



TOWN OF TWO HILLS

Regular Council Meeting

August 14, 2018

Public Hearing #1

Public Hearing #1 – Municipal Development Plan Bylaw 2018-979

Final draft that was given first reading is attached; there were no changes since the first reading.

Open House held on July 19, 2018.

Public Hearing must be set prior to second reading.

Each person “For” or “Against” should have a maximum of 5 minutes to speak.

Public Hearing #2

Public Hearing #2 – Land Use Bylaw 2018-980

Final draft that was given first reading is attached; there were no changes since the first reading.

Open House held on July 19, 2018.

Public Hearing must be set prior to second reading.

Each person “For” or “Against” should have a maximum of 5 minutes to speak.

ADOPTION OF AGENDA

ADOPTION OF MINUTES

- Regular Council Meeting Minutes of July 17, 2018
- Special Council Meeting Minutes of July 24, 2018

DELEGATIONS

Two Hills Swimming Pool Board

The Two Hills Swimming Pool Board is requesting to appear before Council to talk about the letter sent to the Town from the County. They have also indicated they want financial assistance; no amount indicated.

Notes:

- Town has \$62,532.76 in Operating Reserves, and a balance of \$1,500 in Donations.
- Town's contributions:

	Insurance	Water	Sewer	Garbage	Infra. Fee	Admin Fee	TOTAL
2018 to date	4,285.77	1,462.86	602.00	300.00	180.00	24.00	6,854.63
2017	4,904.33	3,657.34	1,595.00	300.00	360.00	24.00	10,840.67
2016	5,206.56	3,276.70	1,429.00	300.00	360.00	24.00	10,596.26
2015	3,969.11	1,423.24	598.00	300.00	360.00	24.00	6,674.35
2014	3,479.55	846.68	347.00	300.00	360.00	24.00	5,357.23

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

CHIEF FINANCE OFFICER'S REPORT

- **Income / Expense Report**
- **Cheque Listing**
- **Reconciliation Report**

ADMINISTRATIVE REPORTS

PUBLIC WORKS FOREMAN REPORT

- Roads/Sidewalks
 - Mix and rotovate SB 90 in industrial park.
 - Fill potholes on most street and avenues.
 - Pave 50 Ave and 50 St intersection
 - Sweep 50 Ave and 50 St and parade route.
 - Repair drainage ditch West side of 51 St North of 53 Ave between 47 St and 48 St.
 - Install storm drain and catch basins on 49 St.
- Water/Wastewater
 - All fire hydrants – check and flushed.
 - Hydrant #21 taken out of service until repair completed.
 - Waiting on quote for VFD replacement at reservoir pumphouse.
 - Shut in pumphouse and ran system on stand by pump so ATCO could adjust voltage coming into pumphouse to a lower level to prevent VFD failures after power outages.
 - Re-set alarm call out times to eliminate continuous calls after alarms at Lift station acknowledged.
 - Pilot system failure on ACE valve into reservoir- forced manual opening and closing of valve during fill cycle – until repaired.
 - Emergency lights in pumphouse inspected and recertified.

ADMINISTRATIVE REPORTS

PUBLIC WORKS FOREMAN REPORT continued:

- Monitoring lagoon levels.
 - Monitor ground water infiltration into sanitary system on 46 Ave.
 - Annual reporting of fluent flows January to July 2018 completed.
 - Annual reporting of Ave flows from January to July 2018 completed.
 - Sewer camera 2 residents as per requests.
 - Continue to monitor manholes for sewer blockages
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- Other
 - Replace water pump on rear engine on street sweeper.
 - Repair tandem dump truck oil cooler,
 - Repair and weld tandem tail gate.
 - Mow all Town owned property.
 - Cut down and remove spruce tree from cenotaph.
 - Gateway repaired air conditioning at curling rink.
 - Zayak's Electric repair ceiling fans in the hall.
 - Install new batteries in Hall floor cleaner.
 - Service all mowing equipment.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

- Bylaw Enforcement – CAO has provided Don Logan with an idea of what a contract would look like for Bylaw Enforcement Officer Services. He is out of the country until August 15.
- Lease – Dentist: Draft agreement has been sent to Dr. Arsalan. Estimated lease rates were also recently provided based on approximate cost of renovations plus interest plus potential extras at \$350,000 – see attached spreadsheet. Dr. Ali was also provided with approximate cost of municipal utilities. Dr. Arsalan's lawyer is reviewing the draft agreement.
- Musical Ride – In February Council was made aware that the RCMP Musical Ride is coming to Alberta in 2019. They visit approximately 40 communities annually over a 100-day tour. Motion of Council was *“to seek interest from the Two Hills & District Agricultural Society, Sports Activity Council, County of Two Hills, Canada Day Committee, and Two Hills Improvement Committee to form a temporary committee for the purposes of co-hosting and co-planning a RCMP Musical Ride in 2019.”* CAO received feedback from the Agricultural Society that *“decided that the musical ride is way too much work, therefore the Ag Society is going to turn down the offer.”* The secretary for both the Ag. Society and SAC felt that SAC would have the same sentiments. The Canada Day Committee and THIC were not approached. The Ag. Society or SAC would have been the major investors with the Town.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT continued:

- Grant Specialist – CAO contacted Gary Buchanan (grant specialist used by the County) – see attached information.
- Natural Gas Distribution System – see attached report. CAO will have the report as an agenda item for a September Council meeting for discussion.
- Franchise Fees – see attached breakdown.
- Internet – Telus vs Supernet: Town pays \$120.70 monthly for internet services at unlimited 15mbps download and 1 mbps upload speeds; contract ends in 2019. FCSS and Adult Learning currently pay around \$80 for TelusHub. Supernet rates attached.
- ATCO LED lighting project: Update: *The AUC was giving until August 1st for anyone to submit concerns with the application. We haven't heard yet if they received any. We are hoping to have AUC approval very soon. Once approval from the AUC is granted we can move forward with scheduling construction and providing you a date.*
- Delegation: At the request of Cr. Tarkowski, Katheryn Hotte, Small Business Advisor of Rural Alberta Business Centre will be attending as a Delegate at the September 24, 2018 Regular Council meeting.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT continued:

- Grants:
 - CARES Grant – Next intake is open on October 1, 2018; closes on October 31, 2018
 - Energy Efficiency – Rebates approved: Hall \$5,310 and Arena \$6,000. Budgeted rebate was \$10,000.
 - Breakdown of all Federal and Provincial Grants: FYI – attached.
 - CFEP – Confirmed that there is no application fee for any CFEP applications.
 - ICIP – Forwarded information to Ag. Society for arena upgrades
- Staff - Advertising for Executive Secretary position.

Outstanding Items:

- Potential Residential Lots - currently a park on 47 St. north of 53 Ave (Tabled until w/ww and 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

Paint exterior of Town Administration Office.

- Quotes/Tender – a quote should be received at the office on Tuesday, August 14, 2018 by Green Hills. Two other local painters were too busy to provide a quote.

BUSINESS ARISING FROM THE MINUTES

Quotes: Skid Steer

As per last Regular Council meeting, Council was given quotes for the purchase of a Skid Steer. Agenda item was tabled to obtain more information regarding sale or trade-in of the current skidsteer.

CORRESPONDENCE

- 1) **Alberta Municipal Affairs** – As you are aware, recent changes to the Municipal Government Act will require all municipalities to create intermunicipal collaboration frameworks (ICF) and intermunicipal development plans (IDP) with their neighbours. The two-year period set out in legislation to accomplish this task is challenging, but I am confident the existing legacy of intermunicipal co-operation has placed us in a position to be successful. I am nevertheless aware of some specific challenges that can be addressed at this time, and gratefully acknowledge the practical solutions that have been proposed during discussion with the municipal association, the administrative association, and municipalities. As a result of these discussions I have signed Ministerial Order No. MSL:047/28 (attached), which makes the following changes.
- 2) **Alberta Municipal Affairs** - Dear Elected Officials, It is my pleasure to announce Municipal Affairs is providing \$500,000 in grant funding for the 2018/19 Fire Services Training Program. In order to maximize resources, collaboration involving multiple municipalities is encouraged, with one municipality applying as the grant's administrator. Please encourage your fire officials to work closely with the fire and rescue departments within your area when applying. The grant guidelines and project application form are available on the Office of the Fire Commissioner's website at: www.ofc.alberta.ca/grant-funded-training. Please forward this information to your chief administrative officers and fire chiefs so they may complete the application form.

NEW BYLAWS & POLICIES

2018-979 Municipal Development Plan Bylaw

1st reading was given on June 12, 2018.

Open House was conducted on July 19, 2018.

Public Hearing conducted earlier during this meeting.

Depending on outcome of Public Hearing, the bylaw is ready for 2nd reading.
Third and final reading could also be given.

NEW BYLAWS & POLICIES

2018-980 Land Use Bylaw

1st reading was given on June 12, 2018.

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NEW BUSINESS

Request to recover insurance deductible

Attached: Letter from resident that had a flooded basement during a water break in February 2018.

Town insurer has closed the file as no fault to the Town; Town was not negligent (reference MGA Section 572.2).

NEW BUSINESS

Request to waive tax penalties

- Attached: Letter from resident requesting waiver of tax penalties due to administrative error in 2015.
- Current administration has confirmed that transfer of land was not done in our system until 2018 and that penalties imposed on taxes were \$290.17 in 2016 and \$621.85 in 2017.

NEW BUSINESS

Sidewalk in front and beside potential dentist office

Attached:

Quote to jack \$7,389.90 with caveat that *if there is rebar sticking into the foundation then it might not work*; won't know without taking a portion out and checking.

Quote to replace \$21,682.50

A company from Edmonton was going to quote on jacking however they stated that it would probably cost just as much to replace the sidewalk so they did not quote.

NEW BUSINESS

Insurance Contents

Adjuster was away on medical leave for a while. Contents claimed and received so far \$109,291.60.

- Options:
- To get a quote to find out what cost it would be to install kitchen equipment of like, kind and quality.
- To close the file by accepting overpayment of \$2,833.51 as indemnity for the installation of like, kind, and quality.

NEW BUSINESS

Hosting of Economic Development Course for Elected Officials

Deputy Mayor D. Tupechka and Cr. M. Tarkowski are requesting to host an Economic Development Course for Elected Officials on November 6th or 7th, 2018.

Cost of course is dependent on course fees, of number of participants, and meals and coffee break supplies.

NEW BUSINESS

Tender Results – Potential Dentist Office

Attached:

Bid Summary from tenders received

Supporting documents not included in the Bid Summary

NEW BUSINESS

Proclamation – September as Prostate Cancer Awareness Month

Every day, 11 men die from prostate cancer in Canada. It's a serious disease that needs attention. September is Prostate Cancer Awareness Month. Thank you for support of this important initiative in 2017, joining nearly 250 municipalities across Canada to formally recognized September as Prostate Cancer Awareness Month. We need your support to double that number in 2018 in order to spread awareness even further.

Please help us achieve this important goal by once again joining other communities across Canada in a show of solidarity against the most common cancer in Canadian men by officially recognizing September 2018 as Prostate Cancer Awareness Month in Two Hills and illuminating a landmark in blue: the official colour of prostate cancer awareness.

COUNCIL REPORTS

NEXT MEETING

Regular Council Meeting September 11, 2018 7:00 p.m.

ADJOURNMENT

Thank you for attending the
Regular Council Meeting