

AGENDA  
TOWN OF TWO HILLS  
March 22, 2022  
7:00 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) Regular Council Meeting Minutes of March 8, 2022
4. DELEGATION - Sustainable Projects Group EV Charging
5. OPEN FORUM
6. ADMINISTRATIVE REPORTS
  - a) Public Works Report
  - b) Chief Financial Officer Report
  - c) Chief Administrative Officer Report
7. CORRESPONDENCE
8. OLD BUSINESS
  - a) Amalgamation
9. NEW BUSINESS
  - a) Appointment of Assessor
  - b) Resident Appeal Snow fine
  - c) Resident Appeal Snow fine
10. BYLAWS & POLICIES
  - a) 2022-1012 FOIP Bylaw
11. COUNCIL MEMBER REPORTS
12. NEXT MEETINGS
  - a) Regular Council Meeting Tuesday April 12, 2022 7:00 p.m.
13. CLOSED SESSION
  - a) FOIPP Act, Sections 17 and 29
14. ADJOURNMENT



**TOWN OF TWO HILLS**  
Minutes of the Regular Meeting of Council for the Town of Two Hills  
Held March 8, 2022, at 7:00 P.M. in Council Chambers (live streamed)



**PRESENT:** Mayor L. L. Ewanishan, Deputy Mayor K. Thompson, Councillor M. Tarkowski, Councillor A. Romaniuk, Councillor S. Rajoo, C.A.O. G. Saskiw, Executive Secretary A. Clark, Public Works Supervisor T. Stefiuk, C.F.O. D. Boutin, Accounts Clerk T. Parent

**CALL TO ORDER:** Mayor L. L. Ewanishan called the Regular Town Council Meeting to order at 7:00 P.M.  
Mayor L. L. Ewanishan lead a moment of silence in honor and solidarity for those impacted by the war in Ukraine.

**ADOPTION OF AGENDA:**

2022-035      **MOVED** by Councillor A. Romaniuk to accept the agenda adding under New Business b) Refugees from Ukraine & further to move correspondence after new business item "A" and then to continue with new business item "B".

**CARRIED**

**ADOPTION OF MEETING MINUTES:**

2022-036      **MOVED** by Deputy Mayor K. Thompson to accept the regular Council Meeting Minutes of February 22, 2022 as presented.

**CARRIED**

**DELEGATION:** RCMP Sargent Daisley came to share the quarterly update with Council. Property crime is down, almost 40% from previous years but domestic violence is up. Detachment to continue to mitigate traffic and property crime.

**OPEN FORUM:** NONE

**ADMINISTRATIVE REPORTS:**

**Public Works Report**

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

2022-037      **MOVED** by Councillor S. Rajoo that the Public Works purchase storm sewer materials for the upcoming planned projects.

**CARRIED**

2022-038      **MOVED** by Councillor M. Tarkowski that the Public Works report be acknowledged as presented and incorporated into the minutes.

**CARRIED**



Chief Administrative Officer Report

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

2022-039      **MOVED** by Councillor S. Rajoo that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

**NEW BUSINESS:**

County Recreation Grant Dispersal

The County of Two Hills Council resolved at their meeting of February 16, 2022 to forward Recreation funding in the amount of \$25,000 to the Town for distribution. Councillor S. Rajoo requested a recorded vote.

2022-040      **MOVED** by Mayor L. L. Ewanishan to give the full amount \$25,000 to SAC as it benefits all residents.

Mayor L. L. Ewanishan, Deputy Mayor K. Thompson, Councillor M. Tarkowski voted for, Councillor S. Rajoo & Councillor A. Romaniuk voted against.

**CARRIED**

**CORRESPONDENCE:**

2022-041      **MOVED** by Councillor A. Romaniuk that the correspondence be acknowledged as presented and filed.

**CARRIED**

**NEW BUSINESS:**

Refugees from Ukraine

The Eagle Hill Foundation would like to offer its open space to the refugees from Ukraine if needed. They would like a letter of support welcoming the refugees to our Town.

2022-042      **MOVED** by Councillor S. Rajoo to send a letter of support to Eagle Hill Foundation.

**CARRIED**

**BYLAWS & POLICIES:**

2019-987 Assessment Review Board Bylaw

Upon review in preparation for the Municipal Accountability Program our ARB bylaw needs a few minor changes.



- 2022-043**      **MOVED** by Councillor M. Tarkowski to approve the amendments to 2019-987 Assessment Review Board Bylaw.  
**CARRIED**
- 2022-044**      **MOVED** by Councillor M. Tarkowski to appoint Marlene Jacula, Cathy Axley & Cindy Krahn as members of the Two Hills ARB & SDAB.  
**CARRIED**
- 2008-865 Subdivision and Development Appeal Board Bylaw**  
Upon review in preparation for the Municipal Accountability Program our SDAB bylaw needs a few minor changes.
- 2022-045**      **MOVED** by Councillor A. Romaniuk to approve the amendments to 2008-865 Subdivision and Development Appeal Board Bylaw.  
**CARRIED**
- 2021-1005 Regional Emergency Management Bylaw**  
The Regional Emergency Management Committee met on February 25th to identify the changes necessary to the bylaw as required.
- 2022-046**      **MOVED** by Councillor S. Rajoo to approve the amendments to 2021-1005 Regional Emergency Management Bylaw.  
**CARRIED**
- 2022-01 FOIP Request Policy**  
As the Town is receiving more and more FOIP requests a policy and fee schedule should be passed to provide clarity to those submitting requests through the Town.
- 2022-047**      **MOVED** by Mayor L. L. Ewanishan to approve 2022-01 FOIP Request Policy.  
**CARRIED**
- 2022-02 Recorded Meeting Release Policy**  
We have been streaming and recording our Council meetings since the fall, lately there have been a couple requests we release the records, Council needs to pass a policy so Administration has a procedure to handle these requests outside of the FOIP request process.
- 2022-048**      **MOVED** by Councillor S. Rajoo to table this until next meeting.  
**CARRIED**
- 2011-05 Elected Officials Remuneration and Expense Policy**  
Town Council has been using their own cellular devices more during the exchange of their duties as members of Town Council. They would like to look at a dollar amount as compensation for the use of these devices.



**COUNCILLOR REPORTS:**

2022-049      **MOVED** by Councillor M. Tarkowski to accept the councillor reports as presented and filed.

**CARRIED**

9:03 PM Councillor S. Rajoo exited council chambers

**CLOSED SESSION:**

2022-050      **MOVED** by Mayor L. L. Ewanishan to go into closed session at 9:06 PM.

**CARRIED**

9:08 PM Councillor S. Rajoo re-entered council chambers

2022-051      **MOVED** by Mayor L. L. Ewanishan to come out of closed session at 9:58 PM.

**CARRIED**

2022-052      **MOVED** by Mayor L. L. Ewanishan to have our lawyers at Brownlee look over the CAO contract for Gerren Saskiw.

**CARRIED**

**NEXT MEETING:**

Regular Council Meeting Tuesday March 22, 2022 at 7 P.M.

**ADJOURNMENT:**

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 9:58 PM.

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LEONARD L. EWANISHAN, MAYOR

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GERREN SASKIW, C.A.O.



# OPEN FORUM

(Council Procedural Bylaw, Amendment Bylaw 2014-949)

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

## Division 3 - Open Forums

- 11.1 Individual members of the public who constitute the audience are 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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## Roads / Sidewalks

- a) Grade snow off all roads and alleys
- b) Load and haul windrows
- c) Load and haul back-alley snow where required
- d) Apply salt and sand to intersections
- e) Grade ice from along gutters

## Water/Wastewater

\*\*Our Water operator is away at conference, updates to be provided at the next meeting\*\*

## Other

- a) Remove snow and ice from catch basins and culverts
- b) Steam ice from frozen catch basins and culverts
- c) Service and repair snow removal equipment. Oil change, hose replacements, new brushes on sweeper, new grader blades, cutting edge on loader
- d) Complete all service requests

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

**TOWN OF TWO HILLS  
RECONCILIATION STATEMENT FOR FEBRUARY 2021**

<b>Net Balance at End JANUARY 2021</b>	<b>\$463,268.02</b>
Plus Deposits	\$100,656.05
<b>Sub Total</b>	<b>\$563,924.07</b>
Minus Disbursements (including transfers)	\$246,443.92
<b>Closing Balance</b>	<b>\$317,480.15</b>

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**Summary of Town of Two Hills Accounts**

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<b>Alberta Treasury Branch</b>	<b>Description of Accounts</b>	
Bus Custom Plan CB #24	(Main Account)	\$317,480.15
Bus Custom Plan CB #27	(Electronic Bill Payments)	\$238,226.78 *
Notice Account 90 Day	(Auction Holding)	\$101,318.77
<b>TOTAL ATB</b>		<b>\$657,025.70</b>

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**Revolving Loan - out of \$985,000.00**

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<b>OTHER ACCOUNTS:</b>	<u><b>Vision Credit Union</b></u>	
	Two Hills Improvement Committee	\$ 2,060.32
	Canada Day	\$ 7,376.98
	Pay Roll	\$ 121,051.18

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**Comments:**

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

The logo for the Town of Two Hills, featuring the words "Two Hills" in a stylized, handwritten font, with a large, sweeping flourish underneath.



**TOWN OF TWO HILLS  
RECONCILIATION STATEMENT FOR FEBRUARY 2021**

**ATB Two Hills**

Summary for ATB General Account #24

BANK:

Total Cheques Cleared	\$ 202,466.22
Bank Open Balance	\$ 463,268.02
Debits (60)	\$ 246,443.92
Credits (70)	\$ 100,656.05
<b>Bank Closing Balance</b>	<b>\$ 317,480.15</b>

Summary for ATB General Account #27

BANK:

Total Cheques Cleared	\$ -
Bank Open Balance	\$ 190,792.03
Debits (6)	\$ 625.74
Credits (129)	\$ 48,060.49
<b>Bank Closing Balance</b>	<b>\$ 238,226.78</b>

Summary for ATB General Account #31

BANK:

Total Cheques Cleared	\$ -
Bank Open Balance	\$ 101,318.77
Debits	\$ -
Credits (131)	\$ 58.29
<b>Bank Closing Balance</b>	<b>\$ 101,377.06</b>

GENERAL LEDGER:

<b>GL Closing Balance</b>	<b>\$ 297,617.97</b>
Outstanding Cheques	\$ 23,063.20
Outstanding Transactions	\$ 3,201.02
<b>Bank Closing Balance</b>	<b>\$ 317,480.15</b>

GENERAL LEDGER:

<b>GL Closing Balance</b>	<b>\$ 239,418.53</b>
Outstanding Cheques	\$ -
Outstanding Transactions	\$ 1,191.75
<b>Bank Closing Balance</b>	<b>\$ 238,226.78</b>

GENERAL LEDGER:

<b>GL Closing Balance</b>	<b>\$ 101,377.06</b>
Outstanding Cheques	\$ -
Outstanding Transactions	\$ -
<b>Bank Closing Balance</b>	<b>\$ 101,377.06</b>

The logo for Two Hills features the words "Two Hills" in a stylized, handwritten-style font. Below the text is a decorative, flowing line that starts under "Two", dips down, and then rises to end under "Hills", resembling a stylized wave or a signature flourish.

**Town of Two Hills  
Cheque Listing  
31250-31309**

31250-65	February 3, 2022	Void	0.00
31266	February 3, 2022	Library Donation	500.00
31267	February 3, 2022	PW Repairs and Maintenance	720.11
31268	February 3, 2022	PW Fuel	61.62
31269	February 3, 2022	Contractor Fees	756.00
31270	February 3, 2022	Eagle Hill 2022 Req.	62,475.00
31271	February 3, 2022	PW Shop Supplies	8.72
31272	February 3, 2022	Fire Dept Training	273.00
31273	February 3, 2022	Benefits	7,336.70
31274	February 3, 2022	Library 2022 Levy	7,484.13
31275	February 3, 2022	Water Meter Parts	560.66
31276	February 3, 2022	Land Titles	10.00
31277	February 3, 2022	Go East Advertising	577.50
31278	February 3, 2022	Cleaning Fees	192.00
31279	February 3, 2022	Office Supplies	108.30
31280	February 3, 2022	Monthly Contract Fees -Wainwright Assessment	1,492.05
31281	February 3, 2022	Town Office Repairs	493.50
31282	February 8, 2022	Purchase of Water	26,897.40
31284	February 8, 2022	Legal Fees	3,137.61
31285	February 8, 2022	Garbage Collection	2,850.00
31286	February 8, 2022	Digital Services - Website	625.00
31288	February 8, 2022	Monthly Maintenance - Rec Centre	5,560.49
31289	February 8, 2022	Equipment Rental	500.00
31290	February 8, 2022	Office Supplies	131.14
31291	February 8, 2022	Arena Kitchen Supplies	656.42
31292	February 8, 2022	HWY 36 Membership	135.20
31293	February 8, 2022	Shredding	80.25
31294-95	February 8, 2022	Void	0.00
31296	February 16, 2022	PW Equipment Supplies	170.01
31297	February 16, 2022	Lease Agreement - GOA	31.50
31298	February 16, 2022	Digital Services - Website	350.00
31299	February 16, 2022	Shipping	49.71
31300	February 16, 2022	PW Parts and Supplies	1,003.21
31301	February 16, 2022	Water Servicing	1,365.47
31302	February 16, 2022	Hall Management Fee	2,625.00
31303	February 23, 2022	Council Expense Claim	129.80
31305	February 23, 2022	Accounting Services	4,055.62
31306	February 23, 2022	Fire Chief Honarium	150.00
31307	February 23, 2022	Contractor Fees	3,800.00
31308	February 23, 2022	Shipping	74.30
31309	February 23, 2022	Council Expense Claim	70.80
			<b>137,498.22</b>

1. **Tax Arrears House Sale (4616 51 Ave):** sealed minimum \$25,000 bid closed February 25th. 4 bids were submitted from \$25,000 - \$30,900. The high bidder put a non-refundable deposit on the property and then paid in full. The property is already being cleaned up.
2. **Grow Arena Project (GAP):** group has decided not to plant a crop this year after 4 years of crops to help fundraise for the Arena upgrades. They have raised their \$250,000 commitment. Due to the uncertainty with all the input costs and liability for all the companies donating, they have decided a crop will not be done. The GAP group will continue to fundraise in other ways, continuing with securing sponsorships for the Arena and having another GALA fundraiser.
3. **Back Alley Garbage Bins:** due to excessive complaints and issues with the bins they have been removed from the back alley between 52-53 Ave & 46-47 St for a week to clean out the alley. An option may be to provide Roll Out Bins to residents in the future if complaints and problems continue. Bins were returned before the end of the week. Residents will have to dispose of garbage in other bins around Town for the week.
4. **Basic Emergency Management (BEM) training:** all Town staff have taken the day of training being split into two groups. Staff will also be taking ICS100 (Incident Command System) training before the end of the month.

Please see attached CAO Action Tracker for council requests!



Correspondence Listing  
Council Meeting of March 22, 2022



1. St. Paul Education Regional Division No.1: Board meeting highlights updating council on school changes, capital projects, finances, and correspondence.





**ASCA Annual Conference:** Alberta School Council Association's Annual Conference & AGM is on April 22-24. The Board is sponsoring registration costs for two school council representatives to attend this virtual event. Any interested parents should apply via email to the COSC committee. The deadline to be considered for sponsorship is April 8, 2022.

**Revised Health Restrictions:** The Government of Alberta removed provincial health measures in all schools on March 1. The province is now in step 2 of a staged approach to relaxing health measures. We look forward to returning to normal practices that include no restrictions on gathering limits and being able to fully welcome back our communities into our buildings. For ease of operations, some schools may choose to keep some practices such as staggered release times or additional entry/exits.

**Board Virtual Meeting Protocols:** With the relaxing of health restrictions we are now able to resume in-person meetings with the public. Trustees voted to continue with live streaming of meetings, but amended the archive time to 48 hours from publishing. It was noted the live streaming increased community engagement in school board meetings. A virtual format will be provided for some guests and optional for delegations.

**Policy 12 Amendments:** The Policy Committee provided an update regarding the updating of Policy 12 - Role of the Superintendent to align with the Superintendent Leadership Quality Standard.

**Policy Review 14 & 15:** Trustees reviewed Policy 14 - Hearings on Teacher Transfers and Policy 15 - School Closure and Grade Configuration as part of the regular rotation.

**Mary's Table Update:** Since the beginning of January, between 30-53 division students per week were receiving a meal through the Mary's Table program. We are thankful for this generous donation from the diocese.

**ASBA Zone 2/3 Report:** The Minister's Youth Council are currently accepting nominations. The Council consists of about 40 junior and senior high students with diverse interests, identities, backgrounds and perspectives from all regions of Alberta. The deadline to apply is March 25, 2022. Across the province, approximately 270 students were nominated for the Honouring Spirit: Indigenous Student Awards, including 31 students from St. Paul Education schools.

**COSC Engagement grant:** A reminder that all school councils have an opportunity to access \$500 to enhance community engagement. Racette School Council has expressed interest in accessing an ASCA workshop with regards to trustee engagement. COSC can assist with providing it as a division wide event.

**FNMI Committee:** In consultation with the FNMI committee, CO administration, and our Indigenous Culture Advisor a Treaty Six flag will be raised at the Division office on June 21, 2022 on National Indigenous Peoples Day. This is an important opportunity for the St. Paul School Division and represents another step forward on our collective journey towards reconciliation. Schools in the division can consult within their school community to determine installation of flags at individual sites. It has been noted that Ashmont School has shown interest in also raising a Treaty Six Flag.

### Superintendent's Report

**Budgeting and Planning for the 2022/23 School Year:** Overall projections indicate that our enrollment will drop by 91 students. Initial staffing discussions will occur following the spring break.

**Annual Education Assurance Survey:** Provincial satisfaction surveys are conducted each year to make sure the education system continues to meet the needs of people in Alberta. Surveys are being conducted for staff, students and parents across the division. Parents will have received Random Access Codes in the mail. Deadline to complete is March 25, 2022. More detailed information can be found [here](#).

**AP 164 COVID Harm Reduction:** The Covid Harm Reduction Administrative Procedure has been suspended.

**2022 Scholarship Booklet:** The 2022 Scholarship Booklet is now available. These scholarship opportunities are available to our students for a total of over \$84,000. We are very thankful to our community members and organizations for supporting our students through our scholarship program.

**School Community Learning Activities:** A Dare to Care Anti-Bullying Presentation was presented to staff only on the morning of March 7. This included a definition of bullying, social hierarchy, outlining the shape of bullying and cyberbullying. Consideration for a similar session for students is underway.

**Ukraine:** An acknowledgement of the situation in the Ukraine was posted on the division website. Schools may take part in social justice activities in support of Ukraine.

**Kindergarten Registration:** Schools who offer Kindergarten programming are now accepting registrations for the upcoming 22-23 school year. Please contact your school for more information.



### Financial Report

The provincial budget was announced on February 24, 2022. Overall the budget appears to be fairly status quo with a few new programs to address student wellness and new curriculum implementation as well as a 4.6% increase to transportation funding. Unfortunately the Province will not be releasing our individual school division funding profile until late March. Until we receive this profile it is difficult to know exactly how the budget will affect St. Paul Education which is delaying further budget development.

### Information/Correspondence

**Retirements:** Principal Susan Kotowich-Dubrule has submitted her letter of resignation. She has been a dedicated educator and steward for Catholic Education for 36 years and the Board of Trustees wishes her well in her upcoming retirement. The Board has also received Superintendent Brodziak's resignation effective June 30, 2022. His 36 years of service and dedication are most appreciated by the Board of Trustees. Best wishes for a happy retirement!

**St. Paul Playschool:** The Friends of St. Paul Playschool Society Executive no longer wishes for St. Paul Education to take over the operation of the Playschool in SPECS.

**ASBA Charter Feedback:** The ASBA has asked for zones to feedback regarding charter schools. The deadline for completion is March 17, 2022. There are currently no Charter schools in our area.

**Curriculum Implementation Concerns:** February 28 was the final day for feedback for curriculum implementation. A government group is now meeting weekly in regards to implementation timelines and schedules for the incoming curriculum.

**Edwin Parr:** The Alberta School Board Association's annual Edwin Parr Teacher Award recognizes exceptional first-year teachers who display outstanding skills and performance in their initial year. March 18 is the deadline for submissions.

**ACSTA:** Fundraising for catholic schools was discussed in regards to working casinos. The division will consult with the Bishop to seek guidance.

**ASCA School Council Sessions:** The Racette school council showed interest in the session relating to the school trustee engagement. The board will host the session as part of a spring engagement session for all schools in the division.

**Curriculum Implementation Deadlines:** A number of boards have shared letters noting their concerns about the pending timeline and lack of resources for curriculum implementation. While there is excitement and support for the new curriculum, the trustees discussed challenges such as the number of inclement weather days and the lack of scheduled PD days for teachers to prepare and review resources.

**Transportation Funding Concerns:** Trustee shared a letter from a neighboring division citing concerns with driver shortages, increasing fuel and insurance costs.

**Bill 70 Request:** A letter was shared from Chinook's Edge School Division that they received from the province as a response from the inquiry regarding that school boards be included in Bill 70, the COVID-19 Related Measures Act.

**MCSNET Scholarship:** Four \$1000 scholarship opportunities for students pursuing studies in computer sciences or other related areas of study.

**Inclement Weather:** Given the extraordinary number of inclement weather days, a request was made to modify our existing Inclement Weather AP to remove the wind chill factor and use only the ambient temperature. The Board of Trustees asked for more consultation with the Transportation Department and our bus contractors.

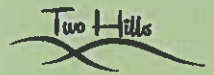
**Minister's Youth Council:** The Minister's Youth Council are currently accepting nominations. The Council consists of about 40 junior and senior high students with diverse interests, identities, backgrounds and perspectives from all regions of Alberta. The deadline to apply is March 25, 2022.

**Graduation Schedule:** Trustees were made aware of the various graduation dates across the Division.

**Letter of Invitation:** St. Paul Education senior leadership, school staff and students have been invited by the Acimowin Opaspiw Society to attend the first Blue Quills Memorial Round Dance, which is being held to memorialize former students, and to honor Survivors who attended the Blue Quills Residential School. The round dance is taking place on March 19, 2022 at the St. Paul Recreation Centre.

**Trustee Attendance Schedule:** Most trustees participated in the Rural Education Symposium and all trustees took part in a racism and sexism session hosted by Dr. Florence Akindele on March 8. Rural Caucus spring meeting is set for March 31, 2022.

TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



Meeting Date: March 22, 2022	Confidential:	Yes		No	X
Topic: Amalgamation					
Originated By: Leonard Ewanishan			Title: Mayor		
BACKGROUND:					
<p>As the County is occupied with other matters would we like to request Municipal Affairs to Present to us how amalgamation/regionalization should work and what time lines would be like.</p>					
DOCUMENTATION ATTACHED:					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
<p>Depends on Discussions</p>					
PP Mayor Leonard Ewanishan					
DISTRIBUTION:		Council: X			





TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



Meeting Date: March 22, 2022	Confidential:	Yes	No	X
Topic: Appointment of Assessor				
Originated By: Gerren Saskiw	Title:	C.A.O.		
<b>BACKGROUND:</b>				
<p>The Town is required to appoint its assessor</p>				
<b>DOCUMENTATION ATTACHED:</b>				
<b>DISCUSSION:</b>				
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>				
<b>RECOMMENDED ACTION(S):</b>				
<p>To appoint Larry James of Wainwright Assessment Group as the Towns assessor for the term starting March 1<sup>st</sup> 2022, to March 1<sup>st</sup> 2025.</p>				
PP CAO- Gerren Saskiw				
<b>DISTRIBUTION:</b>		Council: X		





TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



Meeting Date: March 22, 2022	Confidential:	Yes	No	X
Topic: Resident Appeal Snow fine				
Originated By: Gerren Saskiw		Title:	C.A.O.	
BACKGROUND:				
Resident would like to appeal 2 snow fines received, February 11 & 25 <sup>th</sup>				
DOCUMENTATION ATTACHED:				
Appeal				
DISCUSSION:				
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:				
RECOMMENDED ACTION(S):				
Depends on Discussions				
PP CAO- Gerren Saskiw		Ava Chet		
DISTRIBUTION:	Council: X			





4712 - 50 Street  
P.O. Box 630  
Two Hills, AB, T0B 4K0

Tel: (780) 657-3395  
Fax: (780) 657-2158  
email: info@townoftwohills.com

### APPEAL NOTICE

(If you want to appeal a Direction you must serve this Appeal Notice by delivering it to the Town of Two Hills Administration Office within 14 days after the Direction was served)

Bylaw to be Appealed FINES (SNOW REMOVAL) Date MAR. 18 / 2022

TO: TOWN OF TWO HILLS  
4712 - 50 STREET  
P.O. Box 630  
Two Hills, AB T0B 4K0

I am appealing the <sup>SNOW FINE</sup> Direction (FEB. 11 - FEB. 15, 2022) regarding \_\_\_\_\_  
(Date on Directive) (Property Address)

You must give reasons for your appeal: NOT WARRANTED FINES

AS SIDEWALK SNOW WAS REMOVED FROM BOTH  
LOCATIONS AS PER LETTER DATED FEB. 11 & MAR. 8, 2022.  
THANK YOU FOR YOUR CONSIDERATION.

(Use a separate sheet if necessary)

Signature \_\_\_\_\_

Name Printed \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing address \_\_\_\_\_

**NOTE: ONLY appeals filed WITHIN THE 14 DAY PERIOD will be heard by Council.**  
**You will be notified by mail of the hearing date.**

TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



Meeting Date: March 22, 2022	Confidential:	Yes	No	X
Topic: Resident Appeal Snow fine				
Originated By: Gerren Saskiw		Title:	C.A.O.	
BACKGROUND:				
Resident would like to appeal 2 snow fines received, February 11 & 25 <sup>th</sup>				
DOCUMENTATION ATTACHED:				
Appeal				
DISCUSSION:				
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:				
RECOMMENDED ACTION(S):				
Depends on Discussions				
PP CAO- Gerren Saskiw		Ava CASH		
DISTRIBUTION:	Council: X			





4712 - 50 Street  
P.O. Box 630  
Two Hills, AB, T0B 4K0

Tel: (780) 657-3395  
Fax: (780) 657-2158  
email: info@townoftwohills.com

### APPEAL NOTICE

(If you want to appeal a Direction you must serve this Appeal Notice by delivering it to the Town of Two Hills Administration Office within 14 days after the Direction was served)

Bylaw to be Appealed Snow fines Date Mar. 18/22

TO: TOWN OF TWO HILLS  
4712 - 50 STREET  
P.O. Box 630  
Two Hills, AB T0B 4K0

I am appealing the <sup>Fines</sup> Direction (Feb 11, 20), regarding Sidewalks  
(Date on Directive) (Property Address)

You must give reasons for your appeal: \_\_\_\_\_

Sidewalks were down  
unable to remove ice.  
we're on deadend st.

(Use a separate sheet if necessary)

Signature \_\_\_\_\_

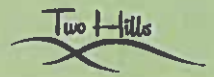
Name Printed \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: ONLY appeals filed WITHIN THE 14 DAY PERIOD will be heard by Council.  
You will be notified by mail of the hearing date.**

TOWN OF TWO HILLS  
COUNCIL MEETING  
AGENDA ITEM



Meeting Date: March 22, 2022	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: 2022-1012 FOIP Bylaw					
Originated By: Gerren Saskiw			Title: C.A.O.		
BACKGROUND:					
<p>After speaking with legal counsel, a FOIP bylaw referencing provincial legislation was suggested in place of a policy.</p>					
DOCUMENTATION ATTACHED:					
<p>2022-1012 FOIP Bylaw</p>					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
<p>To rescind policy 2022-01 FOIP request policy.</p> <p>That 2022-1012 FOIP Bylaw be given first reading this 22nd day of March, 2022.</p> <p>That 2022-1012 FOIP Bylaw be given second reading this 22nd day of March, 2022.</p> <p>That 2022-1012 FOIP Bylaw be given consent for third and final reading. (if Council so chooses)</p> <p>That 2022-1012 FOIP Bylaw be given third and final reading this 22nd day of March, 2022.</p>					
PP CAO- Gerren Saskiw					
DISTRIBUTION:		Council: X			



A BYLAW OF THE TOWN OF TWO HILLS IN THE PROVINCE OF ALBERTA, FOR THE  
PURPOSE OF ESTABLISHING THE ADMINISTRATIVE FUNCTION AND SET FEES IN  
RELATION TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY  
ACT

---

WHEREAS, pursuant to Section 95 of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended from time to time, the Town of Two Hills must designate a person or group of persons as the head of the municipality for the purposes of the Act; and

WHEREAS, pursuant to Sections 93 and 95 of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended from time to time, the Town of Two Hills may set fees payable to the municipality for services under the Act and Regulations;

NOW THEREFORE the Council of the Town of Two Hills, duly assembled, enacts the following:

This Bylaw may be cited as the "FOIP Bylaw".

**DEFINITIONS**

- a) "Act" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended from time to time;
- b) "Applicant" means a person who makes a request for access to a record under Section 7(1) of the Act;
- c) "Chief Administrative Officer" means the person appointed as the Chief Administrative Officer of the Town of Two Hills and includes any person who holds the position of Chief Administrative Officer in an acting capacity;
- d) "Province" means the Province of Alberta; and
- e) "Town" means the Town of Two Hills, including any board, committee, commission, panel, agency or corporation that is created or owned by the Town, but does not include \_\_\_\_\_.



## DESIGNATED HEAD

- a) For the purpose of the Act, the Chief Administrative Officer is designated as the Head of the Town.

## FEES

- a) Where an Applicant is required to pay a fee for services pursuant to the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended from time to time, the fee payable shall be in accordance with the Freedom of Information and Protection of Privacy Regulation, Alta. Reg. 186/2008, as amended from time to time, or a successor Regulation that sets fees for requests for information from the Province.

## EFFECTIVE DATE

- a) This Bylaw shall take effect and come into force effective after final reading and signature thereof by the Chief Elected Official and Chief Administrative Officer, or their authorized delegates.
- b) Where a request for information is received, but has not been disposed of before the effective date of this Bylaw, the request is deemed to be a request made on the date that this Bylaw takes effect and comes into force, under the provision of this Act, for the purposes of the fees payable under this Bylaw.

READ A FIRST TIME THIS 22nd DAY OF MARCH, 2022.

READ A SECOND TIME THIS 22nd DAY OF MARCH, 2022.

READ A THIRD TIME AND FINALLY PASS THIS 22nd DAY OF MARCH, 2022.

## TOWN OF TWO HILLS

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LEONARD EWANISHAN, MAYOR

---

GERREN SASKIW, CHIEF ADMINISTRATIVE  
OFFICER





Town of Two Hills Councillor Report

Date: March 22, 2022

ACE Water Corporation

--

Airport Commission

--

Emergency Management

--

Rural Physician Action Plan

Learning how things work within the health system
Because our doctors signed contracts before reside was announced they are not eligible
The delay for the doctors to be here is a shortage of trainers
2 physio personnel on site, plus 2 social workers
Issues will have to be addressed by meeting with MLA

Extra Notes

Two hills community health services
Cost of acute bed in central zone 8512 provincially 8972
Doctor will start training May 1
Other doctor hoping to start June 1
June 25 golf tournament proceeds for new furnishings for long term care
Most areas facing staffing shortages
Managing with emergency closure