

**AGENDA  
TOWN OF TWO HILLS  
May 14, 2019  
6:00 P.M.**

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**Regular Council Meeting**

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- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. CLOSED SESSION**
  - a) Audit
- 4. ADOPTION OF MINUTES**
  - a) Regular Council Meeting Minutes of April 23, 2019
  - b) Special Council Meeting Minutes of April 29, 2019
- 5. DELEGATION**
  - a) Northern Lights Library System
- 6. OPEN FORUM**
- 7. ADMINISTRATIVE REPORTS**
  - a) Public Works Report
  - b) Chief Administrative Officer Report
- 8. NEW BUSINESS**
  - a) Road Dust Abatement
- 9. CORRESPONDENCE**
- 10. COUNCIL MEMBER REPORTS**
- 11. NEXT MEETINGS**
  - a) Regular Council Meeting Tuesday May 28, 2019 7:00 p.m.
- 12. CLOSED SESSION**
  - a) Intermunicipal Development Plan
- 13. ADJOURNMENT**

## TOWN OF TWO HILLS

### Minutes of the Regular Meeting of Council for the Town of Two Hills held April 23, 2019 at 7:00 P.M. in the Two Hills Town Council Chambers

**PRESENT:** Mayor L. L. Ewanishan, Deputy Mayor E. Sorochan, Councillor M. Tarkowski, Councillor G. Saskiw, Interim C.A.O. G. Buchanan, C.F.O. S. Lupul, Acting Public Works Foreman M. Tupechka, and 2 members in the public gallery including a reporter.

**MISSING:** Executive Secretary A. Clark

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

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

**2019-131**      **MOVED** by Councillor M. Tarkowski to accept the Agenda as presented.  
**CARRIED**

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

**2019-132**      **MOVED** by Councillor G. Saskiw to accept the Regular Council Meeting Minutes of March 12, 2019 with correction of motion succession and removal of by-election preamble.  
**CARRIED**

#### **ADMINISTRATIVE REPORTS:**

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

The Public Works Foreman's Report was provided to Council in advance for their review and presented by Acting Public Works Foreman M. Tupechka.

**2019-133**      **MOVED** by Deputy Mayor E. Sorochan that the Public Works report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

##### **Chief Administrative Officer Report**

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

**2019-134**      **MOVED** Councillor M. Tarkowski that the Chief Administrative Officer report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

**Chief Financial Officer Report**

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

**2019-135**      **MOVED** Councillor M. Tarkowski that the Chief Financial Officer report be acknowledged as presented and incorporated into the minutes.  
**CARRIED**

**CORRESPONDENCE:**

**2019-136**      **MOVED** by Deputy Mayor E. Sorochan that the Correspondence be acknowledged as presented and filed.  
**CARRIED**

**COUNCIL REPORTS**

**2019-137**      **MOVED** by Councillor G. Saskiw to accept and incorporate the Council Reports as presented into the minutes.  
**CARRIED**

**NEXT MEETING:**      Regular Council Meeting, April 9, 2019 at 7:00 p.m.

**CLOSED SESSION**

**2019-138**      **MOVED** by Councillor M. Tarkowski to go into closed session at 7:56 PM.  
**CARRIED**

**2019-139**      **MOVED** by Councillor M. Tarkowski to go into closed session at 9:48 PM.  
**CARRIED**

**2019-140**      **MOVED** by Mayor L. L. Ewanishan to have administration negotiate with the County of Two Hills to draft a final copy of the Intermunicipal Development Plan.  
**CARRIED**

**2019-141**      **MOVED** by Mayor L. L. Ewanishan to move the start of the regular Council meeting of May 14, 2019 from 7:00 PM to 6:00 PM.  
**CARRIED**

**2019-142**      **MOVED** by Mayor L. L. Ewanishan to hold a special meeting on April 29, 2019 at 3:00 PM.  
**CARRIED**

**ADJOURNMENT:** With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 9:53 P.M.

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**LEONARD EWANISHAN, MAYOR**

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**GARY BUCHANAN, INTERIM C.A.O.**

## **TOWN OF TWO HILLS**

**Minutes of the Special Meeting of Council for the Town of Two Hills held on April 29, 2019 at 3:00 PM. at the Town of Two Hills Council Chambers.**

**PRESENT:** Mayor L. L. Ewanishan, Deputy Mayor E. Sorochan, Councillor M. Tarkowski, Councillor G. Saskiw, Interim CAO Gary Buchanan, and C.F.O. S. Lupul

**CALL TO ORDER:** Mayor L. L. Ewanishan called to order the Special Town Council Meeting at 3:00 P.M. on Monday April 29, 2019, having all Council members in attendance and sign the Special Meeting Waiver.

### **AGENDA ITEMS:**

#### **Special Meeting Purpose**

Recruitment of a Chief Administrative Officer for the Town of Two Hills.

**2019-143** **MOVED** by Councillor M. Tarkowski that the agenda be adopted as presented.

**CARRIED**

#### **Closed Session**

**2019-144** **MOVED** by Deputy Mayor E. Sorochan that Council go into closed session at 3:00 P.M.

**CARRIED**

**2019-145** **MOVED** by Deputy Mayor E. Sorochan that Council come out of closed session at 3:47 P.M.

**CARRIED**

### **ADJOURNMENT:**

Mayor L. L. Ewanishan adjourned the meeting at 3:47 P.M.

**CARRIED**

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**MAYOR L. L. EWANISHAN**

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**GARY BUCHANAN, INTERIM C.A.O.**

# OPEN FORUM

(Council Procedural Bylaw, Amendment Bylaw 2014-949)

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

## Division 3 – Open Forums

- 11.1 Individual members of the public who constitute the audience are 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 the person opportunity to address Council.
- 11.2 The information or comments heard may or may not be actioned by the Council. After a person has spoken, any Councillor may, through the Mayor or other presiding officer, ask that person or the Chief Administrative Officer relevant questions but may not debate the matter or the answers.
- 11.3 Actions by Council may only be 1) receiving the information without debate; 2) referred without debate to a Standing Committee or the Chief Administrative Officer for a report; or 3) debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.

Notes:

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# Public Works Foreman Report

May 14, 2019

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## 1. Roads / Sidewalks

- a) Maintain and grade roads & alleys
- b) Working on pot holes
- c) Prepare for dust abatement program (Kortech & County)
- d) Build spray bar for vac truck
- e) Clean up garbage from snow dumping
- f) Repair cc valve at reflexology, need sidewalk between Taco house & Reflexology
- g) Finish storm drain along 45 Ave from last fall
- h) Repair street sweeper, service & continue spring sweeping

## 2. Water/Wastewater

- a) Continue to monitor ground water infiltration on 46 Ave
- b) Vac sewer manholes at Hlewka's, old apartments, and 51 ave to 49 st
- c) Inventory waterworks repair parts
- d) Begin culling of out of date paperwork
- e) Raise manhole by golf course clubhouse
- f) VFD to LC change over clean, repair & reset on PRVs
- g) High flow alarm added into system
- h) Hour meters on lift station control panel reset
- i) Cc locate on 47A as per request
- j) Continue rip rap repairs on annual release lagoon
- k) Remove resident from temporary water after thawing line
- l) Work of lift station S.O.Ps and confined space protocols
- m) AB environment checked channel depth of river at lift station (debris from arena ice noted)
- n) Review regional water emergency response plan template

## 3. Other

- a) Vacuum truck for CVIP
- b) Quotes for Library roof, Public works office roof, shop roof & overhead doors
- c) Quotes to repair ice plant room & upgrades to OH&S standards
- d) Quote for hall front & north doors, broken glass front door - hardware worn out
- e) Bob attended Mueller fire hydrant course and looking to upgrade safety reporting
- f) 1 house on temporary service

# CAO REPORT

May 14, 2019

1. See attached Action Tracker for up-to-date information on directives from Council.
2. Toured the Public Works and other community facilities – shop, water plant, lift station, lagoon, industrial park, Wayside Fallen Riders Memorial Park, and arena - with Public Works Foreman (PWF). Met Randy Cyba, Utilities Manager, who gave an explanation of the Town's current water and waste water systems. Discussed procedural, operational and maintenance matters.
3. With PWF, inspected leaks at the public library. Asked PWF to obtain quotes from additional roofing contractors for quotes on library, shop office and grader shed.
4. Arranged May 14th audit presentation with Auditor. Discussed regulatory reporting requirements with Auditor.
5. Prepared and posted notice (door & website) of April 29, 2019 Council meeting.
6. Investigated spruce trees along Highway 45 with PWF; took sample for follow up with arborist.
7. Confirmed arrangements for June 3 Joint Municipalities meeting and emailed Myrnam and County CAO's for agenda items.
8. Reviewed and released IT RFP to Alberta Purchasing Connection. Closure on May 17. This item will be on the May 28 agenda package for award.
9. Drafted and sent letter to the Airport Commission regarding the Town's commitment to share the municipal portion 50:50 on their Community Airport Program (CAP) grant application.
10. Met with the County to revise and bring to completion the Inter-municipal Development Plan. Following these discussions, made revisions to the draft IDP for Council review. See attached report in this agenda.
11. Assisted Public Works regarding the dust abatement program. See attached report in this agenda.
12. With CFO, started preparations for holding the June 10, 2019 by-election.
13. Followed up on CAO recruitment activities; prepared list of interview questions.
14. Met with PW staff and Randy Cyba, ACE staff, regarding a proposed program to clean out lift station wet well and replace the pumps and motors.
15. Responded to a number of inquiries on development matters: fences, garages, house expansions, new businesses.
16. Discussions with Mayor on arena renovation tenders and funding.



**TOWN OF TWO HILLS  
ACTION TRACKER FOR C.A.O.**

Description of Action Item	Date Issued	Due to be complete	Priority	Progress update or date of completeness	Done (%)	Notes
Debuture - renovation to dental clinic	Bylaw passed 04/09/2018 and 2019 Budget Approval	Before end of 2019	low	No change from the last meeting.		Confirmed with ACFA that Town could apply for June intake as Financial Statements will be prepared by then.
IT - RFP	December-07-18	N/A	med	Draft RFP is 100% complete.		Plan to issue RFP mid-March with deadline of mid-April.
Disposal of municipal/school reserves	December-18-18	N/A	med	Titles on 4 affected properties have had the school designation removed from the title. Titles now are strictly municipal reserve.		Approved through Land Titles. Council resolved to keep as Municipal Reserves
Strategic Planning	2019 Budget Approval	As soon as possible	high	No progress since last Council meeting except that Community Culture staff and CAO will be meeting next week to discuss set-up of public engagement.		<b>Tender placed on Alberta Purchasing Connection. Tenders close May 17.</b>
Bylaw Services	2019 Budget Approval	Spring 2019	med	Connected with the Town of Vegreville CAO to see if they could accommodate the Town of Two Hills' bylaw servicing needs. Waiting for a response.		
Cornerstone Coop - brownfield incentive bylaw	January-08-19	N/A	high	No progress since last Council meeting.		Community Revitalization Property Tax Incentive Bylaw is set to be passed March 25, 2019
Cornerstone Coop - improvement to intersection	January-08-19	N/A	high	No progress since last Council meeting.		Issue to be discussed further after approval of new Community Revitalization Property Tax Incentive Bylaw is passed.
Cornerstone Coop - sale of boulevard/access road	January-08-19	N/A	low	No progress since last Council meeting.		Leaving this topic until other two are resolved.
Paint exterior and replace water lines at Town Office	2019 Budget Approval	By end of fall	med	Still seeking quotes for replacing water lines.		<b>Painting moved to 2020. Focus is on interior renovations.</b>
Purchase trailer for PW Office	2019 Budget Approval	By end of year	low	No progress to date.		
Purchase bypass sewer pump	2019 Budget Approval	By spring	med	No progress to date.		Purchase of bypass pump will be simultaneously done with sewer system cleaning in the spring.

**Correspondence Listing**  
**Council Meeting of May 14, 2019**

- 1. Town of Elk Point, Roles & Responsibilities Workshop, June 25, 2019**
- 2. Pilar Systems Lt., Infrastructure Asset Management**

<p>* Previously provided to the Mayor. ** Previously provided to Council.</p>
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**TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEMS**

<b>Meeting Date:</b> May 14, 2019	<b>Confidential:</b>	Yes		No	X
<b>Topic:</b> Road Dust Abatement Program 2019					
<b>Originated By:</b> Gary Buchanan		<b>Title:</b>	Interim C.A.O.		
<b>BACKGROUND:</b>					

Street dust is an ongoing matter and was identified by Council as a concern that needs to be addressed. The Public Works department has looked at the problem and is proposing a dust abatement program throughout parts of the Town.

The County has an ongoing dust abatement program whereby the County contracts a company to supply and apply dust abatement material to County roads. The cost for the program is measured in cents of product applied per m<sup>2</sup>. The Town's proposal is to add onto the County's existing contract the volume of dust abatement product required by the Town, utilizing the County's contractor to supply the material and apply it to Town roads.

Public Works will oversee the 'in Town' work. The Town's water truck would be used as part of the application process. The deadline to add to the County's contract is May 15. Application of product would occur on a date(s) negotiated with the contractor. The estimated cost is \$22,000.

The proposed dust abatement program is an unbudgeted expense. Funds for the program can be obtained through deferring some intended 2019 purchases in the PW budget to 2020.

**DOCUMENTATION ATTACHED:**

Product sheet.

**DISCUSSION:**

The product proposed is **MG 30**, which is a water-soluble **dust** suppressant product. MG 30 has road surface stabilization characteristics that bind aggregate materials, increasing grade strength and thus keeping aggregate on the road. **MG 30** has also proven to help reduce washboard, lower road grader maintenance, and reduce the frequency for gravelling, thereby extending the life of road gravel. There is also a residual affect that carries the dust abatement into future years, though at a reduced level.

It is recognized that this program is not pavement. However, applying dust abatement products to Town roads is a practical alternative to mitigate this ongoing problem until funds become available for a more extensive pavement program.

The funding comes from deferring some of Public Works approved 2019 purchases. It is understood that the items so deferred will be considered in the 2020 budget.

**COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:**

If approved, notice of the program will be posted to the website as will the operational details of application once these have been determined.

**RECOMMENDED ACTION(S):**

That Council approve a dust abatement program by adding the Town to the County's Dust Abatement program for a cost of \$22,000.00, with the funding to come from deferring some of Public Works previously approved 2019 purchases to the 2020 budget year.

**INTERIM CAO – Gary Buchanan****DISTRIBUTION:****Council: X****DISTRIBUTION:****Council: X**

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## Dust Control



### Products

- W 1.32 calcium chloride ( $\text{CaCl}_2$ )
- MG-30 calcium chloride/magnesium hydroxide

### Applications

- Calcium chloride is easily applied following the Kortech Calcium Chloride Application Protocol Benefits
- Increases safety through increased visibility on rural roads.
- Dust particles (fines) are not blown into adjacent homes creating health complications in the human respiratory system.
- Dust particles (fines) are not blown onto adjacent environmental areas, such as bodies of water.
- Calcium chloride has both; an easy application process and also a low cost, making calcium chloride the most widely used dust control agent on North American rural roads.
- Calcium chloride has proven to reduce gravel loss by up to 40%. Reducing re-graveling costs help reduce the overall maintenance cost.
- Treated road surfaces may be bladed, which will not result in substantial product loss.

### Structural Stability

Calcium chloride provides a hardened road surface and a stronger base reducing maintenance costs and road surface problems.

### Freeze Thaw Stability

Calcium chloride reduces frost heaving caused by the freeze thaw cycle. Deep penetration of calcium chloride can reduce spring air fall maintenance costs by reducing road surface and base maintenance work costs.

### Environmental

- Calcium Chloride is non-toxic and does not require any placarding during transportation. Tests conducted by the Department of Highways in Ontario show Calcium Chloride is non-toxic and does not require any placarding during transportation. Tests conducted

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## Cost

- The availability of naturally occurring Calcium Chloride Brines in Alberta has lowered the costs of calcium chloride brines Western Canada.
- Utilization of Calcium Chloride lowers the road construction costs as the densities are attained more readily.
- Maintenance costs are reduced dramatically on a season to season basis.

## Quantity needed

**Q:**How much calcium chloride is needed to treat my roadway for dust control?

**A:**For dust control applications we recommend between 1.5 litres and 2.0 litres per square meter at a depth of 2 inches.

**Step 1:**find the surface area of the roadway (length x width)

Area of Roadway (length x width)	Width of Roadway (meters)	5m	7m	10m
Length of Roadway (meters)	-	-	-	-
100 m (0.1 km)	-	500 m2	700 m2	1000 m2
200 m (0.2 km)	-	1000 m2	1400 m2	2000 m2
500 m (0.5 km)	-	2500 m2	3500 m2	5000 m2
1000 m (1 km)	-	5000 m2	7000 m2	10 000 m2

**Step 2:**calculate the product needed (area x application rate)

Product needed (area x application rate)	Area of road surface (m2)	500 m2	2500 m2	10 000 m2
Application rate (litres per m2)	-	-	-	-
1.5 litres per m2	-	750 litres	3750 Litres	15 000 Litres
1.7 litres per m2	-	850 Litres	4250 Litres	17 000 Litres
1.5 litres per m2	-	750 litres	3750 Litres	15 000 Litres
1.7 litres per m2	-	850 Litres	4250 Litres	17 000 Litres
2.0 litres per m2	-	1000 Litres	5000 Litres	20 000 Litres

## FAQ

**Q:**Will I need to add additional aggregate to my roadway surface?

**A:**Fresh aggregate ensures that the proper mix of rock, clay and fines are present in the material mix. Overtime, gravel is separated though heavy vehicle traffic pounding, environmental conditions (rain, snow, etc) and aggregate loss.

Fresh gravel is always valued, however, new aggregate is not necessary. If surface material can be bladed to a depth of 1.5- 2.0 inc fresh aggregate is not needed, but it does ensure the application will last longer and that the proper mix is established.

Talk to your Kortech Representative about booking our BBQ trailer  
for your next County, MD, or Corporate Event.  
Contact: Mike Holliday - Kortech Calcium Services at 780-499-6633 or [mike@kortech.ca](mailto:mike@kortech.ca)



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