

AGENDA
TOWN OF TWO HILLS
May 10, 2022
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 April 26, 2022
 - b) Special Council Meeting Minutes of April 29, 2022
4. DELEGATION
5. OPEN FORUM
6. ADMINISTRATIVE REPORTS
 - a) Public Works Report
 - b) Chief Administrative Officer Report
7. CORRESPONDENCE
8. OLD BUSINESS
 - a) Public Works Equipment Upgrade Fee
9. NEW BUSINESS
 - a) Public Works Week Proclamation
 - b) Development Officer
 - c) Bylaw Officer
10. COUNCIL MEMBER REPORTS
11. NEXT MEETINGS
 - a) Regular Council Meeting Tuesday April 26, 2022 7:00 p.m.
12. CLOSED SESSION
 - a) FOIPP Act, Sections 17 and 29
13. ADJOURNMENT



TOWN OF TWO HILLS
Minutes of the Regular Meeting of Council for the Town of Two Hills
Held April 26, 2022, at 7:00 P.M. in Council Chambers (live streamed)



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor K. Thompson, Councillor M. Tarkowski, Councillor A. Romaniuk, Councillor S. Rajoo, Interim CAO A. Clark, Public Works Supervisor T. Stefiuk, C.F.O. D. Boutin, Accounts Clerk T. Parent

MISSING: C.A.O. G. Saskiw

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

ADOPTION OF AGENDA:

2022-098 **MOVED** by Deputy Mayor K. Thompson to accept the agenda as presented.

CARRIED

ADOPTION OF MEETING MINUTES:

2022-099 **MOVED** by Councillor S. Rajoo to accept the regular Council Meeting Minutes of April 12, 2022 with the correction to motion 2022-093.

CARRIED

2022-100 **MOVED** by Councillor M. Tarkowski to accept the special Council Meeting Minutes of April 21, 2022 as presented.

CARRIED

DELEGATION: Hailey Mills came in front of council with a request for funding in the amount of \$4000, as she feels that the Town was negligent in care for the roads this winter causing her to lose control and damage her vehicle.

OPEN FORUM: There was one question in regards to kids stunting around Town on dirt bikes & ATVs. The resident wondered if this is something the Town would deal with or bring forward to RCMP. Council noted that Administration would reach out and ask if there is more that can be done as well as reminded that all residents to report any behavior they feel is reckless or dangerous.

ADMINISTRATIVE REPORTS:

Public Works Report

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



2022-101 **MOVED** by Councillor A. Romaniuk 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.

2022-102 **MOVED** by Deputy Mayor K. Thompson that the Chief Financial Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

Chief Administrative Officer Report

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

2022-103 **MOVED** by Deputy Mayor K. Thompson that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

2022-104 **MOVED** by Councillor S. Rajoo that the correspondence be acknowledged as presented and filed.

CARRIED

COUNCILLOR REPORTS:

2022-105 **MOVED** by Councillor A. Romaniuk to accept the councillor reports as presented and filed.

CARRIED

CLOSED SESSION:

2022-106 **MOVED** by Mayor L. L. Ewanishan to go into closed session at 7:46 PM.

CARRIED

2022-107 **MOVED** by Mayor L. L. Ewanishan to come out of closed session at 8:30 PM.

CARRIED

2022-108 **MOVED** by Mayor L. L. Ewanishan to regretfully deny the request for funding in the amount of \$4700.

CARRIED

2022-109 **MOVED** by Mayor L. L. Ewanishan to compensate the Interim C.A.O. \$45/hr and further to approve overtime hours as necessary.

CARRIED



NEXT MEETING:

Regular Council Meeting Tuesday May 10, 2022 at 7 P.M.

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 8:33 PM.

LEONARD L. EWANISHAN, MAYOR

AVA CLARK, INTERIM C.A.O.



TOWN OF TWO HILLS
Minutes of the Special Meeting of Council for the Town of Two Hills
held on April 29th, 2022 at 3:30 PM.



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor K. Thompson, Councillor M. Tarkowski, Councillor A. Romaniuk, Councillor S. Rajoo

CALL TO ORDER: Mayor L. L. Ewanishan called to order the Special Council Meeting at 3:30 P.M. on Friday April 29, 2022, having all Council members in attendance and sign the Special Meeting Waiver.

AGENDA ITEMS: Special Meeting Purpose - Personnel Issue

CLOSED SESSION:

2022-110 MOVED by Mayor L. L. Ewanishan to conclude the employment of Chief Administrative Officer Gerren Saskiw and to revoke his appointment as Chief Administrative Officer effective immediately April 29, 2022. A recorded vote was requested.

For: Mayor L. Ewanishan, Councillor M. Tarkowski, Councillor A. Romaniuk, Councillor S. Rajoo.

Against: Deputy Mayor K. Thompson.

CARRIED

2022-111 MOVED by Mayor L. L. Ewanishan to appoint Ava Clark as the Interim Chief Administrative Officer.

CARRIED

ADJOURNMENT:

Mayor L. L. Ewanishan adjourned the meeting at 4:20 P.M.

LEONARD L. EWANISHAN, MAYOR

AVA CLARK, INTERIM C.A.O.

OPEN FORUM

(Council Procedural Bylaw, Amendment Bylaw 2014-949)

Preamble: Welcome. Town Council is providing an opportunity for the general public to individually address Council on any topic relevant to municipal government for a period not to exceed 2 minutes per person to a maximum of 20 minutes combined. Information presented to Council may or not be acted on and will not be debated unless there is a majority vote to do so. The Open Forum is not a means of expressing insults, accusations or making any personal attacks on any member of Council or Staff. Any person who starts insulting or making accusations or attacks on any member of Council, Council as a Whole, or any Staff member will be kindly asked to remove themselves from Council Chambers. Once again, welcome.

Division 3 - Open Forums

- 11.1 Individual members of the public who constitute the audience are to be provided an opportunity as part of the meeting to address the Council on any topic relevant to municipal government for a period of time not to exceed two (2) minutes per person. The intent of which is to provide residents an opportunity to address Council.
- 11.2 The information or comments heard may or may not be actioned by the Council. After a person has spoken, any Councillor may, through the Mayor or other presiding officer, ask that person or the Chief Administrative Officer relevant questions but may not debate the matter or the answers.
- 11.3 Actions by Council may only be 1) receiving the information without debate; 2) referred without debate to a Standing Committee or the Chief Administrative Officer for a report; or 3) debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.

Notes:

Roads / Sidewalks

- a) Grade back alleys as required
- b) Grade industrial road
- c) Continue road sweeping
- d) Sweep gravel off grass along 55 Ave and back alley on the south side of highway
- e) Fill potholes
- f) Fill water line repair trench

Water/Wastewater

- a) The town experienced two power disruptions since last report - all systems good
- b) 2 bacti samples failed to process within 24hrs - additional sample taken to ensure compliance
- c) Pumphouse and Lift station housekeeping
- d) Continue to monitor pressure and flow rates
- e) Orientate new ACE operator at Reservoir pumphouse
- f) Check barrel fill as per social media inquiry - working in normal capacity
- g) Month end reporting
- h) Annual service of Natural gas engine at Reservoir pumphouse (PEAK)
- i) New meter install as per request
- j) Engine driven pump test at Reservoir pumphouse

Other

- a) Install new brushes on loader sweeper
- b) Sweep gravel off of sidewalks
- c) Pick garbage along 55 Ave, 51 St and south side of highway 45
- d) Install new air dryer on the street sweeper
- e) Remove snow fence from the back alley north side of 50A Ave
- f) Complete all service requests

Note: Public Works continues to use Covid 19 Best Practices and Standard Procedures when dealing with the public and during property entry for the performance of Water / Wastewater duties.



1. **Chronicle Building Demolition:** Samples have been taken to EHSp in Edmonton for asbestos testing before demolition is to begin. The turnaround time is approximately 1-3 business days, we should hear back shortly.
2. **Water Meters:** We are still waiting to hear back about the software fix, once we have that system in place meter installs will begin.
3. **Hall HVAC System:** May be able to work with ATCO & Nordic to make this project work for us this year. Updates to be provided on Monday at the budget meeting.
4. **Extension Request:** We received a Financial Reporting Extension for 2021 until June 30th.

Please see attached CAO Action Tracker for council requests!

Correspondence Listing
Council Meeting of May 10, 2022



1. St. Paul Education Regional Division No.1: Board meeting highlights updating council on school changes, capital projects, finances, and correspondence.
2. Two Hills F.C.S.S.: Thank you card from the board for volunteering.





ASCA Annual Conference: April 22, 23 and 24, 2022 is the Annual Conference being held virtually this year. While no parents have come forward with interest to participate, Trustee Anderson will attend on behalf of the Board.

AP 131 Inclement Weather Policy: After a request to look at our current policy to amend in regards to wind chill, the transportation department conducted an internal review with bus drivers and recommends that the current policy remain unchanged.

Policy 12 Amendments: The Board of Trustees reviewed a number of revisions and updates including an evaluation schedule for the Superintendent and criteria for their evaluation.

Audit Committee: Secretary-Treasurer Champagne advised that following public advertising, no applications were received for two public members to sit on the audit committee. The Board will continue to seek two community members with a financial background for the committee.

ASBA SGM: The Board has committed to engaging in the upcoming meeting on June 6 and 7, 2022. This is hybrid event with possible in person being held in Red Deer, AB

Policy 16 & 17 Review: The Board of Trustees reviewed Policy 16 Recruitment and Selection of Personnel and Policy 17, Student Transportation Services as part of their regular review. In regards to Policy 16, a parent requested a review of the current procedure for hiring of a Principal or Assistant Principal. It was requested that a parent be part of the selection process. Trustees reviewed a chart of information in regards to what similar size school divisions do in this regard. Trustees discussed ideas to engage parent feedback on Administrative hires such as having the school Parent Council provide feedback on the ideal candidate profile for employment ad before it is posted. Trustees want to ensure that the voice of parent feedback is the one that represents the entire school community. An amendment to clause 6 of Policy 16 was passed.

2022-2023 School Fees: Trustees reviewed and approved a number of proposed school fees for the upcoming 2022-2023 school year. Fees include such items as any CTS and Home Ec costs for materials, sports fees, lock rental fees and costs of field trips.

ACSA/COSC Engagement:

ASBA Zone 2 / 3: Trustee Wiebe provided his report. Some highlights of note are: an upcoming meeting in Saskatoon from July 6 to 8, 2022 in regards to innovations in Indigenous Education, Honouring Spirit Indigenous Student Awards, upcoming fact sheets to be developed in regards to charter schools and a Financial Literacy Initiative for jr and sr high students..

ACSTA: Trustee Anderson announced that a new Executive Director Eldon Wyant has been hired. Third annual GRACE summit will be held May 3 in Calgary. May 23-27 is Catholic Education Week. Wear blue on World Catholic Education Day on May 26, 2022.

Rural Caucus: Trustee Rajoo and Trustee Smyl attended the meeting held on March 31, 2022. Trustee Rajoo reported on her session regarding transportation, learning loss, the new curriculum, and charter schools.

ASCA/COSC Engagement: Thank you to the COSC committee for helping with the Racette Parent Council session held last Thursday evening. There are two more workshops that could be accessed in the upcoming months for any interested School Councils.

Trustee Attendance Schedule: Trustees reported on their past and upcoming schedules. Many of the Trustees attended the Rural Education conference.

Superintendent's Report

AP 311 Adverse Weather Conditions at the School Level: At the request of a current staff member, Administration was asked to review the base temperature and wind chill factor of AP 311 as there has been an increased number of inside recess days. The Admin Council agrees that while we wish to encourage as much outside time as possible, they were unanimous in keeping the AP as it is.

Staffing for the 2022/23 School Year: Overall projections indicate that our enrollment will drop by 91 students. Initial staffing discussion have begun to create a school profile. Employment ads will be forthcoming.

Edwin Parr Award: Lisa Ference, a first year teacher with Glen Avon School was named a finalist for an Edwin Parr award, which recognizes outstanding first year teachers. Ms. Ference will be participating in an interview process along with other finalists. A celebration recognizing the winners will take place on May 14, 2022.

Other important dates:

April 19 - Creating welcoming, caring, inclusive, safe and respectful environments, Dr. Sheelah McClean will be leading a PD about cultural safety. There will also be CPR and Opioid training sessions for Grade 10 Physical Education teachers. This instructor level training in CPR and AED will enable your teachers to update their knowledge and teach the Heartsaver level A or Compression-Only CPR WITH Opioids Overdose Response to their students.

April 20 - The Board of Trustees will be conducting site tours at the schools within the town of St. Paul.

April 27 - Administrative Professionals' Day



May 2-6 - Education Week: Learning is a Journey

May 2 - Bus Driver Appreciation Day. Thank you for all you do to get our kids to school safely every day.

May 9 - Support Staff Appreciation Day. We thank all our valuable support staff for the important work they do in our schools.

May 2 - 8 - Mental Health Week. Our division will be organizing and participating in a mental health walk during that week.

May 23-27 - Catholic Education Week. Wear blue on World Catholic Education Day will be celebrated on Wednesday,

May 26 - World Catholic Education Day - Wear blue!.

Financial Report

Insurance update: St. Paul Education received a rebate of \$103 000 from the Alberta School Board Insurance Exchange (ASBIE) as part of the equity return due to the windup of the reciprocal.

ASEBP Benefit Provider Fee Increase: Division benefit rates are expected to increase by 10.8% next year. The increase is due to health services inflation and we can expect an increase next year as well. This increase could be as much as \$500,000 over the two years.

Budget Discussion: A budget planning meeting was set for April 20, 2022. Rising inflation is a concern as revenues remain flat.

Information/Correspondence

Curriculum Update: On April 13, 2022, an announcement from Minister LaGrange was made in regards to release of the finalized curriculum and some additional resources are being released on New.LearnAlberta.ca. Kindergarten to Grade 3 ELA Teachers and PE and Wellness Teachers across the division have begun the process of unpacking the new curriculum in a series of professional development opportunities. There will be more meeting dates and additional Professional Development to come to get ready for Fall 2022.

Diploma Exams: Diploma Exams are going ahead as scheduled in April and June but the weighting has been lowered to 10% of a student's final mark.

ASCA Concerns: School council chairs emails have been requested by Alberta Education in order to gather information. ASCA wants to remind Council Chairs they may unsubscribe if desired.

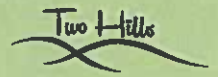
Curriculum Implementation Concerns: The Board reviewed several letters from other school divisions in regards to the postponement of the new K-3 English Language Arts and Math, and K-6 Physical Education and Wellness curriculum.

Honouring Spirit: Indigenous Student Awards: St. Paul School Division had 31 students nominated for an Honouring Spirit: Indigenous Student award for the 2021-22 school year. Students who were nominated will be recognized at the division level in a ceremony later this spring.

Bill 70: This Bill protects health care workers from any legal implications with regards to the pandemic but the education system does not have the same protection.

AP 513 Flag Protocol: Changes to this AP were reviewed with the board. Changes stemmed from a request by Ashmont School to have a Treaty 6 Flag at their school site.

TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: May 10, 2022 Confidential: Yes ☐ No ☒ X

Topic: Public Works Equipment Upgrade Fee

Originated By: Ava Clark

Title: Interim CAO

BACKGROUND:

Public Works is in need of some new equipment and Council would like to discuss the addition of a Public Works Equipment Fee upgrade being added to each water bill.

DOCUMENTATION ATTACHED:

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

To add an equipment fee of _____ to the water bill to begin on _____ 2022.

Ava Clark Interim C.A.O.

Ava Clark

DISTRIBUTION: Council: X



TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: May 10, 2022	Confidential:	Yes	No	X
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Topic: Public Works Week Proclamation

Originated By: Ava Clark

Title: Interim CAO

BACKGROUND:

National Public Works Week runs May 15th to 21st across North America. More than 29,000 members in the U.S. and Canada use this week to energize and educate the public on the importance of public works to their daily lives: planning, building, managing and operating at the heart of their local communities to improve everyday quality of life.

DOCUMENTATION ATTACHED:

Proclamation

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

Proclaim May 15th to 21st 2022 public works week in the Town of Two Hills.

Ava Clark Interim C.A.O.

Ava Clark

DISTRIBUTION:

Council: X





Proclamation

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Alberta; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Alberta to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

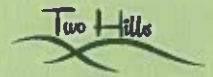
WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, Leonard Ewanishan, Mayor of the Town of Two Hills in the province of Alberta, do hereby designate the week May 15 - 21, 2022 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of The Town of Two Hills, DONE at the Town of Two Hills, Alberta this 10th day of May 2022.

Mayor Leonard Ewanishan

TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: May 10, 2022	Confidential:	Yes		No	X
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Topic: Development Officer

Originated By: Ava Clark

Title: Interim CAO

BACKGROUND:

In order to approve/deny permit requests a Development Officer needs to be appointed.

DOCUMENTATION ATTACHED:

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

To appoint Ava Clark as the Development Authority for the Town of Two Hills.

Ava Clark Interim C.A.O.

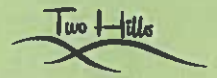
Ava Clark

DISTRIBUTION:

Council: X



TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: May 10, 2022	Confidential:	Yes	No	X
Topic: Bylaw Officer				
Originated By: Ava Clark	Title:	Interim CAO		
BACKGROUND:				
To enforce the Towns bylaws a bylaw officer must be appointed				
DOCUMENTATION ATTACHED:				
DISCUSSION:				
Prior the Town Foreman was appointed in the interim.				
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:				
RECOMMENDED ACTION(S):				
Depends on discussions.				
Ava Clark Interim C.A.O.	<i>Ava Clark</i>			
DISTRIBUTION:	Council: X			





Date: _may 5th 2022

Alice Melnyk Public Library

Next meeting may 11th

NLLS

Fire Department

Fire Chief has asked for clarification on Junior firefighter insurance. Waiting for a response from AUMA

Eagle Hill Foundation - Alternate

Tourism GO EAST - Alternate

Have rounded up community members to attend a Canada Day committee meeting to be held on May 6th at fellowship church 7pm.

- Canada Day grant was not applied for and deadline is past

-will have more to say on the matter after the meeting, but as of time of this report planning is still in early stages.

Sports Activities Council (S.A.C.)- Alternate

Other



Town of Two Hills Councillor Report

Councillor Arnold Romaniuk

Date: May 10 2022

Airport Commission - Alternate

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Tourism: Go East

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Two Hills Improvement Committee (THIC)

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Family Community Services (FCSS) - Alternate

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Vermilion River Watershed Management

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Extra Notes

A C E Water Shareholders Annual Update and Construction Update.
Construction from Two Hills to Duvernay and Myrnam to Derwent.
Approval of Board of Directors. Audit report was approved.