

**AGENDA
TOWN OF TWO HILLS
February 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 January 22, 2019
- 4. DELEGATION**
 - a) Two Hills R.C.M.P. – Priorities for 2019
 - b) North Saskatchewan Watershed Alliance – Riparian Revival Event
- 5. OPEN FORUM**
- 6. ADMINISTRATIVE REPORTS**
 - a) Public Works Report
 - b) Chief Administrative Officer Report
- 7. CORRESPONDENCE**
- 8. OLD BUSINESS**
 - a) Minister's Senior Service Awards
- 9. NEW BUSINESS**
 - a) Retention of professional health practitioners
 - b) Community Grant Application – Ukrainian Dancers – Zabava
 - c) Community Grant Application – Parent Link – Family Day
 - d) Library Board Member – Re-appointment
- 10. COUNCIL MEMBER REPORTS**
- 11. NEXT MEETINGS**
 - a) Regular Council Meeting February 26, 2019 7:00 p.m.
- 12. IN CAMERA (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 January 22, 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, C.A.O. E. Kiziak, Executive Secretary A. Clark, Public Works Foreman T. Stefiuk, Accounts Clerk D. Boutin and 2 members in the public gallery including a reporter.

MISSING: C.F.O. S. Lupul

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

ADOPTION OF AGENDA:

2019-011 **MOVED** by Councillor D. Tupechka to accept the Agenda with the addition of Town Logo under New Business.

CARRIED

ADOPTION OF MEETING MINUTES:

2019-012 **MOVED** by Deputy Mayor E. Sorochan to accept the Regular Council Meeting Minutes of January 08, 2019 as presented.

CARRIED

ADMINISTRATIVE REPORTS:

Public Works Report

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

2019-013 **MOVED** by Councillor M. Tarkowski 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 presented by Accounts Clerk Danielle Boutin in the absence of C.F.O. S. Lupul.

2019-014 **MOVED** by Deputy Mayor E. Sorochan that the Chief Financial Officer 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 presented by C.A.O. E. Kiziak.

- 2019-015** **MOVED** by Councillor M. Tarkowski that the Chief Administrative Officer report be acknowledged as presented and incorporated into the minutes.
CARRIED

CORRESPONDENCE:

- 2019-016** **MOVED** by Mayor L. L. Ewanishan for administration to gather more information on nominations for Alberta volunteers and seniors Ministers Service Awards.
CARRIED

- 2019-017** **MOVED** by Councillor G. Saskiw that the Correspondence be acknowledged as presented and filed.
CARRIED

BYLAWS AND POLICIES:

2013-939 Community Revitalization Program Bylaw

There is recommendation to review the structure of the tax deferrals in the 2013-939 Community Revitalization Program Bylaw as a means of improving the program especially for very costly developments. Currently the 2013-939 Community Revitalization Incentive Program Bylaw provides tax deferrals are for renovations or new development for businesses and residential dwellings.

- 2019-018** **MOVED** by Councillor G. Saskiw to table until after the next Bylaw/Policy Committee meeting.
CARRIED

2019-986 Animal Control Bylaw

2009-873 Animal Control Bylaw and amending Bylaw 2012-916 was presented to Council at the Bylaw/Policy meeting of January 15, 2019 to review.

- 2019-019** **MOVED** by Mayor L. L. Ewanishan that 2019-986 Animal Control Bylaw be given first reading this 22nd day of January, 2019.
CARRIED

- 2019-020** **MOVED** by Deputy Mayor E. Sorochan that 2019-986 Animal Control Bylaw be given second reading this 22nd day of January, 2019.
CARRIED

2019-021 **MOVED** by Councillor G. Saskiw that 2019-986 Animal Control Bylaw be given consent for third and final reading.

CARRIED

2019-022 **MOVED** by Mayor L. L. Ewanishan be given third and final reading this 22nd day of January, 2019.

CARRIED

2019-987 Assessment Review Board Bylaw

2010-885 Assessment Review Board Bylaw was presented to Council at the Bylaw/Policy meeting of January 15, 2019 to review.

2019-023 **MOVED** by Deputy Mayor E. Sorochnan that 2019-987 Assessment Review Board Bylaw be given first reading this 22nd day of January, 2019.

CARRIED

2019-024 **MOVED** by Councillor D. Tupechka that 2019-987 Assessment Review Board Bylaw be given second reading this 22nd day of January, 2019.

CARRIED

2019-025 **MOVED** by Councillor G. Saskiw that 2019-987 Assessment Review Board Bylaw be given consent for third and final reading.

CARRIED

2019-026 **MOVED** by Councillor M. Tarkowski that 2019-987 Assessment Review Board Bylaw be given third and final reading this 22nd day of January, 2019.

CARRIED

2019-988 Traffic Bylaw

2010-889 Traffic Bylaw and amending bylaw 2011-906 was presented to Council at the Bylaw/Policy meeting of January 15, 2019 to review.

2019-027 **MOVED** by Councillor M. Tarkowski to table until after the next Bylaw/Policy Committee meeting.

CARRIED

2007-11 Certificates Commemorating Wedding Anniversaries and Birthdays

2010-889 Traffic Bylaw and amending bylaw 2011-906 was presented to Council for the Bylaw/Policy meeting of January 15, 2019 to review.

2019-028 **MOVED** by Deputy Mayor E. Sorochnan to table until after the next Bylaw/Policy Committee meeting.

CARRIED

2007-06 Signing Authority Policy

Policy 2007-06 Signing Authority was presented to Council at the Bylaw/Policy meeting of January 15, 2019 to review.

2019-029 **MOVED** by Mayor L. L. Ewanishan to adopt revisions to 2007-06 Signing Authority Policy.

CARRIED

2007-03 Private Property Access Policy

Policy 2007-03 Private Property Access was presented to Council at the Bylaw/Policy meeting of January 15, 2019 to review.

2019-030 **MOVED** by Deputy Mayor E. Sorochan to adopt revisions to 2007-03 Private Property Access Policy.

CARRIED

2007-01 New Infrastructure Services and Development Policy

Policy 2007-01 New Infrastructure Services and Development was presented to Council at the Bylaw/Policy meeting of January 15, 2019 to review.

2019-031 **MOVED** by Councillor G. Saskiw to adopt 2007-01 New Infrastructure Services and Development Policy as reviewed with no changes.

CARRIED

NEW BUSINESS:

Goal Zero Program

Two Hills Administration and Public Works became aware of a lagoon water re-use program "Goal Zero" from Swirltex. The Town of Thorsby is the first community to sign up for this program

2019-032 **MOVED** by Mayor L. L. Ewanishan to enter into the Goal Zero - Lagoon Water Re-use Program agreement with Swirltex.

CARRIED

Proactive Service Plan for HVAC Services for town owned facilities

The preventative maintenance plan contract for the heating, ventilation, and air conditioning units for all town facilities will expire in February 2019. The current contract is with Gateway Mechanical Services for one year. They were the successful bidders out of 7 companies who were invited to bid last year.

2019-033 **MOVED** by Councillor G. Saskiw to enter into a 3-year contract with Gateway Mechanical Services for the provision of a proactive service plan for Town owned facilities.

CARRIED

Community Grant Application- Agri Day & Tradeshow

The Two Hills & District Agricultural Society is requesting funding in the form of being a silver sponsor in the amount of \$600 which includes a 10 x 10 booth for the 2019 Two Hills Agri Day & Tradeshow.

2019-034

MOVED by Deputy Mayor E. Sorochan to sponsor \$300 from the Town and \$300 from Economic Development Fund to be a Silver Sponsor.

CARRIED

Town Logo

At the annual public meeting of November 28, 2018, the public were notified that "The Town of Two Hills has been looking at getting a new logo. Soon there will be an opportunity to offer your opinion on the choices of logos." Town Council was presented with 3 pages of logos to choose from of which Council chose 5.

2019-035

MOVED by Councillor M. Tarkowski to submit the 5 chosen logos for public input online as well as via letter mail.

CARRIED

COUNCIL REPORTS

2019-036

MOVED by Councillor G. Saskiw to accept and incorporate the Council Reports as presented into the minutes.

CARRIED

NEXT MEETING:

Regular Council Meeting, February 12, 2019 at 7:00 p.m.

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 8:25 P.M.

LEONARD EWANISHAN, MAYOR

ELSIE KIZIAK, C.A.O.

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

Meeting Date: February 12, 2019	Confidential:	Yes	No	X
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Topic: Two Hills R.C.M.P. – Priorities for 2019
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Originated By: Elsie Kiziak	Title: C.A.O.
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BACKGROUND:

As a collaboration between the R.C.M.P. and the Town, Acting Sergeant David Henry has requested to appear before Council to ask the priorities are that Council would like to see accomplished in 2019 – 2020.

DOCUMENTATION ATTACHED:

DISCUSSION:

The presentation may only be:

- received as information without debate
- referred without debate to a Standing Committee or CAO for a report, or
- debated if by 2/3 majority vote a resolution is passed to allow a motion to be made without notice.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:
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N/A

RECOMMENDED ACTION(S):

Depending on discussions; motion may be required to add item to New Business portion of the agenda.

CAO – Elsie Kiziak	
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DISTRIBUTION:	Council: X	Admin: X	Other:
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**TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: February 12, 2019	Confidential:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> X
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Topic: North Saskatchewan Watershed Alliance – Riparian Revival Event
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Originated By: Elaine Sorochan	Title: Deputy Mayor
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BACKGROUND:

Mara Erickson, of the North Saskatchewan Watershed Alliance, requested to appear before Council to present an update of the North Saskatchewan and Vermilion River Watershed Alliances, and to present an overview of the proposed Riparian Revival event for Two Hills in the Spring of 2019.

No grant or financial assistance is being requested.

DOCUMENTATION ATTACHED:

- Brief outline of the Riparian Revival (1 page)

DISCUSSION:

The presentation may only be:

- received as information without debate
- referred without debate to a Standing Committee or CAO for a report, or
- debated if by 2/3 majority vote a resolution is passed to allow a motion to be made without notice.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:
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N/A

RECOMMENDED ACTION(S):

Depending on discussions; motion may be required to add item to New Business portion of the agenda.

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

On behalf of the North Saskatchewan Watershed Alliance, I wish to present to the Two Hills council on Feb 12 on the following items:

- Provide a brief outline of the North Saskatchewan Watershed Alliance (NSWA) and the Vermilion River Watershed Alliance (VRWA)
- Provide an update on Two-Hills area VRWA and NSWA activities
- Provide information on the proposed “Riparian Revival” community event in Two Hills for which council has voiced support (see event outline below) and request input as to desired event location

Regards,
Mara Erickson, NSWA

Riparian Revival Outline:

The Riparian Revival! event will have three key components:

1) Education

The NSWA, VRWA + partners will provide an overview and current state of riparian health both in the Two Hills area as well as the larger Vermilion River Watershed. The purpose of this component is to share knowledge with the community on how they are stewards of these areas and talk about ways to improve riparian areas and wetlands both on their own land as well as in public spaces.

2) Hands-on tree planting in the riparian area

In partnership with the Agroforestry Woodlot Extension Society (AWES), the NSWA and VRWA will provide an opportunity for community members to plant tree seedlings along a pre-determined stretch of the Vermilion River, or other appropriate riparian area. AWES focuses on incorporating native plant species that will also enhance wildlife habitat (i.e., for pollinators). The NSWA and AWES will provide information on what types of species will be planted and why, as well as instruction on how to plant. Community members will have the chance to participate in the planting.

3) Celebration of current stewardship practices applied through the watershed-wide Vermilion River Watershed Restoration & Enhancement Project

Since 2016, the NSWA has worked with almost 40 agricultural producers to restore and/or enhance over 100 hectares of wetlands and riparian areas within the Vermilion River Watershed as part of the Vermilion River Watershed Restoration & Enhancement Project. We are extremely proud of the work our landowner partners have done and wish to take the opportunity to publicly thank these landowners and showcase some of the projects through pictures and video. This portion of the event will wrap up the event with refreshments (and cake!)

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

February 12, 2018

1. Roads / Sidewalks

- a) Grade all town roads
- b) Grade all town back alleys
- c) Haul windrows of snow off roads
- d) Sand roads and intersections as required
- e) Grade rec centre and arena parking areas

2. Water/Wastewater

- a) Programming on new UFD at reservoir adjusted & set point lowered
- b) Located 46st storm sewer by highway 45 as per request
- c) Water break on 47 ave excavated, repaired & tested
- d) Power outage- Reservoir and Lift station ran approximately 2 hours on back up systems
- e) Water break at Two Hills Foods mall- meter froze, meter replaced
- f) Water break at curling rink fire suppression line froze repaired
- g) Completed annual reporting for CAO & operator to review

3. Other

- a) Remove snow from town sidewalks
- b) Proudline completed repairs on rec centre fire suppression system and will return once ice is removed to repair ice surface piping and sprinkler heads
- c) Gateway has repaired ice plant piping and filled system with new brine. Pumps have been rebuilt and put back into service
- d) Gateway has repaired and serviced heating system in the rec centre and replaced the hot water pump
- e) Service and repair all snow removal equipment
- f) Complete all service requests

CAO REPORT

February 12, 2018

1. See attached Action Tracker for up-to-date information on directives from Council.
2. Administration is creating a database of vacant commercial and industrial properties as suggested by the Economic Development Committee.
3. Website – updating continuously.
4. Social Media – Administration is utilizing the Two Hills Community Board & Events Facebook page more. The link is now on the Town's homepage. There was already a Town of Two Hills Facebook page that wasn't managed so Administration has claimed the site for management and posted that the Town will utilize the Two Hills Community Board & Events Facebook page for their postings.
5. Paper Media – Two Hills FCSS will be posting all current events and other news on a monthly basis. They will be using one side of the Town's newsletter and also sending a version through the County Gas utility billing process.
6. Volunteer Appreciation Event – FCSS and Administration are starting to prepare for this year's event.
7. Insurance – Two put-on-notice claims for slipping and falling; forwarded to insurance company.

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			Will apply to ACFA for spring 2019 round of applications.
Recycling Survey	December-18-18	N/A	med	Survey created and posted online and sent out with water bills. Deadline February 28th.		Compiled information will be presented to Council on March 12, 2019.
IT - RFP	December-07-18	N/A	med	Seeking templates, none found so far. Will develop an RFP in-house. Sought and received approval from St. Paul Education School Division, Alberta Transportation, and Municipal Planning Services. Property title was never transferred from the County (when they used to run the school board) to St. Paul Education Regional Division. County has transferred their interest to the Town with Land Titles. waiting for Land Titles to authorize transfer of interest.		Plan to receive quotes by spring 2019. Next steps: Public Consultation, Register with Land Titles to remove the designation. Caveat: If Land Titles does not approve the transfer of interest or the removal of designation, then need Ministerial Approval.
Strategic Planning	2019 Budget Approval	As soon as possible	high	Administration has reapplied to Alberta Culture for "Community Support" to facilitate planning sessions however has been denied due to high volume of requests on a weekly basis and have low staff availability. Administration to proceed with an RFP.		Administration has enquired if a government employee (who resides locally) whether they would be interested in assisting Council and Administration in hosting public consultation and combining the information to develop our Strategic Plan.
Bylaw Services	2019 Budget Approval	Spring 2019	med	No progress to date.		
Cornestone Coop - brownfield incentive bylaw	January-08-19	N/A	high	Administration continued to seek for grants for brownfield remediation. Information of possible grant/loans from FCM was presented to Cornestone COOP. Cornestone COOP was also made aware of Council reviewing the Community Revitalization Program at the next Bylaw/Policy meeting.		Issue to be discussed further after the Bylaw/Policy meeting as per motion at the last Regular Council meeting.
Cornestone Coop - improvement to intersection	January-08-19	N/A	high	Administration continued to seek for grants for intersection improvements. There is only 1 grant that the Town could apply for under the Strategic Transportation Infrastructure Programs (STIP) program being the Local Municipal Infrastructure (LMI) however 1 applications are accepted up to November 30, 2019 for 2020 funding, and 2) it is a competitive program with a fairly small funding pot (\$15 million next year for all 4 grant programs under STIP (LRB, RRP, CAP, and LMI). Project is not eligible under Investing in Canada Infrastructure Plan (ICIP). Information presented to Cornestone COOP.		Waiting for response from COOP regarding timeline for intersection improvements compared to development and grant. Will most likely be discussed further at the next Regular Council meeting for decision.
Cornestone Coop - sale of boulevard/access road	January-08-19	N/A	low			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	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 besides seeking pricing for materials for 47 Avenue project.		
Ice Compressor Rebuild	2019 Budget Approval	By end of year	high	Received and approved quote from Gateway. \$80 over budget of \$8,000. They have ordered the parts and will schedule the work.		
Task Force	October 23, 2018 and January 8, 2019	As soon as possible	high	Administration has continued to provide information at the request of the Task Force.	✓	Task Force initiated on October 23, 2018 and members appointed on December 18, 2019. Task Force to present a report by June 1, 2019.
Natural Gas Distribution System	23/10/2018 and 2019 Budget Approval		high	Ongoing. Utility Source Inc. is preparing a system valuation analysis and an analysis of the distribution source. Connected Utility Source Inc. with County Gas Manager.		Council made a motion at their Regular Council meeting of October 23, 2018 to pursue the valuation analysis further, including an analysis of the distribution source.
Intermunicipal Collaboration Framework	December-03-19	As soon as possible	high	Direction for administrators was to develop a framework for the framework. Administrators had their initial meeting on January 15th. Next meeting was scheduled for February 5th however it was postponed due to the cold and issues in Myram. Waiting to be rescheduled.		Direction from Joint Municipalities.
Town Logo	January-22-19	As soon as possible	med	Received logos on February 6, 2019. Posted online for feedback from residents and businesses. As utility bills already went out we will be doing a flyer to all in Town properties that get their mail in Town. Deadline February 21, 2019.		Will have to be discussed further at the next Regular Council meeting to give the public a chance to vote.
Swiftex	January-22-19	As soon as possible	high	Swiftex was notified of Council's decision. Teleconference meeting was held regarding next steps. Plans to have a public open house near the end of March.		

Correspondence Listing
Council Meeting of February 12, 2019

1. **Alberta Municipal Affairs:** Letter inviting Council to provide submissions for the 18th Annual Ministers awards.
2. **Alberta Order of Excellence:** Letter inviting Council to nominate a remarkable citizen for the Alberta Order of Excellence.
3. **Alberta Culture and Tourism:** Letter promoting "Month of the Artist"
4. **AltaGas Utilities:** Letter advising council of recent management changes at AltaGas.
5. **AUMA:** Letter regarding 2019 annual insurance renewal.
6. **AUMA:** Letter to Municipalities regarding the creation of "Resource Communities of Canada" coalition.
7. **Rural Municipalities of Alberta:** Letter regarding 2019 membership fee & patronage rebate.
8. **Shannon Stubbs, MP Lakeland:** Copy of letter to Minister McKenna regarding Albertas approach to reducing methane gas emissions.
9. **Town of Two Hills:** Letter to Two Hills Regional Landfill regarding broken garbage bin lids.
10. **St.Paul Education Regional Division No.1:** Letter confirming consent to remove Municipal school reserves.
11. **Town of Elk Point:** Invitation to Elected Officials/CAO Roles and Responsibilities Workshop.
12. **Memoir Legacies:** Letter offering to capture the history and culture of the Town of Two Hills by interviewing seasoned community members and publishing collected stories in a fashion that promotes community spirit. Please note in 2002 the Town celebrated 75 years however the Village of Two Hills has it's official status on June 4, 1929 and it's Town status on January 1, 1955. Perhaps this would be a good idea before the Town turns 100!
13. **Schulich School of Business:** Brochure outlining courses available.
14. **Alberta CARE:** Brochure outlining the 2019 spring seminar.
15. **Two Hills & District Swimming Pool Authority:** Thank you card for our donation to the Critters Fundraising Hockey game.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

Town of Two Hills

JAN 17

RECEIVED

AR96051

January 15, 2019

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

Dear Mayor Ewanishan,

I am pleased to invite the Town of Two Hills to provide submissions for the 18th annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and, if chosen by the review committee, one award for outstanding achievement:

- Innovation – Recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta (municipalities with a population of less than 500,000);
- Partnership - Recognizes a leading municipal practice involving consultation, co-ordination and co-operation with other municipalities, jurisdictions or organizations (municipalities with a population of less than 500,000);
- Safe Communities – Recognizes a leading practice focused on making municipalities safer through prevention and enforcement (municipalities with a population of less than 500,000);
- Smaller Municipalities – Recognizes an innovative practice developed by communities with less than 3,000 residents;
- Larger Municipalities – Recognizes an innovative and creative practice of larger municipalities with populations of 500,000 or greater that have a substantial resource base and who can partner with departments within the municipality's control; and
- Outstanding Achievement – Recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practice in Alberta. This award, if chosen by the review committee, recognizes the best submission from the other categories.

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THE ALBERTA ORDER OF EXCELLENCE

January 7, 2019

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

Dear His Worship Ewanishan,

The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. The membership of the Order reflects a true diversity of strengths, ideas and fields of endeavor and yet all members have one thing in common. They are united in their understanding that caring and committed individuals can and do make a difference in the strength of our communities, in the quality of life enjoyed by Albertans and in the benefits Canada has to offer the world.

Because of your position, I trust that you might know a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, I encourage you to nominate them for 2019. Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.

More information and nomination forms are available on our website at www.lieutenantgovernor.ab.ca/aoe. The deadline for submission is Friday, February 15, 2019.

Sincerely,

*Andrew C.L. Sims
Chair*

*Facebook: @AlbertaOrderofExcellence
Twitter: @AOEalberta*

Town of Two Hills

JAN 14 2019

RECEIVED



Creative and Community Development
Arts Branch
10708 – 105 Avenue
Edmonton, AB T5H 0A1
Canada
Tel: 780-427-6315
www.alberta.ca

January 10, 2019

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

Re: Month of the Artist promotional post cards

January has been proclaimed the annual Month of the Artist in Alberta. During this inaugural month, it is a time to recognize and celebrate artists in our province and the valuable contributions they make to life in Alberta, socially and economically.

Our goal is to help more Albertans understand the important contributions artists make to the province and to encourage them to support Alberta artists. To this end, Culture and Tourism is conducting an awareness campaign that showcases local artists from different disciplines under the theme is "Art is Work."

Enclosed you will find artist postcards for distribution highlighting the different ways "work" can apply to artists who have a professional practice. **Please share these postcards with your stakeholder and/or display in areas in which they can be picked up by the general public.**

Culture and Tourism will be featuring these and a number of additional artists' stories on social media. You can see our content through the Culture and Tourism Twitter account (@AlbertaCulture), and can follow the discussion using the #MonthoftheArtist hashtag.

I encourage your organization to use your communication tools to help us amplify the "Art is Work" message and promote discussion about the value artists bring to our communities. If you have an opportunity to showcase an Albertan artist or to spark a conversation about the value of art, I ask that you use this month as a means to do so.

Thank you in advance for your support on this initiative.

Sincerely,

Jeff Brinton
Executive Director
Arts Branch/Alberta Foundation for the Arts

Town of Two Hills

JAN 16 2019

RECEIVED



AltaGas Utilities Inc.
5509 45th Street
Leduc AB T9E 6T6

main 780.986.5215
fax 780.986.5220

January 28, 2019

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

Dear Mayor Ewanishan and Council:

I am writing to advise you of a recent change in management at AltaGas Utilities Inc.

After six years as President and over thirty-seven years of service to our company, Greg Johnston retired in January, 2019. Upon his retirement, I assumed the position of President, AltaGas Utilities Inc.

AltaGas Utilities Inc. has a long history of providing safe, reliable natural gas distribution services to the Town of Two Hills. This tradition is the cornerstone of our commitment to our customers, and has been for sixty-four years. The entire AltaGas Utilities team is dedicated to building upon that foundation, and I am proud to serve as part of that team.

I invite you to update your records to reflect this change in management at our company and to contact me at any time, should the need arise.

Yours truly,

AltaGas Utilities Inc.

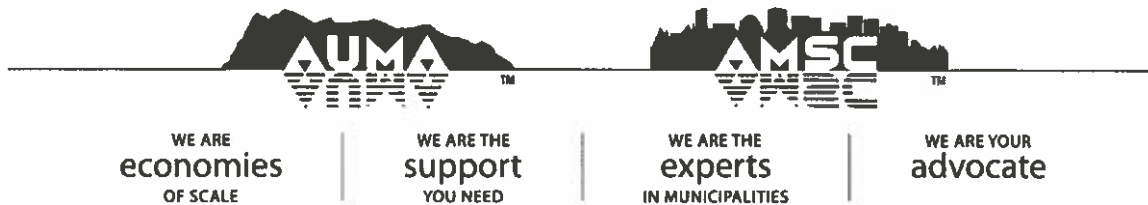
A handwritten signature in blue ink that reads "Mark Lowther".

Mark Lowther
President

Town of Two Hills

JAN 30

RECEIVED



February 5, 2019

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

Dear Member:

2019 Annual AUMA Insurance Renewal

Greetings from the dedicated team at the Alberta Urban Municipalities Association (AUMA). Please find enclosed your 2019 AUMA insurance renewal package.

IT'S YOUR INSURANCE POOL

AUMA administers an insurance pool to the advantage of its subscribers. Chief among these is lower premiums. The insurance industry has generally increased premiums by 15% to 40% across Canada this year. AUMA uses the power of your insurance pool to shield you from market shocks like this. This means **your insurance premiums in 2019 will not go up like everyone else's.**

THE POWER OF THE POOL

Thanks to AUMA's diligent administration, the pool has enjoyed great success over the last two years and is now in a position to rebate \$1.5 million to its municipal subscribers. **This is why your 2019 insurance premiums are effectively being reduced. This is the power of the pool.**

Additionally, we provide you with unbiased advice to ensure you get the best coverage for your needs and help you with your claims. Here are some of the extra and exclusive benefits you won't find elsewhere:

- **We work to pay your claim.** Unlike other insurance providers who try to find ways to delay or refuse a claim, we work hard to ensure a claim is paid as quickly as possible.
- **Cyber & Privacy Liability Insurance.** Cyber insurance is included for you at no cost. This means any system hacks or privacy breaches resulting in financial loss are covered.
- **Terrorism Insurance.** We include coverage for terrorist acts against your property for no cost. And as a special addition, we have doubled your terrorism coverage this year. This extra coverage will not affect your premiums.
- **NEW FOR 2019: Emergency Use Vehicles Coverage.** Replacement cost coverage is now included on emergency use vehicles up to 10 years old. This additional coverage is provided to you at no cost.

YOUR NEXT STEPS

This renewal package includes your insurance renewal certificates and insured assets schedule. Please review them and advise us if you feel they should be amended. We require signed copy of the schedules be returned to our office at your earliest.

Should you have any questions related to your insurance, or wish to discuss your risk management needs, please call us at **310-AUMA (2862)**. Alternatively, you can e-mail us at **insurance@auma.ca**.

We thank you for your continued commitment to AUMA, and we look forward to working with you in 2019.

Yours truly,

General Insurance Services Team

300 - 8616 51 Avenue, Edmonton, AB T6E 6E6 Toll Free: 310-AUMA (2862) Phone: 780-433-4431 Fax: 780-433-4454 auma.ca

Alberta Urban Municipalities Association

Alberta Municipal Services Corporation

From: President [<mailto:President@auma.ca>]

Sent: February-05-19 9:39 AM

Subject: Coordinating Our Municipal Voice For Responsible Resource Development

Hello Municipal Colleagues,

Responsible resource development is essential for the future of Canadian municipalities. After talking to many municipal partners, there is a lot of momentum around coordinating our Canadian municipal voice to:

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

I am meeting with our sister municipal associations across Western Canada this week to discuss forming a **Resource Communities of Canada** coalition to unify activities and key messages that will help us achieve these objectives.

We will be inviting all Alberta municipalities and encouraging our sister municipal associations to invite their municipal members to participate in this coordinated effort. More details on the specific activities and how you can get involved will be communicated in the coming weeks. One of our first activities will be an awareness campaign at the Quebec City FCM Conference at the end of May.

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

If you have any ideas or activities that will help amplify our municipal voice, please email me at president@auma.ca.

Best regards,

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | www.auma.ca



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*Conditions apply.

310-AUMA | HISA@auma.ca



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

Town of Two Hills

JAN 15 2019

RECEIVED

December 31, 2018

RE: RMA Membership Fee & Patronage Rebate

Dear Ms. Kiziak,

Due to your organization's participation in the Rural Municipalities of Alberta's business services programs over the last year, we are pleased to inform you that your organization has received a patronage rebate of \$199.56, comprised of \$199.56 from participation in our Trade services and \$0 from participation in our Insurance programs.

This rebate has been applied directly to your organization's membership fee of \$204.75 (including GST) for 2019. Please see the attached invoice or cheque for full details.

As a non-profit member-centric association, the RMA is committed to ensuring that our members get extremely competitive prices and unparalleled service for a wide variety of products and services, with potential rebates returned to our members. Our continued success is primarily thanks to the strength and commitment of our membership.

To maximize your annual rebate, we recommend that your organization take full advantage of the RMA programs wherever they make financial sense. We offer CFTA-compliant trade and fuel programs, plus one of the most trusted insurance programs in Alberta. Our member service representatives would be pleased to meet with you or other related personnel at your convenience to discuss ways your association can serve you better.

If you have any questions about this rebate, please do not hesitate to contact Julie Thibeault, Financial Analyst at 780-955-4099 (julie@RMAAlberta.com) or Susan Wolfe, Financial Analyst at 780-955-8405 (susanw@RMAAlberta.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Gerald Rhodes".

Gerald Rhodes
Executive Director

A handwritten signature in black ink, appearing to read "Duane Gladden".

Duane Gladden
Director of Business Services

RESOURCEFUL. RESPONSIVE. RESILIENT.

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX: 780.955.3615
RMAAlberta.com



Shannon Stubbs, MP
Lakeland

January 18, 2019

The Honourable Catherine McKenna
Minister of Environment and Climate Change
House of Commons
Ottawa, ON K1A 0A6

Dear Minister McKenna:

As the MP for Lakeland, and the Shadow Minister for Natural Resources, I am writing to bring to your attention the concerns of businesses, industry representatives, and individuals from across Lakeland regarding the Federal Government's cooperation with the province of Alberta's approach to reducing methane gas emission.

Canada's Conservatives support the implementation of a methane reduction strategy that protects both the environment and the competitiveness of the Canadian oil and gas sector, and for the families who rely on that sector for their small businesses, jobs, and well-being. In fact between 2006 and 2015, Canada's GHG emissions declined under the previous Conservative Government, while the tax burden was also lowered for Canadian families and businesses.

Canada has long been a global leader in reducing methane emissions, having first introduced regulatory targets for methane through the Clean Air Strategic Alliance in 1998.

Through industry action and strong provincial regulations, Alberta's venting and flaring rules in particular have become a model of success internationally according to the Global Gas Flaring Reduction Partnership, which ranked Canada ahead of both the United Kingdom and the United States. Of the world's highest emitters in terms of venting and flaring, Canada is not included in the top 20, and Canada maintains a less than 2% share of the world's total GHG emissions. Through a made-in-Alberta approach, government and industry have already reduced emissions eight million tonnes between 1996 and 2010 by cutting the amount of natural gas flared by 80 per cent.

Canada has long been a world leader in responsible oil and gas development. The Canadian Association of Petroleum Producers (CAPP) proposed a plan to meet provincial methane reduction targets while protecting jobs in Alberta, which involves stimulating the use of innovation and technology, recognition for early action by industry, and a “fleet-average” approach which would monitor and regulate emissions across the industry as a whole rather than at specific sites. Industry representatives have repeatedly called for an outcome-based approach which would allow emissions to be reduced in the most economically feasible way, rather than a prescriptive approach which would reduce industry’s ability to harness innovation.

CAPP says that an overly-prescriptive approach will further hamper Canada’s ability to compete globally. Industry forecasts that such an approach would result in nearly 7,000 jobs lost, a drop in capital spending of almost \$710 million, and a decrease to Canada’s Gross Domestic Product of \$2.5 billion. Obviously these consequences will harm families and communities that are already struggling with the crisis in Canada’s energy sector.

The Government of Alberta has developed and published their own methane reduction regulations, with plans to apply for recognition of equivalency from the federal government. Both the Alberta government and industry are calling on the federal government to allow for the adoption of a “made in Alberta approach” to reducing methane emissions, by granting the Alberta regulations equivalency to the Federal Government’s regulations.

Upstream oil and gas production underpins the entire Canadian economy, and is crucial to Canada’s overall GDP. After suffering dramatic losses since 2015, oil and gas still accounted for \$114 billion of Canada’s GDP in 2017 (compared to \$18 billion from the auto sector). The Bank of Canada Governor said on December 6th of 2018 that the value of Canada’s oil and gas sector has shrunk by 42% since 2015. In 2014, \$34 billion were invested in the oil sands - by the end of 2018, that capital is projected to be just \$12 billion, a drop of 65%. More than 120,000 oil and gas jobs have been lost, which is more jobs than the entire aerospace sector and almost as many jobs as the entire automotive sector. In April 2018, the Bank of Canada also projected that there will be zero new investment in Canada’s energy sector after 2019, due to Canada’s declining competitive position under the piling on of higher taxes, and new and duplicative regulatory requirements.

Companies slashed their spending in 2018, and are drilling fewer wells. In January, Calgary-based Peyto Exploration & Development announced a cut to its 2018 budget of \$150 million.

On November 2nd the Petroleum Service Association lowered its 2019 drilling forecast by more than 5% - that forecast included an average natural gas prices of \$1.45. In December alone, Canada’s active rig count dropped by 65%, the steepest-ever for the month in data going back to 1975. Overall, drilling has dropped by 50% since your government formed office.

This flight of investment poses a direct threat to the thousands of direct and indirect jobs in oil and gas. The riding of Lakeland is one area that has already suffered significant jobs losses – and could see further major job losses if the federal methane regulations are implemented.

The federal Government neglected to conduct a regional impact analysis for major oil and gas producing jurisdictions such as Lakeland when crafting the federal methane regulations. Because of this, the differing impact on different oil plays, such as heavy, light, or oil sands, was never analyzed.

Even without the regional analysis, there were still significant flaws in the analysis contained in your government's regulatory Impact Analysis that undermine the validity of the expected economic impact. The analysis claims that "capital costs are estimated at \$150,000 to \$200,000 per facility to purchase and install a Vapour Recovery Unit...", but this analysis appears to be based on United States EPA estimates from 2009. Operators in Lakeland say that Vapour Recovery Units can run upwards of \$300,000.

Your government's regulatory Impact Analysis also claims that "these compliance costs would be offset, in part, by the recovery of 351 petajoules of natural gas with a market value of \$1 billion." This estimated market value is wrong. It would have to assume a price of \$2.85/GJ. Natural Gas prices are incredibly volatile, and in January 2018 future price projections were lowered significantly due to pipeline constraints and increased production in the United States, dropping from an average of \$2.36/GJ to \$1.57/GJ between 2018 and 2021. In both 2017 and 2018 prices have even dropped below zero, meaning companies had to pay to offload natural gas. The spot price your department used appears to be an American benchmark converted to Canadian dollars. Canadian natural gas has always, and continues to, sell at a discount to that benchmark price, particularly in Alberta.

In Alberta, under Directive 60, a well site is allowed to vent up to 500 m³/d of natural gas per year, which means that even with the Federal Government's inflated price projections and the assumption all wells are venting up to the maximum allowable limit, it would take a minimum of 15 and a half years to recover the compliance cost of adding capture and recovery units; however, the average lifespan of a well in the Bonnyville region is only 5 years, which means the costs will not be recoverable. These costs would mean the complete collapse of drilling in my constituency, increasing the shift to drilling in the United States which has far less stringent environmental regulations, and no carbon tax.

Based on publically available data submitted to Petrinex, companies such as Devon Energy have already improved solution gas conservation at Cold and Heavy Oil Production with Sand (CHOPS) facilities from 73% to 90% since 2014. Devon Energy's CHOPS annual vent volumes are 58% below 2014 levels (a 280,000 t CO₂e/year reduction), already exceeding the methane emissions reduction target.

In the Lakeland region, internal estimates for the reduction in production range as high as 80% if the federal regulations are enforced. This additional policy threatens the complete existence of a key economic driver of Canada's economy.

The President and CEO of CAPP says "Ottawa's draft proposals fall into the very prescriptive category of policymaking." Your government estimate that the approach will add a cost burden of \$3.9 billion between now and 2035 to industry – an industry that has already lost over \$100 billion in investment, and is struggling to survive.

I respectfully request that the Federal government grant full equivalency to the province of Alberta's methane gas initiatives, and that this equivalency be granted by the end of this spring to provide certainty to the industry before the Alberta regulations come into force January 1st, 2020.

Thank you for your attention to this important issue

Respectfully,

A handwritten signature in blue ink that reads "Shannon Stubbs". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Shannon Stubbs

MP Lakeland

Treatment of ACE contributions by the municipalities

Please share this email with the Mayor.

The purpose of this email is to give you a heads-up on what could be changing in the financial statements of the town for the past 4 years when the town started making contributions for ACE pipeline.

As you will know, ACE is an independent body corporation that is made up of 12 municipalities. Depending on the stages, these municipalities make contributions to the construction of the pipeline which constitutes 10% of the total cost. The other 90% is paid by the government.

Over the last couple of months, I have gathered that there is no consistency amongst the municipalities involved on how to record and account for costs related to ACE pipeline. Some municipalities expense these amounts on basis that they have no control of the asset. Some, on the other hand record their share of the corporation based on the value of their interest in ACE.

Since the beginning of ACE, the Town of Two Hills has always capitalized these transactions on notion that they provide future benefits to the town. Since the Town has no control of ACE, an asset cannot be recognized, leaving the Town with an option of either expensing the costs, which other municipalities are doing, or recording the costs as contributions or advances to a related party or an investment company.

Another feasible alternative of reporting these transactions is for ACE to meet the characteristics of a Government Business Partnership GBP. To be a GBP there are four conditions that have to met. The first two are clearly met while the other two are in the grey area.

A government business partnership is a government partnership that has all of the following characteristics:

- (a) it is a separate legal entity with the power to contract in its own name and that can sue and be sued;
- (b) it has been delegated the financial and operational authority to carry on a business;
- (c) it sells goods and services to individuals and organizations other than the partners as its principal activity; and
- (d) it can, in the normal course of its operations, maintain its operations and meet its liabilities from revenues received from sources other than the partners.

Given that (c) and (d) are not clearly met, AB municipal affairs was reluctant to accept that ACE is a GBP. If ACE is a government business partnership, then contributions made to ACE are not expensed but each municipality with an interest will record its portion of the operations using modified equity method based on each municipal share ownership.



Town of Two Hills

4712 - 50 Street
P.O. Box 630
Two Hills, Alberta
T0B 4K0
Tel: (780) 657-3395
Fax: (780) 657-2158
email: info@townoftwohills.com

January 21, 2019

Two Hills Regional Landfill
landfill@digitalweb.net

Attn: Troy Moore

First of all, I would like to thank you for meeting with Terry and myself the other day. It was a pleasure to sit down and mutually have a conversation about an issue that has recently been brought to light by the Public Works department regarding our garbage bin lids.

As agreed to, the Town is putting a formal request in to the Landfill Commission for the replacement of lids that were most likely damaged through the use of the green garbage truck when the stopper was missing and the bins kept hitting the packer plate. As you will notice in the attached pictures, the damages are only on the right side (if facing the bins) where the apparent stopper was missing. Public Works has counted 72 bins that were damaged however only 47 are damaged to the point where it could cause harm to those lifting the bin lids; the rest are wrinkled up but do not have jagged edges.

We apologize for not noticing this earlier however the Public Works department frequents back alleys much more in the winter due to snow removal. Unfortunately, we don't have any record of when the green garbage truck was in Town but Public Works is aware of the truck being in Town on more than one occasion in 2018.

Secondly, thank you for the fact sheet regarding Broken Lids – Waste Containers. As noted in our meeting the other day, the Town of Two Hills intends to purchase new containers in approximately 5 – 6 years. We hope to connect with you and major suppliers to ensure that we get the proper bins and accessories if required, to accommodate the regional garbage trucks.

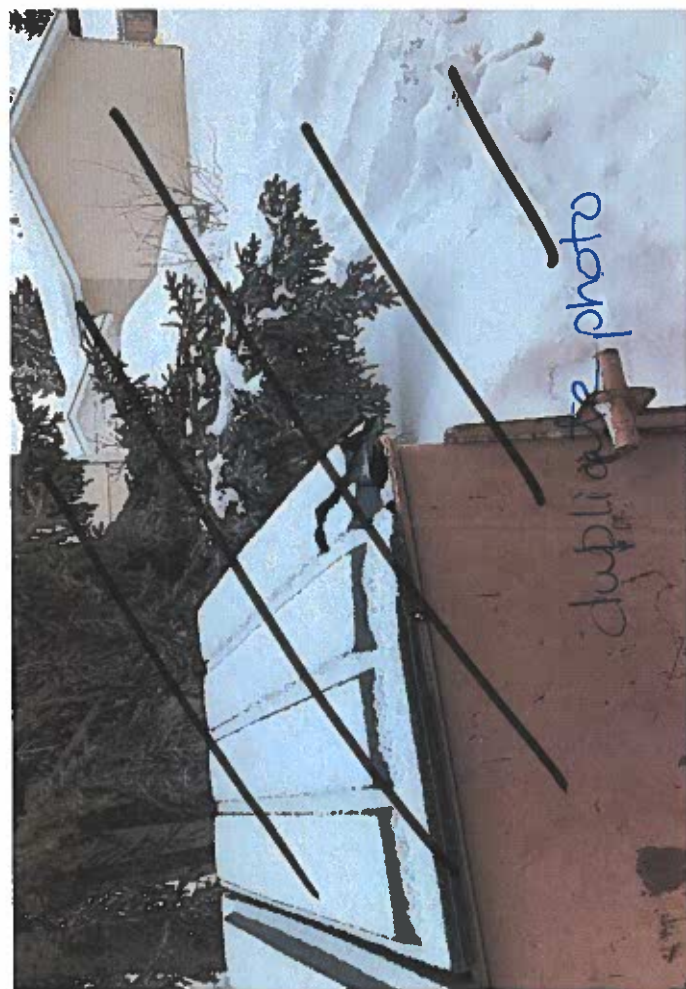
I trust that we can clear this matter up in a timely manner,

Sincerely,
TOWN OF TWO HILLS

A handwritten signature in blue ink, appearing to read "Elsie Kiziak".

Elsie Kiziak
Chief Administrative

Attn: Pictures of 3 broken bin lids



Broken Lids – Waste Containers

There are times when a lid is broken on a waste container. What causes this? What are the remedies for this if any. I will go through a detailed look at this to explain what are the causes of bin lid breakage and what are some of the solutions.

First we must look at how the lids get broken. There are several ways the lids get broken.

- 1) The lids get broken by someone hitting them with something such as backing into a bin with a vehicle.
- 2) The lids get broken by the wind and are bent or cracked.
- 3) The Lids get broken because of being filled with ice.
- 4) The waste truck breaks them when it dumps the bin.

The fourth way they get broken is the most common way lids get broken while the first two are harder to control. Let us look at this fourth reason. The lids get broken two ways. One the bid is lifted into an obstruction such as a tree branch. The second way the waste truck breaks bin lids is that the lid hits the side or top of the truck opening with this way being most common.

We need to understand the different bin sizes, the different ages and the different bin lid styles. Each of these play a roll in whether or not the lids get broken.

Different Bin Sizes

We currently have two different sizes. 3 yard bins and 4 yard bins.

3 Yd. Bins – The lid goes from the very back of the bin to the very front of the Bin. These bin lids can flip all the way back. This is my preferred size of bin. However, the wind may keep the lids open as they would need to be manually closed. The truck does not close lids when dumping.

4 Yd. Bins – The lid goes from very front to 6 inches from the very back. The lid is the same size as on the 3 yard bin but the bin is longer from front to back. This means there is a metal plate that the bins attach to near the back of the bin. This plate can come loose over time, causing the bin lids to come out of alignment. This causes the lids to hit the waste truck as it is being dumped. Another problem that arises from the 4 yard bin is that because the lid is attached not at the very back of the bin, the lid can only open so far. The lids will break from being bent in this fashion whether from the wind or being filled with ice as discussed later.

Different Bin Ages

The manufacturer of the steel 3 and 4 yard bins has changed the way the bins are made. The newer bins models have a steel tube around the lip of the bin which prevents the bin from coming out of alignment. The newer models also have a new rod and securing bolt that the bin lid rod does not move. The older model bins which the County of Two Hills area has approximately 95% of these type. These bins will come out of alignment (Twist) sometimes and the bin lid rods have push nuts that will move causing the rod to extend out from the bin which will hit the arms of the waste truck as it is dumping the bin.

Different Bin Lid Styles

There are two different bin lid styles. There is the single ply lids that I prefer and the two ply lids. The single ply lid will bend a little without breaking but is much lighter and can lift in the wind easier. The two ply lid is heavier and can allow water inside the lid which can make it even heavier but will freeze in the winter which causes the lid to crack. There has also been complaints of the lid hitting a client on the head.

Solutions

Maintenance will solve a many of the problems such as the rods moving because of loose push nuts, Bin hooks becoming loose, and 4 yard bin back plate tightening.

Other Solutions

- 1)Purchase new model bins.
- 2) Purchase only 3 yard bins.
- 3)Purchase only single ply lids.

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TWO HILLS, ALBERTA T0B 4K0

(780) 657-2035 Fax (780) 657-2471

CUSTOMER ORDER NUMBER	TELEPHONE	FAX	DATE Jan 25, 2018
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MERCHANDISE SOLD		MERCHANDISE RETURNED		REC'D ON ACCT. - NOTE	MISC'L	PAID OUT
CASH	CHARGE	CASH	CHARGE			

QTY.	PART NUMBER	ARTICLES	PRICE	AMOUNT
12		plastic lids 31 x 56 Double Ply	56.00	672.00
10		lid springs	42.60	426.00
<div><div><div>Date1/31/18</div><div><div>Code</div><div>243002SD</div></div><div><div>Amount</div><div>1152.90</div></div></div><div><div>Coded By:</div><div>Checked By:</div><div>Cheque No.</div></div></div> <div>Car buy repair</div> <div>24457</div>				

<p>SPECIAL INSTRUCTIONS</p> <p>Interest of 2% per month charged on account over 30 days.</p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p>All claims and returns must be accompanied by this bill.</p> <p>RECEIVED BY</p>	SUBTOTAL	1098.00
	HST / GST	54.90
	PST	
	TOTAL	1152.90

8901

Product 611

THANK YOU

Elsie Kiziak

From: Terry Stefiuk
Sent: January 18, 2019 3:01 PM
To: Elsie Kiziak
Subject: Re: Town Office Plumbing

Castle I guess

Sent from my iPhone

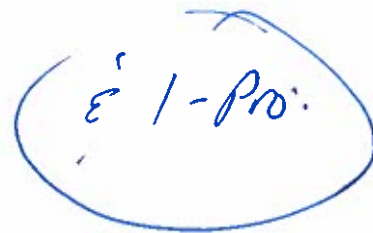
On Jan 18, 2019, at 2:40 PM, Elsie Kiziak <cao@townoftwohills.com> wrote:

Terry,

Who can we ask locally to provide quotes for replacing the waterlines in the Town Office?

Elsie Kiziak, C.A.O.
Town of Two Hills
4712 – 50 Street Box 630
Two Hills, AB T0B 4K0
Phone: 780-657-3395
Fax: 780-657-2158

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.





Damage due to
~~like~~ No snow on the green garbage bin.

estimate Sanction ~~the~~ Summer Season of 2018.

37 L 1st hts padlock plate

where a why all damage is on the 1st which
 is on right side if facing the bin.

→ Pls to do an actual count.

One to draft a letter to Troy

Actual count 78



We have
 changed
 out many
 1145
 approx
 70 lids

Green Truck
 Feb 1/18
 Dec 5/17



St. Paul Education Regional Division No.1

4313 - 48 Avenue, St. Paul, AB T0A 3A3

Ph. 780-645-3323 Fax. 780-645-5789 e-mail: st_paul@sperd.ca

January 17, 2019

Town of Two Hills
P.O. Box 630
Two Hills, AB T0B 4K0

Town of Two Hills

JAN 21 2019

RECEIVED

RE: Removal of municipal and school reserve designation

Further to your letter of January 4, 2019 requesting school board consent for the removal of municipal school reserve designations, I can confirm that our Board has passed a resolution affirming that it is not opposed to this action.

Accordingly, we would agree to the Town of Two Hills removing the MSR designation from the following:

Plan 7922724 Block 5 Lot 1-MSR	0.06 acres
Plan 7922724 Block 1 Lot 19-MSR	0.25 acres
Plan 7922724 Block 1 Lot 2-MSR	0.67 acres
Plan 7922724 Block 2 Lot 3-MSR	0.30 acres

While we see no near future need for additional school sites in Two Hills, we know that it can be challenging to amass sufficient land in smaller municipalities. We would as a result encourage the Town to consider such needs as part of its long range planning.

Please call me at 780-645-3323 if you require any additional information.

Sincerely,

Jean Champagne
Secretary-Treasurer



TOWN OF ELK POINT

Phone: (780)724-3810 Fax: (780)724-2762

E-mail: town@elkpoint.ca

P.O. Box 448
Elk Point, Alberta
T0A 1A0

File No. 19-25

January 28, 2019

Town of Two Hills
4712 – 50 Steet
Box 630
Two Hills, AB
T0B 4K0

ATTENTION: Mayor Leonard Ewanishan

Dear Leonard,

RE: Invitation Elected Officials/Chief Administrative Officer
Roles and Responsibilities Workshop

The Town of Elk Point is hosting a Roles and Responsibilities Workshop facilitated by Municipal Affairs after the Provincial Election.

We would like to invite you and your Council as well as your Chief Administrative Officer to join us in a Roles and Responsibility Workshop for Elected Officials/Chief Administrative Officer in Elk Point.

The date for this session will be determined after the Provincial Election and will be held in Elk Point.

If you are interested please contact via email to executiveassistant@elkpoint.ca or phone 1-780-724-3810 and ask for Courtney.

We look forward to seeing you in Elk Point.

Yours Truly,

Lorne Young
Mayor
Town of Elk Point

LY/cd

C.c Town Council
C.c Chief Administrative Officer, Ken Gwozdz

www.elkpoint.ca

Town of Two Hills

RECEIVED

From: admin@memoirlegacies.ca [<mailto:admin@memoirlegacies.ca>]

Sent: February-07-19 9:29 PM

To: Elsie Kiziak <cao@townoftwohills.com>

Cc: info <info@townoftwohills.com>

Subject: RE: Community Spirit

Hi Elsie,

I have included a couple of ideas below, but I will of course tailor my proposal to the town of Two Hills' needs and desires. Also, I would like to let you know that I have recently heard from a few other towns that there may be federal grants available to cover the costs of a community-heritage project such as this. I have included a link below as well as shared my thoughts regarding your questions. Thank-you again for your consideration.

Desired outcome:

Below are two project ideas that give insight into what I am thinking:

- 1) **Develop a short booklet about what makes Two Hills great.** Using a summary of any existing history books, and interviews with community members, I could write a concise history of the town and design it into a booklet. You could then make the project available to residents or prospective residents who would be otherwise unlikely to appreciate the area's rich history. I have had very positive feedback taking a similar concise approach to writing individual life stories – both interviewees and readers commented how engaging it is to read a compilation of highlights.
- 2) **Updating the history books.** I could conduct a quick review of any existing history books, interview residents, and create a modern volume that marries well into the current set.

The Process:

I will use my current writing process but modify the tools (see attached forms, etc.) slightly. My current writing process is basically to build a detailed table of contents that orders and references all major points of the story, then begin recorded interviews based on the table of contents. After interviewing is complete, I transcribe the recordings, then write and edit a 2 or 3 page portion in two or three styles. The customer chooses the style he or she likes best, then I write and edit the full piece. I have an editing form to guide customers throughout the review process and I also have a checklist (which, again, will be customized to the proposal) that tracks the progress of the project (see page 2 of the attached Job Ticket form). Artwork and images are typically identified throughout the process, digitized and given minor edits, then incorporated after writing is complete. I can then manage the printing process or provide the digital file.

Fees:

I charge between \$30 - \$40 per hour depending on project size. If there is an interest, I would like to have a conversation to determine the scope, then I will submit a detailed proposal. To create a proposal we would need to identify:

- The Town's primary purpose for the project and who the intended audience is,

- Who to interview and their contact information (e.g. successful organizations, businesses, families in the area, etc.),
- A copy of any current history books (digital is preferred for searchability),
- Who on the Town's side will proof the project throughout the editing process.

Potential Grant:

Documentary Heritage Communities: <http://www.bac-lac.gc.ca/eng/services/documentary-heritage-communities-program/Pages/dhcp-portal.aspx>

Please let me know if you would like to speak and I will block off some time to do so. I can also prepare a lengthy excerpt from one of the full life memoirs I have completed.

Thank you,
Jessica Himschoot
780-264-6283



Memoir Legacies
Writing Services

Job Ticket

Customer Contact Information	Name:			
	Email:			
	Phone:			
	Address:			
Product	(Please Circle)	# interviewees	Price	# copies <small>Typically \$15—\$35</small>
	Topical (Baby, Career, Heritage, Legacy, Love [wedding or anniversary], Remembrance, Salvation [Testimony])	(2 hr interview, 28 written pages 5.5" x 8.5")	\$700 CAD + print (separate invoice)	
	Full Life	(20 hrs interview, 4-5 meetings, 250 pages)	\$7,500 CAD + print (separate invoice)	
	Custom		\$	
	Photo design	(# photos, colour or b&w, editing?)	\$35 / hr	
Project Notes	Binding (saddle stitch, saddle stitch lam., or hard cover)			
Interview	Over the Phone or On Location?			
	Dates and Times:			
	Interviewee's Name:			
	Phone:			
	Email:			
Timeline	Promises?			
	1st Draft Deadline:			
	Other:			
Payment	Paid?		Timeline:	
	Notes:			
	<i>Topical memoirs: 100% up front by start of interview</i> <i>Custom & Full Life memoirs: 50% up front by start of first interview</i> <i>Photo editing: invoiced with print order (payments must be complete before project sent to print).</i>			

Memoir Legacies Writing Services

Box 314, Legal, Alberta, T0G1L0; 780.264.6283; admin@memoirlegacies.ca



Workflow

Below is a checklist to guide the internal workflow for each job.

- ☐ Job # assigned and file created, including Job Ticket started
- ☐ Customer called, interview set, confirmation email sent to customer
- ☐ Contract signed and payment received (by end of first interview)
- ☐ Photos labelled and received (for cover and interior) & release signed
- ☐ Interviews complete
- ☐ Transcription complete
- ☐ Writing complete
- ☐ Review & pay contractor (if applicable)
- ☐ Design—cover draft created & interior photos edited & inserted
- ☐ Tone and style edit complete
- ☐ Review & pay contractor (if applicable)
- ☐ Formatting complete
- ☐ *Send draft to customer (incl. cover and editing sheet)
- ☐ RFQ sent to printers (if necessary)
- ☐ Returned from customer
- ☐ *Finishing edits complete and sent to customer (note may require 3 –4 edits for longer projects)
- ☐ *Final invoice sent (remaining project, photo design & printing costs)
- ☐ Customer approval received (must be in writing via email or record call and upload audio file into customer file)
- ☐ Payment verified
- ☐ *Send to printer/binder
- ☐ Release items returned and release signed off.
- ☐ Delivered (confirm with customer if mailed directly)
- ☐ Thank you sent
- ☐ Project review—payment received? Contractors paid? Total time/ job costing reviewed & notes made.





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March 25 - June 20, 2019

2 x 4-day class sessions + online webinars



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First
program
of its kind
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- Explore current thought trends in SMART design and management
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- Enhance your understanding of the issues related to security, open data, and transparency
- Study successful international SMART projects with their creators
- Prepare and submit a report to your senior management detailing a project or initiative that could benefit from the inclusion of SMART principles

Complete Details / Register Today

<http://seec.online/12113>



Schulich
School of Business
Executive Education Centre



9th Annual

Alberta CARE Spring Seminar

February 27th-March 1st

2019

Accommodations

Heritage Inn Hotel and Conference Centre
1101 11th Ave SE, High River, AB
1-403-652-3834

Block of Rooms under "Alberta CARE"



Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

Silent Auction
Going once...
Going twice...

Ends February 28/18 at 8:00 p.m.

Please forward registrations & payment to:

ALBERTA C.A.R.E.

Linda McDonald, Executive Director
5212-49 Street

Leduc, AB T9E 7H5

Toll Free: 1.866.818.CARE (2273)

Fax: 780.980.0232

Email: executivedirector@albertacare.org

Web: www.albertacare.org

9th Annual

Alberta CARE Spring Seminar

February 27th-March 1st

2019

Heritage Inn Hotel and Conference Centre
1101 11th Ave SE, High River, AB
1-403-652-3834



Flood 2013



Recovery 2018



Ramada Inn
1512-13 Avenue SE, High River, AB
1-403-603-3183

**Tuesday,
February 26th**

**Thursday,
February 28th**

**Friday,
March 1st**

10:00 - 4:00 p.m. Pre-Disaster Debris Planning Workshop
Presented by Tom Moore and Jim Lapp
Email executivedirector@albertacare.org
to register

Wednesday, February 27th

9:00-5:00 p.m. Registration and Exhibit Set Up

11:00 a.m. Light Lunch and Refreshments

12:15 p.m. TOURS

- Callber Enviro Paint Recycling Facility
- Regional Landfill
- Largest Salvage Centre
- Recycling Area
- Composting Area

5:00 p.m. COCKTAILS (Cash Bar)

(Buses provided)

6:00 p.m.

Welcoming Remarks from the Mayor
Welcoming Remarks from the Reeve
Welcoming Remarks from the Legislature

6:30 p.m. BUFFET BANQUET

8:00 p.m. Entertainment



7:30 a.m.

Exhibit Viewing & Buffet Breakfast

8:45 a.m.

Welcome – Tom Moore, Chairman, Alberta CARE

9:00 a.m.

Regional Overview
Presented by the Reeve of the MD of Foothills
& the Mayor of the Town of High River

9:45 a.m.

"How Can We Improve in Alberta"
Presented by Joe Angevine, High River Landfill
Manager

10:30 a.m.

COFFEE BREAK

11:00 a.m.

Global Perspective & New Innovations for Plastic
Recycling in Asia
Presented by Grant Harrington, Lethbridge Alberta

NOON

BUFFET LUNCHEON

1:00 p.m.

Alberta Recycling Used Oil and Paint Presentation
Presented by Caroline McAuley and Brad Schultz,
Alberta Recycling

1:45 p.m.

TOUR



• The Bomber Command Museum of Canada
is an Aviation Museum in Nanton, Alberta.
Formerly the Nanton Lancaster Society Museum.
The Lancaster Bomber is the most iconic aircraft.
This site was used as a base for training and for
recycling metal for the war effort.

(Buses provided)

5:00 p.m.

COCKTAILS (Cash Bar)

6:30 p.m.

BUFFET BANQUET

9:00 p.m.

HOSPITALITY EVENING - Hosted by K&K Recycling



Balloon Fest

Seminar Fee \$425.00 Per Person
Register 3 or more Delegates
and receive a....
10% Discount!

**This Conference is Alberta Environment approved
for Continuing Education Units**

**Cancellation Deadline
February 18th**

Printed on 100% Post-Consumer Recycled Paper



ALBERTA Coordinated Action for
Recycling Enterprises (CARE)
1-866-818-2273 Toll Free
1-780-980-8089 Phone

11:30 a.m.

Conference Ends

(Coffee Side Board During Morning Sessions)

7:30 a.m.

Exhibit Viewing & Hot Buffet Breakfast

8:30 a.m.

SAEWA Update
Southern Alberta Energy from Waste Association
presented by Paul Ryan, Vice-Chair

9:15 a.m.

Noise Issues - Consideration of the Design
and Operation of Waste Facilities
Presented by Dan Clayton, SLR Consultant

10:00 a.m.

(a) Landfill Compost Facility Operator
Certification Program
Just released from Alberta Environment
and Parks
Presented by Richard Adjei, Senior Waste
Policy Advisor

(b) Cannabis Waste Management

Presented by Richard Adjei, Senior Waste
Policy Advisor
Alberta Environment and Parks

11:15 a.m.

Closing Remarks
Tom Moore, Chairman, Alberta CARE

Registration Form

ALBERTA CARE Spring Seminar 2019

February 27- March 1st, 2019 Heritage Inn Hotel and Conference Centre
403-652-3834 - Block of Rooms under "Alberta CARE"

Names: _____

Organization: _____

Address: _____

Email Address: _____ Phone: _____

Fax: _____

NO CHARGE FOR WORKSHOP ON TUESDAY, FEB 26TH (at Heritage Inn)

Please indicate the number attending the workshop for Pre-Disaster Debris Management _____

NO CHARGE FOR Spring Seminar TOURS: (pick up at front doors of Heritage)

Please indicate the number attending Wednesday Tour _____

Please indicate the number attending Thursday Tour _____

Sub Total \$ _____

Conference Fee: \$425.00 p.p \$ _____

LESS 10% (if 3 or more attend) \$ _____

GST \$ _____

Spouses or Guests attending meals:

Breakfast Buffet @ \$25.00 p.p. \$ _____

Luncheon @ 30.00 p.p. \$ _____

Buffet @ 60.00 p.p. \$ _____

TOTAL \$ _____

FAX TO: 780-980-0232

MAIL PAYMENT TO: Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5

EMAIL: executivedirector@albertacare.org

Please indicate any food allergies: _____

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

Meeting Date: February 12, 2019	Confidential:	Yes	<input type="checkbox"/>	No	X
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Topic: Minister's Senior Service Awards

Originated By: Elsie Kiziak

Title: C.A.O.

BACKGROUND:

At the last Regular Council meeting Council request that Administration gather more information on nominations for Alberta volunteers and seniors Ministers Service Awards.

Deadline for nominations for Senior Serve Award is February 28, 2019.
2019 Stars of Alberta Volunteer Award nominations will open in the spring of 2019.

DOCUMENTATION ATTACHED:

- 2019 Minister's Senior Service Awards Guidelines (11 pages)
- Overview of 2018 Alberta Star Volunteer Awards (1 page)

DISCUSSION:

Due to amount of work involved, and to separate Town from picking and choosing one individual or organization over another Administration recommends to encourage other organizations within the municipality i.e. Senior Centre for Senior Service Award, or FCSS for Alberta Volunteer Star Awards to nominate individuals or organizations for awards on an annual basis.

If Council wants the Town to nominate an individual or organization, what classification of award is being nominated for (individual nomination, organization nomination, or the Alice Modin Award) and which individual or organization is being nominated?

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

A great way to promote volunteerism in the community.

RECOMMENDED ACTION(S):

Depending on discussions.

CAO – Elsie Kiziak

DISTRIBUTION:

Council: X

Admin: X

Other:

2019 MINISTER'S SENIORS SERVICE AWARDS

Recognizing people
who make a positive
difference in the lives
of Alberta's seniors

Nomination Deadline:
February 28, 2019

www.alberta.ca/ministry-seniors-housing.aspx



Alberta 

2019 Minister's Seniors Service Awards



Message from the Honourable Lori Sigurdson Minister of Seniors and Housing

It is my great pleasure to welcome nominations for the 2019 Minister's Seniors Service Awards.

For more than two decades, these awards have recognized individuals and organizations that volunteer time and energy to support seniors and communities.

These exceptional Albertans volunteer countless hours to take on big projects and little tasks to support seniors. Each one means so much, from completing tax returns or teaching computer skills to seniors. It's making the extra effort to ensure a room is decorated just so for a big birthday party or getting up extra

early to whip up a hearty breakfast for dozens – or hundreds – of hungry folks.

All of these thoughtful gestures and kind acts matter in building a community. It is important for us to recognize and say thank you to those who dedicate their time and talents to improve the lives of seniors.

In 2017, we introduced the Alice Modin Award. Alice Modin started a campaign to launch seniors' day in Strathcona County about 30 years ago. This paved the way for a province-wide Seniors' Week. The Award honours a senior who has provided long-term volunteer service to their community, promotes volunteerism, or whose volunteer efforts have had a provincial impact.

Please take the time to nominate a person or organization for the Minister's Seniors Service Awards. Nominees will be recognized at community celebrations held all over the province in the summer. We will recognize the award recipients at a special awards ceremony in the fall.

Thank you to all volunteers who help seniors. You make a difference in the lives of seniors.

Lori Sigurdson
Minister, Seniors and Housing
MLA, Edmonton-Riverview

2019 Minister's Seniors Service Awards

General Information:

The Minister's Seniors Service Awards recognize individuals and organizations who volunteer to support seniors in Alberta.

There are three award categories:

1. Individual
2. Organization
3. Alice Modin Award

Please review the criteria under each category, complete the appropriate form and provide it along with the rest of your nomination package.

Please note the following:

- Only one nomination form is required per nominee;
- The nominee **must** sign the nomination form. Without consent, the nominee cannot be considered for this award;
- Nominations may include photographs, newsletters, certificates and other supporting materials. Any materials provided will become the property of Alberta Seniors and Housing and will not be returned; and
- All supporting documents should be provided in English or provide an English translation.



Seniors and Housing Minister Lori Sigurdson, Alice Modin Award recipient Mr. Gregory Steiner and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.

1. Individual Nomination

Criteria

The nominee must be an Alberta resident of any age, including those 65 years or older, who provides volunteer services to seniors in Alberta. Couples may be nominated in the individual category.

Summary of Volunteer Activities

Provide a summary of volunteer activities to capture all of the volunteer work the nominee does with seniors. Please include:

- Where the individual volunteers;
- The type of volunteer work (e.g. driving, home maintenance services, entertainment, etc.);
- The number of volunteer hours (can be weekly, monthly or yearly);
- Who has benefited from the service (e.g. individual seniors, the community, dementia patients, etc.);
- The number of seniors served through the volunteer service (if applicable); and
- Additional information or details such as descriptions of the work and any other relevant information.

Please consider providing this information in a table format, like the one below as an example.

Letters of Support

(Two to five letters are recommended)

Letters of support are the best way to demonstrate the impact of the volunteer's work with seniors.

These letters should:

- Be written by those benefiting directly from the volunteer service provided by the nominee, or written by someone with detailed knowledge of the nominee's volunteer service;
- Provide details of the volunteer service and include, if possible, how often the volunteer provides this service (if not already included in a summary of volunteer activities); and
- Outline how seniors benefit from the service provided.

SAMPLE SUMMARY OF VOLUNTEER ACTIVITIES

Volunteer service provided	Where	Service provided to	Number of seniors served	Number of volunteer hours	Additional information/details
Bingo caller	Seniors Center	Members at centre	30	3 hours/week. Total of 468 hours since 2014	
Drive seniors to medical appointments		Seniors	4	20 hours/month since 1998	

2. Organization Nomination

Criteria

An Alberta organization that:

- Is not for profit; and
- Relies on volunteers to support seniors.

Nominations must include a summary of organization information, letters of support, and a nomination form signed by the board chair, executive director, or president.

Summary of Organization Information

To ensure your nomination is as detailed as possible, include a summary with the following information (if applicable):

- Date (year) the organization was established;
- Organization purpose or mission statement;
- Number of staff;
- Number of volunteers;
- How volunteers within the organization support seniors;
- The number of seniors that benefit from the services the organization provides;
- List of services/programs/events provided by the organization, including a description of each, frequency, and how long the service has been provided; and
- Special initiatives or projects, including a description.

Letters of Support

(Two to five letters are recommended)

Letters of support are the best way to demonstrate the impact of the organization's service to seniors.

Letters of support should be written by someone with detailed knowledge of the organization's programs and services or someone benefiting from the services. Letters of support can include information outlined in the organization summary.



Seniors and Housing Minister Lori Sigurdson, Kathleen Nakagawa, Betty Sewall and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.

3. The Alice Modin Award

In 1985, Strathcona County resident, Alice Modin, lobbied county council to declare an annual seniors' day. Alice's work was pivotal in creating a week-long celebration, first recognized as Seniors' Week by the Government of Alberta in 1986.

Alice was a strong advocate for seniors, passionate about local history, and a consummate community volunteer. She volunteered at the Mannville Five Point Women's Institute and the Sherwood Oaks Senior Citizens' Association. Alice's hard-working nature was an asset for soldiers during the second world war, when she and other women prepared gift boxes to send to local soldiers.

In 1999, Alice received the Minister's Seniors Service Award in recognition of her outstanding volunteer service in support of seniors. In 2011, she was recognized by the International Women's Day committee in Strathcona County for making a difference in her community.

Alice passed away in 2014. In recognition of Alice's contributions to Alberta through the establishment of Seniors' Week, and her long-standing volunteer and charitable efforts in her community, the Alice Modin Award was introduced as a new category of the Minister's Seniors Service Awards in 2017.

Criteria

An individual Albertan or couple who:

- Is 65 years of age or older and has been volunteering in their community for 20 or more years;
- Actively promotes volunteerism amongst seniors; and/or
- Has had a provincial impact on seniors through their volunteer efforts.

Summary of Volunteer Activities

Provide a summary of volunteer activities to capture all of the community volunteer work of the nominee. Please include:

- Where the individual volunteers;
- The type of volunteer work (e.g. meal delivery, music lessons);
- How long they have been volunteering; and
- Who has benefited from the service (e.g. seniors, youth, the community).

SAMPLE SUMMARY OF VOLUNTEER ACTIVITIES

Volunteer service provided and where	Service provided to	Number of years volunteering	Additional information
<i>Coordinate seniors to volunteer at boys and girls club</i>	<i>Community at large, youth</i>	<i>Since 1978</i>	

Letters of Support

Letters of support are the best way to demonstrate the impact of the volunteer's work. These letters should:

- Be written by those who benefited directly from the volunteer service or someone with detailed knowledge of the volunteer service; and
- Provide details of the volunteer service and the positive impact on the community.

2019 Minister's Seniors Service Awards

Nomination Form

☐ Individual ☐ Organization ☐ Alice Modin

☐ Mr. ☐ Ms. ☐ Mrs. _____ Other _____ Organization: _____

First: _____ Last: _____

Home Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

The personal information collected on this form is collected under s. 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will only be used and disclosed to determine the Nominee's suitability and eligibility to receive the Minister's Seniors Service Award and for other reasonably related administrative purposes in accordance with the FOIP Act. If I am selected for an award, I hereby freely consent to the disclosure, as the Ministry deems appropriate, of my name, address, phone number, and any information provided as part of this nomination package, to interested parties including the media for interviews, stories and follow up.

*I hereby give permission to the **Government of Alberta** to use my material (photograph, video, name or quotation) without any compensation to me. I understand this material will be used in communication and materials about **Government of Alberta** programs and services and they will be distributed to the public through a variety of means, including printed and electronic communications. All government communications where this material will appear shall constitute the property of the **Government of Alberta**, solely and completely.*

I understand that the material may be used by or licensed to other public bodies and private companies for use in materials in promoting the province of Alberta.

*I waive all moral rights, claims, and objections arising from the use of this material, worldwide and in perpetuity, in favour of the **Government of Alberta**, its agents, employees, and contractors.*

If I have questions regarding my consent or the use of my information, I can contact Communications with Alberta Seniors and Housing by phone at, 780-644-5678, or by mail at 44 Capital Blvd, Third Floor, Edmonton, AB T5J 3S7.

Alberta Seniors and Housing collects personal information about the Minister's Seniors Service Award nominees pursuant to section 33(c) of the FOIP Act. The information collected will be used for the purposes of administering the Minister's Seniors Service Awards program and promoting the program and its related events. The information may be disclosed to MLAs, and the media. Questions regarding the collection and use of personal information for the 2019 Minister's Seniors Service Awards Program may be addressed to the Director of Communications by telephone at 780-644-5678 or by mail at Communications Director, Communications, Seniors and Housing, 3rd Floor 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB T5J 5E6.

☐ *I consent to this nomination, and authorize the collection and use of personal information about me that may be submitted from individual nominators and meet all the requirements listed under "Eligibility". I further understand that by consenting to the nomination, my personal information may be used by Alberta Seniors and Housing for promoting the Minister's Seniors Services Awards Program as outlined above.*

Signature _____ Date _____

Nomination Deadline: February 28, 2019
Please ensure consent box is checked prior to submitting form.

2019 Minister's Seniors Service Awards

Nominator Information

(The person who would be the best contact to answer questions about the nominee or the nomination package.)

☐ Mr. ☐ Mrs. ☐ Ms. Other: _____

Name: _____

Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

Alberta Seniors and Housing collects personal information about the Minister's Seniors Service Award Program nominators pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act. The information collected will be used for the purposes of administering the Minister's Seniors Service Awards program and promoting the program and its related events. The information may be disclosed to MLAs, and the media may use excerpts from recommendations to promote the awards program. Nominators should be aware the nominee has the right to access all documents about him or her which are in the custody of the awards program. Questions regarding the collection and use of personal information for the 2019 Minister's Seniors Service Awards Program may be addressed to the Director of Communications by telephone at 780-644-5678 or by mail at Communications Director, Communications, Seniors and Housing, 3rd Floor, 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB T5J 5E6.

Signature _____ Date _____

Evaluation of Nominations

A Nomination Review Committee, selected by the Minister of Seniors and Housing, will evaluate submissions using the following considerations as a guide. Nominees do not need to satisfy all considerations to be eligible for an award.

EVALUATION CONSIDERATIONS	
NEED	There is a need for the volunteer service provided within the community.
IMPACT	The volunteer service provided affects seniors directly and improves the quality of their lives. Alice Modin Award: benefit to the community as a whole.
FOCUS	Volunteer work involves a specialized skill, talent or expertise.
DIVERSITY	The nomination demonstrates a wide variety of volunteer activities.
LEADERSHIP	The nominee demonstrates leadership through planning, organizing or initiating a new project or program for the benefit of seniors.
ORIGINALITY	The volunteer service provided is unique and demonstrates thoughtfulness of senior's needs.
VOLUNTEER TIME	Individuals: The number of volunteer hours is noteworthy. Organization: Number of programs/services/events that involve volunteers.

Selection of Recipients

The Nomination Review Committee evaluates the submissions and recommends a list of award recipients to the Minister of Seniors and Housing. The Minister selects the award recipients.

Information about nominees and recipients will be released to the media and posted on www.seniors-housing.alberta.ca.

Nominees will be invited to attend community recognition celebrations in the summer.

Award recipients will be notified in summer 2018 and honoured at a special event in the fall.



Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta and Seniors and Housing Minister Lori Sigurdson with the 2018 Minister's Seniors Service Award recipients and Members of the Legislative Assembly.

2019 Minister's Seniors Service Awards

Checklist

Please ensure that your nomination package is complete.

The nomination:

- ☐ Demonstrates how the nominee provides volunteer service for the benefit of seniors.
- ☐ Includes a summary of volunteer activities.
- ☐ Includes letters of support (two to five are recommended).
- ☐ Is legible in English, or has English translation provided.
- ☐ Includes a completed Nominee Form that provides the name and address of the nominee, a checked consent box and is signed by the nominee.
- ☐ Includes a completed and signed Nominator Form.

Submissions

Forward complete nomination packages to:

By mail or courier:

Minister's Seniors Service Awards
Alberta Seniors and Housing
6th floor
Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 3S2

Questions?

Email your questions to
seniorsinformation@gov.ab.ca

Deadline

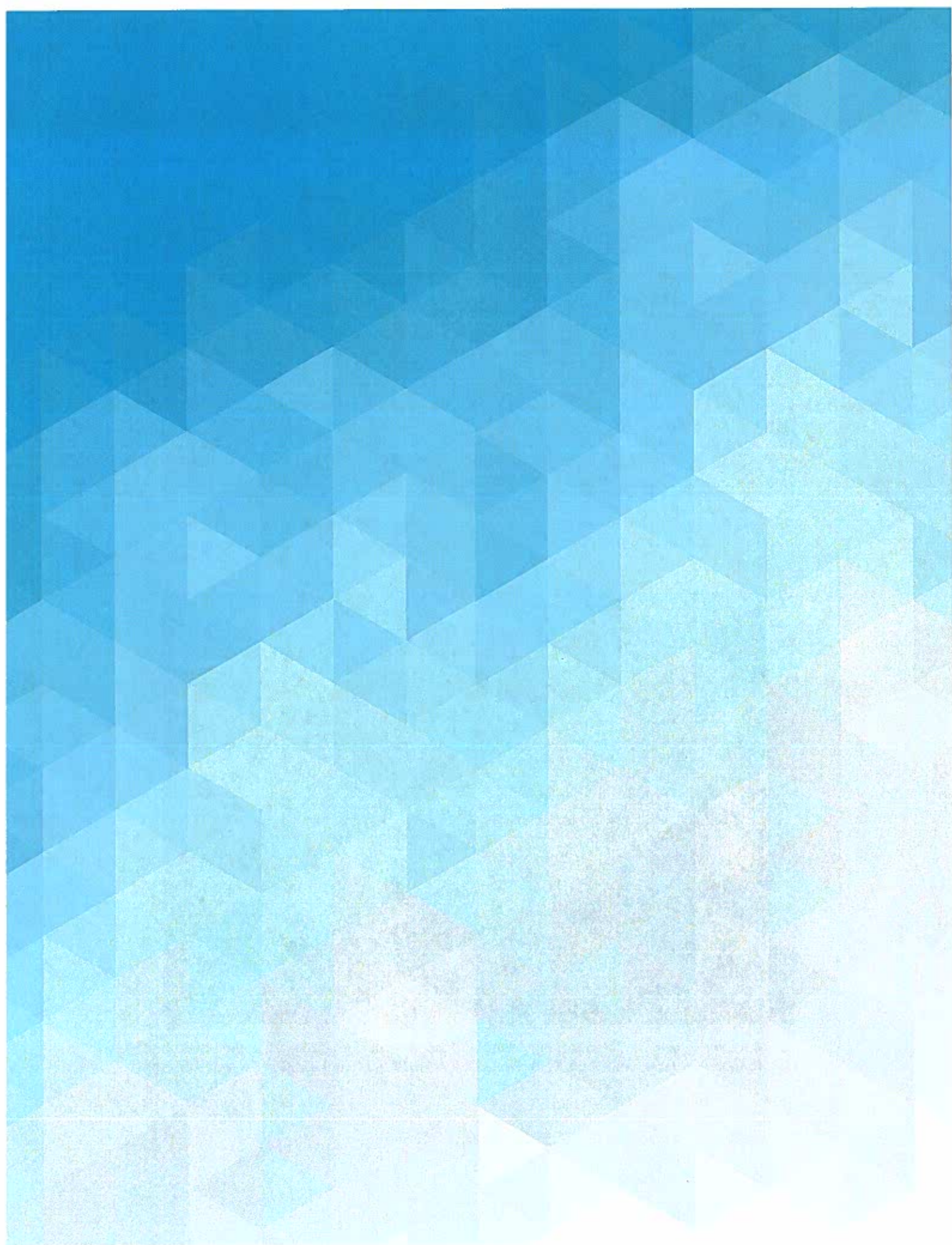
To be considered, a complete nomination package must be received by **February 28, 2019**.



Seniors and Housing Minister Lori Sigurdson, Individual Award recipient Waqar Manzoor and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.



Seniors and Housing Minister Lori Sigurdson, Individual Award recipient Mr. James Swift and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.



Overview

The **Stars of Alberta Volunteer Awards** recognize extraordinary Albertans whose volunteer efforts have contributed to the well-being of their community and fellow community members.

Six awards are presented annually on or around International Volunteer Day, December 5. Two awards are given in each of the following 3 categories:

- Youth
- Adult
- Senior

Eligibility

Albertans are eligible for a Stars of Alberta Volunteer Award if they:

- exemplify the spirit of community service
- demonstrate exemplary initiative, leadership and creativity in their service to others
- serve as a role model for others in their community
- inspire others to engage in volunteer service
- improve the overall quality of life of fellow Albertans and community as a whole

How to nominate someone

To nominate someone for the 2019 Stars of Alberta Volunteer Awards, you must include the following:

- completed nomination form signed by the nominee and the nominator
- letter of Nomination submitted by the nominator (a cover letter for your nomination submission provided in a separate attachment)
- completed Critical Information (detailed responses to the points 1-8 provided in a separate attachment).
- completed list of references

2018 recipients

- Emma Moore – nominated by a Town Councillor
- Sophia Qaderi – nominated by a Student Councilor, MacEwan University
- Dr. Irehobhude O. Iyioha - nominated by Pro Bono Law Alberta
- Glori Medrum – nominated by Little Warriors
- Allan Macaulay – nominate by a Manger of Parks/Recreation & Culture/and Community Economic Development, and a Community Development Facilitator/and Economic Development, both from the Town of Devon
- Joyce Sydnes – nominated by Director of Legislative Services from the MD of Peace

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

Meeting Date: February 12, 2019	Confidential:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> X
--	----------------------	---	-----------------------------	---------------------------------------

Topic: Retention of professional health practitioners
--

Originated By: Leonard L. Ewanishan	Title: Mayor
--	---------------------

BACKGROUND:

Mayor L. L. Ewanishan is requesting Council's consideration to have the discussion of the Dr. Incentive Program to be expanded to include professional health practitioners revisited at the next Joint Municipalities Meeting.

At the last Joint Municipalities Meeting, the group discussed expanding the Dr. Incentive Program however there was consensus for the current program to remain status quo. There was a comment during the discussion that maybe someone could request the health association to provide the request and statistics.

DOCUMENTATION ATTACHED:

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:
--

N/A

RECOMMENDED ACTION(S):

Depending on discussions.

CAO – Elsie Kiziak	
---------------------------	--

DISTRIBUTION:	Council: X	Admin: X	Other:
----------------------	-------------------	-----------------	---------------

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

Meeting Date: February 12, 2019	Confidential:	Yes		No	X
Topic: Community Grant Application – Ukrainian Dancers – Zabava					
Originated By: Elsie Kiziak		Title:	C.A.O.		
BACKGROUND:					

The Two Hills Ukrainian Dancers will be celebrating 50 years. This season they will be hosting a Zabava and is requesting the Town to support the event.

DOCUMENTATION ATTACHED:

- Policy 2018-01 Community Grants and Donations (3 pages)
- Community Grant Application – Two Hills Ukrainian Dancers (1 page)
- Letter from Two Hills Ukrainian Dancers (1 page)

DISCUSSION:

2019 Budget balance = \$1,700

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

To donate _____ (monetary amount or silent auction or door prize) to the Two Hills Ukrainian Dancers organization for their Zabava event to celebrate their 50th year.

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.



STANDARDS:

1. Community grant applications are accepted throughout the year from Eligible Groups and must be accompanied with a written letter outlining the purpose of the request, how it will support, enhance or provide improved quality of life or safety for community members or promote the Two Hills community as a whole.
2. Community grant applications will not be considered from Ineligible Groups.
3. Applications are considered on a first come, first served basis as long as funds remain within the budget year.
4. Applications are to be submitted a minimum of twenty-eight (28) days before the event to which they apply.
5. Applications may be considered outside the twenty- eight (28) day time period only under exceptional circumstances.
6. Applications will not be accepted for assistance for individuals or groups to attend or participate in conferences or events outside of Two Hills.

SUPPORT LEVELS

1. Events that target audiences of 50 or less, will be eligible to request a grant of up to \$200.00.
2. Events that target audiences of 51 or more, will be eligible to request a grant of up to \$500.00.
3. Applications for donation items for silent auctions will be considered (max. monetary value up to \$50.00) provided that the event which the silent auction is to be held, meets the criteria to be considered as a community initiative and has not been awarded Community Grant funding.

OTHER MATTERS

1. If an event is cancelled, authorization for funding shall be automatically voided without the need of a motion of Council and any funds issued, or silent auction items provided, shall be returned to the municipality and may be reallocated in support of other community initiatives.
2. Funds should be utilized for eligible expense only.
3. Organizations shall be limited to one successful grant application, and one successful silent auction item request for a second separate event per calendar year.
4. Applicants must acknowledge Two Hills' contribution in all publicity relating to the event or activity which the application supports.



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.





P.O. Box 891
Two Hills, AB
T0B 4K0

Bltaemo,

The Two Hills Ukrainian Dancers will be celebrating 50 years of bringing the joy of Ukrainian Culture and Folk Dance to our community. We are proud to offer an activity which promotes physical health, culture, music, art and dance within our small town. Our club currently has dancers ranging from four years young to the young at heart.

This dance season, Two Hills Ukrainian Dancers, will be hosting a Zabava to celebrate our past 50 years. In case you may be wondering Zabava, which can be translated as "fun" from Ukrainian, is a party with great food, music and of course dancing. Our Zabava will be hosted on Saturday February 23, 2019 at the Centennial Hall in Two Hills. The evening will consist of performances by our own members and professional group ***Cheremosh***. There will be fine ukrainian dining, an evening dance with ***Millenia*** and of course everyone's favorite, the Kolomeyka!

We ask that you would consider supporting this event with either a monetary, raffle, silent auction or door prize donation. Your support is key to our success, in throwing the best celebration we can. We also hope that you would consider attending so that you may enjoy the festivities and celebrate 50 years with us.

If you have any questions regarding this event, our club or to purchase tickets please feel free to contact , Heather @ 780-603-1460, Sheryl @ 780-603-3614, Celina @ 780-208-1974 or Chelsea @ 780-603-3483.

Warm Regards,

Two Hills Ukrainian Dancers

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

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

Topic: Community Grant Application – Parent Link – Family Day

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

BACKGROUND:

Parent Link Centre of Two Hills is hosting a Family Day event on February 18, 2019. They are requesting support for the amount up to \$500.

DOCUMENTATION ATTACHED:

- Policy 2018-01 Community Grants and Donations (3 pages)
- Community Grant Application – Parent Link (1 page)

DISCUSSION:

2019 Budget balance = \$1,700; and depending on decision of previous agenda item.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

To donate _____ (monetary amount) to the Two Hills Parent Link for their Family Day event on February 18, 2019.

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

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LEONARD L. EWANISHAN, MAYOR

ELSIE KIZIAK, C.A.O.



Community Grant Application

1. Application / Organization:

Name of group/organization: Parent Link Centre
Mailing address: Box 687 Two Hills AB T0B4K0
Contact person: Aliya Khan
Phone number: 780-603-1498
E-mail address: twohillspkc@gmail.com
Type of group: ☐ Registered Non-profit society or charity
☒ Non-Profit community group/organization
Date of event: Feb. 18 / 2019
Location of Event: Geleta Park / Centennial Hall
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



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

Meeting Date: February 12, 2019	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/> X
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Topic: Library Board Member – Re-appointment

Originated By: Gerren Saskiw	Title: Councillor
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BACKGROUND:

Councillor G. Saskiw, the appointed representative on the Library Board, is bringing forward a request to re-appoint Suzanne Musgrave to the Library Board for another 3 year term.

DOCUMENTATION ATTACHED:

DISCUSSION:

Board appointments are made by the recommendations of the Board to Council. As per legislation, Council must make appointments to the Library Board.

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

To re-appoint Suzanne Musgrave for a 3 year term to the Two Hills (Alice Melnyk) Public Library Board.

CAO – Elsie Kiziak	
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DISTRIBUTION:	Council: X	Admin: X	Other:
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Town of Two Hills Councillor Report

Date: Feb.12/2019

Economic Development Committee (EDC)

Jan 29/2019

Finalized plans for EDC breakfast

Will be doing a survey at the breakfast to get more info for future initiatives from businesses.

Discussion took place regarding a town face book page.

Looking at potential of offering flights out of the airport for transporting parts, equipment and people.

GROW ARENA GROUP

Feb 5/2019

Meeting was 30% feedback meeting

Design has been locked down at this time

Looking to have the same elevator as the Rec Center

Group is going over final Interior finishes

Discussion took place about the kitchen as the group wants this area renovated also

Bar asked if the Arena has reports and maintenance records for the fire suppression system and fan for the kitchen. Admin is looking into this.

Looks at having demolition to begin as early as April 1.

Discussion took place regarding use of the arena ice area during construction, Bar will be looking into this for the next meeting.

Next meeting should be a final set of drawings.

HUB - Regional Economic Development

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Regional Landfill Committee

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Tourism (Alberta Lakeland and Kalyna Country) - Alternate

--

Vermilion River Watershed Management - Alternate

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Veterans Memorial Highway Committee

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Extra Notes

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