



AGENDA
TOWN OF TWO HILLS
May 11, 2021
7:00 P.M.



Regular Council Meeting

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - a) Regular Council Meeting Minutes of April 27, 2021
- 4. DELEGATION**
- 5. OPEN FORUM**
- 6. ADMINISTRATIVE REPORTS**
 - a) Public Works Report
 - b) Chief Administrative Officer Report
- 7. CORRESPONDENCE**
- 8. BYLAWS AND POLICIES**
 - a) 2008-04 Administration Fees
 - b) 2007-04 Public Works Rates
- 9. NEW BUSINESS**
 - a) Economic Development Week
- 10. COUNCIL MEMBER REPORTS**
- 11. NEXT MEETINGS**
 - a) Regular Council Meeting Tuesday May 25, 2021 7:00 p.m.
- 12. CLOSED SESSION**
 - a) FOIPP Act, Sections 17 and 29
- 13. ADJOURNMENT**





TOWN OF TWO HILLS

Minutes of the Regular Meeting of Council for the Town of Two Hills held April 27, 2021 at 7:00 P.M. Via GoToMeeting



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor W. Babiuk, Councillor M. Tarkowski, Councillor E. Sorochan, Councillor S. Rajoo, C.A.O. G. Saskiw, Executive Secretary A. Clark, Public Works Supervisor T. Stefiuk, C.F.O. S. Lupul and Finance Clerk D. Boutin

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

ADOPTION OF AGENDA:

2021-064 **MOVED** by Councillor E. Sorochan to accept the Agenda as presented.

CARRIED

ADOPTION OF MEETING MINUTES:

2021-065 **MOVED** by Councillor S. Rajoo to accept the Regular Council Meeting Minutes of April 13, 2021 as presented.

CARRIED

DELEGATION: Tax Arrears request to cancel penalties

OPEN FORUM: NONE

ADMINISTRATIVE REPORTS:

Public Works Report

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

2021-066 **MOVED** by Councillor M. Tarkowski that the Public Works report be acknowledged as presented and incorporated into the minutes.

CARRIED

Chief Financial Officer Report

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

2021-067 **MOVED** by Councillor E. Sorochan that the Chief Financial Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED



Chief Administrative Officer Report

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

2021-068 **MOVED** by Councillor M. Tarkowski that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

2021-069 **MOVED** by Deputy Mayor W. Babiuk that the Correspondence be acknowledged as presented and filed.

CARRIED

OLD BUSINESS:

2021-1006 Animal Control Bylaw

Recently the Town has had to capture and control stray animals, as we no longer have a local impound to kennel the strays, the Animal Control Bylaw needs a couple changes.

2021-070 **MOVED** by Councillor E. Sorochan that Bylaw 2021-1006 Animal Control Bylaw be given second reading this 27th day of April, 2021.

CARRIED

2021-071 **MOVED** by Councillor M. Tarkowski that Bylaw 2021-1006 Animal Control Bylaw be given third and final reading this 27th day of April, 2021.

CARRIED

COUNCILLOR REPORTS:

2021-072 **MOVED** by Councillor M. Tarkowski to accept and incorporate the Council Reports as presented into the minutes.

CARRIED

NEXT MEETING:

Regular Council Meeting Tuesday May 11, 2021 at 7 P.M.

CLOSED SESSION:

2021-073 **MOVED** by Councillor E. Sorochan to go into closed session at 8:27 PM.

CARRIED

2021-074 **MOVED** by Councillor E. Sorochan to come out of closed session at 9:02 PM.

CARRIED

2021-075 **MOVED** by Mayor L. L. Ewanishan to deny the request to waive the tax arrears and penalties.

CARRIED

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 9:03 PM.

LEONARD L. EWANISHAN, MAYOR

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 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 the person 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. Roads / Sidewalks

- a) Sweep streets and avenues
- b) Grade industrial road
- c) Grade and gravel back alley at the trailer park
- d) Remove top soil from below the road surface at the west end of 51 Ave (by the post office) where the road is heaved (near 49 St), then fill and pack with clay
- e) Fill major potholes

2. Water/Wastewater

- a) The town experienced no power failures since last report - All systems good
- b) Continuing Covid 19 housekeeping protocols for water/wastewater facilities
- c) Furnace inspection at Sanitary Lift station (Gateway)
- d) Lead Samples taken at Hillside Lodge and Eventide Homes
- e) Spring lagoon inspection on annual release pond ... requires some minor rip rap repairs
- f) Lift station - Generator test
- g) New daily log developed for lift station to better reflect daily checks
- h) Monitoring distribution flow rates
- i) Month end reporting
- j) Met with Vegreville operator for update on lead sampling plan for May – 40 % of required LEAD samples taken and delivered to lab
- k) Thermal turn over at Sanitary lagoons - responsible for recent odours - natural event in spring

3. Other

- a) Clean and inspect sewer line at 4703 – 51 Ave, line will be dug up and replaced
- b) Replace rear broom drive motor on sweeper
- c) Change loader bucket cutting edges
- d) Service road equipment, CAT packer, Amman packer, loader, grader, skid steer and both track hoes
- e) Pick up garbage on Town properties and parks
- f) Continue public works yard clean up
- g) Complete all service requests





1. **Broadband.** More discussion with MCSNet about putting up a tower in Two Hills. Working on an agreement for a tower and location.
2. **Postponed - Tax Arrears Property Auction May 11th, 2021.** Due to Covid-19 restrictions the Land Auction is postponed to a future date that has not been set. We have to set a date before 2 months is up or postpone again.
3. **Property Auction Reserve Bid.** Administration has been working on this and has the values for vacant properties. We received some approximate values for properties with houses from a real estate agent. There is still some work to do with the values of these properties. We will provide this information to council in the future.
4. **Road Patching Equipment Demo.** I went with the PW Supervisor & Foreman to Vermillion to see a demo of different road work equipment. Demoed was a road patching machine on a trailer – use reclaimed material (\$75K) and a machine on a trailer to recycle old asphalt for road patching (\$125K). Both machines would be nice to have but the machine we would make more use of is the asphalt recycler.

Please see attached CAO Action Tracker for council requests and for capital projects.




Action Tracker for Council

Date	WHO? Call / Email	Issue / Reason / Topic	Action	STATUS
2021-02-09	Council Request	Vacant Lots List & Map	working on Map of Vacant Residential & Non-Res Lots and also develop a list. Will also have a map with properties on the Tax Auction Sale (in arrears).	Working On
2021-05-05	13 Ways & CAO	3 Studies for the Town	13 Ways studies completed for the Town of Two Hills. Strategic Plan provided and distributed. Website and branding finished. Risk Assessment study to be provided before next meeting.	Ready to Present
2021-02-19	Council Request	Two Hills Gas Franchise	Does the Town purchase? Operate? Costs? Revenue? Get more figures and options. Need updated information.	Ongoing
2021-03-31	Council Request	Broadband Internet	Working with MCSNet to have a tower in Two Hills. This would improve the internet service in town. In the future hopefully fibre could be brought to the tower which would increase the broadband speed in town. There are also other new technologies being considered.	Ongoing
2021-04-07	Council Request	Noxious Weeds	Make sure to spray any noxious weeds in town.	Spring
2021-04-07	Council Request	Snow Removal Policy	Update the policy for salting of sidewalks	for Fall
2021-04-19	Council Request	Flower Pots & Flowers	Waiting for flowers from supplier	Mid May
2021-05-06	Council Request	Ecobuffer Trees - Water	PW will water the trees in the Ecobuffer next week due to shortage of rain and dry conditions.	May 10-14
2021-05-06	Council Request	Unsnightly Premises	Letters were sent and discussed with different landowners about a schedule for cleanup.	Ongoing
2021-05-06	Council Request	Semis in Town	Discussing with owners of Semis about not driving on Town roads.	Ongoing
		completed / DONE	highlighted updates for council.	



CAPITAL PROJECTS: Action Tracker for Council



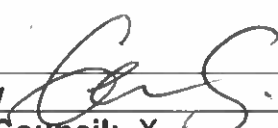
Date	Capital Project	Update on Project	STATUS
2021-05-05	Hall Renovations (Washrooms) started April 22nd	Work is progressing at a good pace. Walls are almost done, ceiling is done, flooring is almost done, most of the lighting is done. Waiting on plumber to finish installing the toilets, sinks and urinals. Washrooms are looking good.	75% done
2021-05-07	Concrete Crusing	Concrete Crushing Quotes - have some quotes	waiting on
2021-05-07	Siewalk Projects 2021	Contractor is lined up for the Sidewalks, Curb & Gutter project list. Met with Contractor on May 7th. Ready to start the week of May 17th (weather permitting)	Mid May Start
2021-05-07	Paving Projects 2021	Still lining up contractor. PW will be ready to finish off road work.	in progress
2021-05-07	SB-90 Projects 2021	PW & CAO met with the PW Foreman for the County (April 21st). We are working to schedule the reclaimers. Should be able to do some work before Mid-May weather permitting.	waiting on
			
	completed / DONE	UPDATES for Council.	

**Correspondence Listing
Council Meeting of May 11, 2021**



1. NONE



 TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM 			
Meeting Date: May 11, 2021	Confidential:	Yes	No <input checked="" type="checkbox"/>
Topic: 2008-04 Administration Fees Policy			
Originated By: Gerren Saskiw	Title:	C.A.O	
BACKGROUND:			
<p>As this policy has not been reviewed since 2008, and costs to the Town have increased an amendment is required to cover the costs for certain extra services offered in the office.</p>			
DOCUMENTATION ATTACHED:			
2008-04 Administration Fees Policy			
DISCUSSION:			
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:			
RECOMMENDED ACTION(S):			
To adopt revisions to 2008-04 Administration Fees Policy.			
CAO- Gerren Saskiw 			
DISTRIBUTION:	Council: X	DISTRIBUTION:	Council: X

TOWN OF TWO HILLS



Policy Number: 2008-04

Date of Issue: May 11, 2021
March 10, 2008

Policy Subject: **ADMINISTRATION FEES**

POLICY STATEMENT:

The purpose of this policy is to provide guidelines for amounts to be charged for document request as stated in this policy.

PROCEDURES:

Upon request and upon receipt of the fee as set out in Schedule "A" the Administrator or his/her designate shall provide to an eligible applicant a certificate or written information for the following:

1. Tax Certificate.
2. The description of a parcel of land as set out in the assessment roll and
3. The latest assessed value of and the improvements hereon as set out in the assessment roll.
4. A copy of the assessment record or particulars as to the assessed value of the parcel of land or improvements.
5. Any Report of the Commissioners or of any Committee or of any Official of the Town after it has been submitted to the Council, other than an opinion or report of any Counsel engaged by the Town.
6. The minutes of Council, after they have been adopted by the Council.
7. That upon receipt of a fee set out in Schedule "A" the Administrator shall within a reasonable time provide a copy of the Annual Financial Statement or abstract thereof.

Nothing in this Policy shall be interpreted so as to give anyone a substantive right to access information held by the Town where that access is not provided for in other Acts, Bylaw, Resolutions or Orders.

Nothing in this Policy shall be interpreted so as to allow the Town to impose fees not provided for in relevant enabling legislation, i.e. Freedom of Information & Protection of Privacy Act.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**Town of Two Hills
Schedule "A"
Administration Fees**

<u>Document(s)</u>	<u>Fee(s)</u>
Tax Certificate	Twenty Dollars (\$20.00)
Legal Land Description & Assessed Value	Ten Dollars (\$10.00)
Assessment Record	Ten Dollars (\$10.00)
Photo Copies of Approved Documents (i.e. Minutes , Bylaws etc.)	One Dollar (\$1.00) (per reproduced page or portion there of) not to exceed the sum of \$25.00



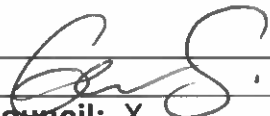
<u>Document(s)</u>	<u>NEW Fee(s)</u>
Tax Certificate	Thirty Five Dollars (\$35.00)
Compliance	Thirty Five Dollars (\$35.00)
Assessment Record	Thirty Five Dollars (\$35.00)
NSF Cheque or EFT	Thirty Five Dollars (\$35.00)
Photo Copies of Approved Documents (i.e. Minutes , Bylaws etc.)	One Dollar (\$1.00) (per reproduced page or portion there of) not to exceed the sum of \$25.00
Printing/Photocopies	B&W .25/page Colour \$1.00/page
Laminating 8.5 x 11	Five Dollars (\$5.00)
Laminating 8.5 x 14	Six Dollars (\$6.00)
Laminating 11 x 14	Seven Dollars, Fifty Cents (\$7.50)

Town of Two Hills Information Request Form

This form must be completed by any person requesting information in the possession of the municipality. A fee will be charged for all information released:

PART 1 – TO BE COMPLETED BY THE APPLICANT		
Name:		
Address:		
Phone:	Fax:	Cell:
Assessed Property (if applicable):		
Information Requested (Please be as specific as possible)		
Signature of Applicant:		Date:

PART 2 – TO BE COMPLETED BY THE MUNICIPALITY		
Date Request Received:		
Request Approved: (Date)		
Information Released: (Date)		
Method of Release: (mail, fax, pick-up in person, view in office, etc.)		
Fee Estimated: \$	Deposit: \$	Fee Assessed: \$
Request Denied: (Date)		
Reason for Denial:		
Signature of Applicant:		Date:

		TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM					
Meeting Date: May 11, 2021		Confidential:		Yes	No	X	
Topic: 2007-04 Public Works Rates Policy							
Originated By: Gerren Saskiw				Title: C.A.O			
BACKGROUND:							
<p>As this policy has not been reviewed since 2018, and costs to the Town have increased an amendment is required to cover the costs incurred.</p>							
DOCUMENTATION ATTACHED:							
<p>2007-04 Public Works Rates Policy</p>							
DISCUSSION:							
<p> </p>							
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:							
<p> </p>							
RECOMMENDED ACTION(S):							
<p>To adopt revisions to 2007-04 Public Works Rates Policy.</p>							
CAO- Gerren Saskiw							
DISTRIBUTION:	Council: X	DISTRIBUTION:	Council: X				

TOWN OF TWO HILLS



Policy Number: 2007-04

Date of Issue: May 11, 2021
March 13, 2018
April 25, 2017
March 18, 2010
May 11, 2009
June 9, 2008
July, 9, 2007

Policy Subject: **PUBLIC WORKS RATES
FOR EQUIPMENT, SERVICES, RENTALS & MATERIALS**

POLICY STATEMENT:

The purpose of this policy is to establish rates for equipment, services, rentals and materials pertaining to Public Works in the Town of Two Hills.

EQUIPMENT

- As per current Alberta Roadbuilders & Heavy Construction Association (Government) Equipment Rates
- Labour – During Regular Work Hours (per person)..... \$50.00/hour
- Labour – After Regular Work Hours (per person)..... \$75.00/hour

SERVICES

- Lagoon Dumping Charge..... \$50.00/load
- ~~Property Line Locates..... \$50.00~~ **DO NOT DO ANYMORE**
- Sewer Camera..... \$125.00 + labour
- Water Service Line Thawer..... \$105.00
- Sewer Rod – Deposit – to be refunded upon return of sewer rod. \$25.00 deposit
- Traps – Deposit - to be refunded upon return of trap. \$25.00 deposit

RENTALS

- Picnic Table..... \$5.00 each
- ~~Hall Chair..... \$1.00 each~~ **RENTED BY SAC**
- ~~Hall Table..... \$5.00 each~~ **RENTED BY SAC**

MATERIALS

- ~~Top Soil \$6.00/yd plus \$1.00/yard for delivery~~ \$8.00/yd plus \$3.00/yard for delivery
- ~~Screened Loam \$14.00/yd plus \$1.00/yard for delivery~~ \$20.00/yd plus \$3.00/yard for delivery
- ~~Gravel – Crushed \$26.50/yd plus \$1.00/yard for delivery~~ \$27.50/yd plus \$3.00/yard for delivery
- ~~Screened Rock \$33.00/yd plus \$1.00/yard for delivery~~ \$35.00/yd plus \$3.00/yard for delivery
- Sand \$5.50/yd plus \$1.00/yard for delivery \$6.50/yd plus \$3.00/yard for delivery
- Clay \$5.50/yd plus \$1.00/yard for delivery \$6.50/yd plus \$3.00/yard for delivery
- Reject WAS NOT OFFERED PRIOR \$20.00/yd plus \$3.00/yard for delivery





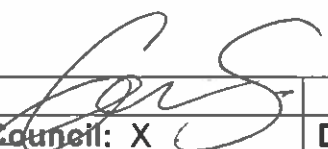
DELIVERY/PICK UP

Delivery of material is available for in town only. Out of town delivery of material may be possible if time permits, at the discretion of the Public Works Foreman and Chief Administrative Officer, and accompanied with cost of trucking. Out of town deliveries are not charged the extra \$3.00/yard for delivery as they will be charged trucking rates at Alberta Roadbuilders & Heavy Construction Association (Government) Equipment Rates.

All rentals are available for pickup only. No pickup or drop off is available outside of regular business hours.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

 TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM 			
Meeting Date: May 11, 2021	Confidential:	Yes	No <input checked="" type="checkbox"/> X
Topic: Economic Development Week			
Originated By: Gerren Saskiw	Title:	C.A.O	
BACKGROUND:			
<p>This year, AUMA and RMA are joining EDA to help amplify economic development efforts in our province by inviting Municipalities to take part in the 2021 Community Challenge by officially proclaiming May 9 to 15 as International Economic Development Week.</p>			
DOCUMENTATION ATTACHED:			
DISCUSSION:			
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:			
RECOMMENDED ACTION(S):			
<p>See Proclamation</p>			
CAO- Gerren Saskiw 			
DISTRIBUTION:	Council: X	DISTRIBUTION:	Council: X



Please let it be known that the Town of Two Hills Council proclaim May 9-15, 2021 as "Economic Development Week";

WHEREAS, the International Economic Development Council is the largest professional economic

development organization dedicated to serving economic developers; and

WHEREAS, for almost 50 years, Economic Developers Alberta has been Alberta's leading economic

development network, committed to advancing the economic development profession by providing resources,

professional development and networking opportunities; and

WHEREAS, economic developers promote economic well-being and quality of life for their communities by

creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next

generation of new businesses, which is the hallmark of Alberta's economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local,

state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a

variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and

improve the quality of life in their regions; and

WHEREAS economic developers work in the Two Hills Region; and

NOW, THEREFORE, BE IT RESOLVED that the Town does hereby recognize May 9-15, 2021 as "Economic Development Week" in the Town of Two Hills and remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of life.

"Economic Development Week"

Two Hills

Mayor Leonard Ewanishan



Town of Two Hills Councillor Report

Date: May 11, 2021

Tourism

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SAC

April 08, 2021 –
Approved the Geleta park and the Rec facilities manager position for the next five months.
Approved up to 160 hours per month at \$30.00/hr.
Use of the recreation facilities will be as per government Covid guidelines.

Vermilion River Watershed Management

April 19, 2021-VRWA executive Meeting
Discussed agenda items for our Board meeting #30.
Update on the EcoBuffers in Two Hills and Vegreville.
Would still like involve the school children for installing signs and planting wildflowers.

April 23, 2021-VRWA Board Meeting
Member updates on current progress in their areas.
Education committee update
Approved their operating plan for 2021-2022.
Lakeland college students will be doing water monitoring along the Vermilion river this summer.
Discussed communications:
Eg; website, social media, newspapers.

Two Hills Improvement Committee

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HUB - Regional Economic Development - Alternate

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Interagency Committee

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Eagle Hill Foundation - Alternate

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Other

April 29/ 2021- ACE Annual Shareholders meeting.
An update on the remaining contracts were discussed.



Town of Two Hills Councillor Report

Date: May 11, 2021

Economic Development Committee (EDC)

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Family Community Services (FCSS) - Alternate

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HUB - Regional Economic Development

April 19 Board meeting With Perry taking over we are looking at the viability of Hub to the northeast region.

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Regional Landfill Committee

April 21 Went over 2020 audited financial statement and 2021 budget.
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Discussed the concrete storage idea, keeping it on the agenda for further discussion.

Looking at purchasing a sea can for unused chemical storage.
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Will be collecting Ag plastic at the site now, there will be a company coming to pick up. This is being looked after by Eldin Koziak from the Ag Service Board.

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Tourism (Alberta Lakeland and Kalyna Country) - Alternate

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Vermilion River Watershed Management - Alternate

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Veterans Memorial Highway Committee

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Extra Notes

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