

AGENDA  
TOWN OF TWO HILLS  
February 13, 2024  
1:00 P.M.



---

Regular Council Meeting

---

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
  - a) Regular Council Meeting January 23, 2024 will be provided on Tuesday
4. DELEGATION
  - a) RCMP
5. OPEN FORUM
6. ADMINISTRATIVE REPORTS
  - a) Public Works Report
  - b) Economic Development Officer Report
  - c) CFO Report -will be provide at the meeting
  - d) Chief Administrative Officer Report
7. CORRESPONDENCE
8. BYLAWS & POLICIES
9. COUNCIL MEMBER REPORTS
10. NEXT MEETINGS
  - a) Regular Council Meeting Tuesday February 27, 2024 6:00 p.m.
11. CLOSED SESSION
  - a) FOIPP Act 16(1)&25 disclosure would be harmful to the business interests of a third party (section 16(1), disclosure harmful to the economic or other interests of a public body (section 25)
  - b) FOIPP Act the information is about a third party and is in a tax record (section 16(2))
  - c) FOIPP Act 27 legal and other privileged information of a public body (section 27)
  - d) FOIPP Act 24(1) advice from officials (section 24(1));
12. ADJOURNMENT



TOWN OF TWO HILLS  
Minutes of the Regular Meeting of Council for the Town of Two Hills  
held January 23, 2024, at 6:00 P.M. in Council Chambers



**PRESENT:** Mayor L. L. Ewanishan, Deputy Mayor A. Romaniuk, Councillor M. Tarkowski, Councillor S. Rajoo, Councillor E. Sorochan, C.A.O. A. Kozakiewicz, C.F.O S. Lupul, Public Works Foreman T. Stefiuk and 2 members in the public gallery including a reporter.

**MISSING:** A.C.A.O. A. Clark

**CALL TO ORDER:** Mayor L. L. Ewanishan called the Regular Town Council Meeting to order at 6:00 P.M.

**ADOPTION OF AGENDA:**

2024-023 **MOVED** by Councillor M. Tarkowski to accept the agenda as presented.  
**CARRIED**

**ADOPTION OF MEETING MINUTES:**

2024-024 **MOVED** by Councillor E. Sorochan to accept the regular Council Meeting Minutes of January 9, 2024 as presented.  
**CARRIED**

**OPEN FORUM:** A local doctor attended the meeting to voice his concerns regarding the Hospital services declining, the need for lab techs as the ER is now only open 8-4 PM Monday to Friday (less than 50 % of service) accommodations is an issue they have filled the position but there is no place for them to stay. Lodge is \$75/day. Councillor Tarkowski is going to bring forward the concerns to Eagle Hill for deductions

**ADMINISTRATIVE REPORTS:**

**Public Works Report**

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

2024-025 **MOVED** by Deputy Mayor A. Romaniuk that the Public Works report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

**Economic Development Officer Report**

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

2024-026 **MOVED** by Councillor S. Rajoo that the Economic Development Officer's report be acknowledged as presented and incorporated into the minutes.

**CARRIED**



**Chief Financial Officer Report**

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

- 2024-027**      **MOVED** by Deputy Mayor A. Romaniuk that the Chief Financial Officer's report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

**Chief Administrative Officer Report**

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

- 2024-028**      **MOVED** by Councillor S. Rajoo that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

**CORRESPONDENCE:**

- 2024-029**      **MOVED** by Councillor E. Sorochan that the correspondence be acknowledged as presented and filed.

**CARRIED**

**NEW BUSINESS:**

**Committee Listing**

With focus shifting away from just flowers, the Two Hills in Bloom committee is requesting the name be changed back to "Two Hills Improvement Committee"

- 2024-030**      **MOVED** by Councillor E. Sorochan to approve the change of committee name from "Two Hills in Bloom" to "Two Hills Improvement Committee" and further to reflect this change on the committee listing.

**CARRIED**

**Spring Municipal Leaders' Caucus**

The 2024 Spring Municipal Leaders' Caucus (MLC), is open for registrations. It is taking place at the Westin Edmonton on March 14 and 15. Cost per person would be approximately \$650 plus, mileage. Virtual option is \$125

- 2024-031**      **MOVED** by Deputy Mayor A. Romaniuk to have the CAO and Council members E. Sorochan & S. Rajoo attend.

**CARRIED**



**BYLAWS & POLICIES:**

**Water & Sewer Bylaw 2024-1038**

We have updated the Water Bylaw to reflect the increase in water rates for 2024. (previous rates were calculated incorrectly)

**2024-032**      **MOVED** by Councillor E. Sorochan that the Water & Sewer Bylaw 2024-1038 be read a first time this 23rd day of January, 2024.

**CARRIED**

**2024-033**      **MOVED** by Councillor S. Rajoo that the Water & Sewer Bylaw 2024-1038 be read a second time this 23rd day of January, 2024.

**CARRIED**

**2024-034**      **MOVED** by Deputy Mayor A. Romaniuk that the Water & Sewer Bylaw 2024-1038 be given consent for third and final reading.

**CARRIED UNANIMOUSLY**

**2024-035**      **MOVED** by Councillor M. Tarkowski Water & Sewer Bylaw 2024-1038 be read a third and final time this 23rd day of January, 2024.

**CARRIED**

**2024-1038 Animal Control Bylaw**

We have updated the Animal Control Bylaw to reflect the fact that the Town of Two Hills no longer has access to a pound to house stray animals.

**2024-036**      **MOVED** by Councillor M. Tarkowski that the Animal Control Bylaw 2024-1038 be read a first time this 23rd day of January, 2024.

**CARRIED**

**2024-037**      **MOVED** by Councillor E. Sorochan that the Animal Control Bylaw 2024-1038 be read a second time this 23rd day of January, 2024.

**CARRIED**

**2024-038**      **MOVED** by Councillor S. Rajoo that Bylaw 2024-1038 be given consent for third and final reading.

**CARRIED UNANIMOUSLY**

**2024-039**      **MOVED** by Deputy Mayor A. Romaniuk that the Animal Control Bylaw 2024-1038 be read a third and final time this 23rd day of January, 2024.

**CARRIED**

**COUNCILLOR REPORTS:**

**2024-040**      **MOVED** by Councillor M. Tarkowski to amend Councillor Sorochan's report to read \$10,000 in grant money not \$100,000.

**CARRIED**

**2024-041**      **MOVED** by Deputy Mayor A. Romaniuk to accept the councillor reports as presented and filed.

**CARRIED**



2024-042      **MOVED** by Councillor S. Rajoo to extend the meeting.

**CARRIED**

**CLOSED SESSION:**

2024-043      **MOVED** by Mayor L. L. Ewanishan to go into closed session at 9:05 PM.

**CARRIED**

2024-044      **MOVED** by Mayor L. L. Ewanishan to come out of closed session at 9:45 PM.

**CARRIED**

2024-045      **MOVED** by Councillor S. Rajoo to enter into a contract with details as per closed session discussions for \$10,000.

**CARRIED**

**NEXT MEETING:**

Regular Council Meeting Tuesday February 13, 2024 at 1 P.M.

**ADJOURNMENT:**

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 9:46 PM.

---

LEONARD L. EWANISHAN, MAYOR

---

ADAM KOZAKIEWICZ C.A.O.





2024-01-29

Sgt David Henry  
Detachment Commander  
Two Hills, Alberta

Dear Mayor Leonard Ewanishan,

Please find the quarterly Community Policing Report attached that covers the October 1<sup>st</sup> to December 31<sup>st</sup>, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Two Hills Detachment.

I would also like to update you on one of our current technological endeavours. Over the last decade, the RCMP has utilized Remotely Piloted Aircraft Systems (RPAS) to support our specialized units, i.e. our Emergency Response Teams – which has been incredibly effective for enhancing police and public safety. Although the advancement of technology benefits industry and recreation, it facilitates greater accessibility for criminals, which requires a strategic response. To remain current in our ever-changing environment, and to be responsive to public reviews that call for better access to air support such as the Nova Scotia Mass Casualty Commission of Inquiry, we are actively researching and testing new technologies in a policing environment to enhance public safety. One such technology is how we might use RPAS for potential new police applications. This includes how we might use RPAS to assist with select calls for service, crime photography, search and rescue, and unfolding critical incidents, i.e. an active shooter. With its potential and capability for wider applications, we are further considering program options for our municipal, rural, and Indigenous communities; scalable depending on community need and interest. While we will always need a helicopter and fixed-wing aircraft for the movement of resources, these larger assets are not always immediately available. RPAS technology is providing an opportunity for our communities to effectively have their own police air support, at a significantly lower cost. As I learn more about further opportunities and challenges, I will be sure to keep you updated and informed.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sgt David Henry  
Detachment Commander  
Two Hills



**RCMP** Provincial Policing Report

Detachment	Two Hills
Detachment Commander	Sgt. David Henry
Quarter	Q3
FTE Utilization Plan	2023/24
Date of Report	2024/01/29

Community Consultations

Date	
Meeting Type	
Topics Discussed	
Notes/Comments	

No data provided



## Community Priorities

<b>Priority 1</b>	Reduce property crime
<b>Current Status &amp; Results</b>	Two Hills and county as well as Andrew/Willingdon/St. Michael groups up and running.
<b>Priority 2</b>	Crime Reduction
<b>Current Status &amp; Results</b>	Remembrance Day Ceremony X2(Andrew and Willingdon) Attended local volleyball tournament Myrnam Fire open house attended.
<b>Priority 3</b>	Enhance Road Safety
<b>Current Status &amp; Results</b>	During the third quarter review, based on a PRO's review it appears the detachment has not issued any impaired driving sanctions during the third quarter.





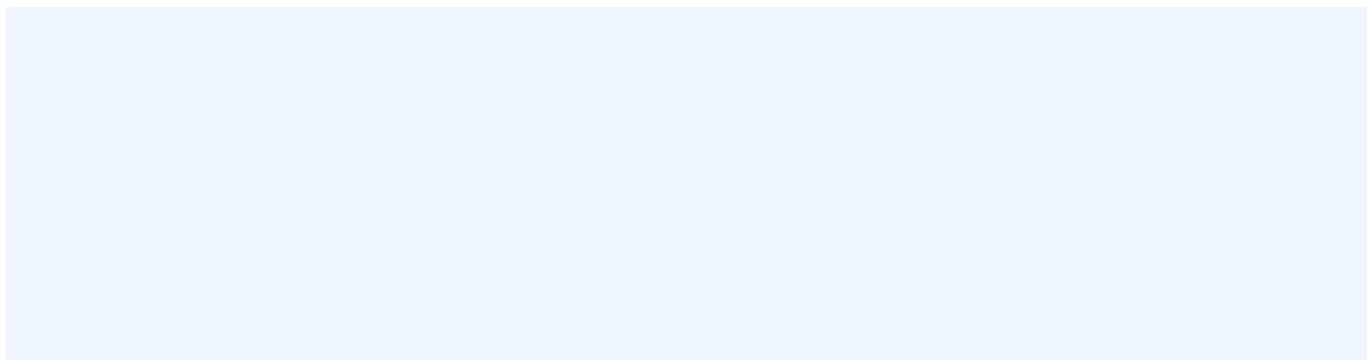
## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October – December			January – December		
	2022	2023	% Change Year-over-Year	2022	2023	% Change Year-over-Year
<b>Total Criminal Code</b>	145	183	26%	581	579	0%
Persons Crime	32	27	-16%	104	98	-6%
Property Crime	95	123	29%	398	405	2%
Other Criminal Code	18	33	83%	79	76	-4%
<b>Traffic Offences</b>						
Criminal Code Traffic	12	6	-50%	50	32	-36%
Provincial Code Traffic	186	121	-35%	988	700	-29%
Other Traffic	1	0	-100%	4	2	-50%
<b>CDSA Offences</b>	3	1	-67%	5	5	0%
<b>Other Federal Acts</b>	3	2	-33%	6	11	83%
<b>Other Provincial Acts</b>	47	62	32%	172	222	29%
<b>Municipal By-Laws</b>	1	3	200%	6	7	17%
<b>Motor Vehicle Collisions</b>	76	70	-8%	215	191	-11%

1. Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest





Provincial Police Service Composition Table<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	6	6	0	0
Detachment Support	2	2	0	0

2. Data extracted on December 31, 2023 and is subject to change.

3. 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.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the six established positions, six officers are currently working. One position has two officers assigned to it. There are no hard vacancies.

Detachment Support: Of the two established positions, there are two resources working. There are no hard vacancies.

Quarterly Financial Drivers



Two Hills Provincial Detachment  
Crime Statistics (Actual)  
Q4: 2019 - 2023

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

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	1	0	0	N/A	N/A	0.0
Robbery		0	0	2	2	1	N/A	-50%	0.4
Sexual Assaults		1	2	3	0	2	100%	N/A	0.0
Other Sexual Offences		6	0	4	1	0	-100%	-100%	-1.1
Assault		7	8	10	14	12	71%	-14%	1.6
Kidnapping/Hostage/Abduction		0	0	1	1	0	N/A	-100%	0.1
Extortion		1	0	0	0	0	-100%	N/A	-0.2
Criminal Harassment		4	0	1	8	5	25%	-38%	1.0
Uttering Threats		2	3	2	6	7	250%	17%	1.3
<b>TOTAL PERSONS</b>		<b>21</b>	<b>13</b>	<b>24</b>	<b>32</b>	<b>27</b>	<b>29%</b>	<b>-16%</b>	<b>3.1</b>
Break & Enter		30	16	22	23	26	-13%	13%	-0.1
Theft of Motor Vehicle		24	16	20	17	15	-38%	-12%	-1.7
Theft Over \$5,000		6	4	5	3	6	0%	100%	-0.1
Theft Under \$5,000		28	21	16	17	32	14%	88%	0.4
Possn Stn Goods		8	5	5	8	11	38%	38%	0.9
Fraud		10	8	4	11	10	0%	-9%	0.3
Arson		0	1	0	1	1	N/A	0%	0.2
Mischief - Damage To Property		18	13	18	14	16	-11%	14%	-0.3
Mischief - Other		11	5	4	1	6	-45%	500%	-1.4
<b>TOTAL PROPERTY</b>		<b>135</b>	<b>89</b>	<b>94</b>	<b>95</b>	<b>123</b>	<b>-9%</b>	<b>29%</b>	<b>-1.8</b>
Offensive Weapons		3	3	5	3	11	267%	267%	1.6
Disturbing the peace		4	0	3	2	1	-75%	-50%	-0.4
Fail to Comply & Breaches		8	17	10	12	11	38%	-8%	0.1
<b>OTHER CRIMINAL CODE</b>		<b>2</b>	<b>7</b>	<b>4</b>	<b>1</b>	<b>10</b>	<b>400%</b>	<b>900%</b>	<b>1.0</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>17</b>	<b>27</b>	<b>22</b>	<b>18</b>	<b>33</b>	<b>94%</b>	<b>83%</b>	<b>2.3</b>
<b>TOTAL CRIMINAL CODE</b>		<b>173</b>	<b>129</b>	<b>140</b>	<b>145</b>	<b>183</b>	<b>6%</b>	<b>26%</b>	<b>3.6</b>



## Two Hills Provincial Detachment

## Crime Statistics (Actual)

Q4: 2019 - 2023

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

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	2	1	2	1	N/A	-50%	0.2
Drug Enforcement - Trafficking		1	3	0	1	0	-100%	-100%	-0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		1	5	1	3	1	0%	-67%	-0.2
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	2	3	0	1	0%	N/A	-0.2
<b>TOTAL FEDERAL</b>		2	7	4	3	2	0%	-33%	-0.4
Liquor Act		3	2	5	3	0	-100%	-100%	-0.5
Cannabis Act		1	1	1	0	0	-100%	N/A	-0.3
Mental Health Act		9	14	16	19	39	333%	105%	6.5
Other Provincial Stats		10	25	29	25	23	130%	-8%	2.6
<b>Total Provincial Stats</b>		23	42	51	47	62	170%	32%	8.3
Municipal By-laws Traffic		0	0	0	0	1	N/A	N/A	0.2
Municipal By-laws		3	3	1	1	2	-33%	100%	-0.4
<b>Total Municipal</b>		3	3	1	1	3	0%	200%	-0.2
Fatals		1	0	0	1	1	0%	0%	0.1
Injury MVC		7	2	5	4	2	-71%	-50%	-0.8
Property Damage MVC (Reportable)		73	38	58	65	62	-15%	-5%	0.5
Property Damage MVC (Non Reportable)		8	4	2	6	5	-38%	-17%	-0.4
<b>TOTAL MVC</b>		89	44	65	76	70	-21%	-8%	-0.6
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		315	294	237	186	121	-62%	-35%	-49.6
<b>Other Traffic</b>		4	1	2	1	0	-100%	-100%	-0.8
<b>Criminal Code Traffic</b>		15	12	12	12	6	-60%	-50%	-1.8
<b>Common Police Activities</b>									
False Alarms		7	8	3	1	8	14%	700%	-0.5
False/Abandoned 911 Call and 911 Act		0	0	2	4	4	N/A	0%	1.2
Suspicious Person/Vehicle/Property		37	43	35	39	41	11%	5%	0.4
Persons Reported Missing		2	4	2	2	2	0%	0%	-0.2
Search Warrants		1	3	1	0	2	100%	N/A	-0.1
Spousal Abuse - Survey Code (Reported)		5	4	5	6	16	220%	167%	2.4
Form 10 (MHA) (Reported)		5	6	6	4	0	-100%	-100%	-1.2



# OPEN FORUM

(Council Procedural Bylaw, Amendment Bylaw 2014-949)

**Preamble:** Welcome. Town Council is providing an opportunity for the general public to individually address Council on any topic relevant to municipal government for a period not to exceed 2 minutes per person to a maximum of 20 minutes combined. Information presented to Council may or 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:

---

---

---

---

---

---

---

---



# Public Works Foreman Report

February 13, 2024



Will be provided at the meeting as Public is attending Legal Seminar



1. Food sovereignty webinar
2. EDC meeting held - general discussions on direction of EDC and Chamber subcommittee
3. Tax recovery property sale completed - paid in full as per council direction
4. Continue working on TGP grant application for Geleta park project
5. Attended 2 meetings with transportation in regards to future highway developments
6. Rural renewal stream and business stream are active - approx. 550 applicants / 15 positions to date.
7. 12 endorsements at this time
8. Met with potential investors
9. Down town property has sold and renovations begun for future mainstreet business
10. AB Government Rural Renewal zoom meeting
11. Attended legal conference in Edmonton with public works supervisor
12. Attended Calgary motorcycle show - very good response
13. Working with Acoustic Acres on music festival grant
14. Began online U of C courses for EDA certification
15. Scop grant has gone to second phase





**TOWN OF TWO HILLS  
RECONCILIATION STATEMENT FOR JANUARY 2024**

<b>Net Balance at End December 2023</b>	<b>\$15,694.28</b>
Plus Deposits	<b>\$328,408.37</b>
<b>Sub Total</b>	<b>\$344,102.65</b>
Minus Disbursements (including transfers)	<b>\$247,337.62</b>
<b>Closing Balance</b>	<b>\$96,765.03</b>

---

**Summary of Town of Two Hills Accounts**

---

<b>Alberta Treasury Branch</b>	<b>Description of Accounts</b>	
Bus Custom Plan CB #24	Main Account	<b>\$96,765.03</b>
Bus Custom Plan CB #27	Electronic Bill Payments	<b>\$12,808.86</b>
Notice Account 90 Day	Auction Holding	<b>\$112,279.46</b>
Savings Account #30	Debenture Account	<b>\$46,796.59</b>
Savings Account #578	County Grant Account	<b>\$52,761.75</b>
Savings Account #478	Interest Bearing	<b>\$141,628.19</b>
<b>TOTAL ATB</b>		<b>\$268,649.94</b>

---

<b>Revolving Loan - out of \$985,000.00</b>	<b>\$985,000.00</b>
	<b>\$0.00</b>
<b>** Available Credit **</b>	<b>\$985,000.00</b>

---

---

<b>OTHER ACCOUNTS:</b>	<u><b>Vision Credit Union</b></u>	
	Two Hills Improvement Committee	<b>\$3,237.21</b>
	Canada Day	<b>\$ 10,168.35</b>

---

**Comments:**



**Town of Two Hills  
Cheque Listing  
32459-32495**

32459	January 25, 2024	Claimed Expense	\$ 53.82
32460	January 25, 2024	Health Benefits	\$ 258.02
32461	January 25, 2024	PW Equipment Maintenance	\$ 3,513.89
32462	January 25, 2024	Shop Supplies	\$ 125.30
32463	January 25, 2024	Tire Repair	\$ 31.50
32464	January 25, 2024	Shop Supplies	\$ 25.00
32465	January 25, 2024	Equipment Repairs	\$ 417.69
32466	January 25, 2024	Freight	\$ 315.00
32467	January 25, 2024	Office Supplies	\$ 64.65
32468	January 25, 2024	Office Supplies	\$ 37.16
32469	January 25, 2024	FCSS	\$ 16,758.95
32470	January 25, 2024	Hall Management Fee	\$ 2,625.00
32471	February 7, 2024	Water Purchase	\$ 30,789.20
32472	February 7, 2024	AMSC Membership	\$ 2,698.55
32473	February 7, 2024	Health Benefits	\$ 10,256.84
32474	February 7, 2024	Town Phones	\$ 83.75
32475	February 7, 2024	Equipment Repairs	\$ 9,009.00
32476	February 7, 2024	PW Shop Supplies	\$ 49.65
32477	February 7, 2024	Pickled sand spreader	\$ 8,586.26
32478	February 7, 2024	Repair Garbage Lid	\$ 94.40
32479	February 7, 2024	Hall maintenance (Nov)	\$ 1,311.59
32480	February 7, 2024	Advertising	\$ 656.25
32481	February 7, 2024	Fire Dept. Supplies	\$ 316.14
32482	February 7, 2024	Furnace Maintenance	\$ 155.00
32483	February 7, 2024	Annual Inspection (Nov)	\$ 1,785.00
32484	February 7, 2024	LAPP	\$ 9,383.85
32485	February 7, 2024	Beet Juice	\$ 7,281.44
32486	February 7, 2024	Contractor Fees	\$ 2,506.88
32487	February 7, 2024	PW Office Supplies	\$ 251.96
32488	February 7, 2024	Land Titles	\$ 50.00
32489	February 7, 2024	Office Supplies	\$ 26.68
32490	February 7, 2024	Donation to THIC (2023)	\$ 500.00
32491	February 7, 2024	Advertising	\$ 495.00
32492	February 7, 2024	Monthly Assessment	\$ 1,583.40
32493	February 7, 2024	Office Cleaning	\$ 720.00
32494	February 7, 2024	Shredding	\$ 86.42
32495	February 7, 2024	Ice plant maintenance / Fuse repair	\$ 761.25

1. Land for a new opportunity discussion in closed session January 23 received a \$5000.00 deposit
2. Small community grant (SCOP) has called to let us know we are in second sort and to clarify the project
3. Application for Low carbon Economy Challenge complete
4. Meeting with new investor will be discussed in camera
5. Meeting with MPE and Housing Developer looking into other grants to apply for beside Affordable housing partnership (provincial). Looking into BDC: Bank for Entrepreneurs - Financing & Advisory Services, CMHC: Canada Mortgage and Housing Corporation, FCM- Federation of Canadian Municipalities programs.
6. Meeting with Keith Kirkland from Alberta Precision Laboratories to confirm new Lab Tech CLXT
7. 3 Meeting with Cindy Skjaveland -Development & Planning Technologist - Vermilion District, Transportation and Economic Corridors to discuss highway access to Town of Two Hills from Highway 45 West of Highway 36.
8. Asked MPE for quote on TIA Traffic Impact Assessment
9. 2023 Annual Internal Reviews (AIRs) Safety Codes Council meeting set for Feb 13<sup>th</sup> at 9am for period Jan 2020-Oct 2023
10. Alberta Advantage Immigration Program - Rural Entrepreneur Stream Meeting - We are on track





Correspondence Listing  
Council Meeting of February 13, 2024

1. Low Carbon Economy Challenge update: update on the status of your application titled C30103 – Two Hills Energy Efficiency Initiative – Town of Two Hills will be received late March and timeline of all the stages.
2. FCM in Calgary June 6-9, 2024 : request for decision on who should attend.
3. Audit Information (BEPG) Town of Two Hills 2024: outlines audit procedures
4. Two Hills Health Centre lab/DI update: Letter confirming new CLTX hire and training requirements
5. Tree Tribe Initiative: Will plant evergreen native trees a list to choose from Tree Request Form is received





Government  
of Canada

Gouvernement  
du Canada

Dear Adam Kozakiewicz and Bob Ross,

Thank you for your application to the Low Carbon Economy Challenge. This email is to notify you that the Challenge Fund Intake 2023 is now closed and the project assessment process has begun.

We intend to provide you with an update on the status of your application titled C30103 – Two Hills Energy Efficiency Initiative – Town of Two Hills in late March. In the meantime, we invite you to review additional information about the Challenge Fund's assessment process and our intended timelines.

### **February – March: Eligibility Review Stage**

Applications that have a competitive cost-per-tonne within this intake will be reviewed to determine whether they meet all eligibility criteria, as outlined in Section 3 of the [Applicant Guide](#). During this stage, some applicants may be contacted by ECCC requesting clarification of certain aspects of their application. If contacted, applicants will be given 5 business days to respond with the additional information requested. At the end of the eligibility review stage, we intend to e-mail all applicants with an update on the status of their application to let them know whether or not their application will be proceeding to the next stage of the assessment process.

### **April – May: Merit Evaluation Stage**

Eligible applications that have a competitive cost-per-tonne will be evaluated by a cross-disciplinary review committee, comprised of technical and program experts from ECCC and other federal departments. Each project will be scored out of 100 points based on the merit evaluation framework, as outlined in Section 5 of the Applicant Guide. In some cases, technical experts may determine that the projected greenhouse gas (GHG) emissions reductions provided by an applicant requires modification, thereby decreasing or increasing the project's federal cost-effectiveness. Some applicants may be contacted by ECCC requesting clarification on certain aspects of their application. If contacted, applicants will be given 5 business days to respond with the additional information requested. At the end of the merit evaluation stage, we intend to e-mail all remaining applicants with an update on the status of

their application to let them know whether or not their application will be proceeding to the project selection stage.

**May – June: Project Selection Stage**

After the merit evaluation is complete, ECCC will launch an internal process to create a list of select eligible projects that would be recommended for funding. Project selection will be primarily informed by the project scores as determined in the merit evaluation. Projects will be ranked by score and recommended for funding from best to worst score until the available funding has been allocated. Other considerations, such as jurisdictional representation and organization type, may also influence project recommendations. We will not be in a position to provide applicants with an update on the status of their application during, or at the end of this stage.

**July – August: Ministerial Approval Stage**

After the project selection stage is complete, ECCC will recommend the list of selected projects to the Minister of Environment and Climate Change. The Minister is the one who has final authority to approve projects for funding. We anticipate Ministerial approval of recommended projects sometime in August, and thus hope to notify applicants of the results shortly after approval. Projects that have not been selected for funding will be notified at the same time.

For more information about the program, please consult the [Low Carbon Economy Challenge website](#) or contact us at [lcef-fefec@ec.gc.ca](mailto:lcef-fefec@ec.gc.ca).

Kind regards,

The Low Carbon Economy Fund  
Climate Change Branch  
Environment and Climate Change Canada  
Government of Canada  
[lcef-fefec@ec.gc.ca](mailto:lcef-fefec@ec.gc.ca)

Canada 

# FCM Annual Conference and Trade Show 2024

When: **June 6-9, 2024**

Where: **Calgary Telus Convention Centre, Calgary, AB**

**Registration opens at 2:00 p.m. (ET) on February 13, 2024.**

Join more than 1,000 elected officials from coast to coast to coast for ***Redefining our future***, FCM's 2024 Annual Conference and Trade Show and Canada's largest pan-Canadian gathering of elected officials.

Through our thoughtfully chosen activities and programming, AC 2024 will help you foster connections with your peers, partners and federal representatives while providing you with the tools and insights you to address challenges and embrace new opportunities for municipal success.

Why attend?

*This is one event you won't want to miss.*

Network

with other local leaders who range from Canada's rural, northern and remote regions to Canada's biggest cities, who are focused on the same municipal issues.

Learn

best practices and gain new insights to meet your municipality's ongoing challenges via workshops, study tours and discussions.

Connect

with key municipal partners, experts and suppliers at our sector-leading [trade show](#), fostering the relationships you need to make your communities stronger

Experience

the vibrant city of Calgary and its unique municipal achievements through our popular study tours.

Influence

the national municipal agenda by electing our new Board, shaping our priorities and convening with federal leaders.

Raise

your community's profile by exchanging expertise and sharing how you delivered innovative wins in your own municipality.  
*We're looking forward to seeing you in person!*

## REMOTE AUDIT INFORMATION

(Building, Electrical, Plumbing, and Gas Disciplines)

### CONTACTS AVAILABILITY

- The Quality Management Plan Manager and the Information Technology System Specialist will need to be available during the audit. If the Quality Management Plan Manager is not available for the audit, please provide your *representative's name, email address, and phone number*.
- Although not asked to be present at the audit, where an accredited agency is engaged, contact information for the agency and their availability will be required in case additional information or clarity is needed on observations.

### MEETINGS

- There will be an initial meeting held remotely on the first day of the audit, where the Quality Management Plan Manager (*or representative*) is required to attend.
- Upon conclusion of the audit, an exit meeting will be scheduled by the Audit Lead and held remotely to discuss main findings with the Quality Management Plan Manager and joint accreditation's representatives.
- Where an accredited agency is engaged, the Quality Management Plan Manager may invite the agency's representative to attend the initial and exit meetings. If attending, please provide the *representative's name, email address, and phone number*.

### ACCESS TO FILES

- Auditors utilize a random file selection tool to determine which permit files to audit. All files selected will need to be complete and electronically available.
- If the municipality is providing services through an accredited agency, the municipality needs to ensure that **ALL** selected files are also complete and electronically available. Please review all selected files with your agency prior to the start of the audit.

The Safety Codes Council and its staff, including auditors, are bound to professional and ethical practice, and the confidentiality requirements of the *Safety Codes Act* and *Freedom of Information and Protection of Privacy Act*.

Thank you

Safety Codes Council

## Adam Kozakiewicz

---

**From:** Heather Kipling <heather.kipling@albertahealthservices.ca>  
**Sent:** February 8, 2024 2:58 PM  
**To:** Fort Saskatchewan-Vegreville; Jackie Armstrong-Homeniuk; Leonard Ewanishan; mphillips@thcounty.ab.ca  
**Cc:** Valerie Thompson L.; Leane Young N.; Keith Kirkland; Adam Kozakiewicz; sdary@thcounty.ab.ca; Nicole Gilbert  
**Subject:** Two Hills Health Centre lab/DI update

Good afternoon,

As part of our ongoing commitment to keeping you apprised of efforts to mitigate the service disruptions at the Two Hills Health Centre, I wanted to share that a new fulltime CXLT has been hired for the site. This individual is currently undergoing training and orientation, which will be completed in approx. four weeks. While this will give us two regular CLXT staff, we continue to recruit for additional staff to address critical vacancies so we can ultimately restore full access to the community.

Additionally, for awareness, with the continued support of staff from other sites wherever possible, there are appointments available for community patients for lab and diagnostic imaging throughout. This includes morning and afternoon appointments for tomorrow (Friday) and multiple appointments daily from Tuesday to Friday next week. We continue to work with the local medical clinic to support patients in booking these appointments where assistance is needed.

Thank you,

Heather

**Heather Kipling**

Communications Director, Central Zone  
Communications & Community Engagement  
Alberta Health Services  
P:403-506-3300  
[heather.kipling@ahs.ca](mailto:heather.kipling@ahs.ca)  
(she/her)

*I acknowledge that my work takes place on historical and contemporary Indigenous lands, including the territories of Treaties 6 and 7, and the homeland of the Métis people. I offer my gratitude to those who have cared for the lands on which I reside and work for generations, and offer my respects to the traditional Knowledge Keepers and Elders of the past, present and future.*



CONFIDENTIALITY NOTICE: This e-mail and any files/attachments may contain confidential, personal and/or privileged information intended for a specific purpose and recipient. If you are not the intended recipient do not disclose, copy, retain, distribute, use or modify any of the contents of this transmission. Thank you.

---

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

---



## Adam Kozakiewicz

---

**From:** Harpreet <Harpreet@nwstl.ca>  
**Sent:** February 6, 2024 2:45 PM  
**To:** Rajan Ahluwalia  
**Subject:** Tree Tribe Initiative  
**Attachments:** A-guide-to-site-preparation.pdf; Trees Request Form.docx

Hi,

I hope this email finds you well. We would like to thank each of you for such an enthusiastic response for the initiative and appreciate your patience. We got such an overwhelmingly tremendous response from the communities it took us a while to respond everyone. We truly appreciate your interest and commitment to enhancing green spaces in your community.

To take a step forward, please fill out the following Tree Request Form. Please provide all the details for review and processing and send it to [info@nwstl.ca](mailto:info@nwstl.ca) or you can also reply to this email. We will get back to you as soon as possible to discuss your request further.

To address one of the common queries what species are we going to plant?

We will plant evergreen native trees you will be provided a list to choose from once we receive the Tree Request Form.

To ensure the success of this initiative and maximise its impact We are inviting the communities to donate one dollar for each tree for this cause. We believe its an opportunity for those who share same vision and passion like us to invest in the future of our planet. Together, we can preserve the natural treasures that inspire us and provide essential services for all life on Earth.

Moreover, The Event will be promoted on all the NWST social media platforms and on the website as well. All the follow ups and updates will be posted online regularly. You can give us the name and position of the person who's going to inaugurate the event to post it on the social media campaign. Additionally, Volunteers will get the certificate of participation from NWST Charitable Foundation.

For your reference, There's a site preparation guide attached to this email in order to increase the chances of growth and health of the plants.

Please feel free to reach out for any other queries. Looking forward for collaboration.

Thank you

Best Regards,  
Harpreet Kaur

**NWST Charitable Foundation**

**Registered Charity # 706146404RR0001**

Unit 254, 8170 50 Street, Edmonton, AB T6B1E6

Tel Office: **780-450-3232**

Tel Mobile: **780-280-7171**

[[www.nwstl.ca](http://www.nwstl.ca)]**[www.nwstl.ca](http://www.nwstl.ca)**



Town of Two Hills Councillor Report

Date: Feb. 8/24

**Alice Melnyk Public Library**

**January 30/24**

- A request to have Pat Ewanishan's term on the Two Hills Library Board be renewed from February 24/24 – February 23/27.
- Received a request for the Upgrade of Network Cabling at Alice Melnyk Public Library. Request included.

**THIC - Two Hills Improvement Committee**

**Jan. 30/24-**

- The committee felt that the cenotaph needs some cleaning up once a month (weed whacking) by possibly summer students.
- Also felt the picnic table at the cenotaph needs painting
- Will be looking into possibly ordering bulbs for the Xmas snowflake decorations and lights for the trees at the cenotaph
- Possible new projects- Flower photo contest, adopt a hydrant or park, flower pots on the round sidewalks on Highway 36. Will be phoning Transportation as to this being possible as well as looking into the school pots by the school which have not been used.

**NLLS**

N/A

**Vermilion River Watershed Alliance**

**January 30/24-**

- Virtual Meeting to update me for the following meetings- Provided me with minutes of the August and October meeting. Chair- Murray Phillips, Also Elden Kozak from the County of Two Hills attends. Rosey Radmanovich updated members on funding opportunities.
- Updated on the Strategy to Improve Wetland Management in the North Saskatchewan River Watershed, Wetland Education Sponsorship Opportunity, Riparian Health Action Plan, and a draft produced - Overview of Groundwater Setting of the Vermilion River Watershed (Groundwater Quantity)
- Looking into holding a one day, in-person drought workshop

**Eagle Hill Foundation -Alternate**

**Economic Development Committee/Tourism- Alternate**

N/A

**Extra Notes**

**January 23/24-**

- Attended the Two Hills Healthier Together Initiative sponsored by the Two Hills and Area Community Wellness Coalition. Used the Healthier Together Implementation Model – Discussed population demographics for Two Hills Community Health, then what are the Top 10 Community Issues, and from this went into groups to discuss what are the main barriers to accessing services.

**January 30/24-**

- Attended a presentation by Tina Meggison sponsored by FCSS.
- Tina was born in Durango, Mexico and spent many years in a LGM community and attended the Old Colony Church.
- Currently Tina is working with the Healthier Together initiative and using the past 10 years of working with the LGM community to piece together preventative resources for the community.
- Working in Southern Alberta she is hoping to see something similar set up in the northern part of Alberta
- Talked about their way of life and beliefs in Mexico and life changes that are affecting their way of life by coming to Alberta.



Northern Lights Library System  
5615 48 Street  
Elk Point, AB T0A 1A0  
780-724-2596 | nlls.ab.ca

## **RE: Request for the Upgrade of Network Cabling at Alice Melnyk Public Library**

Since 2021, the Northern Lights Library System (NLLS) has been working to bring network upgrades to its Member Libraries through the Network Enhancement Plan. Last year, NLLS began the final part of this multi-phase plan and began installing modern network switching hardware (FortiSwitches) at our Member Libraries.

FortiSwitches bring numerous benefits to our libraries, including increased network security and the ability to add additional network connected devices, such as security cameras and other devices that are not compatible with libraries' current network infrastructure. Furthermore, these devices allow NLLS to manage libraries' networks remotely, reducing costs associated with site visits and allowing us to further invest in our Member Libraries.

### **Proposed Installation of FortiSwitches**

Last year, NLLS installed FortiSwitches at 15 of our Member Libraries and provided these devices at no cost to these members. In 2025, NLLS is seeking to install FortiSwitches at all remaining Member Libraries, including the Alice Melnyk Public Library, again at no cost.

As a pre-requisite to the library receiving a FortiSwitch, each network connected device must be able to be individually connected to the FortiSwitch via an individual network cord. This means that there must be an equal number of network cords terminating in the library's network area (where the FortiSwitch **must** be installed) in comparison to the number of network connected devices found in the library.

*For example, if your library has two computers and a printer, one network cable must run from each individual device to the network area of the library, totaling three network cables terminating in the network area.*

Upon visiting the Alice Melnyk Public Library last year, it was discovered that there is **not** an equal number of network cables terminating in the network area in comparison to the number of network connected devices found in the library. Instead, D-Links (or similar switches) were used as splitters to provide connectivity to all devices in the library.

### **What is being requested of the Alice Melnyk Public Library?**

NLLS is requesting that the Alice Melnyk Public Library run additional network cables so that one network cable from each network connected device terminates in the network area of the library. At the time of our site visit, NLLS was not able to determine how many additional network cables would have to be run to achieve this benchmark; however, we were able to determine that the number of network connected devices currently exceeds the number of cables terminating in the network area, and that additional cabling needs to be run.

This project would be considered a building improvement; therefore, the cost of running additional network cable(s) would be the responsibility of the library. Running this additional network cabling would qualify the library to receive a FortiSwitch in 2025. As NLLS is planning to install these devices that year, it is being requested that the library confirms their intent to install additional cabling no later than **December 31, 2024** and conduct installation of the cabling no later than **March 1, 2025**.

*It is further recommended that if the Alice Melnyk Public Library pursues this project - and the existing network cords in the building are of CAT5 grade or less- that the library consider replacing all network cables due to their age.*



Northern Lights Library System  
5615 48 Street  
Elk Point, AB T0A 1A0  
780-724-2596 | nlls.ab.ca

### **What if the Alice Melnyk Public Library is unable to run additional network cables?**

NLLS acknowledges that there may be many barriers to running additional network cables, from financial barriers to barriers involved with receiving support from other parties that the library may share a building with. For this reason, the library is being provided with 12-Months to analyze the feasibility of this request and 15-Months to arrange for the installation of additional cabling.

FortiSwitches are only able to offer the aforementioned benefits if each network connected device is connected to it via an individual network cable. Without this setup, the FortiSwitch acts as a redundant piece of hardware, not capable of offering any increased security or functionality. For this reason, NLLS is not able to commit to providing the Alice Melnyk Public Library with a FortiSwitch at this time if this request is not fulfilled.

### **Questions?**

Any questions can be addressed to Tim Kuelker, Technology Services and Infrastructure Manager.

**Tim Kuelker**

Technology Services and Infrastructure (TSI) Manager  
tkuelker@nlls.ab.ca  
780-547-6170