

**AGENDA
TOWN OF TWO HILLS
March 12, 2019
7:00 P.M.**

Regular Council Meeting

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - a) Regular Council Meeting Minutes of February 26, 2019
- 4. OPEN FORUM**
- 5. ADMINISTRATIVE REPORTS**
 - a) Public Works Report
 - b) Chief Administrative Officer Report
- 6. CORRESPONDENCE**
- 7. OLD BUSINESS**
 - a) Recycling Services
 - b) Uncollected Utility Arrears
- 8. BYLAWS AND POLICIES**
- 9. NEW BUSINESS**
 - a) Appeal Notice – Utility Arrears
 - b) Exemption from Property Taxation – Plan 7922724 Block 1 Lots 10 & 11
 - c) Resource Communities of Canada Coalition
 - d) Assessment Services Contract
 - e) Complaint – Snow piled in back lane across access
 - f) Community Grant Application – Curling Club
 - g) Community Grant Application – Walk/Run
- 10. COUNCIL MEMBER REPORTS**
- 11. NEXT MEETINGS**
 - a) Regular Council Meeting Monday, March 25, 2019 7:00 p.m.
- 12. IN CAMERA/CLOSED SESSION (legal, land and/or personnel)**
- 13. ADJOURNMENT**

TOWN OF TWO HILLS

Minutes of the Regular Meeting of Council for the Town of Two Hills held February 26, 2019 at 7:00 P.M. in the Two Hills Town Council Chambers

PRESENT: Mayor L. L. Ewanishan, Deputy Mayor E. Sorochan, Councillor D. Tupechka, Councillor M. Tarkowski, Councillor G. Saskiw, Executive Secretary A. Clark, C.F.O. S. Lupul, Accounts Clerk D. Boutin, Public Works Foreman T. Stefiuk, and 2 members in the public gallery including a reporter.

MISSING: C.A.O. E. Kiziak

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

ADOPTION OF AGENDA:

2019-048 **MOVED** by Councillor M. Tarkowski to accept the Agenda with the addition of *Utility Arrears* under New Business.

CARRIED

ADOPTION OF MEETING MINUTES:

2019-049 **MOVED** by Councillor G. Saskiw to accept the Regular Council Meeting Minutes of February 12, 2019 as presented.

CARRIED

ADMINISTRATIVE REPORTS:

Public Works Report

The Public Works Foreman's Report was provided to Council in advance for their review and presented by Foreman T. Stefiuk. A member of Council asked if the emergency shut off for brine pumps at the Recreation Centre had been installed yet; the Public Works Foreman informed Council that the emergency shut off plan are in the works and will be installed soon.

2019-050 **MOVED** by Councillor D. Tupechka that the Public Works report be acknowledged as presented and incorporated into the minutes.

CARRIED

Chief Financial Officer Report

The Chief Financial Officer's report was provided to Council in advance for their review and presented by C.F.O. S. Lupul. A member of Council questioned the income deposits as they were higher than expected; the C.F.O. informed Council that the added income was due to grants being received.

- 2019-051** **MOVED** by Deputy Mayor E. Sorochan that the Chief Financial Officer's report be acknowledged as presented and incorporated into the minutes.
CARRIED

Chief Administrative Officer Report

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

- 2019-052** **MOVED** by Deputy Mayor E. Sorochan that the Chief Administrative Officer report be acknowledged as presented and incorporated into the minutes.
CARRIED

CORRESPONDENCE:

- 2019-053** **MOVED** by Councillor D. Tupechka that the Correspondence be acknowledged as presented and filed.
CARRIED

OLD BUSINESS:

Town Logo

The survey for a new town logo was opened on January 28, 2019 and closed on February 21, 2019. Results were as follows: Option A 6.57%, Option B 24.82%, Option C 51.82%, Option D 9.49% and Option E at 7.30%.

- 2019-054** **MOVED** by Mayor L. L. Ewanishan to adopt "Option C" as the new Town of Two Hills official logo, and further, to discontinue the slogan of "Small Town with a Big Future".
CARRIED

BYLAWS & POLICIES:

2019-988 Traffic Bylaw

2010-889 Traffic Bylaw and amending bylaw 2011-906 was presented to Council for the Bylaw/Policy meeting of January 15, 2019 to review. At the last Regular Council meeting, Council sent the draft bylaw back to the Bylaw/Policy meeting for further review. Council reviewed and made changes to draft Bylaw 2019-988 at the Bylaw/Policy meeting of February 20, 2019.

- 2019-055** **MOVED** by Deputy Mayor E. Sorochan that 2019-988 Traffic Bylaw be given first reading this 26th day of February, 2019.
CARRIED

2019-056 **MOVED** by Councillor D. Tupechka that 2019-988 Traffic Bylaw be given second reading this 26th day of February, 2019.

CARRIED

2019-057 **MOVED** by Mayor L. L. Ewanishan to table and have Administration post Bylaw 2019-988 for public review.

CARRIED

2019-989 Community Revitalization Property Tax Incentive Program Bylaw

In lieu of a brownfield incentive bylaw and to promote economic growth and improvements to current residential and non-residential buildings, Council is updating the Community Revitalization Program bylaw to a Community Revitalization Property Tax Incentive Program Bylaw that provides a more generous tax incentive for new or renovated improvements.

2019-058 **MOVED** by Mayor L. L. Ewanishan to table for further review at the next Bylaw & Policy meeting.

CARRIED

2019-990 Parks Bylaw

Due to the Sports Activity Council taking over operation and maintenance of Geleta Park, the current Parks bylaw, which covers regulations on all Town parks, needs to be amended. Council reviewed the 2012-926 Parks Bylaw and 2014-950 Amending Parks Bylaw at the Bylaw/Policy meeting of February 20, 2019.

2019-059 **MOVED** by Mayor L. L. Ewanishan to table and have Administration post Bylaw 2019-990 for public review as well as send to the Sports Activity Council for their input.

CARRIED

2010-891 Boulevard, Parks, and Public Trees Bylaw

Council reviewed the 2010-891 Boulevard, Park and Public Trees Bylaw at the Bylaw/Policy meeting of February 20, 2019. There were no recommended changes by Administration or Council to this current bylaw.

2019-060 **MOVED** by Deputy Mayor E. Sorochan that Bylaw 2010-891 Boulevard, Parks, and Public Trees be declared as reviewed this 26th day of February, 2019.

CARRIED

2007-11 Commemorating Birthdays and Anniversaries Policy

At the last Regular Council meeting, Council sent the draft bylaw back to the Bylaw/Policy meeting for further review. Council has updated the Plaques and Certificates Commemorating Wedding Anniversaries and Birthdays Policy to be read as the Commemorating Anniversaries and

Birthdays Policy that continues to provide plaques or certificates for milestone events, upon request.

2019-061

MOVED by Deputy Mayor E. Sorochan to table for further review at the next Bylaw & Policy meeting.

CARRIED

2007-07 Tangible Capital Assets Policy

Council reviewed the 2007-07 Tangible Capital Assets – Classification/Capitalization Threshold/Amortization Policy at the Bylaw/Policy meeting of February 20, 2019.

2019-062

MOVED by Councillor M. Tarkowski that 2007-11 Tangible Capital Assets Policy be declared as reviewed this 26th day of February, 2019.

CARRIED

2008-01 Tender Invitations Policy

Council reviewed the 2008-01 Tender Invitations at the Bylaw/Policy meeting of February 20, 2019. As tender invitations are already outlined in the Purchasing Policy the Tender Invitations policy has been recommended to be rescinded.

2019-063

MOVED by Councillor D. Tupechka that 2008-01 Tender Invitation Policy be rescinded this 26th day of February, 2019.

CARRIED

2012-01 Business Building Revitalization Program

In lieu of a brownfield incentive bylaw, a building façade program, and to promote economic growth and improvements to current residential and non-residential buildings, Council has updated the Community Revitalization Program bylaw to provide a more generous tax incentive for new or renovated improvements; therefore, the underutilized policy has been recommended to be rescinded.

2019-064

MOVED by Councillor M. Tarkowski to rescind 2012-01 Business Building Revitalization Program Policy this 26th day of February, 2019.

CARRIED

NEW BUSINESS:

Uncollected Utility Arrears

Recently Administration notified town residents of all utility arrears that would be added to the tax roll if unpaid by March 1, 2019.

2019-065

MOVED by Mayor L. L. Ewanishan to delay adding utility arrears to tax rolls on March 1, 2019 until further notice.

CARRIED

COUNCIL REPORTS

2019-066 **MOVED** by Councillor D. Tupechka to accept and incorporate the Council Reports as presented into the minutes.

CARRIED

NEXT MEETING: Regular Council Meeting, March 12, 2019 at 7:00 p.m.

IN CAMERA:

2018-067 **MOVED** by Councillor D. Tupechka to go into closed session at 7:55 P.M. for personnel reasons as per Section 19 of the Freedom of Information and Protection of Privacy Act.

CARRIED

2018-068 **MOVED** by Councillor D. Tupechka to come out of closed session at 9:07 P.M.

CARRIED

ADJOURNMENT: With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 9:08 P.M.

LEONARD EWANISHAN, MAYOR

ELSIE KIZIAK, C.A.O.

OPEN FORUM

(Council Procedural Bylaw, Amendment Bylaw 2014-949)

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

Public Works Foreman Report

March 12, 2019

1. Roads / Sidewalks

- a) Grade all roads
- b) Grade snow off south side for a dumping area
- c) Load and haul most snow windrows; may leave a couple to test to see what happens if we don't haul it away.
- d) Sanded roads as required

2. Water/Wastewater

- a) Thaw cc valve at private business; twice at same location. Also thaw water line at same location.
- b) Thaw sewer line at hall; SAC personnel will be ensuring flow during slow periods at the hall in order to prevent freezing of sewer line.
- c) Review and update Operations Manual and Safety Operations Procedures.
- d) Alberta Environment inspection conducted; results to follow.
- e) Water main break at bottom of 46 Street; major loss of water; amount unknown at time of reporting on Friday, March 1st. Repair started and completed on Monday, March 4th.
- f) Water main break at 46 Street by the Firehall on March 6th; repair started on March 6th and completed on March 7th.

3. Other

- a) Repair signs at town office, 51 Street and 50 Avenue, 47 Avenue and 51 Street
- b) Repair condenser valve no arena ice-plant
- c) Replace shocks and alternator on unit 91 (F350)
- d) Replace steering drag link and stable bushing on unit 93 (F350)
- e) Replace alternator on unit 5
- f) Serviced all snow removal equipment
- g) Replace water plates on circle turn on grader
- h) Service requests completed.

CAO REPORT

March 12, 2019

1. See attached Action Tracker for up-to-date information on directives from Council.
2. Dental Clinic – Renovations complete; financial breakdown attached.
3. Library – Administration needs to create an RFP for doing the roof at the library.

Items Tabled for Long Periods:

- Potential Residential Lots - currently a park on 47 St. north of 53 Ave (Tabled until w/ww and road construction in area begins and have public input – Aug 26, 2014)
- Annexation (Tabled until after the next RAPID Meeting – Nov 25, 2014)
- Road/Infrastructure Funding Formula (Tabled until Councillor G. Saskiw and CAO prepare – Aug 26, 2014)

**TOWN OF TWO HILLS
ACTION TRACKER FOR C.A.O.**

Description of Action Item	Date Issued	Due to be complete	Priority	Progress update or date of completeness	Done (%)	Notes
Debuture - renovation to dental clinic	Bylaw passed 04/09/2018 and 2019 Budget Approval	Before end of 2019	low	No change from the last meeting.		Confirmed with ACFA that Town could apply for June intake as Financial Statements will be prepared by then.
IT - RFP	December 7, 2018	N/A	med	Draft RFP is 100% complete.		Plan to issue RFP mid-March with deadline of mid-April.
Disposal of municipal/school reserves	December 18, 2018	N/A	med	Titles on 4 affected properties have had the school designation removed from the title. Titles now are strictly municipal reserve. Question posed to Council whether it is necessary to remove the M (Municipal) reserve as it is not affected by provincial or federal legislation for marijuana stores or grow operations.		<p>If Council wishes to proceed with removing the municipal designation then the next steps are: Public Consultation, Register with Land Titles to remove the designation. Caveat: If Land Titles does not approve the removal of designation, then need Ministerial Approval.</p> <p>If Council is satisfied with just the removal of school designation so that the surrounding properties are not affected by Federal set-backs then Council should have a motion that the removal of school designation satisfies Council's motion to have <i>Administration to proceed with disposal of municipal and school reserves.</i></p>
Strategic Planning	2019 Budget Approval	As soon as possible	high	No progress since last Council meeting except that Community Culture staff and CAO will be meeting next week to discuss set-up of public engagement.		
Bylaw Services	2019 Budget Approval	Spring 2019	med	Connected with the Town of Vegreville CAO to see if they could accommodate the Town of Two Hills' bylaw servicing needs. Waiting for a response.		
Cornerstone Coop - brownfield incentive bylaw	January 8, 2019	N/A	high	No progress since last Council meeting.		Issue to be discussed further after approval of new Community Revitalization Property Tax Incentive Bylaw is passed.
Cornerstone Coop - improvement to intersection	January 8, 2019	N/A	high	No progress since last Council meeting.		Issue to be discussed further after approval of new Community Revitalization Property Tax Incentive Bylaw is passed.
Cornerstone Coop - sale of boulevard/access road	January 8, 2019	N/A	low	No progress since last Council meeting.		Leaving this topic until other two are resolved.
Paint exterior and replace water lines at Town Office	2019 Budget Approval	By end of fall	med	Still seeking quotes for replacing water lines.		Will seek quotes to paint the exterior in the spring.
Purchase trailer for PW Office	2019 Budget Approval	By end of year	low	No progress to date.		
Purchase bypass sewer pump	2019 Budget Approval	By spring	med	No progress to date.		Purchase of bypass pump will be simultaneously done with sewer system cleaning in the spring.
Purchase of single drum packer, cement mixer, rotovator	2019 Budget Approval	By spring	med	No progress to date.		
2019 Capital Construction	2019 Budget Approval	By end of construction season	high	No progress to date.		Seeking final pricing for project.
Ice Compressor Rebuild	2019 Budget Approval	By end of year	high	In progress.		

			GST	TOTAL
848710 Alberta Ltd.	Supply and install lead sheilding	4,325.00	216.25	4,541.25
Avalon Global E-Business	Cabling	11,860.00	593.00	12,453.00
Chaps Drywall Ltd.	Blow insulation up-to-code	21,983.40	1,099.17	23,082.57
	Insulate walls, t-bar ceiling	2,200.00	110.00	2,310.00
	Holdback	2,442.60	122.13	2,564.73
Cutting Edge	Flooring and underlayment	15,678.00	783.90	16,461.90
Inside Design	Preliminary Design Fee	2,800.00	140.00	2,940.00
	Construction Drawings - 50% deposit	7,809.52	390.48	8,200.00
	Construction Drawings - balance	4,869.52	390.48	5,260.00
	Supervision - First draw	2,666.67	133.33	2,800.00
	Supervision - second draw	2,666.67	133.33	2,800.00
	Supervision - final draw	2,666.66	133.33	2,799.99
	Reimburse for glass supply	589.31	0.00	589.31
	Reimburse for cleaning	1,492.50	74.63	1,567.13
J-Tek Electric	Electrical Invoice #1	23,345.63	1,167.28	24,512.91
	Electrical - Final Invoice	18,272.61	913.63	19,186.24
	Holdback	4,624.24	231.21	4,855.45
JNR Mechanical	Mechanical - Progress Invoice #1	7,766.82	388.34	8,155.16
	Mechanical - Progress Invoice #2	12,934.70	647.24	13,581.94
	Mechanical - Progress Invoice #3	25,889.40	1,294.47	27,183.87
	Mechanical - Progress Invoice #4	5,177.88	258.89	5,436.77
	Holdback	5,753.20	287.66	6,040.86
Millard's Painting	50% deposit on painting	3,250.00	162.50	3,412.50
	Balance of painting	3,250.00	162.50	3,412.50
Musgrave Millwork	Millwork - Deposit	27,000.00	1,350.00	28,350.00
	Casing windows	725.00	36.25	761.25
	Millwork - Final invoice	44,390.00	2,219.50	46,609.50
Sykota Wookwork	Demolition	8,000.00	400.00	8,400.00
Trent Stark	Wall stud framing	4,085.23	204.26	4,289.49
		278,514.56		278,514.56
Vegreville Glass & Mirror	Supply and install sealed unit	978.00	48.90	1,026.90
Green Hills Construction	Remove and install new flashing	2,800.00	140.00	2,940.00
	Purchase and install steel door for back	1,580.00	79.00	1,659.00
Quest	Deliver bin, September rent, and haul	1,028.52	51.43	1,079.95
	October rent	155.00	7.75	162.75
	November rent	150.00	7.50	157.50
	December rent, and haul	664.86	33.24	698.10
	January rent, and haul	514.26	25.71	539.97
Inspections Group	Building Permit	1,722.50	0.00	1,722.50
		9,593.14		9,593.14
		288,107.70		

**TOWN OF TWO HILLS
BOX 630
TWO HILLS, AB T0B 4K0**

10 AUGUST 2018

QUOTATION VALID FOR 45 DAYS

DEMOLITION & REMOVAL (INCLUDES BINS & DISPOSAL)	(JERLANCO)	\$ 9,000.00 (TBC)
FRAMING, DRYWALL, MUD, TAPE & SAND READY FOR PAINT INCLUDES NEW CEILING TILE & 2x2 GRID for approx 1,967 sq.ft. INCLUDES LEAD LINING IN THE PAN ROOM	(JERLANCO)	\$ 45,387.50
PLUMBING & HVAC <ul style="list-style-type: none">NEW PRESSURE ASSIST TOILETS, NEW SINKS, FAUCETS, HOT & COLD WATER, VENTING, DRAIN, DENTAL AIR & VACUUM LINES, INCLUDES DUCTWORK FOR FURNACE AIR & REGISTERS WHERE REQUIRED.	(JNR MECH)	\$ 57,532.00
ELECTRICAL <ul style="list-style-type: none">INCLUDES NEW LIGHTING FIXTURES & HOSPITAL GRADE OUTLETS AS WELL AS GENERAL ELECTRICAL	(J-TEK)	\$ 46,242.49
MILLWORK <ul style="list-style-type: none">STAFF KITCHEN, LAB, STERILIZATION, PAN OPERATORIES 1 THROUGH 4 REAR & SIDE CABINETS, RECEPTION, BUSINESS AREA, BUSINESS STORES, PRIVATE OFFICE, MAN DOORS & HARDWARE, AS WELL AS IN WALL ¾" PLYWOOD BACKING SUPPORTS FOR X-RAYS	(MUSGRAVE)	\$ 72,195.00
PAINTING <ul style="list-style-type: none">ALL AREAS (including all doors/trim)	(MILLARD'S)	\$ 6,500.00
FLOORING <ul style="list-style-type: none">GENERAL FLOOR PREP, SUPPLY & INSTALL OF LVT(luxury vinyl tile) AND RUBBER BASE IN ALL AREAS	(CUTTING EDGE)	\$ 14,076.00
WATERCLOSET ACCESSORIES & WINDOW COVERINGS INCLUDES BABY CHANGE TABLE, GRAB BARS, MIRRORS	(INSIDE DESIGN)	\$ 500.00
DATA SUPPLY, INSTALL & TERMINATION	(AVALON)	\$ 11,860.00
GLASS SUPPLY & INSTALL	(WHOLESALE)	\$ 561.25
INSURANCE/PERMITS	(TOWN)	\$ 800.00
SCHEDULING & SUPERVISION	(INSIDE DESIGN)	\$ 8,000.00
CONSTRUCTION DRAWINGS/PRINTING	(INSIDE DESIGN)	\$ 16,400.00
CLEAN PRIOR TO DENTAL INSTALL & FINAL CLEAN AFTER		\$ 1,500.00
SUBTOTAL		<u>\$290,554.24</u>
GST		<u>14,527.71</u>
TOTAL		<u>\$305,081.95</u>

**Correspondence Listing
Council Meeting of March 12, 2019**

- 1. Alberta Municipal Affairs** *Letter informing Council of an amending agreement formally extending the MSI funding terms until the conclusion of the program on March 22, 2022.
- 2. Alberta Culture & Tourism** Invitation for community to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games
- 3. Alberta Emergency Management Agency** Regional Emergency Plan Review of December 18, 2018
- 4. Alberta Urban Municipalities Association / Alberta Municipal Services Corporation (AUMA/AMSC)** Letter notifying insurance premiums reduced by \$1.5 million
- 5. County of Two Hills** Council resolved to provide a monetary contribution in the amount of \$200.00 towards the 2019 Volunteer Appreciation Event.
- 6. Community Futures – Elk Island Region** **Invitation to Open House on March 13, 2019 between 11 a.m. and 1 p.m.
- 7. Hazardous Materials Assessment** Prepared by Cascade Environmental Consulting Ltd. for the Two Hills & District Agricultural Society and the Grow Arena Group for the lobby and dressing rooms at the Centennial Arena.
- 8. MS Society of Canada** Invitation to St. Paul Regimental Ball (which is now sold out) and request for corporate donation.

* Previously provided to the Mayor.

** Previously provided to Council.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

Town of Two Hills

FEB 25 2019

RECEIVED

AR96301

February 19, 2019

His Worship Leonard L. Ewanishan
Mayor
Town of Two Hills
PO Box 630
Two Hills AB T0B 4K0

Dear Mayor Ewanishan,

In Budget 2018, and throughout this past year, the Government of Alberta has confirmed its intent to fulfill the full \$11.3 billion funding commitment under the Municipal Sustainability Initiative (MSI). In order to continue to provide MSI funding through the planned conclusion of the program in 2021-22, an amending MSI Memorandum of Agreement is required, as current funding agreements expire on March 31, 2019.

An amending agreement will be sent to the Chief Administrative Officer of your municipality formally extending the MSI funding terms until the conclusion of the program on March 31, 2022.

Our government reached a remarkable milestone when the *City Charters Fiscal Framework Act* was passed in December 2018, establishing ongoing, legislated capital funding for the cities of Calgary and Edmonton, linked to changes in provincial revenues. I remain optimistic that through continued dialogue with the municipal associations, we will establish a similar legislated funding framework for all municipalities as a successor to the MSI.

I look forward to continued partnership with your municipality to deliver quality infrastructure and services to Albertans.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Elsie Kiziak, Chief Administrative Officer, Town of Two Hills



ALBERTA
CULTURE AND TOURISM

*Office of the Minister
MLA, Calgary-Cross*

His Worship Leonard L. Ewanishan
Mayor
Town of Two Hills
PO Box 630
Two Hills AB, T0B 4K0

Dear His Worship Ewanishan:

As Minister of Culture and Tourism responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games. A brochure with background information and details on how to apply is enclosed.

I encourage your community to strongly consider this invitation and the many benefits that can result from hosting this event. The economic benefits associated with hosting the Alberta Winter or Summer Games, along with the legacy of developing an experienced base of volunteers, has proven to be outstanding. The successful host municipality is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded a 2022 Alberta Games will receive base financial support for operational, cultural, and legacy aspects of the Games. A Guidelines for Communities Bidding to host the 2022 Alberta Winter or Summer Games document is available from the Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll-free by first dialing 310-0000 or email suzanne.becker@albertasport.ca.

Best regards,

Ricardo Miranda
Minister

Enclosure

Town of Two Hills

MAR 05 2019

RECEIVED

March 1, 2019

File: 16305-D02-0323

County of Two Hills #21
P.O. Box 490
Two Hills, Alberta T0B 4K0

Town of Two Hills

ATTN: Elden Kozak, Director Emergency Management

**3 2019
RECEIVED**

Dear Elden:

RE: Regional Emergency Plan Review – December 18, 2018

Thanks for meeting with me on Tuesday and allowing time to review your plan with yourself and Cheryl. As you proceed with creating a stronger regional organization it will be imperative that all players are a part of the EM program as some of the comments below will indicate.

Some of the items discussed were:

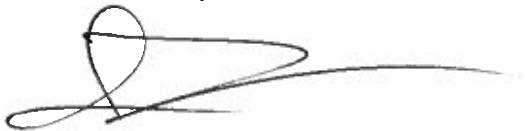
- Updating of contact and resource information
- Updating of the terminology in the plan to reference applicable ICS terms and positions
- The bylaws will all have to be reviewed to reflect the new requirements of the Local Authority Emergency Management Regulation (LAEMR)
- Once the update is completed, all councils will have to approve the updated bylaw
- Consideration should be given to the crafting of certain emergency related policies if the implications of the areas have not already been pre-identified elsewhere. Some of these areas are:
 - Emergency expenditures
 - Evacuation authorization
 - Donations management
 - Information management
- There still appears to be some confusion as to certain regional aspects to your position and the interaction with the town and village. With the changes to the Act and the crafting of the new LAEMR maybe now is a time to revisit the definition of the regional organization and craft a cohesive agreement rather than attempting to clarify so many points within a bylaw which is intended to be general
- You may wish to identify triggers for the initial Incident Commander. Triggers which would generate a call to the DEM and possibly initiate the opening of a full Incident Command Post.
- Ahead of time, the crafting of a procedure identifying how the ordering process will occur during a major emergency response with the inclusion of a formal supply unit
- Within the bylaw itself you may wish to further clarify the relationship between the DEM and the CAO before and during an activation
- With respect to all those involved in the response, which may include volunteers, you may wish to consider a social media policy. These days folks can forget that taking pictures of your situation may be an infraction of confidentiality especially when shared on open media
- The hazard analysis should be updated annually.

- Formal crafting of an ESS plan and that plan being complimentary to the Community Emergency Plan is essential to streamlining the delivery of services to evacuees and ensuring the accountability of process to the larger organization, remembering that it is the IC/DEM that holds the authority for the resources utilized during an event

We will be having further dialogue over 2019 regarding the requirements for complying with the updated Act and new LAEMR. You have most of the bases covered already but we do need to work on a formal 4 year exercise plan. This plan should include workshop/exercises specific to positions so that staff gain a more formal awareness of process and their ICS position within that process. I encourage you to review the LAEMR, available on Alberta Queen's Printer, to ensure you don't get surprised by anything required for Jan. 1, 2020 compliance.

If I can be of assistance in preparing your region's municipalities, please don't hesitate to ask.

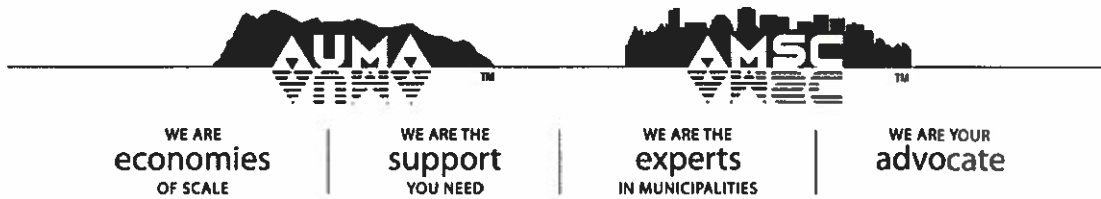
Sincerely,

A handwritten signature in black ink, appearing to be 'Ian Fox', with a long horizontal stroke extending to the right.

Ian Fox
Emergency Management Field Officer
Alberta Emergency Management Agency
407, 5025 – 49th Ave.
St. Paul, AB
T0A-3A4

"Alberta – A province prepared"

Cc:
Town of Two Hills
Village of Myrnam



March 6, 2019

His Worship Leonard L. Ewanishan
Mayor, Town of Two Hills
PO Box 630
Two Hills AB T0B 4K0

Hello Mayor Ewanishan:

We Reduced Our Insurance Premiums By \$1.5 Million

In addition to providing solutions-based advocacy, AUMA offers a variety of competitively-priced business services through our wholly-owned subsidiary, Alberta Municipal Services Corporation (AMSC). One of our services is our municipally-focused insurance program. We provide a wide range of coverages for all your municipal needs. Coverages that protect your municipality from losses, including:

- Injuries on a municipal property, such as a trip and fall on a sidewalk.
- Damage to a municipal building, like a flood in your local hockey arena.
- Physical damage to a municipal vehicle that was involved in an accident.

The foundation for these coverages is provided through our subscriber-owned insurance pool.

BENEFITS OF OUR POOL

We administer our insurance pool to the advantage of our subscribers. The pool has enjoyed great success managing risk over the last two years. As AMSC's Board Chair, I am very happy to tell you that in February, we returned \$1.5 million to our subscribers through premium reductions. This means that municipalities who subscribe to our pool would have received a **5 to 20% decrease in their 2019 premiums.**

This is a prime example of the benefits of an insurance pool. Our subscribers are seeing a reduction in premiums while pricing for global commercial insurance increased for the fifth consecutive quarter. We use the power of our insurance pool to shield our subscribers from market shocks like this, providing them with price stability and competitive premiums.

Anyone who has made a claim on their insurance policy knows that our staff will work with you to ensure the best possible result. They will consult with you and guide you through the process. Unlike other insurers, we go above and beyond to get your claim paid.

JOIN OUR POOL

As a member of AUMA, we are here to support your municipality. We are happy to give you unbiased advice to ensure your municipality has the right insurance coverage at the right price.

If you would like to know more about how your municipality can benefit from subscribing to our municipal insurance pool and participating in premium rebates, I encourage you to contact our friendly and knowledgeable Client Development team at 310-AUMA (2869) or clientdevelopment@auma.ca.

Best regards,

Barry Morishita
AMSC Board Chair

cc: Elsie Kiziak, Chief Administrative Officer, Town of Two Hills

COUNTY OF
TWO HILLS

P.O Box 490, Two Hills AB T0B 4K0
Telephone: (780) 657-3358 Fax: (780) 657-3504

March 5, 2019

Town of Two Hills

MAR 08 2019

RECEIVED

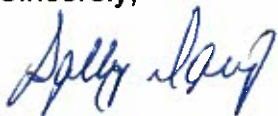
Town of Two Hills
4712 – 50 Street
P.O. Box 630
Two Hills AB T0B 4K0

Dear Elsie Kiziak:

This will advise that the County of Two Hills Council resolved, at their meeting of February 27, 2019, that the County of Two Hills provide a monetary contribution in the amount of \$200.00 to the Town of Two Hills and FCSS for their Volunteer Celebration on April 10, 2019.

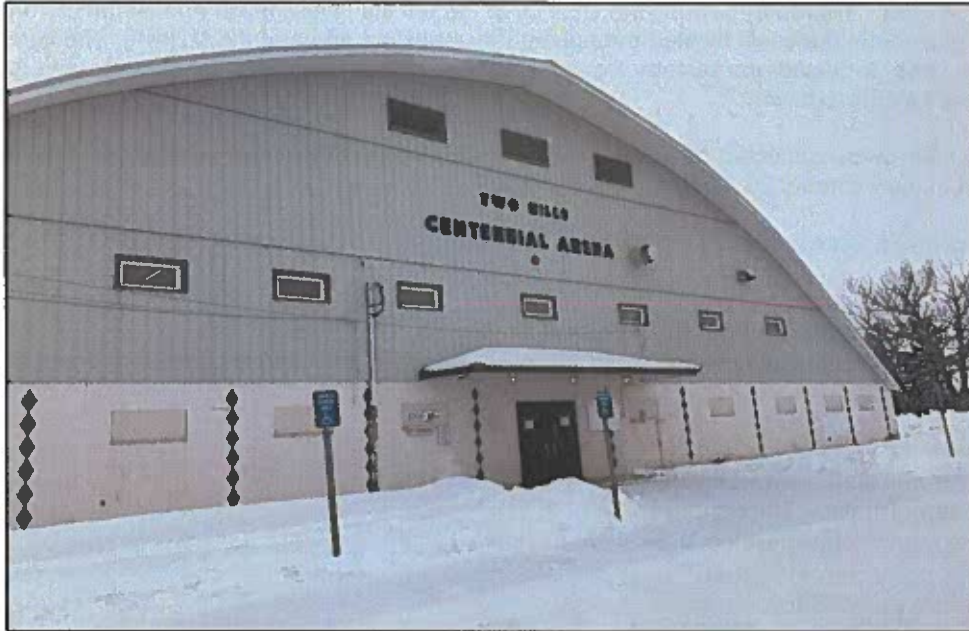
The County of Two Hills wishes the Town of Two Hills and FCSS success. Should you have any questions or concerns, you may contact the undersigned.

Sincerely,



Sally Dary, CLGM
Chief Administrative Officer

HAZARDOUS MATERIALS ASSESSMENT



Prepared For:

Two Hills & District Agriculture Society c/o Grow Arena Group

For the Building:

Two Hills Centennial Arena – Lobby/Dressing Room Areas
5300-45 Avenue
Two Hills, AB

Prepared By:

Cascade Environmental Consulting Ltd.

February 27, 2019

(Edited March 1, 2019)

Summary of Recommendations

The following is a summary of notable recommendations; please refer to the body of the report for detailed recommendations.

- Remove and properly dispose of all asbestos-containing materials prior to any renovation activities that may impact this material.
- Remove and properly dispose of all delaminating lead-based paints.
- Remove and properly dispose of all PCB ballasts, lead-acid batteries, ODS-containing items, and mercury-containing items prior to renovations if the material will be impacted.
- Follow appropriate safe work procedures when handling lead or disturbing silica.

**This Executive Summary must be read in conjunction with the full report and is subject to the same standard limitations.*

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APPENDICES

APPENDIX I: Site Condition Photographs
APPENDIX II: Asbestos Sample Results
APPENDIX III: Lead Paint Sample Results

2.0 LEGISLATION AND APPLICABLE STANDARDS

The provincial regulations, codes and guidelines relevant to hazardous building materials include the *Alberta Building Code*, *Alberta Occupational Health and Safety Code*, *Alberta Human Resources and Employment, Workplace Health and Safety Asbestos Abatement Manual* (2012) and the *Federal Transportation of Dangerous Goods Act* and the *Alberta Environmental Protection and Enhancement Act*.

2.1 Asbestos

The *Alberta Building Code*, *Alberta Occupational Health and Safety Code* and *Alberta Human Resources and Employment, Workplace Health and Safety Asbestos Abatement Manual* (2012) all comment on asbestos in buildings. *Alberta OHS Code* (2009) outlines the requirements related to asbestos in facilities and outlines the limitations on the use of asbestos in buildings. In summary, asbestos products that have the potential for releasing fibres may not be installed. All materials containing crocidolite and all spray applied asbestos products are banned from use. Asbestos products, in general, must not be in a form or location where they could release airborne fibres and allow them to enter a ventilation system. If asbestos fibres may be released in a building, all necessary steps to correct this unsafe condition must be taken. All materials with the potential of releasing asbestos fibres that may be impacted by a renovation must be encapsulated, enclosed or removed. Any asbestos materials that can release fibres during the demolition must be removed prior to demolition activities.

Historically, materials containing less than 1% asbestos have not been considered "asbestos-containing". However, recent revisions have removed the definition of an asbestos-containing material. Workers must now comply with asbestos requirements when the material in question contains more than 1% asbestos by weight; or when the material contains less than 1% asbestos but it is known that a "restricted area" is likely to occur (a restricted area is defined as an area of a work site where there is a reasonable chance of the concentration of airborne asbestos exceeding the 8-hour OEL), or when the material contains less than 1% asbestos and there is a reasonable chance that asbestos fibres may be released when the material is disturbed, due to either the condition of the material or the type of work procedures being used. Friable materials such as drywall joint compound and stipple identified as containing less than 1% asbestos may not have been uniformly mixed when applied. These materials could have sections of asbestos in concentrations greater than 1%. When dealing with large quantities of these friable materials, employers need to be aware of these heterogeneous mixtures, making sure to take them into account when developing their asbestos management plan and abatement activities. The employer is responsible to conduct a hazard assessment and evaluate the likelihood of asbestos fibre release based on the material in question and the work procedures being used. **For the purpose of this assessment, materials containing less than 1% asbestos will be considered asbestos-containing.** Asbestos waste is a hazardous material and therefore is governed by the *Federal Transportation of Dangerous Goods Act* and the *Alberta Environmental Protection and Enhancement Act*.

2.2 Lead-Based Paint

The *Surface Coating Materials Regulations* (SCMR) made under the *Canada Consumer Product Safety Act* (CCPSA) comments on the concentration of total lead in a surface coating material. The SCMR states that the concentration of total lead in a dried surface coating material may not exceed 90mg/kg (ppm or about 0.009%). Normally lead based paints do not pose a hazard if they are in good condition. Health hazards are created if the paint is delaminating, deteriorating or being disturbed during renovation or demolition activities. Removal techniques such as sanding will cause elevated lead dust levels in the air; while heat guns or flame torches can produce lead fumes. Lead paint can be safely removed if using a chemical stripper while following the proper precautions.

Lead contaminated wastes are considered a hazardous material and therefore its transportation is governed by the federal *Transportation of Dangerous Goods Act*. The *Alberta Users Guide for Waste Managers* (August 1996) under the current *Alberta Environmental Protection and Enhancement Act* require that a Toxic Characteristic Leachate Procedure (TCLP) test is performed on all lead waste before disposal in a sanitary landfill. The TCLP test will determine the mobility of inorganic analytes present in liquid, solid and multiphasic wastes. If over 5.0 mg/L of lead leaches from the waste material then the waste must be

containing components are regarded as a disposal issue. Therefore, disposal of all mercury components should be undertaken by a qualified hazardous materials contractor.

2.6 Ozone Depleting Substances

Ozone depleting substances means a substance that are Chlorofluorocarbons (CFCs), Halon, Chlorocarbons or Hydrochlorofluorocarbons (HCFCs) under the Environmental Protection and Enhancement Act and written under the Alberta Regulation 181/2000. The federal government filed the Ozone-Depleting Substances Regulations in 1994 to amend controls on production and consumption of chlorofluorocarbons (CFC), halon, tetrachloride and methyl-chloroform. The Federal Halocarbon Regulations (August 2003) is in place to ensure the uniformity with respect to the release, recovery and recycling of ozone depleting substances and their halocarbon alternatives in refrigeration and air conditioning. Under the Alberta Regulation 181/2000, no person shall release or permit the release of an ozone-depleting substance or halocarbon into the environment. No person shall release or permit the release of more than 0.1 kilogram of an ozone-depleting substance or halocarbon per kilogram of air from an air purge system for purging non-condensable gases from a low-pressure centrifugal chiller on or used on a refrigeration system or air conditioning system (AR 181/2000).

2.7 Radioactive Components

Radioactive components are listed under the current Federal Transportation of Dangerous Goods (TDG) Act. Substances with a specific radioactivity greater than 70 kBq/kg are included under Class 7, Radioactive Materials within the (TDG) Act and must be transported in accordance with the provisions under the Act. Americium is used to detect the presence of smoke and heat and can be found in smoke detectors. The Nuclear Safety and Control Act (1997, c.9), Nuclear Substances and Radiation Devices Regulations (SOR/2000-207) states that radioactive substances that do not contain more than 185 kBq of americium 241 or where it is in a commercial or industrial facility, more than 740 kBq of americium 241 is considered an acceptable radioactive source under the Act.

2.8 Silica

Alberta's occupational health and safety legislation has general and specific requirements related to crystalline silica. Crystalline silica (respirable) has an 8-hour Occupational Exposure Limit (OEL) of 0.025 mg/m³. These limits apply to workers directly involved with tasks using/impacting crystalline silica, and also to workers in the workplace who may be exposed to dust indirectly from these operations.

2.9 Urea Formaldehyde Foam Insulation (UFFI)

Building products containing formaldehyde are not covered under current legislation. However, the Alberta Occupational Health and Safety Code (2009) considers formaldehyde a controlled product and therefore has an occupational exposure limit for formaldehyde in ambient air of 0.75 ppm (parts per million) or 0.92 mg/m³.

4.0 LIMITATIONS

4.1 Asbestos

Building material finishes were lifted in select areas, however not all finishes were lifted to identify materials beneath. It is possible that asbestos-containing materials may be present under some floor finishes or within concealed spaces such as wall and ceiling cavities; these materials should be considered suspect asbestos-containing materials unless proven otherwise.

Equipment such as exhaust stacks, boilers, kilns, electrical components, mechanical piping and ducting were not dismantled during this assessment. Any internal components and materials should be considered suspect asbestos-containing materials until sampled and proven otherwise.

Laboratory results reflect the sampled materials at the specific sample locations. Materials that were visually similar in colour and texture were referenced to specific analyzed samples and were considered to be of similar composition and were grouped together as one homogeneous material.

4.2 Lead-Based Paint

Only delaminating suspect lead-based paints were collected for analysis unless otherwise indicated.

4.3 Fungal

Documentation and laboratory analysis are only representative of the conditions within the facility during the time of the assessment.

4.4 PCBs in Lamp Ballasts

During the room by room assessment, locations of suspect PCB containing lamp ballasts were noted but not sampled for confirmation of PCB content.

4.5 Fluorescent Light Tubes, Bulbs, and Vapour Lamps

During the room by room assessment, locations of suspect fluorescent light tubes, compact fluorescent bulbs, and vapour lamps were noted but not sampled for confirmation of mercury vapor.

4.6 Mercury Components

During the room by room assessment, locations of suspect mercury containing sources (i.e. thermostat switches) were noted but not sampled for confirmation of mercury content.

4.7 Ozone Depleting Substances

During the room by room assessment, locations of suspect ODS (i.e. refrigeration units) were noted but not sampled for confirmation of Chlorofluorocarbons content.

4.8 Radioactive Components

During the room by room assessment, locations of suspect radioactive containing sources (i.e. smoke/heat detectors) were noted but not sampled for confirmation of radioactive material content.

4.9 Silica

During the room by room assessment, suspect silica containing sources were noted but not sampled for confirmation of crystalline silica content.

5.0 OBSERVATIONS

Table 1. Building Description

Building Item	Details
Building Type/Use	Municipal Hockey Arena
Number of Floors/Levels	Two
Total Floorspace Area (ft ²)	Unknown
Year Constructed/Substantial Renovations	Unknown
Structure	Steel Truss w/ Cinderblocks, Slab-on-Grade Foundation
Exterior Cladding	Cinderblock, Steel Cladding
Roof	Steel Cladding
HVAC	Forced Air
Floor Finishes	Skate-Safe Hard Rubber Flooring Planks, Rubberized Flooring, Concrete, Vinyl Sheet Flooring, Vinyl Floor Tiles
Interior Walls	Drywall, Wood Panel, Plastic Panel
Ceilings	Drywall w/ Ceiling Texture

Exterior perimeter cinderblock walls were investigated in several areas; the walls appear to be hollow, with no vermiculite insulation present.

The main floor attic spaces, accessible from the 2nd floor, have fiberglass batt insulation present; no vermiculite insulation was identified within the attic. The 2nd floor attic space, above the kitchen and main viewing area, could not be accessed as no attic hatches were present.

The 12"x12" ceiling tiles present throughout the 2nd floor are large cellulose/wood panels cut into the design of ceiling tiles; this material was clearly non-asbestos containing and was not sampled as part of this assessment.

A photographic library of site conditions observed can be viewed in Appendix I.

6.5 Fluorescent/HID Lights

Fluorescent light tubes/bulbs, and suspect HID mercury vapour lamps are located throughout the building.

6.6 Mercury Components

Mercury-containing components (thermostat switches) were identified throughout the building.

6.7 Ozone Depleting Substances

Refrigeration units, coolers, and air conditioners that have the potential to release ozone-depleting substances (ODSs) were identified in various areas throughout the building.

6.8 Radioactive Materials

Smoke detectors suspected of containing radioactive materials were observed within the Site.

6.9 Silica

Crystalline silica is a presumed component of the following materials:

- Poured or pre-cast concrete
- Masonry and Mortar

6.10 Biohazards

No biological hazards were identified within the building at the time of the assessment.

6.11 Chemicals

Miscellaneous paint containers and building maintenance chemicals were observed within the kitchen, storage rooms, and the ice plant room.

6.12 UFFI

No suspect UFFI was identified within the Site.

***Sufficient samples of delaminating lead-based paints could not be collected for TCLP analysis.**

Lead containing surfaces with any amount of lead that will be impacted by demolition activities in a manner likely to cause some level of airborne lead containing dust or fumes should be controlled through the development and implementation of a written Exposure Control Plan. The exposure control plan should include safe work procedures to address the lead exposure hazard during the maintenance, renovation, or demolition activities. The safe work procedures should include procedures to minimize dust during construction and demolition, procedures for proper containment, collection, clean-up and disposal of debris to prevent contamination in other areas, the use of proper cleaning tools, selection and use of proper personal protective equipment, and other applicable procedures.

Delaminating lead paint was identified within the electrical, furnace, and ice plant rooms, as well as on the floor-to-ceiling wall separating the arena from the lobby areas. Cascade Environmental Consulting Ltd. recommends that all delaminating lead-based paints be removed by a certified contractor and disposed of according to applicable environmental regulatory authorities.

Emergency lighting units with suspect lead acid batteries were identified within the Site at the time of the assessment. Lead acid batteries shall be removed by a qualified hazardous removal contractor in accordance with applicable guidelines prior to any renovation activities that may impact the units.

7.3 Fungal

Microbial contamination is a concern because of various associated health and comfort implications. High humidity, reduced ventilation, tighter buildings, and HVAC systems that have water or condensate present allow for the growth and distribution of various fungal species. Microbial agents produce allergens, irritants and in some cases, toxins that may cause reactions in humans. The types and severity of symptoms depend, in part, on the types of fungal contaminants present, the extent of an individual's exposure, the ages of the individuals, and their existing sensitivities or allergies. Peoples' reaction to microbial exposure is quite varied, and although anyone can be affected, some people may be more susceptible and at greater risk, including; infants and children, the elderly, pregnant women, Individuals with respiratory conditions, allergies, asthma and persons with weakened immune systems. If no evidence of moisture infiltration is evident within a structure, then the likelihood of any significant contamination is minimized. All fungal propagules have the potential to cause adverse health effects.

No visible mould was identified within the Site at the time of the assessment.

Fungal species known to cause indoor air quality problems will grow on substrates favorable for their development such as consistently wet or damp cellulose mediums. Fungal propagules can grow and flourish in moist areas, even where visual identification or confirmation has not been established.

7.4 PCBs

During the assessment fluorescent light fixtures suspected to contain PCB ballasts were identified throughout the Site.

Light fixtures which are to be disposed of should be sorted by date and manufacture on-site by qualified personnel. Safe work procedures should be followed when handling suspected PCB-containing ballasts. Fixtures with ashing should be treated as PCB-containing. All PCB containing fixtures must be identified, barreled appropriately and stockpiled on-site. Removed PCB ballast should be appropriately labeled, manifested and transported to an approved disposal facility in accordance with Environment Canada.

8.0 WARRANTY

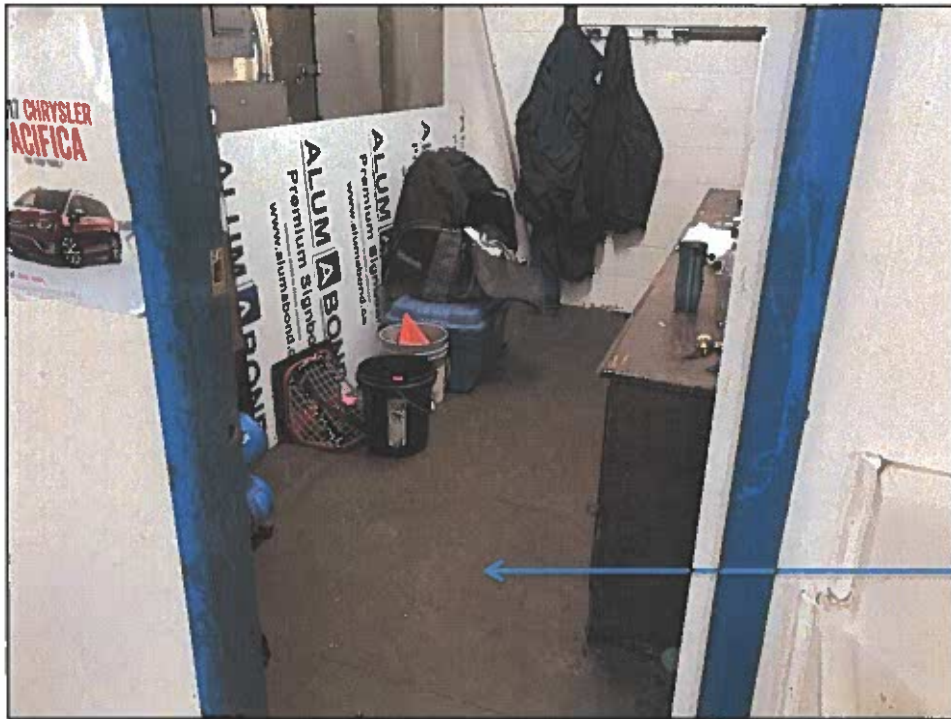
Cascade Environmental Consulting Ltd. warrants to the company, organization, or individual to whom this report is addressed that the assessment described in this report has been conducted with a reasonable level of care and skill in accordance with standards currently prevailing in the health, safety, and environmental consulting profession.

The warranty stated above is subject to the following: (a) the investigation described in this report has been limited to the scope of work and budget described in our contract, (b) the testing for, and analysis of, compounds and materials at the site have been limited to those compounds and materials set out in our contract; other compounds or materials not tested for could be present at this site, (c) the investigation described in this report has been made in the context of existing government regulations generally promulgated at the date of this report. The investigation did not account for any government regulations not in effect or not generally promulgated at the date of this report, (d) the collection of samples at this site was consistent with the scope of work described in our contract, and the information obtained concerning prior site use. As conditions between samples may vary, the potential remains for the presence of unknown additional contaminants. The results of conducted testing presented in this investigation described in this report have been limited to the conditions at the time of collection. Should any new information become available, or site work be done, Cascade Environmental Consulting Ltd. should be notified so that we can determine if modifications should be made to this report, and (e) where indicated or implied in this report, or where mandated by the condition of the site and its attendant structures, the conclusions of this report are based on visual observation of the site. The conclusions of this report do not apply to any areas of the site not available for inspection or testing.

This report is intended for the exclusive use of the company, organization or individual to whom it is addressed. It may not be used or relied upon in any manner whatsoever, or for any purpose whatsoever, by any other party. Cascade Environmental Consulting Ltd. makes no representation of fact or opinion of any nature whatsoever to any person or entity other than the company, organization or individual to whom this report is addressed. This warranty stated above may not be assigned.

10.0 WORKS CITED

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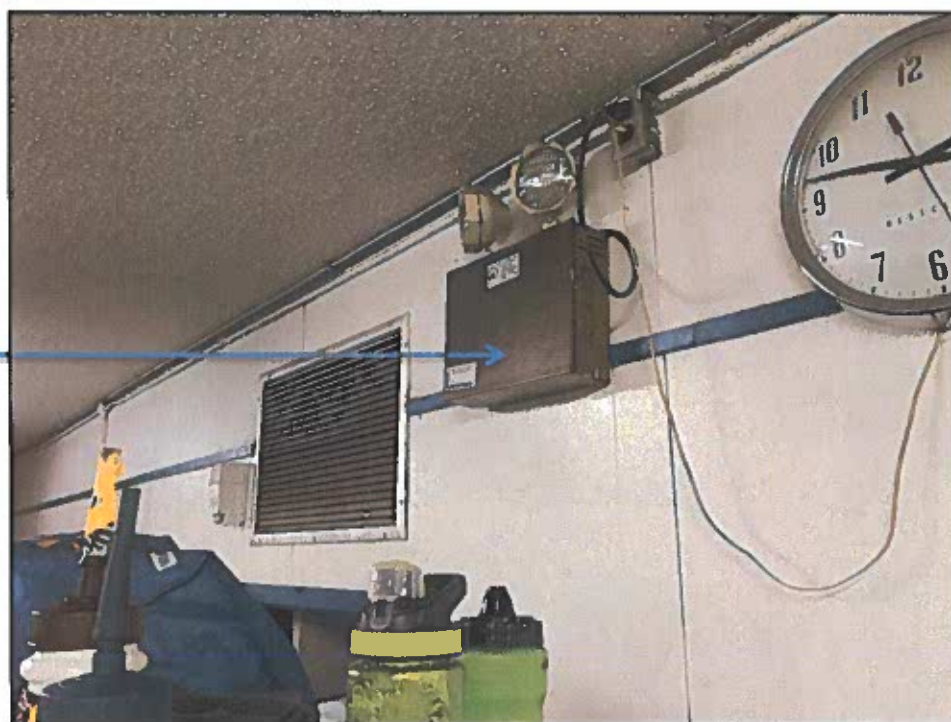
Photograph #1: Asbestos-containing 1'x4' black skate-safe flooring planks –
Throughout Main Floor lobby/dressing room areas



Photograph #2: Asbestos-containing 1'x4' black skate-safe flooring planks (under
newer rubber flooring) – Throughout Main Floor lobby/dressing room areas



Photograph #5: Suspect PCB-containing light ballasts and mercury-containing bulbs/lamps – Throughout building



Photograph #6: Lead-acid batteries in emergency lighting system – Throughout building



Photograph #9: Mercury-containing thermostats – Throughout building



Photograph #10: Fibreglass batt insulation within main floor attic spaces

APPENDIX II ASBESTOS SAMPLE RESULTS

HAZARDOUS MATERIALS ASSESSMENTTwo Hills Centennial Arena
Two Hills, AB

February 27, 2019

Ref:5569HAZ01CD

8155-15AS	15	Ceiling Texture – Dressing Room #1	No Asbestos Detected	Cellulose Fibres
8155-16AS	16	1'x4' Black Skate-Safe Flooring Tiles – Dressing Room #3	Chrysotile 1%	Cellulose Fibres, Synthetic Fibres
8155-17AS	17	Ceiling Texture – Dressing Room #3	No Asbestos Detected	Cellulose Fibres
8155-18AS	18	DWJC – Angled Ceiling	No Asbestos Detected	Cellulose Fibres, Glass Fibres

Test Method:NIOSH Method 9002 (4th Edition)**Methodology:**

Polarized Light Microscopy (PLM)

Quantification:

Visual Estimation

Analysis is conducted in accordance to NIOSH Method 9002, Asbestos (bulk) by PLM. Samples are analyzed utilizing Polarized Light Microscopy with dispersion staining. Asbestos type is identified as Chrysotile, Amosite, Crocidolite, Tremolite, Actinolite, or Anthophyllite. The range of measurement is 1% to 100%, with a lower detection limit of <1% asbestos. When the analyst does not identify any asbestos in a sample, it is reported as "No Asbestos Detected." Multiple phases within samples are analyzed separately and then combined to provide the total asbestos content for each sample. Quantification percentages are based on visual estimation. Quantification by visual estimate is subjective and may result in a higher degree of error for samples containing low percentages of asbestos.

Comments:

Samples will be stored in care of Aspen IAQ Laboratories Ltd. for 30 days after the date of submission for analysis. Any storage arrangements after this time are the responsibility of the client. After the 30 days, the samples will be disposed of.



ASPEN IAQ LABORATORIES

10061 166 Street, Edmonton, Alberta, T5P 4Y1

Ph: 780-488-2325 Fax: 780-488-3019

Email: info@aspeniaqlab.ca

Client: Cascade Environmental Consulting Ltd.

Date Sampled: February 20, 2019

Project: 5569 – Two Hills Centennial Arena

Date Submitted: February 20, 2019

Collected By: Chris Dawn

Date Analyzed: February 26, 2019

Sample Type: Bulk Paint, Lead Content

Analyzed By: Alana Hill, BSc

Lab ID #: 8155-04PB

Sample ID #	Sample #	Description	Lead Content (mg/kg)
8155-01PB	1	Beige Wall Paint – Electrical Room	1201
8155-02PB	2	Blue & Green Door Trim Paint – Dressing Room #1	45
8155-03PB	3	White Wall Paint – Adjacent Dressing Room	724
8155-04PB	4	Beige Door Paint – Ice Plant Room	1854

Test Method: EPA Method 7420/NIOSH Method 7082 (Modified) **Methodology:** Flame Atomic Absorption Spectrometry

Quality Control Check – Certified Reference Material

Result: 95% Acceptable Range: 80-120%

Quality Control Check – Internal QC

Result: 96% Acceptable Range: 80-120%

Quality Control Check – Method Blank

Result: <10 mg/kg Limit: 10 mg/kg

Analysis method is modified from EPA Method 7420, Lead (Atomic Absorption, Direct Aspiration) and NIOSH Method 7082 (Lead by Flame AAS). Samples are analyzed utilizing Flame Atomic Absorption Spectrometry (FAAS). The instrument detection limit is 0.02 ppm and the method detection limit is 10 mg/kg for digested solids.

Comments:

Samples will be stored in care of Aspen IAQ Laboratories Ltd. for 30 days after the date of submission for analysis. Any storage arrangements after this time are the responsibility of the client. After the 30 days the samples will be disposed of.



*You're Invited to our
Open House*

Community Futures

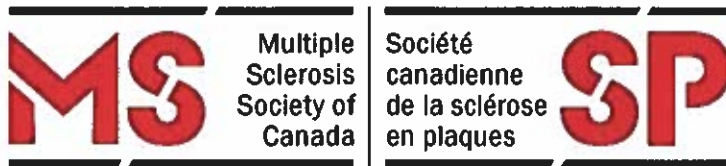
Elk Island Region



Celebrating Over 30 Years of Business

March 13th 11:00am – 1:00pm

#4 5002 Diefenbaker Avenue
Two Hills, Alberta



**St. Paul 2019 Regimental Ball
Donation Request Letter**

To Whom it May Concern,

The St. Paul RCMP detachment is excited to be hosting a Regimental Ball in support of the MS Society of Canada, Lakeland Region on Saturday, April 6th, 2019. The Inaugural Regimental Ball was held in the early 1870's at the first RCMP detachment in Fort Garry Winnipeg to encourage camaraderie and build relationships in the community. Once again, this years Regimental Ball will offer an opportunity for community members to join the RCMP in a formal setting while celebrating the history and culture of the police force, while supporting a great cause.

Since the MS Society's founding in 1948, the core support has been from tens of thousands of dedicated individuals, companies and foundations in communities across Canada who are committed to ending MS. Every day, 3 more Canadians are diagnosed with Multiple Sclerosis, an unpredictable illness that affects vision, balance, memory, and mobility. We don't know what causes MS and there is no cure – yet. Your support means families who are impacted by this often-devastating disease do not have to face MS alone. MS is a disease that affects not only individuals, but also families who come together to manage the realities of MS. The unpredictable and episodic yet progressive nature of MS makes it challenging to maintain financial security and navigate health and community support systems including access to treatments, care, and appropriate housing.

We would like to request your organization to become involved with the 2019 RCMP Regimental Ball by becoming a corporate donor. Your organization's logo will be displayed on printed and electronic materials for maximum community exposure and advertising. If you are interested in supporting this initiative or have further questions, please call Brenda Rosychuk at 587-252-3502 or brenda.rosychuk@mssociety.ca.

The MS Society is the only national voluntary organization in Canada that provides both services to people affected by MS, as well as, funds research to find the cause and cure for this disease. When you make a donation, your funds are invested into groundbreaking MS research and valuable services for diagnosed with and affected by MS. Your donation helps over 14,000 Albertans living with MS.

We also hope you will consider attending this event as a guest. Tickets are available at the RCMP Detachment.

Please contact me should you have any questions or concerns and thank you in advance for your consideration and generous support.

Sincerely,

Brenda Rosychuk
Manager, Lakeland Region, MS Society of Canada
MS Society Regional Office, St. Paul, Alberta
brenda.rosychuk@mssociety.ca
587-252-3502

Your financial support, or donation of a live or silent auction item, will be acknowledged at the following levels:

Gold Level \$1000

Branding on event sign, digital sign and facebook

Silver Level \$500

Branding on digital sign and facebook

Bronze Level \$250

Branding on digital sign

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

Meeting Date: March 12, 2019	Confidential:	Yes	No	X
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Topic: Recycling Services

Originated By: Elsie Kiziak

Title: C.A.O.

BACKGROUND:

At the December 2018 Regular Council meeting 'Recycling Services' was discussed and it was moved by Council *that the Town conduct a survey to find out if the overall community wants to participate in recycling by providing the type of recycling options, and the cost associated with it.*

Survey was put out to the public January 30th with a deadline of February 28th to submit their answers. Incentive was provided in the form of possibly winning a \$50 gift certificate from a business in Town.

A combination of 94 residents and businesses answered the survey.

DOCUMENTATION ATTACHED:

- Results of recycling survey (10 pages)

DISCUSSION:

Next steps?

- Discuss results of survey.
- If Council is considering a recycling centre, where would it be located? The Town owns the two lots on 47 Avenue west of the ATCO building otherwise there is one lot in the Industrial area however it is under-developed and could potentially be out of the way? Discuss potential locations; either temporary or permanent.
- Administration to seek proposals for community recycling centre?

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

Survey conducted by community members.

RECOMMENDED ACTION(S):

If Council wants to direct Administration to seek proposals for a community recycling centre:

for Administration to seek proposals for a community recycling centre to be located at _____.

CAO – Elsie Kiziak

DISTRIBUTION: Council: X

Admin: X

Other:

Q1 Do you recycle? if so, please indicate where *Please note this survey is intended for Two Hills Town Residents Only* Survey will be open until Feb 28/2019

Answered: 94 Skipped: 0

Varied responses:

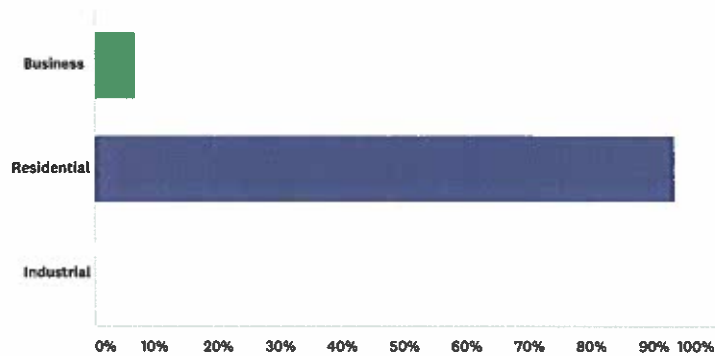
- # 16 Two Hills Bottle Depot only
- 46 Yes, Vegreville - some Veg, St. Paul, Bonnyville, Edm
- 3 Yes, Landfill (not recycling), Two Hills, other answers
- 29 No; No but want to.

* Some are mixture of answers.

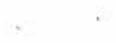


Q3 Are you a Business, Residential, or Industrial property owner?

Answered: 94 Skipped: 0

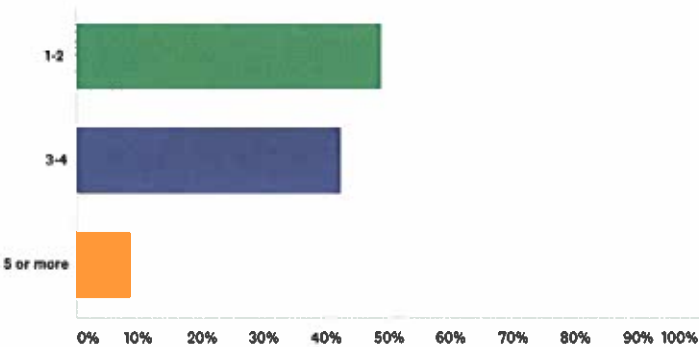


ANSWER CHOICES	RESPONSES	
Business	6.38%	6
Residential	93.62%	88
Industrial	0.00%	0
TOTAL		94



Q5 How many bags (large garbage bag size) would you typically recycle in a month?

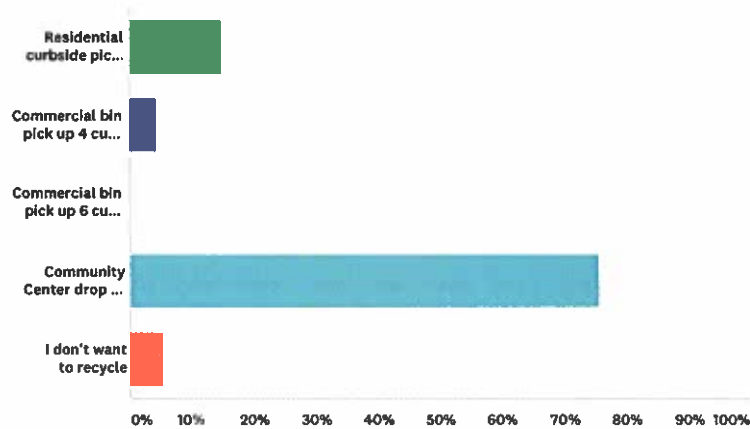
Answered: 94 Skipped: 0



ANSWER CHOICES	RESPONSES	
1-2	48.94%	46
3-4	42.55%	40
5 or more	8.51%	8
TOTAL		94

Q7 Which pick up option would work best for you?Residential Blue Bag Pick up \$8-\$10 per monthCommercial Bin Pick Up 4 m3 bins \$40-\$45 per monthCommercial Bin Pick Up 6 m3 bins \$50-\$55 per monthCommunity Drop Off (Residential and Commercial, cost would be significantly lower than "door to door")

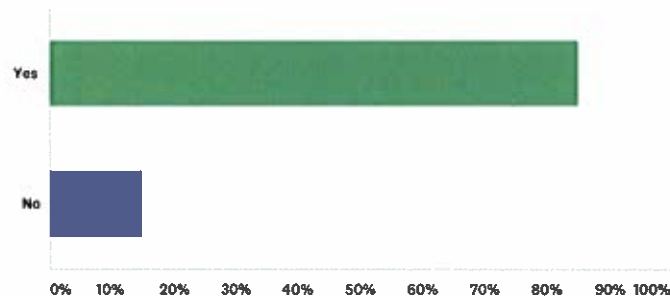
Answered: 94 Skipped: 0



ANSWER CHOICES	RESPONSES	
Residential curbside pick up	14.89%	14
Commercial bin pick up 4 cubic meters	4.26%	4
Commercial bin pick up 6 cubic meters	0.00%	0
Community Center drop off	75.53%	71
I don't want to recycle	5.32%	5
TOTAL		94

Q9 Did you know that you can have your own compost to recycle organic materials? Composting provides a way not only of reducing the amount of waste that needs to be disposed of, but also converts it into a product that is useful for gardening, landscaping, or house plants. Compost returns valuable nutrients to the soil to help maintain soil quality and fertility. Compost is a mild, slow release, natural fertilizer that won't burn plants like chemical fertilizers. You can find more information on how to compost in this guide:
https://www.edmonton.ca/residential_neighbourhoods/PDF/City_Edmonton_Composting

Answered: 94 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	85.11%	80
No	14.89%	14
Total Respondents: 94		

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

Meeting Date: March 12, 2019	Confidential:	Yes		No	X
Topic: Uncollected Utility Arrears					
Originated By: Elsie Kiziak		Title:	C.A.O.		
BACKGROUND:					

Recently Administration came across a number of utility accounts that had outstanding utility arrears. In effort to bring receivables and accounts up to date, Administration notified current property owners that had utility arrears that if the arrears remained unpaid by March 1, 2019 that the arrears would be added to the tax roll.

Some of the "collectable" arrears stemmed back to 2004 which prompted some discussion among members of Council. Since the notices were sent out on January 23, 2019 there has been one appeal to Council (to be dealt with later in this meeting). Note that as of April 8, 2011 all owners were responsible for all utility accounts (as opposed to renters verses owners).

At the last Regular Council meeting, Council made the following motion.

2019-065 **MOVED** by Mayor L. L. Ewanishan to delay adding utility arrears to tax rolls on March 1, 2019 until further notice.

CARRIED

There is a set of uncollectable arrears that will be brought to Council's attention when the audit for year ending 2018 is complete.

DOCUMENTATION ATTACHED:

- Summary of "collectable" arrears from 2004 to 2018

DISCUSSION:

Most collectable arrears are from property owners who rent out their properties.

Reasons for late collection were provided by email on February 19, 2019. To be noted: it was current finance staff that has discovered that the accounts receivable collections were not being conducted in previous years.

Answer to Council questions: Can we still collect arrears from 2004? Is there a statute of limitations on recovering arrears? The answer is yes and no. Although the Limitations Act will apply to many claims in Alberta, it is not applied to all areas of law or in all jurisdictions. For example, section 531(2) of the MGA states a person bringing an action for gross negligence against a municipality must bring their action within 21 days, and sections 42 and 553 state amounts owing to a municipality by the owner of land may be added to the tax roll. Advice was provided by casual legal service and Municipal Affairs Advisors.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:**RECOMMENDED ACTION(S):**

Depending on discussion.

Recommend that only collectable utility arrears (including or excluding interest after the final utility bill) prior to April 8, 2011 be expensed as a Bad Debt Expense,

CAO – Elsie Kiziak

DISTRIBUTION:	Council: X	Admin: X	Other:
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2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
\$ 74.08	\$ 243.35	\$ 168.06	\$ 537.83	\$ 31.55	\$ 1.50	\$ 268.39	\$ 38.94	\$ 399.17	\$ 10.63	\$ 106.22	\$ 5.75	\$ 23.68	\$ 2.58	\$ 85.61
\$ 98.55	\$ 963.47	\$ 136.06	\$ 105.87	\$ 28.63	\$ 11.61	\$ 14.98	\$ 61.43	\$ 5.69	\$ 19.58	\$ 9.19	\$ 129.35	\$ 4.54		
\$ 598.27	\$ 307.13	\$ 9.36	\$ 316.61	\$ 490.05	\$ 6.39	\$ 80.10	\$ 3.49	\$ 25.42		\$ 125.34				
\$ 929.54	\$ 112.10	\$ 92.27	\$ 32.68	\$ 318.41	\$ 313.14	\$ 566.48	\$ 29.52							
\$ 432.59	\$ 14.19	\$ 79.82	\$ 33.83	\$ 27.60	\$ 10.34	\$ 10.55								
\$ 709.24	\$ 157.13	\$ 448.44	\$ 645.68	\$ 32.33	\$ 26.24	\$ 16.19								
\$ 529.71	\$ 130.97	\$ 118.14	\$ 52.85											
\$ 742.78	\$ 58.43	\$ 97.62	\$ 38.62											
\$ 787.64	\$ 305.86	\$ 17.23	\$ 32.43											
\$ 1,172.13	\$ 96.11	\$ 79.59												
\$ 281.60	\$ 307.13													
\$ 248.54	\$ 768.31													
\$ 139.75	\$ 637.83													
\$ 145.71	\$ 31.63													
\$ 330.91	\$ 168.86													
\$ 760.57	\$ 581.70													
\$ 58.03	\$ 409.09													
\$ 734.70	\$ 581.70													
\$ 412.43	\$ 241.82													
\$ 127.99	\$ 111.11													
\$ 39.17	\$ 160.23													
\$ 760.57	\$ 68.29													
\$ 1,258.09														
\$ 381.05														
\$ 260.68														
\$ 0.33														
\$ 559.78														
\$ 68.30														
\$ 322.77														
\$ 44.73														
\$ 789.04														
\$ 10.03														
\$ 526.42														
\$ 52.52														
\$ 789.04														
\$ 367.81														
\$ 304.31														
\$ 49.41														
\$ 733.00														
\$ 684.07														
\$ 144.94														
\$ 511.50														
\$ 245.79														
\$ 983.39														
\$ 65.66														
\$ 7.11														
\$ 494.73														
\$ 284.47														
\$ 20,053.47	\$ 6,456.44	\$ 1,246.59	\$ 1,796.40	\$ 928.57	\$ 369.22	\$ 956.69	\$ 133.38	\$ 430.28	\$ 30.21	\$ 240.75	\$ 135.10	\$ 28.22	\$ 2.58	\$ 32,893.51

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

Meeting Date: March 12, 2019	Confidential:	Yes	No	X
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Topic: Appeal Notice- Utility Arrears

Originated By: Elsie Kiziak	Title:	C.A.O.
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BACKGROUND:

Recently Administration came across a number of utility accounts that had outstanding utility arrears. In effort to bring receivables and accounts up to date, Administration notified current property owners that had utility arrears that if the arrears remained unpaid by March 1, 2019 that the arrears would be added to the tax roll. One property owner has filed an appeal.

DOCUMENTATION ATTACHED:

- Appeal Letter (1 page)
- Statement (22 pages)

DISCUSSION:

Although the Limitations Act will apply to many claims in Alberta, it is not applied to all areas of law or in all jurisdictions. For example, section 531(2) of the MGA states a person bringing an action for gross negligence against a municipality must bring their action within 21 days, and sections 42 and 553 state amounts owing to a municipality by the owner of land may be added to the tax roll. Advice was provided by casual legal service and Municipal Affairs Advisors.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

Depending on discussion of this and the previous agenda item.

CAO – Elsie Kiziak

DISTRIBUTION:	Council: X	Admin: X	Other:
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Appeal Letter – Ref Meter #4701

On January 30, 2019 I have received a letter from Town of Two Hills (Danielle Boutin – Account Clerk) dated January 23, 2019 advising me of my outstanding balance from the meter #4701 of \$1063.07. As my house is presently rented, I have asked my tenants to investigate this matter. To be noted that I am receiving all balance statements for town's utility services every month and ensuring that my tenants are not running late with their payments. I was surprised of the amount noted in the notice as it looked excessive.

After approximate 10 days I have received the feedback from my tenants advising me that this outstanding balance does not belong to them and I should be contacting the office directly. I have contacted Town of Two Hills office for explanation and have received a call back several days later with the following explanation:

The amount of \$537 is for unpaid water bill back in 2015. The amount of \$509 is an interest occurred over the past 4 years. An additional the amount of \$74.08 is unpaid water bill in 2018. The total amount is not quite matching \$1063.07 as I have not received any detailed statements in writing. All numbers were provided to me verbally by Danielle Boutin.

As a landlord I have a practice to contact the Town of Two Hills upon the termination of every lease agreement to insure that all associated utility bills are paid in full. Over years I have done it multiple times and have resolved all unpaid balances. **So, I would like to appeal the outstanding amount from 2015 and associated interest charge to the total of \$1046 as the Town of Two Hills has failed to inform me of any outstanding amounts (verbally or in writing) over the 4 year period despite my continues communication with the office.** More over I have no means to review if this amount is indeed unpaid or there is a glitch in your accounting system as above described events took place such a long time ago.

I would not object the amount of \$74.08 for 2018 and will pay the balance despite still finding the practice of not disclosing outstanding amounts to me as a house owner to be unacceptable.

Kind regards,

Stanislav Sirotkin

C: 403-872-5080

Town of Two Hills
P.O. Box 630
Two Hills, AB T0B-4K0
(780) 657-3395

Statements

SIROTKIN STANISLAV
#141
MACEWAN RIDGE CIRCLE N.W.
CALGARY, AB T3K 3W4

Account Number: SIROS001 SIROTKIN, STANISLAV

Dated: 02/22/2019
Page 1 of 22

Balance as of Jan 01, 2015 for 00004701.16 - 4701				\$0.00
ddress: 5102 - 46 AVENUE				
voice	2015351406	WATER CONSUMPTION	04/01/2015	6.00 6.00
voice	2015351407	SEWER CONSUMPTION	04/01/2015	2.00 8.00
voice	2015353266	Administration Fee	04/01/2015	2.00 10.00
voice	2015353267	Garbage & Landfill Fee	04/01/2015	25.00 35.00
voice	2015353268	Infrastructure Sustain	04/01/2015	30.00 65.00
voice	1504351406	Interest on WATER CONSUMPTION	04/30/2015	0.15 65.15
voice	1504351407	Interest on SEWER CONSUMPTION	04/30/2015	0.05 65.20
voice	1504353266	Interest on Administration Fee	04/30/2015	0.05 65.25
voice	1504353267	Interest on Garbage & Landfill Fee	04/30/2015	0.63 65.88
voice	1504353268	Interest on Infrastructure Sustain	04/30/2015	0.75 66.63
voice	2015354255	WATER CONSUMPTION	05/01/2015	12.00 78.63
voice	2015354256	SEWER CONSUMPTION	05/01/2015	4.00 82.63
voice	2015356111	Administration Fee	05/01/2015	2.00 84.63
voice	2015356112	Garbage & Landfill Fee	05/01/2015	25.00 109.63
voice	2015356113	Infrastructure Sustain	05/01/2015	30.00 139.63
receipt	2015109012	Payment	05/01/2015	-66.63 73.00
voice	1505354255	Interest on WATER CONSUMPTION	05/31/2015	0.30 73.30
voice	1505354256	Interest on SEWER CONSUMPTION	05/31/2015	0.10 73.40
voice	1505356111	Interest on Administration Fee	05/31/2015	0.05 73.45
voice	1505356112	Interest on Garbage & Landfill Fee	05/31/2015	0.63 74.08
voice	1505356113	Interest on Infrastructure Sustain	05/31/2015	0.75 74.83
voice	2015357180	WATER CONSUMPTION	06/01/2015	3.00 77.83
voice	2015357181	SEWER CONSUMPTION	06/01/2015	1.00 78.83
voice	2015359025	Administration Fee	06/01/2015	2.00 80.83
voice	2015359026	Garbage & Landfill Fee	06/01/2015	25.00 105.83
voice	2015359027	Infrastructure Sustain	06/01/2015	30.00 135.83
voice	2015370813	Administration Fee	07/01/2015	2.00 137.83
voice	2015370814	Garbage & Landfill Fee	07/01/2015	25.00 162.83
voice	2015370815	Infrastructure Sustain	07/01/2015	30.00 192.83
voice	1507354255	Interest on WATER CONSUMPTION	07/02/2015	0.31 193.14
voice	1507354256	Interest on SEWER CONSUMPTION	07/02/2015	0.10 193.24
voice	1507356111	Interest on Administration Fee	07/02/2015	0.05 193.29
voice	1507356112	Interest on Garbage & Landfill Fee	07/02/2015	0.64 193.93

Town of Two Hills
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Statements

SIROTKIN STANISLAV
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CALGARY, AB T3K 3W4

Account Number: SIROS001 SIROTKIN, STANISLAV

Dated: 02/22/2019
Page 3 of 22

voice	1511354255	Interest on WATER CONSUMPTION	11/30/2015	0.01	534.05
voice	1511356112	Interest on Garbage & Landfill Fee	11/30/2015	0.02	534.07
voice	1511356113	Interest on Infrastructure Sustain	11/30/2015	0.02	534.09
voice	1511359026	Interest on Garbage & Landfill Fee	11/30/2015	0.02	534.11
voice	1511359027	Interest on Infrastructure Sustain	11/30/2015	0.02	534.13
voice	1511371891	Interest on WATER CONSUMPTION	11/30/2015	0.02	534.15
voice	1511371892	Interest on SEWER CONSUMPTION	11/30/2015	0.01	534.16
voice	1511373719	Interest on Garbage & Landfill Fee	11/30/2015	0.02	534.18
voice	1511373720	Interest on Infrastructure Sustain	11/30/2015	0.02	534.20
voice	1511385751	Interest on WATER CONSUMPTION	11/30/2015	1.65	535.85
voice	1511385752	Interest on SEWER CONSUMPTION	11/30/2015	0.55	536.40
voice	1511387534	Interest on Administration Fee	11/30/2015	0.05	536.45
voice	1511387535	Interest on Garbage & Landfill Fee	11/30/2015	0.63	537.08
voice	1511387536	Interest on Infrastructure Sustain	11/30/2015	0.75	537.83
voice	1601354255	Interest on WATER CONSUMPTION	01/31/2016	0.01	537.84
voice	1601356112	Interest on Garbage & Landfill Fee	01/31/2016	0.02	537.86
voice	1601356113	Interest on Infrastructure Sustain	01/31/2016	0.02	537.88
voice	1601359026	Interest on Garbage & Landfill Fee	01/31/2016	0.02	537.90
voice	1601359027	Interest on Infrastructure Sustain	01/31/2016	0.02	537.92
voice	1601371891	Interest on WATER CONSUMPTION	01/31/2016	0.02	537.94
voice	1601371892	Interest on SEWER CONSUMPTION	01/31/2016	0.01	537.95
voice	1601373719	Interest on Garbage & Landfill Fee	01/31/2016	0.02	537.97
voice	1601373720	Interest on Infrastructure Sustain	01/31/2016	0.02	537.99
voice	1601385751	Interest on WATER CONSUMPTION	01/31/2016	0.04	538.03
voice	1601385752	Interest on SEWER CONSUMPTION	01/31/2016	0.01	538.04
voice	1601387535	Interest on Garbage & Landfill Fee	01/31/2016	0.02	538.06
voice	1601387536	Interest on Infrastructure Sustain	01/31/2016	0.02	538.08
voice	1602354255	Interest on WATER CONSUMPTION	02/29/2016	0.01	538.09
voice	1602356112	Interest on Garbage & Landfill Fee	02/29/2016	0.02	538.11
voice	1602356113	Interest on Infrastructure Sustain	02/29/2016	0.02	538.13
voice	1602359026	Interest on Garbage & Landfill Fee	02/29/2016	0.02	538.15
voice	1602359027	Interest on Infrastructure Sustain	02/29/2016	0.02	538.17
voice	1602371891	Interest on WATER CONSUMPTION	02/29/2016	0.85	539.02
voice	1602371892	Interest on SEWER CONSUMPTION	02/29/2016	0.28	539.30
voice	1602373718	Interest on Administration Fee	02/29/2016	0.05	539.35
voice	1602373719	Interest on Garbage & Landfill Fee	02/29/2016	0.64	539.99
voice	1602373720	Interest on Infrastructure Sustain	02/29/2016	0.77	540.76

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CALGARY, AB T3K 3W4

Account Number: SIROS001 SIROTKIN, STANISLAV

Dated: 02/22/2019
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voice	1603387534	Interest on Administration Fee	03/31/2016	0.05	563.88
voice	1603387535	Interest on Garbage & Landfill Fee	03/31/2016	0.66	564.54
voice	1603387536	Interest on Infrastructure Sustain	03/31/2016	0.79	565.33
voice	1604354255	Interest on WATER CONSUMPTION	04/30/2016	0.01	565.34
voice	1604356112	Interest on Garbage & Landfill Fee	04/30/2016	0.02	565.36
voice	1604356113	Interest on Infrastructure Sustain	04/30/2016	0.02	565.38
voice	1604359026	Interest on Garbage & Landfill Fee	04/30/2016	0.02	565.40
voice	1604359027	Interest on Infrastructure Sustain	04/30/2016	0.02	565.42
voice	1604371891	Interest on WATER CONSUMPTION	04/30/2016	0.89	566.31
voice	1604371892	Interest on SEWER CONSUMPTION	04/30/2016	0.30	566.61
voice	1604373718	Interest on Administration Fee	04/30/2016	0.05	566.66
voice	1604373719	Interest on Garbage & Landfill Fee	04/30/2016	0.67	567.33
voice	1604373720	Interest on Infrastructure Sustain	04/30/2016	0.81	568.14
voice	1604377383	Interest on WATER CONSUMPTION	04/30/2016	1.65	569.79
voice	1604377384	Interest on SEWER CONSUMPTION	04/30/2016	0.55	570.34
voice	1604378897	Interest on Administration Fee	04/30/2016	0.05	570.39
voice	1604378898	Interest on Garbage & Landfill Fee	04/30/2016	0.66	571.05
voice	1604378899	Interest on Infrastructure Sustain	04/30/2016	0.79	571.84
voice	1604380295	Interest on WATER CONSUMPTION	04/30/2016	1.65	573.49
voice	1604380296	Interest on SEWER CONSUMPTION	04/30/2016	0.55	574.04
voice	1604382084	Interest on Administration Fee	04/30/2016	0.05	574.09
voice	1604382085	Interest on Garbage & Landfill Fee	04/30/2016	0.66	574.75
voice	1604382086	Interest on Infrastructure Sustain	04/30/2016	0.79	575.54
voice	1604385751	Interest on WATER CONSUMPTION	04/30/2016	1.78	577.32
voice	1604385752	Interest on SEWER CONSUMPTION	04/30/2016	0.59	577.91
voice	1604387534	Interest on Administration Fee	04/30/2016	0.05	577.96
voice	1604387535	Interest on Garbage & Landfill Fee	04/30/2016	0.67	578.63
voice	1604387536	Interest on Infrastructure Sustain	04/30/2016	0.81	579.44
voice	1605354255	Interest on WATER CONSUMPTION	05/31/2016	0.01	579.45
voice	1605356112	Interest on Garbage & Landfill Fee	05/31/2016	0.02	579.47
voice	1605356113	Interest on Infrastructure Sustain	05/31/2016	0.02	579.49
voice	1605359026	Interest on Garbage & Landfill Fee	05/31/2016	0.02	579.51
voice	1605359027	Interest on Infrastructure Sustain	05/31/2016	0.02	579.53
voice	1605371891	Interest on WATER CONSUMPTION	05/31/2016	0.91	580.44
voice	1605371892	Interest on SEWER CONSUMPTION	05/31/2016	0.30	580.74
voice	1605373718	Interest on Administration Fee	05/31/2016	0.06	580.80
voice	1605373719	Interest on Garbage & Landfill Fee	05/31/2016	0.69	581.49

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Statements

SIROTKIN STANISLAV
#141
MACEWAN RIDGE CIRCLE. N.W.
CALGARY, AB T3K 3W4

Account Number: SIROS001 SIROTKIN, STANISLAV

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voice	1606385752	Interest on SEWER CONSUMPTION	06/30/2016	0.62	607.17
voice	1606387534	Interest on Administration Fee	06/30/2016	0.06	607.23
voice	1606387535	Interest on Garbage & Landfill Fee	06/30/2016	0.71	607.94
voice	1606387536	Interest on Infrastructure Sustain	06/30/2016	0.85	608.79
voice	1607354255	Interest on WATER CONSUMPTION	07/31/2016	0.01	608.80
voice	1607356112	Interest on Garbage & Landfill Fee	07/31/2016	0.02	608.82
voice	1607356113	Interest on Infrastructure Sustain	07/31/2016	0.02	608.84
voice	1607359026	Interest on Garbage & Landfill Fee	07/31/2016	0.02	608.86
voice	1607359027	Interest on Infrastructure Sustain	07/31/2016	0.02	608.88
voice	1607371891	Interest on WATER CONSUMPTION	07/31/2016	0.96	609.84
voice	1607371892	Interest on SEWER CONSUMPTION	07/31/2016	0.32	610.16
voice	1607373718	Interest on Administration Fee	07/31/2016	0.06	610.22
voice	1607373719	Interest on Garbage & Landfill Fee	07/31/2016	0.73	610.95
voice	1607373720	Interest on Infrastructure Sustain	07/31/2016	0.87	611.82
voice	1607377383	Interest on WATER CONSUMPTION	07/31/2016	1.78	613.60
voice	1607377384	Interest on SEWER CONSUMPTION	07/31/2016	0.59	614.19
voice	1607378897	Interest on Administration Fee	07/31/2016	0.06	614.25
voice	1607378898	Interest on Garbage & Landfill Fee	07/31/2016	0.71	614.96
voice	1607378899	Interest on Infrastructure Sustain	07/31/2016	0.85	615.81
voice	1607380295	Interest on WATER CONSUMPTION	07/31/2016	1.78	617.59
voice	1607380296	Interest on SEWER CONSUMPTION	07/31/2016	0.59	618.18
voice	1607382084	Interest on Administration Fee	07/31/2016	0.06	618.24
voice	1607382085	Interest on Garbage & Landfill Fee	07/31/2016	0.71	618.95
voice	1607382086	Interest on Infrastructure Sustain	07/31/2016	0.85	619.80
voice	1607385751	Interest on WATER CONSUMPTION	07/31/2016	1.91	621.71
voice	1607385752	Interest on SEWER CONSUMPTION	07/31/2016	0.64	622.35
voice	1607387534	Interest on Administration Fee	07/31/2016	0.06	622.41
voice	1607387535	Interest on Garbage & Landfill Fee	07/31/2016	0.73	623.14
voice	1607387536	Interest on Infrastructure Sustain	07/31/2016	0.87	624.01
voice	1608354255	Interest on WATER CONSUMPTION	08/31/2016	0.01	624.02
voice	1608356112	Interest on Garbage & Landfill Fee	08/31/2016	0.02	624.04
voice	1608356113	Interest on Infrastructure Sustain	08/31/2016	0.02	624.06
voice	1608359026	Interest on Garbage & Landfill Fee	08/31/2016	0.02	624.08
voice	1608359027	Interest on Infrastructure Sustain	08/31/2016	0.02	624.10
voice	1608371891	Interest on WATER CONSUMPTION	08/31/2016	0.98	625.08
voice	1608371892	Interest on SEWER CONSUMPTION	08/31/2016	0.33	625.41
voice	1608373718	Interest on Administration Fee	08/31/2016	0.06	625.47

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(780) 657-3395

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voice	1609385751	Interest on WATER CONSUMPTION	09/30/2016	2.01	653.15
voice	1609385752	Interest on SEWER CONSUMPTION	09/30/2016	0.67	653.82
voice	1609387534	Interest on Administration Fee	09/30/2016	0.06	653.88
voice	1609387535	Interest on Garbage & Landfill Fee	09/30/2016	0.76	654.64
voice	1609387536	Interest on Infrastructure Sustain	09/30/2016	0.91	655.55
voice	1610354255	Interest on WATER CONSUMPTION	10/31/2016	0.01	655.56
voice	1610356112	Interest on Garbage & Landfill Fee	10/31/2016	0.02	655.58
voice	1610356113	Interest on Infrastructure Sustain	10/31/2016	0.02	655.60
voice	1610359026	Interest on Garbage & Landfill Fee	10/31/2016	0.02	655.62
voice	1610359027	Interest on Infrastructure Sustain	10/31/2016	0.02	655.64
voice	1610371891	Interest on WATER CONSUMPTION	10/31/2016	1.03	656.67
voice	1610371892	Interest on SEWER CONSUMPTION	10/31/2016	0.34	657.01
voice	1610373718	Interest on Administration Fee	10/31/2016	0.06	657.07
voice	1610373719	Interest on Garbage & Landfill Fee	10/31/2016	0.78	657.85
voice	1610373720	Interest on Infrastructure Sustain	10/31/2016	0.94	658.79
voice	1610377383	Interest on WATER CONSUMPTION	10/31/2016	1.92	660.71
voice	1610377384	Interest on SEWER CONSUMPTION	10/31/2016	0.64	661.35
voice	1610378897	Interest on Administration Fee	10/31/2016	0.06	661.41
voice	1610378898	Interest on Garbage & Landfill Fee	10/31/2016	0.76	662.17
voice	1610378899	Interest on Infrastructure Sustain	10/31/2016	0.91	663.08
voice	1610380295	Interest on WATER CONSUMPTION	10/31/2016	1.92	665.00
voice	1610380296	Interest on SEWER CONSUMPTION	10/31/2016	0.64	665.64
voice	1610382084	Interest on Administration Fee	10/31/2016	0.06	665.70
voice	1610382085	Interest on Garbage & Landfill Fee	10/31/2016	0.76	666.46
voice	1610382086	Interest on Infrastructure Sustain	10/31/2016	0.91	667.37
voice	1610385751	Interest on WATER CONSUMPTION	10/31/2016	2.06	669.43
voice	1610385752	Interest on SEWER CONSUMPTION	10/31/2016	0.69	670.12
voice	1610387534	Interest on Administration Fee	10/31/2016	0.06	670.18
voice	1610387535	Interest on Garbage & Landfill Fee	10/31/2016	0.78	670.96
voice	1610387536	Interest on Infrastructure Sustain	10/31/2016	0.94	671.90
voice	1611354255	Interest on WATER CONSUMPTION	11/30/2016	0.01	671.91
voice	1611356112	Interest on Garbage & Landfill Fee	11/30/2016	0.02	671.93
voice	1611356113	Interest on Infrastructure Sustain	11/30/2016	0.03	671.96
voice	1611359026	Interest on Garbage & Landfill Fee	11/30/2016	0.02	671.98
voice	1611359027	Interest on Infrastructure Sustain	11/30/2016	0.02	672.00
voice	1611371891	Interest on WATER CONSUMPTION	11/30/2016	1.06	673.06
voice	1611371892	Interest on SEWER CONSUMPTION	11/30/2016	0.35	673.41

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voice	1612382086	Interest on Infrastructure Sustain	12/31/2016	0.96	701.13
voice	1612385751	Interest on WATER CONSUMPTION	12/31/2016	2.17	703.30
voice	1612385752	Interest on SEWER CONSUMPTION	12/31/2016	0.72	704.02
voice	1612387534	Interest on Administration Fee	12/31/2016	0.07	704.09
voice	1612387535	Interest on Garbage & Landfill Fee	12/31/2016	0.82	704.91
voice	1612387536	Interest on Infrastructure Sustain	12/31/2016	0.98	705.89
voice	1701354255	Interest on WATER CONSUMPTION	01/31/2017	0.01	705.90
voice	1701356112	Interest on Garbage & Landfill Fee	01/31/2017	0.02	705.92
voice	1701356113	Interest on Infrastructure Sustain	01/31/2017	0.03	705.95
voice	1701359026	Interest on Garbage & Landfill Fee	01/31/2017	0.02	705.97
voice	1701359027	Interest on Infrastructure Sustain	01/31/2017	0.03	706.00
voice	1701371891	Interest on WATER CONSUMPTION	01/31/2017	1.11	707.11
voice	1701371892	Interest on SEWER CONSUMPTION	01/31/2017	0.37	707.48
voice	1701373718	Interest on Administration Fee	01/31/2017	0.07	707.55
voice	1701373719	Interest on Garbage & Landfill Fee	01/31/2017	0.84	708.39
voice	1701373720	Interest on Infrastructure Sustain	01/31/2017	1.01	709.40
voice	1701377383	Interest on WATER CONSUMPTION	01/31/2017	2.07	711.47
voice	1701377384	Interest on SEWER CONSUMPTION	01/31/2017	0.69	712.16
voice	1701378897	Interest on Administration Fee	01/31/2017	0.07	712.23
voice	1701378898	Interest on Garbage & Landfill Fee	01/31/2017	0.82	713.05
voice	1701378899	Interest on Infrastructure Sustain	01/31/2017	0.98	714.03
voice	1701380295	Interest on WATER CONSUMPTION	01/31/2017	2.07	716.10
voice	1701380296	Interest on SEWER CONSUMPTION	01/31/2017	0.69	716.79
voice	1701382084	Interest on Administration Fee	01/31/2017	0.07	716.86
voice	1701382085	Interest on Garbage & Landfill Fee	01/31/2017	0.82	717.68
voice	1701382086	Interest on Infrastructure Sustain	01/31/2017	0.98	718.66
voice	1701385751	Interest on WATER CONSUMPTION	01/31/2017	2.22	720.88
voice	1701385752	Interest on SEWER CONSUMPTION	01/31/2017	0.74	721.62
voice	1701387534	Interest on Administration Fee	01/31/2017	0.07	721.69
voice	1701387535	Interest on Garbage & Landfill Fee	01/31/2017	0.84	722.53
voice	1701387536	Interest on Infrastructure Sustain	01/31/2017	1.01	723.54
voice	1702354255	Interest on WATER CONSUMPTION	02/28/2017	0.01	723.55
voice	1702356112	Interest on Garbage & Landfill Fee	02/28/2017	0.02	723.57
voice	1702356113	Interest on Infrastructure Sustain	02/28/2017	0.03	723.60
voice	1702359026	Interest on Garbage & Landfill Fee	02/28/2017	0.02	723.62
voice	1702359027	Interest on Infrastructure Sustain	02/28/2017	0.03	723.65
voice	1702371891	Interest on WATER CONSUMPTION	02/28/2017	1.14	724.79

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voice	1703382085	Interest on Garbage & Landfill Fee	03/31/2017	0.86	753.99
voice	1703382086	Interest on Infrastructure Sustain	03/31/2017	1.03	755.02
voice	1703385751	Interest on WATER CONSUMPTION	03/31/2017	2.33	757.35
voice	1703385752	Interest on SEWER CONSUMPTION	03/31/2017	0.78	758.13
voice	1703387534	Interest on Administration Fee	03/31/2017	0.07	758.20
voice	1703387535	Interest on Garbage & Landfill Fee	03/31/2017	0.88	759.08
voice	1703387536	Interest on Infrastructure Sustain	03/31/2017	1.06	760.14
voice	1704354255	Interest on WATER CONSUMPTION	04/30/2017	0.01	760.15
voice	1704356112	Interest on Garbage & Landfill Fee	04/30/2017	0.02	760.17
voice	1704356113	Interest on Infrastructure Sustain	04/30/2017	0.03	760.20
voice	1704359026	Interest on Garbage & Landfill Fee	04/30/2017	0.02	760.22
voice	1704359027	Interest on Infrastructure Sustain	04/30/2017	0.03	760.25
voice	1704371891	Interest on WATER CONSUMPTION	04/30/2017	1.20	761.45
voice	1704371892	Interest on SEWER CONSUMPTION	04/30/2017	0.40	761.85
voice	1704373718	Interest on Administration Fee	04/30/2017	0.07	761.92
voice	1704373719	Interest on Garbage & Landfill Fee	04/30/2017	0.91	762.83
voice	1704373720	Interest on Infrastructure Sustain	04/30/2017	1.09	763.92
voice	1704377383	Interest on WATER CONSUMPTION	04/30/2017	2.23	766.15
voice	1704377384	Interest on SEWER CONSUMPTION	04/30/2017	0.74	766.89
voice	1704378897	Interest on Administration Fee	04/30/2017	0.07	766.96
voice	1704378898	Interest on Garbage & Landfill Fee	04/30/2017	0.88	767.84
voice	1704378899	Interest on Infrastructure Sustain	04/30/2017	1.06	768.90
voice	1704380295	Interest on WATER CONSUMPTION	04/30/2017	2.23	771.13
voice	1704380296	Interest on SEWER CONSUMPTION	04/30/2017	0.74	771.87
voice	1704382084	Interest on Administration Fee	04/30/2017	0.07	771.94
voice	1704382085	Interest on Garbage & Landfill Fee	04/30/2017	0.88	772.82
voice	1704382086	Interest on Infrastructure Sustain	04/30/2017	1.06	773.88
voice	1704385751	Interest on WATER CONSUMPTION	04/30/2017	2.39	776.27
voice	1704385752	Interest on SEWER CONSUMPTION	04/30/2017	0.80	777.07
voice	1704387534	Interest on Administration Fee	04/30/2017	0.07	777.14
voice	1704387535	Interest on Garbage & Landfill Fee	04/30/2017	0.91	778.05
voice	1704387536	Interest on Infrastructure Sustain	04/30/2017	1.09	779.14
voice	1705354255	Interest on WATER CONSUMPTION	05/31/2017	0.01	779.15
voice	1705356112	Interest on Garbage & Landfill Fee	05/31/2017	0.03	779.18
voice	1705356113	Interest on Infrastructure Sustain	05/31/2017	0.03	779.21
voice	1705359026	Interest on Garbage & Landfill Fee	05/31/2017	0.02	779.23
voice	1705359027	Interest on Infrastructure Sustain	05/31/2017	0.03	779.26

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voice	1706382084	Interest on Administration Fee	06/30/2017	0.07	811.02
voice	1706382085	Interest on Garbage & Landfill Fee	06/30/2017	0.93	811.95
voice	1706382086	Interest on Infrastructure Sustain	06/30/2017	1.11	813.06
voice	1706385751	Interest on WATER CONSUMPTION	06/30/2017	2.51	815.57
voice	1706385752	Interest on SEWER CONSUMPTION	06/30/2017	0.84	816.41
voice	1706387534	Interest on Administration Fee	06/30/2017	0.08	816.49
voice	1706387535	Interest on Garbage & Landfill Fee	06/30/2017	0.95	817.44
voice	1706387536	Interest on Infrastructure Sustain	06/30/2017	1.14	818.58
voice	1707354255	Interest on WATER CONSUMPTION	07/31/2017	0.01	818.59
voice	1707356112	Interest on Garbage & Landfill Fee	07/31/2017	0.03	818.62
voice	1707356113	Interest on Infrastructure Sustain	07/31/2017	0.03	818.65
voice	1707359026	Interest on Garbage & Landfill Fee	07/31/2017	0.03	818.68
voice	1707359027	Interest on Infrastructure Sustain	07/31/2017	0.03	818.71
voice	1707371891	Interest on WATER CONSUMPTION	07/31/2017	1.29	820.00
voice	1707371892	Interest on SEWER CONSUMPTION	07/31/2017	0.43	820.43
voice	1707373718	Interest on Administration Fee	07/31/2017	0.08	820.51
voice	1707373719	Interest on Garbage & Landfill Fee	07/31/2017	0.98	821.49
voice	1707373720	Interest on Infrastructure Sustain	07/31/2017	1.17	822.66
voice	1707377383	Interest on WATER CONSUMPTION	07/31/2017	2.40	825.06
voice	1707377384	Interest on SEWER CONSUMPTION	07/31/2017	0.80	825.86
voice	1707378897	Interest on Administration Fee	07/31/2017	0.08	825.94
voice	1707378898	Interest on Garbage & Landfill Fee	07/31/2017	0.95	826.89
voice	1707378899	Interest on Infrastructure Sustain	07/31/2017	1.14	828.03
voice	1707380295	Interest on WATER CONSUMPTION	07/31/2017	2.40	830.43
voice	1707380296	Interest on SEWER CONSUMPTION	07/31/2017	0.80	831.23
voice	1707382084	Interest on Administration Fee	07/31/2017	0.08	831.31
voice	1707382085	Interest on Garbage & Landfill Fee	07/31/2017	0.95	832.26
voice	1707382086	Interest on Infrastructure Sustain	07/31/2017	1.14	833.40
voice	1707385751	Interest on WATER CONSUMPTION	07/31/2017	2.57	835.97
voice	1707385752	Interest on SEWER CONSUMPTION	07/31/2017	0.86	836.83
voice	1707387534	Interest on Administration Fee	07/31/2017	0.08	836.91
voice	1707387535	Interest on Garbage & Landfill Fee	07/31/2017	0.98	837.89
voice	1707387536	Interest on Infrastructure Sustain	07/31/2017	1.17	839.06
voice	1708354255	Interest on WATER CONSUMPTION	08/31/2017	0.01	839.07
voice	1708356112	Interest on Garbage & Landfill Fee	08/31/2017	0.03	839.10
voice	1708356113	Interest on Infrastructure Sustain	08/31/2017	0.03	839.13
voice	1708359026	Interest on Garbage & Landfill Fee	08/31/2017	0.03	839.16

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voice	1709380296	Interest on SEWER CONSUMPTION	09/30/2017	0.84	873.32
voice	1709382084	Interest on Administration Fee	09/30/2017	0.08	873.40
voice	1709382085	Interest on Garbage & Landfill Fee	09/30/2017	1.00	874.40
voice	1709382086	Interest on Infrastructure Sustain	09/30/2017	1.20	875.60
voice	1709385751	Interest on WATER CONSUMPTION	09/30/2017	2.70	878.30
voice	1709385752	Interest on SEWER CONSUMPTION	09/30/2017	0.90	879.20
voice	1709387534	Interest on Administration Fee	09/30/2017	0.08	879.28
voice	1709387535	Interest on Garbage & Landfill Fee	09/30/2017	1.03	880.31
voice	1709387536	Interest on Infrastructure Sustain	09/30/2017	1.23	881.54
voice	1710354255	Interest on WATER CONSUMPTION	10/31/2017	0.01	881.55
voice	1710356112	Interest on Garbage & Landfill Fee	10/31/2017	0.03	881.58
voice	1710356113	Interest on Infrastructure Sustain	10/31/2017	0.03	881.61
voice	1710359026	Interest on Garbage & Landfill Fee	10/31/2017	0.03	881.64
voice	1710359027	Interest on Infrastructure Sustain	10/31/2017	0.03	881.67
voice	1710371891	Interest on WATER CONSUMPTION	10/31/2017	1.39	883.06
voice	1710371892	Interest on SEWER CONSUMPTION	10/31/2017	0.46	883.52
voice	1710373718	Interest on Administration Fee	10/31/2017	0.08	883.60
voice	1710373719	Interest on Garbage & Landfill Fee	10/31/2017	1.05	884.65
voice	1710373720	Interest on Infrastructure Sustain	10/31/2017	1.26	885.91
voice	1710377383	Interest on WATER CONSUMPTION	10/31/2017	2.58	888.49
voice	1710377384	Interest on SEWER CONSUMPTION	10/31/2017	0.86	889.35
voice	1710378897	Interest on Administration Fee	10/31/2017	0.08	889.43
voice	1710378898	Interest on Garbage & Landfill Fee	10/31/2017	1.02	890.45
voice	1710378899	Interest on Infrastructure Sustain	10/31/2017	1.23	891.68
voice	1710380295	Interest on WATER CONSUMPTION	10/31/2017	2.58	894.26
voice	1710380296	Interest on SEWER CONSUMPTION	10/31/2017	0.86	895.12
voice	1710382084	Interest on Administration Fee	10/31/2017	0.08	895.20
voice	1710382085	Interest on Garbage & Landfill Fee	10/31/2017	1.02	896.22
voice	1710382086	Interest on Infrastructure Sustain	10/31/2017	1.23	897.45
voice	1710385751	Interest on WATER CONSUMPTION	10/31/2017	2.77	900.22
voice	1710385752	Interest on SEWER CONSUMPTION	10/31/2017	0.92	901.14
voice	1710387534	Interest on Administration Fee	10/31/2017	0.08	901.22
voice	1710387535	Interest on Garbage & Landfill Fee	10/31/2017	1.05	902.27
voice	1710387536	Interest on Infrastructure Sustain	10/31/2017	1.26	903.53
voice	1711354255	Interest on WATER CONSUMPTION	11/30/2017	0.01	903.54
voice	1711356112	Interest on Garbage & Landfill Fee	11/30/2017	0.03	903.57
voice	1711356113	Interest on Infrastructure Sustain	11/30/2017	0.03	903.60

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voice	1712380295	Interest on WATER CONSUMPTION	12/31/2017	2.71	939.49
voice	1712380296	Interest on SEWER CONSUMPTION	12/31/2017	0.90	940.39
voice	1712382084	Interest on Administration Fee	12/31/2017	0.09	940.48
voice	1712382085	Interest on Garbage & Landfill Fee	12/31/2017	1.08	941.56
voice	1712382086	Interest on Infrastructure Sustain	12/31/2017	1.29	942.85
voice	1712385751	Interest on WATER CONSUMPTION	12/31/2017	2.91	945.76
voice	1712385752	Interest on SEWER CONSUMPTION	12/31/2017	0.97	946.73
voice	1712387534	Interest on Administration Fee	12/31/2017	0.09	946.82
voice	1712387535	Interest on Garbage & Landfill Fee	12/31/2017	1.10	947.92
voice	1712387536	Interest on Infrastructure Sustain	12/31/2017	1.32	949.24
voice	1801354255	Interest on WATER CONSUMPTION	01/31/2018	0.01	949.25
voice	1801356112	Interest on Garbage & Landfill Fee	01/31/2018	0.03	949.28
voice	1801356113	Interest on Infrastructure Sustain	01/31/2018	0.04	949.32
voice	1801359026	Interest on Garbage & Landfill Fee	01/31/2018	0.03	949.35
voice	1801359027	Interest on Infrastructure Sustain	01/31/2018	0.04	949.39
voice	1801371891	Interest on WATER CONSUMPTION	01/31/2018	1.49	950.88
voice	1801371892	Interest on SEWER CONSUMPTION	01/31/2018	0.50	951.38
voice	1801373718	Interest on Administration Fee	01/31/2018	0.09	951.47
voice	1801373719	Interest on Garbage & Landfill Fee	01/31/2018	1.13	952.60
voice	1801373720	Interest on Infrastructure Sustain	01/31/2018	1.36	953.96
voice	1801377383	Interest on WATER CONSUMPTION	01/31/2018	2.78	956.74
voice	1801377384	Interest on SEWER CONSUMPTION	01/31/2018	0.93	957.67
voice	1801378897	Interest on Administration Fee	01/31/2018	0.09	957.76
voice	1801378898	Interest on Garbage & Landfill Fee	01/31/2018	1.10	958.86
voice	1801378899	Interest on Infrastructure Sustain	01/31/2018	1.32	960.18
voice	1801380295	Interest on WATER CONSUMPTION	01/31/2018	2.78	962.96
voice	1801380296	Interest on SEWER CONSUMPTION	01/31/2018	0.93	963.89
voice	1801382084	Interest on Administration Fee	01/31/2018	0.09	963.98
voice	1801382085	Interest on Garbage & Landfill Fee	01/31/2018	1.10	965.08
voice	1801382086	Interest on Infrastructure Sustain	01/31/2018	1.32	966.40
voice	1801385751	Interest on WATER CONSUMPTION	01/31/2018	2.99	969.39
voice	1801385752	Interest on SEWER CONSUMPTION	01/31/2018	1.00	970.39
voice	1801387534	Interest on Administration Fee	01/31/2018	0.09	970.48
voice	1801387535	Interest on Garbage & Landfill Fee	01/31/2018	1.13	971.61
voice	1801387536	Interest on Infrastructure Sustain	01/31/2018	1.36	972.97
voice	1802354255	Interest on WATER CONSUMPTION	02/28/2018	0.01	972.98
voice	1802356112	Interest on Garbage & Landfill Fee	02/28/2018	0.03	973.01

Town of Two Hills
P.O. Box 630
Two Hills, AB T0B-4K0
(780) 657-3395

Statements

SIROTKIN STANISLAV
#141
MACEWAN RIDGE CIRCLE N.W.
CALGARY, AB T3K 3W4

Account Number: SIROS001 SIROTKIN, STANISLAV

Dated: 02/22/2019
Page 21 of 22

voice	1803378899	Interest on Infrastructure Sustain	03/31/2018	1.39	1,008.77
voice	1803380295	Interest on WATER CONSUMPTION	03/31/2018	2.92	1,011.69
voice	1803380296	Interest on SEWER CONSUMPTION	03/31/2018	0.97	1,012.66
voice	1803382084	Interest on Administration Fee	03/31/2018	0.09	1,012.75
voice	1803382085	Interest on Garbage & Landfill Fee	03/31/2018	1.16	1,013.91
voice	1803382086	Interest on Infrastructure Sustain	03/31/2018	1.39	1,015.30
voice	1803385751	Interest on WATER CONSUMPTION	03/31/2018	3.14	1,018.44
voice	1803385752	Interest on SEWER CONSUMPTION	03/31/2018	1.05	1,019.49
voice	1803387534	Interest on Administration Fee	03/31/2018	0.10	1,019.59
voice	1803387535	Interest on Garbage & Landfill Fee	03/31/2018	1.19	1,020.78
voice	1803387536	Interest on Infrastructure Sustain	03/31/2018	1.43	1,022.21
voice	1809354255	Interest on WATER CONSUMPTION	09/30/2018	0.02	1,022.23
voice	1809356112	Interest on Garbage & Landfill Fee	09/30/2018	0.03	1,022.26
voice	1809356113	Interest on Infrastructure Sustain	09/30/2018	0.04	1,022.30
voice	1809359026	Interest on Garbage & Landfill Fee	09/30/2018	0.03	1,022.33
voice	1809359027	Interest on Infrastructure Sustain	09/30/2018	0.04	1,022.37
voice	1809371891	Interest on WATER CONSUMPTION	09/30/2018	1.61	1,023.98
voice	1809371892	Interest on SEWER CONSUMPTION	09/30/2018	0.54	1,024.52
voice	1809373718	Interest on Administration Fee	09/30/2018	0.10	1,024.62
voice	1809373719	Interest on Garbage & Landfill Fee	09/30/2018	1.22	1,025.84
voice	1809373720	Interest on Infrastructure Sustain	09/30/2018	1.46	1,027.30
voice	1809377383	Interest on WATER CONSUMPTION	09/30/2018	2.99	1,030.29
voice	1809377384	Interest on SEWER CONSUMPTION	09/30/2018	1.00	1,031.29
voice	1809378897	Interest on Administration Fee	09/30/2018	0.10	1,031.39
voice	1809378898	Interest on Garbage & Landfill Fee	09/30/2018	1.19	1,032.58
voice	1809378899	Interest on Infrastructure Sustain	09/30/2018	1.43	1,034.01
voice	1809380295	Interest on WATER CONSUMPTION	09/30/2018	2.99	1,037.00
voice	1809380296	Interest on SEWER CONSUMPTION	09/30/2018	1.00	1,038.00
voice	1809382084	Interest on Administration Fee	09/30/2018	0.10	1,038.10
voice	1809382085	Interest on Garbage & Landfill Fee	09/30/2018	1.19	1,039.29
voice	1809382086	Interest on Infrastructure Sustain	09/30/2018	1.43	1,040.72
voice	1809385751	Interest on WATER CONSUMPTION	09/30/2018	3.22	1,043.94
voice	1809385752	Interest on SEWER CONSUMPTION	09/30/2018	1.07	1,045.01
voice	1809387534	Interest on Administration Fee	09/30/2018	0.10	1,045.11
voice	1809387535	Interest on Garbage & Landfill Fee	09/30/2018	1.22	1,046.33
voice	1809387536	Interest on Infrastructure Sustain	09/30/2018	1.46	1,047.79

Current Balance for 00004701.16: \$ 1,047.79

*Difference between balance
and last bill is \$513.75
(interest cost last bill)*

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

Meeting Date: March 12, 2019	Confidential:	Yes	No	X
Topic: Exemption from Property Taxation – Plan 7922724 Block 1 Lots 10 & 11				
Originated By: Elsie Kiziak		Title:	C.A.O.	
BACKGROUND:				

At the request of members of Council, Administration provided details of exempt properties within the Town of Two Hills. According to the assessor and legislation, all but one property has been exempt that could be taxable based on Section 6(1)(b)(ii) from the Municipal Government Act; *the following are exempt from taxation under this Division: property held by a municipality, except the following: property that is operated as a public benefit but that has an annual operating revenue that exceeds the annual operating costs.*

This topic was brought up to the Joint Municipalities Meeting of March 4, 2019.

DOCUMENTATION ATTACHED:

N/A

DISCUSSION:

Assessment of property: 202,950
Municipal tax revenue - exempt: \$5,457 (2018 tax year figure)

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

That in the spirit of municipal co-operation, that municipal property legally described as Plan 7922724 Block 1 Lots 10 & 11 be exempt from municipal taxation.

CAO – Elsie Kiziak				
DISTRIBUTION:	Council: X	Admin: X	Other:	

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

Meeting Date: March 12, 2019 **Confidential:** Yes ☐ No ☒ X

Topic: Resource Communities of Canada Coalition

Originated By: Elsie Kiziak **Title:** C.A.O.

BACKGROUND:

AUMA and other sister organizations want to form a **Resource Communities of Canada** Coalition.

DOCUMENTATION ATTACHED:

- Email from AUMA President regarding Resource Communities of Canada Coalition (1 page)
- Sample resolution (1 page)

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

If Council is in favor of a Resource Communities of Canada Coalition as per information provided, then reading the sample resolution provided is recommended and acceptable.

If Council is not in favor of a Resource Communities of Canada Coalition, a motion to accept as information is acceptable.

CAO – Elsie Kiziak

DISTRIBUTION: Council: X Admin: X Other:

From: President <President@auma.ca>
Sent: February-28-19 8:58 AM
Subject: Amplify Our Municipal Voice For Responsible Resource Development
Attachments: Resource Communities of Canada Template Motion.docx

Hello municipal colleagues,

Earlier this month, I met with our sister municipal associations across Western Canada to discuss forming a **Resource Communities of Canada** Coalition. We agreed there is a need to coordinate our Canadian municipal voice to:

- Advocate for a responsible resource industry.
- Ensure municipal perspectives are being heard on issues impacting resource development.
- Share factual information regarding resource development interests.

I invite you all to become involved in this movement. The Canadian resource industry is the backbone of our economy and is key to Canada's future prosperity. Whether you are a summer village or a large urban center, there are direct and indirect economic benefits that will impact your community. I ask that you pass a motion at your next Council meeting to support the Resource Communities of Canada Coalition to ensure our municipal voice is heard. I have attached a motion template for you to use.

Our first three major activities are:

1. Education Campaign at FCM Conference in Quebec

We want to enhance the support of energy infrastructure projects by educating elected officials and the public about the benefits of the resource and energy industry at the FCM Conference. We are currently working with a group of experts to solidify the messages and approach for the educational campaign. Stay tuned in the coming weeks for more information on the campaign and how you can get involved.

2. Bill C-69 Advocacy

Although many people have termed Bill C-69 as the "pipeline" bill, we very are concerned that the proposed amendments to Bill C-69 will have a significant impact on municipalities, such as:

- Directly impacting municipal land-use planning, construction and maintenance of infrastructure.
- More municipal infrastructure projects falling under federal review.
- Additional financial and administrative costs being added to municipal operations.

I met with a group of independent Canadian senators on February 1st to discuss Bill C-69. This was important because the Canadian Senators can propose amendments before the House of Commons votes on the bill, likely during this session of parliament. We have also requested another meeting with the Senators in the near future.

3. Formally Establish the Resource Communities of Canada

Although activities are already underway, we do want to formalize our group with a detailed terms of reference. We will be focusing on this after the educational campaign at the FCM Conference.

There is great power in a structured and coordinated approach to represent municipal resource development interests across the country.

Please support the Resource Communities of Canada to ensure our municipal perspectives are heard by passing a motion at your next council meeting. Please let me know if your council passed the motion or if you have any questions by emailing president@auma.ca.

Report Number: (Report Number)

Meeting: (Meeting Name)

Meeting Date: (Date)

NOTICE OF MOTION

RE: (Name of Municipality) Joining the Resource Communities of Canada Coalition

Sponsoring Councillor: (Name of Councillor)

WHEREAS responsible resource development is essential for the future of Canadian municipalities.

WHEREAS there is a need to coordinate the Canadian municipal voice to:

1. Advocate for a responsible resource industry.
2. Ensure municipal perspectives are being heard on issues impacting resource development.
3. Share factual information regarding resource development interests.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada have created a Resource Communities of Canada Coalition to facilitate a coordinated approach to represent municipal resource development interests across the country.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada are asking municipalities to support the Resource Communities of Canada Coalition.

NOW THEREFORE BE IT RESOLVED THAT COUNCIL:

Approve (Name of Municipality) to support the Resource Communities of Canada Coalition.

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

Meeting Date: March 12, 2019	Confidential:	Yes	No	X
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Topic: Assessment Services Contract

Originated By: Elsie Kiziak	Title:	C.A.O.
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BACKGROUND:

The current property assessment services contract between the Town of Two Hills and Wainwright Assessment Group Ltd. expires March 31, 2019. Wainwright Assessment Group would like to renew the contract with the Town of Two Hills for a period of three years (April 1, 2019 to March 31, 2022).

DOCUMENTATION ATTACHED:

- Letter and proposal from Wainwright Assessment Group (9 pages)
-

DISCUSSION:

CAO is very pleased with Wainwright Assessment Group's services and do not wish to make a change in assessors.

If Council would like, CAO could tender out for services.

Pricing of previous contract:

- April 2016 – March 2017 \$1,286/month
- April 2017 – March 2018 \$1,312/month
- April 2018 – March 2019 \$1,339/month

Pricing of proposed contract:

- April 2019 – March 2020 \$1,366/month
- April 2020 – March 2021 \$1,393/month
- April 2021 – March 2022 \$1,421/month

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

N/A

RECOMMENDED ACTION(S):

If Council wishes to proceed with Wainwright Assessment Group to provide assessment services:

To renew the assessment services contract with Wainwright Assessment Group Ltd for a period of three (3) years starting April 1, 2019 to March 31, 2022.

If Council wishes to put assessment services out to tender:

For Administration put out a Request for Quotation (or Request for Proposal) for assessment services for a period not exceeding __ years.

CAO – Elsie Kiziak

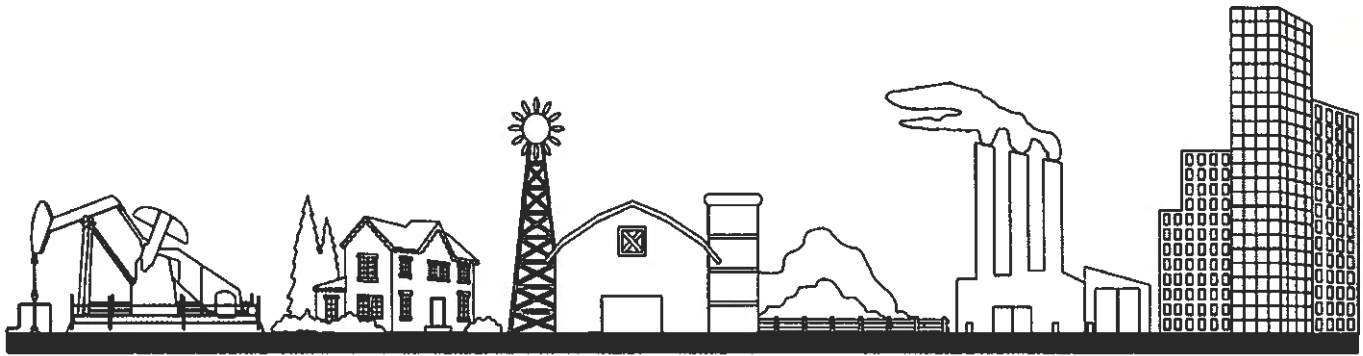
DISTRIBUTION:

Council: X

Admin: X

Other:





WAINWRIGHT ASSESSMENT GROUP LTD.

604 - 10 Street
Wainwright, AB T9W 1E2
Phone (780) 842-5002
Fax (780) 842-5003
appraisals@wainwrightassessment.ca

February 13, 2019

Town of Two Hills
Attn: Elsie Kiziak, CAO
Box 630
Two Hills, AB T0B 4K0

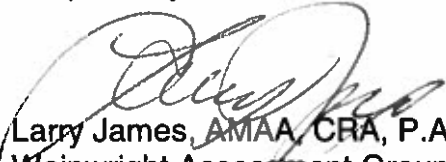
Dear Elsie:

Re: Proposal to Renew Assessment Services Contract

Our current property assessment services contract with the Town of Two Hills expires March 31, 2019. We would like to renew our contract with the Town of Two Hills for a period of 3 years (April 1, 2019 to March 31, 2022).

Please review the attached proposal. If you have any questions, they can be directed to the writer at 780-842-5002.

Respectfully submitted,



Larry James, AMAA, CRA, P.App
Wainwright Assessment Group Ltd.

LJ/st

Attachment

Town of Two Hills

FEB 12 2019

RECEIVED

**PROPOSAL FOR ASSESSMENT SERVICES
FOR MUNICIPAL TAX PURPOSES**

**PREPARED BY
WAINWRIGHT ASSESSMENT GROUP LTD.**

PREPARED FOR THE

Town of Two Hills

Proposal Date: February 13, 2019

TABLE OF CONTENTS

VENDOR PROFILE

- Introduction
- Legal Name
- Location of Office
- Vendor Contact
- Conflict of Interest

ASSESSMENT SERVICES INFORMATION

- Municipality
- Term of Assessment Services
- Appointed Assessor
- Qualifications
- Statutory Performance Requirements
- Computer Assisted Mass Appraisal System
- Property Inspection Schedule
- Public Relations
- Defense of Complaints and Appeals
- Insurance
- Safety Policy
- Ownership of Records
- Training

PROPOSED FEE AND PAYMENT SCHEDULE

Town of Two Hills

Appendix "A"

LIST OF CURRENT CLIENT MUNICIPALITIES

Appendix "B"

VENDOR PROFILE

Introduction

Wainwright Assessment Group Ltd. was formed November 1, 1994 when the government privatized the assessment portion of their services. We currently have a staff of 5 property assessors and 1 clerical support staff with a combined total level of over 100 years assessment experience. At this time we supply assessment services to 30 municipalities (Appendix "B") in East Central Alberta.

Legal Name, Address and Office Location

Wainwright Assessment Group Ltd.
604 – 10 Street
Wainwright, AB T9W 1E2

Phone: 780-842-5002/5003
Fax: 780-842-5003
Email: appraisals@wainwrightassessment.ca

Vendor Contact

Larry James, AMAA, CRA, P.App
Wainwright Assessment Group Ltd.

Conflict of Interest

Upon review, we see no conflict of interest with our company providing the assessment services for the Town of Two Hills.

ASSESSMENT SERVICES INFORMATION

Provision of Assessment Services for:

Town of Two Hills

Term of Assessment Services

The period of these Assessment Services is proposed to be from April 1, 2019 to March 31, 2022.

Appointed Assessor

Larry James, AMAA, CRA, P.App, would be the appointed assessor.

Qualifications

We currently have on staff 5 Assessors/Appraisers. Four are members of the Alberta Assessors' Association (3 Accredited Municipal Assessors of Alberta (AMAA) and 1 candidate member). Four are licensed Real Estate Appraisers with the Real Estate Council of Alberta (RECA). Three are members of the Appraisal Institute of Canada and have the Canadian Residential Appraiser (CRA) designation.

Statutory Performance Requirements

Wainwright Assessment Group Ltd. will:

- Prepare assessments in accordance with the Municipal Government Act and its attendant regulations, and adhere to any other policies or guidelines as issued from time to time from the Alberta Provincial Government.
- Provide completed assessments to the Town of Two Hills in compliance with the statutory timelines prescribed in the Municipal Government Act and its attendant regulations.
- Provide assessment information as requested by the Minister of Municipal Affairs in compliance with the statutory reporting requirements prescribed in the Municipal Government Act and its attendant regulations.
- The municipality would be responsible for any increase in cost of providing assessment services due to changes in legislation/regulations by the Alberta Provincial Government.

Computer Assisted Mass Appraisal System

Wainwright Assessment Group Ltd. currently uses the CAMALOT CAMA system. Our system is supported by Compass Municipal Services Inc. in Sherwood Park, which we have found to be completely reliable.

The annual assessment will be provided electronically. Security for assessment data will be achieved through regular backups of the CAMA system.

Property Inspection Schedule

A general assessment valuation would be conducted every year.

Annual assessment of new properties and construction, as well as reported and discovered changes to existing properties would take place each year. In addition to annual changes, **20%** selective inspection of the properties in the municipality would take place each year.

Public Relations

The appointed assessor would be present in the municipality as required for inspections, open houses and ratepayer meetings. All ASSET reporting, audit contact and declarations via MILENET would also be the responsibility of Wainwright Assessment Group Ltd. The Assessor can be contacted via phone, fax or email. On site interviews with ratepayers will be conducted on request.

Defense of Complaints and Appeals

The appointed assessor would also provide assessment related support including preparation and attendance at Assessment Review Board Hearings, Open Houses and ratepayers meetings.

The Municipality would be responsible for costs associated with any appeals to the Court of Queen's Bench.

Insurance

- Our company carries adequate general comprehensive liability insurance (\$5,000,000 liability).
- All our staff carries automobile insurance and property damage insurance, proof of which would be provided to the municipalities upon request.
- Wainwright Assessment Group Ltd. has WCB coverage.

Ownership of Records

All assessment records of the Town of Two Hills in this contract in our possession remain the property of the Town of Two Hills. Storage of records would be at the office of Wainwright Assessment Group Ltd.

Training

All our staff take training courses and attend conferences to keep current with an ever changing and growing industry. Recertification every 5 years is mandatory for the Alberta Assessors' Association and every two years for the Appraisal Institute of Canada.

Appendix "A"

Fee and Payment Schedule

PAYMENTS TO WAINWRIGHT ASSESSMENT GROUP LTD. FOR ASSESSMENT SERVICE FOR THE TOWN OF TWO HILLS (762 PARCELS).

- For the period ranging from April 1, 2019 to March 31, 2020 = \$1,366.00/month plus G.S.T. or \$16,392.00/annum Plus G.S.T. commencing on April 1, 2019.
- For the period ranging from April 1, 2020 to March 31, 2021 = \$1,393.00/month plus G.S.T. or \$16,716.00/annum Plus G.S.T. commencing on April 1, 2020.
- For the period ranging from April 1, 2021 to March 31, 2022 = \$1,421.00/month plus G.S.T. or \$17,052.00/annum plus G.S.T. commencing on April 1, 2021.
- **Parcel count increase adjustment** – The total number of parcels in the municipality shall be determined **on March 31 each year**. The resulting increase in parcels, as of March 31 each year, which exceeds the base number of parcels (762) will be calculated at \$22/parcel per annum and would be payable over the remaining contract years (in addition to the base monthly charges).

Appendix “B”

List of Current Client Municipalities

Village of Alliance
Village of Amisk
Village of Chauvin
Village of Consort
Village of Czar
Village of Dewberry
Village of Edgerton
Town of Elk Point
Village of Forestburg
Village of Glendon
Town of Hardisty
Village of Heisler
Village of Hughenden
Village of Irma
Town of Killam
Village of Kitscoty
Village of Lougheed
Village of Mannville
Village of Marwayne
Village of Myrnam
Village of Paradise Valley
Town of Provost
Village of Rosalind
Town of Sedgewick
Town of Two Hills
Village of Veteran
Town of Viking
Town of Wainwright
Municipal District of Provost
Municipal District of Wainwright

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

Meeting Date: March 12, 2019	Confidential:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> X
Topic: Complaint – Snow piled in back lane across access				
Originated By: Elsie Kiziak		Title: C.A.O.		
BACKGROUND:				

Council has received a complaint regarding the grading of snow in the back alley between 49 and 50 Street south of 50 Avenue (see attached).

Administration has discussed the complaint with Public Works. Public Works always clears access to driveways for properties where Public Works is aware that the access is being used. In this instance, the property is never accessed therefore it has not been cleared.

DOCUMENTATION ATTACHED:

- Complaint letter with attachments of a statement, invoices, and picture (5 pages)

DISCUSSION:

Last year, at the request of the landowner, the snow was cleared. Once the complaint was received this year Public Works cleared the snow when they were able to get to it.

There is no policy on removing snow to provide access to properties.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

N/A

RECOMMENDED ACTION(S):

Depending on discussions.

CAO – Elsie Kiziak			
DISTRIBUTION:	Council: X	Admin: X	Other:

February 18, 2019

John M Beale, CPA, CMA
Box 118
Irma, Alberta
T0B 2H0

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

To the Mayor and Council
Town of Two Hills

Thank you for shovelling my sidewalk on November 18, 2018. I have hired a local student to maintain my sidewalks, so that this will not happen again.

I understand that there is a bylaw to prevent landowners from shovelling their snow on to the roads and other Town property. It is too bad that there is not a bylaw to prevent the Town from shovelling their snow onto private property.

It has been at least five years since I have been able to use my garage (4504-52 Street) in the winter. The back alley has consistently been ploughed into my driveway. I have complained about this in the past but to no avail. Last year I managed to get the Town to clear the windrow in my driveway on one occasion, but the next snowfall it was back again.

This is one of the many reasons that the Town has caused me to move away from Two Hills.

Attached is an invoice for storage of the Town's snow on my property.



John Beale

Town of Two Hills

FEB 25 2019

RECEIVED

JOHN M. BEALE, CPA, CMA

BOX 118
IRMA, ALBERTA
T0B 2H0

JOHN M. BEALE, CPA, CMA
Chartered Professional Accountant
(780) 632-1478

January 31, 2019

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

Statement

<u>DATE</u>	<u>DETAILS</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
November 2014 - March 2015		500.00	-	500.00
November 2015 - March 2016		500.00	-	1,000.00
November 2016 - March 2017		500.00	-	1,500.00
November 2017 - February 2018		400.00	-	1,900.00
November 2018 - February 2019		400.00	-	2,300.00
			-	2,300.00

Town of Two Hills
P.O. Box 630

Two Hills AB T0B-4K0
(780) 657-3395

BEALE, JOHN & LINDA
BOX 118
IRMA AB T0B 2H0

INVOICE

Account #: BEALJ001
Invoice Date 11/26/2018
Due Date 12/26/2018
Current Amount: 20.00
Total: 20.00
Amount Paid: \$

Printed Date: Nov 26, 2018
Page 1 of 1

Invoice Number	Source	Description	Quantity	Unit Cost	Cost
2018511721	BEALJ001	SNRF SNOW REMOVAL [1-26-00-410]	1.00	20.0000	20.00
Failure to remove snow on Nov 18, 2018 at 4308 - 50A Ave					
Subtotal:					20.00
Total:					20.00

TERMS: NET 30 DAYS

Failure to remove snow on Nov 18, 2018 at 4308 - 50A Ave

As this is the first infraction of snow removal for the 2018/2019 season the Town will only be issuing an invoice for the work completed (minimum of 1/2 hour of labour) without the penalty of \$100.00

Town of Two Hills
P.O. Box 630

Two Hills AB T0B-4K0
(780) 657-3395

BEALE, JOHN M.
BOX 118
IRMA AB T0B 2HC

INVOICE

Account #: BEALJ002
Invoice Date 11/26/2018
Due Date 12/26/2018
Current Amount: 20.00
Total: 20.00
Amount Paid: \$

Printed Date: Nov 26, 2018
Page 1 of 1

Invoice Number	Source	Description	Quantity	Unit Cost	Cost
2018511737	BEALJ002	SNRF SNOW REMOVAL [1-26-00-410] Failure to remove snow on Nov 18, 2018 at 4704 - 49 St	1.00	20.0000	20.00
Subtotal:					20.00
Total:					20.00

TERMS: NET 30 DAYS

Failure to remove snow on Nov 18, 2018 at 4704 - 49 St

As this is the first infraction of snow removal for the 2018/2019 season the Town will only be issuing an invoice for the work completed (minimum of 1/2 hour of labour) without the penalty of \$100.00



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

Meeting Date: March 12, 2019 **Confidential:** Yes ☐ No ☒ X

Topic: Community Grant Application – Curling Club

Originated By: Elsie Kiziak **Title:** C.A.O.

BACKGROUND:

The Two Hills Curling Club is hosting the 6th Annual Bonspiel to raise funds for the curling club and arena.

The application for the Community Grant program is for a donation to their silent auction.

DOCUMENTATION ATTACHED:

- Policy 2018-01 Community Grants and Donations (3 pages)
- Community Grant Application – Curling Club (1 page)
- Curling Club Bonspiel – Funding Request (1 page)

DISCUSSION:

2019 Budget \$2,000. Balance = \$1,600

Besides a few promotional items the Town has collected over the years from the Volunteer Appreciation gifts there are no large promotional items to give right now.


COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

To donate _____ (monetary amount or item) for the silent auction to the Two Hills Curling Club organization for the 6th Celebration Bonspiel.

CAO – Elsie Kiziak

DISTRIBUTION: Council: X Admin: X Other:



TOWN OF TWO HILLS



Policy Number: 2018-01

Date of Issue: January 23, 2018

Policy Subject: Community Grants and Donations

POLICY STATEMENT:

Through the Community Grants and Donations Policy, the Town of Two Hills will provide for a fair and equitable process for the support of community initiatives that are organized through eligible groups, and are in support of local groups or events that enhance or improve the quality of life and safety of its residents and promote the Two Hills Community as a whole.

PURPOSE:

To assist Council in administering its annual Grants/Donations Budget and to provide information and a process for those wishing to request financial support for a cause or event.

DEFINITIONS:

1. "Community Initiatives" – a response by individuals, groups or organizations to support, enhance or provide improved quality of life for safety for Two Hills residents or promotion of the Two Hills community as a whole and which can be expected to have a high level of community acceptance.
2. "Eligible groups":
 - a) Registered non-profit societies or charities
 - b) Community groups/organizations
 - c) Organization that are non-partisan in nature
 - d) Non-profit
3. "Eligible expenses"
 - a) Facility rental costs
 - b) Equipment rental/purchase cost
 - c) Guest speaker/honorariums
 - d) Printing/advertising
 - e) Trophies/medals/ plaques
4. "Ineligible Groups":
 - a) Are recipient(s) of any other financial or other type of assistance from Council.
 - b) A Provincial or Federal government funded initiative.
 - c) Person(s) raising funds on behalf of another group which itself is a recipient of financial assistance from Council or is a Provincial or federal government funded initiative.



5. Council may at its absolute discretion consider request for amounts greater or lower than the prescribe maximum or reject any application that it may feel appropriate to do so.
6. Funding will only be provided if sufficient budgeted funds remains in the financial year under consideration.
7. Council appointed Committees (i.e. Canada Day, Two Hills Improvement Committee) are exempt from this policy. Funding requests from Council appointed Committees go directly to Council or through the Council budgeting process.

ADMINISTRATIVE PROCEDURES:

1. Applications must be submitted to the C.A.O at the Town Administration Office, 4712 50 Street or mailed for the attention of the C.A.O. Box 630, Two Hills, AB, T0B 4K0 or emailed to the C.A.O. at cao@townoftwohills.com.
2. The C.A.O. shall review applications received and ensure they meet the outlined eligibility criteria of the Community Grants and Donations Policy and that sufficient funds remain in the fiscal year under consideration.
3. If the application does not meet the eligibility criteria or insufficient funds remain available, the C.A.O. shall inform the group/organization or individual in writing, stating the reasons for ineligibility or of the funding shortfall.
4. The C.A.O. shall submit to Council, a Request for Decision (RFD), supported by a copy of the application form and supporting letter for their consideration at an upcoming regular Meeting of Council.
5. Council shall exercise its absolute discretion whether to support or reject the application and recommendations of the C.A.O.
6. Supported application shall be approved by motion of Council.
7. Following approvals by Council, the C.A.O. shall authorize payment by cheque of the designated funds to the individual/group/organization.
8. If an application should be rejected by motion of Council, the C.A.O. shall notify the unsuccessful applicant (s) in writing stating the reason for rejection by Council.
9. Any unallocated funds remaining at the end of the fiscal year under consideration, may by motion of Council be allocated to reserve funds as considered appropriate by Council.

LEONARD L. EWANISHAN, MAYOR

ELSIE KIZIAK, C.A.O.



Community Grant Application

1. Application / Organization:

Name of group/organization: Two Hills Curling Club.
Mailing address: Two Hills.
Contact person: Michael Tarkowski
Phone number: 780-603-1085
E-mail address: thls@telusplanet.net
Type of group: ☐ Registered Non-profit society or charity
☒ Non-Profit community group/organization
Date of event: March 20-24 / 2019.
Location of Event: Two Hills Rec Center
No. of persons expected to attend event: 150+

2. Community Initiative:

Check the box/ boxes that best represents the community initiative(s) the application supports and which should have an expected high level of community acceptance:

- ☒ Enhances quality of life of Two Hills residents
☐ Enhances safety of Two Hills residents
☒ Promotes the community of Two Hills

3. Support Level requested:

- ☐ Event for up to 50 persons (excluding organizers/ volunteers) up to \$200
☐ Event for more than 50 persons (excluding organizers/ volunteers) up to \$500
☐ Actual grant amount requested: _____
☒ Donation items for silent auction



Two Hills Curling Arena Bonspiel

March 20, 21, 22, 23, 24, 2019

The Two Hills Curling club is planning a sixth celebration to raise funds for the curling club and arena.

This year's bonspiel will take place in the Two Hills Regional Recreation Centre with approximately 32 teams participating.

The support over the past years has been overwhelmingly positive and made the event a huge success.

We are requesting businesses, municipal councils, and other groups for any assistance or donations of any kind. The donations will be split and used for our Live Auction, Silent Auction, Bonanza Draws, and for curling event winner's prizes.

The committee would like to thank you for considering our request and hope that you see fit to assist in any way you possibly can.

If you are able to make a donation, please call:

_____ at _____ for pick up.

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

Meeting Date: March 12, 2019	Confidential:	Yes		No	X
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Topic: Community Grant Application – Walk/Run

Originated By: Elsie Kiziak	Title: C.A.O.
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BACKGROUND:

The Walk/Run Committee is preparing for the 16th Annual Walk/Run event to be held on Saturday, May 11, 2019.

This year, the proceeds will be directed to the lab and x-ray department.

The Committee is seeking either monetary donations towards the lab and x-ray department or other donations to include in event packages, water along the route, snacks after the event, or door prizes.

The application is for a donation up to \$500.

DOCUMENTATION ATTACHED:

- Policy 2018-01 Community Grants and Donations (3 pages)
- Community Grant Application – Walk/Run Committee (1 page)
- Walk/Run Committee – Funding Request (1 page)

DISCUSSION:

2019 Budget \$2,000. Balance = \$1,600; and depending on decision of previous agenda item.

The Town has consistently provided a donation annually in the amount of \$500.00.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

To donate _____ (monetary amount) to the Walk/Run Committee for the 16th Annual Walk/Run for the Two Hills Community event.

CAO – Elsie Kiziak

DISTRIBUTION:	Council: X	Admin: X	Other:
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TOWN OF TWO HILLS



Policy Number: 2018-01

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6. Supported application shall be approved by motion of Council.
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9. Any unallocated funds remaining at the end of the fiscal year under consideration, may by motion of Council be allocated to reserve funds as considered appropriate by Council.

LEONARD L. EWANISHAN, MAYOR

ELSIE KIZIAK, C.A.O.



The 16th Annual Walk/Run for the Hills Community Event

January 29, 2019

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



Re: 16th Annual Walk/Run for the Two Hills Community – Saturday, May 11th, 2019

The Two Hills community will once again be hosting a Walk and Run Event on **Sat., May 11th, 2019**. The Walk/Run Event promotes a healthy lifestyle as well as community participation towards a worthwhile goal, and we are proud to say this will be our **16th** consecutive year! We would like to thank you for the overwhelming support we've had in the past.

The proceeds from this event will again be directed to the Two Hills Health Centre to help improve the quality of care for patients and residents. This year we will direct the proceeds towards our Lab and X-ray department.

We are therefore accepting donations towards this event, whether monetary (to be applied towards the purchase of the equipment) or otherwise (to include in event packages, water along the route, snacks after the event, or door prizes). Participants from the Walk/Run event will also be collecting pledges, so feel free to support the participants as well if you so choose. Donations of any kind will be greatly appreciated.

Interested donors can forward their monetary donations to: Two Hills Health Centre, Box 160, Two Hills Health Centre, AB, T0B 4K0. Phone: 780-657-3344 (or feel free to drop off your donation in person to the Admitting Department of the Two Hills Health Centre).

***Please make cheques payable to Two Hills Health Centre Foundation**

To ensure all donations are appropriately recognized, we ask that you contact us and/or forward your donation **by April 26th, 2019**.

If you are interested in volunteering or donating or require further information, please contact one of the committee members listed below. Thanks in advance for your consideration of this matter.

Sincerely - Walk/Run Committee for the 2019 Event

Suzanne Musgrave, Chairman 657-2883
Lesley Paull, Secretary 657-3054
Tammy Tarkowski 657-3056
Debbie Coutu 657-3358

Carrie Fox 657-3383
Carol Soldan 657-2476
Gerry Horbasenko 657-2971
Terry Boettcher 657-3339