



AGENDA
TOWN OF TWO HILLS
March 26, 2024
6:00 P.M.

Regular Council Meeting

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - a) Special Council Meeting March 12, 2024
 - b) Regular Council Meeting March 12, 2024
4. OPEN FORUM
5. ADMINISTRATIVE REPORTS
 - a) Chief Administrative Officer report
 - b) CFO Report
6. CORRESPONDENCE
7. OLD BUSINESS
 - a) 2019 Task Force Results
8. BYLAWS & POLICIES
 - a) Bylaw 2024-1040 Committee of the Whole
 - b) Tax Incentive Bylaws Review
9. NEW BUSINESS
 - a) Budget Meeting
 - b) Committee of the Whole
 - c) Closed Committee of the Whole
10. COUNCIL MEMBER REPORTS
11. NEXT MEETINGS
 - a) Regular Council Meeting Tuesday April 9, 2024 1:00 p.m.
12. CLOSED SESSION
 - a) FOIPP Act 16(1)&25 disclosure would be harmful to the business interests of a third party (section 16(1), disclosure harmful to the economic or other interests of a public body (section 25)
 - b) FOIPP Act the information is about a third party and is in a tax record (section 16(2))
 - c) FOIPP Act 27 legal and other privileged information of a public body (section 27)
 - d) FOIPP Act 24(1) advice from officials (section 24(1));
13. ADJOURNMENT

TOWN OF TWO HILLS
Minutes of the Special Meeting of Council for the Town of Two Hills
held on March 12, 2024 at 10:00 am



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor A. Romaniuk, Councillor M. Tarkowski, Councillor E. Sorochan, Councillor S. Rajoo, Adam Kozakiewicz, CAO and Wayne Nyback, Bylaw Enforcement

CALL TO ORDER: Mayor L. L. Ewanishan called to order the Special Council Meeting at 10:05 am, March 12, 2024, having all Council members in attendance and sign the Special Meeting Waiver.

AGENDA ITEMS: Special Meeting Purpose - Private Hearing at the Request of a Land Owner

2024-071 **MOVED** by Mayor L. L. Ewanishan to go into closed session as per FOIPP Act Section 17(2)(e) at 10:07 AM.

CARRIED

10:28 AM Landowner left the meeting.

2024-072 **MOVED** by Mayor L. L. Ewanishan to come out of closed session at 11:05 AM.

CARRIED

2024-073 **MOVED** by Councillor M. Tarkowski to grant an extension of compliance the Order to Remedy Dangerous and Unsightly Property to the landowner of LLD 1-8222580 as issued on January 22, 2024. The revised date and time of compliance will be June 22, 2024 at 4:00 PM.

CARRIED

ADJOURNMENT: Mayor L. L. Ewanishan adjourned the meeting at 11:06 AM.

Leonard L. Ewanishan, Mayor

Adam Kozakiewicz, C.A.O.

TOWN OF TWO HILLS
Minutes of the Regular Meeting of Council for the Town of Two Hills
held March 12, 2024, at 1:00 P.M. in Council Chambers



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor A. Romaniuk, Councillor M. Tarkowski, Councillor S. Rajoo, Councillor E. Sorochan, C.A.O. A. Kozakiewicz, C.F.O. S. Lupul, Public Works Foreman T. Stefiuk, E.D.O. B. Ross and 3 members in the public gallery including a reporter.

CALL TO ORDER: Mayor L. L. Ewanishan called the Regular Town Council Meeting to order at 1:00 P.M.

ADOPTION OF AGENDA:

2024-074 **MOVED** by Deputy Mayor A. Romaniuk to accept the agenda with the following additions:
9 d) Municipal Leaders Caucus
9 e) NRED Grant
9 f) Council Retreat

CARRIED

ADOPTION OF MEETING MINUTES:

2024-075 **MOVED** by Councillor M. Tarkowski to accept the special Council Meeting Minutes of February 27, 2024 as presented.

CARRIED

OPEN FORUM: Discussion regarding Two Hills Health Care Centre Staff, time changes in council meetings, roles and responsibilities, and derelict properties.

ADMINISTRATIVE REPORTS:

Public Works Report

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

2024-076 **MOVED** by Councillor E. Sorochan 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.

2024-077 **MOVED** by Councillor S. Rajoo that the Chief Financial Officer's Report be acknowledged as presented and incorporated into the minutes.

CARRIED



Economic Development Officer Report

The Economic Development Officer's report was provided to Council in advance for their review.

- 2024-078** **MOVED** by Deputy Mayor A. Romaniuk that the Economic Development 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.

- 2024-079** **MOVED** by Councillor S. Rajoo that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

Councillor M. Tarkowski left chambers at 2:05

Councillor M. Tarkowski returned to chambers at 2:07

CORRESPONDENCE:

- 2024-080** **MOVED** by Councillor S. Rajoo to have Councillor E. Sorochan work with administration to provide submissions for the 2024 Minister's Award for Municipal and Public Library Excellence.

CARRIED

- 2024-081** **MOVED** by Councillor E. Sorochan to send a letter of support to Two Hills FCSS regarding their application for the Provincial Assisted Transportation program Grant.

CARRIED

- 2024-82** **MOVED** by Councillor M. Tarkowski that the correspondence be acknowledged as presented and filed.

CARRIED

BYLAWS & POLICIES:

2024-1039 Non-Residential Development Incentive Bylaw

The Economic Development Committee would like to propose a bylaw in the Town of Two Hills to stimulate the revitalization of the down town core. The EDC projects that this bylaw will inspire local business owners located on or near Main Street to rejuvenate their store fronts and create an eye appealing business section.



2024-083 **MOVED** by Councillor M. Tarkowski to give Bylaw No. 2024-1039 be given a second reading this 12th day of March, 2024.

CARRIED

2024-084 **MOVED** by Deputy Mayor A. Romaniuk to give Bylaw 2024-1039 be given a second reading this 12th day of March, 2024.

CARRIED

2024-085 **MOVED** by Councillor S. Rajoo that Bylaw 2024-10 be given consent for third and final reading.

CARRIED UNANIMOUSLY

2024-086 **MOVED** by Councillor E. Sorochan to give Bylaw 2024-1039 third and final reading this 12th day of March, 2024.

CARRIED

NEW BUSINESS:

Summer Meeting Dates

July 16, 2024 at 1:00 pm and August 20, 2024 at 1:00 pm. As per 2024 Council Meeting Calendar.

2024 Organizational Chart

CAO Kozakiewicz is in the midst of restructuring the staff and positions in the departments and in order to achieve this, the organizational chart required updating.

2024-087 **MOVED** by Councillor S. Rajoo to adopt the proposed Town of Two Hills 2024 Organizational Chart.

CARRIED

2024 Salary Grid

CAO Kozakiewicz is in the midst of restructuring the staff and positions in the departments and in order to achieve this, the salary grid will require positions to be removed and added. There are no monetary calculation changes, only position changes

2024-088 **MOVED** by Councillor E. Sorochan to adopt the proposed Town of Two Hills 2024 Salary Grid.

CARRIED

2024-089 **MOVED** by Councillor S. Rajoo to give staff a 2% Cost of Living Increase effective April 1, 2024.

CARRIED

Municipal Leaders Caucus

Councillors attending the Municipal Leaders Caucus on March 14, 2024 wanted to inform council of the RFD's that will be addressed, Regional Economic Development Alliance (REDA) funding and the Child Care Capital Grant Program.



NRED Grant

With the successful application of the NRED grant, the Town must create a job description for a Regional Economic Development Officer.

2024-090

MOVED by Deputy Mayor A. Romaniuk that Councillor M. Tarkowski work with administration to develop a job description as per the grant conditions.

CARRIED

Council Retreat

It was suggested that current council partake in an organized retreat to gain insight and develop strategies to carry them through the last part of their term.

It was decided to extend the stay for the annual Alberta Municipalities Conference to save on additional travel costs. Administration will prepare a venue and an agenda.

COUNCILLOR REPORTS:

2024-091

MOVED by Deputy Mayor M. Tarkowski to accept the councillor reports as presented and filed.

CARRIED

CLOSED SESSION:

2024-092

MOVED by Mayor L. L. Ewanishan to go into closed session at 4:14 PM.

CARRIED

2024-093

MOVED by Mayor L. L. Ewanishan to come out of closed session at 4:30 PM.

CARRIED

NEXT MEETING:

Regular Council Meeting Tuesday April 9, 2024 at 1:00 pm.

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 4:31 PM.

LEONARD L. EWANISHAN, MAYOR

ADAM KOZAKIEWICZ C.A.O.



1. March 13th meeting with India High Commissioner to Canada H.E. Sri Sanjay Kumar Verma
2. AB Munis MLC March 14 &15
3. Meeting Economic Development March 19th Edmonton FOIP 16(1) & 25
4. AHS Health Update
5. Sent an expression of interest for the Community Energy Conservation Program from MCCAC
6. Spoke to Julie Tarant - Senior Program Specialist Investment Programs, Alberta Agriculture and Irrigation about grant programs
 - a. Value-Added Program"- Invests in projects that increase company sales and production capacity, expand market opportunities, and create jobs in Alberta
Eligible non-capital expenses shall be cost-shared at 50% grant and 50% applicant up to a maximum total amount of \$50,000. The \$50,000 maximum includes a \$5,000 maximum for travel expenses.
 - b. Emerging Opportunities Program- Supports projects focused on innovation and result in significant company growth and sector impact.Costs are shared at 25% for approved capital expenses and 50% for approved non-capital expenses. by invitation only



Correspondence Listing
Council Meeting of March 26, 2024

1. Letter from Two Hills Ag Society

Community Energy Conservation Program

Funding Programs

The Community Energy Conservation (CEC) program will provide financial rebates to municipalities to help identify energy-saving opportunities and implement retrofit projects in municipally-owned facilities. Building on the success of the Recreation Energy Conservation (REC) program, this program will help facilities improve productivity, save energy, and save money.

FREQUENTLY ASKED QUESTIONS

When will the Community Energy Conservation Program open to applications?

The program is expected to launch in 2024. Please subscribe to the MCCAC newsletter to stay informed about when the program formally opens to applications. Please submit an Expression of Interest to share preliminary details about your potential project and be added to a mailing list to receive direct notice when the program is opened to applications.

What types of municipal facilities will be eligible for funding?

Funding will be available on a first-come, first-served basis for municipally-owned facilities including recreation centres, community centres, libraries, town offices, shops, fire halls and more.

What types of projects are expected to be eligible?

Eligible projects could include HVAC upgrades, domestic hot water systems, lighting retrofits, motor and pump replacements, automation

and control systems, and more. Municipalities will also have access to funding for energy audits to identify the best energy-saving opportunities before applying for retrofit funding. All projects are assessed on a case-by-case basis and must meet program criteria.

Is funding available retroactively?

Funding will not be available retroactively. Projects in which construction work has started or equipment has been ordered will not be eligible.

Does submitting an Expression of Interest reserve funding or access to funding?

Submitting an Expression of Interest is non-committal and **does not reserve access to any funding or form a queue for access**. Municipalities must review program documentation, apply, receive approval, and sign a funding agreement before funding is reserved. By submitting an Expression of Interest, you will provide preliminary information regarding your project and we will follow up when more details about the application process are available.

Chief Finance Officer Report

March 26, 2024

1. Assessment updates were imported in to the 2024 Interim Budget with an increase of approximately \$48,000.00 from 2023.
2. Public Works came forward with a quote of \$55,000.00 in grader repairs and about \$5,000.00 in freight to transport grader to Edmonton.
3. Some numbers in Economic Development will change due to the successful application of the NRED grant, we still have to work these numbers out.
4. The attached 2024 Draft is only a DRAFT, final numbers will be done at the budget meeting.
5. If tax rates stay static, the 2024 Tax Rate Bylaw can be presented at the April 9, 2024 meeting and tax notices can be mailed out.

Town of Two Hills
By Department

Budget Report For: 2024

Printed: 3:30:23PM 03/24/2024

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		Budget
1005	Revenues	2,258,428.03
1010	General Administration	247,794.00
1020	Fire Fighting	42,357.00
1030	Bylaw Services	8,000.00
1040	Roads/Streets/Walks/Lighting	203,454.00
1050	Water Supply & Distribution	716,108.12
1060	Sanitary Sewage Service/Treat	160,000.00
1070	Garbage Collection & Disposal	209,760.00
1071	Family & Community Support	138,172.42
1076	Municipal Planning & Zoning	3,000.00
1080	Community Services	5,000.00
1085	REGIONAL SERVICES	0.00
1140	Culture Library	500.00
2010	Council & Other Legislative	139,606.72
2020	General Administration	793,969.19
2035	Other General Gov't Services	0.00
2040	Policing	71,421.00
2050	Fire Fighting	45,863.00
2055	Disaster Services & Emergency	5,200.00
2070	Bylaw Services	1,500.00
2080	Roads,Streets,Walks,Lighting	1,082,388.35
2090	Water Supply & Distribution	665,378.83
2100	Sewer Service & Treatment	64,777.22
2110	Garbage Collection	156,500.00
2120	Family & Community Support Ser	155,077.92
2130	Cemetary	50.00
2140	Community Services	145,506.38
2145	Regional Services	11,000.00
2148	Municipal Building	25,799.35
2160	Recreation/Parks Fac & Prog.	0.00
2161	Hall	51,556.61
2162	Arena	96,517.52
2163	Curling Rink	63,887.84
2166	Parks	16,187.37
2200	Library	34,201.93
2210	Requisitions	307,376.72
2220	Contingency	0.00
Totals Income:		\$ 3,987,573.57
Totals Expense:		(3,938,765.95)
Net Total:		\$ 48,807.62

TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: March 26, 2024	Confidential:	Yes	<input type="checkbox"/>	No	X
Topic: 2019 Task Force Review Results					
Originated By: Sheila Lupul			Title: CFO		
BACKGROUND:					
<p>In 2018, Council created a Task Force of Eight community members to review and compare the Town of Two Hills salary grid for employees and remuneration schedule for elected officials.</p> <p>The Task Force presented its results to Council early 2019 and based on these results, Council updated the salary grid for employees but did not make any changes to council's remuneration.</p> <p>At the March 12, 2024 meeting, Council requested a copy of the Task Force findings.</p>					
DOCUMENTATION ATTACHED:					
2019 Task Force Results					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
Review the attached documentation for consideration at the upcoming Budget Meeting.					
Sheila Lupul			<i>Sheila Lupul</i>		
DISTRIBUTION:		Council: X			

Task Force Review for Employee Salaries, Mayor and Elected Council Honorarium and Expenses
Minimum and Maximum for each Job Descriptions

Two Hills Job Descriptions	Two Hills	Minimum	Maximum
Mayor	9,600.00	9,600.00	17,400.00
Mayor Expense Budget	10,000.00 max		
Elected Council	6,000.00	6,000.00	10,000.00
Council Expense Budget	7,000.00 max		
Eligible Expenses			
Regular Council Meetings	150.00	150.00	175.00
Special Council Meetings	100.00	25.00/hr	215.00/day
In Town Committee Meetings	75.00	25.00/hr	215.00/day
Out of Town Committee Meetings	125.00	25.00/hr	215.00/day
Overnight Honorarium	150.00	as per acc. receipt	
CAO	52.19	48.87	91.43
Municipal Finance Officer	35.93 - 36.47	30.55	69.45
Executive Secretary	18.89 - 24.89	18.89	33.98
Accounts Clerk	17.74 - 23.75	17.74	29.33
*Public Works Foreman	26.14 - 31.91	26.14	58.57
Water/Wastewater Operator	20.31 - 26.32	20.31	33.48
Lead Hand - Operator	21.46 - 27.48	21.46	38.22
Operator	20.32 - 26.32	19.10	33.48
Summer Student	14.88 - 20.89	14.88	23.47



The Towns that provided information relating to the Mayor and Council honorarium and expense budget do not separate the two. The amounts provided to the Task Force were the total amounts allowed per year.

In relation to the 1/3 tax exemption that was eliminated for the 2019 tax year we recommend full compensation increase - adjust pre-tax compensation levels in 2019 to maintain the same after-tax compensation of 2018.

Job descriptions for all employees provided by the various towns do not exactly match the duties performed by the Two Hills staff; therefore we cannot accurately compare the salaries paid to each staff member.

This is only a guideline the Task Force used for comparison of the salaries.

salaries for office staff based on 1820 hr/yr
salaries for shop staff based on 2080 hr/yr
*Two Hills Public Works Foreman salary on July 2017 was increased to \$34.00/hr

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM							
Meeting Date: March 26, 2024		Confidential:		Yes		No	X
Topic: Bylaw 2024-1040 Committee of the Whole							
Originated By: Sheila Lupul				Title:	CFO		
BACKGROUND:							
<p>Administration would like Council to consider adopting the following Bylaw to allow Council the opportunity to meet and discuss all Council established priorities, monitor the progress of the Strategic Plan, and have the ability to discuss and debate ideas, projects, policies and other items that will ultimately require Council direction or decision.</p>							
DOCUMENTATION ATTACHED:							
A copy of the proposed Bylaw							
DISCUSSION:							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
RECOMMENDED ACTION(S):							
<p>If Council so chooses:</p> <p>Bylaw No. 2024-1040 be given a first reading this 26th day of March, 2024.</p> <p>Bylaw No. 2024-1040 be given a second reading this 26th day of March, 2024.</p> <p>Bylaw No. 2024-1040 be given consent for third and final reading.</p> <p>Bylaw No. 2024-1040 be given its third and final reading this 26th day of March, 2024.</p>							
Sheila Lupul, CFO							
DISTRIBUTION:		Council: X					

TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: March 26, 2024	Confidential:	Yes		No	X
Topic: Tax Incentive Bylaws for Review					
Originated By: Adam Kozakiewicz		Title:	CAO		
BACKGROUND:					
Bylaws 2019-989 and 2023-1031 should be reviewed					
DOCUMENTATION ATTACHED:					
2019-989 Community Revitalization Incentive Program 2023-1031 Machinery & Equipment Incentive Tax Exemption Bylaw					
DISCUSSION:					
CAO Kozakiewicz will explain where and why wording must be amended.					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
Review the attached documentation for consideration on April 9, 2024.					
Adam Kozakiewicz					
DISTRIBUTION:		Council: X			



**BYLAW NO. 2019-989
OF THE
TOWN OF TWO HILLS**

**A BYLAW OF THE TOWN OF TWO HILLS, IN THE PROVINCE OF ALBERTA, FOR THE
PURPOSES OF IMPLEMENTING
A COMMUNITY REVITALIZATION PROPERTY TAX INCENTIVE PROGRAM**

WHEREAS, pursuant to Section 347 the *Municipal Government Act*, R.S.A. 2000, as amended from time to time, authorizes the Council of a municipality, if equitable to do so, to cancel or refund all or part of a tax on a particular taxable property and that Council may phase in a tax increase or decrease resulting from the preparation of any new assessment; and,

WHEREAS the Council of the Town of Two Hills deems it desirable, expedient and equitably in the best interest of the Town of Two Hills to implement a Community Revitalization Property Tax Incentive Program for improvements to non-residential and residential properties,

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

PART 1 - SHORT TITLE

- 1.1 This bylaw may be cited as "The Community Revitalization Property Tax Incentive Program."

PART 2 – PURPOSE

- 2.2 In order to be a sustainable community, the Town of Two Hills finds it equitable to encourage new development and redevelopment for residential and non-residential properties.

PART 3 – DEFINITIONS

- 3.1 "Act" means the Municipal Government Act, Chapter M-26, R.S.A. 2000 and amendments thereto.
- 3.2 "applicant" means an individual or organization who applies for tax cancellation.
- 3.3 "assessment" means a value of property determined in accordance with the Act.
- 3.5 "C.A.O." means the Chief Administrator of the Town of Two Hills.



- 3.6 "Council" means the Municipal Council of the Town of Two Hills.
- 3.7 "Development Officer" means the person appointed by Council to be the development authority for the Town of Two Hills.
- 3.8 "improvement" means a permanent structure for the purposes of a business or residence, and either an approve permitted or discretionary use as outlined in the Town of Two Hills Land Use Bylaw with the exception of improvements that are an accessory to a primary or discretionary use.
- 3.9 "redevelopment" means any additions, expansions or renovations to existing primary commercial, industrial, or residential buildings.
- 3.10 "tax cancellation" refers to the municipal portion of the taxes only.

PART 4 – APPLICATION

- 4.1 Any landowner who intends to newly develop or renovate an improvement, may make application to the C.A.O. for tax cancellation under this program.
- 4.3 All applications received must comply with the Land Use Bylaw or any other land use regulation and receive approval from the development officer.
- 4.4 Applications must be received within one year of obtaining a development permit.
- 4.5 Applications must be approved by the C.A.O. before any tax cancellations are applied.
- 4.6 Applications must be completed in full on a form prescribed by the C.A.O.

PART 5 - CANCELLATIONS

- 5.1 The tax cancellation applies only to the municipal portion of the property taxes and does not include any education taxes.
- 5.2 The tax cancellation does not apply to the land assessment.
- 5.2 Properties approved for the Community Revitalization Property Tax Incentive Program will be given a tax cancellation incentive as indicated in Appendix A.



- 5.3 The period of tax cancellation will start in the year that the new or renovated improvements are assessed.
- 5.4 The program applies only for new construction or redevelopment and does not apply to existing assessed improvements on any property.
- 5.5 Redevelopments are only eligible for the program incentive if the assessed value of the new improvement is greater than or equal to \$25,000 more than the previous improvement assessment, not including land assessment. Cancellations only apply to the taxes related to the addition, expansion or renovation, not any existing assessed improvements.
- 5.6 New construction, after demolition of an existing structure, is eligible for this program.

PART 6 – OTHER INFORMATION

- 6.1 This bylaw may be rescinded at any time and the Town of Two Hills shall have no obligations to any applicants, regardless of whether their application was approved, or how many years they have received their cancellation.
- 6.2 For the years the tax cancellation is approved, the total current taxes levied less the approved tax cancellation shall be paid by the current year tax due date otherwise the program application will be void and cancelled.
- 6.3 All outstanding taxes and/or special levies on the property must be paid in full prior to application being made to the program, and all property taxes must continue to be paid in full until the project has been completed.
- 6.4 Failure by the applicant to comply with any of the regulations herein, the Land Use Bylaw or any other land use regulation will result in disqualification of the applicant from the program.
- 6.5 Any void and cancelled incentive under this bylaw will not be eligible to be reinstated or eligible for future tax incentives.
- 6.6 Unless stated otherwise this program will not be combined with any other tax incentive regulation that may be offered by the Town of Two Hills.
- 6.7 The approved cancellation is applicable only to the property tax roll, not the owner, applicant or developer.
- 6.8 Should any provision of this Bylaw be found void or unenforceable, then it is the express intention of Council that such void or unenforceable sections be severed from this Bylaw and the balance remain in full force and effect.



6.9 That Bylaw No. 2013-939 is hereby repealed however approved tax cancellations under the previous bylaw will continue to be in force under the provisions granted under that bylaw.

READ a first time this 25th day of March, 2019.

READ a second time this 25th day of March, 2019.

READ a third time and finally passed this 25th day of March, 2019.

LEONARD L. EWANISHAN
MAYOR

SHEILA LUPUL
ACTING CHIEF ADMINISTRATIVE



**BYLAW 2019-989
COMMUNITY REVITALIZATION PROPERTY TAX INCENTIVE PROGRAM**

APPENDIX “A”

\$25,000 - \$499,000 of new or renovated improvement assessment increase	Year 1	100%
	Year 2	65%
	Year 3	35%
\$500,000 - \$999,999 of new or renovated improvement assessment increase	Year 1	100%
	Year 2	80%
	Year 3	60%
	Year 4	40%
	Year 5	20%
\$1,000,000+ of new or renovated improvement assessment increase	Year 1	100%
	Year 2	85%
	Year 3	70%
	Year 4	55%
	Year 5	40%
	Year 6	25%
	Year 7	25%





BYLAW NO. 2023-1031 of the TOWN OF TWO HILLS

THIS BYLAW NO. 2023-1031 OF THE TOWN OF TWO HILLS, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A MACHINERY & EQUIPMENT INCENTIVE TAX EXEMPTION BYLAW

WHEREAS pursuant to section 364.2 of the *Municipal Government Act* R.S.A. 2000, c. M-26, Council may pass a bylaw, for the general benefit of the municipality, provide for full or partial exemptions from taxation for property in the machinery & equipment class;

NOW THEREFORE the Municipal Council of the Town of Two Hills, in the Province of Alberta, duly assembled, enacts the following:

1. Short Title

1.1 This Bylaw shall be titled the **Machinery & Equipment Incentive Tax Exemption Bylaw**

2. Purpose

2.1 The purpose of this bylaw is to:

- (a) Encourage the development or revitalization of non-residential properties and machinery and equipment in the Town of Two Hills for the general benefit of the municipality;
- (b) Establish tax exemptions in accordance with section 364.2 of the *Municipal Government Act* for Assessed Persons where there is machinery and equipment assessed that meets the criteria and requirements set out in this bylaw;
- (c) Provide a process for application for a tax exemption under this bylaw; and
- (d) Provide a process for review by Council of the refusal or cancellation of a tax exemption under this bylaw.

3. Definitions

3.1 **Applicant** means a person who applies for an Exemption;

3.2 **Assessed Person** means an assessed person as defined under section 284(1) of the *Municipal Government Act*;

3.3 **Commercial Operation Date** means the date from which the machinery and equipment components of the New Project or Expansion Project are operational as determined in accordance with *Matters Relating to Assessment and Taxation Regulation* [MRAT] and the *Municipal Government Act*;

3.4 **Complete Application** means an application submitted pursuant to this bylaw that includes the application form, any information and documents set out on the application form and any additional application requirements for the tax incentives under this bylaw, including any additional documentation requested by the Town to verify the accuracy of the information provided;

3.5 **Exemption** means the portion of taxes on machinery and equipment that have been determined to be exempt in accordance with this bylaw;



**BYLAW NO. 2023-1031
of the
TOWN OF TWO HILLS**

- 3.6 **Machinery and Equipment** means the type of property falling within the assessment class specified in section 297(1)(d) of the Municipal Government Act;
- 3.7 **Property** means the property or properties on which an Applicant is applying to qualify for an Exemption;
- 3.8 **Qualifying Property** means a property which meets the criteria under this bylaw for an Exemption;
- 3.9 **Town of Two Hills** means the area of land that falls within the municipal boundaries of the Town of Two Hills;
- 3.10 **Tax Incentive Agreement** means a written agreement setting out the terms and conditions for an Exemption for the Qualifying Property.

4. Authority to Grant Exemption

- 4.1 The CAO has the authority to determine whether an Exemption will be granted in accordance with the terms and conditions of this bylaw.

5. Criteria for Exemption

- 5.1 To be eligible for an Exemption, the following eligibility criteria must be met:

(a) Requirements for Qualifying Property

- (i) be physically located within the designated geographic area of the Town of Vegreville;
- (ii) obtain all necessary development approvals from the Town;
- (iii) not be going through foreclosure; and
- (iv) not have development compliance issues, be in violation of a development agreement, or in violation of the Safety Code Act at any time during the taxation years for which the Exemption applies.

(b) Requirements for Applicant

- (i) Applicant is the Assessed Person or authorized agent for the Assessed Person;
- (ii) Assessed Person must not be in arrears or have amounts owing with regards to property tax, utilities, or other fees owed to the Town;
- (iii) Assessed Person must not be in bankruptcy or receivership;
- (iv) Assessed Person must be in compliance with the terms and conditions of any grant or other financial assistance received from the Town;



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- (v) Assessed Person and their agent must not furnish false information within an application, or furnish false information or misrepresent any fact or circumstance to the Town whether as part of the application process or during the term of the Tax Incentive Agreement; and
- (vi) Assessed Person and their agent must meet all requirements under this bylaw and the Municipal Government Act.

6. Ineligible Properties

6.1 The CAO may exercise discretion to refuse to have the Town grant an Exemption when:

- (a) an entity related to the Assessed Person is in bankruptcy, or receivership;
- (b) the Assessed Person owns any interest in another property that is going through foreclosure;
- (c) an entity related to the Assessed Person owns any interest in another property going through foreclosure;
- (d) the Property is the subject of some form of litigation;
- (e) the Assessed Person is involved in litigation with the Town; or

3.6 in the sole discretion of the CAO, there is any other reason to believe that the Exemption is not in the public interest.

7. Period of Effect of Exemption

7.1 An Exemption may have effect for up to:

- (a) 15 consecutive taxation years if an Assessment is prepared for the Property in the same taxation year as the approval of this bylaw, but in no case will the Exemption have effect for more than 15 consecutive taxation years; and
- (b) Any Applications made in years preceding the adoption of this bylaw will be entitled to Exemption equal to the remaining years of the 15-year term.

7.2 Notwithstanding anything in this bylaw, no exemption will be permitted to apply in a taxation year that is more than 15 years after an exemption is approved in accordance with this bylaw.

8. Change of ownership

8.1 A change in ownership of the Property will not affect the Exemption unless the new owner falls within one or more of the terms for disqualification under section 6 of this bylaw.

8.2 To maintain eligibility for the Exemption, the new owner must assume the obligations that arise under the Tax Incentive Agreement.

9. Application for Exemption

9.1 The application process for an Exemption is as follows:



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- (a) Applicants must submit a Complete Application to the Town, and the Town has the discretion to reject applications that are incomplete, ineligible, or provided after the deadline provided in this bylaw;
- (b) Applicants whose applications are returned as incomplete or ineligible may resubmit an application;
- (c) notwithstanding the Complete Application requirements, the Town may require any additional information that, in the discretion of the Town, is necessary to complete the application and may require the Applicant's consent to be given for the Town to obtain such additional information;
- (d) Complete Applications may be considered and approved in accordance with this bylaw before construction on the qualifying property is complete; however, the Exemption will not apply until all construction on the Qualifying Property is complete, the development is inspected and approved, and the Commercial Operation Date takes place; and
- (e) the Town will advise Applicants in writing if their application is accepted for consideration. Applications accepted for consideration will become the property of the Town and may not be returned.

10. Decision on Exemption

10.1 The CAO will consider each application and:

- (a) grant the Exemption and enter into a Tax Incentive Agreement with the Applicant; or
- (b) reject the application and advise the Applicant with written reasons as to why.

10.2 The CAO is authorized to enter into a Tax Incentive Agreement with the Applicant if an Exemption is granted.

10.3 The CAO will issue a written Decision to the Applicant outlining the following information:

- (a) whether a property qualifies for the Exemption, and the years to which the Exemption applies, which must not include any taxation year earlier than the taxation year in which the Exemption is granted, if applicable;
- (b) any reason why the Property fails to qualify for the Exemption and provide the date by which an application for an appeal to Council must be made;
- (c) the extent of any exemptions granted on the Property pursuant to the terms of this bylaw; and
- (d) any conditions, the breach of which will result in the loss of the Exemption and the taxation year or years in which the conditions apply.

10.4 In issuing a Decision under subsection (1), and in the Tax Incentive Agreement, the CAO may set conditions requiring the Applicant to provide information requested by the Town to enable the Town to monitor whether the Property continues to meet the terms of this bylaw throughout the period for which the Exemption is granted, or to ensure that the calculation of the Exemption is accurate, including the provision by the



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Applicant of consent for the disclosure of such information to the CAO by employees or agents of the Town, other governments, government agencies, or other persons.

10.5 It will be a deemed condition of all Decisions that section 6 of this bylaw be complied with on an ongoing basis.

10.6 When a condition of the Decision is breached, a property no longer qualifies for an exemption under this bylaw, or information becomes available that shows that the Property should not qualify for an exemption under this bylaw, the CAO will issue a written Decision cancelling the exemption, provide an explanation why the exemption has been cancelled, and what criterion or conditions must be met in order for the exemption to be reinstated, if applicable. The written Decision will also provide the date in which an appeal to Council must be submitted.

11. Calculation and Application of the Exemption

11.1 An Exemption granted pursuant to this bylaw will be calculated and applied in accordance with this section.

- (a) 100% of the machinery and equipment taxation assessment
No exemption will be granted to exempt any education requisition, housing requisition or any other requisition including a designated industrial property requisition.

12. Commencement of Exemption

12.1 The Exemption will begin in effect when:

- (a) the Commercial Operation Date is reached; and
- (b) the Applicant has demonstrated that all applicable conditions of the Decision, the Tax Incentive Agreement and requirements under this bylaw have been met.

13. Tax Incentive Agreement

13.1 A Tax Incentive Agreement will be required for all granted Exemptions. The Tax Incentive Agreement will include the following:

- (a) the taxation years to which the Exemption applies, which must not include any taxation year earlier than the taxation year in which the Exemption is granted;
- (b) conditions the breach of which will result in cancellation of the Tax Incentive Agreement and the Exemption, and the taxation year or years to which the conditions apply; the date which the Exemption will begin in effect, which will be the Commercial Operation Date;
- (c) the amount of the Exemption, to be calculated and allocated in accordance with section 11 of this bylaw; and
- (d) any other information or conditions provided by the Town.



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14. Cancellation of Exemption

14.1 If at any time after an Exemption is granted, the Town determines that:

- (a) the Applicant or their application did not meet or ceased to meet any of the criteria in which formed the basis of granting the Exemption; or
- (b) there was a breach of any condition of the Tax Incentive Agreement;

the Town may cancel the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.

A written Decision to cancel an Exemption must be provided to the Applicant and must include reasons for the cancellation, identify the taxation year or years to which the cancellation applies, and provide the date by which an application for an appeal to Council must be made.

15. Appeal of Decision

15.1 An Applicant may appeal to Council in the following situations:

- (a) an Application for Exemption is refused or rejected;
- (b) an Exemption is cancelled for one or more taxation years;
- (c) a Tax Incentive Agreement is cancelled; or
- (d) content of the Tax Incentive Agreement is inconsistent with the bylaw or the Municipal Government Act.

15.2 A request for appeal must be submitted in writing to the CAO within 30 days of:

- (a) written notice being sent to the Applicant that an application has been refused or rejected;
- (b) written notice being sent to the Applicant that an Exemption is cancelled for one or more taxation years;
- (c) written notice being sent to the Applicant that a Tax Incentive Agreement is cancelled; or
- (d) execution of a Tax Incentive

Agreement as the case may be.

15.3 Council will consider an appeal at:

- (a) a regularly scheduled meeting of Council; or
- (b) a special meeting of Council.

15.4 Remedies available to Council upon conclusion of an appeal are:

- (a) Council may uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an Exemption or Tax Incentive Agreement; or
- (b) Council can revise or direct the CAO to revise a Tax Incentive Agreement.



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15.5 In accordance with section 460(7) of the Municipal Government Act, complaints about a Decision may not be made to the assessment review board.

16. Effective Date

16.1 This bylaw shall come into force and effect on the date of the final passing thereof.

READ for a first time this 18th Day of July , 2023

READ for a second time this 18th Day of July , 2023

UNANIMOUS CONSENT RECEIVED FOR THIRD AND FINAL READING

READ for a third time this 18th Day of July , 2023

TOWN OF TWO HILLS

LEONARD EWANISHAN, MAYOR

ADAM KOZAKIEWICZ, CHIEF ADMINISTRATIVE
OFFICER

TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: March 26, 2024 Confidential: Yes ☐ No ☒ X

Topic: Budget Meeting

Originated By: Adam Kozakiewicz Title: CAO

BACKGROUND:

A Budget Meeting date must be set.

DOCUMENTATION ATTACHED:

DISCUSSION:

General Blue		April 2024					Canada
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

The date for the budget meeting is April , 2024.

Adam Kozakiewicz

DISTRIBUTION: Council: X

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



Meeting Date: March 26, 2024 Confidential: Yes No X

Topic: Committee of the Whole

Originated By: Adam Kozakiewicz Title: CAO

BACKGROUND:

A Committee of the Whole Meeting date is April 8, 2024 at 9:00 am to discuss Council's upcoming priorities and ensure we are in alignment with the strategic plan.

DOCUMENTATION ATTACHED:

DISCUSSION:

General  Blue		April 2024					Canada	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

To approve April 8, 2024 for a Committee of the Whole Meeting at 9:00 am.

Adam Kozakiewicz

DISTRIBUTION: Council: X

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



Meeting Date: March 26, 2024 Confidential: Yes ☐ No ☒ X

Topic: Committee of the Whole - Closed Session

Originated By: Adam Kozakiewicz Title: CAO

BACKGROUND:

A Committee of the Whole Meeting is required on April 4, 2024 (time to be determined) to discuss confidential items. This meeting must be a closed session.

DOCUMENTATION ATTACHED:

DISCUSSION:

General
Blue

April 2024

Canada

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

To approve April 4, 2024 for a Closed Committee of the Whole Meeting.

Adam Kozakiewicz

DISTRIBUTION: Council: X

Council Reports

Provincial Budget

Met in council chambers to have two groups give the coles notes of the provincial budget

TSI

Met in council chambers to see progress with Regional Collaboration Study

Health Awareness

- a) Met in council chambers to hear from groups on health care in the region
- b) Questioned on Extendicare beds



Town of Two Hills Councillor Report

Date: Mar. 22/24

Alice Melnyk Public Library

N/A

THIC - Two Hills Improvement Committee

March 21/24- Ordered 4 planters for along Highway 36. Transportation needs sketch of where these will be placed.

- Solar lights for the Town of Two Hills signs will be ordered. Garrett Chomlak had received these through Cenovus from where he is employed for his effort in doing community work.
- Looking into possibly purchasing some fruit trees to be put in some of the parks.
- Checking with the Fire Administrator as to whether fire hydrants can be made more appealing by decorating them through painting in different designs. Looking at either school students or clubs initiating this.
- Would like the town to put an ad in the water bill for inviting volunteers for our committee.

NLLS

N/A

Vermilion River Watershed Alliance

March 19/24- Morecambe- Will be opening up the gates on April 15/24. Supply level is below supply level which is still normal. Clearing up of cattails at Watts Lake will be finished.

- Canoes on the Vermilion River is allowed. Comment by Vegreville that they have quite a few people on the river with canoes.
- NSRW is applying for funding through the Restoration and Enhancement Program

Eagle Hill Foundation -Alternate

Economic Development Committee/Tourism- Alternate

N/A

Extra Notes

March 8/24- Future Health Care is in Albertans' Hands- Roundtable discussions on primary care, continuing care, acute care, and mental health and addiction- The government's way to

engage health care workers, and listening to input from patients, families, and caregivers .This was a way to identify barriers, and challenges related to the health care system.

March 13/24- Joint Municipalities Meeting- Mutual Aid Fire Agreement is delayed to review the policy.

- SAC Financials reviewed due to excessive expenses to be covered by the Town of Two Hills. Asked for financial help from the County of Two Hills.
- Discussed the new EDO position due to receiving the grant to proceed.

March 14-15- Spring 2024 Municipal Leader's Caucus- Preparing for possible drought in the Summer 2024. The province is taking steps to prepare to respond and to collaborate with key water license holders and other stakeholders. Many water storage reservoirs are very low, with a warm and dry weather forecasted. This could lead to a drought in 2024.

- Met with peers from towns to discuss top-of-mind municipal issues to provide feedback to ABmunis advocacy, events, and communications.
- Ministers of most Ministries were on hand to answer questions concerning budget, and other issues.

Two Hills Community Health Services Awareness Meeting – Stakeholders and staff discussed usage of the Two Hills Hospital, and shortage of staff in certain areas such as Continuing Care. Revisions are currently happening and are expecting changes in health services..