

## AGENDA

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**REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD** to be held Monday, April 28, 2025, 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 Monday, April 14, 2025.

**5. Delegation**

- a) 5:00 p.m. Shannon Paquette, Donor Relations & Development Officer, STARS will be present to provide and update to Council.
- b) 5:30 p.m. Dave Schultz, Grant Director, Tofield Curling Club, will be present to provide and overview and request to Council.

**6. Correspondence**

- Tofield Municipal Library, 2024 Annual Report;

**7. Unfinished Business**

- (a) Canada Day
- (b) Bylaw 1349, A Bylaw for the purpose of establishing an Intermunicipal Relations Committee.

**8. New Business**

- (a) Bylaw 1353, A Bylaw to authorize the rates of taxation to be levied against assessable property within the municipality of the Town of Tofield for the 2025 taxation year.
- (b) Bylaw 1354, A Bylaw of the Town of Tofield to amend the Town of Tofield meeting procedures Bylaw.
- (c) Request for Decision – Beaver Emergency Services Commission, Shared Services Agreement.
- (d) Request for Decision – Bylaw 1355, Land Use Bylaw Map Amendment.

**9. Council Reports**

**10. Closed Session**

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

**11. Adjournment**

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD held Monday, April 14, 2025, Town of Tofield Administration Building Council Chambers**

**PRESENT**

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

Also Present: Kari Janzen, Tofield Mercury, Jackie Sargent, Claystone Waste Ltd.(Via TEAMS), Terry Willisko, Ride for Dad, Rita Munro, Becher Munro, Chartered Accountants (5:23 p.m.), Jim Robichaud, Adelle Miller, Barry Stewart, Tofield Golden Club (5:51 p.m.)

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

3. **MOVED** by Martineau that the Agenda be approved as amended.
- Add:
- 5 (b) Rita Munro, Becher Munro, 2024 Audited Financial Statement.
- 7: Paramedic Service Week
- 8 (e) Canada Day

01-04-25

CARRIED UNANIMOUSLY

**MINUTES**

4. (a) **MOVED** by Chehade that the Minutes of the Regular meeting of Council of the Town of Tofield held March 24, 2025, be approved as amended.

02-04-25

CARRIED UNANIMOUSLY

**DELEGATION**

5. (a) 5:00 p.m. Terry Willisko, Ride for Dad, Ride Captain was present to provide a thank you to Mayor Council and Administration for the 2024 ride stop location, as well as years previous. A plaque of recognition was presented to Mayor, Council and Administration.

Willisko left the Council Chambers at 5:04 p.m.

**Minutes of the Town of Tofield Regular Council Meeting  
April 14, 2025**

**FINANCIAL**

6. (a) **MOVED** by Tiedemann that the Monthly Financial Statement for the period ending March 31, 2025, be approved.

03-04-25

CARRIED UNANIMOUSLY

- (b) **MOVED** by Martineau that the Interim Operating Budget Report for the period ending March 31, 2025 be approved.

04-04-25

CARRIED UNANIMOUSLY

- (c) **MOVED** by Chehade that the Open Payables for the months of March and April 2025 in the total amount of \$564,465.91 be approved for payment.

05-04-25

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

7. The following Correspondence was presented:

- Letter from the Honorable Joseph Schow, Minister of Tourism and Sport, regarding the 2028 Summer and Winter Games;
- Letter from the Honorable Ric McIver, Minister of Municipal Affairs, regarding the *Provincial Priorities Act*;
- Letter from the Honorable Ric McIver, Minister of Municipal Affairs, regarding Elector Assistance Voting Systems;
- Letter from the Honorable Ric McIver, Minister of Municipal Affairs, Regarding Bill 50;
- Town of Vegreville Community Peace Officer Quarterly Report;
- Letter from the Alberta Disability Works Association, Alberta Disability Services Professional Appreciation Week;
- Letter from CN Right of Way Vegetation Management;
- Thank you letter from the Community Attraction & Retention Committee;
- Letter from the Town of Vegreville, regarding participation dates for the Regional Recreation Feasibility Study;
- Invitation to attend the Volunteer Appreciation, being held in Tofield, April 29<sup>th</sup> 2025; and
- Letter from Beaver Ambulance Society, regarding Paramedic Services week.

**MOVED** by Dueck that May 19<sup>th</sup> to 23<sup>rd</sup> be declared Alberta Disability Professional Week.

06-04-25

CARRIED UNANIMOUSLY

Minutes of the Town of Tofield Regular Council Meeting  
April 14, 2025

CORRESPONDENCE

7.

07-04-25

**MOVED** by Martineau that May 19<sup>th</sup> to 23<sup>rd</sup> be declared Paramedic Services Week.

CARRIED UNANIMOUSLY

08-04-25

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

CARRIED UNANIMOUSLY

DELEGATION

8. (b) 5:24 p.m. Rita Munro, Becher Munro, Chartered Professional Accountants, presented the 2024, Town of Tofield Audited Financial Statement.

09-04-25

**MOVED** by Chehade that Council approve the 2024 Audited Financial Statement as presented.

CARRIED UNANIMOUSLY

Munro left Chambers at 5:52 p.m.

NEW BUSINESS

9. (a) Request for Decision – Natures Marsh

10-04-25

**MOVED** by Tiedemann that Council for the Town of Tofield, shall not re-enter agreement with Ducks Unlimited Canada regarding Natures Marsh, allowing the area to be used for storm water drainage.

CARRIED UNANIMOUSLY

11-04-25

- (b) Request for Donation – Tofield School

**MOVED** by Dueck that the Request for Donation be denied.

CARRIED UNANIMOUSLY

12-04-25

- (c) Budget 2025

**MOVED** by Martineau that the 2025 Budget be approved as presented, and, that the 2025 Mill Rate Bylaw be prepared and brought back to Council.

CARRIED UNANIMOUSLY

13-04-25

- (d) Storm Water Management Improvement Costs

**MOVED** by Chehade that the Storm Water Management Improvement Costs be received and filed.

CARRIED UNANIMOUSLY



**Minutes of the Town of Tofield Regular Council Meeting  
April 14, 2025**

**NEW BUSINESS**

9. (e) Canada Day

**MOVED** by Dueck that the Canada Day Parade theme discussion be deferred to the April 28, 2025 Regular Meeting of Council.

14-04-25

CARRIED UNANIMOUSLY

**CLOSED SESSION**

10. **MOVED** by Martineau that Council meet in Closed Session At 6:13 p.m.to discuss matters under the Alberta FOIP Act as follows:

Division 2, Section 21 –Harmful to Intergovernmental Relations – *Freedom of Information and Protection of Privacy Act.*

And;

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

Jansen and Sargent left Council Chambers at 6:13 p.m.

15-04-25

CARRIED UNANIMOUSLY

Robichaud, Miller and Stewart left Council Chambers at 6:59 p.m.

16-04-25

**MOVED** by Tiedemann to revert to the regular session at 7:13 p.m.

CARRIED UNANIMOUSLY

No public present.

**MOVED** by Chehade:

That Council rescind motion 19-10-24;

That Council assign the Chief Administrative Officer to the regional administrative committee named the "*Regional Water Steering Committee*";

That Council authorizes the Chief Administrative Officer to sign the Regional Water Steering Committee Terms of Reference;

That Council accept the scope of work proposed by MPE in its proposal dated December 11, 2024, to the Highway 14 Regional Water Services Commission regarding the preparation of a water modelling simulation analysis; and

**Minutes of the Town of Tofield Regular Council Meeting  
April 14, 2025**

That Council approve payment to the Highway 14 Regional Water Services Commission for the preparation of a water modelling simulation analysis in accordance with the proposal submitted by MPE dated December 11, 2024, on an equal cost-sharing basis with Beaver County, the Towns of Tofield and Viking and the Villages of Ryley and Holden.

17-04-25

CARRIED UNANIMOUSLY

**ADJOURNMENT**

11. **MOVED** by Chehade that the meeting adjourn at 7:14 p.m.

18-04-25

CARRIED UNANIMOUSLY

\_\_\_\_\_  
MAYOR

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

UNAPPROVED

A paramedic wearing a white helmet with a camera, a white face mask, and an orange and blue uniform is performing medical care on a patient in the back of an ambulance. The patient is lying on a gurney, and the paramedic is wearing blue gloves. Medical equipment, including a monitor displaying vital signs, is visible in the background. A large red diagonal stripe runs across the image from the top left to the bottom right.

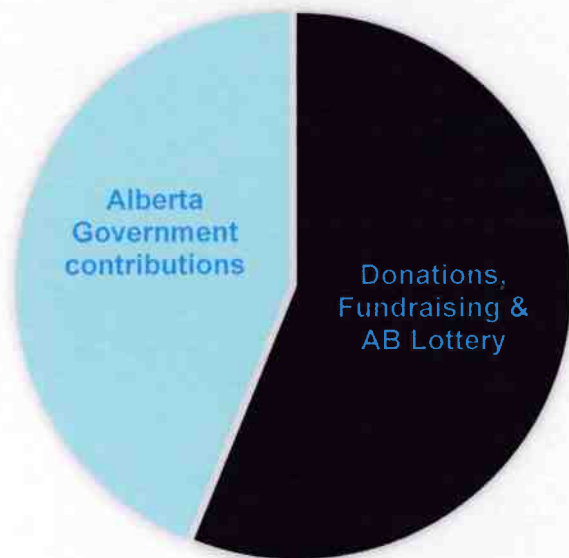
# CRITICAL CARE, ANYWHERE

The best hope, in a worst-case scenario.

 **STARS®**



## STARS ALBERTA, FY24-25



**Direct Operating Costs**

**\$34.2 million**

(\$11.4M per base)

**Government Contribution**

**\$15 million**



Donations, Fundraising & Lotteries are needed to cover **56%**  
of direct operational costs in Alberta

**[ab.starslottery.ca](https://ab.starslottery.ca) - Net lottery funds pay for one base in Alberta**

# 2023/24 YEAR IN REVIEW



## STARS EMERGENCY LINK CENTRE

**37,365**

EMERGENCY REQUESTS HANDLED

**102**

AVERAGE EMERGENCY  
REQUESTS A DAY

**60K+**

MISSIONS TO DATE SINCE 1985



## MISSIONS

**3,927**

YEARLY MISSIONS



**1,720 1,025 1,182\***

AB SK MB

MISSIONS BY PROVINCE

**11**

AVERAGE DAILY MISSIONS



## FUNDING

**\$11.4M**

APPROXIMATE ANNUAL  
COST PER BASE



■ NET FUNDRAISING  
■ GOVERNMENT  
CONTRIBUTIONS\*  
■ INDUSTRY SERVICES  
■ OTHER

\*2023/24 figures only

STARS FUNDING SOURCES

**37,345**

ANNUAL DONORS



## INCIDENT TYPES

STARS RESPONDS TO A VARIETY OF CRITICAL CARE CALLS



CARDIAC **18.05%**



ENVIRONMENTAL **0.30%**



NEUROLOGICAL **12.40%**



OBSTETRICAL **1.42%**



PULMONARY **12.64%**



VEHICLE INCIDENT **18.38%**



OTHER MEDICAL **19.20%**



OTHER TRAUMA **17.38%**

\* excludes first-aid missions

**STARS**

## ESSENTIAL SERVICES FOR ALL, RURAL

Newly added!

**11 rural + 16 urban municipalities**

- 95% Alberta municipalities in partnership
- 80% Regional Leaders **(Includes Tofield)**
- Includes Peace River Regional District, BC

**Partnership ensures robust health & safety network**

### (9) PROVINCIAL LEADERS

- Fixed Rate
- Standing Motion
- Included in protective services budget

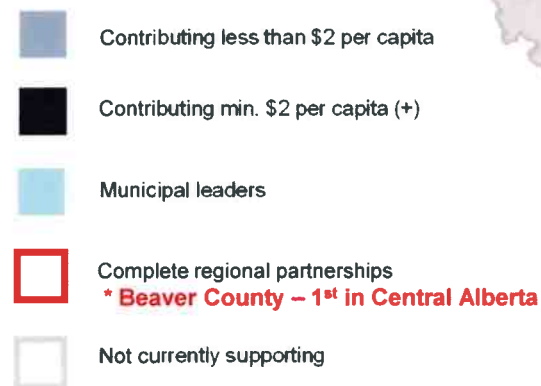
**2024 Welcome Birch Hills County**

### REGIONAL LEADERS

Building partnerships within.  
**Based on minimum \$2 - \$90 per capita**

#### PEACE RIVER REGIONAL DISTRICT, BC

Hudson's Hope, BC  
City of Fort St. John, BC  
Taylor, BC  
City of Dawson Creek, BC  
Pouce Coupe, BC  
Chetwynd, BC  
Tumbler Ridge, BC



BEAVER COUNTY 15-YEAR MISSION REPORT	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL
NEAR COOKING LAKE/NORTH C.L.												1		1		2
NEAR HOLDEN	1		1	1	1		1		1	1		2	1			10
NEAR KINSELLA		1										1				2
NEAR NEW SAREPTA														1		1
NEAR RILEY	1				1	1		1	1	3			2	2		12
TOFIELD HOSPITAL IFT	7	2	5	1	6	4	12	8	4	1	5	13	4		1	73
NEAR TOFIELD SCENE	7	5	7	11	8	7	6	3	3	3	5	4	1	4	5	79
VIKING HOSPITAL IFT	5	5	7	3	2	2	6	4	2	5	4	5	3	3	1	57
NEAR VIKING	2	2	2	6	1	1	4						1	3		22
TOTAL	23	15	22	22	19	15	29	16	11	13	14	26	12	14	7	258

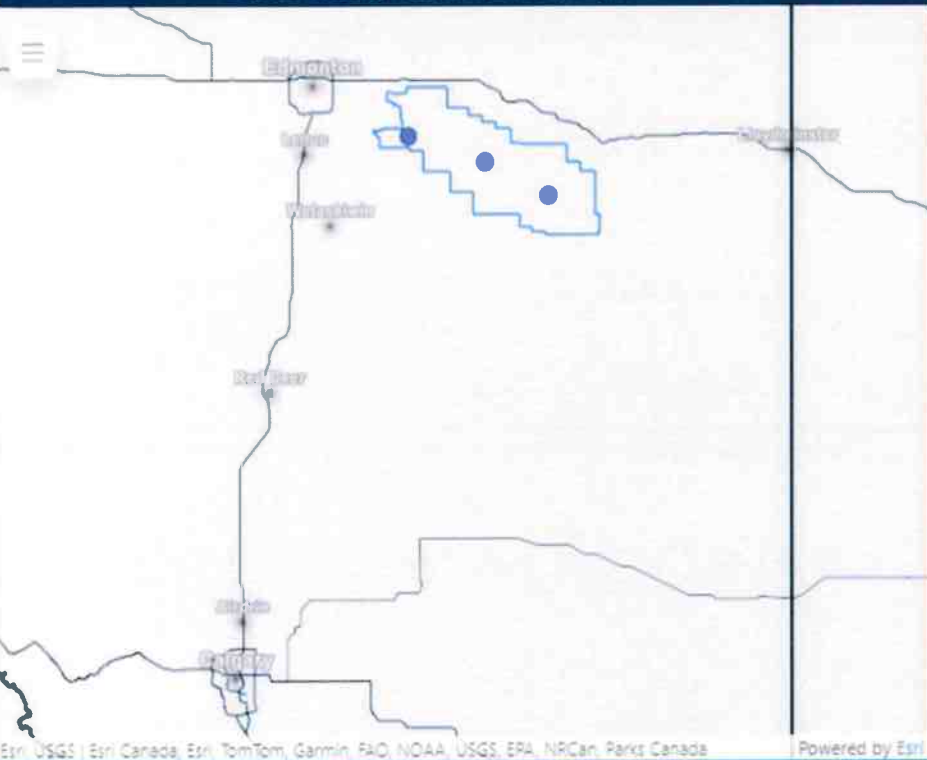


\* Scene calls coded to nearest community - Actual mission location used to identify each occurrence within Beaver County boundaries

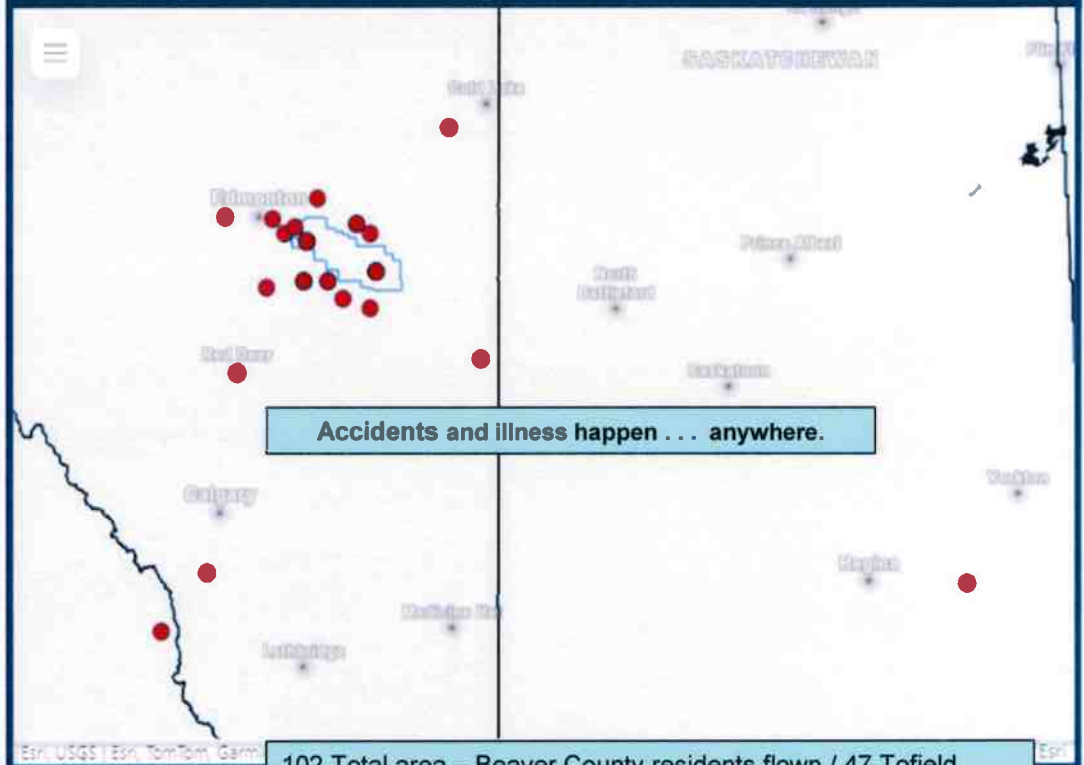


## Within Beaver County Boundaries - Patients Flown by STARS (2010-Present)

Beaver County Residents Flown by STARS

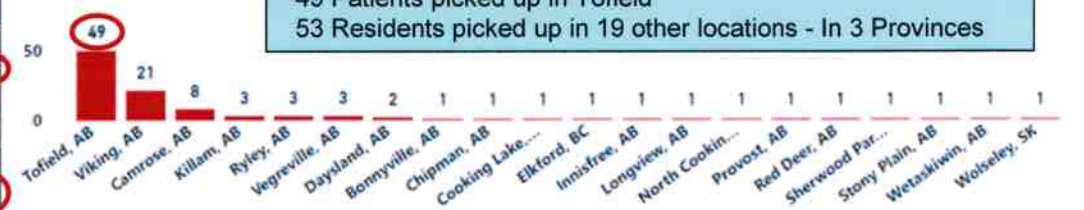


Locations where Beaver County Residents Travelled and Needed STARS



Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Holden	0	0	1	1	0	2	16
Tofield	2	8	1	1	0	12	47
Viking	0	2	1	1	0	4	25
Kinsella	1	0	0	0	0	1	5
Ryley	1	2	0	0	0	3	9
Total	4	12	3	3	0	22	102

Count by Pickup Location



102 Total area – Beaver County residents flown / 47 Tofield  
 49 Patients picked up in Tofield  
 53 Residents picked up in 19 other locations - In 3 Provinces



## STARS IS BORDERLESS

### 6 BASES ACROSS WESTERN CANADA

- Average 11 MISSIONS PER DAY
- MORE THAN 60,000 (+) MISSIONS FLOWN
- AIR MEDICAL CREW (AMC) CROSS-TRAINED
- ALL CREW AND ASSETS CROSS BORDERS

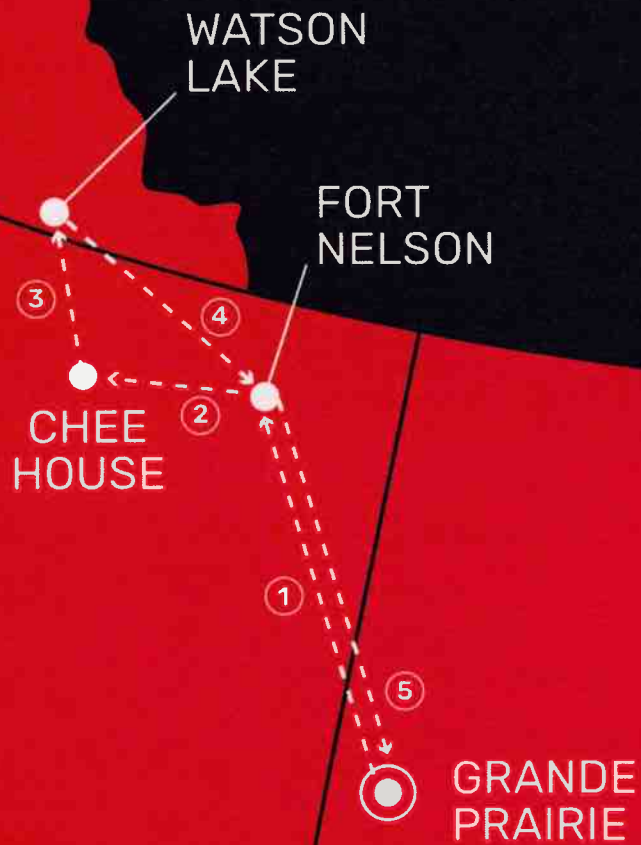
Mission Count	STARS Base	Mission Type	Description	Disposition
1	Calgary	IFT	Medical	PT TRANSPORTED - STARS
2	Calgary	Scene	Near Drowning / Trauma	PT TRANSPORTED - STARS
3	Calgary	IFT	NICU	PT TRANSPORTED BY GROUND WITH SPECIALTY TEAM
4	Calgary	IFT	COPD / Respiratory	PT TRANSPORTED - STARS
5	Edmonton	Scene	Cardiac	PT TRANSPORTED - STARS
6	Edmonton	Scene	Rollover	NM MISSION CANCELLED - NO TRANSPORT
7	Edmonton	Scene	Workshop Explosion	MISSION CANCELLED - ALTERNATE TRANSPORT
8	Edmonton	Scene	GSW	PT TRANSPORTED - STARS
9	Grande Prairie	Scene	Stroke	PT TRANSPORTED - STARS
10	Grande Prairie	IFT	MVC	PT TRANSPORTED BY GROUND WITH STARS AMC
11	Grande Prairie	IFT	Motorcycle vs Deer	PT TRANSPORTED - STARS
12	Regina	IFT	Decreased LOC	PT TRANSPORTED - STARS
13	Regina	IFT	Pneumonia	PT TRANSPORTED - STARS
14	Saskatoon	Scene	Motocross Accident	PT TRANSPORTED - STARS
15	Saskatoon	IFT	Sepsis	PT TRANSPORTED - STARS
16	Winnipeg	Scene	MVC Polytrauma	PT TRANSPORTED - STARS
17	Winnipeg	IFT	Perforated Bowel	PT TRANSPORTED - STARS
18	Winnipeg	Scene	Seizures	PT TRANSPORTED - STARS



## NEW MEDICATION HEMORRHAGE CONTROL

STARS has bolstered its medical toolkit with an innovative new blood product to help form blood clots and assist with hemorrhage control.

- Increase to 4 units of blood onboard
- Utilized in severe trauma cases
- Patients requiring more than two units of blood
- Fibrinogen promotes blood clots to form



## OUR LONGEST MISSION

While hunting in the rugged mountains of northern B.C., Doug MacTavish suffered a major heart attack. Providing critical care to this patient in need resulted in our longest mission to date.

2,408 LITRES OF FUEL

1,763 KILOMETRES

8.2 HOURS OF FLIGHT

5.3 HOURS WITH PATIENT

---

1 LIFE SAVED



# TOWN OF TOFIELD

## REGIONAL LEADER

\$5,000 Fixed Rate  
Standing Motion

## BENEFITS

- STARS provides physical response and virtual care consultation
- Provides medical and procedural guidance for local practitioners
- Together, we enhance rural healthcare
- Residents access STARS 24/7 across Western Canada
- No cost to the patient.

A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.



Tofield Town Council

April 2, 2025

The Tofield Curling Club is replacing the existing florescent lights over the cement and ice surface with new energy efficient LED fixtures.

This upgrade would reduce our energy consumption by approximately fifty five (55%) percent which will in turn reduce our carbon foot print.

We have received a Fortis Grant of seventy five hundred (\$7,500) dollars towards the total ten thousand (\$10,000) dollar project cost.

I applied for twenty five hundred (\$2,500) dollars to both Claystone Waste and UFA but was declined due to the high volume of grant applications in this area.

I am asking if Council would consider approving twenty five hundred (\$2,500) dollars towards the project in order to have it completed.

Tofield Electric is the contractor for our project.

Thank you for your consideration

Sincerely,

Dave Schultz  
Grant Director

Enclosed:  
Financial Statement  
Construction Quote and Design



# Profit and Loss

## Tofield Curling Club

April 1, 2024-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4000 General/Facility Income	0
Advertising Income	8,290.00
Bar Income	20,349.85
Concession Income	7,280.71
Facility Rental Income	4,155.00
<b>Total for 4000 General/Facility Income</b>	<b>\$40,075.56</b>
4100 Bonspiel Income	0
Doubles Bonspiel	600.00
Ladies Bonspiel	5,381.50
Mens Bonspiel	600.00
Open Bonspiel	600.00
<b>Total for 4100 Bonspiel Income</b>	<b>\$7,181.50</b>
4200 League Fee Income	0
Junior League	1,190.49
Ladies League	9,191.48
Mens League	6,552.34
Open League	4,428.53
Second League	571.43
Substitute Spare	145.71
<b>Total for 4200 League Fee Income</b>	<b>\$22,079.98</b>
4300 Fundraising Income	0
2024 Grey Cup Pool Entries	3,120.00
2024 NHL Playoff Pool	2,180.00
2025 NHL Playoff Pool	380.00
50/50 Proceeds	480.00
Golf Tournament	6,780.00
Learn to Curl Program	320.00
Nevada Tickets	2,200.00
Recycling	185.75
Spring Raffle	8,200.00
Winter Raffle	235.00
<b>Total for 4300 Fundraising Income</b>	<b>\$24,080.75</b>
4500 Donation Income	1,467.50
4600 Grant Income	7,500.00
4950 Interest earned	244.53
<b>Total for Income</b>	<b>\$102,629.82</b>
Cost of Goods Sold	
Cost of Goods Sold	0
Bar Supplies	11,037.03
Concession Supplies	2,612.62
<b>Total for Cost of Goods Sold</b>	<b>\$13,649.65</b>
<b>Total for Cost of Goods Sold</b>	<b>\$13,649.65</b>
<b>Gross Profit</b>	<b>\$88,980.17</b>

# Profit and Loss

## Tofield Curling Club

April 1, 2024-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Expenses	
6020 Bank Charges	86.00
6025 Charitable Donation Expense	200.00
6040 Dues and Subscriptions	2,672.26
6060 Insurance	19,765.00
6120 Office Expenses	0
Office Supplies	115.11
Stationery and Printing	220.00
<b>Total for 6120 Office Expenses</b>	<b>\$335.11</b>
6150 Repair and Maintenance	1,578.79
6170 Subcontractors	\$400.00
Icemaker Contract	17,500.00
<b>Total for 6170 Subcontractors</b>	<b>\$17,900.00</b>
6180 Supplies	2,695.02
6190 Taxes and Licenses	200.00
6230 Utilities	35,852.88
<b>Total for Expenses</b>	<b>\$81,285.06</b>
Other Income	
Other Expenses	
6240 Miscellaneous	\$390.00
2024 Grey Cup Pool Payout	1,000.00
2024 NHL Playoff Pool Payout	1,246.88
2025 NHL Playoff Pool Payout	25.00
Golf Tournament Expenses	3,308.81
Ladies Bonspiel Expenses	2,374.28
Misc Other	3,675.00
Nevada Pull Ticket Expenses	788.28
Nevada Pull Ticket Payout	920.00
Open Bonspiel Expenses	432.89
Spring Raffle Payouts	2,500.00
<b>Total for 6240 Miscellaneous</b>	<b>\$16,661.14</b>
<b>Total for Other Expenses</b>	<b>\$16,661.14</b>
<b>Profit</b>	<b>-\$8,966.03</b>

**Balance Sheet**  
**Tofield Curling Club**  
As of March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1000 Cash Float	
1010 General Account	34,567.84
1020 Casino Account	11,080.69
1030 Nevada Account	6,023.33
1050 Savings Account	11,153.91
1090 Clearing Account	
<b>Total for Cash and Cash Equivalent</b>	<b>\$62,825.77</b>
Accounts Receivable (A/R)	
<b>Total for Current Assets</b>	<b>\$62,825.77</b>
Non-current Assets	
Property, plant and equipment	
<b>Total for Non-current Assets</b>	<b>0</b>
<b>Total for Assets</b>	<b>\$62,825.77</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	5,249.52
<b>Total for Accounts Payable (A/P)</b>	<b>\$5,249.52</b>
Credit Card	
2350 GST/HST Payable	1,932.52
<b>Total for Current Liabilities</b>	<b>\$7,182.04</b>
Non-current Liabilities	
<b>Total for Liabilities</b>	<b>\$7,182.04</b>
Equity	
2800 Retained Earnings	0
Profit for the year	-8,966.03
3000 Opening Balance Equity	64,609.76
<b>Total for Equity</b>	<b>\$55,643.73</b>
<b>Total for Liabilities and Equity</b>	<b>\$62,825.77</b>

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Trevia Schultz

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**Ice surface lighting quote**

I have attached the quote to upgrade the ice surface lighting to LED. Also attached are the specs for the fixture produced, and the amperage drawn for the fixture usage. Overall, you'd see a 55% energy savings.

Let me know what you think and if you have any questions feel free to reach out.

Best Regards,

**Rod Nachtigall****Certified Master Electrician****#102, 51205 Rge Rd 195, Beaver County Alberta T0B 4J1*****Residential. Commercial. Industrial. Agricultural.*****TQFIELD  
ELECTRIC****780.265.4413**

**TOFIELD  
ELECTRIC**  
**780.265.4413**

#102, 51205 Range Road 195  
Beaver County AB T0B 4J1  
Email: [rod@tofieldelectric.com](mailto:rod@tofieldelectric.com)

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Tofield Curling Club  
Box 24  
Tofield, Alberta T0B 4J0

May 7, 2024

Attn: Dave Schultz

As per your request, I am pleased to present a electrical quote to upgrade the lights over the ice surface to LED.

Scope of work:

- Remove the existing lights, turn them over to the owners.
- Supply and install new LED fixtures in place of the existing fixtures.
- Switching to remain as is.

**Quote \$9,755.00 GST extra.**

Includes:

- Labour
- Materials
- Lift

Best Regards,

Rod Nachtigall



**Certified Master Electrician**



Catalog Number
Notes
Type

Contractor Select™

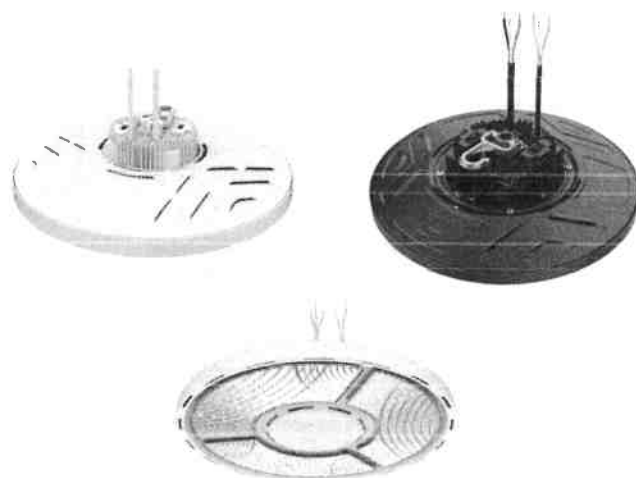
# COMPACT PRO™

LED Round High Bay

The Compact Pro High Bay (CPRB) is a budget-oriented high bay designed specifically with the contractor in mind. Its compact design makes it easier and quicker to install. Compact Pro is built with quality to last and performance to meet the needs of the job, making it the best choice for affordable and reliable light-duty industrial applications like warehouses, gymnasiums, and multiple purpose rooms.

## FEATURES:

- Compact design saves time and money during installation.
- Patent pending innovative control lens; made with IK10 Impact resistant polycarbonate.
- Robust 6kV surge protection per ANSI standards for Industrial environments.
- Operates up to 55°C ambient.
- Standard with permanently attached die-cast aluminum hook with safety latch. Patent pending. Also includes 7' safety chain.
- 0-10V dimming driver standard for 10% to 100% dimming capabilities.



Catalog number	UPC	Description	Lumens	Input watts	Color temperature	Color rendering	Voltage	Distribution	Pallet Qty.	DLC QPL product ID.
CPRB 24LM MVOLT 40K 80CRI DWH	00196182615498	LED Round High Bay	24,000	175	4000K	80	120-277	Medium	66	S-NPJ7Q
CPRB ALO13 UVOLT SWW9 80CRI DWH	00196182615023	LED Round High Bay	12000/15000/18000	83/106/132	4000/5000K	80	120-347	Medium	144	S-2QYKDM
CPRB ALO13 UVOLT SWW9 80CRI DBL	00196182615054	LED Round High Bay	12000/15000/18000	83/106/132	4000/5000K	80	120-347	Medium	144	S-V005YF
CPRB ALO14 UVOLT SWW9 80CRI DWH	00196182615061	LED Round High Bay	21000/24000/27000	148/175/195	4000/5000K	80	120-347	Medium	66	S-1EW58V
CPRB ALO14 UVOLT SWW9 80CRI DBL	00196182615078	LED Round High Bay	21000/24000/27000	148/175/195	4000/5000K	80	120-347	Medium	66	S-SBN9TJ



**Accessories:** Order as separate catalog number.

RBAY BLDE40WCP M4	Field installable 40 watt emergency battery pack (not for use with any sensor option)
<b>In Stock Sensor Kits</b>	
CPRBSNSR MSOD30 0V DWH KIT	SensorSwitch Outdoor Embedded Universal 360° Motion Sensor with Dim to off Functionality, White
CPRBSNSR MSOD30 0V DBL KIT	SensorSwitch Outdoor Embedded Universal 360° Motion Sensor with Dim to off Functionality, Black
<b>Mounting:</b>	
CPRBSMB	Surface mount bracket (galvanized)
JEBLMTG ADAPTER M12	3/4" reducer
LPM	Loop, male, damp location (LPM available in units (LPM U) or job packs of 4 or 12. (J4, J12))
JCBLSC120	10' safety cable
JCBLSC240	20' safety cable

## ACCESSORIES



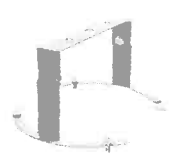
CPRB with RBAY BLDE40WCP M4 accessory (field installable only)



LPM



3/4" mounting adapter



CPRBSMB

## Dimensions

Lumens package	Length	Width	Depth	Weight
	Dimensions shown in inches (centimeters)			Shown in pounds (kg)
24LM	15.14	15.14	3.35	6.1
AL013	12.98	12.98	3.16	5
AL014	15.14	15.14	3.35	6.1

## Battery Operational Data

Model	Input Voltage	Input Current	Input Power	Emergency Time	Output Voltage	Output power	Battery Type	Ambient Temp
RBAY BLDE40WCP M4	100-347Vac 50/60Hz	≤200mA	15W	90minutes	170Vdc	40W	Li-ion	5°C-50°C



## Specifications

### INTENDED USE:

Ideal one-for-one replacement of conventional lighting systems such as HID and fluorescent. For use in light Industrial applications such as, warehousing, gymnasiums, multi-purpose rooms, and other large indoor spaces. **Certain airborne contaminants can diminish integrity of acrylic and/or polycarbonate. Click here for Acrylic-Polycarbonate Compatibility table for suitable uses.**

**Certain airborne contaminants may adversely affect the functioning of LEDs and other electronic components, depending on various factors such as concentrations of the contaminants, ventilation, and temperature at the end-user location. Click here for a list of substances that may not be suitable for interaction with LEDs and other electronic components.**

### CONSTRUCTION:

Cast driver housing gives superior thermal performance. Patent pending polycarbonate lens diffuses light source and reduces glare while protecting LEDs and providing medium distribution. Available in two sizes with optional switchable lumens (12000/15000/18000 or 21000/24000/27000) and color temperatures (4000K/5000K). Static lumen and color temperature versions also available. Field installable sensors available.

### FINISH:

Black and white finishes available on switchable units and static available in white only.

### ELECTRICAL:

70% lumen maintenance at > 100,000 hours. Thermally protected driver standard with 0-10V dimming allowing for 10% to 100% dimming capability. Fixture comes standard with 6' power cord and 6' low voltage dimming cord. Luminaire surge protection level: designed to withstand up to 6kV/3kA per ANSI C82.77-5-2015 Multi-volt driver, 120-277V standard for static versions. UVOLT driver, 120-347V standard with switchable versions.

### INSTALLATION:

Compact Pro™ package includes patent pending permanently attached hook with safety latch safety hook and 7' galvanized safety cable. 3/4" reducer available for stem or hook mounting. Optional surface mount bracket also available.

### LISTINGS:

CSA listed. Damp location listed. IP54 rated. Designed for use in ambient temperatures ranging from -40°C to 55°C when suspended 18" off ceiling; with the exception of ALO14 which has a -37° C starting temperature.

DesignLights Consortium® (DLC) Premium qualified product and DLC qualified product. Not all versions of this product may be DLC Premium qualified or DLC qualified. Please check the DLC Qualified Products List at [www.designlights.org/QPL](http://www.designlights.org/QPL) to confirm which versions are qualified.

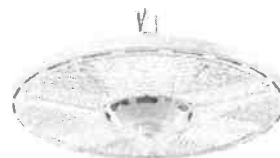
### WARRANTY:

5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: [www.acuitybrands.com/support/warranty/terms-and-conditions](http://www.acuitybrands.com/support/warranty/terms-and-conditions)

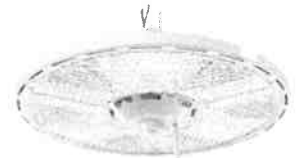
**Note:** Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

Field installable sensors*	Utilizes sensor
<b>In stock sensor kits</b>	
CPRBSNSR MSOD7 0V DWH KIT	MSOD 7 WH 0V
CPRBSNSR MSOD7 5V DWH KIT	MSOD 7 WH 5V
CPRBSNSR MSOD7 0V DBL KIT	MSOD 7 BK 0V
CPRBSNSR MSOD7 5V DBL KIT	MSOD 7 BK 5V
CPRBSNSR MSOD30 0V DBL KIT	MSOD 30 BK 0V
CPRBSNSR MSOD30 5V DBL KIT	MSOD 30 BK 5V
CPRBSNSR MSOD30 ADC 0V DWH KIT	MSOD 30 ADC WH 0V
CPRBSNSR MSOD30 ADC 5V DWH KIT	MSOD 30 ADC WH 5V
<b>Made to order sensors</b>	
CPRBSNSR MSOD7 ADC 0V DWH KIT	MSOD 7 ADC WH 0V
CPRBSNSR MSOD7 ADC 5V DWH KIT	MSOD 7 ADC WH 5V
CPRBSNSR MSOD7 ADC 0V DBL KIT	MSOD 7 ADC BK 0V
CPRBSNSR MSOD7 ADC 5V DBL KIT	MSOD 7 ADC BK 5V
CPRBSNSR MSODPDT7 0V DWH KIT	MSOD PDT 7 WH 0V
CPRBSNSR MSODPDT7 5V DWH KIT	MSOD PDT 7 WH 5V
CPRBSNSR MSODPDT7 0V DBL KIT	MSOD PDT 7 BK 0V
CPRBSNSR MSODPDT7 5V DBL KIT	MSOD PDT 7 BK 5V
CPRBSNSR MSODPDT7 ADC 0V DWH KIT	MSOD PDT 7 ADC WH 0V
CPRBSNSR MSODPDT7 ADC 5V DWH KIT	MSOD PDT 7 ADC WH 5V
CPRBSNSR MSODPDT7 ADC 0V DBL KIT	MSOD PDT 7 ADC BK 0V
CPRBSNSR MSODPDT7 ADC 5V DBL KIT	MSOD PDT 7 ADC BK 5V
CPRBSNSR MSOD30 0V DWH KIT	MSOD 30 WH 0V
CPRBSNSR MSOD30 5V DWH KIT	MSOD 30 WH 5V
CPRBSNSR MSOD30 ADC 0V DBL KIT	MSOD 30 BK 0V
CPRBSNSR MSOD30 ADC 5V DBL KIT	MSOD 30 ADC BK 5V
CPRBSNSR MSODPDT30 0V DWH KIT	MSOD PDT 30 WH 0V
CPRBSNSR MSODPDT30 5V DWH KIT	MSOD PDT 30 WH 5V
CPRBSNSR MSODPDT30 0V DBL KIT	MSOD PDT 30 BK 0V
CPRBSNSR MSODPDT30 5V DBL KIT	MSOD PDT 30 BK 5V
CPRBSNSR MSODPDT30 ADC 0V DWH KIT	MSOD PDT 30 ADC WH 0V
CPRBSNSR MSODPDT30 ADC 5V DWH KIT	MSOD PDT 30 ADC WH 5V
CPRBSNSR MSODPDT30 ADC 0V DBL KIT	MSOD PDT 30 ADC BK 0V
CPRBSNSR MSODPDT30 ADC 5V DBL KIT	MSOD PDT 30 ADC BK 5V
CPRBSNSR NLTAIR2 RMSOD7 DWH KIT	RMSOD 7 ZT EXTDB 90D 50FC G2 J100
CPRBSNSR NLTAIR2 RMSOD7 DBL KIT	RMSOD 7 BW ZT EXTDB 90D 50FC G2 J100
CPRBSNSR NLTAIR2 RMSOD45 DWH KIT	RMSOD 45 ZT EXTDB 90D 50FC G2 J100
CPRBSNSR NLTAIR2 RMSOD45 DBL KIT	RMSOD 45 BW ZT EXTDB 90D 50FC G2 J100
CPRBSNSR NLTAIR2 RMSOD45A DWH KIT	RMSOD 45A ZT EXTDB 90D 50FC G2 J100
CPRBSNSR NLTAIR2 RMSOD45A DBL KIT	RMSOD 45A BW ZT EXTDB 90D 50FC G2 J100
CPRBSNSR NLTAIR2 RMSOD30 DWH KIT	RMSOD 30 ZT EXTDB 90D 50FC G2 J100
CPRBSNSR NLTAIR2 RMSOD30 DBL KIT	RMSOD 30 BW ZT EXTDB 90D 50FC G2 J100

\* All sensor kits include sensor mounting plate in white (DWH) or black (DBL) to match your fixture. Lead time will vary based on options selected. Not for use with battery pack option.

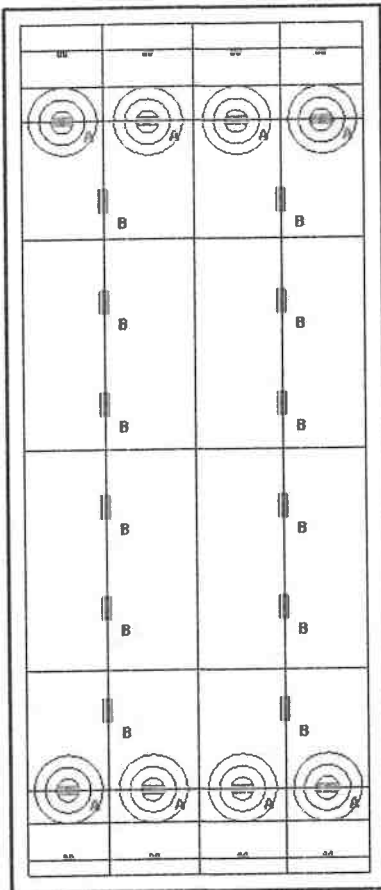


Shown with MSOD sensor option

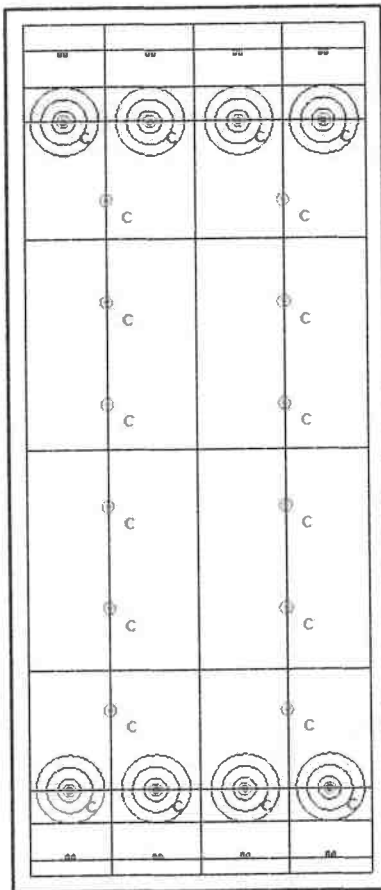


Shown with nLightAIR RMSOD sensor option

EXISTING T5HO (16' AFF)



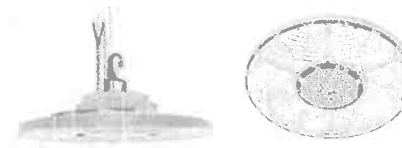
NEW LED HIGHBAYS (18' AFF)



## LIGHTING PLAN

## Notes

1. Uses existing wiring as requested
2. Mount new LED highbays @ 18ft AFF
3. 20 fixtures total both existing and new (per rink)
4. New LED fixtures offer 55% energy savings
5. Design based on information supplied
6. New Light levels equal to or better than existing
7. Use 5000K daylight CCT - high power setting
7. New highbays offer better uniformity on the ice



New adjustable power  
and LED colour CPRB series  
with low glare lens



Existing 4 and 6 lamp  
T5HO fixtures

## Power Statistics

Description	# Luminaires	Total Watts	Area	Density
03- NEW LED POWER	20	2650.0 W	10296.0 ft <sup>2</sup>	0.3 W/ft <sup>2</sup>
01 - EXISTING POWER	20	5884.0 W	10296.0 ft <sup>2</sup>	0.6 W/ft <sup>2</sup>

## Schedule

Symbol	Label	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	Input Power
	<b>A</b>	8	COOPER LIGHTING SOLUTIONS - METALUX (FORMERLY EATON)	HBL-454T5-N-UNV-EBT1-U	OPEN HIGH BAY LUMINAIRE WITH SPECULAR REFLECTOR, NARROW DISTRIBUTION NO UPLIGHT	4	4400	221
	<b>B</b>	12	COOPER LIGHTING SOLUTIONS - METALUX (FORMERLY EATON)	HBL-654T5-M-UNV-EBT2-U	OPEN HIGH BAY LUMINAIRE WITH MATTE REFLECTOR, MEDIUM DISTRIBUTION WITH NO UPLIGHT	6	4400	343
	<b>C</b>	20	Lithonia Lighting	CPRB ALO13 (18000LM) UVOLT SWW9 (50K) 80CRI DWL	Compact Pro LED Round High bay, ALO13 (18,000 lumens), 120-347, Switchable (50 K), 80CRI, Gloss white	1	18810	132.5

**EWEL LIGHTING DESIGN SIMULATION  
TOFIELD CURLING ARENA RETROFIT  
66 X 156 X 20FT (T5HO @16' AFF)  
FOR TOFIELD ELECTRIC**

Designer

TERRY OAG

Date

05/06/2024

Scale

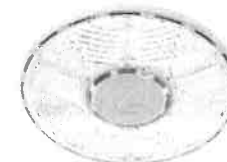
Not to Scale

Drawing No.

Summary

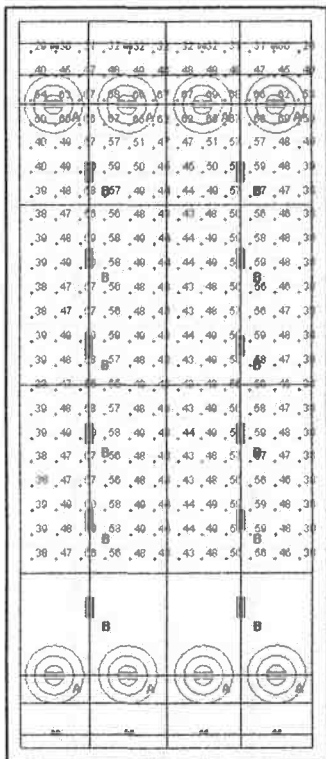


FOOTCANDLE LEVELS  
AND RENDERING

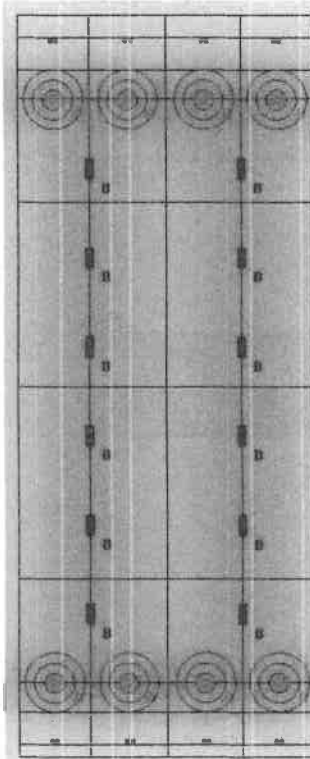
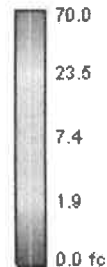
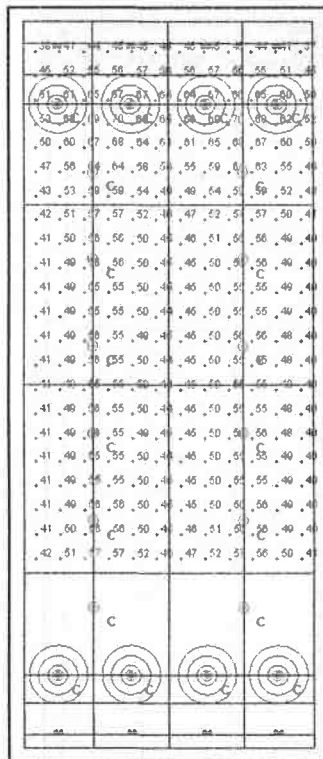


EWEL LIGHTING DESIGN SIMULATION  
TOFIELD CURLING ARENA RETROFIT  
66 X 156 X 20FT (T5HO @16' AFF)  
FOR TOFIELD ELECTRIC

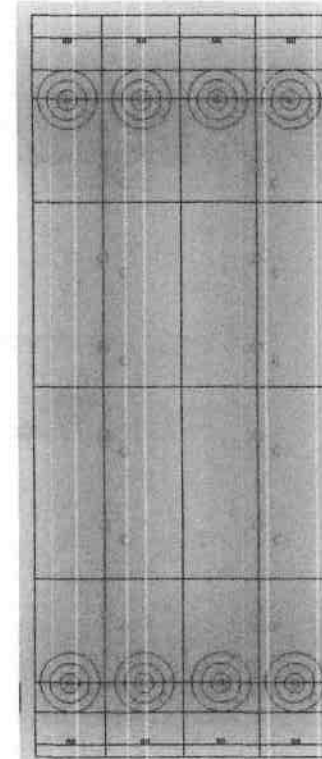
EXISTING T5HO (16' AFF)



NEW LED HIGHBAYS (18' AFF)



EXISTING T5HO (16' AFF)



NEW LED HIGHBAYS (18' AFF)

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
02 - EXISTING HOG TO HOG	+	49 fc	60 fc	38 fc	1.6:1	1.3:1
03 - NEW HACK TO HOG LINE	+	56 fc	70 fc	37 fc	1.9:1	1.5:1
04 - NEW HOG TO HOG	+	49 fc	57 fc	40 fc	1.4:1	1.2:1
01 - EXISTING HACK TO HOG LINE	+	50 fc	69 fc	28 fc	2.5:1	1.8:1

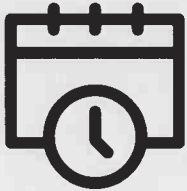
Designer  
TERRY OAG  
Date  
05/06/2024  
Scale  
Not to Scale  
Drawing No.

Summary

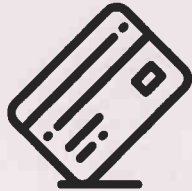


# Tofield Municipal Library

Annual  
Report  
**2024**



The library had **2,369**  
open hours in 2024!



**661** people have a card  
at our library



**12,750** people walked  
through our doors last year



In addition to **4,000**  
website visits



The library added **997**  
new items last year



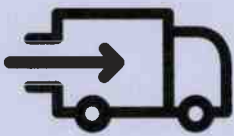
Bringing the total  
collection to **9,503**



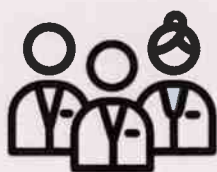
There were **0** downloads  
of e-Content



Contributing to a total of  
**20,992** checkouts!



We lent our items to  
libraries outside of our  
system **2,922** times



Our service is delivered  
by **3** dedicated staff



And **9** amazing  
volunteers



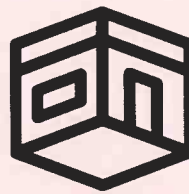
The library has **4** public  
computers



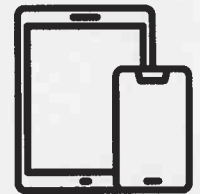
And brought in **6,411**  
items upon patron  
request



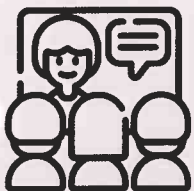
We answered **750**  
reference questions



And our meeting spaces  
were booked **72** times



mobile devices available  
for loan



We offered **410** in-  
person programs



virtual  
programs



And **12** digital  
literacy programs



**3,307** people  
attended in total!



And our Wi-Fi had **650**  
connections!

## Cindy Neufeld

---

**From:** Aimee Boese  
**Sent:** April 10, 2025 2:37 PM  
**To:** Cindy Neufeld; Jeff Edwards  
**Cc:** Vanita Eglauer  
**Subject:** Theme for July 1st Parade

Afternoon,

Looking ahead on the calendar and July 1<sup>st</sup> will be here before we know it. (In fact, we've already had a request for a parade application.)

In anticipation of advertising for the event, would Council be willing to put on their thinking hats and help us with a theme for this year's parade?

The Canada Day (Federal) website can be found at <https://www.canada.ca/en/canadian-heritage/campaigns/canada-day.html> for reference.

Some possible suggestions, based off the website, could include:

Canada: Coast to Coast to Coast

Celebrate in Red & White

Celebrate Canada, Celebrate Community

A few others include:

Canada – a Country and Way of Life

Proud to be Canadian

If you could let us know if there are any suggestions by the end of the month, that would be appreciated.

Thanks,

Aimee Boese  
*Recreation/Facilities & Communications Assistant*  
P: 780-662-3269



**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 28 day of Oct, 20 24.

Read a **SECOND** time this this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Read a **THIRD** time this this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

2nd & 3rd

As Amended.

\_\_\_\_\_  
**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. **"BESC"** means the Beaver Emergency Services Commission.
4. **"BRP"** means the Beaver Regional Partnership;
5. **"CAO"** means the Chief Administrative Officer of any or all of the Municipalities as the context requires, or any member of the administrative staff designated by the CAO to carry out functions under this Agreement;
6. **"Closed Session"** means a portion of the meeting that is closed to the public to discuss a matter within one of the exceptions to disclosure of the *Freedom of Information and Protection of Privacy Act*;
7. **"Council(s)"** means the Councils of the County, Town, and/or Village as the context requires;
8. **"County"** means Beaver County;
9. **"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.
10. **"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.
11. **"Foundation"** means the Beaver Foundation.
12. **"Municipality(ies)"** means the County, Town, and/or Village, as the context requires.
13. **"Regional CAO Group"** means the Chief Administrative Officers within the Region and their designates.
14. **"Town(s)"** means either or both of the Town of Tofield and the Town of Viking, as the context requires;
15. **"Village(s)"** means either or both of the Village of Ryley and the Village of Holden, as the context requires.
16. **"Water Commission"** means the Highway 14 Regional Water Services Commission.

## FUNCTION, TERMS OF REFERENCE, AND PARTNERSHIP PHILOSOPHY

### Relationship-Building

17. The BRP will:
  - a) Enhance the cooperative process between the County, Towns, Villages, BESC, the Foundation, and the Water Commission 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

18. 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

19. 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

20. 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

#### 21. The BRP will:

- a) Seek funding from Federal and Provincial grant programs to enable the Municipalities 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 the Municipalities is supported by their Councils, these Municipalities may proceed with the project outside the oversight of the BRP.

### **MEMBERSHIP AND APPOINTMENT OF OFFICERS**

#### 22. 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.

#### 23. Representation (and voting rights) 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)

#### 24. Each Council will appoint an alternate Council member(s) to attend BRP meetings in the absence of the regular member and to ensure quorum is achieved.

#### 25. The BRP may not remove a representative.

#### 26. The BRP may not exclude a representative from participation in meetings unless a pecuniary interest exists in accordance with the *Municipal Government Act*.

#### 27. The officers of the BRP are the Chair and Vice-Chair.

- a) At the initial 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.

#### 28. 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).

#### 29. 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**

30. 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

31. The BRP will meet quarterly unless the majority of the Municipalities agree to meet more or less frequently.
32. The Chair will call a meeting of the BRP outside the regular schedule when so requested by a representative of a Municipality.
33. 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.
34. 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.
35. The Chair's Municipality will host all BRP meetings held during the Chair's term.
36. A quorum of the BRP will be 2/3 of the Council members eligible to vote as outlined in Section 23.
- 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.
37. 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.
38. The Vice-Chair will carry out the Chair's responsibilities in the absence of the Chair.
39. 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.
40. 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 vote of a minimum of 2/3 of the Council members present and eligible to vote as outlined in Section 23 is carried.
41. BRP representatives may share BRP meeting discussions held in Closed Session with their respective Councils, but only in Closed Session meetings.

#### Agendas

42. Matters will be placed on the BRP meeting agendas by the Regional CAO Group or at the request of any Council.
43. Agendas will be reviewed prior to BRP meetings by the Chair and the Chairing member's CAO for the upcoming BRP meeting.

44. Agenda packages will be distributed to the Regional CAO Group for distribution to the BRP representatives at least one week prior to the meeting.
45. Representatives from BESC, the Foundation, and the Water Commission will be invited to BRP meetings, as necessary, to provide input and discussion regarding issues relevant to their organizations, as outlined on each BRP meeting agenda.
46. Emergent Agenda Items can be added to the agenda by a vote of the BRP, as outlined in Section 40.

Minutes

47. Minutes of each meeting will be recorded and subsequently maintained by the Chairing member's CAO.
48. 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**

49. 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

**VILLAGE OF RYLEY**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Chief Administrative Officer

**TOWN OF VIKING**

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**

**BY-LAW NUMBER 1353**

**A BY-LAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE MUNICIPALITY OF THE TOWN OF TOFIELD IN THE PROVINCE OF ALBERTA FOR THE 2025 TAXATION YEAR**

**WHEREAS**, the Council of the Town of Tofield shall, by Bylaw, authorize the levying of taxes at such uniform rates on the dollar as the Council deems sufficient to produce the amount of revenue required. Section 353 of the Municipal Government Act RSA 2000 Chapter M-26, as amended, requires Council to annually pass a property tax bylaw;

**AND WHEREAS** a property tax bylaw authorizes a Council to impose a tax in respect of property raise revenue to be used towards the payment of requisitions and expenditures and transfers set out in a municipality budget;

**AND WHEREAS**, the assess value of all property in the Town of Tofield as show on the Assessment Roll is:

	Total Assessment	Non-Taxable Assessment	Taxable Assessment
MUNICIPAL	348,751,430	95,890,680	252,860,750
EDUCATION	348,751,430	96,950,590	251,800,840
SENIOR FDN	348,751,430	95,186,800	253,564,630
DESIGNATED INDUSTRIAL PROPERTIES	348,751,430	342,579,300	6,172,130

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Town of Tofield for 2025 total \$6,469,531; and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$3,511,202 and the balance of \$2,958,329 is to be raised by general municipal taxation; and

**WHEREAS**, the requisitions pursuant to Section 359 of the Municipal Government Act RSA 2000 Chapter M-26, as amended are as follows:

Alberta School Foundation	767,277
Seniors Foundation	135,040
Designated Industrial Properties	433

**NOW THEREFORE** by virtue of the power conferred upon it by the provisions of the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto, the Council of the Town of Tofield, duly assembled HEREBY **ENACTS AS FOLLOWS:**

1. The Chief Administrative Officer is hereby authorized and directed to levy the following rates of taxation on the assessed values of the lands, buildings, and improvements, and on assessed values of transmission lines, as these various classifications appear on the Assessment and Tax Roll of the Town of Tofield for the year 2025.

TOWN OF TOFIELD  
BYLAW 1353

**ON RESIDENTIAL, URBAN RESERVE, ANNEXED LANDS USING TOWN MILL RATE AND FARMLAND PROPERTIES:**

FOR MUNICIPAL PURPOSES	7.7749
FOR BEAVER EMERGENCY SERVICES COMMISSION	1.5314
FOR POLICING (RCMP Cost-Sharing)	0.4408
FOR ALBERTA SCHOOL FOUNDATION FUND	2.7584
FOR BEAVER FOUNDATION	0.5326
<b>TOTAL MILL RATE</b>	<b>13.0381</b>

**ON COMMERCIAL, INDUSTRIAL, FEDERAL AND PROVINCIAL COMMERCIAL**

FOR MUNICIPAL PURPOSES	16.7967
FOR BEAVER EMERGENCY SERVICES COMMISSION	1.5314
FOR POLICING (RCMP Cost-Sharing)	0.4408
FOR ALBERTA SCHOOL FOUNDATION FUND	4.1135
FOR BEAVER FOUNDATION	0.5326
<b>TOTAL MILL RATE</b>	<b>23.415</b>

**ON COMMERCIAL, INDUSTRIAL, - MUNICIPAL TAX FREE**

FOR ALBERTA SCHOOL FOUNDATION FUND	4.1135
FOR BEAVER FOUNDATION	0.5326
<b>TOTAL MILL RATE</b>	<b>4.6461</b>

**ON PROPERTIES FOR MACHINERY AND EQUIPMENT(non designated properties)**

FOR MUNICIPAL PURPOSES	16.7967
FOR BEAVER EMERGENCY SERVICES COMMISSION	1.5314
FOR POLICING (RCMP Cost-Sharing)	0.4408
FOR BEAVER FOUNDATION	0.5326
<b>TOTAL MILL RATE</b>	<b>19.3015</b>

**ON PROPERTIES FOR DESIGNATED INDUSTRIAL - MACHINERY AND EQUIPMENT**

FOR MUNICIPAL PURPOSES	16.7967
FOR BEAVER EMERGENCY SERVICES COMMISSION	1.5314
FOR POLICING (RCMP Cost-Sharing)	0.4408
FOR BEAVER FOUNDATION	0.5326
DESIGNATED INDUSTRIAL	0.0702
<b>TOTAL MILL RATE</b>	<b>19.3717</b>

**ON LINEAR, RAILWAY AND INDUSTRIAL IMPROVED (DIP)**

FOR MUNICIPAL PURPOSES	16.7967
FOR BEAVER EMERGENCY SERVICES COMMISSION	1.5314
FOR POLICING (RCMP Cost-Sharing)	0.4408
FOR ALBERTA SCHOOL FOUNDATION FUND	4.1135
FOR BEAVER FOUNDATION	0.5326
DESIGNATED INDUSTRIAL	0.0702
<b>TOTAL MILL RATE</b>	<b>23.4852</b>



2. That this bylaw shall take effect on the date of the third and final reading

**READ** a first time this    day of            2025  
**READ** a second time this    day of            2025  
**READ** a third time and passed this    day of    2025

\_\_\_\_\_  
MAYOR

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

		2024 BUDGET	2025 BUDGET
<b>TAXES AND GRANTS-IN-LIEU</b>			
Real Property		3,548,412	3,730,653
Local Improvements		25,239	25,239
Power Pipe & Cable T.V.		103,264	110,398
Federal Grant-In-Lieu		15,842	12,012
Provincial Grant-In-Lieu		7,795	8,036
<b>TOTAL TAXES &amp; GRANTS-IN-LIEU</b>		<b>3,700,552</b>	<b>3,886,338</b>
<b>DEDUCTION FROM TAXES</b>			
Total Requisitions		782,055	902,750
Special Municipal Levies		25,239	25,239
<b>TOTAL DEDUCTIONS AND LEVIES</b>		<b>807,294</b>	<b>927,989</b>
<b>MUNICIPAL PURPOSES</b>		<b>2,893,258</b>	<b>2,958,349</b>

TAXES LEVY ESTIMATES - CURRENT YEAR  
FOR THE YEAR ENDING DECEMBER 31, 2024

	TAX LEVY REQUIRED	ASSESSMENT	MILL RATE	TAX LEVY
<b>ALBERTA SCHOOL FOUNDATION</b>				
Residential & Farmland	546,545	198,140,500	2.7584	546,545
Non Residential	220,732	53,660,340	4.1135	220,732
<b>TOTAL LEVY REQUIRED ASFF</b>	<b>767,277</b>	<b>251,800,840</b>		<b>767,277</b>
<b>OTHER REQUISITIONS/CONTRIBUTIONS</b>				
Beaver Foundation	135,040	253,564,630	0.5326	135,040
Designated Industrial	433	6,172,130	0.0702	433
<b>TOTAL REQUISITIONS</b>	<b>902,750</b>			<b>902,750</b>
General Municipal Operations	<b>2,459,642</b>	198,140,500	7.7749	1,540,523
		54,720,250	16.7967	919,120
Provincial Policing Contribution	111,457	252,860,750	0.4408	111,457
Beaver Emergency Services Contribution	387,230	252,860,750	1.5314	387,230
Rounding	20			20
<b>TOTAL LEVIES FOR MUNICIPAL PURPOSES</b>	<b>2,958,349</b>			<b>2,958,349</b>
Local Improvements	25,239			25,239
Rounding				
<b>TOTAL TAXES &amp; GRANTS-IN-LIEU</b>	<b>3,886,338</b>			<b>3,886,338</b>

**ESTIMATE OPERATING EXPENDITURES  
FOR THE YEAR ENDING DECEMBER 31, 2025**

<b>FUNCTION</b>	<b>2025</b>
Council/Administration	1,275,768
Fire Fighting & Preventative Service	387,230
Emergency Management	
Policing & Bylaw Enforcement	188,957
Roads, Streets, Walks, Lighting	2,217,525
Airport	19,900
Water Supply & Distribution System	1,301,023
Sanitary Sewage Service & Treatment	190,480
Garbage Collection & Disposal	108,768
Family & Community Support Services	563,714
Cemetery	28,795
Subdivision Land & Development	70,000
Community Development Admin	171,495
Tourism/Economic Development	127,350
Community Hall	74,240
Transportation Tofield Bus	26,000
Recreation Programs	45,200
Parks	668,510
Library	199,952
Transfer to Operating Reserve	-
Surplus/Deficit	124
<b>TOTAL MUNICIPAL OPERATION EXPENDITURES</b>	<b>7,665,031</b>
<b>ESTIMATED OPERATING REVENUES FOR THE YEAR ENDING DECEMBER 31, 2025</b>	
	<b>2025</b>
<b>NET TAXES FOR GENERAL MUNICIPAL PURPOSES</b>	<b>2,958,329</b>
Penalties & Costs	75,000
Concession & Franchise	155,000
Return on Investments	210,000
Other Revenue from Own Sources	11,000
Provincial Conditional Grant	
Fines & Costs	10,000
<b>TOTAL GENERAL MUNICIPAL REVENUE</b>	<b>3,419,329</b>
General Administration	237,440
Fire Fighting & Preventative Service	
Emergency Management	
By-Law Enforcement	48,100
Roads, Streets, Walks	1,057,939
Airport	20,208
Water Supply & Distribution	1,333,810
Sanitary Sewage Service	165,500
Garbage Collection & Disposal	126,200
Family Community Support Service	563,714
Cemetery	35,000
Subdivision Land & Development	70,000
Community Development Administration	11,000
Tourism/Economic Development	79,000
Community Hall	64,460
Transportation Tofield Bus	20,000
Recreation Programs	17,282
Parks	274,354
	<b>4,124,007</b>

	2025
	REVENUE
	4,124,007
Library	121,695
Transfer from Reserves	
TOTAL OPERATIONS	4,245,702
TOTAL GENERAL MUNICIPAL REVENUES	3,419,329
TOTAL MUNICIPAL OPERATING REVENUES	7,665,031

## **TOWN OF TOFIELD**

### **BYLAW NO. 1354**

#### **BEING A BYLAW OF THE TOWN OF TOFIELD IN THE PROVINCE OF ALBERTA TO AMEND THE TOWN OF TOFIELD MEETING PROCEDURES BYLAW**

**WHEREAS** the Council of the Town of Tofield enacted Bylaw No. 1314, the Town of Tofield Meeting Procedures Bylaw;

**AND WHEREAS** the Council of the Town of Tofield wishes to amend the Town of Tofield Meeting Procedures Bylaw;

**NOW THEREFORE** the Council of the Town of Tofield, duly assembled, hereby enacts as follows:

1. Bylaw No. 1314, the Town of Tofield Meeting Procedures Bylaw, is hereby amended by adding Section 17A immediately preceding Section 17 as follows:

#### **17A. Electronic Participation in Public Hearings**

17A.1 The default means by which public hearings required to be conducted under Part 17 of the *Municipal Government Act* (“Part 17 Public Hearings”) is in-person.

17A.2 Notwithstanding Section 17A.1 of this Bylaw, and pursuant to Section 199(2.1) of the *Municipal Government Act*, Part 17 Public Hearings may be conducted electronically in accordance with Section 17A of this Bylaw.

17A.3 Part 17 Public Hearings may be conducted by telephone or other virtual meeting platform, such as Zoom or Microsoft Teams.

17A.4 Where an attendee of a Part 17 Public Hearing wishes to attend the Part 17 Public Hearing electronically, notice must be provided to administration at least one (1) week prior to the commencement of the Part 17 Public Hearing.

17A.5 Where administration receives a request to conduct a Part 17 Public Hearing electronically, administration shall issue a notice to the public via the Town’s website no less than two (2) days before the commencement of the Part 17 Public Hearing that the Part 17 Public Hearing will be conducted via electronic means, with such notice setting out the website address or link, or telephone number, required to access the Part 17 Public Hearing.

17A.6 Where the *Municipal Government Act* requires information in respect of the Part 17 Public Hearing to be made publicly available, such information shall be provided as part of the notice of public hearing, and will be made available via the Town’s website during the course of the Part 17 Public Hearing.

17A.7 The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at an electronically-conducted Part 17 Public Hearing the names of all Council members present.

17A.8 Council members may also attend a Part 17 Public Hearing via electronic means, in accordance with the *Municipal Government Act* and Section 6.1 of this Bylaw.

17A.9 Electronic access to a Part 17 Public Hearing may be restricted or suspended in accordance with Section 197 of the *Municipal Government Act* and Section 7 of this Bylaw.

2. All other provisions of Bylaw No. 1314, the Town of Tofield Meeting Procedures Bylaw, shall remain unamended and in full force and effect.
3. Should any provision of this bylaw become invalid, void, illegal, or otherwise not enforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force and be binding as though such provisions had not been invalid.
4. Coming into force of this bylaw is effective upon the third and final reading and signing of this Bylaw.

**READ** a first time this \_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a second time this \_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a third and final time this \_\_\_\_ day of \_\_\_\_\_, 2025.

---

Debora Dueck  
Mayor

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Cindy Neufeld  
Chief Administrative Officer





## TOWN OF TOFIELD COUNCIL REQUEST FOR DECISION

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

**Meeting Date:** April 28<sup>th</sup>, 2025  
**Confidential:** NO

### **Topic: BESC Shared Services Agreement**

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#### **DISCUSSION:**

The Beaver Regional Partnership (BRP) municipalities have a shared services agreement with the Beaver Emergency Services Commission (BESC) to provide fire protection and emergency management services to properties within the Beaver Region.

The shared services agreement indicates that the municipalities will pay 75% of BESC's projected annual deficit during the calendar year. A reconciliation payment will be made once BESC's financial statements are approved, and the amount of the annual deficit is confirmed.

Historically, to assist BESC with its cash flow requirements, the municipalities have been making grant payments of 100% of the projected annual deficit and the subsequent calendar year's first quarter payment has been adjusted once the amount of the annual deficit has been confirmed.

This practice has become problematic because the municipalities and BESC have not always agreed on the reconciliation amount.

At a BRP meeting held April 15, 2025, the BRP discussed the payment of grants to the Beaver Emergency Services Commission (BESC) and potential cash flow challenges. The BRP recognized that the challenges arising from the agreement need to be resolved and recommended that each Council authorize their Chief Administrative Officers to work with the Regional Emergency Manager of BESC to amend the shared services agreement to enable timely grant payments to the Commission.

In addition, in April 2025, the Minister of Municipal Affairs tabled Bill 50 which will amend the *Municipal Government Act* to clarify the contents of intermunicipal collaboration frameworks (and by extension, the shared services agreements within the frameworks). The necessary changes will be incorporated into the agreement in conjunction with the amendments.

**INTERGOVERNMENTAL INVOLVEMENT:**

The BESC shared services agreement is a partnership of the Towns of Tofield and Viking, the Villages of Ryley and Holden, and Beaver County.

**EXTERNAL AND INTERNAL COMMUNICATIONS/PARTICIPATION:**

Should Council be in favour of the recommended Motion, notice would be provide to all partner BRP Members, as well as BESC.

**FINANCIAL IMPLICATIONS:**

Unknown at this time.

**ALTERNATIVES:**

1. Council may take no action (i.e. the Town will not be involved with amendments to the shared services agreement).
2. Council may take other action.

**RECOMMENDED ACTION:**

That Council authorize the Chief Administrative Officer to work with the Regional Emergency Manager of the Beaver Emergency Services Commission to amend the shared services agreement to enable timely grant payments to the Commission and incorporate the applicable provisions of Bill 50.

**Enclosures: YES**

**THIS AGREEMENT** made effective this 1st day of January, 20 14 .

**BETWEEN:**

TOWN OF TOFIELD  
Box 30  
Tofield, Alberta T0B 4J0

OF THE FIRST PART

and

VILLAGE OF RYLEY  
Box 230  
Ryley, Alberta T0B 4A0

OF THE SECOND PART

and

VILLAGE OF HOLDEN  
Box 357  
Holden, Alberta T0B 2C0

OF THE THIRD PART

and

TOWN OF VIKING  
Box 369  
Viking, Alberta T0B 4N0

OF THE FOURTH PART

and

BEAVER COUNTY  
Box 140  
Ryley, Alberta T0B 4A0

OF THE FIFTH PART

(hereinafter referred to individually as "each Municipality"  
and collectively as "the Municipalities")

**WHEREAS** by Order in Council 137/2010, dated April 29, 2010, the Lieutenant Governor in Council established the Beaver Emergency Services Commission (hereinafter referred to as "the Commission");

**AND WHEREAS** under authority of the Beaver Emergency Services Commission Regulation, the Commission is authorized the provide fire services, and to carry out the powers and duties of the member municipalities under the *Emergency Management Act*, RSA 2000, Chapter E-6.8, and amendments thereto;

**AND WHEREAS** each Municipality has delegated its authority for the provision of fire protection and emergency management services within its municipal limits to the Commission;

**AND WHEREAS** the Municipalities have transferred ownership of Fire Fighting Equipment, Fire Trucks, and Fire Halls to the Commission;

**AND WHEREAS** the Municipalities entered into an Agreement dated April 29, 2010 to share the operating expenses of the Fire Fighting Equipment, Fire Trucks, Fire Hall, and Fire Fighters jointly used by the Municipalities, with costs to be apportioned based on parcel count, population, and usage;

**AND WHEREAS** the Municipalities wish to revise the formula by which costs are apportioned, to be based on population for the years 2014-2016;

**AND WHEREAS** the Municipalities agree to review the usage statistics over the period 2014-2016 to determine appropriate usage criteria;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the mutual covenants and agreements contained within this Agreement, the Municipalities hereby agree as follows:

1. The Municipalities agree that the cost-sharing contribution be changed
  - From the current formula: 1/3 population, 1/3 usage, 1/3 parcel count,
  - To: Population (per capita), based on the percentage of population within each municipality compared to the total population of all the Municipalities as determined by the latest Federal, Provincial, or Municipal census (as the case may be),

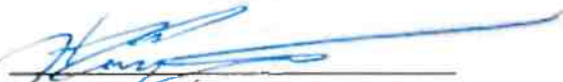
and that the impact of the adjustment in the cost-sharing contribution be phased in by way of three adjustments (more or less equal) over the period of 2014-2016.

2. The Municipalities agree that subsequent to the review of the usage statistics, the cost sharing formula may be amended to be based on:
  - 1/2 population, 1/2 usage (for 2017 and subsequent fiscal years), or the Municipalities may determine to continue with the cost sharing formula in Section 1 (population or per capita). Either option may be implemented with the consent of all parties without requiring further amendment to this Agreement.
3. (a) In any year where the actual operating costs (excluding amortization) to provide fire protection and emergency management services within the Municipalities exceed the actual revenue received by the Commission, the Commission may invoice the Municipalities for the difference (herein referred to as the "annual deficit").  
  
(b) Subject to Section 6, an annual contribution to operating reserve may form part of the annual deficit.
4. The Municipalities agree to advance payment to the Commission based on its current year budget (herein referred to as the "projected annual deficit").
5. (a) Each Municipality shall remit 75% of its share of the projected annual deficit for the current calendar year to the Commission, in three (3) equal installments, due in the months of the calendar year mutually agreed to by each Municipality and the Commission.  
  
(b) The final payment to the Commission shall be made following preparation of the Commission's audited financial statements and confirmation of the annual deficit.  
  
(c) Should the annual deficit be less than the payments made by the Municipalities as per Section 5.(a) above, the first payment to the Commission in the subsequent year shall be adjusted accordingly.
6. The Municipalities agree that no surplus funds will be paid to the Commission for operating reserve purposes until and unless the Commission has developed an operational reserve policy.
7. In addition to the annual deficit, the Municipalities agree to cost-share an annual contribution to a capital reserve, in the same manner as the annual deficit is shared, subject to preparation by the Commission of a long-term capital funding and expenditure plan.
8. Any dispute among the Municipalities regarding this agreement shall be investigated and resolved according to the following procedure:
  - a) Any Municipality who wishes to raise a dispute shall notify all other Municipalities of its dispute and its details;

- b) Within 30 days of all of the Municipalities receiving the notification of dispute, the Chief Administrative Officers (or their delegate), of all Municipalities shall meet and attempt to unanimously resolve the dispute;
  - c) If after 60 days from the date of all of the Municipalities receiving the notification of dispute, the dispute remains unresolved, two representatives from each Municipality shall meet and attempt to unanimously resolve the dispute;
  - d) If after 120 days from the date of all of the Municipalities receiving the notification of dispute, the dispute remains unresolved, the Councils from each Municipality shall meet and attempt to unanimously resolve the dispute;
  - e) Only in the event that the dispute cannot be resolved after a meeting of all of the Councils, shall the matter be referred to a single arbitrator for determination. The decision of the arbitrator shall be final and binding on all parties and the *Arbitration Act of Alberta*, as amended, shall apply to the arbitration proceedings as is necessary.
7. This Agreement shall take effect as of January 1, 2014, and shall continue in full force and effect until otherwise amended or terminated by the consent of all Municipalities operating in the Commission at the time of amendment or termination or until amended by provincial legislation or ministerial order.
8. A Municipality shall only be entitled to withdraw from this Agreement if it is dissolved or if it has withdrawn as a member of the Commission.

IN WITNESS WHEREOF, the parties have affixed their seals, as attested by their proper officers, duly appointed.

TOWN OF TOFIELD

  
Mayor

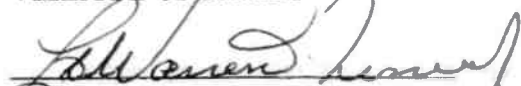
  
Chief Administrative Officer

TOWN OF VIKING

  
Mayor

  
Chief Administrative Officer

VILLAGE OF RYLEY

  
Mayor

  
Chief Administrative Officer

BEAVER COUNTY

  
Reeve

  
Chief Administrative Officer



VILLAGE OF HOLDEN



Mayor



Chief Administrative Officer



## **TOWN OF TOFIELD COUNCIL REQUEST FOR DECISION**

**Meeting Type:** Council  
**Department:** Administration  
**Presented by:** Cindy Neufeld

**Meeting Date:** April 28, 2025  
**Confidential:** No

**Topic: Bylaw #1355; Land Use Bylaw Map Amendment**

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### **BACKGROUND/PROPOSAL:**

The current landowner of Lots 28, 29, 30, Block 5, Plan 9200S, has submitted a Land Use Bylaw amendment to the Town of Tofield to amend their property from C-GC General Commercial District of Land Use Bylaw #1316 to R-LD Low Density Residential district.

In 2016 this property was rezoned to Residential, however, when the new Land Use Bylaw 1316, the Residential zoning was not recognized.

Administration is requesting that Council give first reading to Bylaw #1355 and authorize a Public Hearing to be held on Monday, May 26, 2025, at 5:00 p.m.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

This property is next to residential, so it should be rezoned.

### **INTERGOVERNMENTAL INVOLVEMENT:**

N/A

### **EXTERNAL AND INTERNAL COMMUNICATIONS/PARTICIPATION:**

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

### **FINANCIAL IMPLICATIONS:**

As this was an internal error the town should be responsible for the fees required for a

Land Use Bylaw amendment and, in addition, is responsible for the cost of the associated advertising fees.

**ALTERNATIVES**

Not applicable

**RECOMMENDED ACTION:**

- a) That Council give Bylaw #1355 first reading.
- b) That Council authorize Administration to schedule a Public Hearing for Bylaw #1355 on Monday, May 26, 2025, at 5:00 p.m.

**Enclosures:**

Enclosure 1 – Bylaw #1355

*Initials show support – Reviewed By*

**TOWN OF TOFIELD  
BYLAW 1355**

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

**WHEREAS** pursuant to the Municipal Government Act, R.S.A. 2000, C. M-26, including amendments, allow the amendment of a Land Use Bylaw.

AND WHEREAS, the Town of Tofield wishes to amend Bylaw 1316, the Land Use Bylaw, as amended.

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

That the Land Use Map of Bylaw 1316 of the town of Tofield, be amended, by changing the following land-use designation from General Commercial (C-GC) to Low Density Residential (R-LD):

Lots 28, 29, 30, Block 5, Plan 9200S

**READ** a first time this      day of      2025.

**ADVERTISED** in the Tofield Mercury on the      day and the      day of 2025

**PUBLIC HEARING HELD** this      day of      2025.

**READ** a second time this      day of      2025

**READ** a third time and final time this      day of      2025.

\_\_\_\_\_  
MAYOR

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



92005

Fourth

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14

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3A

3B

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1

Avenue

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7

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92005

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31	32	33	34	35	36	37	38	39	40

8

Albion Street

King Street

MAIN STREET

Queen Street

Dominion Street

Grand Trunk Pacific Railway

Plan 92005  
Block 1

Station

## **Round Table Report – Mayor Dueck, – March 24, 2025 – April 28, 2025**

My activities and commitments since the March 24, 2025.

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

- Mar 25
  - BESC Policy Committee Meeting
  - Beaver Foundation Regular Meeting
- Apr 2
  - Coffee meeting – Potential interest in council (election).
- Apr 9
  - Council Member Meeting – CAO Contract
  - BESC Regular Meeting
- Apr 10
  - Council Member Meeting – CAO Contract
- Apr 14
  - BESC Strategic Planning
- Apr 15
  - BRP – Viking
  - Joint Council BC/ToT – EDC
  - Tofield Curling Club AGM
- Apr 17
  - IMC - Ryley
- Apr 22
  - BESC Policy Committee Meeting
  - Beaver Foundation Regular Meeting
- Apr 23
  - Daycare tour of Town Office/Council Chambers
- Apr 24
  - Claystone AGM
- Apr 26
  - Snow Goose Festival
- Apr 28
  - Regular Council Meeting

Spring has arrived! Activities are starting up at the sports grounds and lots of residents outside enjoying the walking trails, great to see. Residents are working on their spring cleanup and other projects. Snow Goose Festival is taking place this weekend, hopefully you help the opportunity to take part in some compacity.

Enjoy the spring weather, we have been looking forward to the arrival, hoping to see some spring showers to clean up the dust and snow mold.

Respectfully submitted Deb Dueck

## **Round Table Report April 28, 2025**

**By Brenda Chehade**

- **Mar 25 – CARC Meeting**
- **Apr 2 – Meeting with just council members**
- **Apr 7 – FCSS Meeting**
- **Apr 9 - Meeting with just council members**
- **Apr 14 – Council Meeting**
- **Apr 15 – FCSS Regional meeting**
- **Apr 15 – Joint Council meeting with Beaver County Council**
- **Apr 16 – Health Foundation Meeting**
- **Apr 22 – CARC Meeting**
- **Apr 24 – Claystone AGM**
- **Apr 28 – Council Meeting**



## Norm Martineau

[illegible]