

AGENDA
TOWN OF TWO HILLS
January 23, 2024
6:00 P.M.



Regular Council Meeting

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **ADOPTION OF MINUTES**
 - a) Regular Council Meeting January 9, 2024
4. **DELEGATION**
5. **OPEN FORUM**
6. **ADMINISTRATIVE REPORTS**
 - a) Public Works Report
 - b) Economic Development Officer Report
 - c) Chief Financial Officer Report
 - d) Chief Administrative Officer Report
7. **CORRESPONDENCE**
8. **NEW BUSINESS**
 - a) Committee Listing
 - b) Spring Caucus
9. **BYLAWS & POLICIES**
 - a) 2024-1037 Water & Sewer Bylaw
 - b) 2024-1038 Animal Control Bylaw
10. **COUNCIL MEMBER REPORTS**
11. **NEXT MEETINGS**
 - a) Regular Council Meeting Tuesday February 13, 2024 1:00 p.m.
12. **CLOSED SESSION**
 - a) FOIPP Act Section 25
13. **ADJOURNMENT**



TOWN OF TWO HILLS
Minutes of the Regular Meeting of Council for the Town of Two Hills
held January 09, 2024, at 1:00 P.M. in Council Chambers



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor A. Romaniuk, Councillor M. Tarkowski, Councillor S. Rajoo, Councillor E. Sorochan, C.A.O. A. Kozakiewicz, A.C.A.O. A. Clark, Public Works Foreman T. Stefiuk, E.D.O. 8. Ross and 2 members in the public gallery including a reporter.

CALL TO ORDER: Mayor L. L. Ewanishan called the Regular Town Council Meeting to order at 1:05 P.M.

ADOPTION OF AGENDA:

2024-001 **MOVED** by Deputy Mayor A. Romaniuk to accept the agenda as presented.

CARRIED

ADOPTION OF MEETING MINUTES:

2024-002 **MOVED** by Councillor M. Tarkowski to accept the special Council Meeting Minutes of December 12, 2023 as presented.

CARRIED

2024-003 **MOVED** by Councillor E. Sorochan to accept the regular Council Meeting Minutes of December 12, 2023 as presented.

CARRIED

2024-004 **MOVED** by Deputy Mayor A. Romaniuk to accept the special Council Meeting Minutes of December 13, 2023 as presented.

CARRIED

2024-005 **MOVED** by Councillor S. Rajoo to accept the special Council Meeting Minutes of December 14, 2023 as presented.

CARRIED

2024-006 **MOVED** by Councillor E. Sorochan to accept the special Council Meeting Minutes of December 18, 2023 with a correction under the header which should read special meeting not regular.

CARRIED

DELEGATION: None

OPEN FORUM: A resident had questioned as to why the meeting times have changed, Council explained they are doing a year of trial on these meeting times as a cost saving measure and further that future Council may change meeting dates or times as per resolution.



ADMINISTRATIVE REPORTS:

Public Works Report

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

2024-007

MOVED by Councillor S. Rajoo that the Public Works report be acknowledged as presented and incorporated into the minutes.

CARRIED

Economic Development Officer Report

The Economic Development Officer's report was provided to Council in advance for their review.

2024-008

MOVED by Councillor E. Sorochan that the Economic Development Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

Chief Administrative Officer Report

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

2024-009

MOVED by Deputy Mayor A. Romaniuk that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

2024-010

MOVED by Councillor E. Sorochan to have administration send a letter to our MLA regarding Utility Safety Partners proposal of comprehensive provincial damage prevention legislation for buried and above-ground utilities in Alberta.

CARRIED

2024-011

MOVED by Councillor S. Rajoo that the correspondence be acknowledged as presented and filed.

CARRIED

BYLAWS & POLICIES:

2024-1036 Town Council Procedural Bylaw

As we have made some changes to our meeting procedures we have an updated 2024 Town Council Procedural Bylaw to reflect the changes.



2024-012 MOVED by Councillor E. Sorochan to give Bylaw 2024-1036 first reading this January 9th, 2024. UNANIMOUSLY
CARRIED

2024-013 MOVED by Councillor S. Rajoo to give Bylaw 2024-1036 second reading this January 9th, 2024.
CARRIED

2024-014 MOVED by Deputy Mayor A. Romaniuk that Bylaw 2024-1036 be given consent for third and final reading.
CARRIED UNANIMOUSLY

2024-015 MOVED by Councillor M. Tarkowski to give Bylaw 2024-1036 third and final reading this January 9th, 2024.
CARRIED

2024-1037 Water & Sewer Bylaw

We have updated the Water Bylaw to reflect the increase in water rates for 2024.

2024-016 MOVED by Deputy Mayor A. Romaniuk to give Bylaw 2024-1037 first reading this January 9th, 2024.
CARRIED

2024-017 MOVED by Councillor E. Sorochan to give Bylaw 2024-1037 second reading this January 9th, 2024.
CARRIED

2024-018 MOVED by Councillor M. Tarkowski that Bylaw 2024-1037 be given consent for third and final reading.
CARRIED UNANIMOUSLY

2024-019 MOVED by Mayor L. L. Ewanishan to give Bylaw 2024-1037 third and final reading this January 9th, 2024.
CARRIED

COUNCILLOR REPORTS:

2024-020 MOVED by Deputy Mayor A. Romaniuk to accept the councillor reports as presented and filed.
CARRIED

CLOSED SESSION:

2024-021 MOVED by Mayor L. L. Ewanishan to go into closed session at 3:23 PM.
CARRIED

Councillor Rajoo left chambers at 3:23 PM
Councillor Rajoo returned to chambers at 3:25 PM



2024-022

MOVED by Mayor L L Ewanishan to come out of closed session at 4:04 PM.

CARRIED

NEXT MEETING:

Regular Council Meeting Tuesday January 23, 2024 at 6 P.M.

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L L Ewanishan adjourned the Regular Council Meeting at 4:05 PM.

LEONARD L. EWANISHAN, MAYOR

ADAM KOZAKIEWICZ C.A.O.



OPEN FORUM



(Council Procedural Bylaw, Amendment Bylaw 2014-949)

Preamble: Welcome. Town Council is providing an opportunity for the general public to individually address Council on any topic relevant to municipal government for a period not to exceed 2 minutes per person to a maximum of 20 minutes combined. Information presented to Council may or 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:



Public Works Foreman Report

January 23, 202

Roads/ Sidewalks

- a) Apply beet juice, sand and salt to all roads
- b) Grade 52 Ave, 47 Ave, 53 St
- c) Remove snow windrow from hospital entrance

Water/Wastewater

- a) The town experienced O power disruptions since last report-all systems good
- b) Calibrate pumphouse cl2 analyzer
- c) Continue to monitor Cl2 levels throughout distribution system - levels are back to normal
- d) Continue winter treatment cycle with sanitary system
- e) Reservoir pumphouse housekeeping
- f) Remove snow and add Ice melt to truck fill pad as required
- g) Service reconnects as per admin request
- h) Meter replacement program underway

Other

- a) Sweep all town sidewalks
- b) Plumber replaced fan motor on grader shop heater
- c) Brandt reprogrammed ECU and replaced starter on grader
- d) Rent portable heater to heat grader shop
- e) Repair skid steer tire
- f) Clean hall parking lot
- g) Repaired brakes on sanding truck
- h) Received another 10 cubes of beet juice
- i) Complete all service requests



- a) Food sovereignty webinar
- b) Initial TGP market square proof of concept declined due to non purchasable experience
- c) Developed and submitted Geleta Park glamping plan and submitted proof of concept to federal Tourism Growth Program.
- d) Attended HUB meeting in Vermillion with Councillor Rajoo
- e) Attended Lakeland DMO zoom meeting
- f) Rural renewal stream and business stream are active - approx. 550 applicants/ 15 positions to date. 10 endorsements at this time
- g) Proof of concept for Geleta Park project approved by TGP - begin working on grant application
- h) Agenda for Jan 22 EDC meeting completed and approved by chair
- i) Tradeshow spots booked for Edmonton RV show and YEG motorcycle show



**TOWN OF TWO HILLS
RECONCILIATION STATEMENT FOR DECEMBER 2023**

Net Balance at End November 2023	\$383,164.00
Plus Deposits	\$158,307.19
Sub Total	\$541,471.19
Minus Disbursements (including transfers)	\$525,776.91
Closing Balance	\$15,694.28

Summary of Town of Two Hills Accounts

Alberta Treasury Branch	Description of Accounts	
Bus Custom Plan CB #24	Main Account	\$15,694.28
Bus Custom Plan CB #27	Electronic Bill Payments	\$6,213.81
Notice Account 90 Day	Auction Holding	\$111,757.42
Savings Account #30	Debenture Account	\$46,584.92
Savings Account #578	County Grant Account	\$52,523.09
Savings Account #478	Interest Bearing	\$200,908.77
TOTALATB		\$433,682.29

Revolving Loan - out of \$985,000.00	\$985,000.00
	\$0.00
	\$985,000.00

OTHER ACCOUNTS:	<u>Vision Credit Union</u>	
	Two Hills Improvement Committee	\$ 3,237.21
	Canada Day	\$ 10,083.35

Comments:

Two Hills

**Town of Two Hills
Cheque Listing
32386 - 32458**

32386	December 13, 2023	Fire dept. Wages	\$ 21,330.00
32387	December 13, 2023	Claimed Expense	\$ 2,611.48
32388	December 13,2023	Kings Printer Subscription	\$ 131.25
32389	December 13,2023	Town Natural Gas	\$ 5,939.82
32390	December 13, 2023	Shop Supplies	\$ 124.10
32391	December 13,2023	Fire Chief Honorarium	\$ 150.00
32392	December 13,2023	Office supplies	\$ 52.48
32393	December 13,2023	FCSS Insurance	\$ 3,448.00
32394	December 14,2023	MasterCard	\$ 5,676.81
32395	December 14,2023	Shop Supplies	\$ 23.87
32396	December 14,2023	PW Truck Maintenance	\$ 214.50
32397	December 14, 2023	Fire truck Rapid Maintenance	\$ 700.20
32398	December 14,2023	Office Supplies	\$ 74.95
32399	December 28, 2023	Health Benefits	\$ 1,442.15
32400	December 28,2023	Garbage Collection	\$ 3,540.00
32401	December 28, 2023	Xerox	\$ 3,333.32
32402	December 28,2023	Fire Inspections	\$ 1,793.30
32403	December 28, 2023	LAPP	\$ 8,788.86
32404	December 28, 2023	Postage Lease	\$ 612.56
32405	December 28, 2023	Ice Melt/ Spreader	\$ 1,488.11
32406	December 28, 2023	Office Supplies	\$ 117.25
32407	December 28, 2023	Water Servicing	\$ 681.72
32408	December 28,2023	VOID	\$ -
32409	December 28,2023	Office Supplies	\$ 287.74
32410	December 28, 2023	Golf Cart Advertising	\$ 1,000.00
32411	December 28, 2023	Pw Furnance	\$ 4,708.46
32412	January 10, 2024	Office Supplies	\$ 244.89
32413	January 10, 2024	Water Purchase	\$ 24,768.80
32414	January 10, 2024	Health Benefits	\$ 9,260.93
32415	January 10, 2024	Shop Supplies	\$ 13.04
32416	January 10, 2024	PW Fuel	\$ 741.35
32417	January 10, 2024	Fire Dept Repair	\$ 1,100.36
32418	Janaury 10,2024	Fire Inspections	\$ 696.57
32419	January 10, 2024	Legal Fees	\$ 558.63
32420	January 10,2024	Claimed Expense	\$ 348.75
32421	January 10, 2024	Office Supplies	\$ 364.22
32422	January 10, 2024	Water Servicing	\$ 754.00
32423	January 10,2024	Office Supplies	\$ 46.87
32424	January 10, 2024	FCSS	\$ 16,606.00
32425	Janaury 10,2024	EDO Bingo Prize	\$ 50.00
32426	January 10,2024	Advertising	\$ 645.00
32427	January 10,2024	Advertising	\$ 214.00
32428	January 10, 2024	Office Cleaning	\$ 560.00

32429	January 10, 2024	MasterCard / Natural Gas	\$ 15,045.32
32430	January 10, 2024	ADOA Membership	\$ 175.00
32431	January 10, 2024	Health Benefits	\$ 11,253.58
32432	January 10, 2024	Garbage Collection	\$ 3,390.00
32433	January 10, 2024	Equipment Batteries	\$ 630.00
32434	January 10, 2024	Radio Licensing	\$ 247.25
32435	January 10, 2024	FCM Membership	\$ 556.02
32436	January 10, 2024	GoEast Membership	\$ 400.00
32437	January 10, 2024	GFOA Membership	\$ 157.50
32438	January 10, 2024	Admin Keys	\$ 52.50
32439	January 10, 2024	Fire Inspection	\$ 1,161.72
32440	January 10,2024	Fire Chief Honorarium	\$ 150.00
32441	January 10, 2024	NLLS Contribution	\$ 777.77
32442	January 10, 2024	Equipment Repairs	\$ 131.25
32443	January 10, 2024	CLGM Membership	\$ 350.00
32444	January 10,2024	Office Products	\$ 75.57
32445	January 10, 2024	Hall Management Fee	\$ 2,625.00
32446	January 10,2024	AB One Call	\$ 250.29
32447	January 10, 2024	Monthly Assessment	\$ 1,583.40
32448	January 15, 2024	Town Phones	\$ 75.35
32449	January 15, 2024	Shop Supplies	\$ 15.74
32450	January 15, 2024	Wastewater Chemicals	\$ 3,802.84
32451	January 15, 2024	Preventive Maintenace	\$ 3,620.02
32452	January 15, 2024	Fire Inspection / AED Pads	\$ 592.62
32453	January 15, 2024	Office Equipment Repairs	\$ 899.16
32454	January 15, 2024	Legal Fees	\$ 441.00
32455	January 15, 2024	Office Supplies	\$ 7.34
32456	January 15, 2024	Land Titles	\$ 120.00
32457	January 15, 2024	Software renewal	\$ 10,623.65
32458	January 15,2024	EDO Bingo Prize	\$ 50.00

1. Land for a new opportunity discussion in closed session
2. Completed a 2024 Gro for Good Garden Grant Program application
3. Meeting with potential Business in Town (RRS)
4. Completed on time Small Community Opportunity Program
5. Working with Ronda on application for Low Carbon Economy Challenge this will require a study of the Arena and curling rink Ice plant (paid by ACP) "Thank you for the discussion this morning and confirmation that you will quite likely be able to complete the G HG workbook for the Town of Two Hills by the end of this month" ... "Adam has now provided the attached arena as-built drawing. Adam is working on assembling the 12 months of gas and electric utility bills and current pictures of the building and name plate information which we will provide to you shortly."
6. Final Reporting - FCM's Municipal Asset Management Program (Ava has submitted)
7. Found a miscoded \$110 ash tray instead of a \$4 light bulb in cheque run.
8. Added new Tax-exempt codes in our system as required by our Government audit.
9. Working on a planter sponsorship with superfoods to donate super greens seed for the community garden plot or raised bed



Correspondence Listing
Council Meeting of January 23, 2024

1. St. Paul Education Regional Division No.1: Board meeting highlights updating council on school changes, capital projects, finances, and correspondence



January 17, 2024

BOARD MEETING HIGHLIGHTS



St. Paul Educati,

Parent Session

The Division has booked Ariel Haubrich to facilitate a free session for parents on social media use and mental health in youth. There are two options for attending: January 30 in Two Hills or January 31 in St. Paul. The session timeframe is 6:45 - 8:45 p.m. on both evenings. Registration is not required; however, those who wish to join us for pizza are asked to RSVP by completing this [fQrm](#). More information about the session is available [b.e.m](#).

2024-25 School Calendar

Surveys have been sent to staff and parents regarding the 2024-25 Learning Calendar. The surveys will close on January 19, and the Board will review the results in February.

Educational Technology

Associate Superintendent of Learning Keith Gamblin provided an overview of the Division's educational technology goals for 2023-24. These goals include developing a technology evergreening plan, implementing the Go FMX program for technology requests, updating the Division's data retention plan, and examining ways in which artificial intelligence can support student learning.

Jordan's Principle Contribution Agreement

The Board approved a motion that the Division submit an application for support through Jordan's Principle as a group application according to the requirements of Indigenous Services Canada.

Education Assistant Internship Pilot

The Division has been chosen to participate in an educational opportunity that provides professional development to educational assistants through online modules and coaching, as well as Community of Practice sessions.

Doug Yeo Youth In Action Award

Congratulations to New Myrnam School for being the recipient of the Doug Yeo • Youth in Action Award for 2023-24. This annual award recognizes student participation in class/group projects in areas of community service, character development and healthy lifestyles. The school will use the \$500 scholarship to support innovative projects being led by students in the area of environmental sustainability.

Financial Report

Budget planning for 2024-25 has started with the Division submitting enrolment projections to Alberta Education, focusing solely on provincial numbers. The anticipated enrolments are slightly lower than the current numbers. These projections and subsequent actual enrolment play a pivotal role in shaping the budget allocated by the province.

Alberta Education Satisfaction Surveys

The Ministry of Education will conduct its annual satisfaction telephone and online surveys to collect public and participant perceptions of Alberta's education system. These surveys gather responses from a random sample of parents, the public, high school students, teachers, principals, and school board trustees, as well as employers of recent high school graduates. Advanis Inc. will begin survey administration of the telephone/online surveys on January 15, 2024, with an expected conclusion in May 2024.

For more information, contact:

Mr. Peter Barron

Superintendent of Schools

barrpete@sperd.ca

Learning Together, Growing Together

4313-48 Ave. St. Paul, AB TOA 3A3 P: 780-645-3323 E st_paul@sperd.ca

www.stpauleducation.ab.ca

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM			
Meeting Date: January 23, 2024	I Confidential:	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> X
Topic: Committee Listing			
Originated By: Adam Kozakiewicz		I Title: ICAO	
BACKGROUND:			
With focus shifting away from just flowers, the Two Hills in Bloom committee is requesting the name be changed back to "Two Hills Improvement Committee"			
DOCUMENTATION ATTACHED:			
Proposed Committee Listing			
DISCUSSION:			
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:			
RECOMMENDED ACTION(S):			
To approve the change of committee name from "Two Hills in Bloom" to "Two Hills Improvement Committee" and further to reflect this change on the committee listing			
Adam Kozakiewicz CAO			
DISTRIBUTION: Council: <input checked="" type="checkbox"/> X			





Town of Two Hills
COUNCIL COMMITTEE/ BOARD APPOINTMENTS
November 14, 2023 - October 22, 2024

COMMITTEE/ BOARD	MEMBER	MEMBER	ALTERNATE
ACE Water Corporation	Mayor L Ewanishan	[ONLY 1 REQUIRED]	[NOT needed]
Airport Commission	Councillor Rajoo	Deputy Mayor Romaniuk	[NOT needed]
Alice Melnyk Public Library	Councillor Sorochan	[ONLY 1 REQUIRED!]	[NO alternate allowed]
Budget Committee	Council as a Whole		
Bylaw/ Policy Committee	Council as a Whole		
Eagle Hill Foundation	Councillor Tarkowski	[ONLY 1 REQUIRED]	Councillor Sorochan
Economic Development Committee/Tourism (EDC)	Councillor Tarkowski	(ONLY 1 REQUIRED)	Councillor Sorochan
Emergency Management	Mayor	Deputy Mayor as per rotation	
Family & Community Support Services (FCSS)	Councillor Rajoo	[ONLY 1 REQUIRED]	Councillor Sorochan
HUB - Regional Economic Development	Councillor Tarkowski	[ONLY 1 REQUIRED]	Councillor Rajoo
Northern Lights Library System (NLLS)	Councillor Sorochan	Mayor L Ewanishan	
Regional Landfill Committee	Deputy Mayor Romaniuk	[ONLY 1 REQUIRED]	Councillor Rajoo
Sports Activities Council (SAC)	Deputy Mayor Romaniuk	[ONLY 1 REQUIRED]	Councillor Rajoo
Two Hills Improvement Committee	Councillor Sorochan	Deputy Mayor Romaniuk	[NOT needed]
Vermilion River Watershed Management	Councillor Sorochan	[ONLY 1 REQUIRED]	[NOT needed]
Veterans Memorial Highway Committee	Councillor Rajoo	[ONLY 1 REQUIRED]	Deputy Mayor Romaniuk
Fire Department	Deputy Mayor Romaniuk	[ONLY 1 REQUIRED]	
Rural Physician Action Plan (RPAP)	Mayor L Ewanishan	[ONLY 1 REQUIRED]	Deputy Mayor Romaniuk

TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM

Meeting Date: January 23, 2024 Confidential: Yes No **X**

Topic: Spring Municipal Leaders Caucus

Originated By: Adam Kozakiewicz Title: CAO

BACKGROUND:

The 2024 Spring Municipal Leaders' Caucus (MLC), is open for registrations. It is taking place at the Westin Edmonton on March 14 and 15. Cost per person would be approximately \$650 plus, mileage. Virtual option is \$125

DOCUMENTATION ATTACHED:

2024 Spring Municipal Caucus Agenda

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(\$):

Depends on Discussions

Adam Kozakiewicz CAO

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DISTRIBUTION: Council: **X**



**Draft Agenda for Spring 2024 Municipal Leaders Caucus
March 14 and 15, 2024**

Thursday, March 14	
9:00a.m.	Registration and Breakfast
10:00a.m.	President's Opening Remarks
10:15 a.m.	Minister of Municipal Affairs' Remarks
10:30a.m.	<p>Whiskey's for Drinking; Water's for Fighting: Preparing for Possible Drought in Summer 2024</p> <p>Alberta experienced drought in several parts of the province in 2023. Significant drought was avoided through the effective use of water storage in southern Alberta, but now many water storage reservoirs are very low, with a warm and dry winter forecasted. These factors could lead to a significant drought in 2024.</p> <p>Alberta Environment & Protected Areas will present an update on the current and forecasted situation. The province is also taking steps to prepare to respond and to collaborate with key water license holders and other stakeholders. Alberta Municipalities will present its work to support long term increased water conservation.</p>
11:30 a.m.	President's Report
11:45 p.m.	Lunch
12:45 p.m.	<p>Bridge over Troubled Waters: Fostering Respect In Polarized Communities</p> <p>Healthy debate is central to democracy, but too often political discourse crosses the line into vitriol and personal attacks. The degradation of public discourse is taking its toll on municipal officials' mental health and pushing moderate voices to the sidelines. This session will feature a panel of municipal officials along with legal and communications experts, who will discuss their experiences and highlight opportunities to create space for constructive dialogue on local issues.</p>
2:00 p.m.	Break
2:15 p.m.	<p>Polley Palooza: Crafting Resolutions That Hit the Right Notes</p> <p>ABmunis will spin our top records for adopted resolutions past and present. We will also provide an update on changes to the playbook that governs our resolution process to ensure we're all in harmony, as well as tips to help write a resolution that is a smash hit with other members. You will also have the opportunity to find municipal bandmates interested in jammin' on resolutions to address similar issues.</p>
3:15 p.m.	Break and transition to breakout rooms
3:30 p.m. - 4:45 p.m.	<p>Mingle in the Municipality: Member-Led Discussions Based on Municipal Type</p> <p>Join your peers from cities, towns, or villages and summer villages to discuss top-of-mind municipal issues; brainstorm solutions; and provide feedback on ABmunis advocacy, events, and communications.</p>
5:00 - 6:30 p.m.	Ministers' Reception

Friday, March 15	
8:00a.m.	Registration and Breakfast
9:00a.m.	Opposition Leader's Remarks
9:15a.m.	Ministers' Dialogue Session I
10:15 a.m.	Break
10:30 a.m.	Ministers' Dialogue Session II
11:30 a.m.	Premier's Remarks
11:45 a.m.	Requests for Decision
12:00 p.m.	Closing Remarks and Lunch

**TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM**

Meeting Date: January 23, 2024 Confidential: Yes No **IX**

Topic: 2024-1 038 Water Bylaw

Originated By: Adam Kozakiewicz I Title: ICAO

BACKGROUND: I

We have updated the Water Bylaw to reflect the increase in water rates for 2024. (previous rates were calculated incorrectly)

DOCUMENTATION ATTACHED:

2024-1038 Water Bylaw

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

That the Water & Sewer Bylaw 2024-1038 be read a first time this 23rd day of January, 2024.

That the Water & Sewer Bylaw 2024-1038 be read a second time this 23rd day of January, 2024.

That the Water & Sewer Bylaw 2024-1038 be given consent for third and final reading. (if Council so chooses)

That the Water & Sewer Bylaw 2024-1038 be read a third and final time this 23rd day of January, 2024.

Adam Kozakiewicz CAO

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DISTRIBUTION: Council: **X**





BYLAW NO. 2024-1038 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

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

- 21 "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.
- 22 "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, as may be amended by Resolution of Council from time to time, 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", 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 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, which may be amended by resolution of Council from time to time.
- 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.

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

- 4.5 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", as may be amended by resolution of Council from time to time.
- 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, which may be amended by resolution of Council from time to time.
- 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

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, as may be amended by resolution of Council from time to time. 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. The frequency of Meter reading may be established by the Manager, but shall occur at least once every two (2) consecutive months.
- 8.5** Where a Meter Reader is unable to access the Premises of a Consumer, the Meter Reader may leave a card 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.
- 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.

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

- 10.6** The Manager is authorized to:
- 10.6.1** establish the criteria for the approval of the Testable Cross-Connection Control Devices;
 - 10.6.2** 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
 - 10.6.3** 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.

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.

1. General Prohibitions

- 1.1** 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.
- 1.2** 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.
- 1.3** 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.
- 1.4** 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.
- 1.5** No Person shall trespass on any Town property that forms a part of the Water System, without the express consent of the Manager.

- 1.6** 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.
- 1.7** 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.
- 1.8** 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.
- 1.9** No Person shall:
- 1.9.1** re-sell water supplied by the Town through its Water System except as otherwise authorized by the Town;
 - 1.9.2** supply water obtained from the Water System to any Person who intends to sell the water, except as otherwise authorized by the Town;
 - 1.9.3** use water in a manner that, in the opinion of an Authorized Person, is wasteful;
 - 1.9.4** make a connection to, cut or otherwise tamper with, in any way, the Water System, without first having obtained written permission from the Town;
 - 1.9.5** obstruct a Town employee or Authorized Person in the performance of his or her duties pursuant to this Bylaw; or
 - 1.9.6** supply water from the Water System, by any means, to any Premises, other than in strict concordance with this Bylaw.
- 1.10** 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

- 2** 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*.

Upon receipt of a completed written application and the payment of the connection fee, as set out in Schedule "A" of this Bylaw, as may be amended by Resolution of Council from time to time, the Town, 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.

- 22.3 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.
- 22.4 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, which may be amended by resolution of Council from time to time.

- 22.5** 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.
- 22.6** 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.
- 22.7** 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.
- 22.8** 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, which may be amended by resolution of Council from time to time.
- 25.0 No account can be transferred to any Occupant or opened in the name of any Person except the Owner.
- 21
- 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 any additional service charges as may be required pursuant to Schedule "A", as set by resolution of Council from time to time, before a Utility Service is reinstated.
- 33.0 Notwithstanding section 32 above, a Utility charge owed 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.

42.1.3

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 2024-1037 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 23rd day of January, 2024.

READ a second time this 23rd day of January, 2024.

READ a third time and finally passed this 23rd day of January, 2024.

TOWN OF TWO HILLS

PER: _____
LEONARD L EWANISHAN
MAYOR

TOWN OF TWO HILLS

PER: _____
ADAM KOZAKIEWICZ
CHIEF ADMINISTRATIVE OFFICE

BYIAW NO. 2024-1038

SCHEDULE A^O

CHARGES, FEES, LEYJES

1. WATER RATES

- a) Water Consumption - Residential & Commercial \$3.90 per cubic meter
- b) Water Consumption - Institutional \$6.55 per cubic meter
- c) Bulk Water \$6.55 per cubic meter

2. SEWER RATES

- a) Sewer Charge - Residential & Commercial \$1.65 per cubic meter
- b) Sewer Charge - Institutional \$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 (2 Hour maximum, \$25/hr thereafter) \$50.00

5. DISCONNECT/RE-CONNECTION FEE

- a) Fee for Service \$100.00

6. NEW SERVICE CONNECTION 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

All rates effective January 1, 2024



BYLAW 2024-1038

BYLAW NO. 2024-1038

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. 2024-1038
SCHEDULE "C"

Town of Two Hills
APPLICATION FOR SERVICES

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 2024-1038

BYLAW NO. 2024-1038

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
4807-47AStreet
5207 - 48 Street
4713 - 50 Street
5020 - 47 Avenue
4613 - 51 Ave
4810 - 50 Ave
4812 - 50 Ave
4613 - 56 Street



**TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM**

Meeting Date: January 23, 2024 Confidential: Yes No **IX**

Topic: 2024-1 038 Animal Control Bylaw

Originated By: Adam Kozakiewicz Title: ! CAO

BACKGROUND:

As we no longer contract a pound and currently impound animals ourselves an updated bylaw is required to reflect these changes.

DOCUMENTATION ATTACHED:

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(\$):

That the Animal Control Bylaw 2024-1038 be read a first time this 23rd day of January, 2024.

That the Animal Control Bylaw 2024-1038 be read a second time this 23rd day of January, 2024.

That the Animal Control Bylaw 2024-1038 be given consent for third and final reading. (if Council so chooses)

That the Animal Control Bylaw 2024-1038 be read a third and final time this 23rd day of January, 2024.

Adam Kozakiewicz CAO

I Attest:

DISTRIBUTION: Council: X





BYLAW NO. 2024.....11-0311038
OF THE TOWN OF TWO HILLS

(hereinafter referred to as "the Town of Two Hills")

IN THE PROVINCE OF ALBERTA

**A BYLAW OF THE TOWN OF TWO HILLS, IN THE PROVINCE OF ALBERTA,
TO REGULATE AND CONTROL DOMESTICATED ANIMALS WITHIN THE TOWN OF
TWO HILLS**

WHEREAS the Animal Control Bylaw regulates and controls domesticated animals in the corporate limits of the Town of Two Hills;

AND WHEREAS the Council of the Town of Two Hills wishes to regulate the running at large of dogs and cats in the Town of Two Hills,

AND WHEREAS the Council of the Town of Two Hills deems it expedient to license dogs and cats in the Town of Two Hills;

AND WHEREAS the Council of the Town of Two Hills wishes to regulate the keeping of other domestic animals;

AND WHEREAS the Council of the Municipal Government Act RSA 2000, Chapter M-26, Section 7 (h), as may be amended from time to time, authorizes the Council of the Town of Two Hills to pass such a bylaw;

NOW THEREFORE, the Council of the Town of Two Hills in duly assembled open meeting enacts as follows:

TITLE

1. This bylaw may be cited as "The Animal Control Bylaw".

DEFINITIONS

2. In the bylaw,



- (a) "Animal Control Officer" shall mean any person or persons duly authorized by the Town of Two Hills to enforce the provisions of this bylaw, including, but not limited to, the pound keeper;
- (b) "animal shelter" shall mean the premises designated by the Town for the purpose of impounding and caring for all dogs, cats, and domestic animals found running at large within the limits of the Town;
- (c) "Town" shall mean the Municipal Corporation of the Town of Two Hills;
- (d) "running at large" shall mean any dog, cat or domestic animal that is off the property of its owner or harbourer and is not on a leash and under the effective control of a responsible person. The phrase "at large", when used in this bylaw, shall be synonymous with "running at large";
- (e) "cat" shall mean any member of the species *Felis catus* or *Felis domesticus* (Felidae);
- (f) "communicable disease" shall mean such diseases that can be passed from dog, cat or domestic animal to a human being or to other dogs, cats or domestic animals and shall include but not be limited to distemper, rabies, parvo and parainfluenza;
- (g) "dog" shall mean any member of the species Canidae;
- (h) "domestic animal" shall mean such animals that are tame and kept by humans as pets, other than livestock;
- (i) "livestock" shall mean domesticated animals raised in an agricultural setting to produce labor and commodities such as meat, eggs, milk, fur, leather, and wool;
- (G) "owner" shall mean a person or group of persons, partnership or association, who has legal title to the dog, cat or domestic animal, and includes any person who has possession or custody or harbours the dog, cat or domestic animal on his premises, either temporarily or permanently;
- (k) "Peace Officer" shall mean:
 - i. a member of the Royal Canadian Mounted Police; or,
 - ii. a special constable or bylaw enforcement officer employed by the Town of Two Hills;
- (l) "Town Council" shall mean the duly elected Town Council for the Municipal Corporation of the Town of Two Hills;
- (m) "kennel license" shall mean such license issued to a person who owns more than two (2) cats and two (2) dogs, whether the owner breeds the animals or not;
- (n) "S.P.C.A." shall mean the Society for the Prevention of Cruelty to Animals in the Province of Alberta;



- (o) "vicious dog" shall mean any dog which:
- i. shows a propensity, disposition or potential to attack, or injure, without provocation, humans, or other animals,
 - ii. is a continuing threat of serious harm to humans or other animals,
 - iii. without provocation, chases any person in a threatening manner,
 - iv. has inflicted a serious wound upon a human or upon a domestic animal or livestock without provocation,
 - v. is deemed to be dangerous by justice under the provisions of the *Dangerous Dogs Act* RSA 2000, Chapter 0-3 and amendments thereto,
 - vi. is owned or harboured for the purpose of dog fighting, or
 - vii. is a guard dog; however

a dog shall not be deemed vicious if it bites, attacks or menaces a trespasser on the property of its owner or harms or menaces anyone who has tormented or abused it

LICENSING

3

- (a) Any person owning, or harbouring or possessing a dog or cat over the age of six (6) months within the Town of Two Hills shall be liable to pay a license fee for the dog or cat as set out in the attached Schedule "A".
- (b) The license shall be valid only for the year issued and shall be due on or before the 31st day of January of each year, or on any day during the year when the animal comes to six (6) months of age or into the possession of a resident of Two Hills and is kept within the Town limits.
- (c) Dog or cat licenses may be obtained at the Town Office, which, upon receipt of payment of the license fee, shall issue to the owner a tag for each dog or cat licensed.
- (d) The license tag shall be attached to a collar on the dog or cat to be worn at all times when the animal is in public. The license shall be deemed invalid if not worn by the animal.
- (e) No refund or rebate shall be made on any paid license fee.
- (f) The license issuer for the Town shall keep record of the following data:
 - i. Name and address of owner;
 - ii. Breed, colour, sex and name of owner's dog or cat;
 - iii. Date of registration of owner's dog(s) or cat(s);
 - iv. Number stamped on each license tag issued to owner; and,
 - v. Amount of license fee paid by owner.



- (g) A license shall be issued free of charge annually to the owners of dogs trained by a recognized agency to provide assistance to a person with a physical impairment if the owner used the dog for such assistance.
- (h) Where a license is lost, a replacement may be obtained at the Town Office upon payment of the license tag replacement fee as set out in Schedule "A".
- (i) Dog licenses are not required by persons temporarily in Town for a period not exceeding two (2) weeks.
- (o) No person may own or harbour more than two (2) dogs and two (2) cats older than six (6) months at any one time unless a kennel license is approved by the Animal Control Officer. Obtaining a kennel license relieves the owner from having to pay for individual licenses for each animal owned or harboured. However, the owner must still obtain a tag from the town for each animal owned or harboured and inform the Animal Control Officer of any changes if and when they occur.

RESPONSIBILITY PROVISIONS

- 4. It shall be the responsibility of all owners of dogs, cats or domestic animals to ensure that:
 - (a) their dog, cat or domestic animal is not permitted to run at large;
 - (b) their dog, cat or domestic animal is not permitted to howl, bark excessively or in any other manner disturb the quiet of any person(s). Any person(s) so aggrieved may provide a witness statement and swear out a statement charging the owner with a breach of this bylaw.

- 5.
 - (a) The owner or person in care or control of an animal shall ensure that the animal does not become a public nuisance by:
 - i. Biting or chasing a person or persons;
 - ii. Biting, barking at or chasing livestock, bicycles, automobiles or other vehicles;
 - iii. Causing damage to property or other animals, or causing the death of any other animal;
 - iv. Keeping a female which is in season at any location where the dog or cat is a source of attraction to other dogs or cats; or
 - v. Allowing a vicious dog to run at large.
 - (b) An owner whose animal defecates on property other than his own or vacant undeveloped Town owned property shall remove immediately any defecated matter deposited.



- (c) The owner of any property where an animal is kept shall maintain such property at all times in a clean, sanitary and inoffensive condition.
 - (d) No dog, cat or domestic animal suffering from a communicable disease shall be allowed to come into contact with animals or humans in a public place other than the owner's property or a veterinarian. The owner of a diseased animal shall ensure that it is locked up securely.
 - (e) The owner shall confine within a building or secure enclosure every fierce, dangerous or vicious dog and not take the dog out of the building or secure enclosure unless the dog is securely muzzled and leashed.
 - (f) Any dog that bites a person shall be promptly reported to the Animal Control Officer and may then be quarantined at the direction of the Animal Control Officer. The dog shall not get released from the quarantine or destroyed except by written permission of a veterinarian. At the discretion of the Animal Control Officer, the quarantine may be on the premises of the owner or in the Town animal shelter.
 - (g) Upon demand made by the Animal Control Officer or peace officer, the owner shall immediately surrender any dog that has bitten a human, or that is suspected of having been exposed to rabies, for supervised quarantine (for a period not exceeding fourteen (14) days) which expense shall be borne by the owner. The dog may be reclaimed by the owner, if judged free of rabies, on payment of the confinement expenses and on compliance with the licensing provision of this bylaw.
6. No person shall:
- (a) hinder, delay or obstruct any person or persons employed by the Town engaged in taking to the pound any dog, cat or domestic animal liable to be impounded under the provisions of this bylaw;
 - (b) remove or attempt to remove any dog, cat or domestic animal from the possession of the Animal Control Officer or a peace officer or any other person authorized to enforce any of the provisions of this bylaw;
 - (c) unlock, unlatch or otherwise open the pound van or vehicle in which animals have been placed for impoundment, allowing the dogs, cats or domestic animals to escape capture;
 - (d) induce or persuade any dog, cat or domestic animal to enter a house or other place where it may be safe from capture by the animal control office or other authorized person(s), or otherwise assist any dog, cat or domestic animal to escape capture;
 - (e) Negligently or willfully open any gate, door or other opening in a fence or enclosure in which a dog, cat or domestic animal has been confined, or



otherwise obstruct any dog, cat or domestic animal's confinement, thereby allowing the animal to run at large;

- (f) Tease, torment or annoy a dog, cat or domestic animal or deliberately or willfully and with malicious intent injure, hurt or otherwise harm any animal;
- (g) Operate a kennel in any residential district in the Town. Kennel requirements are subject to the Town of Two Hills Land Use Bylaw;
- (h) Lead, ride or drive livestock on any sidewalk, boulevard, street or parkland in the Town unless permission has been granted subject to the Town of Two Hills Traffic Bylaw;
- (i) Have domestic animals unless otherwise specified in this Bylaw, within the Town boundaries in private residences within a residential area, shall be limited to a maximum of two (2), of any species. Any animals in excess of this number are to be disposed of by the owner and the owner shall be solely responsible for the costs incurred as a result of the said disposal and shall not hold the Town responsible in any manner whether civilly or criminally as a result of an order for the removal of said animal or animals; or
- U) Have, maintain, raise or feed livestock, including bees, pigs, cows, horses, and pigeons.

IMPOUNDMENT

7.

- (a) It shall be the responsibility of the CAO to establish, make provisions for or enter into an agreement to provide an animal shelter for the impounding and keeping of dogs, cats and other domestic animals captured
- (b) It shall be the duty of the Animal Control Officer or a person(s) authorized to capture or trap, in a humane trap, all dogs, cats and domestic animals found running at large. The dog, cat or domestic animal shall be impounded to the specified animal shelter and shall be kept there subject to the owner's or harbourer's right to redeem the animal within three (3) from the time of capture. The dogs, cats or domestic animals shall not be released from the pound unless the owner or harbourer can present, to the satisfaction of the pound keeper that the specified impoundment fees have been paid and the necessary clearance from the Animal Control Officer, a peace officer or the Town's Chief Administrative Office or their designate has been obtained.
- (c) Each dog, cat or domestic animal impounded under the provisions of this bylaw shall be subject to impounding fees as set out in attached Schedule "A". If the dog, cat or domestic animal is unclaimed within three (3) days from the time of capture, the dog, cat or domestic animal shall be destroyed in a humane manner or otherwise disposed of through sale or gift.
- (d) It shall be the duty of the Animal Control Officer, to the best of their abilities, to ascertain the name of the owner of any impounded dog, cat or domestic



animal. The Animal Control Officer shall inform the owner of the impoundment as soon as practically possible.

- (e) It shall be the duty of the Animal Control Officer to report any apparent illness, communicable disease, injury, unhealthy condition or otherwise distressful signs exhibited by any dog, cat or domestic animal to a veterinarian or the S.P.C.A. The owner or former owner, if known, shall be held responsible for all charges resulting from any veterinarian examination, action or extended retention to the animal in question.

CONVICTIONS AND PENALTIES

8.

- (a) A person is a party to and guilty of an offence who:
 - i. actually commits the offence, or
 - ii. does or omits an act for the purpose of aiding or abetting a person to commit an offence, or
 - iii. counsels or procures a person to commit an offence.
- (b) Any person who contravenes any provision of this bylaw is guilty of an offence and is liable on summary conviction to a fine as set out in Schedule "A" of this bylaw.
- (c) The Animal Control Officer is hereby authorized and empowered to issue a violation notice, form or infraction ticket to any person who contravenes any provision of this bylaw. The notice, form or infraction ticket may be issued by either serving it to the accused personally or by leaving it at his or her last known place of residence or by regular mail.

Payment of the specified fine is accepted in lieu of prosecution. If payment is not received within thirty (30) days, the Animal Control Officer or peace officer are hereby authorized and empowered to issue a summons for the offence.

All licenses, fines and pound fees are to be paid by cash, certified cheque or money order before any dog, cat or domestic animal is to be released from the animal shelter.

TRANSITIONAL

- 9. Should any provision of this Bylaw be found void or unenforceable, then it is the express intention of Council that such void or unenforceable sections be severed from this Bylaw and the balance remain in full force and effect.



REPEAL OF OLD BYLAWS

10. Bylaw 2021-1006 and all amendments thereto is hereby repealed.

DATE OF EFFECT

11. This Bylaw shall take effect on the final passing thereof by Council.

READ a first time this 23rd day of January, 2024.

READ a second time this 23rd day of January, 2024.

READ a third time and finally passed this 23rd day of January, 2024.

TOWN OF TWO HILLS

LEONARD EWAN ISHAN
MAYOR

ADAM KOZAKIEWICZ
CHIEF ADMINISTRATIVE OFFICER



SCHEDULE "A"

LICENSING:

	FEE
1. License for each neutered or spayed dog or cat	\$ 10.00
2. License for each unaltered dog or cat	\$ 50.00
3. License Tag Replacement	\$ 2.00
4. Kennel License	\$ 100.00
5. <u>Pound-Shelter/impound</u> Fees (per day or any part thereof)	As-pef
<u>pound\$ 30.00/day _charges</u>	

Senior Citizens pay fifty (50) percent of the fees set out in 1, 2 & 4 above.

PENALTIES

SECTIONS	OFFENCE	FINE
	Administrative Fee	\$ 50.00
3. (a)	Failing to obtain a dog or cat license	\$ 100.00
3. (j)	Harbouring more than two (2) dogs and two (2) cats	\$ 60.00
3. (j)	Failing to obtain a kennel license	\$ 100.00
4. (a)	Allowing a dog, cat or other domestic animal to run at large	\$ 75.00
4. (b)	Permitting a dog or cat to disturb the peace of other persons	\$ 75.00
5. (a) (v)	Allowing a vicious dog to run at large	\$ 250.00
5. (b)	Failing to remove dog, cat or other domestic animal defecation from another's property	\$ 75.00
5. (c)	Failing to keep property in a clean, sanitary and inoffensive condition.	\$ 200.00
6. (f)	Tormenting or teasing a dog, cat or other domestic animal	\$ 200.00
6. (f)	Harming an animal	\$ 200.00



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of Two Hills Councillor Report

Date: January 19, 2024

Airport Commission • Alternate

Regional Landfill Committee

Sports Activities Council (S.A.C)

Two Hills in Bloom

January 04 2024 10:00 am Bloom Meeting Elaine and Adam and Arnold to discuss what council wants from Bloom. Adam told bloom to make their own agenda and council will agree or not.

January 08,2024 7:00 pm. Bloom meeting discussed Christmas Decorating. Solar Lighting for sign and painting . Watering of plants until summer students come to work. We have to find out how many hanging pots we have. Stay with the name of Town of Two Hills Improvement Committee.

January 09,2024 10:00am. AHS meeting was about Two Hills Hospital and the help that is needed in Emergency with staffing and closing of Emergency on the weekend .Where are students going after they Graduate. Could students come to Two Hills Hospital to do some training. How many students that take the X Ray or Tech training? A question was asked about if retired X Ray or Tech could be asked.

Veterans Memorial Highway Committee -Alternate

Rural Physician Action Plan (RPAP) - Alternate

Extra Notes

LGFF 4:30pm January 18, 2024. Local Government Fiscal Framework. Agenda 1 LGFF Capital vs LGFF Operating. 2.LGFF Capital funding pot. 3.Allocation formula for non-charter municipalities. 4. Comparison to Abmunis recommendations and MSI. 5 Future projections. 6 Program rules . 7 Looking forward. Transitioning from MSI to LGFF. Overview of LGFF Capital to LGFF Operating. Province has to step up to deliver more funding. How to attract more Health Practioners. LOTS of information to digest but information will be sent in a day or two all counties and towns and summer villages and villages and Metis Settlements Stop recording 5;58pm

TwoH

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of Two Hills Councillor Report

Date: January 23/24

Alice Melnvk Public Library

The board is looking at fixing the roof by obtaining a grant for \$10,000. A prospective contractor felt that the one side which is causing the problem could be fixed at that amount.
The library board would like to get Sarah Hamm's library board appointment renewed for another term.
Buda et was presented and balanced for the year.

NLLS

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Two Hills in Bloom

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VRWM

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Eagle Hill Foundation - Alternate

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EDC - Alternate

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F.C.S.S.-Alternate

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Other

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Town of Two Hills Councillor Report

Date: Jan23/24_____

Eagle Hill Foundation

Jan 16	Looking at doing travel marketing in the Lamont area.
	Still trying to fill part time and casual positions otherwise no real changes since the last meeting.
	Eventide we are renovating one resident now and going to be doing duct cleaning that Andy is schedulina in the spring. Two vacancies.

Economic Development Committee (EDC)

Jan 22	EDC doing a bronze sponsorship for the Agri Tradeshow April 20. One of the committee members is to contact the Alberta chamber of commerce to see if Two Hills can have one due to previous chambers.
	Storefront revitalization discussed as to town support for improvements since there is nothing at this time attached is an idea.
	Previous recommendations 2023 as to the water tower and town office, has the town investigated budgeting for these projects. (painting of the tower & mural with updates to the office) e.g. lighting, front posts to name a couple.
	The lagoon area to be cleaned up as the entrances on the east and west sides of town are welcomina compared to the south side of town on the town property.
	EDC looking at attending a few Trade Shows Fort McMurray April 26-28, Sherwood Park April 12-14, RV show March 2&3. Bob to find out if we can piggyback with the Lakeland OMO for the first two to keep costs down.
	Tourism discussed; the committee felt there should be a sub committee set up as the group hasn't got the expertise in this area.
	Discussion of an EDC Facebook page to be set up.
	New trifold pamphlets to be made up with an event calendar page (insert) to be added throuahout the vear.

HUB - Regional Economic Development

	Sonny a!)ended

Extra Notes

Jan 18 Lakeland DMO zoom meeting. Attended my first meeting and amazed at how involved community futures from Smokey Lake, St Paul, Lac la Biche, Bonnyville are.

Challenges in the area are accommodations and overall product offering.

Facebook event calendar is huge in promoting the area. Question why the county doesn't see value in this as it deals with tourism and the benefits for the area.
