



# TOWN OF TWO HILLS

Regular Council Meeting  
of  
March 13, 2018

# ADOPTION OF AGENDA

# ADOPTION OF MINUTES

Regular Council Meeting of February 27, 2018

# DELEGATIONS

Grow Arena Group – Renovation to the Arena lobby

The Grow Arena Group, a new user group committee, has requested to make a presentation to Council regarding the renovations to the arena lobby.

# OPEN FORUM

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.

# ADMINISTRATIVE REPORTS

## PUBLIC WORKS FOREMAN REPORT

### Roads

- Grade and haul snow from all streets and avenues.
- Grade industrial park roads.
- Grade all back alleys.
- Sand roads and intersection as required.
- Remove snow from east side of arena.
- Clean parking lot at the Hall.

### Water/Wastewater

- Calibrated distributor and ACE Cl2 analyzers.
- 5012 – 50 Ave Main break. AB ENV – Notified 1<sup>st</sup> calls done, excavated and repaired. 1 circular break and 2 holes; filled excavation, flushed from 3 locations, Cl2 and 3 BACTI samples taken approx. loss 370 m3.
- Vac'd and cleaned library basement due to water break.
- Flushed and vac'd 50 Ave sanitary main 450 feet east from Highway 36.
- Flushed and vac'd 52 – 51<sup>st</sup> Ave approximately 375 feet.
- Flushed sewer mains 45 Ave from the Arena east to 53 St. and north to 46 Ave.
- Flushed sewer mains 47 St to 52 Ave and 52 Ave to 51 Ave.
- DR 890 portable Cl2 test kits sent for annual inspection.
- Posted water rate increase at truck fill.
- Completed service requests: Sewer camera residential service and thawed frozen residential service who is on the drip list.

### Other

- Vac truck re-certified.
- Tandem axel and single axel dump truck re-certified.
- Replace rear brake drums and breaks shoes on sanding truck.
- Meet with select Engineering to install by pass line at the lifts station.
- Order lifts station pump.
- Sweep and salt town sidewalks.
- Complete all service requests.

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

- School Trustee – Administration has put in a request to the School Trustee to attend an upcoming Regular Council meeting, as per Council's request.
- ATCO Electric – No information has been presented to Administration since the last Regular Council meeting.
- Natural Gas Distribution System – Utility Source Inc. is waiting for a response from ALTAGas with respect to the (a) Net Book Value amount and (b) updated for Accumulated Depreciation the Two Hills distribution system effective Dec 31, 2017. AltaGas seems reluctant to give it. Administration has contacted them again requesting the same information.
- 2018 Insurance :
  - There have been two claims opened up due to the recent water breaks on 50 Avenue.
  - Insurance premiums have dropped just over 5% over last year; representing over \$7,300.00.
- 2018 Live Assessment – Attached comparison of assessment from 2017 to 2018. Assessment growth is \$343,690 for Residential and +\$188,990 for Non-Residential.
- Arena Roof – A change order was required as there were rotting boards. Administration approved the change order so that construction could continue without delay. Cost of the change order to replace the bottom 16" of rotten boards is \$2,473.05. Pictures of the rotten boards are attached.
- Strategic/Sustainability Planning – Administration has not had time yet to investigate consultants and prepare a draft RFQ.

# ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT continued:

## **Outstanding Items:**

Policy for Large Events at Geleta Park (in development)

Personnel Policy – regarding sick days, critical illness and definition of Immediate Family (next Bylaw/Policy meeting)

Potential Residential Lots; currently a park on 47 St. north of 53 Ave (Tabled until road construction in area begins and have public input)

Annexation (Discussions will be made throughout the year at RAPID meetings)



# BUSINESS ARISING FROM THE MINUTES

NONE

# CORRESPONDENCE

**Alberta Environment and Parks Minister Shannon Philips** – Regarding your concerns about ATCO replacing streetlight bulbs in the Town of Two Hills, the Alberta Utilities Commission would be best suited to address the issue, as they direct both the multiplier rate and the relevant installation policies.

**Alberta Transportation Minister Brian Mason** – Alberta Transportation will cover any reasonable cost incurred by the Town of Two Hills to return the lifts station to normal function.

**County of Two Hills No. 21** - The Town of Two Hills Monetary Contribution request be address at the County of Two Hills 2018 Budget Meeting.

**County of Two Hills No. 21** - The County of Two Hills will provide a monetary contribution in the amount of \$200.00 to the Town of Two Hills and FCSS for their Volunteer Celebration on April 18, 2018.

**2018 Volunteer Celebration**” - The National Volunteer Week theme this year is “Celebrate the Value of Volunteering” and that is what we intend to do.....celebrate! The Town, together with F.C.S.S., and the County of Two Hills are hosting a Celebration to honor everyone who has served in a volunteer capacity within the last year during National Volunteer Week, April 15 – 21, 2018. The Celebration will be at the Centennial Hall on April 18, 2018 where we will have a lunch between 11:30 – 1:30 with speakers between 12:00 – 1:00 p.m. This year’s feature speaker is Ally Lane who is humorous and inspiring...you don’t want to miss her!

# NEW BYLAWS & POLICIES

## **Elected Officials Remuneration Expense**

During the 2018 Budget deliberations it was noted that the policies out to be reflected in the Budget.

In order to justify the estimated costs for elected officials in the budget the 2011-05 Elected Officials Remuneration Expense policy should be amended.

Also, the Income Tax Act has changed, effective January 1, 2018, that elected officials' remuneration is no longer partially exempt

Also, effective January 1, 2018, the Income Tax Act changed to reflect no exemptions for elected officials on their total allowances and honoraria.

Attached:

- 2018 Operating Budget (draft) – Council and Other Legislative Department
- 2011-05 Elected Officials Remuneration Expense – draft
- Copy of 2008-07 Elected Officials Tax Exemption policy

# NEW BYLAWS & POLICIES

## Elected Officials Remuneration Expense Continued:

COUNCIL & OTHER LEGISLATIVE				
2-11-00-110	WAGES AND SALARIES	31,200.00	38,300.04	33,600.00
2-11-00-130	EMPLOYER CONTRIBUTIONS & BENEFITS	2,400.00	15,027.00	19,549.64
2-11-00-151	FEES - COUNCIL	50,000.00	31,775.00	26,000.00
2-11-00-152	CONVENTIONS/SEMINARS	5,000.00	5,347.27	10,000.00
2-11-00-211	MILEAGE/SUBSISTENCE - COUNCIL	12,500.00	11,588.62	12,000.00
2-11-00-230	CONSULTING SERVICES			
2-11-00-510	GOODS & SUPPLIES - COUNCIL	400.00	931.15	1,000.00
		101,500.00	102,969.08	102,149.64

# NEW BUSINESS

## **Sanding Agreement and Release of Liability**

Public Works used to have a mutual agreement with Carillion regarding sand for sanding the roads. Unfortunately, Carillion and Alberta Transportation have put an end to the mutual agreement and the Town's Public Works has had to now purchase sand from the County of Two Hills. The cost per y3 is \$40.00.

It takes approximately 1y3 to sand most parking lots with exception of large industrial lots or the hospital.

The Town has a Sanding Agreement and Release of Liability with a few landowners effective January 1 – December 31, 2018. The cost for service is \$30.00 if completed at the same time as the Town's regular sanding maintenance or \$45 upon special request. This does not cover the cost of the sand.

Labour rates, per labourer, during regular work hours is \$40.00/hour (2007-04 Public Works Rates for Equipment, Services, Rental and Materials Policy).

Attached:

- Draft revised Sanding Agreement and Release of Liability

# NEW BUSINESS

## Canada 150 – Centennial Hall Lights

A couple of elected officials wondered if it would be possible to utilize some of the Canada 150 grant to upgrade the lighting in the Centennial Hall to LED.

Administration contacted the grant advisors and they have confirmed that they can amend the grant to include the upgrading of the lighting in the Hall to LED.

Administration was requested to seek pricing from Zayak's Electric. Administration is also providing Council with excerpts from the Procedural Policy.

Attached:

- 2013-01 Purchasing Policy and Manual: excerpts related to issue
- Quotes from Zayak's Electric

# NEXT MEETING

Bylaw Policy Meeting      March 13, 2018 6:30 p.m.  
(motion required to change to Budget Meeting)

Regular Council Meeting March 27, 2018 7:00 p.m.

# IN CAMERA

There are no items initially scheduled for In Camera during preparation of the Council package.



# ADJOURNMENT

Thank you for attending the  
Regular Council Meeting.