



AGENDA
TOWN OF TWO HILLS
January 19, 2021
7:00 P.M.



Regular Council Meeting

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - a) Regular Council Meeting Minutes of December 15, 2020
- 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. NEW BUSINESS**
 - a) Lease Agreement for Dental Office
 - b) Debenture for ACE water line
- 9. COUNCIL MEMBER REPORTS**
- 10. NEXT MEETINGS**
 - a) Regular Council Meeting Tuesday February 9, 2021 7:00 p.m.
- 11. CLOSED SESSION**
 - a) FOIPP Act, Sections 17 and 29
- 12. ADJOURNMENT**





TOWN OF TWO HILLS

Minutes of the Regular Meeting of Council for the Town of Two Hills
held December 15, 2020 at 7:00 P.M.

Via GoToMeeting



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor W. Babiuk, Councillor M. Tarkowski, Councillor E. Sorochan, Councillor S. Rajoo, C.A.O. G. Saskiw, Executive Secretary A. Clark, C.F.O. S. Lupul, Finance Clerk D. Boutin and two members of the public.

MISSING: Public Works 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:

2020-259 **MOVED** by Councillor E. Sorochan, to accept the Agenda as presented.

CARRIED

ADOPTION OF MEETING MINUTES:

2020-260 **MOVED** by Deputy Mayor W. Babiuk, to accept the Regular Council Meeting Minutes of November 24, 2020 with corrections to the preamble for Borrowing Bylaw for ATB Line of Credit.

CARRIED

2020-261 **MOVED** by Councillor S. Rajoo, to accept the Special Council Meeting Minutes of November 26, 2020 as presented.

CARRIED

DELEGATION: NONE

OPEN FORUM: NONE

ADMINISTRATIVE REPORTS:

Public Works Report

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

2020-262 **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.

2020-263 **MOVED** by Councillor S. Rajoo that the Chief Financial Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

Chief Administrative Officer Report

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

2020-264 **MOVED** by Councillor E. Sorochan that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

CORRESPONDENCE: NONE

NEW BUSINESS:

Council meeting schedule for 2021

A motion is required to change the date of the January meeting on the Council calendar.

2020-265 **MOVED** by Deputy Mayor W. Babiuk to change the calendar removing the January 12th & 26th meeting in January and replace it with one meeting on January 19, 2021.

CARRIED

2021 Interim Budget

Preparation of Interim Operating Budget for the first 3 months of 2020 until the Final Budget is passed.

2020-266 **MOVED** by Councillor M. Tarkowski to pass the interim budget as presented.

CARRIED

Reporter Questions

Administration is seeking Council's direction and protocol on responses to the media.

COUNCILLOR REPORTS:

2020-267 **MOVED** by Councillor M. Tarkowski to accept and incorporate the Council Reports as presented into the minutes.

CARRIED

NEXT MEETING:

Regular Council Meeting January 19, 2021

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 7:57 PM.

LEONARD L. EWANISHAN, MAYOR

GERREN SASKIW, 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:





1. Roads / Sidewalks

- a) Complete grading and hauling snow off most town roads
- b) Sand roads and spray beet juice where required
- c) Haul windrows off roads
- d) Salt and sand both school bus lanes and parking lots

2. Water/Wastewater

- a) Monitor and record water and wastewater flows
- b) |Dust lights, cabinets and power panels
- c) Wash all piping, valves, motors and floor in reservoir
- d) Install new parts shelf and place all meters and related parts on the shelf
- e) Remove old pump pipe and drive shaft from reservoir
- f) Replace all burnt out lights in reservoir

3. Other

- a) Sweep and apply salt to all Town sidewalks and Fire Hall pad
- b) Repair and service sanding truck sanding box drive motor
- c) Grayson excavating sent quote to replace remaining sewer line from the property line to the manhole at Hillside Lodge
- d) St. Paul Education maintenance cleaned and sent a camera into sewer lines from north side of high school to manhole on 48 St north of 51 Ave. Found problem with Town side sewer line
- e) Complete all service requests



**TOWN OF TWO HILLS
RECONCILIATION STATEMENT FOR DECEMBER 2020**

Net Balance at End November 2020	\$667,524.36
Plus Deposits	\$613,636.45
Sub Total	\$1,281,160.81
Minus Disbursements (including transfers)	\$494,633.15
Closing Balance	\$786,527.66

Summary of Town of Two Hills Accounts

Alberta Treasury Branch Description of Accounts

Bus Custom Plan CB #24	(Main Account)	\$786,527.66
Bus Custom Plan CB #27	(Electronic Bill Payments)	\$15,342.20 *
Notice Account 90 Day	(Auction Holding)	\$100,486.24
TOTAL ATB		\$902,356.10

Revolving Loan - out of \$985,000.00

OTHER ACCOUNTS:

Vision Credit Union

Two Hills Improvement Committee	\$	2,060.32
Canada Day	\$	7,376.98
Pay Roll	\$	121,051.18

Comments:

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



**Town of Two Hills
Cheque Listing
30534 - 30589**

30534	December 15, 2020	Flat Repair	47.25
30535	December 15, 2020	Freight	46.02
30536	December 15, 2020	Fire Chief Honorarium	150.00
30537	December 15, 2020	Lift Station Pump Bearing Repair	168.00
30538	December 15, 2020	Financial Software	4,749.66
30539	December 15, 2020	Freight	65.69
30540	December 15, 2020	Lease Payment	495.01
30541	December 15, 2020	Office Cleaning	128.00
30542	December 15, 2020	Fire Dept Practices & Fire Call 2020	9,570.00
30543	December 21, 2020	Postage Meter	111.67
30544	December 21, 2020	Water Dept. Servicing November 2020	586.72
30545	December 21, 2020	Centennial Hall Management Fee	2,625.00
30546	December 21, 2020	Magical Moments Christmas Book Ad	115.57
30547	December 21, 2020	Copier Impressions	364.47
30548	December 30, 2020	2020 Board of Director Fees	1,447.98
30549	December 30, 2020	Final Payment for Marketing Strategy	21,000.00
		Final Payment for Recreation Assessment	21,000.00
			<hr/> 42,000.00

30550	December 30, 2020	Adapter	70.30
30551	December 30, 2020	Legal Fees	1,907.30
30552	December 30, 2020	Reservoir Internet	36.75
30553	December 30, 2020	Professional Fees for Reconciliation	7,048.12
30554	December 30, 2020	Pension	9,755.40
30555	December 30, 2020	Office Supplies	669.83
30556	December 30, 2020	Office Supplies/Employee Christmas Cards	840.37
30557	December 30, 2020	VOID	
30558	December 30, 2020	Christmas Ad	204.75

2021 Cheques

30559	January 7, 2021	December 2020 Water Consumption	28,203.66
30560	January 7, 2021	Benefits	8,466.20
30561	January 7, 2021	Shop Supplies/Equipment Parts	155.87
30562	January 7, 2021	Fuel December 2020	1,631.05
30563	January 7, 2021	Sand/Salt	631.14
30564	January 7, 2021	December 2020 Garbage Collection	3,675.00
30565	January 7, 2021	Shop Supplies	12.59
		Arena Benches and Coat Hangers	24,291.00
			<hr/> 24,303.59
30566	January 7, 2021	Office Shred	141.74

30567	January 7, 2021	Automation - PLC Liftstaion Upgrade	27,704.26
30568	January 7, 2021	NLLS 2021 Levy	7,546.89
30569	January 7, 2021	Rear View Mirror	253.55
30570	January 7, 2021	Shop Supplies	288.60
30571	January 7, 2021	Office Supplies	122.78
30572	January 7, 2021	Rec Centre Monitoring	252.00
30573	January 7, 2021	Land Titles	10.00
30574	January 7, 2021	Final Arena Installment	128,000.00
30575	January 7, 2021	January 2021 FCSS Payment	5,354.00
30576	January 7, 2021	Covid Cleaning December 2020	1,250.03
30577	January 7, 2021	Monthly Contract Assemssment Fees	1,462.65
30578	January 13, 2021	AUMA Membership	2,261.85
30579	January 13, 2021	Development Officers Membership	125.00
30580	January 13, 2021	December 2020 Power & Gas	17,275.96
30581	January 13, 2021	Contractor Fees	1,200.00
30582	January 13, 2021	Flat Repair	69.56
30583	January 13, 2021	Copier Impressions	968.02
30584	January 13, 2021	Fire Chief Honorarium	150.00
30585	January 13, 2021	Shop Supplies	179.95
30586	January 13, 2021	Postage	633.34
30587	January 13, 2021	Hand Sanitizer w/ Stand & Sanitizer	180.00
30588	January 13, 2021	Reservoir Shelving	262.49
30589	January 13, 2021	Water Dept Servicing December 2020	947.13

TOTAL \$ 346,910.17



Updates to be provided at the meeting








Correspondence Listing
Council Meeting of January 19, 2021



1. **Christmas Greetings:** Shannon Stubbs MP, Jackie Armstrong-Homeniuk MLA, Scott Builders Inc, Luger Enterprises, Morrow Tchir LLP, Rob Gray Asset Management, Krawchuk Land Surveys Ltd, Canadian Motorcycle Tourism Association, NAPA



 TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM 			
Meeting Date: January 19, 2021	Confidential:	Yes	No <input checked="" type="checkbox"/>
Topic: Lease Agreement for Dental Office			
Originated By: Gerren Saskiw	Title:	C.A.O	
BACKGROUND:			
<p>A.K. Ebrahim Professional Dental Corporation seeks to enter into a lease agreement for the Dental office</p>			
DOCUMENTATION ATTACHED:			
None			
DISCUSSION:			
Review Lease Agreement and Amend if Necessary			
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:			
RECOMMENDED ACTION(S):			
To approve the new lease agreement with A.K. Ebrahim Professional Dental Corporation.			
CAO- Gerren Saskiw			
DISTRIBUTION:	Council: X	DISTRIBUTION:	Council: X

 TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM 			
Meeting Date: January 19, 2021	Confidential:	Yes	No <input checked="" type="checkbox"/>
Topic: Debenture for ACE Waterline			
Originated By: Gerren Saskiw	Title:	C.A.O	
BACKGROUND:			
A debenture is required for ACE waterline payments			
DOCUMENTATION ATTACHED:			
To be provided prior to the meeting			
DISCUSSION:			
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:			
RECOMMENDED ACTION(S):			
That 2019-986 Borrowing Bylaw ACE Waterline 2021-1004 be given first reading this 19th day of January, 2021.			
CAO- Gerren Saskiw		<i>pp. Ava Clod</i>	
DISTRIBUTION:	Council: X	DISTRIBUTION:	Council: X