



AGENDA  
TOWN OF TWO HILLS  
Oct. 14, 2025  
6:00 P.M.

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Regular Council Meeting

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- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) ADOPTION OF MINUTES
  - a) September 23rd, 2025 Regular Council Minutes
- 4) DELEGATION
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
  - a) PW & WW Report
  - b) EDO Report
  - c) CFO Report
  - d) CAO Report
    - i) Meet with Transportation and Economic Corridors
    - ii) Meet with Grants and Education Property Tax Branch
    - iii) AHS - Emergency Department - Virtual Assistant
    - vi) Water Report
    - v) ATCO Grid Modernization
- 7) CORRESPONDENCE
  - a) Canada Post Review
  - b) SAC Treasurer Report
  - c) SAC Financial Statement
  - d) Two Hills Ag Society Christmas Banquet Invitation
  - e) Banquet Entertainment Flyer - Chris Funk
  - f) Two hills Ag Society Donation Request - Christmas Party
  - g) Natural Resources Conservation Board Annual Report - 2024-2025
- 8) OLD BUSINESS
- 9) BYLAWS & POLICIES
- 10) NEW BUSINESS
  - a) Automatic Email of Utility Bills with TownSuite MERP Software upgrade
  - b) Northern Lights Library Systems Board Levy
  - c) Town of Two Hills Technology Award
  - d) New Library Board Members
  - e) Advanced Polls
  - f) Institutional Polls
- 11) COUNCIL MEMBER REPORTS
- 12) NEXT MEETINGS
  - a) Council Meeting - Thursday October 16, 2025 at 3pm
  - b) New Council Training - Monday October 27th, 2025 at 8:30am - 4:30pm
  - c) Regular Council and Swearing In Meeting - Tuesday October 28th, 2025 at 6:00pm
  - d) Council Organizational Meeting - October 28th, 2025 at 7:00pm
- 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 23, 2025 at 6:00 PM in Council Chambers

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#### Regular Council Meeting

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PRESENT: Mayor L. Ewanishan; Deputy Mayor S. Rajoo; Councillor A. Romaniuk; Councillor E. Sorochan; Councillor M. Tarkowski; CAO A. Koziewicz; CFO S. Lupul; PW Supervisor T. Stefiuk; MC C. Boyd; 3 Residents and 1 Reporter Present in the Gallery

CALL TO ORDER: Mayor L. Ewanishan called the Regular Town Council Meeting to order at 6:00 PM.

#### ADOPTION OF AGENDA:

2025-278 MOVED by Councillor A. Romaniuk to accept the agenda as presented.

CARRIED

#### ADOPTION OF MEETING MINUTES:

2025-279 MOVED by Councillor E. Sorochan to accept the minutes of the Regular Council Meeting minutes held on September 9, 2025, with minor corrections.

CARRIED

DELEGATION: a) EMW CEO Lindsay Haag - Not Present  
b) RCMP Corporal K. Nicholls presented Quarterly Report

OPEN FORUM: Mayor L. Ewanishan welcomed residents running for Council in the upcoming Election.

#### ADMISITRATIVE REPORTS:

CAO Report

The CAO Report was provided to council in advance for their review.

2025 - 280 Deputy Mayor S. Rajoo motioned to commit 25% of the 50% of the matching funds required from the 2026 Operating Budget for the NRED Grant that will be jointly applied for between the Village of Myrnam, the County of Two Hills and the Town of Two Hills, conditional to the County of Two Hills and the Village of Myrnam participation.

CARRIED

2025 - 281 MOVED by Councillor E. Sorochan to replace the sidewalk on 52nd St between 51st and 53rd St by Eventide Homes and increase it to 5ft wide to better accommodate sweeping equipment, scooters and wheelchairs.

CARRIED

2025 - 282 Councillor A. Romaniuk motioned to have Administration and Public Works determine the cost to complete the inside of the PW Shop to accommodate the updated Building Code.

CARRIED

7:26 PM T. Stefiuk left Council Chambers

2025-283 MOVED by Councillor M. Tarkowski that the CAO Report be acknowledged and incorporated into the minutes.

CARRIED

7:27 PM Mayor L. Ewanishan left Council Chambers

#### CORRESPONDENCE:

2025-284 MOVED by Councillor M. Tarkowski that the correspondence be acknowledged and incorporated into the minutes.

CARRIED

OLD BUSINESS: None

7:29 PM Mayor L. Ewanishan returned to Council Chambers

#### BYLAWS & POLICIES:

Policy 2025-02 Respectful Interactions with Employees and Council

2025-285 MOVED by Councillor S. Rajoo that Policy 2025-02 Respectful Interactions with Employees and council be TABLED until New Council is in Place. To be reviewed at Nov 25, 2025 Council Meeting.

CARRIED

NEW BUSINESS: Harvest Supper Donation Request  
Hillside Lodge has requested a donation in the form of a contribution to their Silent Auction on October 25, 2025.

2025 - 286 MOVED by Councillor E. Sorochan to provide a donation contribution Per our Policy # 2018-01 in the amount of (\$50.00.)

CARRIED

#### COUNCIL REPORTS:

2025 - 287 MOVED by Councillor M. Tarkowski to acknowledge the Council Member Reports and incorporate them into the minutes.

NEXT MEETINGS: Regular Council Meeting Tuesday October 14, 2025, at 6:00pm in Council Chambers.

CLOSED SESSION: ATIA -Access to Information Act – Government to Government

2025-288 MOVED by Mayor L. Ewanishan that Council move the meeting to closed session at 8:08pm.

CARRIED

2025-289                      MOVED by Mayor L. Ewanishan that Council move the meeting out of closed session at 8:25pm.

ADJOURNMENT:    With all items on the agenda having been addressed, adjourned the Regular Council Meeting at 8:26 PM.

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Mayor L. Ewanishan

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CAO A. Kowakiewicz



# Open Forum

**Preamble:** Welcome. Town Council is providing an opportunity for the general public to individually address Council on any topic relevant to municipal government for a period not to exceed 2 minutes per person to a maximum of 20 minutes combined. Information presented to Council may or may not be acted on and will not be debated unless there is a majority vote to do so. The Open Forum is not a means of expressing insults, accusations or making any personal attacks on any member of Council or Staff. Any person who starts insulting or making accusations or attacks on any member of Council, Council as a Whole, or any Staff member will be kindly asked to remove themselves from Council Chambers. Once again, welcome.

## Division 3 – Open Forums

- 11.1 Individual members of the public who constitute the audience are to be provided an opportunity as part of the meeting to address the Council on any topic relevant to municipal government for a period of time not to exceed two (2) minutes per person. The intent of which is to provide residents an opportunity to address Council.
- 11.2 The information or comments heard may or may not be actioned by the Council. After a person has spoken, any Councillor may, through the Mayor or other presiding officer, ask that person or the Chief Administrative Officer relevant questions but may not debate the matter or the answers.
- 11.3 Actions by Council may only be 1) receiving the information without debate; 2) referred without debate to a Standing Committee or the Chief Administrative Officer for a report; or 3) debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.

Notes:

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(1) Roads

- Grade industrial park roads 51st-57ave
- Grade back alleys
- Load, haul, grade and pack reclaimed SB90 on 53<sup>rd</sup> st between 50 ave and 53 ave
- Fill potholes on most of the roads where required

(3) Other

- Excavate a trench for new gutter. Haul screening, level and pack on 53<sup>rd</sup> st
- Back fill along inside of new curb + gutter. Back fill and pack along outside of new gutter on 53<sup>rd</sup> st
- Haul level and pack empty lot at the south end of 53<sup>rd</sup> st
- Excavate and install 24" storm line, manholes and catch basins on 52ave
- Excavate old sidewalk, topsoil and rocks from north side of 52ave
- Fill and pack screening for new sidewalk along north side of 52ave
- Excavate old culvert and install new 24" culvert on 51st and 52ave
- Backfill and pack along new shop
- Service and repair equipment
- Complete all service requests

Other

- Remove concrete steps on the west side of Eventide south parking lot
- Slope and back fill the lot with topsoil
- Lower completed approximately half of the sidewalk on 58ave
- Mark water lines, storm lines and culverts for test holes on the south side of 47ave checking for salt contamination from snow dumping
- Start tree trimming along sidewalks and back alleys
- RFP on demolition of hardware store on 47ave between 50st and 44st
- RFP for concrete crushing
- Repair or replace garbage container lids (8)
- Urplacer to start flushing sewer lines and culverts Oct 15/2025

Work to repair the cross walk is being priced today With approval would be completed next week

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**From:** Cindy Boyd <mc@townoftwohills.com>

**Sent:** Thursday, October 9, 2025 10:54:16 AM

**To:** Terry Stefiuk <pw@townoftwohills.com>

**Subject:** Hole by Crosswalk Button at 51st & 53rd Street `

Hi Terry.

This morning Councilor A. Romanuk brought to our attention that there is a hole by the cross-walk button at the Corner of 51<sup>st</sup> and 53rd, on the east side.

Can you take a look into it? A resident informed him that the sidewalk is so low there that she is unable to reach the button to activate the cross-walk button.

## Wastewater

- Clean wet cell out
- Release Lagoon on Oct 7
- Continue 2 Add Additives 2 ponds
- daily monitor Volume
- Add extra flow to sewer line

## Water

- Daily water Samples & Monitoring Volume
- weekly Bac T sample
- Cleaning the PRV
- Responding 2 ~~the~~ Request
- still closing water meters 2 to go

## TWO HILLS ECONOMIC DEVELOPMENT & TOURISM

**Date: Oct. 9, 2025**

[illegible]

**CHEQUE REGISTER**  
**ATB 24 GENERAL**  
**CHEQUES FROM 33388 TO 33434**

| <b>Number</b> | <b>Issued</b>                                           | <b>Amount</b> |
|---------------|---------------------------------------------------------|---------------|
| 0000033388    | 09/04/2025 PARTS/SHOP SUPPLIES                          | 323.13        |
| 0000033389    | 09/04/2025 FUEL                                         | 4,590.89      |
| 0000033390    | 09/04/2025 BATTERY                                      | 262.49        |
| 0000033391    | 09/04/2025 HYDROVAC/LOCATING LINES                      | 6,538.89      |
| 0000033392    | 09/04/2025 FOIP MATTER                                  | 581.70        |
| 0000033393    | 09/04/2025 FOLDING MACHINE BUY OUT                      | 3,360.00      |
| 0000033394    | 09/04/2025 LAND TITLES                                  | 820.00        |
| 0000033395    | 09/10/2025 VOID PRINTING ERROR                          | 35,700.00     |
| 0000033396    | 09/10/2025 VOID PRINTING ERROR                          | 1,995.68      |
| 0000033397    | 09/10/2025 VOID PRINTING ERROR                          | 79.01         |
| 0000033398    | 09/10/2025 VOID PRINTING ERROR                          | 23.08         |
| 0000033399    | 09/10/2025 VOID PRINTING ERROR                          | 223.79        |
| 0000033400    | 09/10/2025 VOID PRINTING ERROR                          | 2,625.00      |
| 0000033401    | 09/10/2025 VOID PRINTING ERROR                          | 2,215.50      |
| 0000033402    | 09/10/2025 VOID PRINTING ERROR                          | 834.75        |
| 0000033403    | 09/10/2025 EC DEV CAPACITY - BUILDING SUPPORT AGREEMENT | 35,700.00     |
| 0000033404    | 09/10/2025 LIFT STATION SUPPLIES                        | 1,995.68      |
| 0000033405    | 09/10/2025 FLAT REPAIR                                  | 79.01         |
| 0000033406    | 09/10/2025 BULBS FOR RESERVOIR                          | 23.08         |
| 0000033407    | 09/10/2025 OFFICE/PUBLIC WORKS SUPPLIES                 | 223.79        |
| 0000033408    | 09/10/2025 CENTENNIAL HALL MANAGEMENT FEE               | 2,625.00      |
| 0000033409    | 09/10/2025 SIGNS                                        | 2,215.50      |
| 0000033410    | 09/10/2025 50 AMP PLUG - OFFICE                         | 834.75        |
| 0000033411    | 09/10/2025 ADVERTISEMENT AUGUST 2025                    | 495.00        |
| 0000033412    | 09/11/2025 CONTRACTOR FEES                              | 2,623.50      |
| 0000033413    | 09/12/2025 ADVANCE                                      | 400.00        |
| 0000033414    | 09/16/2025 MATERIALS FOR MARKET SQUARE                  | 6,952.29      |
| 0000033415    | 09/16/2025 LANDFILL FEES                                | 3,540.00      |
| 0000033416    | 09/16/2025 MATERIALS FOR MARKET SQUARE                  | 77.72         |
| 0000033417    | 09/16/2025 AG SOCIETY SIGN                              | 1,512.00      |
| 0000033418    | 09/20/2025 ALBERTA CULTURE DAYS ENTERTAINMENT           | 500.00        |
| 0000033419    | 09/23/2025 LOADER REPAIRS                               | 2,429.03      |
| 0000033420    | 09/23/2025 TIRE REPAIR                                  | 173.25        |
| 0000033421    | 09/23/2025 PROGRESS PAYMENT                             | 277,992.68    |
| 0000033422    | 09/23/2025 MATERIALS FOR MARKET SQUARE                  | 51.11         |
| 0000033423    | 09/23/2025 HYDROVAC                                     | 1,603.88      |
| 0000033424    | 09/23/2025 SB - 90                                      | 43,050.00     |
| 0000033425    | 09/23/2025 2025 ANNUAL CONTRIBUTION                     | 3,500.00      |
| 0000033426    | 09/23/2025 ROAD REHABILITATION SIGN                     | 84.00         |
| 0000033427    | 09/26/2025 ADVANCE                                      | 800.00        |
| 0000033428    | 09/26/2025 CONTRACTOR FEES                              | 3,686.00      |
| 0000033429    | 10/02/2025 PARTS/SHOP SUPPLIES                          | 788.98        |
| 0000033430    | 10/02/2025 FREIGHT                                      | 688.05        |
| 0000033431    | 10/02/2025 CENTENNIAL HALL MANAGEMENT FEE               | 2,625.00      |
| 0000033432    | 10/02/2025 SIGNS                                        | 3,570.00      |
| 0000033433    | 10/07/2025 ADVERTISEMENT SEPTEMBER 2025                 | 495.00        |
| 0000033434    | 10/07/2025 PROGRESS PAYMENT                             | 26,250.00     |

|                    |              |
|--------------------|--------------|
| Total Issued (47): | \$487,758.21 |
| Total Voided (8):  | \$43,696.81  |
| Grand Total:       | \$444,061.40 |

Town of Two Hills  
Reconciliation Statement September 2025

|                                           |              |
|-------------------------------------------|--------------|
| Net Balance at August 30, 2025            | \$287,204.63 |
| Plus Deposits                             | \$476,306.50 |
| Sub Total                                 | \$763,511.13 |
| Minus Disbursements (including transfers) | \$726,969.56 |
| Closing Balance                           | \$36,541.57  |

Summary of Town of Two Hills Accounts

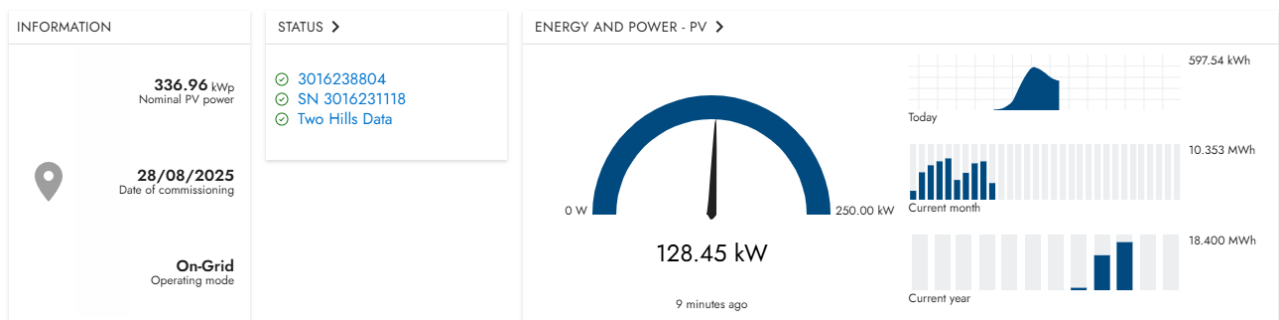
| ATB Financial                        | Description of Accounts |              |
|--------------------------------------|-------------------------|--------------|
| General #24                          | Main Account            | \$36,541.57  |
| Notice Account 90 Day                | Auction Holding         | \$10,115.16  |
| Savings Account #478                 | County Grant Account    | \$132,204.07 |
| Savings Account #578                 | Interest Bearing        | \$5,833.58   |
| Savings Account #178                 | Last Post Committee     | \$3,046.53   |
| Bill Payments #27                    | Deposit Only Account    | \$41,777.67  |
| Savings Account #30                  | ACE Debenture Account   | \$49,992.43  |
| TOTAL ATB                            |                         | \$279,511.01 |
| Revolving Loan - out of \$985,000.00 |                         | \$985,000.00 |
|                                      |                         | \$0.00       |
|                                      |                         | \$985,000.00 |

| Vision Credit Union | Description of Accounts         |             |
|---------------------|---------------------------------|-------------|
|                     | Two Hills Improvement Committee | \$ 2,987.22 |
|                     | Canada Day                      | \$ 8,171.99 |

Comments:

1. Administration requested the meetings at AB Munis with RCMP and MA Minister (Minister of Municipal Affairs) was sent and we are waiting for confirmation on the time No time is confirmed. We have received an invitation to meet Administrative staff 20 min in regards to Grants (I will arrange the meeting during the RMA conference if I can)
2. NRED application Open -This grant is a maximum project size of \$600,000. At 50% that is \$100,000.00 per year over 3 years projects may include downtown revitalization Paving main street, paving access to the golf course (the golf subdivision), paving hwy 36 access to UFA and Fast Gas (soon to be renovated and it will be an ESSO)
3. Meeting with Consultants to write the grant NRED for the Village of Myrnam for two years 300,000 to create a Regional Economic Development \$37500.00 per year for County and Town (\$75000) for two years (\$150000)
4. Atco microgeneration agreement we have sold or used 18400 Kw X6.5c or \$1196

## Dashboard Two Hills Solar Farm



5. Aaron currently turns off a compressor at night to use the power during the day
6. Policing survey - included in Newsletter
7. Alberta Environment - Audit of Water & Wastewater facilities received below.
8. Looking to provide a free way to automatically email utility bills using Government Frame Works solution
9. Meetings with MPE to write the ACP and NRED grant



Outlook

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## Fw: Fall 2025 Alberta Municipalities Convention

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**From** Adam Kozakiewicz <cao@townoftwohills.com>

**Date** Thu 02/10/2025 07:02

**To** Cindy Boyd <mc@townoftwohills.com>

Hi Cindy,

I hope you're doing well. I wanted to bring to your attention an opportunity to meet with the Honourable Devin Dreesen, Minister of Transportation and Economic Corridors, during the upcoming Fall 2025 Alberta Municipalities Convention in Calgary, from November 12-14, 2025. This could be a great chance for us to discuss some key issues and priorities.

Jessica Kalmar has asked that we express our interest in a meeting by replying to her email by October 7, 2025. In our response, we should include our top three priority items for discussion and a list of potential attendees for the meeting. If we've already reached out to the Minister's Office or another office, we should forward that request to Jessica to ensure everything is captured.

Once availability and a meeting schedule are confirmed, we'll receive a response.

Could you please add this to our agenda?

Thanks a lot!

Best regards,  
Adam

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**From:** Jessica Kalmar <Jessica.Kalmar@gov.ab.ca>

**Sent:** Wednesday, October 1, 2025 16:03

**Cc:** Jessica Kalmar <Jessica.Kalmar@gov.ab.ca>

**Subject:** Fall 2025 Alberta Municipalities Convention

Good afternoon,

I am pleased to advise that there may be an opportunity to meet with the Honourable Devin Dreesen, Minister of Transportation and Economic Corridors, during the upcoming Fall 2025 Alberta Municipalities convention in Calgary, November 12-14, 2025.

Please **REPLY to this email by October 7, 2025**, to express your interest for a meeting. We request that you include your top three priority items for discussion along with a list of potential meeting attendees. We acknowledge this is a quick turnaround and appreciate your timely response. If you have already reached out to the Minister's Office or another office to request a meeting, I request that you forward that request to me to ensure it is captured.

A response will be provided once availability and a meeting schedule can be confirmed.

Thank you,

**Jessica Kalmar** (she/her)

Issues Manager, Office of the Assistant Deputy Minister  
Construction and Maintenance Division  
Transportation and Economic Corridors  
Government of Alberta

Tel 780-644-3230

Cell 587-334-3664

[Jessica.Kalmar@gov.ab.ca](mailto:Jessica.Kalmar@gov.ab.ca)



Classification: Protected A

**From:** Adam Kozakiewicz  
**Sent:** Tuesday, October 7, 2025 7:05:22 PM  
**To:** Jessica Kalmar <Jessica.Kalmar@gov.ab.ca>  
**Cc:** 'lewanishan@gmail.com' <lewanishan@gmail.com>  
**Subject:** RE: Fall 2025 Alberta Municipalities Convention

We would like the opportunity to talk to the minister at the upcoming convention, we are also available at the RMA conference in Edmonton.

Our top priority

1 . transferring lots owned by the ministry in Town ( Email from our local Property Technologist – Red Deer Region Transportation and Economic Corridors)



2. Paving in front of UFA and Fast Gas. ( this is a road allowance of highway 36) Is there any grant available from TEC?

3. NRED grant priorities we would like the opportunity to talk about our NRED grant (currently being written)

Please let me know if you need more information my cell is 780 6034565

Thank You  
Adam Kozakiewicz  
-CAO



office: 780-657-3395

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**From:** Cindy Skjaveland <Cindy.Skjaveland@gov.ab.ca>

**Sent:** October 3, 2025 3:03 PM

**To:** Adam Kozakiewicz <cao@townoftwohills.com>

**Cc:** Eric Laxdal <Eric.Laxdal@gov.ab.ca>; Theodora Bradley <theodora.bradley@gov.ab.ca>; Stuart Richardson <Stuart.Richardson@gov.ab.ca>

**Subject:** Update on Lots

Good Afternoon Adam,

I noticed your message in Teams regarding the 5 lots and that the Town has some plans.

We have the completed ESA 1's for all 5 lots and sent those off to Alberta Infrastructure.

We are required to go through Alberta Infrastructure for disposal and follow their process which requires the ESA 1 and because of the outcomes from those reports stating a Phase 2 would be required we are proceeding with a Phase 2.

Our consultant is working on the ESA Phase 2 and hope to have those reports completed within a few weeks. The next step is to send those Phase 2 to Alberta Infrastructure, and they will advise what the next step is from there.

TEC will be in touch with you/ the town once we have direction how this will proceed.

That's about all I know for now.

Hope that is helpful,

Thanks

Cindy

**Cindy Skjaveland**

Property Technologist – Red Deer Region

Transportation and Economic Corridors

Government of Alberta

[Cindy.skjaveland@gov.ab.ca](mailto:Cindy.skjaveland@gov.ab.ca)

Ph. (780)679.1799

Cell. (587)322.1153

**511 Alberta - Alberta's Official Road Reports**

Go to [511.alberta.ca](https://511.alberta.ca) and follow [@511Alberta](https://twitter.com/511Alberta)



Please consider the environment before printing this email

**From:** MA GEPTbranch <ma.geptbranch@gov.ab.ca>

**Sent:** Thursday, October 9, 2025 3:05:30 PM

**Subject:** Opportunity to meet with Grant Staff at Alberta Municipalities 2025 Fall Convention

Dear Chief Administrative Officer:

Municipal Affairs grant program staff will be on location in Calgary at the Alberta Municipalities 2025 Fall Convention for one-on-one, 20-minute private meetings on Thursday November 13th from 9:00 a.m. to 4:00 p.m.

These meetings are intended for administrative officers and staff since the objective is to discuss topics that are programmatic and administrative in nature. Topics to consider may include program specific questions (e.g., Local Government Fiscal Framework, Canada Community-Building Fund, Alberta Community Partnership), project reporting, eligibility, and amendments, or questions related to assessment and audit or the *Provincial Priorities Act*.

If you wish to arrange a meeting with a member of the Municipal Affairs grant staff, please complete [this short form](#) by October 31, 2025, and a Grants and Education Property Tax branch staff member will contact you to confirm your appointment time and the meeting location. Meetings will be scheduled on a first come, first served basis.

Sincerely,

Susan McFarlane  
Director, Operating Programs and Special Initiatives  
Grants and Education Property Tax Branch  
Alberta Municipal Affairs

Classification: Protected A

**Date:** October 6, 2025

**To:** Jackie Armstrong-Homeniuk, MLA, Fort Saskatchewan-Vegreville  
Leonard Ewanishan, Mayor, Town of Two Hills  
Murray Phillips, Reeve, County of Two Hills  
Lorna Redcrow, Saddle Lake Cree Nation Health Director  
Brenda Bull, Treaty 6 First Nations of Alberta Health Director

**From:** Dr. Jaco Hoffman Central Zone Medical Director  
Jordanna Lambert, Interim Central Zone Chief Zone Officer

**CC:** Valerie Thompson, Area Director, Acute Care Northeast  
Tammy Tarkowski, Site Manager, Two Hills Health Centre  
Sara Webster, Senior Consultant, Virtual Health

**RE:** Launch of the Virtual Emergency Physician program in Two Hills

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As part of our ongoing efforts to minimize disruption to the Emergency Department (ED) at the Two Hills Health Centre, Alberta Health Services (AHS) is expanding a temporary project to the site this month.

The new **Virtual Emergency Physician** program will use an experienced Alberta ED physician to remotely support the ED at the Two Hills Health Centre during times when on-site physician support is not available.

During ED service disruptions, nursing staff can connect with an AHS physician by telephone or videoconference for ED patients with urgent, but not life-threatening issues. When a provider is available to deliver the Virtual Emergency Physician program, an off-site physician will collaborate virtually with local staff, speak with patients, order tests and medications, and transfer, admit or discharge patients.

### Information Session

We invite you to learn more about the Virtual Emergency Physician program, how it will work at the Two Hills Health Centre and how it will support patient care by joining us:

- **Date:** Thursday, October 16
- **Time:** 3 p.m. to 4 p.m.
- **Meeting registration link:** [Two Hills-community session](#)

A summary of the program will be provided for those unable to attend, and we are here to answer any questions you may have as we implement this temporary measure.

AHS continues to actively recruit physicians for Two Hills to supply in-person emergency department support. Implementing the Virtual Emergency Physician program will not impact those continued efforts. On-site physician coverage remains AHS' priority and preferred approach.

Thank you.

**From:** Two Hills Administration <info@townoftwohills.com>

**Sent:** October 10, 2025 09:06

**To:** Halabut, Rechelle <rechelle.halabut@atco.com>

**Cc:** Rewuski, Courtney <courtney.rewuski@atco.com>; Terry Stefiuk <pw@townoftwohills.com>; Adam Kozakiewicz <cao@townoftwohills.com>

**Subject:** Re: ATCO Electric - 1109187 Vegreville Grid Modernization - Project Notification

Good day,

I believe we should just require the following (mainly for the ability to inform all parties, if affected).

1. At least 3 days - 1 week's notification of prior to project
2. Public works' Terry Stefiuk or counterpart to be present or aware of the commencing of project - to be in notification pending construction around Town Utilities and such else.
3. Notice of any power disruptions with affected locations.

Thank you,

Trinity

Town of Two Hills

**From:** Halabut, Rechelle <rechelle.halabut@atco.com>

**Sent:** Thursday, October 9, 2025 1:10 PM

**To:** Two Hills Administration <info@townoftwohills.com>

**Cc:** Rewuski, Courtney <courtney.rewuski@atco.com>

**Subject:** ATCO Electric - 1109187 Vegreville Grid Modernization - Project Notification

Good Afternoon,

ATCO Electric Ltd. will be modernizing the electrical distribution grid within the Town of Two Hills as part of the 1109187 Vegreville Grid Modernization ("the Project"). The Project will include replacing existing gang switches with remotely operated "Diamondback" switches. Please see the attachment for locations.

Work is proposed to commence this month.

Please let me know if the Town of Two Hills has any concerns.

Thank you,

**Rechelle Halabut, M.Sc., P.Geo., P.Ag.** (she/her)

Supervisor, Land Planning

ATCO Electric

**C.** 587 590 1693

**A.** 10035 105 Street, Edmonton, AB, Canada, T5J 1C8



[ATCO.com](https://www.atco.com) [LinkedIn](#) [Facebook](#) [Instagram](#) [Twitter](#)

# LOCATION 8

## NE31 54-12W4

S51  
5

55 Ave

3MR

3MR

211350  
50/3-2002  
N52  
G10

HWY 45

S124610

47.6

OVR

211446  
45/3-2002  
N12  
N95  
E30

83.9

5L42: 3 x #4 ACSR  
1 x #2 Neutral

211447  
40/4-2002  
N52  
G10

22

18

5101-

5101-  
2999

5L42: 3 x 1/0 A  
1 x #2 Ne

55 Ave

211333  
40/4-1980  
R180  
R170  
X420  
X41B  
E12  
N0C

**Construction notes:**  
-Re-use and relocate S124610 OVR to STR801  
and use switch number S149171.  
-salvage S9395 Gang Switch.

**Operations Southern Region**  
304, 4920 51 St.  
Provincial Bldg.  
Red Deer, Alberta T4N 6K8  
Canada  
Telephone: 403-340-7052  
[www.alberta.ca](http://www.alberta.ca)

October 3, 2025

Registration:00311562

Two Hills Waterworks System  
Box 630  
Two Hills, AB T0B 4K0

**Re: Two Hills (#00311562) Waterworks System Inspection Report**

Environment and Protected Areas conducted an inspection of the Two Hills waterworks system on September 17, 2025. This letter and attached Inspection Report are to advise you of the results. The inspection was conducted to assess compliance with the requirements of your approval/registration, under the authority of the Environmental Protection and Enhancement Act, associated Regulations and Codes of Practices. The inspection was conducted with waterworks operator Simon Patterson and Barry Cherniwchan.

The inspection is divided into Health, Operational and Administrative Risk Assessment sections. Each section is scored independently and requires every question to score a 3 or higher to pass. Each question is based on a rating between one and four with one being the lowest rating and four being the highest. A rating of either a one or two on any question will assess a risk for that section.

This letter and attached Inspection Report are to advise you of the results. No deficiencies were identified during the inspection that would be considered a contravention. A copy of the inspection report is attached for your records. Ensure the comment sections are reviewed, as they will assist the registration holder in remaining in compliance.

Ensure the results of this inspection are shared with all operators of the waterworks system.

You should take all necessary steps to comply with all terms and conditions of your registration. Should you have any questions, please contact me at (403) 340-7746 or [nicole.lundberg@gov.ab.ca](mailto:nicole.lundberg@gov.ab.ca)

Regards,

Nicole Lundberg  
Environmental Protection Officer, Inspector  
Alberta Environment and Protected Areas

Enclosure

cc: Win Tun, Drinking Water Operations Specialist, Alberta Environment and Protected Areas  
Shirin Shafaei, Approvals Engineer, Alberta Environment and Protected Area

## EPA Waterworks RBI

Health Risk: **PASS**

Operational Risk: **PASS**

Administrative Risk: **PASS**

**Water Works System Name:**

Two Hills Waterworks System

**Authorization #:**

311562

**Approval Holder:**

Town of Two Hills

**Approval Expiry Date:**

**Plant Class Type:**

Distribution System

**Plant Classification Level:**

Water Treatment: N/A

Water Distribution: WD Level 1

### FACILITY

**Mailing Address:**

Box 630

**Email Address:**

countywater@thcounty.ab.ca

**Town:**

Town of Two Hills

**Province:**

AB

**Postal Code:**

T0B4K0

**Facility Contact Number:**

780-957-3395

**Emergency Contact Number:**

780-603-3328

**Facility Location GPS:**

Latitude:

Longitude:

**Diversion Location GPS:**

Latitude:

Longitude:

**Water Diversion License No:**

**Source:**

Alberta Central East Regional Line

**Population Served:**

1450

**Daily Peak Flows (m3):**

**Daily Average Flows (m3):**

**Number of Connections:**

639

### OPERATOR AND INSPECTOR

**Operator's Certification Level: (Interviewed Only)**

**Operator's Name:**

Barry Cherniwchan and Simon  
Patterson

**Operator Contact Information:**

780.603.3328

**Operator Company Name:**

County of Two Hills

**Operator Treatment Certification  
Level:**

WT Level 2

**Water Distribution Certification Level:**

WD Level 2

**Inspector's Name:**

Nicole.Lundberg

**Facility District:**

Red Deer

**Date and Time of Inspection:**

9/17/2025 10:00 AM

**Date of Previous Inspection/Audit:**

9/1/2020

**Year Data Reviewed:**

2025

## GENERAL CONDITIONS

- A. Are there any Short-Term Approval Conditions? No
- B. What are the Short Term Approval Condition required due dates?
- C. Have these Short Term Approval Conditions been achieved?
- D. Have there been any changes to the waterworks system since the last AEP inspection?

## INSPECTION SUMMARY COMMENTS

### Health Risk Assessment

1. Are chlorine residual and contact time (CT) ratio requirements met entering the distribution system at the point where CT is calculated? This question applies to all waterworks facilities that have chlorine residual and contact time limits (for either Giardia and/or viruses) specified in their authorization.

- ☐ N/A
- ☐ 1. Unreported failure to achieve authorization limits.
- ☐ 2. Reported failure to achieve authorization limit but appropriate follow up actions were not taken by the operator(s).
- ☐ 3. Meets authorization limits at all times or if a contravention was reported the incident response resolved the issue.
- ☒ 4. Meets chlorine residuals at or below 2.0mg/L as per "Guidelines for Canadian Drinking Water Quality: Guideline Technical Document" chlorine.

September 17, 2025 Cl Free: 1.03 mg/l

January 2024 - December 2024: Cl Free 0.30 - 1.90 mg/L

2. Are treated water turbidity limits and cumulative minutes met after each filter train upstream of the clearwell?

- ☒ N/A
- ☐ 1. Unreported failure to achieve authorization limits.
- ☐ 2. Reported failure to achieve authorization limit but appropriate follow up actions were not taken by the operator(s).

- ☐ 3. Meets authorization limits for the monitoring required or if a turbidity contravention is reported the incident response resolved the issue.
- ☐ 4. Waterworks system has been upgraded to include either filter shutdowns, filter to waste cycles or filter backwash which are programed to automatically occur before any turbidity limit exceedances can result. Alarms to alert the certified operator(s) are in place and system shutdowns are tested annually to ensure they are functioning. Waterworks system also did not exceed the authorization limit triggering cumulative minute monitoring.

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3. Are UV disinfection authorization requirements met (typically includes UV reactor flow limits, UV transmittance (%T) limits and UV dose limits)?

- ☒ N/A
- ☐ 1. Unreported failure to achieve authorization limits.
- ☐ 2. Reported failure to achieve authorization limit and appropriate follow-up actions were not taken by the operator(s) to resolve the issue.
- ☐ 3. Meets authorization limits at all times or if a contravention was reported the incident response resolved the issue.
- ☐ 4. Meets authorization limits at all times and the waterworks has not utilized the 1% in a month or 2% in a day for all UV parameters. The waterworks system has alarms and shutdowns in place to prevent any improperly UV disinfected water from entering the clearwell/distribution system.

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4. Is the operator's certification (includes back-up operators) appropriate for the facilities authorization?

- ☐ N/A
- ☐ 1. Operator(s) is under certified with no supervision (or back-up) by an appropriately certified operator.
- ☐ 2. Operator(s) is under certified and is working under the remote supervision of an appropriately certified operator(s) but does not meet the requirements of the 'Waterworks Systems Attendance' section of the Water and Wastewater Operators Certification Guidelines.
- ☐ 3. Certified Operator(s) in charge is certified to the level of the facility and meets the requirements of the 'Waterworks Systems Attendance' section of the Water and Wastewater Operators' Certification Guidelines. Attending Operator(s) can be under certified but working under the direction of a certified operator(s) in charge.
- ☒ 4. For each level of certified operator(s) required by the authorization an equivalent number of certified operators must be available as back up.

Simon Patterson #5765 WT2 WD2 exp. December 31, 2028  
Barry Cherniwchan #1204 WTNA WD1 exp. December 31, 2028  
Murray Tupechka Uncertified  
Terry Stefiuk Uncertified

5. Are chlorine residual (secondary disinfection in the distribution system) limits met?

- ☐ N/A
- ☐ 1. Unreported failure to achieve authorization limit.
- ☐ 2. Reported failure to achieve authorization limit but appropriate follow up actions were not taken by the operator(s).
- ☐ 3. Meets authorization limits at all times or if a contravention was reported the incident response resolved the issue.
- ☒ 4. Meets chlorine residuals at or below 2.0mg/L as per "Guidelines for Canadian Drinking Water Quality: Guideline Technical Document" chlorine or below 3.0mg/L total chlorine.

September 17, 2025: 0.94 mg/l Total at the Mexican Store.  
January 2024 - December 2024: 0.37 - 1.49 mg/l Cl Total

6. Are the total coliforms and E. coli (TC/EC) limits set in the authorization being met?

☐ N/A

☐ 1. Bacteriological sample results have shown the presence of TC/EC and no further follow-up actions were taken.

☐ 2. Bacteriological sample results have shown the presence of TC/EC and the authorization holder did not follow the Communication And Action Protocol For Failed Bacteriological Results In Drinking Water when dealing with unsatisfactory initial sample results or resamples have shown the presence of TC/EC.

☐ 3. All bacteriological samples collected were absent for TC/EC or if any samples were present for TC/EC the Communication And Action Protocol For Failed Bacteriological Results In Drinking Water was followed and all resample results were absent for TC/EC.

☒ 4. All bacteriological sampling were absent for TC/EC and no resamples were required.

Between six (6) and nine (9) BacT samples are collected each month. The minimum requirement of BacT samples per month is four (4) as per Table 5-2 of the COP, as the approved distribution line for Two Hills is 20.8 km.

7. Were emergency situations (such as failure to meet chlorine/ozone residual limits, contact times, ultra violet disinfection limits, membrane log reduction credits, turbidity limits, bacteriological quality requirements, loss of positive pressure, etc.) dealt with as required by the authorization or legislation? Definition: an emergency is defined as a situation where one or more of the treatment or disinfection barriers (coagulation, filtration, chlorine, ozone or UV) fail, an exceedance of the treated water quality limits specified in the approval/COP or an issue in the water distribution system that has or may impact potable water quality (i.e. reservoir contamination, major or uncontrolled loss of pressure or possible contamination of water supply). This includes when a Boil Water Advisory or Water Use Advisory has been issued by Alberta Health Services.

☐ N/A

☐ 1. Operators did not recognize emergency situations where action was mandated or failed to take the appropriate actions necessary to address emergency situations.

☐ 2. Some emergency actions taken, but not as required or within the appropriate timelines.

☒ 3. Appropriate emergency actions taken as required and reported in a complete and timely manner.

☐ 4. No emergency actions were necessary or where emergency actions were required the Drinking Water Safety Plan and Operations Program were reviewed and/or revised to reflect the lessons learned from the emergency.

January 2024 - Water main break

March 2024 - Potable Water Main Break

May 2024 - Two Potable water breaks

August 2024 - Potable Water Main Break

February 2025 - potable water main break

April 2025 - Two Potable Water Main Breaks and a Impact to Chlorine in Drinking Water

Appropriate measures were taken to eliminate and/or reduce the health risk.

8. Does treated water meet the limits for "Guidelines for Canadian Drinking Water Quality" (GCDWQ) based on the sampling required for the facility?

- ☐ N/A
- ☐ 1. One or more parameters exceed the Maximum Acceptable Concentration (MAC) or all MAC sampling data is incomplete.
- ☐ 2. All MAC requirements were met except disinfection by-products or some of the above parameters were missed.
- ☒ 3. All MAC requirements are met for the parameters required to be tested or if a MAC exceedance occurs the appropriate remedial actions were taken to deal with the exceedance.
- ☐ 4. All MAC and Aesthetic Objective (AO) requirements are met. (Note: For a water distribution system to achieve a (4) rating additional sampling is required by the registration holder or the most recent sample results from their treated water supplier are to be obtained and provided to EPA).

As per Section 5.1.6.1(b) of the COP, THMs are required to be sampled in the SUMMER and WINTER each year. Where concentrations in all samples are less than the applicable MAC (0.100 mg/l) the previous sampling event, sampling can be reduced to summer and winter every three years.

THMs were last sampled in June 2025 and are scheduled to be sampled in December 2025. THMs are required to be sampled next in December 2025, then in 2028, summer (June, July, August) and winter (December, January, February).

Lead is sampled annually as per the COP and was last sampled in June 2025, all concentrations have been within applicable Guidelines.

9. Have all health risk contraventions been reported as required?

- ☐ N/A
- ☐ 1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.
- ☐ 2. Contraventions reported but not as required (i.e. late reporting of contravention(s) or written reports not submitted or completed as required).
- ☒ 3. Contraventions reported immediately with complete written reports that resulted in the resolution of the health

risk or no health risk contraventions occurred.

- ☐ 4. In addition to the requirements of point 3 above, health risk contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

**HEALTH RISK ASSESSMENT: PASS**

### Operational Risk Assessment

10. Is the monitoring equipment (portable, bench top, and continuous on-line meters) used to verify compliance properly maintained and calibrated? If continuous UV disinfection is being used, is there a plan to deal with UV sensor(maintenance/calibration)? Definition: a qualified person is an instrumentation technician, a representative of the manufacturer of the instrument(s) or an operator certified to the level of the waterworks.

- ☐ N/A
- ☐ 1. Equipment maintenance, calibration or accuracy checks are not being completed.
- ☐ 2. Some equipment maintenance, calibration or accuracy checks being completed but supporting documentation is incomplete or unavailable.
- ☒ 3. Annual calibration on meters utilized for compliance monitoring have been completed by a qualified person with supporting documentation available and monthly verification checks (i.e. using primary or secondary standards) and accuracy checks (i.e. handheld/continuous comparisons) are completed with supporting documentation.
- ☐ 4. In addition to the requirements of point 3 above, verification checks (i.e. using primary or secondary standards) and accuracy checks (i.e. handheld/continuous comparisons) are performed on a weekly basis and supporting documents are available. The UV reference sensor is calibrated as per manufactures recommendations.

Calibrations were completed as required with certificates readily available in May 2025 by Hack for the handheld and June 2025 by Capital H2O for the wall analyzer, in order to ensure accuracy calibrations are required to be conducted as per the manufacture standards.

Secondary gel standards expire in September 2025 and were on order at the time of inspection. Gel standards are used for monthly for accuracy verification.

11. Is the data being submitted to EPA being reviewed/validated as per the authorization? All continuous monitoring equipment including turbidity, chlorine meter readings, flow rates, volumes, UV Intensity/dose and transmittance readings, etc., must be validated to ensure that the data results reflect the actual quality of the water being sampled. Examples of erroneous data results are when air bubbles in the turbidity meter affect the readings or when reduced/increased sample flow through the chlorine residual analyzer or turbidity meter changes the readings. A data validation program should also include an established protocol to compare continuous analyzer results with those of another representative sample and with tolerance limits established for how far apart the comparison readings shall be. Examples where comparable grab sample results are easily attainable include chlorine residuals, filter turbidity and UVT transmittance.

- ☐ N/A
- ☐ 1. Operator(s) are not doing any data review or validation.
- ☐ 2. Operator(s) are doing some data review or validation but data errors were submitted in the annual report, e-reporting, etc.
- ☒ 3. Operator(s) have reviewed and validated all data submitted to EPA in annual report and e-reporting site.
- ☐ 4. In addition to the requirements of point 3 above, operator(s) have a documented data validation or data review program in place and all operators are following that program.

12. Were treated water sample(s) taken as required, for all listed parameters at the required frequency and location and analyzed by a lab that is accredited to ISO/IEC 17025 standard for the parameters (accrediting bodies are CALA (Canadian Association for Laboratory Accreditation) or Standards Council of Canada)?

- ☐ N/A
- ☐ 1. Samples were not taken.
- ☐ 2. Samples were taken but did not meet the frequency requirements, the required authorization sample location or include all the required parameters.
- ☒ 3. All samples were taken at the frequency and location required by the authorization. Samples were analyzed for the required parameters by an accredited lab and analytical results were reviewed/understood by the approval holder with any exceedance of the Maximum Acceptable Concentration values immediately reported to EPA.
- ☐ 4. In addition to the requirements of point 3 above, all applicable parameters with maximum acceptable concentrations (MAC) and aesthetic objectives (AO) are being trended to show if water quality is changing over time (To show if any of the parameters tested are increasing/decreasing from historical values).

13. Are treated water UV disinfection monitoring requirements being met?

- ☒ N/A
- ☐ 1. UV disinfection monitoring not conducted.
- ☐ 2. Some UV disinfection monitoring conducted but not as required by the authorization. Reported failure to meet UV disinfection monitoring requirements and appropriate follow up actions were not taken (reason for missed monitoring root cause has not been corrected).
- ☐ 3. Required UV disinfection monitoring conducted as described in the authorization.
- ☐ 4. Continuous UV disinfection monitoring with data recording, limit alarms, system shut-downs in place to notify the operator(s) when limits are not met.

14. Are monitoring requirements met for filtered turbidity and cumulative minutes (entering clearwell reservoir)?

- ☒ N/A
- ☐ 1. Filtered turbidity monitoring not conducted.
- ☐ 2. Some filter turbidity monitoring conducted but not as required by the authorization. Failure of the continuous turbidity monitoring system so that water production occurred with limited turbidity monitoring (i.e grab samples).
- ☐ 3. Continuous turbidity monitoring and cumulative minute monitoring meets the requirements of the authorization.
- ☐ 4. Individual filter continuous monitoring with data recording, limit alarms and system shut-downs in place to notify the operator(s) when limits are not met.

15. Are treated water chlorine residual monitoring (entering distribution system at the point where CT's have been achieved) authorization requirements met?

- ☐ N/A
- ☐ 1. Chlorine residual monitoring not conducted.
- ☐ 2. Some chlorine residual monitoring conducted but not with adequate frequency.
- ☒ 3. Continuous chlorine residual monitoring conducted or meets authorization requirements.
- ☐ 4. Continuous chlorine residual monitoring is conducted with data trending, limit alarms and operator call-outs in place to notify the operator when limits are not met.

Continuous monitoring is in place with data trending, alarms, callouts and shutdowns in place.

16. Are treated water chlorine residual monitoring (in the distribution system) authorization requirements met?

- ☐ N/A
- ☐ 1. Chlorine residual monitoring frequency not met.
- ☐ 2. Some distribution system chlorine residual monitoring is conducted but does not meet the authorization sampling frequency and/or samples not being taken at random locations throughout the distribution system.
- ☒ 3. Required authorization distribution system chlorine residual monitoring conducted at random locations throughout the distribution system.
- ☐ 4. Additional daily distribution system chlorine residual monitoring is routinely conducted, with excellent representative coverage of the entire system. Definition: additional daily monitoring means that chlorine residuals are monitored, one or more days, per week than what is required by the authorization.

Chlorine residuals are to be monitored when BacTs are collected Table 5-2 (a) and continuous monitoring (every 5 mins) Table 5-2 (c), recording the min daily value OR three (3) days per week Table 5-2(b).

(a) Chlorine residuals are monitored when BacTs are collected,

(b) Chlorine residuals are monitored five (5) days per week at random locations throughout the distribution system, and

(c) Chlorine residuals are monitored via continuous monitoring.

Online continuous monitoring and call out alarms are in place and are they managed by the Town of Three Hills.  
Low chlorine alarm 0.50 mg/l low reservoir level 2.2 m

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17. Are limits and monitoring requirements being met for fluoride, manganese, iron, pH, or any other additional monitoring required in the authorization?

- ☒ N/A
- ☐ 1. No monitoring conducted and/or unreported authorization limit failure occurred.
- ☐ 2. Some monitoring conducted but not with adequate frequency and/or if a reported authorization limit failure occurred the incident response failed to resolve the issue.
- ☐ 3. All authorization monitoring conducted and limits met or if a contravention is reported the incident response resolved the issue.
- ☐ 4. In addition to the requirements of point 3 above, the authorization holder is sending samples to an accredited lab for comparison analysis and if adding or removing fluoride has optimized fluoride levels between 0.6 mg/L and 0.8 mg/L.

18. Is the monitoring frequency (based on the most current population) being met for treated water bacteriological sampling in the distribution system as specified by the authorization and the "Guidelines for Canadian Drinking Water Quality (GCDWQ)?

- ☐ N/A
- ☐ 1. Bacteriological monitoring not conducted.
- ☐ 2. Some bacteriological monitoring conducted but does not meet the authorization, the GCDWQ, the Potable Water Regulation for sampling frequency and/or samples not being taken at random locations throughout the distribution system.
- ☒ 3. Bacteriological monitoring conducted in the distribution system consists of evenly spaced samples collected throughout the distribution system as specified over the required monitoring period. All bacteriological samples are collected and submitted properly with no repeat samples required as a result of operator sampling errors.
- ☐ 4. In addition to the requirements of point 3 above, additional monthly bacteriological monitoring is conducted in each month of the year in the distribution system, in conjunction with chlorine residual and turbidity monitoring. Re-samples and samples collected after repairs have been made in the distribution system are not counted for the

purposes of additional compliance monitoring. The system operator is following the Bacteriological Quality Monitoring Plan as set out in their Operations Program (i.e. where, when and how to sample).

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19. Are the chemicals used at the water treatment plant (includes both direct and indirect additives) listed and used as specified by NSF Standard 60, or otherwise authorized by the Director.?

☒ N/A

☐ 1. Not all of the chemicals used at the facility are listed in the ANSI/NSF Standard and/or the operator is not aware of this requirement.

☐ 2. All of the chemicals used at the facility are authorized, but the chemical feed dosage exceeds the dosage specified as the Maximum Use Limit (specified in NSF Standard 60) or the limits set out in a Letter of Authorization (LOA) issued by the Director.

☐ 3. All of the chemicals used at the facility are authorized and the chemical feed dosages do not exceed the dosage specified as the Maximum Use Limit (MUL) or the LOA limits.

☐ 4. In addition to the requirements of point 3 above, all chemicals are stored properly with spills immediately cleaned up, secondary containment in place around the chemical storage area and current SDS records are kept on site. Operator(s) is aware of the Maximum Use Limits for all the chemicals added to the water supply.

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20. Are waste streams that are being released from the waterworks system meeting the authorization requirements. In addition to the approval waste stream requirements other waste streams may include on-line analyzers, back-wash water, filter to waste, sanitary waste, etc)?

☐ N/A

☐ 1. All waste streams being released from the water plant do not meet authorization requirements.

☐ 2. Some waste streams being released from the water plant do not meet the authorization requirements.

- ☒ 3. All waste streams being released from the water plant meet the authorization requirements.
- ☐ 4. Waste streams are being recycled/reused or being sent to an authorized waste water treatment facility.

Wastewater is sent to the sanitary system which meets the COP requirement.

There is no recycling of waste streams at this time.

21. Are water volumes measured?

- ☐ N/A
- ☐ 1. No measuring of water volumes.
- ☐ 2. Some water volumes measured but not as required by the authorization.
- ☐ 3. Water volume measured as required by the authorization.
- ☒ 4. Water volumes measured, including backwash/filter to waste volumes (or calculated) and a full water distribution system metering program is in place. A water audit is conducted and a program is in place to address water losses that occur throughout the waterworks system.

Influent and effluent water are metered and documented. All businesses and residences are metered and there is a balancing program in place.

22. Does raw water infrastructure (wells, pumps, intakes, raw water ponds, etc) have protection measures in place and being maintained or inspected? (Examples of protection measures may include fencing, shelter, locks, barricades, security systems). (Examples of maintenance or inspections of raw water infrastructure include - a documented maintenance program is in place, documented schedule for inspection or cleaning of infrastructure/equipment).

- ☐ N/A
- ☐ 1. Raw water infrastructure does not have protection measures or no records indicating maintenance or inspection have occurred.
- ☐ 2. Raw water infrastructure has insufficient protection measures or has an irregular maintenance or inspection program in place.
- ☒ 3. Raw water infrastructure has sufficient protection measures in place with a regular documented maintenance or inspection program to identify and address risks.

- ☐ 4. In addition to the requirements of point 3 above, a documented preventative maintenance program is in place and any risks are being addressed.

Reservoirs have not been inspected or cleaned since they were constructed in 2012. It is highly recommended to have the reservoirs inspected as soon as possible. Additionally, it is recommended to have reservoirs inspected at a minimum of every five (5) years.

23. Have preventative maintenance measures been established in the distribution system and treated water reservoir(s) to minimize adverse effects to water quality? Preventative maintenance program includes: a protocol that outlines when/how valves are to be exercised (annual exercising is recommended), a protocol for the scouring of water mains by high velocity unidirectional flushing, pigging of water mains or by other means, inspection/cleaning of clearwells/reservoirs, installation/inspection of backflow preventers (EPA Standards require backflow preventers at the entry into the waterworks system or at a truck fill station), a cross connection control program, a protocol for the return to service of a water main that has been repaired or for a newly installed water main.

- ☐ N/A
- ☐ 1. No scheduled maintenance program (valve exercising, water main flushing, treated water reservoir inspection) for the distribution system and treated water reservoir(s). Backflow preventers or air gaps are not installed on truck fill.
- ☐ 2. Distribution system and treated water reservoir maintenance program developed but cannot provide evidence it is being carried out or the system has had water main breaks occur each year resulting in a widespread loss of positive pressure and interruption of key water services.
- ☒ 3. Distribution system and treated water reservoir maintenance program in place with evidence supporting that it is being carried out. Cross connection (connections with a wastewater system, a storm water system or another unapproved waterworks system) have been identified and actions are being taken to minimize the risk(s). Return to service protocol in place for new and repaired water mains and evidence it is being followed.
- ☐ 4. A full preventative maintenance program is in place that includes the requirements of point 3 as well as the completion of the following: a documented uni-directional flushing program, water valves to isolate water lines for repairs are located and exercised to ensure they are operational, documentation of a water main and valve replacement schedule and future life expectancy is completed. The water distribution system infrastructure has the ability to maintain service to the rest of the community, and minimize disruption to consumers, while repairs are conducted on isolated sections (i.e. looped water lines to allow water to be distributed from multiple directions).

An annual valve exercising and hydrant flushing program is in place.

Installation/inspection of backflow preventers are located at the entry into the waterworks system and at the truck fill station.

A cross-connection control program includes that wastewater and drinking water lines are located on opposite sides of the

street.

A return to service protocol for water mains that has been repaired or have been newly installed is in place. New water mains have recently been installed.

24. Have all operational risk contraventions been reported as required?

- ☐ N/A
- ☐ 1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.
- ☐ 2. Contraventions reported but not as required (i.e. late reporting of contravention(s) or written reports not submitted or completed as required).
- ☒ 3. Contraventions reported immediately with complete written reports that resulted in the resolution of the risk or no operational risk contraventions occurred.
- ☐ 4. In addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

## OPERATIONAL RISK ASSESSMENT: **PASS**

### Administrative Risk Assessment

25. Do operator(s) demonstrate awareness of applicable legislation as required in the operators' Code of Conduct (Authorization under the Code of Practice, the Potable Water Regulations (PWR) and EPA Standards and Guidelines?

- ☐ N/A
- ☐ 1. Authorization, PWR and Standards not immediately available and operator cannot demonstrate awareness of requirements.
- ☐ 2. Authorization, PWR and Standards are available, however operator is not aware of the requirements.
- ☒ 3. Authorization, PWR and Standards documents were available at the time of inspection and the operator is aware and following the requirements.
- ☐ 4. In addition to the requirements of (3) above, operators have completed and documented a review of the authorization, PWR and Standards on an annual basis.

Operators have good awareness of the COP and applicable legislation.

The COP, Standards and guidelines, Failed BacT protocol and Potable Water Regulation are readily available at the plant.

26. Were reports (monthly and annual) properly compiled, retained and submitted according to the authorization?

- ☐ N/A
- ☐ 1. No reports and no records are available.
- ☐ 2. Reports and records do not include all required information; either the monthly or annual report was incomplete. Required monthly e-reporting not completed.
- ☒ 3. Complete reports available as required. This includes the electronic submission of annual reports to the correct district address as specified by the EPA Report Submission Guidelines and if applicable monthly data is being submitted electronically to the EPA drinking water quality website.
- ☐ 4. In addition to all the requirements of (3) above, the annual report includes: a cover page, the name and approval/registration number of the waterworks facility, a list of all the operators currently working (or had worked) at the waterworks in that year, the date the annual report was submitted to EPA, the date(s) when the DWSP and operations program was updated and the signature of person in charge of the waterworks system.

Annual and online monthly e-reporting is up to date.

27. Is the Operations Program completed as per the authorization.

- ☐ N/A
- ☐ 1. Operations program not available.
- ☐ 2. Operations program available but not completed.
- ☒ 3. Operations program completed, updated as required by the authorization and available for review.
- ☐ 4. Operators complete annual reviews with sign off and are following the requirements of the operations program. If applicable, operators are reviewing the operations program

when incidents occur and are making updates to the document as necessary.

The Operation manual was completed in August 2022. A sign off sheet is included in the binder to document reviews and updates.

28. Does the Drinking Water Safety Plan meet the requirements of the authorization?

- ☐ N/A
- ☐ 1. Drinking Water Safety Plan not available for review.
- ☐ 2. Drinking Water Safety Plan available for review but not meeting all the requirements of the authorization.
- ☒ 3. Drinking water Safety Plan available for review and is being maintained and updated in response to any identified risk(s) and/or changes in the drinking water system.
- ☐ 4. Drinking Water Safety Plan is being reviewed at minimum once per year by the authorization holder and/or key identified personnel with documented sign off. Actions have been taken to address one or more key risks that have been identified (if applicable).

The DWSP manual was completed in August 2022 and is part of the operations program, a sign off sheet to the binder to document reviews and updates.

29. For authorizations with upgrading requirements only - has the authorization holder completed the upgrade, or portions of the upgrade, in accordance with the authorization and met the deadlines set out by the authorization?

- ☒ N/A
- ☐ 1. Authorization holder has not started the upgrade.
- ☐ 2. Authorization holder has started the upgrade but has not completed it and has not received authorization for an extension.
- ☐ 3. Authorization holder has completed the upgrade or is in progress of completing the upgrade as required by the authorization.
- ☐ 4. Authorization holder has completed the upgrade and the upgraded portions are running as part of the plant and has been included in the operations program and the drinking water safety plan.

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30. Have all administrative risk contraventions been reported as required?

- ☐ N/A
- ☐ 1. Have had unreported contraventions or operator(s) failed to notice when contraventions occurred that should have been reported.
- ☐ 2. Contraventions reported but not as required (i.e. late reporting of contravention(s) or written reports not submitted or completed as required)
- ☒ 3. Contraventions reported immediately with complete written reports that resulted in the resolution of the risk or no administrative risk contraventions occurred.
- ☐ 4. In addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

**ADMINISTRATIVE RISK ASSESSMENT: PASS**



## **Correspondence Listing**

October 14, 2025

- a) Canada Post Review
- b) SAC Treasurer Report
- c) SAC Financial Statement
- d) Two Hills Ag Society Christmas Banquet Invitation
- f) Banquet Entertainment Flyer - Chris Funk
- g) Two hills Ag Society Donation Request - Christmas Party
- h) Natural Resources Conservation Board Annual Report 2024-2025

SEP 24 2025

RECEIVED

**Federal Government Plan: Canada Post Corporation Review**

**WHEREAS** the Federal Government has announced a planned Canada Post Corporation Review from October 1, 2025 to March 31, 2026 as follows:

*Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.<sup>1</sup>*

**WHEREAS** the current plan does not ensure that there will be any public consultation or engagement with all stakeholders, and the process and terms of reference for the mandate review have yet to be announced.

**WHEREAS** the recent Industrial Inquiry Commission report recommended service cuts in the form of post office closures and the reintroduction of the community mailbox conversion plans of the last Federal Conservative government.

**WHEREAS** it will be crucial for the mandate review to hear the views from municipalities on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, home mail delivery, parcel delivery, keeping daily delivery, improving postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure that good jobs stay in their communities and that Canada Post can remain financially self-sustaining.

**THEREFORE, BE IT RESOLVED** that (name of municipality) formally writes the Minister of Government Transformation, Public Works and Procurement, Joël Lightbound, to demand that no mandate review takes place until Canada Post returns to stabilized operations, until the full impact of the stamp price increase is realized, and until parcel volumes reflect sectoral demand.

**THEREFORE, BE IT RESOLVED** that (name of municipality) will include in its letter to Minister Lightbound that any review of Canada Post and the Canadian Postal Service Charter must be done through a full and thorough transparent public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

**THEREFORE, BE IT RESOLVED** that (name of municipality) will make a written submission and/or participate in hearings to provide input in the upcoming mandate review of Canada Post.

---

<sup>1</sup> Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

## MAILING INFORMATION

- 1) Please send your resolution to the Minister responsible for Canada Post, and your Member of Parliament:

- Joël Lightbound, Federal Minister of Government Transformation, Public Works and Procurement, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

- 2) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario, K1N 5P3



# **Denise Napier Professional Corporation**

Chartered Professional Accountant  
Box 5288, Bonnyville, AB T9N 2G4  
Telephone - 780-812-2414  
e-mail – halfmiletowater@gmail.com

## COMPILATION ENGAGEMENT REPORT

To the Management of the Two Hills Sports Activity Council

On the basis of information provided by management, I have compiled the statement of financial position of the Two Hills Sports Activity Council as at August 31, 2024, the statements of operations and the statement of changes in net assets for the year then ended and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Bonnyville, Alberta  
November 18, 2024

*Denise Napier Professional Corp.*

CHARTERED PROFESSIONAL ACCOUNTANT

TWO HILLS SPORTS ACTIVITY COUNCIL

STATEMENT OF FINANCIAL POSITION

AUGUST 31, 2024

ASSETS

|                     | <u>General<br/>Fund</u> | <u>Restricted<br/>Fund</u> | <u>2024<br/>Total</u> | <u>2023<br/>Total</u> |
|---------------------|-------------------------|----------------------------|-----------------------|-----------------------|
| Current assets      |                         |                            |                       |                       |
| Cash                | \$ 40,109               | 1,001                      | 41,110                | 44,962                |
| Accounts receivable | <u>63,594</u>           | <u>-</u>                   | <u>63,594</u>         | <u>53,334</u>         |
| Total assets        | <u>\$ 103,703</u>       | <u>1,001</u>               | <u>104,704</u>        | <u>98,296</u>         |

LIABILITIES

|                     |               |          |               |              |
|---------------------|---------------|----------|---------------|--------------|
| Current liabilities |               |          |               |              |
| Accounts payable    | \$ 5,672      | -        | 5,672         | 644          |
| Deposits            | <u>9,785</u>  | <u>-</u> | <u>9,785</u>  | <u>8,405</u> |
| Total liabilities   | <u>15,457</u> | <u>-</u> | <u>15,457</u> | <u>9,049</u> |

NET ASSETS

|              |                   |              |                |               |
|--------------|-------------------|--------------|----------------|---------------|
| Unrestricted | 88,246            | -            | 88,246         | 72,454        |
| Restricted   | <u>-</u>          | <u>1,001</u> | <u>1,001</u>   | <u>16,793</u> |
|              | <u>88,246</u>     | <u>1,001</u> | <u>89,247</u>  | <u>89,247</u> |
|              | <u>\$ 103,703</u> | <u>1,001</u> | <u>104,704</u> | <u>98,296</u> |

Approved by:

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

TWO HILLS SPORTS ACTIVITY COUNCIL

STATEMENT OF OPERATIONS  
GENERAL FUND

YEAR ENDED AUGUST 31, 2024

|                                              | <u>2024</u>      | <u>2023</u>    |
|----------------------------------------------|------------------|----------------|
| Revenues                                     |                  |                |
| Grants, note 2                               |                  |                |
| Rentals                                      | \$ 74,574        | 71,321         |
| Donations, note 3                            | 87,458           | 60,548         |
| Fitness memberships                          | 51,000           | 53,870         |
| Management fees                              | 31,767           | 30,586         |
| Geleta Park contract and camping             | 30,000           | 30,000         |
| Other                                        | 3,900            | 280            |
|                                              | <u>2</u>         | <u>1</u>       |
|                                              | <u>278,701</u>   | <u>246,606</u> |
| Expenses                                     |                  |                |
| Management fees                              | 97,000           | 119,175        |
| Facility rent (utilities)                    | 93,036           | 101,798        |
| Cleaning contract                            | 32,650           | -              |
| Maintenance and repairs                      | 15,825           | 11,753         |
| Cleaning and sundry supplies                 | 11,882           | 13,243         |
| Professional fees and bookkeeping            | 3,948            | 8,942          |
| Insurance                                    | 3,587            | 3,125          |
| Bad debts                                    | 3,065            | -              |
| Satellite TV/Cable                           | 1,069            | 902            |
| Telephone                                    | 984              | 1,450          |
| Office expenses                              | <u>303</u>       | <u>-</u>       |
|                                              | <u>263,349</u>   | <u>260,388</u> |
| Excess (shortfall) of revenues over expenses | 15,352           | (13,782)       |
| Transfer from Restricted Fund                | <u>440</u>       | <u>981</u>     |
|                                              | 15,792           | (12,801)       |
| Net assets, beginning of year                | <u>72,454</u>    | <u>85,255</u>  |
| Net assets, end of year                      | \$ <u>88,246</u> | <u>72,454</u>  |

TWO HILLS SPORTS ACTIVITY COUNCIL

STATEMENT OF OPERATIONS  
RESTRICTED FUND

YEAR ENDED AUGUST 31, 2024

|                                              | <u>2024</u>     | <u>2023</u>   |
|----------------------------------------------|-----------------|---------------|
| Revenues                                     |                 |               |
| Casino proceeds                              | \$ <u>-</u>     | <u>36,209</u> |
| Expenses                                     |                 |               |
| Facility rent (utilities)                    | 8,813           | 16,165        |
| Professional fees and bookkeeping            | 6,539           | 2,925         |
| Fundraising expenses                         | <u>-</u>        | <u>3,337</u>  |
|                                              | <u>15,352</u>   | <u>22,427</u> |
| Excess (shortfall) of revenues over expenses | (15,352)        | 13,782        |
| Transfer to General Fund                     | <u>(440)</u>    | <u>(981)</u>  |
| Net assets, beginning of year                | (15,792)        | 12,801        |
|                                              | <u>16,793</u>   | <u>3,992</u>  |
| Net assets, end of year                      | \$ <u>1,001</u> | <u>16,793</u> |

TWO HILLS SPORTS ACTIVITY COUNCIL  
STATEMENT OF CHANGES IN NET ASSETS  
YEAR ENDED AUGUST 31, 2024

|                                             | <b><u>General</u><br/><u>Fund</u></b> | <b><u>Restricted</u><br/><u>Fund</u></b> | <b><u>2024</u></b> | <b><u>2023</u></b> |
|---------------------------------------------|---------------------------------------|------------------------------------------|--------------------|--------------------|
| Net assets, beginning of year               | \$ 72,454                             | 16,793                                   | 89,247             | 89,247             |
| Excess (shortfall) of revenue over expenses | 15,352                                | (15,352)                                 | -                  | -                  |
| Transfers                                   | <u>440</u>                            | <u>(440)</u>                             | <u>-</u>           | <u>-</u>           |
| Net assets, end of year                     | \$ <u>88,246</u>                      | <u>1,001</u>                             | <u>89,247</u>      | <u>89,247</u>      |

TWO HILLS SPORTS ACTIVITY COUNCIL

NOTES TO THE FINANCIAL INFORMATION

YEAR ENDED AUGUST 31, 2024

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of the Two Hills Sports Activity Council as at August 31, 2024 and the statements of operations and the statement of changes in net assets for the year then ended, is the historical cost basis reflecting cash transactions with the addition of:

- Accounts receivable
- Accounts payable
- Deposits

2. GRANTS

|                      | <u>2024</u>      | <u>2023</u>   |
|----------------------|------------------|---------------|
| Town of Two Hills    | \$ 54,774        | 51,834        |
| County of Two Hills  | 10,000           | 10,000        |
| Agricultural Society | <u>9,800</u>     | <u>9,487</u>  |
|                      | <u>\$ 74,574</u> | <u>71,321</u> |

3. DONATIONS

|                                           | <u>2024</u>      | <u>2023</u>   |
|-------------------------------------------|------------------|---------------|
| Curling Club                              | \$ 25,000        | 20,000        |
| Minor Hockey                              | 14,000           | 19,875        |
| Bald Eagles                               | 4,500            | 4,500         |
| UFA                                       | 3,000            | 3,000         |
| Two Hills Lions Club                      | 2,500            | -             |
| Two Hills Soccer Club                     | 2,000            | -             |
| Two Hills & District Agricultural Society | -                | 6,000         |
| Other                                     | -                | <u>495</u>    |
|                                           | <u>\$ 51,000</u> | <u>53,870</u> |

**Two Hills Sports Activity Council**  
**Income Summary Sep 01, 2024 to June 26/25**

|                                                       | 2025 Budget       | 2025 Actual<br>New | Vari % of Budget | '2024 Previous<br>to Aug 31/24 |
|-------------------------------------------------------|-------------------|--------------------|------------------|--------------------------------|
| <b><u>Arena Revenues and Expenses</u></b>             |                   |                    |                  |                                |
| Donation - Bald Eagles                                | 4,500.00          | 6,000.00           | 133%             | 4,500.00                       |
| Donation - Minor Hockey                               | 5,000.00          | 10,000.00          | 133%             | 14,000.00                      |
| Donation - Lions Club                                 | 5,000.00          | 5,000.00           |                  | 2,500.00                       |
| Donation - UFA                                        | 3,000.00          |                    |                  | 3,000.00                       |
| Donation - Misc                                       | 0.00              | 2,786.50           | Victim Services  | 2,000.00                       |
| Arena - Meeting Revenue                               | 3,000.00          | 1,250.19           |                  | 4,896.60                       |
| Arena - Ice Time Revenue                              | 25,000.00         | 20,642.00          | 83%              | 33,825.00                      |
| <b>Total Arena Revenue</b>                            | <b>45,500.00</b>  | <b>45,678.69</b>   | <b>100%</b>      | <b>64,721.60</b>               |
| Maintenance/Supply Expense                            | 10,000.00         | 8,027.34           | 80%              | 11,011.96                      |
| Cleaning Supplies                                     | 5,000.00          | 2,778.40           | 56%              | 3,669.85                       |
| Facility Rent - Utilities                             | 50,000.00         | 48,845.80          | 98%              | 46,014.17                      |
| Satellite TV Cable Expense                            | 0.00              |                    |                  | 0.00                           |
| <b>Total Arena Expenses</b>                           | <b>65,000.00</b>  | <b>59,651.54</b>   | <b>92%</b>       | <b>60,695.98</b>               |
| <b>Net Profit (Loss)</b>                              | <b>-19,500.00</b> | <b>-13,972.85</b>  | <b>72%</b>       | <b>4,025.62</b>                |
| <b><u>Recreation Centre Revenues and Expenses</u></b> |                   |                    |                  |                                |
| Donation - Curling Club                               | 25,000.00         | 23,000.00          | 92%              | 25,000.00                      |
| Dance Studio Revenue                                  | 5,000.00          | 5,125.00           | 103%             | 5,835.00                       |
| Fitness Centre Membership Rev                         | 30,000.00         | 28,020.40          | 93%              | 31,767.04                      |
| Fitness Training                                      |                   |                    |                  |                                |
| Curling Rink Ice Rental Rev                           | 0.00              | 2,350.00           |                  | 1,508.33                       |
| Rec Centre - Meeting/Func Rev                         | 10,000.00         | 9,136.30           | 91%              | 10,039.35                      |
| Rec Centre - Office Rental Revenue                    | 3,000.00          | 3,000.00           | 100%             | 3,000.00                       |
| Youth Centre Rental Revenue                           | 10,200.00         | 10,200.00          | 100%             | 10,200.00                      |
| <b>Total Recreation Centre Revenue</b>                | <b>83,200.00</b>  | <b>80,831.70</b>   | <b>97%</b>       | <b>87,349.72</b>               |
| Maintenance/Supply Expense                            | 3,000.00          | 5,859.04           | 195%             | 1,880.92                       |
| Cleaning Supplies                                     | 5,000.00          | 2,845.22           | 57%              | 4,099.85                       |
| Dance Studio Instructors                              | 0.00              |                    |                  |                                |
| Facility Rent - Utilities                             | 60,000.00         | 60,807.71          | 101%             | 55,963.95                      |
| Satellite TV Cable Expense                            | 1,000.00          | 932.05             | 93%              | 1,068.65                       |
| <b>Total Recreation Centre Expenses</b>               | <b>69,000.00</b>  | <b>70,444.02</b>   | <b>102%</b>      | <b>63,013.37</b>               |
| <b>Net Profit (Loss)</b>                              | <b>14,200.00</b>  | <b>10,387.68</b>   | <b>73%</b>       | <b>24,336.35</b>               |
| <b><u>Centennial Hall Revenue and Expenses</u></b>    |                   |                    |                  |                                |
| Centennial Hall Rentals                               | 15,000.00         | 18,122.50          | 121%             | 18,104.33                      |
| Hall Clubroom Rental                                  | 0.00              |                    |                  |                                |
| Town Revenue                                          | 30,000.00         | 30,000.00          | 100%             | 30,000.00                      |
| <b>Total Centennial Hall Revenue</b>                  | <b>45,000.00</b>  | <b>48,122.50</b>   |                  | <b>48,104.33</b>               |
| Maintenance/Supply Expense                            | 2,500.00          | 2,865.10           | 115%             | 1,468.02                       |
| Cleaning Supplies                                     | 5,000.00          | 3,055.22           | 61%              | 3,227.21                       |
| <b>Total Centennial Hall Expenses</b>                 | <b>7,500.00</b>   | <b>5,920.32</b>    |                  | <b>4,695.23</b>                |
| <b>Net Profit (Loss)</b>                              | <b>37,500.00</b>  | <b>42,202.18</b>   |                  | <b>43,409.10</b>               |

### Geleta Park Revenue and Expenses

|                                   |                 |                 |     |                 |
|-----------------------------------|-----------------|-----------------|-----|-----------------|
| Geleta Park Management            |                 |                 |     | 2,900.00        |
| Geleta Park Showerhouse           | 0.00            |                 |     | 0.00            |
| Geleta Park Camping               | 2,000.00        | 1,350.00        |     | 1,000.00        |
| <b>Total Geleta Park Revenue</b>  | <b>2,000.00</b> | <b>1,350.00</b> |     | <b>3,900.00</b> |
| Maintenance/Supply Expense        | 2,000.00        | 1,974.87        | 99% | 1,947.74        |
| Cleaning Supplies                 | 500.00          |                 | 0%  |                 |
| <b>Total Geleta Park Expenses</b> | <b>2,500.00</b> | <b>1,974.87</b> |     | <b>1,947.74</b> |
| <b>Net Profit (Loss)</b>          | <b>-500.00</b>  | <b>-624.87</b>  |     | <b>1,952.26</b> |

### General Revenue and Expenses

|                                       |                    |                    |             |                    |
|---------------------------------------|--------------------|--------------------|-------------|--------------------|
| Casino Revenue                        | 28,969.40          | 31,238.90          |             | 0.00               |
| Other Casino Revenue                  | 0.00               | 1,681.00           |             | 0.00               |
| Ag Society Grant                      | 10,000.00          | 9,200.00           | 92%         | 9,800.00           |
| County Grant Revenue                  | 10,000.00          | 10,000.00          |             | 10,000.00          |
| Misc Donation - Exp Softball/Benevity |                    |                    |             |                    |
| Misc Revenue                          |                    |                    |             | 1.58               |
| Town Grant                            |                    |                    | 0%          |                    |
| <b>Total General Revenue</b>          | <b>48,969.40</b>   | <b>52,119.90</b>   | <b>106%</b> | <b>19,801.58</b>   |
| Accounting & Legal                    | 750.00             | 750.00             | 100%        | 750.00             |
| Bank Charges Expense                  | 0.00               | 25.00              |             | 25.00              |
| Bookkeeping Expense                   | 10,000.00          | 11,020.20          | 110%        | 9,737.00           |
| Casino Expenses                       | 3,500.00           | 6,722.10           |             | 3,337.68           |
| Contract Managment                    | 120,000.00         | 109,000.09         | 91%         | 97,000.00          |
| Contract - Cleaning                   | 30,000.00          | 30,713.00          |             | 32,650.00          |
| Insurance Expense                     | 3,587.00           | 4,046.00           | 113%        | 3,587.00           |
| 50/50 Expense                         | 0.00               | 757.45             | #DIV/0!     | 278.00             |
| Telephone Expense                     | 1,000.00           | 912.71             | 91%         | 983.44             |
| Website Expenses                      | 150.00             | 127.25             |             |                    |
| Sage Expense                          | 337.50             | 337.50             |             |                    |
| Casino Interfund Transfer             |                    |                    |             |                    |
| General Interfund Transfer            |                    |                    |             |                    |
| <b>Total General Expenses</b>         | <b>169,324.50</b>  | <b>164,411.30</b>  | <b>97%</b>  | <b>148,348.12</b>  |
| <b>Net Profit (Loss)</b>              | <b>-120,355.10</b> | <b>-112,291.40</b> | <b>93%</b>  | <b>-128,546.54</b> |

#### Summary:

#### ACTUALS

|                   | Revenue           | Expenses          | Net Profit (Loss) |
|-------------------|-------------------|-------------------|-------------------|
| Arena             | 45,678.69         | 59,651.54         | -13,972.85        |
| Recreation Centre | 80,831.70         | 70,444.02         | 10,387.68         |
| Centennial Hall   | 48,122.50         | 5,920.32          | 42,202.18         |
| Geleta Park       | 1,350.00          | 1,974.87          | -624.87           |
| General           | 52,119.90         | 164,411.30        | -112,291.40       |
| Slug & Tug        | 0.00              | 0.00              | 0.00              |
| <b>Totals</b>     | <b>228,102.79</b> | <b>302,402.05</b> | <b>-74,299.26</b> |

#### ANNUAL BUDGET SUMMARY

|                   | Revenue           | Expenses          | Net Profit (Loss) |
|-------------------|-------------------|-------------------|-------------------|
| Arena             | 45,500.00         | 65,000.00         | -19,500.00        |
| Recreation Centre | 83,200.00         | 69,000.00         | 14,200.00         |
| Centennial Hall   | 45,000.00         | 7,500.00          | 37,500.00         |
| Geleta Park       | 2,000.00          | 2,500.00          | -500.00           |
| General           | 48,969.40         | 169,324.50        | -120,355.10       |
| Slug & Tug        | 0.00              | 0.00              | 0.00              |
| <b>Totals</b>     | <b>224,669.40</b> | <b>313,324.50</b> | <b>-88,655.10</b> |

#### Comparison 2024 to 2025

|                | 2024 last yr | 2025 current |
|----------------|--------------|--------------|
| Total Revenue  | 223,877.23   | 228,102.79   |
| Total Expenses | 278,700.44   | 302,402.05   |
| Net            | -54,823.21   | -74,299.26   |

**Two Hills Sports Activity Council**  
**Cash Flow Report for Aug 1- 31, 2025**

**Vision CU - Chequing Acct**

| Date           | Comment              | Source #    | Deposits        | Payments         |                  |
|----------------|----------------------|-------------|-----------------|------------------|------------------|
|                |                      |             |                 |                  | 31,806.84        |
| Aug 1-31, 2025 | etransfers received  | ET          | 3,997.25        |                  | 35,804.09        |
| Aug 19/25      | Bank Deposit         | Dep 367     | 4,385.00        |                  | 40,189.09        |
| Aug 1/25       | Daves Manure Hauling | CH#1854     |                 | 4,357.50         | 35,831.59        |
| Aug 14/25      | Daves Manure Hauling | CH#1857     |                 | 4,357.50         | 31,474.09        |
| Aug 14/25      | Daves Manure Hauling | CH#1858     |                 | 636.68           | 30,837.41        |
| Aug 29/25      | Daves Manure Hauling | CH#1860     |                 | 4,357.50         | 26,479.91        |
| Aug 6/25       | Shaw                 | On line Pay |                 | 89.22            | 26,390.69        |
| Aug 6/25       | UFA                  | On line Pay |                 | 944.29           | 25,446.40        |
| Aug 6/25       | Greenhills           | On line Pay |                 | 375.09           | 25,071.31        |
| Aug 6/25       | Bumper               | On line Pay |                 | 163.72           | 24,907.59        |
| Aug 6/25       | Elevators Lift Inc   | On line Pay |                 | 2,268.00         | 22,639.59        |
| Aug 15/25      | Flammen Fitness      | CH#1856     |                 | 333.36           | 22,306.23        |
| Aug 15/25      | Convergint           | CH#1855     |                 | 665.70           | 21,640.53        |
| Aug 26/25      | AM Power Payment     | On line Pay |                 | 2,609.25         | 19,031.28        |
| Aug 27/25      | Susie Wiebe          | On line Pay |                 | 2,000.00         | 17,031.28        |
| Aug 29/25      | Susana Friesen       | CH#1859     |                 | 725.00           | 16,306.28        |
| Aug 28/25      | Sylvie Hnatiuk       | On Line Pay |                 | 918.00           | 15,388.28        |
| Aug 5/25       | ATCO Payment         | On Line Pay |                 | 1,083.54         | 14,304.74        |
|                |                      |             |                 |                  | 14,304.74        |
|                |                      |             | <b>8,382.25</b> | <b>25,884.35</b> | <b>14,304.74</b> |

**Vision Credit Union - Casino Acct**

| Date | Comment | Source # | Deposits | Payments | Balance         |
|------|---------|----------|----------|----------|-----------------|
|      |         |          |          |          | 8,345.60        |
|      |         |          |          |          | 8,345.60        |
|      |         |          |          |          | 8,345.60        |
|      |         |          | 0.00     | 0.00     | <b>8,345.60</b> |



## Two Hills & District Agricultural Society

Box 117, Two Hills, AB T0B 4K0

Ph: 780 657 3542

Website: [twohillsagsociety.com](http://twohillsagsociety.com)

---

Oct 3, 2025

The Two Hills & District Agricultural Society is excited to announce that we will once again be hosting our annual **Christmas Banquet!** Please join us on **Saturday, November 29, 2025**, for an evening filled with great food, world-class entertainment, and holiday cheer.

This year's event will feature:

- A delicious **banquet supper**
- An incredible performance by **Chris Funk – The Wonderist**: *an internationally acclaimed, Las Vegas-style magic show that blends illusion, live music, intuition, and comedy*
- **Music and dancing** to finish off the evening in festive style

We would like to extend our heartfelt thanks for your continued support over the years, and warmly invite you to join us for this special celebration.

**Tickets are \$60 each** and can be purchased by contacting:

- **Office:** 780-657-3542
- **Lorna:** 780-603-1672

We look forward to celebrating the season with you!

Sincerely,

**Lorna Tupechka**

President

Two Hills & District Agricultural Society

# CHRIS FUNK

— THE WONDERIST —

**Chris Funk has spent over 20 years dazzling audiences worldwide with his extraordinary fusion of music and magic. A gifted musician from the age of four, he mastered piano, violin, saxophone, and guitar, earning top honors from the Royal Conservatory of Music by twelve. At sixteen, Chris began weaving his love for music into the art of magic—launching a career that has taken him to stages across the globe.**

**Seen on NBC's America's Got Talent, CW's Penn & Teller: Fool Us and Masters of Illusion, and Syfy's Wizard Wars, Chris has brought his innovative style to some of the world's most iconic venues, including Las Vegas' Planet Hollywood, Tropicana, Venetian, and Rio casinos, Hollywood's Magic Castle, and Disney Cruise Lines. From Sri Lanka to Chile, New York to Los Angeles, and everywhere in between, Chris Funk leaves audiences on their feet, earning standing ovations and acclaim for his unforgettable performances.**





## Two Hills & District Agricultural Society

Box 117, Two Hills, AB T0B 4K0

Ph: 780 657 3542

Website: [twohillsagsociety.com](http://twohillsagsociety.com)

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Oct 3, 2025

### To Whom It May Concern,

On behalf of the **Two Hills Agricultural Society**, I am writing to request your support for our upcoming **Community Christmas Party**, taking place on **Saturday, November 29, 2025**.

This special event will bring together community members to celebrate the holiday season. To make the evening even more enjoyable, we are planning **raffles and prizes**, and we would be very grateful for any donation you could contribute to help us make the event a success.

Your generosity will go a long way in supporting this community tradition and ensuring a memorable evening for all who attend.

If you have any questions or would like to arrange for donation pick-up, please feel free to contact me at **(780) 657-3542** or by email at **[thagsoc@telusplanet.net](mailto:thagsoc@telusplanet.net)**.

On behalf of the Two Hills Agricultural Society, thank you very much for your consideration and continued support of our community.

Sincerely,

**Lorna Tupechka**

President

Two Hills Agricultural Society



NATURAL RESOURCES  
CONSERVATION BOARD  
ANNUAL REPORT

2024  
2025

| TOWN OF TWO HILLS<br>COUNCIL MEETING<br>AGENDA ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                         |     |        |                          |   |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----|--------|--------------------------|---|-------------------------------------------------------------------------------------|
| Meeting Date: Tuesday October 14, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Confidential:                                                                                           | Yes |        | No                       | x |                                                                                     |
| Topic: Automatic Email of Utility Bills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                         |     |        |                          |   |                                                                                     |
| Originated By: Mayor L. Ewanishan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                         |     | Title: | Auto Email in Town Suite |   |                                                                                     |
| BACKGROUND:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Postal Strike has resulted in the Mayor and many residents asking for their Utility Bill to be emailed. |     |        |                          |   |                                                                                     |
| DOCUMENTATION ATTACHED:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                         |     |        |                          |   |                                                                                     |
| On-line ebilling and payment processes available in TownSuite Municipal Enterprise Resource Planning Software offered in Town Suite - Proposal Attached                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                         |     |        |                          |   |                                                                                     |
| DISCUSSION:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                         |     |        |                          |   |                                                                                     |
| Software upgrade to TownSuite to allow for on-line communication with residents, mainly automatic Emailing of Utility Bills.<br>Each Month 667 Utility bills are mailed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                         |     |        |                          |   |                                                                                     |
| COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                         |     |        |                          |   |                                                                                     |
| RECOMMENDED ACTION(S):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                         |     |        |                          |   |                                                                                     |
| <p>_____MOVE to update TownSuite Software to allow for Auto emailing Utility Bills with MERPS and the costs, training and time. Software update Cost \$10,000.00 with Annual Subscription costs of \$3,765.00, for up to 200 Subscribers, over 200 Subscribers, the annual costs would be;</p> <p>500 subscribers = \$7,529.00<br/>1000 subscribers = \$12,547.00</p> <p>_____MOVE to investigate the requirements of offering these services by other providers in greater detail by New Council.</p> <p>_____Move to continue with the current pay options we already offer for Utility Bills which include, cash, credit card, cheque, on-line banking.</p> |                                                                                                         |     |        |                          |   |                                                                                     |
| DISTRIBUTION: Council: X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                         |     |        |                          |   |                                                                                     |



## **Proposal for TownSuite® Municipal Software**

**Prepared for:**  
**Town of Two Hills**  
*Two Hills, Alberta*

**October 2025**



## ***TOWNSUITE® CONFIDENTIAL AND PROPRIETARY***

TownSuite® Municipal Software Inc. (TownSuite® or TownSuite® mERP®) is pleased to submit this information to the Town of Two Hills (Client) but it is submitted on the understanding that TownSuite® and Client will subsequently negotiate and sign a Definitive Agreement containing terms and conditions that are mutually acceptable to both TownSuite® and Client.

This response is submitted solely by TownSuite® Municipal Software Inc., a nationally incorporated, Newfoundland and Labrador company, operating as TownSuite® Municipal Software or TownSuite® mERP®.

## ***STATEMENT OF CONFIDENTIALITY***

This document is proprietary and confidential to TownSuite®. It is furnished with the expectation that Client shall keep this information confidential and shall not disclose it to any party other than Town of Two Hills employees on a need-to-know basis, or other individuals authorized under a written Confidential Disclosure Agreement signed by TownSuite® and the recipient. Client shall take reasonable steps to ensure that these confidentiality obligations are communicated to any employees who receive a copy of this document. If the Client does not agree with these provisions, this document must be immediately returned.

TownSuite®'s technical information is confidential to TownSuite®. TownSuite® expects that the Town of Two Hills will protect such confidential information in accordance with the requirements of the Customer Services Agreement.

## ***COPYRIGHT***

This document contains TownSuite®'s proprietary information and is protected by copyright. All rights are reserved. No part of this document may be photocopied, reproduced, or translated to another language.

## ***CONFLICT OF INTEREST***

Neither TownSuite® Municipal Software Inc., nor any of its directors, staff, or affiliates have a conflict of interest to declare related to this proposal.

**TownSuite® enhances the way you work.**

Our products and services are designed to work together, and are the result of nearly 40 years of collaborative development and improvement with our municipal clients.

As a 100% Canadian software developer focused solely on municipalities, we have a solution that can fit your needs, and be configured to how you want to do things. We don't dictate how you must configure your administrative and operations process with your staff – we can be configured to you.

TownSuite® Municipal Enterprise Resource Planning Software (mERP®) provides you with the opportunity to connect your dots – your staff, your departments AND your stakeholders. Best of all you can connect all those dots and information from one source. This streamlines the number of systems that you utilize in your municipality and because it is all made to work together, all information is always up to date. TownSuite® mERP® works in real time just like you. Updates to your data are automatic anywhere your staff or stakeholders may be in TownSuite®.

We are excited that you have an interest in TownSuite® mERP®. We can provide a positive experience with software migration that differs from your previous (or current) experiences. Our collaborative approach takes your time into consideration – your time is valuable and already fully allocated to your current municipal responsibilities.

I have prepared this proposal for your consideration, and is based on our previous discussions about your requirements and interests in our specific Software as a Service (SaaS) products.

If you have any questions please do not hesitate to contact me. I look forward to discussing our proposal as well as scheduling any followup demonstrations or meetings that will help to illustrate how we can respond to your specific needs. I can be reached at 1-800-408-3313 Extension 5033 or by email at [sarah.hobbs@townsuite.com](mailto:sarah.hobbs@townsuite.com).

Sincerely,



Sarah Hobbs, B.Comm.  
Director of Sales & Marketing

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## Product Summary

TownSuite® mERP® (Municipal Enterprise Resource Planning) is a Canadian developed, and Canadian owned specialized solution, that is exclusively developed, improved and supported by our Canadian Team for our Canadian Municipal Clients. Are solutions provide an opportunity to streamline your vendor engagement, with one source for technical support, implementation assistance, training and learning resources and continuously delivered software updates that are automatically deployed with zero additional cost.

TownSuite® mERP® consists of 15+ applications that are all **made to work together**. Our products continue to grow and evolve based on input and feedback from clients and industry.

TownSuite® is **configurable**. This is a key word here, as we do not believe that customization is functional in any solution. TownSuite® is configurable to how your municipality does things.

Optimized and streamlined to work **intuitively**. Connect your information and stakeholders: TownSuite® works the way you do.



We have a range of products that work together, across multiple platforms to provide you with the tools and information that you and your stakeholders need now.

TownSuite® mERP® is delivered to you and your stakeholders through three different application platforms from our **100% Canadian Cloud**:

- Windows / Desktop: Desktop applications provide access to your critical municipal information in our Canadian Cloud from virtually any Windows device.
- eServices Portal: Applications in our eServices Portal connect to critical municipal information, and provide a browser based interface through which your stakeholders can access their information (for citizen and resident oriented tools) and also management and administration tools (for staff only processes and functions).
- Mobile App: iOS and Android apps for smartphones and tablets provide field operations tools for staff only, and includes the ability to have full access to information and functions in offline mode.

Here is a breakdown of all currently available TownSuite® mERP® products, categorized by their primary functions. Your proposal follows with detailed information



about each of the TownSuite® mERP® applications that your municipality is considering.

## **Finance**

**Financial:** Desktop based ERP functionality for financial management and administration. This application includes Accounts Receivable, Billing (Miscellaneous, Property Taxation and Utility Billing), Accounts Payable, Purchasing, Inventory, Banking, Budgeting, Job Costing and General Ledger. TownSuite® Payroll is also included in this application.

**Customer Portal:** Browser based stakeholder application which provides ebilling, account inquiries and online payment options via select PCI Compliant payment gateway integrations. Convenient online ebilling and online payment processes for your stakeholders.

**Point of Sale:** Browser based point of sale transaction processing for customer invoices, event ticketing, program registration, facilities booking, miscellaneous invoice items and retail inventory sales. Select counter POS terminal integration is available.

## **Asset Management**

**TCA:** This Desktop application includes two components relating to Fixed Asset Management. Manage all the financial aspects of your tangible capital assets, including amortization calculation and posting, additions, disposals and WIP assets. Use information from this component to create Capital Budgets and multi-year capital investment plans. From the Asset Management perspective, TCA provides the ability to manage assets, connect to maintenance records and information stored in TownSuite® Work Orders, assign ranking criteria and attributes to inform the asset lifecycle process.

**Work Orders:** Desktop tools to create and manage projects, linked work orders, linked tasks, as well as initiate work orders with work requests. Each Work Order task can capture employee hours, inventory consumption and equipment usage to roll up each individual task cost to detailed Job Costing. There is optional connectivity of this application to initiate tasks from our Service Request application and to capture labour hours from our Mobile App.

## **Land Management**

**Mapping:** Desktop GIS viewer connects your municipal GIS with TownSuite® information and processes. Connect properties, utilities, assets, permits, bylaws, and more. Connect with most industry standard GIS data formats to leverage your existing GIS resources.

**Planning:** Manage municipal building / development control activities with this Desktop application. Accept and follow process driven workflows for applications for building types, subdivisions, consolidations, demolitions and more. Use connected GIS and development regulation restrictions to follow variance application requirements based

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on accepted uses. Link financial transactions to customers and/or properties in the financial application. Maintain current ownership and parcel data across the mERP® solution.

**Inspections:** Mobile and eServices tools work hand in hand to schedule inspections and then complete them in the field. With or without an internet connection, Inspectors can access all prior permit information and complete any type of building inspection from a smartphone or tablet.

**ePermitting:** ePermitting provides a secure, intuitive, browser based interface through which stakeholders can submit applications for Building and other types of land development applications.

## **Human Resource Management**

**Payroll (Financial):** Desktop application to fully manage payroll functions in the municipal office. From employee setup and maintenance, tracking employee specific documents, creating direct deposit files, issuing T4's and automated tax table updates, Payroll has all you need to administer payroll functions of your municipal organization.

**Employee Portal:** This eServices application provides a self-service approach to distributing employee information electronically, along with collecting timesheet, leave request and certification tracking. Employees are able to view their personal information and also their paystubs, T4's, and accumulated deductions.

## **Community Services**

**Recreation:** eServices-based administration and management of events, programs, facilities and memberships. Geared primarily towards a self-service approach, this application also features a rich selection of staff administration and management tools to connect stakeholders and connect information across TownSuite® mERP®.

**311/Service Requests:** This eServices tool enable your municipal organization to accept and direct your stakeholders to the right information, whether that is to submit a complaint or request for information, or to submit an application for a business or pet license or building permit. Workflow configurations provide automatic issue assignment and additional connectivity to other TownSuite® mERP® applications and processes.

## **Implementation Methodology**

TownSuite® includes all the necessary services to help your municipality implement TownSuite® Municipal Software applications. Further details about how these services are provided are available on Page 9.

- **Project Management:** TownSuite® includes project management services in all new client implementations. Formal project management services may be included in add-on product implementations depending on the nature of any add-on applications that have been selected for implementation, and at full discretion

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of TownSuite®. This service ensures project success by managing project deliverables and timelines according to implementation requirements, planned project outcomes, and project progress.

- Canadian Cloud Installation & Configuration: TownSuite® delivers all mERP® applications from its 100% Canadian Cloud. TownSuite® Cloud is not dependant on big-tech hosting service providers, which eliminates limitations for your mobility and increases flexibility for scaling and evolution. Initial software installation (where application) and application configuration is included in all software implementations.
- Data Conversion / Migration: TownSuite® leads and provides data extraction, conversion and migration wherever possible and within commercially reasonable expectations for effort and resources that will be scheduled for this purpose.
- Training: Implementation effort for every application will include training. All training will consist of remote orientation, go-live and followup training.

## Post Implementation Services

Once any client is up and running with TownSuite® mERP, we provide ongoing services to maintain your implemented software and provide you with resources and services to help you when you need it. Further details about ongoing care are available on Page 15.

- Continuous Software Updates
- Feature / Improvement Requests
- Technical Support
  - One-on-one Prioritized Telephone Support
  - Email Support
  - Secure Remote Support
  - Support Hours – Monday to Friday from Canada, 7AM ET – 6:30PM ET
- Product Update Details and History
- Product Documentation
- Monthly Webinars
- Monthly Updates and Correspondence
- Annual EDGE User Event

## Pricing Summary

### Core Requirements

| Software Implementation Costs | Schedule | Project Management |         | Installation & Configuration |         | Data Conversion / Migration |      | Training |         | Total |          |
|-------------------------------|----------|--------------------|---------|------------------------------|---------|-----------------------------|------|----------|---------|-------|----------|
|                               |          | Days               | Cost    | Days                         | Cost    | Days                        | Cost | Days     | Cost    | Days  | Cost     |
| Finance                       |          |                    |         |                              |         |                             |      |          |         |       |          |
| -Financial*                   | B        |                    |         |                              |         |                             |      |          |         |       |          |
| -Purchasing                   | C        |                    |         |                              |         |                             |      |          |         |       |          |
| -Inventory                    | D        |                    |         |                              |         |                             |      |          |         |       |          |
| Customer Portal               | E        | 1                  | \$1,500 | 5                            | \$7,500 | 0                           | \$0  | 1        | \$1,500 | 7     | \$10,500 |
| -Point of Sale                | F        |                    |         |                              |         |                             |      |          |         |       |          |
| Human Resources               |          |                    |         |                              |         |                             |      |          |         |       |          |
| -Payroll*                     | G        |                    |         |                              |         |                             |      |          |         |       |          |
| -Employee Portal              | H        |                    |         |                              |         |                             |      |          |         |       |          |

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|                                   |   |   |         |   |         |   |     |   |         |   |          |  |
|-----------------------------------|---|---|---------|---|---------|---|-----|---|---------|---|----------|--|
| Asset Management                  |   |   |         |   |         |   |     |   |         |   |          |  |
| -TCA                              | I |   |         |   |         |   |     |   |         |   |          |  |
| -Work Orders & Maintenance        | J |   |         |   |         |   |     |   |         |   |          |  |
| Land Management                   |   |   |         |   |         |   |     |   |         |   |          |  |
| -Mapping                          | K |   |         |   |         |   |     |   |         |   |          |  |
| -Planning*                        | L |   |         |   |         |   |     |   |         |   |          |  |
| -Inspections                      | M |   |         |   |         |   |     |   |         |   |          |  |
| -ePermitting                      | N |   |         |   |         |   |     |   |         |   |          |  |
| Community Services                |   |   |         |   |         |   |     |   |         |   |          |  |
| -Recreation                       | O |   |         |   |         |   |     |   |         |   |          |  |
| -311/Service Requests             | P |   |         |   |         |   |     |   |         |   |          |  |
| TownSuite® Services               |   |   |         |   |         |   |     |   |         |   |          |  |
| -Managed Integration - Laserfiche | Q |   |         |   |         |   |     |   |         |   |          |  |
| -Managed Integration - Questica   | R |   |         |   |         |   |     |   |         |   |          |  |
| -Consulting                       | S |   |         |   |         |   |     |   |         |   |          |  |
| Total                             |   | 1 | \$1,500 | 5 | \$7,500 | 0 | \$0 | 1 | \$1,500 | 7 | \$10,500 |  |

\* Please note that noted pricing schedules include two migration options using an alternate ETL methodology. The above summary includes a full-service ETL methodology based on previous project experience. Additional effort will be subject to the regular daily rate as presented in Schedule A. Data migration is not included for some TownSuite® mERP® applications.

| Annual Subscription Costs         | Schedule | Annual Cost | Support Users | General Users | \$ / User / Year |
|-----------------------------------|----------|-------------|---------------|---------------|------------------|
| Finance                           |          |             |               |               |                  |
| -Financial                        | B        |             |               |               |                  |
| -Purchasing                       | C        |             |               |               |                  |
| -Inventory                        | D        |             |               |               |                  |
| -Customer Portal                  | E        | \$3,765     | 1             | 200           | \$18.84          |
| -Point of Sale                    | F        |             |               |               |                  |
| Human Resources                   |          |             |               |               |                  |
| -Payroll (incl. above)            | G        |             |               |               |                  |
| -Employee Portal                  | H        |             |               |               |                  |
| Asset Management                  |          |             |               |               |                  |
| -TCA                              | I        |             |               |               |                  |
| -Work Orders & Maintenance        | J        |             |               |               |                  |
| Land Management                   |          |             |               |               |                  |
| -Mapping                          | K        |             |               |               |                  |
| -Planning                         | L        |             |               |               |                  |
| -Inspections                      | M        |             |               |               |                  |
| -ePermitting                      | M        |             |               |               |                  |
| Community Services                |          |             |               |               |                  |
| -Recreation                       | O        |             |               |               |                  |
| -311/Service Requests             | P        |             |               |               |                  |
| TownSuite® Services               |          |             |               |               |                  |
| -Managed Integration - Laserfiche | Q        |             |               |               |                  |
| -Managed Integration - Questica   | R        |             |               |               |                  |
| -Consulting                       | S        |             |               |               |                  |
| Total                             |          | \$3,765     |               |               |                  |

INITIAL: \_\_\_\_\_

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## Payment Terms

Payment terms for any selected software are as follows:

- Prices are in effect for 60 days, unless otherwise stated.
- Applicable taxes are extra on all pricing.
- 100% of software implementation costs are due upon signing of contract.
- 100% of Total Annual Subscription as a Service (SaaS) Costs are due upon signing of contract, prorated on a monthly basis until December 31 of the current fiscal year. After that period has expired the total annual amount will be invoiced plus applicable taxes with yearly increases applied in accordance with the average Canadian inflationary rate as reported by the Bank of Canada.
- Monthly interest is applied to all overdue accounts at a rate of 1.5%.

INITIAL: \_\_\_\_\_

## Prerequisite Requirement Summary

There are a number of prerequisites for our TownSuite® mERP® solution, from prerequisite applications to your technical environment.

Our Technical Requirements are updated semi-annually, and available in this location: <https://merp.townsuite.com/technicalrequirements>. Compliance is required for all TownSuite® mERP® products. For more information, visit page 14



## Pricing Schedule A – Estimated Travel Costs & Additional Service Rates

Applicable Taxes are extra on all pricing. Any and all incurred travel costs will be invoiced as incurred in accordance with Rates and Allowances specified in this estimate of travel costs: Charges for overnight accommodations, vehicle rental, and economy airfare will be charged as incurred.

Prices in effect for 60 days unless otherwise stated. Applicable taxes extra on ALL pricing

### Standard Service Rates\*

|                                                                                                     |                   |
|-----------------------------------------------------------------------------------------------------|-------------------|
| Training (Onsite available in full-day increments, Remote available in full or half-day increments) | \$1,500 / day     |
| Custom Report Development (outside scope of continuous improvement)                                 | \$1,500 / day     |
| Project Management Services                                                                         | \$1,600 / day     |
| Professional Development Day (available in full-day increments)                                     | \$2,500 / day     |
| Consultation Services (available in full-day increments)                                            | \$2,500 / day     |
| Additional Individual Database (per database, in addition to primary database)                      | \$850 / GB / year |

### Travel Expenses & Per Diems\*

|                                                    |                    |                |
|----------------------------------------------------|--------------------|----------------|
| Meal Allowances                                    | Breakfast          | \$20.00        |
|                                                    | Lunch              | \$30.00        |
|                                                    | Dinner             | <u>\$45.00</u> |
|                                                    | Total – Daily Rate | \$95.00        |
| Kilometric Reimbursement                           | Corporate Vehicle  | \$0.55 / km    |
|                                                    | Vehicle Rental     | \$0.30 / km    |
| Vehicle Rental Fees (intermediate size or smaller) |                    | As Incurred    |
| Airfare (economy airfare)                          |                    | As Incurred    |
| Overnight Accommodations                           |                    | As Incurred    |

\* Rates, Expenses and Per Diems Subject to Change. Applicable taxes apply.

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## Pricing Schedule E - TownSuite® Customer Portal

TownSuite® Customer Portal is an online solution that is designed to connect municipal customers with their account information:

- eBilling – registered users can receive electronic notifications of property tax, utility and miscellaneous invoice delivery to their online TownSuite® eServices account
- Customers can subscribe to eBilling and eliminate the printing of their individual paper bills. Municipal staff can opt to still print bills if desired.
- View property tax transaction history, including receipts
- View utility billing transaction history, including receipts and consumption trends for a three year period
- View miscellaneous invoice transaction history including receipts
- Accept online payments and automatic receipt generation via Moneris, Chase, PayPal or Global PCI Compliant online payment gateways
- TownSuite® Financial is required

### TownSuite® Implementation Costs

| Software Implementation Services | Days     | Cost            |
|----------------------------------|----------|-----------------|
| Project Management               | 1        | \$1,500         |
| Installation & Configuration     | 5        | \$7,500         |
| Data Conversion / Migration      | 0        | \$0             |
| Training                         | 1        | \$1,500         |
| <b>Total</b>                     | <b>7</b> | <b>\$10,500</b> |

\* Please refer to Page 9 for a description of proposed software implementation services.

These estimates in this individual Pricing Schedule does not include data migration. If data migration is desirable by the municipality, additional discussion may be required. Additional costs may apply at the regular daily rate.

TownSuite® defines one (1) day as five (5) hours of on task time. Applicable taxes are extra on all pricing. Incurred travel costs are extra.

This is an estimate of required implementation effort - Total effort will be invoiced on actual time incurred at the regular daily rate.

Where implementation and training services are provided by an authorized TownSuite® Municipal Software Channel Partner, TownSuite® assumes no liability for implementation and/or training services provided by the Channel Partner.

### TownSuite® Annual Subscription Costs

| Annual Subscription            |                |
|--------------------------------|----------------|
| Support Users                  | 1              |
| Active Subscriptions           | 200            |
| <b>Software Subscription</b>   | <b>\$3,765</b> |
| Monthly Cost                   | <b>\$314</b>   |
| Monthly Cost / Concurrent User | <b>\$1.57</b>  |

\* Please refer to Page 15 for a description of Annual Subscription Services and User Licensing. Applicable taxes are extra on all pricing.

### Subscription Bracket Pricing

| Subscriptions      | 200            | 500            | 1,000           | 2,000           | 5,000           | 10,000          | 20,000          | 30,000          | 40,000          |
|--------------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| User Cost/Month    | \$1.57         | \$1.25         | \$1.05          | \$0.78          | \$0.42          | \$0.26          | \$0.19          | \$0.14          | \$0.13          |
| <b>Annual Cost</b> | <b>\$3,765</b> | <b>\$7,529</b> | <b>\$12,547</b> | <b>\$18,821</b> | <b>\$25,094</b> | <b>\$31,368</b> | <b>\$44,793</b> | <b>\$50,188</b> | <b>\$62,735</b> |

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## Implementation Services

### Project Management

For the purpose of efficient and smooth project management, a Service Level Agreement (SLA) will be signed prior to project commencement to define implementation processes, project expectations, and identify contacts on both the municipal (client) and vendor (TownSuite) teams. This initial SLA also defines the implications for avoidable delays and how it can potentially impact the project timeline and status.

Each individual product implementation will have a dedicated team, which may be comprised of different contacts from both sides. The Implementation contact for TownSuite® will maintain regular contact and provide updates of project progress and will be the point of contact for any and all clarifications, requests and questions that are posed by the client. The implementation contact for the client will be the point of contact for TownSuite® whereby they will direct all questions, clarifications, requests and project updates.

Each project will begin with a client assessment, which will include the following activities:

- Obtain a copy of municipal data to be migrated, in addition to period ending reports, asset inventories, permit history, GIS data – essentially any information that the client desires to be migrated to the new system.
- An in-depth interview with the municipality to discuss the project, important milestones, input required, output required and any other important factor that may be identified for the specific client to have a successful software implementation experience.

### Installation & Configuration

At the outset of the project, the selected TownSuite® Municipal Software modules will be implemented and configured for municipal access with demonstration data. An orientation will be provided remotely to provide initial instruction to enable municipal staff to access and explore the software. Access will also be provided at that time to product documentation to provide how-to instructions on how to utilize TownSuite® Municipal Software.

Implementation will include installation of the selected software along with setup, initial user account, initial application configuration and testing. Initial application configurations will be facilitated by collection of data based on the following information collection processes:

Financial, TCA: Data extraction and initial conversion will be utilized for code, configuration and other process based setup requirements. Additional information will be collected through a formal assessment, or interview process, that will enable the Implementation team to collect critical information and identify critical information that is to be supplied (eg. invoice templates, reporting requirements, third party interfacing requirements such as meter readers or financial institutions, etc.)

Work Orders: Data extraction may be utilized to obtain initial code and configuration data, where readily translatable into TownSuite®. This extraction process may not be seamless or possible, and as such typically initial configurations will be facilitated by collection of additional information through formal meetings for the purpose of identifying, reviewing and validating process flow and requirement configurations.

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Mapping, Planning: Data extraction and initial conversion may be utilized for code setup and process configuration, and is highly dependant on existing Planning application(s). Additional information will be collected through formal review and configuration meetings to determine process flow and requirement configurations

eServices: For all eServices applications, specifically Customer Portal, Recreation, 311/Service Requests, Inspections, Employee Portal, Point of Sale, a formal implementation requirements tool will be shared with implementation designates from the municipal client. All required information for initial eServices Portal setup and configuration will be entered by the municipal client and will be utilized for subsequent training exercises. Data extraction and migration for eServices applications will not be available or provided.

## Data Migration/Extract Transform Load (ETL)

Each project will vary with the availability and/or quality of data that may be migrated. Data to be migrated will be extracted from the original database source, or various spreadsheets. The data format that is to be utilized will be specific to the source system and/or ETL methodology selected. The methodology used will be specified in the respective schedules for each application selected for implementation. Both methodologies follow an ETL process.

All ETL activities, regardless of the methodology applied, will be scripted in Microsoft SSIS, and every individual migration project will be handled by the TownSuite® team. The usage of Microsoft SSIS allows the TownSuite® team to automate exceptions and exception handling so long as the data format is readable through this utility. The ETL process is also iterative in nature, providing the TownSuite® team with the ability to handle large amounts of data, or focus on a selection of data to transform and load into the TownSuite® environment, in a staging (test) environment to prepare for eventual live ETL processes. All migration/conversion efforts are completed and delivered in a testing environment and will not impact the ongoing operations of the Municipality's administration and operational functions.

There are scenarios where ETL services will not be provided, which for TownSuite® mERP, is application specific. Data migration will not be provided for the following applications:

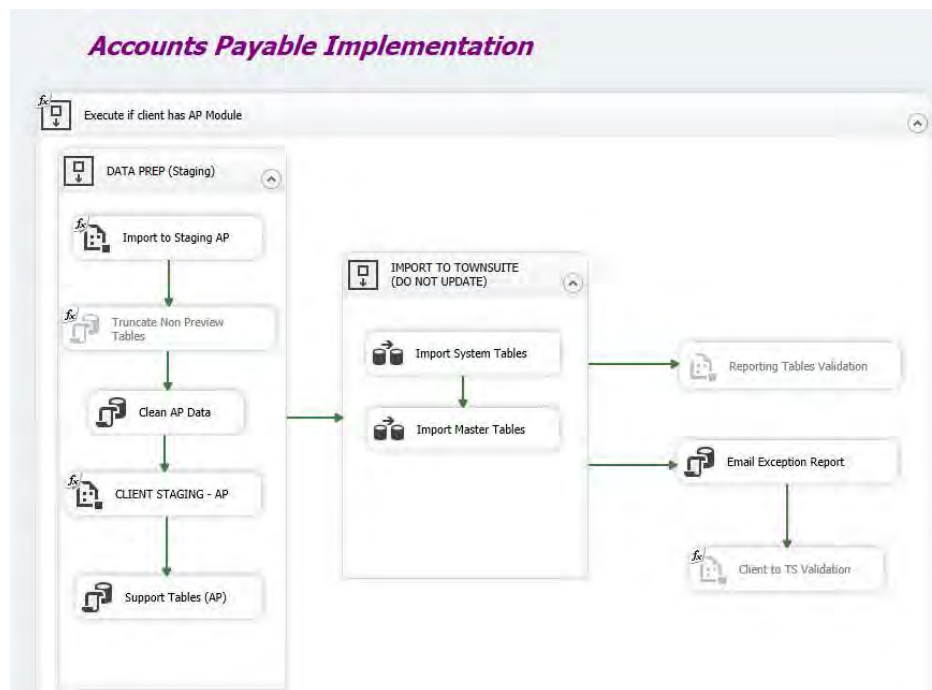
- Customer Portal
- Recreation
- Employee Portal
- Point of Sale
- ePermitting
- Inspections
- Purchasing
- Mapping
- Work Orders

Where data mapping and migration may present a risk to the overall timeline, the application will be installed and configured with zero history. Where some applications will provide access to historical data that already exists in an previously implemented TownSuite® product, that data will immediately become available to the respective stakeholder(s), e.g. Customer Portal – transaction and invoicing history, Employee Portal – paystub, T4 and accumulator history.

## Figure 8 - Sample ETL Mapping

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## White Glove ETL Approach

TownSuite® is proposing a White Glove ETL Approach to migrate historical data for the municipality. The following methodology will be employed for this process:

Each ETL engagement will follow the same general flow for each module to be implemented:

1. TownSuite® provided with source system data (database, backup file, or other data files to be determined by the Project Team)
2. Import source system data into staging environment tables
3. Standard data sanitation scripts are executed against imported data
4. Client specific data transformations are applied to handle previously identified data exceptions
5. Populate standard child tables with data that is not dependant on client source
6. Import module data into final iteration of TownSuite® database

From this point forward, the following generalized processes will be completed.

7. Run validation processes, identify and resolve exceptions with the Municipality's input, then rerun validation processes
8. Run a final validation that checks several critical items, including required code field lengths, duplicate records, unexpected date values, missing default values, etc.
9. Balancing and verification
10. Go-Live is scheduled once signoffs are received

The testing environment where test migrated data will be uploaded will be accessible by designated Municipal staff for review and validation. Several iterations of the test migrations will be completed, initially for all data, and then module by module until complete.

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## Templated ETL Approach

TownSuite® does provide an option for a templated ETL approach, where the Client will populate Microsoft Excel-based Import Templates. The templated ETL approach places responsibility for several ETL Tasks on the Client, rather than TownSuite®. This will require the Client to have the necessary personnel capacity and knowledge capacity to populate import templates with municipal information that exists in the source system(s). Any exceptions identified during the template preparation process are to be resolved by the Client and will not be flagged and/or resolved by the TownSuite® team during the automation development associated with the mapping/migration process.

The Templated ETL methodology will employ the following tasks that would be provided in the full service approach, using the prepared import templates:

1. Import template data into final iteration of TownSuite® database
2. Run validation processes, identify and forward exceptions to the Municipality for resolution in templated data, restart at Item #1.
3. Run a final validation that checks several critical items, including required code field lengths, duplicate records, unexpected date values, missing default values, etc. Any exceptions will be referred to the Municipality for resolution.
4. Balancing and verification are the responsibility of the Municipality
5. Go-Live is scheduled once signoffs are received

This approach would require a minimum of 50% of overall project effort associated with the White Glove ETL Approach, to be the responsibility of the municipality. Where additional effort may be expended by the TownSuite® team to assist and advise with Client-managed data preparation efforts, these efforts will be subject to our regular daily rate.

A templated ETL approach would be utilized for the most part, for the following TownSuite® mERP® applications:

TCA

Work Orders (balance forward only)

Planning

Purchasing

Inventory

## Migration Phase Restrictions

As TownSuite's ETL process seeks to replicate the current source system data and configurations to streamline the transition to TownSuite® mERP®, it is imperative that efforts are not undertaken by any member of the Client team to make fundamental changes to data and current source system configurations. Such changes can potentially have a critical impact on the automated ETL effort. During the Migration/ETL phase for each application selected for implementation, the Client should not, for any reason, engage in the following activities:

Modifying the current Chart of Accounts structure

Modifying codes for any workflow that is to be configured in TownSuite, including but not limited to: invoice codes, earnings codes, adjustment codes, GL coding, etc.

Any changes or additions that are desirable by the Client should be brought forward to the project team for discussion and a determination of when those changes can be addressed. In

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most cases, such changes should be handled following go-live. This permits the Client to work with the new software with familiar data and configurations, giving the TownSuite® team the ability to more easily pinpoint and resolve any residual data sanitization requirements that may be identified following go-live.

Changes made to data and/or configurations during the migration phase may result in repeated effort by the TownSuite® team to re-map, re-validate and re-work ETL configurations for each TownSuite® application and/or module. This results in additional effort by the TownSuite® team and will be subject to the regular daily rate.

### **Alternative Migration Options**

Where data migration is highly desired, and not possible due to the risks of unknown impact on data integrity, project timeline and required project resources, an Extended View Migration may be provided. This is an approach that TownSuite® developed to enable the municipal client to end reliance on the applications being replaced and view relevant data in a non-validated and unlinked database format, that is presented as extracted from the original application database.

Extended View Migration also provides the ability to view historical data through TownSuite®. This approach will be utilized after initial ETL efforts have determined that full historical data migration may be problematic, and as such will be undertaken at a later stage of the ETL phase and will utilize the remaining effort allocated to the project. As the historical data is not an elemental component of the “go live” database, it does not require the same level of validation as the data that will be used as the starting point for usage of TownSuite® Municipal Software by the municipal client. This approach enables the municipal client and TownSuite® to mitigate the risk associated with uncertain data quality, and/or uncertain data issue resolution that can have potentially significant effects on project timelines, project budget and ultimate project success.

Where historical data migration is not desired, a Balance Forward migration can be provided. However, this approach will still require a White Glove or Templated ETL approach, as described above.

### **Product Acceptance Testing and Signoff**

Once a TownSuite product is ready to go live, the Client will receive an acceptance testing and signoff form to review and complete. These documents are intended for final review and feedback related to final module preparation and scheduling of Go-Live. Any items that are identified by the client that may require review and revision should be documented and sent to the TownSuite Implementation Team. Once final preparation is complete and Sign-Off is received a Go-Live date will be scheduled along with all final implementation tasks required by TownSuite and the Client. **Sign-Off is required to proceed to Go-Live scheduling.**

### **Training**

All TownSuite® Municipal Software implementations will include training. The amount and delivery method of training will depend on a variety of factors including the newness of the client, the depth of training that is required, and the preference of the client. The timing of training for any specific module, is entirely dependant on the way in which implementation is scheduled. All modules benefit from some initial training that is basic in nature and facilitates the development of a comfort level that is supportive of exploration and experimentation in a

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sandbox environment. Regardless of the training schedule that is determined between Trainer and Trainee(s), the following expectations are in place:

- Individual(s) to receive training are to be free of office duties during the schedule training period(s). This may require office closure(s).
- A “Training Day” is a normal working day, which will occur from Monday to Friday, and is equivalent to five (5) dedicated hours of on-task training.
- “Remote Training” consists of TownSuite® supplying training from TownSuite’s office to the Municipal Client’s office via a telephone and secure online connection with a specific computer at the Municipal Client’s office. Remote training days can be split into smaller hourly increments if desired, and is to be determined between the Client and the assigned Trainer.
- “Onsite Training” consists of TownSuite® supplying training at the Municipal Client’s office. Existing computer equipment and workstations will be utilized to deliver training at the Client’s office. A schedule of topics to be delivered, and who will participate in each session will be pre-determined between the Client and the assigned Trainer.
- TownSuite® Municipal Software Inc. assumes:
  - ▶ That municipal staff is familiar with the general use of computer technology, including internet browsers and any existing TownSuite® Municipal Software.
  - ▶ That municipal staff is familiar with regulations and legislation governing the confidentiality of, and protection of personal information that is maintained in the proposed and existing TownSuite® Municipal Software.
  - ▶ No responsibility of liability for inadequate training and/or knowledge in areas that include internet browsers and existing TownSuite® Municipal Software.
  - ▶ No responsibility of liability for inadequate training and/or knowledge in areas that include Accounting, Financial Management, Geographic Information systems, Planning and Development, Engineering, Public Works, Asset Management, Recreation and Customer Service, and other knowledge areas that would generally be expected in a municipal environment.

## Implementation Timelines

A project timeline that identifies individual application implementation timelines and schedules will be established at the outset of any new project, with new TownSuite® mERP® applications that are approved by the Municipal Client for implementation. Timelines are subject to change, as they are dependant on many factors, some of which are within the control of the Client and TownSuite, and some of which may be unplanned or unexpected by one or more stakeholders of the project.

Project start time will be communicated as an estimate during contract negotiation and finalization, and is fully dependant on current project activity and resource availability. Project start time and any resulting project timeline will reflect the current project activity and resource availability per selected application. Project start times discussed during the proposal stage are based on assumptions for proposal approval and acceptance. These timelines may not be available, if there are delays in proposal approval, contract finalization and fulfillment of related administration and invoicing requirements.

The Project Team works collaboratively to deliver project inputs, and produce project outputs. In some instances, unexpected delays or challenges can arise, which can affect the project timeline. These unexpected occurrences are dealt with

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collaboratively, between Client and TownSuite, through the project management process. In many cases, challenges are part of the migration process, and not entirely unexpected, and factored into the overall project timeline.

The following overall timelines, prerequisites and corequisites represent general implementation timelines for each available TownSuite® mERP® application.

| TownSuite® mERP® Application                | Timeline*       | Prerequisite** TownSuite® mERP® Application | Corequisite*** TownSuite® mERP® Application |
|---------------------------------------------|-----------------|---------------------------------------------|---------------------------------------------|
| <b>Finance</b>                              |                 |                                             |                                             |
| Financial (Incl. Purchase Order, Inventory) | 12 – 24 Months* | N/A                                         | N/A                                         |
| Customer Portal                             | 1 Month         | Financial                                   | N/A                                         |
| Point of Sale                               | 1 – 2 Months    | Financial, Customer Portal                  | Customer Portal                             |
| <b>Human Resources</b>                      |                 |                                             |                                             |
| Payroll                                     | 4 – 6 Months    | Financial                                   | Financial                                   |
| Employee Portal                             | 1 – 2 Months    | Financial, Payroll                          | N/A                                         |
| <b>Asset Management</b>                     |                 |                                             |                                             |
| TCA                                         | 2 – 4 Months    | Financial                                   | Financial                                   |
| Work Orders & Maintenance                   | 4 – 6 Months    | Financial                                   | Financial, TCA                              |
| <b>Land Management</b>                      |                 |                                             |                                             |
| Mapping                                     | 1 – 2 Months    | Financial                                   | Planning                                    |
| Planning                                    | 6 – 8 Months    | Financial, Mapping                          | N/A                                         |
| Inspections                                 | 1 – 2 Months    | Planning                                    | N/A                                         |
| ePermitting                                 | 1 – 2 Months    | Planning                                    | N/A                                         |
| <b>Community Services</b>                   |                 |                                             |                                             |
| Recreation                                  | 2 – 4 Months    | Financial, Customer Portal                  | N/A                                         |
| Service Requests / 311                      | 2 – 4 Months    | Financial, Work Orders (if applicable)      | N/A                                         |

\* Timelines presented are average and based on optimum project flow and average project experience. Project delays may result from untimely resolution of requests for information, data or process validation, unexpected out of scope items, and unplanned changes to the designated Project Team, and will potentially impact the overall project timeline. Project timelines are subject to change and maintained by the Project Team.

\*\* Prerequisite applications are required to be implemented prior to commencing any successive application implementation. Implementation order will be determined by the Project Team.

\*\*\* Corequisite applications can be implemented in parallel with specific TownSuite® mERP® applications as identified above. Typically, all other selected applications will be implemented in consecutive order, which is determined by the Project Team.

## Annual Subscription

TownSuite's Annual Subscription includes the following components:

- Licensing for Each Selected SaaS Application
- TownSuite® Care
  - Technical Support
  - Continuous Updates – Software Maintenance & Assurance
- TownSuite® Mobile App
- TownSuite® Cloud – Managed Hosting
  - Hosting Policies

## Licensing

TownSuite® User Licensing is based on two types of licenses that are provided with any implementation. The way that these licenses are formalized ensures that we can streamline our

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ongoing technical support and software improvement activities, while maximizing the benefit to you and minimizing the turnaround time for your requests.

The Proposed Software Fees consider a designated number of “Support Users,” or Support Licenses:

- Support Licensees are employees of the municipality that will be using the software and will be provided with all training to establish a local “subject matter expert” resource.
- Concurrent Users are defined as the maximum number of simultaneous users that can access the software at any one time.
- Named or General Users are any active account in any TownSuite® Municipal Software.

The following assumptions apply to the proposed Support Users and Concurrent Users:

- All training will be provided to Support Users by TownSuite® or by a verified partner of TownSuite®.
- Introductory training pertaining to software functionality will be provided to selected number of concurrent users
- Advanced training regarding system administration and advanced features will be provided to Support Users
- Support Users will be the first point of contact for all other municipal staff using the proposed software
- Support Users will also be the champion of these products for local citizen / stakeholder support as needed. TownSuite® provides online how-to-documentation and ticketed citizen support only for technical issues.
- Support Users will be the designated municipal employee(s) to initiate contact with TownSuite® for Technical Support or Software Assurance purposes.
- System administration rights for the Support Users will be determined during implementation

## **TownSuite® Care**

TownSuite® Care is our technical support and software maintenance services. This component is provided through our annual subscription and provides the following benefits:

### *Technical Support*

- TownSuite® Windows Applications
- TownSuite® Web Services Applications
- TownSuite® Mobile App
- TownSuite® Care
  - ▶ Toll free Municipal support weekdays from 7:00 AM – 6:30 PM EST
  - ▶ Automated Online Citizen Support 24/7, and monitored weekdays from 7:00 AM – 6:30 PM EST (for eServices Application Support)
  - ▶ Annual User Group Meeting
  - ▶ TownSuite® Communications: Support Tips, Feature Tips, Newsletters

### *Continuous Updates – Software Maintenance*

- TownSuite® Municipal Software will receive continuous, automated software updates with their annual subscription. This means that there are no fees or downtime associated with upgrades, including upgrade implementation, or training directly associated with the updated software. Please note that training is still required for new staff that may join the municipality at any point post-implementation.

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- TownSuite® encourages clients to submit requests for changes – it is this feedback that helps us to continuously evolve and adapt our software to the changing needs of municipalities
- 35% of our annual revenues are re-invested back into TownSuite® Municipal Software in support of research and development to develop and improve TownSuite® Municipal Software products and services.

### *Product Documentation*

- TownSuite® maintains a complete product documentation site with how-to instructions, recorded webinars, software installation and license key instructions
- Product documentation is available to all TownSuite® users via the desktop software interface, or from the user's individual TownSuite® eServices Portal account

### **TownSuite® Mobile App**

TownSuite® Mobile App is bundled with specific TownSuite® Municipal Software applications to provide greater flexibility and accessibility to municipal information and tools in the field. The following terms and conditions apply:

- Available for iOS and Android smartphone and tablet devices only
- Offline sync mode provides functionality in the absence of reliable wireless internet or cellular services
- Optimized for staff usage only, user account settings maintained by the municipal system administrator in TownSuite® Municipal Software will apply to Mobile App accessibility per individual staff user
- App functionality is dependant on the specific TownSuite® Municipal Software applications that are currently implemented, and includes the following at this time:
  - ▶ Recreation – Attendance tracking with event ticket scanning
  - ▶ Service Requests / 311 – Service Request assignment per user, updates and creation
  - ▶ Work Orders – Assigned Task time tracking per user, Work Order creation
  - ▶ Inspections – Mobile Building Inspections
  - ▶ All field operations include the ability to access location routing within the App

### **TownSuite® Cloud – Managed Hosting**

TownSuite® Cloud provides clients with a secure hosted environment which can be utilized to house all TownSuite® Municipal Software applications.

- Hosting of TownSuite® Municipal Software database(s) in a secure, Uptime Institute Certified Tier III Equivalent Facility with nation-wide Canada-based data centres for coast-to-coast-to-coast, and redundant coverage (a detailed facility overview is available on request)
- Facility amenities include state of the art fire detection and suppression systems, heating ventilation and cooling systems, power backup systems (battery and generator with fuel delivery contracts), security (interior/exterior video surveillance, controlled access (biometric scanning, man trap, access cards and codes, photo ID, individually locked customer cabinets), onsite personnel 24x7x365 providing 24/7 Proactive Monitoring, and more
- Redundant Internet to avoid downtime due to internet service disruptions
- Regularly scheduled maintenance windows to ensure optimal system performance
- Multiple Canadian fibre circuits to maintain Internet carrier diversity

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- Provides for remote access with enterprise grade end-to-end encryption to your TownSuite® Municipal Software Database from virtually anywhere with a suitable internet connection
- Provides the necessary server hardware requirements to optimize TownSuite® Municipal Software including RAM, Storage Space, Computing Power and required Windows and Microsoft SQL licenses, including hardware and software improvements and licensing renewals
- Reduces onsite IT hardware and consulting/personnel costs that would otherwise be required to maintain a secure and reliable environment for TownSuite® Municipal Software
- Includes daily backup of TownSuite® database(s)
- Meets CRA requirement for storage of personal customer records in a 100% Canada based data centre
- Meets jurisdictional requirements or preference of 100% Canadian ownership of any electronic storage facility utilized for personal records, as required desired by some jurisdictions.
- Shared hosted TownSuite® environment is already linked to the web hosting environment for easy setup of eServices modules

### *Maintenance Windows*

Maintenance Windows will be scheduled on a regular basis to enable TownSuite® Municipal Software to conduct routine and scheduled maintenance and updates for any managed cloud services that are implemented as a result of acceptance of this proposal. This includes managed cloud services for hosting of TownSuite® Municipal Software applications. During these regularly scheduled Maintenance Windows, accessibility and functionality of your implemented TownSuite® Municipal Software may be temporarily affected. Schedules for Maintenance Windows will be communicated to TownSuite® clients on a regular basis.

### *Fair Usage Policy*

For any hosted applications that are implemented as a result of acceptance of this proposal, a Fair Usage Policy will apply. Hosting services are provided by TownSuite® to ensure that clients and stakeholders accessing TownSuite® Municipal Software via a host get the best service and use from them.

- For eServices and Mobile applications, stakeholder subscriptions are available through Municipal Clients at their discretion to permit access and use of TownSuite® Web Applications for individual use, subject to quantity pricing for municipal subscribers. An individual subscription can have multiple permissions for citizen and/or employee or guest. Once total subscriptions have entered the next subscription bracket, a designated contact at the municipality will be notified and an invoice will be submitted for the incremental increase for the monthly prorated amount.
- For Windows applications, municipal access is maintained by TownSuite® Municipal Software. Individual access by municipal employees is granted by the municipal system administrator – a designated individual that is identified as such to TownSuite®. Access by TownSuite® will be applied based on the Concurrent User Licenses that have been implemented by the Municipality. Additional licensing is available at a prescribed one-time fee and recurring annual subscription fee, upon request to TownSuite®.
- Hosting services provide for a specific volume of data usage, based on the requirements of the Municipal Client, and this data usage is monitored on an ongoing basis. Unexpected

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high volumes of data usage can result in slow performance or response times of the TownSuite® Web Applications. Frequent spikes in the rate of data usage or bandwidth will be investigated and cost overages may be charged back to the client if deemed necessary. Individual user access is governed by eServices Subscriptions and Windows Application Concurrent / General User License Subscriptions.

### *Computing Power*

TownSuite® Cloud will provide for a specific capacity of computer power to meet the needs of the municipal client, considering the number of active users, along with the number of products that are being hosted.

### *Hosted Storage Capacity*

TownSuite® Cloud will provide for a specific storage capacity, and will be dependant on the current size of TownSuite® Database(s) across all implemented software and anticipated growth of these databases for a medium term period.

### *Minimum Internet Speed*

Minimum Internet Speed for both upload and download will be required to ensure that there is no interruption in transaction processing and real time updates to the database(s). This mitigates potential problems that could arise in system performance and data integrity.

## **Managed Integrations**

### *No-Fee Managed Integrations*

TownSuite® provides a number of subscription-based, and no-fee managed integrations with third party providers.

Some managed integrations or data interfacing processes are available for critical data providers that support core municipal functions in TownSuite® Municipal Software. These connections are provided at no additional cost, and include:

1. Financial Institutions
  - All major Canadian banks and a growing number of credit unions
2. Municipal Assessment / Property Valuation Corporations / Solutions
  - PVSC, MAA, MPAC, Government of Manitoba, Camelot, IASWorld
3. Geographic Information System (GIS) Solutions
  - ESRI, QGIS, Mapinfo, CGIS
4. Utility Meter Consumption Collection Solutions
  - (Neptune, Master Meter, Sensus, Badger, Itron)
5. Online PCI Compliant Payment Gateways
  - Moneris, Global Payments, Paypal, Chase, Clover
6. Counter POS Terminals
  - Moneris, Clover

### *Fee-Based Managed Integrations*

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TownSuite® has recognized that in many areas of its software, there are vendors that can provide complementary solutions to our current software features, tools and processes. As these functionalities and processes are not core requirements for TownSuite® and municipal operations and administration, they are provided as an additional, value-added subscription-based service. Subscription-based managed integrations will only be available to municipal clients for select third party solution providers, at the discretion of TownSuite® Municipal Software.

TownSuite® has introduced a number of fee-based managed integrations, which are available on the basis of a per-module subscription fee. Fee-based managed integrations do not impact or consider user licensing in TownSuite® mERP® or any integrated third-party solution.

### *Technical Implications*

The Technical Environment in which a managed integration is maintained has many unknowns, and where there are gaps, this can result in issues with reliability. TownSuite® seeks to optimize the performance of TownSuite® mERP® applications, and minimize the impact of disruptions that may occur within any managed integration. To minimize disruptions as much as possible, TownSuite® recommends that any managed integration that is implemented is between TownSuite® mERP's end-to-end encrypted Cloud environment, and the third party provider's Cloud environment. Combinations of on-prem (locally hosted) software integrations can create additional instability where IT infrastructure and other necessary infrastructure and technical resources are managed outside of the individual software application. Any and all connectivity of data and applications occurring outside of TownSuite's fully managed software and related technical environment is not subject to any support, maintenance, continuous improvement, monitoring or technical responsibility of TownSuite® Municipal Software Inc.

In all instances, TownSuite® assumes no responsibility for implementation, configuration, improvement, updates/upgrades, functionality, support or any other task and/or effort associated with any third-party product / service / data / application, other than:

- The connection of data between TownSuite® and the third party provider;
- The movement of data in / out of TownSuite® Municipal Software from the third-party provider's application and/or database.

TownSuite® assumes no responsibility for:

- Additional costs incurred by the municipality for third-party costs associated with the setup, configuration, support or issue resolution in the third-party solution.
- Additional costs related to technical resource requirements, consultation fees, or any other cost associated with technical resource/infrastructure required for the third-party solution.
- Uptime and/or connectivity issues related to interconnectivity of TownSuite® mERP® and the third-party application, and any resulting impacts on municipal data outside of the TownSuite® mERP® environment.

TownSuite® Recommends:

- Subscription to TownSuite's end-to-end encrypted Cloud environment for all TownSuite® mERP® applications (Required for all new clients and eServices clients as of January 1, 2021).
- Subscription to the third-party provider's own Cloud environment for application access and usage.

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## Current Municipal Software

TownSuite's Annual Subscription for its SaaS products will, in almost every implementation project, require an overlap between those annual fees, and the fees that the Municipality currently pays for the software that will be replaced by any TownSuite® Municipal Software applications that are selected for implementation.

TownSuite's Annual Subscription fees are due upon signing of any resulting implementation agreements, and prior to going live, based on the following:

- TownSuite® Municipal Software applications selected for implementation will be made available in the provisioned Cloud environment with demonstration data at the outset of the project.
- TownSuite® Municipal Software applications selected for implementation will be accessible in the Cloud environment and will be utilized for the purposes of review, validation and acceptance of any test converted data by the Municipality, along with setup / configuration review and acceptance during the course of the implementation process. This will include data review, process review and initial training/orientation to facilitate the development of a familiarity with and basic functionality of TownSuite®.
- Annual subscription fees provide access to our continuous improvement resources, including the ability to suggest and benefit from feature improvement requests, and access to these improvements as they are delivered to all customers through our automated, and continuous software update deployment pipeline. All feature improvement requests are subject to approval and also may be scheduled post-implementation live timelines.
- Annual subscription fees provide access to our product resources, webinar recording repository, and access to live webinars prior to going live.
- Annual subscription fees provide access to our EDGE virtual learning session repository and any live EDGE sessions prior to going live.
- Any and all software implementation is deployed via our Cloud environment, which incurs immediate costs for data centre usage, licensing, security, combined with support and maintenance of this managed hosting environment that we maintain for you as part of our annual software and related services.

Overlap of TownSuite® Subscription fees with that of the software that will be replaced, provides all parties with these important benefits:

- Ability to maintain a feasible implementation plan that does not have to consider advance go-live dates to accommodate lapsed product support from existing providers.
- Lapsing of current product support can result in data integrity and accuracy issues, product functionality issues, and is outside the scope of any TownSuite® proposal and/or Implementation Agreement. Additional fees may apply for issue resolution and duplication of implementation effort that may result from lapsing of current product support.
- Ability for the Municipality to continue with the status quo, until all implementation activities, product testing, and acceptance criteria have been met, allowing for the scheduling of a go-live date and go-live training.
- Lapsing of current product support may present unnecessary risk to the overall TownSuite® Implementation Project, with the potential of increasing the likelihood of data errors, project timelines associated with additional implementation effort, and project timelines associated with out-of-scope project tasks.

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TownSuite® is not responsible for any costs associated with:

- Annual Subscription or Support fees associated with any product that will be replaced by TownSuite® Municipal Software.
- Consulting or other service fees associated with any product or related service, and which will be replaced by TownSuite® Municipal Software and related services.
- Consulting or other service fees associated with any non-TownSuite® product or related services that is incurred to resolve issues in the software applications that will be replaced by TownSuite® Municipal Software and related services.

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AGENDA ITEM NO.: (10) (b)

| TOWN OF TWO HILLS<br>COUNCIL MEETING<br>AGENDA ITEM                                                                       |                                      |     |        |                 |   |  |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----|--------|-----------------|---|-------------------------------------------------------------------------------------|
| Meeting Date: Tuesday Oct 14, 2025                                                                                        | Confidential:                        | Yes |        | No              | x |                                                                                     |
| Topic: Northern Lights Library Systems Board 2026 Levy                                                                    |                                      |     |        |                 |   |                                                                                     |
| Originated By: A. Kowakiewicz                                                                                             |                                      |     | Title: | NLLSB 2026 Levy |   |                                                                                     |
| BACKGROUND:                                                                                                               | Annual Review of Library System Fees |     |        |                 |   |                                                                                     |
|                                                                                                                           |                                      |     |        |                 |   |                                                                                     |
| DOCUMENTATION ATTACHED:                                                                                                   |                                      |     |        |                 |   |                                                                                     |
| Letter from NLLS to CAO A. kowakiewicz<br>NLLS Budget                                                                     |                                      |     |        |                 |   |                                                                                     |
| DISCUSSION:                                                                                                               |                                      |     |        |                 |   |                                                                                     |
| Review Levey for 2026 increases 1.5% in 2026<br>Same increase rate of 1.5% occurred in 2025                               |                                      |     |        |                 |   |                                                                                     |
| COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:                                                                                 |                                      |     |        |                 |   |                                                                                     |
|                                                                                                                           |                                      |     |        |                 |   |                                                                                     |
| RECOMMENDED ACTION(S):                                                                                                    |                                      |     |        |                 |   |                                                                                     |
| _____MOVE To accept the Levy increase proposed for 2026 of 1.5% or \$8008.65, with payment due in December 2025.          |                                      |     |        |                 |   |                                                                                     |
| _____Move to obtain additional information from the Northern Lights Library System Board on the reasons for the increase. |                                      |     |        |                 |   |                                                                                     |
|                                                                                                                           |                                      |     |        |                 |   |                                                                                     |
| DISTRIBUTION: Council: X                                                                                                  |                                      |     |        |                 |   |                                                                                     |



5616 – 48 St, Postal Bag 8, Elk Point, AB, T0A 1A0  
Tel 780-724-2596 Fax 780-724-2597

October 3, 2025

Mr. Adam Kozakiewicz  
Town of Two Hills  
PO Box 630  
Two Hills, AB  
T0B 4K0  
[cao@townoftwohills.com](mailto:cao@townoftwohills.com), [aclark@townoftwohills.com](mailto:aclark@townoftwohills.com)

Dear Mr. Kozakiewicz,

The Northern Lights Library System Board unanimously approved, in principle, the upcoming 2026 budget. The budget includes a 1.5% levy increase for Municipalities and/or their Library Boards.

Northern Lights Library System's agreement stipulates that we use the same population list to assess the membership levy that the provincial government uses to calculate library operating grants. Therefore, your population for purposes of the 2026 library system levy is **1443**.

Please send a copy of your council motion accepting or rejecting the presented Northern Lights Library System Board 2026 Budget, with its 1.5% levy increase.

**2026 Levies:**

|                          |                                    |
|--------------------------|------------------------------------|
| <b>\$5.55 per capita</b> | <b>Municipality</b>                |
| \$11.10 per capita       | Municipality without Library Board |

The total levy for 2026 equals **\$8,008.65** from the Town of Two Hills. (1443 x \$5.55) Do NOT remit payment, the invoice will follow in December.

You may contact your Northern Lights Library Board member representative if you have any questions. A copy of the budget is available from your Northern Lights Library Board member representative.

Regards,

Jennifer Anheliger  
Chairman  
Northern Lights Library System Board

James MacDonald  
Executive Director  
Northern Lights Library System

| NLLS                                  |                                |              |                       |                 |
|---------------------------------------|--------------------------------|--------------|-----------------------|-----------------|
|                                       |                                | GL Code(s)   | BUDGET<br>2024 - 1.5% | 2024<br>Actuals |
|                                       |                                |              |                       |                 |
| Municipal and Library<br>Board Levies | Municipalities                 | 4010         | \$ 1,275,429.00       | \$ 1,312        |
|                                       | Book Allotment - EXPENSE       | 6007         | -\$ 382,661.00        | -\$ 361         |
|                                       | Library Board Levy             | 4040         | \$ 622,388.00         | \$ 625          |
| Total                                 |                                |              | \$ 1,515,156.00       | \$ 1,575        |
| Provincial Grants                     | Provincial Operating Grant     | 4041         | \$ 878,532.00         | \$ 878          |
|                                       | Rural Services Grant - REVENUE | 4042         | \$ 3,578.00           | \$ 358          |
|                                       | Rural Services Grant - EXPENSE | 6301         |                       | \$ 345          |
|                                       | OROS - System portion          | 4043         | \$ 64,458.00          | \$ 74           |
|                                       | OROS - local board portion REV | 4047         |                       | \$ 65           |
|                                       | OROS - local board portion EXP | 6081         |                       | \$ 109          |
|                                       | Provincial Establishment Grant | 4044         |                       | \$              |
| Total                                 |                                |              | \$ 946,568.00         | \$ 1,832        |
| Other Revenue                         | Other Revenue - General        | 4530         | \$ 5,000.00           | \$ 22           |
|                                       | Grants and Sponsorships        | 4550         | \$ 4,000.00           | -\$ 2           |
|                                       | Rebills and Resales REVENUE    | 4510<br>4520 | \$ 5,000.00           | \$ 157          |
|                                       | Rebills and Resales EXPENSE    | 6618         |                       | \$ 192          |
|                                       | Interest                       | 4610         | \$ 60,000.00          | \$ 130          |
|                                       | Office Rentals                 | 4552         | \$ 30,000.00          | \$ 31           |
| Total                                 |                                |              | \$ 104,000.00         | \$ 532          |
| Reserves                              | Reserve Out                    |              | -\$ 235,386.47        | -\$ 104         |
|                                       | Reserves In                    |              |                       |                 |
| TOTAL OPERATING<br>REVENUE            |                                |              | \$ 2,565,724.00       |                 |

|                  |                                    | GL Code(s) | 2024         | Actuals      |
|------------------|------------------------------------|------------|--------------|--------------|
| EXPENSES         |                                    |            |              |              |
| GOVERNANCE       |                                    |            |              |              |
| NLLS             | General Board Meetings             | 6500       | \$ 12,000.00 | \$ 11,522.73 |
| BOARD            | Executive Meetings                 | 6520       | \$ 22,000.00 | \$ 17,159.41 |
| LMC              | Committee Meetings                 | 6502       | \$ 6,000.00  | \$ 2,227.51  |
|                  | Outreach and Honoraria             | 6510       | \$ 10,000.00 | \$ 1,931.98  |
|                  | Professional & Legal Fees          | 6606       | \$ 5,000.00  | \$ 4,893.03  |
|                  | LMC Meeting/Mileage/Meal           | 6208       | \$ 10,000.00 | \$ 13,750.82 |
|                  | Lib Brd Chair Meeting/Mileage/Meal | 6602       | \$ 3,500.00  | \$ 2,793.11  |
|                  | Board Professional Development     | 6508       | \$ 3,000.00  | \$ 1,610.10  |
| Governance Total |                                    |            | \$ 71,500.00 | \$ 55,888.69 |
| ADMINISTRATION   |                                    |            |              |              |
|                  | Memberships                        | 6616       | \$ 12,000.00 | \$ 8,614.50  |
|                  | PD Training Total                  | 5981       | \$ 35,000.00 | \$ 29,846.07 |
|                  | Education/Tuition                  | 5985       | \$ 7,500.00  | \$ -         |
|                  | Staff Travel/Hosting               | 5984       | \$ 48,000.00 | \$ 46,840.21 |
|                  | Marketing and Communications       | 6608       | \$ 40,000.00 | \$ 33,536.55 |
|                  | Office supplies                    | 6620       | \$ 10,000.00 | \$ 8,184.17  |
|                  | Staff recruitment                  | 5987       | \$ 1,500.00  | \$ 1,154.17  |
|                  | Equipment/Software                 | 6600       | \$ 40,000.00 | \$ 10,933.65 |

|                                        |                                     |      |               |               |
|----------------------------------------|-------------------------------------|------|---------------|---------------|
| ADMINISTRATION                         | Telecommunications                  | 6622 | \$ 12,000.00  | \$ 11,268.51  |
|                                        | Caretaking & Landscape              | 6704 | \$ 37,000.00  | \$ 37,285.25  |
|                                        | Building Maintenance                | 6702 | \$ 15,000.00  | \$ 23,230.18  |
|                                        | Utilities                           | 6708 | \$ 35,000.00  | \$ 29,001.58  |
|                                        | Accounting<br>Bookkeeping & Banking | 6612 | \$ 28,000.00  | \$ 25,768.92  |
|                                        | Audit and Support                   | 6610 | \$ 17,000.00  | \$ 16,852.10  |
|                                        | Insurance                           | 6614 | \$ 14,000.00  | \$ 14,345.00  |
|                                        | Health & Safety                     | 6706 | \$ 2,100.00   | \$ 2,411.29   |
|                                        | NLLS Social Club                    | 6522 | \$ 1,500.00   | -\$ 490.28    |
| Administration Total                   |                                     |      | \$ 355,600.00 | \$ 298,781.87 |
| OPERATIONS                             |                                     |      |               |               |
| OPERATIONS                             | Vehicle Expenses                    | 6270 | \$ 72,000.00  | \$ 155,544.19 |
|                                        | Vehicle Fuel                        | 6271 | \$ 42,000.00  | \$ 38,964.96  |
|                                        | Contract Drivers                    | 6272 |               |               |
|                                        | Processing supplies                 | 6108 | \$ 20,000.00  | \$ 27,037.71  |
|                                        | Postage                             | 6266 | \$ 6,000.00   | \$ 4,253.37   |
| Operations Total                       |                                     |      | \$ 140,000.00 | \$ 225,800.23 |
| TECHNOLOGY SERVICES and INFRASTRUCTURE |                                     |      |               |               |
| TECHNOLOGY                             | Internet Service                    | 6169 | \$ 5,000.00   | \$ 4,896.75   |
| SERVICES                               | Website Services                    | 6119 | \$ 60,000.00  | \$ 60,409.61  |

|                                                     |                                         |           |                 |                 |
|-----------------------------------------------------|-----------------------------------------|-----------|-----------------|-----------------|
| and INFRASTRUCTURE                                  | Computer Software Services              | 6114/6115 | \$ 52,000.00    | \$ 82,339.11    |
|                                                     | Network Security, and Hardware Services | 6121      | \$ 113,500.00   | \$ 53,923.69    |
|                                                     | Computer Hardware and Peripherals       | 6118      | \$ 23,000.00    | \$ 16,956.58    |
|                                                     | Contract Services                       | 6167      | \$ 47,000.00    | \$ 96,051.63    |
|                                                     | TRAC                                    | 6168      | \$ 125,000.00   | \$ 125,389.00   |
| Technology Totals                                   |                                         |           | \$ 425,500.00   | \$ 439,966.37   |
| MEMBER LIBRARY SERVICES                             |                                         |           |                 |                 |
| MEMBER<br><br>LIBRARY<br><br>SERVICES               | System Collection                       | 6080      | \$ 10,000.00    | \$ 6,933.18     |
|                                                     | Online databases/ E-Resources           | 6280      | \$ 120,000.00   | \$ 118,804.45   |
|                                                     | Programming                             | 6252      | \$ 10,000.00    | \$ 5,135.72     |
|                                                     | Library Staff Training & Development    | 6206      | \$ 27,000.00    | \$ 25,089.65    |
|                                                     | Indigenous Relations & Operations       | 6083      | \$ 30,000.00    | \$ 49,115.18    |
| MLS Totals                                          |                                         |           | \$ 197,000.00   | \$ 205,078.18   |
| Operating Total                                     |                                         |           | \$ 1,189,600.00 | \$ 1,225,515.34 |
| STAFFING                                            |                                         |           |                 |                 |
| Staff 21 F/T 1P/T Staff members & 2 Summer Students | Salaries                                | 5900      | \$ 1,451,000.00 | \$ 1,476,189.44 |
|                                                     | Benefits                                | 5542      | \$ 159,610.00   | \$ 160,973.50   |

|                                |                             |      |                 |                 |
|--------------------------------|-----------------------------|------|-----------------|-----------------|
|                                | Special Events-Long Service | 6521 | \$ 900.00       | \$ 1,161.34     |
| Staff Total                    |                             |      | \$ 1,611,510.00 | \$ 1,638,324.28 |
| TOTAL EXPENDITURES             |                             |      | \$ 2,801,110.00 | \$ 2,863,839.62 |
| Budgeted Net Gain/Loss         |                             |      |                 |                 |
| Budget deficit covered by rese |                             |      |                 |                 |

AGENDA ITEM NO.: (10)(c)

|                                                                                                                                                                                     |  |               |        |                                    |    |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|--------|------------------------------------|----|---|
| <p style="text-align: center;"><b>TOWN OF TWO HILLS<br/>COUNCIL MEETING<br/>AGENDA ITEM</b></p>  |  |               |        |                                    |    |   |
| Meeting Date: Tuesday October 14, 2025                                                                                                                                              |  | Confidential: | Yes    |                                    | No | X |
| Topic: Town of Two Hills Technology Award                                                                                                                                           |  |               |        |                                    |    |   |
| Originated By: Email                                                                                                                                                                |  |               | Title: | Town of Two Hills Technology Award |    |   |
| <b>BACKGROUND:</b>                                                                                                                                                                  |  |               |        |                                    |    |   |
| Provided funds for this award for many years                                                                                                                                        |  |               |        |                                    |    |   |
| <b>DOCUMENTATION ATTACHED:</b>                                                                                                                                                      |  |               |        |                                    |    |   |
| Email from Assistant Principal requesting continued funding for this year and the names of the recipients                                                                           |  |               |        |                                    |    |   |
| <b>DISCUSSION:</b>                                                                                                                                                                  |  |               |        |                                    |    |   |
| 2 cheques for \$100.00 each, for a total of \$200.00 would be donated for the award in the names of the recipients.                                                                 |  |               |        |                                    |    |   |
| <b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>                                                                                                                                    |  |               |        |                                    |    |   |
|                                                                                                                                                                                     |  |               |        |                                    |    |   |
| <b>RECOMMENDED ACTION(S):</b>                                                                                                                                                       |  |               |        |                                    |    |   |
| _____ Move to issue 2 cheques for \$100.00 each to total \$200.00 to donate to the Technology Award winners for 2025.                                                               |  |               |        |                                    |    |   |
|                                                                                                                                                                                     |  |               |        |                                    |    |   |
| <b>DISTRIBUTION:</b>                                                                                                                                                                |  | Council: X    |        |                                    |    |   |

---

Re: Award

---

From Stacey Lang <langstac@sperd.ca>  
Date Fri 9/26/2025 2:55 PM  
To Danielle Williams <fc@townoftwohills.com>

Hello,

Ok I looked and found what we use the following are the recipients of the award: Katryna Lutzak and Kelly Trach

Thanks,

On Fri, Sep 26, 2025 at 10:14AM Danielle Williams <[fc@townoftwohills.com](mailto:fc@townoftwohills.com)> wrote:

Hi Stacey,

I checked our policies here and didn't find any criteria for this award.

Danielle Williams  
Finance Clerk  
p: 780.657.3395



---

**From:** Stacey Lang <[langstac@sperd.ca](mailto:langstac@sperd.ca)>  
**Sent:** Friday, September 26, 2025 8:55 AM  
**To:** Danielle Williams <[fc@townoftwohills.com](mailto:fc@townoftwohills.com)>  
**Subject:** Re: Award

Hello,

What is the criteria? Sorry I am new to this

Stacey

On Thu, Sep 25, 2025 at 4:25 PM Danielle Williams <[fc@townoftwohills.com](mailto:fc@townoftwohills.com)> wrote:

Hi Stacey,

The school sends us the 2 names of the recipients for the awards. Then an invitation to awards night can be sent to council to present the award.

Thank you,

Danielle Williams  
Finance Clerk  
p: 780.657.3395



---

**From:** Stacey Lang <[langstac@sperd.ca](mailto:langstac@sperd.ca)>  
**Sent:** Thursday, September 25, 2025 2:21 PM  
**To:** Danielle Williams <[fc@townoftwohills.com](mailto:fc@townoftwohills.com)>  
**Subject:** Award

Hello,

I was wondering if you have a recipient for the 2024-2025 **Town of Two Hills Technology Award**?

Let me know and also whether or not you are interested in presenting this award. We have not picked a date yet but it will be sometime later October.

--

Stacey Lang  
Assistant Principal and Coordinator of Student Services  
Two Hills School

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AGENDA ITEM NO.: (10)(d)

| TOWN OF TWO HILLS<br>COUNCIL MEETING<br>AGENDA ITEM                                        |               |            |        |            |   |  |
|--------------------------------------------------------------------------------------------|---------------|------------|--------|------------|---|-------------------------------------------------------------------------------------|
| Meeting Date: Oct 14, 2025                                                                 | Confidential: | Yes        |        | No         | x |                                                                                     |
| Topic: New Library Board Members                                                           |               |            |        |            |   |                                                                                     |
| Originated By: Betty Lou Kobe                                                              |               |            | Title: | Councillor |   |                                                                                     |
| BACKGROUND:                                                                                |               |            |        |            |   |                                                                                     |
| Sharla Morrison and Haiden Morrison recommended to become members of the Library Board.    |               |            |        |            |   |                                                                                     |
| DOCUMENTATION ATTACHED:                                                                    |               |            |        |            |   |                                                                                     |
|                                                                                            |               |            |        |            |   |                                                                                     |
| DISCUSSION:                                                                                |               |            |        |            |   |                                                                                     |
| Library Board has recommended Sharla Morrison and Haiden Morrison to the Library Board.    |               |            |        |            |   |                                                                                     |
| COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:                                                  |               |            |        |            |   |                                                                                     |
|                                                                                            |               |            |        |            |   |                                                                                     |
| RECOMMENDED ACTION(S):                                                                     |               |            |        |            |   |                                                                                     |
| _____ Motion to accept Sharla Morrison and Haiden Morrison onto the Library Board Members. |               |            |        |            |   |                                                                                     |
|                                                                                            |               |            |        |            |   |                                                                                     |
| DISTRIBUTION:                                                                              |               | Council: X |        |            |   |                                                                                     |

# Minutes of the Town of Two Hills Library Board for the Alice Melnyk Public Library

September 10, 2025

Present: Suzanne Musgrave, Pat Ewanishan, Elaine Sorochnan, Betty Lou Laing-Kobe, Sarah Hamm, Haiden Morrison and Sharla Morrison.

Regrets: Amy Boettcher and Dianne Saskiw.

Recording Secretary: Suzanne Musgrave

- 1) The meeting was called to order at 6:30 pm by Suzanne Musgrave.
- 2) Pat moved that the minutes be adopted as previously emailed. Sarah seconded. AIF.
- 3) Waiting for the invoice for the laptop to arrive. Pat noted the town gave \$25,000 which is \$5,000 more than 2024. All the other grant money is in including Canada Summer Jobs. Budget to be presented at the next meeting, so requests for purchases and expenses for 2026 need to be sent to Pat in the next month. Pat moved her report be adopted as presented/emailed. Suzanne seconded. AIF.
- 4) As attached with meeting package. Betty Lou won the NLLS draw for registration into the Stronger Together conference. Betty Lou and staff entered the parade, won first place and \$50. NLLS Member Services Consultant came out to meet with Betty Lou, they discussed different options for sending out newsletters. Also discussed, application forms for memberships should be shredded once they are entered into the computer. NLLS is going to create a knowledge base using questions and their answers for libraries to see how other libraries are solving their questions. NLLS is also creating templates for all the libraries to use for their social media.
- 5) Mayor Ewanishan could not attend this meeting so Councilor Elaine Sorochnan came in his place. Councilor Sorochnan encouraged the library board to go and make a presentation to the new town council after elections. Pat requested that Sharla and Haiden be brought to the next council meeting for approval to be on the board.
- 6) Councilor Saskiw no report.
- 7) a)
- 8) a) FOIP was repealed in June, need to find the new section to change in the policy manual. Wait to see what NLLS wants done on the registration forms. Computer Use Policy and Unattended Children and Vulnerable Adults Policy to be created and presented at the next meeting.  
b) All three staff are needing to get their First Aid as theirs have expired. Betty Lou is working with Adult Learning to see if they can offer, alternately she will contact the Fire Chief to see if that is an option.
- 9) Next meeting November 12, 2025 at 6:30pm.
- 11) Meeting adjourned at 7:20p.m.

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Suzanne Musgrave, Chair

TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |                                     |                          |    |                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------|--------------------------|----|---------------------------------------|
| Meeting Date: October 14, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Confidential: | Yes                                 | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> X |
| Topic: Advanced Polls 2025 Election                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |                                     |                          |    |                                       |
| Originated By: A. Kowakiewicz & S. Lupal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               | Title: Advanced Polls 2025 Election |                          |    |                                       |
| <b>BACKGROUND:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |                                     |                          |    |                                       |
| <p><b>Advance Voting in Alberta Municipal Elections</b></p> <p>Under Alberta's <i>Local Authorities Election Act</i> (LAEA), advance voting allows eligible electors to vote before election day at designated stations.</p> <ul style="list-style-type: none"> <li>For municipalities with a population greater than 5,000, advance voting is <b>mandatory</b> for general elections of councillors (including by-elections) and votes on bylaws or questions submitted to electors. However, the elected authority (e.g., municipal council) must still <b>pass a resolution</b> to formally provide for it, as per section 73(2) of the LAEA: "An elected authority may, by resolution, provide for holding an advance vote for an election."</li> <li>For smaller municipalities (population 5,000 or less), advance voting is <b>optional</b> and requires a council resolution to enable it.</li> <li>The returning officer then sets the days and hours (typically up to 4 days before election day, but not within 24 hours of election day), establishes stations, and provides public notice at least one week in advance.</li> <li>The Minister of Municipal Affairs may exempt a municipality from the mandatory requirement via order.</li> </ul> <p>No bylaw is required – a simple resolution (essentially a council motion) suffices.</p> |               |                                     |                          |    |                                       |
| <b>DOCUMENTATION ATTACHED:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |                                     |                          |    |                                       |
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| <b>DISCUSSION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |                                     |                          |    |                                       |
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| <b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |                                     |                          |    |                                       |
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| <b>RECOMMENDED ACTION(S):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |                                     |                          |    |                                       |
| <p>Moved by _____ to hold an Advanced Polls for the 2025 Municipal Election at the Town of Two Hills Council Chambers 4712 50th Street October 17 - 5:00 to 8:00pm, October 18 - 12:00noon to 4:00pm</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |                                     |                          |    |                                       |
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| <b>DISTRIBUTION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               | Council: X                          |                          |    |                                       |

TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |                                      |  |    |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------|--|----|---|
| Meeting Date: October 14, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Confidential: | Yes                                  |  | No | X |
| Topic: Institutional Voting Stations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |                                      |  |    |   |
| Originated By: A. Kowakiewicz & S. Lupal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               | Title: Institutional Voting Stations |  |    |   |
| <b>BACKGROUND:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |                                      |  |    |   |
| <p><b>Institutional Voting in Alberta Municipal Elections</b></p> <p>Institutional voting facilitates voting for electors residing in designated facilities, such as supportive living accommodations (e.g., senior lodges) or treatment centres (e.g., hospitals under the <i>Mental Health Act</i>).</p> <ul style="list-style-type: none"> <li>This is <b>optional</b> and requires the elected authority (council) to <b>pass a resolution</b> to designate specific institutions as voting locations, or to authorize the returning officer to do so, per section 80(1) of the LAEA: "Elected authorities, by resolution, or returning officers (if authorized), may designate institutional voting stations."</li> <li>There must be at least 10 eligible electors residing there on election day.</li> <li>If advance voting is provided, institutional voting can occur on an advance vote day.</li> <li>The returning officer appoints at least two deputies to conduct the vote on-site, following standard secrecy and assistance rules (e.g., for incapacitated electors). Notice must be posted at the institution at least two days prior, and ballot boxes remain sealed until after polls close on election day.</li> </ul> <p>Again, a resolution (council motion) is the key requirement – no bylaw needed unless related to specific assistance tools like tactile templates for blind electors (section 78).</p> |               |                                      |  |    |   |
| <b>DOCUMENTATION ATTACHED:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |                                      |  |    |   |
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| <b>DISCUSSION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |                                      |  |    |   |
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| <b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |                                      |  |    |   |
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| <b>RECOMMENDED ACTION(S):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |                                      |  |    |   |
| <p>THAT Council establish Institutional Voting Stations on October 20<sup>th</sup> 2025 at Hillside Senior Citizens Lodge between the hours of 12:30 p.m. to 2:00 p.m. Two Hills Health Centre between the hours of 2:30 p.m. to 4:00 p.m., for the 2025 Municipal Election with exact times to determined or changed by the Town's Returning Officer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |                                      |  |    |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |                                      |  |    |   |
| <b>DISTRIBUTION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               | Council: X                           |  |    |   |



## Town of Two Hills Councillor Report

Date: Sept. 7/2025**Alice Melnyk Public Library**

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| N/A |
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**NLLS**

- The TRAC online catalogue will transition to TRACpact - a new and discovery layer
- Stronger Together Conference (Oct. 8-9) - Partnership of Peace, Yellowhead, and Northern Lights Library Systems
- A 1.5% increase in levies is to continue this year
- 20 policies reviewed
- 10 libraries have not paid their library levy

**Two Hills in Bloom Improvement Committee**

- One package of each colored light bulb will be ordered
- Long weekend was taken care of - hired someone to water the flowers due to the extreme heat.
- Solar lights not working on the Two Hills sign - Garrett Chomlak is to check these out
- Next year's flowers are to be ordered through Mary Baer - Prices will be checked. Whoever gives the better rate/basket will be given the new order for next year.

**VRWM ALC**

- Reviewed 2025/2026 Annual Budget
- Reviewed 2024/2025 Annual Report
- Worked on proposal to amend the Objects of the Two Hills Adult Learning Council
- Reviewed Financial, Equipment Reserve, and Insurance Policies

**Eagle Hill Foundation - Alternate**

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**EDC - Alternate**

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**F.C.S.S.- Alternate**

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**Other**

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# ARNOLD ROMANIAN

LANDFILL  
TWO HILLS REGIONAL WASTE MANAGEMENT COMMISSION  
MEETING 7:00PM TUESDAY OCT 07/2025

TOWN OF TWO HILLS REQUISITION FOR LANDFILL NOT PAID  
LADY IN DERWENT TRANSFER SITE CAUGHT FOR TRASPASSING  
NO INSURANCE ON TRIKE.

MYRIAM IN TRANSFER SITE LOOKING FOR REPAIRS  
FOR HER T.V.

RECYCLE CHEMICAL JUG HAVE TO GO BACK TO UFA.  
FURNACE TO BE REPLACED IN FOR OFFICE

DERWENT MYRIAM HARRY HILL WILLINGDO NEED NEW  
BURN PITS IN SPRING.

TWO HILLS AIRPORT MEETING THURSDAY OCT 09 3:00PM

TWO HILLS AIRPORT STRATEGIC PLAN 2025-2030

THE AIRPORT SITE 3KM WEST OF TWO HILLS.

THE AIRPORT IS CURRENTLY SUPPLIED NATURAL GAS FROM  
COUNTY GAS, HAS 110 AND 220 VOLT ELECTRICAL WITH  
10 KVA CAPACITY, AND CLOSE PROXIMITY TO AEE  
REGIONAL WATER SUPPLY.

THE AIRPORT TO TRANSFORM INTO A MULTI-PURPOSE  
REGIONAL FACILITY, TO SUPPORT AVIATION, DIVERSIFY  
ECONOMIC OPPORTUNITIES.



Town of Two Hills Councillor Report

Date: OCT 10/25

**FCSS**

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| MEETING ON 13 OCT. |
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**Two Hills Improvement Committee (THIC)**

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**Regional Landfill Committee**

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**Veterans Memorial Highway Committee**

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| NO MEETING |
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**Economic Development Committee (EDC) - Alternate**

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| REGIONAL                      |
| - MEETING RE: ALBERTA COUNSEL |
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**HUB - Alternate**

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**Extra Notes**

AIRPORT

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|-------------------------------------------------------------|
| - REVIEWED & APPROVED<br>2025 - 2030 AIRPORT STRATEGIC PLAN |
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