



AGENDA

REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD to be held Monday, March 9, 2026, 5:00 p.m., Town of Tofield Administration Building, Council Chambers

1. Present

2. Call to Order

“As we gather today as elected officials, administration, and members of the Town of Tofield community, we respectfully acknowledge that we live, work, and play on the traditional lands of Treaty 6. Treaty 6 is the ancestral territory of the Cree, Dakota, Nakota, and Saulteaux peoples, and the homeland of the Métis Nation. We honour the enduring relationship between these Nations and this land, and we express our gratitude and respect to the Indigenous and Métis ancestors, Elders, knowledge keepers, adults, and youth—past, present, and future—who continue to care for this place and guide our shared path forward.”

3. Adoption of Agenda

4. Minutes

- (a) Minutes of the Regular meeting of Council of the Town of Tofield held February 23, 2026.

5. Financial

- (a) Financial Statement for the month ending February 28, 2026.
- (b) Interim Operating Budget Report for the month ending February 28, 2026
- (c) Open Payables for the month of February 2026 and March 2026 in the total amount of \$423,074.49

6. Correspondence

- Letter from Dana Macki, Chief Executive Officer, AB Munis – Report on Albertas 2026 Budget;
- Letter from Aleisha Wagar, Tofield Graduation Committee – Request for Grad Class of 2026, Silent Auction;
- Email from Aimee Boese, Recreation/Facilities & Communications Assistant – Canada Day Theme 2026;
- Information package from FORTIS Alberta, regarding meter exchanges in Tofield.

7. New Business

- (a) Policy 1.17 – External Communications
- (b) Letter from Lorraine Donovan, Sunshine Villa Residents Committee – Request For Roadwork, 2026.
- (c) Community Communication

8. Adjournment

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD held Monday, February 23, 2026, Town of Tofield Administration Building Council Chambers

PRESENT

1. Mayor Hall; Councillors, Taylor, Durrant, Terpstra and Chehade; Jeff Edwards, Chief Administrative Officer.

Also Present: Kari Janzen, Tofield Mercury, Yvonne Brown, Barry Brittian, Clayton Mamchur, Sgt Tofield RCMP

CALL TO ORDER

2. Mayor Hall called the meeting to order at 5:00 p.m.

"As we gather today as elected officials, administration, and members of the Town of Tofield community, we respectfully acknowledge that we live, work, and play on the traditional lands of Treaty 6. Treaty 6 is the ancestral territory of the Cree, Dakota, Nakota, and Saulteaux peoples, and the homeland of the Métis Nation. We honour the enduring relationship between these Nations and this land, and we express our gratitude and respect to the Indigenous and Métis ancestors, Elders, knowledge keepers, adults, and youth—past, present, and future—who continue to care for this place and guide our shared path forward."

ADOPTION OF AGENDA
20-02-26

3. **MOVED** by Terpstra that the Agenda be approved as presented.

CARRIED UNANIMOUSLY

MINUTES

4. (a) **MOVED** by Chehade that the Minutes of the Regular Meeting of Council of the Town of Tofield held February 9, 2026, be approved as amended.

21-02-26

CARRIED UNANIMOUSLY

DELEGATION

5. (a) Sgt Clayton Mamchur, Tofield RCMP was present to speak to the Community Priorities Plan and Community Policing Report.

Mamchur left the meeting at 5:22 p.m.

**Minutes of the Town of Tofield Regular Council Meeting
February 23, 2026**

NEW BUSINESS

6. (a) Request for Decision – Subdivision & Development Appeal Board and the Intermunicipal Assessment Review Board

MOVED by Durrant to approve the reappointments of Brad Rae and Brett Huculak to the Subdivision and Development Appeal Board and to the Intermunicipal Assessment Review Board for a three-year term expiring March 31, 2026.

22-02-26

CARRIED UNANIMOUSLY

- (b) Request from the Tofield Agricultural Society for Sponsorship for the Tofield Western Days.

MOVED by Durrant to approve the \$5,000 sponsorship for Tofield Western Days.

23-02-26

CARRIED UNANIMOUSLY

- (c) Regional Letter to the Honorable Mike Elliis, Deputy Premier and the Honorable Dan Williams, Minister of Municipal Affairs regarding Renewed Police Funding Model.

MOVED by Terpstra to approve the Mayor Hall signing the Regional Letter to the Honorable Mike Elliis, Deputy Premier and the Honorable Dan Williams, Minister of Municipal Affairs regarding Renewed Police Funding Model.

24-02-26

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

7. (a) Email from Alberta Transportation and Economic Development Corridors regarding the decision not to lower the speed limit on Highway 626 within the Town of Tofield limits.

MOVED by Chehade that the Town of Tofield appeal this decision to the Honorable Devin Dreeshen, Minister of Transportation and Economic Corridors.

25-02-26

CARRIED UNANIMOUSLY

- (b) Bylaw 1308 being a Bylaw of the Town of Tofield, in the Province of Alberta to regulate Neighbourhood Nuisance, Safety and Livability Issues was presented.

MOVED by Durrant that Bylaw 1308 be received and filed.

26-02-26

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting
February 23, 2026**

**UNFINISHED
BUSINESS**

7. (c) Policy 1.13 – Human Rights, Equity & Diversity was presented.

MOVED by Taylor that the current Policy 1.13 be replaced with the amended version.

27-02-26

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

8. Council Reports were presented.

Janzen, Brittan and Brown left the meeting at 5:54 p.m.

CLOSED SESSION

9. **MOVED** by Hall that Council meet in Closed Session at 5:55 p.m. to discuss matters under the *Access To Information Act* as follows:

Division 2 - Section 19(1)(c)(i) – Disclosure harmful to business interests if a third party – *Access to Information Act*.

28-02-26

CARRIED UNANIMOUSLY

MOVED by Hall to revert to the regular session at 7:01 p.m.

29-02-26

CARRIED UNANIMOUSLY

No public present.

ADJOURNMENT

10. **MOVED** by Chehade that the meeting adjourn at 7:02 p.m.

30-02-26

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF TOFIELD
MONTHLY STATEMENT
MONTH ENDING FEBRUARY 28, 2026

	General Account	Investments	Investment-Nesbitt Burns	TOTAL
Net Balance at End of Previous Month	1,434,320.63	0.00	2,124,309.15	3,558,629.78
ADD:				
Receipts for the Month	578,453.28			578,453.28
Debentures				0.00
Interest on Account	2,825.87		81,632.46	84,458.33
Cancel Cheques				0.00
Reverse Annual Fees M/C				0.00
Service Charge Reversal				0.00
Sub Total	2,015,599.78	0.00	2,205,941.61	4,221,541.39
LESS:				
Disbursements for the Month	512,264.15	0.00		512,264.15
Utility Deposits				0.00
Debenture Payments				0.00
Service Charges	224.52			224.52
NSF Cheque	365.29			365.29
Cancel Receipt	40.00			40.00
Overdraft Interest				0.00
NET BALANCE AT END OF MONTH	1,502,705.82	0.00	2,205,941.61	3,708,647.43
Balance at End of Month from Statement	1,500,225.87	0.00	2,205,941.61	3,706,167.48
ADD:				
O/S Telebank	12,452.69			12,452.69
O/S e-Transfer				0.00
Outstanding Deposits	197.50			197.50
O/S Interac (Option Pay)	830.97			830.97
O/S Interac (Moneris)				0.00
Bank Error	46.25			
Sub Total	1,513,753.28	0.00	2,205,941.61	3,719,694.89
LESS:				
O/S Direct Deposit	225.75			
Outstanding Cheques	10,581.71			10,581.71
O/S Telebank	210.00			210.00
O/S Option Pay	30.00			30.00
NET BALANCE AT END OF MONTH	1,502,705.82	0.00	2,205,941.61	3,708,647.43
	0.00			

THIS STATEMENT SUBMITTED TO COUNCIL THIS 9TH DAY OF MARCH, 2026.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



COUNCIL BUDGET PREYEAR END INTERIM BUDGET 28-Feb-26

	THIS PERIOD	YEAR-TO DATE	INTERIM BUDGET	VARIANCE	%
OPERATING REVENUES					
1-02-000-00 General Municipal Revenues	(20,000.51)	(48,244.45)	(414,000.00)	(365,755.55)	11.65
1-12-000-00 Administration	(3,760.25)	(12,601.75)	(127,000.00)	(114,398.25)	9.92
1-26-000-00 Bylaw Enforcement	(390.00)	(810.00)	(49,000.00)	(48,190.00)	1.65
1-32-000-00 Roads, Streets, Walks, Lighting	(1,100.00)	(2,920.00)	(54,989.00)	(52,069.00)	5.31
1-33-000-00 Airport	(700.00)	(5,493.68)	(15,308.00)	(9,814.32)	35.89
1-41-000-00 Water Supply & Distribution	(113,502.15)	(214,945.47)	(1,376,728.00)	(1,161,782.53)	15.61
1-42-000-00 Sanitary Sewage & Treatment	(13,675.64)	(27,357.49)	(200,500.00)	(173,142.51)	13.65
1-43-000-00 Garbage Collection & Disposal	(10,754.29)	(21,584.29)	(128,200.00)	(106,615.71)	16.84
1-51-000-00 Family Community Support Services	(1,500.00)	(42,422.00)	(370,508.00)	(328,086.00)	11.45
1-56-000-00 Cemetery	-	(3,100.00)	(30,000.00)	(26,900.00)	10.33
1-66-000-00 Subdivision Land & Development	-	-	(20,000.00)	(20,000.00)	-
1-70-000-00 Community Develop. Administration	-	-	(11,000.00)	(11,000.00)	-
1-71-000-00 Tourism/Economic Development	(3,495.00)	(5,995.00)	(117,000.00)	(111,005.00)	5.12
1-72-000-00 Community Hall	(890.00)	(2,950.00)	(39,900.00)	(36,950.00)	7.39
1-73-000-00 Transportation Tofield Bus	(1,322.10)	(3,709.55)	(25,000.00)	(21,290.45)	14.84
1-74-000-00 Recreation Programs	-	-	(17,302.00)	(17,302.00)	-
1-76-000-00 Parks	-	-	(64,300.00)	(64,300.00)	-
1-75-000-00 Library	-	-	(127,563.00)	(127,563.00)	-
TOTAL: OPERATING REVENUES	(171,089.94)	(392,133.68)	(3,188,298.00)	(2,796,164.32)	12.30



COUNCIL BUDGET PREYEAR END INTERIM BUDGET 28-Feb-26

	THIS PERIOD	YEAR-TO DATE	INTERIM BUDGET	VARIANCE	% USED
OPERATING EXPENDITURES					
2-11-000-00 Council & Other Legislative	8,113.44	11,907.78	104,000.00	92,092.22	11.45
2-12-000-00 General Administration	105,680.14	199,960.36	1,085,288.00	885,327.64	18.43
2-23-000-00 Fire Fighting & Preventative Serv	-	-	409,432.00	409,432.00	-
2-26-000-00 Bylaw Enforcement	6,589.40	6,589.40	231,116.00	224,526.60	2.85
2-32-000-00 Roads, Streets, Walks & Lighting	86,206.15	133,744.45	1,266,555.00	1,132,810.55	10.56
2-33-000-00 Airport	14,414.65	15,309.65	19,050.00	3,740.35	80.37
2-41-000-00 Water Supply & Distribution	99,162.11	121,758.34	1,341,423.00	1,219,664.66	9.08
2-42-000-00 Sanitary Sewage & Treatment	21,079.97	42,747.20	197,920.00	155,172.80	21.60
2-43-000-00 Garbage Collection & Disposal	-	-	110,000.00	110,000.00	-
2-51-000-00 Family Community Support Services	26,611.10	55,248.13	370,508.00	315,259.87	14.91
2-56-000-00 Cemetery	2,697.88	4,817.91	29,715.00	24,897.09	16.21
2-66-000-00 Subdivision Land & Development	5,766.34	5,766.34	20,000.00	14,233.66	28.83
2-70-000-00 Community Development Administratio	16,228.38	32,469.87	195,650.00	163,180.13	16.60
2-71-000-00 Tourism/Economic Development	13,640.26	14,914.74	166,700.00	151,785.26	8.95
2-72-000-00 Community Hall	7,114.65	10,502.74	56,700.00	46,197.26	18.52
2-73-000-00 Transportation Tofield Bus	7,284.48	7,765.78	26,000.00	18,234.22	29.87
2-74-000-00 Recreation Program	-	-	40,300.00	40,300.00	-
2-76-000-00 Parks	22,837.80	40,757.64	481,270.00	440,512.36	8.47
2-75-000-00 Library	2,590.21	14,564.76	207,450.00	192,885.24	7.02
2-99-750-00 School Requisition	-	-	803,599.00	803,599.00	-
2-99-752-00 Beaver Foundation Requisition	-	35,105.64	140,423.00	105,317.36	25.00
2-99-756-00 Designated Industrial Property	-	-	433.00	433.00	-
TOTAL: OPERATING EXPENDITURES	446,016.96	753,930.73	7,303,532.00	6,549,601.27	10.32



COUNCIL BUDGET
PREYEAR END INTERIM BUDGET
28-Feb-26

	THIS PERIOD	YEAR-TO DATE	INTERIM BUDGET	VARIANCE	% USED
FINANCES ACQUIRED					
TOTAL: FINANCES ACQUIRED	-	-	-	-	-
FINANCES APPLIED					
6-32-000-00 Roads, Streets, Walks, Lighting	7,500.00	7,500.00	-	(7,500.00)	-
TOTAL: FINANCES APPLIED	7,500.00	7,500.00	-	(7,500.00)	-

February 2026 Advances	Stub 14370 - 14385	\$16,750.00
February 2026 Payroll	Stub 14404 – 14426	\$80,482.85
February 2026 Council	Stub 14427 – 14431	\$ 5,826.36

Total \$103,059.21

0.*

0.*

16,750.00+

80,482.85+

5,826.36+

003

103,059.210

221,358.41+

2,112.95+

41,708.02+

2,000.00+

3,577.07+

49,258.83+

009

423,074.49*

0.*

Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
12	26/02/13	2-12-215-00	C000017040	GOVERNMENT OF ALBERTA	LAND TITLES	10.00
	26/02/19	2-12-215-00	AP DRCT DB	TELUS MOBILITY	BUSINESS CONNECT - ADMIN	362.58
	26/03/06	2-12-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	INTERNET - ADMIN	120.00
	26/03/06	2-12-215-00	C900014460	PITNEYWORKS	ACCT 6100908000118935	1,009.76
	26/03/06	2-12-215-00	C000017045	GOVERNMENT OF ALBERTA	LAND TITLES	40.00
	26/02/13	2-12-220-00	C900014396	TOFIELD MERCURY PUBLISHING LTD	AD/ COUNCIL CORNER	225.00
	26/02/19	2-12-220-00	AP DRCT DB	WELLS FARGO EQUIPMENT FINANCE	COPIER LEASE	943.50
	26/02/20	2-12-220-00	C900014402	RGO TECHNOLOGIES INC.	COPIES	173.47
	26/03/06	2-12-220-00	C900014474	ZAG CREATIVE GROUP INC.	WEBSITE MAINTENANCE	350.00
	26/03/06	2-12-221-00	C900014465	SHINEATEK CORP.	MANAGED SERVICES	2,533.50
	26/03/03	2-12-225-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	28.55
	26/03/06	2-12-230-00	C900014466	TANMAR CONSULTING INC.	ASSESSMENT SERVICES	2,108.79
	26/03/06	2-12-230-00	C900014463	REYNOLDS MIRTH RICHARDS & FARM	GENERAL MATTERS	1,824.00
	26/02/13	2-12-230-01	C900014388	HARE FOODS LTD.	ACCOUNT 7506989	32.54
	26/02/13	2-12-230-01	C900014392	SDI HEALTH, SAFETY & LOSS	HEALTH & SAFETY MAINTENANCE	1,926.39
	26/02/27	2-12-230-01	C900014435	JOE JOHNSON EQUIPMENT INC.	PPE / HEADBANDS	146.68
	26/02/27	2-12-230-01	C900014439	PLATINUM SUPPLY 2022 LTD.	PPE / GLOVES	55.50
	26/03/06	2-12-230-01	C900014464	SDI HEALTH, SAFETY & LOSS	HEALTH & SAFETY MAINTENANCE	1,792.40
	26/03/06	2-12-230-01	C900014452	GREGG DISTRIBUTORS	FASTFIT / PPE	263.92
	26/02/13	2-12-235-00	C900014394	THE INSPECTIONS GROUP INC.	SAFETY CODE PERMITS	635.21
	26/02/27	2-12-240-00	C900014444	VMJ CUSTODIAL SERVICES INC.	JANITORIAL - ADMIN	725.00
	26/03/06	2-12-250-00	C900014450	CENTURY AUTOMATIC SPRINKLERS L	ANNUAL INSPECTION - FIRE ALARM	408.20
	26/03/06	2-12-250-00	C900014450	CENTURY AUTOMATIC SPRINKLERS L	DEFICIENCIES/REPAIRS	529.95
	26/03/06	2-12-250-00	C900014445	BLACK & MCDONALD LIMITED	PREVENTATIVE MAINTENANCE	1,478.93
	26/03/06	2-12-250-00	C900014448	CANADIAN LINEN AND UNIFORM	RUGS	67.53
	26/03/06	2-12-250-00	C900014448	CANADIAN LINEN AND UNIFORM	RUGS	67.53
	26/02/13	2-12-510-00	C900014388	HARE FOODS LTD.	ACCOUNT 7506989	48.72
	26/02/13	2-12-510-00	C900014390	PLATINUM SUPPLY 2022 LTD.	JANITORIAL SUPPLIES	80.60
	26/02/27	2-12-510-00	C900014432	BEAVER COUNTY	COUNTY MAPS	71.43
	26/02/27	2-12-510-00	C900014438	NEUFELD, CINDY	COFFEE	98.97
	26/03/03	2-12-510-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	135.10
	26/03/06	2-12-510-00	C900014454	IRON MOUNTAIN CANADA OPERATION	RECYCLE BIN	350.56
	26/03/06	2-12-510-00	C900014461	PLATINUM SUPPLY 2022 LTD.	GARBAGE BAGS	34.35
	26/02/27	2-12-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - ADMIN BLDG	1,446.19
	26/02/27	2-12-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - ADMIN BLDG	936.39
	26/02/25	4-12-230-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	2,000.00
	26/03/06	4-12-230-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	24,435.14
	26/03/06	4-12-231-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	17,448.56
	26/03/06	4-12-232-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	5,244.11
	26/02/27	4-12-234-00	C900014436	LOCAL AUTHORITIES PENSION PLAN	EMP #215 - REMITTANCE	19,792.54
	26/03/06	4-12-238-00	AP DRCT DB	WORKERS' COMPENSATION BOARD	PREMIUM INSTALMENT	5,200.00
	26/03/06	4-12-238-00	AP DRCT DB	WORKERS' COMPENSATION BOARD	ACTUAL EARNINGS 2025	4,776.75-
	26/02/27	4-12-239-00	C900014443	TOWN OF TOFIELD SOCIAL FUND	REMITTANCE	190.00
	26/02/13	4-12-241-00	C900014389	MCCHARLES, DEVAN	CORRECT/ HLTH & WLNS 2025	1,400.00
	26/03/03	4-12-241-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	75.00

FUNCTION
TOTAL 92,069.84

ACCOUNTS PAYABLES LISTING BY FUNCTION

Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
26	26/02/20	2-26-260-00	C900014403	TOWN OF VEGREVILLE	BYLAW ENFORCEMENT	6,589.40
FUNCTION TOTAL						6,589.40
32	26/02/19	2-32-215-00	AP DRCT DB	TELUS MOBILITY	BUSINESS CONNECT - OPERATIONS	35.95
	26/03/06	2-32-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	INTERNET - PUBLIC WORKS	137.00
	26/03/06	2-32-215-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES- OPERATIONS	424.76
	26/02/13	2-32-520-00	C000017041	NAPA AUTO PARTS TOFIELD	BILLINGS	379.90
	26/02/13	2-32-520-41	C000017041	NAPA AUTO PARTS TOFIELD	BILLINGS	93.21
	26/02/13	2-32-520-42	C000017043	TRAIL TIRE	TIRE REPAIR	34.50
	26/03/06	2-32-520-43	C900014471	UNITED FARMERS OF ALBERTA CO-O	FUEL/ IN-STORE PURCHASES	153.39
	26/02/13	2-32-520-45	C900014388	HARE FOODS LTD.	ACCOUNT 7506989	3.78
	26/02/13	2-32-520-45	C000017041	NAPA AUTO PARTS TOFIELD	BILLINGS	207.70
	26/03/03	2-32-520-45	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	189.53
	26/02/27	2-32-520-46	C900014435	JOE JOHNSON EQUIPMENT INC.	SWEEPER BROOMS	2,245.92
	26/03/03	2-32-520-47	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	158.56
	26/02/13	2-32-520-56	C000017041	NAPA AUTO PARTS TOFIELD	BILLINGS	82.23
	26/03/06	2-32-520-57	C900014471	UNITED FARMERS OF ALBERTA CO-O	FUEL/ IN-STORE PURCHASES	183.56
	26/02/13	2-32-520-58	C000017041	NAPA AUTO PARTS TOFIELD	BILLINGS	6.07
	26/03/06	2-32-521-00	AP DRCT DB	WEX CANADA LTD.	FUEL	86.99
	26/03/06	2-32-521-00	C900014471	UNITED FARMERS OF ALBERTA CO-O	FUEL/ IN-STORE PURCHASES	4,033.94
	26/03/06	2-32-521-00	C900014473	WILD ROSE CO-OPERATIVE ASSOCIA	FUEL	671.50
	26/02/13	2-32-530-00	C900014388	HARE FOODS LTD.	ACCOUNT 7506989	32.36
	26/02/13	2-32-530-00	C000017041	NAPA AUTO PARTS TOFIELD	BILLINGS	221.81
	26/02/19	2-32-530-00	AP DRCT DB	WELLS FARGO EQUIPMENT FINANCE	COPIER LEASE	391.50
	26/02/20	2-32-530-00	C900014402	RGO TECHNOLOGIES INC.	COPIES	22.92
	26/02/27	2-32-530-00	C900014432	BEAVER COUNTY	2026 YEARLY MAINTENANCE	6,881.00
	26/02/27	2-32-530-00	C900014438	NEUFELD, CINDY	COFFEE	98.97
	26/03/03	2-32-530-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	69.99
	26/03/06	2-32-530-00	C900014470	TRU HARDWARE	BILLINGS	109.75
	26/03/06	2-32-530-00	C900014450	CENTURY AUTOMATIC SPRINKLERS L	ANNUAL INSPECTION - FIRE ALARM	413.60
	26/03/06	2-32-530-00	C900014450	CENTURY AUTOMATIC SPRINKLERS L	DEFICIENCIES/REPAIRS	786.75
	26/03/06	2-32-530-00	C900014449	CANADIAN NATIONAL	GATES MAINTENANCE	403.50
	26/03/06	2-32-530-00	C900014472	WEARPRO EQUIPMENT AND SUPPLY	GRADER BLADE	1,693.80
	26/03/06	2-32-530-00	C900014452	GREGG DISTRIBUTORS	TRANS FUNNEL/ DRILL PUMP	23.88
	26/03/06	2-32-530-00	C900014452	GREGG DISTRIBUTORS	SLEDGE HANDLE	52.54
	26/03/06	2-32-530-00	C900014448	CANADIAN LINEN AND UNIFORM	RUGS	43.88
	26/03/06	2-32-530-00	C900014448	CANADIAN LINEN AND UNIFORM	RUGS	50.00
	26/03/06	2-32-530-00	C900014471	UNITED FARMERS OF ALBERTA CO-O	FUEL/ IN-STORE PURCHASES	89.98
	26/03/06	2-32-530-00	C000017046	JD DOORS ULC	REPAIR DOORS 5 & 6	867.00
	26/02/27	2-32-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - PUBLIC WORKS	14,604.09
	26/02/27	2-32-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - PUBLIC WORKS	1,662.71
	26/02/13	6-32-610-00	C900014393	SELECT ENGINEERING CONSULTANTS	2026 CAPITAL WORKS	7,500.00
FUNCTION TOTAL						45,148.52
33	26/02/27	2-33-250-00	C900014444	VMJ CUSTODIAL SERVICES INC.	JANITORIAL - AIRPORT	100.00

Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
33	26/03/06	2-33-250-00	C900014450	CENTURY AUTOMATIC SPRINKLERS L	ANNUAL INSPECTION - FIRE ALARM	70.40
	26/03/06	2-33-250-00	C900014450	CENTURY AUTOMATIC SPRINKLERS L	DEFICIENCIES/REPAIRS	186.85
	26/02/27	2-33-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - AIRPORT	155.69
	26/02/27	2-33-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - AIRPORT	197.61
					FUNCTION TOTAL	710.55
41	26/02/20	2-41-215-00	C900014401	MCSNET	CUST 0054024/ INTERNET	109.90
	26/03/06	2-41-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - WATER STORAGE	316.92
	26/03/06	2-41-215-00	C900014455	LOOMIS EXPRESS	FREIGHT / KAIZEN LAB	59.14
	26/03/03	2-41-225-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	1,143.57
	26/03/06	2-41-250-00	C900014450	CENTURY AUTOMATIC SPRINKLERS L	ANNUAL INSPECTION - FIRE ALARM	88.00
	26/02/27	2-41-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - WATER STORAGE	3,288.16
	26/02/27	2-41-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	WATER STORAGE	615.38
	26/03/06	2-41-550-00	C900014453	HIGHWAY 14 REGIONAL WATER	ACCT 371341.01	28,576.08
	26/03/06	2-41-550-00	C900014453	HIGHWAY 14 REGIONAL WATER	ACCT 395431.01	46,424.95
					FUNCTION TOTAL	80,622.10
42	26/02/13	2-42-215-00	C900014386	BELL MOBILITY	ACCT 528927011	8.30
	26/02/20	2-42-215-00	C900014401	MCSNET	CUST 0054024/ INTERNET	79.90
	26/03/06	2-42-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - SEWER	66.64
	26/02/13	2-42-250-00	C000017042	RAIL SHOP SERVICES INC.	LIFT REPAIRS/ PACKERS	1,329.00
	26/02/13	2-42-250-00	C000017042	RAIL SHOP SERVICES INC.	LIFT REPAIRS/ PACKERS	8,576.22
	26/03/03	2-42-250-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	101.14
	26/02/27	2-42-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - SEWER	1,237.50
					FUNCTION TOTAL	11,398.70
51	26/02/13	1-51-590-01	C900014387	COMMUNITY CHRISTMAS HAMPER	CLAYSTONE DONATION/ HAM	500.00
	26/03/03	2-51-211-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	73.81
	26/02/19	2-51-215-00	AP DRCT DB	TELUS MOBILITY	BUSINESS CONNECT - FCSS	143.80
	26/02/19	2-51-215-00	AP DRCT DB	WELLS FARGO EQUIPMENT FINANCE	COPIER LEASE	135.00
	26/02/27	2-51-245-00	C900014444	VMJ CUSTODIAL SERVICES INC.	JANITORIAL - FCSS	100.00
	26/02/13	2-51-400-00	C900014397	YOUR DOLLAR STORE (YDSWM)	KIDS SPOT/ VALENTINES	7.50
	26/02/13	2-51-400-00	C900014391	ROSS, AUGUST	EXPENSE/ KIDS SPOT	23.63
	26/02/20	2-51-400-00	C900014399	HARE FOODS LTD.	ACCOUNT 7506990	10.35
	26/02/20	2-51-400-00	C900014399	HARE FOODS LTD.	ACCOUNT 7506990	14.71
	26/02/20	2-51-400-01	C900014399	HARE FOODS LTD.	ACCOUNT 7506990	7.99
	26/02/27	2-51-400-01	C900014440	ROSS, AUGUST	PINK SHIRTS/ YOUTH DROP IN	41.94
	26/02/27	2-51-400-04	C900014434	IRVINE, CHARLENE	GENERAL COUNSELLOR	1,925.00
	26/03/06	2-51-400-05	C900014469	TOFIELD PACKERS	2025 SENIORS CONNECTOR	61.95
	26/03/06	2-51-400-05	C900014469	TOFIELD PACKERS	2025 SENIORS CONNECTOR	36.68
	26/03/06	2-51-400-05	C900014469	TOFIELD PACKERS	2025 SENIORS CONNECTOR	33.94
	26/03/06	2-51-400-05	C900014469	TOFIELD PACKERS	2025 SENIORS CONNECTOR	69.63
	26/02/27	2-51-400-06	C900014442	TOFIELD LODGE	MOW CONTAINERS	56.94

ACCOUNTS PAYABLES LISTING BY FUNCTION

Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
51	26/03/06	2-51-400-06	C900014467	TOFIELD LODGE	MEALS ON WHEELS	792.00
	26/02/27	2-51-400-14	C900014441	SUTTON, JAMIE R	EXPENSES/ EASTER CRAFTS	60.96
					FUNCTION TOTAL	4,095.83
56	26/02/27	2-56-250-00	C900014437	NELSON GRANITE LIMITED	PLAQUE / JAMES & SORKEN	594.50
	26/03/06	2-56-250-00	C900014458	NELSON GRANITE LIMITED	PLAQUE / MCCAULEY	594.50
					FUNCTION TOTAL	1,189.00
71	26/03/06	2-71-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - NATURE CENTRE	86.59
	26/02/27	2-71-230-00	C900014433	CORUS SALES INC.	GLOBAL ADVERTISING	1,530.00
	26/02/27	2-71-240-00	C900014444	VMJ CUSTODIAL SERVICES INC.	JANITORIAL - NATURE CENTRE	300.00
	26/02/27	2-71-250-00	C900014439	PLATINUM SUPPLY 2022 LTD.	TOWEL DISPENSER	85.16
	26/03/06	2-71-250-00	C900014450	CENTURY AUTOMATIC SPRINKLERS L	ANNUAL INSPECTION - FIRE ALARM	395.00
	26/03/06	2-71-250-00	C900014450	CENTURY AUTOMATIC SPRINKLERS L	DEFICIENCIES/REPAIRS	559.99
	26/02/27	2-71-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - NATURE CENTRE	550.62
	26/02/27	2-71-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - NATURE CENTRE	751.52
					FUNCTION TOTAL	4,258.88
72	26/02/27	2-72-240-00	C900014444	VMJ CUSTODIAL SERVICES INC.	JANITORIAL - HALL CARETAKER	1,500.00
	26/02/13	2-72-255-00	C900014390	PLATINUM SUPPLY 2022 LTD.	JANITORIAL SUPPLIES	86.86
	26/03/03	2-72-255-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	521.97
	26/03/06	2-72-255-00	C900014470	TRU HARDWARE	BILLINGS	34.99
	26/03/06	2-72-255-00	C900014450	CENTURY AUTOMATIC SPRINKLERS L	ANNUAL INSPECTION - FIRE ALARM	461.00
	26/03/06	2-72-255-00	C900014450	CENTURY AUTOMATIC SPRINKLERS L	DEFICIENCIES/REPAIRS	326.55
	26/03/06	2-72-255-00	C000017047	LONG & MCQUADE MUSICAL INSTRUM	AMPLIFIER / BLUETOOTH	529.10
	26/03/06	2-72-255-00	C000017047	LONG & MCQUADE MUSICAL INSTRUM	SOUND SYSTEM REPAIR	811.50
	26/02/27	2-72-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - COMMUNITY HALL	682.46
	26/02/27	2-72-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - COMMUNITY HALL	1,198.49
					FUNCTION TOTAL	6,152.92
73	26/02/13	2-73-251-00	C900014386	BELL MOBILITY	ACCT 528927011	18.32
	26/02/13	2-73-251-00	C000017044	2683712 ALBERTA INC.	CAR WASH	29.00
	26/02/20	2-73-251-00	C900014398	FORSTNER, DORIS	SHUTTLE DRIVER/ FEB 1-15	585.00
	26/02/20	2-73-251-00	C900014400	MACPHERSON, ANDREW	SHUTTLE DRIVER/ FEB 1-15	165.00
	26/03/06	2-73-251-00	C000017048	TOFIELD AUTO BODY (1987) LTD	HANDIVAN REPAIRS	770.00
	26/03/06	2-73-251-00	C900014451	FORSTNER, DORIS	SHUTTLE DRIVER/ FEB 16-28	455.00
	26/03/06	2-73-251-00	C900014471	UNITED FARMERS OF ALBERTA CO-O	FUEL/ IN-STORE PURCHASES	377.08
	26/03/06	2-73-251-00	C900014456	MACPHERSON, ANDREW	SHUTTLE DRIVER / FEB 16-28	90.00
					FUNCTION TOTAL	2,489.40

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ACCOUNTS PAYABLES LISTING BY FUNCTION

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Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
74	26/02/13	1-74-400-10	C900014395	TOFIELD AGRICULTURAL SOCIETY	ARENA MTG ROOM/ FIPKE	55.00
					FUNCTION TOTAL	55.00
75	26/03/06	2-75-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - LIBRARY	153.79
	26/02/27	2-75-240-00	C900014444	VMJ CUSTODIAL SERVICES INC.	JANITORIAL - LIBRARY	425.00
	26/03/06	2-75-765-00	C900014468	TOFIELD MUNICIPAL LIBRARY	REQUISITION	42,744.50
					FUNCTION TOTAL	43,323.29
76	26/03/06	2-76-215-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	117.44
	26/02/20	2-76-215-01	C900014401	MCSNET	CUST 0054024/ INTERNET	94.90
	26/03/06	2-76-250-01	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	117.44
	26/02/27	2-76-250-02	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - CAMPGROUND	100.38
	26/03/03	2-76-250-03	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	367.51
	26/03/06	2-76-250-03	C900014459	PET WASTE SYSTEMS	DOG WASTE BAGS	489.00
					FUNCTION TOTAL	1,286.67
					FINAL TOTALS TOTAL	299,390.10

* * * E N D O F R E P O R T * * *

Jeff Edwards

From: Executive Assistant on Behalf of Dana Mackie <ea_dmackie@abmunis.ca>
Sent: February 27, 2026 4:37 PM
To: Jeff Edwards
Subject: ABmunis' Report on Alberta's 2026 Budget

Hello Mayors, Councillors, and CAOs,

We are pleased to share Alberta Municipalities' [Report on the Government of Alberta's 2026-27 Budget](#).

While this budget includes some targeted investments, overall, it is not a good-news budget for municipalities. The fiscal plan continues to shift costs onto local governments and property taxpayers, while falling short of the long-term investments needed to support growing communities and maintain essential infrastructure.

Key takeaways from this year's budget include:

- While the province hasn't increased personal, corporate, or sales taxes, they have increased provincial property taxes by \$1 billion over three years.
- Lack of investment in municipalities now puts the squeeze on property taxpayers for years to come. We are disappointed to see no increase in social infrastructure funding, such as preventative FCSS services, and continued inadequate funding to physical infrastructure, such as roads, pipes, and other key assets.
- Without this funding, Albertans will continue to feel the financial pressures well into the future.
- As part of Alberta Municipalities Property Taxes Reimagined, and as acknowledged in the government's fiscal plan, we need to have a conversation about sustainable fiscal planning in Alberta, and municipal leaders need to be part of finding the solution.

Municipal leaders are not asking for short-term fixes. We need a long-term, sustainable solution, and municipalities want to be active partners in shaping how local public services are funded into the future.

Webinar Recording

If you missed our webinar today, note that a recording will be available early next week at the link above.

In the meantime, we encourage you to read our report and hope you plan to attend our [Spring Municipal Leaders' Caucus](#) on March 26 & 27, where we will have the opportunity to discuss Budget 2026 issues directly with the provincial officials. We will continue to advocate strongly on your behalf and look forward to working with you as we engage the province on these issues in the weeks and months ahead.

Thanks,

Dana Mackie MBA | Chief Executive Officer

D: 780.431.4535 | C: 780.271.7251 | E: DanaM@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6

Toll-Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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NEWS RELEASE

Albertans' property taxes will go up because of Budget 2026

February 26, 2026

EDMONTON – Alberta Municipalities (ABmunis) has decided to say the quiet part out loud: Albertans will pay more property tax this year because of the Government of Alberta's decisions, as presented in this budget.

The provincial government is telling Albertans that it won't increase taxes to pay for all the things it's funding in Budget 2026. That's misleading.

Budget 2026 shifts the tax burden to property taxes. It shifts responsibility from the provincial government to municipalities and removes tax room for municipal priorities. We're concerned that hiding provincial tax increases in the property tax bills that municipal governments must collect will make life less affordable for those Albertans with lower or fixed incomes.

We're disappointed to see no funding increases for Family and Community Support Services (FCSS) in Budget 2026. By not investing in local prevention programs, the provincial government has missed a critical opportunity to change the trajectory of growing costs in systems that have been stretched to the breaking point – systems like healthcare, emergency services, and policing.

The provincial government's decision to not enlarge the Local Government Fiscal Framework (LGFF) capital funding pot and other municipal infrastructure programs means urgently needed municipal infrastructure projects across Alberta will be postponed, delayed, deferred or cancelled. Unless additional funding is provided, Albertans can expect more failures to infrastructure in the coming years – costly events like broken water and sewer pipes and crumbling roads and bridges. Furthermore, investments in municipal infrastructure are critical to enable further economic growth.

Alberta's systemic provincial funding deficit has been an unresolved issue for more than 20 years. Alberta has a \$16.9 billion tax advantage over other provinces. Despite this, costs continue to be downloaded onto municipal governments and property taxes are funding provincial services.

Alberta Municipalities urges the provincial government to begin a conversation with municipalities, other stakeholders, and Albertans to reimagine how to fund and pay for everything Albertans deserve and to ensure our province continues to grow and succeed for generations to come.

Those are our initial thoughts, based on our first reading of the budget document. We'll have more to say tomorrow, once our policy experts have reviewed Budget 2026 line by line and determined what it means for Albertans and ABmunis' 264 member-communities.



Silent Auction Donation Request - Tofield School Graduation Fundraiser

Grade 12 students and their families are hosting a silent auction to help raise funds for our graduating class and cover the costs of the farewell celebrations and activities.

We are reaching out to local businesses, families, and community members for donations to help make this event a success.

If you are able to contribute an item, gift card, service, or experience, your support would be greatly appreciated. Every donation, big or small, helps us create a memorable and meaningful graduation for our students.

Thank you for supporting the Tofield School grads and our school community!

You can also find event updates and information in our Facebook group: **Tofield Class of 2026 Silent Auction**.

Please contact us if you would like to donate or need more information.

Christie Miller: 780-278-8152 or by E-Mail: Gallamist@hotmail.ca

Aleisha Wagar: 780-928-7037 or by E-Mail: aleisha.vpp@gmail.com

Afternoon

It's that time of year and we're looking ahead on the calendar to July 1st, as it will be here before we know it.

In anticipation of the event and needing a theme for this year's parade, we've done some looking and the national campaign is highlighting Canada's involvement in the 2026 FIFA Soccer World Cup (FIFA Slogan: 'We are 26'). Celebrations are encouraged to focus on community unity, pride, and reflecting on Canadian values.

Some possible suggestions, based off soccer theme, could include:

Game On, Canada

Kickin' it, the Canadian Way!

Cheering for the Red & White

Keep Calm and Play Soccer

Eat, Sleep, Play Soccer

One team, one goal!

A few other more generic themes could include:

"Happy Canada Day, eh!"

Made in Canada

Canadian Chic

A Great Canadian Adventure

This year's theme might need a bit of time to craft the wording.

Would you mind sharing this with Council, at some point in March, to get their input?

Thanks,

Aimee Boese

Recreation/Facilities & Communications Assistant

P: 780-662-3269



UPCOMING METER EXCHANGES IN YOUR COMMUNITY

INFORMATION PACKAGE



FORTIS
ALBERTA

March 03, 2026

Jeff Edwards, Chief Administrative Officer
Town of Tofield
PO Box 30
Tofield, AB T0B 4J0),

FortisAlberta Meter Exchange in Tofield

Dear Jeff,

Over the next few months, FortisAlberta will begin exchanging electricity meters in your community. This work ensures that residents and business owners in Tofield continue to receive safe, reliable electricity.

This letter outlines what community members can expect and how you can contact us with any questions. Additionally, we have included a frequently asked questions document to help you respond to inquiries from your constituents.

Why we're exchanging meters

FortisAlberta's current meters are nearing the end of their lifespan. To maintain reliable service, we are exchanging meters across our service area, with the goal of completing the project by 2029. This phased approach helps keep costs down and minimizes disruptions for customers.

What customers can expect

- Customers will receive an automated phone call about two weeks before a technician visits their property.
- A technician will knock on the door, explain the process and confirm the customer is ready for a brief power interruption (less than 10 minutes).
- Once the meter is exchanged and power is restored, the technician will confirm the meter is working properly.
- If no one is home, a door hanger will provide information on how to schedule a meter exchange.

Who is doing the work?

To complete the project on schedule, we have contracted qualified third-party vendors, Olameter Inc. and Rodan Energy Solutions. These companies operate under FortisAlberta's oversight and are required to meet the same safety, security and quality standards.

A regular part of our service

Each year, FortisAlberta installs or exchanges more than 30,000 meters across the province. The upcoming work in your community is part of a routine upgrade to the company's metering infrastructure, and reflects our ongoing commitment to delivering safe, reliable electricity.

Contact

If you have any questions about the upcoming meter exchanges, please contact me directly at 780-288-4719.

Sincerely,

Chris Burt
Stakeholder Relations
FortisAlberta Inc.

Frequently Asked Questions

What work is FortisAlberta doing in our community?

- » FortisAlberta is exchanging electricity meters in our community over the coming months.
- » This work ensures homes and businesses continue to receive safe, reliable power.
- » Meter exchanges are part of FortisAlberta's regular operations — they install or exchange more than 30,000 meters across Alberta each year.

Why are meters being exchanged?

- » FortisAlberta's current meters are nearing the end of their lifespan and need to be replaced by the end of 2029.
- » Replacing them now helps maintain reliable electricity service and manage costs.

What are the benefits of the new meters?

- » They enable two-way electricity flow for solar panels and other forms of microgeneration.
- » They detect tampering and electricity theft to improve safety and reliability.
- » In the future, they will help communicate outages directly to FortisAlberta's control centre in Airdrie, helping restore power more quickly.

What can I expect during a technician visit?

- » You will receive an automated phone call about two weeks before a technician visits your property.
- » A technician will knock on the door, explain the process and confirm that you're ready for a brief power interruption (less than 10 minutes).
- » Once the meter is exchanged and power is restored, the technician will confirm the meter is working properly. You may need to reset some of your electronic devices.
- » If no one is home, a door hanger will provide information on how to schedule a meter exchange.

Who is doing the meter exchanges?

- » FortisAlberta is working with qualified contractors, Olameter Inc. and Rodan Energy Solutions.
- » These experienced companies specialize in utility work and operate under FortisAlberta's oversight.
- » All technicians follow FortisAlberta's safety, security and quality standards.

How can I identify a technician?

- » Vehicles will be clearly marked with FortisAlberta and Olameter Inc. or Rodan Energy Solutions logos and will be parked on the street near the meter location.
- » Technicians will wear uniforms, safety equipment and a visible ID badge.
- » Technicians will never request payment or personal information.
- » If you have questions or concerns about representatives visiting your property, call FortisAlberta at 310-WIRE (9473).

Frequently Asked Questions

Will a technician need to enter my home or business?

- » Most meters are located outside the home or business, and technicians typically do not need to enter. However, in some cases, a technician may need to access indoor or semi-enclosed spaces, such as garages, carports or mechanical rooms.

Where can I learn more?

- » Visit [fortisalberta.com/meterupgrade](https://www.fortisalberta.com/meterupgrade).
- » Call FortisAlberta's Customer Care Centre at 310-WIRE (9473).



TOWN OF TOFIELD

**POLICY AND PROCEDURE
HANDBOOK**

Governance & Leadership

POLICY: EXTERNAL COMMUNICATIONS Policy :1.17

Policy Statement

The Town of Tofield is committed to fostering effective, appropriate, and transparent communication with residents, businesses, stakeholders and visitors.

This policy establishes clear guidelines for external communications conducted through the Town's:

- Official website
- Social media and social networking platforms
- Print media
- Electronic signage
- Other approved communication channels

All communications shall align with recognized best practices, applicable legislation, and Council direction.

Definitions:

Chief Administrative Officer (CAO): The individual appointed by Council to serve as the administrative head of the municipality, in accordance with applicable legislation.

Comment: A response submitted by a commenter to a Town of Tofield article, post, or other social media content.

Commenter: A Town of Tofield official or member of the public who submits a comment in response to Town of Tofield social media content.

Communications Coordinator(s): An individual designated by the CAO and employed by the Town who is responsible for managing external communications. This includes creating and posting content, reviewing submissions, moderating engagement, and ensuring compliance with this policy.

Council: The current elected officials of the Town of Tofield.

Electronic Signage: The electronic billboard sign permanently affixed to a stand located south of the railroad tracks on 51 Street, or any future electronic signage owned or operated by the Town.

Services: Programs, operations, and activities provided by the Town of Tofield to meet the needs of residents, business owners, and visitors, delivered in accordance with Council direction, municipal bylaws, and applicable legislation.

Social media: Digital content and interactive platforms created and accessed through internet-based technologies that enable users to create, share, and exchange information and ideas. Examples include Facebook, X (formerly Twitter), LinkedIn, YouTube, Instagram, and other emerging platforms.

Social Networking: The use of online platforms or technologies that facilitate interaction, communication, and engagement between individuals, organizations, and communities.

Town: The Town of Tofield, including its employees, elected officials, and duly authorized representatives acting in their official capacity.

Guidelines

1. Official Website

1.1 The Town's website (tofieldalberta.ca) shall remain as the principal online presence of the municipality.

1.2 Where applicable, content shared on social media shall also be accessible through the Town's website.

2. Authorization and Oversight

- 2.1 The CAO shall authorize and approve the creation and utilization of official Town social media platforms.
- 2.2 Only the Communication Coordinator(s) and other individuals authorized by the CAO shall have access to post content or moderate the Town social media accounts.
- 2.3 Council members shall not independently administer official Town communication channels unless specifically authorized.
- 2.4 This policy shall be reviewed periodically by Administration to ensure alignment with legislative changes, emerging technologies, and best practices in municipal communications.

3. Purpose and Use of Social Media

- 3.1 The Town shall use social media and social networking platforms to disseminate timely and accurate information regarding municipal programs, services, initiative and public notices. Social media may also be used to communicate urgent information in the event of an emergency or other situation of significant public importance.
- 3.2 Content may also be shared to promote the Town's interests, including tourism and economic development initiatives.
- 3.3 When using social media platforms for Town business, the Town shall adhere to:
 - a. Applicable provincial and federal laws, regulations and policies;
 - b. The Terms of Service of each social media or networking platform; and
 - c. All relevant Town bylaws, policies and administrative guidelines.

4. Advertising and Promotion for External Organizations

- 4.1 Upon request, and at the Town's discretion, the Town may share information on its website, social media and social networking platforms, electronic signage, or other approved channels from:
 - a. Eligible non-profit organizations operating within or serving the community
 - b. Organizations delivering municipal services on behalf of the Town; and
 - c. For-profit entities providing specific services that address an identified need within the community.
- 4.2 Advertising shall be limited to events, employment opportunities, programs, activities, or other initiatives that supports the group's ongoing viability or vitality.

4.3 The Town shall not cover print media advertising costs for external organizations, unless pre-approved in writing by the Town CAO.

4.4 Space on the Town's electronic signage is limited. Accordingly, the Town reserves the right to modify, abbreviate, or reduce submitted content to basic or essential information only.

4.5 The Town reserves the right to refuse advertising requests that do not align with municipal priorities, capacity, or policy.

5. Public Engagement and Comment Mediation

5.1 Except during a declared emergency, or when deemed necessary for clarification of factual information, the Town will not engage in debate or direct exchanges with commenters on its social media platforms.

5.2 The Town reserves the right, without notice, to edit, remove, or refuse content that includes:

- a. Profane, abusive, or offensive language;
- b. Content that promotes, fosters, or perpetuates discrimination, contrary to the Town's Human Rights, Equity & Diversity Policy (Policy 1.13);
- c. Conduct or encouragement of illegal activity;
- d. Content that violates the legal rights or intellectual property of any other party;
- e. Spam, commercial advertising, or repetitive postings; or
- f. Content that, in the opinion of the CAO or Communications Coordinator(s), does not contribute constructively to the intended purpose of the platform.

6. Employee and Council Conduct

6.1 Town employees shall not represent themselves as speaking on behalf of the Town on personal social media accounts unless expressly authorized to do so.

6.2 Employees and Council members are encouraged to clearly distinguish personal opinions from official Town positions when engaging online.

6.3 Nothing in this policy restricts lawful personal expression; however, individuals must not disclose confidential information or undermine municipal operations.

7. Records Retentions and Privacy and Protection of Personal Information

7.1 Content published on official Town of Tofield social media platforms, including posts, comments, direct messages (where applicable), images, videos, and other digital communications, may constitute municipal records.

7.2 Social media content that meets the definition of a municipal record shall be retained in accordance with:

7.3 The Town of Tofield Records Retention Bylaw and/or Records Management Policy;

- a. The Municipal Government Act (Alberta);
- b. The Access to Information Act (ATIA) for records access; and
- c. The Protection of Privacy Act (POPA) for personal data; and
- d. Any other applicable provincial or federal legislation.

7.4 Personal information collected through social media platforms shall be managed in accordance with applicable privacy legislation. The Town will take reasonable steps to protect personal information from unauthorized access, use, or disclosure.

COUNCIL APPROVAL MOTION #

MAYOR

DATE: March 9 , 2026

Mayor and Councillors of Tofield

This is a follow up to our letter of last year when we requested repairs or repaving of 51 Street north from Cookson park to the Villa. Included was a request for a sidewalk on at least one side of 51 street and continuing to connect with Main Street. We are hopeful that this new Council will see fit to honor our request.

This past winter has shown us that this street is usually one of the last for snow removal. With the heavy traffic to the day care, ambulance travel to the Villa, we would ask that this street be cleaned before the strictly residential ones.

An article in the Mercury speaks of the town financing a gazebo at Cookson Park and states that it would be accessible to all townspeople. Unfortunately with the street problems and no sidewalk, it will not be available to the seniors from the Villa who need walkers, canes or wheelchairs for mobility. Those who drive a scooter find this street dangerous because of all the potholes. We feel that this street condition has become a real safety issue for the seniors in this area.

We invite any of you to come visit us and we will provide you with mobility appliances to drive about the Town so that you can better understand the challenges that we seniors face. We do thank you for keeping the drainage ditch open this year so we had no flooding of the driveway entrance. We want to be good citizens of the town but getting to social opportunities such as parades, farmers' markets , concerts and so on has become so difficult that we feel forced to stay home.

Yours sincerely,

Lorraine Donovan

Secretary-Treasurer of Sunshine Villa Residents' Committee