



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

- 1 Call Meeting to Order
- 2 Agenda Additions/Deletions
- 3 Adoption of Agenda
- 4 Minutes
 - 4.1 Minutes June 11, 2025 Regular Board Meeting In package
- 5 Financials
 - 5.1 Reconciliation Reports Board package only
 - 5.2 Financials In package
 - 5.3 Aged Receivables Board package only
- 6 Business
 - 6.1 RFD BRD-002 Board Code of Conduct In package
 - 6.2 Correspondence In package
- 7 Reports
 - 7.1 Health and Safety Committee
 - 7.2 Capital Purchases Committee
 - 7.3 Policy Committee
 - 7.4 Regional Manager
- 8 Future Dates In package
- 9 Closed Session
- 10 Next Meeting
- 11 Adjournment



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday June 11, 2025,

6:00 -9:00 PM

BESC Office Viking

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec	Beaver County Division 3 I
Vice-Chair Cindy Lefsrud	Town of Viking
Commissioner Deb Dueck	Town of Tofield
Commissioner Sheldon Reid	Village of Ryley I
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
Kayla Miller	Administrative Assistant

All participants attended in person unless noted otherwise

1) CALL TO ORDER:

Chair Hrabec called the meeting to order at 6 pm.

2) AGENDA ADDITIONS OR DELETIONS:

Additions
6.4 Bad Debts
10.1 Closed Session-Personal Privacy FOIP Section 17

3) ADOPTION OF AGENDA:

25-071 CM to adopt the agenda as amended.
Moved by Markel

CARRIED

Commissioner Lionel Williams joined the meeting at 6:03 pm

4) DELEGATION

Nolan Crouse of Crouse Developments presented the draft 2025-2028 Strategic Plan.

The Board requested that Goal 6 be revised to add ...*and appropriate administration personnel*.

Revised Goal 6 will read- - "*Develop a recruitment and succession strategy for chiefs, firefighters and appropriate administration personnel*"

25-072	VC	Accept the 2025 to 2028 Strategic Plan as amended.	CARRIED
Moved by	Lefsrud		

5) MINUTES:

25-073	CM	to approve the May 14, 2025 Regular Board Meeting minutes as presented.	CARRIED
Moved by	Dueck		

6) FINANCIALS:

6.1 Reconciliation Reports

6.2 Financials

6.3 Aged Receivables

6.4 Policy # FIN-008 Accounts Receivable and Bad Debts

6.5 Capital Budget 2025 Update

25-074	CM	to accept the May 2025 financial reports as presented.	CARRIED
Moved by	Reid		

25-075	CM	To accept Policy FIN-001.1 Accounts Receivable as presented	CARRIED
Moved by	Dueck		

25-076	Chair Hrabec	that the REM draft a letter to Station 2 to acknowledge their 1001 training achievement. The letter will be signed by the REM and Chair Hrabec	CARRIED
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7) BUSINESS:

7.1 RFD 2025-06-001 Policy #FIR-004 Driving Company Vehicles

25-077	CM	that the Board approve policy FIR-004 Driving Company Vehicles as presented.	CARRIED
Moved by	Dueck		

7.2 RFD 2025-06-002 Policy #FIR-005 Access to Fire Stations

25-078	CM	that the Board approve Policy # FIR-005 Access to Fire Stations as presented.	CARRIED
Moved by	Dueck		

7.3 RFD 2025-06-003 Policy #HR-021 Firefighter Compensation

25-079	CM	that the Board approve Policy #HR-021 Firefighter Compensation as presented.	CARRIED
Moved by	Dueck		

7.4 RFD 2025-06-004 Policy #HR-022 Administrative Employee Compensation

25-080 Moved by	CM Dueck	that the Board approve Policy #HR-022 Administrative Employee Compensation pending review by HR Consultant Jeannie DeGrande.	CARRIED
25-081 Moved by	CM Pederson	that the Board rescind Policy #15.1 Employee Compensation.	CARRIED

7.5 RFD 2025-06-005 Policy #BRD-006 Board Orientation and Training

25-082 Moved by	CM Dueck	that the Board approve Policy #_BRD-006 Board Orientation and Training as presented.	CARRIED
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7.6 Correspondence

The Board accepted the May 20, 2025 letter from the Village of Ryley regarding 2025 Q1 Operating and Capital Municipal Cost Share Contribution for information.

8) REPORTS:

8.1 H&S Committee

The next committee meeting is June 16, 2025.

8.2 Capital Purchases Committee

The Station 3 Holden brush truck.is nearing completion.

The Station 5 pumper is expected to be ready the end of July 2025.

The purchase of the Station 3 site is complete.

The request for proposals for the Station 3 fire hall was posted June 10, 2025 and closes July 11, 2025.

8.3 Policy Committee

No report. Next committee meeting is June 16, 2025.

8.4 Regional Managers Report

Reviewed the report which was provided at the meeting.

9) FUTURE DATES:

Reviewed the future dates schedule.

10) CLOSED SESSION:

10.1 Closed Session FOIP Section 17 Personal Privacy

25-083 Moved by	CM Markel	to move to closed session at 8:11 pm	CARRIED
25-084 Moved by	CM Reid	to come out of closed session at 8:43 pm	CARRIED

11 NEXT MEETING

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

12 ADJOURNMENT

Chair Hrabec adjourned the meeting at 8:45 pm.

Chair _____

Vice Chair _____

Regional Manager _____

Beaver Emergency Services Commission**Account Reconciliation Summary Report 06/01/2025 to 06/30/2025****Report By: Statement end date**

Description	Amount	Total
Account: 1060 ATB Chequing Account-990505724		
Statement start date:	06/01/2025	
Statement end date:	06/30/2025	
Reconciliation date:	06/30/2025	

Reconciled**Financial Institution**

Statement Balance Forward as of 06/01/2025		124,956.75
Transactions on or before 06/30/2025		
Deposits recorded in Statement	595,556.75	
Withdrawals recorded in Statement	(334,317.26)	
Total Transactions		261,239.49
Bank Transactions		
Income	720.48	
Expense	(60.30)	
Total Bank Transactions		660.18
Adjustment Required		0.00
Statement End Balance as of 06/30/2025		386,856.42
Statement End Balance as of 06/30/2025		386,856.42
Outstanding Transactions as of 06/30/2025		
Outstanding Deposits	0.00	
Outstanding Withdrawals	(7,111.53)	
Total Outstanding Transactions as of 06/30/2025		(7,111.53)
Adjusted Statement End Balance as of 06/30/2025		379,744.89

General Ledger Account

Book balance as of 05/31/2025		121,465.31
Transactions on or before 06/30/2025		
Debits recorded in account	595,556.75	
Credits recorded in account	(337,937.35)	
Net Amount recorded in account		257,619.40
Book balance as of 06/30/2025		379,084.71
Bank Transactions		
Income	720.48	
Expense	(60.30)	
Total Bank Transactions		660.18
Adjustment Required		0.00
Adjusted Book Balance as of 06/30/2025		379,744.89

ATB0114001_6618219_002 E D 07889 00041
 BEAVER EMERGENCY SERVICES COMMISSIO
 N
 BESC
 PO Box 449
 Viking AB T0B 4N0

Your ATB Financial Branch

07889 Tofield Branch
 5123 50 St
 Tofield AB
 T0B 4J0

**If you have any questions, contact us at
 1 800 332-8383 or visit us at
www.atb.com**

A summary of your accounts on Jun 30, 2025

Deposits	Value on Jun 30, 2025
	CAD
Business Public Sector Savings #00003626900	781,019.03
Business Growth Plus #00003631500 <i>Inactive</i>	23.15
Notice on Amount 31 days #00598102600 <i>Inactive</i>	100,000.00
Notice on Amount 90 days #00598103400	100,000.00
Business Public Sector Account #00990505724	386,856.42
Term/GIC Investments	500,000.00
Total Deposits	\$1,867,898.60

Loans	Value on Jun 30, 2025
	CAD

Keep your credentials private. Never share your banking login details, passwords, or 2FA code with anyone. ATB will never ask you for these.



A summary of your accounts on Jun 30, 2025 (continued)

Loans (continued)	Value on Jun 30, 2025
	CAD
Independent Business Loan - Revolving 46361018700	0.00
Credit limit \$500,000.00	
Total Loans	\$0.00

All loan balances, with the exception of mortgage loans, do NOT include accrued interest. The above should not be relied upon for repayment purposes. Please contact your branch for a payout statement.

Find an error? Give us a call or drop by a branch. We'll take care of it.

A summary of Deposit Account Business Public Sector Savings

00003626900	Transit # 07279-219
Your balance forward on May 31, 2025	\$774,943.55
Debits to your account (2 items)	- \$132,433.72
Credits to your account (5 items)	+ \$138,509.20
Your closing balance on Jun 30, 2025	= \$781,019.03

Details of your account transactions

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
May 31	Balance forward			\$774,943.55
Jun 11	Transfer Transfer To *****5724	\$102,433.72		672,509.83
Jun 11	Transfer Transfer To *****5724	\$30,000.00		642,509.83
Jun 13	Transfer Transfer From *****5724		\$100,801.20	743,311.03
Jun 13	Transfer Transfer From *****5724		\$35,136.80	778,447.83

Details of your account transactions (continued)

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Jun 30	Interest Payment		\$2,020.52	780,468.35
Jun 30	Interest Payment		\$271.23	780,739.58
Jun 30	Interest Payment		\$279.45	781,019.03
Jun 30	Closing balance			\$781,019.03

A summary of Deposit Account Business Growth Plus

00003631500	Transit # 07279-219
Your balance forward on May 31, 2025	\$23.11
Debits to your account (0 items)	- \$0.00
Credits to your account (1 item)	+ \$0.04
Your closing balance on Jun 30, 2025	= \$23.15

Details of your account transactions

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
May 31	Balance forward			\$23.11
Jun 30	Interest Payment		\$0.04	23.15
Jun 30	Closing balance			\$23.15

A summary of Deposit Account Notice on Amount 31 days

00598102600	Transit # 07279-219
Your balance forward on May 31, 2025	\$100,000.00
Debits to your account (0 items)	- \$0.00
Credits to your account (0 items)	+ \$0.00
Your closing balance on Jun 30, 2025	= \$100,000.00

Keep your credentials private. Never share your banking login details, passwords, or 2FA code with anyone. ATB will never ask you for these.

A summary of Deposit Account Notice on Amount 90 days

00598103400	Transit # 07279-219
Your balance forward on May 31, 2025	\$100,000.00
Debits to your account (0 items)	- \$0.00
Credits to your account (0 items)	+ \$0.00
Your closing balance on Jun 30, 2025	= \$100,000.00

A summary of Deposit Account Business Public Sector Account

00990505724	Transit # 07279-219
Your balance forward on May 31, 2025	\$124,956.75
Debits to your account (51 items)	- \$327,284.99
Credits to your account (15 items)	+ \$589,184.66
Your closing balance on Jun 30, 2025	= \$386,856.42

Details of your account transactions

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
May 31	Balance forward			\$124,956.75
Jun 1	INTERAC e-Transfer Sent	\$11,375.00		113,581.75
Jun 1	EFT Settlement 000771934097 A05DI	\$6,602.32		106,979.43
Jun 2	Cheque #000000008830	\$65.00		106,914.43
Jun 2	Direct Debit Misc. Payments Vision CU Vk302	\$1,495.96		105,418.47
Jun 2	Direct Debit Misc. Payments MON FEE09644642	\$14.35		105,404.12
Jun 2	Cheque #000000008836	\$330.40		105,073.72
Jun 3	Cheque #000000008825	\$543.90		104,529.82
Jun 3	Cheque #000000008835	\$31.52		104,498.30
Jun 5	Bill Payment DREVER AGENCIES INC	\$283.01		104,215.29
Jun 5	Bill Payment EPCOR ALBERTA	\$2,233.80		101,981.49
Jun 5	Bill Payment HIGHWAY 14 REGIONAL WATER SERV	\$53.16		101,928.33
Jun 5	Bill Payment HIGHWAY 14 REGIONAL WATER SERV	\$111.39		101,816.94

Details of your account transactions (continued)

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Jun 5	Bill Payment HIGHWAY 14 REGIONAL WATER SERV	\$59.63		101,757.31
Jun 5	Bill Payment UNITED FARMERS OF ALBERTA	\$673.36		101,083.95
Jun 6	Deposit Cheque 797 Viking Branch		\$794.57	101,878.52
Jun 6	Cheque #000000008818	\$100.00		101,778.52
Jun 6	Cheque #000000008834	\$329.74		101,448.78
Jun 7	INTERAC e-Transfer Received - Autodeposit		\$3,285.90	104,734.68
Jun 9	INTERAC e-Transfer Sent - Request Money	\$27.00		104,707.68
Jun 9	INTERAC e-Transfer Received - Autodeposit		\$510.00	105,217.68
Jun 9	Deposit Cheque 797 Viking Branch		\$6,325.00	111,542.68
Jun 11	Bill Payment EPCOR ALBERTA	\$334.67		111,208.01
Jun 11	Bill Payment TELUS COMMUNICATIONS	\$1,272.82		109,935.19
Jun 11	Bill Payment TOWN OF TOFIELD UTILITIES	\$279.49		109,655.70
Jun 11	Bill Payment TOWN OF VIKING UTILITIES	\$121.22		109,534.48
Jun 11	Bill Payment TOWN OF VIKING UTILITIES	\$89.30		109,445.18
Jun 11	Bill Payment WILD ROSE COOP	\$172.49		109,272.69
Jun 11	Transfer Transfer From *****6900		\$102,433.72	211,706.41
Jun 11	Transfer Transfer From *****6900		\$30,000.00	241,706.41
Jun 11	Cheque #000000008837	\$98.77		241,607.64
Jun 12	Direct Deposit Misc. Payments Canadian Nation		\$1,815.00	243,422.64
Jun 13	Direct Deposit Accounts Payable BEAVER COUNTY		\$279,720.16	523,142.80
Jun 13	Direct Deposit Accounts Payable Twn Tofield		\$96,807.67	619,950.47
Jun 13	Transfer Transfer To *****6900	\$100,801.20		519,149.27
Jun 13	Transfer Transfer To *****6900	\$35,136.80		484,012.47
Jun 16	INTERAC e-Transfer Sent	\$940.04		483,072.43
Jun 16	INTERAC e-Transfer Sent-Autodep	\$128.31		482,944.12
Jun 16	EFT Settlement 000780729961 A05DI	\$892.50		482,051.62
Jun 16	EFT Settlement 000780723815 A05DI	\$11,777.09		470,274.53
Jun 16	EFT Settlement 000780730686 A05DI	\$102,457.56		367,816.97

Keep your credentials private. Never share your banking login details, passwords, or 2FA code with anyone. ATB will never ask you for these.

Details of your account transactions (continued)

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Jun 16	Cheque #000000008831	\$130.40		367,686.57
Jun 16	Cheque #000000008858	\$31,344.55		336,342.02
Jun 16	Cheque #000000008843	\$4,548.60		331,793.42
Jun 17	Cheque #000000008854	\$3,384.24		328,409.18
Jun 17	Cheque #000000008852	\$17.59		328,391.59
Jun 17	Cheque #000000008840	\$26.25		328,365.34
Jun 18	Cheque #000000008838	\$54.72		328,310.62
Jun 18	Cheque #000000008857	\$83.98		328,226.64
Jun 19	Deposit Cheque 797 Viking Branch		\$62,667.33	390,893.97
Jun 19	Cheque #000000008848	\$3,000.90		387,893.07
Jun 19	Cheque #000000008855	\$66.15		387,826.92
Jun 19	Cheque #000000008846	\$155.13		387,671.79
Jun 20	Cheque #000000008853	\$140.05		387,531.74
Jun 21	Direct Deposit Misc. Payments Government of A		\$720.00	388,251.74
Jun 23	Direct Deposit Misc. Payments Canadian Nation		\$477.50	388,729.24
Jun 23	Cheque #000000008850	\$1,940.00		386,789.24
Jun 23	Cheque #000000008847	\$1,132.51		385,656.73
Jun 24	Cheque #000000008842	\$252.34		385,404.39
Jun 24	Cheque #000000008849	\$1,067.85		384,336.54
Jun 25	Deposit Cheque 797 Viking Branch		\$2,507.33	386,843.87
Jun 27	Cheque #000000008856	\$525.00		386,318.87
Jun 30	EFT Settlement		\$400.00	386,718.87
Jun 30	Cheque #000000008851	\$522.63		386,196.24
Jun 30	Interest Payment		\$720.48	386,916.72
Jun 30	Fee Service - Sundry	\$44.35		386,872.37
Jun 30	Monthly Maintenance Fees	\$15.95		386,856.42
Jun 30	Closing balance			\$386,856.42

A summary of your Term/GIC Investments

	CAD
GICs	\$500,000.00

Your Term/GIC Investments

Guaranteed Investment Certificates (GICs)

Investment description	GIC was purchased on	Original amount (\$)	Interest rate (%)	Interest is paid	How interest is paid	Balance (\$)	Maturity date
Non-Redeemable GIC - NON - REDEEMABLE 49599336900 Transit #07279-219	Apr 16, 2025	\$500,000.00	2.98000	Annual	Credit account	\$500,000.00	Apr 16, 2026

Details of your account transactions

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Non-Redeemable GIC 49599336900				
Apr 16	Balance forward			\$0.00
Apr 16	Transfer Transfer From *****6900		\$500,000.00	\$500,000.00
Jun 30	Closing balance			\$500,000.00

Keep your credentials private. Never share your banking login details, passwords, or 2FA code with anyone. ATB will never ask you for these.

A summary of Loan Account

Independent Business Loan - Revolving - 46361018700 Transit #07279-219

Interest rate 5.95000%

Details of Loan Account 46361018700 transactions

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
May 31	Balance forward			0.00
May 31	ACCRUED INTEREST BALANCE FORWARD \$0.00			
Jun 30,	ACCRUED INTEREST CLOSING BALANCE \$0.00			
Jun 30,	Closing balance			0.00
	INTEREST PAID YEAR TO DATE	0.00		

Line of Credit (LOC)

LOC Limit	Interest Rate (%)
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Beginning of statement period

From \$0.00 to \$999,999,999.00	5.95000
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End of statement period

From \$0.00 to \$999,999,999.00	5.95000
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Minimum Payment

Amount of Accrued Interest Outstanding as of JUL 31, 2025 If your payment has already been made, thank you.

Please note: Your minimum payment due amount does not reflect payments that were already in arrears on the date of this statement. If your account is in arrears, you will be notified by ATB Financial separately.

Please note: If you dispute your liability for any transaction or ATB Financial's record of your use of the services, you may instruct ATB Financial to investigate the problem. ATB Financial will explain the dispute investigation procedure on your request.

Business Public Sector Account 00990505724

Cheque #000000008830

\$65.00

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
TORFELD
1515 15TH STREET
TORFELD, AB T0B 4J0

CHEQUE NO. 8830
DATE 27052025
DDMMYYYY

PAY **Sixty Five and 00/100
Amount in Canadian Dollars \$**65.00

TO THE ORDER OF Marko, Dave
Box 415
Holden, AB T0B 2C0

PER [Signature]
PER [Signature]

⑆008830⑆ ⑆07279⑆ 219⑆ 9905057⑆ 24⑆

Business Public Sector Account 00990505724

Cheque #000000008836

\$330.40

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
TORFELD
1515 15TH STREET
TORFELD, AB T0B 4J0

CHEQUE NO. 8835
DATE 27052025
DDMMYYYY

PAY **Three Hundred Thirty and 40/100
Amount in Canadian Dollars \$**330.40

TO THE ORDER OF MCSnet
P O Box 98
4810 58 Ave
St Paul, AB T0A 3A0
Canada

PER [Signature]
PER [Signature]

⑆008836⑆ ⑆07279⑆ 219⑆ 9905057⑆ 24⑆ 40922

Business Public Sector Account 00990505724

Cheque #000000008825

\$543.90

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
TORFELD
1515 15TH STREET
TORFELD, AB T0B 4J0

CHEQUE NO. 8825
DATE 14052025
DDMMYYYY

PAY **Five Hundred Forty Three and 90/100
Amount in Canadian Dollars \$**543.90

TO THE ORDER OF RLT Technologies
38 - 51125 RR 201
Beaver County, AB T0B 4J1

PER [Signature]
PER [Signature]

⑆008825⑆ ⑆07279⑆ 219⑆ 9905057⑆ 24⑆

Business Public Sector Account 00990505724

Cheque #000000008835

\$31.52

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
TORFELD
1515 15TH STREET
TORFELD, AB T0B 4J0

CHEQUE NO. 8835
DATE 27052025
DDMMYYYY

PAY **Thirty One and 52/100
Amount in Canadian Dollars \$**31.52

TO THE ORDER OF Greiner Canada
P O Box 2570
Winnipeg, MB R3C 4B5
Canada

PER [Signature]
PER [Signature]

⑆008835⑆ ⑆07279⑆ 219⑆ 9905057⑆ 24⑆

Business Public Sector Account 00990505724

Cheque #000000008818

\$100.00

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
TORFELD
1515 15TH STREET
TORFELD, AB T0B 4J0

CHEQUE NO. 8818
DATE 14052025
DDMMYYYY

PAY **One Hundred and 00/100
Amount in Canadian Dollars \$**100.00

TO THE ORDER OF Bruce Fire Department
Box 152
Bruce, AB T0B 0R0

PER [Signature]
PER [Signature]

⑆008818⑆ ⑆07279⑆ 219⑆ 9905057⑆ 24⑆

Business Public Sector Account 00990505724

Cheque #000000008834

\$329.74

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
TORFELD
1515 15TH STREET
TORFELD, AB T0B 4J0

CHEQUE NO. 8834
DATE 27052025
DDMMYYYY

PAY **Three Hundred Twenty Nine and 74/100
Amount in Canadian Dollars \$**329.74

TO THE ORDER OF Receiver General for Canada
Sheridan Finance Centre
Postal Station D, Box 2390
Ottawa, ON K1P 8G1

PER [Signature]
PER [Signature]

⑆008834⑆ ⑆07279⑆ 219⑆ 9905057⑆ 24⑆ ⑆0000032974⑆

Business Public Sector Account 00990505724

Cheque #000000008837

\$98.77

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
TORFELD
1515 15TH STREET
TORFELD, AB T0B 4J0

CHEQUE NO. 8837
DATE 27052025
DDMMYYYY

PAY **Ninety Eight and 77/100
Amount in Canadian Dollars \$**98.77

TO THE ORDER OF Brooks Industrial Metals Ltd
221 7th St East, Box 249
Brooks, Alberta T1R 1B3

PER [Signature]
PER [Signature]

⑆008837⑆ ⑆07279⑆ 219⑆ 9905057⑆ 24⑆

Business Public Sector Account 00990505724

Cheque #000000008831

\$130.40

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
TORFELD
1515 15TH STREET
TORFELD, AB T0B 4J0

CHEQUE NO. 8831
DATE 27052025
DDMMYYYY

PAY **One Hundred Thirty and 40/100
Amount in Canadian Dollars \$**130.40

TO THE ORDER OF Fawcett, Bill
19319 Township Road 514
Beaver County, AB T0B 4J5

PER [Signature]
PER [Signature]

⑆008831⑆ ⑆07279⑆ 219⑆ 9905057⑆ 24⑆

Keep your credentials private. Never share your banking login details, passwords, or 2FA code with anyone. ATB will never ask you for these.

Business Public Sector Account 00990505724

Cheque #00000008858

\$31,344.55

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
100 BOX 440
VIRGINIA, ALBERTA T0B 4N0

CHEQUE NO. 8858
DATE 11 06 20 25
D D M M Y Y Y Y

PAY **Thirty One Thousand Three Hundred Forty Four and 55/100
Amount in Canadian Dollars \$**31,344.55

TO THE ORDER OF Keth M Leslie, Remster Solicitor
1812 - 88 Street NW
Edmonton, Alberta T6K 2N9

PER *[Signature]*

008858 *07279* 219: 9905057* 24*

Business Public Sector Account 00990505724

Cheque #00000008843

\$4,548.60

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
100 BOX 440
VIRGINIA, ALBERTA T0B 4N0

CHEQUE NO. 8843
DATE 11 06 20 25
D D M M Y Y Y Y

PAY **Four Thousand Five Hundred Forty Eight and 50/100
Amount in Canadian Dollars \$**4,548.60

TO THE ORDER OF Rocky Mountain Phoenix
6415 Golden West Ave
Red Deer, AB T4P 3X2
Canada

PER *[Signature]*

008843 *07279* 219: 9905057* 24*

Business Public Sector Account 00990505724

Cheque #00000008854

\$3,384.24

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
100 BOX 440
VIRGINIA, ALBERTA T0B 4N0

CHEQUE NO. 8854
DATE 11 06 20 25
D D M M Y Y Y Y

PAY **Three Thousand Three Hundred Eighty Four and 24/100
Amount in Canadian Dollars \$**3,384.24

TO THE ORDER OF Hopf Mechanical & Hydraulics
660 Aqueduct Drive East
Box 1058
Brooks, AB T1R 1C5

PER *[Signature]*

008854 *07279* 219: 9905057* 24*

Business Public Sector Account 00990505724

Cheque #00000008852

\$17.59

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
100 BOX 440
VIRGINIA, ALBERTA T0B 4N0

CHEQUE NO. 8852
DATE 11 06 20 25
D D M M Y Y Y Y

PAY **Seventeen and 59/100
Amount in Canadian Dollars \$**17.59

TO THE ORDER OF Brooks Industrial Metals Ltd
221 7th St East Box 249
Brooks, Alberta T1R 1B3

PER *[Signature]*

008852 *07279* 219: 9905057* 24*

Business Public Sector Account 00990505724

Cheque #00000008840

\$26.25

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
100 BOX 440
VIRGINIA, ALBERTA T0B 4N0

CHEQUE NO. 8840
DATE 11 06 20 25
D D M M Y Y Y Y

PAY **Twenty Six and 25/100
Amount in Canadian Dollars \$**26.25

TO THE ORDER OF Gomolchuk, Keeton
Box 516
Ryley, AB T0B 4A0

PER *[Signature]*

008840 *07279* 219: 9905057* 24*

Business Public Sector Account 00990505724

Cheque #00000008838

\$54.72

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
100 BOX 440
VIRGINIA, ALBERTA T0B 4N0

CHEQUE NO. 8838
DATE 11 06 20 25
D D M M Y Y Y Y

PAY **Fifty Four and 72/100
Amount in Canadian Dollars \$**54.72

TO THE ORDER OF McCharles, Devan
Box 747
Telford, AB T0B 4J0

PER *[Signature]*

008838 *07279* 219: 9905057* 24*

Business Public Sector Account 00990505724

Cheque #00000008857

\$83.98

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
100 BOX 440
VIRGINIA, ALBERTA T0B 4N0

CHEQUE NO. 8857
DATE 11 06 20 25
D D M M Y Y Y Y

PAY **Eighty Three and 98/100
Amount in Canadian Dollars \$**83.98

TO THE ORDER OF Amazon.com.ca LLC
C/O T459710
PO Box 4597, Postal Station A
Toronto, ON M5W 0L8

PER *[Signature]*

008857 *07279* 219: 9905057* 24*

Business Public Sector Account 00990505724

Cheque #00000008848

\$3,000.90

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRGINIA, ALBERTA T0B 4N0

ATB FINANCIAL
100 BOX 440
VIRGINIA, ALBERTA T0B 4N0

CHEQUE NO. 8848
DATE 11 06 20 25
D D M M Y Y Y Y

PAY **Three Thousand and 90/100
Amount in Canadian Dollars \$**3,000.90

TO THE ORDER OF Brogan Fire & Safety
5035 97 Street
Edmonton, Alberta T6E 3J3

PER *[Signature]*

008848 *07279* 219: 9905057* 24*

Business Public Sector Account 00990505724

Cheque #000000008855

\$66.15

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRKING, ALBERTA T0B 4N0

ATB FINANCIAL
TORRELL
8107-10TH STREET
TORRELL, AB T0B 4J0

CHEQUE NO. 8855
DATE 11 06 20 25
DDMMYYYY

PAY **Sixty Six and 15/100
Amount in Canadian Dollars \$**66.15

TO THE ORDER OF Fort Garry Fire Trucks Ltd
RR#2 Beigen Cutoff Rd
Winnipeg, MB R3C 2E6

PER [Signature]
PER [Signature]

#008855# #07279# 219# 9905057# 24#

Business Public Sector Account 00990505724

Cheque #000000008846

\$155.13

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRKING, ALBERTA T0B 4N0

ATB FINANCIAL
TORRELL
8107-10TH STREET
TORRELL, AB T0B 4J0

CHEQUE NO. 8846
DATE 11 06 20 25
DDMMYYYY

PAY **One Hundred Fifty Five and 13/100
Amount in Canadian Dollars \$**155.13

TO THE ORDER OF Viking Home Hardware Building Centre
Box 370
5119 51 Avenue
Viking, AB T0B 4N0

PER [Signature]
PER [Signature]

#008846# #07279# 219# 9905057# 24#

Business Public Sector Account 00990505724

Cheque #000000008853

\$140.05

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRKING, ALBERTA T0B 4N0

ATB FINANCIAL
TORRELL
8107-10TH STREET
TORRELL, AB T0B 4J0

CHEQUE NO. 8853
DATE 11 06 20 25
DDMMYYYY

PAY **One Hundred Forty and 05/100
Amount in Canadian Dollars \$**140.05

TO THE ORDER OF Viking AG Foods
5015 53 Ave
Viking, AB T0B 4N0

PER [Signature]
PER [Signature]

#008853# #07279# 219# 9905057# 24#

Business Public Sector Account 00990505724

Cheque #000000008850

\$1,940.00

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRKING, ALBERTA T0B 4N0

ATB FINANCIAL
TORRELL
8107-10TH STREET
TORRELL, AB T0B 4J0

CHEQUE NO. 8850
DATE 11 06 20 25
DDMMYYYY

PAY **One Thousand Nine Hundred Forty and 00/100
Amount in Canadian Dollars \$**1,940.00

TO THE ORDER OF Ryley Fire Department
Box 297
5025 - 51 Ave
Ryley, AB T0B 4A0

PER [Signature]
PER [Signature]

#008850# #07279# 219# 9905057# 24#

Business Public Sector Account 00990505724

Cheque #000000008847

\$1,132.51

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRKING, ALBERTA T0B 4N0

ATB FINANCIAL
TORRELL
8107-10TH STREET
TORRELL, AB T0B 4J0

CHEQUE NO. 8847
DATE 11 06 20 25
DDMMYYYY

PAY **One Thousand One Hundred Thirty Two and 51/100
Amount in Canadian Dollars \$**1,132.51

TO THE ORDER OF Magnuson, Weston
Box 256
Ryley, AB T0B 4A0

PER [Signature]
PER [Signature]

#008847# #07279# 219# 9905057# 24#

Business Public Sector Account 00990505724

Cheque #000000008842

\$252.34

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRKING, ALBERTA T0B 4N0

ATB FINANCIAL
TORRELL
8107-10TH STREET
TORRELL, AB T0B 4J0

CHEQUE NO. 8842
DATE 11 06 20 25
DDMMYYYY

PAY **Two Hundred Fifty Two and 34/100
Amount in Canadian Dollars \$**252.34

TO THE ORDER OF WCI White Communications Inc
8818 91 St
Edmonton, AB T6B 6A7
Canada

PER [Signature]
PER [Signature]

#008842# #07279# 219# 9905057# 24#

Business Public Sector Account 00990505724

Cheque #000000008849

\$1,067.85

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRKING, ALBERTA T0B 4N0

ATB FINANCIAL
TORRELL
8107-10TH STREET
TORRELL, AB T0B 4J0

CHEQUE NO. 8849
DATE 11 06 20 25
DDMMYYYY

PAY **One Thousand Sixty Seven and 85/100
Amount in Canadian Dollars \$**1,067.85

TO THE ORDER OF Honda Extreme
9103 31 Ave NW
Edmonton, Alberta T6N 1E9

PER [Signature]
PER [Signature]

#008849# #07279# 219# 9905057# 24#

Business Public Sector Account 00990505724

Cheque #000000008856

\$525.00

BEAVER EMERGENCY SERVICES COMMISSION
PO BOX 440
VIRKING, ALBERTA T0B 4N0

ATB FINANCIAL
TORRELL
8107-10TH STREET
TORRELL, AB T0B 4J0

CHEQUE NO. 8856
DATE 11 06 20 25
DDMMYYYY

PAY **Five Hundred Twenty Five and 00/100
Amount in Canadian Dollars \$**525.00

TO THE ORDER OF Bruce Fire Department
Box 152
Bruce, AB T0B 0R3

PER [Signature]
PER [Signature]


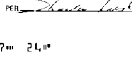
#008856# #07279# 219# 9905057# 24#

Keep your credentials private. Never share your banking login details, passwords, or 2FA code with anyone. ATB will never ask you for these.

Business Public Sector Account 00990505724

Cheque #000000008851

\$522.63

BEAVER EMERGENCY SERVICES COMMISSION <small>PO BOX 400 VINING, ALBERTA T0R 1M0</small>		ATB FINANCIAL <small>10011111 10011111 STREET CALGARY, AB T2C 1A5</small>	008851
PAY **Five Hundred Twenty Two and 63/100 Amount in Canadian Dollars		CHEQUE NO 8851	
TO THE ORDER OF Commercial Truck Equipment Corporation 8412 15 St NW Edmonton, AB T5P 0B9		DATE 1 1 0 6 2 0 2 5 D D M M Y Y Y Y	\$**522.63
		PER 	
		PER 	
006651 007279 219 9905057 24			

Beaver Emergency Services Commission
Balance Sheet As at 06/30/2025

ASSET

Current Assets

Notice Demand 2600 (30 days)	100,000.00	
Notice Demand 3400 (90 days)	100,000.00	
ATB Capital Reserve - 3626900	778,447.83	
Non Redeemable GIC (Capital)	500,000.00	
ATB T-Bill Savings - 3631500	23.03	
Term/GIC Inv - Operating reserve	0.00	
ATB Chequing Account-990505724	379,744.89	
	<hr/>	
Total Cash		1,858,215.75
Investments		0.00
Accounts Receivable	138,526.23	
Accrued Accounts Receivable	18,662.19	
Allowance for Doubtful Accounts	(72,977.12)	
	<hr/>	
Total Receivable		84,211.30
Purchase Prepayments		40,000.00
Prepaid Expenses		53,098.22
		<hr/>
Total Current Assets		2,035,525.27
		<hr/>

Inventory

Radio Batteries		5,193.75
SCBA		0.00
Tablets & Cell Phones		1,268.76
		<hr/>
Total Inventory		6,462.51
		<hr/>

Equipment Assets

Equipment		1,366,151.74
Accum Amort - Equipment		(534,280.22)
		<hr/>
Total Equipment		831,871.52
		<hr/>

Other Assets

Leasehold Improvements		0.00
Office Furniture & Equipment		15,910.25
Net - Furniture & Equipment		(5,568.60)
Vehicle	4,678,954.49	
Accum. Amort. -Vehicle	(1,674,178.95)	
	<hr/>	
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)	
	<hr/>	
Net - Building		922,227.92

Land	22,400.00
Total Other Assets	<u>3,959,745.11</u>
TOTAL ASSET	<u><u>6,833,604.41</u></u>

LIABILITY

Current Liabilities

Accounts Payable		111,669.42
Accrual account		49,687.74
GST Charged on Sales		653.61
GST Paid on Purchases		(93,996.64)
GST Owing (Refund)		56,346.34
Asset Retirement		15,000.00
Deferred Grant Income-Fire Training	4,300.00	
Deferred Grant Income-Emerg Prepare	<u>0.00</u>	
Total Grant Income		<u>4,300.00</u>
Total Current Liabilities		<u>143,660.47</u>
TOTAL LIABILITY		<u>143,660.47</u>

EQUITY

Retained Earnings

Reserves - General Operating		42,368.98
Other		1,713,033.71
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		<u>121,698.42</u>
Total Retained Earnings		<u>6,689,943.94</u>
TOTAL EQUITY		<u>6,689,943.94</u>
LIABILITIES AND EQUITY		<u><u>6,833,604.41</u></u>

Generated On: 07/07/2025

Beaver Emergency Services Commission

Comparative Income Statement

	Actual 06/01/2025 to 06/30/2025	Budget 01/01/2025 to 12/31/2025	Actual 01/01/2025 to 06/30/2025	Difference
REVENUE				
Emergency Calls Revenue				
Emergency Calls	0.00	200,000.00	35,476.25	164,523.75
Emergency Calls - ATU	0.00	90,000.00	36,090.00	53,910.00
Emergency Call- Mutual Aid	0.00	10,000.00	0.00	10,000.00
Fire Safety Code/Inspections	2,535.32	5,000.00	9,181.02	(4,181.02)
Member & Associate Dividends	0.00	0.00	21.00	(21.00)
OHD Quantifit 2 Machine	0.00	0.00	750.00	(750.00)
Net Sales	2,535.32	305,000.00	81,518.27	223,481.73
Capital Revenue				
Municipal Contributions - Capital	167,000.00	668,000.00	334,000.00	334,000.00
Grants	0.00	0.00	0.00	0.00
Sale - Fixed Assets	0.00	10,000.00	8,000.00	2,000.00
Earned Interest	0.00	72,000.00	18,236.08	53,763.92
Total Capital Revenue	167,000.00	750,000.00	360,236.08	389,763.92
Other Revenue				
Municipal Contributions - Operating	293,112.51	1,172,450.00	586,225.02	586,224.98
DO NOT USE Muni Contributions - Cap	0.00	0.00	0.00	0.00
Equipment Rental	0.00	0.00	0.00	0.00
Grants	0.00	50,000.00	3,000.00	47,000.00
Grant - Emergency Management	0.00	0.00	6,511.00	(6,511.00)
Grant - AB Gov't - Training	0.00	0.00	17,850.00	(17,850.00)
Earned Interest	720.48	10,000.00	2,470.62	7,529.38
Interest on Accounts Over 60 Days	0.00	0.00	1,792.27	(1,792.27)
Donations	0.00	0.00	10,000.00	(10,000.00)
Insurance Claim Payment	0.00	0.00	26,050.03	(26,050.03)
Fire Station Insurance Claims	0.00	0.00	0.00	0.00
Total Other Revenue	293,832.99	1,232,450.00	653,898.94	578,551.06
TOTAL REVENUE	463,368.31	2,287,450.00	1,095,653.29	1,191,796.71
EXPENSE				
Capital Expenditures				
Vehicle Apparatus	7,122.31	750,000.00	91,766.01	658,233.99
Building Replacement / Renovation	31,280.52	300,000.00	138,064.33	161,935.67
SCBA & Equipment	0.00	100,000.00	29,085.56	70,914.44
Total Capital Expenditures	38,402.83	1,150,000.00	258,915.90	891,084.10
FIREHALL EXPENSES				
Advertising	0.00	5,000.00	458.21	4,541.79
Computers & Software	0.00	10,000.00	1,046.81	8,953.19
Repairs & Maintenance - Building	0.00	30,000.00	13,580.90	16,419.10
Contract Services	300.00	5,000.00	1,959.00	3,041.00
Contract Services - Consulting	0.00	0.00	0.00	0.00

Repairs & Maintenance - Equipment	561.25	10,000.00	6,407.51	3,592.49
Repairs & Maintenance - Vehicles	0.00	30,000.00	15,412.42	14,587.58
Inspections	0.00	20,000.00	9,043.66	10,956.34
Contracted - Safety Codes	7,250.09	5,000.00	11,437.62	(6,437.62)
Consumable Supplies	382.90	15,000.00	13,967.55	1,032.45
Dispatch Fees	0.00	30,000.00	27,261.90	2,738.10
Dues & Fees	0.00	20,000.00	16,592.86	3,407.14
Equipment Rentals	0.00	5,000.00	0.00	5,000.00
SCBA	0.00	10,000.00	0.00	10,000.00
Personal Protective Equipment..	5,585.42	110,000.00	81,997.69	28,002.31
Specialty Equipment	0.00	40,000.00	6,804.27	33,195.73
Miscellaneous Supplies	68.00	10,000.00	8,687.89	1,312.11
Hoses / Fittings / Nozzles	7,701.76	30,000.00	15,764.50	14,235.50
Training	1,899.91	50,000.00	16,230.16	33,769.84
Health & Safety	467.00	20,000.00	5,057.44	14,942.56
Freight	269.83	2,000.00	1,960.80	39.20
Fuel	586.35	17,500.00	8,215.48	9,284.52
Office Supplies	132.95	2,000.00	650.26	1,349.74
DON'T USE Emergency Management	0.00	0.00	0.00	0.00
Insurance	0.00	60,000.00	1,000.00	59,000.00
Fire Service, Mutual Aid	0.00	5,000.00	0.00	5,000.00
Rent - Bruce Firehall	0.00	4,000.00	5,500.00	(1,500.00)
Telephone & Communication	1,684.39	18,000.00	9,301.94	8,698.06
Travel & Subsistence - Firefighters	829.47	8,000.00	4,558.42	3,441.58
Vehicle Supplies	0.00	5,000.00	1,928.20	3,071.80
Uniforms & Cresting	806.40	15,000.00	3,542.40	11,457.60
Utilities	2,674.54	55,000.00	28,315.51	26,684.49
Total Expenses	31,200.26	646,500.00	316,683.40	329,816.60

Payroll Expenses

Honorariums - Services Awards	524.47	2,000.00	4,990.65	(2,990.65)
Honorariums - Commission Board	0.00	40,000.00	14,590.00	25,410.00
Honorarium - Fire Chiefs	6,875.02	27,500.00	13,990.04	13,509.96
Salaries Administration	28,118.83	300,000.00	167,107.31	132,892.69
Honorariums - Fire Practices	40,840.00	140,000.00	67,576.82	72,423.18
Honorariums - Fire Fighting	0.00	95,000.00	21,365.00	73,635.00
Mileage - Board & Staff	781.60	11,000.00	7,330.38	3,669.62
Employer Contributions - LAPP	927.09	16,000.00	5,949.03	10,050.97
CPP Expense	865.87	11,000.00	6,564.69	4,435.31
EI Expense	362.67	4,500.00	2,505.11	1,994.89
Employee Health and Wellness	0.00	2,400.00	1,260.00	1,140.00
WCB Expense	0.00	7,000.00	2,498.84	4,501.16
Employee Benefits	1,434.93	15,000.00	7,117.77	7,882.23
Contract Services	0.00	6,000.00	3,125.74	2,874.26
Total Payroll Expense	80,730.48	677,400.00	325,971.38	351,428.62

Emergency Management

Salaries - Administration	2,000.92	75,000.00	16,466.85	58,533.15
Advertising & Promotions	0.00	2,000.00	2,332.25	(332.25)
Meeting Expenses	0.00	4,000.00	0.00	4,000.00
Training	0.00	7,000.00	1,102.94	5,897.06
Office Supplies	0.00	2,000.00	2,810.94	(810.94)
Travel & Subsistence	0.00	2,000.00	1,369.62	630.38
Total Emergency Management	2,000.92	92,000.00	24,082.60	67,917.40

General & Administrative Expenses

Audit Fees	0.00	14,000.00	15,992.22	(1,992.22)
Legal	0.00	5,000.00	0.00	5,000.00
Advertising & Promotions	379.98	2,000.00	1,702.25	297.75
Bad Debts	0.00	10,000.00	0.00	10,000.00
Business Fees & Licenses	0.00	2,000.00	272.10	1,727.90
Computers & Software	1,776.00	20,000.00	4,772.18	15,227.82
Board Contingency	0.00	5,000.00	0.00	5,000.00
Amortization Expense	0.00	0.00	0.00	0.00
Office Supplies	61.42	5,000.00	3,071.87	1,928.13
Interest & Bank Charges	74.65	750.00	748.28	1.72
Telephone & Communications	205.85	5,000.00	2,429.34	2,570.66
Contract Services - Administration	345.10	7,000.00	2,226.97	4,773.03
Property Taxes	2,704.08	0.00	2,704.08	(2,704.08)
Meeting Expenses	57.69	5,000.00	1,505.57	3,494.43
Rent - BESC HQ	1,495.96	20,500.00	8,975.76	11,524.24
Repair & Maintenance - Office	0.00	500.00	138.96	361.04
Training - Staff	0.00	5,000.00	138.36	4,861.64
Operational & Strategic Plan Review	2,850.00	10,000.00	2,850.00	7,150.00
Travel & Subsistence	0.00	2,000.00	966.85	1,033.15
Utilities	54.30	2,800.00	(193.20)	2,993.20
Total General & Admin. Expenses	10,005.03	121,550.00	48,301.59	73,248.41

Disposal of Fixed Assets

Gain/Loss on Disposal of Fixed Assets	0.00	0.00	0.00	0.00
Total Disposal of Fixed Assets	0.00	0.00	0.00	0.00

TOTAL EXPENSE	162,339.52	2,687,450.00	973,954.87	1,713,495.13
Adjust to Remove Capital Budget Amounts from Operating Budget		400,000.00		

NET INCOME	301,028.79	0.00	121,698.42	(121,698.42)
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Generated On: 07/07/2025

Beaver Emergency Services Commission
Customer Aged Summary As at 06/30/2025

Name	Total	Current	61 to 90	91 to 120	121+	
	3,277.46	64.27	0.00	0.00	3,213.19	
	642.60	12.60	0.00	0.00	630.00	Met Credit
	12,750.00	250.00	0.00	0.00	12,500.00	Met Credit
	731.25	731.25	0.00	0.00	0.00	
	188.70	3.70	0.00	0.00	185.00	
	4,634.95	90.89	0.00	0.00	4,544.06	
	4,314.60	84.60	0.00	0.00	4,230.00	Met Credit
	36.30	36.30	0.00	0.00	0.00	
	1,285.20	25.20	0.00	0.00	1,260.00	Met Credit
	5,108.41	100.17	0.00	0.00	5,008.24	
	18,612.45	364.95	0.00	0.00	18,247.50	
	12,873.75	12,873.75	0.00	0.00	0.00	
	831.30	16.30	0.00	0.00	815.00	Met Credit
	2,947.80	57.80	0.00	0.00	2,890.00	Met Credit
	12,898.75	0.00	0.00	0.00	12,898.75	Payment Arrangement
	2,205.00	2,205.00	0.00	0.00	0.00	
	2,662.09	2,662.09	0.00	0.00	0.00	
	10,629.68	208.43	0.00	0.00	10,421.25	Met Credit
	1,373.18	26.93	0.00	0.00	1,346.25	
	2,348.55	46.05	0.00	0.00	2,302.50	
	481.95	9.45	472.50	0.00	0.00	
	13,849.20	271.56	0.00	0.00	13,577.64	Civil Claim
	665.00	0.00	0.00	0.00	665.00	Payment Arrangement
	95.74	95.74	0.00	0.00	0.00	Paid
	168.69	168.69	0.00	0.00	0.00	Paid
	22,913.60	22,913.60	0.00	0.00	0.00	
Total outstanding:	138,526.20	43,319.32	472.50	0.00	94,734.38	

Generated On: 07/07/2025



Request for Decision

July 9, 2025

Regular Board Meeting

RFD# 2025-07-001

Topic: Policy # BRD-002.1 Board Code of Conduct

Motion 1: That the Board approve Board Code of Conduct Policy BRD-002.1 as presented.

Discussion:

BRD-002 Board Code of Conduct has been revised

- to add the Related Document section and update any other policy references
- Have board sign off sheet as an appendix. The board members will sign the sign off sheet at the Organizational meeting

Policy BRD-002.1 reflects these changes.

Alternatives:

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

Enclosures

Policy #BRD-002.1 Board Code of Conduct

Prepared by: Sheila Lusk

Reviewed by: Steve Upham



Board Code of Conduct Policy # BRD-002.1

Approved _____ Date _____
Replaces Policy #BRD-002
Review Cycle Annually at the Board Organizational Meeting

Policy Statement Purpose

The purpose of this policy is to establish standards for the ethical conduct of Board Members (Members) relating to their roles and obligations as representatives of Beaver Emergency Services Commission (BESC) and a procedure for the investigation and enforcement of those standards

Procedure

1. Representing Beaver Emergency Services Commission

1.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of BESC as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of the Board and committees of the Board
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

2. Communicating on Behalf of the BESC

- 2.1. A Member must not claim to speak on behalf of the Board unless authorized to do so.
- 2.2. Unless the Board directs otherwise, the Chair is the Board's official spokesperson and in the absence of the Chair it is the Vice Chair. All inquiries from the media regarding the official Board position on an issue shall be referred to the Board's official spokesperson.
- 2.3. A Member who is authorized to act as the Board's official spokesperson must ensure that their comments accurately reflect the official position and will of The Board as a whole, even if the Member personally disagrees with the Board's position.
- 2.4. No Member shall make a statement when they know that statement is false.
- 2.5. No Member shall make a statement with the intent to mislead The Board or members of the public.

3. Respecting the Decision-Making Process

- 3.1. Decision making authority lies with the Board, and not with any individual Member. The Board may only act by bylaw or motion passed at a Board meeting.
- 3.2. Members shall conduct and convey BESC business and all their duties in an open and

transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

- 3.3. Members shall accurately communicate the decisions of the Board, even if they disagree with the Board's decision, such that respect for the decision-making processes of the Board is fostered.

4. *Adherence to Policies, Procedures and Bylaws*

- 4.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by the Board.
- 4.2. Members shall respect BESC as an institution, its bylaws, policies and procedures and shall encourage public respect for BESC, its bylaws, policies and procedures.
- 4.3. Member must not encourage disobedience of any bylaw, policy or procedure of BESC in responding to a member of the public, as this undermines public confidence in BESC and in the rule of law.

5. *Respectful Interactions with Board Members, Staff, the Public and Others*

- 5.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 5.2. Members shall treat one another, employees, firefighters and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 5.3. No Member shall use indecent, abusive, insulting words or expressions toward another Member, employee, firefighter or any member of the public.
- 5.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 5.5. Members shall respect the fact that employees in Administration work for BESC and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 5.6. Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the Regional Emergency Manager;
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of BESC with the intent of interfering in the employee's duties;
 - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of BESC.

6. Confidential Information

- 6.1. Members must keep in confidence matters discussed in private at a Board meeting until the matter is discussed at a meeting held in public.
- 6.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by the Board to do so.
- 6.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

7. Conflicts of Interest

- 7.1. Members are required to comply with BESC *Conflict of Interest Policy* ~~#27~~[HR-012](#)
- 7.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 7.3. Members shall approach decision –making with an open mind that is capable of persuasion.
- 7.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

8. Improper Use of Influence

- 8.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

9. Use of BESC Assets and Services

- 9.1. Members shall use BESC property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

10. Orientation and Other Training Attendance

- 10.1. Every Member must attend the orientation training offered by the BESC or Municipality within 90 days after the member takes oath of office.
- 10.2. Unless excused by BESC, every Member must attend any other training organized at the direction of BESC for the Members throughout the term of appointment to BESC.
- 10.3. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all BESC policies and procedures regarding claim for remuneration and expenses.

11. Formal Complaint Process

- 11.1. Any person or Member who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this policy may file a formal complaint in accordance with the following procedure:
 - (a) All complaints shall be made in writing to the Regional Emergency Manager and shall be dated and signed by the complainant;

- (b) All complaints shall be addressed to Regional Emergency Manager;
- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this policy, including a detailed description of the facts, as they are known, giving rise to the allegation;
- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this policy, the Member or Members concerned shall receive a copy of the complaint;
- (e) The Board shall appoint Investigator(s) (Investigator). The Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or may dispose of the complaint in a summary manner. In that event, the complainant and the Board, if the Board is not the Investigator, shall be notified of the Investigator's decision; If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (f) If the Investigator is not the Board, the Investigator shall, upon conclusion of the investigation, provide the Board and the Member who is the subject of the complaint, the results.
- (g) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before the Board;
- (h) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

12. Compliance and Enforcement

- 12.1. Members shall uphold the letter and the spirit and intent of this policy.
- 12.2. Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this policy.
- 12.3. No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Board or to any other person;
 - (b) obstruct the Board, or any other person, in carrying out the objectives or requirements of this policy.
- 12.4. Sanctions that may be imposed on a Member, by the Board, upon a finding that the Member has breached this policy may include:
 - (a) a letter of reprimand addressed to the Member;
 - (b) requesting the Member to issue a letter of apology;

- (c) publication of a letter of reprimand or request for apology and the Member's response;
- (d) suspension or removal from some or all Board committees and bodies to which the Board has the right to appoint members;
- (e) reduction or suspension of remuneration corresponding to a reduction in duties, excluding allowances for attendance at the Board meetings;
- (f) any other sanction the Board deems reasonable and appropriate in the circumstances.

Related Documents

- Policy BRD-004 Board Roles and Responsibilities
- Policy HR-012 Conflict of Interest
- Policy HR-013 Social Media

Board Chair	Date
Vice Chair	Date
Board Member	Date
Board Member	Date
Board Member	Date
Board Member	Date
Board Member	Date

Board Chair	Date
Board Vice Chair	Date

June 24, 2025

Meeting called to order at 2010hrs by L. Luymes

Election of Chief

D. McCharles nominated K. Moos

K. Moos accepted the nomination

No other nominations were presented.

K. Moos was elected by acclamation.

Adjournment

J. Olfert moved that the meeting be adjourned at 2020hrs.

B. Ray Seconded

2025 Future Dates**Notes**

09-Jul	Regular Board Meeting	
30-Jul	Board Planning and 2026 Budget Meeting	
13-Aug	Regular Board Meeting	Present 2026 Draft Budgets
09-Sep	Joint Health and Safety Committee Meeting	
10-Sep	Regular Board Meeting	Approve 2026 Budgets
Oct 5-11	Fire Prevention Week	
08-Oct	Regular Board Meeting	
20-Oct	Municipal Election	
Nov 12-14	Alberta Municipalities Convention	
Nov 17-20	RMA Convention	
19-Nov	Joint Health and Safety Committee Meeting	
26-Nov	Organizational Meeting Regular Board Meeting - tentative	Tentative until more certainty re municipal council organizational meeting dates
10-Dec	Regular Board Meeting	
Dec or Jan TBD	Board Orientation	anticipate orientation will take at least 4 hours