



AGENDA
TOWN OF TWO HILLS
Tuesday September 21st, 2026
6:30 P.M.

Regular Council Meeting

- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) ADOPTION OF MINUTES
 - a) Minutes from the Council Meeting September 8th, 2026
- 4) DELEGATION
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
 - a) CAO Report
- 7) CORRESPONDENCE
- 8) OLD BUSINESS
 - a) Travel Lakeland
- 9) BYLAWS & POLICIES
- 10) NEW BUSINESS
 - a) Stair Quotes
 - b) AB Munis Webinar
 - c) Arena Quote
 - d) MPE Engineering Quote
- 11) COUNCIL MEMBER REPORTS
 - a) Mayor, M. Tarkowski
 - b) Deputy Mayor C. Dyck
 - c) Councillor M. Patel
 - d) Councillor A. Hiebert
 - e) Councillor H. Wall
- 12) NEXT MEETINGS – Regular Council Meeting Tuesday October 13th, 2026 at 6:30 pm
- 13) CLOSED SESSION
- 14) ADJOURNMENT

TOWN OF TWO HILLS



Minutes of the Regular Meeting of Council for the Town of Two Hills held on September 8th, 2026, at 6:30 PM in Council Chambers

Regular Council Meeting

PRESENT Mayor M. Tarkowski; Deputy Mayor C. Dyck; Councillor A. Hiebert;
Councillor H. Wall; M. Patel, (via Zoom), CAO S. Lupul; PW T. Stefiuk; FO D.
Williams; EDO B. Ross; MC C. Boyd
1 Resident in Gallery

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

ADOPTION OF AGENDA

2026-320 MOVED by Councillor H. Wall to accept the agenda as presented.

CARRIED

ADOPTION OF MEETING MINUTES

2026-321 MOVED by Councillor A. Hiebert to accept the minutes of the Regular
Council Meeting held on August 18th, 2026.

CARRIED

DELEGATION Marianne Janke, Executive Director of Travel Lakeland, presented their 20-year plan
to apply for the regional DMO and a variety of future. Provided Council with
a Request for Decision for additional funding for 2026 & 2027 to assist
Travel Lakeland with their 20 year Destination Development Plan.

7:06 Marianne Janke left Council Chambers.

OPEN FORUM A resident presented her concerns about kids on bikes not wearing helmets
and not following the rules of the road. We advised her to report it to the RCMP, as
it is a traffic issue and we have no authority. We are working with Can-Ride to hold
a Bike Safety Course, however there are only 2 Trainers for Alberta.

ADMINISTRATIVE REPORTS

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

2026-322 MOVED by Councillor M. Patel that the CAO Report be acknowledged and
incorporated into the minutes.

CARRIED

2026-323 MOVED by Deputy Mayor C. Dyck that the CFO Report be acknowledged and
incorporated into the minutes.

CARRIED

2026-324 MOVED by Councillor H. Wall that the EDO Report be acknowledged and
incorporated into the minutes.

CARRIED

2026-325 MOVED by Councillor A. Hiebert that the PW W/WW Report be acknowledged
and incorporated into the minutes.

CARRIED

7:53 PM T. Stefiuk left Council Chambers

CORRESPONDENCE

2026-326 MOVED by Councillor M. Patel that Correspondence be acknowledged and incorporated into the minutes. CARRIED

OLD BUSINESS

BYLAWS & POLICIES

Bylaw #2026-1076 Tax Penalties & Incentive Bylaw

This bylaw corrects clerical errors and ensures accuracy.

2026-327 MOVED by Deputy Mayor C. Dyck that Bylaw No. 2026-1076 Tax Penalties & Incentive Bylaw be given its first reading this 8th day of September 2026. CARRIED

2026-328 MOVED by Councillor M. Patel that Bylaw No. 2026-1076 Tax Penalties & Incentive Bylaw be given its second reading this 8th day of September 2026. CARRIED

2026-329 MOVED by Councillor H. Wall that Bylaw No. 2026-1076 Tax Penalties & Incentive Bylaw be given Unanimous Consent to proceed with its third and final reading on this 8th day of September 2026. UNANIMOUSLY CARRIED

2026-330 MOVED by Councillor A. Hiebert that Bylaw No. 2026-1076 Tax Penalties & Incentive Bylaw be given its third and final reading this 8th day of September 2026. CARRIED

NEW BUSINESS

Invitation to the Economic Partnership Summit on Thursday September 24th, 2026

The Economic Partnership Summit Committee has invited Council to attend the Economic Partnership Summit in Lloydminster and provided a 50% discount as VIP Invitees.

2026-331 MOVED by Deputy Mayor C. Dyck to have Mayor M. Tarkowski attend the Indigenous Economic Partnership Summit on Thursday September 24th, 2026 at the Lloydminster Exhibition Grounds. CARRIED

Alberta Municipal Affairs offers a Training Course to refresh Elected Municipal Leaders on their roles and responsibilities.

Being that the majority of council is first term, it was suggested that a refresher course on municipal government is warranted.

2026-332 Moved by Mayor M. Tarkowski that council commits to the Workshop Training Course presented by the Alberta Municipal Affairs to review the Roles and Responsibilities of an elected official with the option to review Public Participation and Municipal Finance optional modules. CARRIED

PROCLAMATION

Counselling Alberta encourages municipalities to declare October 8th as National Depression Screening Day.

Mayor M. Tarkowski hereby proclaims October 8th to be designated as National Depression Screening Day.

PROCLAMATION

Oak's Tree of Love Founder, Kristin Pichoski requested the Town of Two Hills to declare October 15th as the Pregnancy and Infant Loss Awareness Day in memory of her son, Oak Beaudyn Noel, and all who are affected by Pregnancy or Infant in Canadian families each year.

Mayor M. Tarkowski hereby proclaim October 15th, 2026, as Pregnancy and Infant Loss Awareness Day.

100th (Centennial) Anniversary

A Committee of Council, Administration and Residents needs to be established to plan and execute the 100th Year anniversary that the Town is celebrating in 2027.

2026-333

Moved by Councillor M. Patel to create a Centennial Committee to plan and execute the 100th Anniversary celebration in 2027.

CARRIED

2026-334

Moved by Deputy Mayor C. Dyck to appoint Mayor M. Tarkowski and Councilor H. Wall from council and S. Lupul and B. Ross from administration, to represent the Town of Two Hills on the Centennial Committee.

CARRIED

COUNCIL REPORTS - September 21, 2026 meeting

NEXT MEETINGS Regular Council Meeting - Monday September 21st, 2026, at 6:30 PM.

CLOSED SESSION - ATIA Section 30

Five-Minute Recess 8:29 PM.
B. Ross Left Council Chambers at 8:37 PM.
D. Williams Left Council Chamber at 8:37 PM.
C. Boyd Left Council Chambers at 8:37 PM.

2026-335

MOVED by Deputy Mayor C. Dyck to extend the meeting to 10:00 PM at 8:36 PM.

CARRIED

2026-336

MOVED by Mayor M. Tarkowski to go into Closed Session at 8:37 PM.

CARRIED

2026-337

MOVED by Mayor M. Tarkowski to return to Open Session at 9:36 PM.

CARRIED

ADJOURNMENT

Mayor M. Tarkowski called to adjourn the meeting at 9:36 PM.

Mayor M. Tarkowski

Interim CAO S. Lupul



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:



Economic Development	
	SCOP Grant is done and submitted, this grant monopolized most of my time.

Public Works/ Infrastructure	
	Advertised for staff and will be conducting interviews September 18.
	Water & Sewer for the truck wash is progressing at a steady pace and it is expected to wrap up by the 21st.

Partnerships	
	Participated in two Zoom meetings with County CAO and Myrnam CAO with respect to the Assest Management Grant.
	Ronda Morgan from MPE participated in the second meeting to guide us on the the metrics and the expectations of the
	grant - we are likely looking at \$200,000 for a consultant to formulate the plan and \$800,000 for the three municipalities
	to use for the studies. The decision on the split of the 800K is to be determined by the elected representatives at an
	upcoming Joint Munis meeting. Discussion took place between the administrators of either a three-way split

Community Building	
	Participated in Alberta Culture Days held on September 12 at the Market Square and September 13 at the Museum
	Attended a Space Education Committee meeting on Sept 16.

Bylaws & Policies	
	Two direction Notices sent to landowners regarding the unsightly condition of their properties.

Other

REQUEST FOR DECISION

AGENDA ITEM NO: 8 a



TOWN OF TWO HILLS COUNCIL MEETING

Meeting Date: September 21, 2026	Department: Economic Development
Title: Travel Lakeland	Subject: Increase in per capita rate

STRATEGIC ALIGNMENT

 	 	 	 	 	
Economic Development	Infrastructure	Partnerships	Community Building	Population Growth & Retention	OTHER

How this RFD meets the Strategic Plan Goals:

Partnering with Travel Lakeland in their goal of securing funding to support their plan of attracting over \$200 million in tourist activity will strengthen one of our Key Results in Strategy #3, 'Increase visitor stays, spending, and repeat visitation'.

Background Information:

Travel Lakeland is asking for an additional \$0.70/capita for 2027 and 2028 exclusively for projects identified in the Travel Lakeland 20-year Destination Development Plan. Areas identified for development include sites located on the south side of the North Saskatchewan River.

Discussion:

Travel Lakeland has identified our population to be 1,446 so and additional \$0.70/capita equates to \$1,012.20 which can be budgeted to 2-62-00-220 Ec Dev Advertising which is currently at

Communication Plan:

RECOMMENDED ACTION(S):

1. That council approve membership to Travel Lakeland for 2027 at \$0.30/capita for a total of \$433.80.
2. That council approve the participation in the Special Assessment for 2027 and 2028 (2 year term) at a rate of \$0.70/capita for a total of \$1,012.20 for 2027.
3. That council accepts this proposal as information to be incorporated into the minutes.

ATTACHMENTS:

DISTRIBUTION:



Travel Lakeland

Alberta's Lakeland
 Destination Management Organizaton
 P.O. Box 874
 St. Paul, AB T0A 3A0
 Phone: 780-645-2913
 Email: adventure@TravelLakeland.ca

GST# 898939632

INVOICE 2026-120

TO:

26-Jan-26

Town of Two Hills
 Box 630
 Two Hills, AB
 T0B 4K0

DESCRIPTION	PRICE	AMOUNT
Alberta's Lakeland DMO Annual Membership		
\$0.30 per capita based on 1,446 population	433.80	433.80
Sub Total		433.80
GST	21.69	455.49
TOTAL		\$455.49

Please make cheques payable to: Alberta's Lakeland DMO
 Etransfer to: adventure@TravelLakeland.ca

Thank You!

2 1200520 433.80
 GST 21.69

Town of Two Hills

MAR 03 2026

RECEIVED



Travel Lakeland

Request for Decision

Date: September 8, 2026

To: Town of Two Hills Council

From: Travel Lakeland Destination Management Organization (DMO)

Subject: Travel Lakeland Destination Development Collaboration

1. Purpose

Travel Lakeland works to strengthen the visitor economy while supporting communities as places to visit, live, work, and invest.

We are requesting Council's consideration of a partnership with Travel Lakeland through per capita based Membership and Special Assessment (2027 and 2028) and enhanced municipal engagement in Travel Lakeland initiatives to support implementation of the Travel Lakeland 20-Year Destination Development Plan.

2. Background

Travel Lakeland is sharing its Destination Development Plan (DDP) project to our municipal partners over the next few months. The actual plan is nearing completion and will be ready for our partners in August 2026. This regional collaboration project will include destination marketing, industry development, advocacy, and strategic planning. The DDP is an economic development strategy attracting nearly \$200 million of investment to Travel Lakeland. An initial overview of the strategy was presented to your Council September 8, 2026.

In support of the Destination Development Plan creation and implementation, Travel Lakeland was awarded both a Northern Regional Economic Development (NRED) grant (\$183,000) and a Community Initiatives Project (CIP) grant (\$40,000) in 2025. Travel Alberta supported some marketing initiatives (\$60,000 in 2026).

We intend to seek a Provincial Destination Management Organization designation in October, to provide the organization with the potential to access Destination Management Fund programs and to increase our profile within the Province as an industry leader.

We will also be seeking 2027 Travel Alberta Funding of \$150,000 under the Rural Development Fund, for marketing plans and DDP implementation. And MP Laila Goodridge's team is monitoring and forwarding Federal grant opportunities as they arise.

Our next grant applications include the CIP Collaboration funding, anticipating a \$100,000 ask, and are looking to collaborate with our 30 municipal partners to provide \$100,000 for grant matching dollars. We are also sharing this project with PrairiesCan to determine if they would consider it in their funding

programs. The new grant timing, if we are successful, would not provide any funds until April 2027 at the earliest.

Annual municipal membership at \$0.30 per capita provides municipalities with a range of benefits that support local economic development and tourism growth. Membership includes enhanced exposure through the Travel Lakeland website, events calendar, newsletters, social media, visitor guides, and regional campaigns, while also providing opportunities for networking, collaboration, and partnerships with tourism operators, neighbouring municipalities, and provincial organizations. Members benefit from advocacy and representation at both provincial and regional levels, access to tourism resources and industry support, and participation in strategic initiatives that strengthen the Lakeland as a destination. Together, these services help communities attract more visitors, increase economic activity, and contribute to building a destination where people choose to visit, live, work, and invest.

In addition to annual membership, Travel Lakeland is proposing a Special Assessment of \$0.70 per capita for 2027 and 2028 (2 years). This assessment is separate from membership and is dedicated exclusively to implementing projects identified in the Travel Lakeland 20-Year Destination Development Plan, potentially matched by the Province if our CIP Collaboration application is successful. The Collaboration funding will be used for continuing stakeholder engagements and DDP action implementation (marketing, resources, corporate structures, investment attraction, fundraising capacity).

3. Travel Lakeland Ask

Travel Lakeland, through your Administration, requests Council consideration of the following:

- That Council consider membership or continued membership with Travel Lakeland Destination Management Organization for 12 months at a rate of \$0.30 per capita, based on the most recent municipal population data for the entire municipality, and
- That Council consider participation in the Special Assessment for 2027 and 2028 (2 years) at a rate of \$0.70 per capita, with funds dedicated exclusively to implementation of the Travel Lakeland 20-Year Destination Development Plan, and,
- That Council provide a letter of support to Travel Lakeland for the Community Initiatives Program (CIP) Collaboration grant application, indicating in the letter if financial support (as requested in bullet 2) is budgeted, and,
- That Council supports strengthening the municipality's partnership with Travel Lakeland by directing Administration to:
 - Include the Travel Lakeland logo and website link on the municipality's tourism webpage and applicable tourism marketing materials.
 - Include the Travel Lakeland Event Calendar on the municipality's tourism website and promote event registration within the municipality on the Travel Lakeland Event Calendar.
 - Identify Travel Lakeland as a regional committee, board, or organizational partnership on the municipality's website and other platforms, where appropriate.
 - Participate in Travel Lakeland tourism events and meetings as schedules permit, and

- That Council directs Administration to provide updates on new tourism assets, experiences, attractions, and significant changes as they occur to Travel Lakeland's for inclusion in the comprehensive tourism asset inventory. Travel Lakeland will maintain the regional master inventory as the primary source of truth for tourism planning, marketing, and destination development, and
- That Council directs the Administration to utilize the Travel Lakeland tourism asset database for reporting and analysis of tourism assets within the municipality.

We appreciate your consideration of these requests, in support of Travel Lakeland as your municipality's Destination Management Organization (DMO).

Sincerely,

Michelle Wright, President, Travel Lakeland 2026

REQUEST FOR DECISION

AGENDA ITEM NO: 10 a



TOWN OF TWO HILLS COUNCIL MEETING

Meeting Date: September 21, 2026

Department: Infrastructure

Title: Repair Quotes for Stairs

Subject: Administration Office

STRATEGIC ALIGNMENT

 	 	 	 	 	
Economic Development	Infrastructure	Partnerships	Community Building	Population Growth & Retention	OTHER

How this RFD meets the Strategic Plan Goals:

Focus Area 2- Infrastructure

One of the key results council would like to achieve is '*Improve functionality, safety, and visual quality public spaces*'.

Being the administration office is a key focal point in the community, upkeeping appearances is paramount.

Background Information:

The composition of the front steps to both the administration door and the FCSS door is failing. We have had several contractors look at repairing the stairs but being the actual treads are cement with an aluminum overlay, it is difficult to assess the scope of work.

Discussion:

With the 100 year anniversary of the Town next year, would council consider a facelift for the front of the building? This could include refacing, new stairs, doors, etc and could be covered with the LGFF grant.

Communication Plan:

RECOMMENDED ACTION(S):

1. That council approve _____ to repair the stairs at 4712-50 St for \$_____.
2. That Council direct Administration to identify feasible approaches and secure proposals for a municipal office facelift, including cost estimates and timelines.

ATTACHMENTS:

DISTRIBUTION:

July 2, 2026
Town Office Stairs



Green Hills Construction Inc.
New Home Construction

PO Box 938
545010 Highway 36
Two Hills AB T0B4K0
Office: 780 657 1026
willy@ghc@gmail.com

Town office Stairs replacement quote:

- Remove and cleanup both old stairs
- Supply and Install both new steel stairs
- Re-use existing stair railings

Total \$8,190.07 Plus GST

Permits/blueprints not included (if required)



ESTIMATE



JPF Contracting GST# 831285978 RT0001

7806033989

jpfcontracting24@gmail.com

PO Box 1205 - 4404 49 Ave

Two Hills, AB

TOB 4K0

Town of Two Hills

780-657-3395

Mc@townoftwohills.com

4712 50 Street

Two Hills, AB

TOB 0A4

Estimate Number

47

Date

Aug 26, 2026

Item	Quantity	Price	Total
materials to replace main entrance steps and landing at town hall <i>includes lumber to replace landing and steps at main entrance, and metal for extra stringers that need to be added, and bent 1 1/2" flat bar for steps to fasten boards to.</i>	1	\$1,500.00	\$1,500.00
labour to replace main entrance steps at town hall <i>includes remove railing, chipping old precast off I-beams adding an extra stringer and and weld steps on stringers to fasten boards too, close in the sides, re-install railing.</i>	1	\$5,600.00	\$5,600.00
materials to replace 5ft steps at town hall. <i>includes lumber for steps and bent 1 1/2" flat bar to fasten boards to.</i>	1	\$800.00	\$800.00
labour to replace 5ftsteps at town hall <i>includes remove railing, chipping old precast concrete off stringers weld steps on to fasten new boards too, close in the sides, re-install railing.</i>	1	\$2,800.00	\$2,800.00
price can change depending what shape the steel frame is in when demo is complete	0		
			\$10,700.00
GST: 5%			\$535.00
Total:			\$11,235.00

REQUEST FOR DECISION

AGENDA ITEM NO: 10 b



TOWN OF TWO HILLS COUNCIL MEETING

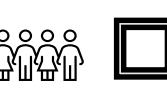
Meeting Date: September 21, 2026

Department: Partnerships

Title: PFM Webinar

Subject: Police Funding Model

STRATEGIC ALIGNMENT

					
Economic Development	Infrastructure	Partnerships	Community Building	Population Growth & Retention	OTHER

How this RFD meets the Strategic Plan Goals:

Focus Area 3-Partnerships

Strategy 2- Build strong provincial government partnerships.

Consistency and professionalism: provincial partners must see Two Hills as prepared, clear and reliable.

Background Information:

The police funding model is highly technical – formulas, population thresholds, assessment values, cost-sharing ratios. Council needs to understand *how* the numbers are generated so future budget discussions aren't just "downloaded costs" but informed decisions.

AB Munis is hosting a free webinar on October 28, 2026 from 6:00 to 7:30 pm with information regarding the technical design and implementation of the Police Funding Model.

Administration has enrolled in the webinar and will host it in chambers.

Discussion:

When council understands the mechanics, it can more effectively challenge inaccuracies, question assumptions, or advocate fair adjustments.

The model affects multi-year budgeting, taxes, and long term service levels.

Communication Plan:

RECOMMENDED ACTION(S):

1. That Council participate in a webinar providing an overview of the technical aspects, calculations, and administrative requirements associated with the police funding model.

ATTACHMENTS:

DISTRIBUTION:

Attend Technical Webinar on Police Funding Model

From Dylan Bressey <president@abmunis.ca>

Date Thu 2026-09-17 11:35 AM

Cc Mike.Decker@gov.ab.ca <Mike.Decker@gov.ab.ca>

Dear Mayors, Reeves, Councillors, and CAOs:

I would like to invite you to attend a technical session on the Police Funding Model (PFM) on **October 28, 2026, from 6:00 p.m. – 7:30 p.m.** The purpose of this session, which is exclusively for ABmunis members with populations under 5,000, is to provide municipal elected officials and senior administrative staff with information regarding the technical design and implementation of the PFM.

The session will include a presentation from Deputy Minister Justin Krikler and Public Safety and Emergency Services staff, followed by an opportunity for questions and discussion. Please note that this session is intended to support municipal implementation of the updated PFM. It will focus on technical design and implementation and will not revisit policy decisions related to the model. You can register for the session [here](#).

If you have questions you would like considered during the session, please submit them to Kelly Santarossa, Senior Policy Analyst, at kelly@abmunis.ca by **October 14, 2026**, and they will be forwarded to Public Safety and Emergency Services in advance.

Feel free to reach out to Kelly if you need any more information about this event.

Dylan Bressey | President

E: president@abmunis.ca

300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-MUNI | 877-421-6644 |

www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

REQUEST FOR DECISION

AGENDA ITEM NO: 10 c



TOWN OF TWO HILLS COUNCIL MEETING

Meeting Date: September 21, 2026

Department: Infrastructure

Title: Arena Quote

Subject: Start Up Inspection

STRATEGIC ALIGNMENT

										
Economic Development	Infrastructure	Partnerships		Community Building		Population Growth & Retention				OTHER

How this RFD meets the Strategic Plan Goals:

Focus Area 2-Infrastructure

Strategy 3- Optimize community and regional infrastructure assets.

Critical Success Factor- Decision discipline: making timely, evidence based decisions using the defined decision framework to prevent analysis paralysis and ongoing deterioration of assets.

Background Information:

Icom technician has the following recommendations regarding the ice plant system when he was on site performing start up of the ice plant.

Brine concentration is low, iceplant suffered amny power failures over the summer so a battery back up is required for the DDC -ice plant automation system, and a drain line from the cooler is needed

Discussion:

Performing these recommendations will reduce unplanned service disruptions and keep our systems up to date and optimal.

Communication Plan:

RECOMMENDED ACTION(S):

1. That Council approve the quote from Icom for \$7,810.00 for service to the ice plant.

ATTACHMENTS:

DISTRIBUTION:



Quote No: QUO-12275-T0C2 Rev: 0

September 15, 2026

Two Hills Centennial Arena

RE: Repairs to Start Up Inspection.

Inclusions:

Scope of Work:

- Travel to site.
- Supply and install calcium chloride pellets to increase concentration and lower the freeze point of the cool floor brine system.
- Supply and install a UPS backup for the ice plant automation system to help prevent potential failure of the automation components/sensors. Wire UPS into existing electrical panel components.
- Supply and install materials to extend the water drain/outlet from the ice plant fluid cooler unit away from the building & maintenance area to prevent water from pooling.
- Supply only- 20- 50 micron spare brine filter socks for the brine filtration system.

Price to complete work stated in this document during regular business hours:

\$7,810.00 plus Tax.



Quote No: QUO-12275-T0C2 Rev: 0

Exclusions:

- Handling of hazardous material. (I.E. Asbestos, mold, etc.)
- Anything not stated in quote.
- Taxes.

Thank you for the opportunity to partner up on this project. Please sign below to proceed with this quote. Should you require any further information, please do not hesitate to contact me. This quote valid for 30 days. Standard ICOM Mechanical Solutions Terms & Conditions apply.

Sincerely,

JOHN STICKLE | VP- Industrial Refrigeration

C: 780.239.5319

P: 780.473.4076

jstickle@icommechanical.com

12209 Fort Road NW, Edmonton, AB T5B 4H2

Town of Two Hills

Authorized Signature: _____

Printed Name/ Title: _____

Date: _____

Purchase Order: _____



Quote No: QUO-12275-T0C2 Rev: 0

Terms and Conditions

1 REMITTANCES All invoices shall be due and payable upon receipt or as otherwise agreed upon and set forth in writing by ICOM Refrigeration Corporation (hereinafter called "Seller"). The customer, if so requested agrees to furnish Seller with all information including financial statements, necessary to make a proper credit appraisal. Refusal to supply information may cause this proposal to be withdrawn. Terms of payment originally granted are subject to the approval of continued credit status. Prices are subject to correction of error.

2 QUOTE Quotes are based upon straight time labour unless otherwise stated in quote. Any request by the Customer for overtime work shall be considered an extra. This proposal expires 30 days after its date, subject to the provisions of the first sentence of the paragraph below entitled "Acceptance of Terms"

5 TAXES The amount of any future sales, use, occupancy, excise, or other tax, provincial, or local which Seller hereafter shall be obligated legally to pay, either on its own behalf or the Customer or otherwise, with respect to the material covered by this proposal, shall be added to such prices and paid by the Customer.

6 LOSS, DAMAGE OR DELAY Seller shall not be liable for any loss, damage, or delay occasioned by any causes beyond the Seller's control, including, but not limited to, governmental actions or orders, embargoes, strikes, differences with workmen, fires, floods, accidents, or transportation delays. **IN NO EVENT SHALL SELLER BE LIABLE FOR ANY COSEQUENTIAL OR SPECIAL DAMAGES.**

7 WARRANTY Seller warrants that the equipment manufactured and services furnished by it and covered by this proposal are free from defects in workmanship under normal use and service and, without charge, equipment found to be so defective in workmanship will be repaired or replaced, if written notice of failure is received by Seller within one (1) year after the date of installation, provided said equipment has been operated in accordance with Seller's instructions and provided such defects are not due to abuse, fire or decomposition by chemical or galvanic action. **THIS EXPRESS WARRANTY IS IN LIEU OF AND EXCLUDES ALL OTHER WARRANTIES, GUARANTEES, OR REPRESENTATIONS, EXPRESS OR IMPLIED, THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE.** Seller assumes no responsibility for repairs made on Seller's equipment unless done by Seller's authorized personnel, or by written authority from Seller. Seller makes no guarantee with respect to material not manufactured by it.

8 PURCHASER'S REMEDIES The customer's remedies with respect to equipment found to be defective in material or workmanship shall be limited exclusively to the right of repair or replacement of such defective equipment. **IN NO EVENT SHALL SELLER BE LIABLE FOR CLAIMS (BASED UPON BREACH OF IMPLIED WARRANTY) FOR ANY OTHER DAMAGES, WHETHER DIRECT, IMMEDIATE FORSEEABLE, CONSEQUENTIAL, OR SPECIAL OR FOR ANY EXPENSES INCURRED BY REASON OF THE USE OF MISUSE OR EQUIPMENT WHICH DOES OR DOES NOT CONFORM TO THE TERMS AND CONDITONS OF ANY CONTRACT RESULTING FROM THIS PROPOSAL.**

9 PATENT INFRINGEMENT Seller will hold its Customer and the Owner harmless for infringement of any patent covering equipment of it manufacture. This, of necessity, is limited to the equipment per se and cannot be extended to applications of such equipment in a system, except in writing by an officer of the Seller. The Customer and Owner shall advise Seller immediately in the event any claims of infringement are brought to their attention.

10 GOVERNING LAW The law of the place of work shall govern the interpretation of any contract resulting from this proposal.

11 CERTIFICATION The person whose signature appears on the attached hereof hereby certifies that, to his best knowledge and belief, the annexed bid is not the result of any agreement, arrangement or understanding between the Seller and any other manufacturer or seller and that the prices, terms or conditions thereof have not been communicated by or on behalf of the Seller to any person and will not be communicated to any such person prior to the official opening of said bid.

12 ACCEPTANCE OF TERMS This proposal shall become a binding contract between the Customer and Seller when accepted in writing by the Customer. Such acceptance shall be mutual understanding that the terms and conditions of this proposal are a part thereof with the same effects as though signed by both parties named herein and shall prevail over any inconsistent provision of said order.

REQUEST FOR DECISION

AGENDA ITEM NO: 10 d



TOWN OF TWO HILLS COUNCIL MEETING

Meeting Date: September 21, 2026

Department: Infrastructure

Title: MPE Quote

Subject: Engineering

STRATEGIC ALIGNMENT

 	 	 	 	 	
Economic Development	Infrastructure	Partnerships	Community Building	Population Growth & Retention	OTHER

How this RFD meets the Strategic Plan Goals:

Focus Area 2-Infrastructure

Strategy 2- Maintain and modernize below ground infrastructure systems.

Critical Success Factor- Reliability first: maintaining uninterrupted service and avoiding catastrophic failures that erode trust and create unplanned costs.

Background Information:

For the AMWWP grant application, MPE needs to do an engineered assesment of the main lift station for the purpose of the grant feasibility.

Discussion:

We can use 75% of this cost from the ACP Asset Management grant.

Communication Plan:

RECOMMENDED ACTION(S):

1. That Council approve the cost of assignment from MPE for \$20,000.00

ATTACHMENTS:

DISTRIBUTION:

CONFIRMATION OF ASSIGNMENT

Date:	2026/09/15		
Project Description:	Main Lift Station Assessment		
Client Name:	Town of Two Hills		
Client Contact Person:	Sheila Lupul	Email:	cao@townoftwohills.com
	Phone: 780-657-3395	Cell: 780-319-9848	Fax:
Client Address:	4712-50 Street, P.O.Box 630, Two Hills, AB T0B 4K0		
Invoice Attention To:	Sheila Lupul		
Client PO #:			
Invoicing Address:	4712-50 Street, P.O.Box 630, Two Hills, AB T0B 4K0		
Invoice Preferences:	☐ Mail	☒ E-mail	cao@townoftwohills.com
			(invoice e-mail address)
Scope of Work:	☒ As described (if box will not hold all info please use attachment) ☐ See attachment		
Engineering assessment of main lift station for the purpose of providing suitable documentation for AMWWP Application.			
MPE Project Manager:	Drew Fellers		
MPE Project No.:			
Professional Fee Estimate:	\$ 20,000.00 (GST not included)		
Payment Terms:	☒ Hourly	☐ Fixed Fee	☐ % of construction
	☐ Hourly to Fee Estimate		☐ Other (see attached schedule)
Comments:	☐ Disbursements (see attached schedule)		

AGREEMENT

These General Conditions shall be binding on the CLIENT and MPE, a division of Englobe (hereinafter referred to as MPE) unless within five (5) business days from the date written hereon, the CLIENT gives written notice to MPE that it rejects any of the following terms and conditions.

The provisions of these General Conditions of Agreement are incorporated into and form part of the proposal ("Proposal") from MPE to the Client to render services. Unless otherwise agreed in writing, the terms and conditions of the Proposal and these General Conditions of Agreement shall govern the rights and obligations of the parties with respect to the provisions of services by MPE pursuant to the Proposal and any additional services provided to the Client (collectively the "Services"). The work or undertaking referred to in the proposal and for which the services are intended is hereinafter referred to as the "Project".

SUBCONSULTANTS/SUBCONTRACTORS

MPE shall be entitled to engage subconsultants and subcontractors in the performance of the Services as MPE believes is in the best interests of the Client. MPE will not be responsible or held liable for the actions of its subconsultants or subcontractors

RIGHT OF ENTRY

The Client shall permit or arrange for permission for MPE and its subconsultants/subcontractors to enter onto, pass over, and perform the Services on those properties as are necessary for MPE to perform the Services on the "Site".

OWNERSHIP AND USE OF DOCUMENTS/COPYRIGHTS, PATENTS AND TRADEMARKS

All drawings, plans, models, designs, specifications and other documents contained in the Proposal or which are otherwise used in connection with the Services and prepared by MPE are the property of MPE and MPE reserves the copyright therein and such are not to be used on any other work without the prior written agreement and remuneration of MPE. The Client is entitled to a copy of the said documents and models for record and maintenance purposes, but only in connection with the Project for which the Services are provided.

INSURANCE

MPE carries the following basic insurance:

1. Coverage pursuant to the Workers' Compensation Act or employers' liability insurance. Such Workers' Compensation or employer's liability coverage, if any required by the law of the jurisdiction or jurisdictions within which employees of MPE are performing the Services;
2. Public liability insurance for bodily injury and property damages; and
3. Professional liability insurance which insures its legal liability for negligent acts, errors, and omissions to the extent that MPE deems to be prudent.

MPE shall cooperate if the Client wishes to obtain additional or special insurance. All costs with respect to any additional or special insurance shall be the responsibility of the Client.

STANDARD OF CARE

MPE shall provide the Services with the level of engineering care, skill and diligence ordinarily provided by the consulting engineering profession in the performance of services in respect of projects similar to the Project at the time and place that the Services are rendered. No other warranty, representation or guarantee, either express, implied or by statute, shall be included or apply to the Proposal or any contract, report, opinion, document, drawing, plan, specification or otherwise which is included as part of the Services.

LIMITATION OF MPE'S LIABILITY TO CLIENT

The Client agrees the liability of, and the Client's recourse against MPE and its sub-consultants, sub-contractors, employees, agents, associates, affiliates, and representatives (in this Agreement herein called the "Related Parties") with respect to the Services however arising, whether in contract, tort or otherwise, and whether arising directly, indirectly, in whole or in part by reason of the alleged negligence of MPE or the Related Parties or any one or more of them shall be absolutely limited as follows:

- a) in the event the Client's claim is a claim for which MPE has no insurance coverage, such liability and recourse shall be absolutely limited to the lesser of:
 - i. Fifty Thousand Dollars (\$50,000.00) in Canadian funds; or
 - ii. Ten percent (10%) of the fees billed by MPE for the services that gave rise to the claim;
- b) in the case of economic loss, including without limitation loss of earnings, profits, business opportunity or otherwise, MPE and the related Parties shall have no liability whatsoever;

INDEMNITY

The client shall indemnify and hold harmless MPE and the Related Parties from and against any costs, damages, expenses, legal fees and disbursements, expert and investigative costs, claims, liabilities, actions, causes of action and any taxes thereon arising from or related to any of the following:

- a) The entrance on, passage over, and the performance of the Services by MPE and the Related Parties on the Site in the course of providing the Services;
- b) Any claim or threatened claim by any party arising from or related to the performance of the Services;
- c) Any hazardous, dangerous or toxic materials or contaminants, whether anticipated or unanticipated, and whether or not the Services were contemplated to include the discovery, release, escape, transportation, handling, analysis, study or otherwise of such materials or contaminants.

This indemnity shall apply notwithstanding the errors, omissions or negligence of MPE or the Related Parties or any one or more of them and whether the need for the indemnity should arise from contract, tort, statute, or otherwise. The Client also agrees in this indemnity to compensate MPE for any time at prevailing rates.

DEFICIENCIES IN SERVICE

The Client shall promptly report to MPE any deficiencies or suspected deficiencies in the Services, in writing, it being agreed that the failure to do so shall jeopardize MPE's ability to properly analyze the cause and take effective measures to minimize the consequences of any deficiency.

NOTIFICATION AND DISCOVERY OF HAZARDOUS MATERIALS

The Client warrants and covenants that, if now or at any time, it knows or has any reason to assume or suspect that hazardous materials or contaminants may exist at Site, it has and will so inform MPE in writing. The Client acknowledges and agrees that when hazardous materials or contaminants are known, assumed or suspected to exist at the Site, MPE is required to take appropriate precautions to protect the health and safety of its personnel and the public, to comply with the applicable laws and regulations, and to follow procedures that MPE deems prudent. The Client recognizes that hazardous materials or contaminants may be discovered or suspected on the Client's property or on property not owned by the Client, that it has a responsibility to inform the owner or occupant of any property not owned by the Client of such a discovery or suspicion, and that such a discovery, suspicion or the resulting procedures adopted by MPE in providing the Services, may result in a reduction of the property's value. The Client agrees that the discovery or suspicion of any types of hazardous materials or contaminants shall constitute a changed condition and agrees to compensate MPE for the associated additional costs based on MPE's prevailing Professional Fees, Expenses and Terms of Payment.

TERMINATION OF SERVICES

The obligation to receive or provide all or part of the Services may be cancelled by either the Client or MPE upon written notice to the other party, which cancellation shall become effective as specified in the written notice, but not earlier than 14 calendar days after the receipt of the notice. In the event the Client cancels the Services, MPE shall be entitled to complete at the Client's expense, such analyses, record, and reports as are considered necessary by MPE to place its files in order and/or to protect its professional reputation and legal liability.

ASSIGNMENT

Except as otherwise agreed in writing, no party shall be entitled to assign its interest in the Services, the Proposal and any addenda thereto.

SURVIVAL

All obligations between the parties, including any limitations upon liabilities, shall survive the completion or earlier cancellation of the Services.

SEVERABILITY

Every provision of the Proposal and all addenda thereto are intended to be severable and if any provision does not conform to the applicable law or is invalid for any reason whatsoever such non-conformity or invalidity shall not affect the validity of the remaining provisions.

PAYMENT

The Client will make payment within 30 days of the date of invoice. Interest of 1.5% per month will be paid to MPE by the client for any invoices outstanding longer than 30 days.

SUSPENSION OF SERVICES

Should an invoice remain unpaid longer than 90 days from the date of invoice, and the Client has not provided a resolution acceptable to MPE, Services provided by MPE will be suspended. In the event MPE suspends Services for lack of payment, MPE shall be entitled to complete at the Client's expense, such analyses, record, and reports as are considered necessary by MPE to place its files in order and/or to protect its professional reputation and legal liability. The client shall indemnify and hold harmless MPE and the Related Parties from and against any costs, damages, expenses, legal fees and disbursements, expert and investigative costs, claims, liabilities, actions, causes of action and any taxes thereon arising from such suspension of Services and related delays. Provision of Services by MPE will resume when the Client has provided a resolution acceptable to MPE.

2026-09-21

Signature of Client

Date

Michael Tarkowski, Mayor of Two Hills

Print Name of Individual signing on behalf of the Client



2026/09/15

Signature of Project Manager
MPE a division of Englobe

Date

Mike Andrews on behalf of Drew Fellers

Name of Project Manager



Town of Two Hills Councillor Report

Eagle Hill Foundation

Attended Eagle Hill Foundation Board Meeting September 15th

Hillside Lodge – Two Hills

Occupancy: 18
Vacancies: 22
Potential move ins: 4

Harvest Supper scheduled for October 24th

Eagleview Lodge – Myrnam

Occupancy: 14
Vacancies: 23 (12 of which are in the villa)
Potential move ins: 1
DSL3: 5 out of 9

Bake Sale scheduled Oct 9th
Harvest Supper scheduled October 17th

Eagle Hill Lodge – Willingdon

Occupancy: 24
Vacant Suites: 2 Double, 1 Regular
Move ins: 4

Harvest Supper scheduled November 7th

FCSS – Family & Community Support Services

Attended August 17th

Reviewed Policies

Wellness Coalition working on getting some speakers to come to Two Hills to do a presentation on mental health.

Budget/Bylaw/Policy

Emergency Management

Space Education Centre

Attended September 16 th
The committee determined that a building would be unsustainable because of ongoing maintenance requirements and agreed to pursue quotes for statues or displays instead. Bob will develop three concepts for consideration and obtain completion estimates. The board will also continue seeking grant funding for the project.

Two Hills Fire Department

Extra Notes/Alternate

Attended Adult Learning as Councillor Patel's back up