

AGENDA

REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD to be held Monday, March 25, 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 11, 2024.

5. Delegation

- (a) 5:00 p.m. James MacDonald, Executive Director, Northern Lights Library System.
- (b) 5:30 p.m. – Jim Robichaud, Tofield Golden Club will be present to speak to:
- Age Friendly Communities
 - Community Hall
 - Shuttle Bus

6. Correspondence

- Minutes of the Highway 14 Regional Water Services Commission Special Meeting 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, dated, March 18, 2024; and
- Letter from the Minister of Municipal Affairs the Honorable Ric McIver regarding the Assessment Model Review.

7. New Business

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

- (c) Request from the Tofield Golden Club to waive the Tofield Community Hall Rental Rate
- (d) Request to declare May 5 – 11, 2024 as Emergency Preparedness Week.

8. Closed Session

Section 21 – Intergovernmental Relations – *Freedom of Information and Protection of Privacy Act* – Claystone Waste

9. CAO Report

10. Councillor Reports

11. Adjournment

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD held Monday, March 11, 2024 Town of Tofield Administration Building Council Chambers

PRESENT

1. Mayor Dueck; Councillors, Tiedemann, Martineau, Conquest and Chehade; Cindy Neufeld, Chief Administrative Officer and Assistant Chief Administrative Officer Edwards.
- Also Present: Kari Janzen, Tofield Mercury, Rob MacMullen and Anne Ruzicka, Claystone Waste Ltd (VIA ZOOM)

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.

01-03-24

CARRIED UNANIMOUSLY

MINUTES

4. (a) **MOVED** by Conquest that the Minutes of the Regular meeting of Council of the Town of Tofield held February 26, 2024, be approved as presented.

02-03-24

CARRIED UNANIMOUSLY

DELEGATION

5. 5:00 p.m. Rob MacMullen was present to provide a proposal for Tofield Economic Plan.
- MacMullen left the meeting at 5:52 p.m.

FINANCIAL

6. (a) **MOVED** by Martineau that the Financial Statement for the month February 20, 2024 be approved.

03-03-24

CARRIED UNANIMOUSLY

- (b) **MOVED** by Chehade that the Interim Operating Budget for the month ending February 29, 2024 be approved.

04-03-24

CARRIED UNANIMOUSLY

- (c) **MOVED** by Tiedemann that the Open Payables for the months of February and March 2024 in the total amount of \$444,982.26 be approved for payment.

05-03-24

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting
March 11, 2024**

CORRESPONDENCE

7. The following Correspondence was presented:

- Tofield RCMP Detachment News – February 15-29, 2024;
- Unapproved Minutes of the regular meeting of Highway 14 Regional Water Services Commission held February 22, 2024;
- Beaver Foundation submitted ASCHA Resolution No 2-2024 24/7 Home Care Supports in Lodges/Supportive Living Accommodation; and
- Letter from the Minister of Municipal Affairs, the Honorable Ric McIver regarding Budget 2024.

MOVED by Chehade that the Correspondence be received and filed.

06-03-24

CARRIED UNANIMOUSLY

NEW BUSINESS

8. (a) Bylaw 1345 being a bylaw of the Town of Tofield, in the Province of Alberta, for the purpose of Residential Tax Incentive.

MOVED by Martineau that Bylaw 1345 be read a first time.

07-03-24

CARRIED UNANIMOUSLY

MOVED by Conquest that Bylaw 1345 be read a second time.

08-03-24

CARRIED UNANIMOUSLY

MOVED by Chehade that Bylaw 1345 be presented for third reading.

09-03-24

CARRIED UNANIMOUSLY

MOVED by Tiedemann that Bylaw 1345 be read a third time.

10-03-24

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting
March 11, 2024**

NEW BUSINESS

8. (b) Bylaw 1346 being a bylaw of the Town of Tofield, in the Province of Alberta, for the purpose of Nonresidential Tax Incentive.

MOVED by Tiedemann that Bylaw 1346 be read a first time.

11-03-24

CARRIED UNANIMOUSLY

MOVED by Chehade that Bylaw 1346 be read a second time.

12-03-24

CARRIED UNANIMOUSLY

MOVED by Conquest that Bylaw 1346 be presented for third reading.

13-03-24

CARRIED UNANIMOUSLY

MOVED by Martineau that Bylaw 1346 be read a third time.

14-03-24

CARRIED UNANIMOUSLY

MOVED by Martineau to rescind Tax Incentive Policy 2.18.

15-03-24

CARRIED UNANIMOUSLY

- (c) Request for Decision – Beaver Foundation Home Care Support.

No Action required at this time.
Have this item placed on the BRP agenda

- (d) Claystone Waste Ltd. Annual General Meeting to be April 25, 2024.

MOVED by Conquest to direct the Chief Administrative Officer to vote in favor of Claystone Waste Ltd Board’s recommendation to appoint Yaremchuk & Annicchiarico LLP as auditors for the fiscal period ending December 31, 2024.

16-03-24

CARRIED UNANIMOUSLY

MOVED by Tiedemann to direct the Chief Administrative Officer to vote in favor of Claystone Waste Ltd. Board’s recommendation for the re-appointment of David Sparrow and Naseem Bashir as Directors of Claystone Waste Ltd for a two-year term expiring November 1, 2026.

17-03-24

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting
March 11, 2024**

NEW BUSINESS

8. (e) Discussion regarding use of town emails

MOVED by Conquest to direct Administration to develop a Policy regarding using town email addresses only.

18-03-24

CARRIED UNANIMOUSLY

Janzen and Ruzicka left the meeting 6:28 p.m.

CLOSED SESSION

9. **MOVED** by Martineau to discuss matters under the Alberta FOIP Act as follows:

Division 2, Section 16 – Harmful to Business Interests of a – *Freedom of Information and Protection of Privacy Act.*

19-03-24

CARRIED UNANIMOUSLY

MOVED by Conquest to revert to the regular session at 6:51 p.m.

20-03-24

CARRIED UNANIMOUSLY

No public present.

MOVED by Tiedemann to accept Option 2 proposal from Rob MacMullen to provide Economic Development for the Town of Tofield and proceed with a drafting an agreement to provide the Economic Development services.

21-03-24

CARRIED UNANIMOUSLY

ADJOURNMENT

10. **MOVED** by Chehade that the meeting adjourn at 6:53 p.m.

22-03-24

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

2023 VALUE STATEMENT

Tofield - Town

Population: 2,081 Library Users: 577

This value statement highlights the benefits of belonging to Northern Lights Library System. It is a snapshot of the health of your library and the value of your investment.

For questions or concerns please contact:

James MacDonald, Executive Director

P: (780)-545-5072

E: jmacdonald@nlts.ab.ca



Northern Lights Library System

Total Library Savings

\$1,193,470

Name Of Library(s):

Tofield Municipal Library



How Stats Are
Calculated



DOLLAR VALUES

Levy Cost

11,217

Book Allotment

9,552

Rural Services Grant

13,095

Return on Investment

709.75



eBOOK CIRCULATION

eBooks in Circulation 4332

Total eBook Circulation Value

\$242,592



PRINT CIRCULATION

Net Borrower 27200

Total Print Circulation Value

\$680,000



eAUDIOBOOK CIRCULATION

eAudiobooks in Circulation 2670

Total eAudiobook Circulation Value

\$256,320



PROFESSIONAL VALUE

MLS + TSI Tickets 28

Total Professional Value

\$2,204

Acquisition & Cataloguing:

426 items purchased with NLLS

\$3,761 saved via acquisition

\$1,704 cataloguing & processing value

SYSTEM WIDE VALUE

TRAC = 200 Alberta libraries, public catalog,
mobile app, access to 3.5 million library items.



E-Resources



Service Catalogue



Northern Lights Library System

\$ 28,340,130

CIRCULATION VALUE

19963

NEW CATALOG ACQUISITIONS

144988

ELECTRONIC CIRCULATION

774522

PHYSICAL CIRCULATION

\$2,805,610

OPERATING BUDGET

How We Are Funded

LIBRARY		MUNICIPAL LEVY		PROVINCIAL GRANTS					
\$5.39	+	\$5.39	+	\$4.75	=	\$15.53	-	\$2.15	
PER CITIZEN		PER CITIZEN		PER CITIZEN		PER CITIZEN		LOCAL LIBRARY BOOK ALLOTMENT	



Operating Budget

Yearly Engagement Opportunities



52

Weekly Training
Sessions



6

Executive Meetings



4

Board
Meetings



3

LMC
Meetings



2

Reading
Program



2

Conference

What 'age-friendly community' means

In an age-friendly community, the policies, services and structures related to the physical and social environment are designed to help seniors "age actively." In other words, the community is set up to help seniors live safely, enjoy good health and stay involved.

For example, in an age-friendly community:

- sidewalks are well lit and kept in good shape;
- buildings have automatic door openers and elevators; and
- seniors take part in all sorts of community activities, such as visiting museums or libraries, taking courses or volunteering for charities or civic duties.

An age-friendly community:

- recognizes that seniors have a wide range of skills and abilities;
- understands and meets the age-related needs of seniors;
- respects the decisions and lifestyle choices of seniors;
- protects those seniors who are vulnerable;
- recognizes that seniors have a lot to offer their community; and
- recognizes how important it is to include seniors in all areas of community life.

What an age-friendly community looks like

In an age-friendly community:

- outdoor areas and public buildings are pleasant, safe and accessible Footnote*;
- housing is affordable, safe and well designed for seniors;
- roads and walkways are accessible Footnote* and kept in good shape;
- public transportation is affordable and accessible Footnote*;
- neighbourhoods are safe;
- relationships are respectful;
- health and community support services are available;
- opportunities for seniors to be socially active exist;
- seniors can take part in volunteer, political and employment positions; and
- information is easy to find and easy to understand.

**MINUTES OF THE SPECIAL MEETING OF HIGHWAY 14
REGIONAL WATER COMMISSION held WEDNESDAY,
MARCH 6, 2024 Highway 14 Regional Water Commission
Administration Building Boardroom**

PRESENT

1. Chair Ducherer; Vice Chair Martineau, Director Smook, MacGregor, Buttner (Interim Director).

Also Present: Crystal Yeske, Interim CAO

CALL TO ORDER

2. Chair Ducherer called the meeting to order at 6:02 p.m.

**ADOPTION OF
AGENDA**

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

40-03-24

CARRIED UNANIMOUSLY

Add: 5.2 Legal

NEW BUSINESS

4. Rate Schedule Bylaw-24-1

MOVED by Martineau that Bylaw 24-1 be read a first time of revised rates and charges.

41-03-24

CARRIED UNANIMOUSLY

MOVED by Buttner that Bylaw 24-1 be read a second time of revised rates and charges.

42-03-24

CARRIED UNANIMOUSLY

MOVED by Macgregor that Bylaw 24-1 be presented for third reading of revised rates and charges.

43-03-24

CARRIED UNANIMOUSLY

MOVED by Smook that Bylaw 24-1 be read third time of revised rates and charges.

44-03-24

CARRIED UNANIMOUSLY

CLOSED SESSION

5. **MOVED** by Buttner that the Commission meet in Closed Session at 6:07 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.

45-03-24

CARRIED UNANIMOUSLY

Minutes of the Highway 14 Regional Water Services Commission Special Meeting March 6, 2024

MOVED by Buttner to revert to the regular session at 8:57 p.m.

46-03-24 CARRIED UNANIMOUSLY

MOVED by Martineau that the Highway 14 Regional Water Services Commission send a letter to the Chair of the Beaver Regional Partnership, requesting an invite to their next meeting of April 11, 2024, and invite M2 Engineering, and all council members.

47-03-24 CARRIED UNANIMOUSLY

MOVED by Smook that Highway 14 Regional Water Services Commission board supports sending the letter to be signed by the Chair to legal, that was discussed in closed session.

48-03-24 CARRIED UNANIMOUSLY

MOVED by Smook to hold a Special Meeting on March 12, 2024, at 4:00 p.m. in closed session for personnel.

49-03-24 CARRIED UNANIMOUSLY

MOVED by Buttner that the Highway 14 Regional Water Services Commission invite M2 Engineering back to revisit the Rate Model Presentation for review before the BRP meeting, at our next Regular meeting of March 28, 2024, at 6:00 p.m.

50-03-24 CARRIED UNANIMOUSLY

ADJOURNMENT 6. **MOVED** by Ducherer that the meeting adjourn at 9:02 p.m.

51-03-24 CARRIED UNANIMOUSLY

CHAIR

CHIEF ADMINISTRATIVE OFFICER

**MINUTES OF THE SPECIAL MEETING OF HIGHWAY 14
REGIONAL WATER COMMISSION held TUESDAY, MARCH
12, 2024 Highway 14 Regional Water Commission
Administration Building Boardroom**

PRESENT

1. Chair Ducherer; Vice Chair Martineau, Director Smook, Buttner (Interim Director).

Also Present: Crystal Yeske, Interim CAO

Absent: Director MacGregor

CALL TO ORDER

2. Chair Ducherer called the meeting to order at 4:10 p.m.

**ADOPTION OF
AGENDA**

3. **MOVED** by Martineau that the agenda be approved as presented.

52-03-24

CARRIED UNANIMOUSLY

CLOSED SESSION

4. **MOVED** by Smook that the Commission meet in Closed Session at 4:12 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.

53-03-24

CARRIED UNANIMOUSLY

MacGregor arrived at 4:13 p.m.

Brent Clark, joined the closed session at 4:35 p.m.

Brent Clark left the closed session at 5:25 p.m.

Brent Clark re-joined the closed session at 5:35 p.m.

MOVED by Martineau to revert to the regular session at 5:43 p.m.

54-03-24

CARRIED UNANIMOUSLY

**Minutes of the Highway 14 Regional Water Services
Commission Special Meeting March 12, 2024**

ADJOURNMENT

5. **MOVED** by Ducherer that the meeting adjourn at 5:45 p.m.

55-03-24

CARRIED UNANIMOUSLY

CHAIR

CHIEF ADMINISTRATIVE OFFICER



March 4, 2024

Beaver County Victim Services
Tofield, AB
T0B 4J0
Attention: Chairperson

Re: Advisory Group to the Eastern Alberta Regional Victim Serving Society

Dear Chairperson and Board Members:

As you may be aware, the Beaver Region municipalities have been expressing concern regarding the recently redesigned Victim Services Program, resulting in the centralization of administrative and governance functions in various locations around the province.

Some have advocated to Provincial Government ministers regarding the lack of engagement with municipalities, potential loss of employment and volunteers, reduction in scope of services and integration with other emergency services providers, and disregard for local community needs.

In response, Trent Forsberg, Director of Victim Services with Public Safety and Emergency Services, advised that there may be a potential for a volunteer group from the Beaver County Region to act as an advisory group to the new board members of the Eastern Alberta Regional Victim Serving Society.

At the January 11, 2024, meeting of the Beaver Regional Partnership, the Partnership moved to request support from all municipalities to ask your group to become an advisory group to the Eastern Alberta Regional Victim Serving Society.

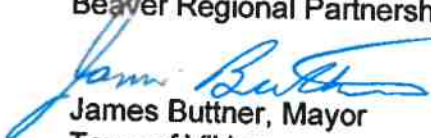
The five municipal councils have agreed to support this request; as such, please consider this letter as the formal request from the Beaver Regional Partnership for your group to serve as an advisory group to the Eastern Alberta Regional Victim Serving Society.

Please reply to this correspondence to advise if your group is willing to accommodate this request. Your reply may be sent to cao@holden.ca since the CAO of Holden is currently serving in the administrative position to the Beaver Regional Partnership.

Sincerely,



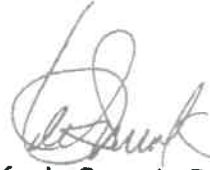
Tyler Beckett, Mayor of Holden &
Beaver Regional Partnership Chair



James Buttner, Mayor
Town of Viking



Deb Dueck, Mayor
Town of Tofield



Kevin Smook, Reeve
Beaver County



Lyndie Knockleby, Mayor
Village of Ryley

January 25, 2024

Ms. Jackie Lovely, MLA
MLA for Camrose
Constituency Office
4870 – 51 Street
Camrose, AB T4V 1S1

Re: STARS AIR AMBULANCE – PROVINCIAL FUNDING

MLA Lovely, STARS Air Ambulance **recently** celebrated 38 years of service in the province of Alberta. This non-profit organization provides a critical service to all Albertans. This impact can be measured through statistics which provide in 2023, there were no less than 10 missions flown per day. This number reflects a 30% increase from years previous. It is difficult for any of us within Alberta to truly measure the importance of this service, and we collectively hope that each of us, nor family need this service. It may be safe to say that we often take for granted the service, in knowing it is there should we need it.

Tofield Council have both happily and proudly provided monetary support to STARS, as we see the importance and relevance of the **service** not only for ourselves, our residents, and the greater residency of the Province of Alberta. However, even though many of the Alberta Municipalities provide monetary support, we would like to **strongly** encourage the Province to reflect on their monetary support and look at an increase to its current funding.

As previously mentioned, STARS is a non- profit organization, and these gathered fees go to directly offset costs for aircraft, and staff to operate this essential provincial service. Of great note; STARS have provided a concern over staffing shortages for pilots, nurses and paramedics, which can be tied to available **monies**.

MLA Lovely

Page 2

Ms. Lovely, as our MLA, YOU can be the champion for our region that we require. Mayor and Council trust, you will discuss and debate this issue on our behalf as well as Alberta as a whole. It is a frightening thought on our collective safety and well being if STARS was unable to continue its service in the Province.

Sincerely,

A handwritten signature in dark ink, appearing to read "Harold Conquest", followed by a long horizontal flourish.

Harold Conquest
Deputy Mayor

C.C.

Councils – Beaver County, Town of Viking and Villages of Ryley and Holden
Glenda Farnden, STARS, Sr. Municipal Relations Liaison

Memorandum

Date: MAR 17 2024

AR 218168

From: The Honourable Adriana LaGrange
Minister of Health

To: Jackie Lovely
MLA, Camrose
503-E Legislature Building

Subject: Provincial Funding for STARS Air Ambulance

MLA Lovely, in **response** to your request, I appreciate the opportunity to provide you with information regarding ongoing funding for Shock Trauma Air **Rescue** Service (STARS) in Beaver County and across the province.

Alberta Health Services (AHS) and STARS are negotiating a new contract. Given that this is a new and complex contract, it will take time to finalize. However, I understand negotiations are progressing to ensure sustainability of the service.

Air ambulance services are an integral part of emergency medical services (EMS) and the overall health system, particularly in rural Alberta. To that end, in 2021, Alberta's government completed the Helicopter EMS (HEMS) report (open.alberta.ca/publications/helicopter-emergency-medical-services-report-2021) and recommended funding options for STARS, Helicopter Emergency Rescue Operation and Helicopter Air Life Operation. The report found that sustainable funding of our air ambulance system would support quality assurance and ongoing improvement, ensuring that our air ambulance system remains viable, safe, effective and in alignment with a **coherent** provincial strategy for air and ground ambulance. This funding is intended to strengthen operators' ability to recruit and retain pilots and help reduce rates of pilot fatigue and turnover – better enabling air ambulance services to meet the needs of patients.

Air ambulance services, including rotary wing helicopters, were included in the Alberta EMS Provincial Advisory Committee (AEPAC)'s scope of work and were the subject of a dedicated subcommittee. The AEPAC report that was released on January 16, 2023, identifies a number of targeted **recommendations**, including enhanced funding to air ambulance operators. As well, Recommendation #45 of the Alberta EMS Dispatch **Review** supports a policy review of rotary-wing EMS – work that is getting underway. Furthermore, air ambulance will again be the subject of a dedicated subcommittee of the newly created Alberta EMS **Standing** Committee, comprised of front-line **paramedics**, municipalities and Indigenous representatives, and other key **community** partners. STARS and other air ambulance operators will be instrumental in carrying out the work of this committee.

Budget 2022 increased government **funding** to STARS (under its agreement with AHS) from \$7 million to more than \$15 million, covering approximately half of STARS' base operating costs. As well, *Budget 2023* included \$2 million for an analysis of provincial air ambulance landing sites to specifically help ensure the viability of air ambulance services in rural Alberta. I am **pleased** to share that this work is nearly complete.

Through these targeted investments and actions, we remain committed to ensuring air ambulance service remains responsive to patients in Alberta.

Please contact my office **or me** if you have any **questions**.



Adriana LaGrange



March 18, 2024

AR113531

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year **process** to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your **municipal** association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers
Tyler Gandam, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta

Attachments

- Infographic
- Assessment Model Review: Frequently Asked Questions

Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta's regulated property assessment system resulting in fairer valuation of regulated property.

Stakeholder Engagement

STAGE 1

Design the plan

2023



A **stakeholder** Steering Committee made up of industry, municipal, and assessment representatives designed an **engagement** process for the broader review.

STAGE 2

Review foundational policies

March – December 2024



Confirm Principles



Recommend Assessment Year Modifier methodology



Review Construction Cost Reporting Guide

Before the assessment models for individual **property** types can be updated, regulated assessment policies must be reviewed first.

STAGE 3

Update assessment models

Expected winter 2025 – summer 2027



Telecommunications & Cable



Railway



Electric Power



Machinery and Equipment



Pipeline



Wells

We will engage with a technical working group, comprised of stakeholder subject-matter experts to update the costs, practices, and technologies in the assessment model for each property type.

Group 1

winter 2025 to spring 2026

Group 2

spring 2026 to summer 2027

STAGE 4

Consider the impacts

Expected summer 2027 – spring 2028



Municipalities and industry property owners will have the opportunity to provide input on assessment and **taxation** impacts, including how to best implement any shifts in assessment. The Steering Committee will review the engagement results and provide final recommendations to government.

Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at ma.amr@gov.ab.ca.

For more information visit alberta.ca/regulated-property-assessment-model-engagement

Alberta



Frequently Asked Questions Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at ma.amr@gov.ab.ca.

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at ma.amr@gov.ab.ca.

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS



TOWN OF TOFIELD

POLICY AND PROCEDURE HANDBOOK

GOVERNANCE & LEADERSHIP

POLICY: Email Communication & Usage Policy 1.15

POLICY:

The Town of Tofield and the elected members of Council, in general use email as the primary means of communication between other members of Council, their designated Boards, Commissions, and with either the Chief Administrative Officer, Designate or some members of the general staff. This policy has been established in order to set out the expectations around email and to avoid miscommunication.

While email is fast and efficient, it does not necessarily allow for a clear understanding of the tone or expression being implied within a message. It is important to be clear and concise within an email so the intent can be best understood.

GUIDELINES AND PROCEDURES:

1. Council members are to only use the Town provided email address for means of communication with other members of Council, Boards, Commissions, and with Staff.
2. Personal email addresses shall not be used for Town of Tofield business.
3. Town issued emails are to be used to communicate with residents, professional associations etc.
4. Town issued email addresses are the property of the Town of Tofield. These email addresses, their content and use are processed and preserved with IT Services.

5. Content on, or within these email addresses is ultimately the property of the Town of Tofield. Therefore, confidential information which comes into the possession of the registered term user, is not to be distributed publicly, shared with friends, family members or the like.
6. Emails should be written in a professional manner and with language that respects the Town of Tofields goals and objectives regarding equity, diversity, and inclusion.
7. Council members should refrain from detailed discussions regarding confidential and/or Closed Session Council business via email.
8. As a basic guideline, one should assume that others may see what has been written. Do not write anything that would be ruinous to you, the organization or hurtful to others.
9. Be mindful of using humor, colloquialisms, crass, or vulgar language. These uses can be interpreted differently across cultures, and can poorly represent yourself, and the Town of Tofield.
10. Be mindful of tone and intent. It is easy to misconstrue a message without the context one might get from vocal cues and facial expressions.
11. Members of Council are required to sign the Email and Internet usage agreement. The signed agreement shall remain in effect for the entire four year term of each member of Council.

COUNCIL APPROVAL MOTION # 0-03-24

MAYOR

DATE: March 25, 2024



Internet and E-mail Use

All office information technology resources are the property of Town of Tofield. Mayor and Council shall utilize email or Internet access for organization business or otherwise to advance the organization's best interests. It is the responsibility of each member of Council to use these resources responsibly and respectfully.

Council members shall not use organization provided email media in a fashion that promotes discrimination on the basis of race, creed, color, gender, religion, disability or sexual preference; sexual harassment; copyright infringement; a Council members personal political beliefs or personal business interests; or any unlawful activity.

Confidential communications such as client-based information, personnel issues, disciplinary actions and other sensitive information shall not be communicated via email. Council members should be aware that messages may be forwarded to others by the recipient, printed in a location where individuals other than the intended recipient may view the message, or directed to the wrong recipient.

Any information sent or distributed electronically from the organization represents the Town of Tofield as a whole, and as such, should be written in a professional and appropriate manner.

Computer Use

Laptop and stationary computers provided by Town of Tofield are for use in the provision and administration of programs. It is the responsibility of each Council member to use the organization's computers responsibly and respectfully. When not being used in or out of the office for work purposes, laptop computers are to be kept in a secure location.

Council members may use their home computers to edit, create or manipulate documents, but not to store organizational information.

All information regarding the organization contained on removal media must be stored safely and the content must be protected.

Council Member Signature:

Date:



TOWN OF TOFIELD COUNCIL REQUEST FOR DECISION

Meeting Type: Council
Department: Administration
Presented by: Laraine Stuart

Meeting Date: March 25, 2024
Confidential: No

Topic: Bylaw #1347; Land Use Bylaw Text Amendment

BACKGROUND/PROPOSAL:

The current landowner of Lots 33 – 35, Block 7, Plan 9200S (4915 – 52 Avenue), McStaff Mechanical Ltd., has submitted a Land Use Bylaw amendment to the Town of Tofield to amend the C-GC General Commercial District of Land Use Bylaw #1316 to list "Equipment, Sales and Service Major" as a discretionary use in the district.

In June 2023 the landowner met with the Town to discuss the business proposed to be located at the above address. The proposed business included off-site repair and maintenance of commercial and industrial vehicles, as well as on-site engine and transmission repair and commercial vehicle inspections. The list of allowable uses in the C-GC General Commercial District does not include these activities and as a result the Development Authority cannot consider the development permit application for the proposed development.

Based on discussion Administration agreed to present a Land Use Bylaw Text Amendment to Council for their consideration which would list the "Equipment, Sales and Service, Major" use classification as a discretionary use in the C-GC district. This listed use would be specific to the legal description noted above.

Administration is requesting that Council give first reading to Bylaw #1347 and authorize a Public Hearing to be held on Monday, April 22, 2024, at 5:00 p.m.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The purpose of the General Commercial District is to provide primarily for a broad range of low intensity business and service commercial uses.

The definition of 'Equipment Sales and Service Major' means a development used for the sale, rental, service, or repair of commercial and industrial vehicles, machinery or mechanical equipment typically used in building, roadway, pipeline, oil field and mining construction, manufacturing, assembling, and processing operations, and agricultural

production. This use includes the sale, installation, servicing or storage of related accessories and parts, and includes truck and heavy equipment shops.

As the definition is very broad the development permit application/approval will be strictly limited to those uses indicated above and agreed to by the landowner and the Town. As a result, Administration is prepared to recommend support to include 'Bulk Fuel Sales Depot' as a discretionary use in the C-HC district for this property only.

INTERGOVERNMENTAL INVOLVEMENT:

N/A

EXTERNAL AND INTERNAL COMMUNICATIONS/PARTICIPATION:

Advertising for the Public Hearing shall be in accordance with the regulations of the Municipal Government Act.

FINANCIAL IMPLICATIONS:

The Town has agreed to waive the amendment and advertising fees due to a miscommunication of information that occurred prior to purchase of the lands by the applicant. However, the applicable development permit fees for this proposed use/activity must be paid by the landowner.

ALTERNATIVES

Not applicable

RECOMMENDED ACTION:

- a) That Council give Bylaw #1347 first reading.
- b) That Council authorize Administration to schedule a Public Hearing for Bylaw #1347 on Monday, April 22, 2024, at 5:00 p.m.

Enclosures:

Enclosure 1 – Bylaw #1347

Initials show support – Reviewed By

**TOWN OF TOFIELD
BYLAW 1347**

A BYLAW OF THE TOWN OF TOFIELD IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING BYLAW NO. 1316, AS AMENDED, BEING THE LAND USE BYLAW.

WHEREAS it is deemed advisable to amend the Land Use Bylaw;

NOW THEREFORE, the Council of the Town of Tofield, duly assembled, pursuant to the authority conferred upon in by the *Municipal Government Act, R.S.A. 2000, C. M-26*, and amendments thereto, enacts as follows:

- 1. That Bylaw 1316 be amended as follows:

a) PART SEVEN – LAND USE DISTRICTS

SECTION 7.5 C-GC GENERAL COMMERCIAL DISTRICT

Insert the following under 7.5.2 Discretionary Uses:

Equipment, Sales and Service Major, Lot 33 – 35, Block 7, Plan 9200S only

- 2. This bylaw comes into effect after third reading and upon being signed.

READ a first time this _____ day of _____, 2024.

PUBLIC HEARING HELD this _____ day of _____, 2024.

READ a second time this _____ day of _____, 2024.

READ a third time and finally passed this _____ day of _____, 2024.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF TOFIELD COUNCIL REQUEST FOR DECISION

Meeting Type: Regular

Department: Community Development

Presented by: Cindy Neufeld

Meeting Date: March 25, 2024

Confidential?: NO

Topic: Hall Rental

BACKGROUND/PROPOSAL:

Tofield DropIn Centre are requesting to extend the \$50 rate for Floor Curling to include Pickle Ball (see attached request)

This would extend the one half day to a full day

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

CURRENT RATES:

Weekdays	\$280
Meeting Room & Kitchen	\$150
Kitchen Only	\$85
Farmers Market	\$85
Health Foundation	\$85
Floor Curling	\$50
Hourly Rate	\$30

Floor Curling currently pays \$50 for ½ day (3-1/2 – 4 hrs) Pickle Ball would take another ½ day, thus using utilities etc

The Town has previously provided funding for the Tofield Golden Club Project.

Tofield Golden Club are planning to have a pickle ball courts in the new building.

INTERGOVERNMENTAL INVOLVEMENT:

Beaver County shares in the deficit of Hall Operations

EXTERNAL AND INTERNAL COMMUNICATIONS/PARTICIPATION:

FINANCIAL IMPLICATIONS:

1. Require Pickle Ball to pay an additional \$85
2. Approve Request
3. Another Option as provided by Council

RECOMMENDED ACTION:

1. Require Tofield Golden to pay a total of \$85 for the usage of the Tofield Community Hall, for both activities. This makes a consistent amount equal to Farmers Market.

Enclosures: YES

Initials show support – Reviewed By

Cindy Neufeld

From: Suzanne <suzanne@tofieldgoldenclub.ca>
Sent: March 20, 2024 9:00 AM
To: Cindy Neufeld
Subject: Golden Club Pickleball

Good morning!

I met with Veneta yesterday and talked with her about the possibility of using the Community Centre for pickleball during the day once per week.

There has been significant interest in starting up a weekly daytime drop in opportunity. We would extend the availability to everyone, including, of course seniors.

It appears that the Community Centre could accommodate our needs. The current markings on the floor for floor curling is somewhat similar to pickleball. All that would be needed is some extra lines to widen and lengthen each court by a couple of feet. If approved, the weekly placement of painters tape could be used and removed after the event is over each week.

The nets are temporary in nature and would not interfere with the integrity of the floor.

I have confirmed that the Golden Club already occupies the building on Monday afternoons so my request would be to extend that time to include the mornings to accommodate drop in pickleball. All proceeds would go towards fundraising for the new building (Tofield of Dreams).

Thank you for your consideration.

Kind regards,

Suzanne Shapansky

780-464-1875

Weekdays	\$280
Meet. Rm & Kitch	\$150
Kitch	85
Fm	85
H F	85
Fl. Cor-1	\$50
Hourly RT	\$30

Beaver Emergency Services Commission

Emergency Preparedness Week.

In this ever changing and dynamic world in which we live, the chance of an emergency is always before us.

Everyone has a role to play in an emergency.

The need to be prepared, not only as a community, through our Emergency Management Plan, but also as a household, being Fire Smart with smoke detection and exit plans, is a responsibility, we all share.

Therefore, be it declared that:

May 5-11 2024 is Emergency Preparedness Week.

Signed this 5th day of May 2024:

Mayor or Reeve.

Meeting Date	Description	Action Required	Comments	Status
	Sylogist Upgrade	Upgrading Financial software	Continual training sessions	
	Budget 2024 Preparation			
	Year End Preparation			
	Street Light Upgrade	Develop Strategy Public Consultation		
	TAS Arena Expansion Phase 2			
	Economic Development Strategy			
	Regional CAO meetings			
Meetings/Appointments				
08-Apr-24	Council meeting			
11-Apr-24	BRP Meeting 9 am Holden			
11-Apr-24	IMC meeting 1 p.m. Holden			
22-Apr-24	Council meeting			
April 11- 14, 2024	Sherwood Park Trade Show			
2024-04-25	Claystone Waste AGM			

Round Table Report March 25, 2024

By Brenda Chehade

- **Feb 26** – Council Meeting
- **Feb 27** – Welcome Initiative Meeting
- **Feb 27** – CARC Meeting
- **Feb 28** – Delivered 2 Welcome Baskets
- **March 11** - Council Meeting
- **March 20** – THF Meeting

Council report Mar 2024

Larry Tiedemann

Feb 22: NLLS fiancé committee met with the Auditors. NLLS has received a clean audit report for 2023.

Feb 22: meet with Smoky Lake Library Board with NLLS director.

Feb 23: NLLS executive meeting by zoom; received the audit report from the Auditors

Feb 23: NLLS general mtg by zoom; received the audit report from the auditor

Feb 26: Town Council meeting

Mar 11: Town Council meeting

Mar 13: Tofield Historical Society meeting

Mar 14: Tofield Library Board meeting

Also spent time with emails and phone calls to ABmunies regarding Beaver Foundation resolution.

Larry

Larry

Council Activities Mar/24.

Norm Martineau

DATE	ITEM	NOTES
Feb 22/24	Hwy 14	
Feb 23/24	BEMS	Sign cheques & meet w Wes
Feb 26/24	Reg council	
Feb 28/24	BEMS	
Mar 6/24	Hwy 14	Special mtg
Mar 7/24	ABMunis webinar	Webinar on Drought Preparations
Mar 8/24	BEMS	Sign cheques & meet w Wes
Mar 11/24	Reg council	
Mar 12/24	BEMS	Special mtg
Mar 12/24	Hwy 14	Special mtg

Round Table Report – Mayor Dueck, February 26, 2024 – March 25, 2024

My activities and commitments since the February 26, 2024.

Weekly discussions with administration on any items that may arise.

- Feb 26 - Regular Council Meeting
- Feb 27 - Beaver Foundation Regular Meeting
- Mar 10 - Greetings at Tofield Skating Club Carnival
- Mar 11 - Regular Council Meeting
- Mar 13 - BESC Regular Meeting

Hopefully spring is around the corner, we were being teased somewhat with the wonderful temperatures the weekend of March 15-18, 2024. All the winter activities in the community are starting to wrap up and activities for the spring and summer are starting to be organized.

Wishing each of you the opportunities to get out and enjoy the spring weather as it arrives. Looking forward to the Snow Goose Festival and other activities on the horizon.

Take care!

Respectfully submitted Deb Dueck