



## AGENDA

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**REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD** to be held Monday, September 23, 2024, 5:00 p.m., Town of Tofield Administration Building, Council Chambers.

**1. Present**

**2. Call to Order**

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

**3. Adoption of Agenda**

**4. Minutes**

- (a) Minutes of the Regular meeting of Council of the Town of Tofield held September 9, 2024.

**5. Financial**

- (a) Motion to rescind Motion 05-09-24 and approve the Open Payables for the months of August and September 2024 in the amount of \$313,807.51.

**6. Correspondence**

- Invitation to attend the Sunshine Villas Autumn Pie Social on October 5;
- Invitation to attend the Tofield School Career Fair on October 29, 2024.

**7. New Business**

- (a) AB Munis Resolutions discussion
- (b) Letter from Northern Lights Library System regarding the 2025 Levy.
- (c) Request for Decision – Hall Rental – Katchemut Creek Family Horse Club.
- (d) Request for Decision - Hall Rental – Tofield Golden Club.
- (e) Draft Policy 1.16 – Governance & Leadership – Emergency Municipal Funding/Donations.
- (f) Request for Decision – Staff/Council Christmas Party

**8. Closed Session**

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

**9 Councillor Reports**

**10. Adjournment**

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD held Monday, September 9, 2024  
Town of Tofield Administration Building Council Chambers**

**PRESENT**

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

Also Present: Kari Janzen, Tofield Mercury and Dave Berrecloth, Tofield Agricultural Society

**CALL TO ORDER**

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

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

**ADOPTION OF AGENDA**

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

01-09-24

CARRIED UNANIMOUSLY

Add 8. New Business (c) Meetings with the Ministers

**MINUTES**

4. (a) **MOVED** by Tiedemann that the Minutes of the Regular meeting of Council of the Town of Tofield held August 12, 2024, be approved as amended.

02-09-24

CARRIED UNANIMOUSLY

**DELEGATION**

5. 5:00 p.m. Dave Berrecloth, President, Tofield Agricultural Society was present to discuss the need to replace the dirt in the Riding Arena, located at the Tofield Fairgrounds.

Berrecloth explained the need to remove and replace the dirt and requested that the Town of Tofield provide \$40,000 to have this done.

Berrecloth left the meeting at 5:20 p.m.

**FINANCIAL**

6. (a) **MOVED** by Chehade that the Financial Statement for the month August 31, 2024 be approved.

03-09-24

CARRIED UNANIMOUSLY

- (b) **MOVED** by Tiedemann that the Budget Report for the month ending August 31, 2024 be approved as presented.

CARRIED UNANIMOUSLY

04-09-24

- (c) **MOVED** by Conquest that the Open Payables for the months of August and September 2024 in the total amount of \$523,320.57 be approved.

05-09-24

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting  
September 9, 2024**

**CORRESPONDENCE**

7. The following Correspondence was presented:

- Unapproved Minutes of Highway 14 Regional Water Services Commission meeting held July 18, 2024;
- Email from Tyler Gandam, President of AB Munis, regarding donations for the Jasper Fire Community Fund;
- Email from Tyler Gandam, President of AB Munis regarding the preparations of voting for the resolutions at the Annual Convention;
- Invitation from the Veterans Memorial Highway Association, to attend a future meeting;
- Email from the National Police Federation providing the Overview of Key Findings; and
- Beaver Emergency Medical Services 2024 Annual Report.

**MOVED** by Dueck that Administration draft a policy to address donations to municipalities that have endured a municipal emergency disaster.

06-09-24

CARRIED UNANIMOUSLY

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

07-09-24

CARRIED UNANIMOUSLY

**NEW BUSINESS**

8. (a) Letter from ATC Energy Systems regarding the new Provincial Legislation and impact to the Town of Tofield's Franchise Agreement.

**MOVED** by Conquest to proceed with obtaining approval of Bylaw 1266 - Franchise Agreement, dated September 14, 2015 between ATCO Gas and the Town of Tofield from the Alberta Utilities Commission.

08-09-24

CARRIED UNANIMOUSLY

(b) Letter from Beaver Foundation regarding Sidewalk Connector proposal.

**MOVED** by Chehade to approve in principle, partnering with Beaver Foundation, to construct a connector sidewalk from Sunshine Villa to main street; and that this be deferred to the 2025 budget

09-09-24

CARRIED UNANIMOUSLY

(c) Minister Meeting at AB Munis.

Add discussion of Provincial Policing with Minister Ellis

**Minutes of the Town of Tofield Regular Council Meeting  
September 9, 2024**

**CLOSED SESSION**

9. **MOVED** by Chehade to go into Closed Session at 5:57 p.m. discuss matters under the Alberta FOIP Act as follows:

Division 2, Section 16 – Harmful to Business Interests and Section 19 – Confidential Evaluations – *Freedom of Information and Protection of Privacy Act.*

10-09-24

CARRIED UNANIMOUSLY

**MOVED** by Martineau to revert to the regular meeting at 6:16 p.m.

11-09-24

CARRIED UNANIMOUSLY

No public present.

**MOVED** by Chehade to provide \$40,000 to remove and replace the dirt at the Riding Arena, and fund the project from Operating Reserves; and that propose an annual cost for maintenance of the Riding Arena at the 2025 Budget.

12-09-24

CARRIED UNANIMOUSLY

**ADJOURNMENT**

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

13-09-24

CARRIED UNANIMOUSLY

\_\_\_\_\_  
MAYOR

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

UNAPPROVED

|                      |                    |             |
|----------------------|--------------------|-------------|
| August 2024 Advances | Stub 12083 – 12103 | \$19,950.00 |
| August 2024 Payroll  | Stub 12141 – 12170 | \$91,138.54 |
| August 2024 Council  | Stub 12171 – 12175 | \$ 3,692.89 |

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|       |              |
|-------|--------------|
| Total | \$114,781.43 |
|-------|--------------|

0.00

19,950.00

91,138.54

3,692.89

003 114,781.43

1,577,035.94

2,413.29

2,700.00

1,401.75

20,927.60

15,147.30

009 313,807.51

0.00

09/05/24 14:19:29

ACCOUNTS PAYABLES LISTING BY FUNCTION

PAGE 1

| Function          | Date     | Account Number<br>(Including Delimiters) | Reference<br>Number | Transaction<br>Description     | Transaction<br>Description<br>Additional | Transaction<br>Amount |
|-------------------|----------|--|---------------------|--------------------------------|--|-----------------------|
| 11                | 24/09/03 | 2-11-211-00                              | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 3,595.00              |
| FUNCTION<br>TOTAL |          |  |                     |                                |  | 3,595.00              |
| 12                | 24/09/03 | 2-12-211-00                              | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 1,280.00              |
|                   | 24/08/16 | 2-12-215-00                              | C900012117          | LOOMIS EXPRESS                 | FREIGHT/ RMRP                            | 35.53                 |
|                   | 24/08/16 | 2-12-215-00                              | C900012118          | PITNEYWORKS                    | ACCT 6100908000118935                    | 1,000.00              |
|                   | 24/08/16 | 2-12-215-00                              | AP DRCT DB          | TELUS MOBILITY                 | BUSINESS CONNECT - ADMIN                 | 363.62                |
|                   | 24/08/16 | 2-12-220-00                              | C900012126          | TOFIELD MERCURY PUBLISHING LTD | AD/ COUNCIL CORNER                       | 212.50                |
|                   | 24/08/16 | 2-12-220-00                              | C900012126          | TOFIELD MERCURY PUBLISHING LTD | AD/ RCMP SALUTE                          | 200.00                |
|                   | 24/08/16 | 2-12-220-00                              | AP DRCT DB          | WELLS FARGO EQUIPMENT FINANCE  | COPIER LEASE                             | 924.51                |
|                   | 24/08/26 | 2-12-220-00                              | AP DRCT DB          | WELLS FARGO EQUIPMENT FINANCE  | COPIER LEASE                             | 943.50                |
|                   | 24/08/16 | 2-12-221-00                              | C900012122          | SHINEATEK CORP.                | MICROSOFT 365 ANNUAL REG                 | 7,117.20              |
|                   | 24/08/16 | 2-12-230-00                              | C900012121          | SELECT ENGINEERING CONSULTANTS | GENERAL ENGINEERING                      | 1,945.50              |
|                   | 24/08/16 | 2-12-230-00                              | C900012105          | ACI ARCHITECTURE INC.          | ARCHITECTURAL SERVICES                   | 3,612.00              |
|                   | 24/08/30 | 2-12-230-00                              | C900012176          | BEAVER COUNTY                  | CARB & SDAB TRAINING                     | 484.00                |
|                   | 24/08/16 | 2-12-230-01                              | C900012120          | SDI HEALTH, SAFETY & LOSS      | HEALTH & SAFETY MAINTENANCE              | 1,792.40              |
|                   | 24/09/03 | 2-12-230-01                              | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 114.85                |
|                   | 24/08/16 | 2-12-230-06                              | C900012121          | SELECT ENGINEERING CONSULTANTS | STORMWATER MASTER PLAN                   | 22,241.75             |
|                   | 24/08/30 | 2-12-240-00                              | C900012179          | DEMERS, ELISA                  | JANITORIAL - ADMIN                       | 350.00                |
|                   | 24/08/30 | 2-12-240-00                              | C900012188          | PIDERNAL, MARY GRACE           | JANITORIAL - ADMIN                       | 350.00                |
|                   | 24/08/16 | 2-12-510-00                              | C900012114          | HARE FOODS LTD.                | ACCOUNT 7506989                          | 7.35                  |
|                   | 24/08/16 | 2-12-510-00                              | C900012111          | CANOE PROCUREMENT GROUP OF CAN | BILLINGS                                 | 148.09                |
|                   | 24/09/03 | 2-12-510-00                              | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 47.16                 |
|                   | 24/08/28 | 2-12-540-50                              | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | POWER - ADMIN BLDG                       | 1,625.43              |
|                   | 24/08/28 | 2-12-540-51                              | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | GAS - ADMIN BLDG                         | 96.96                 |
|                   | 24/08/21 | 4-12-230-00                              | AP DRCT DB          | RECEIVER GENERAL               | REMITTANCE                               | 2,100.00              |
|                   | 24/08/30 | 4-12-234-00                              | C900012186          | LOCAL AUTHORITIES PENSION PLAN | EMP #215 - REMITTANCE                    | 19,594.30             |
|                   | 24/08/30 | 4-12-239-00                              | C900012191          | TOWN OF TOFIELD SOCIAL FUND    | REMITTANCE                               | 180.00                |
| FUNCTION<br>TOTAL |          |  |                     |                                |  | 66,766.65             |
| 26                | 24/08/23 | 2-26-260-00                              | C900012140          | TOWN OF VEGREVILLE             | BYLAW ENFORCEMENT                        | 4,486.55              |
| FUNCTION<br>TOTAL |          |  |                     |                                |  | 4,486.55              |
| 32                | 24/08/16 | 2-32-215-00                              | AP DRCT DB          | TELUS MOBILITY                 | BUSINESS CONNECT - OPERATIONS            | 35.95                 |
|                   | 24/08/16 | 2-32-274-00                              | C900012106          | AMSC INSURANCE SERVICES LTD.   | AUTOMOBILE INSURANCE                     | 221.00                |
|                   | 24/08/16 | 2-32-520-45                              | C900012111          | CANOE PROCUREMENT GROUP OF CAN | BILLINGS                                 | 3,673.95              |
|                   | 24/08/30 | 2-32-520-46                              | C900012185          | JOE JOHNSON EQUIPMENT INC.     | POLY WAFERS                              | 700.98                |
|                   | 24/08/16 | 2-32-521-00                              | C900012111          | CANOE PROCUREMENT GROUP OF CAN | PUBLIC WORKS FUEL                        | 2,713.13              |
|                   | 24/08/16 | 2-32-521-00                              | C000016811          | WEX CANADA LTD.                | FUEL                                     | 175.91                |
|                   | 24/08/16 | 2-32-530-00                              | C900012114          | HARE FOODS LTD.                | ACCOUNT 7506989                          | 34.36                 |
|                   | 24/08/16 | 2-32-530-00                              | C900012114          | HARE FOODS LTD.                | ACCOUNT 7506989                          | 75.33                 |
|                   | 24/08/16 | 2-32-530-00                              | C900012114          | HARE FOODS LTD.                | ACCOUNT 7506989                          | 30.89                 |
|                   | 24/08/16 | 2-32-530-00                              | C900012114          | HARE FOODS LTD.                | ACCOUNT 7506989                          | 69.07                 |

| Function | Date     | Account Number<br>(Including<br>Delimiters) | Reference<br>Number | Transaction<br>Description     | Transaction<br>Description<br>Additional | Transaction<br>Amount |
|----------|----------|---|---------------------|--------------------------------|--|-----------------------|
| 32       | 24/08/16 | 2-32-530-00                                 | C900012111          | CANOE PROCUREMENT GROUP OF CAN | BILLINGS                                 | 134.82                |
|          | 24/08/16 | 2-32-530-00                                 | C000016808          | MYNT DOOR SERVICE              | REPAIR REMOTE OPENER                     | 182.95                |
|          | 24/08/16 | 2-32-530-00                                 | AP DRCT DB          | WELLS FARGO EQUIPMENT FINANCE  | COPIER LEASE                             | 695.49                |
|          | 24/08/26 | 2-32-530-00                                 | AP DRCT DB          | WELLS FARGO EQUIPMENT FINANCE  | COPIER LEASE                             | 391.50                |
|          | 24/09/03 | 2-32-530-00                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 124.95                |
|          | 24/09/03 | 2-32-530-00                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 122.35                |
|          | 24/08/23 | 2-32-530-02                                 | C900012131          | DRIVEN TRANSPORT INC           | WASHED ROCK                              | 500.00                |
|          | 24/08/16 | 2-32-530-03                                 | C900012111          | CANOE PROCUREMENT GROUP OF CAN | BILLINGS                                 | 173.98                |
|          | 24/08/28 | 2-32-540-50                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | POWER - PUBLIC WORKS                     | 10,320.62             |
|          | 24/08/28 | 2-32-540-51                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | GAS - PUBLIC WORKS                       | 174.21                |
|          | 24/09/03 | 6-32-610-01                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 43.86                 |
|          | 24/08/30 | 6-32-650-00                                 | C900012184          | INDUSTRIAL MACHINE INC.        | UNDER CARRIAGE & WIRING                  | 4,046.64              |
|          | 24/09/03 | 6-32-650-00                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 2,189.61              |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 26,831.55             |
| 33       | 24/08/30 | 2-33-250-00                                 | C900012179          | DEMERS, ELISA                  | JANITORIAL - AIRPORT                     | 50.00                 |
|          | 24/08/30 | 2-33-250-00                                 | C900012188          | PIDERNAL, MARY GRACE           | JANITORIAL - AIRPORT                     | 50.00                 |
|          | 24/08/28 | 2-33-540-50                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | POWER - AIRPORT                          | 22.17                 |
|          | 24/08/28 | 2-33-540-51                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | GAS - AIRPORT                            | 86.22                 |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 208.39                |
| 41       | 24/08/23 | 2-41-215-00                                 | C900012134          | MCSNET                         | CUST# 0054024                            | 109.90                |
|          | 24/08/16 | 2-41-250-00                                 | C900012104          | ACCU-FLO METER SERVICE LTD.    | WATER METERS (12)                        | 7,821.00              |
|          | 24/08/30 | 2-41-250-00                                 | C900012187          | LOOMIS EXPRESS                 | FREIGHT/ ACCU-FLO                        | 56.87                 |
|          | 24/08/28 | 2-41-540-50                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | POWER - WATER STORAGE                    | 1,484.17              |
|          | 24/08/28 | 2-41-540-51                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | WATER STORAGE                            | 528.84                |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 10,000.78             |
| 42       | 24/08/16 | 2-42-215-00                                 | C900012108          | BELL MOBILITY                  | CELL PHONES                              | 8.85                  |
|          | 24/08/23 | 2-42-215-00                                 | C900012134          | MCSNET                         | CUST# 0054024                            | 74.85                 |
|          | 24/08/16 | 2-42-250-00                                 | C900012125          | TOFIELD ELECTRIC INC.          | MAIN BREAKER REPAIR                      | 1,429.00              |
|          | 24/08/16 | 2-42-250-00                                 | C900012111          | CANOE PROCUREMENT GROUP OF CAN | BILLINGS                                 | 720.96                |
|          | 24/08/28 | 2-42-540-50                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | POWER - SEWER                            | 532.79                |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 2,766.45              |
| 43       | 24/08/30 | 2-43-550-00                                 | C900012178          | CLAYSTONE WASTE LTD.           | GARBAGE COLLECTION                       | 9,004.00              |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 9,004.00              |
| 51       | 24/08/16 | 2-51-215-00                                 | AP DRCT DB          | TELUS MOBILITY                 | BUSINESS CONNECT - FCSS                  | 143.80                |



| Function | Date     | Account Number<br>(Including<br>Delimiters) | Reference<br>Number | Transaction<br>Description     | Transaction<br>Description<br>Additional | Transaction<br>Amount |
|----------|----------|---|---------------------|--------------------------------|--|-----------------------|
| 51       | 24/08/16 | 2-51-215-00                                 | AP DRCT DB          | WELLS FARGO EQUIPMENT FINANCE  | COPIER LEASE                             | 135.00                |
|          | 24/09/03 | 2-51-215-00                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 99.00                 |
|          | 24/08/16 | 2-51-220-00                                 | C900012126          | TOFIELD MERCURY PUBLISHING LTD | AD/ TOOLS FOR SCHOOL                     | 269.00                |
|          | 24/08/23 | 2-51-220-00                                 | C900012129          | BEAVER COUNTY                  | CHRONICLE AD/ APRIL 24, 2024             | 76.78                 |
|          | 24/08/30 | 2-51-245-00                                 | C900012179          | DEMERS, ELISA                  | JANITORIAL - FCSS                        | 50.00                 |
|          | 24/08/30 | 2-51-245-00                                 | C900012188          | PIDERNAL, MARY GRACE           | JANITORIAL - FCSS                        | 50.00                 |
|          | 24/08/23 | 2-51-400-00                                 | C900012132          | HARE FOODS LTD.                | ACCOUNT 7506990                          | 26.78                 |
|          | 24/08/23 | 2-51-400-00                                 | C900012132          | HARE FOODS LTD.                | ACCOUNT 7506990                          | 24.73                 |
|          | 24/08/23 | 2-51-400-01                                 | C000016812          | GUARDIAN DRUGS                 | TOOLS FOR SCHOOL                         | 98.96                 |
|          | 24/08/23 | 2-51-400-01                                 | C000016813          | KLASSEN, DEANNA                | GLOW STICKS                              | 30.00                 |
|          | 24/08/23 | 2-51-400-04                                 | C900012133          | IRVINE, CHARLENE               | GENERAL COUNSELLOR                       | 4,262.50              |
|          | 24/09/03 | 2-51-400-05                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 1,027.74              |
|          | 24/08/16 | 2-51-400-06                                 | C900012107          | BEAVER COUNTY                  | PROMO ITEM/ LAWN CHAIR                   | 39.05                 |
|          | 24/08/16 | 2-51-400-07                                 | C900012126          | TOFIELD MERCURY PUBLISHING LTD | AD/ BEAVER COUNTY ARISE                  | 240.00                |
|          | 24/08/16 | 2-51-400-07                                 | C900012126          | TOFIELD MERCURY PUBLISHING LTD | AD/ BEAVER COUNTY ARISE                  | 99.00                 |
|          | 24/08/16 | 2-51-400-07                                 | C900012126          | TOFIELD MERCURY PUBLISHING LTD | AD/ RCMP SALUTE                          | 42.00                 |
|          | 24/08/16 | 2-51-400-07                                 | C900012128          | YOUR DOLLAR STORE (YDSWM)      | PROMENADE/ PITCHER                       | 24.00                 |
|          | 24/08/16 | 2-51-400-07                                 | C900012127          | WARAWA, LYNNETTE               | EXPENSE/ ALBERTA DAYS                    | 134.24                |
|          | 24/08/16 | 2-51-400-11                                 | C900012126          | TOFIELD MERCURY PUBLISHING LTD | AD/ AGE WELL AT HOME                     | 403.50                |
|          | 24/08/16 | 2-51-400-11                                 | C000016805          | GUARDIAN DRUGS                 | ARISE/ PROMENADE EXPENSE                 | 11.79                 |
|          | 24/08/16 | 2-51-400-11                                 | C900012111          | CANOE PROCUREMENT GROUP OF CAN | BILLINGS                                 | 37.78                 |
|          | 24/08/16 | 2-51-400-11                                 | C900012116          | KELLER, TOM                    | MILEAGE/ SC/ SPARROW                     | 18.82                 |
|          | 24/08/16 | 2-51-400-11                                 | C900012115          | KELLER, DARLA                  | MILEAGE/ SC/ JACOBSEN                    | 54.48                 |
|          | 24/08/16 | 2-51-400-11                                 | C900012115          | KELLER, DARLA                  | MILEAGE/ SC/ LAWNS IN TOWN               | 9.41                  |
|          | 24/08/16 | 2-51-400-11                                 | C900012110          | BISSON, TIFFANY                | MILEAGE/ SC/ COOPER                      | 31.70                 |
|          | 24/08/23 | 2-51-400-11                                 | C900012132          | HARE FOODS LTD.                | ACCOUNT 7506990                          | 7.29                  |
|          | 24/08/23 | 2-51-400-11                                 | C900012132          | HARE FOODS LTD.                | ACCOUNT 7506990                          | 21.03                 |
|          | 24/08/23 | 2-51-400-11                                 | C900012132          | HARE FOODS LTD.                | ACCOUNT 7506990                          | 9.79                  |
|          | 24/08/23 | 2-51-400-11                                 | C900012132          | HARE FOODS LTD.                | ACCOUNT 7506990                          | 39.59                 |
|          | 24/08/23 | 2-51-400-14                                 | C900012132          | HARE FOODS LTD.                | ACCOUNT 7506990                          | 61.61                 |
|          | 24/08/16 | 2-51-510-00                                 | C900012111          | CANOE PROCUREMENT GROUP OF CAN | BILLINGS                                 | 59.11                 |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 7,638.48              |
| 56       | 24/08/23 | 2-56-250-00                                 | C900012135          | NELSON GRANITE LIMITED         | PLAQUE/ ANDERSON                         | 569.00                |
|          | 24/08/23 | 2-56-250-00                                 | C900012135          | NELSON GRANITE LIMITED         | PLAQUE/ SASYNIUK                         | 569.00                |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 1,138.00              |
| 71       | 24/08/30 | 2-71-240-00                                 | C900012179          | DEMERS, ELISA                  | JANITORIAL - NATURE CENTRE               | 150.00                |
|          | 24/08/30 | 2-71-240-00                                 | C900012179          | DEMERS, ELISA                  | JANITORIAL                               | 150.00                |
|          | 24/08/30 | 2-71-240-00                                 | C900012188          | PIDERNAL, MARY GRACE           | JANITORIAL - NATURE CENTRE               | 150.00                |
|          | 24/08/30 | 2-71-240-00                                 | C900012188          | PIDERNAL, MARY GRACE           | JANITORIAL                               | 150.00                |
|          | 24/08/28 | 2-71-540-50                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | POWER - NATURE CENTRE                    | 462.00                |
|          | 24/08/28 | 2-71-540-51                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | GAS - NATURE CENTRE                      | 186.31                |

| Function | Date     | Account Number<br>(Including<br>Delimiters) | Reference<br>Number | Transaction<br>Description     | Transaction<br>Description<br>Additional | Transaction<br>Amount |
|----------|----------|---|---------------------|--------------------------------|--|-----------------------|
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 1,248.31              |
| 72       | 24/08/16 | 2-72-240-00                                 | C900012112          | DUKART, DENISE M.              | HALL CARETAKER                           | 750.00                |
|          | 24/08/30 | 2-72-240-00                                 | C900012181          | DUKART, DENISE M.              | HALL CARETAKER                           | 750.00                |
|          | 24/08/16 | 2-72-255-00                                 | C000016801          | ABC FIRE SAFETY                | FIRE EXTINGUISHER                        | 325.00                |
|          | 24/08/23 | 2-72-255-00                                 | C900012137          | PLATINUM SUPPLY 2022 LTD.      | JANITORIAL SUPPLIES                      | 1,158.57              |
|          | 24/08/28 | 2-72-540-50                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | POWER - COMMUNITY HALL                   | 885.75                |
|          | 24/08/28 | 2-72-540-51                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | GAS - COMMUNITY HALL                     | 140.01                |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 4,009.33              |
| 73       | 24/08/16 | 2-73-251-00                                 | C900012123          | THOR INSURANCE & REGISTRIES LT | DRIVERS ABSTRACT                         | 45.71                 |
|          | 24/08/16 | 2-73-251-00                                 | C900012124          | TOFIELD CAR, RV & TRUCK WASH I | CAR WASH                                 | 52.00                 |
|          | 24/08/16 | 2-73-251-00                                 | C900012108          | BELL MOBILITY                  | CELL PHONES                              | 13.29                 |
|          | 24/08/16 | 2-73-251-00                                 | C900012111          | CANOE PROCUREMENT GROUP OF CAN | FUEL - HANDIVAN                          | 543.46                |
|          | 24/08/16 | 2-73-251-00                                 | C900012113          | FORSTNER, DORIS                | SHUTTLE DRIVER                           | 550.00                |
|          | 24/08/16 | 2-73-251-00                                 | C900012109          | BENIUK, HEATHER                | SHUTTLE DRIVER                           | 240.00                |
|          | 24/08/30 | 2-73-251-00                                 | C900012182          | FORSTNER, DORIS                | SHUTTLE DRIVER                           | 470.00                |
|          | 24/08/30 | 2-73-251-00                                 | C900012177          | BENIUK, HEATHER                | SHUTTLE DRIVER                           | 150.00                |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 2,064.46              |
| 74       | 24/08/16 | 1-74-400-03                                 | C000016802          | ARMSTRONG, DEREK J. & LINDSEY  | REFUND/ BUS TO SWIM/ GAVIN               | 80.00                 |
|          | 24/08/16 | 1-74-400-03                                 | C000016803          | CHAKRA, BADIH ABOU & DALIA ABO | REFUND/ BUS TO SWIM/ LEEN                | 80.00                 |
|          | 24/08/16 | 1-74-400-03                                 | C000016804          | DEE, PAM                       | REFUND/ BUS TO SWIM/ MASON               | 70.00                 |
|          | 24/08/16 | 1-74-400-03                                 | C000016806          | HESLIN, MEGAN                  | REFUND/ BUS TO SWIM/ ILANA G             | 80.00                 |
|          | 24/08/16 | 1-74-400-03                                 | C000016807          | MCLEOD, BETHANY                | REFUND/ BUS TO SWIM/ BRODIE              | 80.00                 |
|          | 24/08/16 | 1-74-400-03                                 | C000016810          | WEISBECK, MARY JANE            | REFUND/ BUS TO SWIM/ JULIANNA            | 85.00                 |
|          | 24/08/23 | 1-74-400-03                                 | C000016815          | TIEDEMANN, ROBERTA             | REFUND/ JURASSIC FOREST                  | 45.00                 |
|          | 24/08/30 | 1-74-400-03                                 | C000016816          | DEE, PAM                       | REFUND/ ZOO TRIP/ MASON                  | 40.00                 |
|          | 24/08/30 | 1-74-400-03                                 | C000016817          | JENSEN, KRISTY                 | REFUND/ ZOO TRIP/ SAWYER                 | 40.00                 |
|          | 24/08/30 | 1-74-400-10                                 | C900012190          | TOTAL RY-TOF TOURNAMENT        | REGISTRATION/ THE WEASELS                | 500.00                |
|          | 24/08/30 | 1-74-400-10                                 | C900012190          | TOTAL RY-TOF TOURNAMENT        | REGISTRATION/ HERE 4 THE BEER            | 500.00                |
|          | 24/08/30 | 1-74-400-10                                 | C900012190          | TOTAL RY-TOF TOURNAMENT        | REGISTRATION/ RBL                        | 350.00                |
|          | 24/08/30 | 1-74-400-10                                 | C900012190          | TOTAL RY-TOF TOURNAMENT        | RYLEY CAMP/ RBL                          | 375.00                |
|          | 24/08/16 | 2-74-400-03                                 | C900012126          | TOFIELD MERCURY PUBLISHING LTD | AD/ BUS TO SWIM                          | 66.00                 |
|          | 24/08/16 | 2-74-400-03                                 | C900012126          | TOFIELD MERCURY PUBLISHING LTD | AD/ BUS TO SWIM                          | 66.00                 |
|          | 24/08/16 | 2-74-400-03                                 | C000016809          | TIEDEMANN, ROBERTA             | FACEPAINTING                             | 250.00                |
|          | 24/08/23 | 2-74-400-03                                 | C900012138          | RAY, SUZIE                     | FIELD TRIP LEADER                        | 450.00                |
|          | 24/08/23 | 2-74-400-03                                 | C000016814          | SHERWOOD PARK ARCHERY CLUB     | FIELD TRIP/JULY 12                       | 200.00                |
|          | 24/08/30 | 2-74-400-03                                 | C000016818          | MARTIN'S BUSSING LTD.          | FIELD TRIPS/ AUGUST                      | 760.00                |
|          | 24/08/30 | 2-74-400-03                                 | C900012189          | RAY, SUZIE                     | 07/26, 08/08, 08/21 HALF HOUR            | 30.00                 |
|          | 24/09/03 | 2-74-400-03                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 1,156.24              |
|          | 24/09/03 | 2-74-400-03                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 78.18                 |

| Function | Date     | Account Number<br>(Including<br>Delimiters) | Reference<br>Number | Transaction<br>Description     | Transaction<br>Description<br>Additional | Transaction<br>Amount |
|----------|----------|---|---------------------|--------------------------------|--|-----------------------|
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 5,381.42              |
| 75       | 24/08/30 | 2-75-240-00                                 | C900012179          | DEMERS, ELISA                  | JANITORIAL - LIBRARY                     | 200.00                |
|          | 24/08/30 | 2-75-240-00                                 | C900012188          | PIDERNAL, MARY GRACE           | JANITORIAL - LIBRARY                     | 200.00                |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 400.00                |
| 76       | 24/08/30 | 2-76-215-01                                 | C900012192          | XPLORE INC.                    | ACCT 1672172/ WIFI                       | 160.00                |
|          | 24/09/03 | 2-76-250-00                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 9.49                  |
|          | 24/09/03 | 2-76-250-00                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 62.58                 |
|          | 24/08/16 | 2-76-250-01                                 | C900012111          | CANOE PROCUREMENT GROUP OF CAN | FUEL - SPORTSFIELDS                      | 716.84                |
|          | 24/09/03 | 2-76-250-01                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 610.45                |
|          | 24/08/23 | 2-76-250-02                                 | C900012139          | TOFIELD ELECTRIC INC.          | REPAIR LIGHT/UPGRADE TO LED              | 802.58                |
|          | 24/08/28 | 2-76-250-02                                 | AP DRCT DB          | ALBERTA MUNICIPAL SERVICES COR | POWER - CAMPGROUND                       | 549.47                |
|          | 24/08/23 | 2-76-250-03                                 | C900012136          | PARK N PLAY DESIGN COMPANY LTD | REPLACEMENT SEAT                         | 694.11                |
|          | 24/08/16 | 2-76-250-04                                 | C900012123          | THOR INSURANCE & REGISTRIES LT | DRIVERS ABSTRACT                         | 24.00                 |
|          | 24/08/30 | 2-76-250-04                                 | C900012180          | DODD, LORI                     | WATERING                                 | 1,800.00              |
|          | 24/09/03 | 2-76-250-04                                 | AP DRCT DB          | BMO BANK OF MONTREAL           | BILLINGS                                 | 92.06                 |
|          | 24/08/16 | 2-76-520-00                                 | C900012114          | HARE FOODS LTD.                | ACCOUNT 7506989                          | 7.29                  |
|          | 24/08/16 | 2-76-521-00                                 | C900012111          | CANOE PROCUREMENT GROUP OF CAN | FUEL - PARKS                             | 716.84                |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 6,245.71              |
| 99       | 24/08/23 | 2-99-752-00                                 | C900012130          | BEAVER FOUNDATION              | REQUISITION                              | 33,760.07             |
|          |          |   |                     |                                | FUNCTION<br>TOTAL                        | 33,760.07             |
|          |          |   |                     |                                | FINAL TOTALS<br>TOTAL                    | 185,545.15            |

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

# Sunshine Villa Seniors Housing

Box 600 or 5834-51<sup>st</sup> St, Tofield, AB, T0B 4J0

Phone: (780) 662-2490

Web: [www.beaverfoundation.ca](http://www.beaverfoundation.ca)



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August 20, 2024

RE: Invite to attend and request for support for our annual **Autumn Pie Social**

Dear Sir/Madame,

Sunshine Villa is a seniors' independent living facility in the Town of Tofield, Alberta. We provide affordable accommodation in a home-like atmosphere for seniors who are functionally independent, with assistance available through existing community-based services. We endeavor to offer recreational and social activities which foster residents' involvement in family and community life. The Villa itself has limited funds for such activities and also works with the **Residents Association**, which is a volunteer group of residents that addresses concerns and plans and raises money for special projects and events.

We are once again planning our annual **Autumn Pie Social & Silent Auction** which will take place on **Saturday, October 5<sup>th</sup>, 2024**. We are happy to invite you, your friends and family! This is one of the main fundraisers for our Resident's Association. The funds generated at the Pie Social go directly to recreational, social activities and special projects.

We are seeking support for this event in the following ways:

- **Silent Auction item donations.** Make sure you let us know the value and your name/business so we can thank you and support you in return.
- **Volunteer your time!** Help with set-up, tear-down etc.
- **Display our poster** in your business or a local bulletin board.
- **Share our event** on social media. (Posting soon)
- **Attend the event!** Just coming and supporting our event is a huge help!

On behalf of myself and the Sunshine Villa Residents, Thank you in advance for your consideration. If you have any questions, or would like to donate or volunteer please contact our Activity Coordinator Bethany by email at [activitydeptsunshinevilla@gmail.com](mailto:activitydeptsunshinevilla@gmail.com) or Sunshine Villa's manager, Lorna Rempel, by phone at 780-662-2490.

Sincerely,

Doug Bohush

President of the Sunshine Villa Residents Association

# Sunshine Villa's Annual

## Autumn Pie Social and Silent Auction

Saturday, October 5th  
2:00PM - 4:00PM

### ADMISSION:

Adults: \$10.00

Ages 5-15: \$5.00

Under 5: free!

REFRESHMENTS INCLUDE TEA,  
COFFEE, JUICE AND ASSORTED  
PIES!

WE ARE ACCEPTING FOOD ITEMS FOR  
THE TOFIELD & AREA FOOD BANK

FUNDS RAISED GO TOWARD RESIDENTS' ASSOCIATION  
RECREATION AND SOCIAL ACTIVITIES FUND, ENHANCING QUALITY  
OF LIFE THROUGH LEISURE

## Jeff Edwards

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**From:** Tracey Boast-Radley  
**Sent:** September 17, 2024 10:47 AM  
**To:** Cindy Neufeld; Jeff Edwards  
**Subject:** Tofield School Career Fair

Good morning,

We are hosting a smaller scale career fair at Tofield School on October 29th, 2024, and kindly request your attendance along with council. In addition, to hosting a table, I would kindly ask your participation to share words with our attendees.

We hope to engage our youth and support them as they move beyond high school by providing them with opportunities to connect with a variety of employers local and beyond with whom they may not have otherwise had the opportunity to interact.

We would like to invite you and your organization to interact with local youth and discuss your industry as a career. The details are as follows:

**Date:** Tuesday October 29, 2024  
**Time:** 9:00am to 11:00am  
**Location:** Tofield School Gym, 4824 - 58 Avenue, Tofield, AB

If you can attend, please email me at [tboastradley@tofieldalberta.ca](mailto:tboastradley@tofieldalberta.ca) or call me at 780-662-7066 so that I may reserve a space for you accordingly.

I look forward to hearing from you.

Sincerely,

Tracey

Tracey Boast Radley  
Executive Director  
Direct Line 780-662-7066  
Main Line 780-662-7067  
Fax Line 780-662-3854





5616 – 48 St, Postal Bag 8, Elk Point, AB, T0A 1A0  
Tel 780-724-2596 Fax 780-724-2597

September 11, 2024

Ms. Cindy Neufeld  
Town of Tofield  
PO Box 30  
Tofield, AB  
TOB 4J0  
[cneufeld@tofieldalberta.ca](mailto:cneufeld@tofieldalberta.ca)

Dear Ms. Neufeld,

The Northern Lights Library System Board unanimously approved, in principle, the upcoming 2025 budget. The budget includes a 1.5% levy increase for Municipalities and/or their Library Boards.

Northern Lights Library System's agreement stipulates that we use the same population list to assess the membership levy that the provincial government uses to calculate library operating grants. Therefore, your population for purposes of the 2025 library system levy is **2081**.

Please send a copy of your council motion accepting or rejecting the presented Northern Lights Library System Board 2025 Budget, with its 1.5% levy increase.

**2025 Levies:**

|                          |                                    |
|--------------------------|------------------------------------|
| <b>\$5.47 per capita</b> | <b>Municipality</b>                |
| \$10.94 per capita       | Municipality without Library Board |

The total levy for 2025 equals **\$11,383.07** from the Town of Tofield. (2081 x \$5.47) Do NOT remit payment, the invoice will follow in December.

You may contact your Northern Lights Library Board member representative if you have any questions. A copy of the budget is available from your Northern Lights Library Board member representative.

Regards,

Jennifer Anheliger  
Chairman  
Northern Lights Library System Board

James MacDonald  
Executive Director  
Northern Lights Library System



## TOWN OF TOFIELD COUNCIL REQUEST FOR DECISION

**Meeting Type:** Regular  
**Department:** Infrastructure  
**Presented by:** Cindy Neufeld

**Meeting Date:** September 23, 2024  
**Confidential?:** NO

### **Topic: Hall Rental**

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#### **BACKGROUND/PROPOSAL:**

Katchemut Creek Family Horse Club (KCFHC) are requesting that the Town of Tofield waive the \$280 Hall Rental Fee for their yearend banquet.

KCFHC use the outside riding arena twice a week during the season for no charge.

If Council agrees to providing a donation of \$280, this would not reflect in the annual deficit of the Community Hall.

#### **INTERGOVERNMENTAL INVOLVEMENT:**

Annually, Beaver County share in the deficit of the Community Hall

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

Administration will communicate to KCFHC the decision of Council.

#### **FINANCIAL IMPLICATIONS:**

\$280 donation from Contributions to Organizations, of which is within budget

#### **ALTERNATIVES:**

1. Deny the request
2. Approve the request

#### **RECOMMENDED ACTION:**

Approve \$280 donation to KCFHC as it meets the parameters of Policy 3.15 (attached)

#### **Enclosures: YES**

*Initials show support – Reviewed By*



Katchemut Creek Family Horse club

Tofield town council,

2024 has been amazing season of gymkhana consisting of 12+ events and a few practice runs. Members coming from right in town - 1 hr away and ranging from 3 years - 80 years old. We have seen so many kids growing from lead line to steering on thier own to loping a pattern all the way to being competitive with the season horses. This group is all about bringing the confidence up, being a family and truly having one another's back! Working together for us all to succeed with that 0.1 second faster or stronger.

We are seeking sponsorship in the form of waiving hall rental fees for our year end banquet.

Our banquet will be held on September 21st, 2024 at the Tofield community hall.

If you have any questions feel free to reach out to Amy (Secretary) at (780-289-5187)

Sincerely,

Katchemut Creek Family Horse Club

\$ 280



**TOWN OF TOFIELD**

**POLICY AND PROCEDURE  
HANDBOOK**

**OPERATIONAL  
FINANCIAL MANAGEMENT**

**POLICY: FUNDING/DONATIONS Policy 3.15**

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**POLICY**

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

**DEFINITIONS**

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



**POLICY: FUNDING/DONATIONS Policy 3.15**

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



**POLICY: FUNDING/DONATIONS Policy 3.15**

**GUIDELINES AND PROCEDURES:**

**Responsibilities**

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

**Standards**

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



**POLICY: FUNDING/DONATIONS Policy 3.15**

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

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COUNCIL APPROVAL MOTION #08-04-24

  
MAYOR

DATE April 8, 2024



## TOWN OF TOFIELD COUNCIL REQUEST FOR DECISION

**Meeting Type:** Regular  
**Department:** Infrastructure  
**Presented by:** Cindy Neufeld

**Meeting Date:** September 23, 2024  
**Confidential?:** NO

### **Topic: Hall Rental**

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#### **BACKGROUND/PROPOSAL:**

Tofield Golden Club are requesting that the Town of Tofield waive the \$280 Hall Rental Fee for their Christmas Party.

If Council agrees to providing a donation of \$280, this would not reflect in the annual deficit of the Community Hall.

#### **INTERGOVERNMENTAL INVOLVEMENT:**

Annually, Beaver County share in the deficit of the Community Hall

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

Administration will communicate to Golden Club the decision of Council.

#### **FINANCIAL IMPLICATIONS:**

\$280 donation from Contributions to Organizations, of which is within budget

#### **ALTERNATIVES:**

1. Deny the request, as the Golden Club has been provided a donation of \$40,000 within this calendar year (Policy 3.15 Standard #2)
2. Approve the request

#### **RECOMMENDED ACTION:**

1. Deny the request, as the Golden Club has been provided a donation of \$40,00 within this calendar year (Policy 3.15 Standard #2)

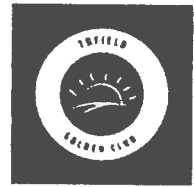
#### **Enclosures: YES**

*Initials show support – Reviewed By*

# Tofield Golden Club

5004 54 Avenue, Tofield, AB, T0B 4J0

To provide social, mental, and physical activities to better the lifestyle of Seniors



September 10, 2024

Mayor Dueck and Council

On behalf of the Tofield Golden Club, I am requesting, a one time only waving of fees, for the Community Hall Rental on December 9, 2024.

The Tofield Golden Club, as you are aware, are diligently raising funds for their proposed expansion. With this ambitious endeavour and the continued improvements of the current building, the members have volunteered thousands of hours and increased participation and exposure to town business, club, and organization activities as well.

As a happy result, our building is too small to hold all our members for a one-time activity. We would like to thank our members by making our Xmas party as inexpensive as possible and allow family, friends and community members to join us for a Xmas celebration.

We would sincerely appreciate your participation in thanking our senior volunteers for their contributions in the past, present and future of our Town, with a Xmas gift, of Free Rent for their celebration.

Thank you for your consideration and assistance.

A handwritten signature in cursive script that reads "Adele Miller".

Adele Miller

Tofield of Dreams Committee Member.

\$280



**TOWN OF TOFIELD**

**POLICY AND PROCEDURE  
HANDBOOK**

## **GOVERNANCE & LEADERSHIP**

**POLICY:       Emergency Municipal Funding/Donations  
Policy 1.16**

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**POLICY STATEMENT:**

The Town of Tofield is aware of the changing environmental landscape in the Province of Alberta. This change in environment has provided for many emergent weather events in multiple municipalities, and the belief is this will continue for the foreseeable future. The Town of Tofield will provide a fair and equitable process for the issuance of granting or financial assistance on a case-by-case basis. The amount for the allotment shall be up to \$1000 or the amount requested, which Council feels appropriate to provide for events specific to that community & or region.

### **Definitions**

**1. "Emergency Event"**

Shall be defined in accordance with the following:

- a) An event that has provided significant detriment to community or region, specific to flood, fire or other event specific to weather and/or an act of god.
  
- b) An event that is recognized either from a Provincial or Federal level and deemed to be either an emergency or state of disaster, which has further sought the resources of the Provincial and/or Federal Government.



# **POLICY:       Emergency Municipal Funding/Donations**

## **2. "Eligible Event"**

Shall defined according to the following:

- a) Event that has affected the general population of a specific area and has garnered a high level of community awareness and emergency relief efforts.
- b) Proceeds from the event are solely intended to support the community.
- c) Event is non-partisan in nature for funding provision.
- d) Event is at a national or provincial level, which focuses directly on emergency relief, or improving community betterment used in public life.

## **3. "Eligible Applicant"**

Shall defined according to the following:

- a) Under the constraints of this policy, the funding provision will be specific to Municipalities in either the Province of Alberta, or County of Canada.

## **GUIDELINES AND PROCEDURES:**

### **Responsibilities**

1. Tofield Town Council shall review the correspondence request in accordance with this policy and make funding recommendations.
2. In their application for funding, recipients shall illustrate projected use of funds specific to the emergent event.
3. The Town of Tofield will not be held responsible for any claims related to the specific use of the funds.

### **Standards**

1. Submission must be made as correspondence, directed to the attention of Council.
2. Eligible applicants shall be limited to one Community Emergency Event funding per calendar year.
3. Members of Council shall disclose their affiliations or interest with an eligible applicant that may affect their decision-making.
4. The amount allotted shall be up to \$1000.00 per event or an amount which Council feels appropriate.
5. The total amount budgeted per calendar year by Council, shall not exceed \$5000.00.
6. Council may accept or reject any submission based on merit and availability of funds.
7. Council reserves the right to support any emergency event(s) it has historically supported outside the parameters of this policy.

**POLICY:      Emergency Municipal Funding/Donations**

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COUNCIL APPROVAL MOTION #

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MAYOR

DATE: September , 2024



**TOWN OF TOFIELD  
COUNCIL  
REQUEST FOR DECISION**

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

**Meeting Date:** September 23, 2024  
**Confidential?:** No

**Topic: Staff Christmas Party**

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**BACKGROUND/PROPOSAL:**

The Town Employee Social Committee are proposing a Staff and Council Christmas Party on Saturday, November 23, 2024

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

Looking into Supper at Norseman in Camrose, followed by Bowling

**INTERGOVERNMENTAL INVOLVEMENT:**

N/A

**EXTERNAL AND INTERNAL COMMUNICATIONS/PARTICIPATION:**

Invitation will be sent to all staff and Council

**FINANCIAL IMPLICATIONS:**

\$1,000 for the entire Bowling Alley including shoes  
\$30/plate per person 45 people \$1,350  
Busing \$500

Total: \$2,850 estimated

**ALTERNATIVES**

1. Approval of the event
2. Deny the request
3. Other action as directed by Council

**RECOMMENDED ACTION:**

Approval of the event

**Enclosures: NO** *Initials show support – Reviewed By*