

AGENDA

REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD to be held Tuesday, October 15, 2024, immediately following the Organizational meeting, 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 September 23, 2024.

5. Delegation

- (a) 5:30 p.m. Jackie Sargent, Communication and Public Relations Advisor will be present to provide introductions to Council.
- (b) 6:00 p.m. Steve Genereaux R/Cst Tofield RCMP Detachment will be present to provide introductions to Council.

6. Financial

- (a) Financial Statement for the month ending September 30, 2024.
- (b) Budget Report for the month ending September 30, 2024.
- (c) Open Payables for the month of September and October 2024 in the total amount of \$842,743.54.

7. Correspondence

- Unapproved Minutes of the regular meeting of Highway 14 Regional Water Services Commission meeting held September 19, 2024;
- Letter from the Honorable Ric McIver, Minister of Municipal Affairs regarding the federal carbon tax impact on municipalities;
- Invitation from Tofield and Area Health Services Foundation to attend the 20th Anniversary for the Tofield and Area Health Foundation to held October 26, 2024; and
- Quarterly Report from the Town of Vegreville for Municipal Enforcement Services.

8. Unfinished Business

- (a) Review of Policy 3.15 Funding/Donations

9. New Business

- (a) Request for Decision – Candidate Orientation – Municipal Election 2025.
- (b) Beaver Region Water Capacity Operating Committee – Terms of Reference

10. Closed Session

Section 17 – Harmful to the Personnel Matters Interests and Section 21
Intergovernmental relations - *Freedom of Information and Protection of Privacy Act*

11. Adjournment

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD held Monday, September 23, 2024
Town of Tofield Administration Building Council Chambers**

PRESENT

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

Also Present at Commencement: Kari Janzen, 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 Tiedemann that Agenda be approved as amended.

14-09-24

CARRIED UNANIMOUSLY

Add: 6. Tofield Golden Club News Release

MINUTES

4. (a) **MOVED** by Martineau that the Minutes of the Regular meeting of Council of the Town of Tofield held, September 9, 2024, be approved as amended.

15-09-24

CARRIED UNANIMOUSLY

FINANCIAL

5. **MOVED** by Tiedemann that motion 05-09-24 be rescinded and the Open Payable for the months of August and September 2024 in the amount of \$313,807.51 be approved.

16-09-24

CARRIED UNANIMOUSLY

CORRESPONDENCE

6. The following Correspondence was presented:
 - Invitation to attend the Sunshine Villa's Autumn Pie Social on October 5, 2024;
 - Invitation to attend the Tofield School Career Fair on October 29, 2024; and
 - Tofield Golden Club News Release.

MOVED by Chehade that the Correspondence be received and filed.

17-09-24

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting
September 23, 2024**

NEW BUSINESS

7. (a) Alberta Munis Resolution discussion
- (b) Letter from Northern Lights Library System regarding the 2025 Levy.
- MOVED** by Chehade that the Northern Lights Library System 2025 Levy be approved.
- 18-09-24
CARRIED UNANIMOUSLY
- (c) Request for Decision – Hall Rental – Katchemut Creek Family Horse Club.
- MOVED** by Tiedemann that the Town of Tofield donate the Hall Rental fee to Katchemut Creek Family Horse Club.
- 19-09-24
CARRIED UNANIMOUSLY
- (d) Request for Decision – Hall Rental – Tofield Golden Club.
- MOVED** by Martineau that the request be denied as it does not meet the Policy requirements.
- 20-09-24
CARRIED UNANIMOUSLY
- MOVED** by Tiedemann that Policy 3.15 Funding/Donations be brought to the next regular meeting of Council for review.
- 21-09-24
CARRIED UNANIMOUSLY
- (e) Draft Policy 1.16 – Governance & Leadership – Emergency Municipal Funding/Donations.
- MOVED** by Chehade that Policy 1.16 be approved as amended.
- 22-09-24
CARRIED UNANIMOUSLY
- (f) Request for Decision – Staff/Council Christmas Party
- MOVED** by Martineau that the Staff/Council Christmas Party be approved.
- 23-09-24
CARRIED UNANIMOUSLY

Janzen left the meeting at 5:14 p.m.

**Minutes of the Town of Tofield Regular Council Meeting
September 23, 2024**

CLOSED SESSION

8. **MOVED** by Martineau that Council meet in Closed Session at 5:15 p.m. to discuss matters under the Alberta FOIP Act as follows:

Section 21– Intergovernmental Relations - *Freedom of Information and Protection of Privacy Act.*

24-09-24

CARRIED UNANIMOUSLY

25-09-24

- MOVED** by Chehade to revert to the regular session at 5:37 p.m.

CARRIED UNANIMOUSLY

No Public Present.

MOVED by Chehade that Council authorizes the Mayor to sign a letter with the Reeve and Mayors of Beaver County, Town of Viking and Villages of Ryley and Holden to the Highway 14 Regional Water Commission to consider initiating an independent management contract with Claystone Waste Limited.

26-09-24

CARRIED UNANIMOUSLY

**COUNILLOR
REPORTS**

9. Councillor Reports were presented.

ADJOURNMENT

10. **MOVED** by Chehade that the meeting adjourn at 5:53 p.m.

27-09-24

CARRIED UNANIMOUSLY

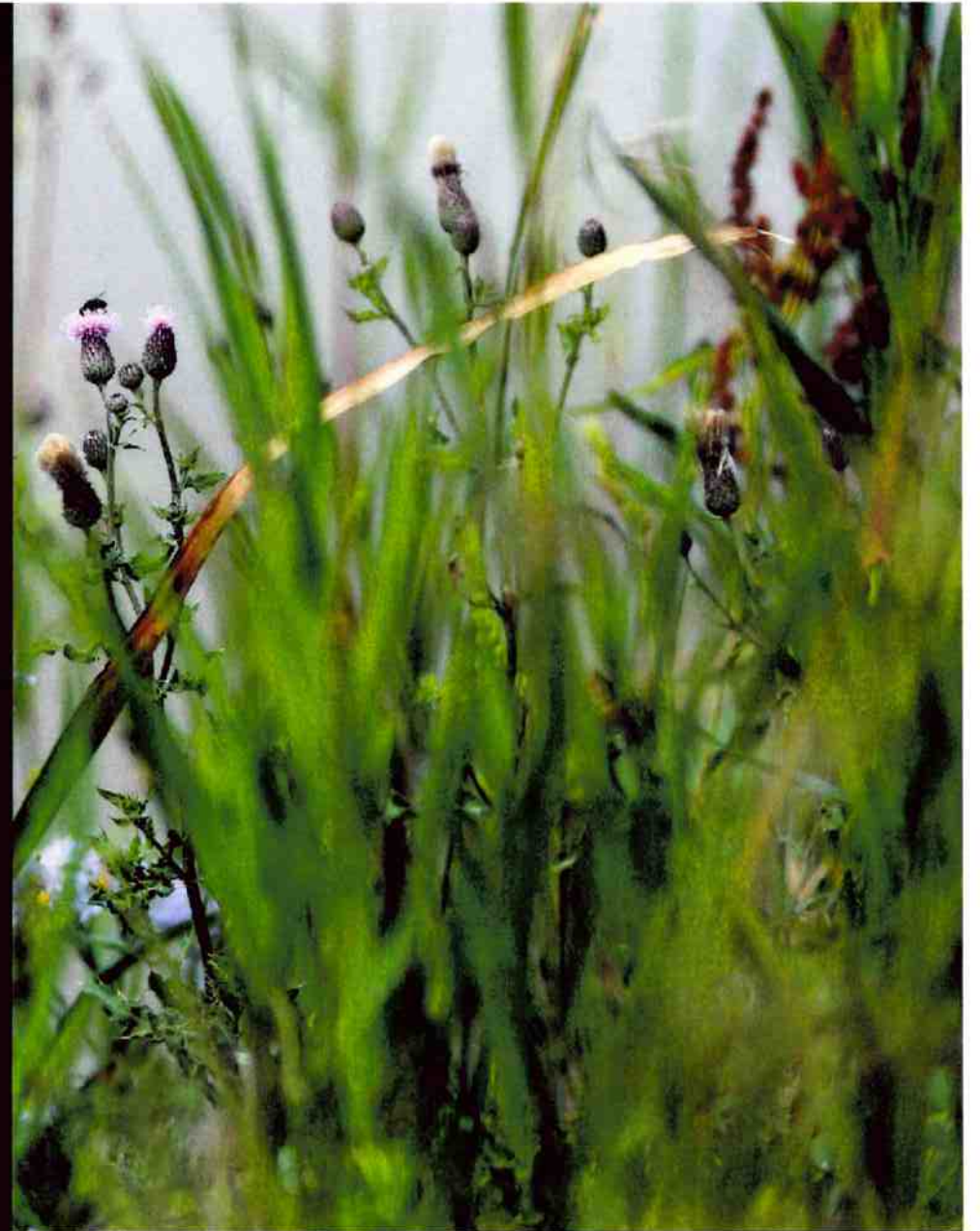
MAYOR

CHIEF ADMINISTRATIVE OFFICER



Claystone
Waste Ltd

October 2024
Town of Tofield Update



Allow me to introduce myself ...

- Communication and Public Relations Advisor
- Started in municipal government in 2001
- Over 17 years' experience in communications
- I'm here to help!
 - Jackie.sargent@claystonewaste.com
 - 780-293-3365

2024 Open House and Facility Tour



Shareholder Dinner



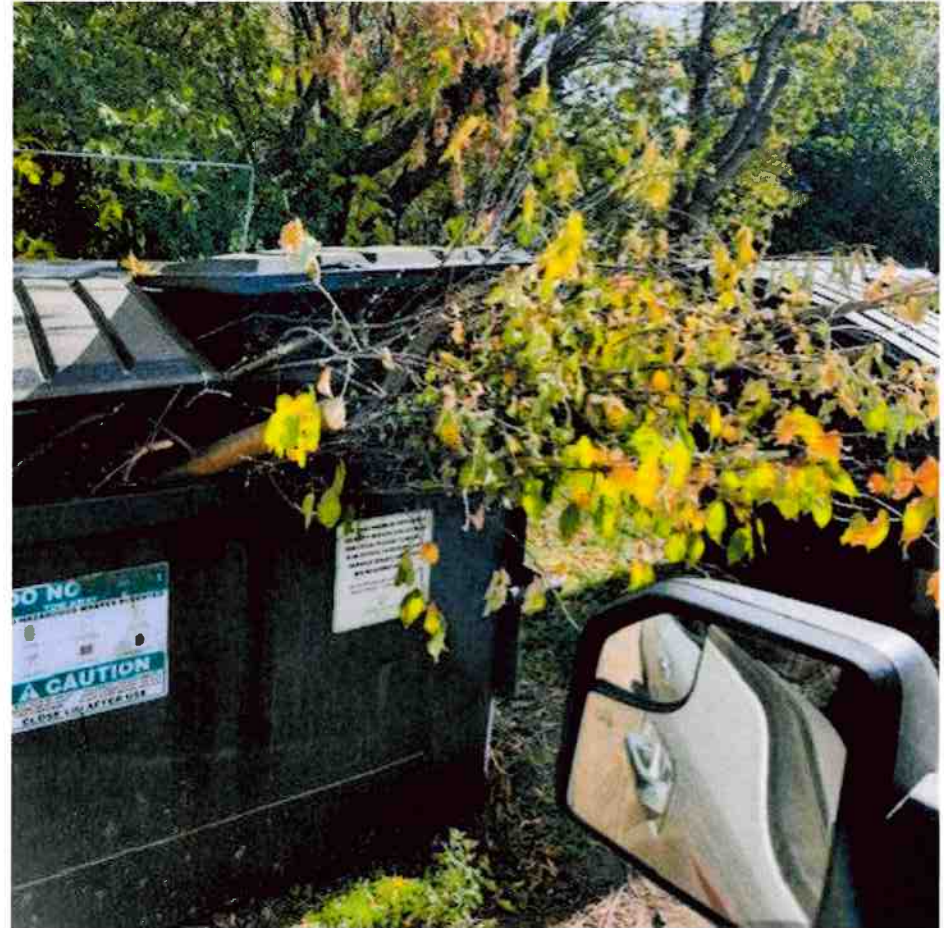
Large Item Pickup

- October 25 - 31
- Community Bins
 - West side of truck parking at 51 street and south of 51 Avenue
- Accepted items:
 - Mattresses
 - Furniture (e.g. sofas, recliners)
 - Appliances
 - Tires, propane tanks
 - Fridges, freezers, water coolers (prepaid freon removal charge of \$25)
- Online form available to request additional assistance



Yard Waste

- Having issues with excessive yard waste put in bins
- Large item bins intended for household items
- Yard waste can be brought to any transfer station
- Household and yard waste free of charge for residents



Community Grant Program

- Fall intake of grant applications now open
- Local not-for-profit groups eligible to apply
- Deadline is November 30
- Successful applications will be announced in December
- Grants are paid after event/program/purchase upon submission of receipts
- New online form to make the application process easier
- More info at claystonewaste.com/grants





Thank you

Jackie Sargent
Communication & Public Relations Advisor
Jackie.sargent@claystonewaste.com
780-293-3365

TOWN OF TOFIELD
MONTHLY STATEMENT
MONTH ENDING September 30, 2024

	General Account	Investments	Investment-Nesbitt Burns	TOTAL
Net Balance at End of Previous Month	3,480,812.09	252,224.88	1,735,834.33	5,468,871.30
ADD:				
Receipts for the Month	491,991.80			491,991.80
Debentures				0.00
Interest on Account	12,949.12			12,949.12
Cancel Cheques				0.00
Reverse Annual Fees M/C				0.00
Service Charge Reversal				0.00
Sub Total	3,985,753.01	252,224.88	1,735,834.33	5,973,812.22
LESS:				
Disbursements for the Month	723,963.92			723,963.92
Utility Deposits				0.00
Debenture Payments	47,742.78			47,742.78
Service Charges	238.56			238.56
NSF Cheque	30.00			30.00
Cancel Receipt	172.15			172.15
Overdraft Interest				0.00
NET BALANCE AT END OF MONTH	3,213,605.60	252,224.88	1,735,834.33	5,201,664.81
Balance at End of Month from Statement	3,424,277.52	252,224.88	1,735,834.33	5,412,336.73
ADD:				
O/S Telebank	2,748.72			2,748.72
O/S e-Transfer	786.00			786.00
Outstanding Deposits	16,466.61			16,466.61
O/S Interac (Option Pay)	1,605.97			1,605.97
O/S Interac (Moneris)	1,258.43			1,258.43
Sub Total	3,447,143.25	252,224.88	1,735,834.33	5,435,202.46
LESS:				
O/S Direct Deposit	223,910.17			
Outstanding Cheques	8,262.95			8,262.95
O/S Telebank	1,364.53			1,364.53
Bank Error	0.00			0.00
NET BALANCE AT END OF MONTH	3,213,605.60	252,224.88	1,735,834.33	5,201,664.81
0.00				

THIS STATEMENT SUBMITTED TO COUNCIL THIS 15TH DAY OF OCTOBER, 2024.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



COUNCIL BUDGET MONTHLY BUDGET REPORT 30-Sep-24

	THIS PERIOD	YEAR-TO DATE	BUDGET	VARIANCE	% USED
OPERATING REVENUES					
1-01-000-00 Taxes & Grants in Lieu	1,116.33	(3,663,623.59)	(3,675,307.00)	(11,683.41)	99.68
1-02-000-00 General Municipal Revenues	(35,168.67)	(239,896.37)	(412,000.00)	(172,103.63)	58.23
1-12-000-00 Administration	(22,342.50)	(86,329.57)	(231,500.00)	(145,170.43)	37.29
1-24-000-00 Emergency Management	-	(2,235.01)	(2,400.00)	(164.99)	93.13
1-26-000-00 Bylaw Enforcement	(190.00)	(2,980.00)	(43,000.00)	(40,020.00)	6.93
1-32-000-00 Roads, Streets, Walks, Lighting	(1,035.00)	(28,015.28)	(30,239.00)	(2,223.72)	92.65
1-33-000-00 Airport	(5,424.77)	(25,094.31)	(20,108.00)	4,986.31	124.80
1-41-000-00 Water Supply & Distribution	(107,083.61)	(954,172.36)	(1,205,750.00)	(251,577.64)	79.14
1-42-000-00 Sanitary Sewage & Treatment	(16,038.20)	(171,079.09)	(215,400.00)	(44,320.91)	79.42
1-43-000-00 Garbage Collection & Disposal	(10,497.00)	(94,515.38)	(126,400.00)	(31,884.62)	74.78
1-51-000-00 Family Community Support Services	(1,429.00)	(341,136.42)	(554,979.00)	(213,842.58)	61.47
1-56-000-00 Cemetery	-	(27,096.19)	(40,000.00)	(12,903.81)	67.74
1-66-000-00 Subdivision Land & Development	(30,000.00)	(30,000.00)	-	30,000.00	-
1-70-000-00 Community Develop. Administration	-	(11,000.00)	(11,000.00)	-	100.00
1-71-000-00 Tourism/Economic Development	(600.00)	(92,687.30)	(99,700.00)	(7,012.70)	92.97
1-72-000-00 Community Hall	(1,780.00)	(14,095.00)	(35,000.00)	(20,905.00)	40.27
1-73-000-00 Transportation Tofield Bus	(546.00)	(12,842.66)	(17,000.00)	(4,157.34)	75.55
1-74-000-00 Recreation Programs	599.86	(17,216.14)	(16,282.00)	934.14	105.74
1-76-000-00 Parks	(4,214.26)	(16,138.17)	(82,250.00)	(66,111.83)	19.62
1-75-000-00 Library	20,000.00	(3,300.00)	(119,412.00)	(116,112.00)	2.76
1-97-000-00 Operating Reserve	-	-	(63,000.00)	(63,000.00)	-
TOTAL: OPERATING REVENUES	(214,632.82)	(5,833,452.84)	(7,000,727.00)	(1,167,274.16)	83.33



COUNCIL BUDGET MONTHLY BUDGET REPORT 30-Sep-24

	THIS PERIOD	YEAR-TO DATE	BUDGET	VARIANCE	% USED
OPERATING EXPENDITURES					
2-11-000-00 Council & Other Legislative	8,603.87	62,854.47	97,200.00	34,345.53	64.67
2-12-000-00 General Administration	67,206.98	863,459.91	1,220,643.00	357,183.09	70.74
2-23-000-00 Fire Fighting & Preventative Serv	189,939.80	236,687.32	328,657.00	91,969.68	72.02
2-24-000-00 Emergency Management	-	2,234.30	2,400.00	165.70	93.10
2-26-000-00 Bylaw Enforcement	5,953.20	167,451.28	196,281.00	28,829.72	85.31
2-32-000-00 Roads, Streets, Walks & Lighting	97,332.97	796,189.55	1,163,070.00	366,880.45	68.46
2-33-000-00 Airport	414.11	23,540.50	18,900.00	(4,640.50)	124.55
2-41-000-00 Water Supply & Distribution	93,540.83	819,539.94	1,183,842.00	364,302.06	69.23
2-42-000-00 Sanitary Sewage & Treatment	8,680.44	103,347.66	170,000.00	66,652.34	60.79
2-43-000-00 Garbage Collection & Disposal	-	81,015.50	108,048.00	27,032.50	74.98
2-51-000-00 Family Community Support Services	37,878.57	307,868.07	554,978.00	247,109.93	55.47
2-56-000-00 Cemetery	1,830.33	25,418.96	32,150.00	6,731.04	79.06
2-66-000-00 Subdivision Land & Development	63,000.00	63,000.00	63,000.00	-	100.00
2-70-000-00 Community Development Administratio	8,400.76	75,614.40	100,410.00	24,795.60	75.31
2-71-000-00 Tourism/Economic Development	17,137.03	73,133.50	141,900.00	68,766.50	51.54
2-72-000-00 Community Hall	2,644.27	36,665.92	57,240.00	20,574.08	64.06
2-73-000-00 Transportation Tofield Bus	3,101.57	28,027.27	26,000.00	(2,027.27)	107.80
2-74-000-00 Recreation Program	1,541.42	38,568.04	43,200.00	4,631.96	89.28
2-76-000-00 Parks	42,120.90	343,073.20	450,700.00	107,626.80	76.12
2-75-000-00 Library	553.37	102,165.64	199,052.00	96,886.36	51.33
2-99-750-00 School Requisition	200,650.59	530,669.72	707,560.00	176,890.28	75.00
2-99-752-00 Beaver Foundation Requisition	-	101,280.21	135,040.00	33,759.79	75.00
2-99-754-00 Beaver Emergency Commission	(95,969.90)	-	-	-	-
2-99-756-00 Designated Industrial Property	-	-	454.00	454.00	-
TOTAL: OPERATING EXPENDITURES	754,561.11	4,881,805.36	7,000,725.00	2,118,919.64	69.73



COUNCIL BUDGET MONTHLY BUDGET REPORT 30-Sep-24

	THIS PERIOD	YEAR-TO DATE	BUDGET	VARIANCE	% USED
FINANCES ACQUIRED					
5-12-000-00 Administration	-	(431.12)	-	431.12	-
5-32-000-00 Roads, Streets, Walks, Lighting	(1,875.00)	(202,758.86)	(429,200.00)	(226,441.14)	47.24
5-42-000-00 Sanitary Sewage & Treatment	-	-	(92,000.00)	(92,000.00)	-
5-56-000-00 Cemetery	-	-	(25,000.00)	(25,000.00)	-
5-72-000-00 Community Hall	-	-	(50,000.00)	(50,000.00)	-
5-76-000-00 Parks	(6,235.00)	(55,148.02)	(147,000.00)	(91,851.98)	37.52
TOTAL: FINANCES ACQUIRED	(8,110.00)	(258,338.00)	(743,200.00)	(484,862.00)	34.76
FINANCES APPLIED					
6-32-000-00 Roads, Streets, Walks, Lighting	37,814.95	255,104.80	429,200.00	174,095.20	59.44
6-42-000-00 Sanitary Sewage & Treatment	-	91,265.00	92,000.00	735.00	99.20
6-56-000-00 Cemetery	-	17,250.61	25,000.00	7,749.39	69.00
6-66-000-00 Subdivision Land & Development	(63,000.00)	-	-	-	-
6-72-000-00 Community Hall	-	52,665.00	50,000.00	(2,665.00)	105.33
6-76-000-00 Parks	-	130,503.69	147,000.00	16,496.31	88.78
TOTAL: FINANCES APPLIED	(25,185.05)	546,789.10	743,200.00	196,410.90	73.57

September 2024 Final	Stub 12193 – 12194	\$686.23
September 2024 Advances	Stub 12195 – 12212	\$19,250.00
September 2024 Final	Stub 12250	\$ 1,678.13
September 2024 Payroll	Stub 12269 – 12291	\$75,413.15
September 2024 Council	Stub 12292 – 12296	\$ 4,485.64

Total \$101,513.15

0.*

686.23+

19,250.00+

1,678.13+

75,413.15+

4,485.64+

005

101,513.15

623,892.46+

49,689.18+

566.21+

~~20.00+~~

~~20.00~~

2,000.00+

23,259.58+

3,213.53+

38,609.43+

012

842,743.54*

0.*

10/10/24 11:14:24

ACCOUNTS PAYABLES LISTING BY FUNCTION

PAGE 1

Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
11	24/10/04	2-11-211-00	C900012337	TOFIELD MUNICIPAL LIBRARY	STRONGER TOGETHER/ TIEDEMANN	297.80
					FUNCTION TOTAL	297.80
12	24/09/20	2-12-211-00	C900012255	EDWARDS, JEFFREY C.	MILEAGE/ RCMP MEETING	28.00
	24/10/04	2-12-211-00	C900012320	EDWARDS, JEFFREY C.	MILEAGE/ AB MUNIS CONVENTION	266.67
	24/09/09	2-12-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	INTERNET - ADMIN	110.00
	24/09/16	2-12-215-00	AP DRCT DB	TELUS MOBILITY	BUSINESS CONNECT - ADMIN	359.50
	24/09/20	2-12-215-00	C900012263	PITNEYWORKS	ACCT 6100908000118935	1,000.00
	24/10/04	2-12-215-00	C900012328	PITNEY BOWES	INSERTER LEASE	686.16
	24/10/04	2-12-215-00	C000016839	GOVERNMENT OF ALBERTA	LAND TITLES	20.00
	24/10/07	2-12-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	INTERNET - ADMIN	110.00
	24/09/13	2-12-220-00	C900012242	TOFIELD MERCURY PUBLISHING LTD	COUNCIL CORNER	212.50
	24/09/13	2-12-220-00	C900012242	TOFIELD MERCURY PUBLISHING LTD	AD/ BACK TO SCHOOL	200.00
	24/09/27	2-12-220-00	C900012308	RG0 TECHNOLOGIES INC.	COPIES	591.65
	24/09/27	2-12-220-00	C900012308	RG0 TECHNOLOGIES INC.	COPIES	97.82
	24/09/27	2-12-220-00	C900012308	RG0 TECHNOLOGIES INC.	COPIES	500.43
	24/09/27	2-12-220-00	C900012308	RG0 TECHNOLOGIES INC.	COPIES	456.40
	24/10/11	2-12-220-00	C900012353	TOFIELD MERCURY PUBLISHING LTD	AD/ FRANCHISE AGREEMENT	260.00
	24/10/11	2-12-220-00	C900012353	TOFIELD MERCURY PUBLISHING LTD	AD/ FALL SUPPLEMENT	52.60
	24/10/11	2-12-220-00	C900012353	TOFIELD MERCURY PUBLISHING LTD	AD/ FRANCHISE AGREEMENT	260.00
	24/09/13	2-12-221-00	C900012238	SHINEATEK CORP.	MANAGED SERVICES	1,878.47
	24/10/04	2-12-221-00	C900012332	SHINEATEK CORP.	MANAGED SERVICES	2,458.47
	24/09/13	2-12-230-00	C900012239	TANMAR CONSULTING INC.	ASSESSMENT SERVICES	2,082.50
	24/09/13	2-12-230-00	C900012236	REYNOLDS MIRTH RICHARDS & FARM	EMPLOYMENT MATTERS	462.00
	24/09/13	2-12-230-00	C900012236	REYNOLDS MIRTH RICHARDS & FARM	GENERAL MATTERS	1,271.00
	24/09/20	2-12-230-00	C900012265	SELECT ENGINEERING CONSULTANTS	GENERAL ENGINEERING	761.25
	24/09/27	2-12-230-00	C900012307	REYNOLDS MIRTH RICHARDS & FARM	GENERAL MATTERS	352.00
	24/10/04	2-12-230-00	C900012333	TANMAR CONSULTING INC.	ASSESSMENT SERVICES	2,082.50
	24/10/04	2-12-230-00	C900012330	REYNOLDS MIRTH RICHARDS & FARM	EMPLOYMENT MATTERS	165.00
	24/10/11	2-12-230-00	C900012350	SELECT ENGINEERING CONSULTANTS	GENERAL ENGINEERING	2,073.55
	24/10/11	2-12-230-00	C900012351	STUART, LARAINÉ	PLANNING & DEVELOPMENT SERVICE	488.75
	24/09/13	2-12-230-01	C900012237	SDI HEALTH, SAFETY & LOSS	HEALTH & SAFETY MAINTENANCE	2,197.31
	24/09/13	2-12-230-01	C900012226	GREGG DISTRIBUTORS	FIRST AID/ ALCOHOL WIPES	4.74
	24/09/13	2-12-230-02	C900012249	ZAG CREATIVE GROUP INC.	SOCIAL MEDIA STRATEGY	2,500.00
	24/09/13	2-12-230-02	C900012249	ZAG CREATIVE GROUP INC.	WEBSITE MAINTENANCE	350.00
	24/10/04	2-12-230-02	C900012341	ZAG CREATIVE GROUP INC.	SOCIAL MEDIA STRTEGY	2,500.00
	24/10/04	2-12-230-02	C900012341	ZAG CREATIVE GROUP INC.	WEBSITE MAINENANCE	350.00
	24/09/13	2-12-230-04	C900012232	MACMULLEN, ROB	ECONOMIC DEVELOPMENT	8,125.50
	24/09/20	2-12-230-06	C900012265	SELECT ENGINEERING CONSULTANTS	STORMWATER MASTER PLAN	8,063.75
	24/10/04	2-12-230-06	C000016840	GRANT CATALYST INC.	GRANT APPLICATION	1,625.00
	24/10/11	2-12-230-06	C900012350	SELECT ENGINEERING CONSULTANTS	STORMWATER MASTER PLAN	23,947.25
	24/10/04	2-12-235-00	C900012334	THE INSPECTIONS GROUP INC.	SAFETY CODES - AUGUST 2023	318.25
	24/10/04	2-12-235-00	C900012334	THE INSPECTIONS GROUP INC.	SAFETY CODES	60.30
	24/10/04	2-12-235-00	C900012334	THE INSPECTIONS GROUP INC.	SAFETY CODES	348.23
	24/10/04	2-12-235-00	C900012334	THE INSPECTIONS GROUP INC.	SAFETY CODES	301.50
	24/10/04	2-12-235-00	C900012334	THE INSPECTIONS GROUP INC.	SAFETY CODES	583.91
	24/10/04	2-12-235-00	C900012334	THE INSPECTIONS GROUP INC.	SAFETY CODES	603.00

10/10/24 11:14:24

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12	24/10/04	2-12-235-00	C900012334	THE INSPECTIONS GROUP INC.	SAFETY CODES	344.39
	24/10/04	2-12-235-00	C900012334	THE INSPECTIONS GROUP INC.	SAFETY CODES	601.33
	24/10/04	2-12-235-00	C900012334	THE INSPECTIONS GROUP INC.	SAFETY CODES	933.13
	24/09/27	2-12-240-00	C900012298	DEMERS, ELISA	JANITORIAL - ADMIN	350.00
	24/09/27	2-12-240-00	C900012306	PIDERNAL, MARY GRACE	JANITORIAL - ADMIN	350.00
	24/09/13	2-12-250-00	C900012218	BLACK & MCDONALD LIMITED	DIFFUSER FOR SECOND FLOOR	343.86
	24/09/13	2-12-250-00	C900012219	CANADIAN LINEN AND UNIFORM	RUGS	51.26
	24/09/13	2-12-250-00	C900012219	CANADIAN LINEN AND UNIFORM	RUGS	51.26
	24/09/20	2-12-250-00	C900012253	BLACK & MCDONALD LIMITED	PREVENTATIVE MAINTENANCE	1,408.50
	24/10/04	2-12-250-00	C900012310	ALLEGION CANADA ACCESS INC.	REPAIR LIBRARY DOOR	444.25
	24/10/04	2-12-250-00	C900012316	CANADIAN LINEN AND UNIFORM	RUGS	56.39
	24/09/13	2-12-510-00	C900012227	HARE FOODS LTD.	ACCOUNT 7506989	9.99
	24/09/13	2-12-510-00	C900012227	HARE FOODS LTD.	ACCOUNT 7506989	107.76
	24/09/13	2-12-510-00	C900012245	TRU HARDWARE	BILLINGS	16.79
	24/09/13	2-12-510-00	C900012230	IRON MOUNTAIN CANADA OPERATION	RECYCLE BIN	256.65
	24/09/13	2-12-510-00	C900012242	TOFIELD MERCURY PUBLISHING LTD	VOUCHERS	304.30
	24/09/13	2-12-510-00	C900012221	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	29.78
	24/09/13	2-12-510-00	C900012234	PLATINUM SUPPLY 2022 LTD.	JANITORIAL SUPPLIES	257.35
	24/09/20	2-12-510-00	C000016834	GUARDIAN DRUGS	JANITORIAL SUPPLIES	26.98
	24/10/01	2-12-510-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	25.00
	24/10/01	2-12-510-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	34.99
	24/10/04	2-12-510-00	C900012324	IRON MOUNTAIN CANADA OPERATION	RECYCLE BIN	296.65
	24/10/04	2-12-510-00	C900012316	CANADIAN LINEN AND UNIFORM	RUGS	51.26
	24/10/04	2-12-510-00	C900012329	PLATINUM SUPPLY 2022 LTD.	JANITORIAL/ HAND SANITIZER	98.64
	24/10/11	2-12-510-00	C900012347	EGLAUER, VANITA	SOCIAL FUND EXPENSES	11.98
	24/10/11	2-12-510-00	C900012347	EGLAUER, VANITA	SOCIAL FUND EXPENSES	10.50
	24/10/11	2-12-510-00	C900012352	SUTTON, JAMIE R	SOCIAL FUND EXPENSES	144.00
	24/10/11	2-12-510-00	C900012356	ULINE CANADA CORPORATION	FILING DRAWER	376.73
	24/10/11	2-12-510-00	C900012344	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	177.57
	24/10/11	2-12-510-00	C900012343	BOAST RADLEY, TRACEY	SOCIAL FUND EXPENSES	51.15
	24/09/27	2-12-510-01	C000016837	TABB LANES	CHRISTMAS PARTY NOV 23/24	500.00
	24/09/30	2-12-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - ADMIN BLDG	1,809.00
	24/09/30	2-12-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - ADMIN BLDG	54.51
	24/09/13	2-12-770-00	C000016830	TOFIELD CURLING CLUB	WALL SIGN ADVERTISING	200.00
	24/10/04	2-12-770-00	C900012312	BEAVER COUNTY	CALP EXPANDED SERVICES GRANT	1,627.50
	24/09/09	4-12-230-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	25,413.19
	24/09/20	4-12-230-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	2,000.00
	24/10/07	4-12-230-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	23,396.29
	24/09/09	4-12-231-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	13,565.00
	24/10/07	4-12-231-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	10,835.00
	24/09/09	4-12-232-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	4,277.51
	24/10/07	4-12-232-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	2,823.62
	24/09/27	4-12-234-00	C900012305	LOCAL AUTHORITIES PENSION PLAN	EMP #215 - REMITTANCE	19,594.30
	24/09/13	4-12-235-00	C900012214	AMSC INSURANCE SERVICES LTD.	REMITTANCE/ ACCT 2-0815	12,611.16
	24/10/04	4-12-235-00	C900012311	AMSC INSURANCE SERVICES LTD.	REMITTANCE/ ACCT 2-0815	12,611.16
	24/09/09	4-12-238-00	AP DRCT DB	WORKERS' COMPENSATION BOARD	PREMIUM INSTALMENT	4,878.54
	24/09/27	4-12-239-00	C900012309	TOWN OF TOFIELD SOCIAL FUND	REMITTANCE	180.00

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Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
					FUNCTION TOTAL	214,765.18
23	24/09/13	2-23-770-00	C900012215	BEAVER EMERGENCY SERVICES COMM	3Q CAPITAL REQUISITION	32,299.03
	24/09/13	2-23-770-00	C900012215	BEAVER EMERGENCY SERVICES COMM	3Q OPERATING REQUISITION	61,670.87
					FUNCTION TOTAL	93,969.90
26	24/10/11	2-26-255-00	C900012357	VIVID SIGNS & DESIGNS LTD.	NOTICE BOOKS	313.00
	24/09/13	2-26-260-00	C900012244	TOWN OF VEGREVILLE	BYLAW ENFORCEMENT	5,953.20
	24/10/11	2-26-260-00	C900012355	TOWN OF VEGREVILLE	BYLAW ENFORCEMENT	6,399.85
					FUNCTION TOTAL	12,666.05
32	24/09/09	2-32-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	INTERNET - PUBLIC WORKS	127.00
	24/09/09	2-32-215-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES- OPERATIONS	428.44
	24/09/16	2-32-215-00	AP DRCT DB	TELUS MOBILITY	BUSINESS CONNECT - OPERATIONS	35.95
	24/10/07	2-32-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	INTERNET - PUBLIC WORKS	127.00
	24/10/07	2-32-215-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES- OPERATIONS	425.64
	24/09/13	2-32-520-00	C000016828	NAPA AUTO PARTS TOFIELD	BILLINGS	50.59
	24/10/01	2-32-520-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	16.64
	24/10/04	2-32-520-00	C900012338	TRU HARDWARE	BILLINGS	18.27
	24/10/11	2-32-520-00	C000016842	NAPA AUTO PARTS TOFIELD	BILLINGS	180.04
	24/09/13	2-32-520-41	C000016828	NAPA AUTO PARTS TOFIELD	BILLINGS	198.56
	24/09/13	2-32-520-42	C000016828	NAPA AUTO PARTS TOFIELD	BILLINGS	111.63
	24/09/13	2-32-520-43	C000016828	NAPA AUTO PARTS TOFIELD	BILLINGS	40.63
	24/10/04	2-32-520-46	C900012325	JOE JOHNSON EQUIPMENT INC.	VANGUARD CLIP/ POLY TUBE	2,199.98
	24/09/13	2-32-520-50	C900012245	TRU HARDWARE	BILLINGS	7.79
	24/09/20	2-32-520-50	C900012266	THOR INSURANCE & REGISTRIES LT	REGISTRATION	113.00
	24/10/11	2-32-520-53	C000016842	NAPA AUTO PARTS TOFIELD	BILLINGS	63.00
	24/09/13	2-32-520-54	C000016828	NAPA AUTO PARTS TOFIELD	BILLINGS	110.89
	24/09/13	2-32-520-58	C900012221	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	27.36
	24/09/20	2-32-520-58	C900012259	INDUSTRIAL MACHINE INC.	BEARINGS	1,300.66
	24/09/13	2-32-520-60	C000016828	NAPA AUTO PARTS TOFIELD	BILLINGS	16.24
	24/09/20	2-32-520-60	C900012266	THOR INSURANCE & REGISTRIES LT	REGISTRATION	84.00
	24/10/11	2-32-520-71	C000016842	NAPA AUTO PARTS TOFIELD	BILLINGS	58.53
	24/09/13	2-32-521-00	C900012221	CANOE PROCUREMENT GROUP OF CAN	FUEL	1,639.29
	24/09/13	2-32-521-00	C900012248	WILD ROSE CO-OPERATIVE ASSOCIA	FUEL	726.52
	24/09/13	2-32-521-00	C900012248	WILD ROSE CO-OPERATIVE ASSOCIA	FUEL	324.01
	24/09/13	2-32-521-00	C000016832	WEX CANADA LTD.	FUEL	295.10
	24/10/11	2-32-521-00	C900012344	CANOE PROCUREMENT GROUP OF CAN	PUBLIC WORKS FUEL	1,868.62
	24/10/11	2-32-521-00	C900012358	WILD ROSE CO-OPERATIVE ASSOCIA	FUEL - PUBLIC WORKS	198.98
	24/10/11	2-32-521-00	C000016844	WEX CANADA LTD.	FUEL	83.81
	24/09/13	2-32-530-00	C900012227	HARE FOODS LTD.	ACCOUNT 7506989	34.78
	24/09/13	2-32-530-00	C900012245	TRU HARDWARE	BILLINGS	60.89
	24/09/13	2-32-530-00	C000016828	NAPA AUTO PARTS TOFIELD	BILLINGS	109.62
	24/09/13	2-32-530-00	C900012220	CANADIAN NATIONAL	GATES MAINTENANCE	403.50

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32	24/09/13	2-32-530-00	C900012219	CANADIAN LINEN AND UNIFORM	RUGS	30.96
	24/09/13	2-32-530-00	C900012219	CANADIAN LINEN AND UNIFORM	RUGS	30.96
	24/09/27	2-32-530-00	C900012302	HUEBERT, BARRY	EXPENSE/ CANADIAN TIRE	159.96
	24/09/27	2-32-530-00	C900012308	RGO TECHNOLOGIES INC.	COPIES	37.63
	24/09/27	2-32-530-00	C900012308	RGO TECHNOLOGIES INC.	COPIES	11.64
	24/09/27	2-32-530-00	C900012308	RGO TECHNOLOGIES INC.	COPIES	19.79
	24/09/27	2-32-530-00	C900012308	RGO TECHNOLOGIES INC.	COPIES	27.40
	24/10/01	2-32-530-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	55.37
	24/10/04	2-32-530-00	C900012338	TRU HARDWARE	BILLINGS	111.74
	24/10/04	2-32-530-00	C900012317	CANADIAN NATIONAL	GATES MAINTENANCE	403.50
	24/10/04	2-32-530-00	C900012316	CANADIAN LINEN AND UNIFORM	RUGS	30.96
	24/10/04	2-32-530-00	C900012316	CANADIAN LINEN AND UNIFORM	RUGS	34.45
	24/10/11	2-32-530-00	C900012349	HARE FOODS LTD.	ACCOUNT 7506989	65.44
	24/10/11	2-32-530-00	C000016842	NAPA AUTO PARTS TOFIELD	BILLINGS	159.67
	24/10/11	2-32-530-00	C900012348	GREGG DISTRIBUTORS	BATTERY TESTER	126.77
	24/10/11	2-32-530-00	C900012344	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	88.23
	24/09/13	2-32-530-02	C900012223	DRIVEN TRANSPORT INC	ROAD CRUSH/ 3 LOADS	900.00
	24/09/13	2-32-530-02	C900012223	DRIVEN TRANSPORT INC	ROAD CRUSH/ 3 LOADS	900.00
	24/09/27	2-32-530-02	C900012300	DRIVEN TRANSPORT INC	ROAD CRUSH / 2 LOADS	600.00
	24/09/13	2-32-530-03	C900012245	TRU HARDWARE	BILLINGS	14.09
	24/09/30	2-32-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - PUBLIC WORKS	10,653.76
	24/09/30	2-32-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - PUBLIC WORKS	118.85
	24/09/13	6-32-630-00	C900012221	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	20,401.86
	24/10/04	6-32-630-00	C900012325	JOE JOHNSON EQUIPMENT INC.	VAC TRUCK REPAIRS	27,476.20
	24/10/04	6-32-630-00	C900012325	JOE JOHNSON EQUIPMENT INC.	VAC TRUCK REPAIRS CORRECTION	204.85-
	24/09/13	6-32-650-00	C000016824	COMMERCIAL TRUCK EQUIPMENT CO.	SANDER PR04000CH #0004611	12,588.00
	24/09/27	6-32-650-00	C000016838	TOFIELD AUTO BODY (1987) LTD	UNIT 20 REPAIRS	2,591.62
					FUNCTION TOTAL	88,272.94
33	24/09/27	2-33-250-00	C900012298	DEMERS, ELISA	JANITORIAL - AIRPORT	50.00
	24/09/27	2-33-250-00	C900012306	PIDERNAL, MARY GRACE	JANITORIAL - AIRPORT	50.00
	24/09/30	2-33-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - AIRPORT	244.15
	24/09/30	2-33-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - AIRPORT	69.96
					FUNCTION TOTAL	414.11
41	24/09/09	2-41-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - WATER STORAGE	306.92
	24/09/20	2-41-215-00	C900012261	MCSNET	CUST# 0054024	74.85
	24/10/07	2-41-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - WATER STORAGE	306.92
	24/09/13	2-41-225-00	C900012213	ALBERTA WATER & WASTEWATER OPE	CONFERENCE/ HUEBERT	390.00
	24/09/13	2-41-225-00	C900012213	ALBERTA WATER & WASTEWATER OPE	CONFERENCE / MCCHARLES	390.00
	24/09/27	2-41-225-00	C900012297	ALBERTA WATER & WASTEWATER OPE	LEVEL II WASTEWATER / RAY	460.00
	24/09/27	2-41-225-00	C900012297	ALBERTA WATER & WASTEWATER OPE	LEVEL II WASTEWATER/ MCCHARLES	460.00
	24/09/27	2-41-225-00	C900012297	ALBERTA WATER & WASTEWATER OPE	WATER WEEK WRKSH #4/ HUEBERT	135.00
	24/09/27	2-41-225-00	C900012297	ALBERTA WATER & WASTEWATER OPE	WATER WEEK WRKSH #4/MCCHARLES	135.00
	24/10/11	2-41-250-00	C000016842	NAPA AUTO PARTS TOFIELD	BILLINGS	72.04

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41	24/09/30	2-41-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - WATER STORAGE	2,760.34
	24/09/30	2-41-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	WATER STORAGE	421.01
	24/09/13	2-41-550-00	C900012228	HIGHWAY 14 REGIONAL WATER	ACCT 371341.01	28,967.52
	24/09/13	2-41-550-00	C900012228	HIGHWAY 14 REGIONAL WATER	ACCT 395431.01	50,279.80
	24/10/04	2-41-550-00	C900012323	HIGHWAY 14 REGIONAL WATER	ACCT 371341.01	34,689.42
	24/10/04	2-41-550-00	C900012323	HIGHWAY 14 REGIONAL WATER	ACCT 395431.01	49,894.41
	24/09/13	3-41-274-00	C000016833	REFUND-UT-0004379005	WOELK, ED & KAY	94.58
					FUNCTION TOTAL	169,837.81
42	24/09/09	2-42-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - SEWER	66.64
	24/09/13	2-42-215-00	C900012216	BELL MOBILITY	ACCT 528927011	8.00
	24/09/20	2-42-215-00	C900012261	MCSNET	CUST# 0054024	109.90
	24/10/07	2-42-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - SEWER	66.64
	24/09/13	2-42-250-00	C900012226	GREGG DISTRIBUTORS	SIGN/ NO HUNT OR TRESPASS	31.70
	24/09/20	2-42-250-00	C900012268	YOUR DOLLAR STORE (YDSWM)	USB FOR CAMERA	25.00
	24/10/11	2-42-250-00	C900012344	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	20.49
	24/09/30	2-42-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - SEWER	1,117.75
					FUNCTION TOTAL	1,446.12
43	24/10/04	2-43-550-00	C900012319	CLAYSTONE WASTE LTD.	GARBAGE COLLECTION	9,004.00
					FUNCTION TOTAL	9,004.00
51	24/09/16	2-51-215-00	AP DRCT DB	TELUS MOBILITY	BUSINESS CONNECT - FCSS	143.80
	24/09/27	2-51-215-00	C900012308	RG0 TECHNOLOGIES INC.	COPIES	1,111.25
	24/09/27	2-51-215-00	C900012308	RG0 TECHNOLOGIES INC.	COPIES	275.80
	24/09/13	2-51-221-00	C900012225	F.C.S.S. ASSOCIATION OF ALBERTA	MEMBERSHIP 09/2024-08/2025	808.00
	24/10/04	2-51-225-00	C900012321	FCSS ASSOCIATION OF ALBERTA	CONFERENCE REGISTRATION	2,433.33
	24/09/27	2-51-245-00	C900012298	DEMERS, ELISA	JANITORIAL - FCSS	50.00
	24/09/27	2-51-245-00	C900012306	PIDERNAL, MARY GRACE	JANITORIAL - FCSS	50.00
	24/09/13	2-51-400-01	C900012221	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	109.34
	24/10/01	2-51-400-01	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	196.50
	24/09/20	2-51-400-03	C900012258	HARE FOODS LTD.	ACCOUNT 7506990	66.00
	24/09/27	2-51-400-04	C900012303	IRVINE, CHARLENE	GENERAL FAMILY COUNSELLOR	4,125.00
	24/09/27	2-51-400-05	C900012304	KROEKER, LORETTA	SPEAKER/ ELDER ABUSE/ RYLEY	250.00
	24/09/13	2-51-400-06	C900012241	TOFIELD LODGE	MEALS ON WHEELS	600.00
	24/10/04	2-51-400-06	C900012336	TOFIELD LODGE	MEALS ON WHEELS	588.00
	24/09/13	2-51-400-07	C900012242	TOFIELD MERCURY PUBLISHING LTD	AD/ ALBERTA DAY	269.00
	24/09/13	2-51-400-07	C900012242	TOFIELD MERCURY PUBLISHING LTD	AD/ BACK TO SCHOOL	42.00
	24/09/13	2-51-400-07	C000016823	CHRYSSTIAN, DAWN ELLEN	ARISE/ MOCKTAILS	91.77
	24/09/13	2-51-400-07	C000016823	CHRYSSTIAN, DAWN ELLEN	ARISE/ BACK TO SCHOOL	386.98
	24/09/13	2-51-400-07	C900012229	HILLYER, DAN	ALBERTA DAYS	199.57
	24/09/13	2-51-400-07	C000016819	BABIUK, CAROL LYNN	ALBERTA DAYS SPEAKER	450.00
	24/09/13	2-51-400-07	C900012235	RADLEY, MAXWELL	ALBERTA DAYS - TABLE CLOTHS	30.00

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51	24/09/13	2-51-400-07	C000016820	BROWN, YVONNE	ALBERTA DAYS SPEAKER	450.00
	24/09/13	2-51-400-07	C000016822	CHARLESWORTH, TAYLOR	ALBERTA DAYS - GLITTER GALS	250.00
	24/09/13	2-51-400-07	C000016826	LITWIN, GREG	ALBERTA DAYS SPEAKER	250.00
	24/09/13	2-51-400-07	C000016829	PRADINE, ANNE	ALBERTA DAYS SPEAKER	450.00
	24/09/20	2-51-400-07	C900012258	HARE FOODS LTD.	ACCOUNT 7506990	186.99
	24/09/20	2-51-400-07	C900012258	HARE FOODS LTD.	ACCOUNT 7506990	35.88
	24/09/20	2-51-400-07	C900012258	HARE FOODS LTD.	ACCOUNT 7506990	15.64
	24/10/01	2-51-400-07	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	99.67
	24/10/01	2-51-400-07	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	90.00
	24/10/11	2-51-400-07	C900012353	TOFIELD MERCURY PUBLISHING LTD	AD/ FALL SUPPLEMENT	52.60
	24/09/13	2-51-400-11	C900012247	WARAWA, LYNNETTE	SC/ MILEAGE/ PETERSON	20.80
	24/09/13	2-51-400-11	C900012233	MALARSKI, AMBER	SC/ MILEAGE/ SHACKER	30.70
	24/09/13	2-51-400-11	C900012231	KELLER, DARLA	SC/ MILEAGE/ JACOBSENS	108.95
	24/09/13	2-51-400-11	C900012217	BISSON, TIFFANY	SC/ MILEAGE/ HAYS	14.86
	24/09/13	2-51-400-11	C900012217	BISSON, TIFFANY	SC/ MILEAGE/ WANNECHKO	37.64
	24/09/20	2-51-400-11	C900012258	HARE FOODS LTD.	ACCOUNT 7506990	53.30
	24/09/20	2-51-400-11	C900012258	HARE FOODS LTD.	ACCOUNT 7506990	32.66
	24/09/20	2-51-400-11	C900012267	TOFIELD PACKERS	SC/ MEAT	107.91
	24/09/20	2-51-400-11	C900012264	SCHULTZ, TREVA	SC/ MILEAGE/ WANNECHKO	45.56
	24/09/20	2-51-400-11	C900012260	KELLER, TOM	SC/ MILEAGE/ JACOBSEN	108.95
	24/09/20	2-51-400-11	C900012260	KELLER, TOM	SC/ MILEAGE/ SPARROW	9.41
	24/10/04	2-51-400-11	C900012339	WARAWA, LYNNETTE	EXPENSE / ICE CREAM	10.99
	24/10/04	2-51-400-11	C900012339	WARAWA, LYNNETTE	MILEAGE	109.45
	24/10/04	2-51-400-11	C900012327	MALARSKI, AMBER	MILEAGE	30.70
	24/10/04	2-51-400-11	C900012331	SCHULTZ, TREVA	MILEAGE	45.56
	24/10/04	2-51-400-11	C900012326	KELLER, TOM	MILEAGE	63.89
	24/10/04	2-51-400-11	C900012315	BISSON, TIFFANY	MILEAGE	37.64
	24/10/11	2-51-400-11	C900012344	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	18.89
	24/09/20	2-51-510-00	C900012258	HARE FOODS LTD.	ACCOUNT 7506990	33.58
	24/10/11	2-51-510-00	C900012344	CANOE PROCUREMENT GROUP OF CAN	BILLINGS	42.95
					FUNCTION TOTAL	15,121.51
71	24/09/09	2-71-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - NATURE CENTRE	86.59
	24/10/07	2-71-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - NATURE CENTRE	86.59
	24/09/27	2-71-240-00	C900012298	DEMERS, ELISA	JANITORIAL - NATURE CENTRE	150.00
	24/09/27	2-71-240-00	C900012306	PIDERNAL, MARY GRACE	JANITORIAL - NATURE CENTRE	150.00
	24/09/13	2-71-250-00	C900012245	TRU HARDWARE	BILLINGS	11.99
	24/09/30	2-71-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - NATURE CENTRE	591.22
	24/09/30	2-71-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - NATURE CENTRE	95.27
					FUNCTION TOTAL	1,171.66
72	24/09/13	2-72-240-00	C900012224	DUKART, DENISE M.	HALL CARETAKER	750.00
	24/09/27	2-72-240-00	C900012301	DUKART, DENISE M.	HALL CARETAKER	750.00
	24/10/11	2-72-240-00	C900012346	DUKART, DENISE M.	HALL CARETAKER	750.00
	24/09/13	2-72-255-00	C000016831	VEG FIRE & SAFETY	SEMI-ANNUAL KITCHEN SUPPRESSION	378.50

10/10/24 11:14:24

ACCOUNTS PAYABLES LISTING BY FUNCTION

PAGE 7

Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
72	24/09/30	2-72-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - COMMUNITY HALL	591.26
	24/09/30	2-72-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - COMMUNITY HALL	81.24
FUNCTION TOTAL						3,301.00
73	24/09/13	2-73-251-00	C900012240	THOR INSURANCE & REGISTRIES LT	REGISTRATION RENEWAL	96.00
	24/09/13	2-73-251-00	C900012240	THOR INSURANCE & REGISTRIES LT	HANDICAP PLACARD RENEWAL	9.00
	24/09/13	2-73-251-00	C000016828	NAPA AUTO PARTS TOFIELD	BILLINGS	18.39
	24/09/13	2-73-251-00	C900012222	CHEHADE, BRENDA	HANDIVAN DRIVER	215.00
	24/09/13	2-73-251-00	C900012216	BELL MOBILITY	ACCT 528927011	14.20
	24/09/13	2-73-251-00	C900012221	CANOE PROCUREMENT GROUP OF CAN	FUEL	727.98
	24/09/13	2-73-251-00	C000016821	BULLZEYE FIRE & SAFETY	NSC AUDIT/ HANDIVAN SOCIETY	1,376.00
	24/09/20	2-73-251-00	C900012254	CHEHADE, BRENDA	SHUTTLE DRIVER/ SEPT 1-15	155.00
	24/09/20	2-73-251-00	C900012256	FORSTNER, DORIS	SHUTTLE DRIVER/ SEPT 1-15	235.00
	24/09/20	2-73-251-00	C900012251	BENIUK, HEATHER	SHUTTLE DRIVER / SEPT 1-15	255.00
	24/10/04	2-73-251-00	C900012318	CHEHADE, BRENDA	WEDDING SHUTTLE	165.00
	24/10/04	2-73-251-00	C900012322	FORSTNER, DORIS	SHUTTLE DRIVER/ SEPT 16-30	70.00
	24/10/04	2-73-251-00	C900012314	BENIUK, HEATHER	SHUTTLE DRIVER/ SEPT 16-30	405.00
	24/10/11	2-73-251-00	C900012344	CANOE PROCUREMENT GROUP OF CAN	FUEL - HANDIVAN	327.82
FUNCTION TOTAL						4,069.39
74	24/09/13	1-74-400-10	C900012243	TOTAL RY-TOF TOURNAMENT	RY-TOF/ KRONIK	350.00
	24/09/13	1-74-400-10	C900012243	TOTAL RY-TOF TOURNAMENT	RY-TOF/ BEER BALLERS	350.00
	24/10/01	1-74-400-10	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	500.00
	24/10/04	1-74-400-10	C900012335	TOFIELD AGRICULTURAL SOCIETY	ARENA MTG ROOM/ OCT 5	55.00
	24/09/13	2-74-400-03	C000016827	LIVING BACKWARDS MEDIEVAL SOCI	SUMMER PROGRAM/ MEDIEVAL DAY	200.00
	24/09/20	2-74-400-03	C900012257	GUIOTON, JENNIFER	EXPENSES/ SUMMER PROGRAM	8.00
	24/10/01	2-74-400-03	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	339.01
	24/10/01	2-74-400-03	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	21.96
	24/09/13	2-74-400-10	C900012242	TOFIELD MERCURY PUBLISHING LTD	AD/ DON'T HIBERNATE FAIR	99.00
	24/10/11	2-74-400-10	C900012353	TOFIELD MERCURY PUBLISHING LTD	AD/ DON'T HIBERNATE FAIR	99.00
FUNCTION TOTAL						2,021.97
75	24/09/09	2-75-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - LIBRARY	153.37
	24/10/07	2-75-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - LIBRARY	153.37
	24/10/04	2-75-230-00	C900012313	BECHER MUNRO & COMPANY	FINANCIAL STATEMENTS	4,250.00
	24/09/27	2-75-240-00	C900012298	DEMERS, ELISA	JANITORIAL - LIBRARY	200.00
	24/09/27	2-75-240-00	C900012306	PIDERNAL, MARY GRACE	JANITORIAL - LIBRARY	200.00
	24/10/11	2-75-765-00	C900012354	TOFIELD MUNICIPAL LIBRARY	REQUISITION	42,113.00
FUNCTION TOTAL						47,069.74
76	24/09/09	2-76-215-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	106.15

ACCOUNTS PAYABLES LISTING BY FUNCTION

Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
76	24/10/07	2-76-215-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	107.34
	24/10/04	2-76-215-01	C900012340	XPLORE INC.	ACCT 1672172/ WIFI	160.00
	24/09/13	2-76-250-00	C900012245	TRU HARDWARE	BILLINGS	30.71
	24/09/13	2-76-250-00	C000016828	NAPA AUTO PARTS TOFIELD	BILLINGS	105.31
	24/09/20	2-76-250-00	C900012252	BERRE CLOTH, DAVE	GOLF CART	3,500.00
	24/09/09	2-76-250-01	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	106.14
	24/09/13	2-76-250-01	C900012221	CANOE PROCUREMENT GROUP OF CAN	FUEL	658.60
	24/09/13	2-76-250-01	C900012246	TWIN LAKES READY - MIX & AGGRE	RED SHALE	2,200.00
	24/09/13	2-76-250-01	C900012248	WILD ROSE CO-OPERATIVE ASSOCIA	FUEL	5.70
	24/09/13	2-76-250-01	C900012248	WILD ROSE CO-OPERATIVE ASSOCIA	FUEL	75.89
	24/09/13	2-76-250-01	C000016832	WEX CANADA LTD.	FUEL	22.31
	24/10/01	2-76-250-01	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	161.26
	24/10/07	2-76-250-01	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	107.35
	24/10/11	2-76-250-01	C900012344	CANOE PROCUREMENT GROUP OF CAN	FUEL - SPORTSFIELDS	215.94
	24/10/11	2-76-250-01	C900012358	WILD ROSE CO-OPERATIVE ASSOCIA	FUEL - SPORTSFIELDS	16.77
	24/09/13	2-76-250-02	C900012245	TRU HARDWARE	BILLINGS	9.00
	24/09/30	2-76-250-02	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - CAMPGROUND	472.10
	24/10/01	2-76-250-02	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	101.95
	24/09/20	2-76-250-03	C900012262	NEUFELD, CINDY	ARENA TEAR DOWN/ LUNCH	163.38
	24/10/04	2-76-250-03	C900012338	TRU HARDWARE	BILLINGS	16.10
	24/10/04	2-76-250-03	C000016841	NORTHWAY LANDSCAPING LTD.	MEMORIAL GARDEN LANDSCAPING	7,300.00
	24/10/11	2-76-250-03	C000016843	TOFIELD TRANSIT MIX LTD.	CEMENT PAD/ BENCH	565.00
	24/09/27	2-76-250-04	C900012299	DODD, LORI	WATERING	1,800.00
	24/10/11	2-76-250-05	C900012345	DRIVEN TRANSPORT INC	SAND FOR RIDING ARENA	2,900.00
	24/09/13	2-76-520-00	C000016828	NAPA AUTO PARTS TOFIELD	BILLINGS	21.30
	24/09/13	2-76-520-00	C900012226	GREGG DISTRIBUTORS	TRIM LINE	78.27
	24/09/13	2-76-521-00	C900012221	CANOE PROCUREMENT GROUP OF CAN	FUEL	658.59
	24/09/13	2-76-521-00	C900012248	WILD ROSE CO-OPERATIVE ASSOCIA	FUEL	5.69
	24/09/13	2-76-521-00	C900012248	WILD ROSE CO-OPERATIVE ASSOCIA	FUEL	75.88
	24/09/13	2-76-521-00	C000016832	WEX CANADA LTD.	FUEL	22.31
	24/10/11	2-76-521-00	C900012344	CANOE PROCUREMENT GROUP OF CAN	FUEL - PARKS	215.95
	24/10/11	2-76-521-00	C900012358	WILD ROSE CO-OPERATIVE ASSOCIA	FUEL - PARKS	16.77
					FUNCTION TOTAL	22,001.76
99	24/10/11	2-99-752-00	C900012342	BEAVER FOUNDATION	REQUISITION	33,760.07
					FUNCTION TOTAL	33,760.07
					FINAL TOTALS TOTAL	719,191.01

* * * END OF REPORT * * *

**MINUTES OF THE REGULAR MEETING OF HIGHWAY 14
REGIONAL WATER COMMISSION held THURSDAY,
September 19, 2024 Highway 14 Regional Water
Commission Administration Building Boardroom**

PRESENT

1. Chair Ducherer; Vice Chair Martineau, Director Smook, Buttner, and Schiewe (Alternate)

Also Present: Brent Clark, Interim CAO
Lawrence Allen, Operations Director
Crystal Yeske, Office Manager

Absent: Director Beckett

CALL TO ORDER

2. Chair Ducherer called the meeting to order at 4:00 p.m.

**ADOPTION OF
AGENDA**

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

142-09-24

CARRIED UNANIMOUSLY

DELEGATION

4. Presentation by Ryley Resident

No delegation was present. Brent Clark, CAO, updated the board of the Ryley residents concerns.

MINUTES

5. **MOVED** by Martineau to approve the minutes of the Regular Meeting held, July 18, 2024, as amended.

143-09-24

CARRIED UNANIMOUSLY

Administration to email the Emergency Response Plan and Safe Water Drinking Plan to all board members, as soon as practical.

**Minutes of the Highway 14 Regional Water Services
Commission Regular Meeting September 19, 2024**

FINANCIALS

6.1 Monthly Bank Reconciliation Statement- August 31, 2024

6.2 Quarterly Budget Report – August 31, 2024

MOVED by Smook to approve the Monthly Bank Reconciliation Statement and Quarterly Budget report for August 31, 2024, for information as presented.

144-09-24

CARRIED UNANIMOUSLY

UNFINISHED

7.1 RFD-Draft Agreement for the Removal and Repair of 49 Street-Village of Ryley

MOVED by Smook that Administration has a Crossing Proximity Agreement developed and signed by both Highway 14 Regional Water Services Commission and the Village of Ryley, as soon as practical.

145-09-24

CARRIED UNANIMOUSLY

7.2 Village of Ryley Franchise Agreement

MOVED by Martineau to approve the Facility Purchase and Sale Agreement with the amendments to the contact information, schedule C and D and the completion of easement and or caveat, Lot 11 Block 31, Plan 0325636.

146-09-24

CARRIED

MOVED by Smook to approve the Water Supply Agreement with the Village of Ryley amending Schedule B to read Section 7.2 and update the administration contact information.

147-09-24

CARRIED

**Minutes of the Highway 14 Regional Water Services
Commission Regular Meeting September 19, 2024**

NEW BUSINESS

8.1 Mold Report

MOVED by Smook to accept the Mold Report for information.

148-09-24

CARRIED UNANIMOUSLY

8.2 Strategic Plan

MOVED by Buttner that administration contact consultants and see if they are available for the Strategic Planning Session scheduled for October 22, 2024 and October 24, 2024, at 9:00 a.m.

149-09-24

CARRIED UNANIMOUSLY

Break at 6:30 p.m.
Reconvened at 6:40 p.m.

8.3 Safety Program – East Side Safety – Estimated Budget Costs

For information.

8.4 Policy Adm 1.08 – Accounting Services – Electronic Funds Transfer

MOVED by Ducherer to approve policy Adm 1.08 Accounting Services.

150-09-24

CARRIED UNANIMOUSLY

8.5 Beaver Regional Water Capacity Operating Committee

MOVED by Smook we accept for information the Beaver Regional Water Capacity Operating Committee presentation for information and expect that the items contained in the presentation will be addressed at our Strategic Planning Session.

151-09-24

CARRIED UNANIMOUSLY

**Minutes of the Highway 14 Regional Water Services
Commission Regular Meeting September 19, 2024**

8.6 Sale of Vacant Land

Resolution signed by all board members.

8.7 Application for Grant Funding for Reservoir

For information.

8.8 Disposal of Assets

(a) Bylaw 24-4 Vacant Land

MOVED by Martineau to approve first reading of Bylaw 24-4, Dispose of Certain Assets, Vacant Land.

152-09-24

CARRIED UNANIMOUSLY

MOVED by Buttner to approve second reading of Bylaw 24-4, Dispose of Certain Assets, Vacant Land.

153-09-24

CARRIED UNANIMOUSLY

MOVED by Smook to consider third reading of Bylaw 24-4, Dispose of Certain Assets, Vacant Land.

154-09-24

CARRIED UNANIMOUSLY

MOVED by Martineau to approve third reading of Bylaw 24-4, Dispose of Certain Assets, Vacant Land.

155-09-24

CARRIED UNANIMOUSLY

**Minutes of the Highway 14 Regional Water Services
Commission Regular Meeting September 19, 2024**

(b) Bylaw 24-5 Transferred Assets to Strathcona County

MOVED by Ducherer to approve first reading of Bylaw 24-5, Dispose of Certain Assets, Transferred Assets to Strathcona County.

156-09-24

CARRIED UNANIMOUSLY

MOVED by Smook to approve second reading of Bylaw 24-5, Dispose of Certain Assets, Transferred Assets to Strathcona County.

157-09-24

CARRIED UNANIMOUSLY

MOVED by Buttner to consider third reading of Bylaw 24-5, Dispose of Certain Assets, Transferred Assets to Strathcona County.

158-09-24

CARRIED UNANIMOUSLY

MOVED by Schiewe to approve third reading of Bylaw 24-5, Dispose of Certain Assets, Transferred Assets to Strathcona County.

159-09-24

CARRIED UNANIMOUSLY

(c) Bylaw 24-6 Sale of Ryley Distribution System

MOVED by Schiewe to approve first reading of Bylaw 24-6, Dispose of Certain Assets, Sale of Ryley Distribution System.

160-09-24

CARRIED UNANIMOUSLY

MOVED by Martineau to approve second reading of Bylaw 24-6, Dispose of Certain Assets, Sale of Ryley Distribution System.

161-09-24

CARRIED UNANIMOUSLY

**Minutes of the Highway 14 Regional Water Services
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MOVED by Smook to consider third reading of Bylaw 24-5,
Dispose of Certain Assets, Sale of Ryley Distribution System.

162-09-24

CARRIED UNANIMOUSLY

MOVED by Ducherer to approve third reading of Bylaw 24-5,
Dispose of Certain Assets, Sale of Ryley Distribution System.

163-09-24

CARRIED UNANIMOUSLY

Break at 7:47 p.m.
Reconvened at 7:50 p.m.

REPORTS

9.1 CAO Report

Handout was presented.

9.2 Operations Report

Handout was presented

9.3 Commissioner Report

No report.

MOVED by Schiewe to approve the CAO, Operations and
Commissioner reports, for August, for information.

164-09-24

CARRIED UNANIMOUSLY

**Minutes of the Highway 14 Regional Water Services
Commission Regular Meeting September 19, 2024**

CORRESPONDENCE

10. Correspondence

No correspondence.

CLOSED SESSION

Lawrence Allen, Operations Director and Crystal Yeske, Office Manager left the regular meeting at 8:00 p.m.

11. **MOVED** by Smook to meet in Closed Session at 8:00 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.

165-09-24

CARRIED UNANIMOUSLY

MOVED by Smook to revert to the regular session at 8:25 p.m.

166-09-24

CARRIED UNANIMOUSLY

Lawrence Allen, Operations Director and Crystal Yeske, Office Manager, returned to the regular session at 8:27 p.m.

MOVED by Ducherer motion 137-07-24 to increase the legal expenses budget up to \$10,000.

167-09-24

CARRIED UNANIMOUSLY

MOVED by Smook that the October meeting be moved to October 24, 2024, at 6:00 p.m.

168-09-24

CARRIED UNANIMOUSLY

**Minutes of the Highway 14 Regional Water Services
Commission Regular Meeting September 19, 2024**

ADJOURNMENT 12. **MOVED** by Ducherer that the meeting adjourn at
8:30 p.m.

169-09-24

CARRIED UNANIMOUSLY

CHAIR

CHIEF ADMINISTRATIVE OFFICER



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR116752

October 2, 2024

Dear Chief Elected Officials:

The Government of Alberta is increasingly concerned about the federal carbon tax's impact on municipalities. For the provincial government to better understand the pressures municipalities are facing and advocate to the federal government on your behalf, we are requesting that all Alberta municipalities share data relating to the impact of the carbon tax on your operations, both directly and indirectly.

I am inviting you to share your municipality's feedback through this online survey, <https://extranet.gov.ab.ca/opinio6/s?s=64826>, which will be open until 4:00pm on October 9, 2024.

If you have any questions regarding the survey, I encourage you to connect with us at ma.engagement@gov.ab.ca.

I look forward to hearing your perspectives on this important issue.

Sincerely,

Ric McIver
Minister of Municipal Affairs

cc: Chief Administrative Officers



Tofield and Area Health Services Foundation

Box 1155 Tofield AB T0B 4J0

September 24, 2024

Town of Tofield Council
Box 30
Tofield, AB T0B 4J0

Dear Mayor Dueck:

2024 marks the 20th Anniversary for the Tofield and Area Health Foundation serving our community. In honour of the occasion, we are hosting a Gala on Saturday October 26th at the Tofield Legion. Your Council and Administration are cordially invited to this event which will feature entertainment by Beaver County's own Abby K and her band.

Date: Saturday October 26th
Time: 5PM Cocktail hour; 6PM Dinner; Entertainment to follow
Location: Tofield Legion
Tickets: Available at the Town of Tofield Office, Village of Ryley Office or from members of the Health Foundation board

Thank you for your ongoing support over the years. We look forward to seeing you at our event.

Our mission is to preserve and enhance the role of the Tofield Health Center and associated providers of healthcare services to Tofield, Ryley, Beaver County and surrounding communities.

Sincerely,

Brenda Chehade, Chair
Tofield & Area Health Services Foundation



TOWN OF VEGREVILLE

Town of Vegreville/Municipal Enforcement
6820 Hwy 16A W
VEGREVILLE, ALBERTA T9C 0A7

T: 780-631-2810 | F: 780-632-2296
muni-enforce@vegreville.com | www.vegreville.com

QUARTERLY REPORT July, August and September 2024

DATE: October 8, 2024

TO: Cindy Neufeld
Chief Administrative Officer

From: CPO. Chelaine Regehr
Municipal Enforcement Services Dept.

COMMUNITY STANDARDS

Notices to maintain grass/unsightly:	27
Notice to Entry:	10
Notice for Mayweed	2

ANIMAL CONTROL

Dogs Barking:	3
Dog bite person:	1
Dog at Large:	1
Dog other:	3

OTHER

Assist General Public:	1
Parking Complaints:	2

TRAFFIC/BYLAW TICKETS

Speed:	2
Passing School bus:	1
Handheld Device:	1
Speeding school zone:	1
No Registration:	2
Bylaw ticket	1

Total: 8



TOWN OF VEGREVILLE

Town of Vegreville/Municipal Enforcement
6820 Hwy 16A W
VEGREVILLE, ALBERTA T9C 0A7
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muni-enforce@vegreville.com | www.vegreville.com

Again, this quarter there was only one dog at large and again this dog had never gotten out before, and the owner was out actively looking for it; the dog was found by the owner. There was one dog attack complaint this past quarter, with a person getting bite. As a result, the dog was deemed dangerous under the town bylaw, with the owner slowly complying to the restrictions the town has put in place for that classification of dog.

Grass and unsightly notices continued to go out throughout the summer, residence comply to these orders for the most part, but there are still some that must have a crew come in to remedy the issue/s.

Traffic did slow over the course of the last three months, as less time was spent conducting traffic operations do to complaints that have come in that involved a higher paperwork load. Drivers passing school buses is still an issue is school year with one driver getting a warning and another resulting in a citation. When this offence occurs, a reminder is put out to the public utilizing town resources. Also, when seen verbal warnings are given to drivers that are conducting U-turns and j-turns this also results in explaining educating drivers on the rules and fines associated.

This is a breakdown of the complaints and statistics that we have compiled. Our focus in the next three months will be to finish up grass/unsightly orders that will go out before the next large item drop off and traffic as complaint call will decrease and more time will allow for traffic operations.

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

Respectfully,

CPO. Chelaine Regehr
Municipal Enforcement Services Dept.



TOWN OF TOFIELD

**POLICY AND PROCEDURE
HANDBOOK**

**OPERATIONAL
FINANCIAL MANAGEMENT**

POLICY: FUNDING/DONATIONS Policy 3.15

POLICY

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

DEFINITIONS

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



POLICY: FUNDING/DONATIONS Policy 3.15

2. **"Eligible Event"** is defined according to the following:
- a) Under the constraints of this policy, the Tofield Agricultural Society & Tofield Curling Club will not have maximum or minimum funding amounts allocated to requests.
 - b) Event that appeals to the general population and has garnered a high level of community acceptance.
 - c) Proceeds from the event are solely intended to support the community.
 - d) Event(s) that are hosted within the Town of Tofield and must be open and accessible to the public regardless of age, gender, creed, or religion.
 - e) Event is non-partisan in nature.
 - f) Event is at a national or provincial assembly, competition or tournament which focuses directly on community sports, culture, leadership training, academic excellence, or improving organizational and community development skills used in public life.
3. **"Eligible Applicant"** is defined according to the following:
- a) Under the constraints of this policy, the Tofield Agricultural Society & Tofield Curling Club will not have maximum or minimum funding amounts allocated to requests.
 - b) Organizations including registered non-profit societies, Canadian registered charities that operate in the Tofield area or other community groups/organizations.
 - c) Organizations that are non-partisan in nature.
 - d) Individuals participating in a national or provincial event as defined under "Eligible Event".



POLICY: FUNDING/DONATIONS Policy 3.15

GUIDELINES AND PROCEDURES:

Responsibilities

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

Standards

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



POLICY: FUNDING/DONATIONS Policy 3.15

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

COUNCIL APPROVAL MOTION #08-04-24


MAYOR

DATE April 8, 2024



**TOWN OF TOFIELD
COUNCIL
REQUEST FOR DECISION**

Meeting Type: *Regular Meeting*
Department: *Administration*
Presented by: Jeff Edwards

Meeting Date: October 15th, 2024
Confidential?: NO

Topic: Candidate Orientation – Municipal Election 2025

DISCUSSION:

The next Municipal Election is set to take place in October of 2025. The political landscape is one that is often unknown, and truly one that may be misunderstood by those looking to participate in the electoral process. Feedback from throughout the province, not just locally, is that if there was an information session in advance to provide an overview of expectations, roles, responsibilities and background on governance, this might help to increase willingness of participants.

Therefore, Administration has reached out to Strategic Steps, the same group who provided our Strategic Planning Sessions. Strategic Steps has provided this type of orientation session in multiple communities across Canada, with great success. Further, this is not something that has been provided to the community in the past. Therefore, may garner a greater interest from the public in Municipal Government. As we are aware, it is required to have orientation and training after becoming elected, this may help to further educate those looking to run for local office.

INTERGOVERNMENTAL INVOLVEMENT:

There is potential to have this orientation extended regionally.

EXTERNAL AND INTERNAL COMMUNICATIONS/PARTICIPATION:

Should Council provide a motion of support this would be relayed back to Strategic Steps to secure their services for 2025.

FINANCIAL IMPLICATIONS:

The financial requirement would be \$5000 for the two, two-hour sessions.

ALTERNATIVES:

1. Council approves the proposal to have the Candidate Orientation
2. Council denies the proposal & suggest an alternate approach.
3. Council Approves the proposal, however, suggest a regional approach and cost share
4. Council approves the proposal and implement a course of action for Administration.

RECOMMENDED ACTION:

Recommendation is being made that Council provide a motion stating:

Council for the Town of Tofield APPROVES the request to retain the services of Strategic Steps for Candidate Orientation in 2025.

Enclosures: YES



October 2, 2024

Jeff Edwards, Assistant CAO
Town of Tofield
Box 30
5407 50 St.
Tofield, Alberta T0B 4J0

RE: 2025 Candidate Orientation Workshop

Jeff,

Following your conversation with Ian and Lauren earlier this year, along with your recent email, we are pleased to present this proposal for a Candidate Orientation Workshop for your review.

In 2021, we conducted several Candidate Orientations for both rural and urban municipalities in Alberta. We are also scheduled to provide the same service in Nova Scotia and Saskatchewan in the coming weeks in preparation for their upcoming 2024 Municipal Elections.

Strategic Steps Inc. and our associates have more than 25 years' experience and have conducted many Council, Administration and Board workshops. Our business has afforded us the opportunity to associate with many people and organizations in the municipal sector and beyond. Through this experience, we have developed strong skills in areas including:

- Governance orientations;
- Governance and Organizational reviews, legislation, and policy development;
- Strategic and Sustainability Plan creation and updates;

Our Candidate Workshops are designed to equip potential candidates with all the essential information they need to run for election, offering a clear understanding of local government and what it means to serve as an elected official.

The attached proposal provides an outline for the work associated with the facilitation process. You may view our company profile at www.strategicsteps.ca.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'MS', is placed above the printed name.

Melanie Samson
Business Development Lead

📞 780.264.2125

✉️ melanie@strategicsteps.ca

🌐 strategicsteps.ca

Building Great Governance Together.



Candidate Workshop

Town of Tofield



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Introduction



15+

Years of operations

800+

Completed Projects

73%

Re-engagement Rate

1.88

Contracts per client

With a wealth of experience spanning numerous jurisdictions, Strategic Steps has conducted dozens of orientations across three provinces, one territory, and even in the United States.

As many of our staff have past experiences working for municipal government, we understand firsthand the value of forming and maintaining strong relationships between administration and Council. This is why we place significant value on Candidate and Council Orientation Sessions. Through our extensive experience, we have gleaned that while legislative frameworks may vary, the foundational principles of good governance remain steadfastly similar.

In light of the evolving landscape and heightened incivility within our communities, we firmly believe that Candidate Workshops serve as the crucial initial step to equip potential candidates with the requisite understanding and mindset to embark upon their journey into elected office. By engaging Strategic Steps as your partner, you can benefit from the expertise of our seasoned professionals in the realm of good governance, setting your members up for success.

We would be privileged to have the opportunity to work with the Town of Tofield in facilitating the Candidate Workshop Session for your community.

Company Overview



About Us

Strategic Steps Inc. works with organizations throughout Canada, in building upon their existing strengths, while setting actionable and aspirational processes and goals in motion, hinged on innovation and an eye on organizational sustainability.

With a team of qualified specialists, we tailor our approaches to the needs of each client and project, while providing insights that allow organizations to achieve their vision of success. We pride ourselves on sharing the knowledge we have had the privilege of accumulating over years of working with organizations; and on developing recommendations and processes that are practical, sustainable, strategic, and grounded in the characteristics that make each organization distinctive and successful.

We are proud to work with our clients in delivering good governance and facilitating organizational excellence in areas including Council and Candidate Orientations, Strategic Planning, Corporate Planning and more.

Vision

Building Great Governance Together

Mission

Strategic Steps is an organization rooted in integrity, expertise, and diligence. We are trusted by our clients to provide independence, a diverse skill set, and capacity where it is needed most, helping clients achieve their vision of success.

Values

Innovation: Pushing boundaries to contribute superior value.

Wisdom: Sharing what we know and learn for the benefit of all.

Independence: Unlocking potential through trusted fact-based decision making, free of preconceptions.

Integrity: Listening, respecting, and choosing honesty in our commitments.

Our Approach

Candidate Workshop

Local government candidates bring enthusiasm and a vision for a thriving community, yet they may lack the expertise crucial for success in elected roles. Our Candidate Workshop strives to address this gap by providing candidates with the skills needed to make positive contributions to their community.

In an era characterized by rapid societal change and evolving community dynamics, the role of municipal governance has never been more critical. Aspiring council members represent the future stewards of their communities, entrusted with the responsibility of shaping policies, fostering collaboration, and championing the interests of residents. However, the landscape of local governance is multifaceted, often posing complex challenges and nuanced decision-making scenarios. To navigate these complexities effectively and fulfill their roles with excellence, prospective council members require comprehensive and preparation. Our workshop serves as a proactive initiative to address this need, offering a structured platform for knowledge dissemination, skill development, and peer networking.

By equipping participants with essential insights, tools, and resources, these workshops aim to empower aspiring council members to lead with confidence, integrity, and vision, thus strengthening the fabric of local democracy and community resilience.

Workshop Length

Our workshops are designed as immersive two-hour session and are structured to optimize engagement, interaction, and learning outcomes.

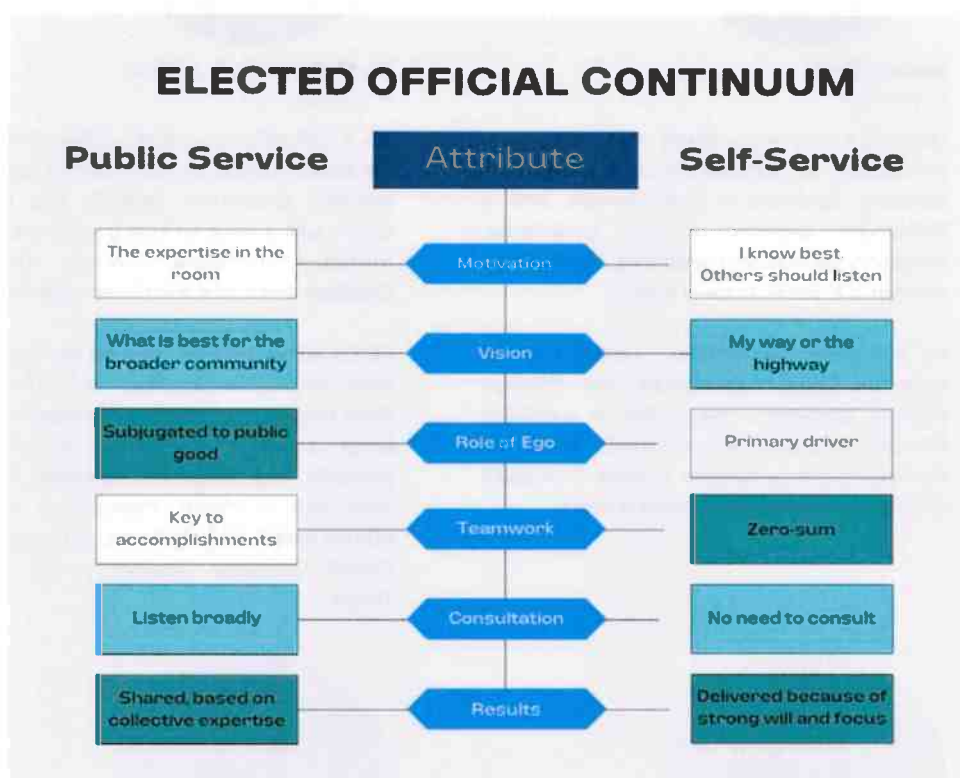
Recognizing the diverse needs and preferences of participants, the workshops can be conducted both in-person or in a virtual format. This flexible approach ensures accessibility and inclusivity, enabling individuals from varied backgrounds and geographic locations to participate actively and benefit from the shared learning experience. Whether conducted face-to-face, virtually, or through a hybrid model combining both formats, the workshops are structured to foster meaningful dialogue & collaborative learning, and inspire actionable insights.



Workshop Content

Guided by our seasoned facilitators and subject matter experts, the workshops offer a comprehensive exploration of municipal governance principles, legislative frameworks, and ethical considerations. In some cases we invite former elected officials to participate in the presentation.

The sessions commence with an in-depth overview of municipal structures, legal mandates, and regulatory frameworks, providing participants with a solid foundation for understanding the context in which local governance operates. Building upon this foundational knowledge, we will discuss the intricate roles and responsibilities of council members and administrative authorities, gaining valuable insights into the dynamics of governance and decision-making processes.



A draft agenda has been included as an appendix of this proposal and can be amended and adapted to fit the Town's needs. However, our workshop traditionally covers several key topics such as:

- Legislative Overview
- Governance & Administration Roles
- Governance Expectations
- Pitfalls for Council
- Workload & Expectations
- Candidate Resources

Finally, our workshop aims to tackle the key areas that frequently pose challenges for newly elected councillors. These encompass various aspects such as strategies for fostering team cohesion, protocols surrounding confidentiality, guidelines to prevent the abuse of power, responsible utilization of social media channels, identification and mitigation of common pitfalls, effective conflict resolution methods, and adherence to established codes of conduct.



Project Team



Lauren Driver
Project Lead

Lauren is a seasoned strategist, community service professional, & communications specialist with extensive experience in public service. With a background spanning municipal government, emergency services, and healthcare, Lauren brings a wealth of expertise to every project.

As a experienced facilitator, Lauren has led numerous Council Orientations and Strategic Planning processes. She excels at translating Council's aspirations into actionable plans. Her communications perspective ensures Candidates are engaged throughout the entire process.



Ian McCormack, President
Project Support

Ian, a nationally recognized Certified Management Consultant (CMC), has an extensive background spanning government, for-profit, and non-profit sectors with a focus on local government. Ian has conducted numerous Council Orientation, Candidate Orientation and Governance workshops.

As the author of "Who's Driving the Grader, and Other Governance Questions" and "The DNA of Great Leaders," published by Municipal World, Ian brings a wealth of expertise in governance principles and leadership aptitudes. With his certification in change management using the ADKAR model, Ian is well-equipped to support the Council Orientation Session for the Town of Tofield.



Melanie Samson
Business Development Lead

Melanie is a seasoned professional having spent 18 years working in Municipal Government. Her extensive tenure has honed her political acumen, emphasizing the significance of robust administration and council relationships.

Melanie excels in fostering strong connections and working seamlessly with diverse stakeholders. Her role will encompass client relations where she will leverage her wealth of experience to ensure exceptional service delivery and client satisfaction.



Logan Muller
Business Operations Manager

With a background in Business Administration and Operations Management, Logan has advanced skills in project coordination and organization having been in similar roles for more than 10 years.

Logan's involvement will be in an administrative & project coordination capacity.

Pricing

This budget has been developed in alignment with the deliverables outlined as core to this project's success, including all those outlined in this proposal.

The budget presented includes the cost to prepare for and facilitate the workshops and is exclusive of GST and travel expenses.



Candidate Workshops

\$5,000

- ✓ Project Kick Off
- ✓ Creation of Workshop Agenda & Material
- ✓ Facilitation of two, 2 hour workshops
- ✓ In-person, hybrid or virtual format delivery

Assumptions

We are proceeding with the assumption that only two sessions for the candidate workshop are being requested. However, we are fully prepared to accommodate additional sessions at a discounted rate of \$1,800 each, as the preparation work will have been completed for the initial session.

Disbursements

Each project phase will require a certain level of disbursements. These disbursements will be billed at cost and are expected to include travel expenses, consultation material expenses, minor meeting expenses, and printing costs.

To optimize efficiency and cost-effectiveness, we strive to accommodate multiple clients during our trips, thereby distributing or mitigating expenses across various projects. Should any of your regional partners express interest in conducting regional candidate workshops or council orientations concurrently, we would be happy to explore the possibility of cost-sharing among all involved parties.

Deposit

Upon the confirmation of an agreement, a non-refundable deposit of approximately 20% of the anticipated budget will be invoiced to the Town of Tofield.



Relevant Experience

Town of Langham

Council Orientation

Jamie Nagy

CAO

We facilitated Council Orientation sessions for the Town in November of 2017 and subsequently in 2020. Our orientation provided a comprehensive understanding of key municipal functions and governance principals.

Kneehill County

Regional Candidate Workshop & Council Orientation

Mike Haugan

CAO

We facilitated both a Regional Candidate Workshop and Council Orientation workshop that encompassed multiple municipalities. This regional approach enabled the simultaneous advancement of good governance principles and council functions, while also fostering the strengthening of regional partnerships.

Town of Innisfail

Candidate Orientation

Todd Becker

CAO

We conducted a pre-election Council Orientation workshop tailored to prospective councillors. This workshop covered essential topics such as the history of local government, the distinction between governance and operations as well as Council/CAO relationships.

Participants gained insights into council decision-making processes, conflict resolution, and ethical considerations, along with an understanding of council meetings, protocols, and communication strategies.



Additional Information

Incorporation, Insurance & WCB Coverage

Strategic Steps Inc. is incorporated in the province of Alberta and has been since 2013. It maintains insurance through the Institute of Certified Management Consultants of Canada (CMC). The relevant portions of this insurance comprise both Commercial General Liability (CGL) and Errors and Omissions (E&O), at or above industry standards. Strategic Steps holds current coverage, and is a member of good standing, with WCB.

Proof of incorporation, insurance, and WCB coverage can be provided if required.

Conflict of Interest

Strategic Steps sees no real or potential conflicts of interest, whether financial or relationship-based, or other form that counters impartiality and neutrality.

Code of Conduct

This proposal includes an individual who is a member of the Institute of Certified Management Consultants of Canada (CMC). Members of the Institute are bound by a professional Code of Conduct.

Land Acknowledgement

Strategic Steps' head office is located on the traditional territories of the Indigenous peoples of the Treaty 6 region, and the Metis Settlements and Metis Nation of Alberta. We respect the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Nations Peoples of Canada, whose presence and cultures continue to enrich our community today.

Commitment to Inclusion

Strategic Steps is committed to the principles of Equity, Diversity, and Inclusion (EDI), including creating an inclusive space for all our internal team members, and extending this culture of inclusion into our work. EDI is integral to our work towards Great Governance and organizational excellence. We embrace differences, and diversity of identity, experience, and thought, and we actively strive for inclusive behaviours across our company and through our work.





Contact Us



Website

www.strategicsteps.ca



Phone

780.264.2125



E-mail

melanie@strategicsteps.ca



HQ address

#235, 450 Ordze Road, Sherwood Park, AB, T8B 0C5

Appendix A - Draft Agenda



Town of Tofield

Candidate Workshop
July/August 2025 (TBD)

1. Opening Comments

- Welcome from the Town and Strategic Steps
- Purpose & Expectations of Session

2. Legislation Overview

- Municipal Structures & Legislation
- What Municipalities do

3. Governance and Administration Roles

- Governance - duties, roles, and principles for members of Council
- Management - duties and roles of the Chief Administrative Officer
- Service Delivery - where the rubber hits the road

4. Governance Expectations

- Start at the top - Vision, Values & Strategic Plan
- Council Meetings and Closed (privileged) Session
- Council Decision-making processes
- Policies & Bylaws
- Code of Conduct
- Governance Level Finance
- Communication & Engagement
- Partnerships & Regional Collaboration

5. Pitfalls for Council

- Tone at the Top
- One-issue Candidates
- Lack of Role Clarity/Understanding

6. Workload and Expectations

- Committee work
- Advocacy
- Work and Family balance

7. Resources Available for Candidates

8. Final Comments and Adjourn



Jeff Edwards

From: Melanie Samson <Melanie@strategicsteps.ca>
Sent: October 7, 2024 1:52 PM
To: Jeff Edwards
Cc: Cindy Neufeld
Subject: Re: Candidate Orientation Proposal

Hi Jeff,

To answer your question, we traditionally try to host the two sessions close together to save on travel costs for you, our client.

We have delivered these sessions in the past utilizing a variety of combinations that include:

1. Two evening sessions (Ex: One on a Wednesday, one on a Thursday etc)
2. One evening session, one weekend session (Ex: Friday evening and Saturday day or Sunday day and Monday evening)
3. An evening session and a lunch time session/mid-day session during the week

Each community often selects the sessions based on what they think may work best for possible candidates. For both sessions, we offer the opportunity to attend virtually so that those who can not make it in person, or who wish to remain anonymous can do so).

Hope this helps! Let me know any additional questions come up as you review it.

Mel

Melanie Samson

Business Development Lead

📞 780-264-2125

✉️ melanie@strategicsteps.ca

🌐 strategicsteps.ca

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From: Jeff Edwards <jedwards@tofieldalberta.ca>
Date: Monday, October 7, 2024 at 11:39 AM
To: Melanie Samson <Melanie@strategicsteps.ca>
Cc: Cindy Neufeld <cneufeld@tofieldalberta.ca>
Subject: RE: Candidate Orientation Proposal

Melanie,

Thank you for your email. No apology required. We will take the time to review, and following review, may have an alternate scenario we wish to present.

However, prior to that, I do have one quick takeaway/question. In the proposal, it suggests having two separate sessions. Is this to be tentatively having one in July and the second in August?

Thank you, I look forward to hearing from you soon.

Regards,

Jeff Edwards, CLGM
Assistant CAO
Town of Tofield
Box 30 Tofield, AB
TOB 4J0 5407 - 50 Street
780-662-3269 P
780-662-3929 F
www.tofieldalberta.ca
jedwards@tofieldalberta.ca



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From: Melanie Samson <Melanie@strategicsteps.ca>
Sent: October 7, 2024 9:53 AM
To: Jeff Edwards <jedwards@tofieldalberta.ca>
Subject: Candidate Orientation Proposal

Good Morning Jeff,

First off, I must apologize. I found my initial email to you from last week still in my drafts folder which means you did not get this when I originally intended. For that I am sorry.

As requested, please find attached a brief proposal outlining our Candidate Orientation Service. If you have any questions or comments, I would be happy to chat with you once you have had a chance to review it.

Again, I am sorry for the unintended delay.



**BEAVER REGION
WATER CAPACITY OPERATING COMMITTEE**

TERMS OF REFERENCE

The Municipal CAOs, BESC Regional Manager, and Water Commission CAO hereby agree to the following terms of reference for a Beaver Region Water Capacity Operating Committee, as witnessed by their signatures below.

DEFINITIONS

1. **“Beaver Region or Region”** means the collective municipalities of Beaver County, the Towns of Tofield and Viking, and the Villages of Ryley and Holden.
2. **“Beaver Regional Partnership”** means the intermunicipal committee established by bylaw in each Municipality;
3. **“BESC Regional Manager”** means the Regional Manager of the Beaver Emergency Services Commission.
4. **“Board(s)”** means the Boards of Directors of the Highway 14 Regional Water Services Commission and/or the Beaver Emergency Services Commission as the context requires.
5. **“CAO”** means the Chief Administrative Officer of a Municipality, or any administrative staff member designated by a CAO to carry out functions under this Terms of Reference;
6. **“Closed Session”** means a portion of the meeting that is closed to the public to discuss a matter within one of the exceptions to disclosure in the *Freedom of Information and Protection of Privacy Act*;
7. **“Committee Member(s)”** means any or all of the CAOs, the BESC Regional Manager, and the Water Commission CAO as the context requires.
8. **“Council(s)”** means the Councils(s) of any or all of the Municipality(ies) as the context requires;
9. **“Municipality(ies)”** means Beaver County, the Towns of Tofield and Viking, and/or the Villages of Ryley and Holden as the context requires.
10. **“Regional CAO Group”** means the Municipal CAOs within the Region and their designates.
11. **“Water Commission CAO”** means the Chief Administrative Officer of the Highway 14 Regional Water Services Commission.

MEMBERSHIP

12. The Beaver Region Water Capacity Operating Committee (Committee) consists of the following:
 - a) the Municipal CAOs,
 - b) the BESC Regional Manager,
 - c) the Water Commission CAO.
13. No Committee Member may be excluded from participation in meetings.
 - a) Committee Members will endeavor to assign a designate to attend meetings in their absence to avoid delays in conducting the business of the Committee.
14. The Committee will appoint a Chair for the following functions:
 - a) prepare agendas for meetings,
 - b) prepare and distribute minutes of meetings,
 - c) coordinate receipt of information from Committee Members as outlined in the Terms of Reference,
 - d) act as liaison between Committee Members,
 - e) draft communication messages as required,
 - f) act as spokesperson to the Beaver Regional Partnership and/or Joint Council.
15. The Chair may be appointed for a specific period of time or for the length of the project.

FUNCTION AND TERMS OF REFERENCE

Purpose

16. The purpose of the Committee is as follows:

Long-Term Water Supply Needs

- a) assess the local and regional water supply infrastructure within the boundaries of the Beaver Region,
- b) investigate the current and future water supply needs of each Municipality, including residential, commercial, industrial, agricultural, and fire protection,
- c) prepare a strategic plan for optimizing water supply to each Municipality,
- d) identify potential areas for improvement of water infrastructure to meet future water supply needs,
- e) prepare water supply strategies that align with each Municipality's systems and plans, and benefit the Beaver Region as a whole,
- f) assist with preparation of business cases or grant applications to access funding consistent with the purposes of the Committee and implementation of the water supply strategies.

Operational Issues

- g) share challenges with the local and/or regional waterline infrastructure for the purpose of discussing effective and satisfactory resolutions, ensuring effective communication,
- h) work collaboratively and provide support (administrative or operational) when necessary, to resolve operational issues (including short-term water supply issues).

Committee Member Responsibilities and Communication

17. Each Committee Member will, in the spirit of collaboration:
- a) share information related to the state of its water supply infrastructure,
 - b) share past (5-year) and present water supply needs to determine the potential for increased capacity of the regional waterline,
 - c) share estimated future water supply needs to inform discussion regarding future water supply needs of the Beaver Region,
 - d) cooperate with any external contractors hired to assist with the project,
 - e) share information with, or ensure access of information to, the Committee or approved external contractors to further the purposes of the Committee,
 - f) share the workload of various tasks associated with the Committee's work,
 - g) prepare funding strategies (including cost-sharing arrangements) in pursuit of the long-term water supply needs of the Beaver Region and/or to address operational issues.
 - h) communicate openly and respectfully with all other Committee Members with respect to the activities of the Committee,
 - i) communicate consistent messaging regarding the activities of the Committee as agreed by the Committee Members,
 - j) on a minimum monthly basis, communicate with their respective Councils or Boards in Closed Session meetings in accordance with the *Freedom of Information and Protection of Privacy Act*, Section 21(1) – Disclosure harmful to intergovernmental relations, or other relevant section.

Decision-Making

18. The Committee will act by consensus of all the Committee Members.
19. Committee Members are not authorized to bind their Councils or Boards to any financial commitments or policy decisions without prior consent by resolution of the respective Council or Board.
20. The Committee may make recommendations to the Beaver Regional Partnership and/or the Beaver Emergency Services Commission and Highway 14 Regional Water Services Commission.

Funding of Committee Activities

21. Committee Members will attend meetings at the expense of their Municipalities and Boards.
22. If funds are required to obtain information related to the purpose of the Committee and/or to engage external contractors, the Committee will
- a) prepare a budget for the activity,
 - b) determine an appropriate cost-sharing model,
 - i) the cost-sharing model may be different amongst the activities in relation to the beneficiary of the results of the activity.
 - c) prepare a Request for Decision for each Council's and Board's consideration.
23. An activity that does not affect all Municipalities and Boards in the Beaver Region may proceed outside the oversight of the Committee.

MEETING PROCEDURES, AGENDAS, AND MINUTES

24. The Committee will meet on a minimum monthly basis, and typically in conjunction with a Regional CAO Group meeting subject to the availability of the majority of the Committee Members.
 - a) Committee Members will endeavor to assign a designate to attend meetings in their absence to avoid delays in conducting the business of the Committee.
25. Agendas will be prepared for Committee meetings.
 - a) Due to the operating nature of the Committee, agendas will not be made public.
26. Minutes of the meetings will reflect decisions made by consensus.
 - a) Minutes may be shared with each Committee Member's Council or Board in Closed Session.
 - b) Due to the operating nature of the Committee, minutes will not be made public.

Cindy Neufeld, CAO, Town of Tofield

Glen Hamilton-Brown, CAO, Village of Ryley

Rosemary Offrey, CAO, Village of Holden

Doug Lefsrud, CAO, Town of Viking

Kayleena Spiess, CAO, Beaver County

Brent Clark, Interim CAO, Highway 14 Regional Water Services Commission

Steve Upham, Regional Manager, Beaver Emergency Services Commission