



AGENDA
TOWN OF TWO HILLS
Tuesday June 9th, 2026
6:30 P.M.

Regular Council Meeting

- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) ADOPTION OF MINUTES
 - a) Minutes from May 4th, 2026 - Special Council Meeting
 - b) Minutes from May 26th, 2026 - Regular Council Meeting
- 4) DELEGATION
- 5) OPEN FORUM
- 6) ADMINISTRATIVE REPORTS
 - a) CAO Report
 - b) Finance Report
 - c) EDO Report
 - d) PW W/WW Report
- 7) CORRESPONDENCE
- 8) OLD BUSINESS
- 9) BYLAWS & POLICIES
 - a) Bylaw # 2026-1071 to Amend #2024-1048 Water and Sewer Services Bylaw
 - b) Policy #2026-01 Drug and Alcohol Policy - To Be Emailed Monday
- 10) NEW BUSINESS
- 11) COUNCIL MEMBER REPORTS - Next Meeting
- 12) NEXT MEETINGS - Tuesday June 23th, 2026, at 6:30 pm
- 13) CLOSED SESSION
- 14) ADJOURNMENT



TOWN OF TWO HILLS

Minutes of the Special Meeting of Council for the Town of Two Hills held on
Monday May 4th, 2026, at 6:30 PM in Council Chambers

Special Council Meeting

PRESENT: Mayor M. Tarkowski; Deputy Mayor C. Dyck; Councillor M. Patel (via Zoom); Councillor A. Hiebert; Councillor H. Wall; CFO S. Lupul

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

ADOPTION OF AGENDA:

CLOSED SESSION:

2026-230 MOVED by Mayor M. Tarkowski to go into closed session Re: ATIA Section 23 at 6:30 PM.

CARRIED

2026-231 MOVED by Councillor H. Wall to come out of closed session at 8:19 PM.

CARRIED

ADJOURNMENT: Mayor M. Tarkowski called to adjourn the meeting at 8:19 PM.

Mayor M. Tarkowski

Councillor H. Wall

TOWN OF TWO HILLS
Minutes of the Regular Meeting of Council for the Town of Two Hills
held on May 26th, 2026, at 6:30 PM in Council Chambers



Regular Council Meeting

PRESENT Mayor M. Tarkowski; Deputy Mayor C. Dyck; Councillor M. Patel (via Zoom); Councillor A. Hiebert; Councillor H. Wall; Acting CAO S. Lupul; PW T. Stefiuk; FC D. Williams; MC C. Boyd

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

ADOPTION OF AGENDA

2026-212 MOVED by Councillor A. Hiebert to accept the agenda as presented. CARRIED

ADOPTION OF MEETING MINUTES

2026-213 MOVED by Councillor H. Wall to accept the minutes of the REGULAR Council Meeting Minutes held on May 12th, 2026. CARRIED

2026-214 MOVED by Councillor H. Wall to accept the minutes of the REGULAR Council Meeting Minutes held on May 19th, 2026. CARRIED

C. Dyck arrived to Council Chambers at 6:32pm

DELEGATION Two Hills and District Ag Society
Reviewed plans and future needs for revitalizing the Trout Pond.

OPEN FORUM Member of the public commented on a letter previously shared with Council.

ADMISITRATIVE REPORTS - None

CORRESPONDENCE

2026-215 MOVED by Councillor M. Patel that Correspondence be acknowledged and incorporated into the minutes. CARRIED

OLD BUSINESS ATCO
Vermilion Plant Tour to be moved to the fall to better accommodate schedules.

2026-216 MOVED by Mayor M. Tarkowski to direct Administration to plan a tour date at the Vermilion Power Plant with ATCO later in the Fall with November being ideal.

BYLAWS & POLICIES - None

NEW BUSINESS Proclamation - Alberta Rural Heath Week
Mayor M. Tarkowski proclaims May 25th to 29th, 2026, as Alberta Rural Health Week in Two Hills.

Proclamation - Seniors Week

Mayor M. Tarkowski moves to hereby proclaim the week of June 1st to 7th to be designated as Seniors Week in the Town of Two Hills

North Saskatchewan Water Shed - Annual General Meeting

The Annual General Meeting brings together a broad range of participants from municipalities, Indigenous communities, industry, and other partners who care about the North Saskatchewan River's watershed, gather to share and connect.

2026-217

MOVED by Deputy Mayor C. Dyck to have Councillor A. Hiebert attend the North Saskatchewan River Watershed Alliance Annual General Meeting on June 24th, 2026 at the Strathcona Community Centre from 9am to 3 pm.

CARRIED

Hairy Hill 4-H Annual Achievement Day Show & Sale

Hairy Hill 4-H Club's Annual Achievement Day Show and Sale is on June 8th, 2026 this year. They are asking for Sponsorships.

2026-218

MOVED by Mayor M. Tarkowski to acknowledge this request from the Hairy Hill Annual Achievement Day and Sale as Information.

CARRIED

Intermunicipal Collaborative Framework

The Intermunicipal Collaborative Framework agreement is due for review. The deadline is March 31, 2027 to submit the completed review with updates and signatures to the Minister of Municipal Affairs.

2026-219

MOVED by Deputy Mayor C. Dyck that the Council of the Town of Two Hills, meets with the County of Two Hills in the week of Oct 26th to 30th, excluding Oct 27th with the request for an evening meeting starting at 7pm, to begin the review and update of the Intermunicipal Collaborative Framework.

CARRIED

COUNCIL REPORTS A. Hiebert presented his Report to Council.

NEXT MEETINGS Regular Council Meeting - Tuesday June 9th, 2026, at 6:30 PM.

CLOSED SESSION - ATIA Secession 23

2026-220

MOVED by Councillor M. Patel to go to Recess at 7:16 PM.

CARRIED

D. Williams left Council Chambers at 8:33 PM.
C. Boyd left Council Chambers at 8:33 PM.

2026-221

MOVED by Deputy Mayor C. Dyck to go into closed session at 7:19 PM in regards to ATIA Section 23.

CARRIED

2026-222

MOVED by Deputy Mayor C. Dyck to return to open session at 8:53 PM.

CARRIED

2026-223

MOVED by Mayor M. Tarkowski to extend the meeting by one hour at 8:53 PM.

CARRIED

2026-224

MOVED by Councillor H. Wall to return to closed session at 8:53 PM.

CARRIED

- 2026-225 MOVED by Councillor H. Wall to return to open secession at 9:35 PM. CARRIED
- 2026-226 MOVED by Deputy Mayor to accept letter from T. Semeniuk as information. CARRIED
- 2026-227 MOVED by Councillor M. Patel to accept proposal from H. Prockiwi as information. CARRIED
- 2026-228 MOVED by Councillor A. Hiebert to appoint S. Lupul as Interim CAO. CARRIED
- 2026-229 MOVED by Councillor H. Wall to appoint S. Lupul as Development Officer. CARRIED
- ADJOURNMENT** Mayor M. Tarkowski called to adjourn the meeting at 9:37 PM.

Mayor M. Tarkowski

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:

1. Met with Bill Wiebe from Green Hills Construction regarding the tax incentive program and the development agreement. I authorized the application for the tax incentive. The development agreement was sent to legal to finalize then I will bring it to council for their consideration.
2. Attended THIC (Two Hills Improvement Committee) meeting. Discussions on organizing work bees to clean up playground areas and green spaces. The committee would like to design a rock and perennial area around the town sign at Chomlak Park. They would need some assistance from public works as well as some topsoil and gravel. If the committee commits to providing the labour, the town can commit to assist with in-kind contributions of equipment and labour. I discussed this with Terry, and he is on board as well.



3. Attended the Space Education Centre meeting and we were surprised with a visit from Joshua Kutryk. We discussed the site and the structures we are planning. The committee will come before council once a solid plan is in place.
4. Met with the County's Development Officer to better understand the development process with different on-going permits in the town.
5. Worked with Bob on the federal community anniversary grant for our 100 years, and it was submitted.
6. Transitioned one staff member from a contract position to a full-time position in the office. Hired one seasonal labourer in Public Works.
7. Met with VM Systems from Vegreville to secure our network and systems. All final documents and monies owing to former CAO are done.
8. Met with Terry and a local developer to discuss lot grade, approaches and the placement of the utilities.



9. Two Canada Summer Jobs employees were onboarded and started work June 1. They will work for 8 weeks. We will have 2 more workers starting at the beginning of July and will work for 8 weeks as well.
10. Met with representatives of the Ag Society to discuss plans for the trout pond. I will be working with them to present council a finalized plan and commitment.
11. Met with SAC to discuss grass maintenance plans until their new contractor starts in July.
12. Working with the contracted Bylaw Officer on more difficult areas in Town, and with Wayne, the RCMP, and Terry, the final steps on demolishing 2 derelict and uninhabitable properties. Working with admin and Terry on simple bylaw infractions such as hen coops, grass and weeds, and unsightly yards.
13. Implemented a new procedure for Public Works Service Requests; ALL services (water/sewer/gravel & soil deliveries) will not commence until a Hold Harmless agreement is signed by the resident and presented to PW.
14. Outstanding items left from former CAO will be organized and dealt with on an ongoing basis such as the agreement and invoice attached that I found from October 29, 2025.



TWO HILLS SOLAR FARM

Operation and Maintenance Plan for 337 kW DC Solar PV Ground-Mount Tracking System at the Two Hills Centennial Arena

Prepared for:

TOWN OF TWO HILLS

Date:

October 29, 2025

Prepared by:

Steve Gladwin, P.Eng
Dandelion Renewables
sg@dandelionrenewables.com

1. Introduction

The 337 kWp DC Solar Farm was designed, permitted, supplied, installed and commissioned by Dandelion Renewables as a subcontractor to EVlution. Commissioning occurred in September 2025.

The Solar Farm is owned by the Town of Two Hills (“the Town”), and is located on the west side of the Two Hills Centennial Arena (5300 45 Ave, Two Hills, AB, T0B 4K0).

Dandelion Renewables will provide the Operation and Maintenance (O&M) services listed below to help ensure generation performance and safety for the Solar Farm.

This O&M Plan outlines the scope and schedule for the O&M services included by Dandelion Renewables for the Solar Farm.

2. Scope of O&M Service

The scope of work for O&M service is for the “Solar Farm”. The “Solar Farm” refers to:

- solar PV modules (photovoltaic), inverters, PV racking, solar energy monitoring devices,
- PV DC combiners,
- switches and wiring between the equipment mentioned above,
- structures supporting the equipment mentioned above.

The O&M scope of work includes:

1. Maintenance of real-time production data monitoring.
2. Administration of alerts and notifications related to the solar PV system status.
3. Monthly monitoring of actual versus expected PV system energy production and generation comparison by components.
4. Annual reporting of solar power generation, actual versus expected.
5. Annual reporting about the maintenance plans and activities performed.
6. Annual on-site inspection of electrical and structural components of the Solar Farm.
7. Annual on-site preventive maintenance including solar module clamp torque checks and tightening as required, inverter cooling system cleaning as required, wire-bundles re-tying as required, and other manufacturer-recommended annual maintenance.
8. Maintenance of relevant warranty documentation, and support for the Town through any warranty claims for the maintained equipment, if such claims arise.
9. Optional support for the system owner’s web developers to create web-based public access to recent solar generation data, without requiring a user login credential. This includes an annual subscription to SMA API, when required.
10. Up to 40 hours per year for fast-response troubleshooting, and unscheduled parts replacement services, on-site or off-site, outside of the regular scheduled maintenance and for any equipment replacements not covered by manufacturer warranty.

The “Solar Farm” and O&M scope does not include:

- EV charging circuits or equipment,
- utility service transformers,
- equipment located outside the solar array fenced area,
- 24-hour internet service connection and site security (required, provided by the Town),
- grounds maintenance (e.g. access-roads, fences, gates, snow removal, vegetation trimming, fencing, gates, buildings, earth grade).
- cost of spare parts, replacement equipment, or costs of facilities required either permanently or periodically for storage of spare parts (on-site or off-site), which is to be provided by the Town if required.

3. Optional O&M Services

The following additional services could be offered for additional cost:

Table 1: Optional Additional Considerations (not included in O&M Service Fee)

Item	Item	Qty	Units	Unit Price (CAD)	Total / Year (CAD)	Notes
1	Load Monitoring Equipment	12	month	\$100/month	\$1,200	Minimum 12 continuous month commitment is required
2	PV Array Cleaning	576	PV Modules	\$0.60 /module /wash	\$350	Includes wet wash (frontside), when site is accessible by vehicle, during a scheduled annual O&M visit
3	Extra O&M Services	As Needed	Hourly	\$94	As Needed	Includes on-site, off-site, and travel time. In excess of 40 hr/year.

OPERATION AND MAINTENANCE AGREEMENT

Contract Item	Description
Supplier	Bask Canada Inc. o/a Dandelion Renewables
System Owner	Town of Two Hills
Property	Two Hills Centennial Arena 5300 45 Ave, Two Hills, AB, T0B 4K0
Solar Assets	337 kWp Solar PV Grid-Tied Ground-Mount, Ampacity Single-Axis-Tracker (PV Racking), 2 x 125kW 480VAC 1500VDC SMA Inverters,
O&M Start Date	October 1, 2025
Contract Term	5-year
Operation and Maintenance (excl GST)	\$5,750/year (escalation/inflation not applicable)
Terms and Conditions	You agree to accept the Terms & Conditions applicable to this Agreement.
Acceptance	You agree to be bound to this Agreement by signing it.

EXECUTION

Signed By the System Owner on _____:

Signature

Signature

Print Name

Print Name

Signed by Dandelion Renewables on 2025-10-29:



Signature of Authorized Representative

Steve Gladwin

Print Name

SCHEDULE 2: Terms and Conditions

1. Purchase Price and Term

- 1.1 The annual renewal of the O&M service coverage shall be invoiced once a year.
- 1.2 Annual payments will be expected NET30 of the annual invoice receipt.

2. Services Covered in Flat Rate

- 2.1 Costs associated with commuting to the site, including accommodation and meals, to perform scheduled on-site O&M.
- 2.2 Testing the batteries (if applicable): checking and logging battery specific gravity (if applicable) and voltages once a year.
- 2.3 Cycling the batteries (if applicable) to improve battery capacity.
- 2.4 Replacement of equipment failures that happen under warranty. If equipment fails under warranty the cost of labor, and replacement parts will be covered.
- 2.5 Up to 40 hours of labor per year for labour on-site/off-site such as troubleshooting or replacing parts that are not covered by a manufacturer warranty.
- 2.6 If installed, using monitoring equipment to monitor system performance on a monthly basis.
- 2.7 Presentation of an annual performance summary.

3. Additional Add-ons

- 3.1 Optional services according to the Table 1 of the O&M plan can be requested anytime during this contract term.

4. Services not Covered in Flat Rate

- 4.1 Not covered in our flat rate, and hourly rates will apply:
 - a) Correcting modifications of the system without approval from Dandelion Renewables.
 - b) Other trade people or electricians working on the system.
 - c) Labor in excess of the 40 hours/year limit and parts required for damaged equipment that is not covered in the manufacture warranty.

5. Authority to Operate and Maintain

- 5.1 You authorize Dandelion Renewables to complete the services explained in section 2 of the O&M plan.
- 5.2 You warrant that you own your property and that you have full authority to accept this Agreement. You must ensure that Dandelion Renewables has sufficient access to your property at the times it may reasonably be required in order to operate or maintain the Solar Assets.

6. Termination

- 6.1 Dandelion Renewables may terminate this Agreement if you fail to comply with its terms.

7. Failure to Pay

- 7.1 If you fail to pay any amount that is due and payable under this Agreement, interest accrues at the 5% per month rate on the amount outstanding until paid.
- 7.2 You will also have to pay Dandelion Renewables any costs associated with recovery of the unpaid amount (including, but not limited to, legal costs).

8. Dandelion Renewables Warranties

- 8.1 Dandelion Renewables will act on your behalf to satisfy manufacturer warranty claims in relation to the Solar Assets.

9. Exclusion of Warranties and Liability

- 9.1 To the extent permitted by law, Dandelion Renewables liability for breach of any express or implied condition or warranty is limited to the repair or replacement of the relevant Solar Assets.

10. GST

- 10.1 The Purchase Price includes applicable GST. If a Supply under this Agreement is a Taxable Supply, then at or before the time the consideration for the Supply is payable you must pay all applicable GST as part of the consideration, and Dandelion Renewables must give you a Tax Invoice for the Services.

11. Information, Privacy & Government Legislation

- 11.1 By accepting this Agreement, you consent to Dandelion Renewables collecting, using and disclosing your information as set out in this Agreement.
- 11.2 You and Dandelion Renewables agree to comply with any legislation and regulation or law concerning the subject matter of this Agreement.

12. Miscellaneous

- 12.1 This Agreement sets out the entire agreement between you and Dandelion Renewables.
- 12.2 In this Agreement, a reference to any legislation is a reference to that legislation, and any legislation that repeals or replaces it, as in force from time to time.
- 12.3 The laws of Alberta govern this document.
- 12.4 A reference to Dandelion Renewables includes a reference to its employees, servants, agents, installers, contractors and subcontractors where the context so requires.

Dandelion Renewables

8539 Coronet Rd NW
Edmonton AB T6E 4N7
+17805666058
mi@dandelionrenewables.com
GST/HST Registration No.: 870179306
Business Number 870179306RT0001



INVOICE

BILL TO

Town of Two Hills
4712 50 Street
Two Hills AB T0B 0A4

INVOICE # 3443
DATE 10/29/2025
DUE DATE 11/28/2025
TERMS 30 (Net)

PRODUCT/SERVICE

O&M Service

CURRENCY

CAD

DESCRIPTION	QTY	RATE	AMOUNT	TAX
337kWp Solar Power System Operation and Maintenance (O&M) Service Coverage for the period Oct 1, 2025 to Oct, 2026	1	5,750.00	5,750.00	GST

Thank you for your business

SUBTOTAL	5,750.00
GST @ 5%	287.50
TOTAL	6,037.50
BALANCE DUE	CAD 6,037.50

For EFT payment :
Royal Bank of Canada
Institution number : 003
Branch number : 04509
Account number : 1013226

Town of Two Hills
Reconciliation Statement April 30, 2026

Net Balance at March 31, 2026	(\$147.40)
Plus Deposits	\$555,846.51
Sub Total	\$555,699.11
Minus Disbursements (including transfers)	\$555,868.44
Closing Balance	(\$169.33)

Summary of Town of Two Hills Accounts

<u>ATB Financial</u>	Description of Accounts	
General #24	Main Account	(\$169.33)
Notice Account 90 Day	Auction Holding	\$10,303.87
Savings Account #478	County Grant Account	\$220.07
Savings Account #578	Interest Bearing	\$9.71
Savings Account #178	Last Post Committee	\$2,562.00
Bill Payments #27	Deposit Only Account	\$115,334.32
Savings Account #30	ACE Debenture Account	\$50,874.44
TOTAL ATB		\$179,135.08

Revolving Loan - out of \$1,500,000.00	\$1,500,000.00
	\$491,850.79
	\$1,008,149.21
Interest paid to date \$12,918.61	

<u>Vision Credit Union</u>	Description of Accounts	
	Two Hills Improvement Committee	\$ 1,240.93
	Canada Day	\$ 10,655.99

Comments:

- * Taxes are being paid at a steady rate.
- * Summer Workers started June 1 for park maintenance

Cheque Register June 4, 2026

Number	Date	Issued	Amount
E00000496	05/11/2026	Payroll Advance	1,500.00
E00000497	05/11/2026	Payroll Advance	300.00
E00000498	05/11/2026	Payroll Advance	500.00
E00000499	05/11/2026	Payroll Advance	700.00
E00000500	05/11/2026	Payroll Advance	500.00
E00000501	05/11/2026	Payroll Advance	1,500.00
E00000502	05/11/2026	Payroll Advance	1,000.00
E00000503	05/11/2026	Payroll Advance	500.00
E00000504	05/11/2026	"ACE"	36,766.65
E00000505	05/11/2026	Office Programs	458.98
E00000506	05/11/2026	Benefits	9,055.91
E00000507	05/11/2026	Parts	305.27
E00000508	05/11/2026	Loader Parts	733.59
E00000509	05/11/2026	Laggon Chemicals	3,753.75
E00000510	05/11/2026	Fuel	3,608.74
E00000511	05/11/2026	H Vac Services	3,134.78
E00000512	05/11/2026	Freight	122.12
E00000513	05/11/2026	LAPP	7,124.48
E00000514	05/11/2026	Legal Fees	670.43
E00000515	05/11/2026	Office Supplies	229.85
E00000516	05/11/2026	TWO HILLS SPORTS ACTIVITIES COUNCIL	2,808.75
E00000517	05/11/2026	WAINWRIGHT ASSESSMENT GROUP LTD.	1,713.60
E00000518	05/20/2026	ATIA/POPA Training-October	2,205.00
E00000519	05/20/2026	Water Services	910.00
E00000520	05/20/2026	Shredding	43.35
E00000521	05/20/2026	Refund on overcharge	360.00
E00000522	05/26/2026	ALBERTA ELEVATING DEVICES	569.10
E00000523	05/26/2026	Cleaning	80.00
E00000524	05/26/2026	Advertising	495.00
E00000525	05/26/2026	Councillor Expenses	55.65
E00000526	05/26/2026	Tandem CVIP	4,916.72
E00000527	05/26/2026	Cleaning	240.00
D000002091	04/29/2026	Payroll	2,808.33
D000002092	04/29/2026	Payroll	569.31
D000002093	04/29/2026	Payroll	1,384.05
D000002094	04/29/2026	Payroll	6.26
D000002095	04/29/2026	Payroll	1,601.95
D000002096	04/29/2026	Payroll	3,315.29
D000002097	04/29/2026	Payroll	4,534.40
D000002098	04/29/2026	Payroll	1,007.85
D000002099	04/29/2026	Payroll	4,102.67
D000002100	04/29/2026	Payroll	3,669.04
D000002101	04/29/2026	Payroll	1,870.60
D000002102	04/29/2026	Payroll	5,817.79
D000002103	04/29/2026	Payroll	1,917.64
D000002104	04/29/2026	Payroll	4,361.51
D000002105	04/29/2026	Payroll	1,935.98
D000002106	04/29/2026	Payroll	1,964.25
D000002107	04/29/2026	Payroll	2,125.51
D000002108	05/28/2026	Payroll	3,142.28
D000002109	05/28/2026	Payroll	1,749.83

Cheque Register June 4, 2026

Number	Date	Issued	Amount
D000002110	05/28/2026	Payroll	1,384.05
D000002111	05/28/2026	Payroll	1,581.73
D000002112	05/28/2026	Payroll	5,001.81
D000002113	05/28/2026	Payroll	1,195.95
D000002114	05/28/2026	Payroll	3,944.43
D000002115	05/28/2026	Payroll	4,153.83
D000002116	05/28/2026	Payroll	5,335.76
D000002117	05/28/2026	Payroll	1,899.30
D000002118	05/28/2026	Payroll	4,046.59
D000002119	05/28/2026	Payroll	1,581.73
D000002120	05/28/2026	Payroll	2,697.02
D000002121	05/28/2026	Payroll	2,350.15
D000002122	05/27/2026	Payroll	4,859.80
D000002123	05/28/2026	Payroll	52,500.00
D000002124	05/28/2026	Payroll	415.63
D000002125	05/29/2026	Payroll	2,664.40
0000033577	05/11/2026	BAIRD, CRAIG - videographer	250.00
0000033578	05/11/2026	Fire Chief Honararium	150.00
0000033579	05/11/2026	HUB Membership	1,416.00
0000033580	05/11/2026	Freight	47.70
0000033581	05/11/2026	Office Supplies	158.30
0000033582	05/20/2026	Legal Fees	4,995.38
0000033583	05/20/2026	Land Titles	31.50
0000033584	05/26/2026	Reservior door repair	341.25
0000033585	05/26/2026	TWO HILLS IMPROVEMENT COMMITTEE	2,542.00
0000033586	05/26/2026	Lift Station Light	228.38
Total Issued (77):		Number of Cheques Listed: 77	<u>\$240,518.95</u>
Total Voided (0):			

TWO HILLS
Public works/ Water & Wastewater

Date: JUNE 9, 2026

PUBLIC WORKS
- Grade industrial park road 51 st & 57 th Ave
- Grad back alley's
- Follow-up on Bylaw enforcement requests - chickens at large, garbage & debris in yards
- grade and pack waterline repair and excavation
- Fill and pack potholes 46 St, 52 Ave, 55 Ave, 46 Ave, and 47 St
- Mow on all town property & Weed Wack
- Service & repair all grass cutting equipment tire, belts, blades, filters
- Certify all trucks, tandem dump truck, single axel dump truck and vac truck at Whitecloud
- Service and repair of all other equipment
- Complete all service requests
- Complete water and sewer line tie in at UFA Store
WATER
- Continue monitoring reservoir volumes and distribution pressure and flows - higher than normal due to rain
- Cl2 and Bacti Samples taken as per code of practice
- General housekeeping and maintenance at water reservoir
- Power outage - back up systems running as required
- Monitoring PRV vault for ground water infiltration
WASTEWATER
- Daily monitor lift station levels and flows - higher than normal due to rain
- Check and clean wet cell screens for excess debris due to high flow rates during spring run off
- Continue spring treatment of lagoons - followed up, waiting on reply
- Clearing obstruction at Lift Station - check valve
- Completed spring inspection of lagoons, some minor rip rap maintenance required on annual and facultative ponds, sludge levels are getting high enough to affect flows between cells 3 and 4 - recommend targeted desludging and vegetation removal this fall and full desludging for next year
NOTE: The lagoons were last dewatered and de-sludged in fall of 2014. In 2022 a sludge survey was completed and sludge volumes and capacity loss were calculated and a treatment plan was put in place but it has proven ineffective and anerobic cells will need to be cleaned. - Working on Quotes - Waiting on Replies



Correspondence Listing

June 9th, 2026

- a) Government of Alberta - Provincial Education Requisition Credit (PERC) and Designated Industrial Requisition Credit (DIRC) have been extended for 3 years
- b) Hairy Hill 36th Annual Rodeo - July 3 & 4th - Silent Auction donation



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR122263

May 26, 2026

Dear Chief Elected Officials:

While most oil and gas companies pay their property taxes promptly, the Government of Alberta recognizes the ongoing challenges unpaid oil and gas property taxes pose for municipalities, particularly in rural areas.

In response, the Government of Alberta recently partnered with the Rural Municipalities of Alberta and municipal and industry stakeholders through the Property Tax Accountability Strategy (PTAS) Working Group to develop recommendations to address this issue. The final report was released on March 16, 2026, and is available at <https://open.alberta.ca/publications/property-tax-accountability-strategy-final-report>.

Alberta is taking the report's recommendations under consideration with the intent of responding with an actionable set of regulatory, administrative, and system-level improvements to promote oil and gas industry property tax compliance and municipal tax recovery.

As part of these considerations, I am pleased to announce the Provincial Education Requisition Credit (PERC) and the Designated Industrial Requisition Credit (DIRC) programs are approved for a three-year extension through 2028. This extension aligns with recommendation 12 of the PTAS report and will provide continued support to municipalities, while PTAS recommendations are examined.

Key details of the program extension include:

- continued eligibility of uncollectable education property taxes and designated industrial requisition amounts retroactive to the 2015 tax year, with credits to be considered up to and including the 2028 tax year; and
- an increase in the annual PERC program cap to \$7 million, reflecting the growing level of claims in recent years.

Our government is committed to a practical and balanced approach and will continue to work collaboratively with municipalities, industry, and partners to identify opportunities to streamline the PERC/DIRC programs, strengthen tax recovery tools, and improve program delivery.

.../2

Thank you for your continued collaboration and partnership as we work together to address the challenges created by uncollectable property taxes.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a cursive 'W'. A horizontal line is drawn across the signature, extending to the right.

Dan Williams, ECA
Minister

cc: Chief Administrative Officers



Dear Generous Donor,

On behalf of the Hairy Hill Rodeo Association, we are pleased to invite you to support our 36th Annual Hairy Hill Rodeo, taking place July 3 & 4, 2026 in Hairy Hill, Alberta.

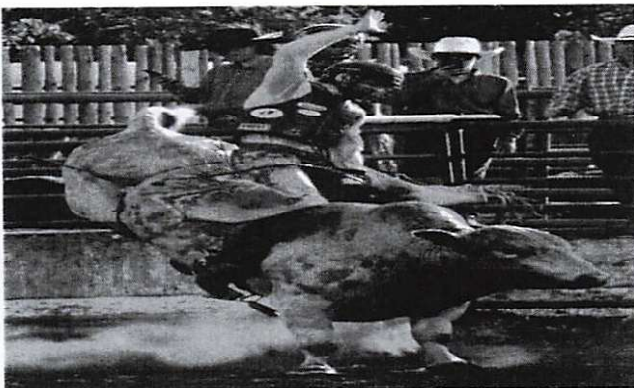
As part of this year's celebration, we will be hosting a Silent Auction on both days of the rodeo, featuring different items each day. Funds raised through the silent auction help offset extra costs associated with hosting our rodeo and ensure we can continue to provide a high-quality event for our community and visitors.

Our rodeo proudly attracts competitors and spectators from across Canada and around the world, making it a wonderful opportunity to showcase local and regional businesses while supporting a long-standing community tradition. Donated items receive recognition during the event and are greatly appreciated by our attendees.

We would be honored if you would consider donating an item, gift certificate, or service to our silent auction. Every contribution—large or small—plays an important role in the continued success of our rodeo.


If you are able to donate or would like more information, please feel free to contact us at Violet Sawchuk (780)208-9254. We would be happy to arrange pickup or answer any questions you may have.

Thank you for supporting the Hairy Hill Rodeo and helping us make our 36th year one to remember. We truly appreciate your generosity and community spirit.



Sincerely,

Hairy Hill Rodeo Association

<p>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</p> 

Meeting Date: June 9, 2026	Confidential:	Yes		No	x
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Topic: Bylaw 2026-1071 Amending Bylaw 2024-1048

Originated By: Sheila Lupul	Title:	Interim CAO
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BACKGROUND:

At the request of council, administration researched and developed an amendment to Bylaw 2024-1048 Water and Sewer Services. Definitions and procedures regarding outside water sources are contained within.

DOCUMENTATION ATTACHED:

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

If council so desires,

_____ moves to approve the first reading of Bylaw No. 2026-1071 on the 9th day of June 2026.

_____ moves to approve the second reading of Bylaw No. 2026-1071 on the 9th day of June 2026.

_____ moves to approve unanimous consent for a third and final reading of Bylaw No. 2026-1071 on the 9th day of June 2026.

_____ moves to approve the third and final reading of Bylaw No. 2026-1071 on the 9th day of June 2026.

DISTRIBUTION:	Council: X
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BYLAW NO. 2026-1071 OF THE
TOWN OF TWO HILLS

A BYLAW OF THE TOWN OF TWO HILLS, IN THE PROVINCE OF ALBERTA,
AMENDING BYLAW # 2024-1048 RESPECTING THE SUPPLY OF WATER AND
SANITARY SEWER SERVICES WITHIN THE TOWN OF TWO HILLS

WHEREAS Municipal Council has determined it is expedient to establish a Water and Sewer Service Bylaw for the Town of Two Hills;

AND WHEREAS the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as may be amended from time to time, provides Municipal Council with the authority to provide public Utility Services subject to any terms, costs or charges as may be established by Municipal Council;

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as may be amended from time to time, Municipal Council for the Town of Two Hills, *duly assembled enacts to amend the Water and Sewer Services Bylaw # 2024-1048 Section 5 as follows:*

Division Definitions

2.43 "Permit" means a valid, written authorization issued by the Town, or an authorized delegate, pursuant to this Bylaw, which grants temporary permission to an owner or occupier to operate a Private Water Supply System at a specific municipal address, subject to any conditions imposed within the authorization.

5. General Conditions

- 5.1 Unless otherwise approved by Council, all water supplied to a consumer through the Town Water System shall pass through a water meter approved and supplied by the Town.
- 5.2 Unless otherwise approved by Council, no other sources of water shall be used within the Town boundaries without a Permit obtained from Council.
- 5.3 This Bylaw does not apply to the diversion or use of water from naturally

occurring surface or groundwater sources governed by the Crown under the *Alberta Water Act*. The Town acknowledges it has no jurisdiction to Permit or regulate such diversions.

- 5.4 Any person wishing to divert water from a natural water body or aquifer must secure the appropriate license, approval, or statutory exemption directly from the provincial regulatory authority.
- 5.5 All persons having charge of, or being the owners or occupiers of, Premises containing a well or alternative water supply source may apply to Council for a Permit to use said source. The application must be accompanied by the fee prescribed in Schedule "A".
- 5.6 The applicant is solely responsible for maintaining and ensuring the safety of the private well or water supply system. The owner must arrange and pay for water quality analysis, verifying to the satisfaction of regional Public Health authorities (Alberta Health Services) that the water is safe before a Permit is granted.
- 5.7 Any Permit granted under this Bylaw may be suspended or revoked by Council resolution upon recommendation from the Chief Administrative Officer (CAO) if the terms of the provisions of this Bylaw are breached. Except in cases of immediate public health emergencies, the Town shall provide written notice to the owner prior to cancellation. No person shall use an alternative water supply source after its Permit has been withdrawn.
- 5.8 All water meters supplied to and installed by a consumer shall, at all times, remain the property of the Town, notwithstanding that the consumer may have paid an installation fee or any other charge for the provision or installation of the meter.
- 5.9 The consumer shall pay the cost of installation or removal of a water meter pursuant to this Bylaw, in addition to any charge for water supplied to the Water System or any charge for the provision of the meter by the Town. The cost of installation or renewal shall be that amount set out in Schedule "A".
- 5.10 The property owner shall be responsible for the cost of any additional plumbing requirements beyond the installation or replacement, such as cut- ins, modifications or relocations. Should the Town be able to accommodate these requirements as part of the overall project, the cost shall become due and payable upon receipt of a demand, in writing from the Town, and may be recovered from the Owner in accordance with the terms of this Bylaw and the *Municipal Government Act*.
- 5.11 No Person, other than an Authorized Person shall install, test, remove, repair, replace or disconnect a water meter unless that person has been granted the authority to do so in writing by an Authorized Person.

- 5.12 Water meters shall not be tampered with or interfered with at any time by the Owner or any other Person. Any damage to the said meter shall be paid for by the Owner, on the basis of cost of parts required plus a labour charge according to the Public Works Rates Policy
- 5.13 For the purpose of protecting, testing or regulating the use of any water meter, an Authorized Person may, after having given reasonable notice to the consumer, enter into the premises, and take any action necessary to protect, test or regulate the use of the meter including setting or altering the position of the water meter.
- 5.14 No person, shall intentionally alter a meter placed on any service pipe or connected with it inside or outside any house, building or other place so as to lessen or alter the amount of water registered by it, unless specifically authorized, in writing, by the Town. Every person who contravenes this section of this bylaw shall pay the required penalty as set out in Schedule "B" of this Bylaw.
- 5.15 Owners must exercise additional precautions to protect the water meter from damage, including but not limited to the installation and activation of heat tape on the water lines and on the meter; and the enclosure of the water lines and the meter with insulated skirting. Supplies and labour costs for replacement of water meters due to broken frost plates and other preventable damage are the responsibility of the Owner.
- 5.16 Premises that are on a 'drip-list' as identified in "Schedule D" shall be credited for 3.78 cubic meters of water per month from their total Utility Bill for the months of December through to and including March, due to it being necessary to leave the water dripping so as to assist in the mainline from freezing.
- 5.17 Where the Owner of a premises fails to adhere to Section 5 an Authorized Person may:
- 5.17.1 shut off the supply of water to the premises, on 48 hours prior notice to the Owner and any Occupant, until necessary repairs have been made to stop the loss of water, or otherwise restore the water meter to a condition satisfactory to the Authorized Person; and
 - 5.11.2 may prepare an estimate of the volume of water loss and demand payment from the Owner for the estimated amount of water lost as a result of the lack of maintenance and repair.
- 5.12 Payment for the amount of water estimated lost pursuant to subsection 5.11.2, shall become due and payable upon receipt of a demand, in writing from the Town, and may be recovered from the Owner in accordance with the terms of this Bylaw and the *Municipal Government Act*.

Bylaw 2026-1071 hereby amends the Water and Sewer Services Bylaw #2024-1048.

This Bylaw shall come into full force and effect on third and final reading.

READ a first time this 9th day of June, 2026.

READ a second time this 9th day of June, 2026.

READ a third time and finally passed this 9th day of June, 2026.

TOWN OF TWO HILLS

PER: _____
M. Tarkowski, MAYOR

TOWN OF TWO HILLS

PER: _____
S. Lupul, INTERIM CAO

SCHEDULE "A"

CHARGES, FEES, LEVIES

1. WATER RATES - Effective January 1, 2025

- a) Water Consumption - Residential & Commercial \$4.20 per cubic meter
- b) Water Consumption - Institutional \$6.85 per cubic meter
- c) Bulk Water.....\$6.85 per cubic meter
- d) Outside Corporate Town Limits \$6.85 per cubic meter

2. SEWER RATES

- a) Residential & Commercial \$1.65 per cubic meter
- b) Institutional\$2.65 per cubic meter
- c) Outside Corporate Town Limits\$2.65 per cubic meter

3. INFRASTRUCTURE SUSTAINABILITY FEE (WATER/SEWER)

- a) Single Family Residential, Duplexes, Four-plexes \$35.00 per month
- b) Eventide Homes per unit \$20.00 per month
- c) Multi-Family Residential (per dwelling unit)..... \$15.00 per month
- d) Commercial, Industrial (per unit) \$35.00 per month
- e) Inn \$105.00 per month
- f) Hotel \$105.00 per month
- g) Hospital \$205.00 per month
- h) Schools \$205.00 per month
- i) Lodge \$105.00 per month
- j) Consumers outside Town Corporate Limits \$40.00 per month
- k) Municipal Properties.....\$40.00 per month

4. INSTALLATION/REMOVAL OF WATER METERS

- a) Fee for service (2hr max then \$25/hr thereafter)\$50.00

5. DISCONNECT/RE-CONNECTION FEE-cc valve

- a) Fee for Each Service..... \$100.00
- b) Fee for same day service (on & off) with 48hr notice..... \$50.00
- c) *Other Water Source Permit Application.....\$500.00*


6. NEW SERVICE CONNECTION FEE- administration fee

- a) Fee for Service.....\$50.00

7. PENALTIES a) Late Penalty.....2.5% compounded monthly

8. ADMINISTRATION FEE

- a) Administration Fee (per account holder and renter)\$2.00 per month
- b) Application for Services outside Town Corporate Limits.....\$100.00
- c) Equipment Upgrade Fee.....\$5.00 per month

TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: June 9th, 2026	Confidential:	Yes		No	x
Topic: Policy 2026-01 Drug and Alcohol Use					
Originated By: Sheila Lupul			Title:	Interim CAO	
BACKGROUND:					
At the request of council, Administration sought legal advice in drafting a Drug and Alcohol Policy. This is a stand alone policy to compliment the provisions 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 9, 2026. _____ moves to TABLE the Policy 2026-01 Drug and Alcohol Policy till to June 23, 2026, for amendments and corrections.					
DISTRIBUTION:		Council: X			