

## AGENDA

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**REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD** to be held Monday, July 24, 2023, 5:00 p.m. Town of Tofield Administration Building, Council Chambers.

**1. Present**

**2. Call to Order**

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

**3. Adoption of Agenda**

**4. Minutes**

- (a) Minutes of the Regular Meeting of Council of the Town of Tofield held June 26, 2023.

**5. Financial**

- (a) Monthly Financial Statement for the period ending June 30, 2023.
- (b) Budget Report for the month ending June 30, 2023.
- (c) Open Payables for the month of June and May 2023 in the total amount of \$466,383.80.

## **6. Correspondence**

- Letter from the Minister of Municipal Affairs, Honorable Ric McIver regarding MSI and CCBF funding for 2023;
- Letter from the Minister of Health, Honorable Adriana LaGrange regarding the emergency department access at the Tofield Health Centre;
- Unapproved Minutes of the Beaver Ambulance Society regular meeting held June 28, 2023;
- Beaver Emergency Medical Services 2022/2023 Annual Report;
- Unapproved Minutes of Highway 14 Regional Water Services Commission special meeting held May 18, 2023; and
- Town of Vegreville Peace Officer Quarterly Report April – June 2023;
- Invitation for Tofield Reading University Graduation;
- E-mail from CN regarding Highway 834 crossing repair.

## **7. New Business**

- (a) Letter from Fortis Alberta regarding the approval of the renewal of Electric Distribution System Franchise agreement dated January 1, 2015 for the First Subsequent term January 1, 2025 to December 31, 2029.
- (b) Letter from a ratepayer requesting improvements along Hwy 834 and 55 Avenue.
- (c) Request from Operation Lifesaver to recognize Rail Safety Week.

## **8. Closed Session**

Section 21 – Harmful to Intergovernmental Relations - *Freedom of Information and Protection of Privacy Act* - AB Transportation.

## **9. CAO Report**

## **10. Councillor Reports**

## **11. Adjournment**

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD held Monday, June 26, 2023 Town of Tofield Administration Building Council Chambers**

**PRESENT**

1. Mayor Dueck; Councillors Conquest, Tiedemann, Martineau and Chehade; Chief Administrative Officer Cindy Neufeld and Assistant Chief Administrative Officer Jeff Edwards.
- Also Present: John Maher, Tofield Mercury, Chris Burt, Fortis Alberta and Sgt Cameron Paul, Tofield Detachment (5:20 p.m.)

**CALL TO ORDER**

2. Mayor Dueck called the meeting to order at 5:00 p.m.
- “As we gather here today, we acknowledged that we are on Treaty 6 Territory and the Homeland of the Metis and that we pay our respect to the First Nations and Metis ancestors of this place and reaffirm our relationship with one another”

**ADOPTION OF AGENDA**

14-06-23

3. **MOVED** by Martineau that the Agenda be approved as amended.
- CARRIED UNANIMOUSLY
- Add: 7. (d) Tofield Golden Club

**DELEGATIONS**

4. (a) 5:00 p.m. Chris Burt, Stakeholder Relations Manager, Fortis Alberta was present to provide a presentation on Fortis and the Franchise Agreement between the Town of Tofield and Fortis Alberta.
- Burt left the meeting at 5:20 p.m.
- (b) 5:21 p.m. Sgt Cameron Paul, Tofield RCMP Detachment was present to provide introductions as the new appointed Sargent for the Tofield RCMP Detachment.
- Paul left the meeting at 5:32 p.m.

**MINUTES**

15-06-23

5. (a) **MOVED** by Tiedeman that the minutes of the Regular meeting of Council of the Town of Tofield held June 12, 2023, be confirmed as presented.
- CARRIED UNANIMOUSLY
- (b) **MOVED** by Chehade that the minutes of the Special Meeting of Council of the Town of Tofield held June 13, 2023, be confirmed as presented.

16-06-23

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting  
June 26, 2023**

**CORRESPONDENCE**

6. The following Correspondence was presented:
- Unapproved Minutes of the Tofield Municipal Library Board meeting held June 15, 2023; and
  - Letter from the Minister of Municipal Affairs, Honorable Ric McIver regarding his appointment as Minister of Municipal Affairs; and
  - Claystone Waste Ltd Shareholder Summary of the Board Meeting held June 7 & 8, 2023.

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

17-06-23

CARRIED UNANIMOUSLY

**NEW  
BUSINESS**

7. (a) Bylaw 1341 being a bylaw of the Town of Tofield, in the Province of Alberta, for the imposition of penalties on unpaid taxes.

**MOVED** by Tiedemann that Bylaw 1341 be read a first time.

18-06-23

CARRIED UNANIMOUSLY

**MOVED** by Chehade that Bylaw 1341 be read a second time.

19-06-23

CARRIED UNANIMOUSLY

**MOVED** by Conquest that Bylaw 1341 be presented for third reading.

20-06-23

CARRIED UNANIMOUSLY

**MOVED** by Martineau that Bylaw 1341 be read a third time.

21-06-23

CARRIED UNANIMOUSLY

- (b) Email from Councillor Martineau regarding the Alberta Provincial Board Victim Services Advocacy meeting on July 27, 2023, 1 p.m. with Justice & Solicitor General's office.

Minutes of the Town of Tofield Regular Council Meeting  
June 26, 2023

NEW  
BUSINESS

7. (c) 2023 Citizenship Award

Councillor Tiedemann declared Pecuniary Interest and left the meeting at 5:48 p.m.

Maher left the meeting at 5:48 p.m.

**MOVED** by Martineau that Council meet in Closed Session to discuss matters under the Alberta FOIP Act as follows:

Division 2, Section 17 – Harmful to Personal Privacy – *Freedom of Information and Protection of Privacy Act*.

At 5:49 p.m.

CARRIED UNANIMOUSLY

**MOVED** by Chehade to revert to the regular session at 5:56 p.m.

CARRIED UNANIMOUSLY

Neufeld and Edwards left the Council Chambers and Councillor Tiedemann returned to the Chambers at 5:52 p.m.

Neufeld, Edwards and Maher returned to the Chambers at 5:56 p.m.

**MOVED** by Martineau that the 2023 Citizenship Award be awarded to Jordyn Charlesworth.

CARRIED

Clr Tiedemann abstained from discussion and voting.

- (d) Clr Conquest verbally discussed the Golden Club Semi Annual meeting held June 26, 2023.

CAO REPORT

8. CAO Report was presented.

COUNCILLOR  
REPORTS

9. Council Reports were presented.

ADJOURNMENT

10. **MOVED** by Chehade that the meeting adjourn at 5:38 p.m.

CARRIED UNANIMOUSLY

\_\_\_\_\_  
MAYOR

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

General Account	Investments	Investment-Nesbitt Burns	TOTAL
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THIS STATEMENT SUBMITTED TO COUNCIL THIS 24TH DAY OF JULY, 2023.

CHIEF ADMINISTRATIVE OFFICER



## COUNCIL BUDGET MONTHLY BUDGET REPORT 30-Jun-23

	THIS PERIOD	YEAR-TO DATE	BUDGET	VARIANCE	% USED
<b>OPERATING REVENUES</b>					
1-01-000-00 Taxes & Grants in Lieu	(3,532,118.46)	(3,532,118.46)	(3,532,433.00)	(314.54)	99.99
1-02-000-00 General Municipal Revenues	(18,802.74)	(148,988.24)	(338,000.00)	(189,011.76)	44.08
1-12-000-00 Administration	(1,849.14)	(16,779.14)	(170,350.00)	(153,570.86)	9.85
1-24-000-00 Emergency Management	(33,165.00)	(33,165.00)	(47,000.00)	(13,835.00)	70.56
1-26-000-00 Bylaw Enforcement	(210.00)	(2,060.00)	(23,000.00)	(20,940.00)	8.96
1-32-000-00 Roads, Streets, Walks, Lighting	(28,249.53)	(28,609.53)	(48,380.00)	(19,770.47)	59.14
1-33-000-00 Airport	(1,290.00)	(8,931.18)	(19,600.00)	(10,668.82)	45.57
1-41-000-00 Water Supply & Distribution	(117,773.94)	(607,572.68)	(1,181,700.00)	(574,127.32)	51.42
1-42-000-00 Sanitary Sewage & Treatment	(15,528.25)	(91,777.15)	(180,300.00)	(88,522.85)	50.90
1-43-000-00 Garbage Collection & Disposal	(9,982.67)	(62,609.14)	(126,400.00)	(63,790.86)	49.53
1-51-000-00 Family Community Support Services	(1,895.00)	(217,590.21)	(316,117.00)	(98,526.79)	68.83
1-56-000-00 Cemetery	(600.00)	(13,600.00)	(30,000.00)	(16,400.00)	45.33
1-70-000-00 Community Develop. Administration	(11,000.00)	(11,000.00)	(11,000.00)	-	100.00
1-71-000-00 Tourism/Economic Development	(3,940.00)	(34,218.15)	(43,800.00)	(9,581.85)	78.12
1-72-000-00 Community Hall	(872.87)	(7,207.87)	(36,000.00)	(28,792.13)	20.02
1-73-000-00 Transportation Tofield Bus	(1,348.25)	(5,317.00)	(13,000.00)	(7,683.00)	40.90
1-74-000-00 Recreation Programs	(19,700.00)	(19,620.00)	(23,200.00)	(3,580.00)	84.57
1-76-000-00 Parks	(4,476.25)	(15,643.54)	(73,547.00)	(57,903.46)	21.27
1-75-000-00 Library	-	-	(114,368.00)	(114,368.00)	-
1-97-000-00 Operating Reserve	-	-	(50,000.00)	(50,000.00)	-
<b>TOTAL: OPERATING REVENUES</b>	<b>(3,802,802.10)</b>	<b>(4,856,807.29)</b>	<b>(6,378,195.00)</b>	<b>(1,521,387.71)</b>	<b>76.15</b>



## COUNCIL BUDGET MONTHLY BUDGET REPORT 30-Jun-23

	THIS PERIOD	YEAR-TO DATE	BUDGET	VARIANCE	% USED
<b>OPERATING EXPENDITURES</b>					
2-11-000-00 Council & Other Legislative	11,780.44	49,023.47	97,100.00	48,076.53	50.49
2-12-000-00 General Administration	76,637.87	607,310.89	1,117,523.00	510,212.11	54.34
2-23-000-00 Fire Fighting & Preventative Serv	76,418.97	170,388.87	358,274.00	187,885.13	47.56
2-24-000-00 Emergency Management	17,034.50	24,423.99	47,000.00	22,576.01	51.97
2-26-000-00 Bylaw Enforcement	7,411.15	53,529.60	134,946.00	81,416.40	39.67
2-32-000-00 Roads, Streets, Walks & Lighting	217,703.71	574,384.48	1,151,590.00	577,205.52	49.88
2-33-000-00 Airport	326.56	4,993.07	23,700.00	18,706.93	21.07
2-41-000-00 Water Supply & Distribution	140,651.84	526,509.64	1,135,642.00	609,132.36	46.36
2-42-000-00 Sanitary Sewage & Treatment	8,596.63	65,077.82	128,280.00	63,202.18	50.73
2-43-000-00 Garbage Collection & Disposal	26,950.50	52,536.00	102,000.00	49,464.00	51.51
2-51-000-00 Family Community Support Services	25,408.52	157,669.69	316,118.00	158,448.31	49.88
2-56-000-00 Cemetery	2,987.34	13,819.46	28,200.00	14,380.54	49.01
2-70-000-00 Community Development Administratio	8,124.81	48,755.01	96,500.00	47,744.99	50.52
2-71-000-00 Tourism/Economic Development	2,630.24	48,899.17	104,515.00	55,615.83	46.79
2-72-000-00 Community Hall	2,572.56	24,269.20	48,650.00	24,380.80	49.89
2-73-000-00 Transportation Tofield Bus	6,758.64	13,092.01	23,000.00	9,907.99	56.92
2-74-000-00 Recreation Program	3,811.75	5,819.54	45,200.00	39,380.46	12.88
2-76-000-00 Parks	60,165.48	202,329.43	446,135.00	243,805.57	45.35
2-75-000-00 Library	40,666.53	103,784.66	191,748.00	87,963.34	54.13
2-99-750-00 School Requisition	171,631.90	343,263.80	660,039.00	316,775.20	52.01
2-99-752-00 Beaver Foundation Requisition	30,398.36	60,796.72	121,594.00	60,797.28	50.00
2-99-756-00 Designated Industrial Property	-	-	424.00	424.00	-
<b>TOTAL: OPERATING EXPENDITURES</b>	<b>938,668.30</b>	<b>3,150,676.52</b>	<b>6,378,178.00</b>	<b>3,227,501.48</b>	<b>49.40</b>



## COUNCIL BUDGET MONTHLY BUDGET REPORT 30-Jun-23

	THIS PERIOD	YEAR-TO DATE	BUDGET	VARIANCE	% USED
<b>FINANCES ACQUIRED</b>					
5-12-000-00 Administration	-	(364,765.00)	-	364,765.00	-
5-32-000-00 Roads, Streets, Walks, Lighting	(4,515.00)	(4,515.00)	(374,456.00)	(369,941.00)	1.21
5-42-000-00 Sanitary Sewage & Treatment	-	-	(26,935.00)	(26,935.00)	-
5-56-000-00 Cemetery	-	-	(20,000.00)	(20,000.00)	-
5-66-000-00 Subdivision Land & Development	(564,230.00)	(564,230.00)	-	564,230.00	-
5-71-000-00 Tourism/Economic Development	-	-	(18,000.00)	(18,000.00)	-
5-72-000-00 Community Hall	-	-	(45,500.00)	(45,500.00)	-
5-76-000-00 Parks	(45,795.00)	(45,795.00)	(522,400.00)	(476,605.00)	8.77
<b>TOTAL: FINANCES ACQUIRED</b>	<b>(614,540.00)</b>	<b>(979,305.00)</b>	<b>(1,007,291.00)</b>	<b>(27,986.00)</b>	<b>97.22</b>
<b>FINANCES APPLIED</b>					
6-32-000-00 Roads, Streets, Walks, Lighting	22,522.00	181,772.57	374,456.00	192,683.43	48.54
6-42-000-00 Sanitary Sewage & Treatment	-	-	26,935.00	26,935.00	-
6-56-000-00 Cemetery	-	-	20,000.00	20,000.00	-
6-71-000-00 Tourism/Economic Development	-	-	18,000.00	18,000.00	-
6-72-000-00 Community Hall	22,725.00	45,450.00	45,500.00	50.00	99.89
6-76-000-00 Parks	168,564.45	245,312.45	522,400.00	277,087.55	46.96
<b>TOTAL: FINANCES APPLIED</b>	<b>213,811.45</b>	<b>472,535.02</b>	<b>1,007,291.00</b>	<b>534,755.98</b>	<b>46.91</b>

June 2023 Advances	Stub 10406 – 10425	\$18,850.00
June 2023 Payroll	Stub 10452 – 10476	\$76,249.55
June 2023 Council	Stub 10477 – 10481	\$10,001.10

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Total	\$105,100.65
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	18,850.00+
	76,249.55+
	10,001.10+
003	105,100.65+
	282,039.51+
	576.19+
	2,100.00+
	21,138.02+
	6,859.33+
	48,570.10+
009	466,383.80+
	0.*

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## ACCOUNTS PAYABLES LISTING BY FUNCTION

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Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
12	23/06/16	2-12-211-00	C900010432	EDWARDS, JEFFREY C.	MILEAGE	115.28
	23/06/16	2-12-215-00	AP DRCT DB	TELUS MOBILITY	BUSINESS CONNECT - ADMIN	369.00
	23/06/30	2-12-215-00	C900010497	PITNEYWORKS	ACCT 6100908000118935	1,000.00
	23/07/07	2-12-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	INTERNET - ADMIN	110.00
	23/06/16	2-12-220-00	C900010438	TOFIELD MERCURY PUBLISHING LTD	AD/ SPRING SUPPLEMENT	103.90
	23/06/16	2-12-220-00	C900010438	TOFIELD MERCURY PUBLISHING LTD	AD/ SEASONAL EMPLOYMENT	140.00
	23/06/16	2-12-220-00	C900010438	TOFIELD MERCURY PUBLISHING LTD	AD/ TOFIELD GRAD	322.50
	23/06/16	2-12-220-00	C900010438	TOFIELD MERCURY PUBLISHING LTD	COUNCIL CORNER	212.50
	23/06/16	2-12-220-00	C900010438	TOFIELD MERCURY PUBLISHING LTD	COUNCIL CORNER	212.50
	23/06/16	2-12-220-00	C900010438	TOFIELD MERCURY PUBLISHING LTD	AD/ FINANCIAL STATEMENT	63.00
	23/06/16	2-12-220-00	C900010438	TOFIELD MERCURY PUBLISHING LTD	AD/ FIRST RESPONDERS	206.50
	23/06/16	2-12-230-00	C900010435	STUART, LARAINÉ	PLANNING & DEVELOPMENT SERVICE	552.50
	23/06/30	2-12-230-00	C900010499	REYNOLDS MIRTH RICHARDS & FARM	GENERAL MATTERS	300.00
	23/06/30	2-12-230-00	C900010499	REYNOLDS MIRTH RICHARDS & FARM	EMPLOYMENT MATTERS	600.00
	23/06/16	2-12-230-01	C900010434	SDI HEALTH, SAFETY & LOSS	HEALTH & SAFETY MAINTENANCE	2,872.40
	23/06/30	2-12-230-01	C900010493	MACK-RUSSELL, SUNNIE A	SAFETY BOOTS	299.99
	23/06/30	2-12-230-01	C900010493	MACK-RUSSELL, SUNNIE A	PPE / HELMET	69.99
	23/07/04	2-12-230-01	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	56.90
	23/06/30	2-12-240-00	C900010486	DEMERS, ELISA	JANITORIAL - ADMIN	350.00
	23/06/30	2-12-240-00	C900010496	PIDERNAL, MARY GRACE	JANITORIAL - ADMIN	350.00
	23/06/23	2-12-510-00	C900010445	HARE FOODS LTD.	ACCOUNT 7506989	170.82
	23/06/23	2-12-510-00	C900010444	EDWARDS, JEFFREY C.	EXPENSES/ PARADE CANDY	42.85
	23/07/04	2-12-510-00	AP DRCT DB	BMO BANK OF MONTREAL	BMO MC ANNUAL FEES	50.00
	23/06/28	2-12-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - ADMIN BLDG	1,373.44
	23/06/28	2-12-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - ADMIN BLDG	132.97
	23/06/16	2-12-770-00	C900010437	TOFIELD AGRICULTURAL SOCIETY	GOLD SPONSOR - WESTERN DAYS	5,000.00
	23/06/30	2-12-770-00	C000016575	TOFIELD & DISTRICT CHAMBER OF	PROMENADE SUPPORT	2,000.00
	23/06/23	4-12-230-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	2,100.00
	23/07/07	4-12-230-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	23,799.51
	23/07/07	4-12-231-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	15,155.82
	23/07/07	4-12-232-00	AP DRCT DB	RECEIVER GENERAL	REMITTANCE	4,568.96
	23/06/30	4-12-234-00	C900010492	LOCAL AUTHORITIES PENSION PLAN	EMP #215 - REMITTANCE	17,369.29
	23/07/07	4-12-238-00	AP DRCT DB	WORKERS' COMPENSATION BOARD	PREMIUM INSTALMENT	4,152.34
	23/06/30	4-12-239-00	C900010501	TOWN OF TOFIELD SOCIAL FUND	REMITTANCE	170.00
FUNCTION TOTAL						84,392.96
23	23/06/30	2-23-770-00	C900010484	BEAVER EMERGENCY SERVICES COMM	QUARTER 2 CAPITAL CONTRIBUTION	30,613.20
	23/06/30	2-23-770-00	C900010484	BEAVER EMERGENCY SERVICES COMM	QUARTER 2 OPERATING	63,356.70
	23/06/30	2-23-770-00	C900010484	BEAVER EMERGENCY SERVICES COMM	2022 SURPLUS ADJUSTMENT	17,550.93
FUNCTION TOTAL						76,418.97
24	23/06/16	2-24-230-00	C900010428	BOLT FROM THE BLUE	EMERGENCY MANAGEMENT PLAN	17,034.50
FUNCTION TOTAL						17,034.50

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## ACCOUNTS PAYABLES LISTING BY FUNCTION

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Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
26	23/06/30 23/06/16	2-26-255-00 2-26-260-00	C900010498 C900010439	RAMEUS INVESTMENTS TOWN OF VEGREVILLE	YARD MAINTENANCE BYLAW ENFORCEMENT	600.00 7,411.15
FUNCTION TOTAL						8,011.15
32	23/06/16 23/07/04 23/07/04 23/07/04 23/07/04 23/07/07 23/06/16 23/06/16 23/06/23 23/07/04 23/06/23 23/06/23 23/06/30 23/07/04 23/06/28 23/06/28 23/06/23	2-32-215-00 2-32-215-00 2-32-215-00 2-32-215-00 2-32-215-00 2-32-215-00 2-32-520-43 2-32-521-00 2-32-530-00 2-32-530-00 2-32-530-03 2-32-530-03 2-32-530-03 2-32-530-03 2-32-540-50 2-32-540-51 6-32-610-01	AP DRCT DB AP DRCT DB AP DRCT DB AP DRCT DB AP DRCT DB AP DRCT DB C900010433 C000016569 C900010445 AP DRCT DB C900010451 C900010451 C900010451 C900010504 AP DRCT DB AP DRCT DB AP DRCT DB C900010449	TELUS MOBILITY TELUS MOBILITY TELUS MOBILITY TELUS MOBILITY TELUS MOBILITY TELUS COMMUNICATIONS LTD. MAXIMUM MECHANICAL REPAIR (CAM WEX CANADA LTD. HARE FOODS LTD. BMO BANK OF MONTREAL 1960803 ALBERTA LTD. 1960803 ALBERTA LTD. 1960803 ALBERTA LTD. BMO BANK OF MONTREAL ALBERTA MUNICIPAL SERVICES COR ALBERTA MUNICIPAL SERVICES COR SELECT ENGINEERING CONSULTANTS	BUSINESS CONNECT - OPERATIONS ADD ON CORRECTION CREDIT CELL PHONES- OPERATIONS CELL PHONES- OPERATIONS CELL PHONES- OPERATIONS INTERNET - PUBLIC WORKS SENSOR REPAIR FUEL / ESSO ACCOUNT 7506989 BILLINGS 30LB PROPANE BOTTLE 30LB PROPANE BOTTLE PROPANE BOTTLES BILLINGS POWER - PUBLIC WORKS GAS - PUBLIC WORKS CONCRETE IMPROVEMENTS	35.95 10.00- 777.86- 467.32 425.72 127.00 283.05 484.44 75.86 14.99 73.98 73.98 147.96 55.08 9,435.38 298.29 2,010.00
FUNCTION TOTAL						13,221.14
33	23/06/30 23/06/30 23/06/28 23/06/28	2-33-250-00 2-33-250-00 2-33-540-50 2-33-540-51	C900010486 C900010496 AP DRCT DB AP DRCT DB	DEMERS, ELISA PIDERNAL, MARY GRACE ALBERTA MUNICIPAL SERVICES COR ALBERTA MUNICIPAL SERVICES COR	JANITORIAL - AIRPORT JANITORIAL - AIRPORT POWER - AIRPORT GAS - AIRPORT	50.00 50.00 113.10 102.24
FUNCTION TOTAL						315.34
41	23/06/23 23/06/23 23/07/07 23/06/16 23/06/30 23/06/30 23/06/30 23/06/30 23/07/04 23/06/28 23/06/28	2-41-215-00 2-41-215-00 2-41-215-00 2-41-250-00 2-41-250-00 2-41-250-00 2-41-250-00 2-41-250-00 2-41-250-00 2-41-540-50 2-41-540-51	C900010447 C900010448 AP DRCT DB C900010427 C900010485 C900010495 C900010490 AP DRCT DB AP DRCT DB AP DRCT DB	LOOMIS EXPRESS MCSNET TELUS COMMUNICATIONS LTD. BI-SYSTEMS ELECTRIC & CONTROLS CLEARTECH INDUSTRIES INC. NIKIFORUK CONSTRUCTION LTD. HACH SALES & SERVICE CANADA LP BMO BANK OF MONTREAL ALBERTA MUNICIPAL SERVICES COR ALBERTA MUNICIPAL SERVICES COR	FREIGHT/ ACCU FLO CUST #0054024/ INTERNET PHONES - WATER STORAGE SONIC FLOW METER POCKET COLORIMETER HYDRANT & HYDRANT REPAIR TOTAL CHLORINE BILLINGS POWER - WATER STORAGE WATER STORAGE	121.98 109.90 306.95 1,262.00 133.33 15,080.00 459.32 130.91 1,499.03 554.45
FUNCTION TOTAL						19,657.87

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## ACCOUNTS PAYABLES LISTING BY FUNCTION

PAGE 3

Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
42	23/06/16	2-42-215-00	C900010426	BELL MOBILITY	CELL PHONES - LIFT STATION	7.96
	23/07/07	2-42-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - SEWER	66.65
	23/06/28	2-42-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - SEWER	784.26
FUNCTION TOTAL						858.87
43	23/06/23	2-43-550-00	C900010443	CLAYSTONE WASTE LTD.	GARBAGE COLLECTION	8,983.50
	23/06/23	2-43-550-00	C900010443	CLAYSTONE WASTE LTD.	GARBAGE COLLECTION	8,983.50
FUNCTION TOTAL						17,967.00
51	23/06/23	2-51-211-00	C900010442	BOAST RADLEY, TRACEY	EXPENSE/ SPRING REGIONAL MTG	100.00
	23/06/23	2-51-211-00	C900010442	BOAST RADLEY, TRACEY	EXPENSE/ SPRING REGIONAL MTG	41.83
	23/07/04	2-51-211-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	75.00
	23/06/16	2-51-215-00	C900010440	XPERT OFFICE SOLUTIONS	COPIES	454.96
	23/06/16	2-51-215-00	AP DRCT DB	TELUS MOBILITY	BUSINESS CONNECT - FCSS	143.80
	23/06/23	2-51-215-00	C000016570	ROUGHLEY, MARCIA	EXPENSES/ INK FOR CVITP	71.79
	23/06/30	2-51-245-00	C900010486	DEMERS, ELISA	JANITORIAL - FCSS	50.00
	23/06/30	2-51-245-00	C900010496	PIDERNAL, MARY GRACE	JANITORIAL - FCSS	50.00
	23/06/30	2-51-400-01	C000016575	TOFIELD & DISTRICT CHAMBER OF	PROMENADE SUPPORT	250.00
	23/06/23	2-51-400-04	C900010446	IRVINE, CHARLENE	GENERAL COUNSELLOR	5,280.00
	23/06/16	2-51-400-05	C900010438	TOFIELD MERCURY PUBLISHING LTD	AD/ SENIOR APPRECIATION	259.00
	23/06/16	2-51-400-05	C900010436	SUTTON, JAMIE R	SENIOR'S BREAKFAST	30.00
	23/06/30	2-51-400-05	C900010491	HARE FOODS LTD.	ACCOUNT 7506990	84.13
	23/06/30	2-51-400-05	C900010491	HARE FOODS LTD.	ACCOUNT 7506990	72.12
	23/06/30	2-51-400-05	C900010491	HARE FOODS LTD.	ACCOUNT 7506990	30.85
	23/06/30	2-51-400-05	C900010491	HARE FOODS LTD.	ACCOUNT 7506990	40.35
	23/07/04	2-51-400-05	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	282.02
	23/06/16	2-51-400-07	C900010438	TOFIELD MERCURY PUBLISHING LTD	AD/ SPRING SUPPLEMENT	52.60
	23/06/16	2-51-400-07	C900010438	TOFIELD MERCURY PUBLISHING LTD	AD/ TOFIELD GRAD	40.00
	23/06/16	2-51-400-07	C900010441	YOUR DOLLAR STORE (YDSWM)	ARISE/ SUPPLIES	19.55
	23/07/04	2-51-400-07	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	102.00
FUNCTION TOTAL						7,530.00
56	23/06/30	2-56-250-00	C900010494	NELSON GRANITE LIMITED	PLAQUE / PAUL ORVILLE JONES	563.50
FUNCTION TOTAL						563.50
71	23/06/23	2-71-215-00	C900010448	MCSNET	CUST #0054024/ INTERNET	49.95
	23/07/07	2-71-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - NATURE CENTRE	86.60
	23/06/30	2-71-240-00	C900010486	DEMERS, ELISA	JANITORIAL - NATURE CENTRE	150.00
	23/06/30	2-71-240-00	C900010496	PIDERNAL, MARY GRACE	JANITORIAL - NATURE CENTRE	150.00
	23/06/28	2-71-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - NATURE CENTRE	317.53
	23/06/28	2-71-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - NATURE CENTRE	264.52

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## ACCOUNTS PAYABLES LISTING BY FUNCTION

PAGE 4

Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
FUNCTION TOTAL						1,018.60
72	23/06/16	2-72-240-00	C900010431	DUKART, DENISE M.	HALL CARETAKER	750.00
	23/06/30	2-72-240-00	C900010487	DUKART, DENISE M.	HALL CARETAKER	750.00
	23/06/28	2-72-540-50	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - COMMUNITY HALL	599.02
	23/06/28	2-72-540-51	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	GAS - COMMUNITY HALL	169.58
	23/06/30	6-72-630-00	C900010482	ALLWEST FURNISHINGS LTD.	NEW CHAIRS	45,450.00
	23/06/30	6-72-630-00	C900010482	ALLWEST FURNISHINGS LTD.	DEPOSIT PAID	22,725.00-
FUNCTION TOTAL						24,993.60
73	23/06/16	2-73-251-00	C900010429	CHEHADE, BRENDA	SHUTTLE DRIVER	460.00
	23/06/16	2-73-251-00	C900010426	BELL MOBILITY	CELL PHONE - HANDIVAN	16.51
	23/06/30	2-73-251-00	C900010483	AMSC INSURANCE SERVICES LTD.	INSURANCE	5,342.00
	23/06/30	2-73-251-00	C900010488	FORSTNER, DORIS	SHUTTLE DRIVER	710.00
FUNCTION TOTAL						6,528.51
74	23/06/30	1-74-400-01	C000016575	TOFIELD & DISTRICT CHAMBER OF	DONATION/ HALVERSON	250.00
	23/06/30	2-74-400-03	C900010503	YOUR DOLLAR STORE (YDSWM)	CANADA DAY /SUMMER PROGRAM	36.00
	23/06/30	2-74-400-03	C000016573	TELUS WORLD OF SCIENCE EDMONTO	BOOKING 2174309/ JULY 11	320.40
	23/07/04	2-74-400-03	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	297.41
	23/06/30	2-74-400-10	C000016571	PETTY CASH	CANADA DAY UMPIRES	640.00
FUNCTION TOTAL						1,543.81
75	23/07/07	2-75-215-00	AP DRCT DB	TELUS COMMUNICATIONS LTD.	PHONES - LIBRARY	153.74
	23/06/30	2-75-240-00	C900010486	DEMERS, ELISA	JANITORIAL - LIBRARY	200.00
	23/06/30	2-75-240-00	C900010496	PIDERNAL, MARY GRACE	JANITORIAL - LIBRARY	200.00
FUNCTION TOTAL						553.74
76	23/07/04	2-76-215-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	222.84-
	23/07/04	2-76-215-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	105.77
	23/07/04	2-76-215-00	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	105.76
	23/06/30	2-76-215-01	C900010502	XPLORÉ INC.	ACCT 1672172/ WIFI- CAMPGROUND	160.00
	23/06/30	2-76-250-00	C000016574	THE LAWNMOWER HOSPITAL	BACKPACK BLOWER X2	1,437.98
	23/07/04	2-76-250-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	920.89
	23/06/16	2-76-250-01	C900010430	DRIVEN TRANSPORT INC	DELIVERY / MATERIALS	1,200.00
	23/07/04	2-76-250-01	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	222.83-
	23/07/04	2-76-250-01	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	105.76
	23/07/04	2-76-250-01	AP DRCT DB	TELUS MOBILITY	CELL PHONES - PARKS	105.77
	23/07/04	2-76-250-01	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	722.40
	23/06/28	2-76-250-02	AP DRCT DB	ALBERTA MUNICIPAL SERVICES COR	POWER - CAMPGROUND	589.54

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ACCOUNTS PAYABLES LISTING BY FUNCTION

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Function	Date	Account Number (Including Delimiters)	Reference Number	Transaction Description	Transaction Description Additional	Transaction Amount
76	23/06/30	2-76-250-03	C000016572	RAIN MAN IRRIGATION & PLUMBING	SPLASH PARK START UP	1,350.00
	23/07/04	2-76-250-03	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	3,088.23
	23/06/30	2-76-250-04	C900010500	SCHINKEL, Lyla-JO	WATERING	2,000.00
	23/06/16	2-76-520-00	C000016568	THE LAWNMOWER HOSPITAL	PRO BLADE GRINDER	846.56
	23/07/04	2-76-520-00	AP DRCT DB	BMO BANK OF MONTREAL	BILLINGS	428.89
	23/06/23	6-76-610-01	C900010449	SELECT ENGINEERING CONSULTANTS	TRAIL IMPROVEMENTS	1,830.00
	23/06/23	6-76-610-02	C900010450	UNIVERSAL FENCE LTD.	FAIRGROUNDS PERIMETER FENCE	25,969.00
	23/06/30	6-76-610-03	C900010489	FOX ENERGY SYSTEMS INC.	DIRECTIONAL SIGN	6,533.95
	23/06/16	6-76-620-00	C000016567	HOLDEN COLONY (METAL SHOP)	SHED	20,370.00
	23/06/23	6-76-620-00	C900010443	CLAYSTONE WASTE LTD.	CONCRETE REMOVAL	111.50
FUNCTION						
TOTAL						67,536.33
FINAL TOTALS						
TOTAL						348,145.89

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



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR111593

July 7, 2023

Her **Worship Debora Lynn Dueck**  
**Mayor**  
Town of **Tofield**  
PO **Box 30**  
**Tofield AB T0B 4J0**

Dear **Mayor Dueck**:

**Further to my predecessor's letter of March 2, 2023, a strong partnership between the province and local governments remains a key priority for the Government of Alberta. To that end, I am pleased to confirm the allocation amounts to your community for the Municipal Sustainability Initiative (MSI) Capital and Operating programs, and the Canada Community-Building Fund (CCBF) program.**

For the Town of **Tofield**:

- The **2023 MSI Capital allocation is \$245,728.**
- The **2023 MSI Operating allocation is \$154,482, double the 2022 allocation amount.**
- The **2023 CCBF allocation is \$130,274.**

**MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).**

**I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.**

Sincerely,

**Ric McIver**  
**Minister**

cc: **Cindy Neufeld, Chief Administrative Officer, Town of Tofield**



ALBERTA  
HEALTH

*Office of the Minister  
MLA, Red Deer - North*

JUL 11 2023

AR 211031

Her Worship Debora Dueck  
Mayor  
Town of Tofield  
Box 30  
5407 50 St  
Tofield AB T0B 4J0  
[ddueck@tofieldalberta.ca](mailto:ddueck@tofieldalberta.ca)

Dear Mayor Dueck:

Thank you for your letter on behalf of the towns of Tofield and Viking, villages of Ryley and Holden, and Beaver County regarding emergency department access at the Tofield Health Centre.

I share your priority for ensuring that patients in Tofield and surrounding communities can get the care they need, when they need it. As you may know, the overnight closure of the Tofield Health Centre emergency department is a temporary measure. Please be assured that all other services at the centre are operating as normal, and inpatient units are not impacted. Every Albertan in need of care will continue to receive assistance through a network of nearby Alberta Health Services (AHS) facilities. Emergency medical services remain available to the community to attend urgent needs and transport, while residents can access Health Link 811 for non-emergency medical inquiries.

AHS also has a dedicated team in place to support health care professional retention and recruitment efforts in the region. In fact, four registered nurses have been recruited to the Tofield Health Centre and are currently in orientation. Two new licensed practical nurses have also been hired. These new staff members are expected to support the site's return to regular hours over the summer.

Additionally, AHS is engaging with the Rural Health Professions Action Plan to collaborate on staff attraction and retention strategies and support health care professionals who are new to rural communities. The province's Health Workforce Strategy ([alberta.ca/health-workforce-strategy.aspx](https://alberta.ca/health-workforce-strategy.aspx)) is also focused on addressing health labour shortages, including those in rural communities, and streamlining the credential recognition process for internationally educated health care workers.

Further, Alberta Health continues to make significant investments in health education to ensure the province can add more health care workers over time and provide opportunities for current

.../2

Mayor Dueck  
Page 2

workers to increase their skills and progress in their careers. For example, as part of Budget 2023, Alberta's government is investing \$72 million over three years to create more than 3,400 new seats in post-secondary institutions, which will include additional seats for students in nursing, health care aide and paramedicine programs.

Thank you again for writing and for your advocacy on behalf of community residents.

Sincerely,

  
Adriana LaGrange  
Minister of Health

cc: Honourable Ric McIver, Minister of Municipal Affairs

# BEAVER AMBULANCE SOCIETY

## Regular Meeting – June 28 2023

### Page 1 of 3

Regular meeting of the Beaver Ambulance Society Board of Directors was held on June 28, 2023, at the Tofield Health Centre Board Room.

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

#### 1. Call to Order

-Mr. N. Martineau called the meeting to order at 6:02 pm.

#### 2. Consideration of Agenda

##### **MOTION #37/23**

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

Motion for approval of agenda with additions.

**MOTION CARRIED**

#### 3. Review of Minutes

-The minutes from the April 26, 2023, meeting was reviewed.

##### **MOTION # 38/23**

**Moved by: Ms. C. Brown**

Motion to approve April 26, 2023, minutes with amendments.

**MOTION CARRIED**

#### 4. Business Arising from Previous Meeting

##### 4.1 Paramedic Service Week Update

- Both Tofield and Viking hosted very successful pancake breakfast open houses, where the attendees enjoyed the on site bouncy castles, face painting, balloon animals and tours of the station. All funds were raised for the local food banks, Tofield raised \$1275 and Viking raised \$930.

#### 5. Standing Items and New Business

##### 5.1. Financial Review

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

**BEAVER AMBULANCE SOCIETY**  
**Regular Meeting – June 28 2023**  
**Page 2 of 3**

**MOTION #39/23**

**Moved by: Mr. J. Buttner**

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

**MOTION CARRIED**

**5.2. Response Stats**

- The Response statistics for April and May 2023 were presented and reviewed.

**5.3. AHS Update**

- Waiting times for EMS at Edmonton hospitals is continuing to decline so crews are able to get back in service quicker. The Tofield Emergency Department closure is continuing, due to being short staffed. The mandatory masking within health care facilities has been lifted but may continue on an individual basis if the person chooses to.

**5.4. Accreditation Update**

- We are currently working on circulating and collecting staff and board member surveys.

**5.5. Quality Improvement and Safety/Complaints and Commendations**

- There were three commendations from patients and their families.

**5.6. Vehicles and Equipment**

- Unit 2190 went into limp mode due to the diesel particulate filter being plugged, OK Tire in Leduc was unable to force the regeneration of the exhaust, so it was towed to Camrose Wheaton Chev to perform the required service.

**5.7. Policy Review**

- Mr. Baerg discussed key points from last meetings SWOT analysis and presented a draft of the Strategic Plan.

**MOTION #40/23**

**Moved by: Ms. C. Brown**

Motion to approve the Strategic Plan as presented.

**MOTION CARRIED**

- A revised version of Human Resources Policy 15 Staffing and Hiring was presented to the board, with proposed increases in the education Bursary, and offering hiring incentives.

**MOTION #41/23**

**Moved by: Mr. J. Buttner**

Motion to approve the recruitment and retention program added to HR Policy 15.

**MOTION CARRIED**

**BEAVER AMBULANCE SOCIETY**  
**Regular Meeting – June 28 2023**  
**Page 3 of 3**

**5.8. Paramedic Chiefs Conference**

- Mr. Baerg discussed the presentations and key points of the chief's conference.

**5.9. Closed Session**

- There was no need to move into closed session for the staffing update.
- The staffing shortage continues across the whole industry, there was two casual PCP's hired in the last two months, and one more is starting the orientation process.

**5.10. Year End Review Engagement**

- The Review Engagement for the March 31, 2023 year end was distributed to the board for review.

**MOTION #42/23**

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

Motion to approve March 31, 2023 Review Engagement.

**MOTION CARRIED**

**5.11. Annual Report**

- Mr. Baerg presented his 2022/2023 Annual Report.

**6. Other Business**

- The next board meeting will be held on August 23, 2023, at 6:00 pm at the Tofield Health Center meeting room.

**MOTION #43/23**

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

Motion to adjourn meeting at 8:38 pm.

**MOTION CARRIED**

\_\_\_\_\_  
Chair

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

# Beaver Emergency Medical Services 2022/2023 Annual Report



*Our Vision: To excel as the leading provider of emergency medical services throughout Alberta. We will uphold the public trust through the delivery of compassionate, courteous, and professional treatment of those placed in our care.*

---

Wes Baerg, Advanced Care Paramedic  
Executive Director, Beaver EMS

---

**Beaver Emergency Medical Services**  
**is built upon the CORE VALUES of:**  
**Integrity, Professionalism, Accountability,**  
**Teamwork, and Respect**

---

### **We Believe:**

- Everyone matters
- In the highest level of care through exceptionally skilled professionals and state of the art equipment
- In exceeding standards of care
- In strong working relationships internally between board and staff, and externally with other health care professionals

### **Our Mission**

- To provide compassionate, professional, and effective emergency medical service in our communities. We will maintain a workplace where staff are supported, and we commit to safe and innovative clinical practices.

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## Executive Summary

We are pleased to present the Beaver EMS 2022/2023 Annual Report. This report analyzes 2022/23 response and transport data by location (Tofield, Viking, or out-of-area response) and most common type of call, as well as other topics. It is also interesting to do an analysis of the busiest time of day and day of week for our EMS crews. We also provide a cursory report of our revenue and expenses.

The intent of this report is to provide municipal and government partners, EMS providers and members of the public with information that assists them to understand what we do, why we do it, and makes us accountable for our provision of ambulance services and prehospital emergency care in Beaver County and areas within it.

Some key findings of this report show that our Tofield ambulances have seen a 42% increase in call volume in the last 5 years, an increase of 400 calls, all the while utilizing the same staffing numbers and same number of ambulances. The Viking ambulance has also seen a significant increase in utilization, providing ambulance services not only within our county but also in areas within Flagstaff County and County of Minburn.

We continue to have a Board of Directors who have been engaged and enthusiastic in their role as the organizational body of oversight into the operations of Beaver EMS. They have attended board meetings and orientation sessions on board governance and leadership; enhancing and understanding how important their role is in ensuring high quality prehospital care and assisting me in my role as the executive director. Setting the vision and mission statements, being strongly involved in strategic planning, and ensuring that quality improvement and patient safety are of utmost importance are some of their key initiatives throughout the year. Their support has been of key importance in all the achievements of this past year. Our success as an organization can be tracked back to the commitment and engagement of the Board of Directors:

*Board Chair: Norm Martineau, Town of Tofield*

*Board Vice-Chair: Barry Bruce, Beaver County*

*Cindy Lefsrud: Town of Viking*

*Lyndie Nickel: Village of Ryley*

*Milt MacGregor: Village of Holden*

*Cathy Brown: Member-at-Large*

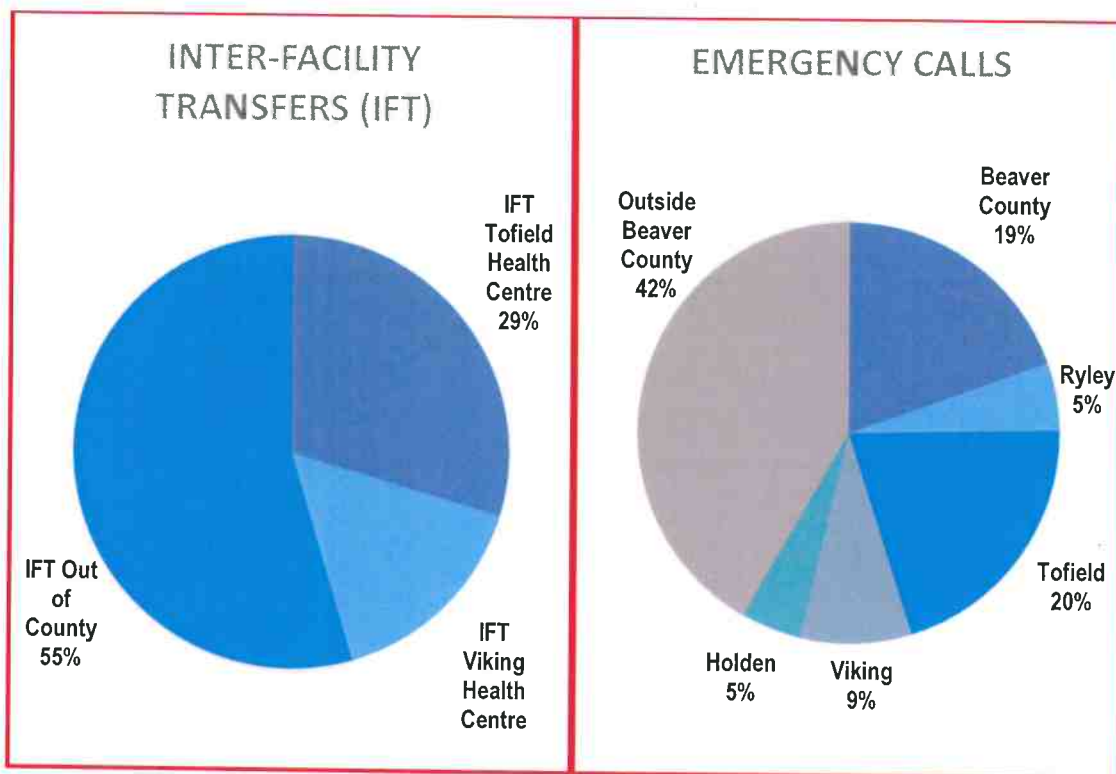
*Wes Baerg, Executive Director, Board Secretary-Treasurer*

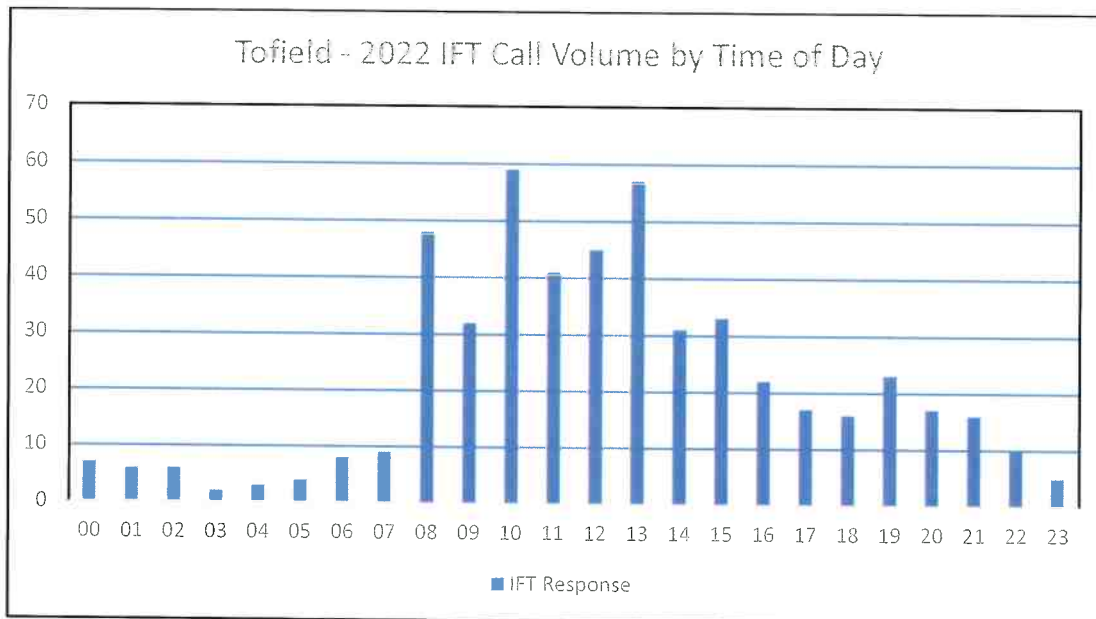
*Crystal Stevenson: General Manager, Board Recording Secretary*

## Activity Synopsis

Beaver EMS has two Advanced Life Support ambulances stationed in Tofield, and one Advanced Life Support ambulance stationed in Viking.

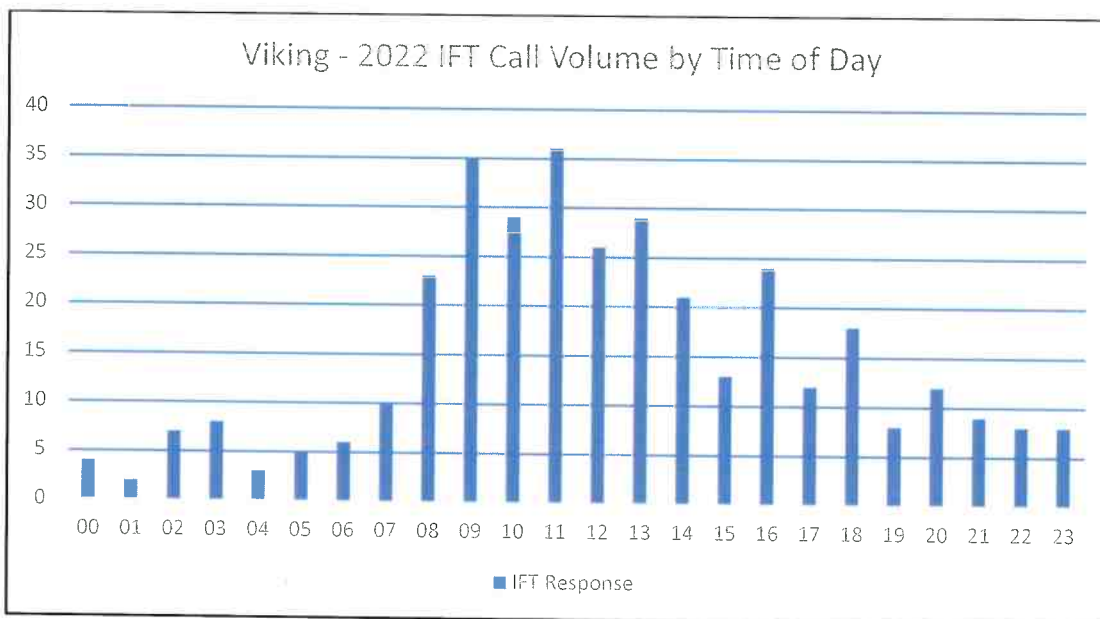
The total number of ambulance calls for 2022 was 1,962 calls, as compared to 1,386 in 2018. The Viking ambulance responded to 612 events in 2022, and the Tofield ambulances responded to a total of 1,350 events, as compared to 950 in 2018 (an increase in calls of 42%). Of those 1,962 calls, 886 were inter-facility transfers from one hospital to another. In 2022 our Tofield and Viking ambulances responded to 484 inter-facility transfers from hospitals located outside of Beaver County. A full 47% of all calls originated outside Beaver County.





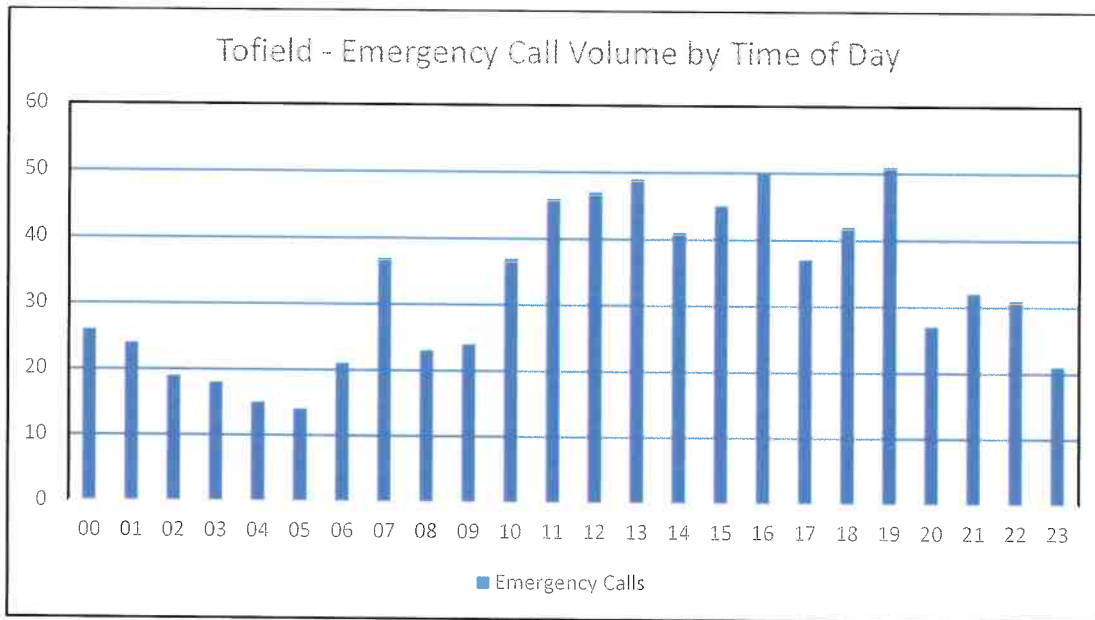
Tofield Interfacility Transfers: Busiest time of day: 10:00am (59 calls)

Slowest time of day: 03:00am (3 calls)



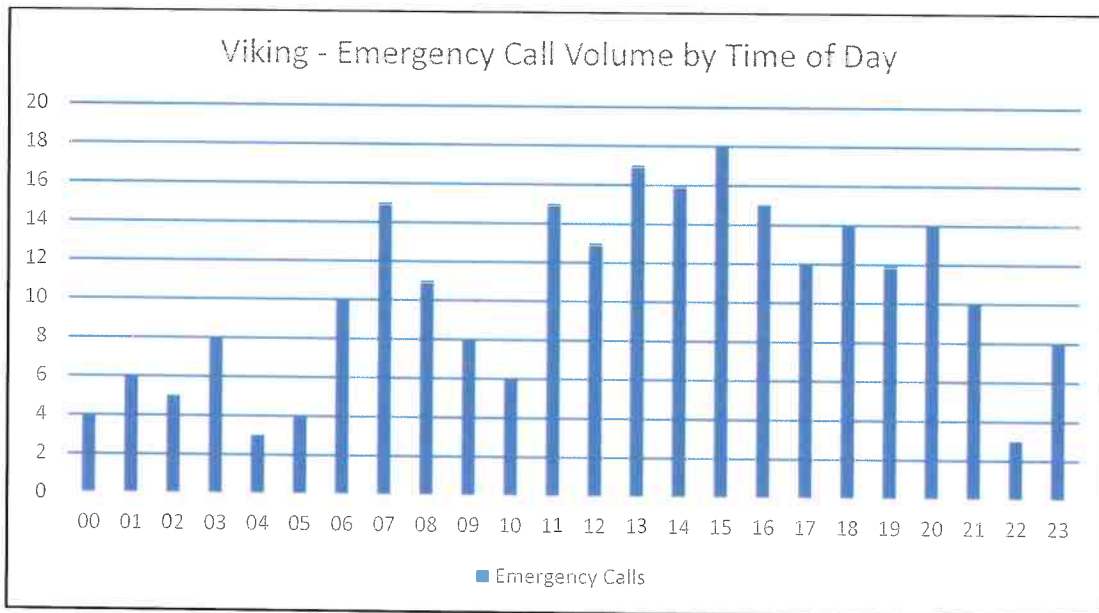
Viking Interfacility Transfers: Busiest time of day: 11:00am (36 calls)

Slowest time of day: 01:00am (two calls)



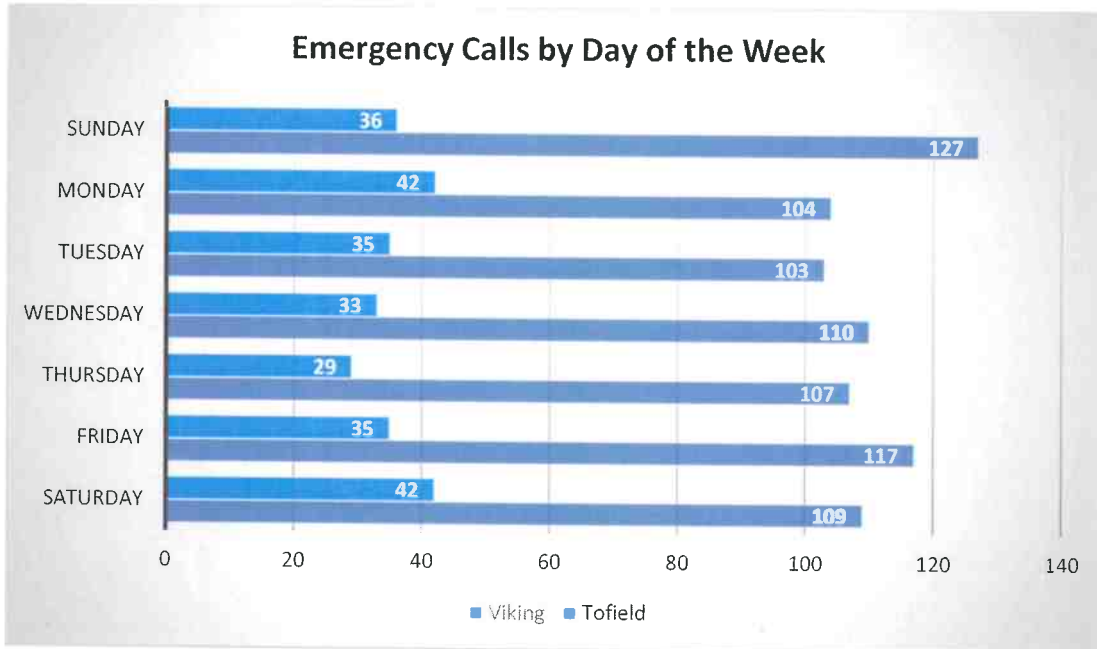
**Tofield Emergency Calls:** Busiest time of day: 7:00pm (51 calls)

Slowest time of day: 05:00am (14 calls)



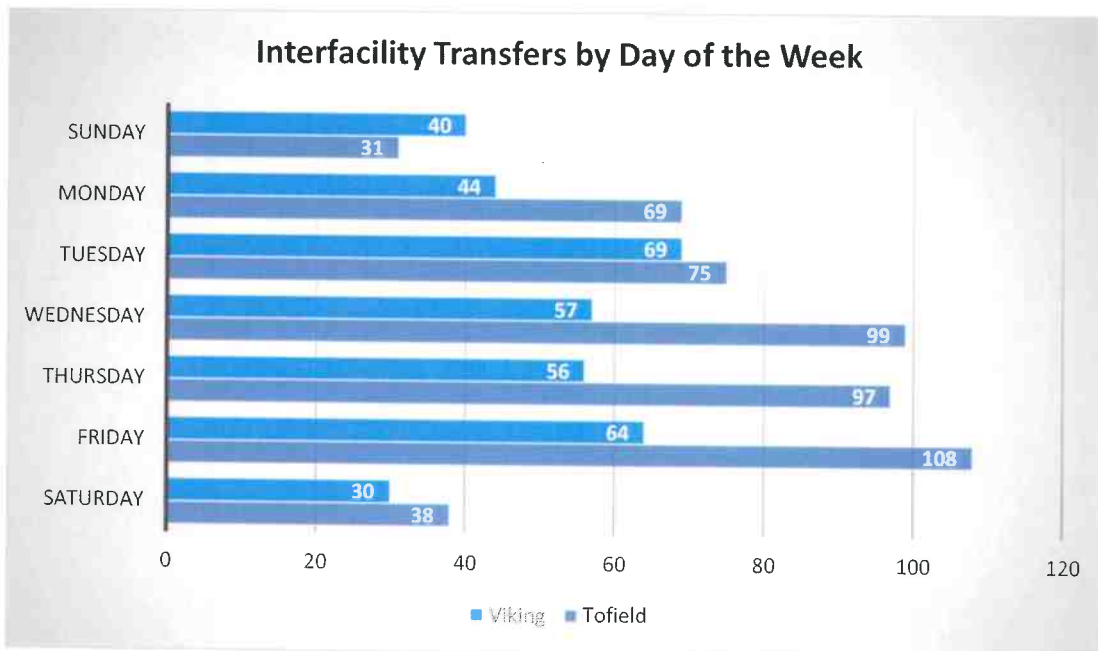
**Viking Emergency Calls:** Busiest time of day: 3:00pm (18 calls)

Slowest time of day: 05:00am (one call)



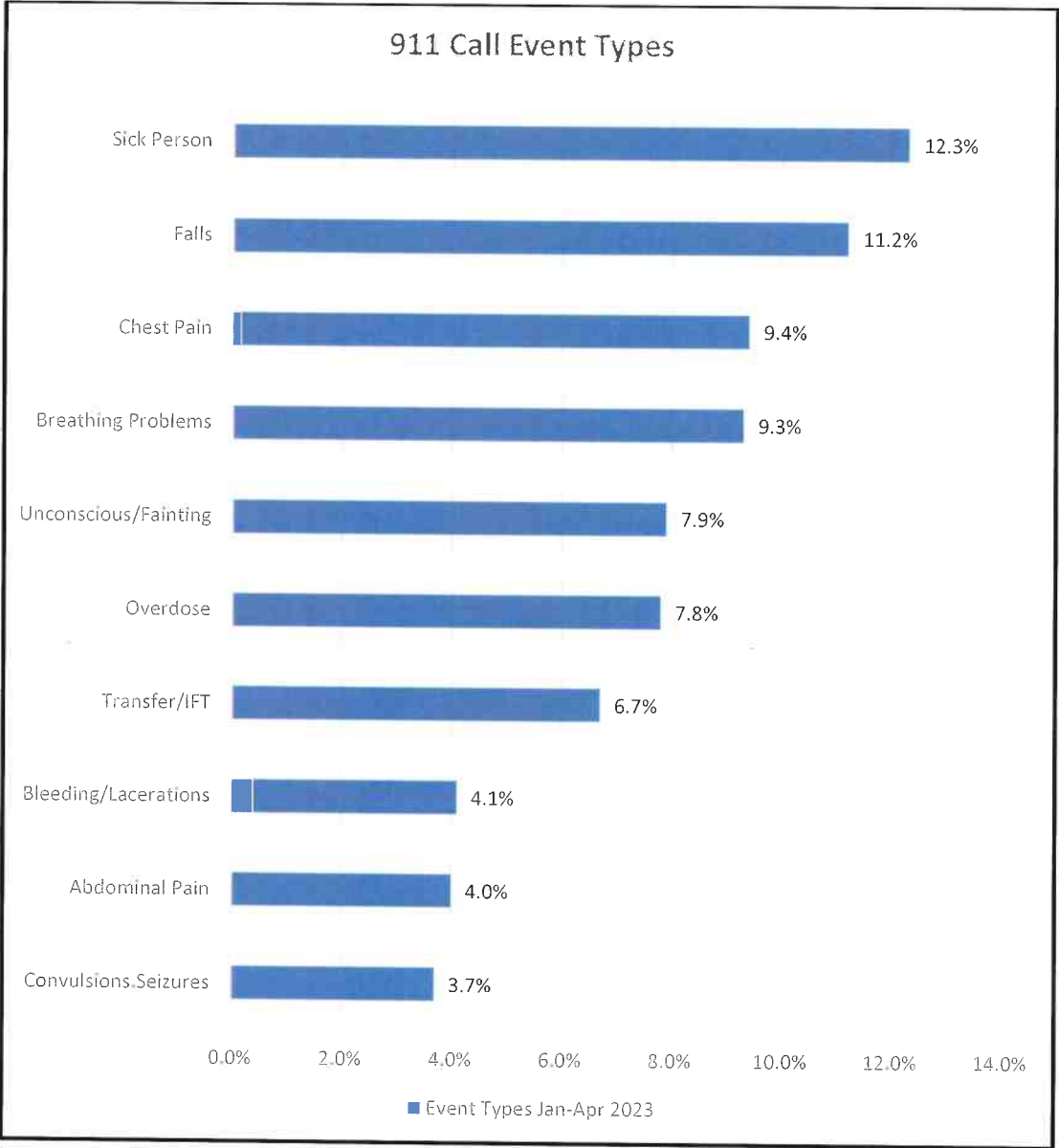
Tofield Emerg. Calls: Busiest day: Sunday (127 calls), Slowest day: Tuesdays (103 calls)

Viking Emerg. Calls: Busiest day: Monday and Saturday (42 calls), Slowest day: Thursdays (29 calls)



Tofield Interfacility transfers: Busiest day: Fridays (108 calls), Slowest day: Sundays (31 calls)

Viking Interfacility Transfers: Busiest day: Tuesday (69 calls), Slowest day: Saturdays (30 calls)



The above chart displays the types of calls that are dispatched out by the AHS Central Communication Centre to ambulances in Alberta for the first four months of 2023. As seen in the chart, undefined “sick person” calls are the most frequent, followed by falls and chest pain as the most common calls for an ambulance.

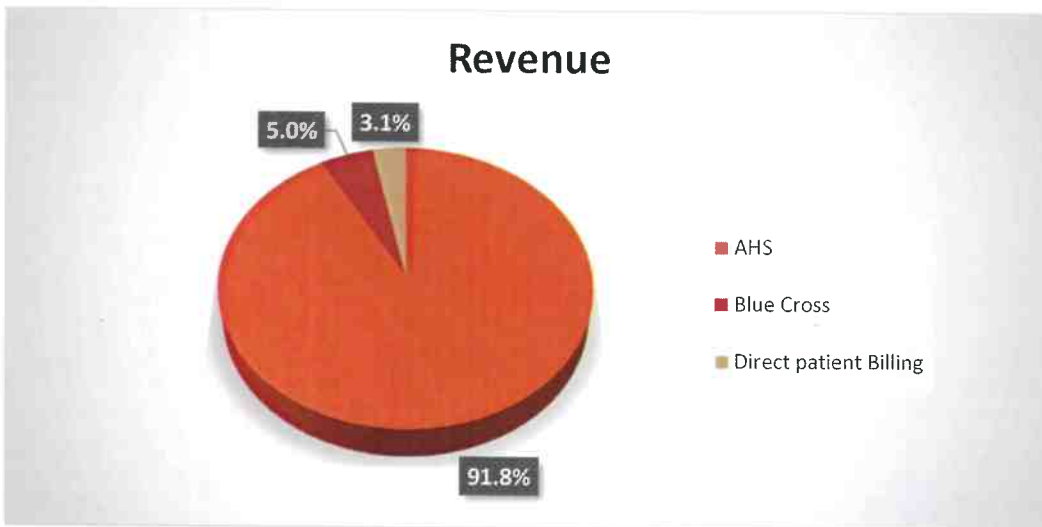


## Financial Summary

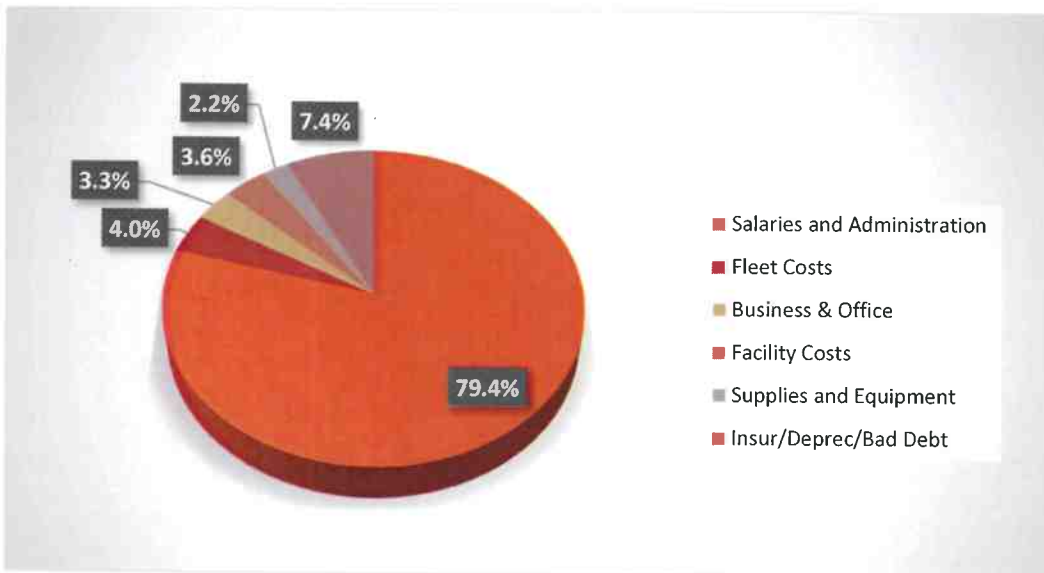
Beaver Ambulance Society operates as a not-for profit charitable society and receives funding from four sources. Accountability and reporting occur monthly to our Board of Directors and quarterly through our provincial contract.

We are also pleased to note that we have never run a deficit budget since our inception. Our full financials are available upon request to administration.

### Revenue for 2022/23

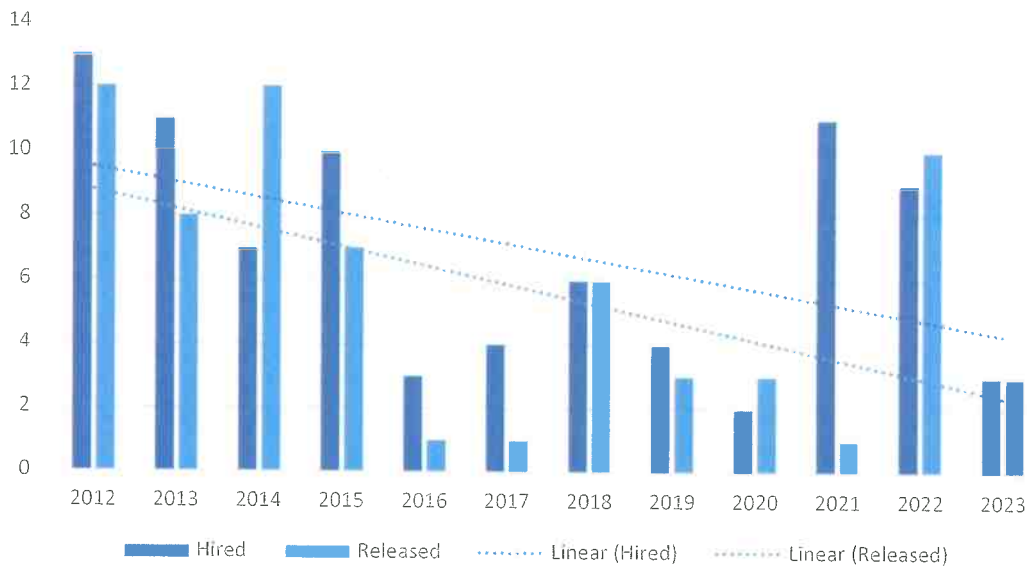


### Expense Summary for 2022/23



## Staff Spotlight

### Hiring and Retention



One of the goals within our Strategic plan was to make Beaver EMS a workplace of choice and to reduce staff turnover by 10 to 15%. In fact, from 2012 to 2023, we have reduced the annual average of staff being hired by 60%. Also, since 2012, the number of staff being released has been reduced by 70% (see linear average in chart above). However, throughout the 2021-2022 period during the pandemic, we did see an increase in hiring and staff being released for various reasons.

Throughout the past decade, we have purposely focused on the people, rather than the processes; making efforts to support the staff members as individuals rather than focus on organizational performance or financial numbers. Research has shown that there can be many reasons that most people leave their workplace. Highest among them are lack of recognition, lack of clear direction, and a poor corporate culture. High employee retention rates depend on managers who develop genuine relationships with their people. This is accomplished by believing in the values of trust and transparency, and by providing employee feedback. We have reflected this in our core values of integrity, professionalism, accountability, teamwork, and respect.

If the casual and part-time paramedics are able maintain a minimum number of shifts to keep in touch with our current standards of practice and policies, we encourage them to continue to accept shifts and work together with us. Many vacant paramedic positions have been filled by applicants who have been recommended by the current staff members. Only rarely did we see the need to advertise externally that we were accepting resumes from prospective applicants, and yet we continue to receive resumes on a regular basis. It is great to see that our staff members continue to recommend us to other paramedics as an employer of choice.

We currently have 16 full-time and part-time Advanced Care Paramedics on staff, and 15 full-time and part-time Primary Care Paramedics. There are also three staff members in administration: an executive director, a general manager, and a part-time office administrator.



## Community Involvement

In a post-pandemic society, employers around the world are facing staffing shortages in all professions and occupations. We also have noted a significant decrease in people entering the paramedic profession, due in part to the decrease in student intake and decrease in promotion by training institutions to provide in-person learning during the pandemic. One of the strategies we have undertaken is to participate in a county-wide career day for rural high school students.



Rural High School events are one-day learning opportunities during which high school students can discover rural health care. Held during school hours, students experience a wide variety of sessions with real-life health-care providers in a storytelling or Q&A format, hands-on activities, and/or interactive learning stations, all while highlighting the importance of the wide scope of practice found in rural healthcare teams. The event was organized by RhPAP, which according to their website was: *“Established in 1991 by the Government of Alberta as the Alberta Rural Physician Action Plan, and originally focused on supporting practicing rural physicians, RhPAP has grown to be a broader rural community health workforce attraction and retention resource, an ally with Alberta’s medical schools, as well as a trusted, collaborative partner for rural Alberta communities trying to achieve greater*

*access to health care”*. These events are intended to make students aware of the health-care opportunities available in their communities and encourage them to consider these careers such as EMS, optometry, nursing, and other options. As you can see from the feedback summary below, 97% of the students felt it was a worthwhile learning experience, and 83% agreed that they could see themselves working in a rural Alberta Community.

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### Tofield, Ryley, and Beaver County High School Event: Evaluation Summary – November 30, 2022

- Students’ overall satisfaction of the event was rated at 4.8/5
- 97% strongly agreed or agreed that this was a worthwhile learning experience
- 90% of students strongly agreed or agreed that the event helped them to narrow down their study options after grade 12.
- 96% of participating students strongly agreed or agreed that they can see themselves working in health care
- 83% of participating students strongly agreed or agreed that they can see themselves working in a rural Alberta community
- 100% of students agreed and strongly agreed that based on their experience, they would consider attending another RhPAP event and/or will recommend to others.
- Highlight Experiences shared by students at the event:
  - Suturing – identified by 16 students
  - Paramedic/Ambulance – identified by 5 students
  - IV’s - identified by 8 students
  - Optometry - identified by 2 students



Beaver EMS ambulances are dispatched by Alberta Health Services and are deployed wherever needed, often for cross coverage in areas where the local ambulances are responding to other emergencies.

On the left, we see one of our trucks in Vegreville, parked in front of the Pysanka.

On the right is the famous giant dinosaur that is located in Drumheller.



The photo below left shows our ambulance in front of the mallard duck in Andrew, Alberta.

The photo below on the right is taken beside the giant sausage in Mundare, Alberta.



## Challenges and Opportunities

Coming out of the pandemic (approx. March /2020 to June 2022) we have been reflecting on what has happened, what we have experienced, and try to analyze the challenges before us. Like most other health care providers, the two years since the emergence of the pandemic introduced many challenges and struggles as we have attempted to maintain a semblance of normal EMS services to the public while at the same time protecting and supporting our paramedics for their own health and well-being. We have attempted to provide the safest workplace possible, allowing some personal interaction and communication while observing requirements for masking and personal distancing. The stresses of providing ambulance services during the pandemic cannot be overstated, and many people in all walks of life found themselves unable to cope and experienced many mental, psychological, and physical problems. According to Dr. Nick Carleton from CIPSRT (Canadian Institute for Public Safety Research and Treatment) in Regina, Saskatchewan, the average person is exposed to 5 psychological crisis in their lifetime, but paramedics may be exposed to that many in a couple of weeks. The cumulative effect of traumatic events and psychological exposures through their EMS career is significant to paramedics and all health care providers.

In a recent study by Charles Stuart University conducted near the end of the pandemic, the depression and anxiety among paramedics was 2–3 times that found in the general community. Over half of respondents showed high emotional exhaustion (burnout). The strongest associations with burnout and psychological distress were workload, lack of practical support, inadequate training, and poor organizational communication. A significant proportion of respondents were seriously considering quitting (27.4%) or looking for a new job with a different employer (28.5%) in the next 12 months. Studies show that the highest difficulties with recruitment and retention occur in paramedicine and policing.

However, we have seen the resilience and strength within our staff, and we have worked together in support for each other and for those close to us. According to Dr. Carleton, the best coping mechanisms for paramedics (and all health care workers) are support from family, friends, and faith. The ability to talk with and decompress with someone trustworthy at the end of a long difficult shift adds immeasurably to coping and even thriving during very difficult times. We continue to care for each staff member and have them know that this is a workplace where they are valued and supported.

We thank all the Paramedics who work for Beaver EMS; for their dedicated and enthusiastic commitment to providing care to the sick and injured. Their unwavering dedication to our service, to the EMS profession, and to the public needs to be acknowledged as outstanding. Our office administrators have also done exceptional work in supporting the organizational needs and operational purpose. Without these staff members, we would never be able to accomplish what we have and be where we are.

I also thank the Board of Directors for their commitment to leading Beaver EMS, and for engaging in innovative and progressive change on a regular basis. Their support and advocacy of Beaver EMS can be seen in many situations as they engage with their fellow council members, and other municipal and county representatives. It is a privilege to be a part of such an impressive organization.

*Wes Baerg, Advanced Care Paramedic, Executive Director*

***HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION***

**Special Meeting  
May 18<sup>th</sup>, 2023 at 1:00 p.m.  
Ryley, Alberta  
By Boardroom**

**PRESENT:**

**COMMISSION members PRESENT at commencement:**

**Larry Tiedemann, Town of Tofield (Alternate) Phone  
Norm Martineau, Town of Tofield  
Dale Pederson, Beaver County  
Dana Ewashko, Town of Viking  
Travis Schiewe, Village of Holden  
Brain Ducherer, Village of Ryley**

**ADMINISTRATION members PRESENT at commencement:**

**Michael Bolch, CAO  
Bev Hutton, Records Coordinator  
Crystal Yeske, Office Manager**

**ADMINISTRATION member ABSENT at commencement:**

**Grant Kipling, Operations Manager**

**GUEST member PRESENT at commencement:**

**Brent Clark, Consultant**

**1. CALL TO ORDER:**

Chairman Ewashko called the special meeting to order at 12:55 p.m.

**2. ADDITIONS/DELETIONS TO THE AGENDA:**

3.2 Minutes of Regular Meeting of March 23, 2023.

Minutes

May 18<sup>th</sup>, 2023

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7.2 Letter from Beaver County

**23-38 MOVED by CM Martineau that the Highway 14 Regional Water Services Commission adopt the agenda as amended.**

**CARRIED**

**3. MINUTES:**

3.1 Minutes of the Highway 14 Regional Water Services Commission Special Meeting held April 12, 2023.

**23-39 MOVED by CM Pederson that the Highway 14 Regional Water Services Commission to approve the minutes of the Special Meeting held April 12, 2023, as presented.**

**CARRIED**

3.2 Minutes of the Highway 14 Regional Water Services Commission Regular Meeting held March 23, 2023.

**23-40 MOVED by CM Pederson that the Highway 14 Regional Water Services Commission approve the minutes of the Regular Meeting held March 23, 2023, as amended.**

**CARRIED**

**23-41 MOVED by CM Martineau that the Highway 14 Regional Water Services Commission amend motion 23-28 and motion 23-29 rescinding February motion 23-18 request to look at CAO contract and motion 23-19 request for second audit.**

**CARRIED**

**4. UNFINISHED BUSINESS:**

4.1 RFD Rescind motion 22-106 as per the MGA

**23-42 MOVED by CM Pederson that the Highway 14 Regional Water Services Commission tabled motion 22-106 sending out draft minutes to investigate further and then brought back to the Commission members for further discussion.**

**CARRIED**

4.2 RFD Rescind Motion 23-36 Strathcona County pipeline funds Distribution

**23-43 MOVED by CM Pederson that the Highway 14 Regional Water Services Commission rescind motion 23-36 Strathcona County funds distribution.**

**CARRIED**

**5. NEW BUSINESS:**

5.1 RFD 2023 Strathcona County pipeline funds distribution.

**23-44 MOVED by CM Ducherer that the Highway 14 Regional Water Services Commission board approves distributing the \$750,000 from the Strathcona County pipeline sale two ways, \$300,000 for the completion of phase 2 of the Construction on the new office building; and \$450,000 for unfunded projects to meet the shortfall in the 2023 budget, any surplus funds could be put into reserves at the end of 2023.**

**CARRIED**

Minutes

May 18<sup>th</sup>, 2023

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5.2 RFD H14 building phase 2 award

**23-45 MOVED by CM Schiewe that the Highway 14 Regional Water Services Commission board recommends awarding the new building renovation contract for phase 2 to Vantage Builders of Vegreville for their contract price of \$291,832.00, and that administration utilize funds of \$291,832.00 assigned for it from the renovation budget of \$300,000.00 to cover the costs of the renovation, and that the contract start date is set for June 1, 2023, and completion set for October 1, 2023 and that administration works to complete the rest of the property landscaping and paving as soon as permissible.**

**CARRIED**

Chairman Ewashko calls break at 2:14 p.m.

Chairman Ewashko reconvene the meeting at 2:24 p.m.

5.3 Approve new budget

**23-46 MOVED by CM Ducherer that the Highway 14 Regional Water Services Commission that the budget to be accept as presented.**

**CARRIED**

5.4 Discussion Village of Holden watermain issue

**23-47 MOVED by CM Schiewe that the Highway 14 Regional Water Services Commission agrees to move forward to replace 200 meters of water main pipe at 51 Avenue in Holden with a cap of \$300,000.00 for repairs.**

**CARRIED**

5.5 Discussion Village of Holden, new unidentified water main

**23-48 MOVED by CM Schiewe that the Highway 14 Regional Water Services Commission agrees to move forward to investigate and repair unidentified water main in Holden with a cap of \$100,000.00.**

**CARRIED**

5.6 Discussion Lessons learned from the meeting with the CAO from the Village of Ryley and Brownlee on Commission Autonomy. To also have discussion on falsehoods told by disgraced ex-Mayor and ex-CAO of the Village of Ryley at the Beaver Regional Partnership.

5.7 Discussion of next meeting with Beaver Regional Partnership.

**6. REPORTS:**

6.1 Operations Manager Report

No report

6.2 CAO Report

No report

6.3 Commission Report-verbal

**23-49 MOVED by CM Pederson that the Highway 14 Regional Water Services Commission adopt the commission report for information.**

**CARRIED**

Minutes

May 18<sup>th</sup>, 2023

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**7. CORRESPONDENCE:**

7.1 Letter from Holden Resident

**23-50 MOVED by CM Martineau that the Highway 14 Regional Water Service Commission accept the letter from the Holden resident to be received and filed for information.**

**CARRIED**

7.2 Letter from Beaver County

**23-51 MOVED by CM Ducherer that the Highway 14 Regional Water Services Commission direct administration to respond and file then forward the response to all commission members.**

**CARRIED**

**8. CLOSED SESSION:**

No Closed Session

**9. ADJOURNMENT:**

**23-52 MOVED by Chairman Ewashko to adjourn the regular meeting at 3:46 p.m.**

**CARRIED**

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**Chairman**

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**CAO**

## QUARTERLY REPORT April, May and June 2023

**DATE:** June 26, 2023

**TO:** Cindy Neufeld  
Chief Administrative Officer

**From:** CPO. Ken Podoborozny  
Municipal Enforcement Services Dept.

### COMMUNITY STANDARDS

Grass Notice of entries issued to date:	4
Notice to maintain to one owner:	37
Notices to maintains Grass:	58
Unsightly Notice of entries issued to date:	35
Notices to maintains Unsightly:	1

### ANIMAL CONTROL

Dogs Barking:	1
Dogs Running at Large:	3
Owners having more than four animals:	2
Dog bites:	0

### Other

Property dispute	1
Traffic/traffic complaints	5
Business license	1

### PROVINCIAL STATUTES

Provincial Tickets written:	2
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Radar operations have been conducted by CPO. REGEHR in many different places in Tofield like both school zones, the playground zone and along 46 Ave. These radar operations have resulted in some tickets and verbal warnings being issued which has increased compliance throughout the community. While conducting traffic operations, education and verbal warnings have also been given to motorists crossing the solid yellow line on 50 St as there have been complaints regarding this issue.

### **MUNICIPAL BYLAW COMPLAINTS**

A few complaints were received regarding overweight vehicles and unhooked travel/trailers parking in a residential area, all have been resolved.

CPO. REGEHR observed an individual selling items (flags and blankets) out of their van. The individual did not have a Non-resident seasonal business license and was educated on how to obtain one. The individual chose to leave instead of purchasing a license.

Foot patrols were made by CPO. REGEHR on public pathways and at the schools when time permitted. The public, students and teachers have all been supportive and appreciative, thus far.

CPO. REGEHR has also attempted to catch 2 different dogs at large. While both times were unsuccessful CPO. REGEHR was able to obtain information on both dogs. Owners are making changes to rectify the problems they are having with their dogs.

This is a breakdown of the complaints and statistics that we have compiled to date. Our main focus in the summer months will be property cleanups and grass cutting.

Should you require further information or clarification, please contact me at (780) 632-9954.

Respectfully,

CPO. Ken Podoborzny  
Municipal Enforcement Services Dept.



# Tofield Reading University Graduation



Friday, July 28<sup>th</sup>

11am-12pm

at C.W. Sears School

Come celebrate the literacy growth  
our students have made...



*A special thank you to BRCF and BRSD  
for supporting Reading University!*

## Cindy Neufeld

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**From:** Julianne Threlfall <Julianne.Threlfall@cn.ca>  
**Sent:** July 21, 2023 7:01 AM  
**To:** Cindy Neufeld  
**Subject:** Highway 834 Crossing Repairs Complete  
**Attachments:** IMG\_0549.jpeg

Good Morning Cindy

I wanted to share the news that we were able to complete the repairs at the Hwy 834 crossing with AT yesterday.

Here's a photo of the finished product. I am sure the local folks will notice the improvement.

Have a great Friday and weekend.

Julianne Threlfall

CN Public and Government Affairs



May 15, 2023

Town of Tofield  
5407 50 Street  
Tofield, Alberta T0B 4J0

June 26/23  
SPM

Attention: Cindy Neufeld, Chief Administrative Officer

Subject: Renewal of Electric Distribution System Franchise Agreement, dated [January 1, 2015], between FortisAlberta Inc. ("**FortisAlberta**") and the Town of Tofield (the "**Municipality**") (the "**Agreement**")

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In this letter, except where the contrary is shown, capitalized words and phrases shall have the meaning ascribed to them in the Agreement.

Please be advised that the Initial Term of the Agreement is scheduled to expire on December 31, 2024 and FortisAlberta, pursuant to Article 3 of the Agreement, hereby provides the Municipality with written notice of its intention to renew the Agreement.

The renewal of the Agreement is part of FortisAlberta's on-going commitment to doing business with the Municipality by continuing to provide exclusive safe and reliable power distribution services to your community. Our partnership is one we significantly value, and we remain committed to offering many benefits, including but not limited to the implementation and development of utility infrastructure, detailed reporting, limiting liability, and ensuring the Municipality's satisfaction with all FortisAlberta completed ground reclamation work.

FortisAlberta appreciates our partnership and providing power distribution services to your community is a privilege. FortisAlberta looks forward to continuing to build a strong working relationship.

In accordance with Article 3 of the Agreement and as written evidence of the Municipality's agreement to renew the Agreement on the same terms and conditions and enter the First Subsequent Term, the Municipality has executed this letter below.

Acknowledged and agreed to:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Town of Tofield

May 15, 2023

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If you have any questions or concerns about any of the foregoing and would like to schedule a meeting to further discuss or would like to request a franchise presentation to Council and Administration, please feel free to contact me at your convenience.

Sincerely,



Chris Burt

Stakeholder Relations Manager

# **Tofield – Franchise Renewal**

## **Franchise Details**

- In Decision 2014-158, dated June 9, 2014, the Alberta Utilities Commission approved the franchise agreement between Tofield and FortisAlberta.
- The approved franchise agreement was effective January 1, 2015, with a term of 20 years, consisting of the following:

Initial Term	10 years	January 1, 2015 to December 31, 2024
First Subsequent Term	5 years	January 1, 2025 to December 31, 2029
Second Subsequent Term	5years	January 1, 2030 to December 31, 2034

- Town gave third reading and passed Bylaw Number 12155, on July 7, 2014, to enter into the franchise agreement.

## **Renewal and Next Steps**

Clause 3, from the franchise agreement regarding expiry and renewal states:

### **3) EXPIRY AND RENEWAL OF AGREEMENT**

Following the expiration of the Initial Term, this Agreement shall be renewed for a further period of five (5) years (the "First Subsequent Term"), provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Initial Term of its intention to renew this Agreement and the Municipality agrees in writing to the renewal not less than six (6) months prior to the expiration of the Initial Term.

This requires:

- FortisAlberta to give written notice to Tofield prior to December 31, 2023, of its intention to renew the franchise agreement.
- Tofield to agree in writing to the renewal prior to June 30, 2024.

FortisAlberta will be providing written notice of its intention to renew the franchise agreement prior to December 31, 2023.

Given that the franchise agreement and its associated terms was previously approved by Council and the Alberta Utilities Commission, depending on the circumstances in Tofield, Council approval may or may not be needed.

If it would be of assistance, I have a franchise renewal presentation to support administration and provide information to Council regarding the Franchise Agreement and the associated renewal and would be happy to address Council at an upcoming meeting.

July 24, 2023

Box 1116

Tofield, AB. T0B 4J0

Re: Improvements along #834 @ 55 Ave.


Dear Mayor & Council,

I am still hoping for some landscape improvements along the east side of Highway #834 by the Belvedere condos. Your letter of July 14<sup>th</sup> 2022 indicated that this could not be done due 'winging of snow in winter months and root infiltration of the walking paths'. However, there are several trees planted just past the condos north of the stop sign at #834 and 55 Avenue.

So I do not understand why it is any different along the walking paths by the condos. In fact, there seems to be more room for trees or shrubs than there is along the next block north (where there are at least 8 trees planted). However, if the concern is interference with the winging of snow or walking path upheaval, could we not at least have some trees or shrubs (whose roots do not extend so far) planted along here. Even the addition of more flower containers would help.

I see lots of improvements being made to the town and kudos to Town Council for that. Could you also consider this request?

Yours truly,

A handwritten signature in cursive script that reads "Kathy Lutz". The signature is written in dark ink and is positioned at the bottom of the letter, below the "Yours truly," text.

**RESOLUTION**  
**IN SUPPORT OF RAIL SAFETY WEEK**

**WHEREAS** *Rail Safety Week* is to be held across Canada from September 18 to 24, 2023;

**WHEREAS**, 232 railway crossing and trespassing incidents occurred in Canada in 2022; resulting in 66 avoidable fatalities and 43 avoidable serious injuries;

**WHEREAS**, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

**Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

**Whereas** CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

seconded by Councillor \_\_\_\_\_

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 18 to 24, 2023.



[illegible]

## **Round Table Report – Mayor Dueck, June - July 2023**

My activities and commitments since the June 26, 2023.

Weekly visits/discussions (Thursday or Friday mornings) to the town office to sign cheques and meet with administration on any items that may arise.

- June 27 - - Tours (supper, coffee and donuts with residents) of Tofield Lodge and Sunshine Villa.
  - Beaver Foundation Meeting – held at Sunshine Villa
- June 28 - - BESC Strategic Planning Meeting (with departments) – in Holden
- June 30 - - Officially retired from ACA.
- July 1 - - Participated in July 1st Parade
- July 6-15 - - Vacation (Curling in Kelowna)
- June 18 - - CW Sears Reading Literacy program – reading to students

Heavy rains have hit the area creating flooding in some areas, also resulting in opportunities for kayaking and a swimming opportunity for some. Love to see that the youth of the area are so adaptable to any/most situations.

Nice to see the replacement of the walking trail at the fairgrounds for the enjoyment of the residents.

Have a great July and August!

Respectfully submitted Deb Dueck

## Council Activities July 23

### Norm Martineau

DATE	ITEM	NOTES
June 21/23	Yellowhead East Health	
June 22/23	BRAED	Golden club
June 26/23	Council	
July 1/23	Parade & Tofield Fire BBQ	
July 4/23	Meet with Cindy & Jeff	
July 12/23	BESC	