

**AGENDA
TOWN OF TWO HILLS
August 13, 2019
7:00 P.M.**

Regular Council Meeting

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - a) Committee of the Whole Minutes of July 9, 2019
 - b) Regular Council Meeting Minutes of July 16, 2019
 - c) Committee of the Whole Minutes of August 6 2019
- 4. DELEGATION**
- 5. OPEN FORUM**
- 6. ADMINISTRATIVE REPORTS**
 - a) Public Works Report
 - b) Chief Financial Officer Report
 - c) Chief Administrative Officer Report
- 7. CORRESPONDENCE**
- 8. OLD BUSINESS**
 - a) 2019 Salary Grid
 - b) Hall Doors
 - c) Sound Barrier
 - d) Loader
- 9. NEW BUSINESS**
 - a) Tree Fine Appeal
 - b) Council Meeting September 24
 - c) Sale of Town owned lot
 - d) Golf Course Insurance
- 10. COUNCIL MEMBER REPORTS**
- 11. NEXT MEETINGS**
 - a) Regular Council Meeting Tuesday September 10, 2019 7:00 p.m.
- 12. ADJOURNMENT**

TOWN OF TWO HILLS

Minutes of the Committee of the Whole Meeting of Council for the Town of Two Hills held

July 9, 2019 at 7:00 P.M. in the Two Hills Town Council Chambers

PRESENT: Mayor L. L. Ewanishan, Deputy Mayor E. Sorochan, Councillor M. Tarkowski, Councillor G. Saskiw, Councillor W. Babiuk, C.A.O. R. Moretti, Foreman T. Stefiuk.

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

ADOPTION OF AGENDA:

2019-242 **MOVED** by Councilor W. Babiuk to accept the Agenda.

CARRIED

DELEGATION: **NONE**

OLD BUSINESS:

Council reviewed the revised five year capital plan in great detail. CAO appointed out that when considering roads, sidewalks, water & sewer lines let's not make changes at this time but rather wait to see where the two proposal with the federal government and the Government of Alberta approve in dollars terms. Should the \$6MM be approved, then, projects already identified would be factored in the revised five year capital plan.

New town signs were talked about with new town logo. Further, foreman talked about the Rudyk's house to have it demolish. As part of capital plan council wants the old sign where the new card lock is going to have it remove and sign a new lease agreement with that owner over a twenty five year period.

Further, as part of capital plan, council wants the old water well building where old sign is demolish. This will entails getting Power Corporation to remove old electrical wires.

Foreman talk about the following items, obtaining quotes for new loader, will be doing some repairs with SP90 on main street corner of 49th street, compressor was removed from ice plant, to install a curve on 52nd avenue, crushing old concrete in the field on way in to town will be used for new sidewalks in the next few years, there was also talk about a bypass sewer pump that but this was abandoned given not required. Further it was discuss to bring the natural gas project to be tabled **to the**

next meeting and CAO to review file and speak with consultant that prepared the initial review.

Community Plan & Strategic Plan. The CAO indicated that a community plan should be revisited every five years. The community plan a town would begin by revisiting its old plan to see what were the issues at that point in time and did we deal with those same issues, and was the town successful in implementing other items on that old plan.

Further, when a community plan is carried out the town should hold strategic meeting with mayor, council, CAO and staff. Then go to public hearing for public input and discussions, and invite stakeholders. The Government of Alberta already indicated would send in a team as facilitators to help with the process. Council will be revisiting this in the fall.

CAO asked about the Swirltex project. Mayor said that this is close and to file this item.

Municipal Climate Change funding arena. CAO said proposal for funding went out and is awaiting approval.

Expression of Interests Federal Funding roads, sidewalks, and water and sewer lines was submitted to meet the July 15th deadline.

NEW BUSINESS:

Vermillion Watershed. Councilor W. Babiuk talked about the site visit that took place in town and would require a motion at next regular meeting to move the project forward. The motion is to approve Vermillion Alliance Site Learning Program at Gelata Park.

ADJOURNMENT:

With all items on the agenda having been addressed Deputy Mayor E. Sorochan adjourned the Regular Council Meeting at 9:10 PM.

LEONARD EWANISHAN, MAYOR

ROBERT MORETTI, C.A.O.

TOWN OF TWO HILLS

Minutes of the Regular Meeting of Council for the Town of Two Hills held July 16, 2019 at 7:00 P.M. in the Two Hills Town Council Chambers

PRESENT: Mayor L. L. Ewanishan, Deputy Mayor E. Sorochan, Councillor M. Tarkowski, Councillor G. Saskiw, Councillor W. Babiuk, C.A.O. R. Moretti, Executive Secretary A. Clark, C.F.O. S. Lupul, Accounts Clerk D. Boutin, Public Works Foreman T. Stefiuk, Public Works Supervisor M. Tupechka, and 3 members in the public gallery including a reporter.

CALL TO ORDER: Mayor L. L. Ewanishan called the Regular Town Council Meeting to order at 7:01 P.M.

ADOPTION OF AGENDA:

2019-225 **MOVED** by Councillor M. Tarkowski to accept the Agenda with the additions under new business: Appointments and Community Grants.

CARRIED

ADOPTION OF MEETING MINUTES:

2019-226 **MOVED** by Deputy Mayor E. Sorochan to accept the Regular Council Meeting Minutes of June 25, 2019 as presented.

CARRIED

ADMINISTRATIVE REPORTS:

Public Works Report

The Public Works Foreman's Report was provided to Council in advance for their review and presented by Public Works Foreman T. Stefiuk and Public Works Supervisor M. Tupechka. Council asked that Public Works when the front of the Town office will have the rock garden installed to mitigate weeds as we need to lead by example by keeping our properties neat and tidy. The rock garden will be installed as soon as there are a few dry days in a row.

2019-227 **MOVED** by Councillor W. Babiuk to have the Public Works department dismantle the well building at Rudyk Park.

CARRIED

2019-228 **MOVED** by Deputy Mayor E. Sorochan to accept the quotes and purchase 2 new fleet trucks for Public Works.

CARRIED

2019-229 **MOVED** by Councillor M. Tarkowski that the Public Works report be acknowledged as presented and incorporated into the minutes.

CARRIED

Chief Financial Officer Report

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

2019-230 **MOVED** by Councillor W. Babiuk that the Chief Financial Officer report be acknowledged as presented and incorporated into the minutes.

CARRIED

Chief Administrative Officer Report

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

2019-231 **MOVED** by Councillor M. Tarkowski that the Chief Administrative Officer report be acknowledged as presented and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

2019-232 **MOVED** by Councillor W. Babiuk that the Correspondence be acknowledged as presented and filed.

CARRIED

OLD BUSINESS:

Capital Projects

With recent changes the Capital projects for 2019-2020 will need to be approved.

2019-233 **MOVED** by Councillor W. Babiuk to approve amended capital projects plan 2019-2020.

CARRIED

NEW BUSINESS:

National Drowning Prevention Week

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada's National Lifeguards.

2019-234 **MOVED** by Mayor L. L. Ewanishan to proclaim July 21-27, 2019 as National Drowning Prevention Week in Two Hills.

CARRIED

Disaster Services Director

As the previous CAO was appointed as Disaster Services Director Council will need to appoint Robert Moretti as Disaster Services Director.

2019-235 **MOVED** by Deputy Mayor E. Sorochan to appoint Robert Moretti Disaster Services Director for the Town of Two Hills.

CARRIED

Appeal – Trailer Parked Over 24 Hours

Property owner at PLAN 4349MC, BLOCK 14, LOT 7 is appealing the fine for parking a trailer over 72 hours.

2019-236 **MOVED** by Councillor M. Tarkowski to deny the request for an appeal.

CARRIED

Sidewalks

With construction season well underway priority sidewalks need to be chosen.

2019-237 **MOVED** by Mayor L. L. Ewanishan to approve the suggested 130 feet of sidewalks.

CARRIED

Property Offer

Mortgage Outreach Corporation would like to dispose of a property here in town, they would like to first offer it to the Town for purchase.

Board Appointments

With recent changes Council would like to approve Board member appointments.

2019-238 **MOVED** by Mayor L. L. Ewanishan to approve the appointment of Councillor M. Tarkowski as Executive Director of the Northeast Alberta Information HUB and Councillor W. Babiuk as Treasurer on the Vermillion Watershed Alliance Board.

CARRIED

Community Grants and Donations

The Town has received an application under the Donations Policy.

Prior to the new Donation Policy, the Town used to donate \$500 under the advertising budget.

2019-238 **MOVED** by Mayor L. L. Ewanishan to continue to support the Two Hills Fair by being a platinum sponsor at the cost of \$500. **CARRIED**

COUNCIL REPORTS:

2019-239 **MOVED** by Councillor W. Babiuk to approve the preparation work at Geleta Park for the Riparian Revival Event put on in association with the Vermillion Watershed Alliance. **CARRIED**

2019-240 **MOVED** by Councillor G. Saskiw to accept and incorporate the Council Reports as presented into the minutes. **CARRIED**

NEXT MEETING: Regular Council Meeting August 13, 2019 at 7:00 p.m.

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 8:38 PM.

LEONARD EWANISHAN, MAYOR

ROBERT MORETTI, C.A.O.

TOWN OF TWO HILLS

Minutes of the Committee of the Whole Meeting of Council for the Town of Two Hills held

August 6, 2019 at 7:00 P.M. in the Two Hills Town Council Chambers

PRESENT: Mayor L. L. Ewanishan, Deputy Mayor E. Sorochan, Councillor M. Tarkowski, Councillor G. Saskiw, Councillor W. Babiuk, C.A.O. R. Moretti.

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

ADOPTION OF AGENDA:

2019-241 **MOVED** by Deputy Mayor E. Sorochan to accept the Agenda with the additions under new business: Cost sharing with the county, medical clinic taxes, and arena grow group.

CARRIED

DELEGATION: NONE

OLD BUSINESS:

Maps identifying infrastructure projects for 2020 and beyond. The CAO went over maps identifying all roads, sidewalks, and water & sewer lines that needs to be rebuilt under special funding. The time frame to carry out the all work involved is dependent on funding with a minimum of at least five years. The identified work involved was determined by public works.

Sound barrier town office. The CAO said that quotes are still in the works. A local contractor was supposed to provide a quote prior to the meeting but could not have it ready in time. Foreman is working on obtaining three quotes.

Update on proposals. The CAO indicated that the second proposal was sent out to the Government of Alberta as far as funding for roads, sidewalks, and water & sewer lines. The arena project funding is still a work in progress to work out details of full scope of work and costs with the arena grow group. Another proposal being worked on is for endpoints (radios for transmitting data, detect leaks, and so forth) for the water operation.

NEW BUSINESS:

Auction results. An amount of \$10,715.00 was collected from the sale of two old pick-up trucks, a steamer, and miscellaneous items.

EMW letter. Council reviewed the letter in order to address EMW concerns concerning the scrap yard. The CAO will address the issue with the scrap yard owner asking for a fence to be put up and other necessary means in order to rectify the problem.

Complaint 5307-48th Street. The CAO said that public works and CAO went to see the problem in order to determine the cause. Public Works said it is because the sidewalk are lower when compared to the street level and this is why the water runs into the property owner's drive way and into their garage. This sidewalk and road is already on the urgent list to do.

Town of Two Hills receivables. The CAO pointed out to council that work as to be done in order to collect town receivables given 43% is current (2019 calendar year), 23% is from 2018, 14% is from 2017, and 20% is from 2016 and prior. The CAO indicated that customer statements will start to be mail out and collection calls will take place once the town books are updated.

Financial Statement YTD briefing. The CAO indicated that starting week of August 12th work and training will begin to bring the town books (records) up to July 31, 2019, and from there, the financials would be presented to council at the next council meeting.

Quotes for hall doors. Only one quote for three hall doors were presented. The CAO said foreman is trying to obtain two more quotes.

Community funding for economic development. The CAO indicated there is funding for strategic plans, same for marketing plans, and other items that promotes economic development within the town. Councilor M. Tarkowski and CAO to have a meeting to discuss further.

Complaint Sea can. The CAO indicated that public works and himself went to the location and spoke to the owner. In the development permit the CAO was told it was for a new sea can and a smaller unit not a forty footer. The sea can will be remove.

CRA impact contract staff. The CAO indicated that with past CRA rulings if a contract staff is supplied with all tools, vehicle and or equipment, and facility to carry out the work, that contract staff is deemed an employee. This means that the town needs to remit CPP, EI, and Income tax, and pay WSCC premiums. Further should an accident occur while the contract staff carries out work on behalf of the town, this may expose a liability to the town? If the contract staff earnings are less than other revenues and his covered with WSCC under his self-employed and or his personal company than this is another matter altogether.

Correspondence G of A Emergency Agency. CAO said talks about The Stakeholders Summit as far as emergency management.

Cost sharing and the county. The mayor asked the CAO to review the Intermunicipal Collaboration Framework file between the town and county. Discussion were held and CAO to further communicate with the county to make some progress on this.

Medical Clinic Letter reference taxes. A letter was received from the owner of the clinic and pharmacy building. After review with council the splitting of municipal taxes cannot take place between the clinic owner, the county, and the town. A letter response to be issued.

Arena grow group. Discussion were held concerning the retrofit to the arena building, who is responsible within the group and so forth in order to guide the CAO is in work with a proposal for soliciting funds from EMW and ATB.

Other items. The CAO talked about the airport visit and foreman did earlier in the week. The CAO noticed that the runway appears in excellent condition but a few items need to be dealt with. Runway light the weeds in general are taller than the lights, some lights may be burnt out, the wind catcher is on the ground and so forth. A letter to be issue to the organization responsible for the airport. Also the garage on 47th avenue there is too much junk in the yard a letter is to be issued. Also quotes for new town signs is still in progress with new logo.

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 9:35 PM.

LEONARD EWANISHAN, MAYOR

ROBERT MORETTI, C.A.O.

OPEN FORUM

(Council Procedural Bylaw, Amendment Bylaw 2014-949)

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

Division 3 – Open Forums

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

Notes:

Public Works Foreman Report

August 13, 2019

1. Roads / Sidewalks

- a) Install new catch basin and drain line at intersection 49 st & 53 Ave
- b) Repair water line repair excavations with cold mix 50 st, 53 ave and 46 st
- c) Pack down bumps on 52 Ave between 50 st and 51 st
- d) Clean out drainage ditches in industrial park
- e) Fill potholes on most streets and avenues
- f) Grade Geleta park
- g) Repair washout along sidewalk on 48 st north at 51 ave
- h) Install 24" culvert at Bumper to Bumper access
- i) Paint crosswalks
- j) Grade and pack washboard on 51 ave between 48 & 49 st
- k) SB90 oil ordered for third week of August

2. Water/Wastewater

- a) Sewer camera and record at Hillside Lodge as per request
- b) Checked pipe sweating at apartments
- c) Checked pipe sweating and shop vacd dental office as per request
- d) Install 1" water line to ball diamonds
- e) Power failure backup pump ran approx. 1 hour
- f) RV Dump backed up, vacd and flushed
- g) 46th ave flushed eastward
- h) Lift station back up generator test failed-troubleshooted & found to be distributor problem, repaired by PEAK
- i) 2" copper service line to Rudyks well pumphouse excavated, capped and abandoned for pumphouse removal

3. Other

- a) Remove pump shack
- b) Remove sod and replace with rock at Town Office
- c) Weed whip and spray grass along sidewalks
- d) Service and repair sweeper
- e) Install new tires on sweeper
- f) Repairs on hall west wall
- g) Install new doors on hall
- h) Pick up new Public Works trucks from Vegreville
- i) Roof repair and door replacement at public works shop as well as roof over public works office to begin soon
- j) Sweep parade route
- k) Removed straw waddles from the ditches along highway 45 & 36
- l) Service lift station generator
- m) Attend ACE water meeting
- n) Attend emergency planning course
- o) Mow and weed whip all Town grass
- p) Sidewalk replacement to begin third week of August

Contacted on:

- July 18 and so on

Have emailed and forth, exchanged ideas and what we would like to see. To further with this company they require a \$300.00 deposit for design fees.

Contacted on:

- July 18 (left voicemail)
- July 23 (no answer)
- Aug 8 Jaylene
Illuminated?
Foundation or screw piles?
Masonry – builds up price!
Location? Will make price vary, depends on whether near hwy or in town
Ex they did, 10ft tall 30ft long → flat aluminum, raised letter = \$37, 000
With piles \$20,000 - \$50, 000

Contacted on:

- July 18 (left a message)
- July 23 (no answer)
- Aug 8 (left another message to return call)

Ontario location

Contacted on:

- July 18 (will be returning call with info and pricing)
- Aug 8 (thinks we should try a business in the area)

Contacted on:

- July 18

****Needs a drawing/plan to go any further**



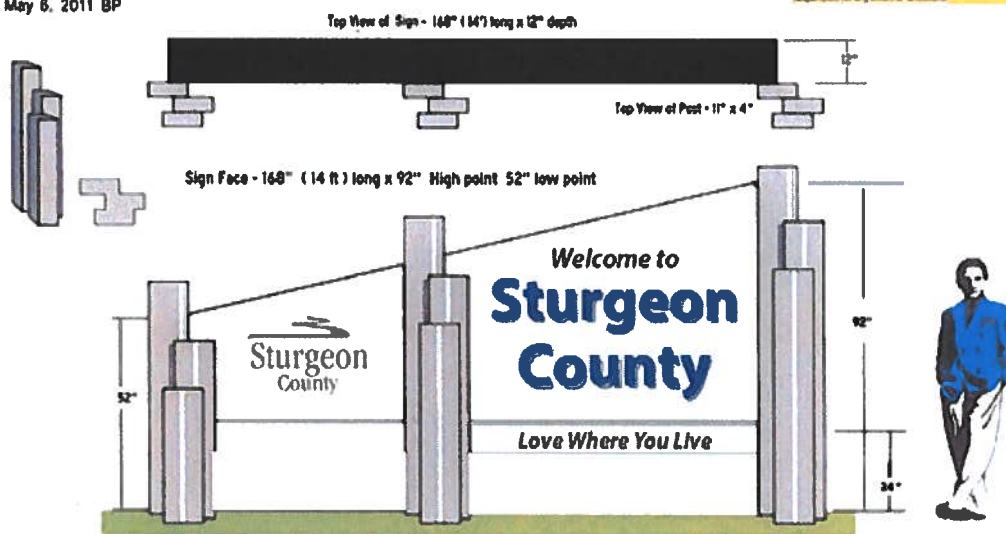
Welcome to
**Sturgeon
County**

Example
Board Signage

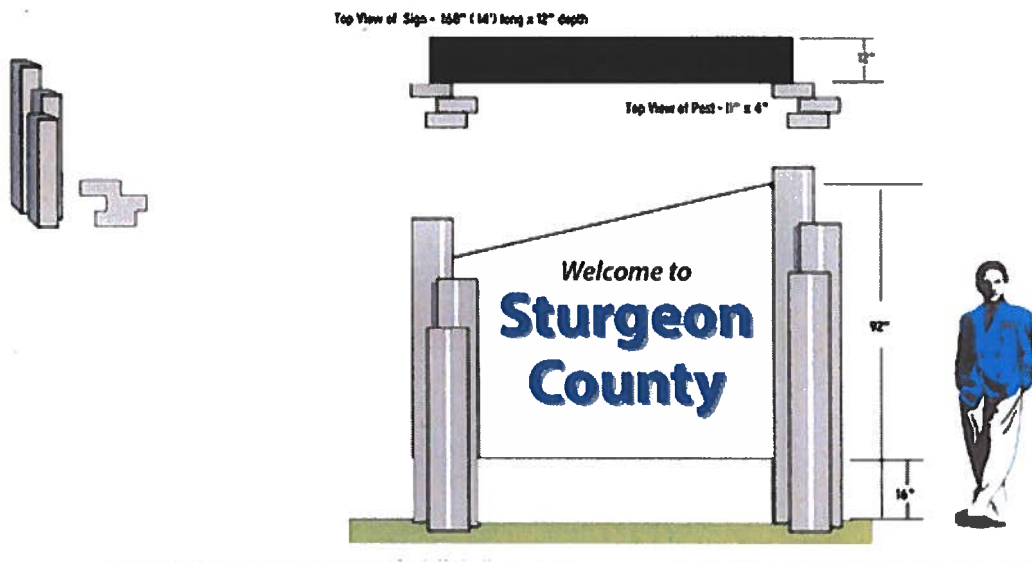




May 6, 2011 BP



Sign Type B: Monument Style - Small

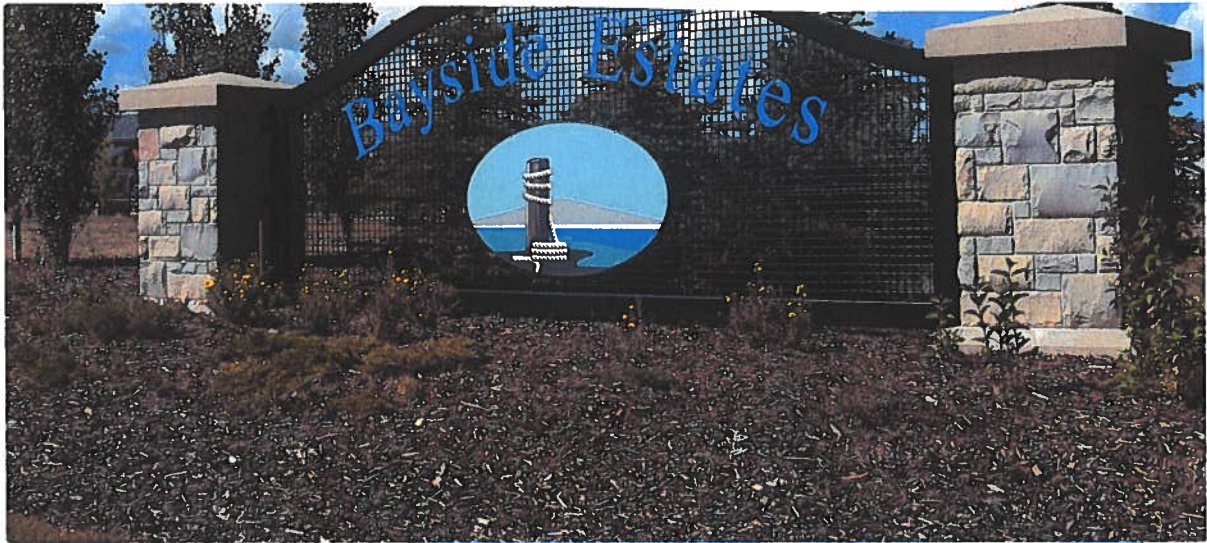


Gwen Wolansky
Communications Officer

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w: www.sturgeoncounty.ca

Corporate Communications

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Custom Structures
Image 15 of 20



**TOWN OF TWO HILLS
RECONCILIATION STATEMENT FOR JULY 2019**

AS PER ATB BANK STATEMENT

Net Balance at End June 2019	\$747,422.32
Plus Deposits	\$816,271.37
Sub Total	\$1,563,693.69
Minus Disbursements (including transfers)	\$455,624.95
Closing Balance	\$1,108,068.74

Summary of Town of Two Hills Accounts

Alberta Treasury Branch	Description of Accounts	
Bus Custom Plan CB #24	(Main Account)	\$1,108,068.74
Bus Custom Plan CB #27	(Electronic Bill Payments)	\$412,202.18 *
Notice Account 90 Day	(Auction Holding)	\$98,117.82
TOTAL ATB		\$1,618,388.74

Revolving Loan - out of \$993,400.00	
Business Term Loan (dump truck)	\$ -

OTHER ACCOUNTS:	<u>Vision Credit Union</u>	
	Two Hills Improvement Committee	\$ 2,346.46
	Canada Day	\$ 3,427.11
	Pay Roll	\$ 126,951.18

Comments:

* Bus Custom Plan CB #27 Debit and Electronic Bill Payment Transfer Account-Tranfers monthly to General Account

Town of Two Hills
Period From January 01,2019 To December 31,2019

Expense / Income Report - By Department

Account	Name	Budget	Actual	Available	Percentage Used
1000	Revenues				
	Department Totals:	70,825.00	0.00	70,825.00	0.00
1005	Revenues				
	Department Totals:	1,777,981.00	1,567,701.61	210,279.39	88.17
1010	General Administration				
	Department Totals:	223,767.00	35,315.52	188,451.48	15.78
1020	Fire Fighting				
	Department Totals:	16,000.00	17,984.50	(1,984.50)	112.40
1030	Bylaw Services				
	Department Totals:	1,650.00	5,300.00	(3,650.00)	321.21
1040	Roads/Streets/Walks/Lighting				
	Department Totals:	65,481.00	10,210.74	55,270.26	15.59
1050	Water Supply & Distribution				
	Department Totals:	602,720.00	372,842.27	229,877.73	61.86
1060	Sanitary Sewage Service/Treat				
	Department Totals:	136,500.00	81,894.50	54,605.50	60.00
1070	Garbage Collection & Disposal				
	Department Totals:	143,958.00	110,643.56	33,314.44	76.86
1071	Family & Community Support				
	Department Totals:	66,780.00	14,585.00	52,195.00	21.84
1076	Municipal Planning & Zoning				
	Department Totals:	1,000.00	463.00	537.00	46.30
1080	Community Services				
	Department Totals:	2,500.00	2,500.00	0.00	100.00
1101	Hall				
	Department Totals:	12,000.00	8,707.37	3,292.63	72.56
1103	Curling Rink				
	Department Totals:	315.00	129.78	185.22	41.20
1106	Other Parks				
	Department Totals:	0.00	80.00	(80.00)	0.00
2010	Council & Other Legislative				
	Department Totals:	134,065.00	58,890.84	75,174.16	43.93
2020	General Administration				
	Department Totals:	616,913.00	404,763.25	212,149.75	65.61

Town of Two Hills
Period From January 01,2019 To December 31,2019

Expense / Income Report - By Department

Account	Name	Budget	Actual	Available	Percentage Used
2035	Other General Gov't Services				
	Department Totals:	0.00	520.00	(520.00)	0.00
2050	Fire Fighting				
	Department Totals:	41,642.00	12,852.62	28,789.38	30.86
2055	Disaster Services & Emergency				
	Department Totals:	8,182.00	4,221.10	3,960.90	51.59
2070	Bylaw Services				
	Department Totals:	9,633.00	900.00	8,733.00	9.34
2080	Roads,Streets,Walks,Lighting				
	Department Totals:	1,020,897.00	482,689.06	538,207.94	47.28
2081	Sidewalks				
	Department Totals:	0.00	1,282.01	(1,282.01)	0.00
2082	Shop,Equipment Repairs				
	Department Totals:	0.00	7,487.28	(7,487.28)	0.00
2089	Storm Sewer & Drainage				
	Department Totals:	19,654.00	0.00	19,654.00	0.00
2090	Water Supply & Distribution				
	Department Totals:	679,603.00	348,390.49	331,212.51	51.26
2100	Sewer Service & Treatment				
	Department Totals:	72,494.00	42,345.96	30,148.04	58.41
2110	Garbage Collection				
	Department Totals:	131,505.00	106,238.77	25,266.23	80.79
2120	Family & Community Support Ser				
	Department Totals:	81,593.00	50,867.92	30,725.08	62.34
2130	Cemetary				
	Department Totals:	125.00	40.34	84.66	32.27
2140	Community Services				
	Department Totals:	95,000.00	17,985.35	77,014.65	18.93
2145	Regional Services				
	Department Totals:	23,000.00	18,425.86	4,574.14	80.11
2148	Municipal Building				
	Department Totals:	26,329.00	0.00	26,329.00	0.00
2160	Recreation/Parks Fac & Prog.				
	Department Totals:	27,146.00	25.99	27,120.01	0.10

Town of Two Hills
 Period From January 01,2019 To December 31,2019

Expense / Income Report - By Department

Account	Name	Budget	Actual	Available	Percentage Used
2161	Hall				
	Department Totals:	69,185.00	27,857.68	41,327.32	40.27
2162	Arena				
	Department Totals:	73,675.00	32,659.36	41,015.64	44.33
2163	Curling Rink				
	Department Totals:	159,578.00	36,279.04	123,298.96	22.73
2166	Parks				
	Department Totals:	11,068.00	26,519.40	(15,451.40)	239.60
2200	Library				
	Department Totals:	38,562.00	20,193.05	18,368.95	52.37
2210	Requisitions				
	Department Totals:	293,258.00	55,849.00	237,409.00	19.04
2220	Contingency				
	Department Totals:	34,738.00	0.00	34,738.00	0.00
	Grand Totals:	\$ (551,998.00)	\$ 465,813.92	\$ (1,017,811.92)	-84.39

Note: The items marked with ** are over budget

Town of Two Hills			
Cheque Register			
29529 - 29586			
29529	July 16, 2019	Clutch Discs for Mower	33.44
29530	July 16, 2019	DEM Yearly Honorarium	200.00
29531	July 16, 2019	Contractor Fees	1,000.00
29532	July 16, 2019	Office Cleaning July 14, 2019	64.00
29533	July 16, 2019	June 2019 Garbage Collection	2,950.00
29534	July 16, 2019	Sweeper Parts	1,018.00
29535	July 16, 2019	Welding Repairs	378.00
29536	July 16, 2019	Fire Chief Honorarium July 2019	150.00
29537	July 16, 2019	Outstanding Payment for HWY 36	55,314.59
29538	July 16, 2019	2018 Audit	32,025.00
29539	July 16, 2019	Tree Clean up in Ravine	300.00
29540	July 16, 2019	Public Works Internet	45.82
29841	July 16, 2019	Library Roof Repairs	1,470.00
29542	July 16, 2019	Water Department Servicing June 2019	687.50
29543	July 17, 2019	New Public Works Truck	37,551.41
29544	July 23, 2019	Office Cleaning July 21, 2019	64.00
29545	July 23, 2019	Contractor Fees	950.00
29546	July 23, 2019	Sweeper Tires	1,555.05
29547	July 23, 2019	Oil	329.55
29548	July 23, 2019	Cold Mix Freight	477.75
29549	July 23, 2019	Centennial Halls Glass Doors Replacement	3,832.50
29550	July 23, 2019	Cold Mix	2,972.97
29551	July 23, 2019	Mileage/Subsistence Staff	395.41
29552	July 23, 2019	New Public Works Truck #2	39,363.71
29553	July 23, 2019	Dehumidifier for Dental Clinic	217.56
29554	July 23, 2019	Grass Cutting Contractor	405.00
29555	July 23, 2019	Annual Christmas Party Contributions	1,150.00
29556	July 23, 2019	July 2019 Centennial Hall Management	2,500.00
29557	July 23, 2019	Copier Impression Charges	454.87
29558	July 30, 2019	Contractor Fees	1,000.00
29559	July 30, 2019	July 30, 2019 Office Cleaning	64.00
29560	July 30, 2019	Lawn Mower Tire Repair	20.14
29561	July 30, 2019	2019 Requisition	83,824.00
29562	July 30, 2019	Reservoir Internet	36.75
29563	July 30, 2019	2019 Requisition	55,849.00
29564	July 30, 2019	Calcium Chloride for Dust Debatement	19,420.88
29565	July 30, 2019	FCSS Van Repairs	355.83
29566	July 30, 2019	Grass Cutting Contractor	495.00
29567	July 30, 2019	Sensors for Ammann Packer	511.19
29568	August 6, 2019	August 2019 Benefits	5,487.07
29569	August 6, 2019	Loader Tires	1,047.90
		Mileage/Subsistence Staff	712.86

		AWWOA Annual Membership	60.00
		Annual Fee	65.00
			1,885.76
29570	August 6, 2019	Office Cleaning August 3, 2019	64.00
29571	August 6, 2019	Contractor Fees	600.00
29572	August 6, 2019	Office Supplies	17.77
29573	August 6, 2019	Lawn Mower Flat Repair	21.00
29574	August 6, 2019	Culvert & Coupler	808.00
29575	August 6, 2019	Cleaner for Line Painter	298.20
29576	August 6, 2019	Tabacco for Teepee Ceremony	43.04
29577	August 6, 2019	Office Shredding	82.08
29578	August 6, 2019	IT Services	2,247.00
29579	August 6, 2019	Phone Lines	323.77
29580	August 6, 2019	Public Works Phone Lines	300.00
29581	August 6, 2019	Land Titles July 2019	20.00
29582	August 6, 2019	Office/Public Works Supplies	204.30
29583	August 6, 2019	Geletta Park Fence	1,411.77
29584	August 6, 2019	Shop/Road Supplies	114.03
29585	August 6, 2019	Fuel July 1 - 15, 2019	1,406.75
		Fuel July 16 - 31, 2019	1,455.88
		Gloves	18.88
		Shop Supplies	34.64
		Fertilizer	123.20
		Concrete	13.65
		Oil	77.32
		Concrete	68.25
		Shop Supplies	15.57
		Light Bulbs	29.79
		Brooms	35.26
		Culvert	359.99
		Concrete	68.25
		Oil	60.78
		Oil	172.89
			3,965.26
29586	August 6, 2019	August 2019 Monthly Contract Assessment Fees	1,434.30
		TOTAL	\$368,760.27

CAO REPORT

August 13, 2019

1. See attached Action Tracker for up-to-date information on directives from Council.
 - Completed and sent out proposal number 2 in regards to funding for roads, sidewalks, and water & sewer lines.
 - Completed a 2018 statistical report for the town with the G of A.
 - Completed the 2018 annual internal review report with the G of A within the Safety Codes Council Department.
 - Attended the Alberta HUB meeting in St-Paul on July 23, 2019.
 - Attended the ACE Water Corporation workshop held in Vermillion.
 - Attended the Emergency Management workshop held at the county office.
 - Work in progress, seeking funding for economic development, water plant operator, and radios (end point gadgets) for water billing and communication. Further, working on updating the capital tool online with the G of A for 2019 projects and beyond.

TOWN OF TWO HILLS

ACTION TRACKER FOR C.A.O.

Description of Action Item	Date Issued	Due to be complete	Priority	Progress update or date of completeness	Done (✓)	Notes
Debuture - renovation to dental clinic	Bylaw passed 04/09/2018 and 2019 Budget Approval	Before end of 2019	low	No change from the last meeting. Will be done in Fall 2019		CAO & CFO will complete for fall intake
Strategic Planning	2019 Budget Approval	As soon as possible	low	No progress since last Council meeting.		Deferred to 2020
Bylaw Services	2019 Budget Approval	Spring 2019	low	Connected with the Town of Vegreville CAO to see if they could accommodate the Town of Two Hills' bylaw servicing needs. Waiting for a response. Deferred for budget purposes to 2020.		Currently Public Works Foreman is Managing Bylaw Services
Paint exterior and replace water lines at Town Office	2019 Budget Approval	By end of fall	high	Still seeking quotes for replacing water lines.		Painting moved to 2020. Focus is on looking at interior plumbing & privacy renovations.
Purchase trailer for PW Office	2019 Budget Approval	By end of year	low	Deferred.		Deferred to 2020.
Purchase bypass sewer pump	2019 Budget Approval	By spring	low	Deferred.		Deferred to 2020.
2019 Capital Construction	2019 Budget Approval	By end of construction season	high	Arranging contractors and obtaining price quotes.		Seeking final pricing for project.
Ice Compressor Rebuild	2019 Budget Approval	By start of ice season.	high	In progress.		Project underway: quotes obtained, funding arranged, work to start shortly.
Natural Gas Distribution System	2019 Budget Approval		low	No change from the last meeting.		
Intermunicipal Development Plan	Project initiated 2016	2019	high	Awaiting response from County.		Project is nearing completion.
Intermunicipal Collaboration Framework	December 3, 2019	As soon as possible	high	This 'project' has been put off until the County has completed their IDP as per last Joint Municipalities Meeting.		Awaiting for date to present to County Council.

Priority Rating for spreadsheet

low
med
high

Correspondence Listing
Council Meeting of August 13, 2019

1. **Alberta Municipal Affairs:** Letter updating Council on the date for the Stakeholder Summit
2. **Alberta Municipal Affairs:** Invitation to book a meeting with Minister Madu at the 2019 Fall AUMA Convention
3. **Alberta Transportation:** Plans for intersection construction at the Cornerstone Co-op

* Previously provided to the Mayor.

** Previously provided to Council.

August 1, 2019

Dear Colleagues,

As you may know, every year the Alberta Emergency Management Agency organizes The Stakeholder Summit, which has grown to become the premier emergency management conference in Canada. We are now faced with the challenge of ensuring that this event remains relevant, affordable and sustainable into the future, which includes exploring partnerships to host this highly successful event. Unfortunately, this means that this year, we are planning to postpone the date until after January 2020 in order to ensure that we can put on the best Summit possible. Rest assured, however, that we remain committed to supporting this vital and popular networking and professional development opportunity.

Our goal for The Summit is to bring together emergency management partners to strengthen and build relationships, as well as provide thought provoking professional development and information sharing opportunities. We appreciate your ongoing interest in The Summit, and your continued support.

I will be in touch again when we have more information about The Summit. We will continue to update our website: alberta.ca/emergency-management-consultations-and-workshops.aspx. If you have questions, please contact our public education team at aema.stakeholders@gov.ab.ca.

I look forward to continuing to work with you on emergency management in Alberta.

Sincerely,



Shane Schreiber
Managing Director



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR97922

Dear Chief Elected Officers and Chief Administrative Officers,

I am writing regarding a potential opportunity for municipal officials and representatives to meet with the Minister of Municipal Affairs, the Honourable Kaycee Madu, at the 2019 Alberta Urban Municipalities Association (AUMA) fall convention and trade show. This year, the fall convention and trade show is scheduled for September 25 to 27, 2019, and will be held at the Edmonton Conference Centre.

Should your council wish to meet with Minister Madu at the 2019 AUMA Fall Convention, I invite you to submit your meeting request via email to Katie Neufeld (katie.neufeld@gov.ab.ca) on or before **Friday, August 23, 2019**.

In your meeting request, please be sure to include two to three policy items or issues you would like to discuss, as well as a rough approximation of how many people will attend the meeting on behalf of your municipality. In order to plan effectively for the Minister's time at the convention, we will not be able to consider requests that arrive past the August 23 deadline, nor honour requests that do not include agenda items.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. Therefore, to ensure suitable consideration of your request, please be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Distance from Edmonton - Municipalities located within the Capital Region can be more easily accommodated throughout the year; therefore, priority will be given to requests from municipalities at a distance from Edmonton and those municipalities with which Minister Madu has not yet had an opportunity to meet.

The length of meeting time with the Minister at the AUMA convention is scheduled for approximately 20 minutes per municipality. This allows the Minister the opportunity to engage with as many municipalities as possible.

.../2

- 2 -

All municipalities submitting meeting requests will be notified the week of September 9, 2019, as to the status of their request.

Our ministry will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities we are unable to accommodate during the fall convention.

Regards,

A handwritten signature in black ink, appearing to be 'Bill Bewick', with a long horizontal stroke extending to the right.

Bill Bewick
Chief of Staff to Hon. Kaycee Madu
Minister of Municipal Affairs



Delivery Services, Transportation
Central Region, Vermilion District
Provincial Building, Box 28
4701 – 52St.
Vermilion, Alberta T9X 1J9

Permit No.: RSDP026479
File Number: 134-19-VERM

August 1, 2019

Cornerstone Co-operative
5017 - 42 Street
St. Paul, AB T0A 3A2
Email: dan.bojarski@cornerstone.crs

Attention Cornerstone Co-operative / WSP – Artemchuk, Igor Igor.Artemchuk@wsp.com

Subject: Roadside Development Permit Approval –Town of Two Hills –Hwy 45

Regarding application for the following:

Intersection Improvements

Permit / File Number	Description	Location
RSDP026479- 1 Development	Intersection Improvements (as shown on plans attached) Work being done in conjunction with TIA requirements for Permit 29-19-VERM issued to Cornerstone Cooperative to develop a new fuel cardlock and grain storage facility	Highway 45:8 Intersection with 46 th St. SW-4-55-12-4

Alberta Transportation Permit No. **RSDP026479** is issued to Cornerstone Co-operative (Permittee) under the Highways Development and Protection Regulation authorizing the above noted development(s). Issuance of this permit does not excuse violation of any regulation, bylaw or act which may affect the proposed project. This permit is subject to the conditions shown and should be carefully reviewed.

1. This permit is subject to the provisions of Section 11-19 inclusive of the Highways Development and Protection Act (Chapter H-8.5 2004), amendments thereto, and Highways Development and Protection Regulation (Alberta Regulation 326/2009) and amendments thereto.
2. The Department is under no obligation to reissue a permit if the development is not completed before expiry of this permit.
3. The Permittee shall not place any commercial signs contrary to Alberta Regulation 326/2009. The separate "SIGN APPLICATION" form shall be submitted for any proposed signs. Contact Vermilion District DPT for clarification or sign applications.
4. Permit authorizes construction/upgrade of existing intersection at the location shown and to the attached specifications and to the satisfaction of the Operations Manager, Alberta Transportation.
5. No additional highway access will be permitted.

6. Approval of companies having buried utilities shall be obtained prior to access construction or upgrading.
7. The Department accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof.
8. This permit is issued subject to the approval of the Municipality.
9. This permit approves only the development contained herein, and a further application is required for any changes or additions.
10. The applicant must contact GARY FAAS, Maintenance Contract Inspector (780-208.7008) upon completion of construction to arrange an inspection of the work prior to construction equipment leaving the work site.
11. The department has reviewed your traffic accommodation strategy and accepts your plan. The Permittee and the Minister acknowledge that as a result of the Permittee working in the right-of-way, the right-of-way will be in disrepair. Pursuant to section 108(1)(gift)(iv) of the Traffic Safety Act, RSA 2000, c.T-06 (the "TSA"), the Permittee, while performing the work of access construction/removal, is authorized to prescribe a lower maximum speed limit than is prescribed in section 106 or 107 of the TSA by erecting signs along Highway(s) listed above in the interest of promoting safety. The Permittee, or their onsite representative, must have a copy of this entire permit and cover letter on work site with them at all times when signs have been erected along the highway. They may be required to provide it to a peace officer if it's requested,
12. Alberta Transportation understands that the Permittee will monitor the traffic control measures to ensure that this strategy is performing as intended and that adjustments to this plan may be necessary to address unanticipated situations. If field adjustments to this plan are made during this project, please submit a copy of the amended plan for our review at your earliest convenience. You must remove and/or cover all signs when work is not in progress. Alberta Transportation will not supply signs,
13. The access installation/upgrading must be constructed to the geometric design standards, which are outlined in the drawings acknowledged by the Department.
14. The Specifications for this access installation/upgrading are published in the current version of the department manual entitled "Standard Specifications for Highway Construction". These specifications are supplemented by those published in the current version of the department manual entitled "Specification Amendments and Supplemental Specifications for Highway and Bridge Construction".

The typical plans and drawings for this permit are published in the following documents:

All plans and drawings for pavement markings and delineation are found in the current version of the Department manual entitled, Alberta Highway Pavement Marking Guide.

All drawings referenced in the Standard Specifications for Highway construction will be found in the current version of the Department manual entitled, Standard Drawings for Highway Construction. The second section of this manual also contains numerous other standard drawings required to construct various highway configurations and appurtenances.

Any drawings not attached to this permit, or any updated drawings, can be located on the Alberta Transportation website <http://www.transportation.alberta.ca/> under Technical Resources.

15. Construction Requirements:

- The Permittee shall take all reasonable precautions during construction to protect and safeguard the lives and property of the travelling public. At no time will the highway be closed to travel. Traffic safety will be the prime concern for the applicant and/or contractor(s) involved in the construction. In addition, it is your responsibility to ensure that the person(s) who do the actual installation are aware of the applicable Occupational Health and Safety Regulations while working on or near a public roadway.
 - Upon completion of the installation, the work area shall be immediately cleared of all construction equipment and materials, and any related traffic control devices.
 - The Permittee will be held responsible for any settlement or surface failures that may occur as a result of the operation for a period of 1 (one) year from the date the project is completed and accepted by the Operations Manager.
 - No equipment or material shall be deposited or stored within 10 metres of the edge of the highway driving lane, unless otherwise approved by the department.
 - No cleated equipment will be permitted to operate on the paved highway surface.
 - It is the Permittee's/developer's responsibility to ensure that no mud or debris is tracked onto the highway during construction of the access.
 - All disturbed areas adjacent to the highway surface must be reclaimed and reseeded in an acceptable manner. Please refer to Design Bulletin #25/2005 for the appropriate seed mix. The holder of this permit must ensure that all equipment is regularly cleaned off in order to prevent the spread of all invasive plant species that are listed in the Alberta Weed Control Act. The Permittee is responsible for any weed control in the disturbed area for a period of one year following completion of the topsoil and seeding.
16. No alteration to the highway drainage is permitted. Adequate new culverts (minimum 600 mm diameter with sloped ends) or extensions to existing culverts if required for this work, must be installed to the satisfaction of the Operations Manager (please refer to Figure C-4.6b of the Highway Geometric Design Guide).
17. It is the Permittee's/developer's responsibility to ensure that any existing highway signing, guide posts (delineators), and guard rail at the intersection that will need to be reinstalled at this location is done to the satisfaction of the Operations Manager. The costs of doing this work are the responsibility of the Permittee/developer.
18. The department reserves the right to intervene during any phase of the access installation in order to fulfill any of the conditions listed in this permit. This would only occur when the safety of the travelling public, or the effective operation of the highway system, is jeopardized by lack of attention and care by the permittee or failure of the permittee to fulfill the conditions outlined in this permit. In these cases, the costs for work undertaken by department forces, or their assignors, shall be the responsibility of the Permittee.
19. The Permittee/developer shall submit an as-built record drawing of the intersection treatment including an electronic copy (Microstation and PDF file formats) and a mylar copy for the department's records. Please reference the Engineering Drafting Guidelines for Highway and Bridge Projects for guidance, available on Alberta Transportation's website. These documents can be submitted to: Alberta Transportation, Provincial Building – Box 28, 4701 52 St. Vermilion, Alberta T9X 1J9 and digital copies emailed to TransDevelopmentVermilion@gov.ab.ca.

Permission is hereby granted to **Cornerstone Co-operative** to carry out the development in accordance with the plan(s) and specifications attached hereto and subject to the conditions shown above.

If the development has not been carried out by **August 1, 2020** this permit expires and the Permittee must reapply for a new permit if they wish to proceed.

If you have any questions about the permit or any of the conditions, please contact the undersigned Development and Planning Technologist (780)679.1770.

Signed:

 Digitally signed by
cindy.skjaveland@gov.ab.ca
DN:
cn=cindy.skjaveland@gov.ab.ca
Date: 2019.08.02 11:07:49 -06'00'

Cindy Skjaveland
Dev and Planning Technologist
Cindy.Skjaveland@gov.ab.ca

cc: B. Heaslip – Operations Manager, Alberta Transportation
S. Richardson – Infrastructure Manager, Alberta Transportation
Vegreville Maintenance Office
Town of Two Hills

ROADSIDE DEVELOPMENT APPLICATION GENERAL INSTRUCTIONS

COMPLETE THE ATTACHED APPLICATION FORM -- please print. Indicate the development proposed and details of location, access, estimated cost (best estimate) etc, as required.

PLEASE NOTE: Application forms must be completed for all proposed developments, including change in use of existing development or access, within 300 metres of the provincial highway right-of-way boundary or within 800 metres of the centre point of an intersection of the provincial highway with another public road.

The development may not proceed until a permit has been issued by Alberta Transportation subject to the provisions of Section 11 – 19 inclusive of the Highways Development and Protection Act, Chapter H-8.5 2004, amendments thereto, and the Highways Development and Protection Regulation (Alberta Regulation 326/2009) and amendments thereto.

ACCESS - Direct highway access is a potential safety hazard to highway users and will only be permitted when considered essential by the Department. Property with access via a local road or available via a local road will not normally qualify for direct highway access. Where direct access is essential generally only one direct highway access per quarter section will be permitted. If the proposal includes access to an existing or proposed new or upgraded municipal road intersection with a provincial highway, approval from the local municipality must be provided.

SETBACK – Every proposal will be assessed on an individual basis and the setbacks determined after reviewing the specifics of the proposal and future highway improvement plans. The general minimum setback for all development is 70 metres from the highway centre-line and no closer than 40 metres from the highway right-of-way boundary except where these distances must be increased to allow for highway widening.

VEGETATION – Placement of any trees, hedges or shrubs within 30 metres from the highway right-of-way boundary, or 60 metres from the centre-line of the highway, whichever distance is greater, is prohibited without a permit.

APPLICATION must be signed by the registered owner or authorized agent, if applicable.

SEPARATE “SIGN APPLICATION” shall be submitted for any proposed sign.

SITE PLAN showing setback and location of the existing and proposed development and access must be provided. Building details are not required but location, size and type of building must be shown (see attached example). If the plan size is larger than this page two (2) copies must be provided. Applicant must sign each copy of the plan.

RETURN COMPLETED APPLICATIONS TO:

Email: TRANSDEVELOPMENTVERMILION@GOV.AB.CA

Fax 780 679 1772

Mailing Address:

Alberta Transportation
Attn: Vermilion District Development / Planning Technologist
#401, Provincial Building,
4920 – 51st.
Red Deer, Alberta T4N 6K8

Contact Ph. #: 780 679.1770

ROADSIDE DEVELOPMENT APPLICATION FOR DEVELOPMENT NEAR A PROVINCIAL HIGHWAY

(print please)

Alberta Transportation Permit # _____

Applicant's Name Cornerstone Cooperative
Mailing Address 5017 - 42 Street
City/Town/Village St. Paul Province AB Postal Code T0A 3A2
Phone # (780) 645-3351 Fax # (780) 645-3270 e-mail dan.bojarski@cornerstone.crs

Landowner's Name
(if different from above) _____
Mailing Address _____
City/Town/Village _____ Province _____ Postal Code _____
Phone # _____ Fax # _____ e-mail _____

APPLICATION IS HEREBY MADE TO: (Please provide a description of the proposed development including all proposed above and below ground installations. Attach a detailed report if necessary.)
(780) 645-3351

Also attach a plan showing in detail the location of all existing and proposed development and access.

Property Information

(NE, NW, SE, SW)	¼ Section	Township	Range	West of Meridian
Lot	Block	Plan Number	Parcel size (acres or hectares)	
Highway No. <u>45</u>	<u>0</u>	<u>kilometres</u>	<u>East</u>	<u>of Two Hills</u>
			(north, south, etc.)	(City, Town or Village)
Distance of the proposed development to the highway right-of-way boundary				<u>0</u> metres
Town. of Two Hills		highway intersection improvement		<u>\$553,000</u>
Name of Municipality	Existing / Proposed Land Use		Estimated cost of proposed development	

It is understood that all works will be constructed, altered, maintained or operated at the sole expense of the undersigned, and that any work must not begin before a permit has been issued by Alberta Transportation.

In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Alberta Transportation, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized. The Applicant also consents to a person designated by Alberta Transportation to enter upon land for the purpose of inspection during the processing of this application.

The issuance of a permit by Alberta Transportation does not relieve the holder of the responsibility of complying with relevant municipal bylaws and this permit once issued does not excuse violation of any regulation, bylaw or act which may affect this project.

I _____ hereby certify that ☐ I am the registered owner
(print full name)

I Dan Bojarski hereby certify that ☒ I am authorized to act on
(print full name) the owner's behalf

Signature
Dan Bojarski
Signature

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to this application for roadside development.

(Date) July 4, 2019

ROADSIDE DEVELOPMENT APPLICATION GENERAL INSTRUCTIONS

COMPLETE THE ATTACHED APPLICATION FORM -- please print. Indicate the development proposed and details of location, access, estimated cost (best estimate) etc, as required.

PLEASE NOTE: Application forms must be completed for all proposed developments, including change in use of existing development or access, within 300 metres of the provincial highway right-of-way boundary or within 800 metres of the centre point of an intersection of the provincial highway with another public road.

The development may not proceed until a permit has been issued by Alberta Transportation subject to the provisions of Section 11 – 19 inclusive of the Highways Development and Protection Act, Chapter H-8.5 2004, amendments thereto, and the Highways Development and Protection Regulation (Alberta Regulation 326/2009) and amendments thereto.

ACCESS - Direct highway access is a potential safety hazard to highway users and will only be permitted when considered essential by the Department. Property with access via a local road or available via a local road will not normally qualify for direct highway access. Where direct access is essential generally only one direct highway access per quarter section will be permitted. If the proposal includes access to an existing or proposed new or upgraded municipal road intersection with a provincial highway, approval from the local municipality must be provided.

SETBACK – Every proposal will be assessed on an individual basis and the setbacks determined after reviewing the specifics of the proposal and future highway improvement plans. The general minimum setback for all development is 70 metres from the highway centre-line and no closer than 40 metres from the highway right-of-way boundary except where these distances must be increased to allow for highway widening.

VEGETATION – Placement of any trees, hedges or shrubs within 30 metres from the highway right-of-way boundary, or 60 metres from the centre-line of the highway, whichever distance is greater, is prohibited without a permit.

APPLICATION must be signed by the registered owner or authorized agent, if applicable.

SEPARATE “SIGN APPLICATION” shall be submitted for any proposed sign.

SITE PLAN showing setback and location of the existing and proposed development and access must be provided. Building details are not required but location, size and type of building must be shown (see attached example). If the plan size is larger than this page two (2) copies must be provided. Applicant must sign each copy of the plan.

RETURN COMPLETED APPLICATIONS TO:

Email: TRANSDEVELOPMENTVERMILION@GOV.AB.CA

Fax 780 679 1772

Mailing Address:

**Alberta Transportation
Attn: Vermilion District Development / Planning Technologist
#401, Provincial Building,
4920 – 51st.
Red Deer, Alberta T4N 6K8**

Contact Ph. #: 780 679.1770

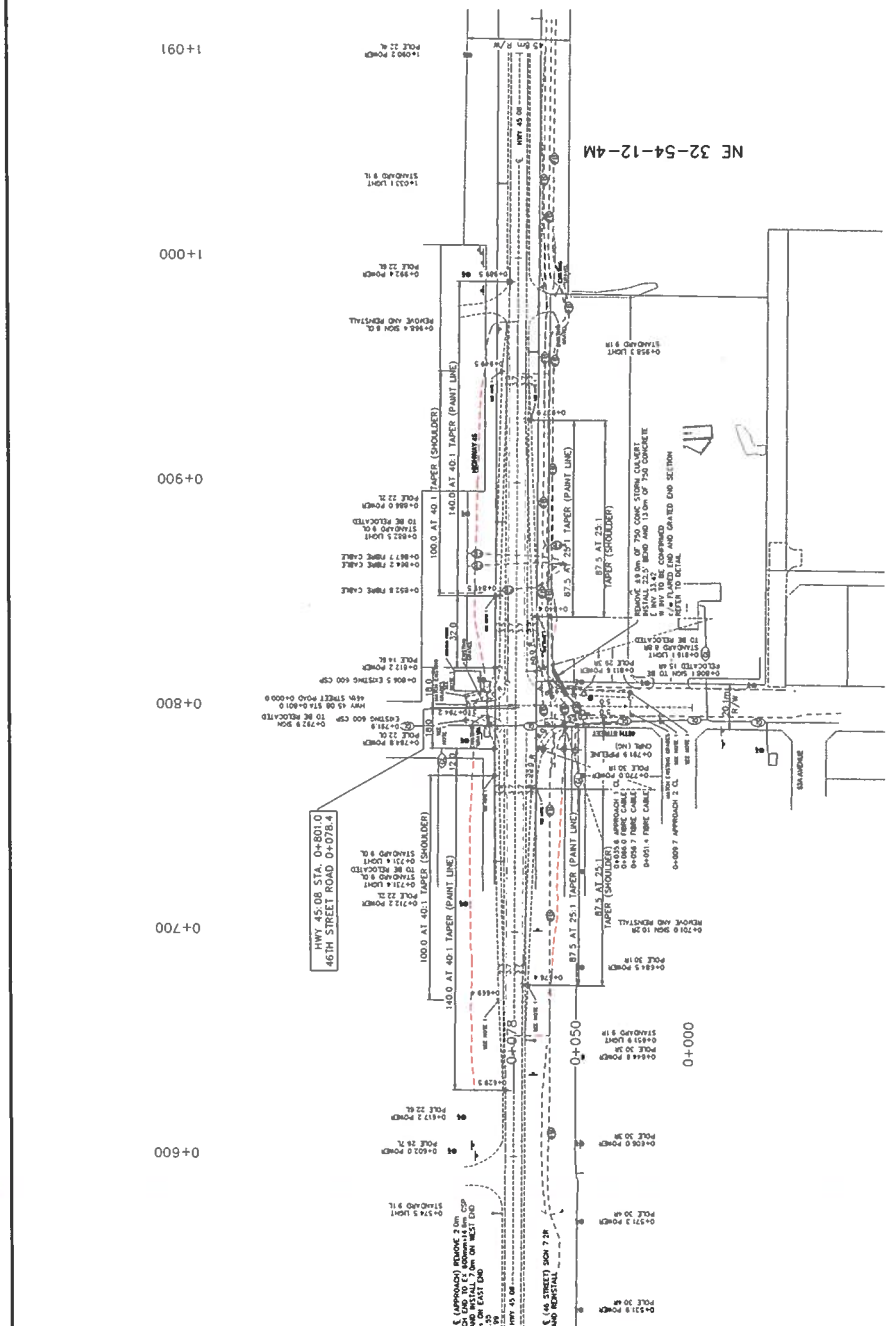
ROADSIDE DEVELOPMENT APPLICATION FOR DEVELOPMENT NEAR A PROVINCIAL HIGHWAY

Alberta Transportation Permit # _____

Note: distances may be shown in metres or feet

SITE PLAN

Signature of Registered Owner or Authorized Agent



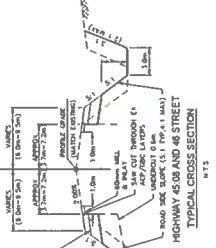
CONTROL POINTS

STATION	POINT	COORDINATES
1500	1500+00	215000.00
1500	1500+00	215000.00
1500	1500+00	215000.00
1500	1500+00	215000.00
1500	1500+00	215000.00

- NOTES:
1. SHOULDER WIDTHS SHOWN ON THE DRAWING WILL BE REDUCED TO 1.5M AT THE INTERSECTION OF THE ROAD WITH THE HIGHWAY.
 2. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE ROAD DESIGN SPECIFICATIONS.
 3. THE ROAD DESIGN SPECIFICATIONS SHALL BE USED TO DETERMINE THE APPROPRIATE AND SUFFICIENT DIMENSIONS FOR THE ROAD.
 4. THE ROAD DESIGN SPECIFICATIONS SHALL BE USED TO DETERMINE THE APPROPRIATE AND SUFFICIENT DIMENSIONS FOR THE ROAD.
 5. THE ROAD DESIGN SPECIFICATIONS SHALL BE USED TO DETERMINE THE APPROPRIATE AND SUFFICIENT DIMENSIONS FOR THE ROAD.
 6. THE ROAD DESIGN SPECIFICATIONS SHALL BE USED TO DETERMINE THE APPROPRIATE AND SUFFICIENT DIMENSIONS FOR THE ROAD.

LEGEND

SYMBOL	DESCRIPTION
[Symbol]	PROPOSED ROAD
[Symbol]	EXISTING ROAD
[Symbol]	PROPOSED SIDE OF ROAD
[Symbol]	EXISTING SIDE OF ROAD
[Symbol]	PROPOSED SHOULDER
[Symbol]	EXISTING SHOULDER
[Symbol]	PROPOSED PAVED SHOULDER
[Symbol]	EXISTING PAVED SHOULDER
[Symbol]	PROPOSED PAVED SHOULDER
[Symbol]	EXISTING PAVED SHOULDER



ISSUED FOR REVIEW

NO.	DATE	BY	REVISION
1	2013-06-21	RE	RE-ISSUED FOR AT REVIEW
2	2013-06-21	RE	RE-ISSUED FOR CONSTRUCTION
3	2013-06-21	RE	RE-ISSUED FOR CONSTRUCTION

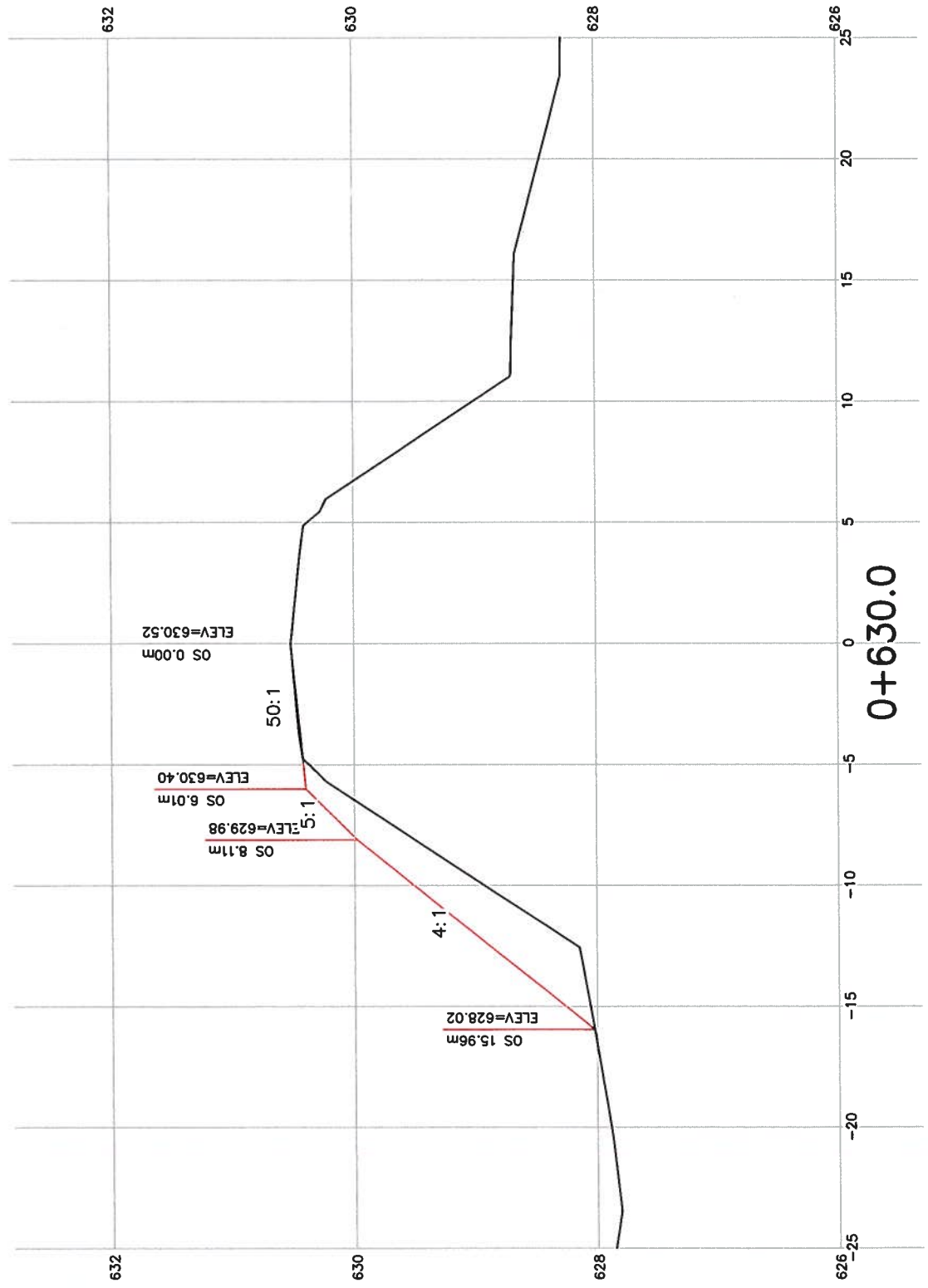
DATE: 2013-06-21
LOCATION: NE 32-54-12-W-4M
SHEET: 1 of 1
DRAWING: IN-1125-001-P

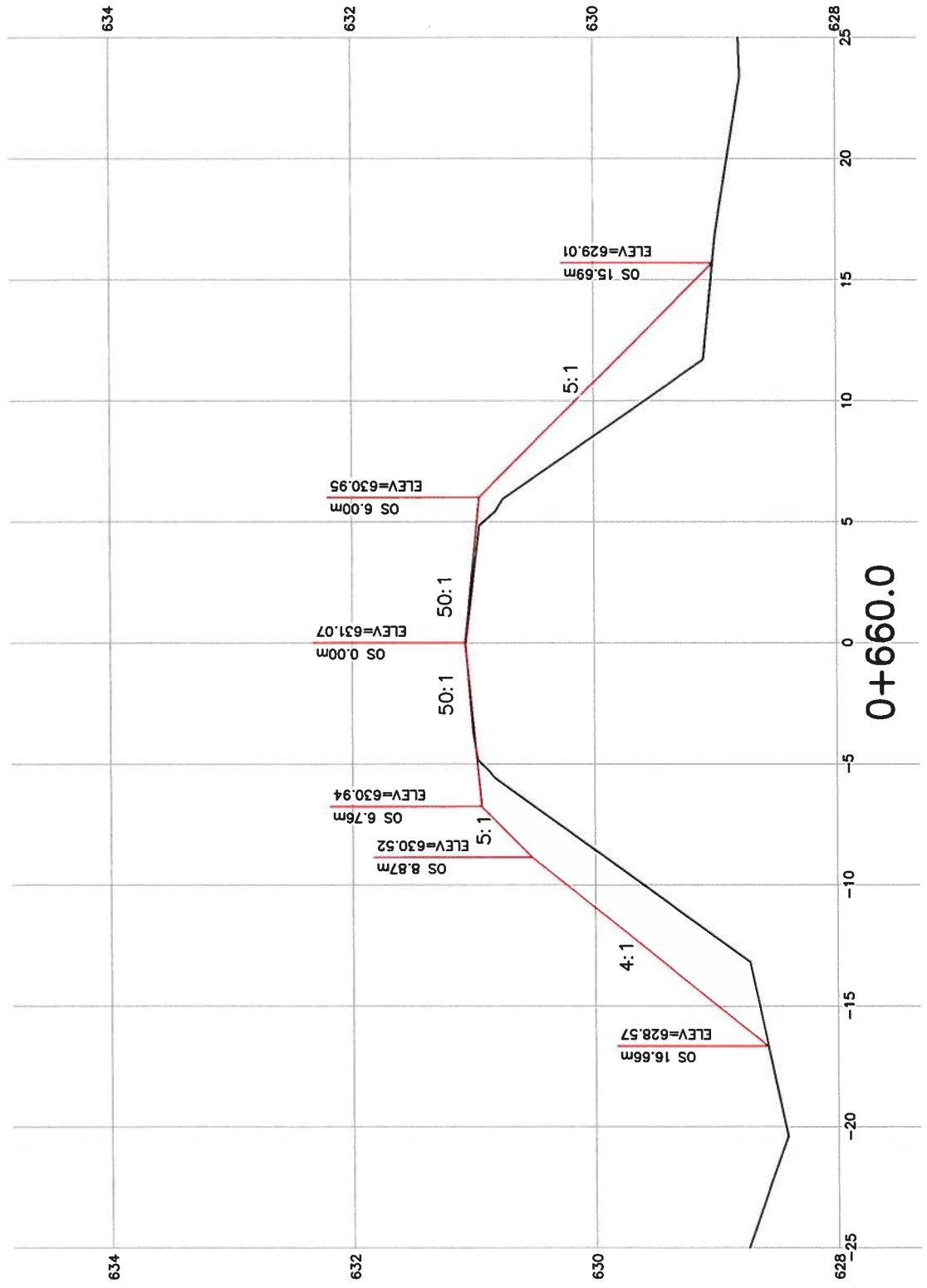
DESIGNER: []
CHECKED: []
DATE: 2013-06-21
SCALE: 1:1000
JOB NO: 191-01545-00

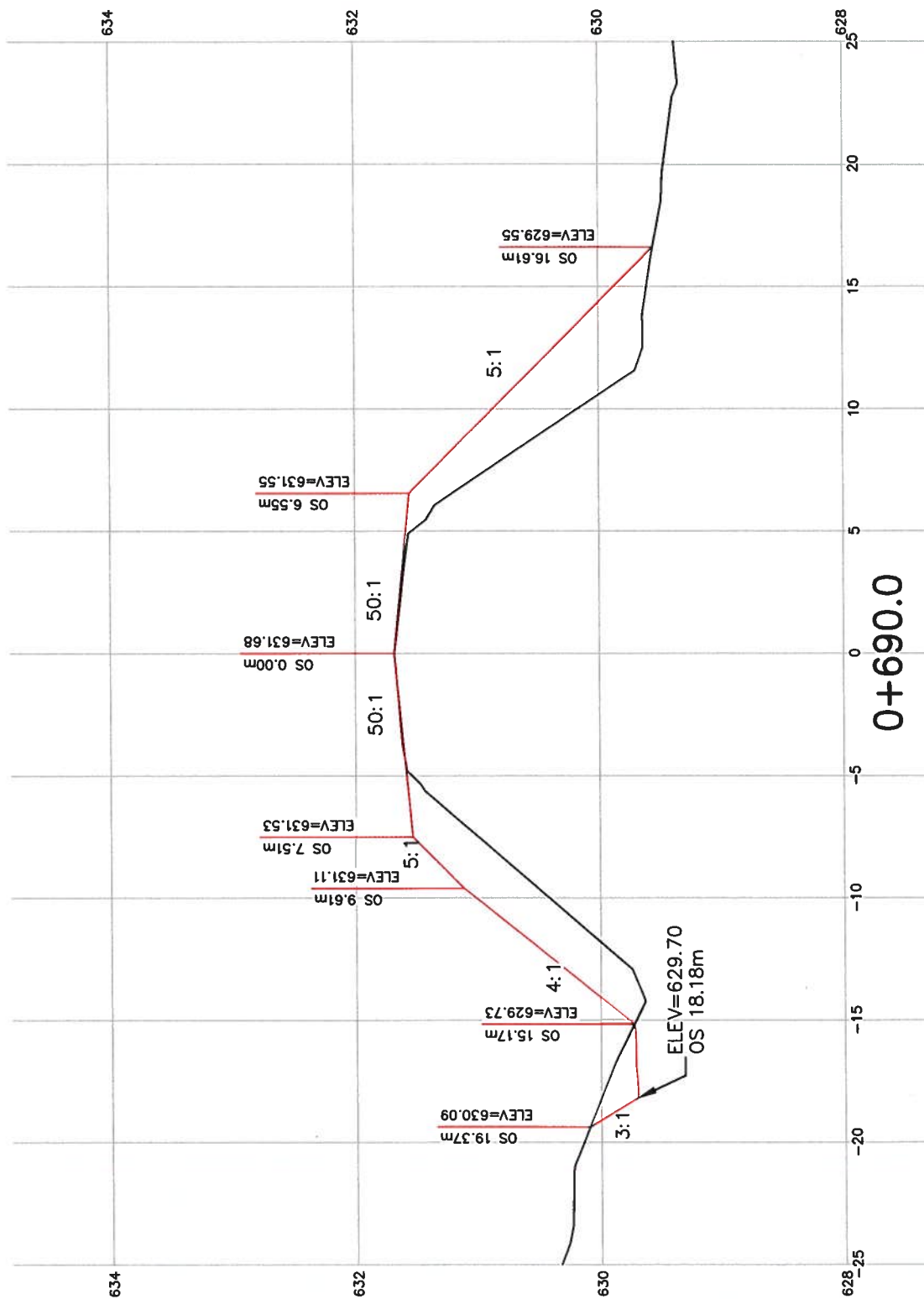
CONTRACTOR: []
DATE: 2013-06-21
SCALE: 1:1000
JOB NO: 191-01545-00

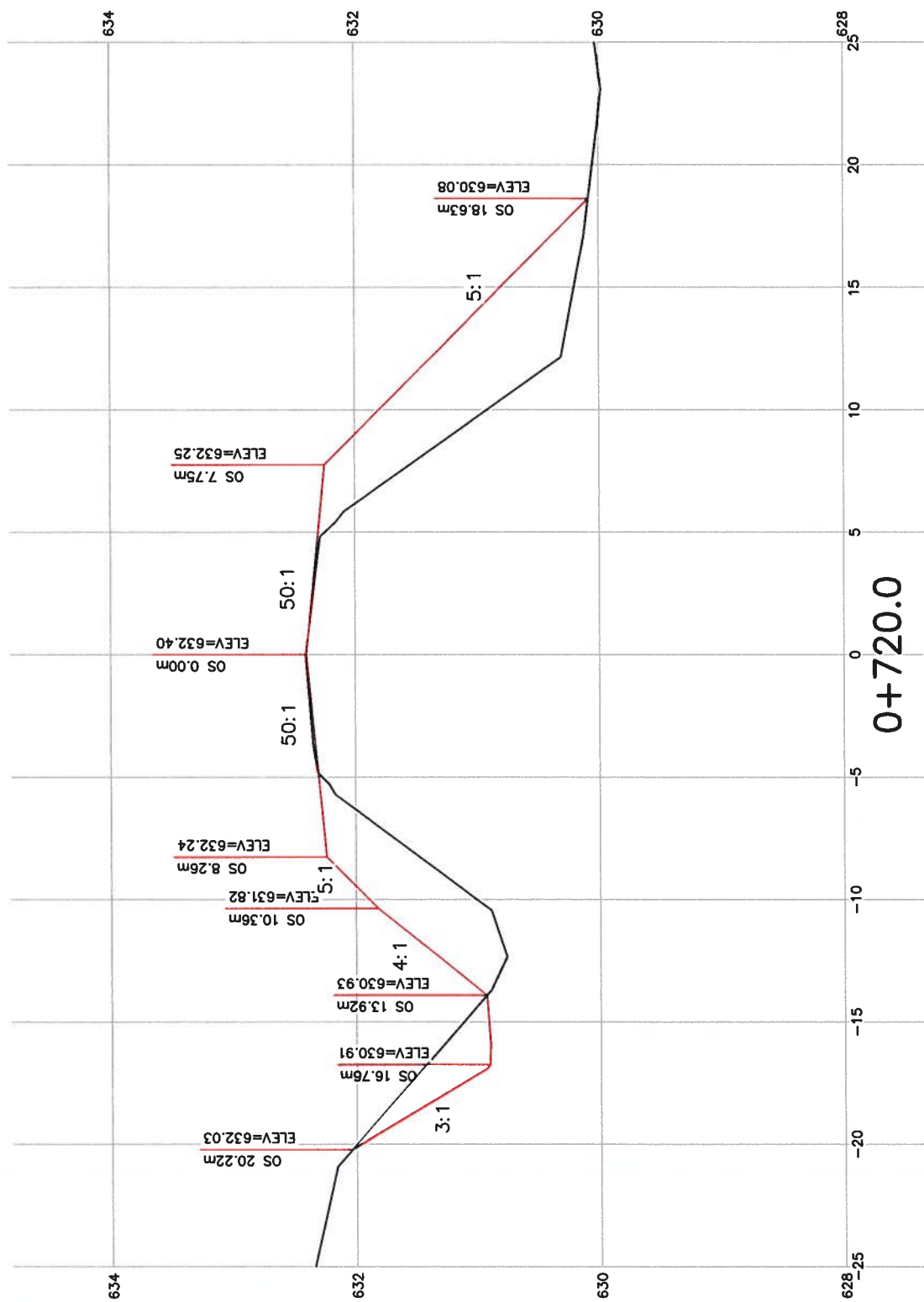
CONTRACTOR: []
DATE: 2013-06-21
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JOB NO: 191-01545-00

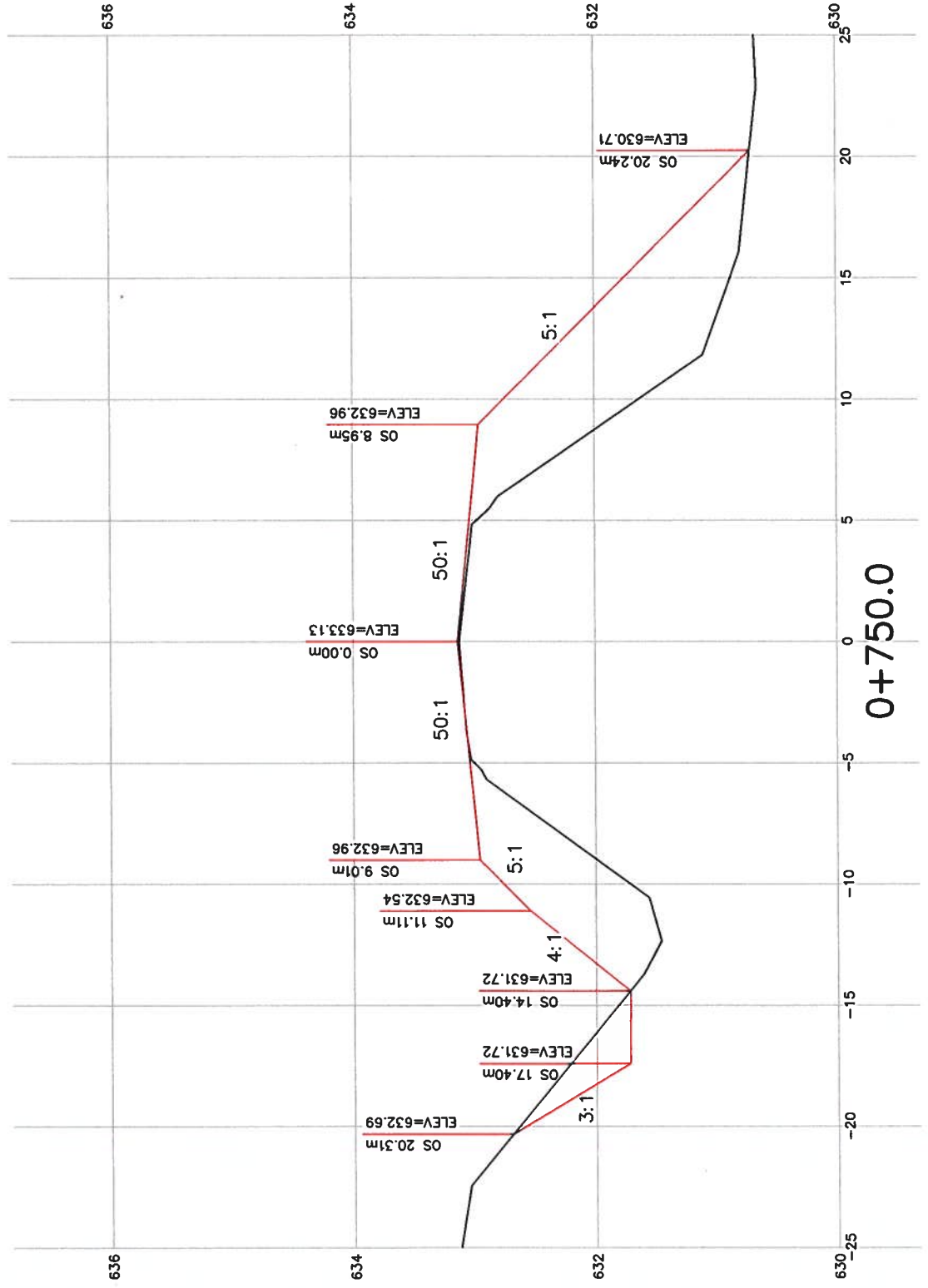
CONTRACTOR: []
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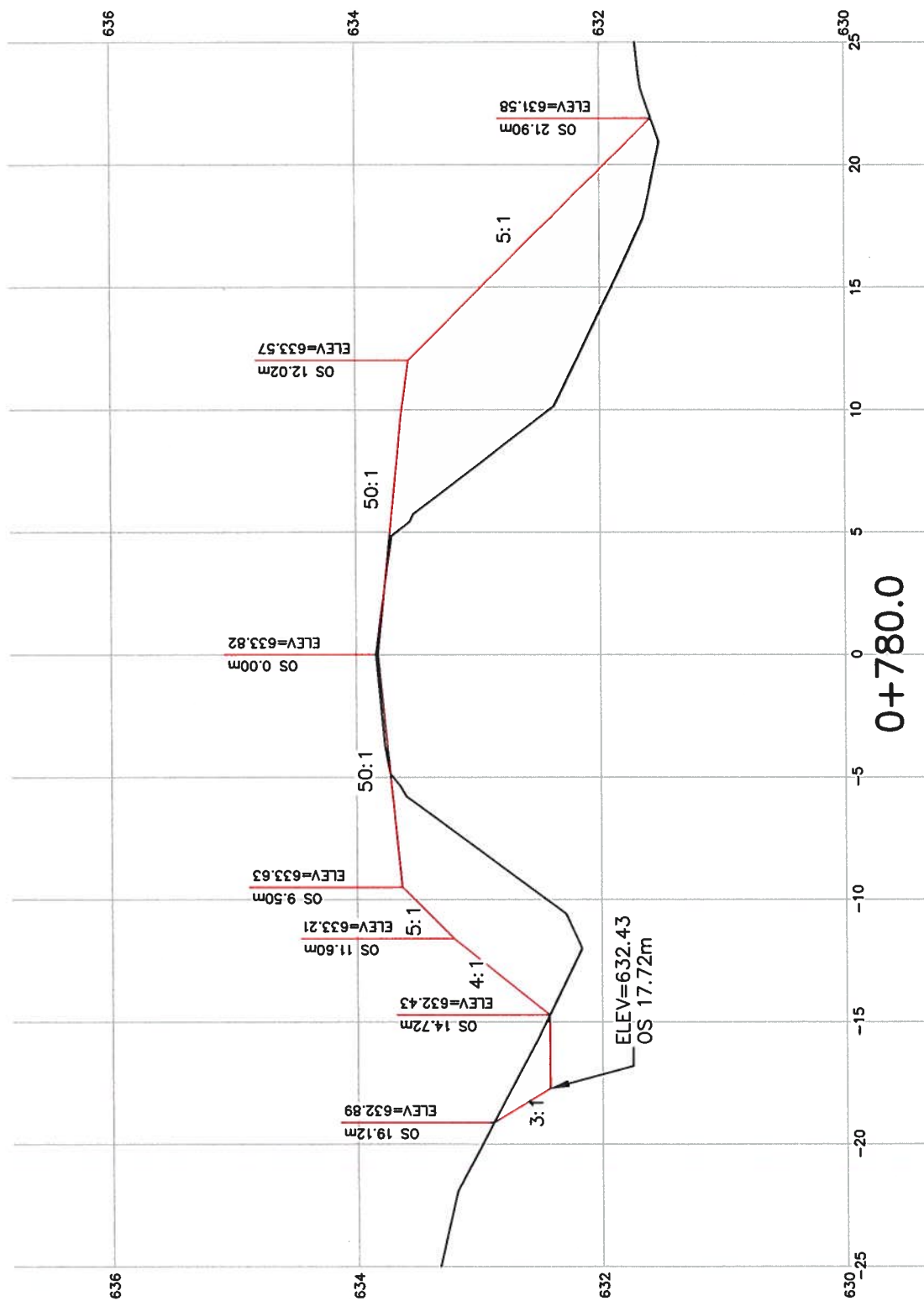


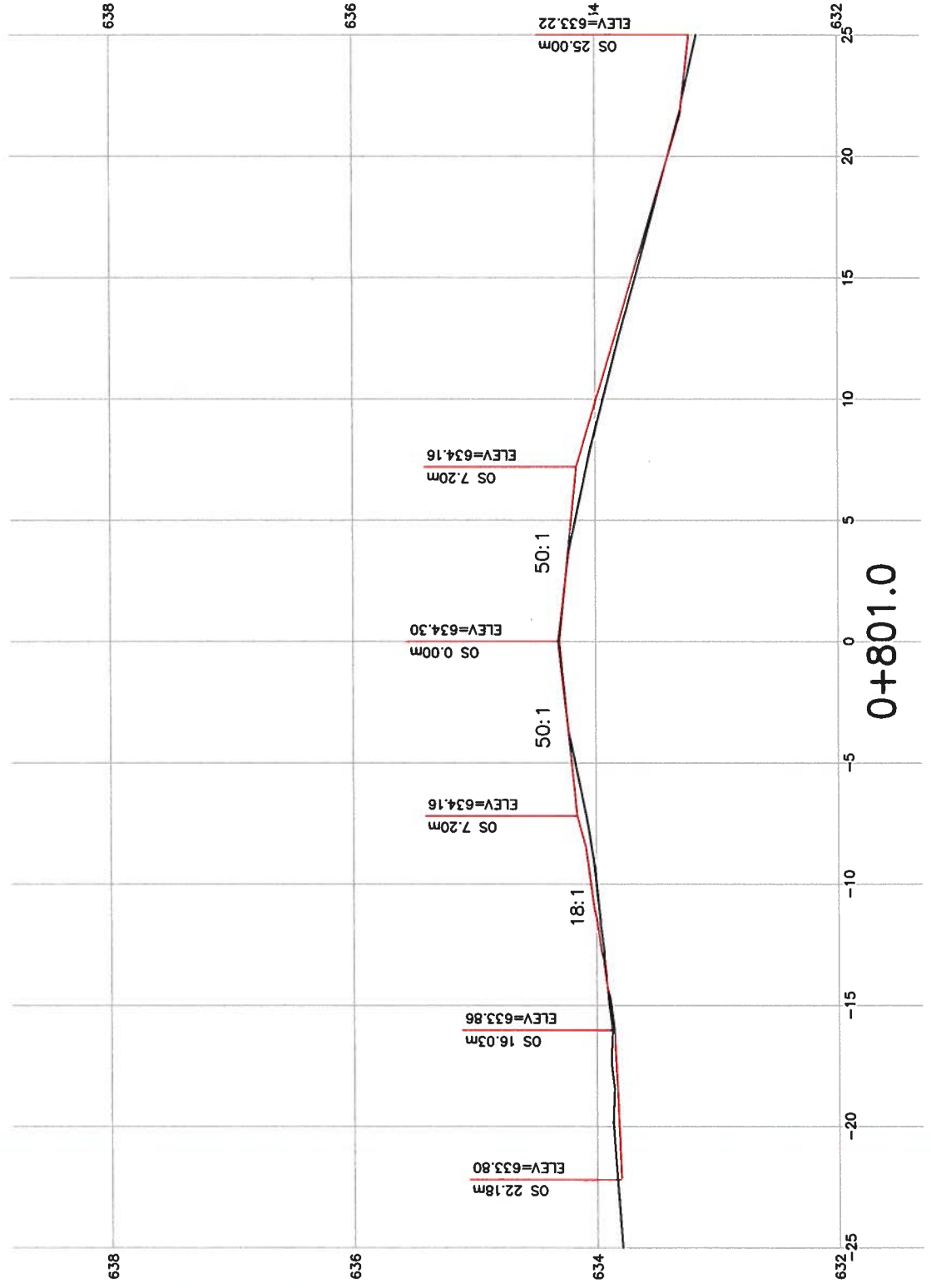


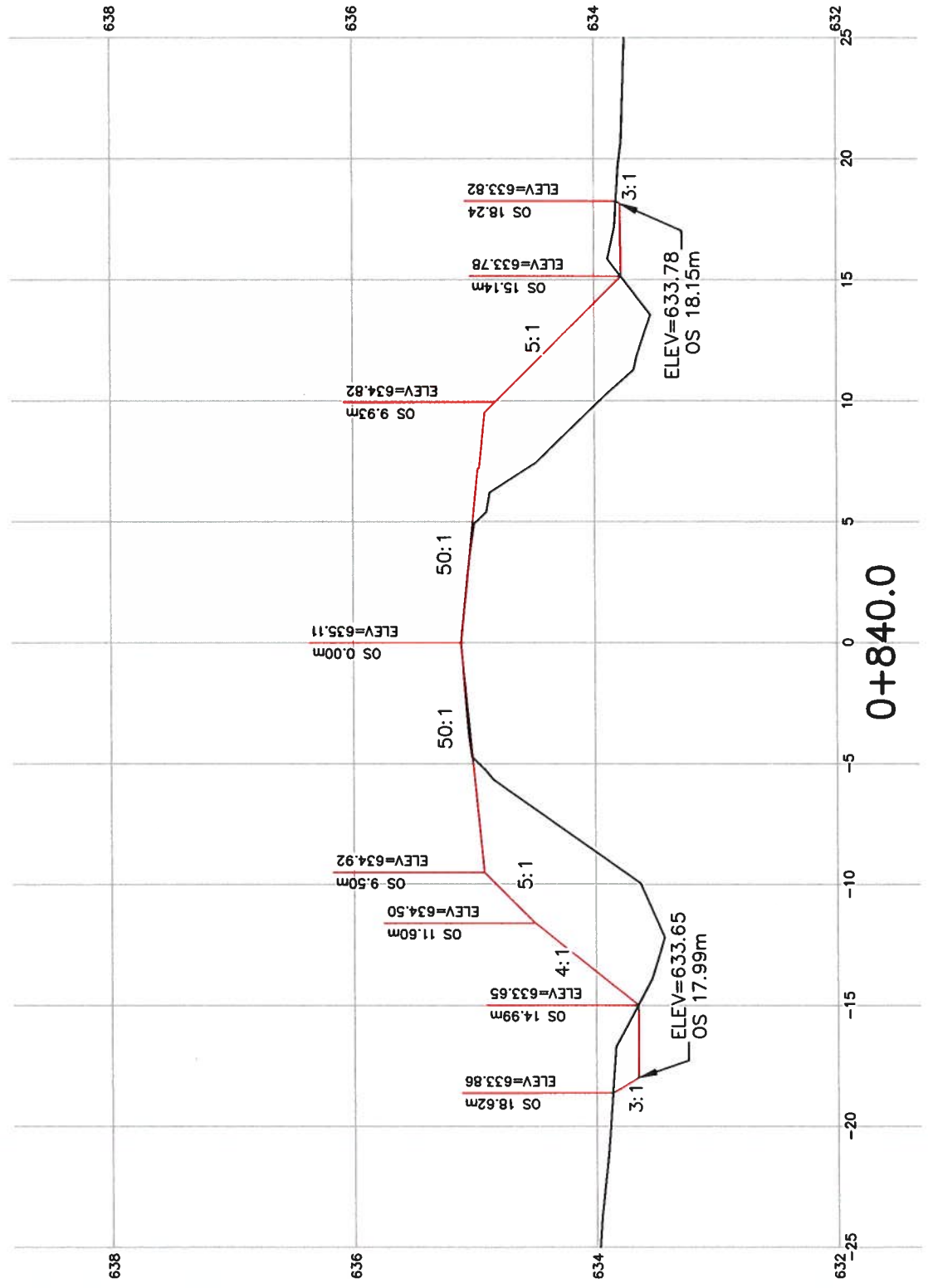


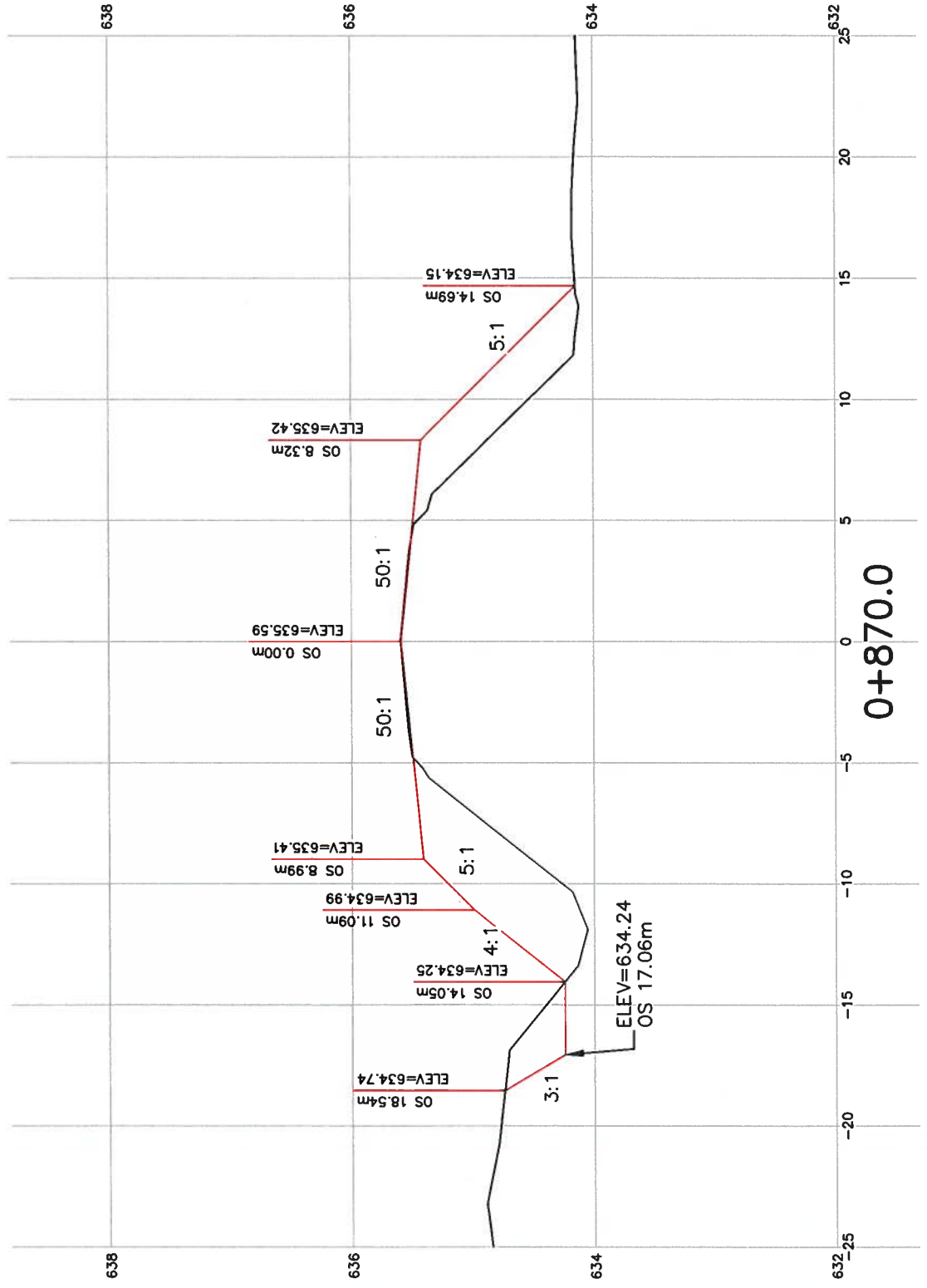


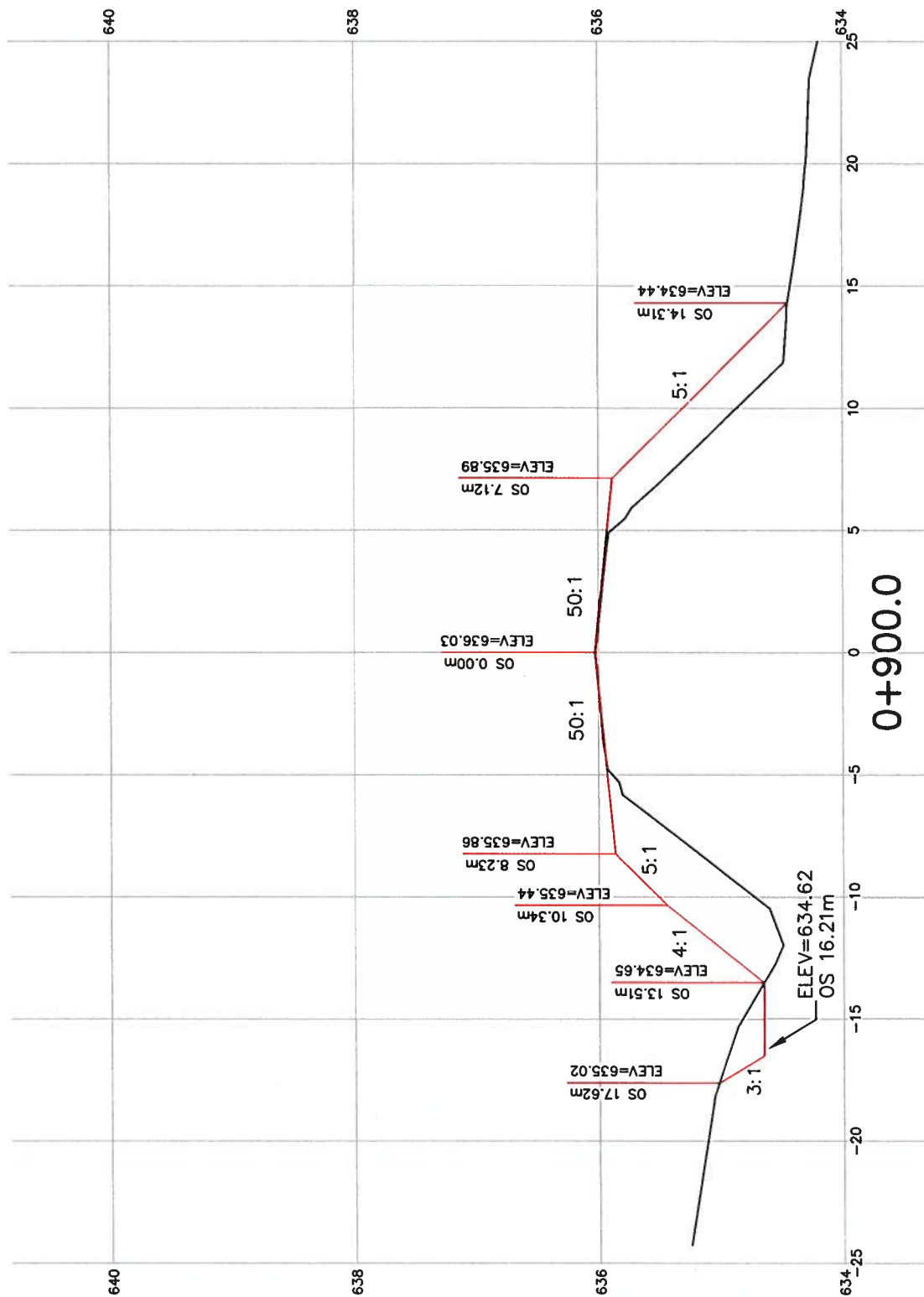


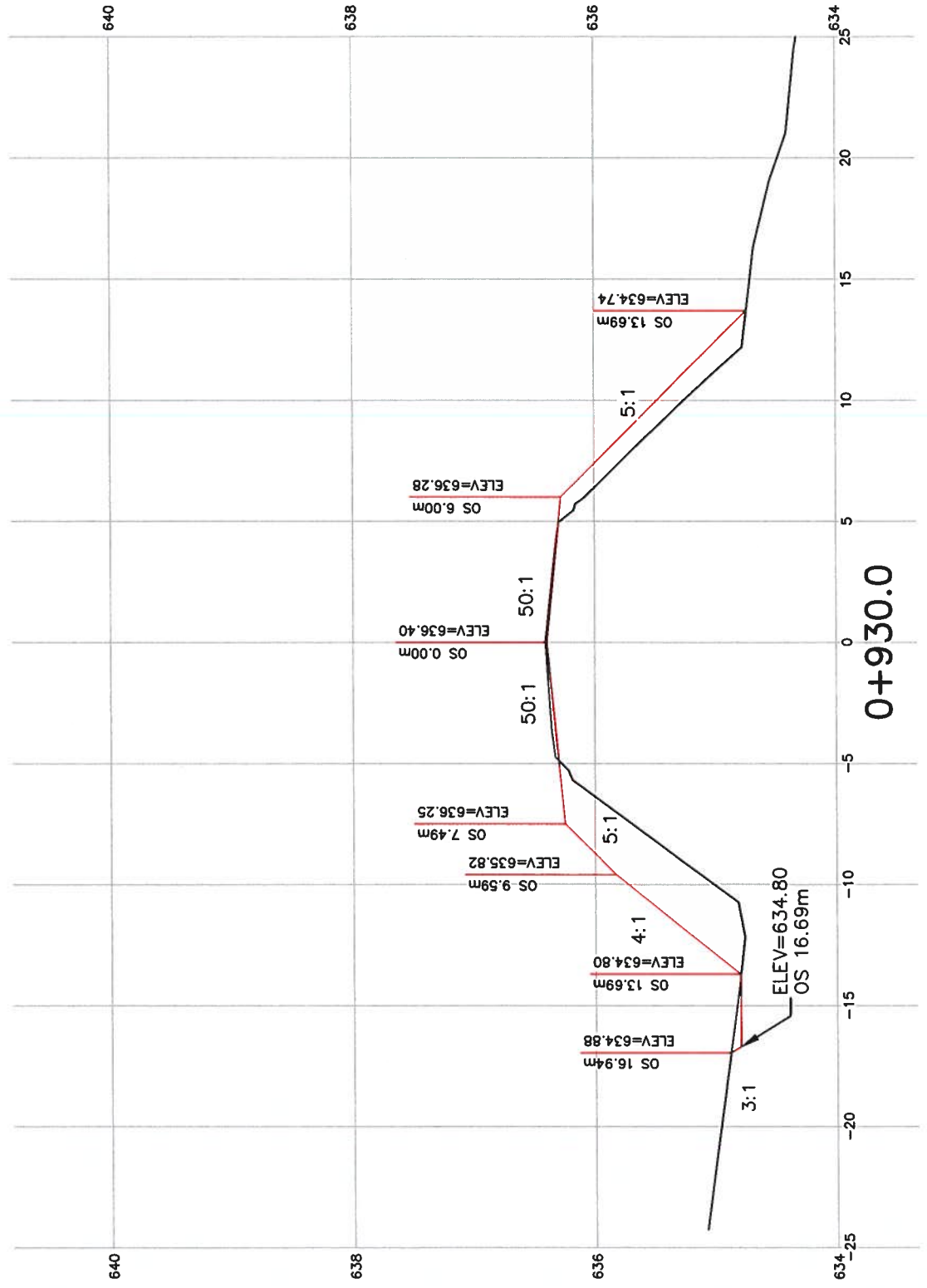


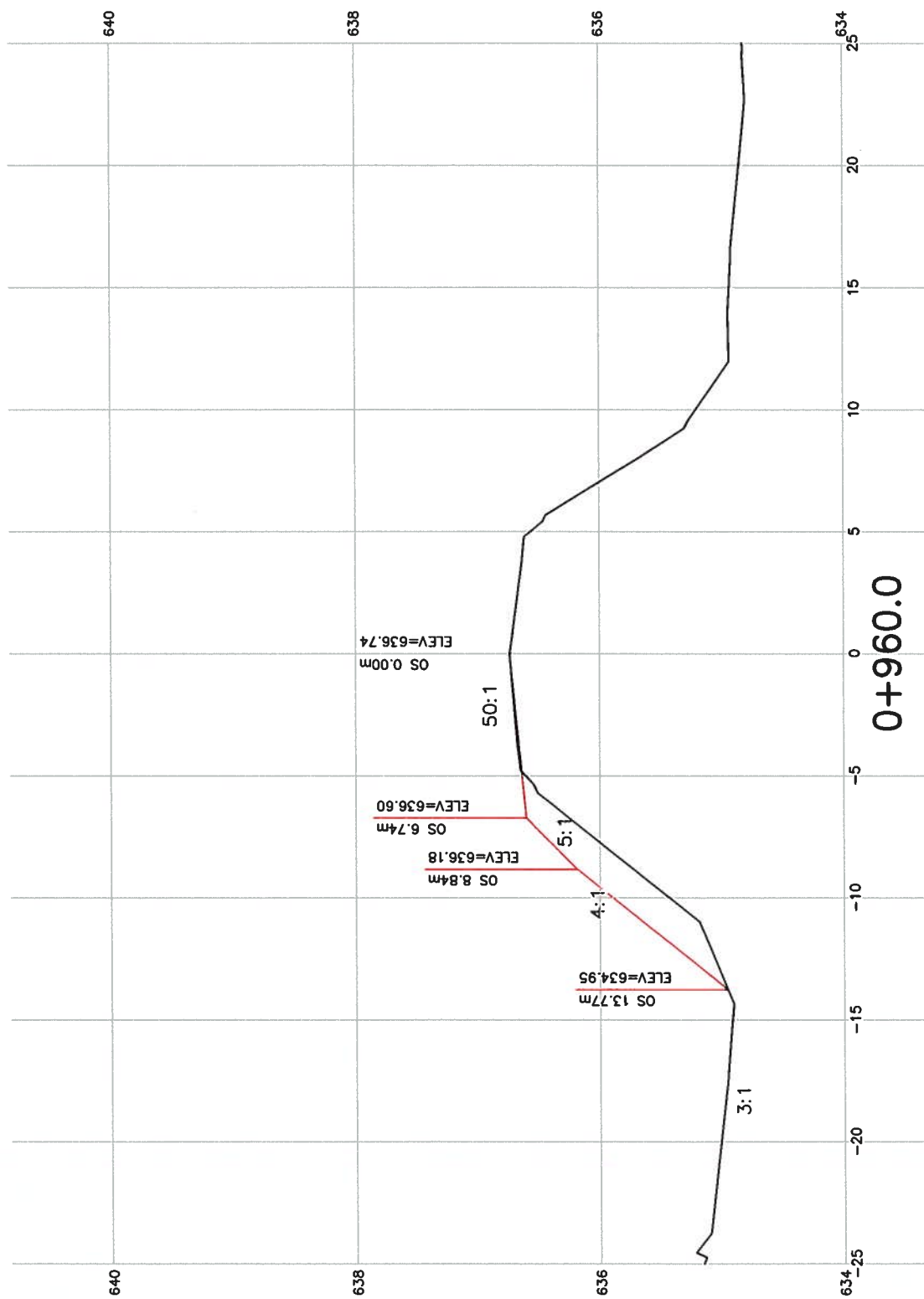












PLAN

HOWING SUBDIVISION OF PART OF
SW 1/4 SEC. 4 - TP 55 - R. 12 - W. 4 MER.
TWO HILLS

J.W. DOZE A.L.S.

AREA TO BE REGISTERED OUTLINED IN RED. 6.42 ACRES.
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IRON SURVEY POSTS PLANTED SHOWN THUS: O

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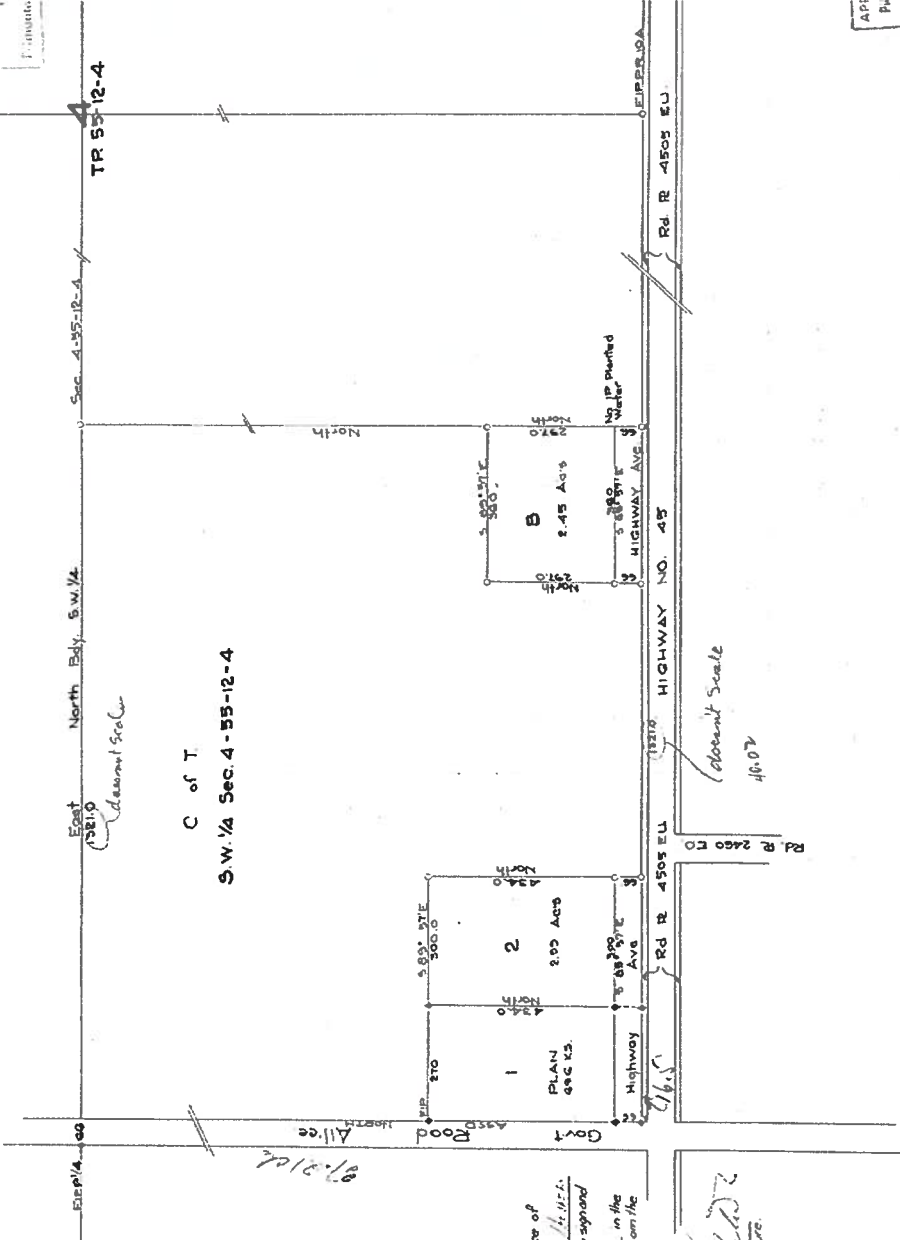
City of Edmonton, in the Province
of Alberta, make oath and say:
That the plan has been made
in accordance with the
provisions of The
Land Act, and that the
same is a true and correct
copy of the original plan
on file in the office of the
City of Edmonton.

Witness

Owners Signature

I, John W. Doze, of the County of Sturgeon, in the Province of
Alberta, make oath and say:
That I have personally prepared and signed the plan of subdivision
shown on this plan, and that the same is a true and correct copy
of the original plan on file in the office of the City of Edmonton.
That the same was executed on the 10th day of April, 1916, in the
County of Sturgeon, Province of Alberta.
Subscribing Witness, there to
That I know the said John W. Doze, and he
is in my belief of the full age of Twenty one (21) years.
Sworn before me at
the City of Edmonton
this 10th day of April
1916
Commissioner for Oaths.

Witness to Owners Signature



API
P

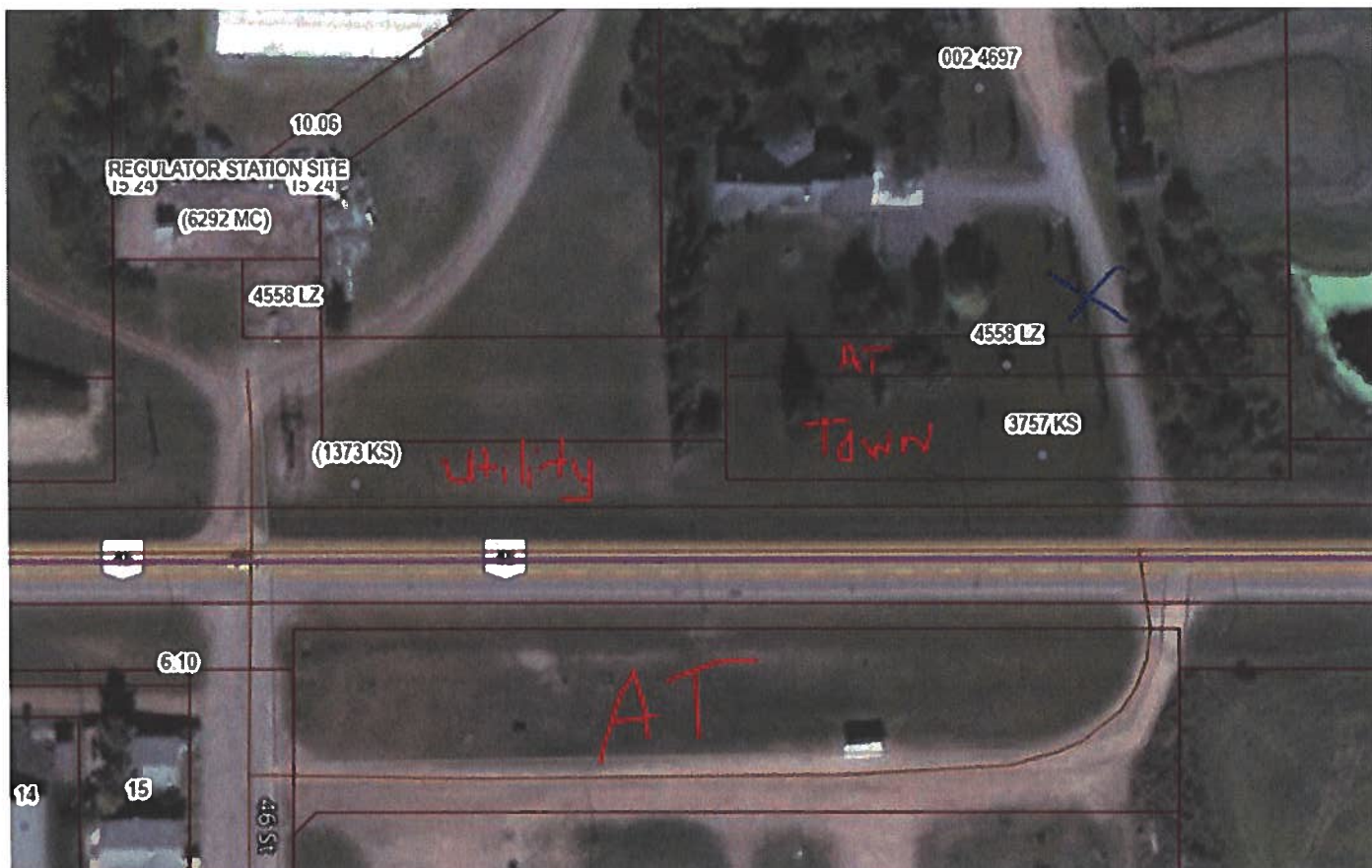
Cindy Skjaveland

From: Cindy Skjaveland <Cindy.Skjaveland@gov.ab.ca>
Sent: Wednesday, July 03, 2019 10:16 AM
To: Enns, Ruben; Mike Pylko
Cc: Stuart Richardson; ! CAO
Subject: RE: Hwy 45: 08 and 46 Street in Two Hills
Attachments: VERMILION ROADSIDE DEVELOPMENT APPLICATION.pdf; Plan 3757KY.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Ruben,
Going back through the email trail on this I believe that Mike is happy with the drawings that you have submitted, he is not in the office today.
I will have Infrastructure go through them one last time.
I think what is missing is an application form for a permit to do the Intersection Improvements.
I have attached the application form to this email, I need the information on who the permit should be made out to and those details, as far as drawings we will use what you have submitted.

To answer the questions about the ROW issue and land acquisition for you. I spoke with our Property Manager and she advises that what AT would do if we were constructing this intersection is to deal with the Utility Company and work things out that way. The other section that you indicated on the plan 3757KS (attached) which appears to be titled to the town as service road ROW, so that should not be an issue as it is my understanding this work is being done for the Town.
The Town would need to advise that landowner, as it appears they are mowing and maintain that section of ROW as if its part of their yard and they should be advised it is not their property and that construction may affect that area. There is also a small strip of land 4558LZ which appears to be AT ROW. The property owners lot begins north of this (blue X)



Once I get the application form back I will start the permitting process for you.

Let me know if I have missed anything.

Thanks

Cindy

Cindy Skjaveland
Development & Planning Tech.
Vermilion District, Central Region
Alberta Transportation

Tel. 780.679.1770
Fax 780.679.1772
cindy.skjaveland@gov.ab.ca

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From: Enns, Ruben <Ruben.Enns@wsp.com>
Sent: Wednesday, July 03, 2019 9:28 AM
To: Mike Pylko <Mike.Pylko@gov.ab.ca>
Cc: Stuart Richardson <Stuart.Richardson@gov.ab.ca>; Cindy Skjaveland <Cindy.Skjaveland@gov.ab.ca>

Subject: RE: Hwy 45: 08 and 46 Street in Two Hills
Importance: High

Mike,

May you please provide me with a progress update on your review of the intersection drawings? Our client is pressing as they are looking to start construction as soon as possible.

Thanks,

Ruben Enns, P.Eng.
Project Engineer
Infrastructure



Ruben.Enns@wsp.com
T+ 1 204-259-5417
C+ 1 204-295-5561

From: Cindy Skjaveland [<mailto:Cindy.Skjaveland@gov.ab.ca>]
Sent: June-26-19 3:47 PM
To: Enns, Ruben <Ruben.Enns@wsp.com>
Cc: Stuart Richardson <Stuart.Richardson@gov.ab.ca>; Mike Pylko <Mike.Pylko@gov.ab.ca>
Subject: RE: Hwy 45: 08 and 46 Street in Two Hills

Ruben,
I would direct you to give Mike Pylko a call and discuss this as it was my understanding that the intersection treatment that was reviewed would not require additional lands that it could be accommodated within the existing footprint.

Mike is out of office at the moment but should be back later before the end of the day.
Thanks,
Cindy

Cindy Skjaveland
Development & Planning Tech.
Vermilion District, Central Region
Alberta Transportation

Tel. **780.679.1770**
Fax **780.679.1772**
cindy.skjaveland@gov.ab.ca

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From: Enns, Ruben <Ruben.Enns@wsp.com>
Sent: Wednesday, June 26, 2019 2:34 PM
To: Cindy Skjaveland <Cindy.Skjaveland@gov.ab.ca>
Subject: RE: Hwy 45: 08 and 46 Street in Two Hills

Cindy,

Please provide me with a progress update on your teams review of the intersection drawings and assessment of a possible solution to the property acquisition.

Thank you,

Ruben Enns, P.Eng.
Project Engineer
Infrastructure



Ruben.Enns@wsp.com
T+ 1 204-259-5417
C+ 1 204-295-5561

From: Enns, Ruben
Sent: June-21-19 9:17 AM
To: 'Cindy Skjaveland' <Cindy.Skjaveland@gov.ab.ca>
Cc: Jackson, Mike <Mike.Jackson@wsp.com>
Subject: RE: Hwy 45: 08 and 46 Street in Two Hills
Importance: High

Cindy,

We have addressed Mike's comments below as per the attached drawing package.

We would like to ask you how we should deal with the extent of work now encroaching into an adjacent property. Due to requirements for the maximum side slopes for the roadway we are now encroaching on the adjacent property in the north east corner of this intersection improvement. Would a drainage easement be a possible solution? I understand that a piece of this property may need to be acquired. Would AT have the capabilities to acquire the property quickly or would the owner(FCL) pursue the purchase of a part of this property and hand it off to AT? Additionally, what is the right approach as we have not run into a scenario like this before. Additionally, what would be the size of the property required to acquire?

Regards,

Ruben Enns, P.Eng.
Project Engineer
Infrastructure



Ruben.Enns@wsp.com
T+ 1 204-259-5417
C+ 1 204-295-5561

From: Cindy Skjaveland [<mailto:Cindy.Skjaveland@gov.ab.ca>]
Sent: June-04-19 11:27 AM
To: Enns, Ruben <Ruben.Enns@wsp.com>
Subject: FW: Hwy 45: 08 and 46 Street in Two Hills

Good Morning Ruben,
Find below Mike's comments regarding the last submission.
Any questions regarding his comments he will be in the office later today after 2pm (780)679.1799

Regards,
Cindy

From: Mike Pylko <Mike.Pylko@gov.ab.ca>
Sent: Tuesday, June 04, 2019 10:18 AM
To: Cindy Skjaveland <Cindy.Skjaveland@gov.ab.ca>
Subject: RE: Hwy 45: 08 and 46 Street in Two Hills

Cindy,

My comments below:

Cross Section/Structure:

- Pavement sideslopes should be a maximum of 5:1
- GBC layer should be specified as being placed in 2 lifts – maximum lift thickness of 200mm
- ACP Binder type should be PG 52-34 based on the ESAL's at this location and temperature zone as described in Design Bulletin 13
- There was a ~60mm ACP overlay done along this section of Hwy in 2018 which was not accounted for in Table 2.1 of the WSP widening strategy document. This may affect lateral drainage based on the proposed widening structure. There have not been any as-builts submitted for this work as of yet.

Plan View:

- Travel, Auxiliary, and shoulder widths are appropriate
- Length of parallel auxiliary lanes in the WB direction should be shown as a measurement from center of intersection to start of taper. Similar to figure D-7g of the Highway design guide.
- Location of access to proposed card lock station should be identified and a length from the center of the Hwy 14 intersection shown.

Thanks,

Mike Pylko, E.I.T.
Operations Engineer
Delivery Services – Central Region
Vermilion District
Alberta Transportation
Government of Alberta

Tel 780-679-1799
Cell 780-581-5172
Fax 780-853-8270
Mike.Pylko@gov.ab.ca

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From: Cindy Skjaveland <Cindy.Skjaveland@gov.ab.ca>
Sent: Thursday, May 16, 2019 3:24 PM
To: Stuart Richardson <Stuart.Richardson@gov.ab.ca>
Cc: Mike Pylko <Mike.Pylko@gov.ab.ca>
Subject: FW: Hwy 45: 08 and 46 Street in Two Hills

Please review and provide comments.
Thanks
Cindy

From: Enns, Ruben <Ruben.Enns@wsp.com>
Sent: Thursday, May 16, 2019 3:15 PM
To: Cindy Skjaveland <Cindy.Skjaveland@gov.ab.ca>
Cc: Artemchuk, Igor <Igor.Artemchuk@wsp.com>; Jackson, Mike <Mike.Jackson@wsp.com>
Subject: Hwy 45: 08 and 46 Street in Two Hills

Cindy,

Please see the attached Highway 45 intersection improvements drawing for your review. I have also attached the permit approval document for your reference.

Regards,

Ruben Enns, P.Eng.
Project Engineer
Infrastructure



Ruben.Enns@wsp.com

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C+ 1 204-295-5561

1600 Buffalo Place
Winnipeg, MB

R3T 6B8 Canada

wsp.com

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DAVID M. DAVIS
DAVID M. DAVIS

SELECT PRODUCT MORE INFO SITE P46TH STREET DWORLE

VA PROJECTS 01-191-01545-00 HW

5/20/19 10:54:50 AM

VA PROJECTS 01-191-01545-00 HW

UAA 00-57



Co-Op Cornerstone Traffic Accommodation Plan

August 1, 2019

1. Project Name:

Project 19-065 – Co-Op Cornerstone Bulk Station Highway Improvements
Two Hills, Highway 45 east and westbound and 46th Street.

2. Scope of Work:

Central Construction Group will perform various improvements to the eastbound and westbound lanes on Highway 45 and 46th street in Two Hills, AB. Construction will consist of the shoulder widening, turning lanes, drainage work, and culvert extensions.

3. Contractor:

Name: Central Construction Group Ltd.
Address: Box 6004 Wetaskiwin, AB T9A 2E8
Phone: 780-352-6041

4. Sub Contractors:

At this time, we do not plan to utilize subcontractors for any onsite activities.

5. Schedule:

Start Date: August 15, 2019
Expected Finished Date: September 30, 2019

6. Process For Sign Installation, Maintenance, and Removal:

All construction and permanent signs not in use will be covered, turned sideways or removed. This includes any pre-signing; however, signs will typically not be erected until construction is scheduled to begin. Monitoring of signs will begin when signs are erected. "Men Working" and "Speed Fines Double" "Begin" and "End" as well as "Flagpersons" shall be covered at the end of each shift. The installation of the construction signage will serve as notice to the road users of the upcoming construction.

In general, the following procedures will be utilized for sign installation, maintenance and removal.

Sign Installation

- TCP upon approaching the beginning of the signing area shall initiate their rooftop beacon and slow their vehicle
- The vehicle shall be pulled off of the road area and stopped



Co-Op Cornerstone Traffic Accommodation Plan

August 1, 2019

- TCP shall ensure the area is safe from all oncoming traffic and exit the vehicle
- Sign shall be removed from the vehicle and placed on the edge of the roadway but not on the roadway facing oncoming traffic.
- TCP shall check for oncoming traffic before moving to enter the vehicle,
- TCP shall enter the vehicle and when safe to do so move to the next area to place a sign
- TCP shall do this until all required signs are placed and he/she has reached the beginning of the scope of work.

Sign Maintenance

- TCP upon approaching the beginning of the signing area shall initiate their rooftop beacon and slow their vehicle
- The vehicle shall be pulled off of the road area and stopped
- TCP shall ensure the area is safe from all oncoming traffic and exit the vehicle
- Sign shall be maintained /cleaned.
- TCP shall check for oncoming traffic before moving to enter the vehicle,
- TCP shall enter the vehicle and when safe to do so move to the next area to maintain a sign
- TCP shall do this until all required signs are maintained.

Sign Removal

- TCP shall work backwards from scope of work to the first sign setup for the project
- The vehicles rooftop beacon shall be active
- The vehicle shall be pulled off of the road area and stopped
- TCP shall ensure the area is safe from all oncoming traffic and exit the vehicle
- Sign shall be removed from the roadway and placed in the truck.
- TCP shall check for oncoming traffic before moving to enter the vehicle
- TCP shall enter the vehicle and when safe to do so move to the next sign
- TCP shall do this until all required signs are removed from the roadway.

For specific operations, CCG will follow the modified Alberta Transportation Standard Drawings included in the TAS.

- a. Road Work including subgrade on shoulder widening and turning lanes
 - i. TCS-B-7.3A-Low Speed/Volume-Work on Shoulders-Two Lane Undivided Highway
 - ii. TCS-B-7.4A-Low Speed/Volume-Shoulder Drop Off-(within work zone) Two Lane Undivided Highway
 - iii. TCS-B-1.4A-Intersecting Roads-Two Lane Undivided Highway
- b. Road work including gravel and asphalt on shoulder widening and turning lanes
 - i. TCS-B-7.3A-Low Speed/Volume-Work on Shoulders-Two Lane Undivided Highway
 - ii. TCS-B-1.4A-Intersecting Roads-Two Lane Undivided Highway

7. Pre-Signage/Communications:



Co-Op Cornerstone Traffic Accommodation Plan

August 1, 2019

CCG will provide notification to the local emergency services including the RCMP, Fire & Ambulance Services, as well as any school districts with bus routes affected 10 days before construction activities.

CCG will notify 511 as soon as possible of the projects scope and timing.

8. Sign Supports:

Construction signage within the closed construction area will be placed on steel posts. Wood barricades will be used at the start of shoulder drop off sections. Steel posts at a height of 1.5m will be utilized for temporary signs outside of the closed construction area.

9. Sign Height Requirements:

Temporary signs will be installed on posts at a height of 1.5m, 2 to 6m from the nearest traffic lane.

10. TCS Responsibilities:

Ryan Browse with Central Construction Group will be responsible for inspecting and documenting the status of signage utilized on the project on a daily basis both before and after each shift. Adjustments to signage will be made by Central with approval from the Consultant to accommodate any changes made to the plans and/or schedule.

TCS: Ryan Browse
Phone: 780-352-6041

11. Day/Night Procedures:

Prior to the beginning of each work shift, signage will be inspected, cleaned as required, maintained, and documented. Night work will not be performed on this project. However, at the end of each shift, the work area will be graded to be free of any debris, large lumps, and sudden elevation changes. Any existing hazards will be removed, delineated, or barricaded. Signage and barricades will be inspected, cleaned as required, maintained, and documented prior to leaving location.

12. Tack Coat and Non-Standard Lane Widths:

Not Applicable to this project.



Co-Op Cornerstone Traffic Accommodation Plan

August 1, 2019

13. Special Users:

If the work area overlaps school bus routes, they will be accommodated so as not to disrupt the safe pickup of pupils. Emergency services will be immediately accommodated and supported should they require access through the work area at any given time. Local landowners requiring access with heavy farming equipment/wide loads may require Central to clear the roadway.

Highway 45 is a high load corridor in Alberta. All work will have to accommodate large, over-dimensional loads coming through the area.

School Buses: 8:20 AM to 8:35 AM, 3:40 PM to 3:55 PM. The County dispatcher will look at using alternate routes.

14. Non-Typical Conditions:

Not required, as shoulder widening will be closed to the public.

15. Work Staging:

A daily safety/strategy meeting will take place at a designated lay down area which will be determined prior to construction activities. The strategy meeting will outline the days work zone along with planned activities. The Consultant will be advised daily, whether onsite or via phone and email, of the daily work zone and plan.

16. Detours:

Not Required.

17. Drawings:

See attached drawing IN-11526-001-P.

18. Vehicle and Equipment Parking:

Central's employees will park their vehicles on the Co-Op Cornerstone site for the morning safety meeting, vehicles will be left at this location for the duration of the work shift. No equipment will be parked within the Highway Right of Way during non-working hours. Mobile equipment such as graders and tractors will be parked in the lay down area. Equipment master switches are to be shut off, keys to be removed from the



Co-Op Cornerstone Traffic Accommodation Plan

August 1, 2019

ignition, equipment doors locked and keys turned into the supervisor at the end of each shift.

Work will be performed during daylight hours only (typically 7 am to 6pm).

19. Flag Persons:

Flag Persons will generally not be utilized for this project except for special circumstances. Flag persons will receive Alberta Flagger Certification (to be kept on their person at all times during daily shift) wear a full high visibility suit and have a full height stop/slow paddle. Flag persons will carry their ACSA certification on their person at all times.

20. Center Line Spotting:

Not applicable to this project.

21. Speed Limits:

The speed limit on Highway 45 within Two Hills is 80km/h. During construction the limit will be reduced to 50km/h through the construction area. Reduced speed signage will be installed during active work periods. During non-active periods (i.e. scheduled holidays) the signs will be covered unless a specific road hazard exists on the project (i.e. unfinished road slopes, open excavation, etc.)

Speeds will be monitored during construction and if it is being abused we will contact local officers to aid in enforcement.

22. Pilot Vehicles:

Pilot truck will not be utilized on this project.

23. Daily Sign Log:

Central will be responsible for monitoring and maintaining the signs throughout the project. Sign logs are to be filled out daily prior to the start of shift and upon completion of the daily shift. Completed logs are to be submitted to the Consultant every Saturday evening.

24. Accident Reporting:



Co-Op Cornerstone Traffic Accommodation Plan

August 1, 2019

Central will report any accidents to local authorities, Co-Op Project Manager, and Consultant if they occur. The Co-Op Project Manager and Consultant will also be notified upon the scene being secured (typically within 1 to 2 hours). An Accident Report will be submitted within 24hrs of an incident. Central will utilize internal incident documentation.

25. Haul Routes:

Borrow material will be hauled from the Co-Op Cornerstone site for the entire duration of the project. Truck turning signs will be installed at the site entrance.

During gravel surfacing operations, trucks will access the site from Highway 45 west. Empty gravel trucks will turn around at the first intersection beyond graveling activities and travel East on Highway 45.

26. Truck Turning Movements:

Central will install truck turning signs at the entrance to the Co-OP site.

27. Emergency Response:

See attached Emergency Response Plan.



Emergency Response Plan

Location: Highway 45 and 46th Street in Two Hills Alberta.

Potential Emergencies:

- vehicle motor incident
- worker injured
- overhead power contact
- underground utility contact
- equipment/grass fire

Emergency Procedures: during any emergency Dustin Schmidt will see that all steps are followed:

1. SHUTDOWN ALL WORK ON SITE
2. PROVIDE IMMEDIATE FIRST AID AND CARE
3. NOTIFY 911
4. ASSIST PARAMEDICS TO INCIDENT LOCATION
5. Notify Consultant

Location of Emergency Equipment:

1. Fire Alarm N/A
2. Extinguishers - On equipment and crew trucks
3. Fire Hose-N/A
4. First Aid Kits - In crew trucks
5. Other-N/A

Emergency Personnel:

Name	Phone #
Dustin Schmidt	780-361-3200
Dan Diemert	403-586-9521

Emergency Contact & Location:

1. Fire-911 or Two Hills County Fire Chief Brad Straty 780-657-3358
2. Ambulance-911 at 4401 53 Ave, Two Hills, AB T0B 4K0
3. RCMP-911 located at 5209 50 St, Two Hills, AB T0B 4K0



Co-Op Cornerstone Traffic Accommodation Plan

August 1, 2019

4. Hospital-911 at 4401 53 Ave, Two Hills, AB T0B 4K0

Type & Location of Extinguisher: 20 lb fire extinguishers located on each piece of equipment

Alarm & Communication Method:

On the 2 way Radios, Dustin or Dan, will communicate- SITE EMERGENCY, SHUT DOWN WORK, MEET AT MUSTER POINT.

First Aid:

1. First aid kit type: Level 3
2. Location: Foreman's Service truck

First Aiders Names & Location:

Dustin Schmidt

Dan Diemert

Additional First Aiders to be determined upon crew selection.

Location of Safety Data Sheets:

Foreman's Service truck

Arrangement with emergency responders:

Central will provide notification to the local emergency services including the RCMP, Fire & Ambulance Services, as well as any school districts with bus routes affected 10 days before construction activities.



Contract #:
Contractor:
Highway Location:
Type of Work:

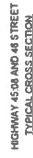
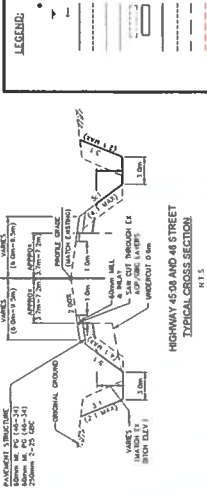
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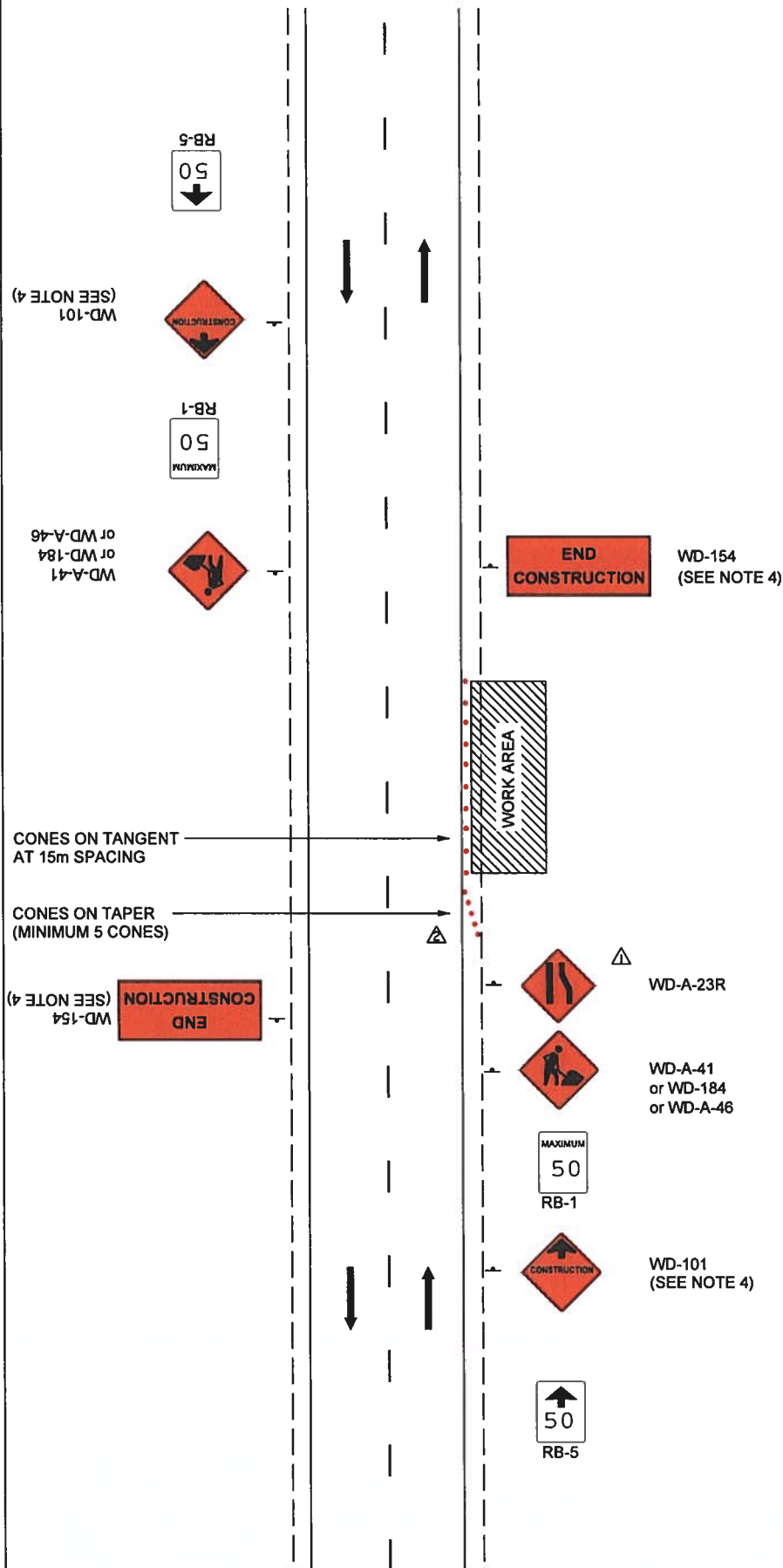
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NOTES

1. SHOULDER WIDTHS SHOWN ON THE DRAWING WILL BE REDUCED TO 10'-C-5-501.6 FOR ALL LANEWAYS.
2. CONSTRUCTION SHALL MEET ALBERTA TRANSPORTATION SPECIFICATIONS FOR ALL ASPECTS OF THE WORK.
3. THE CONTRACTOR SHALL PROVIDE ADEQUATE AND PROPERLY MAINTAINED ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES PRIOR TO CONSTRUCTION PERMITTING FOR LIGHTING.
4. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING AND MARKING EXISTING UTILITY LINES AND STRUCTURES.
5. DIMENSIONS SHOWN ARE FINISHED SURFACE PAVEMENT WIDTHS. ADDITIONAL SUBGRADE WIDTHS TO BE PROVIDED TO ALLOW FOR SETTLEMENT OF THE FINISHED PAVEMENT.
6. ALL THE PAINTING SHALL CONFORM TO HIGHWAY PAVEMENT MARKING CODE 2nd EDITION 2003 (OR LATEST EDITION) REFERRED TO TICS-C-501.6 FOR THE PAINTING DETAILS.

[illegible]



NOTES:

1. Consideration must be given to traffic volume, sight distances, sign spacing, duration of work, night time conditions and other factors to ensure traffic control devices are adequate in each instance.
2. All sign spacing shall be 25m-100m unless otherwise indicated.
3. For mobile operation, cones may not be required.
4. WD-101 and WD-154 signs not required for short duration work.
5. RB-5 and RB-1 signs will be used when a reduced speed zone is required. In this case gazetted speed to be posted after the work area.




RB-5



RB-1

6. Other hazard signs as shown in the schedule of signs may be used as required.

△			
△	Cone points added.	EY	Nov 30/18
△	Title Block updated and sign added.	JM	Dec 31/07
No.	REVISIONS	BY	DATE
<div style="text-align: right;">  </div>			
LOW SPEED / LOW VOLUME - SIGNING FOR URBAN AREAS WORK ON SHOULDER TWO LANE UNDIVIDED HIGHWAY			
Prepared By: M.E.T.	Checked By: J.M.	Scale: N.T.S.	Dwg No: TCS-B-7.3A

NOTES:

1. Consideration must be given to traffic volume, sight distances, sign spacing, duration of work, night time conditions and other factors to ensure traffic control devices are adequate in each instance.
2. All sign spacing shall be 25m-100m unless otherwise indicated.
3. Delineators/Cones shall be placed at 15m spacing. If the drop-off has a slope flatter than 3:1, cones are not required.
4. Light-duty barricades, WD-116-4L may be used instead of WD-116-1L and WD-116-4R may be used instead of WD-116-1R, when space is limited or where curbs/gutters are present.



CONES ON TANGENT
15m SPACING

CONES ON TAPER
(MINIMUM 5 CONES)



20m - 50m



WD-116-1L
(SEE NOTE 5)



WD-104



WD-A-100

△			
△	Cone points added and sign updated.	EY	Nov 30/18
△	Title Block updated, note and flasher eliminated.	JM	Dec 31/07
No.	REVISIONS	BY	DATE

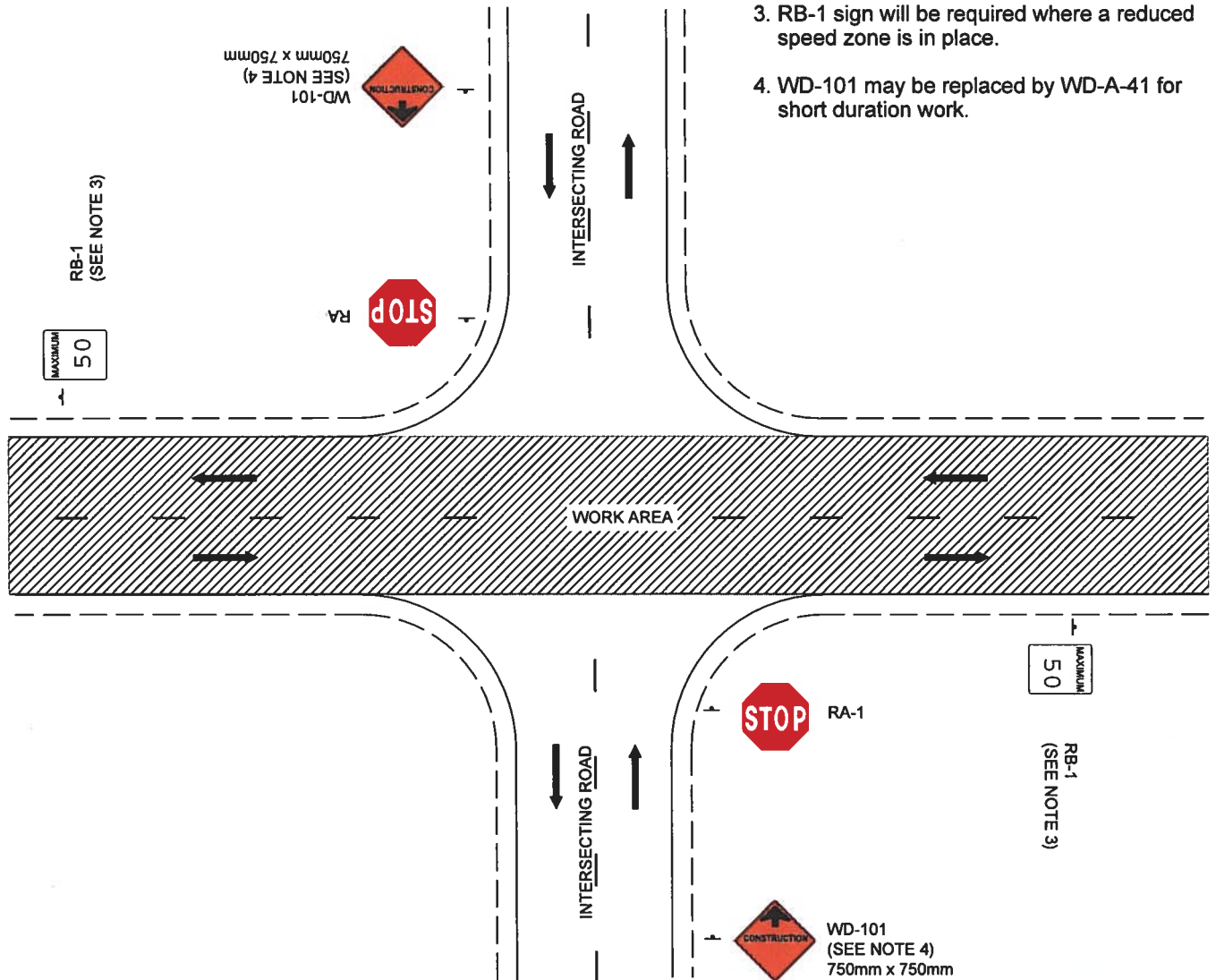


LOW SPEED / LOW VOLUME △
SIGNING FOR URBAN AREAS
SHOULDER DROP-OFF (WITHIN WORK ZONE)
TWO LANE UNDIVIDED HIGHWAY

Prepared By: M.E.T.	Checked By: J.M.	Scale: N.T.S.	Dwg No.: TCS-B-7.4A
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NOTES:

1. Consideration must be given to traffic volume, sight distances, sign spacing, duration of work, night time conditions and other factors to ensure traffic control devices are adequate in each instance.
2. All sign spacing shall be 25m-100m unless otherwise indicated.
3. RB-1 sign will be required where a reduced speed zone is in place.
4. WD-101 may be replaced by WD-A-41 for short duration work.



△			
△			
△	Title Block and notes updated.	JM	Dec 31/07
No.	REVISIONS	BY	DATE



LOW SPEED / LOW VOLUME -
SIGNING FOR URBAN AREAS
INTERSECTING ROADS
TWO LANE UNDIVIDED HIGHWAY



Prepared By: M.E.T.	Checked By: J.M.	Scale: N.T.S.	Dwg No.: TCS-B-7.5A
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JOINT MUNICIPALITIES MEETING – Myrnam, Two Hills, County of Two Hills
Meeting challenges today and building for a better tomorrow

Meeting Minutes

DATE: March 4, 2019
TIME: 6:00 p.m.
LOCATION: County of Two Hills Committee Room

Attendees Included:

County of Two Hills No. 21 – Council and CAO

Don Gulayec, Elroy Yakemchuk, Dianne Saskiw, Murray Phillips and Sally Dary

Town of Two Hills – Council and CAO

Elaine Sorochan, Michael Tarkowski, Gerren Saskiw and Elsie Kiziak
(Leonard Ewanishan 15min)

Village of Myrnam – Council and CAO

Raymond Yaremchuk, Donna Rudolf and Gary Dupuis

1) Call To Order

Reeve Don Gulayec called the meeting to order at 6:33 p.m.

2) Approval/Additions to Agenda

MOVED: Michael Tarkowski moved the meeting Agenda be approved.

CARRIED

3) Approval Minutes

MOVED: Raymond Yaremchuk moved that the previous meeting minutes from December 3, 2018 be approved.

CARRIED

4) New Business

a. Water Operator Project

CAO Dupuis reported that numerous changes had occurred since the 2014/15 project which alters the potential route forward for joint water management. The original project did not examine wastewater requirements. With the dissolution of Willingdon, the addition of the Beauvallon Truck Fill and Myrnam joining the ACE pipeline and no longer requiring treatment, the County is looking after their own facilities having hired Myrnam's Level one operator. Myrnam along with other backup staff aids when necessary. The Water Operators role is quite demanding especially if problems requiring increased attention occur. Noting the Town of Two Hills population is very close to a Level 2 Operator. CAO Dupuis will provide a Lagoon structure at an upcoming meeting.

JOINT MUNICIPALITIES MEETING – Myrnam, Two Hills, County of Two Hills

Meeting challenges today and building for a better tomorrow

Meeting Minutes

Reeve Gulayec placed newspaper representation on the table for discussion (as the Two Hills Chronicle is no longer running. Having Councillors Rudolf and Saskiw obtaining information on Hwy 16 news.

6) Next Meeting (s)

- a. **June 3, 2019 – 10:00 am – Town of Two Hills**
- b. **September 9, 2019 – Village of Myrnam**
- c. **December 2, 2019 – County of Two Hills**

7) Adjournment

MOVED: Reeve Gulayec moved that the meeting be adjourned at 8:16 p.m.
CARRIED

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

Meeting Date: August 13, 2019 **Confidential:** Yes ☐ No ☒

Topic: 2019 Salary Grid

Originated By: Sheila Lupul **Title:** C.F.O.

BACKGROUND:

In spring of 2019, Council created a taskforce of Two Hills residents to review the wages and remuneration of staff and Council. May 28, 2019 the taskforce presented their findings and council directed administration to review the budget for staff wage increases.

There was a provision for a 5% wage increase for all staff in the current budget so with Council Direction, I recalculated the existing salary grid. The 2017 Salary Grid only had 8 levels and some staff were either at level 8 or nearing it so with that in mind I increased the levels from 8 to 10 and adjusted the wages to reflect the increase. During the 2019 budget deliberations, having a 2nd in command for Public Works was discussed at length. With that information, provisions were made to make the current Public Works Foreman the Public Works Supervisor and allow him to recruit a Foreman.

With the input of the Public Works Supervisor, I added an extra line to the Standby/On call rate to reflect the fact that statutory holidays should be taken into consideration while staff is on call.

DOCUMENTATION ATTACHED:

2019 Salary Grid

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

That council approve the 2019 Town of Two Hills Salary Grid as presented.

CFO – Sheila Lupul

DISTRIBUTION: Council: X **DISTRIBUTION:** Council: X

Town of Two Hills Salary Grid

Effective July 1, 2019

8(a)

Office Support Staff	1	2	3	4	5	6	7	8	9	10
CFO	57086.72	58889.45	60692.18	62494.93	64297.66	66100.4	67903.14	69705.83	73203	76869
	29.28	30.20	31.12	32.05	32.97	33.90	34.82	35.75	37.54	39.42
Executive Secretary	38668.5	40423.5	42178.5	43933.5	45708	47463	49198.5	50953.5	53508	56199
	19.83	20.73	21.63	22.53	23.44	24.34	25.23	26.13	27.44	28.82
Finance Clerk	38668.5	40423.5	42178.5	43933.5	45708	47463	49198.5	50953.5	53508	56199
	19.83	20.73	21.63	22.53	23.44	24.34	25.23	26.13	27.44	28.82
Accounts Clerk	36328.5	38083.5	39838.5	41613	43348.5	45103.5	46858.5	48633	51070.5	53625
	18.63	19.53	20.43	21.34	22.23	23.13	24.03	24.94	26.19	27.5

Summer Student	15.75	16.53	17.43	18.33	19.23	20.13	21.04	21.94	23.04	24.2
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Public Works Staff	1	2	3	4	5	6	7	8	9	10
Public Works Supervisor	57086.72	58889.45	60692.18	62494.93	64297.66	66100.4	67903.14	69705.83	73203	76869
	29.28	30.20	31.12	32.05	32.97	33.90	34.82	35.75	37.54	39.42
Public Works Foreman	52062.4	54350.4	56243.2	58115.2	60008	61859.2	63752	65624	68910.4	72363.2
	25.03	26.13	27.04	27.94	28.85	29.74	30.65	31.55	33.13	34.79
Certified W/WW Opr.	52062.4	54350.4	56243.2	58115.2	60008	61859.2	63752	65624	68910.4	72363.2
	25.03	26.13	27.04	27.94	28.85	29.74	30.65	31.55	33.13	34.79
Non- Cert. W/WW Opr.	44387.2	46238.4	48110.4	49982.4	51875.2	53747.2	55598.4	57491.2	60382.4	63419.2
	21.34	22.23	23.13	24.03	24.94	25.84	26.73	27.64	29.03	30.49
Operator	44387.2	46238.4	48110.4	49982.4	51875.2	53747.2	55598.4	57491.2	60382.4	63419.2
	21.34	22.23	23.13	24.03	24.94	25.84	26.73	27.64	29.03	30.49
Junior Operator	38126.4	39998.4	41870.4	43742.4	45614.4	47507.2	49358.4	51230.4	53809.6	56513.6
	18.33	19.23	20.13	21.03	21.93	22.84	23.73	24.63	25.87	27.17

Standby/Oncall Pay (/hr)

Regular Days	2.50
Statutory Holidays	4.00

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

Meeting Date: August 13, 2019	Confidential:	Yes		No	X
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Topic: Hall Doors

Originated By: Robert Moretti

Title: C.A.O

BACKGROUND:

Quotes have been obtained and a motion is required to purchase

DOCUMENTATION ATTACHED:

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):


To approve purchase of new hall doors



DISTRIBUTION: Council: X

DISTRIBUTION: Council: X

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

Meeting Date: August 13, 2019	Confidential:	Yes		No	X
Topic: Sound Barrier					
Originated By: Robert Moretti			Title:	C.A.O	
BACKGROUND:					
With recent concerns with privacy a sound barrier is required					
DOCUMENTATION ATTACHED:					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
To approve the purchase of a sound barrier for the CAO Office					
					
DISTRIBUTION:	Council: X	DISTRIBUTION:	Council: X		

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

Meeting Date: August 13, 2019 **Confidential:** Yes ☐ No ☒ X

Topic: Loader

Originated By: Robert Moretti **Title:** C.A.O

BACKGROUND:

Quotes have been obtained and a motion is required to purchase

DOCUMENTATION ATTACHED:

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:


RECOMMENDED ACTION(S):

To approve purchase of loader.



DISTRIBUTION: Council: X **DISTRIBUTION:** Council: X

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

Meeting Date: August 13, 2019	Confidential:	Yes		No	X
Topic: Tree Fine Appeal					
Originated By: Robert Moretti			Title: C.A.O		
BACKGROUND:					
<p>On July 17, 2019 a resident was found to be trimming trees on Town property after they had requested the Town to cut them down. The Town advised they would not be able to be cut until late August due to migratory birds. Subsequently the resident was issued fines per Bylaw 2010-981.</p> <p>No person other than an employee of the Town, a person authorized by the Town, or a contractor hired by the Town shall;</p> <p style="padding-left: 40px;">i. Trim, prune, remove or otherwise alter any tree or portions thereof;</p> <p style="padding-left: 40px;">p. Upon summary conviction any person who violates any provision of this bylaw, or who fails to comply with any notice issued pursuant to such provisions shall be subject to a fine of a minimum of Two Hundred Dollars (\$200.00) and a maximum of Two Thousand Five Hundred Dollars (\$2,500.00) for each separate offence.</p>					
DOCUMENTATION ATTACHED:					
Appeal Notice, Original Notice Letter					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
Depends on Discussions					
					
DISTRIBUTION:		Council: X		DISTRIBUTION:	
				Council: X	

Christopher & Christine
Lewandowski
Box 657
Two Hills, AB
T0B 4K0

July 31, 2019

Town Council
Town of Two Hills
4712 50 St, Box 630
Two Hills, Alberta
T0B 4K0

Re: 4302 - 50 A AVENUE, Tree Bylaw No. 2010-891

Dear Mayor Ewanishan and Town Councillors,

I am writing to appeal a decision by Robert Moretti, dated July 18, 2019, attached, wherein it stated that my wife, Christine Lewandowski and I were in contravention of section 2, part a & p of Tree Bylaw No. 2010-891 and we were issued a fine of \$650.00 for trimming trees along the boulevard in front of our home. As outlined in section 2, part i of Tree Bylaw No. 2010-891, attached, any decision of an employee of the Town may be appealed.

2. PROCEDURES

i. Any decision of an employee of the Town may be appealed, in writing, to the Town Council, stating the reason for the appeal. Council may confirm, amend or reverse the decision of the Town employee.

We are seeking to have Mr. Moretti's decision reversed.

I have Multiple Sclerosis and Christine is wheelchair bound. Due to our physical disabilities we are both immobile and it is very difficult for either of us to go to the Town office with any of our concerns. The trees in front of our home have not been regularly trimmed or maintained by the Town of Two Hills ("the Town"). Recently, one of the trees was overgrown, was touching my house, and the branches were about to break off. Last year, my neighbour to the west had a similar situation and the trees on the boulevard fell onto the road. To avoid a similar dangerous situation given the recent summer storms, I contacted the Town on a number of occasions asking to have someone come and trim the trees. Despite my attempts, no one from the Town attended to the trees. When I last called the Town office, about 2 weeks ago, I was told to call Ricky Lowen myself to schedule tree trimming. I tried to call Ricky but he did not return my calls. No one I spoke to at the Town office informed me that I needed to obtain a permit to trim the trees. I did not know we required a permit until we received the letter from Mr. Moretti. Because I could not get a hold of Ricky, I hired a professional arborist to trim the tree in front of my home to prevent the tree from

falling onto my home and further damaging my property. I hired a professional arborist to ensure that the process was safe and done correctly to save the tree. I only did so to ensure no further damage would occur to my property.

I am appealing Mr. Moretti's decision to fine me on the basis that:

1. I have lived in Two Hills since 1975 and I have been a taxpaying law abiding citizen. I am now retired;
2. I took proper steps to have the tree on our boulevard professionally trimmed. I saved the Town the tree and the Town the hassle and expense of having to do it and I also prevented damage to our property, which the Town would have been responsible for had the tree branches snapped off from the recent summer storms;
3. My only mistake was not applying for a permit, which I did not know I had to do and was an administrative error; and
4. I only had 1 tree trimmed but was fined for 3.

In all of the circumstances, the fine is overly harsh and exceedingly high. I am appealing to you, to reverse the decision. I am happy to pay for the \$50 administrative fee and the cost of the permit, which is reasonable in all of the circumstances.

We look forward to hearing from you and hope that you make this fair decision.

Yours truly,



Christopher & Christine Lewandowski



4712 50 St, Box 630
Two Hills Alberta T0B 4K0
Ph: 780-657-3395
Fax: 780-657-2158

CHRISTOPHER & CHRISTINE LEWANDOWSKI
BOX 657
TWO HILLS, AB, T0B4K0

July 18, 2019

Re: 4302 - 50A AVENUE, Tree Bylaw No. 2010-891

Dear Sir/Madam,

Regarding trees recently cut & trimmed on the boulevard along 4302 – 50 A Avenue. Please read carefully the excerpt (section 2, part a & p respectively) from the Tree Bylaw No. 2010-891 that you are in contravention with:

2. PROCEDURES

- a. No person other than an employee of the Town, a person authorized by the Town, or a contractor hired by the Town shall;
 - i. Trim, prune, remove or otherwise alter any tree or portions thereof;
- p. Upon summary conviction any person who violates any provision of this bylaw, or who fails to comply with any notice issued pursuant to such provisions shall be subject to a fine of a minimum of Two Hundred Dollars (\$200.00) and a maximum of Two Thousand Five Hundred Dollars (\$2,500.00) for each separate offence.

As you are in contravention are being issued a **FINE of \$200 per tree along with an Administration fee of \$50.** In order to avoid further penalties in the future please apply for a permit to cut trees on Town property or submit a service request to have trees trimmed. Please see enclosed pictures.

If you have any questions please contact the undersigned.

Sincerely,

TOWN OF TWO HILLS

Robert Moretti
Chief Administrative Officer



**BYLAW NO. 2010-891
OF THE
TOWN OF TWO HILLS**

**A BYLAW OF THE TOWN OF TWO HILLS, IN THE PROVINCE OF ALBERTA,
TO REGULATE THE PLANTING, MAINTENANCE AND REMOVAL OF
BOULEVARD, PARK AND PUBLIC TREES WITHIN THE CORPORATE LIMITS OF
THE TOWN OF TWO HILLS**

Whereas, pursuant to section 7 of the *Municipal Government Act*, a Council may pass bylaws for municipal purposes respecting certain matters;

And Whereas trees are the longest living organisms on earth. Trees help purify the air we breathe, contribute to urban biodiversity, provide wildlife habitat, beautify and enrich our lives throughout the year, sequester carbon and provide a sense of well-being in our urban environment. Therefore, these valuable assets require our dedicated stewardship.

Now Therefore by the virtue of the power conferred upon it by the *Municipal Government Act*, the Council for the Town of Two Hills enacts as follows:

1. DEFINITIONS

- a. Boulevards – includes all municipal property that is part of a right-of-way of a highway within the Town.
- b. Drip line – means the outer limits of a tree's canopy. The point at which water will drip unimpeded from the perimeter of the branches to the ground.
- c. Highway – means any thoroughfare defined as a highway in the Highway Traffic Act.
- d. Municipality – means the Town of Two Hills.
- e. Park – includes all public parks, other parkland, municipal reserve and environmental reserve within the Town.
- f. Shall – means the mandatory and not directory.
- g. Tree – means any municipal tree located on public lands.
- h. Tree Topping – means the severe cutting back of limbs within a tree's crown to such a degree so as to remove the normal canopy and structure of the tree causing the disfiguration of the tree.

2. PROCEDURES

- a. No person other than an employee of the Town, a person authorized by the Town, or a contractor hired by the Town shall;
 - i. Trim, prune, remove or otherwise alter any tree or portions thereof;



- ii. Plant, treat, spray or otherwise disturb any tree on public lands;
 - iii. Deposit, place, store or maintain upon any public lands any stone, brick, sand, concrete, soil or other materials which may impede the free passage of water, air and/or fertilizer to the roots of any tree;
 - iv. Excavate any ditches, tunnels or trenches on public lands that are within the drip line of any tree.
- b. Nothing herein shall be construed so as to prevent a person from watering or fertilizing any tree located on public lands provided nothing is done to harm the tree.
 - c. Public Utility companies, if performing work on trees, shall obtain approval from the Town to prune or remove any tree located on public lands for the purpose of maintaining safe line clearance and shall carry out all such work in accordance with accepted arboriculture standards.
 - d. In the event of an emergency, such as a limb falling on live wires or danger to public safety, Public Utility companies may perform such work as is required to eliminate an immediate danger without obtaining approval for work.
 - e. Anyone who wishes to trim, prune, remove or otherwise alter a tree shall submit an application to the Public Works Foreman detailing the location, number, size and species of trees affected by the proposed work. The applicant shall also specify the purpose of the work and the methods to be used.
 - f. The Public Works Foreman shall have the authority to grant and/or disallow permits and affix reasonable conditions to such permits for work performed on municipal trees.
 - g. The Public Works Foreman shall have the authority and the duty to inspect all work performed on municipal trees.
 - h. Permits for work on trees may be granted provided the following conditions are fulfilled by the applicant:
 - i. If the work for which a permit is issued entails the felling of any tree or portion thereof, which as a result of such felling may be expected to fall upon public lands and/or private property, and if such felling is to be performed by a person other than the property owner, the property owner shall agree to indemnify and hold the Town of Two Hills harmless for any and all damages resulting from such work conducted;
 - ii. The property owner, as the applicant, shall bear all costs associated with the work and all conditions as stated in the permit.
 - i. Any decision of an employee of the Town may be appealed, in writing, to the Town Council, stating the reason for the appeal. Council may confirm, amend or reverse the decision of the Town employee.
 - j. All trees on boulevards, parks or other public lands near any excavation or construction shall be guarded with a good substantial fence, frame or box not less than four (4) feet high and sixteen (16) square feet in area, to protect against construction damage. The stated protective enclosure shall be erected by whoever is performing such work in proximity to trees.
 - k. In the event of any excavation or construction in a boulevard, park or other public land, the Public Works Foreman may at his or her discretion, require the person performing such work to erect protective snow fence around the perimeter of the drip line of the tree(s).
 - l. No person shall intentionally damage, cut, carve, transplant or remove any tree; attach



rope, wire, nails or other object to any tree; allow any pesticide, gaseous liquid or solid substance which is harmful to trees to come in contact with them; or set fire or permit any fire to burn which such fire or the heat thereof will damage any portion of a tree.

- m. It shall be unlawful as a normal practice for any person to top any tree located on public property. Trees severely damaged by storms or other causes, may have damaged portions removed. Trees under utility wires or other obstructions when normal pruning practices are impractical may be exempted at the discretion of the Public Works Foreman. Written approval is required for this exemption.
- n. No person shall unreasonably hinder, prevent, delay or interfere with any Town employees while engaged in the execution or enforcement of the terms of this bylaw.
- o. If as a result of a violation of any provision of this bylaw the injury, mutilation, death or unapproved removal of a tree is caused, through accidental or deliberate means, the cost of repair and/or removal and replacement of such plant material shall be borne by the party in violation. The replacement value of trees shall be determined in accordance with the specifications of plant appraisal as published by the International Society of Arboriculture.
- p. Upon summary conviction any person who violates any provision of this bylaw, or who fails to comply with any notice issued pursuant to such provisions shall be subject to a fine of a minimum of Two Hundred Dollars (\$200.00) and a maximum of Two Thousand Five Hundred Dollars (\$2,500.00) for each separate offence.
- q. The employee, officials and agents of the Town of Two Hills, while acting in the course of their employment or duties, shall be exempted from provisions of this bylaw.
- r. In the event that a Court in the Province of Alberta should strike down or otherwise declare invalid any section of the bylaw, the remainder of the bylaw shall remain in effect.
- s. This Bylaw shall come into force and take effect on the date of final passing.

READ a first time this 13th day of September, 2010.

READ a second time this 13th day of September, 2010.

READ a third time and final reading, this 13th day of September, 2010 and finally passed.


TOWN OF TWO HILLS

MARK KUSSMANN
MAYOR


ELSIE HOWANYK
CHIEF ADMINISTRATIVE OFFICER



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

Meeting Date: August 13, 2019	Confidential:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> X
Topic: Council Meeting September 24				
Originated By: Robert Moretti		Title: C.A.O.		
BACKGROUND:				
<p>Due to Council and the CAO attending the September AUMA Conference the Council meeting will not be held on September 24</p>				
DOCUMENTATION ATTACHED:				
DISCUSSION:				
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:				
RECOMMENDED ACTION(S):				
To have either one Council meeting in September or have the meetings in September on back to back weeks (September 10 th & 17 th)				
CAO – Robert Moretti				
DISTRIBUTION:	Council: X	DISTRIBUTION:	Council: X	

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

Meeting Date: August 13, 2019	Confidential:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> X
Topic: Sale of Town owned lot				
Originated By: Robert Moretti		Title: C.A.O.		
BACKGROUND: Green CO Farms				
Green CO Farms would like to acquire five acres of a town owned lot in the north corner of the industrial park. They want to erect a cannabis processing plant and plan to hire forty eight people locally.				
DOCUMENTATION ATTACHED:				
See attached email.				
DISCUSSION:				
Does council agree to the sale of five acres out of 17 acres of this vacant non serviced lot? Of course the town will arrange for service hook-ups and will sell the lot at a minimum cost of hook-up of services.				
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:				
RECOMMENDED ACTION(S):				
Agree to sell and create employment.				
CAO – Robert Moretti				
DISTRIBUTION:	Council: X	DISTRIBUTION:	Council: X	

Robert Moretti

From: CAO
Sent: August-02-19 4:17 PM
To: lewanishan@gmail.com; 'Elaine Soroohan'; 'Michael Babiuk'; thls@telusplanet.net; Gerren.saskiw@gmail.com; Sheila Lupul
Subject: FW: Industrial Inquiry

Additional information for consideration for that Green Co Farms.

From: Jastinder Gill [mailto:jas@gillgrp.com]
Sent: August-02-19 4:06 PM
To: CAO <cao@townoftwohills.com>
Subject: Re: Industrial Inquiry

I'm a new business so I'm really trying to keep my costs low... I'm having to spend 700,000 just on the building which is a requirement thru health Canada to meet there regulations, I would create jobs for 48 people within the community at high paid rates..

Even if you could help me with the land that would be much appreciated,

I have my building designs, schemes, plans, drawings, I am ready to build

On Aug 2, 2019, at 2:55 PM, CAO <cao@townoftwohills.com> wrote:

Hi Jas,

I will speak to mayor and council at our next council meeting scheduled for Tuesday August 6 and will get back to you. I am sure they would be willing to sell 5 acres.

Sincerely,

Robert Moretti, CAO
Box 630
4712-50 Street
Town of Two Hills, AB T0B 4K0
[Tel:780-657-3395](tel:780-657-3395)

From: Jastinder Gill [mailto:jas@gillgrp.com]
Sent: August-02-19 3:24 PM
To: CAO <cao@townoftwohills.com>
Subject: Re: Industrial Inquiry

Would you guys consider selling 5 acres ?

Sent from my iPhone

On Aug 2, 2019, at 12:28 PM, CAO <cao@townoftwohills.com> wrote:

Hi Jas,

The town currently has a 17 acres lot in the north corner of the industrial side of town for sale. It depends on the size of lot you are looking for. There are two companies in the industrial park that may also have lots available. Let me know the size that you are looking for and I will make some calls. Should you be interested in the 17 acres let me know.

Sincerely,

Robert Moretti, CAO
Box 630
4712-50 Street
Town of Two Hills, AB T0B 4K0
[Tel:780-657-3395](tel:780-657-3395)

From: Jastinder Gill [<mailto:jas@gillgrp.com>]
Sent: August-02-19 11:59 AM
To: CAO <cao@townoftwohills.com>
Subject: Re: Industrial Inquiry

GreenCo Farms Ltd.
8809 128th st
Surrey B.C

Jas Gill
236-818-2970

We are new to the industry but have all building designs, drawings ; floor plan ready to build

Sent from my iPhone

On Aug 2, 2019, at 9:53 AM, CAO <cao@townoftwohills.com> wrote:


Hello,

Please send me some information about your company, address, telephone, etc.

Robert Moretti, CAO
Box 630
4712-50 Street
Town of Two Hills, AB T0B 4K0
[Tel:780-657-3395](tel:780-657-3395)

From: Jastinder Gill [<mailto:jas@gillgrp.com>]
Sent: August-01-19 6:52 PM
To: CAO <cao@townoftwohills.com>
Subject: Industrial Inquiry

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

Meeting Date: August 13, 2019	Confidential:	Yes		No	X
Topic: Golf Course Insurance					
Originated By: Robert Moretti			Title: C.A.O.		
BACKGROUND:					
On August 2, 2019 the Lions Golf Club requested the Course be added to our insurance					
DOCUMENTATION ATTACHED:					
Original Email					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
Depends on discussions					
CAO – Robert Moretti					
DISTRIBUTION:		Council: X		DISTRIBUTION:	
				Council: X	

Robert Moretti

From: Darwin Makowecki <mak.eastwood@gmail.com>
Sent: August-02-19 11:06 AM
To: CAO
Cc: Two Hills Lions Club
Subject: Two Hills Lions golf and Country Club -Insurance

Robert

Further to our conversation this morning please consider this as a request for the Town of Two Hills to add us (the Golf course) to their insurance policy with aamdc as an additional insured . As discussed this morning we have contacted Dana Johnson at aamdc (Jubilee insurance) and she suggested that we ask the Town to consider adding us to the policy
Should you require any additional info please feel free to contact us .

Darwin Makowecki at this email

or the executive at twohillslionsclub@gmail.com

Thanks

Darwin



Town of Two Hills Councillor Report

Date: August 8/19

Alice Melnyk Public Library - Alternate

N/A

THIC - Two Hills Improvement Committee

July 23/19- Requested to get the trees trimmed and the front tree removed at the Cenotaph.

- Concern brought up that when the flowers are watered at the Pioneer Park- could the weeds be pulled out. We would have to find someone to go and weed there.
- Set up work schedule for the Perogy Supper at the Centennial Hall on Aug. 10/19

Eagle Hill Foundation

June 26/19- Synergy Chartered Professional Accountants presented the audit. Suggested looking at ways to cut costs due to the low residency in Willingdon and Myrnam.

Lots of the financials now being done by Connecting Care in Edmonton- our managing team. Hired Adrienne Kuzio to work part time in the office. Adrienne Kuzio had done the finances before - for many years.

-July 23/19- Reviewed final Altus Group HSG Need and Demand Assessment. Occupancy- **Willingdon-** 15 residents, 19 vacancies, No waitlist; **Myrnam-** 21 residents, 21 vacancies, No waitlist; **Two Hills-** 37 residents, 2 vacancies, 2 on waitlist.

-Negotiated new rental on office cost. Looking at cutting staff in one lodge.

Northern Lights Library System

No meeting held

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

N/A

Veterans Memorial Highway Committee - Alternate

N/A

Extra Notes

June 27/19- OH & S Training

August 2/19- Met with AUMA President – Barry Moroshita – Discussed local issues

July 22/19- Attended the Arena Grow Group Meeting. Plans discussed with Green Hills Construction to take on the project. Verbally gave cost saving suggestions. The Group agreed to pursue Green Hills taking on the project.



Town of Two Hills Councillor Report

08/09/2019

Economic Development Committee (EDC)**July 15**

Handed out the Town Tax Incentive bylaw as the financial institutions did not know about it
EDC breakfast is tentatively scheduled for October 30/19

Adult learning is putting out a questionnaire to all businesses for a business directory and if there is a need for courses in the Two Hills area.

Discussion took place about the Arena and help from the community (eg) letter drafted explaining the project , Mayor talking to the Mennonite community.

Copies of thirteen ways handed out as to keeping a community vibrant.

Next meeting scheduled for September

Family Community Services (FCSS) - Alternate**HUB - Regional Economic Development****July 23**

Dr Linda Vennard from the CRTC attended listing to concerns on fiber and broadband in the area. The CRTC is doing a complete Alberta tour listening to the issues of rural business and residences.

Hub applying for a cares grant to keep the RABC going for the next six months also talking to the Alberta Treasury Branch as to making them a business incubator within.

Next Local To Global form will be held in Vegreville March 4,5,6, of 2020

Regional Landfill Committee

No meeting

Tourism (Alberta Lakeland and Kalyna Country) - Alternate**Vermilion River Watershed Management - Alternate****Veterans Memorial Highway Committee**

No meeting

Extra Notes