



TOWN OF TWO HILLS

Regular Council Meeting
of
June 12, 2018

ADOPTION OF AGENDA

ADOPTION OF MINUTES

Regular Council Meeting of May 22, 2018

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 industrial road 51 St and 57 Ave and 55 Ave intersection.
 - Hauled gravel to 49 St; grade and pack after hydrant and service line was removed.
 - Grade back alley between 45 St and 53 St North of 50 Ave.
 - Grade UFA parking lot.
 - Grade and pack soft spots at 52 Ave, 48 St and 53 Ave east of 48 St.
 - Sweep sand off 46 Ave, 47 Ave, 50 Ave ,48 Ave, 47 St from 50 Ave, 45 St north of 50 Ave and 50A Ave.
- Water/Wastewater
 - Updated sanitary lift and confined space S.O.P.'s for lifts station operations program.
 - Began working on high risk work rescue plan for lift station operations program.
 - Restored water to Geleta Park for season.
 - Repaired underground water leak at Ag barn.
 - Repaired water leak inside wall of exhibit building.
 - Installed isolation valve between exhibit building and Ag barn.
 - Froze residential service for plumber to replace shut off valve.
 - Gave disruption of service notice on 49 St; excavated and removed new hydrant and Mennonite school and installed cast plug into 49 St mainline. Note: Another tech meeting is scheduled for June 14, 2018.
 - Removed meter, pipes, sign, hangers etc. from Rudyk well pumphouse.
 - Monitoring manhole on problem sanitary lines high heat degreaser added.
 - Vac'd jetted and flushed 54 Ave sewer main.

ADMINISTRATIVE REPORTS

PUBLIC WORKS FOREMAN REPORT continued:

- Other

- Spray all Town property for weeds.
- Removed trees from Rudyk's pump house area, arena lions park, triangle park.
- Mow and weed whip all Town properties.
- Put up flower pots and water them every second day.
- Service and repair all mowing equipment.
- Repair and service all reads equipment.
- Complete all service request.
- See reverse for projects start dates.

ADMINISTRATIVE REPORTS

Public Works Major Project Start Dates

June 12

Water line looping on 45 Ave between 53 St and 52 St

Water line looping on 45 Ave between 53 St and back alley will have to be reevaluated for times and cost; due to all underground utilities and new construction of side walk, catch basin and road surface.

June 19

Storm line on 49 St

June 25 end date June 26

50 Ave and 50 St Intersection paving.

July 10

Road rehab on 53 Ave, 54 Ave and 47 St.

ADMINISTRATIVE REPORTS

Public Works Major Project Start Dates continued:

July 31

Road rehab on 47 Ave

August 20

Storm line on 45 Ave

August 6

Lifts Station cleaning and pump change

September 5

Car wash catch basin rebuild – tentative.

***All start date are subject to change.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

- Natural Gas Distribution System – almost complete; was supposed to be presented to Council at this Regular Council Meeting but Utility Source Inc. did not receive the information they required in enough time. The information is supposed to be received on June 8, 2018 therefore the report should be presented at the next Regular Council meeting.
- Annual Public Meeting – Presentation prepared.
- Bylaw Enforcement Officer – CAO met with Don Logan on May 30, 2018. Don is interested in the position. He is also currently in discussions with the County of Two Hills and the Village of Myrnam. Don will provide a proposal based on increased hours during the spring/summer/fall seasons and lesser hours during the winter season. Depending on the County of Two Hills and the Village of Myrnam it may be a proposal as a regional service or service individually for interested municipalities.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT continued:

- Road Closures:
 - June 29 – 30, 2018 for Soapbox Derby on 50 Avenue between 47 and 48 Street, and 47 Street between 50 and 51 Avenues.
 - July 1, 2018 for Canada Day bicycle parade and ceremonies on 50 Street between 47 Avenue and cenotaph north of 50 Avenue, and 47 Avenue/50 Street intersection.
- Canada Day – July 1, 2018
- SAC Operating & Maintenance Agreement – Draft was presented to SAC. They don't have a meeting until June 11, 2018.
- Grants – CAO working on project application submissions and spending plans for Provincial allocation grants (MSI, FGTG).
- Bylaws/Policies – CAO working on bylaws and policies agenda for the next Bylaw/Policy meeting (June 19).
- Interagency Meeting – at the request of the Committee, CAO's from the County and Town are invited.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT continued:

Outstanding Items:

- Policy for Large Events at Geleta Park (waiting for response from SAC re: Hall/Geleta Park proposal)
- Personnel Policy – regarding sick days, critical illness and definition of Immediate Family
- 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)
- Road/Infrastructure Funding Formula

BUSINESS ARISING FROM THE MINUTES

There are no Business Arising from Minutes during preparation of the Council package.

CORRESPONDENCE

- 1. Alberta Municipal Affairs** - inviting you to provide input on the upcoming changes to Alberta's emergency management legislative framework.

Bill 8, the Emergency Management Amendment Act, was introduced in the Legislature on April 3, 2018. Debate on Bill 8 was held over until the fall sitting of the Legislature to allow the Government of Alberta to engage with stakeholders. The changes in Bill 8 will help Alberta better address the risks posed by the increasing frequency and severity of disasters. These changes were identified through post-incident assessment reports, cross-jurisdictional scans of legislation and regulations, and through working with Alberta's communities.

You can provide your input in two ways, either in person by attending one of the upcoming engagement sessions, or online by completing the discussion guide and submitting your input by email. The discussion guide is available at: www.aema.alberta.ca and can be submitted to ma.aemabi118input@gov.ab.ca

- 2. Alberta Municipal Affairs-** Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment...pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF).

CORRESPONDENCE

Program	Components	2018 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$275,891
	MSI Capital Component	\$189,311
	BMTG Component	\$86,580
	Operating Funding	\$159,453
	Non-SI Component	\$25,232
	SI Component	\$134,221
	Total MSI	\$435,344
Gas Tax Fund (GTF)		\$79,587

3. Myrnam Ag Society Secretary-The Myrnam and District Ag Society would like to extend an invitation to our annual parade which will be on Saturday, July 21st. A pancake breakfast will start the day on Saturday morning at the Myrnam Arena from 8:00 a.m. until 10:00 a.m. where dignitaries will receive a complimentary breakfast. The parade will begin at the arena at 10:30 a.m. and judging for the parade will begin at 9:15 a.m.

This year our steak supper will be held on Friday night and will include a beanbag tournament, kids pony rides and face painting with fireworks to finish off the night!

We would be happy to have your participation in our events. I ask that you please respond by July 8th if you will be attending the breakfast and/or submitting an entry for our parade by email or by calling me at [780-366-3722](tel:780-366-3722). We hope you can join us at our event!

NEW BYLAWS & POLICIES

Bylaw 2018-979 Municipal Development Plan

Will be a requirement under Modernized Municipal Government Act. Section 632(1) will read that all municipalities must by bylaw adopt a municipal development Plan.

The Town has been developing the plan over the last couple years. A final draft was presented to current Council. Current Council and the CAO met with Green Space Alliance on June 5, 2018 where the plan was reviewed.

NEW BYLAWS & POLICIES

Bylaw 2018-980 Land Use

Every municipality must pass a land use bylaw (Municipal Government Act, RSA 2000, Chapter M-26, Section 639).

The Town has been developing a new land use bylaw over the last couple years. A final draft was presented to current Council. Current Council and the CAO met with Green Space Alliance on June 5, 2018 where the land use bylaw was reviewed.

NEW BUSINESS

2018 Sidewalk Program – Tender Results

Date of RFP: May 28, 2018

Close of RFP: June 7, 2018

Invitation sent to 4 companies.

Submissions: 1

NEW BUSINESS

History Check – Heritage & Travel Companion App

See attached from the Friends of the Historical Northern Alberta Society.

NEW BUSINESS

Alberta HUB – Request for letter to AER re: Methane Emission Draft Regulations

See attached information received by Alberta HUB for review to all member municipalities. HUB recommends to send a letter on behalf of the community expressing our concerns to the proposed changes.

NEW BUSINESS

2018 Budget – Tax Incentive Rebates

During budget deliberations it was thought by Administration that one property was not on the list of properties taking advantage of the Community Revitalization Program providing tax incentives for improving properties (over \$50,000 in renovations or new buildings).

The one property is in its second year of the 3-year incentive program. The amount of taxes being rebated (50% of municipal taxes on improvements only) will be \$14,749.78.

There are 4 other properties on this program in their 3rd year this year. Their rebates combined total \$1,716.38.

While on this topic there was \$783.87 rebated under the Tax Prepayment Program. Due to the usually low amount it was never an item recorded in the budget

NEW BUSINESS

CARES Grant

Initially proposed at the last Regular Council meeting. Tabled until more information was obtained.

Councillor M. Tarkowski and Deputy Mayor D. Tupechka have been in contact with 13 WAYS (Doug Griffiths) who has provided a proposal to the Town of Two Hills regarding a community assessment.

NEW BUSINESS

Strategic Planning

January 9, 2019 - Administration has been directed to find more information on sustainability / strategic planning.

CAO had been in contact with Strategic Steps, a consulting company, for a Local Government Administrators Association (LGAA) zone meeting and further inquired about “Strategic Planning”. Attached is a copy of the Town of Innisfail Strategic Plan that they just completed.

The ballpark for a consultant, like Strategic Steps (price will vary between consultants) is \$8 - \$10,000 for a 1.5 day workshop and a production of a 4-year strategic plan that includes a town vision, mission, values, set of high-level goals, strategies, timelines, performance measures and accountabilities. They would have additional staff attend the sessions to capture all of the discussion and decisions. There are available add-ons i.e. a short governance/roles and responsibilities refresher session, a pre-session online survey of attendees (and possibly others) to identify accomplishments, barriers and high-level desires for the plan. Once they had Doug Griffiths (13 WAYS) come in for a half-day at the front-end of the session to get council members thinking. They can also assist with engagement after the plan is created.

NEW BUSINESS

Hall – Complaint #1

Attached: Letter from Two Hills RCMP

Response from Administration and Public Works:

- Clubroom – maybe the contractor (Electrical) used the washroom during renovations; washroom was adjusted and repaired the week before.
- Tables and Chairs – probably the result of the duct cleaning the day before.
- Ice Machine – PW staff went to look at it and reported to the Foreman; Foreman went later on that day to try and fix it but couldn't; it needed a special type of freon; 30 bags of ice were purchased and dropped off. Comment regarding calling the office twice: it was within minutes.
- Damage deposit – it was sent to AP on April 16; delayed as it was lost in the shuffle of change of positions and caught up with when staff had time to enter payables and send them out. Refund cheque has been issued and sent.

NEW BUSINESS

Hall – Complaint #2

Attached: Letter from Two Hills & Area Victim Services Unit

Response from Administration:

- Last major function at the hall was April 21, 2018 (5 ½ weeks); possibly settlement of dust accumulated over time (floors), and that tables and chairs were put away after the April 21, 2018 function.
- Administration has since put up signs requesting that renters do not put tables and chairs away so that the caretaker can ensure they are cleaned as they put them away.

COUNCIL REPORTS

NEXT MEETING

Regular Council Meeting June 26, 2018 7:00 p.m.

IN CAMERA

CAO – Contract Extension, Renewal or Renegotiation

ADJOURNMENT

Thank you for attending the
Regular Council Meeting