

AGENDA
TOWN OF TWO HILLS
May 24, 2022
7:00 P.M.



Regular Council Meeting

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - a) Regular Council Meeting Minutes of May 10, 2022
4. DELEGATION - Jan Rajoo St. Paul Regional Education District
 - Nelson Ncube Town Audit
5. OPEN FORUM
6. ADMINISTRATIVE REPORTS
 - a) Public Works Report
 - b) Chief Financial Officer Report
 - c) Chief Administrative Officer Report
7. CORRESPONDENCE
8. OLD BUSINESS
 - a) Public Works Equipment Upgrade Fee
9. NEW BUSINESS
 - a) Seniors Week Proclamation
 - b) Economic Development Committee
 - c) Operating Budget
 - d) Capital Budget
 - e) Ag Society Request
10. COUNCIL MEMBER REPORTS
11. NEXT MEETINGS
 - a) Regular Council Meeting Tuesday June 14, 2022 7:00 p.m.
12. CLOSED SESSION
 - a) FOIPP Act, Sections 17 and 29
13. ADJOURNMENT



TOWN OF TWO HILLS
Minutes of the Regular Meeting of Council for the Town of Two Hills
Held May 10, 2022, at 7:00 P.M. in Council Chambers (live streamed)



PRESENT: Mayor L. L. Ewanishan, Councillor M. Tarkowski, Councillor A. Romaniuk, Councillor S. Rajoo, Interim C.A.O A. Clark, Public Works Foreman T. Stefiuk, C.F.O. D. Boutin, Accounts Clerk T. Parent

MISSING: Deputy Mayor K. Thompson

CALL TO ORDER: Mayor L. L. Ewanishan called the Regular Town Council Meeting to order at 7:00 P.M.

ADOPTION OF AGENDA:

2022-112 **MOVED** by Councillor S. Rajoo to accept the agenda with a correction to the next meeting date which should read May 24th 2022.

CARRIED

ADOPTION OF MEETING MINUTES:

2022-113 **MOVED** by Councillor M. Tarkowski to accept the regular Council Meeting Minutes of April 26, 2022 as presented.

CARRIED

2022-114 **MOVED** by Councillor A. Romaniuk to accept the special Council Meeting Minutes of April 29, 2022 as presented.

CARRIED

DELEGATION: None

OPEN FORUM: There was a couple questions in regards to the budget and Town audit, when they may be complete and available for review, the budget and audit will both be passed next Council meeting. There was also a question regarding the old ESSO building and how unsightly properties are dealt with, the resident was informed of the unsightly bylaw.

ADMINISTRATIVE REPORTS:

Public Works Report

The Public Works Foreman's Report was provided to Council in advance for their review.

7:06 PM Deputy Mayor K. Thompson entered chambers.

2022-115 **MOVED** by Councillor M. Tarkowski that the Public Works report be acknowledged as presented and incorporated into the minutes.

CARRIED



Chief Administrative Officer Report

The Chief Administrative Officer's report was provided to Council in advance for their review.

- 2022-116 MOVED by Councillor S. Rajoo that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

- 2022-117 MOVED by Councillor A. Romaniuk that the correspondence be acknowledged as presented and filed.

CARRIED

OLD BUSINESS:

Public Works Equipment Upgrade Fee

Public Works is in need of some new equipment and Council would like to discuss the addition of a Public Works Equipment Fee upgrade being added to each water bill.

- 2022-118 MOVED by Deputy Mayor K. Thompson to table this until next meeting.

CARRIED

NEW BUSINESS:

Public Works Week Proclamation

National Public Works Week runs May 15th to 21st across North America. More than 29,000 members in the U.S. and Canada use this week to energize and educate the public on the importance of public works to their daily lives: planning, building, managing, and operating at the heart of their local communities to improve everyday quality of life.

- 2022-119 PROCLAIMED by Mayor L. L. Ewanishan that May 15th to 21st 2022 Public Works Week in the Town of Two Hills.

CARRIED

Development Officer

In order to approve/deny permit requests a Development Officer needs to be appointed.

- 2022-120 MOVED by Mayor L. L. Ewanishan To appoint Ava Clark as the Development Authority for the Town of Two Hills.

CARRIED



Bylaw Officer

To enforce the Towns bylaws a bylaw officer must be appointed.

2022-121

MOVED by Councillor M. Tarkowski to appoint the Town Foreman T. Stefiuk as Bylaw Officer for the Town of Two Hills.

CARRIED

COUNCILLOR REPORTS:

2022-122

MOVED by Councillor M. Tarkowski to accept the councillor reports as presented and filed.

CARRIED

NEXT MEETING:

Regular Council Meeting Tuesday May 24, 2022 at 7 P.M.

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 7:22 PM.

LEONARD L. EWANISHAN, MAYOR

AVA CLARK, INTERIM C.A.O.



OPEN FORUM

(Council Procedural Bylaw, Amendment Bylaw 2014-949)

Preamble: Welcome. Town Council is providing an opportunity for the general public to individually address Council on any topic relevant to municipal government for a period not to exceed 2 minutes per person to a maximum of 20 minutes combined. Information presented to Council may or not be acted on and will not be debated unless there is a majority vote to do so. The Open Forum is not a means of expressing insults, accusations or making any personal attacks on any member of Council or Staff. Any person who starts insulting or making accusations or attacks on any member of Council, Council as a Whole, or any Staff member will be kindly asked to remove themselves from Council Chambers. Once again, welcome.

Division 3 - Open Forums

- 11.1 Individual members of the public who constitute the audience are to be provided an opportunity as part of the meeting to address the Council on any topic relevant to municipal government for a period of time not to exceed two (2) minutes per person. The intent of which is to provide residents an opportunity to address Council.
- 11.2 The information or comments heard may or may not be actioned by the Council. After a person has spoken, any Councillor may, through the Mayor or other presiding officer, ask that person or the Chief Administrative Officer relevant questions but may not debate the matter or the answers.
- 11.3 Actions by Council may only be 1) receiving the information without debate; 2) referred without debate to a Standing Committee or the Chief Administrative Officer for a report; or 3) debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.

Notes:

Roads / Sidewalks

- a) Grade industrial road
- b) Grade west end of 50 Ave to golf course entrance gate
- c) Grade back alleys on southside of Town and at Hillside Lodge
- d) Haul topsoil, grade and level on southside of 53 Ave school fence
- e) Remove trees and rocks from ditch west of FasGas on 54 Ave
- f) Sweep south side roads

Water/Wastewater

- a) The town experienced one power disruption since last report - all systems good
- b) RV dumping station waterline flushed, cl2 tested and Bacti sample taken
- c) RV dump opened for the season
- d) Continue to monitor pressure and flow rates
- e) Spring lagoon inspection - several spots requiring minor rip rap repairs noted
- f) New meter install at greenhouse as per request
- g) Water service restored at residence as per request
- h) Seasonal Bacti samples taken at:
 - a. Geleta Park washrooms
 - b. Geleta Park campground
 - c. Exhibit building
 - d. Ag barn
 - e. Ball diamonds
- i) Aforementioned opened for the season
- j) Lagoon survey delayed for 1 week due to mechanical problems in Athabasca
- k) Met with Algae control rep in regards to potential odour control program at lagoons
- l) Minimal thermal turnover odours to date this spring
- m) Replace leaking water meter in commercial building

Other

- a) Remove stumps and roots on the south west corner of 49 St & 53 Ave
- b) Service and repair all grass cutting equipment
- c) Cut all Town property grass
- d) Replace tailgate on tandem dump truck
- e) Pick up garbage and level off snow dumping areas
- f) Drive Vac Truck to Weiss Mechanical for CVIP
- g) Complete all service requests

Note: Public Works continues to use Covid 19 Best Practices and Standard Procedures when dealing with the public and during property entry for the performance of Water / Wastewater duties.



**TOWN OF TWO HILLS
RECONCILIATION STATEMENT FOR APRIL 2022**

Net Balance at End March 2022	\$395,492.69
Plus Deposits	\$207,984.27
Sub Total	\$603,476.96
Minus Disbursements (including transfers)	\$372,855.07
Closing Balance	\$230,621.89

Summary of Town of Two Hills Accounts

Alberta Treasury Branch Description of Accounts

Bus Custom Plan CB #24	(Main Account)	\$230,621.89
Bus Custom Plan CB #27	(Electronic Bill Payments)	\$80,306.38 *
Notice Account 90 Day	(Auction Holding)	\$103,833.09
TOTAL ATB		\$414,761.36

Revolving Loan - out of \$985,000.00

OTHER ACCOUNTS:	<u>Vision Credit Union</u>	
	Two Hills Improvement Committee	\$ 2,631.69
	Canada Day	\$ 7,376.98

Comments:

* Bus Custom Plan CB #27 Debit and Electronic Bill Payment Transfer Account-Transfers monthly to General Account


Two Hills

**TOWN OF TWO HILLS
RECONCILIATION STATEMENT FOR APRIL 2022**

ATB Two Hills

Summary for ATB General Account #24

BANK:

Total Cheques Cleared	\$ 321,550.66
Bank Open Balance	\$ 395,492.69
Debits (57)	\$ 372,855.07
Credits (67)	\$ 207,984.27
Bank Closing Balance	\$ 230,621.89

GENERAL LEDGER:

GL Closing Balance	\$ 212,218.77
Outstanding Cheques	\$ 20,761.02
Outstanding Transactions	\$ 2,357.90
Bank Closing Balance	\$ 230,621.89

Summary for ATB General Account #27

BANK:

Total Cheques Cleared	\$ -
Bank Open Balance	\$ 87,644.73
Debits (4)	\$ 100,890.71
Credits (132)	\$ 93,552.36
Bank Closing Balance	\$ 80,306.38

GENERAL LEDGER:

GL Closing Balance	\$ 81,465.48
Outstanding Cheques	\$ -
Outstanding Transactions	\$ 1,159.10
Bank Closing Balance	\$ 80,306.38

Summary for ATB General Account #31

BANK:

Total Cheques Cleared	\$ -
Bank Open Balance	\$ 103,723.68
Debits	\$ -
Credits (1)	\$ 109.41
Bank Closing Balance	\$ 103,833.09

GENERAL LEDGER:

GL Closing Balance	\$ 103,833.09
Outstanding Cheques	\$ -
Outstanding Transactions	\$ -
Bank Closing Balance	\$ 103,833.09

**Town of Two Hills
Cheque Listing
31405-31457**

31405	May 3, 2022	CAO Payout	28,340.09
31406	May 3, 2022	Town Insurance	148,622.84
31407	May 3, 2022	FCSS Insurance	2,475.20
31408	May 3, 2022	Elevator maintenance	533.40
31409	May 3, 2022	Insurance	8,161.89
31410	May 3, 2022	Mileage	885.59
31411	May 3, 2022	Public Works Fuel	2,428.93
31412	May 3, 2022	Council Meeting Hosting	157.50
31413	May 3, 2022	PW Equipment Parts	749.02
31414	May 3, 2022	Accountant Assistance	315.00
31415	May 3, 2022	Website Management	400.00
31416	May 3, 2022	Pension	6,568.71
31417	May 3, 2022	Mechanical Maintenance contract (2 Months)	12,180.00
31418	May 3, 2022	Mileage	905.67
31419	May 3, 2022	Freight	134.92
31420	May 3, 2022	Cleaning Supplies	584.71
31421	May 3, 2022	Mileage	835.28
31422	May 3, 2022	Search and Rescue Donation	200.00
31423	May 3, 2022	Land Titles	10.00
31424	May 3, 2022	Office Cleaning	343.45
31425	May 3, 2022	Office Cleaning	256.00
31426	May 3, 2022	Water Servicing	677.12
31427	May 3, 2022	PW CVIP	2,440.46
31428	May 3, 2022	Shredding	80.25
31429	May 11, 2022	Water line payment	134,400.00
31430	May 11, 2022	Tractor Maintenance	2,245.48
31431	May 11, 2022	Shop Supplies	575.09
31432	May 11, 2022	Tires-Sanding Truck	679.05
31433	May 11, 2022	Policing Contribution	38,104.00
31434	May 11, 2022	Building Supplies	2,595.78
31435	May 11, 2022	Install Sink Arena	1,078.42
31436	May 11, 2022	Oil Change	89.79
31437	May 11, 2022	Freight	195.20
31438	May 11, 2022	FCSS Payment	16,037.00
31439	May 11, 2022	Arena/Hall Management	2,714.25
31440	May 11, 2022	PW Equipment Maintenance	1,485.57
31441	May 11, 2022	Water Purchase	23,400.90
31442	May 11, 2022	Membership Fees	2,445.85
31443	May 11, 2022	Lift Station Chemicals	304.50
31444	May 11, 2022	Street Sweeper Battery	273.00
31445	May 11, 2022	Garbage Pickup	2,875.00
31446	May 11, 2022	Hall Floor Maintenance	1,260.00
31447	May 11, 2022	PW Truck Repairs	693.00
31448	May 11, 2022	Fire Chief Honorarium	150.00
31449	May 11, 2022	Shop Supplies	1,220.69
31450	May 11, 2022	Mechanical Maintenance Contract	5,560.49
31451	May 11, 2022	Postage	118.18
31452	May 11, 2022	Office Supplies	117.57
31453	May 11, 2022	Office Supplies	110.84
31454	May 11, 2022	Library Furnace Service	66.94
31455	May 11, 2022	Assessment Contract	1,537.20
31456	May 11, 2022	Tractor Brushes	2,833.16
31457	May 11, 2022	Hall Projector Electrical	1,955.10

463,408.08

1. **Chronicle Building Demolition:** The samples have been tested and the results returned, as there is under 1% asbestos, we are able to demolish the building ourselves with certified haulers. Demolition plans are underway, OH&S will be notified as required and a date to be set soon.
2. **Water Meters:** We are still waiting to hear back about the software fix, once we have that system in place meter installs will begin.
3. **Hall HVAC System:** Concrete will be poured early July when the sidewalk contractor is here, ATCO and the electrician are ready for an early August install.
4. **Paving:** The paving crew will be in Two Hills on May 30th, weather dependent.
5. **Arena Kitchen:** Cabinets are complete and installed, there are a few minor things to do, but the cabinets are ready for use.

Correspondence Listing
Council Meeting of May 24, 2022



1. County of Two Hills Agricultural Service Board: Letter requesting support for their silent auction that will be held June 6-10.



COUNTY OF

TWO HILLS

AGRICULTURAL SERVICE BOARD



The County of Two Hills Agricultural Service Board is hosting a online silent auction for Farmer's Day this year, with all proceeds going to families arriving from Ukraine that will be settling in our communities.

The Ag Service Board is looking for your support towards this silent auction that will be held from June 6-10, closing at 5pm on June 10th.

All donors' names will be advertised in the County's newsletter, Facebook and surrounding newspapers.

Your support is greatly appreciated.

Please contact Sara Miller or Elden Kozak at 780-657-3358 or Debbie Gulayec at 780-581-7722 if you would like to donate.

County of Two Hills

Box 490, 4818-50 Avenue

Two Hills, AB T0B 4K0

<https://www.facebook.com/countyoftwohills>

TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: May 24, 2022	Confidential:	Yes	No	X
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Topic: Public Works Equipment Upgrade Fee

Originated By: Ava Clark

Title: Interim CAO

BACKGROUND:

Tabled from last meeting

Public Works is in need of some new equipment and Council would like to discuss the addition of a Public Works Equipment Fee upgrade being added to each water bill.

DOCUMENTATION ATTACHED:

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

To take from the table the Public Works Equipment Upgrade Fee

To add an equipment fee of _____ to the water bill to begin on _____ 2022.

Ava Clark Interim C.A.O.

Ava Clark

DISTRIBUTION: Council: X



TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: May 24, 2022	Confidential:	Yes	No	X
Topic: Seniors Week Proclamation				
Originated By: Ava Clark		Title:	Interim CAO	
BACKGROUND:				
<p>For more than 30 years, the Government of Alberta has celebrated the first week in June to honour and recognize seniors for their many contributions to our province. Seniors' Week 2022 is June 6th to 12th.</p>				
DOCUMENTATION ATTACHED:				
None				
DISCUSSION:				
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:				
RECOMMENDED ACTION(S):				
Proclaim June 6 th to 12 th 2022 senior's week in the Town of Two Hills.				
Ava Clark Interim C.A.O.		<i>Ava Clark</i>		
DISTRIBUTION:	Council: X			





Proclamation

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 6 - 12, 2022 to be Seniors' Week in the Town of Two Hills.

Mayor Leonard Ewanishan

TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: May 24, 2022	Confidential:	Yes		No	X
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Topic: Economic Development Committee

Originated By: Ava Clark

Title: Interim CAO

BACKGROUND:

The Two Hills Economic Development Committee has been asked to invite a Council member from the County to sit on the committee.

DOCUMENTATION ATTACHED:

None

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

To send a letter inviting the County Council to appoint a member to the Town Economic Development Committee.


Ava Clark Interim C.A.O.

DISTRIBUTION: Council: X



TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM




Meeting Date: May 24, 2022	Confidential:	Yes	No	X
Topic: Operating Budget				
Originated By: Ava Clark		Title:	Interim CAO	
BACKGROUND:				
<p>After a few budget meetings, the draft 2022 operating budget was presented to Council for review and approval.</p>				
DOCUMENTATION ATTACHED:				
<p>Operating Budget to be provided before the meeting</p>				
DISCUSSION:				
<p> </p>				
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:				
<p> </p>				
RECOMMENDED ACTION(S):				
<p>To approve the 2022 Operating Budget as Presented.</p>				
Ava Clark Interim C.A.O.				
DISTRIBUTION:	Council: X			



TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: May 24, 2022	Confidential:	Yes	No	X
Topic: Capital Budget				
Originated By: Ava Clark		Title:	Interim CAO	
BACKGROUND:				
<p>After a few budget meetings, the draft 2022 operating and capital budget was presented to Council for review and approval.</p>				
DOCUMENTATION ATTACHED:				
<p>Capital Budget to be provided before the meeting</p>				
DISCUSSION:				
<p> </p>				
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:				
<p> </p>				
RECOMMENDED ACTION(S):				
<p>To approve the 2022 Capital Budget as Presented.</p>				
Ava Clark Interim C.A.O.				
DISTRIBUTION:	Council: X			



TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: May 24, 2022	Confidential:	Yes		No	X
Topic: Ag Society Request					
Originated By: Ava Clark			Title:	Interim CAO	
BACKGROUND:					
<p>The Ag Society is requesting use of the land next to the far ball diamond in order to host and operate a Demolition Derby on Sunday, August 21, 2022 during the Country Fair.</p>					
DOCUMENTATION ATTACHED:					
<p>Letter</p>					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
<p>To approve the use of the area next to the far ball diamond in order to host and operate a Demolition Derby on Sunday, August 21, 2022 during the Country Fair.</p>					
Ava Clark Interim C.A.O.			<i>Ava Clark</i>		
DISTRIBUTION:		Council: X			





Two Hills & District Agricultural Society

Box 117, Two Hills, AB T0B 4K0
Ph: 780 657 3542 Fax: 780 657 3551
Website: twohillsagsociety.com

May 19, 2022

Town of Two Hills
Two Hills, Alberta T0B 4K0

Attention: Ava

The Two Hills & District Agricultural Society is requesting permission from the Town of Two Hills to utilize the land next to the far ball diamond in order to host and operate a Demolition Derby on Sunday, August 21, 2022 during our Country Fair.

Sincerely,

Judy Robinson
Operations Manager
Two Hills Ag Society



Town of Two Hills Councillor Report

Date: May 22 2022

Alice Melnyk Public Library

- Library board will be handing out surveys in the community soon to help shape the new/update plan of service
- library will be selling calendars again as a fundraiser
- exploring the need for addition shelving in library

NLLS

Will be unable to attend meeting may 28 in elk point

Fire Department

Insurer responded to my email saying he could not disclose policy details with myself as I am not the policy holder. Two Hills CAO will be handling the junior firefighter policy concern and can contact the fire chief should she need further information.

Eagle Hill Foundation - Alternate**Tourism GO EAST - Alternate****Canada Day**

- planning is going smoothly as of now, still a long way to go but fewer and fewer problems are popping up.
- next committee meeting should hopefully be in last week of may tentatively

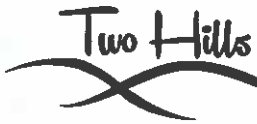
AG society

- sounds like there Derby in august will be an awesome event for the community and planning is well underway for it and AG days
- AG members inquiring if they will have a town rep for there society in the future?

Sports Activities Council (S.A.C.)- Alternate

Was unable to attend the majority of the meeting.

Other

**Eagle Hill Foundation**

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Economic Development Committee (EDC)

April 27 & May 18
EDC is looking at a Logo and mission statement to be ready for the June 22 meeting
The committee would like to see a member from the county council on the committee with approval of town council
Bringing back pre covid items as a breakfast, trade show and a shop local campaign

HUB - Regional Economic Development

AGM for June 28 evening I have put my name forward for a board member

Sports Activities Council (S.A.C.)

May 16
Still working on the by-laws and working agreement.
Soccer 80 participants and ball has 40
Ag Society most of the funding is in place for the zamboni
Judy is retiring this year trying to find a replacement
Travis has sent out an idea for a budget for next year
Contacting county to see if a council member would sit on the committee
Next meeting June 20

Regional Landfill Committee - Alternate

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Veterans Memorial Highway Committee - Alternate

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Extra Notes

Budget meetings, eagle hill special meeting



Town of Two Hills Councillor Report

Date: May 22 2022

Airport Commission - Alternate

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Tourism: Go East

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Two Hills Improvement Committee (THIC)

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Family Community Services (FCSS) - Alternate

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Extra Notes

Meeting May 06 at 7:00 pm for the July 1 st Activities. Board Nominations for Chair Secretary Treasurer was done. Canada Day Events Break-Down were discussed. Previous Canada Day Donations And were discussed.



FCSS

May 17-

Rate of activities increasing
Director report submitted
62 youth attended youth centre
FCSS Facebook 1476 people reached
FRN Facebook 1073 people reached
Community Bike Ride 15 children attended
Seniors' week across county

Two Hills Improvement Committee (THIC)

Regional Landfill Committee

Veterans Memorial Highway Committee

Economic Development Committee (EDC) - Alternate

May 18-

Mission statement discussed
Logo is being worked on
Housing was a major part of the discussions
County approached committee to have representative
Daycare still on agenda
Marketing, advertising, website
Social media to be used

HUB - Alternate

Extra Notes