

## AGENDA

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**REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD** to be held Monday, February 12, 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 January 22, 2024.

**5. Delegation**

5:00 p.m. Sergeant Cameron Paul, Detachment Commander, Tofield RCMP will be present to provide the quarterly Community Policing Report.

## **6. Financial**

- (a) Revised Financial Statement for the month ending December 31, 2023 and the Financial Statement for the month ending January 31, 2024.
- (b) Interim Operating Budget for the month ending January 31, 2024.
- (c) Open Payables for the month of January and February 2024 in the total amount of \$917,783.19.

## **7. Correspondence**

- Unapproved Minutes of Beaver Ambulance Society meeting held January 31, 2024;
- Email from Meryl Whittaker, Board Chair announcing that Claystone Waste Ltd has been recognized as one of Alberta's Top 80 Employers for 2024;
- Unapproved Minutes of Highway 14 Regional Water Commission regular meeting held January 18, 2024 and Special meeting held February 6, 2024; and
- Invitation from RCMP to meet the new Commanding Officer of Alberta RCMP, Deputy Commissioner Rob Hill.

**8. New Business**

- (a) Policy 2.23 Residential Tax Incentive
- (b) Reaffirm the Town of Tofield's commitment to upgrade Street Lighting.
- (c) Beaver Foundation 2024 Draft Requisition.
- (d) Email from Curtis Brodwin, AB Transportation regarding lighting at Hwy 14 & Service Road Entrance/Exit (West End).
- (e) Letter from Highway 14 Regional Water Services Commission regarding Staff Shortage.
- (f) Letter from Highway 14 Regional Water Services Commission regarding Municipal Appointment to Highway 14 Regional Water Services Commission.
- (g) Letter from Beaver Regional Partnership regarding recommendation for Beaver County Victim Services Board.
- (h) Letter from Beaver Regional Partnership regarding review of the BRP Terms of Reference.
- (i) Acknowledgement of the approved Emergency Management Plan and Emergency Social Services Plan.

**9. Closed Session**

Section 21 – Harmful to Intergovernmental Relations - *Freedom of Information and Protection of Privacy Act* - Highway 14 Regional Water Commission

**10. Adjournment**

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD held Monday, January 22, 2024 Town of Tofield Administration Building Council Chambers**

**PRESENT**

1. Mayor Dueck; Councillors, Tiedemann, Martineau, Conquest and Chehade; and Cindy Neufeld, Chief Administrative Officer and Jeff Edwards, Assistant Chief Administrative Officer

Also Present at Commencement: John Maher, Tofield Mercury

**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 Martineau that the Agenda be approved as amended.

10-01-24

CARRIED UNANIMOUSLY

Add: 5. Correspondence – Minutes of Beaver County Victim Services meeting September 21, 2023

**MINUTES**

4. (a) **MOVED** by Chehade that the Minutes of the Regular Meeting of Council of the Town of Tofield held January 8, 2024, be approved as amended.

11-01-24

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

5. The following Correspondence was presented:

- Minutes of the Beaver County Victim Services Board meeting held September 21, 2023.

**MOVED** by Tiedemann that the Correspondence be received and filed.

12-01-24

CARRIED UNANIMOUSLY

**NEW BUSINESS**

6. (a) Letter of support to MLA Lovely for the continued support of Provincial funding for STARS.

**MOVED** by Dueck to send a letter to MLA Lovely for the continued support of Provincial funding for STARS.

13-01-24

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting  
January 22, 2024**

**NEW BUSINESS**

6. (b) Tofield RCMP Detachment

**MOVED** by Dueck that the bi-weekly Crime Report be received and filed and that the Sergeant Paul, Tofield RCMP be asked to attend quarterly meetings of the Town of Tofield Council meetings.

14-01-24

CARRIED UNANIMOUSLY

- (c) Committees of Council Policy 1.07 and Elected Official, Council Representation Honorarium expense Rates & Professional Development Policy 1.08.

**MOVED** by Conquest to revise Policy 1.08 to add Acting Mayor.

15-01-24

CARRIED UNANIMOUSLY

- (d) Request for Decision – Tofield Sr. Drop In Centre – Tofield of Dreams.

**MOVED** by Conquest to approve a donation of \$40,000 to "Tofield of Dreams" and fund through Operating Reserves.

16-01-24

CARRIED UNANIMOUSLY

Maher left the meeting at 5:30 p.m.

**CLOSED SESSION**

7. **MOVED** by Chehade that Council meet in Closed Session At 5:30 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* - Hwy 14 Regional Water Services Commission.

Section 16 – Business Interest of a Third Party - *Freedom of Information and Protection of Privacy Act* - Land

17-01-24

CARRIED UNANIMOUSLY

18-01-24

**MOVED** by Chehade to revert to the regular session at 6:19 p.m.

CARRIED UNANIMOUSLY

No Public Present.

Minutes of the Town of Tofield Regular Council Meeting  
January 22, 2024

COUNCILLOR  
REPORTS

8. Councillor Reports were presented.

ADJOURNMENT

9. **MOVED** by Chehade that the meeting adjourn at 6:20 p.m.

19-01-24

CARRIED UNANIMOUSLY

\_\_\_\_\_  
DEPUTY MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

UNAPPROVED



January 31, 2024

Sergeant Cameron Paul  
Detachment Commander  
Tofield, Alberta

Dear Mayor Dueck,

Please find the quarterly Community Policing Report attached that covers the October 1<sup>st</sup> to December 31<sup>st</sup>, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Tofield RCMP Detachment.

I would also like to update you on one of our current technological endeavours. Over the last decade, the RCMP has utilized Remotely Piloted Aircraft Systems (RPAS) to support our specialized units, i.e. our Emergency Response Teams – which has been incredibly effective for enhancing police and public safety. Although the advancement of technology benefits industry and recreation, it facilitates greater accessibility for criminals, which requires a strategic response. To remain current in our ever-changing environment, and to be responsive to public reviews that call for better access to air support such as the Nova Scotia Mass Casualty Commission of Inquiry, we are actively researching and testing new technologies in a policing environment to enhance public safety. One such technology is how we might use RPAS for potential new police applications. This includes how we might use RPAS to assist with select calls for service, crime photography, search and rescue, and unfolding critical incidents, i.e. an active shooter. With its potential and capability for wider applications, we are further considering program options for our municipal, rural, and Indigenous communities; scalable depending on community need and interest. While we will always need a helicopter and fixed-wing aircraft for the movement of resources, these larger assets are not always immediately available. RPAS technology is providing an opportunity for our communities to effectively have their own police air support, at a significantly lower cost. As I learn more about further opportunities and challenges, I will be sure to keep you updated and informed.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.





Sergeant Cameron Paul  
Commander  
Tofield Detachment



## RCMP Provincial Policing Report

Detachment	Tofield
Detachment Commander	Cameron Paul
Quarter	Q3
FTE Utilization Plan	2023/24
Date of Report	

### Community Consultations

Date	2023-10-17
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Updated Holden Village Council of Q2 Stats, and of Property Crime Reduction initiatives.

Date	2023-10-23
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Youth
Notes/Comments	Tofield RCMP participated in School Lock-down exercise.

Date	2023-11-01
Meeting Type	Meeting with Elected Officials
Topics Discussed	Education Session
Notes/Comments	Beaver County Administration presented information on the proposed Land Use Bylaw update.



Date	2023-11-11
Meeting Type	Community Connection
Topics Discussed	Diversity
Notes/Comments	Tofield RCMP Members, and other RCMP members residing near Tofield, AB, attended Tofield, Ryley, and Holden Legion Remembrance Day Ceremonies.

  

Date	2023-12-01
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Tofield Detachment Commander attended the 56 Nootka Sea Cadets meeting to meet with the Cadets, observe their Cadet Parade exercise, and engage in a Q&A session.

  

Date	2023-12-13
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Updated Village of Ryley Council on Stats and local Property Crime Reduction Initiatives.

  

Date	2023-12-19
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Updated Village of Holden Council on local Crime Stats and Property Crime Reduction initiatives.



Date	2023-12-22
Meeting Type	Community Connection
Topics Discussed	Traffic
Notes/Comments	Tofield RCMP and Beaver County RCMP conducted their annual Candy Cane Check-Stop to promote Impaired Driving awareness.



## Community Priorities

### Priority 1

#### Crime Reduction

#### Current Status & Results

Tofield RCMP identified 10 Prolific Property Offenders within the area earlier in the year. Targeted investigation, and enforcement has resulted in nearly all of the identified offenders being remanded into custody awaiting trial, or incarcerated in Prison, or being monitored to try and prevent their activity. Looking forward to the Q3 Stat report to see if the results reflect the hard work of the members.

### Priority 2

#### Enhance/Contribute to positive community relations and engagement

#### Current Status & Results

Municipal government engagement has been positive this past quarter. Local Councils reported their support for Tofield RCMP efforts at Crime Reduction. The Detachment Commander scheduled and attended local Council meetings to provide updates on the Detachment efforts

### Priority 3

#### Enhance Road Safety

#### Current Status & Results

Tofield members continue to conduct local traffic enforcement and education. Tofield conducted a successful Candy Cane Checkstop during the holiday season, bringing awareness about drinking and driving. Members are well on track to fulfilling their traffic objective.





## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2022	2023	% Change Year-over- Year	2022	2023	% Change Year-over- Year
<b>Total Criminal Code</b>	132	86	-35%	506	458	-9%
<i>Persons Crime</i>	17	17	0%	79	87	10%
<i>Property Crime</i>	104	64	-38%	350	320	-9%
<i>Other Criminal Code</i>	11	5	-55%	77	51	-34%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	7	7	0%	36	25	-31%
<i>Provincial Code Traffic</i>	135	149	10%	742	685	-8%
<i>Other Traffic</i>	2	0	-100%	17	2	-88%
<b>CDSA Offences</b>	1	0	-100%	3	2	-33%
<b>Other Federal Acts</b>	5	1	-80%	9	3	-67%
<b>Other Provincial Acts</b>	78	45	-42%	264	187	-29%
<b>Municipal By-Laws</b>	3	2	-33%	16	14	-13%
<b>Motor Vehicle Collisions</b>	71	50	-30%	203	162	-20%

1. Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest

Property Crime continues to be the largest concern of local crime. Tofield RCMP remains committed to focus on this criminal activity and the prolific offenders perpetrating the crimes. Property Crime has trended downwards compared to Q1. Q2 experienced higher incidents of Possession of Stolen Property offenses being charged which was expected as a result of Project "HOT Head". The success of Project "HOT Head" was demonstrated in Q3 by a 38% reduction in Property Crime incidents in comparison to the same time period in 2022, and an overall 9% reduction in 2023 when compared to 2022. Project "HOT Head" will remain a focus for Tofield Detachment. Of note there has been a substantial overall reduction in nearly all the crime categories for 2023 versus 2022.



Provincial Police Service Composition Table<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	6	6	0	0
Detachment Support	2	2	0	0

2. Data extracted on December 31, 2023 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the six established positions, six officers are currently working. There are no hard vacancies.

Detachment Support: Of the two established positions, there are two resources working. There are no hard vacancies.

Quarterly Financial Drivers



## Tofield Provincial Detachment Crime Statistics (Actual) Q4: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	1	0	N/A	-100%	0.1
Sexual Assaults		0	1	1	1	2	N/A	100%	0.4
Other Sexual Offences		1	0	0	0	1	0%	N/A	0.0
Assault		3	12	16	12	7	133%	-42%	0.8
Kidnapping/Hostage/Abduction		0	1	0	0	0	N/A	N/A	-0.1
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		8	2	3	0	3	-63%	N/A	-1.2
Uttering Threats		4	10	8	3	4	0%	33%	-0.7
<b>TOTAL PERSONS</b>		<b>16</b>	<b>26</b>	<b>28</b>	<b>17</b>	<b>17</b>	<b>6%</b>	<b>0%</b>	<b>-0.7</b>
Break & Enter		14	24	17	13	13	-7%	0%	-1.3
Theft of Motor Vehicle		7	17	5	13	5	-29%	-62%	-0.8
Theft Over \$5,000		2	1	2	6	2	0%	-67%	0.5
Theft Under \$5,000		19	14	19	24	11	-42%	-54%	-0.6
Possn Stn Goods		12	13	5	17	5	-58%	-71%	-1.0
Fraud		11	6	14	5	6	-45%	20%	-1.1
Arson		1	1	2	2	1	0%	-50%	0.1
Mischief - Damage To Property		16	16	14	20	15	-6%	-25%	0.2
Mischief - Other		5	9	6	4	6	20%	50%	-0.3
<b>TOTAL PROPERTY</b>		<b>87</b>	<b>101</b>	<b>84</b>	<b>104</b>	<b>64</b>	<b>-26%</b>	<b>-38%</b>	<b>-4.3</b>
Offensive Weapons		0	11	3	4	1	N/A	-75%	-0.5
Disturbing the peace		2	4	10	3	3	50%	0%	0.1
Fail to Comply & Breaches		10	11	8	4	0	-100%	-100%	-2.7
<b>OTHER CRIMINAL CODE</b>		<b>7</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>-86%</b>	<b>N/A</b>	<b>-1.8</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>19</b>	<b>32</b>	<b>25</b>	<b>11</b>	<b>5</b>	<b>-74%</b>	<b>-55%</b>	<b>-4.9</b>
<b>TOTAL CRIMINAL CODE</b>		<b>122</b>	<b>159</b>	<b>137</b>	<b>132</b>	<b>86</b>	<b>-30%</b>	<b>-35%</b>	<b>-9.9</b>





## Crime Statistics (Actual)

Q4: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	2	1	1	0	N/A	-100%	-0.1
Drug Enforcement - Trafficking		0	5	0	0	0	N/A	N/A	-0.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>0</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>N/A</b>	<b>-100%</b>	<b>-0.6</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	0	2	4	1	-50%	-75%	0.2
<b>TOTAL FEDERAL</b>		<b>2</b>	<b>7</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>-50%</b>	<b>-80%</b>	<b>-0.4</b>
Liquor Act		1	4	0	1	0	-100%	-100%	-0.5
Cannabis Act		0	1	1	0	0	N/A	N/A	-0.1
Mental Health Act		13	18	22	21	18	38%	-14%	1.3
Other Provincial Stats		18	35	34	56	27	50%	-52%	3.9
<b>Total Provincial Stats</b>		<b>32</b>	<b>58</b>	<b>57</b>	<b>78</b>	<b>45</b>	<b>41%</b>	<b>-42%</b>	<b>4.6</b>
Municipal By-laws Traffic		1	0	1	0	0	-100%	N/A	-0.2
Municipal By-laws		3	8	6	3	2	-33%	-33%	-0.7
<b>Total Municipal</b>		<b>4</b>	<b>8</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>-50%</b>	<b>-33%</b>	<b>-0.9</b>
Fatals		0	1	2	0	0	N/A	N/A	-0.1
Injury MVC		2	3	8	6	6	200%	0%	1.1
Property Damage MVC (Reportable)		36	44	41	60	40	11%	-33%	2.4
Property Damage MVC (Non Reportable)		4	6	4	5	4	0%	-20%	-0.1
<b>TOTAL MVC</b>		<b>42</b>	<b>54</b>	<b>55</b>	<b>71</b>	<b>50</b>	<b>19%</b>	<b>-30%</b>	<b>3.3</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>328</b>	<b>231</b>	<b>245</b>	<b>135</b>	<b>149</b>	<b>-55%</b>	<b>10%</b>	<b>-45.4</b>
<b>Other Traffic</b>		<b>4</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.9</b>
<b>Criminal Code Traffic</b>		<b>15</b>	<b>12</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>-53%</b>	<b>0%</b>	<b>-2.1</b>
<b>Common Police Activities</b>									
False Alarms		12	15	10	4	3	-75%	-25%	-2.9
False/Abandoned 911 Call and 911 Act		13	6	10	11	11	-15%	0%	0.1
Suspicious Person/Vehicle/Property		15	3	18	35	24	60%	-31%	5.0
Persons Reported Missing		0	2	2	0	0	N/A	N/A	-0.2
Search Warrants		0	2	1	0	0	N/A	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		11	16	20	10	12	9%	20%	-0.4
Form 10 (MHA) (Reported)		0	0	0	3	0	N/A	-100%	0.3

TOWN OF TOFIELD  
MONTHLY STATEMENT  
MONTH ENDING December 31, 2023  
AMENDED

	General Account	Investments	Investment-Nesbitt Burns	TOTAL
Net Balance at End of Previous Month	3,146,752.00	250,000.00	1,672,602.25	5,069,354.25
ADD:				
Receipts for the Month				
Debentures	652,250.76			652,250.76
Interest on Account				0.00
Cancel Cheques	10,266.81	2,224.88	50,405.10	62,896.79
Reverse Annual Fees M/C	3,087.22			3,087.22
Service Charge Reversal				0.00
				0.00
Sub Total	3,812,356.79	252,224.88	1,723,007.35	5,787,589.02
LESS:				
Disbursements for the Month				
Utility Deposits	1,571,364.79			1,571,364.79
Debenture Payments	201,586.00			0.00
Service Charges				201,586.00
NSF Cheque	195.34			195.34
Cancel Receipt				0.00
Overdraft Interest				0.00
				0.00
NET BALANCE AT END OF MONTH	2,039,210.66	252,224.88	1,723,007.35	4,014,442.89
Balance at End of Month from Statement	2,045,246.95	252,224.88	1,723,007.35	4,020,479.18
ADD:				
O/S Telebank	6,535.34			6,535.34
O/S Direct Deposit				0.00
Outstanding Deposits	477.66			477.66
O/S Interac (Option Pay)				0.00
Bank Error				0.00
Sub Total	2,052,259.95	252,224.88	1,723,007.35	4,027,492.18
LESS:				
O/S Direct Deposit				
Outstanding Cheques	8,624.15			8,624.15
O/S M/C	4,425.14			4,425.14
Bank Error				0.00
NET BALANCE AT END OF MONTH	2,039,210.66	252,224.88	1,723,007.35	4,014,442.89
	0.00			

THIS STATEMENT SUBMITTED TO COUNCIL THIS 12TH DAY OF FEBRUARY, 2024.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

General Account	Investments	Investment-Nesbitt Burns	TOTAL
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Balance at End of Month from Statement	1,939,788.06	252,224.88	1,723,007.35	3,915,020.29
ADD:				
O/S Telebank	3,987.20			3,987.20
O/S Direct Deposit				0.00
Outstanding Deposits	10,570.24			10,570.24
O/S Interac (Option Pay)	30.00			30.00
Bank Error				0.00
Sub Total	1,954,375.50	252,224.88	1,723,007.35	3,929,607.73
LESS:				
O/S Direct Deposit				
Outstanding Cheques	2,077.35			2,077.35
O/S Telebank	74.86			74.86
Bank Error				0.00
NET BALANCE AT END OF MONTH	1,952,223.29	252,224.88	1,723,007.35	3,927,455.52
	0.00			

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



# COUNCIL BUDGET

## PREYEAR END INTERIM BUDGET - 2024

### 31-Jan-24

	THIS PERIOD	YEAR-TO DATE	INTERIM BUDGET	VARIANCE	% USED
<b>OPERATING REVENUES</b>					
1-02-000-00 General Municipal Revenues	(43,933.82)	(43,933.82)	(333,000.00)	(289,066.18)	13.19
1-12-000-00 Administration	(7,131.73)	(7,131.73)	(25,500.00)	(18,368.27)	27.97
1-24-000-00 Emergency Management	-	-	(2,400.00)	(2,400.00)	-
1-26-000-00 Bylaw Enforcement	-	-	(3,000.00)	(3,000.00)	-
1-32-000-00 Roads, Streets, Walks, Lighting	(150.00)	(150.00)	(30,239.00)	(30,089.00)	0.50
1-33-000-00 Airport	(4,608.80)	(4,608.80)	(20,108.00)	(15,499.20)	22.92
1-41-000-00 Water Supply & Distribution	(107,373.43)	(107,373.43)	(1,194,750.00)	(1,087,376.57)	8.99
1-42-000-00 Sanitary Sewage & Treatment	(15,283.75)	(15,283.75)	(179,400.00)	(164,116.25)	8.52
1-43-000-00 Garbage Collection & Disposal	(10,530.00)	(10,530.00)	(126,400.00)	(115,870.00)	8.33
1-51-000-00 Family Community Support Services	(45,496.86)	(45,496.86)	(554,979.00)	(509,482.14)	8.20
1-56-000-00 Cemetery	(5,230.00)	(5,230.00)	(30,000.00)	(24,770.00)	17.43
1-70-000-00 Community Develop. Administration	-	-	(11,000.00)	(11,000.00)	-
1-71-000-00 Tourism/Economic Development	(5,650.00)	(5,650.00)	(36,200.00)	(30,550.00)	15.61
1-72-000-00 Community Hall	(1,335.71)	(1,335.71)	(33,000.00)	(31,664.29)	4.05
1-73-000-00 Transportation Tofield Bus	(1,761.00)	(1,761.00)	(16,000.00)	(14,239.00)	11.01
1-74-000-00 Recreation Programs	-	-	(8,100.00)	(8,100.00)	-
1-76-000-00 Parks	-	-	(75,750.00)	(75,750.00)	-
1-75-000-00 Library	-	-	(116,112.00)	(116,112.00)	-
<b>TOTAL: OPERATING REVENUES</b>	<b>(248,485.10)</b>	<b>(248,485.10)</b>	<b>(2,795,938.00)</b>	<b>(2,547,452.90)</b>	<b>8.89</b>



# COUNCIL BUDGET

## PREYEAR END INTERIM BUDGET - 2024

### 31-Jan-24

	THIS PERIOD	YEAR-TO DATE	INTERIM BUDGET	VARIANCE	% USED
<b>OPERATING EXPENDITURES</b>					
2-11-000-00 Council & Other Legislative	7,374.37	7,374.37	97,200.00	89,825.63	7.59
2-12-000-00 General Administration	136,119.35	136,119.35	1,096,543.00	960,423.65	12.41
2-24-000-00 Emergency Management	-	-	2,400.00	2,400.00	-
2-26-000-00 Bylaw Enforcement	(1,080.00)	(1,080.00)	83,320.00	84,400.00	(1.30)
2-32-000-00 Roads, Streets, Walks & Lighting	62,597.74	62,597.74	1,148,940.00	1,086,342.26	5.45
2-33-000-00 Airport	15,099.69	15,099.69	20,550.00	5,450.31	73.48
2-41-000-00 Water Supply & Distribution	16,500.52	16,500.52	1,109,142.00	1,092,641.48	1.49
2-42-000-00 Sanitary Sewage & Treatment	21,290.88	21,290.88	170,000.00	148,709.12	12.52
2-43-000-00 Garbage Collection & Disposal	8,983.50	8,983.50	108,027.00	99,043.50	8.32
2-51-000-00 Family Community Support Services	23,548.99	23,548.99	554,978.00	531,429.01	4.24
2-56-000-00 Cemetery	2,556.72	2,556.72	27,950.00	25,393.28	9.15
2-70-000-00 Community Development Administratio	8,408.32	8,408.32	130,410.00	122,001.68	6.45
2-71-000-00 Tourism/Economic Development	915.37	915.37	83,750.00	82,834.63	1.09
2-72-000-00 Community Hall	1,546.37	1,546.37	57,000.00	55,453.63	2.71
2-73-000-00 Transportation Tofield Bus	12.90	12.90	26,000.00	25,987.10	0.05
2-74-000-00 Recreation Program	-	-	43,200.00	43,200.00	-
2-76-000-00 Parks	17,256.23	17,256.23	477,400.00	460,143.77	3.62
2-75-000-00 Library	11,216.59	11,216.59	199,052.00	187,835.41	5.64
<b>TOTAL: OPERATING EXPENDITURES</b>	<b>332,347.54</b>	<b>332,347.54</b>	<b>5,435,862.00</b>	<b>5,103,514.46</b>	<b>6.11</b>
<b>FINANCES ACQUIRED</b>					
<b>TOTAL: FINANCES ACQUIRED</b>	-	-	-	-	-
<b>FINANCES APPLIED</b>					
<b>TOTAL: FINANCES APPLIED</b>	-	-	-	-	-

January 2024 Advances	Stub 11256 – 11273	\$18,250.00
January 2024 Payroll	Stub 11289 – 11311	\$71,111.64
January 2024 Council	Stub 11312 – 11316	\$ 6,538.41

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Total	\$95,900.05
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18,250.000

71,111.640

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697,877.540

33,797.860

2,576.190

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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
12	24/01/19	2-12-211-00	C900011275	EDWARDS, JEFFREY C.	MILEAGE	101.33
	24/01/12	2-12-215-00	C900011234	PITNEY BOWES	LEASE/ INSERTER	211.12
	24/01/19	2-12-215-00	AP DRCT DB	TELUS MOBILITY	BUSINESS CONNECT - ADMIN	369.00
	24/02/06	2-12-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	INTERNET - ADMIN	110.00
	24/02/09	2-12-215-00	C900011342	PITNEY BOWES	LEASE/ POSTAGE METER	968.04
	24/02/09	2-12-215-00	C000016690	GOVERNMENT OF ALBERTA	LAND TITLES	90.00
	24/02/09	2-12-220-00	C900011351	XPRT OFFICE SOLUTIONS	COPIES	308.40
	24/01/12	2-12-221-00	C900011240	SYLOGIST LTD.	HOSTING SERENIC SOFTWARE	38,797.18
	24/02/09	2-12-221-00	C900011344	SHINEATEK CORP.	MANAGED SERVICES	2,833.75
	24/01/12	2-12-225-00	C900011231	LOCAL GOVERNMENT ADMINISTRATIO	MEMBERSHIP/ NEUFELD	275.00
	24/01/12	2-12-225-00	C000016683	SOCIETY OF LOCAL GOVERNMENT	PROFESSIONAL FEES	425.00
	24/01/12	2-12-225-00	C900011225	GO EAST OF EDMONTON REGIONAL T	MEMBERSHIP/ MUNICIPAL TOURISM	400.00
	24/01/26	2-12-225-00	C900011280	ASSCOIATION OF ALBERTA MUNICIP	MEMBERSHIP FEE	3,022.85
	24/01/30	2-12-225-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	275.00
	24/01/12	2-12-230-00	C900011239	SHINEATEK CORP.	MANAGED SERVICES	1,873.64
	24/02/02	2-12-230-00	C900011327	REYNOLDS MIRTH RICHARDS & FARM	GENERAL MATTERS	4,085.00
	24/02/02	2-12-230-00	C900011327	REYNOLDS MIRTH RICHARDS & FARM	GENERAL MATTERS	1,158.00
	24/02/09	2-12-230-00	C900011347	TANMAR CONSULTING INC.	ASSESSMENT SERVICES	2,059.75
	24/01/26	2-12-230-01	C900011286	SITEDOCS SAFETY ULC	ANNUAL SUBSCRIPTION	4,989.50
	24/02/09	2-12-230-01	C900011339	GREGG DISTRIBUTORS	PPE/ GLOVES & EYESALINE	220.46
	24/02/09	2-12-230-01	C900011339	GREGG DISTRIBUTORS	PPE/ GLOVES	260.91
	24/02/09	2-12-230-01	C900011339	GREGG DISTRIBUTORS	PPE/ EYESALINE	94.22
	24/02/09	2-12-230-01	C900011340	HERKLOTZ, WYATT	SAFETY BOOTS	319.99
	24/01/12	2-12-230-02	C900011255	ZAG CREATIVE GROUP INC.	SOCIAL MEDIA STRATEGY	2,500.00
	24/01/12	2-12-230-02	C900011255	ZAG CREATIVE GROUP INC.	WEBSITE MANAGEMENT	350.00
	24/02/09	2-12-230-02	C900011352	ZAG CREATIVE GROUP INC.	SOCIAL MEDIA STRATEGY	2,500.00
	24/02/09	2-12-230-02	C900011352	ZAG CREATIVE GROUP INC.	WEBSITE FUNCTIONALITY	350.00
	24/02/09	2-12-230-03	C900011345	STRATEGIC STEPS INC.	DEPOSIT/ PROFESSIONAL FEES	1,100.00
	24/02/02	2-12-240-00	C900011319	DEMERS, ELISA	JANITORIAL - ADMIN	350.00
	24/02/02	2-12-240-00	C900011326	PIDERNAL, MARY GRACE	JANITORIAL - ADMIN	350.00
	24/01/12	2-12-250-00	C900011237	SCOTT'S QUALITY LAWN CARE	RENEWAL/ 5407 - 50 STREET	324.80
	24/01/12	2-12-250-00	C900011215	AEGIS SECURITY	MONTHLY MONITORING	599.76
	24/02/09	2-12-250-00	C900011334	CANADIAN LINEN AND UNIFORM	RUGS	51.26
	24/02/09	2-12-250-00	C900011334	CANADIAN LINEN AND UNIFORM	RUGS	51.26
	24/02/09	2-12-274-00	C900011333	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUM	35,759.20
	24/01/12	2-12-510-00	C900011235	PLATINUM SUPPLY 2022 LTD.	JANITORIAL SUPPLIES	171.45
	24/01/30	2-12-510-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	25.00
	24/02/02	2-12-510-00	C900011322	IRON MOUNTAIN CANADA OPERATION	RECYCLE BIN	208.71
	24/02/09	2-12-510-00	C000016691	GUARDIAN DRUGS	JANITORIAL SUPPLIES	17.99
	24/02/09	2-12-510-00	C900011338	GREAT NORTHERN DATA SUPPLIES (	TONER	526.41
	24/02/09	2-12-510-00	C900011336	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	114.69
	24/01/26	2-12-770-00	C000016687	TOFIELD OF DREAMS	CONCEPT DRAWINGS FOR RENO	40,000.00
	24/01/19	4-12-230-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	2,000.00
	24/02/06	4-12-230-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	23,563.61
	24/02/06	4-12-231-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	16,122.02
	24/02/06	4-12-232-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	5,011.82
	24/02/02	4-12-234-00	C900011324	LOCAL AUTHORITIES PENSION PLAN	EMP #215 - REMITTANCE	18,628.41
	24/02/09	4-12-235-00	C900011333	AMSC INSURANCE SERVICES LTD.	REMITTANCE/ ACCT 2-0815	12,325.52
	24/02/02	4-12-239-00	C900011329	TOWN OF TOFIELD SOCIAL FUND	REMITTANCE	170.00

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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
12	24/01/08	4-12-241-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	28,093.87
	24/01/08	4-12-241-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	INTERNET & PHONES	850.80
	24/01/08	4-12-241-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES	637.13
	24/01/08	4-12-241-00	AP DRCT DB	WORKERS' COMPENSATION BOARD	PREMIUM INSTALMENT	4,152.34
	24/01/30	4-12-241-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	1,674.19
	24/01/30	4-12-241-00	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER & GAS	38,172.63
FUNCTION TOTAL						300,001.01
26	24/02/09	2-26-255-00	C900011343	RAMEUS INVESTMENTS	NOTICE ENFORCEMENT	1,080.00
FUNCTION TOTAL						1,080.00
32	24/01/19	2-32-215-00	AP DRCT DB	TELUS MOBILITY	BUSINESS CONNECT - OPERATIONS	35.95
	24/02/06	2-32-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	INTERNET - PUBLIC WORKS	127.00
	24/02/06	2-32-215-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES- OPERATIONS	429.64
	24/02/09	2-32-274-00	C900011333	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUM	11,627.00
	24/02/09	2-32-520-44	C000016692	NAPA AUTO PARTS TOFIELD	BILLINGS	20.34
	24/01/12	2-32-520-45	C000016678	BRANDT TRACTOR LTD.	PARTS/ TIE ROD & HYDRAULIC	3,330.43
	24/02/09	2-32-520-45	C900011336	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	3,330.44
	24/02/02	2-32-520-57	C900011330	TREADPRO TIRE CENTRE	BATTERY	220.00
	24/02/09	2-32-520-57	C000016692	NAPA AUTO PARTS TOFIELD	BILLINGS	5.78
	24/02/09	2-32-520-61	C000016692	NAPA AUTO PARTS TOFIELD	BILLINGS	9.97
	24/02/09	2-32-521-00	C900011336	CANOE PROCUREMENT GROUP OF CAN	FUEL	2,709.20
	24/02/09	2-32-521-00	C900011350	WILD ROSE CO-OPERATIVE ASSOCIA	FUEL	409.70
	24/01/12	2-32-530-00	C900011218	BEAVER COUNTY	YEARLY MAINTENANCE AGREEMENT	6,927.00
	24/01/12	2-32-530-00	C900011218	BEAVER COUNTY	RR191 FUTURE UPGRADES	16,800.00
	24/01/12	2-32-530-00	C900011221	CANADIAN NATIONAL	GATES MAINTENANCE	403.50
	24/01/12	2-32-530-00	C900011215	AEGIS SECURITY	MONTHLY MONTIORING	395.88
	24/01/19	2-32-530-00	C000016686	SILVERSMITH CANADA, ULC	ANNUAL DATA/ HOSTING	1,250.00
	24/01/26	2-32-530-00	C900011282	CERTIFIED LABORATORIES	AEROSOL	462.65
	24/02/09	2-32-530-00	C900011349	TRU HARDWARE	BILLINGS	62.05
	24/02/09	2-32-530-00	C000016692	NAPA AUTO PARTS TOFIELD	BILLINGS	187.65
	24/02/09	2-32-530-00	C900011335	CANADIAN NATIONAL	GATES MAINTENANCE	403.50
	24/02/09	2-32-530-00	C900011335	CANADIAN NATIONAL	SEWER LINE CROSSING	90.00
	24/02/09	2-32-530-00	C900011334	CANADIAN LINEN AND UNIFORM	RUGS	30.96
	24/02/09	2-32-530-00	C900011334	CANADIAN LINEN AND UNIFORM	RUGS	30.96
	24/02/09	2-32-530-00	C900011351	XPRT OFFICE SOLUTIONS	COPIES	25.31
FUNCTION TOTAL						49,324.91
33	24/02/02	2-33-250-00	C900011323	JL METALWORKS	REPAIR/ INDUCER MOTOR	495.38
	24/02/02	2-33-250-00	C900011319	DEMERS, ELISA	JANITORIAL - AIRPORT	50.00
	24/02/02	2-33-250-00	C900011326	PIDERNAL, MARY GRACE	JANITORIAL - AIRPORT	50.00
	24/02/09	2-33-250-00	C900011349	TRU HARDWARE	BILLINGS	65.80
	24/02/09	2-33-274-00	C900011333	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUM	2,762.00



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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
33	24/01/12	2-33-521-00	C900011224	FLIGHT FUELS LP	AVIATION FUEL	15,099.69
FUNCTION TOTAL						18,522.87
41	24/01/19	2-41-215-00	C900011278	MCSNET	CUST# 0054024/ INTERNET	109.90
	24/02/06	2-41-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - WATER STORAGE	306.92
	24/01/30	2-41-225-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	130.00
	24/02/02	2-41-225-00	C900011317	ALBERTA WATER & WASTEWATER OPE	ANNUAL MEMBERSHIP	57.14
	24/02/02	2-41-225-00	C900011317	ALBERTA WATER & WASTEWATER OPE	ANNUAL MEMBERSHIP	57.14
	24/02/02	2-41-225-00	C900011317	ALBERTA WATER & WASTEWATER OPE	AOS 2024 REGISTRATION/ RAY	290.00
	24/02/02	2-41-225-00	C900011317	ALBERTA WATER & WASTEWATER OPE	ANNUAL MEMBERSHIP	57.14
	24/02/02	2-41-225-00	C900011317	ALBERTA WATER & WASTEWATER OPE	ANNUAL MEMBERSHIP	57.14
	24/02/02	2-41-225-00	C900011317	ALBERTA WATER & WASTEWATER OPE	ANNUAL MEMBERSHIP	57.14
	24/02/02	2-41-225-00	C900011317	ALBERTA WATER & WASTEWATER OPE	AOS 2024 REGISTRATION/ MOOS	290.00
	24/01/12	2-41-250-00	C900011214	ACCU-FLO METER SERVICE LTD.	WATER METERS	5,310.00
	24/01/12	2-41-250-00	C900011215	AEGIS SECURITY	MONTHLY MONITORING	395.88
	24/01/12	2-41-250-00	C900011215	AEGIS SECURITY	MONTHLY MONITORING	395.88
	24/01/12	2-41-250-00	C900011216	ALBERTA ONE CALL CORPORATION	2024 ANNUAL MEMBERSHIP	210.21
	24/02/09	2-41-250-00	C900011349	TRU HARDWARE	BILLINGS	12.49
	24/02/09	2-41-274-00	C900011333	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUM	12,114.00
	24/02/09	2-41-550-00	C900011341	HIGHWAY 14 REGIONAL WATER	ACCT 371341.01	30,129.07
	24/02/09	2-41-550-00	C900011341	HIGHWAY 14 REGIONAL WATER	ACCT 395431.01	44,470.23
FUNCTION TOTAL						94,450.28
42	24/01/12	2-42-215-00	C900011219	BELL MOBILITY	ACCT 528927011/ CELL PHONES	9.15
	24/01/19	2-42-215-00	C900011278	MCSNET	CUST# 0054024/ INTERNET	74.85
	24/02/06	2-42-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - SEWER	66.64
	24/01/12	2-42-250-00	C000016676	ACTI-ZYME PRODUCTS LTD.	ACTI-ZYME	13,037.75
	24/01/12	2-42-250-00	C900011216	ALBERTA ONE CALL CORPORATION	2024 ANNUAL MEMBERSHIP	210.21
	24/02/09	2-42-274-00	C900011333	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUM	1,208.00
FUNCTION TOTAL						14,606.60
43	24/01/19	2-43-550-00	C900011274	CLAYSTONE WASTE LTD.	GARBAGE COLLECTION	8,983.50
	24/02/02	2-43-550-00	C900011318	CLAYSTONE WASTE LTD.	GARBAGE COLLECTION	9,004.00
FUNCTION TOTAL						17,987.50
51	24/01/19	2-51-215-00	AP DRCT DB	TELUS MOBILITY	BUSINESS CONNECT - FCSS	143.80
	24/01/26	2-51-221-00	C000016688	VOLUNTEER ALBERTA	MEMBERSHIP	120.00
	24/02/02	2-51-245-00	C900011319	DEMERS, ELISA	JANITORIAL - FCSS	50.00
	24/02/02	2-51-245-00	C900011326	PIDERNAL, MARY GRACE	JANITORIAL - FCSS	50.00
	24/02/09	2-51-274-00	C900011333	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUM	25.00
	24/02/09	2-51-274-00	C900011333	AMSC INSURANCE SERVICES LTD.	LIABILITY INSURANCE	2,184.00

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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
51	24/02/06	2-51-400-04	C900011332	IRVINE, CHARLENE	GENERAL COUNSELLOR	3,850.00
	24/02/09	2-51-400-06	C900011348	TOFIELD LODGE	MEALS ON WHEELS	792.00
	24/01/26	2-51-400-07	C900011284	GIEGOLD, SAMANTHA	ARISE - FAMILY HEALTHY EATING	75.00
	24/02/09	2-51-400-07	C900011336	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	197.02
	24/02/09	2-51-400-14	C900011346	SUTTON, JAMIE R	EXPENSE/ MOVIE- TROLLS 3	19.88
					FUNCTION TOTAL	7,506.70
56	24/01/19	2-56-250-00	C900011279	NELSON GRANITE LIMITED	PLAQUE/ GRAHAM, M&C	567.00
					FUNCTION TOTAL	567.00
71	24/02/06	2-71-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - NATURE CENTRE	86.59
	24/02/02	2-71-240-00	C900011319	DEMERS, ELISA	JANITORIAL - NATURE CENTRE	150.00
	24/02/02	2-71-240-00	C900011326	PIDERNAL, MARY GRACE	JANITORIAL - NATURE CENTRE	150.00
	24/01/12	2-71-250-00	C900011237	SCOTT'S QUALITY LAWN CARE	RENEWAL/ 5020 - 46 AVENUE	420.19
	24/01/12	2-71-250-00	C900011215	AEGIS SECURITY	MONTHLY MONITORING	395.88
	24/02/09	2-71-274-00	C900011333	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUM	3,237.00
	24/02/02	2-71-411-00	C900011328	THE MARKETER	GO EAST TRAVEL GUIDE	750.00
					FUNCTION TOTAL	5,189.66
72	24/01/26	2-72-240-00	C900011283	DUKART, DENISE M.	HALL CARETAKER	750.00
	24/02/02	2-72-240-00	C900011320	DUKART, DENISE M.	HALL CARETAKER	750.00
	24/01/12	2-72-255-00	C900011215	AEGIS SECURITY	MONTHLY MONITORING	395.88
	24/01/12	2-72-255-00	C900011235	PLATINUM SUPPLY 2022 LTD.	JANITORIAL SUPPLIES	286.17
	24/02/02	2-72-255-00	C000016689	VEG FIRE & SAFETY	SEMI-ANNUAL KITCHEN SYSTEM	320.50
	24/02/09	2-72-274-00	C900011333	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUM	3,239.00
					FUNCTION TOTAL	5,741.55
73	24/01/12	2-73-251-00	C900011219	BELL MOBILITY	ACCT 528927011/ CELL PHONES	12.90
	24/02/02	2-73-251-00	C900011321	FORSTNER, DORIS	SHUTTLE DRIVER	600.00
	24/02/02	2-73-251-00	C900011325	MADRO, DOLORES	SHUTTLE DRIVER	350.00
	24/02/09	2-73-251-00	C900011336	CANOE PROCUREMENT GROUP OF CAN	FUEL	316.68
	24/02/09	2-73-251-00	C000016693	SAUMER, GREG	DAMAGED BUMPER SETTLEMENT	288.00
					FUNCTION TOTAL	1,567.58
74	24/01/26	1-74-400-10	C900011287	TOFIELD AGRICULTURAL SOCIETY	ICE RENTAL/ HORRICKS	180.00
					FUNCTION TOTAL	180.00

02/07/24 14:36:28

ACCOUNTS PAYABLES LISTING BY FUNCTION

PAGE 5

Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
75	24/02/06	2-75-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - LIBRARY	153.44
	24/01/12	2-75-225-00	C900011233	NORTHERN LIGHTS LIBRARY SYSTEM	NLLS LEVY CHARGE	11,216.59
	24/02/02	2-75-240-00	C900011319	DEMERS, ELISA	JANITORIAL - LIBRARY	200.00
	24/02/02	2-75-240-00	C900011326	PIDERNAL, MARY GRACE	JANITORIAL - LIBRARY	200.00
	24/02/09	2-75-274-00	C900011333	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUM	1,892.80
					FUNCTION TOTAL	13,662.83
76	24/02/06	2-76-215-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	105.75
	24/01/12	2-76-215-01	C900011253	XPLORE INC.	ACCT 1672172/ WIFI	160.00
	24/02/02	2-76-215-01	C900011331	XPLORE INC.	ACCT 1672172/ WIFI	160.00
	24/01/12	2-76-225-00	C900011236	RECREATION FACILITY PERSONNEL	FACILITY MEMBERSHIP	441.00
	24/01/30	2-76-225-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	546.00
	24/02/06	2-76-250-01	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	105.74
	24/01/12	2-76-250-03	C900011237	SCOTT'S QUALITY LAWN CARE	RENEWAL/ 5423 - 50 STREET	390.99
	24/02/09	2-76-274-00	C900011333	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUM	2,649.00
					FUNCTION TOTAL	4,558.48
					FINAL TOTALS TOTAL	534,946.97

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

**BEAVER AMBULANCE SOCIETY**  
**Regular Meeting – January 31, 2024**  
**Page 1 of 3**

Regular meeting of the Beaver Ambulance Society Board of Directors was held on January 31, 2024, at the Tofield Health Centre Board Room.

<b>Present:</b>	Mr. Norm Martineau, Chair	Town of Tofield
	Mr. Wes Baerg	Secretary Treasurer, Executive Director
	Mrs. Crystal Stevenson	Recording Secretary, General Manager
	Mrs. Cindy Lefsrud	Town of Viking
	Mr. Milt MacGregor	Village of Holden
	Ms. Cathy Brown	Member-at-large
	Ms. Lyndie Nickel	Village of Ryley
	Mr. Barry Bruce, Vice Chair	Beaver County

**1. Call to Order**

-Mr. N. Martineau called the meeting to order at 6:00 pm.

**2. Consideration of Agenda**

**MOTION #01/24**

**Moved by: Mr. B. Bruce**

Motion for approval of agenda.

**MOTION CARRIED**

**3. Review of Minutes**

-The minutes from the December 12, 2023, meeting was reviewed.

**MOTION # 02/24**

**Moved by: Ms. L. Nickel**

Motion to approve December 12, 2023, minutes.

**MOTION CARRIED**

**4. Business Arising from Previous Meeting**

**4.1 Business Arising from previous minutes.**

-Wes reviewed the final Accreditation report and explained all the deficiencies identified. The overall grade was 96.8% which is Accredited with Commendation.

**5. Standing Items and New Business**

**5.1. Financial Review**

- The Income Statement, Cheque Register and Bank Statements for December 2023 were reviewed.

**MOTION #03/24**

**Moved by: Mr. M. MacGregor**

Motion to approve the income statement, cheque register and bank statements for December 2023.

**MOTION CARRIED**

**BEAVER AMBULANCE SOCIETY**  
**Regular Meeting – January 31, 2024**  
**Page 2 of 3**

**MOTION #04/24**

**Moved by: Ms. L. Nickel**

Motion to update the mileage paid to the 2024 CRA set amount per km.

**MOTION CARRIED**

**5.2. Response Stats**

- The Response statistics for December 2023 were presented and reviewed.

**5.3. AHS Update**

- The Q3 AHS meeting is schedule for February 15<sup>th</sup>, there is a new contract manager assigned to our contract. AHS has given a 2% inflationary increase and a 3% increase on non-compensational items retroactively to September 1, 2023.

**5.4. Quality Improvement and Safety**

- Accreditation has recommended a verification of cleaning process is performed. A quote has been received from a company that provides pathogen testing kits, the cost would be \$3600 for 22 test slides. They have also recommended an atomizer fogger that will disinfect the back of the ambulances.

**MOTION #05/24**

**Moved by: Mrs. C. Lefsrud**

Motion to approve purchasing the pathogen testing system.

**MOTION CARRIED**

**5.5. Complaints and Commendations**

- Mr. MacGregor had one commendation to report

**5.6. Vehicles and Equipment**

- Unit 3367's parts are now being installed; it is expected to be completed by mid February. As per Alberta Health's request, the Tahoe has had new decaling installed and a unit number assigned to it.

**5.7. Policy Review**

- Board Policy 31 Conflict of Interest, Board Policy 32 Standard Master Policy and Board Policy 33 Fleet Management were reviewed.

**MOTION #06/24**

**Moved by: Mr. M. MacGregor**

Motion to approve Board Policy 31,32 as reviewed, and Board Policy 33 with amendments.

**MOTION CARRIED**

**BEAVER AMBULANCE SOCIETY**  
**Regular Meeting – January 31, 2024**  
**Page 3 of 3**

**5.8. Closed Session**

**MOTION #07/24**

**Moved by: Ms. L. Nickel**

Motion to move into closed session at 7:52 pm

**MOTION CARRIED**

**MOTION #08/24**

**Moved by: Ms. L. Nickel**

Motion to move out of closed session at 8:59 pm

**MOTION CARRIED**

**6. Other Business**

-The next board meeting will be held on February 28, 2024, 6:00 pm in the Tofield Health Center Board Room.

**MOTION #09/24**

**Moved by: Ms. L. Nickel**

Motion to adjourn the meeting at 9:06 pm

**MOTION CARRIED**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary Treasurer

## Cindy Neufeld

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**From:** Meryl Whittaker <meryl.whittaker@gmail.com>  
**Sent:** February 1, 2024 11:32 AM  
**To:** Kevin Smook; Mayor Tofield; James Buttner; Lyndie Knockleby; Tyler Beckett; Kay Spiess; Cindy Neufeld; Doug Lefsrud; Glen Hamilton-Brown; Rosemary Offrey  
**Cc:** Corey Popick; Anne Ruzicka; Lavonne Svenson  
**Subject:** Claystone Waste Recognized as One of Alberta's Top 80 Employers for 2024

Dear Shareholders,

I am thrilled to share with you that Claystone Waste has been recognized as one of Alberta's Top 80 Employers for 2024. This marks the sixth time Claystone has been selected for this award, which is truly a testament to our dedication in building a great workplace for our team.

The award is based on a comprehensive evaluation across eight key criteria, including workplace atmosphere, employee benefits, and community involvement. Our consistent performance in these areas demonstrates our commitment to not only being a leader in environmental and waste management services but also an employer of choice in Alberta.

As we celebrate this achievement, we also recognize that our success is intertwined with the support from our shareholding municipalities. And I'd like you to know that we remain committed to maintaining our high standards and to innovating and growing in ways that benefit our community, the environment, our shareholders, and our employees.

You can read more about this award on the Claystone [website](#) and the [Edmonton Journal](#).

Please feel free to pass along this note to members of council.

Thank you for your continued support and belief in Claystone. We look forward to sharing more successes with you in the future.

Warm regards,

Meryl Whittaker  
Board Chair  
Claystone Waste Ltd.

**MINUTES OF THE REGULAR MEETING OF HIGHWAY 14 REGIONAL WATER COMMISSION held THURSDAY, January 18, 2024**

**PRESENT**

1. Chair Ducherer; Vice Chair Martineau, Director Ewashko Pederson, and MacGregor

Also Present: Crystal Yeske, Office Manager

**CALL TO ORDER**

2. Chair Ducherer called the meeting to order at 1:00 p.m.

**ADOPTION OF AGENDA**

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

7-01-24

CARRIED UNANIMOUSLY

Add: 4.4 New Business - Special Meeting

**NEW BUSINESS**

- 4.1 Appoint Interim CAO

**MOVED** by Ducherer to appoint Crystal Yeske as the interim CAO effective January 18, 2024.

8-01-24

CARRIED UNANIMOUSLY

- 4.2 Legal Representation

**MOVED** by Ducherer to appoint Kelsey Becker Brooks, Reynolds, Mirth, Richards & Farmer LLP as legal council pertaining to employee matters.

Opposed: Dale Pederson

9-01-24

CARRIED UNANIMOUSLY

- 4.3 Recruitment of Permanent CAO

**MOVED** by MacGregor to approve the process of looking for a interim CAO

10-01-24

CARRIED UNANIMOUSLY



4.4 Special Meeting

**CLOSED SESSION**

5. **MOVED** by Martineau that the Commission meet in Closed Session at 1:40 p.m. to discuss matters under the Alberta FOIP Act as

follows:

*Section 17(1) - Disclosure harmful to personal privacy – Freedom of Information and Protection of Privacy Act - Personnel Matters*

11-01-24

CARRIED UNANIMOUSLY

Ms. Yeske Left the Council Chambers at 1:42 p.m.

**MOVED** by Martineau to revert to the regular session at 2:40 p.m.

12-01-24

CARRIED UNANIMOUSLY

Ms. Yeske rejoined the meeting at 2:40 p.m.

**MOVED** by MacGregor that the Commission extend the offer provided on January 15, 2024 to Michael Bolch, till January 31, 2024.

13-01-24

CARRIED UNANIMOUSLY

**ADJOURNMENT**

6. **MOVED** by Ducherer that the meeting adjourn at 2:45 p.m.

14-01-24

CARRIED UNANIMOUSLY

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES OF THE SPECIAL MEETING OF HIGHWAY 14 REGIONAL WATER COMMISSION held TUESDAY, FEBRUARY 6, 2024**

**PRESENT**

1. Chair Ducherer; Vice Chair Martineau, Director Ewashko Pederson, MacGregor, Bruce (Alternate) and Buttner (Alternate) by zoom.

Also Present: Crystal Yeske, Interim CAO

**CALL TO ORDER**

2. Chair Ducherer called the meeting to order at 9:00 a.m.

**ADOPTION OF AGENDA**

3. **MOVED** by MacGregor that the agenda be approved as amended.

15-02-24

CARRIED UNANIMOUSLY

Add: 3.1 Legal Implications  
3.2 Job Posting - CAO

3.1 Legal Implications

**MOVED** by Ducherer to have the alternates representing the municipalities of Beaver County and Viking on all matters pertaining to the legal case involving the ex-CAO Michael Bolch, due to the primary representatives possibly being implicated and also for code of conduct.

Chair Ducherer called for a recorded vote:

In Favor: Martineau  
Ducherer  
Macgregor

Opposed: Dana Ewashko  
Dale Pederson

16-02-24

CARRIED UNANIMOUSLY

3.2 Job Posting – CAO

**MOVED** by Martineau to advertise the position of Interim CAO.

17-02-24

CARRIED UNANIMOUSLY

**CLOSED SESSION**

4. **MOVED** by Martineau that the Commission meet in Closed Session at 9:35 a.m. to discuss matters under the Alberta FOIP Act as

follows:

Section 17(1) – Disclosure harmful to personal privacy – Freedom of information and Protection of Privacy Act.

18-02-24

CARRIED UNANIMOUSLY

Ms. Yeske Left the Council Chambers at 9:36 a.m.

**MOVED** by MacGregor to revert to the regular session at 10:25 a.m.

19-02-24

CARRIED UNANIMOUSLY

Ms. Yeske rejoined the meeting at 10:26 a.m.

**MOVED** by Bruce that the Commission not accept the counter offer provided on January 31, 2024, to Michael Bolch.

20-02-24

CARRIED UNANIMOUSLY

**MOVED** by Martineau to send the letter to review all primary and alternate representation on the Water Commission Board.

21-02-24

CARRIED UNANIMOUSLY

**MOVED** by MacGregor to accept the letter to the Town of Tofield Council requesting for temporary staffing.

22-02-24

CARRIED UNANIMOUSLY

Next Meeting Thursday, February 22, 2024 at 6:00 p.m.

**ADJOURNMENT**

5. **MOVED** by Ducherer that the meeting adjourn at 10:35 p.m.

23-02-24

CARRIED UNANIMOUSLY

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## Cindy Neufeld

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**From:** Paul, Cameron (RCMP/GRC) <Cameron.PAUL@rcmp-grc.gc.ca>  
**Sent:** February 8, 2024 10:23 AM  
**To:** Kayleena Spiess; Cindy Neufeld; Jeff Edwards; cao@riley.ca; Rosemary Offrey  
**Subject:** RMA Convention Delegation information request for Alberta RCMP

Good Morning,

Please be advised that the Alberta RCMP has had a new Commanding Officer named upon the retirement of Deputy Commissioner C. Zablocki. The new Commanding Officer of Alberta RCMP is Deputy Commissioner Rob HILL. Alberta RCMP Commanding Officer and Executive team are seeking information from rural municipalities that may wish to meet with the Commanding Officer and Executive team.

Please advise me of the following information so that I may submit it to Alberta RCMP Eastern Alberta District to forward on your behalf:

- Attendees from the Community
- Name of the Mayor
- Name of the CAO (Chief Admin Officer)
- Community Contact Information (name, physical address, phone number, and email address)
- Issues/Concerns to be discussed with the CO and efforts undertaken at the detachment / district level to address the issues / concerns.

Your timely response will be helpful in ensuring all relevant topics are addressed. Please aim to send this information by **Monday, February 15<sup>th</sup>, 2024.**

*THURSDAY*

Thank you for your cooperation. Should you have any questions, please do not hesitate to reach out.

Sincerely,

Cameron PAUL, Sergeant | Sergeant  
Commander | Commandant

Royal Canadian Mounted Police (RCMP) | Gendarmerie royale du Canada (GRC)

Tofield Detachment | detachment de Tofield

5515 – 49 Street

P.O Box 540

Tofield, AB

T0B 4J0

Office: 780-662-3353

Cell: 587-926-5384





## **TOWN OF TOFIELD**

## **POLICY AND PROCEDURE HANDBOOK**

# **OPERATIONAL ADMINISTRATION**

## **POLICY: RESIDENTIAL TAX INCENTIVE Policy 2.23**

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### **POLICY:**

The Town of Tofield is committed to encouraging growth and development by attracting new residents, and residential buildings.

### **Definitions:**

1. "Tax Incentive" shall mean the reduction of Municipal Taxes ONLY.
2. "Municipal Property Tax" shall mean municipal funds required each year as approved by Council by Mill Rate Bylaw.
3. "Residential Development" shall mean development that is assessed Residential assessment, and in the R-LD (Low Density Residential) OR R-MD (Medium Density Residential) zoning area.

## **GUIDELINES AND PROCEDURES:**

For permanent new, fully complete Residential Development the Town of Tofield shall offer the following:

Year One: 75% reduction of the municipal property taxes  
Year Two: 50% reduction of the municipal property taxes  
Year Three: 25% reduction of the municipal property taxes

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COUNCIL APPROVAL MOTION #

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MAYOR

DATE: February 12, 2024

## Tofield Street Lighting Project - #500109569

Install 98 new (93 net new) overhead streetlights on wooden poles.

- Total project cost – \$311,944.40
- FortisAlberta Investment – \$298,437 (93 fixtures x \$3,209)
- Tofield contribution – \$14,182.17
- Surveying in September
- Pushback from residents
- Consideration for underground service

### Project Cost Comparison (\$)

OVERHEAD			UNDERGROUND		
Overhead		311,944.40	Underground		791,869.06
Construction	173,447.30		Construction	181,986.93	
Materials	111,026.50		Materials	155,074.24	
Engineering	50,512.15		Engineering	114,953.90	
System Credit	(23,041.55)		System Credit	(23,041.55)	
	311,944.40			428,973.52	
			Hydrovac	80,160.59	
			Backhoe	60,132.07	
			Landscaping	110,630.00	
			Dir. Drill	111,972.88	
				362,895.54	
Fortis Investment		(298,437.00)	Fortis Investment		(298,437.00)
Net Cost		13,507.40	Net Cost		493,432.06
GST		675.37	GST		24,671.60
Total Contribution		\$14,182.17	Total Contribution		\$518,103.66

### Underground Estimate Sensitivity

\$800,000 – minimum cost to go underground ~ 12% - \$900,000

Project Costs to Date: \$12,983

- 20 hours (approx. \$2,000) to provide a firm quote for underground service.



## 2024 Draft Requisition \$719,370

0% wage increase for staff

Municipality	Population	2023	2024 per capita	per quarter
Tofield	2045	\$121,593.46	\$151,333.37	37833.34
Riley	484	\$28,778.11	\$35,816.80	8954.20
Holden	338	\$20,097.11	\$25,012.56	6253.14
Viking	986	\$58,626.48	\$72,965.62	18241.41
Beaver County	5868	\$348,904.84	\$434,241.66	108560.41
<b>Total</b>	<b>9721</b>	<b>\$578,000</b>	<b>\$719,370.00</b>	179842.50
<b>Per Capita</b>			74.001646	

Due to:

Loss of COVID Funding from Alberta Seniors and Community and Social Services

Cost of food

Carbon Tax

Increase in employee benefits

2011 Transfer	210,000
2012 Transfer	276,000
2013 Transfer	296,000
2014 Transfer	296,000
2015 Transfer	296,000
2016 Transfer	301,920
2017 Transfer	301,920
2018 Transfer	363,395
2019 Transfer	443,400
2020 Transfer	466,500
2021 Transfer	471,100
2022 Transfer	499,000
2023 Transfer	578,000

8.9%  
5.9%  
15.8%  
24.4%

**2024 Lodge Budget**

		0410					TOTAL
<b>LODGE Budget 2024</b>		BVR FN	Holden	Vialta	Tofield	Sunshine	
		2024	2024	2024	2024	2024	2024
		Budget	Budget	Budget	Budget	Budget	Budget
<b>INCOME</b>							
4-1011	One Time Lodge Maint.Gmt						
4-1012	Federal/Prov.Renovation Grant					0	0
4-1014	Lodge Assistnce Prog Grant		44,000	175,000	245,000	180,000	644,000
4-1015	Lodge Special Services Grant		86,000	0	0	0	86,000
4-1017	Step Grant/Summer Career		1,500	1,500	1,500	1,500	6,000
4-1018	COVID Funding	0	0	0	0	0	0
4-1110	Rental Revenue		133,000	805,000	998,000	845,000	2,781,000
4-1111	Special Rent				0	0	0
4-1112	Fridge		175	1,900	1,200	2,450	5,725
4-1113	Laundry		1,800	9,400	11,500	8,000	30,700
4-1114	Parking		250	2,500	3,500	2,700	8,950
4-1115	Life Line		640	3,500	1,900	3,700	9,740
4-1116	TV/Cable		2,870	16,000	18,500	16,200	53,570
4-1117	Air Conditioning		200	150	250	0	600
4-1118	Bed/Bath Charges		100	750	0	100	950
4-1119	Guest Meals	350	6,400	18,750	5,500	7,300	38,300
4-1120	Day/Family Room Rental		100	2,000	2,000	2,000	6,100
4-1121	Rental of Portable Beds		250	120	0	0	370
4-1122	Air Purifier Rent			0	0	0	0
4-1210	Sundry/Other Revenue	35,000	800	900	750	900	38,350
4-1211	Meals on Wheels		2,600	0	5,500	0	8,100
4-1212	Donation Revenue				0	0	0
4-1213	Dental Premiums: Paid by EE	0	1,800	775	0	0	2,575
4-1214	Medical Premiums: Pd by EE	0	3,600	1,850	0		5,450
4-1216	Income from Operating reserve			0	0		0
4-1217	WCB Rebate / Dividend	3,500		0	0	0	3,500
4-1218	Requisition-Beaver Foundation		0	0	0	0	0
4-1219	Interest Income	100,000		0	0	0	100,000
4-1310	Utilities recovery			0	0	1,200	1,200
4-1312	Electricity rebate			0	0	0	
4-1999	Transfer from BF	0		0	0	0	0
4-1220	GST Recovery		0	0	0	0	0
	<b>TOTAL INCOME</b>	138,850	286,085	1,040,095	1,295,100	1,071,050	3,831,180

2024 Lodge Budget

		2024	2024	2024	2024	2024	2024
		Budget	Budget	Budget	Budget	Budget	Total
<b>EXPENSES</b>							
	<b>UTILITIES</b>						
6-3010	Electricity	3,800	17,000	47,500	35,200	44,500	148,000
6-3110	Water	700	9,900	29,500	31,500	11,500	83,100
6-3111	Sewer	340	2,300	9,300	3,400	1,350	16,690
6-3210	Heating Fuel/Natural Gas	3,100	22,000	35,000	30,800	28,600	119,500
6-3310	Cable TV	0	11,500	26,500	28,500	19,000	85,500
6-3999	Transfer from BF	0	0	0	0	0	0
TAL UTILITIES		7,940	62,700	147,800	129,400	104,950	452,790
	<b>OPERATING</b>						
6-4010	Milk (only)		940	9,600	12,300	5,900	28,740
6-4011	Bread		950	3,400	4,800	4,800	13,950
6-4012	Food Supplies	400	26,000	83,500	109,000	82,500	301,400
6-4013	Meat		9,500	41,000	53,500	31,500	135,500
6-4014	Kitchen Supplies (inc.napkins)	40	3,200	8,600	7,700	7,000	26,540
6-4015	Bedspreads/Blankets		0	0	150	0	150
6-4016	Bathroom Towels		75	250	250	250	825
6-4017	Linen Supplies/ Pillows		150	500	350	350	1,350
6-4018	Respiratory Supplies		0	0	0	0	0
6-4110	Janitr/Hskpg Supplies/Services	60	1,500	2,000	1,100	750	5,410
6-4111	Housekeeping Chemicals	50	950	2,800	2,800	1,400	8,000
6-4112	Commercial Laundry		1,800	1,500	1,500	1,500	6,300
6-4114	C-Tub Expense/Repairs		100	300	300	300	1,000
6-4116	C-Tub Service Agreement		1,350	0	0	0	1,350
6-4117	Dishwasher Lease		3,000	0	0	3,000	6,000
6-4118	Dishwasher Chemicals		125	3,500	4,800	2,200	10,625
6-4120	Digest-Grease Trap Chemical		250	400	400	400	1,450
6-4121	Pest Control	40	150	600	600	600	1,990
6-4122	Paper Products (towels, facial)	80	800	800	800	750	3,230
6-4123	Toilet Paper	40	450	1,850	2,000	1,100	5,440

2024 Lodge Budget

							0
							0
		2024	2024	2024	2024	2024	10,120
		Budget	Budget	Budget	Budget	Budget	
6-4124	Garbage Bags	80	500	1,000	1,000	1,400	3,980
6-4311	Meterage: Maintnce Personnel		250	150	40	40	480
6-4312	Wage Reimbrsmt-Maintenance		-12,500	-4,500	-5,300	0	-22,300
6-4313	Wage Reimbrsmntt-Janitorial		-7,200	-3,300	-3,600	0	-14,100
6-4350	Contract Maintenance		0	0	0	0	0
6-4351	Contract Grounds		0	0	0	0	0
6-4352	Contract Janitorial	600	0	500	200	500	1,800
6-4410	Equipmt Purchases:undr5000		500	2,500	2,500	2,500	8,000
6-4411	Furniture/Mattress Purchases		0	1,100	1,100	0	2,200
6-4412	Computer/Activity Coordinator		0	0	0	0	0
6-4413	Computer/Mntnc/Ktchn/Hskpg		0	0	0	1,300	1,300
6-4510	Fire Panel		1,200	4,500	4,500	4,500	14,700
6-4511	Kitchen Suppression-Fire		1,200	1,200	1,200	1,200	4,800
6-4512	Extinguishers-Fire	80	300	750	750	750	2,630
6-4513	Security: Cameras/Life Lines		1,200	2,600	2,600	2,600	9,000
6-4514	Inspections	0	2,500	3,000	3,000	3,000	11,500
6-4515	Accommodation Standards	0	0	0	0	0	0
6-4516	Elevator Phone		0	850	0	850	1,700
6-4610	Waste Removal:Garbage/Bins	160	250	450	450	450	1,760
6-4910	Freight/Handling	300	120	950	600	600	2,570
6-4911	Delivery Fees/Fuel Surcharge	0	0	0	0	0	0
6-4912	Operating Sundry		0		0	0	0
6-4915	MasterCard Annual Fees	240	0	0	0	0	240
6-4916	Rent Rebate		0	0	0	0	0
6-4917	COVID - 19	0	0	0	0	0	0
6-4950	GST	0	0	0	0	0	0
6-4999	Transfer from BF	0	0	0	0	0	0
AL OPERATING		2,170	39,610	172,350	211,390	163,990	589,510



2024 Lodge Budget

		2024	2024	2024	2024	2024	2024
		Budget	Budget	Budget	Budget	Budget	Budget
	<b>Recrng MAINT.EXPENSE</b>						
6-5110	Building Ext. & Int. Repairs		700	3,500	2,500	2,500	9,200
6-5111	Floor Coverings		0	4,500	4,500	2,000	11,000
6-5112	Furnishings/Equipmt Repairs	0	300	700	700	700	2,400
6-5113	Window Coverings		125	750	750	1,500	3,125
6-5210	Heating, Ventilatr & Plumbing		2,000	7,500	7,000	7,500	24,000
6-5310	Appliance Replace & Repairs	300	750	3,000	3,000	3,000	10,050
6-5410	Electrical Systems		500	1,500	1,250	1,500	4,750
6-5411	Lighting/Bulbs/Valances	50	350	2,500	2,500	2,500	7,900
6-5510	Elevator Expense (not phone)			7,500		9,600	17,100
6-5610	Ground Maintnce & Materials	75	350	1,500	3,500	3,500	8,925
6-5611	Contracted Snow/Ice Remova	200	500	1,500	3,000	3,000	8,200
6-5612	Ice Melt (Chemical)	50	250	400	400	400	1,500
6-5613	Misc. Tools/Hardware		200	500	500	500	1,700
6-5614	Proj/Contract Labour (non EE)	350	2,600	7,500	2,500	1,500	14,450
6-5615	Proj/Contract Metrge(non EE)		300	2,500	950	500	4,250
6-5810	Painting-Interior & Exterior		250	3,000	1,500	1,500	6,250
6-5910	Building Condition Inspection		0				0
6-5999	Transfer from BF	0					0
Total Recrng		1,025	9,175	48,350	34,550	41,700	134,800
	<b>Non-recurr. MAINT:+5000 (CAPITAL)</b>						
6-6110	Building Ext. & Int.	0		0	0		0
6-6210	Heat, Vntltin & Plumbg Systm	0		0	0	0	0
6-6410	Electrical Systems	0		0	0	0	0
6-6510	Elevators	0					0
6-6610	Ground Maint & Materials	0		0			0
TOTAL			0	0	0	0	0
	<b>AMORTIZATION</b>						
6-7010	Capital Asset	0					
6-7020	Vialta/Sunshine Loan	0		142,000		119,500	261,500
3-2000	Restricted reserve	0	0				

2024 Lodge Budget

		2024	2024	2024	2024	2024	2024
		Budget	Budget	Budget	Budget	Budget	Budget
	<b>ADMINISTRATION EXPENSE</b>						
6-8010	Payroll/Wages	141,000	303,000	526,500	524,000	473,000	1,967,500
	Employee benefits						
6-8011	CPP Employee Contribution	7,400	19,800	31,500	38,000	30,500	127,200
6-8012	UIC Employee Contribution	2,250	6,400	10,500	12,500	9,200	40,850
6-8013	Federal Tax	31,000	50,000	62,600	78,000	71,500	293,100
6-8014	LAPP Employee Contributions	14,000	9,400	16,000	17,000	19,500	76,000
6-8015	Payroll Adjustments		0	0	0	0	0
6-8016	Garnishee Wages			0	0	0	0
6-8017	CPP Employer Contribution	7,400	19,800	31,500	38,000	30,500	127,200
6-8018	UIC Employer Contribution	3,200	9,100	14,500	17,200	13,000	57,000
6-8019	Dental-Employer Contribution	1,640	5,080	7,250	4,750	7,350	26,070
6-8020	Group Life-Employer Contrbtn	350	710	1,050	900	1,050	4,060
6-8021	Long Term Disability-Employer	1,780	3,580	5,230	3,300	5,450	19,340
6-8022	Medical-Employer Contribution	3,950	12,500	17,900	11,600	18,000	63,950
6-8023	LAPP Employer Contributions	15,700	10,600	18,500	19,000	22,000	85,800
6-8024	RRSP Employer Contribution		1,450	1,950	1,100	1,100	5,600
6-8026	Payroll Service Chgs: Ceridian	4,600		0	0	0	4,600
6-8030	Payroll-Board Per Diems	11,000					11,000
6-8031	Payroll-Board Travel	2,500					2,500
6-8050	Wage Reimburs. - Managmnt		-10,000	-6,200	-4,700	0	-20,900
6-8060	WCB		6,600	12,850	12,000	9,200	40,650
6-8100	Office Expense	1,300	600	1,100	1,100	1,100	5,200
6-8101	Pap'r Prodc'ts: Pap'r, Envlps, Etc	500	200	450	450	450	2,050
6-8102	Misc. Offc Spls: Pns, Tpe, Clps	400	300	400	400	400	1,900
6-8103	Activity Coordinator Supplies		200	400	400	400	1,400
6-8104	Misc/Outbrk/First Aid Supplies		300	700	700	700	2,400
6-8106	Resident Activities		250	700	700	700	2,350
6-8107	Late Fees Paid		0	0	0	0	0
6-8108	Advertising	750	1,000	1,200	500	500	3,950
6-8109	P.R./Promotion/Thank you	4,600	450	950	950	950	7,900
6-8110	Computer Expense: Office	1,200	1,000	1,500	2,000	2,500	8,200

2024 Lodge Budget

		B. F.	Holden	Vialta	Tofield	S. Villa	Total
		2024	2024	2024	2024	2024	2024
		Budget	Budget	Budget	Budget	Budget	Budget
6-8111	Office Equipment Lease	1,550	0	1,550	0	1,550	4,650
6-8112	Service Fees/Courier	0	0	0	0	0	0
6-8113	Freight Costs	0	20	40	40	40	140
6-8114	Office Equipment Expense	100	50	100	100	100	450
6-8160	Telephone	3,800	3,300	4,050	2,450	3,900	17,500
6-8161	Maintenance Cell Phone			0	0	0	0
6-8162	Internet Fees (MCS Net)	680	2,000	2,700	2,100	2,375	9,855
6-8163	Postage	1,100	0	0	100	0	1,200
6-8200	Travel: CAO (not Covention)	1,000	0	150	150	150	1,450
6-8201	Travel: Mngrs(not Convntn)		150	300	300	300	1,050
6-8202	Travel: Staff (not Convention)	3,500	50	100	100	100	3,850
6-8300	Legal fees	1,200					1,200
6-8350	Audit Fees	3,200	5,700	6,700	6,700	6,700	29,000
6-8370	Insurance	0	3,150	36,300	5,600	28,700	73,750
6-8400	Professionl/Assoc. Fees/Dues	1,200	800	1,300	1,300	1,300	5,900
6-8401	Brd/CAO:Conf.reg./accomm.	9,500					9,500
6-8402	Mngr:Conf. reg./accommdtn		400	400	400	400	1,600
6-8403	Act.Cord:Conf. reg/accomdtn		250	250	250	250	1,000
6-8404	Board/CAO: Conf./Traing Trav	2,500					2,500
6-8405	Manager: Conf. Training Travel		125	250	250	250	875
6-8406	Act.Cord: Conf.Training Travel		0	80	80	80	240
6-8407	Staff Training	750	500	1,600	1,600	1,600	6,050
6-8408	Staff Training Travel	150	75	150	150	150	675
6-8409	Resident Transportation		100	150	200	200	650
6-8410	Staff Expenses	50	20	50	50	50	220
6-8411	Board Meeting Expenses	500		0	0	0	500
6-8412	Special meetings			0	0	0	0
6-8600	Office Space Rent	6,600		0	0	0	6,600
6-8800	OH & S Officer Contract	12,000		0	0	0	12,000
6-8801	OH & S Officer Travel	1,600		0	0	0	1,600
6-8802	OH&S Additional Service	2,000		0	0	0	2,000
6-8803	OH&S Training	2,000	300	800	800	800	4,700
6-8900	Furntr & Equipt/Offc (- \$5000)	350	125	250	250	250	1,225
6-8990	Bank Chrgs&Sndry (incl.NSF)	1,250	0	0	0	0	1,250

2024 Lodge Budget

		BF	Holden	Vialta	Tofield	S. Villa	Total
		2024	2024	2024	2024	2024	2024
		Budget	Budget	Budget	Budget	Budget	Budget
6-8999	Transfer from Bvr. Foundation	-58,000					-58,000
	(Lodge to Manor)						
	TOTAL ADMIN	255,100	469,435	816,300	802,820	768,295	3,111,950
	TOTAL EXPENSES	266,235	580,920	1,326,800	1,178,160	1,198,435	4,550,550
	Surplus/Deficit	-127,385	-294,835	-286,705	116,940	-127,385	-719,370

4142,000

119,500

LOAN.



**From:** Curtis Brodwin <[Curtis.Brodwin@gov.ab.ca](mailto:Curtis.Brodwin@gov.ab.ca)>

**Sent:** Friday, January 26, 2024 9:35 AM

**To:** Jeff Edwards <[jedwards@tofieldalberta.ca](mailto:jedwards@tofieldalberta.ca)>

**Cc:** Cindy Neufeld <[cneufeld@tofieldalberta.ca](mailto:cneufeld@tofieldalberta.ca)>; Mayor Tofield <[ddueck@tofieldalberta.ca](mailto:ddueck@tofieldalberta.ca)>; Rob Huston <[rob.huston@gov.ab.ca](mailto:rob.huston@gov.ab.ca)>

**Subject:** RE: Tofield - HWY 14 & Service Road Entrance/Exit (West End)

Hi Jeff,

Sorry for not getting back to you sooner. I did hear back from our construction group regarding overhead lights at the north entrance. Our best available data show that the traffic volumes at this intersection don't meet our minimum requirement to warrant overhead lighting. Additionally, their view is that given the location on a curve with highway speeds, light poles may pose a hazard for motorists to collide with.

However, we will include this intersection in our upcoming traffic count and revisit this once we have all the info. It may be possible to add street lights to the scope of the Hwy 834 widening north of town.

Regarding the west entrance to town, we have one of our engineers reviewing and we're hoping to have more info next week.

Feel free to reach out with any other concerns.

Curtis

**Curtis Brodwin, P.Eng**

Curtis,

Thank you for your response. I understand the thoughts, however, would disagree. I believe traffic volumes in both areas would warrant lighting. In looking at the 834 piece to the North, I believe original drawings had the inclusion of lights, which have never come to fruition. Regardless, I look forward to continuing and furthering this conversation, and hearing the outcome of the engineers.

Regards,

Jeff Edwards, CLGM  
Assistant CAO



Highway 14 Regional Water Services Commission  
Box 540, 5019-50 Avenue  
Ryley, Alberta, Canada T0B 4A0  
(780) 663-2019 or 1-866-333-3791  
Fax (780) 663-2050  
E-mail: [info@hwy14water.ca](mailto:info@hwy14water.ca)

January 22, 2024

Town of Tofield  
Box 30  
Tofield, Alberta  
T0B 4J0

Attention: Tofield Town Council

Re: Staff Shortage Highway 14 Regional Water Services Commission

Highway 14 Regional Water is requesting additional temporary staff to assist in their operations department due to a staff shortage. Taking this addition of staff into consideration is important, without them, our operation team may experience challenges like work fatigue. We are concerned that this may affect the quality of our service and the satisfaction of our customers.

To offset these issues, we want to make sure our operations team has the resources they need to keep that satisfaction at a high level. We appreciate your consideration of our request for additional team members from the Town of Tofield for support.

Thank you, and we look forward to continuing this conversation with you soon.

Highway 14 Regional Water Services Commission

Yours truly,

A blue ink signature of Brian Ducherer, consisting of a stylized, flowing line that loops around and ends with a long horizontal stroke.

Brian Ducherer  
Chair



Highway 14 Regional Water Services Commission  
Box 540, 5019-50 Avenue  
Ryley, Alberta, Canada T0B 4A0  
(780) 663-2019 or 1-866-333-3791  
Fax (780) 663-2050  
E-mail: [info@hwy14water.ca](mailto:info@hwy14water.ca)

February 2, 2024

Deb Dueck  
Mayor, Town of Tofield  
Box 30, Tofield, Alberta, T0B 4J0

James Buttner  
Mayor, Town of Viking  
Box 369, Viking, Alberta, T0B 4N0

Tyler Beckett  
Mayor, Village of Holden  
Box 357, Holden, Alberta T0B 2C0

Lyndie Nickel  
Mayor, Village of Ryley  
Box 230, Ryley, Alberta, T0B 4A0

Kevin Smook  
Reeve, Beaver County  
Box 140, Ryley, Alberta T0B 4A0

Dear Mayors, Reeve, and Councilors;

As you are likely aware by now, since the Vice Chair and I have been appointed in November (2023), we have realized that significant change needs to occur at Highway 14 Regional Water Services Commission. As the Board embarks on this path to transform the Commission, we will need the appropriate directors at the helm to become more responsive and accountable to you, our partners. We will need the appropriate appointments from your Council. The Board will need strong representation in certain areas. The Vice Chair and I will need board directors that are strong in: a) achieving results in committee debates; b) governing results in operational efficiency and budgetary oversight; and c) knowledge of compliance in governance and legislation.

The Board is facing legal proceedings with the former CAO. These proceedings will be about the employment contract between the Board and the former CAO. Therefore, it will be important that the Board composition going forward has no members that are implicated in that employment contract. In other words. I am asking for all five Councils to carefully consider replacing your primary and alternate representation on the Commission Board if any of those representatives were members of the Board in 2021 that were involved in any of the hiring and appointing of the CAO (the verbal contract) and negotiating, discussing, or approving the written employment contract. It is a real possibility that these representatives of 2021 may be called forth as witnesses in future proceedings and it will make the job of the Board much less controversial if all directors are removed from any potential conflict of interest.

I appreciate that I am requesting something of you that is very sensitive. Please consider this as a technical requirement based on facts and circumstance and that this is not a request based on any lack of performance or character concern on the behalf of any of our current Board directors.

I hereby request that all Councils conduct a careful consideration of their primary and alternate representation on the Board for the Water Commission and make any appropriate appointment changes before our next Regular Meeting, which is planned for Thursday, February 22, 2024.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Ducherer', followed by a long horizontal line extending to the right.

Brian Ducherer, Chairman  
Highway 14 Regional Water Services Commission  
Chairman



## BEAVER REGIONAL PARTNERSHIP

January 30, 2024

Town of Tofield  
Box 30  
Tofield, AB T0B 4J0

**RE: Beaver Regional Partnership – Recommendation Beaver County Victim Services Board**

Dear Mayor Dueck;

At the **Beaver Regional Partnership (BRP) Meeting** on January 11, 2024; the following motion was passed: **MOVED** by Reeve Smook THAT the Beaver Regional Partnership recommend to each Council that:

1. The Beaver County Victim **Services** Board be requested to act as an advisory group to the Central Regional Victim Serving **Society**, and
2. If the Beaver County Victim Services Board is interested in acting as an advisory group, that a **joint** letter from Beaver **Region** municipalities be forwarded to Public Safety and Emergency Services offering the services of the advisory group as well as office space for the Victim Services management team.

Based on the above motion of the BRP Committee please present this letter of recommendation to your Council for their review and action.

Thank you in **advance** for ensuring that the recommendation is shared with your peers.

Sincerely,

Tyler Beckett,  
Holden Mayor/BRP Chair

cc: Beaver County Reeve  
Village of Ryley Mayor  
Village of Holden Mayor  
Town of Viking Mayor



## BEAVER REGIONAL PARTNERSHIP

January 30, 2024

Town of Tofield  
Box 30  
Tofield, AB T0B 4J0

### RE: Beaver Regional Partnership Terms of Reference

Dear Mayor Dueck;

At the **Beaver Regional Partnership (BRP)** Meeting on January 11, 2024; the committee directed **Administration** to send a letter to all of the partnership members along **with** the Terms of **Reference** for the BRP and a note to indicate the **reason** why BRP **exists**.

According to the BRP Terms of **Reference** the intent of the BRP is to be an advisory board **that** makes **recommendations** to the individual municipal Councils with the goal of enhancing the **cooperative process** relative to regional issues. Please see the attached BRP Terms of Reference for the details regarding the Partnership vision, **process**, philosophy, membership, and responsibilities, etc.

The BRP Committee members are asking that the Terms of Reference be shared with all council members from each municipality to ensure everyone understands the rationale **behind** the **committee**.

Thank you in advance for ensuring that the Terms of Reference are shared with your peers.

Sincerely,

Tyler **Beckett**,  
Holden Mayor/BRP Chair

cc: Beaver County **Reeve**  
Village of Ryley Mayor  
Village of Holden Mayor  
Town of Viking Mayor



# Beaver Regional Partnership Terms of Reference

*“The Future is not something we enter.  
The Future is something we create.”  
– Leonard Sweet*

## VISION:

The Beaver Regional Partnership is a diverse group of unique and independent communities working together to provide an extraordinary place to reside, work, play, and grow.

By working together, we will ensure each municipality's viability in a safe and healthy environment while enhancing economic development, leading to prosperity and sustainability.

## I. Partnership Process

- a. The Beaver Regional Partnership will act as an advisory board that will make recommendations to individual municipal Councils. The Partnership is not intended to replace the local decision-making process, nor is it another level of government; rather it is intended to enhance the cooperative process relative to issues of a regional nature by:
  - i. Supporting local autonomy while recognizing that local goals can often best be achieved through regional cooperative efforts;
  - ii. Exploring opportunities to provide a new service, or improve the delivery of service, to residents in the region through cooperative efforts;
  - iii. Reducing costs on current and future expenditures and/or generating new revenue sources through cooperative efforts;
  - iv. Encouraging regional thinking in the context of local decision-making;
  - v. Supporting the mutual benefits of all or the majority of the members;
  - vi. Promoting regional prosperity through cooperative efforts;
  - vii. Promoting, fostering, and maximizing organizational efficiency and effectiveness to achieve results without the creation or duplication of unnecessary bureaucracy, infrastructure, policies, or processes;
  - viii. Improving relationships and fostering effective and enhanced communication amongst members;
  - ix. Providing a collective voice to Federal and Provincial governments and other funding agencies according to an agreed protocol;
  - x. Pursue joint advocacy with other organizations;
  - xi. Supporting a consensus-based decision-making process;
  - xii. Securing funding through available Federal and Provincial grants that will enable the membership to carry out studies, initiatives, or any other special projects;
  - xiii. Managing approved regional projects with approved budget resources; and
  - xiv. Providing a common Request for Decision to All Councils when deemed necessary.
- b. When all Councils have supported a project or initiative by resolution, the Partnership will make decisions regarding the budget and on-going operating requirements of the approved project or initiative.

## *II. Partnership Philosophy*

- a. The Beaver Regional Partnership will maintain a regional sustainability planning process and document that reflects the willingness of the region to move towards leadership in regional thinking. Discussion will be based on the following principles:
  - i. We will communicate effectively and considerately with our partners.
  - ii. We understand that local decisions affect the whole region and collectively, we contribute to an aggregated system. We will strive to act in partnership for the benefit of the whole region rather than for the benefit of one or a few of the members of the Partnership.
  - iii. We will develop strength equally in the principles of sustainability.
  - iv. We will strive for unanimous consent when making decisions.
  - v. We will ensure continued long-term thinking through revitalization of the regional planning process on an on-going basis and by updating the planning document.
- b. The Partnership recognizes and will guard against the following pitfalls in pursuit of regional cooperation:
  - i. Different community goals while pursuing regional interests;
  - ii. Diversity of resource capacity of each jurisdiction;
  - iii. Fear of loss of control over a member's agenda or perceived loss of identity;
  - iv. Clash of personalities by not focusing on issues and opportunities;
  - v. Power struggles to protect local rather than common regional interests;
  - vi. Exposure to risk and potential financial loss;
  - vii. Time requirement to work together amidst other priority projects.
- c. The Partnership will establish the following parameters to guide organizational actions and individual behaviours:
  - i. Establish regular avenues of direct communication for the sharing of information, seeking areas of mutual interest, and dealing with concerns;
  - ii. Encourage a safe environment and individual behaviours that foster good relations and respect for different views and interests;
  - iii. Pursue government-to-government relations based on respect, trust, and honesty;
  - iv. Respect each other through times of conflict by continuing to work together in attempts to resolve issues and/or areas of mutual interest;
  - v. Develop a consultative process to ensure strategic efforts to produce plans to action for making the region better for current and future generations;
  - vi. Respect jurisdictional interests by acknowledging that not all parties are required to be involved in each regional cooperation idea;
  - vii. Act together or support each other in approaching other levels of government to effectively deal with regional and/or community issues and opportunities;
  - viii. Ensure public awareness of the benefits, progress, and results of regional cooperation.

## *III. Partnership Membership*



- a. The Partnership shall consist of Council members from the following member municipalities:
  - Town of Tofield
  - Village of Ryley
  - Village of Holden
  - Town of Viking
  - Beaver County
- b. There will be one Council member from each member municipality except for Beaver County, which shall have three Council members (to ensure balanced representation from all areas of the County).

Each member municipality may appoint an alternate Council member to attend Partnership meetings in the absence of the regular representative.

- c. Each member municipality is encouraged to invite a member of their administration (Chief Administrative Officer) to attend who will sit as an ex-officio member of the Partnership. He/she may take part in discussions, but cannot vote on any matter unless authorized as the representative of his/her Council.

#### *IV. Partnership Responsibilities*

- a. **Meeting Schedule:**

The Partnership shall meet quarterly, unless the members mutually agree to meet more frequently.

- b. **Quorum:**

A quorum of the Partnership shall be one representative from each of the five urban members and a minimum of two representatives from Beaver County.

- c. **Voting:**

A motion will be introduced when further action is required following discussion or a discussion item is closed. The motion will be tabled and the Partnership Chair will call for the vote. A majority vote is a carried motion.

- d. **Officers:**

The officers of the Beaver Regional Partnership shall consist of a Chair and a Vice-Chair.

- e. **Chair:**

The Chair shall be appointed at the first meeting of the Partnership following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Chair will subsequently rotate through the members of the Partnership as follows:

- Beaver County
- Town of Tofield

- Village of Ryley
- Village of Holden
- Town of Viking

The Chair will preside over all meetings of the Partnership and shall at all reasonable times, give to any member all information requested regarding the business of the Partnership.

f. **Vice-Chair:**

The Vice-Chair shall be appointed at the first meeting of the Partnership following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Vice-Chair will be from the member municipality that will serve as Chair in the following year. The Vice-Chair shall preside over partnership meetings in the absence of the Chairman.

*V. Partnership Administration*

a. **Administrative Assistance:**

Administrative assistance shall be provided from the member municipality currently holding the position as Chair, and shall be the Chief Administrative Officer (or designate).

The Chief Administrative Officer will be responsible for preparing the Partnership meeting agendas, keeping minutes of the meetings of the Partnership, and maintaining correspondence of the Partnership's business.

Managing partners of approved projects shall maintain financial records, where applicable.

b. **Chief Administrative Officer (CAO) Group:**

The CAO Group is tasked with:

i. **CAO Group Meetings**

The CAO Group will meet as required to prepare agendas and work on the actions directed by the Partnership.

ii. **Agenda Development**

Agendas for Partnership meetings will be developed by the CAO Group and will be reviewed by the Chair and CAO of the chairing municipality. Items on the agenda will be of a regional nature with the potential for regional benefit.

iii. **Reporting to the Partnership**

At each meeting of the Partnership, the CAO Group will report on progress made on projects initiated by the Partnership, and provide background information on new initiatives, projects, or activities.

iv. **Developing Request for Decision to All Councils (RFDAC)**

When consent or support from all of the municipal councils is required, a Request for Decision to All Councils (RFDAC) will be developed. A background report will be included as a supporting document to the RFDAC. A recommendation from the CAO Group on the necessary budget requirements and budget amendments for each project/initiative will be submitted as part of the RFDAC.

When the project, initiative, or activity is complete, all resulting documents will be passed onto each member municipality.

Should there be no consensus from the CAO Group regarding the RFDAC, the item will be referred back to the Partnership for further review.

v. **Reviewing Existing Agreements**

The CAO Group will annually review ongoing/existing agreements established through the Partnership and will provide recommendations for changes, if necessary.

c. **Agenda Preparation:**

Agendas for Partnership meetings will be developed by the CAO Group and will be reviewed by the Chair and CAO of the chairing municipality. Items on the agenda will be of a regional perspective with the potential for regional benefit. A municipal council may, by resolution, request that an item of a regional nature be placed on the agenda. The Partnership may also deal with emergent items of a regional nature that are deemed by the Partnership to be of benefit to two or more members.

The Chair will endeavour to circulate the agenda to each municipal representative one week in advance of the Partnership meeting.

d. **Request for Decision to All Councils Process:**

All projects and initiatives proposed for action by the Partnership must go through the Request for Decision to All Councils (RFDAC) Process.

When a project/initiative is proposed by the Partnership, a written RFDAC will be generated by the CAO Group. Once approval from the Partnership has been granted, the Chief Administrative Officer will forward the RFDAC, with all supporting reports, to all member municipalities for response. Each member municipality shall table the RFDAC at its next municipal Council meeting for consideration of support and/or participation for/in the project/initiative.

Once support from all member municipalities has been granted, the Partnership will proceed with management of the project/initiative and has authority to make operating

decisions on project-related activities. Further consultation with member municipalities will only occur if the scope of the project significantly changes or there is a need for additional funding.

If all member municipalities are not in support, then the project/initiative will be brought back to the Partnership table for further discussion.

e. **Project/Initiative Management:**

Project/Initiative Management may be provided by the Partnership, CAO Group, a consultant, or a combination of all three.

The Partnership may, from time to time, enter into projects or initiatives that include the management of designated funds. The funds may be provided through external and/or municipal contributions.

Projects will be managed based on authority agreed upon by the Partnership. All five member municipalities must be in support of the project/initiative for decision-making authority to be granted to the Partnership.

f. **Sub-Committees:**

As required, the Partnership may appoint sub-committees to complete administrative tasks and report back either to the Partnership or to the CAO Group.

g. **Resources/Budget:**

Regular operation of the Partnership requires management. At the inception of the Partnership, no operating funds are anticipated and budgets are expected to be project-driven or project-specific.

Should the Partnership grow to the point where there are annual operating costs, the Partnership may develop a cost-sharing agreement similar to other regional commissions or boards.

The Partnership will be responsible for financial management of project management funds. A member municipality will be assigned the task of managing partner to ensure responsible financial administration of funds.

The CAO Group collectively form an in-kind contribution from all of the member municipalities. Their time is valuable and should be considered a significant contribution to the accomplishments of the Partnership.

h. **Annual Objectives:**

The Budget, Partnership Sustainability Plan, and Partnership Annual Report will go through the RFDAC Process for review and approval of all member municipalities.