



AGENDA  
TOWN OF TWO HILLS  
Tuesday June 23, 2026  
6:30 P.M.

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Regular Council Meeting

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- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) ADOPTION OF MINUTES
  - a) Minutes from the June 9<sup>th</sup> Regular Council Meeting
- 4) DELEGATION
  - a) Alberta Counsel to be presented at the end of the meeting in Closed Session
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
  - a) CAO Report
- 7) CORRESPONDENCE
- 8) OLD BUSINESS
  - a) Mutual Fire Aid Agreement
- 9) BYLAWS & POLICIES
  - a) Policy #2026-01 Drug and Alcohol Policy
- 10) NEW BUSINESS
  - a) SAC Agreement
  - b) AB Munis Convention
  - c) Change Meeting Date
  - d) MA Engagement
  - e) Museum Insurance
- 11) COUNCIL MEMBER REPORTS
  - a) Mayor M. Tarkowski
  - b) Deputy Mayor C. Dyck
  - C) Councillor H. Wall
- 12) NEXT MEETINGS - Tuesday July 14<sup>th</sup>, 2026, at 6:30 pm
- 13) CLOSED SESSION - ATIA Section 29 -DELEGATION - Alberta Counsel
- 14) ADJOURNMENT



**TOWN OF TWO HILLS**  
**Minutes of the Regular Meeting of Council for the Town of Two Hills**  
**held on June 9th, 2026, at 6:30 PM in Council Chambers**

**Regular Council Meeting**

**PRESENT** Mayor M. Tarkowski; Deputy Mayor C. Dyck; Councillor A. Hiebert; Councillor H. Wall; Interim CAO S. Lupul; EDO B. Ross; FC D. Williams; MC C. Boyd and 3 Residents and one member of the Media present in the Gallery.

**CALL TO ORDER** Mayor M. Tarkowski, called the Regular Town Council Meeting to order at 6:30 PM.

**ADOPTION OF AGENDA**

2026-232 MOVED by Deputy Mayor C. Dyck to accept the agenda as presented. CARRIED

**ADOPTION OF MEETING MINUTES**

2026-233 MOVED by Councillor A. Heibert to accept the minutes of the REGULAR Council Meeting Minutes held on May 4th, 2026. CARRIED

2026-234 MOVED by Councillor A. Hiebert to accept the minutes of the REGULAR Council Meeting Minutes held on May 26th, 2026, with corrections. CARRIED

**DELEGATION**

**OPEN FORUM** Member of the public commented on several properties that are derelict and do not meet the requirements of our Bylaws. As outlined in the CAO Report, many Bylaw enforcement letters have been issued since the start of the Interim CAO's Term.

**ADMISITRATIVE REPORTS**

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

2026-235 MOVED by Counciler A. Hiebert that the Annual Operation and Maintenance 5-year, fixed rate contract to service the Solar Farm be approved for the fee of \$5750.00 plus GST of \$287.50, totaling \$6037.50 for the term starting October 1<sup>st</sup>, 2025 to October 2026, to be paid from the Arena Repairs & Maintenance GL # 2-72-02-251 budget with future invoices provided annually at renewal. CARRIED

2026-236 MOVED by Mayor M. Tarkowski to hold the Annual Council Open House on Monday June 22, 2026, in Council Chambers from 6:30 PM to 8 PM. CARRIED

2026-237 MOVED by Deputy Mayor C. Dyck that the CAO Report be acknowledged and incorporated into the minutes. CARRIED

2026-238 MOVED by Councillor H. Wall that the Finance Report be acknowledged and incorporated into the minutes. CARRIED

2026-239 MOVED by Councillor A. Hiebert that the EDO Report be acknowledged and incorporated into the minutes. CARRIED

2026-240 MOVED by Councillor A. Hiebert that the PW W/WW Report be acknowledged and incorporated into the minutes. CARRIED

## CORRESPONDENCE

2026-241 MOVED by Councillor H. Wall that Correspondence be acknowledged and incorporated into the minutes. CARRIED

## OLD BUSINESS

## BYLAWS & POLICIES

### Amend Bylaw #2026-1071 to Amend Water & Sewer Services Bylaw 2024-1048

Amend to include permitted use of other water sources and wells within the boundaries of the Town of Two hills.

2026-242 MOVED by Mayor M. Tarkowski to approve the first reading of Bylaw No. 2026-1071 on the 9th day of June 2026. CARRIED

2026-243 MOVED by Deputy Mayor C. Dyck to approve the second reading of Bylaw No. 2026-1071 on the 9th day of June 2026. CARRIED

2026-244 MOVED by Councillor H. Wall to approve unanimous consent for a third and final reading of Bylaw No. 2026-1071 on the 9th day of June 2026. UNANIMOUSLY CARRIED

2026-245 MOVED by Councillor A. Hiebert to approve the third and final reading of Bylaw No. 2026-1071 on the 9th day of June 2026. CARRIED

### Policy #2026-01 Drug and Alcohol Use

Council Requested this new policy to be added to the Personnel Policy.

2026-246 MOVED by Mayor M. Tarkowski to table the Policy 2026-01 Drug and Alcohol Policy until June 23, 2026, for changes and corrections. CARRIED

## NEW BUSINESS

## COUNCIL REPORTS

**NEXT MEETINGS** Regular Council Meeting - Tuesday June 23rd, 2026, at 6:30 PM.

**CLOSED SESSION** - ATIA Secession 23 & 30

2026-247 MOVED by Councillor H. Wall to go to Recess at 7:40 PM. CARRIED

B. Ross left council Chambers at 7:40 PM.  
D. Williams left Council Chambers at 7:40 PM.  
C. Boyd left Council Chambers at 7:40 PM.

<u>2026-248</u>	MOVED by Deputy Mayor C. Dyck to reconvene at 7:46 PM.	CARRIED
<u>2026-249</u>	MOVED by Mayor M. Tarkowski to go in to closed session at 7:47 PM.	CARRIED
<u>2026-250</u>	MOVED by Deputy Mayor C. Dyck to return to open session 9:00 PM.	CARRIED
<b>ADJOURNMENT</b>	Mayor M. Tarkowski called to adjourn the meeting at 9:00 PM.	

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Mayor M. Tarkowski

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Interim CAO S. Lupul



# Open Forum

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

## Division 3 - Open Forums

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

Notes:

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1. Attended the Summer Municipal Leader's Caucus in Vegreville on Wednesday, June 10 with Mayor M. Tarkowski and C. Boyd. It was a day event with speakers explaining property taxes; what the Municipal Affairs Municipal Indicators are and how to effectively use them; water infrastructure and what is needed; and FCSS directors from the region explained how FCSS is beneficial to our small communities.
2. Worked with Economic Development Officer on a land purchase agreement.
3. Gathering quotes to repair the front stairs to the FCSS door and the Administration door.
4. Still working on the Joint Use and Planning Agreement with the St. Paul School Division.
5. Reviewed proposed Mutual Aid Fire Agreement as presented by the County with M. Skoropadyk, Fire Chief.
6. Attended THIC (Two Hills Improvement Committee) meeting. Discussions on organizing work bees to clean up the area at the 5 way stop just east of the public school.
7. Canada Day Committee will be partnering with the Wellness Coalition and the Fire Department for the Canada Day Festivities:
  - Pancake Breakfast presented by the Two Hills Fire Department at the Market Square
  - Block Party presented by the Two Hills Wellness Coalition at the Market Square
  - Hot Dogs, Cake and Fireworks presented by the Canada Day Committee at Geleta Park.
8. Sent out 78 Bylaw Direction Notices focusing on grass and weeds.
9. Dealing with residents and the assessor regarding tax notices.
10. Council Open House:
  - June 22, 2026 6:30 to 8:00 pm
  - Auditor will be in attendance
  - Snacks will be provided.

Borderline Fencing  
Box 1133  
Two Hills AB T0B4K0  
7806039890  
borderlinefencingltd@gmail.com

**ADDRESS**

Trinity  
Town of Two Hills

**Estimate 1070**

**DATE 18/06/2026**

DESCRIPTION	QTY	RATE	AMOUNT
Supply and Install 6' Chain-Link Fencing w/ 3 Strand Barb-wire on top-per foot	27.50	1,165.00	32,037.50
Supply and Install 20' Roller Chain- Link Gate	3	3,650.00	10,950.00
SUBTOTAL			42,987.50
GST @ 5%			2,149.38
<b>TOTAL</b>			<b>\$45,136.88</b>

Accepted By

Accepted Date

We Appreciate Your Business!!!  
GST # 740350939  
Cash, Cheque, E-Transfer Accepted

# Double J.R.C. Fencing



Box 148 Mallaig, AB TOA 2K0 Email: [cgratton@mcsnet.ca](mailto:cgratton@mcsnet.ca)

Art Gratton Cell : 780.645.0058 Phone : 780.635.4076 Chris Gratton Cell: 780.614.1745

To: <u>Town of Two Hills</u> <u>Two Hills AB</u>	Attention: <u>Trinity</u> Telephone: <u>780 657 3395</u> Date Quoted: <u>June 17/26</u> Project: <u>New Project</u>
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We are pleased to submit our quotation for the following fence:

TYPE FABRIC	TOP RAIL	LINE POST	TERMINALS	OVERALL HEIGHT
<u>2 x 9</u>	<u>1 5/8</u>	<u>1 7/8</u>	<u>2 7/8 / 3 1/2</u>	<u>6 plus Barb</u>
Quantity	Description			
<u>1278</u>	LIN FT.LINE FENCE (less gate opening) includes Fabric, top rail, line posts, & fittings.			
<u>6</u>	END POST ( "O.D.) C/W FITTINGS			
<u>9</u>	CORNER POST ( "O.D.) C/W FITTINGS			
<u>3</u>	GATE POSTS ( "O.D.) C/W FITTINGS			
	MAN GATE ---			
	DRIVEWAY GATE <u>20' cantilever</u>			
	LIN.FT.TOTAL OF LINE FENCE AND GATE---			

GST #824776530

Remarks:  
 All posts set in concrete. Private underground services: is the Customers responsibility. Fence erection prices are based on the assumption that the purchaser agrees to indemnify the seller against any claim arising from damages caused to underground Services of any kind unless the purchaser has staked and informed the seller of the location prior to erection. Where rocks, pavement, sidewalks, or foundations are encountered without our knowledge prior to submitting our quotation, an extra charge will apply. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standards of practice. Any alterations or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. Hydrovacing and cementing of hydrovacing is an extra charge.

Material & Labour	\$ <u>49850.00</u>
GST	\$ <u>2492.50</u>
<b>Total</b>	<b>\$ <u>52342.50</u></b>

DRAW FENCE LAYOUT

Our quotations are firm for acceptance within 10 days from above date.

Terms: Net 30 days 2% per month on overdue accounts

I, \_\_\_\_\_ hereby authorize the above work to be done as per quote price.

PER: \_\_\_\_\_

# STRAIGHT LINE FENCING - Mark Laskoski

Box 208  
Holden, Alberta T0B 2C0  
Phone: (780) 688-2457 or (780) 990-7659

Sold To Economic Development

Town Two Hills

Our **№ 2252**

Work Ordered By \_\_\_\_\_ Phone \_\_\_\_\_

Date: June 21/26

DESCRIPTION	AMOUNT	
Supply Install 1277.55 Feet of 6 Foot Galvanized		
Chainlink and Gates 3-20 FT double Swing Gates and Hardware		
6-3 1/2 Gate Posts and hook ups 6-3 1/2 Corner posts and		
Hook ups 2 3/8 line posts 1 5/8 Top Rail 9 Gauge Mesh		
Concrete For posts		
Total Invoice Amount:	44000	00
#R 115079733 GST:	2200	00
Total Amount Due:	46200	00
THANK YOU FOR YOUR BUSINESS		

TERMS: Due upon completion unless prior arrangements have been made.  
Interest will be charged at 2% per month (24% per annum) on overdue accounts.



## Correspondence Listing

June 23rd, 2026

a) Government of Alberta - Local Government Fiscal Framework (IGFF) - Letter regarding Grant Allocation



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Peace River*

AR122590

June 17, 2026

His Worship Michael Tarkowski  
Mayor  
Town of Two Hills  
PO Box 630  
Two Hills AB T0B 4K0

Dear Mayor Tarkowski:

I am pleased to confirm the 2026 funding allocations for your community.

For the Town of Two Hills:

- The 2026 Local Government Fiscal Framework (LGFF) Capital allocation is \$596,736.
  - This includes \$255,808 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2026 LGFF Operating allocation is \$322,988.
- The 2026 Build Communities Strong Fund-Community Stream (BCSF-CS) allocation is \$135,191.

LGFF Capital is a legislated program aimed at providing local governments with advanced notice of their future infrastructure funding. As indicated on the program website, in 2027, your community will be eligible for \$643,614. Information on 2028 LGFF Capital allocations will be shared with local governments this fall, after changes in provincial revenues between 2024/25 and 2025/26 have been confirmed. I would like to also inform you that work is underway to develop a new allocation formula for the LGFF Operating program, which will be announced later this year.

As you may be aware, in 2025, the Government of Canada launched the BCSF, which included a renaming of the Canada Community-Building Fund to the Community Stream under the BCSF. Please note that no program or funding changes are being made apart from the name change.

LGFF and BCSF-CS funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [www.alberta.ca/municipal-affairs-funding-programs](http://www.alberta.ca/municipal-affairs-funding-programs).

.../2


I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Williams", with a long horizontal flourish extending to the right.

Dan Williams, ECA  
Minister of Municipal Affairs

cc: Adam Kozakiewicz, Chief Administrative Officer, Town of Two Hills

<b>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</b>					
Meeting Date: June 23, 2026	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Mutual Fire Aid Agreement					
Originated By: S. Lupul			Title:	Interim CAO	
<b>BACKGROUND:</b>					
Review DRAFT March 2026 Mutual Aid Fire Agreement					
<b>DOCUMENTATION ATTACHED:</b>					
DRAFT 2026 Mutual Aid Fire Agreement Signed 2014 Mutual Fire Aid Agreement for reference					
<b>DISCUSSION:</b>					
If Council so wishes;					
To review and discuss the Draft Mutual Aid Fire Agreement in anticipation of the proposed Joint Municipalities Meeting on July 8 <sup>th</sup> , 2026.					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<b>RECOMMENDED ACTION(S):</b>					
<b>DISTRIBUTION:</b>					
Council: X					

MUTUAL AID FIRE AGREEMENT

THIS AGREEMENT MADE THIS

DAY OF \_\_\_\_\_ 2014

BETWEEN: The Town of Two Hills, Villages of Mymam and Willingdon, in the Province of Alberta (hereinafter called the Town and Villages).

OF THE FIRST PART  
AND

The County of Two Hills No. 21 in the Province of Alberta  
(hereinafter called the County).

OF THE SECOND PART

WHEREAS the Town and Villages operate a Fire Department under Voluntary Firefighters and maintain a fire hall, fire fighting trucks and equipment to provide twenty four hour per day fire protection of persons and property within their respective corporate boundaries,

AND WHEREAS the Voluntary Firefighters of the Town and Villages Fire Department respond to rural fire calls and dispatch Firefighters, truck and equipment day or night to fires outside their respective corporate boundaries, within the boundaries of the County, or to areas under Mutual Aid fire agreements held by the County of Two Hills,

AND WHEREAS the County is desirous of stationing their fire trucks and equipment in the Town and Villages to be maintained and operated by the Town and Villages Voluntary Firefighters,

AND WHEREAS the Town and Villages and the County are desirous of entering into a joint agreement on the use, operation, costs and management of the County fire trucks and equipment.

COPY

NOW THEREFORE WITNESSETH that in consideration of the premises, covenants, conditions and stipulations herein contained, the parties hereto agree as follows:

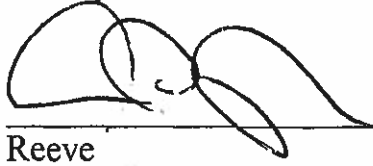
1. The County agrees to provide a minimum of one fire truck, and firefighting equipment, thus stationing the said equipment at the Fire Hall in each of the Town and Villages named herein.
2. The County will be responsible for all operating costs, repairs, insurance, license and the upkeep of firefighting accessories that pertain to the efficient operation of the firefighting units and further, the Town and Villages fire department will not cause the County unnecessary expense due to negligence and misuse of the County fire equipment.
3. The Town and Villages agree that their Voluntary Firefighters will operate the County Fire Trucks and equipment in a similar manner as fire trucks and equipment owned by the Town and Villages and will respond to rural fire calls.
4. The County agrees to make its fire apparatus and equipment available to attend fires within the boundaries of the Town and Villages in conjunction with their own fire truck and equipment.
5. The County, Town and Villages agree that in the event of fire calls being received simultaneously within the Town or Villages and the County, the priority of response to the calls, the dispatching of firefighters, trucks and equipment shall rest with the Fire Chief, Deputy Fire Chief or their designate, but under no circumstances will a fire call in the County, Town or Villages be unattended.
6. The Town and Villages agree that in the event that additional fire equipment other than the County Fire Truck and equipment is required at a fire call rural within the area (such decision rests with the Fire Chief, Deputy Fire Chief or their designate) without seriously restricting fire protection within the Town or Villages, the Town or Villages own equipment may be dispatched in response to the fire call. On calls where insurance is being billed, a fee of the current Alberta Transportation rate will be paid to all the respective fire apparatus owners.

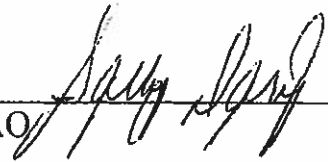
- 6a. In the event that no calls happen within a one year time period the County will provide the payment, of \$500.00 for the municipal owned rescue/rapid response (Myrnam/Two Hills). The \$500.00 annual fee will be paid by June 30TH of each calendar year.
7. The County agrees to supply one mobile radio in each County Fire Apparatus with the County frequency.
8. The County will reimburse the Town and Villages upon receipt of a statement and the Appendix A Fire report, a rate of \$20.00 per man hour, for members of their Volunteer Fire Department who attend a fire in the County. There shall be no compensation for loss of wages in any event.
9. In any event, the Fire Chief or Deputy Fire Chief or their designate may supply as many firefighters as he/she deem necessary to respond to the fire call, subject to Standard Operating Procedures for rural fire response.
10. The Town and Villages further agree that as soon as possible after each fire the following administrative procedure be completed.
  - a) The officer in command of the incident will submit an Incident Report to the County outlining:
    - i) Date and time of call
    - ii) Location of incident
    - iii) Occupant of premises and address
    - iv) Name of person who reported incident
    - v) Nature and particulars of incident
    - vi) Total time spent attending incident
    - vii) Insurance agent if applicable
    - viii) Equipment used at incident
    - ix) Mileage to and from incident
    - x) Names of fire personnel dispatched
11. Pursuant to the Safety Codes Act, any fire that requires investigation must be reported to a Safety Codes Officer in the Fire Discipline. The Town and Villages Fire Chief or Deputy Fire Chief or their designate shall report fires requiring investigation immediately to the County Safety Codes Officer for County fire calls.

12. The County agrees to cost share training and upgrading courses up to fifty percent (50%) or the cost of training as required upon approval by the County before proceeding with the training.
13. The County agrees to provide Volunteer Fire Brigade Liability Insurance for the Town and Villages Volunteer Firefighters while responding to a fire call.
14. The Town and Villages further agree to conduct regular maintenance inspections on the County Fire Apparatus and equipment under the schedule used for the Town and Villages own fire trucks and equipment. Such inspection to be at no cost to the County.
15. In the event either parties to this agreement fails to satisfactorily carry out its obligations hereunder, the other party or parties may terminate this agreement by serving notice in writing to the offending party or parties at least 90 days in advance of the date of termination. Upon such termination, no further obligations or duties shall exist under the terms hereafter the said termination date.
16. This Agreement may be altered, amended, varied or added to at any time by mutual agreement or the parties hereto.
17. This agreement shall ensure to the benefit of the parties hereto, their successors and assigns.
18. This agreement and everything contained herein shall be binding upon the Town and Villages and its assigns and upon the assigns of the County. The Fire Department in each Town or Village will answer calls within the County according to boundaries set out in the County map.
19. The County of Two Hills Fire Chief will provide the administration, investigation and supervision of fire responses within the County and Mutual Aid jurisdictions.
20. This agreement shall be subject to the County of Two Hills Fire Bylaw No. 2-2001 and its amendments.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals as attested by the proper officers in that behalf the day and year first written above.

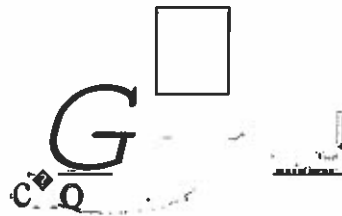
County of Two Hills No. 21

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
CAO

Town of Two Hills

  
\_\_\_\_\_  
Mayor


  
CAO

Village of Willingdon

  
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

Village of Myrnam

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO

**MUTUAL AID FIRE AGREEMENT**

**THIS AGREEMENT MADE THIS**

**DAY OF \_\_\_\_, \_\_\_\_\_ 202\_\_.**

**BETWEEN:** The Town of Two Hills and Village of Myrnam, in the Province of Alberta  
(hereinafter called the Town and Village).

**OF THE FIRST PART  
AND**

The County of Two Hills No. 21 in the Province of Alberta  
(hereinafter called the County)

**OF THE SECOND PART**

**WHEREAS** the Town and Village establishes, maintains and operates fire protection services, has an appointed Fire Chief and owns fire equipment situated within the Town and Village.

**AND WHEREAS** the parties involved agree to cooperate to improve the overall capability of each party to respond to fires and other emergencies in each respective municipal jurisdiction, within their own corporate boundaries, within the boundaries of the County or to other areas under Mutual Aid Fire Agreements held.

**AND WHEREAS** the parties agree to continue to cooperate, share costs and responsibilities in light of ever-increasing fire costs, fiscal responsibility and limited resources.

**NOW THEREFORE WITNESSETH** that in consideration of the premises, covenants, conditions and stipulations herein contained, the parties hereto agree as follows:

**1. THE TOWN AND VILLAGE RESPONSIBILITIES**

- 1.1 The Town and Village supply fire protection services within the jurisdictional boundaries of the County of Two Hills.
- 1.2 Each party is in agreeance that for reasons such as mechanical failure or the situation deems additional resources each party will respond to provide additional equipment, apparatus and firefighters.
- 1.3 The County agrees to provide a minimum of one fire truck and equipment (not limited to) being stationed at the Town and the Village rent free. The Town and Village agree to keep the said equipment in a safe and readily accessible location within their boundaries.

Should - because what if the personnel are not there?

1.4 The Town and Village will provide fire fighter personnel to the man the County Fire Trucks and equipment during this agreement 24 hours, 365 days/year.

THFD currently performs post-trip inspections. Will there be a check-list provided?

1.5 The Town and Village volunteer firefighters will complete routine inspections of the County owned fire apparatus. Any deficiencies that may render the units inoperable must be reported to the County Fire Chief/Fire Protection Coordinator immediately or CAO.

Endorsements are required. Looking to set up training

1.6 The Town and Village will ensure the firefighter's have the appropriate class of driver's license for any vehicle the firefighters are driving, together with appropriate endorsements.

1.7 The Town and Village will ensure that the firefighters are compliant with Occupational Health and Safety guidelines for firefighting.

1.8 The Town and Village must provide 100% WCB coverage for their firefighters on calls within their jurisdictional boundary

Zone 3 fire chief's meetings 2/yr. Chiefs & Coordinator meetings 3 or 4/year.

1.9 The Town and Village will send a representative from each department to an annual Fire Chief Meetings which will be led by either the County Fire Chief or Fire Protection Coordinator who will then meet with the elected officials.

What are the

1.10 The Town and Village will provide funds to the County for the following costs on a per capita basis on current Alberta Municipal Affairs Population Data List (reviewed annually)

Who determine level of training? Level of service determines training.

- Each respective Town and Village Fire Department firefighter's annual drivers abstracts to be performed every November based on the VFIS renewal insurance roster
- Training costs not covered by grants, including travel, hotels, registration or tuition fees for their firefighters.
- Annual VFIS insurance premiums on each fire member for their respective department.

County employee brings nothing to the Town that the fire chief doesn't provide.

1.11 The Town and Village will provide funds to the County to support the County Fire Chief/Fire Coordinator in the amount of \$2800/year Town of Two Hills and the Village \$500/year. If this position is vacant for any period of time, the cost will be calculated pro rata.

1.12 The Town and Village will not invoice the County of Two Hills for any equipment (Town/Village owned) used on medical aid assistance calls, or ambulance assistance calls within the County's jurisdictional boundary. These firefighters that respond will be paid to the Town and Village at \$20/hour – based on the dispatch time and back in service time.

List of equipment MUST be attached

1.13 The Town and Village will reimburse the County for any County owned apparatus on a call in their respective boundaries at the County of Two Hills Bylaw 11-2022 equipment rates having said firefighter hours included.

- 1.14 The Town and Village will maintain general liability insurance in an amount not less than (\$5 million) per occurrence for personal injury and/or property damage. Proof may be required. County liability coverage will not extend to other parties. *Public or Firefighters - needs clarification*
- 1.15 That the Town and Village agree that Pursuant to the *Safety Codes Act*, any fire that requires investigation must be reported to the CAO for reporting to a Safety Codes Officer in the fire discipline.
- 1.16 The Town and Village will actively seek grants such as the Alberta Fire Training Grant to support the community efforts.
- 1.17 The Town's and Village's CAO and/or Chief Financial Officer will meet once a year in the fall to discuss firefighting needs to determine and strategize how the equipment could be funded and by which party.
- 1.18 Any calls that the Town and Village respond to that will result in Alberta Transportation being invoiced, the County will invoice Alberta Transportation as per AT current rates.

## 2. THE COUNTIES RESPONSIBILITIES

2.1 The County will provide a minimum of one fire truck and one water truck for the Town and Village.

*List and a schedule of regular maintenance* 2.2 The County will be responsible for 100% of the cost of <sup>vehicle</sup> insurance, mechanical and equipment repairs to County owned vehicles. The County will pay 100% of the fuel to run the said equipment. The County will pay 100% registration costs for the County owned vehicles.

*Now- First Due* 2.3 The County will pay 100% of the IAM-RESPONDING fees.

*Is this based on county vs urban calls? 95% are county* 2.4 The County will manage the VFIS insurance program and once a year invoice the Town and Village for their prorata share of the cost of their roster at renewal time.

2.5 The County will cover 100% of the WCB premiums on all firefighters responding to a County jurisdictional incidents/fires only.

*Who determines?* 2.6 The County will provide additional equipment on a need only basis such as SCBA equipment and Jaws of Life. Does fire dept have a say?

*And hand helds?* 2.7 The County will supply one mobile radio to each mobile unit with the County radio frequency.

*Should this be increased?* 2.8 The County will reimburse the Town and Village for fire fighter response at \$20/hour and all equipment at the current Alberta Transportation rates.

2.9 The County will provide the Town and Village Fire Chiefs with a \$75/month phone allowance.

2.10 The County will not provide compensation for loss of wages from any fire/incident the fire fighters attend.

2.11 The County will maintain general liability insurance in an amount of no less than \$5,000,000 per occurrence for personal inquiry and/or property damage.

2.12 That the County will provide certified mechanics to complete CVIP inspections, oil changes or any non-routine repairs. County only or Rapid too?

2.13 The County will provide 2 sets of bunker gear/year if required.

2.14 The County of Two Hills will purchase equipment on a need only basis considering fiscal responsibility and budgeting. The final decision will be made by the Fire Chief/Fire Coordinator.

2.15 The County will invoice the Town and Village for any County owned equipment used on an emergency call at the current Bylaw 11-2022 rates with the understanding the equipment will include the firefighters hours. Any calls that can be invoiced to Alberta Transportation the County will assume that responsibility.

2.16 Any County owned equipment that responds to a medical aid or ambulance assist call within the Town or Village jurisdictional boundaries will not be invoiced.

### 3. TERMINATION

3.1 In any event either party to this agreement fails to satisfactorily carry out its obligations hereunder, the other party or parties may terminate this agreement by serving notice in writing to the offending party or parties at least ninety (90) days in advance of the date of termination. Upon such termination, no further obligations or duties shall exist under the terms hereafter the said termination date.

### 4.0 GENERAL

4.1 This Agreement may be altered, amended, varied or added to at any time by mutual agreement of the parties hereto.

4.2 This Agreement shall ensure to the benefit of the parties hereto their successors and assignees.

4.3 Each Fire Chief, within their department's jurisdiction, will provide the administration, investigation and supervision of fire responses within the County and Mutual Aid jurisdictions. Should a fire require additional investigative services, the scene commander will contact the corresponding provincial investigative department or Police.

4.4 This Agreement shall be subject to the County of Two Hills Fire Bylaw No. 2-2001 and its amendments.

4.5 The *Code of Conduct* must be executed by all departments.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals as attested by the proper officers in that behalf the day and year first written above.

***County of Two Hills No. 21***

Reeve

CAO

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***Town of Two Hills***

Mayor

CAO

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***Village of Myrnam***

Mayor

CAO

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<p>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</p>	
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Meeting Date: June 23rd, 2026	Confidential:	Yes		No	x
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Topic: Policy 2026-01 Drug and Alcohol Use

Originated By: Sheila Lupul	Title:	Interim CAO
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**BACKGROUND:**

At the request of council, Administration sought legal advice in drafting a Drug and Alcohol Policy. This is a standalone policy to compliment the provisions outlined in the Personnel Policy.

**DOCUMENTATION ATTACHED:**

**DISCUSSION:**

Council to review and discuss the parameters of this policy.

**COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:**

**RECOMMENDED ACTION(S):**

If council so desires,

\_\_\_\_\_ moves to adopt Policy 2026-01 Drug and Alcohol Policy effective June 23, 2026.

\_\_\_\_\_ moves to TABLE the Policy 2026-01 Drug and Alcohol Policy until to July 14th, 2026, for amendments and corrections.

DISTRIBUTION:	Council: X
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# Drug and Alcohol Policy

Policy Number: 2026 - 01

Date of Issue: June 9, 2026

Policy Subject: Drug and Alcohol Use During Working Hours

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## Policy Statement

The Town of Two Hills (the "Town") is committed to ensuring the health and safety of its employees, contractors, and the public at large. The Town recognizes and accepts the responsibility to provide its employees with a safe, healthy, and productive work environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely. The use of drugs, including illegal drugs, the improper use of prescription or non-prescription medication, and the use of alcohol, cannabis, or other intoxicants can have serious adverse effects on the safety of the workplace for employees, contractors, and the public at large.

## Purpose

The purpose of this Policy is to establish the Town's expectations for appropriate behaviour, the consequences for non-compliance, to provide consistent guidelines for all employees, and to clearly communicate to employees suffering from drug and/or alcohol dependency the accommodation and supports available.

### 1. Definitions

- 1.1 "Drugs" means any substance, inclusive of illicit drugs, restricted drugs, and medication, as defined by this Policy, the use of which has the potential to cause impairment or intoxication, changing or affecting the way a person thinks, feels, or acts. For the purposes of this Policy, drugs of concern are those that inhibit a worker's ability to perform his or her job safely and productively.
  - (a) "Illicit Drug" means any drug or substance that is not legally obtainable and whose use, sale, possession, purchase, or transfer is prohibited by law (for example, street drugs such as heroin and cocaine).
  - (b) "Restricted Drug" means any drug or substance capable of causing intoxication or impairment which is legally obtainable for recreational use and whose sale, purchase, possession, or transfer is restricted by law (such as cannabis).
  - (c) "Medication" refers to a drug obtained legally by an employee and used as indicated or directed, including but not limited to those obtained by the employee with a doctor's prescription or medical document, as contemplated by the *Access to Cannabis for Medical Purposes Regulation* (as amended, repealed and replaced from time to time), and non-prescription or over-the-counter products.



- 1.2 “Under the influence” of drugs, alcohol, intoxicants or any controlled or uncontrolled substance for the purpose of this Policy is defined as the use of one or more of these substances to an extent that an employee is:
- (a) unable to perform in a productive manner;
  - (b) in a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, or the property of the Town or any member of the public;  
or
  - (c) displaying signs or symptoms of impairing substance use, including but not limited to the smell of alcohol or Drugs, slurred speech, and/or atypical behaviour.
- 1.3 “Drug or alcohol dependence”: A mental, physical, or psychological dependence on Drugs, alcohol, or other impairing substances which is considered by a physician to be a medical condition/disability as contemplated by Human Rights law.
- 1.4 “Recreational Drug/alcohol or other substance use”: With recreational use of Drugs, alcohol, or other impairing substances, there is no mental, physical or psychological dependence; therefore, this is not considered a medical condition or mental, physical, or psychological disability as contemplated by Human Rights law.
- 1.5 “Safety-sensitive positions” shall include any position where the performance of duties with impaired physical or mental abilities creates a reasonably foreseeable risk of injury, physical harm, or danger, including, but not limited to those employees who are required or permitted to operate the Town’s vehicles or their own personal vehicles, or equipment, for employment-related purposes.
- 1.6 “Tampering” includes, but is not limited to:
- (a) Adding, or attempting to add, any foreign material or substance to a test sample;
  - (b) Making, or attempting to make, use of third-party samples;
  - (c) Ingesting, or attempting to ingest any substance or material (also known as adulterants) to mask the presence of a Drug; or
  - (d) Assisting or attempting to assist in the foregoing.

## 2. Treatment and Accommodation

- 2.1 Any employee actively suffering from a Drug or alcohol dependence which may impair or restrict the performance of their duties is **required** to disclose the dependence to their immediate supervisor without delay. The Town recognizes its responsibility to assist and accommodate employees suffering from a drug or alcohol dependence to the extent reasonably possible, including providing access to our Employee Assistance Program (“EAP”) and



respecting an employee's need for medical leave as with any other illness. The Town will take reasonable precautions to the extent possible to protect the employee's confidentiality given the sensitive nature of the issue.

- 2.2 Employees who are concerned that a fellow employee may be suffering from a drug or alcohol dependence are strongly encouraged to report their concerns to the employee's immediate supervisor, the Chief Administrative Officer, or Manager of Human Resources, as well as encouraging the fellow employee to disclose and seek assistance through the EAP. While the Town will make its best efforts to protect employees' confidentiality when a concern is reported, it may be necessary for the Town to disclose certain information, including but not limited to the identity of the reporting employee, to the employee in question in order to properly investigate concerns.

### 3. Prohibitions

- 3.1 During an employee's working hours, whether on the Town's premises or while conducting employment-related activities off the Town's premises, including during meal periods, scheduled breaks, and on-call shifts, no employee shall:
- (a) use, consume, possess, distribute, sell or be under the influence of Illicit Drugs;
  - (b) use, consume, possess, distribute, sell or be under the influence of Restricted Drugs;
  - (c) use, consume, possess, distribute, sell or be under the influence of alcohol; or
  - (d) use, consume, possess, distribute, sell or be under the influence of any other intoxicants, whether a controlled or uncontrolled substance.
- 3.2 An employee shall not, under any circumstances, consume alcohol or use, consume, ingest, or inhale Illicit Drugs, Restricted Drugs or other intoxicants while in care and control of, or responsible for, any Town vehicle or equipment, or while using the employee's personal vehicle for work-related purposes.
- 3.3 If an employee is called back to work after regular working hours to perform work-related duties and has been consuming alcohol or using Drugs or other intoxicants and impairment has resulted, it is the employee's responsibility to:
- (a) ensure that they do not perform any employment duties, including operate a motor vehicle, while under the influence of alcohol, Illicit Drugs, Restricted Drugs, Medication or any other intoxicant or substance, if impairment has resulted; and
  - (b) notify the employee's supervisor who is attempting to call them in that they are unable to perform their duties at that time.
- 3.4 The legal use of Medication in compliance with physician directions is permitted at work only if it does not impair the employee's ability to perform his or her work effectively and in a safe manner. Employees are required to disclose to their immediate supervisor the use of



Medication which may reasonably be expected to affect their work performance or the safe execution of their duties. The Town is committed to accommodating an employee's necessary use of Medication without suffering undue hardship. When prescribed Medications are on the Town's property due to an employee's needs and following the above rules, such Medication must be controlled and monitored by the employee vigilantly and kept in a secure place that is out of harms reach.

## 4. Testing

### 4.1 Reasonable Cause Testing

- (a) The Town may conduct testing for the presence of alcohol, or drugs when it has reasonable cause to believe that the actions, appearance or conduct of an employee while on duty (including while on-call) indicates that the employee is under the influence of Restricted or Illicit Drugs or alcohol. While the Town reserves this right for all of its employees, employees should understand that the necessary threshold to establish reasonable cause in the eyes of the Town will be lower for employees in safety-sensitive positions, given the potential consequences involved.
- (b) The basis for the decision to test will be documented as soon as possible after the action has taken place and identified to the employee prior to the test being conducted. The employee will be invited and have the opportunity to speak to or refute the basis for the decision to test and the Town shall consider the employee's position prior to proceeding with the test. The referral for the test will be based on specific, personal observations resulting from, but not limited to:
  - (i) observed use or evidence of use of Restricted or Illicit Drugs or alcohol (e.g. smell of alcohol or cannabis);
  - (ii) erratic or atypical behaviour of the employee;
  - (iii) changes in physical appearance of the employee;
  - (iv) changes in behaviour of the employee;
  - (v) changes in speech patterns of the employee;
  - (vi) discovery of drugs, inclusive of medication capable of causing impairment, alcohol, intoxicants or related paraphernalia found in locations to which an employee has sole or primary access, including employees' lockers or assigned vehicles/equipment; or
  - (vii) following a serious incident or accident where the possibility of drug or alcohol impairment cannot be easily ruled out from review of the circumstances, including a "significant incident" as contemplated by Occupational Health & Safety legislation, and a situation which created significant potential or risk for an incident or accident, even if an incident or accident did not ultimately result



(i.e. a “near miss”).

- (c) In addition, the Town may conduct reasonable cause testing upon receipt of a complaint or concern by a co-worker or third party that an employee may be using Drugs, alcohol or other substances contrary to this Policy. In such circumstances, the Town shall record the name and contact information of the complainant as well as the details of the concern or complaint. The Town shall provide the details of the concern or complaint to the accused employee and, in appropriate circumstances, shall also provide the complainant’s identity to the accused employee to allow them the opportunity to provide a full and complete response to the allegations. The Town shall also reasonably consider the surrounding circumstances, and the presence or absence of any other evidence or indicators of drug or alcohol impairment prior to making a final decision on reasonable cause to test in these circumstances.
- (d) In all situations where the Town believes an employee is unfit to be at the workplace, a responsible escort will be used to escort the employee home.

#### 4.2 Return to Work Testing

- (a) When an employee returns to work following a disclosure that the employee suffers from a drug and/or alcohol dependency and subsequent treatment, the Town may require the employee to undergo a return-to-work test. Further random, unannounced testing may be required for up to one year after the employee returns to work.
- (b) Prior to implementing return to work testing pursuant to Section 4.2(a) above, the Town will consider all the surrounding facts and circumstances on a case-by-case basis and provide the opportunity for discussion and input on this decision from the employee for return-to-work testing by the employee.

#### 4.3 Testing Procedures

- (a) Any testing undertaken pursuant to this Policy, including analysis of results, shall be performed by a qualified professional. Where appropriate, results shall be confirmed by laboratory testing, which shall be performed at an accredited laboratory.
- (b) Where reasonably possible, all testing conducted pursuant to this Policy shall be conducted respectfully and, in a manner, to minimize the intrusive nature of the tests. The Chief Administrative Officer (or their delegate) will contact the alcohol and/or drug testing provider to schedule a test. The process is to be completed as soon as possible after the incident or observation which is deemed to be within the guidelines of this Policy. The drug and/or alcohol testing will be performed in compliance with the testing procedures as defined by the drug and/or alcohol testing facility. The Chief Administrative Officer (or their delegate) will also ensure arrangements for transportation, of the employee to be tested, to and from the testing facility by a Town representative, to ensure the employee does not operate a vehicle.



- (c) The employee shall be notified of the result of the test, and given an opportunity to address those results, including by providing them to and discussing them with the employee's own physician. For employees with positive test results the Town shall consider on a case by case basis all of the surrounding facts and circumstances, including input from the employee and make a determination of further steps, requirements, or recommendations that may be necessary to refer the employee to of their own or independent physician to assess whether a drug or alcohol dependency exists.
- (d) The Town will store test results in a secure location with access restricted to the Town's management, the Town's Chief Financial Officer (also Human Resources), or employees with a demonstrable need for access to test results, in order to preserve employee privacy. Test results will not be disclosed to third parties without prior written consent of the employee, subject only to a legal requirement for the Town to produce employee test results.

## 5. Discipline

- 5.1 The Town views the rules contained in this Policy to be of the utmost importance. This is a **zero-tolerance policy**; any deviation from the above terms whatsoever will result in disciplinary action that may include immediate termination of employment. All employees will be provided with a copy of this Policy as advance notification that any resulting dismissal will be considered as "dismissal for just cause" and not subject to termination notice or pay in lieu of such notice.
- 5.2 As indicated above, any employee actively suffering from a Drug or alcohol dependence is **required** to disclose the addiction immediately, and the Town recognizes its responsibility to assist and accommodate employees suffering from such a condition. However, if an employee neglects or refuses to disclose a drug or alcohol dependence to the Town, in violation of this Policy, the Town may, where warranted in the circumstances, deal with breaches of this Policy based on the understanding that the employee is not suffering from a drug or alcohol dependence, but has simply disregarded this Policy, in which case immediate and strict disciplinary action will be taken, potentially including up to termination of employment. Further, failure to disclose an active drug or alcohol dependence, which may potentially interfere with the diligent and safe performance of an employee's duties in the workplace, is itself a violation of this Policy.
- 5.3 Tampering with test samples and results is strictly prohibited. If an employee is discovered to have tampered with test samples or results for the purpose of disguising, or otherwise evading detection of, drug or alcohol use, the Town reserves the right to take disciplinary action against all employees involved in such tampering, which disciplinary action may include immediate termination of employment without termination notice or pay in lieu of such notice.

## 6. Returning to Work

- 6.1 Seeking voluntary assistance for drug or alcohol dependence will not jeopardize an



employee's employment with the Town, so long as the employee continues to cooperate and seek appropriate treatment for their disclosed problem and is able to treat and control the problem to facilitate a return to work within the reasonably foreseeable future.

- 6.2 Any employee who suffered from, or is suffering from a drug or alcohol dependence and who is subsequently authorized and accepted by the Town to return to the workplace shall (after the Town has allowed reasonable opportunity for input and discussion by the Employee and/or the Employee's physician) receive a return to work letter outlining conditions of the return to the workplace which will normally include, but are not limited to, the following:
- (a) Requirement to continue treatment, counselling and assistance programs or procedures recommended by the employee's advising physician or addiction counsellor;
  - (b) Express obligation to immediately cease performance of duties and notify a supervisor in the event the employee finds themselves under the influence at any time during work hours following a return to the workplace;
  - (c) Requirement to provide written medical confirmation that the employee has any ongoing condition under control and is able to safely return to the workplace without danger to the employee or others;
  - (d) Requirement to provide reasonable regular updates from the employee's physician or addiction counsellor confirming that the employee continues to follow recommended treatment programs and continues to be fit for performance of duties without danger to themselves or others; and
  - (e) An express warning to the employee that future violations of the Policy, and/or the return to work letter conditions, will lead to further discipline and serious consideration of immediate termination for just cause.
- 6.3 Employees suffering from drug or alcohol dependence who fail to co-operate with assistance or treatment programs or engage in repeated infractions of this Policy, will be subject to the normal disciplinary sanctions, up to and including immediate termination for just cause.

## 7.0 Appendices / Forms

Drug and Alcohol Policy Acknowledgement follow.

TOWN OF TWO HILLS

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Michael Tarkowski, Mayor

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Sheila Lupul, Interim CAO



## DRUG & ALCOHOL POLICY ACKNOWLEDGEMENT

The Town of Two Hills (the "Town") is committed to ensuring the health and safety of its employees, as well as fostering an effective and productive environment for working. We recognize that the use of impairing substances, like drugs, alcohol, and even certain medications can impede our ability to achieve these common goals. For this reason, the Town is adopting updated guidelines relating to substance use to clearly set out our expectations for employee conduct, options for seeking help, and the consequences of violations.

We expect that you'll come to work able to work safely and effectively, which in our view means free from any impairment. Under no circumstances should employees be in possession of, using, consuming, ingesting or under the influence of impairing drugs or alcohol during working hours, whether on or off the Town's property. We also expect that if you're operating a vehicle or equipment, whether it's the Town or personal property, for any work-related purpose, that you'll similarly be free from impairment.

This prohibition applies to alcohol, illegal drugs, drugs which are approved for recreational use, and even to prescribed medications, which may cause impairment or otherwise interfere with an employee's ability to work safely (even if they're used as indicated or prescribed). You should speak with your doctor or pharmacist to understand the risk of impairment associated with prescribed or over-the-counter medicines. You must disclose this to the Town if there is a reasonable chance of workplace impact. We are committed to working with you to accommodate necessary use of medication to limit or eliminate workplace impact, to the extent possible.

If you're actively suffering from addiction which may potentially interfere with the diligent and safe performance of your duties in our workplace, you must disclose it to the Town without delay. We will help you seek and obtain the help you need, without recourse or fear of reprisal. The Town will work with you and your advising physician and/or counsellors, provide you time away from work, if necessary, return you to work when appropriate, and keep you accountable upon your return. We expect you to cooperate in this process and follow reasonable treatment recommendations and reasonable guidelines set by the Town. If you feel like one of your co-workers is struggling with an addiction, we ask that you let us know. The Town is committed to accommodating employee addictions to the point of undue hardship.

We wish to be clear that this is a zero-tolerance policy; any violations of the Drug and Alcohol Policy will be subject to discipline, up to and including termination for cause.

It is very important that each employee understands their obligations under this Policy, and to confirm their commitment to keeping our workplace safe, productive, and impairment-free.

I confirm that I have received a copy of the Drug and Alcohol Policy, and that I have read and understand the obligations outlined therein and summarized above.

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Employee signature


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Print Employee Name

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Date



TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: June 23 <sup>rd</sup> , 2026	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: SAC Agreement					
Originated By: S. Lupul			Title:	Interim CAO	
<b>BACKGROUND:</b>					
Review of previous SAC Agreement					
<b>DOCUMENTATION ATTACHED:</b>					
Copy of 2018 SAC Agreement					
<b>DISCUSSION:</b>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
Make recommendations for an updated Agreement if Council so desires.					
<b>RECOMMENDED ACTION(S):</b>					
<b>DISTRIBUTION:</b>					
Council: X					

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2018

BETWEEN:

THE TOWN OF TWO HILLS,  
a municipal corporation of Two Hills, Alberta, (hereinafter called the "Town").

OF THE FIRST PART

- AND -

THE TWO HILLS SPORTS ACTIVITY COUNCIL,  
a society incorporated under the Province of Alberta Societies Act,  
in Two Hills, Alberta, (hereinafter called "SAC").

OF THE SECOND PART

OPERATING AND MAINTENANCE AGREEMENT

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WHEREAS SAC and the Town have agreed for SAC to maintain and operate all of the Town owned facilities within Geleta Park.

AND WHEREAS the Town and SAC are desirous of formalizing one Agreement with respect to the use, management and operations of all the facilities within Geleta Park, (hereinafter called "the Facilities") of which include the arena, recreational facility, hall, the park, campground, green spaces, fields, and washrooms located on the following legal descriptions: Plan 1392HW Lot 14 on street next to H, Plan 58HW Lot B, Pt. SE 31 54 12 4 (identified as Rolls 41001 and 41002 in the County of Two Hills), Plan 5191MC Lot D, and PT. SE 31 54 12 W4M.

NOW THEREFORE, in consideration of the premises and of the mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Town agrees with SAC, and SAC agrees with the Town, as follows:

1. The term of this agreement shall commence on the date of signing and subject to the provisions hereinafter contained shall remain in force from year to year.
2. SAC may use the Facilities to hold, operate, conduct and manage activities and programs associated with the campground, recreation programs and social events.
3. SAC shall be responsible for the operation and maintenance of the Facilities, including but not limited to, general cleaning, grass cutting, weed control, stock of wood and supplies, and conducting minor repairs.

4. All revenues received as a result of the operations of the Facilities shall be applied firstly to the cost of operating and maintaining the Facilities.
5. The Town agrees to provide insurance for the Facilities and Town owned contents of the Facilities. Further, SAC understands that all contents whether donated or purchased by SAC for use in the Facilities become the property of the Town. SAC will notify the Town of any contents donated or purchased or any betterments or improvements.
6. SAC agrees to obtain liability insurance including property damage, bodily injury and personal and advertising injury with limits no less than \$5,000,000 per occurrence. SAC will add the Town as an Additional Insured to their liability policy for their operations and responsibilities and will provide proof of the same in the form of a Certificate Of Insurance. The Certificate shall also include a 30 day cancellation clause.
7. The Town agrees:
  - a. pay for municipal utilities,
  - b. pay for power and gas utilities at the hall,
  - c. pay for capital expenditures,
  - d. provide use of Town equipment,
  - e. to cover all repair costs, and
  - f. to provide a payment of \$2,500.00, at the end of each month, from September to August of each year.
8. SAC agrees to provide a list of projects with a detailed budget to the Town prior to October 31<sup>st</sup> of each fiscal year for pre-approval and budget considerations for the following year(s).
9. SAC is encouraged to apply for every grant available towards the operation and capital upgrades of the Facilities.
10. In the event that an operating deficit occurs as a result of the operation of the Facilities, the Town will cover such deficits.
11. Any event, hosted by SAC or any other organization that rents from SAC, where there will be the sale and/or consumption of alcohol, SAC will ensure that the organizer of the event provides a Host Liquor Liability Insurance which clearly lists the Town as an additional named insured.
12. Notwithstanding the foregoing, this agreement may be terminated by either party upon the giving of not less than THIRTY (30) days' notice in writing to the other party.
13. This Agreement and all the provisions herein contained shall be reviewed one year following the date of commencement and on the same date in subsequent years.

14. SAC shall hold harmless, defend and indemnify the Town and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with SAC's performance or work and operations hereunder or its failure to comply with any of its obligations contained in the agreements, except such loss or damage which was caused by the sole negligence or willful misconduct of the Town.

15. The Town shall hold harmless, defend and indemnify SAC and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the Town's performance or work and operations hereunder or its failure to comply with any of its obligations contained in the agreements, except such loss or damage which was caused by the sole negligence or willful misconduct of SAC.

16. This Agreement replaces previous agreements with SAC regarding the operations and maintenance of the arena, recreational facility and Geleta Park.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals, duly attested by the hands of their respective proper officers in that behalf, as of the day and year first above written.

**SPORTS ACTIVITY COUNCIL:**


**TOWN OF TWO HILLS**

Per: \_\_\_\_\_  
President

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Secretary/Treasurer

Per: \_\_\_\_\_  
Chief Administrative Officer

<b>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</b>					
<b>Meeting Date:</b> June 23, 2026	<b>Confidential:</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/> x
<b>Topic:</b> AB Munis Convention					
<b>Originated By:</b> S. Lupul			<b>Title:</b> Interim CAO		
<b>BACKGROUND:</b>					
<p>The early bird registration for the 2026 AB Munis Convention is open and is being held in Edmonton from September 23 to 25. In a preemptive step, administration has secured rooms near the convention hall at a reduced rate. The cost of the convention is \$675.00 for early registration.</p>					
<b>DOCUMENTATION ATTACHED:</b>					
<b>DISCUSSION:</b>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<b>RECOMMENDED ACTION(S):</b>					
<p>If council so desires:</p> <p>_____ moves to register _____ for the AB Munis Convention held in Edmonton from September 23 to 25, 2026.</p>					
<b>DISTRIBUTION:</b>		<b>Council:</b> X			

**Sep 23 - 25**

In-person

**REGISTER TODAY!**


**Location**

Edmonton Conference Centre  
Jasper Avenue  
Edmonton AB T5J 1N9

**Ticket pricing**

Member Early-bird: \$675 until August 7 (\$840 after deadline)  
RMA Member Early-bird: \$780 until August 7 (\$975 after deadline)  
Non-Member Early-bird: \$1090 until August 7 (\$1260 after deadline)  
Municipal Interns: Complimentary


**Downloads**


 [2026 CONVENTION SPONSORSHIP PACKAGE.PDF](#)

 [TRADE SHOW OPPORTUNITIES 2026.PDF](#)

**Cancellation/Refund Policy**

Any written cancellation received prior to 4:30 pm MST on Tuesday August 25, 2026 is eligible for a refund, less a \$50 cancellation fee. Any written cancellation received after 4:30 pm MST on Tuesday, August 25, 2026 and prior to 4:30 pm MST on Tuesday September 2, 2026, is eligible for a 50% refund. Any cancellations received less than a week prior to the event will not be eligible for a refund. Written notice includes letter, fax or emails. Emails can be sent to [registration@abmunis.ca](mailto:registration@abmunis.ca). FOIP: The personal information on this form will be used for the purposes of managing the convention only. The information is protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act, unless otherwise consented to on the registration information page.

<b>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</b>					
Meeting Date: June 23, 2026	Confidential:	Yes		No	x
Topic: Change Meeting Date					
Originated By: S. Lupul			Title: Interim CAO		
<b>BACKGROUND:</b>					
<p>The AB Munis Convention starts on September 23, 2026 and there is a Regular Council Meeting on September 22. Administration is asking that council consider changing the meeting to September 21, 2026 to accommodate for the convention.</p>					
<b>DOCUMENTATION ATTACHED:</b>					
<b>DISCUSSION:</b>					
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>					
<b>RECOMMENDED ACTION(S):</b>					
<p>If council so desires:</p> <p>_____ moves to reschedule the September 22, 2026 Regular Council Meeting to September 21, 2026 at 6:30 pm.</p>					
DISTRIBUTION:		Council: X			

<p><b>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</b></p>			
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Meeting Date: June 23, 2026	Confidential:	Yes		No	x
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Topic: Municipal Affairs Engagement

Originated By: S. Lupul	Title:	Interim CAO
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**BACKGROUND:**

The AB Munis Convention is usually a venue for different members of the Legislature engage with municipal leaders in short, direct meetings. MA Engagement (Municipal Affairs Engagement Team) arranges meeting with Ministers that confirm attendance. We have received 1 email already from the Honorable Dan Williams, Minister of Municipal Affairs.

**DOCUMENTATION ATTACHED:**

**DISCUSSION:**

**COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:**

**RECOMMENDED ACTION(S):**

If council so desires:

\_\_\_\_\_ moves to request a meeting with Minister Williams at the AB Munis Convention to discuss the following three topics:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

DISTRIBUTION:	Council: X
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MA Engagement Team <ma.engagement@gov.ab.ca>  
To: MA Engagement Team <ma.engagement@gov.ab.ca>

Reply Reply all Forward

Thu 2026-06-18 9:57 AM

2026 ABmunis Meeting Tem...  
31 KB

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2026 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre (ECC) from September 23 – 25, 2026. These meetings will be in person, as scheduling permits.

Should your council wish to meet with Minister Williams during the 2026 ABmunis Fall Convention, please submit a request by email with potential topics for discussion on the attached meeting request template to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than July 13, 2026.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
  - It is highly recommended to provide details on the discussion topics, and provide no more than three topics.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

If you encounter any issues with the meeting request template, please email the Engagement Team for assistance.

Engagement Team  
Municipal Services Division  
Municipal Affairs

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Meeting Request:  
**Alberta Municipalities Fall 2026 Convention**

If you have questions, require support and to submit form, please email: [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca)

**Municipal Information**

Municipality Name: \_\_\_\_\_


**Meeting Topics**

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

**Meeting Participants**

- 1 \_\_\_\_\_ Mayor/Reeve
- 2 \_\_\_\_\_ Chief Administrator
- 3 \_\_\_\_\_ Councillor
- 4 \_\_\_\_\_ Councillor
- 5 \_\_\_\_\_ Councillor
- 6 \_\_\_\_\_ Councillor
- 7 \_\_\_\_\_ Councillor
- 8 \_\_\_\_\_ Councillor
- 9 \_\_\_\_\_ Councillor

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM						
Meeting Date: June 23, 2026	Confidential:	Yes		No	x	
Topic: Museum Insurance						
Originated By: S. Lupul			Title: Interim CAO			
<b>BACKGROUND:</b>						
<p>Over the past number of years, the Town has been paying the shortfall for the Museum insurance invoice. The shortfall is \$1,635.00 and can be used from GL 2-63-00-750</p> <p>The new museum board is currently looking at reducing the cost of the insurance by removing everything other than disaster recovery and liability costs.</p>						
<b>DOCUMENTATION ATTACHED:</b>						
<b>DISCUSSION:</b>						
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>						
<b>RECOMMENDED ACTION(S):</b>						
If council so desires:  _____ moves to pay the shortfall of the Museum insurance from GL 2-63-00-750.						
<b>DISTRIBUTION:</b>		Council: X				



30-Jan-2026

Two Hills & District Historical Association  
5303 48 St  
Two Hills, AB T0B 4K0

Dear Valued Member,

### 2026 Annual Insurance Renewal

Greetings from your dedicated team at Alberta Municipalities (ABmunis). Please find enclosed your 2026 insurance renewal package. Your renewal reflects our ongoing commitment to supporting your municipality with stable, comprehensive insurance and risk management solutions.

#### YOUR TRUSTED EXPERTISE FOR INSURANCE & RISK

With reduced pressure coming from inflation compared to previous years and through strong management of MUNIX, our insurance reciprocal, we are pleased to deliver stable premiums for members this year. For 2026, MUNIX continues to smooth the highs and lows of changing insurance markets and provides the benefit of surplus equity by offsetting premiums by \$2 million to help relieve your budget pressures and support your community's wellbeing.

#### YOUR INSURANCE RENEWAL PACKAGE

Your 2026 renewal package includes important documents such as:

- **What's New in 2026** discusses details about key coverages and a look back at 2025
- Our **Special Conditions Highlights** focuses on detailed information regarding coverages and warranties

We urge you to review these documents to better understand the tailored insurance coverage, claims support, and risk management tools available to you. We also ask that you carefully review your property and auto schedules to confirm all locations, vehicles, values, and details are accurate and up to date. This ensures your assets are properly insured and that coverage responds as intended should a claim arise. Please report any additions, changes, or corrections promptly prior to binding and throughout the year.

#### MODERNIZED PAYMENT OPTIONS

To streamline payment processing and support your finance processes, we encourage members to consider one of the following payment options:

- **eTransfer:** Submit payment by e-transfer using [pay-amscis@abmunis.ca](mailto:pay-amscis@abmunis.ca). Be sure to note your policy number when submitting payment.
- **Credit Card:** Visit us online at [Invoice Payment | Alberta Municipalities](#) to make a secure payment.
- **EFT:** Set-up an EFT payment by using the **void cheque** included in your package.

If you have questions about your payment options, please contact [accounting@abmunis.ca](mailto:accounting@abmunis.ca).

Your Regional Representative and Insurance Advisor remain available to discuss your policy at any time. For general inquiries, email [insurance@abmunis.ca](mailto:insurance@abmunis.ca) or call **310-MUNI**. Thank you for your continued partnership with Alberta Municipalities. We look forward to supporting you in 2026.

Yours truly,  
GENERAL INSURANCE SERVICES TEAM

**Invoice Date:** 30-Jan-2026  
**Invoice Due Date:** 01-Mar-2026  
**Invoice No:** 49333

**Billed to:** Two Hills & District Historical Association  
 5303 48 St  
 Two Hills, Alberta T0B 4K0

**Certificate No:** P-CU-TWOHA-2026

Policy Type	Premium
Commercial General Liability	\$1,339.00
Crime	\$120.00
Equipment Breakdown	\$17.00
Non-Owned Automobile Liability	\$33.00
Property including Mobile Equipment	\$1,126.00

**Total Premium Due: \$2,635.00**

**Payment Payable to:** AMSC Insurance Services Ltd.  
 300, 8616 51 Avenue NW  
 Edmonton, Alberta T6E 6E6

Toll free: 310-MUNI (6864) or 1-877-421-6644

**Premium is due upon receipt and should be paid no later than 30 calendar days from invoice issue date.**



**Town of Two Hills Councillor Report**

**Date: June 18/2026**

**ACE Water Corporation**

**Meeting June 16 - The water line from Musidora to Beauvallon has commenced.**

**HUB-Northeast Alberta Information**

**May 1- Hub executive meeting going over the financials of Hub**

**May 22- Hub directors meeting set for June 24 @ 5:00 pm St Paul**

**NAAGO – NE AB Alliance for Growth & Opportunity**

**May 8 – Had a health care committee meeting.**

**June 1 - We have sent letters out to the four ministries involved in Health Care**

**Next meeting in September unless something urgent comes up**

**Budget/Bylaw Policy**

**Emergency Management**

**May15 - County office all day**

**Extra Notes/Alternate**

**Attended FCM in Edmonton in June**

**Alberta Munis in Vegreville**

**Council open house and various other meetings**



**Town of Two Hills Councillor Report**

**Date: June 18/26**

**Airport Commission**

<b>Planning to meet towards end of June</b>

**Budget/Bylaw/Policy**


**EDC – Lakeland Go East**

<b>Met June 10</b>
<b>Looking at developing strategic tourism plan</b>
<b>Discussed potential new businesses coming to town</b>

**Emergency Management**


**Regional Economic Development Committee (REDC)**


**SAC – Sports Activity Council**




Town of Two Hills Councillor Report

**Eagle Hill Foundation**

<p><b><u>Hillside Lodge</u></b>  Occupancy: 18  Vacancy: 23  Move Out: 1</p>
<p><b><u>Eagle View Lodge</u></b>  Occupancy:15  Vacancy: 22 (12 of which are in the villa)  Move out:  DSL 3: 5 out of 9 are filled – 3 are in the works</p>
<p><b><u>Eagle Hill Lodge</u></b>  Occupancy: 21  Vacancy: 9  Potential move in: 2  Move out: 1</p>

**FCSS – Family & Community Support Services**

Attended FCSS June 15 <sup>th</sup>

**Budget/Bylaw/Policy**


**Emergency Management**


**Space Education Centre**

Space Education Centre committee meeting scheduled for June 24 <sup>th</sup>

**Two Hills Fire Department**


**Extra Notes/Alternate**

Attended Northern Lights meeting in Elk Point as Councillor Patel's alternate May 29 <sup>th</sup>
Council Open House scheduled for June 22 <sup>nd</sup>
Attended Two Hills Mennonite School's Graduation Ceremony and spoke a few words on behalf of the mayor and the town of Two Hills