

AGENDA  
TOWN OF TWO HILLS  
February 27, 2024  
6:00 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) Regular Council Meeting February 13, 2024 will be provided on Tuesday
4. DELEGATION
5. OPEN FORUM
6. ADMINISTRATIVE REPORTS
  - a) CFO Report on Taxes Collected
  - b) Chief Administrative Officer Report
7. CORRESPONDENCE
8. BYLAWS & POLICIES
  - a) Asset Management Policy
9. NEW BUSINESS
  - a) RFD Library Board Appointment
  - b) PayDirect Debits Sept 2023
10. COUNCIL MEMBER REPORTS
11. NEXT MEETINGS
  - a) Regular Council Meeting Tuesday March 12, 2024 1:00 p.m.
12. CLOSED SESSION
  - a) FOIPP Act 16(1)&25 disclosure would be harmful to the business interests of a third party (section 16(1), disclosure harmful to the economic or other interests of a public body (section 25)
  - b) FOIPP Act the information is about a third party and is in a tax record (section 16(2))
  - c) FOIPP Act 27 legal and other privileged information of a public body (section 27)
  - d) FOIPP Act 24(1) advice from officials (section 24(1));
13. ADJOURNMENT



**TOWN OF TWO HILLS**  
**Minutes of the Regular Meeting of Council for the Town of Two Hills**  
**held February 13, 2024 at 1:00 P.M. in Council Chambers**



**PRESENT:** Deputy Mayor A. Romaniuk, Councillor M. Tarkowski, Councillor S. Rajoo, Councillor E. Sorochan, C.A.O. A. Kozakiewicz, Finance Clerk T. Parent, Public Works Foreman T. Stefiuk, EDO B. Ross and 2 members in the public gallery including a reporter and delegate. Mayor L. Ewanishan arrived at 1:42pm

**MISSING:** CFO S. Lupul

**CALL TO ORDER:** Deputy Mayor A. Romaniuk called the Regular Town Council Meeting to order at 1:00 P.M.

**ADOPTION OF AGENDA:**

2024-046 **MOVED** by Councillor S. Rajoo to accept the agenda as presented.

**CARRIED**

**ADOPTION OF MEETING MINUTES:**

2024-047 **MOVED** by Councillor E. Sorochan to accept the regular Council Meeting Minutes of January 23, 2024 as presented.

**CARRIED**

**DELEGATION:** Two Hills RCMP came to discuss their quarterly report.

2024-048 **MOVED** by Councillor M. Tarkowski to accept RCMP Quarterly report as presented.

**CARRIED**

**OPEN FORUM** None

**ADMINISTRATIVE REPORTS:**

**Public Works Report**

The Public Works Foreman's Report was provided to Council verbally at the meeting

2024-049 **MOVED** by Councillor M. Tarkowski that the Public Works report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

**Economic Development Officer Report**

The Economic Development Officer's report was provided to Council in advance for their review.



Meeting chair changed from Deputy Mayor A. Romaniuk to Mayor L. Ewanishan

**2024-050**      **MOVED** by Councillor S. Rajoo that the Economic Development Officer's report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

**Chief Financial Officer Report**

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

**2024-051**      **MOVED** by Deputy Mayor A. Romaniuk that the Chief Financial Officer's report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

**Chief Administrative Officer Report**

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

**2024-052**      **MOVED** by Councillor M. Tarkowski that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

**CORRESPONDENCE:**

**2024-053**      **MOVED** by Councillor S. Rajoo that the correspondence be acknowledged as presented and filed.

**CARRIED**

**NEW BUSINESS:**    None

**BYLAWS & POLICIES:** None

**COUNCILLOR REPORTS:**

**2024-054**      **MOVED** by Councillor E. Sorochan to extend P. Ewanishan library board appointment from Feb 13, 2024 to Feb 13, 2027.

**CARRIED**

**2024-055**      **MOVED** by Councillor M. Tarkowski to accept the councillor reports as presented and filed.

**CARRIED**

**CLOSED SESSION:**



2024-056      **MOVED** by Mayor L. L. Ewanishan to go into closed session at 2:45 PM.

**CARRIED**

2024-057      **MOVED** by Mayor L. L. Ewanishan to come out of closed session at 4:04 PM.

**CARRIED**

2024-058      **MOVED** by Deputy Mayor A. Romaniuk no further action on in camera correspondence.

**CARRIED**

**NEXT MEETING:**

Regular Council Meeting Tuesday February 27, 2024 at 6 P.M.

**ADJOURNMENT:**

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 4:06 PM.

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LEONARD L. EWANISHAN, MAYOR

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ADAM KOZAKIEWICZ C.A.O.



# OPEN FORUM

(Council Procedural Bylaw, Amendment Bylaw 2014-949)

**Preamble:** Welcome. Town Council is providing an opportunity for the general public to individually address Council on any topic relevant to municipal government for a period not to exceed 2 minutes per person to a maximum of 20 minutes combined. Information presented to Council may or 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. Closed deal for land for a greenhouse opportunity.
2. FCM NAMP grant final reporting complete after 3 meetings with FCM in Ottawa 😊 via Teams. \$50000.00 grant completed in 2021 will be paid out to Town.
3. Completed Town Suite Program Questioner in order to receive quotes for online module allowing citizens to pay bills through an online portal
4. Meeting with existing long-term investor looking to re-develop existing property will be discussed in camera
5. Applied for Aviva Canada \$3 million partnership with Earth Day Canada that will deliver Level 2 electric vehicle (EV) charging stations for public use in at least nine under-served communities across Canada. – Thank you to Two Hills County for letting us know and MPE for completing the application
6. Completed 2 development permits
7. Cindy Skjaveland -Development & Planning Technologist – Vermilion District, Transportation and Economic Corridors to discuss highway access to Town of Two Hills from Highway 45 West of Highway 36. Providing TIA we will be able to move the access within 400meters of HWY 36. We will have to redevelop access to HWY 36 through 54 Ave
8. Asked MPE for quote on new TIA Traffic Impact Assessment
9. Finished 2023 Annual Internal Reviews (AIRs) Safety Codes Council
10. Review of Audit requirements
11. Spoke with assessor regarding 2023 assessment for 2024
12. WCB obligation filled with Gov't
13. Designed land proposals as discussed in camera
14. Positive Response received from department of transportation regarding access from Hwy 45





Correspondence Listing  
Council Meeting of February 27, 2024

1. St. Paul Education Highlights:
2. Invoice from Transitional Solutions Inc.
3. Dem meeting in St Paul
4. Budget for EV chargers grant



**February 14, 2024**

# BOARD MEETING HIGHLIGHTS



## **2024-25 School Calendar**

Trustees reviewed feedback received from school councils, parents and staff on the two draft versions of the 2024-2025 school calendar. Trustees approved Calendar B as presented with the following amendments:

- The first day of school will be moved to after the September long weekend
- Professional Learning Days scheduled for November 8 and December 2 will be changed to instructional days

The 2024-25 school calendar can be viewed [here](#).

## **Alberta School Council Association Annual Conference**

The ASCA Annual Conference will be hosted in Edmonton on April 26-28, 2024. Trustees approved a motion to sponsor the cost of registration and accommodations for two members of school councils who would like to attend. Those who are interested are asked to contact their school trustee by March 10, 2024.

## **FNMI Trustee**

The Board approved a motion to extend the current FNMI trustee term from the end of May 2024 to the end of June 2024. A letter regarding the extension will be shared with all relevant stakeholders.

## **Mallaig School Daycare**

Division representatives met with the County of St. Paul to discuss the potential of including a daycare in the design of the new school planned for Mallaig. We extend our gratitude to the County of St. Paul for their commitment to sponsor up to \$300,000 to support a portion of the costs associated with adding this space. The Division is also working with other stakeholders to explore options for covering the remaining costs.

## **Two Hills School Grant**

Congratulations to Two Hills School for receiving the N:OW for Net-Zero Foundation for Environmental Stewardship Grant. The school will use the \$14,400 grant to upgrade their lights to LED lights. We look forward to hearing more about this project as it develops.

## **Financial Report**

The Province is expected to release its budget at the end of February. Trustees and stakeholders will be engaged in budget development in the coming months including the setting of priorities. Trustees reviewed the Division's five year financial profile. As requested by the Province, the Division has reduced their reserves and is not in a position to draw them down any further.

For more information, contact:

Mr. Peter Barron

Superintendent of Schools

barrpete@sperd.ca

*Learning Together, Growing Together*



Transitional Solutions Inc.  
240, 2833 Broadmoor Blvd  
Sherwood Park AB T8H 2H3  
erica@tsi-inc.ca  
GST/HST Registration No.:  
847024965RT0001



# INVOICE

**BILL TO**  
Town of Two Hills

**INVOICE #** 2257  
**DATE** 23-02-2024  
**DUE DATE** 23-02-2024  
**TERMS** Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT	TAX
<b>Consulting</b> Completion of 50% of Phase III - Regional Collaboration Study	0.50	30,517.20	15,258.60	GST
SUBTOTAL			15,258.60	
GST @ 5%			762.93	
TOTAL			16,021.53	
BALANCE DUE			<b>\$16,021.53</b>	

TAX SUMMARY		
RATE	TAX	NET
GST @ 5%	762.93	15,258.60

## **Tentative Schedule for March 1, NE Regional DEM meeting**

### **Times**

Opening welcome and introductions	0900 – 0930
Environment and Climate Change Canada	
• 2024 environmental outlook	0930 - 1030
Break	1030 - 1045
Maya Filipovic, Strategic Partnerships	
• Preparedness and Products	1045 - 1115
Christine Cartier – Dangerous Goods and Rail Safety	
• Inspector assistance and reporting requirements	1115 - 1200
Lunch	1200 – 1300
Brad Andres – Alberta Agriculture and Irrigation	
• Livestock evacuation planning	1300 – 1400
Leah David	
• AEMA ESS – Services provided and planned	1400 - 1430
NE Field Officers	
• Creating teamwork for this coming season	1430 – 1500
Break	1500 – 1515
NE Field Officers cont.	1515 – 1545
Closing remarks	1545 - 1600

## Charged for Change Program - Town of Two Hills Detailed Project Budget

1 - Salaries and Benefits					
Item	Description	Hours	Subtotal	Eligible HST	Total
Project Manager	Covers salary and benefits (tasks can include preparing and awarding RFPs for chargers and installation (for municipalities), correspondence with contractors, site visits for each location, and preparing communications (eg. media releases))		\$ 6,480.00		\$ 6,480.00
Project Support	Covers salary and benefits (tasks may include site visits and other on-site tasks)		\$ 2,800.00		\$ 2,800.00
<b>Subtotal</b>			\$ 9,280.00	\$ -	\$ 9,280.00
2 - Professional Services					
Item	Description	Quantity	Subtotal	Eligible HST	Total
Electrical Contractor	Installation of chargers by electrical contractor. Includes labour, material, and ESA permits for each site.		\$ 34,360.00		\$ 34,360.00
<b>Subtotal</b>			\$ 34,360.00	\$ -	\$ 34,360.00
3 - Capital Expenses					
Item	Description	Quantity	Subtotal	Eligible HST	Total
Level 2 EV Chargers (single/dual)	Includes number and type of charger (single/dual, wall-mounted/pedestal) and any relevant details.	4	\$ 6,308.00		\$ 6,308.00
Branding Bollards (2) and Rubber Parking Stoppers (2)	Production and installation of the branding on the EV chargers	4	\$ 2,000.00		\$ 2,000.00
	Steel bollards per location to protect chargers from vehicle damage. Includes install.	4	\$ 2,020.00		\$ 2,020.00
Electric vehicle parking signs	EV parking sign for each site to increase visibility and assist with parking enforcement. Includes U-posts, hardware, and install.	2	\$ 2,000.00		\$ 2,000.00
Painting	Line painting for all parking spots associated to the EV chargers				
Lighting	Fixtures to ensure the parking spots are well lit and safe for EV chargers' users.				
	Should include installation costs if installed by a contractor				
<b>Subtotal</b>			\$ 12,328.00	\$ -	\$ 12,328.00
4 - Licence fees and Permits					
Item	Description	Quantity	Subtotal	Eligible HST	Total
Licence and Permit Fees	Licence and permit fees typically include any municipal, provincial, or federal licences or permits for setting up the charging infrastructure. This can include safety permits, business permits, environmental permits, etc.	2	\$ 1,200.00		\$ 1,200.00
<b>Subtotal</b>			\$ 1,200.00	\$ -	\$ 1,200.00
5 - Environmental Assessments					
Item	Description	Quantity	Subtotal	Eligible HST	Total
Environmental Assessment	Should an environmental assessment on this Project be required, any costs related to that process would be included here. This could include costs for public consultation or preparing the environmental impact statement.				
<b>Subtotal</b>			\$ -	\$ -	\$ -
<b>Total Project Budget</b>			\$ 57,168.00	\$ -	\$ 57,168.00
6 - Contingency Plan					
Item	Description	Quantity	Subtotal	Eligible HST	Total
10% Contingency	Contingency plan to take into account price changes between the application period and the construction phase	1	\$ 5,720.00	N/A	\$ 5,720.00
<b>Subtotal</b>			\$ 5,720.00	\$ -	\$ 5,720.00
<b>Total Budget</b>					\$ 62,888.00

TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



Meeting Date: February 27, 2024	Confidential:	Yes		No	X
Topic: Asset management Policy					
Originated By: Adam Kozakiewicz			Title:	CAO	
<b>BACKGROUND:</b>					
<p>In 2021, the Town required a council approved Asset Management Policy to support an FCM Grant that was applied for. The grant was for an addition to a program that is currently in use, that keeps all infrastructure maintenance, replacements or improvements in one easy platform.</p> <p>The policy was provided to administration but it was not approved by council. In order for the grant funds to be received, this is the final part of the grant reconciliation.</p>					
<b>DOCUMENTATION ATTACHED:</b>					
<b>DISCUSSION:</b>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<b>RECOMMENDED ACTION(S):</b>					
_____ moves to approve Policy #2024-01 Town of Two Hills Asset management Policy.					
Adam Kozakiewicz					
<b>DISTRIBUTION:</b>		Council: X			



## Town of Two Hills - Asset Management Policy

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Policy 2024-01

**Version** 1.0  
**Date** May 24<sup>th</sup>, 2021



## POLICY STATEMENT

Asset Management is a proactive solution to deliver dependable services by effectively managing infrastructure assets and involves collaboration between all relevant departments of the rural municipality. This Asset Management Policy outlines the key asset management (AM) principles to be implemented across the Town of Two Hills. The Asset Management Policy will provide the framework for the development of the Town's Asset Management Strategy, Asset Management Plan(s), and ensure long-term sustainable service delivery.

## INTENT

The purpose of the Asset Management Policy is to outline asset management practices following Two Hills' community values and the Council's strategic goals. These practices will allow for a coordinated, reliable, and sustainable approach across the Town. This policy is meant to ensure that the Town of Two Hills has sufficient knowledge about managing infrastructure assets and an understanding of the long-term consequences of neglecting infrastructure.

This policy will:

- a) Define over-arching principles to guide asset management initiatives while considering current and future generation's needs.
- b) Outline principles that enable the Town to manage infrastructure assets in a way that is financially feasible and sustainable.
- c) Demonstrate principles that allow for Environmental and Fiscal stewardship, concerning asset management.

## SCOPE

The Town of Two Hills is accountable for managing infrastructure which provides services to ratepayers. These assets include roads, a water network, sewer network, buildings, culverts, fleet equipment, and recreational services. All infrastructure assets require continual investment for acquisition, operation, maintenance, renewal, and disposal throughout the asset lifecycle. The infrastructure asset registry, which collects asset information, is subject to change yearly as the Town invests in new assets or disposes of old assets. This Asset Management Policy applies to all assets owned and/or operated by the Town.

## ROLE OF ASSET MANAGEMENT POLICY

Asset management is an integrated approach involving various business units, departments, and functions across a Town. The role of the Asset Management Policy is to define the fundamental principles that the Town is trying to achieve with the adoption of asset management. Along with the Asset Management Policy, other key Asset Management components are the Asset Management Strategy and the Asset Management Plan. The distinction and relationship between these documents are listed below:

- Asset Management Policy – defines the principles of Asset Management
- Asset Management Strategy – defines how the Town plans to achieve the Asset Management Policy
- Asset Management Plan – defines the specific operational actions required to achieve the overall Asset Management Strategy



## PRINCIPLES

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### SUSTAINABILITY AND ENVIRONMENTAL ADAPTABILITY

*“Services and infrastructure assets will be socio-culturally, environmentally and economically sustainable in the long-term and consider the needs of both, current and future generations.”*

The Town shall:

- a) Develop business cases considering risk and the long-term costs of delivering defined levels of service when investing in infrastructure assets.
- b) Consider socio-cultural, environmental, and economic factors during the asset management and investment planning process
- c) Forecast changes in demographics and future demand for a service
- d) Consider how increased frequency and severity of climatic events may directly affect the delivery of levels of service. Where appropriate, the municipality shall adopt a proactive approach to mitigating the potential impacts of climate change.

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### HOLISTIC “BIG PICTURE” APPROACH

*“Improve collaboration between departments and to create efficiencies in operations.”*

The Town shall:

- a) Connect and integrate appropriate business units, departments, and functions in the asset management decision-making process to build strong working relationships and get maximum value from infrastructure investments.
- b) Consider assets in their system-context and interdependency, rather than in isolation
- c) Maximize use of existing infrastructure through increased utilization
- d) Use reviews and evaluation methods to continually improve service delivery, increase efficiency and reduce costs

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### SERVICE DELIVERY TO CUSTOMERS AND INFORMATION MANAGEMENT

*“Provide defined levels of service that balance ratepayer expectations with related cost and risk following community priorities.”*

The Town shall:

- a) Define levels of service to meet the needs of the community considering the quality of life, minimizing long-term costs, and strategic risks.
- b) Deliver defined levels of service by effectively and efficiently managing all infrastructure assets.
- c) Display transparency with defined levels of service and service performances and be accountable to the community.
- d) Ensure levels of service are compliant with Councils’ strategic objectives and all relevant legislative, statutory, and regulatory requirements.
- e) Monitor and periodically review the defined levels of service and update accordingly.



- f) Develop and maintain asset inventories for all infrastructure assets

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## FISCAL RESPONSIBILITY & DECISION MAKING

*“Demonstrate fiscal responsibility in decision making and develop a repeatable process to make defensible decisions in capital transactions.”*

The Town shall:

- a) Consider the financial impacts on current and future generations and promote social and inter-generational equity throughout the asset management decision-making process.
- b) Develop a repeatable process including appropriate research and documentation to support an asset management investment decision
- c) Consider full life-cycle costs in decision-making including the acquisition, operation, maintenance, and disposal of the asset, and aim to minimize the long-term cost of asset ownership while considering the strategic risks of the community.
- d) Consider investment needs, funding requirements, and revenue projections to develop and maintain a long-term financial plan.
- e) Implement maintenance strategies that consider sustaining the defined levels of service and maximize asset value
- f) Comply with all the regulatory and statutory financial tracking and reporting requirements.

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## CONTINUOUS IMPROVEMENT

*“Develop a culture of continual improvement to progress asset management processes and ensure delivery of services effectively and efficiently”*

The Town shall:

- a) Seek continuous improvement of the asset management processes with a focus on incorporating innovative tools, techniques, and solutions.
- b) Monitor and periodically review asset management processes to measure their applicability and effectiveness in achieving the strategic objectives. Changes shall be made to these processes where applicable.
- c) Incorporate innovative tools, techniques, and solutions in asset management processes
- d) Promote long-term efficiency and effectiveness in service delivery and asset management decision-making throughout all relevant departments and functions of the municipality.
- e) Assess progress with the municipality's asset management program and provide the necessary support, education, and training to relevant staff to further develop asset management processes.





## ROLES & RESPONSIBILITIES

The successful development and implementation of the municipality's asset management strategy and plan will rely on the active commitment of the council and staff. The following lays out the roles and responsibility for council and staff members:

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### COUNCIL

- Provide direction on levels of service & priorities
- Perform periodic review of asset management practices and direction
- Allocate resources through operating & capital budgets to support funding requirements laid out in the plan and long-term funding schedules

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### CHIEF ADMINISTRATION OFFICER

- Ensures and oversees corporate adoption of asset management policy, processes, and strategies
- Establishes an asset management steering committee
- Appoints the cross-functional representatives from relevant departments to serve on the steering committee as well as chair of the steering committee
- Reviews all asset management information before presentation to Council

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### ASSET MANAGEMENT STEERING COMMITTEE

- Provides a forum for discussion and development of asset management policy, strategy, plans, and processes
- Encourages the collaboration and integration between different business areas to achieve efficiency and effectiveness in service delivery
- Provides a forum for learning, information sharing, and co-education opportunities
- Leads the development of corporate asset management tools and practices and monitors their application across the organization

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### DEPARTMENT MANAGERS

- Lead the adoption of the Asset Management policy within their departments
- Allocate appropriate resources for the implementation of the policy and associated processes
- Liaise with asset management steering committee

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### CORPORATE FINANCE

- Provides financial direction and support to the departments and asset management steering committee
- Develops and maintains the required financial plans and records following the asset management policy and regulatory and statutory requirements



## DEFINITIONS

**Asset management (AM):** the coordinated activity of an organization to maximize the value realized from its assets. It involves the balancing of costs, opportunities, and risks against a desired performance of assets, to achieve organizational objectives.

**Asset:** A physical object that is a significant economic resource and provides the delivery of a program or service.

**Infrastructure:** the network of physical assets developed and used by the Town to support its social, cultural, and economic activities and services.

**Levels of service:** statements of service performance delivery which are established through Council direction, taking into consideration the community wants and needs, as well as legislative and regulatory requirements.

**Life-cycle cost:** the sum of all one-time and recurring costs over the full life span of an asset. Includes the cost to acquire, operate, maintain/ rehabilitate, and dispose of/decommission the infrastructure asset.

**Risk:** events or occurrences that will have undesired impacts on services

**Sustainability:** managing infrastructure assets using a balanced approach to meet the long-term economic, social, cultural, and environmental needs of a community.



**Stakeholder:** person or organization that could be affected by, or perceive themselves to be affected by activity or decision

**Long-term financial plan:** a plan that documents the process of aligning financial capacity with long-term service objectives.

TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



Meeting Date: February 27, 2024	Confidential:	Yes		No	X
Topic: Alice Melnyk Library Board Appointment					
Originated By: Sheila Lupul			Title:	CFO	
<b>BACKGROUND:</b>					
<p>Alice Melnyk Library volunteers must be appointed to the board by motion of council. All appointments must be specific with names and starting &amp; ending dates of their three (3) years term.</p> <p>All appointments of new members or renewals of existing members must appear before council.</p>					
<b>DOCUMENTATION ATTACHED:</b>					
<b>DISCUSSION:</b>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<b>RECOMMENDED ACTION(S):</b>					
<p>_____ moves to appoint Sarah Hamm to the Alice Melnyk Public Library Board for a three (3) year term starting February 27, 2024 and ending February 27, 2027.</p>					
Sheila Lupul					
<b>DISTRIBUTION:</b>		Council: X			

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM							
Meeting Date: February 27, 2024		Confidential:		Yes		No	X
Topic: Sept 2023 Bank Account							
Originated By: Sheila Lupul				Title:	CFO		
BACKGROUND:							
<p>In September, a company named PayDirect debited the General Account \$201.95 on Aug 30, Sept 7, Sept 18 and Sept 25 for a total of \$807.80. It was believed that this transfer was legitimate and the services received. We later found out that this was a scam and the transfers went to the stolen identity of Ryan Leminski.</p> <p>Administration discovered that a fellow named Ryan Leminski (stolen identity) was taking money from the Town's General Bank Account via Electronic Funds Transfer starting in October through to January 2024, we were able to catch this and ATB refunded the money, the total refunded was \$5,554.53.</p> <p>ATB will not cover the debit in September and has told administration that the timeline was too far away to be reimbursed. This was not caught at the time because it was considered a legitimate expense but later on, it was proven to be a scam.</p> <p>Being that ATB is not covering the \$807.80, I will require a motion to allow the Town to absorb this as Bank Error coded to 2-12-00-275.</p>							
DOCUMENTATION ATTACHED:							
DISCUSSION:							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
RECOMMENDED ACTION(S):							
_____moves to code \$807.80 to 2-12-00-275.							
Sheila Lupul							
DISTRIBUTION:		Council: X					



Transaction history - GENERAL ACCOUNT

767-00910000824 CAD

File generated Jan. 10, 2024 @ 1:28 PM MT

Filters applied:

Date range		Search by
Date (from)	Date (to)	Description
Jul 01, 2023	Sep 30, 2023	Paydirect

Transaction history - GENERAL ACCOUNT (Results: 4)

Date ↑	Description	Type	Debit	Credit	Running balance
Sep 25, 2023	Direct Debit Misc. Payments PAYDIRECT	EFT	\$201.95		N/A
Sep 18, 2023	Direct Debit Misc. Payments PAYDIRECT	EFT	\$201.95		N/A
Sep 07, 2023	Direct Debit Misc. Payments PAYDIRECT	EFT	\$201.95		N/A
Aug 30, 2023	Direct Debit Misc. Payments PAYDIRECT	EFT	\$201.95		N/A