



AGENDA
TOWN OF TWO HILLS
June 11, 2024
1:00 P.M.

Regular Council Meeting

- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) ADOPTION OF MINUTES
 - a) Regular Meeting May 28, 2024
- 4) DELEGATION - None
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
 - a) Public Works Report
 - a. Cost of Sign Repairs
 - b) Chief Finance Officer Report
 - a. Reconciliation Statement For May 2024
 - b. Cheque listing
 - c) Economic Development Officer Report
 - a. Non-Res Development Incentive
 - b. Final Assignment - Ec Dev Course
 - c. EDC SWOT Plan
 - d. Business Survey
 - d) Chief Administrative Officer Report
- 7) CORRESPONDENCE
 - a) Government of Alberta Letter Re: LGFF
 - b) Highway 36 Bridge Strategy
- 8) OLD BUSINESS
 - a) SiteLink Event
- 9) BYLAWS & POLICIES
 - a) Set date for SDAB and LUB Review
- 10) NEW BUSINESS
 - a) LGFF Memorandum of Agreement - Operating & Capital
- 11) COUNCIL MEMBER REPORTS - June 25, 2024 Meeting
- 12) NEXT MEETINGS
 - a) Regular Council Meeting Tuesday June 25, 2024 6:00 p.m.
- 13) CLOSED SESSION
 - FOIPP Act 16(1)(2)&25; 27
- 14) ADJOURNMENT

TOWN OF TWO HILLS
Minutes of the Regular Meeting of Council for the Town of Two Hills
held May 28, 2024, at 6:00 P.M. in Council Chambers



PRESENT: Deputy Mayor A. Romaniuk, Councillor M. Tarkowski, Councillor S. Rajoo, Councillor E. Sorochan, C.A.O. A. Kozakiewicz, C.F.O. S. Lupul, and One Member of the Public.

ABSENT: Mayor L. L. Ewanishan

CALL TO ORDER: Deputy Mayor A. Romaniuk called the Regular Town Council Meeting to order at 6:00 P.M.

ADOPTION OF AGENDA:

2024-196 **MOVED** by Councillor S. Rajoo to accept the agenda as presented.

CARRIED

ADOPTION OF MEETING MINUTES:

2024-197 **MOVED** by Councillor M. Tarkowski to accept the Regular Council Meeting Minutes of May 14, 2024 as presented.

CARRIED

2024-198 **MOVED** by Councillor S. Rajoo to accept the Special Council Meeting Minutes of May 17, 2024 as presented.

CARRIED

2024-199 **MOVED** by Councillor E. Sorochan to accept the Special Council Meeting Minutes of May 8, 2024 as presented.

CARRIED

ADMINISTRATIVE REPORTS:

Chief Finance Officer Report

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

2024-200 **MOVED** by Councillor E. Sorochan that the Chief Finance 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.

2024-201 **MOVED** by Councillor M. Tarkowski that the Chief Administrative Officer's verbal report be acknowledged as presented.

CARRIED



OLD BUSINESS:

FCM Grant for Sustainable Housing

On July 18, 2024, council approved a \$16,000.00 expenditure on a Needs Assessment Survey through the Rural Development Network. The FCM Grant is 80% cost recovery and the Town is required to allocate an additional \$46,500.00 to cover the 20% portion of the total project.

- 2024-202** **MOVED** by Councillor S. Rajoo that the Town of Two Hills allocate \$46,500.00 from reserves towards the FCM Grant for a Sustainable Housing Study.

CARRIED

NEW BUSINESS:

Veteran's Memorial D-Day Anniversary

Invitation was received for attendance to the D-Day Anniversary ceremonies to be held June 7 to 9, 2024 in Grande Prairie.

- 2024-203** **MOVED** by Councillor M. Tarkowski to accept as information and to thank the chair of the Veteran's Memorial Gardens & Interpretive Centre for the invitation but due to budget constraints, the Town of Two Hills Council cannot attend.

CARRIED

2024 Senior's Week Declaration

- 2024-204** **MOVED** by Councillor E. Sorochan to declare the week of June 3rd to 9th, 2024 as Senior's Week in the Town of Two Hills.

CARRIED

Mural on Administration Building

- 2024-205** **MOVED** by Councillor M. Tarkowski to commission Robert Murray to paint a historical mural on the south wall of the administration building at 4712-50 Street in July 2024.

CARRIED

SiteLink Event

- 2024-206** **MOVED** by Councillor M. Tarkowski to table this agenda item to June 11, 2024.

CARRIED

COUNCILLOR REPORTS:

- 2024-207** **MOVED** by Councillor S. Rajoo to accept the councillor reports as presented and filed.

CARRIED



CLOSED SESSION:

2024-208 **MOVED** by Councillor M. Tarkowski to go into closed session at 7:22 PM.

CARRIED

2024-209 **MOVED** by Councillor M. Tarkowski to come out of closed session at 8:45 PM.

CARRIED

NEXT MEETING:

Regular Council Meeting Tuesday June 11, 2024 at 1:00 pm.

ADJOURNMENT:

With all items on the agenda having been addressed Deputy Mayor A. Romaniuk adjourned the Regular Council Meeting at 8:45 PM.

Arnold Romaniuk, Deputy Mayor

Adam Kozakiewicz, C.A.O.





Open Forum

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

Division 3 – Open Forums

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

Notes:

Roads / Sidewalks

- a) Graded industrial roads
- b) Grade hall parking lot and entrance
- c) Grade roads in Geleta Park
- d) Continue road sweeping
- e) Continue pothole filling and packing
- f) Backfill and pack coldmix along new sidewalk on 46st
- g) Grade UFA and Fas Gas parking area
- h) Repair and/or replace street signs, stop signs damaged by an unknown vehicle
- i) Pick up, hang, and water all flower pots
- j) Mow all town property (3) times
- k) Service and repair mowing equipment
- l) Change cutting edges on the loader and grader
- m) Complete gopher extermination on town property
- n) Repair or replace garbage bin lids
- o) Complete CVIP's on dump trucks
- p) Complete all service requests

TOWN OF TWO HILLS

PUBLIC WORKS DEPT

Public Works - Telephone - (780) 657-2482 Fax- (780) 657-2185

Administration - Telephone - (780) 657-3395 Fax- (780) 657-2158

No. 1Project Information1. Reason for Project:

Repair and or replace street signs
damaged by being run over by a vehicle

2. Findings and Actions Taken:Assigned by: Terry Statink Assigned to: Murray and HeweyFindings: Signs had been run over on
the weekend of June 2/3 2024Action Taken: Repair and replace damaged parts
of signs and sign postsDate Started: June 3/2024 Date Completed: June 3/20243). Cost of Project

	<u>Hours/Quantity</u>	<u>Rate</u>	<u>Cost</u>
a). Labour			
<u>1</u>	<u>2 hrs</u>	<u>\$50⁰⁰</u>	<u>\$100⁰⁰</u>
<u>1</u>	<u>2 hrs</u>	<u>\$50⁰⁰</u>	<u>100⁰⁰</u>
b). Equipment			
<u>3/4 ton truck</u>	<u>2</u>	<u>\$80⁰⁰</u>	<u>\$160⁰⁰</u>
c). Materials			
<u>sign posts</u>	<u>2</u>	<u>\$35⁰⁰</u>	<u>\$70⁰⁰</u>
<u>signs</u>	<u>2</u>	<u>\$84⁰⁰</u>	<u>\$168⁰⁰</u>
<u>break away</u>	<u>2</u>	<u>\$25⁰⁰</u>	<u>\$50⁰⁰</u>
total			<u>\$648⁰⁰</u>

**TOWN OF TWO HILLS
RECONCILIATION STATEMENT FOR MAY 2024**

Net Balance at End April 2024	\$80,841.37
Plus Deposits	\$372,547.52
Sub Total	\$453,388.89
Minus Disbursements (including transfers)	\$182,623.82
Closing Balance	\$270,765.07

Summary of Town of Two Hills Accounts

Alberta Treasury Branch	Description of Accounts	
Bus Custom Plan CB #24	(Main Account)	\$270,765.07
Bus Custom Plan CB #27	(Electronic Bill Payments)	\$91,998.17
Notice Account 90 Day	(Auction Holding)	\$114,343.33
Savings Account #30	(Debenture Account)	\$47,632.09
Savings Account #578	County Grant Account	\$23,549.76
Savings Account #478	Interest Bearing	\$2,329.52
TOTAL ATB		\$524,738.66
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	\$ 3,876.98
	Canada Day	\$ 10,168.35

Comments:



**Town of Two Hills
Cheque Listing
32636 - 32693**

32636	May 22, 2024	Purchase of water	26,641.40
32637	May 22,2024	Mastercard	7,649.76
32638	May 22,2024	Benefits	10,238.20
32639	May 22,2024	PW Tractor Repairs	143.13
32640	May 22,2024	PW Supplies	1,239.56
32641	May 22,2024	PW Repairs	581.15
32642	May 22,2024	Fuel	2,679.34
32643	May 22,2024	Garbage Collection	4,400.00
32644	May 22,2024	Library Roof	115.49
32645	May 22,2024	PW Parts	213.27
32646	May 22,2024	Fire Dispatch	4,074.58
32647	May 22,2024	Land Titles	473.06
32648	May 22,2024	Water Purchase	852.15
32649	May 22,2024	Sponsorship	125.00
32650	May 22,2024	Hall Management	2,625.00
32651	May 22,2024	Monthly Contract	1,630.65
32652	May 22,2024	Office Cleaning	640.00
32653	May 22,2024	Meters	1,638.89
32654	May 28,2024	Contract Labour	400.00
32655	May 28,2024	Benefits	1,372.15
32656	May 28,2024	PW Supplies	291.90
32657	May 28,2024	Tractor Hauling	1,575.00
32658	May 28,2024	Shop Repairs	31.49
32659	May 28,2024	Town Promotion	492.24
32660	May 28,2024	Water Repairs	11,731.69
32661	May 28,2024	Accounting	14,986.97
32662	May 28,2024	Sidewalk	9,520.00
32663	May 28,2024	Engineering	1,020.60
32664	May 28,2024	Mail Supplies	320.12
32665	May 28,2024	Office Supplies	306.29
32666	May 28,2024	Membership	1,000.00
32667	May 28,2024	Office Supplies	85.75
32668	May 28,2024	FCSS Insurance	3,427.07
32669	May 28,2024	Hall Rental	78.75
32670	May 28,2024	Advertisement	745.00
32671	May 28,2024	Advertisement	225.75
32672	May 28,2024	Rec Centre Repairs	4,433.17
32673	May 28,2024	Gravel Purchase	8,105.39
32674	June 6, 2024	Purchase of Water	31,269.70
32675	June 6, 2024	Benefits	12,605.20
32676	June 6, 2024	PW Supplies	777.11
32677	June 6, 2024	Wastewater Chemical	357.00
32678	June 6, 2024	PW Supplies	2,310.00

32679	June 6, 2024	PW Fuel	304.21
32680	June 6, 2024	Tractor Repairs	1,256.42
32681	June 6, 2024	Council Travel	130.90
32682	June 6, 2024	PW Sweeper Repairs	473.87
32683	June 6, 2024	Fire Chief Honorarium	150.00
32684	June 6, 2024	PW Supplies	275.22
32685	June 6, 2024	Phone Number Update	614.25
32686	June 6, 2024	Contract Labour	4,672.50
32687	June 6, 2024	Council Travel	338.80
32688	June 6, 2024	Professional Consulting	1,050.60
32689	June 6, 2024	Grant Project	14,170.10
32690	June 6, 2024	Advertisment	561.75
32691	June 6, 2024	Monthly Contract	1,630.65
32692	June 6, 2024	Office Cleaning	720.00
32693	June 6, 2024	Shredding	86.42

Tradeshow questionnaire analysis break down:
1 – How satisfied are you with the volume of traffic to your business? 4% very satisfied, 36% satisfied, 36% neutral, 12% dissatisfied, 4% very dissatisfied.
2- Would an increase in regional investment have a positive impact on your business? 40% very likely, 24% likely, 32% neutral
3 – How likely are you to recommend the Two Hills region to others? 48% very likely, 28% likely.
All the other questions were overwhelmingly agreed with : local business, family farms, attraction and retention of healthcare workers, newcomers, work/life balance, youth retention and the visitor economy were all very important to the surveyed attendees.
Completed Downtown Revitalization application form
Received 2 quotes to date on water tower painting – expecting 1 more
Ordered and received Town of Two Hills jackets
Attended SmartMTX manufacturing conference in Red Deer – 3D home printing demonstration – discussion on printing park washroom prototype at Geleta park
Attended DMO meeting
Met with potential investor for tourism project for the Lakeland region based within the town
Working with Alberta conservation and Ag society to create a plan to save the trout pond ... no fish stocked this year due to low water levels
AB Government Rural Renewal zoom meeting
Follow up email on old gas station – no response to date
Nifty Thrifty is transitioning from thrift store to convenience store
Attended HUB EDO meeting in St. Paul – working on regional manufacturers list for HUB
Completed EDA courses – Final grade A+
Completed EDA final assignment” Strat plan for Bike Week tourism project” - final grade A
Completed an EC DEV SWOT analysis for next EDC meeting as per Chair request
Completed Business visitation questionnaire to begin business visitation program
Hired CMTA summer tourism employee – started watering flowers and assisting with Geleta park season preparations
Superfoods Café still waiting on approval from Inspections Group
Continue working on tourism signage as per SCOP grant
Dental office opening soon
Working with New Myrnam School on Taste of Lakeland Open farm days project
Begin research for regional attractions booklet to promote region.
Began advertising tourism workshop training opportunities for Two Hills, County and Saddle lake community members (scop grant)
Began working on a tourism strat plan for TGP grant (Geleta park glamping cabins) – they have declined our application but will revisit it if/ when we send them a tourism strat plan with programing.
Destination Canada webinar highlighting Metis Crossing
Follow up with RV Association regarding RV rally confirmations on events etc
Met with couple looking to purchase Café in Derwent.

Met with community member regarding Vegreville Ukrainian refugees relocating to Two Hills to get endorsements for Rural Renewal Stream
Submitted town buildings list for energy grant
Met with community member regarding bringing barrel racing jackpot events to town
YOLO nomads Hub and summer activities pages updated – interactive maps created and uploaded to town website. Analytics show that young adults 25 – 35 are the most active visitors to site – looking to relocate from major centers.
Wayside Blessing of the Bikes attracted 80 motorcyclists from around the province and Saskatchewan.

APPLICATION FOR
Non – Residential Development Incentive Bylaw -
Downtown Revitalization



The Town of Two Hills

Phone: 780-657-3395

Email: info@townoftwohills.com

SHADED AREAS FOR OFFICE USE ONLY	
Date Received:	Date Approved:
Approved by (INITIALS):	Grant Amount Approved:

1. Required Documents – Incomplete Applications Will Not Be Processed

Please indicate that the required documents are attached by placing a checkmark in the box provided.

- ☐ **The Non – Residential Development Initiative Bylaw form is to be completed** in full and submitted to the Town of Two Hills.
- ☐ **Photographs** of the façade of the building
- ☐ **Drawings/ Sketches** of proposed improvement
- ☐ **Documentation of appropriate approvals** from other departments (as required and determined at a re-consultation meeting with staff)
- ☐ **At least two quotes** from contractors for the proposed work

2. Owner / Applicant / Architect Information

Please list the contact information for each of the following (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Owner*		Phone:
		Email:
Applicant**		Phone:
		Email:
Agent or Solicitor**		Phone:
		Email:
Architect/Contractor/Designer		Phone:
		Email:

*If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s)

** An Owner's authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.



3. Primary Contact:



3.1 Correspondence relating to this application should be sent to (select one only):

- ☐ Owner
- ☐ Applicant
- ☐ Agent / Solicitor
- ☐ Architect / Contractor / Designer

3.2 Date of Pre-Consultation with Town of Two Hills EDO and/or Development Officer:

4. Property Information:

Location of Subject Land(s) and Status:	
Municipal Address: (Street # and Street Name)	Assessment Roll #
Property Taxes in Good Standing	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Improvement Plans Area	<input type="checkbox"/> Downtown
	<input type="checkbox"/> Not within Downtown

5. Community Improvement

Please provide a brief description of the property improvements that are being applied for:



6. Construction



6.1. Construction Timeline:

Approximate date of construction commencement: _____

Approximate date of construction completion: _____

6.2 Total Value of Work:

Please attach quotes to the application and complete the chart below at least 2 or more quotes are required to complete the application.

Applied Grant	
Non-Residential Development Incentive (Downtown Revitalization)	

7. How did you hear about the Non-Residential Development Incentive Bylaw Grant?

- ☐ Town of Two Hills
- ☐ Two Hills Economic Development
- ☐ Word of mouth
- ☐ Other: _____

8. Applicant's Acknowledgement

The Applicant hereby acknowledges:

That this application and the attached supporting documentation, information, and materials if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act (FOIP)*

That conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with Bylaw 2024-1039 Non-Residential Development Incentive Bylaw and/or Alberta Building Code requirements;

That the submission of the application constitutes tacit consent for authorized Town staff representative(s) to inspect the subject lands or premises, and to carry out inspections, tests and investigations as may be required; and

That additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.

Questions about the collection and inspection of this information should be directed to the Town of Two Hills @ info@townoftwohills.com.



Owner's Authorization



If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit this application MUST be attached, or the owner MUST complete the authorization set out below (please print)

Is written authorization attached?

☐ Yes

☐ No

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to prepare and submit this application on my behalf.

Signature of Owner

Date

Declaration

I, _____ (please print), of the _____ (e.g. Town of Two Hills) make an oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true. Sworn (or declared) before me at _____ (e.g. Town of Two Hills) this _____ day of _____, in the year _____.

Applicant Signature

Commissioner of Oaths



Two Hills Bike Week Project Plan

INTRODUCTION:

The Two Hills Bike Week Project is a long term plan to build upon an existing event to build a sustainable tourism industry in the Two Hills Region and have a positive impact on the Town and Regions growth and prosperity. Motorcycle tourism has been an often overlooked element of the tourism industry in the past and we are in a unique position to exploit that opportunity by taking advantage of the events, attractions, and natural resources that Two Hills and the Lakeland Region have to offer. This project will increase tourism traffic in the region and provide a much needed economic boost to the 35 brick and mortar businesses in town, help to improve the quality of life in the community by instilling community spirit and pride and have no detrimental effects on the environment. By encouraging the Staycation aspect of the event, we hope to have many of our visitors choose to stay within Alberta rather than take international vacations.

COMMUNITY:

The Town of Two Hills is well known throughout the motorcycling community as being “Rider Friendly” even winning the title of CANADA’S 1ST MOST RIDER FRIENDLY COMMUNITY in a 2016 nationwide contest hosted by Community Futures and The Canadian Motorcycle Tourism Association. In addition the Town is the location of the nation’s only Fallen Riders Memorial Park and Monument and hosts the annual Run to the Hills Motorcycle Rally. It is our intent to capitalize on the already strong support within the town & region and the motorcycling community to take the existing week- end event and turn it into a ten day event that will benefit not only the town but the surrounding villages and hamlets by having them in turn host small events throughout the duration of the event. Volunteers from local service clubs, assistance from public works and admin staff will be key to the success of this plan.

WEALTH CREATION:

By attracting motorcyclists from throughout the Prairies, British Columbia, Eastern Canada and the U.S.A the ten day event will generate income not only for local Two Hills Businesses but for businesses in surrounding communities and on all the routes to and from Two Hills. Businesses in the hospitality and service industries will reap the most benefit from the increased traffic with the bulk of the visitor expenditures being made at restaurants, food stands, gas stations, liquor and grocery stores, motels and hotels. With approximately 30 rooms available within town a successful event would translate into 300 room nights for roughly \$30 000.00 in revenue for local business on rooms alone. We estimate between 1500 and 2000 attendees with an average spend of \$500. 00 for an economic impact of \$750,000 - \$1000.000.00 to the regional economy.

HUMAN RESOURCES:

Volunteers are the backbone of this event and are split between local service clubs like the Ag Society, Lions club, Rider Friendly Committee, local fire departments and members of the motorcycling community that bring experience and passion to the event. The motorcycle community traditionally supplies about half of the volunteers with the bulk of them working the actual rally and motorcycle

events. The local volunteers include the Myrnam Dove Society and the Willingdon Fire Dept. – both of which host hot meals in their respective communities to support their local fundraising efforts. In addition the event will rely heavily on support from the municipality in the form of site preparation, street sweeping, porta potty service etc from public works, marketing assistance from Town administrative staff and volunteer supports from FCSS.

FINANCIAL RESOURCES:

The event will rely heavily on personal financial resources of organizers and committee members, in kind services such as Radio advertising in exchange for sponsorship, local event sponsors for the various events in and around the County of Two Hills. An example of this would be the local tattoo shop sponsoring the Willingdon Fire Dept. Mainstreet BBQ. In addition to these resources the project will apply for grant funding through Travel Alberta to assist in the promotional and logistical expenses as well take advantage of the Small communities opportunities grant to assist in way fairing signage for the event and local attractions.

PHYSICAL RESOURCES:

The Town of Two Hills is ideally situated at the junction of Veterans Memorial Hwy and Hwy 45 making it the perfect location for a “Staycation” being only 1.5 hours ride from the Edmonton region, it is a nice distance for an afternoon ride to take in any of the amazing daily events or to venture out for the entire 10 days and have a short commute home at the end of the festivities. A social media campaign will be started in Montana to draw riders from south of the border, 345 miles from the Coutts/Sweetgrass crossing on Veterans Memorial Hwy. The Town’s recreation facilities will be utilized heavily during the event. Camping, vendors, games and races will all be held in the Geleta Park sports grounds outdoor arenas and 1/8 mile oval dirt track and the Ag Society exhibit building will be used for vendors, first aid and site office. The Centennial Hockey Arena will be used as the licensed venue for beer gardens and live entertainment. The Wayside Fallen Riders Memorial Park will host the Fallen Riders memorial service. Mainstreet will be closed to all but motorcycle traffic during the FCSS Chili cook off and overflow camping will be at the Fish and Game Trout Pond. There will be rides throughout the County of Two Hills, featuring stops in locations such as John Dudar Park at Jackfish Lake as well as visiting the Steinhauer Outdoor Sculpture Exhibit on Saddle Lake 1st Nation.

NATURAL RESOURCES:

Two Hills Bike Week will take advantage of the beautiful and scenic country side with its rolling hills and sweeping curves to expose new visitors to a small part of the Lakeland region. Two Hills is fortunate to be in the Travel Lakeland DMO region, which is one of the oldest and most established of Travel Albertas seven designated tourism regions. With the assistance of Travel Lakeland and Go East of Edmonton management and marketing organizations we will be able to introduce new visitors to all Two Hills Region and Lakeland have to offer. We will partner with local fishing and hunting operators to provide lodging at hunting cabins within the county as well as riverboat fishing and tours on the North Saskatchewan River.



MARKETABLE GOODS :

Finally, we will exploit the well established Run to the Hills Rally / Wayside Fallen Riders and Rider Friendly community branding to help build the Two Hills Bike Week Brand by providing saleable merchandise such as patches, shirts, go cups etc. which in turn serve as additional marketing devices for future years. We will be the only ten day motorcycle event in Canada and use the opportunity that provides to promote the entire region. Local businesses will take advantage of the influx of traffic to draw visitors in with lunch specials, bike week sales, bike week discounts etc. The local golf course will provide a special bike week day rate with 9 holes and cart & club rental included. That will give visitors the opportunity to discover one of our best attractions, The Two Hills Lions Golf & Country Club.

Local investors have expressed interest in opening a new business in the community to provide guided and self guided motorcycle rentals & tours and a music festival production company has relocated from southern Alberta to host music festivals and events in the region based upon the already established reputation the community has for hosting large events.

BIKE WEEK
10 DAYS OF MOTORCYCLE EVENTS

17TH ANNUAL RUN TO THE HILLS RALLY

TICKETS AT THE GATE
FOR MORE INFO -
587-280-2455

LOOK FOR US ON
FACEBOOK -
RUN TO THE
HILLS REUNION
GROUP

**MEMORIAL SERVICE AND
ROLL CALL, CHILI COOK OFF,
BIKE GAMES, FLAT TRACK
RACING, CLASSIC CAR SHOW,
STUNT RIDING, LADIES NIGHT,
VENDORS, BEER GARDENS,
BIKE WASH, BURLESQUE, KIDS
EVENTS, PRO WRESTLING,
HYPNOTIST AND MUCH MUCH
MORE**

JULY 18th to JULY 28th, 2024 - TWO HILLS, ALBERTA

WWW.WAYSIDERALLY.COM

CONCLUSION:

Through careful strategic planning and allocation of resources the Two Hills Bike Week Project has the potential to compete with world class motorcycle events in the U.S.A for a large percentage of the Canadian motorcycling market. Many motorcyclists will choose to stay in Canada once offered a comparable visitor experience. This Project has the potential and capacity to increase the tourism capacity and economic development of the community by creating awareness of the Town and region and its quality of life. Increased visitor traffic will have a positive impact on the many existing businesses within the community and will give us chance to show case the region to future investors looking for opportunity to ground floor invest in a growing tourism market.

TWO HILLS EDC PLANNING SWOT

ANALYSIS OBJECTIVES

- Maintain small town charm while encouraging business and tourism opportunities.
- Address Housing and rental shortages.
- Market positive benefits of smalltown living.
- Maintain a high level of service and uniform enforcement of bylaws and ordinances

INTERNAL FACTORS

STRENGTHS +	WEAKNESSES –
<p>Strong sense of community and historic and cultural roots.</p> <p>Committed volunteers.</p> <p>Well established service clubs.</p> <p>Strategic location with proximity to capital region, High Load Corridor, Kalyna Country and Lakeland Tourism Region.</p> <p>Amenities including schools, daycare, hospital, dentist, FCSS, banks, RCMP and many more</p>	<p>Lack of diversity and silo thinking.</p> <p>Communication.</p> <p>Lack of collaboration.</p> <p>Aging volunteers</p> <p>Resistance to change</p>

EXTERNAL FACTORS

OPPORTUNITIES +	THREATS –
<p>Make attractive for re-investment and investment opportunities.</p> <p>Improve regional connections and exploit opportunities for development.</p> <p>Capitalize on strategic location for both business and tourism.</p>	<p>Aging homes, rec facilities and infrastructure.</p> <p>Absentee property owners.</p> <p>Unightly premises – residential, commercial, industrial and municipal.</p> <p>Medical staffing shortages – temporary Lab, Sage and ER closures.</p>

--	--

EVALUATION OF OBJECTIVES

--

DISCLAIMER

This analysis has been prepared by Bob Ross for the Two Hills and Region Economic Development Committee and is for internal use only. Document is a work in progress and is subject to change.

Bob Ross
Town of Two Hills
Economic Development & Tourism
bross@townoftwohills.com



Two Hills



Economic Development Strategy



Community and Business Survey

June 3rd - July 1st 2024

GET INVOLVED – TAKE THE SURVEY!

We want to hear from you about the direction that the strategy should take! Take this survey before July 1st 2024. **Please return your completed survey to the Two Hills Town Office.**

The survey has 23 questions (note that Section 5 is for business owners and managers only) and should take about 10 minutes. All answers are anonymous and any details that would identify you personally will not be shared by the consultants.

WHAT'S GOING ON?

We're creating an Economic Development Strategy and Implementation Plan that will guide how jobs and business grow and change in the Town of Two Hills.

WHY ARE WE DOING IT?

The community identified economic planning as creating an Economic Development Strategy was a recommended first step.

WHO'S WORKING ON IT?

The Strategy will be developed by and for the people who live here. With a grant from SCOP to support creation of the strategy. The town has formed an Economic Development Committee with representatives from the general public, local business and not for profit groups to provide guidance and direction to the process.

QUESTIONS? WANT TO KNOW MORE?

Contact us @ bross@townoftwohills.com

1. About you

What answer best describes you? (choose as many as needed)

- ☐ Business owner or manager
- ☐ Employee (full time)
- ☐ Employee (part time)
- ☐ Full-time parent
- ☐ Manager of a non-profit/ NGO
- ☐ Retired
- ☐ Self-employed, artist, freelance, etc.
- ☐ Semi-retired
- ☐ Student
- ☐ Unemployed
- ☐ Volunteer
- ☐ Other (please specify): _____

2. About the local economy

The economy includes jobs and the flow of money, but it is also linked to many other things that impact our everyday lives.

2.1 Economic development – encouraging jobs, prosperity and business activity in a community - means different things in different places. When we talk about intentionally supporting economic development, what does it mean to you? Please indicate your top three by placing a check mark (✓) next to them.

- ☐ Attracting more businesses to town
- ☐ Attracting more people to move to Two Hills
- ☐ Attracting more visitors
- ☐ Attracting the kinds of businesses and jobs we want
- ☐ Ensuring the benefits of growth are evenly shared
- ☐ Growing in a way that fits our community
- ☐ Growing the number of jobs in town
- ☐ Protecting against the negative impacts of growth
- ☐ Other (please specify): _____

**2.2 What three words best describe your vision for the economic future of Two Hills?
Please indicate your choice by placing a check mark (✓) next to them.**

- ☐ Creative/Innovative
- ☐ Environmentally sustainable
- ☐ Historically/culturally connected
- ☐ Prosperous
- ☐ Resilient
- ☐ Socially engaged
- ☐ Socially just/Inclusive
- ☐ Unique/ authentic
- ☐ Vibrant
- ☐ Other (please specify): _____

Please explain your choice or comment further on your vision of Two Hills' economic future: _____

3. Clarifying values, building on assets

Two Hills has the opportunity to create an economic development strategy that is based on values - the things that matter most. When we know what matters to Two Hills residents, we can be intentional about the kinds of opportunities pursued and the type of growth that occurs. Then, focusing on assets (Two Hills' strengths and potential), we can build on the things that make Two Hills a great place to live, visit or do business.

3.1 What are the three biggest challenges, issues or concerns for the economic development of Two Hills?

Please indicate your top three by placing a check mark (✓) next to them.

- ☐ Ability to hire qualified employees
- ☐ Availability and cost of housing
- ☐ Availability of employment opportunities
- ☐ Communication and cooperation
- ☐ Fast growth impacting quality of life and environment
- ☐ Fast growth impacting Town character and identity
- ☐ Finding enough land or space for new or growing businesses
- ☐ Inequitable growth
- ☐ Lack of local places to shop, find entertainment
- ☐ Quality of employment opportunities (e.g. consistent, sufficient work; wages)
- ☐ Other (please specify): _____

3.2 What are your GOALS for how the local economy in Two Hills develops?

Please indicate your top three by placing a check mark (✓) next to them.

- ☐ Better jobs
- ☐ Deepening sense of place/community identity
- ☐ Improving local quality of life (entertainment, culture)
- ☐ Increased Town revenue (lower tax burden)
- ☐ More local jobs
- ☐ More social impact and equity
- ☐ More robust and resilient economy
- ☐ Reduced ecological impact
- ☐ Other (please specify): _____

Please explain your choice or comment further on the issues/goals you identified:

3.3 Two Hills has a lot of assets (Two Hills' strengths and potential). Some are already strong, and we can build on them further, while some might need more attention. At the same time, we don't have the resources to do everything all at once, so we need to know where to start.

What are the top three assets that Two Hills Economic Development Strategy should work on to achieve your goals? Please indicate your top three by placing a check mark (✓) next to them.

- ☐ Tourism
- ☐ Arts and culture
- ☐ Creative/ entrepreneurial population
- ☐ Downtown character
- ☐ Existing business community
- ☐ Industrial lands and assets
- ☐ Land for development
- ☐ Organizations and associations
- ☐ Trails and natural assets
- ☐ Unique community "vibe"
- ☐ Volunteers and informal leaders
- ☐ Other (please specify) _____

Please tell us why you selected the assets you did:

4. The Economy and You

4.1 What best describes your ideal job situation?

- ☐ Full-time year round
- ☐ Part-time year round
- ☐ Full-time seasonal
- ☐ Part-time seasonal
- ☐ Not applicable (retired, student, etc.)
- ☐ Other (please specify): _____

4.2 Do you currently have the ‘ideal situation’ that you indicated above?

- ☐ Yes
- ☐ No

If you answered “No”, why not?

4.3 What drives you to make purchases from sources other than local businesses (including online)? Pick your top one.

- ☐ Convenience
- ☐ Price
- ☐ Selection
- ☐ Service
- ☐ Other (please specify): _____

4.4 If you’ve ever thought about starting a business but haven’t done it, what is the number one thing holding you back?

- ☐ Access to training and support
- ☐ Confidence
- ☐ I have never thought about starting a business
- ☐ Mentorship
- ☐ No time
- ☐ Not applicable since I’ve already started a business
- ☐ Not enough start-up capital
- ☐ Regulatory obstacles of business start-up (e.g., permitting, licensing)
- ☐ Small market/audience in the area
- ☐ Other (please specify): _____

5. Doing Business in Two Hills

Section 5 is for people who own or manage a business. If this doesn't apply to you, please skip ahead to Section 6.

5.1 How business-friendly is the Corporation of the Town of Two Hills (municipality)?

- ☐ Very business-friendly
- ☐ Somewhat business-friendly
- ☐ Neutral
- ☐ Somewhat unfriendly to business
- ☐ Very unfriendly to business

5.2 Please indicate your top three challenges in operating and growing your business by placing a check mark (✓) next to them.

- ☐ Access to financing
- ☐ Finding and keeping the right people
- ☐ Finding business partners and relationships
- ☐ Finding the right space/ serviced available land
- ☐ High tax rates
- ☐ I've got great ideas, but don't know how to act on them
- ☐ Infrastructure/ communications
- ☐ Lack of business support services
- ☐ Lack of networking/ support among local business
- ☐ Lack of Town promotion
- ☐ Onerous or slow government processes
- ☐ Other (please specify): _____

Please tell us why these are challenges:

5.3 Two Hills has a lot of things that make it great for doing business. Some of these things are already strong and we can build on them further, and some are opportunities that need more attention.

What are the top three things that Two Hills Economic Development Strategy should work on? Please indicate your top three by placing a check mark (✓) next to them.

- ☐ Affordability
- ☐ Availability of developable land
- ☐ Business friendly local government
- ☐ Community-minded business environment
- ☐ Cost of doing business
- ☐ Entrepreneurial spirit
- ☐ Growth within the region
- ☐ Location: good access to markets
- ☐ Skilled and hard working labor
- ☐ Other: _____

Please tell us why you selected the answers you did:

5.4 What sector is your business in?

- ☐ Accommodation and food services
- ☐ Agriculture, forestry, fishing and hunting
- ☐ Construction
- ☐ Educational services
- ☐ Health care and social assistance
- ☐ Manufacturing
- ☐ Professional services

- ☐ Public administration
- ☐ Research and development
- ☐ Retail trade
- ☐ Transportation and warehousing
- ☐ Tourism
- ☐ Other services (except public administration)
- ☐ Other (please specify): _____

5.5 How many employees does your business have?

- ☐ 1 – 4
- ☐ 5 – 9
- ☐ 10 – 19
- ☐ 20 – 49
- ☐ 50 – 99
- ☐ 100 +

5.6 How many years has your business been in operation?

- ☐ Less than 1
- ☐ 1 – 3
- ☐ 4 – 6
- ☐ 6 – 9
- ☐ 10 – 19
- ☐ 20+

6. What can we do about it

6.1 What actions should we work on together to make Two Hills a better place to live, visit or do business? Please tell us your top three ideas for improving the local economy:

1. _____
2. _____
3. _____

7. Finishing up!

7.1 What best describes you?

- ☐ I live in Two Hills
- ☐ I live and work in Two Hills
- ☐ I work or own a business in Two Hills but don't live in Two Hills
- ☐ I own property in Two Hills but don't live in Two Hills
- ☐ I live in Two Hills part-time
- ☐ Other (please specify):

7.2 If you are a resident of Two Hills, how long have you lived here?

- ☐ Less than 1 year
- ☐ 1 - 5 years
- ☐ 6 – 10 years
- ☐ 11 - 15 years
- ☐ 15 – 20 years
- ☐ 20 + years

7.3 How old are you? (We are asking because we want to make sure that we have representation from all age groups)

- ☐ 0 – 9
- ☐ 10 – 19
- ☐ 20 – 29
- ☐ 30 - 39
- ☐ 40 – 49
- ☐ 50 – 59
- ☐ 60 – 69
- ☐ 70 – 79
- ☐ 80+

7.4 What's the number one thing you feel YOU can do to improve the local economy?

7.5 Is there anything else we should know?

7.6 Name that strategy! Other communities have given their Economic Development Strategy a name that reflects their community and what they want to achieve (e.g. Elevate Abbotsford, Growing Malcolm Island, Tides of Change). Help us come up with a name for Two Hills Economic Development Strategy.

Name idea(s):

Thank you for taking the time to fill out our survey! Please return your completed survey to the Town of Two Hills Office.





1. April 30, June 7 Meeting with MPE engineering (town Engineer) to setup Construction Bid Package. Received a 6 page list to be filled out by Public Works sent back June 3
2. May 15 Second Meeting with Elsie – CAO for the Village establishing terms of reference for the ACP (Alberta Community Partnership Grant awarded in April 2024 for the purpose of Economic Development) and NRED (Northern and Regional Economic Development grant awarded to the Town April 2024) decision made to present parts of original application to the Regional Economic Development Committee to approve the post on Alberta Purchasing Connection (APC) website to be completed and awarded by joint municipalities meeting. (The committee decided May 29 to have Councillor Mike Tarkowski to work with Mark Baxter from Outlook Market Research and Consulting Ltd. (Alberta HUB contractor from Manitoba) to complete the APC bid packages.
3. May 16th meeting with Norther Mayors and Reeves with Council
4. May 22 Alberta HUB CAO/EDO only meeting (no elected officials). Discussed the needs of the communities and collages. Found that collages are creating dual credit courses in High School. This allow high school/Junior high students to graduate with a trade or certificate.
5. Meetings with AHS in regrading accommodations for New international nurse May 15- June 7) We are in the process of getting commitments from AHS currently 3 month maximum.
6. May 23 meeting with Alberta Counsel and Investor regarding an Alberta Housing Partnership Program (AHPP) to review unsuccessful application to get pointers on how to succeed for the next intake in September – In person in Edmonton
7. Meeting in Edmonton with Sheldon Cherniwchan Manager, Customer Relations at ATCO Electric he will setup a meeting with SAC and me. I will let you know where and when.
8. Review of Agriculture society Application for June 15th Community Facility Enhancement Program (CFEP) Large program with Alberta Counsel (Alberta Association of Agricultural Societies has Hired Alberta Counsel to complete all grant applications) The Alberta Association of Agricultural Societies (AAAS) is a not for profit, non-governmental, provincial association originally formed in 1905 and officially incorporated in 1947, that advocates and provides resources for the 291 Agricultural Societies in Alberta
9. Completed application with The Municipal Climate Change Action Centre (MCCAC) for The Community Energy Conservation (CEC) with Calvin Lechelt for the Ice Plant replacement project. The Community Energy Conservation (CEC) program provides financial rebates to municipalities to help identify energy-saving opportunities and implement retrofit projects in municipally-owned facilities.





Correspondence Listing
Council Meeting June 11, 2024

1. Letter from Honorable Ric McIver
2. Highway 36 Bridge Repair Strategy



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114112

May 21, 2024

His Worship Leonard L. Ewanishan
Mayor
Town of Two Hills
PO Box 630
Two Hills AB T0B 4K0

Dear Mayor Ewanishan:

Further to the information on Local Government Fiscal Framework (LGFF) funding announced on December 15, 2023, I am pleased to provide correspondence for your record confirming the 2024 LGFF Capital and LGFF Operating allocations for your community.

For the Town of Two Hills:

- The 2024 LGFF Capital allocation is \$533,799.
 - This includes \$209,918 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2024 LGFF Operating allocation is \$322,988.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2025, your community will be eligible for \$594,293. Information on 2026 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2022/23 and 2023/24 has been confirmed and applied to calculate 2026 program funding. LGFF Capital amounts will be published annually on the program website each fall.

Further information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

.../2

The LGFF program represents the culmination of significant work between the Government of Alberta and local governments across the province, and I am pleased the program will further our partnership in building Alberta communities together. I look forward to working with your community, and every local government across Alberta, as we continue to build strong and prosperous communities together.

Sincerely,



Ric McIver
Minister

cc: Adam Kozakiewicz, Chief Administrative Officer, Town of Two Hills

**LETTER OF TRANSMITTAL**Transmittal No.: CWP-1297-TM-005**BRIDGE FILE 1031, CARRYING
HIGHWAY 36:20 OVER**Contract Title: VERMILION RIVER NEAR TWO HILLSRe: TASContract No.: TD0021981To: WSPDate: May 27, 20247710 Edgar Industrial CtRed Deer, ABAB T4P 4E2Attn: Devan Krahn, PMP**WE ARE SENDING YOU:**

COPIES	DATE	NO.	DESCRIPTION
1	05/27/24	1	TAS

THESE ARE TRANSMITTED as checked below:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> For Approval | <input type="checkbox"/> Approved as Submitted | <input type="checkbox"/> Resubmit Copies for Approval |
| <input type="checkbox"/> For Your Use | <input type="checkbox"/> Approved as Noted | <input type="checkbox"/> Submit Copies for Distribution |
| <input type="checkbox"/> As Requested | <input type="checkbox"/> Returned for Corrections | <input type="checkbox"/> Return Corrected Prints |
| <input checked="" type="checkbox"/> For Review & Comment | <input type="checkbox"/> Other _____ | |

REMARKS: _____

Traffic Accommodation Strategy

Bridge Rehabilitation:
TEC Contract No.: 21981
Hwy 36

Bridge File 1031 – Bridge Rehabilitation and Other Work

B.F. 1031 - Carrying Hwy 36:20 over Vermilion River new Two Hills
kilometre 31.716 to 31.716 (NBL, SBL)

CENTRAL REGION

Approved by: _____
Rabih Hassan

Date: May 27, 2024
Rev. 0

Prepared by:

CWP Constructors Ltd.
282 Kaska Road
Sherwood Park, AB
T8A 4G7

Table of Contents

Traffic Accommodation Strategy	0
Table of Contents	1
Appendices	1
1. Project Identification.....	2
2. Scope of Work	2
3. Prime Contractor	2
4. Sub-Contractors	3
5. Schedule.....	1
6. Sign Installation/Covering/Removal.....	1
7. Project Pre-Signing	1
8. Type of Sign Supports	5
9. Sign Height Requirements	5
10. Responsibilities for TCS	6
11. Day/Night Procedures.....	6
12. Accommodation of Vehicles around Tack Coat & Non-Standard Lane Widths.....	6
13. Special Users.....	6
14. Non-Typical Conditions.....	7
15. Detours	7
16. Work Staging	7
17. Drawing Submission.....	7
18. Parking of Vehicles/Equipment	7
19. Requirements for Flag persons	8
20. Procedure for Centerline Spotting	8
21. Speed Limits	8
22. Pilot Vehicles.....	9
23. Requirement for Daily Signing Log	9
24. Reporting of Accidents	9
25. Haul Route(s).....	9
26. Process for Truck Turning Movements within the Work Area/Zone	9
27. Emergency Response Strategy.....	9
28. Incident Management Safety	10
29. Emergency Contact List.....	12
30. Site Contact List.....	13

Appendices

- Appendix A – Drawings
- Appendix B – Daily Sign Log
- Appendix C – Schedule

1. Project Identification

The Project location is situated just south of Two Hills, Alberta. The bridge consists of two undivided lanes for vehicle traffic only, there are no pedestrian walkways. The bridge carries Highway 36 over the Vermilion River.

The Project number is 21981. The work will be completed by CWP Constructors Ltd. (CWP) on behalf of the town of Alberta Transportation and Economic Corridors.

Limits of the Contractors Work Zone are from the first to last temporary traffic control device, however the direct construction area is isolated to the road right-of-way and extend 25m South and North of the bridge structure. A site plan can be found in Appendix A showing these limits.

2. Scope of Work

The scope of work involves repairs to the bridge structure and components to help ensure public safety and usability for the future of the bridge. The work involved in this project includes but is not limited to:

- Traffic accommodations
- Environmental controls and care of birds
- Approach rail transition – demolish and replace
- Surface removal
- Cold milling of existing ACP on the approach roads
- Partial depth and full depth repairs
- New waterproofing membrane
- New ACP wearing surface on deck and transitions
- Concrete sealer application to various bridge elements
- New concrete troughs at all bridge corners
- Headslope erosion repair

3. Prime Contractor

CWP Constructors Ltd. will carry the Prime Contractor responsibilities for the entirety of the project.

CWP Constructors Ltd.

282 Kaska Road

Sherwood Park, Alberta

T8A 4G7

Office: 780-757-5834

Key Personnel are listed below:

Project Manager	Rabih Hassan	437-788-7072
Foreman	Doug Chute	780-278-1418

Minimum Required PPE while in the project limits include:

- Hi-Vis Safety Vests
- Steel-toed boots
- Hard Hat
- Certified Eye Protection
- Gloves.

Specialized PPE may also be required at any given time depending on the work that is underway.

COR No. 20231205-4759 (Expires 2026-12-05)

4. Sub-Contractors

CWP will be utilizing the following subcontractors on the project:

- Evolution Excavating and Civil Construction Ltd. for surface removal and earthworks.
- Checkmark Services Ltd. for approach rail demolition, supply and installation.
- North West Paving Ltd. for asphalt paving.
- ACP for milling of approach roads.
- Place-Crete Systems L.P. for waterproofing.
- Calibre Surfaces Ltd. for deck grinding.
- TG Construction Inc for crack repair and dry finishing/ sealing works.
- Everline Coating and Services for line painting.
- CORE Geomatics Group for environmental and survey.

The TAS will be appended with the contact information of any additional major subcontractors or changes as soon as possible and will have their site contact information forwarded to Consultant. Any subcontractors used in an “on site” capacity will follow the TAS and safety policies as per CWP’s contract. The Subcontractors contact information can be found in Appendix D.

5. Schedule

Please see attached schedule located in Appendix C.

6. Sign Installation/Covering/Removal

The signing will be completed per Alberta Transportation's "Traffic Accommodation in Work Zones, 2018, Second Edition".

Sign set-up will be done by CWP for the site. Signing set up will commence with the first sign in each direction from the bridge structure working outwards, all signage will be installed before any lane disruptions occur on the bridge. The signing will follow the direction of traffic flow and vehicles will always be facing the same as the direction of traffic. While stopping to place or remove signs, vehicles will be pulled over as far off the shoulder as possible. This vehicle will be equipped with a beacon, and the four-way flashers will be utilized. Sign removal will occur in the same fashion as the sign placement, but the removal sequence will be reversed starting with the last sign installed. Men working ahead signs will be setup outside of the project signage up on temporary bases during the installation and removal of the signing.

All permanent signing that portrays a conflicting message with the traffic accommodation plans will be securely covered.

All temporary signing will be installed and monitored at least every 12 hours. A sign log will be kept by the CWP personnel and will document every sign installation or removal for the Project. The log will also include the date, time and location of the sign movements, and general inspection records/notes at a minimum. An example sign log is attached in Appendix B.

7. Project Pre-Signing

Project advertising signs will be supplied and installed 2 weeks prior to the first traffic disruption which is planned to occur on July 17th, 2024. Signs will be professionally manufactured and shall display black text on retroreflective orange background. Signs will be minimum 1.5 m high and 3.6 m wide, with letters 125 mm wide by 200 mm high. Separate shop drawings will be submitted for the Consultant for approval before fabrication starts.

Advertising signs shall be located as follows:

- Highway 36 northbound, approximately 300 m prior to the bridge south abutment, south of Green Hills Building Supplies
- Highway 36 southbound, approximately 300 m prior to the bridge north abutment, south of the 46 Ave intersection on Highway 36.



NB Advertising Sign



SB Advertising Sign



Advertising Signs & EVMB Locations

Two Electronic Variable Message Boards will be placed on the approach to the bridge to provide advance warning of the Project. Electronic variable message boards shall be “full size” boards, with minimum display panel size 1500 mm tall x 3000 mm wide. The message boards will be installed two weeks before the first traffic disruption and shall be maintained until the work is complete and unobstructed traffic has been restored. The location of the message boards will be:

- Approximately 2 km south of the work zone – for Hwy 36 NB traffic.
- Approximately 0.5 km north of the work zone – for Hwy 36 SB traffic.

The message boards will display the following messages:

For Hwy 36 SB Traffic

Screen 1
Hwy 36 SB
BRIDGE CONSTRUCTION
SINGLE LANE AHEAD

Screen 2
STARTING JULY 15
ENDING SEPT 30

Screen 1
NO
WIDE
LOADS

For Hwy 36 NB Traffic

Screen 1
Hwy 36 NB
BRIDGE CONSTRUCTION
SINGLE LANE AHEAD

Screen 2
STARTING JULY 15
ENDING SEPT 30

Screen 1
NO
WIDE
LOADS



NB EVMB Location



SB EVMB Location

8. Type of Sign Supports

Signs will be installed in such a way that they will not be easily moved or knocked over by wind or other weather. Where applicable, signs will be erected on posts driven into the ground for stability; the type of posts used will be “U” Channel posts with breakaway stubs. For signs located on shoulders (ACP), metal posts with extending or unfolding legs will be permitted and should be loaded with sandbags. These will only be used in cases where it is impossible to install driven posts. Most signing will be for long-duration projects. Alberta one call will be contacted before any posts being driven into the ground. Locates will be carried out prior to the installation of any signs. Elsewhere, signs shall be mounted on posts; “Windmaster” temporary sign stands will be used where mounted posts are not feasible.

9. Sign Height Requirements

Temporary sign height for the Project will be a minimum of 1.5 meters above the roadway surface measured to the bottom of the sign and shall be clearly visible to oncoming motorists. Signs on posts must also be placed between 2m and 6m from the nearest traffic lane (measured laterally).

10. Responsibilities for TCS

CWP will be responsible for supplying signs, set up and taking down of all signs. The site foreman, Doug Chute will primarily be responsible for monitoring the signs throughout the day and ensuring that they are in place at all times during construction activities. The site project coordinator, Rabih Hassan will help with sign monitoring when necessary.

All temporary signs and traffic control devices will remain in place until construction is completed. Any traffic accommodation measures in place within normal work hours will be monitored no more than twelve (12) hours apart. Traffic accommodation measures in place outside of working hours or on scheduled days off will be monitored no more than twelve (12) hours apart. All inspections will be noted in the Daily Sign Log (Appendix B).

11. Day/Night Procedures

The expected work hours are from 7:00 am to 5:30 pm. CWP will only work a night shift if required by schedule and approved by the consultant for a certain operation. If night work occurs, lighting stations will be required for nighttime activities, particularly at the flagger stations (when traffic signals are insufficient). Flaggers will use lighted red traffic signal wands as described in 'Requirements for Flag persons.' The work area will remain well-lit at all times and not hinder nearby traffic.

CWP expects to work six (6) days/week. After work hours and on Holidays CWP will continue to monitor the signage at the 12-hour intervals and record it on the daily signage log (Appendix B). An inspection will be done at around 7 am in the morning and another one at around 5 pm in the afternoon.

12. Accommodation of Vehicles around Tack Coat & Non-Standard Lane Widths

A minimum lane width will be maintained at all times as per the Special Provisions. The minimum lane width will be 4.0m and will always allow for an uninterrupted flow of traffic for one single lane. Tack coat will be applied within the area closed to traffic during the one-lane closure period and will alternate for each lane. Traffic accommodation plans have been provided in Appendix A showing lane closure and detour when applying tack coat and asphalt paving.

13. Special Users

All emergency vehicles will be given the Right of Way in the work zone. All other traffic and equipment will be cleared away and stopped to allow effective passage of emergency vehicles. When sirens are heard, CWP's flagger will manually turn both traffic lights to red and allow traffic in the single alternating lane to clear. The emergency vehicles will be allowed to pass safely. CWP will manually control the lights until traffic queues have cleared and then reset the lights onto their programmed timer. Prior to the commencement of the project, CWP will contact local first responders to advise them of the upcoming traffic control and discuss a plan for when they need to pass through due to an emergency.

14. Non-Typical Conditions

There are no non-typical conditions identified.

15. Detours

No Pedestrian detour required for this project.

16. Work Staging

Stage 1 (East side) CWP's schedule begins with installing traffic cones down the middle of the deck while maintaining 4.0m of clear width on the SB land and closing the NB lane. Jersey barriers will be installed in the vicinity of the approach rail transitions to protect traffic from falling off the bridge. This stage includes east side earthworks, surface/ waterproofing membrane removal, grinding, partial and full depth repairs of the deck, crack repairs, installation of a new waterproofing membrane/ ACP wearing surface, and approach rail demolition and re-installation.

Stage 2 (West side) CWP will move the traffic cones towards the east to achieve a minimum 4.0m of clear width on the NB lane and change the traffic pattern to accommodate traffic on the east side of the bridge while work on the west land takes place. This stage includes west side earthworks, surface/ waterproofing membrane removal, grinding, partial and full depth repairs of the deck, crack repairs, installation of a new waterproofing membrane/ ACP wearing surface, and approach rail demolition and re-installation. Surface finishing to the west side of the bridge will also occur during this stage.

Stage 3 (East side) CWP will revert the traffic accommodation back to Stage 1 configuration to complete surface finishing on the east side of the bridge.

Please refer to the attached GANTT Schedule (Appendix C) for further detail including work not staged in the traffic lanes (underside). Traffic controls will not be removed during the entire duration of the Project.

17. Drawing Submission

- 1297-TAS-DWG-001
General Layout for Stage 1 and Stage 2
- 1297-TAS-DWG-002
Work Zone Stage 1
- 1297-TAS-DWG-003
Work Zone Stage 2

18. Parking of Vehicles/Equipment

Personnel will park vehicles and equipment in the closed lane just South of the Laydown area. CWP to provide the Consultant with any agreement made with the landowner regarding land use if needed for parking.

Drivers shall use good judgment when entering or exiting the work zone. Vehicles and equipment entering or exiting the work zone shall have four-way flashers and/or beacons turned on. During non-working hours large equipment shall be removed from the bridge deck and stored in the laydown area on the North approach. Small equipment such as generators or compressors may be left on the bridge during non-working hours.

19. Requirements for Flag persons

All flaggers will be certified by the ASCA flagger training program, CWP's Safety Manager Amanda Pipella is accredited to train the flaggers to all standards stated. As crews have not been finalized, flagger certifications will be forwarded to the consultant once mobilized to site and if requested. They will wear fluorescent/reflective coveralls following regulations (Class 3 Level 2 requirements of CSA Z96-02) and will always have certifications readily available. The colour of the coveralls shall be fluorescent yellow green with silver retroreflective striping. The retroreflective striping shall be a minimum of 50mm wide and shall be sewn onto a 100mm wide fluorescent red-orange background material. Flag person safety apparel shall be kept clean and in good condition at all times. Faded, torn and dirty coveralls, or coveralls without CSA certification labels, will not be accepted and shall be replaced.

CWP will provide a flag person during peak hours to move traffic as efficiently as possible across the work zone. Peak hours are expected to be 6am to 9 am and 3pm to 6pm on weekdays and 9am to 3pm on weekends and statutory holidays. Flagger shall monitor the operation of automated system and make adjustments as required to minimize impacts of traffic queuing.

If required during hours of darkness, flag persons shall be equipped with handheld red traffic signal wands of sufficient brightness to be clearly visible to approaching traffic. Also, flagging stations shall be illuminated by overhead lighting; and signs indicating hazardous conditions and signs requiring increased attention shall be marked with flashers.

20. Procedure for Centerline Spotting

Centerline spotting is not anticipated to be required as traffic will only be permitted in single alternating directions and reduced to one lane at a time. However, if centerline spotting is required, the centerline will be spotted/lined with Staymark Wet Reflective Removable tape series 710.

21. Speed Limits

The speed limit for Hwy 36 is currently 60 km/h, the speed limit will be changed to 30 km/h within the construction zone for all activities. The speed limit will also remain at 30 km/h during non-working hours as well. Traffic control will not be removed until Asphalt paving is complete.

22. Pilot Vehicles

Pilot vehicles will be used during the line painting process.

23. Requirement for Daily Signing Log

CWP will complete a daily sign log for the sign set-up, adjustments, and inspections. The signs and accommodation measures will be monitored no more than 6 hours apart during working hours and 12 hours during non-working hours. All inspections will be noted in the signing log. The previous week's logs will be submitted to the Consultant on the Monday of the new week. Completion of the signing log commences when the first "work zone" sign is installed and continues daily until the last work zone sign is removed.

24. Reporting of Accidents

CWP will investigate all accidents in the construction zone utilizing the "Collisions in Work Zones" form. Any required written reports will be submitted to the Consultant, AT and the Town within 24 hours. All incidents, regardless of severity, within the traffic accommodation area for the Project, will immediately be reported to the consultant. All attempts will be made to reach TEC, the Consultant, and the Town. In the event of a serious injury or property damage, CWP will contact the Town directly in the unlikely event that the Consultant is not available.

25. Haul Route(s)

The majority of site material will be arriving from outside of the town of Two Hills. Trucks will enter the bridge location on highway 36 NB, trucks will be turned around and go back out the same way. Trucks delivering materials to the site will be offloaded in the proposed laydown area or within the lane closure, flaggers will be used if traffic must be stopped as trucks enter and exit the closed lanes. If necessary, the delineators prior to the temporary barriers will be separated to allow for access and re-positioned when the vehicle is safely in the lane closure, and traffic can resume crossing the structure.

26. Process for Truck Turning Movements within the Work Area/Zone

If needed, trucks can turn around utilizing streets north of the project area. However, truck turning movements are expected to be minimal in the project area.

27. Emergency Response Strategy

The town of Two Hills is a 911 emergency response area with the First response includes stopping work immediately, assessing the situation and responding appropriately to the situation.

The Site Foreman will direct and coordinate the movement of traffic safely and expeditiously around the incident and will assist in providing access to and from the incident for emergency vehicles. The accident area will be secured to ensure public and worker safety. The following steps will be carried out to assist and minimize the impacts to all affected.

For a mechanical or other unforeseen obstruction, the following measures will be taken:

1. All obstructions to traffic flow shall be reported to the Site Foreman.
2. Operator(s) shall remove the vehicle(s) off and away from the traveled roadway if possible and safe to do so.
3. Site Foreman shall arrange for the vehicle(s) to be towed if necessary.
4. Site Foreman shall manage traffic accommodations to keep traffic flowing around obstruction if the Site Foreman deems it is safe to do so (this may involve stopping work as required and removal of traffic accommodations until the obstruction is removed).

In case of a collision the following measures shall be taken:

1. All collisions shall be reported to the Site Foreman as soon as possible.
2. The Site Foreman shall place flares, flashers or reflectors on the roadway as necessary to secure site.
3. The Site Foreman shall arrange for first aid or an ambulance for any injured persons (see Appendix A for emergency contact information).
4. The Site Foreman shall assist injured persons until emergency personnel arrive.
5. The Site Foreman shall arrange for the vehicle to be removed from the road if possible.
6. The Site Foreman shall refrain from entering a dispute with any occupant(s) of vehicles or bystanders.
7. The Site Foreman shall make no admission of liability or offer any settlement of claims.
8. The Site Foreman shall gather as much information as possible about the accident (i.e., time, date, pictures, etc.).

28. Incident Management Safety

1. The incident will be promptly investigated, and correction of potential hazards will be rectified.
2. Emergency Services will be notified of intended detours.
3. Hazard Analysis will be completed by crews to alert them of any hazards which may be present on site.
4. All hazards to both workers and the traveling public will be minimized.
5. Debris and materials will be cleaned up before any traffic is allowed on the roadway.

Incidents, near misses and dangerous situations or acts shall be reported to supervisors and the causes will be corrected.

A copy of the Emergency Response Plan will be located in the site office and lunchroom for review.

CWP will post emergency contact information for the Project and local emergency response agencies in the window of the site office trailer, this information is intended for the travelling public and will also include the physical location of the Project. Maps the nearest hospital will also be posted in the site office trailer.

29. Emergency Contact List

Location	Bridge File 1031 – Bridge Rehabilitation and Other Work	
Fire	911	
Police	911	
Ambulance	911	
Poison Control	911	
Electrical Utility (Fortis Alberta)	1-403-310-9473	
Gas Utility (Atco Gas Emerg. Hotline)	1-800-511-3447	
County of Two Hills	1-780-657-3358	
Town of Two Hills	1-780-657-3395	
Alberta One Call	1-800-242-3447	
Workplace Health and Safety	1-866-415-8690	
Alberta Environment	1-800-222-6514	
Disaster Services / Dangerous Goods	1-800-272-9600	
CWP EMERGENCY RESPONSE TEAM		
CWP Project Manager	Rabih Hassan	437-788-7072
CWP Corporate Safety Manager	Amanda Pipella	780-220-4314
CWP Foreman	Doug Chute	780-278-1418
CWP First Aid	Doug Chute	780-278-1418
CWP Office	General Line	780-757-5834
EMERGENCY PROJECT CONTACTS		
WSP Canada Inc. PM	Devan Krahn	403-597-4251
AT Project Administrator	Rahul Verma	403-598-6439
HOSPITAL		
Nearest Hospital (4-minute drive)	Two Hills Health Centre	
	4401 53 Ave, Two Hills, AB T0B 4K0	780-657-3344
EMERGENCY PROCEDURES		
Notify supervisor of event Supervisor to sound air horn All workers proceed to muster point and perform head count		

30. Site Contact List

Contact	Organization	Position/Scope	Email	Phone Number
Rabih Hassan	CWP Constructors	Project Manager	Rhassan@cwpcconstructors.com	437-788-7072
Doug Chute	CWP Constructors	Foreman	N/A	780-278-1418
WSP Canada Inc.	Devan Krahn	Consultant	devan.krahn@wsp.com	403-597-4251
Rahul Verma	Alberta Transportation	Project Administrator	Rahul.Verma@gov.ab.ca	403-598-6439



Appendix A


Drawings

TAP A

General Layout Stage 1 & 2



		Legend		<p>Notes: 1. All sign spacing shall be 100m-150m. Consideration will be given to traffic volume, sight distances, sign spacing, duration of work, night time conditions and other factors to ensure traffic control devices are adequate for each instance. Sign spacing may be adjusted accordingly.</p> <p>2. WD-170B to be installed 3km from work zone on south approach. WD-A-24 & WD-B-4T to be installed 150m north of WD-170B.</p> <p>3. Refer to drawings 1297-TAS-DWG-002 & 1297-TAS-DWG-003 for traffic devices in the vicinity of the work zone during stage 1 & 2 construction</p>
	Work zone			
	Road Sign			

DESCRIPTION: TAP A - General Layout for Stage 1 & 2 Construction	
PROJECT: Two Hills: Bridge Rehabilitation and Other Work	
Drawing: 1297-TAS-DWG-001	
CONTRACT: CON0021981	Date: 2024-03-13
Revision:	0
	

TAP B

Stage 1

TAP C

Stage 2

Appendix B

Sign Log

DAILY RECORD OF TEMPORARY CONSTRUCTION SIGNS

NOTES:

Signature confirms that the following items have been checked

at the time and date indicated:

- All Traffic Control Devices conform to the Traffic Accommodation Strategy and the Contract Specifications
- All Traffic Control Devices are clean, unobstructed and clearly visible
- All traffic control devices are properly located, in good condition, and well secured

Information is recorded for each work area by the Contractor each day and submitted to the Consultant at the end of each week.

Traffic Control Drawing #:

Contract #:

Contractor:

Highway Location:

Type of Work:

Month:


Year:

[illegible]

Appendix C

Project Schedule

AGENDA ITEM NO.: 8 (a)

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: June 11, 2024		Confidential:	Yes		No	
Topic: SiteLink Event						
Originated By: Adam Kozakiewicz			Title:			
BACKGROUND:						
DOCUMENTATION ATTACHED:						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
DISTRIBUTION:		Council:				

Municipal District of Bonnyville No. 87 SiteLink Forum 2024

Best Western Cold Lake Inn at 4815 52 Street, Cold Lake, AB, Canada T9M 1P1.

Attendees rate **\$149.99 CAN** per night (plus applicable taxes & fees).

Please ask for **SITELINK FORUM RATE! Call 780-594-4888**

Major Investment Attraction SiteLink Event Coming to the Hub Region

September 18-20, 2024, the Municipal District of Bonnyville will host **SiteLink Forum 2024** – a premier event focused on investment attraction for Site Selectors, Economic Development professionals, Realtors, Developers, Engineers, Utilities, and other service providers.

This three-day event provides, training, networking, best practices and emerging trends for investment attraction.

The event will feature site selection professionals from across North America including Paige Webster President of Webster Global Site Selectors of Phoenix, AZ, US program administrator.

Mr. Webster will be accompanied by David Gaines the Managing Director of Goldstone Consulting Group, Michael T. Edgar CEO of SelectGlobal, and Rob O'Brian founder and principal of O'Brian and Associates, LLC, as well as four other investment location advisors.

These speakers will bring to the event experience and expertise in various industry sectors including aerospace, bio tech, geo-thermal, wind & solar, warehouse/distribution, data centers, corporate centers, the retail sector, warehouse/distribution, back office, agro-business, and high tech.

They will share their knowledge of industrial real estate, business relocation, creating meaningful economic development opportunities, bringing together investors, governments, workforce assessment and business park feasibility studies.

SiteLink Forum 2024 is not only great for sharing knowledge, but also an excellent venue to provide direct exposure to M.D. business culture and investment opportunities.

Registration deadline is September 4, 2024, and will be held at the Best Western Inn located in Cold Lake, AB. [Municipal District of Bonnyville No. 87/Cold Lake, Alberta, Canada - Site Link Forum](#)

Event Focus

- **Energy Sector,**
- **Protein and Agriculture Technologies,**
- **Renewable Technologies,**
- **Canadian Forces Procurement**
- **Logistics**

Agenda

Wednesday, September 18, 2024

3:00 – 4:30 p.m.

Registration Open: Holiday Inn Express & Suites (5315 48 Avenue, Cold Lake, Alberta T9M OK9, Canada)

5:00 – 7:00 p.m.

Opening Reception. (To Be Determined)

7:00 – 10:00 p.m.

Exclusive Sponsorship Only Dinner with the Site Selectors. (Location To Be Determined)

Thursday, September 19, 2024

7:30 – 8:30 a.m.

Breakfast: (Holiday Inn Express & Suites, Cold Lake, Alberta)

8:00 – 8:15 a.m.

Welcome: Mr. Paige Webster, President, Webster Global Site Selectors and Local Dignitaries

8:15 – 8:45 a.m.

Paige Webster, Webster Global Site Selectors

8:45 – 9:00 a.m.

SiteLink Forum Break

Site Selector #2

9:30 – 10:00 a.m.

Site Selector #3

10:00 – 10:15 a.m.

SiteLink Break

10:15 – 10:45 a.m.

SiteLink networking with Site Selectors. These rapid-format interaction sessions between attendees and site selectors are extremely valuable and an opportunity to promote your community's economic development efforts.

10:45 – 11:15 a.m.

Site Selector #4

11:30 a.m. – 5:00 p.m.

SiteLink Recreation Activities. (Box Lunch included) unique to SiteLink, this is the time for you to unwind and join your peers in unique recreation options including: . You will enjoy the activities we have planned for you and expand your network at the same time.

6:00 – 10:00 p.m.

Dinner with **Keynote Speaker:**

Friday, September 20, 2024

7:30 – 8:00 a.m.

Breakfast (Cold Lake Holiday Inn & Express, Cold Lake, Alberta)

8:00 – 8:30 a.m.

Site Selector #5

8:30 – 9:00 a.m.

SiteLink Interaction with Site Selectors

9:00 – 9:30 a.m.


Site Selector #6

9:30 – 10:30 a.m.

Site Selector #7

10:30 – 12:00 p.m.

Lunch and Round Table of Questions and Answers with all Site Selectors.

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM							
Meeting Date: June 11, 2024	Confidential:	Yes		No	x		
Topic: (LGFF) Local Government Fiscal Framework – Operating and Capital MOA							
Originated By: Trish Parent				Title:			
BACKGROUND:							
<p>The Local Government Fiscal Framework (LGFF) has 2 components, a capital funding component and an operating funding component. Capital funding is legislated through the Local Government Fiscal Framework Act and is allocated to eligible local governments based on a formula. Local governments may use the funds for infrastructure priorities, within program rules. Operating funding is also allocation-based, and eligible local governments can use the funds in support of capacity-building activities to improve efficiency and effectiveness, municipal services and planning activities. This funding is not legislated.</p> <p>https://www.alberta.ca/local-government-fiscal-framework</p>							
DOCUMENTATION ATTACHED:							
LGFF Capital MOA (Memorandum of Agreement) LGFF Operating MOA LGFF Allocations							
DISCUSSION:							
<p>The Town of Two Hills has received Municipal Sustainability (MSI). LGFF is the current program from Municipal Government. Recommendation to enter into MOA with GOA in regards to LGFF 😊</p>							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
N/A							
RECOMMENDED ACTION(S):							
<p>Moved By _____ to enter into Memorandum of Agreement regarding fiscal framework capital program with Minister of Municipal Affairs of the Province of Alberta</p> <p>Moved By _____ to enter into Memorandum of Agreement regarding fiscal framework operating program with Minister of Municipal Affairs of the Province of Alberta</p>							
DISTRIBUTION:		Council: X					

LOCAL GOVERNMENT FISCAL FRAMEWORK CAPITAL PROGRAM

MEMORANDUM OF AGREEMENT

BETWEEN:

HIS MAJESTY IN RIGHT OF ALBERTA, as
represented by the Minister of Municipal Affairs
(hereinafter called the “**Minister**”)

AND

THE TOWN OF TWO HILLS in the Province of Alberta
(hereinafter called the “**Local Government**”)

(Collectively, the “**Parties**,” and each a “**Party**”)

WHEREAS the *Local Government Fiscal Framework Act* establishes the framework for providing local governments with long-term and predictable funding to support the provision of infrastructure and to facilitate economic prosperity.

WHEREAS local infrastructure is a critical component of the local and provincial economy, increases the livability of Alberta communities, and enables resiliency and adaptation in response to changing local conditions.

WHEREAS under the *Local Government Fiscal Framework Act*, the Minister is authorized to enter into agreements providing for funding and respecting any matters relating to the provision of the funding.

WHEREAS the Local Government and the Minister are entering into this Agreement relating to the provision of the funding.

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

Definitions

1. In this Agreement,
 - (a) “**Agreement**” means this funding agreement between the Parties, which may, from time to time, be amended by the Parties.
 - (b) “**Application**” has the meaning ascribed to such term in the Program Guidelines.
 - (c) “**Credit Items**” has the meaning ascribed to such term in the Program Guidelines.
 - (d) “**Eligible Costs**” means eligible costs and expenses as described in the Program Guidelines.
 - (e) “**Funding**” means funds made available by the Minister to the Local Government under this Agreement, to be used solely for Eligible Costs, and includes any earned interest on the said funds that may be realized by the Local Government as a result of holding or investing any or all of the funds, as well as any Credit Items reported by the Local Government.
 - (f) “**Local Government Fiscal Framework Act**” means the *Local Government Fiscal Framework Act*, SA 2019, c.L-21.5, as amended from time to time.

File No: 02334-010

- (g) **“Program Guidelines”** means, unless the context requires otherwise, the *Local Government Fiscal Framework Capital Program Guidelines* or such other guidelines or directions applicable to the Local Government Fiscal Framework Capital Program as prescribed or determined by the Minister, as amended from time to time.
- (h) **“Project”** has the meaning ascribed to such term in the Program Guidelines.
- (i) **“Statement of Expenditures and Project Outcomes”** has the meaning ascribed to such term in the Program Guidelines.

Funding

- 2. The Minister agrees to provide Funding to the Local Government in accordance with and subject to the *Local Government Fiscal Framework Act*, and subject to the following:
 - (a) funding is subject to the appropriation of monies for the purposes of this Agreement by the Legislature of Alberta;
 - (b) the Parties shall execute this Agreement and the Local Government shall return an executed Agreement to the Minister;
 - (c) compliance with all other payment conditions outlined in the Program Guidelines; and
 - (d) all other terms of this Agreement and the Program Guidelines.

Local Government Responsibilities

- 3. The Local Government will provide to the Minister:
 - (a) an Application for Projects;
 - (b) an annual Statement of Expenditures and Project Outcomes, that includes certification by the Local Government that it is compliant with the terms and conditions of this Agreement and the Program Guidelines;
 - (c) annual financial statements; and
 - (d) any other information requested by the Minister in relation to this Agreement or the Funding,

and where the Program Guidelines prescribe a format for any of (a)-(d), consistent with such format requirements.

- 4. The Local Government agrees to:
 - (a) accept the Funding provided under this Agreement subject to; and
 - (b) comply with,all criteria, items, terms, and conditions contained in the Program Guidelines.
- 5. The Local Government agrees that it may not use the Funding, or claim any other compensation, for its costs, expenses, inconvenience, or time expended in relation to the administration of the Funding or the administration of this Agreement.
- 6. The Local Government acknowledges that the Funding provided under this Agreement is not a commitment to fund all potential Project costs. The Local Government is responsible for ensuring suitable financing is in place for each Project.
- 7. The Local Government agrees to allow the Minister or person authorized by the Minister access to each Project site.

Termination of Agreement

8. The Minister may terminate this Agreement by notifying the Local Government in writing on 90 days' notice. Upon termination under this clause:
 - (a) the Local Government may use any unexpended portion of the Funding, which prior to termination was formally committed to the Local Government in accordance with the Program Guidelines, regardless of whether such Funding has yet been paid to the Local Government; and
 - (b) all provisions of this Agreement shall continue to apply to the Funding in (a) as though the Agreement had not been terminated.

Debt to the Crown

9. If the Local Government owes an amount to the Crown in right of Alberta, the Minister may deduct from the Funding all or a portion of the amount owing.

Repayment of Funding

10. If the Local Government does not meet all its obligations under this Agreement, or uses the Funding for any unauthorized purpose, the Minister will notify the Local Government of such breach in writing and the Local Government must remedy such breach within a reasonable time in the Minister's sole discretion as so stated in the notice. If, in the opinion of the Minister, the Local Government does not remedy the breach, the Minister may require the Local Government to repay all or part of the Funding, or such lesser amount as the Minister may determine, to the Minister, or the Minister may deduct from the Local Government's future Funding all or a portion of the amount owing.

Local Government Indemnity and Insurance

11. The Local Government shall indemnify and hold harmless the Minister and the Minister's employees and agents against and from any third party claims, demands, actions, or costs (including legal costs on a solicitor-client basis) for which the Local Government is legally responsible in relation to the subject matter of this Agreement, including those arising out of negligence or willful acts by the Local Government or its employees, officers, contractors, or agents.
12. The Local Government shall ensure that it maintains suitable insurance coverage including but not limited to liability insurance with appropriate terms and limits for any Project and, when applicable, property insurance on an "all risk" basis covering the Project for replacement cost.

Independent Status

13. The Local Government is an independent legal entity and nothing in this Agreement is to be construed as creating a relationship of employment, agency, or partnership between the Minister and the Local Government. Neither Party shall allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, partnership, agency, or joint venture.
14. Any persons engaged by the Local Government to provide goods and services in carrying out this Agreement are employees, agents or contractors of the Local Government and not of the Minister.

Conflicts

15. The Local Government shall not enter into any other agreement, the requirements of which will conflict with the requirements of this Agreement, or that will or may result in its interest in any other agreement and this Agreement being in conflict.
16. The Local Government shall ensure that the Local Government and its officers, employees and agents:

- (a) conduct their duties related to this Agreement with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality to question;
- (b) not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes, or would appear to cause, a conflict of interest; and
- (c) have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement,

and the Local Government shall promptly disclose to the Minister any such conflict of interest or apparent conflict of interest arising under this clause.

Freedom of Information and Protection of Privacy

- 17. The Local Government acknowledges that this Agreement may be subject to disclosure pursuant to the *Freedom of Information and Protection of Privacy Act (Alberta)* (FOIP). The Local Government further acknowledges that FOIP applies to information obtained, related, generated, collected, or provided to the Minister under this Agreement and that any information in the custody or under the control of the Minister may be disclosed.

General Provisions

- 18. This Agreement will come into effect April 1, 2024, and will be in effect until March 31, 2034, unless terminated in accordance with this Agreement.
- 19. The Parties may amend this Agreement only by mutual written agreement signed by the Parties.
- 20. This Agreement is the entire agreement between the Minister and the Local Government with respect to the Funding. There are no other agreements, representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.
- 17. Notwithstanding any other provisions of this Agreement, those clauses of this Agreement which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including without limitation clauses:
 - (a) Local Government Responsibilities – Clauses 3 to 7;
 - (b) Repayment of Funding – Clause 10;
 - (c) Local Government Indemnity – Clause 11;
 - (d) Freedom of Information and Protection of Privacy – Clause 17; and
 - (e) Entire Agreement – Clause 20.
- 18. Any notice, approval, consent, or other communication under this Agreement shall be deemed to be given to the other Party if in writing and personally delivered, sent by prepaid registered mail, couriered or emailed to the addresses as follows:

The Minister:

c/o Director, Grant Program Delivery
 Municipal Affairs
 15th Floor Commerce Place
 10155 - 102 Street
 Edmonton AB T5J 4L4
 Email: MA.LGFFcapital@gov.ab.ca

Local Government:

Town of Two Hills
PO Box 630
Two Hills AB T0B 4K0
Attention: Chief Administrative Officer
Email: info@townoftwohills.com

Either Party may change its contact information by giving written notice to the other in the above manner.

19. This Agreement does not replace, supersede, or alter the terms of any other existing funding agreement between the Minister and the Local Government.
20. Nothing in this Agreement in any way relieves the Local Government from strict compliance with the *Local Government Fiscal Framework Act* or otherwise impacts the interpretation or application of the *Local Government Fiscal Framework Act*.
21. The rights, remedies, and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
22. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
23. This Agreement is binding upon the Parties and their successors.
24. This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta and the Parties submit to the jurisdiction of the courts of Alberta for the interpretation and enforcement of this Agreement.
25. The Local Government represents and warrants to the Minister that the execution of the Agreement has been duly and validly authorized by the Local Government in accordance with all applicable laws.
26. The Local Government shall not assign, either directly or indirectly, this Agreement or any right of the Local Government under this Agreement.
27. A waiver of any breach of a term or condition of this Agreement will not bind the Party giving it unless it is in writing. A waiver which is binding will not affect the rights of the Party giving it with respect to any other or any future breach.
28. Time is of the essence in this Agreement.


This space left intentionally blank.

29. Communication of execution of this Agreement emailed in PDF format shall constitute good delivery.

The Parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

Signed by the
Minister of Municipal Affairs
of the Province of Alberta

HIS MAJESTY IN RIGHT OF ALBERTA, as represented by
the Minister of Municipal Affairs

Per: 
Name: Ric McIver
Title: Minister of Municipal Affairs
Date: May 29, 2024

LOCAL GOVERNMENT

Signed by a duly
authorized representative
of the Local Government

Per: _____

Name of Local Government:

Name of signatory:

Title:

Date:

Signed by a duly
authorized representative
of the Local Government

Per: _____

Name of Local Government:

Name of signatory:

Title:

Date:

LOCAL GOVERNMENT FISCAL FRAMEWORK OPERATING PROGRAM

MEMORANDUM OF AGREEMENT

BETWEEN:

HIS MAJESTY IN RIGHT OF ALBERTA, as
represented by the Minister of Municipal Affairs
(hereinafter called the “**Minister**”)

AND

THE TOWN OF TWO HILLS in the Province of Alberta
(hereinafter called the “**Local Government**”)

(Collectively, the “**Parties**,” and each a “**Party**”)

WHEREAS the Minister recognizes the benefits of providing operating funding to assist local governments in delivering municipal services to Albertans; and

WHEREAS under the *Ministerial Grants Regulation*, Alta Reg 215/2022 the Minister is authorized to make grants and enter into agreements with respect to any matters relating to the payment of grants.

WHEREAS the Local Government and the Minister are entering into this Agreement governing the use and purpose of the grant.

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

Definitions

1. In this Agreement,
 - (a) “**Agreement**” means this grant funding agreement between the Parties, which may, from time to time, be amended by the Parties.
 - (b) “**Credit Items**” has the meaning ascribed to such term in the Program Guidelines.
 - (c) “**Eligible Expenditures**” means “eligible expenditures” and “eligible expenses” as described in the Program Guidelines.
 - (d) “**Funding**” means any grant funds paid by the Minister to the Local Government under this Agreement, to be used solely for Eligible Expenditures, and includes any earned interest on the said funds that may be realized by the Local Government as a result of holding or investing any or all of the funds, as well as any Credit Items reported by the Local Government.
 - (e) “**Grants Regulation**” means the Ministerial Grants Regulation, Alta Reg 215/2022, as amended from time to time.
 - (f) “**Program Guidelines**” means, unless the context requires otherwise, the Local Government Fiscal Framework Operating Program Guidelines or such other guidelines or directions applicable to the Local Government Fiscal Framework Operating Program as prescribed or determined by the Minister, as amended from time to time.

File No: 02335-010

- (g) **“Statement of Funding and Expenditures”** has the meaning ascribed to such term in the Program Guidelines.

Funding

2. The Minister agrees to provide Funding to the Local Government under the Local Government Fiscal Framework Operating Program, subject to the following:
- (a) funding is subject to the appropriation of monies for the purposes of this Agreement by the Legislature of Alberta;
 - (b) funding allocations determined by the Minister as outlined in the Program Guidelines, and communicated annually to the Local Government by the Minister;
 - (c) the Parties shall execute this Agreement and the Local Government shall return an executed Agreement to the Minister prior to the Minister;
 - (d) compliance with all other payment conditions outlined in the Program Guidelines; and
 - (e) all other terms of this Agreement and the Program Guidelines.

Local Government Responsibilities

3. The Local Government will provide to the Minister:
- (a) an annual Statement of Funding and Expenditures, including certification by the Local Government that it is compliant with the terms and conditions of this Agreement and the Program Guidelines;
 - (b) annual financial statements; and
 - (c) any other information requested by the Minister in relation to this Agreement or the Funding,

and where the Program Guidelines prescribe a format for any of (a)-(c), consistent with such format requirements.

4. The Local Government agrees to:
- (a) accept the Funding provided under this Agreement subject to; and
 - (b) comply with,
- all criteria, items, terms and conditions contained in the Program Guidelines.

Termination of Agreement

5. The Minister may terminate this Agreement by notifying the Local Government in writing on 90 days' notice. Upon termination under this clause:
- (a) the Local Government may use any unexpended portion of the Funding which prior to termination was formally committed to the Local Government in accordance with the Program Guidelines, regardless of whether such Funding has yet been paid to the Local Government, and
 - (b) all provisions of this Agreement shall continue to apply to the Funding in (a) as though the Agreement had not been terminated.

Debt to the Crown

6. If the Local Government owes an amount to the Crown in right of Alberta, the Minister may deduct from the Funding all or a portion of the amount owing.

Repayment of Funding

7. If the Local Government does not meet all its obligations under this Agreement, or uses the Funding for any unauthorized purpose, the Minister will notify the Local Government of such breach in writing and the Local Government must remedy such breach within a reasonable time in the Minister's sole discretion as so stated in the notice. If, in the opinion of the Minister, the Local Government does not remedy the breach, the Minister may require the Local Government to repay all or part of the Funding, or such lesser amount as the Minister may determine, to the Minister, or the Minister may deduct from any future Funding to the Local Government all or a portion of the amount owing.

Local Government Indemnity

8. The Local Government shall indemnify and hold harmless the Minister and the Minister's employees and agents against and from any third-party claims, demands, actions, or costs (including legal costs on a solicitor-client basis) for which the Local Government is legally responsible in relation to the subject matter of this Agreement, including those arising out of negligence or willful acts by the Local Government or its employees, officers, contractors, or agents.

Independent Status

9. The Local Government is an independent legal entity and nothing in this Agreement is to be construed as creating a relationship of employment, agency, or partnership between the Minister and the Local Government. Neither Party shall allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, partnership, agency, or joint venture.
10. Any persons engaged by the Local Government to provide goods and services in carrying out this Agreement are employees, agents, or contractors of the Local Government and not of the Minister.

Conflicts

11. The Local Government shall not enter into any other agreement, the requirements of which will conflict with the requirements of this Agreement, or that will or may result in its interest in any other agreement and this Agreement being in conflict.
12. The Local Government shall ensure that the Local Government and its officers, employees, and agents:
 - (a) conduct their duties related to this Agreement with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality to question;
 - (b) not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes, or would appear to cause, a conflict of interest; and
 - (c) have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement,

and the Local Government shall promptly disclose to the Minister any such conflict of interest or apparent conflict of interest arising under this clause.

Freedom of Information and Protection of Privacy

13. The Local Government acknowledges that this Agreement may be subject to disclosure pursuant to the *Freedom of Information and Protection of Privacy Act* (Alberta) (*FOIP*). The Local Government further acknowledges that *FOIP* applies to information obtained, related, generated, collected or provided to the Minister under this Agreement and that any information in the custody or under the control of the Minister may be disclosed.

General Provisions

14. This Agreement will come into effect April 1, 2024, and will be in effect until March 31, 2034, unless terminated in accordance with this Agreement.
15. The Parties may amend this Agreement only by mutual written agreement signed by the Parties.
16. This Agreement is the entire agreement between the Minister and the Local Government with respect to the Funding. There are no other agreements, representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.
17. Notwithstanding any other provisions of this Agreement, those clauses of this Agreement which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including without limitation clauses:
 - (a) Local Government Responsibilities – Clauses 3 and 4;
 - (b) Repayment of Funding – Clause 7;
 - (c) Local Government Indemnity – Clause 8;
 - (d) Freedom of Information and Protection of Privacy – Clause 13; and
 - (e) Entire Agreement – Clause 16.
18. Any notice, approval, consent, or other communication under this Agreement shall be deemed to be given to the other Party if in writing and personally delivered, sent by prepaid registered mail, couriered or emailed to the addresses as follows:

The Minister:

c/o Director, Grant Program Delivery
Municipal Affairs
15th Floor Commerce Place
10155 - 102 Street
Edmonton AB T5J 4L4
Email: MA.LGFFoperating@gov.ab.ca

Local Government:

Town of Two Hills
PO Box 630
Two Hills AB T0B 4K0
Attention: Chief Administrative Officer
Email: info@townoftwohills.com

Either Party may change its contact information by giving written notice to the other in the above manner.

19. This Agreement does not replace, supersede, or alter the terms of any other existing funding agreement between the Minister and the Local Government.

20. Nothing in this Agreement in any way relieves the Local Government from strict compliance with the Grants Regulation or otherwise impacts the interpretation or application of the Grants Regulation.
21. The rights, remedies, and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
22. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
23. This Agreement is binding upon the Parties and their successors.
24. This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta and the Parties submit to the jurisdiction of the courts of Alberta for the interpretation and enforcement of this Agreement.
25. The Local Government represents and warrants to the Minister that the execution of the Agreement has been duly and validly authorized by the Local Government in accordance with all applicable laws.
26. The Local Government shall not assign, either directly or indirectly, this Agreement or any right of the Local Government under this Agreement.
27. A waiver of any breach of a term or condition of this Agreement will not bind the Party giving it unless it is in writing. A waiver which is binding will not affect the rights of the Party giving it with respect to any other or any future breach.
28. Time is of the essence in this Agreement.


This space left intentionally blank.

29. Communication of execution of this Agreement emailed in PDF format shall constitute good delivery.

The Parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

Signed by the
Minister of Municipal Affairs
of the Province of Alberta

HIS MAJESTY IN RIGHT OF ALBERTA, as represented by
the Minister of Municipal Affairs

Per: 
Name: Ric McIver
Title: Minister of Municipal Affairs
Date: May 29, 2024

LOCAL GOVERNMENT

Signed by a duly
authorized representative
of the Local Government

Per: _____

Name of Local Government:

Name of signatory:

Title:

Date:

Signed by a duly
authorized representative
of the Local Government

Per: _____

Name of Local Government:

Name of signatory:

Title:

Date: