

AGENDA  
TOWN OF TWO HILLS  
October 22, 2024  
5:30 PM



Two Hills Town Council Chambers

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Organizational Meeting

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1. CALL TO ORDER
2. OATH OF OFFICE
3. DEPUTY MAYOR ROTATION
4. APPOINTMENT OF ELECTED OFFICIALS TO COMMITTEES/BOARDS
  - a. Review of Policies related to Appointments to Committees and Boards
    - i. 2011-03 Appointment of Elected Officials
    - ii. 2011-04 Elected Officials Appointments to Federal, Provincial and Regional Boards and Committees
  - b. Appointment to Committees/Boards
5. APPOINTMENT OF DEVELOPMENT AND SUBDIVISION AUTHORITY
6. APPOINTMENT OF SUBDIVISION & DEVELOPMENT CLERK
7. APPOINTMENT OF BYLAW ENFORCEMENT OFFICERS
8. APPOINTMENT OF AUDITOR
9. MAYOR & COUNCIL REMUNERATION & SUBSISTENCE
  - a. Review of Policy 2011-05 "Elected Officials Remuneration and Expense"
  - b. Review of Policy 2011-01 "Council Benefits"
  - c. Review of Policy 2012-02 "Mileage for Council, Staff and Appointed Members"
10. REVIEW AND ACKNOWLEDGMENT OF BYLAW NO. 2018-969 TO REGULATE THE CONDUCT OF COUNCIL.
11. COUNCIL MEETING CALENDAR
12. APPOINTMENT OF LEGAL TEAM
13. APPOINTMENT OF ENGINEERING FIRM
14. ADJOURNMENT

TOWN OF TWO HILLS  
ORGANIZATIONAL MEETING  
AGENDA ITEM



<b>Meeting Date:</b> October 22, 2024		<b>Confidential:</b>	Yes		No	X
<b>Topic:</b> Review of Policies related to Appointments of Elected Officials to Committee/Boards						
<b>Originated By:</b> Adam Kozakiewicz				<b>Title:</b>	CAO	
<b>BACKGROUND:</b>						
<p>Usually reviewed annually at the Organizational meeting.</p> <p>Attached: Copies of Policy 2011-03 and 2011-04</p>						
<b>Documentation Attached</b>		Yes	X	No		
<b>DISCUSSION:</b>						
For review.						
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>						
Policy available for public viewing online and from the Administration Office.						
<b>RECOMMENDED ACTION(S):</b>						
<p>To adopt Policy 2011-03 <i>Appointment of Elected Officials</i> as reviewed (and amended, if required).</p> <p>To adopt Policy 2011-04 <i>Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees</i> as reviewed (and amended, if required).</p> <p>OR</p> <p>Add Policy 2011-03 "Appointment of Elected Officials" to Policy/Bylaw Committee for revision.</p> <p>Add Policy 2011-04 <i>Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees</i> for revision.</p>						
CAO - Adam Kozakiewicz						
<b>DISTRIBUTION:</b>		Council: X		Admin: X		Other:

**TOWN OF TWO HILLS  
ORGANIZATIONAL MEETING  
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<b>Meeting Date:</b> October 22, 2024		<b>Confidential:</b>		Yes		No	X
<b>Topic:</b> Appointments of Elected Officials to Committee/Boards							
<b>Originated By:</b> Adam Kozakiewicz				<b>Title:</b>		CAO	
<b>BACKGROUND:</b>							
<p>Usually reviewed annually at the Organizational meeting.</p> <p>Policy 2011-03 "Appointment of Elected Officials"</p> <p>1. Annually, prior to the Organizational Meeting, the Councillors shall meet to consider and make recommendations on the appointment of council members, and the alternate member if necessary, to Council Committees, to other municipal committees and bodies to which the Town is entitled to have representation.</p> <p>2. The Council representative's role shall be of a liaison nature between the body to which the Councillor has been appointed and Council.</p> <p>3. The Council representative shall report to Council, at the monthly meeting scheduled for this purpose, any issues, concerns or other information arising from the committee meetings.</p> <p>Attached: Copy of last year's appointments</p>							
Documentation Attached		Yes	X	No			
<b>DISCUSSION:</b>							
<p>Notes: The Libraries Act does not allow for an alternate on a library board. Appointment to the municipal library board shall be for a term of up to three years and can be reappointed for up to two additional consecutive terms.</p> <p>Other consideration: Deletion or amalgamation of any boards/committees?</p>							
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>							
Committee appointments available for public viewing online and from the Administration Office.							
<b>RECOMMENDED ACTION(S):</b>							
To accept the Committee/Boards appointments as discussed and mutually agreed upon with no changes.							
CAO - Adam Kozakiewicz							
<b>DISTRIBUTION:</b>		Council: X		Admin: X		Other:	


# COUNCIL COMMITTEE / BOARD APPOINTMENTS

October 22, 2024 to October 21, 2025

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


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<b>Meeting Date</b> October 22, 2024		<b>Confidential:</b>		Yes		No	X
<b>Topic:</b> Appointment of Development and Subdivision Authority							
<b>Originated By:</b> Adam Kozakiewicz				<b>Title:</b>	CAO		
<b>BACKGROUND:</b>							
<p>Bylaw 95-734 "The Development Authority shall consist of one (1) person appointed by resolution of Council..." No term specified. Interim C.A.O. Ava Clark is the Development Authority.</p> <p>Bylaw 95-735 "The Subdivision Authority shall consist of one (1) person appointed by resolution of Council...for a term of one (1) year and may be reappointed upon expiry of the term at the pleasure of Council". The current Subdivision Authority of Municipal Planning Services is Jane Dauphinee.</p>							
<b>Documentation Attached:</b>		Yes		No			
<b>DISCUSSION:</b>							
<p>As Development Officer is a current municipal employee it is no extra cost to the municipality.</p> <p>Municipal Planning Services is very good and easy to deal with; would like to continue working with them. No expenses to Town; expenses are recovered through subdivision applicant.</p>							
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>							
None.							
<b>RECOMMENDED ACTION(S):</b>							
<p>To appoint C.A.O. Adam Kozakiewicz as Development Authority for the Town of Two Hills.</p> <p>To appoint Jane Dauphinee, of Municipal Planning Services, to be the Subdivision Authority for the Town of Two Hills.</p>							
<b>CAO - Adam Kozakiewicz</b>							
<b>DISTRIBUTION:</b>		Council: X		Admin: X		Other:	

**TOWN OF TWO HILLS  
ORGANIZATIONAL MEETING  
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<b>Meeting Date:</b> October 22, 2024	<b>Confidential:</b>	Yes	<input type="checkbox"/>	No	X
<b>Topic:</b> Appointment of Subdivision & Development Clerk					
<b>Originated By:</b> Adam Kozakiewicz			<b>Title:</b> CAO		
<b>BACKGROUND:</b>					
<p>Municipal Government Act:          627.1(1) states "a council that establishes a subdivision and development appeal board must appoint, and a council that authorizes the establishment of a subdivision and development appeal board must authorize the appointment of, one or more clerks of the subdivision and development appeal board."          627.1(3) "A clerk appointed under this section must be a designated officer and may be a person who holds an appointment as a clerk under section 456."          Section 456 "the council of a municipality must appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality."</p> <p>Bylaw 2008-865 Subdivision &amp; Development Appeal Board Bylaw:          Section 7.1 "The position of designated officer for the limited purpose of carrying out the function of the Secretary to the Subdivision and Development Appeal Board is hereby established          Section 7.2 "The Subdivision and Development Appeal Board Secretary shall be appointed by resolution of the council and shall not be a member of the Subdivision and Development Appeal Board"</p> <p>Bylaw 2010-885 Establish Assessment Review Boards          Section 5 "Council hereby appoints the Executive Secretary as the Clerk of the Assessment Review Boards".</p>					
<b>Documentation Attached</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	X
<b>DISCUSSION:</b>					
Administration recommends having the clerk for the Assessment Review Board and the Subdivision & Development Appeal Board be contracted out on an ad hoc basis.					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
N/A					
<b>RECOMMENDED ACTION(S):</b>					
To remove Ava Clark for the Town of Two Hills as the Clerk for the Subdivision and Development Appeal Board.					
CAO - Adam Kozakiewicz					
<b>DISTRIBUTION:</b>	Council: X	Admin: X		Other:	

**TOWN OF TWO HILLS  
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<b>Meeting Date:</b> October 22, 2024		<b>Confidential:</b>		Yes		No	X
<b>Topic:</b> Appointment of Bylaw Enforcement Officer							
<b>Originated By:</b> Adam Kozakiewicz				<b>Title:</b>	CAO		
<b>BACKGROUND:</b>							
<p>Municipal Government Act s. 556 requires a Council to, by bylaw, set out the powers and duties of and disciplinary procedures applicable to its Bylaw Enforcement Officers</p> <p>4.1 The Council may appoint one or more Bylaw Enforcement Officers and shall hold a term of office at the pleasure of Council.</p>							
<b>Documentation Attached</b>		Yes		No	X		
<b>DISCUSSION:</b>							
<p>Currently Wayne Nyback is a contract Bylaw Enforcement Officer dealing with the more involved cases.</p> <p>The easier cases such as trees encroaching, snow removal or grass cutting can be dealt with by an appointed Bylaw Officer and administration.</p>							
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>							
<b>RECOMMENDED ACTION(S):</b>							
To appoint Terry Stefiuk as the Bylaw Enforcement Officer for the Town of Two Hills.							
CAO - Adam Kozakiewicz							
<b>DISTRIBUTION:</b>		Council: X		Admin: X		Other:	

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<b>Meeting Date:</b> October 22, 2024		<b>Confidential:</b>	Yes		No	X
<b>Topic:</b> Appointment of Auditor						
<b>Originated By:</b> Ava Clark				<b>Title:</b>	Interim CAO	
<b>BACKGROUND:</b>						
<p>Usually reviewed annually at the Organizational meeting.</p> <p>As per Municipal Government Act R.S.A. 2000, c. M-26, Section 280(1) "Each Council must appoint one or more auditors for the municipality.</p> <p>Nelson Ncube has been the auditor over the last few years.</p>						
<b>Documentation Attached:</b>		Yes		No	X	
<b>DISCUSSION:</b>						
<p>The CAO &amp; CFO are happy with Nelson Ncube as the Auditor for the Town and recommend remaining with M. Nelson Ncube Professional Corporation.</p>						
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>						
None.						
<b>RECOMMENDED ACTION(S):</b>						
<p>To appoint M. Nelson Ncube Professional Corporation as auditor for the Town of Two Hills for the 2025 financial fiscal year.</p>						
<b>CAO - Adam Kozakiewicz</b>						
<b>DISTRIBUTION:</b>	Council: X		Admin: X		Other:	



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<b>Meeting Date:</b> October 22, 2024	<b>Confidential:</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<b>Topic:</b> Review of Policy 2011-05 "Elected Officials Remuneration and Expense"					
<b>Originated By:</b> Adam Kozakiewicz			<b>Title:</b> CAO		
<b>BACKGROUND:</b>					
<p>To be reviewed annually at the Organizational meeting as per section 4 under Procedures.</p> <p>Attached: Policy 2011-05</p>					
<b>Documentation Attached:</b>	Yes	<input checked="" type="checkbox"/>	No		
<b>DISCUSSION:</b>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
Policy available for public viewing online.					
<b>RECOMMENDED ACTION(S):</b>					
To adopt Review of Policy 2011-05 <i>Elected Officials Remuneration and Expense</i> as reviewed and amended.					
CAO - Adam Kozakiewicz					
<b>DISTRIBUTION:</b>	Council: <input checked="" type="checkbox"/>	Admin: <input checked="" type="checkbox"/>	Other: <input type="checkbox"/>		

TOWN OF TWO HILLS  
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<b>Meeting Date:</b> October 22, 2024	<b>Confidential:</b>	Yes		No	X
<b>Topic:</b> Review of Policy 2011-01 "Council Benefits"					
<b>Originated By:</b> Adam Kozakiewicz			<b>Title:</b>	CAO	
<b>BACKGROUND:</b>					
<p>Should be reviewed annually at the Organizational meeting with other like policies.</p> <p>Note: Benefits are paid by the Town at 100%.</p> <p>Attached: Policy 2011-01.</p>					
<b>Documentation Attached:</b>	Yes	X	No		
<b>DISCUSSION:</b>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
Policy available for public viewing online.					
<b>RECOMMENDED ACTION(S):</b>					
<p>To adopt Review of Policy 2011-01 <i>Council Benefits</i> as reviewed (and amended, if required). OR Add Policy 2011-01 <i>Council Benefits</i> to Policy/Bylaw Committee for revision.</p>					
CAO - Adam Kozakiewicz					
<b>DISTRIBUTION:</b>	Council: X		Admin: X		Other:

TOWN OF TWO HILLS ORGANIZATIONAL MEETING AGENDA ITEM						
Meeting Date: October 22, 2024		Confidential:		Yes	No	X
Topic: Review of Policy 2012-02 "Mileage for Council, Staff and Appointed Members"						
Originated By: Adam Kozakiewicz				Title:	CAO	
BACKGROUND:						
<p>Usually reviewed annually at the Organizational meeting.</p> <p>Note: Mileage rate for the Government of Canada is still at \$0.70.</p> <p>Attached: Policy 2012-02</p>						
Documentation Attached:		Yes	X	No		
DISCUSSION:						
For review.						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
Policy available for public viewing.						
RECOMMENDED ACTION(S):						
<p>To adopt Review of Policy 2011-02 <i>Mileage for Council, Staff and Appointed Members</i> as reviewed (and amended, if required).</p> <p>OR</p> <p>Add Policy 2011-02 <i>Mileage for Council, Staff and Appointed Members</i> to Policy/Bylaw Committee for revision.</p>						
CAO - Adam Kozakiewicz						
DISTRIBUTION:		Council: X		Admin: X		Other:

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<b>Meeting Date:</b> October 22, 2024		<b>Confidential:</b>		Yes		No	X
<b>Topic:</b> Review & Acknowledgment of Bylaw 2018-969 Council Code of Conduct							
<b>Originated By:</b> Adam Kozakiewicz				<b>Title:</b>		CAO	
<b>BACKGROUND:</b>							
<p>Usually reviewed annually at the Organizational meeting.</p> <p>Attached: Bylaw No. 2018-969 Receipt of Acknowledgment of Code of Conduct Bylaw to be read and signed annually.</p>							
<b>Documentation Attached:</b>		Yes	X	No			
<b>DISCUSSION:</b>							
<p>For review.</p>							
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>							
<p>Bylaw available for public viewing.</p>							
<b>RECOMMENDED ACTION(S):</b>							
<p>To adopt Review of Bylaw No. 2018-969 <i>Council Code of Conduct</i> as reviewed.</p>							
CAO - Adam Kozakiewicz							
<b>DISTRIBUTION:</b>		Council: X		Admin: X		Other:	