



Beaver Emergency Services Commission  
Regular Board Meeting Agenda  
September 10, 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 August 13, 2025, Regular Board Meeting
- 5 Financials
  - 5.1 Reconciliation Reports
  - 5.2 Financials
  - 5.3 Aged Receivables
  - 5.4 Operating Budget 2026
  - 5.5 Capital Budget 2026 (to follow)
  - 5.6 Capital Plan 2025 – 2032 (to follow)
- 6 Business
  - 6.1 RFD Policies to be Rescinded
  - 6.2 Correspondence
- 7 Reports
  - 7.1 Health and Safety Committee
  - 7.2 Capital Purchases Committee
  - 7.3 Policy Committee
  - 7.4 Regional Manager
- 8 Future Dates
- 9 Closed Session
  - 9.1 REM Performance Evaluation
- 10 Next Meeting
- 11 Adjournment



## Beaver Emergency Services Commission

### REGULAR BOARD MEETING

Wednesday August 13, 2025,

6:45 PM -9:00 PM

BESC Office Viking

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec	Beaver County Division 3
Vice-Chair Cindy Lefsrud	Town of Viking
Commissioner Deb Dueck	Town of Tofield
Commissioner John Markel	Village of Holden
Commissioner Dale Pederson	Beaver County Division 5

ADMINISTRATION members PRESENT at commencement:

Steve Upham	Regional Manager
Sheila Lusk	Executive Administrative Assistant
Kayla Miller	Administrative Assistant
Jennifer Morken	Accounting Clerk

All participants attended in person unless noted otherwise

Commissioners Lionel Williams, Beaver County Division 2 and Sheldon Reid, Village of Ryley did not attend the meeting.

### 1) CALL TO ORDER:

Chair Hrabec called the meeting to order at 6:44 pm.

### 2) AGENDA ADDITIONS OR DELETIONS:

Additions  
6.6 Correspondence  
9.1 Financing Arrangements

### 3) ADOPTION OF AGENDA:

<b>25-098</b>	CM	to adopt the agenda as amended.	<b>CARRIED</b>
<b>Moved by</b>	Dueck		

### 4) MINUTES:

<b>25-099</b>	CM	to approve the July 9, 2025, Regular Board Meeting minutes as presented.	<b>CARRIED</b>
<b>Moved by</b>	Markel		
<b>25- 100</b>	VC	to approve the July 30, 2025, Special Meeting minutes as presented.	<b>CARRIED</b>
<b>Moved by</b>	Lefsrud		

**25-101** CM to approve the July 30, 2025, Budget Meeting minutes as **CARRIED**  
**Moved by** Dueck presented.

## 5) FINANCIALS:

5.1 Reconciliation Reports

5.2 Financials

5.3 Aged Receivables

**25-102** VC to accept the July 2025 reconciliation and financial **CARRIED**  
**Moved by** Lefsrud statements as presented.

## 6) BUSINESS:

6.1 RFD BRD-001.1 Board Priorities Policy

6.2 RFD BRD-002.1 Board Code of Conduct

6.3 RFD FIR-002.1 Fire Permits

Revise paragraph 3 of the Procedure section from ....*pictures of the pile and its contents*.... to ...  
*pictures of the proposed burn and/a or a list of its contents*...

6.4 RFD HR-023 Performance Review

6.5 RFD HR-022 Administrative Employee Compensation

**25-103** CM that the Board approve Policy BRD-001.1 Board Priorities **CARRIED**  
**Moved by** Dueck Policy as presented.

**25-104** CM that the Board approve Policy BRD-002.1 Board Code of **CARRIED**  
**Moved by** Pederson Conduct as presented.

**25-105** CM that the Board approve Policy FIR-002.1 Fire Permits as **CARRIED**  
**Moved by** Pederson amended.

**25-106** CM that the Board approve Policy HR-023 Performance **CARRIED**  
**Moved by** Dueck Review as presented.

**25-107** CM that the Board approve Policy HR-022. Administrative **CARRIED**  
**Moved by** Dueck Employee Compensation as presented.

6.6 Correspondence

The board accepted the correspondence for information.

## 7) REPORTS:

7.1 H&S Committee

No report Next committee meeting is September 9, 2025.

7.2 Capital Purchases Committee

Provided an update and photos of the Holden brush truck.

7.3 Policy Committee

No report.

7.4 Regional Manager

Discussed the report which was presented at the meeting.

DRAFT

## 8) FUTURE DATES:

Reviewed the future dates schedule.

## 9) CLOSED SESSION:

### 9.1 Financing Arrangements

<b>25- 108</b>	CM	to move to closed session at 7:26 pm	<b>CARRIED</b>
<b>Moved by</b>	Markel		
<b>25-109</b>	CM	to come out of closed session at 7:54 pm	<b>CARRIED</b>
<b>Moved by</b>	Markel		
<b>25-110</b>	VC	that the Board obtain financing for the Station 3 firehall from Vision Credit Union.	<b>CARRIED</b>
<b>Moved by</b>	Lefsrud		
<b>25-111</b>	CM	that Administration investigate options for financial institutions.	<b>CARRIED</b>
<b>Moved by</b>	Dueck		
<b>25-112</b>	CM	That the board authorize the REM to bid on the 2016 Dodge at the Rosehill Auction up to \$40,000. The funding for the purchase will come from the capital reserve.	<b>CARRIED</b>
<b>Moved by</b>	Pederson		

## 10) NEXT MEETING:

Wednesday September 10, 2025, at 6:00 p.m. in Viking, Alberta or at the call of the Chair.

## 11) ADJOURNMENT:

Chair Hrabec adjourned the meeting at 7:59 pm

Chair \_\_\_\_\_

Vice Chair \_\_\_\_\_

Regional Manager \_\_\_\_\_

**Beaver Emergency Services Commission****Balance Sheet As at 08/31/2025****ASSET****Current Assets**

Notice Demand 2600 (30 days)	100,000.00	
Notice Demand 3400 (90 days)	100,000.00	
ATB Capital Reserve - 3626900	598,794.77	
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	41,112.79	
Total Cash		1,339,930.59
Investments		0.00
Accounts Receivable	620,006.07	
Accrued Accounts Receivable	18,262.19	
Allowance for Doubtful Accounts	(72,977.12)	
Total Receivable		565,291.14
Purchase Prepayments		40,000.00
Prepaid Expenses		53,098.22
<b>Total Current Assets</b>		<b>1,998,319.95</b>

**Inventory**

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

**Equipment Assets**

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

**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	4,872,977.82	
Accum. Amort. -Vehicle	(1,674,178.95)	
Net - Vehicle		3,198,798.87
Building	1,447,802.71	
Concrete	121,325.40	
Accum. Amort. -Building	(593,290.93)	

Accum Amort - Concrete	(20,609.26)	
Net - Building		955,227.92
Land		22,400.00
<b>Total Other Assets</b>		<u>4,186,768.44</u>
<b>Other Non-Current Assets</b>		
Computer Software		214.00
<b>Total Other Non-Current Assets</b>		<u>214.00</u>
<b>TOTAL ASSET</b>		<u><u>7,023,636.42</u></u>
<b>LIABILITY</b>		
<b>Current Liabilities</b>		
Accounts Payable		72,148.84
Accrual account		49,687.74
GST Charged on Sales		653.61
GST Paid on Purchases		(115,982.38)
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>
<b>Total Current Liabilities</b>		<u>82,154.15</u>
<b>TOTAL LIABILITY</b>		<u>82,154.15</u>
<b>EQUITY</b>		
<b>Retained Earnings</b>		
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>373,236.75</u>
<b>Total Retained Earnings</b>		<u>6,941,482.27</u>
<b>TOTAL EQUITY</b>		<u>6,941,482.27</u>
<b>LIABILITIES AND EQUITY</b>		<u><u>7,023,636.42</u></u>

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**Beaver Emergency Services Commission**  
**Comparative Income Statement**

	Actual 08/01/2025 to 08/31/2025	Budget 01/01/2025 to 12/31/2025	Actual 01/01/2025 to 08/31/2025	Difference
<b>REVENUE</b>				
<b>Emergency Calls Revenue</b>				
Emergency Calls	(1,520.00)	200,000.00	99,018.75	100,981.25
Emergency Calls - ATU	0.00	90,000.00	39,420.00	50,580.00
Emergency Call- Mutual Aid	0.00	10,000.00	0.00	10,000.00
Fire Safety Code/Inspections	4,950.51	5,000.00	14,131.53	(9,131.53)
Member & Associate Dividends	0.00	0.00	21.00	(21.00)
OHD Quantifit 2 Machine	0.00	0.00	750.00	(750.00)
<b>Net Sales</b>	<b>3,430.51</b>	<b>305,000.00</b>	<b>153,341.28</b>	<b>151,658.72</b>
<b>Capital Revenue</b>				
Municipal Contributions - Capital	167,000.00	668,000.00	501,000.00	167,000.00
Grants	0.00	0.00	3,834.00	(3,834.00)
Sale - Fixed Assets	0.00	10,000.00	8,000.00	2,000.00
Earned Interest	0.00	72,000.00	19,190.26	52,809.74
<b>Total Capital Revenue</b>	<b>167,000.00</b>	<b>750,000.00</b>	<b>532,024.26</b>	<b>217,975.74</b>
<b>Other Revenue</b>				
Municipal Contributions - Operating	293,112.51	1,172,450.00	879,337.53	293,112.47
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	0.00	10,000.00	2,470.62	7,529.38
Interest Earned - Current Account	2,558.18	0.00	7,410.47	(7,410.47)
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)
<b>Total Other Revenue</b>	<b>295,670.69</b>	<b>1,232,450.00</b>	<b>954,421.92</b>	<b>278,028.08</b>
<b>TOTAL REVENUE</b>	<b>466,101.20</b>	<b>2,287,450.00</b>	<b>1,639,787.46</b>	<b>647,662.54</b>
<b>EXPENSE</b>				
<b>Capital Expenditures</b>				
Vehicle Apparatus	5,685.07	750,000.00	97,451.08	652,548.92
Building Replacement / Renovation	76,468.08	300,000.00	214,532.41	85,467.59
SCBA & Equipment	0.00	100,000.00	29,085.56	70,914.44
<b>Total Capital Expenditures</b>	<b>82,153.15</b>	<b>1,150,000.00</b>	<b>341,069.05</b>	<b>808,930.95</b>



**FIREHALL EXPENSES**

Advertising	284.99	5,000.00	743.20	4,256.80
Computers & Software	0.00	10,000.00	1,046.81	8,953.19
Repairs & Maintenance - Building	5,641.65	30,000.00	20,530.50	9,469.50
Contract Services	240.00	5,000.00	2,439.00	2,561.00
Contract Services - Consulting	0.00	0.00	0.00	0.00
Repairs & Maintenance - Equipment	0.00	10,000.00	6,407.51	3,592.49
Repairs & Maintenance - Vehicles	314.97	30,000.00	18,853.62	11,146.38
Inspections	0.00	20,000.00	9,043.66	10,956.34
Contracted - Safety Codes	0.00	5,000.00	11,437.62	(6,437.62)
Consumable Supplies	135.50	15,000.00	16,626.78	(1,626.78)
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..	4,324.00	110,000.00	122,973.46	(12,973.46)
Specialty Equipment	7,400.00	40,000.00	14,877.18	25,122.82
Miscellaneous Supplies	0.00	10,000.00	9,287.89	712.11
Hoses / Fittings / Nozzles	377.79	30,000.00	25,704.65	4,295.35
Training	30.00	50,000.00	45,980.16	4,019.84
Health & Safety	874.13	20,000.00	6,826.25	13,173.75
Freight	404.51	2,000.00	2,788.32	(788.32)
Fuel	220.73	17,500.00	9,973.36	7,526.64
Office Supplies	0.00	2,000.00	700.24	1,299.76
Insurance	0.00	60,000.00	4,249.00	55,751.00
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	574.75	18,000.00	11,113.91	6,886.09
Travel & Subsistence - Firefighters	0.00	8,000.00	4,558.42	3,441.58
Vehicle Supplies	0.00	5,000.00	1,928.20	3,071.80
Uniforms & Cresting	0.00	15,000.00	3,542.40	11,457.60
Utilities	2,316.03	55,000.00	33,743.21	21,256.79
<b>Total Expenses</b>	<b>23,139.05</b>	<b>646,500.00</b>	<b>434,730.11</b>	<b>211,769.89</b>

**Payroll Expenses**

Honorariums - Services Awards	0.00	2,000.00	5,024.59	(3,024.59)
Honorariums - Commission Board	0.00	40,000.00	19,320.00	20,680.00
Honorarium - Fire Chiefs	0.00	27,500.00	14,090.04	13,409.96
Salaries Administration	11,666.00	300,000.00	208,449.17	91,550.83
Honorariums - Fire Practices	0.00	140,000.00	55,776.82	84,223.18
Honorariums - Fire Fighting	140.00	95,000.00	34,440.00	60,560.00
Mileage - Board & Staff	0.00	11,000.00	8,856.06	2,143.94
Employer Contributions - LAPP	0.00	16,000.00	6,963.33	9,036.67
CPP Expense	0.00	11,000.00	7,927.73	3,072.27
EI Expense	(8.02)	4,500.00	2,998.36	1,501.64
Employee Health and Wellness	0.00	2,400.00	1,260.00	1,140.00
WCB Expense	0.00	7,000.00	4,330.44	2,669.56
Employee Benefits	0.00	15,000.00	8,089.21	6,910.79

Contract Services	2,976.00	6,000.00	7,081.65	(1,081.65)
<b>Total Payroll Expense</b>	<b>14,773.98</b>	<b>677,400.00</b>	<b>384,607.40</b>	<b>292,792.60</b>
<b>Emergency Management</b>				
Salaries - Administration	1,725.00	75,000.00	23,563.53	51,436.47
Advertising & Promotions	0.00	2,000.00	2,332.25	(332.25)
Meeting Expenses	35.09	4,000.00	35.09	3,964.91
Training	254.84	7,000.00	1,469.78	5,530.22
Office Supplies	360.31	2,000.00	3,171.25	(1,171.25)
Travel & Subsistence	0.00	2,000.00	1,369.62	630.38
<b>Total Emergency Management</b>	<b>2,375.24</b>	<b>92,000.00</b>	<b>31,941.52</b>	<b>60,058.48</b>
<b>General &amp; Administrative Expenses</b>				
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	0.00	2,000.00	1,702.25	297.75
Bad Debts	0.00	10,000.00	630.67	9,369.33
Business Fees & Licenses	0.00	2,000.00	272.10	1,727.90
Computers & Software	3,482.57	20,000.00	22,996.59	(2,996.59)
Board Contingency	0.00	5,000.00	0.00	5,000.00
Office Supplies	1,181.30	5,000.00	4,260.16	739.84
Interest & Bank Charges	98.92	750.00	910.65	(160.65)
Telephone & Communications	296.80	5,000.00	2,726.14	2,273.86
Contract Services - Administration	300.00	7,000.00	2,526.97	4,473.03
Meeting Expenses	204.88	5,000.00	1,710.45	3,289.55
Rent - BESC HQ	1,495.96	20,500.00	14,671.76	5,828.24
Repair & Maintenance - Office	0.00	500.00	142.95	357.05
Training - Staff	25.90	5,000.00	192.26	4,807.74
Operational & Strategic Plan Review	0.00	10,000.00	2,850.00	7,150.00
Travel & Subsistence	2,076.65	2,000.00	3,043.50	(1,043.50)
Utilities	81.39	2,800.00	(426.04)	3,226.04
<b>Total General &amp; Admin. Expenses</b>	<b>9,244.37</b>	<b>121,550.00</b>	<b>74,202.63</b>	<b>47,347.37</b>
<b>TOTAL EXPENSE</b>	<b>131,685.79</b>	<b>2,687,450.00</b>	<b>1,266,550.71</b>	<b>1,420,899.29</b>
Adjust to Remove Capital Contribution from Operating Budget		400,000.00		
<b>NET INCOME</b>	<b>334,415.41</b>	<b>0.00</b>	<b>373,236.75</b>	<b>(373,236.75)</b>

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**Request for Decision**  
September 10, 2025  
Regular Board Meeting

**Topic: Policies to be Rescinded**

**Motion 1/Recommendation:** That the Board rescind Policy 's 16 20,22,28,30, and 33 as these policies are no longer required and that the Board rescind Policy's 1,7,9,10,12,17,19,23,43 as these policies have been replaced by new policies but there was no motion to rescind the policies at the time the new policies were approved.

**Discussion:**

Over the last two years the Policy Committee reviewed all BESC's policies. All but 6 of the policies have been rewritten to follow the policy format set out in policy ADM-001 Policy and Bylaw Development. The Policy Committee recommends following 6 policies be rescinded

- 1) Policy #16 Administrative Procedure Employee Compensation – this Administrative Procedure is not required as the procedure is included in new policy HR-22 Administrative Employee Compensation
- 2) Policy#20 Position/Job Descriptions – Job descriptions will be will not be included as a policy documents. They will be kept in BESC Human Resources files.
- 3) Policy#22 Administrative Procedure Respectful Workplace. This was only an administrative procedure, there was no policy - respectful workplace concepts are covered by HR-006 Workplace Violence and Harassment Prevention and HR-011 Employee Code of Conduct and BRD-002 Board Code of Conduct
- 4) Policy #28 Public Health Emergencies. This policy is no longer required as procedures are now included in the Health & Safety Operations Management System (HSOMS).
- 5) Policy #30 Freedom of Information and Protection of Privacy (FOIP) Personal Information Security Policy. This policy is no longer required as this legislation has been replaced.
- 6) Policy #33 Preamble this document provided an overview of the intent of BESC's policies and bylaws. This information is now addressed by ADM-001 Policy and Bylaw Procedure.

Motions to rescind the following policies were not made when the new policies were approved. A motion to rescind the following policies is required.

Old Policy	Title
	Board of Directors Per Diem and Expense
1	Reimbursement Policy
7	Leave of Absence
9	Payment of Accounts
10	Unbudgeted Expenditures Policy

12	Fee for Service
	Regional Fire Chief Performance Appraisal
17	Process
19	Moving Cost Allowance
23	Fire Services Awards Years of Service
43	Board Code of Conduct

**Alternatives:**

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

**Enclosures**

Policy List

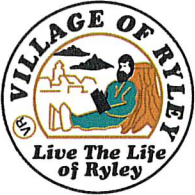
Prepared by: Sheila Lusk

Reviewed by: Steve Upham

<b>Policy # Old</b>	<b>Rescinded</b>	<b>Title</b>	<b>Policy # New *</b>	<b>New Policy Title</b>
1	new policy approved Nov 15, 2023, no motion to rescind	Board of Directors Per Diem and Expense Reimbursement Policy	BRD-003	Board of Directors Per Diem and Expense Reimbursement Policy
2	Dec 11, 2024 24-162	Fire Permit Policy	FIR-002	Fire Permit Policy
3	May 14, 2025 25-066	Drug & Alcohol	HR-016	Drug & Alcohol
4	2024-08-14 24-091	Vacation Policy	HR-002	Vacation Policy
5	Aug 14, 2024 24-091	General and BESC Holidays Pay	HR-003	General and BESC Holidays Pay
6	March 12, 2025 25-042	Personnel Overtime	HR-004	Employee Overtime
7	new policy approved 2023-11-15 no motion to rescind	Leave of Absence	HR-005	Leave of Absence
8	April 9, 2025 25-052	Association Dues for Management	HR-019	Association Dues and Fees
9	new policy approved 2024-12-14 no motion to rescind	Payment of Accounts	FIN-007	Payment of Accounts
10	new policy approved 2024-12-14 no motion to rescind	Unbudgeted Expenditures Policy	FIN-002	Unbudgeted Expenditures
11	Aug 14, 2024 24-091	Social Media Policy	HR-013	Social Media Policy
12	new policy approved 2024-10-09 no motion to rescind	Fee for Service	FIN-010	Service Fees
13	May 14, 2025 25-068	Emergency Incident Reporting Policy	FIR-003	Emergency Incident Reporting Policy
14	Oct 9, 2024 24-121	Purchasing Policy	Fin-003	Purchasing Capital and Operations
15	Jun 11, 2025 25-081	Employee Compensation	HR-022	Administrative Employee Compensation
16	Recommend Rescind	Administrative Procedure Employee Compensation	n/a	the administrative procedure is included in the policy
17	new policy approved Jul 10, 2024 no motion to rescind	Regional Fire Chief Performance Appraisal Process	HR-001	REM Performance Review Process
18	11-Jun-25	Employee Performance Reviews	HR-023	Performance Review

11	Aug 14, 2024 24-091	Social Media Policy	HR-013	Social Media Policy
19	new policy approved Jun 12, 2024 no motion to rescind	Moving Cost Allowance	HR-009	Moving Cost Allowance
20	Recommend Rescind	Position/Job Descriptions	see HR-008	Job descriptions will not be included as a policy document
21	Oct 11, 2023 23-124	Surplus - Capital and Budgetary Reserve	FIN-005	Capital Reserve
22	Recommend Rescind	Administrative Procedure Respectful Workplace	n/a	This was an administrative procedure, there was no policy - respectful workplace concepts are covered by HR-006 Workplace Violence and Harassment Prevention and HR-011 Employee Code of Conduct and BRD-002 Board Code of Conduct
23	new policy approved Jun 12, 2024 no motion to rescind	Fire Services Awards Years of Service	HR-010	Fire Service Awards
24	2024-02-14 24-019	Health and Wellness Policy Administration	n/a	included in HR-008 Employee Benefits and Pension
25	Oct 9, 2024 24-121	Policy: Fundraising/Donations Policy	ADM-002	Donations Policy
26	Oct 11, 2023 23-124	Operating Reserve Policy	Fin-004	Operating Reserve
27	Aug 14, 2024 24-091	Conflict of Interest Policy	HR-012	Conflict of Interest
28	Recommend Rescind	Public Health Emergencies		this is now covered in our Health & Safety Operations Management System (HSOMS) document
29	n/a	there was no policy #29	n/a	n/a
30	Recommend Rescind	Freedom of Information and Protection of Privacy (FOIP) Personal Information Security Policy		This legislation no longer exists
31	March 12, 2025 25-036	Retention of Documents	ADM-004	Record Management and Retention
32	Aug 14, 2024 24-091	Employee Code of Conduct	HR-011	Employee Code of Conduct
33	Recommend Rescind	Preamble	n/a	This provided an overview of the intent of BESC's policies and bylaw. This information is now addressed by ADM-001 Policy and Bylaw Development
34		see 25.1		
35	Dec 11, 2024 24-169	Occupational Health and Safety	HR-018	Occupational Health and Safety
36	Dec 11, 2024 24-167	Computer and Technology Acceptable Use Policy/ Systems and Data Security	HR-015	Systems and Data Security
37	March 12, 2025 25-038	Policy: Budget Development	FIN-001	Budget Development
38	Dec 11, 2024 24-160	Policy: Tangible Capital Asset Financial Reporting	FIN-006	Tangible Capital Property

11	Aug 14, 2024 24-091	Social Media Policy	HR-013	Social Media Policy
39	Dec 11, 2024 24-171	Green Light Policy - there was no policy just a bylaw	n/a	n/a
40	July 10, 2024 24-073	Late Payment Fees	FIN-008	Accounts Receivable
41	Mar 9, 2022 22-33	Disposal of Assets	n/a	n/a
42	April 9, 2025 25-050	Policy: Complaints	ADM-003	Complaints
43	new policy approved 2023-09-13 no motion to rescind	Board Code of Conduct	BRD-002	Board Code of Conduct
44	Oct 9, 2024 24-121	Presentations Request to BESC Board	BRD-005	Request to Present to BESC Board
45	Dec 11, 2024 23-149	Workplace Violence Prevention	see HR-006	Workplace Violence and Parament Prevention Policy
46	Dec 11, 2024 23-149	Workplace Discrimination and Harassment Prevention Policy	see HR-006	
n/a	n/a	n/a	ADM-001	Policy and Bylaw Development
n/a	n/a	n/a	BRD-001	Board Priorities Policy
n/a	n/a	n/a	BRD-006	Board Orientation and Training
n/a	n/a	n/a	FIN-009	Fire-Rescue Apparatus and Equipment Replacement
n/a	n/a	n/a	FIR-001	BESC Levels of Service
n/a	n/a	n/a	FIR-004	Driving Company Vehicles
n/a	n/a	n/a	FIR-005	Access to Stations
n/a	n/a	n/a	HR-006	Workplace Violence and Harassment Prevention Policy
n/a	n/a	n/a	HR-007	Loss and Bereavement Policy
n/a	n/a	n/a	HR-008	Employee Benefits and Pension
n/a	n/a	n/a	HR-014	Junior Firefighter Policy
n/a	n/a	n/a	HR-017	Progressive Discipline
n/a	n/a	n/a	HR-020	DFC Honorarium
2A	Dec 11, 2024 24-162	Stubble Burning included in FIR-002 Fire Permits	n/a	included in FIR-002 Fire Permits
na	n/a	n/a	BRD-004	Board Roles and Responsibilities
na	n/a	n/a	HR-021	Firefighter Compensation



August 21, 2025  
Delivered via e-mail: rem@besc.ca

Beaver Emergency Services Commission  
Box 449  
Viking, AB  
T0B 4N0

**RE: 2025 Q2 Operating & Capital Municipal Cost-Share Contribution**

Council for the Village of Ryley resolved to adhere strictly to the current January 1, 2014, cost sharing agreement (SSA) that was executed between the five contributing municipal partners of the Beaver Emergency Services Commission (BESC).

**OPERATING**

Pursuant to Section 4 of the SSA and BESC's correspondence of November 18, 2024, Ryley recognized \$1,172,450 as the 2025 projected annual operating deficit, with Ryley's portion being \$58,388.01.

Pursuant to Section 5 of the SSA, 75% shall be remitted in three (3) equal installments. Unless otherwise agreed upon, Ryley intends to make these three (3) payments on May 15, August 21, and December 18, 2025. The final payment shall be made around end-March or early-April 2026, after delivery of the financial audit statements. If the deficit becomes less than the payments made to date, the first payment for 2026 projected annual deficit (May 15, 2026), will be adjusted accordingly.

**CAPITAL**

Pursuant to section 7 of the SSA and BESC's correspondence of November 18, 2024, and January 8, 2025; Ryley accepted \$668,000 as the 2025 annual capital contribution, with Ryley's portion being \$33,266.40. As of the date of this letter, 7-year budget totals have been received, but a *long-term capital funding and expenditure plan* has not been recognized. As progress toward a "*long-term plan*" has not been received, Ryley will not be remitting a capital contribution for 2025 Q2.

**OPERATING RESERVE**

Ryley reviewed BESC Policy # FIN-004 and considers that there can be no contributions made for an operating reserve. If BESC realizes an annual operating surplus, there can be no invoice for an annual deficit pursuant to Section 3 of the SSA. If there is a deficit, there is nothing to fund the reserve pursuant to the Policy.

Village of Ryley ~ 5005-50 Street, Box 230, Ryley, Alberta, T0B 4A0  
Email: [admin@ryley.ca](mailto:admin@ryley.ca) ~ Phone: (780) 663-3653 ~ Fax: (780) 663-3541 ~ Website: [www.ryley.ca](http://www.ryley.ca)



## SUMMARY

For clarity, Ryley intends to continue quarterly payments for the 2025 budget as follows:

Date of payment:	Item:	Item:
May 15, 2025	Operating – Q1- \$14,597	Capital – Q1- \$8,316.60
August 21, 2025	Operating – Q2 - \$14,597	Capital – Q2 - TBD
December 18, 2025	Operating – Q3 - \$14,597	Capital – Q3 - TBD
April 9, 2026	Operating – Q4 - TBD	Capital – Q4 - TBD

Regards,



Glen Hamilton-Brown  
Chief Administrative Officer  
Village of Ryley

CC: Jeff Edwards, CAO, Town of Tofield ([jedwards@tofieldalberta.ca](mailto:jedwards@tofieldalberta.ca)); Kayleena Spiess, CAO, Beaver County ([kspiess@beaver.ab.ca](mailto:kspiess@beaver.ab.ca)); Rosemary Offrey, CAO, Village of Holden ([cao@holden.ca](mailto:cao@holden.ca)); Doug Lefsrud, CAO, Town of Viking ([cao@viking.ca](mailto:cao@viking.ca))

**2025 Future Dates****Notes**

13-Aug	Emergency Management Advisory Committee	
13-Aug	Regular Board Meeting	
09-Sep	Joint Health and Safety Committee Meeting	
10-Sep	Regular Board Meeting	Approve 2026 Budgets
Oct 5-11	Fire Prevention Week	
07-Oct	Emergency Management Tabletop Exercise	Holden Community Hall
08-Oct	Regular Board Meeting	
Oct 8-9	Boarding on Disaster Conference Lloydminster	Kayla Miller and Kevin Fornal attending
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	
10-Dec	Emergency Management Agency Meeting	
10-Dec	Emergency Management Advisory Committee	
10-Dec	Regular Board Meeting	
Jan 2026	Board Orientation	anticipate at least 4 hours