



AGENDA  
TOWN OF TWO HILLS  
Tuesday March 24th, 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 March 9th, 2026 - Special Council Minutes
  - b) Minutes from March 10<sup>th</sup>, 2026 - Regular Council Minutes
- 4) DELEGATION
  - a) NCUBE & Landry LLP - 2025 - Audit of Financial Statements
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
- 7) CORRESPONDENCE
- 8) OLD BUSINESS
- 9) BYLAWS & POLICIES
- 10) NEW BUSINESS
  - a) ICOM - Preventative Maintenance
  - b) ATCO Vermillion Power Plant Tour
- 11) COUNCIL MEMBER REPORTS
- 12) NEXT MEETINGS - Tuesday April 14th, 2026 at 6:30 pm
- 13) CLOSED SESSION
- 14) ADJOURNMENT

TOWN OF TWO HILLS



Minutes of the Special Meeting of Council for the Town of Two Hills held on Monday March 9th, 2026, 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; CFO S. Lupul

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

**ADOPTION OF AGENDA:**

**CLOSED SESSION:**

2026-083 MOVED by Mayor M. Tarkowski to go into closed session  
Re: ATIA Section 30 at 6:35 pm.

CARRIED

2026-084 MOVED by Councillor M. Patel to come out of closed session at 9:55pm.

CARRIED

**ADJOURNMENT:** Mayor M. Tarkowski to adjourn the meeting at 9:55 pm.

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Mayor M. Tarkowski

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CAO A. Kozakiewicz



# TOWN OF TWO HILLS

Minutes of the Regular Meeting of Council for the Town of Two Hills held on March 10<sup>th</sup>, 2026, 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; EDO B. Ross; PW T. Stefiuk; FC D. Williams, MC C. Boyd

ATCO Delegation members Jen Layden, Randon Stark, Chris Eskelson, Travis Woodzia, RCMP delegate CPL K. Nicholls, 1 media and 1 resident in Gallery

**CALL TO ORDER:** Mayor M. Tarkowski called the Regular Town Council Meeting to order at 6:00 PM.

### ADOPTION OF AGENDA:

2026-085 MOVED by Councillor A. Hiebert to accept the agenda as presented. CARRIED

### ADOPTION OF MEETING MINUTES:

2026-086 MOVED by Deputy Mayor C. Dyck to accept the minutes of the Council Meeting minutes held on February 24th, 2026. CARRIED

6:55 T. Stefiuk entered Council Chambers  
6:59 S. Lupul Left Council Chambers

### DELEGATION: **ATCO**

7:00 PM ATCO's Jen Layden, Randon Stark, Chris Eskelson and Travis Woodzia left Council Chambers  
7:01 S. Lupul returned to Council Chambers  
7:01 A. Kozakiewicz left Council Chambers  
7:19 A Kozakiewicz returned to Council Chambers

### RCMP

7:29 PM RCMP CPL K. Nicholls left Council Chambers

2026-087 MOVED by Councillor H. Wall to acknowledge and incorporate the information from ATCO into the minutes. CARRIED

2026-088 MOVED by Councillor M. Patel to acknowledge and incorporate the information from the RCMP into the minutes. CARRIED

**OPEN FORUM:** A Resident - thanked T. Stefiuk and Public Works for their snow removal efforts and hard work keeping the roads clear.

### ADMISITRATIVE REPORTS:

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

7:32 PM B. Ross, D. Williams and C. Boyd, 1 resident and 1 media left council Chambers.

2026-089 MOVED by Mayor M. Tarkowski to go into Closed Session at 7:32 PM.

CARRIED

2026-090                    MOVED by Mayor M. Tarkowski to return to Open Session at 8:40 PM.  
8:40 PM B. Ross, D. Williams and C. Boyd returned to Council Chambers.  
8:40 PM T. Stefiuk left Council Chambers.  
8:42 PM B. Ross and Media left Council Chambers.

CARRIED

2026-091                    MOVED by Deputy Mayor C. Dyck that the Public Works, Water & Waste-Water Report be acknowledged and incorporated into the minutes.

CARRIED

2026-092                    MOVED by Councillor H. Wall that the EDO Report be acknowledged and incorporated into the minutes.

CARRIED

2026-093                    MOVED by Councillor M. Patel that the CFO Report be acknowledged and incorporate into the minutes.

CARRIED

2026-094                    MOVED by Councillor H. Wall that the CAO Report be acknowledged and incorporated into the minutes.

CARRIED

#### CORRESPONDENCE:

2026-095                    MOVED by Councillor H. Wall that the Correspondence be acknowledged and incorporated into the minutes.

CARRIED

2026-096                    MOVED by Mayor M. Tarkowski to extend the meeting by 1 hour at 8:59 PM.

#### OLD BUSINESS:

##### Opti-Mize Lifetime Subscription

2026-097                    MOVED by Councillor H. Wall to accept Invoice #1003 for \$4,725.00 (inc. GST) and purchase a lifetime subscription of the Software Program Opti-Mize to track our Power Usage. To be paid under the general revenue.

CARRIED

2026-098                    MOVED by Councillor A. Hiebert to Accept the Quote to add the hardware needed to track the power usage of the Reservoir and Lift Station with Opti-Mize Software as well for a total of \$14,610.24, paid with funds from the general revenue.

DEFEATED

##### Priorities and Estimated Costs from MPE

2026-099                    MOVED by Deputy Mayor C. Dyck to accept the priorities with estimated costs prepared by MPE to be completed and forward to the Managing Partner the County of Two Hills No 21 who may choose to incorporate them into the Alberta Community Partnership (ACP) Asset Management Support (AMS) Grant budget, if approved and engage MPE to complete the work.

CARRIED

#### BYLAWS & POLICIES:

##### Amend Bylaw # 2024-1048 with Bylaw # 2026-1064 Water & Sewar Bylaw

Amend to provide special pricing for the sale of bulk water to ACE Water during Myrnam Water line replacement project.

2026-100                    MOVED by Mayor M. Tarkowski that Bylaw No. 2026-1064 be given a first reading

this 10<sup>th</sup> day of March 2026.

CARRIED

2026-101 MOVED by Deputy Mayor C. Dyck that Bylaw No. 2026-1064 be given a second reading this 10<sup>th</sup> day of March 2026. CARRIED

2026-102 MOVED by Councillor M. Patel that Bylaw No. 2026-1064 be given unanimous consent for a third and final reading this 10<sup>th</sup> day of March 2026. UNANIMOUSLY CARRIED

2026-103 MOVED by Councillor A. Hiebert that Bylaw No. 2026-1064 be given a third and final reading this 10<sup>th</sup> day of March 2026. CARRIED

**NEW BUSINESS:** Two Hills and District Ag Society requested road closure for annual Trade Show.

2026-104 MOVED by Deputy Mayor C. Dyck to approve the road closure request for 45<sup>th</sup> Ave from 7:30am to 5pm on Saturday April 18<sup>th</sup>, 2026, for the Annual Trade Show. CARRIED

Local Global Conference in Vegreville, provides an opportunity to participate in shaping the future Economic Growth in the Region.

2026-105 MOVED by Deputy Mayor C. Dyck to Register 2 Council Members to attend the Local to Global Conference in Vegreville on April 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>. With Registration fees for REDA Members of \$375.00 each. Funds to be used from the General Revenue. CARRIED

**COUNCIL REPORTS:**

**NEXT MEETINGS:** Tuesday April 14<sup>th</sup>, 2026, at 6:30 PM.

2026-106 MOVED by Mayor M. Tarkowski for a 5-minute Recess at 9:23 PM. CARRIED

**CLOSED SESSION:**

2026-107 MOVED by Mayor M. Tarkowski to go into closed session Re: ATIA Section 19 and 29 at 9:28 PM. CARRIED

2026-108 MOVED by Mayor M. Tarkowski to return to open session at 9:59 PM. CARRIED

**ADJOURNMENT:** Mayor M. Tarkowski called to adjourn the meeting at 10:02 PM.

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Mayor M. Tarkowski

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CAO A. Kozakiewicz



# 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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1. Meeting with Ambassador to Ukraine in Edmonton
2. Meeting with Fire Chief at the Hall ordered gauges under \$1000 for fill SCBA.
3. Meeting with Drew and Ronda - MPE
4. Emergency Social Services ESS hazard season briefing from Provincial Emergency Coordination Centre PECC
5. Telus Legacy Copper Phone Migration to Voice over IP VOIP Telephone System
6. Meeting with County and Village re Asset Management ACP Grant
7. Meeting with Auditor



## Correspondence Listing

March 24<sup>th</sup>, 2026

1. ACP Asset Management Grant Approved - Letter to Murry Phillips with MEP Priorities Document attached
2. Email from NRED Program - MYRNAM - Not Approved
3. Email from NRED Program - Two Hills Ec. Dev - Not Approved
4. Alberta Transportation - Clifton Engineering - Water well monitoring sampling
5. Fair Electricity Distribution Alliance Launch
6. Rural Renewal Stream Designated Community Allocation
7. Two Hills Signs & Graphics and Business Centre - Area Advertising
8. Town of Two Hills Alberta Community Partnership (ACP) Intermunicipal Collaboration (IC) Grant Application - Not Approved
9. Myrnam Alberta Community Partnership (ACP) Intermunicipal Collaboration (IC) Grant Application - Not Approved
10. Invite to Melvin Verenka X-Ray Department Upgrade Unveiling at Two Hills Health Centre.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Peace River*

AR121839

March 10, 2026

His Worship Murray Phillips  
Mayor  
County of Two Hills No. 21  
PO Box 490  
Two Hills AB T0B 4K0

Dear Mayor Phillips:

I am pleased to approve a grant of \$750,000 to the County of Two Hills under the Asset Management Planning stream of the 2025/26 Alberta Community Partnership – Asset Management Support your Asset Management Planning System Pilot project.

This funding will help strengthen municipal viability by assisting local governments to enhance asset management practices – an important part of capacity building to enhance regional asset management and shared services.

This approval does not signify broader provincial support for any recommendation or outcome that might result from your project. Grant approval is conditional upon the municipal partners contributing 25 per cent toward the project cost, with the province providing the remaining 75 per cent.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The Government of Alberta commends you and your municipal partnership on your commitment to asset management. If you have questions, please contact Erin Collins, toll-free by dialing 310-0000, then 780-422-7125, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

I wish you every success in your efforts as you build vibrant, resilient communities for the benefit of all Albertans.

Sincerely,

Dan Williams, ECA  
Minister of Municipal Affairs

.../2

cc: Honourable Jackie Armstrong-Homeniuk, MLA, Fort Saskatchewan-Vegreville  
Scott Cyr, MLA, Bonnyville-Cold Lake-St. Paul  
Michael Tarkowski, Mayor, Town of Two Hills  
Rick Sadowsky, Mayor, Village of Myrnam  
Sally Dary, Chief Administrative Officer, County of Two Hills No. 21  
Adam Kozakiewicz, Chief Administrative Officer, Town of Two Hills  
Elsie Kiziak, Chief Administrative Officer, Village of Myrnam

Hi Adam,

Further to our discussions at last week's Council meeting, below is a summary of the proposed priorities and associated budgets. The breakdown reflects our understanding of Council's direction. Please review and let me know if you would like to adjust the priorities or refine the scope within any category to better align with the Town's needs.

### **Priority 1 – Water Distribution System – \$130,000**

#### **Scope of Work:**

- Water system modelling
- Asset inventory and condition survey
- Review of pumping systems
- Recommendations for replacements and appropriate sizing

### **Priority 2 – Stormwater System – \$105,000**

#### **Scope of Work:**

- Flushing and CCTV inspection of trunk mains
- Survey of catch basins, manholes, and major drainage ditches
- Precipitation monitoring
- Modelling of primary stormwater infrastructure
- Upgrade and capacity improvement recommendations

### **Priority 3 – Sewer Collection System – \$100,000**

#### **Scope of Work:**

- Flushing and CCTV inspection of trunk mains
- Manhole condition survey
- Flow monitoring

- Lift station assessment
- Collection system modelling
- *Optional (subject to budget availability):* Inflow and Infiltration (I&I) study

#### **Priority 4 – Transportation – \$45,000**

##### **Scope of Work:**

- Roadway and sidewalk condition review
- Condition assessment with lifecycle projections
- Surface treatment and product recommendations (including oiled roads)

The estimated cost for data collection and technical analysis totals approximately \$380,000. The remaining \$20,000 will be allocated toward preparation of a comprehensive final report consolidating all findings and addressing any outstanding items (e.g., the water tower).

Once we have confirmed the priorities and desired level of service for each category, we will prepare a detailed cost estimate for review.

Please let me know if you would like to discuss any adjustments.

Regards,

***Drew Fellers, P.L. (Eng.)***

Edmonton Region Manager

Cel. (780) 717-9714

Email. [dfellers@mpe.ca](mailto:dfellers@mpe.ca)

[www.mpe.ca](http://www.mpe.ca)



**Fw: Application to NRED Program - NRED-04-00041**

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**From** Adam Kozakiewicz <cao@townoftwohills.com>  
**Date** Wed 18/03/2026 12:25  
**To** Michael Tarkowski <mtarkowski@townoftwohills.com>  
**Cc** Cindy Boyd <mc@townoftwohills.com>

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**From:** cao@myrnam.ca <cao@myrnam.ca>  
**Sent:** Wednesday, March 18, 2026 11:55  
**To:** Adam Kozakiewicz <cao@townoftwohills.com>; ! Sdary <sdary@thcounty.ab.ca>  
**Subject:** Fw: Application to NRED Program - NRED-04-00041

FYI

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**From:** NRED Program <NRED.program@gov.ab.ca>  
**Sent:** Wednesday, March 18, 2026 11:53 AM  
**To:** ! Elsie Kiziak <cao@myrnam.ca>  
**Subject:** Application to NRED Program - NRED-04-00041

Hello Elsie Kiziak,

Thank you for submitting your application NRED-04-00041 to the Northern and Regional Economic Development (NRED) Program for Village of Myrnam to complete the following project: "Two Hills Regional BREWD Initiative".

Your application was evaluated on a competitive basis and in accordance with the [NRED Program Intake 4 Guidelines](#). The review is now complete, and we regret to inform you that your application was not selected for program funding this year. We invite you to apply for future program application intakes. The next intake is anticipated for Fall 2026.

If you would like to receive feedback on your application or further information about NRED Program parameters, please contact Nicholas Hrycun, Senior Program Advisor, at [nicholas.hrycun@gov.ab.ca](mailto:nicholas.hrycun@gov.ab.ca).

Best regards,  
**NRED Program Team**  
Business Supports Branch  
Government of Alberta

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**From:** NRED Program <NRED.program@gov.ab.ca>  
**Sent:** Wednesday, March 18, 2026 11:53 AM  
**To:** Bob Ross <bross@townoftwohills.com>  
**Subject:** Application to NRED Program - NRED-04-00179

Hello Bob Ross,

Thank you for submitting your application NRED-04-00179 to the Northern and Regional Economic Development (NRED) Program for Town of Two Hills to complete the following project: "TWO HILLS HWY 45 DEVELOPMENT".

Your application was evaluated on a competitive basis and in accordance with the [NRED Program Intake 4 Guidelines](#). The review is now complete, and we regret to inform you that your application was not selected for program funding this year. We invite you to apply for future program application intakes. The next intake is anticipated for Fall 2026.

If you would like to receive feedback on your application or further information about NRED Program parameters, please contact Nicholas Hrycun, Senior Program Advisor, at [nicholas.hrycun@gov.ab.ca](mailto:nicholas.hrycun@gov.ab.ca).

Best regards,

**NRED Program Team**  
Business Supports Branch  
Government of Alberta

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File CG3687.3.23

# Transportation and Economic Corridors

2025 Groundwater Monitoring and  
Sampling

Two Hills Highway Maintenance Yard

NE 31-54-12 W4M

Two Hills, AB

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**Clifton**

# Transportation and Economic Corridors

## 2025 Groundwater Monitoring and Sampling

### Two Hills Highway Maintenance Yard

#### NE 31-54-12 W4M

#### Two Hills, AB

*Priscilla Gallagher*

Prepared by:  
Priscilla Gallagher AIT EPT  
Environmental Technician



2025-11-14

Reviewed by:  
Julie Burghardt MSc PEng  
Senior Environmental Engineer



2025-11-14

Reviewed by:  
David Simpson MSc PEng  
Principal Environmental Engineer

<b>PERMIT TO PRACTICE</b>	
<b>CLIFTON ENGINEERING GROUP INC.</b>	
RM SIGNATURE	<i>David L. Simpson</i>
RM APEGA ID #:	<b>60520</b>
DATE:	2025-11-14
<b>PERMIT NUMBER: P014800</b>	
The Association of Professional Engineers and Geoscientists of Alberta (APEGA)	

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## Executive Summary

Clifton Engineering Group Inc. (Clifton) was retained by the Department of Transportation and Economic Corridors (TEC) to complete an on and off-Site groundwater monitoring and sampling event at the Two Hills Highway Maintenance Yard (HMY) within the Contract Maintenance Area 511 of the Central Region. The Two Hills HMY (Site) is located within the northeastern quarter of Section 31, Township 54, Range 12, West of the 4<sup>th</sup> Meridian. The legal land description of the Site is Plan 4397MC Lot L. The municipal address for the Site is 5012 – 52 Street, Two Hills, Alberta. A Site Location Plan is presented in Figure 1.

In May 2025, Clifton monitored the groundwater levels and collected groundwater samples for analysis of basic salinity and hardness at 18 on and off-Site monitoring wells. Based on the results of the current monitoring and sampling event and a review of select historical information, Clifton concludes the following:

- Groundwater elevation data collected in 2025 indicates that flow is directed southwest across the Site, consistent with historical measurements and regional topographic gradients.
- Thirteen monitoring wells had chloride exceedances of the Tier 1 Guideline.
- All 18 monitoring wells sampled exceeded the Tier 1 Guideline for Total Dissolve Solids.
- Ten monitoring wells had sodium exceedances.
- Two monitoring wells, MW3 and MW18-09, exceeded the Tier 1 Guideline for sulphate.
- The Mann-Kendall Plume Stability Analysis indicates that the chloride concentrations for MW3, MW4 and MW13-03 are increasing over time while the chloride concentrations for MW1, MW2, MW13-01, MW13-02 and MW13-04 are decreasing or probably decreasing. MW18-05, MW18-06 and MW18-07 exhibit a stable or no chloride trend.

Based on the results of the 2025 groundwater monitoring and sampling event, Clifton recommends the following:

- Continue regular groundwater monitoring and sampling events for salinity across the Site.

Clifton prepared a risk management plan (RMP) outlining the approach for the long-term management of contamination at the Site. The RMP is currently pending a third-party agreement, after which it will be submitted to the EPA for comment. The proposed groundwater program outlined in the RMP includes annual monitoring and sampling of the 11 on-Site wells (MW1, MW2, MW3, MW4, MW13-01, MW13-02, MW13-03, MW13-04, MW18-05, MW18-06 and MW18-07) and ten off-Site wells (MW18-01S, 18-02S, 18-04, 18-05, 18-09, 23-01, 23-02, 23-06, MW24-04 and MW24-05). Given that the most sensitive receptors in proximity to the Site would be any downgradient water wells or surface water bodies, the monitoring and sampling program focuses on groundwater monitoring wells located down and cross gradient of the Site. Of these wells, Clifton sampled 18; MW23-06 was dry, MW18-02S contained free product likely associated with off-Site vehicle maintenance activities, and MW18-04 was not located or sampled.

Based on the results of the 2025 groundwater monitoring and sampling event, Clifton recommends proceeding with the groundwater monitoring and sampling program outlined in the RMP.

Use of this report and this Executive Summary is subject to the terms outlined in the Closure section of this report (Section 15.0). The reader's attention is specifically drawn to these conditions as it is considered essential that they be followed for the proper use and interpretation of this report.

Subject: Fw: Fair Electricity Distribution Alliance Launch

Good morning NAAGO members,

For those who did not receive the memo and associated materials on behalf of Mayor Clayton, City of Grand Prairie, I am forwarding the information related to the Fair Electricity Distribution Alliance campaign launch. Please feel free to utilize the attached materials and share this campaign within your own municipalities.

*Sent on behalf of Mayor Clayton*

Good afternoon, FEDA Members,

Thank you again for joining the Fair Electricity Distribution Alliance. We are launching the awareness campaign today and want to ensure that all Alliance members are aware and have the same information and opportunity to share key content.

Attached is your participant toolkit. It includes:

- Key messages and background on distribution rate disparities; and
- A draft press release; and
- Social media posts, accompanying graphics, and posting guidance.

Please review your package to become familiar with the materials. These materials are for you to share on your social media or with your local media outlet(s). Launching in a coordinated way ensures maximum visibility and reinforces the Alliance's unified voice.

What to expect at launch

On launch day: March 16, 2026

- [www.fairelectricitydistribution.ca](http://www.fairelectricitydistribution.ca) will go live.
- The campaign message and website will be featured on four digital billboards in Edmonton, targeting key decision makers and those who would benefit from learning more about the issue.
- Digital messaging will go live, targeting key decision makers in Edmonton and individuals who may benefit from learning more about the issue.
- Social posts and a draft press release are provided for you to share locally if you wish. The date can be adjusted on the release prior to sending as a PDF to your local media.
- Buttons and postcards will be available at the Rural Municipalities of Alberta Spring Convention and Alberta Municipalities Spring Leaders Caucus.

If you have any questions about your toolkit or want to confirm any details, please reach out. We appreciate your participation and look forward to launching this campaign together.

We encourage you to share the message with other municipalities, organizations and chambers that may be interested in joining the Alliance.

They can send their logos to [mayor@cityofgp.com](mailto:mayor@cityofgp.com) to be added to the Alliance and our distribution list, which we anticipate will continue to grow.

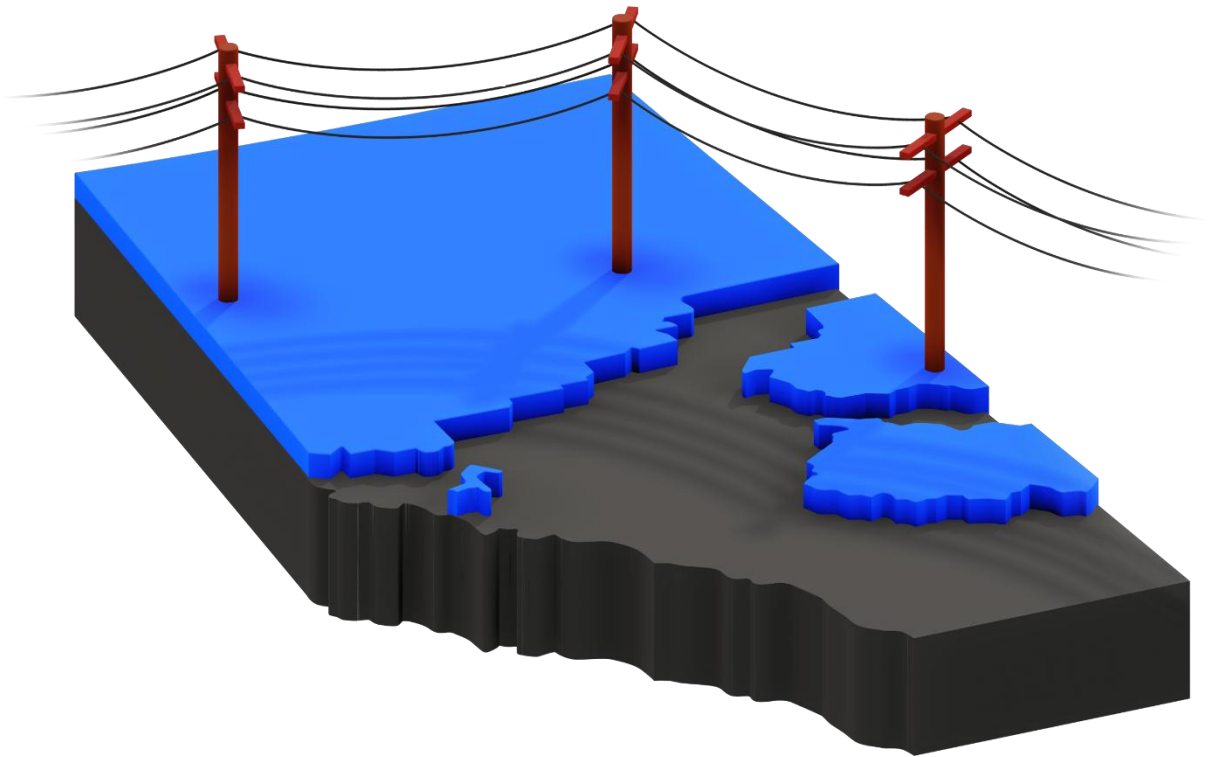
Best regards,



Jackie Clayton Mayor, City of Grande Prairie



Where you live shouldn't determine your power bill.



**Many residents in northern, east-central and southern Alberta are paying some of the highest electricity distribution fees in the province. It's time for fairness and a change.**

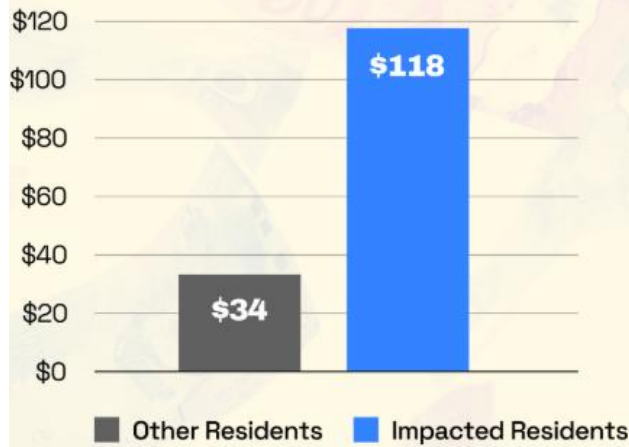
### **The Issue**

Many residents in northern, east-central and southern Alberta are paying some of the highest electricity distribution fees in the province. Households can pay, on average, \$118 a month in distribution costs compared to just \$34 in non-impacted service areas. For industry, the gap is even more severe. An industrial facility with a 4,000kW demand can pay around \$31,250/month, while a similar operation in a non-impacted service area might pay as little as \$11,237/month. Municipalities also pay significantly higher distribution fees, which can consume a large share of a municipality's electricity bill and divert dollars away from local priorities.

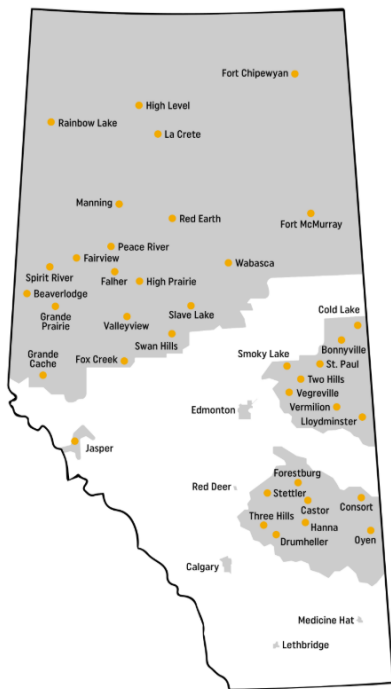
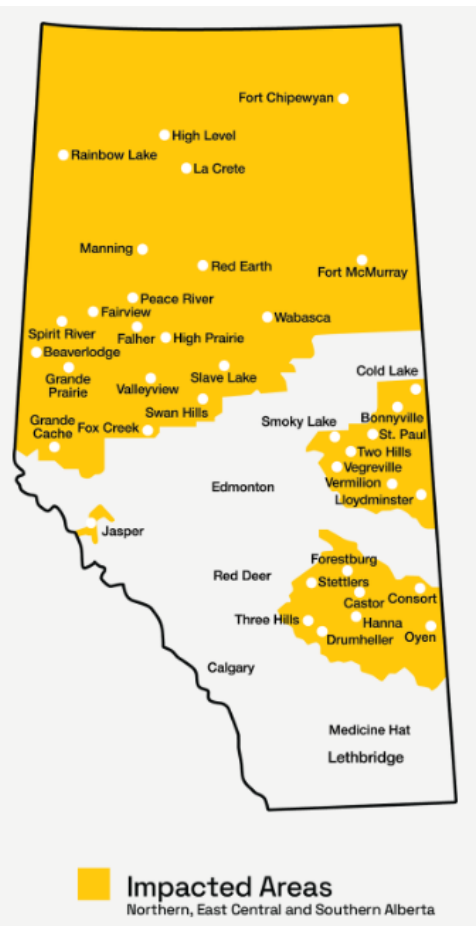
### **The problem**

Families, businesses and municipalities in many parts of Alberta have been impacted by unfairly high electricity distribution charges simply because of where they live. This disparity puts our communities at a disadvantage. These high costs strain household budgets and hinder economic growth. Residents in northern, east-central and southern Alberta, in particular, feel penalized by these higher utility costs.

# RESIDENTIAL MONTHLY ELECTRICITY DISTRIBUTION COSTS\*



\*Based on the average household.



Service Area



For Electrical Service at: [Redacted]  
 Current Rate: Fixed 10.750 cents / kWh effective for meter reads from Sep 03 2025 until Oct 31 2027

**Jan 30 2026 - Feb 26 2026 Usage: 1084 kWh**

**Previous Charges and Credits**

Previous Balance	\$383.07
Payments	-\$383.07
*Payment processed Feb 19. Thank you.	-\$383.07

**Balance Forward** **\$0.00**

**Charge Summary**

Energy	\$116.53
Microgen	-\$7.74
Regulated Transmission and Distribution	\$176.76
Balancing Pool Allocation	\$1.44
Municipal Fee to Smoky Lake	\$17.82
Retailer Fees	\$8.97
Subtotal	\$313.78
*GST (#896454626)	\$15.69

**Total Current Charges** **\$329.47**

**Total Due** **\$329.47**

**Pre-Authorized Bank Withdrawal of \$329.47 will occur on or after Mar 18, 2026.**

**General Message**

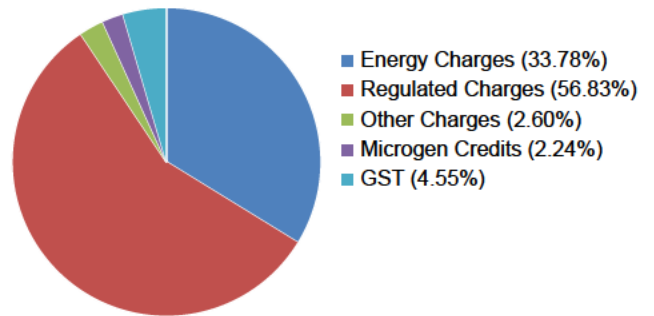
Happy March! Spring is just around the corner, which means longer days, melting snow, and the annual debate about daylight saving time. Do not forget to spring your clocks forward. Losing an hour of sleep may not feel lucky, but at least the extra evening sunshine makes up for it.

With St. Patrick's Day around the corner, we hope a little luck comes your way. While we cannot promise a pot of gold at the end of the rainbow, we can promise reliable, affordable energy from Get Energy to keep your home running smoothly. If you haven't visited us online lately, check out our website to see all the great things we are working on for our customers and community, or leave us a review on Google.

Please note that our office will be closed on Friday, April 3rd for Good Friday and Monday, April 6th for Easter Monday. We will reopen on Tuesday, April 7th and be ready to help with anything you need.

Here's to brighter days and a smooth start to spring!

**Percent Allocation of Current Invoice**



\* - GST Exempt



**Need help?**

Mon - Fri: 9AM - 5PM  
 Phone: (780) 665-9697  
 Email: [customercare@getenergy.ca](mailto:customercare@getenergy.ca)  
 Suite 200, 1316 9th Avenue S.E.  
 Calgary, Alberta T2G 0T3

**For Outages and Emergencies contact Atco Electric Ltd at 1-800-668-5506**



Service Address: [Redacted]  
 Account: [Redacted]

## Detailed Charge Summary

### Energy readings provided by: Atco Electric Ltd

Meter	From	Dial Read	To	Dial Read	Status	Cancel	Multiplier	kWh
T00791-56187 [Redacted]	Jan 30	19008	Jan 31	19085	Calculated	N	1	77
T00791-56187 [Redacted]	Feb 01	19085	Feb 26	20092	Actual	N	1	1007
<b>Total:</b>								<b>1084</b>

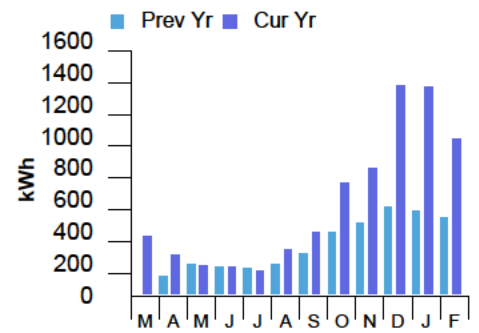
### Micro Generation readings provided by: Atco Electric Ltd

Meter	From	Dial Read	To	Dial Read	Status	Cancel	Multiplier	kWh
T00791-56187 [Redacted]	Feb 03	10686	Mar 02	10758	Actual	N	1	72
<b>Total:</b>								<b>72</b>

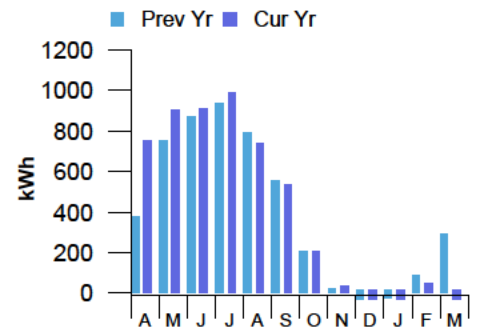
<b>Energy</b>	<b>\$116.53</b>
Energy Charge ( Jan 30 - Jan 31: 77.0 kWh @ \$0.1075 )	\$8.28
Energy Charge ( Feb 01 - Feb 26: 1,007.0 kWh @ \$0.1075 )	\$108.25
<b>Microgen</b>	<b>-\$7.74</b>
Microgen Credit ( Feb 03 - Feb 28: 67.0 kWh @ -\$0.1075 )	-\$7.20
Microgen Credit ( Mar 01 - Mar 02: 5.0 kWh @ -\$0.1075 )	-\$0.54
<b>Regulated Transmission and Distribution</b>	<b>\$176.76</b>
Transmission Charge	\$51.93
Transmission Riders	-\$20.16
Distribution Charge	\$144.99
<b>Balancing Pool Allocation</b>	<b>\$1.44</b>
Balancing Pool Charge	\$1.44
<b>Municipal Fee to Smoky Lake</b>	<b>\$17.82</b>
Local Access Fee	\$14.24
Property Tax	\$3.58
<b>Retailer Fees</b>	<b>\$8.97</b>
Admin Charge	\$8.97

\* - GST Exempt

### Electricity Imported by Month



### Electricity Exported by Month

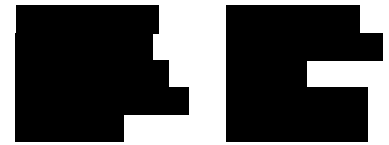




Service Address:   
 Account: 

## Invoice Charge History

Invoice Date	Opening Balance (\$)	Energy (kWh)	Energy (\$)	Regulated (\$)	Other (\$)	Exported kWh	Microgen Credits	GST (\$)	Payment & Transfers (\$)	Rebate (\$)	Balance (\$)
Mar 11, 2026	\$383.07	1084	\$116.53	\$196.02	\$8.97	72	-\$7.74	\$15.69	-\$383.07	\$0.00	\$329.47
Feb 11, 2026	\$438.99	1254	\$134.81	\$221.27	\$8.97	2	-\$0.22	\$18.24	-\$438.99	\$0.00	\$383.07
Jan 13, 2026	\$232.72	1473	\$158.35	\$250.77	\$8.97	0	\$0.00	\$20.90	-\$232.72	\$0.00	\$438.99
Dec 10, 2025	\$219.36	713	\$76.65	\$139.89	\$8.97	36	-\$3.87	\$11.08	-\$219.36	\$0.00	\$232.72
Nov 13, 2025	\$78.87	727	\$78.15	\$146.52	\$8.97	230	-\$24.73	\$10.45	-\$78.87	\$0.00	\$219.36
Oct 10, 2025	-\$23.98	390	\$47.12	\$97.87	\$8.97	521	-\$56.01	\$4.90	\$0.00	\$0.00	\$78.87
Sep 11, 2025	-\$448.45	319	\$95.70	\$105.29	\$8.97	776	-\$232.80	-\$1.14	\$448.45	\$0.00	-\$23.98
Aug 13, 2025	-\$295.76	167	\$50.10	\$79.61	\$8.97	947	-\$284.10	-\$7.27	\$0.00	\$0.00	-\$448.45
Jul 11, 2025	-\$165.73	216	\$64.80	\$91.29	\$8.97	963	-\$288.90	-\$6.19	\$0.00	\$0.00	-\$295.76
Jun 11, 2025	-\$26.81	200	\$60.00	\$85.23	\$8.97	955	-\$286.50	-\$6.62	\$0.00	\$0.00	-\$165.73
May 12, 2025	\$117.14	274	\$64.69	\$96.26	\$8.97	786	-\$195.45	-\$1.28	-\$117.14	\$0.00	-\$26.81
Apr 10, 2025	\$180.84	340	\$36.55	\$100.56	\$7.99	312	-\$33.54	\$5.58	-\$180.84	\$0.00	\$117.14
Mar 12, 2025	\$223.79	487	\$52.36	\$124.35	\$7.99	116	-\$12.47	\$8.61	-\$223.79	\$0.00	\$180.84



Service Address: [Redacted]  
 Account: [Redacted]

### Invoice Charge Details

Charge	Description	Period	Quantity	Unit	Basis	Rate	Amount
Transmission Charge	Energy Charge	2026/01/30 - 2026/01/31	77.00	Kilowatt Hour	Energy	0.047900	\$3.69
Transmission Charge	Energy Charge	2026/02/01 - 2026/02/26	1007.00	Kilowatt Hour	Energy	0.047900	\$48.24
Transmission Riders	Rider G - Temporary Adjustment	2026/01/30 - 2026/01/31	77.00	Kilowatt Hour	Energy	-0.002120	-\$0.16
Transmission Riders	Rider G - Temporary Adjustment	2026/02/01 - 2026/02/26	1007.00	Kilowatt Hour	Energy	-0.002120	-\$2.13
Transmission Riders	Rider J - Interim Adjustment	2026/01/30 - 2026/01/31	9.78	Dollar	Percentage (%) Based	-0.131700	-\$1.29
Transmission Riders	Rider J - Interim Adjustment	2026/01/30 - 2026/01/31	0.54	Dollar	Percentage (%) Based	-0.131700	-\$0.07
Transmission Riders	Rider J - Interim Adjustment	2026/02/01 - 2026/02/26	127.66	Dollar	Percentage (%) Based	-0.131700	-\$16.81
Transmission Riders	Rider J - Interim Adjustment	2026/02/01 - 2026/02/26	7.01	Dollar	Percentage (%) Based	-0.131700	-\$0.92
Transmission Riders	Rider S - Sas Adjustment Rider	2026/01/30 - 2026/01/31	77.00	Kilowatt Hour	Energy	0.001120	\$0.09
Transmission Riders	Rider S - Sas Adjustment Rider	2026/02/01 - 2026/02/26	1007.00	Kilowatt Hour	Energy	0.001120	\$1.13
Distribution Charge	Customer Charge	2026/01/30 - 2026/01/31	2.00	Flat Fee	Fixed	0.269800	\$0.54
Distribution Charge	Customer Charge	2026/01/30 - 2026/01/31	2.00	Flat Fee	Fixed	1.412500	\$2.83
Distribution Charge	Customer Charge	2026/02/01 - 2026/02/26	26.00	Flat Fee	Fixed	0.269800	\$7.01
Distribution Charge	Customer Charge	2026/02/01 - 2026/02/26	26.00	Flat Fee	Fixed	1.412500	\$36.73
Distribution Charge	Energy Charge	2026/01/30 - 2026/01/31	77.00	Kilowatt Hour	Energy	0.090300	\$6.95
Distribution Charge	Energy Charge	2026/02/01 - 2026/02/26	1007.00	Kilowatt Hour	Energy	0.090300	\$90.93
Local Access Fee	Rider A-1 Property Tax Fee	2026/01/30 - 2026/01/31	0.47	Dollar	Percentage (%) Based	0.080000	\$0.04
Local Access Fee	Rider A-1 Property Tax Fee	2026/01/30 - 2026/01/31	3.69	Dollar	Percentage (%) Based	0.080000	\$0.30
Local Access Fee	Rider A-1 Property Tax Fee	2026/01/30 - 2026/01/31	8.49	Dollar	Percentage (%) Based	0.080000	\$0.68
Local Access Fee	Rider A-1 Property Tax Fee	2026/02/01 - 2026/02/26	6.09	Dollar	Percentage (%) Based	0.080000	\$0.49
Local Access Fee	Rider A-1 Property Tax Fee	2026/02/01 - 2026/02/26	48.24	Dollar	Percentage (%) Based	0.080000	\$3.86
Local Access Fee	Rider A-1 Property Tax Fee	2026/02/01 - 2026/02/26	110.85	Dollar	Percentage (%) Based	0.080000	\$8.87
Property Tax	Rider A-1 Municipal Assessment	2026/01/30 - 2026/01/31	0.47	Dollar	Percentage (%) Based	0.020200	\$0.01
Property Tax	Rider A-1 Municipal Assessment	2026/01/30 - 2026/01/31	3.69	Dollar	Percentage (%) Based	0.020200	\$0.07
Property Tax	Rider A-1 Municipal Assessment	2026/01/30 - 2026/01/31	8.49	Dollar	Percentage (%) Based	0.020200	\$0.17
Property Tax	Rider A-1 Municipal Assessment	2026/02/01 - 2026/02/26	6.09	Dollar	Percentage (%) Based	0.020200	\$0.12
Property Tax	Rider A-1 Municipal Assessment	2026/02/01 - 2026/02/26	48.24	Dollar	Percentage (%) Based	0.020200	\$0.97



Service Address:   
 Account: 

### Invoice Charge Details

Charge	Description	Period	Quantity	Unit	Basis	Rate	Amount
Property Tax	Rider A-1 Municipal Assessment	2026/02/01 - 2026/02/26	110.85	Dollar	Percentage (%) Based	0.020200	\$2.24
Balancing Pool Charge	Rider B - Balancing Pool Adjustment	2026/01/30 - 2026/01/31	77.00	Kilowatt Hour	Energy	0.001330	\$0.10
Balancing Pool Charge	Rider B - Balancing Pool Adjustment	2026/02/01 - 2026/02/26	1007.00	Kilowatt Hour	Energy	0.001330	\$1.34
Energy Charge	Energy	2026/01/30 - 2026/01/31	77.00	Kilowatt Hour	Energy	0.107500	\$8.28
Energy Charge	Energy	2026/02/01 - 2026/02/26	1007.00	Kilowatt Hour	Energy	0.107500	\$108.25
Microgen Credit	Micro Generation Credit	2026/02/03 - 2026/02/28	67.00	Kilowatt Hour	Energy	-0.107500	-\$7.20
Microgen Credit	Micro Generation Credit	2026/03/01 - 2026/03/02	5.00	Kilowatt Hour	Energy	-0.107500	-\$0.54
Admin Charge	Administration Fee	2026/03/11					\$8.97

\* - GST Exempt



January 15, 2026

Mr. Bob Ross  
Executive Director  
Town of Two Hills  
4712 50<sup>th</sup> Street  
Two Hills, Alberta, T0B 4K0

Dear Mr. Ross:

2026 Rural Renewal Stream Designated Community Allocation

I am writing to inform you that as part of Alberta's ongoing efforts to strengthen the Rural Renewal Stream and align it with labour market needs, Alberta Advantage Immigration Program (AAIP) is implementing annual allocation limits for designated communities beginning in 2026.

Your community's allocation for 2026 is based on several factors, including community population size, past program usage (successful nominations), community unemployment rate, and available provincial nomination allocations. This allocation approach is designed to support communities in adequately planning resources and ensuring that endorsement volumes align with Alberta's nomination capacity.

Your community's nomination allocation for 2026 is: 15

I appreciate our continued partnership in supporting rural immigration. AAIP will continue to provide opportunities for frequent engagement with the designated communities.

Sincerely,

Gosia Cichy-Weclaw  
Assistant Deputy Minister  
Immigration

# Alberta Advantage Immigration Program

## Rural Renewal Stream Fact Sheet

---

### What is the Alberta Advantage Immigration Program?

The Alberta Advantage Immigration Program is an economic immigration program that nominates individuals for permanent residence in Alberta. The Alberta Advantage Immigration Program has different streams for both foreign nationals who are living and working in Alberta as well as entrepreneurs wanting to establish or purchase a business in Alberta. Alberta Advantage Immigration Program nominees must have the skills and abilities to fill labour shortages or contribute to the economy through the ownership and operation of an Alberta business.

Both the Government of Alberta and the federal government administer the program. If an individual is nominated through the Alberta Advantage Immigration Program, they may apply for permanent residence status together with their spouse or common-law partner and dependent children. Program nominees must also meet medical, criminal and security federal checks to be eligible for permanent residency.

Immigration, Refugees and Citizenship Canada (IRCC) makes the final decisions on all permanent residence applications.

What makes the Rural Renewal Stream unique is that it is “community driven”. To ensure success in your community, economic development groups, employers and community organizations will work together to achieve community designation to meet the labour force and economic needs of the community.

### How the Rural Renewal Stream Works

Rural Alberta communities express interest in the Rural Renewal Stream (communities within an economic region can partner to apply).



Communities that meet the mandatory criteria submit their application for community designation.



The community partnership works to attract and recruit foreign nationals.



Employer provides a job offer to the successful foreign national and the community partnership ensures the candidate meets the streams criteria. An endorsement letter is provided to the foreign national.



Endorsed foreign national submits application to the Alberta Advantage Immigration Program.



The Alberta Advantage Immigration Program issues nomination for Permanent Residency



Foreign national applies to Immigration Refugees and Citizenship Canada for Permanent Residency.



Designated Community supports newcomers to settle permanently and be successful in the community

## Mandatory Requirements for Community Designation

- Rural communities with a population less than 100,000.
  - Rural communities in the same economic region may form a partnership to submit an application.
  - Census 2016 figure will be the reference year for the population count.
  - Communities must fall outside of the Calgary and Edmonton Census Metropolitan Area.
- Community has an organization/entity whose primary function is economic development for the community that will serve as the community designation lead and coordinator for the Rural Renewal Stream.
- Community has an Economic Development Plan.
- Community has support letters from town/municipality council(s).
- Community has support letter from a settlement providing organization (does not need to be local) that will be collaborating with the community to identify and plan for settlement needs for successful integration into the community.

## Next Steps

For more information on the Rural Renewal Stream and Community Designation, please visit [Opportunity Alberta, Rural Renewal Stream – Community designation | Alberta.ca](#) or email [AAIPoffice@gov.ab.ca](mailto:AAIPoffice@gov.ab.ca)

January 21, 2026

Town of Two Hills

MAR 18 2026

RECEIVED

To Whom It May Concern,

On behalf of Two Hills Signs & Graphics and Business Centre, we are pleased to announce our partnership with the Two Hills Agricultural Society for "The Arena Project" over the next three years. We look forward to working together to enhance the image and sustainability of the Two Hills Centennial Arena by offering local businesses the opportunity to advertise on the arena boards in support of the new sign at the Two Hills Arena.

As an established signage company located at 4711 - 50 Street in Two Hills, we specialize in providing high-quality, customized solutions. To support this project, we have two contract options available, both of which include the production of the decals for the boards. Please note that while our standard options cover sizes up to 36" x 38", larger decals are available for an additional cost of \$10 per square foot.

We are excited to help you showcase your business within the community. Please let us know if you would like to review the contract details or discuss a specific design for your signage.

Best regards,

Rafa Pieczko

Two Hills Signs & Graphics and Business Centre

## Two Hills

---

Hi there,

I'm calling out all business around the area to see if they would like to Advertise on the Boards at the Two Hills Centennial Arena. In the attachment is a letter and second is a picture of the arena.

Here are some of the sizes and prices you can choose from, GST included:

**38" x 38"**

3 months = \$157.50

4 months = \$210.00

5 months = \$262.50

6 months = \$315.00

12 months = \$378.00

24 months = \$756.00

36 months = \$1134.00

**60" x 38"**

3 months = \$178.50

6 months = \$315.00

12 months = \$630.00

24 months = \$1260.00

36 months = \$1890.00

Let me know what you decide.

Thanks, Celina

780-617-4811



# TWO HILLS

... BUSINESS CENTRE ...



**ADVERTISE ON THE BOARDS!**  
Standard Advertising Space (36x36 inch)

12-MONTH CONTRACT  
\$30 / month

3-6 MONTH CONTRACT  
\$50 / month

**FOR TWO HILLS CENTENNIAL ARENA**

**Phone or Text: (780) 617-4811**  
**Website [www.twohillssigns.ca](http://www.twohillssigns.ca)**  
**Email: [sales@twohillssigns.ca](mailto:sales@twohillssigns.ca)**

AR121621

Adam Kozakiewicz  
Chief Administrative Officer  
Town of Two Hills  
PO Box 630  
Two Hills AB T0B 4K0

Dear Adam Kozakiewicz:

**Subject: 2025/26 Alberta Community Partnership – Intermunicipal Collaboration Application**

Thank you for your grant application under the Intermunicipal Collaboration component of the 2025/26 Alberta Community Partnership (ACP) program.

Your application was reviewed and screened against publicly available criteria in accordance with program guidelines. On behalf of the Minister, I regret to advise the following application has been declined:

- Regional Land Use Planning Strategy – \$200,000

The program received significant interest and a high volume of applications. Due to the highly competitive nature of the selection process, not all projects could be funded.

If you have any additional questions regarding your application, please contact Ryan Barber, Manager, Provincial Regional and Operating Programs, toll-free by dialing 310-0000, then 780-422-8755, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

The ministry recognizes the cooperative efforts being taken throughout Alberta to build stronger communities. I look forward to working in partnership with you on other endeavours through our grant programs.

Sincerely,



Jonah Mozeson  
Deputy Minister

cc: Honourable Dan Williams, Minister of Municipal Affairs

AR121621

March 18, 2026

Elsie Kiziak  
Chief Administrative Officer  
Village of Myrnam  
PO Box 278  
Myrnam AB T0B 3K0

Dear Elsie Kiziak:

**Subject: 2025/26 Alberta Community Partnership – Intermunicipal Collaboration Application**

Thank you for your grant application under the Intermunicipal Collaboration component of the 2025/26 Alberta Community Partnership (ACP) program.

Your application was reviewed and screened against publicly available criteria in accordance with program guidelines. On behalf of the Minister, I regret to advise the following application has been declined:

- Regional Infrastructure Master Plan – \$200,000

The program received significant interest and a high volume of applications. Due to the highly competitive nature of the selection process, not all projects could be funded.

If you have any additional questions regarding your application, please contact Ryan Barber, Manager, Provincial Regional and Operating Programs, toll-free by dialing 310-0000, then 780-422-8755, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

The ministry recognizes the cooperative efforts being taken throughout Alberta to build stronger communities. I look forward to working in partnership with you on other endeavours through our grant programs.

Sincerely,



Jonah Mozeson  
Deputy Minister

cc: Honourable Dan Williams, Minister of Municipal Affairs

**From:** Brittany Budaz <Brittany.Budaz@albertahealthservices.ca>

**Sent:** Friday, March 20, 2026 12:16:34 PM

**To:** Tammy Tarkowski <Tammy.Tarkowski@albertahealthservices.ca>; Valerie Thompson L. <Valerie.Thompson@albertahealthservices.ca>; Abdul Satar (Dr.) <Abdul.Satar@albertahealthservices.ca>; Ogechukwu Chukwuma <Ogechukwu.Chukwuma@albertahealthservices.ca>; dbswedgan2@gmail.com <dbswedgan2@gmail.com>; Deb Coutu (deblynn.coutu@gmail.com) <deblynn.coutu@gmail.com>; Dina Coers <Dina.Coers@healthshareservices.ca>; Doris Euchuk <doriseuchuk@hotmail.com>; jwdarda@telus.net <jwdarda@telus.net>; Kaila Phillips <Kaila.Phillips@albertahealthservices.ca>; Melonie Gillis <melly235@hotmail.com>; Patricia Marcichiw <pat.marcichiw@telus.net>; Tammy Tarkowski <Tammy.Tarkowski@albertahealthservices.ca>; Marc Budaz <Marc.Budaz@albertaprecisionlabs.ca>; sdary@thcounty.ab.ca <sdary@thcounty.ab.ca>; Adam Kozakiewicz <cao@townoftwohills.com>; Janeen Miskew <Janeen.Miskew@albertahealthservices.ca>; Leane Young N. <Leane.Young@albertahealthservices.ca>

**Cc:** Michael Tarkowski <mtarkowski@townoftwohills.com>; Murray Phillips <mphilips@thcounty.ab.ca>

**Subject:** Event In Honor of Melvin Verenka - X-Ray Opening

**When:** Wednesday, April 15, 2026 1:00 p.m.-2:00 p.m..

**Where:** Two Hills Health Centre - Rehab Kitchenette.

Hello there,

We will be hosting an event in honor of **Melvin Verenka** for his contributions to the X-ray department upgrade.

Date: Wednesday, April 15<sup>th</sup>, 2026 @ 1:00PM – 2:00PM

Location: LTC Kitchenette – Two Hills Health Centre.

There will be a tour of the new X-Ray department, where a plaque made in his honor will be revealed. Coffee and snacks will be provided.

Attendance for the event is as follows:

Mr. Melvin Verenka

One representative from both the Town & County councils.

AHS Nurse Management, AHS Nurse Director.

X-Ray Lead, X-ray Manager / Director

Physician(s)

Two Hills Health Centre Foundation Trustees

AHS Communications

## **Brittany Budaz**

Administrative Assistant to

Tammy Tarkowski, Site Manager

## **Two Hills Health Centre**

**P:** 780-657-3054

**F:** 780-657-2508

**E:** [Brittany.Budaz@albertahealthservices.ca](mailto:Brittany.Budaz@albertahealthservices.ca)



**Connect Care**  
Better Health, Powered by Information  
[ahs.ca/connectcare](http://ahs.ca/connectcare)

TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



Meeting Date: Tuesday March 24, 2026	Confidential:	Yes		No	
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Topic: Ice Plant Preventative Maintenance

Originated By: A. Kozakiewicz	Title:	CAO
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**BACKGROUND:**

Preventative Maintenance for the New Ice Plant

**DOCUMENTATION ATTACHED:**

ICOM Mechanical Solutions Premium Choice Maintenance Program

**DISCUSSION:**

Review Preventative Maintenance Program and costs to determine if we would like to go forward with it.

**COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:**

PM is a 3 Year Program - ensures proper start-up and shut down for 2026, 2027 & 2028 with a total of \$12,760.00.

**RECOMMENDED ACTION(S):**

Options - Select one

\_\_\_\_\_ Moved to NOT go forward with the Preventive Maintenance Schedule as outlined in the attached Maintenance Program for \$12,760.00 with funds allocated from the General Revenue Account.

\_\_\_\_\_ Moved to approve the Preventative Maintenance Schedule as outlined in the attached Maintenance Program for \$12,760.00 with funds allocated from the General Revenue Account.

\_\_\_\_\_ Moved to review the Preventive Maintenance Plan and find independent contractors to complete the work, allocating \_\_\_\_\_ as the Town Contact to ensure the work is completed and contractors are paid from the General Revenue Account.

DISTRIBUTION:	Council: X
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# ICOM MECHANICAL SOLUTIONS

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## PREMIUM CHOICE MAINTENANCE PROGRAM

### “Ice Plant System”

### Two Hills

Prepared by:

John Stickle | VP- Industrial Refrigeration  
ICOM Refrigeration Corp. | 12209 Fort Road NW, Edmonton, AB T5B 4H2  
C: 780.239.5319 | [jstickle@icommechanical.com](mailto:jstickle@icommechanical.com)



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# Executive Summary

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Icom Mechanical is pleased to present our proposal for the maintenance and service of the ice plant equipment. After having discussions with you, we believe this program suits your standards for maintenance and will keep all your equipment operating as it should be.

We provide highly detail-oriented maintenance checklists after each inspection, that includes pictures and comments for each piece of equipment that we inspect. Giving you the ability to reference the latest inspection on any unit to determine the specific condition. Please refer to the Preventative Maintenance Checklist Sample for more information.

ICOM Mechanical believes in strong client partnerships and aims to serve in the following ways:

## **Consistent Service**

- i. **Primary Technician** - Our Primary Technician will work with your maintenance staff so we can train, as well as delegate duties that can save you on chargeable time. If the primary technician is unavailable, we will inform you and send a secondary technician who will have proper orientation from our account manager, so the knowledge transfer is seamless
- ii. **Triage Method** - When a service call is required, our internal systems use a triage method. Fixing it correctly the first time. 24/7/365

## **Kick-Off Meeting**

- i. **Site Orientation** - The assigned technician(s) and Account Manager(s) will visit the site upon signature of this agreement to bring them up to speed on the system design and controls. From these meetings, essential orientation information will be obtained, documented, and distributed to appropriate personnel

## **Account Management and Quality Control Checks**

- i. **Annual Equipment Report** – Report the equipment condition so you can plan and budget for your capital expenditures and maintenance costs (see sample)
- ii. **Annual Maintenance Reports** - Report on maintenance and repairs performed over the year to show spending and service improvements
- iii. **Quality Control** - Regular internal quality control checks are performed by the account manager to ensure we complete our maintenance checks thoroughly
- iv. **Annual Kick-off Re-Orientation** - Notes are reviewed and changed to meet your needs



PREMIUM CHOICE SERVICE AGREEMENT FOR

**Town of Two Hills**

Icom Mechanical Solutions will provide the services described in the Maintenance Agreement indicated below, which are attached in the schedules. Coverage will commence on **Spring of 2026.**

**Schedules Included:**

**Included:**

- Three (3) maintenance inspections annually
- Labor for maintenance tasks as per Schedule C&D
- NH3 detection system calibration and inspections
- Oil analysis- 1 instance per year
- Brine samples- 2 per year

**Excluded:**

- All materials and labour for repairs
- Overtime

The agreed price shall be:

<b>Year 1 (Shutdown inspections- 2026)-</b>	<b>\$1,400.00 plus Tax.</b>
<b>Year 2 (Startup, Midseason &amp; Shutdown inspections- 2027)-</b>	<b>\$5,680.00 plus Tax.</b>
<b>Year 3 (Startup, Midseason &amp; Shutdown inspections- 2028)-</b>	<b>\$5,680.00 plus Tax.</b>

Invoiced on the first of the month.

- A – Terms and Conditions
- B – Equipment Inventory
- C – Work Schedule
- D – Work Description
- E – Labour Rates

Icom Mechanical Solutions guarantees the price stated in the agreement for thirty (30) days from the proposal date above. This proposal will become a binding agreement only after acceptance by the Client and approved by Authorized Icom Mechanical Solutions representative as evidenced by their signatures below.

**Two Hills**

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

Printed Name/ Title: \_\_\_\_\_

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

ICOM Representative: \_\_\_\_\_

ICOM Authorized Signature: \_\_\_\_\_

# Schedule “A” – Terms & Conditions

---

## 1. Scope of Work

- 1.1. Icom Mechanical Solutions will supply the labor to inspect and maintain the equipment listed in Schedule “B”; as per the maintenance tasks illustrated in Schedule C and D to this Agreement.
- 1.2. The Client will receive service repairs or improvements to the equipment at preferred service rates, as per Schedule “E”, upon proper authorization from the Customer.
- 1.3. All preventative maintenance work will be performed during normal working hours, between 8:00 a.m. and 4:30 p.m. Monday to Friday, holidays excluded.

## 2. Term of the Agreement

- 2.1. The term of this Agreement shall be for a period of thirty-six (36) months.
- 2.2. This Agreement may be terminated by either party with 90 days written notice.

## 3. Access, Health, and Safety

- 3.1. Icom Mechanical Solutions shall not be required to move, replace, or alter any part of the building structure or building contents to perform the Services under this Agreement.
- 3.2. For greater certainty, the Services expressly exclude the identification, abatement or removal of any toxic or hazardous substances (as determined in the sole discretion of the Service Provider), wastes, or materials including but not limited to asbestos, mold, pigeon nesting or droppings. In the event that any Hazards are encountered by the Service Provider, the Service Provider shall notify the Client, and the Service Provider may thereafter suspend provision of the Services until such time as the Hazards have been removed, abated, or rectified.
- 3.3. Icom Mechanical Solutions shall maintain such insurance, or pay such assessments as will protect it and the customer from all claims under the workmen’s compensation act and further from any other claims for damages, to the limit of our insurance coverage, for personal injury, or death, and from claims for property damage, which may arise from its operation under this agreement, provided that notice is served and such loss is directly a result of the negligence of Icom Mechanical Solutions and specifically excluded from any such claim are any consequential or speculative losses.

## 4. Price and Payment

- 4.1. The Client shall promptly pay invoices within thirty (30) days. If at any time payment has not been rendered on an invoice within thirty (30) days, the Icom Mechanical Solutions may elect to stop to all work under this Agreement without notice. Interest shall accrue on any amount due but not paid by the client at a rate of two percent (2%) per month, compounded monthly.

- 4.2. The annual agreement preferred labour rate may be subject to increase on each commencement anniversary date.
- 4.3. The customer shall be responsible for all applicable taxes, including but not limited to, G.S.T.

## **5. Limitations of Liability**

- 5.1. The Client shall indemnify and hold harmless the Service Provider, its agents and employees, from and against all claims, damages, losses and expenses (including but not limited to lawyer's fees on a solicitor and his own client basis) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense, is caused in whole or in part by an active or passive act or omission on the part of the Client, its agents and any other person directly or indirectly employed by the Client.
- 5.2. The Service Provider shall not be liable for any delay, loss, damage, or detention cause by lack of availability of any necessary materials, equipment, or machinery, delay of carriers or deliveries, labour strikes (including those by the Service Provider's employees), lockout, priority regulations, insurrection or riot, forces of nature, or by any other cause beyond its reasonable control.
- 5.3. Under no circumstances, whether arising in contract, or otherwise, will the Service Provider be held liable for any loss of use, loss of profit, increased operating or maintenance costs, or any other economic loss, or special or indirect consequential damages.
- 5.4. This Agreement shall be governed in accordance with the laws of the Province of Alberta.
- 5.5. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, arrangement, discussions, and understandings, whether verbal or written.

## Schedule “B” – Equipment Inventory

Description	Manufacturer	Model #	Serial #	Location
Fluid cooler	Guntner			Outside
Compressor #1	Mycom	N4M		Ice plant room
Compressor #2	Mycom	N4M		Ice plant room
Chiller HX-1	Alfa Laval			Ice plant room
Heat Floor Exchanger HX-2				Ice plant room
C1 oil separator	Henry Tech			Ice plant room
C2 oil separator	Henry Tech			Ice plant room
Arena CF pump P-101	Armstrong			Ice plant room
Curling CF pump P-102	Armstrong			Ice plant room
Heat Floor pump P-201	Armstrong			Ice plant room
Jacket cooling pump P-301	Armstrong			Ice plant room

## Schedule “C” – Work Schedule

Test & Inspect	Fall	Winter	Spring
Compressor Packages	✓	✓	✓
Adiabatic Fluid Cooler	✓	✓	✓
CF Pump- Arena	✓	✓	✓
CF Pump- Curling	✓	✓	✓
VFD Drives	✓	✓	✓
Expansion Tanks	✓	✓	✓
Heat floor Pump	✓	✓	✓
Chillers	✓	✓	✓
Leak Detector System	✓	✓	✓
Brine Solution	✓	✓	✓
Glycol Solution	✓	✓	✓
DDC Controller	✓	✓	✓
MCC Control Panel	✓	✓	✓

Oil Sample	Fall	Winter	Spring
Compressor 1		✓	
Compressor 2		✓	

Fluid Samples	Fall	Winter	Spring
Cool Floor	✓	✓	
Heat Floor	✓	✓	

Ammonia Detection Calibration	Fall	Winter	Spring
Detection unit testing/certification	✓		

# Schedule “D” – Work Description

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## WORK DESCRIPTION:

### Fall Start up:

- Check oil level in Mycom compressors.  
→**Note:** Manufacturer recommends only changing oil in this machine if oil sample taken deems necessary to do so.
- Inspect all system pump couplings and seals.
- Lubricate all electric motors as required.
- Inspect all heat and cool floor brine systems.
  - Check freeze point/specific gravity.
  - Check PH
  - Check expansion tank levels.
  - Take sample of heat and cool floor brine. Deliver samples to lab to be tested. Produce results to customer and advise on treatment if necessary. **2 samples in total.**
- Check for any refrigerant leaks on equipment/seals.
- Inspect Adiabatic condenser fans, media, seals, and electrical components, check for noise and vibration.
- Inspect system control panel components, check, and tighten wiring connections.
- Start system check all electric motor amp draws and compare to nameplate spec.
- Check individual compressor operations.
  - Test/calibrate all compressor safety controls and cut out set points.
  - Check compressor oil pressures and adjust if necessary.
  - Check any noise or vibrations.
  - Check jacket glycol temperature.
  - Inspect drive belts and shaft seals.
- Calibrate and bump test ammonia detection system.
  - Verify exhaust fan interlock.
  - Test audible alarm and strobe.
  - Provide certificate of calibration.
- Check and record refrigerant level in system.
- Inspect and record pressure relief valve expiry dates.
- Inspect variable frequency drives for correct set point and operation.
  - Inspect for heat damage.
  - Check/tighten electrical connections as required.
  - Check event log and complete any required scheduled maintenance checks.
  - Check general condition and operation.
  - Check for noise and vibration.
- Inspect DDC system and make any necessary changes to set points and parameters.

### Mid-Season Inspection:

- Inspect all compressor oil levels.
- Take compressor oil samples from site and deliver to lab to be tested. **2 samples in total.**
- Inspect all system pump couplings and seals.
- Lubricate all electric motors as required.
- Inspect all heat and cool floor brine systems.
  - Check freeze point/specific gravity.
  - Check PH
  - Check expansion tank levels.
  - Take sample of heat and cool floor brine. Deliver samples to lab to be tested. Produce results to customer and advise on treatment if necessary. **2 samples in total.**
- Check for any refrigerant leaks on equipment/seals.
- Inspect Adiabatic condenser fans, media, seals, and electrical components, check for noise and vibration.
- Inspect system control panel components, check, and tighten wiring connections.
- Check all electric motor amp draws and compare to nameplate spec.
- Check individual compressor operations.
  - Test/calibrate all compressor safety controls and cut out set points.
  - Check compressor oil pressures and adjust if necessary.
  - Check any noise or vibrations.
  - Check jacket glycol temperature.
  - Inspect drive belts and shaft seals.
- Check and record refrigerant levels in the system.
- Inspect and record pressure relief valve expiry dates.
- Inspect variable frequency drives for correct set point and operation.
  - Inspect for heat damage.
  - Check/tighten electrical connections as required.
  - Check event log and complete any required scheduled maintenance checks.
  - Check general condition and operation.
- Inspect DDC system and make any necessary changes to set points and parameters.

### Spring Shut Down:

- Close isolation valves on suction & discharge of each compressor & remove refrigerant pressure from within to prevent leakage and seal failure. Flag all valves as closed.
  - Check oil level in compressors.
    - **Note:** Manufacturer recommends only changing oil in this machine if oil sample taken deems necessary to do so.
  - Inspect all system pump couplings/seals.
  - Lubricate all electric motors as required.
  - Inspect all heat and cool floor brine systems.
    - Check freeze point/specific gravity.
    - Check PH
    - Check expansion tank levels.
  - Check for any refrigerant leaks on equipment/seals.
  - Inspect Adiabatic condenser fans, media, seals, and electrical components, check for noise and vibration.
  - Inspect system control panel components, check, and tighten wiring connections.
  - Check all electric motor amp draws and compare to nameplate spec.
  - Check individual compressor operations.
    - Test/calibrate all compressor safety controls and cut out set points.
    - Check compressor oil pressures
    - Check any noise or vibrations.
    - Check jacket glycol temperature.
    - Inspect drive belts and shaft seals.
  - Check and record refrigerant levels in the system.
  - Inspect and record pressure relief valve expiry dates.
  - Inspect variable frequency drives for correct set point and operation, Inspect for heat damage.
    - Check/tighten electrical connections as required.
    - Check event log and complete any required scheduled maintenance checks.
    - Check general condition and operation.
    - Check for noise and vibration.
- Inspect DDC system and make any necessary changes to set points and parameters.

## **Brine & Glycol Pumps**

Startup, Midseason, Shutdown Inspections

- General condition and operations.
- Lubricate as required.
- Leak check for leaks.
- Check amp draws.
- Clean area around equipment

## **Condenser**

Startup, Midseason, Shutdown Inspections

- Check general condition.
- Test each fan and motor Bearings.
- Check to ensure the fans appear to be balanced.
- Check all motor mounts for vibration and tighten as required.
- General condition and operations.
- Leak check.
- Check amp draws.
- Clean area around equipment.

## **VFD - Variable Frequency Drives**

Startup, Midseason, Shutdown Inspections

- Check general condition and operation
- Check for heat damage
- Check and tighten electrical connections
- Check for unusual noise and vibration
- Check drive for proper operation
- Ramp drive up and down and check for proper operation (if possible)
- Review event log (if applicable) and complete any required maintenance checklists
- Check with site authority for operations deficiencies and report observations to site authority
- Clean area around equipment

## **Expansion Tanks**

Startup, Midseason, Shutdown Inspections

- Check general condition and operation
- Leak check for brine leaks.
- Inspect and record levels.
- Clean area around equipment

## **Heat Exchangers**

Startup, Midseason, Shutdown Inspections

- Check for brine/ glycol leaks.
- Check for refrigerant leaks.
- Check the temperature exchange on each.
- Clean area around equipment

## **Compressor**

Startup, Midseason, Shutdown Inspections

- Check general condition and operation
- Check for abnormal vibrations.
- Check discharge and suction pressures/ temperatures.
- Check amp draws.
- Test controls and safeties.
- Check seals.
- Check and record oil levels.
- Check head temperatures.
- Clean area around equipment.
- Take oil sample from each compressor. (Once per year).

## **Leak Detector System**

Startup, Midseason, Shutdown Inspections

- Check general condition and operation
- Check the calibration of each zone. (Once per year).
- Clean area around equipment.

## **Brine Solution**

Startup, Midseason, Shutdown Inspections

- Take a sample of the brine to the lab for analysis. (Twice per year).
- Check the brine levels.
- Check for brine leakage.

## **MCC Panel**

Startup, Midseason, Shutdown Inspections

- Check general condition and operation.
- Inspect all high voltage terminals.
- Inspect contactors, relays, and fuses.
- Check for abnormalities.
- Check for heat damage
- Check and tighten electrical connections.

## **DDC Controller**

Startup, Midseason, Shutdown Inspections

- Check general condition and operation.
- Check the logs for trends.

- Check the alarm set points.
- Check for abnormalities.
- Test suction pressure transducers
- Test discharge pressure transducers
- Check for heat damage
- Check and tighten electrical connections

## **Schedule “E” – Preferred Labour Rates**

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<b>Labor Category</b>	<b>Labor Rates</b>
HVAC/ Refrigeration	\$120.00 Per Hour
Industrial Refrigeration	\$120.00 Per Hour
Chiller	\$135.00 Per Hour
Plumbing	\$108.00 Per Hour
Electrical	\$110.00 Per Hour
<b>Overtime Labor Rate = 1.5 X Preferred Labor Rate</b> <b>Double Time Labor Rate = 2 X Preferred Labor Rate</b>	
<b>Regular Labor Rates Apply Monday – Friday 8:00 AM – 4:30 PM</b> <b>Overtime Labor Rates Apply Monday – Friday 4:30 PM – 8:00 AM, Saturdays &amp; Sundays</b> <b>Double Time Labor Rates Apply on Statutory Holiday</b>	
<b>Truck Charge in Edmonton = \$80.00/Invoice plus applicable labor charges</b> <b>Outside of Edmonton = \$1.20/KM plus applicable labor charges.</b> <b>All Prices Illustrated Exclude Taxes.</b>	
<b>24 HOUR EMERGENCY SERVICE</b> <b>780-473-4076</b>	

# ICOM Service Level Agreement

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ICOM ensures that a response to all emergency calls is provided in the following triage manner:

- ICOM Customers with a maintenance agreement or under warranty receive priority triage when a service call is placed.
- Emergency calls are a matter of product loss and safety. ICOM treats these calls with the utmost priority. Once ICOM is notified there is an emergency, a technician is dispatched within 30 minutes of the call being received and arrives on site within 2 hours of the call being received.
- For regular service calls, a technician is on route within 4 hours of the call being received. It is deemed a regular service call when the temperature is not being met and it is not critical to the client's business.
- For cosmetic calls, a technician will be on route with-in 24 hours of the call being received. It is considered a cosmetic call when any item for business appearance is affected.
- No matter the case, we will assign a specific HVAC/Refrigeration Subject Matter Expert (SME) to your building to perform preventative maintenance and respond to any emergency calls that are received.

Please see the services ICOM can offer below:


- HVAC/R Service and Maintenance
- Plumbing Service and Maintenance
- Complete System Upgrades and Retrofits
- Electrical Maintenance and Small Retrofits
- Chiller Systems and Boiler Systems Service


# Preventative Maintenance Checklist Sample



ICOM Refrigeration Corp.  
12209 Fort Road,  
Edmonton, Alberta  
T5B4H2  
7804734076

## PM - Ice Rink Inspection - General

Information	
<input type="checkbox"/> Spruce Grove Start-Up	
<input type="checkbox"/> PCL - Spruce Grove Community Center	
<input type="checkbox"/> Monday, May 26th 2025, 2:38 PM (MDT -06:00)	
Inspection - General - Site	
Account Name:	City of Spruce Grove
Building Location Name:	HWY 16 and Century Road
Date of Inspection:	April 24, 2025
Time of Inspection:	8:00 AM
Technician (s)	Brad Rempel
<b>Inspection Type:</b>	
<input checked="" type="checkbox"/> Rink - Start Up	
Work Order Number:	# 38285
<input checked="" type="checkbox"/> Safety Documentation Completed?:	
Site Rep Name:	Sean Renaud
<input checked="" type="checkbox"/> Site Sign-in Requirements Completed?:	
Inspection - General - Equipment	
<b>Make: Model: Serial: (Take Picture)</b>	
Make: Model: Serial:	No Response
	

Refrigerant Type:	= R-717
<b>Cool Floor Fluid Medium:</b>	
<input checked="" type="checkbox"/> Ethylene Glycol	
<b>Heat Floor Fluid Medium:</b>	
<input checked="" type="checkbox"/> Ethylene Glycol	
Oil Type:	= UF-A68
<input checked="" type="checkbox"/> Drain the System Oil Pot	
<input checked="" type="checkbox"/> Check indicator Lights:	
<input checked="" type="checkbox"/> Check Insulation:	
Notes:	= No Response
<b>Compressors</b>	
Compressor Tag (Unit):	= C-1
<b>Compressor Status:</b>	
<input checked="" type="checkbox"/> Running	
Make: Model: Serial: (Picture):	= No Response
	
<b>Compressor Type:</b>	
<input checked="" type="checkbox"/> Refrigeration Refrigeration - Compressor Refrigeration - Compressor - Recip	
Hour Meter Reading:	# 388.2
Suction Pressure (psi):	# 43.5
Suction Temperature (F):	# 55
Discharge Pressure (psi):	# 181
Discharge Temperature (F):	# 214
Oil Level:	= No Response



Oil Pressure (psi):	# 50.5
Oil Sump Temperature (F):	# 120
Oil Cooler Inlet Temp (F):	# 92.6
Oil Cooler Outlet Temp (F):	# 95
Coalescing Oil Separator Level:	= N/A
Compressor Cooling Circuit Inlet Temp (F):	# 95
Compressor Cooling Circuit Outlet Temp (F):	# 98
Motor Amperage L1 / L2 / L3:	= 120.9/121/122
Motor FLA:	# 146
Motor Voltage L1 / L2 / L3:	= 622/621/623
<input checked="" type="checkbox"/> Check Couplings / belts:	
<input checked="" type="checkbox"/> Check Shaft Seal:	
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA Motor Bearings Greased:	
<input checked="" type="checkbox"/> Check Gauges / Thermometers:	
<input checked="" type="checkbox"/> Check Sump / Crank Case Heater:	
<b>Compressor Condition:</b>	
<input checked="" type="radio"/> Good	
Notes:	
<input type="checkbox"/> No Response	
<b>Compressors</b>	
Compressor Tag (Unit):	= C-2
<b>Compressor Status:</b>	
<input checked="" type="radio"/> Running	
Make: Model: Serial: (Picture):	= No Response



**Compressor Type:**

Refrigeration   Refrigeration - Compressor   Refrigeration - Compressor - Recip

Hour Meter Reading: # 302.8

Suction Pressure (psi): # 41.6

Suction Temperature (F): # 48

Discharge Pressure (psi): # 179

Discharge Temperature (F): # 208

Oil Level: = No Response



Oil Pressure (psi): # 57

Oil Sump Temperature (F): # 95

Oil Cooler Inlet Temp (F): # 84


Oil Cooler Outlet Temp (F): # 87

Coalescing Oil Separator Level: = NA

Compressor Cooling Circuit Inlet Temp (F): # 87

Compressor Cooling Circuit Outlet Temp (F): # 91

Motor Amperage L1 / L2 / L3: = 110/112/109

Motor FLA:	# 123
Motor Voltage L1 / L2 / L3:	= 622/621/623
<input checked="" type="checkbox"/> Check Couplings / belts:	
<input checked="" type="checkbox"/> Check Shaft Seal:	
<input checked="" type="radio"/> No NA Motor Bearings Greased:	
<input checked="" type="checkbox"/> Check Gauges / Thermometers:	
<input checked="" type="checkbox"/> Check Sump / Crank Case Heater:	
<b>Compressor Condition:</b>	
<input checked="" type="checkbox"/> Good	
Notes:	
☰ Oil pressure transducer has failed. New one ordered on warranty.	
<b>Condenser / Tower / Gas Cooler</b>	
Tag (Unit):	= FC-1
<b>Status:</b>	
<input checked="" type="checkbox"/> Running	
Make: Model: Serial: (Picture):	= No Response
	
<b>Type:</b>	
<input checked="" type="checkbox"/> Refrigeration Refrigeration - Condenser Refrigeration - Condenser - Adiabatic	
<input checked="" type="radio"/> No NA Check Spay Nozzles:	
<input checked="" type="radio"/> No NA Check Spray Header:	
<input checked="" type="radio"/> No NA Check Eliminators:	
<input checked="" type="checkbox"/> Check for Leaks:	
<input checked="" type="radio"/> No NA Check and Clean Basin:	

<input checked="" type="radio"/> Yes	No	NA	Check Coils:
<input checked="" type="radio"/>			Check Electrical Connections:
<input checked="" type="radio"/>			Check Set Screws and Lock Nuts:
Voltage Rating (V):	#		480
Fan Motor #1 - Actual Line Voltage Incoming L1 / L2 / L3	=		494/495/494
Fan Motor #2 - Actual Line Voltage Incoming L1 / L2 / L3	=		494/495/494
Motor FLA:	#		4.18
Fan Motor #1 - Actual Current L1 / L2 / L3	=		M1- 3.93/4.09/3.93 M2- 4.06/4.03/4.07 M3- 4.05/4.06/4.21 M4- 4.18/4.23/4.06 M5- 4.27/4.27/4.20 M6- 4.0/4.07/4.23 M7- 4.3/4.33/4.0 M8- 4.15/4.4/4.06
Fan Motor #2 - Actual Current L1 / L2 / L3	=		M9- 4.35/4.21/3.99 M10- 4.1/4.3/4.2 M11- 4.24/4.3/4.4 M12- 4.28/4.27/4.26 M13- 4.26/4.24/4.25 M14- 4.38/4.24/4.37 M15- 4.12/4.2/4.16 M16- 4.18/4.21/4.25
Yes	No	<input checked="" type="radio"/> NA	Water Treatment Operational:
Yes	No	<input checked="" type="radio"/> NA	Motor Bearings Greased:
<b>Equipment Condition:</b>			
<input checked="" type="radio"/>			No Response
<b>Notes:</b>			
<input checked="" type="radio"/>			No Response
<b>Pumps</b>			
Pump Tag (Unit):	=		P-101
<b>Pump Status:</b>			
<input checked="" type="radio"/>			Running
Make: Model: Serial: (Picture):	=		No Response



Pump Serving:	= Spectator CF
Pump Suction Pressure (psi):	# 2
Pump Discharge Pressure (psi):	# 40
Voltage Rating (V):	# 575
Pump Motor - Actual Line Voltage Incoming L1 / L2 / L3	= 622/621/623
Motor FLA:	# 27.9
Pump Motor - Actual Current L1 / L2 / L3	= 25.7/25.67/25.79
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA    Motor Bearings Greased:	
<input checked="" type="checkbox"/> Check Seals:	
<input checked="" type="checkbox"/> Check Check Valves:	
<input checked="" type="checkbox"/> Check Couplings:	
<b>Equipment Condition:</b>	
<input checked="" type="checkbox"/> Good	
Notes:	
<input type="checkbox"/> No Response	
<b>Pumps</b>	
Pump Tag (Unit):	= P-102
<b>Pump Status:</b>	
<input checked="" type="checkbox"/> Running	
Make: Model: Serial: (Picture):	= No Response



Pump Serving:	= Community Rink CF
Pump Suction Pressure (psi):	# 1
Pump Discharge Pressure (psi):	# 39
Voltage Rating (V):	# 575
Pump Motor - Actual Line Voltage Incoming L1 / L2 / L3	= 622/621/623
Motor FLA:	# 27.9
Pump Motor - Actual Current L1 / L2 / L3	= 26.1/26.3/25.9
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA Motor Bearings Greased:	
<input checked="" type="checkbox"/> Check Seals:	
<input checked="" type="checkbox"/> Check Check Valves:	
<input checked="" type="checkbox"/> Check Couplings:	
<b>Equipment Condition:</b>	
<input checked="" type="radio"/> Good	
Notes:	
<input type="checkbox"/> No Response	
<b>Pumps</b>	
Pump Tag (Unit):	= P-201
<b>Pump Status:</b>	
<input checked="" type="radio"/> Operational	
Make: Model: Serial: (Picture):	= No Response



Pump Serving:	=	Spec. Rink WF
Pump Suction Pressure (psi):	#	14
Pump Discharge Pressure (psi):	#	27
Voltage Rating (V):	#	575
Pump Motor - Actual Line Voltage Incoming L1 / L2 / L3	=	622/621/623
Motor FLA:	#	2.4
Pump Motor - Actual Current L1 / L2 / L3	=	1.9/1.7/1.9
Yes No <input checked="" type="radio"/> NA Motor Bearings Greased:		
<input checked="" type="checkbox"/> Check Seals:		
<input checked="" type="checkbox"/> Check Check Valves:		
<input checked="" type="checkbox"/> Check Couplings:		
<b>Equipment Condition:</b>		
<input checked="" type="checkbox"/> Good		
Notes:		
<input type="checkbox"/> No Response		
<b>Pumps</b>		
Pump Tag (Unit):	=	P-202
<b>Pump Status:</b>		
<input checked="" type="checkbox"/> Operational		
Make: Model: Serial: (Picture):	=	No Response



Pump Serving:	= Community Rink WF
Pump Suction Pressure (psi):	# 15
Pump Discharge Pressure (psi):	# 30
Voltage Rating (V):	# 575
Pump Motor - Actual Line Voltage Incoming L1 / L2 / L3	= 622/621/623
Motor FLA:	# 2.4
Pump Motor - Actual Current L1 / L2 / L3	= 2.1/2.3/2.3
Yes No <input checked="" type="radio"/> NA Motor Bearings Greased:	
<input checked="" type="checkbox"/> Check Seals:	
<input checked="" type="checkbox"/> Check Check Valves:	
<input checked="" type="checkbox"/> Check Couplings:	
<b>Equipment Condition:</b>	
<input checked="" type="radio"/> Good	
Notes:	
<input type="checkbox"/> No Response	
<b>Pumps</b>	
Pump Tag (Unit):	= P-401
<b>Pump Status:</b>	
<input checked="" type="radio"/> Running	
Make: Model: Serial: (Picture):	= No Response



Pump Serving:	=	Snowmelt Pit
Pump Suction Pressure (psi):	#	16
Pump Discharge Pressure (psi):	#	34
Voltage Rating (V):	#	575
Pump Motor - Actual Line Voltage Incoming L1 / L2 / L3	=	622/621/623
Motor FLA:	#	3.48
Pump Motor - Actual Current L1 / L2 / L3	=	3.0/3.0/3.0
Yes No <input checked="" type="radio"/> NA Motor Bearings Greased:		
<input checked="" type="checkbox"/> Check Seals:		
<input checked="" type="checkbox"/> Check Check Valves:		
<input checked="" type="checkbox"/> Check Couplings:		
<b>Equipment Condition:</b>		
<input checked="" type="checkbox"/> Good		
Notes:		
<input type="checkbox"/> No Response		
<b>Pumps</b>		
Pump Tag (Unit):	=	P-501
<b>Pump Status:</b>		
<input checked="" type="checkbox"/> Running		
Make: Model: Serial: (Picture):	=	No Response



Pump Serving:	=	Condenser loop
Pump Suction Pressure (psi):	#	13
Pump Discharge Pressure (psi):	#	47
Voltage Rating (V):	#	575
Pump Motor - Actual Line Voltage Incoming L1 / L2 / L3	=	622/621/623
Motor FLA:	#	23.6
Pump Motor - Actual Current L1 / L2 / L3	=	20.2/19.9/20.3
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA		Motor Bearings Greased:
<input checked="" type="checkbox"/>		Check Seals:
<input checked="" type="checkbox"/>		Check Check Valves:
<input checked="" type="checkbox"/>		Check Couplings:
<b>Equipment Condition:</b>		
<input checked="" type="radio"/>		Good
Notes:		
<input type="checkbox"/>		No Response
<b>Pumps</b>		
Pump Tag (Unit):	=	P-503
<b>Pump Status:</b>		
<input checked="" type="radio"/>		Operational
Make: Model: Serial: (Picture):	=	No Response



Pump Serving:	=	Condenser loop backup
Pump Suction Pressure (psi):	#	13
Pump Discharge Pressure (psi):	#	13
Voltage Rating (V):	#	575
Pump Motor - Actual Line Voltage Incoming L1 / L2 / L3	=	622/621/623
Motor FLA:	#	23.6
Pump Motor - Actual Current L1 / L2 / L3	=	0/0/0
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA    Motor Bearings Greased:		
<input checked="" type="checkbox"/> Check Seals:		
<input checked="" type="checkbox"/> Check Check Valves:		
<input checked="" type="checkbox"/> Check Couplings:		
<b>Equipment Condition:</b>		
<input checked="" type="radio"/> Good		
Notes:		
<input type="checkbox"/> No Response		
<b>Pumps</b>		
Pump Tag (Unit):	=	P-301
<b>Pump Status:</b>		
<input checked="" type="radio"/> Running		
Make: Model: Serial: (Picture):	=	No Response



Pump Serving:	=	C-1 Jacket Cooling
Pump Suction Pressure (psi):	#	16
Pump Discharge Pressure (psi):	#	32
Voltage Rating (V):	#	120
Pump Motor - Actual Line Voltage Incoming L1 / L2 / L3	=	121
Motor FLA:	#	1.9
Pump Motor - Actual Current L1 / L2 / L3	=	1.7
Yes No <input checked="" type="radio"/> NA Motor Bearings Greased:		
<input checked="" type="checkbox"/> Check Seals:		
<input checked="" type="checkbox"/> Check Check Valves:		
<input checked="" type="checkbox"/> Check Couplings:		
<b>Equipment Condition:</b>		
<input checked="" type="radio"/> Good		
Notes:		
<input type="checkbox"/> No Response		
<b>Pumps</b>		
Pump Tag (Unit):	=	P-302
<b>Pump Status:</b>		
<input checked="" type="radio"/> Running		
Make: Model: Serial: (Picture):	=	No Response



Pump Serving:	=	C2 Jacket Cooling
Pump Suction Pressure (psi):	#	16
Pump Discharge Pressure (psi):	#	33
Voltage Rating (V):	#	120
Pump Motor - Actual Line Voltage Incoming L1 / L2 / L3	=	120
Motor FLA:	#	1.9
Pump Motor - Actual Current L1 / L2 / L3	=	1.8
Yes No <input checked="" type="radio"/> NA Motor Bearings Greased:		
<input checked="" type="checkbox"/> Check Seals:		
<input checked="" type="checkbox"/> Check Check Valves:		
<input checked="" type="checkbox"/> Check Couplings:		
<b>Equipment Condition:</b>		
<input checked="" type="radio"/> Good		
Notes:		
<input type="checkbox"/> No Response		
<b>Heating / Cooling Floors</b>		
Floor Tag (Description):	=	Spectator CF
<b>Type of Floor:</b>		
<input checked="" type="radio"/> Cooling Floor		
Freeze Point (F):	#	-7
Ph Level:	#	10
<input checked="" type="radio"/> Yes No NA Check Expansion Tank:		
Brine Tank Level:	=	60Gal

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine Condition:
Yes	<input checked="" type="radio"/>	NA	Brine Filter Changed:
Yes	<input checked="" type="radio"/>	NA	Brine Inhibitor Added:
Yes	<input checked="" type="radio"/>	NA	Ph adjusted:
<input checked="" type="radio"/>	No	NA	Clean Strainers:
Inlet Temp (F):		#	51
Outlet Temp (F):		#	48
Notes:			
No Response			
<b>Heating / Cooling Floors</b>			
Floor Tag (Description):		=	Community CF
<b>Type of Floor:</b>			
<input checked="" type="radio"/> Cooling Floor			
Freeze Point (F):		#	-9
Ph Level:		#	10
<input checked="" type="radio"/>	No	NA	Check Expansion Tank:
Brine Tank Level:		=	50gal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine Condition:
Yes	<input checked="" type="radio"/>	NA	Brine Filter Changed:
Yes	<input checked="" type="radio"/>	NA	Brine Inhibitor Added:
Yes	<input checked="" type="radio"/>	NA	Ph adjusted:
<input checked="" type="radio"/>	No	NA	Clean Strainers:
Inlet Temp (F):		#	53
Outlet Temp (F):		#	51.3
Notes:			
No Response			
<b>Heating / Cooling Floors</b>			
Floor Tag (Description):		=	Condenser/Warm Floor/Snowmelt glycol loop
<b>Type of Floor:</b>			
<input checked="" type="radio"/> Cooling Floor			

Freeze Point (F):	# -29
Ph Level:	# 10
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Check Expansion Tank:
Brine Tank Level:	= 25psi
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Brine Condition:
Yes <input type="radio"/> No <input checked="" type="radio"/> NA	Brine Filter Changed:
Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Brine Inhibitor Added:
Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Ph adjusted:
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Clean Strainers:
Inlet Temp (F):	# 78
Outlet Temp (F):	# 88
Notes:	
No Response	
<b>Relief Valves</b>	
<b>Leak Detection</b>	
<b>Inspection - Close out</b>	
<input checked="" type="radio"/>	Mechanical Rooms Clean / Garbage Removed?:
<input checked="" type="radio"/>	Lock Box Keys Returned?:
<input checked="" type="radio"/>	Equipment Identified and Tagged Properly?:
Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Follow Up with Sales / PM Coordinator Required?:
<input checked="" type="radio"/>	Applicable Equipment Turned Back on?:
Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Are there repair recommendations?:
<b>Signatures</b>	
<b>Brad Rempel, HVAC/R Technician</b>	
May 26th 2025, 2:38 PM (MDT -06:00)	
53.6174969, -113.3968339	

# Company Health and Safety Policy

ICOM Mechanical Solutions is committed to preventing the loss of any of its resources, including workers and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a healthy and safe work environment in accordance with industry standards and in compliance with legislative requirements and will strive to eliminate or minimize any foreseeable health and safety hazards which may result in property damage, incidents or personal injury/illness.

All workers (management, supervisors, workers, contractors, suppliers) will be equally responsible for minimizing incidents within our Company. Safe work practices and procedures will be clearly defined in the Company Health and Safety Manual for all workers to follow. The Company recognizes that workers are required to travel to and from the job sites and should abide by the applicable legislation as it applies to the safe operation of motor vehicles, whether using a company-supplied or personal vehicle.

Incidental loss can be controlled through proper management in combination with active worker involvement. Safety is the direct responsibility of all managers, supervisors, and workers.


All management activities will comply with company health and safety requirements as they relate to the planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

### Our Safety Program includes the following in compliance with COR & OH&S:

- Hazard Assessments
- Safe work Practices
- Safe Job Procedures
- Rules and Enforcements
- Personal Protective Equipment Policy
- Preventive Maintenance
- Training & Communication
- Inspections
- Investigations
- Emergency Response Plans
- Records and Statistics
- Obligation to Legislations
- Drug & Alcohol Policy

Year	Lost Time Injuries
2017	0
2018	0
2019	0
2020	0
2021	0
2022	0
2023	0
2024	0



TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: March 24 <sup>th</sup> , 2026	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	X
Topic: Tour Dates and Times for Tour of Vermillion ATCO Power Facility						
Originated By: A. Kozakiewicz				Title:		CAO
<b>BACKGROUND:</b>						
<p>Two Hills Power Grid is fed from the Vermillion and Vegreville areas, two directions in case of a power failure from one direction. At the last Council Meeting, during ATCO's Delegation, interest was presented to visit the Vermillion Power Station. A Tour can be arranged.</p>						
<b>DOCUMENTATION ATTACHED:</b>						
<b>DISCUSSION:</b>						
<p>Who would like to go tour the Vermillion Power Plant and are their any dates or times that work best for the Council Members who wish to attend?</p>						
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>						
<b>RECOMMENDED ACTION(S):</b>						
<p>_____ Moved to have Council Members _____ tour the Vermillion Power Plant with ATCO. Dates and times that work best for Council are; _____.</p>						
<b>DISTRIBUTION:</b>		Council: X				



**Town of Two Hills Councillor Report**

**Date: March 19, 2020**

**ACE Water Corporation**

Meet March 18<sup>th</sup>

**HUB-Northeast Alberta Information**

Meeting Friday March 13<sup>th</sup>

Discussed Financials, Local to Global, will be attending

**NAAGO – NE AB Alliance for Growth & Opportunity**

**Budget/Bylaw Policy**

**Emergency Management**

**Extra Notes/Alternate**



**Town of Two Hills Councillor Report**

**Date: March 24/26**

**Airport Commission**


**Budget/Bylaw/Policy**


**EDC – Lakeland Go East**

<b>Met March 5</b>
<b>Quorum not met</b>
<b>Heard reports from EDC</b>

**Emergency Management**


**Regional Economic Development Committee (REDC)**

<b>March 3 public consultation postponed, will meet on 24th</b>

**SAC – Sports Activity Council**

<b>Met on March 4</b>
<b>Quote approved for painting walls in Rec Centre for \$1445.55</b>
<b>SAC will buy replacement treadmill</b>



**Town of Two Hills Councillor Report**

**NSWA – North Sask Watershed Alliance**

Attended. They are going to email the results once they get them back.

**Regional Landfill Committee**


**Budget/Bylaw/Policy**


**Emergency Management**


**VMHA – Vetrans Memorial Highway Committee**


**Extra Notes/Alternate**

<b>Airport Committee.</b>
Attended



### Town of Two Hills Councillor Report

#### Eagle Hill Foundation

Attended Eventide Homes Advisory Committee Meeting on March 18 <sup>th</sup>
Residents expressed concerns regarding sidewalks on the North side of the buildings
Residents expressed concerns regarding lack of snow removal on 53 Ave. Requested that the Town provide residents with advance notice—ideally one day—of scheduled snow removal to allow time for vehicles to be removed from roadways.
A couple of new residents are scheduled to move in

#### FCSS – Family & Community Support Services

PARTY Program – May 13 <sup>th</sup> , 2026. All three schools will be participating as well as Medavie, RCMP, Fire Department, Victim Services, FRN, Veg-AI Drug and local presentation about addictions

#### Budget/Bylaw/Policy


#### Emergency Management


#### Space Education Centre

Attended on March 18 <sup>th</sup>
Elaine Sorochan voted chair
Dianne Saskiw voted vice chair
The Board reviewed progress from the previous Board term and provided me with an update on current status and key matters

#### Two Hills Fire Department

<b>Extra Notes/Alternate</b>
Attended Ice Plant Unveiling March 3 <sup>rd</sup>