



AGENDA
TOWN OF TWO HILLS
Tuesday February 24th, 2026
6:30 P.M.

Regular Council Meeting

- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) ADOPTION OF MINUTES
 - a) Minutes from February 10th, 2026 - Council Meeting
- 4) DELEGATION
 - a) MPE - Drew Fellers - Review the Alberta Community Partners - Asset Management Stream
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
 - a) CAO Report
- 7) CORRESPONDENCE
- 8) OLD BUSINESS
 - a) Unveiling - Review and confirm Ceremony Agenda
- 9) BYLAWS & POLICIES
 - a) Bylaw Officer Bylaw 2026-1063 - Update required to align with changes to MGA
- 10) NEW BUSINESS
- 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 - Tuesday March 10th, 2026 at 6:30 pm
- 13) CLOSED SESSION - Strat Plan Review
- 14) ADJOURNMENT

TOWN OF TWO HILLS



Minutes of the Regular Meeting of Council for the Town of Two Hills held on
February 10, 2026, at 6:30 PM in Council Chambers

Regular Council Meeting

PRESENT: Deputy Mayor C. Dyck; Councillor M. Patel; Councillor A. Hiebert; Councillor H. Wall; CAO A. Kozakiewicz, PW T. Stefiuk, FC D. Williams, MC C. Boyd

CALL TO ORDER: Deputy Mayor C. Dyck called the Regular Town Council Meeting to order at 6:34 PM.

ADOPTION OF AGENDA:

2026-042 MOVED by Councillor A. Hiebert to accept the agenda as presented.

CARRIED

ADOPTION OF MEETING MINUTES:

2026-043 MOVED by Councillor H. Wall to accept the minutes of the Council Meeting minutes held on January 27th, 2026.

CARRIED

OPEN FORUM: No question

ADMISITRATIVE REPORTS:

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

2026-044 MOVED by Councillor A. Heibert that the Public Works and Water, Wastewater Report be acknowledged and incorporated into the minutes.

CARRIED

2026-045 MOVED by Councillor M. Patel that the CFO Report be acknowledged and incorporated into the minutes.

CARRIED

2026-046 MOVED by Councillor H. Wall that the EDO Report be acknowledged and incorporated into the minutes.

CARRIED

2026-046 MOVED by Councillor A. Hiebert that the CAO Report be acknowledged and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

2026-047 MOVED by Deputy Mayor C. Dyck to sign the letter of No Obligation in regards to the Alberta Transportation Risk Management Plan as presented by Clifton Engineering.

CARRIED

2026-048 MOVED by Councillor H. Wall that the Correspondence be acknowledged and incorporated into the minutes.

CARRIED

OLD BUSINESS:

ICOM / Englobe Quote

2026-049

MOVED by Councillor H. Wall that the town is prepared to contribute to the Engineering costs up to 50% of the final paid Englobe Invoice to a maximum sum of \$15,435.00 provided ICOM completes the work by the required deadline, including completing all work no later than February 27,2026. Subject to achieving that deadline and proof of payment of Engineering costs, the town will pay that sum and require ICOM to execute a full release agreement in connection with this offer from the town.

CARRIED

Meeting Minutes from November 25th

2026-050

MOVED by Councillor M. Patel to accept the correction to Motion #2025-356 which originally read;

"MOVED by Deputy Mayor Cody Dyck to partner with the County of Two Hills and the Village of Myrnam to apply for the 2025/26 Alberta Community Partnership-grant in support of the General Municipal Standard before January 31, 2026, with managing partner being the County of Two Hills and with the request to not exceed \$125,000.00."

And is now corrected to;

"MOVED by Deputy Mayor Cody Dyck to partner with the County of Two Hills and the Village of Myrnam to apply for the 2025/26 Alberta Community Partnership-grant in support of **Asset Management** before **February 3rd**, 2026, with managing partner being the County of Two Hills and with the request to not exceed \$125,000.00 funded from **of Canada Community-Building Fund (CCBF).**"

And motion #2025-60 which originally read;

"MOVED by Councillor M. Patel to apply for a \$120,000.00 Northern and Regional Economic Development (NRED) Grant, where a 50% of the matching funds are required towards Highway 45 Planning and Engineering Project."

And is now corrected to;

"MOVED by Councillor M. Patel to apply for a \$120,000.00 Northern and Regional Economic Development (NRED) Grant, where a 50% of the matching funds are required towards Highway 45 Planning and Engineering Project. **The Town contribution of \$60,000.00 will be funded out (CCBF) or Local Government Fiscal Framework Capitol (LGFF).**"

Which are now corrected in the Meeting Minutes from the November 25th, 2025 with the corrections noted in **RED**.

CARRIED

County Council Meeting Fire Billing Review

2026-051 MOVED by Councillor H. Wall that Mayor Michael Tarkowski, Councillor A. Heibert and Councillor H. Wall will attend the County Council Meeting at 2pm on Thursday February 26th to further discuss the Fire Billing process and forward to the County of Two Hills the Documentation attached to include in their Meeting Agenda.
CARRIED

YOLO Nomads Membership Renewal

2026-052 MOVED by Councillor M. Patel to not review and discontinue membership with YOLO Nomads.
CARRIED

Special Meeting, Strat Plan Review

2026-053 MOVED by H. Wall to individually forward any changes or items to be reviewed from the Strat Plan to Administration no later than end of day on February 17th to be complied and reviewed at the next regular Council Meeting on Tuesday February 24th at 6:30pm.
CARRIED

BYLAWS & POLICIES: 2026-1062 ATB Borrowing Bylaw

The purpose of the change for this Bylaw is to separate the Credit Card Line of Credit with ATB.

2026-054 MOVED by Councillor H. Wall to approve the first reading of Bylaw No. 2026-1062 on the 10th day of February 2026.
CARRIED

2026-055 MOVED by Councillor A. Heibert to approve the second reading of the Bylaw No. 2026-1062 on the 10th day of February 2026.
CARRIED

2026-056 MOVED by Councillor M. Patel to approve unanimous consent for a third and final reading of Bylaw No. 2026-1062 on the 10th day of February 2026.
CARRIED UNANIMOUSLY

2026-057 MOVED by Deputy Mayor C. Dyck to approve the third and final reading of Bylaw No. 2026-1062 on the 10th day of February 2026.
CARRIED

NEW BUSINESS:

Unveiling of the EV, Solar Generation and Ice Plant

Invite Hon. Jackie Armstrong-Homeniuk to meet with Council on March 3, 2026 and assist with the unveiling of the Ice Plant, EV Charging Stations and Solar Generation Plant.

2026-058 MOVED by Councillor M. Patel to Invite Hon. Jackie Armstrong-Homeniuk to meet with Council on March 3, 2026 and assist with the unveiling of the projects completed in the Town of Two Hills sourced through the Municipal Climate Change Action Centre (MCCAC) which includes the Electric Vehicle Charging Program, Solar Generation Plant and the Ice Plant.
CARRIED

Alberta Community Partnership Grant

This motion is needed to satisfy the needs of the Alberta Community Partnership Grant in support of the Regional General Municipal Service Standards.

2026-059

MOVED by Councillor H. Wall to partner with the County of Two Hills and the Village of Myrnam to apply for the 2025/26 Alberta Community Partnership-grant in support of the Regional General Municipal Services Standards (GMSS), with the managing partner being the County of Two Hills. There is no matching contribution required.

CARRIED

Community Plan Program

Letter from RCMP CPL. Kevin Nichols, Two Hills RCMP Detachment outlines their new Community Priorities Plan.

2026-061

MOVED by A. Hiebert to set up a meeting with RCMP to develop a plan to ensure the Town of Two Hills priorities for Policing and Community Safety are communicated to the RCMP within the framework of their new Community Priorities Plan (CPP) Program.

CARRIED

Terms of Reference - EDO

Two Hills Economic Development Committee provides details of how they focus their efforts and operates their committee.

2026-062

MOVED by H. Wall to approve and accept the Economic Development Terms of Reference as provided.

CARRIED

COUNCIL REPORTS:

NEXT MEETINGS: Tuesday February 24th, 2026, at 6:30pm.

2026-063

MOVED by Deputy Mayor C. Dyck for a 5-minute Recess at 8:39pm.

CARRIED

CLOSED SESSION;

2026-063

MOVED by Deputy Mayor C. Dyck to go into closed session Re: ATIA Section 19 and 29 at 8:44 PM.

CARRIED

2026-064

MOVED by Deputy Mayor C. Dyck to return to open session at 9:05 PM.

CARRIED

ADJOURNMENT: Deputy Mayor C. Dyck called to adjourn the meeting at 9:05 PM.

Deputy Mayor C. Dyck

CAO A. Kozakiewicz



a division of Englobe

Proud of Our Past... Building the Future

**TOWN OF TWO HILLS
PRESENTATION TO COUNCIL
FEBRUARY 24, 2026**

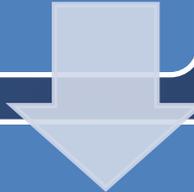
Presented by Drew Fellers and Ronda Morgan

Who We Are

Over 40 years of service

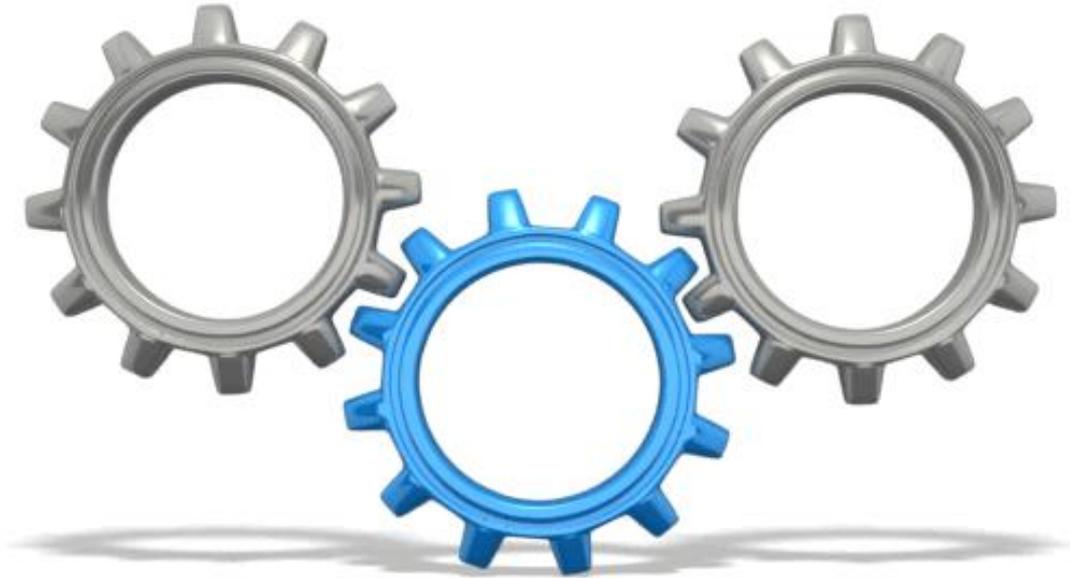


Across Alberta and western
Canada



Extensive resources and
expertise

What We Do



**Municipal
Services**

**Water
Resource
Services**

**Building
Services**



**Alberta Community Partnership Grant
Asset Management Support Component**



Discussion on Project Scope

- Ranking of Infrastructure Priorities
- Local Benefits



Highway 45 Development Project

- Northern and Regional Economic Development Program



Alberta Community Partnership (ACP) – Asset Management Support		Provincial Funding – Alberta Category: Service Delivery - Planning
<p>Program Objective: The ACP - Asset Management Support (AMS) is a non-competitive component that provides regional, non-competitive funding for projects that strengthen municipal asset management practices and capacity.</p> <p>The component includes the following streams:</p> <ul style="list-style-type: none"> • Infrastructure Audit Stream - provides funding for infrastructure audits for eligible local governments not currently under a viability review. • Asset Management Planning Stream (pilot) - provides funding for projects that strengthen municipal asset management practices and capacity. 	<p>Administered by: Alberta Municipal Affairs</p> <p>Application Deadline: February 3, 2026</p>	
<p>Available Funding:</p> <ul style="list-style-type: none"> • The AMS component budget was not specified however the 2025/26 ACP budget target is \$13.4 million. <p>Infrastructure Audit Stream:</p> <ul style="list-style-type: none"> • Maximum project threshold is \$150,000 <p>Asset Management Planning Stream:</p> <ul style="list-style-type: none"> • Maximum amount will be determined on a project-by-project basis 		
<p>Cost Share Requirements:</p> <p>Infrastructure Audit Stream: No cost-share requirement</p> <p>Asset Management Planning Stream: Minimum 75% grant /25% partnership contribution is required</p>		
<p>Eligible Entities:</p> <ul style="list-style-type: none"> • Available (by invitation) to local governments with populations under 5,000, without an asset management plan. An invitation to apply does not guarantee project funding. 		
<p>Eligible Projects</p> <p>Infrastructure Audit Stream:</p> <ul style="list-style-type: none"> • Infrastructure audits to eligible local governments that are not currently under a viability review. <p>Asset Management Planning Stream (must involve a partnership of two or more eligible entities):</p> <ul style="list-style-type: none"> • Core infrastructure condition and site assessments • Energy efficiency analyses • Needs assessment and gap analyses (e.g., software requirements) • Asset risk assessments • Development or upgrades to existing asset management policies • Update 10-year capital plans • Development of communications plans • Asset management training 		
<p>Ineligible Costs</p> <ul style="list-style-type: none"> • Ongoing operating costs (e.g. municipal salaries, hosting, travel, overhead expenses) • Hardware or software purchases installation or upgrades • System updates or maintenance • Construction and capital costs. 		
<p>General Eligibility Requirement(s):</p> <ul style="list-style-type: none"> • All project participants must confirm project involvement through council resolutions. 		
<p>Program Materials</p> <p>Guidelines: 2025-26 Alberta Community Partnership Program Guidelines</p> <p>Application Form: Municipalities are required to submit applications through Alberta Community Partnership Online (ACPO)</p> <p>Approved Project Listing: Alberta community partnership approved projects</p>		
<p>Contact</p> <p>Phone: 780-422-7125 (toll free: 310-0000)</p> <p>Email: acp.grants@gov.ab.ca</p>		<p>Website</p> <p>Alberta Community Partnership Alberta.ca</p>

1. New Ice plant installation
2. Coordinating Unveiling
3. Meeting with MLA
4. Meeting with RCMP
5. Planning for SNOW Days



Correspondence Listing

February 24th, 2026

1. RCMP Commanding Officer Trevor Daroux
Letter to update the work the RCMP is doing to support safe, resilient communities across the Province.
2. County of Two Hills
Fire Call Billing - Penalty Fees Charged - Statement Attached

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

February 4, 2026

Good day,

As we begin a new year, I would like to take the opportunity to share an update on the work the Alberta RCMP is doing to support safe, resilient communities across the province.

Like you, and the communities you serve, crime remains a primary concern for the Alberta RCMP. We recognize the significant impacts crime has on residents, businesses, and overall community well-being. Policing in Alberta presents unique and real challenges, including vast geographic areas, long response distances, and a relatively small number of repeat offenders who cause a disproportionate amount of harm. Addressing these challenges requires responses that are intelligence-led, fiscally responsible, and built on strong partnerships.

We remain focused on addressing crime through continual reassessment of operational approaches, responsible deployment of resources, and close collaboration with municipal and community partners. We also recognize the significant cost of policing for communities and remain committed to ensuring available resources are deployed strategically and efficiently to deliver effective policing services to Albertans.

As part of this commitment, we are investing in modernization initiatives, including the development of the Real-Time Operations Centre, the expansion of the Emergency Response Team, increased investigative capacity and resources focused on working in partnership with communities and government on prevention initiatives and address the root causes of crime.

I want to highlight for you some of the initiatives we have underway, some of the results we've realized and some of the opportunities we remain focused on.

Despite fiscal pressures, we continue to focus resources where they will have the greatest impact. One of our key strategies is concentrating on the relatively small number of offenders responsible for the greatest harm across the province through tracking and prioritizing the Top 100 offenders. Using data compiled from RCMP and municipal police services across Alberta our Strategic Research and Analysis Unit, has assessed nearly 100,000 unique offenders and ranked them to identify those causing the most significant harm. This intelligence directly informs the work of Crime Reduction Units located across the province that can be deployed where and when emerging crime trends demand to target those offenders causing the most harm. These units work in close coordination with local detachments and partner agencies, including municipal police services and Alberta Sheriffs.

We have countless examples of successful operations targeting property crime offenders across Alberta where significant seizures of stolen property including vehicles, ATV's heavy construction equipment, and copper wire, have been recovered and offenders have been arrested to face prosecution. This includes well coordinated investigations involving teams of investigators located strategically throughout the four districts working in concert and utilizing sophisticated investigative techniques and tools including the leveraging of cutting-edge surveillance assets from our federal RCMP partners.

We know that addiction to illicit drugs is a huge driver of the types of crime that victimize Albertans. To that end, we have also utilized enhanced investigative resources to compliment local detachments in combatting the drug trade in communities across the province. We have made significant seizures of fentanyl, methamphetamines, cocaine and illegal firearms in numerous investigations across the province. These successes impact the availability of these harmful drugs through disruption of supply and act as a deterrent by holding accountable those who are profiting from the distribution of substances that deprive Albertans of their safety and security.

We are embracing technology to make policing more effective, efficient, and safer for both the public and police. The policing landscape is changing; yesterday's solutions won't solve today's challenges. As such, modern policing requires that frontline officers be supported by layers of expertise, coordination, and technology. The Real-Time Operations Centre does exactly that and is a critical component of police modernization. Operating twenty-four hours a day, seven days a week, the Real-Time Operations Centre provides operational support to every Alberta RCMP officer in the province. It enhances officer and public safety, coordinates specialized resources, and ensures informed decision-making during complex and evolving incidents. For our officers, the Real-Time Operations Centre ensures they are never working alone, regardless of location. For Alberta communities, this means every officer on their street is supported by a robust network of specialized units ready to respond at any moment. Ratepayers aren't funding just one uniformed member, but a comprehensive system of expertise and technology working behind that officer to keep their community safe.

Advanced investigative resources and practices represent another essential component of modernized policing as do resources such as the Emergency Response Teams. Emergency Response Teams are teams of highly skilled and trained individuals, bringing together experienced members, specialized tactics, advanced technology, and trained negotiators as a complete operational package, essentially bringing the right resource to the most volatile and dangerous calls. Their role is to safely resolve high-risk incidents involving armed or barricaded individuals, hostage situations and high-risk arrests. By deploying the appropriate expertise, equipment, and techniques, Emergency Response Teams have consistently led to safer outcomes for community members, suspects, and police officers. Demand for these specialized responses has increased significantly, with a sixty-one per cent increase in calls requiring Emergency Response Team involvement over the past four years. In response we have increased our capacity in this area enhancing overall public safety throughout the province. These specialized units place the Alberta RCMP on the leading edge of modern policing in Canada and directly support community safety. Combined with the dedication of our employees and the partnership of the communities we serve, these efforts have helped reduce crime rates in Alberta to the lowest in five years.

We recognize that police visibility and staffing levels remain key concerns for our clients and stakeholders. We continue to focus on recruiting Albertans to serve Albertans, strengthening experienced police officer recruitment. Since April 1, 2024, we have seen 5,450 applications in Alberta and 22 Experienced Police Officers have joined the Alberta RCMP since April 1, 2025. While these recruiting numbers are encouraging, we recognize the ongoing urgency to fill vacancies which is why we continually look inward at our hiring processes to remove barriers, find efficiencies and ensure the most qualified applicants are finding their way to service in communities across Alberta as quickly as possible.

Like all police services, we experience short-term human resource pressures at frontline detachments and have developed several strategies that enable a flexible response to these pressures. We have established a Relief Team based out of Leduc and Cochrane that is comprised of 30 members who

support detachments throughout the province. Since the start of 2026, the Relief Team has deployed 34 times to various detachments in the province. In addition, we currently have 33 Reservists who are retired police officers available as and when required to deploy where the greatest needs are. This provides another option of flexible deployment of highly experienced resources.

We are continually assessing our service delivery models to ensure our resources are deployed in the most effective and efficient way. This includes assessing resource levels at detachments, monitoring our response times, reviewing and adapting our policies and piloting initiatives to improve member visibility in communities. Just recently, we approved a pilot project that leverages technology to reduce the administrative burden placed on our front-line members, so that they can spend more time engaged in proactive patrolling and community engagement.

We continually engage in consultation with our community partners and stakeholders to identify whether changes to service delivery are needed. We assess and discuss impacts with our stakeholders and prioritize flexibility to ensure we are responsive to community priorities and needs.

Municipal leadership plays a critical role in advocating for safer communities. Your collective voice—grounded in firsthand knowledge of how crime affects residents, businesses, and community well-being—is essential in advancing meaningful change related to bail practices and court capacity.

I would like to highlight some of the broader challenges we encounter in this space.

First, let me share an example of a single prolific offender whose repeated releases resulted in significant harm across multiple communities:

- In February 2025, he committed a firearm-related robbery and stole a vehicle containing a one-year-old child, receiving a 90-day sentence.
- In June 2025, he was sentenced to 21 days time served after being located in a stolen vehicle.
- In July 2025, he was arrested again in a stolen vehicle, charged with 11 offences, and released on bail with conditions.
- In September 2025, he pled guilty to theft under \$5,000 and served 30 days.
- In November 2025, he rammed an unmarked police vehicle with a stolen vehicle and was taken into custody.
- He now faces 11 charges, including failure to comply and assaulting a police officer with a weapon, and remains in custody.

This individual committed offences across Stony Plain, Spruce Grove, Parkland County, Lac Ste. Anne County, and Sturgeon County. His apprehension was the result of coordinated efforts between the Central Alberta District Crime Reduction Unit, a Community Response Team, and Parkland Detachment resources.

Examples such as this are not isolated. They demonstrate how a single prolific offender, repeatedly released back into the community, can cause significant harm to multiple municipalities in a short period of time. These cases underscore rural Albertans' concerns around repeat offending, bail, and court capacity.

We work closely with Crown Prosecutors to address repeat offending by ensuring priority offenders are supported by comprehensive bail packages that clearly outline criminal history, risk to public safety, and the broader community impacts of continued release. We also actively support the use of Community

Impact Statements, which allow communities and municipal leaders to articulate the cumulative harm crime causes beyond individual victims.

We remain compassionate toward individuals experiencing mental health challenges, addictions, and social vulnerability, and we continue to support partnerships that improve access to treatment and recovery services. This requires that adequate treatment be available and accessible. At the same time, there *are* individuals whose repeated, violent, or high-risk behaviour necessitates incarceration. Some people simply need to go to jail in order to protect the public and prevent further victimization.

Court capacity remains a significant challenge across the province, especially in rural Alberta. Limited court time, shortages of judges and clerks, and resulting delays undermine the effectiveness of the justice system. We will continue to advocate for improvements through multiple forums, consistently raising the impacts these pressures have on victims, communities, and frontline policing.

When policing data, operational experience, and municipal advocacy align, they provide a powerful foundation for justice system reform. Effective crime reduction cannot be achieved by policing alone. Long-term success depends on strong partnerships with municipalities, community organizations, government, and social service providers. We value our relationship with you and those you represent and recognize the essential role you play in shaping community safety priorities.

Modernization, fiscal responsibility, and collaboration will continue to guide our efforts. We are committed to leveraging technology, applying best practices, and deploying the right resources in the right places to support shared public safety goals.

Effective policing depends on strong partnerships, and I want to assure you that we remain committed to working closely with elected officials, municipal administrators, and community leaders to ensure policing services align with local priorities and needs. That is why I encourage you to reach out to your local Detachment Commander to discuss your policing services and explore opportunities to strengthen collaboration in support of your community priorities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Trevor Daroux', with a stylized flourish at the end.

Trevor Daroux
Deputy Commissioner
Commanding Officer Alberta RCMP

111140 - 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

ACCOUNTS RECEIVABLE STATEMENT

TOWN OF TWO HILLS
 BOX 630
 TWO HILLS, ALBERTA
 T0B4K0

Page: 1
 Customer #: 6197
 Date: 2026/02/10

Inv. Date	Description	Reference #	Amount
2025/11/30	Balance Forward		17,490.00
2025/12/31	AUG 8/25-CABOOSE FIRE	54095	840.00-
2025/12/31	AUG 1/25-OUTSIDE FIRE	54096	650.00-
2025/12/09	L/F FEES NOVEMBER	54294	3,570.00
2025/12/22	38 JUGS ROCON (9.5 CASES)	54449	2,294.25
2026/01/16	Payment - Thank You	232762	2,294.25-
2026/01/01	Penalties for Customer 06197	54599	240.00
2025/12/31	L/F FEES DECEMBER	54626	4,290.00
2026/01/16	Payment - Thank You	232763	4,290.00-
2025/12/31	12/13/2025-ALARMS	54683	840.00
2025/12/31	12/15/2025-MEDICAL ASSIST	54684	190.00
2025/12/31	12/29/2025-SINGLE MVC	54711	2,542.50
2026/01/05	Payment - Thank You	233236	3,570.00-
2026/02/01	Penalties for Customer 06197	54794	190.05
2026/02/01	Penalties for Customer 06197	54795	53.55
Balance Outstanding			20,056.10

Town of Two Hills

FEB 11 2026

RECEIVED

Account Aging:

1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days
3,816.10	3,810.00	760.00	11,670.00

Town of Two Hills

FEB 11 2026

RECEIVED

THIS STATEMENT REPLACES THE ORIGINAL ONE SENT ON FEBRUARY 3, 2026 AS THAT STATEMENT WAS MISSING THE FEBRUARY 1 PENALTY. PLEASE REVIEW THIS STATEMENT AND SHOULD YOU REQUIRE MORE DETAILS PLEASE CALL CHERYL AT 780-657-3358.

<p>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</p>							
Meeting Date: February 24th, 2026		Confidential:		Yes		No	X
Topic: Unveiling Ceremony							
Originated By: A. Kozakiewicz				Title:	CAO		
BACKGROUND:							
Unveiling Ceremony for the Ice Plant, EV Charger, and Solar Generation projects at the Recreation Centre.							
DOCUMENTATION ATTACHED:							
Email from MLA .							
DISCUSSION:							
Discuss the Agenda and order of events - who speaks, how long and etc.							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
RECOMMENDED ACTION(S):							
_____ Moved to incur the full cost of approx. \$1000.00 to arrange and host the Unveiling Ceremony for Ice Plant, EV Charger, and Solar Generation projects at the Recreation Centre.							
DISTRIBUTION:		Council: X					

FROM EMAIL

Good morning,

Thanks for contacting the Fort Saskatchewan-Vegreville Constituency office. Honourable Jackie Armstrong-Homeniuk has read your email invitation and would be honored to attend the unveiling Ceremony of the Solar Generation, Ice Plant, and EV Charging Station in Two Hills on Mar. 3 @ 10:00 am.

Hon. Jackie will also deliver Greetings for this event.
Please advise how long you would like her to speak? 1-3 minutes?
Where does she go once, she arrives at the arena?
Who does she ask for once she arrives? Name & phone number.
Will parking be available close to the entrance of the arena?

What will the timeframe be for the unveiling and the reception? 10-12?

Please feel free to email/phone me if you have any questions.

Regards,
Sharon Lencewich - Fort Saskatchewan-Vegreville Constituency Assistant

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: February 24 th , 2026	Confidential:	Yes		No	X
Topic: Bylaw Officer Bylaw # 2026-1063					
Originated By: MAP Review			Title:		
BACKGROUND:					
MAP review of Bylaw shows our Bylaw Officer Bylaw 2013-929 needs to be updated to reflect changes to the MGA.					
DOCUMENTATION ATTACHED:					
Bylaw Officer Bylaw #2013-929 NEW - Bylaw Officer Bylaw #2026-1062					
DISCUSSION:					
The Bylaw Enforcement Officer Bylaw needed to be updated to reflect updates of the MGA S 210.					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
Review the new Bylaw updates to reflect the changes to the MGA, as outlined in the MAP Review Report.					
RECOMMENDED ACTION(S):					
MOVED by _____ that Bylaw No. 2026-1063 be given a first reading this 24th day of February 2026.					
MOVED by _____ that Bylaw No. 2026-1063 be given a second reading this 24th day of February 2026.					
MOVED by _____ that Bylaw No. 2026-1063 be given unanimous consent for a third and final reading this 24th day of February 2026.					
MOVED by _____ that Bylaw No. 2026-1063 be given a third and final reading this 24th day of February 2026.					
DISTRIBUTION:			Council: X		



BYLAW NO. 2026 - 1063

A BYLAW OF THE TOWN OF TWO HILLS, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH AND SET OUT THE POWERS, DUTIES, AND DISCIPLINARY PROCEDURES
OF BYLAW ENFORCEMENT OFFICERS

WHEREAS the Municipal Government Act s. 210 requires a Council to, by Bylaw, set out the powers and duties of and disciplinary procedures applicable to its Bylaw Enforcement Officers:

NOW THEREFORE, the Municipal Council of the Town of Two Hills enacts as follows:

1. TITLE AND DEFINITIONS

1.1 This bylaw shall be known as the "Bylaw Enforcement Officer Bylaw."

1.2 The following definitions shall apply when used within this bylaw:

- a. **Bylaw:** a bylaw of the Town of Two Hills;
- b. **Bylaw Enforcement Officer:** an employee of the Town who has been appointed pursuant to this Bylaw as a Bylaw Enforcement Officer;
- c. **Chief Administrative Officer:** an employee of the Town who has been appointed by Council and established by Bylaw according to the Municipal Government Act of Alberta;
- d. **Contract Bylaw Enforcement Officer:** a person who is not an employee of the Town but under contract with the Town appointed pursuant to this Bylaw as a Contract Bylaw Enforcement Officer;
- e. **Town:** the Town of Two Hills in the Province of Alberta;
- f. **Council:** the Council of the Town of Two Hills;
- g. **Offense Ticket:** any ticket or tag which is authorized the Municipal Government Act and is in a form approved pursuant to the Penalty Bylaw or is authorized under the Provincial Offenses Procedures Act, issued for any bylaw offense in which a penalty may be paid out of court in lieu of appearing to answer a summons; and
- h. **Notice:** any notice authorized to be given under any Town bylaw.

2. SUPERVISOR OF BYLAW ENFORCEMENT

- 2.1 The Chief Administrative Officer or his designate shall be the Supervisor of the Bylaw Enforcement Officer.
- 2.2 The Supervisor of Bylaw Enforcement Officer, in addition to all other powers and duties set out within the Bylaw, is authorized:
- a. to ensure that bylaws of the Town are enforced;
 - b. to provide for the supervision of the performance and conduct of the Bylaw Enforcement Officers and Contract Bylaw Enforcement Officers of the Town;
 - c. to set rules and regulations for the conduct of Bylaw Enforcement Officers with respect to their powers and duties as peace officers;
 - d. to enforce disciplinary procedures, including penalties and an appeal process, as outlined in Schedule B.
 - e. is to carry out such investigation of the enforcement of bylaws as Council may from time to time request, and to make a report in writing to Council of the results of the investigation;
 - f. to carry out any further duties and responsibilities assigned by Council.
 - g. to establish standards of uniform, insignia and identification for Bylaw Enforcement Officers; and
 - h. to assist in the prosecution of breaches of bylaws including the gathering of evidence, the attendance of witnesses and any appearances in court that may be required.

4. BYLAW ENFORCEMENT OFFICER DUTIES & RESPONSIBILITIES

- 4.1 The Bylaw Enforcement Officer position or contract shall be under the supervision, and be accountable to the Chief Executive Officer.
- 4.2 Every Bylaw Enforcement Officer, before commencing his duties, shall take the official oath as prescribed by the Oath of Office Act, of the Province of Alberta.
- 4.3 The powers and duties of Bylaw Enforcement Officers shall include the following:
- a. to enforce the bylaws which the Bylaw Enforcement Officer is authorized to enforce within the boundaries of the Town;
 - b. to follow the directions of the Supervisor and to report to the Supervisor as required by him/her;
 - c. to respond to and investigate complaints;

- d. to conduct routine patrols;
- e. to issue notices and offence tickets;
- f. to lay information;
- g. to assist in the prosecution of bylaw contraventions including appearances in court to provide evidence;
- h. to carry upon his/her person at all such times as he is acting as a Bylaw Enforcement Officer evidence in writing of his position as a Bylaw Enforcement Officer of the Town;
- i. to perform all other enforcement duties delegated to the Town by any statute of the Province of Alberta, or the Dominion of Canada, that he is assigned by the Supervisor to enforce; and
- j. to perform such other duties as may from time to time be assigned by Supervisor of Bylaw Enforcement;

4.4 The Bylaw Enforcement Officer shall honor and abide by the Code of Conduct established in Schedule A.

4.5 The authority of a Bylaw Enforcement Officer shall terminate when:

- a. the person ceases to be an employee of the Town, or
- b. the CAO, is responsible to terminate the position of the Bylaw Officer.

5. CONTRACT BYLAW ENFORCEMENT OFFICER

5.1 The CAO may choose to fill the Bylaw Enforcement Officer with one or more Contract Bylaw Enforcement Officers.

5.2 All Contract Bylaw Enforcement Officers shall execute the form of contract mutually agreed upon by both parties. The duties and responsibilities of the of Contract Bylaw Enforcement Officers shall be as set out in the contract and include the duties and responsibilities as detailed in this Bylaw.

5.3 The appointment of any Contract Bylaw Enforcement Officer may be terminated, without prior notice, by the Chief Administrative Officer.

6. GENERAL

6.1 This bylaw shall come into force and effect upon third reading by Council.

6.2 That Bylaw 2013-969 is hereby repealed.

Bylaw No. 2026-1063 Bylaw Enforcement Officer be given a FIRST reading this 24th day of February, 2026.

Bylaw No. 2026-1063 Bylaw Enforcement Officer be given a SECOND reading this 24th day of February, 2026.

Bylaw No. 2026-1063 Bylaw Enforcement Officer be given unanimous consent for a third and final reading this 24th day of February, 2026.

Bylaw No. 2026-1063 Bylaw Enforcement Officer be given a THIRD and FINAL reading this 24th day of February, 2026.

TOWN OF TWO HILLS

MICHAEL TARKOWSKI, MAYOR

ADAM KOZAKIEWICZ, C.A.O.

Schedule "A"

Bylaw 2026-1063

CODE OF CONDUCT

1. A Bylaw Enforcement Officer shall not:

a. Violate:

- i. any Act or Regulation made under an Act of Parliament of Canada;
- ii. any Act or Regulation made under an Act of the Legislature of Alberta, or
- iii. any provision of the member's appointment

where the violation is of a nature that would be harmful to the organizational discipline or that it is likely to discredit the Town of Two Hills;

b. Act in:

- i. a disorderly or inappropriate manner, or
- ii. a manner that would be harmful to the organizational discipline.

c. Apply the law differently or exercise authority on the basis of race, color, religion, sex, physical ability, marital status, age, ancestry or place of origin;

d. Withhold or suppress a complaint against or a report made about a Bylaw Enforcement Officer, or Peace Officer;

e. Willfully or negligently make a sign or false, misleading or inaccurate statement in any official or unofficial document or record;

f. Neglect, without a lawful excuse, to promptly or diligently perform the duties of a Bylaw Enforcement Officer;

g. Without a lawful excuse:

- i. destroy, mutilate or conceal an official document or record, or
- ii. alter or erase an entry in an official document or record;

h. Make known any matter that is a person's duty to keep in confidence;

i. Fail to account for or to make prompt and true return of money or property that the member receives in the capacity as a Bylaw Enforcement Officer;

j. Become involved in a financial, contractual or other obligation with a person whom the member could reasonably expect to report or give evidence about;

k. Without lawful excuse, use the position for personal advantage or other person's personal advantage;

- l. Exercise authority as a Bylaw Enforcement Officer when it is unlawful or necessary to do so;
- m. Consume alcohol while on duty;
- n. Consume, use, or possess drugs that are prohibited by law;
- o. Report for duty, be on duty or be on stand by while until to do so by reason of the use of alcohol or drugs;
- p. Demand, persuade or attempt to persuade another person to give, purchase or obtain any liquor for a Bylaw Enforcement Officer, or Peace Officer who is on duty;
- q. Apply excessive or otherwise inappropriate force in circumstances where force is used;
- r. Be in possession of any firearm while on duty that is:
 - i. not approved by the Alberta Minister of Justice and Attorney General, and
 - ii. is not issued to the Bylaw Enforcement Officer by the Town of Two Hills;
- s. When on duty discharge a firearm either intentionally or by accident, and not report the discharge of the firearm to the Supervisor, unless it is permitted in a firearm training course or exercise;
- t. Fail to exercise sound judgment and restraint in the use and care of a firearm, other weapon or restraining device.

Schedule "B"

Bylaw 2026-1063

DISCIPLINARY PROCEDURES

1. RECEIPT OF COMPLAINT

- 1.1 Complaints concerning the conduct of a Bylaw Enforcement Officer shall be directed to the Supervisor, in writing.
- 1.2 The Supervisor shall acknowledge receipt of the complaint in writing to the person making the complaint, and the person against whom the complaint is made.

2. INVESTIGATION

- 2.1 The Supervisor shall investigate the complaint or have it investigated, seeking assistance as required or passing on the investigation information to the Royal Canadian Mounted Police where appropriate.
- 2.2 After determining all the facts the Supervisor may either dismiss the complaint as unfounded, as unsubstantial, or find that the Bylaw Enforcement Officer has committed a misconduct.
- 2.3 If the Supervisor is satisfied that a misconduct has been committed, he shall take corrective disciplinary action.
- 2.4 Despite section 2.3 the Supervisor may resolve minor complaints informally, arriving at a solution that is satisfactory to all parties.

3. DISCIPLINARY ACTION

- 3.1 If the **CHIEF ADMINISTRATIVE OFFICER (CAO)** finds that the Bylaw Enforcement Officer has committed a misconduct, he may take on of the following measures:
 - a. a suspension, for a period not exceeding one (1) month, will be given to the Bylaw Enforcement Officer if his performance is unsatisfactory and warrants suspension. A notation of the warning with the signature of the **CAO** will be placed in the Bylaw Enforcement Officer's employee file;
 - b. for lesser offences, a written warning will be issued by the **CAO**
- 3.2 When a suspension is issued, a written notice outlining reasons for the suspension will be given to the Bylaw Enforcement Officer.
- 3.3 The record of suspension will remain in the Bylaw Enforcement Officer's employee file for two (2) years after which time it may be erased if the situation leading to the suspension has been rectified.

- 3.4 If the suspension results in dismissal, then the period of suspension be one without pay.
- 3.5 A Bylaw Enforcement Officer wishing to appeal against his suspension or dismissal must do so in writing to the Council. Such notice of appeal must be in the hands of the CAO not later than fifteen (15) calendar days from the date of dismissal. The CAO will review with Council and the decision of Council will be final.



BYLAW NO. 2013-929 BYLAW ENFORCEMENT OFFICERS

A BYLAW OF THE TOWN OF TWO HILLS, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH AND SET OUT THE POWERS, DUTIES, AND DISCIPLINARY PROCEDURES OF
BYLAW ENFORCEMENT OFFICERS

Date Adopted: April 4th, 2013

Last Review Date: September 25th, 2025

References: MGA, s210, s555 & 556 & Oaths of Office Act

WHEREAS the Municipal Government Act s210.4 specifies that any designated officers are accountable to the CAO and s555.1 indicates that the appointed Bylaw Officer is responsible for the preservation of the public peace.

And whereby specified in the MGA s555.2, the Bylaw Officer must take the official Oath of Office as outlined in the Oaths of Office Act before beginning their duties.

NOW THEREFORE, the Council may appoint one or more Bylaw Enforcement Officers and shall hold a term of office at the pleasure of Council.

And as the MGA s556 requires Council to, by bylaw designate a position and establish the powers and duties, disciplinary procedures, penalties and appeal process applicable to its Bylaw Enforcement Officers.

1. TITLE AND DEFINITIONS

1.1 This bylaw shall be known as the "Bylaw Enforcement Officer Bylaw."

1.2 The following definitions shall apply when used within this bylaw:

a. **Bylaw:** a bylaw of the Town of Two Hills

b. **Bylaw Enforcement Officer:** an employee of the Town who has been appointed pursuant to this Bylaw as a Bylaw Enforcement Officer;

c. **Chief Administrative Officer:** an employee of the Town who has been appointed by Council and established by Bylaw according to the Municipal Government Act of Alberta;

d. **Contract Bylaw Enforcement Officer:** a person who is not an employee of the Town but under contract with the Town appointed pursuant to this Bylaw as a Contract Bylaw Enforcement Officer;

e. **Town:** the Town of Two Hills in the Province of Alberta;

f. **Council:** the Council of the Town of Two Hills;

g. **Offense Ticket:** any ticket or tag which is authorized the Municipal Government Act and is in a form approved pursuant to the Penalty Bylaw or is authorized under the Provincial Offenses Procedures Act, issued for any bylaw offense in which a penalty may be paid out of court in lieu of appearing to answer a summons; and

h. **Notice:** any notice authorized to be given under any Town bylaw.

2. SUPERVISOR OF BYLAW ENFORCEMENT

2.1 The Chief Administrative Officer (CAO) or his designate shall be the Supervisor of the Bylaw Enforcement Officer per s210.4.

2.2 The Supervisor (CAO) of the Bylaw Enforcement Officers role powers and duties are as authorized:

a. to ensure that bylaws of the Town are enforced;

b. to provide for the supervision of the performance and conduct of the Bylaw Enforcement Officers and Contract Bylaw Enforcement Officers of the Town;

c. to set rules and regulations for the conduct of Bylaw Enforcement Officers with respect to their powers and duties as peace officers;

d. to enforce disciplinary procedures, including penalties and an appeal process, as outlined in Schedule B.

e. To carry out such investigation of the enforcement of bylaws as Council may from time to time request, and to make a report in writing to Council of the results of the investigation.

f. To carry out any further duties and responsibilities assigned by Council.

g. To establish standards of uniform, insignia and identification for Bylaw Enforcement Officers; and

h. to assist in the prosecution of breaches of bylaws including the gathering of evidence, the attendance of witnesses and any appearances in court that may be required.

4. BYLAW ENFORCEMENT OFFICER

4.2 The powers and duties of Bylaw Enforcement Officers shall include the following:

a. to enforce the bylaws which the Bylaw Enforcement Officer is authorized to enforce within the boundaries of the Town.

b. to follow the directions of the Supervisor and to report to the Supervisor as required by him.

- c. to respond to and investigate complaints.
- d. to conduct routine patrols;
- e. to issue notices and offence tickets.
- f. to lay information.
- g. to assist in the prosecution of bylaw contraventions including appearances in court to provide evidence.
- h. to carry upon his person at all such times as he is acting as a Bylaw Enforcement Officer evidence in writing of his position as a Bylaw Enforcement Officer of the Town.
- i. to perform all other enforcement duties delegated to the Town by any statute of the Province of Alberta, or the Dominion of Canada, that he is assigned by the Supervisor to enforce; and
- j. to perform such other duties as may from time to time be assigned by Supervisor of Bylaw Enforcement.

4.3 The Bylaw Enforcement Officer shall honor and abide by the Code of Conduct established in “Schedule A”.

4.4 The authority of a Bylaw Enforcement Officer shall terminate when:

- a. the person ceases to be an employee of the Town, or
- b. the Council by resolution terminates the appointment of a Bylaw Enforcement Officer.

5.CONTRACT BYLAW ENFORCEMENT OFFICER

5.1 Council may appoint one or more Contract Bylaw Enforcement Officers.

5.2 All Contract Bylaw Enforcement Officers shall execute the form of contract mutually agreed upon both parties. The duties of Contract Bylaw Enforcement Officers shall be as set out in the contract.

5.3 The appointment of any Contract Bylaw Enforcement Officer may be terminated, without prior notice, by resolution of Council.

6. GENERAL

6.1 This bylaw shall come into force and effect upon third reading by Council.

6.2 That Bylaw 2002-806 is hereby repealed.

READ a first time this 04th day of April, 2013.

READ a second time this 04th day of April, 2013.

READ a third time and finally passed this 04th day of April, 2013.

TOWN OF TWO HILLS



ELAINE SOROCHAN, MAYOR



ELSIE HOWANYK, C.A.O.

Schedule "A"

Bylaw 2013-929

CODE OF CONDUCT

1. A Bylaw Enforcement Officer shall not:

a. Violate:

- i. any Act or Regulation made under an Act of Parliament of Canada;
- ii. any Act or Regulation made under an Act of the Legislature of Alberta, or
- iii. any provision of the member's appointment

where the violation is of a nature that would be harmful to the organizational discipline or that it is likely to discredit the Town of Two Hills;

b. Act in:

- i. a disorderly or inappropriate manner, or
- ii. a manner that would be harmful to the organizational discipline.

c. Apply the law differently or exercise authority on the basis of race, color, religion, sex, physical ability, marital status, age, ancestry or place of origin;

d. Withhold or suppress a complaint against, or a report made about a Bylaw Enforcement Officer, or Peace Officer;

e. Willfully or negligently make a sign or false, misleading or inaccurate statement in any official or unofficial document or record;

f. Neglect, without a lawful excuse, to promptly or diligently perform the duties of a Bylaw Enforcement Officer;

g. Without a lawful excuse:

- i. destroy, mutilate or conceal an official document or record, or
- ii. alter or erase an entry in an official document or record;

h. Make known any matter that is a person's duty to keep in confidence;

i. Fail to account for or to make prompt and true return of money or property that the member receives in the capacity as a Bylaw Enforcement Officer;

j. Become involved in a financial, contractual or other obligation with a person whom the member could reasonably expect to report or give evidence about;

- k. Without lawful excuse, use the position for personal advantage or other person's personal advantage;
- l. Exercise authority as a Bylaw Enforcement Officer when it is unlawful or necessary to do so;
- m. Consume alcohol while on duty;
- n. Consume, use, or possess drugs that are prohibited by law;
- o. Report for duty, be on duty or be on stand by while until to do so by reason of the use of alcohol or drugs;
- p. Demand, persuade or attempt to persuade another person to give, purchase or obtain any liquor for a Bylaw Enforcement Officer, or Peace Officer who is on duty;
- q. Apply excessive or otherwise inappropriate force in circumstances where force is used;
- r. Be in possession of any firearm while on duty that is:
 - i. not approved by the Alberta Minister of Justice and Attorney General, and
 - ii. is not issued to the Bylaw Enforcement Officer by the Town of Two Hills;
- s. When on duty discharge a firearm either intentionally or by accident, and not report the discharge of the firearm to the Supervisor, unless it is permitted in a firearm training course or exercise;
- t. Fail to exercise sound judgment and restraint in the use and care of a firearm, other weapon or restraining device.

Schedule "B"

Bylaw 2013-929

DISCIPLINARY PROCEDURES

1. RECEIPT OF COMPLAINT

1.1 Complaints concerning the conduct of a Bylaw Enforcement Officer shall be directed to the Supervisor, in writing.

1.2 The Supervisor shall acknowledge receipt of the complaint in writing to the person making the complaint, and the person against whom the complaint is made.

2. INVESTIGATION

2.1 The Supervisor shall investigate the complaint or have it investigated, seeking assistance as required or passing on the investigation information to the Royal Canadian Mounted Police where appropriate.

2.2 After determining all the facts the Supervisor may either dismiss the complaint as unfounded, as unsubstantial, or find that the Bylaw Enforcement Officer has committed a misconduct.

2.3 If the Supervisor is satisfied that a misconduct has been committed, he shall take corrective disciplinary action.

2.4 Despite section 2.3 the Supervisor may resolve minor complaints informally, arriving at a solution that is satisfactory to all parties.

3. DISCIPLINARY ACTION

3.1 If the Supervisor finds that the Bylaw Enforcement Officer has committed a misconduct, he may take on of the following measures:

- a. a suspension, for a period not exceeding one (1) month, will be given to the Bylaw Enforcement Officer if his performance is unsatisfactory and warrants suspension. A notation of the warning with the signature of the Supervisor will be placed in the
- b. Bylaw Enforcement Officer's employee file;
- c. for lesser offences, a written warning will be issued by the Supervisor, or
- d. recommend to Council that the appointment of the Bylaw Enforcement Officer be terminated.

3.2 When a suspension is issued, a written notice outlining reasons for the suspension will be given to the Bylaw Enforcement Officer.

3.3 The record of suspension will remain in the Bylaw Enforcement Officer's employee file for two (2) years after which time it may be erased if the situation leading to the suspension has been rectified.

3.4 If the suspension results in dismissal, then the period of suspension be one without pay.

3.5 A Bylaw Enforcement Officer wishing to appeal against his suspension or dismissal must do so in writing to the Council. Such notice of appeal must be in the hands of the Supervisor not later than fifteen (15) calendar days from the date of dismissal. The decision of Council will be final.



Town of Two Hills Councillor Report

Date: February 19,26

ACE Water Corporation Feb 18th meeting

Water break near Myrnam and have been trucking in water from Beauvallon to Myrnam.

HUB-Northeast Alberta Information

NAAGO – NE AB Alliance for Growth & Opportunity

January 22 meeting in Vegreville

Chair: Mayor Tim MacFee, Town of Vegreville

Vice Chair: Mayor Robert Snow Town of Vermillion

I am sitting on the Healthcare Initiatives Committee with Smokey Lake, Vermillion and Boyle. Discussion took place on AB Hub and NAAGO integration and to be brought up on the next Hub meeting in January.

Tentative date for next meeting will be in conjunction with AB Hub Local to Global Forum April 8-10 in Vegreville.

Budget/Bylaw Policy

Emergency Management

Extra Notes/Alternate Sac meeting January19,26



Airport Commission

AGM was on Jan 29
Elections were held
I was elected chair, Terry Boettcher is vice chair

Budget/Bylaw/Policy

EDC – Lakeland Go East

Met Jan 21
Finalized Terms of Reference as presented to Council
Developed an Economic Development Action Plan

Emergency Management

Regional Economic Development Committee (REDC)

Meetings on Jan 29 and Feb 9
Met with Reps from law firm regarding grant
Two public consultation sessions scheduled Mar 3

SAC – Sports Activity Council

Met on Jan 22 and Feb 11
Quote received for new flooring in Rec Centre
Treadmill has finally died



Alice Melnyk Library Board

Attended meeting on 14 Jan 2026.
Board appointed Sharla Morrison as Secretary
GIC will be moved to account for day to day operation.
Computer Usage policy will be updated.

Adult Learning Committee

Budget/Bylaw/Policy

Emergency Management

NLLS – Northern Lights Library System

RPAP – Rural Physician Action Plan

Extra Notes/Alternate



Town of Two Hills Councillor Report

Eagle Hill Foundation

Delegation came in from Old Colony Mennonite Church to discuss the possibility of opening a private wing for Mennonite seniors. It sounded like they had quite a few that were ready to be moved into a lodge, but due to the language barrier, they don't feel comfortable being moved in with the public. Lodge is willing to accommodate, will continue discussions.

FCSS – Family & Community Support Services

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

Budget/Bylaw/Policy

Emergency Management

Space Education Centre

Two Hills Fire Department

Extra Notes/Alternate

Attended RMRF, found it to be extremely informative. I would say it was the best seminar I have attended yet.

Attended Brown-lee. Also went very well. I found the information at both events to be relevant to the challenges we face as a municipality.

Hillside Lodge - FEB 2026

- Occupancy: x 20
- Vacancies: x 17
- Traveling Nurses: x 0
- Guest Suite Rental: x 2
- Respite: x 1
- Move out: x 0
- Move in: x 0
- Outbreak: x 0

Eagle View Lodge - FEB 2026

- Occupancy: x 17
- Vacancies: x 20 vacancies 12 of which are in the villa
- 7 rooms move in ready
- Move in X 1
- Moving 2
- DSL3 : 6 OUT OF 9 FILLED 3 are in the work one just about done working with RN .
- Outbreaks: x 0

Eagle Hill Lodge – FEB 2026

- Number of residents: 22
- Number of occupied suites: 22
- Number of vacant suites: 8 (4 and 1 double can be moved into) rest are Offices
- Number of Move in's: 0
- Potential move ins: 2
- Number of move outs: 2
- Number on the waiting list: 0
- Number of Respite: 0
- Outbreak: 0
- Number of Guest Suite: 0
- Free 2 week trials: 0