



TOWN OF TWO HILLS

Regular Council Meeting

of

May 08, 2018

ADOPTION OF AGENDA

ADOPTION OF MINUTES

Regular Council Meeting of April 24, 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 51 St. North of Highway 45.
 - Grade 54 Ave between 49 St. and 48 St.
 - Grade 52 St. North of 50 Ave.
 - Grade back alleys South of Highway 45 from 51 St to 46 St and the one North of 50 Ave.
 - Grade parking lot at Hall and Rec Centre.
 - Start road sweeping on Main Street, 53 St South side, 50 Ave from 52 St to 49 St and Highway 36.
 - Fill major pot holes with SB90.
 - Repair water line excavation with SB90.
 - Dig out soft spots on 49 St North of 51 Ave and packed with gravel.
- Water/Wastewater
 - Monitoring sanitary flow rates at lifts station.
 - 47 Ave water break (alerted by low pressure alarm) located excavated and repaired, temporary potable water provided from reservoir pump house over the weekend.
 - Monitoring river levels as to potential lift station flooding discussed; containment options.
 - Pinhole water leak by County Office located, excavated and repaired.
 - Considerable ground water penetration into dry cell monitoring sump pump.
 - Set up County Fire Department with their own code for truck filling at reservoir.
 - Backup sanitary service at Burger Palace steamed from manhole flow restored.
 - Two-hour power failure at lift station monitored by Terry Public Works Foreman.
 - Second water break on 47 Ave located excavated and repaired.

ADMINISTRATIVE REPORTS

PUBLIC WORKS FOREMAN REPORT continued:

- Other
 - Replace traffic signs along 51 St that were knock down.
 - Repair and service street sweeper, sweeper broom on loader, packers, and mowing equipment.
 - Complete all service requests.
- Recommendations
 - Roadway on 53 Avenue west of Highway 36 – Road is 45' wide from the gutter to the north edge of the road. Distance between parked vehicles on the road surface is 23'; providing ample room for driving lanes.
 - Sidewalk on 52 Avenue (north side) west of Highway 45 should not be removed. There is no sidewalk on the south side of the road; approximately 200' of sidewalk should be replace. There is a fair amount of pedestrian traffic from Eventide and residents.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

- ICF/IDP Training – Municipal Affairs (MA) hosted an ICF Workshop in St. Paul on April 26, 2018. The format of the workshops were to provide an overview of legislation and then to have breakout groups with our municipal neighbors to go through the ICF tools provided by AUMA and Municipal Affairs. As none of the neighbors (Myrnam or the County of Two Hills) were able to attend, I decided it would not be beneficial for me to attend. I have contacted MA to see if they could host another session but in Two Hills when it would be convenient for Myrnam and Two Hills (Town and County) to attend.
- Alberta Energy Efficiency – Administration preliminary applied to the Alberta Energy Efficiency Program for rebates towards the installation of LED lights in the arena and the hall. Required information (post-installation) have been submitted; waiting for approval and rebates. Estimate rebates total \$14,160 (\$6,000 for arena and \$8,160 for the hall).
- LGAA Zone Meeting – CAO is a member of the Local Government Administrators Association (LGAA) Board and Zone 5 representative. One of the responsibilities for being a zone rep/board member is to host zone meetings (1-2 times a year). A zone meeting was held on May 2, 2018 in Vegreville. Topics covered, with speakers from AUMA, Municipal Affairs, Strategic Steps Inc., and Nolan Crouse: Future of provincial grants, MSI replacement, MGA updates, Requirements of IDP, MDP, and ICFs, and future of local government.
- Arena – Structural Review RFP has been sent out to invited engineering firms on Friday, April 27, 2018; deadline to respond to the RFP is May 11, 2018. Invited engineering firms are Stantec, Select Engineering, BARR Engineering, and MPE. These firms concentrate on smaller local governments.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT continued:

- Hemp Survey Responses – HUB requested municipalities provide responses to a Hemp Survey; responses included proximity to human resources, land general data, proximity to highways, rail, water, electrical high voltage lines, natural gas, and telecom lines, permitting requirements and incentive programs (tax).
- Utility Accounts: Administration is working on a copy of all utility accounts and figuring out who does and doesn't pay towards garbage and infrastructure fees. Will be provided when Council reviews utility bylaw.
- Website: Started planning the framework for the new website with Councillor M. Tarkowski and Kyle Klymiuk.
- Crosswalk access: Administration has contacted Alberta Transportation for them to provide access from the sidewalk to the crosswalk signal at the southwest corner of 53 Avenue and Highway 36. They are looking into it.

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

None

CORRESPONDENCE

Alberta Senior and Housing- For more than 30 years, the Government of Alberta has recognised Seniors week to honour and celebrate seniors for their many contributions to our province. As a Minister of Seniors and Housing, I encourage communities, organizations and all Albertans to take the opportunity to recognise and celebrate Seniors week during this year's Seniors Week, which takes place from June 3 to 9, 2018.

Alberta Economic Development Services - The Community and Regional Economic Support (CARES) program has been extended for two more years! Learn more about CARES here: <https://www.alberta.ca/community-regional-economic-support-program.aspx> The next application intake opens from June 1 to June 30, 2018. A couple of webinar sessions will be offered to help applicants learn about the program and its enhancements. Dates are as follows: **WebEx201 - May 9, CARES 2018 intake 4 info session** Wednesday, May 9, 2018 at 2:00 pm | Mountain Daylight Time. After your request has been approved, you'll receive instructions for joining.

NEW BYLAWS & POLICIES

2018-974 Property Tax Rate Bylaw

The 2018 Budget was passed at the last Regular Council meeting. Prior to setting of the budget Council deliberated on what the tax rates would be for residential and non-residential properties; consensus was to set the Residential tax rate at 13.2 and the Non-Residential tax rate at 26.89. Council also had a consensus to have all minimum taxes, regardless of vacancy set at \$600.00.

According to Penalty for Non-Payment of Taxes Bylaw (2012-915) indicates:

When any taxes levied for the current year remain unpaid as of July 31st of each year, such taxes are subject to a penalty thereon in the amount of twelve percent (12%) to be imposed on the 1st day of August of the current year.

Normally the assessment and tax notices are sent out in mid-June.

NEW BYLAWS & POLICIES

2018-975 Maintenance Tax Bylaw

The Municipal Government Act permits a municipality, by bylaw, to impose a special tax for this purpose under Section 382(1)(f) to benefitting properties. So far, benefitting properties are any properties that are adjacent to a road, or water and/or sewer main lines (692 properties).

The 2018 Budget was passed at the last Regular Council meeting which requires approximately \$89,000 in revenue from a special tax to cover cost of repair related to water, sewer, storm, roads and boulevards. This is approximately \$1.50 per front foot.

There are some properties that are fully or partially exempt from the maintenance tax; properties are listed within the bylaw under section 1(a). Note: new to the list/bylaw is the Lions Club; they never did pay frontage for most of their lots but it was never identified in the bylaw.

NEW BYLAWS & POLICIES

2018-976 Medical Incentive Tax Bylaw

The Municipal Government Act permits a municipality, by bylaw, to impose a special tax for this purpose under Section 382(1)(h) to benefitting properties (703 properties).

The 2018 Budget was passed at the last Regular Council meeting which requires approximately \$26,166.43 in revenue from a special tax to cover the debenture that provides incentives to health professionals to reside and practice their profession in the Town of Two Hills (financial contribution to the new building).

If number of “benefitting” properties changes so does the rate charged. Required revenue is \$26,166.43 is divided by the number of benefitting properties.

NEW BYLAWS & POLICIES

2018-977 Recreation Tax Bylaw

The Municipal Government Act permits a municipality, by bylaw, to impose a special tax for this purpose under Section 382(1)(l) to benefitting properties (695 properties).

The 2018 Budget was passed at the last Regular Council meeting which requires approximately \$23,204.19 in revenue from a special tax to cover the debenture that provides recreational services (financial contribution to the new rec facility).

If number of “benefitting” properties changes so does the rate charged. Required revenue is \$23,204.19 is divided by the number of “benefitting” properties.

NEW BUSINESS

ATCO Electric – Change to LED Lights

ATCO Electric made a presentation at the January 23, 2018 and February 27, 2018 Regular Council meetings regarding costs to change from HPS to LED lights. This item was tabled until ATCO responded with more information.

Mayor L. L. Ewanishan has requested to return this discussion to the table due to verbal information that the City of Lloydminster and the Town of Vermilion signing on to upgrade their lighting to LED, there will be a lot of old lights added to the inventory, which would mean that the Town would be waiting for a long time for LED lights without going into a contract.

ATCO has provided a LED Conversion Letter and responses to Council's questions.

NEW BUSINESS

Grow Arena Group – Proposal/Committee Appointment/Approvals/Design/ RFP/Funding/Next Steps

There was direction from Council after the last Regular Council meeting to add this item to the agenda.

The Grow Arena Group should be providing a written proposal to the Town. The Grow Arena Group has indicated to members of Council to have an elected official from the Town and County to sit on the Grow Arena Group Committee.

Councillor M. Tarkwoski attended the last Grow Arena Group meeting and will provide a verbal report at this Council meeting.

Councillor G. Saskiw requested the following to be discussed at this Regular Council meeting: committees, approvals, design, RFPs, funding, etc. next steps.

NEW BUSINESS

SAC – Proposal re: Geleta Park and Centennial Hall

February 13, 2018 Regular Council meeting:

2018-051 **MOVED** by Mayor L.L. Ewanishan to accept option 4 as presented by administration and to send a letter to the Sports Activity Council to start discussion regarding managing the Hall and Geleta Park.
CARRIED

Option 4 is that SAC would be “responsible for all facilities (including hall and maybe all other parks). Town lends equipment for grass cutting.” No price was attached.

There have been meetings between members of Council and SAC. During those meetings the Town has proposed the following (according to their minutes): an annual amount of \$30,000, to pay for insurance and utilities, capital expenditures, maintenance and repair costs, use of Town equipment and summer students, and to cover any shortfall. SAC would conduct the bookings, collect and retain the revenues, and employ a caretaker who will work with the Town Foreman for scheduling of equipment and summer students.

SAC prepared a counter-offer. There was direction from Council during the last Regular Council meeting to add this item to the agenda. Administration received information from the Sports Activity Council regarding their counter-offer (see SAC minutes). Note: it costs the Town roughly \$9,000 per summer to maintain Geleta Park.

NEW BUSINESS

Enabling Accessibility Fund

The Federal Government has opened up the Enabling Accessibility Fund again.

Small projects stream – not open; typically up to \$50,000 per project, to support small scale construction, renovation or retrofit projects that increase accessibility in communities or workplaces. Examples of types of projects are: installing screen reader devices and hearing induction loop systems, building accessible pathways and ramps, creating a controlled multisensory environment (Snoezelen room), and constructing a universally designed office.

Medium projects stream – closes on May 24, 2018; contributions of up to \$3 million to support larger retrofit, renovation or construction projects of facilities or venues that house or will house programs and services geared towards addressing the social and/or labour market integration needs of people with disabilities in a holistic manner. Eligible projects may include the creation or expansion of existing centres or hubs which offer centralized programming and services for people with disabilities in their communities.

Deadline is May 24, 2018; notice of decision is provided in fall of 2018; projects anticipated to begin in early 2019. Matching grant; maximum federal funding of 35%.

NEW BUSINESS

Centennial Hall – Handicap Parking

Councillor G. Saskiw requested to have this item on the agenda.

He proposed a suggestion to make all the spots on the east side of the hall beside the sidewalk handicapped spots. There are lots of people at functions at the hall that need handicapped parking.

Normally the CAO authorizes to designate “parking spaces designated for Disabled Parking” as per Traffic Bylaw 2010-889, Section 31(a); however the request is for more than the usual spaces outside public facilities.

NEW BUSINESS

2018 SB-90 Projects

Councillor G. Saskiw requested this item to be added to the agenda.

Town Council approved \$102,500 in the 2018 Capital Budget for constructing the rest of 45 Avenue between 51 and 54 Street. This total includes stock for rehabilitating current SB90 roads.

After calculations there is approximately \$35,600 left **before** stock.

NEW BUSINESS

Rec Center - Cement Pad for Seating

Councillor G. Saskiw requested this item to be on the agenda.

Picnic Table or Benches?

NEW BUSINESS

Long Term Financial Planning Workshop

As of 2019 municipalities are to have 3 year operating and 5 year capital budgets. The Town of Two Hills has historically planned on one year budgeting cycles.

Administration is requesting at least one person (CAO and/or CFO) to attend a Long Term Financial Planning Workshop offered by the Government Finance Officers Association (GFOA). The 3 day course in Lloydminster explores the framework and key components of successful long-term financial planning, and learn how to design and lead a long-term financial planning process that is tailored to meet the specific economic and available resources of the municipality.

Due to the cost of the course (\$1,275 each) it has the potential to exceed the training budget allowed. 2018 Operating Budget for administrative training is \$5,000.

CAO is willing to not attend the Alberta Development Officers Association Conference in order to have both the CAO and CFO attend this workshop. The CAO has developed the budget for the Town over the last 9 years. The intent is to work together with the CFO on budget development to create stability and succession.

If Council is willing to increase the training portion of the budget it needs to come from somewhere else e.g. operating reserves. Amount required is approximately \$2,500 to cover the cost of courses and mileage for two people to attend as CAO would forgo attending the ADOA conference.

NEW BUSINESS

Proclamation – National Public Works Week

“The Power of Public Works” during May 20 – 26, 2018 is National Public Works Week

Recommended Proclamation provided by APWA Alberta chapter:

“The Public of Public Works” Public Works Week

May 20 – 26, 2018

WHEREAS, public works infrastructure, facilities and services are vital to the health , safety and well-being of the residents of the Town of Two Hills; and

WHEREAS, such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, and administrators who are responsible for building, operating, and maintaining the public works systems that serve our citizens; and

WHEREAS, the Public Works Association instituted Public Works Week as a public education campaign “to inform communities and their leaders on the importance of our nation’s public infrastructure and public works services”; and

WHEREAS, it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of the respective communities; and

WHEREAS, Public Works Week also recognizes the contributions of public works professionals.

THEREFORE, I, Mayor Leonard L. Ewanishan, of the Two Hills of AB, do hereby proclaim the week of **May 20-26, 2018** as **Public Works Week** in Two Hills.

COUNCIL REPORTS

NEXT MEETING

Bylaw / Policy Meeting	May 15, 2018	6:30 p.m.
Regular Council Meeting	May 22, 2018	7:00 p.m.

IN CAMERA

CAO Evaluation

ADJOURNMENT

Thank you for attending the
Regular Council Meeting