


AGENDA
TOWN OF TWO HILLS
October 28, 2025
6:00 PM



Organizational Meeting

1. CALL TO ORDER
2. OATH OF OFFICE
3. DEPUTY MAYOR ROTATION
4. APPOINTMENT SUBDIVISION AUTHORITY
5. APPOINTMENT OF SUBDIVISION APPEAL BOARD CLERK
6. APPOINTMENT OF BYLAW ENFORCEMENT OFFICERS
7. REVIEW OF POLICIES RELATING TO COMMITTEES/BOARDS
8. APPOINTMENT TO BOARDS AND COMMITTEES
9. APPOINTMENT OF AUDITOR
10. APPOINTMENT OF LEGAL TEAM
11. APPOINTMENT OF ENGINEERING FIRM
12. REVIEW OF POLICY 2011-05 ELECTED OFFICIALS REMUNERATION AND
EXPENSE
13. REVIEW OF POLICY 2011-01 COUNCIL BENEFITS
14. REVIEW OF POLICY 2012-02 MILEAGE FOR COUNCIL, STAFF AND APPOINTED
MEMBERS
15. ADJOURNMENT

TOWN OF TWO HILLS ORGANIZATIONAL MEETING AGENDA ITEM						
Meeting Date: October 28, 2025		Confidential:	Yes		No	X
Topic: Oath of Office						
Originated By: Sheila Lupul			Title:	CFO		
BACKGROUND:						
Affirming newly elected Mayor and Councillors.						
DOCUMENTATION ATTACHED:						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
DISTRIBUTION:		Council: X				

Affirmation of Elected Office

Member of the Council of the Municipality of

Town of Two Hills

for the term of office

October 2025 - October 2029

I, Michael Tarkowski,

Solemnly affirm that I will honestly, and faithfully and to the best of my ability exercise the powers and duties of a

MAYOR

to which I have been elected in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such office, and that I will disclose any pecuniary interest, direct or indirect as required by and in accordance with the Municipal Government Act.

AFFIRMED before me at the
Town of Two Hills
in the Province of Alberta, this
28th day of October, 2025.

Michael Tarkowski

A Commissioner for Oaths and for the
Province of Alberta

Affirmation of Elected Office

Member of the Council of the Municipality of

Town of Two Hills

for the term of office

October 2025 - October 2029

I, Cody Dyck,

Solemnly affirm that I will honestly, and faithfully and to the best of my ability exercise the powers and duties of a

COUNCILLOR

to which I have been elected in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such office, and that I will disclose any pecuniary interest, direct or indirect as required by and in accordance with the Municipal Government Act.

AFFIRMED before me at the
Town of Two Hills
in the Province of Alberta, this
28th day of October, 2025.

Cody Dyck

A Commissioner for Oaths and for the
Province of Alberta

Affirmation of Elected Office

Member of the Council of the Municipality of

Town of Two Hills

for the term of office

October 2025 - October 2029

I, Marvin Patel,

Solemnly affirm that I will honestly, and faithfully and to the best of my ability exercise the powers and duties of a

COUNCILLOR

to which I have been elected in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such office, and that I will disclose any pecuniary interest, direct or indirect as required by and in accordance with the Municipal Government Act.

AFFIRMED before me at the
Town of Two Hills
in the Province of Alberta, this
28th day of October, 2025.

Marvin Patel

A Commissioner for Oaths and for the
Province of Alberta

Affirmation of Elected Office

Member of the Council of the Municipality of

Town of Two Hills

for the term of office

October 2025 - October 2029

I, Abram Hiebert,

Solemnly affirm that I will honestly, and faithfully and to the best of my ability exercise the powers and duties of a

COUNCILLOR

to which I have been elected in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such office, and that I will disclose any pecuniary interest, direct or indirect as required by and in accordance with the Municipal Government Act.

AFFIRMED before me at the
Town of Two Hills
in the Province of Alberta, this
28th day of October, 2025.

Abram Hiebert

A Commissioner for Oaths and for the
Province of Alberta

Affirmation of Elected Office

Member of the Council of the Municipality of

Town of Two Hills

for the term of office

October 2025 - October 2029

I, Henry Wall,

Solemnly affirm that I will honestly, and faithfully and to the best of my ability exercise the powers and duties of a

COUNCILLOR

to which I have been elected in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such office, and that I will disclose any pecuniary interest, direct or indirect as required by and in accordance with the Municipal Government Act.

AFFIRMED before me at the
Town of Two Hills
in the Province of Alberta, this
28th day of October, 2025.

Henry Wall

A Commissioner for Oaths and for the
Province of Alberta

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM



Meeting Date: October 28, 2025	Confidential:	Yes		No	X
Topic: Appointment of Deputy Mayor					
Originated By: Sheila Lupul			Title:	CFO	
BACKGROUND:					
Procedural Bylaw 2025-1058, Section 13.8 <i>At the first organizational meeting following the general municipal election a Resolution is to be placed before Council for the appointment and election of the Deputy Mayor. This Resolution will establish that the Deputy Mayor serves at the pleasure of Council and can be removed without reason or cause by a majority vote. The election of Deputy Mayor will be according to a rotational system whereby all Councillors are granted an opportunity to serve in that capacity.</i>					
DOCUMENTATION ATTACHED:					
DISCUSSION:					
<p>Due to terms being 4 years, CAO recommends 1 year rotations (October to October) for Deputy Mayor in order of votes. The order then would be as follows:</p> <ol style="list-style-type: none"> 1. C. Dyck 2. M. Patel 3. A. Hiebert 4. H. Wall <p>Discussion rotation schedule.</p>					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
<p>If council so chooses;</p> <p>_____ moves to appoint _____ as Deputy Mayor.</p>					
DISTRIBUTION: Council: X					

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM



Meeting Date: October 28, 2025	Confidential:	Yes		No	X
Topic: Appointment of Subdivision Authority					
Originated By: Sheila Lupul			Title:	CFO	
BACKGROUND:					
<p>Bylaw 95-735 "The Subdivision Authority shall consist of one (1) person appointed by resolution of Council...for a term of one (1) year and may be reappointed upon expiry of the term at the pleasure of Council".</p>					
DOCUMENTATION ATTACHED:					
DISCUSSION:					
<p>Typically council would appoint Jane Dauphinee of Municipal Planning Services as the Subdivision Authority as she is both experienced and familiar with the processes and procedures.</p>					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
<p>If council so chooses;</p> <p style="text-align: center;">_____ moves to appoint Jane Dauphinee, of Municipal Planning Services, to be the Subdivision Authority for the Town of Two Hills.</p>					
DISTRIBUTION:					
Council: X					

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM



Meeting Date: October 28, 2025	Confidential:	Yes		No	X
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Topic: Appointment Of Subdivision & Development Clerk

Originated By: Sheila Lupul	Title:	CFO
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BACKGROUND:

Municipal Government Act 627.1(1) states "a council that establishes a subdivision and development appeal board must appoint...must authorize the appointment of, one or more clerks of the subdivision and development appeal board."

DOCUMENTATION ATTACHED:

DISCUSSION:

Danielle Williams completed her Subdivision and Appeal Board Clerk training in April 2025.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

If council so chooses;

_____ moves to appoint Danielle Williams as clerk for the Subdivision & Development Appeal Board.

DISTRIBUTION:	Council: X
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TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM



Meeting Date: October 28, 2025	Confidential:	Yes		No	X
Topic: Bylaw Enforcement Authority					
Originated By: Sheila Lupul			Title:	CFO	
BACKGROUND:					
<p>Municipal Government Act s. 556 requires a Council to, by bylaw, designate a Bylaw Enforcement position Supervised by the CAO. The Bylaw shall establish powers and duties, disciplinary procedures, penalties and appeal processes applicable to its Bylaw Enforcement Officers</p> <p>Bylaw 2013-929 States; Council may appoint one or more Bylaw Enforcement Officers and shall hold a term of office at the pleasure of Council.</p>					
DOCUMENTATION ATTACHED:					
DISCUSSION:					
<p>Currently Wayne Nyback of Rural Bylaw Services is a contract Bylaw Enforcement Officer dealing with the more involved cases.</p> <p>The easier cases such as trees encroaching, snow removal or grass cutting can be dealt with by an appointed Bylaw Officer and Administration.</p>					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
<p>If council so chooses;</p> <p style="margin-left: 40px;">_____ moves to appoint Wayne Nyback of Rural Bylaw Services, Terry Stefiuk and Sheila Lupul as Bylaw Enforcement Authority for the Town of Two Hills.</p>					
DISTRIBUTION:					
Council: X					

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM



Meeting Date: October 28, 2025	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Review of Policies Related to Boards and Committees					
Originated By: Adam Kozakiewicz		Title:	CAO		
BACKGROUND:					
Reviewed annually at the Organizational meeting.					
DOCUMENTATION ATTACHED:					
Copies of Policies 2011-03 and 2011-04 outline the parameters of boards and committees					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
<p>_____To adopt Policy 2011-03 Appointment of Elected Officials as reviewed (and amended, if required).</p> <p>_____To adopt Policy 2011-04 Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees as reviewed (and amended, if required).</p> <p>OR</p> <p>_____Add Policy 2011-03 "Appointment of Elected Officials" to Policy/Bylaw Committee for revision.</p> <p>_____Add Policy 2011-04 Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees for revision.</p>					
DISTRIBUTION:					
Council: X					

TOWN OF TWO HILLS



Policy Number: 2011-03

Date of Issue: October 24, 2017
September 27, 2016
November 2, 2015
October 24, 2013
October 24, 2011
October 23, 2018

Policy Subject: Appointment of Elected Officials

POLICY STATEMENT:

Participating in Council Committee meetings and meetings of other bodies to which Councillors are appointed by Council is an important part of Council's Governance.

STANDARDS:

1. Annually, prior to the Organizational Meeting, the Councillors shall meet or discuss to consider and make recommendations on the appointment of council members, and the alternate member if necessary, to Council Committees, to other municipal committees and bodies to which the Town is entitled to have representation.
2. The Council representative's role shall be of a liaison nature between the body to which the Councillor has been appointed and Council.
3. The Council representative shall report to Council, at the monthly meeting scheduled for this purpose, any issues, concerns or other information arising from the committee meetings.

TERM OF OFFICE:

1. Unless otherwise specified by legislation, bylaws, terms of reference or resolutions, appointments shall be for a one (1) year term and the effective date of appointment shall be from the Organizational Meeting of each year.
2. If the Council representative is unable to complete the term of office as required, the Council shall discuss and make a resolution for a replacement appointment, provided that at least five (5) months are left in the member's term of office, or less if so desired by the body on which the Council representative served.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF TWO HILLS



Policy Number: 2011-04

Date of Issue: October 24, 2017
September 27, 2016
November 2, 2015
October 24, 2013
October 24, 2011
October 23, 2018

Policy Subject: Elected Officials Appointments to Federal, Provincial and Regional Boards and Committees

POLICY STATEMENT:

Council members' participation in Federal, Provincial and Regional Board and Committees enables them to bring to Council a broad perspective and understanding of the issues and trends that have an impact on municipal governance throughout Canada. A policy is required to establish a fair and consistent approach to the Town's support for Council members' participation in Federal, Provincial and Regional Boards and Committees that have a direct relationship with municipal governance.

DEFINITIONS:

1. "Direct relationship with municipal governance" may include participation in organizations that have mandates, goals and objectives similar to, but not restricted to, those of FCM, AUMA or other similar boards and committees that have a direct relationship to municipal governance.
2. "Volunteer" shall be defined as participating beyond the regularly scheduled Town Council appointments that are part of the ongoing obligations to which Town Council has made a commitment.

STANDARDS:

1. Council members must inform Council if they wish to volunteer to participate on Boards or Committees of the Federation of Canadian Municipalities (FCM), Alberta Urban Municipalities Association (AUMA) or other similar organizations.
2. Council members may receive per diems and expense reimbursements from the Boards and Committees.
3. Council members shall fund their expenses that are not covered by the Boards or Committees out of their regularly budgeted individual professional development and travel expense budgets.



4. Council may approve, by resolution, financial support in addition to the amounts established in the Council members' individual budgets for individual Council members' participation in FCM, AUMA or other similar boards and committees that have a direct relationship to municipal governance.
3. Council members' participation shall not conflict with the ability of Councillors to attend Town Council meetings regularly. When participation in the Boards or Committees conflicts with the timing of a Council meeting or other Council business, Council members shall seek the Mayor's approval to participate in the Board or committee. In the case of the Mayor, approval is given by the Deputy Mayor.
4. Council members shall report to Council, at the monthly meeting scheduled for this purpose, any issues, concerns or other information from the committee or board meetings.
5. Council members shall be reimbursed for expenses associated with their participation upon approval of an expense statement with supporting documentation by the Mayor. Reimbursement of the Mayor's expense statement with supporting documentation shall require the approval of the Deputy Mayor.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM



Meeting Date: October 28, 2025	Confidential:	Yes		No	X
Topic: Appointment to Boards and Committees					
Originated By: Sheila Lupul			Title:	CFO	
BACKGROUND:					
Reviewed annually at the Organizational meeting.					
DOCUMENTATION ATTACHED:					
Copy of the current listing of Boards and Committees and a copy of members of the previous year positions.					
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
_____To appoint council members to various Boards and Committees as outlined in the attached Schedule.					
DISTRIBUTION:		Council: X			



Committee & Board Appointments October 2025 to October 2026

Name	Member	Member	Alternate
ACE Water Corporation			
Airport Commission			
Alice Melnyk Library Board			
Adult Learning Committee			
Budget/ Bylaw/ Policy	All Council		
Eagle Hill Foundation			
EDC- Economic Development Committee			
Emergency Management	All Council		
FCSS-Family & Community Support Services			
GO EAST-Tourism Committee			
HUB-Lakeland Regional Ec. Dev.			
Space Education Centre		Allen Saylor Appointed as Member at Large	
Lakeland DMO			
NAAGO-NE AB Alliance for Growth & Opportunity			
NLLS-Northern Lights Library System			
NSWA-North Sask Watershed Alliance			
REDC-Regional Ec. Dev. Committee			
Regional Landfill Commission			
RRSC-Regional Recreation Steering Committee			
RPAP-Rural Physician Action Plan			
SAC-Sports Activity Council			
THIC-Two Hills Improvement Committee			
Two Hills Fire Dept.			
VMHA-Veterans Memorial Highway Committee			



Committee & Board Appointments October 2024 to October 2025

Name	Member	Member	Alternate
ACE Water Corporation	Mayor Ewanishan		
Airport Commission	Deputy Mayor Rajoo	Councillor Romaniuk	
Alice Melnyk Library Board	Mayor Ewanishan		
Adult Learning Committee	Councillor Sorochan		Deputy Mayor Rajoo
Budget/ Bylaw/ Policy	All Council		
Eagle Hill Foundation	Councillor Tarkowski		Councillor Sorochan
EDC- Economic Development Committee	Councillor Tarkowski		
Emergency Management	All Council		
FCSS-Family & Community Support Services	Deputy Mayor Rajoo		Councillor Sorochan
GO EAST-Tourism Committee	Councillor Tarkowski		
HUB-Lakeland Regional Ec. Dev.	Councillor Tarkowski		Deputy Mayor Rajoo
Space Education Centre	Councillor Sorochan	Allan Saylor Appointed as Member at Large	
Lakeland DMO	Councillor Tarkowski		
NAAGO-NE AB Alliance for Growth & Opportunity	Mayor Ewanishan		Deputy Mayor Rajoo
NLLS-Northern Lights Library System	Councillor Sorochan		Mayor Ewanishan
NSWA-North Sask Watershed Alliance	Councillor Romaniuk		
REDC-Regional Ec. Dev. Committee	Councillor Tarkowski	Deputy Mayor Rajoo	
Regional Landfill Commission	Councillor Romaniuk		Deputy Mayor Rajoo
RRSC-Regional Recreation Steering Committee	Councillor Sorochan		
RPAP-Rural Physician Action Plan	Mayor Ewanishan		Deputy Mayor Rajoo
SAC-Sports Activity Council	Councillor Sorochan		Councillor Romaniuk
THIC-Two Hills Improvement Committee	Councillor Sorochan	Councillor Romaniuk	
Two Hills Fire Dept.	Councillor Romaniuk		
VMHA-Veterans Memorial Highway Committee	Deputy Mayor Rajoo		Councillor Romaniuk

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM





Meeting Date: October 28, 2025	Confidential:	Yes		No	X
Topic: Appointment of Auditor					
Originated By: Sheila Lupul			Title:	CFO	
BACKGROUND:					
As per Municipal Government Act R.S.A. 2000, c. M-26, Section 280(1) Each Council must appoint one or more Auditors for the municipality.					
DOCUMENTATION ATTACHED:					
DISCUSSION:					
Past years, the Town has appointed Ncube and Landry as the auditor.					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
_____To appoint Ncube and Landry as the Town of Two Hills Auditor for the 2026 fiscal year end.					
DISTRIBUTION:		Council: X			

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM



Meeting Date: October 28, 2025	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Appointment Legal Team					
Originated By: Sheila Lupul			Title:	CFO	
BACKGROUND:					
Annually council is to appoint a legal team to represent the Town when needed.					
DOCUMENTATION ATTACHED:					
DISCUSSION:					
Past years, the Town has appointed three firms in Edmonton specializing in municipal matters as the legal team for the Town.					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION(S):					
<p style="text-align: center;">_____To appoint Brownlee LLP, Reynolds Mirth Richards & Farmer LLP and Alberta Counsel as the Town of Two Hills legal team.</p>					
DISTRIBUTION:		Council: X			

TOWN OF TWO HILLS ORGANIZATIONAL MEETING AGENDA ITEM						
Meeting Date: October 28, 2025	Confidential:	Yes		No	X	
Topic: Appointment Engineering Firm						
Originated By: Sheila Lupul		Title:	CFO			
BACKGROUND:						
Annually council is to appoint an engineering firm to represent the Town when needed.						
DOCUMENTATION ATTACHED:						
DISCUSSION:						
Past years, the Town has appointed MPE Engineers of Edmonton.						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
_____To appoint MPE Engineers as the Town of Two Hills Engineering representatives.						
DISTRIBUTION:		Council: X				

TOWN OF TWO HILLS ORGANIZATIONAL MEETING AGENDA ITEM								
Meeting Date: October 28, 2025			Confidential:		Yes		No	X
Topic: Elected Officials Remuneration and Expense								
Originated By: Sheila Lupul					Title:	CFO		
BACKGROUND:								
Policy is reviewed annually at the Organizational meeting								
DOCUMENTATION ATTACHED:								
Policy 2011-05 Elected Officials Remuneration and Expense								
DISCUSSION:								
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:								
RECOMMENDED ACTION(S):								
<p>If council so chooses,</p> <p>_____To declare Policy 2011-05 Elected Officials Remuneration and Expense as reviewed and amended.</p>								
DISTRIBUTION:			Council: X					

TOWN OF TWO HILLS



Policy Number: 2011-05

Date of Issue:

November 28, 2011	October 24, 2017
October 24, 2012	March 13, 2017
November 12, 2013	March 13, 2018
October 22, 2014	October 22, 2019
February 10, 2015	December 14, 2021
November 2, 2015	October 24, 2023
September 27, 2016	April 9, 2024

Policy Subject: Elected Officials Remuneration and Expense

POLICY STATEMENT:

While it is recognized that the primary reason that individuals seek municipal office is public service, members of Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses that they incur in fulfilling their responsibilities on Council.

PURPOSE:

To ensure that individuals who choose to serve their community receive fair compensation for their time and expenses.

To ensure that the Town's reimbursement practices comply with Federal and Provincial legislation, and provide claimants with appropriate guidance relative to acceptable submissions.

DEFINITIONS:

1. "Political Contributions" mean any money or real or corporate property that is provided to, or for the benefit of, a political party, constituency association or candidate, that involves direct or indirect support of (or opposition to) any political party, constituency association, or candidate for public office.

STANDARDS:

1. Councillors shall receive an additional remuneration for carrying out the responsibilities of the Deputy Mayor.
2. Members of Council are not limited to the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual Council Members Professional Development Budget.
3. Members of Council may use their Council Professional Development Budget for activities related to municipal governance and/or community engagement. This



includes courses, seminars, self-study activities, books, conferences, professional membership fees, or other approved activities.

4. Members of Council may claim a Full Per Diem rate, from their Expense Budget, while engaging in activities relevant to their professional development or Town business. Half day per diem claims are permitted. Half day is defined as a maximum of four (4) hours, including driving time.
5. Ineligible expenses for Expense Budget:
 - a. Golf Tournaments;
 - b. Speeches, Ribbon Cutting, Acceptance Openings;
 - c. General public appearances;
 - d. Community events, such as Canada Day, Remembrance Day;
 - e. Parades
 - f. Other purely social events; or
 - g. Political Contributions
6. Members of Council shall not claim expenses or per diems to the Town if the expenses or per diems are paid directly to the member of Council by an organization, committee or board.

ADMINISTRATIVE PROCEDURES:

1. Council remunerations and the schedule of payments are outlined further in this policy.
2. Under the direction of Council, Administration will be responsible for conducting a comprehensive review of salaries, honorariums and expenses of comparative municipalities every election year. This review may be conducted through striking a task force comprised of residents from the Town of Two Hills. A report with recommendations will be presented to Council no later than June, prior to the election.
3. This policy shall be reviewed annually, in conjunction with the Town's Organizational meeting, to be effective November 1st of the current year.
4. Members of Council are encouraged to provide a brief, informal report to the other members of Council after they have taken part in a developmental activity. This will enable other members of Council to share some benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
5. During that fourth quarter of the fiscal year, by motion of Council at the October Organizational Meeting, and pending budget availability, funds for Council Expense Budgets may be transferred from one Councillor to another.
6. Council members shall provide an expense statement with supporting documentation to the Mayor for approval. Reimbursement of the Mayor's expense statement with supporting documentation shall require the approval of the Deputy Mayor.



COUNCIL REMUNERATION RATES:

1. Annual Honorarium Rates are as follows:

Mayor	\$12,000.00
Deputy Mayor	\$ 9,600.00
Councillor	\$ 8,400.00

2. Annual Council Expense Budgets are as follows:

Mayor	\$18,000.00 maximum per year
Councillor	\$ 16,000.00 maximum per year

Eligible Expenses:

Regular Council Meetings	\$ 200.00
<u>All</u> ½ Day (under 4 hours) Meetings	\$ 100.00
<u>All</u> Full Day (over 4 hours) Meeting	\$ 225.00
Out of Town Meetings	\$ 175.00
Overnight Honorarium	\$ 175.00

Mileage, for travel outside the Town of Two Hills will be the same as the Federal Government Mileage Rate.

Breakfast	\$ 20.00
Lunch	\$ 25.00
Dinner	\$ 30.00

If any amounts are over the allowable subsistence amount a receipt is required.

****If the event provides a meal, receipts may still be submitted as an expense**

Registration/Taxi/Parking	- receipt required
Accommodations	- receipt required

3. Professional Development Budget:

Maximum	\$2,000.00 per fiscal year
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Eligible Expenses:

Registration fees for seminars and conferences, courses, self-study activities, materials, and books.

*Mileage, accommodations and other expenses are not eligible under Professional Development Budget.




REMUNERATION SCHEDULE

1. Annual Honorarium Rate shall be divided by 12 and given to members of Council monthly.
2. Council shall be paid their monthly remuneration one clear banking day before the end of the month. A mid-month advance of \$1,000.00 for the Mayor, \$800.00 for the Deputy Mayor and \$700.00 for Councillors may be given on the 16th of each month by Direct Deposit.
3. Expenses are to be submitted to the Chief Financial Officer no later than 5 business days before the end of the month, unless otherwise agreed upon.
4. Council Reports for the previous month shall be submitted to be included in the second Council Meeting of the month.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF TWO HILLS ORGANIZATIONAL MEETING AGENDA ITEM						
Meeting Date: October 28, 2025	Confidential:	Yes		No	X	
Topic: Council Benefits						
Originated By: Sheila Lupul			Title:	CFO		
BACKGROUND:						
Policy is reviewed annually at the Organizational meeting						
DOCUMENTATION ATTACHED:						
Policy 2011-01 Council Benefits						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
If council so chooses,						
_____To declare Policy 2011-01 Council Benefits as reviewed and amended.						
DISTRIBUTION: Council: X						

TOWN OF TWO HILLS



Policy Number: 2011-01

Date of Issue: October 24, 2017
January 10, 2011
November 12, 2011

Policy Subject: Council Benefits

POLICY STATEMENT:

The purpose of this policy is to identify individual Council Members' options of benefits or RRSP contributions.


PROCEDURES:

1. At the beginning of their four-year mandate, each member of Council may elect to receive benefits offered by the Town of Two Hills to their employees.
2. Members of Council shall be charged for the benefit coverage they select on the same cost-sharing ratio as Town Staff according to the Town's Personnel Policy. Once benefit coverage is selected, it can only be changed if the Council member experiences a 'life event change'.
3. Members of Council are entitled only to the Benefits allowed by the specific plan and the Town will not provide coverage beyond what is specified in the plan.
4. Members of Council shall not be eligible for the following employee benefits:
 - a. Workers Compensation Coverage;
 - b. Pension Benefits;
 - c. Severance Benefits; or
 - d. Long Term Disability Insurance.
5. Members of Council are automatically enrolled in the *Employee and Family Assistance Program*. As with any other Town staff, there is no charge to members of the Council for this employment benefit.
6. Council members have the option to participate in the benefits provided as stated above (1 – 3) or to receive a cheque in the amount of \$2,500.00 (two thousand five hundred dollars) per year (October to October) to purchase RRSPs in lieu of benefits. This payment in lieu is payable at the end of each year, not at the beginning of the term/year. In the event a Council member does not complete their term the payment will be prorated.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF TWO HILLS ORGANIZATIONAL MEETING AGENDA ITEM						
Meeting Date: October 28, 2025		Confidential:	Yes		No	X
Topic: <u>Mileage for Council, Staff and Appointed Members</u>						
Originated By: Sheila Lupul			Title:	CFO		
BACKGROUND:						
Policy is reviewed annually at the Organizational meeting						
DOCUMENTATION ATTACHED:						
Policy 2012-02 Mileage for Council, Staff and Appointed Members						
DISCUSSION:						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION(S):						
If council so chooses, <div style="text-align: center;"> _____To declare Policy 2012-02 Mileage for Council, Staff and Appointed Members as reviewed and amended. </div>						
DISTRIBUTION:		Council: X				



TOWN OF TWO HILLS

Policy Number: 2012-02

Date of Issue: September 27, 2016
November 2, 2015
October 22, 2014
October 24, 2013
October 24, 2012

Policy Subject: Mileage for Council and Staff and Appointed Members

POLICY STATEMENT:

The Town of Two Hills recognizes the importance and value of staff and members of Council utilizing their own vehicles for municipal business.

PURPOSE:

In order to be fair and consistent, this policy is intended to provide a standard of mileage rates to and from the Town of Two Hills for staff, members of Council or appointed members.

1. PROCEDURES AND GUIDELINES

- i. Council has provided to staff, members of Council or appointed members that use of their own vehicles while on municipal business be set at a rate per kilometre which is established by resolution of Council from time to time.
- ii. A requisition for payment must be claimed immediately following the month the expense occurs. In the event there is no regular consistent usage of own vehicles, then the claim shall be made as soon as conveniently possible after the time of usage.

2. STANDARD MILEAGE CHART

- i. Mileage will be reimbursed (when approved) in accordance with the standard mileage chart:



ii.

From/To	From/To	Kilometres (one way)
Two Hills	Edmonton	145
Two Hills	Calgary	434
Two Hills	Leduc	170
Two Hills	Lac La Biche	145
Two Hills	Nisku	163
Two Hills	Fort McMurray	434
Two Hills	Jasper	496
Two Hills	Banff	550
Two Hills	Red Deer	291
Two Hills	Camrose	150
Two Hills	St. Paul	60
Two Hills	Castor	178

- iii. Where the destination is not indicated in the Standard Mileage Chart, or when travel for municipal business required travel to two or more locations, the shortest distance indicated by Google maps.

3. **EFFECTIVE DATE**

- i. This Policy becomes effective upon approval by Town Council.

TOWN OF TWO HILLS

MAYOR

CHIEF ADMINISTRATIVE OFFICER