



Beaver Emergency Services Commission
Regular Board Meeting Agenda
April 9, 2025, 6 PM – 9 PM
BESC Office Viking

- 1 Call Meeting to Order
- 2 Agenda Additions/Deletions
- 3 Adoption of Agenda
4. Delegation
 - RMA Insurance Coverage Discussion
- 5 Minutes
 - 5.1 Minutes March 12, 2024 Regular Board Meeting In package
- 6 Financials
 - 6.1 Reconciliation Reports Board package only
 - 6.2 Financials In package
 - 6.3 Aged Receivables Board package only
- 7 Business
 - 7.1 RFD 2025-04-001 VC3 IT Management Board package only
 - 7.2 RFD 2025-04-002 Complaints Policy In package
 - 7.3 RFD 2025-04-003 Association Dues Policy In Package
 - 7.4 May 3 Wild Fire Preparedness Event
 - 7.5 Correspondence In Package
- 8 Reports
 - 8.1 Health and Safety Committee
 - 8.2 Capital Purchases Committee
 - 8.3 Policy Committee
 - 8.4 Regional Manager
- 9 Future Dates In package
- 10 Closed Session
- 11 Next Meeting
- 12 Adjournment



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday March 12, 2025

6:00 -9:00 PM

BESC Office Viking

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec	Beaver County Division 3 (virtual)
Vice-Chair Cindy Lefsrud	Town of Viking
Commissioner Lionel Williams	Beaver County Division 2 (virtual)
Commissioner Deb Dueck	Town of Tofield (virtual)
Alt Commissioner Stephanie Dennis	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
Sheila Lusk	Executive Administrative Assistant
Marge Gausvik	Financial Controller

All participants attended in person unless noted otherwise

GUESTS PRESENT at commencement

Gordon Rudko	VC3
Scott Usher	VC3

1) CALL TO ORDER:

Vice chair Lefsrud called the meeting to order at 6:05 pm.

2) AGENDA ADDITIONS OR DELETIONS:

Agenda items 8.1 and 8.5 moved to Closed Session

3) ADOPTION OF AGENDA:

25-25	CM	to adopt the agenda as amended.	CARRIED
Moved by	Dueck		

4) DELEGATION METRIX ACCOUNTING

Phil Dirks of Metrix Accounting attended the meeting virtually to present BESC's 2024 draft financial statements.

Administration and guests leave the meeting at 6:29 pm

REM Steve Upham returned to the meeting at 6:39 pm

25-26	Chair	to move to closed session at 6:29 pm FOIP Section 24(1)	CARRIED
Moved by	Hrabec	Advise from officials	

25-27	CM	to come out of closed session at 7:06 pm	CARRIED
Moved by	Pederson		

Administration and guests return to the meeting at 7:06 pm

Motions coming out of closed session

25-28	CM	that the Board accept the 2024 Financial Statements as presented.	CARRIED
Moved by	Williams		

25-29	CM	that Item 8.1 RFD 03-005 Policy ADM-003 Complaints be deleted from the agenda.	CARRIED
Moved by	Pederson		

5) DELEGATAION VC3

25-30	Chair	that Administration review VC3's proposal and establish the precise number of users required and the changes to the type of license required. That Administration prepare a financial document for the RFD	CARRIED
Moved by	Hrabec		

Gordon Rudko and Scott Usher left the meeting at 8:05 pm.

6) MINUTES:

25-31	VC	to approve the February 12, 2025 Regular Board Meeting minutes as presented/amended.	CARRIED
Moved by	Lefsrud		

7) FINANCIALS:

7.1 Reconciliation Reports

7.2 Financials

7.3 Aged Receivables

7.4 RFD -03-003 Investments

7.5 RFD 03-004 Change of CRA Directors

25-32	CM	to accept the February reconciliation and financial statements as presented.	CARRIED
Moved by	Pederson		

25-33	CM	that the Board directs Administration to transfer \$500,000 from the Capital Reserve Account (Public Sector Savings) to a one year-non-redeemable GIC.	CARRIED
Moved by	Williams		

25-34	CM	moves that the Board change the name of the Directors on the Canada Revenue account, removing Margaret Jones and Cindy Neufeld, adding Sheila Lusk and Marge Hogg Gausvik.	CARRIED
Moved by	Dueck		

8) BUSINESS:

8.2

25-35	CM	that the Board approve the updated Records Management and Retention Policy # ADM-006 as presented.	CARRIED
Moved by	Dueck		

25-36	CM	that the Board rescind Policy #31.1 Retention of Documents.	CARRIED
Moved by	Pederson		

8.3

25-37	VC	that the Board approve Policy # FIN-001 Budget Development as presented.	CARRIED
Moved by	Lefsrud		

25-38	CM	that the Board rescind Policy # 37 Budget Development.	CARRIED
Moved by	Dueck		

8.4

25-39	CM	that the Board approve Policy # FIN-005.1 Capital Reserve as presented.	CARRIED
Moved by	Dueck		

25-40	CM	that the Board rescind Policy # FIN-005 Capital Reserve.	CARRIED
Moved by	Markel		

8.5

25-41	CM	that the Board approve Policy # HR-004 Employee Overtime as presented.	CARRIED
Moved by	Dueck		

25-42	VC	that the Board rescind Policy # 6.1 Personnel Overtime.	CARRIED
Moved by	Lefsrud		

8.6

25-43	CM	that the Board approve Policy # FIN-007.1 Loss and Bereavement as presented.	CARRIED
Moved by	Markel		

25-44	CM	that the Board rescind Policy # FIN-007 Loss and Bereavement.	CARRIED
Moved by	Pederson		

8.7 Correspondence

The board reviewed the email from the Village of Ryley advising Mayor Stephanie Dennis has been appointed alternate member to the BESC board.

9) REPORTS:

9.1 H&S Committee

No report. Next committee meeting is March 20, 2020, Vice Chair Lefsrud will be the alternate employer co-chair if CM Reid and CM Markel are not available.

9.2 Capital Purchases Committee

REM Upham provided an update on the status of the Station 3 brush truck and new station projects.

9.3 Policy Committee

No report. Next committee meeting is March 25, 2025

9.4 Regional Manager

Reviewed the report which was provided at the meeting

10) FUTURE DATES:

Reviewed the future dates schedule.

11) NEXT MEETING:

Wednesday April 9, 2025 at 6:00 p.m. in Viking, Alberta or at the call of the Chair.

11) ADJOURNMENT:

Chair Hrabec adjourned the meeting at 9:06 pm

Chair _____

Vice Chair _____

Regional Manager _____

Beaver Emergency Services Commission
Balance Sheet As at 03/31/2025

ASSET

Current Assets

Notice Demand 2600 (30 days)	99,815.00	
Notice Demand 3400 (90 days)	100,000.00	
ATB Capital Reserve - 3626900	1,356,025.89	
ATB T-Bill Savings - 3631500	22.45	
Term/GIC Inv - Operating reserve	0.00	
ATB Chequing Account-990505...	203,084.73	
Total Cash		1,758,948.07
Investments		0.00
Accounts Receivable	195,581.82	
Accrued Accounts Receivable	18,662.19	
Allowance for Doubtful Accounts	-72,977.12	
Total Receivable		141,266.89
Purchase Prepayments		40,000.00
Prepaid Expenses		53,098.22
Total Current Assets		1,993,313.18

Inventory

Radio Batteries	5,193.75	
SCBA	0.00	
Tablets & Cell Phones	-845.84	
Total Inventory		4,347.91

Equipment Assets

Equipment	1,366,151.74	
Accum Amort - Equipment	-534,280.22	
Total Equipment		831,871.52

Other Assets

Leasehold Improvements	0.00	
Office Furniture & Equipment	15,910.25	
Accum. Amort. -Furn. & Equip.	-5,568.60	
Net - Furniture & Equipment		-5,568.60
Vehicle	4,678,954.49	
Accum. Amort. -Vehicle	-1,674,178.95	
Net - Vehicle		3,004,775.54
Building	1,447,802.71	
Concrete	88,325.40	
Accum. Amort. -Building	-593,290.93	
Accum Amort - Concrete	-20,609.26	
Net - Building		922,227.92
Land		22,400.00
Total Other Assets		3,959,745.11

TOTAL ASSET **6,789,277.72**

LIABILITY

Current Liabilities

Accounts Payable	56,674.51	
Accrual account	49,687.74	
GST Charged on Sales	526.84	
GST Paid on Purchases	-76,258.40	
GST Owing (Refund)	56,346.34	
Asset Retirement	15,000.00	
Deferred Grant Income-Fire Trai...	4,300.00	
Deferred Grant Income-Emerg ...	0.00	
Total Grant Income		4,300.00
Total Current Liabilities		106,277.03

TOTAL LIABILITY **106,277.03**

Beaver Emergency Services Commission
Balance Sheet As at 03/31/2025

EQUITY

Retained Earnings

Reserves - General Operating	42,368.98
Other	1,712,531.26
Equity in capital assets	4,812,842.83
Transfer to Capital Reserves	0.00
Transfer to Operating Reserves	0.00
Retained Earnings - Previous Year	0.00
Current Earnings	115,257.62
Total Retained Earnings	<u>6,683,000.69</u>

TOTAL EQUITY	<u>6,683,000.69</u>
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LIABILITIES AND EQUITY	<u><u>6,789,277.72</u></u>
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Beaver Emergency Services Commission
Comparative Income Statement

	Budget 01/01/2024 to 12/31/2024	Actual 03/01/2025 to 03/31/2025	Budget 01/01/2025 to 12/31/2025	Actual 01/01/2025 to 03/31/2025	Difference
REVENUE					
Emergency Calls Revenue					
Emergency Calls	215,000.00	315.00	200,000.00	315.00	199,685.00
Emergency Calls - ATU	75,000.00	0.00	90,000.00	11,190.00	78,810.00
Emergency Call- Mutual Aid	10,000.00	0.00	10,000.00	0.00	10,000.00
Fire Safety Code/Inspections	5,000.00	0.00	5,000.00	2,998.17	2,001.83
Member & Associate Dividends	150.00	0.00	0.00	0.00	0.00
OHD Quantifit 2 Machine	0.00	0.00	0.00	750.00	-750.00
Net Sales	305,150.00	315.00	305,000.00	15,253.17	289,746.83
Capital Revenue					
Municipal Contributions - Capital	0.00	167,000.00	668,000.00	167,000.00	501,000.00
Sale - Fixed Assets	0.00	0.00	10,000.00	0.00	10,000.00
Earned Interest	0.00	4,031.20	72,000.00	12,110.59	59,889.41
Total Capital Revenue	0.00	171,031.20	750,000.00	179,110.59	570,889.41
Other Revenue					
Municipal Contributions - Operat...	1,172,450.00	293,112.51	1,172,450.00	293,112.51	879,337.49
Earned Interest	72,000.00	345.35	10,000.00	1,046.55	8,953.45
Total Other Revenue	1,244,450.00	293,457.86	1,182,450.00	294,159.06	888,290.94
TOTAL REVENUE	1,549,600.00	464,804.06	2,237,450.00	488,522.82	1,748,92...
EXPENSE					
Capital Expenditures					
Vehicle Apparatus	0.00	3,806.28	750,000.00	32,582.44	717,417.56
Building Replacement / Renovat...	0.00	0.00	300,000.00	16,327.50	283,672.50
SCBA & Equipment	5,000.00	0.00	100,000.00	0.00	100,000.00
Total Capital Expenditures	5,000.00	3,806.28	1,150,000.00	48,909.94	1,101,09...
FIREHALL EXPENSES					
Advertising	10,000.00	0.00	5,000.00	321.71	4,678.29
Computers & Software	0.00	0.00	10,000.00	0.00	10,000.00
Repairs & Maintenance - Building	50,000.00	59.98	30,000.00	2,569.22	27,430.78
Contract Services	10,000.00	0.00	5,000.00	420.00	4,580.00
Repairs & Maintenance - Equip...	15,000.00	0.00	10,000.00	1,443.06	8,556.94
Repairs & Maintenance - Vehicles	45,000.00	0.00	30,000.00	14,311.15	15,688.85
Inspections	30,000.00	0.00	20,000.00	2,890.86	17,109.14
Contracted - Safety Codes	5,000.00	0.00	5,000.00	540.00	4,460.00
Consumable Supplies	15,000.00	911.74	15,000.00	13,446.32	1,553.68
Dispatch Fees	30,000.00	27,261.90	30,000.00	27,261.90	2,738.10
Dues & Fees	22,000.00	0.00	20,000.00	12,523.86	7,476.14
Equipment Rentals	5,000.00	0.00	5,000.00	0.00	5,000.00
SCBA	0.00	0.00	10,000.00	0.00	10,000.00
Personal Protective Equipment..	71,000.00	10,700.16	110,000.00	32,583.38	77,416.62
Specialty Equipment	50,000.00	1,797.83	40,000.00	2,529.83	37,470.17
Miscellaneous Supplies	11,500.00	317.74	10,000.00	3,197.12	6,802.88
Hoses / Fittings / Nozzles	10,000.00	0.00	30,000.00	674.07	29,325.93
Training	50,000.00	881.34	50,000.00	3,611.34	46,388.66
Health & Safety	20,000.00	1,963.80	20,000.00	2,361.80	17,638.20
Freight	1,500.00	140.59	2,000.00	993.73	1,006.27
Fuel	17,500.00	841.66	17,500.00	3,163.77	14,336.23
Office Supplies	6,000.00	0.00	2,000.00	0.00	2,000.00
Insurance	60,000.00	0.00	60,000.00	0.00	60,000.00
Fire Service, Mutual Aid	0.00	0.00	5,000.00	0.00	5,000.00
Rent - Bruce Firehall	0.00	0.00	4,000.00	5,500.00	-1,500.00
Telephone & Communication	22,000.00	1,639.51	18,000.00	4,653.53	13,346.47
Travel & Subsistence - Firefight...	10,000.00	508.82	8,000.00	1,330.42	6,669.58
Vehicle Supplies	5,000.00	307.93	5,000.00	333.63	4,666.37
Uniforms & Cresting	15,000.00	80.00	15,000.00	2,736.00	12,264.00

Beaver Emergency Services Commission
Comparative Income Statement

	Budget 01/01/2024 to 12/31/2024	Actual 03/01/2025 to 03/31/2025	Budget 01/01/2025 to 12/31/2025	Actual 01/01/2025 to 03/31/2025	Difference
Utilities	50,000.00	6,217.67	55,000.00	16,885.24	38,114.76
Total Expenses	636,500.00	53,630.67	646,500.00	156,281.94	490,218.06
Payroll Expenses					
Honorariums - Services Awards	2,500.00	0.00	2,000.00	93.08	1,906.92
Honorariums - Commission Board	40,000.00	7,475.00	40,000.00	8,265.00	31,735.00
Honorarium - Fire Chiefs	27,500.00	0.00	27,500.00	7,115.02	20,384.98
Salaries Administration	275,000.00	44,602.12	300,000.00	83,711.13	216,288.87
Honorariums - Fire Practices	125,000.00	930.00	140,000.00	3,841.82	136,158.18
Honorariums - Fire Fighting	94,000.00	2,020.00	95,000.00	8,990.00	86,010.00
Service Awards - Administration	500.00	0.00	0.00	0.00	0.00
Mileage - Board & Staff	11,000.00	1,742.21	11,000.00	2,721.71	8,278.29
Employer Contributions - LAPP	25,000.00	2,395.21	16,000.00	2,997.70	13,002.30
CPP Expense	11,000.00	2,257.10	11,000.00	3,352.03	7,647.97
EI Expense	4,500.00	833.41	4,500.00	1,271.82	3,228.18
Employee Health and Wellness	2,100.00	1,260.00	2,400.00	1,260.00	1,140.00
WCB Expense	7,000.00	667.24	7,000.00	667.24	6,332.76
Employee Benefits	15,000.00	1,420.71	15,000.00	2,841.42	12,158.58
Contract Services	0.00	1,032.82	6,000.00	1,426.55	4,573.45
Total Payroll Expense	640,100.00	66,635.82	677,400.00	128,554.52	548,845.48
Emergency Management					
Salaries - Administration	40,000.00	4,196.12	75,000.00	7,474.87	67,525.13
Advertising & Promotions	2,000.00	0.00	2,000.00	0.00	2,000.00
Meeting Expenses	5,000.00	0.00	4,000.00	0.00	4,000.00
Training	10,000.00	112.00	7,000.00	828.96	6,171.04
Office Supplies	6,000.00	96.99	2,000.00	269.29	1,730.71
Travel & Subsistence	2,000.00	1,199.60	2,000.00	1,199.60	800.40
Total Emergency Management	65,000.00	5,604.71	92,000.00	9,772.72	82,227.28
General & Administrative Expe...					
Audit Fees	14,000.00	15,992.22	14,000.00	15,992.22	-1,992.22
Legal	20,000.00	0.00	5,000.00	0.00	5,000.00
Advertising & Promotions	0.00	284.65	2,000.00	1,192.45	807.55
Bad Debts	12,750.00	0.00	10,000.00	0.00	10,000.00
Business Fees & Licenses	0.00	0.00	2,000.00	238.10	1,761.90
Computers & Software	25,000.00	0.00	20,000.00	0.00	20,000.00
Board Contingency	5,000.00	0.00	5,000.00	0.00	5,000.00
Office Supplies	6,500.00	2,632.36	5,000.00	4,434.59	565.41
Interest & Bank Charges	750.00	61.24	750.00	197.39	552.61
Telephone & Communications	0.00	456.58	5,000.00	1,344.16	3,655.84
Contract Services - Administration	55,000.00	300.00	7,000.00	1,281.87	5,718.13
Meeting Expenses	5,000.00	139.99	5,000.00	754.13	4,245.87
Rent - BESC HQ	23,500.00	1,495.96	20,500.00	4,487.88	16,012.12
Repair & Maintenance - Office	500.00	0.00	500.00	85.97	414.03
Training - Staff	5,000.00	28.00	5,000.00	82.36	4,917.64
Operational & Strategic Plan Re...	0.00	0.00	10,000.00	0.00	10,000.00
Travel & Subsistence	0.00	0.00	2,000.00	0.00	2,000.00
Utilities	5,000.00	-232.87	2,800.00	-345.04	3,145.04
Total General & Admin. Expen...	178,000.00	21,158.13	121,550.00	29,746.08	91,803.92
TOTAL EXPENSE	1,524,600.00	150,835.61	2,687,450.00	373,265.20	2,314,18...
NET INCOME	25,000.00	313,968.45	-450,000.00	115,257.62	-565,257....



Request for Decision
April 9, 2025
Regular Board Meeting
RFD# 2025-04-002

Topic: Policy # ADM-003 Complaints Policy

Motion 1: That the Board approve Complaints Policy # ADM-003 and ADM 003 Appendix A as presented.

Motion 2: That the Board rescind Policy # 42.0 Complaints Policy

Discussion: BESC has a culture of openness and empathy towards those that work in our system. There was a sense that we could improve on the current policy to make the ability to communicate concerns back to head office more anonymous and protective of the complainant. We present Policy #ADM-003 for your approval, we anticipate these changes will enhance the confidence our members have in the process”.

Alternatives:

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

Enclosures

Policy # ADM-003 Complaints Policy

Prepared by: Marge Gausvik



Complaints Policy

Policy # ADM-003

Board Approved Motion #xx-xxx Date
Replaces Policy #
Review Cycle 3 years

Purpose

The purpose of this policy is to provide individuals a clear procedure to follow when making a complaint, and a clear process for the BESC board and staff to follow to ensure complaints are dealt with promptly and resolved as quickly as possible.

This policy is concerned only with resolving complaints not investigating disciplinary matters.

Definitions

“Complaint” means an expression of dissatisfaction with the service, actions or lack of actions by members of the board, staff, contract workers or volunteers acting on behalf of BESC.

“Informal complaint” means a complaint that is resolved to the satisfaction of the complainant at the first point of contact.

“Investigator” means the person or persons investigating the complaint.

“Formal complaint” means a complaint that is unresolved at the first point of contact.

“Staff” includes BESC administration employees, contractors and firefighters.

Procedure

Making a Complaint

Complaints may be made by the public or staff, verbally or in writing.

Informal complaints that are resolved to the complainant’s satisfaction at the first point of contact do not need to be recorded as a complaint under these procedures.

Verbal complaints must be signed and dated by the person who received the complaint. The complainant must also sign the complaint and receive a copy.

The complaint should include the following information;

- Complainant name, address, email address and phone number.
- A detailed description of the nature of the complaint including;
 - Who was involved,
 - When it happened,
 - Where it happened,
 - What happened.
- Copies of relevant documents.
- Details of what the complainant done to resolve the complaint.

The person who receives a complaint will advise the complainant as to who their complaint will be referred.

The regional emergency manager (REM) is responsible to investigate formal complaints. If the complaint concerns the REM, or a board member, the complaint will be referred to the Chair of the BESC Board. If the complaint concerns the Board Chair, the complaint will be referred to the Vice Chair.

Complaints of workplace violence or harassment are investigated according to Policy HR-006 *Workplace Violence and Harassment Prevention Policy*.

The complaint investigator will

- Contact the complainant within 5 working days of receiving the complaint to;
 - Explain how the complaint will be managed,
 - Review the details of the complaint to ensure they understand the complainant’s position,
 - Request further information, if necessary,
 - Provide timelines for the investigation.
- Gather and analyze all relevant information including interviewing parties to the complaint,
- Review relevant policies and procedures,
- Prepare a written report detailing the findings and course of action.

Where possible, the investigation should be completed within 30 days of receiving the complaint.

The investigator will provide the complainant with a written response outlining the key findings and recommendations.

If the complaint relates to operations, the REM will include a summary of the complaint in his monthly report to the board.

If the complaint was addressed to the board or relates to a governance issue the REM or board chair will provide a written report to the board prior to advising the complainant of the investigation outcome.

A summary of the number and types of complaints received will be included in the annual report.

Related Documents

- Policy BRD-002 Board Code of Conduct
- Policy HR-006 Workplace Violence and Harassment Prevention
- Policy HR-011 Employee Code of Conduct
- Policy HR-012 Conflict of Interest
- Policy FIN-010 Fees for Service

Board Chair

Date

Board Vice Chair

Date



Appendix A

COMPLAINT FORM

Beaver Emergency Services Commission takes complaints as serious matters. Please complete this form as completely as possible so that we can thoroughly address your issues. Please use extra sheets of paper if necessary. You will be notified of the company's intended action after a comprehensive inquiry has been made into your complaint. If you have any concerns about the procedure, please leave them at the bottom of this form, and we'll try our best to respond. Thank you very much for taking the time to complete this form.

Complainant 'Name: _____

Contact Information _____

Department: (if applicable) _____

Supervisor/Manager's Name (if applicable): _____

1. Kindly describe in as much detail as possible the nature or your complaint. Provide or identify all known persons, documents, and witnesses to your concerns.

2. If you are a BESC employee, how has this issue affected your performance to fulfil your job responsibilities?



Appendix A

3. Please describe any possible solutions or what you would like to see happen to resolve your complaint.

4. Are there any things you think you could have done differently within this situation?

5. Please write down any additional comments you would like the company to consider when reviewing your complaint.

I declare that the information set forth in this complaint form is true and accurate to the best of my knowledge.

Complainant Signature

Date



Request for Decision
April 9, 2025
Regular Board Meeting
RFD# 2025-04-003

Topic: Policy # HR-019 Association Dues & Fees Policy

Motion 1: That the Board approve Association Dues & Fees Policy # HR-019 as presented.

Motion 2: That the Board make a motion to rescind Policy 8.1 Association Dues for Management.

Discussion: The Policy Committee reviewed Policy # *8.1 Association Dues for Management*. As a result of their review, the Committee has prepared an updated Policy # *HR-019 Association Dues & Fees Policy*.

Alternatives:

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

Enclosures

Policy # HR-019 Association Dues & Fees Policy

Prepared by: Marge Gausvik

Reviewed by: Steve Upham



Association Dues and Fees Policy # HR-019

Board Approved Motion #xx-xxx Date

Replaces Policy #

Review Cycle 3 years

Purpose

This policy establishes guidelines for the reimbursement or direct payment of professional association or membership fees for employees whose participation provides value to both the individual and BESC.

Procedure

BESC may pay or reimburse fees for professional associations or membership fees when the membership:

- Directly relates to the employee's current role and responsibilities;
- Enhances the employee's ability to perform their duties;
- Provides professional development, certifications or training.

Examples include:

- Alberta Fire Chiefs Association
- International Association for Emergency Managers
- Disaster Recovery Institute

Approval Process

The employee submits a request to the Regional Emergency Manager with the following information:

- Name of the association or group;
- Membership level or type;
- Annual cost;
- Justification for relevance.

Related Documents

None

Board Chair

Date

Board Vice Chair

Date



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117451

March 24, 2025

Chairperson Gene Hrabec
Beaver Emergency Services Commission
PO Box 449
Viking T0B 4N0

Dear Chairperson Hrabec:

Thank you for submitting your municipality's grant application under the 2025 Fire Services Training Program. I am pleased to inform you that Beaver Emergency Services Commission has been approved for a grant of \$17,850.00 to carry out training as outlined in the forthcoming conditional grant agreement.

Through the Fire Services Training Program (FSTP), the Government of Alberta provides \$500,000 amongst eligible fire departments to offset the cost of training their members. However, in response to feedback gathered during the 2024 Fire Services Review, the Government of Alberta has increased the FSTP funding to \$1,000,000 for the 2024/25 fiscal year.

The conditional grant agreement will be sent separately to your Chief Administrative Officer to obtain the appropriate signatures. Once the conditional grant agreement has been signed by Municipal Affairs, the grant funds will be distributed, and a final signed copy of the conditional grant agreement will be emailed to your municipality for your records.

Municipal Affairs will be working with the FSTP Working Group to review the grant evaluation criteria and approval process for potential enhancements in future years. If you have any questions regarding the grant process or the conditional grant agreement, please contact the Grants Coordinator at 1-866-421-6929, or firecomm@gov.ab.ca.

Thank you for your important work and dedication to the safety of individuals in your community.

Sincerely,

Ric McIver
Minister

cc: Jackie Lovely, MLA Camrose
Steve Upham, Chief Administrative Officer

Accounting

From: Delayna Koch <dkoch@beaver.ab.ca>
Sent: April 1, 2025 9:50 AM
To: Accounting
Subject: Beaver County Spring 2025 Community Support Grant Funding Approval

Good morning,

At the March 26, 2025 Regular Council Meeting, the Community Support Grant applications were presented to Council for approval. Council approved the Spring intake of Community Support Grants in accordance with the Community Support Grant Policy which states:

"The maximum amount of Capital and/or Grant funding available to any single Community Organization in a calendar year is \$2,500."

Although your organization requested a higher amount, funding has been approved at the maximum of \$2,500 in accordance with the policy for assistance with the costs associated for an Emergency Preparedness Week Event.

Administration is now processing the applications and working with the Corporate Services (finance) team to issue the funds.

Please feel free to reach out if you have any questions!

Best regards,



[Join our mailing list!](#)

Delayna Koch
Administrative Assistant for Community & Protective Services

Office: 780-663-3730

dkoch@beaver.ab.ca | beaver.ab.ca



This communication is intended solely for the use of the addressee and may contain privileged and confidential information. If you are not the intended recipient, please notify the sender at Beaver County promptly. Thank you!

April 1, 2025

Steven Upham
Chief Administrative Officer
Beaver Emergency Services Commission
PO Box 449
Viking, AB T0B 4N0

Dear Mr. Upham

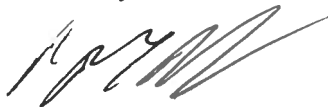
I am pleased to advise that the 2024/25 Emergency Management Preparedness Program conditional grant agreement (CGA), to support Beaver Emergency Services Commission with emergency preparedness training has been finalized.

Attached for your records is a signed copy of the executed CGA. The lump sum payment of \$6,511 will be forwarded to Beaver Emergency Services Commission under a separate cover.

Should you have any questions regarding this process, please contact Eric Winterburn, Manager, Information Management, Grants and Technology, at 780-221-0134.

The Alberta Emergency Management Agency is committed to supporting this project. Your efforts in strengthening the emergency preparedness for your community are greatly appreciated.

Sincerely,



Ryan Gordey
Executive Director

Attachment

CONDITIONAL GRANT AGREEMENT

PUBLIC SAFETY AND EMERGENCY SERVICES

2024/2025 EMERGENCY MANAGEMENT PREPAREDNESS PROGRAM

BETWEEN:

HIS MAJESTY IN RIGHT OF ALBERTA

As represented by the Minister of Public Safety and Emergency Services

(The "Minister")

-and-

BEAVER EMERGENCY SERVICES COMMISSION

(The "Recipient")

Background:

- A. WHEREAS the Recipient intends to participate in and undertake a project to enhance the delivery of emergency management preparedness training throughout the province and has applied to the Minister for a conditional grant to obtain financial assistance to carry out the project.
- B. AND WHEREAS the Minister has agreed to enter into a Conditional Grant Agreement (CGA) with the Recipient pursuant to the Ministerial Grants Regulation, Alta Reg 215/2022 (the "Regulation").

The parties agree as follows:

1. Definitions

1.1 In this Agreement:

- (a) "Agreement" means this document and any attached schedules.
- (b) "Compliance Reporting Form" means the reporting template which is attached as Schedule C to this Agreement.
- (c) "Eligible Expenses" means the expenses described in Schedule "B" that are eligible for payment under this Agreement, subject to the terms and conditions in this Agreement.
- (d) "Funding" means the grant monies to be provided by the Minister and any interest earned thereon.
- (e) "Project" means the activities to be performed by the Recipient as described in Schedule A.
- (f) "Project Completion Date" means the date that the Project is to be completed, which for the purposes of this Agreement is March 31, 2027.

(g) "Term" means the period referred to in Clause 2.1 of this Agreement.

2. Term

2.1 This Agreement shall be effective from the Minister's signing date (as written below) until the Project Completion Date.

3. Grant Funding and Eligible Expenses

3.1 Subject to the terms and conditions of this Agreement, the Minister shall

- (a) contribute up to SIX THOUSAND FIVE HUNDRED ELEVEN (\$6,511) (the "Grant") to the Recipient for the purposes of the Project; and
- (b) pay the Grant to the Recipient by way of a one-time conditional payment upon execution of the Agreement.

3.2 Pursuant to the Regulation and subject to the terms and conditions of this Agreement, the amount of the Grant stated in Clause 3.1(a) shall be adjusted to equal 85% of the Eligible Expenses reported by the Recipient that are approved by the Minister during the Term, but in no event shall the amount of the Grant exceed the amount stated in Clause 3.1(a).

If 85% of the Eligible Expenses reported by the Recipient and approved by the Minister during the Term are ultimately less than the amount stated in Clause 3.1(a), the unspent Funding must be repaid to the Minister in accordance with Clause 8.1.

3.3 The Recipient acknowledges that it is responsible for paying 15% of the Eligible Expenses claimed.

3.4 The Recipient shall not incur any Eligible Expenses, nor use any part of the Funding before this Agreement has been executed by the Minister.

3.5 The Recipient shall pay any additional costs required to complete the Project if the Eligible Expenses exceed the Recipient's required contribution.

3.6 In incurring Eligible Expenses, the Recipient must follow a process that is transparent, fair, and promotes the best value for the money expended. Eligible Expenses incurred by the Recipient must be at competitive prices that are no greater than fair market value.

3.7 If the Minister in his sole discretion considers the amount of any Eligible Expense claimed by the Recipient to be incorrect or unreasonable, the Minister may adjust the amount of that Eligible Expense, as necessary.

4. Project

4.1 The Recipient shall:

- (a) carry out the Project as described in Schedule A without material alteration and in compliance with all applicable laws, regulations, and generally accepted standards.
- (b) complete the Project and use the entire amount of the Funding by the Project Completion Date.
- (c) use the entire amount of the Funding only for the purpose of carrying out the Project.
- (d) ensure that all personnel involved in the Project are suitably qualified.

5. Reporting

5.1 The Recipient shall:

- (a) ensure all reporting is in accordance with Schedule B and uses the reporting template shown in Schedule C.
- (b) account for and report any interest earned on the Funding provided under this Agreement.
- (c) submit an interim report on the Project annually starting May 31, 2025, to the end of the Term.
- (d) submit a final report within sixty (60) days after the Project Completion Date.
- (e) submit a written report on the results and benefits realized from the Project within 60-days after the Project Completion Date.

6. Use and Return of Grant Funds

- 6.1 The Minister shall not reimburse the tax paid by the Recipient for goods and services for which the Recipient is entitled to tax credit or reimbursement.
- 6.2 A Recipient's cost-share contribution can be from a Canadian or international source. In all cases, contributions must come from auditable sources to ensure verifiability.
- 6.3 Any funding received from Government of Alberta sources cannot be used toward the Recipient's cost-share contributions.
- 6.4 The Recipient acknowledges that it is liable for the full amount of the Funding and that the Recipient will be bound by the terms of this Agreement, notwithstanding the Recipient's payment of the Funding to a third party and the subsequent use of the Funding by that third party.
- 6.5 Notwithstanding anything to the contrary, the Minister may request all or part of the Funding to be refunded immediately to the Government of Alberta or withhold any Funding payment should the Recipient fail to fulfil any of the terms or conditions of this Agreement. The Minister shall have the absolute discretion in determining whether a term or condition is fulfilled, and the Recipient agrees it shall refund

immediately to the Government of Alberta all or that part of the Funding requested by the Minister.

7. Termination of Agreement

- 7.1 The Minister may terminate this Agreement for any reason by notifying the Recipient in writing upon thirty (30) days' notice. Upon receipt of the notice of termination, the Recipient shall only use the Funding to pay reasonable wind-down costs and Eligible Expenses related to the Project. Immediately upon termination of the Agreement, the Recipient shall refund to the Minister of Treasury Board and Finance any unexpended portion of the Funding, and any amounts expended for purposes other than those specified in this Agreement.

8. Surplus

- 8.1 If the payment made to the Recipient pursuant to Clause 3.1 exceeds the amount to which the Recipient is entitled pursuant to Clause 3.2, or remains unaccounted for, then the Recipient may, at the sole discretion of the Minister be required to immediately repay the amount paid in excess of the Recipient's entitlement, or the amount unaccounted for, as the case may be. Where any amount remains unaccounted for, the Minister may cease to make payments under any other agreement the Minister and Recipient have entered into.

9. Accounting

- 9.1 The Recipient shall maintain adequate financial records relating to the Funding, which includes keeping proper books, accounts, and records of the cost of the materials, services or resources funded under this Agreement, in accordance with Canadian generally accepted accounting principles, and having them available at all times during the Term and for a period of three (3) years after the termination or expiry of this Agreement.
- 9.2 The Recipient shall during the Term and for three (3) years after the termination or expiry of this Agreement, produce on demand to any representative of the or the Auditor General of Alberta any of the records referred to in Clause 9.1 and shall permit such representative to examine and audit these books, accounts and records and take copies and extracts of them.

10. Release of Information

- 10.1 The Recipient acknowledges that the *Freedom of Information and Protection of Privacy Act* (FOIP), as amended or replaced from time to time applies to data, information and reports submitted to the Minister. This Act allows any person a right of access to records in the custody or under the control of a public body, subject to limited and specific exceptions.
- 10.2 Subject to any applicable laws, the Recipient shall allow the Minister access to or provide copies to the Minister of any data or information acquired, collected, or produced under this Agreement.

11. Public Communications

- 11.1 The Recipient shall not make any public announcements or issue any press releases regarding the entering into of this Agreement or the Minister's provision of the Funding except in consultation with and the written approval of the Minister as to the contents of the announcement or press release, which approval shall not be unreasonably withheld.
- 11.2 The Minister may make or issue public announcements or press releases regarding this Agreement without the prior consent or approval of the Recipient.
- 11.3 The Minister shall have the right to publish and distribute any reports created under this Agreement and provided to the Minister on the results realized from the Project.

12. Indemnity

- 12.1 The Recipient shall indemnify and hold harmless the Minister and the Minister's employees and agents against and from any third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Recipient is legally responsible in relation to the subject matter of this Agreement, including those arising out of negligence or willful acts by the Recipient or its employees, officers, contractors or agents.

13. Notices

- 13.1 Any notice under this Agreement shall be deemed to be given to the other party if in writing and personally delivered, sent by prepaid registered mail, or emailed to the addresses as follows:

The Minister

Manager, EM Grants & Logistics
Alberta Emergency Management Agency
Public Safety and Emergency Services
17th Floor, Commerce Place
10155 – 102 Street
Edmonton AB T5J 4L4
Email: aema.grants@gov.ab.ca

The Recipient

Mr. Steven Upham
Chief Administrative Officer
Beaver Emergency Services Commission
PO Box 449
Viking AB, T0B 4N0
Email: rem@besc.ca

14. Representatives

- 14.1 The Minister designates the Manager, EM Grants & Logistics to be the Minister's representative to maintain a continuing liaison with the Recipient in matters relating to this Agreement.
- 14.2 The Recipient designates the CAD, BESC to be the Recipient's representative to maintain a continuing liaison with the Minister in matters relating to this Agreement.

15. General Provisions

- 15.1 The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
- 15.2 This Agreement is binding upon the parties and their successors.
- 15.3 The Recipient represents and warrants to the Minister that the execution of this Agreement has been duly and validly authorized by the Recipient in accordance with all applicable laws.
- 15.4 If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
- 15.5 This Agreement will be governed by the laws in force in the Province of Alberta, and the parties irrevocably attorn to the exclusive jurisdiction of the courts of the Province of Alberta.
- 15.6 The parties may amend this Agreement only by mutual written agreement signed by the parties.
- 15.7 This Agreement, including all schedules, is the entire agreement between the Minister and the Recipient with respect to the Funding from the Minister for the Project. There are no other agreements, representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.
- 15.8 Notwithstanding anything to the contrary in this Agreement, those clauses in the Agreement, which continue after the expiry or termination of this Agreement shall continue after such expiry or termination, including the following:
 - (a) Clause 3.2 – Grant Funding and Eligible Expenses
 - (b) Clause 4.1 – Project;
 - (c) Clauses 5.1 - Reporting;
 - (d) Clause 8.1 - Surplus
 - (e) Clauses 9.1 and 9.2 - Accounting;
 - (f) Clauses 10.1 and 10.2 - Release of Information;

(g) Clause 12.1 - Indemnity; and

(h) Clause 15.7 - Entire Agreement.

- 15.9 The Recipient may not assign this Agreement or any part of it without the written consent of the Minister.
- 15.10 Nothing in this Agreement makes, or shall be construed to make, the Recipient or any of its employees, agents or volunteers an agent of the Minister. Nothing in this Agreement creates or shall be construed to create an employer employee relationship or a partnership between the Minister and the Recipient or any of its employees, agents, or volunteers. The Recipient shall not incur any expenses or debts on behalf of, nor make any commitments for the Minister.
- 15.11 The Recipient agrees to undertake all reasonable efforts to proceed diligently and in a timely manner with the Project and agrees to complete the Project during the Term. The Recipient shall keep the Minister's representative apprised if it fails to make satisfactory progress on the Project or becomes significantly delayed in the delivery of the Project.
- 15.12 The Recipient shall ensure that there is not a conflict of interest or an apparent conflict of interest on the part of the Recipient or its employees, subcontractors, or agents in relation to the Agreement, and all services shall be performed in accordance with high ethical standards. In the event the Recipient becomes aware of any matter that causes or is likely to cause a conflict of interest in relation to the Recipient's performance of the Agreement, the Recipient shall immediately disclose such matter to the Minister in writing.
- 15.13 The Recipient shall own any intellectual property, including any copyright, trademarks and patents over the materials developed or arising from the course of carrying out the Project, unless otherwise specified in the Agreement.
- 15.14 Although the Minister is not intended to have ownership of copyright or any other intellectual property generated by the Recipient in the course of carrying out the Project, the Minister shall be entitled to make such non-commercial use of any intellectual property delivered in the Recipient's reporting as it sees fit (including excerpts therefrom), and the Recipient shall, upon request, provide to the Minister any specific licenses or authorizations as may be required, including if necessary the supply of waivers of moral rights as may be required for the use of excerpts from the intellectual property.
- 15.15 In the event of any conflict between the terms of this Agreement and those in the schedules, this Agreement shall take precedence and govern.
- 15.16 This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by e-mail in PDF shall constitute good delivery.

The parties have therefore executed this Agreement, each by its duly authorized representative(s). The parties have made this Agreement to be effective as of the Minister's signing date written below:

HIS MAJESTY IN RIGHT OF ALBERTA, as
represented by the Minister of Public Safety
and Emergency Services

BEAVER EMERGENCY SERVICES
COMMISSION

Per:



Signature

Ryan Gorday

Print Name


Executive Director

Title

March 17, 2025

Date

Per:



Signature

STEVE UPHAM

Print Name

CAO-BESC

Title

Mar 17, 2025

Date

Per (if required):

Signature

Print Name

Title

Date

Schedule A - The Project

Objective of the EMPP

The objective of the Emergency Management Preparedness Program (EMPP) is to enhance emergency management capacity of communities, resulting in an increased number of trained emergency management practitioners and stronger local capabilities.

1.1 Application submission deadline: **January 3, 2025**

Applicant Information

- | | |
|--|---|
| 2.1 Name of entity applying:

(If applicable, please also list the entity that will be the project <u>lead</u> to administer the grant on behalf of others). | Beaver Emergency Services Commission |
| 2.2 Legal status of entity (if applicable): | Regional Services Commission (RSC) |
| 2.3 Contact name and title: | Kayla Miller – Emergency Management Admin |
| 2.4 Contact phone number: | 780.336.3041 |
| 2.5 Contact email address: | info@besc.ca |
| 2.6 Contact mailing address: | Box 449 Viking AB T0B 4N0 |
| 2.7 Identify the specific areas within your entity that use the Incident Command System (ICS):

For example, Incident Command Post, Emergency Operations Centre, and/or Emergency Coordination Centre. | Incident Command Post, Emergency Operations Centre, and/or Emergency Coordination Centre, Fire Service |
| 2.8 List any emergency management mutual aid agreements and regional emergency management agreements that your entity has with others: | Strathcona County, County of Minburn, MD Wainwright, Camrose County, Lamont County, Transportation agreements with Battle River School, Holden Rural Academy, and handi-van societies |

Project Details

3.1 List the names of the projects (e.g. exercises, courses, and/or training) that you plan to carry out using the program funds.*

3.2 Provide a brief description of each project:

3.3 For each project listed in sub-section 3.1, please provide the planned project start-date and end-date:

Successful applicants will be required to keep in regular contact with their field

1. Table top exercise for EM agency
2. Tabletop exercise for ESS
3. AHIMT – Blocks 2 and 3
4. Emergency Management Plans revision
5. ICS 200 and ICS 300 course offerings
6. Community Engagement and Public Education.

1. 2 of Agency Tabletop exercise (2025 and 2026) will focus on HRVA Identified hazards for the BESC region. The exercise will include members from each municipality in the BESC region along with members from the BESC Emergency Management Agency (RCMP, FCSS, AHS, etc)

2. 2 of ESS Tabletop exercise (2025 and 2026) will focus on training the Emergency Social Services personnel in the BESC region. The exercise will include members from each municipality in the BESC region along with members from the BESC Emergency Management Agency (RCMP, FCSS, AHS, etc) and ESS Mutual aid volunteers from the MD of Wainwright.

3. AHIMT Block trainings will include members of the BESC ICP that hold a role in our plan along with members of the surrounding municipalities to be better able to provide experienced personnel response to disasters in the east central region.

4. Third party revision of both Emergency Management and ESS plans to a more user friendly and easily editable version. The service would include updating and confirmation of emergency contacts and equipment/resource listings (both company, personal, and industry – i.e. ATCO, Enbridge, etc) in the Beaver region and surrounding municipalities. Once complete this information will be able available to AEMA

5. ICS 200 and 300 offerings for the BESC Beaver region. Surrounding municipalities will also be invited to attend.

6. Community engagement activities throughout Beaver County region to recruit ESS volunteers and public education sessions on being prepared for disasters and evacuations

1a) EM TTX - November 2025 (Start and end)

1b) EM TTX - November 2026

2a) ESS TTX - April 2025

2b) ESS – TTX April 2026

officer(s) and to keep them verbally apprised on the delivery of the projects, including any expected changes in project scope and/or if they do not expect to meet their planned completion dates.

Note: The final deadline for completing all EMPP projects is **March 31, 2027**.

- 3.4 If you will not be collaborating with other entities, will there be any other beneficiaries of the program funds? If so, please list these:

3a) AHIMT Block 2 - January 2026

3a) AHIMT Block 3 - January 2027

4) Plan revision - April 2025 – Sept 2025

5a) ICS 200 April 2025

5b) ICS 300 October 2025

6) Community Engagement - April 2025 – March 2027 (Ongoing)

N/A

*For each project listed under sub-section 3.1 above; please complete a separate Estimated Project Costs table, as outlined in Section 10.

Ensure you include all separate project sheets with this application.

Project Output Details

4.1 Functional category of the projects:

Staff development, public education

4.2 Identify expected output:

Trained personnel in ICP and ESS roles, prepared and educated communities, regional collaboration of AHIMT ensuring the BESC and surrounding regions are able to respond effectively to disasters and incidents.

Collaboration Details

5.1 Will you be collaborating with other entities in carrying out your projects? Yes or No?	Yes
5.2 If you answered yes to sub-section 5.1; please provide the names of the other entities with whom you will be collaborating:	BESC EM Agency - AHS, RCMP, Local Hospitals, FCSS, ESS, . Beaver County, Towns of Tofield, Viking, Villages Ryley, Holden
5.3 Briefly describe the nature of this collaboration (in 100 words or less)*	These individual organizations make up the BESC Emergency Management Agency. Involving all municipalities and local agencies will strengthen and prepare our region to work together in the event of an emergency.
5.4 If an asset is to be created as a result of the program funding, please indicate who will own the asset upon the project completion:	BESC

Supporting Documentation and Application Submission Details

6.1 Explain how the <u>projects</u> identified in sub-section 3.1 will benefit your community:	The projects will benefit more than one community, engage stakeholders in training development of the BESC ERP team region wide which will develop collaboration with different management agencies working together to deal with the initial aspects of a hazardous situation to determine future needs, support/training and to increase awareness. Communities will be engaged with the goal of helping all our communities within the Beaver County region be better prepared and educated of the risks posed within our region.
6.2 Method of submission:	<ul style="list-style-type: none"> Please <u>scan</u> the completed and signed application and any supporting documentation into a <u>PDF file</u>, and <u>email</u> these to the Grants Advisor at aema.grants@gov.ab.ca

Applicant Certification

I certify that the information contained in this application form is correct, that all Emergency Management Preparedness Program (EMPP) funds will be used in accordance with the EMPP Guidelines, and that the allocated grant amount will be applied in the year(s) and manner described above once this application form has been accepted by the Minister.

BESC
KAYLA MILLER - ADMIN OF FIRE & EMERGENCY MANAGEMENT
Print Name - Duly Authorized Representative and Title (Entity)

[Signature]
Signature

JAN 3, 2025
Date

Internal Use Only:

Print Name – Reviewed by Field Officer (AEMA)

Signature

Date

Estimated Project Costs

For each project listed in sub-section 3.1; please complete a separate Estimated Project Costs table as shown below. Ensure you include all separate project sheets with this application.

Name of project as identified in sub-section 3.1: Table Top Exercise – ICP (2025, 2026 offerings)	
Name of the provider or business organization to be contracted out to deliver project (if applicable):	
Contractor fees (e.g. trainers/facilitators) \$3000/each session x 2 sessions.	\$6,000.00
Training venue	\$0.00
Meals/snacks, refreshments (if provided) - excluding alcohol. 25 people x 2 offerings at \$17.00	\$850.00
Consumable training materials (e.g. training manuals, flipcharts, markers, pens, binders, printing expenses)	\$0.00
Other costs not included above (please specify below):	
Vests for ICP Personnel identification. 3 locations @ \$700 per location	\$2100.00
Total Amount Requested	\$8950.00

Name of project as identified in sub-section 3.1: Table Top Exercise – ESS (2025, 2026 offerings)	
Name of the provider or business organization to be contracted out to deliver project (if applicable): Beaver Emergency Services Commission	
Contractor fees (e.g. trainers/facilitators) \$3000/ each session x 2 sessions	\$6000.00
Training venue	\$0.00
Meals/snacks, refreshments (if provided) - excluding alcohol. 15 people x 2 sessions at \$17.00	\$510.00
Consumable training materials (e.g. training manuals, flipcharts, markers, pens, binders, printing expenses)	\$0.00
Other costs not included above (please specify below):	
Vests for ESS Personnel identification. 3 locations x 15 people at \$20 per vest	\$900.00

Reception centre signage. Signage will be used during training exercises (including AHIMT) and in the event of a disaster. 3 locations x \$975/each	\$2925.00
Total Amount Requested	\$10,335.00

Name of project as identified in sub-section 3.1: AHIMT Block 2 and 3 training	
Name of the provider or business organization to be contracted out to deliver project (if applicable):	
Contractor fees (e.g. trainers/facilitators)	\$0.00
Training venue	\$0.00
Meals/snacks, refreshments (if provided) - excluding alcohol. 12 people x 2 sessions @ \$17.00	\$408.00
Consumable training materials (e.g. training manuals, flipcharts, markers, pens, binders, printing expenses)	\$0.00
Other costs not included above (please specify below):	
Printer for ICP locations and to be used during all AHIMT and Functional exercise trainings	Not eligible
Total Amount Requested	\$408.00

Name of project as identified in sub-section 3.1: Third party revision of Emergency Plan and ESS Plan	
Name of the provider or business organization to be contracted out to deliver project (if applicable): Behr Integrated Solutions	
Contractor fees (e.g. trainers/facilitators)	\$9500.00
Training venue	\$0.00
Meals/snacks, refreshments (if provided) - excluding alcohol	\$0.00
Consumable training materials (e.g. training manuals, flipcharts, markers, pens, binders, printing expenses) – 2 cases of copy paper for printing updated manuals at \$150 per case.	\$300.00
Other costs not included above (please specify below):	
Total Amount Requested	\$9,800.00

Name of project as identified in sub-section 3.1: ICS 200 and 300 offerings	
Name of the provider or business organization to be contracted out to deliver project (if applicable):	
Contractor fees (e.g. trainers/facilitators)	\$0.00
Training venue	\$0.00
Meals/snacks, refreshments (if provided) - excluding alcohol. 17 people x 2 sessions at \$17.00	\$578.00
Consumable training materials (e.g. training manuals, flipcharts, markers, pens, binders, printing expenses)	\$0.00
Other costs not included above (please specify below):	
Total Amount Requested	\$578.00

Name of project as identified in sub-section 3.1: Community Engagement and Public Education	
Name of the provider or business organization to be contracted out to deliver project (if applicable):	
Contractor fees (e.g. trainers/facilitators)	\$0.00
Training venue	\$0.00
Meals/snacks, refreshments (if provided) - excluding alcohol	\$0.00
Consumable training materials (e.g. training manuals, flipcharts, markers, pens, binders, printing expenses)	\$0.00
Other costs not included above (please specify below):	
2 of upright banners and 2 of tablecloths for community engagement and public information sessions.	Not eligible
Total Amount Requested	\$0

Schedule B - Expenditure Eligibility

Eligibility Period

To be eligible for reimbursement, expenditures must be clearly invoiced or initiated within the Term.

Eligible Expenses

The following are Eligible Expenses under this Agreement:

- Contractor fees, training venues, travel, meals and/or meal allowances, consumable training materials, and other such expenses that align with the parameters of Project delivery, as outlined in Schedule A; and
- In-kind contributions that are directly related to the Project, as outlined in Schedule A, and consist of goods, services, or other non-monetary resources that are assessed at fair market value.

Travel

When submitting travel expenses, the following information is required:

- Name of person(s) traveling;
- Dates of travel;
- Point of departure and destination; and
- Reason for the trip (e.g., attending April 15th training session, conference, meeting, etc.).

When submitting mileage allowance for vehicle travel, the mileage allowance rate used by the travelling party's employer will be honored. If a mileage rate is not listed by the travelling party, then the Government of Alberta's mileage rate will be applied.

When claiming fuel as an eligible expense, the fuel must be deemed reasonable for Project delivery, in the sole discretion of the Minister, and the expense must have been incurred by the travelling party. Fuel receipts and invoices are eligible supporting documents for submission in lieu of mileage reporting.

Meal Allowance

When submitting meal expenses, the following applies:

- An individual may claim the actual expense of a meal, or claim a meal allowance, but cannot claim both.
- A meal expense to be claimed is the amount shown on the receipt, excluding any ineligible expenses, plus a gratuity of up to a maximum of 20 percent.
- Meals provided by an event or place of accommodation are not eligible for reimbursement, unless supported with receipts and rationale.

Ineligible Expenses

The following expenses will not be reimbursed:

- Alcohol

- Tobacco
- Goods or Services that do not meet objectives described in Schedule A, in the sole discretion of the Minister.
- Stipends that align with the Recipient's standard operations.
- Training that is provided free of charge by AEMA.
- Gift cards - unless the card is being purchased for a specific project-related purpose (e.g., a raffle prize).

Reporting

- A vendor's receipt or invoice is required to verify Eligible Expenses, and should include the following information:
 - Business name
 - Invoice date
 - Invoice or document ID number
 - Client name
 - Description of goods / services
 - Quantity of good / services
 - Total amount due
 - Taxes
- Debit and credit chits or credit card statements will not be accepted as proof of expenditure on their own unless these are accompanied by other supporting documentation. This applies in cases where there is insufficient information within the receipt or invoice (e.g., a gratuity).

GST, PST, Levies, and Fees

- If applicable, GST must explicitly be shown on the receipt or invoice. If GST is not explicitly shown on the receipt or invoice, it should not be reported.
- Provincial Sales Tax (PST), levies, and fees are considered eligible expenses.

Schedule C - Compliance Reporting Form

Following is the reporting form to be completed in electronic excel format, which will be provided to the Recipient at the start of the Project, along with the fully executed Agreement.



Name of Grant Recipient	Base Year Funding	Minister CGA Sign	CGA Project Start-Date	CGA Project End-Date	Grant Amount Awarded
Grant Recipient	2023/24				
AEMA Grant Program or Initiative	Project Amended	Amended CGA Sign	Amended CGA End-Date	Compliance Due Date	Notes
Emergency Management Preparedness Program					

SECTION A - Financial Reporting

Vendor / Contractor	Invoice / Document Date (DD-MMM-YYYY)	Invoice / Document No.	Invoice / Document Purchase Description	Total Expenses	Less GST (If Applicable)	Subtotal
						\$ -
						\$ -
				\$ -	\$ -	\$ -

SECTION B - Non-Financial Reporting

1) Were any personnel trained in your community or organization, as a result of the project which was completed using the grant provided? Yes or No:	
2) If you answered 'Yes' to the above question, please list (or estimate) the number of personnel that were trained in your community or organization:	
3) Was a post-project 'Results and Benefits' report (i.e. after-action report or consultant's report) prepared for the project upon completion?	
4) Please describe how your organization benefitted (e.g. outcomes achieved), or will benefit, from the project you completed under the grant program. If applicable, please include statistical information to support your answer (i.e. number of people benefitted, costs saved, etc.).	
5) What challenges (if any) did you encounter in carrying out the project?	
6) Please provide any other feedback or comments you have regarding the grant program:	

Certification

I certify that:

All information included within the Compliance Reporting Form (CRF) and the supporting documentation provided is true and correct representation of actual expenditures. All activities undertaken and the expenditures incurred is in accordance with the terms of the Conditional Grant Agreement (CGA) and amendments (as applicable) for the funded project. I am aware that any unexpended funding and any amounts expended that is not within scope of the project is required to be refunded back to the grantor.

X

Director and Representative

22181

March 17, 2025

To Whom it may Concern:

As we approach the start of the 2025 wildfire season in Alberta, I am reaching out to you directly to share a new wildfire preparedness initiative the Government of Alberta is implementing.

We are introducing a new reporting tool to collect wildfire data outside of the Forest Protection Area, to enhance the province's emergency response and support the Emergency Statutes Amendment Act.

This wildfire reporting tool will contribute to resource planning and help us better understand the wildfire situation across the entire province. Even though fighting wildfires is a shared responsibility between the province and municipalities, we know that wildfires can happen anywhere, and we want all communities represented when it comes to wildfire response.

This easy-to-use tool will contribute to the planning and deployment of resources for wildfire response, while effectively sharing information about wildfires between jurisdictions. This will also provide valuable data for municipalities on wildfires within their boundaries which could help improve wildfire prevention, obtain FireSmart funding or provide rationale for additional resources.

By creating a central place to store this information, we are building a dataset that allows for a more collaborative approach to wildfire response in Alberta. Every municipality will be issued user access to contribute their own data. Your participation will be key to the success of this initiative. We ask that municipalities report any wildfire incidents in a timely manner. Training on how to use the tool will be provided to users soon and support will be available through your local Alberta Wildfire Prevention Officer.

I encourage you to have a conversation with your fire departments to inform them of the importance of this wildfire reporting tool so we can all work more effectively in the face of an emergency such as wildfire.

Implementing a new system is never easy and I know we all have many demands for our time, particularly during an emergency. Despite these challenges, this new tool is an important step towards a more wildfire resilient and responsive province.

If you have questions about the reporting tool, please reach out to your nearest Wildfire Prevention Officer. Our priority is working collaboratively with our partners to keep Albertans and our communities safe this wildfire season. Our Wildfire Prevention Officers will be providing detailed information and training to your staff in the coming weeks.

Sincerely,



Daniel Lux
Assistant Deputy Minister
Forestry Division

RECEIVED

MAR 31 2025

March 27, 2025

Approval of Streetlight Installation in Kinsella

Dear Residents of Kinsella,

We are pleased to inform you that County Council has approved the installation of additional streetlights in the Hamlet of Kinsella. This decision follows community concerns about safety and visibility, as well as strong support expressed through the community petition submitted on August 27, 2024.

In addition, the Viking RCMP also provided a letter of support, highlighting the need to improve visibility to aid in crime prevention and investigations. Subsequently, Administration has been working with Fortis Alberta to assess feasibility and identify priority areas for installation.

A plan was finalized to install five new streetlights in key locations. Fortis has committed to contributing \$17,090 towards the project. Beaver County will contribute \$21,200 for a total cost of approximately \$38,290.

New streetlights will be installed at the following locations:

- Two on the north side of Queen Street
- Two on 3rd Avenue between Main and King Streets
- One additional light on Mainstreet

These locations were selected based on traffic flow, visibility, and community feedback. The ongoing operational cost for these lights will be approximately \$146.40 per month, in addition to the ongoing operational costs for existing streetlights. Fortis will begin construction in the next coming months, with completion expected later this year so residents may notice construction activity in the area.

Beaver County is committed to improving safety. I would like to thank the community for voicing your concerns, our infrastructure team for the hours of hard work, and Fortis Alberta as our industry partner for their contribution and collaboration on this project. If you have any questions, please contact the Dan Blackie, General Manager of Infrastructure at 825-385-0050.

Sincerely,



Kayleena Spiess
Chief Administrative Officer

c.c. Beaver County Council
Fortis Alberta

2025 Future Dates

Notes

08-Apr	Joint Health and Safety Committee Meeting	
09-Apr	Regular Board Meeting	
14-Apr	Strategic Board, Admin,DFC Planning Session	8:30 to 4:00 location to be confirmed
03-May	Wildfire Preparedness Day	Community Engagement Spilstead Hall Times to be determined
May 4-10	Emergency Preparedness Week	
14-May	Regular Board Meeting	
11-Jun	Regular Board Meeting	
16-Jun	Joint Health and Safety Committee Meeting	
09-Jul	Regular Board Meeting	
30-Jul	Board Planning Meeting	
13-Aug	Regular Board Meeting	
09-Sep	Joint Health and Safety Committee Meeting	
10-Sep	Regular Board Meeting	
24-Sep	Budget Meeting	
Oct 5-11	Fire Prevention Week	
08-Oct	Regular Board Meeting	
20-Oct	Municipal Election	
TBD	QTR 4 Board Planning Meeting	
TBD	Regular Board Meeting (Nov 12 is 2nd Wednesday)	
Nov 12-14	Alberta Municipalities Convention	
Nov 17-20	RMA Convention	
19-Nov	Joint Health and Safety Committee Meeting	
26-Nov	Budget Review Meeting	
10-Dec	Regular Board Meeting	