

## **AGENDA**

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**REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD** to be held Monday, January 26, 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 January 13, 2025.

**5. Delegation**

- (a) 5:00 p.m. Wyatt Lynds, Qube Investment Management Inc.

**6. Correspondence**

- Minutes of the Regular Meeting of Highway 14 Regional Water Commission, Held December 19, 2024;
- Town of Vegreville Contracted Peace Officer Services, Quarterly Report;
- Email invitation from Tyler Gandam, AB Munis President, to attend the Presidents Summit and Municipal Leaders Caucus;

**7. New Business**

- (a) Bylaw 1350, being a Bylaw of the Town of Tofield, in the Province of Alberta, to amend Bylaw 1268 for the Town of Tofield.
- (b) Request for Decision – Municipal Election 2025, Establishment of Deputy Returning Officer.

**8. Council Reports**

**9. Closed Session**

Section 21 – Harmful to Intergovernmental Relations - *Freedom of Information and Protection of Privacy Act* - Claystone Waste Shareholder Summary & Beaver County Development

**9. Adjournment**

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD held Monday, January 13, 2025 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 Edwards.

Also Present: Kari Janzen, Tofield Mercury, Jackie Sargent, Claystone Waste Ltd, Ken Sawyer, Tofield RCMP Detachment Commander, Jim Robichaud, Ralph Petersen and Lynn Hryhirschuk, Tofield Golden Club.

**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.

01-01-25

CARRIED UNANIMOUSLY

Move: Delegation to 5. And Financial to 6.

Add: 8. (d) Library Appointments

(e) Community Hall Steering Committee

**MINUTES**

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

02-01-25

CARRIED UNANIMOUSLY

**DELEGATION**

5. (a) 5:00 p.m. Jim Robichaud, Ralph Petersen and Lynn Hryhirschuk were present to update Council on the Tofield Golden Club Expansion and request an additional \$10,000.

Robichaud, Petersen and Hryhirschuk left the meeting at 5:17 p.m.

- (b) 5:18 p.m. Ken Sawyer, Tofield RCMP Detachment Commander was present to provide an update.

Sawyer left the meeting at 5:25 p.m.

**Minutes of the Town of Tofield Regular Council Meeting  
January 13, 2025**

**FINANCIAL**

6. (a) **MOVED** by Tiedemann that the Monthly Financial Statement for the period ending December 31, 2024 be approved.

03-01-25

CARRIED UNANIMOUSLY

- (b) **MOVED** by Martineau that the Open Payables for the month of December 2024 and January 2025 in the total amount of \$431,148.12 be approved for payment.

04-01-25

CARRIED UNANIMOUSLY

- (c) **MOVED** by Chehade that the list of Cancelled 2024 Accounts Receivable Invoices was approved.

05-01-25

CARRIED UNANIMOUSLY

**UNFINISHED  
BUSINESS**

7. (a) Bylaw 1351 being a Bylaw of the Town of Tofield, in the Province of Alberta, to amend Bylaw 1344 for the Town of Tofield.

**MOVED** by Conquest that Bylaw 1351 be read a first time.

06-01-25

CARRIED UNANIMOUSLY

**MOVED** by Chehade that Bylaw 1351 be read a second time.

07-01-25

CARRIED UNANIMOUSLY

**MOVED** by Tiedemann that Bylaw 1351 be presented for third reading.

08-01-25

CARRIED UNANIMOUSLY

**MOVED** by Martineau that Bylaw 1351 be read a third time.

09-01-25

CARRIED UNANIMOUSLY

- (b) Utility Rates

**MOVED** by Tiedemann that motion 11-12-24 be rescinded.

10-01-25

CARRIED UNANIMOUSLY

**MOVED** by Martineau to approve the revised rates and have amending bylaw be brought forward.

11-01-25

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting  
January 13, 2025**

**NEW BUSINESS**

8. (a) Invitation from Battle River School Division to attend Value Scoping to be held January 21 & 22, 2025.

**MOVED** by Martineau that Conquest and Edwards be appointed to attend the Value Scoping on January 21 & 22, 2025.

12-01-25

CARRIED UNANIMOUSLY

- (b) Email from the Town of Viking to participate in the University of Calgary Medical Student visit March 14-16, 2025.

**MOVED** by Conquest that the Email be received and filed.

13-01-25

CARRIED UNANIMOUSLY

- (c) Letter from the Town of Vegreville to attend a Regional Recreation Feasibility Study Steering Committee meeting on January 30, 2025.

**MOVED** by Tiedemann that Edwards be appointed to represent the Town of Tofield at the Regional Recreation Feasibility Study Steering Committee meeting on January 30, 2025.

14-01-25

CARRIED UNANIMOUSLY

- (d) Letter from the Tofield Library Board requesting appointments.

**MOVED** by Conquest that Dana Robinson be appointed to the Tofield Library Board for a term expiring October 2027.

15-01-25

CARRIED UNANIMOUSLY

**MOVED** by Martineau that Michael Bevan be appointed to the Tofield Library Board for a term expiring October 2027.

16-01-25

CARRIED UNANIMOUSLY

**MOVED** by Tiedemann to acknowledge the resignation of Jen Bosvik on the Tofield Library Board and receive and file the letter.

17-01-25

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting  
January 13, 2025**

**NEW BUSINESS**

8. (e) Community Hall Steering Committee

**MOVED** by Dueck that a request be sent to Beaver County to consider participating in a Steering Committee that would study the replacement of the Tofield Community Hall; appoint two members of Council; and a member of Administration if they so desire.

18-01-25

CARRIED UNANIMOUSLY

- (f) Mayor Dueck read a letter from Cindy Neufeld advising of her retirement.

**MOVED** by Dueck to accept the letter of resignation effective May 31, 2025.

19-01-25

CARRIED UNANIMOUSLY

Janzen and Sargent left the meeting at 5:52 p.m.

**CLOSED SESSION**

9. **MOVED** by Martineau that Council meet in Closed Session At 5:52 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.*

Highway 14 Regional Water Services Commission

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

20-01-25

CARRIED UNANIMOUSLY

21-01-25

**MOVED** by Chehade to revert to the regular session at 6:27 p.m.

CARRIED UNANIMOUSLY

No public present.

**MOVED** by Martineau to provide a letter of support to go with the MLA's nomination of the Tofield Golden Club for the Ministers Seniors Service Award.

22-01-25

CARRIED UNANIMOUSLY

**MOVED** by Martineau to deny the Tofield Golden Club request for an additional \$10,000 at this time to be reviewed in the future.

23-01-25

CARRIED UNANIMOUSLY

**MOVED** by Conquest to enter into negotiations with Jeff Edwards for appointment of the Chief Administrative Officer position.

**Minutes of the Town of Tofield Regular Council Meeting  
January 13, 2025**

24-01-25

CARRIED UNANIMOUSLY

**ADJOURNMENT**

10. **MOVED** by Chehade that the meeting adjourn at 6:31 p.m.

25-01-25

CARRIED UNANIMOUSLY

\_\_\_\_\_  
DEPUTY MAYOR

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

UNAPPROVED

# ALBERTA MUNICIPALITIES

## INVESTMENT MANAGEMENT PROPOSAL

Qube Investment Management, established in 2000, is an Edmonton-based portfolio manager registered with the Alberta Securities Commission. We manage more than \$400 million in assets for private clients, businesses, endowments, foundations, and municipal funds.

### Current Investment Management for Albertan Municipalities

Last year, Qube identified a gap in investment options available to rural municipalities in Alberta, where a few major financial institutions dominate the market. Our review of current municipal investments revealed three recurring risks faced by Albertan towns and municipal districts: liquidity risk, reinvestment risk, and low-return risk. In response, Qube Investment Management introduced a new service—tailored investment management for Alberta municipalities—designed to address and mitigate these risks, along with providing an alternative option to the traditional providers.

### Municipal Government Act Approved Investments

Following an analysis of the Municipal Government Act (MGA) and the related investment regulations for Alberta municipalities, Qube developed an ultra-low-risk portfolio with a competitive expected return above inflation. This portfolio includes five asset classes, four of which are principal-protected, guaranteed, or insured. Each asset class is designed to address specific risks faced by Alberta municipalities. All investments are held by our custodian, National Bank of Canada to provide an additional level of security.

Investment Class	Risk Mitigated	Principally Protected/Covered
High Interest Savings Account	Liquidity	Yes
Govt. and Corp. Bonds	Reinvestment	No
Market-Linked GICs	Low-Return	Yes
Auto-Callable Notes	Low-Return	Yes
Flex GICs	Low-Return	Yes

Qube Investment Management builds a tailored investment portfolio from the above investment classes which reflects the Municipality's liquidity needs, cash flow needs, and investment timeline, and is compliant with the Town or County's internal investment policy.

### Investment Strategy

1. *Preserve the Initial Investment*
2. *Provide Competitive Returns*

As of November 18, 2024, our sample portfolio is expected to return **5.85%**, however, returns are subject to change as each Municipality has their own tailored portfolio.

### Advantages of Qube Investment Management

- o *Customized Portfolio of Investments*
- o *Low-Risk Profile*
- o *Partnering with an Alberta-Based Firm*
- o *MGA-Compliant Investments*
- o *Risk Mitigation Expertise*
- o *Independent and Transparent Advice*



**Town of Tofield**

**January 2024**

# INVESTMENTS

## PORTFOLIO PROPOSAL



Wyatt Lynds | Associate Portfolio Manager | Qube Investment Management Inc.

# Introduction to Qube

# Registered Portfolio Manager

- Registered with the Alberta Securities Commission to provide discretionary investment management decisions
- Founded in 2000
  - Registered as a PM firm in 2012
- Over \$400M in assets under management
- Manage portfolios for businesses, individual clients, foundations, endowments, and reserve funds





# Qube Investment Management Inc.

— the team —

# Trusted Fiduciaries

- Provided investment advice across Western Canada for over 23 years
- Registered with the ASC
- Currently manage over \$400Mn
- Custodian: National Bank Independent Network
  - National Bank is Canada's 6<sup>th</sup> largest bank by assets
  - Not beholden to NB
- Investments are covered by the Canadian Investor Protection Fund
- Qube can only transfer money to and from Town of Tofield's bank account



# Trusted Fiduciaries

- Council and administration can monitor investments (NDEX)
- Qube sends out statements quarterly
- Present performance annually
- No locked-in contract
- In-depth understanding of the MGA Section 250
- A dedicated research team with in-depth knowledge, experience, education and experience in portfolio management
- Crafting bond portfolios for over a decade
- Qube Steering Committee consists of 6 registered staff members



# Objectives

- Protect the Town's principal investment
- Outperform inflation to provide an increase in purchasing power
- Create a **tailored investment strategy** that reflects the Town's risk tolerance, cash needs, and investment goals

# 5 Main Classes

Weightings are dependent on Town  
of Tofield's liquidity needs

1. High-Interest Savings Account
2. Government & Corporate Bonds
3. Auto-Callable Notes
4. Flex GICs
5. Market-Linked GICs



# Risk Mitigation

Investment Class	Risk Mitigated	Principally Protected/Covered
High Interest Savings Account	Liquidity	Yes
Govt. and Corp. Bonds	Reinvestment	No
Market-Linked GICs	Low-Return	Yes
Auto-Callable Notes	Low-Return	Yes
Flex GICs	Low-Return	Yes



## Town of Tofield Current Investments

- GICs and Bonds
- Bonds are not principally protected but do serve as a source of frequent cash flows.
- If not laddered correctly, the Town may be exposed to significant interest rate risk
- The Town may benefit from a more diversified portfolio with greater protection and higher-return investments

# Expected Return (as of November 18th, 2024)

Investment Class	Portfolio Weighting	Expected Return
Market-Linked GICs	35%	6.62%
Structured Fixed Income	10%	4.81%
Government & Corporate Bonds	20%	4.04%
High Interest Savings Account	5%	3.55%
Auto-Callable Notes	30%	6.88%

<b>Portfolio Expected Return</b>	<b>5.85%</b>
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Expected returns are point-in-time estimates and are subject to change based on market conditions.



# Management Fee

Assets Under Management	Fee	Custodial Fee
< \$5,000,000	0.50%	0.05%
\$5,000,000 - \$10,000,000	0.40%	0.05%
\$10,000,000 - \$25,000,000	0.35%	0.05%
\$25,000,000 +	0.30%	0.05%



# What does Town of Tofield Receive?



Tailored portfolio of investments that reflects the Town's risk tolerance, cash needs, and investment goals



Crafted portfolio of safe, MGA-approved securities



Competitive expected return

# Next Steps

## 1. Tailored Portfolio and Comparison

- Meeting with Cindy and/or Jeff to gauge Town of Tofield's liquidity needs, cash flow needs, and investment horizon
- Entrusted with current statements

## 2. Present Portfolio and Comparison to Cindy and Jeff



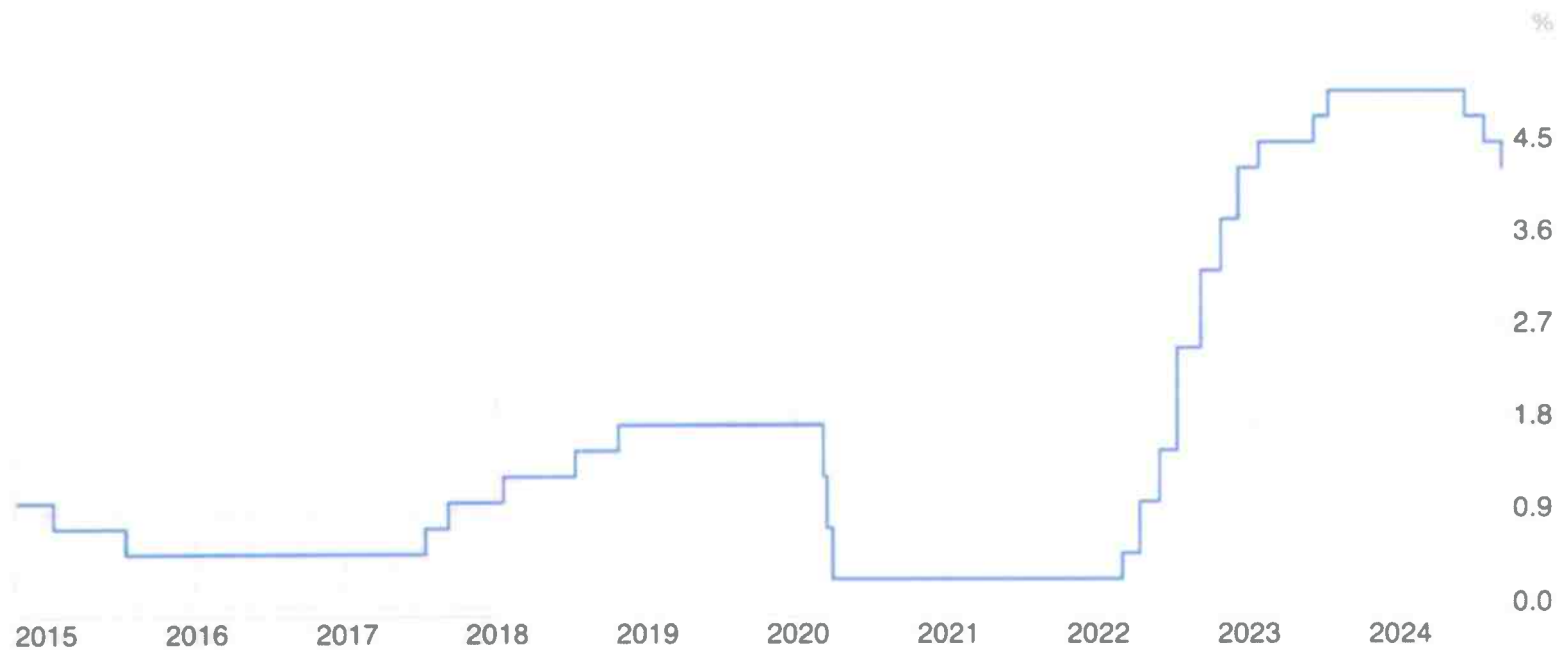


Qube  
Investment  
Management Inc.

Contact | 780-463-2688 | [info@qubeinvest.ca](mailto:info@qubeinvest.ca) | [www.qubeinvest.ca](http://www.qubeinvest.ca)

# Sample Proposal





## Liquidity Risk High-Interest Savings Account

- Liquidity tool/emergency fund
- No risk of selling at a loss unlike bonds
- Not locked-in like a GIC

# Reinvestment Risk

Long Term Bonds

—Lock in higher rates

- Rates were recently at decade highs
- Reserve of cash in case of 2008 or 2020 reoccurrence
  - If BoC continues its monetary policy to lower rates, Town of Tofield would have already locked-in higher rates for the long-term





## Low Return Risk Market-Linked GICs –Higher expected returns

- MGA-approved but underutilized
- Custom-made for Town of Tofield
- BoC is expected to continue cutting rates which should increase equity values

SPTSX Return 5YR Intervals



Time Frame	Market Value on \$10,000	Return on PPN
1998 - 2003	\$ 13,122.94	31%
2003 - 2008	\$ 18,728.38	87%
2008 - 2013	\$ 9,186.14	0%
2013 - 2018	\$ 13,161.27	32%
2018 - 2023	\$ 12,551.19	26%

## Low Return Risk Market-Linked GICs – Higher expected returns

- Principal investment is guaranteed/protected (no downside)
- Partake in the equity market
- Expected return for ML-GICs we have access to varies from 4.45% - 8.79%

# Low Return Risk Auto-Callable Notes

—Higher expected returns

- Access to National Bank Structured Solutions
  - 100% Principally Protected at Maturity
  - Linked to an underlying index
  - National Bank has option to exercise an early sale annually
    - Recent yields quoted for Qube are approximately 6.88% annually and are linked to a select group of large Canadian companies' stocks.



# Low Return Risk Flex GIC

—Higher expected returns

- Access to National Bank Structured Solutions
  - 100% Principally Protected at Maturity
  - Combination of a GIC and an option
  - National Bank has option to exercise an early sale
    - Compensated with higher yields than bonds, GICs
    - Recent yields quoted for Qube are approximately 4.81%



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

**PRESENT**

1. Chair Smook, Vice-Chair Ducherer, Director Martineau, Buttner, and Schiewe (alternate)

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

Absent: Tyler Beckett

**CALL TO ORDER**

2. Chair Smook called the meeting to order at 6:04 p.m.

**ADOPTION OF  
AGENDA**

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

218-12-24

CARRIED UNANIMOUSLY

Additions:

- 7.1 RFD- Debt Payout and Consideration to Payment to Reserves
- 7.2 Previous Debt Payout
- 7.4 Strike-RFD Previous Debt Payment to show to Reserves and Borrowed from Reserves and Replace with Water Supply Increase for 2025
- 7.5 Policy ADM 1.05- Purchasing
- 8.1 CAO Report -Moved to the Closed Session
- 10.2 Ryley Counter Proposal – Asset Sale
- 10.3 Salary and Benefits
- 10.4 CAO Advice to Board

**MINUTES**

- 4.1 **MOVED** by Martineau to approve the minutes of the Regular Meeting held, November 21<sup>st</sup>, 2024, as presented.

219-12-24

CARRIED UNANIMOUSLY

**FINANCIALS**

- 5.1 Monthly Bank Reconciliation Statement- November 30<sup>th</sup>, 2024

**MOVED** by Ducherer to approve the Monthly Bank Reconciliation Statement for November 30, 2024, for information as presented.

220-12-24

CARRIED UNANIMOUSLY

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

**UNFINISHED  
BUSINESS**

6.1 Beaver Region Water Capacity Operating Committee

**MOVED** by Buttner administration send the revised version of the Beaver Region Water Capacity Advisory Committee onto all partners through the line and wait for their feedback.

221-12-24

CARRIED UNANIMOUSLY

6.2 MGA Regulation 154/1990 Repealed

**MOVED** by Smook administration provide a list of current bylaws and policies to the board as soon as feasible.

222-12-24

CARRIED UNANIMOUSLY

6.3 Alberta Municipal Services Corp- Retail Services Agreement for Natural Gas

For information.

Handout was presented– Alberta Municipal Services Corp – Retail Services Agreement for Electricity

For information.

6.4 MPE Engineering Service Agreement

For Information

Break 7:32 p.m.  
Reconvened at 7:38 p.m.

6.5 Investigate Upgrading of HWY 14 System to Meet Demands of Beaver County Industrial Parks

Handout was presented - MPE Proposal  
For Information.

6.6 2025 Draft Strategic Plan and Graphics

Handout was presented - 2025 Draft Strategic Plan

6.7 EastSide Safety

Handout was presented - Management Commitment and Leadership, new version verses the old.



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

**NEW BUSINESS** 7.1 RFD- Debt Payout and Consideration to Payment to Reserves -Handout was presented.

**MOVED** by Ducherer to payout the ATB Business Term loan of \$298,000. Show the payout amount as first entering the reserve accounts and then being an internal borrowing to payout this loan.

223-12-24

CARRIED UNANIMOUSLY

7.1.1 The Board to review the Vendor Take Back loan in June 2025.

7.1.2 The Transmission Line Fixed Charge being collected during 2024.

**MOVED** by Buttner to table until the new year, the payment of the TLFC for 2024 to reserves.

224-12-24

CARRIED UNANIMOUSLY

7.2 RFD – Follow-Up -ATB Loan Payout May 16, 2024 for \$541,500-Handout was presented.

**MOVED** by Martineau that the Commission show this expenditure for 2024 of \$541,500 as first entering their reserve accounts and then being an internal borrowing from reserve accounts to payout the ATB loan.

225-12-24

CARRIED UNANIMOUSLY

7.3 DRAFT Interim 2025 Budget

7.3.13- Handout was presented – Year at a Glance

7.3.14- Handout was presented - Financial Obligations for 2024

**MOVED** by Buttner to accept the interim 2025 Draft Budget with revenue of \$3,686,813 and operating expenditures of \$2,539,200.

226-12-24

CARRIED UNANIMOUSLY

**MOVED** by Ducherer to accept the interim Capital Budget of \$216,100.

227-12-24

CARRIED UNANIMOUSLY

7.4 Water Supply Increase for 2025

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

Discussions on the letter from Strathcona County, Tammy Lockhart, 2025 Water Rate

7.5 Purchasing Policy – ADM 1.05

Handout was presented of the revised Policy ADM 1.05, also attached a copy of the Cardholder Acknowledgement and Responsibilities Agreement Form and Lost Receipt Declaration Form.

Additions to be made to the policy, limits on purchasing and alcohol, to bring back to the next meeting with revisions.

**REPORTS**

8.1 CAO Report -Moved to Closed Session.

8.2 Operations Report

Handout was presented.

**MOVED** by Schiewe to approve the Operations report, for December, for information.

228-12-24

CARRIED UNANIMOUSLY

8.3. Commissioner Report

No Report

**CORRESPONDENCE**

9. Explanation of Motion 192-10-24 at the October 24, 2024, Regular Meeting Minutes, to the Village of Holden, CAO

For Information

**CLOSED SESSION**

Lawrence Allen, Operations Director and Crystal Yeske, Office Manager, left the regular meeting at 9:24 p.m.

10. **MOVED** by Ducherer to meet in Closed Session at 9:25 p.m. to discuss matters under the Alberta FOIP, Act as follows:

Section 17(1) – Disclosure harmful to personal privacy – Freedom of information and Protection of Privacy Act- Governance

229-12-24

CARRIED UNANIMOUSLY

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

**MOVED** by Martineau to revert to the regular session at 10:42 p.m.

230-12-24

CARRIED UNANIMOUSLY

**MOVED** by Smook to direct administration to provide Claystone Waste with the following items, asset management information, debenture information, financial forecasts and revenue projections, as retained in their letter and email information to all board members.

231-12-24

CARRIED UNANIMOUSLY

**MOVED** by Martineau that the next Regular meeting be January 28, 2024, at 6:00 p.m.

232-12-24

CARRIED UNANIMOUSLY

**ADJOURNMENT** 11. **MOVED** by Smook that the meeting adjourn at 10:50 p.m.

233-12-24

CARRIED UNANIMOUSLY

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER



**QUARTERLY REPORT**  
**October, November and December 2024**

**Date:** Jan 6, 2024

**To:** Cindy Neufeld  
Chief Administrative Officer

**From:** CPO. Chelaine Regehr  
Municipal Enforcement Services Dept.

**COMMUNITY STANDARDS**

Notices to Maintain Grass:	<b>23</b>
Notices to Maintain Snow:	<b>14</b>
Unsightly Order to Maintain:	<b>5</b>
Snow Order to Maintain:	<b>21</b>
Notice to Entry:	<b>11</b>
Tree Notice to Maintain:	<b>4</b>

**ANIMAL CONTROL**

Over Limit Dogs:	<b>1</b>
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**OTHER**

Assist General Public:	<b>1</b>
Vehicle Complaints:	<b>6</b>
Snow Complaints:	<b>1</b>

**TRAFFIC/BYLAW TICKETS**

Speed:	<b>7</b>
Passing School bus:	<b>1</b>
Handheld Device:	<b>1</b>
No Registration:	<b>1</b>
Fail to Stop for P.O.:	<b>1</b>
Stunting:	<b>1</b>

Total: **12**



# TOWN OF VEGREVILLE

Town of Vegreville/Municipal Enforcement  
4829-50 St  
VEGREVILLE, ALBERTA T9C 1R7

T: 587-790-1294 | F: 780-632-2296  
muni-enforce@vegreville.com | www.vegreville.com

It took a while for winter to hit this year which led to both grass and snow notices going out in the past three months. Many of the same residents get both grass and snow notices for a couple of different reasons. The top reason being that the owner does not live in Tofield and does not see when the issues need to be addressed and fails to hire a company to manage the property. This results in the Town of Tofield having to hire a contractor to go onto the property to maintain it after sending the owner legal requests and letters.

A couple warnings for J-turns were given along with educating the drivers on this law. Other traffic citations that were given were for passing a school bus while the red lights were flashing, using a cell phone while driving and speeding. One major infraction regarding traffic happened this past quarter then a driver failed to stop for having no registration. The driver fled from the police, driving through a ditch exiting town. The vehicle was not stolen, so the registered owner received a ticket for Failing to stop for police, stunting and having no registration. RCMP were also contacted and made aware of the situation.

This is a breakdown of the complaints and statistics that we have compiled. Our focus for the first quarter of 2025 will be to traffic and snow orders .

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

Respectfully,

CPO. Chelaine Regehr  
Municipal Enforcement Services Dept.

## Cindy Neufeld

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**From:** Tyler Gandam <president@abmunis.ca>  
**Sent:** January 10, 2025 12:05 PM  
**To:** Cindy Neufeld  
**Subject:** Join me at ABmunis President's Summit and Municipal Leaders Caucus  
**Attachments:** Draft Agenda for 2025 Spring Municipal Leaders' Caucus.pdf; Draft Agenda for 2025 President's Summit.pdf

Dear Mayors, Councillors and CAOs,

As a Mayor and President of Alberta Municipalities, I know firsthand the pressure you face as a leader and member of your community. We are facing increased conflict with our constituents, as well as our peers in the council chambers. That's why our 2025 Alberta Municipalities President's Summit is focused on the topic of civility.

Our President's Summit on March 5 provides the opportunity for in-depth, in-person discussions on various aspects of civility in municipal leadership, including promoting a civil social media landscape, harassment in council chambers and the workplace, and ways to look after yourself and others.

By attending, you will have the opportunity to learn from experts and peers, as well help shape the future of municipal leadership across our province to ensure safe and healthy workplaces for years to come.

To help save on travel costs, we're holding President's Summit alongside Spring Municipal Leaders Caucus (MLC) which follows the Summit on March 6 & 7. Over those two days, you will engage with your colleagues on important topics including resources for the upcoming municipal election, a session dedicated to policing, and breakout session specific to your municipality type. MLC also provides the opportunity to hear from the Premier, Minister of Municipal Affairs, and Leader of the Opposition.

It's going to be fun. It's going to be informative. It's going to be engaging. Don't miss out.

[Register today!](#)

**Tyler Gandam | President**

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E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-  
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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

**Agenda for Spring 2025 President's Summit**  
**March 5, 2025**  
**Westin Hotel, 10135-100 Street NW, Edmonton**  
**\*Subject to Change\***

Wednesday, March 5		
Time	Topic	Session Description
8:00 a.m.	Registration and Breakfast	
9:00 a.m.	Opening remarks	President Tyler Gandam to bring remarks on civility.
9:15 a.m.	Plenary: Common Ground Toolkit	<p><a href="#">Common Ground Politics</a> has been undertaking significant research into Alberta's political landscape over the past few years. The initiative includes a toolkit which builds common vocabulary for problems facing civil dialogue in politics.</p> <p>Dr. Wesley will speak to the Common Ground Toolkit and how to effectively use the kit in local government. ABmunis is a supporting partner of the Common Ground initiative.</p>
10:15 a.m.	Break	
10:30 a.m.	Breakout session: From Discord to Harmony: Mastering Conflict in Local Government	<p>Municipal elected officials often face conflicts in decision-making and interpersonal dynamics.</p> <p>This session will explore practical strategies for managing disagreements, fostering collaboration, and maintaining professional relationships in the face of political tension.</p> <p>Participants will gain tools for effective communication, conflict resolution, and navigating reactions in real time.</p>
10:30 a.m.	Breakout session: Promoting a civil social media landscape	<p>Social media plays a key role in political discourse and has been blamed for degradation in community conversations and abuse of elected officials and staff.</p> <p>Join our speakers to gain insight into developing strategies to help manage social media and how current elected officials are engaging and utilizing AI.</p> <p>This session will bring key take-aways to shaping a more positive political environment.</p>
12:00 p.m.	Lunch	

1:00 p.m.	Plenary – Canadian Barometers Project	<p>The Canadian Barometers research partnership focuses on understanding and improving municipal democracy by routinely surveying local elected officials on their experience with abuse and their level of satisfaction in the role.</p> <p>The plenary will dive into preliminary insights into their more recent survey and the ways in which this data helps support community leaders.</p>
1:20 p.m.	Plenary – Harassment in the Council Chamber and Workplace	<p>Municipal councillors are facing increased levels of harassment both in and outside of council chambers. Due to the unique nature of their role, they are not protected under workplace laws in the same way as a municipal employee. It is also challenging to hold councilors accountable should they create an unsafe workplace for municipal staff.</p> <p>This session will feature legal, law and policy perspectives on harassment in the municipal workplace.</p>
2:20p.m.	Break	
2:30 p.m.	Breakout sessions: Looking after yourself and your colleagues	<p>Leaders are often called on to support others, but they also need to look after themselves.</p> <p>This session will focus on concrete ways to care for yourself and others during times of difficulty.</p>
2:30 p.m.	Breakout Session: Acting in the moment: How, when and why	<p>This session aims to help participants identify harm that happens in their workplaces and council activities, and considerations for addressing that harm in real-time or after the fact.</p> <p>Through practical tools and discussions, participants will gain confidence in being a positive bystander, helping to prevent harm and fostering a culture of accountability and respect in their communities.</p>
4:00 p.m.	Break	
4:15 p.m.	Preparing Alberta's Future Municipal Leaders	<p>A session focused on the realities of running for municipal office. This panel will feature unique perspectives including:</p> <ul style="list-style-type: none"> <li>- Living through tumultuous times at the council level</li> <li>- Choosing to run for council during difficult transitions</li> <li>- Hiring a new CAO and developing a relationship</li> </ul>
4:45 p.m.	Closing remarks	



**Agenda for Spring 2025 Municipal Leaders' Caucus**  
**March 6 and 7, 2025**  
**Westin Hotel, 10135-100 Street NW, Edmonton**  
**\*Subject to Change\***

<b>Thursday, March 6</b>	
8:30 a.m.	Registration and Breakfast/CAO Breakfast
9:30 a.m.	President's Opening Remarks and Transition from President's Summit
9:45 a.m.	Minister of Municipal Affairs' Remarks
10:00 a.m.	Update from Federation of Canadian Municipalities
10:05 a.m.	Break
10:20 a.m.	Plenary Session on Water
11:20 a.m.	Plenary Session on Resources for Municipal Election
11:50 a.m.	Opposition Leader's Remarks
12:00 p.m.	Lunch
1:00 p.m.	Municipal Breakout Sessions: <ul style="list-style-type: none"> <li>• Cities</li> <li>• Towns</li> <li>• Villages &amp; Summer Villages - (healthcare to be one topic among other interactive discussions)</li> </ul>
2:20 p.m.	Premier's Remarks
2:35 p.m.	Ministers Dialogue Session I
3:35 p.m.	Break
3:45 p.m.	Ministers Dialogue Session II
4:45 p.m.	Closing Remarks
5:00 - 6:30 p.m.	Ministers' Reception sponsored by RMRF

<b>Friday, March 7</b>	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	Plenary Session on Municipal Finance Research Project
9:25 a.m.	Plenary Session on Resolutions
9:50 a.m.	Requests for Decision
10:05 a.m.	President's Report and Update from AMSC
10:30 a.m.	Break
10:45 a.m.	Plenary Session on Policing
11:45 a.m.	Closing Remarks and Lunch to Go

**TOWN OF TOFIELD**

**BY-LAW NUMBER 1350**

**BEING A BY-LAW OF THE TOWN OF TOFIELD, IN THE PROVINCE OF ALBERTA, TO AMEND BY-LAW NUMBER 1268 FOR THE TOWN OF TOFIELD.**

**WHEREAS**, it is deemed necessary that various rates be amended.

**NOW THEREFORE**, under the authority of the Municipal Government Act, being Chapter M-26, S.A. 2000, the Council of the Town of Tofield, in the Province of Alberta, duly assembled, **ENACTS**, as follows:

That By-Law Number 1268 and amendments, thereto, of the Town of Tofield, be and is hereby amended by deleting Schedule "A" in its entirety and replacing it with the attached Schedule "A"

This By-Law shall be effective January 1, 2025

**READ** a first time this            day of            A.D., 2025.

**READ** a second time this       day of            A.D., 2025.

**READ** a third time this         day of            A.D., 2025.

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"

1.	Application Fee	Section 9.1	\$25.00
2.	Non-Refundable Meter Fee	Section 10.1	Cost plus 10%
3.	Meter Testing	Section 14.1	As per Town of Tofield Labour & Equipment Rates
4.	Water Service Shut Off	Section 18.1	\$100.00
5.	Penalties	Section 19.1	1.7%
6.	Water Rates	Section 23.1	
	Highway 14 Water Commission Transmission		\$11.78/month
	Volumetric Water Rate		\$5.62/cubic meter
	Tofield Fixed Rate		\$29.95/month
7.	Well or Other Source of Supply	Section 25.2	\$100.00
8.	Sewer Connection	Section 27.3	\$100.00
9.	Sewer Rates	Section 33.1	
	Volumetric Rate		\$0.65/cubic meter of water consumed
	Fixed Sewer Rate		\$2.04/month
10.	Garbage Rates	Section 39.1	
	Residential	\$10.00/premise	
	Commercial	\$15.00/premise	
	Restaurants, Grocery Stores	\$20.00/premise	
11.	Deposit Consumer Commercial Premise	Section 42.3	\$500.00



**TOWN OF TOFIELD  
COUNCIL  
REQUEST FOR DECISION**

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

**Meeting Date:** January 27<sup>th</sup>, 2025  
**Confidential?:** NO

**Topic: Municipal Election 2025**

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**DISCUSSION:**

The next Municipal Election is set to take place in October of 2025. Section 25(2)(a) of the Local Authorities Election Act (LAEA) allows for nominations to be filed on January 1, 2025 (or next business day). Nomination papers must be filed with the Returning Officer or designate, and a Deputy Returning Officer can receive and process nominations in absence of a Returning Officer.

As the nomination period for the General Municipal Election is just over 9 months in length, and the Town Administration Office is the local jurisdiction office (LAEA Section 28(1)) for receiving nomination papers, having a staff member appointed as a Deputy Returning Officer will make filing of nomination papers for prospective candidates easier.

**INTERGOVERNMENTAL INVOLVEMENT:**

NIL

**FINANCIAL IMPLICATIONS:**

NIL. The duties of the Deputy Returning Officer will be done during normal working hours.

**ALTERNATIVES:**

1. Council approves the proposal to have the designated Deputy Returning Officer
2. Council denies the proposal & suggest an alternate approach.

**RECOMMENDED ACTION:**

Recommendation is being made that Council provide a motion stating:

*Council for the Town of Tofield APPOINTS Cindy Neufeld as Deputy Returning Officer for the General Municipal Election to be held October 20, 2025.*

**Enclosures: NO**

## **Round Table Report – Mayor Dueck, – November 25, 2024 – January 27, 2025**

My activities and commitments since the September 20, 2024.

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

Nov 26 - Beaver Foundation Regular Meeting

Nov 29 –

Dec 1 - Winterfest Weekend

Dec 4 - ToT Budget Meeting

Dec 9 - Regular Council Meeting

Dec 11 - BESC Regular Meeting

Jan 8 - BESC Regular Meeting

Jan 13 - Strategic Planning – ToT/BC – Community Hall

Jan 22 - Winterfest Committee – Wrap-up Meeting

Jan 27 - Regular Council Meeting

Oldman Winter has come in kind of grumpy with freezing rain, snow, wind and temperatures all over the place. Safe travels as you attend your various board/committee meetings, hopefully the remainder of the winter season is more normal conditions.

Respectfully submitted Deb Dueck