

AGENDA
TOWN OF TWO HILLS
December 13, 2022
7:00 P.M.



Regular Council Meeting

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - a) Regular Council Meeting Minutes of November 22, 2022
 - b) Special Council Meeting Minutes of December 7, 2022
 - c) Special Council Meeting Minutes of December 9, 2022
4. DELEGATION - Two Hills Ag Society
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) 2023 Budget
9. COUNCIL MEMBER REPORTS
10. NEXT MEETINGS
 - a) Regular Council Meeting Tuesday January 17, 2023 7:00 p.m.
11. CLOSED SESSION
 - a) FOIPP Act Section 17(2)e
12. ADJOURNMENT



TOWN OF TWO HILLS
Minutes of the Regular Meeting of Council for the Town of Two Hills
held November 22, 2022, at 7:00 P.M. in Council Chambers



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor M. Tarkowski, Councillor K. Thompson, Councillor A. Romaniuk, Councillor S. Rajoo, Interim C.A.O A. Clark C.F.O. S. Lupul, Public Works Foreman T. Stefiuk. With 6 residents in the public gallery and one delegation member via teleconference.

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

ADOPTION OF AGENDA:

2022-307 **MOVED** by Councillor A. Romaniuk to accept the agenda as presented.
CARRIED

ADOPTION OF MEETING MINUTES:

2022-308 **MOVED** by Councillor K. Thompson to accept the regular Council Meeting Minutes of November 8, 2022 as presented.
CARRIED

DELEGATION: The Northern Lights Library System came to present the value statement to Council.

OPEN FORUM: Some concerns were brought forward about the representation from the Town at the Ag Society 50th anniversary dinner, Councillor Rajoo's email not working, HVAC cost, ICF procedures, Capital projects, paying for a facilitator when trying to cut costs, Christmas lights contest-to be run by EDC and the event calendar on the Town website.

ADMINISTRATIVE REPORTS:

Public Works Report

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

2022-309 **MOVED** by Deputy Mayor 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.



2022-310 MOVED by Councillor A. Romaniuk that the Chief Financial Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

Chief Administrative Officer Report

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

2022-311 MOVED by Councillor S. Rajoo that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

2022-312 MOVED by Councillor A. Romaniuk that the correspondence be acknowledged as presented and filed.

CARRIED

BYLAWS & POLICIES:

Public Notification Bylaw 2018-983

As per our MAP audit this bylaw needs to be repealed and advertised as a new bylaw.

2022-313 MOVED by Mayor L. L. Ewanishan to repeal Public Notification Bylaw 2018-983 this 22nd day of November, 2022.

CARRIED

2022-314 MOVED by Councillor K. Thompson to advertise the Public Notification Bylaw in the Vegreville Advertiser for 2 consecutive weeks.

CARRIED

NEW BUSINESS:

Council Calendar

Draft calendar for Council meetings in 2023

2022-315 MOVED by Councillor K. Thompson That the 2023 Council meeting Calendar be approved, as presented with all meetings occurring at 7 PM.

CARRIED

Holiday Hours

As the local municipalities and support services are closed and most of staff have holidays to use (due to covid-19), administration is aiming to close the office December 29th and 30th.



Christmas Gift Cards

As a Christmas bonus, Council gifts each staff member \$150 towards gift cards from local businesses of their choice (not including liquor stores).

2022-316

MOVED by Mayor L. L. Ewanishan that each staff member receives \$150 gift certificate to a local business of their choice.

CARRIED

CLOSED SESSION:

2022-317

MOVED by Mayor L. L. Ewanishan to go into closed session as per FOIPP Act Section 17(2)(e) at 8:06 PM.

CARRIED

2022-318

MOVED by Mayor L. L. Ewanishan to come out of closed session at 9:35 PM.

CARRIED

NEXT MEETING:

Regular Council Meeting Tuesday December 13, 2022 at 7 P.M.

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 7:30 PM.

LEONARD L. EWANISHAN, MAYOR

AVA CLARK INTERIM C.A.O.



TOWN OF TWO HILLS
Minutes of the Special Meeting of Council for the Town of Two Hills
held on December 7, 2022 at 1:00 PM.



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor M. Tarkowski, Councillor K. Thompson, Councillor A. Romaniuk, Councillor S. Rajoo, Interim C.A.O. A. Clark, C.F.O. S. Lupul

CALL TO ORDER: Mayor L. L. Ewanishan called to order the Special Council Meeting at 1:10 P.M. on Wednesday December 7, 2022, having all Council members in attendance and sign the Special Meeting Waiver.

AGENDA ITEMS: Special Meeting Purpose - Budget/CAO

2022-319 MOVED by Mayor L. L. Ewanishan to move into closed session at 1:11 PM for FOIP section 17(2)(e).

CARRIED

2022-320 MOVED by Mayor L. L. Ewanishan to come out of closed session at 3:17 PM.

CARRIED

ADJOURNMENT: Mayor L. L. Ewanishan adjourned the meeting at 3:18 P.M.

LEONARD L. EWANISHAN, MAYOR

AVA CLARK, INTERIM C.A.O.

TOWN OF TWO HILLS
Minutes of the Special Meeting of Council for the Town of Two Hills
held on December 9, 2022 at 1:00 PM.



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

CALL TO ORDER: Mayor L. L. Ewanishan called to order the Special Council Meeting at 1:00 P.M. on Friday December 9, 2022, having all Council members in attendance and sign the Special Meeting Waiver.

AGENDA ITEMS: Special Meeting Purpose - CAO

2022-321 MOVED by Mayor L. L. Ewanishan to enter into negotiations with Adam Kozakiewicz for the position of Chief Administrative Officer.

CARRIED

ADJOURNMENT: Mayor L. L. Ewanishan adjourned the meeting at 1:03 P.M.

LEONARD L. EWANISHAN, MAYOR

AVA CLARK, INTERIM C.A.O.

OPEN FORUM

(Council Procedural Bylaw, Amendment Bylaw 2014-949)

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

Division 3 – Open Forums

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

Notes:

Roads / Sidewalks

- a) Grade roads and haul windrows as required
- b) Swept sidewalks
- c) Cleared snow from hall parking lot
- d) Grade and cleaned snow from back alleys as required
- e) Sand and salt roads and intersections as per conditions
- f) Sand and salt from Emcon as per agreement
- g) Assembled Beet juice application unit and began laying down beet juice on roads and intersections when needed

Water/Wastewater

- a) The town experienced 0 power disruption since last report -- all systems good
- b) Gel standard tests and cl2 analyzer calibrations done
- c) Restore residential water service as per request
- d) Continue to monitor pressure and flow rates
- e) Shut off commercial water service as per request
- f) Sewer camera residential sanitary line as per request - unable to access due to no clean out access
- g) Excavate and replace leaking cc valve on 50th Ave
- h) Manhole check on 57Street
- i) Generator test at lift station
- j) Diaphragm and seals replaced in Reservoir fill control valve - cavitation damage discovered on basket - will need rebuild kit eventually
- k) Manually fill jugs for barrel fill customers when barrel fill frozen
- l) Continue working on AB ENV annual reporting
- m) Ace communication failure prevented reservoir filling for 3 days, reservoir filled at emergency set point and communication was restored. All systems good
- n) THM's and Lead samples taken
- o) Low room temp. alarm from sanitary lift station responded to by On Call worker during extreme cold
- p) Drip list reminder notices delivered to all affected properties
- q) Fire extinguishers and emergency lights recertified at Sanitary lift station and Reservoir pumphouse

Other

- a) Took single axle dump truck to International in Edmonton for service and picked up
- b) Put up Christmas lights on light poles
- c) Fire extinguishers in town equipment and shops recertified
- d) Push up snow at snow dump storage location to ensure adequate space

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



**TOWN OF TWO HILLS
RECONCILIATION STATEMENT FOR DECEMBER 2022**

Net Balance at End November 2022	(\$53.24)
Plus Deposits	\$280,608.69
Sub Total	\$280,555.45
Minus Disbursements (including transfers)	\$280,602.82
Closing Balance	(\$47.37)

Summary of Town of Two Hills Accounts

Alberta Treasury Branch	Description of Accounts	
Bus Custom Plan CB #24	(Main Account)	(\$47.37)
Bus Custom Plan CB #27	(Electronic Bill Payments)	\$44,545.90
Notice Account 90 Day	(Auction Holding)	\$105,645.59
Savings Account #30	(Debenture Account)	\$44,108.68
TOTAL ATB		\$194,252.80

Revolving Loan - out of \$985,000.00	\$985,000.00
	(\$170,818.00)
	\$814,182.00

OTHER ACCOUNTS:	<u>Vision Credit Union</u>	
	Two Hills Improvement Committee	\$ 2,479.14
	Canada Day	\$ 11,202.71

Comments:



Town of Two Hills**Cheque Listing****31734-31753**

31734	November 21, 2022	Beet Juice / Applicator	17,044.13
31735	November 24, 2022	Health Benefits / Kings Printer	2,887.57
31736	November 24, 2022	Equipment Servicing	2,514.14
31737	November 24, 2022	Legal Fee	803.25
31738	November 24, 2022	Employee Expense - Office Supplies	81.90
31739	November 24, 2022	PW Tire Repair	99.75
31740	November 24, 2022	Bulk Water Software Renewal	1,149.75
31741	November 24, 2022	Dishwasher Spray Nozzle - Hall	203.18
31742	November 24, 2022	Employee Expense - Office Supplies	66.99
31743	November 24, 2022	Fire Chief Honorarium	150.00
31744	November 24, 2022	VFD	9,430.05
31745	November 24, 2022	Employee Expense - Boots	150.00
31746	November 24, 2022	Office Supplies	60.49
31747	November 24, 2022	FCSS Contribution	16,037.00
31748	November 24, 2022	Remembrance Day Ad	103.95
31749	December 8, 2022	Employee Expense - Boots	104.99
31750	December 8, 2022	Website Management	800.00
31751	December 8, 2022	RSP Contribution	2,500.00
31752	December 8, 2022	RSP Contribution	2,500.00
31753	December 8, 2022	Office Cleaning	320.00
			57,007.14

1. **ACP Grant:** We are hoping to partner with the County to apply for an ACP Grant to assess our buildings
2. **Website:** Home based business directory has been added, as well as a development and planning page as required by MA indicated in our MAP report
3. **YOLO Nomads:** Have met with the director and we are meeting next week for more information about the program that pairs remote workers with small communities
4. **Fire Services Training Program:** Will be working on a training plan with our Fire chief to see if this grant would be a good fit-meeting to be held Wednesday December 14th
5. **Gym Equipment:** Flaman Fitness will be out on December 21, to inspect and maintain the equipment. This will continue twice a year in June and December
6. **Public Hearing:** Reminder that the hearing will take place at 6:30 prior to the Council meeting, we have received no written objections

Correspondence Listing
Council Meeting of December 13, 2022



1. Alberta Public Safety and Emergency Services: Updates from the Minister regarding victims services
2. Alberta Transportation and Economic Corridors: Response from the Honorable Devin Dreeshen to the NE Mayors, Reeves and Indigenous Leaders letter sent regarding Highway 28.





ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
MLA, Calgary-West*

AR 53295

Dear Community Leader:

Over the last number of weeks, many of our Alberta municipalities have been in contact with government, requesting further information and clarification on a number of items related to the provincial changes to victim services announced July 19, 2022, and scheduled for implementation by April 1, 2024.

I have heard from the many of you about your concerns with the redesign initiative. I am writing to provide clarification on a number of points.

I would like to reassure you the move to a regional governance model for police-based victim services units has always been intended to improve the consistency, stability, and continuity of services received by victims of crime across all regions of the province - municipal, rural and remote. It was also designed to ensure that all victims would continue to be supported locally, by dedicated workers and volunteers from within and around their own communities. While board governance is moving toward integration, all front-line services remain local. I appreciate this opportunity to provide further information about the ongoing redesign work that has occurred to date as it relates to your community and others like it.

Is victim services being removed from your community?

In short, no. The new governance model will empower more than 130 paid, front-line victim caseworkers (full and part-time equivalents), each of them living and working in the communities they serve now. Our new model never contemplated centralizing front-line victim caseworkers in a regional office. They will continue to be co-located with RCMP members in their local detachments, work alongside their volunteer advocates, and be supported not only by their regional boards but also by a new, full-time centralized professional support staff (CPSS); one CPSS for each region. These CPSS teams will consist of, at minimum: an executive director; human resources professional; regional operations manager; regional court support coordinator; cultural safety specialist; admin/office manager; qualified financial management professional; and a retained legal resource.

For smaller, rural and remote communities in Alberta, the new regional governance model for police-based victim services means all areas of the province will have uniform, flexible and sustainable victim services. The new layer of full-time, professional support staff for front-line victim caseworks will stabilize and improve programs above and beyond what is offered under the current governance structure. Front-line caseworkers will have more time to focus on working alongside volunteer advocates and with their local RCMP officers to support victims in the immediate aftermath of a crime, to provide court support within an integrated and coordinated court support program, and for engaging with local and community partners.

How will our communities be represented at the regional level?

As stated, front-line staff will work in the same detachment areas in which they live, as will their cadre of volunteer advocates. The new regional governance boards themselves will be virtual in nature, and will consist of members from communities all across the region. While every detachment area will not necessarily be represented at the board level, no more than one board member per detachment area will be selected.

Did the MLA-led review ever seek to engage municipalities, and did it engage local victim services units (VSUs)?

The MLA-led review of victims services took place over 2020/21 and included participants from the Rural Municipalities of Alberta and the Alberta Municipalities. Other individuals and organizations engaged during this period included MLAs from across the political spectrum, volunteers and staff at police-based VSUs, victim-serving community organizations, a variety of police service representatives, the RCMP, legal experts and Indigenous organizations. Alberta held about 40 engagement sessions, with around 150 stakeholders and organizations attending. The Victim Service Redesign is based on feedback received during these engagements and reflects the final report and recommendations of the MLA-led review. The Victims Services Redesign team continues to meet with affected and/or interested groups and municipalities to gather any outstanding questions, concerns and suggestions. These meetings have already been instrumental in informing improvements to the model.

Will there be a reduction in scope of services provided by the new victim services model, and will this new model serve Albertans who have been traumatized by non-criminal and tragic events?

As Minister of Public Safety and Emergency Services, I recognize that services other than those provided solely to victims of crime, such as for victims of non-criminal trauma, are incredibly important to Albertans. As such, Albertans will not experience a reduction in services currently available, now nor when the new zonal model is implemented. If legislative amendments to the Victims of Crime and Public Safety Act are required to assure this, then our government will pursue those.

Are program managers and other staff guaranteed jobs or do they have to re-apply for positions within the new zonal model?

The hiring of the victim caseworker positions will be the responsibility of each new executive director and respective support staff group. GOAVS will collaborate with the support staff groups, preferring a process that honours the skills and experience of the current cadre of police-based victim services workers. We will be recommending that current VSU employees be invited into a stream-lined on-boarding process prior to any positions being advertised publicly.

These changes to victim services in Alberta are an exciting step forward to ensure victims in our province have the help they need when they need it most. Over the next year, we will continue to work closely with municipalities and Indigenous communities to design and implement the new service delivery model. To ensure that you continue to have the most accurate and up to date information about the new victim services redesign, I encourage you to maintain direct contact with the Director of Victim Services Trent Forsberg at Trent.Forsberg@gov.ab.ca. He would be happy meet with you should you have any future questions, concerns, or suggestions. We look forward to continuing to engage Alberta municipalities on this important initiative.

Thank you for your ongoing commitment to ensuring the needs of victims in your community continue to be met.

Sincerely,



Honourable Mike Ellis, ECA
Minister

cc: Trent Forsberg, Director, Victims Services, Strategy, Support and Integrated Initiatives



ALBERTA
TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister
M.L.A. Innisfail-Sylvan Lake*

December 1, 2022

AR 91816

His Worship Craig Copeland
Mayor
City of Cold Lake
5513 – 48 Avenue
Cold Lake, AB T9M 1A1
mayor@coldlake.com

Dear Mayor Copeland:

Thank you for your November 8, 2022 letter to the Premier regarding the condition of Highway 28. As the Minister of Transportation and Economic Corridors, I am able to provide the following information.

Highway safety is a top priority for Transportation and Economic Corridors, and the department's goal is to balance funding challenges with the need for maintenance activities that relate to public safety while still providing an acceptable overall level of service.

In 2018, the department completed a Highway 28 corridor study from Edmonton to Cold Lake. The study recommended several improvements to the highway to be implemented as part of future rehabilitation projects. The improvements include intersection upgrades, grade widening, curve reconstruction, passing lanes, and safety rest areas. The intent of the recommendations was to improve the safety and performance of the highway corridor, while also prioritizing improvements in order to maximize the lifespan of the existing infrastructure.

Although portions of Highway 28 near Edmonton are already twinned, the portion of Highway 28 between Bonnyville and Cold Lake is nearing the threshold for twinning, and the department is monitoring and planning accordingly. Twinning will be considered for prioritization and funding along with similar projects from across the province.

The section of Highway 28 between Smoky Lake and Bonnyville is approaching the warrants for consideration of passing/climbing lanes, and the department is monitoring and planning accordingly for this section as well. Passing/climbing lane projects will be considered annually, along with all other projects from across the province for prioritization and funding.

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The department reviews several factors when evaluating pavement condition, including traffic volumes, pavement quality, roughness, existing structure, local information, visual inspections and surface distress. This data is used to determine when the road is expected to need rehabilitation. The data is also used to prioritize rehabilitation projects from across the province for inclusion in the Provincial Construction Program in order to ensure a fair process for all regions.

There has also been considerable investment in the Highway 28 corridor over the past several years. Projects that have been completed are as follows:

- intersection improvements at Highway 28 and Highway 892 at the Hamlet of Ardmore, intersection improvements at Highway 28 and Highway 657 at the Hamlet of Fort Kent, and signalization at Highway 28 and 54 Avenue in Bonnyville;
- construction of the roundabout at Highways 28 and 831;
- grade widening, including passing lanes, north of Highway 28A to Highway 651 (10 kilometres);
- reconstruction of three curves in the Redwater area;
- overlay of Highway 651 to west of Highway 827 (15 kilometres);
- overlay west of Highway 827 to Highway 829 (nine kilometres);
- overlay east of Highway 831 to west of Smoky Lake (eight kilometres);
- intersection improvements at Highways 28 and 855; and
- intersection improvements at the Highway 28/Smoky Lake access.

The Government of Alberta has placed a priority on creating jobs by moving forward with Alberta's Recovery Plan, and a large part of that is focused on developing and enhancing economic corridors throughout the province. As part of future planning, economic benefits will be an additional consideration going forward. As such, I can confirm that the condition of Highway 28 will be considered as part of the capital planning process. In the meantime, the highway maintenance contractors will continue to monitor the condition of Highway 28 to ensure safety-related issues, such as potholes and smaller pavement failures, are addressed in a timely manner.

We recognize the important role that Northeastern Alberta and Highway 28 plays in our provincial economy. Our government is committed to making the best use of our resources and striking a strategic balance between building for today and ensuring future sustainability. My department carefully considers a variety of factors when assessing and prioritizing provincial highway projects across the province. For highway projects, safety and technical factors like traffic type and volume, as well as the physical state of the highway are considered. Socio-economic factors, such as revenue generation and other provincial priorities also factor into funding allocations for highway projects.

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If you have any further questions, please contact Mr. Michael Botros, Regional Director. Mr. Botros can be reached toll-free at 310-0000, then 780-305-2405, or at michael.botros@gov.ab.ca.

Thank you for taking the time to share your support for provincial investment for Highway 28.

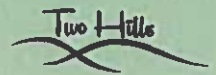
Sincerely,


A handwritten signature in blue ink, appearing to read "Devin Dreeshen".

Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Honourable Brian Jean, MLA for Fort McMurray-Lac La Biche
Honourable Jackie Armstrong-Homeniuk, MLA for Fort Saskatchewan-Vegreville
Glenn van Dijken, MLA for Athabasca-Barrhead-Westlock
David Hanson, MLA for Bonnyville-Cold Lake-St. Paul
Garth Rowswell, MLA for Vermilion-Lloydminster-Wainwright
Michael Botros, Regional Director, Transportation and Economic Corridors

TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: December 13, 2022	Confidential:	Yes		No	X
Topic: 2023 Budget					
Originated By: Ava Clark			Title: Interim CAO		
BACKGROUND:					
After a few budget meetings, the 2023 operating budget was presented to Council for review and approval.					
DOCUMENTATION ATTACHED:					
Budget to be provided prior to the meeting					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
To approve the 2023 Operating Budget as presented.					
Ava Clark Interim C.A.O.					
DISTRIBUTION:		Council: X			





Town of Two Hills Councillor Report

December 7 2022

Eagle Hill Foundation

Nov 24	Hillside Lodge	Occupied 19,vacant 18, no wait list, Respite 1
Eagle View lodge	Eagle View	Occupied 18, vacant 22, no wait list
	Eagle Hill	Occupied 15, vacant 20, no wait list
New move in package updated for eventide		
Admin has been busy making changes from connecting care to Eagle Hill Foundation		
Residents want board members to show up more at the lodges, so we are moving board meetings around.		
Requisitions will be staying the same for now, Two Hills slightly higher due to Federal Census.		
Willingdon lodge is doing catering jobs and Myrnam had catered the fire fighters event in November as extra revenue.		
Next meeting Dec 20/22		

Economic Development Committee (EDC)

Nov 23
We are doing a Christmas light up contest in town and across the county.
Vision Credit Union has agreed to do the EDC breakfast in the spring.
Looking at having a shop local campaign sometimes in the new year.
New members to EDC /Tourism Bob Ross and Terry Prockiw
Next meeting January 11/23

HUB - Regional Economic Development

Nov 30 St Paul
Update from chair Mayor Gerald Aalbers on the Mayors, Reeves, Chiefs caucus
Atco renewables did a presentation
MCS Net did a presentation with mention of Two Hills and businesses that are taking fiber cable to their business.
Doing a UAV feasibility study for the area (Drones)
Next meeting January 25/23

Sports Activities Council (S.A.C.)

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Regional Landfill Committee - Alternate

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Veterans Memorial Highway Committee - Alternate

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Extra Notes

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Town of Two Hills Councillor Report

Date: Dec 7 2022

Airport Commission - Alternate

Tourism: Go East

Two Hills Improvement Committee (THIC)

Family Community Services (FCSS) - Alternate

Extra Notes

Alberta Lakeland DMO AGM Meeting. Tourisme Alberta in St Paul on May 26 2022. Speaker Linda Sallstrom from Regional Tourism Initiative Committee. She talked about travel programs in Alberta, market committee, encourage and contact development in communities and for us participate if possible. Another speaker was Etienne Alary from Conseil De Developpement Economique l'Alberta. He talked more about the french side of tourism in the different areas. Last speaker was James Leppan from Travel Alberta. He had points about travel Alberta

1 New Travel Alberta

2 Visitor Economy

3 New Investment Model

4 Competition For Visitors

5 Key Market Trends

Destination Management, Visitor Economy Prepandemic, Friction less Travel, Domestic Travel Responsible Travel, Indigenous Connection and we are in this together.

Treasures Report and managers Report. Election of Executive stays the same nobody objected carried. Meeting Schedule for 2022/2023.

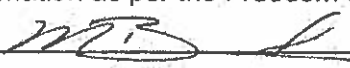
TOWN OF TWO HILLS
COUNCIL MEETING
AGENDA ITEM



Meeting Date: December 13, 2022	Confidential:	Yes	No	X
Topic: Auditor RFP				
Originated By: Ava Clark		Title:	Interim CAO	
BACKGROUND:				
On October 25 th Council put our professional services to tender. We received 2 responses				
DOCUMENTATION ATTACHED:				
RFP from Wilde & Company & Ncube and Landry				
DISCUSSION:				
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:				
RECOMMENDED ACTION(S):				
To appoint _____ as Town auditors for the 2023 fiscal year.				
Ava Clark Interim C.A.O.		<i>Ava Clark</i>		
DISTRIBUTION:	Council: X			



Attachment: Receipt Confirmation Form

RECIEPT CONFIRMATION FORM	
RFP 2017-05	
FOR: PROFESSIONAL AUDIT SERVICES	
Please complete this form and return <u>WITHIN 4 WORKING DAYS</u> to:	
Attention: Ava Clark, Interim Chief Administrative Officer P.O. BOX 630, 4712 – 50 Street Two Hills, AB, T0B 4K0 Fax Number: (780) 657-2158	
Failure to return this form may result in no further communication regarding this RFP.	
COMPANY: <u>Wilde & Company CPA's</u>	
ADDRESS: <u>PO Box 70, 4902-50 Street</u>	
TOWN & PROVINCE: <u>Vegreville, AB</u>	POSTAL CODE: <u>T9C 1R1</u>
CONTACT PERSON: <u>Marc Bredo, CPA</u>	
TELEPHONE: <u>780-632-3673</u>	FAX: <u>780-632-6133</u>
EMAIL ADDRESS: <u>marcb@wildeag.ca</u>	
I have received a copy of the above noted RFP. I authorise the Chief Administrative Officer to send further correspondence concerning this RFP by the following method:	
FAX: <input type="checkbox"/> EMAIL <input checked="" type="checkbox"/>	
I understand that whether or not I submit a proposal, that our status as a potential supplier to the Town of Two Hills in the future will not be affected.	
By returning this form, the proponent agrees that any contact information provided is not personal information as per the Freedom of Information Protection Legislation.	
SIGNATURE: <u></u>	DATE: <u>Nov 21/2022</u>
PRINT NAME: <u>Marc Bredo</u>	TITLE: <u>Partner</u>



PROPOSAL TO Town of Two Hills

November 28, 2022

Ava Clark
Interim CAO
cao@townoftwohills.com
PO Box 630, 5017 - 50 Street
Two Hills, AB
T0B 4K0



Wilde and Company
Chartered Professional Accountants

Accountability | Respect | Generosity

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WHO WE ARE AND HOW WE HELP

At Wilde & Company, Wilde Advisory Group, we are Rural and understand what it means to be Community. For over 60 years, since Jerry Wilde FCPA, FCA started our business, we have provided reputable, insightful audit, accounting and business advisory services to municipalities.

We are known for our ability to take complex matters and translate them into understandable conversations. And these conversations are foundational to great relationships.

Building trust with your team and helping them with their growth and understanding of the audit process is another important benefit of our audits.

Excellent results are the outcome of excellent teams, and our team of over 40 professionals work with accountability, respect and abundance to exceed your expectations. We are subject matter experts in important municipal areas including taxation, grants, capital projects, landfills and reserves. Our strong foundation and understanding of essential internal controls and accounting systems benefit you and help you fulfill your fiduciary responsibility in safeguarding public assets.

† # , Wilde Advisory Group 'h

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 M " " #h' #'

Ashley A. Bodnarchuk, CPA, CA
 Marc W. Bredo, CPA - Engagement Lead

Our address is:

P.O. Box 70
 4902- 50 Street
 Vegreville, AB T9C 1R1
 marcb@wildeag.ca
 www.wildeandco.ca

h :

- Laura Shylko, B. Comm, LL.B
 - Kari Drinnan, B. Comm, LL.B

WiseLegal:

- Megan Koper, JD

M Consulting Group:

- David Muddle, CMC

Shineatek

- Travis Sapara



UNDERSTANDING OF WORK REQUIRED

It is our understanding that the Town of Two Hills requires external financial audit services in order to provide an audit opinion on the financial statements and prepare the Municipal Financial Information Return for the fiscal year ending December 31, 2022. Our primary objective is to produce accurate and complete audited financial statements for the Town. Wilde and Company follows audit procedures in accordance with Canadian Generally Accepted Auditing Standards as set forth by CPA Canada and is properly licensed to practice in the province of Alberta. Working papers from the engagement will be kept for seven years and available to the Town.

Wilde and Company will be available to meet with the Audit Committee to review the draft financial statements and be present at the Town Council meeting when the financial statements are submitted to Council for approval.

Furthermore, our firm will issue a Management Letter containing comments and recommendations for improvement in operating procedures, internal control systems and reporting procedures for each annual audit.

Wilde and Company Chartered Professional Accountants has never had disciplinary action taken against it or its partners. Our most recent peer review has resulted in a positive outcome with no significant deficiencies.





AUDIT APPROACH

We use the Audit Risk Methodology as required by the CPA Canada Handbook (CPACHB). "Walkthroughs" are done for each area to determine if internal controls as designed are adequate and reliable. Key risks are identified in your organization and audit procedures are designed to address these risks.

Consistent with our other audits, our approach would likely be substantively based with extensive analytical review procedures. Our experience in this area has confirmed that this is the most efficient and practical approach to our audits. Our procedures would include the following:

- Obtain a thorough understanding of your operations and mandate through review of Board minutes, as well as discussions with the Board and management. We work closely with management and staff throughout the audit and invite meaningful discussion.
- Review and document the accounting systems to understand the nature of the transactions and identify potential audit risk areas.
- Identify and test internal accounting controls and computer systems controls and make recommendations for improvements as required. "Cradle to grave" tests of transactions are completed on each aspect of the accounting system.
- Audit the year-end balance sheet accounts through confirmation, reconciliation, review of subsequent transactions, analysis of cut-off, and discussions with management.
- Review the general ledger revenue and expenditure accounts and reconcile to supporting documentation. Detailed review of your general ledger adds depth to our knowledge of client business, as well as provides significant audit assurance.
- Compare revenues and expenditures to Board approved operating and capital budgets, as well as to prior year results. Variances will be identified, investigated, and explained.
- Extensively analyze grant revenue, tax revenue, and payroll expense. Recalculations and analytical processes provide strong audit evidence in these areas.
- The management letter will include discussions related to areas we believe the organization could be more efficient in terms of internal controls, cost savings, cash flow suggestions and asset protection, if applicable. Areas for improvement will be discussed with management prior to being included in the management letter.
- The benefit to you is that your risk areas are adequately assessed and an effective audit plan is developed saving your staff time.

PROPOSED FEES | 2022 Fiscal Year

The services that we would be providing you in the upcoming years would include the following: *AUDIT & REVIEW SERVICES*

SERVICE	2022
Year end audit	\$17,000
Preparation of financial statements	\$2,500
Preparation of Municipal Financial Information Return	\$2,500
Total	\$22,000

Travel costs and time are in addition to the audit and review fees.

Our fees are exclusive of GST and out-of-pocket costs. Accordingly, these amounts are in addition to the quoted fees and will be shown separately on the invoices. Fees are based on normal Town operations and project work. Significant project increases may cause fees to increase. In the event our hours at our standard rates are less than the quoted fees, the lesser amount will be charged.

Additional consulting services requested outside the scope of the engagement and not detailed above would be provided at our standard hourly rates that range from \$120 to \$410 in 2022, depending on the level of service required. This may include items such as preparation of financial statements, preparation of Municipal Financial Information Return and other professional consulting as requested by Management. We believe these professional rates to be excellent value for the expertise provided. No additional services will be undertaken or billed without prior approval of Management.

In accordance with the rules of professional conduct, we confirm that we are independent and have no personal relationships with management or Council.

In subsequent years our standard fee can be expected to increase by an estimated inflationary rate of 3%.

PROPOSED TIMELINE

To provide you with the services requested, we propose the following schedule:

February/March 2023- Year end audit field work

March/April 2023 - provide financial statement final audit opinion and recommendations

March/April 2023 - provide municipal financial information return final audit opinion

We would attempt to accommodate an earlier date for final audit reports in conjunction with your schedule.

VALUE ADDED SERVICES

Additional consulting services requested outside the scope of the audit would be discussed with you. Included in these value added services are costs related to journal entries, reconciliation of accounts, project and grant analysis, and working paper preparation, if required.

We would be pleased to work with you on any special projects and provide you a fee estimate, as required. Management and Council may be aware of the quality value-add services that we provide.

Those include:

- Operational reviews resulting in insightful recommendations for internal control improvements
- Governance and leadership consulting support
- Municipal accounting services including account reconciliations, gravel controls and capital project tracking
- Project analysis and grant applications
- Projections and sustainability analysis

Hourly rates for Audit, Review and additional Financial Services:

POSITION	2022
Partner	\$410
Manager	\$260
Senior Accountant	\$160
Junior Accountant	\$120



RELEVANT EXPERIENCE/REFERENCES

Our experience with municipalities, schoolboards and not-for-profit organizations is extensive.

With respect for confidentiality of our clients and privacy issues, we are not able to disclose details of client fees. However, please contact any of these clients should you require more information.

	Year end date	Years of service
Mackenzie County		
Director of Finance - Jennifer Batt (jbatt@mackenziecounty.com) (780) 927-3718	December 31, 2021	13 years
Town of Vegreville		
CAO - Christopher Leggett (cleggett@vegreville.com) (780) 632-2606	December 31, 2021	50+ years
Town of Bonnyville		
CAO - Mark Power (mpower@town.bonnyville.ab.ca) (780) 826-3496	December 31, 2021	19 years
MD of Opportunity		
CAO - Chad Tullis (cao@mdopportunity.ab.ca) (780) 891-3778	December 31, 2021	7 years

Due to confidentiality, we cannot provide gross costs with regard to the above engagements. Please feel free to contact the above clients with any inquiries.

WHY WILDE AND COMPANY

We are trusted and valued business advisors and community leaders. We provide exceptional business advisory services through a collaborative approach to help business succeed. All we do is built on a solid foundation of Accountability, Respect and Abundance. From attracting and retaining a talented team of professionals to serving our valued clients, this is our character. We holistically support our team, families, clients, and community organizations in collective growth and success.

This is how Jerry Wilde started the business over sixty years ago and this will be our legacy.



AUDIT TEAM

People make the difference in any professional relationship. Our enthusiasm, commitment and extensive experience in municipal audits will ensure you receive responsive, innovative and forward-looking service. Schools, not-for-profits and local government represent a significant portion of our practice and our staff have substantial audit experience which results in an efficient audit.



Marc W. Bredo, CPA - Partner - Engagement lead

Education

- CPA Designation 2016
- BCOMM (Major in Accounting) MacEwan University 2013

Municipal Experience Highlights

- Audit lead on large municipal and not-for-profit organizations
- Audit Manager on various municipal audits
- Municipal capital and operational consulting experience

Other accounting areas of expertise or interest

- NPO audits and reviews
- Business consultation and estate planning

Community Involvement

- President of Vegreville & District Chamber of Commerce

Strength's Finder Attributes

- Responsible
- Adaptability
- Strategic
- Arranger
- Relator



Jody Kirton, CPA

Education & Distinctions

- Chartered Professional Accountant Designation 2022

Municipal Experience Highlights

- Audit Manager for audit teams
- Audit experience in not-for-profit and municipalities
- FCSS audit and review work
- Experienced with year-end preparation on complex matters including tangible capital assets, grants, capital funding, deferred capital contributions, and reserves

Other accounting areas of expertise or interest

- Operational consulting engagements
- Prepare and translate financial statements and taxes for small businesses and not-for-profits
- Bookkeeping for small businesses and corporate farms

Community Involvement

- Crisis Association Treasurer
- Volunteer with A.L Hortons Wee Read Program
- Vegreville Food Bank volunteer

Strength's Finder Attributes

- Harmony
- Leaner
- Includer
- Achiever
- Input


Stefanie Ogrodnick, BBA, CPA Articling Student
Education

- Bachelor of Business Administration, NAIT 2018

Experience Highlights

- Administrative support on compiling audited financial statement packages
- Audit junior on large municipal audits

Other accounting areas of expertise or interest

- Prepare and translate financial statements and taxes for small businesses
- Bookkeeping for small businesses and corporate farms
- Payroll for small businesses
- Preparation of T2054 Capital Dividend Election Packages
- Personal tax preparation
- Preparation and review of COVID related grant applications

Community Involvement

- Volunteer at Community Volunteer Income Tax Clinic for students at NAIT
- Volunteer at Vegreville Rotary Club & Vegreville Food Bank

Strength Finder Attributes

- Empathy
- Relator
- Restorative
- Harmony
- Adaptability


Natasha Podoborzny, BBA, CPA Articling Student
Education

- Bachelor of Business Administration, NAIT 2021

Other accounting areas of expertise or interest

- Prepare and translate financial statements and taxes for small businesses
- Bookkeeping for small businesses and corporate farms
- Preparation of COVID related grant applications

Community Involvement

- Volunteer at Community Volunteer Income Tax Clinic Strathcona County
- Volunteer at Bruderheim Agricultural Society and Vegreville Cultural Association

Strength Finder Attributes

- Harmony
- Empathy
- Consistency
- Discipline
- Restorative

Appendix: RFP Acknowledgement Form

By submitting this proposal I/We agree to comply with the requirements stated in RFP 2022-01.

The statements made in this proposal are correct and truthful representations. If selected, we shall negotiate in good faith with the Town of Two Hills.

My/Our Business License Number is: Not required by accounting practices

I/We acknowledge the receipt of:

Addendum No: _____ Dated: _____

Addendum No: _____ Dated: _____

Addendum No: _____ Dated: _____

Addendum No: _____ Dated: _____

Addendum No: _____ Dated: _____

Each proposer shall acknowledge receipt of each addendum on this form. Failure to do so may result in the proposal being considered non-responsive.

DECLARATION

The proposer further declares that he has complied in every respect with all the instructions to proposers, that he has read all addenda, if any, issued prior to the opening of proposals, and that he has satisfied himself fully relative to all matters and conditions with respect to the general conditions of the agreement and all relevant information to which this proposal pertains.

ANTI-COLLUSION STATEMENT

The undersigned, as proposer (herein used in the masculine singular; irrespective of actual gender and number) declares, under oath that no other person has any interest in this proposal or in any resulting agreement to which this proposal pertains, that this proposal is not made with connection or arrangement with any other persons and without collusion or fraud.

Respectfully submitted,



Marc Bredo

Signature Printed Name

Printed Name

Wilde & Company CPA's

780-632-3673

780-632-6133

Firm

Telephone #

Fax #

PO Box 70, 4902 - 50 Street

Address

Vegreville, AB

T9C 1R1

November 28, 2022

Date



Sheila Lupul <slupul@townoftwohills.com>

Fwd: RFP

1 message

CAO Two Hills <cao@townoftwohills.com>
To: Sheila Lupul <slupul@townoftwohills.com>

5 December 2022 at 15:09

----- Forwarded message -----

From: M. Nelson Ncube CPA CA <m.nelson@ncubelandry.com>
Date: Wed, 30 Nov 2022 at 09:37
Subject: Re: RFP
To: CAO Two Hills <cao@townoftwohills.com>

Hi Ava,

I trust that you are well.

I have attached the completed document. Unfortunately I have been out of the country for about 3 weeks now, and I didn't get sufficient time to respond to the RFP.

I will briefly provide some of the requested information on the email, and if I make it to the next stage, hopefully I will be back, I will be able to provide sufficient information.

Proposal / Project Requirements / Scope

I have been doing the audit for the past 5 years, and I will say that every year gets better though there are still areas of improvement. I now fully understand the Town operations, and have a good relationship with the Town's staff as well.

Jason, our senior manager and myself were going to be working on the audit, and we had already started updating all the templates to 2022 standards, and getting ready for the audit. Jason is very experienced as he has been in public accounting for more than 25 years.

The intention was to do the first 6 months (Jan - June) of the audit during the month of December and early January and have the audit completed by the end of February. This would have enabled us to meet the Town deadline of having the statements completed by April 3.

Our audit fee will most likely be the same as prior year. The increase would only be due to inflation which is about 3%.

I do believe that we have always given the town first priority as they are our important client.

I'm currently on vacation and will be back Mid December.

If there's any questions or concerns to ask, please don't hesitate to contact me.

Kind regards,

On Fri, Nov 18, 2022 at 5:56 PM CAO Two Hills <cao@townoftwohills.com> wrote:
Good Morning Nelson,

As per Council resolution 2022-275 Council requests a proposal for professional auditor services for the 2022 fiscal year. Please find attached the RFP. Please do not hesitate to contact me if you have any questions.

Thanks!

Attachment: Receipt Confirmation Form

RECIEPT CONFIRMATION FORM

RFP 2017-05

FOR: PROFESSIONAL AUDIT SERVICES

Please complete this form and return WITHIN 4 WORKING DAYS to:

Attention: Ava Clark, Interim Chief Administrative Officer
P.O. BOX 630, 4712 – 50 Street
Two Hills, AB, T0B 4K0
Fax Number: (780) 657-2158

Failure to return this form may result in no further communication regarding this RFP.

COMPANY:

NCUBE & LANDRY LLP

ADDRESS:

5002 50 Avenue, Unit 5

TOWN & PROVINCE: Two Hills, AB

POSTAL CODE: T0B 4K0

CONTACT PERSON: NELSON NCUBE

TELEPHONE: 780-893-6337

FAX: _____

EMAIL

ADDRESS: m.nelson@ncubelandry.com

I have received a copy of the above noted RFP. I authorise the Chief Administrative Officer to send further correspondence concerning this RFP by the following method:

FAX: []

EMAIL []

I understand that whether or not I submit a proposal, that our status as a potential supplier to the Town of Two Hills in the future will not be affected.

By returning this form, the proponent agrees that any contact information provided is not personal information as per the Freedom of Information Protection Legislation.

SIGNATURE:  DATE: November 30, 2022

PRINT NAME: M. Nelson Ncube

TITLE: Partner