



AGENDA

REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD to be held Monday, October 28, 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. Delegation

5:00 p.m. Steve Upham, Regional Emergency Manager and Kevin Fornal, Director of Emergency Management with BESC, will be present.

5. Minutes

(a) Minutes of the Organizational meeting of Council of the Town of Tofield held October 15, 2024.

(b) Minutes of the Regular meeting of Council of the Town of Tofield held October 15, 2024.

6. Correspondence

- Invitation to attend Wes Baerg retirement celebration to be held November 3, 2024; and
- Claystone Waste Ltd Shareholder Summary of the Board meeting held August 21 & 22, 2024 and various policies.

7. New Business

- (a) Email and Letter from North Saskatchewan Watershed Alliance requesting support from the Town of Tofield.
- (b) Letter from a resident requesting permission to operate a small scale breeding facility at their residence and harbour 5 adult dogs.
- (c) Request for Decision – Bylaw 1349 – Establishment of Beaver Regional Partnership.
- (d) Request for Decision – Road Maintenance Agreement.

7. Closed Session

5:45 p.m. Rob McMullen will be present

Section 17 Personal Privacy and Section 21 – Intergovernmental Relations –
Freedom of Information and Protection of Privacy Act

8. CAO Report

9 Councillor Reports

10. Adjournment

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE TOWN OF TOFIELD held October 15, 2024

PRESENT

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

Also Present: Kari Janzen, Tofield Mercury and Jackie Sargent, Claystone Waste

CALL TO ORDER

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

DEPUTY MAYOR

3. **MOVED** by Dueck to appoint Conquest as Deputy Mayor and Martineau as Acting Mayor for the Town of Tofield.

01-10-24

CARRIED UNANIMOUSLY

POLICY

4. Review of Policy 1.08 Elected Officials, Council Representation Honorarium Expense Rates and Professional Development

MOVED by Chehade that Policy 1.08 be accepted as amended.

02-10-24

CARRIED UNANIMOUSLY

ESTABLISHMENT MUNICIPAL OFFICE

5. **MOVED** by Conquest that Municipal Office be established at 5407 – 50 Street Tofield, AB.

03-10-24

CARRIED UNANIMOUSLY

LIST OF COMMITTEES

6. **MOVED** by Martineau that the following appointments be approved:

COMMITTEE/BOARD	2024/25 APPOINTMENTS
Tofield Agricultural Society	Tiedemann
Beaver Emergency Medical Services - Ambulance	Martineau, Alt Dueck
Beaver Emergency Services Commission	Dueck, Alt Martineau
Claystone Waste Inc (PAL)	Conquest
Beaver Foundation	Dueck, Alt Chehade
Beaver Regional Partnership Committee	Dueck
Community Attraction & Retention Committee	Chehade, Alt Martineau
Highway 14 Regional Water Services Commission	Martineau, Alt Dueck
Intermunicipal Committee	Dueck & Conquest
Tofield Library Board	Conquest
Northern Lights Library System	Tiedemann, Alt Conquest
Tofield/Beaver Family & Community Support Services	Chehade, Alt Martineau
Tofield Historical Society	Conquest, Alt Tiedemann
Beaver County Victim Services	Martineau, Alt Tiedemann
Winter Festival Committee	Dueck & Chehade
Tofield Welcome Initiative	Chehade
Tourism Representation	Tiedemann, Alt Chehade
Tofield & Area Health Foundation	Chehade, Alt Martineau

04-10-24

CARRIED UNANIMOUSLY

Minutes of the Organizational Meeting
October 15, 2024

- PUBLIC AT**
7. Library Board – No public at large appointments required.
- FCSS – No public at large appointments required.
- PLANNING**
8. (a) **MOVED** by Tiedemann that Laraine Stuart, Cindy Neufeld and Jeff Edwards be appointed Development Officers for the Town of Tofield.
- 05-10-24 CARRIED UNANIMOUSLY
- 06-10-24 (b) **MOVED** by Martineau that Jane Dauphinee of Municipal Planning Services (2009) Ltd. be appointed Subdivision Authority Officers for the Town of Tofield.
- CARRIED UNANIMOUSLY
- GOVERNANCE ADMINISTRATION**
9. (a) **MOVED** by Chehade that Mike Krim be appointed the Assessor for the Town of Tofield.
- Assessor
07-10-24 CARRIED UNANIMOUSLY
- Auditor (b) **MOVED** by Conquest that Becher Munro & Company, Chartered Accountants, be appointed Auditor for the Town of Tofield.
- 08-10-24 CARRIED UNANIMOUSLY
- Signing Authority (c) **MOVED** by Chehade that all agreements or documents, cheques and other negotiable instruments made or executed on behalf of the Town of Tofield be signed by the Mayor or any Councillor and Chief Administrative Officer or Assistant Chief Administrative Officer.
- 09-10-24 CARRIED UNANIMOUSLY
- COUNCIL MEETINGS**
10. **MOVED** by Tiedemann that the Regular Meeting of Council of the Town of Tofield be held on the second and fourth Mondays of each month at 5:00 p.m. and that if the Monday is a Statutory Holiday the meeting shall be held on the Tuesday at 5:00 p.m. following.
- 10-10-24 CARRIED UNANIMOUSLY
- ADJOURNMENT**
11. **MOVED** by Chehade that the meeting adjourned at 5:15 p.m.
- 11-10-24 CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD held Tuesday, October 15, 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 Jeff Edwards.

Also Present: Kari Janzen, Tofield Mercury and Jackie Sargent, Claystone Waste Ltd., Cst S Randall and R/Cst S. Genereaux

CALL TO ORDER

2. Mayor Dueck called the meeting to order at 5:16 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

12-10-24

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

CARRIED UNANIMOUSLY

Add 9. New Business (c) Trunk or Treat

MINUTES

13-10-24

4. (a) **MOVED** by Chehade that the Minutes of the Regular meeting of Council of the Town of Tofield held September 23, 2024, be approved as presented.

CARRIED UNANIMOUSLY

DELEGATION

5. 5:18 p.m. Jackie Sargent, Communication and Public Relation Advisor, Claystone Waste Ltd. was present to introduce herself to Council and to provide an overview of Claystone Waste Ltd activities.

Sargent left the meeting at 5:33 p.m.

FINANCIAL

14-10-24

6. (a) **MOVED** by Martineau that the Financial Statement for the month September 30, 2024 be approved.

CARRIED UNANIMOUSLY

- (b) **MOVED** by Chehade that the Budget Report for the month ending September 30, 2024 be approved as presented.

CARRIED UNANIMOUSLY

15-10-24

- (c) **MOVED** by Tiedemann that the Open Payables for the months of September and October 2024 in the total amount of \$842,743.54 be approved.

CARRIED UNANIMOUSLY

16-10-24

**Minutes of the Town of Tofield Regular Council Meeting
October 15, 2024**

CORRESPONDENCE

7. The following Correspondence was presented:

- Unapproved Minutes 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 Foundation to attend the 20th Anniversary for the Tofield and Area Health Foundation to be held October 26, 2024; and
- Quarterly Report from the Town of Vegreville for Municipal Enforcement.

MOVED by Chehade that the Correspondence be received and filed.

17-10-24

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

8. (a) Review of Policy 3.15 Funding/Donations.

MOVED by Conquest to approve Policy 3.15 Funding/Donations as amended.

18-10-24

CARRIED UNANIMOUSLY

Removal: 2 d) "and must be open and accessible to the public regardless of age, gender, creed or religion"

NEW BUSINESS

9. (a) Request for Decision – Candidate Orientation – Municipal Election 2025.

MOVED by Martineau that this Orientation Session be presented to Beaver Regional Partnership to inquire if there is a desire to provide a regional Orientation.

19-10-24

CARRIED UNANIMOUSLY

(b) Beaver Region Water Capacity Operating Committee – Terms of Reference.

MOVED by Conquest that the Beaver Region Water Capacity Operating Committee - Terms of Reference be signed by the Town of Tofield's CAO.

20-10-24

CARRIED UNANIMOUSLY

(c) The Town of Tofield will participate in the Trunk or Treat on October 27, 2024.

**Minutes of the Town of Tofield Regular Council Meeting
October 15, 2024**

DELEGATION

10. 6:00 P.M. Steve Genereaux, R/Cst and Sarah Randall, Constable of the Tofield RCMP were present to provide introductions and current staffing situation at the Tofield RCMP Station.

Genereaux, Randall and Janzen left the meeting at 6:24 p.m.

CLOSED SESSION

11. **MOVED** by Martineau to go into Closed Session at 6:25 p.m. discuss matters under the Alberta FOIP Act as follows:

21-10-24

Division 2, Section 17 – Harmful to Personnel Matters Interest and Section 21 Intergovernmental Relations–
Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

22-10-24

MOVED by Martineau to revert to the regular meeting at 6:41 p.m.

CARRIED UNANIMOUSLY

No public present.

23-10-24

MOVED by Dueck that a letter be sent to Beaver Emergency Services Commission requesting a reason why the Emergency Management Plan was not enacted during the multiple family residence fire.

CARRIED UNANIMOUSLY

24-10-24

MOVED by Martineau that a letter be sent to the resident addressing the concerns.

ADJOURNMENT

12. **MOVED** by Chehade that the meeting adjourn at 6:42 p.m.

25-10-24

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

JOIN US IN CELEBRATING THE

RETIREMENT

OF

WES BAERG

SUNDAY, NOVEMBER 3

OPEN HOUSE

2:00-5:00PM

TOFIELD COMMUNITY HALL

Snacks and refreshments will be provided

TIME TO TAKE IT EASY

SHAREHOLDER SUMMARY OF BOARD MEETING

Board Meeting of August 21st and 22nd 2024

Purpose

To provide shareholding municipalities with a summary of matters discussed at the August 21/22 Board of Directors meeting.

Summary of Board Meeting

The Board of Directors discussed the following at the meeting.

Board matters:

- The Board received a Quarterly Health and Safety report for information.
- The Board received a Quarterly Human Resources Report for information.
- The Board received its regular business development update and major projects updated related to the 152 St Transfer Station project and compost expansion projects.
- The Board was presented with an update to Claystone's ESG Plan addressing items including emissions monitoring, risks and mitigation strategies, and regulatory compliance activities. The Board further discussed standardized reporting frameworks, including ESG metrics in the Annual Report, and integrating ESG measures into Claystone's business development strategy for external stakeholders.
- The Board received an overview of the Strategic Roadmap and Business Plan Priorities, highlighting Claystone's purpose, core values, and the strategies necessary to achieve its goals and vision.
- The Board discussed next steps related to a proposal to accept more compostable material from the City of Edmonton multifamily organics processing programs which was discussed at the City's Utility Committee on September 3rd.
- The Board received a government relations update pertaining to the Alberta government and the City of Edmonton.
- The Board discussed a project timeline and communication strategy for upcoming environmental initiatives to reduce methane emissions from landfill operations including testing for landfill gas activities.
- The Board discussed impressions and comments from the August 21 Community Open House, noting that feedback was generally positive potential improvements for 2025.

Governance matters:

- The Board approved revisions to the following non-core policies:
 - FIN 004 Risk Management Policy (non-material revisions)
 - This policy establishes a risk management framework to promote risk awareness and shared responsibility at all organizational levels. It supports an integrated risk management evaluation process, informed decision-making, and serves to safeguard Claystone's interests.
 - Minor changes were made to the policy to eliminate redundancies, improve clarity, and better reflect Claystone current operations.

- The revised policy will be presented to shareholders for information in the 2025 AGM materials.
- The Board approved revisions to the following core policies:
 - COR 0002 Board Member Ethics and Code of Conduct Policy (non-material revisions)
 - This policy ensures that the activities of Claystone Waste, its business affairs, and operations of its associated entities are conducted lawfully, with integrity and in an honest, fair, and responsible manner.
 - Minor changes were made to the policy to improve clarity, align with current operations, and reference its relation to other Claystone policies.
 - The revised policy will be presented to shareholders for information in the 2025 AGM materials.
 - COR 0003 Standing Committee Terms of Reference (material revisions)
 - This policy governs the process by which the Claystone Waste Board of Directors establishes working committees to assist in the governance of the corporation as authorized by the Mandate and Roles Document.
 - In addition to clerical and housekeeping updates to align with current operations, revisions included:
 - Adding clarity to the Governance Committee's responsibilities regarding Board composition, director evaluation, and succession planning.
 - Adding a risk assessment section in the Governance Committee, similar to that of the Human Resources Committee.
 - Adding a section to the policy that references related policies and governance documents.
 - The revised policy will be presented to shareholders for approval at the 2025 AGM meeting.
 - COR 0004 Board Management Relation Policy (non-material revisions)
 - This policy delineates roles and responsibilities of the Board and management, and establish protocols for management reporting to the Board.
 - Minor changes were made to the policy to correct a clerical error, ensure alignment with policy FIN 023, and reference the policy's relation to other Claystone policies.
 - The revised policy will be presented to shareholders for information in the 2025 AGM materials.

Financial matters:

- See attached Financial Excerpt for Shareholder Summary.

Next Meeting of the Board:

- The next meeting of the Board is scheduled for December 5th and 6th, 2024.

Attachments:

- FIN 004 Risk Management Policy
- COR 0002 Board Member Ethics and Code of Conduct Policy
- COR 0003 Standing Committee Terms of Reference
- COR 0004 Board Management Relation Policy

COR-0002: BOARD MEMBER ETHICS AND CODE OF CONDUCT**Date Approved by Board:** August 27, 2021**Resolution No.:** 21-067**Lead Role:** Board Chair
Chief Executive Officer**Replaces:** BRD-001 Code of Conduct Policy/
Beaver Regional Waste Services Commission**Last Review Date:** August 27, 2021**Next Review Date:** August 2024**Policy Statement**

The Ethics and Code of Conduct Policy is intended to ensure that the activities of Claystone Waste Ltd. and the business affairs and operations of its associated entities, are conducted lawfully, with integrity and in an honest, fair, and responsible manner. Acting ethically, professionally and responsibly creates value for all of Claystone Waste Ltd.'s stakeholders, including its members, customers, and employees. Each Claystone Waste Ltd. Board member is expected to act in a way that supports or enhances the corporation's reputation.

Claystone Waste Ltd.'s credibility and reputation for integrity and "doing the right thing" is built on a foundation of operational excellence, strong corporate values, high ethical standards, lawful conduct and corporate responsibility.

Guidelines

Application:

1. In this policy:
 - a. "Board Chair" means the Chair of the Corporation.
 - b. "Board member" means a member of the Board of Directors including the Chair and includes every member of a Committee established by the Board whether a member of the Board of Directors or a committee of the Board.
2. This Policy applies to all Board members and compliance with this Policy is a condition of every Board member's ongoing service.
3. This Policy incorporates other Claystone Waste Ltd. policies by reference in order to provide an overall framework and easy reference for the behaviour expected of Claystone Waste Ltd. Board members, but this Policy does not supersede the provisions of those other policies.
4. It is not intended that there be any waivers to this Policy. In the unlikely event that a waiver is considered necessary, however, it must receive prior written approval by the Board Chair in respect to a Claystone Waste Ltd. Board member or by the Board in respect of the Board Chair.

5. A valid decision by the Board may only be made at a duly convened meeting at which a quorum is present.
6. No policy can anticipate every situation that may arise. This policy sets out fundamental principles to guide Board member conduct generally and covers a wide range of business practices, activities and situations. It does not describe every circumstance that may be subject to the policy. Ultimately, personal judgment must be relied upon to determine the appropriate behaviors required to maintained personal and corporate integrity.

Compliance with Law:

7. Claystone Waste Ltd. strives to conduct its business in compliance with the letter and spirit of all applicable laws, regulations, and regulatory requirements. Moreover, many of the Corporation's activities are subject to complex and changing laws. Accordingly, Board members must diligently endeavor to remain aware of, and ensure that their conduct does not contravene, laws applicable to their position at Claystone Waste Ltd. Whenever Board members are unsure about the application or interpretation of any legal requirement, or if uncertainty arises as to whether a course of action is lawful, they should refer the matter to the Chief Executive Officer. Claystone Waste Ltd. will inform Board members in respect of material changes in law and regulations applicable to Claystone Waste Ltd. business.

Conflict of Interest:

8. A conflict of interest arises in any situation in which a Board member's obligations to serve the best interests of Claystone Waste Ltd. could be adversely affected by other personal interests, including the interests of their family members. Activities that could compromise the judgment or objectivity of a Board member in their performance of their duties should therefore be avoided.
9. If a Board member believes they may have a conflict of interest, the Board member should follow the procedures set out in the Claystone Waste Ltd. policies. If the Board member is also a Board member of an associated entity, the Board member should follow the procedures set out in the related policies of the associated entity.
10. The following is a list of some specific examples of conflicts of interest for the guidance of Board members:
 - a. **Financial Interest** – Board members or their families shall not own or control or have a financial interest in a supplier, contractor, competitor, or any other business enterprise which does business with Claystone Waste Ltd.
 - b. **Corporate Opportunities** – Board members are prohibited from taking personal advantage of opportunities discovered through the use of Claystone Waste Ltd. assets, property or information. Board members shall not use or deploy Claystone Waste Ltd. assets, property, information or their position or employment status for personal gain, including but not limited to, obtaining discounts or rebates, other than those available through authorized Claystone Waste Ltd. programs. Board members are prohibited from competing with Claystone Waste Ltd. and its associated entities.

- c. **Outside Business Activities** – Board members shall not engage in any outside business or activity that is detrimental to Claystone Waste Ltd. in any way. Board members may not participate in secondary involvements when the secondary involvement interferes with the Board member’s performance of their duties, availability or performance of Claystone Waste Ltd.’s requirements, results in any personal benefit or causes the Board member to act in any capacity for a supplier, contractor, sub-contractor, customer, competitor or any other entity with which Claystone Waste Ltd. does business, or creates the appearance of an ethical or legal conflict of interest. Board members shall not use their affiliation with Claystone Waste Ltd. to further their non-Claystone Waste Ltd.-related activities or business relationships.
- d. **Outside Board memberships** – Board members shall not serve as a Board member, officer, partner, consultant or any other role in unaffiliated profit-making organizations or not-for-profit organizations if that activity is detrimental to Claystone Waste Ltd. An activity is detrimental to Claystone Waste Ltd. if it may adversely affect the reputation of the Corporation or its associated entities.
- e. **Gifts and Entertainment** – Board members must be prudent when offering and accepting gifts (including tickets to sporting, recreational or other events) to or from a person or entity with which Claystone Waste Ltd. does or seeks to do business. In any event, no gift shall be accepted over \$250 in value without providing prior notice to the Chief Executive Officer and a Disclosure Form, as provided in Schedule 1, shall be completed for any such gift. Completed Disclosure Forms are kept on file in the Chief Executive Officer’s office. Board members may review the forms at any time.
 - i. Regardless of value, Board members must not accept or give any gift, benefit or other favor, which may be perceived as being provided in exchange for a favor or advantage to a third party carrying on business with Claystone Waste Ltd.
 - ii. Where approved business practice allows, Board members may furnish and/or accept gifts, tokens, mementos, favors and entertainment to customers or business associates. However, any such gift, favor or entertainment shall not contravene any law, or be in the form of cash, bonds, or negotiable securities that may be interpreted as a bribe, payoff, commission or any other improper payment.
- f. **Customer and Supplier Relations** – all customers, suppliers and independent contractors purchasing or furnishing goods and services must be dealt with fairly. Decisions to hire a subcontractor or purchase materials from a particular vendor must be verifiably made on the basis of objective criteria and be consistent with Claystone Waste Ltd. policies.

Confidential Information:

- 11. In the course of their service, Board members have access to information which is confidential, privileged, commercially sensitive or which may be damaging to Claystone Waste Ltd. if improperly disclosed. Board members may also have access to the confidential information of individuals or companies with which the associate entities do, or seek to do, business. Board members must protect the confidentiality of all such information, both during and after their service with Claystone Waste Ltd.

12. All information, data, inventions, discoveries, and copyright material made or developed in the course of Claystone Waste Ltd. business activity is the exclusive property of Claystone Waste Ltd. unless a written release is obtained or covered by contract. Information regarding such matters is considered confidential unless business practice requires disclosure to the public or counterparties. Board members must not disclose any associated entity's business strategies and plans, special methods of operation, technical innovations, or any other information that may be of value to competitors of Claystone Waste Ltd. for personal gain or advantage or any other reason.
13. Board members have a duty to safeguard confidential or proprietary information against unauthorized external or internal access, disclosure or loss. It is each Board member's personal responsibility to take proper measures in safeguarding Claystone Waste Ltd. information, including information contained in personal files, personal computers, CWL laptop computers or any other electronic information storage device.

Timely, Fair and Accurate Financial Disclosure:

14. Claystone Waste Ltd. is committed to providing timely, fair and accurate ~~public~~ disclosure of all of its material information and accordingly employs internal controls to prevent or detect improper accounting or reporting activities.
15. No false, artificial or misleading entries in the books, records and documents of Claystone Waste Ltd. shall be made for any reason and no personnel shall engage in any arrangement that results in such prohibited acts. All periodic reports and core public documents filed by Claystone Waste Ltd. will be prepared on the basis of full, fair, accurate and timely disclosure.
16. Board members are encouraged to disclose to the Chair, Audit and Finance Committee, any suspected wrongdoing relating to accounting, reporting and auditing matters within Claystone Waste Ltd.. Board members may do so confidentially without fear of reprisal. Board members must report instances of suspected improper accounting and accounting-related activities arising out of the following areas:
 - a. Financial accounting malpractice or impropriety or fraud;
 - b. Failure to comply with a legal reporting obligation;
 - c. Misrepresentation in the financial records and statements;
 - d. Endorsement of improper financial activities by management, external auditors or internal auditors;
 - e. Improper business conduct affecting the outcome of financial transactions;
 - f. Departures from the significant accounting and financial policies without explanation or authorization; and
 - g. Attempts to conceal any of the above.

Theft or Inappropriate Use of Claystone Waste Ltd. Assets and Resources:

17. All Board members are responsible for protecting Claystone Waste Ltd. assets, and must observe internal controls to safeguard assets against loss from unauthorized or improper use or sale of Claystone Waste Ltd.'s:

- a. **Resources** - Claystone Waste Ltd. resources include time, materials, supplies, equipment, vehicles, tools, information, relationships, electronic mail and computer systems. These resources are generally only to be used for Claystone Waste Ltd.-specific purposes;
 - b. **Name** - Board members must not use Claystone Waste Ltd.'s name or purchasing power to obtain personal discounts or rebates unless the discounts are made available to all Board members;
 - c. **Computer resources** - Claystone Waste Ltd. computer resources to view, retrieve or send sexually explicit or pornographic messages or material, violent or hate-related messages or material, discriminatory or other offensive messages or other messages or material related to illegal activities is strictly prohibited; and
 - d. **Internet, Intranet and Email** - Claystone Waste Ltd. computer networks and information resources include electronic mail and messaging system, internal Intranet and the public Internet. Computer resources and networks are provided for Claystone Waste Ltd.-related business purposes and may not be used to retrieve or send sexually explicit or pornographic messages or material, violent or hate-related messages or material, discriminatory or other offensive messages, on-line gambling or other messages or material related to illegal activities. Excessive personal use of any nature is inappropriate.
18. In protecting Claystone Waste Ltd.'s resources, the Corporation reserves the right to monitor access and contents of its computer systems, computers, electronic storage devices and networks. Board members do not have any right to privacy, except for their personal information, on electronic data residing on Claystone Waste Ltd.'s computer resources and/or telecommunication systems and devices.

Environment, Health and Safety Stewardship:

19. Claystone Waste Ltd. is committed to providing a safe and healthy working environment and protecting the public interest with standards and programs that meet or exceed industry standards and applicable government codes, standards and regulations where Claystone Waste Ltd. does business.
20. All Claystone Waste Ltd. operations are to be conducted in a manner that seeks to protect the health and safety of Board members and the communities in which it operates. All Claystone Waste Ltd. Board members are responsible for supporting its commitment to environmental responsibility.
21. Claystone Waste Ltd. is committed to providing and maintaining a workplace that ensures that all staff are treated with dignity and respect.

Privacy:

22. Claystone Waste Ltd. protects the privacy of its Board members', employees', business partners' and customers' personal information. Personal information is any information about an identifiable Board member, employee, business partner or customer that is recorded in any form or medium, other than business contact information when used for valid business reasons.

23. Any question or concern about privacy may be directed to the Chief Executive Officer.

Political Activity and Public Statements:

24. Participation of Board members in political activities should ensure they do not conflict with the mandate of the Corporation.

Seeking Guidance and Asking Questions:

25. Claystone Waste Ltd. encourages its Board members to educate themselves about ethics and to ask questions whenever they encounter a situation that raises ethical questions they cannot readily answer. Any question or concern about ethics may be discussed with the Chief Executive Officer who may engage legal counsel for advice.
26. Questions and concerns raised with the Chief Executive Officer will be treated as confidential, upon request, subject to any legal disclosure obligations.

Investigations and Hearings into Ethics and Conduct

Complaints:

27. The Board of Directors will conduct hearings into any alleged contravention of this Policy or any other alleged ethical misconduct by a Board member.
28. At a Board meeting within 6 months of the Annual General Meeting, the Board shall appoint a member (other than the Chair) or a qualified consultant to serve as Complaint Officer. The Complaint Officer shall be assigned responsibility until the Board meeting following the next Annual General Meeting.
29. The role of a Complaint Officer is to receive and review any complaints made by a Board member regarding any alleged contravention of this Policy or any other alleged ethical misconduct by another Board member.
30. Any complaint submitted to a Complaint Officer must be:
 - a. Submitted to the Complaint Officer assigned responsibility at the time the complaint is submitted;
 - b. In writing and accompanied by relevant supporting documentation including the names of any witnesses and a summary of their information;
 - c. Dated and signed by the Board member submitting the complaint.
31. Any complaint not meeting all of the criteria described above will not be accepted and will be returned to the Board member submitting the complaint.
32. If a Complaint Officer receives a complaint meeting all of the criteria described above, the Complaint Officer will determine whether the allegations, if true, would constitute a contravention of this Policy or any other ethical misconduct by the subject of the complaint. By doing so, the Complaint Officer is not making any determination whether

the allegations are, in fact, true.

33. If a Complaint Officer determines that the allegations, if true, would constitute a contravention of this Policy or any other ethical misconduct by the subject of the complaint, the Complaint Officer shall refer the complaint to the Board for a hearing.
34. If a Complaint Officer determines that the allegations, if true, would not constitute a contravention of this Policy or any other ethical misconduct by the subject of the complaint, the Complaint Officer shall dismiss the complaint and notify the Board member submitting the complaint of this decision in writing.
35. Decisions of the Complaint Officer are final and may not be appealed.
36. In the event the subject of a complaint is the Complaint Officer assigned responsibility at the time the complaint is submitted, the complaint may be submitted to the Chair of the Board.
37. A complaint referred to the Board by a Complaint Officer for a hearing shall be provided to the Chair. If the Chair is the subject of the Complaint, then the Complaint shall be provided to the Vice Chair of the Board.
38. Upon receipt of a complaint referred to the Board for a hearing the Chair or Vice Chair as the case may be shall:
 - a. Establish an Ethics and Conduct Committee in accordance with the provisions in COR 0003 Standing Committee Terms of Reference
 - b. Arrange for a time and date for a hearing to be held into the allegations (the dates will be at least four weeks in the future);
 - c. Notify the Board member submitting the complaint in writing of the time and date for the hearing;
 - d. Notify the subject of the complaint in writing of the time and date for the hearing and provide the subject of the complaint with a copy of everything provided to the Complaint Officer by the Board member submitting the complaint;
 - e. Advise the subject of the complaint in writing that they may submit any relevant material in support of their case to the Board but that such materials, including the names of any witness and a summary of their information must be received at least two weeks prior to the hearing date; and
 - f. Advise all other members of the Board in writing of the time and date for the hearing
39. Unless the Board decides otherwise, all hearings of the Ethics and Conduct Committee shall be held at the Claystone Waste Ltd. office.
40. At least one week prior to the hearing date the Chair or Vice Chair as the case may be shall provide to each member of the Ethics and Conduct Committee:
 - a. A copy of everything provided to the Complaint Officer by the Board member submitting the complaint; and
 - b. A copy of anything provided by the subject of the complaint in support of his or her case.

41. The Chair or the Vice Chair as the case may be shall preside at the hearing. All members of the Ethics and Conduct Committee are entitled to sit on the panel conducting the hearing and to vote except:
 - a. The Board member submitting the complaint;
 - b. The subject of the complaint; and
 - c. Any Board member choosing to appear as a witness for either the complainant or the subject.

42. The Procedure at any hearing of the Board or the Ethics and Conduct Committee shall be as follows:
 - a. The Chair or Vice Chair as the case may be shall open the hearing and provide a summary of the allegations against the subject of the complaint;
 - b. The Board member submitting the complaint will present their case including a review of any materials, any oral submissions and any witnesses agreeing to support their case;
 - c. members of the Board may ask questions for clarification to the complainant and any witnesses through the Chair or Vice Chair as the case may be;
 - d. The subject of the complaint will present their case including a review of any materials, any oral submissions, and any witnesses agreeing to support their case;
 - e. members of the Board may ask questions for clarification to the subject of the complaint and any witnesses through the Chair or Vice Chair as the case may be;
 - f. The Board member submitting the complaint will have a maximum of 10 minutes to summarize their presentation;
 - g. The subject of the complaint will have a maximum of 10 minutes to summarize their presentation;
 - h. The Chair or Vice Chair, as the case may be, will close the hearing and the members of the panel conducting the hearing shall go in camera to reach a decision.

43. Only members of the Board and any party appearing to make a presentation are entitled to be present at the hearing. The Chair or Vice Chair as the case may be, may allow for others including staff to be present if desirable for the conduct of the hearing.

44. The Board member submitting the complaint and the subject of the complaint are entitled to be present at all times during the hearing until it is declared closed. They are also entitled to be present when any decision is announced. They are not entitled to be present during deliberations.

45. In reaching a decision whether the subject of the complaint contravened this Policy or was guilty of other ethical misconduct a majority vote of the panel conducting the hearing is required.

46. At the conclusion of deliberations, the Board shall reconvene and the Chair or Vice Chair as the case may be shall announce the decision.

47. The Board may decide:
 - a. The material presented did not satisfy the Board that there was a contravention of this Policy or other ethical misconduct; or

- b. The material presented supported only a very technical or insignificant contravention of this Policy or at most trivial ethical misconduct and in the circumstances no sanctions are warranted; or
- c. The material presented did satisfy the Board that there was a contravention of this Policy or other ethical misconduct and that sanctions are warranted.

48. In either of the first two circumstances above, the complaint shall be dismissed. In the third circumstance, the Board shall confirm the complaint and proceed to impose one or more permitted sanctions.

49. The permitted sanctions are as follows:

- a. Censure of the Board member;
- b. A requirement for an apology from the Board member;
- c. Removal of the Board member from the Board; subject to USA provisions; or
- d. Suspension of the Board member from the Board for a period of time.

50. Decisions of the Board are final and may not be appealed.

No Retaliation:

51. Claystone Waste Ltd. will not allow or pursue retaliation of any kind against any Board member who reports a violation or ethical concern or makes a complaint. No Board member will be threatened (either overtly or impliedly) or adversely affected by retaliation or retribution, because of a concern or complaint, participation in an investigation into a complaint or refusing to engage in unethical behaviour. Reports and complaints may be made without fear of reprisal.

Good Faith Complaints:

52. All reports and complaints are expected to be made in good faith.

Certification:

53. It is essential that all Board members understand and adhere to this Policy. Board members are required to certify that they have reviewed and understand the Policy and to agree to be bound by this Policy as a condition of their service on the Board.

Policy Review:

54. This policy will be reviewed at every two years by the Chief Executive Officer and Governance ~~and Human Resources~~ Committee and any recommendations for change to the policy must be approved by the Board.

55. Any changes made to the policy will be communicated to Board members.

Related Policies

[COR 0001 Board of Directors Responsibilities](#)

[COR 0003 Standing Committee Terms of Reference Policy](#)

COR 0006 Shareholder Communication Protocol

Appendix

1. Board Director Certification of Acknowledgement
2. Disclosure Statement

Review Date	Revisions Made	Resolution #	Next Review Date	Records Confirmation
August 20, 2020		20-009	August 2021	
August 27, 2021	Yes	21-067	August 2024	Lavonne Svenson

BOARD DIRECTOR STATEMENT OF ACKNOWLEDGEMENT FOR ETHICS AND CODE OF CONDUCT POLICY

Statement

I, _____, do hereby acknowledge that I have received, read and support the Code of Conduct Policy, and will abide by its terms and conditions.

This statement is made on the _____ day of _____ 20_____.

Printed Name of Board Director

Signature of Board Director



DISCLOSURE STATEMENT: CONFLICT OF INTEREST

Statement

For the period ending _____, as a representative of Claystone Waste Ltd., I have attended the following functions or events functions for which attendance was valued at more than \$250.00 or I have received a gift valued at more than \$250.00.

Description of Event or Gift	Value	Date

I certify that this disclosure statement is accurate and complete.

Printed Name of Board Director

Signature of Board Director

COR-0003: STANDING COMMITTEE TERMS OF REFERENCE

Date Approved by Board: August 25, 2023

Resolution No.: 23 057

Lead Role: Board Chair
Chief Executive Officer

Replaces:

Last Review Date: August 25, 2023

Next Review Date: August 2024

Policy Statement

As prescribed by the Mandate and Roles Document, the Claystone Waste Board of Directors must establish a Finance and Audit Committee, a Governance and Human Resources Committee, and a Public Advisory Committee. The Board is further permitted to create such other committees as it deems necessary or advisable, including appointing non-Board members to committees to obtain expertise as deemed necessary by the Board.

Accordingly, the Board of Directors adopts the following Standing Committee Terms of Reference Policy, which applies to committees the Board is required to establish and those the Board elects to establish.

In addition, this Policy can apply to subsidiary Boards of Directors of Claystone Waste and the Charters of the committees those Boards will create.

Guidelines

General Provisions:

1. As provided in Policy COR-0001, with respect to each committee the Board of Directors ("Board") shall:
 - a. Establish the terms of reference.
 - b. Establish a budget and resources required.
 - c. Appoint a person to chair the committee.
 - d. Appoint such other members, to such terms as may be appropriate provided that:
 - i. At least one of the persons appointed to the committee shall be a member of the Board; and
 - ii. To be considered for appointment, a person other than a member of the Board must have filed a completed Committee Appointment Form and Committee Interest Form including a commitment, to be bound by the principles of the Claystone Waste Ltd. Ethics and Code of Conduct Policy.
2. A committee established under this policy, other than the Finance and Audit Committee, Governance ~~Committee, and~~ Human Resources Committee, and Public Advisory Committee, continues until the Board determines that it is no longer required.

3. In accordance with the Mandate and Roles document, the Board is authorized to establish committees as it deems necessary or advisable.

4.4. The general purpose of each committee established under this policy is to assist the Board in governing the Corporation by providing recommendations to the Board on any matter within the committee's terms of reference.

4.5. Annually, the Board will establish a mandate for each committee, sub-committee or task force including topics or issues within the group's terms of reference which the Board considers requires focused attention during the year. The committee, sub-committee or task force will prepare an operational plan to achieve its mandate and will present the plan for Board approval.

5.6. Each year the Board will establish priority mandates for each standing committee.

7. A valid decision by a committee established under this policy may only be made at a duly convened meeting at which a quorum is present.

Membership:

6.8. In appointing members to committees, the Board will consider the experience and expertise related to the committee's mandate of the persons under consideration.

7.9. A municipal official appointment to a committee is a staff person from a municipality that is a Limited Partner.

8.10. The term of office of the chair and the members appointed to a committee established under this policy shall commence at the meeting of the Board at which the person is appointed and continues until the next AGM unless otherwise determined by the Board.

9.11. The Chair of the Board is *ex officio* a member of all committees.

10.12. Members are responsible to:

- a. participate in the meetings of the committee.
- b. represent the interests and views of Claystone Waste Ltd.
- c. exercise the care, skill and diligence of a prudent person in carrying out their duties.

11.13. A member of a committee ceases to be a member of that committee if that person misses three consecutive meetings or five meetings at any time during the term of office, unless authorized by resolution to do so.

12.14. A committee may select one of its members as Vice-Chair.

13.15. The Chair of each Committee:

- a. shall report regularly to the Board and the minutes of each committee, after approval, will be provided to the Board, and

- b. shall maintain liaison with all Board members regarding the committee's responsibility.

Meetings:

- ~~14-16~~ Committee meetings will be scheduled to match the business needs of the Corporation.
- ~~15-17~~ Meetings of each Committee are to be conducted using the most efficient means (conference calls, teleconferencing, and in-person) commensurate with the meeting agenda.
- ~~16-18~~ At meetings of a committee, sub-committee or task force each member including the Chair present shall have one vote and, in the case of a tie, the motion shall be lost.
- ~~17-19~~ A member including the Chair present at a committee, sub-committee or task force meeting must vote on a matter put to a vote at the meeting unless the member is required to abstain from voting under policy.
- ~~18-20~~ Each committee is subject to the Communication and Spokesperson Advocacy Policy.
- ~~19-21~~ A committee may recommend to the Board that one or more sub-committees be established to advise the committee on specific issues.
- ~~20-22~~ A committee is expected to obtain advice and support from Claystone Waste Ltd.'s professional advisors as and when needed and commensurate with its objectives and available resources.

Internal Committee Matters:

- ~~21-23~~ If a matter arises in one committee which also falls within the responsibilities of another committee, the persons designated to provide administrative support to the respective committees will ensure that the other committee is informed and has the opportunity to provide its input before a recommendation is made to the Board.
- ~~22-24~~ If there is an urgency which makes it impossible to have the matter discussed at a meeting of the other committee, the Chief Executive Officer will determine how the information will be provided and the input will be gathered.

Finance and Audit Committee:

- ~~23-25~~ The Committee will be comprised of up to seven (7) members appointed as follows:
- at least two (2) Board members, one of whom will be designated as the chair and the other as vice chair,
 - up to three (3) external members appointed by the Board, one of which may be a municipal official, as defined in Section 8 of this Policy Terms of Reference.

~~24-26.~~ The external members are to possess the financial and/or risk management enterprise required to ensure the committee has the adequate skill to perform its responsibilities. They are to fill the expertise and knowledge gaps, after the Board and municipal official appointments.

~~25-27.~~ Appointment terms are as follows:

- a. Board members - one (1) year term, appointed annually.
- b. External members - none appointed for greater than a three (3) year term, with a maximum of three (3) terms.

~~26-28.~~ The Chief Financial Officer shall provide administrative support to the committee.

~~27-29.~~ The Committee has the mandate to ensure, using appropriate methodologies and processes, the overall probity and integrity of Claystone Waste Ltd. (for this Finance and Audit Committee section, Claystone Waste Ltd. means the Corporation and its associated entities) financial systems and practices.

~~28-30.~~ The Finance and Audit Committee is to meet as required. The meetings will be scheduled to permit timely review of the interim and annual financial statements. Additional meetings may be held as deemed necessary by the chair of the committee or as requested by any member or the external auditors.

~~29-31.~~ Supporting schedules and information reviewed by the committee will be available for examination by any committee member upon request to the chairman of the committee.

~~30-32.~~ The committee chair will report annually to the shareholders at the annual general meeting.

~~31-33.~~ The Finance and Audit Committee is accountable for the overall probity and integrity of financial systems and practices of Claystone Waste, in particular that:

- a. Annual financial statements are fairly presented in accordance with the applicable accounting principles and financial reporting standards, and to recommend to the Board whether the annual financial statements should be approved;
- b. Information contained in and financial statements for Claystone Waste Ltd., and any reports from either body to the Limited Partnership or other financial publications is not erroneous, misleading, or incomplete.
- c. Claystone Waste Ltd. has implemented appropriate systems of internal control over financial reporting and that these are operating effectively;
- d. Claystone Waste Ltd. has implemented appropriate systems of internal control to ensure compliance with legal, regulatory and ethical requirements;
- e. External audit function has been effectively carried out and that any matter which the independent auditors have brought to the attention of the committee or Board has been addressed;
- f. Financial management policies of the Corporation are appropriate and make recommendations to the Board regarding required amendments;

- g. Business plans and budgets are monitored through the interim financial reporting of actual results to budget and year end estimates to budgets;
- h. Financial condition of Claystone Waste Ltd. is monitored and potential issues are reported to the Board;
- i. Annual operating and capital budgets are reviewed and endorsed to the Board for approval;
- j. Claystone Waste Ltd. has implemented appropriate systems of risk management to effectively identify, manage and monitor risks and opportunities to the Corporation and its related entities;
- k. Insurable risks and insurance coverage of Claystone Waste Ltd. are reviewed annually; and
- l. Mandate and responsibilities of the Committee meet current expectations and practices for Finance and Audit committees.

~~32-34.~~ The committee will recommend to the Board the reappointment or appointment of auditors.

~~33-35.~~ The Finance and Audit Committee may hold in camera meetings with the Auditor as required.

~~34-36.~~ The Finance and Audit Committee will be governed by its Committee Charter which will comply with the requirements of this Policy Terms of Reference and be approved by the Board of Directors.

Governance and Human Resources Committee:

~~35-37.~~ The Committee will be comprised of up to seven (7) members appointed as follows:

- a. At least two (2) Claystone Waste Ltd. Board members, one of which will act as Chair and the other act as Vice-Chair;
- b. up to three (3) external members, one of which may be a municipal official as defined in Section 8 of this Policy Terms of Reference.

~~36-38.~~ The external members are to possess the expertise required to ensure the committee, as a whole, has the adequate skill to perform its responsibilities. Members are to fill the expertise and knowledge gaps after the Board appointments.

~~37-39.~~ Appointment terms

- a. Board members - one (1) year term, appointed annually.
- b. External members - none appointed for greater than a three (3) year term, with a maximum of three (3) terms.

~~38-40.~~ The Chief Executive Officer shall provide administrative support to the committee.

~~39-41.~~ The purpose of the Governance and Human Resource Committee is to:

- ~~a. Assist the Board in its ongoing oversight of the quality of governance in the corporation~~

- ~~and in the Limited Partnership;~~
- ~~b. Monitor Board and the Limited Partnership effectiveness and evaluations;~~
- ~~c. Recommend to the Board enhancements to the governance structure in the interest of the Limited Partnership, Claystone Waste Ltd., and overall brand as a whole;~~
- ~~d. Support the Board in maintaining alignment with government regulatory requirements for the industry and good governance expectations; and~~
- ~~e.d.~~ To oversee the management of human capital to ensure that Claystone Waste Ltd. attracts and retains the talent needed to deliver on its mandate and business objectives.

~~40-42.~~ The ~~Governance and~~ Human Resources Committee will meet as required in order to ensure that Core ~~HR~~ Policies and other policies are regularly reviewed for applicability to the corporation's business.

~~41-43.~~ Human Resources Strategy:

- a. The committee shall review and recommend for Board approval the Human Resources strategy including key HR objectives, plans and workforce requirements, and monitor the implementation of same.

~~42-44.~~ Succession Planning for Critical and Key Positions:

- a. The committee shall review, comment and report annually to the Board on succession planning for all critical and key positions and review development plans, talent retention and career development for potential successors, in particular: and
- b. Formulate and recommend the succession plan and contingency planning for the CEO.

~~42-45.~~ CEO Objectives, Performance Evaluation and Benefits:

- a. The Committee shall, taking into account the description of the duties of the CEO as well as Claystone Waste Ltd.'s mandate and corporate objectives:
 - i. Recommend the CEO's performance objectives for approval by the Board;
 - ii. Appraise the CEO's performance ratings against such performance objectives in accordance with standards and guidelines set by the Board and make appropriate recommendation to the Board; and
 - iii. Review and recommend for Board approval the annual benefits for the CEO.

~~44-46.~~ Compensation Policies, Programs and Plans:

- a. In relation to compensation policies, programs and plans, the Committee shall:
 - i. In consultation with the CEO, review and recommend for Board approval the performance measures and targets, compensation strategies, any new

program/plan design or material modifications to an existing design, material payments for salary and variable pay envelopes and incentive plans, benefit policies and other human resources strategies for Claystone Waste Ltd. employees;

- ii. Verify, on a regular basis, that Claystone Waste Ltd.'s compensation policies, programs and plans promote the achievement of Claystone Waste Ltd.'s objectives and the mandate of the Corporation, taking into account the risks to which it is exposed.

45-47. Employee Relations and Ethics:

- a. In relation to compensation policies, programs and plans, the Committee shall:
 - i. Regularly review, recommend and monitor Claystone Waste Ltd. Policies, which provide for the sound management of the corporation's personnel, are in compliance with applicable legislation;
 - ii. Monitor and make all necessary recommendations to the Board regarding Claystone Waste Ltd.'s ethical standards and ensure that management has identified processes to ensure compliance; and
 - iii. Assess the 'tone at the top' established by the CEO and Senior Management in terms of the example that is set with respect to integrity and ethics.

46-48. Risk Assessment:

- a. The Committee shall assess the risks to which the Human Resource function is exposed, including:
 - i. Employee attraction and retention;
 - ii. Employee engagement and performance;
 - iii. Succession planning and talent management; and
 - iv. Any other risk related to human capital that may arise from time to time.

49. Health and Safety:

- a. The Committee shall review the effectiveness of existing health and safety policies and procedures of the Corporation, considering compliance with applicable laws, conformity with industry standards and prevention or mitigation of losses.

50. ~~The Governance and~~ Human Resources Committee will be governed by its Committee Charter which will comply with the requirements of this Policy Terms of Reference and be approved by the Board of Directors.

Governance Committee

51. The Committee will be comprised of up to seven (7) members appointed as follows:
 - a. At least two (2) Claystone Waste Ltd. Board members, one of which will act as Chair and the other act as Vice-Chair;
 - b. up to three (3) external members, one of which may be a municipal official as defined in Section 8 of this Policy Terms of Reference.

52. The external members are to possess the expertise required to ensure the committee, as a whole, has the adequate skill to perform its responsibilities. Members are to fill the expertise and knowledge gaps after the Board appointments.

53. Appointment terms

- a. Board members - one (1) year term, appointed annually.
- b. External members - none appointed for greater than a three (3) year term, with a maximum of three (3) terms.

54. The Chief Executive Officer shall provide administrative support to the committee.

47-55. The purpose of the Governance Committee is to:

- a. Assist the Board in its ongoing oversight of the quality of governance in the corporation and in the Limited Partnership;
- b. Monitor Board and the Limited Partnership effectiveness and evaluations;
- c. Recommend to the Board enhancements to the governance structure in the interest of the Limited Partnership, Claystone Waste Ltd., and overall brand as a whole;
- d. Support the Board in maintaining alignment with government regulatory requirements for the industry and good governance expectations; and
- e. Provide oversight to the Corporation's programs that monitor the external environment corporate sustainability governance trends and emerging issues, including government relationships;
- f. Recommend social and governance structures with respect of environmental, social and governance (ESG) matters at the board and its committees

56. The Governance Committee shall assist the Board in its oversight in Board composition, and directors' evaluation, compensation, and succession planning:

- a. Monitor the size and composition of the Board for effective decision-making and review the competency matrix and recommend updates to the Board.
- b. Assess qualifications, skills, and experience of current Board members against the Corporation's needs.
- c. Identify and recommend qualified candidates for Board membership using the competency matrix and recommend Board Committee memberships.
- d. Develop and evaluate the process for director appointments to subsidiary or external Boards, including criteria for assessment and governance oversight.
- e. Develop and review orientation and continuing education programs for directors.
- f. Establish and monitor processes for annual performance assessments of the Board, committees, chairs, and individual directors.
- g. Recommend director compensation.
- h. Establish and annually review succession plans for the Board Chair and committee chairs.
- e-i. Review and recommend amendments to the charters of new committees as established by the Board.

57. Risk Assessment:

- a. The Committee shall assess the risks to which the Governance function is exposed.

48-58. The Governance Committee will be governed by its Committee Charter which will comply with the requirements of this Policy Terms of Reference and be approved by the Board of Directors.

Public Advisory Committee:

49-59. Under the Mandate and Roles document signed by the Limited Partnership, the Board shall create and appoint a public advisory committee (the "PAC") made up of residents and/or members of the Beaver County region in Alberta plus at least one (1) Board member.

50-60. The Board shall also, at the request of the Municipal shareholders, or any of them, appoint one representative of each Municipal shareholder who requests such appointment to the PAC, including, without limitation, a councilor of that Municipality.



Claystone

Waste Ltd

51-61 The PAC shall be responsible for bringing forth issues and concerns from residents and/or members of the Beaver County region to the Board.

52-62 The Board shall meet with the PAC on a reasonably regular basis, but no less than once (1) a year, as required to ensure the interests of the Beaver County region residents are brought to and addressed by the Board. In addition to keeping minutes of such meetings and responding to concerns raised in such meetings, the Board shall communicate with the Municipal Shareholders with respect to issues raised and the response of the Board.

52-63 The Public Advisory Committee will be governed by its Committee Charter which will comply with the requirements of this Policy Terms of Reference and be approved by the Board of Directors.

Related Policies

- [COR 0005 Communication, Spokesperson and Advocacy Policy](#)
- [Finance and Audit Committee Charter](#)
- [Governance Committee Charter](#)
- [Human Resources Committee Charter](#)

Review Date	Revisions Made	Resolution #	Next Review Date	Records Confirmation
June 17, 2021		21 008 (AGM)		
December 16, 2021	December 16, 2021	21 085	August 2022	
August 25, 2022	None		August 2023	
August 25, 2023	Yes	23 057	August 2024	Lavonne Svenson

COR-0004: BOARD / MANAGEMENT RELATION POLICY

Date Approved by Board: August 27, 2021

Resolution No.: 21 067

Lead Role: Board Chair
Chief Executive Officer

Replaces: N/A

Last Review Date: August 27, 2021

Next Review Date: August 2024

Policy Statement

The Claystone Waste Ltd. Board of Directors (the Board) and management staff play different roles and have different responsibilities to support the mandate of the Corporation. To achieve success and ensure Claystone Waste Ltd. fulfills its mandate as set forth by the Limited Partners, the Board and management must work together in partnership, while respecting and supporting the delineation of responsibilities and functions between them.

The objectives of the Board / Management Relation policy are to provide guidance on core roles and responsibilities of the Board and management, respectively, and establish protocols for management reporting to the Board.

Guidelines

General Provisions:

1. The Board / Management Relation Policy is consistent, and must remain so at all times, with the terms and conditions set forth in the formation agreements of the Limited Partners, including:
 - a. The Limited Partnership Agreement;
 - b. Unanimous Shareholder Agreement; and
 - c. Mandate and Roles Document.
2. The Board / Management Relation Policy is consistent, and must remain so at all times, with all other policies and procedures of Claystone Waste Ltd.
3. The Chief Executive Officer (CEO) is the sole employee of the Board of Directors.
4. All other Claystone Waste Ltd. employees, including managers and other executives, are employees at the direction of the CEO.

Matters of Board Responsibility:

5. In addition to the responsibilities described in **BRDCOR-0001**: The Board Directors Responsibilities Policy, matters that are the responsibility of the Board are governance-oriented and include the following:

- a. To work with the Officers of the Corporation to prepare the Business Plan (as defined in the Unanimous Shareholders Agreement of the Corporation);
- b. Approval and oversight of Board policies;
- c. Approval of annual Operating and Capital budgets;
- d. Approval of revisions to Capital and Major Maintenance budgets in excess of \$500,000 for capital projects and \$250,000 for operating expenses;
- e. Matters involving financial amounts in excess of \$500,000 for capital expenditures and \$250,000 for operating expenses not included in the annual budget;
- f. Write-downs of any financial assets of the organization in excess of \$500,000;
- g. Approval of customer contracts and vendor obligations in accordance with FIN 023 Approval Policy, excess of \$500,000 and /or over a 5-year term;
- h. To oversee the execution of, and provides insight into the development of Corporate strategic planning;
- i. All matters with the potential to have the material impact on the reputation of the Corporation;
- j. Approval of the annual financial statements for the Corporation.

Matters of Management Responsibility:

6. Matters of management responsibility are operations-oriented and include those not specifically reserved for the Board and that are necessary for the day-to-day management of Claystone Waste Ltd., and the implementation of its corporate objectives. These matters include:
 - a. Ensuring that the Corporation's day-to-day operations are carried out in accordance with all:
 - i. Legal and regulatory requirements;
 - ii. Policies and procedures set by the Board;
 - iii. Vision, mandate and values of Claystone Waste Ltd.;
 - iv. Corporate Strategic Plan.
 - b. Ensuring that the Corporation's policies and procedures are executed in a prudent, equitable and consistent manner with commonly accepted business practices and professional ethics;
 - c. Ensuring that Board approved priorities are reflected in the allocation of resources;
 - d. Promoting a healthy work environment for staff that is consistent with the Corporation's values;
 - i) concurrent with the promotion and maintenance of a healthy work environment in a constantly-changing business and social environment, management will develop, recommend and implement corporate Human Resources policies that are aligned with the Corporation's values regarding:
 - a) fair and market-driven employee compensation and benefits aligned with the Corporation's strategic plan;
 - b) compliance to all regulatory requirements regarding employment and health and safety practices;
 - c) provision of on-going training and skills development programs for employees aligned with the Corporation's strategic plan;
 - d) a commitment to the continuous achievement of a zero-injury rate among the Corporation's employees;

- e) application of an equitable progressive employee performance and discipline program;
 - f) application of an equitable hiring and employee succession program;
 - g) recognition and support of employee diversity within the Corporation including fair and equitable management of human resources matters regarding gender, racial, cultural, religious and physical disability equality.
- e. Representing the Corporation externally to the community, government, media and other stakeholders in ways that enhance the public image and credibility of the organization.

Reports to the Board:

- 7. Management is required to report regularly to the Board concerning the authority exercised.
- 8. Reports by management shall cover such areas as financial performance, risk management, environmental performance, human resource issues and other items related to organizational operation.
- 9. In the event of a serious occurrence, Management must report to the Board immediately (environmental, safety, personnel, legal and reputational).

Communication on behalf of Claystone Waste Ltd.:

- 10. Specific guidelines surrounding public communication on behalf of Claystone Waste are included in COR:0005: Communication, Spokesperson, and Advocacy Policy.
- 11. On a general basis, any written communication with media, regulatory bodies, or other entities that may have an impact on the organization are limited to:
 - a. The Board Chair or CEO unless otherwise delegated.

Related Policies

[FIN 023 Approval Authority Policy](#)

[COR-0001: The Board Directors Responsibilities Policy](#)

[COR:0005: Communication, Spokesperson, and Advocacy Policy](#)

Review Date	Revisions Made	Resolution #	Next Review Date	Records Confirmation
April 23, 2021		21 041		
August 27, 2021	Yes	21 067	August 2024	Lavonne Svenson

FIN-004: RISK MANAGEMENT FRAMEWORK (RMF) POLICY

Date Approved by Board: ~~August 25, 2023~~

Resolution No.: ~~23-056~~

Lead Role: CEO

Replaces: ~~FIN-004A~~

Last Review Date: ~~August 25, 2023~~

Next Review Date: ~~August 2024~~

Policy Statement

Claystone Waste Ltd. (CWL) is committed to an integrated approach to risk management to achieve its mission, vision and strategic plan. This policy is aimed at increasing awareness and shared responsibility for risk management at all levels of the organization.

This policy provides the framework to assist in decision making processes that support the acceptance of risk, manage existing uncertainty, approach new opportunities, protect CWL's assets and increase confidence in achieving desired goals.

Guidelines

Responsibilities and Authority

The Chief Executive Officer (CEO) is responsible to ensure that there is a Board approved and implemented Risk Tolerance and Risk Management Procedure and it is fully implemented. Board approval, on recommendation from the CEO, is required for all changes to the Risk Tolerance.

The CEO or designate will report to the Finance and Audit Committee (FAC) on the identification, management and monitoring of key risks in accordance with FAC workplan.

Definition

1. Risk Management Framework (RM) – continuous and systematic process to understand, manage and monitor risks and opportunities from an organization-wide perspective.
2. Risk – the effect of uncertainty on objectives.

An effect is a deviation from expectations, both positive and negative.

Objectives can have different aspects such as financial, health and safety and environmental goals.

Objectives apply to different levels in CWL such as strategic, operations, project, services and process.

3. Risk Tolerance – CWL's readiness to bear the risk after risk treatment to achieve its objectives.

4. Consequence – The outcome of an event affecting objectives.
5. Likelihood – The chance of something happening.
6. Risk Treatment – Planned activities that eliminate or modify risk.
7. Residual Risk – Risk remaining after risk treatment.

Guidelines

1. CWL will take risks to enhance the value of the business, only if the risks:
 - a. Fit the strategic plan and have been analyzed, understood and mitigated/managed.
 - b. Do not expose the business to significant losses, revocation of regulatory approvals or inability to provide essential services to the communities served.
 - c. Do not compromise corporate values.
 - d. Do not risk harming the CWL brand.
2. Within the context of CWL's objectives, RMFRM activities are geared towards achieving goals and outcomes, categorized as follows:
 - a. Strategic – high level goals
 - b. Operations – effective and efficient use of resources
 - c. Reporting – reliability of reporting
 - d. Compliance – compliance with applicable laws and regulations
3. The RMFRM process is to be integrated into the strategic and business planning process through a strength, weakness, opportunities and threats (SWOT) analysis.
4. Key political, economic, sociocultural, technological, environmental and Legal (PESTEL) risks and opportunities are to be regularly monitored and reviewed as part of the ongoing implementation of the business plan.
5. Risk tolerance (Appendix A) must be set and reviewed regularly during the Board strategic planning session.
6. Management must present to the Board on a regular basis an ERM Heat Map and action plans to mitigate key residual risks (Levels 3 and 4). Management will also provide options for managing lower level residual risks. Written action plans will state the risks, impact, tolerance level and mitigation actions taken.
7. Financial and other resource re-allocation may be required to manage key risks.
8. CWL may use insurance policies, waivers and contracts to mitigate risks. Insurance requirements will be reviewed at least annually and reported to the FAC to ensure that CWL maintains suitable coverage for ongoing operations and strategic initiatives. The procurement of insurance policies will adhere to established market and industry standards and procedures.
9. Risk assessment may be included in project evaluation, rRequest for dDecision (RFD) and Board direction rRequest (BDR) documents, as applicable.
10. Employees must be trained on how to properly assess and mitigate operational risks in accordance with this policy.

Related policies:

~~FIN-004A Insurance Management~~

~~BRD-005 Strategic and Business Planning~~

HUM-004 Occupational Health and Safety

Review Date	Revisions Made	Resolution #	Next Review Date	Records Confirmation
August 18, 2021		21 066		
December 16, 2021	Yes	21 085	August 2022	
August 25, 2022	None		August 2023	
August 24, 2023	Yes	23 056	August 2024	Lavonne Svenson

APPENDIX A CWL RISK TOLERANCE STATEMENT

Overview

CWL acknowledges that there is an element of risk in any decision or activity. It is the policy of CWL to accept and mitigate risks in support of achieving its vision, mission and strategic plan. This Statement, which is to be applied across the organization, explains a critical component of the risk management framework by attempting to quantify the level of risk CWL is willing to tolerate across the following vital areas:

- Reputation
- Financial and physical infrastructure
- Operations, including people and environmental
- Health and Safety
- Fraud, including fraudulent reporting, safeguarding of assets, corruption and management overrides

Quantifying the Level of Risk

CWL will quantify the level of risk by combining the likelihood of a negative event or condition occurring and the consequence of that event or condition. The overall level of risk is determined by placing them in a matrix.

Likelihood of Event or Condition Occurring

There is no exact science for assessing likelihood of occurrence. History, experience and knowledge of the industry and the organization should be considered in assessing likelihood. Further, the probability of each risk should be assessed against time parameters. The probability that the likelihood will change in the next two years or a five year horizon should be contemplated.

Category	Qualitative Interpretation
Rare	Has not occurred in Canada's Western Canada waste management industry in the last 10 years
Unlikely	Has not occurred in Alberta's Western Canada's waste management industry in the last 10 5 years
Moderate	Similar events have occurred in Alberta's waste management industry at least once in the last 10 5 years
Likely	Similar events have occurred in CWL (including historical data as a Commission) Alberta's waste management industry no more than twice in the last 5 3 years
Almost Certain	Similar events have occurred in CWL (including historical data as a Commission) at least 3 times in the last 5 3 years

Consequence of Event or Condition Occurring

1. Reputation: [in terms of news outlets and/or social media for a period of 1-2 weeks](#)

Category	Qualitative Interpretation	
	News Outlets	Social Media
Negligible	No media coverage	None or brief comment
Minor	Local media, one article	Local groups, one post

<u>Moderate</u>	<u>Regional media including major centres (e.g. Edmonton)</u>	<u>Localized discussions on social media including comments on media outlet articles, may or may not be trending locally</u>
<u>Major</u>	<u>National media</u>	<u>Comments from outside region/province, issue possibly trending nationally on social media</u>
<u>High</u>	<u>International media</u>	<u>Comments from other countries, issue may or may not be trending internationally on social media</u>

Category	Qualitative Interpretation
Negligible	Brief negative attention in local news or social media
Minor	Negative attention in local news or social media for up to 1 week
Moderate	Negative attention in national news/social media for less than 1 week; or Negative attention in local news/social media for 1 to 2 weeks; or Negative reaction among surrounding communities for less than 2 weeks
Major	Negative attention in international news/social media for less than 1 week; or Negative attention in national news/social media for 1 to 2 weeks; or Negative attention in local news/social media for more than 2 weeks; or Sustained negative reaction among surrounding communities for less than 2 weeks
High	Intense negative attention in international news/social media for more than 1 week; or Intense negative attention in national news/social media more than 2 weeks

2. Financial and Physical Infrastructure including economic, credit, legal, IT and utilities

Category	Qualitative Interpretation
Negligible	A loss of less than \$50,000
Minor	A loss between \$50,000 to \$100,000
Moderate	A loss between \$100,001 to \$250,000
Major	A loss between \$250,001 to \$500,000
High	A loss greater than \$500,000

3. Operations, including People, and Environmental, and Supply chain

Category	Qualitative Interpretation
Negligible	Disruption in operations for less than 1-hour <u>day</u>
Minor	Disruption in operations for 1-to 3-hours <u>2 days</u>
Moderate	Disruption in operations up for 4-83 days <u>hours</u>
Major	Unable to provide services for 1-to 7 days <u>3 Days to a Week</u>
High	Unable to provide services for more than 1 week

4. Health & Safety

Category	Qualitative Interpretation
----------	----------------------------

Negligible	No adverse health effect for any <u>stakeholder individual</u>
Minor	<u>Minor injury</u> <u>injury not exceeding first aid</u> s to one or two <u>stakeholders individuals</u>
Moderate	<u>Serious</u> <u>Recordable</u> injuries to one or more individuals; or <u>Minor injury not exceeding first aid</u> s to three or more individuals
Major	Permanent disability injuries to one or more individuals
High	One or more fatalities

5. Fraud

Category	Qualitative Interpretation
Negligible	No significant impact on resources or stakeholder decisions
Minor	Breach not resulting in potential criminal, civil and regulatory liability
Moderate	Significant financial and non-financial loss to internal stakeholders
Major	Significant financial and non-financial loss affecting external stakeholders
High	Breach resulting in <u>potential</u> criminal, civil and regulatory liability

Risk Matrix

The risk level is evident when the risk is placed in the appropriate cell in the matrix below.

If a risk falls into several categories, it is always placed in the category with the highest risk level. For example, if the activity could result in a major reputation impact and a moderate financial impact, it should be considered a major impact.

Likelihood / Consequence	Rare	Unlikely	Moderate	Likely	Almost Certain
High	Level 3	Level 4	Level 4	Level 4	Level 4
Major	Level 2	Level 3	Level 3	Level 4	Level 4
Moderate	Level 2	Level 2	Level 2	Level 3	Level 3
Minor	Level 1	Level 1	Level 2	Level 2	Level 3
Negligible	Level 1	Level 1	Level 1	Level 1	Level 2

Risk Treatment

Level 4	CWL will not accept a risk at Level 4 unless fully reviewed by the Board. Risk treatment actions must be established immediately such that the residual risk is at Level 3 or below.
Level 3	CWL will accept a risk at Level 3 if reduced to a lower level of risk in the midterm through reasonable and practicable risk treatments.
Level 2	CWL will accept Level 2 risk as long as it is reduced to a lower level of risk in the long term using low resource options. The risk should be analyzed to determine whether it is being "over managed" and that control strategies can be relaxed in order to redeploy resources.

Level 1	A low risk that requires no additional risk treatment. The risk should be analyzed to determine whether it is being "over managed" and that control strategies can be relaxed in order to redeploy resources.
---------	--

Although the Risk Tolerance Statement primarily examines the potential negative consequences, CWL recognizes that uncertainty can lead to positive outcomes. In all levels of the organization, employees are encouraged to assume risk in a managed way when it enables them to pursue opportunities that can have a positive impact in achieving CWL's objectives. Note that there can be overall negative consequences as a result of failing to pursue an opportunity in order to avoid risk that CWL could tolerate.

APPENDIX B FRAMEWORK AND PROCESS

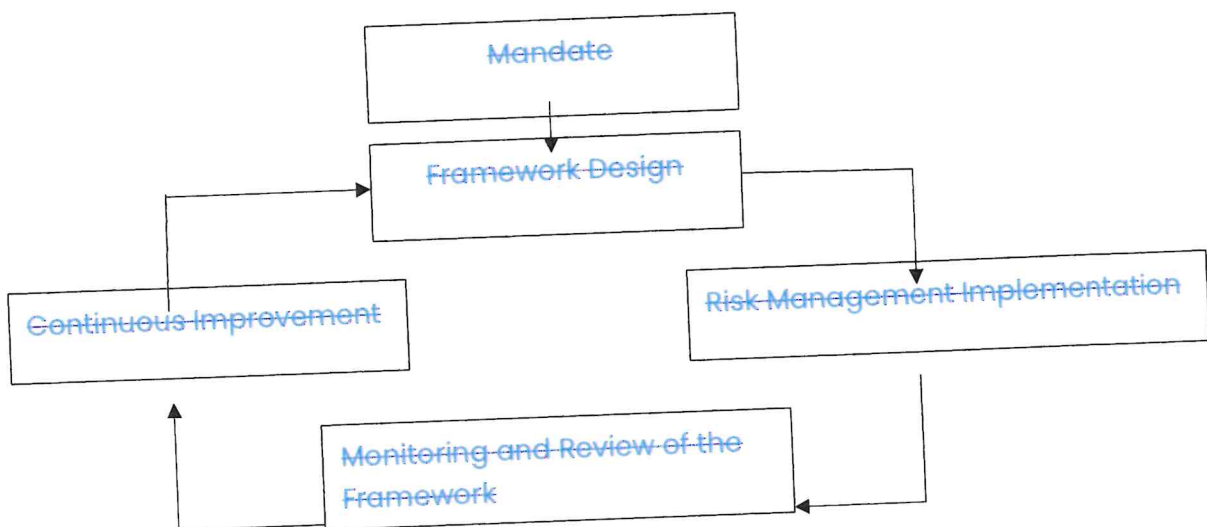
Overview

The Risk Management Framework is used to enable CWL to assume risk in a managed way through the application of risk management processes at varying levels and within the specific context of CWL. The framework enable risk information to be adequately reported and used as basis for decision-making and accountability.

The risk management process is the way in which risk is assessed, identified, analyzed, evaluated and treated. It also includes how the framework is monitored and reviewed on a periodic basis.

Framework

The framework consists of 5 major components, as illustrated below:



Mandate

CWL demonstrates a strong and sustained commitment to risk management. This includes defining and endorsing a risk management policy, aligning the culture with the risk policy, identifying methods of measuring the risk, understanding and aligning the objectives and strategies with risk management process.

Framework Design

CWL has developed processes that enable the organization to do the following:

- understand its environmental context
- develop and maintain its risk policy
- integrate risk management into organizational processes
- establish accountability for managing risk
- allocate appropriate resources to managing risk
- communicate and report appropriately across the organization

—communicate and report appropriately to external stakeholders

Risk Management Implementation

Through a risk management plan, CWL has implemented risk management processes at all relevant levels and functions across the organization

Monitoring and Review of Framework

CWL has mechanisms that enable it to:

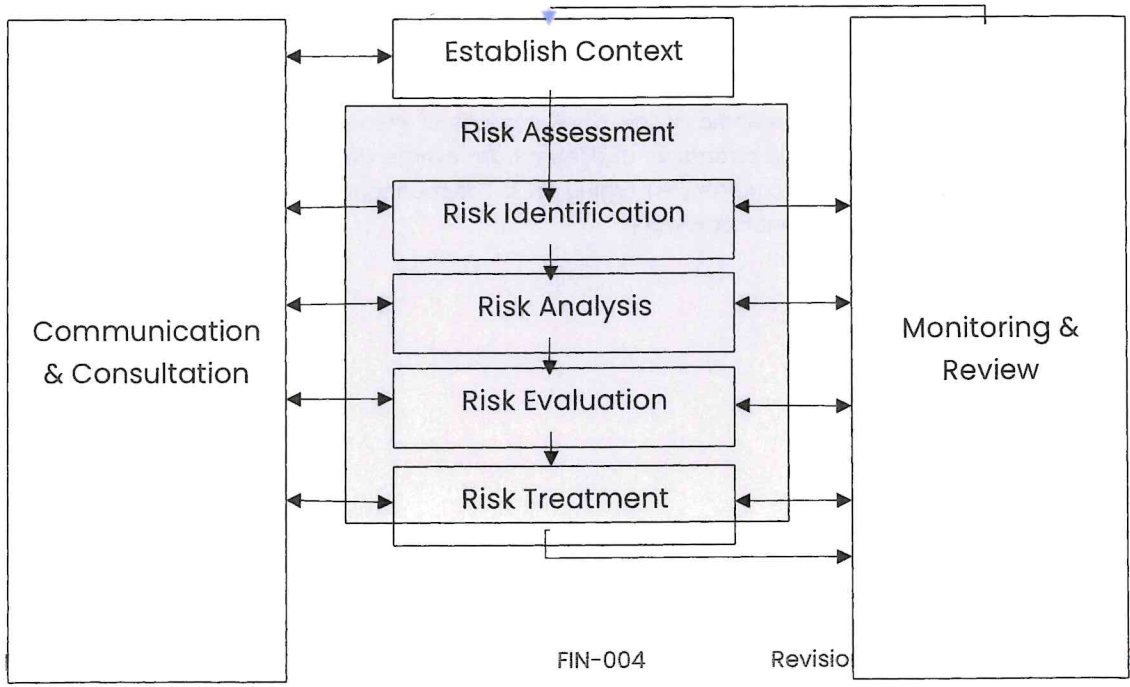
- measure risk management performance against indicators
- periodically review the risk management framework
- report on risk and assess compliance with the risk management policy
- review effectiveness of the risk management framework

Continuous Improvement

Based on results from monitoring and reviewing the framework, CWL makes decisions on how the risk management framework, policy and plan can be improved.

PROCESS

CWL’s process for managing risk is illustrated below:



Communication and Consultation

CWL communicates and consults with key internal and external stakeholders for purposes of identifying and understanding risks, consequences and measures being taken to manage the risks.

Establishing the Context

CWL has identified a set of strategic objectives and strategies for the organization to which the risk management process is being applied, has undertaken an environmental scan and understands the internal and external context in which CWL operates. This includes the vital areas in the organization that will be affected (e.g., customer service, financial results, environment, safety, human resources, reputation, stakeholder relations, etc.).

Risk Assessment

CWL has processes in place that enable it to undertake a risk assessment including the identification of risk, the completion of a risk analysis (determining consequences and likelihood) and the completion of a risk evaluation (determining which risks need treatment).

Risk Treatment

Where required, CWL has taken actions to modify or reduce the risks, decided whether residual risks are tolerable and if not, identified new risk treatments such as:

- Avoiding the risk by deciding not to start or continue with the activity
- Removing the risk source
- Changing the likelihood
- Changing the consequences
- Sharing the risk with another party
- Retaining the risk by informed decision

Monitoring and Review

CWL has processes that enable the periodic review of all aspects of the risk management process including review of existing controls, mechanisms to analyze and learn from events, detecting changes in the internal and external environments and the ability to identify emerging risks. The monitoring and review process also includes an examination of the risk management framework.



202, 9440 49 Street, Edmonton, AB T6B 2M9 | NSWA.AB.CA

October 16, 2024

*Mayor Dueck and Council,
Town of Tofield*

RE: Partnering for Tofield's Sustainable Water Future

I hope this letter finds you well. As you know, the North Saskatchewan Watershed Alliance (NSWA) has been working with municipalities across the region for 25 years to protect and manage our shared water resources. Today, we invite the Town of Tofield to become a supporting member of the NSWA, joining **47** of your neighboring municipalities who have committed to supporting these efforts through an annual contribution.

Water management may not always feel like a direct concern for the Town of Tofield, but the health of our watershed affects us all, from clean drinking water to flood management. Every community, regardless of its size or proximity to the river, is connected to the greater watershed. By contributing to the NSWA, Tofield would help ensure that important water issues—whether they relate to water quality, stormwater, or drought resilience—are addressed regionally, benefiting all municipalities.

This year, we ask for a contribution of 60 cents per capita, totaling **\$ 1,165.20** to sustain these efforts. Your support enables:

- **Practical, science-driven water management** tools to inform local decision-making;
- **Collaborative solutions** for water quality, flood risks, and drought preparedness;
- **Cutting-edge projects** like the State of the Watershed update, using the global-standard Freshwater Health Index, will offer a comprehensive view of the North Saskatchewan River's health. This will help your municipality set priorities and provide tools to communicate water health to residents. Your contribution makes this possible.

We recognize the unique needs of the Town of Tofield and would be happy to discuss how NSWA's work can benefit your community directly. We invite you to explore our [latest Annual Report](#) or visit www.nswa.ab.ca for more information. If you'd like further details, I'm happy to meet with you, and our Executive Director, Scott Millar (scott.millar@nswa.ab.ca), is also available for presentations or questions.

We hope that Tofield will consider becoming part of this regional effort to ensure sustainable water management for today and future generations.

Warm regards,

Steph Neufeld

Chair, North Saskatchewan Watershed Alliance

HIGHLIGHTS FROM 2023-2024

The North Saskatchewan Watershed Alliance (NSWA) is a non-profit, multi-stakeholder organization dedicated to **improving the health and sustainability of the North Saskatchewan River and its watershed.**

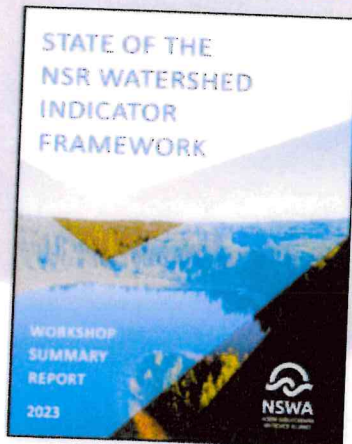
Under the Alberta *Water for Life* strategy, the NSWA carries the responsibility of developing and then encouraging voluntary implementation of an integrated watershed management plan. Implemented through collaboration and community engagement, the plan sets out the actions needed to protect and enhance the quantity and quality of water and the health of aquatic ecosystems within the watershed and support the social and economic well-being of the region.



River Reaches of the North Saskatchewan River

STATE OF THE WATERSHED ASSESSMENT

The State of the Watershed assessment examines numerous aspects of watershed health so that we have a baseline from which to determine if actions are needed to improve watershed health.



The State of the Watershed will make use of an internationally recognized methodology called the Freshwater Health Index (FHI), developed by Conservation International and adapted for its first use in North America by the NSWA.

Throughout the last year, NSWA has hosted workshops, launched a Governance and Engagement survey, and convened subject matter experts from many different sectors to validate the evaluations used in the FHI.

YOUTH WATER COUNCIL

The NSWA launched the inaugural session of the Youth Water Council in February 2024 with nine students from grades 10, 11, and 12 who live in the central portion of the North Saskatchewan watershed.

The first of its kind for the NSWA, the Council is a youth-led initiative that aims to provide education on local watershed issues and empowering Council members with the opportunity to act.



RIPARIAN HEALTH ACTION PLAN

The NSWA continues to promote practices and policies that support riparian health. Over the summer of 2023, the NSWA engaged with over 60 people to hear their riparian policy concerns and innovations.

Additionally, the NSWA published the report Legal Foundations for Municipal Riparian Management (2023) that discusses municipal roles and responsibilities, liabilities and tools enabled through provincial and federal legislation.

WATERSHED MOMENTS ANIMATED SERIES

NSWA developed a 4-part animated video series starring the dynamic water droplet duo, H2 and O, from Alberta Watersheds Inc. These characters go on an educational adventure that promotes watershed literacy and highlights the importance of watersheds.

The videos were released at the 2024 World Water Day event on March 22. Be sure to find them on NSWA's YouTube Channel Playlist called Watershed Moments.



STAY CONNECTED TO NSWA

Email us at water@nswa.ab.ca to join our newsletter and event mailing list.

Visit us at www.nswa.ab.ca to see more on our partners, our work, and our results.

Connect with us on the social media platform of your choice.



NorthSaskRiver



north_sask_river



@NorthSaskRiver



northsaskriver



Invoice

Date	Invoice #
10/02/2024	2025.068

202 - 9440 49
Street NW
Edmonton, Alberta
T6B 2M9

Phone #	587.525.6821
E-mail	ellen.cust@nswa.ab.ca
Web Site	www.nswa.ab.ca

Invoice To
Town of Tofield PO Box 30 Tofield AB T0B 4J0

Description	Amount
Municipal Contribution January 1 to December 31, 2025 - Per Capita Funding Request	1,165.20
Thank you for your support	Total \$1,165.20

GST/HST No. 890443419

To Tofield Town Council,

Hello, I am requesting permission to obtain an overlimit dog permit/breeding permit in order to have small scale pug breeding in my home at [REDACTED]. I intend to keep a total of 5 adult dogs and any pups would be rehomed between 8 and 12 weeks of age. I anticipate 1-2 litters a year for the next 2-3 years. As these are small dogs under 30 lbs, there is plenty of space in my home and yard. I am working on my second generation -my original breeding pair was retired due to medical complications; and since I see them as family, I do not believe in rehoming them. This is why I am requesting permission to have 5 dogs (ages 1-5 at the moment). My yard is well maintained, and waste is removed frequently. The dogs are all healthy and receive regular veterinary care (I have a total of 3 vet clinics that I use in order to ensure I can get prompt appointments if necessary).

Tofield is a great town, and we would love to be able to stay here. Thanks you for your consideration.

[REDACTED]

[REDACTED]

[REDACTED]

Jeff Edwards

From: Laraine Stuart <laraine17stuart@gmail.com>
Sent: October 17, 2024 11:03 AM
To: Jeff Edwards [REDACTED]
Subject: Request from [REDACTED] to be allowed an over limit dog permit/breeding permit.

Hi Jeff, I have reviewed the Land Use Bylaw relative to the regulations relative to an Animal Breeding & Boarding Facility. The only district in which an Animal Breeding & Boarding Facility is allowed is the UR - Urban Reserve District. The definition for this use means "a development used for the breeding, boarding and training of domestic animals overnight or for periods greater than twenty-four hours(24) hours. Typical uses are kennels and pet boarding establishments.

Because there is a use definition that specifically identifies a 'breeding facility' any activity that meets this definition is classified as such and is only allowed where the use is listed. So this request to have breed dogs in the R-LD district could not be considered, even as a Home Business.

In reviewing the Animal Control Bylaw the number of animals can be varied only if there is an approved development permit for the activity. See 3.11.5, 4.1.2 and 4.1.5. It seems to me that unless there is an approved development permit for Animal Breeding, there would be no consideration for a variance to the max number allowed.

Both the LUB and the Bylaw are pretty clear in what can/cannot be accommodated and unfortunately it's not allowed. Unless Council wants to amend either the bylaw or the LUB.

Hope this information helps

Laraine



TOWN OF TOFIELD COUNCIL REQUEST FOR DECISION

Meeting Type: Regular
Department: Governance
Presented by: Cindy Neufeld

Meeting Date: October 28, 2024
Confidential?: NO

Topic: BYLAW #1349 – ESTABLISHMENT OF BEAVER REGIONAL PARTNERSHIP

BACKGROUND/PROPOSAL:

At the Beaver Regional Partnership (BRP) meeting held October 10, 2024, the Partnership recommended that each Council pass a bylaw to establish the intermunicipal committee and its terms of reference (in the form of an agreement).

The BRP considered the following changes to the current terms of reference:

1. Consensus-based decision-making is replaced with decisions made by resolution.
2. BRP approval is not required for intermunicipal projects that affect a minority of municipalities. If these municipalities wish to proceed with a project, they can do so outside the scope of the BRP.
3. Municipal representatives may not be removed or excluded from participation in meetings.
4. Municipal representatives may attend meetings virtually.
5. BRP meetings will be held in Closed Session. Municipal representatives are authorized to subsequently share BRP discussions with their individual Councils, but must do so in Closed Session.
6. Minutes of meetings will be taken but due to the Closed Session nature of the agenda, no details will be recorded other than motions arising from Closed Session. Accepted minutes will be made public by each municipality in the same manner as that municipality publishes Committee meeting minutes.
7. A change in the Chair and Vice-Chair no longer requires appointment of the BRP. The Chair and Vice-Chair will automatically take their positions in accordance with the rotation.

Section 38

Section 38 of the proposed terms of reference requires all discussions to be in Closed Session but allows BRP representatives to share these discussions with their respective Councils in Closed Session Council meetings.

The BRP discussed the merits of Open Session discussions for certain agenda items and requested that Section 38 be removed. However, after further review by the Regional Chief Administrative Officers, removing Section 38 completely will also remove

the ability of BRP representatives to share discussions with their Councils for matters that are discussed in Closed Session.

Therefore, an amendment to the BRP motion is being requested to permit Closed Session discussions with Councils.

Administration is requesting that Council pass only first reading of the bylaw in the event that other Councils suggest amendments to the agreement. The amendments can then be easily accommodated within second reading of the bylaw.

Section 44

The Regional Chief Administrative Officers also recommended that Section 44 be removed to align with the adjustment to Section 38.

INTERGOVERNMENTAL INVOLVEMENT:

The BRP is an intermunicipal committee consisting of elected representatives from the Towns of Tofield and Viking, the Villages of Ryley and Holden, and Beaver County.

EXTERNAL AND INTERNAL COMMUNICATIONS/PARTICIPATION:

BRP meetings are open to the public subject to restrictions under the FOIP Act. Section 16 encourages the BRP to make the public aware of the BRP's work.

FINANCIAL IMPLICATIONS:

The financial implications of the BRP are outlined in Section 18.

ALTERNATIVES

1. Council may request that the BRP make other amendments to the agreement.
2. Council may take other action.

RECOMMENDED ACTION:

That Council pass first reading of Bylaw 1349.

Enclosures: YES

Initials show support – Reviewed By

**TOWN OF TOFIELD
BY-LAW NUMBER 1349**

**A BYLAW OF THE TOWN OF TOFIELD, IN THE PROVINCE OF ALBERTA FOR THE
PURPOSE OF ESTABLISHING AN INTERMUNICIPAL RELATIONS COMMITTEE**

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, a council may pass bylaws for the establishment and functions of council committees, and the procedures to be followed by council committees; and

WHEREAS, pursuant to Section 146 of the *Municipal Government Act*, a council committee may consist entirely of councillors, a combination of councillors and other persons, or entirely of other persons; and

WHEREAS, Council wishes to establish an intermunicipal relations committee consisting of councillors of each municipality that is a member of the intermunicipal relations committee; and

NOW THEREFORE the Council of the Town of Tofield, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw will be referred to as the "Beaver Regional Partnership Bylaw".
2. The Beaver Regional Partnership is hereby established and is a permanent standing committee of Council.
3. The name of the Committee is the "Beaver Regional Partnership".
4. The Council of the Town of Tofield is hereby authorized to enter into an agreement (attached to and forming part of this bylaw as Schedule A) with Beaver County, Village of Ryley, Village of Holden, and the Town of Viking to provide for the following:
 - a) the function and terms of reference of the Committee,
 - b) the partnership philosophy of the Committee,
 - c) membership and the appointment of officers to the Committee,
 - d) the meeting procedures to be followed by the Committee.
5. This Bylaw will come into force and effect after third and final reading and upon being signed.
6. Council may withdraw from participation in the Beaver Regional Partnership upon giving six months' written notice to each member municipality and following repeal of this bylaw.

Read a **FIRST** time this this _____ day of _____, 20 _____.

Read a **SECOND** time this this _____ day of _____, 20 _____.

Read a **THIRD** time this this _____ day of _____, 20 _____.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A

BEAVER REGIONAL PARTNERSHIP AGREEMENT

AN AGREEMENT DATED THIS ____ DAY OF _____, A.D. 20____, BETWEEN

THE TOWN OF TOFIELD
Box 30
Tofield, AB T0B 4J0

and

THE VILLAGE OF RYLEY
Box 230
Ryley, AB T0B 4A0

and

THE VILLAGE OF HOLDEN
Box 357
Holden, AB T0B 2C0

and

THE TOWN OF VIKING
Box 369
Viking, AB T0B 4N0

and

BEAVER COUNTY
Box 140
Ryley, AB T0B 4A0

(hereinafter referred to as "the Municipalities")

The Municipalities hereby agree to the establishment of an Intermunicipal Relations Committee (hereinafter referred to as "the Beaver Regional Partnership") and the following Terms of Reference.

DEFINITIONS

1. **"Act"** means the *Municipal Government Act*, RSA 2000, c. M-26, as amended or replaced from time to time;
2. **"Beaver Region or Region"** means the collective municipalities of Beaver County, the Towns of Tofield and Viking, and the Villages of Ryley and Holden.

3. **“BRP”** means the Beaver Regional Partnership;
4. **“CAO”** means the Chief Administrative Officer of any of the Municipalities involved, or any member of the administrative staff designated by the CAO to carry out functions under this Agreement;
5. **“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 of the *Freedom of Information and Protection of Privacy Act*;
6. **“Council(s)”** means the Councils of the County, Town, and/or Village as the context requires;
7. **“County”** means Beaver County;
8. **“Electronic Means”** means participation via a virtual platform, such as Zoom or other virtual platform, whereby the individual attending electronically can hear, be heard, and preferably be seen throughout the meeting.
9. **“Emergent Agenda Item”** means any time-sensitive item that has arisen since distribution of the agenda and which must be dealt with at the meeting.
10. **“Municipality(ies)”** means the County, Town, and/or Village as the context requires.
11. **“Regional CAO Group”** means the Chief Administrative Officers within the Region and their designates.
12. **“Town(s)”** means either or both of the Town of Tofield and the Town of Viking, as the context requires;
13. **“Village(s)”** means either or both of the Village of Ryley and the Village of Holden, as the context requires.

FUNCTION, TERMS OF REFERENCE, AND PARTNERSHIP PHILOSOPHY

Relationship-Building

14. The BRP will:
 - a) Enhance the cooperative process between the County, Towns, and Villages relative to issues of a regional nature.
 - b) Encourage a safe environment and individual behaviours that foster good relations and respect for different views and interests.
 - c) Explore opportunities to provide a new service or improve the delivery of service to residents in the Beaver Region through cooperative efforts.
 - d) Explore opportunities to reduce costs on current and future expenditures and/or generating new revenue sources through cooperative efforts.
 - e) Encourage regional thinking in the context of local decision-making.
 - f) Support the mutual benefits of all or the majority of members.

- g) Improve relationships and foster effective and enhanced communication amongst members by focusing on issues and opportunities, rather than personalities.
- h) Respect each other through times of conflict by continuing to work together in attempts to resolve issues and/or areas of mutual interest.

Advice and Decision-Making

15. The BRP will:

- a) Be advisory in nature, making recommendations to individual Councils by way of resolution. The BRP will not replace local decision-making but will recognize that local decision-making can affect the entire Region.
- b) Make decisions on specific projects only with the unanimous consent of all Councils involved with the project.

Communication

16. The BRP will:

- a) Communicate considerately with each other.
- b) Establish regular avenues of direct communication for the sharing of information, seeking areas of mutual interest, and dealing with concerns.
- c) Ensure public awareness of the benefits, progress, and results of regional cooperation.

Strategic Work

17. The BRP will:

- a) Support local autonomy while recognizing that local goals can often best be achieved through regional cooperative efforts.
- b) Support each Council's strategic plans or strategic goals where such plans and goals align with the BRP's work and do not compete with another Council's strategic plans or goals.
- c) Support regional prosperity through cooperative efforts.
- d) Develop strength equally amongst the Municipalities in the principles of sustainability.
- e) Promote, foster, and maximize organizational efficiency and effectiveness to achieve results without the creation or duplication of unnecessary bureaucracy, infrastructure, policies, and processes.
- f) Support each other in approaching other levels of government to effectively deal with regional and/or community issues and opportunities.
- g) Provide a collective voice to Federal and Provincial governments and other funding agencies according to an agreed protocol.
- h) Pursue government-to-government relations based on respect, trust, and honesty.
- i) Pursue joint advocacy with other organizations.

Project Work

18. The BRP will:

- a) Seek funding from Federal and Provincial grant programs to enable the Beaver Region or a majority of its members to conduct studies or carry out initiatives or special projects.

- b) Manage (or arrange for the management of) regional projects that have been supported by all Councils (or the relevant Councils in the case of a project that affects only the majority of the Municipalities), including budgeted resources and on-going operational requirements, while recognizing the diversity of resource capacity within each Municipality.
 - i) Further consultation with the Municipalities will occur if the scope of the project changes significantly or there is a need for additional funding.
 - ii) If only a minority of Municipalities is supported by their Councils, these Municipalities may proceed with the project outside the oversight of the BRP.

MEMBERSHIP AND APPOINTMENT OF OFFICERS

- 19. The BRP consists of the Municipalities of the Town of Tofield, the Village of Ryley, the Village of Holden, the Town of Viking, and Beaver County.
- 20. Representation from the Municipalities on the BRP is as follows:

Town of Tofield	One Council member
Village of Ryley	One Council member
Village of Holden	One Council member
Town of Viking	One Council member
Beaver County	Three Council members (preferably balanced representation throughout the County)
- 21. Each Council may appoint an alternate Council member(s) to attend BRP meetings in the absence of the regular member.
- 22. The BRP may not remove a representative.
- 23. The BRP may not exclude a representative from participation in meetings unless a pecuniary interest exists in accordance with the *Municipal Government Act*.
- 24. The officers of the BRP are the Chair and Vice-Chair.
 - a) At the first meeting of the BRP following the Municipalities' annual organizational meetings of Council, the BRP will appoint, by majority vote, a Chair and Vice-Chair.
 - b) The Vice-Chair will be the representative from the Municipality that will sit as Chair in the following term according to the rotation outlined in this Section.
- 25. The Chair and Vice-Chair will each sit for a term commencing from the first meeting of the BRP following the Municipalities' annual organizational meetings in each year until the beginning of the BRP meeting following the Municipalities' subsequent annual organizational meetings (approximately one year).
- 26. The Chair and Vice-Chair will subsequently rotate through the Municipalities as follows without the need for appointment by the BRP:
 - Beaver County
 - Town of Tofield
 - Village of Ryley
 - Village of Holden
 - Town of Viking

ADMINISTRATIVE ASSISTANCE AND SUPPORT

27. The Regional CAO Group will:
- a) Provide in-kind support to the BRP.
 - b) Meet as required to prepare agendas.
 - c) Research background information on new projects or initiatives.
 - d) Prepare requests for decision for consideration by the BRP, which will include the following information:
 - i) Background information.
 - ii) Financial implications/budget requirements.
 - iii) A recommendation to the BRP. A recommendation that is not supported by the entire Regional CAO Group will be explained in the request for decision.
 - e) Implement actions directed by the BRP.
 - f) Prepare a common request for decision to be presented to all Councils (or to all relevant Councils in the case of a project that affects only some of the Municipalities).
 - g) Determine the assignment of administrative oversight of projects approved by the BRP.
 - h) Report on progress made on projects initiated by the BRP.
 - i) Retain on file agenda packages, meeting minutes, and other information regarding BRP initiatives.

MEETING PROCEDURES, AGENDAS, AND MINUTES

Meeting Procedures

28. The BRP will meet quarterly unless the majority of the Municipalities agree to meet more or less frequently.
29. The Chair will call a meeting of the BRP outside the regular schedule when so requested by a representative of a Municipality.
30. The Chair may postpone or cancel a meeting whenever it is considered expedient to do so, upon giving each Municipality at least 24 hours' written notice. Such notice will give the reason for the postponement or cancellation.
31. The BRP may meet in-person, by Electronic Means, or by a combination of in-person and Electronic Means, unless technical difficulties render continuous or fault-free virtual attendance impossible.
- a) Members and CAOs may attend a BRP meeting by Electronic Means when they cannot attend the meeting due to absence from the Municipality or in adverse weather. If a member or a CAO is attending by Electronic Means, they must ensure their Electronic Means are secure, reliable, and have clear audio. Visual and audio connection for the entire meeting shall be maintained, whenever possible. If the visual or audio connection is lost during the meeting, the Chair shall recess the meeting to allow for reconnection. If the connection cannot be resolved easily and in a timely manner, the meeting will continue and if the member is no longer able to participate in the meeting, the minutes shall reflect the member's departure.
 - b) Following the call to order, each member and/or CAO attending electronically shall confirm that they are in a secure setting.

- c) Prior to meeting in Closed Session, each member and/or CAO attending electronically shall confirm that they are in a secure setting, that the Closed Session is not being recorded, and that no one other than a person authorized by the BRP to attend the Closed Session is in attendance with the member.
32. The Chair's Municipality will host all BRP meetings held during the Chair's term.
33. A quorum of the BRP will be one representative from each of the Towns and Villages and two representatives from the County.
- a) If quorum cannot be achieved within 15 minutes of the time set for commencement of the meeting, the minutes will record the names of the representatives in attendance and the meeting will be adjourned.
 - b) If quorum is lost during a meeting due to the departure of a representative or the declaration of pecuniary interest by a representative, the agenda item will automatically be postponed to the next meeting agenda.
34. The Chair will:
- a) Preside over all meetings of the BRP.
 - b) Maintain order and preserve decorum of the meeting.
 - c) At all reasonable times, provide to any representative all information requested regarding the business of the BRP.
 - d) Promote the function, terms of reference, and partnership philosophy internally amongst BRP representatives and externally to other organizations.
35. The Vice-Chair will carry out the Chair's responsibilities in the absence of the Chair.
36. At each meeting, the BRP will consider the agenda (and any additions or deletions), previous BRP meeting minutes, delegations, progress on action items, new business, and information items.
37. The BRP may vote on a matter that aligns with its function and terms of reference if action is required following discussion. A vote is not required to simply acknowledge receipt and/or discussion of an issue.
- a) A majority vote is carried.
 - b) A tied vote is lost.
38. BRP representatives may share BRP meeting discussions held in Closed Session with their respective Councils, but only in Closed Session meetings.

Agendas

39. Matters will be placed on the BRP meeting agendas by the Regional CAO Group or at the request of any Council.
40. Agendas will be reviewed prior to BRP meetings by the Chair and the Chairing Municipality's CAO for the upcoming BRP meeting.
41. Agenda packages will be distributed to the Regional CAO Group for distribution to the BRP representatives at least one week prior to the meeting.
42. Emergent Agenda Items can be added to the agenda by majority vote of the BRP.

Minutes

- 43. Minutes of each meeting will be recorded and subsequently maintained by the Chairing Municipality's CAO.
- 44. Minutes of Committee meetings will be made available to the public after acceptance by the BRP at a subsequent meeting.
 - a) Publication will be in the same manner that each Municipality publishes other Committee meeting minutes.

GENERAL

- 45. In the absence of any statutory obligation, and with the unanimous vote of the BRP in attendance at the time, any provision of this Agreement may be waived to suspend the rules and address the matter under consideration in some other manner. Such waiver shall be temporary to allow for action on a matter then under consideration.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below:

TOWN OF TOFIELD

Per: _____
Mayor

Per: _____
Chief Administrative Officer

TOWN OF VIKING

Per: _____
Mayor

Per: _____
Chief Administrative Officer

VILLAGE OF RYLEY

Per: _____
Mayor

Per: _____
Chief Administrative Officer

BEAVER COUNTY

Per: _____
Reeve

Per: _____
Chief Administrative Officer

VILLAGE OF HOLDEN

Per: _____
Mayor

Per: _____
Chief Administrative Officer



TOWN OF TOFIELD COUNCIL REQUEST FOR DECISION

Meeting Type: Regular
Department: Operations
Presented by: Cindy Neufeld

Meeting Date: October 28, 2024
Confidential?: NO

Topic:

BACKGROUND/PROPOSAL:

The Town of Tofield and Beaver County has had Road Maintenance Agreements dating back to 2006. The agreement provides for maintenance and capital to RR 191 and RR 192 performed by Beaver County.

Each year the Town of Tofield would pay for operational costs plus provide capital funding for future upgrading.

Beaver County has changed the agreement, where they do not require the capital funding each year, rather we would pay at the time of the capital upgrade.

The Town would now annually put the funding into a reserve account, rather than pay Beaver County each year.

INTERGOVERNMENTAL INVOLVEMENT:

Agreement with Beaver County

EXTERNAL AND INTERNAL COMMUNICATIONS/PARTICIPATION:

FINANCIAL IMPLICATIONS:

Operating Cost	\$6,881
Capital Cost RR191 only	\$16,800

ALTERNATIVES

1. Motion to approve the agreement and direct Administration to place annual Capital funding into a reserve.
2. Deny the Agreement
3. Other Action as directed by Council

RECOMMENDED ACTION:

1. Motion to approve the agreement and direct Administration to place annual Capital funding into a reserve.

Enclosures: yes

Initials show support – Reviewed By

THIS AGREEMENT MADE THIS _____ DAY OF _____, 20 _____

BETWEEN:

BEAVER COUNTY
Box 140
Ryley, AB T0B 4A0
(hereinafter referred to as the "County")

and

TOWN OF TOFIELD
Box 30
Tofield, AB T0B 4J0
(hereinafter referred to as the "Town")

WHEREAS the *Municipal Government Act*, being Chapter M-26, RSA 2000, as amended, legislates that a municipality has direction, control, and management of roads on the south and west boundaries of the municipality, and

Range Road 191

WHEREAS Range Road 191 between NW 1 and NE 2 in 51-19-W4 (hereinafter referred to as "Rge Rd 191 South") is under the direction and control of the County but provides access to Town residents in the W ½ of NW 1-51-19-W4, and

WHEREAS the Town of Tofield annexed S ½ of 12-51-19-W4 by Local Authorities Board Order No. 443/2009, but Local Authorities Board Order No. 443/2009 did not order that Range Road 191 between SW 12 and SE 11 in 51-19-W4 (hereinafter referred to as "Rge Rd 191 North") be under the direction and control of the Town, and

WHEREAS the Town has requested that the County maintain Rge Rd 191 North and Rge Rd 191 South (hereinafter collectively referred to as "Rge Rd 191") as an all-weather surfaced road, and

Range Road 192

WHEREAS Local Authorities Board Order No. 443/2009 ordered that Range Road 192 between W ½ of 2, south of the railway track, and E ½ of 3, south of the railway track in 51-19-W4 (hereinafter referred to as "Rge Rd 192") be under the direction and control of the Town, and

WHEREAS the Town has requested that the County maintain Rge Rd 192 as an all-weather gravel road, and

WHEREAS the *Municipal Government Act* authorizes a municipality to provide a service that it provides in all or part of the municipality in another municipality with the agreement of the other municipality,

NOW THEREFORE the County and the Town hereby covenant and agree, each with the other, as follows:

DEFINITIONS

Capital	Projects which extend the useful life of the road for longer than one year and increase the value of the tangible capital asset (e.g. culvert replacement, shoulder pulls, hard-surfacing)
Dust Control	The application of a product that reduces the generation of dust (e.g. calcium chloride)
Maintenance	Projects which preserve the road in good repair and are performed on a continuous or regular basis throughout the year (e.g. grading, gravelling, mowing, snowplowing)

Maintenance

1. The County will perform Maintenance on Rge Rd 191 and Rge Rd 192 to the following standards:
 - a) Rge Rd 191 will be maintained in accordance with the County's road maintenance level of service for surfaced roads, which takes volume, type of traffic, and weather conditions into consideration.
 - b) Rge Rd 192 will be maintained in accordance with the County's road maintenance level of service for unsurfaced roads, which takes volume, type of traffic, and weather conditions into consideration. The Town will be advised thirty (30) days in advance if the County intends to adjust its level of service.
2. In consideration of regular Maintenance provided by the County to the Town for both Rge Rd 191 and Rge Rd 192, the Town will pay to the County on the effective date of this agreement and each year thereafter, the amount of \$6881 plus GST, due within thirty (30) days of receipt of an invoice from the County. This amount may be adjusted in accordance with Sections 13 and 14 of this agreement.

Upgrades

Rge Rd 191

3. The County will advise the Town one (1) year in advance when it intends to undertake Capital upgrades on Rge Rd 191.
4. The County will provide an estimate to the Town and the Town may determine if such an upgrade is necessary.
5. The Town will pay 100% of the cost of the Capital upgrade, due within thirty (30) days of receipt of an invoice from the County.
 - a) The Town will receive a credit of \$88,200 (including GST) towards the first Capital upgrade undertaken after the effective date of this agreement in recognition of payments made to the County for future upgrades for the years 2020-2024.

Rge Rd 192

6. The County will advise the Town one (1) year in advance when it intends to undertake Capital upgrades on Rge Rd 192. The County will provide an estimate to the Town and the Town may determine if such an upgrade is necessary. Depending on traffic levels (weight and volume of traffic), a Capital upgrade may be required at any point between 5 years and 20 years and will depend on the condition of the roadway.

Dust Control

7. At the Town's request and subject to the County's annual Dust Control schedule, the County will apply Dust Control to Rge Rd 192 at the locations specified by the Town.
8. The Town will pay 100% of the cost of the Dust Control application, due within thirty (30) days of receipt of an invoice from the County.

Emergency Work

9. In the event that emergency work is required on Rge Rd 191 and/or Rge Rd 192, the County will conduct only the work necessary to eliminate the immediate risk to public safety.
10. The County will advise the Town as soon as reasonably possible of the emergency work undertaken.
11. In the event that the emergency work is outside the scope of Maintenance or upgrades as contemplated in this agreement, the County will advise the Town of the cost of such work.
12. The Town will pay the actual cost of the emergency work, which is due within thirty (30) days of receipt of an invoice from the County.

Review of Costs

13. Annually, the County will review the costs associated with Maintenance and upgrades.
14. The County will provide written notice to the Town prior to September 1 if the County is requesting an increase in the amount owing for Maintenance and/or upgrades.
15. Prior to October 1 of each year, the Town will advise the County in writing whether it wishes the County to continue with Maintenance and/or upgrades at the increased amount.
16. Upon mutual agreement, this agreement may be amended with respect to an increase in the amount owing, which will be effective January 1 of the following year.

Indemnification and Insurance

17. The Town will indemnify and save harmless the County, its Councillors, officers, employees, contractors, agents, and representatives from and against all liabilities, losses, claims, demands, injuries, actions, costs, damages, and legal fees (on a solicitor and his own client full indemnity basis) unless arising from negligent acts of the County or its employees, in relation to the services provided by the County under this agreement. This indemnification and save harmless clause will survive termination of this agreement.
18. The County and the Town will provide to each other, general liability insurance in the amount of \$5,000,000. Each party will provide the other party with a certificate of insurance listing the other as an Additional Insured on its general liability insurance policy.
19. The Town will provide a minimum of thirty (30) days' written notice prior to cancellation of the insurance policy. The County will be entitled to suspend the provision of services immediately upon notice of cancellation notwithstanding any other notice period provided in this agreement.

20. In addition to any cost that the Town may incur to satisfy the insurance coverage requirements of this agreement, the Town will pay to the County, any insurance premium specifically assessed to the County by its insurance provider for services provided under this agreement.

Dispute Resolution

21. In the event of a dispute regarding any of the services provided by the County to the Town under this agreement, resolution shall be sought firstly by the administrations of the County and the Town, and secondly by the Tofield/County Intermunicipal Committee.
22. In the event resolution cannot be achieved in accordance with Section 21, the Councils of the County and the Town may convene a meeting.

Termination

23. This agreement may be terminated upon sixty (60) days' written notice served on the other party.

IN WITNESS WHEREOF the County and the Town have affixed their corporate seals under the hands of their proper officers on their behalf, effective the day and year first above written.

Town of Tofield
Per:

Beaver County
Per:

Round Table Report – Mayor Dueck, September 20, 2024 – October 28, 2024

My activities and commitments since the September 20, 2024.

Weekly discussions with administration on any items that may arise and cheque signing.

- Sept 24-27 - AB Munis Convention – Red Deer
- Sept 30 - BESC Policy Committee Meeting - Viking
- Oct 9 - BESC Regular Meeting
- Oct 10 - BRP/IMC Meeting - Holden
- Oct 11 - BCVSU Farewell – Tofield Legion
- Oct 15 - Organizational and Regular Council Meeting
- Oct 21 - BC/ToT Industrial Park Meeting
- Oct 22 - Beaver Foundation Meeting - Holden
- Oct 23 - Winterfest Committee Meeting
- Oct 24 - Tofield School Awards
- Oct 25 - Tofield Legion – First Poppy Presentation
- Oct 26 - Health Foundation Gala
- Oct 27 - Trunk or Treat, Chamber of Commerce Bingo (volunteer)
- Oct 28 - RCMP Meeting
- Oct 28 - Regular Council

With fall season having arrived, we hope to see the residents complete their fall cleanups before the snow flies, which is right around the corner.

October is playing out to be a very busy month for everyone as all the boards and committees get rolling after the somewhat of a summer break. Christmas will be here before we know it, wishing everyone a great few months until then.

Reminder to put your thinking caps on for potential residents that you could encourage to run in the election in October 2025 – it would be exciting to see an actual election take place, some new views at the table and some more interest in municipal politics.

Respectfully submitted Deb Dueck