



AGENDA  
TOWN OF TWO HILLS  
November 12, 2024  
1:00 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) Organizational Meeting Minutes October 22, 2024
  - b) Regular Council Meeting Minutes October 22, 2024
- 4) DELEGATION
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
  - a) Chief Financial Officer Report
  - b) Public Works Report
  - c) Economic Development Officer
  - d) Chief Administrative Report
- 7) CORRESPONDENCE
- 8) OLD BUSINESS
- 9) BYLAWS & POLICIES
  - a) Technology Policy
  - b) 2024-1048 Water and Sewer Bylaw
  - c) 2024-1049 Derelict Residential Subclass
- 10) NEW BUSINESS
  - a) Railway Building Update
  - b) GO East 2025
- 11) COUNCIL MEMBER REPORTS
- 12) NEXT MEETINGS
  - a) Regular Council Meeting Tuesday November 26, 2024 at 6:00 PM
- 13) CLOSED SESSION
  - FOIPP Act 16(1)(2) & 25; 27
- 14) ADJOURNMENT

## TOWN OF TWO HILLS



Minutes of the Organizational Meeting of Council for the Town of Two Hills  
held October 22, 2024 at 5:30 PM in the Two Hills Town Council Chambers

**PRESENT:** Mayor L. Ewanishan, Deputy Mayor S. Rajoo, Councillor M. Tarkowski, Councillor A. Romaniuk, Councillor E. Sorochan, C.A.O. A. Kozakiewicz, C.F.O. S. Lupul, F.O Trish Parent, 1 Reporter

**CALL TO ORDER:** Mayor L. Ewanishan called the Organizational Council Meeting of October 22, 2024 to order at 5:31 P.M.

**OATH OF OFFICE:** Councillor S. Rajoo was sworn in as Deputy Mayor.

### APPOINTMENT OF ELECTED OFFICIALS TO COMMITTEES/BOARDS:

#### Review of Policy 2011-03 "Appointment of Elected Officials"

Council was provided a copy of existing Policy 2011-03 'Appointment of Elected Officials' for review.

**2024-315** **MOVED** by Councillor A. Romaniuk to adopt Policy 2011-03 Appointment of Elected Officials as reviewed.

**CARRIED**

#### Review of Policy 2011-04 "Elected Officials Appointments to Federal, Provincial and Regional Boards and Committees"

Council was provided a copy of existing Policy 2011-04 "Elected Officials Appointments to Federal, Provincial and Regional Boards and Committees" for review.

**2024-316** **MOVED** by to Councillor A. Romaniuk adopt Policy 2011-04 Elected Officials Appointments to Federal, Provincial and Regional Boards and Committees" as reviewed.

**CARRIED**

#### Appointments of Elected Officials to Committee/Boards

Council discussed the appointments to Boards and Committees for the upcoming year.

**2024-317** **MOVED** by Councillor A. Romaniuk to accept the Committee/Boards appointments as mutually agreed upon.

**CARRIED**

#### APPOINTMENT OF DEVELOPMENT AND SUBDIVISION AUTHORITY:

Bylaw 95-734 "The Development Authority shall consist of one (1) person appointed by resolution of Council..." No term specified.

Bylaw 95-735 "The Subdivision Authority shall consist of one (1) person appointed by resolution of Council...for a term of one (1) year and may be reappointed upon expiry of the term at the pleasure of Council".

**2024-318** **MOVED** by Councillor M. Tarkowski to appoint Jane Dauphinee, of Municipal Planning Services, to be the Subdivision Authority for the Town of Two Hills.

**CARRIED**

#### APPOINTMENT OF SUBDIVISION & DEVELOPMENT CLERK:

Municipal Government Act 627.1(1) states "a council that establishes a subdivision and development appeal board must appoint...must authorize the appointment of, one or more clerks of the subdivision and development appeal board."

**2024-319** **MOVED** by Deputy Mayor S. Rajoo to remove Ava Clark as the clerk for the Subdivision & Development Appeal Board.

**CARRIED**

#### APPOINTMENT OF BYLAW ENFORCEMENT OFFICER:

Bylaw 2013-929 Bylaw Enforcement Officer section 4.1 states that Council may appoint one or more Bylaw Enforcement Officers and shall hold a term of office at the pleasure of Council.

**2024-320** **MOVED** by Councillor E. SoroChan to appoint Terry Stefiuk, as the Bylaw Enforcement Officer for the Town of Two Hills.

**CARRIED**

**2024-321** **MOVED** by Mayor L. Ewanishan to appoint Wayne Nyback of Rural Bylaw, as the Bylaw Enforcement Officer for the Town of Two Hills.

**CARRIED**

#### APPOINTMENT OF AUDITOR:

As per Municipal Government Act R.S.A. 2000, c. M-26, Section 280(1) Each Council must appoint one or more Auditors for the municipality.

**2024-322** **MOVED** by Councillor E. SoroChan to appoint Ncube and Landry as the Town of Two Hills Auditor for the 2025 fiscal year end.

CARRIED

MAYOR AND COUNCIL RENUMERATION AND SUBSISTENCE:

Review of Policy 2011-05 "Elected Officials Remuneration and Expense

Reviewed annually at the Organizational meeting as per section 4 under Procedures.

2024-324 **MOVED** by Councillor A. Romaniuk to declare Policy 2011-05 Elected Officials Remuneration and Expense as reviewed and amended.

CARRIED

Review of Policy 2011 - 01 Council Benefits

Policy 2011-01 is reviewed annually at the Organizational meeting with other like policies.

2024-325 **MOVED** by Deputy Mayor S. Rajoo to declare Policy 2011-01 *Council Benefits* as reviewed.

CARRIED

Review of Policy 2012-02 "Mileage for Council, Staff and Appointed Members"

Reviewed annually at the Organizational meeting with other like policies.

2024-326 **MOVED** by Councillor M. Tarkowski to declare Policy 2012-02 "Mileage for Council, Staff and Appointed Members" as reviewed.

CARRIED

Review and Acknowledgement of Bylaw No. 2018-969 to Regulate the Conduct of Council

Reviewed and signed annually at the Organizational meeting with other like policies.

2024-327 **MOVED** by Councillor A. Romaniuk to adopt Review of Bylaw No. 2018-969 *Council Code of Conduct* as reviewed.

CARRIED

**Regular Council Meeting Dates 2024**

The dates have been presented for 2025, to continue meetings at 1PM and 6PM.

**2024-328**    **MOVED** by Deputy Mayor S. Rajoo to approve the 2025 dates as presented.  
**CARRIED**

**Appoint of Legal Team**

Annually council is to appoint a legal team to represent the Town when needed.

**2024-329**    **MOVED** by Councillor E. Sorochan to appoint Brownlee LLP, Reynolds Mirth Richards & Farmer LLP and Alberta Counsel as the Town of Two Hills legal team.  
**CARRIED**

**Appointment of Engineering Firm**

Annually council is to appoint and engineering firm to represent the Town when needed.

**2024-330**    **MOVED** by Councillor M. Tarkowski to appoint MPE Engineers as the Town of Two Hills Engineering representatives.  
**CARRIED**

**ADJOURNMENT:**

With all items on the agenda having been addressed, Mayor L. L. Ewanishan adjourned the Organizational Meeting at 6:11 P.M.

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LEONARD EWANISHAN, MAYOR

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ADAM KOZAKIEWICZ, C.A.O.

## TOWN OF TWO HILLS



### Minutes of the Regular Meeting of Council for the Town of Two Hills held October 22, 2024 at 6:00 P.M. in Council Chambers

**PRESENT:** Mayor L. Ewanishan, Deputy Mayor A. Romaniuk, Councillor M. Tarkowski, Councillor S. Rajoo, Councillor E. Sorochan, C.A.O A. Kozakiewicz, C.F.O S. Lupul, F.O Trish Parent, 1 member of the public, and 1 reporter

**ABSENT:** N/A

**CALL TO ORDER:** Mayor L. Ewanishan called the Regular Town Council Meeting to order at 6:14pm

**CARRIED**

**ADOPTION OF AGENDA:**

**2024-331** **MOVED** by Councillor A. Romaniuk to accept the agenda with (1) additions to the agenda as presented.  
11c) Deputy Mayor S. Rajoo Report

**CARRIED**

**ADOPTION OF MEETING MINUTES:**

**2024-332** **MOVED** by Councillor A. Romaniuk to accept the Regular Meeting Minutes of October 8, 2024 as presented.

**CARRIED**

**OPEN FORUM:**

Mr. Saylor presented an opportunity for the Town to be an apart of recognizing a local resident who has now gone on to work for the Canadian Space Agency.

**2024-333** **MOVED** by Councillor M. Tarkowski to create a commemorative committee and appoint Councillor E. Sorochan and Mr. Saylor as member at large.

**CARRIED**

**ADMISITRATIVE REPORTS:**

**Public Works Report**

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

**2024-334** **MOVED** by Councillor E. Sorochan to accept bid to pave 49<sup>th</sup> street from 51 Ave to 50 Ave contingent on sewer camera results

**CARRIED**

**2024-335** **MOVED** by Councillor M. Tarkowski to review grant to see what projects can be done pertaining to golf course.

**CARRIED**

**2024-336**                      **MOVED** by Councillor M. Tarkowski that the Public Works Report be acknowledged and incorporated into the minutes  
**CARRIED**

**Chief Financial Report**

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

**2024-337**                      **MOVED** by Councillor A. Romaniuk that roll # 01630 to purchase 47 Ave property.  
**CARRIED**

**2024-338**                      **MOVED** by Mayor L. Ewanishan to send Deputy Mayor S. Rajoo to community supper on October 26, 2024  
**CARRIED**

**2024-339**                      **MOVED** by Councillor M Tarkowski that the Chief Financial Report be acknowledged and incorporated into the minutes  
**CARRIED**

**Economic Development Officer Report**

The Economic Development Officer Report was provided to Council in advance for their review.

**2024-340**                      **MOVED** by Councillor M. Tarkowski that the Economic Development Officer Report be acknowledged and incorporated into the minutes  
**CARRIED**

**Chief Administrator Report**

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

**2024-341**                      **MOVED** by Mayor L. Ewanishan to have CAO A. Kozakiewicz attend as a speaker in Fiji November 29 to December 10, 2024  
**CARRIED**

**2024-342**                      **MOVED** by Mayor L. Ewanishan to move December 10, 2024 meeting to December 17, 2024.  
**CARRIED**

**2024-343**                      **MOVED** by Deputy Mayor S. Rajoo that the Chief Administrative Report be acknowledged and incorporated into the minutes.  
**CARRIED**

**CORRESPONDENCE:**

**2024-344**                      **MOVED** by Deputy Mayor S. Rajoo to have Councillor M. Tarkowski attend Eastern Trade Forum.  
**CARRIED**



Town of Two Hills – Regular Council Meeting October 22, 2024

2024-345                      **MOVED** by Councillor A. Romaniuk to accept correspondence and incorporate into the minutes.

**CARRIED**

**NEW BUSINESS:**

2024-346                      **MOVED** by Mayor L. Ewanishan to send Councillor M. Tarkowski to Go East AGM on November 20, 2024.

**CARRIED**

2024-347                      **MOVED** by Mayor L. Ewanishan to file request as information regarding Two Hills Graduation Request.

**CARRIED**

2024-348                      **MOVED** by Councillor M. Tarkowski to file as information regarding North Saskatchewan Watershed Alliance.

**CARRIED**

2024-349                      **MOVED** by Councillor E. Sorochn to file as information, regarding Atco Franchise Fees.

**CARRIED**

2024-350                      **MOVED** by Councillor M. Tarkowski to send a letter of support for Go East.

**CARRIED**

2024-351                      **MOVED** by Councillor E. Sorochn to accept as information for Remembrance Day.

**CARRIED**

**COUNCIL MEMBER REPORTS:**

2024-352                      **MOVED** by Mayor L. Ewanishan to send Deputy Mayor S. Rajoo, Councillor A. Romaniuk, and Councillor E. Sorochn to 2025 Spring Municipal Leaders' Caucus on March 6/7, 2025.

**CARRIED**

2024-353                      **MOVED** by Mayor L. Ewanishan to have Councillor A. Romaniuk to attend November 19, 2024 Eagle Hill meeting.

**CARRIED**

2024-354                      **MOVED** by Councillor A. Romaniuk that Council Member reports be accepted and incorporated into the minutes.

**CARRIED**





**NEXT MEETINGS:**

Regular Council Meeting Tuesday November 12, 2024 at 1:00pm

**CLOSED SESSION:**

2024-355                      **MOVED** by Mayor L. Ewanishan to go into camera at 8:53 PM. **CARRIED**

2024-356                      **MOVED** by Mayor L. Ewanishan to come out of camera at 9:07 PM **CARRIED**

**ADJOURNMENT:**

With all items on the agenda having been addressed Mayor L. Ewanishan adjourned the Regular Council Meeting at 9:07 PM

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Leonard Ewanishan, Mayor

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Adam Kozakiewicz, C.A.O.





# 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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**TOWN OF TWO HILLS**  
**RECONCILIATION STATEMENT FOR August 2024**

<b>Net Balance at End July 2024</b>	<b>\$475,953.76</b>
Plus Deposits	<b>\$575,253.59</b>
<b>Sub Total</b>	<b>\$1,051,207.35</b>
Minus Disbursements (including transfers)	<b>\$539,269.30</b>
<b>Closing Balance</b>	<b>\$511,938.05</b>

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**Summary of Town of Two Hills Accounts**

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<b>Alberta Treasury Branch</b>	<b>Description of Accounts</b>	
Bus Custom Plan CB #24	(Main Account)	<b>\$511,938.05</b>
Bus Custom Plan CB #27	(Electronic Bill Payments)	<b>\$21,504.94</b>
Notice Account 90 Day	(Auction Holding)	<b>\$116,748.86</b>
Savings Account #30	(Debenture Account)	<b>\$48,603.71</b>
Savings Account #478	County Grant Account	<b>\$54,110.02</b>
Savings Account #578	Interest Bearing	<b>\$152,410.73</b>
<b>TOTAL ATB</b>		<b>\$905,316.31</b>

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<b>Revolving Loan - out of \$985,000.00</b>	<b>\$985,000.00</b>
	<b>\$0.00</b>
	<b>\$985,000.00</b>

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<b>OTHER ACCOUNTS:</b>	<u><b>Vision Credit Union</b></u>	
	Two Hills Improvement Committee	<b>\$ 2,180.68</b>
	Canada Day	<b>\$ 10,768.35</b>

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**Comments:**

Number	Issued	Amount	SC
0000032920	10/22/2024	PW TIRE REPAIR	\$ 15.75
0000032921	10/22/2024	WATER REPAIR	\$ 28.88
0000032922	10/22/2024	49 ST SIDEWALK SUPPLIES	\$ 75.56
0000032923	10/22/2024	VOID	
0000032924	10/22/2024	CLAIMED EXPSENSE	\$ 866.10
0000032925	10/22/2024	POSTAGE LEASE	\$ 117.25
0000032926	10/22/2024	CLAIMED EXPSENSE	\$ 532.50
0000032927	10/22/2024	REMEMBRANCE DAY WREATHS	\$ 266.00
0000032928	10/22/2024	STAFF CONTRIBUTIONS	\$ 475.00
0000032929	10/22/2024	MONTHLY ASSESSMENT	\$ 1,630.65
0000032930	10/22/2024	ROAD GRAVEL, ROCK	\$ 8,911.11
0000032931	10/23/2024	49 ST SIDEWALK, CURB & GUTTER	\$ 33,880.00
0000032932	10/24/2024	ADVERTISEMENT	\$ 250.00
0000032933	10/24/2024	VETERNS HWY MEMBERSHIP	\$ 146.10
0000032934	10/25/2024	TOURISM TRAINING	\$ 3,165.00
0000032935	10/25/2024	TOURISM ACCOMEDATIONS	\$ 379.32
0000032936	10/29/2024	CONTRACTOR ROAD REPAIR	\$ 3,085.00
0000032937	10/29/2024	MASTERCARD	\$ 241.54
0000032938	10/29/2024	H2O SERVICE CONTRACT	\$ 770.00
0000032939	10/29/2024	MUNICIPAL CONTIRBUTION REGIONAL LANDFILL	\$ 87,792.00
0000032940	10/29/2024	CLAIMED EXPSENSE	\$ 223.60
0000032941	10/29/2024	BRICK REPAIR ADMIN OFFICE	\$ 630.00
0000032942	10/29/2024	WATER TRSF & PUMP OUT STATION MAINTENANCE	\$ 1,049.69
0000032943	10/29/2024	CLAIMED EXPSENSE	\$ 362.40
0000032944	10/29/2024	CLAIMED EXPSENSE	\$ 111.55
0000032945	10/29/2024	CLAIMED EXPSENSE	\$ 1,335.67
0000032946	10/29/2024	ICE PLANT REPAIRS / START UP	\$ 21,871.21
0000032947	10/29/2024	CLAIMED EXPSENSE	\$ 462.40
0000032948	10/29/2024	NOVEMBER ADVERTISEMENT	\$ 495.00
0000032949	10/29/2024	PW DUMP TRUCK REPAIRS	\$ 3,411.47
0000032950	11/06/2024	WATER PURCHASE	\$ 28,954.00
0000032951	11/06/2024	NRED - PROJECT INITIATION	\$ 14,910.00
0000032952	11/06/2024	HEALTH BENEFITS	\$ 10,871.06
0000032953	11/06/2024	PW FUEL	\$ 4,864.69
0000032954	11/06/2024	FURNANCE REPAIR AT ADMIN OFFICE	\$ 2,503.32
0000032955	11/06/2024	NOV FIRE CHIEF HONORARIUM	\$ 150.00
0000032956	11/06/2024	FENCE RENTALS	\$ 280.11
0000032957	11/06/2024	SHREDDING	\$ 84.92
0000032958	11/06/2024	LEGAL FEES	\$ 2,471.18
0000032959	11/06/2024	RMA MEMBERSHIP FEES	\$ 261.45
0000032960	11/06/2024	BYLAW SERVICES OCT 2024	\$ 690.00
0000032961	11/06/2024	WATER PUMP & HP MOTOR REPAIRS/REPLACEMENT	\$ 4,169.26
0000032962	11/06/2024	OFFICE SUPPLIES	\$ 15.32
0000032963	11/06/2024	LAND TITLES	\$ 40.00
0000032964	11/06/2024	OFFICE SUPPLIES	\$ 169.22
0000032965	11/06/2024	HALL FEE	\$ 2,625.00
0000032966	11/06/2024	AGRIDAY SPONSOR & SIGN ADVERTISING	\$ 600.00
0000032967	11/06/2024	MONTHLY CONTRACT	\$ 1,630.65
0000032968	11/06/2024	OFFICE CLEANING	\$ 320.00

## Public Works:

### 1) Roads

- Continue pothole filling and packing
- Grade industrial road, 46 Ave and 54 Ave
- Lower manhole cover and level the intersection at 49 St and 50 Ave
- Lower the manhole at 50 Ave and 52 St
- Grade back alleys as required

### 2) Other

- Clean the outfall on 49 St storm line
- Clean out the south end of the culvert at the senior's centre
- Clean the gutter on 48 St
- Wire new air compressor in workshop
- Install new bulbs on the ceiling lights in the workshop
- Build temporary dog kennel at 4705 51 St as requested by Bylaw Officer to contain 10 dogs
- Receive 13 cubes of Beet Juice
- Winterize GMC water truck, Vac. Truck
- Service Skid Steer and Volvo Loader
- Complete all Service Requests.

### 3) Water

- Continue monitoring, recording, flows and volumes
- Weekly Bac T Samples
- Install new water meters as per request
- Install new 5HP motor at reservoir (Sego)
- Annual back up engine service (PEAK Engine)
- Continue communicating with County utilities

### 4) Waste Water

- Continue Monitoring and recording volumes and flows
- Continue with additives as per (Algae Control Canada)
- Flush Several sewer lines around town with contractor
- Annual back up engine service
- Annual lagoon discharge (Oct 8 - 28, 2024)

### 5) Other

- Winterize and service all fire hydrants
- Close off water to RV dump service
- Camera several sewer lines

**Date: November 12, 2024**

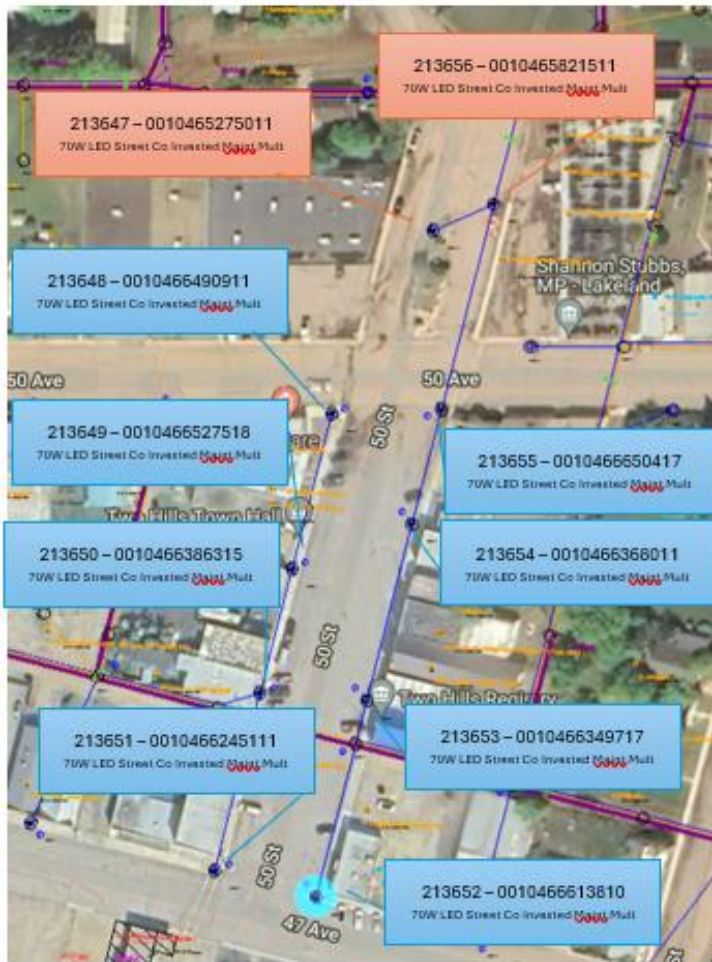
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1. Meeting with ATCO – Electricity rate explanations and Christmas lights and painting of light standards downtown -RMA
  - a. Two Hills Ag Society – Billing Analysis (Presentation Request): **Council, please make the motion with a date for the meeting!**
    - i. Upon receipt of the scheduling for this, I will work on accommodating that in my schedule and provide them an overview regarding the analysis and components of their bill that they require further elaboration for. I would appreciate if you can give me at least a week notification to prepare the data for the presentation and secure availability. Please Pick a date for the meeting
  - b. Two Hills Downtown (Streetlight Inventory): notes attached I asked for pricing
2. Meeting with Andrew Skeith lawyer from RMRF notes below
  - a. I took a look at the City of Edmonton bylaw. Essentially it functions by just creating a new assessment subclass under Class 1 residential for derelict properties and assigns a higher tax rate to that subclass as compared to standard residential class properties.
  - b. I reviewed the Town’s existing form of Property Tax Bylaw, and I put together the attached which is essentially a modified form of your existing property tax bylaw. As you can see, the only change is really to create a new “Derelict Residential” subclass, give it a definition, and give it an associated tax rate. The remainder of the form of property tax bylaw can remain the same.
3. Meeting with **Karen Arsenault** CPA, CMA, MBA Manager, Provincial Infrastructure Programs Grants and Education Property Tax Branch Municipal Affairs Government of Alberta to receive a grant application as requested by our MLA. The Ministry will not allow us to apply

From: Ares, JM <JM.Ares@atco.com>  
Sent: November 8, 2024 9:57 AM  
To: Adam Kozakiewicz <cao@townoftwohills.com>

Good Morning Adam,

In follow up to my email and our conversation, please review the information below so we may proceed accordingly with your inquiry.



I have the streetlight inventory for Town of Two Hills' downtown. May you please confirm if you also want the orange marked streetlights to be included in your request.



1. Streetlight Inventory Update – Please review our standard streetlight options:



2. Festoon Installation – We can complete this.
3. Utilizing powerlines for downtown lights – Due to hazardous risks, we are not able to accommodate this request.
4. Pole repainting – I will need to follow up with our team to confirm if this is something we can accommodate.

If you choose to proceed with the beautification of your downtown streetlight inventory, we can verify the scope and wrap them all up in one project to accomplish your request. Upon your request, I will raise a project, and we will send you a proposal.



## Correspondence Listing

Council Meeting November 12, 2024

A.) Prime Minister Award Nomination



Town of Two Hills

NOV 04 2024

RECEIVED

Hello,

We are seeking your help in soliciting nominations of outstanding teachers and educators for the Prime Minister's Awards for Teaching Excellence, for Teaching Excellence in Science, Technology, Engineering and Math, and for Excellence in Early Childhood Education. These long-standing awards celebrate educators for their leadership and their commitment to preparing youth for a digital and innovation-based economy. Anyone can nominate an educator for the award. You can help us raise awareness for the awards by putting up the enclosed posters in areas where people will see it.


As well, you can promote the initiative on your website or social media accounts by using our shareables found in the promotional tools section of the Prime Minister's Awards website <https://www.canada.ca/pm-awards>.

If you have any questions you can email us at [primeministersawards-prixdupremierministre@ised-isde.gc.ca](mailto:primeministersawards-prixdupremierministre@ised-isde.gc.ca).

Thank you in advance for your help in making this initiative an ongoing success!

Kristina Dixie  
Manager, Prime Minister's Awards  
Innovation, Science and Economic Development Canada / Government of Canada

AGENDA ITEM NO.: (9a.)

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: November 12, 2024		Confidential:	Yes		No	
Topic: Council Technology Policy						
Originated By: Trish Parent			Title:			
BACKGROUND:						
<p>The Town of Two Hills recognizes that Town Councillors in the performance of their duties require access to electronic information and to communicate with each other, residents and Town of Two Hills Staff.</p>						
DOCUMENTATION ATTACHED:						
Technology Policy 2024-02						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
<p>If Council so chooses,</p> <p>_____ MOVES to adopt policy number 2024-02.</p>						
DISTRIBUTION:		Council: X				



**Town of Two Hills**  
**Technology Policy 2024-02**

**1. Policy Statement:**

- 1.1. Town Councillors in the performance of their duties require access to electronic information and to communicate with each other, residents and Town of Two Hills Staff. All council members are obligated to use these tools in a responsible and efficient manner, consistent with their current position, town policies and any other applicable laws.
- 1.2. All Elected Officials employed by the Town of Two Hills must read and understand this policy, in addition to signing the technology use agreement "Schedule A" to be granted access to technology. This applies to computer use, cellphone use, and electronic devices.

**2. Definitions:**

- 2.1. Electronic Device means any device capable of accessing, sending, storing or receiving messages, or other information, either verbally or in text including, but not limited to cell phones, laptops and tablets.

**3. Responsibilities:**

- 3.1. The computer network is the property of the Town of Two Hills and is to be used for legitimate business purposes.

**4. Equipment:**

- 4.1. Town will purchase a data enabled electronic device for elected officials to use for their term on council. This device remains the property of the Town of Two Hills until end of term, and the option to purchase can be exercised as set out in 5.1 below.
  - 4.1.1. The Town of Two Hills will make every effort to ensure the device is set up (prior to being issued) with the software required to be able to complete council tasks. (i.e. Word processor, adobe reader, and access to email.) Each councillor must familiarize yourself with the technology provided. In the event the equipment is non-functional it must be brought back to the administrative office immediately.

**5. Equipment Disposal:**

- 5.1. Any councillor, at the end of their term of office may elect to purchase this equipment subject to the following depreciation of the purchase price.
  - 5.1.1. Year 1 – 20%
  - 5.1.2. Year 2 – 40%
  - 5.1.3. Year 3 – 60%
  - 5.1.4. Year 4 – 80%

Any property elected to be purchased will be factory reset to protect the intellectual property of the Town of Two Hills and the Confidentiality of personal information.

6. The Town reserves the right to cancel access to, or remove, any technology device or equipment at its discretion. Any tampering, altering or modifying technology is not permitted.



### **Schedule A – Technology Use Agreement**

All devices and technology issued by the Town of Two Hills, that are otherwise connected to or with access to the Town of Two Hills server or other form of information, either directly or through wireless connectivity, shall be for the exclusive use by the Councillor. Without Exceptions.

#### **1. Guidelines and Procedures**

- 1.1. The Technology user is accountable at all times for the responsible use of their computer, cellphone, or another electronic device. The network administrator has access to all user accounts including email, and random checks could be made.
- 1.2. The Town of Two Hills does not permit use of the computers, and electronic devices in a way that could be deemed as offensive or harassing, such as hate mail, racial or ethnic slurs, insults, obscenities, abuse, defamation, threats, sexually explicit materials and internet gambling.
- 1.3. Town electronic devices, must be returned upon termination unless otherwise stated in section 5.1 Equipment disposal. All personal subscriptions such as Apple ID / Google Play will need to be removed by Town Councillors before device can be returned.
- 1.4. Use of technology for personal reasons is only allowed during personal time and provided it does not violate any Town policy or directive.
- 1.5. Electronic device plans, features, accessories, and management will be provided by the Town of Two Hills.
- 1.6. Any information created or stored on Town electronic devices may be considered a public record subject to disclosure under the Alberta Freedom of Information and Privacy (FOIP) Act and must be in accordance with the Town of Two Hills Bylaw 99-781 Records Retention and Disposition Bylaw.
- 1.7. All electronic devices belonging to the Town of Two Hills are required to have passwords, to prevent access to Town information if lost or stolen. Passwords must be kept confidential and not shared.
- 1.8. Any damages to issued devices will be paid by the Town of Two Hills to a maximum of \$200.00.
- 1.9. I agree to the terms as stated above by signing this agreement, I authorize the Town of Two Hills to create an email account on my behalf.

Signed \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_


\_\_\_\_\_  
Town of Two Hills

\_\_\_\_\_  
Elected Official

Motion: \_\_\_\_\_

Policy No: 2024-02

AGENDA ITEM NO.: (9b.)

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM							
Meeting Date: November 12, 2024		Confidential:		Yes		No	
Topic: 2024-1048 Water Bylaw							
Originated By: Trish Parent				Title:			
BACKGROUND:							
<p>2024-1048 Water &amp; Sewer Bylaw was presented to Council to review the cost increase of 30 cents for water consumption, this bylaw will need to be amended to allow for the cost increase.</p>							
DOCUMENTATION ATTACHED:							
<p>2024-1048 Water Bylaw</p>							
DISCUSSION:							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
RECOMMENDED ACTION(S):							
<p>If Council so chooses:</p> <p>_____ MOVES that 2024-1048 Water &amp; Sewer Bylaw be given first reading this 12th day of November, 2024.</p> <p>_____ MOVES that 2024-1048 Water &amp; Sewer Bylaw be given second reading this 12th day of November, 2024</p>							
DISTRIBUTION:		Council: X					



BYLAW NO. 2024-1048 OF THE  
TOWN OF TWO HILLS

A BYLAW OF THE TOWN OF TWO HILLS, IN THE PROVINCE OF ALBERTA,  
RESPECTING THE SUPPLY OF WATER AND SANITARY SEWER SERVICES  
WITHIN THE TOWN OF TWO HILLS

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**WHEREAS** Municipal Council has determined it is expedient to establish a Water and Sewer Service Bylaw for the Town of Two Hills;

**AND WHEREAS** the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as may be amended from time to time, provides Municipal Council with the authority to provide public Utility Services subject to any terms, costs or charges as may be established by Municipal Council;

**NOW THEREFORE**, under the authority and subject to the provisions of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as may be amended from time to time, Municipal Council for the Town of Two Hills, duly assembled enacts as follows:

**PART I - INTERPRETATION**

**Division 1**

1. This Bylaw may be referred to as the "Water and Sewer Services Bylaw".

**Division 2 - Definitions**

**2. Definitions**

- 2.1 "Appurtenance" means any fixture, receptacle, apparatus or other device which is attached to and forms a part of a Service Connection, or the Water System, as applicable.
- 2.2 "Authorized Person" means a Person employed or under contract to the Town for the purposes of inspection and enforcement, and shall include a Bylaw Enforcement Officer.



- 2.3 "Backflow" means the reversal of the direction of flow within a Service Connection.
- 2.4 "Back Siphonage" means a Backflow caused by negative pressure within the Water System.
- 2.5 "Blackwater" means domestic wastewater containing human excrement or matter contaminated with human excrement, discharged from a toilet.
- 2.6 "Bylaw Enforcement Officer" means a Person appointed pursuant to the *Municipal Government Act*.
- 2.7 "Consumer" means any Person whose Premises is connected to the Water System; in whose name an account has been opened with the Town for the purpose of providing a Utility Service under this Bylaw.
- 2.8 "Cross-Connection" means any temporary, permanent or potential connection to a Service Connection or Appurtenance of a Service Connection that may allow Backflow to occur and includes, but is not limited to swivel or changeover devices, removable sections, temperature connections and bypass arrangements.
- 2.9 "Designated Officer" means a Person appointed pursuant to the *Municipal Government Act*, and includes for the purpose of this Bylaw, an Authorized Person and Bylaw Enforcement Officer.
- 2.10 "Development Authority" shall have the meaning set out pursuant to the *Municipal Government Act*.
- 2.11 "Dwelling Unit" means a building intended for residential purposes.
- 2.12 "Greywater" means domestic wastewater from a hand basin, bath, shower, kitchen or laundry, excluding Blackwater.
- 2.13 "Infrastructure Maintenance Fee" means a fee collected from Consumers outside Town corporate limits to be used towards the costs involved with repairing, maintaining and operating the waterworks and/or sewer systems.
- 2.14 "Infrastructure Sustainability Fee" means a fee collected from Consumers to be used towards the future replacement of aging and/or new infrastructure.
- 2.15 "Institutional" means the hospital, school, post office, R.C.M.P. station and senior's lodge, etc.
- 2.16 "Inspector" means those Persons approved by the Manager for the purpose

of inspecting or installing Testable Cross-Connection Control Devices.

- 2.17 "Land Use Bylaw" means the Land Use Bylaw of the Town passed pursuant to Part 17 of the *Municipal Government Act*.
- 2.18 "Manager" means that Person appointed to the position of Chief Administrative Officer, or his or her designate.
- 2.19 "Meter" means a device installed on a water Service Connection for the purpose of measuring the volume of water supplied to a Consumer and includes a read-out device and associated wiring.
- 2.20 "Meter Reader" means a Person employed or contracted to the Town for the purpose of gathering the information recorded by a Meter.
- 2.21 "*Municipal Government Act*" means R.S.A. 2000, Chapter.M-26, as may be amended from time to time, and any regulations thereunder.
- 2.22 "Municipal Tag" means a notice issued by the Town pursuant to the *Municipal Government Act*, for the purpose of providing a Person with an opportunity to acknowledge a contravention of this Bylaw, and to pay a penalty directly to the Town, in order to avoid prosecution for the contravention.
- 2.23 "Occupant" means a Person occupying a Premises or Dwelling Unit, including a lessee or licensee, who has actual use, possession or control of the Premises or Dwelling Unit.
- 2.24 "Owner" means the registered owner of real property to which a Utility Service is provided pursuant to this Bylaw and includes a purchaser under an agreement for sale of real property.
- 2.25 "Person" includes any individual, firm, partnership or corporation and the heirs, executors, administrators or other legal representatives of an individual.
- 2.26 "Plumbing Code" means the National Plumbing Code of Canada 1995, adopted and in force in the Province of Alberta pursuant to Alberta Regulation 119/2007, as may be amended from time to time.
- 2.27 "Premises" or "Property" means real property and all buildings, structures and improvements thereon.
- 2.28 "*Provincial Offences Procedure Act*" means R.S.A. 2000 Chapter.P-34, as may be amended from time to time, and any regulations thereunder.
- 2.29 "*Safety Codes Act*" means R.S.A. 2000, Chapter S-1, as may be amended

from time to time, and any regulations thereunder.

- 2.30** "Sanitary Sewer System" means that system of pipes, fittings, fixtures, Appurtenances, treatment plants, pumping stations, feeder mains, portions of Service Connections, and all other equipment and machinery of whatever kind owned by the Town which is required for the collection and disposal of sewage, and which is deemed to be a Public Utility within the meaning of the *Municipal Government Act*.
- 2.31** "Service Connection" means the part of the system or works of a Utility that runs from the Water Main of the Utility to a building or other place on a parcel of land for the purpose of providing Water Service to the parcel and includes parts or works such as the pipes, wires, couplings, meters and other apparatus.
- 2.32** "Service Connection" means that lateral pipe which connects a Consumer's Premises to a Town main line of the Water System or Sanitary Sewer System, as applicable.
- 2.33** "Service Connection Fee" means that fee set out in Schedule "A" to this Bylaw, as may be amended by Resolution of Council from time to time, charged by the Town for the connection of Premises to the Water System or "Sanitary Sewer System", as applicable.
- 2.34** "Stop Valve" means a valve located on the Town owned portion of the water Service Connection, located between the main line and the property line of a road or easement, installed for the purpose of enabling the Town to turn on or shut off the supply of water to a Premises.
- 2.35** "Testable Cross-Connection Control Device" or "Device" means a device capable of being tested and inspected, approved for the prevention of Backflow pursuant to the provisions of this Bylaw.
- 2.36** "Town" means the Corporation of the Town of Two Hills, or the geographical area of the Town, as applicable.
- 2.37** "Utility" means the system or works of a public utility operated by or on behalf of the Town.
- 2.38** "Utility Service" means the supply of water or the disposal of sewage to a Premise by the Town pursuant to this Bylaw.
- 2.39** "Violation Ticket" means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act*.
- 2.40** "Water Main" means those pipes, wires or other apparatus installed for the delivery of water to which a Service Connection may be connected.

- 2.41 "Water Service" means the Utility provided by the Town to provide water to Property through a Water Main to a Service Connection.
- 2.42 "Water System" means that system of water reservoirs, treatment plants, pumping stations, feeder mains, distribution mains, portions of Service Connections, valves, fittings, hydrants, Meters, Cross-Connection Control Devices and all other equipment and machinery of whatsoever kind owned by the Town, which is required to supply and distribute water to Consumers, and which is deemed to be a Public Utility within the meaning of the *Municipal Government Act*.

## PART II – WATER

### Division 1 – Provision of Water Service

#### 3. Terms of Service and Applications

- 3.1 The Town shall, in accordance with the terms and conditions prescribed in this Bylaw, be responsible for the operation and management of all Water Service facilities and equipment utilized for the distribution of water.
- 3.2 The use and control of the Water Service shall be in accordance with this Bylaw.
- 3.3 The Water Service shall be under the direct control and management of the CAO, subject to the provisions of this Bylaw and applicable policies of the Town.
- 3.4 The Town shall supply Water Service so far as there is sufficient capacity, upon such terms, costs or charges as established by Council to any Owner.
- 3.5 The provisions of this Bylaw shall apply to any property obtaining water from the water supply distribution system, operated by the Town of Two Hills.
- 3.6 No Person shall construct or install any manner of connection, whether on a permanent or temporary basis, to any part of the Water System, without first having obtained permission, in writing, from the Town, in the manner prescribed in this Bylaw.
- 3.7 Each property obtaining water from the water supply distribution system operated by the Town of Two Hills must be equipped with:
- 3.7.1 an operational, interior shut-off valve
  - 3.7.2 a water meter; and
  - 3.7.3 an authorized radio frequency transmitter for remote read; and
  - 3.7.4 a security tag.

- 3.8 Upon receipt of identification, a completed written application, and the payment of the connection fee, as set out in Schedule "A" of this Bylaw, the Town, where the main line is adjacent to the Premises, subject to the application, shall provide water to the parcel, where the application has been submitted by the Owner of the parcel, whether the property is occupied by the Owner or an Occupant.
- 3.9 The provisions of this Bylaw relating to the supply of water to consumers shall form part of every contract, written or implied, between the Town and a consumer for the supply of water.

#### **4. Service Connections**

- 4.1 The Owner shall be made responsible for the installation and construction costs of the Service Connection located on Town property which runs from the Town's water main to the property line of the road or the boundary of an easement granted to the Town for its Water System.
- 4.2 Owners requesting a Utility Service outside the Town corporate limits shall provide the Town with all necessary details and make application as set out in Schedule "C". If the service connection is approved by Town Council, the Owner shall be responsible for all installation and construction costs of the Service Connection located on Town property which runs from the Town's water main to the property line of the road or the boundary of an easement granted to the Town for its Water System. The consumers of the Utility Service shall pay the required charges as set out in Schedule "A" of this Bylaw.
- 4.3 Service Connections located within the property boundaries of a premise are owned by the Owner of the Premises, and the Owner shall be responsible for the construction, maintenance and repair of that portion of the Service Connection.
- 4.4 The Town shall, at all times, remain the Owner of that portion of the Service Connection between the Town's main line and the property line of the road or boundary of an easement granted to the Town for its Water System, notwithstanding that the Town's portion of the Service Connection may have been constructed by, or its construction funded by, an applicant for a subdivision or development approval.
- 4.5 Nothing in this Bylaw shall be interpreted as preventing the Development Authority from imposing as a condition of subdivision or development approval, an obligation upon the applicant for subdivision and development approval to pay for the cost of installation of a portion of the

Water System necessary to service the lands subject to the application, including the main line and those portions of the Service Connection owned by the Town, and

located between the Town's water mains and the property line on the road or easement boundary.

- 4.6 As a condition of receiving water from the Town's Water System, the Owner shall maintain, in a state of good repair, free from leakage or other forms of water loss, with sufficient protection from freezing, to the satisfaction of an Authorized Person, all parts of the Service Connection, through which the supply of water is conveyed from the Town's Water System to water supply outlets or fixtures located within the Premises.
- 4.7 All components of the Service Connection located within the boundaries of a Premises shall be of the same material as those components of the Service Connection within the Town, unless the use of alternative material has been approved by an Authorized Person or is required by the Plumbing Code.
- 4.8 Where the Owner of a Premises fails or refuses to maintain, repair or replace all, or any component of the Service Connection as required by Section 4 an Authorized Person may:
- 4.8.1 shut off the supply of water to the Premises, on 48 hours prior notice to the Owner and any Occupant, until necessary repairs have been made to stop the loss of water, or otherwise restore the Service Connection to a condition satisfactory to the Authorized Person; and
- 4.8.2 may prepare an estimate of the volume of water loss and demand payment from the Owner for the estimated amount of water lost as a result of the lack of maintenance and repair.
- 4.9 Payment for the amount of water estimated lost pursuant to subsection 4.8.2, shall become due and payable upon receipt of a demand, in writing from the Town, and may be recovered from the Owner in accordance with the terms of this Bylaw and the *Municipal Government Act*.
- 4.10 Applications for the construction of a Service Connection or the commencement of the supply of water to an existing Service Connection shall be submitted, in writing to the Town in a format approved by the Manager.
- 4.11 Where an obstruction exists between the main line and the outlets within a Premises, the Town shall be responsible for all costs incurred in respect



to any investigation of the cause, and the repair of the obstruction, where the obstruction is determined to be located between the main line and the property line of the Premises. Where the obstruction is located inside boundaries of the Premises, the Owner of the Premises shall be solely responsible for the costs of investigation of the cause and the repairs. No person other than an Authorized Person shall turn off or turn on, or attempt to turn off or turn on, the water supply from the Town's water distribution system to the property. Every person who contravenes this section of this bylaw shall pay the required penalty as set out in Schedule "B" of this Bylaw, which may be amended by resolution of Council from time to time.

## Division 2 – Water Meters

### 5. General Conditions

- 5.1 Unless otherwise approved by Council, all water supplied to a consumer through the Town Water System shall pass through a water meter approved and supplied by the Town.
- 5.2 All water meters supplied to and installed by a consumer shall, at all times, remain the property of the Town, notwithstanding that the consumer may have paid an installation fee or any other charge for the provision or installation of the meter.
- 5.3 The consumer shall pay the cost of installation or removal of a water meter pursuant to this Bylaw, in addition to any charge for water supplied to the Water System or any charge for the provision of the meter by the Town. The cost of installation or renewal shall be that amount set out in Schedule "A".
- 5.4 The property owner shall be responsible for the cost of any additional plumbing requirements beyond the installation or replacement, such as cut- ins, modifications or relocations. Should the Town be able to accommodate these requirements as part of the overall project, the cost shall become due and payable upon receipt of a demand, in writing from the Town, and may be recovered from the Owner in accordance with the terms of this Bylaw and the *Municipal Government Act*.
- 5.5 No Person, other than an Authorized Person shall install, test, remove, repair, replace or disconnect a water meter unless that person has been granted the authority to do so in writing by an Authorized Person.
- 5.6 Water meters shall not be tampered with or interfered with at any time by the Owner or any other Person. Any damage to the said meter shall be paid for by the Owner, on the basis of cost of parts required plus a labour charge



according to the Public Works Rates Policy

- 5.7 For the purpose of protecting, testing or regulating the use of any water meter, an Authorized Person may, after having given reasonable notice to the consumer, enter into the premises, and take any action necessary to protect, test or regulate the use of the meter including setting or altering the position of the water meter.
- 5.8 No person, shall intentionally alter a meter placed on any service pipe or connected with it inside or outside any house, building or other place so as to lessen or alter the amount of water registered by it, unless specifically authorized, in writing, by the Town. Every person who contravenes this section of this bylaw shall pay the required penalty as set out in Schedule "B" of this Bylaw.
- 5.9 Owners must exercise additional precautions to protect the water meter from damage, including but not limited to the installation and activation of heat tape on the water lines and on the meter; and the enclosure of the water lines and the meter with insulated skirting. Supplies and labour costs for replacement of water meters due to broken frost plates and other preventable damage are the responsibility of the Owner.
- 5.10 Premises that are on a 'drip-list' as identified in "Schedule D" shall be credited for 3.78 cubic meters of water per month from their total Utility Bill for the months of December through to and including March, due to it being necessary to leave the water dripping so as to assist in the mainline from freezing.
- 5.11 Where the Owner of a premises fails to adhere to Section 5 an Authorized Person may:
  - 5.11.1 shut off the supply of water to the premises, on 48 hours prior notice to the Owner and any Occupant, until necessary repairs have been made to stop the loss of water, or otherwise restore the water meter to a condition satisfactory to the Authorized Person; and
  - 5.11.2 may prepare an estimate of the volume of water loss and demand payment from the Owner for the estimated amount of water lost as a result of the lack of maintenance and repair.
- 5.12 Payment for the amount of water estimated lost pursuant to subsection 5.11.2, shall become due and payable upon receipt of a demand, in writing from the Town, and may be recovered from the Owner in accordance with the terms of this Bylaw and the *Municipal Government Act*.

## 6. Frozen or Blocked Water Lines



BYLAW 2024-1048



- 6.1 The Owner of the Property shall be responsible for the costs associated with frozen or blocked water lines, including but not limited to, thawing the line, removing the blockage or repairing the line when the portion of the line frozen or blocked is between the property line and the water meter or when, although the location of the frozen or blocked line is between the Water Main and the property line, in the opinion of the CAO, was caused by the actions or results of the Consumer, Owner or Occupant.

## 7. Private Meters

- 7.1 A consumer may, with the approval of the Town, install at his or her own risk and expense, additional water meters for the purpose of recording the volume of water supplied to dwelling units located on a parcel.
- 7.2 Additional water meters installed pursuant to section 7.1 shall be installed downstream of the water meter supplied and installed by the Town.
- 7.3 Responsibility for maintenance and repair of downstream water meters installed pursuant to section 7.1 shall be the sole responsibility of the Owner.
- 7.4 Information recorded by private water meters shall be for the sole use of the Owner and shall not be used for the purpose of generating utility accounts by the Town.

## 8. Testing and Repair

- 8.1 A Consumer that has reasonable grounds to believe that a meter is not operating correctly, or is damaged or broken, shall immediately notify the Town of the condition of the meter, its location and the estimated length of time that the meter has been inoperable, damaged or broken.
- 8.2 Water meters may be removed by the Town for the purposes of maintenance and testing on a periodic basis. The Town may require that a meter be tested on site, or that the meter be removed from the premises for the purpose of testing.
- 8.3 A consumer may request that the Town test a water meter located on the consumer's premises. If the water meter is found to be measuring correctly within three (3) per cent of the actual amount of flow as determined by the Town, the consumer shall pay the testing fee set out in Schedule "A" of this Bylaw. Where the meter is registering in excess of three (3) per cent accuracy, the consumer shall not be charged for the cost of testing the meter.



- 8.4 A Meter Reader may enter the premises of a consumer on a periodic basis for the purpose of reading the water meter.
- 8.5 Where a Meter Reader is unable to access the premises of a consumer, the Meter Reader may leave a notice at the premises advising of the need to conduct a meter reading, and requesting the consumer notify the Town of the water meter reading within the time period indicated on the notice.
- 8.6 In the event that a consumer refuses to allow a meter to be read or fails to provide a water meter reading as requested by the Town, for a period in excess of two (2) months, the Manager may direct that the water supply to the premises be shut off, after providing forty-eight (48) hours written notice to the consumer.
- 8.7 Where the Town is unable to obtain a water meter reading, or where a water meter fails to properly register the volume of water consumed within a Premises, the amount of water consumed during the time period in which the Town has been unable to obtain a water meter reading or the water meter has failed to properly register, may be estimated by an Authorized Person based on the average daily consumption for the Premises for a period of three (3) months, if known or, in the event that such information is not available, on the basis of the average daily consumption over a three (3) month period, for a comparable residence or business operation within the Town.
- 8.8 No Person shall construct or alter a Service Connection so as to bypass a water meter.
- 8.9 Where a water meter is approved without the authority of the Town, or stolen, the Owner of the Premises in which the meter is located shall be responsible for paying the replacement cost of the meter, including installation. Where costs pursuant to this section are not paid within sixty (60) days of the date on which the Owner is notified of the amount owing, the costs may be added to the tax roll for the Premises and collected in the same manner as municipal property taxes pursuant to the *Municipal Government Act*.
- 8.10 No Person shall interrupt, interfere or tamper with the operation of a water meter, reading device, or seals placed by the Town on water meter components.

### Division 3 – Cross Connections and Backflow Prevention

#### 9. Preventing and Limiting Cross-Connections



- 9.1 No Person shall connect, cause to be connected or permit a Cross-Connection to a Water System, or allow an existing Cross-Connection to remain.
- 9.2 Where an Authorized Person suspects that a Cross-Connection exists in contravention of section 8.1, the Authorized Person may carry out an inspection:
  - 9.2.1 upon reasonable notice to the consumer; or
  - 9.2.2 without notice to the consumer, where the Manager has reasonable grounds to believe, in his sole discretion, that an immediate threat of contamination exists so as to pose a danger to public safety.
- 9.3 Where, as a result of an inspection, it has been determined by an Authorized Person that a Cross-Connection exists, the Authorized Person may issue an Order pursuant to the *Municipal Government Act*, as applicable, to the Owner or any other Person responsible for the Cross-Connection, requiring the Person to whom the Order is issued to remedy the contravention in the manner, and within the time period, set out in the Order.
- 9.4 Where an Order has been issued pursuant to section 8.3, the Order may direct the Owner or any other Person responsible for the Cross-Connection to:
  - 9.4.1 remove the Cross-Connection;
  - 9.4.2 install a Testable Cross-Connection Control Device, approved by the Town; or
  - 9.4.3 take any other action determined by the Authorized Person to be reasonable and prudent in the circumstances.

## 10. Testable Cross-Connection Control Devices

- 10.1 If a consumer is authorized or instructed to install a Testable Cross-Connection Control Device, the Testable Cross-Connection Control Device shall:
  - 10.1.1 be installed in accordance with any instructions provided by the Town, the plumbing code, and the latest edition of the Cross-Connection Control Manual published by the AWWA (Western Canada);
  - 10.1.2 ensure that only those Testable Cross-Connection Control Devices approved by the Town are installed;
  - 10.1.3 that the Testable Cross-Connection Control Device is installed by a qualified Person approved by the Manager; and
  - 10.1.4 be installed at the consumer's expense.



- 10.2 Where a Testable Cross-Connection Control Device has been installed, the Owner of the premises shall ensure that it is inspected on a periodic basis by an inspector approved by the Manager.
- 10.3 The results of the periodic inspection shall:
- 10.3.1 be recorded on a card provided by the Town, attached to the Testable Cross-Connection Control Device; and
  - 10.3.2 reported to the Town on a form approved by the Manager, within fifteen (15) days of the date of testing, containing the results of the tests performed on the Device.
- 10.4 The record card required pursuant to section 9.3.1, shall remain affixed to Testable Cross-Connection Control Device and shall contain the following information:
- 10.4.1 The name and address of the Owner of the Premises;
  - 10.4.2 The location, type, manufacturer, serial number and size of the Device;
  - 10.4.3 The date of testing;
  - 10.4.4 The name of the Inspector testing the Device if self-employed, or the name of the Employer of the Inspector testing the Device;
  - 10.4.5 The signature of the Inspector conducting the test; and
  - 10.4.6 The approval number issued by the Town to the Inspector testing the Device.
- 10.5 Where, as a result of the testing performed pursuant to section 9.2, an Owner has reasonable grounds to believe that the Testable Cross-Connection Control Device is not functioning properly, the Owner shall:
- 10.5.1 immediately advise an Authorized Person of the condition of the Testable Cross-Connection Control Device; and
  - 10.5.2 if directed by the Manager, replace the Testable Cross-Connection Control Device or have the Device repaired, within eleven (11) business days of being instructed to do so by the Manager.
- 10.6 Where, as a result of testing performed pursuant to section 9.2, an Inspector has reasonable grounds to believe that the Testable Cross-Connection Control Device is not functioning, or functioning properly, the Inspector shall immediately advise the Manager of the condition of the Testable Cross-Connection Control Device, regardless of whether the Inspector believes that the Owner has complied with section 9.5.1
- 10.7 The Manager is authorized to:



- 10.7.1 establish the criteria for the approval of the Testable Cross-Connection Control Devices;
- 10.7.2 establish the criteria for the approval of Inspectors for the installation or inspection of Testable Cross-Connection Control Devices and the provision of approval numbers to such Inspectors; and
- 10.7.3 maintain a list of approved Inspectors for the installation and inspection of Testable Cross-Connection Control Devices, to be made available to the public on request.

## 11. New Construction

- 11.1 No Person shall open a stop valve to provide water to the occupants of any newly renovated, constructed or reconstructed premises, until the service connection and plumbing in the premises has been inspected for cross-connections and approved by an Authorized Person.

## Division 4 – Consumer Duties and Responsibilities

## 12. Fire Hydrants and Stop Valves

- 12.1 No Person shall, in any manner, obstruct free access to any hydrant, valve or Stop Valve.
- 12.2 All Persons who own property on which a fire hydrant is located, or property which is adjacent to property on which a fire hydrant is located:
  - 12.2.1 shall maintain a five (5) metre clearance on each side of the fire hydrant on which the ports are located, and a five (5) metre clearance from the side of the hydrant opposite to the road, easement or municipal right-of-way; and
  - 12.2.2 Shall not permit anything to be constructed, erected, placed or planted within the required setbacks provided in subsection 11.2.1 above.
- 12.3 Where an Authorized Person finds a hydrant obstructed contrary to section 11.2, the Authorized Person may direct the Owner or Person responsible for the obstruction, or any or all of them, to remove the obstruction in the manner directed by the Authorized Person.
- 12.4 Where a person fails to remove an obstruction as directed by an Authorized Person, the Authorized Person may have the obstruction removed at the expense of the Owner, or Person responsible for the obstruction, and the Town may recover any expenses or costs incurred in accordance with the provisions of the *Municipal Government Act*, against any or all of them.



- 12.5 Except where authorized by the Manager, no person shall open, operate, alter or remove any Stop Valve, access cover, valve or hydrant or draw water from a fire hydrant.

### 13. General Prohibitions

- 13.1 No person shall damage, destroy, remove or interfere with, in any way, any pipe, connection, valve, water meter, seal or other appurtenance forming a part of the Water System.
- 13.2 No Person shall connect to any part of the Water System or a Service Connection, any device or mechanism which may result in Backflow or Back Siphonage.
- 13.3 No Person shall tamper with, break or remove any seal installed by the Town on any valves, meters or other appurtenance connected to a service connection or the Town Water System, except in the case of an emergency.
- 13.4 Where the supply of water has been shut off pursuant to this Bylaw, no person shall, without the express authorization of an Authorized Person, open a Stop Valve or otherwise restore the supply of water.
- 13.5 No person shall trespass on any Town property that forms a part of the Water System, without the express consent of the Manager.
- 13.6 No Person shall, in any manner, cause or permit the contamination of water or the Water System or commit any act which results in the contamination of water supplied by the Water System.
- 13.7 For the purpose of determining compliance with the provisions of this Bylaw, an Authorized Person may make reasonable inquiries in writing, to any Consumer requiring the provision of information relating to a Service Connection and Appurtenances thereto, located within the Premises owned or occupied by the Consumer.
- 13.8 Where a Consumer receives a written request for information pursuant to section 12.7 above, the Consumer shall, within the timeframe specified in the request, provide the required information to an Authorized Person.
- 13.9 No Person shall:
- 13.9.1 re-sell water supplied by the Town through its Water System except as otherwise authorized by the Town;
  - 13.9.2 supply water obtained from the Water System to any Person who intends to sell the water, except as otherwise authorized by the



Town;

**13.9.3** use water in a manner that, in the opinion of an Authorized Person, is wasteful;

**13.9.4** make a connection to, cut or otherwise tamper with, in any way, the Water System, without first having obtained written permission from the Town;

**13.9.5** obstruct a Town employee or Authorized Person in the performance of his or her duties pursuant to this Bylaw; or

**13.9.6** supply water from the Water System, by any means, to any Premises, other than in strict concordance with this Bylaw.

**13.10** Any Person who contravenes a provision of this Bylaw, in addition to any other action taken by the Town, or penalty imposed, may be declared by the Manager to have forfeited the right to be supplied with water.

## **Division 5 – Water Restrictions**

**14.** Where the CAO or designate determines that there is a water shortage, the CAO or designate may declare that water restrictions are in effect, and shall provide notice to the public of such restrictions.

**15.0** Where water restrictions have been declared in effect pursuant to this Bylaw, no Person shall:

**15.1** wash any vehicle;

**15.2** wash the exterior of any house or other building; or

**15.3** water any lawn or garden; or

**15.4** as otherwise determined by the Town,

except in accordance with a watering schedule as adopted by resolution of Council.

**16.0** Where water restrictions have been declared in effect pursuant to this Bylaw, no Owner, Occupant or any other Person shall use water in excess of such limits for the duration of the time period in which the water restrictions are in effect.

**17.0** The Manager may discontinue the provision of water service to a Consumer, where the Manager has reasonable grounds to believe that the Consumer or the Occupant of a Dwelling Unit or Premises for which a Consumer has an account for Utility Services, has violated the water restrictions in force.

## **Division 6 – Shutting off Water Supply**

**18.0** Where a Person:



- 18.1 has constructed or altered a Service Connection so as to bypass a water Meter;
- 18.2 fails to comply with an Order issued pursuant to section 8.3; or
- 18.3 fails to test, or provide test results for, a Testable Cross-Connection Control Device pursuant to section 9.2 or section 9.3;
- 18.4 fails to replace or repair a Testable Cross-Connection Control Device pursuant to section 9.5.2; or
- 18.5 fails to comply with an Order issued pursuant to section 45, the Manager may, in addition to any other remedy pursuant to this Bylaw, order that the Water Services to a Premises be shut off until such time as the Person has complied with their duties or obligations pursuant to this Bylaw or an Order issued against that Person.

## Division 7 – Discontinuance of Service

- 19.0 A Consumer who wishes to discontinue receiving water from the Town as a result of the Owner's or Occupant's intention to vacate the Premises, shall provide the Town with notice of two (2) business days prior to the date of discontinuance of service.
- 20.0 A Consumer who fails to provide notice pursuant to section 18 above, shall be liable for those charges in relation to the provision of water to the Premises, notwithstanding that the Owner or Occupant no longer occupies the Premises that accrue up to the date that notice is provided by the Consumer pursuant to section 18.
- 21.0 Upon notice of a sale of property, the final utility amount owing will automatically be transferred to the respective tax roll.

## PART III – SEWER SERVICES

### Division 1 – Provision of Service

#### 22.0 Terms of Service

- 22.1 All Premises within the Town shall be required to connect to the Sanitary Sewer System, unless an alternative means of sanitary sewage disposal has been approved by the Manager, in writing.
- 22.2 All work performed on any portion of the Sanitary Sewer System, pursuant to the terms of this Bylaw by a consumer shall be performed in accordance with the required standards set out in the Plumbing Code, and any other applicable Code under the *Safety Codes Act*.





- 22.3 Upon receipt of a completed written application and the payment of the connection fee, as set out in Schedule "A" of this Bylaw, where the main line is adjacent to the premises subject to the application, shall provide Sanitary Sewer Services to the parcel, whether the property is occupied by the Owner or Occupant.
- 22.4 The Owner shall be made responsible for the installation and construction costs of the sewer Service Connection located on Town property which runs from the Town's sewer main line to the property line of the road or boundary of an easement granted to the Town for its Sanitary Sewer System.
- 22.5 Owners requesting a Utility Service outside the Town corporate limits shall provide the Town with all necessary details and make application as set out in Schedule "C", which may be amended by resolution of Council from time to time. If the service connection is approved by Town Council, the Owner shall be responsible for all installation and construction costs of the Service Connection, which may include a manhole connection point, located on Town property which runs from the Town's sewer main to the property line of the road or the boundary of an easement granted to the Town for its Sewer System. The Consumers of the Utility Service shall pay the required charges as set out in Schedule "A" of this Bylaw.
- 22.6 Those portions of the sewer Service Connection located within the boundaries of the premises shall be constructed by the Owner at his or her sole expense, pursuant to the terms of this Bylaw and any specifications provided by the Town. The Owner shall be responsible for the continued maintenance and repair of the sewer Service Connection thereafter.
- 22.7 The Town shall, at all times, remain the Owner of that portion of the Sewer Service Connection between the Town's main line and the property line of the road or boundary of an easement granted to the Town for its Sewer System, notwithstanding that the Town's portion of the Service Connection may have been constructed by, or its construction funded by, an applicant for a subdivision or development approval.
- 22.8 To prevent or reduce flooding, an Owner shall install a suitable gate valve or other mechanical device approved by the Town, for the purpose of preventing Backflow into the Premises.
- 22.9 Owners of existing Dwelling Units and Premises without a suitable gate valve or other mechanical device approved by the Town, for the purpose of preventing Backflow into the premises, shall be responsible for costs of any damages that may have been caused by flooding.



## Division 2 – Use and Protection of Sewer System

### 23.0 Prohibitions

- 23.1 No Person shall dispose of, or permit the disposal of, any chemical, toxic or dangerous substance, or other form of pollutant into the Sanitary Sewer System.
- 23.2 No Person shall connect, or permit the connection of, a weeping tile system to the sanitary sewer, unless approved in writing by the Manager.
- 23.3 No Person shall construct or maintain on their premises, any privy or pit toilet, septic tank, cesspool, or other facility intended or used for the collection or disposal of waste water, human waste or sewage, unless approved in writing by the Manager.
- 23.4 No Person shall dispose of any substance other than black water or grey water into any sewage service connection connected to the Sanitary Sewer System.
- 23.5 Except as authorized by the Manager, no Person shall turn, lift, remove, raise or tamper with the cover of any manhole or other Appurtenance of the Sanitary Sewer System.
- 23.6 No Person shall cut, break, connect to or otherwise interfere with any part of the Sanitary Sewer System, except as authorized by the Manager.
- 23.7 No Person shall interfere with the free discharge of the Sanitary Sewer System, or any part thereof, or do any act or thing which may impede or obstruct the flow of substances within the Sanitary Sewer System.
- 23.8 For the purpose of determining compliance with the provisions of this Bylaw, an Authorized Person may, upon providing reasonable notice to the Owner or Occupant, enter into any Premises for the purpose of conducting an inspection pursuant to the *Municipal Government Act*.
- 23.9 Where an Authorized Person finds that a Person is contravening a provision of Part III of this Bylaw, the Authorized Person may issue an Order pursuant to the *Municipal Government Act*, as applicable directing that the Owner, Occupant, Person responsible for the contravention or any or all of them take the steps necessary to remedy the contravention in a time period set
- 23.10 by the Authorized Person.



## PART V – ADMINISTRATION AND UTILITY CHARGES

### Division 1 – Charges and Fees

- 24.0 All Consumers receiving Utility Services pursuant to the provisions of this Bylaw shall pay the required charges, levies and fees set out in Schedule “A” to this Bylaw.
- 25.0 No account can be transferred to any Occupant or opened in the name of any Person except the Owner.
- 26.0 The Town may prepare and issue invoices for utility charges supplied to Consumers on a monthly basis.
- 27.0 The invoices prepared and issued by the Town pursuant to section 15.4, may include all services for which fees and charges apply, including but not limited to Water Service, Sewer Service and garbage disposal, provided by the Town to the Consumer. If the Town includes the fees and charges for more than one service on a single invoice, the invoice shall provide information on the fees and charges due by the Consumer for each service.
- 28.0 Utility charges issued pursuant to this Bylaw to a Consumer shall be issued for the address of service provided by the Consumer at the time of application for the Utility Service, and shall be deemed to have been received within seven (7) days of the mailing thereof.
- 29.0 The Consumer shall remit the applicable Utility charge issued under section 24 to the Town by the last day of the billing period for the month in which the utility charge was issued.
- 30.0 A Consumer is not relieved from paying the applicable utility charge by reason of non-receipt of an invoice for that utility charge. A Consumer who does not receive a utility charge for an applicable billing period shall contact the Town as soon as that Consumer is aware, or ought to have been aware, that utility charge has become due and payable.
- 31.0 Utility charges which are not paid within the thirty (30) day period set out in section 29, may be subject to a late payment penalty set out in Schedule “A”, which may be amended by resolution of Council from time to time.

### Division 2 – Non-Payment

- 32.0 Utility charges remaining in arrears for thirty (30) days following the invoice due date may be subject to discontinuance of Utility Service. Where the Town discontinues the provision of a Utility Service to a Consumer as a result of the non-



payment of a utility charge, the Consumer shall pay all arrears and as well as the Disconnect Fee and Reconnect Fee pursuant to Schedule "A", before a Utility Service is reinstated.

- 33.0 Notwithstanding section 32 above, a Utility charge owed (90 days in arrears) by the registered Owner of a Premise, may be added to the tax roll for the Premises and recovered in the same manner as any property tax in accordance with the provisions of the *Municipal Government Act*.

#### **Division 4 – Authority of Manager and Authorized Persons**

- 34.0 The Manager is responsible for the administration and enforcement of this Bylaw, and may delegate this authority.
- 35.0 The Manager may establish standards, guidelines, and specifications for the design, construction and maintenance of the Water System and Sanitary Sewer System.
- 36.0 For the purpose of inspection and enforcement under this Bylaw, the Manager and any Authorized Person are Designated Officers of the Municipality.
- 37.0 In the event of an emergency, the Manager or an Authorized Person may enter onto any Premises, without prior notice to any Person, for the purpose of disconnecting the supply of water, the prevention of flooding, or to prevent the release of sewage from the Sanitary Sewer System.
- 38.0 The Manager shall be responsible for establishing the Schedules of Meter reading, and the amending of such Schedules from time to time, as determined to be necessary by the Manager in his or her sole discretion.
- 39.0 Where an Authorized Person finds that a Person is contravening any provision of this Bylaw, in addition to any other remedy provided, the Authorized Person may issue an Order to the Owner or Person responsible for the contravention pursuant to the *Municipal Government Act*, as applicable, directing that the Owner Person responsible for the contravention or any or all of them take the steps necessary to remedy the contravention in a time period set by the Authorized Person.

### **PART VI – OFFENCES AND PENALTIES**

#### **Division 1 – Offences**

- 40.0 Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable, upon summary conviction, to the applicable penalties set out in Schedule "B" herein, which may be amended by resolution of Council from time to time.



**41.0** Any Person who provides false information to the Town, the Manager, an Authorized Person or to any other Person empowered to enforce the terms of this Bylaw, is guilty of an offence and, upon summary conviction, shall be liable to the applicable penalties set out in Schedule "B" herein.

## **Division 2 – Enforcement**

### **42.0 Municipal Tags**

**42.1** A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Municipal Tag to any Person whom the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

**42.1.1** A Municipal Tag shall be served upon such a Person personally, or in the case of a corporation, by serving the Municipal Tag personally upon the Manager, Secretary or other Officer of the corporation, or a Person apparently in charge of a branch office, or by mailing a copy to such Person by registered mail.

**42.1.2** Where personal service cannot be affected upon a Person, the Bylaw Enforcement Officer may serve the Municipal Tag by leaving the Tag with a Person on the Premises who has the appearance of being at least eighteen (18) years of age.

**42.2** A Municipal Tag shall be in a form approved by the Manager and shall contain the following information:

**42.2.1** The name of the Person to whom the Municipal Tag is issued;

**42.2.2** The date of issuance;

**42.2.3** A description of the offence, the section number of the Bylaw, and the date on which the offence occurred;

**42.2.4** The appropriate penalty for the offence as specified in "B" of the Bylaw;

**42.2.5** That the penalty shall be paid within thirty (30) days of the issuance of the Municipal Tag, in order to avoid prosecution; and

**42.2.6** Any other information as may be required by the Manager from time to time.

**42.3** Where a Municipal Tag has been issued pursuant to section 41.1, the Person to whom the Municipal Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town, the penalty specified on the Municipal Tag, within the time period provided.

### **43.0 Violation Tickets**



- 43.1** In those cases where a Municipal Tag has been issued and the penalty specified on the Municipal Tag has not been paid within the prescribed time, a Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*.
- 43.2** Notwithstanding section 42.1 above, a Bylaw Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any Person to whom the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw, notwithstanding that a Municipal Tag has not first been issued.
- 43.3** Where a Violation Ticket has been issued to a Person pursuant to this Bylaw, that Person may plead guilty to the offence by submitting to a Clerk of the Provincial Court, the specified penalty set out on the Violation Ticket at any time prior to the appearance date indicated on the Violation Ticket.

## **PART VII - NOTICES**

- 44.0** Unless a provision of this Bylaw dictates otherwise, any notice required to be given pursuant to this Bylaw may be given by registered mail, personal service, or by posting the notice at a location on the Premises where the notice is likely to come to the attention of the person to whom it has been issued.

## **PART VIII - GENERAL PROVISIONS**

- 45.0** The Town shall not be liable for any damages caused by the disruption of any supply of a Utility Service where such disruption is necessary for the purpose of inspection, maintenance or repair of the Utility Service, unless such damages or losses are shown to be directly due to the negligence of the Town or a Town employee.
- 46.0** The Town accepts no financial responsibility or liability for damages incurred to private property while accessing or attempting to access.
- 47.0** Bylaw 2024-1038 is hereby repealed in its entirety.
- 48.0** This Bylaw shall come into full force and effect on third and final reading.

READ a first time this 12th day of November, 2024.

READ a second time this 12th day of November, 2024.



BYLAW NO. 2024-1048

SCHEDULE "A"

CHARGES, FEES, LEVIES

1. WATER RATES - Effective January 1, 2025

- a) Water Consumption – Residential & Commercial ..... \$4.20 per cubic meter
- b) Water Consumption – Institutional.....\$6.85 per cubic meter
- c) Bulk Water.....\$6.85 per cubic meter
- d) Outside Corporate Town Limits ..... \$6.85 per cubic meter

2. SEWER RATES

- a) Residential & Commercial ..... \$1.65 per cubic meter
- b) Institutional.....\$2.65 per cubic meter
- c) Outside Corporate Town Limits ..... \$2.65 per cubic meter

3. INFRASTRUCTURE SUSTAINABILITY FEE (WATER/SEWER)

- a) Single Family Residential, Duplexes, Four-plexes ..... \$35.00 per month
- b) Eventide Homes per unit..... \$20.00 per month
- c) Multi-Family Residential (per dwelling unit)..... \$15.00 per month
- d) Commercial, Industrial (per unit) ..... \$35.00 per month
- e) Inn.....\$105.00 per month
- f) Hotel.....\$105.00 per month
- g) Hospital.....\$205.00 per month
- h) Schools.....\$205.00 per month
- i) Lodge.....\$105.00 per month
- j) Consumers outside Town Corporate Limits ..... \$40.00 per month
- k) Municipal Properties.....\$40.00 per month

4. INSTALLATION/REMOVAL OF WATER METERS

- a) Fee for service (2hr max then \$25/hr thereafter) .....\$50.00

5. DISCONNECT/RE-CONNECTION FEE-cc valve

- a) Fee for Each Service..... \$100.00
- b) Fee for same day service (on & off) with 48hr notice..... \$50.00

6. NEW SERVICE CONNECTION FEE- administration fee

- a) Fee for Service.....\$50.00

7. PENALTIES

- a) Late Penalty.....2.5% compounded monthly

8. ADMINISTRATION FEE

- a) Administration Fee (per account holder and renter) .....\$2.00 per month
- b) Application for Services outside Town Corporate Limits.....\$100.00
- c) Equipment Upgrade Fee.....\$5.00 per month



BYLAW NO. 2024-1048

SCHEDULE "B"

TAGS AND PENALTIES

Penalties for contravention of this By-law:

- (a) For first offences.....\$250.00
- (b) For second offences .....\$500.00
- (c) For a third or subsequent offence..... \$1,000.00







BYLAW NO. 2024-1048  
SCHEDULE "C"

Town of Two Hills  
APPLICATION FOR SERVICES

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In consideration of the Town of Two Hills agreeing at my request, to provide water and/or sewer services, as per Bylaw No. 2024-1038 and any amendments thereto, to property owned by myself, located at:

Lot \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_  
Legal Description: \_\_\_\_\_

It is agreed and understood that completion of this application requires a detailed plan of this request to be provided to the Town and the Town's approval. There shall not be any changes including additions/deletions to the approved plan. If the Manager has reasonable grounds to believe that the approved plan has been modified, the Manager may discontinue the provision of the services.

I do hereby release and forever discharge the Town of Two Hills, its servants and agents from any claim or charge for damages or injuries which may be experienced by myself, my family, my heirs, executors and assigns as a result of the aforementioned materials and services.

It is further agreed and understood that I shall hold the said Town, its officers and servants harmless from any claim that may be brought against them by third persons on account of the aforesaid services.

It is further agreed and understood that the Town of Two Hills in no way guarantees or warrants the performance of the aforesaid services.

It is further agreed that this agreement shall be in accordance with Bylaw No. 2024-1038 and any amendments thereto.

I (we) further agree to comply with the Town of Two Hills Bylaw No. 2024-1038 and any amendments thereto.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

FOIP disclaimer

Information being collected via this form, will be used for the Town of Two Hills purposes only. It is collected in compliance with section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act.



BYLAW 2024-1048

BYLAW NO. 2024-1048


SCHEDULE "D"

DRIP-LIST

5008 - 51 Street  
5010 - 47 Avenue  
4504 - 52 Street  
4503 - 52 Street  
4505 - 52 Street  
4514 - 52 Street  
5004 - 52 Street  
5005 - 52 Street  
5007 - 52 Street  
4503 - 51 Street  
4704 - 51 Street  
4509 - 51 Street  
5020 - 50 Street  
4710 - 51 Street  
4807 - 47A Street  
5207 - 48 Street  
4713 - 50 Street  
5020 - 47 Avenue  
4613 - 51 Ave  
4810 - 50 Ave  
4812 - 50 Ave  
4613 - 56 Street



AGENDA ITEM NO.: (9c.)

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: November 12, 2024	Confidential:	Yes		No		
Topic: Derelict Property Bylaw SubClass						
Originated By: Trish Parent			Title:			
BACKGROUND:						
To add a derelict subclass to residential property tax rates.						
DOCUMENTATION ATTACHED:						
Bylaw 2024-1049						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
If Council so chooses,  _____ MOVES that 2024-1049 derelict residential subclass be given first reading this 12th day of November, 2024.						
DISTRIBUTION:			Council:			



**BYLAW NO. 2024-1049  
of the  
TOWN OF TWO HILLS**

**A BYLAW OF THE TOWN OF TWO HILLS, IN THE PROVINCE OF ALBERTA To  
NOTIFY OF NEW RESIDENTIAL DERELICT RESIDENTIAL SUBCLASS**

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the Town of Two Hills, in the Province of Alberta, enacts as follows:

1. For the purpose of the 2025 tax levy, all assessed property within the Town of Two Hills is hereby divided into one or more of the following assessment classes and sub-classes:
  - a. Residential;
    - i. Derelict Residential Subclass;
  - b. Non-residential;
  - c. Farmland;
  - d. Machinery and Equipment.
2. All assessment classes have the definitions assigned to them within Part 9 of the *Municipal Government Act*, RSA 2000, c M-26, as amended.
3. The Derelict Residential Subclass for the purposes of this Bylaw means a sub-class of property classified as Class 1 – residential, as set out in section 297 of the *Municipal Government Act*, which is a property that contains a fully or partially constructed improvement, designed to have a residential living area, where the improvement shows serious signs of neglect, is dilapidated, falling into significant disrepair, or in uninhabitable, including but not limited to improvements:
  - a. That are deserted or abandoned;
  - b. Which are partially or fully boarded up or secured;
  - c. For which an order indicating an improvement or the property is unfit for habitation has been issued;
  - d. Which were abandoned while in the process of being constructed without construction being complete; or

- e. Which were abandoned while in the process of demolition without demolition being complete.

## **TOWN OF TWO HILLS**

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Leonard Ewanishan, Mayor

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Adam Kozakiewicz, Chief Administrative  
Officer



AGENDA ITEM NO.: (10a.)

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: November 12, 2024		Confidential:		Yes	No	
Topic: Burnt Railway Building						
Originated By: Trish Parent			Title:			
BACKGROUND:						
<p>In October of 2022, the railway building had a fire. This building is now unsafe and unsightly.</p>						
DOCUMENTATION ATTACHED:						
<p>Picture of Burnt Building</p>						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
<p>At this time no action by council is needed</p> <p>Or</p> <p>If council so chooses,</p> <p>_____ MOVES to accept the direction notice as information.</p>						
DISTRIBUTION:		Council:				



Her majesty the Queen in the Right of Alberta  
as represented by the Minister of Infrastructure and Transportation  
of c/o Twin Atria Building  
4999-98 Ave  
Edmonton, AB T6B 2X3

Date: November 7, 2024  
Tax Roll #: 05514

### **DIRECTION NOTICE**

(Pursuant to Section 546 of the Municipal Government Act)  
(Pursuant to Town of Two Hills Bylaw 2018-978)

The condition of your property, inspected on November 4, 2024 located in Two Hills, Short Legal: 476EO; RLY; 54 is in contravention of Bylaw No. 2018-978.

In order to keep the Town of Two Hills safe, clean, and attractive, the Town is asking for your cooperation.

The following steps must be taken in order to remedy the condition of the property:

**Demolish the building as per section 546 (1) (ii) of the MGA located at 476EO; RLY; 54 due to the derelict condition of the structure (See photo)**

Please notify the Two Hills Administration office by **December 2, 2024** with your timeline to demolish the structure.

**Notification must be sent to:**

**[cao@townoftwohills.com](mailto:cao@townoftwohills.com) and [info@townoftwohills.com](mailto:info@townoftwohills.com)**

If you fail to comply to notify the Town of Two Hills of your intent to demolish, on **December 3, 2024** the municipality will take further action at the landowner's expense.

If the work is not completed by the specified time, the Town of Two Hills will issue a penalty of \$100.00 as per schedule "C" Specified Penalties, per Section 6. Please note that the penalty for a second offence is \$250.00 while the third and subsequent offences will be \$500.00. In addition, the Town of Two Hills will apply a \$50.00 service/administration fee per lot.

Please give this matter your immediate attention. Should you have any questions, contact the undersigned at 780-657-3395.

Sincerely;


Adam Kozakiewicz  
CAO







AGENDA ITEM NO.: (10b.)

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: November 12, 2024	Confidential:	Yes		No		
Topic: GO East 2025						
Originated By: Trish Parent			Title:			
BACKGROUND:						
<p>Go East RTO would like to advise communities of upcoming membership fees in 2025 to help you with your budget planning in the coming year. The Town of Two Hills has participated in the Go East Road Trip for the last 3 consecutive years.</p>						
DOCUMENTATION ATTACHED:						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
<p>If Council so Chooses,</p> <p>_____ MOVES to approve GO East membership, road trip and advertising for 2025 at a cost of \$2200.00.</p>						
DISTRIBUTION:		Council:				



## 2025 Tourism Programs Renewal Form: Town of Two Hills

*Based on your participation in 2024 (This is not an Invoice).*

### 1) Annual Regional Tourism (DMO)

#### Membership Program -

Your Membership Fee includes: **Year-round Tourism Marketing Benefits in the #1 Most Effective Regional Tourism Website and Social Media and other Destination Marketing Promotions.**

- **Full Colour Detailed Webpages:** Community profile, listings and webpages, photos, ads, (including museums, farmers markets, community events, golf courses, campgrounds etc.) Updated regularly.
- **Ongoing Social Media promotion of Events, Activities and Non-Profit Organizations.**
- **Weekly Radio plus other Digital Marketing and effective Marketing Programs year-round.**
- **Ongoing Tourism Development and Grant Funds** to include and help your community.
- **Ongoing Communications, Advocacy, Support Programs** to help grow Tourism in your area.

**Membership Fee: \$400** (same rate as last year)

### 2) Annual Travel Guide Advertising -

- **Display ad** runs in both print magazine, and online guide <https://goeastofedmonton.com/travel-guide/>
- With the purchase of your display ad you receive a **Feature editorial**, photo(s), and includes all listings on many pages of events, campgrounds, attractions, etc.
- **Low Cost...**Member rate for your ad (ad design included).
- **Bonus Advertising** - your Display Ad and /or Editorial may also run in other promotions at No Extra Charge.
- With these Benefits, your **Advertising Value** is more than double your investment.

**Travel Guide Investment: 1/6 page ad \$650 + gst** *If you wish to change ad size please contact to discuss.*  
**plus \$650 contribution towards Bike Week advertising**

### 3) Roadtrip Adventure Game – May to September

Your community is guaranteed to receive visitors by participating in this unique and innovative tourism promotion. This was a great success in the past and we invite you to participate once again. Please see the section on our website <https://goeastofedmonton.com/itineraries-roadtrips/roadtrip-adventure-game/>. (Membership required).

**Roadtrip Game Investment: \$500 + \$50 prize contribution.** (See attached document.)

**Total Investment for 2025 Budget: \$2200** (plus applicable gst) + prize contribution

**A Great Value and ROI. The value of these programs are 2X that of your investment due to our low cost and support from Travel Alberta. It is an exceptional value and great potential for returns into your community!**

**By participating in these marketing projects, we guarantee to bring visitors to your community!**

**Note: You will not be invoiced till the new year for these programs, unless you request it to be sent in the current year.**

**Our Deadline is December 13, 2024.** Please sign and email form back to authorize these programs.

Signature:

Date:

**Questions or if you would like more details?** Contact Kevin D. Kisilevich [kevin.goeast@gmail.com](mailto:kevin.goeast@gmail.com)  
**Phone:** 780-632-6191 or 1-888-632-8755



is #1

We have the Numbers to get you the BEST results!

## Current Annual Reach and Benefits - based on the results in 2024.

### Leads to Partners

- **1000+** referrals from phone calls, emails and messaging
- **30,000+** click thrus from the Website to partners pages
- **200,000+** Facebook, Instagram, Twitter, E-News, engagements on content. (Clicks, comments, and shares creates leads to partners).
- **200,000+** Google, Youtube (Clicks and interactions on ad content, creates leads to partners).



### Google Organic Search

The Go East of Edmonton website appeared over **10 Million** times (impressions) from google searches in the past year, resulting in over **200,000 clicks** to partners pages and content on [GoEastofEdmonton.com](http://GoEastofEdmonton.com)

### Travel Guide in Print & Online



It's the **#1 most popular** travel guide in the region and at Visitor Centres!



### Regional Tourism Website



The **#1 highest traffic and most comprehensive** tourism website in the region.

### Year Round Ad Campaigns

- **Google, Facebook & Instagram Ads** - Reached over **5 Million** ad impressions annually!
- **Roadtrip Adventure Game Ads** reached over **100,000** views
- **Roadtrip Video Ads** reached over **100,000** views
- **Billboard Ads** seen **100,000** times all over the Edmonton area
- **Radio Ads** on **7 Stations** (Edmonton & East area)

### Total Users

of Go East Website, Travel Guide, and Social Media

**500,000+** people annually!!!

#### Print Guide

- **67,000** copies printed
- 160 pages in 2024
- 200,000+ readership
- 1 Million+ pageviews

#### Online Guide

- **200,000+** pageviews annually

#### Website

- **550,000+** pageviews
- 250,000+ users, 330,000+ sessions
- 2000+ webpages of Content

### Social Media & E-News



- **56,000+** combined followers
- Reaching **1.5 Million+** people annually

## Another Summer of Tourism Success



Hello all Tourism Partners,

We are pleased to provide this report on our Summer Marketing activities. Once again we are seeing consistent growth for summer tourism marketing and the work we are doing benefits all of the region.

**Go East of Edmonton is creating an Economic Impact in every community.**

**This report highlights the very successful efforts of the Go East of Edmonton Team in attracting visitors who are not only spending money but also exploring communities they might not have otherwise visited.**

### Key Takeaways in this Document:

**Grants** - Over \$100,000 from Grants in 2024 for marketing and development.

**Travel Guide**- another successful year with incredible demand and readership.

**Website**- Traffic continues to soar with over 550,000 pageviews over the past year.

**Social Media**- grew to over 56,000 followers reaching over 1 million annually.

**Digital Marketing**- highly effective again this summer on Google and Meta Ads.

**New Content Created**- Driving Traffic to Major Attractions and events all summer long.

**Roadtrip Adventure Game**- more successful with 40% increased travellers and expenditures into the region.

**NRED Tourism Development Project** -successful projects plus training and support to local businesses.

**Invitation for New Board Members**- positions are available to join our leadership team.

**Go East of Edmonton AGM** – Nov 20, more details coming soon.

### Grants from Travel Alberta...

**New Milestone reached**- *for 4 years in a row we have earned \$50,000 or more in grant funds from Travel Alberta.* In 2023 we are pleased to say that once again Travel Alberta entrusted us as the DMO to promote the whole region for summer tourism events and activities. **Travel Alberta staff commented how strong our results were from Marketing** and provided the funding for 2024 for our Summer and Roadtrip promotion.

### Travel Guide is another great success in 2024!

**A Success Year after Year** – *The 2024 Travel Guide saw the redesigned and enhanced Outdoor Adventures, Great Attractions and Eat-Drink-Shop sections with a complete rewrite of all editorial in the guide, plus the ever popular Roadtrip Adventure Game section.*

**Testimonials** continue to come in about the guide, its great content, and numerous operators have stated the positive return on investment received from it. The travel guide receives the majority of all our testimonials that come in, and is the **#1 reason people say they learned about roadtrips into the region.**

**Weekly calls came in starting April through to July asking how and where they can get a copy- this was the highest demand we have ever seen for the Travel Guide!**

In 2024, we distributed to over 50 outlets in Calgary+Red Deer, over 350 in Edmonton area plus key locations and visitor centres around Alberta, in addition to complete distribution in our local area. With 67,000 copies printed it was running out early in August in key locations.

*Year after year, the Travel Guide has proven itself as an effective unique marketing tool- many have said it is the Best and most popular Travel Guide in Alberta!*

## Website Traffic continues to Soar through the Summer of 2024!

Over 550,000 pageviews reached again- *for the Go East of Edmonton website.*

***Across all our regions of East Central Alberta and Northeast Lakeland, no tourism website even comes close to achieving this high of Traffic!***

*For the period of May 1 to September 15 from Google Analytics: these results are comparable to 2023!*

**Leads to Partners-** click thrus to partners content is over 23,000!

**Total Users is again over 255,000 people! Website Sessions (Visits) is over 330,000.**

**Google Search Reports** that the Go East of Edmonton Website appeared in **over 11 Million searches** (Impressions) in the past year and resulting in **200,000 clicks to Partners pages and content** on the website!!! (1 Million more impressions/searches in 2024)

**60% increase in pageviews** to the Roadtrip Adventure Game is a huge increase over last year!

**For the first time our overall website traffic is slightly higher or the same/similar as it was in 2023 for:** Outdoor Adventures, Attractions, Events Calendar, Camping, Golfing, Things to do, and Travel guide.

These numbers also do not include the Annual **online version of the printed travel guide**. For the past year once again we consistently reached **200,000 pageviews** for the annual online travel guide!

**Total Pageviews for the website and Online Guide is consistently over 700,000 annually!**

**Go East of Edmonton Website is where your content, events and activities need to be. Be sure to send us your events and updates every month to [info@goeastofedmonton.com](mailto:info@goeastofedmonton.com)!**

## Social Media Success...now over 56,000 followers!

**New Milestones reached** – *we have surpassed well over 56,000 total followers from all social channels. As of Sept 30, we have reached over 38,000 followers on Facebook and over 10,000 subscribers to our e-newsletter! Instagram and our new Tik Tok page continue to grow as well.*

### Interesting and Impressive facts:

- We are on social media every day 7 days per week!
- Dozens of new people follow us every day. In the summer, up to 1000 people may follow us in one month.
- And Wow...**we once again reached over 1 Million** (From June, July August) *summer reach from Facebook and Instagram combined.*

Once again In 2024 so far we have reached over 1.5 million people combined from Facebook and Instagram. **Be sure to always Tag us [@goeastofedmonton](https://www.facebook.com/goeastofedmonton), or [#goeastofedmonton](https://www.instagram.com/goeastofedmonton)**

## Did you see us on Global TV?

On Thursday June 13, we were live on the Global TV morning show to promote the region, Roadtrip Adventure Game and the 2024 Travel Guide. **It was another great interview.** See it here...

<https://goeastofedmonton.com/videos/>

We also ran Ads on the Global TV morning show starting in June till early July.



## Other Digital Marketing Results... (From May till September 15)

1. Facebook/Instagram Ads and Google Display, Search and Retargeting Ads
  - Impressions have reached nearly **5.5 Million**.

There are 50 videos on our Youtube Channel for Go East Roadtrip Videos with total views of **over 1 Million views** since all videos have been launched!!

Pattison Edmonton Digital Billboards- Rotating Ads ran from May to June in targeted locations with nearly **100,000 plays** reaching over 2.5 Million total vehicle traffic.

**Radio Station promotion** – every week we continue to do a talk show on Country 106- Vegreville east central area, and we do a monthly Talk show on Country 99- Lakeland area. We ran ads on CFCW and 5 other area radio stations to promote summer travel into the region.

**Its clear that Go East of Edmonton is the #1 promoter of this region with a strong impact for tourism and economic development.**

## New Content Created in 2024...

**8 Great Attractions** is our new feature section (In the Travel Guide and on the website) including Metis Crossing, Ukrainian Village and our top attractions.

<https://goeastofedmonton.com/things-to-do/8-great-attractions/>

**Antique Week** and **Expanding Open Farm Days** promotions were new successful projects.

**Monthly Blogs** promote all the top events and things to do all summer long.

<https://goeastofedmonton.com/itineraries-roadtrips/trip-ideas/>

Plus, we have updated Trip Ideas, articles and Destination pages including **Indigenous Experiences** from across the region to help drive traffic and more visitation. We also continued **Roadtrip Influencer Campaigns** in the summer of 2024.

## Roadtrip Adventure Game in 2024 resulted in a huge increase of Roadtrippers!

We have some **great successes to share** for 2024. This is still *A One-of-a-kind Promotion in Alberta!*

- Nearly 2000 people to date have signed up for the Roadtrip Adventure Game on the website.
- Hundreds of Families played the game and spent money across the region. We tracked over 530 different people who played the game and/or scanned to win in 2024.
- All Age Groups played the Game from kids with Parents to Millennials, Boomers and Seniors!
- Prizes contributed from the partners and sponsors actually topped over \$10,000.00
- The Game ended early September with announcements of winners coming soon in late October.
- Many thanks go to sponsors MCSNET Internet services, CFCW Radio and Canalta Hotels, as well as the participating communities. Learn more at <https://goeastofedmonton.com/itineraries-roadtrips/roadtrip-adventure-game/>
- Every community has been promoted through our social media channels. and <https://www.facebook.com/GoEastofEdmonton> with a total reach of over 200,000 views!

- **The amount of people that went to every Community – all 46 locations increased by 40% over last year.** This is a very significant amount of increased roadtripping and expenditures projected across the region.
- **New Special Events in 2024 - we partnered with the Ukrainian Village in June to promote to schools at Childrens day.** We also attended events around the region in June and early July to promote the game launch! This was successful as people told us they found out at our display at events.

#### **40% Increased Travellers and 30% More Stickers Given away in 2024!**

Some sticker stations reported to double the amount of stickers given away, while some others had **significant increases**. The vast majority of sticker stations reported more stickers given away in 2024 as compared to 2023. Unofficial results are that: **30% more stickers given away to a total of over 11,000 stickers across the region and over 1000 entries submitted from all prize categories.** Entries in most prize categories increased between 30 to 40% this year. Repeat players doubled over last year and overall it's an increase of 40% of players/roadtrippers in 2024.

#### **Roadtrip Scan to Win more than doubled in 2024.**

In the 2<sup>nd</sup> year of the Scan to Win feature we received **over 2300 scans from travellers** this summer for Bonus prizes. This is an opportunity for travellers to enter for bonus prizes, at the sticker stations as well as local businesses. This was more than double the amount from last year. **One roadtripper visited and scanned at 75 locations and Businesses in the region!**

#### **Google Map Guides...reach over 4x as many views as last year!**

- As part of the QR code scan, travellers could access Google maps that were specific to the roadtrip route they were on. It had events, things to do, local businesses from all the communities.
- Between spring till now our **Google map guides had reached over 85,000 views.** The maps were also placed on the Community pages all over the website to continue to promote the region throughout the summer.
- You can see one of our map guides on <https://goeastofedmonton.com/itineraries-roadtrips/roadtrip-adventure-game/>

#### **Top 5 ranked in order- How did they find out about the Game?**

1. Go East Travel Guide
2. Played before
3. Friends/Family word of mouth
4. Social Media
5. Store/event

#### **Top 5 where did the Roadtrippers/players come from?**

1. 48% Edmonton metro area
2. 44% Local East Areas
4. 4% Other Alberta
5. 4% BC/SK

#### **A Success Year after Year...our last survey results from Game Roadtrippers**

Over 400 Room nights booked of Hotels, Camping and B&B-Unique Accommodations.

Over 80% stated they ate and shopped locally and 75% visited attractions.

Some Roadtrippers spent over \$2000 on their roadtrip, while approx. 75% spent under \$1000, and approx. 25% spent over 1000.

**75% said they will come back to take another roadtrip in our region.**

### **Amazing Visitor Testimonials Include:**

- I love this so much! Not only fantastic sights but great people. Highly recommend this roadtrip to all!
- I love the Go East Roadtrip Game, this year was my 4<sup>th</sup> time, looking forward to next year!
- We love the Roadtrip Adventures with the Go East Guide and tell everyone about it!
- Numerous comments from people that they Loved this town or place they visited.
- Many people said they would not have come here if not for the Go East Roadtrip Game!

### **We asked Sticker Station Managers and staff for **Feedback**, and received these Great Comments...**

- A lot of people came and said they loved it and they will be back to visit the community again!
- More people came through this year. Increased traffic, and many large families travelling this year. A lot of Bikers playing this year. Everyone seemed to be having a lot of fun.
- Most stations (where applicable) said that travellers made purchases at the station and around the town. Some came specifically to make purchases. As much as 25% to 50%, 75% or more made purchases at a station!
- We love being a sticker station. Not only does it increase traffic but we get to meet so many people!
- This game is fantastic and we look forward to being a part of it next year!

### **It is our recommendation to continue the Game across the region for 2025!**

**We are estimating once again that the ROI and spending generated from the Roadtrip Adventure Game is over \$200,000 in 2024.** Considering inflation in 2024, this is a great achievement in a tourism promotion!

### **Amazing Grand Total...**

**Over \$700,000 spent in the region by Go East of Edmonton Game Roadtrippers since 2021!!**

### **New Tourism Development Underway – NRED Program Funding...**

In 2024 the **NRED Grant for Tourism Development and Industry Support**, continued for new project work and training programs to support the tourism Industry. A new Go East of Edmonton Industry Hub will be ready by 2025. Funds will continue till early 2025 so if you have tourism businesses that are new or needing support or have a Tourism Development project- contact us for assistance.

### **Invitation for new Board Members to Join us...**

We want to invite partner organizations to consider putting forward name(s) for board member positions that are available. As the most active and effective DMO promoting the region we look forward to receiving your input and working with all communities to grow tourism. Contact us for details.

### **Announcing AGM for Go East of Edmonton Regional Tourism.**

Plan to attend our upcoming In-person Meeting for our AGM and presentations. Save the date of November 20, 2024. Watch for the Invitation coming in a separate email. Looking forward to seeing everyone soon!

*Sincerely from, Kevin Kisilevich on behalf of the Go East of Edmonton Team Members.*