



AGENDA  
TOWN OF TWO HILLS  
June 10, 2025  
1:00 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) May 27, 2025 Regular Council Meeting
- 4) DELEGATION - none
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
  - a) PW & W/WW Report
  - b) EDO Report
  - c) CFO Report
  - d) CAO Report
- 7) CORRESPONDENCE - none
- 8) OLD BUSINESS
- 9) BYLAWS & POLICIES
  - a) 2007-06 Signing Authority Policy
  - b) 2025-1058 Town Council Procedural Bvlaw
  - c:) fire bill for Eagle Hill foundation invoice
- 10) NEW BUSINESS
  - a) Financial Assistance Letter
  - b) Museum Insurance
- 11) COUNCIL MEMBER REPORTS  
Council Reports are due June 18, 2025, to be included in the next Regular Meeting
- 12) NEXT MEETINGS
  - a) Regular Council Meeting Tuesday June 24, 2025 at 6:00 pm
- 13) CLOSED SESSION  
FOIPP Act 16(1)(2) & 25; 27
- 14) ADJOURNMENT

TOWN OF TWO HILLS



Minutes of the Regular Meeting of Council for the Town of Two Hills  
held on May 27, 2025 at 6:00 PM in Council Chambers

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Regular Council Meeting

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**PRESENT:** Deputy Mayor S. Rajoo; Councillor A. Romaniuk; Councillor E. Sorochan; CAO A. Kozakiewicz; and CFO S. Lupul

**Missing:** Mayor L. Ewanishan; Councillor M. Tarkowski

**CALL TO ORDER:** Deputy Mayor S. Rajoo called the Regular Town Council Meeting to order at 6:00 PM.

**ADOPTION OF AGENDA:**

2025-188 **MOVED** by Councillor E. Sorochan to accept the agenda as presented.

**CARRIED**

**ADOPTION OF MEETING MINUTES:**

2025-189 **MOVED** by Councillor A. Romaniuk to accept the minutes of the Regular Council Meeting minutes held on May 13, 2025.

**CARRIED**

**DELEGATION:** None

**OPEN FORUM:** None

**ADMISITRATIVE REPORTS:**

Chief Administrative Officer Report

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

2025-190 **MOVED** by Councillor A. Romaniuk that the CAO Report be acknowledged and incorporated into the minutes.

**CARRIED**

**CORRESPONDENCE:**

2025-191 **MOVED** by Councillor E. Sorochan that the Correspondence be acknowledged and incorporated into the minutes.

**CARRIED**

**OLD BUSINESS:** Open House

It was decided at the last meeting to host an open house for the public. Administration presented council with a copy of the flyer created to advertise this event.

2025-192                      **MOVED** by Councillor A. Romaniuk to accept the open house flyer as information.  
**CARRIED**

**BYLAWS & POLICIES:**        None

**NEW BUSINESS:**    **RCMP Quarterly Report**  
Seargent Henry provided council with a written report of the information he provided at the March 11, 2025, meeting.

2025-193                      **MOVED** by Councillor A. Romaniuk to to accept the RCMP quarterly report as information and incorporate it into the minutes.  
**CARRIED**

**Geotechnical Report**  
Englobe Corp. conducted a geotechnical survey of the proposed development near the golf course.

2025-194                      **MOVED** by Councillor E. Sorochan to accept the Englobe Geotechnical Report as information and incorporate it into the minutes.  
**CARRIED**

**ACE Water Corp Celebration**  
ACE Water Corp has been in operation for 20 years and is hosting a program and dinner to celebrate this achievement.

2025-195                      **MOVED** by Councillor A. Romaniuk that all members of council and the CAO attend the ACE Water Celebration on June 18, 2025 at 2:30 pm in Vermilion.  
**CARRIED**

**Alberta Indigenous and Municipal Police Transition Study Grant**  
Government Frameworks submitted a proposal identifying the objectives, requirements and completion requirements for the Alberta Indigenous and Municipal Police Transition Study Grant grant awarded to the Town of Two Hills in the sum of \$60,000.00.

2025-196                      **MOVED** by Councillor A. Romaniuk to engage Government Frameworks to provide the tools and structure needed to execute the project and assist with meeting grant conditions for the sum of \$60,000.00.  
**CARRIED**

**COUNCIL REPORTS:**

2025-197                      **MOVED** by Councillor E. Sorochan that the Council Reports be accepted as presented and incorporated into the minutes.  
**CARRIED**

**NEXT MEETING:** Regular Council Meeting June 10, 2025, at 1:00pm in Council Chambers.

**CLOSED SESSION:** FOIPP Act 16(1)(2) & 25; 27

**2025-198** MOVED by Deputy Mayor S. Rajoo that Council move the meeting to closed session at 7:00 pm.

**CARRIED**

**2025-199** MOVED by Deputy Mayor S. Rajoo that Council move the meeting out of session at 7:47 pm.

**CARRIED**

**ADJOURNMENT:** With all items on the agenda having been addressed, Deputy Mayor S. Rajoo adjourned the Regular Council Meeting at 7:47 PM.

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Deputy Mayor S. Rajoo

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CAO A. Kozakiewicz



# 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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## Public Works:

### 1) Roads

- Fill and pack potholes where required
- Sweep all roads
- Continue filling and packing water line break excavations
- Fill and pack sewer line replacement on 52 Ave
- Grade back alley's
- Continue 49 St and 50 Ave leveling at the intersection
- Complete root and stump removal on 55 St project rotovate several times
- Order pipes and manholes for 53 St
- Inspect and plan culvert install on 52 Ave

### 2) Other

- Remove all salvageable items from PW Office and demolish the building
- Complete root and stump removal on 55 St project rotovate several times
- Order pipes and manholes for 53 St
- Inspect and plan culvert install on 52 Ave
- Continue assisting with solar farm construction with equipment and material
- Mow and weed whip all town property
- Service and repair all mowing equipment
- Send Volvo loader to Aors for repair
- Brandt repaired and returned the grader
- Spray all the town property
- Poison gophers - On going!

### 3) Water

- Read & record volumes and pressures water plant
- Calibrate town analyzer
- Monitor truck fill - High usage
- Made arrangements with County to take THM (Total heavy metals) samples

### 4) Wastewater

- Read & record volumes
- Clean wet cell for large debris
- Continue with spring additives (Algae central program) at lagoon

### 5) Other

- Continue to install water meters
- 10 water meters left for installation

**TWO HILLS  
ECONOMIC DEVELOPMENT & TOURISM**

**Date: June 5,2025**

<b>Continue working on housing projects with local contractor</b>
<b>Continue working with local manufacturer on future shop in Industrial park</b>
<b>1 new endorsement for hospital position through Rural Renewal</b>
<b>Two Hills EDC meetings have been put on hold for summer and will resume in fall</b>
<b>Motorcycle tourism summer employee position has been filled</b>
<b>Continuing to work on Tourism and Wayfaring signage project through SCOP grant</b>
<b>Town office mural is underway and nearing completion</b>
<b>Two Hills Business center has hired a local for the office manager position and will be opening soon</b>
<b>New Greenhouse has hired a local to take care of watering duties etc</b>
<b>Continue working with property owner and potential small manufacturing business regarding opening a Two Hills location</b>
<b>Attended the CAO's and EDO's HUB meeting in Bonnyville. Discussions regarding:</b> <ul style="list-style-type: none"><li>- Land and Buildings project</li><li>- Gas utilities</li><li>- Economic corridors</li><li>- Airports and drone projects – open houses and strat plans</li></ul>
<b>Attended the DMO AGM meeting via zoom</b>
<b>Attended Two Hills Space Education Committee meeting</b>
<b>Canada Day meeting was held and plans for 2025 event under way</b>
<b>15 picnic tables were ordered and delivered (manufactured locally) for the Geleta Park capacity building part of the SCOP grant</b>
<b>5 – 6 serviced RV sites have been started in Geleta park as part of the campground capacity building part of the SCOP grant</b>
<b>Greenhills housing project is progressing nicely</b>
<b>Expression of interest for Down Town Revitalization program – business owner is getting quotes for frontage improvements</b>
<b>Superfoods Café remains closed while renovations and upgrades to heating system are being made.</b>
<b>Met with county manufacturer looking to buy a property within Two Hills to relocate his existing business and build a shop</b>
<b>Chomlak park ordered through SCOP grant</b>
<b>Looked into CFIB grant for future playground – opened May 20 closes Sept 15</b>
<b>Frontage improvements have been completed on Two Hills Signs &amp; Business Center</b>
<b>G'O's Drive In has changed ownership and is optimistic for a late June reopening</b>

Town of Two Hills  
Reconciliation Statement May 2025

Net Balance at End April 2025	\$208,032.27
Plus Deposits	\$1,156,655.38
Sub Total	\$1,364,687.65
Minus Disbursements (including transfers)	\$1,350,673.13
Closing Balance	\$14,014.52

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### Summary of Town of Two Hills Accounts

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#### Alberta Treasury Branch Description of Accounts

Bus Custom Plan CB #24 (Main Account)	\$14,014.52
Notice Account 90 Day (Auction Holding)	\$10,006.91
Savings Account #478 County Grant Account	\$131,554.59
Savings Account #578 Interest Bearing	\$434.51
Savings Account #178 Last Post Committee	\$3,015.44
Bus Custom Plan CB #27 (Electronic Bill Payments)	\$30,980.52
Savings Account #30 (Debenture Account)	\$49,588.49
TOTAL ATB	\$239,594.98

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Revolving Loan - out of \$985,000.00	\$985,000.00
	<u>\$0.00</u>
	\$985,000.00

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OTHER ACCOUNTS:	<u>Vision Credit Union</u>	
	Two Hills Improvement Committee	\$ 5,056.47
	Canada Day	\$ 10,768.35

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Comments:



June 6, 2025

Cheque Listing #'s 33257 - 33293

Number	Issued	Amount	SC
0000033257	05/15/2025	Garbage Collectio	4,380.00
0000033258	05/15/2025	Advertising	900.00
0000033259	05/15/2025	Petty Cash	40.00
0000033260	05/15/2025	Equipment Repairs	707.79
0000033261	05/15/2025	911 Dispatch	4,524.66
0000033262	05/15/2025	Professional Fees	250.00
0000033263	05/15/2025	Office Supplies	112.56
0000033264	05/15/2025	Office Supplies	50.00
0000033265	05/15/2025	2025 THIC Allocation	2,530.00
0000033266	05/15/2025	Computer Repairs	2,140.00
0000033267	05/15/2025	Equipment Repairs	5,041.60
0000033268	05/15/2025	Rec Centre Repairs	278.25
0000033269	05/21/2025	Membership Fees	440.00
Void Reason:	printing while cheque in printer		
0000033270	05/21/2025	Membership Fees	440.00
0000033271	05/23/2025	Office Repairs	830.00
0000033272	05/23/2025	Equipment Repairs	3,500.00
0000033273	05/23/2025	Water Contract	700.00
0000033274	05/23/2025	Equipment Repairs	89.25
0000033275	05/23/2025	Equipment Repairs	3,100.34
0000033276	05/23/2025	911 Dispatch	67.87
0000033277	05/23/2025	TPRE Rebate - 1.5%	147.39
0000033278	05/27/2025	Advertising	495.00
0000033279	05/27/2025	Freight	43.58
0000033280	05/27/2025	Equipment Repairs	40.95
0000033281	06/06/2025	Signage	2,073.75
0000033282	06/06/2025	Grader Repairs	59,343.74
0000033283	06/06/2025	Equipment Repairs	1,700.65
0000033284	06/06/2025	Weed Control	3,712.00
0000033285	06/06/2025	Equipment Repairs	1,332.18
0000033286	06/06/2025	Lagoon Lease - GoA	31.50
0000033287	06/06/2025	Office Repairs	13.64
0000033288	06/06/2025	Parts	455.74
0000033289	06/06/2025	Legal	1,053.15
0000033290	06/06/2025	Office Supplies	130.95
0000033291	06/06/2025	SAC	2,625.00
0000033292	06/06/2025	Fuel & Supplies	5,896.17
Void Reason:	Bill payment on ATB NOT a cheque		
0000033293	06/06/2025	Repairs & Maintenace	1,197.00


Total Issued (35): \$104,078.54

Total Voided (2): \$6,336.17

Grand Total: \$110,414.71

Number of Cheques Listed: 37

1. Researched pre-election education session for residents considering running for public office.
2. Started training admin staff on processing development permits and entering the data to the website for Inspections Group to review.
3. Reviewed and approved the FCSS Annual Report
4. Working with MPE on engineering project for the storm sewer and rework of 52 Ave West of Highway 36
5. Contacted Krawchuk Surveyors for Industrial Area
6. Meeting with a Golf Course Representative regarding their future plans for customer parking and site design
7. Lunch and Learn – ADOA Planning and Development – Presented by the Alberta Development Officers Association
8. Working back and forth with Government Frameworks on the Policing Study

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: 10 June, 2025		Confidential:	Yes		No	
Topic: Signing Authority Policy 2007-06						
Originated By: Sheila Lupul			Title:	CFO		
BACKGROUND:						
Reworked the Signing Authority Policy to include the word 'designate' so the CAO can designate a staff member to sign in their absence.						
DOCUMENTATION ATTACHED:						
Yes, copy of the previous Policy and the Revised Policy						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
If council so wishes,						
_____ moves to accept the Revised 2007-06 signing Authority Policy as of June 10, 2025.						
DISTRIBUTION: Council: X						

## TOWN OF TWO HILLS



Policy Number: 2007-06

Date of Issue: January 22, 2019  
November 13, 2007

Policy Subject: **SIGNING AUTHORITY**

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### **POLICY STATEMENT:**

The purpose of this policy is to designate signing authorities for agreements, contracts and other municipal documents on behalf of the Town of Two Hills to ensure that approved signing authorities are delegated in a manner that permits effective and accountable processing of documents.

### **PROCEDURE:**

The Town of Two Hills authorizes the following signing authority on behalf of the Municipality:

#### **1. Agreements and Contracts**

Unless otherwise provided for in this policy, all approved agreements and contracts shall be signed by the Mayor and the Chief Administrative Officer (CAO).

#### **2. Bylaws**

All enacted Bylaws shall be signed by the Mayor and the Chief Administrative Officer (CAO).

#### **3. Council Minutes**

All Council Minutes shall be signed by the person presiding at the meeting (Mayor or Deputy Mayor) and the Chief Administrative Officer (CAO).

#### **4. Board and Committee Minutes**

All Board and Committee Minutes shall be signed by the person presiding at the meeting (Chairperson or alternate) and the Recording Secretary.

#### **5. Employment Contracts**

All approved employment contracts shall be signed by the Chief Administrative Officer (CAO), and the applicable Department Manager. The CAO contract shall be signed by the Mayor and Deputy Mayor.

#### **6. Land Title Documents**

Land Titles that must be registered at the Provincial Land Titles Office shall be signed by the Chief Administrative Officer (CAO) or Chief Finance Officer (CFO).



## **7. Service and Maintenance Contracts**

All contracts of a routine nature for the provision of service, maintenance, or municipal programs of no longer than one (1) years duration shall be signed by the applicable Department Manager. Department Managers may delegate signing authority for routine repetitive municipal programs.

## **8. Banking and Financial Documents**

Cheques, financial documents and other negotiable instruments shall be signed by the Mayor and the Chief Administrative Officer (CAO). In the absence of the Mayor, the Deputy Mayor shall have signing authority. In the absence of the CAO, the Chief Financial Officer (CFO) shall have signing authority.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



## TOWN OF TWO HILLS



Policy Number: 2007-06

Date of Issue: June 10, 2025  
August 15, 2023  
January 22, 2019  
November 13, 2007

Policy Subject: **SIGNING AUTHORITY**

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### **POLICY STATEMENT:**

The purpose of this policy is to designate signing authorities for agreements, contracts and other municipal documents on behalf of the Town of Two Hills to ensure that approved signing authorities are delegated in a manner that permits effective and accountable processing of documents.

### **PROCEDURE:**

The Town of Two Hills authorizes the following signing authority on behalf of the Municipality:

#### **1. Agreements and Contracts**

Unless otherwise provided for in this policy, all approved agreements and contracts shall be signed by the Mayor and the Chief Administrative Officer (CAO) or the CAO designates.

#### **2. Bylaws**

All enacted Bylaws shall be signed by the Mayor and the Chief Administrative Officer (CAO) or the CAO designates.

#### **3. Council Minutes**

All Council Minutes shall be signed by the person presiding at the meeting (Mayor or Deputy Mayor) and the Chief Administrative Officer (CAO) or the CAO designates.

#### **4. Board and Committee Minutes**

All Board and Committee Minutes shall be signed by the person presiding at the meeting (Chairperson or alternate) and the Recording Secretary.



## **5. Employment Contracts**

All approved employment contracts shall be signed by the Chief Administrative Officer (CAO) or the CAO designate, and the applicable Department Manager or their designate. The CAO contract shall be signed by the Mayor and Deputy Mayor.

## **6. Land Title Documents**

Land Titles that must be registered at the Provincial Land Titles Office shall be signed by the Chief Administrative Officer (CAO) or Chief Finance Officer (CFO).

## **7. Service and Maintenance Contracts**

All contracts of a routine nature for the provision of service, maintenance, or municipal programs of no longer than one (1) years duration shall be signed by the applicable Department Manager. Department Managers may delegate signing authority for routine repetitive municipal programs.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



**TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM**



Meeting Date: 10 June, 2025	Confidential:	Yes		No	
Topic: Bylaw 2025-1058 Procedural Bylaw					
Originated By: Sheila Lupul		Title:	CFO		
BACKGROUND:					

Municipal Affairs has indicated that the Town Council Procedural Bylaw 2024-1036 needs to be amended as per the Municipal Government Act 2025.

The following excerpts must be removed:

8.7 If a Councillor who has been named

8.7.1 apologizes and withdraws any objectionable statement then he or she may remain and continue to participate in the meeting and the Chair may direct that the notation of the offence be removed from the minutes, or

8.7.2 fails or refuses to apologize, then he or she must immediately leave the meeting room and if he or she does not leave voluntarily, Council must vote on a motion to expel without debate.

8.8 If a Councillor who has been expelled refuses to leave the meeting room, the Chair may request the Royal Canadian Mounted Police to remove the expelled Councillor.

**DOCUMENTATION ATTACHED:**

Yes, Page 5 of Bylaw 2024-1036 and Complete Bylaw 2025-1058

**DISCUSSION:**

**COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:**



RECOMMENDED ACTION(S):

If council so wishes,

MT moves to give Bylaw 2025-1058 first reading this 10<sup>th</sup> day of June, 2025.

AR moves to give Bylaw 2025-1058 second reading this 10<sup>th</sup> day of June, 2025.

SR moves to give permission for third and final reading of Bylaw 2025-1058 this 10<sup>th</sup> day of June, 2025.

ES moves to give Bylaw 2025-1058 third and final reading this 10<sup>th</sup> day of June, 2025.

DISTRIBUTION:	Council: X

- 8.2.6 influence or communicate with any municipal employees except the Chief Administrative Officer or administrative personnel involved with committees of which they are members; any other communication or inquiries must be through the Mayor, Deputy Mayor or Chief Administrative Officer
- 8.3 The Chair must preserve order and decorum and decide all questions of procedure. When the Chair makes a decision on a question of procedure, he or she must give a reason for the decision.
- 8.4 The Chair may call to order any Councillor who is out of order.
- 8.5 A Councillor who is called to order must immediately stop talking, but must be given an opportunity to challenge the decision of the Chair before debate is closed. Council will decide the challenge without debate.
- 8.6 If a Councillor has been warned about breaches of order but continues to engage in them, the Chair may name the Councillor by stating his or her name and declaring the offence. The CAO must note the offence in the minutes.
- 8.7 If a Councillor who has been named**
- 8.7.1 apologizes and withdraws any objectionable statement then he or she may remain and continue to participate in the meeting and the Chair may direct that the notation of the offence be removed from the minutes, or**
- 8.7.2 fails or refuses to apologize, then he or she must immediately leave the meeting room and if he or she does not leave voluntarily, Council must vote on a motion to expel without debate.**
- 8.8 If a Councillor who has been expelled refuses to leave the meeting room, the Chair may request the Royal Canadian Mounted Police to remove the expelled Councillor.**
- 8.9 The Chair may order any member of the public who disturbs the proceedings of Council or a Standing Committee by words or actions to be expelled. If the person refuses to leave voluntarily, the Chair may request the Royal Canadian Mounted Police to remove the person.
- 8.10. When the Mayor or other presiding officer is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and the Mayor or other presiding officer shall cite the rule or authority applicable to the case.
- 8.11. Every member wishing to speak to a question or motion shall address himself only to the Mayor or other presiding officer.
- 8.12. When two or more members wish to speak to a matter, the Mayor or other presiding officer shall decide who is entitled to speak, but a motion may be made that any person who is addressing the chair **"be now heard"** or **"do now speak"** and such a motion shall be put without debate.





BYLAW NO. 2025-1058  
OF THE TOWN OF TWO HILLS

(hereinafter referred to as "the Town of Two Hills")

IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF TWO HILLS IN THE PROVINCE OF ALBERTA TO  
DEAL WITH CONDUCT, PROCEDURE AND THE TRANSACTING OF BUSINESS BY  
THE COUNCIL OF THE TOWN OF TWO HILLS

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**WHEREAS** the Town of Two Hills deem it advisable to establish rules and provisions to regulate the conduct of business in Council meetings and committees thereof, to control and maintain order in Council for the enactment of municipal legislation and to provide for dealing with petitions, remonstrations and submissions to the Council.

**WHEREAS** Section 145 of the Municipal Government Act (Revised Statutes of Alberta, 2000, Chapter M-26) and amendments thereto, authorizes Council to pass bylaws to deal with meetings of Council, and provide for the regulation of the proceedings of Council and the Committees thereof;

**NOW THEREFORE** the Council of the Town of Two Hills, in the Province of Alberta duly assembled, enacts as follows:

**PART I - INTERPRETATION**

**Division 1 - Title**

1.1 This Bylaw shall be known as the "Town Council Procedural Bylaw"

**Division 2 - Definitions**

2.1 "**Act**" means the Municipal Government Act.

2.2 "**Agenda**" is the list of items and order of business of any meeting of Council.

2.3 "**Bylaw**" is the Bylaw of the Town of Two Hills.

2.4 "**Council**" is the Mayor and Councillors of the Town of Two Hills for the time being elected pursuant to the provisions of the Act whose term is unexpired, who



has not resigned and who continues to be eligible to hold office as such under the terms of the Act.

- 2.5 **"Councillor"** is a member of Council duly elected pursuant to the Local Authorities Election Act.
- 2.6 **"Delegation"** is a person or a group of persons wishing to address Council on a matter.
- 2.7 **"Deputy Mayor"** is the member who is appointed by the Council pursuant to Section 152 of the Act, to act as Mayor in the absence or incapacity of the Mayor.
- 2.8 **"Mayor"** is the member of Council duly elected to office pursuant to Section 150 of the Act.
- 2.9 **"New Business"** is business dealing with a matter which has not been introduced at the same or previous meeting and of which no notice has been given of the intention to present it.
- 2.10 **"Public Hearing"** is a meeting of Council which is convened to hear matters pursuant to Part 17 of the Act, or any other matter which the Council directs may be considered at a Public Hearing.
- 2.11 **"Quorum"** is the majority of members eligible to vote pursuant to Section 167 of the Act.
- 2.12 **"Special Meeting"** is a meeting convened by the Mayor pursuant to Section 194 of the Act.
- 2.13 **"Old Business"** is a business which has been raised at the same or previous meeting and which has not been completed.
- 2.14 **"Open Forum"** is an opportunity provided during a Council meeting for the general public to individually address Council on any topic relevant to municipal government for a period not exceeding twenty (20) minutes.

### Division 3 - Application

- 3.1 This Bylaw applies to:
  - 3.1.1 all meetings of Council, and
  - 3.1.2 subject to the provisions of Section 145 of the Act, boards and authorities established by Council, unless permission has been granted to them to establish their own procedures.
- 3.2 Any matter of the meeting conducted which is not herein provided for shall be determined in accordance with the Act. In the event of any conflict between the provisions of this Bylaw and those contained in any or the authorities set out above, the provisions of this Bylaw shall apply.



- 3.3 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

## **PART II - MEETING OF COUNCIL**

### **Division 1 - Organizational Meetings**

- 4.1 Procedures for Organizational meetings are governed by Section 192 of the Act.

### **Division 2 - Regular Meetings**

- 5.1 The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
- 5.2 If Council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours notice of change to any member of Council not present at the meeting at which the change was made, and to the public.
- 5.3 The regular meetings of Council may be recorded by the Chief Administrative Officer or Recording Secretary for the purpose of minute preparation.
- 5.4 Regular first meeting (or only meeting) of Council shall commence at 1:00 o'clock P.M. and adjourn no later than 4:30 o'clock P.M., if in session at that hour, unless otherwise determined by a unanimous vote of the members present. The Regular second meeting shall commence at 7:00 o'clock P.M. and adjourn no later than 9:30 o'clock P.M., if in session at that hour, unless otherwise determined by a unanimous vote of the members present. Such a motion passed in Council may extend the time of adjournment to no later than 9:30 o'clock P.M.
- 5.3 If there is no quorum present within half an hour after the time appointed for the meeting of Council, the Chief Administrative Officer shall call the roll and take down the names of the members present. The Council shall stand absolutely adjourned until the next meeting unless a Special Meeting be duly called in the mean time.
- 5.4 As soon after the hour of the meeting as there shall be a quorum present, the Mayor shall take the chair and call the members to order.
- 5.5. In the case the Mayor is absent the Deputy Mayor shall take the chair.
- 5.6 In the case where the Mayor or Deputy Mayor are not in attendance within fifteen minutes after the hour appointed for a meeting, and a quorum is present, the Chief Administrative Officer shall call the meeting to order. A chairman shall be chosen by the Councillors present to preside during the meeting until the arrival of the Mayor or Deputy Mayor.



5.7 Attendance of Regular Council meetings are governed by Section 174 of the Act.

### **Division 3 – Special Meetings**

6.1 Special meetings of Council shall be established as required by Council according to the provisions of the Act and the public shall be given notice.

### **Division 4 – Committee Meetings**

7.1 Each Standing Committee shall meet at dates and times to be recommended by each committee and approved by Council.

7.2 A special committee may be appointed at any time by Council or by the mayor acting upon the instruction of Council, provided only that a motion has been adopted specifying the matter to be dealt with by the committee, and including the term of the committee.

## **PART III – GENERAL RULES OF CONDUCT**

### **Division 1 – Rules of Conduct**

8.1 The Mayor or other presiding officer shall preserve order and decorum and decide questions of order, subject to an appeal to the Council and the decision of the Mayor or other presiding officer shall be final unless reversed or altered by a majority vote of the members present without debate.

8.2 Councillors must not

8.2.1 speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, or of Council or any other governing body in Canada.

8.2.2 use offensive words during Council or Standing Committee meetings or against Council, any Councillor or any other person

8.2.3 discuss a vote of Council after the vote has been taken, unless to move to reconsider, renew or rescind

8.2.4 break the rules of Council or disturb the proceedings, or

8.2.5 disobey the decision of the Chair or of the Council or any question or order, interpretation or practice



- 8.2.6 influence or communicate with any municipal employees except the Chief Administrative Officer or administrative personnel involved with committees of which they are members; any other communication or inquiries must be through the Mayor, Deputy Mayor or Chief Administrative Officer
- 8.3 The Chair must preserve order and decorum and decide all questions of procedure. When the Chair makes a decision on a question of procedure, he or she must give a reason for the decision.
- 8.4 The Chair may call to order any Councillor who is out of order.
- 8.5 A Councillor who is called to order must immediately stop talking, but must be given an opportunity to challenge the decision of the Chair before debate is closed. Council will decide the challenge without debate.
- 8.6 If a Councillor has been warned about breaches of order but continues to engage in them, the Chair may name the Councillor by stating his or her name and declaring the offence. The CAO must note the offence in the minutes.
- 8.7 The Chair may order any member of the public who disturbs the proceedings of Council or a Standing Committee by words or actions to be expelled. If the person refuses to leave voluntarily, the Chair may request the Royal Canadian Mounted Police to remove the person.
- 8.8 When the Mayor or other presiding officer is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and the Mayor or other presiding officer shall cite the rule or authority applicable to the case.
- 8.9 Every member wishing to speak to a question or motion shall address himself only to the Mayor or other presiding officer.
- 8.10 When two or more members wish to speak to a matter, the Mayor or other presiding officer shall decide who is entitled to speak, but a motion may be made that any person who is addressing the chair **"be now heard"** or **"do now speak"** and such a motion shall be put without debate.
- 8.11 Any member may require the question or motion under discussion, or any portion thereof, to be heard at any time during debate, but not so as to interrupt a member while speaking.
- 8.12 No member shall speak more than once to the same question without leave of the Council, except to ask a question or in explanation of a material part of his speech which may have been misconstrued, and in doing so he is not to introduce a new matter, A reply is allowed to a member who has made a substantive motion, but not to any member who had moved an amendment, the previous question or any instruction to a committee, and no member without the leave of Council shall speak to the same question, or in reply for longer than ten minutes.



- 8.13 The Chair with the approval by resolution of the members may authorize a person in the public gallery to address the members only on the topic being discussed at that time and within the time limits specified by the Chair.
- 8.14 Members of the public who constitute an audience in the Council Chamber during a Council, meeting shall:
- 8.14.1 not address Council without Council permission;
  - 8.14.2 maintain order and quiet;
  - 8.14.3 not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council.
- 8.15 A member of the public who persists in a breach of this section 8.16, after having been called to order by the Chairperson may, at the discretion of the Chair, be ordered to leave Council Chambers.

## PART IV

### Division 1 - PROCEEDINGS AT MEETINGS

- 9.1 Unless otherwise specified in the Bylaw the order or business for a regular meeting of Council shall be contained in the Agenda for the meeting, which shall be prepared by the Chief Administrative Officer in conjunction with the Mayor. Council agenda material shall be provided to members of Council by 4:00 p.m. the Friday prior to the Council meeting.
- 9.2 The Order of Business in the Agenda shall be as follows:
- 9.2.1 Call to Order
  - 9.2.2 Public Hearing(s) *(if required)*
  - 9.2.3 Adoption of Agenda
  - 9.2.4 Adoption of Minutes
  - 9.2.5 Delegations(s) *(if required)*
  - 9.2.6 Open Forum
  - 9.2.7 Administrative Reports
    - 9.2.7.1 Public Works Report *(only for first or only meeting of the month)*
    - 9.2.7.2 Chief Financial Report *(only for first or only meeting of the month)*
    - 9.2.7.3 Economic Development Officer Report *(only for first or only meeting of the month)*
    - 9.2.7.3 Chief Administrative Officer Report *(every regular council meeting)*
  - 9.2.8 Correspondence
  - 9.2.9 Old Business
  - 9.2.10 Bylaws and Policies *(if required)*
  - 9.2.11 New Business
  - 9.2.12 Council Member Reports





9.2.13 Closed Session

9.2.14 Adjournment

- 9.3 The Order of Business established in the foregoing paragraph shall apply unless Council has otherwise determined by a two-thirds majority vote of the members present, and the vote upon a matter of priority of Council business shall be decided upon without debate.
- 9.4 Notwithstanding the standard order of business, the Mayor and appropriate Committee may arrange for all items dealing with the particular subject to be grouped together on the agenda of any individual meeting.
- 9.5 **Adoption of Agenda:** Council must vote to adopt the agenda prior to transacting any other business and may:
- 9.5.1 add new items to the agenda by a 2/3 majority vote, or
  - 9.5.2 delete any matter from the agenda by unanimous vote.
- 9.6 **Adoption of Minutes:** The minutes of each meeting must be circulated to each member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited to ensuring that the minutes are accurate. If there are errors or omissions, Council must:
- 9.6.1 pass a motion to amend the minutes; and
  - 9.6.2 adopt the minutes as amended, and if there are no errors or omissions, Council must adopt the minutes as circulated.
- 9.7 **Delegation:** A person or a representative of any delegation or group of persons, who wish to bring any matter to the attention of Council, or who wish to have any matter considered by the Council shall submit a Delegation Request Form outlining the subject to be discussed. The Form shall be typewritten or legibly written, signed by the correct name of the writer, delivered or emailed to the office of the Chief Administrative Officer the Chief Administrative Officer will review the request and either deny the request based on insufficient or irrelevant information or accept the request by signing the form and notifying the applicant of an available meeting date.
- 9.8 When a communication contains a request for an appearance to address the Council, the Council by resolution may hear the person, refer him to a Committee or, if the Council deems the matter to be urgent, deal with it at once but such person shall not speak for more than (10) minutes unless the time is extended by a majority vote of the Council.
- 9.9 No person or group shall appear as a delegation to Council on the same or on a related subject, unless specifically requested by Council to do so.
- 9.10 When a group or a person wish to present the Council a petition on any matter its jurisdiction the petition must be typewritten or legibly written, clearly set out



the matter at issue, be signed by at least two (2) persons, and the signature of the petitioners shall be according to Part 7 of the Municipal Government Act and indicate if a representative wishes to address the Council on the subject matter of the petition.

- 9.11 Before considering a petition, the Council shall first refer it to any appropriate standing committee but if the petition concerns a matter which the Council deems urgent, or a personal grievance of the petitioner, the Council may consider and may, if it deems the urgency of the matter so requires, take immediate action thereon.
- 9.12 When a person or representative of a delegation or group wishes to address the Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate Committee, appoint a special Committee to deal with the matter, or deal with the matter itself at the meeting, if approved by 2/3 majority vote of Council.
- 9.13 After a person has spoken as a delegation, 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.
- 9.14 The presentation by a delegation may only be:
- 9.14.1 received as information without debate;
  - 9.14.2 referred without debate to a Standing Committee or the Chief Administrative officer for a report, or
  - 9.14.3 debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.
- 9.15 **Open Forums:** Individual members of the public who constitute the audience are 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 the person opportunity to address Council.
- 9.16 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.
- 9.17 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.
- 9.18 **Information Reports:** An information report from a committee, agency or Administration that does not request Council action other than receipt as information may only be:



- 9.18.1 received by Administration no later than 4:30 o'clock on the Thursday immediately preceding at which it is to be presented,
  - 9.18.2 received as information without debate,
  - 9.18.2 referred to a Standing Committee or the Chief Administrative Officer by majority vote without debate, or
  - 9.18.3 debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.
- 9.19 **Action Reports from Management Personnel:** Reports from the Chief Administrative Officer or other management personnel which request a decision by Council may be debated and Council may:
- 9.19.1 Vote on the request or
  - 9.19.2 Refer to a Standing Committee or the Chief Administrative Officer for further investigation and report
  - 9.19.3 Request for information to be provided to Council on any matter within the municipality's jurisdiction.
  - 9.19.4 The Chief Administrative Officer or other management personnel will provide an answer to the inquiry at the next Council meeting or, if that is not possible will provide a progress report indicating when the answer to the inquiry may be expected.
- 9.20 **New Business:** Any Councillor may make a motion introducing any new matter of municipal business only if:
- 9.20.1 Notice is given at a meeting of Council held at least seven days before the meeting at which the motion is to be debated; or
  - 9.20.2 Council passes a resolution by 2/3 majority vote dispensing with notice.
- 9.21 A New Business item must give sufficient details on the subject of the new matter and any proposed action can be determined and it must state the date of the meeting at which the motion will be made.
- 9.22 A New Business item must be given without discussion of the matter but any written copies distributed may include explanatory paragraphs.
- 9.23 When the New Business item has been given, the Chief Administrative Officer will include the proposed motion in the agenda of the meeting for the date indicated in the notice.
- 9.24 If a motion is not made at the meeting indicated in the notice, it will be removed from the agenda and may only be made by a new notice of motion.

## Division 2 – Proceedings In Closed Session

- 10.1 The rules of the Council shall be observed in Closed Session as far as may be applicable.



- 10.2 Where a majority of the members of Council present is of the opinion that 1) it is in the public interest to go into Closed Session, or 2) it would be unfair to the people involved to have an issue discussed in public, any Councillor or Councillors may by prior motion be excused, if appropriate pursuant to regulations of the **MGA** or the **Freedom of Information and Protection of Privacy Act**.
- 10.3 Council moving into Closed Session may by resolution exclude any person or persons from the meeting.
- 10.4 Council meeting in Closed Session has no power to pass any resolutions or Bylaws apart from the resolution necessary to revert back to an open meeting.
- 10.5 Any materials presented in Closed Session are to be returned to the Chief Administrative Officer prior to reverting back to an open meeting, unless the material is relative to a motion immediately made after the Closed Session portion of the meeting.

## **PART V - VOTING**

### **Division 1 - Motions and Putting Questions on Resolutions in Council**

- 11.1 After a motion is read or stated by the Mayor or other presiding officer, it shall be deemed to be in the possession of the Council, but may be withdrawn at any time before debate or decision with the permission of the Council.
- 11.2 A motion to refer, until it is decided, shall preclude all amendments to the main question.
- 11.3 A motion is not required to be seconded.
- 11.4 When a motion is before the meeting, it may be:
- 11.4.1 debated, i.e. may be spoken on
  - 11.4.2 amended, i.e. modified by a subsidiary motion
  - 11.4.3 negative, i.e. defeated
  - 11.4.4 withdrawn, i.e. withdrawn at the request of the maker with permission of all members of Council present
  - 11.4.5 laid on the table, i.e. laying a pending question aside temporarily
  - 11.4.6 referred, i.e. turning the question over to a Committee for study
  - 11.4.7 postponed, i.e. postponed to a certain time, a means of avoiding a direct vote until a later time
  - 11.4.8 adjourned, i.e. a motion to close the meeting or adjourning to another place and time to continue the meeting, OR



- 11.4.9 the previous question may be moved, i.e. a motion may be made to close debate and amendment of a pending motion so that it will come to an immediate vote
- 11.5 The previous question until it is decided, shall preclude all amendments and debate of the main motion and shall be put forthwith without debate in the form; **"That the main question be now put"**, and if this question is resolved in the negative, that the main motion is superseded and the next item of business or motion must be submitted to Council.
- 11.6 No motion shall be offered that is substantially the same as one on which judgment of the meeting has already been expressed during the same meeting.
- 11.7 A motion to adjourn the Council or the debate shall always be in order but no second motion to the same effect shall be made until after some intermediate proceedings have been had.
- 11.8 Unless otherwise specifically provided in this Bylaw the following motions are debatable by Council:
- 11.8.1 A motion arising out of any matter or thing included in the agenda for the Council meeting at which it is debated.
  - 11.8.2 A motion concerning any matter or thing tabled indefinitely from a previous meeting of Council or tabled for the meeting at which it is discussed.
  - 11.8.3 A motion for adoption of, rejection of, referral back or further consideration of a report to the Council, or a motion arising out of any matter dealt with in a report to the Council
  - 11.8.4 A motion for previous question.
  - 11.8.5 A motion for the second reading, or a motion for the third reading of a Bylaw.
  - 11.8.6 A motion for the appointment or dismissal of a Committee, or referral to a Committee of any matter before the Council.
  - 11.8.7 A motion for the Council to go into Council Committee of the Whole.
  - 11.8.8 A motion for amendment to any Bylaw properly before the Council, or to any matter arising directly out of any Bylaw properly before Council.
  - 11.8.9 Such other motion made upon routine proceedings of Council as may be necessary for conducting of the business of Council and the observance of its properties
- 11.9 When a motion has been made and is being considered by the Council, no other motion may be made and accepted except:



- 11.9.1 A motion to refer the main question to some other person or group for consideration.
- 11.9.2 A motion to amend the main question.
- 11.9.3 A motion to table the main question.
- 11.9.4 A motion to postpone the main question to some future time.
- 11.9.5 A motion for the previous question.
- 11.9.6 A motion to adjourn the meeting provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
- 11.9.7 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or presiding officer so directs.
- 11.9.8 After the Mayor or other presiding officer finally puts any question, no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or other presiding officer as to whether the question has been finally put shall be conclusive.
- 11.9.9 Whenever the Mayor or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council, he shall appraise the members thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.
- 11.9.10 Whenever any matter of privilege arises, it shall be immediately taken into consideration.

## Division 2 – Reading of Proposed Bylaws and Proceedings Thereon

- 12.1 When a proposed Bylaw is read in Council, the Chief Administrative Officer shall certify the reading and the date of the reading on the face thereof. When a Bylaw has been read a third time and finally passed, the Chief Administrative Officer shall keep on file correct copies thereof, including amendments, if any.
- 12.2 A Bylaw appearing upon the Council Agenda when listed as read for the first reading shall be introduced by a member **moving "the Bylaw No. (quoting the Bylaw No.) be now read a first time"**. After first reading the Bylaw must be debated, referred or laid over. If a Bylaw fails to receive First reading, then it may be struck from the agenda.
- 12.3 Every Bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties; other Bylaws shall be recorded and filed



as well as amendments thereto, and the Chief administrative Officer shall retain the original of every Bylaw on file and properly record amendments thereto.

- 12.4 Every Bylaw which has passed the Council shall immediately after being sealed with the Seal of the Corporation and signed by the Mayor and the Chief Administrative Officer be securely deposited by the Chief Administrative Officer.

## **PART VI - COMMITTEES OF COUNCIL**

### **Division 1 - Appointment and Organization**

- 13.1 All standing and special committees shall be appointed by motion of Council.
- 13.2 At each organizational meeting following a general municipal election Council shall, as per respective Bylaws, appoint person(s) for the following:
- 13.2.1 Assessment Review Board
  - 13.2.2 Subdivision Authority
  - 13.2.3 Development Authority
  - 13.2.4 Subdivision and Development Appeal Board
  - 13.2.5 Bylaw Enforcement Authority
- 13.3 By Resolution of Council committees are to be considered at each Organizational meeting.
- 13.4 A special committee may be appointed at any time by Council provided that a motion has been adopted specifying the matter to be dealt with by the committee, and including the terms of the committee.
- 13.5 Any member of the Council or resident may be placed on a committee notwithstanding the absence of any such member at the time of his being named upon such committee.
- 13.6 The Mayor shall be an ex-officio member of all committees and the Mayor, as such member of the committees, shall have all the power and privileges of any member of the same, including the right to vote upon all questions to be dealt with by such committees.
- 13.7 Ex-officio status is not conferred on any other elected official.
- 13.8 At the first organizational meeting following the general municipal election a Resolution is to be placed before Council for the appointment and election of the Deputy Mayor. This Resolution will establish that the Deputy Mayor serves at the pleasure of Council and can be removed without reason or cause by a majority vote. The election of Deputy Mayor will be according to a rotational system whereby all Councillors are granted an opportunity to serve in that capacity.



## **Division 2 – Regulations for Conduct of Business**

14.1. The business of standing and special committees shall be conducted in accordance with the rules governing procedure in the Council, as provided by committee bylaw.

14.1.1 The Chairman shall preside at each meeting and shall vote on all motions submitted, and upon an equal vote the motion shall be defeated.

14.1.2 The name of the Chairman shall appear on all reports and recommendations made by a committee.

14.1.3 In the absence of the Chairman, and unless another has been appointed by the Mayor or the Council, one of the other members shall be elected to preside and shall discharge the duties of the Chairman during the meeting, or until the arrival of the Chairman.

14.2 The general duties of the Committees of Council shall be as follows:

14.2.1 To report to the Council whenever desired by the Council and as often as the interest of the Municipality may require, on all matters connected with the duties imposed upon each committee and to recommend such action by the Council as it deems necessary within its terms of reference.

14.2.2 To observe, unless otherwise specifically permitted, the rules prescribed by the Bylaws of the Council.

14.2.3 The report of all committees shall be made to the Council prior to the same being given to the public.

14.3 It shall be the duty of the Chief Administrative Officer to give notice of all meetings to all members of each committee and such other persons whose presence is desired, and to attend, or cause to be attended by an assistant, all meetings of the committees, and to ensure the recording of minutes, reports, and request of all such meetings.

## **PART VII – PARLIAMENTARY RULES**

### **Division 1 – Parliamentary Rules**

15.1 In all cases not provided for in the proceedings of the Council or in Committee, the law of the Parliament of Canada shall be followed, and in such cases the decision of the Mayor or other presiding officer shall be final and accepted without debate.

## **PART VIII – GENERAL**

### **Division 1 - Severability**

16.1 Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity





of this bylaw as a whole or any part thereof, other than the part so declared to be invalid.

## Division 2 – Repeal

17.1 That Bylaw 2024-1036 amendments thereto are hereby repealed.

## Division 3 – Effective

18.1 That this Bylaw shall take effect and come into force as of the date of the final reading thereof.

READ a first time this 10<sup>th</sup> day of June, 2025

READ a second time this 10<sup>th</sup> day of June, 2025

READ a third and final reading this 10<sup>th</sup> day of June, 2025

TOWN OF TWO HILLS

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LEONARD L. EWANISHAN, MAYOR

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ADAM KOZAKIEWICZ, C.A.O.



TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



Meeting Date: 10 June	Confidential:	Yes		No	
Topic: Financial Assistance					
Originated By: Sheila Lupul			Title:	CFO	
<b>BACKGROUND:</b>					
<p>Requests for financial assistance request for continuing education in healthcare from two staff members of the Two Hills Health Care Centre was received.</p> <p>Both were educated as Registered Nurses in their home country and have been working as Health Care Aides here for the past 14 years. They are looking for monetary assistance for living expenses while attending college in St. Paul.</p>					
<b>DOCUMENTATION ATTACHED:</b>					
Yes, letters to council.					
<b>DISCUSSION:</b>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<b>RECOMMENDED ACTION(S):</b>					
<p>If council so wishes,</p> <p>_____ moves to contribute \$_____ from GL #_____ to compensate Mr. and Mrs. Panlilio for living expenses while attending college.</p> <p>Or</p> <p>_____ moves to accept this request as information and have administration send Mr. and Mrs. Panlilio a letter explaining that the Town of Two Hills is experiencing severe budget restraints and we do not currently have the funds to assist.</p>					
<b>DISTRIBUTION:</b>		Council: X			

## HONORABLE MEMBERS OF TWO HILLS TOWN COUNCIL

02 June 2025

Dear Sir/Ma'am

My name is Gionino Panlilio, I lived in Two Hills for the last 14 years and have been working full-time as a Health Care Aide in Two Hills Health Centre - Long Term Care. Nursing is so incredibly unique and selfless that what we do every single day is care for people who are at their most vulnerable moments, and we often do it while missing something in our life that means something to us. We constantly sacrifice for our patients. We constantly give while barely taking. The most important thing to remember is that we don't mind. That's what makes us different. We know what we have gotten ourselves into, and we love doing it. There is a special place in a nurse's heart that draws them to the type of work that we do. And it brings us all together, our binding character trait.

Me and my wife are both RN's back home in the Philippines and had too many hurdles to face for us to become registered nurses here in Canada. We have spent so much money just upgrading ourselves just to end up roadblock after roadblocks. I think we spent over \$40,000 just on upgrading but every time that we do that we always end up with bad news. This time we found a college that is willing to work with us while working full-time in Two Hills. The financial part of our lives is so hard right now balancing our responsibilities as parents with two beautiful young kids 1 is 11 years old and the other 3 years old and the growing financial burden on our family that we cannot even catch up. We are living paycheck to paycheck every month and sometimes it's not even enough for a family of four.

I am knocking at your hearts to please consider us for financial funding that will go towards our education for the next two years. We are planning to go to college in the morning in St. Paul and then drive back to Two Hills and then work full time in the evening as Health Care Aides just to survive in this world. With this education it will help us better our selves to contribute more to our community as a Licensed Professional Nurse working in our Two Hills Long Term Care. We fell in love and will continue our work in a rural area to share our passion, talents and dedication towards the people that need nurses the most.

Respectfully,

  
**Gionino Panlilio**

[khalel\\_01@yahoo.com](mailto:khalel_01@yahoo.com)

4310 50a Ave

Two Hills, Alberta T0B 4K0

780 275 0212

Town of Two Hills

JUN 02 2025

RECEIVED

## HONORABLE MEMBERS OF TWO HILLS TOWN COUNCIL

02 June 2025

Dear Sir/Ma'am,

My name is Jasmin Panlilio, I lived in Two Hills for the last 14 years and have been working full-time as a Health Care Aide in Two Hills Health Centre - Long Term Care. My family has always been the center of my universe. They've taught me the importance of being united and taking care of one another—because in the end, all we truly have is each other. My parents have raised me to be a good daughter, sister, and citizen. They've shaped me to be respectful, responsible, and virtuous, knowing these values will last a lifetime. But above all, my parents have instilled in me an appreciation and eagerness for education. I want to be a nurse because I not only care about people but also help educate them to live healthier lives and make better lifestyle choices.

The role of the nurse is accompanied by immense responsibilities. I believe that once I finish my studies, the qualities I possess will eventually make me a very competent member of the nursing community here in Two Hills Alberta Canada. Me and my husband are both RN's back home in the Philippines and had too many hurdles to face for us to become registered nurses here in Canada. We have spent so much money just upgrading ourselves just to end up roadblock after roadblocks. I think we spent over \$40,000 just on upgrading but every time that we do that we always end up with bad news. With your office financial help through my studies this will mean a lot to me and my husband. I love my kids so much. I am a mother of two beautiful young kids 1 is 11 years old and the other 3 years old and the growing financial burden on our family that we cannot even catch up. We are planning to go to college in the morning in St. Paul and then drive back to Two Hills and then work full time in the evening as Health Care Aides just to survive in this world.

Your financial support for my education is crucial to our efforts to improve our roles by being a Licensed Professional Nurse in Two Hills Long Term Care. We have always been loyal to this facility for we have loved and grew here since we came to Canada 14 years ago and treated each and every resident that we had taken care of as one of our own family. The passion, talent and commitment that we have for nursing is what we can offer to this small Alberta Rural community.

Respectfully,

  
**Jasmin Panlilio**

[jhas\\_bacar@yahoo.com](mailto:jhas_bacar@yahoo.com)

4310 50a Ave

Two Hills, Alberta T0B 4K0

780 275 0214

Town of Two Hills

JUN 02 2025

RECEIVED

TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



Meeting Date: 10 June, 2025	Confidential:	Yes		No	
Topic: Museum Insurance					
Originated By: Sheila Lupul			Title:	CFO	
<b>BACKGROUND:</b>					
<p>The president of the Two Hills &amp; District Museum approached Administration asking for assistance with the invoice they received regarding their insurance policy.</p> <p>Administration intervened on their behalf and spoke to AB Munis Director of Insurance to try to get the invoice adjusted but, unfortunately, it cannot be reduced at this point.</p> <p>Administration will be working with the members of the Museum Society and AB Munis in the fall to get the policy adjusted to something manageable.</p>					
<b>DOCUMENTATION ATTACHED:</b>					
Yes, copy of the invoice.					
<b>DISCUSSION:</b>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<b>RECOMMENDED ACTION(S):</b>					
<p>If council so wishes,</p> <p>_____ moves to contribute \$1,486.00 from GL # 2-63-00-750 to compensate the Two Hills &amp; District Historical Association for their 2025 insurance bill.</p> <p>Or</p> <p>_____ moves to accept this request as information and have administration send Two Hills &amp; District Historical Association letter explaining that the Town of Two Hills is experiencing severe budget restraints and we do not currently have the funds to assist.</p>					
<b>DISTRIBUTION:</b>		Council: X			



## Policy Invoice

**Invoice Date:** 06-Feb-2025  
**Invoice Due Date:** 08-Mar-2025  
**Invoice No:** 47072

**Billed to:** Two Hills & District Historical Association  
 5303 48 St  
 Two Hills, Alberta T0B 4K0

**Certificate No:** P-CU-TWOHA-2025

Policy Type	Premium
Commercial General Liability	\$1,215.00
Crime	\$120.00
Equipment Breakdown	\$17.00
Non-Owned Automobile Liability	\$33.00
Property including Mobile Equipment	\$1,101.00

**Total Premium Due:** \$2,486.00

**Payment Payable to:** AMSC Insurance Services Ltd.  
 300, 8616 51 Avenue NW  
 Edmonton, Alberta T6E 6E6

Toll free: 310-MUNI (6864) or 1-877-421-6644

Premium is due upon receipt and should be paid no later than 30 calendar days from invoice issue date.

County gave us \$1000.00

$$\begin{array}{r}
 2486.00 \\
 1000.00 \\
 \hline
 1486.00
 \end{array}$$