



AGENDA

REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD to be held Monday, April 8, 2024, 5:00 p.m., Town of Tofield Administration Building, Council Chambers.

1. Present

2. Call to Order

“As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.”

3. Adoption of Agenda

4. Minutes

- (a) Minutes of the Regular meeting of Council of the Town of Tofield held March 25, 2024.

5. Financial

- (a) Financial Statement for the month ending March 31, 2024
- (b) Interim Budget Report for the month ending March 31, 2024
- (c) Open Payables for the months of March and April 2024 in the total amount of \$499,493.05

6. Delegation

5:00 p.m. Rita Munro, Becher Munro, Chartered Professional Accountants.
Presentation of Town of Tofield 2023 Audited Financial Statement.

7. Correspondence

- Town of Vegreville – Community Peace Officer, Quarterly Report.

8. Unfinished Business

- (a) Policy 3.15 – Operational Financial Management – Funding/Donations

9. New Business

- (a) Policy 2.23 – Operational Administration – Hybrid/Remote Work
- (b) Council Report – FORTIS – Street Light Upgrades

10. Adjournment

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD held Monday, March 25, 2024 Town of Tofield Administration Building Council Chambers

PRESENT

1. Mayor Dueck; Councillors, Tiedemann, Martineau, Conquest (Via TEAMS 5:04 p.m.) and Chehade; and Cindy Neufeld, Chief Administrative Officer and Jeff Edwards, Assistant Chief Administrative Officer

Also Present at Commencement: Kari Janzen, Tofield Mercury, Anne Ruzicka, Claystone Waste Ltd. (Via TEAMS) James MacDonald, Northern Lights Library System, Jim Robichaud, Tofield Golden Club (5:20 p.m.), Suzanne Shapansky (5:25 p.m.) and Gord Hryhynchuk (5:31 p.m.)

CALL TO ORDER

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

"As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Metis. We pay our respect to the First Nations and Metis ancestors of this place and reaffirm our relationship with one another"

ADOPTION OF AGENDA

3. **MOVED** by Tiedemann that the Agenda be approved as amended.

23-03-24

CARRIED UNANIMOUSLY

Add: 7 (e) Tofield Minor Soccer Request for funding

MINUTES

4. (a) **MOVED** by Chehade that the Minutes of the Regular meeting of Council of the Town of Tofield held March 11, 2024, be approved as amended.

24-03-24

CARRIED UNANIMOUSLY

DELEGATION

5. (a) James MacDonald, Executive Director, Northern Lights Library System was present to provide statistical information for the services provided by Northern Light Library System to the Tofield Library

MacDonald left the meeting at 5:15 p.m.

- (b) Jim Robichaud, Tofield Golden Club was present to provide information on Age Friendly Communities, Community Hall and the Shuttle Bus.

Robichaud and Hryhynchuk left the meeting at 5:35 p.m.

**Minutes of the Town of Tofield Regular Council Meeting
March 25, 2024**

CORRESPONDENCE

6. The following Correspondence was presented:

- Minutes of the Highway 14 Regional Water Services Commission Special meetings held March 6, 2024 and March 12, 2024;
- Letter from Beaver Regional Partnership to Beaver County Victim Services dated March 4, 2024;
- Letter from the Honorable Adriana LaGrange, Minister of Health regarding STARS Air Ambulance; and
- Letter from the Minister of Municipal Affairs, the Honorable Ric McIver regarding the Assessment Model Review.

MOVED by Martineau that the Correspondence be received and filed.

25-03-24

CARRIED UNANIMOUSLY

NEW BUSINESS

7. (a) Policy 1.15 – Governance & Leadership – Email Communication & Usage.

MOVED by Conquest that Policy 1.15 – Email Communication & Usage be approved.

26-03-24

CARRIED UNANIMOUSLY

(b) Request for Decision – Land Use Bylaw Text Amendment.

Bylaw 1347 being a Bylaw of the Town of Tofield, in the Province of Alberta, for the purpose of amending Bylaw 1316, as amended, being the Land Use Bylaw.

MOVED by Chehade that Bylaw 1347 be read a first time.

27-03-24

CARRIED UNANIMOUSLY

MOVED by Martineau to authorize Administration to schedule a Public Hearing for Bylaw 1347 on Monday, April 22, 2024 at 5:00 p.m.

28-03-24

CARRIED UNANIMOUSLY

(c) Request from the Tofield Golden Club to waive the Tofield Community Hall rate.

MOVED by Chehade that when the Tofield Golden Club occupies the Tofield Community Hall for Pickle Ball and Floor Curling the hall rental shall be \$85.00.

29-03-24

CARRIED UNANIMOUSLY

Shapansky left the meeting at 5:43 p.m.

**Minutes of the Town of Tofield Regular Council Meeting
March 25, 2024**

NEW BUSINESS

7. (d) Request to declare May 5-11, 2024 as Emergency Preparedness Week.

MOVED by Tiedemann to declare May 5-11, 2024 as Emergency Preparedness Week.

30-03-24

CARRIED UNANIMOUSLY

- (e) Tofield Minor Soccer request for donation.

MOVED by Chehade to donate \$500 to Tofield Minor Soccer and suggest Tofield Minor Soccer approach Beaver County.

31-03-24

CARRIED UNANIMOUSLY

Janzen left the meeting at 5:49 p.m.

CLOSED SESSION

8. **MOVED** by Chehade that Council meet in Closed Session at 5:49 p.m. to discuss matters under the Alberta FOIP Act as follows:

Section 21 – Harmful to Intergovernmental Relations - *Freedom of Information and Protection of Privacy Act* - Claystone Waste Ltd.

32-03-24

CARRIED UNANIMOUSLY

Ruzicka left the meeting at 5:51 p.m.

33-03-24

MOVED by Martineau to revert to the regular session at 6:13 p.m.

CARRIED UNANIMOUSLY

No Public Present.

34-03-24

MOVED by Chehade that Council approves the recommendation contained within the Shareholders Briefing Note and authorizes and directs the Chief Administrative Officer to execute the revised director compensation resolution of the proxy committee.

CARRIED UNANIMOUSLY

ADJOURNMENT

9. **MOVED** by Chehade that the meeting adjourn at 6:21 p.m.

35-03-24

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF TOFIELD
MONTHLY STATEMENT
MONTH ENDING MARCH 31, 2024

| | General Account | Investments | Investment-Nesbitt Burns | TOTAL |
|--|-----------------|-------------|--------------------------|--------------|
| Net Balance at End of Previous Month | 1,774,513.49 | 252,224.88 | 1,723,007.35 | 3,749,745.72 |
| ADD: | | | | |
| Receipts for the Month | | | | |
| Debentures | 992,153.15 | | | 992,153.15 |
| Interest on Account | | | | 0.00 |
| Cancel Cheques | 8,769.52 | | | 8,769.52 |
| Reverse Annual Fees M/C | | | | 0.00 |
| Service Charge Reversal | | | | 0.00 |
| Sub Total | 2,775,436.16 | 252,224.88 | 1,723,007.35 | 4,750,668.39 |
| LESS: | | | | |
| Disbursements for the Month | | | | |
| Utility Deposits | 758,812.74 | | | 758,812.74 |
| Debenture Payments | 47,742.78 | | | 0.00 |
| Service Charges | 194.28 | | | 47,742.78 |
| NSF Cheque | 96.00 | | | 194.28 |
| Cancel Receipt | | | | 96.00 |
| Overdraft Interest | | | | 0.00 |
| NET BALANCE AT END OF MONTH | 1,968,590.36 | 252,224.88 | 1,723,007.35 | 3,943,822.59 |
| | | | | |
| Balance at End of Month from Statement | 1,967,327.04 | 252,224.88 | 1,723,007.35 | 3,942,559.27 |
| ADD: | | | | |
| O/S Telebank | | | | 0.00 |
| O/S Direct Deposit | | | | 0.00 |
| Outstanding Deposits | 234.33 | | | 234.33 |
| O/S Interac (Option Pay) | 1,755.57 | | | 1,755.57 |
| Bank Error | 300.00 | | | 300.00 |
| Sub Total | 1,969,616.94 | 252,224.88 | 1,723,007.35 | 3,944,849.17 |
| LESS: | | | | |
| O/S Direct Deposit | | | | |
| Outstanding Cheques | 1,026.58 | | | 1,026.58 |
| O/S Telebank | | | | 0.00 |
| Bank Error | | | | 0.00 |
| NET BALANCE AT END OF MONTH | 1,968,590.36 | 252,224.88 | 1,723,007.35 | 3,943,822.59 |
| | 0.00 | | | |

THIS STATEMENT SUBMITTED TO COUNCIL THIS 8TH DAY OF APRIL, 2024.

 CHIEF ELECTED OFFICIAL

 CHIEF ADMINISTRATIVE OFFICER



COUNCIL BUDGET PREYEAR END INTERIM BUDGET - 2024 31-Mar-24

| | THIS PERIOD | YEAR-TO DATE | INTERIM BUDGET | VARIANCE | % USED |
|---|---------------------|---------------------|-----------------------|-----------------------|--------------|
| OPERATING REVENUES | | | | | |
| 1-02-000-00 General Municipal Revenues | (25,340.71) | (93,067.50) | (401,000.00) | (307,932.50) | 23.21 |
| 1-12-000-00 Administration | (2,270.57) | (12,354.80) | (281,500.00) | (269,145.20) | 4.39 |
| 1-24-000-00 Emergency Management | - | - | (2,400.00) | (2,400.00) | - |
| 1-26-000-00 Bylaw Enforcement | (1,200.00) | (1,410.00) | (3,000.00) | (1,590.00) | 47.00 |
| 1-32-000-00 Roads, Streets, Walks, Lighting | (900.00) | (1,500.00) | (30,239.00) | (28,739.00) | 4.96 |
| 1-33-000-00 Airport | (342.86) | (4,951.66) | (20,108.00) | (15,156.34) | 24.63 |
| 1-41-000-00 Water Supply & Distribution | (93,710.14) | (299,269.34) | (1,200,750.00) | (901,480.66) | 24.92 |
| 1-42-000-00 Sanitary Sewage & Treatment | (14,778.65) | (45,093.25) | (215,400.00) | (170,306.75) | 20.94 |
| 1-43-000-00 Garbage Collection & Disposal | (10,449.03) | (31,414.37) | (126,400.00) | (94,985.63) | 24.85 |
| 1-51-000-00 Family Community Support Services | (1,838.03) | (48,991.86) | (554,979.00) | (505,987.14) | 8.83 |
| 1-56-000-00 Cemetery | - | (10,500.00) | (35,000.00) | (24,500.00) | 30.00 |
| 1-70-000-00 Community Develop. Administration | - | - | (11,000.00) | (11,000.00) | - |
| 1-71-000-00 Tourism/Economic Development | (3,615.16) | (10,450.16) | (49,700.00) | (39,249.84) | 21.03 |
| 1-72-000-00 Community Hall | (1,725.00) | (4,328.21) | (34,000.00) | (29,671.79) | 12.73 |
| 1-73-000-00 Transportation Tofield Bus | (937.00) | (3,254.00) | (17,000.00) | (13,746.00) | 19.14 |
| 1-74-000-00 Recreation Programs | (47,416.32) | (48,029.32) | (16,282.00) | 31,747.32 | 294.98 |
| 1-76-000-00 Parks | - | - | (83,750.00) | (83,750.00) | - |
| 1-75-000-00 Library | - | - | (119,412.00) | (119,412.00) | - |
| 1-97-000-00 Operating Reserve | - | - | (63,000.00) | (63,000.00) | - |
| TOTAL: OPERATING REVENUES | (204,523.47) | (614,614.47) | (3,264,920.00) | (2,650,305.53) | 18.83 |



COUNCIL BUDGET PREYEAR END INTERIM BUDGET - 2024 31-Mar-24

| | THIS PERIOD | YEAR-TO DATE | INTERIM BUDGET | VARIANCE | % USED |
|---|-------------------|---------------------|---------------------|---------------------|--------------|
| OPERATING EXPENDITURES | | | | | |
| 2-11-000-00 Council & Other Legislative | 5,209.21 | 17,855.76 | 97,200.00 | 79,344.24 | 18.37 |
| 2-12-000-00 General Administration | 69,957.31 | 312,210.12 | 1,289,543.00 | 977,332.88 | 24.21 |
| 2-24-000-00 Emergency Management | - | 2,234.30 | 2,400.00 | 165.70 | 93.10 |
| 2-26-000-00 Bylaw Enforcement | 119,921.83 | 128,033.53 | 196,281.00 | 68,247.47 | 65.23 |
| 2-32-000-00 Roads, Streets, Walks & Lighting | 105,209.82 | 236,708.36 | 1,168,070.00 | 931,361.64 | 20.27 |
| 2-33-000-00 Airport | 734.86 | 19,616.82 | 19,900.00 | 283.18 | 98.58 |
| 2-41-000-00 Water Supply & Distribution | 80,023.04 | 199,721.98 | 1,187,842.00 | 988,120.02 | 16.81 |
| 2-42-000-00 Sanitary Sewage & Treatment | 8,659.37 | 39,967.72 | 170,000.00 | 130,032.28 | 23.51 |
| 2-43-000-00 Garbage Collection & Disposal | 18,008.00 | 35,995.50 | 108,027.00 | 72,031.50 | 33.32 |
| 2-51-000-00 Family Community Support Services | 32,613.59 | 92,675.70 | 554,978.00 | 462,302.30 | 16.70 |
| 2-56-000-00 Cemetery | 1,921.58 | 6,426.03 | 32,150.00 | 25,723.97 | 19.99 |
| 2-66-000-00 Subdivision Land & Development | - | - | 63,000.00 | 63,000.00 | - |
| 2-70-000-00 Community Development Administratio | 8,400.76 | 25,209.84 | 100,410.00 | 75,200.16 | 25.11 |
| 2-71-000-00 Tourism/Economic Development | 4,721.12 | 11,095.87 | 91,900.00 | 80,804.13 | 12.07 |
| 2-72-000-00 Community Hall | 5,359.18 | 13,642.46 | 57,240.00 | 43,597.54 | 23.83 |
| 2-73-000-00 Transportation Tofield Bus | 2,051.42 | 8,970.68 | 26,000.00 | 17,029.32 | 34.50 |
| 2-74-000-00 Recreation Program | - | - | 43,200.00 | 43,200.00 | - |
| 2-76-000-00 Parks | 17,322.50 | 53,628.97 | 476,700.00 | 423,071.03 | 11.25 |
| 2-75-000-00 Library | 43,066.30 | 56,729.13 | 199,052.00 | 142,322.87 | 28.50 |
| 2-99-750-00 School Requisition | 165,009.56 | 165,009.56 | 707,560.00 | 542,550.44 | 23.32 |
| 2-99-752-00 Beaver Foundation Requisition | 37,833.34 | 37,833.34 | 135,040.00 | 97,206.66 | 28.02 |
| TOTAL: OPERATING EXPENDITURES | 726,022.79 | 1,463,565.67 | 6,726,493.00 | 5,262,927.33 | 21.76 |
| FINANCES ACQUIRED | | | | | |
| TOTAL: FINANCES ACQUIRED | - | - | - | - | - |
| FINANCES APPLIED | | | | | |
| TOTAL: FINANCES APPLIED | - | - | - | - | - |

| | | |
|---------------------|--------------------|-------------|
| March 2024 Advances | Stub 11456 – 11473 | \$18,250.00 |
| March 2024 Payroll | Stub 11489 – 11511 | \$73,843.73 |
| March 2024 Council | Stub 11512 – 11515 | \$ 4,351.31 |

| | | |
|-------|--|-------------|
| Total | | \$96,445.04 |
|-------|--|-------------|

| | |
|-----|-------------|
| | 0.* |
| | 18,250.00+ |
| | 73,843.73+ |
| | 4,351.31+ |
| 003 | 96,445.04+ |
| | 360,979.91+ |
| | 2,576.19+ |
| | 36,716.32+ |
| | 2,775.59+ |
| 007 | 499,493.05* |
| | 0.* |

ACCOUNTS PAYABLES LISTING BY FUNCTION

| Function | Date | Account Number (Including Delimiters) | Reference Number | Transaction Description | Transaction Description Additional | Transaction Amount |
|-------------------|----------|---|---------------------|--------------------------------|--|-----------------------|
| 11 | 24/03/28 | 2-11-211-00 | C900011536 | VILLAGE OF RYLEY | JOINT COUNCIL EXPENSES | 215.24 |
| FUNCTION TOTAL | | | | | | 215.24 |
| 12 | 24/03/18 | 2-12-215-00 | AP DRCT DB | TELUS MOBILITY | BUSINESS CONNECT - ADMIN | 369.00 |
| | 24/04/05 | 2-12-215-00 | C900011548 | PITNEY BOWES | LEASE/ INSERTER | 686.16 |
| | 24/04/05 | 2-12-215-00 | C000016712 | GOVERNMENT OF ALBERTA | LAND TITLES | 32.00 |
| | 24/03/15 | 2-12-220-00 | C900011486 | TOFIELD MERCURY PUBLISHING LTD | AD/ TRIBUTE HEALTHCARE WORKERS | 225.00 |
| | 24/03/15 | 2-12-220-00 | C900011486 | TOFIELD MERCURY PUBLISHING LTD | COUNCIL CORNER | 212.50 |
| | 24/03/15 | 2-12-220-00 | C900011486 | TOFIELD MERCURY PUBLISHING LTD | AD/ DOG LICENSE RENEWAL | 63.00 |
| | 24/04/05 | 2-12-220-00 | C900011560 | XPERT OFFICE SOLUTIONS | COPIES | 297.44 |
| | 24/03/28 | 2-12-221-00 | C900011533 | SYLOGIST LTD. | SYLOGIST UPGRADE | 2,475.00 |
| | 24/04/05 | 2-12-221-00 | C900011552 | SHINEATEK CORP. | MANAGED SERVICES | 2,929.23 |
| | 24/03/15 | 2-12-230-00 | C900011485 | STUART, LARAINÉ | PLANNING & DEVELOPMENT SERVICE | 425.00 |
| | 24/04/05 | 2-12-230-00 | C900011554 | TANMAR CONSULTING INC. | ASSESSMENT SERVICES | 2,059.75 |
| | 24/04/05 | 2-12-230-00 | C900011551 | REYNOLDS MIRTH RICHARDS & FARM | PROFESSIONAL SERVICES | 1,313.50 |
| | 24/03/28 | 2-12-230-01 | C900011531 | SDI HEALTH, SAFETY & LOSS | HEALTH & SAFETY MAINTENANCE | 1,942.40 |
| | 24/04/05 | 2-12-230-02 | C900011562 | ZAG CREATIVE GROUP INC. | SOCIAL MEDIA STRATEGY | 2,500.00 |
| | 24/04/05 | 2-12-230-02 | C900011562 | ZAG CREATIVE GROUP INC. | WEBSITE MAINTENANCE | 350.00 |
| | 24/03/28 | 2-12-240-00 | C900011519 | DEMERS, ELISA | JANITORIAL - ADMIN | 350.00 |
| | 24/03/28 | 2-12-240-00 | C900011529 | PIDERNAL, MARY GRACE | JANITORIAL - ADMIN | 350.00 |
| | 24/03/15 | 2-12-250-00 | C900011475 | CENTURY AUTOMATIC SPRINKLERS L | ANNUAL INSPECTION | 432.40 |
| | 24/03/15 | 2-12-250-00 | C900011475 | CENTURY AUTOMATIC SPRINKLERS L | Deficiencies & Repairs | 207.20 |
| | 24/03/28 | 2-12-250-00 | C900011534 | TOFIELD ELECTRIC INC. | REPAIR LIGHT/ WOMEN'S WASHROOM | 142.48 |
| | 24/04/05 | 2-12-250-00 | C900011541 | CANADIAN LINEN AND UNIFORM | RUGS | 51.26 |
| | 24/04/05 | 2-12-250-00 | C900011541 | CANADIAN LINEN AND UNIFORM | RUGS | 51.26 |
| | 24/03/15 | 2-12-510-00 | C900011482 | NEXGEN GRAFIX INC. | WINDOW ENVELOPES | 2,166.00 |
| | 24/04/02 | 2-12-510-00 | AP DRCT DB | BMO BANK OF MONTREAL | BILLINGS | 74.98 |
| | 24/04/05 | 2-12-510-00 | C900011544 | HARE FOODS LTD. | ACCOUNT 7506989 | 11.77 |
| | 24/04/05 | 2-12-510-00 | C900011546 | IRON MOUNTAIN CANADA OPERATION | RECYCLE BIN | 293.59 |
| | 24/04/05 | 2-12-510-00 | C900011547 | NEUFELD, CINDY | EXPENSES/ TOFIELD PACKERS | 28.43 |
| | 24/04/05 | 2-12-510-00 | C900011553 | SUTTON, JAMIE R | EASTER SOCIAL EXPENSES | 83.02 |
| | 24/04/05 | 2-12-510-00 | C900011549 | PLATINUM SUPPLY 2022 LTD. | JANITORIAL SUPPLIES | 297.29 |
| | 24/03/28 | 2-12-540-50 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | POWER - ADMIN BLDG | 1,122.36 |
| | 24/03/28 | 2-12-540-51 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | GAS - ADMIN BLDG | 1,159.62 |
| | 24/03/28 | 2-12-770-00 | C000016711 | TOFIELD MINOR SOCCER | DONATION | 500.00 |
| | 24/03/18 | 4-12-230-00 | AP DRCT DB | RECEIVER GENERAL | REMITTANCE | 2,000.00 |
| | 24/03/28 | 4-12-234-00 | C900011525 | LOCAL AUTHORITIES PENSION PLAN | EMP #215 - REMITTANCE | 18,628.41 |
| | 24/04/05 | 4-12-235-00 | C900011539 | AMSC INSURANCE SERVICES LTD. | REMITTANCE/ ACCT 2-0815 | 12,191.14 |
| | 24/03/28 | 4-12-239-00 | C900011535 | TOWN OF TOFIELD SOCIAL FUND | REMITTANCE | 180.00 |
| | 24/03/28 | 4-12-241-00 | C900011518 | CLAYSTONE WASTE LTD. | GARBAGE /NOV 2022 | 8,528.50 |
| FUNCTION TOTAL | | | | | | 64,729.69 |
| 26 | 24/04/05 | 2-26-255-00 | C900011550 | RAMEUS INVESTMENTS | SNOW CLEARING | 110.00 |
| | 24/03/15 | 2-26-260-00 | C900011487 | TOWN OF VEGREVILLE | BYLAW ENFORCEMENT | 6,253.10 |
| | 24/03/15 | 2-26-770-00 | C900011479 | GOVERNMENT OF ALBERTA | POLICE FUNDING MODEL | 112,961.00 |

ACCOUNTS PAYABLES LISTING BY FUNCTION

| Function | Date | Account Number (Including Delimiters) | Reference Number | Transaction Description | Transaction Description Additional | Transaction Amount |
|----------|----------|---|---------------------|--------------------------------|--|-----------------------|
| | | | | | | FUNCTION TOTAL |
| 32 | 24/03/18 | 2-32-215-00 | AP DRCT DB | TELUS MOBILITY | BUSINESS CONNECT - OPERATIONS | 35.95 |
| | 24/04/05 | 2-32-520-45 | C900011559 | WEARPRO EQUIPMENT AND SUPPLY | GRADER BLADES | 1,137.93 |
| | 24/04/02 | 2-32-520-47 | AP DRCT DB | BMO BANK OF MONTREAL | BILLINGS | 501.68 |
| | 24/03/15 | 2-32-521-00 | C000016708 | WEX CANADA LTD. | FUEL | 247.58 |
| | 24/03/15 | 2-32-530-00 | C900011475 | CENTURY AUTOMATIC SPRINKLERS L | ANNUAL INSPECTION | 422.40 |
| | 24/03/15 | 2-32-530-00 | C900011475 | CENTURY AUTOMATIC SPRINKLERS L | Deficiencies & Repairs | 227.85 |
| | 24/03/28 | 2-32-530-00 | C900011528 | MOOS, KEVIN | EXPENSES/ AWWOA | 144.05 |
| | 24/03/28 | 2-32-530-00 | C900011516 | CAMROSE GLASS & OVERHEAD DOORS | DOOR REPAIR | 2,203.00 |
| | 24/03/28 | 2-32-530-00 | C900011532 | SHARE CANADA | CITRAGEL - AEROSOL | 190.17 |
| | 24/04/02 | 2-32-530-00 | AP DRCT DB | BMO BANK OF MONTREAL | BILLINGS | 89.19 |
| | 24/04/05 | 2-32-530-00 | C900011557 | TRU HARDWARE | BILLINGS | 6.29 |
| | 24/04/05 | 2-32-530-00 | C900011538 | AIR LIQUIDE CANADA INC. | CYLINDER LEASE | 466.03 |
| | 24/04/05 | 2-32-530-00 | C900011542 | CANADIAN NATIONAL | GATES MAINTENANCE | 403.50 |
| | 24/04/05 | 2-32-530-00 | C900011543 | GREGG DISTRIBUTORS | COFFEE SUPPLIES | 25.12 |
| | 24/04/05 | 2-32-530-00 | C900011543 | GREGG DISTRIBUTORS | STIR STICKS | 6.38 |
| | 24/04/05 | 2-32-530-00 | C900011543 | GREGG DISTRIBUTORS | GLOVES/ METAL PISTOL | 105.96 |
| | 24/04/05 | 2-32-530-00 | C900011541 | CANADIAN LINEN AND UNIFORM | RUGS | 30.96 |
| | 24/04/05 | 2-32-530-00 | C900011541 | CANADIAN LINEN AND UNIFORM | RUGS | 30.96 |
| | 24/04/05 | 2-32-530-00 | C900011560 | XPRT OFFICE SOLUTIONS | COPIES | 7.85 |
| | 24/03/28 | 2-32-530-03 | C900011520 | DRIVEN TRANSPORT INC | ROAD CRUSH | 373.60 |
| | 24/03/28 | 2-32-540-50 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | POWER - PUBLIC WORKS | 9,848.98 |
| | 24/03/28 | 2-32-540-51 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | GAS - PUBLIC WORKS | 1,947.16 |
| | | | | | | FUNCTION TOTAL |
| 33 | 24/03/15 | 2-33-250-00 | C900011475 | CENTURY AUTOMATIC SPRINKLERS L | ANNUAL INSPECTION | 52.80 |
| | 24/03/28 | 2-33-250-00 | C900011519 | DEMERS, ELISA | JANITORIAL - AIRPORT | 50.00 |
| | 24/03/28 | 2-33-250-00 | C900011529 | PIDERNAL, MARY GRACE | JANITORIAL - AIRPORT | 50.00 |
| | 24/03/28 | 2-33-540-50 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | POWER - AIRPORT | 119.33 |
| | 24/03/28 | 2-33-540-51 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | GAS - AIRPORT | 199.16 |
| | | | | | | FUNCTION TOTAL |
| 41 | 24/03/28 | 2-41-225-00 | C900011528 | MOOS, KEVIN | EXPENSES/ AWWOA | 166.65 |
| | 24/03/28 | 2-41-225-00 | C900011530 | RAY, BRANDON C | EXPENSES/ AWWOA | 140.87 |
| | 24/03/15 | 2-41-250-00 | C900011475 | CENTURY AUTOMATIC SPRINKLERS L | ANNUAL INSPECTION | 44.00 |
| | 24/03/28 | 2-41-540-50 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | POWER - WATER STORAGE | 2,262.74 |
| | 24/03/28 | 2-41-540-51 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | WATER STORAGE | 631.12 |
| | 24/04/05 | 2-41-550-00 | C900011545 | HIGHWAY 14 REGIONAL WATER | ACCT 371341.01 | 28,264.23 |
| | 24/04/05 | 2-41-550-00 | C900011545 | HIGHWAY 14 REGIONAL WATER | ACCT 395431.01 | 41,462.37 |
| | | | | | | FUNCTION TOTAL |
| | | | | | | FUNCTION TOTAL |

ACCOUNTS PAYABLES LISTING BY FUNCTION

| Function | Date | Account Number (Including Delimiters) | Reference Number | Transaction Description | Transaction Description Additional | Transaction Amount |
|----------|----------|---|---------------------|--------------------------------|--|-----------------------|
| 42 | 24/03/15 | 2-42-215-00 | C900011474 | BELL MOBILITY | ACCT 528927011/ CELL PHONES | 7.96 |
| | 24/04/05 | 2-42-250-00 | C900011557 | TRU HARDWARE | BILLINGS | 6.78 |
| | 24/03/28 | 2-42-540-50 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | POWER - SEWER | 857.86 |
| | | | | | FUNCTION TOTAL | 872.60 |
| 43 | 24/03/28 | 2-43-550-00 | C900011518 | CLAYSTONE WASTE LTD. | GARBAGE COLLECTION | 9,004.00 |
| | | | | | FUNCTION TOTAL | 9,004.00 |
| 51 | 24/03/18 | 2-51-215-00 | AP DRCT DB | TELUS MOBILITY | BUSINESS CONNECT - FCSS | 143.80 |
| | 24/03/28 | 2-51-245-00 | C900011519 | DEMERS, ELISA | JANITORIAL - FCSS | 50.00 |
| | 24/03/28 | 2-51-245-00 | C900011529 | PIDERNAL, MARY GRACE | JANITORIAL - FCSS | 50.00 |
| | 24/03/15 | 2-51-400-00 | C900011480 | HARE FOODS LTD. | ACCOUNT 7506990 | 27.97 |
| | 24/03/15 | 2-51-400-00 | C900011480 | HARE FOODS LTD. | ACCOUNT 7506990 | 44.83 |
| | 24/03/15 | 2-51-400-00 | C900011480 | HARE FOODS LTD. | ACCOUNT 7506990 | 32.53 |
| | 24/03/15 | 2-51-400-01 | C900011480 | HARE FOODS LTD. | ACCT 7506990 12/12/2023 | 99.82 |
| | 24/03/15 | 2-51-400-01 | C900011480 | HARE FOODS LTD. | ACCOUNT 7506990 | 17.58 |
| | 24/03/15 | 2-51-400-01 | C900011480 | HARE FOODS LTD. | ACCOUNT 7506990 | 75.88 |
| | 24/04/02 | 2-51-400-01 | AP DRCT DB | BMO BANK OF MONTREAL | BILLINGS | 338.11 |
| | 24/03/28 | 2-51-400-04 | C900011524 | IRVINE, CHARLENE | GENERAL COUNSELLOR | 3,575.00 |
| | 24/04/05 | 2-51-400-06 | C900011556 | TOFIELD LODGE | MEALS ON WHEELS | 704.00 |
| | 24/03/15 | 2-51-400-07 | C900011486 | TOFIELD MERCURY PUBLISHING LTD | ARISE/ FLYERS | 566.37 |
| | 24/03/15 | 2-51-400-07 | C900011486 | TOFIELD MERCURY PUBLISHING LTD | AD/ TRIBUTE HEALTHCARE WORKER | 45.00 |
| | 24/03/28 | 2-51-400-07 | C000016710 | SAFFRON CENTRE LTD. | TRAUMA INFORMED COMMUNITIES | 199.00 |
| | 24/03/15 | 2-51-400-11 | C900011488 | WARAWA, LYNNETTE | EXPENSES/ SENIORS CONNECTOR | 87.91 |
| | 24/03/28 | 2-51-400-11 | C900011537 | WARAWA, LYNNETTE | EXPENSES/ SENIORS CONNECTOR | 337.96 |
| | 24/04/05 | 2-51-400-11 | C900011558 | WARAWA, LYNNETTE | MILEAGE & EXPENSES | 948.58 |
| | 24/03/15 | 2-51-400-14 | C900011480 | HARE FOODS LTD. | ACCT 7506990 12/2/2023 | 39.64 |
| | 24/03/15 | 2-51-400-14 | C900011480 | HARE FOODS LTD. | ACCOUNT 7506990 | 83.41 |
| | 24/03/28 | 2-51-510-00 | C000016709 | ROUGHLEY, MARCIA | INK FOR CVITP | 73.89 |
| | | | | | FUNCTION TOTAL | 7,541.28 |
| 71 | 24/03/28 | 2-71-240-00 | C900011519 | DEMERS, ELISA | JANITORIAL - NATURE CENTRE | 150.00 |
| | 24/03/28 | 2-71-240-00 | C900011529 | PIDERNAL, MARY GRACE | JANITORIAL - NATURE CENTRE | 150.00 |
| | 24/03/15 | 2-71-250-00 | C900011475 | CENTURY AUTOMATIC SPRINKLERS L | ANNUAL INSPECTION | 379.60 |
| | 24/03/15 | 2-71-250-00 | C900011475 | CENTURY AUTOMATIC SPRINKLERS L | Deficiencies & Repairs | 221.30 |
| | 24/04/02 | 2-71-400-01 | AP DRCT DB | BMO BANK OF MONTREAL | BILLINGS | 125.00 |
| | 24/03/15 | 2-71-411-00 | C000016707 | CREATIVE CONCEPTS PROMO MARKET | DISPLAYS FOR TRADESHOW | 1,788.63 |
| | 24/03/28 | 2-71-540-50 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | POWER - NATURE CENTRE | 361.98 |
| | 24/03/28 | 2-71-540-51 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | GAS - NATURE CENTRE | 975.92 |
| | | | | | FUNCTION TOTAL | 4,152.43 |

ACCOUNTS PAYABLES LISTING BY FUNCTION

| Function | Date | Account Number (Including Delimiters) | Reference Number | Transaction Description | Transaction Description Additional | Transaction Amount |
|----------|----------|---|---------------------|--------------------------------|--|-----------------------|
| 72 | 24/03/15 | 2-72-240-00 | C900011477 | DUKART, DENISE M. | HALL CARETAKER | 750.00 |
| | 24/03/28 | 2-72-240-00 | C900011521 | DUKART, DENISE M. | HALL CARETAKER | 750.00 |
| | 24/03/15 | 2-72-255-00 | C900011475 | CENTURY AUTOMATIC SPRINKLERS L | ANNUAL INSPECTION | 441.20 |
| | 24/03/15 | 2-72-255-00 | C900011475 | CENTURY AUTOMATIC SPRINKLERS L | Deficiencies & Repairs | 227.85 |
| | 24/03/28 | 2-72-255-00 | C900011522 | EGLAUER, VANITA | DISHWASHER MAINTENANCE | 28.42 |
| | 24/03/28 | 2-72-255-00 | C900011534 | TOFIELD ELECTRIC INC. | REPAIR LIGHT @ KITCHEN | 243.58 |
| | 24/04/05 | 2-72-255-00 | C900011557 | TRU HARDWARE | BILLINGS | 17.59 |
| | 24/04/05 | 2-72-255-00 | C900011549 | PLATINUM SUPPLY 2022 LTD. | JANITORIAL SUPPLIES | 468.56 |
| | 24/03/28 | 2-72-540-50 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | POWER - COMMUNITY HALL | 453.75 |
| | 24/03/28 | 2-72-540-51 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | GAS - COMMUNITY HALL | 1,498.61 |
| | | | | | FUNCTION TOTAL | 4,879.56 |
| 73 | 24/03/15 | 2-73-251-00 | C900011476 | CHEHADE, BRENDA | SHUTTLE DRIVER | 90.00 |
| | 24/03/15 | 2-73-251-00 | C900011474 | BELL MOBILITY | ACCT 528927011/ CELL PHONES | 14.38 |
| | 24/03/15 | 2-73-251-00 | C900011478 | FORSTNER, DORIS | SHUTTLE DRIVER | 250.00 |
| | 24/03/15 | 2-73-251-00 | C900011481 | MADRO, DOLORES | SHUTTLE DRIVER | 110.00 |
| | 24/03/28 | 2-73-251-00 | C900011517 | CHEHADE, BRENDA | SHUTTLE DRIVER | 60.00 |
| | 24/03/28 | 2-73-251-00 | C900011523 | FORSTNER, DORIS | SHUTTLE DRIVER | 470.00 |
| | 24/03/28 | 2-73-251-00 | C900011527 | MADRO, DOLORES | SHUTTLE DRIVER | 170.00 |
| | | | | | FUNCTION TOTAL | 1,164.38 |
| 74 | 24/04/05 | 1-74-400-10 | C900011555 | TOFIELD AGRICULTURAL SOCIETY | GICB - BUILDING THE FUTURE | 48,029.32 |
| | | | | | FUNCTION TOTAL | 48,029.32 |
| 75 | 24/03/28 | 2-75-240-00 | C900011519 | DEMERS, ELISA | JANITORIAL - LIBRARY | 200.00 |
| | 24/03/28 | 2-75-240-00 | C900011529 | PIDERNAL, MARY GRACE | JANITORIAL - LIBRARY | 200.00 |
| | | | | | FUNCTION TOTAL | 400.00 |
| 76 | 24/04/05 | 2-76-215-01 | C900011561 | XPLORE INC. | ACCT 1672172/ WIFI @CAMPGROUND | 160.00 |
| | 24/03/15 | 2-76-225-00 | C900011483 | RECREATION FACILITY PERSONNEL | ARENA OPERATOR - LEVEL 2 | 735.00 |
| | 24/03/28 | 2-76-225-00 | C900011526 | MACK-RUSSELL, SUNNIE A | EXPENSES/ ARENA II COURSE | 62.21 |
| | 24/03/28 | 2-76-250-02 | AP DRCT DB | ALBERTA MUNICIPAL SERVICES COR | POWER - CAMPGROUND | 92.12 |
| | | | | | FUNCTION TOTAL | 1,049.33 |
| 99 | 24/04/05 | 2-99-752-00 | C900011540 | BEAVER FOUNDATION | REQUISITION #2 | 33,760.07 |
| | 24/04/05 | 2-99-752-00 | C900011540 | BEAVER FOUNDATION | ADJUST REQUISITION #1 | 4,073.27- |
| | | | | | FUNCTION TOTAL | 29,686.80 |

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ACCOUNTS PAYABLES LISTING BY FUNCTION

PAGE 5

| Function | Date | Account Number (Including Delimiters) | Reference Number | Transaction Description | Transaction Description Additional | Transaction Amount |
|----------|------|---|---------------------|----------------------------|--|-----------------------|
|----------|------|---|---------------------|----------------------------|--|-----------------------|

| | |
|--------------|------------|
| FINAL TOTALS | |
| TOTAL | 382,944.59 |

*** END OF REPORT ***



TOWN OF VEGREVILLE

Town of Vegreville/Municipal Enforcement
6820 Hwy 16A W
VEGREVILLE, ALBERTA T9C 0A7
T: 780-631-2810 | F: 780-632-2296
muni-enforce@vegreville.com | www.vegreville.com

QUARTERLY REPORT January, February, March 2024

DATE: March 27, 2024
TO: Cindy Neufeld
Chief Administrative Officer
From: CPO. Chelaine Regehr
Municipal Enforcement Services Dept.

COMMUNITY STANDARDS

| | |
|---------------------------|----|
| Door Knockers: | 16 |
| Notices to maintain snow: | 6 |
| Notice to Entry: | 6 |

ANIMAL CONTROL

| | |
|--------------------|---|
| Dogs Barking: | 1 |
| Dogs at Large: | 3 |
| Dog welfare check: | 2 |

OTHER

| | |
|------------------------|---|
| Assist General Public: | 2 |
| Assist Town Staff: | 3 |
| Unsightly: | 3 |
| Parking Complaints: | 4 |
| Bylaw Tickets: | 1 |

TRAFFIC TICKETS

| | |
|--------------------------------------|-----------|
| Fail to Obey Traffic Control Device: | 1 |
| Seat Belt: | 1 |
| Passing School bus: | 1 |
| Speed: | 12 |
| Unregistered: | 4 |
| Uninsured: | 1 |
| Handheld Device: | 1 |
| Total: | 21 |



MUNICIPAL BYLAW COMPLAINTS

This past quarter there have been some dog complaints. For all dog complaints owners were educated and made changes to improve the situation. In one instance a ticket was given after multiple attempts to re-educate, and the behaviour has since been corrected.

As there was not much snow the past couple months not as many Door Knockers/Notices to Maintain/Notice to Entry were issued and posted.

Foot patrols in both schools are being conducted when time allows, and has allowed for positive interactions with students, teachers and administrative staff through reading books and presentations that have been conducted at the elementary and High School.

PROVINCIAL STATUTES

School bus drivers are still experiencing drivers passing them when the buses have their red lights and stop sign out. In this past quarter the number of individuals ticketed for not stopping for a school bus has declined but school bus drivers are still submitting these violations to the RCMP in my absence who in turn are ticketing the violations. A press campaign was coordinated with RCMP to help educate these drivers.

Continued traffic operations have been organized with and without RCMP, catching a multitude of different traffic violations. Multiple warnings/education have also been given out regarding J-turns on main street, vehicles parked where signage does not allow, and vehicles being parked on the street for too long. Warnings have been received by the public positively.

This is a breakdown of the complaints and statistics that we have compiled. Our focus in the next three months will be unsightly clean ups, grass/weeds and traffic.

Should you require further information or clarification, please contact CPO Chelaine Regehr.

Respectfully,

CPO. Chelaine Regehr
Municipal Enforcement Services Dept.



TOWN OF TOFIELD

POLICY AND PROCEDURE HANDBOOK

OPERATIONAL FINANCIAL MANAGEMENT

POLICY: FUNDING/DONATIONS Policy 3.15

POLICY

The Town of Tofield will provide a fair and equitable process for the issuance, or granting of both financial assistance and promotional items. The amount for allotment shall be the current budget allocated or amount requested, which Council feels appropriate to award for events that benefit the community & or region. Promotional items shall be based upon request and available pieces for offering.

DEFINITIONS

1. **"Community Event"** Shall be defined in accordance to the following:
 - a) An event primarily designed and delivered for the general populace of Tofield; or
 - b) An event that is locally based and whose efforts are concentrated either locally or regionally in nature.



POLICY: FUNDING/DONATIONS Policy 3.15

2. **"Eligible Event"** is defined according to the following:

- a) Under the constraints of this policy, the Tofield Agricultural Society & Tofield Curling Club will not have maximum or minimum funding amounts allocated to requests.
- b) Event that appeals to the general population and has garnered a high level of community acceptance.
- c) Proceeds from the event are solely intended to support the community.
- d) Event(s) that are hosted within the Town of Tofield and must be open and accessible to the public regardless of age, sex, creed, or religion.
- e) Event is non-partisan in nature.
- f) Event is at a national or provincial assembly, competition or tournament which focuses directly on community sports, culture, leadership training, academic excellence, or improving organizational and community development skills used in public life.

3. **"Eligible Applicant"** is defined according to the following:

- a) Under the constraints of this policy, the Tofield Agricultural Society & Tofield Curling Club will not have maximum or minimum funding amounts allocated to requests.
- b) Organizations including registered non-profit societies, Canadian registered charities that operate in the Tofield area or other community groups/organizations.
- c) Organizations that are non-partisan in nature.
- d) Individuals participating in a national or provincial event as defined under "Eligible Event".



POLICY: FUNDING/DONATIONS Policy 3.15

GUIDELINES AND PROCEDURES:

Responsibilities

1. Tofield Town Council shall review the correspondence request in accordance with this policy and makes funding recommendations.
2. In their application for funding, recipients shall illustrate all projected expenses and revenues as it relates to their event.
3. The Town of Tofield will not be held responsible for any claims related to the proposed activity.
4. The successful applicant may be asked submit a signed Financial Statement/Expenditure Report within 60 days of completion of the event, verifying that funds were used for the purpose awarded. This decision shall lie with Council.
5. The successful applicant will acknowledge receipt of funding where appropriate.

Standards

1. Submission must be made as correspondence, directed to the attention of Council.
2. Eligible applicants shall be limited to one Community Event funding per calendar year.
3. If an event is cancelled, or is not completed within the calendar year, all awarded funds shall be returned to the Town of Tofield.
4. Members of Council shall disclose their affiliations or interest with an eligible applicant that may affect their decision-making.



POLICY: FUNDING/DONATIONS Policy 3.15

5. Eligible expenses may include, but are not limited to:
 - a) Facility Rental Costs
 - b) Equipment Rental Costs
 - c) Guest Speakers/honorariums
 - d) Printing/Advertising
 - e) Trophies/Medals/Plaques
6. The amount allotted shall be up to \$550.00 per eligible applicant or an amount which Council feels appropriate.
7. Council may accept or reject any submission based on merit and availability of funds.
8. Council reserves the right to support any event it has historically supported outside the parameters of this policy.

COUNCIL APPROVAL MOTION #20-12-18

MAYOR

DATE December 10, 2018



TOWN OF TOFIELD

**POLICY AND PROCEDURE
HANDBOOK**

**OPERATIONAL
ADMINISTRATION**

POLICY: HYBRID/REMOTE WORK Policy 2.23

POLICY:

The Town of Tofield is committed to providing a flexible, healthy, and safe work environment for our employees. As an integral component of the Town's attraction and retention initiatives, the Town recognizes an appropriate balance of remote and on-site presence is important for organizational culture, career growth and employment engagement.

Definitions:

1. "Dependent Family Member" A spouse or dependent children as defined by the Town's general health benefits plan.
2. "Hybrid Work" A remote work model where an employee regularly splits their work time between the remote and Town work locations, based upon a mutually agreed upon arrangement between the employee and their supervisor, and/or Council, if applicable.
3. "Hybrid Work Agreement" An agreed upon arrangement that confirms an employee's understanding and commitment to the parameters of the Town of Tofield Hybrid Work program and provides their remote work location(s).
4. "Primary Work Location" The work location where an employee spends at least 50% of their work time.

5. "Remote Workspace" A workspace at a location other than a Town workplace located within a 2-hour drive of the Primary Work Location. Typically, this will be a designated secure space in the employee's home.
6. "Working Remotely" A work model where an employee's default work location is a Town workspace, with the ability to work remotely on occasion as mutually agreed upon by the supervisor and employee.
7. "Workspace" The space in which an employee works.

GUIDELINES AND PROCEDURES:

It is important to first establish that the Town of Tofield must be appropriately staffed at all times to effectively serve the general public. The Policy outlines the types of flexible work arrangements that may be available to certain staff members and the process by which such an arrangement is developed and implemented.

1. Due to the nature of Town office operations, some employees will not be able to participate in a Hybrid/Remote Work arrangement.
 - a) Only regular full-time employees who work a 35 or 40 hour/week work schedule and who are not required to maintain daily, direct citizen engaged contact with external customers are eligible to Work Remotely.
2. The Town wishes to ensure that the general public have access to in-person services whenever possible, however recognizes that flexibility in the workplace is increasingly being sought after by employees as a result of changing demographics and other life factors. The Town's Hybrid Work arrangements will balance the need for optimal service with incentives to attract and retain talented employees.
3. The Town will consider Hybrid Work arrangements for eligible employees when the following criteria are met:
 - a) There is no increase in cost, or where there is an increase in cost, the increase is demonstrably offset by an increase in productivity,
 - b) The level and quality of service is maintained or increased,
 - c) Operational deadlines can be met or exceeded.
4. Supervisors (CAO, Asst CAO) or when applicable, Council will ensure that each Hybrid Work arrangement meets the intended purposes of the policy and will not adversely affect operational needs.
5. No relief staff will be hired to cover an employee who is Working Remotely.
6. The minimum commitment from an employee to participate in a Hybrid Work arrangement is one calendar year, subject to the exception that an individual arrangement requires review, alteration or to the extreme exception, termination due to performance and/or operational issues.
7. The Town prides itself for in-person Customer service. Therefore, eligible employees may only work remotely up to a maximum of 2 days per week.

- a) Employees may not accumulate or carry over days if they are not able to Work Remotely in a specific week.
 - b) Employees who choose to combine an approved leave of absence (e.g. medical appointment) with Working Remotely may not carry over the "unused" portion of their remote workday to another day.
 - c) Employees may work from home if they need to care for a Dependent Family Member, however such a situation does not entitle the employee to an additional remote workday in the same week (unless circumstances require such. This shall be reviewed on a case-by-case basis).
 - d) In extraordinary circumstances, the Chief Administrative Officer, or if applicable Council may authorize an employee to Work Remotely for an extended period of time.
8. All regular workplace and performance expectations are expected to continue or improve while working remotely. Workspace productivity will be monitored and measured on an ongoing basis, through the use of e-mail, phone logs, etc.
 9. Employees are expected to be engaged and productive during working hours, including attending, and participating in meetings and events as requested, either on site or virtually.
 10. As an organization that serves the community, the employee must be available to attend work at the Primary Work Location within 2 hours' notice, however, illness, and, or poor road/weather conditions being used as the exception. No mileage will be paid to travel to the Primary Work Location.

Employee Health and Safety

11. Employees must adhere to the Towns health and safety program at the Remote Workspace.
12. Employees must designate a Remote Workspace that meets the requirements of the Towns health and safety program. The Town may inspect the site either in person or virtually.
13. Employees are responsible for ensuring the appropriate household insurance coverage is in place. The cost of coverage is the responsibility of the employee.
14. The employee agrees to follow safe work practices and to promptly report any work-related accident or injury that occurs at their Remote Workspace to their immediate supervisor.

Equipment/Technology/Tools and Office Supplies

15. The Town may provide specific equipment/technology/tools in order for the employee to perform their duties and responsibilities in an effective and efficient manner.
16. The use of Town owned equipment is limited to authorized persons and for the purposes related to Town business only.
17. The Town may restrict the transport/use of Town files at the Remote Workspace.
18. On-site visits may also be made for the purposes of retrieving equipment and any additional Town property in the event of the employee's illness, termination, suspension of the Hybrid Work arrangement, employee termination, or any other circumstances deemed extraordinary by the Town.

Confidentiality and Security

19. Employees are responsible for the security and protection of the Town's property, documents, and other information.
20. All Town work-related information and data must be managed and disposed of in accordance with FOIP and other Alberta government guidelines, and Town policies and procedures.

Child and Dependent Care

21. A Hybrid or Remote Work arrangement are not a substitute for child or dependent care.
22. Employees are required to ensure dependent care, childcare or family care demands and personal commitments do not impact work responsibilities or service levels.
23. Employees must ensure appropriate plans are in place to manage personal commitments outside of work time. When necessary, employees may access applicable leave entitlements for which they are eligible to manage personal commitments.

Communication and Availability

24. Employees are expected to be available by phone, email and/or video (e.g. ZOOM or Teams) during the course of their assigned hours or work shift.
25. Employees are expected to be available in-person for team meetings, staff meetings, social events, and/or other meetings deemed necessary by management and/or Council where applicable.
26. Employees will maintain regular contact and ongoing communication with both their supervisor and other co-workers as needed to conduct their responsibilities, either on-site or remotely, while maintaining positive working relationships.

Fit for Duty

27. An employee working in an approved Hybrid/Remote Work arrangement is still governed by the Town's Fit for Duty policy and all other Town policies. Employees should ensure that they review these policies and comply with all conduct and reporting guidelines.

Liability

28. The employees Remote Workspace will be considered an extension of the Towns work location or Workspace. The Town will remain liable for any work or job-related accidents, injuries or illnesses to the employee that occur in the employee's Remote Workspace during the employee's working hours.
29. As per Alberta statutory requirements, the Town will be liable for injuries or illnesses to the employee that occur during the employee's approved work hours.
30. The Town assumes no liability or responsibility for injuries occurring in the employee's Remote Workspace outside the agreed-upon work hours.

31. The Town is not liable for other losses, destruction, or injuries that occur in or to the employee's Remote Workspace while working remotely. This provision includes family members, visitors, or others that may become injured within or around the employee's Remote Workspace.
32. Employees must ensure that personal insurance policies cover Hybrid Work arrangements. Costs of insurance coverage is the employee's responsibility.

COUNCIL APPROVAL MOTION #

MAYOR

DATE: April 8, 2024



TOWN OF TOFIELD COUNCIL REPORT

Meeting Type: *Regular Meeting*

Department: *Administration*

Presented by: *Jeff Edwards*

Meeting Date: *April 8, 2024*

Topic: FORTIS – Streetlight Upgrades

Mayor and Council have decided on the upgrading of 98 total Street Lights, with overhead power within the community. The total investment from the Town of Tofield will be \$14,182.17, with a contribution from FORTIS of \$298,437.

When originally surveyed by FORTIS, the project was met with apprehension by the community. Admittedly, communication was not handled correctly. Therefore, because of this, two pieces were re-looked at. One being the scope of the project, and the second being a communication strategy. When the scope of the project was reviewed, and underground power considered, cost became prohibitive, seeing the Town contribution skyrocket from \$14,182.17 to \$518,103.99. With this in mind, Council decided on going with the original, lesser cost option.

Now, this information must be communicated and distributed to the community. This will be done in conjunction with FORTIS by, distributing door knockers, social media components, local media pieces, and an open house done in conjunction with the Town and FORTIS.

In looking at having this project take place during construction season 2024, a suggestion would be to have the open house done in May, running from midafternoon to early evening. Administration is seeking feedback from Mayor and Council on availability and timing.

Respectfully submitted,



Jeff Edwards