



AGENDA
TOWN OF TWO HILLS
January 28, 2020
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 January 14, 2020
- 4. DELEGATION - NONE**
- 5. OPEN FORUM**
- 6. ADMINISTRATIVE REPORTS**
 - a) Public Works Report
 - b) Financial Officer Report
 - c) Chief Administrative Officer Report
- 7. CORRESPONDENCE - NONE**
- 8. NEW BUSINESS - NONE**
- 9. COUNCIL MEMBER REPORTS - NONE**
- 10. NEXT MEETINGS**
 - a) Regular Council Meeting Tuesday February 11, 2020 7:00 p.m.
- 11. CLOSED SESSION**
 - a) FOIPP Act, Sections 17 and 29
- 12. ADJOURNMENT**





TOWN OF TWO HILLS
Minutes of the Regular Meeting of Council
for the Town of Two Hills held January 14, 2020 at 7:00 P.M.
in Town Council Chambers



PRESENT: Mayor L. L. Ewanishan, Deputy Mayor M. Tarkowski, Councillor E. Sorochan, Councillor W. Babiuk, Councillor S. Rajoo, C.A.O. G. Saskiw, C.F.O. S. Lupul, Finance Clerk D. Boutin, and 6 members in the public gallery.

MISSING: Executive Secretary A. Clark and Public Works Foreman T. Stefiuk

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

ADOPTION OF AGENDA:

2020-001 **MOVED** by Councillor W. Babiuk to accept the Agenda with no additions.

CARRIED

ADOPTION OF MEETING MINUTES:

2020-002 **MOVED** by Councillor E. Sorochan to accept the Organizational Meeting Minutes of December 17, 2019, with corrections.

CARRIED

2020-003 **MOVED** by Deputy Mayor M. Tarkowski to accept the Regular Council Meeting Minutes of December 17, 2019.

CARRIED

DELEGATION: NONE

OPEN FORUM: NO Questions

ADMINISTRATIVE REPORTS:

Public Works Report

The Public Works Foreman's Report was provided to Council in advance for their review. Assistant PW Foreman not present due to weather conditions.

2020-004 **MOVED** by Councillor E. Sorochan 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.

2020-005 **MOVED** by Councillor S. Rajoo that the Chief Administrative Officer report be acknowledged as presented and incorporated into the minutes.

CARRIED

CORRESPONDENCE:

2020-006 **MOVED** by Deputy Mayor M. Tarkowski that the Correspondence be acknowledged as presented and filed.

CARRIED

NEW BUSINESS:

Water Bylaw 2018-981

Council discussed the recent increase of water rates to the Alberta Central East water line and other increasing costs that the water rate needs to be increased by 10 cents, effective January 1st, 2020.

2020-007 **MOVED** by Mayor L. L. Ewanishan to amend Water Bylaw 2018-981 Schedule "A", to reflect the 10 cent increase per cubic meter of water from \$3.40 M³ to \$3.50 M³ for water consumption.

CARRIED

Town Fish Pond Liability Insurance

The Town of Two Hills Fish Pond was operated by Two Hills Fish & Game and was insured for liability under the County of Two Hills umbrella insurance. Near the end of 2019, Two Hills Fish & Game folded and the insurance was cancelled. The Town of Two Hills now is responsible for the fish pond and insurance. The General Liability Insurance for the Town will cover the fish pond. Discussion about whether to keep open or close the fish pond. More information is required to make a decision.

COUNCIL REPORTS:

2020-008 **MOVED** by Councillor S. Rajoo to accept and incorporate the Council Reports as presented into the minutes.

CARRIED

NEXT MEETING: Regular Council Meeting January 28, 2020 at 7:00 p.m.

CLOSED SESSION:

2020-009 **MOVED** by Mayor L. L. Ewanishan to go into closed session at 8:20 PM.
CARRIED

2020-010 **MOVED** by Mayor L. L. Ewanishan to come out of closed session at 8:47 PM.
CARRIED

ADJOURNMENT:

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 8:47 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) Grade streets and clear intersections
- b) During the extreme cold spell, we cleared basic areas only (hospital, school, firehall, RCMP Station). It was too cold to operate the equipment for full days without mechanical problems
- c) Sand & salt some intersections as needed, and for concerned citizens
- d) Clean sidewalks
- e) Clean up at the cemetery funeral
- f) Clean the swimming pool parking lot

2. Water/Wastewater

- a) Investigated 2 complaints of "No Water"- both were due to frozen water lines within the structure- (open basement window next to the water line, and the other one had an outside vent open in the mechanical room)
- b) Annual Alberta Environment Water Distribution Inspection- Approved with no deficiencies
- c) Monitored pump houses during the cold snap
- d) Restore water service as per resident requests
- e) Meet with Randy- Re: Annual Reports Update
- f) Water break at 47 St & 53 Ave Intersection (4 inch line)- isolated, excavated, repaired, and tested in 1 day
- g) 7 day letter submitted to Alberta Environment.

3. Other

- a) Replace starter in the vac truck
- b) Replaced tires on the F-250
- c) Power line accident on 57 Ave near the county shop- repaired by Atco; minus 30-40 windchill
- d) Clean the lagoon (slurry from hydro-vac power poles)
- e) Assist Bumper to Bumper with frozen water line in building
- f) Attended to requests to the best of our ability
- g) Assist Myrnam their water break (equipment & manpower)
- h) Assist the County with sewer problem in Hairy Hill (Vac truck)
- i) Cleaned & repaired the storage tanks
- j) Received 6000L of beet juice for the roads
- k) Purchase new winter gear for Public Works Employees (Thank You)



CFO REPORT

January 28, 2020

1. Working on finishing 2019 Year End with John Beale;
2. Hired a casual clerk for the front end to cover busier times and absences;
3. Budget will be entered in the system once the final draft is approved;
4. Formulated new Councillor Expense Forms, easier to complete with check marks and fill in the blanks. There is a sample and a blank one attached for your review;
5. T-4's will be done before the end of February.

**TOWN OF TWO HILLS
RECONCILIATION STATEMENT FOR DECEMBER 2019**

AS PER ATB BANK STATEMENT

Net Balance at End November 2019	\$656,860.61
Plus Deposits	\$499,141.57
Sub Total	\$1,156,002.18
Minus Disbursements (including transfers)	\$308,364.39
Closing Balance	\$847,637.79

Summary of Town of Two Hills Accounts

Alberta Treasury Branch	Description of Accounts	
Bus Custom Plan CB #24	(Main Account)	\$847,637.79
Bus Custom Plan CB #27	(Electronic Bill Payments)	\$147,971.39 *
Notice Account 90 Day	(Auction Holding)	\$99,150.36
TOTAL ATB		\$1,094,759.54

Revolving Loan - out of \$993,400.00	0
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OTHER ACCOUNTS:	<u>Vision Credit Union</u>	
	Two Hills Improvement Committee	\$ 3,406.14
	Canada Day	\$ 7,376.98
	Pay Roll	\$ 121,051.18

Comments:

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



Council Expense Claim Form

Name: <u>Town Councillor</u>		Date Submitted: <u>24 January 2020</u>								
Address: <u>1234 - 56 St.</u>		For the month of: <u>January</u>								
Date of Meeting or Event	Regular Council	Special	Committees		Mileage	Meal Expense			Lodging not paid by the Town	Other
			In-Town	Out		B	L	S		
**Include a brief description of Committee Meeting (ie: SAC, FCSS....) and Destination if Out of Town (ie: NLLS-Jasper, HUB-St.Paul....) *not too much detail	✓	✓	✓	✓	✓	✓	✓	✓		
8 - SAC	✓	✓	✓	✓	✓	✓	✓	✓		
13 - HUB St Paul	✓	✓	✓	✓	✓	✓	✓	✓		
14 -	✓	✓	✓	✓	✓	✓	✓	✓		
16 - Budget	✓	✓	✓	✓	✓	✓	✓	✓		
20 - FCSS - Jasper	✓	✓	✓	✓	✓	✓	✓	✓		
21 - FCSS	✓	✓	✓	✓	✓	✓	✓	✓		
22 - FCSS - return home	✓	✓	✓	✓	✓	✓	✓	✓		
24	✓	✓	✓	✓	✓	✓	✓	✓		
28	✓	✓	✓	✓	✓	✓	✓	✓		
29 - Airport	✓	✓	✓	✓	✓	✓	✓	✓		
30 - Vegreville Seminar	✓	✓	✓	✓	✓	✓	✓	✓		
* Purchased Gift for MLA	✓	✓	✓	✓	✓	✓	✓	✓		
* DO NOT TOTAL ← Do not total anything - Finance will do all calculations										

I hereby certify that the whole of this expense was incurred on Town of Two Hills business and that amounts claimed have not previously been paid to me or on my behalf.

Town Councillor ← Sign

Signature of Claimant

Mayor / Deputy Mayor / CAO

Approved - Mayor/Deputy Mayor/CAO

Mileage will be paid out at as per Govt of Canada rate of 0.58/km

Meals:
Breakfast - \$15
Lunch ----- \$20
Supper ----- \$25



Council Expense Claim Form

[illegible]

I hereby certify that the whole of this expense was incurred on Town of Two Hills business and that amounts claimed have not previously been paid to me or on my behalf.

Mileage will be paid out at as per Govt of Canada rate of 0.58/km

Meals:
Breakfast - \$15
Lunch ----- \$20
Supper ----- \$25

Signature of Claimant

Approved - Mayor/Deputy Mayor/CAO

Town of Two Hills			
Cheque Register			
29834 - 29898			
29834	December 17, 2019	November 2019 Water Consumption	24325.58
29835	December 17, 2019	December 2019 Benefits	6519.58
29836	December 17, 2019	Office Cleaning December 22, 2019	64.00
29837	December 17, 2019	Office Cleaning December 15, 2019	64.00
29838	December 17, 2019	Chop Saw & Carburetor	1396.09
29839	December 17, 2019	Crankshaft	1535.10
		Repair Heat in Banquet Room	827.40
			2362.50
29840	December 17, 2019	Christmas Dinner	820.00
29841	December 17, 2019	Vehicle Maintenance	38.06
29842	December 17, 2019	Freight	62.38
29843	December 17, 2019	Arena Compressor Maintenance	21.86
29844	December 17, 2019	Public Works Internet	45.82
29845	December 17, 2019	Centennial Hall Management Fees December 2019	2625.00
		Banquet Hall Rental Christmas Party	262.50
			2887.50
29846	December 17, 2019	EDC Supper	262.50
29847	December 17, 2019	EDC Light Up Prize Winners	450.00
		2019 TOTAL	\$39,319.87
29848	January 7, 2020	December 2019 Water Consumption	22519.64
29849	January 7, 2020	January 4, 2020 Office Cleaning	64.00
29850	January 7, 2020	Grader Repairs	582.12
29851	January 7, 2020	Shop Supplies	10.33
		Shop Supplies	21.92
		Shop Supplies	18.90
		Shop Supplies	13.86
		Sweeper Parts	1.46
			66.47
29852	January 7, 2020	Fuel December 1 - 31, 2019	2089.15
29853	January 7, 2020	Salt/Sand	539.06
29854	January 7, 2020	December 2019 Garbage Collection	3550.00
29855	January 7, 2020	November/December IT Services	500.00
29856	January 7, 2020	Reservoir Internet	36.75
29857	January 7, 2020	By-Election Renumeration	520.00
29858	January 7, 2020	By-Election Renumeration	520.00
29859	January 7, 2020	December 2019 Contractor Fees	5602.80
29860	January 7, 2020	Web Map Annual Fee & Support	8295.00

29861	January 7, 2020	Postage Meter Payment	111.67
29862	January 7, 2020	Adobe Pro Annual Subscription	257.41
29863	January 7, 2020	Rec Centre Monitoring	252.00
29864	January 7, 2020	Land Lines	1083.72
		Rec Centre Monitor Call Out	27.10
			1110.82
29865	January 7, 2020	Public Works Phones	300.00
29866	January 7, 2020	Public Works & Office Supplies	117.37
29867	January 7, 2020	ICF Supper Banquet Rental	63.00
29868	January 7, 2020	Repairs on Unit Heater Curling Rink	1149.65
29869	January 7, 2020	Propane	26.42
		Diesel Exhaust Fluid	58.59
			85.01
29870	January 7, 2020	Gas Monitor	656.25
29871	January 7, 2020	Christmas Ad	135.98
29872	January 7, 2020	January 2020 Monthly Contract Assessment Fees	1434.30
29873	January 14, 2020	December 2019 Notifications	6.30
29874	January 14, 2020	Read Centre Mobile 6 Month Agreement	1066.59
		Cordless Keyboard & Mouse	91.96
		Subsistence Council	730.32
		Website Yearly Fee	229.35
		Receipt Printer	486.54
		Joint Municipalities Supper Meeting	141.30
		Municipal Affairs ICF Supper Meeting	107.44
			2853.50
29875	January 14, 2020	January 12, 2020 Office Cleaning	64.00
29876	January 14, 2020	Contractor Fees	1140.00
29877	January 14, 2020	Equipment Repairs	34.38
		Backpack Blower	1053.27
		Blower	178.45
			1266.10
29878	January 14, 2020	Test & Strengthen Brine	2240.07
29879	January 14, 2020	Thermal Imaging Camera	8058.75
29880	January 14, 2020	Freight	95.14
29881	January 14, 2020	Battery for FCSS Van	166.21
		Shop Supplies	74.54
		Shop/Sweeper Supplies	266.60
			508.35
29882	January 14, 2020	Meter Postage	540.57
29883	January 14, 2020	Public Works/Water/Office Supplies	254.57
29884	January 14, 2020	Toilet Paper & Hand Soap	655.89

29885	January 14, 2020	Repair of 3 Outside Locks	159.60
29886	January 14, 2020	Water Department Servicing December 2019	687.80
29887	January 14, 2020	Copier Impression Charges	358.42
29888	January 14, 2020	AUMA Yearly Membership	2479.47
29889	January 14, 2020	Power & Gas December 2019	20321.26
29890	January 14, 2020	Mileage/Subsistence Council	527.24
		RRSP 2019	1397.40
			1924.64
29891	January 14, 2020	January 19, 2020 Office Cleaning	64.00
29892	January 14, 2020	Skidsteer Flat Repair	47.25
		New Tires for PW Truck	1331.53
			1378.78
29893	January 14, 2020	Repair of Low Pressure on Compressor	1891.26
29894	January 14, 2020	Subsistence Council	105.00
		RRSP 2019	232.90
			337.90
29895	January 14, 2020	13 Ways Supper Meeting	90.90
		RRSP 2019	1870.05
			1960.95
29896	January 14, 2020	Public Works Internet	45.82
29897	January 14, 2020	RRSP 2019	589.10
29898	January 14, 2020	Centennial Hall Management Fee January 2020	2625.00
		TOTAL	\$103,065.69
		2019 TOTAL	\$39,319.87
		GRAND TOTAL	\$142,385.56



1. **Meeting with MLA Jackie Armstrong Homeniuk.** Getting information ready for meeting on Wednesday January 29th. Infrastructure Grant funding.
2. **Federal Infrastructure Grant Funding Inquiry** – working with Tina from Shannon Stubbs office in Two Hills. She will look into the status of our grant application.
3. **ICF Meeting with Consultant Brian Austrom** – Monday January 24th. He would like to have any agreements that we have in place with the County and talk about what other agreements we need.
4. **Desert Planters Self-Watering Hanging Baskets** – obtained different size and style baskets and pricing. The information will be provided to the Two Hills Improvement Committee to make some decisions and then we can order. They are proudly designed and manufactured in Canada.
5. **Current Overdue Water Bill Issues** – working with Danielle to clean these up and have them paid, transferred to taxes or have the account put on a payment plan.
6. **Interview List for 13 Ways** – finalizing the list with 50 resident names and phone numbers for Doug to pick from.
7. **Firehall Furnace** – the blower motor may need to be replaced. Josh from the fire hall contacted me to let me know that the motor is making a lot of noise and the bearing may be seized. Contacted contractor and he came to work on it Friday. Will find out more later.
8. **Municipal Affairs Reports** – working with Municipal Affairs to catch up with some reports from 2018 and then we will work on 2019 (after financial report is done).
9. **Town of Two Hills Fish Pond** – working on finding out more information on whether to keep the fish pond open to the public or closed to the public. NO extra insurance coverage is required if we leave the pond closed and put up warning signage. It will be covered by the Town's general liability. If we open the fish pond some extra insurance may be required. I will be talking with Two Hills Fish & Game about what we may do with the fish pond and what to do with their buildings and equipment.

