

AGENDA
TOWN OF TWO HILLS
November 8, 2022
7:00 P.M.



Regular Council Meeting

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - a) Organizational Council Meeting Minutes of October 25, 2022
 - b) Regular Council Meeting Minutes of October 25, 2022
4. DELEGATION
5. OPEN FORUM
6. ADMINISTRATIVE REPORTS
 - a) Public Works Report
 - b) Chief Administrative Officer Report
7. CORRESPONDENCE
8. BYLAWS & POLICIES
 - a) Road Closure Bylaw 2022-1018
9. COUNCIL MEMBER REPORTS
10. NEXT MEETINGS
 - a) Regular Council Meeting Tuesday November 22, 2022 7:00 p.m.
11. CLOSED SESSION
 - a) FOIPP Act Section 17(2)(e)
12. ADJOURNMENT





TOWN OF TWO HILLS



Minutes of the Organizational Meeting of Council for the Town of Two Hills
held October 25, 2022 at 6:00 P.M. in the Two Hills Town Council Chambers

PRESENT: L. L. Ewanishan, K. Thompson, M. Tarkowski, A. Romaniuk, S. Rajoo, Interim
C.A.O. A. Clark

CALL TO ORDER: Mayor L. L. Ewanishan called the Organizational Council Meeting of
October 25, 2022 to order at 6:00 P.M.

OATH OF OFFICE: M. Tarkowski was sworn in as Deputy Mayor

APPOINTMENT OF ELECTED OFFICIALS TO COMMITTEES/BOARDS:

Review of Policy 2011-03 "Appointment of Elected Officials"

Council was provided a copy of existing Policy 2011-03 'Appointment of
Elected Officials' for review.

2022-268 **MOVED** by Mayor L. L. Ewanishan to adopt Policy 2011-03 Appointment of
Elected Officials as reviewed.

CARRIED

Review of Policy 2011-04 "Elected Officials Appointments to Federal, Provincial and Regional Boards and Committees"

Council was provided a copy of existing Policy 2011-04 "Elected Officials
Appointments to Federal, Provincial and Regional Boards and Committees"
for review.

2022-269 **MOVED** by to Deputy Mayor M. Tarkowski adopt Policy 2011-04 Elected
Officials Appointments to Federal, Provincial and Regional Boards and
Committees" as reviewed.

CARRIED

Appointments of Elected Officials to Committee/Boards

Council discussed the appointments to Boards and Committees for the
upcoming year.

2022-270 **MOVED** by Mayor L. L. Ewanishan to accept the Committee/Boards
appointments as mutually agreed upon.

CARRIED

APPOINTMENT OF DEVELOPMENT AND SUBDIVISION AUTHORITY:

Bylaw 95-734 "The Development Authority shall consist of one (1) person
appointed by resolution of Council..." No term specified.

Bylaw 95-735 "The Subdivision Authority shall consist of one (1) person appointed by resolution of Council...for a term of one (1) year and may be reappointed upon expiry of the term at the pleasure of Council".

2022-271 MOVED by Councillor S. Rajoo to appoint Interim C.A.O. Ava Clark as Development Authority for the Town of Two Hills.

CARRIED

2022-272 MOVED by Councillor K. Thompson to appoint Jane Dauphinee, of Municipal Planning Services, to be the Subdivision Authority for the Town of Two Hills.

CARRIED

APPOINTMENT OF SUBDIVISION & DEVELOPMENT CLERK:

Municipal Government Act 627.1(1) states "a council that establishes a subdivision and development appeal board must appoint...must authorize the appointment of, one or more clerks of the subdivision and development appeal board."

2022-273 MOVED by Deputy Mayor M. Tarkowski to appoint the Interim C.A.O. Ava Clark as the clerk for the Subdivision & Development Appeal Board.

CARRIED

APPOINTMENT OF BYLAW ENFORCEMENT OFFICER:

Bylaw 2013-929 Bylaw Enforcement Officer section 4.1 states that Council may appoint one or more Bylaw Enforcement Officers and shall hold a term of office at the pleasure of Council.

2022-274 MOVED by Councillor A. Romaniuk to appoint Terry Stefiuk as the Bylaw Enforcement Officer for the Town of Two Hills.

CARRIED

APPOINTMENT OF AUDITOR:

As per Municipal Government Act R.S.A. 2000, c. M-26, Section 280(1) "Each Council must appoint one or more Auditors for the municipality. Nelson Ncube was the successful bidder for the 2018 Audit.

2022-275 MOVED by Deputy Mayor M. Tarkowski to submit an RFP for audit of the 2023 fiscal year.

CARRIED

MAYOR AND COUNCIL RENUMERATION AND SUBSISTENCE:

Review of Policy 2011-05 "Elected Officials Remuneration and Expense"

Reviewed annually at the Organizational meeting as per section 4 under Procedures.

- 2022-276 MOVED by Deputy Mayor M. Tarkowski to declare Policy 2011-05 Elected Officials Remuneration and Expense as reviewed.

Review of Policy 2011 - 01 Council Benefits.

Policy 2011-01 is reviewed annually at the Organizational meeting with other like policies.

- 2022-277 MOVED by Mayor L. L. Ewanishan to declare Policy 2011-01 *Council Benefits* as reviewed.

CARRIED

Review of Policy 2012-02 "Mileage for Council, Staff and Appointed Members"

Reviewed annually at the Organizational meeting with other like policies.

- 2022-278 MOVED by Mayor L. L. Ewanishan to declare Policy 2012-02 "Mileage for Council, Staff and Appointed Members" as amended to reflect the current Government mileage rate of \$0.61/km.

CARRIED

Review and Acknowledgement of Bylaw No. 2018-969 to Regulate the Conduct of Council.

Reviewed and signed annually at the Organizational meeting with other like policies.

- 2022-279 MOVED by Councillor K. Thompson to adopt Review of Bylaw No. 2018-969 *Council Code of Conduct* as reviewed.

CARRIED

ADJOURNMENT:

With all items on the agenda having been addressed, Mayor L. L. Ewanishan adjourned the Organizational Meeting at 6:47 P.M.

LEONARD EWANISHAN, MAYOR

AVA CLARK, INTERIM C.A.O.

TOWN OF TWO HILLS
Minutes of the Regular Meeting of Council for the Town of Two Hills
held October 11, 2022, at 7:00 P.M. in Council Chambers



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor M. Tarkowski, Councillor K. Thompson, Councillor A. Romaniuk, Councillor S. Rajoo, Interim C.A.O A. Clark, Public Works Foreman T. Stefiuk.

MISSING: C.F.O. S. Lupul

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

ADOPTION OF AGENDA:

2022-280 MOVED by Councillor K. Thompson to accept the agenda with an addition under New Business: Letter of Support.

CARRIED

ADOPTION OF MEETING MINUTES:

2022-281 MOVED by Councillor A. Romaniuk to accept the regular Council Meeting Minutes of October 11, 2022 as presented.

CARRIED

DELEGATION: None

OPEN FORUM: None

ADMINISTRATIVE REPORTS:

Public Works Report

The Public Works Foreman's Report was provided to Council in advance for their review.

2022-282 MOVED by Councillor K. Thompson that the Public Works shop be put out for tender.

CARRIED

2022-283 MOVED by Councillor S. Rajoo that the Public Works 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.

2022-284 MOVED by Councillor K. Thompson 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.

2022-285 MOVED by Councillor K. Thompson to change Halloween hours for 2023 to 4-7 PM.

CARRIED

2022-286 MOVED by Deputy Mayor M. Tarkowski that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

2022-287 MOVED by Mayor L. L. Ewanishan to forward a copy of the letter Minister McIver sent regarding library funding.

CARRIED

2022-288 MOVED by Councillor S. Rajoo that the correspondence be acknowledged as presented and filed.

CARRIED

7:50 PM Councillor S. Rajoo left chambers

NEW BUSINESS:

Letter to Premier Danielle Smith

Northeastern regional Mayors, Reeves, Indigenous Leaders caucus have brought forward a call for action letter to the Premier.

7:54 PM Councillor S. Rajoo returned to chambers

2022-289 MOVED by Mayor L. L. Ewanishan to sign and send the draft letter to Premier Smith.

CARRIED

Letter of Support

Vermillion Play Development is seeking a letter of support to apply for the Alberta Child Care Space Creation Grant.

2022-290 MOVED by Mayor L. L. Ewanishan to send a letter of support to Vermillion Play Development for their application to the Alberta Child Care Space Creation Grant.

CARRIED

BYLAWS & POLICIES:

2022-1018 Road Closure Bylaw

A road closure bylaw is required to move the alley way to allow for the change in property lines at this residential lot.



2022-291 MOVED by Deputy Mayor M. Tarkowski that 2022-1018 Road Closure Bylaw be given first reading this 25th day of October 2022.

CARRIED

2022-292 MOVED by Councillor A. Romaniuk that 2022-1018 Road Closure Bylaw be given second reading this 25th day of October 2022.

CARRIED

2022-293 MOVED by Councillor K. Thompson that 2022-1018 Road Closure Bylaw be given consent for third and final reading.

CARRIED UNANIMOUSLY

2022-294 MOVED by Councillor S. Rajoo that 2022-1018 Road Closure Bylaw be given third and final reading this 25th day of October 2022.

CARRIED

COUNCILLOR REPORTS:

2022-295 MOVED by Councillor S. Rajoo to accept the councillor reports as presented and filed.

CARRIED

CLOSED SESSION:

2022-296 MOVED by Mayor L. L. Ewanishan to go into closed session as per FOIP Section 24 at 8:38 PM.

CARRIED

2022-297 MOVED by Mayor L. L. Ewanishan to come out of closed session at 9:13 PM.

CARRIED

NEXT MEETING:

Annual Public Meeting Monday November 7, 2022 at 7 P.M.
Regular Council Meeting Tuesday November 22, 2022 at 7 P.M.

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 9:14 PM.

LEONARD L. EWANISHAN, MAYOR

AVA CLARK, INTERIM C.A.O.



OPEN FORUM

(Council Procedural Bylaw, Amendment Bylaw 2014-949)

Preamble: Welcome. Town Council is providing an opportunity for the general public to individually address Council on any topic relevant to municipal government for a period not to exceed 2 minutes per person to a maximum of 20 minutes combined. Information presented to Council may or 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:

Roads / Sidewalks

- a) Grade 55 Ave, 51 St north of highway 45
- b) Grade 46 Ave west of 54 St
- c) Grade Back alleys
- d) Apply beet juice to major intersections and roads
- e) Grade ice and packed snow off 47 Ave, 48 Ave and intersection 46 St & highway 45

Water/Wastewater

- a) The town experienced 1 power disruption since last report - short power failure affecting the sanitary lift station and Reservoir pumphouse - all systems good
- b) Gel standard tests and cl2 analyzer calibrations done
- c) Shut off residential water service as per request
- d) Continue to monitor pressure and flow rates
- e) VFD (variable frequency drive) replaced at Reservoir
- f) Month end water meter reads
- g) Began installing new meter registers and transmitters in commercial properties
- h) Manhole check on 57 Street
- i) Generator test at lift station
- j) Engine driven pump tested and programming checked
- k) Fire hydrant winterizing completed
- l) Continue working on AB ENV annual reporting
- m) Monitor lagoon release
- n) Pressure and flow alarms after fire dept used hydrant on corner of 50th Street and 47th Ave
- o) Water break on 48th Ave, excavated, repaired and tested

Other

- a) Remove damage guard rail and broken posts from the corner of 46 St & 47 Ave
- b) Install new rear ties and new batteries on the grader
- c) Install snow fence along highway 36 on east and west side on old rail line
- d) Dig trench for electric conduit at the hall
- e) Sweep sidewalks and spread salt
- f) Service and repair sidewalk sweeper (New Holland)
- g) Complete all service requests

Note: Public Works continues to use Covid 19 Best Practices and Standard Procedures when dealing with the public and during property entry for the performance of Water / Wastewater duties.



1. **MCSNET:** We have reached out and are planning to do a news release about our fibre optic project here in Town.
2. **HVAC:** Waiting on the Nordic to finish, hopefully within the next week.
3. **Assessor:** Wainwright Assessment Group is currently in Town doing property assessments and should be done by mid-November.
4. **RCMP Quarterly Report:** Two Hills RCMP sent in their quarterly report, was forwarded to Council.
4. **Municipal Affairs Administrators' Training:** Registered for 4.5 days of training offered from Municipal Affairs for free. Sessions take place the week of November 28-December 2.
4. **RFQ:** For PW Shop and Auditor Services will be put to tender this week.



Correspondence Listing
Council Meeting of November 8, 2022



1. Municipal Affairs: Introductory Letter from Minister Schulz
2. Two Hills Ag Society: Request for donation to the Harvest Supper silent auction





ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

October 28, 2022

Dear Chief Elected Officials and Public Library Boards:

I am honoured to serve as the new Minister of Municipal Affairs. I believe in the importance of local government to our province and its people, and I am excited to work with you to ensure Alberta's economic prosperity and strengthen the long-term viability of municipalities across the province.

As Minister of Municipal Affairs, I am committed to municipal capacity building, transparency, and accountability, which are essential elements for responsible local government. My ministry will continue to support municipalities, as you play a significant role in fostering the local economic conditions that improve Alberta's vibrant communities. Municipal Affairs will also continue to manage and provide financial support for the network of municipal library boards and regional library system boards that offer vital public library services for Albertans.

Through collaboration, we can reduce red tape and barriers by reviewing legislation and making certain Albertans are protected with appropriate safety codes, standards, and supports for the construction and maintenance of buildings and equipment.

I look forward to working together to strengthen municipalities in Alberta and to work with you on areas of shared interest.

Sincerely,

Rebecca Schulz
Minister of Municipal Affairs



Two Hills & District Agricultural Society

Box 117, Two Hills, AB T0B 4K0

Ph: 780 657 3542

Website: twohillsagsociety.com

November 2, 2022

Town of Two Hills

I am writing on behalf of the Two Hills Agricultural Society to request a donation for our 50th Anniversary Banquet and Casino, scheduled for November 19, 2022. We are planning to have prizes and a silent auction and would greatly appreciate any donation you can make towards our event. Should you make a contribution, your business will be recognized at our event.

If you have any questions or for donation pick up, please contact me at (780) 657-3542 or at twohillsagsociety.com. On behalf of the Two Hills Ag Society, we thank you for your consideration.

Sincerely,

Lorna Tupechka
President
Two Hills Ag Society

TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: November 8, 2022	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Road Closure Bylaw 2022-1018					
Originated By: Ava Clark			Title: Interim CAO		
BACKGROUND:					
<p>A road closure bylaw is required to move the alley way to allow for the change in property lines at this residential lot. As AB Transportation needs us to advertise for 2 weeks, we need to rescind motion 2022-294.</p>					
DOCUMENTATION ATTACHED:					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
<p>To advertise the closure of the road in the Vegreville Advertiser for 2 consecutive weeks.</p> <p>AND</p> <p>To rescind motion 2022-294 giving third and final reading to 2022-1018 Road Closure Bylaw on the 25th day of October 2022.</p>					
Ava Clark Interim C.A.O.					
DISTRIBUTION:		Council: X			

