

AGENDA
TOWN OF TWO HILLS
April 26, 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 April 12, 2022
 - b) Special Council Meeting Minutes of April 21, 2022
4. DELEGATION - Hailey Mills Personal Property Damage Request
5. OPEN FORUM
6. ADMINISTRATIVE REPORTS
 - a) Public Works Report
 - b) Chief Financial Officer
 - c) Chief Administrative Officer Report
7. CORRESPONDENCE
8. COUNCIL MEMBER REPORTS
9. NEXT MEETINGS
 - a) Regular Council Meeting Tuesday May 10, 2022 7:00 p.m.
10. CLOSED SESSION
 - a) FOIPP Act, Sections 17 and 29
11. ADJOURNMENT



TOWN OF TWO HILLS
Minutes of the Regular Meeting of Council for the Town of Two Hills
Held April 12, 2022, at 7:00 P.M. in Council Chambers (live streamed)



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor K. Thompson, Councillor M. Tarkowski, Councillor A. Romaniuk, Councillor S. Rajoo, C.A.O. G. Saskiw, Executive Secretary A. Clark, Public Works Supervisor T. Stefiuk, C.F.O. D. Boutin, Accounts Clerk T. Parent

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

ADOPTION OF AGENDA:

2022-080 MOVED by Councillor S. Rajoo to accept the agenda as presented.
CARRIED

ADOPTION OF MEETING MINUTES:

2022-081 MOVED by Councillor M. Tarkowski to accept the regular Council Meeting Minutes of March 22, 2022 as presented.
CARRIED

2022-082 MOVED by Councillor A. Romaniuk to accept the special Council Meeting Minutes of March 24, 2022 as presented.
CARRIED

2022-083 MOVED by Deputy Mayor K. Thompson to accept the special Council Meeting Minutes of April 4, 2022 as presented.
CARRIED

DELEGATION: The Grow Arena Program came to present the financials from the crop the group has farmed over the last few years. They informed Council they will continue to fundraise for the arena project in the future. Council thanked the group for their efforts and hard work.

OPEN FORUM: NONE

ADMINISTRATIVE REPORTS:

Public Works Report

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

2022-084 MOVED by Councillor A. Romaniuk 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.

2022-085 **MOVED** by Deputy Mayor K. Thompson that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

2022-086 **MOVED** by Councillor M. Tarkowski that the correspondence be acknowledged as presented and filed.

CARRIED

OLD BUSINESS:

EV Charging Station

After consultation with both the Municipal Climate Change Action Centre and the supplier in regards to a charging station, would Council like to proceed with the application.

2022-087 **MOVED** by Councillor M. Tarkowski to submit an application for 2, 3 phase EV charging stations.

CARRIED

NEW BUSINESS:

Website Management

Council would like to contract a website manager to help with administrations work load and to better assist our residents with a more user-friendly, up-to-date website.

2022-088 **MOVED** by Councillor A. Romaniuk to contract a website manager at \$25/per hour for one day a week as needed.

CARRIED

Big Item pick up day

Administration is looking to host a "big item pick up day" some time in this summer to help mitigate large items being left outside of the garbage bins. We would advertise a day and collect large items to take to the dump for our residents.

2022-089 **MOVED** by Mayor L. L. Ewanishan to table for Administration to gather more information.

CARRIED

St. Paul Search and Rescue Request

St. Paul Search and Rescue is seeking funding from municipalities that they serve in order to make up for the lost fundraising revenue.



2022-090 MOVED by Deputy Mayor K. Thompson to provide \$200 in funding to assist in operational funding for St. Paul Search and Rescue.

CARRIED

St. Paul Search and Rescue Request

The Town is required to appoint the ARB Clerk, this will continue yearly at the Organizational Meeting.

2022-091 MOVED by Councillor M. Tarkowski to appoint Ava Clark as the Assessment Review Board Clerk.

CARRIED

BYLAWS & POLICIES:

2022-02 Recorded Meeting Release Policy

This item was tabled for review from our legal counsel. After consultation, the Recorded Meeting Release Policy has been updated and is ready for review.

2022-092 MOVED by Councillor M. Tarkowski to move to take from the table the 2022-02 Recorded Meeting Release Policy.

CARRIED

2022-093 MOVED by Councillor M. Tarkowski to appoint Ava Clark as the Assessment Review Board Clerk.

CARRIED

COUNCILLOR REPORTS:

2022-094 MOVED by Councillor S. Rajoo to accept the councillor reports as presented and filed.

CARRIED

NEXT MEETING:

Regular Council Meeting Tuesday April 26, 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 8:33 PM.

LEONARD L. EWANISHAN, MAYOR

GERREN SASKIW, C.A.O.



TOWN OF TWO HILLS
Minutes of the Special Meeting of Council for the Town of Two Hills
held on April 21st, 2022 at 10:00 AM.



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor K. Thompson, Councillor M. Tarkowski, Councillor A. Romaniuk, Councillor S. Rajoo

CALL TO ORDER: Mayor L. L. Ewanishan called to order the Special Council Meeting at 10:00 A.M. on Thursday April 21, 2022, having all Council members in attendance and sign the Special Meeting Waiver.

AGENDA ITEMS: Special Meeting Purpose - Personnel Issue

CLOSED SESSION:

2022-095 MOVED by Mayor L. L. Ewanishan to go into closed session at 10:00 A.M. CARRIED

2022-096 MOVED by Mayor L. L. Ewanishan to come out of closed session at 11:02 A.M. CARRIED

2022-097 MOVED by Mayor L. L. Ewanishan to appoint Ava Clark as the Interim Chief Administrative Officer. CARRIED

ADJOURNMENT:

Mayor L. L. Ewanishan adjourned the meeting at 11:15 A.M.

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 50th Ave
- c) Grade 45 Ave and locate main valves and manhole covers
- d) Fill large potholes
- e) Begin sweeping sand off roads

Water/Wastewater

- a) The town experienced no power disruptions since last report - all systems good
- f) 2 bacti samples failed to process within 24hrs - additional sample taken to ensure compliance
- g) Pumphouse and Lift station housekeeping
- h) Continue to monitor pressure and flow rates
- i) Sewer auger residential sanitary service
- j) Thaw commercial sanitary line
- k) Lift station generator test
- l) Service disconnects & reconnects as per admin requests
- m) New meter installed and Water service restored
- n) Seasonal Bacti samples taken at Golf course and G. O's before reopen
- o) Manhole checks through out town
- p) Expose and flush Centennial Hall manhole
- q) Gel standard tests of hand held cl2 analyzers
- r) Vac PRV vault
- s) Inspected 3 infiltration problem manholes with Top Shot manhole restoration to get quote on possible repairs

Other

- a) Finish replacing lids and welding brackets on garbage bins
- b) Replace stop sign with temporary one at 50th Ave & 50th St. It was knocked down and removed
- c) Repair 10-minute parking sign in front of the office
- d) Replace tailgate on tandem dump truck, Double "A" to paint
- e) Use track hoe to pull apart the snow pile on the east side of Centennial Hall
- f) Met with sidewalk contractor to check sidewalk replacements
- 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 MARCH 2022**

Net Balance at End FEBRUARY 2022	\$317,480.15
Plus Deposits	\$404,402.36
Sub Total	\$721,882.51
Minus Disbursements (including transfers)	\$326,389.82
Closing Balance	\$395,492.69

Summary of Town of Two Hills Accounts

Alberta Treasury Branch	Description of Accounts	
Bus Custom Plan CB #24	(Main Account)	\$395,492.69
Bus Custom Plan CB #27	(Electronic Bill Payments)	\$87,644.73 *
Notice Account 90 Day	(Auction Holding)	\$103,723.68
TOTAL ATB		\$586,861.10

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 MARCH 2022

ATB Two Hills

Summary for ATB General Account #24

BANK:

Total Cheques Cleared	\$ 183,535.32
Bank Open Balance	\$ 317,480.15
Debits (65)	\$ 326,389.82
Credits (76)	\$ 404,402.36
Bank Closing Balance	\$ 395,492.69

GENERAL LEDGER:

GL Closing Balance	\$ 178,328.77
Outstanding Cheques	\$ 219,496.16
Outstanding Transactions	\$ 2,332.24
Bank Closing Balance	\$ 395,492.69

Summary for ATB General Account #27

BANK:

Total Cheques Cleared	\$ -
Bank Open Balance	\$ 238,226.78
Debits (5)	\$ 200,504.69
Credits (143)	\$ 49,922.64
Bank Closing Balance	\$ 87,644.73

GENERAL LEDGER:

GL Closing Balance	\$ 88,218.23
Outstanding Cheques	\$ -
Outstanding Transactions	\$ 573.50
Bank Closing Balance	\$ 87,644.73

Summary for ATB General Account #31

BANK:

Total Cheques Cleared	\$ -
Bank Open Balance	\$ 101,377.06
Debits	\$ -
Credits (2)	\$ 2,346.62
Bank Closing Balance	\$ 103,723.68

GENERAL LEDGER:

GL Closing Balance	\$ 103,723.68
Outstanding Cheques	\$ -
Outstanding Transactions	\$ -
Bank Closing Balance	\$ 103,723.68

**Town of Two Hills
Cheque Listing
31310-31366**

31310	March 7, 2022	February MasterCard	6,744.71
31311	March 7, 2022	PW Shop Supplies / Parts	899.07
31312	March 7, 2022	PW Fuel	10,279.41
31313	March 7, 2022	Road Salt and Sand	378.68
31314	March 7, 2022	Hall /Arena/ Rec Centre Equipment Upgrades	17,160.15
31315	March 7, 2022	Library Door Repair	105.00
31316	March 7, 2022	Shop Supplies	23.03
31317	March 7, 2022	Accounting Services	3,602.81
31318	March 7, 2022	Gas Monitor Calibration	205.60
31319	March 7, 2022	February LAPP	5,887.86
31320	March 7, 2022	Void	0.00
31321	March 7, 2022	Radio Waves	1,278.92
31322	March 7, 2022	Grader Repairs	1,632.23
31323	March 7, 2022	Office Supplies	316.99
31324	March 7, 2022	February Office Cleaning	256.00
31325	March 7, 2022	Office Supplies	158.66
31326	March 7, 2022	Shredding	80.25
31327	March 16, 2022	Water Purchase	20,582.10
31328	March 16, 2022	PW Maintenance	3,690.70
31329	March 16, 2022	Road Salt and Sand	252.45
31330	March 16, 2022	Garbage Collection	2,925.00
31331	March 16, 2022	Council Live Stream	78.75
31332	March 16, 2022	Website	500.00
31333	March 16, 2022	Munisight Renewal	10,395.00
31334	March 16, 2022	PW Shop Supplies / Parts	762.16
31335	March 16, 2022	Monthly Maintenance Fee	5,560.49
31336	March 16, 2022	Lease Payment -Postage	495.01
31337	March 16, 2022	Gym Upgrades	6,092.10
31338	March 16, 2022	Water Servicing	846.40
31339	March 16, 2022	PW Supplies	964.89
31340	March 16, 2022	Monthly Contract Assessment Fees	1,492.05
31341	March 16, 2022	Sweeper Parts	924.08
31342	March 21, 2022	Signal Booster	739.49
31343	March 21, 2022	MasterCard - March Statement	5,123.77
31344	March 21, 2022	Legal Fees	582.23
31345	March 21, 2022	Building Damage	787.50
31346	March 21, 2022	Fire Chief Honorarium	150.00
31347	March 21, 2022	Contract Fee - Service plan postage	111.67
31348	March 21, 2022	FCSS Contribution	16,038.00
31349	March 21, 2022	Monthly Management Fee	2,500.00
31350	March 30, 2022	SDAB Training	200.00
31351	March 30, 2022	PW Maintenance Supplies	2,153.24

31352	March 30, 2022	SDAB Training	200.00
31353	March 30, 2022	Road Salt and Sand	252.45
31354	March 30, 2022	Xerox	788.00
31355	March 30, 2022	Website	492.00
31356	March 30, 2022	Arena Fire Suppression System	1,263.60
31357	March 30, 2022	March LAPP	7,323.81
31358	March 30, 2022	SDAB / ARB Training	450.00
31359	March 30, 2022	Contractor Fees	3,925.00
31360	March 30, 2022	Water Meters	158,707.08
31361	March 30, 2022	Staff Claimed Expense	800.70
31362	March 30, 2022	Staff Claimed Expense	244.04
31363	March 30, 2022	Council Claimed Expense	70.80
31364	March 30, 2022	March Office Cleaning	256.00
31365	March 30, 2022	Rec Grant	25,000.00
31366	March 30, 2022	Emergency Lights -Library	420.00

1. **Chronicle Building Demolition:** We will be taking samples to EHSp in Edmonton for asbestos testing before demolition is to begin. The turn around time is approximately 4-6 business days or 1-3 business days as a rush. Cost
2. **FCSS Van:** transferred ownership to FCSS (for \$1) and they will be getting insurance for the van which council agreed to continue to pay for (about \$1000 more).

Correspondence Listing
Council Meeting of April 26, 2022



1. Alberta Health Services: Letter in response to questions raised by Mayor Ewanishan at the recent Two Hills Community meeting.



April 1, 2022

Town of Two Hills

Two Hills Town Hall
4712 50th Street
Two Hills, AB, T0B 4K0

APR 12 2022

RECEIVED

Dear Mayor Ewanishan,

We wanted to write and offer some information in response to some issues you raised at a recent Two Hills community meeting. We want to reassure you that we take concerns like yours seriously, and AHS remains committed to ensuring essential care needs are met in all our facilities.

Like other rural sites, the staffing challenges we have been experiencing at the Two Hills Health Centre have been significantly compounded during the COVID-19 pandemic. AHS continues to pursue recruitment strategies that aim to fill existing vacancies as soon as possible.

In the past, staff shortages have been internally managed by casual staff pools, or using staff from other facilities. With the increased demand for staff to cover additional work related to the pandemic, casual staff pools have been depleted and we have relied more heavily on contract nursing services. Such efforts to fill shifts is not new or unique to Two Hills.

While the use of contract nursing services isn't ideal, it is however, one of the ways in which we can help ensure that care continues to be available to those who need it, when they need it.

AHS has been utilizing a variety of strategies to fill staffing vacancies across the zone, including in Two Hills, specifically. This involves working with union partners and staff to implement changes to staffing mixes at certain facilities, offering opportunities for staff to take increases in FTE within their current positions, moving from part-time to full-time for example, and exploring alternative care provider models, like LPNs and multi-site positions.

On the recruitment front, we have a dedicated team specifically focused on rural recruitment, who have developed tools such as a rural landing page and rural talent pipeline on our careers webpage, and a showcase section featuring positions with critical vacancies across Alberta.

Additionally, the team runs a number of paid ads that allow them to specifically target individuals in the needed profession. They also use followings on social media to promote specific individual positions that might not align well with other overarching campaigns. These are often shared within the professional networks of followers and increase the number of applicants.

We also employ methods of surveying staff to gather their feedback and experiences related to retention and recruitment, which allows us a better look at what impacts a decision to come or go so we can adjust our approach.

In regards to physician recruitment, we understand there can be frustrations related to the time it takes from the hiring of a physician to when they begin practicing in an area. This timeframe

can depend on a variety of factors, particularly if a physician is moving from out of province, or out of country.

Both a Practice Readiness Assessment (PCA) and a Supervised Practice Assessment (SPA) are required for a practitioner to be licensed by the College of Physicians and Surgeons of Alberta (CPSA). Each assessment takes three months to complete.

The PCA occurs outside the community that the physician has been recruited to, and is handled through the CPSA. There is limited number of PCA assessors available in the province, so it is possible there may be wait times. The SPA occurs within the community the physician is recruited to, and is generally easier to arrange. If the individual does not pass either of these three month assessments, they are not be permitted to work.

While AHS works to facilitate the process as best we can, we do not have any discretion or authority over the licensing process. International Medical Graduates (IMGs) often apply for jobs prior to receiving a license; typically they have a letter of eligibility from the CPSA and once we secure a job for them, the CPSA works to set up an assessment.

Once the assessments are complete, the AHS process of appointing and privileging is generally fairly quick. AHS is committed to maintaining a stable workforce and to training, attracting and retaining the right number and mix of physicians required to support Albertans. While there has been steady growth in the number of physicians practicing in Alberta, we recognize that gaining access to a physician continues to be a challenge in many rural and remote areas.

Our dedicated recruitment team pursues both Canadian and internationally-trained physicians, and continues to work closely with various community partners and organizations, such as local Health Advisory Councils, the RhPAP, and independent community physician recruitment and retention committees. The overall goal is to ensure that we have appropriately skilled and licensed physician providing the right care in the right place.

We hope the above information has been useful, and would be happy to discuss the situation with you in greater detail, should you wish.

Sincerely,



Janice Stewart
Chief Zone Officer, Central Zone



Dr. Jennifer Bestard
Central Zone Medical Director



Town of Two Hills Councillor Report

Date: April 26, 2022

ACE Water Corporation

Audit presentation in vermillion

Airport Commission

--

Emergency Management

--

Rural Physician Action Plan

Extra Notes

Mayors and Reeves cacuss northeastern alberta
Discussed MSI funding,health care,highway 28,etc.
Try to figure out how to move forward as a group on issues
To meet again in Lamont JULY 13



Date: April 21/2022

Eagle Hill Foundation

April 29
Existing grant is no longer for Willingdon, Government trying to move out of ownership of lodges.
Occupancy % Willingdon 47% Two Hills 56% Myrnam 50%
April 11 MCS net updated the WIFI Tower at the Two Hills Lodge

Economic Development Committee (EDC)

--

HUB - Regional Economic Development

--

Sports Activities Council (S.A.C.)

April 19
March 16 plant was shut down and ice removed by March 29
Kitchen sinks and taps done just waiting for cabinets to be finished
Floor tiles are lifting in the Rec center and one pump on the ice plant is being replaced in May. Will be looking at the control panel for replacement if parts can't be found due to the age of it.
90 active members in the fitness center
Working agreement and bylaws review. Set new facility rental rates.
Sac is in the positive now
Ag Society received a \$ 60,000.00 grant for the Zamboni.

Regional Landfill Committee - Alternate

--

Veterans Memorial Highway Committee - Alternate

--

Extra Notes



Town of Two Hills Councillor Report

Date: April 22 2022

Airport Commission - Alternate

--

Tourism: Go East

--

Two Hills Improvement Committee (THIC)

--

Family Community Services (FCSS) - Alternate

--

Vermilion River Watershed Management

The Vermilion River was up but when cold spell came the level went down. Did not see much moisture in the snow for this winter. July Vermilion Library family watershed outreach wants volunteer to read stories. If you represent a municipality please use the organization membership form. This form needs to be filled out and returned no later than May 31.

Extra Notes

April 13 2022 at office at 5 30 pm. Talk about getting Doctors to come and stay in our Town not only to do a short time in our hospital.