



AGENDA  
TOWN OF TWO HILLS  
June 24, 2025  
6:00 P.M.

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Regular Council Meeting

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- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) ADOPTION OF MINUTES
  - a) Regular Council Meeting Minutes June 10, 2025
- 4) DELEGATION - None
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
  - a) CAO Report
- 7) CORRESPONDENCE
- 8) OLD BUSINESS
  - a) Two Hills Space Education Centre
- 9) BYLAWS & POLICIES
- 10) NEW BUSINESS
  - a) 2025 Tax Sale
  - b) Eagle Hill Foundation
  - c) Alice Melnyk Library Report
- 11) COUNCIL MEMBER REPORTS
  - a) A. Romaniuk
  - b) E. Sorochan
- 12) NEXT MEETINGS
  - a) Regular Council Meeting Tuesday July 15, 2025 at 1:00pm
- 13) CLOSED SESSION
  - ATIA - Access to Information Act -
- 14) ADJOURNMENT

## TOWN OF TWO HILLS



### Minutes of the Regular Meeting of Council for the Town of Two Hills held on June 10, 2025 at 1:00 PM in Council Chambers

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#### Regular Council Meeting

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**PRESENT:** Mayor L. Ewanishan; Deputy Mayor S. Rajoo; Councillor A. Romaniuk; Councillor M. Tarkowski; Councillor E. Sorochan; CAO A. Kozakiewicz; CFO S. Lupul; PWS Terry Stefiuk and EDO Bob Ross

**CALL TO ORDER:** Mayor L. Ewanishan called the Regular Town Council Meeting to order at 1:00 PM.

#### **ADOPTION OF AGENDA:**

**2025-200** **MOVED** by Councillor E. Sorochan to accept the agenda with the addition of: 10 c) Eagle Hill Fire Bill.

**CARRIED**

#### **ADOPTION OF MEETING MINUTES:**

**2025-201** **MOVED** by Councillor A. Romaniuk to accept the minutes of the Regular Council Meeting minutes held on May 27, 2025.

**CARRIED**

**OPEN FORUM:** A resident expressed his concern to council regarding the water consumption he has been billed for. This resident has the newest meter reading equipment installed and can view his consumption on his computer or mobile device by installing an app.

This new technology can track water usage by the minute, can warn of potential leaks in your house and provides accurate billing.

**AT 1:07 PM:**

**Left Chambers:** Concerned Resident

#### **ADMINISTRATIVE REPORTS:**

##### **Public Works Report**

The public works report was provided to council in advance for their review.

**2025-202** **MOVED** by Mayor L. Ewanishan that all town owned facilities and town areas be locked and secured at all times.

**CARRIED**

**2025-203** **MOVED** by Councillor M. Tarkowski to approve the quote provided by Spectre Systems for Hot Pour Crack Sealing for \$13,750.00 for approximately 15,000 linear feet to extend the longevity of the newly paved areas. GL # 2-32-00-762.

**CARRIED**

**2025-204** **MOVED** by Councillor M. Tarkowski that the Public Works Report be acknowledged and incorporated into the minutes.

**CARRIED**

##### **Economic Development Report**

The economic development report was provided to council in advance for their review.

2025-205

MOVED by Councillor M. Tarkowski that the Economic Development Report be acknowledged and incorporated into the minutes.

CARRIED

AT 1:25 PM:

Left Chambers: EDO B. Ross

AT 1:25 PM:

Arrived in Chambers: PWS T. Stefiuk

### Chief Financial Officer Report

The Chief Financial Officer's Report was provided to Council in advance for their review.

2025-206

MOVED by Councillor E. Sorochan that the Chief Financial Officer's Report be acknowledged and incorporated into the minutes.

CARRIED

AT 2:06 PM:

Left Chambers: Mayor L. Ewanishan & CAO A. Kozakiewicz

AT 2:09 PM:

Returned to Chambers: Mayor L. Ewanishan & CAO A. Kozakiewicz

### Chief Administrative Officer Report

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

2025-207

MOVED by Deputy Mayor S. Rajoo that the CAO Report be acknowledged and incorporated into the minutes.

CARRIED

AT 2:27 PM:

Left Chambers: Deputy Mayor S. Rajoo

CORRESPONDENCE: None

OLD BUSINESS: None

AT 2:30 PM:

Left Chambers: PWS T. Stefiuk

AT 2:33 PM:

Returned to Chambers: Deputy Mayor S. Rajoo

BYLAWS & POLICIES:

### 2007-06- Signing Authority

The purpose of this policy is to designate signing authorities for agreements, contracts and other municipal documents on behalf of the Town of Two Hills to ensure that approved signing authorities are delegated in a manner that permits effective and accountable processing of documents.

2025-208

MOVED by Councillor A. Romaniuk moves to endorse the revised 2007-06 Signing Authority policy as presented.

CARRIED

### 2025-1058 Town Council Procedural Bylaw

Municipal Affairs has indicated to municipalities across Alberta that municipal councils cannot remove a councillor from a meeting for any reason. The current Procedural Bylaw 2024-1036 contains the provisions that councillors can be removed, by force if necessary.

2025-209

MOVED by Councillor M. Tarkowski to give Bylaw 2025-1058 first reading this 10th day of June, 2025.

CARRIED

2025-210                      **MOVED** by Councillor A. Romaniuk to give Bylaw 2025-1058 second reading this 10th day of June, 2025.

**CARRIED**

2025-211                      **MOVED** by Deputy Mayor S. Rajoo to give consent for Bylaw 2025-1058 to read third and final time this 10th day of June, 2025.

**UNANIMOUSLY CARRIED**

2025-212                      **MOVED** by Councillor E. Sorochan to give Bylaw 2025-1058 third and final reading this 10th day of June, 2025.

**CARRIED**

**NEW BUSINESS:**        **Financial Assistance Letter**

Council received letters from two residents currently employed locally and are asking for remuneration to assist with living expenses while attending college to further their careers.

2025-213                      **MOVED** by Councillor E. Sorochan to accept this as information and have administration send them each a letter explaining that the Town does not currently have any programs for this type of assistance.

**CARRIED**

**Museum Insurance**

The Two Hills & district Historical Association is requesting that the Town grant the shortfall for the 2025 insurance invoice. Administration will be assisting the Historical Association to work with the insurance provider to ensure this policy meets the needs required.

2025-214                      **MOVED** by Councillor A. Romaniuk to grant the Two Hills & District Historical Association \$1,486.00 from GL 2-63-00-750 for the remainder of the 2025 insurance policy.

**CARRIED**

**Eagle Hills Fire Invoice**

Deputy Mayor S. Rajoo produced an invoice sent to Eagle Hill Foundation for a fire department response call-out that occurred in January 2025. The incident involved a smoking humidifier in a residential room and assistance was required to clear the area of smoke and fumes. There is a discrepancy with the time of billing and the actual invoice.

2025-215                      **MOVED** by Councillor E. Sorochan accept this letter as information and incorporate it into the minutes

**CARRIED**

**COUNCIL REPORTS:** To be presented at the June 24, 2025, Regular Council Meeting.

**NEXT MEETINGS:**        **Council Open House** June 19, 2025, from 3:00pm to 5:00pm in Council Chambers.

**Regular Council Meeting** May 27, 2025, at 6:00pm in Council Chambers.

CLOSED SESSION: FOIPP Act 16(1)(2) & 25; 27

2025-216                      **MOVED** by Mayor L. Ewanishan that Council move the meeting to closed session at 3:43 pm.

**CARRIED**

2025-217                      **MOVED** by Councillor E. Sorochan that Council move the meeting out of session at 4:35 pm.

**CARRIED**

2025-218                      **MOVED** by Deputy Mayor S. Rajoo that Mayor L. Ewanishan sign the June 10, 2025 CAO Contract as presented.

**CARRIED**

**ADJOURNMENT:**              With all items on the agenda having been addressed, Mayor L. Ewanishan adjourned the Regular Council Meeting at 4:36 PM.

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Leonard Ewanishan, Mayor

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Adam Kozakiewicz, CAO



# Open Forum

**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 may 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:

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1. Attended ACE Water Celebration on June 18, 2025 with Council and former W/WW Operator Bob Ross. Excellent event.
2. Council Open House on June 19 from 3 to 5 pm in Council Chambers. Very few attended.
3. ACE Water restriction on June 11, 2025 – Condition A – Restriction for Municipal Operation – No line flushing, street sweeping, irrigation, or any other non-essential municipal water use. **It has since been lifted.**
4. Vermilion River Flood Study workers will be out looking at high water marks in the townsite June 20 to June 24, 2025.
5. Staff change in Administration office.
6. Canada Summer Jobs positions hired, 2 – outside for parks; 2 – inside for digitalizing records and 1 – inside as front receptionist.
7. Saddle Lake Cree Nation election resulted in a new chief, information attached.



# Saddle Lake Cree Nation

Box 100, Saddle Lake, AB T0A-3T0

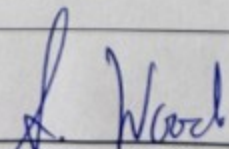
780-726-3829

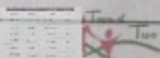
www.slc125.ca \* [Inquiries@saddlelake.ca](mailto:Inquiries@saddlelake.ca)

17:25

## Official Council List 2025

Treaty #	First Name	Last Name	Votes
#3494	John E.	Large	326
#1560	James R.	Steinhauer	304
#3388	Glen J.	Whiskeyjack	291
#1241	Eddy	Makokis	289
#4270	Charles A.	Cardinal	267
#4617	Kevin A.	Delver	261
#1190-03	Kenton F.	Cardinal	261
#1698	Arthur C.	Steinhauer	250
#1589	Dale E.	Steinhauer	240

  
Electoral Officer







# Water Restriction Communication Protocol

**Date:** June 11, 2025

**Location:** All Ace Water Communities supplied from West

**Issuing Authority:** ACE Water Corp as directed by CRNWSC Commission

**Reason for Restriction:**

Nature of Restriction: Condition A – Restriction for Municipal Operation

Impact: This will impact municipal operations only; it does not impact residence and business. Splash parks and truck fills are not impacted at this time.

Compliance Guidelines: Municipalities are requested to suspend water used in municipal operations including but not limited to:

- Watermain flushing
  - Sewer Flushing
  - Firefighting Training
  - Irrigation
  - Street sweeping
  - Fleet Vehicle washing
  - Other non-essential municipal water use (defined as all water not used for human consumption)
- Penalties for Non-Compliance: As set out in the Water Conservation for Ace Water.
- Alternative Solutions/support: We suggest that municipalities find non potable sources for watering of plants and irrigating.
- **Duration:** Ace has been directed that restriction A will be in place until further notice. Currently, we do not have an end date. Each community is required to manage their reservoir keeping in mind that Ace is receiving restrictions on its flows.

**Action Plan:**

Monitoring and Enforcement:

- Each community is responsible for ensuring they are following the restrictions.

- Each community is responsible for managing the water flow they receive.
- Each community should prepare for further restrictions should it be required.
- **Feed Back Mechanism:** If your municipality has a specific need concerning water restriction such as hydrant use for a fire, please contact Brent 780 808 1987 or myself 780 808 6785.
- Ace will be reviewing the restrictions and community water flows daily.
- **Communication Channels:**
  1. Official announcement. – Changes in the restrictions will be sent via email to all CAO's and Operators.
  2. Municipalities: Each municipality is responsible for contacting their fire departments, public works and other departments impacted by the restrictions.



## Correspondence Listing

June 24, 2025

- A. **St Paul Education Board Highlights** - June 11, 2025 monthly board news and highlights.
- B. **Town of Smoky Lake** - Invitation to provide a float for the annual Heritage Day Parade, August 2, 2025.

## BOARD MEETING

# HIGHLIGHTS



### Ashmont School Presentation

A delegation of students from Ashmont School, led by Emery Delver from Saddle Lake, shared the knowledge and teachings they received while crafting their handmade drums during music class. They spoke about the cultural significance of singing and drumming, and the connection these traditions have to identity and community. The group then performed a powerful and beautiful song.

### Literacy Presentation

Division Literacy Consultant Erin Cherniwchan provided a presentation on the Division's literacy program, highlighting this year's work in providing in-school support to selected schools, implementing division-wide Acadience testing, and offering data-informed professional development for teachers. Next year, the program will expand support to all elementary schools, continue work with the Literacy Committee, and increase professional learning opportunities for all staff.

### Northeast Alberta Collegiate Institute

The Division is excited to announce its partnership with neighbouring school divisions and Portage College in establishing the Northeast Alberta Collegiate Institute (NACI), supported by a \$2.3 million grant from Alberta Education. This collaborative initiative will offer Grade 11 and 12 students the opportunity to explore career pathways in education, health care, and the trades, earning both high school and post-secondary credits. Programming will begin in the new school year. Students interested in these opportunities are encouraged to contact their school for more information. Read the full media release [here](#).

### ASBA Lieutenant Governor Award

The Division congratulates Harper Matthews, a student from New Myrnam School, on receiving the Alberta Schools Boards Association Lieutenant Governor Award. This honour recognizes students who have demonstrated remarkable growth in developing skills to better themselves through determination, initiative and independence, leading to both personal and academic success. Well done, Harper!

## 2025–26 Education Plan and Budget

Superintendent Dr. Peter Barron presented the Division's four-year Education Plan, aligned with both Division and provincial priorities. The plan focuses on student success through improving literacy and numeracy, increasing student and family engagement, promoting Catholic identity in Catholic schools, supporting Indigenous student success and post-secondary pathways, expanding learning opportunities for all students, and fostering healthy learning and working environments. The Board accepted the plan as presented.

The Board also approved the 2025–26 budget plan, forecasting a balanced budget of approximately \$60 million. Despite challenges such as the loss of Jordan's Principle funding, declining enrolment, inflation, and an outstanding collective agreement, the Division remains committed to advancing the priorities outlined in the Education Plan.



## Real Property Changes

The province has passed new legislation transferring ownership of all new and replacement K–12 school properties to Alberta Infrastructure, starting with Budget 2025 projects. School divisions will lease these properties while continuing to operate and maintain them. This change does not affect existing properties. Infrastructure is gathering stakeholder input to support a smooth transition.



## Terry Fox Foundation

The Division is proud to recognize the ongoing efforts of St. Paul schools in supporting the Terry Fox Foundation, having raised over \$265,000 over the past 44 years. A special shout-out to École Mallaig School, which was one of Alberta's top fundraising schools in 2024—raising over \$8,100!

## Long Service and Retirement Celebration

On May 29, the Division honoured the commitment and service of long-serving staff and retirees at its annual celebration. It was a wonderful evening recognizing the dedication and contributions of our staff. Congratulations to all who were recognized!

**For more information,  
contact:**

**Dr. Peter Barron**  
**Superintendent of Schools**  
[barrpete@sperd.ca](mailto:barrpete@sperd.ca)



**St. Paul Education**

*Learning Together, Growing Together*

**4313–48 Ave. St. Paul, AB T0A 3A3**  
**P: 780–645–3323**  
**E: [st\\_paul@sperd.ca](mailto:st_paul@sperd.ca)**  
**[www.stpauleducation.ab.ca](http://www.stpauleducation.ab.ca)**





PO Box 460, 56 Wheatland Avenue  
Smoky Lake AB T0A 3C0  
PH: 780-656-3674 | FX: 780-656-3675  
smokylake.ca | town@smokylake.ca

June 4, 2025

Town of Two Hills

JUN 12 2025

RECEIVED

Greetings!

The Town of Smoky Lake is pleased to formally invite you to participate in our annual **Heritage Day Parade, held on Saturday, August 2, 2025**. The theme this year is **"A Salute to our Farmers & Ranchers"**, as the town honors our hardworking farmers and ranchers. Your participation in this parade would be very much appreciated. If you wish to attend, an entry form has been enclosed with this letter.

The parade will start at the Smoky Lake Agricultural Complex (4612-54 Avenue) with registration and assembly starting at 9:00 a.m. The registration table will be set up by the East Entrance of the Complex. The judging will take place at the complex upon registration and prizes will be awarded prior to commencement.

Thank you for your consideration in participating in our Annual Heritage Day Parade. Please return your entry form by drop-off, email, fax, or mail to the address below before Wednesday, July 30, 2025. We can't wait to see you all!

If you have any questions or wish to receive further information, please don't hesitate to reach out.

Sincerely,

*Cheryl Snyder*  
Accounts Payable  
Town of Smoky Lake

Phone: 780-656-3674  
Fax: 780-656-3675  
Email: [payable@smokylake.ca](mailto:payable@smokylake.ca)  
Mail: Town of Smoky Lake  
Box 460  
Smoky Lake, Alberta T0A 3C0



PO Box 460, 56 Wheatland Avenue  
Smoky Lake AB T0A 3C0  
PH: 780-656-3674 | FX: 780-656-3675  
smokylake.ca | town@smokylake.ca

The Town of Smoky Lake extends an invitation to all businesses, municipalities, organizations and individuals to submit an entry and participate in the celebrations in this year's theme:

## ***"A Salute to Our Farmers & Ranchers"***

**Smoky Lake Annual Heritage Day Parade  
On  
Saturday, August 2, 2025**

### **REGISTRATION:**

Entry Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Number of Participants: \_\_\_\_\_

Category (please check one):

- ☐ Antiques Vehicles.
- ☐ Agricultural.
- ☐ Clubs/Associations.
- ☐ Horses/Riders.
- ☐ Municipality/Town/Village.
- ☐ Western Wagons/Teams
- ☐ Novelty.
- ☐ Farm Antiques.
- ☐ Business.

Please kindly return this form to:


Town of Smoky Lake  
Cheryl Snyder  
Box 460  
Smoky Lake, AB T0A 3C0  
Ph: 780-656-3674 Fax: 780-656-3675  
Email: [payable@smokylake.ca](mailto:payable@smokylake.ca)

Parade Registration and Assembly at the Smoky Lake Complex  
(4612-54 Ave.) 9:00 a.m.


Judging of Floats at 10:00 a.m. at the Complex

Parade Begins at 11:00 a.m. at the Complex and ends at the  
CN Station Museum.

***Please Come and Join the Fun!***

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: June 24, 2025	Confidential:	Yes		No		
Topic: Committee Name Change						
Originated By: Sheila Lupul			Title:			
<b>BACKGROUND:</b>						
<p>The Kutryk Commemorative Committee must change the name due to funding and donation restrictions.</p> <p>The committee has decided to rename The Two Hills Space Education Centre, and requires a council motion.</p>						
<b>DOCUMENTATION ATTACHED:</b>						
<b>DISCUSSION:</b>						
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>						
<b>RECOMMENDED ACTION(S):</b>						
<p>_____ moves to change the name of the Kutryk Commemorative Committee to the Two Hills Space Education Centre.</p>						
<b>DISTRIBUTION:</b>						
Council: X						



<b>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</b>							
Meeting Date: June 24, 2025		Confidential:		Yes		No	
Topic: 2025 Tax Sale							
Originated By: Sheila Lupul				Title:			
BACKGROUND:							
<p>Tax sale is scheduled to be held Monday September 8, 2025. There are two properties to be sold and Administration is working on reserved bids.</p> <p>The ad must be sent in to the Alberta Gazette as per the MGA before July 1, 2025 in order to meet the provincial adverting requirements.</p>							
DOCUMENTATION ATTACHED:							
DISCUSSION:							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
RECOMMENDED ACTION(S):							
<p>_____ moves to hold a tax sale auction on Monday, September 8, 2025 at 10:00 am at 4712-50 St, Two Hills AB.</p>							
DISTRIBUTION:		Council: X					

Notice is hereby given that, under the provisions of the Municipal Government Act, the Town of Two Hills will offer for sale, by public auction, in the Town Office Council Chambers, 4712 50<sup>th</sup> Street, Two Hills, Alberta, on Monday August 25, 2025 at 10:00 a.m., the following lands:

<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>LINC</b>
A	4	0740587	0032916744
9	2	58HW	0021210927

Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

The land is being offered for sale on an “as is, where is” basis, and the Town of Two Hills makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacant possession or the developability of the subject land for any intended use by the purchaser. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the Town of Two Hills. No further information is available at the auction regarding the lands to be sold.


The Town of Two Hills may, after the public auction, become the owner of any parcel of land not sold at the public auction.

Terms: Cash, bank draft, certified cheque, money order only. 10% deposit is payable upon the acceptance of the bid at public auction. The balance of the accepted bid is due Monday, September 8, 2025 or the deposit will be forfeited, and the Town will consider the next bid. Goods and Services Tax (GST) will be applicable as per Federal statutes.

Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.

Dated at Two Hills, Alberta, June 20, 2025.

Adam Kozakiewicz, Chief Administrative Officer.

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: June 24, 2025	Confidential:	Yes		No		
Topic: Eagle Hill Foundation Invoice						
Originated By: Sheila Lupul			Title:			
BACKGROUND:						
<p>At the beginning of June 2025, the Hillside Lodge received an invoice for fire response services for an incident on January 10, 2025.</p> <p>After 2 separate alarms, fire crews were sent to the lodge and found a smoking humidifier, the area was cleared from smoke.</p> <p>6 personnel responded and 2 units were sent to the lodge.</p>						
DOCUMENTATION ATTACHED:						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
<p>_____ moves to accept the letter as information.</p> <p>_____ moves to waive _____ from the fire bill for the incident on January 10, 2025.</p>						
DISTRIBUTION: Council: X						



June 11, 2025

Town of Two Hills  
4602 51 Ave  
Two Hills, AB

Attention: Mayor and Council

Dear Mayor and Council,

**Re: Request for Waiver of Fire Department Invoice – Hillside Lodge**

I am writing on behalf of Hillside Lodge regarding the invoice we recently received from the Two Hills Fire Department in the amount of \$1,178.00. While we greatly appreciate the support and service provided by the fire department, we respectfully request that the Town consider waiving this invoice.

Hillside Lodge is a non-profit facility committed to providing affordable and essential housing and care for seniors in our community. Our operational budget is limited, and unexpected expenses of this nature place a significant strain on our resources, which are directed primarily toward resident care and facility maintenance.

The incident in question, to our understanding, did not result in an actual fire or emergency requiring extended services, and we believe it may fall under the type of community support that has historically been provided without charge for similar public-interest institutions.

We are sincerely grateful for the continued partnership and support from the Town of Two Hills and its emergency services. Should there be any additional information or discussion required to support this request, please don't hesitate to contact me.



Thank you for your consideration and for your ongoing commitment to the well-being of our community and its residents.

Sincerely,

A handwritten signature in dark ink, appearing to read "Krystal Rayner". The signature is fluid and cursive, with a long horizontal stroke at the end.

Krystal Rayner  
Chief Administrative Officer  
Eagle Hill Foundation



Box 630  
Two Hills, AB T0B 4K0  
(780) 657-3395

## INVOICE

:

EAGLE HILL FOUNDATION (1995)  
BOX 279  
TWO HILLS AB T0B 4K0

Date: 06/03/2025  
Customer ID: EAGLE001  
Payment Terms: Net 30 Days

Description	Invoice Number	Quantity	Unit Cost	Cos
Fire Department (280) [1-23-00-410] MANPOWER HOURS	2025814627	18.00	21.0000	378.00
Fire Department (280) [1-23-00-410] RESCUE	2025814628	1.00	400.0000	400.00
Fire Department (280) [1-23-00-410] PUMPER	2025814629	1.00	400.0000	400.00

GST # 10810 1544 RT0001

Subtotal:	1,178.00
Tax:	0.00
Total:	1,178.00

### Invoice Comments

TERMS: NET 30 DAYS

January 10, 2025 @ 15:15  
Alarms @ Hillside Lodge  
Humidifier began smoking



Two Hills County Fire Response information Form



Date Jan 10/25 Time of Call out 15:15 Location of Incident 4801 - 53 Ave

Owner/Renter Eagle Hill Foundation Owner/ Renter \_\_\_\_\_

Address Hillside Lodge Box 279 Two Hills Address \_\_\_\_\_

Phone # 780-657-3559 Phone # \_\_\_\_\_

Type of incident: MVC Structure Fire Other Harms Insured: YES NO

Vehicle 1 \_\_\_\_\_ Vehicle 2 \_\_\_\_\_

Make: \_\_\_\_\_ Model \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Year: \_\_\_\_\_ Plate \_\_\_\_\_ Year: \_\_\_\_\_ Plate \_\_\_\_\_

Insurance \_\_\_\_\_ Policy # \_\_\_\_\_ Insurance: \_\_\_\_\_ Policy # \_\_\_\_\_

Broker \_\_\_\_\_ phone # \_\_\_\_\_ Broker \_\_\_\_\_ Phone # \_\_\_\_\_

Structure/ Building Type Supportive living facility

Owner/Renter \_\_\_\_\_ Phone # \_\_\_\_\_

# of Floors 2 Use of building Seniors lodge Area of ignition C Wing Zone 1

First Material Ignited \_\_\_\_\_

Insured: Yes No

Insurance company \_\_\_\_\_ Policy # \_\_\_\_\_

Broker \_\_\_\_\_

Wind direction/ Speed W 22 Temperature 3°C

Department responded MFD THFD HHFD DFD WFD Mutual Aid YES NO

# of Firefighters on call 6 Hours on Scene 18

INCIDENT COMMAND Patrick / Abe

Billing Information Fax to County Office (780) 657-3504

ATU: Yes No Private: Yes No

Fuel used Diesel \_\_\_\_\_

Submitted: YES NO Date \_\_\_\_\_

Gas \_\_\_\_\_


Entered  
Sent

18 manpower hours

Bill to Eagle Hill



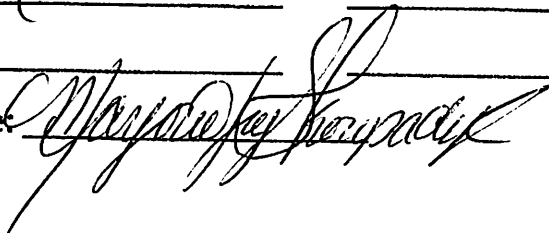
**Description**

**Notes:** Dispatched at 15:15 for alarms at Hillside Lodge. Panel was showing Zone 1 Cwing. Nothing was noted at first but alarm started again. Further investigation led to a resident room with a humidifier that had begun smoking. Window was open and hall way door opened to supply fresh air and fan in residence room set up to push smoke out. Lodge staff were informed of situation. Spoke to residence about what we had found and reassured that everything was safe. Told residence in that wing to stay out for a while until the smoke cleared out. 


**FIREFIGHTERS RESPONDED ON CALL**

Name	Apparatus Responded on	Hours
Patrick	Rescue Dr.	3
Abe	"	3
Jake	Personal Vehicle	3
George	Personal Vehicle	3
Aganetha	"	3
Marj	Pumper.	3

**Signature:**





TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: June 24, 2025		Confidential:		Yes	No	
Topic: Alice Melnyk Library Report						
Originated By: Sheila Lupul				Title:		
BACKGROUND:						
Librarian Betty-Lou Kobe sent the quarterly library board report identifying usage an upcoming programs.						
DOCUMENTATION ATTACHED:						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
_____ moves to accept the library manager's report as information and be incorporated into the minutes.						
DISTRIBUTION: Council: X						

# Library Manager's Report

**DATE: 14 May 2025**

I respectfully acknowledge that my workplace is located on Treaty 6 territory, traditional lands of First Nations and Métis people.

## Programming

**Storytime and Game On** in partnership with FRN. Storytime at FRN with ELL student's children and others. Game On intended to be for teens. All 7 attendants were pre-teen at first one.

## Outreach

- **Seniors**
- **Colony Schools** monthly visits resuming for both Hairy Hill and Plain Lake Colony Schools
- **ECS** monthly visits to Daycare not started yet. Playschool visit

**Fundraising/Donations** applied to the Lions Club for funding for the new public computer and laptop

**Third Thursday Book Club NEW TIME 1:00 pm:** May 15 *A Street Cat Named Bob* by James Bowen

**Collection** Ordered large quantity of new books (published in May/June) so we will be receiving them over the next couple months. Reviewing Presse Commerce and NLLS (auto-buy) subscriptions

## Community

- **Welcome to Kindergarten Fairs** I have been invited to read at my usual station at the WTK. I am available to go to THMS, but the fair at THS is the same day as Library Manager's Conference in Elk Point which I have already committed to attend. Janice is covering for me, and Susana has an appointment out of town. Can one of the Board (or our council reps) attend for the Library? It is in the Kindergarten room at the school from 2:30 to 5:30
- **Movie nights** – Did not renew movie license this year.
- **TREX Exhibits – Otherhood June 26 – July 23, 2025** The artworks in this exhibition seek to examine the feminized body as the monster in fable, folklore, and literature. 1 artist | 19 artworks | 2 text panels | 2 crates | 34 running feet (including space between artworks) **New bookings open this Friday**
- **Two Hills & Area Community Wellness Coalition** We have decided to begin with two projects, A Volunteer Development Program and a Neighbourhood Block Party resource.
- **FCSS/FRN** Partnering with FRN for Storytime and Game Night
- **Adult Learning** **HIRING** new program manager part-time, also working as CWC co-ordinator. ELL students and their families continue to use their library cards
- **Quilting** Will be inviting other crafters with projects to finish, next meetings May 20, June 5 and June 17

**Staffing :** Myself, Janice Skerry & Susana Friesen-. Performance Evaluations in progress.

Volunteers: Emilia Olah & Zak Robinson

- Received Canada Summer Jobs funding for one student, 7 weeks. We have 4 applications so far.

## bCONFERENCES/TRAINING

- **PLSB Symposium** (June 9 & 10) is public library services for older persons
- **Library Mangers Council, IT/Technology, and other NLLS**
  - **Stronger Together Conference** October 8-9, 2025, Doubletree by Hilton, West Edmonton. My turn to attend
  - **Summer/Winter Reading Program Committee**
  - **Princh Wireless Printing** has been set up for our library, we have only used it a few times as our previous system works just as well.
  - **NLLS Training webinars**
- **LMC meetings;** next dates are flexible and will likely be adjusted to coincide with NLLS Board meetings:
  - Wednesday, May 28, 2025 (in-person with an online option)
  - Wednesday, September 24, 2025 (in-person with an online option)

## Indigenous Updates (mine, NLLS & PLSB)

- Not taking advantage of current MOU opportunity

## PLSB Updates:

The topic of this year's symposium (June 9 & 10) is public library services for older persons – stay tuned for an official title! We look forward to bringing you information and perspectives on offering seniors' programming and supports as well as featuring library boards from across the province that are doing innovative and interesting work in this popular Plan of Service response.

**E-Resources:** We are pleased to announce that provincial support for PressReader has been renewed through to the end of 2027. We are currently in the midst of a Request for Proposal (RFP) for a language learning platform.

There are now four Indigenous community library boards receiving funding from the Province: Kainai Library Board (member of Chinook Arch Regional Library System), Kehewin Cree Nation, Frog Lake First Nations Library Board, and Elizabeth Metis Settlement (all members of Northern Lights Library System).

We are pleased to share that PLSB is working on piloting an Indigenous Library Board Basics training and will deliver the first workshop in March. We will also be hosting an Indigenous Library Liaison meeting in the spring.

PLSB's Accessibility Team is thrilled to announce we are available for library training in spring 2025. We have a suite of resources and accessibility workshops to share with interested libraries. The workshops aim to empower libraries with critical knowledge and resources for creating accessible documents and fostering digital inclusion. Topics that we cover include: creating accessible documents, PowerPoint presentations, forms, and communications, including social media.

NNELS is hosting a webinar series on the resources available that libraries can provide persons with print disabilities in different demographics to support their reading needs. The first in the series, [NNELS Demographic Webinar: Seniors with Print Disabilities recording](#), is available on the NNELS YouTube channel.

## THE NUMBERS

### VISITORS (DOOR COUNT)

Jan – 489	Apr – 641	July –	Oct -
Feb – 551	May -	August –	Nov –
Mar – 717	June –	Sept -	Dec –

### REFERENCE QUESTIONS

Jan – 0	Apr – 20	July –	Oct -
Feb – 0	May –	August –	Nov –
Mar – 18	June –	Sept -	Dec –

### Public Computers (Visitors/Sessions)

Jan- 35/36	Apr-45/55	July –	Oct –
Feb- 30/32	May –	August –	Nov –
Mar- 60/67	June –	Sept –	Dec –

### Book Allotment on May 13, 2025

Expended	\$ 5001.59
On-order	\$ 3142.93
<b>Available</b>	<b>\$ -414.34</b>
<b>TOTAL</b>	<b>\$ 7730.18</b>

On-order items are charged at retail, once they are billed, discounts are applied. So it only LOOKS like we have spent all our funds

## **E-resources Stats**

### **Overdrive (our library)**

Jan – 182	Apr – 154	July –	Oct –
Feb – 142	May –	August –	Nov –
Mar – 159	June –	Sept –	Dec –

### **3M Cloud Library (ours)**

Jan – 1	Apr - 2	July –	Oct –
Feb – 13	May –	August –	Nov –
Mar – 3	June –	Sept –	Dec –

### **Hoopla (ours)**

Jan – 23	April - 22	July –	Oct –
Feb – 25	May –	August –	Nov –
Mar - 33	June –	Sept –	Dec –

### **Website Visitors (Users/Sessions/Page views)**

Jan – 972/441/18,125	April – 338/257/2813	July –	Oct –
Feb – 297/312/376	May –	Aug –	Nov –
March – 492/335/5499	June –	Sept –	Dec –

**Facebook –303 followers; Pinterest – 0 monthly viewers, 2 followers**

### **Wifi usage (Visitors/Sessions)**

Jan -41/799	April – 48/905	July –	Oct –
Feb – 42/684	May –	Aug –	Nov –
Mar – 51/1117	June-	Sept –	Dec –

## **CIRCULATION**

### **Item Circulation Statistics**

**From 01 March to 30 April 2025**

	<b>Items</b>	<b>Checkouts</b>	<b>Renewals</b>	<b>Transactions</b>
Book	1578	1571	354	1925
Book - Downloadable Audio	45	46	0	46
Book – Braille/DAISY	2	2	0	2
Book - Large Print	34	29	14	43
Book - Paperback	134	144	28	172
Book on CD/MP3/playaway	23	23	0	23
Electronic Resource	215	223	0	223
Game/Toy/Kit	3	3	0	3
Magazine/Comic Book	13	12	3	15
Magazine Quick Circ (Presse Commerce)				
Software				
Music CD	9	9	3	12
Video - Blu Ray	8	5	3	8
Video - DVD	282	296	64	360
Video – DVD + BluRay	7	7	0	7
Video Game	2	0	3	3
<b>Total For Organization:</b>	<b>2356</b>	<b>2370</b>	<b>472</b>	<b>2842</b>
<b>Last Report's #'s:</b>	<b>1963</b>	<b>1948</b>	<b>394</b>	<b>2342</b>

**Inter-Intra Library Loan Summary**  
**From 01 March to 30 April 2025**

Loaned						Borrowed					
AV		Print		ILL	Total	AV		Print		ILL	Total
C/O	Renew	C/O	Renew			C/O	Renew	C/O	Renew		
224	121	690	314		1349	103	33	449	197		2384

- Print Materials Include: Book, Book - Large Print, Book - Paperback, Braille, Magazine, Map, Music Score
- AV Materials Include: Book - Downloadable Audio, Book - DAISY, Book on Cassette, Book on CD, Book on MP3, Kit, Music Cassette, Music CD, Music MP3, Software, Video - Blu Ray, Video - DVD, Video - VHS

## Patrons Registered

**From 01 March to 30 April 2025**

**Patron Code**

Family – 3

Standard – 9

Library –

Institutional – 1

Self-Registered -

**Total: 13**

**Previous: 13**

## Patron Circulation Statistics

**From 01 March to 30 April 2025**

Family	385
Adult	
Youth	
ILL Library	
Institutional	143
Staff	
Standard	2238
Reciprocal	
<b>Total</b>	<b>2842</b>
<b>Previous Total</b>	<b>2342</b>

## Patron Code Statistics

**From 01 March to 30 April 2025**

Patron Code	Statistical Class	Patrons Transacting
Standard	Adult (18-64)	55
Standard	Senior (65+)	32
Standard	Youth (13-17)	24
Standard	Child (6-12)	16
Standard	Preschool (0-5)	4
Standard	<none>	6
Family	Senior (65+)	0
Family	Adult (18-64)	21
Family	Youth (13-17)	4
Family	Child (6-12)	4
Family	Preschool (0-5)	1
Standard	Institutional	1
Staff	Adult (18-64)	3
Institutional	Adult	1
Institutional	Institutional	4
<b>Total Patrons Transacting:</b>		<b>175</b>
<b>Last Report:</b>		<b>174</b>

**Patron Count 13 May 2025.**  
**Expired Patrons before 31 March 2025 (count) 259**  
Inactive Patrons in last 12 months 64

Location	Present	Previous
COUNTY	262	256
TOWN	265	263
Not in list	14	14
?	5	5
Saddle Lake	56	56
TOTAL	602	594



**Town of Two Hills Councillor Report**

**Date: June 13, 2025**

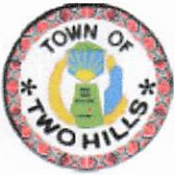
**Two Hills Canada Day Committee**

<b>Canada Day Meetings - May 29, 2025, &amp; June 13, 2025</b>
<b>The plan is more of an evening event,</b>
<b>There is hope for a fire/hotdog roast possible kids and adult movie.</b>
<b>And fireworks</b>
<b>Try to get donation of wieners and buns and watermelon and cake for dessert.</b>
<b>Looking popcorn machine</b>
<b>No fly by</b>

**Two Hills Improvement Committee (THIC)**

<b>May 20, 2025, Two Hills Improvement Committee Meeting</b>
<b>LED Lights are brighter</b>
<b>Soil bought at Costco for pots</b>
<b>Check on power at Chomlak Park</b>
<b>Talk about watering of flowers, donation for pot of flowers</b>
<b>Get a tax receipt</b>
<b>Paint sign west and south</b>

**Extra Notes**

## Town of Two Hills Councillor Report

Date: **June 18/25****NLLS**

N/A

**THIC - Two Hills Improvement Committee**

**May 20/25** - Annual Xmas Light-Up – Requesting to make up the amount to be paid out by asking for \$300 from the County of Two Hills and \$375 from the Town of Two Hills.

- Thank You card to be given to Pat Dehid who will not be attending any more due to medical issues
- An ad was to be put in the water bill for donations for the flowers. An income tax receipt will be given, Any donation \$50 or more- a name will be attached to one of the flowers
- The issue of putting some type of electrical connection for a Nativity Scene to be placed at W.B. Chomlak Park was discussed. Want to know if there is any other way this could be done so as not to be as costly.

**Two Hills Adult Learning Committee**

**June 9/25**-Bookkeeping Fundamentals has been rescheduled to June 3<sup>rd</sup> to 19th in the CTEC Building in Myrnam. 9 people registered. Run in conjunction with the Village of Myrnam as part of the Small Community Grant Program.

- Natasha Reber was hired as the new Program Coordinator.

**Sports Activity Council**

N/A

**Two Hills Space Education Center**

**May 22 & 16/25** – Discussion on scope of project continued.

- Reviewed possible structures, statues, and layout
- Updated the Action Plan

**Extra Notes**

**June 11/25- Joint Municipalities Meeting-** Discussed Mutual Aid and Regional Fire Agreement

- Possibility of ACP Grant to be applied for.
- Discussed ICF – Two Hills Intermunicipal Committee
- Changes to the MGA- respecting Intermunicipal Collaborations per Bill 50