



Beaver Emergency Services Commission
Regular Board Meeting
November 13, 2024 following Organizational Meeting – 9 PM
BESC Office Viking

1. Call to Order
2. Agenda Additions/Deletions
3. Adoption of Agenda
4. Minutes
 - 4.1 Minutes October 9, 2024 Regular Meeting
 - 4.2 Minutes October 30 2024 Planning Meeting
5. Financials
 - 5.1 Reconciliation Reports (Board package)
 - 5.2 Financials (see package)
 - 5.3 Aged Receivables (Board Package)
 - 5.4 RFD Operations Budget 2025 (Board Package)
 - 5.5 Capital Budget 2025 (Board Package)
6. Business
 - 6.1 Fees Schedule Appendix A (see package)
 - 6.2 OHS Inspection (see package)
 - 6.3 Station 2 District Fire Chief Appointment (see package)
 - 6.4 Correspondence
 - 6.4.1 Auditor's Engagement Letter (see package)
 - 6.4.2 Town of Tofield October 16, 2024 Tofield Structure Fire Incident (see package)
 - 6.4.3 Highway 14 Water Notice Village of Ryley Distribution System (see package)
7. Reports
 - 7.1 H&S Committee
 - 7.2 Capital Purchases Committee
 - 7.3 Policy Committee
 - 7.4 Regional Manager
8. Upcoming Events
9. Closed Session
 - 9.1 Village of Holden Land Purchase Agreement
10. Next Meeting
11. Adjournment



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday October 9, 2024

6:00 – 9:00 PM

BESC Office Viking

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec	Beaver County Division 3
Vice-Chair Cindy Lefsrud	Town of Viking -
Commissioner Lionel Williams	Beaver County Division 2
Commissioner Deb Dueck	Town of Tofield - virtual
Commissioner Sheldon Reid	Village of Ryley
Commissioner John Markel	Village of Holden
Commissioner Dale Pederson	Beaver County Division 5

ADMINISTRATION members PRESENT at commencement:

Steve Upham	Regional Manager
Sheila Lusk	Executive Administrative Assistant
Kayla Miller	Administrative Assistant
Marge Gausvik	Financial Controller

All participants attended in person unless noted otherwise

1) CALL TO ORDER:

Chair Hrabec called the meeting to order at 6:08 pm.

2) AGENDA ADDITIONS OR DELETIONS:

Additions to Agenda

- 6.5 RFD Policy# FIN-003 Purchasing Capital and Operations
- 6.6 RFD Policy# FIN-009 Fire-Rescue Apparatus & Equipment Replacement
- 6.7 Correspondence (Village of Holden Letter of September 26, 2024)
- 6.8 Hazard Risk Assessment

3) ADOPTION OF AGENDA:

24-104 MOVED by CM Dueck to adopt the agenda as amended.

CARRIED

4) MINUTES:

24-105 MOVED by CM Williams to approve the September 11, 2024 regular board meeting minutes as presented.

CARRIED

24-106 MOVED by CM Dueck to approve the September 19, 2024 special pre-budget meeting minutes as presented.

CARRIED

5) FINANCIALS:

5.1. September Reconciliation Reports

5.2. September Financials

5.3. Aged Receivables

24-107 MOVED by VC Lefsrud to accept the September 2024 Reconciliation reports as presented.

CARRIED

24-108 MOVED by CM Reid to accept the September 2024 Financials as presented.

CARRIED

24-109 MOVED by CM Pederson to go to closed session, FOIP Section 17 Third Party Personal Information, at 6:14 pm.

CARRIED

24-110 MOVED by CM Markel to come out of closed session at 6:29 pm.

CARRIED

6) BUSINESS

6.1 RFD Policy # ADM-002 Donations Policy

24-111 MOVED by CM Reid to accept Policy # ADM-002 Donations Policy as presented.

CARRIED

6.2 RFD Policy # BRD-005 Request to Present to BESC Board

24-112 MOVED by VC Lefsrud to accept Policy # BRD-005 Request to Present to BESC Board as presented.

CARRIED

6.3 RFD Policy # HR-020 District Fire Chief Honorarium

24-113 MOVED by CM Dueck to accept Policy # HR-020 District Fire Chief Honorarium as presented.

CARRIED

24-114 MOVED by CM Dueck that Administration investigate how district fire chief honorarium rates are set as well as investigate payrate for firefighters.

CARRIED

6.4 RFD Policy # FIN-010 Fees for Service

Amendments to Policy # Fin-010 Fees for Service

Change *Residential Structure* definition - ...from ...*means a structure...* to ...*means a single-family structure...*

24-115 MOVED by Chair Hrabec to accept Policy # FIN-010 Fees for Service as amended.

CARRIED

6.5 RFD Policy# FIN-003 Purchasing Capital and Operations

Amendments to Policy # FIN-003 Purchasing Capital and Operations

Page 4 Emergency Purchase – change ...*at a fire scene... to at an emergency scene...* and change ...*Invoices for these services to Invoices/work orders for these services...*

24-116 MOVED by CM Markel to accept Policy # FIN-003 Purchasing Capital and Operations as amended.

CARRIED

6.6 RFD Policy# FIN-009 Fire-Rescue Apparatus &Equipment Replacement

24-117 MOVED by CM Pederson to accept Policy # FIN-009 Fire-Rescue Apparatus &Equipment Replacement as presented.

CARRIED

6.7 Correspondence

Village of Holden Letter of September 26, 2024 – Request to Add Outstanding Fire Service Invoices to the Property Tax Roll.

24-118 MOVED by CM Dueck to accept the Village of Holden correspondence for information and filing.

6.8 Hazard Risk Assessment

CM Dueck raised a concern that the large piles of used railroad ties stockpiled at Tofield and other communities creates a fire hazard. REM Upham will contact CN regarding these concerns.

7.REPORTS

7.1 H&S Committee

The committee met September 18, 2024. One of the topics discussed was electric vehicles and the challenges they present for firefighters. The next committee meeting is November 21, 2024

7.2 Capital Purchases Committee

No report

7.3 Policy Committee

No report. The next committee meeting is October 28, 2024

7.4 Regional Manager

REM Steve Upham presented his report

8) EVENTS

9) CLOSED SESSION

Land FOIP 25 Economic Interests

Labour FOIP Section 17 Third party personal information

24-119 MOVED by CM Markel to go to closed session FOIP Section 25 Economic Interests and Section 17 Third Party Personal Information at 7:19 pm.

CARRIED

Sheila Lusk, Kayla Miller and Marge Gausvik left the meeting at 7:35 pm

24-120 MOVED by CM Reid to come out of closed session at 8:05 pm.

CARRIED

20-121 MOVED by VC Lefsrud to rescind

Policy #25.1 Fundraising/Donations

Policy #44.0 Presentations to the BESC Board

Policy #14.3 Purchasing

CARRIED

10) NEXT MEETING:

Wednesday November 13, 2024 at 6:00 p.m. in Viking, Alberta or at the call of the Chair.

11) ADJOURNMENT

Chair Hrabec adjourned the meeting at 8:09 pm

Chair _____

Vice Chair _____

Regional Manager _____



Beaver Emergency Services Commission

BOARD PLANNING MEETING

Wednesday October 30, 2024 6:00 -9:00 PM
BESC Office Viking, Alberta

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec	Beaver County Division 3
Vice-Chair Cindy Lefsrud	Town of Viking -
Commissioner Lionel Williams	Beaver County Division 2
Commissioner Deb Dueck	Town of Tofield Virtual
Commissioner Sheldon Reid	Village of Ryley Virtual
Commissioner John Markel	Village of Holden
Commissioner Dale Pederson	Beaver County Division 5

ADMINISTRATION members PRESENT at commencement:

Steve Upham	Regional Manager
Kayla Miller	Administrative Assistant
Marge Gausvik	Financial Controller

All participants attended in person unless noted otherwise

1) CALL TO ORDER:

Chair Hrabec called the meeting to order at 6:09 pm.

2) AGENDA ADDITONS OR DELETIONS:

Addition Item 5 Personnel - Closed Session FOIP Section 17 Personal Privacy

3) ADOPTION OF AGENDA:

24-122 MOVED by VC Lefsrud *that Beaver Emergency Services Commission adopt the agenda as amended.*

CARRIED

4) BUSINESS

4.1 Budget 2025 Operating and Capital

CM John Markel joined the meeting at 6:20 pm.

24-123 MOVED by CM Dueck that the 2025 Operating Budget be brought to the November 13, 2024 Regular Board Meeting for approval.

24-124 Moved by CM Pederson to move to closed session – FOIP Section 17 Personal Information at 7:01 pm.

4.2 Strategic Plan Discussion

- Objective 2.3 Long term plan for stations and locations
- Objective 5.1 Determine the way District Fire Chiefs will be appointed
- Objective 5.2 Determine the relationship between BESC and Societies

5) CLOSED SESSION

Personal FOIP Section 17 Personal Information

24-125 Moved by CM Sheldon Reid to come out of closed session at 7:47 pm.

6) ADJOURNMENT

Chair Hrabec adjourned the meeting at 7:47 pm.

Chair _____

Vice Chair _____

Regional Manager _____

Beaver Emergency Services Commission
Balance Sheet As at 10/31/2024

ASSET

Current Assets

Petty Cash	5,709.42	
Notice Demand 2600 (30 days)	100,000.00	
Notice Demand 3400 (90 days)	100,000.00	
ATB Capital Reserve - 3626900	1,103,467.63	
ATB T-Bill Savings - 3631500	22.45	
ATB Chequing Account-990505...	182,569.96	
Total Cash		1,491,769.46
Accounts Receivable	144,168.91	
Allowance for Doubtful Accounts	-55,392.67	
Total Receivable		88,776.24
Total Current Assets		1,580,545.70

Inventory

Radio Batteries		7,374.73
SCBA		2,712.00
Total Inventory		10,086.73

Equipment Assets

Equipment		1,377,550.13
Accum Amort - Equipment		-426,404.91
Total Equipment		951,145.22

Other Assets

Office Furniture & Equipment	19,084.25	
Accum. Amort. -Furn. & Equip.	-3,977.57	
Net - Furniture & Equipment		15,106.68
Vehicle	4,699,101.78	
Accum. Amort. -Vehicle	-1,676,359.54	
Net - Vehicle		3,022,742.24
Building	1,447,802.71	
Concrete	88,325.40	
Accum. Amort. -Building	-564,334.88	
Accum Amort - Concrete	-14,720.90	
Net - Building		957,072.33
Land		22,400.00
Total Other Assets		4,017,321.25

TOTAL ASSET 6,559,098.90

LIABILITY

Current Liabilities

Accounts Payable		61,589.75
GST Charged on Sales		241.13
GST Paid on Purchases		-50,416.36
Deferred Grant Income-Fire Trai...	4,399.47	
Total Grant Income		4,399.47
Total Current Liabilities		15,813.99

TOTAL LIABILITY 15,813.99

EQUITY

Retained Earnings

Reserves - General Operating		200,000.00
Other		1,896,678.77
Equity in capital assets		4,326,130.78
Current Earnings		120,475.36
Total Retained Earnings		6,543,284.91

Beaver Emergency Services Commission
Balance Sheet As at 10/31/2024

TOTAL EQUITY	<u>6,543,284.91</u>
LIABILITIES AND EQUITY	<u><u>6,559,098.90</u></u>

**Beaver Emergency Services Commission
Comparative Income Statement**

	Budget 01/01/2023 to 12/31/2023	Actual 10/01/2024 to 10/31/2024	Budget 01/01/2024 to 12/31/2024	Actual 01/01/2024 to 10/31/2024	Difference
REVENUE					
Emergency Calls Revenue					
Emergency Calls	130,000.00	65,197.50	215,000.00	173,722.50	41,277.50
Emergency Calls - ATU	100,000.00	0.00	75,000.00	33,477.50	41,522.50
Emergency Call- Mutual Aid	0.00	0.00	10,000.00	0.00	10,000.00
Fire Safety Code/Inspections	2,000.00	0.00	5,000.00	15,073.13	-10,073.13
Member & Associate Dividends	150.00	0.00	150.00	0.00	150.00
Net Sales	232,150.00	65,197.50	305,150.00	222,273.13	82,876.87
Capital Revenue					
Municipal Contributions - Capital	0.00	0.00	0.00	153,512.51	-153,512....
Grants	0.00	0.00	0.00	0.00	0.00
Sale - Fixed Assets	0.00	0.00	0.00	6,000.00	-6,000.00
Earned Interest	0.00	5,066.13	0.00	15,105.79	-15,105.79
Total Capital Revenue	0.00	5,066.13	0.00	174,618.30	-174,618....
Other Revenue					
Municipal Contributions - Operat...	1,204,500.00	0.00	1,172,450.00	656,896.53	515,553.47
Municipal Contributions - Capital	582,000.00	0.00	614,050.00	307,025.03	307,024.97
Equipment Rental	0.00	0.00	0.00	0.00	0.00
Grants	50,000.00	0.00	0.00	4,300.00	-4,300.00
Grant - CN	0.00	0.00	0.00	0.00	0.00
Grant - AB Gov't - Wildland Trai...	0.00	0.00	0.00	0.00	0.00
Earned Interest	12,000.00	919.67	72,000.00	46,956.56	25,043.44
Interest Earned - Demand 30 day	0.00	0.00	0.00	0.00	0.00
Interest Earned DM 90 day acco...	0.00	0.00	0.00	0.00	0.00
Sale - Fixed Assets	10,000.00	0.00	10,000.00	0.00	10,000.00
Donations	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	1,858,500.00	919.67	1,868,500.00	1,015,178.12	853,321.88
TOTAL REVENUE	2,090,650.00	71,183.30	2,173,650.00	1,412,069.55	761,580.45
EXPENSE					
Capital Expenditures					
Vehicle Apparatus	0.00	10,246.39	0.00	148,920.80	-148,920....
Building Replacement / Renovat...	0.00	0.00	0.00	1,575.00	-1,575.00
SCBA & Equipment	5,000.00	0.00	5,000.00	0.00	5,000.00
Total Capital Expenditures	5,000.00	10,246.39	5,000.00	150,495.80	-145,495....
FIREHALL EXPENSES					
Advertising	4,000.00	0.00	10,000.00	7,869.36	2,130.64
Computers & Software	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance - Building	30,000.00	2,502.99	50,000.00	8,181.08	41,818.92
Contract Services	85,000.00	240.00	10,000.00	5,762.04	4,237.96
Contract Services - Consulting	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance - Equip...	15,000.00	1,725.96	15,000.00	11,074.60	3,925.40
Repairs & Maintenance - Vehicles	30,000.00	2,320.55	45,000.00	24,691.67	20,308.33
Inspections	30,000.00	7,945.75	30,000.00	14,101.66	15,898.34
Contracted - Safety Codes	5,000.00	0.00	5,000.00	16,039.74	-11,039.74
Consumable Supplies	13,000.00	241.00	15,000.00	9,126.18	5,873.82
Dispatch Fees	30,000.00	0.00	30,000.00	26,246.70	3,753.30
Dues & Fees	22,000.00	0.00	22,000.00	23,914.34	-1,914.34
Equipment Rentals	5,000.00	0.00	5,000.00	1,722.87	3,277.13
Personal Protective Equipment..	71,000.00	20,150.96	71,000.00	82,661.84	-11,661.84
Specialty Equipment	60,000.00	36.24	50,000.00	60,146.24	-10,146.24
Miscellaneous Supplies	10,000.00	614.70	11,500.00	13,013.09	-1,513.09
Hoses & Fittings	0.00	0.00	10,000.00	685.58	9,314.42
Training	50,000.00	4,211.66	50,000.00	28,481.73	21,518.27
Health & Safety	20,000.00	24.76	20,000.00	6,542.87	13,457.13
Freight	1,500.00	205.69	1,500.00	3,699.82	-2,199.82
Fuel	17,500.00	314.39	17,500.00	15,939.76	1,560.24

**Beaver Emergency Services Commission
Comparative Income Statement**

	Budget 01/01/2023 to 12/31/2023	Actual 10/01/2024 to 10/31/2024	Budget 01/01/2024 to 12/31/2024	Actual 01/01/2024 to 10/31/2024	Difference
Office Supplies	7,500.00	21.81	6,000.00	4,111.32	1,888.68
Emergency Management	165,000.00	1,330.72	35,000.00	31,610.91	3,389.09
Insurance	50,000.00	162.74	60,000.00	57,639.89	2,360.11
Fire Service, Hourly	0.00	0.00	0.00	0.00	0.00
Fire Service, Mutual Aid	0.00	0.00	0.00	0.00	0.00
Service, Other	0.00	0.00	0.00	0.00	0.00
Rent - Bruce Firehall	0.00	0.00	0.00	0.00	0.00
Telephone & Communication	22,000.00	1,352.46	22,000.00	17,988.71	4,011.29
Travel & Subsistence - Firefight...	10,000.00	73.87	10,000.00	3,531.70	6,468.30
Vehicle Supplies	10,000.00	0.00	5,000.00	8,170.09	-3,170.09
Uniforms & Cresting	23,500.00	24.00	15,000.00	11,599.80	3,400.20
Utilities	50,000.00	3,068.77	50,000.00	45,801.04	4,198.96
Total Expenses	837,000.00	46,569.02	671,500.00	540,354.63	131,145.37
Payroll Expenses					
Honorariums - Services Awards	1,000.00	0.00	2,500.00	900.00	1,600.00
Honorariums - Commission Board	40,000.00	0.00	40,000.00	28,750.00	11,250.00
Honorarium - Fire Chiefs	22,000.00	0.00	27,500.00	20,625.06	6,874.94
Salaries Administration	275,000.00	28,107.10	275,000.00	238,638.20	36,361.80
Honorariums - Fire Practices	62,500.00	6,600.00	125,000.00	110,340.00	14,660.00
Honorariums - Fire Fighting	72,800.00	1,430.00	94,000.00	59,140.00	34,860.00
Service Awards - Administration	0.00	0.00	500.00	0.00	500.00
Mileage - Board & Staff	10,000.00	350.00	11,000.00	7,928.95	3,071.05
Employer Contributions - LAPP	25,000.00	1,042.11	25,000.00	8,493.80	16,506.20
CPP Expense	11,000.00	869.59	11,000.00	8,592.96	2,407.04
EI Expense	4,500.00	361.48	4,500.00	3,111.54	1,388.46
Employee Health and Wellness	2,100.00	0.00	2,100.00	0.00	2,100.00
WCB Expense	7,000.00	0.00	7,000.00	5,829.51	1,170.49
Employee Benefits	15,000.00	961.62	15,000.00	9,447.94	5,552.06
Contract Services	0.00	324.20	0.00	3,000.49	-3,000.49
Total Payroll Expense	547,900.00	40,046.10	640,100.00	504,798.45	135,301.55
Emergency Management					
Salaries - Administration	0.00	0.00	30,000.00	5,075.00	24,925.00
Advertising & Promotions	0.00	0.00	2,000.00	0.00	2,000.00
Meeting Expenses	0.00	7.99	5,000.00	7.99	4,992.01
Training	0.00	112.00	10,000.00	336.00	9,664.00
Office Supplies	0.00	115.18	2,000.00	843.65	1,156.35
Travel & Subsistence	0.00	0.00	2,000.00	0.00	2,000.00
Total Emergency Management	0.00	235.17	51,000.00	6,262.64	44,737.36
General & Administrative Expe...					
Audit Fees	14,000.00	0.00	14,000.00	1,389.60	12,610.40
Legal	20,000.00	0.00	20,000.00	0.00	20,000.00
Advertising & Promotions	0.00	0.00	0.00	0.00	0.00
Bad Debts	12,750.00	0.00	12,750.00	840.37	11,909.63
Business Fees & Licenses	5,000.00	0.00	0.00	28.00	-28.00
Computers & Software	25,000.00	0.00	25,000.00	34,493.26	-9,493.26
Board Contingency	10,000.00	0.00	5,000.00	0.00	5,000.00
Office Supplies	0.00	489.83	6,500.00	1,769.38	4,730.62
Interest & Bank Charges	1,000.00	141.30	750.00	352.82	397.18
Telephone & Communications	0.00	349.76	0.00	675.39	-675.39
Contract Services - Administration	0.00	353.59	55,000.00	25,727.89	29,272.11
Meeting Expenses	5,000.00	149.86	5,000.00	2,327.16	2,672.84
Rent - BESS HQ	23,000.00	1,495.96	23,500.00	17,181.11	6,318.89
Repair & Maintenance - Office	500.00	89.98	500.00	611.65	-111.65
Training - Staff	2,500.00	2,437.00	5,000.00	2,924.43	2,075.57
Operational & Strategic Plan Re...	0.00	0.00	0.00	0.00	0.00
Travel & Subsistence	0.00	37.30	0.00	844.59	-844.59
Telephone & Communications	0.00	100.75	0.00	100.75	-100.75
Utilities	0.00	346.07	5,000.00	416.27	4,583.73
Total General & Admin. Expen...	118,750.00	5,991.40	178,000.00	89,682.67	88,317.33

Beaver Emergency Services Commission
Comparative Income Statement

	Budget 01/01/2023 to 12/31/2023	Actual 10/01/2024 to 10/31/2024	Budget 01/01/2024 to 12/31/2024	Actual 01/01/2024 to 10/31/2024	Difference
Disposal of Fixed Assets					
Gain/Loss on Disposal of Fixed ...	0.00	0.00	0.00	0.00	0.00
Total Disposal of Fixed Assets	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE	1,508,650.00	103,088.08	1,545,600.00	1,291,594.19	254,005.81
NET INCOME	582,000.00	-31,904.78	628,050.00	120,475.36	507,574.64



Request for Decision
Regular Board Meeting
November 13, 2024

Topic Policy #FIN 10 Fees for Service – Schedule “A” Service Fees

Recommendation

That the Board make a motion to approve Policy #FIN-10 Fees for Service -Schedule A Service Fees.

Discussion: The Board approved Policy # FIN 10 by Motion 24-115 at the October 9, 2024 regular board meeting. The Schedule A submitted with the policy was incorrect as it did not include amounts for Consumables, Damaged Equipment and Third Party Contracted Services. Schedule A has been corrected to include these amounts.

Alternatives:

1. The board may accept the recommendation.
2. The board may reject the recommendation. .
3. The board may take other action.

Preferred Alternative:

Accept the recommendation as presented.

Enclosures

Policy # FIN-10 Fees for Service -Schedule “A” Service Fees

Prepared by:

Sheila Lusk

Schedule “A”	
Service Fees	
Incident Responses within BESC Service Area (excluding incidents on provincial highways)	
Pumper/Engine	\$630 per hour per unit
Rescue Unit	\$630 per hour per unit
Tanker	\$630 per hour per unit
Wildland Fire Engine	\$325 per hour per unit
ATV/Command Vehicle	\$185 per hour per unit
Incident Response on a Provincial Highway	
Per Alberta Infrastructure and Transportation Policy Rate Table .	
Mutual Aid	
Rates are as set by the mutual aid agreement with the requesting municipality.	
False Alarms	
1st Alarm within a calendar year	\$0
2 nd Alarm within a calendar year	Personnel time \$20 per hour 1 hour minimum
Subsequent Alarms within a calendar year	\$630 per incident
False Alarms from Beaver Foundation Facilities	
1 st Alarm within a calendar year	\$0
Subsequent Alarms within a calendar year	Personnel time \$20 per hour 1 hour minimum
Inspections/Investigations	
Fire Code Inspections and Investigations performed by BESC	\$75.00 per hour plus kilometres, plus costs
Fire Code Inspections or Investigation Performed by outside agencies	Cost
Occupancy Load certificates including building inspections	\$75 per hour plus kilometres
Required by Provincial Legislation	\$75 per hour plus kilometres and incidentals
Fire Hydrant Flow Test	\$100 per hour
Consumables(i.e. firefighting foam) Damaged Equipment, Third Party Contracted Services	Cost

Contact Report

Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

Legal Name: BEAVER EMERGENCY SERVICES COMMISSION	Employer Representative/Title: Sheila Lusk / Executive Administrative Assistant
Work Site Party Name Provided: Beaver Emergency Services Commission	Phone Number: (780) 336-3041
Work Site Address: 4924-53 AVENUE, VIKING, ALBERTA, T0B 4N0	Email Address: slusk@besc.ca
Site Name / Description: Beaver Emergency Services Commission	Completed By: Kyle Oetiker

Contact Activities

Item	Details	Date
Inspection	<p>At 09:34 hours on November 6, 2024, the Occupational Health, and Safety (OHS) Officer conducted an inspection at 4924 – 53 Ave, Viking, Alberta as part of the 2023/2025 Selected Industry - Fire Protection Cooperatives Initiative and to verify compliance with the Occupational Health and Safety Act, Regulation and Code.</p> <p>The OHS Officers met with the Executive Administrative Assistant, The Regional Manager and HSE Consultant to discuss the nature of the inspection.</p> <p>The following was discussed / observed by the officer:</p> <ul style="list-style-type: none"> -The employer handles Fire and Emergency Services in the Beaver County area. -At the time of the inspection, the employer has 5 office workers and 92 paid on-call volunteer firefighters. -There is a Joint Health and Safety Committee established in accordance with Section 13 of the AB OHS Act. -The OHS Officer reviewed the terms of reference for the JHSC at the worksite in accordance with Section 197 of the AB OHS Code. -The OHS Officer reviewed the most recent Joint Health and Safety Committee meeting minutes, Dated, Sept 2024. -The OHS Officer reviewed fit test records for respiratory protective equipment, in accordance with Section 250 of the AB OHS Code. -The employer provided the respiratory code of practice for review, in accordance with Section 245 of the AB OHS Code. -The OHS Officer observed two Intermediate First Aid Tickets on site, Expiring on March 10, 2027. -The employer stated that due to the nature of the work, all workers are trained in first aid. -The OHS Officer review a training record for Violence and Harassment, Expiry April 2027. -The OHS Officer reviewed the following hazard assessments for the worksite; Confined Space, Filling Breathing Air, Office based work and Structure Fire, in accordance with Section 7 of the AB OHS Code. -Violence and Harassment are listed as hazards in the Hazard Assessments reviewed at the time of the inspection, in accordance with Section 389 of the AB OHS Code. -Ergonomics have been identified on the hazard assessments in accordance with Section 210 of the AB OHS Code. -The employer stated to the Officer that Fire Fighters are trained in proper manual handling techniques for various equipment required for the work. -The OHS Officer reviewed the Emergency Response Plans for the employer that included; First-Aid Kit Locations, Evacuation Routes, Fire and Explosion, Disturbed Persons, Tornado, Building Collapse, Pandemic and Severe Weather, in accordance with Section 115 of the AB OHS Code. -At the time of the inspection the employer was actively working on developing a noise management program and sourcing hearing protection fit tests. -The employer provides hearing protection and signage was observed posted indicating the need for hearing protection for certain tasks. -WHMIS Training Records were observed on the employer's online safety management program. SDS Binders are located on site. -The employer has posted the Joint Health and Safety Committee members names and contact information at the work site. -The Employer stated that they are continuously active in assisting workers with regards to mental well being including access to FCSS. 	November 06, 2024

Publications Delivered	The following publications were delivered electronically to the employer.		November 06, 2024
	Catalogue Number	Document Title	
	LH001	Change Highlights: First Aid - Part 11 in the OHS Code	
	LH003	Change Highlights: Noise Exposure	

This Contact Report was delivered electronically to: Sheila Lusk on November 06, 2024

Issued by Occupational Health and Safety

The Alberta Occupational Health and Safety Act requires that orders issued be brought to the attention of all affected workers at the work site as soon as the orders have been received, and posted for so long as the orders remain in effect.

Section 45 of the Occupational Health and Safety Act allows for orders and some decisions to be appealed. Visit [Occupational Health and Safety](#) or call 1-866-415-8690 for more information. The initiation of an appeal does not suspend the order or decision unless a stay is granted. Requests for an appeal must be initiated within 30 days of the initial date of service.

Government of Alberta is committed to ensuring that the OHS Code is regularly reviewed and updated to address health and safety in modern workplaces. For more information on the OHS Code updates, visit alberta.ca/ohs-code-review.aspx or email sfhwimploffice@gov.ab.ca.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: www.alberta.ca/alberta-kings-printer.aspx

Contact Report

Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

Legal Name: BEAVER EMERGENCY SERVICES COMMISSION	Employer Representative/Title: Sheila Lusk / Executive Administrative Assistant
Work Site Party Name Provided: Beaver Emergency Services Commission	Phone Number: (780) 336-3041
Work Site Address: 4924-53 AVENUE, VIKING, ALBERTA, T0B 4N0	Email Address: slusk@besc.ca
Site Name / Description: Beaver Emergency Services Commission	Completed By: Kyle Oetiker

Contact Activities

Item	Details	Date				
Inspection	<p>At 11:14 hours on November 6, 2024, the Occupational Health, and Safety (OHS) Officer conducted an inspection at 5016 – 53 Ave, Viking, Alberta, (Viking Fire and Rescue) as part of the 2023/2025 Selected Industry - Fire Protection Cooperatives Initiative and to verify compliance with the Occupational Health and Safety Act, Regulation and Code.</p> <p>The OHS Officers met with the Executive Administrative Assistant, The Regional Manager and HSE Consultant and the District Fire Chief to discuss the nature of the inspection.</p> <p>The following was discussed / observed by the officer:</p> <ul style="list-style-type: none"> -No Workers were present at the time of the inspection. -The OHS Officer observed the Violence and Harassment Policy Plan and Procedure posted at the worksite. -The OHS Officer observed the Names and Contact info of the Joint Health and Safety Committee members posted at the worksite in accordance with Section 199.1 of the AB OHS Code. -The Employer has an SDS Binder located in the storage room near the chemicals for cleaning. -There is a well stocked first-aid kits located in the vehicle bay in the fire hall, in accordance with Section 178 of the AB OHS Code. -The Officer observed several compressed gas bottles that were secured from movement, in accordance with Section 171 of the AB OHS Code. -The mezzanine in the fire hall was equipped with a guardrail to prevent workers from falling, in accordance with Section 139 of the AB OHS Code. -The OHS Officer observed good housekeeping, in accordance with Section 185 of the AB OHS Code. -The OHS Officer observed lighting in the facility to be in accordance with Section 186 of the AB OHS Code. -The OHS Officer was provided with a recent certification for the SCBA filling station. 	November 06, 2024				
Publications Delivered	<p>The following publications are delivered electronically to the employer.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Catalogue Number</th> <th>Document Title</th> </tr> </thead> <tbody> <tr> <td>CH008</td> <td>WHMIS Information for Employers</td> </tr> </tbody> </table>	Catalogue Number	Document Title	CH008	WHMIS Information for Employers	November 06, 2024
Catalogue Number	Document Title					
CH008	WHMIS Information for Employers					

Contraventions Corrected On Site

Item	Details	Date
OHS Contraventions Corrected On Site 01	<p>OBSERVATION(S)/FINDING(S): At the time of the inspection, the OHS Officer opened a yellow cabinet that the employer representative stated contained flammables. When the cabinet was opened the Officer noticed a plastic water bottle that was not labelled that contained an unknown yellowish liquid. The employer representative determined it to be expired gasoline and removed it from the cabinet and disposed of it.</p> <p>APPLICABLE OHS LEGISLATION: Workplace Hazardous Materials Information System (WHMIS) - Label required 398</p>	

This Contact Report was delivered electronically to: Sheila Lusk on November 06, 2024

Issued by Occupational Health and Safety

The Alberta Occupational Health and Safety Act requires that orders issued be brought to the attention of all affected workers at the work site as soon as the orders have been received, and posted for so long as the orders remain in effect.

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Government of Alberta is committed to ensuring that the OHS Code is regularly reviewed and updated to address health and safety in modern workplaces. For more information on the OHS Code updates, visit alberta.ca/ohs-code-review.aspx or email sfhwimploffice@gov.ab.ca.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: www.alberta.ca/alberta-kings-printer.aspx



Request for Decision

Regular Board Meeting
November 13, 2024

Topic Appointment of Station 2 Ryley District Fire Chief

Recommendation:

That the Board make a motion to agree with the appointment of District Fire Chief Weston Magneson with the recommendation that he complete all required training as in the Standard Operating Guidelines.

Discussion:

Station 3 held the election of Officers October 7, 2024. Weston Magneson was nominated and voted in as District Fire Chief. Administration suggests to have DFC Magneson complete the required training levels to meet the level of service required by Station 2 in order to continue in the DFC position.

Level 2 primary response is fire suppression, traffic control, medical assist, and assistance to Level 3 service when requested. Level 2 require listed fire fighter 1001 fundamental skills, first aid, CPR, and traffic flagman.

Alternatives:

1. The board may accept the recommendation.
2. The board may reject the recommendation. .
3. The board may take other action.

Preferred Alternative:

Accept the recommendation as presented.

Relevant Policy / Practices / Legislation

Beaver Emergency Services Commission Standard Operating Guidelines

Enclosures

October 7 Minutes

Prepared by:
Marge Gausvik

October 7, 2024- Officer Elections

7:11pm- Discussed how voting works so that new members could understand.

7:21pm- Meeting called to order by Terry Magneson.

Members discussed having an open vs closed voting system.

All members voted- meeting will be done as an open vote.

First position voted for is Fire Chief.

Weston Magneson was nominated by Bryce Pope, Weston accepted.

Terry Magneson was nominated by Weston Magneson, Terry accepted.

Keeton Gomolchuk was nominated by Lisa Young, Keeton accepted.

Any more nominations was called for three times.

Raelene moved nominations ceased, carried.

All members voted.

Weston Magneson is voted as Fire Chief.

Second position is Deputy Chief.

Members discussed opening a second position for Deputy Chief.

Members voted, carried. Ryley Fire has voted to have two Deputy Chief positions.

Keeton Gomolchuk was nominated by Levi Reist, Keeton accepted.

Terry Magneson was nominated by Weston Magneson, Terry accepted.

Any more nominations was called three times.

Weston moved nominations ceased, carried.

Keeton Gomolchuk and Terry Magneson are voted as Deputy Chiefs.

Third position is Captain.

Wyatt Magneson was nominated by Tristen Veno, Wyatt accepted.

Byce Pope was nominated by Lisa Young, Bryce accepted.

Tristen Veno was nominated by Weston Magneson, Tristen accepted.

Any more nominations was called three times.

Keeton moved nominations ceased, carried.

All members voted.

Wyatt Magneson is voted as captain.

Fourth position is Lieutenant.

Tristen Veno was nominated by Raelene Magneson, Tristen accepted.

Bryce Pope was nominated by Braeden Pruden, Bryce accepted.

Connor Geibelhaus was nominated by Weston Magneson, Connor accepted.

Chris McKinney was nominated by Keeton Gomolchuk, Chris accepted.

Any more nominations was called three times.

Kolly moved nominations ceased, carried.

All members voted.

Tristen Veno is voted as Lieutenant.

Fifth position is Lieutenant.

Connor Geibelhaus was nominated by Raelene Magneson, Connor accepted.

Bryce Pope was nominated by Keeton Gomolchuk, Bryce accepted.

Chris McKinney was nominated by Wyatt Magneson, Chris accepted.

Any more nominations was called three times.

Keeton moved nominations ceased, carried.

All members voted.

Connor Geibelhaus is voted Lieutenant.

Sixth position is Safety Officer.

Raelene Magneson was nominated by Wyatt Magneson, Raelene declined.

Kady McKinney was nominated by Keeton Gomolchuk, Kady accepted.

Bryce Pope was nominated by Weston Magneson, Bryce declined.

Any more nominations was called three times.

Keeton moved nominations ceased.

Kady Mckinney is voted Safety Officer.

Seventh Position is Training Officer.

Keeton Gomolchuk nominated himself.

Weston Magneson was nominated by Raelene Magneson, Weston accepted.

Wyatt Magneson was nominated by Tristen Veno, Wyatt accepted.

Terry Magneson was nominated by Levi Reist, Terry declined.

Any more nominations called three times.

Raelene moved nominations ceased, carried.

Keeton is voted as Training Officer.

Keeton Gomolchuk makes motion to have a second Training Officer position.

All members voted in favour. Carried.

Weston Magneson was nominated by Levi Reist, Weston accepted.

Wyatt Magneson was nominated by Kady McKinney, Wyatt accepted.

Braeden Pruden was nominated by Weston Magneson, Braeden declined.

Tristen Veno was nominated by Raelene Magneson, Tristen declined.

Connor Geibelhaus was nominated by Weston Magneson, Connor declined.

Any more nominations was called three times.

Braeden moved nominations ceased. Carried.

Weston is voted as Training Officer.

Weston Magneson makes motion to have a third Training Officer position.

All members voted in favour. Carried.

Wyatt Magneson was nominated by Tristen Veno, Wyatt accepted.

Any more nominations was called three times.

Tristen moved nominations ceased. Carried.

Wyatt is voted as Training Officer.

Weston Magneson makes motion to close the meeting. Bryce Popes seconds motion.

Election adjourned at 8:01pm.

Elected for positions are:

Weston Magneson- Fire Chief

Keeton Gomolchuk- Deputy Chief

Terry Magneson- Deputy Chief

Wyatt Magneson- Captain

Tristen Veno- Lieutenant

Connor Geibelhaus- Lieutenant

Kady McKinney- Safety Officer

Keeton Gomolchuk- Training Officer

Weston Magneson- Training Officer

Wyatt Magneson- Training Officer



July 22, 2024

Beaver Emergency Services Commission
Box 449
4924 - 53 Avenue
Viking AB T0B 4N0

Attention: Mr. Steve Upham, Manager

Dear Mr. Upham:

Re: Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Beaver Emergency Services Commission for the fiscal year ending December 31, 2024. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Beaver Emergency Services Commission which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Beaver Emergency Services Commission. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.



- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Members of Beaver Emergency Services Commission

Opinion

We have audited the financial statements of Beaver Emergency Services Commission (the Commission), which comprise the statement of financial position as at December-31-24, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2024 and the results of its operations and its cash flow for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;

- iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Beaver Emergency Services Commission from whom we determine it necessary to obtain audit evidence.
- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
 - b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Beaver Emergency Services Commission and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Beaver Emergency Services Commission.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Beaver Emergency Services Commission) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Code of Professional Conduct /Code of Ethics*, prepare the *Municipal Financial Information Return*. Management will, on a timely basis, provide the information necessary to complete the *Municipal Financial Information Return*.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Estimated Fees

We previously (audit proposal of October 31, 2023) estimated that our fees for these services will be \$13,600 for the Engagement, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Beaver Emergency Services Commission shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Commission of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Commission.

Yours truly,

METRIX GROUP LLP
Chartered Professional Accountants

Acknowledged and agreed to on behalf of Beaver Emergency Services Commission by:

Mr. Gene Hrabec, Board Chair

Date signed

Mr. Steve Upham, Manager

NOV 5 2024
Date signed

October 16, 2024

Board of Directors
Beaver Emergency Services Commission
4924-53rd Avenue
Viking AB T0B 4N0

Re: Tofield Structure Incident

Commission members, recently there was an incident at Bestview Manor in Tofield. This facility is a condominium setting that plays home to seniors, children and adults. During the incident, all residents were required to be evacuated in the early morning hours and gathered in the outdoor elements, faced to fend for themselves. However, the responding crews handled the incident with the professionalism to which we have become accustomed.

Mayor and Council were not aware of the incident, until members of the public have begun to approach us, asking several questions, such as “why were we required to stay outside?” and “why were we not taken to a facility to wait?”. These are two examples of the concerns that we are beginning to hear, and we collectively were unable to answer.

As a region there have been significant energies specific to emergency management placed into training of staff and, the development of a desperately needed Regional Emergency Management Plan.

At this time, we ask; why was the Emergency Management Plan not enacted, and why was an emergency operations/staging centre not set up for these residents? Although the weather was favorable, and the duration was a few hours, this incident could have been significantly worse.

Regards,

Debora L. Dueck

Debora Dueck
Mayor



Highway 14 Regional Water Services Commission
Box 540, 5019 - 50 Avenue
Ryley, Alberta, Canada T0B 4A0
(780) 663-2019 or 1-866-333-3791
Fax (780) 663-2050
E-mail: info@hwy14water.ca

NOTICE

Ownership and operation of the Village of Ryley's
Treated Water Distribution System will be
changing

from

The Highway 14 Regional Water Services
Commission

to

The Village of Ryley

The exact date is yet to be confirmed.

Please stay posted for updates.

No action from customers is required at this time.

The Commission and the Village are working to
make this a smooth transition.

Board package info