



AGENDA
TOWN OF TWO HILLS
March 31, 2020
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 March 10, 2020
- 4. DELEGATION**
- 5. OPEN FORUM**
- 6. ADMINISTRATIVE REPORTS**
 - a) Public Works Report
 - b) Chief Financial Officer Report
 - c) Chief Administrative Officer Report
- 7. CORRESPONDENCE**
- 8. OLD BUSINESS**
 - a) Motion 2019-083
- 9. NEW BUSINESS**
 - a) Disaster Services Director
 - b) Borrowing Bylaw 2019-997 Arena Renovations
 - c) Upcoming Meetings
 - d) Tax Breaks, Deferrals, Penalties, Interest
- 10. COUNCIL MEMBER REPORTS**
- 11. NEXT MEETINGS**
 - a) Regular Council Meeting Tuesday April 14, 2020 7:00 p.m.
- 12. CLOSED SESSION**
 - a) FOIPP Act, Sections 17 and 29
- 13. ADJOURNMENT**





TOWN OF TWO HILLS
Minutes of the Regular Meeting of Council
for the Town of Two Hills held March 10, 2020 at 7:00 P.M.
in Town Council Chambers



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor M. Tarkowski, Councillor W. Babiuk, Councillor S. Rajoo, C.A.O. G. Saskiw, Executive Secretary A. Clark, Public Works Foreman T. Stefiuk, and one member in the public gallery.

MISSING: Councillor E. Sorochan

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

ADOPTION OF AGENDA:

2020-037 **MOVED** by Councillor S. Rajoo to accept the Agenda as presented.

CARRIED

ADOPTION OF MEETING MINUTES:

2020-038 **MOVED** by Councillor W. Babiuk to accept the Regular Meeting Minutes of February 25, 2020.

CARRIED

DELEGATION: Constable David Lukeman addressed Council regarding the progress over the last few months. The Two Hills detachment currently has 4 members as well as a Sargent which has greatly affected the reduction of events in the area. Traffic stops and enforcement are up as they have more members available for patrol.

OPEN FORUM: NONE

ADMINISTRATIVE REPORTS:

Public Works Report

The Public Works Foreman's Report was provided to Council in advance for their review.

2020-039 **MOVED** by Deputy Mayor M. Tarkowski that the Public Works 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.

2020-040 **MOVED** by Councillor W. Babiuk to give \$150,000 to the Grow Arena Project before the end of March.

CARRIED

2020-041 **MOVED** by Councillor S. Rajoo that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

2020-042 **MOVED** by Councillor W. Babiuk that the Correspondence be acknowledged as presented and filed.

CARRIED

NEW BUSINESS:

Utility Appeal

Home owner rents his home in Two Hills, when renters leave any unpaid utility bills revert back to the home owner. Owner feels he did his best to make sure these were paid.

2020-043 **MOVED** by Mayor L. L. Ewanishan to deny the appeal and work with the homeowner on a repayment plan.

CARRIED

NEXT MEETING: Regular Council Meeting March 24, 2020 at 7:00 p.m.

CLOSED SESSION:

2020-044 **MOVED** by Mayor L. L. Ewanishan to go into closed session at 8:16 PM.

CARRIED

2020-045 **MOVED** by Deputy Mayor M. Tarkowski to come out of closed session at 9:17 PM.

CARRIED

2020-046 **MOVED** by Deputy Mayor M. Tarkowski to move the Council meeting date from March 24th to March 31st.

CARRIED

2020-047 **MOVED** by Councillor W. Babiuk to accept the ICF agreement between the County & Town of Two Hills as presented.

CARRIED

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 9:22 PM.

LEONARD L. EWANISHAN, MAYOR

GERREN SASKIW, 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 31, 2020

1. Roads / Sidewalks

- a) Grade roads and back alleys
- b) Grade ice from most gutters
- c) Remove ice & snow from culverts
- d) Repair water line repair trenches

2. Water/Wastewater

- a) Locate and turn on two cc valves
- b) Install two new water meters
- c) Repair water main break on 46 st
- d) Service furnace at the Lift Station
- e) Grease drive lines and pumps

3. Other

- a) Sweep all Town sidewalks
- b) Start removing ice from Arena
- c) Service and repair all equipment
- d) Transport flower baskets to Fjeldstrom's Green House



1. **Two Hills 21 Emergency Management (TH21EM)** – has representatives from the County of Two Hills, Town of Two Hills, Village of Myrnam, Two Hills RCMP, and Two Hills Hospital. We meet on a quarterly basis. We met Monday March 16th about Covid-19 and then for our scheduled meeting March 18th. Then met in person for the final time on March 20th, to set up our operations team. We have had regular online meetings everyday since at 10am just to keep up to date on everything that is happening and decide what needs to be done to continue to be ready to react to the pandemic.
2. **Two Hills 21 Emergency Management (TH21EM) Facebook Page** –has been established to provide community support in the Two Hills region to deliver updates and information during the COVID-19 Coronavirus outbreak. One source for information that is consistent throughout the County of Two Hills. In addition, people are asked to follow their respective municipality's Facebook pages and websites for municipal updates.
3. **Town & County of Two Hills Intermunicipal Collaboration Framework (ICF).** On March email was sent to Municipal Affairs confirming that the Intermunicipal Collaboration Framework (ICF) between the municipalities of the Town of Two Hills & County of Two Hills has been completed and both councils have approved and signed the agreement. Done before the March 31st deadline.
4. **Closure of Town of Two Hills Parks to the Public** – As of Friday March 27th the Town of Two Hills has closed all Town Parks to the public to help prevent the spread of COVID-19. Please do not use until further notice.

See attached CAO Action Tracker on the following page for ongoing items and requests.



CAO TO DO LIST (requests).xlsx

Date	WHO? Call / Email	Issue / Reason / Topic	Action	STATUS
2020-03-25	CAO	ICF Agreement Town & County	Agreement Finalized. Accepted by Town & County. Signed. Confirmed with Municipal Affiars.	DONE
2020-03-20	Elaine - THIC	ORDERED 27 - Self Watering Planters (18" deep) Dark Grey	Received Planters March 20th. Are on a pallet. Delivered to Fjeldstrom's March 27th for flowers.	DONE
2020-03-27	Elaine - THIC	ATCO Poles - Permission for Brackets - YES	Allow brackets for self watering planters on the poles as long as nothing is drilled into or welded onto the poles	working on brackets
2020-01-13	13 Ways & CAO	3 Studies for the Town	Continue working with Doug Griffiths & 13 Ways to complete the following 3 studies for the Town	Ongoing. Due Sep 30th
2020-03-24	Town Council	ARENA DEBENTURE - Borrowing Bylaw \$500,000	Advertised 2 weeks. 2 week petition period. NO ONE against. 2nd & 3rd readings @ March 31st meeting	Need 2nd & 3rd Readings
2020-03-06	Council Request	HWY 36 Jut-Outs Safety Issue	Emailed the Regional Director AB Transportation, North Central Region about the issue.	Waiting on
2020-01-14	Two Hills Fish & Game (contact Robert Kutash)	Two Hills Fish Pond	Discuss options with concerning the Two Hills Fish Pond	Finish by April 30th
2020-02-07	Geleta Park	Picnic Tables (10)	Order 10 tables for Geleta Park	DUE MAR 31
2020-02-20	Alberta Municipal Climate Change Action Center	Municipal Energy Champions Pilot Program	We will be assessing our energy use and looking for efficiencies.	Ongoing. Due JUNE 30
2020-02-25	Council Request	Vacant Lots List & Map	working on Map of Vacant Residential & Non-Res Lots plus a list	Finish by April 30th
2020-03-06	Council Request	Broadband Internet	Look at options for Two Hills. Contact Viking about being their own ISP. Contact Smoky Lake. Contact Caroline, Mayor @ Town of Vermilion (March 21)	April 30th
2020-01-14	Council Request	Two Hills Gas Franchise	Gas Franchise Study - do we purchase? Operate? Costs? Revenue? Get more figures and options.	Working On
2019-10-31	Council to Update Policy	Halloween Hours	Extend Halloween Hours policy, post on website and put in newsletter for October 2020.	DUE AUG 31
			There are updates for council.	



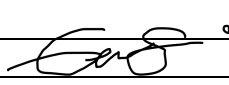




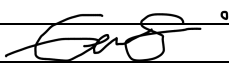
**Correspondence Listing
Council Meeting of March 31, 2020**



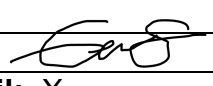




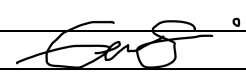
NONE



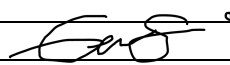


		TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: March 31, 2020		Confidential:		Yes	No	X	
Topic: Motion 2019-083							
Originated By: Gerren Saskiw			Title:		C.A.O		
BACKGROUND:							
<p>This motion has been left on the table and needs to be rescinded “MOVED by Mayor L. L. Ewanishan to request Municipal Affairs to audit our community, Council and the operations for the betterment of our community.”</p>							
DOCUMENTATION ATTACHED:							
NONE							
DISCUSSION:							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
RECOMMENDED ACTION(S):							
To rescind motion 2019-083.							
CAO- Gerren Saskiw							
DISTRIBUTION:		Council: X		DISTRIBUTION:		Council: X	

		TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: March 31, 2020		Confidential:		Yes		No	X
Topic: Disaster Services Director							
Originated By: Gerren Saskiw				Title: C.A.O			
BACKGROUND:							
<p>As the previous CAO was appointed Disaster Services Director a motion will be required to appoint current Administration.</p>							
DOCUMENTATION ATTACHED:							
DISCUSSION:							
<p>Whoever is the CAO of the Town of Two Hills will by default be the Disaster Services Director. This way the individual who is the CAO will not need to be appointed every time there is a change in the CAO position.</p>							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
RECOMMENDED ACTION(S):							
<p>To appoint the CAO of the Town of Two Hills as the Disaster Services Director.</p>							
CAO- Gerren Saskiw							
DISTRIBUTION:		Council: X		DISTRIBUTION:		Council: X	

		TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: March 31, 2020		Confidential:		Yes	No	X	
Topic: Borrowing Bylaw 2019-997 Arena Renovations							
Originated By: Gerren Saskiw			Title: C.A.O				
BACKGROUND:							
<p>Borrowing Bylaw 2019-997 is ready for second and third readings.</p> <p>The Bylaw was given first reading on December 17th, 2019. The amount needed to borrow was changed in February. This was advertised for 2 weeks and then given a 2 week period for feedback.</p>							
DOCUMENTATION ATTACHED:							
DISCUSSION:							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
<p>If there is no opposition to the borrowing bylaw, it can be given 2nd & 3rd readings.</p>							
RECOMMENDED ACTION(S):							
<p>That Bylaw 2019-997 Borrowing Bylaw for Arena Renovations be given second reading this 31st day of March, 2020.</p> <p>That Bylaw 2019-997 Borrowing Bylaw for Arena Renovations be given consent for third and final reading.</p> <p>That Bylaw 2019-997 Borrowing Bylaw for Arena Renovations be given third and final reading this 31st day of March, 2020.</p>							
CAO- Gerren Saskiw							
DISTRIBUTION:	Council: X	DISTRIBUTION:	Council: X				

		TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: March 31, 2020		Confidential:		Yes		No	X
Topic: Upcoming Meetings							
Originated By: Gerren Saskiw				Title: C.A.O			
BACKGROUND:							
<p>With the current health situation meetings are not advisable at this time</p>							
DOCUMENTATION ATTACHED:							
DISCUSSION:							
<p>Do we postpone the next two council meetings in April? Do we switch to one council meeting per month until further notice? Have special meetings if necessary? The public has to be able to attend the council meetings at some location. Council meetings that are open to the public can't be held online or by teleconference. Municipal representatives need to be present.</p>							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
RECOMMENDED ACTION(S):							
<p>Move to postpone the two council meetings for the month of April 2020. Or change to one monthly meeting as necessary?</p>							
CAO- Gerren Saskiw							
DISTRIBUTION:		Council: X		DISTRIBUTION:		Council: X	

		TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: March 31, 2020		Confidential:		Yes		No	X
Topic: Tax Breaks, Deferrals, Penalties, Interest							
Originated By: Gerren Saskiw				Title: C.A.O			
BACKGROUND:							
Due to Covid-19, town council is going to discuss the possibility of tax breaks, deferrals, penalties and interest charges for the Town of Two Hills.							
DOCUMENTATION ATTACHED:							
DISCUSSION:							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
RECOMMENDED ACTION(S):							
CAO- Gerren Saskiw 							
DISTRIBUTION:		Council: X		DISTRIBUTION:		Council: X	