



AGENDA
TOWN OF TWO HILLS
November 25, 2025
6:30 P.M.

Regular Council Meeting

- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) ADOPTION OF MINUTES
 - a) Minutes from October 28, 2025 Meeting
 - b) Minutes from October 28, 2025 Organizational Meeting
- 4) DELEGATION - none
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
 - a) Public Works Report
 - b) CFO Report
 - c) EDO Report
 - d) CAO Report
- 7) CORRESPONDENCE
- 8) OLD BUSINESS - none
- 9) BYLAWS & POLICIES
 - a) Policy 2025-02 Respectful Behaviour
 - b) Policy 2011-05 Elected Officials Remuneration
- 10) NEW BUSINESS
 - a) MCCAC-Energy Improvement Grant
 - b) FCSS Funding Agreement
 - c) NSWA 24-25 Membership Renewal
 - d) Catalis Subscription Renewal
 - e) Christmas Office Hours
 - f) Two Hills Improvement Committee
 - g) ACP Grant - Asset Management
 - h) Legal Seminars
 - i) ACP Grant - Land Use
 - j) NRED - Town Application
- 11) COUNCIL MEMBER REPORTS
- 12) NEXT MEETINGS - Tuesday, December 9, 2025, at 6:30 pm
- 13) CLOSED SESSION
- 14) ADJOURNMENT

TOWN OF TWO HILLS

Minutes of the Organizational Meeting of Council for the Town of Two Hills held October 28, 2025 at 6:00 P.M. in the Two Hills Town Council Chambers.

CALL TO ORDER:

C.A.O Adam Kozakiewicz called the Organizational Council Meeting of October 28, 2025 to order at 6:00 P.M.

PRESENT: Michael Tarkowski, Cody Dyck, Marvin Patel, Abram Hiebert, Henry Wall, Chief Administrative Officer Adam Kozakiewicz, Municipal Clerk Cindy Boyd, Chief Financial Officer Sheila Lupul, and Public Works Foreman Terry Stefiuk

OATH OF OFFICE:

Michael Tarkowski was sworn in as Mayor.

6:05 P.M Mayor Michael Tarkowski assumed the Chair.

6:06 P.M Cody Dyck was sworn as Councillor.

Marvin Patel was sworn as Councillor.

Abram Hiebert was sworn as Councillor.

Henry Wall was sworn as Councillor.

DEPUTY MAYOR ROTATION:

At the first organizational meeting following the general municipal election a Resolution is to be placed before Council for the appointment and election of the Deputy Mayor. This Resolution will establish that the Deputy Mayor serves at the pleasure of Council and can be removed without reason or cause by a majority vote. The election of Deputy Mayor will be according to a rotational system whereby all Councillors are granted an opportunity to serve in that capacity.

6:15 P.M Cody Dyck was sworn as Deputy Mayor.

APPOINTMENT OF SUBDIVISION AUTHORITY:

Bylaw 95-735 "The Subdivision Authority shall consist of one (1) person appointed by resolution of Council...for a term of one (1) year and may be reappointed upon expiry of the term at the pleasure of Council".

2025-312 **MOVED** by Councillor M. Patel to reappoint Jane Dauphinee, of Municipal Planning Services, to be the Subdivision Authority for the Town of Two Hills.

CARRIED

APPOINTMENT OF SUBDIVISION APPEAL BOARD CLERK:

Municipal Government Act 627.1(1) states "a council that establishes a subdivision and development appeal board must appoint...must authorize the appointment of, one or more clerks of the subdivision and development appeal board."

2025-313 **MOVED** by Deputy Mayor C. Dyck to appoint Danielle Williams to be the Subdivision Appeal Board Clerk for the Town of Two Hills.

CARRIED

APPOINTMENT OF BYLAW ENFORCEMENT AUTHORITY:

Municipal Government Act s. 556 requires a Council to, by bylaw, designate a Bylaw Enforcement position Supervised by the CAO. The Bylaw shall establish powers and duties, disciplinary procedures, penalties and appeal processes applicable to its Bylaw Enforcement Officers
Bylaw 2013-929 States; Council may appoint one or more Bylaw Enforcement Officers and shall hold a term of office at the pleasure of Council.

2025-314 **MOVED** by Councillor H. Wall to appoint Wayne Nyback of Rural Bylaw Services, Terry Stefiuk and Sheila Lupul as Bylaw Enforcement Authority for the Town of Two Hills.

CARRIED

APPOINTMENT OF ELECTED OFFICIALS TO COMMITTEES/BOARDS:

Review of Policies Related to Boards and Committees

Council was provided copies of Policies 2011-03 and 2011-04 that outline the parameters of boards and committees for their review.

2025-315 **MOVED** by Councillor M. Patel to declare Policy 2011-03 Appointment of Elected Officials as reviewed.

CARRIED

2025-316 **MOVED** by Deputy Mayor C. Dyck to declare Policy 2011-04 Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees as reviewed.

CARRIED

Appointments of Elected Officials to Committee/Boards

Discussed and mutually agreed upon appointments to Committees and Boards:

Name	Member	Member	Alternate
ACE Water Corporation	Michael Tarkowski	Only 1 required	
Airport Commission	Cody Dyck	Abram Heibert	Not Required
Alice Melnyk Library Board	Marvin Patel	Only 1 required	Not Required
Adult Learning Committee	Marvin Patel	Only 1 required	Henry Wall
Budget/ Bylaw/ Policy	All Council		
Eagle Hill Foundation	Henry Wall	Only 1 required	Michael Tarkowski
EDC- Lakeland/Go East	Cody Dyck	Only 1 required	Henry Wall
Emergency Management	All Council		
FCSS-Family & Community Support Services	Henry Wall	Only 1 required	Cody Dyck
Alberta HUB- Regional Ec. Dev. Alliance	Michael Tarkowski	Only 1 required	Henry Wall
Space Education Centre	Henry Wall	Allen Saylor Appointed as Member at Large	
NAAGO-NE AB Alliance for Growth & Opportunity	Michael Tarkowski	Only 1 required	Cody Dyck
NLLS-Northern Lights Library System	Marvin Patel	Only 1 required	Henry Wall
NSWA-North Sask Watershed Alliance	Abram Heibert	Only 1 required	Not Required
REDC-Regional Ec. Dev. Committee	Cody Dyck	Henry Wall	Not Required
Regional Landfill Commission	Abram Heibert	Only 1 required	Cody Dyck
RPAP-Rural Physician Action Plan	Marvin Patel	Only 1 required	Cody Dyck
SAC-Sports Activity Council	Cody Dyck	Only 1 required	Abram Heibert
THIC-Two Hills Improvement Committee	volunteer		
Two Hills Fire Dept.	Henry Wall	Only 1 required	Marvin Patel
VMHA-Veterans Memorial Highway Committee	Abram Heibert	Only 1 required	Marvin Patel

2025-317 **MOVED** by Councillor M. Patel to accept the Committee/Boards appointments as discussed and mutually agreed upon.

CARRIED

APPOINTMENT OF AUDITOR:

As per Municipal Government Act R.S.A. 2000, c. M-26, Section 280(1) "Each Council must appoint one or more auditors for the municipality. John Beale, of Beale Accounting Ltd., was the Town auditor for many years. John Beale has retired and Nelson Ncube has taken over his clients and is the only local accounting firm.

2025-318 **MOVED** by Councillor A. Hiebert to appoint Ncube & Landry as the auditor for the 2026 fiscal year.

CARRIED

APPOINTMENT OF LEGAL TEAM:

Annually council is to appoint a legal team to represent the Town when needed. Past years, the Town has appointed three firms in Edmonton specializing in municipal matters as the legal team for the Town.

2025-319 **MOVED** by Councillor H. Wall to appoint Brownlee LLP, Reynolds Mirth Richards & Farmer LLP and Alberta Counsel as the Town of Two Hills legal team.

CARRIED

APPOINTMENT OF ENGINEERING FIRM:

Annually council is to appoint an engineering firm to represent the Town when needed and in past years has used MPE engineers of Edmonton.

2025-320 **MOVED** by Deputy Mayor C. Dyck to appoint MPE Engineers as the Town of Two Hills Engineering representatives.

CARRIED

REVIEW OF POLICY 2011-05 ELECTED OFFICIALS REMUNERATION AND EXPENSE:

To be reviewed annually at the Organizational meeting as per section 4 under Procedures.

2025-321 **MOVED** by Councillor H. Wall to adopt Policy 2011-05 Elected Officials Remuneration and Expense as reviewed.

REVIEW OF POLICY 2011 - 05 COUNCIL BENEFITS:

To be reviewed annually at the Organizational meeting.

2025-322 **MOVED** by Councillor M. Patel to adopt Policy 2011-01 Council Benefits as reviewed.

CARRIED

REVIEW OF POLICY 2012-02 MILEAGE FOR COUNCIL, STAFF AND APPOINTED MEMBERS:

Usually reviewed annually at the Organizational meeting.

2025-323 **MOVED** by Councillor A. Hiebert to declare Policy 2012-02 Mileage for Council, Staff and Appointed Members as reviewed.

CARRIED

ADJOURNMENT:

With all items on the agenda having been addressed, Mayor M. Tarkowski adjourned the Organizational Meeting at 6:34 P.M.

M. Tarkowski, Mayor

A. Kozakiewicz, C.A.O.

TOWN OF TWO HILLS



Minutes of the Regular Meeting of Council for the Town of Two Hills held on October 28, 2025, at 6:00 PM in Council Chambers

Regular Council Meeting

PRESENT: Mayor M. Tarkowski; Deputy Mayor C. Dyck; Councillor M. Patel;
Councillor A. Hiebert; Councillor H. Wall; CAO A. Kozakiewicz;
CFO S. Lupul; PW T. Stefiuk; MC C. Boyd

CALL TO ORDER: Mayor M. Tarkowski called the Regular Town Council Meeting to
order at 6:40 PM.

ADOPTION OF AGENDA:

2025-324 MOVED by Deputy Mayor C. Dyck to accept the
agenda as presented.

CARRIED

ADOPTION OF MEETING MINUTES:

2025-325 MOVED by Mayor M. Tarkowski to accept the minutes of the
Regular Council Meeting minutes held on October 16, 2025.

CARRIED

DELEGATION: None

OPEN FORUM: 1 Reporter, 2 residents in gallery observed meeting

ADMISITRATIVE REPORTS:

The Administrative Reports were provided to council in advance for their
review.

2025-326 MOVED by Deputy Mayor C. Dyck that the Administration Reports be
acknowledged and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

2025-327 MOVED by H. Wall that the Correspondence be acknowledged
and incorporated into the minutes.

CARRIED

OLD BUSINESS: None

7:05pm T. Stefiuk left Council Chambers

BYLAWS & POLICIES: Policy 2025-1060 Town Council Procedural Bylaw replaces
Bylaw 2025-1058 and outlines 2025-2026 Meeting Times and
Processes.

2025-328 MOVED by Deputy Mayor C. Dyck to give Bylaw 2025-1060 first reading this 28th day of October, 2025.

CARRIED

2025-329 MOVED by Councillor M. Patel to give Bylaw 2025-1060 second reading this 28th day of October, 2025.

CARRIED

2025-330 MOVED by Councillor A. Heibert to give unanimous consent to have Bylaw 2025-1060 read the third and final time this 28th day of October, 2025.

UNANIMOUSLY CARRIED

2025-331 MOVED by Councillor H. Wall to give third and final reading to BYLAW 2025-1060 Procedure and the Transacting of Business.

CARRIED

NEW BUSINESS:

2025-332 MOVED by M. Patel to approve the purchase of cable protection system for the EV Charging System from reserves.

CARRIED

2025-333 MOVED by Deputy Mayor C. Dyck to approve the payment of the 2025 Sports Activity Council Deficit of \$75,847.44 on Nov 23, 2025.

CARRIED

2025-334 MOVED by Councillor A. Heibert that council participate in Assessment 101 training on January 14, 2025 from 6:30pm to 8:00pm and to be hosted in the Town Council Chambers.

CARRIED

COUNCIL REPORTS: None

NEXT MEETINGS: Regular Council Meeting November 25, 2025 6:30pm

CLOSED SESSION:

2025-335 MOVED by Mayor M. Tarkowski that Council move the meeting into closed session at 7:57pm.

CARRIED

8:40pm Councillor C. Dyck left Council Chambers

8:44pm Councillor C. Dyck returned to Council Chambers

2025-336 MOVED by Mayor M. Tarkowski that Council move the meeting out of closed session at 8:51pm.

CARRIED

ADJOURNMENT:

2025-337 Moved by Mayor M. Tarkowski to adjourn the meeting at 8:51 pm.

Mayor M. Tarkowski

CAO A. Kowakiewicz



Open Forum

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 may 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

- Grade Industrial Road
- Grade and gravel back alleys
- Grade 50 Ave between 1st and 52nd St
- Grade snow off 46 Ave, 53 Ave, 46 St
- Apply beet juice to the roads where icy conditions develop
- Sweep and apply sidewalk salt to all town sidewalks and pads
- Fill major pot holes and pack them with small cat packer

Other

- Service JD Sweeper, GMC Salt Spreader, Grader and Loader
- Service manlift for Christmas Light install on Friday Nov 21/2025
- Remove Hydraulic Cylinder from the Bobcat Minihoe and send it for repair to Controle Flow in Edmonton
- Install the snow fence along 52nd Ave on North Side between 51st and 52nd St on the East side of 51st St at the old railway in Hewey's Park on the East side
- Pound in pipes for a gate and fence on the south east side at the new shop
- Repair the sewer line at 4606 54th Ave
- Clean the Sewar line at 4906 52nd Ave
- Complete all Service Requests

Wastewater Report

- Drained the lagoon (2 weeks)
- Annual flushing of sewer lines
- Sewer Camera residential sanitary lines
- Peak came and serviced the generator
- Still going on check the flows
- Cleaned out lift station

Water

- Pass inspection at the reservoir
- Peak came and serviced generator
- Continue to monitor pressure & flow
- Hydrant flush is done
- Shut water off to RV Dump
- Still doing Random sampling
- BAC T 's are only on Tuesday's
- Clean out PRV Vault every 3 months
- Complete all requests

Town of Two Hills
Reconciliation Statement November 2025

Net Balance at October 31, 2025	\$36,541.57
Plus Deposits	\$530,947.21
Sub Total	\$567,488.78
Minus Disbursements (including transfers)	\$523,545.15
Closing Balance	\$43,943.63

Summary of Town of Two Hills Accounts

ATB Financial	Description of Accounts	
General #24	Main Account	\$43,943.63
Notice Account 90 Day	Auction Holding	\$10,140.79
Savings Account #478	County Grant Account	\$216.78
Savings Account #578	Interest Bearing	\$9.57
Savings Account #178	Last Post Committee	\$3,053.86
Bill Payments #27	Deposit Only Account	\$27,958.93
Savings Account #30	ACE Debenture Account	\$50,112.75
TOTAL ATB		\$135,436.31
Revolving Loan - out of \$985,000.00		\$985,000.00
		\$0.00
		\$985,000.00

Vision Credit Union	Description of Accounts	
	Two Hills Improvement Committee	\$ 1,023.72
	Canada Day	\$ 8,171.99

Comments:

CHEQUE REGISTER
ATB 24 GENERAL
CHEQUES FROM 33435 TO 33462

Number	Issued	Amount	Amount
0000033435	10/14/2025	OFFICE & PUBLIC WORKS SUPPLIES	239.92
0000033436	10/14/2025	SIGNS	2,157.75
0000033437	10/16/2025	CONTRACTOR FEES	2,708.00
0000033438	10/22/2025	TWO HILLS SCHOOL TECH AWARD	100.00
0000033439	10/22/2025	TWO HILLS SCHOOL TECH AWARD	100.00
0000033440	10/22/2025	Q4 PAYMENT	16,758.92
0000033442	10/28/2025	LINE LOCATING	324.56
0000033443	10/28/2025	MUNICIPAL ELECTION FEES	796.25
0000033444	10/28/2025	MUNICIPAL ELECTION FEES	796.25
0000033445	10/28/2025	WATER SUPPLIES	68.20
0000033446	10/28/2025	DOWNTOWN REVITALIZATION 2025	3,344.81
0000033447	11/05/2025	SAC 2025 DEFICIT	75,847.00
0000033448	11/06/2025	FLAT REPAIR	36.75
0000033449	11/06/2025	EXPLORE TWO HILLS TOURISM & TRADESHOW	4,725.00
0000033450	11/06/2025	EDA MEMBERSHIP	309.75
0000033451	11/06/2025	ARENA ALARM MONITORING	462.00
0000033452	11/06/2025	SIDEWALKS	247,402.14
0000033453	11/06/2025	LEGAL	669.90
0000033454	11/06/2025	RMA MEMBERSHIP	261.45
0000033455	11/06/2025	COUNCIL, OFFICE, PW & ELECTION SUPPLIES	218.06
0000033456	11/06/2025	SIGNS	5,176.50
0000033457	11/10/2025	OCTOBER 2025 ADVERTISING	495.00
0000033458	11/17/2025	SIGNS	624.85
0000033459	11/17/2025	TRUCK MAINTENANCE	292.55
0000033460	11/17/2025	LIFT STATION MAINTENANCE	719.88
0000033461	11/17/2025	FREIGHT	39.68
0000033462	11/17/2025	CENTENNIAL HALL MANAGEMENT FEE NOV 2025	2,625.00
Total Issued (27):			\$367,300.17
Total Voided (0):			
Grand Total:			\$367,300.17

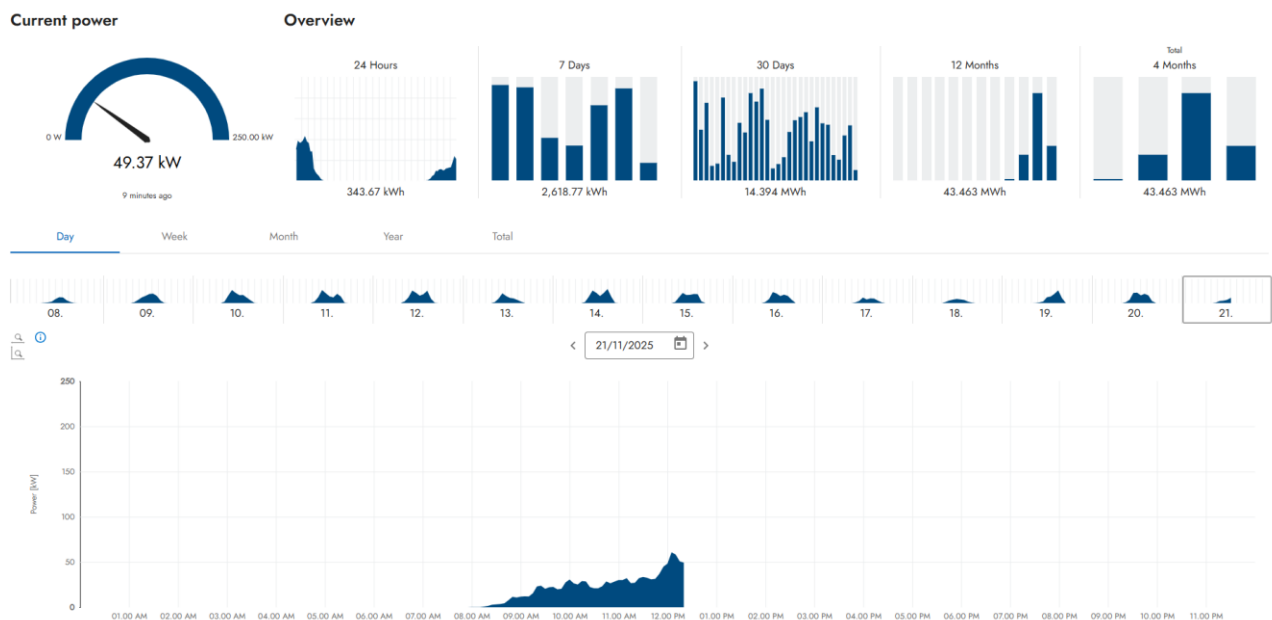
**TWO HILLS
ECONOMIC DEVELOPMENT & TOURISM**

Date: Nov, 2025

SCOP grant projects were completed in October
Coop Community Spaces Market square project is progressing but work will soon be stopped for winter and restart in spring – grand opening date to be determined.
Applied for and received grant for annual Remembrance Day Service – Facilitated Remembrance Day service at Centennial Hall. Service was well attended with approximately 120 people in attendance
Construction will be starting on the new UFA farm store soon, the old feed shed has been removed
The regional chamber information session had to be cancelled due to scheduling conflicts with the guest speakers
Martins Auto received funding through the Downtown business frontage program for their improvements to the garage frontage
A new business has opened on main street at the former Nifty Thrifty location and will be taking advantage of the frontage program in the new year
Met with Alberta Gov. Regional EC Dev specialist in regards to potential NRED grant opportunities
Attended AAIP meeting in regards to substantial upcoming changes to the Rural Renewal Stream
Annual review of Yolo nomads marketing – although on the surface the Yolo marketing seems to have good reach, I don't believe it is reaching the demographic we are trying to attract and can see no tangible results on investment- I recommend not renewing for 2026
New Business incubator – see attached
Two Hills Signs installed new illuminated signage at Arena as per sponsorship package
Attended DMO meeting – new regional Travel Alberta representative for Lakeland Region
Attended Go East AGM – Two Hills Bike Week will be pilot project for Go East online booking portal in 2026
Completed the Community Economic Resilience Course put on by the EDA (core course needed in the CEDTraining program)
Endorsed a new worker for on the LMIA program to relocate a graphic designer and sign tech from location in St. Albert to Two Hills.
Working on HGTV Hometown Takeover application for 2026 submission
Prepared packages for new council in regards to committees
Prepared and submitted a new business opportunity prospectus to an established business west of Edmonton and received a commitment to assist in opening a Two Hills location
Researched Legacy Fund grant for 100th anniversary in 2027 – will need to be applied for by early spring of 2026

1. Attended at RMA meeting with RCMP. Planning is beginning on new detachment for 2030 build (provided funding remains the same).
2. NRED application completed
3. NRED grant for the Village of Myrnam for two years 300,000 to create a Regional Economic Development \$37500.00 per year for County and Town (\$75000) for two years (\$150000) is complete just need the support letters from County and Town.
4. SMA solar plant made 43000 kwh and \$.10 that is \$4300.00 but that is not the full story as it reduced our peak demand

Energy and power - PV



5. Working with MCCAC on new grants.
6. Federal government came with some new grants more to come soon
7. We are invited to participate in a ACP Pilot Asset management grant 600K to 1Million at 25%Town-County/75% Province



Correspondence Listing

November 25, 2025

1. **RCMP 3rd QTR Report & Stats** – Quarterly report from Cpl K. Nicholls, Acting Detachment Commander
2. **Alice Melnyk Public Library Report** – Library usage numbers from September and October.
3. **Two Hills Remembrance Day Committee** – Letter to S.A.C.
4. **Northern Lights Library Board** – Intro to the board
5. **Alberta Treasury Loans Officer** – Notice of Deadline for Municipal Lending
6. **NE Alberta HUB** – Meeting Minutes



DATE: November 12, 2025

Adam KOZAKEWICZ
Chief Administrative Officer (CAO)
Two Hills, AB

Dear Adam,

Please find attached the quarterly Community Policing Report covering the period from July 1st to September 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Two Hills Detachment.

In the past few months, Alberta RCMP has observed significant changes to our senior management team that I want to highlight in this quarter's update. In addition to our new Commanding Officer, Deputy Commissioner Trevor Daroux, we are pleased to welcome a new Criminal Operations Officer, Assistant Commissioner Wayne Nichols. Since entering his new role, the Commanding Officer and other members of the senior management team have been taking time to meet with community and elected officials throughout the province. The team is also looking forward to meeting with representatives from several communities during the upcoming meetings at Alberta Municipalities and Rural Municipalities of Alberta convention this November.

Deputy Commissioner Daroux is focused on prioritizing meeting opportunities between the senior management team and all communities that we serve. These meetings serve as an opportunity to further strengthen our relationship and allow us the chance to listen to the needs and concerns of our communities. If you are interested in meeting with our senior management team, please do not hesitate to reach out so that we can coordinate a time that is convenient for you.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any other questions or concerns.

Best regards,

CPL K. NICHOLLS
A/Detachment Commander
Two Hills RCMP Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Two Hills

Detachment Commander

CPL K. NICHOLLS

Report Date

November 5, 2025

Fiscal Year

2025-26

Quarter

Q2 (July - September)

Community Priorities

Priority #1: Reduce property crime**Updates and Comments:**

B&E at down and at 15 to date and on target to be well below our target number of 80. We executed a SW after tracking an air tag on stolen property. We also purchased a trail cam and placed it in a high-risk location.

Priority #2: Crime Reduction**Updates and Comments:**

We have attended multiple community events (Andrew Rural Crime Watch, Myrnam, Andrew, Hairy Hills, Two Hills Schools, Two hills Town Council Meeting. We are providing education on crime prevention and awareness. I also attended a seminar on internet safety to the students and parents of the Two Hills School. We are on track to meet our goals of 12 events

Priority #3: Enhanced Road Safety**Updates and Comments:**

We have written 70 violation tickets and issued 17 provincial sanctions for impaired driving. Members are conducting proactive traffic stops on regular basis. This has had a positive effect on reducing injury collisions in the Two Hills area. We are on track to meet or exceed our targeted goals of 20 impaired investigations.

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA



Royal Canadian Mounted Police
Gendarmerie royale du Canada

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Canada



Community Consultations

Consultation #1

Date	Meeting Type
September 24, 2025	Community Connection
Topics Discussed	
Internet Safety Talk	
Notes/Comments:	
Members attended the Two Hills Schools and took part in an internet safety education put on by SAFERON. Members supported the speaker and re-emphasised the safety need from the police perspective. Members remained after to speak with the students to build rapport and answer further questions.	

Consultation #2

Date	Meeting Type
September 30, 2025	Community Connection
Topics Discussed	
Veterans Supper	
Notes/Comments:	
Commander attended a veteran's supper in Edmonton. The CO of K Div and other dignitaries were present.	

Consultation #3

Date	Meeting Type
September 23, 2025	Meeting with Stakeholders
Topics Discussed	
Two Hills Council Meeting	
Notes/Comments:	
A/Det Commander attended the Two Hills Town Council meeting. Discussion on the direction of the detachment and current state.	





Consultation #4

Date	Meeting Type
October 11, 2025	Community Connection
Topics Discussed	
Attend Andrew Garlic Festival	
Notes/Comments:	
A/Det Commander attended an annual Garlic Festival. Member led the parade and then attended the festival to meet and greet with the community.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	6	5	1	0
Detachment Support	2	2	0	0

Notes:

1. Data extracted on September 29, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the six established positions, five officers are currently working. There is one officer on Medical leave. There is no hard vacancy at this time.

Detachment Support: Of the two established positions, three resources are currently working with none on special leave. There is one resource that is Surplus to Establishment. There is no hard vacancy at this time.





Two Hills Provincial Detachment Crime Statistics (Actual) July - September: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	1	N/A	N/A	0.2
Sexual Assaults		1	0	0	2	4	300%	100%	0.8
Other Sexual Offences		0	1	0	1	5	N/A	400%	1.0
Assault		6	13	15	18	13	117%	-28%	1.9
Kidnapping/Hostage/Abduction		0	2	0	0	0	N/A	N/A	-0.2
Extortion		0	2	0	0	0	N/A	N/A	-0.2
Criminal Harassment		1	5	6	6	9	800%	50%	1.7
Uttering Threats		3	6	7	11	13	333%	18%	2.5
TOTAL PERSONS		11	29	28	38	45	309%	18%	7.7
Break & Enter		18	14	25	30	17	-6%	-43%	1.4
Theft of Motor Vehicle		5	27	12	13	6	20%	-54%	-1.2
Theft Over \$5,000		5	8	5	4	7	40%	75%	0.0
Theft Under \$5,000		11	26	20	22	6	-45%	-73%	-1.4
Possn Stn Goods		2	7	7	7	2	0%	-71%	0.0
Fraud		12	10	13	10	10	-17%	0%	-0.4
Arson		0	1	0	0	1	N/A	N/A	0.1
Mischief - Damage To Property		15	11	19	20	28	87%	40%	3.5
Mischief - Other		1	0	2	8	10	900%	25%	2.6
TOTAL PROPERTY		69	104	103	114	87	26%	-24%	4.6
Offensive Weapons		2	3	5	2	1	-50%	-50%	-0.3
Disturbing the peace		7	1	4	3	1	-86%	-67%	-1.0
Fail to Comply & Breaches		12	6	2	7	6	-50%	-14%	-1.1
OTHER CRIMINAL CODE		2	8	1	8	5	150%	-38%	0.6
TOTAL OTHER CRIMINAL CODE		23	18	12	20	13	-43%	-35%	-1.8
TOTAL CRIMINAL CODE		103	151	143	172	145	41%	-16%	10.5



Two Hills Provincial Detachment
Crime Statistics (Actual)
July - September: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	1	0	3	0	-100%	-100%	0.0
Drug Enforcement - Trafficking		1	0	1	1	1	0%	0%	0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		2	1	1	4	1	-50%	-75%	0.1
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	0	2	0	0	-100%	N/A	-0.4
TOTAL FEDERAL		4	1	3	4	1	-75%	-75%	-0.3
Liquor Act		2	2	0	0	0	-100%	N/A	-0.6
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		4	16	35	41	31	675%	-24%	7.9
Other Provincial Stats		38	22	19	19	30	-21%	58%	-1.9
Total Provincial Stats		44	40	54	60	61	39%	2%	5.4
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		6	1	2	0	1	-83%	N/A	-1.1
Total Municipal		7	1	2	0	1	-86%	N/A	-1.3
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		8	8	8	7	3	-63%	-57%	-1.1
Property Damage MVC (Reportable)		41	35	38	35	32	-22%	-9%	-1.8
Property Damage MVC (Non Reportable)		8	5	4	5	7	-13%	40%	-0.2
TOTAL MVC		57	48	50	47	42	-26%	-11%	-3.1
Roadside Suspension - Alcohol (Prov)		6	6	3	2	1	-83%	-50%	-1.4
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		409	308	208	140	117	-71%	-16%	-75.2
Other Traffic		2	2	1	1	0	-100%	-100%	-0.5
Criminal Code Traffic		12	14	8	4	5	-58%	25%	-2.4
Common Police Activities									
False Alarms		6	4	8	11	4	-33%	-64%	0.3
False/Abandoned 911 Call and 911 Act		7	8	4	15	8	14%	-47%	0.9
Suspicious Person/Vehicle/Property		41	35	36	41	34	-17%	-17%	-0.8
Persons Reported Missing		1	1	3	0	1	0%	N/A	-0.1
Search Warrants		0	0	2	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		4	6	13	24	26	550%	8%	6.2
Form 10 (MHA) (Reported)		0	0	3	7	6	N/A	-14%	1.9



Council Report

Here are the numbers for September and October 2025. Last year's numbers are included for comparison where available. Please distribute to council members. Any questions, please ask. If there is something else you would like me to report, please let me know. E-Resource Users include hoopla & OverDrive, and CloudLibrary. E-resource Circulations include e-books, e-audiobooks, magazines, comics, movies, music and TV.

Patron counts shown are as of Nov 10.

Month	Visitors (Door Count)	Curbside Pick Up (Users)	Items out in van run	eResource Users	eResource Circulation	Website Users	Website Sessions	Web pages visited	Public Wireless Users	Public Wireless Sessions	Public Computer Users	Public Computer Sessions	Town Patrons	County Patrons
Sep '25	751	21	436	29	157	438	445	446	48	859	42	66		
Sep '24	663	28	440	39	185	212	214	290	42	872	24	29	237	239
Oct '25	764	9	454	30	145	1411	1419	1042	41	689	41	68	283	283
Oct '24				31	147	171	176	191						

Outreach/Community Awareness Activities: Storytime at the FRN

Events: International Literacy Day September 8

Programming: 'Round 2 It craft & quilting group twice monthly

November 20, 2025

Two Hills Remembrance Day Committee
c/o Box 630,
Two Hills AB T0B 4K0

Sports Activity Council
Box 739
Two Hills AB T0B 4K0

Dear President and Board of S.A.C.,

The Remembrance Day Committee would like to sincerely thank you for the generous use of Centennial Hall. Providing this facility allowed our community to gather and pay respects to the veterans who served our country. With our very limited budget, having the hall donated for our use was truly commendable, and we are deeply grateful for your support.

When our committee members arrived on Monday, November 10, 2025, to prepare vegetable and fruit platters, several issues were brought to our attention:

- The **north door** is broken and appears to have been in disrepair for some time.
- The **dishwasher** is not functioning properly, leaving dishes extremely wet and not adequately cleaned.
- The **small white fridge** contained rotten food. One of our members spent over an hour cleaning and emptying bins. This posed a health and safety concern, especially with a licensed caterer present, as such conditions could jeopardize her license.

We were advised that the kitchen must be left in pristine condition. We can confidently say that we left the facility much cleaner than how we found it.

We share these observations not as criticism, but in the spirit of cooperation and care for a facility that serves as a cornerstone of our community. Addressing these issues will ensure Centennial Hall continues to be a safe, welcoming space for future events.

Thank you again for your generosity and commitment to supporting remembrance in our community.

Respectfully,



Sheila Lupul
On behalf of the Remembrance Day Committee

cc: Town of Two Hills Council



Northern Lights Library Board

Governing body of the Northern Lights Library System (NLLS)

Full Membership Body

- One representative appointed from each participating municipality (61 municipalities, including two First Nations and two Métis Settlements).
- Each municipality has one vote.
- Executive Committee (elected by the Board) includes Chair, Vice Chair, Treasurer.
- Automatic Executive seats: municipalities over 15,000 population, Summer Villages, and Indigenous communities.

Purpose / Mandate

The Northern Lights Library Board ensures high-quality, equitable library services for all member communities. Funded through municipal levies and provincial grants, NLLS manages an annual operating budget of approximately \$2.5 million, delivering an estimated \$29 million in library materials circulation, as well as professional consulting, centralized programming, technology, and internet services.

Highlights of Activities (Past Year)

- Launched new regional library catalog (Sept. 17, 2024) improving access to collections.
- Established **GoLibrary** self-registration site for instant online card access.
- Expanded digital services: wireless printing and public computer management software.
- Partnered with two regional systems and three professional organizations to deliver the **Stronger Together Library Conference**.
- Organized extensive online training for library staff.
- Supported Indigenous library development, welcoming Kehewin First Nation as the newest community with a library board.
- Over 1,000 new memberships issued in Indigenous communities in the past year.

Current Priorities

- Developing the next **Plan of Service (2026–2031)**.
- Advocacy with Government of Alberta for sustainable funding (resolutions advancing through ABMunis and RMA).
- Supporting Indigenous communities in establishing local library boards.

- Enhancing cybersecurity and digital/online services across libraries.
- Ongoing staff training and development support for member libraries.

Meeting Frequency

- General Board: 4 times annually (one in-person, others online).
- Executive Committee: at least 4 times annually, with additional meetings as needed.

General Meeting Location

- Primarily online.
- Annual in-person General Board meeting at NLLS HQ: **5615 48 St, Elk Point, AB.**

Responsibility for Per Diem and Mileage

- Mileage for in-person meetings covered by NLLS.
- Municipalities cover per diem/honoraria for their representatives at General Board meetings.
- Executive Committee and other committee members receive honoraria as per Board policy: [NLLS Honoraria Policy](#).

Fw: Loans to Local Authorities - Loan Applications and Estimated Borrowing Requirements

From Adam Kozakiewicz <cao@townoftwohills.com>

Date Tue 14/10/2025 12:07

To Cindy Boyd <mc@townoftwohills.com>

 1 attachment (266 KB)

Borrowing Notice December 2025.pdf;

Hi Cindy,

I hope you're doing well. I wanted to bring your attention to the email below regarding the upcoming loan application deadline for the Loans to Local Authorities program. It contains important information about the borrowing notice for the December 2025 loan intake, which will be issued on December 30, 2025. Applications are due by November 10, 2025.

Additionally, there have been some recent changes to the Lending and Security policy that borrowers need to review. It would be great if we could add this notice to our agenda in November to ensure it's discussed and everyone is up to date with the latest information.

Thanks a lot!

Best,
Adam

Get [Outlook for iOS](#)

From: Nazia Muhammad <Nazia.Muhammad@gov.ab.ca>

Sent: Tuesday, October 14, 2025 9:08:29 AM

To: TBF Local Authority Loans <LocalAuthorityLoans@gov.ab.ca>

Subject: Loans to Local Authorities - Loan Applications and Estimated Borrowing Requirements

Good morning,

RE: Upcoming loan application deadline

We have attached the borrowing notice for the December 2025 loan intake for the Loans to Local Authorities program. If you are intending to borrow, please have your applications in by November 10, 2025. Loans will be issued on December 30, 2025.

We have made some recent changes to the Lending and Security policy with respect to loan offer dates and terms as well as certain application requirements. We encourage all borrowers

to review the [Lending and Security Policy](#) available on the website.

Please do not hesitate to contact us if you have any questions about the borrowing process.

Thank you,

Nazia Muhammad

Loans Officer

Treasury Operations

Treasury and Risk Management

780-415-9232

Nazia.muhammad@gov.ab.ca



This Communication is confidential. It may contain privileged and confidential information. If you are not the intended recipient, you should not copy, distribute or take any action in reliance on it. If you have received this communication in error, please notify us at once by reply e-mail then permanently delete the original, your reply and destroy any copy or print-out. Thank you.

Classification: Protected A

Northeast Alberta Information HUB

Board/Membership Meeting Minutes

September 19, 2025,

Smoky Lake , Alberta

Attending: Gerald Aalbers/Lloydminster, Tim MacPhee/Vegreville, Mike Tarkowski/Two Hills, Jocelyne Lanovaz/Mannville, Sebastian Dutrisac/County of Two Hills, Alice Wainwright Stewart/Lakeland College, Camille Wallach/Athabasca County, Bill Parker/Cold Lake, Rob Pulyk/Vermilion, Karl Hauch/Bruderheim, Lorne Halisky/Smoky Lake County, Daniel Warawa/Lamont County, Warren Griffin/Boyle, Jason Boorse/Elk Point, Trudy Smith/Chipman, Tammy Thompson/Vilna, Najiah Moghrabi/LLB County, Leslie Cusack/County of Vermilion River, Shane Olson/Lamont County, Scott Kovatch/M.D. of Bonnyville, Don Slipchuk/M.D. Bonnyville, Kathy Dmytriw/Crossroads, Bob Bezpalko/Alberta HUB, Lorin Tkachuk/Lac La Biche County, Dan Juhlin/Aerium, Adam Kozakiewicz/Two Hills, Leslie Cusack/CVR, Linda Sallstrom/STEP, Jason Wallsmith/St. Paul County, Ross Krelowski/St. Paul County, Ella Broeksma/St. Paul County, Sid Sood/St. Paul, Pam Routhier/Smoky Lake, Edith Yuill/Athabasca, Molly Fyten/Smoky Lake, Amy Cherniwchan/Smoky Lake, Calvin Steinhauer/GFL Dev. Corp, Quinten Wintfley/Bonnyville, Wendy Wagner/CVR, Hannah Musterer/CVR, Henry Wall/EMW, Rob Olsen/Redwater, Merwin Haight/Andrew, Peter Tarnowsky/Lamont County, Phil Kushnir/Bonnyville

Regrets: Clifton Cross/Frog Lake First Nations, Joey Nafziger/Minburn County, Harold Bylan/Buffalo Lake Metis Settlement, Lindsay Haag/EMW

Special Guests: Ken Thomas/Pisim Power, Dan Ukrainetz/Pisim Power

- 1.0 Chair Gerald Aalbers called the meeting to order at 10:04am
Roundtable introductions
Welcome - Mayor Amy Cherniwchan Smoky Lake
Welcome – Councillor Lorne Halisky Smoky Lake County
- 2.0 Chair Aalbers asked for a motion to approve the agenda.
Alice Wainwright Stewart moved the approval of the agenda. **Carried**
- 3.0 Chair Aalbers asked for a motion to approve the August 21st board meeting minutes.
Bill Parker moved to approve the June 25, 2025 board meeting minutes. **Carried**
- 4.0 Financial Statement as of January 31, 2025 – Jocelyne Lanovaz/ Bob Bezpalko
Jocelyne Lanovaz moved to approve the financial statement as of August 31st, 2025. **Carried**
- 5.0 Northeast Alberta Information HUB Signing Authority
Gerald Aalbers, Jocelyne Lanovaz, Bob Bezpalko, Kayla Ford
- 5.0a **Motion:** Mike Tarkowski moved to remove Dianne Belanger's name as having signing authority for the Northeast Alberta Information HUB. **Carried**

5.0b **Motion:** Tim MacPhee moved to remove Rob Pulyk's name as having signing
For the Northeast Alberta Information HUB. **Carried**

5.0c **Motion:** Camille Wallach moved to add Jocelyne Lanovaz's name as having
Signing authority for the Northeast Alberta Information HUB. **Carried**

6.0 Northeast Alberta Information HUB GIC Investment

6.0a **Motion:** Bill Parker moved (via email) on August 6th for the Northeast Alberta Information
HUB to invest \$300,000 in a 12-month non-redeemable GIC at 3%. **Carried**

6.0b **Motion:** Bill Parker moved (via email) on August 6th for the Northeast Alberta Information
HUB to invest \$100,000 in a 12-month redeemable GIC at 2.05% **Carried**

7.0 Alberta HUB sustainability - Chair Aalbers

Chair Aalbers began the discussion regarding the increase in membership fees and the Sustainability of Alberta HUB. Chair Aalbers advised the membership that Alberta HUB will be working with Qatalyst the consulting company the GOA hired to work with REDAs on sustainability. A draft workplan was provided to the membership for review.

A number of comments were made about the focus of Alberta HUB.

Mayor Tim MacPhee recommended Alberta HUB and NEAAGO merge and continue regional economic development and advocacy. Once the GOA funding stops as of March 31, 2027 Alberta HUB has the ability to become "more" of a lobby group. Chair Aalbers asked the Membership to provide their comments to the respective board member.

8.0 Alberta HUB project updates – Bob Bezpalko

Prior to agenda item 7 Bob presented an overview of projects that have begun and those that are wrapping up. The Alberta HUB Skyways project has been completed. Presentation by Aerium and the report will be sent out. The land/buildings project will Be completed by December 31, 2025. For 2025-26 operating year Alberta HUB will Execute the Northeast Alberta Aerospace and Defense project...deliverables include lead Generation. Bob advised he is creating the operating budget for the 2026-27 operating year Which will see a decrease in GOA operational funding to \$40,000. 50% of the total funding based on a 1:1 ratio on membership funding.

9.0 Alberta HUB Northeast Alberta UAV/AAM project – Dan Juhlin Aerium Analytics

10.0 Western Canadian Northern Corridor – Dan Ukrainetz VP Finance Pisim Power
Ken Thomas Founder Pisim Power

Adjourned at 3:00pm.

Gerald Aalbers
Chair
Northeast Alberta Information HUB

Jocelyne Lanovaz
Secretary/Treasurer
Northeast Alberta Information HUB

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM 					
Meeting Date: November 25, 2025		Confidential:	Yes	No	X
Topic: Policy 2025-02 Respectful Behaviour					
Originated By: Sheila Lupul			Title:	CFO	
BACKGROUND:					
Being that the previous Code of Conduct Bylaw that was mandatory of all councils in Alberta was repealed by the Government of Alberta, AB Munis has prepared a simple policy outlining the expected behaviour of both elected officials and employees.					
DOCUMENTATION ATTACHED:					
Policy 2025 -02 - Respectful Interactions with Employees and Council					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
If council so wishes; _____ moves to adopt Policy 2025 -02 - Respectful Interactions with Employees and Council as of November 25, 2025. OR _____ moves to provide details for additional edit to the Draft Copy and to be reviewed for December 9th Meeting.					
DISTRIBUTION:					
Council: X					



TOWN OF TWO HILLS

Policy Number: 2025 - 02

Date of Issue:

Policy Subject: Respectful Interactions with Employees and Council

References: Alberta Occupational Health and Safety Code, Part 27, Section 389 to 392 and all Subsections within.

POLICY STATEMENT:

This Policy establishes the standards of conduct that the public are expected to adhere to when interacting with Town employees and Council members; and outlines the consequences and processes for handling interactions of a frivolous, vexatious, harassing, and/or violent nature.

1. Scope

The Town of Two Hills is committed to serving the community and recognizes the importance of public input and welcomes inquiries, comments, requests, and complaints as valuable forms of feedback. While most members of the public interact with Town employees and Council members in a respectful, polite, and reasonable manner, the Town also recognizes that some inquiries, comments, requests, and complaints may be frivolous, vexatious, harassing, and/or violent. These can consume a disproportionate amount of time and resources, can impede employees from attending to other members of the public or providing essential services, and can create an unsafe working environment.

It is the policy of the Town to deal with public inquiries, comments, requests, and complaints in ways that are consistent, fair, and reasonable while acknowledging that there is a need to set expectations regarding appropriate conduct when the public is interacting with Town employees and Council members.

2. Definitions

“Town” means the municipal corporation of the Town of Coalhurst in the Province of Alberta.

“Cyberbullying” means the use of electronic technologies to engage in deliberate, repeated, or hostile behaviour intended to harm, embarrass, harass, or slander another person. Electronic technologies include, but are not limited to, Town-sanctioned social media platforms, blogs, webpages, online discussion groups, or online media articles.

“Employee” means persons who are compensated for services performed and whose duties are under the control of the Town and includes all employees regardless of whether they are temporary, permanent, part-time, casual, and/or seasonal.

“Frivolous” means an inquiry, comment, request, or complaint that has no serious purpose or value or may have little merit and be trivial and is part of a pattern of conduct that amounts to an abuse of the right of access, interferes with the operations of the Town, or is made in bad faith or for a purpose other than to obtain access.

“Harass” means any single Incident or repeated Incidents including conduct, behaviour, or communication that a reasonable person knows or ought to have known would be objectionable, unwelcomed, threatening, insulting, stalking, bullying, or harassing behavior in person or through other means and includes:

- (a) action that causes offence or humiliation to an employee’s or Council member’s dignity, or adversely affects the Employee’s or Council member’s health and safety or would cause a reasonable person to fear for one’s safety or the safety of loved ones, or could foreseeably cause emotional distress and cause harm;
- (b) conduct, comment, bullying, or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, and sexual orientation; and
- (c) sexual solicitations or advances or stalking.

“Interaction” means any contact with an Employee or Council member including but not limited to in-person contact, or contact via email, phone, hard copy documentation, or social media.

“Peace Officer” means a member of the Royal Canadian Mounted Police or a Peace Officer appointed under the *Peace Officer Act*, S.A. 2006 c P-3.5, as amended.

“Unreasonable” means given the nature and frequency of an inquiry, comment, request, or complaint, it is likely to cause distress or disruption to the Town, employees, Council members, or other members of the public.

“Veiled Threat” means a threat that is non-specific and subjective in nature (e.g., “you better watch your back”) and includes a statement and/or body language, psychological injury, or behaviour which shows an intent to harm (e.g., “I know where you live”, “how are you going to make me?”, shaking fist motion, hand signal like a gun).

“Vexatious” means an inquiry, comment, request, or complaint without merit, that is pursued in a manner that is malicious, intended to inconvenience, embarrass, or harass the recipient or is a pattern of conduct that amounts to the misuse of processes and procedures.

“Violence” or “Violent” means a veiled threat, attempted or actual conduct of person that causes or is likely to cause physical or psychological injury or harm.

3. Policy

3.1 An inquiry, comment, request, or complaint may become frivolous, vexatious, harassing, and/or violent based on the nature and frequency of the inquiry, comment, request, or complaint. A pattern of conduct occurs

when, on one or more occasions, a member of the public engages in conduct that includes, but is not limited to:

- a. Bringing an inquiry, comment, request, or complaint on an issue that an employee or Council member has already investigated or provided a response to and determined to be groundless or bringing an inquiry, comment, request, or complaint similar to an issue that an employee or Council member has already investigated and determined to be groundless;
- b. Engaging in unreasonable conduct, including harassing, verbally abusing, or otherwise seeking to intimidate an employee or Council member or to secure preferential treatment;
- c. Making multiple lines of inquiry regarding the same issue. For example, pursuing an inquiry, comment, request, or complaint with staff in multiple departments, with employees and/or Council members simultaneously or via multiple methods such as phone, email, etc., even after being advised that the inquiry, comment, request, or complaint is being investigated or a response is being formulated;
- d. Repeatedly challenging the findings or response provided by an employee or Council member;
- e. Refusing to accept that an issue falls outside the scope of the Town's jurisdiction;
- f. Making unreasonable demands on employees or Council members such as demanding a response within an unreasonable timeframe;
- g. Making statements or providing representations that the member of the public knows or ought to know are incorrect or persuading others to do so;
- h. Changing the basis of the inquiry, comment, request, or complaint and/or denying statements or information provided at an earlier point in time;
- i. Failing to clearly identify the precise issues of the inquiry, comment, request, or complaint while still wanting a response;
- j. Making malicious and unsubstantiated allegations about an employee or Council member;
- k. Using crude, vulgar, obscene, or offensive language or gestures;
- l. Submitting falsified information about themselves, others, or the issue; and
- m. Engaging in cyberbullying.

3.2 The Chief Administrative Officer may establish standards for employees and Council members to follow, to document, and manage frivolous, vexatious, harassing, and/or violent conduct from members of the public.

4. Procedure

4.1 Expected Standards of Conduct of the Public

When interacting with employees and Council members, members of the public are expected to adhere to following standards of conduct:

- a. Respectfulness at all times, even if providing criticism;
- b. No crude, vulgar, obscene, or offensive language or gestures;
- c. No defamatory and libelous remarks or unsubstantiated allegations;
- d. No remarks of a racial, sexist, or any other type of discriminatory nature;
- e. No physical confrontations, including those that are intended to intimidate;
- f. No psychological or physical threats; and
- g. No engaging in any other conduct of a frivolous, vexatious, harassing, and/or violent nature.

4.2 Consequences of Frivolous, Vexatious, Harassing and/or Violent Interactions

The following consequences may occur if a member of the public engages in frivolous, vexatious, harassing, and/or violent interactions:

- a. A warning that their conduct contravenes this policy and that if the conduct does not stop, further actions may be taken;
- b. Limiting communication with employees and Council members to a particular format (e.g., written correspondence only);
- c. Limiting communication to an established point of contact at the Town;
- d. Limiting face-to-face contact to the presence of a Town-sanctioned third party;
- e. Employees and/or Council members ceasing to communicate with the member of the public on the specific issue or in extreme cases of frivolous, vexatious, and/or harassing Interactions, ceasing to communicate with the member of the public entirely;
- f. Blocking emails or social media profiles or deleting or hiding comments on Town social media platforms;
- g. Promptly ending phone calls if conduct does not improve.

4.3 Criminal Offences

If there is a specific, general, or implied threat of stalking, violence or potential of violence threatening the safety, personal privacy, or security of an employee or Council member, a Peace Officer and/or the RCMP will be contacted immediately.

4.4 Employee Procedures

In the event an employee is subject to frivolous, vexatious, harassing, and/or violent interactions with a member of the public, the employee shall:

- a. adhere to any relevant procedures and expectations outlined in the Town's Employee Guidebook; and,
- b. report the incident to their direct report or to the Chief Administrative Officer.

4.5 Authority of the Chief Administrative Officer

In the case of a member of the public engaging in frivolous, vexatious, harassing, and/or violent interactions with an employee, the Chief Administrative Officer or designate will determine what consequences will be implemented. Consequences for such interactions levied against a Council member may be determined by the Council member in consultation with the Chief Administrative Officer.

5. Appendices / Forms

There are no appendices or forms associated with this policy.

TOWN OF TWO HILLS

L. Ewanishan, Mayor

A. Kozakiewicz, CAO

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM 					
Meeting Date: November 25, 2025	Confidential:	Yes		No	X
Topic: Policy 2011-05 Elected Officials Remuneration					
Originated By: Adam Kozakiewicz			Title:	CAO	
BACKGROUND:					
Upon review of the remuneration policy, some items are outdated and require revision.					
DOCUMENTATION ATTACHED:					
Attached are current and revised schedules of remuneration.					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
If Council so wishes;					
_____ moves to adopt the revised Policy 2011-05 Elected Officials Remuneration as presented effective November 25, 2025.					
DISTRIBUTION:					
Council: X					

TOWN OF TWO HILLS



Policy Number: 2011-05

Date of Issue:

November 28, 2011	March 13, 2017
October 24, 2012	March 13, 2018
November 12, 2013	October 22, 2019
October 22, 2014	December 14, 2021
February 10, 2015	October 24, 2023
November 2, 2015	April 9, 2024
September 27, 2016	October 24, 2024
October 24, 2017	

Policy Subject: Elected Officials Remuneration and Expense

POLICY STATEMENT:

While it is recognized that the primary reason that individuals seek municipal office is public service, members of Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses that they incur in fulfilling their responsibilities on Council.

PURPOSE:

To ensure that individuals who choose to serve their community receive fair compensation for their time and expenses.

To ensure that the Town's reimbursement practices comply with Federal and Provincial legislation, and provide claimants with appropriate guidance relative to acceptable submissions.

DEFINITIONS:

1. "Political Contributions" mean any money or real or corporate property that is provided to, or for the benefit of, a political party, constituency association or candidate, that involves direct or indirect support of (or opposition to) any political party, constituency association, or candidate for public office.

STANDARDS:

1. Councillors shall receive an additional remuneration for carrying out the responsibilities of the Deputy Mayor.
2. Members of Council are not limited to the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual Council Members Professional Development Budget.



3. Members of Council may use their Council Professional Development Budget for activities related to municipal governance and/or community engagement. This includes courses, seminars, self-study activities, books, conferences, professional membership fees, or other approved activities.
4. Members of Council may claim a Full Per Diem rate, from their Expense Budget, while engaging in activities relevant to their professional development or Town business. Half day per diem claims are permitted. Half day is defined as a maximum of four (4) hours, including driving time.
5. Ineligible expenses for Expense Budget:
 - a. Golf Tournaments;
 - b. Speeches, Ribbon Cutting, Acceptance Openings;
 - c. General public appearances;
 - d. Community events, such as Canada Day, Remembrance Day;
 - e. Parades
 - f. Other purely social events; or
 - g. Political Contributions
6. Members of Council shall not claim expenses or per diems to the Town if the expenses or per diems are paid directly to the member of Council by an organization, committee or board.

ADMINISTRATIVE PROCEDURES:

1. Council remunerations and the schedule of payments are outlined further in this policy.
2. Under the direction of Council, Administration will be responsible for conducting a comprehensive review of salaries, honorariums and expenses of comparative municipalities every election year. This review may be conducted through striking a task force comprised of residents from the Town of Two Hills. A report with recommendations will be presented to Council no later than June, prior to the election.
3. This policy shall be reviewed annually, in conjunction with the Town's Organizational meeting, to be effective November 1st of the current year.
4. Members of Council are encouraged to provide a brief, informal report to the other members of Council after they have taken part in a developmental activity. This will enable other members of Council to share some benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
5. During that fourth quarter of the fiscal year, by motion of Council at the October Organizational Meeting, and pending budget availability, funds for Council Expense Budgets may be transferred from one Councillor to another.
6. Council members shall provide an expense statement with supporting documentation to the Mayor for approval. Reimbursement of the Mayor's expense statement with supporting documentation shall require the approval of the Deputy Mayor.



COUNCIL REMUNERATION RATES:

1. Annual Honorarium Rates are as follows:

Mayor	\$12,000.00
Deputy Mayor	\$ 9,600.00
Councillor	\$ 8,400.00

2. Annual Council Expense Budgets are as follows:

Mayor	\$18,000.00 maximum per year
Councillor	\$ 16,000.00 maximum per year

Meetings:

Regular Council	\$ 200.00
Under 4 hours including travel time	\$ 100.00
Over 4 hours including travel time	\$ 225.00

Mileage:

Travel outside the Town of Two Hills will be the same as the Federal Government Mileage Rate.

Meals:

Breakfast	\$ 20.00
Lunch	\$ 25.00
Dinner	\$ 30.00

If any amounts are over the allowable subsistence amount a receipt is required.

**If the event provides a meal, receipts may still be submitted as an expense

Registration/Taxi/Parking	- receipt required
Accommodations	- receipt required / without receipt \$50

3. Professional Development Budget:

Maximum	\$2,000.00 per fiscal year
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Eligible Expenses:

Registration fees for seminars and conferences, courses, self-study activities, materials, and books.

*Mileage, accommodations and other expenses are not eligible under Professional Development Budget.



REMUNERATION SCHEDULE

1. Annual Honorarium Rate shall be divided by 12 and given to members of Council monthly.
2. Council shall be paid their monthly remuneration one clear banking day before the end of the month. A mid-month advance of \$1,000.00 for the Mayor, \$800.00 for the Deputy Mayor and \$700.00 for Councillors may be given on the 16th of each month by Direct Deposit.
3. Expenses are to be submitted to the Chief Financial Officer no later than 5 business days before the end of the month, unless otherwise agreed upon.
4. Council Reports for the previous month shall be submitted to administration 6 days prior to the second Council Meeting of the month.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



COUNCIL REMUNERATION RATES:

1. Annual Honorarium Rates are as follows:

Mayor	\$12,000.00
Deputy Mayor	\$ 9,600.00
Councillor	\$ 8,400.00

2. Annual Council Expense Budgets are as follows:

Mayor	\$18,000.00 maximum per year
Councillor	\$ 16,000.00 maximum per year

Meetings:

Regular Council	\$ 200.00
Under 4 hours including travel time	\$ 100.00
Over 4 hours including travel time	\$ 225.00

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**If the event provides a meal, receipts may still be submitted as an expense

Registration/Taxi/Parking	- receipt required
Accommodations	- receipt required / without receipt \$50

3. Professional Development Budget:

Maximum	\$2,000.00 per fiscal year
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Eligible Expenses:

Registration fees for seminars and conferences, courses, self-study activities, materials, and books.

*Mileage, accommodations and other expenses are not eligible under Professional Development Budget.

Proposed.

COUNCIL REMUNERATION RATES:

1. Annual Honorarium Rates are as follows:

Mayor	\$12,000.00
Deputy Mayor	\$ 9,600.00
Councillor	\$ 8,400.00

2. Annual Council Expense Budgets are as follows:

Mayor	\$18,000.00 maximum per year
Councillor	\$ 16,000.00 maximum per year

Eligible Expenses:

Regular Council Meetings	\$ 200.00
All ½ Day (under 4 hours) Meetings	\$ 100.00
All Full Day (over 4 hours) Meeting	\$ 225.00
Overnight Honorarium	\$ 35.00

Mileage, for travel outside the Town of Two Hills will be the same as the Federal Government Mileage Rate.

Travel Allowance:

Under 2 (two) hours of travel time	\$ 50.00
2 (two) to 4 (four) hours of travel	\$ 100.00
Over 4 (four) hours of travel	\$ 200.00

Meal Allowance:

Breakfast	\$ 20.00
Lunch	\$ 25.00
Dinner	\$ 30.00

If any amounts are over the allowable subsistence amount a receipt is required.

**If the event provides a meal, receipts may still be submitted as an expense

Registration/Taxi/Parking	- receipt required
Accommodations	- receipt required / without receipt \$50.00

3. Professional Development Budget:

Maximum	\$2,000.00 per fiscal year
---------	----------------------------

Eligible Expenses:

Registration fees for seminars and conferences, courses, self-study activities, materials, and books.

*Mileage, accommodations and other expenses are not eligible under Professional Development Budget.



TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: Nov 25. 2025	Confidential:	Yes	☐	No	☒
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Topic: Municipal Climate Change Action Centre - Roving Energy Manager Program

Originated By: Cody Dyck	Title:	Deputy Mayor
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BACKGROUND:	
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During the AB Munis Conference in Calgary, discussions were held with representatives of the Municipal Climate Change Action Centre about a program that is undersubscribed and is basically free money.

DOCUMENTATION ATTACHED:

Free Energy Program Outline attached gives details on why and how to apply

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

If Council so wishes;

_____ moves to direct administration to apply for the Roving Energy Manager Program and access a grant of up to \$10,000.00.

OR

_____ moves to file the MCCAC grant material as information and be incorporated into the minutes.

DISTRIBUTION:	Council: X
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Program status: Active – Application deadline: December 5, 2025

ROVING ENERGY MANAGER PROGRAM

The Roving Energy Manager (REM) program helps municipalities navigate the ever-changing energy efficiency landscape by providing a free energy manager service.

This service helps municipalities identify, document, and implement energy-saving opportunities. The program provides the in-house capacity of an energy manager without the added cost of hiring one.

Applications for Cohort 3 are open until December 5, 2025.

Read the [Guidebook](#)

[Apply now.](#)

This program provides solutions to communities with limited energy management experience and to those that have not previously engaged in the Action Centre's previous energy management initiatives (previous cohorts of the Roving Energy Manager program, the Municipal Energy Manager program, Municipal Energy Champions program or the Recreation Energy Conservation program).

Participating in this program will help your municipality:

- Understand energy use and management
- Better track municipal energy consumption
- Move forward in the energy planning process
- Learn how to identify energy efficiency and renewable energy projects
- Develop an approach for energy management initiatives
- Access up to \$10,000 to implement specific energy management opportunities

HOW IT WORKS

The Roving Energy Manager program provides participants with technical assistance and education to:

- Understand their state of energy management readiness
- Establish understanding of energy management principles
- Develop a customized energy planning scope
- Collect and organize energy consumption data
- Create and analyze an energy consumption inventory
- Identify energy-saving opportunities through facility assessments
- Develop actionable energy management recommendations
- Support informed decision-making and internal knowledge sharing
- Plan and prioritize energy projects for implementation
- Implement projects and verify results
- Reflect on program participation and provide feedback
- Establish a foundation for sustained energy management

To help municipalities implement their energy management plans, we provide up to \$10,000 in rebates to support energy efficiency projects.

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: Nov 25. 2025	Confidential:	Yes		No	X	
Topic: FCSS Services Funding Agreement						
Originated By: Cody Dyck			Title:	Deputy Mayor		
BACKGROUND:						
The Ministry of Assisted Living and Social Services has provided a new FCSS agreement for the term of January 1, 2026 to December 31, 2028. The Town pays FCSS for their portion of the agreement and the Village of Myrnam as well then we invoice Myrnam and to recoup that cost. The total cost to the Town will be \$168,108.84 over 3 (three) years.						
DOCUMENTATION ATTACHED:						
A complete copy of the agreement						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
_____ moves direct the CAO to ratify the agreement presented between the Province of Alberta and the Town of Two Hills for FCSS Services to continue in the community.						
DISTRIBUTION:		Council: X				

THIS AGREEMENT is effective **January 1, 2026**.

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ALBERTA
as represented by the Minister of Assisted Living and Social Services
(the “Minister”)

~ and ~

TOWN OF TWO HILLS
created pursuant to the laws of Alberta
(the “Municipality”)

WHEREAS the Municipality has applied for a grant to be used for the purposes of FCSS Services;

WHEREAS the Minister agrees to provide Funding for said purpose under the Provincial Program and subject to the terms and conditions of this Agreement;

WHEREAS the FCSS Act and the Grants Regulation authorizes such a grant being made;

WHEREAS the Municipality is prepared to perform and enter into certain undertakings relative to the payment of the grant;

NOW THEREFORE the parties agree as follows:

1. DEFINITIONS:

- (a) “Agreement” means this document and the attached Schedule A, Schedule B, Schedule C, and Appendix 1 to Schedule C, and including any amendments made in writing by the parties;
- (b) “Effective Date” means the date first noted above;
- (c) “FCSS Act” means the *Family and Community Support Services Act* (Alberta), as amended from time to time;
- (d) “FCSS Framework” means the FCSS Accountability Framework, as amended by the Minister from time to time, a copy of which can be found at <https://open.alberta.ca/publications/family-and-community-support-services-accountability-framework>.
- (e) “FCSS Program Policies” means the collective policies, as implemented and amended from time to time, by the Minister relating to the Provincial Program and any funding provided pursuant to that program;

- (f) “FCSS Regulation” means the Family and Community Support Services Regulation (Alberta), as amended from time to time;
- (g) “FCSS Services” means the activities to be performed by the Municipality as described in Schedule A for the purposes of establishing, administering and operating a local family and community support services program as set out in the FCSS Act, FCSS Regulation, the FCSS Framework, and the FCSS Program Policies;
- (h) “FCSS Services’ total cost” means **\$251,385.00** and is comprised of the Funding provided by the Minister under this Agreement and the Municipality’s Contribution as set out in Clause 6 of this Agreement;
- (i) “Funding” means the grant monies to be contributed by the Minister pursuant to this Agreement and any interest earned thereon;
- (j) “Grants Regulation” means the Ministerial Grants Regulation A.R. 215/2022, as amended from time to time;
- (k) “Municipality’s Contribution” is the Municipality’s financial contribution towards the FCSS Services as set out in Clause 6 of this Agreement;
- (l) “Provincial Program” means the Provincial Family and Community Support Services Program administered by the Minister and delivered in accordance with the FCSS Act, FCSS Regulation, and FCSS Framework;
- (m) “Provincial Prevention Priorities” means key social issues affecting Albertans as listed in the FCSS Framework and identified in Schedule A;
- (n) “Provincial Prevention Strategies” means strategies, as listed in the FCSS Framework and identified in Schedule A, that guide the development and delivery of preventative services to meet the needs of a local community;
- (o) “Surplus” means the amount by which payments made by the Minister exceed the Municipality’s expenditures to perform the FCSS Services, as determined by the Minister, in consultation with the Municipality;
- (p) “Term” means the period from **January 1, 2026 to December 31, 2028**.

2. RESPONSIBILITIES OF THE MUNICIPALITY:

- (a) The Municipality shall perform the FCSS Services as described in Schedule A and in accordance with the FCSS Act, FCSS Regulation, FCSS Program Policies, and the FCSS Framework.
- (b) The Municipality shall perform FCSS Services in alignment with the FCSS Framework.
- (c) The Municipality may transfer to another municipality all or part of the Funding received pursuant to this Agreement as described in the FCSS Program Policies.

- (d) The Municipality shall comply with all applicable laws in its performance of the FCSS Services.
- (e) The Municipality shall not make any public announcement or issue any press release regarding the entering into this Agreement or the Minister's provision of the Funding, except in consultation with and upon receiving the approval of the Minister as to the contents of the announcement or press release, such approval shall not be unreasonably withheld.
- (f) The Municipality warrants that it has entered into an agreement with other municipalities to jointly establish, administer, and operate the FCSS Services and that the Municipality has the authority to enter into this Agreement on the behalf of the other municipalities.
- (g) The Municipality warrants that the Funding will be allocated among itself and the other municipalities as follows:

Municipality	Funding Allocation (year 1)	Funding Allocation (year 2)	Funding Allocation (year 3)	Total Funding Allocation (for entire term)
TOWN OF TWO HILLS	\$56,036.28	\$56,036.28	\$56,036.28	\$168,108.84
VILLAGE OF MYRNAM	\$10,999.72	\$10,999.72	\$10,999.72	\$32,999.16

3. TERM:

This Agreement shall be effective for the Term.

4. REPRESENTATIVES:

- (a) The Minister designates the **Executive Director of Civil Society and Community Initiatives** to be the Minister's representative to maintain a continuing liaison with the Municipality in matters relating to this Agreement.
- (b) The Municipality designates the **Chief Administrative Officer** to be the Municipality's representative to maintain a continuing liaison with the Minister in matters relating to this Agreement.
- (c) In the event there is a change in either party's representative, notice should be provided to the other party pursuant to Clause 15.

5. FUNDING:

- (a) The Minister will provide Funding to the Municipality in the amount of no more than **\$201,108.00**,

subject to:

- i. the appropriation of funds by the Legislature sufficient to provide the Funding under this Agreement, the sufficiency of which shall be determined in the sole discretion of the Minister; and
- ii. early termination of this Agreement,

and that there will be no additional funding from the Minister in the case of cost overruns.

(b) The maximum Funding set out in Clause 5(a) will be allocated as follows:

- i. **\$67,036.00** for the first year of the Term (**2026-01-01** to **2026-12-31**)
- ii. **\$67,036.00** for the second year of the Term (**2027-01-01** to **2027-12-31**)
- iii. **\$67,036.00** for the third year of the Term (**2028-01-01** to **2028-12-31**)

(c) The Municipality shall immediately notify the Minister of any overpayment of the Funding and shall repay the amount of any overpayment, unless directed otherwise in writing by the Minister. Any amount of overpayment not repaid to the Minister shall be considered a debt due to the Minister. The Minister may in the Minister's sole discretion cease to make payments under this Agreement or any other agreement made between the Municipality and the Minister if an overpayment is not repaid forthwith.

(d) The Funding shall be released to the Municipality in accordance with Schedule B.

(e) Notwithstanding Schedule B, the Minister may withhold any Funding during the Term of this Agreement:

- i. upon failure of the Municipality to provide any reports required by this Agreement or any Schedule to this Agreement; or
- ii. upon the Municipality's non-compliance with any term or condition of this Agreement.

(f) Notwithstanding Clause 5(a), (b), and (d) of this Agreement, the total amount of Funding or any scheduled payment of Funding during the Term may be adjusted (including an increase or decrease) in the sole discretion of the Minister.

(g) If the total amount of Funding or any scheduled payment of Funding is to be adjusted pursuant to Clause 5(f):

- i. the Minister shall provide the Municipality sixty (60) days' written notice of any proposed adjustment;
- ii. upon receipt of the Minister's notice to adjust Funding or adjust a scheduled payment of Funding, the Municipality shall have thirty (30) days to either accept the adjustment or

- terminate this Agreement, which decision shall be communicated to the Minister in writing pursuant to Clause 15;
- iii. if the Municipality chooses to accept the adjustment, the Municipality and the Minister may mutually agree to amend the Services under this Agreement and shall amend the Agreement accordingly;
 - iv. if the Municipality chooses to terminate this Agreement, termination shall be effective thirty (30) days after the date of the notice of termination by the Municipality.

6. THE MUNICIPALITY'S CONTRIBUTION

(a) In accordance with section 3 of the FCSS Act and section 5(b) of the FCSS Regulation, the Municipality shall provide a financial contribution of no less than twenty percent (20%) of the FCSS Services' total cost. The Municipality shall also demonstrate a financial contribution of at least twenty percent (20%) towards the FCSS Services' annual costs.

(b) In accordance with Clause 6(a), the Municipality's Contribution for the Term is allocated as follows:

- i. **\$16,759.00** for the first year of the Term (**2026-01-01** to **2026-12-31**)
- ii. **\$16,759.00** for the second year of the Term (**2027-01-01** to **2027-12-31**)
- iii. **\$16,759.00** for the third year of the Term (**2028-01-01** to **2028-12-31**)

(c) In the event the total amount of Funding is increased or decreased either during the Term or by any amendment to this Agreement, the Municipality's Contribution may change accordingly, and the Municipality must provide written notice the Minister of any changes to the Municipality's Contribution pursuant to Clause 15.

7. USE OF GRANT FUNDING:

(a) The Municipality covenants and agrees that it is and will be, in relation to the Funding, bound by the provisions of this Agreement, the FCSS Act, FCSS Regulation, and the Grants Regulation.

(b) The Municipality agrees that the Funding shall be used only for the purposes described in Schedule A and the expenditures and costs associated with the purposes as further described in the FCSS Regulation and FCSS Program Policies, and the Municipality shall not use the Funding for any other purpose without the prior written consent of the Minister.

(c) The Minister reserves the right to disallow and recover from the Municipality the amount of any expenditure of the Funding that is contrary to the terms and conditions of this Agreement.

8. PUBLICATION, DISSEMINATION AND RELEASE OF INFORMATION:

(a) The Municipality has the requisite authority to collect and disclose all information contained in any

reports and other records submitted to the Minister under this Agreement.

(b) The Municipality acknowledges that this Agreement, including the name of the Municipality, and the terms and conditions of the Grant under this Agreement, may be subject to disclosure pursuant to the Access to Information Act (Alberta) (“ATIA Act”), as amended from time to time. The Municipality further acknowledges that the ATIA Act applies to information obtained, related, generated, collected or provided to the Minister under this Agreement, including all reports and other records submitted to the Minister by the Municipality, and that any information in the custody or under the control of the Minister may be disclosed.

(c) Subject to any applicable laws, the Municipality shall allow the Minister access to or provide copies to the Minister of any data or information acquired, collected or produced under this Agreement.

9. FCSS SERVICES REPORTING REQUIREMENTS:

(a) The Municipality shall provide the Minister with a detailed annual report as described in Schedule C within one hundred twenty (120) days after the end of each year of the Term.

(b) The Minister may at any time during the Term of this Agreement request any additional information or ad hoc reports required, in the sole discretion of the Minister, to inform the Minister about the FCSS Services and the Municipality shall comply forthwith.

(c) The Minister shall have the right and ability to use, publish, or distribute reporting as the Minister determines appropriate, subject to any applicable laws.

(d) In the event the total amount of Funding is increased either during the Term or by any amendment to this Agreement, any reporting, financial or otherwise may change accordingly.

10. ACCOUNTING:

The Municipality shall:

(a) deposit and maintain the Funding in a separate bank account used only for the Funding or in the same bank account as other monies provided that the Funding is kept separate from other monies in the books of account, such that the Funding can be accounted for;

(b) maintain adequate financial records relating to the Funding. It shall keep proper books, accounts and records of the cost of the materials, services or resources funded under this Agreement, in accordance with Canadian generally accepted accounting principles, and have them available at all times during the Term of this Agreement and for a period of six (6) years after the termination or expiry of this Agreement; and

(c) during the Term and for six (6) years after the termination or expiry of this Agreement, produce on demand to any representative of the Minister or the Auditor General of Alberta any of the financial records referred to in Clause 10(b) and shall permit such representative to examine and audit these books, accounts and records and take copies and extracts of them.

11. SURPLUS DURING THE TERM AND ON EXPIRY OR TERMINATION:

(a) If the Minister determines there is a Surplus during any year of the Term or at any time following the expiry or termination of this Agreement, the Minister, in the Minister's sole discretion, may:

- i. demand repayment of all or part of the Surplus by the Municipality to the Government of Alberta within ninety (90) days of the demand or the expiry or termination of this Agreement;
- ii. adjust the total amount of Funding by withholding payment of any portion of Funding equal to the Surplus amount, or by setting-off the Surplus amount against any future scheduled payments of Funding in the Term;
- iii. authorize the Municipality to retain the Surplus and redistribute the Surplus amount across the remaining year(s) of the Term; or
- iv. apply the Surplus to any payment made by the Minister pursuant to a further grant agreement with the Municipality for the same or similar purpose.

(b) The Municipality acknowledges that the parties may need to amend this Agreement or enter into a new agreement or amend an existing agreement if the Minister determines that there is a Surplus during the Term or at any time following the expiry or termination of this Agreement in accordance with Clause 11(a).

12. GENERAL PROVISIONS:

(a) The parties agree that Schedule A, Schedule B, Schedule C and any appendices to these Schedules form part of the Agreement, but in the event of a conflict between a provision in a Schedule or any appendices and a provision in the body of the Agreement, the provision in the body of the Agreement shall govern.

(b) The Municipality shall indemnify and hold harmless the Minister, the Minister's employees, contractors, agents or volunteers from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Municipality or its employees, contractors, agents or volunteers with respect to carrying out the purposes of this Agreement. Such indemnification shall survive the termination of this Agreement.

(c) The Minister shall not be liable for any personal or bodily injury or property damage that may be suffered or sustained by the Municipality, its employees, contractors, agents or volunteers in carrying out this Agreement.

(d) The Municipality shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of general liability insurance, in accordance with Alberta's *Insurance Act*, in an amount not less than \$2,000,000.00 inclusive per occurrence, insuring against bodily injury, personal injury and property damage, including loss of use thereof.

(e) This Agreement may be amended when such amendments are reduced to writing and signed by each of the parties hereto, but not otherwise.

(f) The Municipality is an independent entity and any persons engaged by the Municipality to provide goods and services in carrying out this Agreement are employees, agents, or contractors of the Municipality and not of the Minister.

(g) The Municipality may not assign this Agreement or any part of it.

(h) Despite any other provision of this Agreement, those clauses which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including: Clauses 7(c), 8, 9(b), 9(c), 10, 11, 12(b), 12(c) and 12(d).

(i) This Agreement is binding upon the parties and their successors.

(j) The parties agree that this Agreement will be governed and interpreted in accordance with the laws of the Province of Alberta and the parties irrevocably attorn to the exclusive jurisdiction of the courts in Alberta.

(k) This Agreement contains the entire agreement of the parties concerning the subject matter of this Agreement and except as expressed in this Agreement, there are no other understandings or agreements, verbal or otherwise, that exist between the parties.

(l) If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision and everything else in this Agreement shall continue in full force and effect, provided however that this Agreement is not materially altered.

13. BREACH OF AGREEMENT:

Where the Minister, in the Minister's sole discretion, determines that the Municipality has failed to fulfill any term or condition of this Agreement, the Minister may do any one or more of the following:

(a) terminate this Agreement immediately;

(b) withhold payment of all or any portion of the funding under subsequent grant agreements; and

(c) demand repayment of all or any portion of the Funding and the Municipality shall repay forthwith, all or part of the Funding to the Government of Alberta.

14. TERMINATION OF AGREEMENT:

This Agreement may be terminated:

(a) at any time by mutual written agreement of the parties; or

(b) at any time by either party without cause or reason with ninety (90) days written notice to the other

party. Upon the Municipality's receipt of a notice of termination from the Minister, the Municipality shall not make or commit any further expenditure of the Funding without the prior written consent of the Minister.

15. NOTICES:

(a) All notices required or permitted to be given or submitted by one party to the other under this Agreement shall be deemed given or submitted to the other party if in writing and either personally delivered to the office of the addressee or sent by registered mail, postage prepaid, or sent by email to the address provided below:

For the Minister:

Executive Director, Civil Society and Community Initiatives [CSCI]
9942 108 Street, Edmonton, Alberta, T5K 2J5
SCSS.FCSSAdmin@gov.ab.ca

For the Municipality:

Chief Administrative Officer
Box 630, Two Hills, Alberta T0B 4K0
cao@townoftwohills.com

(b) The address of either party may be changed by notice in writing to the other party.

(c) Notice personally served or sent by email shall be deemed received when actually delivered between 8:15 am to 4:30 pm in Alberta from Monday through Friday excluding holidays observed by the Minister (a "business day") or if not delivered on a business day on the next following business day, and

- i. in the case of notice by email, when actually delivered as indicated by the email delivery receipt or other reasonable forms of confirmation of delivery; or
- ii. in the case of notice sent by prepaid registered mail, on the fourth business day following mailing in any post office in Canada, except in the case of postal disruption, then any notice shall be given by email or personally served.

16. ELECTRONIC SIGNING

The Parties may execute this Agreement with the use of electronic signatures so long as:

- (a) the electronic signatures are verified by the use of an Alberta approved electronic signature platform;
- (b) the electronic signatures are authenticated to confirm the identity of the signing party; and
- (c) the electronic signatures as applied are in adherence with Alberta's Electronic Transactions Act, SA 2001, c E-5.5.

THIS SPACE IS INTENTIONALLY LEFT BLANK

17. COUNTERPART:

This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by emailed PDF shall constitute good delivery.

IN WITNESS WHEREOF, notwithstanding the dates of signature below, the parties have made this Agreement to be effective as of the day, month and year first above written.

HIS MAJESTY THE KING IN RIGHT OF ALBERTA

as represented by the Minister of Assisted Living and Social Services

Executive Director, CSCI

Date

TOWN OF TWO HILLS

Signature of Authorized Official
Adam Kozakiewicz

Chief Administrative Officer

Date

SCHEDULE A

DESCRIPTION OF FCSS SERVICES

**Grant Agreement Between
His Majesty the King in Right of Alberta
as represented by the Minister of Assisted Living and Social Services and
TOWN OF TWO HILLS**

Term of Agreement: from **January 1, 2026** to **December 31, 2028**

Description of FCSS Services

1. Purpose of Funding

Funding is intended to provide for the establishment, administration and operation of a family and community support services program in accordance with the FCSS Act, FCSS Regulation, FCSS Program Policies, and the FCSS Framework.

- Services must be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.
- Under the FCSS Framework, prevention is defined as a proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.

2. Description of Grant Activities

2.1 For the purposes of this Agreement, the Municipality shall perform FCSS Services that meet the following minimum requirements:

- comply with the requirements set out in the FCSS Act and FCSS Regulation, in particular the responsibilities set out in section 2 of the FCSS Regulation (described in more detail at 2.2 below);
- comply with the requirements set out in the FCSS Act and FCSS Regulation, in particular the service requirements set out in section 2.1 of the FCSS Regulation (described in more detail at 2.3 below);
- perform FCSS Services in accordance with the FCSS Framework, in particular the Provincial Prevention Priorities and Provincial Prevention Strategies (described in more detail at 2.4 below);
- perform FCSS Services in accordance with the FCSS Program Policies (as defined in this Agreement);
- ensure FCSS Services are of a preventive nature, aligning with the definition of prevention as found in the FCSS Framework.

2.2 Responsibilities of the Municipality

The responsibilities of the Municipality are as set out section 2 of the FCSS Regulation and include:

- promote and facilitate the development of stronger communities;
- promote public participation in planning, delivering and governing the program and services provided under the program;
- promote and facilitate the involvement of volunteers;
- promote efficient and effective use of resources; and,
- promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

2.3 Service requirements of the Municipality

- The service requirements of the Municipality are as set out in section 2.1(1)(b) of the FCSS Regulation and include:
 - help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - help people to develop an awareness of social needs;
 - help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - help people and communities to assume responsibility for decisions and actions which affect them;
 - provide supports that help sustain people as active participants in the community.
- The Municipality must not include the services set out in section 2.1(2) of the FCSS Regulation. These services include:
 - provide primarily for the recreational needs or leisure time pursuits of individuals,
 - subject to subsection 2.1(3) of the FCSS Regulation, offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family,
 - be primarily rehabilitative in nature, or
 - duplicate services that are ordinarily provided by a government or government agency.

2.4 FCSS Framework

The Municipality shall perform FCSS Services in alignment with the FCSS Framework, in particular:

- the following Provincial Prevention Priorities:
 - Homelessness and housing insecurity
 - Mental health and addictions
 - Employment
 - Family and sexual violence across the lifespan
 - Aging well in community
- the following Provincial Prevention Strategies:
 - Promote and encourage active engagement in the community
 - Foster a sense of belonging

- Promote social inclusion
- Develop and maintain healthy relationships
- Enhance access to social supports
- Develop and strengthen skills that build resilience

SCHEDULE B
FUNDING SCHEDULE
Grant Agreement Between
His Majesty the King in Right of Alberta
as represented by the Minister of Assisted Living and Social Services
and
TOWN OF TWO HILLS

Funding shall be paid to the Municipality in accordance with the following table:

Year of Term	Release Date	Funding Amount
Year 1 (from 2026-01-01 to 2026-12-31)	2026-01-01	\$16,759.00
	2026-04-01	\$16,759.00
	2026-07-01	\$16,759.00
	2026-10-01	\$16,759.00
Year 2 (from 2027-01-01 to 2027-12-31)	2027-01-01	\$16,759.00
	2027-04-01	\$16,759.00
	2027-07-01	\$16,759.00
	2027-10-01	\$16,759.00
Year 3 (from 2028-01-01 to 2028-12-31)	2028-01-01	\$16,759.00
	2028-04-01	\$16,759.00
	2028-07-01	\$16,759.00
	2028-10-01	\$16,759.00

SCHEDULE C
REPORTING REQUIREMENTS

Grant Agreement Between
His Majesty the King in Right of Alberta
as represented by the Minister of Assisted Living and Social Services
and
TOWN OF TWO HILLS

1. Report Form – All reports must contain the information and be in a format specified by or acceptable to the Minister.
2. Annual Reporting - In accordance with Clause 9 of this Agreement, the Municipality shall provide the Minister with a detailed annual report which contains the following:
 - i. An audited financial statement for each year of the Term that complies with sections 6, 6.1 and 6.2 of the FCSS Regulation, outlined below, and any requirements as set out in the FCSS Program Policies.

Under the FCSS Regulation, an audited financial statement shall include:

- If the Municipality receives Funding of \$250,000 or less (section 6 of the FCSS Regulation applies):
 1. the revenues and expenditures shown in the Schedule to the FCSS Regulation; and,
 2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation (review section 6(b) of the FCSS Regulation for further details of the items to be included in the Municipality's certificate).
- If the Municipality receives Funding of more than \$250,000 but less than \$500,000 (section 6.1 of the FCSS Regulation applies):
 1. the revenues and expenditures shown in the Schedule to the FCSS Regulation;
 2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation; and
 3. a review engagement report, prepared in accordance with the standards of the Chartered Professional Accountants of Canada for review engagement reports.
- If a Municipality received Funding of \$500,000 or more (section 6.2 of the FSCC Regulation applies):
 1. the revenues and expenditures shown in the Schedule to the FCSS Regulation;
 2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation.

3. an auditor's report, prepared in accordance with the standards of the Chartered Professional Accountants of Canada for auditors' reports.
- ii. Non-identifying data and information as identified by the Minister. Such data shall be relevant to the key performance measures as identified by the Minister in the FCSS Framework and in accordance with any applicable FCSS Program Policies.
 - This information must include the information listed in the Reporting Framework Checklist attached as Appendix 1 to Schedule C.
3. The Municipality shall submit all annual reporting using the FCSS Portal: <https://goaproduct.service-now.com/fcss>

Note: The Municipality should review section 11(b) of the FCSS Regulation, which, among other things, allows the Minister to withhold funding under any new agreement in the event that the above audited financial statements are not submitted to the Minister within 120 days of the end of the Municipality's fiscal year.

APPENDIX 1 TO SCHEDULE C

REPORTING CHECKLIST

1. Overview Information

- Report of all revenues and funding sources related to FCSS-funded activities
- Indication of whether a needs assessment has been conducted to inform programming
- Report of the number of partnerships
- Identification of the activity types the local FCSS program is delivering (Programming, Community Events, Information and Referrals, Community Development and Capacity Building)

2. Programming Information

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per program
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Participation counts (record of each engagement; not unique participants)
- Identification of target age group (select up to 2)
- Identification of target community group (select up to 2)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (for at least one program)
- Impact narrative (optional)

3. Community Events

Community events are typically one-time events that are open to the broader community. Required reporting components include:

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per event
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Attendee counts
- Identification of target age group (select up to 2)
- Identification of target community group (select up to 2)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (optional)
- Impact narrative (optional)

4. Information and Referrals

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity

- Activity categorization
- Count of total referral interactions
- Impact narrative (optional)

5. Community Development & Capacity Building

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (optional)
- Impact narrative (optional)

6. Direct Assistance (Emergencies Only)

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity
- Activity categorization
- Impact narrative (optional)

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: Nov 14, 2025	Confidential:	Yes		No	X	
Topic: NSWA Membership Renewal Request						
Originated By: A. Kozakiewicz			Title:	CAO		
BACKGROUND:						
The Town of Two Hills has been a member of the North Saskatchewan Watershed Alliance for a number of years.						
DOCUMENTATION ATTACHED:						
Letter & 24-25 Annual Report						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
If Council so wishes:						
_____moves to file the request to renew the membership with the North Saskatchewan Watershed Alliance (NSWA) for 2026 and incorporate this information into the minutes.						
OR						
_____moves to continue membership with the North Saskatchewan Watershed Alliance (NSWA) for 2026 and pay the membership fee of \$867.60.						
DISTRIBUTION: Council: X						



202, 9440 49 Street, Edmonton, AB T6B 2M9 | [NSWA.AB.CA](https://nswa.ab.ca)

November 12, 2025

*Mayor Tarkowski and Council,
Town of Two Hills*

RE: Partnering for Water Certainty and a Sustainable Future

Dear Mayor Tarkowski,

With municipal councils settling into their new dynamic after the recent election, I wanted to reconnect the Town of Two Hills with the North Saskatchewan Watershed Alliance (NSWA) and thank you for your continued partnership. As we mark **25 years of collaboration in 2025**, your engagement helps build **water certainty** across the watershed.

Communities across Alberta know that **water certainty underpins economic certainty**. Whether attracting new investment, supporting housing growth, or maintaining infrastructure, prosperity depends on reliable water and manageable environmental risk. Yet no municipality can achieve that certainty alone; what happens upstream affects those downstream, and local actions ripple across the entire system.

That's why NSWA exists: to help municipalities, industries, and governments **plan and manage shared water and aquatic natural assets** using sound science and practical local knowledge. Through this collaboration, we can strengthen both built and natural resilience, reduce flood and drought risks, and improve water quality for all.

As a valued partner, we invite the Town of Two Hills to **renew its contribution of \$867.60** for the 2025-2026 fiscal year. Your support sustains:

- **Collaborative planning tools** that give municipalities confidence in water-related decisions and future growth;
- **Science-based strategies** to manage flood and drought risk, protect infrastructure, and maintain reliable water supplies;
- **The 2025 State of the Watershed Update**, applying the global *Freshwater Health Index* to guide sustainable planning and decisions.

Your renewed contribution is an **investment in the collaborative infrastructure** that strengthens regional decision-making and ensures growth and stewardship can proceed with confidence. We welcome the opportunity to meet or present to Council to discuss how NSWA's work supports your local priorities. Please contact me or our Executive Director, Scott Millar (scott.millar@nswa.ab.ca), for details.

Thank you for your leadership and partnership in shaping a secure water future for our region.

Warm regards,

Steph Neufeld

Chair, North Saskatchewan Watershed Alliance

Highlights from the 2024-2025 ANNUAL REPORT



The **North Saskatchewan Watershed Alliance (NSWA)** is a non-profit, multi-stakeholder organization dedicated to improving the health and sustainability of the North Saskatchewan River and its 57,000 km² watershed, from the Rocky Mountains through Edmonton to the Saskatchewan border.

As a provincially designated Watershed Planning and Advisory Council (WPAC) under the Alberta's **Water for Life strategy**, the NSWA works collaboratively with partners across the watershed to manage and sustain the region's water resources and aquatic ecosystems in ways that strengthen the social and economic well-being of our communities.

In 2025, NSWA marks **25 years** as the trusted forum where the province, municipalities, Indigenous communities, industry, and citizens work together on shared water goals.



River Reaches of the North Saskatchewan River

WHY MUNICIPAL SUPPORT MATTERS

Clean, reliable water drives every community's growth and resilience.

By nurturing a strong watershed network, facilitating collaborative planning across boundaries, pursuing innovative approaches for effective watershed stewardship, and growing overall watershed literacy, the NSWA helps municipalities and all watershed partners make informed water and land-use decisions across the region.

Municipal watershed partnerships help to:

- **Coordinate watershed planning**, bringing upstream and downstream communities together on shared water priorities
- **Provide access to trusted watershed data and science**, supporting evidence-based decisions
- **Foster collaborative networks** that attract external funding and technical capacity
- **Strengthen long-term water security and community resilience** across the watershed



Municipal Drought Workshop





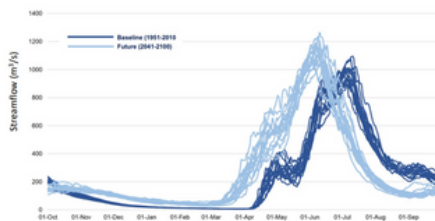
Advancing watershed science and resilience

STATE OF THE WATERSHED REPORT

The first comprehensive update since 2005 uses the Freshwater Health Index (FHI), adapted by the NSWA for the first time use in North America. It evaluates ecosystem vitality, ecosystems services, and governance and stakeholder through standardized indicators. The web-based report will help municipalities and other stakeholders across the watershed access reliable, comparable data for land and water decisions.



WATER MANAGEMENT ROADMAP



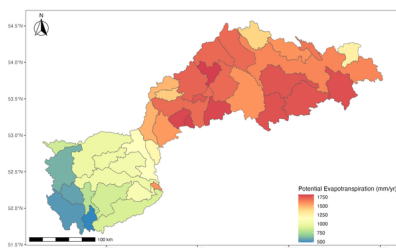
A multi-sector initiative is developing a collaborative hydrologic model and “roadmap” for sustainable water management in the North Saskatchewan River Basin. The project brings together governments, industry, and watershed partners to plan for future water use, growth, and climate pressures as a foundation for coordinated, basin-wide management.

RIPARIAN WEB PORTAL

Now the provincial hub for riparian data and tools, the Portal supports landowners, municipalities, and stewardship groups with restoration resources and real-life examples from landowners across Alberta. In 2024 it expanded to 15+ organizations, added training and student competitions, and featured its first project from outside Alberta.



BUILDING DROUGHT RESILIENCE



The drought conditions of 2024 highlighted the importance of coordinated watershed planning and preparedness. The NSWA helped strengthen resilience by hosting regional workshops, delivering webinars on drought modelling and water shortage planning, and sharing regular updates through media and partner networks.





Community and partnerships

REGIONAL LAKE STEWARDSHIP



Supported by Pembina Pipelines, the project coordinated lake stewardship activities across the watershed and completed two shoreline restoration events in collaboration with local communities:

- 400 native plants installed at Wizard Lake with students and Leduc County.
- Runoff channel naturalized at Lac Ste. Anne with community volunteers and .

URBAN CREEKS COLLABORATIVE

An multi-municipality supported initiative engaging municipalities to improve urban creek health and restore the ecosystem function related to water flows. In 2024, the team began the development of education materials and an interactive digital map. The Collaborative is now envisioning a shared Urban Creeks Strategy for the region.

YOUTH WATER COUNCIL

A group of extraordinary high-school students from across the watershed co-created the comic *River Time Vortex Extravaganza – A Watershed Time Travel Story* that was distributed to schools and libraries, as well as 9,000 copies distributed through RiverWatch’s EcoFloats program. The 2025 Youth Water Council, a new council of students, is designing classroom Education Kits to support youth knowledge building and stewardship.



2025 students from left to right: Gurmehar, Parag, Humza, Samantha, Joanna, Abi, Ilina, Cynthia, Averi, Tanya, Josie

Education and outreach

By sharing knowledge and connecting communities, the NSWA helps municipalities and partners strengthen watershed literacy and collaboration across the region.

In 2024–2025, six Watershed Wednesday Webinars brought together more than 400 participants to explore topics such as resilient agriculture, Indigenous environmental monitoring, and urban creek renewal. NSWA also connected directly with residents through community events including Open Farm Days, Métis Fest, and the St. Albert River Fest.

Engagement at a glance: 5,960 followers | 1,130 newsletter subscribers | 2,850 event participants







Invoice

202 - 9440 49 Street NW
Edmonton, Alberta
T6B 2M9

Date	Invoice #
11/7/2025	2026.055

Phone #	825.901.7676
E-mail	ellen.cust@nswa.ab.ca
Web Site	www.nswa.ab.ca

Invoice To
Town of Two Hills PO Box 630 Two Hills AB T0B 4K0

Description	Rate	Qty	Amount
Municipal Contribution January 1 to December 31, 2026 - Per Capita Funding Request Population of 1,446 x \$0.60/capita suggested contribution.	0.60	1,446	867.60
Thank you for your support			Total \$867.60

GST/HST No.

890443419

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM							
Meeting Date: Nov 25, 2025		Confidential:	Yes		No	X	
Topic: Catalis Subscription Renewal							
Originated By: Sheila Lupul			Title:	CFO			
BACKGROUND:							
Catalis is the program we use for our GIS webmap.							
DOCUMENTATION ATTACHED:							
Catalis Renewal Package							
DISCUSSION:							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
RECOMMENDED ACTION(S):							
_____ moves to renew the subscription for Catalis for a three year term with a fixed cost of \$9700.00. \$10,185.00 or \$10,694.25 respectively for each year.							
DISTRIBUTION:		Council: X					

ORDER FORM

CUSTOMER INFORMATION

Customer: Town of Two Hills Phone: 780-657-3395
Primary Contact: Adam Kozakiewicz Address: 4712 50 Street,
cao@townoftwohills.com Two Hills, AB
T0B 4K0

System Administrator: Sheila Lupul
slupul@townoftwohills.com

Billing Contact: Sheila Lupul ACH: ☐
Billing Email: slupul@townoftwohills.com PO Required: ☐
Billing Phone: 780-657-3395 Tax Exempt: ☐

Catalis Representative: Joel Mazurkewich, joel.mazurkewich@catalisgov.com

TERM

Subscription Start Date: January 1, 2025

The Subscription Start Date is the date the Software will be provisioned to the System Administrator. The Initial Term of the Subscription shall begin on the Subscription Start Date and will continue for three (3) years ("Initial Term"). Upon completion of the Initial Term, the Order Form shall automatically be renewed for a subsequent annual twelve (12) month term(s).

BILLING SUMMARY

- Software Subscription Fees and Recurring Professional Services Fees shall be billed up on the Subscription Start Date and annually in advance thereafter.
- Invoices shall be due and payable within thirty (30) calendar days following invoice by Catalis.
- Any Recurring Fees will increase annually by the greater five percent (5%) or by the increase in the Consumer Price Index ("CPI") for the prior calendar year.

PRICING

Pricing below is valid through November 30, 2025. Pricing is subject to change after this date.

1. Software Subscription Fees

	Year 1	Year 2	Year 3
GIS Webmap Annual Subscription	\$4,600.00	\$4,830.00	\$5,071.50
Infrastructure Management Annual Subscription	\$2,000.00	\$2,100.00	\$2,205.00
GIS Webmap – Premium Support Standard Annual Subscription	\$3,100.00	\$3,255.00	\$3,417.75
Total Subscription Fees	\$9,700.00	\$10,185.00	\$10,694.25

TERMS AND CONDITIONS

The Agreement contains the following, listed in order of appearance:

This Order Form

The Master Software Subscription and Services Agreement

<https://catalisgov.com/software-as-a-service-saas-terms-and-conditions/>

Schedule A: Software Description and Scope of Use

In the occurrence of a conflict between any of the above with one another, this Order Form shall control.

General Notes:

1. Capitalized terms used herein but not defined in this Order Form have the meanings given to them in the Master Software Subscription and Services Agreement.
2. The Parties agree to keep all aspects of this agreement confidential to the extent permitted by law.
3. Order Form line items represent estimates based upon initial evaluation of project complexity and duration. The actual time to complete the scope of work may vary. The Pricing listed above is estimated based on the information available to Catalis at the time of the making of this Order Form.
4. Following adoption of this Order Form, changes to the Statement of Work must be memorialized with a written Amendment or Work Order, without regard to whether the change affects costs, and must be approved in writing by Catalis and the Customer. If the changes impact cost, an estimate of the cost impact shall be included. Any cost for future Professional Services, customizations, modifications, or integrations shall be provided at the Catalis standard hourly services rate. The Statement of Work shall be subject to the terms of this Agreement.

ACCEPTANCE

By signing below, signatories represent that they are validly authorized to enter into this Order Form and accept their terms and conditions. The Order Form is dated effective and shall be considered binding upon execution ("Effective Date") by and between both parties.

TOWN OF TWO HILLS, AB

By: _____
Name: _____
Title: _____
Date: _____

CATALIS TECHNOLOGIES CANADA LTD.:

By: _____
Name: _____
Title: _____
Date: _____

SCHEDULE A: SOFTWARE DESCRIPTION AND SCOPE OF USE

This section provides a description of the Software Services being offered.

Product Scope of Work: GIS Webmap

Features include:

- Unlimited Users
- AWS Canada Hosting
- Mobile App
- Automatic Feature Updates
- Catalis SSO
- Software Support

Infrastructure Management Includes:

- Unlimited Users
- AWS Canada Hosting
- Mobile Collector App
- Asset Inventory Management
- GIS Webmap Integration
- Asset Condition, Risk, and Level of Service Assessments
- Automatic Feature Updates
- Catalis SSO
- Catalis Academy
- Software Support

Product Scope of Work: GIS Webmap Premium Support Standard

Premium Support Standard includes up to 20 hours per year. 80% of unused hours from the previous contract (Ref#: 200506) will roll over into Year 1 term (Jan 1, 2026 – Dec 31, 2026). Hours will not roll over following the conclusion of Year 1.

Services available for use include, but are not limited to:

- GIS Webmap
 - Data creation & update
 - Data repair
 - Data processing
 - Data analysis
 - Data migration
 - Custom GIS Mapping
- Other Solutions
 - New data layer(s) creation and/or group(s) to our software (GIS Webmap, Infrastructure Management, Work Orders, Inventory Management)
 - Update Display and Placement of Existing Data Layers in our software (GIS Webmap, Infrastructure Management, Work Orders, Inventory Management)
 - Adding or revising Workflows (Permit & License Management)
 - Custom documentation on workflows & processes (Permit & License Management)



Catalis
203-10328 81 Ave NW
Edmonton, AB T6E 1X2

No.: 006Ph00000c2C41IAE
Order Form Date: 8-29-2025

- One-on-one or group virtual training sessions
- Meetings to explore ideas for improving software use by Customer
- Meetings to plan and check-in on projects
- Technical assistance with non-software related requests like server migration, etc.

Services not available for use include, but are not limited to:

- Enhancement requests
- Assistance resolving issues caused by bugs
- Bug Fixes

Additional hours are available for purchase throughout the duration of the contract via a Change Order at \$165/hour.

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: November 25, 2025	Confidential:	Yes		No	X	
Topic: Christmas Hours						
Originated By: Sheila Lupul			Title:	CFO		
BACKGROUND:						
The administration office will be closed on the following days for Christmas: December 24, 25 and 26, we usually close at noon on December 23 and December 31. Being that Thursday January 1, 2026 is a statutory holiday, administration is asking council to support the closure of the office and the public works department (on-call/emergency line will be available as usual) on January 2, 2026. Employees will use one of their vacation days in lieu of wages for that day.						
DOCUMENTATION ATTACHED:						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
If council so wishes; _____moves support administration in closing the office and public works with staff to use vacation time on January 2, 2026 but keep essential services available to residents.						
DISTRIBUTION:		Council: X				

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: November 25, 2025	Confidential:	Yes		No	X	
Topic: Two Hills Improvement Committee						
Originated By: Sheila Lupul			Title:	CFO		
BACKGROUND:						
Being that council has decided that THIC does not require a council delegate, the committee members are questioning the viability of the committee.						
DOCUMENTATION ATTACHED:						
DISCUSSION:						
Committee members are asking the following questions: • What are council's expectations of this committee? • What projects are expected from this committee? (flower procurement, Christmas light judging) • Does council expect scheduled reporting? • Is THIC still entitled to the annual \$2,500.00 grant from council? • Is the Town still committed to donating \$300.00 towards 2025 Christmas Light contest?						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
DISTRIBUTION: Council: X						

TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: November 25, 2025	Confidential:	Yes	☐	No	X
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Topic: Alberta Community Partnership Program

Originated By: Adam Kozakiewicz	Title:	CAO
---------------------------------	--------	-----

BACKGROUND:

Minister Dan Williams has approved an invitation for your municipality to apply for **Asset Management Planning stream funding** through the **Alberta Community Partnership program**. This funding opportunity is intended to support municipalities in developing or enhancing asset management practices that improve long-term infrastructure planning and decision-making. This is a pilot project and we could be eligible for up to one million dollars in grant money, with a 75/25 cost share requirement.

DOCUMENTATION ATTACHED:

DISCUSSION:

This grant requires a partnership of 2 or more municipalities with one being the managing partner. The two advantages to applying for this grant is that is non-competitive so the probability of receiving it is higher and training is an eligible activity.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

If Council so wishes;

_____ moves to partner with the County of Two Hills and the Village of Myrnam in applying for the ACP-Asset Management Support Component before January 31, 2026.

DISTRIBUTION:	Council: X
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Alberta Community Partnership (ACP) – Asset Management Support		Provincial Funding – Alberta Category: Service Delivery - Planning
Program Objective: The ACP - Asset Management Support (AMS) is a non-competitive component that provides regional, non-competitive funding for projects that strengthen municipal asset management practices and capacity. The component includes the following streams: • Infrastructure Audit Stream - provides funding for infrastructure audits for eligible local governments not currently under a viability review. • Asset Management Planning Stream (pilot) - provides funding for projects that strengthen municipal asset management practices and capacity.		Administered by: Alberta Municipal Affairs Application Deadline: Not Specified
Available Funding: • The AMS component budget was not specified however the 2025/26 ACP budget target is \$13.4 million. Infrastructure Audit Stream: • Maximum project threshold is \$150,000 Asset Management Planning Stream: • Maximum amount will be determined on a project-by-project basis		
Cost Share Requirements: Infrastructure Audit Stream: No cost-share requirement Asset Management Planning Stream: Minimum 75% grant /25% partnership contribution is required		
Eligible Entities: • Available (by invitation) to local governments with populations under 5,000, without an asset management plan. An invitation to apply does not guarantee project funding.		
Eligible Projects Infrastructure Audit Stream: • Infrastructure audits to eligible local governments that are not currently under a viability review. Asset Management Planning Stream (must involve a partnership of two or more eligible entities): • Core infrastructure condition and site assessments • Energy efficiency analyses • Needs assessment and gap analyses (e.g., software requirements) • Asset risk assessments • Development or upgrades to existing asset management policies • Update 10-year capital plans • Development of communications plans • Asset management training		
Ineligible Costs • Ongoing operating costs (e.g. municipal salaries, hosting, travel, overhead expenses) • Hardware or software purchases installation or upgrades • System updates or maintenance • Construction and capital costs.		
General Eligibility Requirement(s): • All project participants must confirm project involvement through council resolutions.		
Program Materials Guidelines: 2025-26 Alberta Community Partnership Program Guidelines Application Form: Municipalities are required to submit applications through Alberta Community Partnership Online (ACPO) Approved Project Listing: Alberta community partnership approved projects		
Contact Phone: 780-422-7125 (toll free: 310-0000) Email: acp.grants@gov.ab.ca		Website Alberta Community Partnership Alberta.ca

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: November 25, 2025	Confidential:	Yes		No	X	
Topic: Legal Seminars						
Originated By: Adam Kozakiewicz			Title:	CAO		
BACKGROUND:						
Two of the major municipal law firms in Edmonton host an annual seminar on some municipal minded topics to give council and administration a basic understanding of what is going on. These seminars are beneficial in the fact that you, as newly elected officials, gain insight to some complex inner workings of the legal side of relevant topics.						
DOCUMENTATION ATTACHED:						
DISCUSSION:						
Reynolds, Mirth, Richardson and Farmer (RMRF)'s seminar is set for February 6, 2026 and Brownlee's is set for February 12, 2026, final details to come soon. Administration will need to know who is interested in attending so that when the early bird registration is available, attendees can be registered.						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
If Council so wishes;						
_____ moves to send ____ Councillors to attend the RMRF Legal Seminar on February 6, 2026, in Edmonton.						
_____ moves to send ____ Councillors to attend the Brownlee Emerging Trends seminar on February 12, 2026, in Edmonton.						
DISTRIBUTION:						
Council: X						

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM 					
Meeting Date: November 25, 2025	Confidential:	Yes		No	X
Topic: ACP-Regional Land Use Alignment Strategy					
Originated By: Adam Kozakiewicz			Title:	CAO	
BACKGROUND:					
The partnership between the Town of Two Hills, County of Two Hills, and the Village of Myrnam is a collaboration with a history of shared municipal service delivery in areas such as regional land use, emergency management, transportation, waste management, recreation, and water, wastewater, and stormwater management.					
DOCUMENTATION ATTACHED:					
Attached are current and revised schedules of remuneration.					
DISCUSSION:					
The County of Two Hills and the Village of Myrnam have made resolutions for this project: So moved that the County of Two Hills supports the Town of Two Hills' (managing partner) submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Land Use Alignment Strategy project. There is no matching contribution required. So moved that the Village of Myrnam supports the Town of Two Hills' (managing partner) submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Land Use Alignment Strategy project. There is no matching contribution required.					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
If Council so wishes; _____ moves that Town of Two Hills supports the submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Land Use Alignment Strategy project and is prepared to manage the grant project and related compliance requirements. There is no matching contribution required.					
DISTRIBUTION:		Council: X			

**2025/26 – ACP – Town of Two Hills
Regional Land Use Alignment Strategy**

Draft Project Description

The partnership between the Town of Two Hills, County of Two Hills, and the Village of Myrnam is a collaboration with a history of shared municipal service delivery in areas such as regional land use, emergency management, transportation, waste management, recreation, and water, wastewater, and stormwater management. The partnership recognizes the importance of regional planning and is focused on how our partnership can work together to optimize and enhance resources and leverage planning opportunities that will have a positive impact on the health and well-being of residents and communities as well as the broader region and province.

Regional land use planning reduces conflict and competition for resources between municipalities within a region, increases efficiency, and integrates planning to achieve and attain mutual interests and desired growth and development. Over time, various municipal planning initiatives have been developed which have the potential to restrict or hinder local or regional opportunities. This project will support the partnership to ensure permissions and planning requirements are uniform within the region and will enable a more comprehensive planning approach that spans different scales and levels of direction in planning.

The purpose of the regional land use alignment strategy is to proactively conduct a regional review of development, land use, and planning tools (e.g., statutory documents, bylaws, strategic plans) to ensure there is no regional disparity as we work together to strengthen and align regional planning and development opportunities and initiatives where it is most appropriate within the region. This will also include analysis of a more integrated approach to planning and related municipal sectors where efficiencies and resources can be optimized.

The regional land use alignment strategy will inform and guide future land development strategies and decisions on required local and joint planning and related infrastructure improvements and upgrades which will ensure we are positioned to address future operational and infrastructure requirements. This approach aligns with and supports the intermunicipal collaboration framework (ICF) objective that speaks to the importance of regional cooperation for the delivery of vital core municipal services, and the intermunicipal development plan (IDP) objective that supports land use planning, management, and growth issues that respect all regional partner interests. Information gathered as part of this project can also be used to support ICF or IDP updates.

The partnership will undertake the following activities:

1. Data collection and review of statutory documents, reports, data, plans, drawings, digital base maps, and air photos.
2. Stakeholder engagement.
3. Develop a regional planning inventory, including identification of regional and departmental tools and resources.

4. Engineering assessment and analysis that may include site assessment, geotechnical, and updates to the 10 year capital plans.
5. Develop regional land use alignment strategy options and recommendations to address service delivery and programming gaps and risk and liability issues and update strategic planning and land use documents.

The purpose of the proposed regional land use alignment strategy is to provide information and recommendations that will position the region for planning and collaborative delivery of future development that will strengthen regional land use and growth.

The expected project outputs are:

1. Regional land use data collection and analysis, surveys, geometric design, utility and site evaluations, and environmental analysis.
2. Regional land use alignment options and recommendations which includes strategic plan, communication plans and tools, and implementation plan.
3. Regional planning documents and materials, which may include updated IDPs or 10-year capital plans.
4. Stakeholder consultation summary report.

Draft Council Resolutions

For Project Manager:

So moved that **Town of Two Hills** supports the submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Land Use Alignment Strategy project and is prepared to manage the grant project and related compliance requirements. There is no matching contribution required.

For Project Participant(s):

So moved that the **County of Two Hills** supports the Town of Two Hills' (managing partner) submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Land Use Alignment Strategy project. There is no matching contribution required.

So moved that the **Village of Myrnam** supports the Town of Two Hills' (managing partner) submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Land Use Alignment Strategy project. There is no matching contribution required.

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: November 25, 2025	Confidential:	Yes		No	X	
Topic: NRED Application - Town						
Originated By: Adam Kozakiewicz			Title:	CAO		
BACKGROUND:						
Last day to apply for the NRED grant is November 28, 2025. As per Monday's meeting to decide if the Town is applying.						
DOCUMENTATION ATTACHED:						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
DISTRIBUTION:		Council: X				