

**MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL  
OF THE TOWN OF TOFIELD held October 10, 2023**

**PRESENT**

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

Also Present: John Mather, Tofield Mercury

**CALL TO ORDER**

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

**DEPUTY MAYOR**

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

01-10-23

CARRIED UNANIMOUSLY

**MOVED** by Dueck to establish an Acting Mayor position for the Town of Tofield.

02-10-23

CARRIED UNANIMOUSLY

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

03-10-23

CARRIED UNANIMOUSLY

**POLICY**

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

Minor housekeeping items Administration to change.

**MOVED** by Tiedemann that Policy 1.08 be accepted as amended.

04-10-23

CARRIED UNANIMOUSLY

**ESTABLISHMENT  
MUNICIPAL OFFICE**

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

05-10-23

CARRIED UNANIMOUSLY



LIST OF  
COMMITTEES

06-10-23

6. Discussion regarding the need to have some committees.

Agreed to remove attendance to the Interfaith Committee.

**MOVED** by Dueck that the Town of Tofield cancel their membership to the Battle River Alliance for Economic Development.

CARRIED

**MOVED** by Chehade that the following appointments be approved:

COMMITTEE/BOARD	2022/24 APPOINTMENTS
Tofield Agricultural Society	Dueck
Beaver Emergency Medical Services - Ambulance	Martineau, Alt Dueck
Beaver Emergency Services Commission	Dueck, Alt Martineau
Yellowhead East Health Advisory Council	Martineau
Claystone Waste Inc (PAL)	Dueck
Beaver Foundation	Dueck, Alt Chehade
Beaver Regional Partnership Committee	Dueck
Community Attraction & Retention Committee	Chehade, Alt Martineau
Highway 14 Regional Water Services Commission	Martineau, Alt Tiedemann
Intermunicipal Committee	Dueck & Conquest
Tofield Library Board	Tiedemann
Northern Lights Library System	Tiedemann, Alt Martineau
Tofield/Beaver Family & Community Support Services	Chehade, Alt Martineau
Tofield Historical Society	Tiedemann, Alt Dueck
Beaver County Victim Services	Martineau, Alt Tiedemann
Winter Festival Committee	Dueck & Chehade
Tofield Welcome Initiative	Chehade
Tourism Representation	Tiedemann, Alt Chehade
Tofield & Area Health Foundation	Chehade, Alt Martineau

07-10-23

CARRIED UNANIMOUSLY



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**PUBLIC AT  
LARGE**

08-10-23

7. **MOVED** by Tiedemann that Lynn Hryhirschuk be appointed to the Beaver/Tofield FCSS with a term expiring October 2025.

CARRIED UNANIMOUSLY

**PLANNING**

09-10-23

8. (a) **MOVED** by Chehade that Laraine Stuart, Cindy Neufeld and Jeff Edwards be appointed Development Officers for the Town of Tofield.

CARRIED UNANIMOUSLY

10-10-23

- (b) **MOVED** by Martineau that Jane Dauphinee of Municipal Planning Services (2009) Ltd. be appointed Subdivision Authority Officers for the Town of Tofield.

CARRIED UNANIMOUSLY

**GOVERNANCE  
ADMINISTRATION**

Assessor  
11-10-23

9. (a) **MOVED** by Tiedemann that Mike Krim be appointed the Assessor for the Town of Tofield.

CARRIED UNANIMOUSLY

Auditor

12-10-23

- (b) **MOVED** by Chehade that Becher Munro & Company, Chartered Accountants, be appointed Auditor for the Town of Tofield.

CARRIED UNANIMOUSLY

Signing  
Authority

13-10-23

- (c) **MOVED** by Conquest that all agreements or documents, cheques and other negotiable instruments made or executed on behalf of the Town of Tofield be signed by the Mayor or any Councillor and Chief Administrative Officer or Assistant Chief Administrative Officer.

CARRIED UNANIMOUSLY

**COUNCIL  
MEETINGS**

14-10-23

10. **MOVED** by Conquest that the Regular Meeting of Council of the Town of Tofield be held on the second and fourth Mondays of each month at 5:00 p.m. and that if the Monday is a Statutory Holiday the meeting shall be held on the Tuesday at 5:00 p.m. following.


CARRIED UNANIMOUSLY


**ADJOURNMENT**

15-10-23

11. **MOVED** by Chehade that the meeting adjourned at 5:19 p.m.

CARRIED UNANIMOUSLY

  
MAYOR

  
CHIEF ADMINISTRATIVE OFFICER