$3.00/m³ to \$3.18/m³**

The proposed effective date is July 1, 2026, aligning with the Three Hills rate increase.

DISCUSSION/ALTERNATIVES:

Alternatives for Council consideration:

1. Maintain the current bylaw without amendment (selling water to Trochu Golf and Country Club below cost after July 1st, 2026)
2. Amend the proposed Bylaw.
3. Give first, second, and third readings, as Council sees fit, to Bylaw 2026-06.

Administration is recommending alternative number three.

COLLABORATION OPPORTUNITIES:

None for this item

STRATEGIC PLAN ALIGNMENT:

- Fiscal Responsibility – Ensures cost recovery from users

IMPACT ON BUDGET:

- The budget was based on a lower rate than what is actually being charged, so there is no shortfall.
- The Three Hills rate increase is covered within the existing budget due to this.
- The proposed bylaw amendment ensures the Town is covering its costs for water supplied to the golf course.

RECOMMENDED ACTION:

That the following motion be presented for consideration:

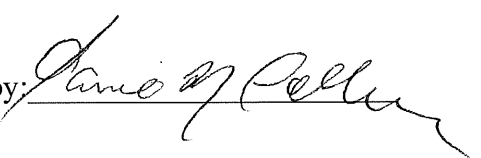
“That Town Council gives first reading to Bylaw 2026-06, Rates and Fees Bylaw.”

“That Town Council gives second reading to Bylaw 2026-06, Rates and Fees Bylaw.”

“That Town Council unanimously agrees to consider third reading of Bylaw 2026-06.”

“That Town Council gives third and final reading to Bylaw 2026-06.”

Prepared by: 

Approved by: 



Town of THREE HILLS

May 4, 2026

Town of Trochu
Box 340, 222 Northfield Road
Trochu, AB T0M 2C0
Attention: Jamie Collins

Dear Jamie,

Re: Water Rate Adjustment Effective July 1, 2026


As part of our ongoing commitment to ensuring the sustainable operation of our regional water system and infrastructure, we have conducted a review of our current water rates. After careful analysis and consideration, we have determined that an adjustment to the water rates is necessary to address increased costs and ensure continued high-quality service delivery.

Effective with the July 2026 water bill, the water rate for the Town of Trochu will increase to **\$3.18/m³**. This adjustment reflects current economic conditions, including rising costs for system maintenance, repairs, and service delivery.

We value the partnership between our municipalities and remain committed to providing reliable water services to your community. Should you have any questions or wish to discuss this adjustment further, please do not hesitate to contact me.

Thank you for your understanding and cooperation in this matter.

Sincerely,



Ryan Leuzinger
CAO

**TOWN OF TROCHU
BYLAW NO. 2026-06
RATES & FEES BYLAW**

BEING A BYLAW IN THE TOWN OF TROCHU IN THE PROVINCE OF ALBERTA TO ESTABLISH A RATES, FEES & PENALTIES BYLAW.

WHEREAS pursuant to the *Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26* as amended or replaced from time to time, Council may pass a bylaw respecting rates, fees & penalties;

AND WHEREAS the Council of the Town of Trochu deems it necessary to set the rates, fees & penalties as set out in Schedule A (Garbage); Schedule B (Water and Sewer); Schedule C (Animal Control); Schedule D (Cemetery); Schedule E (Campground); Schedule F (Arboretum Rental Fees); Schedule G (Public Works); Schedule H (Arena); Schedule I (Swimming Pool); Schedule J (Administration); and Schedule K (Fire Related Offence Fees);

NOW THEREFORE THE COUNCIL OF THE TOWN OF TROCHU DULY ASSEMBLED ENACTS AS FOLLOWS:

1. That Schedules A; B; C; D; E; F; G; H; I; J; and K hereto attached and forming part of this bylaw establishes the rates, fees & penalties for this Bylaw.
2. That Bylaw NO. 2026-03 is hereby rescinded.

This Bylaw takes effect as of **July 1st, 2026**.

Read a first time this ___th day of _____, 2026.

Read a second time this ___th day of _____, 2026.

UNANIMOUS permission for third reading given this ___th day of _____, 2026.

Read a third time and passed this ___th day of _____, 2026.

Mayor Barry Kletke

Chief Administrative Officer Jamie Collins

Date _____

Initials _____

Initials _____

“SCHEDULE A – GARBAGE COLLECTION”

GST EXEMPT

*** All rates are based on a two-month billing period***

RESIDENTIAL BASIC GARBAGE RATES	RATE (2 months)	Monthly Equivalent
Basic Residential (Single Family, Duplexes)	\$41.00	\$20.50
Basic Contained Housing (Apartments, Seniors Housing)	\$28.00	\$14.00
Kings Court (8 units) – includes \$7.50 bin rate	\$37.50	\$18.75
Mobile Home Park (25 units)	\$1,025.00	\$512.50
Recycling Fee, Residential	\$11.00	\$5.50
Recycling Fee, Apartment (8 Units)	\$60.00	\$30.00
Recycling Fee Mobile Home Park (23 Units)	\$215.00	\$107.50

COMMERCIAL BASIC GARBAGE RATES*	RATE (2 months)	Monthly Equivalent
Light Commercial (one pickup per week)	\$44.00	\$22.00
Commercial (two pickups per week)	\$76.00	\$38.00
Facility (Hospital)	\$88.00	\$44.00
Heavy Commercial	\$124.00	\$62.00
*These basic rates shall be charged to all commercial customers based on volume; however, they may have additional rates removed by hauling their own cardboard and large volume products.		

COMMERCIAL CARDBOARD PICKUP RATES	RATE (2 months)	Monthly Equivalent
Low Volume	\$27.00	\$13.50
Medium Volume	\$37.00	\$18.50
High Volume	\$44.00	\$22.00
Extra High Volume	\$64.00	\$32.00

COMMERCIAL BIN RENTAL RATES	RATE (2 months)	Monthly Equivalent
Shared Bin, Low Volume	\$27.00	\$13.50
Small Bin	\$38.00	\$19.00
Large Bin	\$70.00	\$35.00
Extra Large Bin	\$85.00	\$42.50

Application of all above rates shall be determined by the Chief Administrative Officer and the Garbage Attendant. Where a customer has a dispute with the rate, this committee and a member of Council shall meet and, after hearing the facts, make a decision regarding the rate.

TRANSFER SITE RATES	RATE
Dropping off FREON appliances (Fridges, freezers, etc.), per appliance	\$20.00
Non-Resident Transfer Site Fee (Outside Town of Trochu & Kneehill County)	\$50.00

Date _____

Initials _____

Initials _____

"SCHEDULE B – WATER AND SEWER RATES"

GST EXEMPT

* All rates are based on a two-month billing period*

Those meters currently reading imperial measurements will be converted to metric measurements for billing purposes. (1m³ is equal to 220 gallons)

UTILITY SERVICE BASIC RATES	RATE (2 months)	Monthly Equivalent
Basic Water Service Fee	\$32.00	\$16.00
Basic Sewer Service Fee	\$20.00	\$10.00
Basic Storm Water Management Fee	\$10.00	\$5.00
If a residential customer has a property that will not be occupied for more than 3 months, they may request that their account be put "on Holiday" by giving Town Office one month notice. There will be no utilities charged except for basic service charges and the residential recycling fee in this case.		

WATER USAGE RATES	RATE	Monthly Equivalent
Residential and Commercial customers	\$4.40/m ³	n/a
Trochu Golf and Country Club	\$3.18/m ³	n/a
Unmetered accounts	\$60.00	\$30.00

SEWER USAGE RATES	RATE	Monthly Equivalent
Residential and Commercial customers	\$1.00/m ³	n/a
Unmetered accounts	\$60.00	\$30.00
The Trochu Golf and Country Club's and the Arboretum's irrigation systems are exempt from the sewer usage rate.		

UTILITY ACCOUNT PENALTIES
Any utility charges that remain unpaid for more than thirty (30) days will incur a penalty of 1.5 % per month, totaling 18% per annum.
Any utility account that remains unpaid for 3 billing periods or holds a balance over \$1000.00 is subject to shut-off of services and a transfer of the balance to the property tax roll with a \$50.00 administrative fee. A final notice will be mailed to the utility account holder and owner of the property, if different from the utility account holder, informing of shut off and associated fees.
RECONNECTION FEE
In the event of a shut off due to non-payment there will be a \$200.00 reconnection fee payable prior to water being reconnected.

Date _____

Initials _____

Initials _____

"SCHEDULE C – ANIMAL CONTROL"

SECTION C-1 – LICENSING FEES

	On or Before January 31st	After January 31st	GST
Dog owners			
Altered Animal	\$15	\$30	Exempt
Unaltered Animal	\$40	\$60	Exempt
Cat owners			
Altered Animal	\$15	\$30	Exempt
Unaltered Animal	\$36	\$40	Exempt
Other Fees			
Replacement Tags	\$5		Exempt
Vicious Animal Fee	\$250		Exempt

"SECTION C-2 – IMPOUND FEES AND CHARGES"

Description	Rate	GST
Impoundment Fee	\$100 <i>plus tax</i>	Extra
Care and Subsistence	\$25 <i>plus tax</i> per day or any portion thereof	Extra
Veterinary Services	As incurred <i>plus tax</i>	Extra

Date _____

Initials _____

Initials _____

“SECTION C-3 – SPECIFIED PENALTIES”

- Column A = specified penalties in lieu of prosecution – first offence.
- Column B = specified penalties for second/subsequent offence and/or for violation tickets.

Section	Description of Offence	A	B	GST
PART 4	SPECIFIC PROHIBITIONS			
4.1	Possession of wildlife	\$300	\$500	Exempt
4.2	Possession of prohibited animal	\$300	\$500	Exempt
PART 5	LICENSING			
5.1	Owner failure to obtain annual license	\$250	\$350	Exempt
5.9	Providing false/misleading information	\$250	\$350	Exempt
5.14	Keep/harbor/have more than 2 dogs/2 cats/3 animals	\$250	\$350	Exempt
5.15	Failure to obtain kennel permit/license	\$250	\$400	Exempt
5.17	Owner failure to have tag attached when off property	\$200	\$300	Exempt
5.21	Breeding animals without kennel license	\$150	\$300	Exempt
5.22	Provide pet care service without permit/license	\$250	\$400	Exempt
PART 6	RESPONSIBILITIES			
6.1 (a)	Failure to ensure animal not running at large (cats are exempt)	\$250	\$350	Exempt
6.1(b)	Failure to ensure animal under control of a competent person	\$250	\$350	Exempt
6.1(c)	Failure to remove/dispose of animal feces on public/private property	\$250	\$350	Exempt
6.2	Failure to keep female animal in heat confined	\$250	\$350	Exempt
6.3	Failure to provide animal with food/fresh water/adequate shelter	\$300	\$500	Exempt
6.4	Failure to vaccinate animal over 3 months for rabies	\$250	\$350	Exempt
6.5	Owner of animal with communicable disease who:			
6.5(a)	• Permits animal to be in a public place	\$300	\$500	Exempt
6.5(b)	• Keeps animal in proximity of animal free of disease	\$300	\$500	Exempt
6.5(c)	• Fails to keep animal secured	\$300	\$500	Exempt
6.5(d)	• Fails to report the disease as required	\$300	\$500	Exempt
6.6	Causing unreasonable disturbance	\$250	\$400	Exempt
6.7	Causing garbage to be scattered on public/private property	\$250	\$400	Exempt
6.8	Owner allows animal to:			
6.8(a)	• Bite or chase stock/motor vehicle/bicycle/animal	\$300	\$500	Exempt
6.8(b)	• Chase or threaten person	\$250	\$400	Exempt
6.8(c)	• Cause damage to public/private property	\$250	\$400	Exempt
6.8(d)	• Cause injury to a person	\$350	\$600	Exempt
6.8(e)	• Bite a person	\$350	\$600	Exempt
6.8(f)	• Attack a person	\$350	\$600	Exempt
6.8(g)	• Attack a person or animal, causing injury	\$350	\$600	Exempt
6.8(h)	• Cause death of another animal	COURT	COURT	Exempt
6.10(a)	• Enter in a swimming pool/wading pool/water park/play-ground apparatus/play sand area intended for public use	\$250	\$400	Exempt
6.10(b)	• Be on property where prohibited by sign	\$250	\$400	Exempt
6.11	Owner abandons an animal	\$250	\$400	Exempt
6.12(a)	Leaving animal inside unattended vehicle without adequate ventilation/temperature control	\$300	\$500	Exempt

Date _____ Initials _____ Initials _____

6.12(b)	Failure to properly restrict/restrain animal in vehicle to prevent escape/access to persons/animals	\$250	\$400	Exempt
6.13	Allowing animal to impede driver	\$250	\$400	Exempt
6.14	Allowing animal to be outside passenger cab of motor vehicle	\$250	\$400	Exempt
6.16(a)	Allowing vicious dog in off leash area	\$200	\$300	Exempt
6.17	Failure to carry leash in off leash area	\$200	\$300	Exempt
6.18	Failure to secure/remove threatening animal from off-leash area	\$300	\$400	Exempt
6.19(a)	Untying/loosening animal's restraint	\$250	\$500	Exempt
6.19(b)	Willfully/negligently opening gate/door/fence/pen/enclosure	\$250	\$400	Exempt
6.20	Abusing/teasing/tormenting/provoking an animal	\$300	\$500	Exempt
PART 7	VICIOUS ANIMALS			
7.1	Owner of vicious animal failure to have liability insurance	\$400	\$600/C	Exempt
7.2(a)	Owner of vicious animal failure to display signs at entrance to property	\$100	\$600	Exempt
7.3	Owner failure to immediately make written application for license	\$350	\$600	Exempt
7.4(c) i	Owner failure to provide proof of tattoo/implant	\$350	\$600	Exempt
7.4(c) iii	Owner failure to provide proof of altering	\$350	\$600	Exempt
7.6	Owner of vicious animal having more than one vicious animal	\$350	\$600	Exempt
7.9	Owner of vicious animal failure to license within two days after appeal	\$350	\$600	Exempt
7	Owner of a vicious animal failure to:			
7.10(a)	<ul style="list-style-type: none"> Ensure animal wearing license tag 	\$300	\$500	Exempt
7.10(b)	<ul style="list-style-type: none"> Fully inform new owner that animal is "vicious" 	\$300	\$500	Exempt
7.10(c)	<ul style="list-style-type: none"> Notify Town of ownership change/death within two business days 	\$300	\$500	Exempt
7.11	Failure to properly confine vicious animal	\$350	\$600	Exempt
7	Owner of vicious animal failure to ensure animal does not:			
7.12(a)	<ul style="list-style-type: none"> Chase person/animal 	\$600	COURT	Exempt
7.12(b)	<ul style="list-style-type: none"> Damage/destroy public/private property 	\$600	COURT	Exempt
7.12(c)	<ul style="list-style-type: none"> Bite a person 	\$600	COURT	Exempt
7.12(d)	<ul style="list-style-type: none"> Attack a person/animal causing injury 	COURT	COURT	Exempt
7.12(e)	<ul style="list-style-type: none"> Cause death to another animal 	COURT	COURT	Exempt
7	Owner of vicious animal failure to ensure:			
7.15(a)	<ul style="list-style-type: none"> Animal is securely muzzled 	\$350	\$600	Exempt
7.15(b)	<ul style="list-style-type: none"> Animal in harness/leash not exceeding 1.0 meter 	\$350	\$600	Exempt
7.15(c)	<ul style="list-style-type: none"> Animal is under control of competent person 	\$350	\$600	Exempt
7.15(d)	<ul style="list-style-type: none"> Animal is not running at large 	\$350	\$600	Exempt
7.16	<ul style="list-style-type: none"> Town is notified when animal is running at large 	\$350	\$600	Exempt
PART 8	ANIMAL CONTROL AUTHORITY			
8.4	Providing false/misleading information to Animal Control Officer	\$300	\$500	Exempt
8.5	Interfering with/obstructing Animal Control Officer	\$300	\$500	Exempt
8.6	Springing/damaging/tampering with live trap	\$300	\$500	Exempt
PART 9	EXOTIC ANIMALS			
9.1	Failure to keep fish/snake/reptile/lizard/insect/arachnid in an escape-proof enclosure.	\$400	\$500	Exempt

Date _____

Initials _____

Initials _____

“SCHEDULE D – CEMETERY FEES”

CEMETERY	SERVICE	COST		GST
Trochu Public Cemetery	Cemetery Plot (incl monument fee)	\$425.00 <i>plus tax</i>		Extra
	Columbarium Niche & 1 st Urn	\$1000.00 <i>plus tax</i>		Extra
	Columbarium, Placing 2 nd Urn	\$150.00 <i>plus tax</i>		Extra
Public & Baptist Cemeteries				
	Opening/Closing	Summer	Winter	
	Vault	\$400.00 <i>plus tax</i>	\$600.00 <i>plus tax</i>	Extra
	Cremation	\$100.00 <i>plus tax</i>	\$175.00 <i>plus tax</i>	Extra
Funeral Home must Provide a Rough Box or Fiberglass liner for Vault/Casket				
Catholic & Lutheran Cemeteries				
	Opening/Closing	Summer	Winter	
	Vault	\$450.00 <i>plus tax</i>	\$650.00 <i>plus tax</i>	Extra
	Cremation	\$125.00 <i>plus tax</i>	\$200.00 <i>plus tax</i>	Extra
Dis-Interment & Interment				
	Dis-Interment of Body	\$1000.00 <i>plus tax</i>		Extra
	Dis-Interment of Cremated Remains	\$100.00 <i>plus tax</i>		Extra
	Re-interment	\$300.00 <i>plus tax</i>		Extra
We would supervise by locating the grave; however, it would be up to those wishing to do the dis-interment to hire a qualified contractor or funeral home.				

“SCHEDULE E – CAMPGROUND FEES”

CATEGORY	USE	COST	GST	
Bruce Guard Centre	Per Day	\$150.00	Included	
Bruce Guard Centre	Per Weekend (Friday to Sunday)	\$350.00	Included	
Ball Diamonds				
	Baseball	\$50/day per diamond	Included	
	Other Uses	\$100/day per diamond	Included	
	Minor Ball	No fee	n/a	
Campsite				
	Per Day	\$35.00	Included	
	Per Week	\$210.00 (\$30/day)	Included	
	Per Month	\$750.00 (\$25/day)	Included	
	Campsite (w/ Golf membership)	\$650.00	Included	
	Unserviced Campsite	Per Day	\$20.00	Included

Date _____

Initials _____

Initials _____

“SCHEDULE F – ARBORETUM RENTAL FEES”

** Note - Visitor Interpretive Centre referred to as VIC

USE	COST	GST	Notes
Weddings			
Ceremony	\$700	Incl	Incl. grounds, + limited photo access during the ceremony
Ceremony & Photos	\$800	Incl	Incl. grounds + unlimited photo access
Reception	\$750	Incl	Incl grounds – no VIC access
Reception & Photos	\$850	Incl	Incl grounds + unlimited photo access
Ceremony, Reception, & Photos	\$1,200	Incl	Incl full day access to grounds + unlimited photo access. NOTE VIC fees and add-ons may apply
Photos Only	\$150	Incl	Incl. unlimited photo access to the grounds
Wedding Add-Ons			
Addition for use of VIC for staging	\$50	Incl	Required if the VIC is used for staging/changing – staging does not include caterer use.
Addition for use of VIC for reception	\$150	Incl	Required if the VIC is used to host all or part of the reception
Outdoor Grounds Add-On (For VIC Rentals)	See Above	Incl	Outdoor use with a VIC wedding rental will be billed at the standard wedding ceremony or reception rate.
Addition for more than 100 guests	\$2/guest	Incl	To cover wear, staffing etc.
Other Events			
Outdoor Event (showers, birthdays gatherings of less than 50 people)	\$250	Incl	No access to VIC
Outdoor Event (groups of over 50 people)	\$350	Incl	No access to VIC
Addition for more than 100 guests	\$2/guest	Incl	Does not apply to funerals/celebrations of life
VIC Full day	\$175	Incl	Does not include access to the grounds
VIC 4 hours or less	\$100	Incl	Does not include access to the grounds
Outdoor Grounds Add-On with VIC Rental	\$100	Incl	Add on fees may apply
Funeral/Celebration of Life Outdoor	\$200	Incl	No access to VIC, chair & table fees only apply if set up is required
Funeral/Celebration of Life in VIC	\$100	Incl	No event activities on grounds
Funeral/Celebration of Life VIC + Outdoor	\$250	Incl	Chair & table fees only apply if set up is required
Miscellaneous Add-Ons			
Use of BBQ	\$25/day		
Chairs	\$2 each	Incl	Setup not included
Tables	\$10 each	Incl	Setup not included
Full Setup & Takedown (optional)	\$500 Flat	Incl	
Damage deposit required, equal to rental fee (refundable if no damage) Chairs & Tables not included unless specifically added Outdoor Space Add-On: Required when any indoor VIC rental also uses Arboretum Grounds for seating, ceremony, photos etc.			

Date _____

Initials _____

Initials _____

“SCHEDULE G – PUBLIC WORKS FEES”

MATERIAL	COST	GST
Gravel: ¾ road crush per yard	\$80.00 + tax	Extra
Gravel: ¾ screened rock per yard	\$85.00 + tax	Extra
Sand: Bulk per yard	\$70.00 + tax	Extra
Gravel and Sand: 5-gallon (20 litre) pail	\$5.00 + tax	Extra
Salt and Sand: delivery & spread with truck	\$100.00/yard + tax	Extra
Water meters (e.g., replacement of frozen meter)	Cost of meter + 15% + \$75 installation + tax	Extra
All other material (e.g., water and sewer fittings)	Cost + 10% plus tax	Extra
EQUIPMENT RENTAL	COST	GST
Backhoe with operator (Min. 1 hr)	\$100/hr. + tax	Extra
Skid Steer with operator (Min. 1 hr)	\$100/hr. + tax	Extra
2 Ton truck with operator (Min. 1 hr)	\$100/hr. + tax	Extra
3 Ton truck with operator (Min. 1 hr)	\$100/hr. + tax	Extra
Mower with operator (Min. 1 hr)	\$70/hr. + tax	Extra
Plate Tamper/Jumping Jack Tamper (Min. 1 day)	\$50/day + tax	Extra
LABOUR COST	COST	GST
General Labour (Min. 1 hr)	\$50.00/hr. + tax	Extra

“SCHEDULE H – ARENA FEES”
To Be Effective July 1st,2026

Non-local includes any groups based outside of Kneehill County

WINTER USE	RATES	GST
Youth Group / Minor Hockey	\$110.00/hr. + tax	Extra
Youth Group	\$98.00/hr. + tax	Extra
Youth Group / Minor Hockey /non-local	\$120.00/hr. + tax	Extra
Adult Group	\$135.00/hr. + tax	Extra
Adult Group / non-local	\$155.00/hr. + tax	Extra
Non-Prime Time	\$80.00/hr. + tax	Extra
Non-Prime Time ½ Ice	\$40.00/hr. + tax	Extra
Drop In/daily (No Season Pass required)	No Charge	N/A
Snake Pit Room	\$40.00/day + tax	Extra
Snake Pit Room / Non-Profit group	No Charge	N/A
SUMMER USE	RATES	GST
Hourly Group – (concrete) up to 4 hours	\$50.00/hr. + tax	Extra
Day – (concrete) over 4 hours	\$250/day + tax	Extra

Date _____

Initials _____

Initials _____

“SCHEDULE I – SWIMMING POOL FEES”

GENERAL ADMISSION	AGE	COST	GST
Child	0-3 years	FREE	N/A
Child	4-5 years	\$3.00	Included
Youth	6-17 years	\$5.00	Included
Adult	18+ years	\$6.00	Included
Senior	55+ years	\$5.00	Included
Family (Immediate Only)	N/A	\$15.00	Included
SEASON PASSES	AGE	COST	GST
Youth	6-17 years	\$70.00	Included
Adult	18+ years	\$100.00	Included
Senior	55+ years	\$70.00	Included
Family (immediate Only)	N/A	\$200.00	Included
BOOK OF 15 TICKETS	AGE	COST	GST
Child	4-5 years	\$30.00	Included
Youth	6-17 years	\$60.00	Included
Adult	18+ years	\$75.00	Included
Senior	55+ years	\$60.00	Included
Family (Immediate Only)	N/A	\$175.00	Included
LESSONS		COST	GST
Preschool 1-5		\$40.00	Exempt
Swimmer 1 - 6		\$45.00	Exempt
Rookie, Ranger, Star Patrol		\$50.00	Exempt
Bronze Cross*		\$130.00	Exempt or Extra
Bronze Medallion*		\$150.00	Exempt or Extra
*GST charged extra on lessons for ages 18+			
RENTALS PER HOUR *Must be booked minimum 2 weeks in advance*		COST	GST
1 – 50 People		\$125.00	Included
51 – 100 People		\$150.00	Included
101 – 150 People		\$175.00	Included
1 – 50 People, School Rate		\$100.00	Included
51 – 100 People, School Rate		\$125.00	Included
101 – 150 People, School Rate		\$150.00	Included

Date _____

Initials _____

Initials _____

“SCHEDULE J – ADMINISTRATION FEES”

OFFICE SALES & SERVICES		COST	GST
Faxing	1 st page	\$1.50	Included
	Each additional page	\$0.50	
Printing	Per page	\$0.30	Included
	Per page, 11" x 17"	\$0.60	
Printing, Service Group	Per page, Black & White	\$0.10	Included
	Per page, B & W, 11" x 17"	\$0.20	
Printing, Service Group	Per page, Colour	\$0.15	Included
	Per page, Colour, 11" x 17"	\$0.30	
Laminating	Per page	\$1.25	Included
	Per page, 11" x 17"	\$2.50	
Bumper Stickers		\$4.00	Included
Garbage Bag Tags		\$1.00	Exempt
Community Gardens (free for Seniors)	Plot	\$20.00	Included
	Box	\$5.00	Included
PERMITS & CERTIFICATES		COST	GST
Compliance Certificate		\$50	Exempt
Tax Certificate		\$40	Exempt
Development Permit	Less than \$10,000 value	\$50	Exempt
	\$10,001 - \$50,000 value	\$75	Exempt
	\$50,001 plus value	\$125	Exempt
Development Permit Appeal		\$500	Exempt
OTHER FEES		COST	GST
Assessment Appeal	Refunded if appeal is successful	\$50	Exempt
NSF Cheque Fee		\$40	Exempt
Other administration services not listed	Cost includes supplies, labour, and other expenses	Cost + 15%	Included
ACCESS TO INFORMATION ACT (ATIA) (Only the fees to produce a copy are charged if an applicant is requesting their own information)			
Initial fee for one-time request		\$25.00	Exempt
Initial fee for on-going request		\$50.00	Exempt
Searching for, locating, and retrieving a record		\$6.75 per 1/4 hour	Extra
Supervising the examination of a record		\$6.75 per 1/4 hour	Extra
Paper copy of a record (black & white up to 8.5"x14")		\$0.25 per page	Included
Paper copy of a record (other formats)		\$0.50 per page	Included
Services not listed above		Actual cost to public body	Extra

Date _____

Initials _____

Initials _____

SCHEDULE K – “FIRE RELATED OFFENCE FEES”

ALL PENALTIES/FINES ARE IN ADDITION TO ANY COSTS INCURRED BY THE TOWN OF TROCHU OR THE TROCHU FIRE DEPARTMENT, IN RELATION TO THE OFFENCE. ALL PENALTIES/FINES ARE GST EXEMPT.

Section	Offence	Fine Fee
15.1	Causing a False Alarm, 1 st Offence	\$100
15.1	Causing a False Alarm, 2 nd Offence – <i>within the current calendar year of the 1st Offence</i>	\$250
15.1	Causing a False Alarm, 3 rd and Further Offences – <i>within the current calendar year of the 2nd Offence</i>	\$500
15.2	Failure to comply with duly issued fire ban	\$250
15.3	Failure to properly supervise a fire	\$150
15.4	Failure to ensure a fire is at least 3 metres (10 feet) from a structure or combustible material	\$500
15.5	Conducting burning in any park or other property owned by the Town of Trochu without authorization	\$500
15.6	Conducting of burning when weather conditions are conducive to a fire readily spreading	\$500
15.7	Failure to use an acceptable burning pit / enclosure	\$500
15.8	Conducting a fire that exceeds 1 metre (3 feet) above an acceptable pit/enclosure	\$150
15.9	Burning anything except non treated wood, charcoal, natural gas or propane	\$250
15.10	Conducting an ‘open fire’ without a fire permit duly issued by the Kneehill County	\$250
15.11	Conducting a fire and deemed by the Enforcement Officer, Fire Chief or designate to present a danger to the public or adjacent property	\$500
15.12	Failure to comply with an order issued by the Fire Chief	\$500
15.13	Impede, obstruct, abuse, or in any way hinder a Fire Chief, Incident Commander, or any Officer or Member of the Fire Department, at any incident or anytime during the execution of their duties assigned by this bylaw	\$500
15.14	Interfere, obstruct, or in any way hinder Fire Department equipment or apparatus, in the execution of duties assigned in this bylaw	\$500
15.15	In any way block a fire hydrant, service connection or access to a fire hydrant service connection	\$500
15.16	Move any hose or drive a vehicle over any hose at any fire without permission of the Fire Chief	\$250
15.17	Unauthorized use of a fire hydrant	\$1000
15.18	Obstruct or otherwise interfere with road and street access or other approaches to any fire hydrants or bodies of water designated for firefighting purposes	\$500
15.19	In any way obstruct, prevent, or refuse to admit a Safety Codes Officer, Fire Inspector, or Investigator in, to or upon any land, premises, yards, or buildings for the purpose of fire investigating	\$500
15.20	Willfully or maliciously destroy or injure any property at a fire or any Apparatus or Equipment belonging to the Department	\$1000
15.21	In any way have possession or control of any official badge, identification, or uniform of the Fire Department without the express written consent of the Fire Chief	\$250
15.22	Falsely represent oneself as an employee, a member of, or connected with the Fire Department	\$150
15.23	Falsely state to have the ability to sanction the Department in soliciting any person, agency, society, or company on any matter	\$500
15.24	In any way refuse to provide or furnish any information required under this Bylaw when requested	\$150
15.25	Allowing property to become a fire hazard.	\$500

Date _____

Initials _____

Initials _____

TOWN OF TROCHU
Director of Operations Report
For April, 2026

Date: May 5, 2026

1. Arboretum

- Oil change and maintenance on Arb pickup.

2. Arena/ Pool

- Lots of painting in arena. Lobby, washroom floors, etc.
- Arena - Cleaned the ice surface, the rink glass, spectator seating and floors, changerooms, kitchen,
- Pool water heater was rebuilt and repaired. New gas burners, hot water piping, and heat resistant panels.
- Pumped water out of pool to begin basin cleaning.
- Facility manager attended a recreation facilities conference in Grande Prairie
- Countertop metal dropped off – to be installed in April

3. Garbage Collection

- More minor changes at transfer site. Improving drop off areas.
- Furniture bins are available.

4. Parks and Boulevards

- Interviewed summer students. 2 girls will return from last year. 1 to start in May, the other in late June. A new boy to begin in late June.
- Prepping lawn mowers and summer equipment. Oil changes, sharpen blades, etc.

5. Public Works

- Equipment/truck repairs and maintenance.
- Clean up fuel spill on Main St.
- Graded and landscaped a lot on Elevator Rd to be sold to an interested party.
- Met with concrete block contractor regarding library brick wall.
- Assist CN with an asphalt repair near south crossing
- Take down snow fence along North Rd.
- Some minor plowing of main streets and trails.
- Clear out gutters
- Begin sand and gravel removal on streets with town sweeper
- Removed some snow fence along North Rd
- Cleaned up blue shop yard

6. Water, Wastewater

- Sewer jet and camera sewer lines that weren't previously completed. Part of our asset management program.
- Met with Bill to discuss Pontmain. Construction planned for early 2027
- Bi-monthly water meter reads
- Installed several more water meter antennae
- Fill in water break sinkhole on Pontmain residents' front lawn from winter
- Bi-annual lift pump change-out

7. Campground

- Received last minute notification that Darrell won't be returning to the campground this year. Beginning advertising for new manager
- Float diamonds
- Repair mound for U15 and U18 baseball teams.

8. Bylaw Enforcement

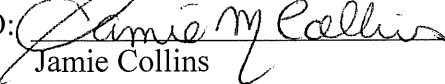
- Nothing to report

9. NW Subdivision

- Grayson is working on final underground services north of Seniors Housing approach. To be completed mid May. Next will be building up the road base.
- Continued communication with ATCO Gas regarding High Pressure gas line gate station relocation.
- Discussion with Telus and THC to have communication lines installed into NWSD

10. Upcoming and Currently Working On

- Discussion with Telus and other tower supplier regarding installing a communication tower either in the NWSD or nearby to improve cellular signal throughout town.
- More remote water meter antennae installs.
- Working with MPE regarding shallow utility installs for new subdivision.
- Water agreement discussion with Three Hills, Kneehill County, and Jamie
- Potential for Kneehill Thrashers to play half practices and games in Trochu.

CAO: 
Jamie Collins

Date: May 6 2026

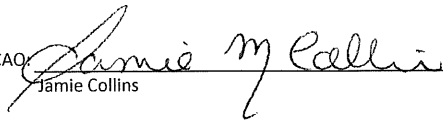
TOWN OF TROCHU - STAFF REPORT

Water, Wastewater Report for the month of : April 2026

Report Prepared by: Dave

Date: May 5, 2026

Date	Personnel	Item	Information/Explanation
April 14 - 16	Catlin, Devon, Austin	Endpoint installs	installed more water meter antennae
April 21	Devon, Austin	Water meter reads	Bi-monthly water meter reads
April 20	Devon, Catlin	Sewage lift pump	Bi-annual switchout of sewer lift pump
April 20 - 30	Dave, Catlin, Devon	jet and video sewer line	Assist 3rd party company with jetting and videoing sewer main lines.
		Daily turbidity and chlorine residual testing	All results satisfactory
		weekly bacteriological reports	All results satisfactory
	<u>B</u>	<u>Reports of Courses Taken/Seminars</u>	
	<u>C</u>	<u>Plans for Next Month</u>	
		Install more remote reader antennae	
		Train new water operator	
	<u>D</u>	<u>Concerns</u>	
		PLC/HMI upgrade	Discussing with other engineering firms
	<u>E</u>	<u>Priorities</u>	

CAO: 
 Jamie Collins

Date: May 6 2026



Town of Trochu Administrator's Report

Reporting Period: April 9th, 2026, to May 5th, 2026

Submitted By: Jamie Collins, CAO

Date Submitted: May 5th, 2026

1. Highlights

- Trochu Housing Work continues, tours, connection with Mark Jones – Red Deer Child Advocacy Centre – Fundraising Advice, service provider meeting, life lease meetings
- Meeting with Municipal Affairs – meeting for new CAO's
- Attended EDA Conference
- Rural Renewal meeting, letters, fielding requests.
- Budget work
- Assisted with Arb & Pool Interviews
- CAEP meeting – giving CAO feedback regarding value of CAEP
- Kneehill County CAO meeting
- KRP Meeting
- Arb AGM, chaired, meeting with new President
- Canada Summer Jobs Follow Up & Organize
- Campground Attendant Agreement
- Staff Meeting

Events & Engagement

- Community Site Tour May 11th, 2026
- BASF Community Celebration June 4th, 2026
- THC Golf Tournament June 11th, 2026

2. List of Ongoing Projects

Trochu Housing Corporation

- Construction continues.

Project Total to Date \$22,838,721.50

Food Security Project

- Jaime continues to work on this project

Project Total to Date \$12,514.72

Northwest Subdivision

- Project continues

Project Total to Date \$2,290,872.15

Economic Development Strat Plan



Town of Trochu Administrator’s Report

- Meeting this week or next on tactical plan
Project Total to Date \$53,026.90

Sanitary & Roadway Study

Project Total to Date \$49,626.00

CN Project

- Did receive an email that this is planned to occur this year.

Pontmain Services

- No update – not planned now until 2027

Sidewalks



- No update

3. KREMA

- DEM Course – Town of Trochu Office May 8th, 2026 – Jamie & Joanna to attend
- Functional Exercise June 2nd & 3rd

4. Development Permits

Permit #	Type	Address	Status
DP-2026-09	Deck	8, 501 School Road	Complete & Approved
DP-2026-10	Additional Use – Food Service	214 Arena Ave	Complete & Approved

-  Total Complete Permits 2026: 9
-  Estimated Construction Value: \$756,400
 - 2025 Value - \$3,137,350.00
 - 2024 Value - \$42,403,450.00 (without TCH \$1,403,450.00)
 - 2023 Value \$1,532,500.00

5. Staffing & HR Updates

- Still working on reviews
- Will be short on upfront staff June & July



Town of Trochu Administrator's Report

Training & Development

- Signed up for second Economic Development Course (need to complete two by the end of the year)

6. Strategic Priorities

* Achievements attached to Strat Priorities

1. Economic Development

- Rural Renewal Work
- EDA Conference
- CAEP Meeting

2. Resident Retention

- THC Work

3. Organizational Capacity

- DEM Training
- Municipal Affairs Meeting
- Interviews
- Campground Attendant Meeting
- Staff Meeting

4. Fiscal Responsibility

- Budget Work
- Canada Summer Jobs Work

Economic Development Priorities

1. Capacity Building

- CAEP Meeting

2. Business Retention & Expansion

- Ec Dev Course registered for is for BRE
- EDA Conference

3. Investment Attractions & Development Readiness

4. Workforce Attraction & Community Appeal

5. Future Workforce and Youth Retention

7. Arboretum

- All Summer staff chosen
- New Board Members
Terry Meyers, President,



Town of Trochu Administrator's Report

Brian Peterson, Vice President

Carl Peterson, Secretary

Bonny Schann, Treasurer

Bonnie Munro

Bev Meding

Debbie Knievel

8. Looking Ahead

Goals

- Significant progress if not completion of Personnel Policy and Employment Agreements
- Ec Dev Social Media posting, Committee Planning Start

Kneehill County

2025 Alberta Provincial Housing & Service Needs Estimation



TOTAL COMMUNITY MEMBERS EXPERIENCING HOUSING INSECURITY

Of the **102 survey submissions**, **46** respondents were housing secure and **56** were housing insecure.

There were **38 dependents** and **65 additional adults** who shared living conditions with housing insecure respondents.

TOP REASONS FOR HOUSING INSECURITY



Low vacancy rates



Health challenges



High housing costs

83%

of respondents who spent time in care were housing insecure.

75%

of 2SLGBTQIA+ respondents were housing insecure.

Survey respondents say Kneehill County NEEDS MORE...



- Public transportation
- Accessible and affordable housing
- Addictions and mental health supports

EMPLOYMENT



of housing insecure respondents were employed.



of employed housing insecure respondents were full-time.

TOP MISSING AMENITIES



sufficient heating



fire protection



drinking water

TOP SUPPORTS ACCESSED



basic needs



health & wellness



legal services



This project is funded in part by



Kneehill County

2025 Alberta Provincial
Estimations and Service Needs

Community Report



KNEEHILL ADULT LEARNING
& NEWCOMER SERVICES



Prepared By:
Rural Development Network
(780)-964-2736
11443 - 143 Street, NW
Edmonton, AB



We Thank You.

This report and the information within were made possible through the efforts of many dedicated individuals and groups. First and foremost, we would like to thank the residents of Kneehill County for sharing their experiences and insights about housing and service needs in the community. We appreciate your time, effort, and knowledge! Additionally, we want to thank the front-line staff at participating service locations for their support, dedication, and commitment to this project.



This project is funded in part by the
Government of Canada's Reaching Home:
Canada's Homelessness Strategy

Canada 

About this Report

In 2025, the Rural Development Network (RDN) partnered with 19 organizations representing 64 communities across Alberta to conduct the fourth iteration of a province-wide Housing and Service Needs Estimation.

This report outlines Kneehill County's results within the provincial estimation, highlighting the number of residents who are housing insecure and their experiences with housing insecurity. This report is complemented by the [Alberta Provincial Report](#), which highlights the combined results of all 64 communities across the province.

This report is intended to support decision-making across organizations, funders, and government around housing insecurity by providing reliable and up-to-date data on housing and service needs in Kneehill County. It can also be used in the community for program planning and advocacy purposes related to housing insecurity, housing stock, and service needs.

Contact info@ruraldevelopment.ca for more information on Housing and Service Needs Estimations.

TABLE OF CONTENTS

Acknowledgements	ii
About this Report	iv
Table of Contents	v
Definitions: What Does “Homelessness” Mean?	1
Introduction	3
Methodology	5
• Limitations	8
Results and Analysis	10
• Kneehill County Population Overview	10
• Housing & Service Needs Estimation Survey Respondent Population Overview	11
• Objective Housing Situation	12
• Housing Secure vs. Housing Insecure Survey Respondent Population Overview	13
• Exploring the Spectrum of Homelessness in Kneehill County	15
• Living Situation	17
• Education, Employment, and Income Sources	20
• Community Supports	23
• “What Would You Like to See More of in Your Community?”	26
Opportunities Moving Forward	28
References	31

Definitions: What Does “Homelessness” Mean?

Homelessness

According to the Canadian Observatory on Homelessness (Gaetz et al., 2012), homelessness is the situation of an individual, family, or community without stable, safe, permanent, appropriate housing, or the immediate prospect, means, and ability to acquire it. It is the result of systemic or societal barriers, domestic violence, a lack of affordable and appropriate housing, the individual/household’s financial, mental, cognitive, behavioural, or physical challenges, and/or racism and discrimination.

Further, Indigenous homelessness, more recently termed “houselessness,” considers the traumas imposed on Indigenous Peoples through colonialism. Indigenous houselessness is not only defined as lacking a structure of habitation; rather, it is more fully described and understood through a composite lens of Indigenous worldviews, including: “individuals, families, and communities isolated from their relationships to land, water, place, family, kin, each other, animals, cultures, languages, and identifies” (Thistle, 2017).

Most people do not choose to be homeless, and the experience is generally negative, unpleasant and stressful. The national definition of homelessness notes that individuals who become homeless experience a range of physical living situations, including:

Unsheltered: Absolutely homeless, living on the streets or in places not intended for human habitation (e.g. living on sidewalks, squares, parks, vehicles, garages, etc.).

Emergency Sheltered: People who are staying in overnight shelters due to homelessness as well as those staying in shelters due to family violence.

Provisionally Accommodated: People with an accommodation that is temporary or that lacks security for tenure (e.g. couch-surfing, living in transitional housing, living in abandoned buildings, living in places unfit for human habitation, people who are housed seasonally, people in domestic violence situations, etc.).

At Risk of Homelessness: People who are not yet homeless but whose current economic and/or housing situation is precarious or does not meet public health and safety standards (e.g. people who are one rent payment missed from eviction, people whose housing may be condemned for health, by-law, or safety violations, etc.).

(Canadian Observatory on Homelessness, 2012).

In this report, we will use “housing insecure.” The term will be used to encompass the entire spectrum of homelessness, including unsheltered, emergency sheltered, provisionally accommodated, and at risk of homelessness, as well as those experiencing Indigenous houselessness.

An aerial photograph of a dense forest. The majority of the trees are dark green, but several distinct rows of trees are illuminated with a golden-yellow light, suggesting they are in autumn. The lighting creates a strong contrast between the dark green and the golden yellow. The forest appears to be on a hillside, with the trees following the contours of the land.

Introduction

Housing insecurity is a continued and increasing concern in rural, remote, and Indigenous communities across Alberta and the entire country. When it comes to housing insecurity, the urban experience tends to dominate the conversation, mainly due to the visibility of unsheltered individuals experiencing housing insecurity in urban centres. The issue of housing insecurity in rural and remote areas is far less understood and acknowledged because of its hidden nature. Recent data suggests that rural homelessness is prevalent at rates equivalent to or greater than urban per capita rates (Schiff et al., 2022).

In 2023, the Alberta Provincial Housing and Service Needs Estimation identified 2,429 survey respondents as experiencing housing insecurity. An additional 2,354 dependents under 18 and 2,537 adults reported living with housing insecure survey respondents, meaning there were at least 7,320 community members experiencing housing insecurity across the 21 participating communities in rural and remote Alberta (Rural Development Network, 2023). While some housing insecure respondents had experiences of being unsheltered or emergency-sheltered, the majority of housing insecure respondents were provisionally accommodated or at risk of homelessness, further speaking to the issue of visibility, or rather invisibility, of housing insecurity in rural and remote communities.

As rural, remote, and Indigenous communities continue to experience growth amidst a national housing and affordability crisis, it has become more apparent than ever that more evidence is required to support decision-making on housing insecurity, housing stock, and services across the province.

Recognizing this, RDN conducted the 2025 Alberta Provincial Housing and Service Needs Estimation with 19 organizations representing roughly 64 rural, remote, and Indigenous communities across Alberta in an attempt to better understand what housing insecurity looks like in each community and across the rural provincial landscape. Specifically, the purpose of this estimation is to:

1. Provide a comprehensive picture of housing insecurity in Kneehill County and across Alberta, including demographic information on who is experiencing housing insecurity and details on service use and gaps.
2. Help inform service providers and municipal, provincial, and federal policies, practices, and funding decisions on housing insecurity, housing stock, and support services.
3. Develop recommendations and next steps for service providers and all levels of government to address housing insecurity in Kneehill County and across Alberta.
4. Elevate and incorporate the voices of people experiencing housing insecurity in local, provincial, and federal responses to housing insecurity.

This is the fourth iteration of the Alberta Provincial Housing and Service Needs Estimation. It was also conducted in 2018, 2020, and 2023, with 20, 24, and 21 communities, respectively, though Kneehill County has never participated in a previous Provincial Housing and Service Needs Estimation.



Methodology



The methodology employed in this Housing and Service Needs Estimation comes from the Step-by-Step Guide to Estimating Rural, Remote, and Indigenous Homelessness, published by the Rural Development Network (2022). RDN initially developed the Step-by-Step Guide due to the lack of available, accurate, and current data on rural housing insecurity. A lack of data limits the ability of rural communities like Kneehill County to advocate for better resources for their residents.

The guide is unique in that it tackles the issue of housing insecurity and homelessness from a rural perspective. It recognizes the difficulties of conducting standard Point-in-Time (PiT) counts in rural and remote areas and instead uses a service-based population estimation approach, which allows for anyone, including small nonprofits and local front-line agencies, to gather data on gaps in local housing and service needs without adding additional strain to workloads and organizational capacities.

Please note: *As with a PiT count, this estimation is an undercount and represents only those individuals identified during the four-week period. The number of people experiencing housing insecurity is greater than presented in this report.*

Following the model proposed in the Step-by-Step Guide, RDN worked with communities and academics across Canada to develop a survey that reflected the contexts of rural and remote communities. The survey was developed following the definitions of homelessness proposed by the Canadian Observatory on Homelessness and adopted by the federal government. However, the survey itself was advertised as a Housing and Service Needs survey. This is a result of feedback from multiple service providers who are committed to minimizing the stigma associated with homelessness, which could cause distress to their clients. By reframing the language of the survey, service providers were able to encourage all clients to participate, instead of targeting specific individuals.

To further minimize stigma throughout the survey, rather than asking respondents to identify themselves as homeless or housing insecure, they were asked whether they considered their living conditions secure or insecure and to indicate scenarios in a “select all that apply” question that determined their objective housing situation. Based on responses to the latter survey question, along with subsequent data analysis, RDN was able to determine which respondents were housing insecure. As shown in the results below, some individuals who did not consider themselves housing insecure, qualify as such based on the national definitions of homelessness.

The same survey was used across all communities participating in the 2025 Alberta Provincial Housing and Service Needs Estimation project, with one exception: each community’s survey was customized to meet their location parameters. Figure 1 showcases Kneehill County’s location parameters.

Figure 1: Kneehill County Location Question on Survey

Q2. Where do you currently live (or which community do you live closest to)?

- Kneehill County
- Three Hills
- Trochu
- Acme
- Linden
- Carbon
- Other: _____

RDN worked with Kneehill County to develop a survey administration process to ensure the greatest participation level possible. For Kneehill County, surveys were advertised at service provider locations and online as an open SurveyMonkey link across the community. Surveys were available through these locations and online for a period of four weeks, from October 1 to October 31, 2025.

Before the survey period began, RDN conducted orientation and training sessions with staff from participating agencies. During the training, emphasis was placed on clarifying survey terms, ensuring respondents' confidentiality and privacy, and securing participants' informed consent. During each training session, resources were provided to staff to improve their understanding of the project and increase comfort in administering the survey. Training and resources also included the various ways to administer the survey in an open, non-intrusive manner, prioritizing the individual's reasons for visiting the agency before offering the survey.

Important to note about the survey: to ensure the trust and anonymity of participants, each respondent was asked to give consent at the beginning of the survey and create a unique identifier. The unique identifier allowed RDN to maintain the integrity of the data without knowing respondent identities. The unique identifier was a combination of letters and numbers from a participant's name and birthdate.

Figure 2: Unique Identifier Question on Survey

Q1. Anonymous Unique Identifier (ex. John Smith, born on 15th November 1964)

H	N	What are the last two letters of your FIRST name?
T	H	What are the last two letters of your LAST name?
1	5	What is the DAY you were born?
6	4	What are the last two numbers of the YEAR you were born?

Kneehill County collected 145 survey responses during the four weeks. Of the 145 surveys, 43 were excluded. Surveys were deemed unsuitable and excluded for one or more of the following reasons:

1. Survey respondent(s) declined to give consent.
2. Survey respondent(s) declined to provide the unique identifier or provided improper unique identifier information (e.g. characters instead of numbers, etc.).
3. Survey respondent(s) submitted multiple surveys (determined based on unique identifier(s)).
4. Survey respondent(s) indicated they were located outside of community boundaries.
5. Survey respondent(s) did not complete enough questions to determine housing stability (e.g. abandoned the survey).

Based on this, 102 surveys were deemed suitable for further analysis and will be the focus of the results outlined below.

Limitations

Despite our best attempts to reduce stigma and increase the accessibility of the survey, not all clients who were offered a survey chose to participate. Additionally, staff at participating service providers were informed that participants under 14 years old required guardian consent to participate in the survey. We recognize that this is inherently problematic and exclusionary, as most youth experiencing homelessness would not have a guardian to provide consent. However, to maintain survey ethics, this requirement complies with the Alberta College of Social Workers' Standards of Practice.

Additionally, the data does not represent Kneehill County as a whole; rather, it represents only those who accessed services in the region during the four-week enumeration period.

As a result, there remains a portion of people experiencing housing insecurity in Kneehill County whose voices were not captured in this project. Therefore, while the trends and highlights discussed in this report are informative, it is always important to remember that this report presents a conservative picture of the housing and services needs in Kneehill County.



Results and Analysis

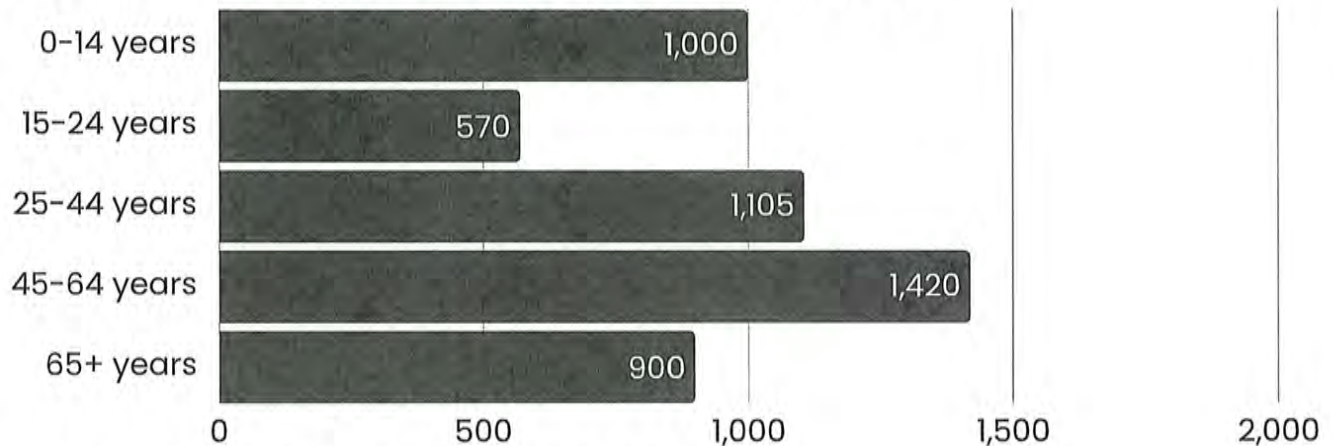


Kneehill County Population Overview

According to Alberta's Regional Dashboard (Government of Alberta, 2025), Kneehill County covers 3,408.3 square km of geographical land base and has a population size of 4,992 (Statistics Canada, 2021).

50.5% (2,525) of Kneehill County reported as women, while 49.4% (2,470) reported as men (Statistics Canada, 2021).

Figure 3: Kneehill County Population Age Breakdown (2021)



The average age in Kneehill County is 40.8 years.

According to Statistics Canada (2021) Census numbers, 6.7% (295) of Kneehill County's population were immigrants to Canada. Further, 3.3% (145) of Kneehill County's population identified as Indigenous, 1% (45) of whom were First Nations and 2.3% (100) were Métis.

The 2021 Census also reported that Kneehill County had 1,750 private dwellings with an average of 2.5 people per household. Of the 1,750 private dwellings in Kneehill County, 86.2% (1,505) were owned, while 14% (245) were rented, with average monthly shelter costs for rented dwellings reported as \$1,040. Additionally, 84.7% (1,470) were single-detached houses, 0.8% (15) were apartments,¹ 10.37% (180) were moveable dwellings,² 3.7% (65) were semi-detached houses, and 0.2% (5) were row houses.

21.5% (375) of households in Kneehill County reported one or more of the following:

- Spending more than 30% of their income on shelter costs,
- That their dwelling is "not suitable," and/or,
- That their dwelling has "major repair needs."

In 2021, the median after-tax income in Kneehill County was \$38,000 for individuals and \$81,000 for households.

¹ Includes apartments or flats in a duplex and apartments in both buildings with fewer than five storeys and with five or more storeys.

² According to Statistics Canada (2021), a moveable dwelling includes mobile homes and other movable dwellings such as houseboats, recreational vehicles and railroad cars.

Housing & Service Needs Estimation Survey

Respondent Population Overview

Gender and Sexuality

73% (74) of participants identified as women, 25% (26) as men, and 1% (1) as gender non-conforming. Additionally, 1% (1) of respondents preferred not to answer.

90% (90) of respondents identified as straight, 2% (2) as bisexual/pansexual, 1% (1) as lesbian/gay, and 1% (1) as asexual. 6% (6) preferred not to answer.

Age

1% (1) of respondents were between the ages of 15 and 24, 32% (33) were 25 to 44, 49% (50) were 45 to 65, and 18% (18) were 65 and older.

Household Makeup

10% (3) of respondents noted that they or someone in their home was pregnant, 13% (4) indicated they lived in a multi-generational home, and 77% (24) were in single-parent households.

Time Spent in Care

6% (6) of respondents indicated they spent time in foster care, a youth group home, or in a youth/young adult agreement; 2% (2) preferred not to answer.

Immigration

86% (88) of respondents were born in Canada, while 14% (14) immigrated to Canada. 100% (14) of respondents who immigrated to Canada have lived here for more than ten years.

Race and Indigenous Identity

98% (95) of respondents identified as white, compared to 2% (2) of racially diverse respondents. 1% (1) of respondents preferred not to answer, and 2% (2) self-disclosed as "Canadian."

Further, 9% (9) of respondents self-identified as Indigenous, while 1% (1) preferred not to answer. Of those respondents who self-identified as Indigenous, 44% (4) identified as First Nations, 44% (4) as Métis, and 11% (1) as other Indigenous ancestry.

Veteran Status

12% (12) of total respondents indicated that they served in the Canadian Armed Forces, Royal Canadian Mounted Police (RCMP), or emergency services. Of those who indicated they have served, 25% (3) served in the Canadian Armed Forces and 83% (10) served in emergency services.

Objective Housing Situation

As part of the survey, participants were asked: “Do you consider your housing situation unstable or feel you could easily lose your housing?” Respondents were given the options “yes,” “no,” and “I’m not sure” to guide their responses.

Of the 102 survey respondents, 71 self-identified as housing insecure, four indicated “I’m not sure,” while 27 indicated they were housing secure, and three skipped the question. Using the national definitions of homelessness to guide further analysis, 56 survey respondents were identified as housing insecure and 46 as housing secure. An additional 38 dependents under 18, and 65 adults were reported as living with housing insecure survey respondents.

Tables 1 and 2 show breakdowns of respondents by housing security status and highlight the number of dependents and adults who reported sharing living conditions with housing insecure respondents in Kneehill County.

Table 1: Breakdown of Respondent Housing Status

	# of Individuals
Housing Secure	46
Housing Insecure	56

Table 2: Breakdown of Dependents & Adults Sharing Insecure Housing Living Conditions

	# of Additional Individuals
Dependents	38
Adults	65

Based on survey results, there were at least 159 community members experiencing housing insecurity in Kneehill County.

The top three reasons for housing insecurity in Kneehill County, as reported by survey respondents, were:

1. Low vacancy rates³
2. Health challenges⁴
3. High housing costs⁵

³ “There is almost no vacancy/no rentals available”

⁴ “Illness/medical condition,” “Mental health concerns,” “Mental disability,” and/or “Physical disability”

⁵ “My rent/mortgage is too high for my current income”

Housing Secure vs. Housing Insecure Survey

Respondent Population Overview

Table 3: Housing & Service Needs Estimation Survey Population Overview Comparison by Housing Stability

Demographic Characteristic	Housing Secure	Housing Insecure
Number of Survey Respondents	46	56
Gender	Gender non-conforming: 0	Gender non-conforming: 1
	Man: 11	Man: 15
	Trans-man: 0	Trans-man: 0
	Trans-woman: 0	Trans-woman: 0
	Woman: 34	Woman: 40
	Not sure: 0	Not sure: 0
Sexual Orientation	Asexual: 0	Asexual: 1
	Bisexual/Pansexual: 0	Bisexual/Pansexual: 2
	Lesbian/Gay: 1	Lesbian/Gay: 0
	Straight: 42	Straight: 48
	Two-Spirit: 0	Two-Spirit: 0
	Not sure: 0	Not sure: 0
Age	0-14 years: 0	0-14 years: 0
	15-24 years: 0	15-24 years: 1
	25-44 years: 14	25-44 years: 19
	45-64 years: 25	45-64 years: 25
	65+ years: 7	65+ years: 11

Demographic Characteristic	Housing Secure	Housing Insecure
Household Makeup	Pregnancy in household: 1	Pregnancy in household: 2
	Multi-generational household: 1	Multi-generational household: 3
	Single-parent household: 6	Single-parent household: 18
	Spent time in care: 1	Spent time in care: 5
Immigration Status	Born in Canada: 43	Born in Canada: 45
	Born outside of Canada: 3	Born outside of Canada: 11
Racial Identity	White: 45	White: 50
	Racialized: 0	Racialized: 2
Indigenous Identity	First Nations: 1	First Nations: 3
	Métis: 2	Métis: 2
	Inuk: 0	Inuk: 0
	Other Indigenous ancestry: 0	Other Indigenous ancestry: 1
Served in Canadian Armed Forces, RCMP, Emergency Services	Canadian Armed Forces: 1	Canadian Armed Forces: 2
	RCMP: 0	RCMP: 0
	Emergency Services: 7	Emergency Services: 3

Based on this survey population overview breakdown, we can determine the following:

- Respondents identifying as women were 2.6 times more likely than their male counterparts to be housing insecure.
- 75% of respondents who identified as 2SLGBTQIA+ were housing insecure.
- 75% of respondents living in single parent households were housing insecure.
- 83% of respondents who spent time in care were housing insecure.
- 67% of Indigenous respondents were housing insecure.

Exploring the Spectrum of Homelessness in Kneehill County

Recognizing that the national definition of homelessness is complex, encompassing various housing situations across a continuum, it is important to better understand what housing insecurity looks like in Kneehill County. This understanding can be achieved by exploring the experiences of the 56 housing insecure respondents.

To accurately place respondents along the spectrum of homelessness, a series of measures were used to understand their situations. These measures included their self-identified housing security response, calculated housing security, current housing situation, and the amenities they lacked in their current situation.

Early in the survey, respondents were asked to outline their current housing situation and were able to choose all situations that applied to them from a variety of statements. Statements included, but were not limited to, "I slept in a vehicle," "I slept in a hotel overnight because I had nowhere else to go," "I live in supported or transitional housing," and "I live in housing that needs major repairs."

Respondents were able to select more than one statement. To accurately represent what housing insecurity might look like for respondents over a month, all responses have been included.

When reading this table, an important consideration is that people experiencing housing insecurity often fluctuate in and out of their situation. Someone who was unsheltered one night may have been emergency sheltered or provisionally accommodated the next. As a result, we have highlighted every incident of insecurity respondents experienced in the past month to understand the complexities of housing insecurity in Kneehill County. This means that more incidents of housing insecurity are reported in the table below than the number of housing insecure respondents.

Table 4: Respondents by Housing Situation on the Homelessness Spectrum

Place on the Homelessness Spectrum	# of Incidents
Unsheltered	1
Emergency Sheltered	1
Provisionally Accommodated	13
At Risk of Homelessness	63

The above table illustrates respondents' diverse experiences with housing insecurity in Kneehill County, emphasizing that homelessness presents itself in more ways than simply sleeping outside.

Respondents identified as **at risk** reported:

- Difficulty paying their rent or mortgage,
- Spending more than 30% of their monthly income on housing,
- Living in overcrowded accommodations with not enough bedrooms for the number of people staying in the unit,
- Staying in a home needing major repairs (e.g., heating or plumbing problems, mould, leaky roof, etc.), and/or
- Staying in a home with unsafe conditions (e.g., exposed wiring, no railing or banisters, physical hazards, etc.).

Respondents who indicated they experienced being **provisionally accommodated** noted:

- Staying in a hotel overnight because they had nowhere to go,
- Living in accommodations provided by their employer,
- Living in supported or transitional housing,
- Staying in an RV/trailer,
- Staying with friends/family because they had nowhere else to go,
- Staying with a stranger because they had nowhere else to go, and/or
- Staying in a home where they experienced violence because they had nowhere else to go.

Respondents who had experiences of being **emergency sheltered or unsheltered** reported:

- Staying in a women's/domestic violence shelter and/or
- Staying in makeshift shelters such as a tent or shack.

Living Situation

Residents in and around Kneehill County responded to the survey, as shown in Figure 4.

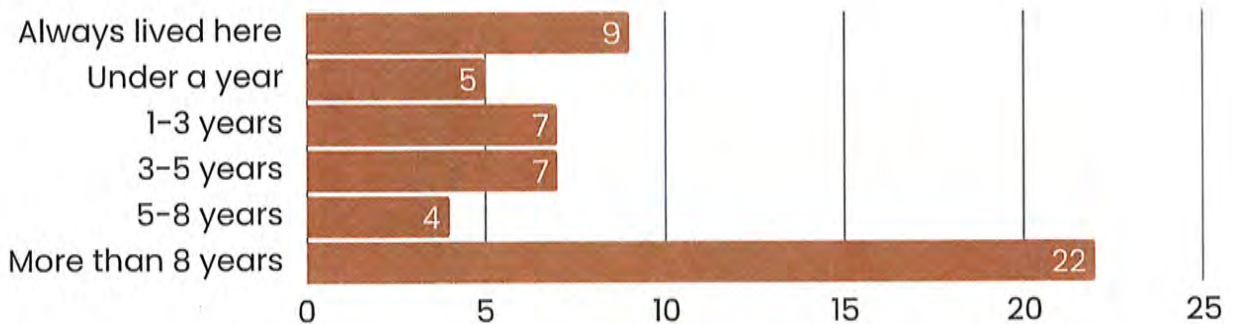
Figure 4: Breakdown of Survey Respondents by Location



Migration

17% (17) of all respondents, 53% (9) of which are housing insecure, have always lived in and around Kneehill County. Figure 5 outlines the various lengths of time respondents have lived in the community.

Figure 5: Breakdown of Housing Insecure Respondents' Length of Time Lived in Kneehill County



83% (45) of housing insecure respondents were not born in Kneehill County. 73% (29) moved from another community in Alberta, 3% (1) moved from a First Nation community in another province, 18% (7) moved from another province or territory, and 8% (3) moved from another country.

Respondents were also asked: "What are the main reasons you came to this community? If you have always lived here, why have you chosen to stay in this community?"

The top three reasons housing insecure respondents came to the area were:

- Family-related reasons (to be closer to family, to follow family, etc.)
- Housing-related reasons (to access affordable and appropriate housing, etc.)
- Employment-related reasons (look for work, work-related transfer, more work opportunities, etc.)

Other reasons housing insecure respondents moved to the community included for the lifestyle the community offers, for education opportunities (to attend school, access better educational opportunities, etc.), for the connection to culture, community, and traditions, fear for safety/fleeing from violence, from environmental displacement (flooding, wildfire, lack of clean drinking water, etc.), and for access to services.

In comparison, the top two reasons housing insecure respondents stayed in the area were:

- For family-related reasons (to be closer to family, to follow family, etc.)
- For the lifestyle the community offers

Other reasons housing insecure respondents stayed in the community included housing-related reasons (to access affordable and appropriate housing, etc.), employment-related reasons (look for work, work-related transfer, more work opportunities, etc.), and for the connection to culture, community, and traditions.

Noteworthy here is that 78% (7) of housing insecure respondents have moved between one and two times in the past twelve months, and 22% (2) have moved between three and six times in the past 12 months.

Housing Situation and Missing Amenities

To better understand respondents' current living situations, they were asked to indicate whether they rented or owned their home (or if neither was true for them). 64% (36) of housing insecure respondents indicated that they owned their homes, 32% (18) indicated that they rented their homes, and 4% (2) noted that they neither owned nor rented. Comparatively, 96% (44) of housing secure respondents owned their homes, 2% (1) rented their homes, and 2% (1) preferred not to answer.

16 unique housing insecure respondents, whether they rented, owned, or were in a different situation entirely, indicated that they lacked specific amenities in their current housing situation, many of which are considered necessary for a secure living situation. At the time of the survey, 63% (10) of these respondents did not have sufficient and affordable heating and 38% (6) did not have fire protection (including fire extinguishers, smoke alarms, and a safe exit out of their space).

Table 5: Breakdown of Housing Insecure Respondents' Missing Amenities

Missing Amenities	# (%) of Respondents
Sufficient and affordable heating	10 (63%)
Fire protection (smoke alarms, fire extinguishers)	6 (38%)
Safe drinking water	5 (31%)
Indoor plumbing/bathing facilities	1 (6%)
Refrigeration	1 (6%)
Electricity	1 (6%)
Cooking facilities	1 (6%)

This breakdown highlights respondents who lacked basic amenities and is one way respondents' objective housing situation is calculated. Some respondents self-identified as housing secure but lacked amenities required for their housing to be considered stable according to the Canadian definitions of homelessness, including indoor plumbing/bathing facilities, sufficient and affordable heating, electricity, access to safe drinking water, and fire protection.

Education, Employment, and Income

Education

Respondents indicated various education levels when responding to the question, "What is the highest level of education you've completed?"

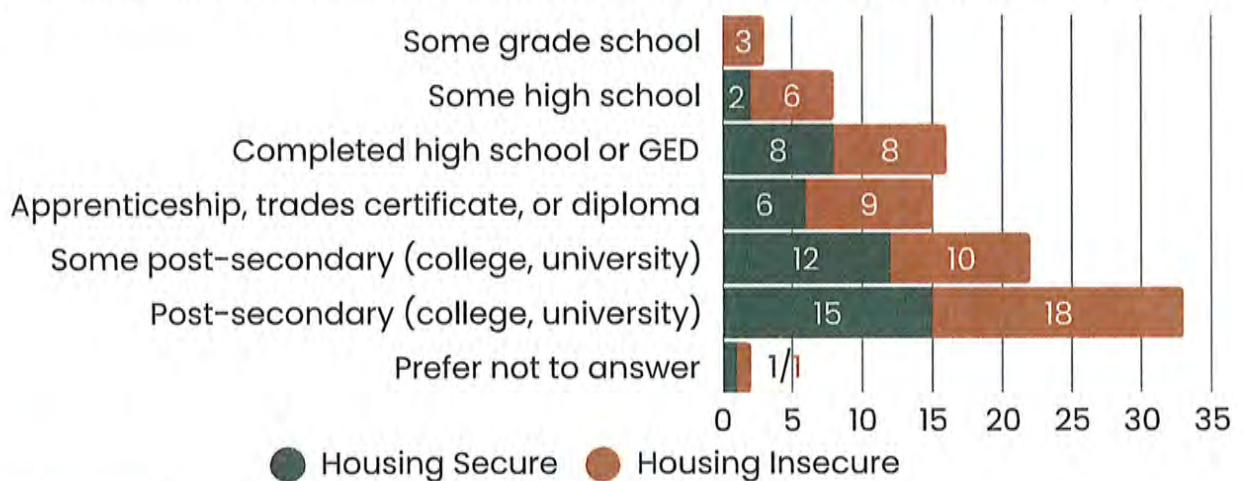
In Kneehill County:

- 3% (3) of respondents had completed some grade school
- 8% (8) completed some high school
- 16% (16) completed high school or received their GED
- 15% (15) had an apprenticeship, trades certificate, or diploma
- 22% (22) had some post-secondary (college, university)
- 33% (33) had a post-secondary degree (college, university)

Additionally, 2% (2) respondents preferred not to answer.

Figure 6 provides a more detailed look at respondents' education levels.

Figure 6: Housing Secure and Housing Insecure Respondents' Education Levels



Employment

79% (34) of housing insecure respondents were employed at the time of the survey. Additionally, 12 (4) respondents indicated they were retired. Of the employed housing insecure respondents:

- 56% (19) were full-time (e.g., more than 30hrs/week)
- 21% (7) were part-time (e.g., less than 30hrs/week)
- 3% (1) were casual
- 5% (15) were self-employed

Additionally, 3% (1) of respondents selected "other", indicating that they worked multiple part-time jobs and were self-employed and 3% (1) preferred not to answer.

Interestingly, this is comparable to housing secure respondents' employment trends. 86% (30) of housing secure respondents were employed at the time of the survey, and nine respondents were retired. Of the employed housing secure respondents:

Of the employed housing secure respondents:

- 73% (22) were full-time (e.g., more than 30hrs/week)
- 10% (3) were part-time (e.g., less than 30hrs/week)
- 5% (17) were self-employed

Unemployment Amongst Housing Insecure Respondents

19% (8) of housing insecure respondents were unemployed at the time of the survey. Based on additional analysis, we know that:

63% identified as women, **25%** as men, **13%** as gender non-conforming

88% were straight, **14%** were bisexual/pansexual



- **38%** were between 25-44, **50%** were between 45-64 years old, and **13%** were 65+ years of age
- **63%** were not born in Canada

Income

Housing insecure respondents were also asked to disclose their approximate household income for the previous year. Responses varied widely, as seen in Table 7.

Table 7: Housing Insecure Respondents Approximate Household Income in the Last 12 Months

Total Household Income in the Last 12 Months	# (%) of Respondents
Less than \$22,000	10 (18%)
Between \$22,001 and \$55,000	18 (33%)
Between \$55,001 and \$88,000	11 (20%)
Between \$88,001 and \$132,000	8 (15%)
More than \$132,001 ⁶	2 (4%)
Prefer not to answer	6 (11%)

⁶ It is important to remember the spectrum of homelessness when considering income rates amongst housing insecure respondents. Someone who is experiencing domestic or family violence, for example, is considered housing insecure no matter their annual household income. Additionally, it is important to remember that people cycle through the spectrum of homelessness regularly and just because some reported an annual household income of \$88,001 or higher in 2024, for example, does not mean they were not experiencing housing insecurity in 2025 - this could have occurred as a result of job loss, a death in the family, increasing interest and utility rates, or any number of reasons.

This can be broken down further to understand household income level by housing security status, as seen in Table 8.

Table 8: Respondents’ Household Income in the Last 12 Months by Housing Status

Total Household Income in the Last 12 Months	# (%) of Housing Secure Respondents	# (%) of Housing Insecure Respondents
Less than \$22,000	1 (2%)	10 (18%)
Between \$22,001 and \$55,000	8 (18%)	18 (33%)
Between \$55,001 and \$88,000	8 (18%)	11 (20%)
Between \$88,001 and \$132,000	13 (30%)	8 (15%)
More than \$132,001	11 (25%)	2 (4%)
Prefer not to answer	3 (7%)	6 (11%)

Of the housing insecure respondents, 51% reported a household annual income of \$55,000 or less compared to 55% of housing secure respondents who reported an annual income of \$88,001 or more.

Interestingly, 20% (11) of housing insecure respondents reported a household annual income of between \$55,001 and \$88,000. This suggests that respondents who reported moderate income levels were experiencing housing insecurity, and again speaks to the spectrum of housing insecurity - respondents can and were making moderate income while unsheltered, emergency sheltered, provisionally accommodated, and/or at risk of housing insecurity.

Further, 59% (33) of housing insecure respondents indicated they spent more than 30% of their household income on housing (e.g., rent or mortgage payments) in the 12 months prior to completing the survey.

Community Supports

To better understand service needs and gaps in Kneehill County, respondents were asked: “Which support services do you access and where do you most often access them?”

Housing insecure respondents primarily accessed services in Kneehill County for:

- Basic needs (56%)
- Health and wellness services (56%)
- Legal services (37%)

In comparison, those housing insecure respondents accessing services outside of Kneehill County did so primarily for:

- Health and wellness services (83%)
- Legal services (41%)
- Financial services (38%)

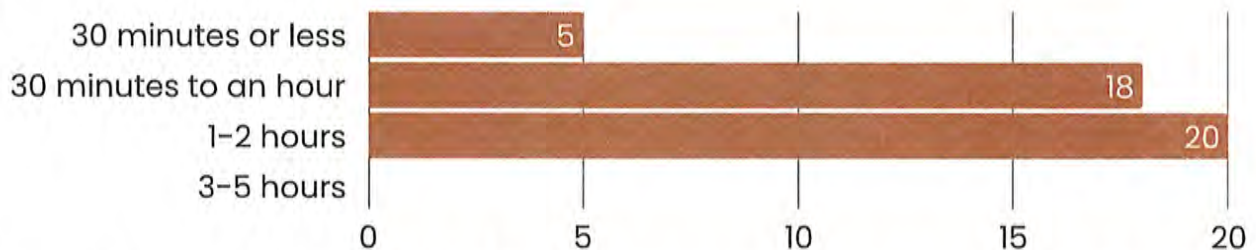
Table 9: Reasons Housing Insecure Respondents Accessed Support Services

Services Accessed	# (%) of Respondents who Primarily Accessed Services in the community	# (%) of Respondents Primarily Accessed Services Outside of the community
Basic needs (Food bank, clothing donations, public washrooms, etc.)	15 (56%)	9 (31%)
Shelter (Emergency shelter, domestic violence shelter, transitional housing, affordable housing, etc.)	0 (0%)	4 (14%)
Financial (Rental assistance, non-market housing, financial life skills training/education, etc.)	3 (11%)	11 (38%)
Crisis financial support (Eviction notices, utility shutoffs, damage deposits, etc.)	0 (0%)	5 (17%)
Family/Parenting (Child care, parental resources, relationship issues, child developmental assessment tools/referrals, etc.)	5 (19%)	6 (21%)

Health and wellness (Addictions, mental health, physical health care, spiritual or cultural well-being, etc.)	15 (56%)	24 (83%)
Legal (Separation/divorce/custody, wills/estates, employment/labour standards, landlord/tenant issues, immigration issues, criminal/misdemeanour, etc.)	10 (37%)	12 (41%)

Of the services housing insecure respondents accessed outside of Kneehill County, most travelled between thirty minutes to one hour to access them, as seen in Figure 7 below.

Figure 7: Distance Travelled by Housing Insecure Respondents for Services Outside of the Community



To access these services, 88% (45) housing insecure respondents travelled by car or truck, 16% (8) relied on a family member or friend, 2% (1) took a taxi or ride-share service, 4% (2) had a service provider arrange a ride for them, and 6% (3) caught a ride with a stranger and/or hitchhiked there.

It is important to consider that respondents who are unable to access supports and services are more likely to continue experiencing housing insecurity than those who can access the necessary supports and services to stabilize their housing situation.

Shelter Use

Two unique housing insecure respondents reported staying in a shelter in the past year. Among them:

- 50% (1) stayed in an emergency shelter.
- 50% (1) stayed in an extreme weather space or shelter.
- 50% (1) stayed in a women’s/domestic violence shelter.

Additionally, 1% (1) of housing insecure respondents reported stays in transitional housing.

9% (5) housing insecure respondents reported needing emergency shelter services at some point in the 12 months before completing the survey, but did not access them. Several reasons were provided for this, as outlined in Table 10. The main reason these respondents did not access shelter services when needed was because there were no pets allowed in the shelter.

Table 10: Reasons Housing Insecure Respondents Did Not Access Shelter Services When Needed

Reason for Not Accessing Shelter Services	# (%) of Respondents
No pets allowed	2 (40%)
The shelter was full	1 (20%)
No shelters in my area	1 (20%)
I didn't feel safe	1 (20%)
The shelter was unclean	1 (20%)
Lack of disability accommodations	1 (20%)
The shelter was too far away from my family and/or friends	1 (20%)
I exceeded my stay at a shelter	0 (0%)
The right kind of shelter wasn't available (for example, I needed a women's or family shelter where I could stay with my kid(s) and couldn't access one)	0 (0%)
I didn't meet the intake criteria to access the shelter	0 (0%)
The shelter did not welcome me because of my gender identity	0 (0%)
Alcohol/substance use is not permitted on-site	0 (0%)
Lack of transportation	0 (0%)
Prefer not to answer	2 (40%)

“What Would You Like to See More of in Your Community?”

To gain more insight into respondents’ perceptions of service provision in Kneehill County, they were asked: “Does your community provide enough...accessible and affordable housing; access to food; addictions and mental health supports; employment services; free/accessible recreation/social opportunities; public transportation services; social services?”

Table II: Total Respondents’ Perceptions of Kneehill County’s Provision of Services

Does the Community Provide Enough:	Yes	No	Unsure
Accessible, affordable housing	11 (12%)	59 (63%)	24 (26%)
Access to food (grocery stores, markets, food banks, etc.)	51 (54%)	35 (37%)	8 (9%)
Addictions and mental health supports (counselling, treatment, post-treatment support, etc.)	18 (19%)	48 (52%)	27 (29%)
Employment services (resume writing, job searching, etc.)	21 (22%)	39 (41%)	34 (36%)
Free/accessible recreation/social opportunities	34 (36%)	40 (43%)	20 (21%)
Public transportation services	1 (1%)	83 (88%)	10 (11%)
Social services (libraries, emergency services, outreach programs, etc.)	58 (62%)	22 (23%)	14 (15%)

In Table II, there is a significant discrepancy in respondents who, at the time of the survey, believed there was enough accessible and affordable housing in Kneehill County (12%) versus those who believed more housing was needed (63%) or were not sure if more housing was needed (26%). Similarly, 52% of respondents believed more addictions and mental health supports were needed in comparison to 19% who believed there were enough supports in Kneehill County already. Additionally, only 1% of respondents believed there were enough public transportation services in Kneehill County.



Opportunities Moving Forward

Based on the findings outlined in this report, RDN has identified three opportunities to address housing insecurity moving forward. They are:

- Foster community awareness and understanding of housing insecurity,
- Increase awareness of, and access to, services, and
- Encourage sustainable housing growth in Kneehill County.

Foster community awareness and understanding of housing insecurity.

Implementing a community engagement strategy is crucial to addressing housing insecurity in Kneehill County. The purpose of implementing a community engagement strategy is to support community learning on issues related to housing insecurity in Kneehill County. More specifically, this will help inform residents about the spectrum of housing insecurity and the different experiences and realities of housing insecurity in their community. In addition, community conversations will aim to shift public perceptions of housing insecurity, ensuring that residents experiencing housing insecurity and any projects specific to addressing housing insecurity are met with understanding, empathy, and support.

With at least 159 residents experiencing housing insecure living conditions, public perceptions of housing insecurity must be met with understanding and empathy to successfully address housing insecurity in Kneehill County.

Recommendations:

- Host community conversations on housing insecurity.
- Host community conversations and opportunities to learn about emergency shelters and transitional housing developments.
- Promote programs and service offerings that support residents experiencing housing insecurity widely.
- Encourage inclusive and welcoming events that bring the whole community together.
- Identify and share community initiatives that focus on community connection.
- Offer orientation and training sessions around housing insecurity to support elected officials in leading the community to address housing insecurity in Kneehill County.

Increase awareness of, and access to, services.

83% of housing insecure respondents indicated that they had to access health and wellness services (e.g., addictions supports, mental health supports and services, physical health care services, spiritual or cultural well-being services, etc.) services outside of Kneehill County. Similarly, 41% of housing insecure respondents reported having to access legal services outside of Kneehill County. Further, of the housing insecure respondents who accessed services outside of Kneehill County, 83% had to travel between 30 minutes and two hours to access services. While 88% travelled by car or truck, 16% relied on a family member or friend to take them, and 12% had to either take a taxi or ride share service, have a service provider arrange a ride for them, catch a ride with a stranger and/or hitchhiked. Further, when asked, 88% of

respondents indicated that there is not enough public transportation services in the area.

16 housing insecure respondents indicated that they lacked specific amenities in their current housing situation, many of which are considered necessary for a secure living situation. At the time of the survey, 63% of these respondents did not have sufficient and affordable heating and 36% did not have fire protection (including fire extinguishers, smoke alarms, and a safe exit out of their space). Limited awareness of, or access to, supports likely played a contributing role in their inability to access sufficient and affordable heating or ensure proper fire protection.

Also important to note is that 64% of all housing insecure respondents are 45 years or older. With an aging housing insecure population, supports and services must be designed and offered specifically to reach older adults struggling with their housing situation. People experiencing housing insecurity age physiologically and psychologically at much higher rates than people who are housing secure. Most 45+ year-olds experiencing housing insecurity are considered seniors, as their physiological and psychological health match or surpass that of a 65+ year-old person who is housing secure; this is called “functionally geriatric” (Campbell et al., 2017; Demallie et al., 1997; Rota-Bartelink and Lipmann, 2007; McDonald et al., 2007). Moving forward, it is important to promote and increase awareness of current senior support services and to consider implementing new support services designed specifically for older adults experiencing housing insecurity.

Given this, efforts should be made to further identify service gaps in the community and address these gaps, either by offering new services or by better promoting the availability of current services that community members may not be aware of. Additionally, given that 75% of 2SLGBTQIA+ respondents and 67% of Indigenous respondents were housing insecure, it is important to consider whether services offered are inclusive and culturally appropriate.

Recommendations:

- Conduct an informal audit of services (also called service mapping) in Kneehill County.
- Determine gaps in service delivery in Kneehill County and develop an action plan for filling any gaps in services.
- Promote current programs and service offerings that support community members experiencing housing insecurity and/or health and wellness concerns.
- Promote current seniors-specific programs and service offerings.
- Conduct an Age-Friendly Assessment to review outdoor spaces and buildings, transportation and housing, respect and inclusion, social participation, civic participation and employment opportunities, communication and information, and community support and health services for their age-friendliness and develop an Age-Friendly Action plan.
- Host training sessions for service providers in Kneehill County focused on providing inclusive and culturally appropriate services.

Encourage sustainable housing growth in Kneehill County.

It is critical to highlight the need for accessible, affordable, adaptive, and appropriate housing projects to increase housing options in Kneehill County. Two of the top three reasons for housing insecurity in Kneehill County were reported as high housing costs and low vacancy rates. Additionally, 63% of respondents believed there was not enough accessible and affordable housing in Kneehill County, compared to 12% who believed there was enough accessible and affordable housing, and 26% who were unsure if there was enough housing. Further, 78% of housing insecure respondents had moved between one and two times in the past 12 months while 22% of housing insecure respondents had moved between three and six times in the past 12 months, suggesting a need for increased accessible and affordable housing to ensure respondent stability.

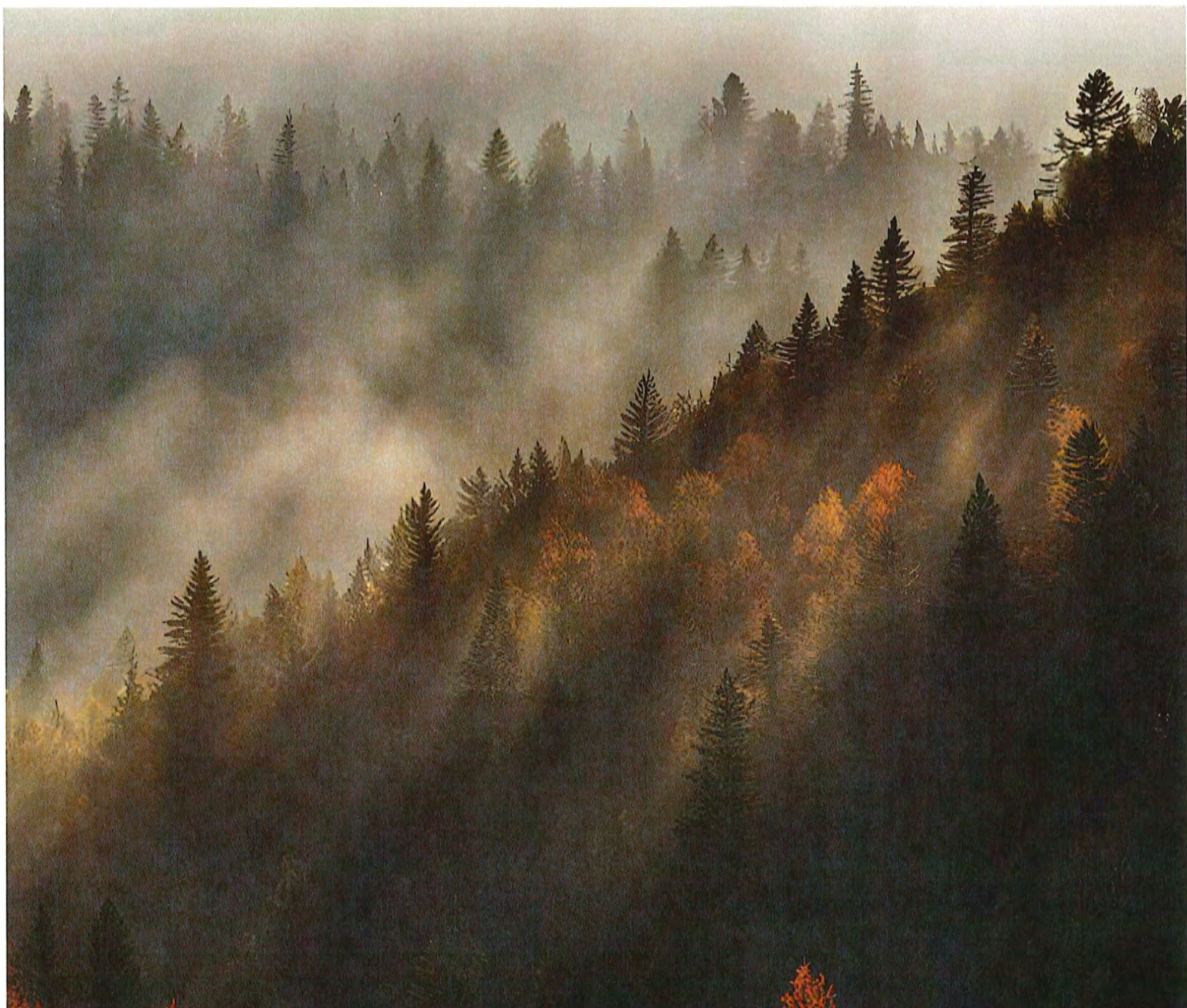
It is also important to consider that 9% of housing insecure respondents reported needing emergency shelter services at some point in the 12 months before completing the survey, but did not access them. The main reason these respondents did not access shelter services when needed was because there were no pets allowed in the shelter.

Recommendations:

- Conduct a housing needs and demands assessment in Kneehill County to better understand housing needs.
- Consider expanding shelter services to allow for pets or developing fostering programs to allow for reunification between housing insecure community members and pets, post shelter stay.
- Work with all levels of government to develop a model to deliver short- and long-term housing solutions in the community (e.g., emergency shelter, transitional housing, and affordable/below-market rate housing). This model should include wraparound supports (including basic needs supports) typically associated with a Housing First Program.
- Conduct community engagement sessions to address concerns and misconceptions around housing development.
- Implement a Housing First philosophy into service delivery in Kneehill County.

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RURAL
DEVELOPMENT
NETWORK



Kneehill
Regional
Partnership

ANNUAL REPORT 2025



01 Introduction

The Kneehill Regional Partnership Committee (KRP) is tasked with delivering an Annual Report to be presented to the Regional Partners. This report encompasses an overview of the initiatives explored throughout the past year, detailing their status and outcomes.

Furthermore, the report contains a prioritized list of potential partnerships slated for exploration in the future, along with the Committee's budgetary commitments for the upcoming year.

This report includes the following:

- Committee Members ----- 1
- 2025 Explorations ----- 2
- 2025 Educational Opportunities----- 4
- Proposed 2026 Explorations----- 5
- Proposed 2026 Educational Opportunities 6
- KRP Finances----- 7

This report has been approved by the Kneehill Regional Partnership and submitted to the Regional Councils.

Committee Members

Elected Officials are the Voting Members
Chief Administrative Officers are Non-Voting Members



Elected Official: Faye McGhee, Chair
CAO: Mike Haugen
Admin Support: Carolyn Van der Kuil



Elected Official: Bruce McLeod
CAO: Gary Sawatzky



Elected Official: Michelle Lomond
CAO: Tracey Gorr



Elected Official: Kelly Klassen, Vice Chair
CAO: Lynda VanderWoerd



Elected Official: Marilyn Sept
CAO: Ryan Leuzinger



Elected Official: Jenny Lyver
CAO: Carl Peterson

03 Year in Review

2025 EXPLORATIONS INITIATIVES CONT'D

Regional Broadband Project

Purpose: This project will determine the needs and desired outcomes of the regional partners to identify the direction of the Broadband study.

This will include:

- What deliverables do we hope to achieve?
- What is the desired scope of our broadband study?
- What professional support is required to obtain success?
- What are our current information gaps?

This project has been in exploration since 2022 due to lack of resources.

Outcome: At the October 17, 2023 meeting, the group agreed to proceed with the project in 2024. However, due to staffing and time constraints, the project did not progress as planned that year.

Housing Service Needs Assessment

Purpose: The purpose of this project is to participate in the Alberta Provincial Housing and Service Needs Estimation to obtain a comprehensive, evidence-based understanding of housing insecurity and related service gaps within the Kneehill Regional Partnership (KRP). The estimation will provide regional data on the scale and nature of housing insecurity, identify unmet housing and support service needs, and elevate the lived experiences of community members. This information will support informed policy development, regional collaboration, advocacy efforts, and future funding and planning decisions aimed at improving housing stability and workforce attraction and retention across the Kneehill region.

Outcome: At the June 25, 2025 meeting, this initiative was brought forward for consideration. The group passed a resolution approving the Kneehill Regional Partnership's funding of the Housing Service Needs Estimation Project in the amount of \$1,000.00.



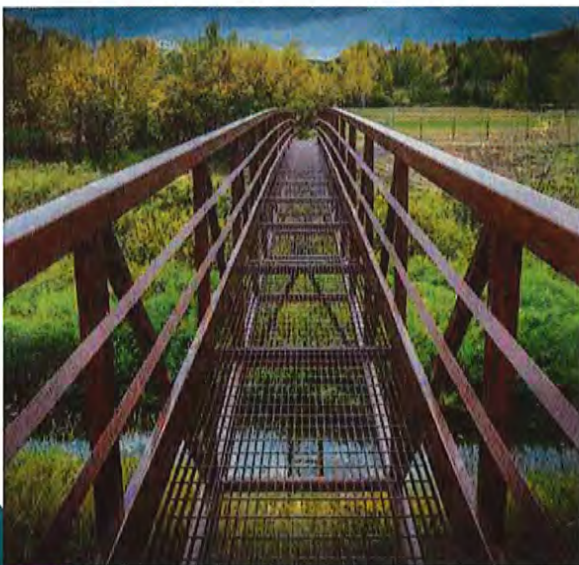
04 Year in Review

2025 EDUCATIONAL OPPORTUNITIES OFFERED

Economic Development for Elected Officials

April 25, 2025
Three Hills Community Centre
Budget: \$2,500

Natalie Gibson from Economic Developers of Alberta provided Council with a high-level overview of economic development principles and best practices for rural municipalities. The workshop supported alignment of Council's strategic priorities and investment decisions with regional economic realities, strengthening informed decision-making around growth, workforce attraction, business retention, and long-term sustainability.



Council Candidate Orientation Workshop

September 15, 2025
Three Hills Community Centre
Budget: \$4,000.00
Attendance: 22 Attendees

Tracey Lorenson from Paragon Strategic Services, provided a training session to potential Candidates running for office in Acme, Linden, Carbon, Three Hills, Trochu and Kneehill County. Candidates learned about governance, management, and service delivery.

Council Orientation After Election Day

October 24, 2025
Three Hills Community Centre
Budget: \$10,000.00
Attendance: 42 Attendees

Jaquie Hansen and Lauren Driver from Strategic Steps delivered a governance training session for elected candidates. The day was information-rich and covered key topics including roles and responsibilities, the relationship with Administration, principles of good governance, vision and mission setting, financial overview, and community engagement.

05 Upcoming Opportunities

Each year the Partnership canvasses member municipalities for their input regarding regional projects that they suggest the Partnership pursue.

The Partnership will ascertain which projects have regional support and Administration will develop appropriate plans and documents as required to further explore those projects if members of the Partnership have interest.

PROPOSED 2026 PROJECT EXPLORATIONS

The group held only one meeting in 2025, which took place in June. With the upcoming municipal election, members expressed reluctance to make additional commitments at that time.



Upcoming Opportunities

06

PROPOSED 2026 EDUCATIONAL OPPORTUNITIES

The Partnership has the mandate to provide training for elected officials in the region. Each year, the Partnership seeks input from members regarding proposed training.

Depending upon the scope, all proposed training sessions could be accommodated within the Kneehill Regional Partnership budget.

Since there was only one meeting held in 2025, no new training opportunities were identified. However, these are the ones that still remain.

Training	Description
Municipal Enforcement for Elected Officials Budget \$3,000	The purpose of this session is to provide Councils and Senior Administrators more knowledge about the process and legalities of conducting different types of municipal enforcement.
Elected Officials Education Program Budget \$4,000	Acme continues to work on this initiative and to provide a course that the majority of Council's would like to see.
Engineering for Elected Officials Budget \$4,000	Aimed at elected officials, this session is intended to cover items such as requirements for engineering services, procurement of engineering services, and remedies.

07 KRP Finances

2025 FUNDING MODEL

	Population	Invoice
Acme	606	\$909.00
Linden	747	\$1,120.50
Carbon	492	\$738.00
Three Hills	3171	\$4,756.50
Trochu	998	\$1,497.00
Kneehill	4914	\$7,371.00
Totals	10928	\$16,392.00

The Regional Partners agree to provide base funding to the Committee at a rate of \$1.50 per capita, commencing on January 1, 2021. Each year the Committee can make additional funding requests to the partners based on the proposed activities that the Regional Partnership will be undertaking.

ALLOCATED FUNDS AND BANK BALANCE

Year ended December 31, 2025

	Debit	Credit	Balance
KRP Opening Balance			\$49,690.98
2025 Memberships		\$16,392.00	\$66,082.98
Economic Development Training for Elected Officials	\$3,581.07		\$62,501.91
Pre-Candidate Workshop	\$5,755.84		\$56,746.07
Post Election Council Training	\$9,106.60		\$47,639.47
Project- Regional Recreation Directory	\$3,012.00		\$44,627.47
Balance at the end of year	\$21,455.51	\$16,392.00	

BUDGET 2026

	Debit	Credit	Balance
Balance at beginning of year			\$44,627.47
2026 Memberships		\$16,392.00	\$61,019.47
Training: Municipal Enforcement for Elected Officials	\$3,000.00		\$58,019.47
Training: Elected Officials Education Program	\$4,000.00		\$54,019.47
Training: Engineering for Elected Officials	\$4,000.00		\$50,019.47
Balance at the end of year	\$11,000.00	\$16,392.00	



Kneehill Regional Partnership

Meeting Minutes

April 29, 2026, 4:00 pm
1600 2nd Street NE
Three Hills, AB T0M 2A0

Voting Members Present:

Bruce McLeod, Village of Acme
Marilyn Sept, Town of Three Hills
Stacey McKenna, Village of Carbon
Barry Kletke, Town of Trochu
Richard Hoppins, Kneehill County
John Hillis, Village of Linden

Non-Voting Members Present:

Kelly Klassen, Village of Linden
Laura Lee Machell-Cunningham, Kneehill County
Bjarne Jensen, Village of Carbon

Administration Members Present:

Theresa Cochran, CAO Kneehill County
Gary Sawatzky, CAO Village of Acme
Lynda VanderWoerd, CAO Village of Linden
Ryan Leuzinger, CAO Town of Three Hills
Tracey Gorr, CAO Village of Carbon
Jamie Collins, CAO Town of Trochu
Carolyn Van der Kuil, Admin Support

1. Call To Order

The meeting was called to order at 4:00 p.m. by Theresa Cochran.

2. Selection of Chairperson

Chairperson

Theresa Cochran called for nominations for the Chairperson for 2026.

Barry Kletke nominated Richard Hoppins for Chairperson for 2026.

Richard Hoppins accepted the nomination.

Theresa Cochran asked two more times if there were any further nominations.

Theresa Cochran declared Richard Hoppins the Chairperson for 2026.

Richard Hoppins took over as Chairperson.

Vice-Chairperson

Richard Hoppins called for nominations for Vice-Chairperson for 2026.

Barry Kletke nominated Bruce McLeod for Vice-Chairperson for 2026

Bruce McLeod did not accept the nomination.

Barry Kletke nominated Marilyn Sept for Vice-Chairperson for 2026.

Marilyn Sept accepted the nomination.

Richard Hoppins called again for any further nominations.

Richard Hoppins declared Marilyn Sept Vice-Chairperson for 2026.

3. Approval of the Agenda

Moved by: Stacey McKenna

That the April 29, 2026, agenda be approved.

CARRIED

4. Approval of the Minutes

Moved by: Marilyn Sept

That the Minutes for the June 25, 2025, meeting be approved.

CARRIED

5. Meeting Business and Project Updates

5.1 2025 Annual Report

Moved by: Bruce McLeod

That the Kneehill Regional Partnership approve the 2025 Annual report, as amended.

CARRIED

5.2 Future Direction and Role of the Kneehill Regional Partnership

The group discussed the future direction of the group.

6. Education Session

Moved by: John Hillis

That the Kneehill Regional Partnership allocate \$6,000 toward an education program focused on compliance with ATIA and POPA regulations for Council and staff organized by the Village of Acme.

CARRIED

7. Municipal Round Table

Trochu

The Kneehill Regional Medical Clinic pilot program was discussed. The region's current approach is working well, and Mr. Kletke expressed hope that the pilot program could continue in the future. There are currently 12 doctors.

Three Hills

The landfill cell has been completed. The residual pond at the treatment plant is complete. The community is fully staffed. Bulk water accounts will be set up shortly for bulk water purchases.

Linden

The dam project has been completed.

Acme

The school grand opening has taken place. The former school has been demolished and removed. The wastewater lift station has been completed. The water reservoir project is ongoing and awaiting delivery of pumps from the United States. A lot on Main Street has been sold, and the purchaser intends to build on the site.

Kneehill County

Discussion took place regarding support for the Medical Clinic and Hospital. Kneehill County has secured land in Mountain View County for gravel supply, providing gravel availability for the next 20–25 years. The budget and tax bylaw have been passed.

Carbon

The municipality is at the infrastructure stage of the Viability Review. The budget has been completed. Planned work is underway for the water reservoir, and the lagoon has been cleaned.

8. Follow-Up Action List

No Report.

9. Next Meeting

Next meeting, June 10, 2026 @ 4:30 p.m.

10. Adjournment

That the meeting be adjourned at 4:48 p.m.

Chairperson

Recording Secretary

Kneehill Regional Grant Writer Monthly Report For April 2026

Grants Applied For

Grant Name	Organization & Details	Hrs.	Grant Amount
AB Blue Cross Community Wellbeing	Town of Trochu - Food Sustainability	5	1,000.00
AB Blue Cross Community Wellbeing	Kneehill Area Wellness Centre	5	\$ 1,000.00
Walmart Community Grant	Seniors Outreach	4	\$ 2,000.00
		14	\$ 4,000.00

Approved Grants

Grant Name	Organization & Details	Grant Amount
Canada Summer Jobs	Seniors Outreach	\$4,050.00
Total		

Declined Grants

Grant Name	Organization & Details	Grant Amount
TD FEF	Town of Trochu	\$8,000.00
TD FEF	Trochu Arboretum	\$8,000.00
RBC Barrier Busters	Trochu Arboretum	\$40,000.00

Tasks Related to Grant Writing

		Hrs. Worked
Regional Newsletter		2
Research as requested	Acme Comm Centre, Carbon Ag, PAC, Carbon Parkview, Trochu United Church, Trochu Golf	15
Create Flyer		1
Meetings	Trochu Seniors/Trochu Fundraising, Kneehill CAO, PCA	
Meetings	Kneehill Area Wellness Centre	3
Webinar - Seeds of Hope - United Church Grant		1
Upcoming grants research		3
Total Hours		25

All Pending Grants

Grant Name	Organization & Details	Grant Amount
Inclusive Spaces Program	Three Hills Early Childhood Society	32,482.36
CFEP Small	Trochu & District Hall Development Society	29,864.00
CFEP Small	Trochu Arboretum	115,000.00
Canada Post Community Fund	Friends of the Three Hills School	5,000.00
AB Blue Cross Community Wellbeing	Trochu Arboretum	1,000.00
AB Blue Cross Community Wellbeing	Kneehill Area Wellness Centre	1,000.00
AB Blue Cross Community Wellbeing	Town of Trochu - Food Sustainability	1,000.00
Walmart Community Grant	Seniors Outreach	2,000.00
Total Pending Grants		\$ 187,346.36

Other

Networking/Community Engagement	Details	Hrs Worked
Kms Travelled	Location	
32	Trochu Library	1.5
85	Acme Council Meeting	1.5



COUNCIL MEMBER REPORT

Council Member: Chris Armstrong

Council Meeting Date: May 11, 2026

Committee & Meeting Date: May 7 Community Futures Wild Rose

Report: the meeting was held at Kneehill County Chambers. I'll have a summary for Council at the meeting

Committee & Meeting Date: May 8, CAEP

Report: AGM was held at the Wolf Creek Golf Course. I'll have a report for Council at the meeting

Additional Topics:

Report:



COUNCIL MEMBER REPORT

Council Member: Bill Cunningham

Council Meeting Date: May 11, 2026

Committee & Meeting Date: Kneehill Housing, April 15

Report: Proceeding with repair of kitchen freezer unit at Golden Hills Lodge.

Only 5 single rooms vacant at Golden Hills Lodge. 4 vacancies at Trochu Valley Manor, one of which is under renovation.

Request from residents at TVM for more raised garden beds; will arrange with town of Trochu.

Next meeting on June 17 to be hosted by Trochu and include tour of TVM and viewing from a distance of Trochu Housing Corporation project.

Committee & Meeting Date:

Report:

Additional Topics:

Report:



COUNCIL MEMBER REPORT

Council Member: _____

Council Meeting Date: _____

Committee & Meeting Date:

Committee & Meeting Date:

Additional Topics:



COUNCIL MEMBER REPORT

Council Member: Jaime Martel

Council Meeting Date: May 11, 2026

Committee & Meeting Date: Nothing to report

Committee & Meeting Date:

Report:

Additional Topics:

Report:



COUNCIL MEMBER REPORT

Council Member: Carl Peterson

Council Meeting Date: May 11, 2026

Committee & Meeting Date: THC Board Retreat - April 13, 2026

Report: The THC Board met to discuss options regarding Care Providers and Service Providers at the new facility.

Committee & Meeting Date: Trochu Library Board - May 5, 2026

Report:

- 1) The CFEP grant for facility upgrades was completed and sent in. Waiting on a decision.
- 2) Dave has received a quote for repairs to the block wall itself, but no information regarding the actual foundation repair if needed.
- 3) The Library Board is requesting to have a couple of Board members attend next year's presentation by Marigold to the Council regarding the Value of Investment document.
- 4) Due to the current condition of the former Trochu Motor's corner lot, the Board is proposing to close off the parking area directly in front of the Library and set up the annual book sale. This will not affect sidewalk traffic.

Trochu Arboretum

Additional Topics:

Report: Trochu Arboretum - The AGM took place on April 28th with the following results: President-Terry Myers; Vice-president - Brian Peterson; Treasurer - Bonny Schaan; Secretary - Carl Peterson; Directors; Debbie Knievel; Bonnie Munro, and Bev Meding.

Jaime Martel and I took part in the annual Highway Cleanup.



COUNCIL MEMBER REPORT

Council Member: Chris Reeds

Council Meeting Date: May 11, 2026

Committee & Meeting Date: DDSWMA

Had a request to adjust requisitions based on census numbers from different sites. DDSWMA will continue to use The Provincial Dashboard as our source for population data. MNP presented our 2025 audited financial statements. They look good and contain a small surplus. We moved to dedicate \$500 in spring and fall annually towards litter picking for volunteer/non-profit groups. Applicants must be within a town or county of our membership municipalities. As of October 1st the current cardboard bins provided by Waste Management will be removed and replaced by commingled recycle bins provided by E360. These bins will accept paper, cardboard, all plastics, metal, glass and styrofoam.

Committee & Meeting Date:

Report:

Additional Topics:

Report:



LEGISLATIVE ASSEMBLY
ALBERTA

Tara Sawyer
MLA, Olds-Didsbury-Three Hills

Dear Mayor Kletke and Council

Thank you for taking the time to share your concerns about the proposed changes to the *Libraries Act* under Bill 28. I truly appreciate hearing directly from council and understand how important your public library is to the people you serve.

Libraries are trusted community spaces, and locally appointed library boards play a central role in making sure they reflect the needs and values of their communities. Bill 28 is not intended to take that role away. The proposed changes would allow the Minister to respond to concerns or complaints and to offer non-binding guidance, but decisions about day-to-day operations and local priorities would continue to rest with library boards and municipal councils.

I know there is concern about access and borrowing policies, and about who should make those decisions. Bill 28 creates a foundation for future work around age-appropriate access to library materials that include explicit visual content. The intent is to help protect children while still respecting the important role libraries play in providing access to information. Any future steps in this area would be taken carefully and with input from municipalities, boards, and library professionals.

You also raised valid concerns about possible costs to municipalities, including physical separation of materials or age-verification systems. At this time, Bill 28 does not introduce any new requirements of that nature. It simply allows for future regulatory work to be considered. Cost impacts, especially for smaller and rural municipalities, would need to be carefully considered before any decisions are made.

Privacy is another important issue, and I want to acknowledge how seriously this is taken. Libraries must remain safe and welcoming places where patrons feel confident their personal information is protected. Any future guidance or regulations would need to respect existing privacy laws and the long-standing practice of protecting patron confidentiality.

Thank you again for sharing your perspective. Your feedback is important, and ongoing conversations with communities like yours will help guide how this work moves forward.

Sincerely,

A handwritten signature in blue ink that reads "Tara Sawyer".

Tara Sawyer, MLA

AR121621

March 18, 2026

Gary Sawatzky
Chief Administrative Officer
Village of Acme
PO Box 299
Acme AB T0M 0A0

Dear Gary Sawatzky:

Subject: 2025/26 Alberta Community Partnership – Intermunicipal Collaboration Application

Thank you for your grant application under the Intermunicipal Collaboration component of the 2025/26 Alberta Community Partnership (ACP) program.

Your application was reviewed and screened against publicly available criteria in accordance with program guidelines. On behalf of the Minister, I regret to advise the following application has been declined:

- Regional Fire Department Study – \$200,000

The program received significant interest and a high volume of applications. Due to the highly competitive nature of the selection process, not all projects could be funded.

If you have any additional questions regarding your application, please contact Ryan Barber, Manager, Provincial Regional and Operating Programs, toll-free by dialing 310-0000, then 780-422-8755, or at acp.grants@gov.ab.ca.

The ministry recognizes the cooperative efforts being taken throughout Alberta to build stronger communities. I look forward to working in partnership with you on other endeavours through our grant programs.

Sincerely,

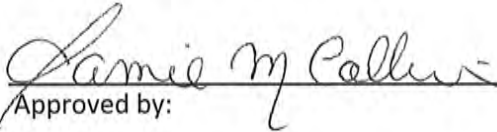


Jonah Mozeson
Deputy Minister

cc: Honourable Dan Williams, Minister of Municipal Affairs

**Town of Trochu
Financial Summary**

Account Description	Monthly Interest Accrued	Interest YTD	Balance as of February 28, 2026
General Operating Account	\$20.33	\$1,702.04	-\$2,539.16 *
Deferred Revenue MUSH Savings (Grant holding acct.)	\$297.62	\$626.40	\$149,516.08
Tax Recovery Savings	\$59.94	\$113.37	\$30,114.40
Revolving Loan (overdraft \$1,906,000 limit)	-\$1,959.40	-\$2,255.39	-\$432,297.19
Commercial Term Loan	-\$38,790.66	-\$80,161.48	-\$10,890,189.00
Koch Land 1 (\$445.00 paid every Friday)	-\$351.96	-\$799.22	-\$95,699.70
Koch Land 2 (bi-annual \$14,840.62) June & Dec	\$0.00	\$0.00	-\$430,886.98
Master Card -(\$12,000 limit)			\$0.00

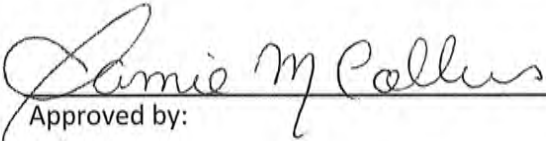

Approved by: _____

06-May-26
Date: _____

*this is the reconciled balance of the chequing acct

**Town of Trochu
Financial Summary**

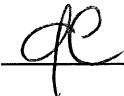
Account Description	Monthly Interest Accrued	Interest YTD	Balance as of March 31, 2026
General Operating Account	\$697.12	\$2,399.16	\$8,471.92 *
Deferred Revenue MUSH Savings (Grant holding acct.)	\$330.16	\$956.56	\$149,846.24
Tax Recovery Savings	\$66.50	\$179.87	\$30,180.90
Revolving Loan (overdraft \$1,906,000 limit)	-\$306.96	-\$2,562.35	-\$226,850.78
Commercial Term Loan	-\$45,783.55	-\$125,945.03	-\$10,890,189.00
Koch Land 1 (\$445.00 paid every Friday)	-\$345.75	-\$1,145.97	-\$94,266.45
Koch Land 2 (bi-annual \$14,840.62) June & Dec	\$0.00	\$0.00	-\$430,886.98


 Approved by: _____

06-May-26
 Date: _____

*this is the reconciled balance of the chequing acct

TOWN OF TROCHU
RFD 26-33
Request to Council for Decision

Meeting:	Regular Council Meeting
Date:	May 11th, 2026
Prepared By:	Toni Nelson
Originated By:	Toni Nelson
Approved By:	Jamie Collins, CAO  (initials)
Title:	Roll 506000 – Minimum Tax Options

PURPOSE:

To provide Council with background information and possible options regarding the minimum tax applied to Roll 506000 and to seek Council direction on how Administration should proceed.

BACKGROUND:

The owner of Roll 506000 and Roll 504000 has raised concerns regarding the taxation of Roll 506000.

Roll 506000 is a very small sliver of land located within Town of Trochu boundaries but separated from Roll 504000 by quarter section boundaries. The property is assessed as vacant farmland with a 2026 assessment value of approximately \$1,000 and therefore receives the Town's minimum tax amount of \$500.

Administration reviewed several possible options with the Assessor and Land Titles information. Land Titles documentation confirms that unsubdivided land can only be consolidated when the land is located within the same Section

DISCUSSION/ALTERNATIVES:

Alternatives for Council consideration:

1. Option 1 – Title Consolidation

Not possible.

As the lands are unsubdivided and located in different Sections, Land Titles will not allow title consolidation.

2. Option 2 – Lot Consolidation

Possible.

The Roll 506000 lands would first need to be subdivided from the section they are currently part of and then consolidated with the Roll 504000 lands.

This option could create complications for any future sale of either quarter section, as another subdivision process would likely be required to separate the lands again.

3. Option 3 – Deactivate the Roll Number

Possible, but not recommended by the assessor

The Assessor indicated the land could potentially be included within the Roll 504000 assessment instead of maintaining a separate roll number.

However, the Assessor recommends against this approach as it could create issues during assessment audits and may later need to be corrected.

4. Option 4 – Exempt the Property from Minimum Tax

Possible.

Council could choose to create a bylaw exempting certain properties from the minimum tax requirement.

This may require a Public Hearing depending on the final bylaw structure and wording.

5. Option 5 – Annual Cancellation/Forgiveness of the Minimum Tax

Possible.

Council could annually pass a motion forgiving or cancelling the minimum tax amount on Roll 506000.

This could be included alongside the yearly minimum tax cancellations currently brought to Council for Manufactured Home Park properties.

COLLABORATION OPPORTUNITIES:

None for this item

STRATEGIC PLAN ALIGNMENT:

Organizational Capacity

- Ensures taxation concerns are reviewed consistently, transparently, and in a practical manner.

Fiscal Responsibility

- Allows Council to consider an appropriate balance between administrative practicality, assessment compliance, and fair taxation treatment.

IMPACT ON BUDGET:

- Forgiving the minimum tax on Roll 506000 would result in approximately \$490 in foregone annual tax revenue.

RECOMMENDED ACTION:

Administration recommends Option 5 – Annual Cancellation/Forgiveness of the Minimum Tax amount on Roll 506000.

This option addresses the owner's concern while avoiding subdivision complications, Land Titles issues, or potential assessment audit concerns. If directed by Council, Administration would include Roll 506000 in the annual minimum tax cancellation motion brought forward at the next Council meeting.

That the following motion be presented for consideration:

"That Town Council directs Administration to include Roll 506000 in the annual minimum tax cancellation motion brought forward at the May 25th, 2026, Regular Council Meeting."

ATTACHMENTS

- Map with assessments
- Copy of Land Titles
- Background of Consolidations of titles


Prepared by:


Janih


Approved by:

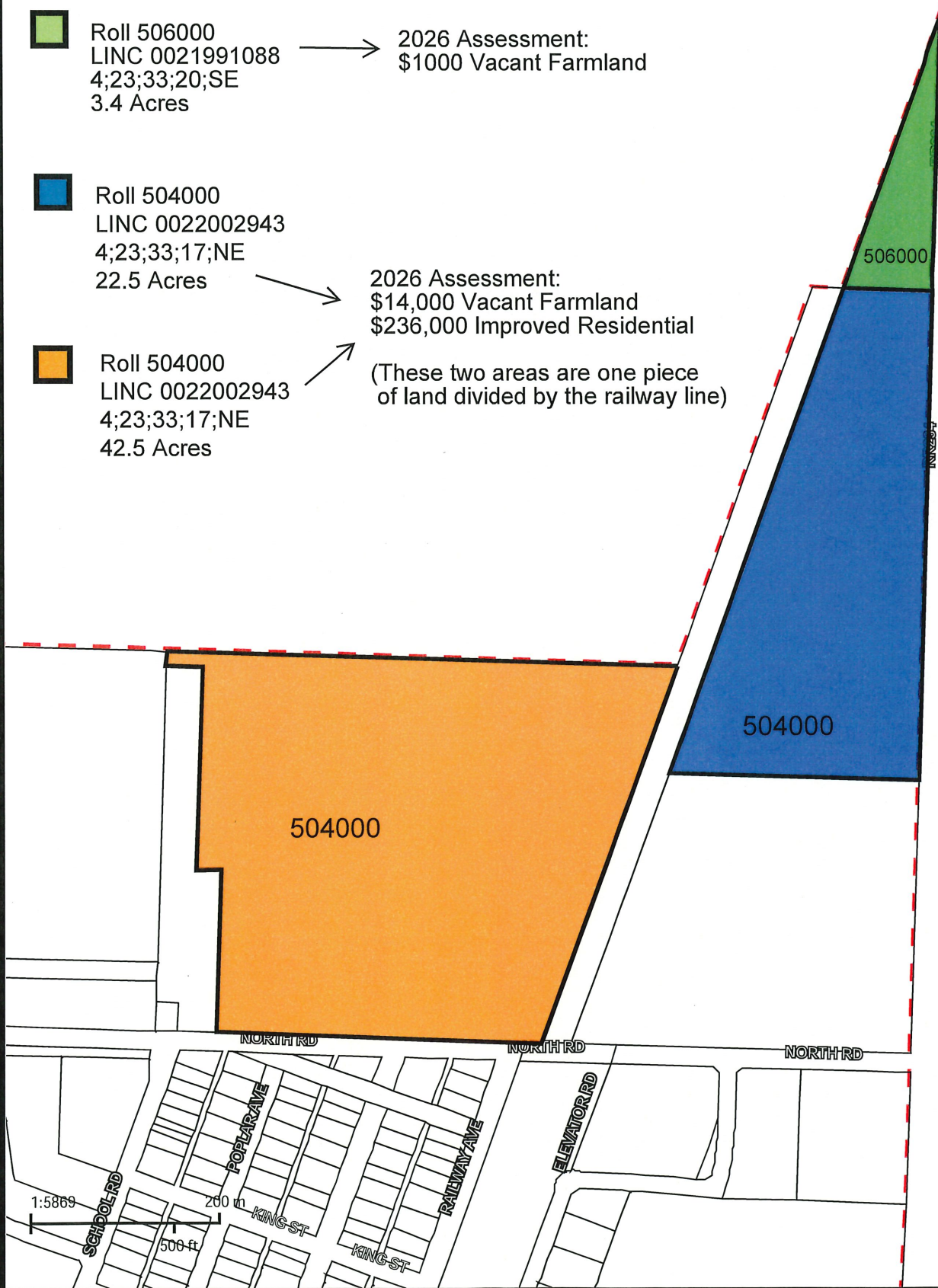
Samie McEllen

Rolls 504000 & 506000

 Roll 506000
LINC 0021991088 → 2026 Assessment:
4;23;33;20;SE \$1000 Vacant Farmland
3.4 Acres

 Roll 504000
LINC 0022002943 → 2026 Assessment:
4;23;33;17;NE \$14,000 Vacant Farmland
22.5 Acres \$236,000 Improved Residential

 Roll 504000
LINC 0022002943 (These two areas are one piece
4;23;33;17;NE of land divided by the railway line)
42.5 Acres



Preview

506000

S		
LINC	SHORT LEGAL	TITLE NUMBER
0021 991 088	4;23;33;20;SE	181 157 693 +1

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 23 TOWNSHIP 33
SECTION 20
QUARTER SOUTH EAST
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THE RAILWAY ON PLAN RY 242
CONTAINING 2.76 ACRES MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: KNEEHILL COUNTY / TOWN OF TROCHU

REFERENCE NUMBER: 181 157 692 +3

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
181 157 693	26/07/2018	TRANSFER OF LAND		SEE INSTRUMENT

[Close](#)

Preview

504000

S		
LINC	SHORT LEGAL	TITLE NUMBER
0022 002 943	4;23;33;17;NE	181 157 693

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 23 TOWNSHIP 33
SECTION 17
QUARTER NORTH EAST
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING FIRSTLY:
THE RAILWAY ON PLAN RY242 CONTAINING 6.39 ACRES MORE OR LESS
SECONDLY:
THAT PORTION WHICH LIES TO THE EAST OF THE RAILWAY ON PLAN RY242 AND TO
THE SOUTH OF A LINE PARALLEL WITH AND 950 FEET NORTHERLY FROM THE SOUTHERN
BOUNDARY CONTAINING 22.35 ACRES MORE OR LESS
THIRDLY:
THAT PORTION DESCRIBED IN TRANSFER 6405FS AND CERTIFICATE OF TITLE 75K113
CONTAINING 4.8 ACRES MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

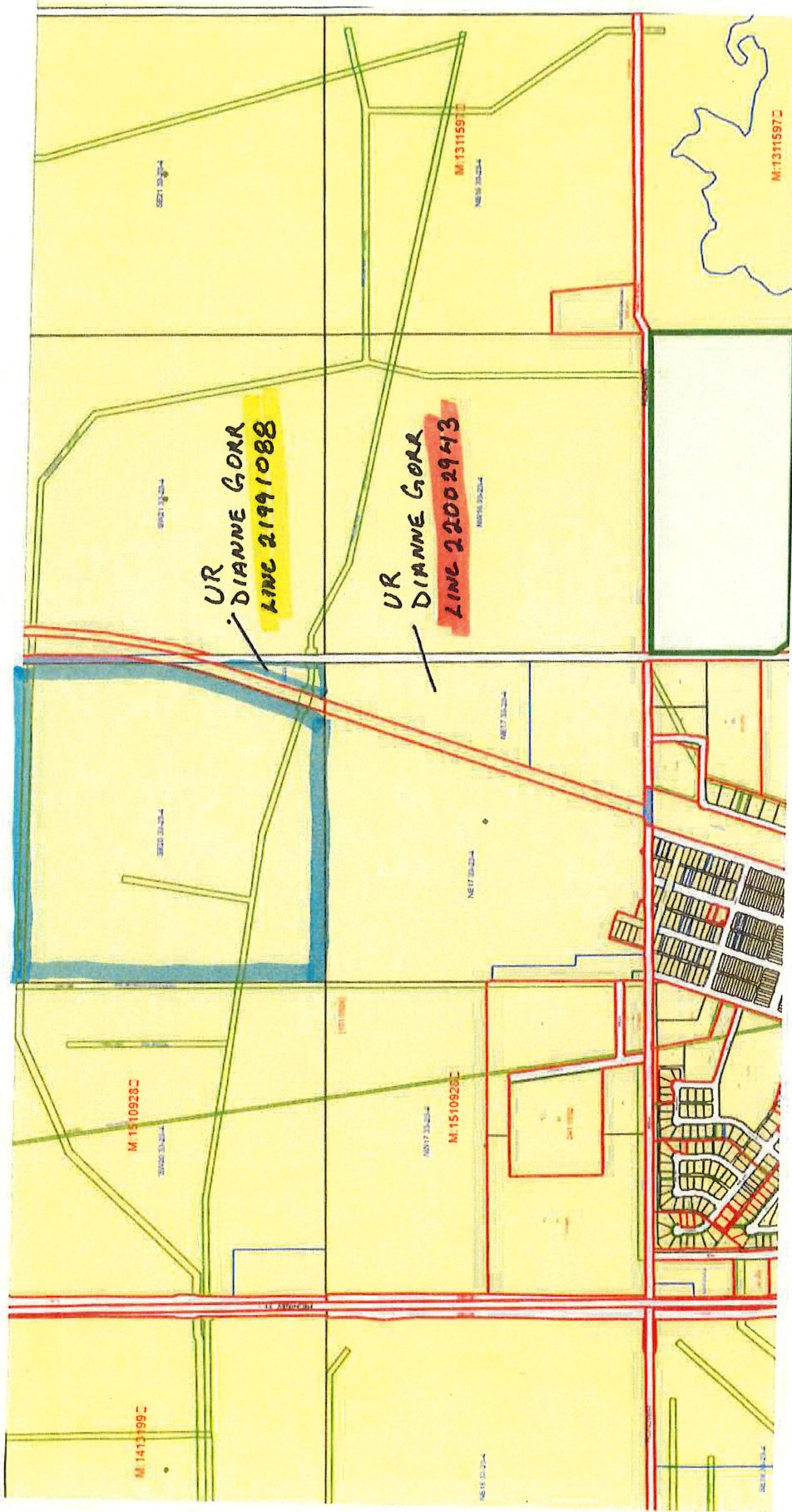
ESTATE: FEE SIMPLE

MUNICIPALITY: KNEEHILL COUNTY / TOWN OF TROCHU

REFERENCE NUMBER: 181 157 692 +2

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
181 157 693	26/07/2018	TRANSFER OF LAND		SEE INSTRUMENT

[Close](#)



Subject: **CONSOLIDATION OF TITLES**

Date Issued **2021 01 01**

BACKGROUND

Section 75 of The Land Titles Act provides a mechanism for an application to the Registrar to consolidate land contained in two or more certificates of title into one or more certificate(s) of title. Registrants should exercise care in requesting consolidation as a future separation may be subject to subdivision approval, especially in the case of parcels in subdivisions registered before July 1, 1950.

REGISTRATION PROCEDURE

1. The registered owner(s), or an agent acting on behalf of the registered owner(s), may make application for consolidation ([FORM A](#)). Attestation requirements do not need to be complied with.

The SPIN2 document type to be used when creating a Document Registration Request (DRR) form is: Consolidation of Title

The code used for registration at Land Titles is: COTL-consolidation of lincs
COTI-consolidation of interests

2. The certificate of title may be consolidated when the registered owner(s) and the estate owned are consistent in all certificates of title. If there is some question as to identity, further confirmation of identity must be obtained (see procedure under [IDE-1](#)).

3. **Subdivided land** - Lots may be consolidated if they are from the same subdivision plan, are contiguous and contained within the same block. [\(1\)](#)

4. **Unsubdivided land** – Unsubdivided land may be consolidated when the land is within the **same section**.

5. Subdivided land may not be consolidated with unsubdivided land.

6. **Condominiums** – Condominium units may be consolidated into a new unit. See [CDE-1 \(4\)](#)

7. Land taken by a taxing authority pursuant to the Municipal Government Act cannot be consolidated with other land owned by the taxing authority with the exception of land taken under the Municipal Government Act which is situated in a special area. [\(2\)](#)

8. All registered instruments affecting the consolidated titles are carried forward to a new title created by the consolidation.

If the instruments or caveats on all titles affected by the consolidation are not identical, they are carried forward to the new title with a notation indicating that the instrument only affects part of the new title.

9. Where an application is made to consolidate adjacent parcels of land and it is indicated on the form that one of the parcels included in the consolidation was

(i) formerly a public road, right of way, drainage ditch, canal or the bed and shore of a body of water

(ii) transferred to or vested in the registered owner to accommodate an encroachment or rights to exclusive possession

all encumbrances registered or caveated against the other parcel are deemed to apply to all the land comprised in the consolidated parcel. (3)


10. Where a person has more than one title for undivided shares in a parcel of land, (multiple fractional interest titles), the titles can only be consolidated if the registered instruments and caveats are identical on each of the certificates of title that are requested to being consolidated.

11. **Fees** - The fee in [Tariff item 11\(4\)](#) is charged on all consolidations. The fee listed in [Tariff item 13](#) is charged for the cancellation of each title after the first one.

STATUTE AND CASE REFERENCES

1. s. 26, Land Titles Act, R.S.A. 2000, c. L-4
2. s. 21, Special Areas Act, R.S.A. 2000, c. S-16
3. s. 75(2), Land Titles Act
4. s. 5(2), Condominium Property Act, R.S.A. 2000, c. C-22

TOWN OF TROCHU
(26-30)
Request to Council for Decision

Meeting:	Regular Council Meeting	
Date:	May 11th, 2026	
Prepared By:	Jamie Collins	
Originated By:	Jamie Collins	
Approved By:	Jamie Collins, CAO	
Title: Strat Plan		(initials)

PURPOSE:

To present the 2026–2029 Strategic Plan for Council’s consideration and adoption.

BACKGROUND:

Jeannette Austin of Excello presented the final draft version of the 2026-2029 Strategic Plan.

An extensive planning process was undertaken to develop the Town of Trochu’s 2026–2029 Strategic Plan, including interviews with Council, Administration, and facilitated sessions to identify key priorities.

The resulting plan identifies three core strategic priorities:

- Infrastructure
- Fiscal Responsibility
- Partnerships

These priorities are intended to guide decision-making, resource allocation, and long-term planning for the organization.

DISCUSSION/ALTERNATIVES:

If adopted, Administration will begin integrating the Strategic Plan into day-to-day operations and governance processes. This includes:

- Updating internal documents such as:
 - Request for Decision (RFD) templates
 - Delegation Request Forms
 - Staff report formats
- Ensuring future:
 - Budgets
 - Policies
 - Council reports

are aligned with the adopted strategic priorities.

Administration will work on the tactical plan to support implementation of Council’s priorities, as contemplated through the planning process.

Progress updates will be brought forward to Council to ensure transparency and allow for adjustments as needed.

Option 1: Adopt the 2026–2029 Strategic Plan as presented.

Option 2: Adopt the Strategic Plan with amendments.

Option 3: Do not adopt the Strategic Plan at this time.

COLLABORATION OPPORTUNITIES:

Not Applicable.

STRATEGIC PLAN ALIGNMENT:

Not Applicable.

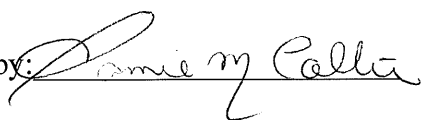
IMPACT ON BUDGET:

There are no immediate financial impacts associated with adoption of the Strategic Plan. However, future budgets and financial decisions will be developed with these priorities in mind, particularly in areas such as infrastructure planning and fiscal policy development.

RECOMMENDED ACTION:

That the following motion be presented for consideration:

“That Council adopts the Town of Trochu 2026-2029 Strategic Plan as presented.”

Prepared by: 

Approved by: 