



AGENDA  
TOWN OF TWO HILLS  
Tuesday, January 13, 2026  
6:30 P.M.

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Regular Council Meeting

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- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) ADOPTION OF MINUTES
  - a) Minutes from December 9, 2025 - Council Meeting
  - b) Minutes from Dec 17, 2025 - Special Meeting
- 4) DELEGATION
  - a) ICOM - Ice Plant project
  - b) Fire Department - Wage Deficit
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
  - a) PW & WWW Reports
  - b) CFO Report
  - c) EDO Report
  - d) CAO Report
- 7) CORRESPONDENCE
- 8) OLD BUSINESS
- 9) BYLAWS & POLICIES
  - a) ATB Borrowing Bylaw 2026-1060
  - b) Policy 2013-03 Iced Road Sanding Policy
  - c) Policy 2013-04 Sidewalk Snow and Ice Removal Policy
  - d) Policy 2013-06 Roadway Snow & Ice Clearing Policy
- 10) NEW BUSINESS
  - a) Federation of Canadian Municipalities Conference Attendance
  - b) Municipal Leaders Conference Attendance
  - c) Next Council Meeting - Date change
  - d) Library Book Review Representative change
  - e) Subscription Renewal - Opti-Mized Energy Loss
- 11) COUNCIL MEMBER REPORTS - **Due at next Council Meeting**
- 12) NEXT MEETINGS - **Wednesday January 14, 2026 at 6:30 pm - Assessment 101 for Elected Officials Webinar**  
- Monday, January 26, 2026 at 6:30 pm (pending approval)
- 13) CLOSED SESSION
- 14) ADJOURNMENT

# TOWN OF TWO HILLS



Minutes of the Regular Meeting of Council for the Town of Two Hills held on December 9, 2025, at 6:30 PM in Council Chambers

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## Regular Council Meeting

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**PRESENT:** Mayor M. Tarkowski; Deputy Mayor C. Dyck; Councillor M. Patel; Councillor A. Hiebert; Councillor H. Wall; CAO A. Kozakiewicz; CFO S. Lupul; PW T. Stefiuk, FC D. Williams, MC C. Boyd

**CALL TO ORDER:** Mayor M. Tarkowski called the Regular Town Council Meeting to order at 6:30 PM.

### ADOPTION OF AGENDA:

2025-364 MOVED by Deputy Mayor C. Dyck to accept the agenda as presented.

CARRIED

6:33 pm Councillor M. Patel arrived in Council Chambers

### ADOPTION OF MEETING MINUTES:

2025-365 MOVED by Deputy Mayor C. Dyck to accept the minutes of the Committee of the Whole Meeting minutes held on November 24, 2025, with corrections.

CARRIED

2025-366 MOVED by Councillor H. Wall to accept the minutes of the Regular Council minutes held on November 25, 2025.

CARRIED

2025-367 MOVED by Councillor A, Hiebert to accept the minutes of the Special Council minutes held on December 2, 2025, with corrections.

CARRIED

6:35 pm T. Stefiuk arrived in Council Chambers

**DELEGATION:** Scheduled later in closed session

**OPEN FORUM:** None

### ADMISITRATIVE REPORTS:

The Administrative Reports were provided to council in advance for their review.

2025-368 MOVED by Councillor A. Hiebert that the Public Works Report be acknowledged and incorporated into the minutes.

CARRIED

6:46 T. Stefiuk left Council Chambers

- 2025-369                      MOVED by Councillor C. Dyck that the CFO Report be acknowledged and incorporated into the minutes. CARRIED
- 2025-370                      MOVED by Councillor H. Wall that the EDO Report be acknowledged and incorporated into the minutes. CARRIED
- 2025-371                      MOVED by Councillor M. Patel that the CAO Report be acknowledged and incorporated into the minutes. CARRIED

**CORRESPONDENCE:**

- 2025-372                      MOVED by Councillor H. Wall that the Correspondence be acknowledged and incorporated into the minutes. CARRIED

**OLD BUSINESS:**    None

**BYLAWS & POLICIES:** None

**NEW BUSINESS:**

**STARS – Letter of Support – 4 Year Pledge**

STARS – Provides rapid helicopter response and virtual critical care consultations to the Two Hills area with about 10 missions completed last year alone. This service is integral to our community and enhances our emergency response, especially in critical care cases.

- 2025-373                      MOVED by Councillor M. Patel to continue to Support STARS by the Town of Two Hills and provide funding as outlined above and pledge to continue annual support with STARS fees included in the Town of Two Hills annual budget for a 4 (four) year term at \$1.00 per capita. CARRIED

**FMC Green Management Fund Feasibility Study**

The CAO submitted a pre-application for qualification for FCM's (Federation of Canadian Municipalities) study to identify buildings in our town that may or may not align with a Green House Gas reduction plan. Two Hills pre-application has met GMF (Green Municipal Fund) criteria, and we can proceed to the full GMF Application.

- 2025-374                      MOVED by Councillor M. Patel to go forward with the Green Municipal Fund (GMF) Green House Gas (GHG) Reduction Pathway Feasibility Study on 8 municipally owned facilities, including the Arena, Centennial Hall, Library, Lift Station, Recreation Centre, Town Office/FCSS, Water Treatment Plant and Firehall. Council agrees to commit to 20% of the contribution of total eligible expenses up to \$27,305.00. CARRIED

## 2026 Interim Operating Budget

The town must pass an interim operating budget in order to function financially in 2026. This preliminary budget is a snapshot of typical operating costs that are due during the first part of the new year. After the year end work is completed for the town and we have firm grant numbers and assessment values, Council can set the final operating and capital budget for 2026.

2025-375

MOVED by Deputy Mayor C. Dyck to adopt the 2026 Interim Operating Budget as presented.

CARRIED

## Strategic Plan

A strategic plan helps the municipality set clear priorities, use resources wisely, and stay accountable to residents. It builds trust through community involvement and shows long-term vision, making the municipality stronger and more attractive for growth.

2025-376

MOVED by Deputy Mayor C. Dyck that council schedule a Strategic Planning session with Alberta Counsel to review the 2024 Strategic Plan and guide council with any amendments that are required on January 8, 9, & 10, 2026 at the Alberta Counsel Office in Edmonton with Council, CAO & CFO to attend.

CARRIED

## Christmas Vouchers

It has become customary for council to gift staff members a voucher (of the staff members' choice) from a business in town as a show of appreciation for the year's accomplishments.

2025-377

MOVED by Councillor H. Wall to approve a \$150.00 Gift Certificate from a local business in town, excluding liquor or cannabis stores, as a gift for staff members for Christmas.

CARRIED

Delegate Arrived To Council Chambers at 8:15pm

2025-378

MOVED by Mayor M. Tarkowski to go into closed session with Delegate Re: ATIA Section 19 and 29 at 8:12pm.

CARRIED

2025-379

MOVED by Mayor M. Tarkowski to end closed session at 9:01 pm.

CARRIED

2025-380

MOVED by Mayor M. Tarkowski to extend the Meeting by 1 hour.

CARRIED

2025-381

MOVED by Mayor M. Tarkowski to go back into closed session at 9:01pm to continue with discussion with Delegate.

CARRIED

2025-382

MOVED by Mayor M. Tarkowski to end closed session at 9:15pm.

CARRIED

Delegate left Council Chambers at 9:17 pm

### Golf Course Development

Mayor Michael Tarkowski asked that the Golf Course Development be brought back for discussion.

No motion was made. Mayor Michael Tarkowski and CAO A. Kozakiewicz updated New Council on the status of the Golf Course Development.

### COUNCIL REPORTS:

2025-383 MOVED by Deputy Mayor C. Dyck to acknowledge and incorporate the Council Reports into the minutes.

**NEXT MEETINGS:** Regular Council Meeting January 13, 2026 at 6:30pm

### CLOSED SESSION:

MC C. Boyd left Council Chambers at 9:15 pm  
FC D. Williams left Council Chambers at 9:41pm

2025-384 MOVED by Mayor Tarkowski to closed session Re: ATIA Section 19 and 29 at 9:15pm.

CARRIED

2025-385 MOVED by Mayor M. Tarkowski to return to open session at 10:00 PM.

CARRIED

**ADJOURNMENT:** Mayor M. Tarkowski called to adjourn the meeting at 10:00 pm.

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Mayor M. Tarkowski

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CAO A. Kozakiewicz

TOWN OF TWO HILLS



Minutes of the Special Meeting of Council for the Town of  
Two Hills held on December 17, 2025, at 6:30 PM in  
Council Chambers

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Special Council Meeting

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**PRESENT:** Mayor M. Tarkowski; Deputy Mayor C. Dyck; Councillor M. Patel;  
Councillor A. Hiebert; Councillor H. Wall; CAO A. Kozakiewicz

**CALL TO ORDER:** Mayor M. Tarkowski called the Special Town Council Meeting to order  
at 6:30 PM.

**ADOPTION OF AGENDA:**

**CLOSED SESSION:**

2025-386 MOVED by Mayor M. Tarkowski to go into closed session  
Re: ATIA Section 30 at 6:32 pm.

CARRIED

2025-387 MOVED by Councillor M. Patel to come out of closed  
session at 9:02pm.

CARRIED

**ADJOURNMENT:** Mayor M. Tarkowski to adjourn the meeting at 9:02 pm.

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Mayor M. Tarkowski

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CAO A. Kozakiewicz

We can attend the meeting on January 13<sup>th</sup> at 6:30pm. See you then!

**JOHN STICKLE, D.B.A, R.S.E** | Vice President- Industrial Refrigeration

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C: 780.239.5319

P: 780.473.4076

[jstickle@icommechanical.com](mailto:jstickle@icommechanical.com)

12209 Fort Road NW, Edmonton, AB T5B 4H2





# Delegation Request

I/We TWO Hills Fire Rescue

request to appear as a delegation before the Town of Two Hills Council.

Please provide a brief a description of your presentation below, and attach a one-page (maximum) letter/outline of your presentation. Please be specific. **See reverse for details.**

Wage deficit

Will you be requesting a grant or financial assistance?

Yes  No

If requesting financial assistance or otherwise please clearly indicate what assistance is requested. Please be specific.

Explanation and request for delegation related to  
wage deficit - Firefighter hours

Do you require audio visual equipment?

Yes Please specify: \_\_\_\_\_  No

**See read reverse before signing.**

Parment  
Signature

587-280-5524  
Telephone

January 7, 2026  
Date

twohillsfirerescue@gmail.com  
Email

**For Internal Use Only**

Request approved on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, C.A.O.

Date of Meeting \_\_\_\_\_.

OR Reason for Refusal \_\_\_\_\_



# Open Forum

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

## Division 3 - Open Forums

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

Notes:

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## Roads

- Grade roads and some back alleys
- Continue to remove windrows from streets
- Maintain icy streets with beet juice, sand & salt
- Service & repairs to equipment
- Respond to service requests

## Wastewater Report

- Continue to monitor and record flows and volumes
- Continue with chemical additions @ lift station
- Clean furnaces & filters
- Annual engine service completed by PEAK engine & compressors

## Water

- Continue to read & record volumes and flows
- Continuing with random samples & BACT samples
- Install water meters as per requests
- Calibrate Town water analyzer
- Annual engine service completed by PEAK engine & compressors

## Water

- Dec 19/25 Water Line leak on Eventide Homes property, assisted with supplying water to residents, Town of Two Hills repaired water line on Dec 22/25

Town of Two Hills  
Reconciliation Statement January 13, 2026

Net Balance at December 31, 2025	(\$130.64)
Plus Deposits	\$1,527,233.71
<b>Sub Total</b>	<b>\$1,527,103.07</b>
Minus Disbursements (including transfers)	\$1,527,104.07
<b>Closing Balance</b>	<b>(\$1.00)</b>

**Summary of Town of Two Hills Accounts**

<u>ATB Financial</u>	Description of Accounts	
General #24	Main Account	(\$1.00)
Notice Account 90 Day	Auction Holding	\$10,163.71
Savings Account #478	County Grant Account	\$217.72
Savings Account #578	Interest Bearing	\$9.61
Savings Account #178	Last Post Committee	\$4,214.45
Bill Payments #27	Deposit Only Account	\$30,898.03
Savings Account #30	ACE Debenture Account	\$50,330.74
<b>TOTAL ATB</b>		<b>\$95,833.26</b>
Revolving Loan - out of \$985,000.00		\$985,000.00
		<b>\$444,387.88</b>
		<b>\$540,612.12</b>

<u>Vision Credit Union</u>	Description of Accounts	
	Two Hills Improvement Committee	\$ 1,278.93
	Canada Day	\$ 10,663.99

Comments:

**CHEQUE REGISTER**  
**ATB 24 GENERAL**  
**DEC 4, 2025 TO JAN 6, 2026**

<b>Number</b>	<b>Issued</b>	<b>Amount</b>
E000000282	12/09/2025 NOVEMBER 2025 WATER CONSUMPTION	29,430.40
E000000283	12/09/2025 OFFICE COMPUTER SUBSCRIPTIONS	308.99
E000000284	12/09/2025 OFFICE SUPPLIES	39.99
E000000285	12/09/2025 HOLDBACK RELEASE, EV CHARGER	36,495.00
E000000286	12/09/2025 MISDIRECTED FUNDS OCT 2023 RETURNED	1,809.98
E000000302	12/12/2025 CONTRACT LABOUR	6,185.00
E000000303	12/18/2025 HSA NOVEMBER 2025	1,095.00
E000000304	12/18/2025 WATER CONTRACT	2,677.78
E000000305	12/18/2025 COPYING CHARGES	1,319.35
E000000306	12/18/2025 MILEAGE & SUBSISTANCE	1,050.98
E000000307	12/18/2025 BYLAW PATROL	265.00
E000000308	12/18/2025 ROAD ALLOWANCE TREE CLEARING & CONTRACT LABOUR	5,748.75
E000000309	12/18/2025 HYDRANT FLAGS INDUSTRIAL AREA	1,033.75
E000000311	12/30/2025 ICE PLANT PROGRESS CLAIM #2 & #1 COMPRESSOR REPAIRS	335,073.54
E000000312	01/06/2026 DECEMBER 2025 WATER CONSUMPTION	39,229.20
E000000313	01/06/2026 OFFICE COMPUTER SUBSCRIPTIONS & EMERGING TRENDS & RMRF SEMINAR	2,107.39
E000000314	01/06/2026 JANUARY 2026 BENEFITS	15,404.29
E000000315	01/06/2026 PARTS & SHOP SUPPLIES	2,727.96
E000000316	01/06/2026 FUEL	4,639.72
E000000317	01/06/2026 GARBAGE COLLECTION NOVEMBER 2025	3,570.00
E000000318	01/06/2026 FREIGHT	314.22
E000000319	01/06/2026 PENSION	8,791.16
E000000320	01/06/2026 OFFICE SUPPLIES	452.88
E000000321	01/06/2026 MONTHLY CONTRACT ASSESSMENT FEE DECEMBER 2025	1,671.60
E000000322	01/06/2026 OFFICE CLEANING	240.00
0000033480	12/09/2025 LICENSE OF OCCUPATION RENTAL ADJUSTMENT	7.88
0000033481	12/09/2025 BRUSHES FOR SIDEWALK SWEEPERS	1,326.59
0000033482	12/09/2025 LEGAL MATTERS	1,561.38
0000033483	12/09/2025 PW & OFFICE SUPPLIES	92.60
0000033484	12/09/2025 PETTY CASH	46.55
0000033485	12/18/2025 SWEEPER BROOMS	550.88
0000033486	12/18/2025 PARTS & SHOP SUPPLIES	587.68
0000033487	12/18/2025 WATERSHED MUNICIPAL CONTRIBUTION 2026	867.60
0000033488	12/18/2025 FREIGHT	119.57
0000033489	12/18/2025 STAFF CHRISTMAS GIFT CARDS	450.00
0000033490	12/18/2025 DR VAN WYK RETIREMENT GIFT	209.23
0000033491	12/18/2025 STAFF CHRISTMAS GIFT CARDS	750.00
0000033492	12/18/2025 2025 FIRE DEPARTMENT HOURS	28,130.00
0000033493	12/18/2025 EC DEV LIGHT UP GIFT CERTIFICATE	50.00
0000033494	12/18/2025 CHRISTMAS LIGHT UP DONATION	300.00
0000033495	12/18/2025 ADVERTISEMENT FOR DECEMBER 2025	495.00
0000033496	12/18/2025 STAFF CHRISTMAS GIFT CARDS	150.00
0000033497	12/18/2025 FIRE HALL FURNACE REPAIR	527.84
0000033498	12/18/2025 STAFF CHRISTMAS GIFT CARDS	300.00
0000033499	12/18/2025 ELECTRICAL PROGRESS PAYMENT 90%	26,250.00
0000033500	01/06/2026 ANNUAL FIRE EXTINGUISHER INSPECTION	2,805.81
0000033501	01/06/2026 MUNICIPAL TOURISM PARTNERSHIP/ANNUAL MEMBERSHIP	400.00
0000033502	01/06/2026 LEGAL MATTERS	1,115.10
0000033503	01/06/2026 BOARDROOM TABLE	1,856.70
0000033504	01/06/2026 SOCIAL FUND STAFF CONTRIBUTIONS	485.00
0000033505	01/06/2026 UTILITY MEMBERSHIP FEE	243.23

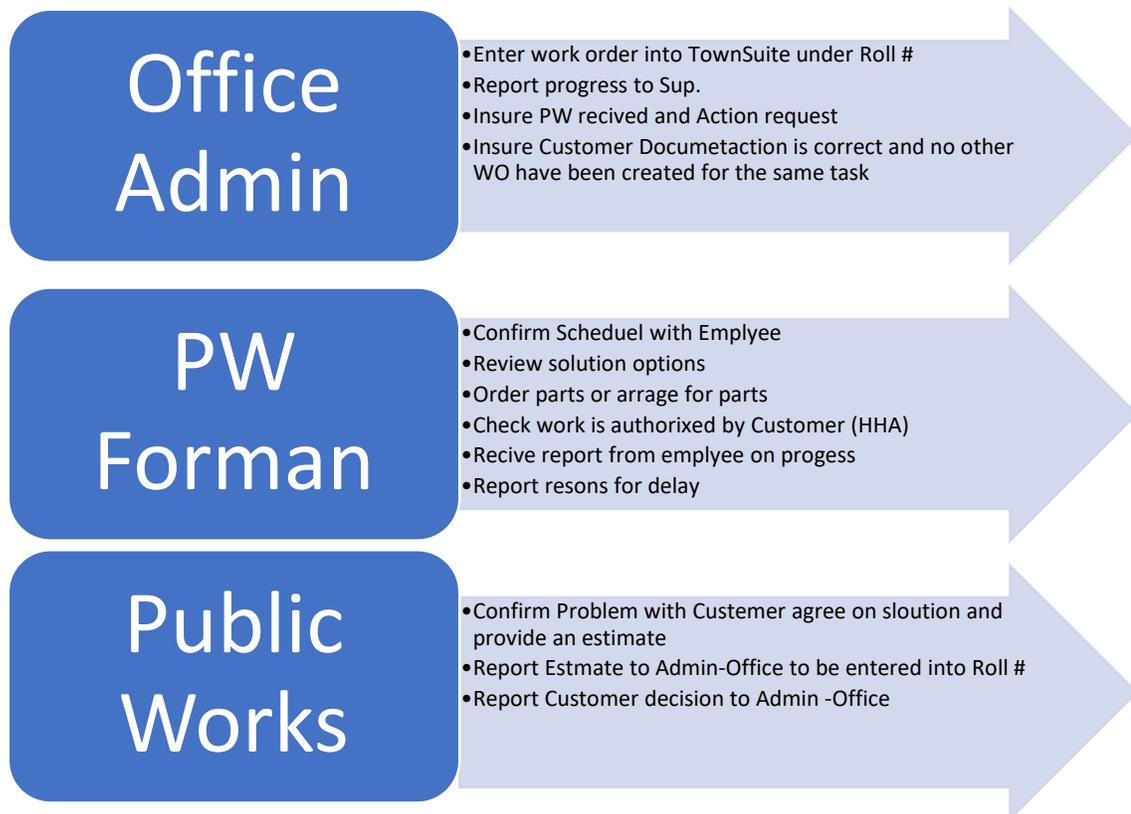
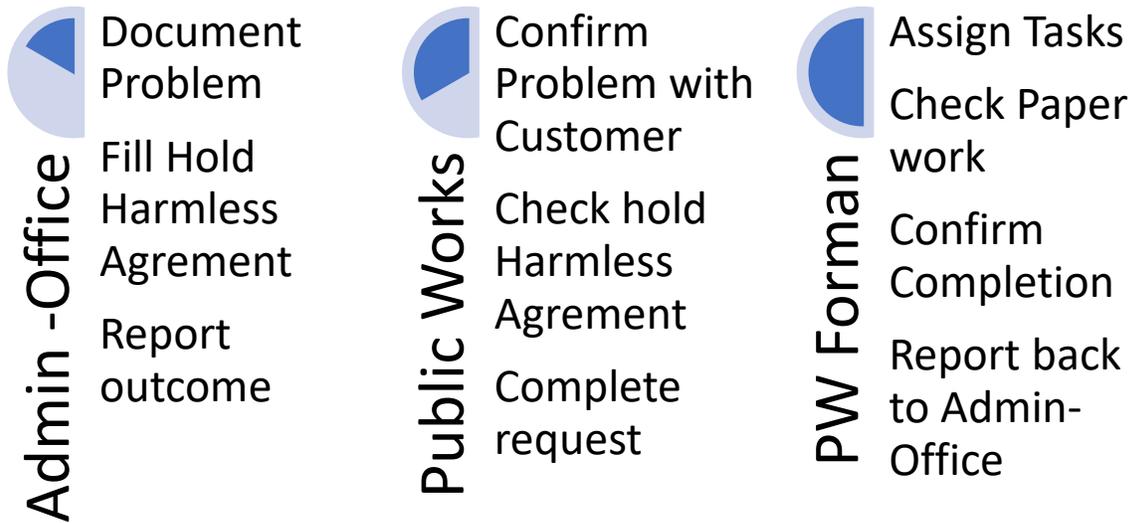
Total Issued (51): \$ 571,360.57  
Total Voided (0):  
Grand Total: \$ 571,360.57

**TWO HILLS  
ECONOMIC DEVELOPMENT & TOURISM**

Date: January, 2026

<b>Notified that Blue Cross building Together Grant application for west end playground was declined – invited to apply again</b>
<b>Continued business visitations</b>
<b>Canada Summer jobs application submitted for CMTA worker</b>
<b>Attended EDC meeting and welcomed new members</b>
<b>Updated EDC terms of reference with Dave Albright for EDC review in the new year</b>
<b>Began working with local vet tech towards opening a small start up facility in town</b>
<b>Contacted a large sporting goods( hunting and fishing predominantly) warehouse store based out of north west Alberta in regards to possible expansion into Two Hills region</b>
<b>Hosting the Travel Lakeland /Travel Alberta open house event for April 21<sup>st</sup>/ 26</b>
<b>Continue working on Small business insurance information session – have confirmed brokers from Vegreville and St.Paul – still looking for a guest speaker</b>
<b>Booked tradeshow space at Calgary moto show for end of January</b>
<b>Continue working on 2<sup>nd</sup> annual Explore Two Hills tourism conference with Go East</b>
<b>Working with Alberta Flat track Association to bring a week end Flat track racing training event for local youth in mid June.</b>
<b>Spoke with 2 business operators in regards to Down Town revitalization grant opportunity for improvements in 2026</b>
<b>Follow up with Alberta Air Tours in regards to Alberta North fly in event at Two Hills airport in August of 2027 – will be working in conjunction with STEP as it will be a 2 stop event</b>
<b>Preparing a list of potential Tradeshows to promote Two Hills at for EDC review</b>
<b>Research ZEVIP ( Zero Emissions Vehicle infrastructure program) for possible grant opportunity to add a 100 KV fast EV charger downtown as per CAO request.</b>
<b>Looking into the Affordable Housing Partnership Program ( closes end of January)</b>
<b>Reached out to a tourism operator based out of Edmonton that does Historic and natural environment tours in Alberta( indigenous owned company) in regards to possible partnership to bring tours into Two Hills Region</b>
<b>Reached out to vacant industrial shop owner on behalf of an out of province fabricator in regards to possible rental agreement – fabricator is optimistic that bring 20 to 30 jobs to town if suitable lease can be worked out</b>
<b>Researching Local Festivals grant opportunities for 2026 (arts &amp; culture)</b>
<b>Researching Fort Battleford to Fort Edmonton trail (known to pass through County of Two Hills) – potential tourism grant opportunity ( possibility for Indigenous and Metis partnerships)</b>
<b>NOTE: Assisted public works with waterbreak reporting ( Eventide Homes on property break) Completed and submitted 7 day letter to Alberta Environment as per Code of Practice.</b>
<b>NOTE: County water operator received email from ABENV w/ explanation of current Town of Two Hills water/ waste water requirements – see attached.</b>

1. Developing a public works request form with Trinity and Government Frame Works as a way to build a digital process.





2. Authorized overtime for snow removal over the weekend to catch up
3. Confirmed Meeting with MPE on Thursday January 8<sup>th</sup> with Council
4. Prepared lists and information for Council Strat plan
5. Inspection group completed an inspection of Public Work New Shop and allowed occupancy. Small deficiencies need to be corrected and electrical finalized.
6. Work on digitizing forms, agenda, and strategic planning process
7. NRED Agreement for discussion
8. Event & Conference Registration & Hotel Booking Form for discussion



## **Request for Service Procedure**

### **Purpose**

To establish a consistent and transparent process for Town of Two Hills residents to request municipal services, ensuring all requests are properly documented, tracked, and addressed in a timely manner.

### **Scope**

This procedure applies to all service requests submitted by residents, businesses, or property owners within the Town of Two Hills.

It includes, but is not limited to, requests for:

- Public works (e.g., water, sewer, roads, snow removal, aggregate purchase)
- Parks and recreation maintenance
- Waste and recycling concerns
- Bylaw enforcement inquiries
- General Town services

### **Procedure**

#### **1. Submitting a Service Request**

Residents may submit a service request using one of the following methods:

- Online: Via the Town's website service request form, submitted
- Email: Sent to [info@townoftwohills.com](mailto:info@townoftwohills.com).
- Phone: By calling the Town Office at 780-657-3395.
- In Person: By visiting the Town Office during business hours.

Each request must include:

- Resident's full name
- Date Request Received
- Contact information (Mailing address, phone number)
- Service location (Civic address)
- Type of service requested (Water, sewer, waste/garbage, materials, other)
- Detailed description of the request

- Photos or supporting documents (optional, but encouraged)
- Hold Harmless Agreement (Always for Water and Sewer services and if applicable to request) and property owner must complete to receive service.

## **2. Recording and Documentation**

Upon receipt of a request:

1. The Town Office staff will enter all request details into the Service Request Log, assigning a unique reference number, (example 2026-001).  
*Service Request Log located in the Public Works, Service Request, 20XX folder on the shared drive.*
2. The following details will be documented:
  - Date and time of request
  - Requester information
  - Nature and location of issue
  - Date completed (Pending Public Works Response)

## **3. Review and Assignment**

1. The Town Office intakes request and provide information via Email to the Public Works Supervisor (pw@townoftwohills.com)
2. Public Works Supervisor reviews the request, in a timely manner - day of request up too one (1) business day of request date.
3. The request is:
  - Verified for completeness and relevance
  - Assigned to the appropriate department or staff member
  - Prioritized based on urgency, safety, and available resources

## **4. Action and Follow-Up**

1. The Public Works Department will:
  - Investigate the issue / request
  - Schedule and complete the required service or repair
  - Update the Request for Service with notes, actions taken

2. If delays occur or further information is required, Public Works or Office staff will communicate updates to the requester.

## **5. Completion and Closure**

1. Once the service or repair is completed:
  - Public Works completes the Request for Service Form, includes the Date of Service, Description of Work Completed, number of labourers and hours worked, equipment used, and relevant supporting documentation with the public works supervisor signature.
  - Public Works returns the completed form to the Town office (via email or physical copy, upon completion of the service, no later than 1 week post service).
  - Office Staff review and record final details in the Physical Binder Copy, Digital Copy (shared drive) and Service Request Log (with the request marked closed across all systems).
  - Office Staff will have the Request for Service signed off with a supervisor or CAO.
2. The requester is notified of completion, if applicable.

## **6. Reporting and Continuous Improvement**

- Quarterly reports will be generated summarizing:
  - Number and types of requests received
  - Average response and resolution times
  - Outstanding or recurring issues
  - Review, with all systems (Digital and Physical)
- These reports help identify trends, improve service delivery, and guide future planning.

## Responsibilities

Role	Responsibilities
Town Office Staff	Receive, record, and acknowledge service requests; maintain documentation, Provide information and location of issue/request to Public Works
Supervisors/Department Heads	Oversee and monitor progress of service requests, aiding when required to Office Staff.
Public Works	Respond to and resolve service issues promptly and professionally.
Chief Administrative Officer (CAO)	Oversee the overall process and ensure accountability and efficiency.

## Forms and Records

- Service Request Form (digital or paper)
- Service Request Log/Database (digital, with physical copy with Request Binder)
- Monthly Service Report / Review

## Revision History

Version	Date	Description of Change	Approved By



Service Request #: \_\_\_\_\_

**PUBLIC WORKS REQUEST FOR SERVICE**

Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_  Owner  Tenant

Phone Number: \_\_\_\_\_ Date Request Received: \_\_\_\_\_

Service Requested:

- Water  Sewer  Waste/Garbage  Materials  Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property owners are required to complete a Hold Harmless Agreement for all Water and Sewer services.

- Intake Supporting Documentation  Requires a Hold Harmless Agreement

**OFFICE & PUBLIC WORKS USE ONLY:**

Date Service Completed: \_\_\_\_\_

Public Works Response / Work Completed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Laborers: \_\_\_\_\_ Hours (per Laborers): \_\_\_\_\_

Equipment Used (as per Policy 2007-04):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting Documentation provided:  Pictures/ Video

PW Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Office Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



Service Request #: \_\_\_\_\_

## **HOLD HARMLESS AGREEMENT**

This Hold Harmless Agreement is made between the Town of Two Hills and the undersigned homeowner (the "Homeowner") regarding the investigation of a water and/or sewer service issue at the property for which assistance has been requested.

The Town of Two Hills Public Works Department agrees to assist in investigating the cause of the reported water and/or sewer issue. This investigation may include, but is not limited to, excavation (digging) to determine the source of the problem.

By signing below, the Homeowner authorizes the Public Works Department to perform such excavation or related investigative work at the Homeowner's expense, as necessary, to determine the cause of the issue.

It is understood and agreed that:

1. If the Town of Two Hills determines that the water or sewer issue is located within the public right-of-way, did not originate from the private property, and is the responsibility of the Town, the Public Works Department will proceed with the required repairs at no cost to the Homeowner.
2. If the Town of Two Hills determines that the water or sewer issue is located on private property or is otherwise the responsibility of the Homeowner, the Homeowner agrees to be fully responsible for all associated costs. This includes, but is not limited to, repairs and the restoration of any disturbed areas (e.g., landscaping, pavement, structures, etc.).
3. The Homeowner further agrees to indemnify and hold harmless the Town of Two Hills, its Public Works Department, employees, and agents from any and all claims, liabilities, damages, or expenses resulting from the excavation or investigation work performed—except in cases of proven negligence by the Town of Two Hills. The Homeowner acknowledges that any unpaid costs may be added to the tax roll for the above-mentioned property, without limiting the Homeowner's obligation to reimburse the Town.

If you agree to these terms and wish for Public Works to proceed with the investigation, please sign below and return this agreement to our office.

### Homeowner Authorization and Acknowledgment

I, the undersigned, have read and fully understand the terms of this Hold Harmless Agreement and hereby authorize the Town of Two Hills Public Works Department to proceed with the excavation and investigation of the water and/or sewer issue at my property. I understand that I may be responsible for all associated costs if the issue is determined to be located on private property or otherwise under my responsibility.

Homeowner Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

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

**ALBERTA JOBS, ECONOMY AND TRADE  
GRANT AGREEMENT**

This is an Agreement dated March 31, 2024

**Between:**

**HIS MAJESTY IN RIGHT OF ALBERTA**  
as represented by the Minister of Jobs, Economy and  
Trade  
(“**Minister**”)

**and**

**TOWN OF TWO HILLS**  
(“**Recipient**”)

**WHEREAS** the Recipient has submitted a grant proposal to the Minister entitled “NRED Application - Two Hills Region Economic Development Capacity Building”.

**AND WHEREAS** the Minister is willing to make a grant and is authorized to do so in accordance with the *Ministerial Grants Regulation* AR 215/2022, as amended from time to time.

The Minister and the Recipient therefore agree as follows:

**1. DEFINITIONS AND INTERPRETATIONS**

**1.1 Definitions** – In this Agreement, the following expressions have the following meanings:

“**Confidential Information**” means all information developed or acquired as a result of carrying out this Agreement, including without limitation, technical, financial and Project information, which is designated as confidential in writing, is disclosed in circumstances of confidence, or would generally be understood by a person exercising reasonable business judgment to be confidential.

“**Grant**” means the proposed grant described in section 2.1.

“**Grant Regulation**” means the *Ministerial Grants Regulation* AR 215/2022, as amended from time to time.

“**Grant Proceeds**” means all amounts paid to the Recipient under this Agreement, and includes all interest and other income earned from investment of these amounts.

“**Intellectual Property**” means a product of the intellect including, without limitation, works in the form of scientific discoveries, inventions or discoveries with or without patent possibilities, designs, patents, trade-marks, copyrighted materials, computer software, trade secrets and know-how.

**"Party"** means either the Minister or the Recipient, individually.

**"Parties"** means the Minister and the Recipient, collectively.

**"Program Guidelines"**, if applicable, means the program guidelines in effect as of the date of signing of this Agreement and issued by or on behalf of the Minister from time to time for the program.

**"Project"** means the project described in the Proposal, including any modifications approved by the Minister in writing.

**"Project Completion Date"** means March 31, 2026.

**"Project Implementation"** means any and all steps taken to commence the Project, including any preparatory steps and expenditures.

**"Proposal"** means the Recipient's application attached as Schedule A, entitled "NRED Application - Two Hills Region Economic Development Capacity Building", and approved budget attached as Schedule B.

**"Term"** means the period from the date at the beginning of this Agreement to and including July 31, 2026 and includes any extension agreed to by the Minister.

**1.2 Section Numbers** – References in this Agreement to section numbers are to the corresponding numbered provisions of this Agreement.

**1.3 Schedules** – The following schedules are incorporated into and form part of this Agreement:

Schedule A – Proposal

Schedule B – Approved Budget

Schedule C – Report.

**1.4 Schedules and Paramountcy** – The provisions of this Agreement are to be interpreted so as to give all provisions full meaning and effect, and in as much as possible in a compatible manner. In the event of any inconsistency or conflict between the Proposal attached as Schedule A and the rest of the Agreement (including the body of this Agreement and Schedules B and C), the rest of the Agreement shall govern.

**1.5 Entire Agreement** – This Agreement, including the schedules referred to in section 1.3, is the entire agreement between the Minister and the Recipient with respect to the Project and the Grant, and supersedes all previous agreements, negotiations and understandings. There are no agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.

## **2. THE GRANT**

**2.1 Total Grant Amount** – Subject to the terms and conditions of this Agreement, and the Recipient's compliance therewith, the Minister will provide a grant of up to \$80,000 to the Recipient for the purpose of the Project. All references to dollar amounts in this Agreement shall be in the lawful currency of Canada.

- 2.2 Reduction to Reflect Potential Change in Budget** – The Minister may, by notice to the Recipient during the Term, reduce the Grant by an amount proportional to any overall reduction in spending or discretionary spending imposed on:
- (a) all departments of the Government of Alberta; or
  - (b) the particular department, or the particular division thereof, then having responsibility for the administration of this Agreement.
- 2.3 Timing of Grant** – Subject to the terms and conditions of this Agreement and the Recipient’s compliance therewith, the Minister will pay the Grant to the Recipient within a reasonable time following the signing of this Agreement.
- 2.4 Partnership Funding** – If the Proposal specifies that the Recipient will receive partnership funding for the Project, the partnership funding must be secured prior to Project Implementation. If the Recipient can demonstrate to the Minister that special circumstances require Project Implementation prior to securing all partnership funding, the Minister may permit the Recipient to commence the Project on the condition that the Recipient shall be responsible for covering any shortfalls in funding in order to achieve planned Project completion as set out in Schedule A.
- 2.5 Conditions of Payment and Use** – Payment and use of the Grant, in either a lump sum or in installments, is conditional on the Minister, acting reasonably, being and remaining satisfied that:
- (a) the Recipient is in compliance with all of its obligations under this Agreement;
  - (b) the Project is proceeding, conforms with any applicable Program Guidelines, and will be completed by the Project Completion Date; and
  - (c) if applicable, commitments for funding sufficient to carry out and complete the Project are in place.
- 2.6 Budget** – Up to and including fifteen percent (15%) of the Recipient’s budget as set out in Schedule B may be transferred from one eligible project cost to another eligible project cost within the Recipient’s total project expenses breakdown without the Minister’s prior written approval. The Recipient shall submit a written request to the Minister for approval of any transfers of more than fifteen percent (15%) from one eligible project cost to another.

### **3. OBLIGATIONS OF THE RECIPIENT**

- 3.1 Independent Status** – The Recipient is an independent entity under this Agreement and nothing in this Agreement creates, or is to be construed as creating a relationship of employment, agency, joint venture, or partnership between the Minister and the Recipient or any of its employees, directors, officers, contractors or agents.
- 3.2 Confidentiality** – The Recipient shall keep and cause to be kept in strict confidence all Confidential Information and shall only disclose such Confidential Information to other Project participants, including Project sponsors, on a need to know basis, or as otherwise permitted by the terms and conditions of contracts among any of the Project participants.

- 3.3 Representations and Warranties** – The Recipient represents and warrants that:
- (a) it has made full, true and plain disclosure to the Minister of all facts relating to the Project that are material to this Agreement, and this Agreement does not contravene any law or agreement to which the Recipient is subject;
  - (b) the execution by the Recipient of this Agreement and the carrying out of this Agreement and the Project by the Recipient have been duly and validly authorized by the Recipient in accordance with applicable law, and this Agreement shall constitute a binding legal obligation of the Recipient;
  - (c) any individuals named in the Proposal are employees or contractors of the Recipient, and will be assigned to or otherwise enabled to perform their respective roles in the Project;
  - (d) any individuals assigned to or performing roles in the Project shall carry out the Project in accordance with the generally accepted standard of competency in the field of endeavour associated with the Project and all applicable professional standards;
  - (e) any individuals assigned to or performing their roles in the Project shall comply with the terms and conditions of this Agreement; and
  - (f) the Recipient shall notify the Minister and obtain written approval of the Minister for any significant changes in the Project, including costs, scope, types of expenditures, and other existing or prospective funders and amount of funding, in accordance with section C.3 of Schedule C.
- 3.4 Use of Proceeds** – The Recipient shall use the Grant Proceeds solely for the Project.
- 3.5 Interest and Investment** – The Recipient shall invest any portion of the Grant Proceeds paid to the Recipient, but not immediately required for the Project, in a separate interest-bearing account or other prudent investment with a reasonable return in such a manner that is readily reportable to the Minister.
- 3.6 The Project** – The Recipient shall carry out the Project as described in the Proposal and in accordance with the terms and conditions of this Agreement.
- 3.7 Completion and Repayment of Grant** – The Recipient shall complete the Project by the Project Completion Date. Any portion of the Grant Proceeds not used during the Term, or earlier termination of this Agreement, and accounted for in accordance with this Agreement must be repaid to the Government of Alberta unless, on application by the Recipient, the Minister in writing varies the purpose or conditions of the Grant so as to allow the use of the remainder of the Grant Proceeds under the varied purpose or conditions.
- 3.8 Grant Regulation** – Nothing in this Agreement in any way relieves the Recipient from strict compliance with the Grant Regulation or otherwise impacts the interpretation or application of the Grant Regulation.
- 3.9 Intellectual Property** – The Recipient acknowledges and agrees that any Intellectual Property that may be generated through the Project be used for the benefit of Alberta and Albertans. Ownership of any Intellectual Property developed through the Project will follow the policies and practices of the Recipient and agreements to which the Recipient is a party.

**3.10 Ownership of Reports** – Notwithstanding any other provisions in this Agreement, ownership of any reports provided by the Recipient under this Agreement, regardless of form, and all intellectual property rights therein, vests in the Minister.

#### **4. RECORDS, REPORTS AND MONITORING**

**4.1 Project Records** – During the Term and for a period of five (5) years afterwards, the Recipient shall maintain or cause to be maintained full, accurate and complete records of the activities conducted in furtherance of, and the results achieved through the conduct of, the Project.

**4.2 Financial Records** – During the Term and for a period of five (5) years afterwards, the Recipient shall keep full, accurate and complete records and books of account relating to the receipt and expenditure of the Grant Proceeds.

**4.3 Audit** – The Minister or the Auditor General, or their authorized representatives may, during the Term and for five (5) years afterwards, on reasonable notice to the Recipient, audit or examine, and take copies and extracts of, the records and books of account maintained by the Recipient in accordance with sections 4.1 and 4.2. The cost of any special audit, examination or report shall be payable by the Minister, unless the audit, examination or report reveals material breaches of this Agreement or indicates that the records and books of account were inadequate to permit a determination of how the Grant Proceeds were used by the Recipient or what results were achieved through the conduct of the Project, in which case the cost shall be borne by the Recipient.

**4.4 Reporting** – The Recipient shall comply with the reporting requirements of Schedule C.

**4.5 Inspection** – The Minister is entitled, at reasonable times during the Term and on reasonable notice to the Recipient, to have its authorized representatives attend at the premises of the Recipient or at the place where the Project is being carried out, for the purpose of examining premises and files, documents and records, and any other assets pertinent to the Project in order to assess whether the Recipient is in compliance with the terms and conditions of this Agreement. The Recipient shall provide the authorized representatives with such assistance as may be reasonably required during such an inspection. This right of inspection is limited to the purpose of ascertaining whether this Agreement has been complied with, and the Minister shall not have any general right to obtain custody or copies of records in the custody of the Recipient.

**4.6 Access to Information** – The Recipient acknowledges that this Agreement, including the name of the Recipient, and the terms and conditions of the Grant under this Agreement, may be subject to disclosure pursuant to the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25 (“FOIP”). The Recipient 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.

#### **5. LIABILITIES**

**5.1 Indemnity** – The Recipient agrees to indemnify and hold harmless the Minister from any third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Recipient is legally responsible, including those arising out of negligence or willful acts by the Recipient or its employees, officers, contractors or agents.

**5.2 General Liability Insurance** – The Recipient shall, at its own expense and without limiting its liabilities under this Agreement, insure its operations under a contract of General Liability Insurance in an amount of not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use.

**5.3 Evidence of Insurance** – The Recipient shall provide, on request, evidence of the insurance required under section 5.2 to the Minister in a format acceptable to the Minister.

## **6. TERMINATION AND NON-PERFORMANCE**

**6.1 Termination by Minister** – The Minister may terminate this Agreement without cause on thirty (30) days written notice to the Recipient. This Agreement is terminated as of the date given in the termination notice.

**6.2 Events of Default** – If the Recipient fails to proceed with the Project, is not carrying out the Project, alters the Project without the consent of the Minister, uses any part of the Grant Proceeds other than for the Project, or has otherwise breached any of its obligations pursuant to this Agreement, the Recipient will be deemed to have committed an event of default and the Minister may give written notice to the Recipient referring to the breach and requiring the Recipient to remedy the breach within a reasonable time in the Minister’s sole discretion, as so stated in the notice.

**6.3 Remedy** – If the Minister has given notice pursuant to section 6.1 and the Recipient has failed to commence to remedy the breach or the Recipient has failed to remedy the breach within the time specified in the notice, the Minister may do any one or more of the following:

- (a) withhold payment of all or any portion of the Grant Proceeds;
- (b) demand repayment of all or any portion of the Grant Proceeds;
- (c) suspend expenditure of the Grant Proceeds by the Recipient;
- (d) require that the Grant Proceeds be used for other purposes approved by the Minister;
- (e) terminate the Agreement; and
- (f) pursue any remedy available to the Minister in law or equity.

## **7. CONFLICT OF INTEREST**

**7.1 Other Agreements** – The Recipient shall not enter into any other agreement with any other Minister of the Government of Alberta or any other person, the requirements of which will conflict with the requirements of this Agreement, or which will or may result in its interest in any other agreement and this Agreement being in conflict.

**7.2 Impartiality, Private Interests, Acceptance of Benefits and Financial Interests** – The Recipient shall ensure that the Recipient and its officers, employees, contractors and agents:

- (a) conduct their duties related to this Agreement with impartiality and shall disqualify themselves from dealing with anyone with whom a relationship could bring their impartiality into question;
- (b) not influence, seek to influence, or otherwise take part in a decision of the Minister, knowing that the decision might further their private interests;
- (c) 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

- (d) 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.

**7.3 Disclosure** – The Recipient shall promptly disclose to the Minister any conflict of interest or apparent conflict of interest arising under section 7.2.

## **8. COMMUNICATIONS**

**8.1 Announcement** – The Recipient shall not make any public announcement or issue any press release regarding this Agreement or the making of the Grant, except in consultation with and the approval of the Minister as to the contents of the announcement or press release, which approval shall not be unreasonably withheld.

**8.2 Notices** – Any notices, approvals, consents and other communication under this Agreement shall be in writing and will be effective when delivered in person, by mail, by email, or couriered to the following respective addresses:

- (a) if to the Minister:

Alberta Jobs, Economy and Trade Development  
Economic Development & Business Supports  
13<sup>th</sup> Floor, Commerce Place  
10155 - 102 St. NW  
Edmonton, AB T5J 4G8

Attention: Michael Cardozo

Phone: 1-833-538-6733  
Email: nred.program@gov.ab.ca

- (b) if to the Recipient:

TOWN OF TWO HILLS  
P.O. Box 630  
Two Hills, AB T0B4K0

Attention: Adam Kozakiewicz

Phone: 780-603-4565  
Email: adam@townoftwohills.com

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

## **9. GENERAL PROVISIONS**

**9.1 Minister's Obligations** – The Minister's responsibility pursuant to this Agreement is limited solely to the provision of financial assistance in accordance with the terms and conditions set out herein.

- 9.2 Amendment** – This Agreement may be amended only if the amendment is made in writing and signed by a duly authorized representative of the Minister and the Recipient.
- 9.3 Waiver** – No waiver of any provision of this Agreement is effective unless made in writing, and any such waiver has effect only in respect of the particular provision or circumstance stated in the waiver. No representation by either of the Parties with respect to the performance of any obligation under this Agreement is capable of giving rise to an estoppel unless the representation is made in writing.
- 9.4 Additional Assurances** – The Parties agree, from time to time, to do all such acts and provide such further assurances and instruments as may reasonably be required in order to carry out the provisions of this Agreement according to their spirit and intent.
- 9.5 Assignment** – The Recipient may not assign this Agreement or any right or benefit under it without the prior written consent of the Minister, which may be given or refused in the Minister’s sole discretion. The Recipient may, however, contract with such parties as it sees fit for the purpose of carrying out the Project. No contract entered into by the Recipient shall relieve the Recipient from any of its obligations under this Agreement.
- 9.6 Successors and Assigns** – This Agreement shall be for the benefit of and is binding on the Parties’ successors and assignees.
- 9.7 Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and each Party submits to the jurisdiction of the courts of Alberta for the interpretation and enforcement of this Agreement.
- 9.8 Severability** – The terms and conditions of this Agreement are severable to the extent that any one that may be contrary to the laws of Alberta shall be deemed to be modified to comply with those laws, but every other term and condition shall remain valid.
- 9.9 Time is of the Essence** – Time is of the essence of this Agreement.
- 9.10 Compliance with Laws** – The Recipient shall comply with all statutes, regulations, orders, licenses and permits applicable to the Recipient in carrying out the Project.
- 9.11 Survival of Provisions** – Notwithstanding any other provisions of this Agreement, sections 3.2, 3.7, 3.9, 3.10, 4.1, 4.2, 4.3, 4.4, 4.6 and 5.1, and the provisions of Schedule C shall survive this Agreement and shall continue to bind the Parties.

[Remainder of page left intentionally blank]

**9.12 Execution in Counterpart** – Unless executed using an electronic signature approved by the Minister, this Agreement may be executed in counterparts, in which case the counterparts together shall constitute one agreement, and in which case communication of execution by emailed PDF will constitute delivery. Execution of this Agreement must occur in accordance with the policies and procedures established by the Minister as may be made available to the Recipient.

The Parties have therefore executed this Agreement, each by its duly authorized representative, as of the date at the beginning of this Agreement.

**HIS MAJESTY IN RIGHT OF ALBERTA  
as represented by the Minister of  
Jobs, Economy and Trade**

Per: \_\_\_\_\_

**Kelley Bessette**

\_\_\_\_\_  
Name of authorized officer

**Director, Business and Industry Supports**

\_\_\_\_\_  
Office held

**TOWN OF TWO HILLS**

Per: \_\_\_\_\_

**Adam Kozakiewicz**

\_\_\_\_\_  
Name of authorized officer

**CAO**

\_\_\_\_\_  
Office held

**ALBERTA JOBS, ECONOMY AND TRADE  
GRANT AGREEMENT**

**SCHEDULE A - RECIPIENT'S PROPOSAL**

The attached "NRED Application - Two Hills Region Economic Development Capacity Building" constitutes the Proposal for the Project, as submitted by the Recipient.

# NRED-02-00151

## Project Manager Contact

---

**First Name:**

Adam

**Last Name:**

Kozakiewicz

**Title:**

CAO

**Email:**

adam@townoftwohills.com

**Primary Phone:**

780-603-4565

**Secondary Phone:**

780-603-4565

**Is Project Manager Contact the same as Signing Authority Contact?:** Yes

## Signing Authority Contact

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**First Name:****Last Name:****Title:****Email:****Primary Phone:****Secondary Phone:**

## Project Information

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**Project Title:** Two Hills Region Economic Development Capacity Building

**Priority Area:**

Economic Development Capacity Building

**Write a clear and brief description of your project. If your project is approved, this description will be used on our website (500 characters or approximately 100 words):**

The Two Hills Region Economic Development Capacity Building Project is a strategic initiative aimed at revitalizing the economic landscape of the community.

**Write a clear and brief description of the project outcomes (500 characters or approximately 100 words):**

This comprehensive project addresses the unique challenges faced by the Two Hills region, emphasizing economic diversification, skills development, and community engagement. By combining Economic Development Training, robust Economic Development Strategies and Planning, and the appointment of a dedicated Economic Development Officer (EDO), the project seeks to empower local stakeholders, attract investments, and position Two Hills as a resilient and dynamic economic hub.

**Application Stream:**

Regional Development Stream

**Is your project located in northern Alberta, with 51% or more of the project costs to be spent in the northern region?**

**For the definition of northern region please refer to the Program Guidelines.:**

No

**Proposed Project Start Date:**

4/1/2024

**Proposed Project End Date:**

3/31/2026

**How many communities will be directly impacted by the project? Please enter the number of communities (put zero if not applicable).:**

9

**How many Small and Medium Enterprises (SME's) will this project support (put zero if not applicable)?**

100

**Select the industry that this project best supports (choose the best fit)?**

Agriculture, forestry, fishing and hunting

**Expected Investment Leveraged:** \$1,000,000.00

**Brief explanation how the project investment will be leveraged in the community (Max 1000 characters or approximately 200 words)**

This project will develop and promote local attractions, lakes, natural landmarks, and cultural events to attract tourists. It will focus on tourism infrastructure such as accommodation, transportation, and recreational facilities. Collaboration with local businesses to develop tour packages that showcase agriculture and tourism. This project will also explore value-added farming techniques, equipment, and technology to increase productivity and efficiency in regional food production that will support local farmers with sustainable and high-yield farming.

**Select the Region that best fits your project's location:**

Wood Buffalo-Cold Lake

## Project Partners

Organization Name	Operating Name of Organization	Type of Organization	Partner Contact Name	Main Phone
County of Two Hills No 21	County of Two Hills	Municipality	Sally Dary	780-657-3358
Saddle Lake Cree Nation #125	Saddle Lake Cree Nation	First Nations	Viper Nayawatatic	
Metis Crossing	Metis Crossing	Metis Settlement	Juanita Marois	780-722-1993
The Veterans Memorial Highway Association	The Veterans Memorial Highway Association	Not-For-Profit	Elroy Yakimchuk	
Alberta HUB	Alberta HUB	Not-For-Profit	Bob Bezpalko	780-614-3715
MCSnet	MCSnet	For-Profit	Kevin Bernhardt	780-547-4133

**Number Of Project Partners:**

6

**Provide details on how the project partners will contribute to the project**

The County of Two Hills will contribute \$30,000 towards the implementation of this plan and supply information and resources towards the strategic plan. The Village of Myrnam and several other organizations have provided letters of support included with our attachments. While the nature of this project is community-based, the outcomes and resources from this project will be shared with neighboring municipalities to leverage economic development opportunities that will benefit the entire region.

## Project Overview

**Overview**

Be specific and concise. This section serves as an executive summary of your project.

**Identify and describe the issue or problem that the project will address (Max 3,000 characters or approximately 600 words)**

The primary reason for this project is to lay the groundwork that will support economic development, diversification, and growth within the Two Hills region. The region boasts a variety of economic sectors including an active oil and gas industry, an innovative and growing manufacturing sector, agriculture, transportation and trades. Combined with our proximity to post-secondary and trades colleges, our location is ideal for growing families and building an educated labour force. However, given the global economic downturn and inflation, it has been challenging to attract and retain businesses and residents to our communities and region which is critical to economic development and diversification. To address this concern, we are undertaking the Two Hills Region Economic Development Capacity Building Initiative to address economic growth barriers and revitalize the economic landscape of our community and region. This project will build on the town's Strategic Economic Development Plan develop strategic partnerships that attract investments in businesses and industries and attract new families by leveraging our unique advantages. As part of this plan, we have focused on economic development preparedness through the completion of several action items including a regional labor force assessment, community wide visualization plan, and business assessment and plans. To advance and solidify our economic foothold, we now require dedicated resources and tools to foster our economic resilience and competitiveness. For too long, we have relied on internal municipal resources to complete necessary work in segmented pieces off the corner of our desks. The results have been fragmented and lacking at times. Our proposed initiative will focus on the creation of an economic development officer position, economic development training, and planning and implementation of economic development strategies. Combined, these critical elements of economic development will support community sustainability and will ensure the Two Hills region has a strong, strategic plan to guide and promote economic development and community growth. The Two Hills Region Economic Development Capacity Building Initiative will include the following scope of work: • strategic economic development plan which will include o sustainable growth strategy development, o sustainable growth strategy implementation, o infrastructure gap assessment, o labour force gap assessment, o community engagement and workshops, • economic development training, and • development of an economic development officer position. The project will be a catalyst for business attraction and municipal growth that will support economic growth and diversity, making the Town of Two Hills and neighboring municipalities the destination of choice for families, businesses, and investors.

**Describe the expected result or benefit of the project and how the project will address the issue or problem described above (Max 3,000 characters or approximately 600 words)**

The Two Hills Region Economic Development Capacity Building Initiative is deemed critical to our community's sustainability and economic prosperity. A robust, coordinated economic development plan is a key element for attracting investments, new and expansion of existing business development, and supporting economic growth that will strengthen the local and regional economy. This project will support municipal economic benefits including residential growth and business and employment attraction and retention amongst community businesses and regional industries. The region will be able to align newly formulated economic strategies in a way that strengthens our communities and leverages local priorities. The Two Hills Economic Development Capacity Building Initiative will identify economic growth and development demands within a fiscally responsible and sustainable structure. Having a dedicated economic development officer will ensure promotion and facilitation of economic growth and development specific to our community needs. The benefits to our community and neighboring municipalities will be significant: • reduction of duplication and overlap of business retention and attraction, and coordination of investment activities, • more informed opportunities to attract external investment and optimum approaches necessary to target specific sectors, companies, and demographics, • productive engagement with private sector and industry, • effective use of resources and avoiding the silo of local interest, • comprehensive, focused, and proactive economic planning and development will amplify the strengths of our region and business sectors, and • unified and strong advocate for economic development policies and actions across the region which elevates the regional economic development agenda. Our initiative will create an environment conducive to attracting and retaining current, new, and diverse investment that will create employment within our community and region and contribute to our sustainability and growth. Engagement with community, businesses, industry, municipalities, First Nations, and stakeholders as part of this initiative and subsequent work of the Economic Development Officer position will promote an effective and inclusive environment with a broad range of input.

**Project Impact and Outcomes (Why the project is needed)**

Please select the following priority area(s) your project directly aligns with and provide evidence of tangible and measurable economic impact benefits on the community and/or industry. Please refer to definitions section of the Program Guidelines (Max 3,000 characters or approximately 600 words)

**Investment in Economic Development Infrastructure** : Yes

This initiative will support our municipality and neighboring partners by addressing barriers that are impacting growth and opportunities to retain and attract business and will establish the foundation for future economic development projects. Identification of infrastructure gaps, and addressing these gaps, will support existing businesses and attract new ventures to our community. Further, the strategic economic development plan will guide sustainable growth, ensuring responsible development aligned with the community's long-term vision.

The expected economic benefit to our community will be increased tax assessment base and population growth. When there are more people in our community, there are more dollars being spent at existing businesses and demand increases for additional amenities. This supports business retention and retailers, and promotes growth, particularly important during a time of economic uncertainty and rising costs. The strategy and related assessments will not only benefit our community but results and resources will be shared with our neighboring municipalities so they may leverage our work and learnings to support other local or regional projects that are similar in nature.

**Business Supports : Yes**

Economic diversification reduces our dependence on niche businesses and industries so our regional economy can be more resilient and adaptable. Supporting economic development training enhances the skills and competencies of the local workforce through targeted training programs, creating new job opportunities and aligning with emerging industries. In addition, improved infrastructure and a supportive environment will foster business expansion and innovation, positioning Two Hills as a strategic location for new and emerging industries that will not only contribute to local prosperity, but to regional and provincial economic growth.

**Labour Force Attraction and Retention : Yes**

This project will support job creation and skills enhancement which will contribute to overall economic competitiveness. Being able to set the stage for an influx of investment will simulate economic activities and support the development of new businesses that will be attractive to new residents seeking employment.

Economic growth is anticipated to improve residents' overall quality of life, providing increased access to goods, services, and recreational opportunities. In addition, active community engagement aims to ensure economic development initiatives reflect local values, fostering a sense of ownership and community pride. All of this combines to provide a community and employment environment that is inviting and attractive to residents and business.

**Tourism Planning, Capacity Building and Infrastructure : Yes**

Many business owners or residents first learn about communities as visitors or tourists. A positive experience when visiting our community can influence both business and talent recruitment. Further, the inclusive nature of our project will address economic disparities within our community, increasing our appeal to residents, visitors, and businesses and fostering a more equitable and prosperous community.

**Economic Development Capacity Building : Yes**

The Two Hills Economic Development Capacity Building Initiative anticipates a more resilient local economy through diversification, reducing vulnerability to economic downturns. Specifically, a dedicated Economic Development Officer will bring several tangible and intangible impacts and benefits including: • workforce development – identify skill gaps, provide training programs and facilitate partnerships between businesses and education institutions, • community engagement – liaise with a broad range of community members to identify and address economic development challenges and opportunities, and develop relevant plans and policies for economic growth, • data analysis and reporting – analyze community economic performance that will inform economic development strategies to ensure policies are relevant and responsive to community need, • marketing and promotion – reach the public to promote economic development opportunities and successes, • networking and partnership – leverage resources and coordinate efforts for strategic, sustainable economic growth and community viability, and • monitoring and evaluation – ensure the effectiveness of economic development programs and initiatives and adjust as necessary to remain current and relevant.

Will this project create any new jobs? Please indicate the number of jobs for each category and describe the positions in the space below (put zero if not applicable).

**Full-time positions (30 or more hours per week) during the course of the project : Yes**

Position# 10

Description :

Contractor and consultant positions related to the project. It is anticipated that additional positions created due to the increased business and residential growth will include: - Pharmacists and Pharmacy technicians; - Line Cooks/Grill Cooks: Prepares and assembles ingredients according to standardized recipes. Operates cooking equipment such as grills, fryers, and ovens. Ensures food is cooked to the correct temperature and meets quality standards; - Room Attendants/Housekeepers; and - MIG/TIG Welders.

**Part-time positions (less than 30 hours per week) during the course of the project :** No

**Full-time positions (30 or more hours per week) that will potentially be created as a result of this project :** Yes

Positions# 1  
Description: The Economic Development Officer for the Two Hills Region is a key leadership position responsible for driving economic growth, fostering community development, and attracting investments to enhance the overall economic landscape of the region. Responsibilities include strategic planning, community engagement, investor and business attraction, infrastructure development, and to promote and develop tourism opportunities.

**Part-time positions (less than 30 hours per week) that will potentially be created as a result of this project :** No

**Please provide a brief summary of how the number of jobs was determined, taking into account factors such as project scope, expected workload, and potential expansion of operations :**

The Town of Two Hills has collaborated with MPE a division of Englobe (MPE) to identify high level project requirements and workload. MPE has the technical and local expertise and provided a preliminary quote and assessment of workload in support of this project. Number of jobs are based on similar projects. Further, the Town of Two Hills has assessed municipal and regional economic activity and local operations. This was combined with the Two Hills' Strategic Economic Development Plan to assist in determining projected number of jobs for the community. The Economic Development Officer will be able to connect existing labor force with the existing training programs and attract new labor.

## Management and Measurement

Use this template for your Management and Measurement information. This template will outline the milestones for the project and be used to determine the project management expectations: Management and Measurement Template.

## Project Budget

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### Revenue

---

The maximum Alberta Government funding, including the requested grant amount, cannot exceed 75% of the total project value for applicants that are Indigenous (First Nations or Metis Settlement). For all other applicants, the maximum Alberta Government funding, including the requested grant amount, cannot exceed 50% of the total project value.

<b>Requested Grant Amount</b>	\$80,000.00
<b>Other Alberta Government Funding - Cash</b>	\$0.00
<b>Other Alberta Government Funding - In Kind</b>	\$0.00
<b>Total GoA Funding</b>	\$80,000.00

### Funding/Contributions

---

For First Nations or Metis Settlement applicants: This represents your contribution, which must equal or exceed 25% of the Total Project Value.

For all other applicants: This represents your contribution, which must equal or exceed 50% of the Total Project Value.

Name of Contributor	Type of Organization	Type of Funding	Cash	In Kind	Additional Details
County of Two Hills	Municipality	Committed (e.g. funding has been committed by contributor but not yet received)	\$30,000.00		
Town of Two Hills	Municipality	Secured (e.g. funding has been received from contributor)	\$50,000.00		
<b>Total Applicant Sourced Contributions</b>			\$80,000.00		
<b>Total Project Value</b>			\$160,000.00		

Use this template for your Budget: [Budget Template](#)

Enter the sum of your Total Budget in the field below. Your Total Project Value should equal your Total Budget. Upload your completed Budget template in the 'Attachments' section of the application portal.

**Total Budget** \$160,000.00

**ALBERTA JOBS, ECONOMY AND TRADE  
GRANT AGREEMENT**

**SCHEDULE B – APPROVED BUDGET**

The attached “Approved Budget” table sets out the total project expenses breakdown approved by the Minister on review of the Recipient’s Proposal.

**BUDGET TEMPLATE  
PROJECT EXPENCES AND COSTS**



Name of organization

Town of Two Hills

Name of project

Two Hills Region Economic Development Capacity Building Initiative

Please use this template, if you apply for **Regional Stream (projects based in Northern Alberta and non-Indigenous led)**

**Program guidelines check:**

Provide a complete description, and justification, of the costs over eligible categories over the life of the project

Provide evidence of all confirmed or secured partner and/or applicant's contributions

	Project Expense	Total Cost	In Kind/Cash	Explanation / comment	NRED program amount approved (for Government of Alberta internal use)
				(indicate the source of in kind funding, if applicable)	
1	Sustainable Growth Strategy Development	\$ 55,000	\$ 27,500	Strategic Economic Development Plan	\$ 27,500
2	Sustainable Growth Strategy Implementation	\$ 33,000	\$ 16,500	Strategic Economic Development Plan	\$ 16,500
3	Infrastructure Gap Assessment	\$ 32,000	\$ 16,000	Strategic Economic Development Plan	\$ 16,000
4	Labour Force Gap Assessment	\$ 10,000	\$ 5,000	Strategic Economic Development Plan	\$ 5,000
5	Community Engagement and Workshops	\$ 12,440	\$ 6,220	Strategic Economic Development Plan	\$ 6,220
6	Certificate in Professional Management - Economic Developers	\$ 5,060	\$ 2,530	Economic Development Training	\$ 2,530
7	Develop Economic Development Officer Position Parameters	\$ 1,000	\$ 500	Economic Development Officer Position	\$ 500
8	Position Advertising and Recruitment	\$ 1,000	\$ 500	Economic Development Officer Position	\$ 500
9	Base Salary - First 3 months	\$ 10,500	\$ 5,250	Economic Development Officer Position	\$ 5,250
<b>Total Project Costs</b>		<b>\$ 160,000</b>	<b>\$ 80,000</b>	Program guidelines check:	
			<b>50%</b>	Applicants funds must be minimum 50%	
<b>TOTAL PROJECT AMOUNT SUBMITTED FOR THE PROGRAM APPROVAL:</b>		<b>\$</b>	<b>80,000</b>	Total Eligible Project Costs must be within range of \$26,675 - \$200,000	

**TOTAL NRED program amount approved**

(for Government of Alberta internal use)

\$ 80,000

**ALBERTA JOBS, ECONOMY AND TRADE  
GRANT AGREEMENT**

**SCHEDULE C - REPORT**

- C.1 Reports Format** – All reports must contain the information and be in a format specified by or acceptable to the Minister.
- C.2 Final Financial and Summary Report** – In consideration of the Minister providing the Grant, no later than May 31, 2026, the Recipient shall provide a final report including the following:
- (a) an acceptable financial statement accounting for all Project revenues and expenditures, including all interest and other income earned from investments of the Grant Proceeds;
  - (b) a concise summary of what the Project achieved; and
  - (c) an acknowledgement signed by a senior financial official of the Recipient that the money provided under this Agreement was used for the purpose of the Project.
- C.3 Changes to the Proposal** – The Recipient shall communicate to the Minister for the Minister's approval, through a detailed report, as soon as possible, proposed significant changes in the Project scope, costs, types of expenditures, or partner funding including any needed extensions to secure funds. The report outlining changes to the Proposal is independent of and in addition to other reporting requirements outlined in this Schedule C.
- C.4 Reporting Compliance** – The Recipient must comply with all reporting requirements under this Schedule C. In cases where the Recipient is found to be in non-compliance with Schedule C requirements, the Recipient will be deemed to have committed an event of default as defined in section 6.2 and the remedies in section 6.3 shall apply.
- C.5 Other Reports** – During the Term and for a period of five (5) years afterwards, the Recipient must provide such additional follow-up information as the Minister may reasonably request for the purpose of evaluating the Project.



## Event & Conference Registration & Hotel Booking Form

This form must be completed and approved prior to any conference/event registration or hotel booking. In conjunction with Council Motions to ensure accurate information and details for administration to complete registration and bookings.

### 1. Employee / Council Member Information

Attendees: \_\_\_\_\_  
\_\_\_\_\_

### 2. Conference / Event Details

Conference / Event Name: \_\_\_\_\_

Hosting Organization: \_\_\_\_\_

Location: \_\_\_\_\_ Dates of Event: \_\_\_\_\_

### 3. Registration Information

Registration Deadline (if applicable): \_\_\_\_\_

Registration Method:

Online     Invoice     Other: \_\_\_\_\_

### 4. Hotel Accommodation Request

Hotel Name: \_\_\_\_\_ Hotel Address: \_\_\_\_\_

Check-in Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

Number of Nights: \_\_\_\_\_ Preferred Cost per Night: \$ \_\_\_\_\_

Attendees NOT Requiring Rooms (if applicable): \_\_\_\_\_

Dietary Restrictions: \_\_\_\_\_ Parking: \_\_\_\_\_

Booking Method:

Administration to book     Employee/Council Member to book and submit receipt

### 5. Additional Travel Costs (if applicable)

Transportation:

Town Vehicle     Personal Vehicle (mileage claim)  
 Airfare     Other: \_\_\_\_\_

### 6. Council Motion

Council Motion # (approved): \_\_\_\_\_



## Correspondence Listing

January 13, 2026

- a) **Transportation Alberta - Commercial Traffic Impact Assessment & Review** - Reply from Transportation Alberta regarding possible development along Highway 45
- b) **Alberta Counsel** - Grant Service Update to process and communication
- c) **Safe Sidewalks Canada** - Cost Savings Summary and outline of program
- d) **Solar Project Grant Payout** - Increase in Grant Payout and summary of completion
- e) **Physician Recruitment Brochure** - To entice Doctors to relocate to Two Hills, Community Profile outlines benefit of living in Two Hills.
- f) **Municipal Musings December Newsletter** - Update of Election Outcomes
- g) **Water Operator Requirement Letter** - From Drinking Water Specialists outlining required visits by a Certified Operator

# Alberta Transportation and Economic Corridors

## Traffic Impact Assessment Review

<b>Permit Number:</b>	RPATH0050141	<b>Highway(s):</b>	36, 45
<b>Applicant Name:</b>	MPE a division of Englobe #101, 10630-172 Street Edmonton, AB T5S 1H8 Email: jarango@mpe.ca		
<b>Legal Land Location:</b>	QS-NE SEC-31 TWP- 54 RGE-12 MER-4	<b>Municipality:</b>	Town of Two Hills
<b>Issued By:</b>	Mat Reijnders, Infrastructure Technologist.	<b>Issuing Office:</b>	Central Region / Red Deer
<b>Issued Date:</b>	July 4, 2025		
<b>Project Scope:</b>	Submission of Traffic Impact Assessment		
<b>Description of Development:</b>	<p>MPE a division of Englobe (MPE) was retained by the Town of Two Hills (Town), to prepare a Traffic Impact Assessment (TIA) report to support the proposed commercial development in the southwest quadrant of the intersection of Highway 45 and Highway 36 (Hwy 45 and Hwy 36), in the Town of Two Hills, Alberta.</p> <p>All traffic projections, analysis, and recommendations included herein were prepared by MPE in accordance with Alberta Transportation and Economic Corridors (TEC) guidelines. The scope of work was confirmed on the First Submission Report and email comments provided by TEC.</p> <p>The proposed development is anticipated in four phases as follows:</p> <p>Phase 1 includes the development of a gas station with a total of 8 Vehicle Fueling Positions (VFPs). Access to the gas station is proposed along Hwy 45, approximately 400m from the intersection of Hwy 45 and Hwy 36.</p> <p>Phase 2 includes the development of a strip mall on the east side of the gas station. The approximate size of the strip mall is assumed to be 65m by 278m. The strip mall building is anticipated to have 26,000 square feet (sq.ft.) of Gross Floor Area (GFA). A service road is proposed on the north side of the development site, south of and parallel to Hwy 45, providing access to the proposed gas station and strip mall.</p> <p>Phase 3 includes the development of a distillery on the east side of the strip mall. The proposed service road is anticipated to provide access to the distillery.</p> <p>Phase 4 corresponds to full development with a potential motel on the west side of the gas station. The capacity of the motel is assumed to be 20 rooms. The proposed service road is anticipated to provide access to the motel.</p>		

Transportation and Economic Corridors (TEC) has reviewed the revised Traffic Impact Assessment (TIA) submitted for the development as described above.

The Department accepts the recommendations and conclusions of the TIA prepared by MPE a division of Englobe dated June 27, 2025.

If you have any questions, please do not hesitate to contact me at [mat.reijnders@gov.ab.ca](mailto:mat.reijnders@gov.ab.ca) or by phone at (403) 340-4321.

**From:** Scott Ratch <s.ratch@albertacounsel.com>  
**Sent:** December 17, 2025 8:37 AM  
**Subject:** New Grant Program Announcement

Good morning,

Alberta Counsel is updating the structure of our grant services program to better reflect how client's access and use funding support, and to ensure consistent, high-quality service delivery across all engagements.

This update replaces our previous grant support model with a clear, fee-for-service structure designed to improve predictability, transparency, and alignment with client needs.

### **Why We Are Making This Change**

Over time, we observed that ad hoc and informal grant support models created uncertainty for clients and internal delivery challenges. The new model allows us to:

- Provide structured, professional grant support with clear scope and pricing
- Eliminate unbillable work and last-minute constraints
- Ensure consistent service quality across municipalities, Indigenous partners, non-profits, and industry clients

This change reflects how Alberta Counsel already delivers its strongest work: disciplined, policy-aligned, and outcome-focused.

### **Complimentary Grant Writing**

Grant writing services remain free in two cases:

- For active Alberta Counsel lobby clients; and
- Where Alberta Counsel is included as a designated service provider partner in the grant application.

This structure ensures predictable pricing while continuing to provide added value to ongoing partners and collaborative projects.

### **Overview of the New Fee-for-Service Model**

#### **Hourly Rates**

- Nonprofit Organizations (NPO): \$60/hour
- Lobby Client–Sponsored NPO: \$50/hour
- Municipal & Indigenous Partners: \$70/hour
- Industry Clients: \$100/hour

**Grant Application Review:** Our team is also happy to review your grant to ensure grant alignment. Grant reviews are priced on a case-by-case basis.

#### **What This Means for You**

- Existing relationships are not disrupted
- Clients receive clearer expectations around scope, timing, and cost
- Grant support is delivered through a professionalized, accountable framework

This model strengthens client outcomes while ensuring Alberta Counsel can continue to deliver reliable, high-quality funding support.

If you have questions about how this update applies to your organization or upcoming projects, we would be happy to talk about it with you directly.  
Thank you for your continued trust in Alberta Counsel.

For more information, please email [grants@albertacounsel.com](mailto:grants@albertacounsel.com).

Kind regards,

**Scott Ratch**

Grant Writing Associate

[s.ratch@albertacounsel.com](mailto:s.ratch@albertacounsel.com)



Contact: Jeff Adolf

Cell: 780-278-4434

# SIDEWALK ASSET MANAGEMENT

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## PROGRAM SAVINGS

Presented to:  
**TOWN OF TWO HILLS**

**December 2025**

The information in this summary is confidential and is to be used only by the intended recipient and Safesidewalks Canada Inc. in evaluating the project. Any copying or unauthorized disclosure of this information is prohibited.

# COMMITMENT SUMMARY

## COST SAVINGS

We repair your sidewalks for 40-80% less than sidewalk replacement, which means you can do more for your community for less.

## AODA COMPLIANCE

Patented technology that brings sidewalks into AODA compliance.

## CLEAN

Our patented containment system captures dust and debris to bring you the cleanest process available.

## SAFE

Decrease liability on your pedestrian walkways.

## DETAILED REPORTING

We track our jobs with honesty and integrity. Invoices show measurements, locations and cost for each hazard.

## LOW IMPACT

Efficient systems with an average removal time of 20 minutes, no sidewalk closures.

## FULL SERVICE CONTRACTOR

Complete GIS integration, mapping, etc.



### ENVIRONMENTAL IMPACT EXAMPLE:

Removing and replacing 100 panels would result in approximately 118,500 pounds or 59 tons of concrete being removed (average panel weight of 1185 pounds). Using Safesidewalks Canada Inc. for 100 trip hazards results in 0.3 tons of concrete removed and recycled, approximately 141 gallons of gasoline saved, and a reduction of 1.3 metric tons of CO<sub>2</sub>.

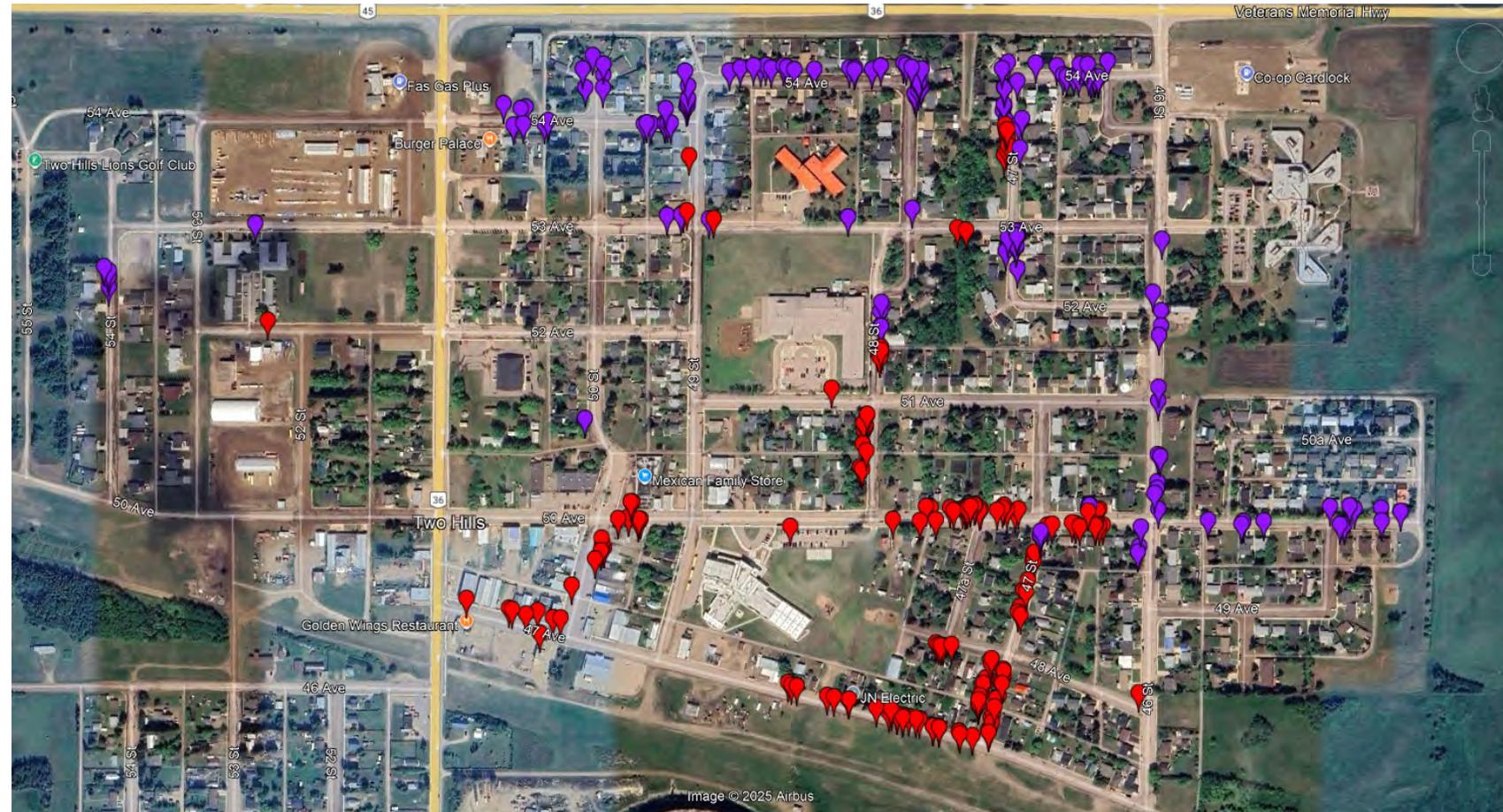
## 2025 AREAS COMPLETED

**2024 Budget = \$21,362**

- Hazards Repaired: 140 cuts
- Concrete Removed: 333.00 In.Ft.
- Resurfacing demo: 4709 50 St.

**2025 Budget = \$20,000**

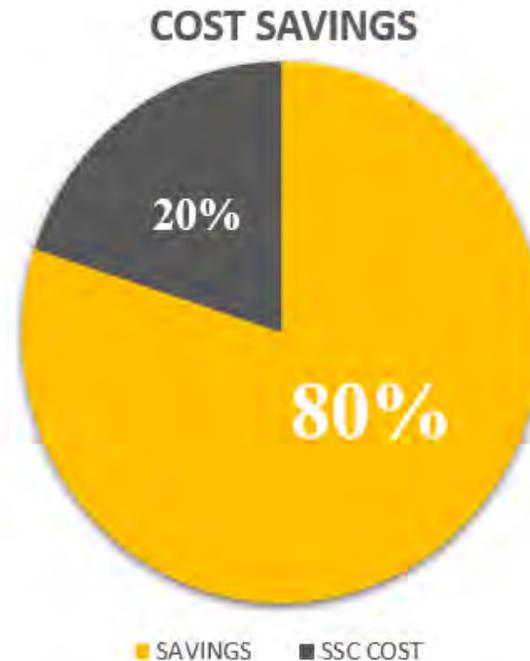
- Hazards Repaired: 162 cuts
- Concrete Removed: 389 In.Ft.



## COST SAVINGS 2024 - 2025

Total cost for using **Safesidewalks Canada Inc.** for sidewalk repairs has been \$41,362, resulting in **an estimated savings of \$165,448<sup>1</sup> for the Town of Two Hills.**

Sidewalk Trip Hazard Liabilities	
Cost To Demolish & Replace <sup>1</sup>	\$206,810
Cost To Repair with SSC	\$41,362
<b>Cost Savings with SSC</b>	<b>\$165,448</b>



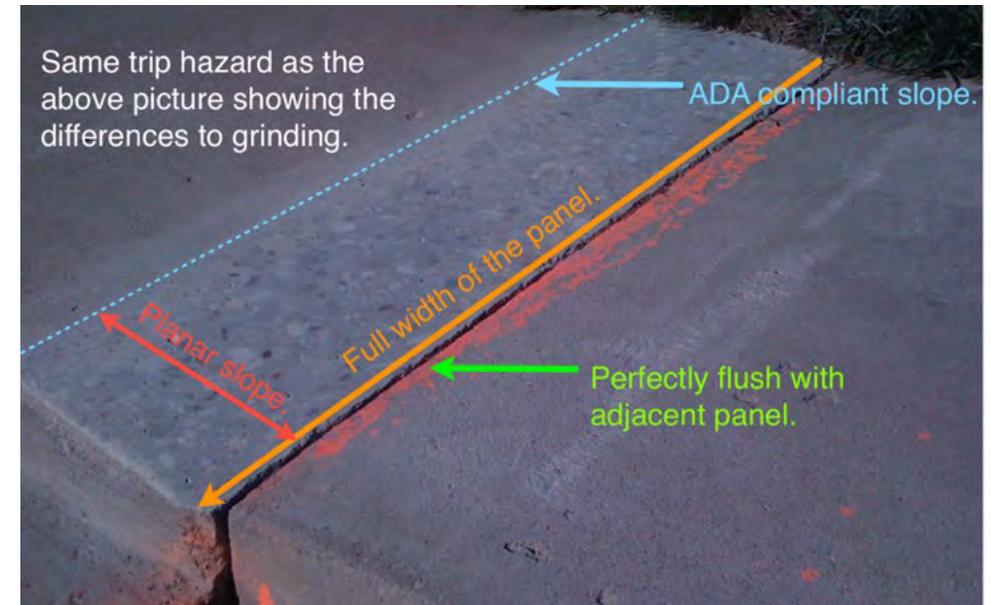
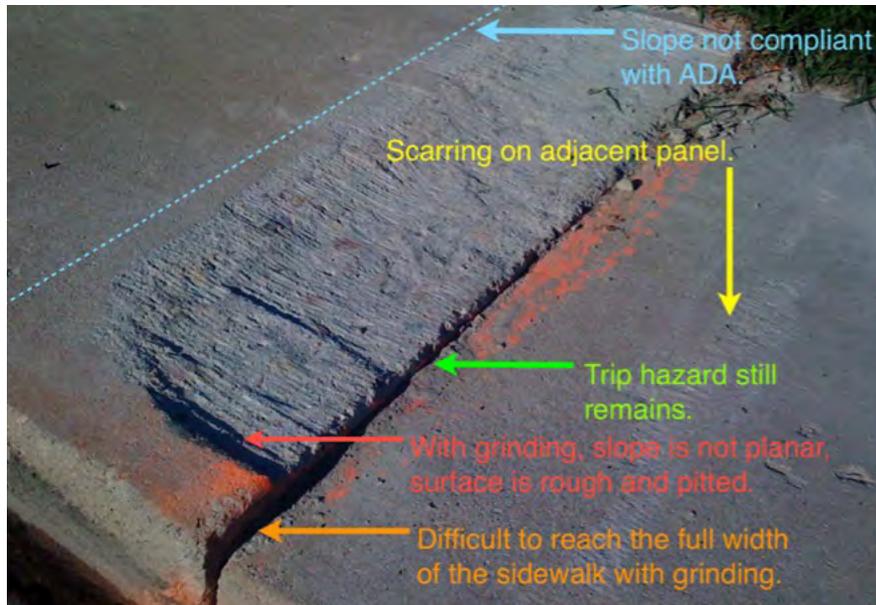
Estimated Environmental Savings from Re-Using Current Sidewalks <sup>2</sup>
424 Gallons of Fuel
177 Tons of Concrete
4 Metric Tons of CO <sub>2</sub>

<sup>1</sup>Based on an average panel size and an estimated replacement cost.

<sup>2</sup>Based on environmental impacts from United States Environmental Protection Agency (EPA)

## THE SAFESIDEWALKS CANADA DIFFERENCE

Our patented technology and innovative sidewalk repair process leaves you with a beautiful, smooth surface that is ADA and AODA compliant - a result you can't get with grinding. Plus, our method is cost effective, environmentally friendly and receives positive feedback from residents.





Outlook

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## Safesidewalks Cost Savings Summary - Two Hills

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From Jeff Adolf <jeff@safesidewalks.ca >

**Date** Wed 2025-12-10 9:20 AM

To Adam Kozakiewicz <cao@townoftwohills.com>; Sheila Lupul <slupul@townoftwohills.com>

@ 1 attachment (1 MB)

Savings Summary Two Hills 2025.pdf;

Hi Adam and Sheila,

Please find your **cost savings summary**, pertaining to the sidewalk repair work Safesidewalks Canada performed this season in Two Hills. This is an excellent document to review and share with your management team, including Council.

The data presented in this summary shows the dollars you saved ratepayers by aligning with Safesidewalks Canada for sidewalk repairs versus costly full concrete panel replacement. Since 2024, you've saved an amazing **~\$165,448.00** by electing to perform sidewalk repairs through Safesidewalks Canada versus full sidewalk panel replacement while reducing your environmental impact - great work!

By putting a sidewalk asset management program in place and entrusting Safesidewalks Canada with your repair work, you've not only addressed a key component of risk management by improving sidewalk safety and mobility, but you've also extended the lifecycle of your asset.

Please confirm if you would like to continue with our sidewalk repair program next season and the dollar amount you plan to earmark for budget. In 2025, you allocated a \$20k budget, which would be ideal again for 2026. We would like to pre-book you as early as possible so we can slot you into our schedule. Pre-booking allows Safesidewalks Canada to schedule our crews in a more efficient manner and provides our customers with more accurate timelines as to when we can perform the repair work. This advanced planning also better assists us in controlling our mobilization and travel costs, so we can pass the savings onto our valued customers.

I've also earmarked the credit of \$4,445.70 on your account. Since we completed a thorough sweep cutting program throughout the town in 2024 and 2025, addressing the majority of the vertical displacements (trip edges), I recommend focusing on a resurfacing program for 2026. The plan would be to resurface some longer, continuous sections of spalled panels. These spalling locations are identified in the 2023 assessment. We provided a demo of our resurfacing service on a sidewalk panel at 4709- 50 Street. If you agree, we can determine an action plan in the New Year.

On behalf of our entire team at Safesidewalks Canada, we truly appreciate your business. We look forward to working with you again next year!

Wishing you and your team all the best over the Christmas holiday season!



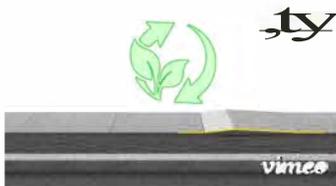
Kind regards,



**Jeff Adolf**, Business Development Manager  
[Safesidewalks Canada Inc.](http://Safesidewalks Canada Inc.)  
 Edmonton/ Central & Northern Alberta  
**C: 780-278-4434**

**Remove the Liability & Keep the Sidewalk**  
 Edmonton | Calgary | Vancouver | Toronto | Ottawa

*Click the short video below to view the pros of proactive sidewalk maintenance*



This email and any files transmitted with it are confidential and intended solely for the use of the individual to whom they are addressed. If you have received this email in error, please notify the sender and take notice that any disclosure of this information is unauthorized and may be unlawful. If you are the intended addressee, this message may still contain trade secrets or other proprietary information entitled to protection and/or exempt from disclosure under applicable law. Please consult sender for clarification if you have any concerns.

**From:** Calvin Lechelt (he/him) <Calvin@abmunis.ca>  
**Sent:** December 15, 2025 1:51 PM  
**To:** Adam Kozakiewicz <cao@townoftwohills.com>  
**Subject:** RE: Two Hills Project - SLD, Interconnection Agreement, and Photos

Thanks Adam!

I can confirm that we have received all close out documents, aside from the media release and social posts, which we discussed will occur at a later date and will incorporate the other projects taking place at the arena. Given the project costs and system capacity (336.96 kW vs 280.8 kW) both increased from the original specs in the funding agreement, we will be providing an increased rebate to align with the rebate structure of \$0.55/watt. **The new rebate is \$185,328.00 rather than \$154,440.00.** I will be submitting this for payment shortly.

To ensure timely payment, we would like to proceed with payment via Electronic Funds Transfer (EFT) instead of by cheque and we need to set you up in our system for EFT payments. Please fill out the attached form and email it back to [accounting@abmunis.ca](mailto:accounting@abmunis.ca) and myself along with a void cheque. If you have any questions or need assistance, feel free to reach out.

Thanks!

**Calvin Lechelt (he/him) | Program Manager, Sustainability Services**

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D: 780.409.7450 | C: 780.999.2815 | E: [Calvin@abmunis.ca](mailto:Calvin@abmunis.ca)  
300, 8616 51 Ave NW Edmonton, AB T6E 6E6  
Toll-Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



# Welcome to the Two Hills area



Photos used with permission



Your local attraction and retention committee is...

## Two Hills Attraction & Retention Committee

Contact: Tammy Tarkowski, Chair - [tammy.tarkowski@albertahealthservices.ca](mailto:tammy.tarkowski@albertahealthservices.ca)

## Town of Two Hills

### Recreation Highlights

- Agricultural Society Recreation Facilities include: Fitness Centre, curling, dance studio, Youth Centre, ice arena for pond/league hockey, tennis courts, soccer and baseball fields, and campground
- Lion's Golf Course
- Clubs include: Ukrainian dancing, 4-H Beef and Multi Clubs, minor hockey, baseball, soccer, Breakers, and Lion's Club
- Alice Melnyk Public Library
- Trout pond and Historical Museum
- Wayside Fallen Rider's Memorial Park
- Hospital Ladies Auxiliary

### Local resources

- Fibre-based and Broadband Internet (high speed)
- Grocery store (in-store bakery)
- Various restaurants
- Bakery, Mexican store
- Fresh produce and Meat Deli Shop
- Fabricating & Manufacturing companies
- Daycare, playschool, and Kindergarten (all housed within Two Hills School)
- Access to French Immersion programming available
- Law office and accounting firms
- Two Hills & Area FCSS
- Kalyna Family Resource Network
- Adult Learning Council

### Medical Services

- Two Hills Health Centre
- Two Hills Medical Clinic



### Pharmacies

- I.D.A. - Two Hills Pharmacy

### Massage Practitioners

- Sunshine Reflexology
- Tammy Pocock Holistic Practitioner and Massage

### Dentists

- Two Hills Dental Care

### Assisted Living

- Hillside Senior Citizens Lodge (will cater)



### New to Town!



Located in Two Hills School, a brand-new childcare centre is now available for ages 19m+: [Two Hills Play Development!](#)

## Myrnam

### Recreation Highlights

- Arena – hockey, pond hockey, 4-H, soccer, Golf Course out in the County.
- Myrnam Dove Park
- Library in school

- Curling Rink
- Ukrainian dancing
- Baseball
- Local restaurants and convenience store



### Local resources

- New Myrnam School
- ATB Financial
- Gas card lock
- High-speed Internet available, including MCSnet - GigAir and Telus-Optik
- Eagle View Lodge (will cater)



**The award-winning CTEC (Construction and Technology Education Centre) is a school program for all ages, learning about hydroponics, solar power, building "small houses", and more.**



### Hidden Gem!

Farther east along the North Saskatchewan River lies an area called the Myrnam River Ridge Riders – through Myrnam and on to Derwent – offering award-winning trails for all ages! There is quadding in the summer and snowmobiling in the winter, with cabins along the way.

## County of Two Hills

### Hidden Gem!



Thrills are waiting just a short drive east at Cougar Patch, with trails for quads and snowmobiles and cabins rentals.

### Recreation and Local Area Highlights

- There are numerous churches of several denominations within the Town and County of Two Hills.
- *There are lots of fun things to do!*
- Lakes and camping within the County (some fully serviced lots), trout fishing, boating, playgrounds, and pavilions
- Award-winning trails along the North Saskatchewan River where families can hike, quad, snowmobile, and ride horses.
- Canoeing and boating on the scenic North Saskatchewan and Vermilion Rivers
- Chaos Motocross just south of Two Hills features exciting MX tracks for novice to expert riders.
- Fair days, parades, and sporting events
- Museums located throughout the County
- Two Hills Municipal Airport

Need to find something else in the area?

Town of Two Hills: [www.townoftwohills.com](http://www.townoftwohills.com); County of Two Hills: [www.thcounty.ab.ca](http://www.thcounty.ab.ca)  
Village of Myrnam: [www.myrnam.ca](http://www.myrnam.ca)

# Did You Know?



Two Hills took its name from a nearby post office named after a well-known landmark: two prominent hills on the western outskirts of the community. It soon became the most important trading center on the Canadian Pacific Railway line between Edmonton and Lloydminster. While visiting the area, stop in to see Two Hills Heritage Park where there stand two lifelike statues. These statues were donated by the Dowhaniuk family, former residents of Two Hills. Hand carved by John Weaver, the statues serve as a tribute to the grandparents and parents of the Dowhaniuk family, but also to all pioneers of the Two Hills area, Alberta and Canada.

*Info from the Town of Two Hills*



## Willingdon

### Recreation Highlights

- Willingdon & District Ag Society - Indoor riding arena offers team roping and riding lessons
- Senior Citizen's Centre - has a bowling alley, shuffleboard, pool table, and monthly cash bingos, all available to the public
- E.T.'s Craft Shop featuring local crafters along with craft/art supplies
- Willingdon Fish & Game Association (annual wildlife supper and awards night)

### Local resources

- Caterers specializing in Ukrainian food
- Restaurant and convenience store
- 1928 Tattoo Shop
- Eagle Hill Lodge (will cater)




## Derwent

### Local resources

- Wisdom Home Schooling
- Convenience Store
- Some of the best pizza around can be found at the Derwent hotel!



### Did You Know?



Established in 1928 when the Canadian Pacific Railway opened a rail line through the region, this hamlet was named after Derwent, Derbyshire, England.

### Recreation Highlights

- Derwent and District Agricultural Society (recreation centre)
- Arena for skating, curling, etc.
- Agriplex
- Derwent Golden Age Club




We are connected to the  
**Lakeland Primary Care Network**



We are part of the  
**Yellowhead East Health Advisory Council**

# Municipal Musings

## 2025 Municipal Election Stats

### Recap of 2025

Municipal Services Division had a busy 2025. Housing matters were top of mind, with the ministry engaging with key stakeholders over the spring and summer to understand potential barriers to expanding housing supply in Alberta. In addition, the ministry examined how land-use planning and existing regulations and procedures have influenced housing development.

The Government of Alberta also passed Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025* that saw amendments to local elections, the *Municipal Government Act*, and updates to first-time homebuyers protections. The division also engaged on the issue of recall of locally elected officials through targeted engagement with municipal administrations across Alberta. The engagement sessions involved discussions on thresholds, oversight, fundraising, collection of personal information, and the process of recall.

### Post Election

Alberta's local general elections began in summer villages in summer 2025, with the remaining being held on October 20, 2025. Chief Elected Officials and councillors were up for election in all cities, towns, villages, specialized municipalities, and municipal districts across the province, as were trustees for public and separate school divisions.

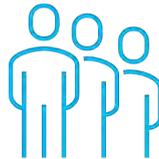
With the 2025 elections now complete, the Municipal Services Division is exploring a review of the *Local Authorities Election Act*.

### Meet MA!

The Land Use planning and Improvement Districts (IDs) team, comprised of two planners, one ID Advisor, and a Manager, provide direct services and supports to Alberta, including members of the public, municipalities, and government/non-government organizations. The team focuses on land-use planning matters under Part 17 of the *Municipal Government Act* (planning and development, subdivision and development provisions, statutory documents, land-use bylaw requirements, etc.) and supporting six of the province's seven IDs.

The team also provides support to other areas of the provincial government in land-use planning, stakeholder engagements involving land-use policy and legislation, and issues impacting municipal and provincial land-use policy. Please contact our team at [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca)

12%



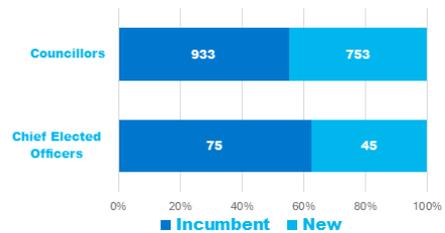
Municipalities had all councillors return

5%



Municipalities elected entirely new councils

### Incumbents



### Local Political Parties



29% of popular vote was captured by local political parties in Edmonton

51% of popular vote was captured by local political parties in Calgary

### Close Races!

13  
12  
16

Elections decided by 1 vote

Municipalities conducted recounts

Candidates were within 0.5 per cent of total vote election to office

For any questions, comments and feedback regarding the newsletter, please contact: [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca)

## Bob Ross

---

**From:** Sheila Lupul  
**Sent:** December 12, 2025 9:19 AM  
**To:** Bob Ross; Adam Kozakiewicz  
**Subject:** Fw: Water Operator Attendance Town Of Two Hills  
**Attachments:** epa-certified-water-wastewater-operators-2023.pdf

Sheila Lupul  
CFO, ATIA/POPA Co-Ordinator  
P. 780-657-3395

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**From:** Win Tun <win.tun@gov.ab.ca>  
**Sent:** December 11, 2025 2:25 PM  
**To:** Simon Patterson <countywater@thcounty.ab.ca>  
**Cc:** Sheila Lupul <slupul@townoftwohills.com>  
**Subject:** RE: Water Operator Attendance Town Of Two Hills

Good afternoon Simon:

By way of this email, it is confirmed that Two Hills (Town) needs min. on site attendance/ visits by the (properly) certified operator "three times per week", based on the facts below:

- Current population of the town is 1,416 (as of 2021 Census) which is getting closer to classifying the Two Hills' treated water distribution system as "Class II Treated Water Distribution System with pop. equal to or more than 1,500";
- Sensitive population and establishments, such as "health Centre", school, senior residences and commercial establishments, such as restaurants, food stores, require consistent quality of "potable water" which needs frequent monitoring and close watch by certified water operator(s) as well as timely follow up in any emergency situations, such as main break, chlorine residual loss and any potential environmental and harmful impacts, such as severe weather conditions, terrorism, etc.;
- It is understood that the town has an operator (un-certified) to monitor the dist. system five days per week, however current Town of Two Hills' "partially capable" on line monitoring and programmed control system requires frequent monitoring and attendance by a properly certified operator (min. of 3 x week); and
- If the town wishes to reduce the certified operator attendance to "once per week", the following additional conditions must be met:
  - Having daily/ onsite operator(s) with lower classification, i.e., small system or level I water distribution system certification; and
  - Full scale capability of on line monitoring, communication (to cert. operator in real time) and programmed control (SCADA) operation system which must be professionally installed and operational.

If you have further questions, please reach me. I wish you to have happy holidays and great New Year.

FYI: WWW Operator' certification Guidelines is enclosed for further reference.

Win Tun, P.Eng.  
Drinking Water Operations Specialist - Edmonton  
Drinking Water Operations Unit  
Environment and Protected Areas  
Suite 111, Twin Atria Building  
4999 - 98 Avenue, Edmonton AB T6B 2X3  
Cell: (780)292-5082  
[win.tun@gov.ab.ca](mailto:win.tun@gov.ab.ca)

Classification: Protected A

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**From:** Simon Patterson <countywater@thcounty.ab.ca>  
**Sent:** December 11, 2025 11:11 AM  
**To:** Win Tun <win.tun@gov.ab.ca>  
**Cc:** 'Sheila Lupul' <slupul@townoftwohills.com>  
**Subject:** Water Operator Attendance Town OfTwo Hills

**CAUTION:** This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good morning Win

I am writing you for verification on the required frequency of onsite visits for the Town of Two Hills.

We are currently on site 3 times per week.

There is a daily check completed by a member of Public Works (Non Licensed).



**Simon Patterson**  
**County of Two Hills Water**  
**780-614-4930**

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: Jan 13, 2025		Confidential:	Yes		No	X
Topic: Operating Expenditures Borrowing Bylaw						
Originated By: Sheila Lupul			Title:	CFO		
<b>BACKGROUND:</b>						
ATB Financial requires the Town of Two Hills to submit a borrowing bylaw to establish a line of credit to finance its operating expenditures until the collection of current taxes. This is in accordance with the Municipal Government Act (MGA), which permits municipalities to borrow for such purposes.						
<b>DOCUMENTATION ATTACHED:</b>						
The drafted Operating Expenditures Borrowing Bylaw # 2026-1060 - with changes from Bylaw 2025-1051 in red. Bylaw 2025-1051 Borrowing Bylaw						
<b>DISCUSSION:</b>						
<ul style="list-style-type: none"> <li>• <b>Definitions:</b> Key terms are defined within the bylaw, including references to the MGA, Chief Administrative Officer, Chief Finance Officer, and ATB Financial.</li> <li>• <b>Borrowing Authorization:</b> <ul style="list-style-type: none"> <li>-The Town may borrow from ATB Financial sums not exceeding \$1,000,000 to meet operational needs.</li> <li>-The borrowing will be secured against the general credit of the Town.                             <ul style="list-style-type: none"> <li>• <b>Interest Rate and Repayment Terms:</b></li> </ul> </li> <li>-Interest will be set at a maximum of <u>ATB Financial Prime less 0.25 basis points</u>, calculated daily and payable monthly.</li> <li>-The total amount borrowed, including principal and interest, must be repaid by July 31, 2026.                             <ul style="list-style-type: none"> <li>• <b>Repayment Source:</b> Repayment will be sourced from municipal tax revenues.</li> </ul> </li> </ul> </li> </ul>						
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>						
<b>RECOMMENDED ACTION(S):</b>						
Motion that Council approve the following: <ol style="list-style-type: none"> <li>1-_____ moves to approve the first reading of Bylaw No. 2026-1060 on the 13th day of January 2026.</li> <li>2-_____ moves to approve the second reading of Bylaw No. 2026-1060 on the 13th day of January 2026.</li> <li>3-_____ moves to approve unanimous consent for a third and final reading of Bylaw No. 2026-1060 on the 13th day of January 2026.</li> <li>4-_____ moves to approve the third and final reading of Bylaw No. 2026-1060 on the 13th day of January 2025.</li> </ol>						
<b>DISTRIBUTION:</b>						
Council: X						



**BYLAW NO. 2026-1060  
of the  
TOWN OF TWO HILLS**

**A BYLAW OF THE TOWN OF TWO HILLS IN THE PROVINCE OF ALBERTA TO  
AUTHORIZE A BORROWING AND ESTABLISH A LINE OF CREDIT FOR THE PURPOSE  
OF FINANCING OPERATING EXPENDITURES.**

---

**WHEREAS** Sec. 251 of the Municipal Government Act (MGA) provides that a municipality may only make a borrowing bylaw if the borrowing is authorized by a borrowing bylaw;

**AND WHEREAS** Sec. 256 of the MGA provides that a municipality may make a borrowing for the purpose of financing operating expenditures of the municipality provided that the amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made;

**AND WHEREAS** Sec. 256 of the MGA further provides that a borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed three years;

**AND WHEREAS** the council of the Town of Two Hills (Municipality) deems it advisable to borrow to meet the operating expenditure of the Municipality until such a time as the current taxes levied or to be levied are collected;

**AND WHEREAS** the amount of any existing debt of the Municipality including this operating line of credit of which not part shall be in arrears, and the total amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates to be raised in taxes or its debt limit.

**NOW THEREFORE** under the authority of the Municipal Government Act RSA 2000, Chapter M-26, the council of the Town of Two Hills in the Province of Alberta, duly assembled enacts as follows:

**PART 1 - DEFINITIONS AND INTERPRETATION**

**Short Title**

1. This Bylaw may be cited as the *"Operating Expenditures Borrowing Bylaw"*

**Definitions**





**BYLAW NO. 2026-1060  
of the  
TOWN OF TWO HILLS**

2. In this Bylaw, words have meanings set out in the MGA, except that:
  - a. "MGA" means the Municipal Government Act, RSA 2000, Chapter M-26;
  - b. "Chief Administer Officer" means the chief administer officer for the Town of Two Hills;
  - c. "Chief Finance Officer" means the municipal finance officer for the Town of Two Hills;
  - d. "Mayor" means the chief elected official of the Town of Two Hills;
  - e. "Deputy Mayor" means the appointed chief elected official to act on the mayor's behalf in their absence;
  - f. "Municipality" means the municipal corporation of the Town of Two Hills;
  - g. "ATB Financial" means Alberta Treasury Branches.

**Rules for Interpretation**

3. Reference in this Bylaw to a statute, regulation or other Bylaw refer to the current laws at the time this Bylaw was enacted and as they are amended from time to time, including successor legislation.
4. Headings and sub-headings in the Bylaw are included for convenience only and shall not be considered in interpreting the substantive content of this Bylaw.
5. The preamble paragraphs that **go before** the numbered paragraphs of this Bylaw are an integral and necessary part of this Bylaw and not a mere recital.

**PART 2 - BORROWING AUTHORIZATION**

**Line of Credit**

6. The Town of Two Hills may borrow from ATB Financial sums of money from time to time to meet, until taxes are collected, or in certain cases the approved delivery of federal and/or provincial grant funding sources to the Town of Two Hills, provided that the principal sum owed to ATB Financial at one time shall not exceed the sum of ***\$1,000,000.00 (One Million Dollars)***.
7. All sums borrowed under this Bylaw shall be borrowed on the general credit and security of the Town of Two Hills.





**BYLAW NO. 2026-1060  
of the  
TOWN OF TWO HILLS**

8. The Chief Administration Officer or the Chief Finance Officer and the Mayor or Deputy Mayor of the Town of Two Hills are hereby authorized to:
  - a) apply to ATB Financial and obtain a revolving line of credit facility with a credit limit not to exceed the maximum amount this Bylaw authorizes may be borrowed; and
  - b) execute on behalf of the Municipality promissory notes and other negotiable instruments or other evidence of indebtedness for the line of credit facility as ATB Financial may require as evidence of and security for all sums borrowed.

**Interest Rate, Terms and Terms of Repayment**

9. All sums borrowed under this Bylaw are **repayable on demand at a rate of interest per annum from time to time established by ATB, not to exceed 10%**, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
10. All sums borrowed under the Bylaw, including principal and interest, shall be due and payable in full by **July 31<sup>st</sup>, 2026**.

**Repayment Source**

11. Revenue derived from the collection of municipal taxes levied will be used to repay the principal borrowed and interest owing under the Bylaw.

**Severability**

12. Every provision of this Bylaw is independent of all other provisions, and it is the intention of the Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, all other provisions of the Bylaw shall remain valid and enforceable.

**Effective Date**

13. This Bylaw comes into effect when it has received third and final reading by unanimous consent of all members of Council present.
14. This Bylaw repeals and replaces Bylaw No. **2025-1051** and any amendments thereof upon the establishment of a new line of credit with ATB Financial with the final passing thereof.

**Bylaw No. 2026-1060 be given a first reading this 13th day of January 2026.**





**BYLAW NO. 2026-1060  
of the  
TOWN OF TWO HILLS**

Bylaw No. 2026-1060 be given a second reading this 13th day of January 2026.

Bylaw No. 2026-1060 be given unanimous consent for a third and final reading this 13th day of January 2026.

Bylaw No. 2026-1060 be given a third and final reading this 13th day of January 2023.

TOWN OF TWO HILLS

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Michael Tarkowski  
MAYOR

---

ADAM KOZAKIEWICZ  
CHIEF ADMINISTRATIVE OFFICER





**BYLAW NO. 2025- 1051  
of the  
TOWN OF TWO HILLS**

**A BYLAW OF THE TOWN OF TWO HILLS IN THE PROVINCE OF ALBERTA TO  
AUTHORIZE A BORROWING AND ESTABLISH A LINE OF CREDIT FOR THE PURPOSE  
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**BYLAW NO. 2025- 1051  
of the  
TOWN OF TWO HILLS**

8. The Chief Administration Officer or the Chief Finance Officer and the Mayor or Deputy Mayor of the Town of Two Hills are hereby authorized to:
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  - b) execute on behalf of the Municipality promissory notes and other negotiable instruments or other evidence of indebtedness for the line of credit facility as ATB Financial may require as evidence of and security for all sums borrowed.

**Interest Rate, Terms and Terms of Repayment**

9. All sums borrowed under this Bylaw shall bear interest at a rate per annum not to exceed ATB Financial Prime less .25 Basis Points (bps) and such interest will be calculated daily and due payable monthly on the last day of each and every month.
10. All sums borrowed under the Bylaw, including principal and interest, shall be due and payable in full by July 31<sup>st</sup>, 2025.

**Repayment Source**

11. Revenue derived from the collection of municipal taxes levied will be used to repay the principal borrowed and interest owing under the Bylaw.

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12. Every provision of this Bylaw is independent of all other provisions and it is the intention of the Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, all other provisions of the Bylaw shall remain valid and enforceable.

**Effective Date**

13. This Bylaw comes into effect when it has received third and final reading by unanimous consent of all members of Council present.
14. This Bylaw repeals and replaces Bylaw No. 2025-1051 and any amendments thereof upon the establishment of a new line of credit with ATB Financial with the final passing thereof.

Bylaw No. 2025-1051 be given a first reading this 11th day of March, 2025.





**BYLAW NO. 2025- 1051  
of the  
TOWN OF TWO HILLS**

Bylaw No. 2025-1051 be given a second reading this 11th day of March, 2025.

Bylaw No. 2025-1051 be given unanimous consent for a third and final reading this 11th day of March, 2025.

Bylaw No. 2025-1051 be given a third and final reading this 11th day of March, 2025.

**TOWN OF TWO HILLS**

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LEONARD L. EWANISHAN  
MAYOR

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ADAM KOZAKIEWICZ  
CHIEF ADMINISTRATIVE OFFICER



<p>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</p>					
Meeting Date: January 13, 2025	Confidential:	Yes		No	X
Topic: Iced Road Sanding Policy					
Originated By: A. Kozakiewicz			Title:	CAO	
BACKGROUND:	Change in order of Priority area that Public Works Sands the roads				
<p>To improve Community Safety when Iced road conditions arise and place Emergency Service Locations as priority #1.</p>					
<b>DOCUMENTATION ATTACHED:</b>					
<p>Policy 2013-03 As it is now Policy 2013-03 Updated - recommended changes in RED</p>					
<b>DISCUSSION:</b>					
<p>Iced Road Sanding Policy - Priority to sand iced roads adjusted to ensure emergency services are cleared as the priority.</p>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<p>CAO/CFO to review with Public Works if Council Approves the proposed changes to the Policy # 2013-03 Iced Road Conditions.</p>					
<b>RECOMMENDED ACTION(S):</b>					
<p>_____ Moved to Approve a change in the priority on Policy # 2013-03 when iced road conditions arise for to ensure emergency services are the Priority.</p>					
<p>DISTRIBUTION: Council: X</p>					



Policy Number: 2013-03  
 Date of Issue: July 16, 2013  
 Revisions: September 27, 2022  
 Policy Subject: Iced Roadway Sanding Policy

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**Policy Statement**

**1. General Statement**

The purpose of this policy is to establish priorities and a system of inspection for the purpose of sanding iced roadways within the Town which shall be conducted subject to budget constraints and the availability of manpower and equipment.

**2. Procedure**

1. Priorities: All roadways within the Town of Two Hills will be classified into Priority Areas. Sanding the Town’s roadways shall be done on a priority basis as set out below:
2. The areas, by priority, are as follows:

Priority Area 1	Vicinity of the Hospital, Ambulance, Fire Hall and RCMP Detachment
Priority Area 2	Vicinity of the Schools
Priority Area 3	Downtown Commercial Zone <ul style="list-style-type: none"> <li>o 50<sup>th</sup> Avenue from 51<sup>st</sup> Street to 46<sup>th</sup> Street</li> <li>o 46<sup>th</sup> Street from Highway 45 to 47<sup>th</sup> Avenue</li> <li>o 47<sup>th</sup> Avenue from 51<sup>st</sup> Street to 46<sup>th</sup> Street</li> </ul>
Priority Area 4	Roadway to Town Facilities i.e. arena, curling rink, hall
Priority Area 5	Vicinity of the Senior Citizens Lodge and Seniors Housing
Priority Area 6	Industrial Park
Priority Area 7	All Residential Areas
Priority Area 8	All Back Lanes

3. If there is NO event occurring or to be occurring at the arena, curling rink, or hall then Priority Area 4 shall be moved to last Priority.



### 3. Guidelines

Subject to budget constraints and the availability of manpower and equipment, roadways shall be inspected, and sanded, in accordance with the priority areas listed above. Inspection and sanding intervals shall be increased during freeze thaw cycles. Public complaints shall be investigated within a reasonable period of time and after the work required for the Priority Areas has been completed.

Hills, curves, school crossings, and intersections shall be sanded or double sanded.

This Policy becomes effective upon approval by Town Council.

#### TOWN OF TWO HILLS

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MAYOR

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INTERIM CHIEF ADMINISTRATIVE  
OFFICER





Policy Number: 2013-03  
 Date of Issue: July 16, 2013  
 Revisions: September 27, 2022  
 January 13, 2026  
 Policy Subject: Iced Roadway Sanding Policy

---

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Priority Area 3	Vicinity of the Schools
Priority Area 4	Vicinity of the Senior Citizens Lodge and Seniors Housing
Priority Area 5	Roadway to Town Facilities i.e. arena, curling rink, hall
Priority Area 6	Industrial Park
Priority Area 7	All Residential Areas
Priority Area 8	All Back Lanes

3. If there is NO event occurring or to be occurring at the arena, curling rink, or hall then Priority Area 5 shall be moved to last Priority.



### 3. Guidelines

Subject to budget constraints and the availability of manpower and equipment, roadways shall be inspected, and sanded, in accordance with the priority areas listed above. Inspection and sanding intervals shall be increased during freeze thaw cycles. Public complaints shall be investigated within a reasonable period of time and after the work required for the Priority Areas has been completed.

Hills, curves, school crossings, and intersections shall be sanded or double sanded.

This Policy becomes effective upon approval by Town Council.

#### TOWN OF TWO HILLS

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MICHAEL TARKOWSKI, MAYOR

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ADAM KOZAKIEWICZ, CAO



TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: January 13, 2025	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Topic: Core Sidewalk Snow Removal Recommendation						
Originated By: A. Kozakiewicz			Title:	CAO		
BACKGROUND:	Ensure sidewalks are clear in Downtown and particularly routes used by students					
<p>To improve Community Safety and accessibility and foster a more inclusive and walkable community, especially during periods of heavy snowfall. With #1 priority to clear Emergency Services.</p>						
<b>DOCUMENTATION ATTACHED:</b>						
Recommendation letter Policy 2013-04 ORG Map of what we currently clear in the town based on the Priority List outlined in the Policy Policy 2013-04 Sidewalk Clearing - with recommended changes in RED Map of what we currently clear in the downtown and the proposed changes						
<b>DISCUSSION:</b>						
<p>Will Council assign Public Works to maintain sidewalk snow removal throughout the downtown core? Minimal operational adjustments are needed and the impact would offer considerable benefits to local businesses, residents and visitors.</p>						
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>						
CAO/CFO to review with Public Works if Council Approves the proposed changes to the Downtown Core Sidewalk Clearing Policy.						
<b>RECOMMENDED ACTION(S):</b>						
<p>_____ Moved to Approve include the additional Sidewalk Clearing in the Downtown Core as proposed to improve community safety and a more inclusive and walkable community, especially during periods pf heavy snow fall and ensure emergency services are cleared as the #1 Priority.</p>						
DISTRIBUTION:	Council: X					

**Recommendation to Town of Two Hills Council**

**From: Town of Two Hills Administration & Economic Development Officer**

**Subject: Downtown Core Sidewalk Snow Removal - Public Works Responsibility**

**Recommendation:**

**That Town Council direct Public Works to assume responsibility for snow removal on all sidewalks within the downtown core, extending east to the County Office and the Mennonite School.**

**Rationale:**

**1. Operational Efficiency:**

Public Works staff already travel through most of the downtown corridor while performing sidewalk clearing in other parts of the community. Expanding their route to include the full downtown core, up to the County Office and Mennonite School, would not significantly increase equipment usage or time commitments. This adjustment would streamline operations rather than duplicate efforts currently made by individual property owners.

**2. Enhanced Downtown Attractiveness:**

From an economic development perspective, clean and accessible sidewalks are critical for supporting local businesses, encouraging foot traffic, and improving visitor impressions. During winter months, consistent snow removal ensures that storefronts remain inviting and safe for shoppers, seniors, and families.

**3. Support for Downtown Revitalization:**

Taking a proactive role in maintaining the downtown environment aligns with Council's ongoing goals to strengthen business vitality and promote community growth. Managed, reliable snow removal is a visible and practical step toward broader downtown revitalization efforts.

**4. Community Safety & Accessibility:**

Ensuring clear sidewalks-particularly along routes used by students and County staff-would improve pedestrian safety and accessibility. This helps foster a more inclusive and walkable community, especially during periods of heavy snowfall.

**Conclusion:**

Assigning Public Works to maintain sidewalk snow removal throughout the downtown core would require minimal operational adjustment while offering considerable benefits to local businesses, residents, and visitors. This action demonstrates Council's commitment to community well-being and economic vibrancy. This action does not remove the property owner's responsibility to ensure their sidewalks are kept clean. Sidewalk snow removal will be discretionary and may not be available if demands for public works resources are needed elsewhere.

**Submitted by:**

**Town of Two Hills Administration  
Economic Development Officer**

# TOWN OF TWO HILLS



Policy Number: 2013-04  
Date of Issue: July 16, 2013  
Policy Subject: Sidewalk Snow and Ice Removal Policy

---

## Policy Statement

### 1. General Statement

The purpose of this policy is to establish control over Town owned sidewalk snow and ice clearing by Town employees, subject to budget constraints and the availability of manpower and equipment.

### 2. Procedure

1. Priorities: All Town owned facilities and properties that are adjacent to a sidewalk will be classified into Priority Areas. Clearing of sidewalks adjacent to Town owned facilities and properties shall be cleared on a priority basis as set out below:
2. The areas, by priority, are as follows:

Priority Area 1	Downtown Commercial Zone <ul style="list-style-type: none"><li>○ Town Office</li><li>○ Medical Clinic</li><li>○ Library</li></ul>
Priority Area 2	Fire Hall (including driveway)
Priority Area 3	Town Facilities i.e. arena, curling rink, hall
Priority Area 4	Town owned residential properties, parks, and playgrounds
Priority Area 5	Wells, Lift Stations, Town Shop(s)

### 3. Guidelines

Subject to budget constraints and the availability of manpower and equipment, sidewalks shall be cleared as follows:

1. All Town owned facilities and properties, adjacent to a sidewalk, shall be cleared of snow within a reasonable period of time after a snowfall and ice melt applied as deemed necessary.

2. No privately owned or other type of properties shall be cleared by Town employees; unless directed by the Public Works Foreman or Chief Administrative Officer.

This Policy becomes effective upon approval by Town Council.

**TOWN OF TWO HILLS**

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ELAINE SOROCHAN, MAYOR

---

ELSIE HOWANYK, C.A.O.



### Legend

-  Roads Names
-  Railway
-  Roads
-  Creeks
-  Indian Reserves
-  Cadastre



Scale 1: 10,257

100 yd 1:1:1  
100m ca=-

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# TOWN OF TWO HILLS



Policy Number: 2013-04  
Date of Issue: July 16, 2013  
January 13, 2026  
Policy Subject: Sidewalk Snow and Ice Removal Policy

---

## Policy Statement

### 1. General Statement

The purpose of this policy is to establish control over Town owned sidewalk snow and ice clearing by Town employees, subject to budget constraints and the availability of manpower and equipment.

### 2. Procedure

1. Priorities: All Town owned facilities and properties that are adjacent to a sidewalk will be classified into Priority Areas. Clearing of sidewalks adjacent to Town owned facilities and properties shall be cleared on a priority basis as set out below:
2. The areas, by priority, are as follows:

Priority Area 1	Fire Hall (including driveway)
Priority Area 2	Downtown Commercial Zone -Highway 36, Heart of Downtown including the Two Hills Town Office, Dental Clinic and Library
Priority Area 3	Vicinity of Schools, Post Office and Seniors Centre
Priority Area 4	Town Facilities i.e. arena, curling rink, hall (SAC Contracted)
Priority Area 5	Town owned residential properties, parks, and playgrounds
Priority Area 6	Wells, Lift Stations, Town Shop(s)

### 3. Guidelines

Subject to budget constraints and the availability of manpower and equipment, sidewalks shall be cleared as follows:

1. All Town owned facilities and properties, adjacent to a sidewalk, shall be cleared of snow within a reasonable timeframe after a snowfall and ice melt applied as deemed necessary.
2. No privately owned or other type of properties shall be cleared by Town employees; unless directed by the Public Works Foreman or Chief Administrative Officer.

This Policy becomes effective upon approval by Town Council.

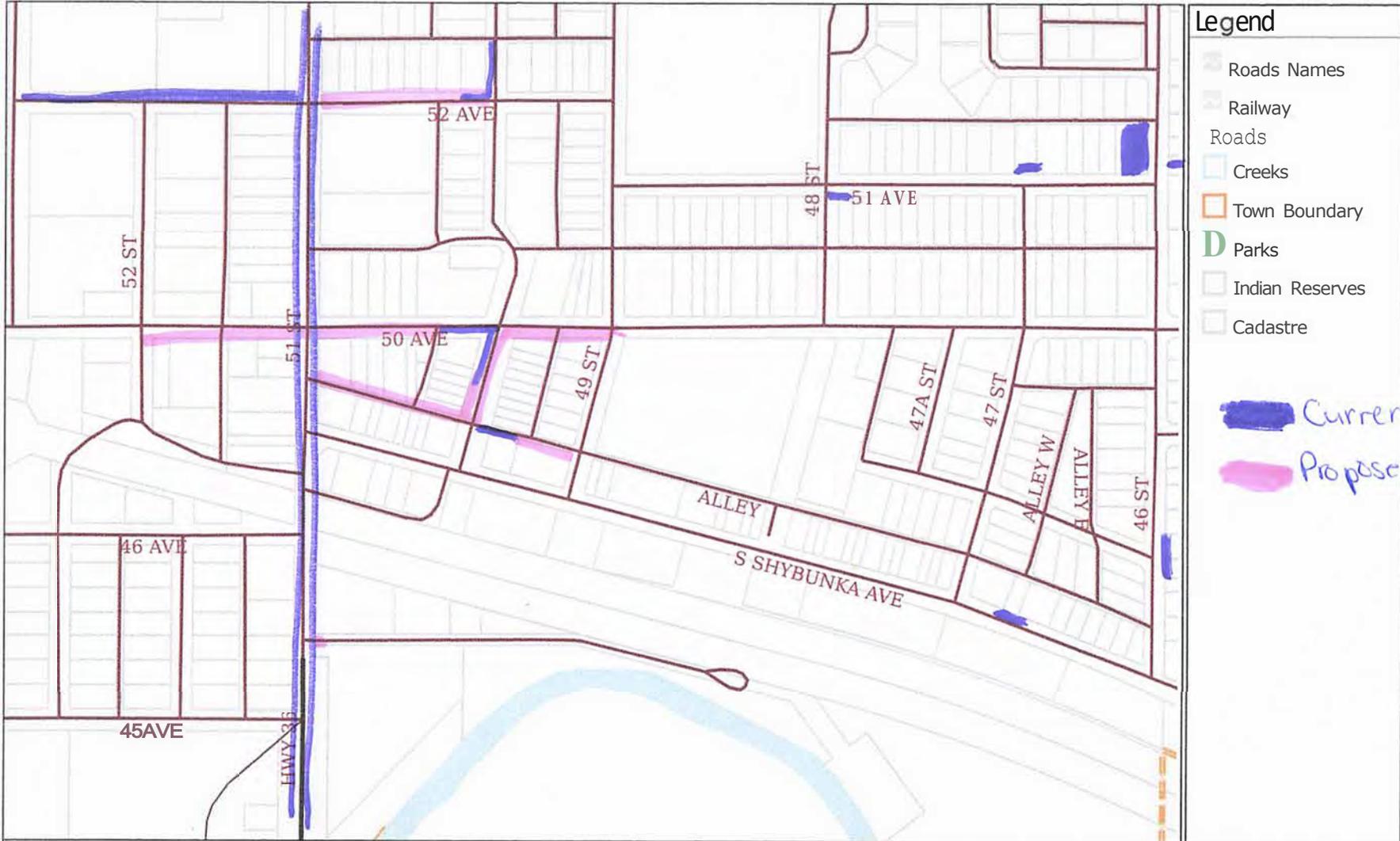
TOWN OF TWO HILLS

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MICHAEL TARKOWSKI, MAYOR

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ADAM KOZAKIEWICZ, CAO



Scale 1:5,128



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<p>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</p>					
Meeting Date: January 13, 2025	Confidential:	Yes		No	X
Topic: Snow and Ice Clearing Policy					
Originated By: A. Kozakiewicz			Title:	CAO	
BACKGROUND:	Change in order of Priority area that Public Works clears the roads				
<p>To improve Community Safety when ice and snow conditions arise and place Emergency Service Locations as priority #1.</p>					
<b>DOCUMENTATION ATTACHED:</b>					
<p>Policy 2013-06 As it is now Policy 2013-06 Updated - recommended changes in RED</p>					
<b>DISCUSSION:</b>					
<p>Roadway Snow and Ice Clearing Policy - Adjust Priority to clear roads of snow and ice to ensure emergency services are cleared as the priority.</p>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<p>CAO/CFO to review with Public Works if Council Approves the proposed changes to the Policy # 2013-06 Roadway Snow and Ice Clearing Conditions.</p>					
<b>RECOMMENDED ACTION(S):</b>					
<p>_____ Moved to Approve a change in the priority on Policy # 2013-06 when ice and snow road conditions arise for to ensure emergency services are the Priority.</p>					
<p>DISTRIBUTION: Council: X</p>					

# TOWN OF TWO HILLS



Policy Number: 2013-06  
Date of Issue: July 16, 2013  
Policy Subject: Roadway Snow & Ice Clearing Policy

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## Policy Statement

### 1. General Statement

The purpose of this policy is to establish priorities and a system clearing of streets and lanes from snow and ice within the Town which shall be conducted subject to budget constraints and the availability of manpower and equipment.

### 2. Procedure

1. Priorities: All roadways within the Town of Two Hills will be classified into Priority Areas. Clearing of snow and ice the Town's roadways shall be done on a priority basis as set out below:
2. The areas, by priority, are as follows:

Priority Area 1	Downtown Commercial Zone <ul style="list-style-type: none"><li>○ 50<sup>th</sup> Avenue from 51<sup>st</sup> Street to 46<sup>th</sup> Street</li><li>○ 46<sup>th</sup> Street from Highway 45 to 47<sup>th</sup> Avenue</li><li>○ 47<sup>th</sup> Avenue from 51<sup>st</sup> Street to 46<sup>th</sup> Street</li></ul>
Priority Area 2	Vicinity of the Schools
Priority Area 3	Vicinity of the Hospital, Ambulance, and Fire Hall
Priority Area 4	Roadway to Town Facilities i.e. arena, curling rink, hall
Priority Area 5	Vicinity of the Senior Citizens Lodge and Seniors Housing
Priority Area 6	Industrial Park
Priority Area 7	All Residential Areas
Priority Area 8	All Back Lanes

3. If there is NO event occurring or to be occurring at the arena, curling rink, or hall then Priority Area 4 shall be moved to last Priority.

### 3. Guidelines

Snow accumulation shall be cleared as follows:

- Snow accumulation of up to 10 centimeters (4 inches) shall be allowed to pack so as to insulate from frost penetration.
- Snow accumulation in excess of 10 centimeters shall be cleared into a windrow down the middle of the roadway.
- Snow clearing shall be limited to the roadways (curb to curb) and back lanes (to the side(s)) and no private properties (including driveways and parking lots) shall be cleared by Town equipment or personnel, without the prior authorization of the CAO.

Snow removal shall commence only after all roadways are passable and when manpower and equipment are available.

In the event of snow accumulation in excess of 10 centimeters (4 inches), over a 24 hour period, the CAO may, with the consultation of the Public Works Foreman, and subject to budget restraints, hire additional equipment and manpower deemed necessary to remove the excess snow accumulation.

This Policy becomes effective upon approval by Town Council.

#### **TOWN OF TWO HILLS**

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ELAINE SOROCHAN, MAYOR

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ELSIE HOWANYK, C.A.O.

# TOWN OF TWO HILLS



Policy Number: 2013-06  
Date of Issue: July 16, 2013  
January 13, 2026  
Policy Subject: Roadway Snow & Ice Clearing Policy

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## Policy Statement

### 1. General Statement

The purpose of this policy is to establish priorities and a system clearing of streets and lanes from snow and ice within the Town which shall be conducted subject to budget constraints and the availability of manpower and equipment.

### 2. Procedure

1. Priorities: All roadways within the Town of Two Hills will be classified into Priority Areas. Clearing of snow and ice the Town's roadways shall be done on a priority basis as set out below:
2. The areas, by priority, are as follows:

Priority Area 1	Vicinity of the Hospital, Ambulance, and Fire Hall, RCMP Detachment
Priority Area 2	Downtown Commercial Zone <ul style="list-style-type: none"><li>o 50<sup>th</sup> Avenue from 51<sup>st</sup> Street to 46<sup>th</sup> Street</li><li>o 46<sup>th</sup> Street from Highway 45 to 47<sup>th</sup> Avenue</li><li>o 47<sup>th</sup> Avenue from 51<sup>st</sup> Street to 46<sup>th</sup> Street</li></ul>
Priority Area 3	Vicinity of the Schools
Priority Area 4	Vicinity of the Senior Citizens Lodge and Seniors Housing
Priority Area 5	Roadway to Town Facilities i.e. arena, curling rink, hall
Priority Area 6	Industrial Park
Priority Area 7	All Residential Areas
Priority Area 8	All Back Lanes

3. If there is NO event occurring or to be occurring at the arena, curling rink, or hall then Priority Area 5 shall be moved to last Priority.

### 3. Guidelines

Snow accumulation shall be cleared as follows:

- Snow accumulation of up to 10 centimeters (4 inches) shall be allowed to pack so as to insulate from frost penetration.
- Snow accumulation in excess of 10 centimeters shall be cleared into a windrow down the middle of the roadway, if permissible.
- Snow clearing shall be limited to the roadways (curb to curb) and back lanes (to the side(s)) and no private properties (including driveways and parking lots) shall be cleared by Town equipment or personnel, without the prior authorization of the CAO.

Snow removal shall commence only after all roadways are passable and when manpower and equipment are available.

In the event of snow accumulation in excess of 10 centimeters (4 inches), over a 24 hour period, the CAO may, with the consultation of the Public Works Foreman, and subject to budget restraints, hire additional equipment and manpower deemed necessary to remove the excess snow accumulation.

This Policy becomes effective upon approval by Town Council.

#### **TOWN OF TWO HILLS**

---

MICHAEL TARKOWSKI, MAYOR

---

ADAM KOZAKIEWICZ, CAO

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: January 13, 2025	Confidential:	Yes		No	X
Topic: Federation of Canadian Municipalities					
Originated By: Adam Kozakiewicz			Title:	CAO	
<b>BACKGROUND:</b>					
Federation of Canadian Municipalities Annual Conference and Trade Show in Edmonton on June 4 <sup>th</sup> to 7 <sup>th</sup> .					
<b>DOCUMENTATION ATTACHED:</b>					
Copy of Webpage from the FCM website - outlining the Conference scope and dates at the Edmonton Convention Centre.  Event & Conference Registration & Hotel Booking Form					
<b>DISCUSSION:</b>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<b>RECOMMENDED ACTION(S):</b>					
_____ Moved to send _____ Council Members to the Federation of Municipalities Annual Conference and Trade Show in Edmonton on June 4 <sup>th</sup> to 7 <sup>th</sup> .					
<b>DISTRIBUTION:</b>		Council: X			

# Federation of Canadian Municipalities - Annual Conference and Trade Show 2026

## Why attend?

This is one event you won't want to miss.

### Network

with other local leaders who range from Canada's rural, northern and remote regions to Canada's biggest cities, who are focused on the same municipal issues.

### Learn

best practices and gain new insights to meet your municipality's ongoing challenges via workshops, study tours and discussions.

### Connect

with key municipal partners, experts and suppliers at our sector-leading [trade show](#), fostering the relationships you need to make your communities stronger

### Experience

the capital city of Ottawa and its unique municipal achievements through our popular study tours.

## Influence

the national municipal agenda by electing our new Board, shaping our priorities and convening with federal leaders.

## Raise

your community's profile by exchanging expertise and sharing how you delivered innovative wins in your own municipality.

**We're looking forward to seeing you in person!**

## Don't miss this chance to network with your peers

Discuss particular challenges, lessons learned, solutions and successes with your peers.

**FCM's Annual Conference and Trade Show is your chance to network** with other local leaders who range from Canada's rural, northern and remote regions to our country's biggest cities—with people who are focused on the same municipal issues and who have faced similar challenges. This is FCM's conference strength.

- [Refund Policy](#)

When: **June 4–7, 2026**

Where: **Edmonton Convention Centre, Edmonton, Alberta**

Join more than 1,500 elected officials from coast to coast to coast for FCM's 2026 Annual Conference and Trade Show, Canada's largest pan-Canadian gathering of elected officials.

Our exciting program is the perfect opportunity to network with your peers, partners and federal representatives while providing you

with the resources and insights to address and embrace new challenges. There, you will obtain the tools you need to be highly informed, trained, connected, and ready for municipal success.

## Connect with us

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### Not a member?

[Sign up](#) for our Annual Conference mailing list to stay abreast of all the event's updates.

### Interested in being a Trade Show exhibitor?

Visit our [Exhibitor webpage](#) or [contact us](#).

Have a specific speaker or a topic idea in mind? [Submit a presentation request](#).

For any other questions, please [contact us](#).

## FCM's 2025 Annual Conference and Trade Show Refund Policy

### Cancelling registration

If you could not attend the conference and need to cancel your registration, you must do so in writing by [sending us an email](#). Cancellation requests will **NOT** be accepted by any other means. Cancellation fees will be applied to conference registration, companion tours and social events.

### Refund schedule and policy

The amount of your refund will depend on when we receive your notice of cancellation. Please consult this schedule for refund amounts:

Notice of cancellation received	Refund
By April 23 (11:59 p.m. EDT)	100%
Between April 24 and May 8 (11:59 p.m. EDT)	50%
On or after May 9	No refund

Refunds will be credited to you on the original credit card used for payment. The following information will appear on the credit card statement once the refund is completed: **FCM-FED CND MUN.**

After May 9, refunds will be considered for medical or personal emergencies only. Please [send us an email](#) to request a refund due to an emergency. For medical emergencies, you must attach a letter from your doctor. **The deadline to submit these requests is June 14, 2025.**

**For those who had to cancel their attendance due to forest fires and other natural disasters, please contact FCM's [registration desk](#).**



## Event & Conference Registration & Hotel Booking Form

This form must be completed and approved prior to any conference/event registration or hotel booking. In conjunction with Council Motions to ensure accurate information and details for administration to complete registration and bookings.

### 1. Employee / Council Member Information

Attendees: \_\_\_\_\_  
\_\_\_\_\_

### 2. Conference / Event Details

Conference / Event Name: \_\_\_\_\_

Hosting Organization: \_\_\_\_\_

Location: \_\_\_\_\_ Dates of Event: \_\_\_\_\_

### 3. Registration Information

Registration Deadline (if applicable): \_\_\_\_\_

Registration Method:

Online     Invoice     Other: \_\_\_\_\_

### 4. Hotel Accommodation Request

Hotel Name: \_\_\_\_\_ Hotel Address: \_\_\_\_\_

Check-in Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

Number of Nights: \_\_\_\_\_ Preferred Cost per Night: \$ \_\_\_\_\_

Attendees NOT Requiring Rooms (if applicable): \_\_\_\_\_

Dietary Restrictions: \_\_\_\_\_ Parking: \_\_\_\_\_

Booking Method:

Administration to book     Employee/Council Member to book and submit receipt

### 5. Additional Travel Costs (if applicable)

Transportation:

Town Vehicle     Personal Vehicle (mileage claim)  
 Airfare     Other: \_\_\_\_\_

### 6. Council Motion

Council Motion # (approved): \_\_\_\_\_

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: January 13, 2025	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Municipal Leaders Caucus					
Originated By: Adam Kozakiewicz			Title: CAO		
<b>BACKGROUND:</b>					
Municipal Leaders Caucus(MLC) - Spring 2026 - March 26 & 27 <sup>th</sup> , Edmonton Opportunity to hear from the Premier, Minister of Municipal Affairs and the Leader of the Opposition MLC to host a session regarding the Police Funding Model - See Funding					
<b>DOCUMENTATION ATTACHED:</b>					
Event & Conference Registration and Hotel Booking Form MLC Event Summary Renewed Police Funding Model Outline Fact Sheet Police Funding Model					
<b>DISCUSSION:</b>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<b>RECOMMENDED ACTION(S):</b>					
_____ Moved to send _____ Council Members to the AB Munis Municipal Leaders Caucus on March 26 <sup>th</sup> and 27 <sup>th</sup> in Edmonton.					
<b>DISTRIBUTION:</b>		Council: X			

Municipal Leaders Caucus  
In-person March 26th & 27th

## Event Summary

Over the course of two days you will engage with your colleagues on important topics and priorities. This event also provides the opportunity to hear from the Premier, Minister of Municipal Affairs, and Leader of the Opposition.

Registration will be limited to elected officials and administrations from municipalities in Alberta.

**Further details and registration information will be provided in January 2026, so please check back and watch ABmunis' newsletter *The Weekly* for announcements.**

**We are aiming for registration and hotel rooms blocks to be available on Wednesday, January 14, 2026.**

Location

Downtown  
Edmonton AB T5J 1N9



## Event & Conference Registration & Hotel Booking Form

This form must be completed and approved prior to any conference/event registration or hotel booking. In conjunction with Council Motions to ensure accurate information and details for administration to complete registration and bookings.

### 1. Employee / Council Member Information

Attendees: \_\_\_\_\_  
\_\_\_\_\_

### 2. Conference / Event Details

Conference / Event Name: \_\_\_\_\_

Hosting Organization: \_\_\_\_\_

Location: \_\_\_\_\_ Dates of Event: \_\_\_\_\_

### 3. Registration Information

Registration Deadline (if applicable): \_\_\_\_\_

Registration Method:

Online     Invoice     Other: \_\_\_\_\_

### 4. Hotel Accommodation Request

Hotel Name: \_\_\_\_\_ Hotel Address: \_\_\_\_\_

Check-in Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

Number of Nights: \_\_\_\_\_ Preferred Cost per Night: \$ \_\_\_\_\_

Attendees NOT Requiring Rooms (if applicable): \_\_\_\_\_

Dietary Restrictions: \_\_\_\_\_ Parking: \_\_\_\_\_

Booking Method:

Administration to book     Employee/Council Member to book and submit receipt

### 5. Additional Travel Costs (if applicable)

Transportation:

Town Vehicle     Personal Vehicle (mileage claim)  
 Airfare     Other: \_\_\_\_\_

### 6. Council Motion

Council Motion # (approved): \_\_\_\_\_

**From:** [Dylan Bressey](#)  
**To:** [Adam Kozakiewicz](#)  
**Subject:** ABmunis Statement on the Renewed Police Funding Model  
**Date:** December 19, 2025 10:22:38 AM

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Dear Mayors, Councillors and CAOs,

ABmunis just released an [initial statement](#) on the renewed [Police Funding Model](#).

We remain focused on highlighting the fiscal challenges all municipalities face due to the escalating costs of policing and other essential services our members provide with limited resources. We also highlight the opportunity to invest in prevention/Family and Community Support Services (FCSS) that, over the long term, will increase community safety and well-being and reduce high-cost interventions such as policing.

Over the next while, ABmunis will conduct a deeper analysis of the impact of the PFM and will continue our advocacy for an equitable funding model that reflects demand for services and ability to pay, strengthens oversight and accountability, and reinvests all funds raised back into frontline policing and public safety. We will keep members up to date through our Weekly newsletter as our work progresses and host a session on policing at our Municipal Leaders Caucus scheduled to take place March 26 and 27 in Edmonton. Additionally, your Board representatives and I are always grateful to hear directly from you if you have questions or feedback.

If you have not taken a look, please check out our [Property Taxes Reimagined](#) project. It highlights the cumulative impacts of many decisions successive governments have made to decrease revenue, increase costs, and remove property tax room from municipalities. Changes to the PFM are the latest example of this trend. The Property Taxes Reimagined campaign was created to highlight the challenges local councils are facing as they work hard to stretch every dollar, so that Albertans can have informed conversations about how local services and infrastructure should be funded. In the New Year, we will roll out additional phases and strongly promote this work. But we need your help to make it successful. Please consider sharing relevant parts of this campaign with your residents and MLAs.

On behalf of the ABmunis Board, I would like to wish you Happy Holidays. We look forward to engaging you further in the New Year.

**Dylan Bressey | President**

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E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples.*

# Renewed Police Funding Model

## Information for municipalities

### Overview

The Province of Alberta has *renewed* the Police Funding Model (PFM) following comprehensive engagement with municipal stakeholders. The renewed PFM and the amended Police Funding Regulation will be effective **April 1, 2026**. The renewed model introduces key changes designed to improve fairness, transparency and sustainability in how frontline policing costs are shared.

Under the *Police Act*, the Government of Alberta is responsible for ensuring adequate and effective policing services across Alberta. The PFM redistributes a portion of frontline costs to municipalities receiving Royal Canadian Mounted Police (RCMP) services under the Provincial Police Service Agreement (PPSA).

### Key Changes

- Phased 5-year implementation
- Costs based on actual expenses
- New formula weights
- New vacancy modifier
- Population density subsidy
- Phased-in occurrence data
- Enhanced annual reporting

### Cost-sharing structure

Municipal contributions will gradually increase to **30 per cent** over a five-year phased implementation, providing municipalities time to plan and budget accordingly. Contributions will be based on actual frontline policing costs from the most recently completed fiscal year.

Year	Fiscal Year	Contribution
Year 1	2026-27	22%
Year 2	2027-28	24%
Year 3	2028-29	26%
Year 4	2029-30	28%
Year 5+	2030-31+	30%

### Ministerial Regulatory Discretion

The Minister will have discretion to:

- Cap costs to ensure predictability
- Determine frontline costs to help prevent distortions
- Provide specific discounts to address large increases

### Base Formula

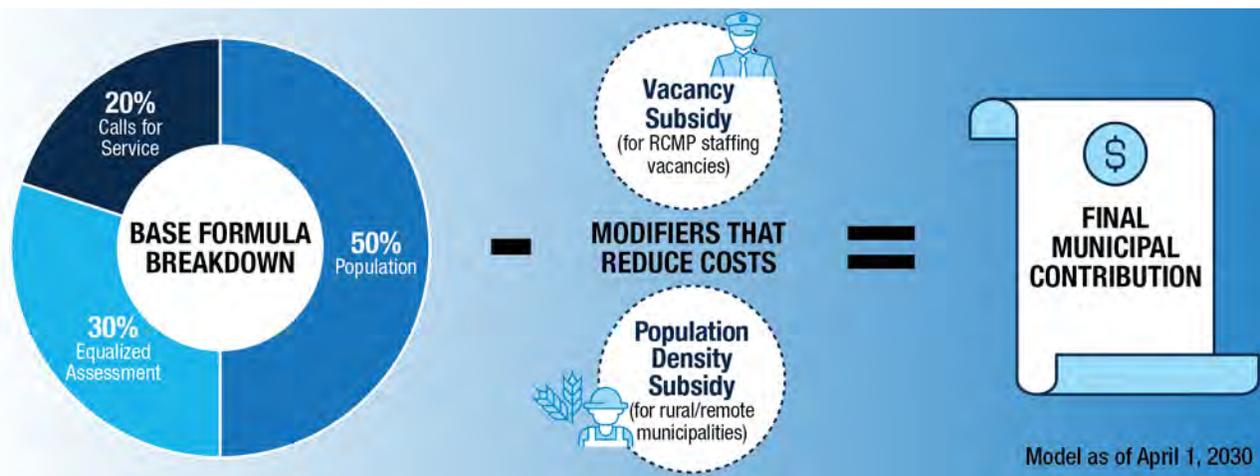
The weight of equalized assessment will be decreased, and weighted occurrences has been added to provide a more direct link to actual policing demand. In the first two years of the new PFM, equalized assessment and population will continue to be weighted at 50%. For years three and beyond, the final formula will account for occurrences as follows:

- April 1, 2028: 45% assessment, 5% occurrence
- April 1, 2029: 40% assessment, 10% occurrence
- April 1, 2030: 30% assessment, 20% occurrence

Questions can be directed to Public Safety and Emergency Services at: [abpfm@gov.ab.ca](mailto:abpfm@gov.ab.ca)

## Revised modifiers and subsidies

<p><b>Modifiers removed:</b></p> <ul style="list-style-type: none"> <li>• Crime Severity Index (CSI)</li> <li>• Detachment Subsidy</li> </ul> <p><b>Shadow population – revised:</b></p> <p>Eligible shadow population is now subtracted directly from total population rather than applied as a separate subsidy.</p>	<p><b>New Modifiers Introduced:</b></p> <p><b>Vacancy Modifier</b></p> <p>Discounts for municipalities with higher-than-average detachment vacancies, reflecting reduced service levels.</p> <p><b>Population Density Subsidy</b></p> <p>Reduced contributions for municipalities with significantly lower density, recognizing rural and remote policing challenges.</p>
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NOTE: Graphic depicts model at full implementation in 2030. Weighted occurrences will be phased in over five years as outlined above under Base Formula.

## Transparency, Reporting & Reinvestment

A new annual reporting process will be led by the province, with opportunities for collaboration with the Provincial Police Advisory Board (PPAB), providing municipalities with clear insight into fund allocation. The PPAB—representing municipalities under 5,000, municipal districts and counties of any population and Metis Settlements—continues to provide valued input on provincial policing priorities and strategic and community safety plans. Funds collected through the PFM will contribute to the PPSA’s ongoing costs and future growth, ensuring sustained investment in frontline capacity.



## Annual contributions

Each year, municipalities will receive a statement outlining their contribution amount for that fiscal year. This amount reflects all applicable modifiers—no separate adjustments are required.

## Summary: What this means for your municipality

The renewed PFM represents a more equitable approach to cost sharing. Key benefits include:

- Predictability – through phased implementation and ministerial discretion
- Fairness – via a revised formula reflecting demand and capacity
- Recognition – of local circumstances through new modifiers
- Transparency – through enhanced annual reporting

Municipal shares are calculated using the formula, adjusted by applicable modifiers and communicated annually.

Questions can be directed to Public Safety and Emergency Services at: [abpfm@gov.ab.ca](mailto:abpfm@gov.ab.ca)

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: Jan 13, 2026	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Move Date of next Council Meeting					
Originated By: M. Tarkowski			Title: Mayor		
<b>BACKGROUND:</b>					
Move next meeting to Monday January 26 <sup>th</sup> , from Tuesday January 27 <sup>th</sup> , start time of 6:30pm remains the same.					
<b>DOCUMENTATION ATTACHED:</b>					
<b>DISCUSSION:</b>					
Move next Council Meeting from Tuesday Jan 27 <sup>th</sup> to Monday Jan 26 <sup>th</sup>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<b>RECOMMENDED ACTION(S):</b>					
_____ Moved to change the date of the next Council Meeting from Tuesday January 27, 2026 to Monday January 26 <sup>th</sup> , with start time remaining at 6:30pm.					
<b>DISTRIBUTION:</b>		Council: <input checked="" type="checkbox"/>			

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: Jan 13, 2026	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Library Review Representative					
Originated By: M. Patel			Title: Councillor		
<b>BACKGROUND:</b>					
Elise Choban is now living in the Lodge and is no longer reviewing our Library Books.					
<b>DOCUMENTATION ATTACHED:</b>					
<b>DISCUSSION:</b>					
Motion needed to approve Claudette Gorgichuk to review our Library Books.					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<b>RECOMMENDED ACTION(S):</b>					
_____ Moved to approve Claudette Gorgichuk to be the representative to review Library books, as Elise Choban is no longer available.					
<b>DISTRIBUTION:</b>		Council: X			

<p><b>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</b></p>							
Meeting Date: January 13, 2026		Confidential:		Yes		No	X
Topic: Opti-Mized Subscription Renewal							
Originated By: A. Kozakiewics				Title:	CAO		
<b>BACKGROUND:</b>							
Energy Loss monitoring software Opti-Mized collects Energy usage data on 4 Town facilities, Centennial Hall, The Arena, Rec Centre and the Town Office.							
<b>DOCUMENTATION ATTACHED:</b>							
Subscription Renewal Quotation - 1 year, 3 year or Lifetime sign up options offered.							
<b>DISCUSSION:</b>							
Discussion - Monitoring benefits and which subscription option to approve.							
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>							
<b>RECOMMENDED ACTION(S):</b>							
<p>_____ Moved to approve the renewal of the Opti-Mized Energy Loss Software for 1 year for the subscription costs of \$ 1,500.00.</p> <p>_____ Moved to approve the renewal of the Opti-Mized Energy Loss Software for 3 Years for the subscription costs of \$3,500.00</p> <p>_____ Moved to approve the renewal of the Opti-Mized Energy Loss Software for the Lifetime License (no future subscription fees collected) for the subscription costs of \$ 4,500.00.</p>							
<b>DISTRIBUTION:</b>		Council: X					

# Council Decision Brief

**Subject:** Opti-mized Platform Subscription Renewal Options

**Prepared for:** Town of Two Hills, Alberta – Council

**Prepared by:** Opti-mized

**Decision Required:** Selection of a subscription renewal option

## 1. Purpose

The purpose of this report is to present Council with subscription renewal options for the continued use of the **Opti-mized** platform for monitoring energy usage and operational performance across four municipal facilities. Council approval is required to select the preferred subscription term and associated cost.

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## 2. Background

The Town of Two Hills currently uses the Opti-mized platform to support facility-level energy monitoring, reporting, and operational decision-making across the following municipal buildings:

- Town Office
- Two Hills Centennial Arena
- Two Hills Centennial Hall
- Two Hills Recreational Centre

In early 2026, the Opti-mized platform will also include an **AI-based Energy Loss Detection algorithm**, which will automatically identify where energy is being wasted, quantify the magnitude of that energy loss, and highlight opportunities for operational and efficiency improvements. This functionality will be included as part of the subscription at no additional cost.

The existing subscription term is approaching its end, and a renewal decision is required to ensure uninterrupted access to the platform and associated services.

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## 3. Subscription Options

Option	Term	Cost	Inclusions	Notes
Option 1	1 Year	\$1,500	Full platform access, reporting, support, and AI Energy Loss Detection for all four facilities	Short-term flexibility
Option 2	3 Years	\$3,500	Full platform access, reporting, support, and AI Energy Loss Detection for all four facilities	Medium-term cost stability
Option 3	Lifetime	\$4,500	Full platform access, reporting, support, AI Energy Loss Detection, and unlimited meters for all four facilities	Long-term cost certainty

**All options include identical functionality and support.**

The difference between options relates only to commitment length and pricing structure.

#### 4. Financial Considerations

- The subscription is an **operating expense**.
- No capital expenditure is required.
- Pricing is fixed for the selected term.
- Longer-term options reduce the need for repeated renewal approvals and administrative effort.

#### 5. Operational Impact

Renewing the subscription ensures:

- Continued energy monitoring and reporting for all four municipal facilities
- Access to AI-driven identification of energy loss and inefficiencies
- Improved visibility into where energy is being used and where it can be reduced
- Continuity for municipal staff currently using the platform

If the subscription is not renewed, access to the platform and associated monitoring and analytics services would end at the conclusion of the current term.

#### 6. Decision Requested

That Council approve **one** of the following subscription options for the Opti-mized platform to continue monitoring and analyzing energy usage across the Town Office, Centennial Arena, Centennial Hall, and Recreational Centre:

- Option 1: 1-Year Subscription – \$1,500
- Option 2: 3-Year Subscription – \$3,500
- Option 3: Lifetime Subscription – \$4,500