



AGENDA
Regular Council Meeting
9:00 AM - Tuesday, February 9, 2021
Council Chambers, 5303 - 50 Ave.,
Lamont, AB

	Page
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. ADOPTION OF MINUTES	
3.1. Adoption of the January 12, 2021, Regular Council Meeting Minutes Regular Council - 12 Jan 2021 - Minutes	4 - 11
3.2. Adoption of the January 15, 2021, Special Council Meeting Minutes Special Council - 15 Jan 2021 - Minutes	12 - 13
3.3. Adoption of the January 20, 2021, Special Council Meeting Minutes Special Council - 20 Jan 2021 - Minutes	14 - 15
3.4. Adoption of the January 26, 2021, Special Council Meeting Minutes Special Council - 26 Jan 2021 - Minutes	16 - 17
4. PUBLIC HEARING	
5. DELEGATION	
5.1. Lamont Hamper Committee - Delegation Request For Decision - RFD-21-031 - Pdf	18 - 20
6. BYLAWS	
6.1. Regional Emergency Management Bylaw	21 - 48

Recommendation:

THAT Lamont County Council give First Reading to Bylaw 827.21, being a bylaw to establish a Regional Emergency Advisory Committee, Regional Emergency Management Agency, and Emergency Management Partnership in Lamont County.

THAT Lamont County Council give Second Reading to Bylaw 827.21, being a bylaw to establish a Regional Emergency Advisory Committee, Regional Emergency Management Agency, and Emergency Management Partnership in Lamont County.

THAT all Council present give unanimous consent for a Third and Final Reading of Bylaw 827.21, being a bylaw to establish a Regional Emergency Advisory Committee, Regional Emergency Management Agency, and Emergency Management Partnership in Lamont County.

THAT Lamont County Council give Third and Final Reading to Bylaw 827.21, being a bylaw to establish a Regional Emergency Advisory

Committee, Regional Emergency Management Agency, and Emergency Management Partnership in Lamont County.

THAT Lamont County Council approve the Lamont Regional Emergency Management Partnership Agreement for a 10 year term ending March 1, 2031.

[Request For Decision - RFD-21-015 - Pdf](#)

7. BUSINESS

- 7.1. 2021 Alberta Forestry Mutual Aid Fire Control Agreement 49 - 88

Recommendation:

THAT Lamont County Council approve the Mutual Aid Agreement with Alberta Agriculture and Forestry for the purpose of fire control assistance in Lamont County for a period of one year (March 1, 2021 - March 1, 2022), as presented.

[Request For Decision - RFD-21-014 - Pdf](#)

- 7.2. Casual Firefighter & Fire Officer Personnel Policy Amendment 89 - 117

Recommendation:

THAT Lamont County Council approve the amended "Casual Firefighter & Fire Officer Personnel Policy" (Policy 7001) as presented.

[Request For Decision - RFD-21-016 - Pdf](#)

- 7.3. Land Lease Tender - NE-25-58-16-W4 118 - 120

Recommendation:

THAT Lamont County Council approve the land lease tender submission for the land lease on NW-25-58-16-W4 from Harvey Yadlowski for forty dollars (\$40) per acre based on one hundred seventeen (117) acres (totalling \$4,680) for a three (3) year term, beginning May 1, 2021 and ending April 30, 2024.

[Request For Decision - RFD-21-030 - Pdf](#)

- 7.4. Babas and Borshch Financial Update 121 - 130

Recommendation:

THAT Lamont County Council deny Baba's and Borshch Ukrainian Festival's request to close the Church Preservation Fund, rescind Policy 4185 and contribute the \$11,000 to the Babas & Borshch Ukrainian Festival.

[Request For Decision - RFD-21-029 - Pdf](#)

- 7.5. Development of a Policy for the Operation of County Equipment in Cold Temperatures

8. DIRECTORS' REPORTS

- 8.1. Peace Officer's Monthly Report 131 - 132

[Request For Decision - RFD-21-025 - Pdf](#)

8.2.	Emergency Services Department Monthly Report Request For Decision - RFD-21-028 - Pdf	133 - 134
8.3.	Finance & Corporate Services Department Monthly Report Request For Decision - RFD-21-034 - Pdf	135 - 137
8.4.	Planning and Community Services Department Monthly Report Request For Decision - RFD-21-027 - Pdf	138 - 148
8.5.	Public Works Department Monthly Report Request For Decision - RFD-21-032 - Pdf	149 - 151
9.	COMMITTEE REPORTS	
10.	CORRESPONDENCE	
10.1.	Letter to Reeve Diduck regarding the "Reinstatement of the 1976 Coal Development Policy" dated February 3, 2021 Letter to Reeve Diduck regarding the "Reinstatement of the 1976 Coal Development Policy"	152 - 154
10.2.	Letter to Reeve Diduck regarding the 20th annual Minister's Awards for Municipal Excellence received February 4, 2021 Letter to Reeve Diduck regarding the 20th annual Minister's Awards	155 - 156
10.3.	Email to Reeve Diduck from ARKK Engineering Corporation received February 4, 2021 Email to Reeve Diduck from ARKK Engineering Corporation ARKK Capability Document -Lamont County 02-04-2021	157 - 171
10.4.	Policing Report, Two Hills Detachment - January 1, 2020 - December 31, 2020 received January 28, 2021 Policing Report - Two Hills Detachment - January 1, 2020 - December 31, 2020	172 - 175
11.	CLOSED SESSION	
11.1.	Range Road 201 Road Use Agreement - Advice from officials - Section 24, <i>FOIP</i>	
11.2.	Labour - Disclosure harmful to personal privacy - Section 17, <i>FOIP</i>	
12.	ADJOURNMENT	



PRESENT: Reeve David Diduck, Deputy Reeve Roy Anaka, Councillor Daniel Warawa, Councillor Wayne Woldanski, and Councillor Neil Woitas

STAFF PRESENT: Stephen Hill (CAO), Roberta Malysz (CFO), Alan Grayston (Director of Planning and Community Services), David McDonald (Director of Public Works), Terry Eleniak (Agricultural Fieldman), Johnathan Strathdee (Legislative Services Officer), Nicole Schreiber (Human Resources Coordinator), Shayne Milliken (Regional Fire Chief), Derek Wright (Peace Officer), and Heather Atkinson (Communications Coordinator)

MEDIA: There was one member of the media in attendance.

PUBLIC: There were two members of the public in attendance.

1. CALL TO ORDER

Reeve Diduck called the January 12, 2021, Regular Council Meeting to order at 9:10 a.m.

2. ADOPTION OF AGENDA

2.1. Adoption of the January 12, 2021, Regular Council Meeting Agenda

RES-2021-1

Moved by Councillor Daniel Warawa

THAT Lamont County Council adopt the January 12, 2021, Regular Council Meeting agenda as amended to include:

7.5 Class 2 Gravel Pits

7.6 Public Works Yard

7.7 Township Road 544

12.5 Labour - Disclosure harmful to personal privacy - Section 17, *FOIP*

12.6 Labour - Disclosure harmful to personal privacy - Section 17, *FOIP*

12.7 Legal - Advice from officials - Section 24, *FOIP*

12.8 Legal - Disclosure harmful to third party business interest - Section 16, *FOIP*

Carried

3. ADOPTION OF MINUTES

3.1. Adoption of the December 8, 2020, Regular Council Meeting Minutes

RES-2021-2

Moved by Councillor Roy Anaka

THAT Lamont County Council adopt the minutes for the December 8, 2020, Regular Council Meeting as presented.

Carried

3.2. Adoption of the December 15, 2020, Special Council Meeting Minutes

RES-2021-3

Moved by Councillor Wayne Woldanski

THAT Lamont County Council adopt the minutes for the December 15, 2020, Special Council Meeting as presented.

Carried

3.3. Adoption of the December 18, 2020, Special Council Meeting Minutes

RES-2021-4

Moved by Councillor Daniel Warawa

THAT Lamont County Council adopt the minutes for the December 18, 2020, Special Council Meeting as presented.

Carried

4. PUBLIC HEARING

5. DELEGATION

5.1. St. John Ukrainian Greek Orthodox Church

RES-2021-5

Moved by Councillor Neil Woitas

THAT Lamont County Council accept St. John Ukrainian Greek Orthodox Church's presentation as information.

Carried

RES-2021-6

Moved by Councillor Wayne Woldanski

THAT Lamont County Council direct Administration to prepare an RFD regarding the Municipal Historic Designation of St. John Ukrainian Greek Orthodox Church for a future Council meeting for consideration.

Carried

6. BYLAWS

7. BUSINESS

7.1. COVID-19 Update

RES-2021-7

Moved by Councillor Daniel Warawa

THAT Lamont County Council accept the COVID-19 Update for the January 12, 2021, Regular Council Meeting as information.

Carried

7.2. 2021 Tractor Replacement Tender

RES-2021-8

Moved by Councillor Neil Woitas

THAT Lamont County Council postpone 2021 Tractor Replacement Tender (Item 7.2 on the January 12, 2021 Regular Council Meeting agenda) to after Director Reports (Item 8 on the January 12, 2021 Regular Council Meeting agenda).

Carried

7.3. Saint Nicholas Ukrainian Catholic Church

Reeve Diduck recessed the January 12, 2021, Regular Council Meeting at 11:08 a.m.

Reeve Diduck reconvened the January 12, 2021, Regular Council Meeting at 11:25 a.m.

RES-2021-9

Moved by Councillor Roy Anaka

THAT Lamont County Council deny the Saint Nicholas Ukrainian Catholic Church of St. Michael, Alberta's request for funding for historical restoration of the Church building in the amount of \$3,570.

Carried

7.4. Purchasing Policy 4127

RES-2021-10

Moved by Councillor Roy Anaka

THAT Lamont County Council direct Administration to review policy inclusive of Procurement and Tendering to provide clarity in conjunction with review replacement of Policy 4127.

Carried

RES-2021-11

Moved by Councillor Wayne Woldanski

THAT Lamont County Council accept the presentation on Purchasing Policy 4127 as information.

Carried

7.5. Class Two Gravel Pits

RES-2021-12

Moved by Councillor Neil Woitas

THAT Lamont County Council accept the presentation on Class Two (2) Gravel Pits as information.

Carried

7.6. Public Works Yard

Reeve Diduck recessed the January 12, 2021, Regular Council Meeting at 12:25 p.m.

Reeve Diduck reconvened the January 12, 2021, Regular Council Meeting at 1:12 p.m.

RES-2021-13

Moved by Councillor Wayne Woldanski

THAT Lamont County Council accept the presentation on Public Works Yard as information.

Carried

7.7. Township Road 544

RES-2021-14

Moved by Councillor Daniel Warawa

THAT Lamont County Council accept the presentation on TWN RD 544 as information.

Carried

8. DIRECTORS' REPORTS

8.1. Peace Officer's Monthly Report

RES-2021-15

Moved by Councillor Daniel Warawa

THAT Lamont County Council accept the Peace Officer's Monthly Report for the January 12, 2021, Regular Council Meeting as information.

Carried

8.2. Regional Fire Chief's Monthly Report

RES-2021-16

Moved by Councillor Roy Anaka

THAT Lamont County Council accept the Regional Fire Chief's Monthly Report for the January 12, 2021, Regular Council Meeting as information.

Carried

8.3. Finance & Corporate Services Department Monthly Report

RES-2021-17

Moved by Councillor Wayne Woldanski

THAT Lamont County Council accept the Finance & Corporate Services Department Monthly Report for the January 12, 2020, Regular Council Meeting as information.

Carried

8.4. Planning and Community Services Department Monthly Report

RES-2021-18

Moved by Councillor Roy Anaka

THAT Lamont County Council accept the Planning and Community Services Department Monthly Report for the January 12, 2021, Regular Council Meeting as information.

Carried

8.5. Public Works Department Monthly Report

RES-2021-19

Moved by Councillor Neil Woitas

THAT Lamont County Council accept the Public Works Department Monthly Report for the January 12, 2021, Regular Council Meeting as information.

Carried

9. BUSINESS

9.1. 2021 Tractor Replacement Tender

RES-2021-20

Moved by Councillor Wayne Woldanski

THAT Lamont County Council approve the purchase of a 2021 M7-152 Kubota Tractor in the amount of \$87,500.

Carried

10. COMMITTEE REPORTS

11. CORRESPONDENCE

12. CLOSED SESSION

12.1. Closed Meeting

RES-2021-21

Moved by Councillor Daniel Warawa

THAT Lamont County Council recess the January 12, 2021, Regular Council Meeting and move into a closed meeting at 3:37 p.m. pursuant to sections 16, 17 and 24 of the *Freedom of Information and Protection of Privacy Act*.

Carried

12.2. Family and Community Support Services Board Appointments - Disclosure harmful to personal privacy - Section 17, FOIP

1. Reeve David Diduck
2. Deputy Reeve Roy Anaka
3. Councillor Daniel Warawa
4. Councillor Wayne Woldanski
5. Councillor Neil Woitas
6. Stephen Hill, Chief Administrative Officer
7. Roberta Malysh, Chief Financial Officer
8. Alan Grayston, Director of Planning and Community Services
9. David McDonald, Director of Public Works
10. Johnathan Strathdee, Legislative Services Officer

12.3. Salary Grid Market Review - Advice from officials - Section 24, FOIP

1. Reeve David Diduck
2. Deputy Reeve Roy Anaka
3. Councillor Daniel Warawa
4. Councillor Wayne Woldanski
5. Councillor Neil Woitas
6. Stephen Hill, Chief Administrative Officer
7. Roberta Malysh, Chief Financial Officer
8. Alan Grayston, Director of Planning and Community Services
9. David McDonald, Director of Public Works
10. Johnathan Strathdee, Legislative Services Officer

12.4. Labour - Disclosure harmful to personal privacy - Section 17, *FOIP*

1. Reeve David Diduck
2. Deputy Reeve Roy Anaka
3. Councillor Daniel Warawa
4. Councillor Wayne Woldanski
5. Councillor Neil Woitas
6. Stephen Hill, Chief Administrative Officer
7. Roberta Malysh, Chief Financial Officer
8. Alan Grayston, Director of Planning and Community Services
9. David McDonald, Director of Public Works
10. Johnathan Strathdee, Legislative Services Officer

12.5. Labour - Disclosure harmful to personal privacy - Section 17, *FOIP*

1. Reeve David Diduck
2. Deputy Reeve Roy Anaka
3. Councillor Daniel Warawa
4. Councillor Wayne Woldanski
5. Councillor Neil Woitas
6. Stephen Hill, Chief Administrative Officer
7. Roberta Malysh, Chief Financial Officer
8. Alan Grayston, Director of Planning and Community Services
9. David McDonald, Director of Public Works

12.6. Labour - Disclosure harmful to personal privacy - Section 17, *FOIP*

1. Reeve David Diduck
2. Deputy Reeve Roy Anaka
3. Councillor Daniel Warawa
4. Councillor Wayne Woldanski
5. Councillor Neil Woitas
6. Stephen Hill, Chief Administrative Officer
7. Roberta Malysh, Chief Financial Officer
8. Alan Grayston, Director of Planning and Community Services
9. David McDonald, Director of Public Works

12.7. Legal - Advice from officials - Section 24, *FOIP*

1. Reeve David Diduck
2. Deputy Reeve Roy Anaka
3. Councillor Daniel Warawa
4. Councillor Wayne Woldanski
5. Councillor Neil Woitas
6. Stephen Hill, Chief Administrative Officer
7. Roberta Malysh, Chief Financial Officer
8. Alan Grayston, Director of Planning and Community Services
9. David McDonald, Director of Public Works

12.8. Legal - Disclosure harmful to third party business interests - Section 16, *FOIP*

1. Reeve David Diduck
2. Deputy Reeve Roy Anaka
3. Councillor Daniel Warawa
4. Councillor Wayne Woldanski
5. Councillor Neil Woitas
6. Stephen Hill, Chief Administrative Officer
7. Roberta Malysh, Chief Financial Officer
8. Alan Grayston, Director of Planning and Community Services
9. David McDonald, Director of Public Works

RES-2021-22

Moved by Councillor Daniel Warawa

THAT Lamont County Council move out of a closed meeting and reconvene the January 12, 2021, Regular Council Meeting at 6:16 p.m.

Carried

RES-2021-23

Moved by Councillor Roy Anaka

THAT Lamont County Council appoint Yvonne Legris and Carol Lynn Babiuk to the Family and Community Support Services Board for a three-year term ending October 31, 2023.

Carried

RES-2021-24

Moved by Councillor Daniel Warawa

THAT Lamont County Council deny Sil Industrial Minerals request for cancellation of 2019 taxes and 2019 tax penalties.

Carried

13. ADJOURNMENT

Reeve Diduck adjourned the January 12, 2021, Regular Council Meeting at 6:18 p.m.

CAO

REEVE



PRESENT: Reeve David Diduck, Deputy Reeve Roy Anaka, Councillor Daniel Warawa, Councillor Wayne Woldanski, and Councillor Neil Woitas

STAFF PRESENT: Stephen Hill (CAO)

MEDIA There were no members of the media in attendance.

PUBLIC There were no members of the public in attendance.

1. CALL TO ORDER

Reeve Diduck called the January 15, 2021, Special Council Meeting to order at 1:35 p.m.

2. ADOPTION OF AGENDA

2.1. Adoption of the January 15, 2021, Special Council Meeting Agenda

RES-2021-25

Moved by Councillor Daniel Warawa

THAT Lamont County Council adopt the agenda for the January 15, 2021, Special Council Meeting as presented.

Carried

3. CLOSED SESSION

3.1. Closed Meeting

RES-2021-26

Moved by Councillor Roy Anaka

THAT Lamont County Council recess the January 15, 2021, Special Council Meeting and move into a closed meeting at 1:35 p.m. pursuant to section 17 of the *Freedom of Information and Protection of Privacy Act*.

Carried

3.2. CAO Evaluation - Disclosure harmful to personal privacy - Section 17, *FOIP*

1. Reeve David Diduck
2. Deputy Reeve Roy Anaka
3. Councillor Daniel Warawa
4. Councillor Wayne Woldanski

- 5. Councillor Neil Woitas
- 6. Stephen Hill, Chief Administrative Officer

RES-2021-27

Moved by Councillor Daniel Warawa

THAT Lamont County Council move out of a closed meeting and reconvene the January 15, 2021, Special Council Meeting at 5:07 p.m.

Carried

4. ADJOURNMENT

Reeve Diduck adjourned the January 15, 2021, Special Council Meeting at 5:07 p.m.

CAO

REEVE

PRESENT: Reeve David Diduck, Deputy Reeve Roy Anaka, Councillor Daniel Warawa, Councillor Wayne Woldanski, and Councillor Neil Woitas

STAFF PRESENT: Stephen Hill (CAO) and Johnathan Strathdee (Legislative Services Officer)

MEDIA There were no members of the media in attendance.

PUBLIC There were no members of the public in attendance.

1. CALL TO ORDER

Reeve Diduck called the January 20, 2021, Special Council Meeting to order at 9:07 a.m.

2. ADOPTION OF AGENDA

2.1. Adoption of the January 20, 2021, Special Council Meeting Agenda

RES-2021-28

Moved by Councillor Roy Anaka

THAT Lamont County Council adopt the agenda for the January 20, 2021, Special Council Meeting as presented.

Carried

3. CLOSED SESSION

3.1. Closed Meeting

RES-2021-29

Moved by Councillor Wayne Woldanski

THAT Lamont County Council recess the January 20, 2021, Special Council Meeting and move into a closed meeting at 9:07 a.m. pursuant to section 24 of the *Freedom of Information and Protection of Privacy Act*.

Carried

3.2. Strategic Planning - Advice from officials - Section 24, *FOIP*

1. Reeve David Diduck
2. Deputy Reeve Roy Anaka
3. Councillor Daniel Warawa
4. Councillor Wayne Woldanski

5. Councillor Neil Woitas
6. Stephen Hill, Chief Administrative Officer
7. Johnathan Strathdee, Legislative Services Officer
8. Kelly Rudyk, President, It's Logical Strategic Planning Services

RES-2021-30

Moved by Councillor Daniel Warawa

THAT Lamont County Council move out of a closed meeting and reconvene the January 20, 2021, Special Council Meeting at 11:40 a.m.

Carried

4. ADJOURNMENT

Reeve Diduck adjourned the January 20, 2021, Special Council Meeting at 11:42 a.m.

CAO

REEVE



- PRESENT:** Reeve David Diduck, Deputy Reeve Roy Anaka, Councillor Daniel Warawa, Councillor Wayne Woldanski, and Councillor Neil Woitas
- STAFF PRESENT:** Stephen Hill (CAO), Roberta Malysh (CFO), Alan Grayston (Director of Planning and Community Services), David McDonald (Director of Public Works), and Johnathan Strathdee (Legislative Services Officer)
- MEDIA** There was one member of the media in attendance.
- PUBLIC** There were six members of the public in attendance.

1. CALL TO ORDER

Reeve Diduck called the January 26, 2021, Special Council Meeting to order at 1:00 p.m.

2. ADOPTION OF AGENDA

- 2.1. Adoption of the January 26, 2021, Special Council Meeting Agenda

RES-2021-31

Moved by Councillor Neil Woitas

THAT Lamont County Council adopt the January 26, 2021, Special Council Meeting Agenda as presented.

Carried

3. DELEGATION

- 3.1. Stratum Logistics - Delegation

RES-2021-32

Moved by Councillor Neil Woitas

THAT Lamont County Council accept the presentation from Stratum Logistics regarding contracted work with Lamont County on TWP 550 as information.

Carried

4. BUSINESS

- 4.1. Cancellation of Oil and Gas Taxes

RES-2021-33

Moved by Councillor Daniel Warawa

THAT Lamont County Council cancel the property taxes levied and write off \$92,828.54 for the eligible properties and an application be filed by February 1, 2021 for the eligible credits outlined in Schedule I for the Provincial Education Requisition Credit (PERC) and Designated Industrial Requisition Credit (DIRC) programs.

Carried

5. ADJOURNMENT

Reeve Diduck adjourned the January 26, 2021, Special Council Meeting at 3:20 p.m.

CAO

REEVE

REQUEST FOR DECISION



Meeting Date: February 09, 2021
Staff Contact: Johnathan Strathdee, Legislative Services Officer
Department: Legislative Services

Subject: Lamont Hamper Committee - Delegation

Recommendation(s):

THAT Lamont County Council approve Lamont Hamper Committee's request to use Lamont County's name in their application to change their name to County of Lamont Food Bank with the Corporate Registry of the Province of Alberta.

Purpose:

For Council to consider giving permission to Lamont Hamper Committee to use "Lamont County" (or a variation of) in their application to change their name to County of Lamont Food Bank.

Background Information:

Colette McBride (Board Chair, Lamont Hamper Committee) contacted County Administration on January 11, 2021 (see attached). The committee has requested Lamont County give permission to Lamont Hamper Committee to use "Lamont County," or a variation of, in their application to the Corporate Registry with the Province of Alberta to change their name.

Upon review, the county currently does not have a formal process for these types of requests; thus, the item will be brought to Council for consideration.

Relevant Government Documents:

[Societies Act](#)

[Societies Regulation](#)

Similar names

4(1) A society may not have a name that is similar to the name of a corporate person unless that person consents in writing to the use of the name in whole or in part.

Attachments:

[Email from Lamont Food Hamper Committee](#)

Johnathan Strathdee, Legislative Services Officer

Approved
- 05 Feb
2021

Stephen Hill, CAO

Approved
- 05 Feb
2021

From: [Colette McBride](#)
To: [Johnathan Strathdee](#)
Date: January 11, 2021 3:18:21 PM

Hi Johnathan,

It was suggested that, as the Legislative Assistant, I should talk with you regarding our question.

The Lamont Hamper Committee is registered under the Societies Act. We feel that "Lamont Hamper Committee" is not the best name for our organization. We would like to change our legal name to "County of Lamont Food Bank" which is much more descriptive of where we are located and what we do. But in order to do this our lawyer tells us that we need permission from Lamont County as the Societies Act and regulations provides as follows :

Societies must provide written consent from the appropriate government body, including ministries, boards, commissions, and agencies, when their proposed name indicates the society operates under government patronage, approval, or authority, or is sponsored or controlled by, or affiliated with a government body.

Can you please let us know what steps we need to take to obtain permission?

Colette McBride
Board Chair, Lamont Hamper Committee

REQUEST FOR DECISION



Meeting Date: February 09, 2021
Staff Contact: Shayne Milliken, Regional Fire Chief
Department: Emergency Services

Subject: Regional Emergency Management Bylaw

Recommendation(s):

THAT Lamont County Council give First Reading to Bylaw 827.21, being a bylaw to establish a Regional Emergency Advisory Committee, Regional Emergency Management Agency, and Emergency Management Partnership in Lamont County.

THAT Lamont County Council give Second Reading to Bylaw 827.21, being a bylaw to establish a Regional Emergency Advisory Committee, Regional Emergency Management Agency, and Emergency Management Partnership in Lamont County.

THAT all Council present give unanimous consent for a Third and Final Reading of Bylaw 827.21, being a bylaw to establish a Regional Emergency Advisory Committee, Regional Emergency Management Agency, and Emergency Management Partnership in Lamont County.

THAT Lamont County Council give Third and Final Reading to Bylaw 827.21, being a bylaw to establish a Regional Emergency Advisory Committee, Regional Emergency Management Agency, and Emergency Management Partnership in Lamont County.

THAT Lamont County Council approve the Lamont Regional Emergency Management Partnership Agreement for a 10 year term ending March 1, 2031.

Purpose:

For Council to consider adopting the Regional Emergency Management Bylaw, being a bylaw to establish a Regional Emergency Advisory Committee, Regional Emergency Management Agency, and Emergency Management Partnership in Lamont County and to do so with the Town of Lamont, Town of Mundare, Village of Andrew and Village of Chipman.

Background Information:

In 2018, Lamont County Council directed Administration to explore options to establish a joint emergency management partnership with the urban municipalities within Lamont County.

Significant work was undertaken to complete this task which led to the development of the Lamont Regional Emergency Management Partnership with the Towns of Lamont and Mundare, and the Villages of Andrew and Chipman. In November 2019, Lamont County Council adopted a "Regional Emergency Management Bylaw." Partner municipalities also adopted an identical bylaw in the weeks & months that followed.

For the partnership to function as intended, a Ministerial Order from Municipal Affairs was required prior to the partnership formally commencing. In March 2020, this formal request was sent to the Minister's office. In June 2020, the Minister sent correspondence indicating that approval was not granted on the basis of certain clarity issues within the documents presented. Following this correspondence, work immediately began to engage with several stakeholders to begin corrective action.

In November 2020, a preliminary review of all revised documents took place at the Provincial level and it is the understanding of all involved that the documents now represent a clear intent for our partnership to move forward. In December 2020 revised bylaw & partnership documents were distributed to the urban municipalities for review. In January 2021 all municipalities have indicated their support for the revised documents and the intent of the partnership. Administration is now requesting that Council adopt this bylaw as presented as other municipalities are doing the same.

Financial Impact:

The basis for this partnership is that assisting parties (Municipalities) will recoup any emergency/disaster related expenses on a cost-recovery basis from the requesting party.

There is a minimal operating budget impact for the first year of the Partnership. All municipalities, including Lamont County, are committed to a \$500 contribution to front-load the partnership. This amount will cover the beginning stages of the Regional Emergency Management Plan and small consumable items. Operating budget impacts in future years will be submitted through the budget process established by the Regional Emergency Advisory Committee and will fall in line with Lamont County's primary budget submission cycle.

Previous Council / Committee Directions:

5.3 Request for Decision

Regional Emergency Management

19-368.ANAKA: that Lamont County Council give 1st reading to Bylaw 803.19, a Regional Municipal Emergency Management Bylaw.

CARRIED

19-369.WARAWA: that Lamont County Council give 2nd reading for Bylaw 803.19, a Regional Municipal Emergency Management Bylaw.

CARRIED

19-370.WOLDANSKI: that Lamont County Council agree to proceed to 3rd reading for Bylaw 803.19, a Regional Municipal Emergency Management Bylaw.

CARRIED UNANIMOUSLY

19-371.WARAWA: that Lamont County Council give 3rd and final reading for Bylaw 803.19, a Regional Municipal Emergency Management Bylaw.

CARRIED

19-372.WOITAS: that Lamont County Council authorizes the Reeve and Chief Administrative Officer to sign and execute the Regional Emergency Management Partnership Agreement.

CARRIED

Relevant Government Documents:

[Emergency Management Act](#)

[Local Authority Emergency Management Regulation](#)

Attachments:

[827.21RegionalEMBylaw LamontCounty RevisedDec2020](#)
[Summary of Key Changes to Regional EM Documents](#)
[2020 RegionalEM Partnership MOU FINAL PROPOSED](#)
[RegionaleMCommittee TOR 2020](#)

Shayne Milliken, Regional Fire Chief

Approved
- 01 Feb
2021

Johnathan Strathdee, Legislative Services Officer

Approved
- 02 Feb
2021

Stephen Hill, CAO

Approved
- 02 Feb
2021

**LAMONT COUNTY
IN THE PROVINCE OF ALBERTA
Bylaw 827.21– Regional Emergency Management Bylaw**

A BYLAW OF LAMONT COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE FOLLOWING: THE LAMONT REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP, A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY IN LAMONT COUNTY.

WHEREAS, the Municipal Government Act R.S.A. 2000, Chapter M-26 and amendments thereto provides that a council of a municipality may pass by-laws respecting the safety, health and welfare of people and the protection of people and property and for services provided by or on behalf of the municipality;

AND WHEREAS, Pursuant to the Emergency Management Act, R.S.A. 2000 c E-6.8 (the “Act”), Lamont County Council is responsible for the direction and control of its emergency response and is required, under the Act to appoint a Municipal Emergency Advisory Committee and to advise on the development of emergency plans and programs;

AND WHEREAS, it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities within the geographical boundaries of Lamont County to such a degree that local resources would be inadequate to cope with the situation independently;

AND WHEREAS a local authority may delegate some or all the local authority’s powers or duties under the Emergency Management Act of Alberta;

AND WHEREAS Council wishes to enter a regional emergency management partnership with other municipalities within the geographical boundaries of Lamont County, the Towns of Lamont, Mundare, and Villages of Andrew and Chipman, for the purpose of integrated regional emergency management planning and operations. This partnership to be recognized as the Lamont Regional Emergency Management Partnership;

AND WHEREAS Council elects to delegate certain responsibilities to the Regional Emergency Advisory Committee and the Regional Emergency Management Agency.

BE IT RESOLVED THAT the Council of Lamont County in the Province of Alberta duly assembled enacts as follows:

1.0 **SECTION 1 – NAME OF BYLAW**

1.1 This Bylaw may be cited as the “Regional Emergency Management Bylaw”.

2.0 **SECTION 2 – DEFINITIONS**

In this Bylaw:

2.1 **“Act”** means the Emergency Management Act of Alberta, Chapter e_6.8, Revised Statutes of Alberta 2000, c. E-6-8.

2.2 **“CAO”** means the Chief Administrative Officer of Lamont County, Alberta or their designate to implement the Bylaw.

2.3 **“Council”** means the duly elected municipal council of Lamont County in the Province of Alberta.

2.4 **“County”** means Lamont County.

2.5 **“Disaster”** means an event or occurrence that results in serious harm to the safety, health or welfare of people, the environment or in widespread damage to property.

2.6 **“Emergency” or “Emergency Incident”** means an event that requires prompt coordination of actions or special regulation of person or property to protect the safety, health, or welfare of people or to limit damage to property and the environment.

- 2.7 **“Emergency Management”** means the development, coordination and execution of plans, measures and programs pertaining to mitigation, preparedness, response, and recovery before, during and after an emergency event.
- 2.8 **“Local Authority”** means, where a municipality has a council within the meaning of the Municipal Government Act, RSA 2000 c.M-26.
- 2.9 **“Lamont Region”** means the geographical area within the boundaries of Lamont County including the Municipalities of Andrew, Chipman, Lamont, Mundare and Lamont County.
- 2.10 **“Lamont Regional Emergency Management Partnership”** is a partnership comprising the Municipalities of Andrew, Chipman, Lamont, Mundare and Lamont County who have entered into a joint agreement for the purpose of organizing integrated regional emergency planning, training, assistance, and emergency operations programs.
- 2.11 **“Minister”** means the Minister charged with administration of the Act.
- 2.12 **“Parties”** means the Municipalities of Andrew, Chipman, Lamont, Mundare and Lamont County.
- 2.13 **“Regional Director of Emergency Management (RDEM)”** means an individual appointed Regional Director of Emergency Management under this bylaw.
- 2.14 **“Regional Deputy Director of Emergency Management (RDDEM)”** means an individual appointed Regional Deputy Director of Emergency Management under this bylaw.
- 2.15 **“Regional Emergency Advisory Committee”** means a regional committee comprised of one (1) elected official, or alternate, from each of the partnering municipalities of the Lamont Regional Emergency Management Partnership as established by agreement between and the bylaws of the partners.
- 2.16 **“Regional Emergency Management Agency”** means a regional emergency management agency established by the partnering municipalities of the Lamont Regional Emergency Management Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties hereto.
- 2.17 **“Regional Emergency Management Plan”** means the Regional Emergency Management Plan prepared by the Lamont Regional Emergency Management Agency to coordinate the response to an emergency or disaster; the training program to ensure stakeholders are equipped to manage an incident/event of scale and the governance/administrative functions that empower stakeholders to take whatever measures necessary to protect lives, property and environment.
- 2.18 **“Regional Emergency Coordination Centre” (RECC)** means the location that functions as a point of coordination, addressing the needs of the municipality and/or the Lamont Region as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites.

3.0 **SECTION 3 – REGIONAL EMERGENCY ADVISORY COMMITTEE**

- 3.1 Councils of the Lamont County Region agree through the Lamont Regional Emergency Management Partnership, to establish a Regional Emergency Advisory Committee to advise all Councils on the development of regional emergency plans and programs.
 - 3.1.1 A minimum of three (3) voting members shall constitute quorum.
 - 3.1.2 The members will elect from the membership a Chairperson and Vice-Chairperson.
- 3.2 The Regional Emergency Advisory Committee shall consist of a municipal Councillor appointed by each of the “Parties”, with each municipality appointing one primary member, each of whom shall have one vote regarding any matter coming before the committee.
- 3.3 Each municipality shall also appoint an alternate member of the local authority to the committee who shall be permitted to vote in the absence or in place of the primary member.
- 3.4 The Committee shall:
 - 3.4.1 Meet a minimum once annually, or as any emergent or immediate need arises.
 - 3.4.2 Be delegated the authority to:
 - 3.4.2.1 Develop and approve policies concerning emergency preparedness, mitigation, response, recovery and the operation and administration of the Regional Emergency Management Partnership and the Regional Emergency Management Agency.
 - 3.4.2.2 Approve the Regional Emergency Management plan.
 - 3.4.2.3 Declare, renew and/or terminate a State of Local Emergency as per Section 7 of this bylaw.
 - 3.4.2.4 Appoint the Regional Director of Emergency Management and Regional Deputy Director of Emergency Management by resolution of the committee.
 - 3.4.3 Provide guidance and direction to the Regional Emergency Management Agency.
 - 3.4.4 Review the Regional Emergency Management Plan and related plans and programs at a minimum of an annual basis.
 - 3.4.5 Advise all Councils, duly assembled, on the status of the Regional Emergency Plan and related plans and programs at least once annually.
- 3.5 The Chairperson or Vice-Chairperson may call a special meeting of the Regional Emergency Advisory Committee where information is presented that an emergency exists which can or may affect one or more Lamont Regional Emergency Management partners.
 - 3.5.1 In the absence of the Chairperson or Vice-Chairperson, any one (1) member of the Regional Emergency Advisory Committee may call a special meeting of the Emergency Advisory Committee where information is presented that an emergency exists which can or may affect one or more Lamont Regional Emergency Management partners.
- 3.6 The member that calls a special meeting per line 3.5 shall give at least one (1) hour notice of said meeting to all members of the Regional Emergency Advisory Committee by phone, cellular phone, email, text message or in person. Notification must include

the reason for the special meeting, date, time, and meeting method (physical and/or virtual). If a physical meeting is called, the location must be included in the notification.

- 3.7 Those members of the Regional Emergency Advisory Committee in attendance at a special meeting of the Regional Emergency Advisory Committee will constitute quorum.
 - 3.7.1 Notwithstanding, if the special meeting requires a decision be made regarding the declaration, termination, or renewal of a State of Local Emergency then a minimum of two (2) members of the Regional Emergency Advisory Committee must be present as per section 7.2 of this Bylaw.

4.0 SECTION 4 – REGIONAL EMERGENCY MANAGEMENT AGENCY

- 4.1 Councils agree, through the Lamont Regional Emergency Management Partnership, to establish a Regional Emergency Management Agency to act as the agent of the Councils of the Parties to carry out its statutory powers and obligations under the Act.
- 4.2 The Regional Emergency Management Agency is hereby established.
- 4.3 The Regional Emergency Management Agency, through the Lamont Regional Emergency Management Partnership, will administer and deliver programs related to Emergency Management.
- 4.4 The Regional Emergency Management Agency membership shall consist of one (1) permanent member from each Partnering Municipality, who shall be the Chief Administrative Officer or designate, in addition to the Regional Director of Emergency Management and Regional Deputy Director of Emergency Management.
- 4.5 The Regional Emergency Management Agency may have representation from the following entities as deemed necessary by the Regional Director of Emergency Management:
 - a. Public Works designate(s) from any of the Parties
 - b. Emergency Social Services
 - c. Agriculture Services
 - d. RCMP
 - e. Alberta Health Services EMS and/or the local contracted EMS provider
 - f. Lamont County Emergency Services & Protective Services
 - g. Alberta Health Services
 - h. Lamont Health Care Center
 - i. Local individuals, companies, associations, organizations, or other entities with specialties that will benefit the Agency during an emergency and in preparation of the Municipal Emergency Plan.
- 4.6 The Regional Emergency Management Agency shall:
 - 4.6.1 Meet at a minimum of once annually.
 - 4.6.2 Be charged with the responsibility of administering the local authority's emergency management program. This includes guiding the creation, implementation and evaluation of regional emergency plans and programs for the Lamont Regional Emergency Management Partnership.
 - 4.6.3 Ensure someone is designated to discharge the responsibilities specified in this section.
 - 4.6.4 Utilize the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.
 - 4.6.5 Ensure that the Lamont Regional Emergency Management Plan is reviewed and updated at least once per year and brought to the Regional Emergency Advisory Committee for their review.

5.0 SECTION 5 - REGIONAL DIRECTOR OF EMERGENCY MANAGEMENT

- 5.1 The Regional Director of Emergency Management shall:
- 5.1.1 Act as Chair of the Regional Emergency Management Agency.
 - 5.1.2 Act as the Director of the Regional Emergency Coordination Centre or ensure that someone is designated under the Lamont Regional Emergency Management Plan to so act, on behalf of the Lamont Regional Emergency Management Agency.
 - 5.1.3 Prepare and coordinate the Emergency Management plans and programs for all Parties as required by the Act.
 - 5.1.4 Coordinate all emergency services and other resources used in an emergency.
 - 5.1.5 Ensure staff of the organization and members of the Regional Emergency Advisory Committee and the Regional Emergency Management Agency are made aware of the Lamont Regional Emergency Management Plan and as required ensure training is done to maintain effectiveness in the event of an emergency.
 - 5.1.6 Recommend a Regional Deputy Director of Emergency Management to the Regional Emergency Advisory Committee for appointment.
 - 5.1.7 Perform other duties and prescribed by local authorities.

6.0 SECTION 6 - COUNCIL

- 6.1 Council shall:
- 6.1.1 By resolution, appoint one (1) of its members to the Regional Emergency Advisory Committee.
 - 6.1.2 Appoint one (1) alternate member to the Regional Emergency Advisory Committee.
 - 6.1.3 Provide for payment of expenses of the members of the Regional Emergency Advisory Committee in accordance with remuneration policy or bylaw, as amended from time to time.
 - 6.1.4 Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Lamont Region.
 - 6.1.5 Review the status of the Regional Emergency Management Plan and related plans and programs at least once a year.
- 6.2 Council may:
- 6.2.1 By bylaw, borrow, levy, appropriate and expend, without consent of the electors, all sums required for the operation of the Regional Emergency Management Agency.
 - 6.2.2 By bylaw, borrow, levy, appropriate and expend, without consent of the electors, all sums required for its share of the operations of the Regional Emergency Management Agency; and
 - 6.2.3 Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

7.0 SECTION 7 – DECLARATION OF A STATE OF LOCAL EMERGENCY

- 7.1 Under the advisement of the Regional Director of Emergency Management or their designate, the Committee may at any time when it is satisfied that an emergency exists or may exist make a declaration of a State of Local Emergency.
- 7.2 The authority to declare, terminate or renew a State of Local Emergency, the powers specified in Section 7.4 of this bylaw, and the requirements specified in Section 7.3 of this bylaw, are hereby delegated to any two (2) members of the Regional Emergency Advisory Committee.
- 7.3 When a State of Local Emergency is declared the Regional Emergency Advisory Committee shall:
 - 7.3.1 Ensure that the declaration identifies the nature of the emergency and the area of the Region in which it exists.
 - 7.3.2 Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected.
 - 7.3.3 Forward a copy of the declaration to the Minister forthwith.
- 7.4 Subject to Section 7.3, when the Regional Emergency Advisory Committee has declared a State of Local Emergency, that Committee may, for the duration of that State of Local Emergency, do all acts and take all necessary proceedings including any combination of the following:
 - 7.4.1 Cause the Lamont Regional Emergency Management Plan or any related plans or programs to be put into operation.
 - 7.4.2 Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster.
 - 7.4.3 Authorize or require any qualified person to render aid of a type the person is qualified to provide.
 - 7.4.4 Control or prohibit travel to or from any area of the area or region identified within the State of Local Emergency.
 - 7.4.5 Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain, and coordinate emergency medical, welfare and other essential services in any part of the Lamont Region.
 - 7.4.6 Cause the evacuation of persons and the removal of livestock and personal property from any area of the Lamont Region that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property.
 - 7.4.7 Authorize the entry into any building or on any land, without warrant, by any person while implementing an emergency plan or program.
 - 7.4.8 Cause the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress.
 - 7.4.9 Procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within area or region identified within the State of Local Emergency for the duration of the State of Local Emergency.

7.4.10 Authorize the conscription of persons needed to meet an emergency.

7.4.11 Authorize any persons at any time to exercise, in the operation of the Lamont Regional Emergency Management Plan and related plans or programs, any power specified in section 7.4 in relation to any part of the municipality affected by a declaration of a State of Local Emergency.

7.5 No action lies against the Parties or a person acting under the Lamont Region's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a State of Local Emergency.

7.6 In accordance with Section 535(2) of the *Municipal Government Act*, RSA 2000, c.M-26, Councillors, council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under the *Municipal Government Act* or any other enactment

7.7 When, in the opinion of the Regional Emergency Advisory Committee an emergency no longer exists in relation to which the declaration was made, that Committee shall terminate the declaration.

7.8 A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

7.8.1 A resolution is passed under Section 7.7 (Section 23 of the *Emergency Management Act*).

7.8.2 A period of seven (7) days has lapsed, or ninety (90) days has lapsed in the case of a Pandemic, since it was declared, unless it is renewed by resolution.

7.8.3 The Minister cancels the State of Local Emergency.

7.9 When a declaration of a State of Local Emergency has been terminated, the Regional Emergency Advisory Committee who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

8.0 SECTION 8 – EMERGENCY MUTUAL AID AGREEMENTS

8.1 The Regional Emergency Advisory Committee is delegated the authority to enter into Emergency Management Mutual Aid Agreements with another regional entity or any single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all partners. The partners shall be permitted to vote in person or through fax, or digitally via email.

9.0 SECTION 9 – SEVERABILITY

9.1 Should any section or part of this Bylaw be found to have been improperly enacted or ultra vires, for any reason, then such section or part shall be regarded as being severable from the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

10.0 SECTION 10 – PENALTIES

10.1 Any person who violates any of the provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do so or who refrains from doing anything required to be done by the provisions of this Bylaw, or who does any act or thing or omits any act of thing, thus violating any provision of this Bylaw, shall be deemed to be guilty of an offence under this Bylaw, and upon conviction, is liable to a fine of not less than \$200.00 and not more than \$5000.00 plus costs.

10.2 Notwithstanding, the Act, Paragraph 17 “Offences”, outlines additional penalties that can be issued for failing to adhere to the provisions provided for in the Act.

11.0 **SECTION 11 – MISCELLANEOUS**

11.1 Bylaw 818.20 is hereby repealed upon receipt of the Ministerial Order that makes this Bylaw enforceable.

RECEIVED FIRST READING THIS XX DAY OF
XXXX, A.D. 2021 IN THE COUNTY OF LAMONT,
IN THE PROVINCE OF ALBERTA

REEVE

CHIEF ADMINISTRATIVE OFFICER

RECEIVED SECOND READING THIS XX DAY OF
XXXX, A.D. 2021 IN THE COUNTY OF LAMONT,
IN THE PROVINCE OF ALBERTA

REEVE

CHIEF ADMINISTRATIVE OFFICER

RECEIVED THIRD READING THIS XX DAY OF
XXXX, A.D. 2021 IN THE COUNTY OF LAMONT,
IN THE PROVINCE OF ALBERTA

REEVE

CHIEF ADMINISTRATIVE OFFICER

SUMMARY OF KEY CHANGES TO EMERGENCY MANAGEMENT PARTNERSHIP DOCUMENTS

General

- Original documents referenced both a “Regional Municipal Emergency Advisory Committee” and a “Regional Emergency Advisory Committee.” All references to the “Regional Municipal Emergency Advisory Committee” have been removed and only the latter is defined and referenced within the bylaw. **(Recommendation from AEMA)**
- The title of “Chairman” and “Vice-Chairman” has been changed to “Chairperson” & “Vice Chairperson.”
- Changes from “Responding Party” to “Assisting Party” to provide better clarity and be in line with the definitions.
- Added “Regional” to the “Director of Emergency Management” in all areas.
- General formatting changes and minor grammatical changes occurred.

Emergency Management Bylaw

3.4

Original Wording: (3.4.2) The Regional Emergency Advisory Committee is delegated to develop policies concerning to emergency preparedness, mitigation, response, recovery and the operation and administration of the Regional Emergency Partnership and the Regional Emergency Management Agency.

Revised Wording: (The Committee Shall...) Be delegated the authority to develop **and approve policies** concerning to emergency preparedness, mitigation, response, recovery and the operation and administration of the Regional Emergency Partnership and the Regional Emergency Management Agency.

Rationale: This is a key reason for requiring the ministerial order as the Committee will be permitted to develop and approve policies related to Emergency Management on behalf all municipalities.

3.5

Original Wording: The Regional Emergency Advisory Committee Chairman may call a special meeting of the Emergency Advisory Committee where information is presented that an emergency exists which can or may affect one or more Lamont Regional Emergency Management partners.

Revised Wording: Any one (1) member of the Regional Emergency Management Advisory Committee may call a special meeting of the Emergency Advisory Committee where information is presented that an emergency exists which can or may affect one or more Lamont Regional Emergency Management partners.

Rationale: This is a recommendation from AEMA and ensures that if the Chairperson is unavailable a special meeting can still be called promptly as each circumstance may dictate.

4.1

Original Wording: Councils agree through the Lamont Regional Emergency Management Partnership, to establish a Regional Emergency Management Agency to act as the agent of the councils of the partners to carry out its statutory powers and obligations under the Act. This includes the power to declare, renew or terminate a State of Local Emergency as specified in Section 7 of this bylaw. The Agency will be responsible to guide the creation, implementation and evaluation of emergency plans and programs and to set direction for emergency preparedness and response for the Lamont Region.

Revised Wording: Councils agree, through the Lamont Regional Emergency Management Partnership, to establish a Regional Emergency Management Agency to act as the agent of the Councils of the Parties to carry out its statutory powers and obligations under the Act. ~~(This includes the power to declare, renew or terminate a State of Local Emergency as specified in Section 7 of this bylaw. The Agency will be responsible to guide the creation, implementation and evaluation of emergency plans and programs and to set direction for emergency preparedness and response for the Lamont Region.)~~

Rationale: This is a recommendation from AEMA. The Emergency Management Agency does not have the power to declare a SOLE under this bylaw; this falls on the Committee. The creation, implementation and evaluation of emergency plans and programs is covered in section 4.6.

4.5

Original Wording: The original listing of representatives has titles of specific organizational contacts.

Revised Wording: Titles have been removed and a focus on organizations is brought to the forefront. Additionally, "Family and Community Support Services" has been replaced with "Emergency Social Services."

Rationale: This simplifies the listing of stakeholders. The FCSS to ESS change was a recommendation from AEMA and is because FCSS funding can not be used for ESS activities.

4.6

Original Wording: (4.6.4) The Regional Emergency Management Agency shall utilize the Incident Command System for command, control and coordination for all operational situations effecting the jurisdictions of the Parties.

Revised Wording: (4.6.4) (...Agency Shall) Implement the concepts and principles of the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency

Rationale: This exact wording is required by the LAEMR.

5.1

Original Wording: (...Shall) Be appointed by Regional Emergency Advisory Committee, ratified by resolution by partner Councils

Revised Wording: Be appointed by Regional Emergency Management Advisory Committee. (~~Ratified by resolution by partner Councils~~)

Rationale: The Committee, through the Ministerial Order, will have the ability to do this with the Council representatives in place.

5.3

Original Wording: (...Shall) Act as the Director of the Regional Municipal Emergency Coordination Centre;

Revised Wording: Act as the Director of the Regional Emergency Coordination Centre or ensure that someone is designated under the Lamont Regional Emergency Management Plan to so act, on behalf of the Lamont Regional Emergency Management Agency.

Rationale: The Committee, through the Ministerial Order, will have the ability to do this with the Council representatives in place.

5.4

Original Wording: (...Shall) Assist in the preparation and coordination of the Lamont Regional Emergency Management Plan and prepare and coordinated related plans and programs for Lamont County as required by the Act;

Revised Wording: (...Shall) Assist in the preparation and coordination of the Lamont Regional Emergency Management Plan and prepare and coordinated related plans and programs for **all Parties** as required by the Act.

Rationale: Lamont County is a separate municipality and therefore the reference here needs to include all parties.

Other Section 5 Changes

- Changed the responsibility of reviewing the LREMP annually from the RDEM to the Agency (**Item 4.6.5**) as per AEMA.

7.1

Original Wording: The power to declare, terminate or renew a State of Local Emergency under the Act, the powers specified in Section 7.4 of this bylaw, and the requirements specified in Section 7.3 of this bylaw, are hereby delegated to the Regional Emergency Advisory Committee. This committee may, at any times when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of the State of Local Emergency.

Revised Wording: The power to declare, terminate or renew a State of Local Emergency under the Act, the powers specified in Section 7.4 of this bylaw, and the requirements specified in Section 7.3 of this bylaw, are hereby delegated to the Regional Emergency Management Advisory Committee. **Under the advisement of the Regional Director of Emergency Management, or his/her designate,** the Committee may at any time when it is satisfied that an emergency exists or may exist make a declaration of a State of Local Emergency.

Rationale: Recommended by AEMA to ensure the power to declare a SOLE remains with elected officials under advisement from the RDEM.

7.2

Original Wording: In the event of an emergency entirely within the boundaries of and affecting the Lamont Region and the Regional Emergency Advisory Committee cannot be reached or in the event of an emergency impacting more than one municipality within the Lamont Region, the authority and power to declare or renew a State of Local Emergency under the Act; the authority and powers specified in Section 7.4 of this Bylaw; and the requirements specified in Section 7.3 of this Bylaw are hereby delegated to any two (2) or more members of the Regional Emergency Advisory Committee. The Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a State of Local Emergency for the entire area affected. Whenever possible this resolution should be made by at least one member or alternate from each municipality affected. If “resolution” is not possible the two members can provide signed agreement via Fax or scanned email.

Revised Wording: **In the event of an emergency affecting any of the Parties, the authority to declare, and the powers provided by, a State of Local Emergency are hereby delegated to any two (2) members of the Regional Emergency Management Advisory Committee.**

Rationale: The original wording was confusing and duplicated in other areas of the bylaw. The quorum requirements are also meant to be flexible here to not unnecessarily delay a SOLE declaration.

7.4

Original Wording: (7.4.4) Control or prohibit travel to or from any area of the Lamont Region;

Revised Wording: Control or prohibit travel to or from any area of the area or region identified within the State of Local Emergency.

Rationale: The powers that come with the SOLE are specific to the region impacted by the SOLE.

Emergency Management Partnership MOU

1.7

Original Wording: The Minister responsible for the Act will be request to issue a Ministerial Order to authorize the Parties to establish a Regional Emergency Advisory Committee empowered to declare a “Local or Regional State of Emergency.”

Revised Wording: The Minister responsible for the Act will be requested to issue a Ministerial Order to authorize the Parties to establish a Regional Emergency Advisory Committee empowered to declare a “State of Local Emergency” for any of the Parties’ respective jurisdictions.

Rationale: There is no such reference to a “Local or Regional State of Emergency” in the EMA. There is only a State of Emergency (Provincial) and a State of Local Emergency. **References to the “Local or Regional State of Emergency” elsewhere in this agreement have also been changed to reflect the above.**

4.0

Original Wording: *Missing header*

Revised Wording: Added header for “Regional Emergency Management Agency”

4.4

Original Wording: Parties shall not be required to provide anything other than municipally owned equipment, employees and volunteers normally used by the Parties when responding to a regional emergency or assisting in a Regional Emergency Coordination Centre.

Revised Wording: Parties shall not be required to provide anything other than municipally owned equipment, employees and volunteers normally used by the Parties when responding to a regional emergency or disaster situation.

Rationale: A Regional Emergency Coordination Centre may not be in place for an emergency or disaster that requires this partnership to be activated.

4.7

Original Wording: Each of the Parties will agree to implement the concepts and principles of Incident Command Systems and strive to utilize common communications systems and technologies.

Revised Wording: Each of the Parties will agree to implement the concepts and principles of the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency and strive to utilize common communications systems and technologies.

Rationale: This specific wording (highlighted) is required by the LAEMR.

5.2

Original Wording: The costs incurred by any Party to this Agreement in responding to a State of Local Emergency in another municipality shall be the sole responsibility of the affected Party or Parties in which the emergency or disaster occurs.

Revised Wording: The costs incurred by any Party to this Agreement in responding to an emergency or disaster in another municipality shall be the sole responsibility of the affected Party or Parties in which the emergency or disaster occurs.

Rationale: A State of Local Emergency may not be in place for an emergency or disaster that requires this partnership to be activated.

6.2

Original Wording: A Requesting Party indemnifies each Assisting Party against any expense incurred by that Assisting Party by reason of any damage to its equipment in the course of responding to a call and against any cost or expense incurred by the Assisting Party by reason of personal injury or death caused to any of its personnel in the course of responding to a call unless such damage, injury or death results from the gross negligence of the responding party.

Revised Wording: A Requesting Party indemnifies each Assisting Party against any expense incurred by that Assisting Party by reason of any damage to its equipment in the course of responding to a call and against any cost or expense incurred by the Assisting Party by reason of personal injury or death caused to any of its personnel in the course of responding to a call unless such damage, injury or death results from the Assisting Party failing to act in good faith.

Rationale: AEMA recommendation to add the highlighted terminology as this corresponds to the EMA.

Emergency Management Partnership Terms of Reference

4.1

Original Wording: The Regional Committee membership shall be comprised of one (1) member of Council, or alternate, from each of the partnering municipalities of the Lamont Regional Emergency Management Partnership. Members will be appointed on an annual basis. Other non-voting members who may participate in an advisory capacity include:

1. Other representatives responsible for administering the regional program
2. Other municipal administration members, such as CAOs.

Revised Wording: The Regional Committee membership shall be comprised of one (1) member of Council, or alternate, from each of the partnering municipalities of the Lamont Regional Emergency Management Partnership. Members will be appointed on an annual basis. ~~Other non-voting members who may participate in an advisory capacity include:~~

- ~~1. Other representatives responsible for administering the regional program~~
- ~~2. Other municipal administration members, such as CAOs.~~

Rationale: As per AEMA, only elected officials can be members of the committee. All others would be invited delegations and should not be referenced in the TOR.

**LAMONT REGIONAL EMERGENCY MANAGEMENT
PARTNERSHIP AGREEMENT**

THIS AGREEMENT MADE THIS ____ DAY OF _____, 2021.

BETWEEN:

LAMONT COUNTY

-and-

VILLAGE OF ANDREW

-and-

VILLAGE OF CHIPMAN

-and-

TOWN OF LAMONT

-and-

TOWN OF MUNDARE

(collectively, the "Parties")

Lamont Regional Emergency Management Partnership Agreement

1.0 INTRODUCTION

WHEREAS:

- 1.1 The Municipalities of Andrew, Chipman, Lamont, Mundare and Lamont County are local authorities situated within the Province of Alberta; and
- 1.2 A local authority may delegate some or all the local authority's powers or duties under the Emergency Management Act of Alberta; and
- 1.3 Each of the Parties desire to appoint a Regional Director of Emergency Management (RDEM) as head of Lamont Regional Emergency Management Agency pursuant to the provisions set out in the *Emergency Management Act R.S.A. 2000, c-E-6.8*; and
- 1.4 The Parties recognize that many local resources controlled by each of the Parties could be required by more than one (1) municipality to cope and mitigate a disaster or emergency affecting one (1) of more of the Parties; and
- 1.5 The Parties have agreed to adopt a Regional Emergency Management Plan and to develop a Regional Emergency Management Framework within the Lamont County Region; and
- 1.6 Pursuant to S. 11.3(1)(b) of the Act, if authorized by Ministerial Order, a local authority may delegate its powers and duties under the Act to a joint committee representing two(2) or more local authorities that is composed of one or more members appointed by each of the local authorities; and
- 1.7 The Minister responsible for the Act will be requested to issue a Ministerial Order to authorize the Parties to establish a Regional Emergency Advisory Committee empowered to declare a "State of Local Emergency" for any of the Parties' respective jurisdictions.

NOW THEREFORE the Parties hereto agree as follows:

2.0 DEFINITIONS

In this Agreement, the following words and terms shall have the following meanings:

- 2.1 **Act** means The Emergency Management Act of Alberta, Chapter E-6.8, Revised Statutes of Alberta 2000, c. E-6-8.
- 2.2 **Assisting Party** means a Party to this Agreement providing aid, in the form of resources or services to another Party of this Agreement.
- 2.3 **Disaster** means an event that results in serious harm to the safety, health or welfare of people, the environment or in widespread damage to property.

Lamont Regional Emergency Management Partnership Agreement

- 2.4 **Emergency** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people, or to limit damage to property and the environment.
- 2.5 **Emergency Social Services (ESS)** means services including but not limited to Registration and Inquiry, Emergency Food Services, Emergency Lodging, Emergency Clothing and Emergency Personal Services.
- 2.6 **Local Authority** means, where a municipality has a Council within the meaning of the *Municipal Government Act*, RSA 2000 c.M-26.
- 2.7 **Minister** means the Minister charged with administration of the Act.
- 2.8 **Parties** means the Municipalities of Andrew, Chipman, Lamont, Mundare, and Lamont County.
- 2.9 **Regional Director of Emergency Management (RDEM)** means an individual appointed by resolution of the Regional Emergency Advisory Committee.
- 2.10 **Regional Emergency Advisory Committee** herein referred to as the Regional Committee; means a regional committee comprised of one (1) Councillor, or alternate, from each of the partnering municipalities of the Lamont Regional Emergency Management Partnership, as established by this Agreement and the by-laws of the respective municipal Councils of the Parties hereto.
- 2.11 **Regional Emergency Management Agency (REMA)** means a regional agency as established by this Agreement and the by-laws of the respective municipal councils of the Parties hereto.
- 2.12 **Regional Emergency Management Plan (REMP)** means the Regional Emergency Management Plan prepared by the Lamont Regional Emergency Management Agency to co-ordinate the response to an emergency or disaster; the training program to ensure stakeholders are equipped to manage an incident/event of scale and the governance/administrative functions that empower stakeholders to take whatever measures necessary to protect lives, property, and environment.
- 2.13 **Regional Emergency Coordination Centre (RECC)** means the location that functions as a point of coordination, addressing the needs of the municipality and/or the Lamont Region as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites.
- 2.14 **Regional Framework for Emergency Management** means the Municipalities participating in this Agreement supporting and assisting each other when requested and when able to provide that support and assistance in the event of a major emergency or disaster.
- 2.15 **Requesting Party** means a Party to this Agreement requesting aid in the form of resources or services from another Party to this Agreement.

Lamont Regional Emergency Management Partnership Agreement

- 2.16 **Lamont Region** means the geographical area within the boundaries of Lamont County including the Municipalities of Andrew, Chipman, Lamont, Mundare.
- 2.17 **Lamont Regional Emergency Management Partnership** is a partnership comprising the Municipalities of Andrew, Chipman, Lamont, Mundare and Lamont County who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance, and emergency operations programs.

3.0 REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

- 3.1 The Regional Emergency Management Advisory Committee, hereinafter referred to as the "Committee," shall consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) member, each of whom shall have one (1) vote regarding any matter coming before the Committee.
- 3.2 Each party shall also appoint at least one (1) alternate Council member to the Committee to attend and vote when the serving member is unable to do so.
- 3.3 The members of the Committee will elect from the membership a Chairperson and Vice-Chairperson.
- 3.4 Members will be appointed on an annual basis.
- 3.5 No member of Lamont Regional Emergency Management Partnership shall be permitted to withdraw from this Agreement during a declared "State of Local Emergency" or during any other disaster event.

4.0 REGIONAL EMERGENCY MANAGEMENT AGENCY (REMA)

- 4.1 The municipal councils of each of the Parties to this Agreement have passed a bylaw to establish the Lamont Regional Emergency Management Agency (the "Agency").
- 4.2 The Agency is charged with keeping the Lamont Regional Emergency Management Plan current and operationally sound. The Lamont Regional Emergency Management Agency will:
- 4.2.1 work collaboratively with partnership communities, Alberta Emergency Management Agency and other government departments or agencies, as necessary to develop, implement, and maintain all emergency plans and programs for the Region;
 - 4.2.2 engage relevant stakeholders, such as business and industry, government agencies, and regulatory bodies to ensure emergency plans are aligned and integrate with stakeholder plans;
 - 4.2.3 support the coordination of training and exercises on the Lamont Regional Emergency Management Plan;

Lamont Regional Emergency Management Partnership Agreement

- 4.2.4 ensure regional training and exercise documentation and records are maintained;
 - 4.2.5 plan, execute and review exercises to validate the Lamont Regional Emergency Management Plan;
 - 4.2.6 review the impact of incidents on the program;
 - 4.2.7 publish information, as necessary, on the Lamont Regional Emergency Management Plan with municipal departments and industrial and municipal neighbours;
 - 4.2.8 liaise with external agencies and surrounding municipalities who have a role in emergency response at regional facilities; and
 - 4.2.9 ensure the Lamont Regional Partnership has appropriate resources and equipment available.
- 4.3 It is recognized that the Regional Emergency Management Agency or parts of the Agency may be called upon from time to time to provide emergency response or services in areas outside of the Lamont Region. The Regional Agency will assess the current situation and a response to those incidents will:
- 4.3.1 Only be committed after an assessment of what resources can reasonably be made available without endangering the Lamont Region and its residents.
 - 4.3.2 Only be committed after ensuring that reasonable care will be provided to the staff being deployed; if the requesting organization cannot provide care for staff, resources will only be deployed once the Regional Agency has been able to arrange for reasonable care.
 - 4.3.3 Only be committed to upon receipt of a tasking or order number from the requesting agency.
 - 4.3.4 Each municipality shall be responsible for cost recovery with respect to resources supplied to the external requesting organization. Costs for those services will be billed according to the policy of each Municipality.
- 4.4 Parties shall not be required to provide anything other than municipally owned equipment, employees and volunteers normally used by the Parties when responding to a regional emergency or disaster situation.
- 4.5 The Parties will always comply with the requirements of all applicable Federal, Provincial and Municipal legislation.
- 4.6 Each of the Parties agree to share emergency management related information.

Lamont Regional Emergency Management Partnership Agreement

- 4.7 Each of the Parties will agree to implement the concepts and principles of the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.
- 4.8 Each of the Parties will strive to utilize common communications systems and technologies.
- 4.9 This Agreement does not in any way amend or replace those agreements that may already be in existence or shall come into existence in the future between any of the Parties, as a whole or otherwise, with respect to the provision of firefighting or other services.

5.0 SHARED COST OF REGIONAL COLLABORATION

- 5.1 The Lamont Regional Emergency Management Advisory Committee shall develop and adopt an annual operating budget to cover the costs and funding of Regional Emergency Management program as per the scope outlined in the attached Schedule "A".
- 5.2 The Parties to this Agreement agree to fund Lamont Regional Emergency Management Partnership emergency program in accordance with the funding formula enumerated in the attached Schedule "A".
- 5.3 The costs incurred by any Party to this Agreement in responding to an emergency or disaster in another municipality shall be the sole responsibility of the affected Party or Parties in which the emergency or disaster occurs.

6.0 INSURANCE & INDEMNITY

- 6.1 No action lies against the Party with jurisdiction or any Assisting Party or a person acting under that Parties direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under the *Emergency Management Act* or the regulations during a "State of Local Emergency. "
- 6.2 A Requesting Party indemnifies each Assisting Party against any expense incurred by that Assisting Party by reason of any damage to its equipment in the course of responding to a call and against any cost or expense incurred by the Assisting Party by reason of personal injury or death caused to any of its personnel in the course of responding to a call unless such damage, injury or death results from the Assisting Party failing to act in good faith.
- 6.3 A Requesting Party agrees to save and hold harmless the Assisting Party, any of its departments, agencies, officers or employees from all cost, injury and damage occurred and from any other injury or damage to any person or property as a result of their actions in assisting the Requesting Party. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of action, court costs, expenses of litigation and reasonable legal fees.

Lamont Regional Emergency Management Partnership Agreement

- 6.4 During the term of this Agreement, the Parties shall each, at their own respective cost and expense, maintain in full force and effect General Liability Insurance in an amount not less than five million dollars (\$5,000,000.00) per occurrence for personal injury and/or property damage and any other insurance that is mutually agreed to by the Parties and reasonably obtainable by both. Notwithstanding the foregoing, it is agreed that the policy limits do not define or limit a Party's liability to indemnify the other Party under this Section.
- 6.5 Each Party agrees to forward a copy of this Agreement to their municipal insurer and to be responsible for the costs of any increase in insurance premiums which may result.

7.0 TERM AND TERMINATION

- 7.1 Any member of the Regional Emergency Advisory Committee may withdraw their membership from Lamont Regional Partnership and this Agreement, by providing all other Parties hereto with twelve (12) months advance written notice. The withdrawal of any party from this Agreement shall in no way impact the remaining Parties hereto, and this Agreement shall continue in full force and effect as between the remaining Parties and any investment in joint assets shall remain with the partnership.
- 7.2 This Agreement shall come into force when it has been signed by all the Parties hereto, and the Ministerial Order referred to herein has been issued and has come into effect. The term of this Agreement shall be for a period of ten (10) years thereafter, or until such time as the Parties mutually agree otherwise (the "Term").
- 7.3 Twelve (12) months prior to the expiration of the Term of this Agreement the parties shall initiate the process to automatically renew this agreement for successive periods of ten (10) years and all the Terms of this Agreement shall remain in force.

8.0 GOVERNING LAW

- 8.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta. The Parties hereby agree to the exclusive jurisdiction of the Courts of the Province of Alberta, and all courts competent to hear appeals therefrom, to hear any matter or thing relating to or arising from this Agreement.

9.0 SEVERABILITY

- 9.1 If any one or more of the provisions contained in this Agreement should be invalid, illegal or unenforceable in any respect, the remaining provisions contained herein shall not in any way be affected or impaired thereby, unless, as a result of such determination, this Agreement would fail in its essential purpose.

10.0 NON-ASSIGNMENT

- 10.1 No Party may assign its rights under this Agreement without the prior written consent of all the other Parties hereto.

Terms of Reference
Lamont Regional Emergency Management Advisory Committee

1. ORGANIZATION NAME

1.1. The Lamont Regional Emergency Management Advisory Committee; hereinafter referred to as the "Regional Committee."

2. AUTHORITY

2.1. The Regional Committee is established pursuant to:

2.1.1. The Emergency Management Act, RSA 2000, Chapter E-6.8; and

2.1.2. The Lamont Regional Emergency Management Partnership Agreement; and

2.1.3. Each of the partnering municipality's Emergency Management Bylaw; and

2.1.4. Ministerial Order, Order in Council _____.

3. PURPOSE/MANDATE

3.1. The purpose/mandate of the Regional Committee is to review and approve plans and programs of the Lamont Regional Emergency Management Agency.

3.2. The Regional Committee is delegated the authority to develop and approve policies relating to emergency preparedness, mitigation, response, recovery, and the operation of the Lamont Regional Partnership Emergency Management Program.

3.3. The Regional Committee will convene for the purposes of supporting the implementation of a State of Local Emergency (SOLE) for any one (1) or more regions within the Partner municipalities.

3.4. As the Regional Committee will contain council members from each municipality, each participating council member is responsible for presenting to their elected council the annual report of the Lamont Regional Emergency Management Agency.

3.5. The council member will, when required, present Lamont Regional Emergency Management Advisory Committee recommendations to their respective municipal council for consideration.

4. REGIONAL COMMITTEE MEMBERSHIP

4.1. The Regional Committee membership shall be comprised of one (1) member of Council from each of the partnering municipalities of the Lamont Regional Emergency Management Partnership.

4.2. Members will be appointed on an annual basis.

5. CHAIRPERSON

5.1. At the first meeting of the Regional Committee, a rotation of Chairperson and Vice-Chairperson shall be presented and adopted.

6. QUORUM & MEETINGS

6.1. Each of the five partner municipalities has one vote, however, a minimum of three (3) voting members shall constitute a quorum. All decisions are a majority vote.

6.2. The Regional Committee will meet a minimum of once per year but may meet more frequently at the call of the Chairperson or Vice-Chairperson.

7. BUDGETS & STAFF/ADMINISTRATIVE SUPPORT

7.1. Annually, the Lamont Regional Emergency Management Agency shall prepare a report and operating budget, which shall be submitted (no later than August 30 to be included in municipal budgets) to the Lamont Regional Emergency Advisory Committee for approval. The operating budget and annual report shall then be forwarded on to each partnering municipality for approval.

8. COMMUNICATION FROM THE REGIONAL COMMITTEE

8.1. All formal communication will be through the Chairperson of the Regional Committee as the official spokesperson. It is the responsibility of the committee member to report back to their council.

9. TERMS OF REFERENCE AMENDMENTS

9.1. The Terms of Reference may be amended from time to time, by a majority vote, at a duly constituted Regional Committee meeting.

10. APPROVAL/ADOPTION DATE

10.1. The Lamont Regional Emergency Advisory Committee Terms of Reference approved this _____ Day of _____, 2020

Mayor (Reeve)

Chief Administrative Officer

REQUEST FOR DECISION



Meeting Date: February 09, 2021
Staff Contact: Shayne Milliken, Regional Fire Chief
Department: Emergency Services

Subject: 2021 Alberta Forestry Mutual Aid Fire Control Agreement

Recommendation(s):

THAT Lamont County Council approve the Mutual Aid Agreement with Alberta Agriculture and Forestry for the purpose of fire control assistance in Lamont County for a period of one year (March 1, 2021 - March 1, 2022), as presented.

Purpose:

For Council to consider entering into a Mutual Aid Agreement with Alberta Agriculture and Forestry for the purpose of fire control assistance in Lamont County.

Background Information:

Lamont County has a current Fire Control Agreement (FCA) and Fire Control Plan (FCP) with Alberta Agriculture and Forestry. The purpose of these documents is to provide a framework for accessing additional resources, when required, at wildland fire incidents in our area.

The Mutual Aid FCA and FCP with Alberta Agriculture and Forestry are critical documents in ensuring timely access to additional resources on some of our most complex wildland fire incidents. The FCP outlines roles and responsibilities for both the Municipality and the Forest Protection Division depending on the location of the fire event. Lamont County does not routinely activate this agreement. However, it was activated in 2009, 2016, and 2018 at some of our largest wildfire events. The Mutual Aid received from the Division, particularly in the 2018 North Bruderheim Fire, led to a very timely conclusion of the event.

As with most mutual aid agreements, there is no guarantee of a response from either party when requested. Requests will always be assessed at the time of the request and a decision will be promptly made.

The FCA and FCP would be in effect all year, from March 1, 2021 to March 1, 2022. The FCA authorizes any person who holds the title of "Regional Fire Chief" to update and execute the FCP. The FCP is considered a living document and can be updated by the Regional Fire Chief or the Division's representative at any time.

Financial Impact:

Should Lamont County request assistance from Alberta Agriculture and Forestry, costs will be assessed in accordance with Schedule H of the FCP. Conversely, should Lamont County receive a request for assistance in a Forest Protection Area, the County is in a position to recoup the costs associated with that response.

Attachments:

[2021 Mutual Aid FCA](#)

[2021 Mutual Aid FCP](#)

Johnathan Strathdee, Legislative Services Officer

Approved
- 02 Feb
2021

Stephen Hill, CAO

Approved
- 02 Feb
2021

Mutual Aid Fire Control Agreement

This is an agreement, authorized by section 6(d) of the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, to facilitate the prevention and control of forest and prairie fires between

Her Majesty the Queen in Right of Alberta
as represented by the Minister of
Agriculture and Forestry, Forestry Division

(the "Division")

and

Lamont County

(the "Municipality")

Collectively, the "Parties"

This Agreement is made in consideration of the exchange of promises between the Parties set out herein.

1. In this Agreement:
 - (1) "Act" means the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, as amended from time to time.
 - (2) "Forest Protection Area" means that area or those areas designated as such pursuant to section 41(c) of the Act.
 - (3) "Plan" means the Annual Mutual Aid Fire Control Plan. The Plan forms a part of this Agreement. The current Plan that has been agreed to by the Parties is set out in Appendix "A" to this Agreement.
2. The Division will endeavor to prevent and control all wildfires, excluding structure fires, on those lands that lie within the boundaries of the Forest Protection Area.

3. The Municipality will endeavour to prevent and control:
 - (1) all structure fires within the boundaries of the Municipality; and
 - (2) all wildfires on those lands within the boundaries of the Municipality that are outside of the boundaries of the Forest Protection Area.
4. (1) Each Party has authorized the following persons as their respective representatives for the purpose of reviewing and updating the Plan in accordance with section 5:
 - (a) Until further notice, the Division's authorized representative is any person holding the position of Wildfire Prevention Officer or Wildfire Manger.
 - (b) Until further notice, the Municipality's authorized representative is any person holding the position of Regional Fire Chief.
- (2) Either Party may change their authorized representative by written notice to the other.
5. **The Plan will be reviewed and updated on an annual basis by the authorized representatives of the Division and the Municipality.**
6. The Division and the Municipality agree to make payments in accordance with the terms of the Plan for services rendered to the other under this Agreement.
7. This Agreement shall continue from year to year until terminated by either Party in accordance with section 8 of this Agreement.
8. This Agreement shall continue in effect from year to year until terminated by either Party by giving three (3) months written notice to the other, except that during the period between March 1 and October 31 of each year, this Agreement may be terminated only by the mutual consent of both Parties.
9. This Agreement may be amended by the Parties by agreement in writing.
10. The Municipality acknowledges this Agreement has been authorized by the Council of the Municipality in accordance with s. 6(d) of the Act.

Agreed to by the Parties as indicated by the signatures of their duly authorized representatives.

Date Signed

**Her Majesty the Queen in Right of Alberta as represented
by the Minister of Agriculture and Forestry, Forestry
Division**

Date Signed

Lamont County

2021-2022

Mutual Aid Fire Control Plan

Agriculture and Forestry, Government of Alberta

February 2019

T2019 Mutual Aid Control Plan

ISBN or ISSN, URL, and any other unique identifiers (required)

For more information regarding this content visit: <https://open.alberta.ca/dataset/3e4bccf4-6758-4e4a-bfb9-f7f063b83962/resource/d3739e94-9dd4-4514-8ba3-67ca1ebff81b/download/GoA-Publications-Guideline.pdf>

Table of Contents

MUTUAL AID FIRE CONTROL PLAN	5
A. ADMINISTRATION.....	5
1. PURPOSE.....	5
2. FIRE CONTROL PLAN CONTACTS	6
3. MUTUAL AID REQUEST PROCEDURE	6
4. MUTUAL AID ZONES	6
5. COST RECOVERY AND INVOICING.....	7
6. MEETINGS.....	7
B. PREVENTION AND DETECTION.....	8
1. FIRE PERMIT ISSUANCE:.....	8
2. FIRE CONTROL ORDERS:.....	8
3. COOPERATIVE PREVENTION OPPORTUNITIES:.....	8
4. COOPERATIVE DETECTION SHARING:.....	9
5. PRESCRIBED FIRE AND HAZARD REDUCTION BURNING:	9
6. WILDLAND URBAN INTERFACE:.....	9
C. PRESUPPRESSION	10
1. COOPERATIVE PRESUPPRESSION ACTIVITIES:	10
2. HAZARD AND RESOURCE INFORMATION SHARING:	10
D. WILDFIRE OPERATIONS	11
1. PROVISION OF PERSONNEL AND EQUIPMENT FOR MUTUAL AID:.....	11
2. COMMUNICATIONS:	13
3. ESTABLISHED PROTOCOL FOR TRANSFER OF COMMAND:	13
4. ESTABLISHMENT OF COMMAND STRUCTURES.....	13
E. TRAINING	14
1. JOINT RESPONSE EXERCISES.	14

F. DATA SHARING.....	14
G. EFFECTIVE DATES.....	15
SCHEDULE A.....	16
SCHEDULE B.....	18
SCHEDULE C	19
SCHEDULE D	20
SCHEDULE E.....	21
SCHEDULE F.....	22
SCHEDULE G	23
SCHEDULE H	24
SCHEDULE I.....	26
SCHEDULE J	27
SCHEDULE K.....	33
SCHEDULE L.....	34

MUTUAL AID FIRE CONTROL PLAN

This Mutual Aid Fire Control Plan is entered into by the Ministry of Agriculture and Forestry (AF), Forestry Division, hereinafter called the Division, and Lamont County, hereinafter called the Municipality, under the Mutual Aid Fire Control Agreement between the Division and the Municipality dated March 1, 2021.

A. ADMINISTRATION

1. PURPOSE

The purpose of this Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreement.

DIVISION:

Name: Forestry Division

Address:

Phone:

Fax:

MUNICIPALITY:

Name: Lamont County

Address: 5303 50 Avenue

Phone: (780) 895-2233

Fax: (780) 895-7404

2. FIRE CONTROL PLAN CONTACTS

Names, addresses, and phone numbers of contact personnel for the plan:

1. Division are included in Schedule A – AF Contact List.
2. Municipality are included in Schedule B – Municipality Contact List.

3. MUTUAL AID REQUEST PROCEDURE

Requests for mutual aid will be made by the following personnel:

1. The Division authorizes request for assistance as per Schedule C.
2. The Municipality authorizes requests for assistance as per Schedule D.

The request shall be made in writing using the Mutual Aid Request form (Schedule E). A request will be evaluated by the receiving agency based on available resources and ongoing priorities within their sphere of interest. The mutual aid request will be acknowledged in writing on the Mutual Aid Request form.

4. MUTUAL AID ZONES

The attached maps, Schedule F, which form part of the Mutual Aid Fire Control Plan, outline the mutual aid zones. Requests for mutual aid within each zone will be dealt with according to the following criteria:

1. ZONE 1:

Wildfire suppression within Zone 1 (Forest Protection Area) is the responsibility of the Division. Structural and facility fire is the responsibility of the Municipality. The discovering agency shall report the fire to the responsible agency immediately and will provide mutual aid assistance based on available resources and priorities as requested.

2. ZONE 2:

Wildfire and structural fire suppression within Zone 2 (*“urban municipality” means a city, town or village (including a summer village) and includes an urban service area of a specialized municipality and municipal lands outside of the Forest Protection Area*) is the responsibility of the Municipality. The Division will deal with requests for mutual aid assistance based on the Mutual Aid Fire Control Agreement and available resources and priorities as requested.

3. ZONE 3: (Optional)

Zone 3 is referred to as the Mutual Aid Zone. The Division and/or Municipality have the approval to initiate suppression action, limited to the maximum dollar amount of \$10,000.00.

5. COST RECOVERY AND INVOICING

All costs associated with mutual aid will be borne directly by the requesting agency or may be billed by the providing agency to the requesting agency as soon as time permits.

All reimbursements made under the provisions of this Plan shall be in accordance with the Forest and Prairie Protection Act, Forestry Division policy, and the policies of the Municipality and the terms of the following:

1. This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division and the Municipality.
2. Reimbursement to the Municipality shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2. The use of any specialized Municipal equipment will be reimbursed at the rates and terms included in Schedule G.
3. Reimbursement to the Division shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2 the use of any specialized equipment shall be reimbursed at the rates and terms included in Schedule H.

6. MEETINGS

The Division and the Municipality agree to participate in annual planning meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Mutual Aid Fire Control Plan are current and to discuss matters pertaining to: wildfire prevention, wildfire detection, wildfire operations, administration, suppression, and training.

B. PREVENTION AND DETECTION

1. FIRE PERMIT ISSUANCE:

The Division is responsible for issuing fire permits on all lands within the Forest Protection Area. Permits will be issued by a Forest Officer and/or a Fire Guardian from the Forest Area office.

The Municipality is responsible for issuing fire permits within the corporate limits of Lamont County. Fire permits will be issued by the Fire Chief or Designate.

Fire permits issued by the Municipality within Lamont County and within the Forest Protection Area, will be reported to the Forest Area Fire Centre by the end of the business day in which the permit was issued.

Fire permits issued by the Division within 5 kilometers of the corporate limits will be reported to the Fire Chief's office by the end of the business day in which the permit was issued.

Fire Permits issued by the Municipality within 5 kilometers of the forest protection area boundary shall be passed to the Forest Area Fire Center by the end of the business day in which the permit was issued.

2. FIRE CONTROL ORDERS:

Fire control orders will be requested by the Division, with input from the Municipality's Fire Chief. The Division will take the lead role in advertisement and enforcement of the fire control order on lands within the Forest Protection Area.

The Municipality will initiate fire control orders within the corporate limits of Lamont County and all municipal lands outside of the Forest Protection Area with input from the Division's Forest Area Manager or his designate. The Municipality will take the lead role in advertisement and enforcement of the fire control order on noted lands.

A Fire Control Order may be requested by the Minister for Municipal lands outside the Forest Protection Area.

Both the Division and the Municipality agree to follow the Fire Ban System focused on terminology to ensure standard messaging to the public, as per Schedule L.

3. COOPERATIVE PREVENTION OPPORTUNITIES:

The Municipality and the Division may develop a joint prevention advertisement campaign that meets both the Municipality and Division needs.

4. COOPERATIVE DETECTION SHARING:

When the Division is conducting aerial patrols, and potential wildfires are found outside of the FPA, information will be passed to the municipality in accordance with this agreement.

The Municipality will provide ground detection through education of all Municipal staff on fire assessment and reporting procedures as outlined in this Annual Fire Control Plan.

All fires discovered by the Division within the Municipality's jurisdictional boundaries will be reported to the Fire Chief at (780) 895-2233 ext. 236.

All fires discovered by the Municipality within the Division's jurisdictional boundaries will be reported to the Forest Area Duty Officer at 000-0000.

5. PRESCRIBED FIRE AND HAZARD REDUCTION BURNING:

The Division will be the lead agency for all prescribed fire and hazard reduction burning on lands within the Forest Protection Area. Municipal Fire Departments may be included in these prescribed fire and hazard reduction burns to assist with operations and to serve as a cross-training exercise.

The Municipality is the lead agency for all prescribed fire and hazard reduction burning within the corporate limits of *Lamont County*. The Division may be included in the prescribed fire and hazard reduction burns to assist with planning, operations, and to serve as a cross-training exercise.

6. WILDLAND URBAN INTERFACE:

The Municipality agrees to address wildland urban interface issues within the Municipality through the application of the seven disciplines of FireSmart:

1. Public Education
2. Legislation
3. Development
4. Vegetation Management
5. Emergency Planning
6. Interagency Cooperation
7. Cross Training

The Division agrees to assist the Municipality with wildland urban interface issues through the provision of resource materials and training on the wildland urban interface disciplines and options to minimize hazards within the Municipality.

C. PRESUPPRESSION

1. COOPERATIVE PRESUPPRESSION ACTIVITIES:

The Division agrees to supply fire equipment to the Municipality on a short-term loan basis during wildfire incidents within the Municipality. The amount of equipment provided will be based on the request from the Municipality and the degree of hazard within the Forest Area at the time of the request. The Municipality agrees to return the equipment within 24 hours of being notified by the Division.

The Municipality and Division, when required, agree to make facilities available to each other for pre-suppression activities when safe to do so and space is available.

The Municipality, if requested, should provide the Division with a copy of their Municipal Emergency Response Plan. This plan may assist with identifying unknown Values at Risk, evacuation times, critical infrastructure, etc.

As they become aware, Municipalities should report to the Division any large scale developments such as open or private camps, new campgrounds or anything that forms a new Value at Risk.

The Division, if requested, will assist the Municipality in obtaining many types of resources i.e. provide equipment listings, aircraft, crews etc, to assist the Municipality with direct hire of resources for the purposes of wildfire suppression and pre-suppression.

2. HAZARD AND RESOURCE INFORMATION SHARING:

The Division will provide the following information to the Municipality, when available:

1. Fire Weather Indices
2. Weather forecast
3. Pre-suppression resources
4. Fire Situation Report

The information provided will be for the Forest Protection Area; therefore, the Municipality must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at:

<http://wildfire.alberta.ca/wildfire-status/fire-weather/forecasts-observations/default.aspx>

The Municipality will provide a list of available pre-suppression resources available to the Division upon request.

D. WILDFIRE OPERATIONS

The Municipality and Division, when required, agree to make facilities available to each for suppression activities when safe to do so.

The Municipality is responsible for issuing evacuation alerts, orders or operations. The Division will make the appropriate recommendations regarding evacuations to the Municipality.

1. PROVISION OF PERSONNEL AND EQUIPMENT FOR MUTUAL AID:

The Division and the Municipality will provide mutual aid equipment and personnel as per the terms of this Plan and the Mutual Aid Request Form. This section describes the operational procedures for cooperative use of resources by both agencies.

1. When one agency requests assistance from another, the sending agency shall dispatch only personnel and/or equipment that meets or exceeds the minimum requirements for qualification, certification, and functionality by that agency.
2. At the time of the request for assistance during a wildfire, the sending agency shall endeavor to dispatch the nearest available resource(s) to the incident.
3. At the time of the request, each agency shall assign a resource that is capable of supervising the activities of the agencies' resources.
4. The requesting agency will make reasonable efforts to release the assisting agency from emergency duties as soon as possible.
5. The Division will assume command of all wildland fires within the Forest Protection Area upon arrival. The Municipality will assume command of all structural fires upon arrival.
6. Structure protection of facilities owned by the Wildfire Management Branch are the responsibility of the Wildfire Management Branch. Structure Protection of other public or privately owned facilities is the responsibility of the local jurisdiction. Wildfire management will only deploy sprinkler systems on prescribed fires, on wildfires for holding line or to meet wildfire suppression objectives and to provide structure protection to wildfire management facilities.
7. The requesting agency may be responsible for arrangement and payment of meals and accommodations for supplied resources.
8. The Division will not assume command on wildfires located outside of the Forest Protection Area.
9. Municipalities will be required to assign a qualified person who has the delegated authority to give direction to Divisional resources.
10. On all Alberta mutual aid wildfires and wildfires outside of the FPA, an Agriculture and Forestry representative must be on site prior to any airtanker drop.

11. The Division may conduct wildfire investigations outside the Forest Protection Area when approved by the Division's Director of Wildfire Prevention.
12. The Municipality may provide enforcement personnel to assist the Division and will be reimbursed as per Schedule G.
13. Agencies will provide an Agency Representative for wildfire incidents in order to integrate Wildfire operations efficiently.
14. The provision of firefighting services contemplated herein and provided by the Municipality and the Division, as the case may be, are solely and absolutely at the discretion of the respective agency and the said agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:
 - a. That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
 - b. That they be dispatched in response to the call, resources as the respective agency may request; or
 - c. That they be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or Forest Officer, may be prudently available.
15. If initial action is undertaken by an agency outside their jurisdictional boundaries, that agency will immediately attempt to preserve evidence pertaining to the fire's area of origin and possible cause.
16. The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from and against all losses, costs, damages, injury or expense to persons or property of every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss, damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.
17. The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or loss to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

2. COMMUNICATIONS:

The mutual-aid response radio frequency will be **156.855** MHz. If this frequency is not functional (due to system incompatibilities i.e. AFRRCS) then a communications protocol is required between the Municipality and the Division.

1. **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
2. **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Contact List.
3. Annually, The Division will provide the Municipality the Forest Protection Radio Guide FP 183 (Schedule I).

3. ESTABLISHED PROTOCOL FOR TRANSFER OF COMMAND:

As per the responsibilities outlined in Sections A.2 and D.1.5, of the Mutual Aid Fire Control Plan, the Municipality and Division agree to complete the transfer of command/responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at an incident, the Incident Commander for the responsible agency will meet with the present Incident Commander to obtain a transfer of command briefing. This briefing should consist of the ICS201. It is agreed that resources from the assisting agency will be released as soon as possible based on fire suppression success.

4. ESTABLISHMENT OF COMMAND STRUCTURES

As per the responsibilities outlined in Sections A.2 and D.1.5, of the Mutual Aid Fire Control Plan, the Municipality and Division agree to work together and if required form a command structure in accordance within the provisions of Incident Command System. As each incident is unique, organization structure examples, as agreed to by both the Division and Municipality, can be found in Schedule J. When agencies are working on the same incident, there will only be one Incident Command post. When Agencies are working together, information to be shared from the incident to the public and agency staff will be consistent. This may require the establishment of a Joint Information Centre (JIC) and implementation of a Joint Information System (JIS).

E. TRAINING

Training opportunities available to the Municipality from the Division are listed in Schedule K.

The Division agrees to provide fire permit issuance training to all new Municipal Fire Guardians.

The Municipality and the Division agree to make available training opportunities.

Agencies who wish to provide staff in trainee positions on wildfire incidents may do so at their own cost and with agreement from the receiving agency and Incident Command team.

1. JOINT RESPONSE EXERCISES.

The Division and the Municipality may develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present plans, to act as a cross-training exercise for Municipal and wildland firefighters, and to act as a public education tool for residents, Municipal and Provincial government administration, and elected officials.

Funding for these exercises may be sourced from grants, such as: Alberta Emergency Management Agency grant program, FRIAA, etc. The agency responsible for the exercise is responsible for applying for the grant.

F. DATA SHARING

Municipalities and the Division will share requested data to the other for the purpose of wildfire management. The receiving agency will not share the data without the consent of the providing agency. Specific data requests will be made and approved as per the respective names and positions as listed in Schedules C and D.

G. EFFECTIVE DATES

This Annual Mutual Aid Fire Control Plan is in effect from March 1, 2021 to March 1, 2022

IN WITNESS WHEREOF the parties hereunto have affixed their signatures and corporate seals on the day and year first written.

Forest Area Manager

Date: _____

Regional Fire Chief

Date: _____

SCHEDULE A

AF Contact List

AF Forest Area – Rocky Mountain House Forest Area

Address – 2nd Floor Provincial Building, Box 1720, 4919-51 St

Town – Rocky Mountain House

Postal Code – T4T 1B3

Phone – 403-845-8250

Fax – 403-8454750

Forest Area Manager – Kevin Gagne

Address – 2nd Floor Provincial Building, Box 1720, 4919-51 St

Town – Rocky Mountain House

Postal Code – T4T 1B3

Phone – 403-845-8215

Cell – 403-845-0734

Email – kevin.gagne@gov.ab.ca

Wildfire Operations Officer – Rick Moore

Address – 2nd Floor Provincial Building, Box 1720, 4919-51 St

Town – Rocky Mountain House

Postal Code – T4T 1B3

Phone – 403-845-8365

Cell – 403-844-1505

Email – rick.moore@gov.ab.ca

Wildfire Prevention Officer – *Kristofer Heemeryck*

Address – 2nd Floor Provincial Building, Box 1720, 4919-51 St

Town – Rocky Mountain House

Postal Code – T4T 1B3

Phone – 403-845-8205

Cell – 403-846-8590

Email – kristofer.heemeryck@gov.ab.ca

SCHEDULE B

Municipality Contact List

Municipality:

Fire Chief(s) – **Shayne Milliken**

Address 5303 50 Avenue

Town Lamont

Code T0B 2R0

Phone (780) 895-2233

Fax (780) 895-7404

Cell (780) 818-5914

Email shayne.m@lamontcounty.ca

Municipal Manager – **Stephen Hill**

Address 5303 50 Avenue

Town Lamont

Code T0B 2R0

Phone (780) 895-2233

Fax (780) 895-7404

Cell (780) 699-4516

Email Stephen.h@lamontcounty.ca

SCHEDULE C

Division Authorized Requesting Authorities

Forest Area Manager – ***Kevin Gagne***

Wildfire Operations Officer – ***Rick Moore***

Wildfire Prevention Officer – ***Kristofer Heemeryck***

Wildfire Management Specialist – ***Dale Thomas***

Wildfire Technologist – ***Wayne Werstiuk***

Wildfire Technologist – ***James Mackinnon***

Wildfire Technologist – ***Wade Colwell***

Wildfire Technologist – ***Margriet Berkhout***

Wildfire Technologist – ***Rob Anderson***

Anyone acting on behalf of the forest Area as a Duty Officer or Deputy Duty Officer

SCHEDULE D

Municipality Authorized Requesting Authorities

Chief Administrative Officer – **Stephen Hill**

Regional Fire Chief – **Shayne Milliken**

SCHEDULE E

Mutual Aid Request Form



Appendix C- Mutual Aid Request

FROM

Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	

TO

Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	

SUBJECT

Mutual Aid Request
Location

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

Manpower

Airtankers

Helicopters

Equipment

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request submitted by:

Name	Position	
Time	Date (yyyy-mm-dd)	Signature

Your request for mutual aid assistance is approved / not approved as per this request and the terms of the Mutual Aid Fire Control Agreement.

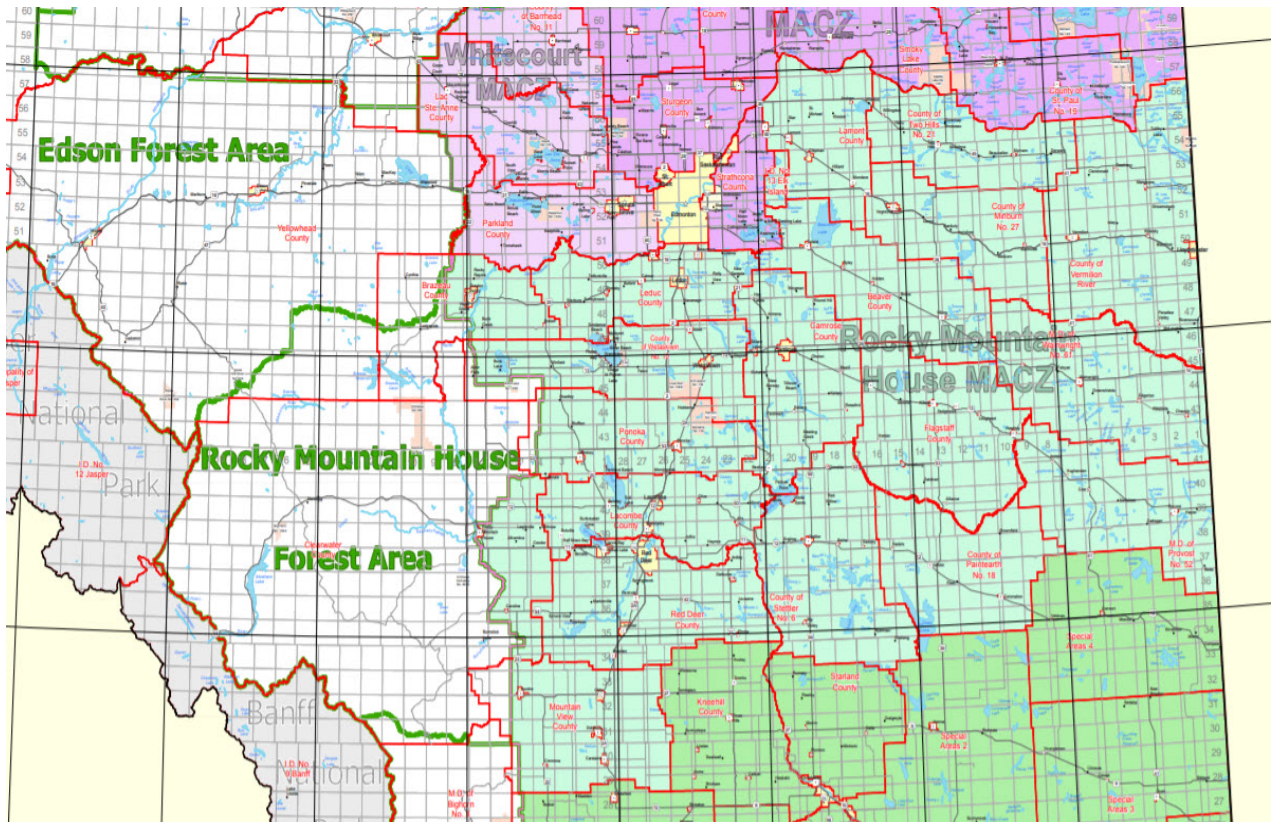
Name	Position	
Time	Date (yyyy-mm-dd)	Signature

[Email](#) [Print](#)

Mutual Aid Request (June 2017)

SCHEDULE F

Mutual Aid Zones



SCHEDULE G

Municipality Estimated Reimbursement Rates

<i>Resource</i>	<i>Rate</i>
Personnel:*	
Firefighter	Regulation Rates
Specialized Equipment:	
Rescue Unit Tanker c/w 2 person crew	Alberta Road Builder Rates/Negotiated Rates
Municipal Fire Truck c/w 6 person crew	Alberta Road Builder Rates/Negotiated Rates
Fire Pumper Fire Truck c/w 3 person crew	Alberta Road Builder Rates/Negotiated Rates
Command Vehicle	Alberta Road Builder Rates/Negotiated Rates

***Manpower costs do not include accommodations or meals.**

SCHEDULE H

Division Estimated Reimbursement Rates

<i>Resource</i>	<i>Rate</i>
Airtanker Aircraft:*	
CV580	\$3900.00 per hour plus fuel and retardant
CL215T	\$3200.00 per hour plus fuel and retardant
Air Tractors (wheeled)	\$1400.00 per hour plus fuel and retardant
Air Tractors (amphibious)	\$2400.00 per hour plus fuel and retardant
L188	\$6200.00 per hour plus fuel and retardant
Birddog Aircraft	
Turbo Commander 690	\$1900.00 per hour plus fuel
Cessna Caravan C208	\$1900.00 per hour plus fuel
Helicopters:	
Contract Rappel	\$2800.00 to 3924.00 per day and \$950 to \$1376.00 per flying hour plus fuel
Casual	Government hourly flying rate plus fuel
Contract Intermediate	\$1213.00 to \$2335.00 per flying hour plus fuel
Contract Medium	\$2039.00 to \$2875.00 per flying hour plus fuel

Personnel:**	
RAP Crew (7 person)	Cost Estimate \$21.61-\$27.13/hour/person
HAC Crew (4 or 8 person)	Cost Estimate \$21.61-\$27.13/hour/person
UNIT Crew (20 person)	Cost Estimate \$21.61-\$27.13/hour/person
Firetack Emergency (8 person)	Cost Estimate \$17.86-\$22.75/hour/person
Firetack Base and Secondary (8 person)	Cost Estimate \$29.77/hour/person first 8 hours– \$44.66/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Firetack Zero Day (8 person)	Cost Estimate \$24.41/hour/person first 8 hours - \$36.62/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Air Attack Officer (contract)	\$1000.00/day/person
Specialized Equipment:	
Helitorch	Government Rate
Compressed Air Foam Unit	Contract Rate

* **Airtanker Group Configuration is comprised of a minimum of 1 Bird Dog, 1 Airtanker and an Air Attack Officer.**

****Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.**

SCHEDULE I

Forest Protection Radio Guide FP 183

Firenet Frequencies

Channels			RX	TX
Tone (Hz)	Tone (Hz)	Tone (Hz)	Frequency (MHz)	Frequency (MHz)
162.2	173.8	186.2		
201	217	233	152.480	157.740
202	218	234	152.495	157.755
203	219	235	152.510	157.770
204	220	236	152.525	157.785
205	221	237	152.540	157.800
206	222	238	152.555	157.815
207	223	239	152.570	157.830
208	224	240	152.585	157.845
209	225	241	152.600	157.860
210	226	242	152.615	157.875
211	227	243	152.630	157.890
212	228	244	152.645	157.905
213	229	245	152.660	157.920
214	230	246	152.675	157.935
215	231	247	152.690	157.950
216	232	248	152.705	157.965
<i>New Frequency Group</i>				
249	258	267	152.720	157.980
250	259	268	152.735	157.995
251	260	269	152.750	158.010

VHF/AM Frequencies

All aircraft proceeding to initial attack (IA) fire(s) will monitor 129.800 Primary. Alternate initial attack air advisory frequencies may be assigned if there are multiple fires in an area. Sustained action air advisory frequencies are only to be used when assigned by Alberta Wildfire Coordination Centre. **There is no AM monitoring on Fireline.**

AM Usage	Freq. (MHz)
Air Advisory (Primary IA)	129.800
Air Advisory (Secondary IA)	128.950
Air Advisory (Alternate IA)	130.750 (N of 52°, < 3500')
Air Advisory Sustained Act.	130.175 (N of 53°, < 3500')
Air Advisory Sustained Act.	131.850 (N of 53°, < 3500')
Air Tanker Bases	122.050

Note: All Channels are **Narrow Band**.

Fireline Frequencies

Channels			RX / TX
Tone (Hz)	Tone (Hz)	Tone (Hz)	Frequency
100.0	123.0	88.5	(MHz)
1	18		150.470
2	19	35	151.055
3	20	36	151.070
4	21	37	151.090
5	22	38	151.115
6	23		151.265
7	24	39	151.385
8	25	40	151.880
9	26		151.910
10	27		152.090
11	28		152.390
12	29	41	153.050
13	30		154.415
14	31	42	154.505
15	32		158.970
16	33		159.420
17	34	43	162.210

Fireline Repeaters

Channels			RX Frequency	TX Frequency
Tone (Hz)	Tone (Hz)	Tone (Hz)	(MHz)	(MHz)
136.5	151.4	162.2		
45	47	49	159.420	154.190
46	48	50	158.970	154.250

Pre-Assigned Channels

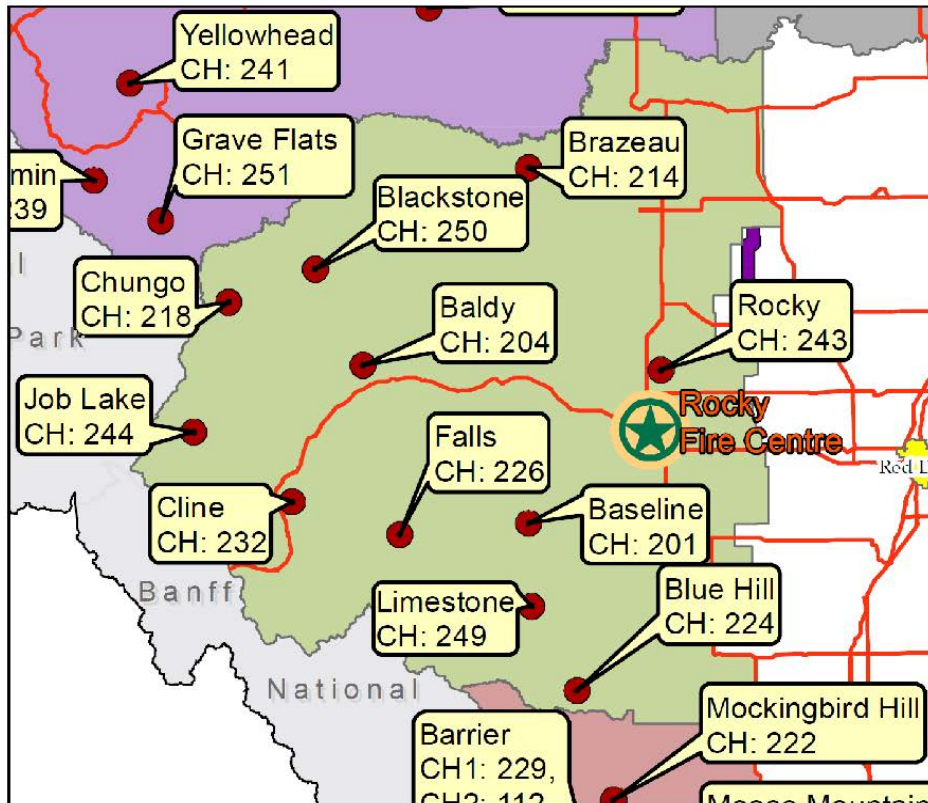
	Channel	Freq. (MHz)	Tone (Hz)
Dozer Channel	11	152.390	100.0
Camp Channel	19	151.055	123.0
Prov. Mutual Aid (wide band only)		156.855	

Note: All Channels are Narrow Band.

ROCKY AREA

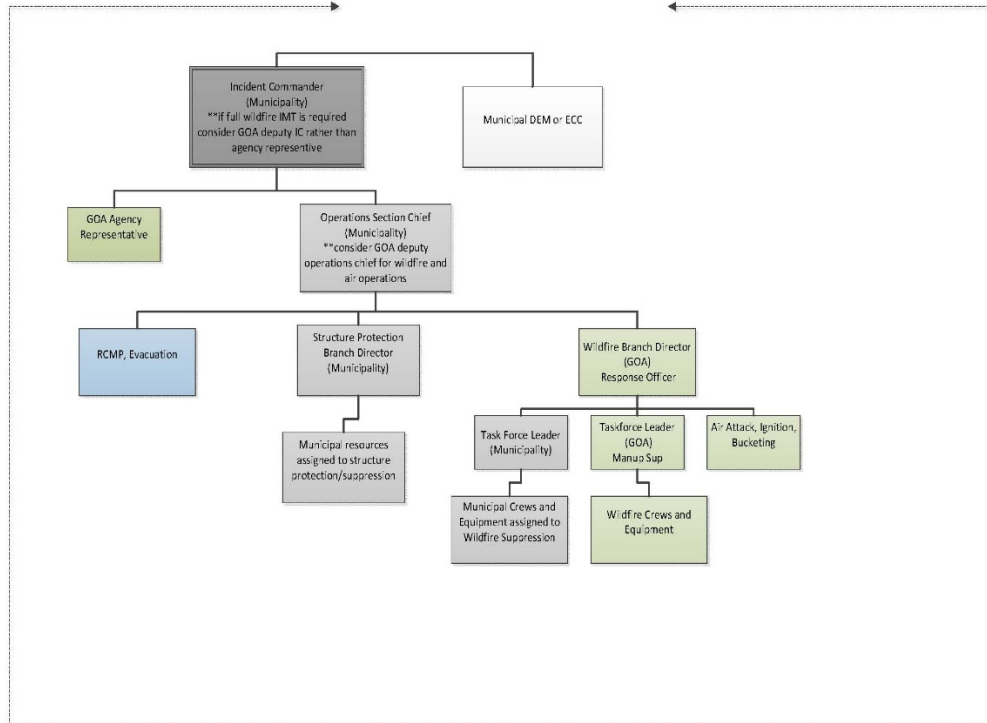
(403) 845-8266	Callsign	Contact Channel	Firenet Repeater
Rocky Fire Center	XMB98		
Initial Attack		41 + 43	
Lookouts			
Aurora	XMA722	214	Brazeau
Baldy	XMD61	204	Baldy
Baseline	XMC28	201	Baseline
Blackstone	XMA719	204	Baldy
Bluehill	XMC34	224	Blue Hill
Brazeau	XMA38	214	Brazeau
Cline	XMA571	232	Cline
Falls	XMA640	226	Falls
Limestone	XMA799	201	Baseline
Ram	XMD59	204	Baldy
Rocky	XMA41	243	Rocky
Fire Bases			
Lodgepole		214	Brazeau
Rocky		243	Rocky
Shunda		204	Baldy
Air Tanker Bases			
Rocky ATB		243	Rocky

ROCKY AREA

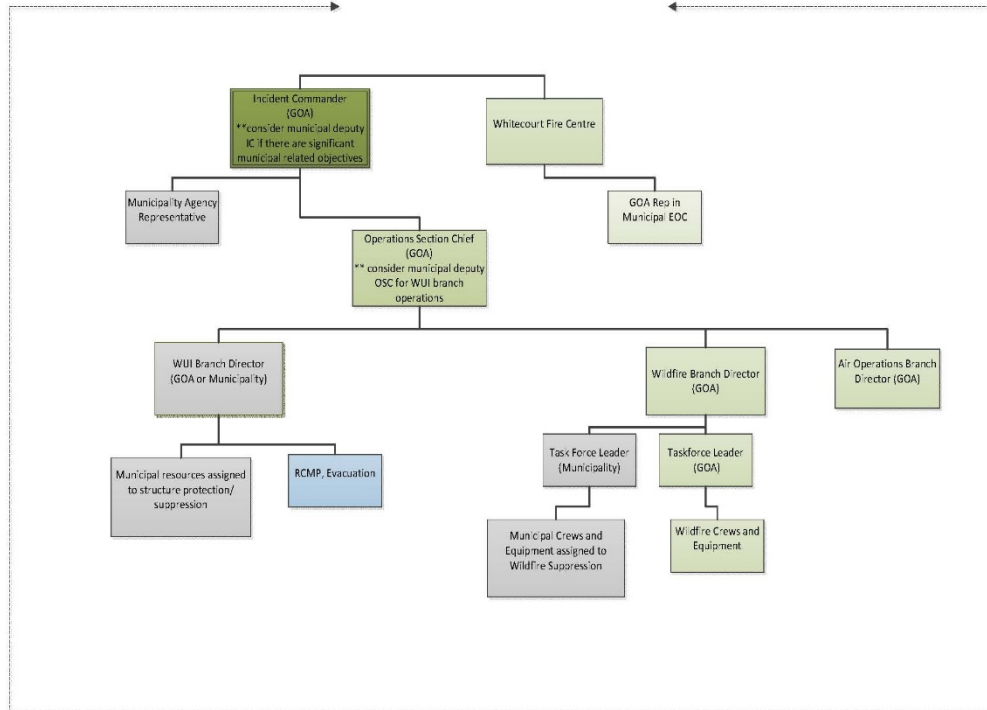


SCHEDULE J

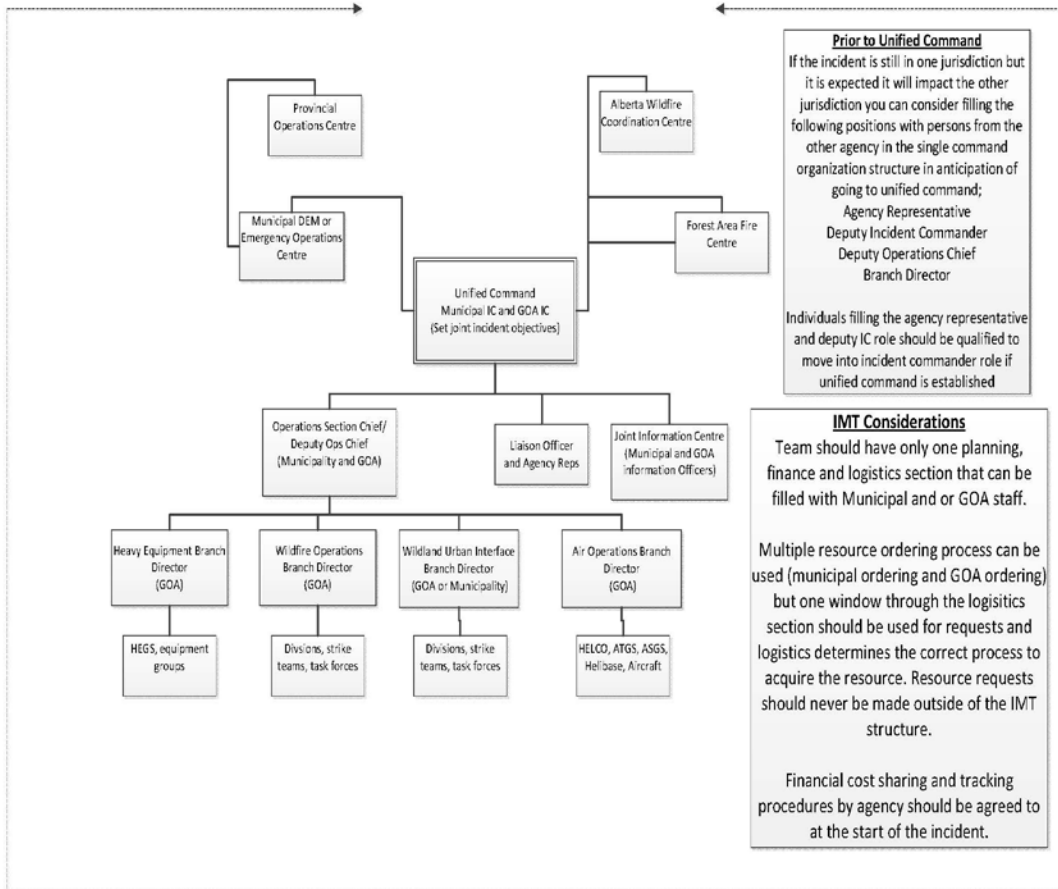
Incident Command System – Organization Structure Charts



Wildfire in Municipal Jurisdiction
Potential Command and Operations Organizational Structure



Wildfire in the Forest Protection Area with Municipal Resources Assisting
Potential Command and Operations Organizational Structure



Prior to Unified Command
 If the incident is still in one jurisdiction but it is expected it will impact the other jurisdiction you can consider filling the following positions with persons from the other agency in the single command organization structure in anticipation of going to unified command;
 Agency Representative
 Deputy Incident Commander
 Deputy Operations Chief
 Branch Director

Individuals filling the agency representative and deputy IC role should be qualified to move into incident commander role if unified command is established

IMT Considerations
 Team should have only one planning, finance and logistics section that can be filled with Municipal and or GOA staff.

Multiple resource ordering process can be used (municipal ordering and GOA ordering) but one window through the logistics section should be used for requests and logistics determines the correct process to acquire the resource. Resource requests should never be made outside of the IMT structure.

Financial cost sharing and tracking procedures by agency should be agreed to at the start of the incident.

Unified Command of Multi Jurisdiction Wildfire
 Potential Command and Operations Organizational Structure

SCHEDULE K

Training Courses Available to the Municipalities

There are many sources of training for municipal staff involved with wildfire response and emergency management.

Most training is supplied/owned/available through the Ministry of Municipal Affairs (e.g., ICS training and NFPA courses/standards). The following courses may be available to the Municipality from the Division:

- Online Wildfire Orientation
- Wildfire Investigation (FI-110, FI-210, FI-310)
- Advanced Fire Behaviour**
- Dozer Boss (Industry)
- Prescribed Fire Planning
- Wildfire Prevention

SCHEDULE L

Fire Ban System and Matrix

NO RESTRICTION
Safe campfires are allowed in campgrounds and backcountry or random camping areas. Any burning other than a campfire requires a fire permit.

FIRE ADVISORY
Safe campfires are permitted in campgrounds and backcountry or random camping areas. Issuance of fire permits for other burning may be restricted.

FIRE RESTRICTION
Safe campfires are allowed in fire rings in campgrounds only. No open fires are allowed in backcountry or random camping areas. Fire permits may be suspended or cancelled and no new fire permits will be issued.

FIRE BAN
No open fires are allowed in campgrounds or in backcountry or random camping areas. All fire permits are suspended or cancelled and no new fire permits will be issued.

FOREST AREA CLOSURE
Portions of the forest are closed and no access is permitted for public safety concerns.

27 | APPENDIX A

SUMMARY

	Restriction Level	Activities Allowed in Campgrounds	Activities Allowed in Backcountry and Random Camping Areas	Prohibited or Restricted Activities
	NO RESTRICTION (Low-Moderate)	<ul style="list-style-type: none"> Safe wood campfires within fire rings Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues, designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Safe wood campfires Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues, designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Any burning (other than a campfire) without a valid fire permit
	FIRE ADVISORY (Moderate-High)	<ul style="list-style-type: none"> Safe wood campfires within fire rings Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues, designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Safe wood campfires and barbecues Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues, designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Any burning (other than a campfire) without a valid fire permit
<i>Issuance of new fire permits may be limited. Existing fire permits may be suspended or cancelled.</i>				
	FIRE RESTRICTION (High-Extreme)	<ul style="list-style-type: none"> Safe wood campfires within fire rings Portable propane fire pits Gas or propane stoves and barbecues (not charcoal briquettes), designed for cooking or heating 	<ul style="list-style-type: none"> Portable propane fire pits Gas or propane stoves and barbecues (not charcoal briquettes), designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Wood campfires in backcountry or random camping areas. Charcoal briquettes, turkey fryers and tiki torches
<i>Issuance of new fire permits will be very limited. Existing fire permits will likely be suspended or cancelled.</i>				
	FIRE BAN (Extreme-Catastrophic)	<ul style="list-style-type: none"> Gas or propane stoves and barbecues (not charcoal briquettes), designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Gas or propane stoves and barbecues (not charcoal briquettes), designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Wood campfires Portable propane fire pits Charcoal briquettes, turkey fryers and tiki torches
<i>Existing fire permits are suspended or cancelled. New fire permits will not be issued.</i>				
	FOREST AREA CLOSURE (Catastrophic)	<ul style="list-style-type: none"> Portions of the Forest Protection Area closed to public except by access permit 	<ul style="list-style-type: none"> Portions of the Forest Protection Area closed to public except by access permit 	<ul style="list-style-type: none"> All activities within the closed area
<i>All appliances (such as barbecues, stoves, heaters and portable campfires) must be CSA approved or UL certified.</i>				

REQUEST FOR DECISION



Meeting Date: February 09, 2021
Staff Contact: Shayne Milliken, Regional Fire Chief
Department: Emergency Services

Subject: Casual Firefighter & Fire Officer Personnel Policy Amendment

Recommendation(s):

THAT Lamont County Council approve the amended Casual Firefighter & Fire Officer Personnel Policy (Policy 7001) as presented.

Purpose:

For Council to consider approving an updated and more relevant version of the "Casual Firefighter & Fire Officer Personnel Policy" currently in place.

Background Information:

At the December 2020 budget meeting, Council approved a wage increase and benefit change for firefighters/officers in the Emergency Services department. With these changes came a need to review the currently approved personnel policy for those same staff.

The Regional Fire Chief and Human Resources Coordinator collaborated on reviewing the current policy and updating areas where necessary. The updated version of the policy both incorporates the wage/benefit changes that required updating and clarifies a number of previously ambiguous clauses. Some of the key changes include updating terminology to reflect current practices, clarifying the requirements to receive "minimum call-out" pay, and further defining what activities are approved for payment and who is responsible to authorize such activities.

Financial Impact:

There are no financial impacts through approving this policy. All financial implications are related to Council's approval of the annual operating budget.

Attachments:

[Fire - Personnel Policy - Handbook January 2021](#)

Johnathan Strathdee, Legislative Services Officer

Approved

- 02 Feb
2021
Approved
- 02 Feb
2021

Stephen Hill, CAO



Casual Firefighters and
Casual Fire Officers

Emergency Services Personnel Policy

Employee Handbook



Lamont County Emergency Services
Policy # 7001 (V2.0)
Last Revised: January 2021



Contents

1	Introduction.....	3
1.1	Personnel Policy.....	3
1.2	Definitions.....	3
2	Employment - General.....	4
2.1	Probationary Period.....	4
2.1.1	New Employees	4
2.1.2	Promotions	4
3	Job Performance.....	5
3.1	Training and Development	5
3.1.1	Recruit Training Program	5
3.1.2	Job Performance Requirement Training.....	5
3.1.3	Continuing Education Program.....	6
3.2	Performance Evaluations.....	6
3.3	Officer Promotion	7
4	Compensation & Hours of Work.....	8
4.1	Pay Periods & Time Reporting	8
4.1.1	Personal Information Updates.....	8
4.2	Wages	8
4.3	Hours of Work.....	9
4.3.1	Paid Events.....	9
4.3.2	Unpaid Events	9
4.3.3	Additional Compensation	9
4.3.4	Less Than Three Consecutive Hours of Work	9
4.3.5	Stand By & Call Back	10
4.4	Breaks/Rest Periods.....	10
4.5	Overtime	11
4.5.1	Overtime Pay	11
4.6	Expense Reimbursement.....	11
4.6.1	Meals, Accommodation and Personal Vehicle.....	11
4.7	Benefits Program	12
4.8	Awards and Recognition	13
4.8.1	Internal Awards	13



4.8.2	Provincial & Federal Long Service Medals	13
5	Time Off	14
5.1	Vacation Pay	14
5.2	Eligible Leaves	14
6	Employee Rights & Responsibilities	15
6.1	Equal Opportunity	15
6.2	Harassment & Workplace Violence Policy	15
7	Employee Conduct	18
7.1	Code of Conduct	18
7.2	Code of Ethics	19
7.3	Confidentiality	19
7.4	Personnel & training files	20
7.5	Drug and Alcohol Policy	21
7.6	Smoking Policy	21
7.7	Social Media	22
7.8	media relations	22
8	Health and Safety	23
8.1	Health and Safety Policy	23
8.2	Right to Refuse Unsafe Work	23
8.3	Safety Clothing and PPE	24
8.3.1	PPE Issue	24
8.3.2	Duty Uniform Issue	24
9	Employment Termination	25
9.1	Resignation	25
9.2	Termination	25
	Appendix "A": Compensation Rates	26



1 INTRODUCTION

1.1 PERSONNEL POLICY

The objective of this personnel policy handbook is to:

- Establish conditions of employment to be observed by both the employer and employees.
- Ensure the employer and employees cooperatively and efficiently provide exceptional county services.
- Promote positive and harmonious relations between the employer and employees.

Questions surrounding this policy should be directed to Human Resources or the Regional Fire Chief.

The Alberta Employment Standards and any other relevant laws or code of practice shall take precedence should any discrepancies arise or in the absence of applicable policy.

It is the employee's responsibility to not only familiarize themselves with this document but all LCES Standard Operating Procedures, Guidelines and Directives.

1.2 DEFINITIONS

"County" shall mean the municipal organization of Lamont County.

"Council" shall mean the body of elected officials to govern the municipality.

"Emergency services" shall mean Lamont County Emergency Services.

"Employee" shall mean a person who is employed by Lamont County in the Emergency Services department.

"Regional Fire Chief" shall mean the individual hired by the CAO with the authority to carry out day to day activities of the organization.

"Officer in Charge of a Station" shall mean individuals filling the primary management position at a fire station, or group of fire stations.

"Personnel" shall mean the workforce accountable to the Lamont County Regional Fire Chief either directly or indirectly, through the officer in charge of a station, or designate, whether paid a wage or servicing as a contracted service provider.

"Promotion" shall mean a move in a functional position from a lower rank to a higher rank.

"Recruit Training Program" shall be the term used to identify the approved "entry level firefighter" training used by LCES.



2 EMPLOYMENT - GENERAL

2.1 PROBATIONARY PERIOD

2.1.1 New Employees

All new employees to Lamont County shall serve a 90-day probationary period, unless otherwise specified within their employment agreement. After this period, the officer in charge of a station, or designate, will evaluate the incumbent's performance and either:

- a. Place the incumbent in the position on a permanent basis or,
- b. Place the incumbent on a *Performance Improvement Plan* for an additional 90-day period.

The officer in charge of a station, or designate, may involve the Regional Fire Chief in the evaluation of any employee.

2.1.2 Promotions

Successful candidates for officer promotion will be placed on a 90-day probationary period. After this period, the officer in charge of a station will evaluate the incumbent's performance and either:

- a. Place the incumbent in the position on a permanent basis or,
- b. Place the incumbent on a *Performance Improvement Plan* for an additional 90-day period or,
- c. Remove the incumbent from the position and return them to their previous position.

Incumbents may at any time during their promotional probationary period request, in writing, to be placed back into the position they held prior to the promotion. If such a request be made after the probationary period, a decision will be made based on current staffing needs. Discrepancies in probationary evaluations shall be escalated and evaluated by the Regional Fire Chief.



3 JOB PERFORMANCE

3.1 TRAINING AND DEVELOPMENT

3.1.1 Recruit Training Program

All new employees to Lamont County shall complete the Recruit Training Program in its entirety. The Recruit Training Program is designed to be completed within the mandatory ninety (90) day probationary period. No employee shall attend incidents until they have successfully completed the Recruit Training Program. The Recruit Training Program meets Alberta Occupational Health & Safety requirements for training firefighters adequately prior to engaging in emergency operations.

Each new employee will be paired with a mentor (senior firefighter or officer) to guide them through this program. Assignments will be made by the officer in charge of a station, or their designate. In cases where there are large numbers of recruit firefighters throughout the region the Regional Fire Chief, or their designate, may elect to hold a recruit training class for all new employees to complete the Recruit Training Program.

The program will evaluate basic cognitive and psychomotor skills. The objectives of the program will be approved for implementation by the Regional Fire Chief, or their designate, in consultation with the Regional Training Committee.

Upon completion of the mentorship section of the program, each recruit will complete a final skills test and/or general knowledge test. These final evaluations will be updated on a regular basis by the Regional Fire Chief, or their designate, in consultation with the Regional Training Committee.

The officer in charge of a station, or their training officer designate, may request any member in a district to complete the Recruit Training Program components in whole, or in part, for the purpose of competency verification.

3.1.2 Job Performance Requirement Training

Fire districts shall conduct annual skills maintenance training as assigned by the Regional Fire Chief, or their designate, in consultation with the Regional Training Committee. Fire districts shall maintain records of the Job Performance Requirements that employees were evaluated against.

Employees shall successfully complete all mandated annual skills maintenance evaluations. Employees that do not pass all or portions of the annual skills evaluations shall be placed on a *Performance Improvement Plan* that may include a temporary suspension of an employee's approval to attend or participate in emergency incidents.

The officer in charge of a station, or their training designate(s), shall conduct evaluations of employees on an ongoing basis to determine continued competency.



3.1.3 Continuing Education Program

The continuing education program is designed for employees that have completed their basic firefighter training and are looking advance into other areas of fire department operations. Some of these areas could include fire inspections, investigations, and leadership courses. This program is an integral part of Lamont County's commitment to retention and continuing professional development.

When training is at the request of the employee, the Regional Fire Chief, or designate, has the sole discretion to approve or decline the request. Approved requests will require a Training & Development Agreement to be executed which will describe the assistance which will be provided, as well as the terms and conditions associated with such assistance.

3.2 PERFORMANCE EVALUATIONS

Lamont County believes that providing employees with regular feedback relative to their performance is critical to maintaining positive employee relations and high-quality service. Performance appraisals are intended to be a constructive tool for recognizing areas of exceptional performance as well as identifying areas in need of improvement. Performance shall be measured regarding the duties of the position described in the employee's job description, compliance with policies, procedures and regulations, and the employee's inter-relationships with others inclusive of staff and members of the public.

The officer in charge of a station, or designate, will conduct performance appraisals annually in the employee's anniversary month. Feedback on performance will be provided both verbally and within the written appraisal form that will be kept within the employee's personnel file. The employee will be provided with a copy of the written performance appraisal and will be required to acknowledge receipt of the same.

Where areas in need of improvement are identified, the employee will be made aware of the precise expectations relative to improvement and a strategy will be developed and communicated to the employee. In cases where warranted the employee may be placed on a *Performance Improvement Plan*.

Nothing in this policy prevents Lamont County from conducting performance appraisals of any employee more frequently than annually if it is deemed appropriate.



3.3 OFFICER PROMOTION

When a vacancy occurs in an existing officer position in a Fire District, and approval to fill the position is granted, notification to apply to the vacant position will be posted on all notice boards within the district fire station and/or distributed by suitable electronic means. A copy of the posting will be sent to the Regional Fire Chief for approval prior to posting. The posting will identify all required and desired qualifications of the vacant position. If the vacant position is of a rank of a Chief Officer within the organizational structure, notification of the vacancy may be posted within other fire stations, at the Regional Fire Chief's sole discretion.

All applications from interested employees must be made in writing. Applications will not be accepted from employees that are not normally employed within the fire district that has the vacancy unless such opportunity is specifically identified within the job posting.

A hiring panel consisting of the officer in charge of a station and other station officers within the district of the vacancy will review all applications. If the vacancy is related to a Chief Officer position, the Regional Fire Chief must be involved in the hiring process and shall require the Regional Fire Chief, or designate, to give final approval of the successful candidate. All other rank promotions shall have, at minimum, the officer in charge of a station approving the successful candidate. At the request of the Regional Fire Chief, or designate, an employee of the Human Resources Department may also be included within the hiring panel.

Promotions shall not be considered solely as a reward but an opportunity for a qualified employee to fill a staffing vacancy within the organizational structure. All applications shall be reviewed for applicant qualifications and previous employment history as well as any additional training or certifications the employee may hold.

Applicants that are being considered for the position shall participate in an interview consisting of employees of the hiring panel. Applicants may be required to complete a promotional exam. Successful applicants will be placed probationary period as per Section 2 of this policy.



4 COMPENSATION & HOURS OF WORK

4.1 PAY PERIODS & TIME REPORTING

Employees are paid monthly no later than ten (10) days after the end of the pay period. If the payday falls on a statutory holiday or a weekend, employees are paid the last business day prior.

Employees are paid based on the information entered in the approved Records Management System (RMS.) All incident hours shall match the incident report generated by fire dispatch. All training and/or extra duty hours are required to be recorded on a sign in form, or other approved electronic attendance tracking system. The hours entered in the approved RMS must match those recorded on sign in forms or other attendance tracking system.

Time entry into the LCES RMS shall be completed using established timelines accordance with approved department procedures and/or directives. Employees are only paid for the hours approved through the RMS system.

Employees shall receive a statement of earnings outlining deductions as per employee agreements and legislative requirements. To ensure prompt verification and possible correction, employees must report errors in pay to payroll personnel within five (5) days of the payroll deposit date.

4.1.1 Personal Information Updates

Up to date information is required to provide employees with accurate pay and benefits in a timely manner. Employees are responsible for providing changes in personal information (e.g., Banking Information changes, name changes, mailing address, tax changes and information pertaining to benefits) on a Personnel Action Form and applicable tax, benefit, or other authorization forms as required.

4.2 WAGES

Employees shall be entitled to the wages or salary for work done or services performed at the rate and terms specified within "Appendix A" of this policy. Lamont County conducts on going market analyses to ensure that wages and salaries remain competitive with similar Organizations. Council determines the total budget allocation for wages and salaries on an annual basis.



4.3 HOURS OF WORK

4.3.1 Paid Events

All Emergency Services employees are entitled to compensation for the following approved events:

- Any emergency response to include time returning apparatus and equipment into service.
- Standby approved by Regional Fire Chief or designate.
- Formal LCES in-house training approved by the Regional Fire Chief or designate.
- External training approved by the Regional Fire Chief or designate.
- Committee meetings.
- District training events.
- Maintenance and/or station duties approved by the Regional Fire Chief or designate.
- Formal meetings and all other events approved by the Regional Fire Chief or designate.
- Any other event approved for payment by the Regional Fire Chief, or designate, in their sole discretion.

4.3.2 Unpaid Events

No compensation will be considered for:

- Attendance at conferences/seminars
- Travel time between stations for training unless such travel is required as part of a District Training event.
- Public relations events.
- Social gatherings of employees.
- Any other event not approved for payment by the Regional Fire Chief, or designate, in their sole discretion.

4.3.3 Additional Compensation

Emergency Services employees may be compensated for additional/miscellaneous duties such as research, events planning and preparation, apparatus and equipment maintenance, and course or other special projects as directed by the officer in charge of a station and in consultation with and pre-approved by the Regional Fire Chief or designate prior to duties assignment and with applicable documentation.

4.3.4 Less Than Three Consecutive Hours of Work

Employees required to work less than three (3) hours will be compensated for three (3) hours of work at the Provincial minimum wage or two (2) hours at their regular rate of pay, whichever is greater. This policy does not apply when the employee chooses to leave work early.



4.3.4.1 “Minimum Call Out” Pay for Emergency Incidents

An employee who receives an emergency incident page has been called to work. An employee who responds to an emergency incident page has agreed to come in to work for a period not less than two hours at their regular rate of pay, or three hours at Provincial minimum wage, whichever is greater. When an employee responds to the station for an incident, it is the expectation that the employee makes every effort to respond with the district if they are required to do so.

In instances where the employee does not make it to the station in time to respond with the district to the incident, the following provisions apply to receive the minimum call out pay as legislated:

- a. Between 0600hrs and 2159hrs, the employee MUST arrive at, and remain at, the station until two (2) hours has elapsed or the responding crew has returned to the station and clean up from the call is complete, whichever occurs first.
- b. While the employee remains at the station during the above time frames they shall complete station duties, remain on standby and/or complete any required/outstanding training.
- c. Between 2200hrs and 0559hrs, the employee MUST arrive at the station to record their attendance however they do not have to remain at the station and will be paid minimum call out pay for the inconvenience. Failure to arrive at the station to confirm their attendance prior to the crew returning to the station will result in the employee being ineligible for the minimum call out amount.

If employees leave and receive a second emergency incident within the minimum call period, the employees will not receive any additional compensation unless the total time exceeds the minimum time as noted above.

4.3.5 Stand By & Call Back

Employees in some positions may be required and/or requested to be on-call. On call duty shall mean any period, outside of regular shift schedule, during which the employee is scheduled to be available.

On-call agreements or employment agreements will specify on-call requirements and agreed compensation rates, if applicable. All agreements must be dated and signed by the employee and signing authority supervisor. Copies of on-call and/or employment agreements are to be provided to each employee for his or her personal records. Additional copies will be kept in the appropriate personnel file and provided to payroll personnel to ensure appropriate payment.

Any employee recalled back to work will be compensated for at least three (3) hours at minimum wage, or the actual hours worked at the employee’s agreed upon rate of pay, which ever is greater. An on-call employee must record time worked, along with tasks preformed. On-call records must be attached to an employee’s regular LCES RMS entry.

4.4 BREAKS/REST PERIODS

Employees that are scheduled to work five or more consecutive hours per shift are provided, at a minimum, a total of 30 minutes of rest. Where employees are actively involved in emergency operations, it shall be the responsibility of the Officer in Charge to schedule these breaks whenever feasible. All break/rest periods on emergency incidents and/or duty crews who cannot leave the work area shall be paid time.



4.5 OVERTIME

Employees are not permitted to work overtime (over forty-four [44] hours per week) unless such work is unavoidable in the instance of numerous or extended emergency incidents. Overtime is only paid when pre-approved, except in the case of an emergency. Emergency status is to be determined by the Officer in Charge at the time of the emergency. Records must be kept of all authorized, unauthorized, and emergency overtime.

4.5.1 Overtime Pay

In the absence of an overtime or averaging agreement between the employer and the employee, overtime will be paid in the period in which it was earned. Pre-approved and emergency overtime will be paid when an employee exceeds the regular working hours specified in conjunction with Employment Standards Regulations. Overtime is recorded and submitted for payment in fifteen (15) minute intervals.

4.6 EXPENSE REIMBURSEMENT

Where employees are required to travel on emergency service or county business (including attendance at conventions, seminars, workshops, education sessions, and meetings) reasonable expenses incurred by the employee **may** be reimbursed or paid directly by the employer.

Employees must ensure that a signed pre-authorization is in place prior to incurring personal expenses requiring reimbursement from the employer. A listing of both eligible and ineligible reimbursable expenses shall be provided to the employee through way of this pre-authorization.

4.6.1 Meals, Accommodation and Personal Vehicle

Meal and accommodation expenses will be reimbursed up to the approved rate as per the current Expense Claim Form, approved by Council. Detailed receipts are required for all meal and accommodation expenses.

Employees required to use their personal vehicle for business purposes will be reimbursed at the rate per kilometer specified in the current Expense Claim Form. Employees must submit their fully completed expense claim to the Regional Fire Chief.



4.7 BENEFITS PROGRAM

All personnel who have signed an Employment Agreement with the County are entitled to the following,

- A 6% **Health & Wellness** contribution from Lamont County payable on each payroll deposit. This amount is intended for each employee to use towards their extended health care needs. As any amounts paid are not controlled by Lamont County, the monies are considered taxable. If the amounts are used towards Canada Revenue Agency approved medical expenses the receipts can be used towards eligible medical expense tax deductions when filing your annual tax return.
- 24-Hour **Accidental Death and Dismemberment** Policy. This covers all Fire Department members under a \$100,000 on and off duty (24 hour) accidental death & sickness insurance policy. The policy also covers disability of \$150 per week guaranteed for the first 4 weeks of disability. After the initial 4-week period the benefit triples to a maximum of \$450 per week to a maximum of 520 weeks.
- 24-Hour **Critical Illness Insurance** policy. This covers the key conditions that firefighters are at risk of developing including Life Threatening Cancer, Heart Attacks, Kidney Failure, Strokes and Coronary Artery Bypass. If diagnosed with any of the above conditions, employees will receive a \$10,000 payment from the insurance provider.
- Homewood Health **Member and Family Assistance Program** that provides 24-hour free and confidential access to various personal supports.

The insurance provider of each benefit has the sole discretion for enrolment approval and benefit claims. Lamont County is not responsible for any rulings made by the insurance provider. Copies of all specific benefit plans and/or policies are available through the Human Resources department.

Note: Employees approved for a Personal Leave of Absence will be given the option to continue their benefit coverage by paying for the benefit premiums directly to Lamont County while absent. Otherwise, benefit coverage will be in-active until the employee returns to active duty.



4.8 AWARDS AND RECOGNITION

Lamont County Emergency Services recognizes the incredible sacrifice made by its employees to the community and residents in which they serve. Therefore, LCES is committed to recognizing employees who achieve long service milestones, exceptional service, and other recognition as deemed appropriate by management.

4.8.1 Internal Awards

At minimum, LCES shall provide recognition to employees for the following:

- 5 Years of Service
- 10 Years of Service
- 15 Years of Service
- 25 Years of Service
- Outstanding Service

4.8.2 Provincial & Federal Long Service Medals

LCES will apply to Government Agencies on behalf of those employees that meet the following criteria:

- 12 Year Service Medal (Alberta)
- 20 Year Service Medal (Federal)
- 30 Year Service Medal (Federal)

Service bars will be applied for as each situation dictates and based on federal and provincial requirements.



5 TIME OFF

5.1 VACATION PAY

Employees shall receive vacation pay in accordance with the terms outlined within the Employment Agreement.

5.2 ELIGIBLE LEAVES

Lamont County will grant job protected leaves of absence in conjunction with Employment Standards. Such leaves include:

- **Bereavement Leave** – Eligible employees are entitled to 3 days of unpaid bereavement leave per year upon a family employee's death.
- **Citizenship Ceremony Leave** - Eligible employees can take up to a half-day of unpaid leave to attend their citizenship ceremony.
- **Compassionate Care Leave** - Eligible employees can take up to 27 weeks of leave to care for gravely ill family.
- **Critical Illness Leave** - Eligible employees can take unpaid, job-protected leave to provide care and support to a child or family employee.
- **Death or Disappearance of Child Leave** - Eligible employees can take leave for the disappearance or death of a child.
- **Domestic Violence Leave** - Eligible employees can take up to 10 days of unpaid, job-protected leave because of violence in the home.
- **Long Term Illness and Injury Leave** - Eligible employees can take up to 16 weeks of leave due to illness, injury, or quarantine.
- **Maternity and Parental Leave** - Eligible employees can take maternity and/or parental leave after a birth or adoption.
- **Personal and Family responsibility Leave** - Eligible employees can take up to 5 days of leave for health issues or family needs.
- **Reservist Leave** - Eligible employees who are Reservists can take leave for deployments and training.

In addition to the above leaves, Lamont County may approve a *Personal Leave of Absence* without pay or benefits. All request for leaves shall be provided in writing to the officer in charge of a station and are subject to the Regional Fire Chief's approval. All leave requests must include information pertaining the reason for the request, the length of the requested leave and shall be approved or denied based on these terms along with the employee's attendance and activity history. Lamont County reserves the right to decline any requests for leave that are not legislated protected leaves.



6 EMPLOYEE RIGHTS & RESPONSIBILITIES

6.1 EQUAL OPPORTUNITY

Lamont County is committed to providing an equal opportunity for all employees and applicants regardless of disability, age, sex, race, religion, sexual orientation, marital/family status, or pregnancy.

Our organization will not discriminate, nor will our employees, against any employee or applicant.

6.2 HARASSMENT & WORKPLACE VIOLENCE POLICY

Lamont County is committed to a healthy, harassment and violence-free work environment for all its employees. Lamont County has developed a company-wide policy intended to prevent both harassment and violence of any type, including sexual harassment of its employees and to deal quickly and effectively with any incident that might occur.

Every employee must work in compliance with this policy and the supporting procedures. All employees are required to raise any concerns about harassment and violence and to report any incidents to the appropriate person. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment and violence.

Definitions

Harassment means any single incident or repeated incidents or objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to an employee, or adversely affects the employee's health and safety, and includes:

- a. Conduct, comments, bullying or actions because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation.
- b. A sexual solicitation or advance.
- c. But excludes any reasonable conduct or direction of Lamont County or its Managers related to the normal management of employees.

Examples of harassment that will not be tolerated are verbal or physical abuse, threats, derogatory remarks, jokes, innuendo, or taunts related to a protected ground. Lamont County will not tolerate the display of pornographic, racist, or offensive signs or images; practical jokes that result in awkwardness or embarrassment; and unwelcome invitations or requests, whether indirect or explicit.

Violence means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

Sexual Harassment means any unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature. Sexual harassment can include such things as pinching, patting, rubbing, or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behaviour need not be intentional to be considered sexual harassment. All harassment is offensive and in many cases it intimidates others. It will not be tolerated.



Harassment and Violence Prevention Plan

Lamont County is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment and violence. Lamont County will investigate any incidents and take corrective action to address the incidents.

Lamont County will not disclose the circumstances related to an incident of harassment or violence or the names of the complainant, the person alleged to have committed the harassment or violence, and any witnesses, except:

- a. Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident.
- b. Where necessary to inform employees of a specific, potential, or general threat of harassment or violence; or
- c. As required by law.

Lamont County will disclose only the minimum amount of personal information that is necessary to inform employees of a specific or general threat of harassment or violence or potential harassment or violence. This policy is not intended to discourage an employee from exercising the employee's rights pursuant to any other law.

Workplace Harassment Procedure

If you are being harassed:

- a. Unless you fear for your personal safety, tell the harasser that their behaviour is unwelcome and ask them to stop.
- b. Some of the things you can say that might stop the behaviour include:
"I don't want you to do that."
"Please stop doing or saying . . ."
"It makes me uncomfortable when you . . ."
"I don't find it funny when you . . ."
- c. If the harassment continues after you have confronted the individual, you may want to submit a formal incident report. The complaint should be submitted to your supervising Manager or Human Resources in the form of a written statement. Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Make sure you keep a copy of this statement for yourself.

Workplace Violence Procedure

If you have experienced workplace violence, including sexual assault:

- a. Summon immediate assistance when an incident occurs (e.g., seek Manager, other employee, or police – depending on the circumstance).
- b. Report the incident to your supervising Manager or Human Resources in the form of a written statement or submit a formal incident report. Make sure you keep a copy of this statement for yourself.

Keep a record of behaviours and incidents (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events to make a complaint or report, but a record can strengthen your case and help you remember details over time. You also have the right to contact Occupational Health & Safety and/or the Alberta Human Rights Commission to make a complaint of sexual harassment and you can report any incident of assault or violence that has occurred to the police.



Dealing with a Complaint or Report

Once a complaint or report is received, an investigation will be undertaken by Lamont County and all necessary steps taken to resolve the problem, including:

- a. Identify who is responsible to conduct the investigation.
- b. Set timeframes for investigations.
- c. Detail the investigation process.
- d. Outline how the corrective actions are being implemented.
- e. If appropriate, action may include conciliation.

In cases of harassment, both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. In cases of workplace violence, all individuals who may be able to provide relevant information will be interviewed. All information will be kept in confidence; however, the alleged harasser will be entitled to receive relevant details of the report of harassment to permit him or her to respond.

With respect to workplace violence, the investigation will also include a conclusion setting out measures for Lamont County to implement to eliminate or control the hazard of violence from occurring again.

If the investigation reveals evidence to support the complaint of harassment or that a Lamont County employee committed violence against any person, the harasser or violent employee will be disciplined, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether the complaint is upheld or not.

If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser or violent employee.

While taking all steps to ensure the protection of any personal information involved, the parties involved (including the complainant and the accused harasser or individual alleged to have committed the violence) will be informed of the results of the investigation and any corrective action taken.

Responsibility of Management

It is the responsibility of a Manager, or any person who supervises one or more employees to take immediate and appropriate action to report or deal with incidents of harassment of any type, whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally. If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. Lamont County will, however, discipline or terminate anyone who knowingly brings a false or malicious complaint.



7 EMPLOYEE CONDUCT

7.1 CODE OF CONDUCT

As a basic condition of employment, all employees of Lamont County Emergency Services have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and protects the department's resources and professional image. To this end all employees have the responsibility to:

- Perform their duties to the very best of their abilities and in a manner that is efficient, is cost effective and meets the needs of the public.
- Demonstrates integrity, honesty, and ethical behavior in the conduct of all department business.
- Ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest, with dealing with vendors, customers and other individuals doing business or seeking to do business with the department.
- Ensure that all department resources including funds, equipment, vehicles, and other property are used in strict compliance with department policies and solely for the benefit of the department.
- Conduct all dealings with the public, county employees, council, and other organizations, including those municipalities in which we serve in a manner that presents a courteous, professional, and service-orientated image of the department.
- Treat the public and other employees fairly and equitably without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, sexual orientation, or any other factor unrelated to the department's business.
- Report for duty when called upon, fully equipped, fit and able to perform assignments.
- Ensure that their activities and decisions pertaining to community services, personal actions and the management of public funds are consistent with the department's policies and practices.

Any employee found exhibiting disreputable conduct through the course of their duties shall be subject to disciplinary action.



7.2 CODE OF ETHICS

The fire department has a long and proud history. Each employee of the department inherits this tradition of excellence from the past and present. It is the actions of the current employees that will shape how the department is viewed and will be viewed in the future.

All employees are held to the department's code of ethics and standard of behavior to which compliance is both expected and mandatory. All employees shall be provided with a copy of the Code of Ethics upon hiring and agreement to the code is considered a condition of employment. Non-compliance with this code may result in disciplinary action which could include termination. This code affirms the department's commitment to uphold the highest moral and ethical standards.

While it is sometimes difficult to apply general principals to specific situations there are, however, some basic questions department employees can ask themselves before committing to a course of action.

- **Is it legal?** – will the action violate any law or regulation?
- **Is it consistent with guidelines** - do I know what the guidelines are, and have I assessed the risks or effects?
- **Is it the right thing to do** – what would the action make me feel if my decision were published in a newspaper? Would I feel good if my family knew about my decision or action?

All employees are encouraged to discuss unclear or borderline situations with their officers and peers as the needs arise to determine what is the proper action or decision to make. Following a true moral compass is important, not only for success in the fire service, but in life situations as well.

The employee's responsibility extends beyond fighting fire and other easily identifiable duties. They must be loyal to the department and fellow employees while insisting that their peers act in accordance with this code. Employees are expected to be sincerely interested in and dedicated to the job and show compassion for those whose lives have been affected by crisis.

Employees must not use their association with the department to obtain personal gain by accepting individual gifts, payments or loans from those individuals, groups or companies that does or is seeking to do business with the department.

Violation of either the code of conduct or the code of ethics, or both will result in immediate disciplinary action, up to and including immediate termination.

7.3 CONFIDENTIALITY

All information pertaining to the employer's business to which an employee becomes privy to must remain strictly confidential. This information cannot, and will not, be disclosed or used by employees except in the scope of performance of their duties, without the express written consent by the employer. Any breach of confidentiality is a very serious matter and may result in immediate termination.



7.4 PERSONNEL & TRAINING FILES

Personnel files shall be stored at the Lamont County Administration Office by the Human Resources Department and shall include the following:

- a. Application Forms
- b. Personnel Action Forms
- c. Grievance Records
- d. Disciplinary Records
- e. Personnel Evaluation Records
- f. Criminal Record Checks
- g. Driver's Abstracts
- h. Official Driver File Information as required by Alberta Transportation.
- i. Other information/documents as deemed appropriate by administration.

Personnel files shall be accessible only by Lamont County Human Resources Staff and Regional Emergency Services Administration only as related to their normal job descriptions and duties. The officer in charge of a station may also request this access through Human Resources.

Training files shall be stored at the Lamont County Administration Office and shall include the following:

- j. Course Certificates
- k. Official Transcripts
- l. Tests and Test Scores
- m. Individual Learning Plan Forms/Records
- n. Other information/documents as deemed appropriate by administration.

Copies of training files may be kept at an employee's respective fire station at the discretion of the officer in charge of a station. Any training files stored within any of the fire stations must be kept in a secure location where only staff that as part of performance of their duties can access them. Only the file at the Lamont County Administration Office shall be considered official and controlled.



7.5 DRUG AND ALCOHOL POLICY

Consuming or otherwise using alcohol or drug(s) while on duty is strictly forbidden. For this section, the following definitions apply:

- a. **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
- b. **Drug** means any drug, chemical or agent that may be used to alter the way the body or mind functions. All employees shall ensure that the consumption of any medication or combination of medications will not result in impairment whether that manifests as fatigue, drowsiness, or loss of mental capacity.

LCES has a zero-tolerance policy related to alcohol or drug use when requested to respond. No employee shall respond to an emergency incident or call for service if they have consumed alcohol and/or drugs within the previous eight (8) hours. All employees that are requested to operate an emergency vehicle, either internal or external, must disclose the consumption of any alcohol or drugs within the previous eight (8) hours, (including physician prescribed drugs) or any alcohol or drugs that may either still be in their system or effect their ability to operate machinery.

Lamont County understands that there may be instances where you may not feel that you are free from the effects of drugs and/or alcohol although consumption may have been outside of the previous eight (8) hours. It is the employee's right and responsibility to report this and refuse work when this occurs.

No alcohol shall be consumed within the any of the Lamont County District Fire Stations. Where buildings are shared all areas controlled or exclusively leased by Lamont County shall be alcohol free zones. If at any time there is alcohol being consumed within common areas of shared buildings, Lamont County Emergency Services Personnel shall not consume alcohol on duty and shall remove themselves from the location.

Violation of this Drug and Alcohol Policy or any portion of the same contained with Standard Operating Procedures will result in immediate disciplinary action, up to and including immediate termination.

7.6 SMOKING POLICY

Lamont County does not allow smoking (including electronic cigarettes) or the use of any tobacco product in any of its owned or leased buildings. Furthermore, all fire stations and apparatus (engines, brush trucks, chief vehicles, etc.) shall be smoke free. Smoking is only permitted outside of the station, **out of the public view**, and during approved breaks only.

LCES recognizes that heart disease is one of the leading contributing factors in the death of firefighters. Therefore, smoking is highly discouraged. Lamont County supports employee's intention to quit the use of any tobacco product and support for this is provided the Employee and Family Assistance Program.



7.7 SOCIAL MEDIA

When engaging in any social media or social networking activities, all personnel will maintain a level of professionalism both on-duty and off-duty that is consistent with the honorable mission of our emergency services.

Employees of the fire department are strictly prohibited from speaking on matters of public concern or as a spokesperson for the department unless expressly authorized by the Regional Fire Chief. The use of department/fire district titles, department/fire district logos, and department/fire district owned images, video, audio files or identification is prohibited. The publication of any statement, comment, imagery, or information through any medium of communication which is related to an emergency response incident is strictly prohibited unless expressly authorized by the Regional Fire Chief. Only fire department monitored/managed social media accounts may be used to convey official messages. The accounts will be managed by the Regional Fire Chief, officer in charge of a station or their designate(s).

The publication of any personal statement, comment, imagery, or information through any medium of communication which is potentially adverse to the operation, morale, or efficiency of the department is prohibited and subject to disciplinary action, up to and including immediate termination.

Any employee who identifies any form of imagery of fire department operations or personnel on social media or other communication mediums shall immediately report their findings to the officer in charge of their station. The officer in charge of a station shall review the imagery and report it to the Regional Fire Chief if such imagery is cause for concern.

7.8 MEDIA RELATIONS

All statements to the media, news releases and media campaigns must be approved by the Regional Fire Chief, or their designate, prior to their release. The incident commander of an emergency scene is authorized, when deemed necessary in the interest of public safety, to provide the media with general details concerning an incident. Information pertaining to the cause and origin of an incident shall be released only by the Regional Fire Chief or their designate, if appropriate

Information relating to department policy, department litigation or other sensitive matters shall be released only by the Regional Fire Chief in consultation with County administration and if it is appropriate and/or necessary.

Wherever possible, a certified Public Information Officer, or a person with equivalent training, shall review and issue items listed above.



8 HEALTH AND SAFETY

8.1 HEALTH AND SAFETY POLICY

Lamont County provides a work environment and service where health and safety risks to employees and Employees of the Public are minimized to the greatest extent possible, unnecessary hazards are eliminated, and incident prevention is paramount. All employees will receive training on the health and safety program upon entry into the service and annually thereafter. All safety policies will be built for compliance with the Occupational Health & Safety Act and Fire Fighters' Code of Practice. Employees are bound by safety policies and the failure to adhere to the policy or the intentional disregard for safety procedures will result in discipline, up to and including immediate termination.

When any new safety requirement or procedure is to be implemented, employees will be provided with information. All such procedures will be produced in writing and provided to employees either physically or virtually.

Lamont County encourages and invites input from employees regarding health and safety issues as well as suggestions for addressing such issues. No employee will suffer any retaliation or repercussion relative to any term and condition of employment because of having raised a reasonable health and safety concern.

8.2 RIGHT TO REFUSE UNSAFE WORK

Firefighting is inherently dangerous. However, LCES is committed to ensuring every incident, training session and task is handled in a safe and efficient manner. If an employee feels that they are being put in a situation that would cause undue harm, it is that employee's right and responsibility to approach the officer in charge and decline the assignment professionally and to outline their reasons for doing so.

No reprimand can come to the employee unless such a matter was handled in an unprofessional manner.



8.3 SAFETY CLOTHING AND PPE

8.3.1 PPE Issue

All firefighters shall be provided with the required protective clothing for the tasks that they are requested to perform. Firefighters may not be issued exclusively designated PPE until after completion of the Recruit Training Program and probationary period. Following the completion of the Recruit Training Program, firefighters will be issued:

- Structural Firefighting Boots
- Structural Firefighting Protective Clothing Ensemble (Turnout Coat & Pants)
- Structural Firefighting Balaclava
- Structural Firefighting Helmet (Equipped with Visor)
- Structural Firefighting Gloves
- SCBA Mask
- Wildland Fire Coveralls
- Hardhat
- Work/Utility Gloves

8.3.2 Duty Uniform Issue

Upon completion of the 90-day probationary period and the Recruit Training Program, firefighters shall be issued duty uniforms. The standard issue for uniforms is:

Firefighters	Officers
One (1) Navy Shirt (Long Sleeve)	<i>All Firefighter Items Plus:</i>
One (1) Navy Shirt (Short Sleeve)	One (1) Dress Tunic
One (1) Pair Navy Cargo Pants	One (1) Pair Dress Pants
One (1) Leather Belt	One (1) White Shirt (Long Sleeve)
Two (2) Breast Patches/Pins	Two (2) Pairs Epaulettes (Rank ID)
Two (2) Shoulder Flashes	
One (1) Tie & Tie Bar	

Uniforms shall be worn in accordance with the applicable LCES Standard Operating Procedure. Alterations to the above issued items will be addressed through the same Standard Operating Procedure.

Uniform clothing will be replaced on an item-for-item basis when worn or damaged up to the quantity of the article of clothing as listed above. If an article of clothing is no longer available due to a change in uniform, a substitute item that provides similar functionality.

Employees shall not wear any uniform, fire department issued casual wear or apparel (i.e., ballcaps) in any public drinking or vending establishment unless such is required through the course of regular duties. (i.e., inspections). This provision does not apply to facilities that permit minors to enter the same premise. (i.e., Licensed restaurants)

Employees shall return all uniform items upon termination/resignation from the department.



9 EMPLOYMENT TERMINATION

9.1 RESIGNATION

Employees are required to provide Lamont County with at least two (2) weeks' written notice of their intention to resign, unless otherwise stated in the employment agreement. Upon receipt of such notice, Lamont County may, at its sole discretion, choose to terminate the employment of the Employee immediately by providing pay to the Employee for the duration of the notice period.

9.2 TERMINATION

Lamont County reserves the right to terminate the employment of any employee at any time for just cause. Further, Lamont County reserves the right to terminate the employment of any employee for any reason upon the provision of the minimum notice requirements pursuant to the *Employment Standards Code*, or the payment of salary in lieu thereof. The current minimum termination requirements are as follows:

- (a) one (1) week, if the Employee has been employed by Lamont County three (3) months or more but less than two (2) years;
- (b) two (2) weeks, if the Employee has been employed by Lamont County for (2) years or more but less than four (4) years;
- (c) four (4) weeks, if the Employee has been employed by Lamont County for four (4) years or more but less than six (6) years;
- (d) five (5) weeks, if the Employee has been employed by Lamont County for six (6) years or more but less than eight (8) years;
- (e) six (6) weeks, if the Employee has been employed by Lamont County for eight (8) years or more but less than ten (10) years; and
- (f) eight (8) weeks, if the Employee has been employed by Lamont County for ten (10) years or more.

All employees who are to be terminated, whether on a just cause or without cause basis, will be provided with the following:

- i. a reason for their termination;
- ii. payment of any amounts earned or accrued and owing to them at the time of termination, including banked overtime, vacation pay, and salary to the date of termination; less all amounts owing to the County;
- iii. a Record of Employment;
- iv. a letter confirming all of the foregoing.

In addition to the list of items above, employees terminated on a without-cause basis will also be provided with either working notice of their termination, or the payment of salary in lieu thereof. Upon request, employees will be provided with a letter confirming their employment with Lamont County to facilitate them in seeking and obtaining re-employment.



APPENDIX "A": COMPENSATION RATES

The following compensation rates have been approved by Lamont County Council through the adoption of the annual operating budget.

Rate	Examples of Approved Activities
<p style="text-align: center;">\$16.00/hour "Training Rate"</p>	<ul style="list-style-type: none">• Formal LCES in-house training approved by the Regional Fire Chief or designate.• External training approved by the Regional Fire Chief or designate.• Committee meetings.• District training events.• Apparatus/equipment maintenance and/or station duties approved by the Regional Fire Chief or designate.• Formal meetings approved by the Regional Fire Chief or designate.
<p style="text-align: center;">\$21.00/hour "Incident Rate"</p>	<ul style="list-style-type: none">• All emergency incidents.• Additional/miscellaneous duties such as research, events planning, and preparation or other special projects or fire prevention duties as approved by the Regional Fire Chief or designate.

REQUEST FOR DECISION



Meeting Date: February 09, 2021
Staff Contact: Terry Eleniak, Agricultural Fieldman
Department: Agriculture Services

Subject: Land Lease Tender - NE-25-58-16-W4

Recommendation(s):

THAT Lamont County Council approve the tender submission for the land lease on NW-25-58-16-W4 from Harvey Yadlowski for forty dollars (\$40) per acre based on one hundred seventeen (117) cultivated acres (totalling \$4,680) for a three (3) year term, beginning May 1, 2021 and ending April 30, 2024.

Purpose:

For Council to consider awarding the land lease for NW-25-58-16-W4 for a term of three years.

Background Information:

Lamont County advertised the invitation to tender for the rental of approximately 117 acres at NE-25-58-16-W4 in the Lamont Leader and on the County website.

- Website (front page) - December 21, 2020 to January 14, 2021.
- Lamont Leader - January 6, 13, and 20.

The deadline for submission was January 21, 2021 at 4:00 p.m. The tenders were subsequently opened in Lamont County Council Chambers on January 22, 2021 at 3:00 p.m.

The advertisement for Land Lease of NE-25-58-16-W4 reads as follows:

Lamont County extends an invitation to tender for the rental of approximately 117 cultivated acres at NE-25-58-16-W4 for three (3) years.

Land rental is based on cash rental, payable 100% by May 1 of each year. Tenders are required to quote dollar per acre.

Lamont County reserves the right to reject:

- 1) Any and all tenders at its sole discretion
- 2) Incomplete tenders
- 3) Highest or any tender will not necessarily be accepted

Deadline for Sealed Tender submission is January 21, 2021, at 4:00 p.m. Sealed Tenders will be opened in Lamont County Council Chambers at 5303-50 Avenue, Lamont AB, on January 22, 2021 at 3:00 p.m.

Submissions and questions can be directed to:

Lamont County Administration Building
 Attn: Johnathan Strathdee
 Legislative Services Officer
 5303-50 Avenue, Lamont AB, T0B 2R0
 RE: Land Tender Rental

Financial Impact:

On January 22, 2021, land lease tenders were opened by the following:

- Terry Eleniak, Agricultural Fieldman
- Johnathan Strathdee, Legislative Services Officer

Lamont County received one tender for the land lease on NW-25-58-16-W4:

NAME	TENDER	TOTAL
Harvey Yadlowski	\$40 per acre for 117 acres	\$4,680

In 2017, Harvey Yadlowski was awarded the tender for \$26 per acre based on 117 cultivated acres (totalling \$3,042) for three years ending April 30, 2020.

Roberta Malysz, CFO

Approved
 - 03 Feb
 2021

Johnathan Strathdee, Legislative Services Officer

Approved
 - 03 Feb

Stephen Hill, CAO

2021
Approved
- 04 Feb
2021

REQUEST FOR DECISION



Meeting Date: February 09, 2021
Staff Contact: Sara Rindero, Director of Family & Community Support Services
Department: Community Services

Subject: Babas and Borshch Financial Update

Recommendation(s):

THAT Lamont County Council deny Baba's and Borshch Ukrainian Festival's request to close the Church Preservation Fund, rescind Policy 4185 and contribute the \$11,000 to the Babas & Borshch Ukrainian Festival.

Purpose:

For Council to consider Babas & Borshch Ukrainian Festival's request to rescind Policy 4185 and contribute the \$11,000 to the Babas & Borshch Ukrainian Festival.

Background Information:

In 2015, Lamont County received a donation for the purpose of creating a "Church Preservation fund for churches located within Lamont County." At the Regular Council Meeting on June 9, 2015, Council approved Policy #4185 - Church Preservation Fund Reserve. Funding for the reserve came from donations received for the purpose of Church preservation in the county. As such, this reserve is classified as an "Externally Restricted Reserve," as the reserve was externally funded and restricted for a specific purpose--in this case, for the preservation of Churches within Lamont County.

During the March 10, 2020, Regular Council Meeting, Administration brought forward Babas and Borshch Ukrainian Festival's request for council to close the Church Preservation Fund, rescind Policy 4185, and donate the \$11,000 to the Babas and Borshch Ukrainian Festival.

Since inception, two donations have been made to the Church Preservation Fund Reserve: a donation of \$8,500 on December 31, 2015, and a donation of \$2,500 on December 31, 2016. Both donations were made by Babas and Borshch Ukrainian Festival. To this date the fund remains at \$11,000.

The current economic downturn due to COVID-19 and low oil prices has led to the loss of industry sponsors (MEG Energy, Maxim Power Corp., etc.) and uncertainty surrounding provincial and federal grant funding has called into question the financial viability of the festival. However, it should be noted that Lamont County has increased funding for the Babas and Borshch Ukrainian Festival from \$25,000 to \$30,000 since 2019.

*Council is responsible for approving the formation of financial reserves and approving the processes by which reserves are funded and withdrawn. Administration is responsible for reporting all reserve transactions to council and ensuring reserves are managed in alignment with the policy and legislative requirements.

Previous Council / Committee Directions:

Administration had originally presented Babas and Borshch's request to Council during the Regular Council Meeting on March 10, 2020:

6.7 Request for Decision

Lamont County Church Preservation Fund

20-095.WARAWA: THAT Lamont County Council direct Administration to request the 2019 Financial Statement and the 2020 operating budget from Babas and Borshch and bring this item back to the April 14, 2020, Regular Council Meeting for consideration.

Council passed the following motion at the Regular Council Meeting on June 9, 2015:

6.2 Request for Decision

Policy 4185 – Church Preservation Fund Reserve

15-202.ANAKA: that Lamont County Council approve Policy # 4185 - Church Preservation Fund Reserve.

CARRIED

Relevant Government Documents:

Attachments:

- [BBUF 2019 Audit statement](#)
- [4185 \(2\) - Church Preservation Fund Reserve 2019](#)
- [6.2 Policy 4185 - Church Preservation Fund Reserve A](#)

Sara Rindero, Director of Family & Community Support Services

Approved
- 04 Feb
2021

Alan Grayston, Director of Planning and Community Services

Approved

Johnathan Strathdee, Legislative Services Officer

- 04 Feb
2021
Approved

Roberta Malysh, CFO

- 05 Feb
2021
Approved

Stephen Hill, CAO

- 05 Feb
2021
Approved
- 05 Feb
2021



Money Crunchers

Bookkeeping Tax Consultant, Payroll, GST

November 5th , 2020

Babas & BORSHCH Ukrainian Festival

PO box 508

Andrew . Alberta TOBOCO

Attention Hazel Anaka

Thank you for giving us the opportunity to review the books for the above organization . The Books are kept in excellent order and was a pleasure to review. Always nice when we balance. Find attached Income / Expense sheets along with Balance sheet and Financials . Enclosed is our invoice for services performed. You will note it is a touch higher than last year But this was also requested on short notice . Should you have any questions , do not hesitate to contact me.

Sincerely Yours :



Diane E Poirier

Money Crunchers

4822 49 ave
St Paul, Alberta T
TOA 3A3



780 645 3252
7806453251

EEmail moneycru@telus.net

BABAS & BORSHCH UKRAINIAN FESTIVAL
Income Statement 2019-01-01 to 2019-12-31

REVENUE	
Sales Revenue	
Float Returns	1,500.00
Net Sales	1,500.00
Other Revenue	
Adv Sales	1,550.00
Fundraising	1,233.00
Gifts & Donations	357.55
Grants	25,624.00
Souvenirs	516.75
Sponsors	42,150.00
Tickets Sales	7,380.60
Vendor Fees	4,076.80
Interest	15.83
Adj overpayment	140.40
Total Other Revenue	83,044.93
TOTAL REVENUE	84,544.93
EXPENSE	
Cost of Goods Sold	
Transfer Costs float	1,500.00
Total Cost of Goods Sold	1,500.00
Payroll Expenses	
Wages & Salaries	25,200.00
Total Payroll Expense	25,200.00
General & Administrative Expe...	
Advertising & Promotions	12,918.91
Interest & Bank Charges	145.11
Office Supplies	116.69
Convention /Meeting	210.47
Gifts and Prizes	580.95
Repair & Maintenance	5,574.15
Rent	2,386.25
Professional Dev	4,138.88
Supplies & Decorations	2,309.58
Mileage	2,000.00
Performers	15,802.50
Total General & Admin. Expen...	46,183.49
TOTAL EXPENSE	72,883.49
NET INCOME	11,661.44

Andrew A H.S. Deposit - 9233.36
Payment - S.Mat. 2979.00
Balance 6254.36

Babas & Borshch Ukrainian Festival
Statement of Income and Retained Earnings
For the year ended December 31, 2019
(Unaudited Statement)

	December 31, 2019
	\$
Revenue	
Sales	1,500
Other Revenue	83,045
Total Revenue	<u>84,545</u>
Expenses	
Cost of Sales	<u>1,500</u>
Payroll Expenses	<u>25,200</u>
General & Administrative Expenses	
Advertising & Promotion	12,919
Interest & Bank Charges	145
Office Supplies	117
Convention/Meeting	210
Gifts & Prizes	581
Repair & Maintenance	5,574
Rent	2,386
Professional Development	4,139
Supplies	2,310
Mileage	2,000
Performers	15,803
Total General & Administrative Expenses	<u>46,183</u>
Total Expenses	<u>72,883</u>
Net Income	<u>11,661</u>
Retained Earnings - Beginning of year	54,861
Retained Earnings - End of year	<u>66,523</u>

Babas & Borshch Ukrainian Festival
Balance Sheet
As at December 31, 2019
(Unaudited Statement)

December 31, 2019

\$

Assets

Current Assets

Cash	60,268
Accounts Receivable	6,254
Total Current Assets	<u>66,523</u>

Total Assets

66,523

Liabilities

Total Liabilities

-

-

Shareholder's Equity

Retained Earnings - Beginning	54,861
Retained Earnings	11,661
Total Owners Equity	<u>66,523</u>

Total Liabilities and Equity

66,523

**Church Preservation Fund
Reserve**

Policy No.: 4185
Department: Administration
Authority: Council
Current Approved Date:

Policy Statement:

To establish a general operational reserve for the preservation of Churches located within Lamont County.

Purpose:

The reserve will provide funding in order to provide financial assistance for the repair, upgrading, and general upkeep towards the preservation of Churches located within Lamont County, outside of general operational expenditures. The funding will be provided upon specific requests made to Lamont County Council and the subsequent approval of Lamont County Council.

Application of This Policy:

Account Code: 4-00-00-00-721

Funding: Donations received annually for this purpose will be deposited into this reserve as well as any funds that Lamont County Council wishes to apply from Lamont County's operational surplus.

Monies received will be deposited into this account at the discretion of the Chief Administrative Office or the Chief Financial Officer. Deposits into this reserve require a Council resolution.

The use of this reserve to fund any expenditure related to Church Preservation must be by way of a Council resolution.

Related Documents & Legislation:

Definitions:

Duties & Responsibilities:

The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure that they are employed to the benefit of the County and the County's local historic resources (Churches).

Procedures Associated with this Policy:

Forms Associated with this Policy:

Amendment History:

15-202, 19-064

Scheduled Review Date:

April 2020

Request for Decision

Meeting Regular Council Meeting

Meeting Date 6/9/2015

Presented By Debbie Hackman

Title Policy 4185 - Church Preservation Fund Reserve

Agenda Item

Motion

Background / Proposal

Lamont County has received a \$5,000.00 donation to be utilized towards a Church Preservation fund for churches located within Lamont County. Rather than recording the donation under general revenue the recommendation is to establish a reserve to be utilized for this purpose. The reserve would be utilized for repairs, etc. to local churches to ensure their preservation outside of general operating expenditures. As Lamont County is known as the "Church Capital" it is important to provide assistance to ensure the existence of what is considered a valuable local historical resource.

Discussion / Options / Benefits / Disadvantages

Attached is the proposed Policy #4185.

Cost / Source of Funding

Funding for this reserve would come from donations received that have been identified for this purpose as well as from an annual Lamont County surplus in the amount as directed by County Council.

Recommended Action

That Lamont County Council approve of Policy #4185 - Church Preservation Fund Reserve.

Author Debbie Hackman

Supervisor Allan Harvey

Manager Allan Harvey

REQUEST FOR DECISION



Meeting Date: February 09, 2021
Staff Contact: Derek Wright, Peace Officer
Department: Emergency Services

Subject: Peace Officer's Monthly Report

Recommendation(s):

THAT Lamont County Council accept the Peace Officer's Report for the February 9, 2021, Regular Council Meeting as presented.

Purpose:

For Council to receive an overview of events from the previous month by the Community Peace Officer.

Background Information:

1. Meetings, Forums

- Spur Petroleum
- RCMP
- SIL Industrial Minerals
- Fish & Wildlife

2. Enforcement

- Vehicles stopped for speed violations

3. Road Inspections

- Conducted RUA assigned inspections due to complaint
- Conducted inspection of road due to complaint of violation of County Right of Way

4. Routine Patrols

- Daily Patrol of County Roads

5. Unightly Properties

- Nil

6. Education & Training

- Nil

7. Animal Control

- Nil

8. Events

- Traffic Incident Hwy 16 & RR 163
- Vehicle Fire RR 192 and TWP 553

9. Telephone Complaints

- Heavy smoke from burning near TWP 580
- Two dogs missing (found)
- Shooting on property (target shooting)

Johnathan Strathdee, Legislative Services Officer

Approved
- 02 Feb
2021

Stephen Hill, CAO

Approved
- 02 Feb
2021

REQUEST FOR DECISION



Meeting Date: February 09, 2021
Staff Contact: Shayne Milliken, Regional Fire Chief
Department: Emergency Services

Subject: Emergency Services Department Monthly Report

Recommendation(s):

THAT Lamont County Council accept the Emergency Services Departmental Report for the Regular Council Meeting on February 9, 2021, as information.

Purpose:

For Lamont County Council to receive an update on the Emergency Services department for the month of January 2021.

Background Information:

Administration

- Attended various meetings with District personnel.
- Attended Joint Health & Safety Committee meeting on January 20.
- Attended NRCAER ER meeting on January 21.
- Processed 104 applications for fire permits for January 2021. The majority of these continue to be for Brush Piles (57.)
- Released a Call for Expressions of Interest for JHSC committee and equipment committee for Emergency Services.

Operations

- Busy month with calls.
- Preparing for a significant wildfire season and sourcing equipment and processes to help keep on top of the demand. Should conditions not improve, it may be recommended to terminate the Brush Pile season in early March instead of April.
- 1 church inspected.

# Incidents	Avg. Chute Time	Avg. Travel Time	Avg. Response Time	Avg. Time of Call
25	00:09:48	00:07:21	00:17:10	01:15:32

- 277.50 volunteer (unpaid) staff hours put in across all stations in January 2021.

Training

- District training continues via virtual means due to COVID-19 enhanced restrictions.
- Regional training plan is on hold until there are some certainties that can be implemented into the schedule for our members.

Emergency Management

- Engaged with municipalities regarding updated bylaw. Preparing to submit same to request the necessary Ministerial Order.

Johnathan Strathdee, Legislative Services Officer

Approved
- 02 Feb
2021

Stephen Hill, CAO

Approved
- 02 Feb
2021

REQUEST FOR DECISION



Meeting Date: February 09, 2021
Staff Contact: Roberta Malysh, CFO
Department: Corporate Services

Subject: Finance & Corporate Services Department Monthly Report

Recommendation(s):

THAT Lamont County Council accept the Finance and Corporate Services Departmental Report for the February 9, 2020, Regular Council Meeting as information.

Purpose:

For Council to receive monthly information about the various activities within the Finance and Corporate Services Department for the month of January 2021.

Background Information:

Information Technology (IT)

- Solut (IT) continues to assist County employees working in the office and from home.
- Work continues on the improvements to the audio/visual technology in council chambers. The improvements will allow for external video streaming, and the possibility for the public to call in and listen/ask questions in council meetings. This is required to meet and comply with guidelines around virtual meetings and future streaming of council meetings. Estimated completion date for this undertaking is early February 2021.
- A Lamont County 2021 Technology Workplan was developed in conjunction with the IT operating and capital budgets.

Human Resources (HR) / Payroll

- Employees who can work remotely are still working under their Telework Agreement until further notice.
- Working with County's Benefit Broker regarding the transition of the new benefit provider as of March 1, 2021. Three (3) Group Source Virtual Information Sessions have been circulated to staff and council.
- During the month of January, eight (8) employees left the employ of the County (2 seasonal staff in ASB, 1 permanent PW employee, 1 facilitator in CALC and 4 volunteer firefighters). Two (2) employees, a CALC Coordinator and a volunteer firefighter, joined the County.
- Attachment I contains a year over year aggregate comparison of overtime wages for January of 2020 and 2021.

Property Taxes

- Tax arrears – total \$2,079,740. Approximately \$746,719 relates to outstanding taxes for oil and gas companies.
- At the Special Council Meeting on January 26, 2021, Council approved the cancellation of property taxes levied on defunct oil and gas properties and wrote off \$92,828.54 of tax arrears. Related to the cancellation of the taxes, an application was filed prior to February 1, 2021 for eligible credits under the Provincial Education Requisition Credit (PERC) and Designated Industrial Requisition Credit (DIRC) programs.
- February 28 is the last day for the provincial assessor and municipalities to prepare an assessment role for assessed property.

Finance – 2021 Budget

- It is anticipated Council will approve the finalized Public Works capital projects (excluding water) for 2021 and the remaining planned amounts for 2022 to 2025 be approved in principle in mid-March 2021.
- Prior to April 30, 2021 and the setting of the 2021 tax rates, Council will have to approve a final 2021 operating and capital budget.

Finance – Year End

- The County’s auditors will commence their 2020 audit work during the week of February 22, 2021.

Finance – Other

- Grant reporting will be occurring during the first half of 2021.

Attachments:

[January 2021 Y-O-Y Comparison OT](#)

Roberta Malysh, CFO

Approved
- 04 Feb
2021

Johnathan Strathdee, Legislative Services Officer

Approved
- 05 Feb
2021

Stephen Hill, CAO

Approved
- 05 Feb
2021

Monthly Overtime – Year-over-Year (YOY) Comparison

Date - 2020	O/T Hours	\$	Date - 2021	O/T Hours	\$	Change increase/(decrease)	
						Hrs	\$
Jan 1 - Feb 1 2020	79	\$ 4,080	Jan 1 - Feb 1 2021	259.5	\$ 13,118	181	\$ 9,038
Feb 2 - Feb 22-29 2020	79.5	\$ 4,155	Feb 2 - Feb 22-29 2021	-	\$ -	-	-
Feb 23 - March 21 / March 1 -31	199	\$ 10,143	Feb 23 - March 21 / March 1 -31	-	\$ -	-	-
March 22 - May 2 / April 1-30	372.75	\$ 18,426	March 22 - May 2 / April 1-30	-	\$ -	-	-
May 3 - 30 / May 1 - 31	233.35	\$ 10,982	May 3 - 30 / May 1 - 31	-	\$ -	-	-
June 1 - 27 / June 1 - 30	326.75	\$ 14,601	June 1 - 27 / June 1 - 30	-	\$ -	-	-
June 28 - July 25 / July 1 - 31	626.75	\$ 29,131	June 28 - July 25 / July 1 - 31	-	\$ -	-	-
July 26 - Aug 22 / Aug 1 - 31	375.25	\$ 17,749	July 26 - Aug 22 / Aug 1 - 31	-	\$ -	-	-
Aug 23 - Sept 19 / Sept 1-30	416	\$ 18,810	Aug 23 - Sept 19 / Sept 1-30	-	\$ -	-	-
Sept 20 - Oct 31 / Oct 1 -31	688	\$ 31,843	Sept 20 - Oct 31 / Oct 1 -31	-	\$ -	-	-
Nov 1 - 28 / Nov 1 -30	258.5	\$ 12,769	Nov 1 - 28 / Nov 1 -30	-	\$ -	-	-
Nov 29 - Dec 26 // Dec 1 /31	77.5	\$ 3,694	Nov 29 - Dec 26 // Dec 1 /31	-	\$ -	-	-

Note:

Overtime - includes full time, part time, firefighters (hourly employee of all areas); does not include people who receive Toil (salary)

REQUEST FOR DECISION



Meeting Date: February 09, 2021
Staff Contact: Alan Grayston, Director of Planning and Community Services
Department: Planning and Development

Subject: Planning and Community Services Department Monthly Report

Recommendation(s):

THAT Lamont County Council accept the Planning and Community Services Departmental Report for the Regular Council Meeting on February 9, 2021, as information.

Purpose:

For Council to receive an overview of the Planning and Community Services department's activities for the past month.

Background Information:

Below are a few of the highlights of the Planning and Community Services Department:

- Economic Development has been working on options to create a process water system for Lamont County, and working on a new Heartland Incentive Bylaw for industries similar to our Alberta Industrial Heartland Association partners. Worked with two industries to aid with investment decisions within the County.
- Communications has had a busy month preparing numerous items/documents for county departments. Such as, the FCSS Community Survey, 2021 Elections webpage, Economic Development reports, and governance documents. Further activities and statistics can be seen in the Communications attachment.
- Planning and Development worked on the draft Intermunicipal Development Plan for Smoky Lake, which held a virtual open house on February 3, 2021. Staff reviewed the latest drafts of the Municipal Development Plan and Land Use Bylaw. Staff has been working with developers for applications related to a compost facility and an agricultural business. Further detail of activities may be found in the Planning attachment.
- FCSS has seen a lot of programs being used by the community. One such program is, The One to One Family Support program, which aids those families who are experiencing difficulties coping with Covid-19. Another busy program is the Meals on Wheels which delivered another 675 meals in January. Thirteen other programs were provided to the community as shown in the FCSS attachment.

- CALC has been busy preparing for the new programs, financials and training. Two of the 2021 programs starting up will be the CALC Kitchens and a new program called My Journey into the Workplace. The new program will aid residents seeking employment.

Further information on activities may be found in the attachments.

Attachments:

[FCSS - 2021 February Council Report](#)

[P and D - Activities Report - Feb. 2021](#)

[Communications Activities Report - January, 2021](#)

Alan Grayston, Director of Planning and Community Services

Approved
- 02 Feb
2021

Johnathan Strathdee, Legislative Services Officer

Approved
- 02 Feb
2021

Stephen Hill, CAO

Approved
- 02 Feb
2021



February Council Report

Highlights of Activity

Family Resource Network

Screenagers

We are hosting online screenings of the documentary Screenagers and its follow-up film, Next Chapter. Screenagers is an award-winning film that probes into the vulnerable corners of family life and depicts messy struggles over social media, video games and academics. The film offers solutions on how we can help our kids navigate the digital world. Both films are available to parents/caregivers and professionals that live and/or provide services within the Kalyna Family Resource Network communities.

Ages and Stages

We have been working with families to complete the online Ages & Stages Questionnaires (ASQ). The ASQ and ASQ-SE are designed to show parents/caregivers how their child is developing from birth to 5 years of age. When required, children are referred to specialized services such as Pediatric Rehabilitation Services.

One to One Support

The FRN Programmer is also currently working one-on-one with families that are experiencing difficulties coping during Covid19. This work is done virtually and over the phone.

Seniors Programming

Seniors Benefits Assistance

Each week we assist an average of 6-10 local seniors. Some assistance includes Alberta Seniors Benefits, Special Needs Assistance, Seniors Home Adaptation and Repair Program, Old Age Security, Guaranteed Income Supplement, COVID-19 Financial Supports, and other program assistance as needed, as well as general community information.

Meals in Motion

This program was designed for meal assistance and delivery to seniors during COVID-19. We have gained extra funding through local corporate sponsors being Enbridge (\$800), Tamarack Valley Energy (\$1000), Servus Credit Union (\$1000), and Cenovus (\$3000), which will help support the program into spring 2021. We have been approved by United Way, Emergency Community Support Fund (ECSF), on November 26th for

approximately \$21,000 so we may continue deliveries until March 31st. In the month of January we delivered 675 meals in 4 weeks.

Youth Programming

True 2 You

True 2 You sessions with girls aged 10-12 via an online platform, with drop off activities commenced the first week of October. These sessions teach tween girls information on stress management, coping, relationship building, strength building, develop leadership, nutrition, journaling, and provide enriching, creative activities they can participate in. We facilitate 2 sessions weekly with a total of 12 girls. Sessions were to end December 18th, however, the girls enjoyed the program and asked for more weeks. Sessions for this will continue until the end of January.

FLEX

FLEX sessions with boys aged 10-12 via an online platform, with drop off activities started on November 9th. These sessions teach tween boys information on stress management, coping, relationship building, strength building, develop leadership, talk honestly and openly about feelings and how boys should treat girls, and provide enriching, creative activities they can participate in. We facilitate 1 session weekly with a total of 9 boys. Sessions will cease at the end of January.

Community Programs

Foodbank

We continue to attend the County of Lamont Food Bank on a regular basis to offer support and hamper delivery to those in need.

Interagency

The next Lamont County Interagency meeting will be held on March 16th at 10am via zoom.

Community Counselling

In partnership with Vegreville and District FCSS, we continue to provide access to family counselling via phone for all residents of Lamont County. This service provides one to one counselling with a psychologist with fees subsidized based on family income levels.

Facebook Programming

These weekly posts continue to connect with community members to provide coping strategies, parental support and information on local programs and services.

Home Visitation

This program is provided currently over the phone, zoom, outdoor porch meetings and going for walks when the weather is favorable.

Snow Angels

We currently have 5 Volunteers ready to go and 6 residents registered for the program (2 in Bruderheim and 2 in Lamont).

Covid-19 Needs Assessment

In partnership with several FCSS departments within the East Central Region, this survey has been developed and fanned out to all County residents. The intention is to gather information regarding the needs of our rate payers during the pandemic. This information will be vital to the development of future programming and will be valuable when applying for additional funding in the future to meet these needs.

Babas and Borshch

Planning is well underway for the creation of our first virtual festival.

Planning & Development Report
For
February 9, 2021 Council Meeting

January

3 – Development Permits, 1 permitted & 2 discretionary (Communciation Tower & Gravel Pit Renewal)

1 – Subdivision

Other	Jan 2021	Year to Date
New Residences	1	1
Business Licenses	7	7
Compliances	0	0
Farm Declarations	0	0
Referrals	1	1
Safety Codes - No Safety Codes Permits	0	0
Subdivision Files Closed	2	2

Senior Planning & Development Officer

- MPC Meeting
- Joint Health & Safety Committee Meeting
- Economic Development / Planning meeting with Developer
- Development & Infrastructure Review Team Meeting
- Other duties as required

Development Officer

- MPC Meeting
- Joint Health & Safety Committee Meeting
- Formal Work Place Inspection Training
- Other duties as required

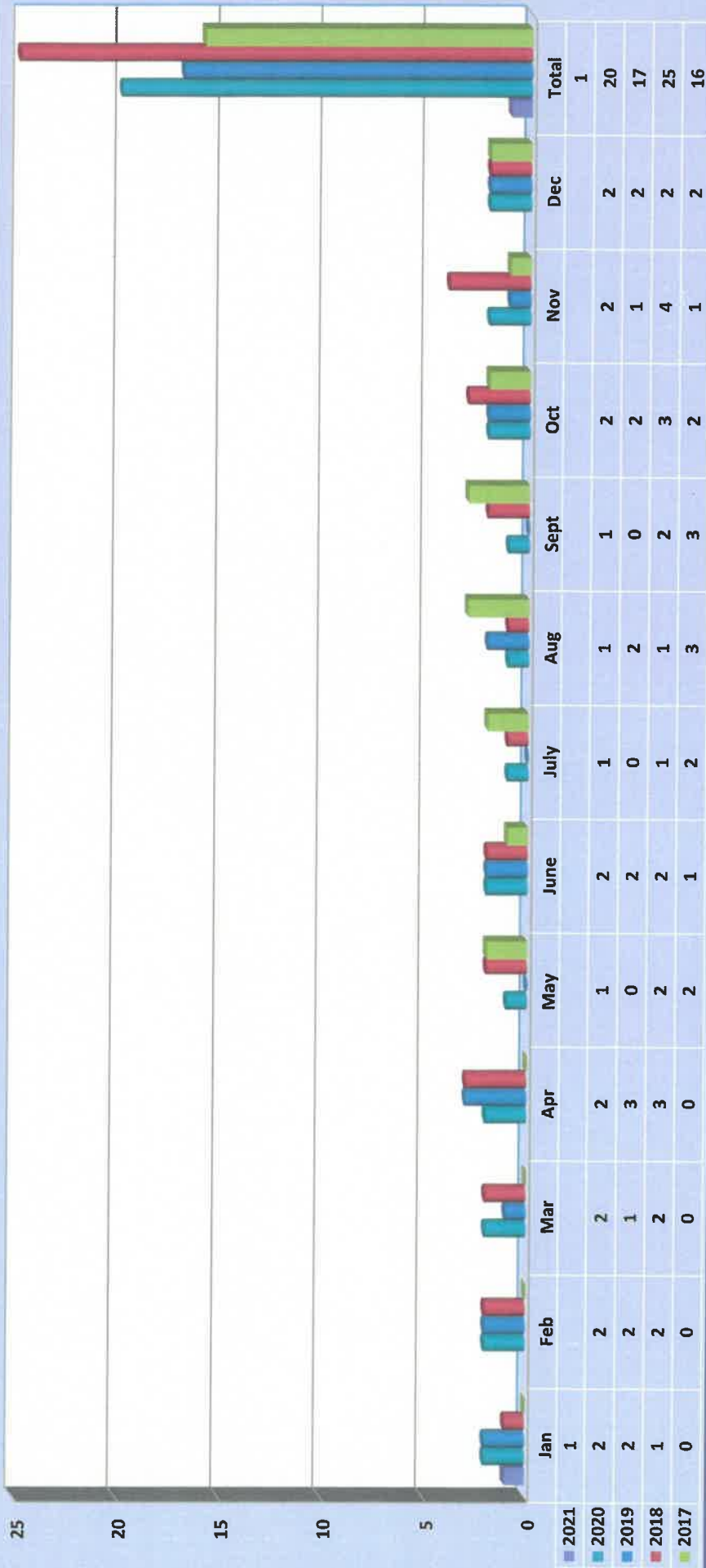
Respectively submitted by,

Tina Cosby, Senior Planning & Development Officer

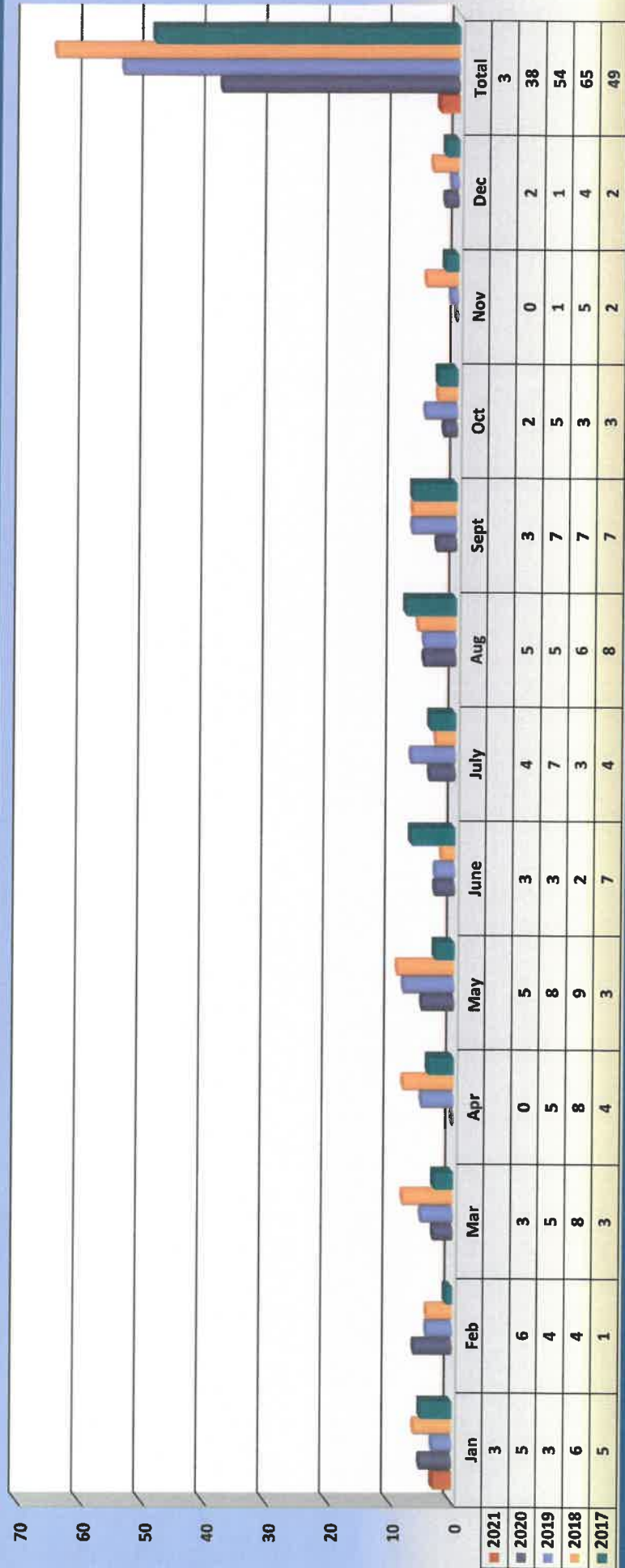
New Residences in 2021

Month	Description	Division
January	New 32 ft. x 42 ft. residence on a basement	1

**Subdivision Comparison
2017-2021**



**Development Permit Comparison
2017-2021**



January 2021 Communications Report

Meetings & Education

- Meeting with Stephen re: Hilliard Survey – January 5
- Council meeting – January 12
- ASB Meeting – January 13
- Meeting with FCSS re Community Survey – January 13
- Revamping Your Website webinar – January 14
- Meeting with Mix 107 re: annual planning – January 15
- FCSS Interagency Meeting – January 19
- Go East of Edmonton AGM – January 25
- Committee of the Whole – January 26
- Special Meeting of Council – January 26
- Meeting with Leg. Services re: Agendas and Minutes on website – January 27
- Meeting with Leg. Services re: Elections webpage – January 29

Graphic Design/Website Projects

- Election 2021 webpage and banner design
- FCSS survey design & ad/poster design
- Annual report
- Annual website updates & cleaning (in progress)
- Website Blog Posts:
 - 2020 Clubroot Map Now Available – January 5
 - Development Permits Issued – January 14
 - Smoky Lake County/Lamont County IDP Public Engagement – January 20
 - Statistics Canada Hiring – January 20
 - Notice – Bridge Culvert Replacement – January 29
 - FCSS Survey – January 29

Misc. Copy Writing

- Hilliard Survey created, letter written, awaiting feedback for changes
- 5 inFocus pages

Website & Social Media December Analytics:

Website Users

- Main: 3373 (+662)
- Ec Dev: 185 (-147)

Twitter – 1673 followers (-7)

Facebook – 1410 followers (+7)

REQUEST FOR DECISION



Meeting Date: February 09, 2021
Staff Contact: David McDonald, Director of Public Works
Department: Legislative Services

Subject: Public Works Department Monthly Report

Recommendation(s):

THAT Lamont County Council accept the Public Works Departmental Report for the Regular Council Meeting on February 9, 2021, as information.

Purpose:

For Council to receive an overview of the Public Works departmental activities from the previous month.

Background Information:

Director of Public Works

- Posted Gravel Tender on Alberta Purchasing Connection on January 25, 2021 (closing February 12, 2021).
- Filled the Infrastructure Supervisor Position.
- Filled the Shop Mechanics Assistant Position.
- Started to track work orders, inclusive of individuals responsible and equipment used, as well as gravelling.
- Started investigating and working with the MRF team into incorporating the mechanics shop and the public works equipment into asset management and tracking in MRF.

Infrastructure Supervisor

Gravel

- County forces have been moving 20mm of the 2020 CLH Group contract for road patching projects. The County has been stockpiling gravel at the St. Michael Satellite Yard.
- Started to gravel some of the roads missed in the summer of 2020.

Road Projects

- Ditch Dig on RR160 Between Twp580 & Twp582, 300m on east side of road to natural spring water.
- Ice removal around culvert at RR204 South of Hwy45.

Sand/Plow Truck

- Trucks were out several times on paved roads in Lamont County.
- Sanded Hilliard and Heartland Water Stations.

Signs

- Crews have been out fixing and replacing signs as needed, these include stop signs, Twp signs, yield signs.
- Various Bridges signs have been re installed.

Misc.

- Administration Parking lot and sidewalks snow removal/Sanding.
- Load Sand/Calcium for Town of Lamont.
- Garbage Pickup and removed deer carcass.
- Clean County Yard.
- Tree Removal.

Safety

- Maintenance Staff completed Safety Course CSTS 2020 with module add on's
- Chainsaw and chipper training provided.
- Competency assessments conducted – ongoing.

Road Maintenance

- Graders clearing snow and drifting when needed.
- Due to heavy winds, tractors and plow tucks helping to open up roads from heavy drifting.
- Medical and Senior driveway cleaning.

Utility Operator Report

- Inspect & confirm water works distribution blow off assemblies are winterized.
- Repair kit installed on St. Michael flow control valve. Test, flush and Put back in service.
- Adjusted & monitored alarm notifications from the Hilliard Water Station Upgrade.
- Bacteriological samples sent out to Alberta Health Services and in compliance for January 2021.
- Utilities Foreman is investigating replacing the 2" Sensus Water meter, Butterfly valve, a portion of the headworks to stainless steel, several ball valves, and the bypass flow control valve in the Andrew Water Meter Station.
- Perform monthly backup generator operations test at Heart Land Reservoir. No concerns observed.
- Building Inspections completed to all county owned water facilities. In Compliance.
- Monthly water meter reads have been completed.
- Overhead heating units operating as per manufacturers specifications.
- 8 Safe Behavior Observations for the month of January.
- 30 Lamont County workplace observations have been completed.
- No injuries or Workplace Incidents to report.

Shop Report

Equipment

- Completed 44+ Work Orders for the month of January.
- Completed 4 CVIP Inspections.
- 1244 – blown head gasket repair.
- 4338 – fuel tank leak repair.
- 5323 – break repair, mount and install 3" pump, airline repair.
- 5210 – air brake repair, seat and light repair.

- 1245 – complete rear drive axles break job.
- 4338 – muncher fan hub replacement due to bearing failure.

***Numerous equipment/vehicle service call repairs on road. ***

Building Yard

- Chipman shop fuel pump in need of repair.

Safety

- There are no shop injuries to report.
- Toolbox discussions occur daily, as well as Field Level Hazard Assessments being completed.
- No COVID-19 issues to report, visitor screening checklist sheets are posted at entrances.

Director of Public Works
Infrastructure Supervisor
Utility Operator Report
Safety Advisor

David McDonald
Wes Sidor
Chris Kilosky
Lida Thomson

Johnathan Strathdee, Legislative Services Officer

Approved
- 05 Feb
2021

Stephen Hill, CAO

Approved
- 05 Feb
2021



309B Macleod Trail SW
High River, Alberta Canada T1V 1Z5
P: 403.652.2110 F: 403.652.2396
www.highriver.ca

February 3, 2021

OFFICE OF THE MAYOR

VIA E-MAIL: info@lamontcounty.ca

Office of the Reeve,
Lamont County
Lamont County Admin. Bldg. 5303 - 50 Avenue
Lamont, AB T0B 2R0

Attention: Reeve David Diduck

RE: Reinstatement of the 1976 Coal Development Policy

Dear Reeve:

In June of 2020, the Government of Alberta rescinded the Coal Development Policy (Coal Policy) without adequate consultation with First Nations, environmental groups, residents, property owners and local governments. This policy was originally developed with the intended purpose to guide coal extraction along the eastern slopes of the Rockies based upon a land use classification system and dictated where and how coal leasing, exploration and development could occur.

The Coal Policy introduced in 1976, guided coal extraction in one of the most important landscapes in Alberta and Canada. The Eastern Slopes provides water to users from the Rockies to the Hudson Bay. For 44 years, the policy provided essential protection of valuable water resources, ensuring downstream communities had access to clean drinking water, that farmers had access to irrigation water to protect their livelihoods and that ecosystems that tourists come to experience remained in their pristine state.

The rescindment of any policy that affects public lands and/or water resources, requires public consultation with First Nations, environmental groups, residents of Alberta, property owners and local municipalities. Without that consultation, our democratic processes are undermined.

In response to the Government of Alberta's action, the Town of High River's Council adopted the following resolution at its Regular Meeting of Council on January 11, 2021:

BE IT RESOLVED THAT Council direct Administration to draft a letter to Premier Jason Kenney, requesting the immediate reinstatement of the 1976 Alberta Coal Policy which was rescinded on June 1, 2020;

AND THAT the letter requests that the Government of Alberta begin public consultation with Indigenous groups, environmental groups and all stakeholders in Alberta on any proposed revisions or replacement to this policy;

AND FURTHER THAT this letter be sent to the Minister of Environment & Parks Honorable Jason Nixon, Minister of Energy Honourable Sonya Savage as well as the MLA for Livingstone-Macleod Roger Reid.

This letter was sent to the Premier and Ministers on January 12, 2021 and a meeting has been requested with the Premier. To date, the Town of High River has neither received a response to our letter nor a meeting with the Premier.

Other local governments, public officials and Albertans have called upon the Government of Alberta to reinstate the Coal Policy. In response, the Government of Alberta has cancelled some of the coal leases but this is not adequate in order to protect water resources for downstream communities, such as High River.

Therefore, at the February 1, 2021 Special Meeting of Council, the following resolution was adopted:

WHEREAS Council adopted resolution #RC 14 -2021 requesting the Province of Alberta immediately re-instate the 1976 Coal Development Policy;

AND WHEREAS coal exploration and open pit mining will impact water resources for downstream communities affecting businesses, residents, ranchers, farmers and ecosystems;

AND WHEREAS coal exploration is causing irreparable damage to the landscapes and watersheds as well as adversely affecting the public's access, use and enjoyment of Crown lands on the Eastern Slopes of Alberta;

AND WHEREAS local First Nations groups, municipalities, landowners and ranchers are legally challenging the Province's rescindment of the 1976 Coal Policy in the Courts;

BE IT RESOLVED THAT Council request all coal exploration be immediately ceased on the Eastern Slopes of Alberta and cease issuance of any new exploration permits on the Eastern Slopes of Alberta until public consultation has taken place regarding the future of coal mining on the Eastern Slopes of Alberta;

AND THAT Council request the Government of Alberta & Premier Jason Kenney issue an immediate stop work order for all existing coal exploration permits on the Eastern Slopes of Alberta and cease issuance of any new exploration permits on the Eastern Slopes of Alberta until public consultation has taken place regarding the future of coal mining on the Eastern Slopes of Alberta;


AND THAT Council direct Administration to investigate legal options relating to the damage caused due to exploration on Alberta's Eastern Slopes.

AND FURTHER THAT Council direct Administration to prepare a letter with a copy of this resolution to all members of the Federation of Canadian Municipalities, Alberta Urban Municipalities Association, Rural Municipalities of Alberta, Municipalities of Saskatchewan, Saskatchewan Association of Rural Municipalities and Association of Manitoba Municipalities requesting their support to re-instate the 1976 Coal Development Policy.

In light of this resolution, the Town of High River is respectfully requesting that you consider drafting a letter of support to the Government of Alberta for the immediate Exploration Stop Work Order as well as the reinstatement of the Coal Policy.

Thank you for considering our request,

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Snodgrass", enclosed within a large, loopy circular scribble.

Craig Snodgrass
Mayor

CS/cp/kr



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

Deputy Government House Leader

MLA, Calgary-Hays

AR104150

Dear Chief Elected Official:

I am pleased to invite your municipality to provide submissions for the 20th annual Minister's Awards for Municipal Excellence, which formally recognize excellence in local government practices and promotes knowledge-sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments across Alberta.

For the 2021 program, submissions will be accepted in the following categories:

Partnership (open to all municipalities)

Award will be given for a leading municipal practice involving regional co-operation. This could involve consultation, co-ordination, and co-operation with other municipalities, agencies, non-profit organizations, community groups, and other orders of government. Submissions may be joint or individual, and consideration will be given to partnerships with formal agreements that ensure continuing co-operation and shared benefits.

Building Economic Strength (open to all municipalities)

Award will be given for an innovative initiative involving the municipality and business community that addresses a challenge affecting community economic strength.

Service Delivery Innovation (open to all municipalities)

Award will be given for an innovative initiative that improves the delivery or reduces the cost of a program or service through a more efficient process or through an alternate delivery approach.

Enhancing Community Safety (open to all municipalities)

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g., lighting, accessibility, traffic calming measures), and community services initiatives.

Smaller Municipalities (open to municipalities with populations less than 5,000)

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness, and/or innovation to better the community.

.../2

Further details about eligibility and submission requirements are available on the Minister's Awards for Municipal Excellence website at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx. The deadline for submission is March 31, 2021.

Should you have any questions regarding this program, please contact the Municipal Excellence Team, at 780-427-2225 or municipalexcellence@gov.ab.ca.

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive style with a large, sweeping flourish at the end.

Ric McIver
Minister

From: [Johnathan Strathdee](#)
To: [Johnathan Strathdee](#)
Date: February 5, 2021 10:58:50 AM
Attachments: [image401457.png](#)



Cradle of Ukrainian Settlement in Canada

Johnathan Strathdee

Legislative Services Officer, Office of the CAO

a: Administration Office	t: 780-895-2233 ext. 211
5303 50th Avenue,	tf: 1-877-895-2233
Lamont, AB	f: 780-895-7404
TOB 2R0	e: johnathan.s@lamontcounty.ca

This message contains confidential information and is intended only for the named recipient(s). If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately if you have received this e-mail by mistake and delete this e-mail from your system. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. ***

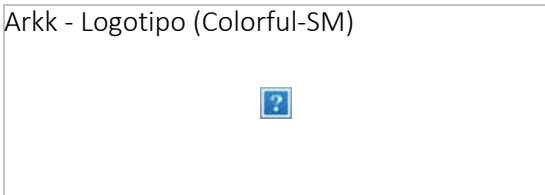
From: Kyle Koza <kyle.koza@arkkeng.ca>
Sent: Thursday, February 4, 2021 2:18:10 PM
To: David Diduck <david.d@lamontcounty.ca>
Cc: David McDonald <david.m@lamontcounty.ca>; Alan Grayston <alan.g@lamontcounty.ca>
Subject: ARKK Engineering Introduction

Hi David – I wanted to follow up and say thanks for allowing us to present ARKK’s capabilities to you and your team. It was a pleasure getting to know you and to understand some of the challenges and areas where we could possibly be of service. Attached is an updated copy of the presentation highlighting who ARKK is and what we do. If you have any questions or would like to know more about our capabilities, please do not hesitate to call and ask.

Take care,

Kyle Koza, P.Eng
President – ARKK Engineering Corporation
Direct: +1 780 306 3108 | Mobile: +1 780 616 7334 | Fax: +1 780 306 3101
171 Pembina Road | Sherwood Park | Alberta | T8H 2W8 | Canada
kyle.koza@arkkeng.ca | www.arkkeng.ca

Arkk - Logotipo (Colorful-SM)



--- Message Disclaimer: This e-mail message (including attachments, if any) is confidential and is intended only for the addressee. Any unauthorized use or disclosure is strictly prohibited. Disclosure of this email to anyone other than the intended addressee does not constitute waiver of privilege. If you have received this communication in error, please notify the sender immediately, and delete the message.





Head Office – Sherwood Park, Alberta



www.arkkeng.ca

- ❑ Specialized Civil Engineering Services
 - ❑ Civil infrastructure & water specialists
 - ❑ Project delivery specialists
- ❑ Multi-Disciplinary Project Delivery
 - ❑ civil, geotechnical, water resources, structural, environmental, process, mechanical, electrical and instrumentation / controls
- ❑ Field Engineering & Construction Services
- ❑ Privately Owned and Operated
 - ❑ efficient, cost effective and personal
- ❑ Head Office Located in Sherwood Park, Alberta (*Old Accurate / MuniSight Bldg*)

Why ARKK ?

- ❑ Our vision is to be your engineering consultant of choice for all civil, infrastructure, and environmental needs
- ❑ Our goal is to provide high value smart solutions
- ❑ Our mission is to ensure your project gets approved, engineered and constructed on schedule and performs as planned.
- ❑ We will reduce total installed costs
- ❑ We will provide schedule certainty
- ❑ We are accountable.



who we are



- ❑ Local Employer
- ❑ Strong Family Culture
- ❑ Community Supporters
- ❑ 25+ Employees
- ❑ Strong Core Capabilities
- ❑ Industry's Leading SMEs
- ❑ Passionate & Driven
- ❑ Team Players
- ❑ ARKK Angels

- ❑ Environmental – Reclamation, Environmental Site Assessments, Compliance Audits, Support Regulatory Approvals
- ❑ Geotechnical – Site Investigations, Slope Stability, Deep Foundations, Retaining Walls, Tank Foundations
- ❑ Water Resource Specialists – Hydrology, Drainage, Water Balance, Containment, Erosion Control, Groundwater Monitoring, Modelling, Dewatering
- ❑ Municipal – Water, Sanitary Sewer, Storm water management
- ❑ Site Development – Roads, Site Grading & Large Scale Earthwork Design
- ❑ Transportation – Roads, Rail, Aerodromes
- ❑ Detail Engineering – Multi-Disciplinary Infrastructure Projects

why work with us

We are experienced

- ❑ Experienced Local Professionals
- ❑ Civil Infrastructure Specialists
- ❑ Provide Engineering & Construction Services
- ❑ Field Services

We deliver practical solutions

- ❑ Superior designs, reduced schedule and lower TIC
- Constructability is woven into all of our designs

We are local

- ❑ Employee owned and operated
- ❑ We support the local economy
- ❑ We support many local charities
- ❑ We hire local and support Universities

We are cost effective

- ❑ Competitive rates of service
- ❑ Strive to be efficient and provide value

We are accountable.

local supporter & sponsor

ARKK Angels Supports:

Juvenile Diabetes Research Foundation



Outlaw Air Racing Sponsor
National Championship Air Races – China Cup



Syncrude United Way Hockey Fundraiser



2019 SUNCOR SLO-PITCH CHARITY TOURNAMENT



CIVIL | INFRASTRUCTURE | ENVIRONMENT

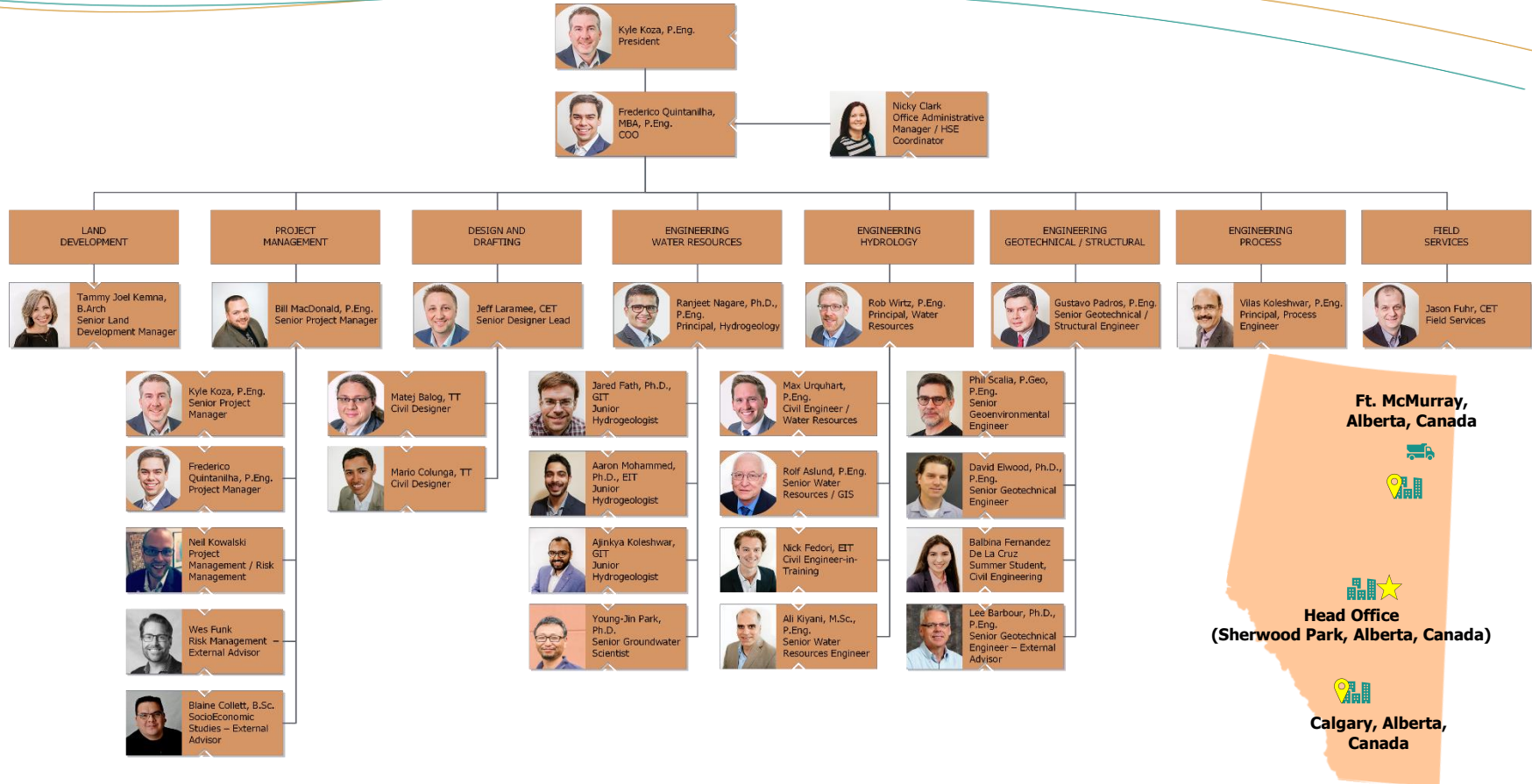
ALL PROCEEDS GO TO
JUVENILE DIABETES RESEARCH FOUNDATION



THANK YOU FOR YOUR SUPPORT!!!



Suncor Refinery Mixed Slo-Pitch Tournament Sponsor
2019 ARKK Angels Team Photo



- ❑ Workplace health & safety is paramount
- ❑ We are all competent, trained, and responsible
- ❑ We are motivated to prevent all incidents
- ❑ We do it safe or we don't do it
- ❑ ARKK Continuous Improvement
- ❑ ARKK Compliance
 - ❑ Complyworks,
 - ❑ ISNetworld,
 - ❑ Avetta (Account No. 125892)



- ❑ [ARKK HSE Safety Manual](#)
- ❑ [ARKK Rules](#)
- ❑ [HSE Policy](#)
- ❑ [Field Documentation](#)

❑ ARKK wants to be your Easy Button

- ❑ Help resolve surface water challenges within the county
- ❑ Surface Water Master Planning
- ❑ Groundwater Baseline Modelling and Monitoring
- ❑ Geotechnical Assessments
- ❑ Transportation - Road and rail design
- ❑ Traffic Impact Assessments
- ❑ Alberta Transportation Liaison

- ❑ Early Project Development Support
- ❑ Proper engineered solutions that can be executed
- ❑ Design Build Option
- ❑ Field services support
- ❑ Liaison with Industrial Clients
- ❑ Reduce Total Installed Cost
- ❑ Provide overall value.



At ARKK we take pride in overseeing and executing projects. We like to see our projects built in-person. As part of our commitment to seeing projects carried through to completion, we have formed ARKK Construction.

This includes:

- ❑ Regulatory Consultation
- ❑ Quality Assurance
- ❑ As-Built Documentation
- ❑ Site Monitoring
- ❑ Survey Request/Coordination
- ❑ Drilling Coordination
- ❑ Construction Sequencing
- ❑ Construction Access
- ❑ In-stream Construction
- ❑ Stream Isolation and Diversion



- ❑ ARKK Construction – Deliver value through constructability and cost certainty
- ❑ Reduce your internal costs and improve schedule on small and potentially challenging Civil projects
- ❑ Over-the-fence approach between Engineering and Construction – typical, but not ideal – no accountability
- ❑ Propose a Design-Build Contract Model

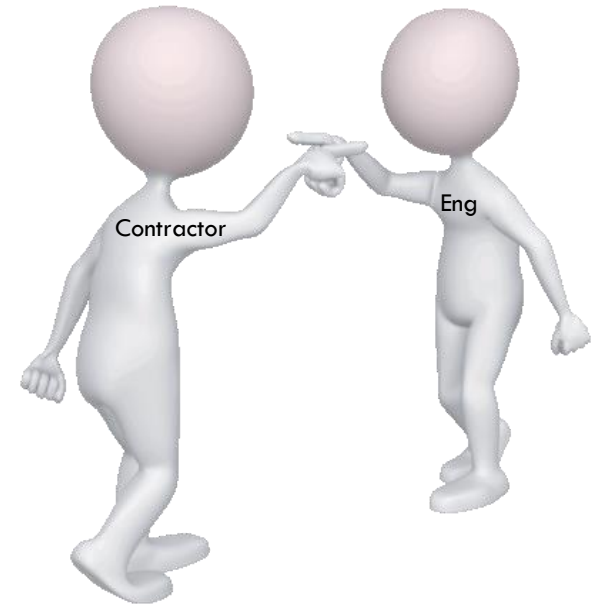


A Design-Build Contract model puts the incentive on ARKK to come up with the best solution and deliver it. We are not here to find creative ways to increase the cost of a project in order to get more engineering.

We are here to find smart solutions to maximise and eliminate wasteful expenditures such that you can make the most out of your limited budgets and spend it where it matters most.

We are focused on developing long term relationships based on trust.

- ❑ What is the benefit to the Owner?
- ❑ Removal of third party barriers (no finger pointing) = accountability
 - ❑ One party accountable for delivering the project
- ❑ Greater cost certainty
 - ❑ Reduction of Client internal costs and schedule – One PO/Contract
 - ❑ Owner's/PM cost on these small projects are often skewed very high as a % of TIC because they do not lend themselves well to typical project development process
 - ❑ Elimination of unnecessary "cost creep" on construction
- ❑ Schedule improvement
 - ❑ Ability to hit short construction windows/seasons
 - ❑ Staged release of design to field
- ❑ Continuous Improvement
 - ❑ Construction input to designs; engineering involvement in field
 - ❑ Continuity of lessons learned



ADKK

ENGINEERING CORPORATION
CIVIL | INFRASTRUCTURE | ENVIRONMENT



Policing Report

Two Hills Detachment

January 1, 2020 to December 31, 2020

Community Policing Information

Objectives:

1. Respond to property crime and reduce its incidence
2. Enhance traffic safety
3. Community Engagement

Initiatives:

1. Review property-crime files to ensure that all measures are being taken investigate.
2. Focussed traffic enforcement.
3. Track search warrants and production orders executed.
4. Hold two town halls.

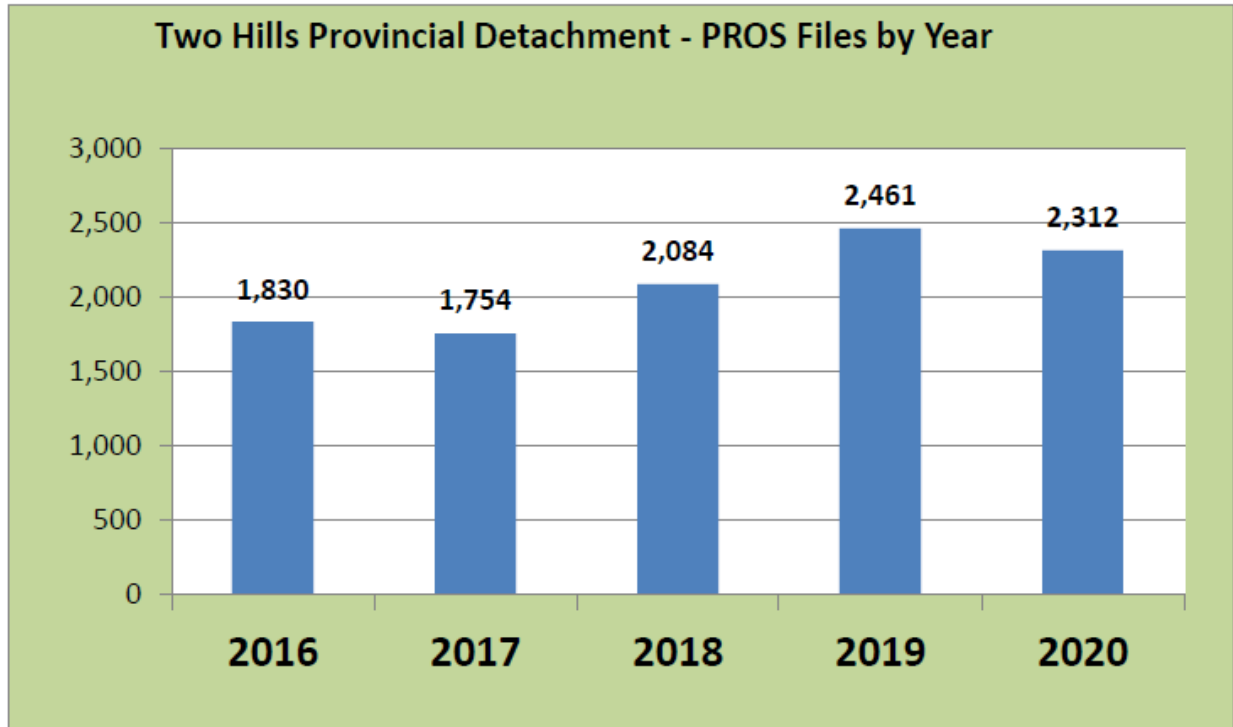
Community Policing-Related Events

- Until March, Sgt. Daisley continued to play cribbage at the Eagle Lodge in Willingdon.
- Sgt. Daisley (Two Hills) attended Remembrance Day ceremonies in red serge.
- Sgt. Daisley attended the Emergency Preparedness Meetings for the Two Hills area.
- Unfortunately, most community events have been cancelled or severely restricted by the Covid-19 pandemic. All of the members of the detachment are looking forward to the opportunity to attend more events in the community when the pandemic ends!

2020 by the numbers

- We saw about a 6% drop in total the number of files that we handled this year.
- Crime against persons was down 20% from 2016 and 32% from last year!
- Property crime is up 7% since 2016, but down 23% compared to last year.
- Traffic offences are very similar to last year, but about four times as high as 2017. This reflects that the members have been out on the highways and back roads stopping and checking vehicles and making their presence known. I sure appreciate how hard the members are working to be visible in our communities!

- Suspicious person/vehicle files are up again this year, to more than double the average from 2016-2018. This reflects a big increase in members of the community noticing and reporting things that seem unusual.
- Flights from police (criminals in vehicles taking off from the police) have risen from one each in 2016 and 2017 to 14 in 2020.



Significant Events

On March 28, police were called to the Fas Gas in Two Hills where four males (two youth and two adults) were committing a robbery. Police located the vehicle fleeing and pursued it, catching the four suspects who have all been charged. One of the adults received 330 days in jail and 18 months probation. One of the youths received 240 days closed custody and 12 months of probation. The charges for the other two remain before the courts.

On April 11, police conducted a proactive check of a known prolific offender. Information gleaned during this check resulted in the execution of a search warrant which resulted in the recovery of two stolen trucks, a stolen skidoo, and numerous other items linked to crimes in the area. An adult male remains before the courts on related charges.

On April 24, the same male was driving a truck stolen from Lamont County when he was involved in a confrontation at the gas station in Andrew. He departed the scene at high speed and crashed into a washout in the north end of the county. Police tracked the male and his co-accused to a farm using the

Police Dog Service and Air Services (RCMP helicopter). The first male was sentenced to 90 days custody and 12 month probation while the second male's charges are still before the courts.

Between early April and July 24, a string of arsons resulted in the destruction of property and culminating in the destruction of a historic church. Police continue to investigate these crimes.

On August 31, an ongoing investigation into drug trafficking resulted in a traffic stop near Duvernay. Police seized a large quantity of cocaine and methamphetamine. A subsequent search warrant at a residence in Vegreville recovered more cocaine, methamphetamine, and fentanyl. In addition, police seized nearly \$90,000 cash, body armour, and two sawed-off shotguns (one confirmed to be stolen).

On November 11, police received a series of calls about property crimes in the Andrew area. Our investigation revealed connections to nine occurrences from Andrew, Lamont, and St. Paul. Police executed a search warrant which resulted in the recovery of numerous pieces of stolen property, a stolen SUV, and a stolen trailer. One adult female has been charged and investigation continues on this file.

Detachment Commander's Comments

This past year has seen both significant change and increased stability. On the personnel side, we have been fully staffed all year with the same members. Believe me, this doesn't happen very often and it has been a welcome opportunity! There has been significant change, too, as the pandemic has dominated our lives. We have changed the way that we do many things, but our commitment to serve our communities is undiminished. We continue to provide the same services, but the pandemic has offered an opportunity to do some things better. For example, we are now taking criminal record check applications by e-mail, saving people one trip to the office. If you live in Two Hills, that isn't a big deal; if you live in St. Michael, it is!

I would like to acknowledge the continued assistance and support of the Two Hills Victim Services. They go above and beyond to assist not only victims of crime but also victims of other events which are beyond the scope of their mandate and their contribution is greatly appreciated. Mel and her team provide exceptional service to the communities that we serve!

In addition to letting you know what has been going on over the past year, this report marks the start of my consultations for the next fiscal year. Beginning April 1, 2020, the Two Hills Detachment will have a new plan (called the Annual Performance Plan) in place which will guide our policing activities for the next twelve months.

What I need from you: I need your input regarding what you want us to focus on in the upcoming year. Our objectives for this year are listed at the start of this report and these priorities were chosen based on consultations last year. Please discuss as a council and contact me to let me know what you want us to make a priority in the year ahead.

My preferred way of communication would be to be invited to a council meeting (virtually or in person), but if that doesn't work for you I can be reached by phone or e-mail.

I can be reached at the Two Hills Detachment (780-657-2820) or by e-mail at Robert.Daisley@rcmp-grc.gc.ca with any questions, concerns, or comments. I look forward to hearing what council wants to see prioritized in the year ahead.

Respectfully,
Sgt. Robert Daisley
Detachment Commander
Two Hills RCMP