

VILLAGE OF WARNER

BOX 88, WARNER, ALBERTA, TOK 2L0 PHONE 642-3877 FAX 642-2011

AGENDA FOR THE REGULAR AND CLOSED MEETING OF THE COUNCIL OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO BE HELD IN THE COUNCIL CHAMBERS AT THE WARNER MUNICIPAL OFFICE, WEDNESDAY – August 17, 2022 AT 6:30 P.M.

1. CALL TO ORDER

2. DELEGATIONS

3. AGENDA

- A) Items added or deleted
- B) Adoption of the Agenda

4. REPORTS/FINANCIALS

- A) Approval of the June 15, 2022 Regular Council meeting minutes
- B) Municipal Enforcement Report
- C) Chief Administrative Officer Report
- D) Financial Report
- E) Committee Reports

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

A) Correspondence

6. ACTION ITEMS/COUNCIL DECISION

- A) September Meeting Date
- B) National Police Federation Call to Action
- C) Quad Council Meeting Request
- D) Warner Volunteer Fire Department Standard Operating Guidelines
- E) Public Auction
- F) Byelection
- G) Appointment of Returning Officer
- H) Appointment to Chief Mountain Regional Solid Waste Services Commission

7. BYLAW/AGREEMENTS / POLICY REVIEW

8. CLOSED MEETING

9. NEXT REGULAR COUNCIL MEETING

Wednesday - September XXX, 2022, at 6:30 p.m.

10. ADJOURNMENT



Request for Decision Adoption of Minutes

RECOMMENDATION

That the minutes for the June 15, 2022 regular council meeting be accepted as presented.

LEGISLATIVE AUTHORITY Municipal Government Act, Section 208(1)(a) Bylaw 561-18 Procedural Bylaw

BACKGROUND

As per the MGA and the Village's Procedural Bylaw, minutes are to be recorded and given to council for adoption at a subsequent council meeting.

RISKS/CONSEQUENCES

- 1. By not approving the previous meetings minutes, Council would then not approve the decisions they made, as recorded and no motion would be actioned by administration.
- The minutes of the Council meetings can be adopted as amended; Council would need to be specific in an amendment to the recording of the previous meetings minutes.

FINANCIAL CONSIDERATIONS None

ATTACHMENTS

1. Prior to Adoption: June 15, 2022, regular council meeting minutes

Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, June 15, 2022, at 6:30 p.m. in the Council Chambers, in the Warner Municipal Office, at 210-3rd Avenue, Warner, Alberta.

Present - Elected Officials

Mayor Tyler Lindsay, Deputy Mayor Marty Kirby, Councillor Don Toovey (via phone), Councillor Eric Burns and Councillor Scott Alexander

Absent – Elected Officials None.

Present – Administration Kim Owen, Director of Corporate Services Kelly Lloyd, Chief Administrative Officer

1. CALL TO ORDER

Mayor Lindsay called the meeting to order at 6:30 p.m.

2. DELEGATIONS

None.

3. AGENDA

- A) Items added or deleted
 - 6F) EV Chargers
 - 6G) Municipal Affairs: Invitation to Request a Meeting with Minister
 - 6H) July Meeting
 - 6l) Municipal Planning Committee Update
- B) Adoption of the Agenda

Moved by Councillor Alexander, seconded by Councillor Burns, "that the June 15, 2022, regular council meeting agenda be accepted as amended."

Motion Carried 95-22

4. REPORTS/FINANCIALS

A) Approval of the May 18, 2022, Regular Council meeting minutes Approval of June 8, 2022, Special Council Meeting minutes

Moved by Councillor Alexander, seconded by Deputy Mayor Kirby, "that motion 93-22 be repealed from the June 8, 2022 special meeting minutes."

Motion Carried 96-22

Moved by Councillor Toovey, **seconded by Deputy Mayor Kirby**, "that the minutes for the May 18, 2022, regular council meeting be accepted as presented." Motion Carried 97-22 Moved by Councillor Alexander, seconded by Deputy Mayor Kirby, "that the minutes for the June 8, 2022, special council meeting be accepted as amended." Motion Carried 98-22

B) Municipal Enforcement Report

Moved by Councillor Alexander, seconded by Councillor Burns, "that the Municipal Enforcement report for the period ending May 31, 2022, be accepted as information." Motion Carried 99-22

C) RCMP Report

Moved by Deputy Mayor Kirby, seconded by Councillor Alexander, "that the RCMP report for the period ending May 31, 2022, be accepted as information." Motion Carried 100-22

D) Chief Administrative Officer Report

Moved by Councillor Toovey, seconded by Councillor Burns, "that the Chief Administrative Officer report for the period ending May 31, 2022, be accepted as information."

Motion Carried 101-22

- E) Financial Report
 - E.1) Bank Reconciliation
 - E.2) Accounts Payable

Moved by Councillor Burns, seconded by Deputy Mayor Kirby, "that the Financial Report for the period ending May 31, 2022, be accepted as information."

Motion Carried 102-22

F) Committee Reports

Councillor Burns attended the Chief Mountain Regional Solid Waste Services Commission meeting.

Councillor Alexander attended SouthGrow and Oldman River Regional Services Commission meetings.

Mayor Lindsay attended the Ridge Water Services Commission meeting.

Councillor Toovey attended the Ridge Country Housing, the Ridge Regional Public Safety Services Commission, the Heritage Handibus and doctor recruitment meetings.

Moved by Councillor Burns, seconded by Councillor Alexander, "that the committee reports for the period ending June 15, 2022, be accepted as information."

Motion Carried 103-22

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

A) Correspondence

Moved by Councillor Alexander, seconded by Deputy Mayor Kirby, "that the correspondence for the period ending June 15, 2022, be accepted as information." Motion Carried 104-22

6. ACTION ITEMS/COUNCIL DECISION

A) Lot 1 and 2, Block 23, Plan 2565U

Moved by Councillor Toovey, seconded by Councillor Burns, "that Council directs administration to confirm options for Lot 1 and 2, Block 23, Plan 2565U, and proceed for the 2023 operating year."

Motion Carried 105-22

B) Airport Rental

Moved by Councillor Alexander, seconded by Councillor Burns, "that Council approve DEISLER Corp to rent the airport for July 9th, 2022, and further, that the renters are to carry event insurance along with having a First Aid crew on standby that has a medical director and insurance plus the local fire department."

Motion Carried 106-22

C) Strategic Plan/Viability Recommendations

Moved by Mayor Lindsay, seconded by Councillor Alexander, "that Council approve the Viability Action Plan as information."

Motion Carried 107-22

Moved by Mayor Lindsay, seconded by Councillor Alexander, "that Council approve the preliminary focus areas consisting of; community development, fiscal responsibility and governance for the 2022-2025 Strategic Plan."

Motion Carried 108-22

D) 2022 Operating Budget

Moved by Deputy Mayor Kirby, seconded by Councillor Alexander, "that Council approve the 2022 operating budget in the amount of \$1,121,663., as presented." Motion Carried 109-22

E) Tax Rate Bylaw 608-22

Moved by Councillor Toovey, seconded by Councillor Burns, "that Council give first reading to the Tax Rate Bylaw 608-22."

Motion Carried 110-22

Moved by Councillor Alexander, seconded by Councillor Burns, "that Council give second reading to the Tax Rate Bylaw 608-22."

Motion Carried 111-22

Moved by Councillor Burns, seconded by Deputy Mayor Kirby, "that Council give unanimous consent for presentation of the third reading of the Tax Rate Bylaw 608-22." Motion Carried 112-22 Moved by Councillor Alexander, seconded by Councillor Burns, "that the Tax Rate Bylaw 608-22 is given third and final reading." Motion Carried 113-22

E) EV Chargers

Moved by Councillor Burns, seconded by Deputy Mayor Kirby, "that administration continue with Dandelion Renewables and provide the best solution for the EV Charging Stations within the MCCAC funding parameters." Motion Carried 114-22

F) Municipal Affairs: Invitation to Request a Meeting with Minister Moved by Councillor Alexander, seconded by Councillor Burns, "to accept the Minister of Municipal Affairs invitation to request a meeting at the Alberta Municipalities September convention, as information." Motion Carried 115-22

G) July meeting

Moved by Councillor Burns, seconded by Deputy Mayor Kirby, "that the July 20, 2022, regular council meeting be cancelled." Motion Carried 116-22

H) Municipal Planning Committee Update Moved by Councillor Burns, seconded by Deputy Mayor Kirby, "that the verbal update on the Municipal Planning Commission be accepted as information." Motion Carried 117-22

7. BYLAW/AGREEMENTS / POLICY REVIE

None.

8. CLOSED MEETING

9. NEXT REGULAR COUNCIL MEETING

Wednesday, August 17, 2022, at 6:30 p.m.

10. ADJOURNMENT

Moved by Councillor Burns, seconded by Deputy Mayor Kirby, "that the regular council meeting for June 15, 2022, adjourn at 8:03 p.m." Motion Carried 118-22

Tyler Lindsay	Kelly Lloyd
Mayor	Chief Administrative Officer

These minutes were approved on the XXX day of XXXX 2022.



Request for Decision Municipal Enforcement Report

RECOMMENDATION

That the Municipal Enforcement report for the period ending June 30 and July 31, 2022, be accepted as information.

LEGISLATIVE AUTHORITY
Peace Officer Act
Various municipal bylaws

BACKGROUND

The Village of Warner joined the Ridge Regional Public Safety Services Commission in 2019. The Commission serves the municipalities of Coutts, Magrath, Milk River, Raymond, Stirling, Warner and County of Warner.

The Village Council receives a monthly report, to provide information on the number and types of incidents that violate municipal bylaws.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

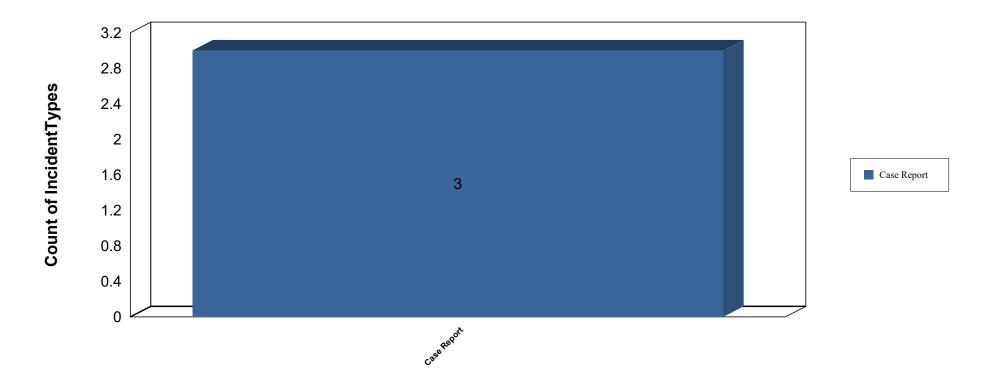
FINANCIAL CONSIDERATIONS None

ATTACHMENTS

1. Municipal Enforcement Report

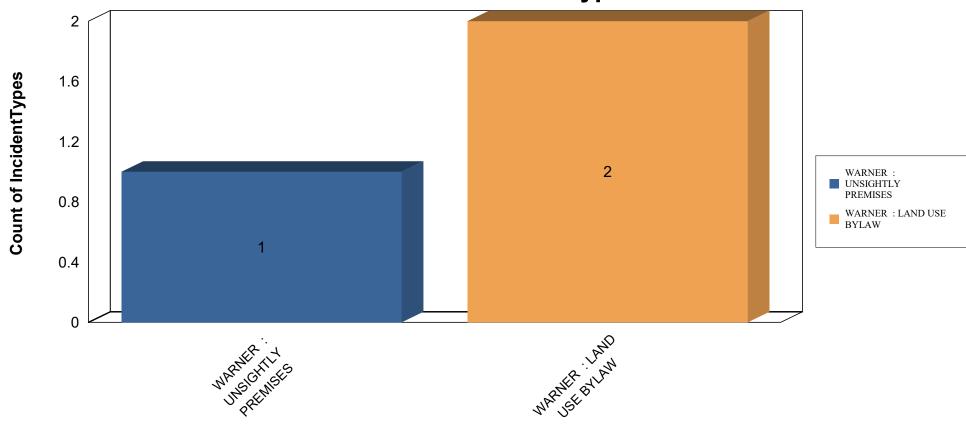
Statistics from: 7/1/2022 12:00:00AM to 7/31/2022 11:59:00PM

Count of Reports Completed



Case Report

Count of Incident Types



WARNER: UNSIGHTLY PREMISES

Location **Case Number Incident Type** Officer **Date**

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0311 **WARNER: UNSIGHTLY PREMISES**

MELANIE MAREK 2022/07/25 1200

SERVICES: WARNER

Specific Location 106 3 STREET

Report Synopsis: Unsightly Premises - Village of Warner

33.33% # of Reports: 1 Case Report WARNER: UNSIGHTLY PREMISES

WARNER: LAND USE BYLAW

<u>Location</u> <u>Case Number</u> <u>Incident Type</u> <u>Officer</u> <u>Date</u>

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0253 WARNER: LAND USE BYLAW ROSS BOND 2022/07/01 1130

SERVICES: WARNER

Specific Location 203 4 AVE

Report Synopsis: Premises with residents not having proper permits and zoning.

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0294 WARNER: LAND USE BYLAW TODD NELSON 2022/07/30 1200

SERVICES: WARNER

Specific Location71 - 5 STREET

Report Synopsis: CAO of The Village of Warner contacted RRPSS and asked for their assistance/attended 71 - 5th during the removal of personal item of the home

owner.

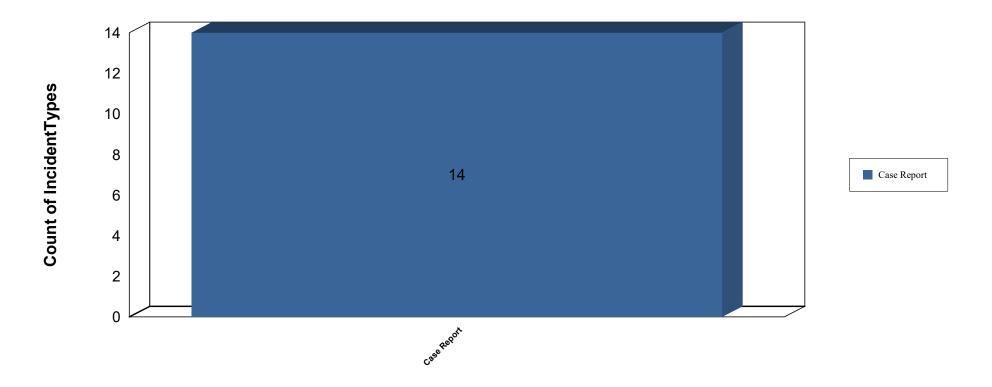
66.67% # of Reports: 2 Case Report WARNER: LAND USE BYLAW

Grand Total: 100.00% Total # of Incident Types Reported: 3 Total # of Reports: 3

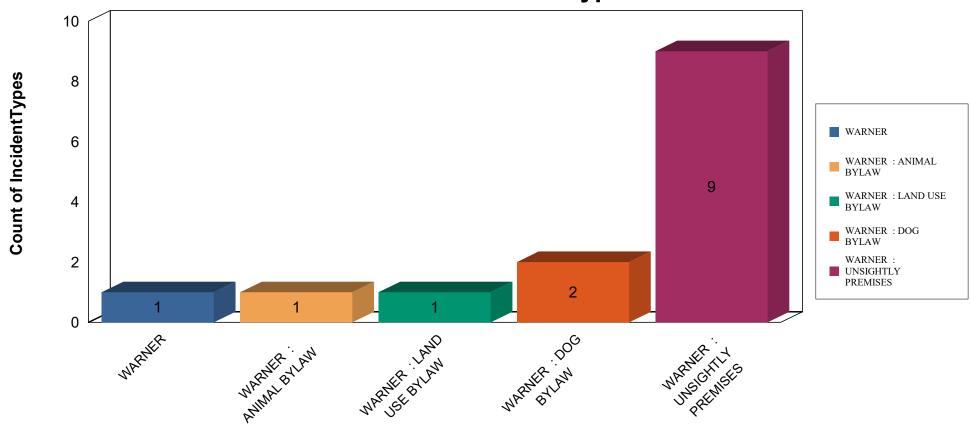
Grand Total: 100.00% Total # of Incident Types Reported: 3

Statistics from: 6/1/2022 12:00:00AM to 6/30/2022 11:59:00PM

Count of Reports Completed



Count of Incident Types



WARNER

<u>Location</u> <u>Case Number</u> <u>Incident Type</u> <u>Officer</u> <u>Date</u>

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0202 WARNER

SERVICES: WARNER

Specific Location

4 S/ AVE

Report Synopsis: stop sign faded and becoming unreadable.

7.14% # of Reports: 1 Case Report WARNER

2022/06/09 1400

ROSS BOND

WARNER: ANIMAL BYLAW

<u>Location</u> <u>Case Number</u> <u>Incident Type</u> <u>Officer</u> <u>Date</u>

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0187 WARNER: ANIMAL BYLAW TODD NELSON 2022/06/07 1334

SERVICES: WARNER

Specific Location

Report Synopsis: On going complaint of neighbors dogs barking

7.14% # of Reports: 1 Case Report WARNER: ANIMAL BYLAW

WARNER: LAND USE BYLAW

<u>Location</u> <u>Case Number</u> <u>Incident Type</u> <u>Officer</u> <u>Date</u>

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0176 WARNER: LAND USE BYLAW ROSS BOND 2022/06/02 1400

SERVICES: WARNER

Specific Location
406 1 AVE

Report Synopsis: structure on property without confirmed permits

7.14% # of Reports: 1 Case Report WARNER: LAND USE BYLAW

WARNER: DOG BYLAW

<u>Location</u> <u>Case Number</u> <u>Incident Type</u> <u>Officer</u> <u>Date</u>

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0199 WARNER: DOG BYLAW MELANIE MAREK 2022/06/10 1021

SERVICES: WARNER

Specific Location

305 4 AVE

Report Synopsis : Dog Bylaw - Barking Dog

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0200 WARNER: DOG BYLAW MELANIE MAREK 2022/06/10 2221

SERVICES: WARNER

Specific Location
302 4 AVENUE

Report Synopsis : Dog Bylaw - Dog at large

14.29% # of Reports: 2 Case Report WARNER: DOG BYLAW

WARNER: UNSIGHTLY PREMISES

<u>Location</u> <u>Case Number</u> <u>Incident Type</u> <u>Officer</u> <u>Date</u>

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0177 WARNER: UNSIGHTLY PREMISES ROSS BOND 2022/06/02 1345

SERVICES: WARNER

Specific Location

302 4 ST (ALLEYWAY)

Report Synopsis: complaint of debris and bicycles on laneway

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0183 WARNER: UNSIGHTLY PREMISES ROSS BOND 2022/06/06 1500

SERVICES: WARNER

Specific Location

403 1 AVE

Report Synopsis: unsightly property with overgrown grass and weeds

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0184 WARNER: UNSIGHTLY PREMISES ROSS BOND 2022/06/06 1500

SERVICES: WARNER

Specific Location

401 2 AVE

Report Synopsis: unsightly property with overgrown grass and weeds

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0196 WARNER: UNSIGHTLY PREMISES ROSS BOND 2022/06/09 1230

SERVICES: WARNER

Specific Location

105 4 AVE S

Report Synopsis: unsightly with overgrown grass and weeds

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0223 WARNER: UNSIGHTLY PREMISES MELANIE MAREK 2022/06/20 0900

SERVICES: WARNER

Specific Location

409 7 AVE

Report Synopsis: unsightly premises complaint with overgrown grass

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0224 WARNER: UNSIGHTLY PREMISES MELANIE MAREK 2022/06/20 0900

SERVICES: WARNER

Specific Location

509 4 AVE

Report Synopsis: unsightly premises complaint with long grass

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0230 WARNER: UNSIGHTLY PREMISES MELANIE MAREK 2022/06/23 1200

SERVICES: WARNER

Specific Location 604 5 STREET

Report Synopsis: Village of Warner - Unsightly Premises

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0241 WARNER: UNSIGHTLY PREMISES ROSS BOND 2022/06/27 1135

SERVICES: WARNER

Specific Location

404 5 AVE

Report Synopsis: unsightly premises with long overgrown grass and weeds

Case Report

RIDGE REGIONAL PUBLIC SAFETY RRPSS2022-0247 WARNER: UNSIGHTLY PREMISES MELANIE MAREK 2022/06/28 1713

SERVICES: WARNER

Specific Location
106 3 STREET

Report Synopsis: Unsightly Premise - Grass, weeds and garbage

64.29% # of Reports: 9 Case Report WARNER: UNSIGHTLY PREMISES

Grand Total: 100.00% Total # of Incident Types Reported: 14 Total # of Reports: 14

Grand Total: 100.00% Total # of Incident Types Reported: 14



Request for Decision Chief Administrative Officer Report

RECOMMENDATION

That the Chief Administrative Officer report for the period ending July 31, 2022, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

On a monthly basis, the Chief Administrative Officer provides Council with an update on administrative items.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS None

ATTACHMENTS None



Request for Decision Financial Report

RECOMMENDATION

That the Financial Report for the period ending July 31, 2022, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Currently, the monthly bank reconciliation and monthly accounts payable is presented to council.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. 2022 Operating Budget Year to Date

		2020	2021	2022	2022	2022	2022
		ACTUAL	ACTUAL	INTERIM BUDGET	YTD	BUDGET	Budget vs.
					31-Jul-22		YTD
Tax Red	quirement Summary						
0	General Government Services	(605,396)	(496,591)	(454,253)	(454,595)	(462,338)	(7,743)
11	Council	13,143	8,971	26,950	18,326	29,200	10,874
12	Finance / Administration	254,362	214,478	257,850	159,325	165,006	5,681
23	Fire Services	53,305	39,974	7,875	(8,351)	48,230	56,581
26	Municipal Enforcement	17,836	26,120	19,830	21,911	24,824	2,913
32	Roads	243,301	216,495	124,050	102,784	126,230	23,446
33	Airport	11,730	10,530	1,700	(667)	(4,200)	(3,533)
41	Water	14,958	22,965	(71,053)	96,961	32,000	(64,961)
42	Wastewater	32,326	54,953	(19,552)	42,892	(500)	(43,392)
43	Solid Waste	(6,686)	(3,758)	5,750	4,654	1,630	(3,024)
61	Planning & Development	24,618	13,249	8,750	13,219	(400)	(13,619)
72	Recreation Administration	(16,726)	(46,303)	(9,600)	-	(12,600)	(12,600)
74	Civic Centre	69,874	74,181	73,190	29,017	52,918	23,901
	Operating (Surplus) Deficit	106,643	135,265	(28,513)	25,477	0	(25,476)
	General Government Services	(684,954)	(578,942)	(534,498)	(499,352)	(545,519)	(46,166)
	Council	-	-	-	-	-	-
	Finance	(36,807)	(184,381)	(60,700)	(35,192)	(141,714)	(106,522)
	Fire Services	(30,759)	(84,747)	(16,500)	(42,910)	(18,000)	24,910
	Municipal Enforcement	(1,875)	(1,379)	(3,000)	(2,363)	(2,500)	(137)
	Roads	(3,432)	(5,372)	(50,200)	(6,738)	(31,300)	(24,562)
	Airport	(5,500)	(6,700)	(1,200)	(5,083)	(8,700)	(3,617)
	Water	(177,698)	(202,512)	(271,778)	(157,462)	(201,200)	(43,738)
	Wastewater	(26,695)	(39,796)	(26,100)	(16,018)	(32,500)	(16,483)
	Solid Waste	(50,874)	(52,450)	(47,800)	(27,713)	(52,580)	(24,868)
	Planning & Development	(193)	(2,219)	(13,000)	(510)	(14,500)	(13,990)
	Recreation Administration	(41,460)	(50,924)	(9,600)	-	(15,000)	(15,000)
	Civic Centre	(15,740)	(26,681)	(43,110)	(20,888)	(58,150)	(37,262)
	Total Revenues	(1,075,986)	(1,236,102)	(1,077,486)	(814,228)	(1,121,663)	(307,435)
	General Government Services	79,557	82,351	80,245	44,758	83,181	38,423
	Council	13,143	8,971	26,950	18,326	29,200	10,874
	Finance	291,170	398,860	318,550	194,518	306,720	112,202
	Fire Services	84,064	124,720	24,375	34,559	66,230	31,671
	Municipal Enforcement	19,711	27,500	22,830	24,274	27,324	3,050
	Roads	246,732	221,867	174,250	109,522	157,530	48,008
	Airport	17,230	17,230	2,900	4,417	4,500	83
	Water	192,656	225,478	200,725	254,422	233,200	(21,222)
	Wastewater	59,021	94,748	6,548	58,909	32,000	(26,909)
	Solid Waste	44,188	48,691	53,550	32,367	54,210	21,843
	Planning & Development	24,811	15,468	21,750	13,729	14,100	371
	Recreation Administration	24,734	4,621	-	-	2,400	2,400
	Civic Centre	85,614	100,862	116,300	49,905	111,068	61,163
	Total Expenditures	1,182,629	1,371,366	1,048,973	839,704	1,121,663	281,959

		2020	2021	2022	2022	2022	YTD
		Actual	Actual	Interim Budget	YTD	Budget	Diff
					31-Jul-22	J	
GENERAL GOVER	NMENT REVENUE						
1-00-00-00-00-110	REAL PROPERTY TAX	(414,927)	(407,026)	(398,236)	(410,645)	(396,387.28)	14,257
1-00-00-00-00-111	PROPERTY TAXES FROM SHARED AGREEMENTS	-	-	7,500	-	-	-
1-00-00-00-00-115	REQUISITION - ASFF	(68,605)	(70,571)	(70,600)	(74,778)	(74,778)	(0)
1-00-00-00-00-116	REQUISITION - SENIORS	(9,326)	(9,653)	(9,645)	(8,404)	(8,404)	(0)
1-00-00-00-00-121	LINEAR PROPERTY TAX	(28)	(32)	-	(33)	(32)	1
1-00-00-00-250	LAND RENTAL REVENUE	(8,056)	(13,681)	(4,800)	(5,825)	(7,200)	(1,375)
1-00-00-00-510	PENALTIES ON TAXES	(20,899)	(23,757)	(6,500)	332	(6,500)	(6,832)
1-00-00-00-745	GRANTS - MSI OPERATING	(51,842)	(52,217)	(52,217)		(52,217)	(52,217)
1-00-00-00-00-755	GRANTS - PROVINCIAL	(42,770)	(2,000)	-	-	-	-
1-00-00-00-00-756	GRANTS - MSP	(50,000)	-	-	-	-	-
1-00-00-00-00-765	GRANTS - SOLAR REBATES	(18,500)	-	-	-	-	-
1-11-00-00-00-410	SALE OF SUPPLIES	-	(5)	-	-	-	-
	TRANSFER FROM RESERVES	-	-	-	-	-	-
	TOTAL REVENUE	(684,954)	(578,942)	(534,498)	(499,352)	(545,519)	(46,166)
GENERAL GOVER	NMENT EXPENSES						
2-00-00-00-00-270	ALBERTA SCHOOL FOUNDATION FUND	70,159	72,706	70,600	36,353	74,777	38,424
2-00-00-00-00-271	SENIORS HOUSING	9,398	9,644	9,645	8,404	8,404	(0)
	TRANSFER TO RESERVES	-	·-	-	-, -	-	-
	TOTAL EXPENSES	79,557	82,351	80,245	44,758	83,181	38,423
	NET	(605,396)	(496,591)	(454,253)	(454,595)	(462,338)	(7,743)

		2020	2021	2022	2022	2022	YTD
		Actual	Actual	Interim Budget	YTD	Budget	Diff
					31-Jul-22		
COUNCIL REVENU	Ē						
	PROVINCIAL GRANT	-	-	-	-	•	-
	TRANSFER FROM OPERATING RSRVE	-	-	-	-	-	-
	TOTAL REVENUE	-	-	-	-	-	-
COUNCILLOR EXP	ENSES						
2-11-00-00-00-110	WAGES	19,080	17,890	21,500	10,400	19,200	8,800
2-11-00-00-00-131	ER.C COUNCIL	80	75	100	47	100	53
2-11-00-00-00-152	CONVENTIONS AND TRAVEL	1,149	2,343	2,500	863	2,500	1,637
2-11-00-00-00-211	MEMBERSHIPS	6,183	699	1,000	1,577	1,500	(77)
2-11-00-00-00-230	LEGAL/AUDIT	-	-	1,000		1,000	1,000
2-11-00-00-00-274	INSURANCE	-	-	150		150	150
2-11-00-00-00-510	GENERAL SUPPLIES	337	5,423	700	1,289	1,000	(289)
2-11-00-00-00-770	DONATIONS	12,806	3,548	-	4,150	3,750	(400)
	TRANSFER TO RESERVES	-	-	-	-	•	-
	TOTAL EXPENSES	13,143	8,971	26,950	18,326	29,200	10,874
			·		<u> </u>		·
	NET	13,143	8,971	26,950	18,326	29,200	10,874

		2020)		2021	2022	2	2022	2022		YTD
		Actua	al	ļ	Actual	Interi Budge		YTD	Budget	1	Diff
FINANCE / ADMINI	STRATION REVENUE							31-Jul-22			
	TAX CERTIFICATES		(755)		(1,140)	(750)		_		-
	Sale of Supplies		\/		\ / -/	,	,	(66	3)		66
1-12-00-00-00-525			(982)		(1,214)	(500)	, -	-		-
	TRAFFIC FINES (use 1-26-530)		(300)		(817)	<u> </u>	000)		_		-
1-12-00-00-00-550		(3	3,210)		(3,278)	•	250)	(2,977	7) (1,2	50)	1,727
1-12-00-00-00-551		1	(90)		(135)	\ /	-	(45		00)	(55)
1-12-00-00-00-560		(*	1,750)		(4,550)	(3.	200)	(2,450			(1,750)
1-12-00-00-00-570	UTILITY INCREASE		1,143)		(21,330)	Λ-7	-	-	-		-
	UNCONDITIONAL GRANTS	1	-		(120,000)		-		_		-
	FRANCHISE FEES		-		(16,207)	(18.	000)	(10,487	7) (18,0	00)	(7,513)
1-12-00-00-00-777	DONATIONS		(840)		(7,000)	•	000)	-	(4,0		(4,000)
	PROVINCIAL CONDITIONAL GRANTS		-		-		000)		-		-
1-12-00-00-00-990	SUSPENSE				(200)	(,	-	(19,168	3) -		19,168
1-12-00-00-00-193	TAX SHARE AGREEMENT	/-	7,738)		(8,511)		-	(10,10	(7,5)	00)	(7,500)
	TRANSFER FROM OPERATING RSRVE	()	0		(0,511)		0	_	(106,6		(106,664)
	TOTAL REVENUE	(36	6,807)		(184,381)		700)	(35,192	(100,0		(106,522)
	STRATION EXPENSES										
	SALARY - GEN GOVT		5,623		95,271		000	56,227	,		68,500
	ER.C GEN GOVT		2,942		12,696	13,	500	7,826			12,000
	EMPLOYER RRSP CONTRIBUTION	8	3,700		4,200		-	10,000	,		(4,556)
2-12-00-00-00-154			469		201		500			00	(2,283)
	TRAVEL & SUBSISTENCE		210		55		500	47	-		-
	WAGES - ELECTION/CENSUS				1,630.00		750		-		-
	FREIGHT & POSTAGE		9,364		12,572	5,	500	6,946		_	1,370
	TELEPHONE/FAX/INTERNET		0,714		13,922			8,159			11,697
	ADVERTISING and MEMBERSHIPS		7,282		11,913	-	500	8,237			10,998
	LEGAL / AUDIT SUPPORT		0,138		17,305	,	500	18,062			20,000
	CONTRACTED SERVICES		1,576	\$	83,998	130,		49,470			56,343
	LIBRARY/CARLS REQUISITION	\$	-	\$	3,000		500	1,500			4,627
	FCSS REQUISITION	\$	-	\$	<u>.</u>		700		2,9		2,930
2-12-00-00-00-274		\$ 40	0,612	\$	82,846	5,	500	14,556		00	6,413
	tax discount							2,783			-
2-12-00-00-00-350		\$	908	\$	908		500		3,5		5,535
	REPAIRS & MAINTENANCE	\$	115	\$	130		500		7,5		7,112
	GENERAL SUPPLIES AND GOODS		2,071	\$	13,647	7,	000	4,130			8,201
	BANK SERVICE CHARGES	\$	772	\$	574		50	303		30	630
	PENALTIES INCURRED	\$	640	\$	1,022		000	202		50	50
	OFFICE EQUIPMENT & FURNISHINGS	\$	-	\$	-		500		3,5		3,500
2-12-00-00-00-540			2,992	\$	3,610		500	3,657			3,750
2-12-00-00-00-541			2,385	\$	5,231		500	1,273			4,399
2-12-00-00-00-770	GRANTS & MEMBER LOCAL	\$	-	\$	-	,	000		10,0		10,000
	BAD DEBT AR/TAXES		7,061	\$	18,446		500	2,987	7 8,9	60	5,973
	OFFICE SUPPLIES (GOODS) ELECTION	\$	-	\$	704	1,	050	/=		0.0	-
	MILK RIVER WAGES	\$	2	\$	663		-	(2,035			35,035
	ER.C GEN GOVT	\$	-	\$	4.00:		-	388		00	3,612
	MR CAO CELL PHONE	\$	-	-\$	1,201		-	(1,201	-		1,201
2-12-00-00-00-700			4,717	\$	14,717		-				-
	DONATION - MR HOSPITAL	\$	840	\$	800		-		-		- (4.00
2-12-00-00-00-990	SUSPENSE	\$	39	\$	-		-	1,001		0.0	(1,001)
	TOTAL EXPENSES		1,170		398,860	318,		194,518			276,035
	NET	254	4,362		214,478	257,	850	159,325	165,0	06	169,513

		2020	2021	2022	2022	2022	YTD
		Actual	Actual	Interim Budget	YTD	Budget	Diff
					31-Jul-22		
FIRE REVENUE							
1-23-00-00-00-410							
1-23-00-00-00-410	FIRE DEPARTMENT REVENUE	(16,843)	(84,747)	(16,500)	(42,910)	(18,000)	24,910
1-23-00-00-00-830	DONATION	(12,472)	-	-	, , ,	-	-
1-25-00-00-00-590	AMBULANCE SERVICES - DONATIONS	(1,445)	-	-		_	-
	PROVINCIAL GRANT	-	-	-		-	-
	TRANSFER FROM OPERATING RSRVE	-	-	-	-	-	-
	TOTAL REVENUE	(30,759)	(84,747)	(16,500)	(42,910)	(18,000)	24,910
FIRE EXPENSES							
2-23-00-00-00-154	TRAINING	1.683.00	382.77	_		4.000.00	4.000
	telephone	1,000.00	002.77		387.92	1,000.00	(388
2-23-00-00-00-274	INSURANCE	476.00	_	3,325.00	307.32	5,520.00	5,520
2-23-00-00-00-522	REPAIRS & MAINT. BUILDING	5,113.59	7,832.59	1,500.00	4,358.16	8,000.00	3,642
		,	,	,	,		,
2-23-00-00-00-520	REPAIRS & MAINT, EQUIPMENT	12.645.48	9.265.48	1.000.00	12.046.49	10.000.00	(2,046
2-23-00-00-00-510	DISPATCHING	1,435,42	66,488.88	3,450.00	,	1,440.00	1,440
2-23-00-00-00-511	GENERAL SUPPLIES	24,577.36	4.343.66	-	10.961.22	4.500.00	(6,461
2-23-00-00-00-519	EQUIPMENT PURCHASE	10,923.04	4,378.47	7,500.00	7,314.24	20,000.00	12,686
2-23-00-00-00-521	FUEL	1,824.64	6,331.61	1,500.00	2,284.85	2,500.00	215
2-23-00-00-00-540	NATURAL GAS	3,073.90	3,851.71	3,500.00	3,682.84	8,770.00	5,087
2-23-00-00-00-541	ELECTRICITY	2,922.56	2,273.14	2,600.00	- 6,717.58	1,000.00	7,718
	TRANSFER TO RESERVES	-	-	-		-	-
2-23-00-00-00-700	AMORTIZATION	18,852.24	19,152.24	-			-
2-23-00-00-00-831	INTEREST ON DEBENTURES	536.38	419.88	-	240.60	500.00	259
	PRINCIPAL ON DEBENTURES	-	-	-		-	-
	TRANSFER TO OTHER FUNCTIONS	-	-	-		-	-
	TOTAL EXPENSES	84,063.61	124,720.43	24,375.00	34,558.74	66,230.00	31,671
	NET	50.004.51	00.070.65	7.075.65	0.050 ==	10.000.00	E0
	NET	53,304.51	39,973.92	7,875.00	- 8,350.76	48,230.00	56,581

		2020	2021	2022	2022	2022	YTD
		Actual	Actual	Interim Budget	YTD	Budget	Diff
					31-Jul-22		
MUNICIPAL ENF	FORCEMENT REVENUE						
1-26-00-00-00-52	25 ANIMAL tags, licenses, fines	(15)	-	(500)	(535)	(500)	35
1-26-00-00-00-53	30 TRAFFIC FINES	-	(379)	(1,500)	(878)	(1,000)	(122)
1-26-00-00-00-25	50 BYLAW FINES	(1,860)	(1,000)	(1,000)	(950)	(1,000)	(50
	TRANSFER FROM OPERATING RSRVE	-	-	-	-	-	-
	TOTAL REVENUE	(1,875)	(1,379)	(3,000)	(2,363)	(2,500)	(137)
MUNICIPAL ENF	FORCEMENT EXPENSES						
2-26-00-00-00- 250	CONTRACTED SERVICES	14,646	18,706	16,285	14,450	17,500	3,050
2-26-00-00-00-27	75 PROVINCIAL POLICING	4,751	8793.5	6,545	9,824	9,824	-
2-26-00-00-00-51	0 SUPPLIES	314	-	· -	-	-	-
	TOTAL EXPENSES	19,711	27,500	22,830	24,274	27,324	3,050
	NET	17,836	26,120	19,830	21,911	24,824	2,913

		2020	2021	2022	2022	2022	YTD
		Actual	Actual	Interim Budget	YTD	Budget	Diff
					31-Jul-22		
ROADS REVENUE							
1-32-00-00-00-250		-	-	(1,000)	-	-	-
1-32-00-00-00-410		-	-	(12,000)	-	(19,800)	(19,800)
1-32-00-00-00-411	GENERAL SERVICES	-	-	(100)	-	-	-
1-32-00-00-00-510	UTILITY PENALTIES/FEES	-	-	(100)	-	-	-
1-32-00-00-00-511	SERVICES PROVIDED TO RESIDENTS	(3,432)	(5,324)	(500)	(6,738)	(5,000)	1,738
1-32-00-00-00-590	MISC REVENUE	-	(48)	(6,500)	-	(6,500)	(6,500)
1-32-00-00-00-840	PROVINCIAL CONDITIONAL GRANTS	-	-	(30,000)	-	-	-
	TRANSFER FROM OPERATING RSRVE	-	-	-	-	-	-
	TRANSFER FROM OTHER FUNCTION	-	-	-	-	-	-
	TOTAL REVENUE	(3,432)	(5,372)	(50,200)	(6,738)	(31,300)	(24,562)
ROAD EXPENSES							
	SALARY - PUBLIC WORKS	39,299	52.347	55,000	36.643	37.500	857
	ER.C PUBLIC WORKS	6,715	8,244	9,100	6,525	6,000	(525)
2-32-00-00-00-211	TRAVEL & SUBSISTENCE	-	-	2.000	0,020	1,000	1,000
	FREIGHT & POSTAGE	-	-	500		- 1,000	-
2-32-00-00-00-216		-	-	2,500		_	_
2-32-00-00-00-250	CONTRACTED SERVICES	63,275	34,166	8,500	33,003	30,000	(3,003)
2-32-00-00-00-260	RENTALS & LEASES EQUIPMENT	-	70	1,000		1,000	1,000
2-32-00-00-00-274		-		3,500		2,200	2,200
2-32-00-00-00-275	WCB	-	6,678	-		6,500	6,500
2-32-00-00-00-350	CONTRACTS, LEASES, SAFETY	-	-	500		-	-
2-32-00-00-00-510	GOODS and SUPPLIES	1,195	5,196	2,500	1,721	2,500	779
2-32-00-00-00-511	MAINTENANCE MATERIALS	14,000	-	45,000	9,141	20,000	10,859
2-32-00-00-00-520	EQUIPMENT PARTS and TOOLS	192	5,370	4,500	(667)	2,000	2,667
2-32-00-00-00-521		6,049	5,391	6,500	3,614	4,500	886
	REPAIRS & MAINT. EQUIPMENT	11,771	7,866	6,000	166	6,000	5,834
2-32-00-00-00-523		1,455	-	1,500	2,964	8,900	5,936
	REPAIRS & MAINT. BUILDING	1,456	130	1,500		1,500	1,500
2-32-00-00-00-540		1,441	1,661	2,500	1,522	3,450	1,928
2-32-00-00-00-541		2,132	1,120	3,150	2,870	2,000	(870)
2-32-00-00-00-542		24,968	21,542	18,500	11,911	22,280	10,369
2-32-00-00-00-830		-	39	-		-	
2-32-00-00-00-831		244	191	-	109	200	91
	TRANSFER TO CAPITAL	-	-	-		-	-
0.00.00.00.00.00	TRANSFER TO RESERVES	-	-	-		-	-
2-32-00-00-00-700	AMORTIZATION	72,540	71,855	-	-		-
	TOTAL EXPENSES	246,732	221,867	174,250	109,522	157,530	48,008
	NET	242 204	246 405	104.050	100.704	106 000	22.440
	NET	243,301	216,495	124,050	102,784	126,230	23,446

		2020	2021	2022	2022	2022	YTD
		Actual	Actual	Interim Budget	YTD	Budget	Diff
					31-Jul-22		
AIRPORT REVENU	E						
1-33-00-00-00-560	HANGER LEASES	(5,500)	(6,700)	(1,200)	(5,083)	(1,200)	3,883
1 00 00 00 00 000	transfer from flying club	- (0,000)	-	- (1,200)	. (0,000)	(5,000)	(5,000)
	sale of fuel tank	-	-	-	-	(2,500)	(2,500)
	TOTAL REVENUE	(5,500)	(6,700)	(1,200)	(5,083)	(8,700)	(3,617)
AIRPORT EXPENS	ES						
2-33-00-00-00-274	INSURANCE	-	-	2,700	-	2,500	2,500
2-33-00-00-00-510	GOODS and SUPPLIES	-	-	200	4,276	500	(3,776)
	electricity	-	-	-	141	1,500	1,359
	TRANSFER TO RESERVES	-	-	-	-	-	-
2-33-00-00-00-700	AMORTIZATION	17,230	17,230		-	-	-
	TOTAL EXPENSES	17,230	17,230	2,900	4,417	4,500	83
	NET	11,730	10,530	1,700	(667)	(4,200)	(3,533)

		2020	2021	2022	2022	2022	YTD
		Actual	Actual	Interim Budget	YTD	Budget	Diff
					31-Jul-22		
WATER REVENUE							
1-41-00-00-00-250	WATER SERVICE HOOK UP	-	-	-	(2,757)	(3,000)	(243)
1-41-00-00-00-411	WATER SERVICES TO RESIDENTS	-	-	(56,000)		-	-
1-41-00-00-00-412	WATER LINE REPYAMENT	(42,055)	(42,120)	(48,828)	(26,752)	(28,000)	(1,248)
1-41-00-00-00-415	WATER SALES - BULK	(2,686)	(22,411)	(56,000)	(33,439)	(27,700)	5,739
1-41-00-00-00-410	WATER SALES	(131,932)	(136,179)	(109,950)	(93,034)	(141,500)	(48,466)
1-41-00-00-00-510	PENALTIES ON UTILITIES	(1,025)	(1,802)	(1,000)	(1,480)	(1,000)	480
	TRANSFER FROM OPERATING RSRVE	-	-	-	(,/	-	-
	TRANSFER FROM CAPITAL FUNCTION	-	-	-		-	-
	TRANSFER FROM OTHER FUNCTIONS	-	-	-	-	-	-
	TOTAL REVENUE	(177,698)	(202,512)	(271,778)	(157,462)	(201,200)	(43,495)
		, , ,	, , ,	` , , ,	, , , , ,	, , ,	
WATER EXPENSES	3						
2-41-00-00-00-110	SALARY - WATER	15,416	14,144	15,000	2,512	32,500	29,988
2-41-00-00-00-130	ER.C WATER	2,535	2,190	-	430	5,550	5,120
2-41-00-00-00-211	COURSES, MEALS, TRAVEL	-	-	1,500		500	500
2-41-00-00-00-215	FREIGHT & POSTAGE	1,422	294	1,000		500	500
2-41-00-00-00-220	MEMBERSHIPS	124	-	125		125	125
2-41-00-00-00-230	CONTRACTED SERVICES	65,204	100,866	85,000	124,599	85,000	(39,599)
2-41-00-00-00-250	CONTRACTED PURCHASE & WORK	4.791	-	75,000	86,279	5,000	(81,279)
2-41-00-00-00-260	UTILITY CROSSING	1,676	1,876	1,600	1,776	1,600	(176)
2-41-00-00-00-274	INSURANCE	-	-	1,000	, -	3,800	3,800
2-41-00-00-00-350	CONTRACT LEASES	-	-	2,500		-	-
2-41-00-00-00-415	BULK WATER SALES REFUNDS	-	-	-	7,408	7,408	0
2-41-00-00-00-510	GENERAL SUPPLIES & GOODS	8.197	11.204	2.000		5.000	5,000
2-41-00-00-00-520	EQUIPMENT PARTS & SUPPLIES	93	-	1,000	1,431	2,000	569
2-41-00-00-00-521	FUEL/OIL	-	-	500	381	-	(381)
2-41-00-00-00-522	REPAIRS & MAINT. EQUIPMENT	29	1,302	500	1,759	5,000	3,241
2-41-00-00-00-531	CHEMICALS & SALT	913	1,067	1,000	11,797	10,000	(1,797)
2-41-00-00-00-540	NATURAL GAS	3,049	3,615	3,000	3,429	8,000	4,571
2-41-00-00-00-541	ELECTRICITY	6,384	5,406	10,000	3,400	4,300	900
2-41-00-00-00-830	DEBT INTEREST PAYMENT	20,610	19,451	-,	9,223	20,000	10,777
	TRANSFER TO CAPITAL	-	-	-	-, -	36,917	36,917
	TRANSFER TO RESERVES	-	-	-		-	-
2-41-00-00-00-700	AMORTIZATION	62,212	64,062	-			-
	TOTAL EXPENSES	192.656	225,478	200,725	254.422	233.200	(21,222)
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Ź	ŕ	- /		
	NET	14,958	22,965	(71,053)	96,961	32,000	(64,718)

		2020	2021	2022	2022	2022	YTD
		Actual	Actual	Interim Budget	YTD	Budget	Diff
					31-Jul-22		
WASTEWATER RE	EVENUE						
	CONTRACTED SERVICES	375	-	-	-	-	-
	PENALTIES AND FEES	-	-	(300)			_
1-42-00-00-00-410	WASTEWATER FEES	(26,995)	(27,235)	(25,800)	(16,018)	(27,500)	(11,483)
1-42-00-00-00-440	WASTEWATER REPAIRS	(75)	(12,561)	-	(10,010)	(5,000)	(5,000)
	TRANSFER FROM OPERATING RSRV	-	-	-	-	-	-
	TOTAL REVENUE	(26,695)	(39,796)	(26,100)	(16,018)	(32,500)	(16,483)
WASTEWATER EX	/DENSES						
	FREIGHT & POSTAGE	_	_	400		_	_
	CONTRACTED SERVICES	9.398	46.233	1.000	58.760	29.000	(29,760)
	RENTALS & LEASES EQUIPMENT	9,330	148	1,000	149	1,000	(23,760) 851
2-42-00-00-00-274		-	-	948	170	-	-
	GENERAL SUPPLIES & GOODS	209	140	1.000		1.000	1.000
	PARTS & SUPPLIES	0	(1,729)	1.000		1,000	1,000
	FUEL/OIL	-	-	100		-	-
2-42-00-00-00-531	CHEMICALS & SALT	-	-	1,100	-	-	-
2-42-00-00-00-700	AMORTIZATION	49,414	49,956	-	-		-
	TRANSFER TO OTHER FUNCTION	-	-	-	-	-	-
	TOTAL EXPENSES	59,021	94,748	6,548	58,909	32,000	(26,909)
	NET	32.326	54,953	(19,552)	42,892	(500)	(43,392)

	2020	2021	2022	2022	2022	YTD
	Actual	Actual	Interim Budget	YTD	Budget	Diff
				31-Jul-22		
SOLID WASTE REVENUE						
1-43-00-00-00-410 GARBAGE FEES	(46,781)	(47,350)	(42,700)	(27,713)	(47,480)	(19,768)
1-43-00-00-00-840 COUNTY COST SHARE GARBAG	E (4,093)	(5,100)	(5,100)		(5,100)	(5,100)
TRANSFER FROM OPERATING R	SRVE -	-	-		-	-
TOTAL REVENUE	(50,874)	(52,450)	(47,800)	(27,713)	(52,580)	(24,868)
SOLID WASTE EXPENSES						
2-43-00-00-00-110 SALARY - SOLID WASTE	5,800	9,528	3,500	7,250	5,000	(2,250)
2-43-00-00-00-131 ER.C SOLID WASTE	-	20	500	521	750	229
2-43-00-00-00-205 BOARDS & AGENCIES	11,542	12,117	12,500	11,723	12,530	807
2-43-00-00-00-231 CONTRACTED RECYCLING	2,254	2,311	2,500	856	2,500	1,644
2-43-00-00-00-250 CONTRACT LABOUR	4,400	400	12,500		12,500	12,500
2-43-00-00-00-251 CONTRACTED SOLID WASTE PIG	CKUP 18,600	19,200	19,200	10,850	18,600	7,750
2-43-00-00-00-274 INSURANCE	-	-	950		-	-
2-43-00-00-00-510 GENERAL SUPPLIES & GOODS	17	2,250	100		100	100
2-43-00-00-521 FUEL / OIL	-	-	700		•	-
2-43-00-00-00-522 REPAIRS & MAINT. EQUIPMENT	26	1,869	-	402	1,200	798
2-43-00-00-541 ELECTRICITY	1,549	997	1,100	765	1,030	265
TRANSFER TO CAPITAL	-	-	-		-	-
TRANSFER TO RESERVES	-	-	-		-	-
AMORTIZATION	-	-	-		-	-
TOTAL EXPENSES	44,188	48,691	53,550	32,367	54,210	21,843
NET	(6,686)	(3,758)	5,750	4,654	1,630	(3,024)

		2020 Actual	2021 Actual	2022 Interim Budget	2022 YTD 31-Jul-22	2022 Budget	YTD Diff
PLANNING REVEN	UF						
1-61-00-00-00-410	ZONING & DEVELOPMENT PERMITS	(193)	(2,219)	(1,000)	(510)	(2,500)	(1,990)
1-66-00-00-00-464	SUBDIVISION LAND AND DEVELOPMENT SALE OF LAND	-	-	(12,000)	-	(12,000)	(12,000)
	FEDERAL GRANT	-	-	-	-	-	-
	TOTAL REVENUE	(193)	(2,219)	(13,000)	(510)	(14,500)	(13,990)
PLANNING EXPEN	SES						
2-61-00-00-00-110	WAGES - PLANNING & DEV	-	-	3,500		-	-
2-61-00-00-00-131	ER.C - PLANNING & DEVELOPMENT	-	-	500		-	-
2-61-00-00-00-230	PLANNING SERVICES	24,811	15,368	9,000	9,716	3,000	(6,716)
2-61-00-00-00-250	CONTRACTED GOODS & SERVICES	-	-	1,500	3,306	10,000	6,694
2-61-00-00-00-510	GENERAL SUPPLIES & GOODS	-	-	4,500	90	-	(90)
2-61-00-00-00-521	FUEL	-	-	2,000		-	- ′
2-61-00-00-00-541	ELECTRICITY	-	-	750	617	1,100	483
2-66-00-00-00-464	LOT SALE REFUND ON PURCHASED LOT	-	100	-		-	-
	TRANSFER TO RESERVES	-	-	-		-	-
	TRANSFER TO CAPITAL	-	-	-		-	-
	AMMORTIZATION	-	-	-			-
	TRANSFER TO OTHER FUNCTION	-	-	-		-	-
	TOTAL EXPENSES	24,811	15,468	21,750	13,729	14,100	371
	NET	24,618	13.249	8.750	13.219	(400)	(13,619)

		2020	2021 Actual	2022 Interim Budget	2022 YTD	2022 Budget	YTD Diff
		Actual					
					31-Jul-22		
RECREATION ADM	IINISTRATION REVENUE						
1-72-00-00-00-850	COUNTY RECREATION GRANT	(41,460)	(50,924)	(9,600)	-	(15,000)	(15,000)
	TOTAL REVENUE	(41,460)	(50,924)	(9,600)	-	(15,000)	(15,000)
RECREATION ADM	IINISTRATION EXPENSES						
2-72-00-00-00-110	SALARY - RECREATION	16,815	-	-	-	-	-
2-72-00-00-00-131	ER.C RECREATION	379	-	-	-	-	-
2-72-00-00-00-153	TRAVEL	-	-	-	-	200	200
2-72-00-00-00-154	TRAINING	-	-	-	-	200	200
2-72-00-00-00-510	GENERAL SUPPLIES	3,662	-	-	-	1,000	1,000
2-72-00-00-00-541	ELECTRICITY	1,349	1,052	-	-	1,000	1,000
2-72-00-00-00-700	AMORTIZATION	2,529	3,569	-	-		-
	TOTAL EXPENSES	24,734	4,621	-	-	2,400	2,400
			_				
	NET	(16,726)	(46,303)	(9,600)	-	(12,600)	(12,600)

		2020 Actual	2021 Actual	2022 Interim Budget	2022 YTD 31-Jul-22	2022 Budget	YTD Diff
CIVIC CENTRE RE	VENUE						
1-74-00-00-00-400	RINK FEES	(10,860)	(20,571)	(8,500)	(11,678)	(15,000)	(3,322)
1-74-00-00-00-100	KITCHEN LEASE	(850)	(825)	(750)	(550)	(1,650)	(1,100)
1-74-00-00-00-410	KEY FOBS - CIVIC CENTRE	(25)	(1,835)	-		-	-
1-74-00-00-01-560	GYM MEMBERSHIP FEES	(2,080)	(3,240)	(2,000)	(6,653)	(5,000)	1,653
1-74-00-00-00-570	BOWLING RENTAL& MISC SALES	(1,925)	(209)	-	(208)	(500)	(293)
1-74-00-00-00-575	DONATIONS	`-	`- '	-	(1,800)	(1,000)	800
1-74-00-00-00-850	CONTRIBUTION FROM WARNER COUNTY	-	-	(31.860)	-	(35,000)	(35,000)
	TRANSFER FROM RESERVES	_	_	-	-	-	-
	TRANSFER FROM OTHER FUNCTIONS	_	_	_	-	_	_
	TOTAL REVENUE	(15,740)	(26,681)	(43.110)	(20,888)	(58,150)	(37,262)
	101/121/21/02	(10,110)	(20,001)	(10,110)	(20,000)	(00,100)	(0.,202)
CIVIC CENTRE EX	PENSES						
2-74-00-00-00-109	LIBRARY	5,038	933	0	682.5	1.000	318
	WAGES - CIVIC CENTRE	7,671	18,071	11,500	12,509	16.000	3,491
	ER.C - CIVIC CENTRE	2,130	953		513	1.000	487
2-74-00-00-00-211	TRAVEL & TRAINING	-	-	1,500	100	500	400
2-74-00-00-00-216	TELEPHONE	_	500	-	100	-	-
2-74-00-00-00-220	MEMBERSHIPS	103	103	500	103	200	97
2-74-00-00-00-230	CONTRACTED PERSONNEL	558	2,165	1,000	100	2.200	2,200
2-74-00-00-00-250	REPAIRS & MAINT. PURCHASED	972	150	7,500	3,590	7,500	3,910
2-74-00-00-00-274	INSURANCE	-	-	35,000	0,000	28,000	28,000
2 14 00 00 00 214	II CONTINUE			00,000		20,000	,
2-74-00-00-00-350	CONTRACTED SERVICES	5,677	13,020	_	700	10,000	9,300
2-74-00-00-00-510	GENERAL SUPPLIES & GOODS	7,501	8,382	6,800	2,081	4,140	2,059
		,			,	,	(449)
2-74-00-00-00-520	REPAIRS & MAINT EQUIPMENT	1,354	481	1,250	4,449	4,000	(449)
2-74-00-00-00-521	FUEL / OIL	0	0	1,250		1,250	1,250
2-74-00-00-00-522	REPAIRS & MAINT. BUILDING	502	880	3,500	700	3,500	2,800
2-74-00-00-00-540	NATURAL GAS	5,698	6,614	6,000	7,193	6,900	(293)
							(7,110)
2-74-00-00-00-541	ELECTRICITY	17,085	17,564	40,500	15,110	8,000	
2-74-00-00-01-831	SOLAR PANEL DEBENTURE	4,740	4,462	-	2,173	16,878	14,705
	TRANSFER TO CAPITAL	-	-	-		-	-
	TRANSFER TO RESERVES	-	-	-		-	-
2-74-00-00-00-700	AMORTIZATION	26,585	26,585	-	-		-
	TOTAL EVENION	05.04.1	400.000	440.000	40.005	444.000	00.615
	TOTAL EXPENSES	85,614	100,862	116,300	49,905	111,068	60,845
	NET	60.074	74.404	70.400	20.047	50.040	00.500
	NET	69,874	74,181	73,190	29,017	52,918	23,583



Request for Decision Committee Reports

RECOMMENDATION

That the committee reports for the period ending August 17, 2022 be accepted as information.

LEGISLATIVE AUTHORITY Municipal Government Act Bylaw 561-18 Procedural Bylaw

BACKGROUND

Elected Officials, appointed at the annual organizational meeting, attend regular meetings of various boards, commissions and committees. Each elected official is required to keep Council informed by providing regular activity of the board, commission or committee they are appointed to.

RISKS/CONSEQUENCES

Should committee reports not be relayed, members of Council will not be informed on the various boards, commissions and committees.

FINANCIAL CONSIDERATIONS None

ATTACHMENTS

1. Chief Mountain Regional Solid Waste Services Commission

MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD JUNE 8, 2022, AT THE TOWN OF MAGRATH.

Members Present:

Sandy Lybbert – Village of Glenwood Tanya Smith – Village of Coutts

Gerry Baril – Town of Magrath Allan Burton – Town of Cardston

Wayne Harris – Cardston County Bryce Coppieters – Town of Raymond

Larry Liebelt – Town of Milk River Randy Taylor – County of Warner

Gary Bikman – Village of Stirling Mike Nish – Village of Hill Spring arrived at 4:40

Others Present:

Marian Carlson – SEO Lee Beazer – Operator

Commenced at 4:30 pm

Randy Taylor in the Chair.

AGENDA

Bryce Coppieters moved that the agenda be adopted as presented.

Carried

MINUTES

Wayne Harris moved that the minutes of the May 11, 2022, board meeting be adopted as presented.

Carried

NEW BUSINESS

The Operator reported that 896.76 tonnes of waste were delivered to the Landfill in May 2022 making the year-to-date total 3,724.13 tonnes.

The Operator advised that JIM Equipment is about ¾ done the cell construction and will be finished soon.

The Operator reported that the trucks seem to be running well.

Garry Bikman moved to approve the Operator's report.

Carried

Financial Statement

The Financial Statement for May 31, 2022 was reviewed.

Wayne Harris moved to accept the May 31, 2022, Financial Statement.

Carried

Approval of Bills

Bills for the month of May 2022 were reviewed. Allan Burton inquired as to whether or not we should be collecting GST on casual labour contracts. Marian was directed to confirm how this should be done moving forward.

Wayne Harris moved to approve the bills for May 2022.

Carried

The board discussed items that they would like the SEO to accomplish.

CORRESPONDENCE

A letter from the Cardston County regarding land development at Lenard Carlson's property was discussed.

22-16 Larry Liebelt moved to send a letter to the Cardston County stating that there is no opposition.

Carried

White Board discussion

The board discussed each member's vision for the future of the organization.

ADJOURNMENT

Tanya Smith moved meeting adjourned.

Adjournment at 6:30 p.m.

Next Commission regular meeting is scheduled for Wednesday, July 13, 2022, at 4:30 p.m. at the Town of Magrath.

______Chairman

2

Printed: 2022-06-16

MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD JULY 13, 2022, AT THE TOWN OF MAGRATH.

Members Present:

Sandy Lybbert – Village of Glenwood Byrne Cook – Town of Magrath Wayne Harris – Cardston County Larry Liebelt – Town of Milk River Gary Bikman – Village of Stirling (zoom)

Tanya Smith – Village of Coutts

Allan Burton – Town of Cardston

Bryce Coppleters – Town of Raymond

Randy Taylor – County of Warner

Others Present:

Marian Carlson – SEO

Lee Beazer - Operator

Suzanne Pierson- Secretary/Treasurer

Commenced at 4:30 pm

Randy Taylor in the Chair.

AGENDA

Tanya Smith moved that the agenda be adopted as presented.

Carried

MINUTES

Byrne Cook moved that the minutes of the June 8, 2022, board meeting be adopted as presented.

Carried

NEW BUSINESS

The SEO inquired as to who should be on the signing authority for the Commission.

22-17 Bryce Coppieters moved that the signing authorities be as follows: Randy Taylor, Allan Burton, Mike Nish, Byrne Cook, Marian Carlson, Suzanne Pierson, and Lee Beazer; (Lee Beazer and Suzanne Pierson cannot sign the same cheque(s)) signing for the following accounts: Chief Mountain Regional (Depreciation), Chief Mountain Regional Solid (Current Operating), and Chief Mountain Regional Closure Account.

The SEO reviewed the white board discussion and presented a pie graph of priorities to the board. The Transfer Stations seems to be a top priority of the board.

The SEO advised that the SEO, Operator, and Larry Liebelt went on the Transfer Station Tour and gave a presentation of each station. The SEO will work on putting more information together regarding recommendations for the transfer stations.

Larry Liebelt moved to approve the SEO's report.

Carried

The Operator reported that 989.90 tonnes of waste were delivered to the Landfill in June 2022 making the year-to-date total 4,817.08 tonnes.

The Operator advised that there has been issues with mud and machinery needing pulled in and out.

Wayne Harris moved to approve the Operator's report.

Carried

Financial Statement

The Financial Statement for June 30, 2022 was reviewed.

Allan Burton moved to accept the June 30, 2022, Financial Statement.

Carried

The bank, 1st Choice Credit Union, is offering a better interest rate on money in the Depreciation account than locking the money in an investment. The board would like the money to remain in the Depreciation account and monitor the interest rates for an increase.

Approval of Bills

Bills for the month of June 2022 were reviewed.

Bryce Coppieters moved to approve the bills for June 2022.

Carried

The SEO advised that the credit limit of 12,000 with UFA is not sufficient with the increase in fuel costs.

22-18 Wayne Harris moved to increase the credit limit to 20,000 with UFA.

Carried

The Operator advised that an invoice has been received from the Town of Raymond for clean-up of waste in the field to the east of the Raymond Transfer Station. This work was not cleared by the Operator prior to completion and billing to the Commission. The board agreed to pay the Town of Raymond. The board would like a policy developed regarding the clean-up of waste at the transfer stations and clearance of the work to be paid by the Commission prior to the work being completed.

22-19 Bryce Coppieters moved to create a policy on reimbursement for clean-up at Transfer Stations.

Carried

The board discussed cost sharing of the insurance premium if a claim is made at the Transfer Station. A motion was passed at the February 10, 2021, board meeting (motion 21-07) but the board would like the SEO to make sure it has been implemented in a policy too.

Sandy Lybbert asked the board for further clarification as to the new campground charges that will be implemented in the year 2023.

Byrne Cook moved to file the campground charges for information.

Carried

2

Tanya Smith moved to go In-Camera at 6:07 p.m.

Tanya Smith moved to Reconvene at 6:49 p.m.

22-20 Bryce Coppieters moved to approve the employee contract template.

Carried

The board would like further clarification on the SEO contract and the Chairman will work on gathering information prior to approving the SEO contract template.

CORRESPONDENCE

An email from Recycling Council of Alberta regarding a conference October 19-21, 2022, at the Fairmont Jasper Park Lodge.

Byrne Cook moved to file correspondence for information.

Filed

ADJOURNMENT

Tanya Smith moved meeting adjourned.

Adjournment at 6:51 p.m.

Next Commission regular meeting is scheduled for Wednesday, September 14, 2022, at 4:30 p.m. at the Town of Magrath.

_____Chairman

3

Printed: 2022-07-21



Request for Decision Correspondence

RECOMMENDATION

That the correspondence for the period ending August 17, 2022 be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Correspondence is a collection of general information received at the Village Office and is provided to Council as information.

RISKS/CONSEQUENCES

- 1. Council may provide further direction on any item contained in correspondence. Council shall be specific in the direction it provides.
- 2. Council may direct Administration on any item contained in correspondence.

FINANCIAL CONSIDERATIONS None

ATTACHMENTS

- 1. EMS Survey Findings
- 2. Men's Shed
- 3. Alberta Municipalities 2021 Annual Report
- 4. Municipal Affairs Directive 1 Letter
- 5. Housing Management Bodies
- 6. Richardson Pioneer Donation Letter
- 7. County of St. Paul Utility Letter
- 8. Alberta Utilities Commission Street Light Decision
- 9. Stop Big Tobacco
- 10. Ukrainian Independence
- 11. AHS Summer Tour What We Heard Report
- 12. Affordable Housing Needs Assessment
- 13. Eric Burns Resignation
- 14. Ridge Utilities Solar Credits

From: <u>Nicole Merrifield</u> on behalf of <u>Community Engagement</u>

To: <u>Community Engagement</u>

Subject: EMS in Alberta – What We Heard and Future Planning

Date: June 10, 2022 4:54:09 PM

Attachments: Areas of Priority Working Groups Graphic.pdf

06 06 2022 EMS Survey FIndings FINAL.pdf



Good afternoon,

Alberta Health Services (AHS) has heard from more than 1,000 Albertans in response to our EMS Current State Survey. The survey findings will be used to direct the development of the Provincial EMS Service Plan.

Attached please find a document highlighting 'What We Heard', as well as a detailed outline of six priority areas that have emerged from our EMS current state engagement, to date.

As noted in the attached, the learnings from our survey and engagement will be used to inform the development of the EMS Provincial Service Plan. This Plan, which will be forward-looking and focused on continued improvement, is one element of the AHS EMS 10-Point Plan which has been implemented to address system pressures. Keep up to date on how these initiatives are progressing here.

To kick off the Future Planning Process, we are forming working groups to address the six priorities that emerged from the current state work. Members of these groups will integrate the feedback provided by Albertans, and provide subject matter expertise to guide our next steps.

As we continue to consider ideas to address these six priorities, AHS invites Albertans to share their ideas for EMS innovation on Together4Health, by **June 24.**

Please feel free to share this link with others who may have interest in helping to shape the future of EMS in Alberta.

Thank you, and we look forward to receiving your input.

Sincerely,

Provincial EMS Service Planning Team

This message and any attached documents are only for the use of the intended recipient(s), are

confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

Provincial EMS Service Planning Current State Survey March 17 to April 8, 2022

What We Heard Summary

Alberta Health Services (AHS) has heard from hundreds of Albertans as part of our EMS Current State Survey. This survey is one step in creating the long-term EMS Service Plan, and is a component of the engagement work being undertaken, provincially, to inform the future of EMS. This work also aligns with the more immediate work already underway, via the AHS EMS 10 point plan. For the latest news on all ongoing EMS work, click here.

Background

Emergency Medical Services (EMS) is a critical component in Alberta's healthcare system. EMS provides emergency response to 911 calls for patients across the province, treats patients in their homes, as well as handling transfers for patients needing medical care between hospitals and medical facilities.

AHS has been experiencing extremely high call volumes, resulting in longer response times and impacts on both patients and staff.

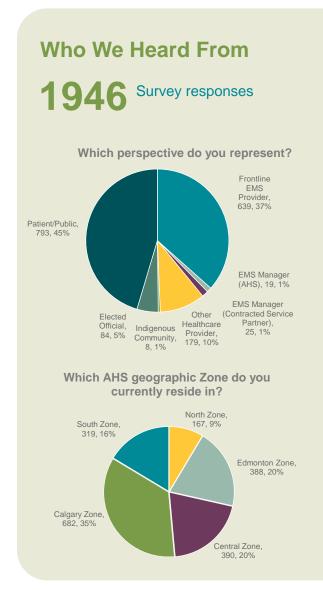
As one component of the EMS 10 Point Plan, the Minister of Health asked AHS EMS to work with Alberta Health to create a long-term Service Plan for EMS; this plan is to be completed by September 30, 2022. The EMS Service Plan is to be inclusive of all EMS services (AHS direct delivery and those provided by contracted service partners), and to reflect how EMS integrates into Alberta's health system. It will provide the vision and direction for EMS in Alberta for the next five years and set out a clear roadmap on how to get there.

Current State Survey & Engagement

In order for AHS to understand where we need to go and how best to serve Albertans, we first needed to hear from Albertans to understand our current state and identify priorities. To do this, we began targeted focus group discussions with Indigenous communites and AHS clinical operations; and invited Albertans to share their views by taking the Current State Survey online. From March 17 to April 8, Albertans were asked to share what they thought was working, and what isn't, to help us build on strengths and plan for improvements.1946 responses were received.

In the Current State Survey, we asked respondents to share their perspectives on a series of questions, including:

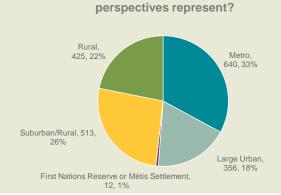
- What EMS is doing well and where they could improve
- What the role of EMS in Alberta should be
- What would help EMS better respond and prepare for the future



Highlights

- People said that staff provide excellent care, work hard and are highly skilled
- Albertans are concerned that the current EMS workload is unsustainable and that staff are under
- Many expressed concern about the appropriate use of ambulances, and noted that there is a need to clarify EMS roles and responsibilities in the healthcare
- Relationships with Indigenous communities are important and need to be built and fostered over time
- People are concerned about ambulance availability and getting paramedics out of hospitals and back in their home communites
- People acknowledged that not every situation requires an emergency response - how can EMS support patients & families in knowing their care options?

What type of community do your



Themes that emerged

What people feel is going well

When asked to identify what EMS does well, people said that paramedics are skilled professionals who provide quality and compassionate patient care. Respondents indicated that they felt that EMS's primary role should be to respond to 911 calls.

Patient care was brought forward as the most important part of EMS's work and something paramedics do well - helping patients was overwhelmingly what frontline staff indicated to be what they liked best about their job.

"When I did have to call EMS they were at my house within minutes, they were

professional, they gave me instant reassurance and I felt safe. They also helped my daughter cope."



Where people identified areas of concern and need of improvement

"I live rural – I want my ambulances available for the area."

"Response times need to improve, communities need coverage."

While respondents agreed that EMS staff are very good at what they do, they are also very concerned that the current workload is unsustainable, acknowledging there has been a 30 percent increase in call volumes.

People expressed that they felt that additional ambulances, staffing and funding are necessary to allay the current pressures, and they believe this would in turn increase community ambulance availability and lower response times.

Another large area of concern had to do with patient flow through the health system. The process of transferring a patient from EMS care to hospital care was an area that Albertans felt needed to be greatly improved. The Interfacility Transfer (IFT) process was also cited as a process that could be improved.

There were also concerns expressed about how ambulances are dispatched, and that more clarity could be provided regarding how calls are triaged and prioritized.

"When you go to an emergency room and see all the EMS waiting with patients while someone in the community needs them it is frustrating."

Communication to both EMS staff and communities was highlighted as an area that could be improved.

"Better public education, more non-ambulance options, more responsibilities for paramedics."

"Planning for growth matches population group, increasing and enhancing paramedic skills to provide more meaningful treatments and care. Providing ongoing and valueadded training to keep paramedics at the top of their skill level and continuously improving with changes in medical research."

Where people felt we should focus for future planning

As we look to plan for the next 5 to 10 years, Albertans told us that they think EMS should focus on:

- Our people
- Paramedic scope of practice
- Increasing use of virtual health care options
- Exploring other patient care pathways and options other than transport to emergency departments
- Building and strengthening relationships with Indigenous partners
- Connecting with the public and leveraging partnerships
- Preparing for population growth and an aging population



Areas of Priority

Based on what we heard, we have created 6 working groups to focus on Future Planning. Each group will focus on a specific theme:

Building & Strengthening Relationships with Indigenous Partners

Listening to the needs of First Nations, Métis Settlements, and other Indigenous communities, and then acting on what is heard.

Interfacility Transfers (IFT)

Improving IFT performance and exploring other options when an ambulance is not needed.

Patient Care
Pathways & Options

Developing and implementing options other than transport to hospital and educating the public about options.

EMS Recruitment Process & Career Development

Preparing paramedics for today and for the future, and ensuring paramedics are available where they are needed.

EMS
Pre-Hospital Operations

Improving response times for timesensitive calls by ensuring ambulances are available when and where they are needed.

Working Conditions

Addressing communication and other cultural elements, as well as the impacts of shift work.

What happens next

Now that we have assessed our current state and identified priorities, we will begin the Future Planning Process. This kicks off with the formation of working groups, one for each of the Areas of Priority listed above. Members of these groups will provide subject matter expertise in order to identify initiatives for their respective priority area. Suggestions from the <u>Alberta EMS Provincial Advisory Committee</u> will also be incorporated into the priorities for these working groups.

About the working groups

The working groups will be comprised of subject matter experts who have been selected for their expertise from a number of different disciplines across AHS, Alberta Health and other partner organizations.

The first step that the working groups will undertake will be to brainstorm initiatives to address the priorities, and we invite Albertans to share their ideas for the working groups to consider. Share your thoughts and innovations here on Together4Health.

The working groups will then develop a set of recommendations and initiatives that will be considered in context of the EMS 10 point plan, the recommendations from the Minister's Advisory council, and AHS' larger strategic plans. Then, these concepts will be rolled up into objectives and overarching goals as part of the Provincial EMS Service Plan. Through the plan, concepts will be formalized, staged, and ultimately, implemented.

Thank you

Thank you to everyone who took the time to share your perspectives. We received a lot of insightful feedback, and we appreciate your honesty, candor and advice.

EMS continues to be here for all Albertans. We are working together with our people, our patients and our partners, to ensure our system is robust and sustainable. We thank everyone for their involvement and support, and hope that you will continue to work with us as we progress through the Service Planning process.

If you have further reflections, please feel free to reach out to us via the Provincial EMS Service Planning Together4Health Page.

5

Future Planning Working Groups

Based on what we heard in the Current State Survey, we have created 6 working groups to focus on Future Planning. Each group will focus on a specific theme:

Building & strengthening relationships with Indigenous partners

Listening to the need of First Nations, Métis Settlements, and other Indigenous communities, and then acting on what is heard.

Interfacility transfers (IFT)

Improving IFT performance and exploring other options when an ambulance is not needed.

Patient care pathways & options

Developing and implementing options other than transport to hospital and educating the public about options

EMS recruitment process & career development

Preparing paramedics for today and for the future, and ensuring paramedics are available where they are needed

EMS pre-hospital operations

Improving response times for time-sensitive calls by ensuring ambulances are available when and where they are needed.

Working conditions

Addressing communication and other cultural elements, as well as the impacts of shift work

From: Age Friendly Administrator
To: Age Friendly Administrator

Subject: 2022 Bi-Provincial Men"s Shed Conference

Date: June 28, 2022 11:45:48 AM

Good afternoon,

Are you familiar with the Men's Shed movement? It is a grassroots community effort to improve men's health and well being by providing them a place to come and work on projects together. The movement began in Australia in 1998 and has been spreading across much of the world and Canada. Men's Sheds are places for men to fight the isolation and depression that often comes with retirement, unemployment, or the loss of a life partner or friends.

The Cold Lake Men's Shed, in association with the Alberta Men's Shed Association, is hosting a provincial conference on September 21-23, 2022 in Cold Lake, Alberta (300 k's east of Edmonton). The main focus of the conference will be on the how and why of starting a Men's Shed in a community and speakers are individuals with experience starting and operating Men's Sheds in both large and small communities. We would like to request that you share this email with a local person or community organization who could attend the conference to learn about the value of starting a Shed in your community.

Please follow this link to learn more about the conference and how to register. Conference Website

If you have any questions about the conference in September, or Men's Sheds in general, please do not hesitate to contact me.

--

Kate Thompson 780-594-5666 www.agefriendlycoldlake.ca





2021 Annual Report



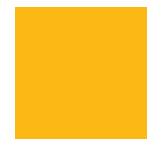






Table of Contents

About us	2
President's Message	2
CEO's Message	3
Our Board	4
Our Brand	6
Member Engagement	8
Advocacy Services - 2021 Highlights	11
Community Safety, Policing and Emergency Medical Service	es 12
Municipal Finance	14
Municipal Governance	16
Extended Producer Responsibility	17
Welcoming and Inclusive Communities	18
Elected Officials Education Program	20
Products & Services	23
Cost Savings & Budget Certainty	25
Insurance & Risk Services: Power of the pool	26
Energy: Natural gas aggregation	27
Energy Management Services	28
Employee Benefits: Evolving to meet your needs	30
Clean Energy Improvement Program	32
Municipal Climate Change Action Centre	33
Our Boards & Committees	35
Corporate Organization Structure	36
Board & Committee Structure	37
Commitment & Governance Meetings	38
2021/2022 Alberta Muncipalities Board of Directors	40
Financial Reports	45
Consolidated Financial Statements of AUMA	46
Consolidated Financial Statements of MUNIX	70
Consolidated Financial Statements of APEX	100



President's Message



We overcame considerable adversity and accomplished a lot together in 2021 – whether we were advocating on your behalf to the other orders of government on an extensive list of issues, or we were introducing the association's long-awaited new brand and updated website.

In August, President Barry Morishita resigned from his position with our association to enter provincial politics. After several months of Angela Duncan's steady interim leadership, I was elected President and we welcomed three new board members in mid-November at Convention 2021.

Alberta Municipalities stood up for our members and spoke with a strong and united voice throughout 2021. We made it known to the federal government that municipalities could not afford the retroactive pay increase owed to RCMP members. We heard our members when they spoke out about the significant information gaps in the proposed provincial police service model which would replace the RCMP. And we clearly communicated our concerns to the provincial government. We were also vocal about the current emergency medical services system, underlining the fact it does not meet our member communities' needs.

We strenuously objected to the provincial government's continual downloading of services and expenses onto municipalities, and we worked tirelessly to get local governments the funding they need. And we continued our years-long effort to have the federal and provincial governments make investments to improve broadband access across Alberta.

After many years of research and hard work, we capped off a big year by introducing our new brand. Through extensive research, our members told us it was time to change our brand, our name, and our motto. Our members told us we needed to evolve alongside them and represent them in ways that reflected their identities and their aspirations.

Our association unveiled its new brand name, Alberta Municipalities, on November 17 at our in-person Convention and Trade Show. Most exciting for me is the new motto, Strength in Members. It says so much about how our members work together to achieve great things for our communities and the people who live in them. Because, when we work together and speak as one, we speak volumes.

And so, I look forward to working with you in 2022 and supporting your community-building efforts in the year ahead. Alberta Municipalities will continue to listen to you and advocate tirelessly on your behalf.

Alberta Municipalities ■ Strength in Members

Cathy Heron

President

CEO's Message

Throughout 2021, we did what our association does whenever it faces adversity – we continued to pull together, collaborate, lend support, and be there for one another. It was a perfect demonstration of our motto, Strength in Members. And we were clearly living it before we unveiled the new brand in late 2021.

Alberta Municipalities stands for you, our members. We heard you when you told us we needed to represent you as you see yourselves – as communities, first and foremost. We applied what you told us and developed a new brand based on the truth of who we are and who you want us to be. I am proud of the way everyone rallied to this historic initiative and succeeded despite the challenges of the times.

Once again, our advocacy team worked tirelessly to ensure the provincial and federal governments knew precisely where our members stood on a wide assortment of issues. We made your concerns and preferences well known to ministers, MLAs, and ministry staff.

Our products and services continued delivering excellent value in 2021. For example, our natural gas aggregation secured rates 20% below the future market forecasts for more than 75 members. We were also able to continue helping our members by reducing the insurance premiums we charge by \$3.5 million in the face of ongoing volatility and substantial premium increases.

The year culminated with the return to an in-person Convention and Trade Show in November. It was one of the highlights of 2021 for me. It resulted from months of meticulous planning and effort. The fact that more than 1,000 people took part in our signature event, and everything went off without a hitch, is testimony to our remarkable members and our dedicated and talented staff.

And I'm pleased to say that our members have become accustomed to seeing Alberta Municipalities • Strength in Members. We will continue to make our name known through the work we do, the positive impacts we have, and by showing that there is indeed strength in members.

We look forward to working closely with our members to continue building strong communities and a more prosperous Alberta.

Dan Rude

Chief Executive Officer



Our Board



Back row: Mayor Trina Jones - Town of Legal, Councillor Jocelyne Lanovaz - Village of Mannville, Councillor Jennifer Wyness - City of Calgary, Councillor Peter Demong - City of Calgary, Mayor Janet Jabush - Town of Mayerthorpe, Councillor Mike Pashak - Summer Village of Halfmoon Bay, Mayor Bruce McLeod - Village of Acme, Mayor Tyler Gandam - City of Wetaskiwin

Front row: Mayor Angela Duncan - Village of Alberta Beach, Mayor Cathy Heron - City of St. Albert, Councillor Dylan Bressey - City of Grande Prairie, Councillor Keren Tang - City of Edmonton, Mayor Tanya Thorn - Town of Okotoks, Councillor Andrew Knack - City of Edmonton

Not pictured: Mayor Peter Brown - City of Airdrie



Vision

We are a change agent that enables municipalities to be a fully engaged order of government with the capacity to build thriving communities.



Mission

We are the voice of Alberta's urban municipalities and we provide visionary leadership, solutions-based advocacy, and service excellence.



Core Values

Excellence

Provide municipal expertise through timely, consistent and accurate services, continuous improvement and innovation.

Member Focus

Offer resources and solutions tailored to needs of our members.

Accountability

Act with integrity and transparency.

Collaboration

Establish networks and partnerships through which we engage and respond.

Communication

Inform, educate and listen to members and other stakeholders.



Our Brand

At our 2021 Convention, we had the pleasure of unveiling Alberta Municipalities as the brand name for the association representing Alberta's summer villages, villages, towns, cities, and specialized municipalities – where over 85% of Albertans live.



It had been close to 30 years since our association refreshed its brand and much has changed over that time. The brand was developed after extensive consultation and engagement with our members and stakeholders. We heard how our members felt it was time to evolve our brand to align with how they define themselves, to reflect their diversity and the power that comes from working together.

Our brand, Alberta Municipalities, brings our organization's entities together under a single name. All our wholly owned subsidiaries, products, and services will be presented under the Alberta Municipalities brand.

Since the founding of our association in 1905, we have responded to the changes in our world. We have adapted and evolved. We are now better positioned to continue supporting our members as they strive to achieve the resiliency and momentum they need to build thriving communities.

When we speak as one, we speak volumes. **Alberta Municipalities - Strength in Members.**









Member Engagement



In February 2021 we hosted our virtual President's Summit on Policing in conjunction with RMA, exploring what it would look like for Alberta to implement its own provincial police service. 649 virtual attendees registered to attend.

We had 472 municipal leaders join us for our virtual Spring Municipal Leaders' Caucus. Members had the opportunity to engage with Ministers and the Premier on top-of-mind challenges affecting municipalities. These included red tape reduction, COVID-19 recovery, and economic resiliency.

Our virtual Public Risk Conference was held over the first week of May, with a daily session focused on top-of-mind risk management and insurance-related topics. We saw our largest number of Public Risk Conference attendees ever at 220 virtual attendees.







We were thankful that we were able to safely hold our regional Summer Municipal Leaders' Caucuses in-person in July. We travelled across Alberta to Bow Island, High River, Sexsmith, Redwater and Wetaskiwin. And we hosted one virtual session for those who were unable to join us in-person. These events allowed us to gather feedback from our members on:

- how to build a culture of respect for municipal leaders, and
- what future funding programs for municipalities should look like.

Our staff here at Alberta Municipalities also love visiting directly with our members. Our business development team conducted over 200 visits this year, mostly virtual, to make sure we are providing services to meet the needs of your communities.







We were thrilled to be able to host our first in-person Convention & Trade Show since 2019, while also offering the event virtually.

We had 1,080 in-person and 123 virtual attendees.





Advocacy Services

2021 Highlights

Community Safety, Policing and Emergency Medical Services

RCMP Retroactive Pay

In summer 2021, the federal government finalized a collective bargaining agreement with the RCMP union. This first-ever agreement, negotiated between the federal government and an RCMP union, came out of a 2015 Supreme Court decision that upheld the RCMP's right to collective bargaining.

The agreement includes five years of retroactive pay increases. Previously, there had been an estimated a rate of 2.5% growth on RCMP pay and pensions annually as a result of labour negotiations. However, the actual pay raises outlined in the tentative agreement range from 3.25% to 4% annually and are compounded on top of each other. This means that the salary for a First Class Constable increased by a total of 24% over the six-year agreement.

If the federal government chooses to pass the costs of retroactive pay increases along to its contract partners, this will result in substantial costs for governments that contract the RCMP. For the 47 Alberta municipalities with Municipal Police Service Agreements (MPSAs), this retroactive pay will result in a total cost of approximately \$60 million. An estimated \$80 million in back pay will be owed by the Government of Alberta under the Provincial Police Service Agreement.

Our position is that any retroactive pay increases that were negotiated by the federal government must be paid by the federal government. We have partnered with the Government of Alberta, the Federation of Canadian Municipalities, and other municipal associations and provincial governments across Canada to communicate our position to the federal government and are expecting a response in 2022.

There has been an unprecendented rise in calls for ambulance service.

Independent Alberta Provincial Police Service

In June 2020, the province released the Fair Deal Panel's report, which included a recommendation to create an Alberta Provincial Police Service (APPS) to replace the RCMP. The province's response to the report indicated further analysis and work was required before recommendations could be implemented. In October 2020, the province awarded \$2.0 million to PricewaterhouseCoopers to conduct a transition study into the creation of an APPS.

We hosted the 2021 President's Summit on Policing in February 2021, which focused in part on the transition of establishing an APPS and included presentations from Justice and Solicitor General, the RCMP, and the National Police Federation. At the end of the session, attendees were surveyed about their thoughts on establishing an APPS. The survey results indicated a high level of support for retaining the RCMP as Alberta's provincial police service.

After deliberation, the Alberta Municipalities Board chose to hold off on announcing a policy position related to an APPS following the summit, primarily due to the lack of information about a potential APPS. We sent a formal request to the Minister of Justice and Solicitor General, asking that the PricewaterhouseCoopers transition study be made publicly available once it is complete.

The transition study was released in October 2021, but unfortunately, the study didn't answer the most pressing questions municipalities have about a provincial police service. We prepared a summary and analysis of the PwC study, along with some key questions and messages for member use. These materials were shared with members to help them prepare for provincial engagement on this topic in early 2022. The proposed APPS will continue to be a priority issue in 2022.

Emergency Medical Services (EMS)

Early in 2021, emergency response for Lethbridge, Red Deer, Calgary, and the Regional Municipality of Wood Buffalo was consolidated into the provincial EMS dispatch system. The Mayors of these four municipalities were vocal about their disappointment with this decision and made several requests for the consolidations to be reconsidered by Alberta Health Services.

The past year also saw an unprecedented rise in calls for ambulance service (up 30%), in large part due to opioid use and the COVID-19 pandemic. Many of our members expressed concerns that ambulances designated to small towns are often held up at hospitals in major centres, resulting in longer emergency response times in their home communities. These factors resulted in further deterioration in ambulance response times, including rotating periods of no response around the province (sometimes referred to as "code reds" or "red alerts"). The union representing Alberta paramedics, the Health Sciences Association of Alberta, began issuing media releases in the fall of 2021 highlighting a shortage of available ambulances and the longer-than-usual response times.

As a result, our members passed two resolutions at the 2021 Convention that requested immediate action by the province to address the deterioration in ambulance service, as well as an independent third-party review of the entire Alberta Health Services emergency ambulance dispatch system. Alberta Municipalities and Rural Municipalities of Alberta (RMA) are collaborating on joint advocacy on the needed improvements to ambulance service delivery.

Municipal Finance



Local Government Fiscal Framework

Following direction from members at our Spring 2021 Municipal Leaders' Caucus, Alberta Municipalities reinforced our advocacy for changes to the Local Government Fiscal Framework before it starts in 2024. That advocacy focused on increasing the starting amount of funding and to remove the 50 per cent revenue limitation factor so that the funding will keep pace with inflation, growth, and community needs.

In May 2021, we announced the creation of a Municipal Financial Health Working Group to develop a framework to evaluate the financial health of municipalities and recommend a methodology for the allocation of the Local Government Fiscal Framework funding for non-charter municipalities. Its work has focused on how provincial infrastructure funding can be allocated in a more equitable manner to account for the true scope of infrastructure in each municipality and each municipality's fiscal capacity to fund infrastructure.



Time Extension for the Municipal Stimulus Program

Following a member survey and advocacy to Alberta Municipal Affairs, Alberta Municipalities succeeded in getting the Government of Alberta to grant time extensions to municipalities that would not be able to meet the December 31, 2021 deadline to spend all Municipal Stimulus Program funding.



We remained diligent in keeping members and media informed on how provincial decisions are impacting municipal budgets. Examples include:

- Changes to the allocation formula for the Municipal Sustainability Initiative (MSI) impact members in 2022 and 2023.
- Reduction of the Grants In Place of Taxes (GIPOT) funding by 50 per cent since 2019.
- Alberta's decision to freeze the deployment of photo radar (Automated Traffic Enforcement, or ATE), resulting in reduced traffic safety and reduced traffic enforcement revenue for municipalities.
- Partial downloading of the costs associated with police forensic lab work to municipalities.

We actively worked to keep members informed:

- We hosted a <u>webinar</u> and report on Alberta's 2021-22 budget.
- We participated in a long-form panel interview on the Real Talk show discussing how municipal finances differ from other levels of government.

Municipal Governance



In 2021, we spent considerable time and effort championing democratic principles and values.



As part of the province's ongoing red tape reduction review of the Municipal Government Act, changes were proposed to Codes of Conduct for municipal elected officials, including removing the provision that they be required altogether. However, we were strong proponents of maintaining Codes of Conduct because they improve accountability and provide a positive opportunity for councils to determine how they can work together as a team. The Government of Alberta agreed to maintain Code of Conduct requirements and indicates they will engage municipalities in 2022 on how the framework for Codes of Conduct can be improved.

We also introduced the Local Democracy Pledge, a voluntary commitment that municipal candidates could make to voters to protect key democratic principles. The Pledge promoted fair and transparent municipal elections, free from undue partisan or financial influences. It also encouraged candidates to keep local elections local and behave respectfully to one another. Hundreds of candidates from across Alberta took the Pledge during last year's municipal election period.





Extended Producer Responsibility (EPR)

In 2021, we were pleased to see the provincial government move forward with an EPR framework in Alberta by passing Bill 83 to create the legislated foundation for EPR regulations.

We also participated in two EPR engagement sessions organized by Alberta Environment and Parks (AEP). Our submission is publicly posted on the <u>Waste Management Hub on our website</u>.

We expect a busy year informing and educating members in 2022, as AEP plans to introduce EPR regulations for packaging paper products, single-use plastics and hazardous and special products by mid 2022.

Welcoming and Inclusive Communities

The Welcoming and Inclusive Communities initiative is delivered with funding from the Government of Alberta to support municipal governments to implement policies and practices to overcome issues of racism and discrimination in Alberta's communities.

We kicked off the year by hosting two webinars, which can be viewed on Alberta Municipalities' Vimeo channel:

- How Municipal Governments Can Ban Conversion Therapy
- Creating a Municipal Business Case for Investing in Equity,
 Diversity, and Inclusion

To help members better understand their role in reconciliation, in March 2021, we released <u>A Municipal Guide to the Truth and Reconciliation</u> Commission's Calls to Action.

Alberta Municipalities was featured on the <u>Real Talk show</u> in July, discussing the importance of community inclusion.

In late summer and fall of 2021, Alberta Municipalities partnered with the Rural Municipalities of Alberta to host five virtual workshops on Canada's History and the Municipal Role in Reconciliation. These workshops helped educate municipal leaders about historical government actions towards Indigenous peoples and how that influences today's relationships between Indigenous and non-Indigenous peoples.











Elected Officials Education Program

Following the 2021 municipal elections, the Elected Officials Education Program (EOEP) delivered Munis 101: The Essentials of Municipal Government in partnership with Municipal Affairs to help municipalities meet the Municipal Government Act requirement to offer orientation training to all elected officials within 90 days of them taking their oaths of office.

Munis 101 delivery kicked off in September with a special virtual offering for Summer Villages, who hold their elections in the summer. Throughout November and December, a further seventeen sessions were held in-person throughout Alberta.





Over 750 councillors and CAOs participated.





Feedback for *Munis* 101 was overwhelmingly positive.

93% of attendees indicated they were satisfied or very satisfied with the course.

Many councillors also expressed enthusiasm about working towards their <u>Municipal Elected Leaders</u>
<u>Certificate</u> granted in partnership with the University of Alberta's Augustana Extended Education to elected officials who participate in all seven EOEP courses.





Products & Services

30% of our advocacy efforts are funded by our products & services

We serve communities, not shareholders.

Our products & services make up a key component to the overall value we provide to our members. We provide competitively priced services with a personalized touch. We can do this because we are not focused on driving up profits for shareholders, we are focused on supporting our member communities.



The modest profits we receive from our products & services are used to:



Support advocacy efforts & events



Reduce costs to members



Invest back into the organization

Cost Savings & Budget Certainty



Insurance & Risk Services

We shielded our members from dramatic property and liability

insurance premium increases by offsetting premiums

by \$3.5 million.



Employee Benefits

We provided an average of just **5% benefit rate increases**

when other provider premiums rates skyrocketed.



We secured electricity rates

20% below market forecasts.



Retirement Services

Through diligent management and oversight of the various pension products and funds under administration, the contribution rate to our defined benefit plan remains the same as last year, and our defined contribution plan and RRSP and TSFA plans show strong investment returns for our plan members.

- We have over 2,000 municipal and not for profit employees and elected officials who subscribe to our various retirement savings products, from supplemental registered pension plans to defined contribution plans and group RRSP/TSFA's.
- Assets under administration under our retirement and savings plans are \$151M.
- We held 10 education sessions on various topics to educate members about pension and savings plans, retirement planning, investing and the CPP investment Board, with 464 members attending sessions online.

Insurance & Risk Services:

Power of the pool

Facing a market experiencing ongoing volatility and substantial premium increases, we were pleased to continue helping our members by rebating \$3.5 million to members through premium reductions. This meant our 2022 premiums once again maintained rates well below what other insurance providers were able to offer. We can do this because of your subscriber-owned insurance reciprocal.

The reciprocal is an insurance pool that acts as a shock absorber, smoothing the budgetary highs and lows and providing stability to all its subscribers. Subscribers are thought of as owners of the reciprocal, which is administered on your behalf by Alberta Municipalities. We are proud to be able to leverage the strength of the pool when it matters most to our members.

Here's a look at how our team supported members:



834 membersparticipate in our insurance pool.



We administer ~6079~
policies
for all participating members.



We reinvested 12.3 M back into communities through claims dollars.



Over the last two years we made almost

loss control recommendations.

Energy:

Natural gas aggregation

Following the success of our 2020 electricity aggregation, our energy program team started work on a 2021 natural gas aggregation to secure favourable pricing on behalf of our members.

This proven process ensured that our members benefited from our collective buying power and acquired the best price available for their energy needs. Our natural gas aggregation secured rates 20% below the future market forecasts for over 75 members.

In 2022, members will have an opportunity to procure electricity using a new, long-term approach, which we have branded as Power+, to garner even more significant savings for members.



In 2021 alone, our latest electricity aggregation secured rates below market forecasts, resulting in cost savings of \$6.4 million for participating members.

Energy Management Services

Our Energy Management Services help our members reduce energy consumption, renew assets, and save money on operational costs. Whether a municipality or not-for-profit organization is interested in brightening up their community with energy efficient lighting, addressing concerns around aging equipment or have other specific energy needs in mind, our team takes a holistic approach and presents a customized solution to best serve the community.



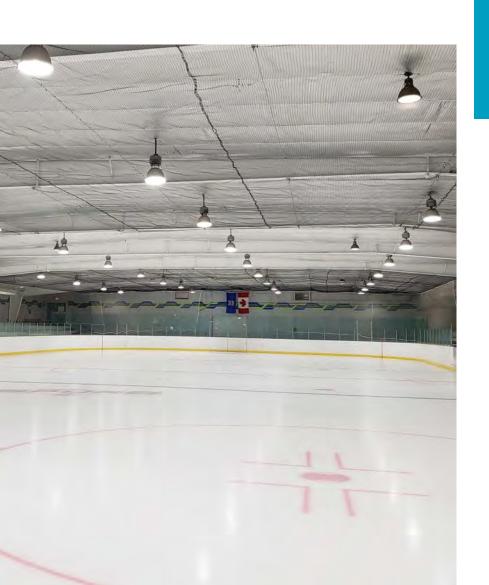


The Town of Gibbons implemented energy conservation measures at the Gibbons Arena, Gibbons Curling Rink, and Gibbons Cultural Centre. This included exterior lighting upgrades as shown above.



A recent success:

The Town of Gibbons recently completed lighting retrofits of fixtures and sensors at three of their facilities. The Town is looking forward to increased longevity and reliability of their infrastructure, and operational savings. Facilities personnel expect to experience additional benefits to maintain the new equipment and increased occupant comfort from better light quality.



ß

We're proud to have worked with Alberta Municipalities to complete our project to upgrade the lighting in the Gibbons Arena, Gibbons Curling Rink, and Gibbons Cultural Centre. We're always looking for ways to reduce our impact on the environment while remaining fiscally responsible to our residents and are satisfied to have completed a project which meets these objectives. It's a meaningful step forward for our town and we hope to make additional operational and equipment upgrades in the future."

- Mike Dubreuil Assistant CAO, Town of Gibbons

The anticipated

Savings achieved is

\$31,000

per year, and a

reduetlon of their annual

utility spend

by 27%.

Employee Benefits:

Evolving to meet your needs

We continue to enhance our Employee Benefits program to better serve our members. Our program has recently invested in an online administration system to improve the experience for Plan Administrators, and we continue to focus on bolstering mental health support.



Benefits online platform

We have partnered with an expert in employee benefits online administration, Effortless Admin, to provide members with a user-friendly and efficient experience. By using our member self-enrolment tools, plan administrators will reduce the need to print, distribute, and retain enrolment and beneficiary forms. Employee data and invoicing information is available in real time. Employees will continue to easily submit health, dental, and disability claims using the tools they're used to, without interruption.







Mental health support

As demands on mental health continue to rise, we find ways to support municipal and not-for-profit employees.

- We offer an Employee and Family Assistance Program through LifeWorks that provides short-term goal-focused therapy. Under our program, there is no pre-determined number of sessions an employee can access, allowing employees to access the support they need to reach their goals.
- The Mental Health Navigator program through Teledoc, emphasizes early identification, timely access to the right mental health professionals, coordination of care, and virtual delivery of services to remove barriers to access. Participating members are able to find the appropriate treatment sooner, allowing them to navigate their mental health concerns and to return to work quicker.
- In 2021, season 2 of our popular webinar series, Maintaining Mental Fitness, consisted of 12 webinars. Each week, almost 1000 people registered for this free series.
- Our Employee Benefits program doubled the annual maximum for psychological services, raising the annual maximum for many plans from \$750 to \$1,500.
- Our <u>website</u> provides a summary of mental health resources available to employers and to employees.



Clean Energy Improvement Program

The Clean Energy Improvement Program website successfully launched on March 24, 2021.

With the site launching, the Clean Energy Improvement Program began onboarding Qualified Contractors. In the fall of 2021, we held several information webinars that were attended by 240 contractors. By December, there were over 50 Qualified Contractors listed on the Contractor Directory.

The Clean Energy Improvement Program successfully launched in the Town of Rocky Mountain House on November 4. Promotion included radio advertisements and a live interview, social media posts and print advertisements. Within days of the program opening, it reached its initial pre-qualification application goal.

In 2022 several more residential programs will launch in the Town of Devon, City of Leduc, and City of Edmonton. The commercial program will launch in the City of Edmonton in spring 2022.



By the end of the year, the site had over 7,600 unique users who visited over 28,000 times.



Municipal Climate Change Action Centre

In 2021 the Action Centre's programs helped 38 Alberta municipalities complete 107 new energy efficiency and solar projects that will avoid 86,855 tonnes of CO2e and save municipalities over \$37 million over 20 years. We also helped municipalities create over 150 jobs in 2021.

The Electric Vehicle Charging Program secured \$3.4 million in funding from the Government of Canada, with matching funds for the Government of Alberta. The commitment ensured the Action Centre could develop a program that will nearly double the number of charging stations throughout Alberta. The program is set to launch in January 2022.

In 2021, we introduced the Climate Adaptation Challenge which will help Sturgeon County and the City of St. Albert develop local climate adaptation plans based on local climate data, existing plans, and historical experience.



Over the last two years, the Action Centre supported 28 municipalities

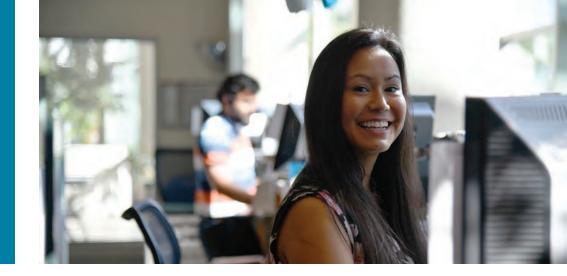
who are responsible for the development of energy management plans, better-performing buildings, and noticeable energy savings.



In 2021, we recruited another 6 municipalities

for a total of 34 municipalities.





Our Boards & Committees

Corporate Organization Structure



AMSC

Alberta Municipal Services Corporation

AMSCIS

AMSC Insurance Services LTD

AEOEPC

Alberta Elected Officials
Education Program Corporation

MUNIX

Alberta Municipal Insurance Exchange

APEX

APEX Supplementary
Pension Trust

Index:

→ Subsidiary

→ Plan Sponsor

Board & Committee Structure

Alberta Municipalities Strength In Members

Board of Directors

Executive Committee Audit and Finance Committee

Economic Strategy Committee

Human Resources Committee

> Infrastructure Committee

Investment Advisory Committee

Municipal Governance Committee

Safe and Healthy
Communities Committee

Small Communities Committee

Sustainability and Environment Committee

Commitment & Governance Meetings

The following summary provides the annual Board and Standing Committee meetings held per year, Director compensation and expenses reimbursement.

The remuneration of Directors reflects the nature of service, complexity of tasks and amount of time dedicated to service. Director expenses are paid in accordance with the Government of Alberta rates.

Each Director serves on one or more standing committees.

Commitment

Attendance at Board and Standing Committee meetings is vital to the success of the Board and Standing Committees and its actions, and is one measure of the commitment and contribution of an individual Director. Directors are expected to attend Board and Standing Committee meetings in which they serve.

Listed below are the number of meetings held in 2021.

Board	NUMBER OF MEETINGS
Alberta Municipalities (ABmunis)	12
Alberta Municipal Services Corporation (AMSC)	7
AMSC Insurance Services LTD (AMSCIS)	7
Alberta Municipal Insurance Exchange (MUNIX)	7
APEX Supplementary Pension Trust (APEX)	4

Standing Committee	NUMBER OF MEETINGS
Alberta Municipalities - Executive	11
Alberta Municipalities - Audit and Finance	5
Alberta Municipalities - Human Resources	3
Alberta Municipalities - Infrastructure	4
Alberta Municipalities - Investment Advisory	5
Alberta Municipalities - Municipal Governance	4
Alberta Municipalities - Safe and Healthy Communities	4
Alberta Municipalities - Small Communities	4
Alberta Municipalities - Sustainability and Environment	4
Alberta Municipalities - Economic Strategy	1
Alberta Municipal Services Corporation - Governance	3



The Role of the Board

The Alberta Municipalities Board is responsible for effectively governing the Association by carrying out the powers, duties, and functions expressly given to it under legislation and the Association's Bylaws and policies.

Key Board member responsibilities include, but are not limited to, the following:

- Attending and preparing for all Board meetings.
- Participating effectively on one or more Board committees.
- Developing and evaluating the specific advocacy programs and services of Alberta Municipalities.
- Monitoring and influencing government legislation, programs and policies which impact the membership.
- Apprising the membership of significant national and provincial trends and/or issues that affect local governments, and taking action to ensure their interests are known to decision makers.
- Communicating Alberta Municipalities policies and initiatives to elected municipal and other public officials.
- Encouraging their own council and regional groups to endorse important policy issues.
- Encouraging neighbouring municipalities to provide input and advice on Alberta Municipalities policies and initiatives.



The Role of the President

The President provides overall leadership to enhance the effectiveness of the Board. They are responsible for ensuring the effective functioning of the Board in its role of governing the Association.

Key responsibilities of the President include, but are not limited to, the following:

- Guides the Board in the fulfillment of its mandate.
- Ensures the Board has a strategic focus and represents the best interests of the Association.
- Ensures that the Board plays a full and constructive part in the development and determination of the Association's strategies and policies.
- Ensures effective communication among the Board, and between the Board and the CEO, and serves as the contact point for Board members on all Board issues.
- Chairs Board and Executive Committee meetings, ensuring meetings are conducted in an efficient, effective, and focused manner.
- Encourages participation of all Board members, maintaining a cohesive group without losing diversity of opinion and objectivity.
- Acts as the official spokesperson for Alberta Municipalities.

2021/2022 Alberta Muncipalities Board of Directors

Term Length, Board & Committee Participation

Member	Position & Term:	Additional Boards served on:	Committees served on prior to AGM (11 months)	Committees served on post AGM (1 month)
Cathy Heron	President 1 month (elected Nov 2021) Director, Cities up to 500,000 11 months	N/A	Municipal Governance - Chair Human Resources Executive Economic Strategy - Vice-Chair	Human Resources Executive
Barry Morishita	President 8 months (served to Aug 2021)	AMSC (served to Aug 2021) MUNIX (served to Aug 2021) APEX (served to Aug 2021)	Human Resources Executive	N/A
Angela Duncan	Vice-President and Director, Villages West 12 months Interim President 4 months (appointed by the board from August to Annual General Meeting)	AMSC Alberta Police Interim Advisory Board	Small Communities - Chair Executive	Small Communities - Chair Executive
Andrew Knack	Vice-President and Director, Cities over 500,000 12 months	N/A	Infrastructure – Chair Executive Economic Strategy – Chair	Economic Strategy - Chair Executive
Peter Demong	Vice-President and Director, Cities over 500,000 12 months	AMSC (served to Nov 2021)	Sustainability and Environment - Chair Executive	Sustainability and Environment - Chair Executive
Tanya Thorn	Vice-President and Director, Towns South 12 months	AMSC - Chair (appointed Dec 2021) MUNIX - Chair (appointed Dec 2021) APEX - Chair (appointed Dec 2021) Alberta Police Interim Advisory Board	Safe and Healthy Communities - Chair Executive	Municipal Governance - Chair Executive
Tyler Gandam	Vice-President and Director, Cities up to 500,000 12 months - Director 1 month - Vice-President (elected in Nov 2021)	AMSC MUNIX Alberta Police Interim Advisory Board	Safe and Healthy Communities - Vice-Chair	Safe and Healthy Communities - Chair Human Resources Executive

Member	Position & Term:	Additional Boards served on:	Committees served on prior to AGM (11 months)	Committees served on post AGM (1 month)
Bruce McLeod	Director, Villages South	AMSC	Investment Advisory - Chair	Investment Advisory - Chair
	12 months	MUNIX	Small Communities	Sustainability and Environment - Vice Chair
Dylan Bressey	Director, Cities up to	N/A	N/A	Audit and Finance - Vice Chair
	500,000 1 month			Investment Advisory - Vice-Chair
	(elected to Board Nov 2021)			Municipal Governance - Vice-Chair
Janet Jabush	Director, Towns West 12 months	N/A	Sustainability and Environment Municipal Governance	Economic Strategy - Vice-Chair
Jennifer Wyness	Director, Cities over 500,000 1 month (elected to Board Nov 2021)	N/A	N/A	Infrastructure - Vice-Chair
Jocelyne	Director, Villages East	AMSC	Audit and Finance - Chair	Audit and Finance - Chair
Lanovaz	12 months	MUNIX	Small Communities - Vice-Chair	Small Communities - Vice-Chair
Keren Tang	Director, Cities over 500,000 1 month (appointed to Board Nov 2021)	N/A	N/A	Safe and Healthy Communities – Vice Chair
Mike Pashak	Director, Summer Villages 12 months	N/A	Infrastructure - Vice-Chair	Small Communities
Mohinder Banga	Director, Cities over 500,000 11 months (served to Nov 2021)	N/A	Audit and Finance – Vice Chair	N/A
Peter Brown	Director, Cities up to 500,000 12 months	AMSC (appointed Dec 2021)	Municipal Governance - Vice Chair	Safe and Healthy Communities
Trina Jones	Director, Towns East 12 months	AMSC (appointed Dec 2021) MUNIX (appointed Dec 2021) Alberta Police Interim Advisory Board	Sustainability and Environment – Vice-Chair	Infrastructure – Chair
Ward Sutherland	Director, Cities over 500,000 11 months (served to Nov 2021)	N/A	Investment Advisory	N/A

Compensation & Expenses

Member	Position	Term (months)	Number of Boards & Committees
Cathy Heron	President Director, Cities over 500,000	1 11	5
Barry Morishita	President	8	6
Angela Duncan	Vice-President and Director, Villages West Interim President	12 4	5*
Andrew Knack	Vice-President and Director, Cities over 500,000	12	4
Peter Demong	Vice-President and Director, Cities over 500,000	12	4
Tanya Thorn	Vice-President and Director, Towns South	12	8*
Tyler Gandam	Director, Cities up to 500,000 Vice-President and Director, Cities up to 500,000	11 1	7*
Bruce McLeod	Director, Villages South	12	6
Dylan Bressey	Director, Cities up to 500,000	1	4
Janet Jabush	Director, Towns West	12	4
Jennifer Wyness	Director, Cities over 500,000	1	2
Jocelyne Lanovaz	Director, Villages East	12	5
Keren Tang	Director, Cities over 500,000	1	2
Mike Pashak	Director, Summer Villages	12	3
Mohinder Banga	Director, Cities over 500,000	11	2
Peter Brown	Director, Cities up to 500,000	12	4
Trina Jones	Director, Towns East	12	6*
Ward Sutherland	Director, Cities over 500,000	11	2

Alberta Municipalities Standing Committees¹

AMSC/AMSCIS Board & Standing Committees²

Meeting Expenses³

Board Recruitment Costs

Other Board Expenses⁵

Total Board and Committee expenses for Fiscal Year 2021

¹Amounts pertain to individuals who sit on Standing Committees but are not Alberta Municipalities Board members.

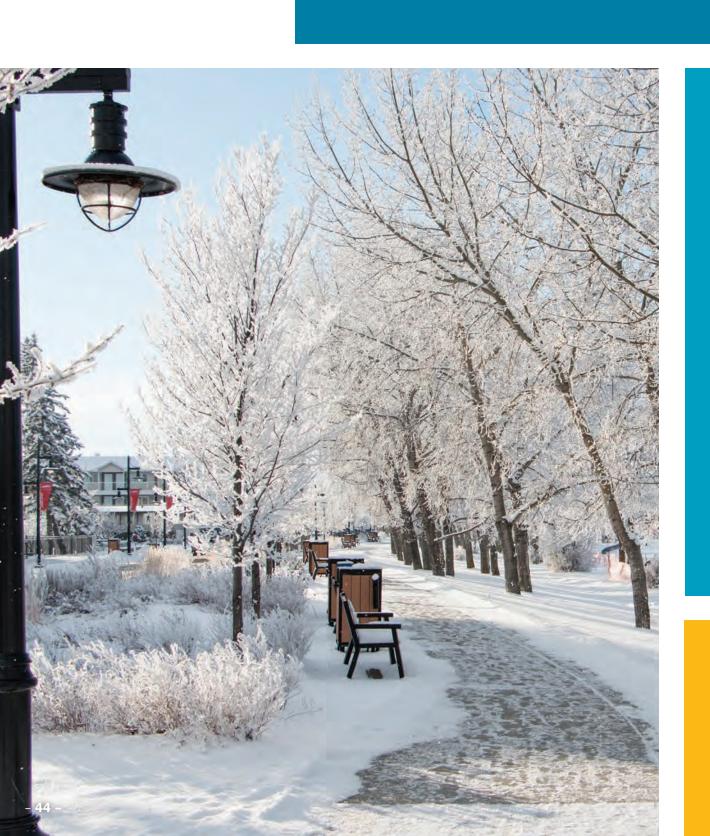
²Amounts pertain to individuals who sit on AMSC/AMSCIS Board & Standing Committees but are not an Alberta Municipalities Board member.

 $^{^{\}rm 3}\text{Meeting}$ expenses include items such as catering costs and venue rentals.

⁴Amounts pertain to individuals who sit on external committees and are an Alberta Municipalities Board member.

^{*}Serves on the Alberta Solicitor General and Justice's, Interim Police Advisory Board.

Hoi	noraria⁴	Expenses ⁴		Expenses ⁴ Professional Development		Т	otal
\$	18,135	\$	2,693	\$	1,652	\$	22,480
\$	47,762	\$	21,034	\$	4,355	\$	73,151
\$	35,116	\$	5,774	\$	1,520	\$	42,410
\$	12,968	\$	1,487	\$	957	\$	15,412
\$	15,779	\$	4,606	\$	3,016	\$	23,401
\$	28,564	\$	11,204	\$	4,773	\$	44,541
\$	15,795	\$	2,360	\$	375	\$	18,530
\$	16,329	\$	8,103	\$	30	\$	24,462
\$	925	\$	764	\$	-	\$	1,689
\$	9,980	\$	2,512	\$	-	\$	12,492
\$	685	\$	419	\$	-	\$	1,104
\$	13,219	\$	2,948	\$	604	\$	16,771
\$	565	\$	20	\$	-	\$	585
\$	7,270	\$	1,897	\$	275	\$	9,442
\$	4,338	\$	192	\$	-	\$	4,530
\$	4,425	\$	545	\$	-	\$	4,970
\$	11,130	\$	1,915	\$	375	\$	13,420
\$	3,165	\$	593	\$	-	\$	3,758
\$	246,150	\$	69,066	\$	17,932	\$	333,148
\$	38,270	\$	17,622	\$	-	\$	55,892
\$	57,998	\$	7,083	\$	-	\$	65,036
						\$	104,755
						\$	5,834
						\$	27,469
						\$	592,134





Financial Reports

Consolidated Financial Statements of

ALBERTA URBAN MUNICIPALITIES ASSOCIATION

Year ended December 31, 2021



KPMG LLP 2200, 10175 – 101 Street Edmonton, AB T5J 0H3 Telephone (780) 429-7300 Fax (780) 429-7379 www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Alberta Urban Municipalities Association

Opinion

We have audited the consolidated financial statements of Alberta Urban Municipalities Association (the "Association"), which comprise:

- The consolidated statement of financial position as at December 31, 2021
- the consolidated statement of operations for the year then ended
- · the consolidated statement of changes in net assets for the year then ended
- · the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the consolidated financial position of the Association as at December 31, 2021, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of ours auditors' report.

We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.



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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian general accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individual or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

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



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

Chartered Professional Accountants

LPMG LLP

Edmonton, Canada May 26, 2022

Consolidated Statement of Financial Position
As at December 31, 2021, with comparative information for 2020

	Notes	2021	2020
Assets			
Current assets:			
Cash	2	\$ 49,913,697	\$ 58,846,198
Deposits with property manager		305,711	285,411
Investments	5	46,592,159	44,654,854
Accounts receivable	21	11,845,167	10,400,181
Prepaid expenses and advances on grants	11	1,098,787	1,236,583
Asset held for sale	3	_	2,126,718
		109,755,521	117,549,945
ASO funds held on deposit	4	940,000	991,000
Investment in and advances to AEOEPC	6	52,380	5,075
Long-term receivables		181,863	47,650
Other assets	7	216,075	292,888
Capital assets	8	14,966,155	14,483,781
		\$ 126,111,994	\$ 133,370,339
Liabilities and net assets Current liabilities:			
Accounts payable and accrued liabilities	04	4.2.007.525	ф. 40.74F.040
Grants payable	21	\$ 13,687,535	\$ 13,745,646
ASO funds payable	11 4	4 105 711	203,384
Deferred revenue	4	4,125,711	1,928,629
Provision for claims incurred but not reported	10	213,961	745,492
Deferred contributions	10 11	1,047,900	1,068,600
Deferred contributions		36,605,467 55,680,574	45,468,578 63,160,329
		55,660,574	03,100,329
Retirement plan obligation	12	562,983	521,094
Net assets:			
Invested in capital assets	13	14,966,155	14,483,781
Internally restricted	14	15,311,195	19,466,200
Unrestricted		39,591,087	35,738,935
		69,868,437	69,688,916
		\$ 126,111,994	\$ 133,370,339

See accompanying notes to the consolidated financial statements.

On behalf of the Board of Directors:

Consolidated Statement of Operations Year ended December 31, 2021, with comparative information for 2020

	Notes	2021	2020
Revenues:			
ASO benefit premiums		\$ 32,613,766 \$	32,958,241
Grants	11, 16	11,054,187	14,248,791
Insurance agency commissions	15, 21	8,067,425	8,531,154
Agency and administration fees	21	3,503,736	3,531,169
Net investment income	20	2,534,418	2,319,481
Energy retail fees	19	2,394,350	2,375,072
Membership fees and services		1,922,405	1,989,304
Rental properties		1,367,224	1,557,320
Convention and workshops		1,193,794	242,954
Gain on disposal of asset		949,003	2 12,001
Energy management		636,971	206,197
Retirement services revenue	17	317,286	285,569
Grant administration recoveries	11		
	04	233,256	106,555
Investment management fees	21	67,314	109,281
Sustainability services		48,000	142,437
Clean energy improvement program		31,864	
Purchasing program		31,020	31,295
Managed technology services		11,514	
		66,977,533	68,634,820
Expenses:			
ASO claim costs and claim administration expenses	4	35,902,471	34,485,563
Grants	16	11,054,187	14,248,791
Salaries and benefits	12	10,487,623	9,999,621
Computer equipment and software licensing		2,011,454	1,710,671
Consultants		1,485,006	1,324,510
Amortization of capital assets	13	1,297,705	1,377,297
Convention and workshops		1,084,576	516,521
Rental properties		964,988	1,076,437
Office administration		723,324	813,089
Board and committees		592,134	627,736
Legal and accounting		296,897	377,176
Broker fees	22	275,000	275,000
Promotions and marketing	22	237,026	70,950
Insurance		118,778	108,003
Member services		94,263	62,121
Travel			
		89,262	113,675 28,673
Building valuations and risk management programs	04	58,520	,
MuniFunds portfolio management fees	21	29,119 66,802,333	26,801 67,242,635
Excess of revenues over expenses from operations		175,200	1,392,185
Other:	10	(40.004)	(4 7 4 7 5 0 4
Benefits deficit	18	(42,984)	(4,747,534
Share of excess (deficiency) of revenues over expenses of AEOEPC	6	47,305	(16,113
Excess (deficiency) of revenues over expenses		\$ 179,521 \$	(3,371,462

See accompanying notes to the consolidated financial statements.

Consolidated Statement of Changes in Net Assets Year ended December 31, 2021, with comparative information for 2020

	Notes	Invested in capital assets	Internally restricted	Unrestricted	Total net assets
Balance, January 1, 2020		\$ 17,722,708	\$ 21,362,134	\$ 33,975,536	\$ 73,060,378
Deficiency of revenues over expenses	13	(1,377,297)	_	(1,994,165)	(3,371,462)
Net change in invested in					
capital assets	13	265,088	_	(265,088)	_
Asset held for sale		(2,126,718)		2,126,718	_
Transfers	14		(1,895,934)	1,895,934	
Balance, December 31, 2020		\$ 14,483,781	\$ 19,466,200	\$ 35,738,935	\$ 69,688,916
Deficiency of revenues over expenses	13	(1,297,705)	_	1,477,226	179,521
Net change in invested in					
capital assets	13	1,780,079	_	(1,780,079)	_
Transfers	14	_	(4,155,005)	4,155,005	
Balance, December 31, 2021		\$ 14,966,155	\$ 15,311,195	\$ 39,591,087	\$ 69,868,437

See accompanying notes to the consolidated financial statements.

Consolidated Statement of Cash Flows Year ended December 31, 2021, with comparative information for 2020

	Notes	2021	2020
Cash provided by (used in):			
Operating activities:			
Excess (deficiency) of revenues over expenses	\$	179,521 \$	(3,371,462)
Adjustments for:			
Interest and dividend income	20	(1,264,228)	(1,438,988)
Net unrealized gain on investments	20	(1,098,628)	(806,117)
Net realized gain on sale of investments	20	(259,165)	(163,486)
Increase in long-term receivables		(134,213)	(47,650)
Amortization of capital assets		1,297,705	1,377,297
Gain on disposal of capital assets		(949,003)	_
Amortization of other assets	7	68,746	87,705
Change in step-up lease deferred rent		34,965	(7,246)
Share of (excess) deficiency of revenues over expenses of AEOEPC	6	(47,305)	16,113
Change in non-cash operating working capital:			
Increase in deposits with property manager		(20,300)	(43,488)
(Increase) decrease in accounts receivable and other		(1,482,863)	2,133,846
Decrease in prepaid expenses and advances on grants		137,796	1,252,189
Decrease (increase) in accounts payable and accrued liabilities		(58,111)	404,135
Decrease in grants payable		(203,384)	(1,116,479)
Decrease (increase) in deferred revenue		(531,531)	(241,674)
(Decrease) increase in provision for claims incurred but not reported		(20,700)	1,300
Decrease in deferred contributions		(8,887,481)	(9,072,890)
Increase in retirement plan obligation		41,889	22,172
Interest received in cash, net		179,897	267,611
		(13,016,393)	(10,747,112)
Investing activities:			
Purchase of investments		_	(2,667,970)
Proceeds from sale of investments		567,066	1,000,000
Increase in ASO funds held on deposit		2,248,082	1,545,685
Purchase of other assets		(26,898)	(2,931)
Proceeds from disposal of capital assets		3,075,721	_
Purchase of capital assets		(1,780,079)	(265,088)
		4,083,892	(390,304)
Decrease in cash		(8,932,501)	(11,137,416)
Cash, beginning of year		58,846,198	69,983,614
Cash, end of year	\$	49,913,697 \$	58,846,198

See accompanying notes to the consolidated financial statements.

Notes to the Consolidated Financial Statements Year ended December 31, 2021

These consolidated financial statements consist of the assets, liabilities, net assets and operations of Alberta Urban Municipalities Association ("AUMA"), its wholly owned subsidiary Alberta Municipal Services Corporation ("AMSC"), and AMSC Insurance Services Ltd. ("AMSCIS"), a wholly owned subsidiary of AMSC. Transactions between AUMA and its subsidiaries, which are related parties, have been eliminated on consolidation. AUMA also provides administration and agency services to Alberta Municipal Insurance Exchange ("MUNIX"), APEX Supplementary Pension Plan ("APEX"), and MuniFunds Investment Funds ("MuniFunds"), whose results are not included in these consolidated financial statements.

AUMA is a provincial organization that provides leadership in advocating local government interests to the provincial government and other organizations. AMSC and AMSCIS operate as business service delivery providers of shared corporate, networked products and services for municipalities and other local government entities. AMSC offers an energy retail program, an aggregated investment program, retirement services, and purchasing program services. AMSC also operates two commercial real estate properties. AMSCIS provides general insurance, employee group benefits and related coverage for the members of AUMA.

AUMA is a non-taxable association by virtue of section 149(1)(d.5) of the Income Tax Act.

1. Significant accounting policies:

These consolidated financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook ("Part III").

Significant accounting policies are as follows:

(a) Cash:

AUMA considers deposits in the bank and deposits in the AMSC-administered High Interest Savings Account as cash.

(b) Asset held for sale:

Tangible capital assets are classified by AUMA as an asset held for sale at the point in time when the asset is available for immediate sale. Management has committed to a plan to sell the asset and is actively locating a buyer for the asset, at a sales price that is reasonable in relation to the current fair value of the asset, and the sale is probable and expected to be complete within a one-year period.

Assets to be disposed of are separately presented in the balance sheet and reported at the lower of the carrying amount or fair value less costs to sell, and are no longer depreciated.

(c) Deposits with property manager:

Deposits with property manager is cash held with a property management company for the purposes of managing the Alberta Municipal Place ("AMP") property.

(d) Other assets:

Other assets include payments for tenant improvements, leasing commissions, as well as deferred costs associated with the "step-up" features of the lease agreements signed with tenants of the managed property.

The tenant improvements and leasing commissions are amortized using the straight-line method over the applicable non-cancelable lease term and are recorded at the lower of cost less accumulated amortization and net realizable value.

Notes to the Consolidated Financial Statements Year ended December 31, 2021

1. Significant accounting policies (continued):

(d) Other assets (continued):

The step-up leases stipulate that the rental rate will increase by predetermined amounts at various points in the future. Rental revenue is recognized on a straight-line basis over the lease term in accordance with Canadian generally accepted accounting principles for non-for-profit organizations in Part III; as such, a deferred rent asset equal to the difference between the actual rent received and the average rent over the lease term will build up in the first half of the lease term and then will be amortized into income over the latter part of the lease term, eventually being reduced to nil.

(e) Capital assets:

Capital assets are recorded at cost less accumulated amortization. Repairs and maintenance costs are charged to expense. Betterments which extend the estimated life of an asset are capitalized. The cost of a capital asset comprises its purchase price and any directly attributable cost of preparing the asset for its intended use.

When a capital asset no longer contributes to AUMA's ability to provide services, its carrying amount is written down to its residual value.

Capital assets are comprised of the following:

(i) Tangible assets:

Amortization is provided for using the straight-line method at the following annual rates:

Asset	Rates
Buildings	4%
Furniture and fixtures	10 - 20%
Computer equipment	25%
Alternative energy equipment	20%
Parking lot and landscape	7 - 10%

(ii) Intangible assets:

Intangible assets consist of acquired application software for the general insurance business line and for the energy retailing business line. Amortization is provided for using the straight-line method at 10 - 33%, depending on the useful life of the asset.

(f) Revenue recognition:

AUMA follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is assured.

AMSCIS operates a group benefits plan providing benefits coverage for extended health care and dental policies on an Administrative Services Only ("ASO") program basis. ASO benefit premiums are recognized as revenue over the term of the related policy period.

Insurance agency commissions are recognized as revenue over the term of the related policy period. Deferred revenue relates to premiums received in the current year for a policy period commencing on January 1 of the following year.

Agency and administration fees are recognized when services are performed.

Notes to the Consolidated Financial Statements Year ended December 31, 2021

1. Significant accounting policies (continued):

(f) Revenue recognition (continued):

Energy retail fees are earned on an energy consumption basis based on rates included in the Energy Member Master Agreements and are recorded as the energy is delivered. The energy retail fees include an estimate of the value of electricity and natural gas consumed by customers billed subsequent to the reporting period

Interest, dividends, net realized gains and losses on sale of investments and net unrealized gains and losses (less transaction costs) are included in net investment income and are recognized on an accrual basis when earned. Investment income earned from restricted contributions is recorded as an increase to deferred contributions as accrued, or as investment earnings, in accordance with the terms of the respective grant.

Membership fees are recognized at the beginning of each fiscal year when they are invoiced. Membership services are recognized when services are performed.

Rental revenue is recognized on a straight-line basis over the terms of the leases.

Convention and workshop revenues are recognized in conjunction with the occurrence of the event.

Retirement services, sustainability services, investment management fees and purchasing program services revenue are recognized when services are performed.

Grant administration recoveries are recognized as revenue when the services have been provided.

Benefits deficit is recorded in the year in which the amount is fixed or determinable and settlement of the amount is reasonably assured.

(g) Investment in joint ventures:

AUMA uses the equity method as the basis of accounting for its investment in joint ventures. Under the equity method, AUMA records these investments initially at cost and the carrying values are adjusted thereafter to include the investor's pro rata share of post-acquisition excess of revenues over expenses of the investment. The adjustments are included in the determination of excess of revenues over expenses by the investor, and the investment accounts of the investor are also increased or decreased to reflect the investor's share of capital transactions and changes in accounting policies and corrections of errors relating to prior period financial statements applicable to post-acquisition periods. Distributions received or receivable from investees reduce the carrying values of the investments. Unrealized inter-entity gains or losses are eliminated.

(h) Provision for claims incurred but not reported:

The group benefits "ASO" program provides extended health and dental coverage. The incurred but not reported ("IBNR") provision is comprised of ASO claims estimated to be incurred in the year but not filed or reported to the administrator by the statement of financial position date. Claims incurred in the year must be filed with the program administrator within 180 days of year end. As such, any given plan year IBNR liability, as recorded, has a limited extension life.

The establishment of the provision for unpaid claims is based on known information and the interpretation of future circumstances and events and is influenced by a variety of factors. These factors include AUMA's experience with historical claim submissions and payment trends, the deadline for claim submissions and an interpretation of past trends extending into the future. Other factors include the continually evolving health and dental industry environment, actuarial studies, the quality of data used for projection purposes, existing claim management practices, including claim handling and settlement practices.

Notes to the Consolidated Financial Statements Year ended December 31, 2021

1. Significant accounting policies (continued):

(h) Provision for claims incurred but not reported (continued):

Consequently, the establishment of the provision for unpaid claims relies on the judgment and opinions of a number of individuals, on historical precedent and trends, and an expectation as to future developments. The process of determining the provision necessarily involves risks that the actual results could deviate, perhaps substantially, from the best estimates made.

The estimates are periodically reviewed by an actuary, and as adjustments to these liabilities become necessary, they are reflected in claim costs and claim administration expenses.

(i) Employee future benefits:

AUMA provides pension benefits to its employees through the Local Authorities Pension Plan ("LAPP"), a provincial multi-employer defined benefit plan requiring both employer and employee contributions. Management employees also participate in the APEX Supplementary Pension Plan ("APEX"), which is a supplemental plan to LAPP, and a provincial multi-employer defined benefit plan established under the Alberta Employment Pension Plans Act requiring both employer and employee contributions. LAPP and APEX are accounted for as defined benefit plans.

AUMA has entered into a Master Investment Agent Service Agreement with an investment manager to facilitate the delivery of Investment Agent Services for Supplemental Employee Retirement Plans ("MuniSERP"). The plan provides enhanced retirement benefits covering executive employees who cannot, under the Income Tax Act pension limits, accrue a full 2.0% benefit rate on their earnings. The benefit is based on years of service, the employee's final average earnings and a 2.0% benefit rate offset by corresponding LAPP and APEX benefits. AUMA accrues its obligations under MuniSERP as the employees render the services necessary to earn the retirement benefits.

AUMA accounts for this employee retirement plan using the immediate recognition method. Under this approach, the accrued benefit obligation at the end of the year is determined based on the most recent actuarial valuation report. The measurement date of the accrued benefit obligation coincides with AUMA's fiscal year-end. The most recent actuarial valuation of the accrued benefit obligation was as of December 31, 2021, and the next valuation will be as of December 31, 2022. The obligation is unfunded.

At year-end AUMA recognizes, in the statement of financial position, the accrued benefit obligation. Payments made during the course of the year are a reduction to the accuarial obligation. Past service costs arising from plan amendments are immediately recognized into income at the date of the amendment.

(j) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Investments are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has not elected to carry any such financial instruments at fair value.

Transaction costs incurred including investment management fees on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Notes to the Consolidated Financial Statements Year ended December 31, 2021

1. Significant accounting policies (continued):

(j) Financial instruments (continued):

Financial assets are assessed for impairment on an annual basis. If there is an indicator of impairment, AUMA determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, and the amount that could be realized from selling the financial asset or the amount AUMA expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

(k) Use of estimates:

The preparation of the financial statements in accordance with Part III requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant items subject to such estimates and assumptions include, the energy purchase accrual and the IBNR liability. Actual results could differ from those estimates.

A provision has been made for the estimated liability for all reported and outstanding claims plus an estimate for adverse development and for claims incurred to December 31, which have not yet been reported to AUMA. The estimate of IBNR is generally subject to a greater degree of uncertainty than that for reported claims. The computation of these provisions takes into account the time value of money using discount rates based on projected investment income from the assets supporting these provisions.

2. Cash:

AUMA holds cash in trust for members who participate in a defined contribution pension plan. Cash is received from the participants and AUMA subsequently transfers this cash to the plan fund holder. The cash is held in a separate bank account that is designated as a trust account for the plan participants.

As at December 31, 2021, cash includes cash held in trust for participants of the defined contribution pension plan of \$114,560 (December 31, 2020 - \$156,672).

3. Asset held for sale:

During the year ended December 31, 2020, AUMA committed to sell its Saskatchewan Drive property located in Edmonton, Alberta for a total purchase price of \$3,160,000. The sale closed on March 31, 2021. Selling expenses of \$84,279 were recorded on the sale, leaving net proceeds of \$3,075,721.

4. ASO funds held on deposit and ASO claim costs and claim administration expenses:

AUMA assumes the underwriting risk with health care and dental policies under the ASO program, and engages a third party administrator to manage the claim activities.

ASO funds held on deposit, classified as non-current on the statement of financial position, is the minimum deposit required by the administrator. It is not AUMA's intent to access these funds within the next year.

Notes to the Consolidated Financial Statements Year ended December 31, 2021

4. ASO funds held on deposit and ASO claim costs and claim administration expenses (continued):

ASO claim costs and claim administration expenses are compromised of the following:

	2021	2020
ASO claim costs	\$ 34,386,259 \$	33,037,237
ASO claim administration expenses	1,516,212	1,448,326
ASO claim costs and claim administration expenses	\$ 35,902,471 \$	34,485,563

ASO funds held on deposit by the claim administrator are interest bearing at the bank's 90 day treasury bill rate less 0.5% (2020 - 0.5%). Interest earned on ASO funds held on deposit is recorded as a reduction in ASO claim costs and claim administration expenses on the statement of operations.

ASO funds payable of 4,125,711 (2020 - 1,928,629) consist of health and dental claims costs owing.

5. Investments:

AUMA's investments are measured at fair value and are held in managed investment funds. The investment mix of these funds is as follows:

	2021	2020
Short-term bond and mortgage fund	\$ 27,722,523 \$	27,359,485
Global equity fund	8,225,050	7,210,090
Mortgage pension trust	5,126,087	5,041,632
Canadian equity fund	5,100,289	4,085,191
Money market fund	_	567,040
Long-term bond fund	418,210	391,416
	\$ 46,592,159 \$	44,654,854

Investments include \$nil (December 31, 2020 - \$567,040) of the MuniFunds Money Market Fund ("MuniFunds"), which is an investment pool for which AMSC acts as trustee.

The MuniFunds were closed effective April 30, 2021 and all units were redeemed.

6. Investment in and advances to AEOEPC:

Alberta Elected Officials Education Program Corporation ("AEOEPC") is a joint venture by two equal shareholders, AUMA and Rural Municipalities of Alberta ("RMA"). AEOEPC provides a comprehensive program of study for elected municipal officials in the province of Alberta.

AEOEPC was incorporated under the Business Corporations Act of Alberta. It is a non-taxable operation by virtue of section 149(1)(d.6) of the Income Tax Act.

Investment and advances to AEOEPC is made up of the following items:

	2021	2020
Share capital	\$ 5	\$ 5
Accumulated excess of revenues over expenses	52,375	5,070
	\$ 52,380	\$ 5,075

Notes to the Consolidated Financial Statements Year ended December 31, 2021

6. Investment in and advances to AEOEPC (continued):

During the year ended December 31, 2021, AEOEPC recorded excess of revenues over expenses of \$94,609 (2020 - \$(32,226)) of which \$47,305 (2020 - \$(16,113)) has been reported as a share of revenues over expenses of AEOEPC by AUMA. The financial statements of AEOEPC are available upon request and the accounting policies of AEOEPC conform with those of AUMA.

Financial summaries of AEOEPC as at December 31 and for the years then ended are as follows:

	2021	2020
Financial position:		
Total assets	\$ 219,704 \$	16,742
Total liabilities	114,945	6,592
Total net assets	104,759	10,150
	\$ 219,704 \$	16,742
Results of operations:		
Total revenues	414,390	79,294
Total expenses	319,781	111,520
Excess (deficiency) of revenues over expenses	\$ 94,609 \$	(32,226)
		_
Cash flows:		
Cash from (used) in operating activities	\$ 41,301 \$	(17,405)
Increase (decrease) in cash	\$ 41,301 \$	(17,405)

7. Other assets:

As manager of the AMP property, AUMA entered into lease agreements with tenants of this property. These agreements required AUMA to fund tenant improvements and to pay leasing commissions to the leasing agents involved in arranging the agreements. In addition, there is deferred rent associated with the "step-up" features of the lease agreements signed with tenants.

		Accumulated		2021		2020
	Cost	amortization	Ν	let book value	١	let book value
Tenant improvements	\$ 959,185	\$ 937,554	\$	21,631	\$	59,758
Leasing commissions	445,965	386,527		59,438		63,159
Step-up lease deferred rent	135,006	_		135,006		169,971
	\$ 1,540,156	\$ 1,324,081	\$	216,075	\$	292,888

For the year ended December 31, 2021, amortization of \$68,746 (2020 - \$87,705) related to tenant improvements and leasing commissions was included in rental properties expense.

Notes to the Consolidated Financial Statements Year ended December 31, 2021

8. Capital assets:

	Cost	Accumulated amortization	Ν	2021 Net book value	Ν	2020 let book value
Land	\$ 2,585,000	\$ _	\$	2,585,000	\$	2,585,000
Buildings	19,802,482	9,912,239		9,890,243		10,682,343
Furniture and fixtures	3,639,426	3,389,740		249,686		321,221
Computer equipment	1,704,488	1,427,507		276,981		210,984
Computer software	5,246,392	3,531,439		1,714,953		389,553
Alternative energy equipment	460,912	460,912		_		_
Parking lot and landscaping	680,730	431,438		249,292		294,680
	\$ 34,119,430	\$ 19,153,275	\$	14,966,155	\$	14,483,781

9. Line and letters of credit:

AUMA has an operating line of credit of \$3,000,000 which is due on demand, bears interest at the lender's prime rate and is secured by a general security agreement covering all assets of AUMA and assignment of rents and insurance. The line of credit was not utilized during the years ended December 31, 2021 and 2020.

In 2014, AUMA secured a line of credit in the amount of \$4,000,000. There is no minimum retained balance required, interest is at the lender's prime rate, and the facility revolves in increments of \$10,000. The line of credit was not utilized during the years ended December 31, 2021 and 2020.

In 2010, AUMA was granted status as an accredited energy retailer in the province of Alberta. AUMA has issued \$100,000 in letters of credit which are payable on demand should AUMA default on its energy retailer requirements.

10. Provision for claims incurred but not reported:

The IBNR provision has been calculated and verified using a runoff method of claims tracking, to derive a factor of 3.25% (2020 - 3.50%) for extended health and 2.00% (2020 - 2.00%) for dental claims paid in the 12 month period prior to the IBNR calculation date of December 31, 2021. To this, a margin of 9.85% (2020 - 9.85%) was added. The margin consists of 5.0% (2020 - 5.0%) for adverse deviation and 4.85% (2020 - 4.85%) for adjudication costs. The actuarial methodology has not changed from prior year.

Notes to the Consolidated Financial Statements Year ended December 31, 2021

11. Deferred contributions:

Deferred contributions represent unspent resources that are externally restricted for special projects.

Changes in deferred contribution balances are as follows:

	Balance,		ess: Revenue		
December 24 2004	beginning of	Add: Net	recognized in		Balance, end
December 31, 2021	year	contributions	the year	_	of year
Asset Management	\$ 597,692	\$ 12,185	\$ 449	\$	609,428
Municipal Change Management	140,146	12,183	122,080		30,249
Welcoming and Inclusive Communities Action Partnership	301,704	1,195	108,315		194,584
Climate Adaptation	4,513,966	33,217	119,421		4,427,762
Community Energy Efficiency and					
Renewable Energy Project	39,646,903	272,824	9,750,792		30,168,935
Municipal Asset Management Program	_	200,526	200,526		_
Clean Energy Improvement Program	268,167	1,658,946	752,604		1,174,509
	45,468,578	2,191,076	11,054,187		36,605,467

December 31, 2020	Balance, beginning of year		Less: Revenue recognized in the year	Amounts transferred to grants payable	Balance, end of year
Asset Management	\$ 584,588	\$ 13,512	\$ 408	\$	\$ 597,692
Municipal Change Management	132,267	13,512	5,633	_	140,146
Climate Change 2 Welcoming and Inclusive	_	630	_	(630)	_
Communities Action Partnership	542,990	4,316	245,602	_	301,704
Climate Adaptation	_	4,524,355	10,389	_	4,513,966
Community Energy Efficiency and Renewable Energy Project	53,254,598	165,887	13,773,582	_	39,646,903
Municipal Asset Management Program	_	58,302	58,302	_	_
Clean Energy Improvement Program	_	423,042	154,875		268,167
	54,514,443	5,203,556	14,248,791	(630)	45,468,578

Grants that have expired with unused monies are re-classified to grants payable. At December 31, 2021, grants payable are \$nil (December 31, 2020 - \$203,384) related to restricted government grants that have expired.

Notes to the Consolidated Financial Statements Year ended December 31, 2021

12. Pension and retirement plans:

During the year ended December 31, 2021, AUMA made employer contributions to two pension plans, totaling \$1,036,973 (2020 - \$945,260), as follows:

- (a) As per LAPP's annual report for the year ended December 31, 2020, LAPP reported net assets of \$53.6 billion (December 31, 2019 \$50.5 billion) and disclosed an actuarial surplus of \$4.9 billion (December 31, 2019 \$7.9 billion). The employer contribution rates for LAPP are 9.39% (2020 9.39%) on earnings up to the yearly maximum pensionable earnings ("YMPE"). LAPP rates for earnings above the YMPE up to the salary cap are 13.84% (2020 13.84%). There is no future accrued liability obligation in reference to LAPP. Total contributions by AUMA to LAPP in 2021 were \$877,143 (2020 \$801,167) and are included in salaries and benefits expense. Total contributions by the employees of AUMA to LAPP in 2021 were \$808,557 (2020 \$739,369).
- (b) Contributions are made to APEX by the employees 2.61% (2020 2.61%) and by AUMA 3.85% (2020 3.85%) of pensionable earnings up to \$\$162,278 (2020 \$154,611).

Total current service contributions by AUMA to APEX were \$159,830 (2020 - \$144,093) and are included in salaries and benefits expense. Total contributions by employees were \$108,352 (2020 - \$97,685).

The actuarial liability of AUMA's MuniSERP retirement plan as described in note 1 (i) is as follows:

	2021	2020
Balance, beginning of year	\$ 521,094 \$	498,922
Paid out	_	_
Current service cost	41,889	22,172
Balance, end of year	\$ 562,983 \$	521,094

The significant actuarial assumptions used in measuring AUMA's accrued benefit obligations are as follows:

	2021	2020
Discount rate	4.20%	4.45%
Rate of compensation increase	2.75%	2.75%

13. Invested in capital assets:

Change in invested in capital assets is calculated as follows:

	2021	2020
Excess of revenues over expenses:		
Amortization of capital assets	\$ (1,297,705) \$	(1,377,297)
	\$ (1,297,705) \$	(1,377,297)
Net change in investment in capital assets:		
Purchase of capital assets	\$ 1,780,079 \$	265,088
Disposal of capital assets	_	(2,126,718)
	\$ 1,780,079 \$	(1,861,630)

Notes to the Consolidated Financial Statements Year ended December 31, 2021

14. Internally restricted net assets:

During the year ended December 31, 2018, the Board of Directors created a formalized net asset policy. The purpose of the net asset policy is to build reserves to ensure the sustainability of AUMA's operations. These amounts are not available for other purposes without approval of the Board of Directors. The balance and nature of these reserves are as follows:

	2021	2020
Benefit surplus fund	\$ 11,271,299 \$	15,439,570
Sustainability	2,078,896	2,004,874
Program development	1,000,000	1,000,000
Capital	851,894	756,610
Convention	109,106	265,146
	\$ 15,311,195 \$	19,466,200

The amount restricted for the benefit surplus fund is maintained to stabilize rate charges to participants and support benefit programs.

The amount restricted for sustainability is to fund unanticipated or emerging advocacy related expenditures.

The amount restricted for program development is to fund the development of programs in the future.

The amount restricted for capital is to fund unexpected capital expenditures.

The amount restricted for convention is to fund unexpected deficits arising from the convention and trade show.

During the year ended December 31, 2021, the Board of Directors authorized the transfer of \$4,155,005 from internally restricted net assets to unrestricted net assets (2020 - \$1,895,934).

15. Insurance agency commissions:

AUMA operates a group benefit plan providing insurance coverage for extended health care, disability and life policies. AUMA also operates an insurance plan providing insurance for liability, property, aviation and automobile policies. AUMA engages third party administrators to manage claim activity.

Commissions represent the net of insurance premiums billed less amounts due to insurance underwriters and are as follows:

	2021	2020
Gross benefit and insurance premiums	\$ 88,145,579 \$	85,730,472
Less underwriter premiums and administrator costs	80,078,154	77,199,318
	\$ 8,067,425 \$	8,531,154

Notes to the Consolidated Financial Statements Year ended December 31, 2021

16. Grants:

Grants include expenditures on the following items:

	2021	2020
Program development	\$ 9,222,162 \$	13,332,207
Salaries and benefits	1,112,661	681,575
Office administration	233,474	111,147
Consultants	364,395	55,865
Communication and promotions	115,708	66,373
Travel	5,787	1,624
	\$ 11,054,187 \$	14,248,791

17. MuniSERP administration fee:

AUMA received a flat service fee of \$38,510 (2020 - \$41,760) for coordinating actuarial services and holding investments as an agent on behalf of program subscribers. The MuniSERP administration fee is recorded in retirement services revenue. At December 31, 2021, AUMA holds \$7,418,330 (December 31, 2020 - \$7,358,559) on behalf of program subscribers.

18. Benefits deficit:

AUMA partners with a third party provider, as the insurer of its group benefits program, related to the coverage of group life and disability insurance. The insurer's role is to underwrite and adjudicate these coverages, with AUMA acting in the client service role. The benefits are underwritten on a refund accounting basis, meaning that after the insurer has funded its necessary reserves, the remaining surplus is available for refund to AUMA, or if in deficit AUMA must remit the amount to the third party provider. During the year ended December 31, 2021, the deficit totaled \$42,984 (2020 - \$4,747,534).

19. Energy retail fees:

AUMA operates an energy retail program providing electricity and natural gas. AUMA engages a third party administrator to manage the distribution of the commodities and customer billing activity. Transactions under this program during the year were as follows:

	2021	2020
Energy sales	\$ 87,169,231	90,423,637
Energy cost of sales	84,774,881	88,048,565
	\$ 2,394,350 \$	2,375,072

Notes to the Consolidated Financial Statements Year ended December 31, 2021

20. Net investment income:

Net investment income is comprised of:

	2021	2020
Interest and dividend income	1,264,228	1,438,988
Net unrealized gain on sale of investments	1,098,628	806,117
Net realized gain on investments	259,165	163,486
Investment fees	(87,603)	(89,110)
	\$ 2,534,418 \$	2,319,481

21. Related party transactions:

MUNIX is a self-insurance exchange for members of AUMA. MUNIX was formed under the Reciprocal Insurance Exchange Agreement for Municipalities in the province of Alberta, dated January 1, 2002, by various municipalities subscribing to the agreement. AUMA administers MUNIX and therefore is a related party.

APEX was established on January 1, 2003 to enhance and supplement LAPP for eligible staff of participating municipalities in Alberta. It is a voluntary, contributory, defined benefit pension plan. AUMA is the sponsor of APEX and appoints members of the APEX Board of Governors. AUMA administers APEX and therefore is a related party.

AUMA had a trustee relationship involving an investment pool, MuniFunds. MuniFunds was an entity under common control and therefore is a related party. AUMA earned management fees from MuniFunds and incurred portfolio management expenses related to investment fund management fees, custodian fees, record keeping fees and valuation fees. MuniFunds was terminated effective September 9, 2021.

The following balances with the related parties are outstanding as at December 31:

	2021	2020
MUNIX		
Accounts payable and accrued liabilities	\$ 109,909 \$	72,733
APEX		
Accounts payable and accrued liabilities	7,249	61,862
MuniFunds		
(Accounts receivable)	_	(240)
AEOEPC		
Accounts payable and accrued liabilities	49,985	

Notes to the Consolidated Financial Statements Year ended December 31, 2021

21. Related party transactions (continued):

The following transactions with the related parties occurred during the year ended December 31:

	2021	2020
MUNIX		
Agency and administration fees	\$ 2,750,736 \$	2,900,342
Insurance agency commissions	665,645	250,845
APEX		
Agency and administration fees	753,000	630,827
MuniFunds		
Investment management fees	654	2,697
Portfolio management fees	29,119	26,801
AEOEPC		
Registrar services fee	58,301	45,080
Contributed management and administration support	25,421	30,063

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

22. Commitments:

AUMA has an agreement for property management services with a third party for the AMP property. The agreement requires payments of the greater of 4% of the gross receipts from the AMP property or \$4,000 per month. The agreement continues from year to year unless either party delivers 60 days notice.

AUMA has an agreement with a third party to maintain and operate an energy retailing system that commenced January 1, 2019 and expires on December 31, 2023. The agreement will average \$50,000 per month, with a minimum monthly fee as follows:

Year	Minimum monthly fee
2022	25,000
2023	25,000

AUMA has entered into a licensing agreement for a group benefits plan administration software application, expiring December 31, 2023. During 2021, AMSCIS gave notice of intent to terminate the contract effective June 15, 2022. As per the terms of the licensing agreement, AMSCIS has incurred an early termination penalty of \$187,500. This penalty fee has been included in systems and equipment maintenance expense for the year ended December 31, 2021.

AUMA has entered into an agreement for consulting services relating to its group benefits plan. This agreement has no expiry term, and the maximum annual commitment is \$200,000.

Notes to the Consolidated Financial Statements Year ended December 31, 2021

22. Commitments (continued):

AUMA has entered into an agreement for insurance brokerage services for its general insurance program. The agreement expires on June 30, 2022 and the maximum annual commitment is \$300,000.

AUMA has entered into a Financial Letter of Agreement with a group benefits plan administrator whereby, in the event of termination of the group benefits plan, AMSCIS is required to pay an amount equal to the accumulated plan deficit at the time of termination, up to 25% of the annualized premium. The agreement continues from year to year unless either party delivers the prescribed notice to terminate.

23. Financial risks and concentration of credit risk:

(a) Currency risk:

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign currency rates.

AUMA is exposed to currency risk as a result of exchange rate fluctuations and the volatility of these rates. In the normal course of business, AUMA procures information technology support services in U.S. dollars and holds global investments including holdings denominated in U.S. dollars. AUMA does not currently enter into forward contracts to mitigate this risk.

There has been no change to currency risk from the prior year.

(b) Liquidity risk:

Liquidity risk is the risk that AUMA cannot meet its obligations as they become due. AUMA manages its liquidity risk by monitoring its operating requirements, and by preparing and monitoring budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

There has been no change to liquidity risk from the prior year.

(c) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. AUMA is exposed to credit risk with respect to cash on deposit, deposits with property manager, ASO funds held on deposits, investments and accounts receivable.

AUMA's accounts receivable consist primarily of amounts due from various provincial municipalities who are members of AUMA, and billed and unbilled energy retail fees from municipalities participating in the energy retail program. AUMA assesses accounts receivable on a continuous basis, and provides for any amounts that are not collectible in the allowance for doubtful accounts.

Cash, deposits with property manager, and ASO funds on deposit are maintained with federally regulated financial institutions.

Notes to the Consolidated Financial Statements Year ended December 31, 2021

23. Financial risks and concentration of credit risk (continued):

(c) Credit risk (continued):

Investments include domestic and foreign debt and equity based pooled funds, which are widely held and diversified. Fair value is based on the underlying securities held by the funds which are of commercial and government grade bonds, debentures, mortgage funds and shares of publicly traded companies whose shares are traded on domestic and global exchanges. Changes in the credit quality of bond issuers can result in a change in fair value.

There has been no change to credit risk from the prior year.

(d) Interest rate risk:

Interest rate risk is the risk that future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Interest rate risk arises on interest sensitive financial instruments such as the bond and mortgage fund.

There has been no change to interest rate risk from the prior year.

(e) Market rate risk:

Market risk is the risk of adverse financial impact as a consequence of market movements such as currency exchange rates, interest rates and other price changes. Market risk arises due to fluctuations in both the value of the assets held and the value of liabilities.

Investments in equity, bonds, and mortgage pooled funds are subject to fair value fluctuation of underlying securities held by the funds traded on domestic and global exchanges. Changes in the foreign exchange rates and market prices can result in a change in fair value.

There has been no change to market risk from the prior year.

24. Comparative figures:

Certain comparative figures have been reclassified to conform to the financial statement presentation adopted for the current year.

Financial Statements of

ALBERTA MUNICIPAL INSURANCE EXCHANGE

Year ended December 31, 2021



KPMG LLP 2200, 10175 – 101 Street Edmonton, AB T5J 0H3 Telephone (780) 429-7300 Fax (780) 429-7379 www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Subscribers of Alberta Municipal Insurance Exchange and the Alberta Superintendent of Insurance

Opinion

We have audited the financial statements of Alberta Municipal Insurance Exchange (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2021
- the statement of comprehensive (loss)/Income for the year then ended
- the statement of changes in subscribers' surplus for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the Entity as at December 31, 2021, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.



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

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

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian general accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individual or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to
fraud or error, design and perform audit procedures responsive to those risks, and obtain audit
evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures
 that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the
 effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

LPMG LLP

Edmonton, Canada February 23, 2022

Statement of Financial Position
As at December 31, 2021, with comparative information for 2020

		2024	
	Notes	2021	2020
Assets			
Cash		\$ 881,953	\$ 3,321,162
Investments	5, 7, 10	63,097,998	62,562,936
Accounts receivable	7, 9	561,726	458,872
Prepaid expenses		109,737	123,614
		\$ 64,651,414	\$ 66,466,584
Liabilities and subscribers' surplus Liabilities:			
Claims liabilities	0.7		
	6. /	\$ 28,276,810	\$ 28.885.625
Reinsurance payable	6, 7 6, 8	\$ 28,276,810 64,242	\$ 28,885,625 43,344
Reinsurance payable Premium tax payable	•		
	6, 8	64,242	43,344
Premium tax payable	6, 8 7	64,242 518,373	43,344 552,088
Premium tax payable	6, 8 7	64,242 518,373 183,286	43,344 552,088 74,699

Director

Director

See accompanying notes to the financial statements.

On behalf of the Advisory Board:

Statement of Comprehensive (Loss) Income Year ended December 31, 2021, with comparative information for 2020

Notes		2021	2020
7	ф	12.0E0.221 ¢	12 002 102
•	Ф	, ,	13,802,193
7,8		, ,	(769,696)
		12,035,681	13,032,497
6		11,695,267	8,982,932
6, 8		20,898	(3,500)
		11,716,165	8,979,432
		518,373	552,087
		12,234,538	9,531,519
		(198,857)	3,500,978
9		2,787,660	2,934,576
		280,842	279,271
		163,812	91,882
		117,040	57,345
		87,260	99,983
		48,256	77,116
		48,099	40,483
		20,777	9,017
		395	3,899
		3,554,141	3,593,572
		(3,752,998)	(92,594)
5, 10		2,450,873	3,213,526
	\$	(1,302,125) \$	3,120,932
	7 7,8 6 6,8	7 \$ 7,8 6 6 6,8 9	7 \$ 12,959,321 \$ 7,8 (923,640) 12,035,681 6 11,695,267 6,8 20,898 11,716,165 518,373 12,234,538 (198,857) 9 2,787,660 280,842 163,812 117,040 87,260 48,256 48,099 20,777 395 3,554,141 (3,752,998) 5, 10 2,450,873

See accompanying notes to the financial statements.

Statement of Changes in Subscribers' Surplus Year ended December 31, 2021, with comparative information for 2020

	Subscribers' surplus
As at January 1, 2020 Comprehensive income	\$ 33,789,896 3,120,932
As at December 31, 2020	36,910,828
Comprehensive (loss)	 (1,302,125)
As at December 31, 2021	\$ 35,608,703

See accompanying notes to financial statements.

Statement of Cash Flows

Year ended December 31, 2021, with comparative information for 2020

	Notes	2021	2020
Cash provided by (used in):			
Operating activities:			
Comprehensive income		\$(1,302,125)	3,120,932
Adjustments for:			
Net realized gain on sale of investments	5	(1,930,406)	(1,194,440)
Net unrealized loss (gain) on investments	5	1,163,571	(915,325)
Interest and dividend income	5	(1,815,266)	(1,230,321)
Change in non-cash balances related to operations:			
Increase in accounts receivable		(102,854)	(64,313)
Decrease (increase) in prepaid expenses		13,877	(111,048)
(Decrease) increase in claims liabilities	6	(608,815)	1,551,347
(Decrease) in premium tax payable		(33,715)	(8,645)
Increase (decrease) in accounts payable and accrued liabilities		108,587	(259,246)
Increase (decrease) in reinsurance payable		20,898	(3,500)
Interest and dividends received in cash		1,812,928	1,259,685
		(2,673,320)	2,145,126
Investing activities:			
Purchase of investments		(119,609,818)	(147,005,819)
Proceeds from sale of investments		119,843,929	143,037,322
		234,111	(3,968,497)
Decrease in cash		(2,439,209)	(1,823,371)
Cash, beginning of year		3,321,162	5,144,533
Cash, end of year		\$ 881,953	3,321,162

See accompanying notes to the financial statements.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

1. Reporting entity:

Alberta Municipal Insurance Exchange (the "Exchange") was formed on January 1, 2002 under the Reciprocal Insurance Exchange Agreement for Municipalities in the province of Alberta and the Insurance Act (the "Act"). Its registered office is located at 300-8616 51 Avenue Edmonton, Alberta, Canada T6E 6E6.

The Exchange commenced operations on January 1, 2002 and has 719 (2020 - 744) subscribers. Subscriptions to the Exchange are renewed annually on a rollover basis. The next date for renewal of policies is January 1, 2022.

The Act permits a group of subscribers to exchange reciprocal contracts or inter-insurance with each other through a principal attorney. The principal attorney is authorized by the subscribers under a power of attorney, to sign reciprocal contracts on their behalf and to act on the subscribers' behalf in respect of any matter specified in the power of attorney related to those contracts.

The Exchange is established for the purpose of permitting the subscribers to exchange a reciprocal contract or inter-insurance as provided for in the Act. The subscribers to the Exchange are various Alberta Urban Municipalities Association ("AUMA") members subscribing to the Reciprocal Insurance Exchange Agreement for Municipalities in the province of Alberta dated January 1, 2002.

The affairs of the Exchange are governed by an advisory board established in accordance with the power of attorney.

The majority of the advisory board members are directors of AUMA whose municipalities are subscribers of the Exchange. AMSC Insurance Services Ltd. ("AMSCIS"), a wholly owned subsidiary of AUMA, acts as an agent of the Exchange.

2. Basis of presentation:

(a) Statement of compliance:

The financial statements have been prepared in accordance with International Financial Reporting Standards ("IFRS") and comply with the requirements for filing with the Superintendent of Insurance for the Province of Alberta.

The financial statements were authorized for issue by the advisory board on February 24, 2022.

(b) Basis of measurement:

The financial statements have been prepared on the historical cost basis, except for investments which are measured at fair value.

(c) Functional and presentation currency:

The financial statements are presented in Canadian dollars, which is the Exchange's functional currency. All financial information presented in Canadian dollars has been rounded to the nearest dollar, unless otherwise indicated.

(d) Use of estimates and judgments:

The preparation of the financial statements in conformity with IFRS requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

2. Basis of presentation (continued):

(d) Use of estimates and judgments (continued):

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

Refer to note 3(a)(iii) for a description of the significant judgments and estimates made by the Exchange.

3. Significant accounting policies:

The accounting policies set out below have been applied consistently to all periods presented in these financial statements, unless otherwise indicated.

- (a) Insurance contracts:
 - (i) Premiums earned:

Premiums are recognized over the term of the related policy period. The Exchange's policy year ends on December 31st.

(ii) Claims and claims adjustment expenses:

Claims and claims adjustment expenses consist of claims paid to policyholders, changes in the valuation of the liabilities arising on policyholder contracts and external claims handling expenses, net of salvage and subrogation recoveries.

(iii) Claims liabilities:

A provision has been made for the estimated liability for all reported and outstanding claims using a case-basis evaluation plus an amount for adverse development and for claims incurred to December 31, which have not yet been reported to the Exchange ("incurred but not reported claims" or "IBNR"). The estimate of IBNR is generally subject to a greater degree of uncertainty than that for reported claims. A provision has also been made for internal claim adjustment expenses ("ILAE") related to the estimated ultimate expected costs of investigating, resolving and processing these claims. The computation of these provisions takes into account the time value of money using discount rates based on projected investment income from the assets supporting these provisions.

Since the provision is based on estimates of future trends in claim severity and other factors which could vary as the claims are settled, the ultimate liability may be more or less than the estimated amounts. Although it is not possible to measure the degree of variability inherent in such estimates, management believes that the unpaid claims amounts and related adjustment expenses are adequate. The estimates are periodically reviewed by an actuary and, as adjustments to these liabilities become necessary, they are reflected in current operations.

(iv) Contract classification:

All contracts issued by the Exchange meet the definition of an insurance contract and are accounted for in accordance with IFRS 4 - Insurance Contracts ("IFRS 4"). Insurance contracts are those contracts where the Exchange has accepted significant insurance risk. A contract is considered to have significant insurance risk if, and only if, an insured event could cause an insurer to make significant additional payments in any scenario, excluding scenarios that lack commercial substance, at the inception of the contract. Insurance contracts issued by the Exchange are subject to the loss limits as described in note 7 under Insurance Risk

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

Significant accounting policies (continued):

- (a) Insurance contracts (continued):
 - (iv) Contract classification (continued):

Once a contract has been classified as an insurance contract, it remains an insurance contract for the remainder of its lifetime, even if the insurance risk reduces significantly during the period, unless all rights and obligations are extinguished or expire.

(v) Liability adequacy test:

At the end of each reporting period, a liability adequacy test ("premium deficiency") is performed to ensure the adequacy of the contract liabilities, net of related deferred acquisition cost ("DAC") assets. In performing this test, current best estimates of future contractual cash flows and claims handling and administration expenses, as well as investment income from the assets backing such liabilities, are used. Any premium deficiency is immediately charged to comprehensive income initially by writing off DAC assets and by subsequently establishing a provision for losses arising from the liability adequacy test. No such deficiency has been determined to exist as at December 31, 2021. The Exchange does not incur significant costs that would be considered DAC assets.

(vi) Reinsurance contracts:

The Exchange reinsures its contracts on an excess of loss basis. Reinsurance arrangements do not relieve the Exchange of its obligation to policyholders. Contracts entered into by the Exchange with reinsurers under which the Exchange is compensated for losses on one or more contracts issued by the Exchange and that meet the classification requirements for insurance contracts are classified as due from reinsurance.

The benefits to which the Exchange is entitled under its reinsurance contracts held are recognized as ceded claims and unreported losses. These assets consist of short-term balances due from reinsurers, as well as longer term receivables that are dependent on the expected claims and benefits arising under the related reinsured insurance contracts. Amounts recoverable from or due to reinsurers are measured consistently with the amounts associated with the reinsured insurance contracts and in accordance with the terms of each reinsurance contract. Reinsurance liabilities are primarily premiums payable for reinsurance contracts and are recognized as an expense when due.

The Exchange assesses its reinsurance assets for impairment on a quarterly basis. If there is objective evidence that the reinsurance asset is impaired, the Exchange reduces the carrying amount of the reinsurance assets to its recoverable amount and recognizes that impairment loss in the statement of comprehensive income. The Exchange fosters the objective evidence that a reinsurance asset is impaired using the same process adopted from non-financial assets. The impairment loss is calculated following the same method used for these assets.

The Exchange reflects reinsurance balances on the statement of financial position on a gross basis to indicate the extent of credit risk related to reinsurance and its obligations to subscribers and on a gross basis in the statement of comprehensive income to indicate the results of its retention of premiums written.

Expected reinsurance recoveries on unpaid claims are recognized as assets at the same time and using principles consistent with the Exchange's method for establishing the related liability.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

Significant accounting policies (continued):

- (b) Financial instruments:
 - (i) Non-derivative financial assets:

The Exchange recognizes financial assets on the trade date, at which the Exchange becomes a party to the contractual provisions on the financial asset contract.

The Exchange derecognizes a financial asset only when the contractual rights to the cash flows from the asset expire; or it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. If the Exchange neither transfers nor retains substantially all the risks and rewards of ownership and continues to control the transferred asset, the Exchange recognizes its retained interest in the asset and an associated liability for amounts it may have to pay. If the Exchange retains substantially all the risks and rewards of ownership of a transferred financial asset, the Exchange continues to recognize the financial asset and also recognizes a collateralized borrowing for the proceeds received.

Financial assets and liabilities are offset and the net amount presented in the statement of financial position when, and only when, the Exchange has a legal right to offset the amounts and intends either to settle on a net basis or to realize the asset and settle the liability simultaneously.

The Exchange has classified financial assets as either fair value through profit or loss ("FVTPL") or loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

Financial assets at FVTPL:

A financial asset is classified as FVTPL if it has been acquired principally for the purpose of selling in the near future or is designated as such upon initial recognition. Financial assets are designated as FVTPL upon initial recognition if such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise, and the financial asset forms part of a portfolio of financial assets which is managed and its performance is evaluated on a fair value basis, in accordance with the Exchange's documented risk management or investment strategy, and information about the portfolio is provided internally on that basis.

The Exchange's investments are classified as FVTPL. Investments include debt and equity securities and treasury bills.

Investments at FVTPL are recorded at fair value with realized gains and losses on sale and changes in the fair value recorded in net investment income. Transaction costs, as well as custodian and investment manager fees related to FVTPL financial assets are recognized in income as incurred, as part of general investment expenses.

Loans and receivables:

Loans and other receivables that have fixed or determinable payments that are not quoted in an active market are designated as loans and receivables. Loans and receivables are measured at amortized cost using the effective interest method, less any impairment. Interest income is recognized by applying the effective interest rate, except for short-term receivables when the recognition of interest would be immaterial.

Loans and receivables are comprised of accounts receivable.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

Significant accounting policies (continued):

- (b) Financial instruments (continued):
 - (i) Non-derivative financial assets (continued):

Cash

Cash is comprised of cash on hand and cash managed within the investment portfolio.

Interest income:

Interest income is accrued using the effective interest rate method, which uses the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to that asset's net carrying amount.

(ii) Non-derivative financial liabilities:

All financial liabilities are recognized initially on the date that the Exchange becomes a party to the contractual provisions of the instrument.

The Exchange derecognizes a financial liability when its contractual obligations are discharged, canceled or expire.

The Exchange classifies all non-derivative financial liabilities into the other financial liabilities category. Such financial liabilities are recognized initially at fair value along with any directly attributable transaction costs. Subsequent to initial recognition, these financial liabilities are measured at amortized cost using the effective interest rate method.

Non-derivative financial liabilities are comprised of accounts payable and accrued liabilities.

(iii) Fair value of financial instruments:

The fair value of non-derivative financial assets and liabilities, with standard terms and conditions and traded on active liquid markets, are determined by reference to quoted market prices.

The fair value of other non-derivative financial assets and liabilities are determined in accordance with generally accepted pricing models based on discounted cash flow analysis using prices from observable current market transactions and dealer quotes for similar instruments.

(c) Impairment of financial assets:

Financial assets, other than those at FVTPL, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been negatively impacted.

For certain categories of financial assets, such as accounts receivable, assets that are assessed not to be impaired individually are subsequently assessed for impairment on a collective basis.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets and the loss is recognized in comprehensive income.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

3. Significant accounting policies (continued):

(c) Impairment of financial assets (continued):

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognized, the previously recognized impairment loss is reversed through comprehensive income to the extent that the carrying amount of the investment at the date the impairment is reversed does not exceed what the amortized cost that would have been recognized had the initial impairment loss not been recognized.

(d) Income taxes:

No provision for income taxes has been made in these financial statements as the Exchange is not subject to such income taxes.

- (e) Future changes in accounting policies:
 - (i) IFRS 17 Insurance Contracts ("IFRS 17"):

In May 2017, the International Accounting Standards Board ("IASB") issued IFRS 17, a comprehensive standard that establishes principles for the recognition, measurement, presentation and disclosure of insurance contracts. The standard introduces consistent accounting for all insurance contracts.

The measurement approach under IFRS 17 is based on (a) a current, unbiased probability-weighted estimate of future cash flows expected to arise as the insurer fulfills the contract; (b) the effect of the time value of money; (c) a risk adjustment that measures the effects of uncertainty about the amount and timing of future cash flows; and (d) a contractual service margin which represents the unearned profit in a contract and that is recognized as the insurer fulfills its performance obligations under the contract. Estimates are required to be re-measured each reporting period.

Certain types of contracts, typically short-duration contracts, will be permitted to use a simplified measurement approach. Additionally, for contracts in which the cash flows are linked to underlying terms, the liability value will reflect that linkage. There will also be a new financial statement presentation for insurance contracts and additional disclosure requirements.

IFRS 17 is effective for annual periods beginning on or after January 1, 2023. IFRS 17 will replace IFRS 4. The Exchange intends to adopt IFRS 17 for the annual period beginning on January 1, 2023. The financial and disclosure impact of adopting IFRS 17 is still being assessed by the Exchange.

(ii) IFRS 9 Financial Instruments ("IFRS 9"):

IFRS 9 is generally effective for annual periods beginning on or after January 1, 2018. In September 2016, the IASB issued amendments to IFRS 4, which provides optional relief to eligible insurers in respect of IFRS 9. The options permit (a) entities whose predominant activity is issuing insurance contracts within the scope of IFRS 17 a temporary exemption to defer the implementation of IFRS 9, or alternatively (b) give entities issuing insurance contracts the option to remove from comprehensive income the incremental volatility caused by changes in the measurement of specified financial assets upon application of IFRS 9. Entities that apply either of the options will be required to adopt IFRS 9 on January 1, 2023, which aligns with the effective date of IFRS 17.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

Significant accounting policies (continued):

- (e) Future changes in accounting policies (continued):
 - (ii) IFRS 9 Financial Instruments ("IFRS 9") (continued):

The Exchange evaluated its liabilities at December 31, 2015, the prescribed date of assessment under the temporary exemption provisions and concluded that all of the liabilities were predominately connected with insurance. 98% of the Exchange's liabilities at December 31, 2015 are liabilities that arise from contracts within the scope of IFRS 17 and 2% of the Exchange's liabilities at December 31, 2015 are liabilities that arise because the Exchange issues insurance contracts and fulfills obligations arising from insurance contracts. Additionally, the Exchange has not previously applied any version of IFRS 9. Therefore, the Exchange is an eligible insurer that qualifies for optional relief from the application of IFRS 9.

As at January 1, 2018, the Exchange has elected to apply the optional transitional relief under IFRS 4 that permits the deferral of the adoption of IFRS 9 for eligible insurers. The Exchange will continue to apply International Accounting Standard 39 Financial Instruments: Recognition and measurement until January 1, 2023.

Although the Exchange is still in the process of assessing the potential impact of IFRS 9, it does not expect this standard will have a significant impact on its results of operations or financial position as the Exchange's business model is to manage investments based on their performance measured at fair value as opposed to realizing principal and interest payments.

4. Role of the actuary and auditors:

The actuary is appointed by the advisory board of the Exchange and is responsible for ensuring that the assumptions and methods for the valuation of the policy liabilities are in accordance with accepted actuarial practice, applicable legislation and associated regulations and directives. The actuary is required to provide an opinion on the appropriateness of the policy liabilities at the statement of financial position date to meet all policyholder obligations of the Exchange. The work to form that opinion includes an assessment of the sufficiency and reliability of policy data and an analysis of the ability of the assets to support the policy liabilities. In carrying out this assessment, the actuary makes use of the work of the external auditor with respect to tests of the data used in the valuation. The actuary's report outlines the scope of their work and opinion. The actuary is also required each year to analyze the financial condition of the Exchange and prepare a report for the advisory board.

The external auditors have been appointed by the advisory board of the Exchange pursuant to the Act to conduct an independent and objective audit of the financial statements of the Exchange in accordance with Canadian generally accepted auditing standards and to report thereon to the subscribers. In carrying out their audit, the auditors also make use of the work of the actuary and their report on the Exchange's policy liabilities. The auditors' report outlines the scope of their audit and their opinion.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

Investments:

The fair values of investments classified as FVTPL are summarized as follows:

		% of total		% of total
	2021	fair value	2020	fair value
Treasury bills	\$ 7,389,493	11.7% \$	10,823,207	17.3 %
Debt securities				
Federal	11,867,046	18.8%	9,090,371	14.5 %
Provincial	6,071,946	9.6%	7,075,955	11.3 %
Municipal	_	—%	_	0.0 %
Corporate and other debt	25,853,368	41.0%	23,699,412	37.9 %
Equity securities	11,916,145	18.9%	11,873,991	19.0 %
Total Investments	\$ 63,097,998	100.0% \$	62,562,936	100.0 %

Treasury bills are managed as a component of the Exchange's investment portfolio.

The average net annual rate of return, based on the fair value of the Exchange's investment portfolio for the year ended December 31, 2021 is 3.90% (2020 - 5.40%).

Fair value hierarchy

The Exchange has segregated all financial assets that are measured at fair value into the most appropriate level within the fair value hierarchy based on the inputs used to determine the fair value at the measurement date. The table below analyzes financial instruments carried at fair value by valuation method.

The different levels have been defined as follows:

- · Level 1: quoted prices (unadjusted) in active markets for identical assets or liabilities.
- Level 2: inputs other than quoted prices included within Level 1 that are observable for the assets or liabilities, either directly (i.e. as prices) or indirectly (i.e. derived from prices).
- Level 3: inputs for the assets or liabilities that are not based on observable market data (unobservable inputs).

	Level 1	Level 2	Level 3 2021 Total
Treasury bills	\$ 7,389,493	\$ —	\$ - \$ 7,389,493
Debt securities			
Federal	_	11,867,047	— 11,867,047
Provincial	_	6,071,946	— 6,071,946
Municipal	_	_	
Corporate and other debt	_	25,853,368	— 25,853,368
Equity securities	11,916,144	_	— 11,916,144
	\$19,305,637	\$43,792,361	\$ - \$63,097,998

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

5. Investments (continued):

Fair value hierarchy (continued):

	Level 1	Level 2	Level 3	2020 Total
Treasury bills	\$10,823,207	\$ —	\$ —	\$10,823,207
Debt securities				
Federal	_	9,090,371	_	9,090,371
Provincial	_	7,075,955	_	7,075,955
Municipal	_	_	_	_
Corporate and other debt	_	23,699,412	_	23,699,412
Equity securities	11,873,991	_	_	11,873,991
	\$22,697,198	\$39,865,738	\$ —	\$62,562,936

There were no transfers of assets between levels in the current or prior year.

Net investment income is comprised of the following:

	2021	2020
Interest and dividend income	\$ 1,815,266 \$	1,230,321
Net realized gain on sale of investments	1,930,406	1,194,440
Net unrealized (loss)/gain on investments	(1,163,571)	915,325
Investment fees	(131,228)	(126,560)
	\$ 2,450,873 \$	3,213,526

6. Claims liabilities and reinsurance assets:

The gross claims liabilities, reinsurance recoverable estimates and the discount rate are as follows:

As at December 31, 2021	Undiscounted	Discounted	Discount rate	
Gross claims liabilities	\$ 27,676,000	\$ 28,276,810	1.39%	
Reinsurance payable	64,242	64,242	0.00%	
	\$ 27,740,242	\$ 28,341,052		
As at December 31, 2020	Undiscounted	Discounted	Discount rate	
Gross claims liabilities	\$ 27,873,000	\$ 28,885,625	0.67%	
Ceded unpaid claims and unreported losses	42,000	43,344	0.15%	
	\$ 27.915.000	\$ 28.928.969		

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

6. Claims liabilities and reinsurance assets (continued):

Claims liabilities, end of year

Unpaid claims and claims liabilities consist of the following amounts:

As at December 31, 2021		Gross		Ceded		Net
Unpaid claims	\$	14,019,810	\$	64,242	\$	14,084,052
IBNR provision		10,368,000		_		10,368,000
ILAE reserve		3,889,000				3,889,000
	\$	28,276,810	\$	64,242	\$	28,341,052
A D		0		0 1 1		Nist
As at December 31, 2020	Φ.	Gross	Φ.	Ceded	Φ.	Net
Unpaid claims	\$	14,258,625	\$	42,344	\$	14,300,969
IBNR provision		10,586,000		1,000		10,587,000
ILAE reserve	\$	4,041,000	Φ.	42.244	ф.	4,041,000
		28,885,625	\$	43,344	\$	28,928,969
Activity in claims liabilities during the year is su	ımm	arized as follo	ws:			
For the year ended December 31, 2021		Gross		Ceded		Net
Claims liabilities, beginning of year	\$	28,885,625	\$	43,344	\$	28,928,969
(Decrease) in provisions for prior year claims and changes in actuarial assumptions		(222.282)		20 000		(011 404)
		(232,382)		20,898		(211,484)
Provision for losses on current year claims		12,079,649		_		12,079,649
Increase in ILAE reserve		(152,000) 11,695,267		20,898		(152,000) 11,716,165
Incurred losses and expenses		11,095,207		20,090		11,710,105
Paid on claims occurring in prior years		(8,596,382)				(8,596,382)
Paid on current year claims		(3,707,700)		_		(3,707,700)
Faid on current year claims		(12,304,082)				(12,304,082)
		• • • •			_	•
Claims liabilities, end of year	\$	28,276,810	\$	64,242	\$	28,341,052
For the year ended December 31, 2020		Gross		Ceded		Net
Claims liabilities, beginning of year	\$	27,334,278	\$	46,844	\$	27,381,122
(Decrease) in provisions for prior year claims and changes in actuarial assumptions		(1,787,653)		(3,500)		(1,791,153)
Provision for losses on current year claims		10,491,585				10,491,585
Decrease in ILAE reserve		279,000		_		279,000
		8,982,932		(3,500)		8,979,432
Incurred losses and expenses				, . ,		
Paid on claims occurring in prior years		(5,240,928)		_		(5,240,928)
Paid on current year claims		(2,190,657)		_		(2,190,657)
		(7,431,585)		_		(7,431,585)
		•				

\$ 28,885,625 \$

43,344 \$ 28,928,969

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

Claims liabilities and reinsurance assets (continued):

As at December 31, reinsurance payable is summarized as follows:

	2021	2020
Reinsurance payable	\$ (64,242) \$	(42,344)
Ceded unreported losses	_	(1,000)
	\$ (64,242) \$	(43,344)

The establishment of the provision for claims liabilities is based on known facts and interpretation of circumstances and is therefore a complex and dynamic process influenced by a large variety of factors. These factors include the Exchange's experience with similar cases and historical trends involving claim payment patterns, loss payments, pending levels of unpaid claims, claims severity and claim frequency patterns.

Other factors include the continually evolving and changing regulatory and legal environment, actuarial studies, professional experience and expertise of the Exchange's consultants retained to handle individual claims, the quality of the data used for projection purposes, existing claims management practices including claims handling and settlement practices, the effect of inflationary trends on future claims settlement costs, court decisions, economic conditions and public attitudes. In addition, time can be a critical part of the provision determination, since the longer the span between the incidence of a loss and the payment or settlement of the claims, the more variable the ultimate settlement amount can be.

Consequently, the process for establishing the provision for claims liabilities relies on the judgment and opinions of a number of individuals, historical precedent and trends, prevailing legal, economic, social and regulatory trends and expectations as to future developments. This process also necessarily involves the risk that the actual results will deviate, perhaps substantially, from the best estimates made. These provisions are monitored and recalculated annually. All such deviations will cause corresponding changes in amounts receivable from subscribers and in related balances.

The net provision for claims liabilities consists of the case reserves on known claims, the IBNR provision, adjustment expenses including an amount for ILAE and a factor for deviations in the estimated results. The net provision for claims is discounted using rates based on the projected investment income from the assets supporting the provisions and reflecting the estimated timing of payments and recoveries. The discount rate used in the valuation was 1.39% (2020 - 0.67%).

The Exchange strives to establish adequate claims liabilities at the original valuation date. However, as time passes, the ultimate cost of claims becomes more certain. As determined by the appointed actuary, during the year ended December 31, 2021, the Exchange experienced favorable claims development of \$nil (2020 - \$2,739,000) as stated on an aggregate undiscounted basis.

7. Financial risk management:

The primary goals of the Exchange's financial risk management are to ensure that the outcomes of activities involving elements of risk are consistent with the Exchange's objectives and risk tolerance, and to maintain an appropriate risk/reward balance while protecting the Exchange's statement of financial position from events that have the potential to materially impair its financial strength. Balancing risk and reward is achieved through aligning risk appetite with business strategy, diversifying risk, pricing appropriately for risk, mitigating risk through preventative controls and transferring risk to third parties. The Exchange's exposure to potential loss from financial instruments is primarily due to insurance risk along with market, credit, liquidity and capital management risks.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

7. Financial risk management (continued):

Insurance risk:

The Exchange accepts insurance risk through its insurance contracts where it assumes the risk of loss from organizations that are directly subject to the underlying loss. The Exchange is exposed to the uncertainty surrounding the timing, frequency and severity of claims under these contracts.

Insurance risk is the risk arising from the inherent uncertainties as to the occurrence, amount and timing of insurance liabilities. Insurance risk is comprised of underwriting and pricing risk, reserving risk, catastrophic loss risk, reinsurance risk and concentration risk.

Underwriting and pricing risk:

Underwriting risk is the risk that the total cost of claims and other expenses will exceed premiums received and can arise from numerous factors such as inappropriate underwriting and inadequate pricing (pricing risk).

Pricing risk arises when actual claims experience differs from the assumptions included in pricing calculations. Historically, the underwriting results of the property and casualty industry have fluctuated significantly due to the cyclicality of the insurance market. The market cycle is affected by the frequency and severity of losses, levels of capacity and demand, general economic conditions and price competition. The Exchange focuses on prudent rate setting that considers the requirements for claim aggregates, planned expenses, funding objectives, investment returns, and the current funding status of the Exchange. The pricing process is designed to ensure an appropriate return on capital while also providing long-term rate stability. These factors are set in conjunction with the actuary, and are reviewed and adjusted periodically to ensure they reflect the current environment.

There has been no change to underwriting and pricing risk from the prior year.

Reserving risk:

Reserving risk arises due to the length of time between the occurrence of a loss, the reporting of the loss to the insurer and ultimate resolution of the claim. Claim provisions are expectations of the ultimate cost of resolution and administration of claims based on an assessment of facts and circumstances then known, a review of historical settlement patterns, estimates of trends in claims severity and frequency, legal theories of liability and other factors.

Variables in the reserve estimation process can be affected by receipt of additional claim information and other internal and external factors, such as changes in claims handling procedures, economic inflation, legal and judicial trends, legislative changes and changes in severity or frequency of claims relative to historical trends. Due to the amount of time between the occurrence of a loss, the actual reporting of the loss and the ultimate payment, provisions may ultimately develop differently from the actuarial assumptions made when initially estimating the provision for claims. The Exchange's provision for claims is reviewed separately by, and must be acceptable to a third party claims adjuster, an internal claims manager, and the independent appointed actuary.

There has been no change to reserving risk from the prior year.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

7. Financial risk management (continued):

Insurance risk (continued):

Catastrophic loss risk:

Catastrophic loss risk is the exposure to losses resulting from multiple claims arising out of a single catastrophic event. Property and casualty insurance companies experience large losses arising from man-made or natural catastrophes that can result in significant underwriting losses. Catastrophes can cause losses in a variety of property and casualty lines and may have continuing effects which could delay or hamper efforts to timely and accurately assess the full extent of the damage they cause. The incidence and severity of catastrophes are inherently unpredictable.

The Exchange's catastrophic loss risk is limited to the annual aggregate for each coverage type; any losses over and above these amounts are borne by excess insurers, contracted by AMSCIS.

The loss limits by coverage type are as follows:

Liability insurance

The limit of liability for liability insurance is a maximum amount on any one loss of \$5,000,000 (2020 - \$5,000,000) in the event of a liability claim and a maximum policy year amount of \$5,000,000 (2020 - \$5,000,000) in the event of a series of claims. The Exchange does not purchase reinsurance for liability claims.

Property insurance

The limit of liability for property insurance is a maximum amount on any one loss of \$3,000,000 (2020 - \$3,000,000) in the event of a property claim and a maximum policy year amount of \$9,000,000 (2020 - \$7,000,000) in the event of a series of claims. In addition, the Exchange purchases reinsurance which increases the maximum policy year amount by an additional \$3,000,000 to a total of \$12,000,000 (2020 - \$5,000,000 and a total of \$12,000,000) in the event of a series of claims, but does not increase the maximum amount on any one loss. Of this reinsured amount, the Exchange cedes 77% (2020 - 77%) to third party reinsurers.

Auto Physical Damage insurance

The limit of liability for auto physical damage insurance is a maximum amount on any one loss of \$250,000,(2020 - \$250,000) in the event of a vehicle claim and a maximum policy year amount of \$1,250,000 (2020 - \$1,250,000) in the event of a series of claims. The Exchange does not purchase reinsurance for auto physical damage claims.

There has been no change to catastrophic loss risk from the prior year.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

7. Financial risk management (continued):

Insurance risk (continued):

Reinsurance risk:

The Exchange relies on reinsurance to manage the underwriting risk, however, reinsurance does not release the Exchange from its primary commitments to its policyholders. The Exchange has adopted a reinsurance risk management policy that is intended to manage its exposure to operational, legal, credit and liquidity risk. The Exchange is exposed to the credit risk associated with the amounts ceded to reinsurers. The Exchange assesses the financial soundness of the reinsurers before signing any reinsurance treaties and monitors their situation on a regular basis. In addition, the Exchange has minimum credit rating requirements for its reinsurers. Reinsurance coverage risk also exists because reinsurance terms, conditions and/or pricing may change on renewal. The Exchange reviews reinsurance requirements and seeks quotations on a regular basis to ensure that the best price possible is obtained. The Exchange works with well established reinsurers that have expertise in their field as well as an understanding of the business. Exposure risk is managed through the reinsurance risk management policy that limits the amount of capital which can be reinsured. Operational and liquidity risk is managed with continual program review and adherence to reinsurance agreements.

There has been no change to reinsurance risk from the prior year.

Concentration risk:

The Exchange is exposed to concentration of insurance risk through the geographical proximity and comparable operations of its subscribers, primarily municipalities in the province of Alberta. The concentration of subscribers by geographic area and business operations exposes the Exchange to political, economic, regulatory, and environmental challenges affecting their businesses. The Exchange's exposure to concentration of insurance risk is mitigated by a portfolio across three business lines (liability, property and auto physical damage). The Exchange also has exposure to catastrophic losses, which as described above is limited to the annual aggregate for each coverage type. The concentration by coverage type at the end of the year is broadly consistent with the prior year.

The table below provides a breakdown of net premiums by coverage type:

				Less: Cede	d	
			Total Gross	t	o 2021 Net	2020 Net
	Base	Reinsurance	Premiums	Reinsurer	s Premiums	Premiums
Liability	\$ 6,295,875	\$ —	\$ 6,295,875	\$ -	- \$ 6,295,875	\$ 6,022,303
Property	4,233,530	1,248,000	5,481,530	923,64	4,557,890	5,813,287
Physical						
Damage	1,181,916	_	1,181,916	_	- 1,181,916	1,196,907
	\$11,711,321	\$ 1,248,000	\$12,959,321	\$ 923,64	\$12,035,681	\$13,032,497

There has been no changes to concentration risk from the prior year.

Due from reinsurers:

Credit exposure related to the Exchange's due from reinsurers balances exists at December 31, 2021 to the extent that any reinsurer may not be able or willing to reimburse the Exchange under the terms of the relevant reinsurance arrangements. The Exchange has policies which limit its exposure to individual reinsurers and a regular review process to assess the creditworthiness of reinsurers with whom it transacts business.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

7. Financial risk management (continued):

Insurance risk (continued):

Due from reinsurers (continued):

The Exchange makes specific provisions against balances due from reinsurers considered to be in financial difficulty or with whom the Exchange is in dispute. The Exchange has mitigated the risk by including a non-dispute clause within its reinsurance contracts and monitors its reinsurers for credit risk.

Assumptions and sensitivities:

liabilities

The risks associated with insurance contracts are complex and subject to a number of variables which complicate quantitative sensitivity analysis. The Exchange uses several statistical and actuarial techniques based on past claims development experience. This includes indications such as average claims cost, ultimate claims numbers and expected loss ratios.

The Exchange considers that the liability for insurance claims recognized in the statement of financial position is adequate. However, actual experience will differ from the expected outcome.

For the year ended December 31, 2021, changes in actuarial assumptions have had no material effect on the claims liabilities from the prior year end.

Some results of sensitivity testing by claim year are set out below, showing the impact of a change in assumptions on total comprehensive income and subscribers' surplus. For each sensitivity analysis, the impact of a change in a single factor is shown, with other assumptions unchanged.

Effect on total comprehensive income/ subscribers' surplus 2021 % change 2020 % change (335,085)5% increase in loss ratios \$ (544,426)41.8 % (10.7)%5% decrease in loss ratios 603,982 (46.4)% 524,579 16.8 % 10% increase in expenses (355,414)27.3 % (359, 357)(11.5)% 10% decrease in expenses 355,414 359,357 11.5 % (27.3)%0.5% increase in discount rate used in actuarial calculation of claims liabilities 346.000 (26.6)% 355,000 11.4 % 0.5% decrease in discount rate used in actuarial calculation of claims

27.9 %

(225,000)

(7.2)%

The Exchange's method for sensitivity testing has not changed from the prior year.

(363,000)

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

7. Financial risk management (continued):

Insurance risk (continued):

Claims development tables

The following tables show the development of claims over a period of time. The top half of the table shows how the estimates of total claims for each accident year develop over time. The lower half of the table reconciles the cumulative claims to the amount appearing in the statement of financial position.

The gross estimates of the claims liability ultimates (in \$000s) are as follows:

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total
Estimate of ultimates:											
End of accident year	\$10,828	\$11,750	\$11,750	\$15,430	\$12,205	\$ 8,896	\$ 8,739	\$12,395	\$10,492	12,080	\$ 114,565
One year later	(314)	_	(1,096)	479	(625)	(1,775)	(2,167)	(2,314)	(376)	_	(8,188)
Two years later	(52)	_	87	(1,003)	(1,642)	826	361	(401)	_	_	(1,824)
Three years later	(443)	(446)	444	(588)	(145)	(410)	(175)	_	_	_	(1,763)
Four years later	(416)	6	(238)	303	131	515	_	_	_	_	301
Five years later	(238)	(377)	(338)	238	(466)	_	_	_	_	_	(1,181)
Six years later	(586)	124	(265)	(125)	_	_	_	_	_	_	(852)
Seven years later	(93)	(143)	597	_	_	_	_	_	_	_	361
Eight years later	(94)	34	_	_	_	_	_	_	_	_	(60)
Nine years later	1	_	_		_	_		_		_	1
Current estimate of ultimate claims	8,593	10,948	10,941	14,734	9,458	8,052	6,758	9,680	10,116	12,080	101,360
Cumulative payments	(8,436)	(10,278)	(9,440)	(13,881)	(8,601)	(6,303)	(4,679)	(7,681)	(5,548)	(3,708)	(78,555)
	157	670	1,501	853	857	1,749	2,079	1,999	4,568	8,372	22,805
Provision for prior years (2002 to 2011)											1,583
ILAE reserve											3,889
Liability in statement of financial position											\$ 28,277

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

7. Financial risk management (continued):

Insurance risk (continued):

Claims development tables (continued):

The net estimates of the claims liability ultimates (in \$000s) are as follows:

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total
Estimate of ultimates:											
End of accident year	\$10,828	\$11,750	\$11,750	\$15,430	\$12,205	\$ 8,896	\$ 8,739	\$12,395	\$10,492	12,080	\$ 114,565
Reinsurance payable	_	_	_	64	_	_	_	_	(376)	_	(312)
One year later	(314)	_	(1,096)	479	(625)	(1,775)	(2,167)	(2,314)	_	_	(7,812)
Two years later	(52)	_	87	(1,003)	(1,642)	826	361	(401)	_	_	(1,824)
Three years later	(443)	(446)	444	(588)	(145)	(410)	(175)	_	_	_	(1,763)
Four years later	(416)	6	(238)	303	131	515	_	_	_	_	301
Five years later	(238)	(377)	(338)	238	(466)	_	_	_	_	_	(1,181)
Six years later	(586)	124	(265)	(125)	_	_	_	_	_	_	(852)
Seven years later	(93)	(143)	597	_	_	_	_	_	_	_	361
Eight years later	(94)	34	_	_	_	_	_	_	_	_	(60)
Nine years later	1	_	_	_	_	_	_	_			1
Current estimate of ultimate claims	8,593	10,948	10,941	14,798	9,458	8,052	6,758	9,680	10,116	12,080	101,424
Cumulative payments	(8,436)	(10,278)	(9,440)	(13,881)	(8,601)	(6,303)	(4,679)	(7,681)	(5,548)	(3,708)	(78,555)
	157	670	1,501	917	857	1,749	2,079	1,999	4,568	8,372	22,869
Provision for prior years (2002 to 2011)											1,583
ILAE reserve											3,889
Liability net of ceded claim recoveries											\$ 28,341

Market risk:

Market risk is the risk of adverse financial impact as a consequence of market movements such as currency exchange rates, interest rates and other price changes. Market risk arises due to fluctuations in both the value of the assets held and the value of liabilities.

The Exchange has established policies and procedures in order to manage market risk.

Interest rate risk management:

Interest rate risk is the risk that future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

Fluctuations in interest rates have a direct impact on the market valuation of the Exchange's fixed income securities portfolio and liability values. Historical data and current information is used to profile the ultimate claim settlement patterns by class of insurance, which is then used in a broad sense to develop an investment policy and strategy. Generally the investment income will move with interest rates over the long-term. Short-term interest rate fluctuations will generally create unrealized gains or losses. Generally, the Exchange's investment income will be reduced during sustained periods of lower interest rates as higher yielding fixed income securities are called, mature, or are sold and the proceeds are reinvested at lower rates, and will likely result in unrealized gains in the value of fixed income securities the Exchange continues to hold, as well as realized gains to the extent the relevant securities are sold. During periods of rising interest rates, the market value of the Exchange's existing fixed income securities will generally decrease and unrealized gains on fixed income securities will likely be reduced or result in unrealized losses.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

7. Financial risk management (continued):

Market risk (continued):

Interest rate sensitivity analysis:

The sensitivity analysis below has been determined based on the theoretical exposure to interest rates at the statement of financial position date.

As at December 31, 2021, management estimates that an immediate hypothetical 100 basis point, or 1%, parallel increase in interest rates would decrease the market value of the fixed income investments (excluding cash) by \$1,036,520 (December 31, 2020 - \$1,037,860), representing 2.03% (2020 - 2.05%) of the \$51,181,852 (December 31, 2020 - \$50,688,945) fair value fixed income investments portfolio. Conversely, a 100 basis point decrease in interest rates would increase the market value of the fixed income investments by the same amount. If it was necessary to complete an unexpected immediate liquidation of assets to meet policy obligations, interest rate fluctuations could result in realized gains or losses greater than the change in reserve values.

Computations of the prospective effects of hypothetical interest rate changes are based on numerous assumptions, including the maintenance of the existing level and composition of fixed income investment assets at the indicated date, and are not indicative of future results. The analysis in this section is based on the following assumptions: 1) the investments in the Exchange's portfolio are not impaired; 2) interest rates and equity prices move independently; 3) shifts in the yield curve are parallel; and, 4) credit and liquidity risks have not been considered.

The Exchange's method for assessing sensitivity to interest rate fluctuations has not changed significantly from the prior year.

Equity price management:

The Exchange is exposed to equity price risk, which arises from equity securities held within pooled funds. The equity securities are listed on either the S&P/TSX Composite Index or the MSCI World Net Index. Fluctuations in these indices have a direct impact on the market valuation of the Exchange's equity securities. The Exchange monitors the proportion of equity securities in its investment portfolio and is advised by external investment managers to ensure that the investment portfolio remains stable.

Equity price sensitivity analysis:

As at December 31, 2021, management estimates that an immediate hypothetical 200 basis point, or 2%, parallel increase in the S&P/TSX Composite Index and the MSCI World Net Index would increase the market value of the equity investments by \$203,060 (December 31, 2020 - \$202,416).

Currency risk and other price risk management:

The Exchange has no significant concentration of currency risk or other price risk.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

7. Financial risk management (continued):

Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The key areas of exposure to credit risk for the Exchange are in relation to its investment portfolio, its reinsurance program, and to a lesser extent amounts due from policyholders.

The Exchange's risk management strategy is to invest primarily in debt instruments of high credit quality issuers and to limit the amount of credit exposure with respect to any one issuer. The Exchange attempts to limit credit exposure by imposing portfolio limits on individual corporate issuers as well as limits based on credit quality.

The following table shows aggregated credit risk exposure for assets with external credit ratings.

As at December 31, 2021		AAA		AA		А	BBB	R-1H	Carrying amount
Treasury bills	\$	_	\$	_	\$	_	\$ _	\$ 7,389,492	\$ 7,389,492
Debt securities									
Federal	11,8	67,046		_		_	_	_	11,867,046
Provincial		_		5,894,139		177,807	_	_	6,071,946
Municipal		_		_		_	_	_	_
Corporate and other									
debt	5	04,681		9,795,216	10	0,371,172	5,182,299	_	25,853,368
	\$ 12,3	71,727	\$ 1	5,689,355	\$ 10),548,979	\$ 5,182,299	\$ 7,389,492	\$ 51,181,852

As at December 31, 2020	AAA		AA		A	BBB	R-1H	Carrying amount
Treasury bills	\$ _	\$	_	\$	_	\$ _	\$ 10,823,207	\$ 10,823,207
Debt securities								
Federal	9,090,371		_		_	_	_	9,090,371
Provincial	_	6	6,713,441		362,514	_	_	7,075,955
Municipal	_		_		_	_	_	_
Corporate and other								
debt	244,939	į	5,803,448	1	0,262,757	7,388,268	_	23,699,412
	\$ 9,335,310	\$ 12	2,516,889	\$ 1	0,625,271	\$ 7,388,268	\$ 10,823,207	\$ 50,688,945

As at December 31, 2021 and 2020, the carrying values of investments as well as accounts receivable are neither past due nor impaired.

Liquidity risk management:

Liquidity is the risk that the Exchange cannot meet its obligations as they become due. Liquidity risk arises from the general business activities and in the course of managing the assets and liabilities of the Exchange. The liquidity requirements of the Exchange's business are met primarily by cash generated from operations, asset maturities and income and other returns received on investments. Cash provided from these sources is used for claim payments and operating expenses. To meet these cash requirements, the Exchange has policies to limit and monitor its exposure to individual issuers. The Exchange also holds a portion of invested assets in liquid marketable investments. All current investment holdings of the Exchange are immediately redeemable.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

7. Financial risk management (continued):

Liquidity risk management (continued):

At December 31, 2021, the Exchange has \$8,271,446 (December 31, 2020 - \$14,144,369) of cash and cash equivalents which includes \$7,389,493 (December 31, 2020 - \$10,823,207) of short-term investments. The cash equivalents are included in investments as they are managed as a component of the Exchange's investment portfolio, and consist of treasury bills with an original maturity date of one year or less.

The following table (in \$000s) shows details of the expected maturity profile of the Exchange's obligations with respect to its financial liabilities and estimated cash flows of recognized claims liabilities. The table includes both interest and principal cash flows.

	Within 1	2 to 5	6 to 10	Over 10	
As at December 31, 2021	year	years	years	years	Total
Claims liabilities	\$ 11,218	\$ 12,348	\$ 4,358	\$ 353	\$ 28,277
Premium taxes payable	518	_		_	518
Accounts payables and					
accrued liabilities	183	_	_	_	183
	\$ 11,919	\$ 12,348	\$ 4,358	\$ 353	\$ 28,978
	Within 1	2 to 5	6 to 10	Over 10	
As at December 31, 2020	year	years	years	years	Total
Claims liabilities	\$ 12,211	\$ 11,950	\$ 4,371	\$ 354	\$ 28,886
Premium taxes payable	552	_	_	_	552
Accounts payable and accrued					
liabilities	75	_			75
	\$ 12,838	\$ 11,950	\$ 4,371	\$ 354	\$ 29,513

The following table (in 000s) details the Exchange's expected maturity for its assets. The tables below have been drawn up based on the contractual maturities of the assets including interest that will be earned on those assets except where the Exchange anticipates that the cash flow will occur in a different period.

	Within 1	2 to 5	6 to 10	Over 10	
As at December 31, 2021	year	years	years	years	Total
Accounts receivable	\$ 562 \$	— \$	— \$	— \$	562
Treasury bills	7,389	_	_	_	7,389
Debt securities	3,469	34,361	2,964	2,998	43,792
Equity securities	11,916	_	_	_	11,916
	\$ 23,336 \$	34,361 \$	2,964 \$	2,998 \$	63,659

	Within 1	2 to 5	6 to 10	Over 10	
As at December 31, 2020	year	years	years	years	Total
Accounts receivable	\$ 459 \$	— \$	— \$	— \$	459
Treasury bills	10,823	_	_	_	10,823
Debt securities	4,461	30,481	4,924	_	39,866
Equity securities	11,874	_	_	_	11,874
	\$ 27,617 \$	30,481 \$	4,924 \$	— \$	63,022

The Exchange expects to meet its obligations from operating cash flows and proceeds of maturing financial assets.

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

7. Financial risk management (continued):

Capital risk management:

The Exchange's objectives when managing capital consist of maintaining sufficient capital to support claims liabilities and ensure the confidence of policyholders, support competitive pricing strategies and meet regulatory capital requirements. The Exchange is subject to the regulatory capital requirements defined by the Alberta Superintendent of Insurance and the Alberta Insurance Act. The Exchange has developed a capital strategy and monitors its capital management status. The Alberta Superintendent of Insurance has established a Minimum Capital Test guideline ("MCT"), which sets out 100% as the minimum and 210% as the supervisory target for the Exchange. The Exchange's internal target ratio which was approved by the Board of Directors was 240% for 2021. As at December 31, 2021, the Exchange's MCT ratio was 465%. % (December 31, 2020 483%). As at December 31, 2021, the Exchange was in compliance with the Alberta Superintendent of Insurance regulations.

Capital is defined as subscribers' surplus. Subscribers' surplus represents contributions made by subscribers and the excess of revenues over expenses, and may be used to cover potential future catastrophic claims, reduce future premiums, or be paid out to subscribers.

The Exchange is regulated by the Alberta Superintendent of Insurance and the Alberta Insurance Act. Accordingly, in addition to subscribers' surplus, the Exchange is required by the Alberta Superintendent of Insurance to maintain an excess of cash and securities over the Reserve and Guarantee Fund.

The Reserve and Guarantee Fund has three components: a reserve fund which consists of 50% of premiums collected in the current fiscal year; a guarantee fund which consists of the Exchange's total liabilities; and a \$50,000 statutory margin. If the Exchange experiences a shortfall of cash and securities over the Reserve and Guarantee Fund, the Alberta Superintendent of Insurance requires the Exchange to produce a plan to eliminate the shortfall. As at December 31, 2021, the Exchange has an excess of cash and securities over the Reserve and Guarantee Fund of \$28,869,000 (December 31, 2020 - \$29,762,000).

8. Reinsurance:

During the year ended December 31, 2021, the Exchange ceded coverage on an "excess-of-loss" basis to registered reinsurers for premiums of \$923,640 (2020 - \$769,696) and as identified in Note 6, claims and claims expenses included in the statement of comprehensive income were increased by \$20,898 (2020 - decreased by \$3,500). Such reinsurance arrangements limit the Exchange's liability in the event of large losses. Notwithstanding the reinsurance arrangements, the Exchange maintains the primary liability to the subscribers.

Reinsurance payable is comprised of the following:

	2021	2020
Reinsurance payable (note 6)	\$ (64,242) \$	(43,344)

Notes to the Financial Statements Year ended December 31, 2021, with comparative information for 2020

9. Related party transactions:

The affairs of the Exchange are governed by the Advisory Board. The majority of the board members are also directors of AUMA, and all the subscribers to the Exchange are also members of AUMA. As such, all of the entities that operate under the auspices of AUMA are considered related parties to the Exchange. This includes AMSCIS, who acts as agent for the Exchange, and Alberta Municipal Services Corporation ("AMSC"), also a wholly owned subsidiary of AUMA, who is the trustee for MuniFunds and administrator of a high interest savings account in which the Exchange invests.

The Exchange does not employ any individuals directly. Agency and administrative services are provided to the Exchange by AUMA, for which fees are charged; \$2,012,254 (2020 - \$2,215,664) relate to the salaries and benefits of employees.

The following balances with the related parties are outstanding as at December 31:

	2021	2020
AUMA		_
Accounts receivable	\$ 31,563 \$	74,187
AMSCIS		
Accounts payable (receivable)	37,667	(1,454)

The following transactions with the related parties occurred during the year ended December 31:

	2021	2020
AUMA		_
Management fees	\$ 2,787,660 \$	2,934,576

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

10. Non-current assets and liabilities:

The following table (in \$000s) presents assets and liabilities the Exchange expects to recover or settle after more than twelve months as at December 31, 2021 and 2020:

	2021	2020
Assets:		
Investments	\$ 40,323 \$	35,405
Total non-current assets	40,323	35,405
Liabilities:		
Claims liabilities	17,059	16,675
Total non-current liabilities	17,059	16,675
Net non-current assets	\$ 23,264 \$	18,730

Financial Statements of

APEX SUPPLEMENTARY PENSION PLAN

Year ended December 31, 2021



KPMG LLP 2200, 10175 – 101 Street Edmonton, AB T5J 0H3 Telephone (780) 429-7300 Fax (780) 429-7379 www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Governance Boards of APEX Supplementary Pension Plan and Alberta Urban Municipalities Association

Opinion

We have audited the financial statements of APEX Supplementary Pension Plan (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2021
- the statement of changes in net assets available for benefits for the year then ended
- the statement of changes in pension obligations for the year then ended
- the statement of changes in accumulated deficit for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the Entity as at December 31, 2021, and its changes in net assets available for benefits, its changes in accrued pension liability and its changes in accumulated deficiency for the year then ended in accordance with Canadian accounting standards for pension plans.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of ours auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.



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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian general accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individual or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to
fraud or error, design and perform audit procedures responsive to those risks, and obtain audit
evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures
 that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the
 effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

KPMG LLP

Edmonton, Canada May 26, 2022

Statement of Financial Position
As at December 31, 2021, with comparative information for 2020

	Notes	2021	2020
Assets			
Cash	\$	693,779	\$ 724,116
Prepaid expenses		1,565	_
Accounts receivable	9	14,963	75,920
Contributions receivable			
Employer		458,250	377,079
Employee		310,658	284,520
Investments	4	90,259,983	81,541,918
Total assets	\$	91,739,198	\$ 83,003,553
Liabilities			
Accounts payable and accrued liabilities	9 \$	118,423	\$ 217,482
Net assets available for benefits		91,620,775	82,786,071
Pension obligations	5	89,556,840	85,410,185
Accumulated surplus (deficit)		2,063,935	\$ (2,624,114)

Flan Jugaar Trustee

See accompanying notes to the financial statements.

On behalf of the Trustees:

Statement of Changes in Net Assets Available for Benefits Year ended December 31, 2021, with comparative information for 2020

	Notes	2021	2020
Increase in net assets:			
Employer contributions:			
Current service	9	\$ 5,367,382 \$	5,210,228
Past service		1,130,863	1,097,752
Employee contributions:			
Current service	9	4,376,414	4,276,319
Investment Income, net	6	5,981,076	3,569,347
Change in fair value			
net realized gains	6	740,928	_
change in net unrealized gains	6	_	2,346,754
		17,596,663	16,500,400
Decrease in net assets:			
Benefit payments and transfers	7	7,346,199	7,289,443
Change in fair value			
net realized losses	6	_	1,424,636
change in net unrealized losses	6	47,139	_
Administrative expenses	8	1,368,621	1,283,490
·		8,761,959	9,997,569
Increase in net assets available for benefits		8,834,704	6,502,831
Net assets available for benefits, beginning of year		82,786,071	76,283,240
Net assets available for benefits, end of year		\$ 91,620,775 \$	82,786,071

See accompanying notes to the financial statements.

Statement of Changes in Pension Obligations Year ended December 31, 2021, with comparative information for 2020

	Notes	2021	2020
Pension obligations, beginning of year		\$ 85,410,185 \$	76,888,313
Interest accrued on pension benefits		5,413,205	5,076,346
Benefits earned		8,482,993	7,977,937
(Gains) loss due to changes in assumptions	5	(2,403,344)	2,757,032
Benefit payments and transfers	7	(7,346,199)	(7,289,443)
Pension obligations, end of year		\$ 89,556,840 \$	85,410,185

See accompanying notes to the financial statements.

Statement of Changes in Accumulated Deficit Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Accumulated deficit, beginning of year	\$ (2,624,114) \$	(605,073)
Increase in net assets available for benefits	8,834,704	6,502,831
Net increase in pension obligations	(4,146,655)	(8,521,872)
Accumulated surplus (deficit), end of year	\$ 2,063,935 \$	(2,624,114)

See accompanying notes to the financial statements.

Notes to the Financial Statements Year ended December 31, 2021

1. Description of the Plan:

The APEX Supplementary Pension Plan ("the Plan") was established on January 1, 2003 to enhance and supplement the Local Authorities Pension Plan ("LAPP") for eligible staff of participating municipalities in Alberta. A complete description of the Plan can be found in the Plan documents.

The Plan is a voluntary, contributory, defined benefit pension plan.

The Plan is a registered plan under the Income Tax Act (Canada) ("ITA") and the Employment Pension Plans of Alberta Act ("the Act").

Pursuant to Section 3(1) of the Act, the Plan is considered to be a public pension plan, and, as a result, the employers are exempt from making solvency deficiency payments.

The key features of the Plan are a full 2% benefit accrual rate on all pensionable earnings that correspond to the participating member's best five years' consecutive earnings and a normal form pension that pays two-thirds to the surviving pension partner on the participating member's death. In the absence of a pension partner, pension benefits payable during the first ten years of retirement shall be paid to the participating member's beneficiary in the event of death of the participating member during that period.

The Plan is for contributory service on and following January 1, 2003. The Plan contributions are cost shared by both the employer and employee and are based on pensionable earnings up to \$162,278 (2020 - \$154,611) based on the current Canada Revenue Agency maximum annual pension accrual of \$3,246 (2020 - \$3,092).

2. Basis of preparation:

(a) Basis of presentation:

These financial statements, prepared on the going concern basis in accordance with Canadian accounting standards for pension plans of the CPA Canada Handbook, present the aggregate financial position of the Plan as a separate financial reporting entity independent of the Plan sponsor, Alberta Urban Municipalities Association ("AUMA") and Plan members. They are prepared to assist Plan members and others in reviewing the activities of the Plan. They do not purport to indicate whether the assets of the Plan together with investment earnings thereon, plus future contributions, will be sufficient to finance all benefits to be provided under the Plan.

In selecting or changing accounting policies that do not relate to its investment portfolio or pension obligations, the Plan has a choice to comply on a consistent basis with either International Financial Reporting Standards in Part I of the CPA Canada Handbook, or Canadian accounting standards for private enterprises ("ASPE") in Part II of the CPA Canada Handbook, to the extent that those standards do not conflict with the requirements under Section 4600. The Plan has chosen to comply on a consistent basis with ASPE in Part II of the CPA Canada Handbook.

Notes to the Financial Statements Year ended December 31, 2021

2. Basis of presentation (continued):

(b) Basis of measurement:

The financial statements have been prepared on a historical cost basis except for investments, which are recorded at fair value through the statement of changes in net assets available for benefits.

(c) Functional presentation and currency:

These financial statements are presented in Canadian dollars, which is the Plan's functional currency.

(d) Use of estimates and judgments:

The preparation of the financial statements requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets and liabilities at the date of the statement of financial position and the reported amounts of changes in net assets available for benefits during the year. Actual results may differ from those estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future years affected.

While best estimates have been used in the valuation of the Plan's pension obligations, management considers that it is possible, based on existing knowledge, that changes in future conditions could require a material change in the recognized amounts.

Differences between actual results and expectations in the Plan's pension obligations are disclosed as changes in assumptions and net experience gains or losses in the statement of changes in pension obligations in the year when actual results are known.

3. Significant accounting policies:

(a) Cash:

Cash is comprised of cash on hand.

(b) Foreign currency:

Transactions in foreign currencies are translated into Canadian dollars at the exchange rate on the transaction dates. Monetary assets and liabilities denominated in foreign currencies at the reporting date are translated into Canadian dollars at the exchange rate at that date.

- (c) Investment transactions, income recognition and transaction costs:
 - (i) Investment transactions:

Investment transactions are accounted for on a trade date basis.

(ii) Income recognition:

Investment income is recorded on an accrual basis and includes interest income and pooled investment income.

Notes to the Financial Statements Year ended December 31, 2021

3. Significant accounting policies (continued):

- (c) Investment transactions, income recognition and transaction costs (continued):
 - (ii) Income recognition (continued):

Interest:

Interest income is recognized in the statement of changes in net assets available for benefits when earned.

Pooled investment income:

Income earned within the pooled investment funds is comprised of interest, dividends, realized and unrealized gains and losses from Canadian and foreign sources and is recognized in the statement of changes in net assets available for benefits when earned.

(iii) Transaction costs:

Brokers' commissions and other transaction costs are recognized in the statement of changes in net assets available for benefits when incurred.

- (d) Financial assets and financial liabilities:
 - (i) Financial assets:

The Plan recognizes financial assets on the trade date, at which the Plan becomes a party to the contractual provisions on the financial asset contract.

The Plan derecognizes a financial asset only when the contractual rights to the cash flows from the asset expire; or it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. On derecognition of a financial asset, the difference between the carrying amount of the asset and consideration received is recognized in the statement of changes in net assets available for benefits as investment income or loss.

(ii) Financial liabilities:

All financial liabilities are recognized initially on the date that the Plan becomes a party to the contractual provisions of the instrument.

The Plan derecognizes a financial liability when its contractual obligations are discharged, canceled or expire.

Financial assets and liabilities are offset and the net amount presented in the statement of financial position when, and only when, the Plan has a legal right to offset the amounts and intends either to settle on a net basis or to realize the asset and settle the liability simultaneously.

Financial liabilities are comprised of accounts payable and accrued liabilities. Such financial liabilities are recognized initially at fair value along with any directly attributable transaction costs. Subsequent to initial recognition, these financial liabilities are measured at amortized cost using the effective interest rate method.

(e) Fair value measurement:

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction on the measurement date.

Notes to the Financial Statements Year ended December 31, 2021

3. Significant accounting policies (continued):

(e) Financial assets and financial liabilities (continued):

In determining fair value, the Plan follows the guidance in IFRS 13, Fair Value Measurement ("IFRS 13"), in Part I of the CPA Canada Handbook as required by Section 4600. As allowed under IFRS 13, if an asset or a liability measured at fair value has a bid and an ask price, the price within the bid-ask spread that is the most representative of fair value in the circumstances shall be used to measure fair value. The Plan uses closing market price as a practical expedient for fair value measurement.

When available, the Plan measures the fair value of an instrument using quoted prices in an active market for that instrument. A market is regarded as active if quoted prices are readily and regularly available and represent actual and regularly occurring market transactions on an arm's length basis.

If a market for a financial instrument is not active, then the Plan establishes fair value using valuation techniques. Valuation techniques include using recent arm's length transactions between knowledgeable, willing parties (if available), reference to the current fair value of other instruments that are substantially the same, discounted cash flow analysis and option pricing models.

The best evidence of the fair value of a financial instrument at initial recognition is the transaction price, i.e. the fair value of the consideration given or received, unless the fair value of that instrument is evidenced by comparison with other observable current market transactions in the same instrument or based on a valuation technique whose variables include only data from observable markets. When the transaction price provides the best evidence of fair value at initial recognition, the financial instrument is initially measured at the transaction price and any difference between this price and the value initially obtained from a valuation model is subsequently recognized in the statement of changes in net assets available for benefits on an appropriate basis over the life of the instrument but not later than when the valuation is supported wholly by observable market data or the transaction is closed out.

All changes in fair value are recognized in the statement of changes in net assets available for benefits in net unrealized gains (losses) within net investment income (loss).

Fair values of the pooled fund investments are determined at the unit values supplied by the pooled fund administrator, which represent the fund's proportionate share of underlying net assets at fair values determined using closing market prices.

(f) Income taxes:

The Plan is a registered pension plan as defined by the ITA and, accordingly, is not subject to income taxes.

Notes to the Financial Statements Year ended December 31, 2021

4. Investments:

The following table summarizes investments as at December 31:

	2021 2	2020
Long-term bond fund	\$ 23,120,526 \$ 20,489,	,376
Global equity low volatility fund	17,481,784 15,449,	,294
Global equity fund	16,703,479 15,476,	,180
Diversified growth fund	8,898,732 8,149,	,777
Emerging markets equity fund	7,925,928 7,324,	,034
Real estate property fund	7,636,307 6,924,	,798
Global equity small cap	7,213,720 6,507,	,683
Real estate fund	1,279,507 1,220,	,776
	\$ 90,259,983 \$ 81,541,	,918

Investments consist of pooled funds that are managed by third parties and administered by Sun Life Company. The fund name, manager and summary of each of the funds' investment objectives and composition is as follows:

Long-term bond fund (TDAM Canadian Long Bond Index Segregated Fund)

Manager - TD Asset Management Inc.

The fund's investment objective is to provide performance similar to the performance of the FTSE Canada Long Bond Index. The fund intends to achieve its objective by investing primarily in Canadian issued bonds and debentures that are selected and weighted mathematically to approximate the overall risk and return characteristics of the FTSE Canada Long Bond Index. A large portion of the fund is invested in government and corporate bonds of maturity of more than ten years. Investments have a minimum "A" credit rating and are liquid allowing restructuring as expectations and relative values change.

Global equity low volatility fund (TDAM Low Volatility Global Equity Segregated Fund)

Manager - TD Asset Management Inc.

The performance objective of the fund is to provide a better risk-adjusted return than the MSCI World ex-Canada Total Return Index. The fund invests primarily in securities which are included in the index, subject to investment restrictions of the fund. The portfolio is broadly diversified and invests in a large number of securities but is not expected to include all securities in the index. In order to meet the fund's objectives, the asset mix is built with significantly different characteristics. As a result, the tracking error relative to the index is expected to be relatively high even though the standard deviation of return is expected to be materially less than that of the index. The asset allocation of the underlying fund consists of approximately 45% of U.S. equities and 55% of international equities.

Notes to the Financial Statements Year ended December 31, 2021

4. Investments (continued):

Global equity fund (T. Rowe Price Global Growth Equity Segregated Fund)

Manager - T. Rowe Price.

The fund's investment objective is to provide a long-term growth of portfolio with a value bias that invests primarily in common equities of large-cap companies located throughout the world. The fund conforms to a long-term investment horizon. The fund's investment in a single security is limited to 10% of the fund's total value. The asset mix of the underlying fund consists of approximately 56% of North American equities and 44% of international equities.

Global equity fund (Mawer Global Equity Segregated Fund)

Manager - Mawer Investment Management Ltd.

The fund's investment objective is to provide a well diversified portfolio with a value bias that invests primarily in equities of companies located in developed markets around the world. The fund conforms to a long-term investment horizon. The asset mix of the underlying fund consists of approximately 55% of North American equities, 43% of international equities and 2% of cash and cash equivalents.

Diversified growth fund (Schroder Diversified Growth Segregated Fund)

Manager - Schroder Investment Management North America Inc.

The Schroder Diversified Growth Fund (Canada) provides long-term capital appreciation through a flexible asset allocation approach to produce a diversified portfolio, with an emphasis on reducing downside risk and earning above the risk free rate. The objective is to generate long-term real returns comparable to equities but with a lower volatility than equities alone. The fund combines asset classes with different strategies and styles to achieve strong diversification. This includes various traditional and non-traditional assets. The fund's portfolio is actively managed throughout each economic cycle to balance opportunity and risk. The asset mix of the fund consists of approximately 28% of fixed income instruments, 50% of international and U.S. equities, 19% of other investments such as derivatives and futures contracts and 3% of cash and cash equivalents.

Emerging markets equity fund (Sun Life Schroder Emerging Markets Equity Segregated Fund)

Manager - SLGI Asset Management Inc.

The fund's investment objective is to provide capital appreciation by investing primarily in equity securities of companies with a connection to emerging markets. With a balanced approach to investing in emerging markets, the fund's manager uses a mix of top-down analysis and bottom-up stock selection, looking to derive 50% of the added value from country allocation and 50% from stock selection. The core investment process does not target any particular style bias and aims to outperform in most market environments.

Notes to the Financial Statements Year ended December 31, 2021

4. Investments (continued):

Real estate property fund (BentallGreenOak Prime Canadian Property Segregated Fund)

Manager - BGO Capital (Canada) Inc.

The fund's investment objective is to provide a stable income return with an emphasis on capital preservation and long-term growth that meets or exceeds the Consumer Price Index. The fund invests in a diversified portfolio of properties that are primarily income-producing; office, industrial, retail distribution and warehouse and multi-family residential properties with strong underlying cash flows located in major Canadian markets. Minimum investment threshold for a single real estate property is \$5 million. The fund's investment in a single real estate property is limited to 10% of the fund's total value. Cash and short term investments are normally less than 10% of the market value of the total portfolio.

Global equity small cap (Invesco Global Small Cap Equity Segregated Fund)

Manager - Invesco Ltd.

The fund seeks to achieve capital growth over the long term by investing primarily in small capitalization companies anywhere in the world. Asset allocation strategy is based on a medium to long-term economic and bottom-up investment approach to security selection in each region. The focus is on small capitalization companies with high or improving returns at an attractive valuation in both developed and emerging markets. The fund targets to invests at least 80% of its non-cash assets in small capitalization companies. The geographical allocation of the fund consists of approximately 45% of North American equities, 54% of international equities and 1% cash and cash equivalents.

Real estate fund (BentallGreenOak Canadian Real Estate Plus Segregated Fund)

Manager - BGO Capital (Canada) Inc.

The fund's investment objective is to provide strong stable income returns, combined with value appreciation potential through investments in a diversified mix of office, industrial, retail, multifamily residential, land and other income producing properties located in Canada. The fund's investment strategy is to invest up to 80% of its assets (targeted minimum 70%) in the Bentall Kennedy Prime Canadian Property Pool Limited Partnership. In addition, the fund invests 20% - 30% of its assets in cash and/or publicly-traded Canadian real estate investment trusts (REITs), through the use of (an) exchange traded fund(s). This ensures greater liquidity available for investors.

Notes to the Financial Statements Year ended December 31, 2021

5. Pension obligations:

An actuarial valuation of the Plan was carried out as at December 31, 2018 by the Plan's actuarial consultants, Aon Hewitt, and was extrapolated to December 31, 2021. The pension obligations were determined using the projected accrued benefit cost method prorated on service.

The assumptions used in the extrapolation were developed as the best estimate of expected future market conditions and other future events. After consultation with the Plan's actuary, the Board of Governors adopted this best estimate.

The major assumptions used in the extrapolation are as follows:

	2021 extrapolation applied to 2018 valuation data	2020 extrapolation applied to 2018 valuation data
Investment return (discount rate)*	5.5%	6.0%
Asset real rate of return*	3.5%	4.0%
Inflation	2.0%	2.0%
Interest credited on employee contributions	2.50%	2.50%
Salary increases	2.75% plus age based merit and promotion scale	2.75% plus age based merit and promotion scale
Indexing of annual pensions	60% of inflation	60% of inflation
Increase in the year's maximum pensionable earnings ("YMPE")	2.75%	2.75%
Mortality	90% of CPM2014 Public with generational improvements using scale MI-2017 (sex- distinct rates)	generational improvements using scale MI-2017 (sex-
Deferred pension take-up	10% for ages <55 40% for ages 55+	
Settlement assumptions for commuted value transfers*	2.3% per year for 10 years thereafter 3.4% per year discount CPM2014 Combined with generational improvement using scale CPMB2D2014 (sex-distinct rates)	thereafter 2.9% per year discount CPM2014 Combined with generational improvement using scale CPMB2D2014
Pension partner at retirement	80.0%	80.0%
Retirement	Age and service-based scale	Age and service-based scale
Termination of employment	Age and gender-based scale	Age and gender-based scale
ITA maximum pension:		
2018	2,944	
2019	3,026	
2020	3,092	
2021	3,246	
2022	3,420	
Subsequent years	1/9 the money purchase	

^{*}Changes in assumptions for the year ended December 31, 2021 from the year ended December 31, 2020.

Notes to the Financial Statements Year ended December 31, 2021

5. Pension obligations (continued):

The investment return is net of all investment and administrative expenses.

The next actuarial valuation will be completed for December 31, 2021 valuation data and will be available for 2022 fiscal reporting.

The changes in actuarial assumptions for the years ended December 31 resulted in the following gains (losses) to the pension obligations:

	2021	2020
Inflation rate	\$ — \$	376,745
Discount rate for commuted value ('CV") transfers	5,455,497	(1,304,345)
Discount rate	(3,052,153)	(1,829,432)
	\$ 2,403,344 \$	(2,757,032)

The Plan's future experience will inevitably differ, perhaps significantly, from these assumptions. Any differences between the actuarial assumptions and future experience will emerge as gains or losses in future valuations and may materially affect the financial position of the Plan. The following sensitivity analysis demonstrates the effects of changes in assumptions on the pension obligations.

		Pension		Pension	
	Current actuarial	obligations as at December	actuarial	obligations as at December	Percentage
	assumptions	31, 2021	assumptions	31, 2021	change
Investment return	Discount: 5.5%; CV: 2.3%/10/3.4%	\$ 89,556,840	Discount: 5.0%; CV: 1.8%/10/2.9%	\$ 98,761,384	10.28 %
			Discount: 6.0%; CV: 2.8%/10/3.9%	81,783,000	(8.68)%
Salary increases	2.75%	89,556,840	2.25%	89,100,998	(0.51)%
			3.25%	90,057,971	0.56 %
	Pension: 2.0%; CV:		Pension: 1.5%; CV:		
Inflation rate	1.5%/10/2.1%	89,556,840	Pension: 2.5%;	85,917,543	(4.06)%
			CV: 2.0%/10/2.6%	93,497,291	4.40 %
Increase in YMPE	2.75%	89,556,840	2.25%	85,018,861	(5.07)%
and ITA limit rate			3.25%	93,831,873	4.77 %
Proportion for pension take-up	10% for ages <55, 40% for ages 55+	89,556,840	0% for ages<55, 30% for ages 55+ 20% for ages<55, 50%	92,127,089	2.87 %
			for ages 55+	86,986,589	(2.87)%

Notes to the Financial Statements Year ended December 31, 2021

6. Investment income and change in fair value:

Investment income and change in fair value is comprised of the following:

	2021			
	Realized	Unrealized	Servicing Fees	Interest & Dividends
Global equity low volatility fund	66,877	979,056	(7,437)	1,577,123
Global equity fund	323,941	1,204,358	(8,297)	1,009,493
Global equity small cap	161,457	(158,449)	(4,005)	938,251
Diversified growth fund	115,088	174,272	(3,838)	586,580
Real estate property fund	_	501,565	_	209,943
Real estate fund	33,427	75,728	(562)	61,276
Emerging markets equity fund	132,551	(1,047,119)	(3,326)	544,400
Long-term bond fund	(92,413)	(1,776,550)	(6,813)	1,081,064
Other				_
	\$ 740,928 \$	(47,139)	\$ (34,278) \$	6,008,130

	2020			
	Realized	Unrealized	Servicing Fees	Interest & Dividends
Long-term bond fund	115,755	751,489	(6,590)	1,260,543
Emerging markets equity fund	7,819	1,175,377	(2,662)	111,555
Global equity small cap	(32,059)	873,306	(3,050)	334,437
Diversified growth fund	780	492,246	(3,554)	250,151
Canadian equity fund	53,701	(92,263)	(1,332)	353,802
Real estate fund	(2,832)	(33,601)	(265)	32,093
Real estate property fund	_	(180,067)	_	155,966
Canadian equity low volatility fund	(29,746)	(130,325)	(1,407)	123,470
Global equity fund	(1,490,443)	684,209	(4,954)	671,567
Global equity low volatility fund	(47,611)	(1,193,617)	(4,651)	297,196
Other				
	\$ (1,424,636) \$	2,346,754	\$ (28,465) \$	3,590,780

Notes to the Financial Statements Year ended December 31, 2021

7. Benefit payments and transfers:

	2021	2020
Termination benefit payments	\$ 6,680,278 \$	6,570,958
Retirement benefit payments	643,775	542,174
Death benefit payments	15,921	170,936
Transfer to other pension funds	6,225	5,375
	\$ 7,346,199 \$	7,289,443

8. Administrative expenses:

	2021	2020
Agency and administration fees (note 9)	\$ 759,550 \$	635,195
Investment management fees	341,068	268,439
Consulting	112,094	253,987
Actuary fees	79,384	60,138
Board of Governors	22,304	14,511
Audit fees	22,227	17,982
Insurance	19,800	18,000
Pension administration fees	6,756	8,173
Pension filing fees	3,169	3,595
Office administration	1,394	2,133
Legal expenses	875	1,337
	\$ 1,368,621 \$	1,283,490

9. Related party transactions:

The Plan's Board of Governors consists of five members, who are appointed by the Board of Directors of AUMA.

Alberta Municipal Services Corporation ("AMSC") is under common management with APEX and is therefore a related party.

The following balances with the related parties are outstanding as at December 31:

	2021	2020
AUMA		
Accounts receivable	\$ 7,249 \$	69,088
AMSC		
Accounts payable and accrued liabilities	_	7,226

Notes to the Financial Statements Year ended December 31, 2021

9. Related party transactions (continued):

The following transactions with the related parties occurred during the year ended December 31:

	2021	2020
AUMA		
Agency and administration fees	\$ 759,550 \$	635,195
Current service contribution:		
Employer	159,830	144,093
Employee	108,352	97,685
	\$ 268,182 \$	241,778

10. Capital risk management:

The main objective of the Plan is to provide Plan members with supplemental retirement benefits. To achieve this objective and meet the pension obligations of the Plan, it must sustain a certain level of net assets available for benefits.

The Plan seeks to fulfill its pension obligations by adhering to a funding policy which guides the actions of the Board of Governors based on the Plan's funding level. To ensure that the assets of the Plan are prudently invested, the Board of Governors also endeavours to economically design an investment structure whereby its assets are allocated to optimize the risk/reward relationship of the excess return over going concern liabilities. This investment structure is reflected in the Plan's Statement of Investment Policy and Goals (the "SIP&G") which is reviewed annually by the Plan's Trustees. As at December 31, 2021 and 2020, the Plan is in compliance with its SIP&G.

The Plan is required to file audited financial statements with the Government of Alberta, Ministry of Finance within 180 days after the Plan year end.

11. Financial instruments:

(a) Fair value:

The fair values of investments are determined as described in note 3(e). The fair values of other financial assets and liabilities, such as cash, accounts receivable, contributions receivable and accounts payable and accrued liabilities approximate their carrying values due to the short-term nature of these financial instruments.

Fair value measurements recognized in the statement of net assets available for benefits are categorized into the most appropriate level within the fair value hierarchy based on the inputs used to determine the fair value at the measurement date.

- · Level 1: quoted prices (unadjusted) in active markets for identical assets or liabilities.
- Level 2: inputs other than quoted prices included within Level 1 that are observable for the assets or liabilities, either directly (i.e. as prices) or indirectly (i.e. derived from prices).
- Level 3: inputs for the assets or liabilities that are not based on observable market data (unobservable inputs).

Investments are classified within Level 2 of the fair value hierarchy. There were no transfers of assets between levels in the current or prior year.

Notes to the Financial Statements Year ended December 31, 2021

11. Financial instruments (continued):

(a) Associated risks:

(i) Market risk:

Market risk is the risk of adverse financial impact as a consequence of market movements such as currency exchange rates, interest rates and other price changes. Market risk arises due to fluctuations in both the value of the assets held and the value of liabilities. As all of the Plan's financial instruments are carried at fair value with fair value changes recognized in the statement of changes in net assets available for benefits, all changes in market conditions will directly affect the change in net assets available for benefits. Market risk is managed through construction of a diversified portfolio of instruments traded on various markets and across various industries.

The Plan's investments in equity funds are sensitive to market fluctuations. A \$1 change in the unit price of the equity funds would change the fair value by \$3,284,734 (December 31, 2020 - \$3,347,323).

(ii) Liquidity risk:

Liquidity risk is the risk that the Plan cannot meet its obligations as they become due. The Plan maintains a SIP&G, which contains asset mix guidelines which help to ensure the Plan is able to liquidate investments to meet its pension benefit or other obligations. The investments are held in pooled funds and the underlying debt and equity instruments are in liquid securities traded in public markets. Although market events could lead to some investments becoming illiquid and affecting the unit values of the funds, the diversity of the Plan's portfolios should ensure that liquidity is available for benefit payments. The Plan also maintains cash for liquidity purposes and to pay accounts payable and accrued liabilities.

There has been no change to liquidity risk from the prior year.

(iii) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The underlying equity investments of the various equity funds are exchange traded, which reduces credit risk as counterparties are backed by an exchange clearing house. The underlying fixed income investments of the Plan's long-term bond fund are primarily Canadian-issued instruments and are diversified among government 73% (2020 - 73%) and corporate 27% (2020 - 27%). The underlying properties of the Plan's real estate fund are diversified by location and tenant-type; as well, investment in a single property is limited to 10% of overall holdings. In order to minimize the exposure to credit risk, a comprehensive investment strategy has been developed and described in SIP&G. There were no significant concentrations of credit risk in the portfolios in either 2021 or 2020.

The maximum credit risk exposure as at December 31, 2021 is \$783,871 (December 31, 2020 - \$737,519) and is comprised of contributions receivable and accounts receivable.

There has been no change to credit risk from the prior year.

Notes to the Financial Statements Year ended December 31, 2021

11. Financial instruments (continued):

- (b) Associated risks (continued):
 - (iii) Interest rate risk:

Interest rate risk is the risk that future cash flows of a financial instrument will fluctuate because of changes in market interest rates. To properly manage the Plan's interest rate risk, appropriate guidelines on duration for the long-term bond fund are set and monitored. The Plan's investment in the long-term bond fund is sensitive to interest rate movements. An immediate hypothetical 100 basis point or 1% increase in interest rates, with all other variables held constant, would impact fixed income investments by an estimated loss of \$3,791,766 (2020 - \$3,360,258).



Contact us

300, 8616 51 Avenue Edmonton, AB T6E 6E6

780.433.4431 | 310.MUNI

abmunis.ca



Deputy Minister

18th Floor, Commerce Place 10155 – 102 Street Edmonton, Alberta T5J 4L4 Canada Telephone 780-427-4826 Fax 780-422-9561

AR109268

July 20, 2022

His Worship Tyler Lindsay Mayor Village of Warner PO Box 88 Warner AB T0K 2L0

Dear Mayor Lindsay and Council:

Thank you for your email of June 30, 2022, enclosing the Village of Warner's action plan in response to the recommendations of the viability review report, required under Ministerial Order No. MSD:030/22.

On behalf of the Honourable Ric McIver, Minister of Municipal Affairs, I am pleased to advise the village's submission satisfies the requirement of Directive 1.

As you aware, Directive 2 requires that a 10-year capital plan, addressing the completion of the infrastructure projects identified in the comprehensive infrastructure study, conducted as part of the viability review, be submitted to Municipal Affairs by July 30, 2022.

This plan should include a thorough assessment of the identified projects, outlining which will be completed, timelines, and funding sources, as well as supporting rationale for any projects that may not be completed by the village within the 10-year time frame.

Directive 3 requires the annual submission of progress reports on the action plan and 10-year capital plan for the next five years, with the first report due on June 1, 2023. I look forward to receiving these detailed annual progress reports, along with any applicable supporting documents.

If you have any questions or wish to discuss this directive, please contact Katie Neufeld, Municipal Viability Advisor, toll-free by first dialing 310-0000, then 780-405-2171, or at katie.neufeld@gov.ab.ca.

Sincerely,

Brandy Cox

Deputy Minister

cc: Honourable Ric McIver, Minister of Municipal Affairs

Kelly Lloyd, Chief Administrative Officer, Village of Warner

Gary Sandberg, Assistant Deputy Minister, Municipal Services Division,

Municipal Affairs

Katie Neufeld, Municipal Viability Advisor, Municipal Services Division,

Municipal Affairs



AR52823

May 31, 2022

Dear Housing Management Body Board Chairs:

Alberta's government has embarked on a process to transform affordable housing over the next decade through *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing.* The goal of the strategy is to reduce the number of Albertans in core housing need, and to provide housing supports to an additional 25,000 households over the next 10 years, for a total of 82,000 households.

In response to recommendations made by the 2020 Affordable Housing Review Panel, key action 3.6 of *Stronger Foundations* commits government to "ensuring all operators follow best practices and housing management body board appointments are competency based." This action recognizes the importance of strong governance and expertise on housing management body (HMB) boards to support strategic shifts under *Stronger Foundations* that will increase local decision-making and flexibility, and meet the diverse needs of Albertans.

To fulfill this commitment, the *Alberta Housing Amendment Act, 2021* was proclaimed on April 20, 2022, and amendments to the *Management Body Operation and Administration Regulation* (MBOAR) have come into effect. Subsection 5.01 (2) requires HMBs to determine the competencies required for board members, which must include any required by the Minister. In this section, "competencies" means knowledge, skills, experience, expertise, or qualifications.

Alberta's HMB boards are comprised of passionate and committed members who provide valuable leadership and expertise to achieve the best outcomes for people in need of affordable and social housing.

.../2

404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550 Unit 106, 8220 Centre Street NE, Calgary, Alberta T3K 1J7 Canada Telephone 403-215-7710

Classification: Protected A

These regulatory changes will recognize the skillsets of existing members, and ensure HMB boards include a broad range of skills and experiences, and provide representation for Albertans served by housing programs. In turn, this will support your ability to serve the needs of vulnerable Albertans now, and into the future. I appreciate the extensive feedback we have received regarding the board skills requirements, and we have made adjustments to reflect that feedback.

The attached HMB Board Skills Requirements document sets out the expectations for the minimum standard HMB boards must meet. Boards may also identify additional skills, experience, expertise or qualifications to their board standards based on their community, client base, and type of housing accommodation. In addition, MBOAR (section 5.01 (3)) requires HMB boards to establish a process for the appointment of board members that ensures they have the required skills and experience.

As a first step toward implementing this change, please assess the range of skills, experience, and expertise of your current board members against the Skills Requirements. Based on your assessment, develop a recruitment plan and process to address any identified gaps in skills and experiences. The development and details of your board member appointment process will remain at the discretion of the board. This will ensure your board's recruitment processes consider the specific needs and circumstances of the communities you serve. Your housing advisor and the Alberta Seniors & Community Housing Association are available to assist you as needed throughout this assessment and planning process.

Existing board members should find their skills and experiences reflected in the Skills Requirements. To be clear, no current board member, including those appointed by a municipality, are required to vacate their position as a result of these changes. Skills and experiences that municipal councillors have developed through their roles as elected officials, including knowledge of governance practices, the ability to interpret policy, and community knowledge and engagement, are some of the skill profiles that municipal appointees will be able to meet. It is my expectation any identified gaps will be filled through future recruitments. HMBs are asked to work with municipalities so they can consider this information when making committee appointments.

By June 30, 2023, you are required to submit:

- 1. Your HMB skillset matrix, including the attached requirements, and any additional preferred skillsets identified by the board.
- 2. Your assessment of current board members against the Skills Requirements, and a recruitment plan and process to meet any gaps in the skills and experience profiles.

.../3

Classification: Protected A

Housing Management Body Board Chairs Page Three

These documents are to be submitted to your housing advisor at the same time as your annual business plan. If your recruitment plan will require amendments to your Ministerial Order, your housing advisor is available to support you through the amendment process. Please contact your housing advisor for any other questions.

Thank you for your continued commitment to Alberta's affordable housing system, and for your cooperation and support as we implement *Stronger Foundations*. I look forward to continuing to work with you toward these goals.

Sincerely,

Josephine Pon Minister of Seniors and Housing

Attachment

cc: Housing Management Body Chief Administrative Officers

Classification: Protected A

Housing Management Body Board Skills Requirements

As per Section 5.01(2), *Management Body Operation and Administration Regulation*, a housing management body (HMB) board must determine the competencies required for board members and develop a process for the appointment of those board members.

The Minister requires each HMB board to include members who fulfil the skills, experience, expertise and qualifications on the list below. One board member may fulfil one or more of the skillsets listed (e.g., one board member may satisfy both the Board Governance and Financial skillsets); however, at a minimum, all skills listed below must be accounted for on each board.

qualifications in at least	STEP 1: A HMB board must include members who have experience, expertise or qualifications in at least one of the following skills, obtained through training, past experience and/or profession.				
Category	Description				
A. Knowledge of board governance	Experience or training on board governance, duties and evaluation of the Chief Administrative Officer, understanding of the legal and fiduciary duty of board members, collaborative decision- making, able to lead/chair a board ensuring effective strategic planning and succession planning. This may include board chairs and board members who have acquired leadership skills while serving on boards.				
B. Knowledge of housing industry and/or provincial government social housing sector	Experience or training in nonprofit, private, and/or the government housing industry in which the HMB operates. Understands particular trends, challenges and opportunities facing the community, and unique aspects of the sector. This may include, but is not limited to, experience in social services, government, health care system, property management or property development, with a passion for serving vulnerable Albertans.				
C. Organizational and business knowledge	Experience or training within regulatory, business, legal or policy fields, such as interpreting bylaws and regulations. Understands legal and regulatory principles, processes, and systems in the context of housing management bodies; able to effectively interpret policies, and understands organizational strategy, such as risk management. This may include, but is not limited to, experience within the law, policy, human resources, or administration sectors in business, government, or nonprofit organizations.				
D. Financial knowledge	Experience or training in financial knowledge. Able to analyze and interpret financial statements and utilize the information to guide organizational decisions. Understands generally accepted accounting/financial principles. This may include, but is not limited to, experience within the accounting, finance, business planning, and auditing sectors.				
E. Community and social responsibility	Experience or training with community engagement, demonstrates knowledge and passion for the community and people the HMB serves, such as work with the general public or identifiable communities. Capacity to build networks and foster trusting relationships with communities and stakeholders. This includes, but is not limited to, experience in municipal engagement, communications, nonprofit organizations, cultural communities, health advocates, fundraising, and social work.				

STEP 2: Diversity is also important for HMB boards because our communities are diverse and boards should represent the communities they serve. There are many dimensions of diversity, such as gender, gender identity, age, ethnicity, geographic background, physical ability, sexual orientation, and citizenship status.

HMB boards are expected to be diverse and include members with a range of different experiences that represent and understand the issues affecting the communities they serve. Each board is asked to include a mix of members with different genders and age ranges, and to have <u>at least one member</u> who has experience <u>as a member of a target population or experience supporting one of the target populations they serve.</u>

- The Minister requires each HMB board to include at least one member with lived experience as a member of a target population, OR who has professional, volunteer or personal experience supporting a target population group identified in Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing:
 - o Indigenous peoples
 - o People with disabilities
 - Women and children fleeing violence
 - People at risk of homelessness or transitioning out of homelessness supports
 - Low-income seniors
 - o People dealing with mental health and addiction
 - Youth exiting government care
 - Veterans
 - Recent immigrants and refugees
 - Racialized groups
 - LGBTQ2S+ people
 - Tenants in social/affordable housing

For example:

- A HMB that operates a seniors' lodge could ensure they have a senior on the board or a member from a local senior support organization.
- A HMB that operates community housing or seniors' self-contained apartments with a
 high number of people with disabilities, Indigenous, or immigrant tenants could consider
 board members who represent at least one of these target populations, or who have
 experience supporting one of these target populations through working or volunteering
 at a community agency.



MINISTERIAL ORDER NO. MAG:001/22

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 370(a) of the *Municipal Government Act (MGA)* make the Social and Affordable Housing Accommodation Exemption Regulation as set out in the attached Appendix.

Ric McIver

Minister of Municipal Affairs

FILED UNDER
THE REGULATIONS ACT

as ALBERTA REGULATION 12 12033

ON February 18 20 22

REGISTRAR OF REGULATIONS

APPENDIX

Municipal Government Act

SOCIAL AND AFFORDABLE HOUSING ACCOMMODATION EXEMPTION REGULATION

Table of Contents

- 1 Definitions
- 2 Application
- 3 Tax exemption Alberta Social Housing Corporation
- 4 Tax exemption former Alberta Social Housing Corporation property
- 5 Non-application of Community Organization Property Tax Exemption Regulation
- 6 Repeal
- 7 Coming into force

Definitions

- 1 In this Regulation,
 - (a) "affordable housing accommodation" means affordable housing accommodation as defined in the Alberta Housing Act;
 - (b) "affordable housing provider" means affordable housing provider as defined in the Alberta Housing Act;
 - (c) "management body" means management body as defined in the Alberta Housing Act;
 - (d) "social housing accommodation" means social housing accommodation as defined in the Social Housing Accommodation Regulation (AR 244/94).

Application

2 This Regulation applies to taxation in 2022 and later years.

Tax exemption — Alberta Social Housing Corporation

3 Property that is owned by the Alberta Social Housing Corporation is exempt from taxation under section 361(b) of the Act to the extent of 100% of its assessment.

Tax exemption — former Alberta Social Housing Corporation property

4(1) A property or unit in a property purchased from the Alberta Social Housing Corporation by an affordable housing provider or



management body is exempt from taxation under section 361(b) of the Act to the extent of 100% of its assessment

- (a) during any period of time that the Minister of Seniors and Housing considers is reasonably required by the affordable housing provider or management body or any other affordable housing provider or management body to renovate or repair the property or unit for use as an affordable housing accommodation or social housing accommodation,
- (b) while the affordable housing provider or management body or any other affordable housing provider or management body uses the property or unit to provide affordable housing accommodation or social housing accommodation, and
- (c) during any period of time that the Minister of Seniors and Housing considers reasonable where the affordable housing provider or management body or any other affordable housing provider or management body intends to use the property or unit to provide affordable housing accommodation or social housing accommodation but the property or unit is vacant.
- (2) Subsection (1) does not apply during any period of time that occurs after an affordable housing provider or management body uses the property or unit in circumstances other than those referred to in subsection (1)(a) to (c).

Non-application of Community Organization Property Tax Exemption Regulation

5 The Community Organization Property Tax Exemption Regulation (AR 281/98) does not apply to an exemption from taxation described in section 3 or 4.

Repeal

6 The Alberta Social Housing Corporation Exemption Regulation (AR 258/2017) is repealed.

Coming into force

7 This Regulation comes into force on the coming into force of the Alberta Housing Amendment Act, 2021.





June 22, 2022

Wamer Hockey Rink – Village of Warner Box 88 Wamer, AB T0K 2L0

Attention: John Lutz, Producer and Kim Owen, Administrator, Village of Warner

RE: REQUEST FOR DONATION

SOUND SYSTEM FOR HOCKEY RINK

Your request for financial support was forwarded to our donations committee for review.

Each year we receive numerous requests for financial assistance and we consider each proposal thoroughly to ensure that it best meets our sponsorship and corporate profile objectives. I regret to inform you that we are not able to make a donation to your organization at this time.

We wish you much success with your fundraising efforts.

Sincerely.

V. lebeld

Jeanette Wold Senior Executive Assistant

cc: T. Hamilton and N. Banbury (Richardson Pioneer)

M. Dickie (Richardson Pioneer, Zone 2)

T. Jensen (Richardson Pioneer, Stirling)

COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4 www.county.stpaul.ab.ca

Our Mission - To create desirable rural experiences



June 14, 2022

Alberta Utilities Commission 106 Street Building 10th Floor, 10055-106th Edmonton, AB T5J 2Y2

RE: Rising Cost of Alberta Utility Fees

There have been numerous municipalities throughout Alberta that have voiced their concern to the AUC about the current rising cost of utility fees for both electricity and natural gas.

The County of St. Paul No.19 is echoing and supporting those municipalities by submitting this correspondence and is asking for the Commission to reevaluate the fees being charged on top of the actual usage fees, and the amount of profit corporations are making off our County residents and all Albertans. The fundamentals of utilities shouldn't be an opportunity for corporate profit.

Over the past couple of years, Albertans have been faced with an extreme economic recession, the stress of the pandemic combined with rising employment uncertainty and inflation impacting food, fuel, supply shortages and housing. Individual residents are not the only ones stricken by the current utility fees, business big and small, including non-profits are struggling to keep their doors opens due to the ever-increasing cost of utilities.

We urge you to take the time to consider what the rising cost of Alberta's utility fees are doing to our residents. Now is not the time to be financially stressing Albertans more by increasing utility fees, but rather a time to support all Albertans through this difficult economic time.

Sincerely,

Glen Ockerman

Reeve

Cc: David Hanson, MLA RMA Membership AUMA Membership

Phone: 780-645-3301

Email: countysp@county.stpaul.ab.ca



July 25th, 2022

RE: Alberta Utilities Commission (AUC or Commission) Decision 27067-D01-2022, Application Respecting the Refund of the FortisAlberta Streetlight Investment

On July 11th, 2022, the AUC issued Decision 27067-D01-2022 regarding which party (either the municipality or the developer) should receive the FortisAlberta streetlight investment if the parties are unable to agree on where to direct the streetlight investment. The AUC has determined that the refund of the FortisAlberta streetlight investment is to be paid to the municipalities (or as directed by the municipalities), in those cases where the developer and municipality are currently in dispute.

The AUC has also directed FortisAlberta to revise its current process and relevant documents and to file a proposal to modify its Customer Terms and Conditions of Electric Distribution Service (T&Cs) so that the T&Cs clearly (i) set out the street light investment refund entitlement; (ii) set out the form of agreement required when the refund is to be assigned to a party other than the municipality; and (iii) revise the Underground Electrical Distribution System Services (UEDS) Agreement, the Quotation Letter and the Municipal Approval Form to ensure consistency with the revised T&Cs. In accordance with the Commission's directions, FortisAlberta will consult with parties regarding the proposed amendments to its T&Cs and will amend the language in the UEDS Agreement, the Quotation Letter, and the Municipal Approval Form, as necessary, to ensure these documents are consistent with the T&Cs. FortisAlberta will file a proposal to modify its T&Cs before October 1, 2022.

Until revised T&Cs are approved by the AUC, the Commission has directed that the streetlight investment refund in similarly impacted developments should continue to be paid to municipalities where the developer and municipality are in dispute.

FortisAlberta will proceed to issue the streetlight investment refund in accordance with the Commission's determinations in Decision 27067-D01-2022. Included with this letter is a copy of the decision for your review.

If you have any questions or concerns, please feel free to contact me or your Stakeholder Relations Manager at your convenience.

Sincerely,

Dave Hunka

Manager, Municipalities

Doubell

Enclosures AUC Decision 27067-D01-2022



FortisAlberta Inc.

Application Respecting the Refund of the Fortis Street Light Investment

July 11, 2022

Alberta Utilities Commission

Decision 27067-D01-2022 FortisAlberta Inc. Application Respecting the Refund of the Fortis Street Light Investment Proceeding 27067

July 11, 2022

Published by the:

Alberta Utilities Commission Eau Claire Tower 1400, 600 Third Avenue S.W. Calgary, Alberta T2P 0G5

Telephone: 310-4AUC (310-4282 in Alberta)

1-833-511-4AUC (1-833-511-4282 outside Alberta)

Email: info@auc.ab.ca Website: www.auc.ab.ca

The Commission may, within 60 days of the date of this decision and without notice, correct typographical, spelling and calculation errors and other similar types of errors and post the corrected decision on its website.

Contents

1	Decision summary	1	
2	Introduction and procedural background		
3	Discussion of issues and Commission findings	2	
4	Cost recovery for municipalities and developers		
5	Order		
_	endix 1 – Proceeding participants		
Appendix 2 – Summary of Commission directions8			

Alberta Utilities Commission

Calgary, Alberta

FortisAlberta Inc.
Application Respecting the Refund of the
Fortis Street Light Investment

Decision 27067-D01-2022 Proceeding 27067

1 Decision summary

- 1. In this decision, the Alberta Utilities Commission determines that the refund of the FortisAlberta Inc. street light investment is to be paid to the municipalities (or as directed by the municipalities), in those cases where the developer and municipality are currently in dispute in the Fortis service territory, for the following reasons: (i) Fortis's Customer Terms and Conditions of Electric Distribution Service¹ (T&Cs) and the relevant documents identified in Section 3 are consistent in their contemplation of the municipalities as the more typical recipient of the street light investment refund; and (ii) continuing to direct the refund to municipalities at this time will likely minimize disruptions to the present business practice.
- 2. The Commission directs Fortis to revise its current process and relevant documents and to file a proposal to modify its T&Cs so that the T&Cs clearly (i) set out the street light investment refund entitlement; (ii) set out the form of agreement required when the refund is to be assigned to a party other than the municipality; and (iii) revise the Underground Electrical Distribution System Services (UEDS) Agreement, the Quotation Letter and the Municipal Approval Form to ensure consistency with the revised T&Cs.

2 Introduction and procedural background

- 3. In new residential developments in Fortis's service area the developer is responsible for managing the design, construction and installation of electrical facilities within the boundaries of the subdivision and in accordance with Fortis standards. This includes the installation of street lights. Fortis invests in or refunds the costs of new street lights as per its Customer Contribution Schedules² referenced by its T&Cs, which are approved by the Commission.³ The T&Cs state the investment amount/refund is either paid to the subdivision developer or to the applicable municipality, if so directed by an agreement between the developer and the municipality, on an annual basis for those street lights that are energized. The investment amount is included in Fortis's rate base and recovered over time through Commission-approved rates.
- 4. As part of the process to initiate the provision of electric service for new developments, Fortis requires residential developers to sign a UEDS Agreement⁴ (the UEDS Agreement) and accept in writing the proposal as set out in the Quotation Letter⁵ provided by Fortis describing,

Exhibit 27067-X0035, Appendix G - FortisAlberta Inc. Customer Terms and Conditions of Electric Distribution Service, effective January 1, 2022.

² Section 2.5 of the T&Cs.

Decision 26817-D01-2021: FortisAlberta Inc., 2022 Annual Performance-Based Regulation Rate Adjustment, Proceeding 26817, December 15, 2021, Appendix 4 - 2022 Customer terms and conditions, effective January 1, 2022.

Exhibit 27067-X0003, Appendix A - UEDS Agreement.

Exhibit 27067-X0004, Appendix B - UEDS Quote Letter.

among other things, the customer contribution, of which a portion would be refundable. The UEDS Agreement references the T&Cs, and advises Fortis shall pay to the applicable municipal authority a portion of the investment amount for each street light fixture, unless otherwise directed by the municipality. Later on in the process, the municipality completes the Municipal Approval for Electric Facilities Installation form⁶ (Municipal Approval Form), which requires the municipality to confirm to whom Fortis should direct the street light investment.

- 5. On December 17, 2021, Fortis filed an application with the Commission seeking the Commission's advice and direction on the issue of to whom the street light investment should be paid in the event of a dispute between a developer and a municipality regarding whether an agreement has been reached as to entitlement to the payment. The Commission had before it two related complaints from developers contesting the payment of the street light investment refund to municipalities. On February 16, 2022, the Commission advised parties to the complaints that this proceeding would address the street light investment issue.
- 6. Statements of intent to participate (SIPs) were received from the Building Industry and Land Development Association Alberta (BILD Alberta); a group of developers referred to as the "Additional Developers"; the City of Airdrie; the City of St. Albert; the Rural Municipalities of Alberta; and the Alberta Municipalities. The Additional Developers and St. Albert did not file further submissions.
- 7. The process for this proceeding included Commission information requests (IRs) to, and responses from, Fortis, as well as written argument and reply argument. Airdrie and the Alberta Municipalities filed a joint argument and reply argument.

3 Discussion of issues and Commission findings

- 8. The applicable sections of the T&Cs have been in effect since 2007.
- 9. Fortis submitted that since June 2021, it began receiving requests from developers for refund of street light investments where it was asserted that no agreement was reached between the developer and the municipality regarding the street light investment and as such, the T&Cs require the street light investment to be paid to the developers. In contrast, municipalities have directed Fortis to provide the street light investment to the municipality. As a result, Fortis sought guidance from the Commission concerning these disputes, and has not issued any street light investment refunds for the contested developments since June 2021.
- 10. Section 2.2 of the T&Cs state that "If there is any conflict between a provision in the Terms and Conditions, and a provision in a Commitment Agreement, Electric Service

⁶ Exhibit 27067-X0004, Appendix C.

⁷ Proceeding 27147 and Proceeding 27155.

Proceeding 27155, Exhibit 27155-X0008, paragraph 9.

⁹ BILD Alberta represented Melcor Developments Ltd., Anthem United, and Qualico Communities, who had earlier filed a SIP, collectively as "The Developers."

Madlee Developments Ltd. as owner of an interest in Willows West Limited Partnership, GDM Developments Ltd. and West Sylvan Investments Ltd. are collectively referred to as the "Additional Developers" in this proceeding.

Exhibit 27067-X0002, application, paragraph 3.

Exhibit 27067-X0002, application, paragraph 21.

Agreement, Interconnection Agreement, Retail Service Agreement, Underground Electrical Distribution System Services Agreement [UEDS Agreement] or any other existing or future agreement between FortisAlberta and a Responsible Party, the provision in the Terms and Conditions shall govern." As noted below, the applicable sections of the T&Cs are somewhat ambiguous, giving rise to the disputes in the present proceeding.

- 11. In argument, the Commission requested parties to provide submissions on the provisions in the Fortis T&Cs that are applicable to street light investment and how the provisions in the T&Cs flow through to the UEDS Agreement, the Quotation Letter and the Municipal Approval Form. Templates of these documents formed part of Fortis's application.¹³
- 12. The Commission reviewed the entire record in coming to this decision; lack of reference to a matter addressed in evidence or argument does not mean that it was not considered.
- 13. Sections 7.2.1 and 7.2.3 of the T&Cs are the relevant sections related to the street light investment and to whom the refund should be paid:

7.2.1 Customer Distribution Contribution

. . .

In a new residential subdivision, since some Points of Service may not be occupied and connected immediately, the Subdivision Developer is initially responsible for the full Customer Extension Costs and Customer Shared Costs for each Point of Service. The FortisAlberta Investment is paid to the Developer, or in the case of street lights, the Municipality, as each Point of Service is connected, as described in Section 7.2.3.

7.2.3 Refunds of Customer Contributions

. . .

- (c) in a residential subdivision, where the developer initially paid the total cost of the Facilities within the subdivision, applicable refunds are reviewed annually and made in accordance with the amounts set out in Table 1 of the Customer Contributions Schedules, for each residence that is connected and taking service within 10 years following the date of payment, to the current developer (or in the case of street lights, to the Municipality if so directed by an agreement between the developer and the Municipality, provided also that such agreement is communicated to FortisAlberta prior to any payment by FortisAlberta), without interest.
- 14. Section 10.3 of the UEDS Agreement addresses the payment of the street light refund, stating that the payment is to be made to the municipal authority unless the municipal authority directs otherwise:
 - 10.3 Where applicable, FortisAlberta shall, in accordance with the Terms and Conditions, during the Investment Payment Period, pay to the applicable municipal authority a portion of the Investment Amount for each streetlight fixture that is connected to and taking service from the Distribution System, unless the applicable municipal authority directs otherwise, in which case the streetlight portion of the Investment Amount shall be paid as directed by the applicable municipal authority.¹⁴

Exhibit 27067-X0003, Appendix A - UEDS Agreement; Exhibit 27067-X0004, Appendix B - UEDS Quote Letter; Exhibit 27067-X0005, Appendix C - Municipal Approval Form.

Exhibit 27067-X0003, Appendix A - UEDS Agreement, PDF page 16.

- 15. Similarly, the Quotation Letter also states that the street light investment is to be paid as directed by the municipal authority:
 - ... The residential lot investment will be paid to ______ for a period of 10 years from the date indicated in the UEDS Agreement, and reviewed annually to determine the number of lots that are connected and taking service. The streetlight investment will be payable as directed by the applicable municipal authority.¹⁵
- 16. Fortis's Municipal Approval Form is signed by the municipality and Section 4 of the form specifies whether the street light investment is to be directed to the municipality or to the developer. While the form is signed only by the municipality, Fortis believes that when it receives this form it is evidence that an agreement has been reached between the municipality and the developer. According to Fortis, the municipality and the developer consult in completing the form, and it is the developer or its consultant who then submits the form to Fortis. Fortis noted that Melcor Developments Ltd. and La Vita Land Inc., two developers that are currently in dispute with municipalities, submitted Municipal Approval forms to Fortis confirming that the street light investment refund was to be provided to the municipality. 17
- 17. Parties expressed different interpretations of the T&Cs. Fortis stated that its T&Cs provide developers and municipalities the flexibility to determine between themselves which party will be entitled to the street light investment refund. The municipalities placed emphasis on Section 7.2.1 of the T&Cs, since it appears first. They submitted that Section 7.2.3(c) is only intended to provide additional details on how the Fortis investments are payable depending on the specific service they relate to. Contrary to the municipalities, the developers placed more weight on Section 7.2.3(c). The developers submitted that at first instance the developer is entitled to the Fortis investment for new facilities, including street lights, and only where there is an agreement between the municipality and the developer could an exception be made to direct the street light refund to the municipality.

Commission findings

18. The Commission acknowledges Fortis's submission that the intention of its T&Cs is to distinguish the street light investment from other rate class investment payments, and to facilitate an election of the entitlement to the street light investment refund, subject to agreement between developer and municipality.²¹ As discussed above, the T&Cs, the UEDS Agreement, the Quotation Letter and the Municipal Approval Form all contemplate the municipality as the more typical recipient of the street light investment refund. The Commission has also considered that with the street light investment refund being primarily directed to municipalities for nearly a decade, maintaining this pattern of practice at this time should minimize the disruptions to the established procedure.²² Accordingly, the Commission will maintain the status quo in this

Exhibit 27067-X0004, Appendix B - UEDS Quote Letter, PDF page 2.

Exhibit 27067-X0042, Fortis argument, paragraph 10.

Exhibit 27067-X0042, Fortis argument, paragraph 11.

Exhibit 27067-X0042, Fortis argument, paragraph 8.

Exhibit 27067-X0040, Airdrie and Alberta Municipalities argument, paragraphs 60-62.

Exhibit 27067-X0041, BILD Alberta argument, paragraph 12.

Exhibit 27067-X0042, Fortis argument, paragraph 2.

Exhibit 27067-X0045, Fortis reply argument, paragraph 8.

instance and directs that the street light investment refund be paid to the municipalities where the developer and municipality are in dispute.

- 19. The Commission also finds that, given the T&Cs' failure to definitively address a party's entitlement to the street light investment refunds and the required documentation to record the entitlement, and until such time that revised T&Cs from Fortis addressing this ambiguity have been approved by the Commission, the street light investment refund in similarly impacted developments should continue to be paid to municipalities where the developer and municipality are in dispute.
- 20. With reference to Section 7.2.3 of the T&Cs, the Commission observes that neither the UEDS Agreement, the Quotation Letter approval nor the Municipal Approval Form provide an opportunity or signatory lines for the developer or the municipality to indicate that there is an agreement as to where Fortis is to pay the street light investment. The Commission is not persuaded that signing and submitting these forms under the present practice fully and formally communicates the existence of an agreement being reached between the developer and the municipality with respect to the payment of the street light investment.
- 21. In order to provide necessary clarification on this matter, the Commission directs Fortis to file a proposal to modify its T&Cs as soon as practicable but no later than October 1, 2022, either by way of a stand-alone application or by including these changes in some other proceeding dealing with Fortis's T&Cs. The proposed modifications must clarify entitlement to the street light investment refund, and provide clear direction on the form of agreement required for the street light investment refund to be paid to a party. The Commission expects that Fortis will consult with parties, and amend the language in the UEDS Agreement, the Quotation Letter and the Municipal Approval Form, as necessary, to ensure these documents are consistent with the T&Cs.

4 Cost recovery for municipalities and developers

22. Both the municipalities and the developers have sought recovery of their costs of participating in this proceeding.²³ The Commission reminds the parties that both the developers and the municipalities are ineligible to claim costs pursuant to Section 4 of Rule 022: *Rules on Costs in Utility Rate Proceedings*. Although the Commission does have broad discretion to make cost orders under Section 21 of the *Alberta Utilities Commission Act*, it is not persuaded to exercise such discretion in this proceeding. Accordingly, the parties are not entitled to cost recovery in this proceeding.

5 Order

23. It is hereby ordered that:

(1) FortisAlberta Inc. shall pay any outstanding and future street light investment refunds to the applicable municipality in instances where the developer and

Exhibit 27067-X0040, Airdrie and Alberta Municipalities argument, paragraph 74; Exhibit 27067-X0041, BILD Alberta argument, paragraph 53.

- municipality are in dispute, until such time as its Customer Terms and Conditions of Electric Distribution Service are modified and approved by the Commission.
- (2) FortisAlberta Inc. shall file a proposal to modify its Customer Terms and Conditions of Electric Distribution Service as soon as practicable but no later than October 1, 2022, either by way of a stand-alone application or by including these changes in some other proceeding dealing with Fortis's T&Cs, to address the issue noted in this decision respecting the payment of the street light investment refund in new residential subdivisions.

Dated on July 11, 2022.

Alberta Utilities Commission

(original signed by)

Carolyn Dahl Rees Chair

(original signed by)

Matthew Oliver, CD Commission Member

(original signed by)

John McCarthy Acting Commission Member

Appendix 1 – Proceeding participants

Name of organization (abbreviation) Company name of counsel or representative

FortisAlberta Inc. (Fortis)

Building Industry and Land Development Association Alberta (BILD Alberta) Reynolds, Mirth, Richards & Farmer LLP

City of Airdrie (Airdrie)

MLT Aikins LLP

Rural Municipalities of Alberta

City of St. Albert

Alberta Utilities Commission

Commission panel

C. Dahl Rees, Chair

M. Oliver, CD, Commission Member

J. McCarthy, Acting Commission Member

Commission staff

N. Sawkiw (Commission counsel)

A. Corsi

Appendix 2 – Summary of Commission directions

This section is provided for the convenience of readers. In the event of any difference between the directions in this section and those in the main body of the decision, the wording in the main body of the decision shall prevail.

From: Ash Info < info@ash.ca> Sent: June 22, 2022 12:45 PM

To: admin@warner.ca

Subject: Your help is needed to help Stop Big Tobacco.



Tyler Lindsay Village of Warner PO Box 88 Warner AB TOK 2L0

June 22, 2022

Dear Mayor Lindsay;

Your help is needed to help Stop Big Tobacco. It will take just a moment of your time.

All 10 provincial governments are now in secret negotiations with the tobacco companies to settle provincial lawsuits. The governments are seeking more than \$500 billion for health care costs caused by smoking and by decades of tobacco industry wrongdoing.

It is essential that any lawsuit settlement have significant measures to reduce tobacco use among kids and adults. Please join us in urging the provincial government to ensure that measures to control the tobacco industry and to reduce tobacco use are the priority in any settlement.

To learn more and to voice your support please click here: www.StopBigTobacco.ca. It will take just 30 seconds.

This campaign is supported by the Canadian Cancer Society, Canadian Lung Association, Heart & Stroke, and Action on Smoking & Health.

Please spread the word and ask people you know to do the same. You can send a message to your social media followers directly from the website.

Thank you for your prompt attention to this important message.

From: Provincial Coordinator ab.coordinator@uccab.ca

Sent: August 3, 2022 11:42 AM **To:** undisclosed-recipients:

Subject: RE: Ukrainian Independence Day 2022 (Aug 24) & Alberta Ukrainian Canadian Heritage Day

2022 (Sept 7)

Dear Mayors, Reeves, & Councillors of Alberta:

On behalf of the Ukrainian Canadian Congress - Alberta Provincial Council, please see the Memorandum attached for the commemoration of Ukrainian Independence Day 2022 (August 24) & Alberta Ukrainian Canadian Heritage Day 2022 (September 7).

--

Oksana Vasurchak Provincial Coordinator Administrator

Ukrainian Canadian Congress Alberta Provincial Council

#AlbertaStandswithUkraine Unit 8, 8103 127 Ave Edmonton, AB T5C 1R9 T. (780) 414-1624 email | Facebook | website



КОНҐРЕС УКРАЇНЦІВ КАНАДИ ПРОВІНЦІЙНА РАДА АЛЬБЕРТИ

Date: August 2, 2022

To: Alberta Municipalities

From: Orysia Boychuk, President, Ukrainian Canadian Congress – Alberta Provincial Council

RE: Ukrainian Independence Day 2022 (August 24) & Alberta Ukrainian Canadian Heritage Day 2022 (September 7)

Ukraine's 31st Independence Day is approaching on August 24th, 2022, as well as Ukrainian Heritage Day on September 7, 2022. We would like to thank all the municipalities in Alberta that have acknowledged these important dates by lifting a Ukrainian flag or displaying a banner. This year more than ever it is important to acknowledge these dates and display Alberta's solidarity with Ukraine, those who have newly arrived fleeing the war and the diaspora that has worked tirelessly to assist the Ukrainian Nationals. The war was caused by Russian military aggression and has accounted for many lost lives, damaged infrastructure and displaced Ukrainians.

The Ukrainian Canadian Congress – Alberta Provincial Council (UCC-APC) is inviting all municipalities to raise the Ukrainian Flag, display a banner, or light up significant structures with blue and yellow colors on these 2 important dates. We appreciate all the support so many communities have provided to assist Ukrainians in their home country and on arrival to Alberta.

UCC-APC also encourages short ceremonies where possible and including all ethnic and refugee groups as appropriate. We would also appreciate receiving any photos or short notes about these events. UCC-APC will proudly display these photos on our social media pages and share with our national organization the Ukrainian Canadian Congress to showcase Alberta's commitment to this important cause and that we remain the cradle of Ukrainian settlement in Canada.

Orysia Boychuk, President

O Boyell

UCC-APC

From: Community Engagement < Community. Engagement@albertahealthservices.ca>

Sent: July 19, 2022 2:25 PM

To: Community Engagement

Subject: What We Heard - Conversation about Healthcare in Alberta - Lethbridge

Attachments: Provincial Health Tour Lethbridge Presentation.pdf; 2022-06-

24_Lethbridge_Community_WWH.pdf

Good Afternoon,

On behalf of the Minister of Health, the Honorable Jason Copping and the AHS Board and Executive Leaderships, we would like to thank everyone who was able to take part in the Conversation about Healthcare in Alberta in Lethbridge on June 24, 2022. For those who were unable to attend, we missed you!

We have attached the presentation from the session as well as the What We Heard report.

We appreciate your time and to have the opportunity to share information with you. We believe it is important to work in partnership with community leaders to identify and find solutions to challenges related to health care in our communities.

If you have not already done so, we invite you to subscribe to AHS' weekly e-newsletter Together4Health Headlines by emailing Community.Engagement@ahs.ca.

Thank you again

Community Engagement

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

Provincial Health Tour | Summer 2022 Lethbridge – June 24, 2022

What We Heard Summary

The Government Alberta and Aberta Health Services are jointly hosting a series of engagement conversations across Alberta over Summer 2022. The Provincial Health Tour has been designed to allow for Alberta Health and Alberta Health Services to engage with healthcare staff, partners and stakeholders in communities from across the province; to share current approach and priorities, discuss current state and future opportunities, celebrate our successes and work together to identify strategies to address challenges within the healthcare system.

Lethbridge

28 Stakeholders participated representing municipal and community leaders



MLAs Garth Rowswell (Vermillion-Lloydminster-Wainwright), Nathan Neudorf (Lethbridge-East) and Roger Reid (Livingstone-Macleod) welcomed stakeholders.

The Minister of Health, Jason Copping attended and gave an update on healthcare including sharing successes and an update on Government investment and areas of focus.

AHS Board Chair Gregory Turnbull and AHS CEO Mauro Chies shared the AHS Health Plan and priority areas, as well as the challenges and opportunities for our future vision.

The power of partnerships

AHS Board Chair, Gregory Turnbull shared a number of partnerships unique to Lethbridge including:

- Chinook Regional Hospital Foundation raised more than \$2 million in support of various initiatives including significant investments in the areas of addiction and mental health (AMH).
- Partnership with Lethbridge
 Therapeutic Riding Association has enabled continuing care residents and AMH clients to benefit from therapy horses.
- A local volunteer in the emergency department saw a need for equipment to make doctors' and nurses jobs easier.





What We Heard – Provincial Tour Summer 2022 Lethbridge

Alberta Health Highlights

Budget

Alberta Health's budget is \$22B, and anticipated to increase by \$600M a year over the next three years including key investments as follows:

- \$64M increase to EMS budget
- \$60M in new funding over thre years to expand recovery-oriented support for people experiencing addiction and mental health issues
- \$3.7B for continuing care, community care and home care programs
- \$3.5B over three years in capital funding for health facilities, equipment and IT systems across the province.

The Health Capital plan also includes \$45M over three years for the Rural Health Facilities Revitalization Program.

Physician Recruitment

Approximately \$90M is being spent in 2022 including:

Rural Remote Northern Program:	~\$57M	Rural Medical Education:	~\$6M
Rural Integrated Community Clerkship Program:	~\$4M	Rural Health Professions Action Plan (RhPAP):	~\$9M
Locum Program:	~\$3M	Rural Physician On-Call program:	~\$12M

Alberta Health is working with RhPAP on its Rural Education Supplement and Integrated Doctor Experience (RESIDE) program to help address challenges in rural and remote areas.

System Recovery

Over the next three years, AHS will perform between 20 and 23 per cent more surgeries compared to 2018-19 to reduce surgical wait lists.

AHS will return to pre-pandemic surgery wait list status by the end of 2022-23.

AHS is resuming many regular public health activities in 2022-23.

AHS will add 50 permanent, fully staffed ICU spaces by the second quarter of 2022-23.

Government is providing funding for more ground ambulances and additional EMS staff.

In each of the next three years, AHS will add about 1,000 new continuing care spaces and increase the number of unique home care clients by four per cent.

What We Heard – Provincial Tour Summer 2022 Lethbridge

AHS Health Plan 2022-25

AHS is entering a new era of transformation and innovation. The Health Plan 2022-25 is the roadmap for this exciting journey. At the heart of this plan are the 10 priorities that align with direction from the Minister of Health and reflect feedback from patients, clients and families who have received care from AHS.

The 10 priorities are:



1. Alberta Surgical Initiative

Implementation of the Alberta Surgical Initiative, ensuring that, by 2025, all Albertans receive their scheduled surgeries within clinically approved wait times.



Rural Initiatives and Engagement

Rural engagement and rural initiatives, to strengthen partnerships with rural communities, to better support the rural healthcare workforce and to better meet the unique needs of Albertans living in non-urban communities.



2. EMS 10-Point Plan

Implementation of the EMS 10-Point Plan, designed to improve EMS services and availability, especially in rural and remote communities.



7. Continuing Care

Continuing care, increasing the numbers of continuing care spaces and living options, expanding home care hours, and shifting reliance from facility – to home-based care when appropriate.



3. Mental Health and Substance Use Recovery

Mental health and opioid recovery, which includes adding AHS-managed treatment spaces, and expanding in-person and virtual recovery-oriented programs and services.



8. Workforce Recruitment and Retention

Workforce recruitment and retention, which involved supporting our current workforce following more than two years of pandemic response, as well as recruiting and retaining needed healthcare workers.



Pandemic Response and Recovery

Pandemic recovery, which involves adding acute care spaces (ICE beds), supporting continued access to vaccines and treatments to COVID-19, and establishing specialty clinics to support Albertans with ongoing COVID-19 symptoms.



Quality of Patient Outcomes

Quality of Patient Outcomes, ensuring patient safety and high-quality care are maintained and enhanced during a period of transformative change in the organization.



5. Digital Health Evolution and Innovation

Digital health evolution and innovation, including the ongoing rollout of Connect Care and continued expansion of virtual health to support more community – and home-based care, programs and services.



10. Sustainability

Financial sustainability, ensuring that AHS is run efficiently, with Albertans getting full value for every health dollar.

What We Heard – Provincial Tour Summer 2022 Lethbridge

At the event, we held a working session where participants reflected on the following questions:

- What is our healthcare system doing well?
- What challenges currently exist within the system?
- In addition to what is currently being done, how can we better address challenges?



Here's a small sampling of what we heard in Lethbridge.

What we are doing well

- Highly trained quality people.
- Broad spectrum of services
- Good use of technology and increased virtual care

"The people in the system care.

Once in the system, there is a high level of care provided."

Top healthcare challenges and opportunities

Workforce: As with the internal stakeholder session, community stakeholders identified
workforce as a key challenge for the healthcare system. It was raised more than a dozen
times throughout the session.

Themes within workforce included respect for the dedication and care provided ("You are training great people who care about others"), especially through the difficult pandemic years. Participants also identified burnout, training, recruitment and discussed opportunities to support healthcare workers to work at their full scope of practice, including specific reference to nurse practitioners.

"Allow smaller centres to have urgent care opportunities."

"Improve pathways for health professionals to upgrade to new roles where there is need." Recruitment of physicians and healthcare workers was raised by several participants and is a particular concern within the City of Lethbridge where they said thousands are without a primary care physician. One participant linked the workforce challenges and economy – "We can't grow community or economy without family docs for our population."

Local decision-making / organizational

structure: "Use local knowledge and resources" to address challenges was a common refrain of participants who said assets like rural hospitals, space and equipment are

What We Heard – Provincial Tour Summer 2022 Lethbridge

underutilized in favor of urban sites. Several comments focused on the need to understand local communities and to listen to frontline staff for ideas on improvements.

EMS: Ambulance service came up several times with some support for centralized dispatch
and other comments that suggested local dispatch worked better ("We can do local
dispatch, move away from centralization"). Others spoke to the role of local volunteer fire
departments they believe are being impacted and suggested allowing "local fire departments
to have better involvement with AHS" could lead to solutions.

Several identified concerns about coverage in rural communities and worry that when ambulances were called away, there was no redundancy in coverage.

• Other: Participants in the community stakeholder session also raised access – stating that "existing structures help patients move through the system" and "once in the system, it works well and it's free".

Additional comments were made regarding opioid/substance abuse, long waits to see specialists, need for options beyond the ED in light of the primary care vacancy rate, and technology.

Evaluation of event

Participants told us:

- Participation and interaction were encouraged at this event.
- The topic was relevant and was something they wanted to know more about.
- Being at the meeting was a valuable use of their time.

Next steps

- All notes and partnership ideas generated from the Provincial Health Tour will be shared with Alberta Health and Alberta Health Services leadership.
- A report and recommendations will be produced by Alberta Health.

Thank you

We are grateful to all who took the time to meet with Alberta Health and Alberta Health Services leadership to discuss the future of healthcare in Alberta. Your experience and personal insights will inform future planning and changes that will improve healthcare for all Albertans.

Contact us: community.engagement@ahs.ca

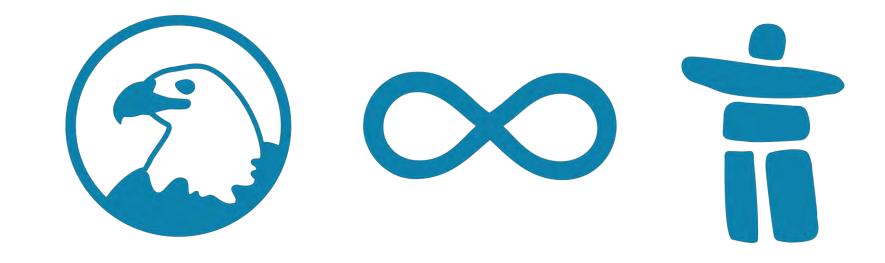




Provincial Health Tour Summer 2022

Lethbridge June 24, 2022









Agenda

- Welcome & Introductions
- Setting the Stage
- World Café Discussion
- Debrief and Wrap-Up
- Next steps





Goals

- Engage partners and stakeholders
- Share current approach and priorities
- Discussion on current state and future opportunities
- Identify additional solutions
- Celebrate successes





Health Commitments

Our 2022-25 Health Business Plan includes three main outcomes:

- An effective, accessible and coordinated health care system built around the needs of individuals, families, caregivers and communities, and supported by competent, accountable health professionals and secure digital information systems.
- A modernized, safe, person-centred, high quality and resilient health system that provides the most effective care now and in the future for each tax dollar spent.
- The health and well-being of all Albertans is protected, supported and improved, and health inequities among population groups are reduced.





Successes

COVID has put a strain on our health-care system, but we are recovering.

- We have moved forward with virtual care options.
- Expanded the use of chartered surgical facilities.
 - Surgery is back at near-normal levels, and the waiting list is about 70,000, just 2,000 higher than before COVID.
- Cancer screening dropped in 2020 but last year the levels were almost back to normal, along with access to cancer treatment.
- The wait for a continuing care bed for patients waiting in hospital is shorter than before the pandemic.

The pressure on the system is beginning to drop as the current wave of COVID recedes, and we'll keep catching up on the care deficits from the past two years.

Budget 2022

This year's Health budget is \$22 billion – and anticipated to increase by \$600 million a year for the next 3 years.

Some areas of investment include:

- \$64 million increase to EMS budget
- \$60 million in new funding over three years, to expand recovery-oriented support for people experiencing addiction and mental health issues
- \$3.7 billion for continuing care, community care and home care programs.
- \$3.5 billion over three years in capital funding for health facilities, equipment and IT systems across the province.

The Health Capital plan also includes \$45 million over three years for the Rural Health Facilities Revitalization Program.





Capital Plan

Budget 2022 includes \$3.5 billion over three years in capital funding to ensure Albertans have access to modern health facilities, equipment and IT systems.

We are investing:

- \$2.2 billion for new and ongoing health care projects and programs;
- \$474 million for capital maintenance and renewal of existing health care facilities;
- \$87 million for health department IT projects; and
- \$758 million for AHS self-financed capital, for parkades, equipment and other capital requirements.





System Pressures

The demand for emergency care has been increasing.

The additional pressure put on the health-care system through the pandemic, in Alberta and Canada-wide, has added to the challenge of wait times as COVID-related cases utilized many available hospital beds and resources.

This increase relates to such factors as deferred primary, urgent and preventative care from early in the pandemic.

At the same time, emergency departments are facing staff shortages due to illness and burnout.





Emergency

Emergency department wait times are a systemic issue related to capacity.

- There were more than 1.5 million visits to Alberta emergency departments in 2020-21.
- In the first nine months of 2021-22, the number of visits had already hit more than 1.5 million.

Addressing emergency department flow takes a whole-of-system approach. We're tackling this in a number of ways, including:

- Increasing funding for home care;
- Providing more care outside of emergency departments through innovative approaches such as community paramedicine programs;
- Working with stakeholders to find longer-term solutions.





EMS

We know response times are too long, staff are experiencing fatigue and burnout, and hospitals are strained and pushing capacity.

We have been taking steps forward to address these systemic issues:

- We have guaranteed funding for helicopter air ambulance operators including STARS, HALO and HERO.
- AHS and Alberta Health continue to work with staff and community partners on the EMS 10-point plan and the larger EMS service plan.
- The Alberta EMS Provincial Advisory Committee is developing recommendations to address EMS system pressures.
- An independent review of the dispatch system is expected to be completed this fall.





Continuing Care

Recent data projects a 62 per cent increase in the need for continuing care over the next 10 years.

To meet the rising needs of an aging population, we are investing capital funding to modernize and increase continuing care capacity, including:

- \$204 million over three years to modernize existing continuing care facilities and create additional continuing care spaces.
- \$91 million over three years to complete the Bridgeland-Riverside Continuing Care Centre in Calgary that will accommodate about 200 residents and deliver day programs and services.
- \$142 million over two years for the Gene Zwozdesky Centre in Edmonton to add 145 new spaces and renovate 205 existing spaces to accommodate 350 continuing care residents with complex needs.





Continuing Care

Some of our actions to-date include:

- Adding 1,500 new continuing care spaces for people waiting in hospital.
- Adding a million more hours of home care, to keep patients out of hospital and living in their own homes.
- · Working on a new, modern legislative framework.
- Delivering on a \$20 million over four years for palliative and end-of-life care, including \$5 million for 2022-23.

Government also conducted a review of continuing care homes and publicly released the Facility Based Continuing Care (FBCC) review final report in Spring 2021 that included 42 recommendations for system-wide change.

We continue to look at innovative ways to provide Albertans with more choices of continuing care services, with a focus on increasing home and community care services and supports.

Alberta Surgical Initiative

Alberta is moving forward with a rapid action plan to transform Alberta's surgical system by putting patients first.

We're funding more surgeries, including 8,000 more cataract removals and 6,000 more hip and knee replacements, which are our two longest wait lists, and spending \$130 million to add more operating rooms in hospitals across the province.

We have also hired a new independent surgical recovery lead to help transform and strengthen surgical services.

We promised Albertans that every scheduled surgery would be done in a clinically acceptable time by 2023 – It may take longer to get there, but we will get there.

ICU and Acute Care Capacity

Alberta is adding 50 new permanent fully staffed ICU beds to expand health-care capacity in order to prevent the system from becoming overwhelmed. The first 19 opened in May.

Alberta now has 195 adult general ICU beds across the province, up from 173 before the pandemic. Over three years, AHS will boost its ICU capacity to 223 beds across all AHS zones.

AHS had filled 250 positions to support the new beds, including nurses, allied health professionals and pharmacists, as well as clinical support service positions such as diagnostic imaging and service workers and plans to recruit to fill another 425 clinical and support service positions.





MRI & CT

- Alberta Health has invested \$33 million for Alberta Health Services (AHS) to improve access to CT and MRI diagnostic imaging healthcare services.
- In 2021, AH and AHS developed an aggressive three-year action plan to reduce wait times, and AHS has taken immediate steps to implement it, ensuring Albertans have more timely access to CT and MRI services.
- Initial progress was made with improved CT and MRI wait times and decreased the number of patients waiting, however we are seeing impacts to imaging wait times due to the COVID-19 pandemic and associated increased demand in emergency and inpatients.
- AHS performed additional 45,000 CT and 30,000 MR exams in 2021/22 which resulted in an overall reduction in provincial wait times in accordance with our CT and MR Implementation Plan.





Mental Health and Addiction Supports

We are building a comprehensive recovery-oriented system of care by:

- Exploring and expanding treatment and recovery supports for opioid use disorder.
- Establishing new publicly funded addiction and mental health treatment spaces, including the introduction of recovery communities.
- Eliminating user fees for publicly funded residential addition treatment services.
- Enhancing youth mental health hubs so youth in Alberta have ready access to prevention, early intervention and clinical treatment supports.

We have now funded over 8,000 annual treatment spaces and provided access to the Digital Overdose Response System.





Physician Recruitment

Approximately \$90 million is being spent in 2021-22 including

- Rural Remote Northern Program: ~ \$57 million
- Rural Medical Education: ~ \$6 million
- Rural Integrated Community Clerkship program: ~ \$4 million
- Rural Health Professions Action Plan (RhPAP): ~ \$9 million
- Locum Program: ~ \$3 million
- Rural Physician On-Call program: ~ \$12 million

Alberta Health is working with the RhPAP on its Rural Education Supplement and Integrated Doctor Experience (RESIDE) program to help address challenges in rural and remote areas.





Other Health Rural Recruitment

There are many initiatives currently underway to assist with rural recruitment efforts including:

- New legislation, the Fair Registration Practices Act, has improved the process of assessing out-of-country professional education and credentials;
- The AHS Integrated Workforce Action Plan work is decreasing workforce attrition and increasing talent attraction to rural Alberta;
- UNA and AHS have committed to fund \$7.5 million for recruitment and retention programs through the Rural Capacity Investment Fund;
- Post-secondary institutions are piloting ways to educate students living and learning in rural areas (U of C online rural baccalaureate program);
- Advanced Education funded an additional 689 RN education seats; over 400 of these students will be educated and trained in institutions that typically supply rural areas of the province.

Workforce Increases

In May 2022, AHS had 112,195 employees with 73,627 FTE.

Staffing has grown since March 2020 due to the pandemic response – primarily in temporary and casual roles:

- The highest staff count of AHS employees are with the Alberta Union of Public Employees (AUPE) – General Support Services (GSS), which has grown 13.1% since March 2019.
- AUPE-Auxiliary Nursing staff count has grown 14.6% since March 2019
- UNA has grown 6.3% over the same period AHS has hired more than 1,800 RNs since the beginning of the pandemic.

Employees with AHS have an average length of service of 10.1 years.





Collective Agreements

AHS has ratified new collective agreements for the term of April 1, 2020 to March 31, 2024 with UNA and AUPE-Auxiliary Nursing

• The new collective agreements includes modest increases over four years and a 1% COVID recognition lump sum for 2021.

In addition, AHS has agreed to work together with both unions in an effort to address recruitment and retention of nurses to remote and rural communities.

AHS continues to negotiate collective agreements with Health Sciences Association of Alberta (HSAA) and AUPE-General Support Services, moving into voluntary mediation.





Service Disruptions in Small Sites

- We are experiencing more temporary service disruptions at some of our rural healthcare sites. This is to be expected, given the impact the pandemic has had, and continues to have, on our workforce.
- We acknowledge that any service disruption or temporary closure causes concern in those communities that are impacted.
- AHS makes every effort to secure staff and physician coverage before reducing services and/or beds. Temporary reductions are a last resort.
- Temporary reductions may occur due to staff/physician vacations, illness, or scheduled upgrades and construction projects.
- AHS ensures that we have engaged with local stakeholders so that they are aware of any service disruptions in their community, and understand mitigation plans in place.

System Recovery

- Over each of the next three years, AHS will perform between 20% and 23% additional surgeries compared to 2018-19 to reduce surgical wait lists.
- AHS will return to pre-pandemic surgery wait list status by the end of 2022-23.
- AHS is resuming many regular public health activities in 2022-23.
- AHS will add 50 permanent, fully staffed ICU by the second quarter of 2022-23.
- Government is proving funding for more ground ambulances and additional EMS staff.
- In each of the next three years, AHS will add approximately 1,000 new continuing care spaces and increase the number of unique home care clients by four per cent.





Looking Forward

We need to reinvest in family medicine and develop a new strategy for primary care overall.

We will continue to find ways to support system recovery so we can get back to providing normal volumes of surgeries and other care.

And we will work with stakeholders to make meaningful change to build a stronger system, with more capacity and better access than before COVID.

Your input here today, is part of this work.





Alberta Health Services (AHS) is entering a new era of transformation and innovation.

Health Plan 2022-25 is the roadmap for this exciting journey.





At the heart of this health plan are 10 priorities that align with direction from the Minister of Health, and reflect feedback from patients, clients and families who have received care from AHS.





AHS' 10 Priorities

- Alberta Surgical Initiative
- EMS 10-Point Plan
- Mental Health and Substance Use Recovery
- Pandemic Response and Recovery
- Digital Health Evolution and Innovation

- Rural Initiatives and Engagement
- Continuing Care
- Workforce Recruitment and Retention
- Quality of Patient Outcomes
- Sustainability





AHS by the Numbers



106 Acute Care Hospitals



602,300 EMS Events



6.58 MillionOutpatient Visits



46,600 Births



Five
Standalone
Psychiatric Facilities



1.55 Million
Emergency
Department Visits



2.5 MillionTotal Hospital
Days



737,200Cancer Patient Visits



108,600 Employees



9,000Physicians

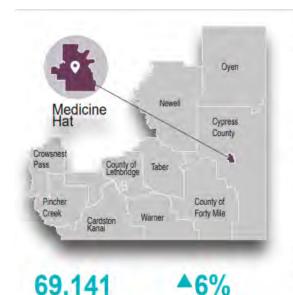


12,200 Volunteers



4.4 MillionAlbertans

Local Stats



69,141 residents in 2020

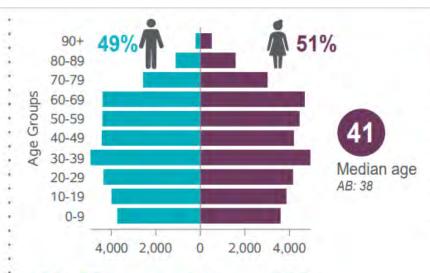
422

since 2010

22%

of the Zone's population lived here

By 2030, the population is expected to increase by 8%



30-39 year olds

were the largest age group, 14% of our population AB: 30-39 year olds (17% of pop.)



19% of residents were 65+ up 36% since 2010

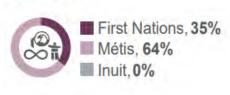
20%

children or youth 17 years and under AB: 22%

By 2030, 24% of the population will be 65+

Diverse Populations, 2016

5% of our population identified as Indigenous AB: 7%



4%

AB: 7%

of our population

know English & French

9% of our population were immigrants (7% in 2011)

AB: 21%

23%

recent immigrants (2011-2016) compared to 2% from 2006 to 2011 AB: 25%

English only: 96%

French only: 0%

Neither English nor French: 0%

Challenges and Opportunities

COVID-19 pandemic

Demands of ongoing pandemic could affect inpatient/workforce capacity

Potential workforce shortages

 Mitigating through Integrated Workforce Action Plan; alternate models of care; recruitment, retention and employee wellness strategies.

Community/stakeholder engagement

• Ten priorities require collaboration with communities and stakeholders, and AHS must engage effectively to secure their partnerships.







1. Alberta Surgical Initiative

Implementation of the Alberta Surgical Initiative, ensuring that, by 2025, all Albertans receive their scheduled surgeries within clinically appropriate wait times.



2. EMS 10-Point Plan

Implementation of the EMS 10-Point Plan, designed to improve EMS services and availability, especially in rural and remote communities.



3. Mental Health and Substance Use Recovery

Mental health and opioid recovery, which includes adding AHS-managed treatment spaces, and expanding in-person and virtual recovery-oriented programs and services.



4. Pandemic Response and Recovery

Pandemic recovery, which involves adding acute care spaces (ICU beds), supporting continued access to vaccines and treatments for COVID-19, and establishing specialty clinics to support Albertans with ongoing COVID-19 symptoms.



5. Digital Health Evolution and Innovation

Digital health evolution and innovation, including the ongoing rollout of Connect Care and continued expansion of virtual health to support more community- and home-based care, programs and services.







6. Rural Initiatives and Engagement

Rural engagement and rural initiatives, to strengthen partnerships with rural communities, to better support the rural healthcare workforce and to better meet the unique needs of Albertans living in non-urban communities.



7. Continuing Care

Continuing care, increasing the number of continuing care spaces and living options, expanding home care hours, and shifting reliance from facility- to home-based care when appropriate.



8. Workforce Recruitment and Retention

Workforce recruitment and retention, which involves supporting our current workforce following more than two years of pandemic response, as well as recruiting and retaining needed healthcare workers.



9. Quality of Patient Outcomes

Quality of Patient Outcomes, ensuring patient safety and high-quality care are maintained and enhanced during a period of transformative change in the organization.



10. Sustainability

Financial sustainability, ensuring AHS is run efficiently, with Albertans getting full value for every health dollar.





The future – what's next – where we are headed as a province
Lead into the questions for participants – and this is where we need you and your input.





THANK YOU

For follow up, please contact Community.Engagement@ahs.ca.





Municipalities, Alberta Municipalities, and Rural Municipalities of Alberta are key partners in the Government of Alberta's efforts to provide more affordable housing to those who need it. Last November, Honourable Josephine Pon, Minister of Seniors and Housing, released <u>Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing</u>. Over the last several months, Seniors and Housing staff have engaged with municipalities as the department works to implement key actions in the strategy.

As the Assistant Deputy Minister of the Housing Division at Seniors and Housing, I would like to update you on two key initiatives that involve municipalities. During the fall 2021 sitting, the Legislative Assembly passed the *Alberta Housing Amendment Act* (2021), which lays the groundwork for the transformative changes outlined in the affordable housing strategy. The Act came into force on April 20, 2022.

Following the proclamation, amendments to two regulations that affect municipalities came into force:

- 1. Management Body Operation and Administration Regulation (MBOAR), which introduces competency-based requirements (knowledge, skills, experience, expertise or qualifications) for housing management body (HMB) boards.
- 2. Social and Affordable Housing Accommodation Exemption Regulation (SAHAER), which replaced the Alberta Social Housing Corporation Exemption Regulation. SAHAER exempts property taxes from properties owned by the Alberta Social Housing Corporation (ASHC), and now enables that exemption to remain in place if the property is sold to a HMB or other provider, as long as the property remains in use as social or affordable housing.

The following is additional information on each regulation as they relate to municipalities:

Management Body Operation and Administration Regulation (MBOAR)

The government is working with HMBs to increase their capacity to meet local needs. HMBs governed under the *Alberta Housing Act* are now required to:

- 1. determine the skills, expertise and knowledge required for their board members;
- 2. establish a process for the appointment of board members that ensures each board member has the skills identified: and
- 3. board members must be appointed in accordance with the established process.

Municipalities across Alberta appoint board members to their local HMB(s); therefore, it is important they are aware of the new requirements and work with their HMB(s) to fulfil them.

Seniors and Housing is not asking boards to replace current members, which may include municipal representatives. Rather, the ministry is looking to the future, and putting processes in place that will help strengthen board governance and set housing providers up for success as they take on bigger roles in local housing delivery.

On May 31, 2022, Dean Lussier, Executive Director, Seniors and Housing, sent an email with a letter from Minister Pon to HMB board chairs and chief administrative officers (CAOs) outlining the skills assessments and future recruitment plans that each HMB board must fulfil by June 30, 2023. Minister Pon's letter and description of the skills requirements are attached to this email.

Social and Affordable Housing Accommodation Exemption Regulation (SAHAER) With the proclamation of amendments to the Alberta Housing Act, the Social and Affordable Housing Accommodation Exemption Regulation replaces the Alberta Social Housing Corporation Exemption Regulation. The new regulation makes it easier for housing providers and partners to take a larger role in affordable housing by extending property tax exemptions granted to ASHC-owned properties when those properties are transferred to HMBs or affordable housing providers. Future owners of properties currently owned by the ASHC will remain exempt from property taxes, as long as the property continues to be operated as social or affordable housing.

Since ASHC-owned properties are currently exempt from property taxes, this change will not have an impact on municipalities. No action is required from municipalities at this time. The ministry will inform municipalities if a property is no longer being used for social or affordable housing, becoming ineligible for an property exemption under SAHAER. The regulation is attached to this email for your reference.

Alberta municipalities have provided significant input on the strategy and implementation activities to-date, and Minister Pon and our whole team are grateful for the feedback and support. If you have any questions about these initiatives and how they are being implemented, please contact me by email at david.e.williams@gov.ab.ca.

Together, we will provide more affordable housing for Albertans in need.

Sincerely,

David Williams Assistant Deputy Minister

Alberta

Attachment - May 31, 2022 letter from Minister Pon to HMB boards and HMB CAOs

Attachment - Housing Management Body Board Skills Requirements

Attachment - Ministerial Order No. MAG:001/22



AR53031

July 11, 2022

Good afternoon,

Municipalities are key partners in our efforts to provide more affordable housing to those who need it. In November 2021, I released *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing.* It maps out the thoughtful changes needed to provide safe, stable, affordable housing for 25,000 more households to serve a total of 82,000.

Alberta's government is committed to working with municipalities and housing providers to determine how best to support local affordable housing needs. With input from municipalities, housing providers and nonprofits, my ministry has developed a standardized approach to needs assessments for affordable housing.

We will use the needs assessments to help target funding to address the unique local needs of a community. I encourage all municipalities to use the housing needs assessment to support long-term community planning, coordination and decision making on new projects. Collaboration between municipalities, local housing management bodies, housing operators, nonprofit organizations and other housing operators is encouraged in order to complete the assessment. Local needs assessments will require endorsement from the municipality (or group of municipalities) prior to submission.

Municipalities will be able to access, complete and submit the needs assessment template through a secure web portal, which will be available by the end of summer 2022. The template will be populated with the most current data available for your municipality from Statistics Canada.

.../2

404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550 Unit 106, 8220 Centre Street NE, Calgary, Alberta T3K 1J7 Canada Telephone 403-215-7710

Classification: Protected A

To assist you in preparing to complete a needs assessment for your community, attached is the Affordable Housing Needs Assessment Guide and Template. If you have any questions about the needs assessment, please send an email to SH.HousingNeedsAssessment@gov.ab.ca.

Together, we can provide more affordable housing for Albertans in need.

Sincerely,

Josephine Pon \ Minister of Seniors and Housing

Attachment

cc: Honourable Ric McIver

Minister of Municipal Affairs

Affordable housing needs assessment guidebook

Albertan

Contents

Affordable Housing Needs Assessment 3	
Overview	3
Affordable Housing Needs Assessment	3
Needs Assessment Tool	3
Purpose of this Guide	4
<u>Definitions</u>	5
Affordable Housing Needs Assessment Template	8
 PART 1: Demographics & Housing Information 	8
 PART 2: Municipal Key Findings & Priorities 	13
Affordable Housing Needs Assessment Guide	17
 PART 1: Demographics & Housing Information 	17
 PART 2: Municipal Key Findings & Priorities 	19

Affordable Housing Needs Assessment

Overview

Affordable Housing Needs Assessment

The Ministry of Seniors and Housing is providing a standardized affordable housing needs assessment template to better understand local affordable housing needs, support community planning and inform Government of Alberta decision-making. This responds to Action 3.1 and Action 3.2 of <u>Stronger</u> Foundations: Alberta's 10-year strategy to improve and expand affordable housing.

Alberta's government is committed to working with municipalities and housing providers to determine how best to support local affordable housing needs. With input from municipalities, housing management bodies and nonprofit housing providers, Seniors and Housing has developed a standardized approach to needs assessments for affordable housing. Municipalities are asked to lead the completion of the needs assessment in collaboration with housing management bodies, local housing operators, non-profit organizations and any other housing operators to inform the local affordable housing need.

These affordable housing needs assessments will help identify municipal/regional housing needs and support the allocation of provincial funds. Municipalities are encouraged to use the tool to better understand the needs of priority populations in their community as well as to support long-term community planning, coordination and decision making on new projects. Engagement with community members and stakeholders is a very important part of identifying housing needs and is recommended to ensure a holistic view of housing needs is obtained.

Needs Assessment Tool

The Affordable Housing Needs Assessment tool is intended to identify affordable housing needs within the community. Municipalities will lead the assessment, and work in collaboration with housing management bodies, local housing operators, non-profit organizations and any other housing operators to complete the template. Municipalities can complete the needs assessment individually or partner together with other municipalities as a region. When partnering as a region, it is recommended the assessments take into account community hubs and traffic patterns to identify where residents travel outside their immediate community to access amenities.

When accessing the online template, the province will pre-populate population and economic data, as available from Statistics Canada, Canada Mortgage and Housing Corporation and Treasury Board and Finance in the template. Municipalities have flexibility within the template to include additional relevant data to inform local housing need and priority populations. Municipalities that have recently conducted their own housing needs assessment can choose to upload the results of their assessment and specify their top their priority housing options for their community. However, the province is still encouraging municipalities to use the provincial Affordable Housing Needs Assessment template to support a standardized approach in evaluating housing need across the province.

The completed affordable housing needs assessment must be approved by Chief Administrative Officer or Municipal General Manager prior to submission to the province.

Information provided within the completed affordable housing needs assessment may be shared publically. It may also be used in general calls for proposals for new Non-Market Affordable Housing units.

Purpose of this Guide

This guide has been developed to assist and provide guidance in the compilation of the data elements and completion of the housing needs assessment template. The guide also provides definitions, and explanations on the data elements, as well as links to data sources.

Definitions

TERM	DEFINITION
Accessible Housing	Refers to the manner in which housing is designed, constructed or modified (such as through repair/renovation/renewal or modification of a home), to enable independent living for persons with diverse abilities. Accessibility is achieved through design, but also by adding features that make a home more accessible, such as modified cabinetry, furniture, space, shelves and cupboards, or electronic devices that improve the overall ability to function in a home.
Adequacy (Housing)	Housing adequacy refers to the physical condition of the dwelling, where housing is considered inadequate if major repairs or modernization improvements are required.
Affordability	The household has the financial ability or means to effectively enter or access the housing market, without spending more than 30 per cent of its before tax (gross) household income on shelter costs.
Affordable Housing under Agreement with GoA	A housing unit with rents set at a minimum of 10 per cent below market rates, as defined in the Operating Agreements.
Collaboration	Two or more people/organizations working together toward shared goals.
Community Housing (also refer to as Rent Geared to Income)	Government supported subsidized rental housing administered by housing management bodies for families, seniors and individuals with low income who cannot afford other housing options in the community, due to circumstance. A tenant's rent, which includes heat, water, electricity, and sewer expenses, is based on 30 per cent of the household's total annual income. Regulated under the <i>Alberta Housing Act</i> .
Core Housing Need	A household is considered in "Core Housing Need" if its housing does not meet one or more of the adequacy, suitability or affordability standards, and it would have to spend 30 percent or more of its before tax income to access acceptable local housing. Acceptable housing is adequate in condition, suitable in size, and affordable. Adequate housing does not require any major repairs, according to residents. Suitable housing has enough bedrooms for the size (number of people) and makeup (gender, single/couple, etc.) of the needs of the households, according to National Occupancy Standard (NOS) requirements. Affordable housing costs 30 per cent or less of before tax (gross) household income.
Extreme Core Housing Need	Has the same meaning as core housing need, except that the household has shelter costs for housing that are 50 per cent or more of total before-tax income.
Hidden Homelessness	A term that describes those who are live temporarily with others but without guarantee of continued residency or immediate prospects for accessing permanent housing.
Homelessness	A term that describes those who are sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter.

Household	A social unit composed of those living together in the same dwelling.
Mixed-Income Housing	Any type of housing development (rent or owned) that includes residents with a range of income levels, including low, moderate and/or higher incomes.
Mixed Tenure Housing	Generally refers to a development with a variety of cost and tenure (rent or own) options. For example, developments which include social and affordable housing alongside housing offered at full market price.
Mixed-Use Development	The development of land or a building with two or more different uses, such as residential, office and retail. Mixed-use can occur across units in a building, or spread out across units in a project or portfolio with multiple buildings.
Near Market Housing	Market housing rented at below average market rates, often referred to as low-end market housing.
New Construction	"New" means construction of a residential building starting with a vacant property. The new category also includes purchase of existing non-affordable/market buildings and improving them with major improvements to meet mandatory eligibility requirements.
Non-Market Affordable Housing	Non-market housing is housing rented at lower than market price due to investment by third party entities (e.g., a level of government, private business, or non-profit organization).
Rent Supplement	Help make rental accommodations more affordable by subsidizing rent. Rent supplement can be provided publicly by a level of government or privately through a non-profit organization.
Seniors Housing (Other)	Other rooms/units designated for seniors that are not covered under Seniors' Lodge or Seniors' Self-Contained.
Seniors Lodge	Supportive living units designated for senior households in a communal setting with meals, housekeeping, and recreational activities. Regulated under the <i>Alberta Housing Act</i> .
Seniors Self-Contained	Seniors apartments with rent subsidized at 30 per cent of household income. Regulated under the <i>Alberta Housing Act</i> .
Shadow Populations	Populations not reflected in official population counts, such as those that declare their residence elsewhere (e.g., transient/seasonal workforce), or homeless individuals.
Shelter Cost	Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. For renter households, shelter costs include, where applicable, rent and costs of electricity, heat, water and other municipal services.
Social Housing	Regulated housing under the <i>Alberta Housing Act</i> wherein rents are set at 30 per cent of a household's income. Utilities (including heat, water and sewer expenses) are included; electricity, phone, television and any additional services (i.e. parking) are not included.

Specialized Housing	Specialized Housing provides accommodation to targeted populations, including housing for Indigenous peoples, people with disabilities, people experiencing chronic homelessness, and people fleeing family violence.
Suitability (Housing)	Housing suitability refers to how appropriate the size of the dwelling is for the household who resides in it (i.e., number of bedrooms). Suitable housing has enough bedrooms for the size (number of people) and makeup (gender, single/couple, etc.) of the needs of the households, according to National Occupancy Standard (NOS) requirements
Wrap-Around Supports	Wrap-around supports are additional services that contribute to the sustainability of housing arrangements by assisting tenants to remain stable. These supports may include mental health or addiction counselling, access to on-site healthcare, employment services, meal plans, access to furniture banks and other services beyond simple shelter.
Permanent Supportive Housing	Housing accommodations for residents of all ages that are dependent on community based services. Residents may include those experiencing homelessness, persons with disabilities, addictions and/or mental health issues, and others in vulnerable situations. The Permanent Supportive Housing accommodation type includes a wide range of on-site social supports that are designed to build independent living and connect people with community based health care, treatment and employment services.'
Priority Populations	Priority populations identified under the Stronger Foundations strategy are low-to moderate-income: Indigenous peoples People with disabilities Women and children fleeing violence People at risk of homelessness or transitioning out of homelessness supports People at risk of health and safety in current accommodation Seniors People dealing with mental health and addiction Youth exiting government care Veterans Recent immigrants and refugees Racialized groups LBGTQ2S+ people These target populations align with groups of people identified as those in greatest need in the Government of Canada's National Housing Strategy.
Waitlist	List of households who applied and are eligible for housing accommodation and are waiting for a unit to become available. The list is typically maintained by housing management bodies and non-profit housing providers

Affordable Housing Needs Assessment Template

PART 1: Demographics & Housing Information

		Submissi	ion conta	ct			
Name: E-mail address: Title:				rganizatio rganizatio			
		Muni	cipality				
Municipality:	Date of Completion:						
Select the municipality or municipalities you are conducting the needs assessment for. If this is a joint report (multiple municipalities), ensure that the municipalities are geographically close to each other.						t	
Note: The list of municipal on your selection of municipal available from the Statistic	cipalities, certain	fields in the Nee					
☐ We have conducted	d our own Hous	ing Needs Ass	essment a	nd would	like to use it as	our subr	nission.
Upload: <file ar<="" name(s)="" td=""><td>nd Type(s)></td><td></td><td></td><td></td><td></td><td></td><td></td></file>	nd Type(s)>						
If you upload an existing of information in your assess			t steps in th	ne online te	emplate, using da	ta and	
		Рорг	ulation				
When entering information on behalf of. All fields are municipality(ies) noted ab	required, unless	otherwise noted	. Informatio	n, where a			
You may receive this mes from Statistics Canada to Housing Needs Assessme	protect individua						
Files added: <file name=""></file>							
	Compounded 2027 Compounded 2027 Compounded 2016 2021 Annual Growth (Projected) Annual G					oounded Il Growth	
Total population							
Household count							
2027 2016 2021 (Projected)							
Average household si	ze				(3.13)		
Median age							
Percent of population	age 65 or grea	iter					

	Own home	Rent home	Rent home (subsidized)	
Percentage of households (2021)	OWITHORIE	Nent nome	(Subsidized)	
Comments on population and household	projections as we	ell as other popula	tion consideratio	ns:
	Income / Econo	omv	_	
Information from Statistics Canada, where availa included below. If you have more recent or relevely relevant/updated information.	ble for the municipa	ality(ies) for which th		
Median household income				
All households: Owner households: Renter households: Reporting year:				
☐ We have our own median household inc	come data to prov	ide		
The data displayed below is by economic region municipality(ies) you have selected. If you have data for multiple economic regions will be display community. If you have your own data, select the	selected municipal yed. You may selec	ity(ies) in more than at the economic regio	one economic region on that best represe	on, then the
Labour Force Data				
Reporting region: Labour participation rate (February 2022) Unemployment rate (February 2022): Month / year of data provided:):			
☐ We have our own labour force data to p	rovide			

Major local industries

Enter up to 10 major industries for the municipality(ies) you are conducting the needs assessment on behalf of.

Include those that employ a majority of lower income households. Also note any unique industry characteristics that may impact housing demand such as use of temporary seasonal workforce, industry growth, dependency on other industries, or variability due to economic cycles.

Industry:
Top employers in industry (optional)
Unique characteristics impacting affordable housing demand (optional)

Housing

The housing data below is derived from the 2021 Statistics Canada Census. No entry is required. You can use this information to estimate housing need in the Housing Supply section of the Housing Needs Assessment.

A household is considered in "Core Housing Need" if its housing does not meet one or more of the adequacy, suitability or affordability standards, and it would have to spend 30 percent or more of its before tax income to access acceptable local housing. Acceptable housing is adequate in condition, suitable in size, and affordable. Adequate housing does not require any major repairs, according to residents. Suitable housing has enough bedrooms for the size (number of people) and makeup (gender, single/couple, etc.) of the needs of the households, according to National Occupancy Standard (NOS) requirements.

Owner Households	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Households in Core	# households				
Housing Need	% households				
Households spending more than 30% of	# households				
income on shelter cost	% households				
Households spending	# households				
more than 50% of income on shelter cost	% households				
Renter Households	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Renter Households Households in Core	Bachelor # households	1 Bedroom # households	2 Bedroom # households	3 Bedroom # households	4 Bedroom # households
	240	. 200		0 200.00	
Households in Core Housing Need Households spending	# households				
Households in Core Housing Need	# households % households	# households % households	# households % households	# households % households	# households % households
Households in Core Housing Need Households spending more than 30% of	# households % households # households				

All Households	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Households in Core	# households				
Housing Need	% households				
Households spending	# households				
more than 30% of income on shelter cost	% households				
Households spending	# households				
more than 50% of income on shelter cost	% households				

Additional information

	Bachelor	1 Bedroom	2 Bedroom	3+ Bedroom
Median Market Rent	\$	\$	\$	\$
Vacancy Rate	%	%	%	%

Provide some context on the median market rent or vacancy rates if the information above do not accurately capture the current market housing situation (e.g. variable housing demand due to seasonal/temporary fluctuations in population, vacancy mostly in high-end market units, and data inaccuracies due to survey methodology): (optional).

Policies and Key Initiatives

Please provide current municipal / regional housing policies and key initiatives that enable affordable housing (e.g. tax exemptions, inclusionary zoning), as well as any current local community plans and regional growth strategies established within the last five years. List the documents uploaded as well as a short summary of each (one to three sentences).

If you have any supporting documentation for housing policies and key initiatives, attach them to the submission.

Upload: <File Name(s) and Type(s)>

Community Consultations

Please provide findings from community consultations undertaken on housing needs with persons, organizations, authorities, or community groups (including Indigenous groups) serving the priority low- to moderate-income populations* selected for the municipality(ies).

Examples of groups to consult with include, but not limited to:

- Housing Management Bodies (HMBs)
- Social Service Organizations
 Local Family and Community Support Services (FCSS)
 Private Housing Sector

/ho did you consult with?	
/hat was the consultation process?	
/here were the results of these consultations?	
mere were the results of these consultations:	

PART 2: Municipal Key Findings and Priorities

Non-Market Affordable Housing Supply

Please provide the number of non-market affordable housing units currently in the municipality(ies), as well as the number of units currently needed. .

2022 Current State	A. Existing Units	B. Current Unit Deficit (need)	B.1 Current Accessible Unit Deficit (need)	B2. Number of Households on Waitlist
Community Housing				
Seniors' Self Contained				
Seniors' Lodge				
Seniors' Housing (Other)				
Near Market Housing				
Permanent Supportive Housing				
Specialized Needs Housing				
Indigenous Housing				
Rent Supplement				
Other				

2027 Projections

	B. Current Unit Deficit (need)	C. Anticipated New Units	C.1 Committed or Under- development	D. Projected New Demand	E. Unit loss expected due to expiry of agreements, condition or age	F. Total Projected Unit Deficit
Community Housing						
Seniors' Self Contained						
Seniors' Lodge						
Seniors' Housing (Other)						
Near Market Housing						
Permanent Supportive Housing						
Specialized Needs Housing						
Indigenous Housing						
Rent Supplement						
Other						
If applicable, provide information on the	he number of Emergency	Shelter spaces a	vailable, usage and tre	ends associated with	these spaces:	

Affordable Housing Needs Assessment	Sample Template and Information Guide

Municipal Priorities

Please list the top three (3) priority housing types for the municipality and the number of units needed. Provide rationale / key findings to support the top housing priorities.

Priority 1 Current units available: Current unit deficit: Housing Type: □ Not available □ Not available □ Not available Projected unit deficit in 5 years: **Current vacancy rate: Current waitlist count** □ Not available □ Not available □ Not available Key findings/comments Please upload any documentation you may have to support this priority (optional). Files added: <file name> **Priority 2 Housing Type: Current units available: Current unit deficit:** □ Not available □ Not available □ Not available Projected unit deficit in 5 years: **Current vacancy rate: Current waitlist count** □ Not available □ Not available □ Not available Key findings/comments Please upload any documentation you may have to support this priority (optional). Files added: <file name> **Priority 3 Current units available: Current unit deficit: Housing Type:** □ Not available □ Not available □ Not available

Current vacancy rate:

Current waitlist count

Classification: Protected A

Projected unit deficit in 5 years:

□ Not available	□ Not available	□ Not available
Key findings/comments		
Please upload any documentation	you may have to support this priority.	
Files added: <file name=""></file>		

Municipal Endorsement

Have you received a municipal endorsement for each municipal government applicable to this submission?

Please upload copies of supporting documentation of your municipality's endorsement(s) for this Housing Needs Assessment.

The municipal endorsement must be provided by the chief administrative officer or municipal general manager. For questions about municipal endorsements, please contact **SH.HousingNeedsAssistance@gov.ab.ca**.

Please upload any documentation you may have to support this priority.

Files added: <file name>

Affordable Housing Needs Assessment Guide

Municipalities that have recently conducted their own housing needs assessment can choose to upload the results of their assessment and will be asked to enter their assessment information into the relevant online template section. All municipalities are encouraged to complete the Affordable Housing Needs Assessment to support a provincial standardized approach in evaluating housing need across the province.

PART 1: Demographics & Housing Information

Population

Total population and Household count - 2016, 2021

The total population and the household count is based on the municipality(ies) selected. This data is automatically populated when available through Statistics Canada. If Statistics Canada census data is unavailable or you would like to submit municipal census data instead, please select the checkbox and enter in municipal census data.

Total population and Household count (Average annual growth)

The total population and the household count average annual growth rates are based on the municipality(ies) selected. This data is automatically populated when the data is available through Statistics Canada. This rate is calculated by the system based on the formula:

Compound Annual Growth Rate (CAGR) =
$$\left(\frac{End\ population}{Beginning\ population}\right)^{\frac{1}{\#\ of\ years}} - 1$$

Municipalities can employ their preferred method to calculate the average annual growth rate to project the total population in 2027. However, a simple method is to use the straight line growth rate to project 2027 data.

Straight-Line Growth Rate

To use the Straight-Line Growth Rate method, first calculate the Average Annual Growth Rate from 2016 to 2021. Find the difference between the two values by subtracting the 2021 value by the 2016 value. Then, divide this number by the 2016 value multiplied by 5 (years) to get the Average Annual Growth Rate from 2016 to 2021. Finally, multiply the 2021 value by the Average Annual Growth Rate and by 6 (years) to get the projected amount of growth over the next 6 years. Add this to the 2021 value to derive the projected value for 2027.

Example - Projecting # of Households in 2027

$$Avg\ Annual\ Growth\ Rate = \frac{(\#\ Households\ in\ 2021) - (\#\ Households\ in\ 2016)}{(\#\ Households\ in\ 2016) \times 5\ years}$$

2027 Household Projection = (#Households in 2021)[$1 + (Avg Annual Growth Rate) \times 6 years$]

Total population and Household count - 2027 (projected)

Enter the projected population in 2027. Municipalities may use their preferred method the straight-line growth rate method described above to project population and household counts in 2027.

Average household size - 2016, 2021, 2027 (projected)

This data is automatically populated when available through Statistics Canada. The municipality can apply their preferred method or the Straight-Line Growth Rate to project the average household size in 2027.

Median age - 2016, 2021, 2027 (projected)

This data is automatically populated when available through Statistics Canada. To calculate the projected median age in 2027, the municipality can apply their preferred method or the Straight-Line Growth Rate.

Percent of population age 65 or greater - 2016, 2021, 2027 (Projected)

This percentage is automatically calculated when the data is available through Statistics Canada. To calculate the projected percentage of seniors population in 2027, the municipality can apply their preferred method or use the Straight-Line Growth Rate.

Percent of households - Owner, Renter, Renter (subsidized) for 2021

The percentage of households that own, rent (total and subsidized) their current residence. This percentage is automatically calculated when the data is available through Statistics Canada.

Comments on population and household projections as well as other population considerations:

Please provide any information on demographic groups that may not be accurately or fully captured in the Statistics Canada Census data. Some examples of these demographic groups may include homeless and transient/seasonal workforce, and Indigenous households. If any of your projections deviate significantly from historic trends, please explain your rationale/methodology in this section.

Income / Economy

Median Household Income (All households)

This number is automatically calculated when the data is available through Statistics Canada. Municipalities can choose to manually enter the median household income for all households in the municipality/region if they have more detailed or up-to-date information on household income in their community.

Median Household Income (Renter households)

This number is automatically calculated when the data is available through Statistics Canada. Municipalities can choose to manually enter the median household income for renter households in the municipality/region if they have more detailed or up-to-date information on renter household income in their community.

Median Household Income (Owner households)

This number is automatically calculated when the data is available through Statistics Canada. Municipalities can choose to manually enter the median household income for owner households in the municipality/region if they have more detailed or up-to-date information on owner household income in their community.

Reporting Month/Year

Specify the month and year that the data was collected.

Reporting Region

Economic data is only available for the following Economic Regions. The economic Region has been determined based on the municipality(ies) you have selected. If you have selected municipality(ies) in more than one economic region, then the data for multiple economic regions will be displayed. You may select the economic region that best represent your community. If you have your own data, select the checkbox below and provide your own custom data.

- Banff-Jasper-Rocky Mountain House
- Calgary
- Camrose-Drumheller
- Edmonton
- Lethbridge-Medicine Hat
- Athabasca-Grande Prairie-Peace River
- Red Deer
- Wood Buffalo-Cold Lake

Participation Rate

The participation rate measures the total number of individuals who are currently employed or in search of a job. This rate is automatically calculated when the data is available through Statistics Canada. Municipalities can choose to manually enter labour force participation rate in the municipality/region if they have more detailed or up-to-date information on labour force participation rates in their community.

Unemployment Rate

Unemployment rate measures the number of unemployed persons expressed as a percentage of the labour force. The labour force refers to the total adult population (15 years of age or older) available to the labour market at a specific time. This rate is automatically calculated when the data is available through Statistics Canada. Municipalities can choose to manually enter labour force unemployment rate in the municipality/region if they have more detailed or up-to-date information on unemployment rates their community.

Major local industries

Select from the National Occupation Classification (NOC) industries. Enter up to 10 major industries for the municipality(ies) you are conducting the needs assessment on behalf of. Include those that employ a majority of lower income households. Also note any unique industry characteristics that may impact housing demand such as use of temporary seasonal workforce, industry growth, dependency on other industries, or variability due to economic cycles.

Housing

Households in Core Housing Need

The number and percentage of households in Core Housing Need for each unit type, broken out by tenure (i.e. owner households, renter households, all households). This data is automatically populated when available through Statistics Canada.

Households spending more than 30% of income on shelter cost

The number and percentage of households spending more than 30 per cent of its before-tax income to pay all shelter expenses by unit type, broken out by tenure (i.e. owner households, renter households, all households). This data is automatically populated when available through Statistics Canada.

Households spending more than 50% of income on shelter cost

The number and percentage of households spending more than 50 per cent of its before-tax income to pay all shelter expenses by unit type, , broken out by tenure (i.e. owner households, renter households, all households). This data is automatically populated when available through Statistics Canada.

Example of how to calculate the percentage of Renter Households in Core Housing Need for 1 Bedroom units:

Number of 1 bdrm Renter households in Core Housing Need

Total number of 1 bdrm Renter households

Median Market Rent

The median market rent in the municipality for each unit type. This data is automatically calculated when the data is available through CMHC's Rental Market Survey and Government of Alberta's Apartment Vacancy and Rental Cost Survey.

CMHC Housing Market Information Portal: https://www.cmhc-schl.gc.ca/hmiportal

Alberta Apartment Vacancy and Rental Cost Survey: https://open.alberta.ca/publications/2369-8780

Vacancy Rate

The market vacancy rate in the municipality for each unit type. This data is automatically populated when available through CMHC's Rental Market Survey and Government of Alberta's Apartment Vacancy and Rental Cost Survey.

Policies and Key Initiatives

Please provide current municipal / regional housing policies and key initiatives that enable affordable housing (e.g. tax exemptions, inclusionary zoning), as well as any current local community plans and regional growth strategies established within the last five years. List the documents uploaded as well as a short summary of each (one to three sentences).

Community Consultations

Comprehensive and extensive public consultation is not required to complete this needs assessment. It is recommended the following community groups be considered for consultation:

- Housing Management Bodies (HMBs)
- Social Service Organizations
- Local Family and Community Support Services (FCSS)
- Private Housing Sector

In addition to the above, consideration may be given to consult with persons, organizations, authorities, or community groups (including Indigenous groups) serving the priority low- to moderate-income populations* selected for the municipality(ies).

PART 2: Municipal Key Findings & Priorities

Non-Market Affordable Housing Supply

A. Existing Units

The number of active units for each non-market affordable housing type in the community. Please include all available units including municipally operated units and units operated by Housing Management Bodies (HMBs), Non-Profit Providers, and Community Organizations or others. Please contact your local HMB or the Ministry of Seniors and Housing (SH.HousingNeedsAssistance@gov.ab.ca) if you need a list of provincially supported housing units in your community.

B. Current Unit Deficit (need)

The number of units required to satisfy the current demand for each type of housing. The calculation of the number of units needed should take into account current demand for affordable units such as the number of households in the community waiting for an affordable housing

unit (such as management bodies', non-profit housing providers', municipal housing programs, Community Based Organizations' waitlists), or the number of households in the community in core housing need, offset by the amount of units currently available. If known, please also include the demand for accessible units for each housing type.

B1. Current Accessible Unit Deficit (need)

Enter the number of units required to satisfy the current demand for accessible units. This is a subset of "B. Current Unit Deficit". The calculation of the number of accessible units needed should take into account the number of households on management bodies', non-profit housing providers', municipal housing programs' and/or Community Based Organization's waitlists, waiting for an accessible unit.

B2. Number of Households on Waitlist

Enter number of households who have applied and are eligible for affordable housing through the local housing management bodies and non-profit housing providers, as well as municipal housing programs or Community Based Organizations and are waiting for placement. This is a subset "B. Current Unit Deficit". Please include the waitlist for this housing type from municipal housing programs as well as programs delivered by Housing Management Bodies (HMBs), Non-Profit providers and Community Based Organizations.

C Anticipated New Units

This is the total anticipated new supply that will be available by 2027. The municipality may apply any method to calculate anticipated new units. The units do not need to be newly built, but new additions to each housing type. Do not include any unit loss in the calculation.

C.1 Committed or Under-development

Enter the number of anticipated new supply which has funding commitments and/or are currently under development. This is a sub-set of "C. Anticipated New Units.

D. Projected New Demand

Enter the number of new households that will require housing support by 2027. The municipality may apply any method to calculate projected future demand. When projecting new demand, consider the number of household growth entered in the Population section of the Housing Needs Assessment and/or the information on percentage of households in Core Housing Need.

One method of calculating Projected New Demand for 2027 is to use the compounded annual growth rate. To do this, first find the Current Total Demand by adding the Existing Units to the Current Unit Deficit in 2022 for each housing type. Then, use the Compounded Annual Growth Rate (CAGR) value from the Population section of this report and apply it to the following formula:

 $Projected \ New \ Demand = [(\textit{Current Total Demand}) \times 5 \ \textit{years}]^{(\textit{Compounded Annual Growth Rate})}$

E. Unit loss due to expiry, condition or age

Enter the number of units that will become unavailable by 2027 due to expiring agreements, building condition or at the end of its life cycle, due to building age. The municipality should consult with Housing Management Bodies, Non-Profit providers, and Community Based Organizations or other providers to determine the projected loss of units administered by these entities.

F. Total Projected Unit Deficit

Total Projected Unit Deficit = B + D + E - C

Municipal Endorsement

Please upload copies of supporting documentation of your municipality's endorsement(s) for this Housing Needs Assessment.

The municipal endorsement must be provided by the chief administrative officer or municipal general manager. It is recommended the needs assessment submission be reviewed by council and/or council committee.

For questions about municipal endorsements, please contact SH.HousingNeedsAssistance@gov.ab.ca.

rec'd Aug4/2023

To CAO Kelly Lloyd:

Due to a physical disability that has been getting worse with age I had to sell our home that my wife and I built and loved. It was a painful decision to do that but necessary. Unfortunately we had to move to another community that has the facilities and the no maintenance I require that aren't available in Warner.

Having said that, moving to another community means I am disqualified for continuing to be a councillor. It is not easy to resign but the MGA gives me no choice. Leaving council I know Warner is in good hands, with an excellent mayor and a dedicated council along with a CAO who not only respects council but also respects and appreciates the residents.

I wish council and the residents of Warner a successful future.

Eric Burns

,



Green Offset will green 50% of your energy.

Village Of Warner C/O Kim Owen PO BOX 88 WARNER, AB T0K 2L0 **Account No:** 55000025000 Customer Id: RDG34978603

Statement No: 3044 Statement Date: Jul 13, 2022 Due Date: Jul 20, 2022

For Electrical Service at: 508 3 AVE WARNER (Arena)
Current Rate: Fixed 25.850 cents / kWh effective for meter reads from Mar 31 2022 until Jun 30 2025

Jun 01 2022 - Jun 30 2022 Usage: 488 kWh

Previous Charges and Credits	
Previous Balance	-\$8,246.15
Payments	\$8,246.15
*Payment Refund processed Jun 16.	\$8,246.15
Balance Forward	\$0.00
Charge Summary	
Energy	\$126.15
Microgen	\$0.00
*GOA Utility Commodity Rebate	-\$50.00
Regulated Transmission and Distribution	\$724.68
Balancing Pool Allocation	\$1.14
Municipal Fee to Warner	\$36.66
Retailer Fees	\$7.34
Subtotal	\$845.97
*GST (#896454626)	\$44.80
Total Current Charges	\$890.77

Total Due \$890.77

Pre-Authorized Bank Withdrawal of \$890.77 will occur on or after Jul 20, 2022.

* - GST Exempt

Need help?

Mon - Fri: 9AM - 5PM Phone: (403) 308-8850 Email: customercare-ridge@utilitynetservices.ca Suite 200, 1316 9th Avenue S.E. Calgary, Alberta T2G 0T3

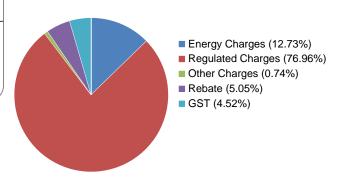
General Message

This month you might start to see an additional line item on your Ridge Utilities electricity invoice titled 'GOA Utility Commodity Rebate' for \$50 that will automatically be applied to your distribution charges. This is the first of six \$50 rebates (for a total of \$300) applied to your July through December 2022 electricity usage.

You do **not** need to apply for the rebate, so if you've received a text message asking you to apply for or submit personal information, that would be a **phishing scam**. In total, the Alberta Government is providing over \$600 million in rebates to Albertans.

The Alberta Government will also be commencing a natural gas rebate program starting in October. This program will function a little differently than the current electricity rebates. More details will follow once we've received specifics from the Department of Energy.

Percent Allocation of Current Invoice



For Outages and Emergencies contact Fortis Alberta at 1-866-717-3113



Account No: 550000025000 Customer Id: RDG34978603

Customer Id: RDG34978603 Statement No: 3044

Statement Date: Jul 13, 2022

Due Date: Jul 20, 2022

Service Address: 508 3 AVE WARNER

Account: 550000025000 Site Id: 0040249291000

Detailed Charge Summary

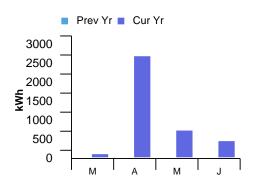
Energy readings provided by: Fortis Alberta

Meter	From	Dial Read	То	Dial Read	Status	Cancel	Multiplier	kWh
2803849	Jun 01	773.1	Jun 30	797.5	Calculated	N	20	488
							Total:	488
icro Generat	ion readings p	rovided by: Fort	is Alberta					
Meter	From	Dial Read	То	Dial Read	Status	Cancel	Multiplier	kWh
		0075	Jun 30	2075	Calculated	N	20	0
2803849	Jun 01	2075	Jun 30	2013	Calculated	11	20	U

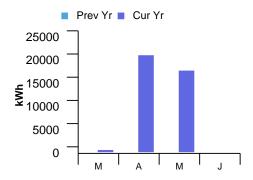
Energy	\$126.15
Energy Charge (Jun 01 - Jun 30: 488.0 kWh @ \$0.2585)	\$126.15
Green Offset Charge (Jun 01 - Jun 30: 488.0 kWh @ \$0.0166)	\$4.05
Solar Club Green Discount (Jun 01 - Jun 30: 488.0 kWh @ -\$0.0166)	-\$4.05
Microgen	\$0.00
Microgen Credit (Jun 01 - Jun 30: 0.0 kWh @ -\$0.2585)	\$0.00
Rebate	-\$50.00
*GOA Utility Commodity Rebate	-\$50.00
Regulated Transmission and Distribution	\$724.68
Transmission Charge	\$453.38
Transmission Riders	-\$20.04
Distribution Charge	\$279.90
Distribution Riders	\$11.44
Balancing Pool Allocation	\$1.14
Balancing Pool Charge	\$1.14
Municipal Fee to Warner	\$36.66
Franchise Fee	\$36.66
Retailer Fees	\$7.34
Admin Charge	\$7.34

^{* -} GST Exempt

Electricity Imported by Month



Electricity Exported by Month





Account No: 550000025000 Customer Id: RDG34978603

Customer Id: RDG3497860 Statement No: 3044

Statement Date: Jul 13, 2022 Due Date: Jul 20, 2022

Service Address: 508 3 AVE WARNER

Account: 550000025000 Site Id: 0040249291000

Invoice Charge History

Invoice Date	Opening Balance (\$)	Energy (kWh)	Energy (\$)	Regulated (\$)	Other (\$)	Exported kWh	Microgen Credits	GST (\$)	Payment (\$)	Rebate (\$)	Balance (\$)
Jul 13, 2022	-\$8,246.15	488	\$126.15	\$762.48	\$7.34	0	\$0.00	\$44.80	\$8,246.15	-\$50.00	\$890.77
Jun 09, 2022	-\$4,400.94	766	\$198.02	\$814.49	\$7.34	18112	-\$4,681.95	-\$183.11	\$0.00	\$0.00	-\$8,246.15
May 12, 2022	\$0.00	2862	\$739.83	\$856.00	\$7.34	22416	-\$5,794.54	-\$209.57	\$0.00	\$0.00	-\$4,400.94





Account No: 550000025000 Customer Id: RDG34978603

Statement No: 3044
Statement Date: Jul 13, 202

Statement Date: Jul 13, 2022 Due Date: Jul 20, 2022

Service Address: 508 3 AVE WARNER Account: 550000025000 Site Id: 0040249291000

Invoice Charge Details

Charge	Description	Period	Quantity	Unit	Basis	Rate	Amount
Transmission Charge	Capacity Kva Charge	2022/06/01 - 2022/06/30	2701.73	Kilovolt Ampere	Demand	0.145380	\$392.78
Transmission Charge	Kwh Charge	2022/06/01 - 2022/06/30	488.00	Kilowatt Hour	Energy	0.007071	\$3.45
Transmission Charge	System Usage Kw Charge	2022/06/01 - 2022/06/30	189.96	Kilowatt	Demand	0.300870	\$57.15
Transmission Riders	2022 Quarterly Transmission Adjustment Rider	2022/06/01 - 2022/06/30	488.00	Kilowatt Hour	Energy	0.000551	\$0.27
Transmission Riders	2022 Transmission Adjustment Rider	2022/06/01 - 2022/06/30	453.38	Dollar	Percentage (%) Based	-0.044800	-\$20.31
Distribution Charge	Facilities Kva Charge	2022/06/01 - 2022/06/30	2701.73	Kilovolt Ampere	Demand	0.084723	\$228.90
Distribution Charge	Service Charge	2022/06/01 - 2022/06/30	30.00	Dwelling Unit	Fixed	1.138819	\$34.16
Distribution Charge	System Usage Kw Charge	2022/06/01 - 2022/06/30	189.96	Kilowatt	Demand	0.088657	\$16.84
Distribution Riders	A1 Rider	2022/06/01 - 2022/06/30	733.28	Dollar	Percentage (%) Based	0.015600	\$11.44
Franchise Fee	Franchise Fee	2022/06/01 - 2022/06/30	733.28	Dollar	Percentage (%) Based	0.050000	\$36.66
Balancing Pool Charge	Balancing Pool Consumer Allocation	2022/06/01 - 2022/06/30	488.00	Kilowatt Hour	Energy	0.002343	\$1.14
*GOA Utility Commodity Rebate	Goa Utility Commodity Rebate	2022/07/07					-\$50.00
Energy Charge	Energy	2022/06/01 - 2022/06/30	488.00	Kilowatt Hour	Energy	0.258500	\$126.15
Green Offset Charge	Green Offset	2022/06/01 - 2022/06/30	244.00	Kilowatt Hour	Energy	0.016600	\$4.05
Solar Club Green Discount	Solar Club Green Discount	2022/06/01 - 2022/06/30	244.00	Kilowatt Hour	Energy	-0.016600	-\$4.05
Microgen Credit	Micro Generation Credit	2022/06/01 - 2022/06/30	0.00	Kilowatt Hour	Energy	-0.258500	\$0.00
Admin Charge	Administration Fee	2022/07/13					\$7.34

^{* -} GST Exempt





Account No: 550000025200 Customer Id: RDG34978603

Statement No: 3046 Statement Date: Jul 13, 2022 Due Date: Jul 20, 2022

For Electrical Service at: 200 COUNTY RD WARNER (Fire Hall)
Current Rate: Fixed 25.850 cents / kWh effective for meter reads from Mar 31 2022 until Jun 30 2025
Green Offset will green 50% of your energy.

Jun 01 2022 - Jun 30 2022 Usage:	583 kWh
Previous Charges and Credits	
Previous Balance	-\$265.55
Balance Forward	-\$265.55
Charge Summary	
Energy	\$150.71
Microgen	\$0.00
*GOA Utility Commodity Rebate	-\$50.00
Regulated Transmission and Distribution	\$179.71
Balancing Pool Allocation	\$1.33
Municipal Fee to Warner	\$8.65
Retailer Fees	\$7.34
Subtotal	\$297.74
*GST (#896454626)	\$17.39
Total Current Charges	\$315.13

Total Due \$49.58

Pre-Authorized Bank Withdrawal of \$49.58 will occur on or after Jul 20, 2022.

* - GST Exempt

Need help?

Mon - Fri: 9AM - 5PM Phone: (403) 308-8850

Email: customercare-ridge@utilitynetservices.ca

Suite 200, 1316 9th Avenue S.E. Calgary, Alberta T2G 0T3

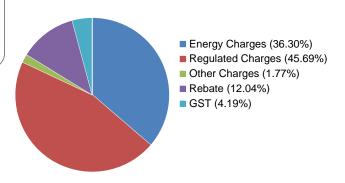
General Message

This month you might start to see an additional line item on your Ridge Utilities electricity invoice titled 'GOA Utility Commodity Rebate' for \$50 that will automatically be applied to your distribution charges. This is the first of six \$50 rebates (for a total of \$300) applied to your July through December 2022 electricity usage.

You do **not** need to apply for the rebate, so if you've received a text message asking you to apply for or submit personal information, that would be a **phishing scam**. In total, the Alberta Government is providing over \$600 million in rebates to Albertans.

The Alberta Government will also be commencing a natural gas rebate program starting in October. This program will function a little differently than the current electricity rebates. More details will follow once we've received specifics from the Department of Energy.

Percent Allocation of Current Invoice



For Outages and Emergencies contact Fortis Alberta at 1-866-717-3113



Account No: 550000025200 Customer Id: RDG34978603

r Id: RDG34978603 nt No: 3046

Statement No: 3046 Statement Date: Jul 13, 2022 Due Date: Jul 20, 2022

Service Address: 200 COUNTY RD WARNER Account: 550000025200 Site Id: 0040504008001

Detailed Charge Summary

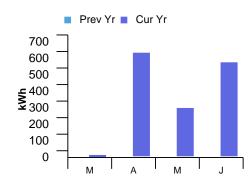
Energy readings provided by: Fortis Alberta

Meter	From	Dial Read	То	Dial Read	Status	Cancel	Multiplier	kWh
2800111	Jun 01	29888	Jun 30	30471	Calculated	N	1	583
							Total:	583
		rovided by: Fort						
			T -	Dial Darad	Status	Cancel	Multiplier	
Meter	From	Dial Read	То	Dial Read	Status	Cancer	wuitiplier	kWh
Meter 2800111	From Jun 01	33825	Jun 30	33825	Calculated	N	Multiplier 1	kWh 0

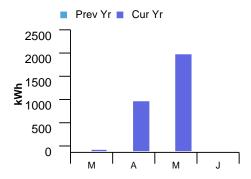
Energy	\$150.71
Energy Charge (Jun 01 - Jun 30: 583.0 kWh @ \$0.2585)	\$150.71
Green Offset Charge (Jun 01 - Jun 30: 583.0 kWh @ \$0.0166)	\$4.84
Solar Club Green Discount (Jun 01 - Jun 30: 583.0 kWh @ -\$0.0166)	-\$4.84
Microgen	\$0.00
Microgen Credit (Jun 01 - Jun 30: 0.0 kWh @ -\$0.2585)	\$0.00
Rebate	-\$50.00
*GOA Utility Commodity Rebate	-\$50.00
Regulated Transmission and Distribution	\$179.71
Transmission Charge	\$68.00
Transmission Riders	\$4.00
Distribution Charge	\$105.01
Distribution Riders	\$2.70
Balancing Pool Allocation	\$1.33
Balancing Pool Charge	\$1.33
Municipal Fee to Warner	\$8.65
Franchise Fee	\$8.65
Retailer Fees	\$7.34
Admin Charge	\$7.34

* - GST Exempt

Electricity Imported by Month



Electricity Exported by Month





Account No: 550000025200 Customer Id: RDG34978603

Statement No: 3046

Statement Date: Jul 13, 2022 Due Date: Jul 20, 2022

Service Address: 200 COUNTY RD WARNER Account: 550000025200 Site Id: 0040504008001

Invoice Charge History

Invoice Date	Opening Balance (\$)	Energy (kWh)	Energy (\$)	Regulated (\$)	Other (\$)	Exported kWh	Microgen Credits	GST (\$)	Payment (\$)	Rebate (\$)	Balance (\$)
Jul 13, 2022	-\$265.55	583	\$150.71	\$189.69	\$7.34	0	\$0.00	\$17.39	\$0.00	-\$50.00	\$49.58
Jun 09, 2022	\$69.29	316	\$81.69	\$228.58	\$7.34	2207	-\$570.51	-\$12.65	-\$69.29	\$0.00	-\$265.55
May 12, 2022	\$0.00	648	\$167.51	\$185.57	\$7.34	1139	-\$294.43	\$3.30	\$0.00	\$0.00	\$69.29





Account No: 550000025200 Customer Id: RDG34978603

Statement No: 3046

Statement Date: Jul 13, 2022 Due Date: Jul 20, 2022

Service Address: 200 COUNTY RD WARNER Account: 550000025200 Site Id: 0040504008001

Invoice Charge Details

Charge	Description	Period	Quantity	Unit	Basis	Rate	Amount
Transmission Charge	Capacity Kw Charge	2022/06/01 - 2022/06/30	211.89	Kilowatt	Demand	0.127882	\$27.10
Transmission Charge	Kwh Charge	2022/06/01 - 2022/06/30	583.00	Kilowatt Hour	Energy	0.006909	\$4.03
Transmission Charge	System Usage Kw Charge	2022/06/01 - 2022/06/30	211.89	Kilowatt	Demand	0.174005	\$36.87
Transmission Riders	2022 Quarterly Transmission Adjustment Rider	2022/06/01 - 2022/06/30	583.00	Kilowatt Hour	Energy	0.000567	\$0.33
Transmission Riders	2022 Transmission Adjustment Rider	2022/06/01 - 2022/06/30	68.00	Dollar	Percentage (%) Based	0.054000	\$3.67
Distribution Charge	Facilities Kw Charge	2022/06/01 - 2022/06/30	211.89	Kilowatt	Demand	0.235420	\$49.88
Distribution Charge	Service Charge	2022/06/01 - 2022/06/30	30.00	Dwelling Unit	Fixed	0.919417	\$27.58
Distribution Charge	System Usage Kw Charge	2022/06/01 - 2022/06/30	211.89	Kilowatt	Demand	0.130020	\$27.55
Distribution Riders	A1 Rider	2022/06/01 - 2022/06/30	173.01	Dollar	Percentage (%) Based	0.015600	\$2.70
Franchise Fee	Franchise Fee	2022/06/01 - 2022/06/30	173.01	Dollar	Percentage (%) Based	0.050000	\$8.65
Balancing Pool Charge	Balancing Pool Consumer Allocation	2022/06/01 - 2022/06/30	583.00	Kilowatt Hour	Energy	0.002289	\$1.33
*GOA Utility Commodity Rebate	Goa Utility Commodity Rebate	2022/07/07					-\$50.00
Energy Charge	Energy	2022/06/01 - 2022/06/30	583.00	Kilowatt Hour	Energy	0.258500	\$150.71
Green Offset Charge	Green Offset	2022/06/01 - 2022/06/30	291.50	Kilowatt Hour	Energy	0.016600	\$4.84
Solar Club Green Discount	Solar Club Green Discount	2022/06/01 - 2022/06/30	291.50	Kilowatt Hour	Energy	-0.016600	-\$4.84
Microgen Credit	Micro Generation Credit	2022/06/01 - 2022/06/30	0.00	Kilowatt Hour	Energy	-0.258500	\$0.00
Admin Charge	Administration Fee	2022/07/13					\$7.34

^{* -} GST Exempt





Account No: 550000025100 Customer Id: RDG34978603

Statement No: 3045 Statement Date: Jul 13, 2022 Due Date: Jul 20, 2022

For Electrical Service at: 108 3 AVE WARNER (PW Shop)
Current Rate: Fixed 25.850 cents / kWh effective for meter reads from Mar 31 2022 until Jun 30 2025
Green Offset will green 50% of your energy.

Jun 01 2022 - Jun 30 2022 Usage: 1	32 kWh
Previous Charges and Credits	
Previous Balance	-\$68.06
Balance Forward	-\$68.06
Charge Summary	
Energy	\$34.12
Microgen	\$0.00
*GOA Utility Commodity Rebate	-\$50.00
Regulated Transmission and Distribution	\$84.06
Balancing Pool Allocation	\$0.30
Municipal Fee to Warner	\$4.07
Retailer Fees	\$7.34
Subtotal	\$79.89
*GST (#896454626)	\$6.49
Total Current Charges	\$86.38

Total Due \$18.32

Pre-Authorized Bank Withdrawal of \$18.32 will occur on or after Jul 20, 2022.

* - GST Exempt

Need help?

Mon - Fri: 9AM - 5PM Phone: (403) 308-8850

Email: customercare-ridge@utilitynetservices.ca

Suite 200, 1316 9th Avenue S.E. Calgary, Alberta T2G 0T3

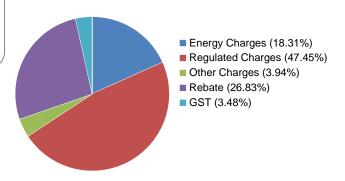
General Message

This month you might start to see an additional line item on your Ridge Utilities electricity invoice titled 'GOA Utility Commodity Rebate' for \$50 that will automatically be applied to your distribution charges. This is the first of six \$50 rebates (for a total of \$300) applied to your July through December 2022 electricity usage.

You do **not** need to apply for the rebate, so if you've received a text message asking you to apply for or submit personal information, that would be a **phishing scam**. In total, the Alberta Government is providing over \$600 million in rebates to Albertans.

The Alberta Government will also be commencing a natural gas rebate program starting in October. This program will function a little differently than the current electricity rebates. More details will follow once we've received specifics from the Department of Energy.

Percent Allocation of Current Invoice



For Outages and Emergencies contact Fortis Alberta at 1-866-717-3113



Account No: 550000025100 Customer Id: RDG34978603

Customer Id: RDG34978603 Statement No: 3045

Statement Date: Jul 13, 2022

Due Date: Jul 20, 2022

Service Address: 108 3 AVE WARNER Account: 550000025100 Site Id: 0040304023004

Detailed Charge Summary

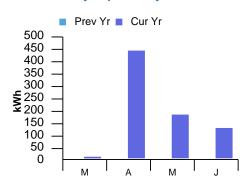
Energy readings provided by: Fortis Alberta

Meter	From	Dial Read	То	Dial Read	Status	Cancel	Multiplier	kWh
2800068	Jun 01	15020	Jun 30	15152	Calculated	N	1	132
							Total:	132
cro Generat	ion readings p	rovided by: Fort	is Alberta					
Meter	From	Dial Read	To	Dial Read	Status	Cancel	Multiplier	kWh
Merei								
2800068	Jun 01	14875	Jun 30	14875	Calculated	N	1	0

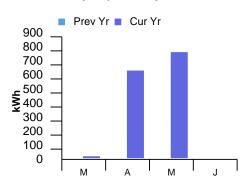
Energy	\$34.12
Energy Charge (Jun 01 - Jun 30: 132.0 kWh @ \$0.2585)	\$34.12
Green Offset Charge (Jun 01 - Jun 30: 132.0 kWh @ \$0.0166)	\$1.10
Solar Club Green Discount (Jun 01 - Jun 30: 132.0 kWh @ -\$0.0166)	-\$1.10
Microgen	\$0.00
Microgen Credit (Jun 01 - Jun 30: 0.0 kWh @ -\$0.2585)	\$0.00
Rebate	-\$50.00
*GOA Utility Commodity Rebate	-\$50.00
Regulated Transmission and Distribution	\$84.06
Transmission Charge	\$24.00
Transmission Riders	\$1.37
Distribution Charge	\$57.42
Distribution Riders	\$1.27
Balancing Pool Allocation	\$0.30
Balancing Pool Charge	\$0.30
Municipal Fee to Warner	\$4.07
Franchise Fee	\$4.07
Retailer Fees	\$7.34
Admin Charge	\$7.34

* - GST Exempt

Electricity Imported by Month



Electricity Exported by Month





Account No: 550000025100 Customer Id: RDG34978603

Statement No: 3045

Statement Date: Jul 13, 2022 Due Date: Jul 20, 2022

Service Address: 108 3 AVE WARNER

Account: 550000025100 Site Id: 0040304023004

Invoice Charge History

Invoice Date	Opening Balance (\$)	Energy (kWh)	Energy (\$)	Regulated (\$)	Other (\$)	Exported kWh	Microgen Credits	GST (\$)	Payment (\$)	Rebate (\$)	Balance (\$)
Jul 13, 2022	-\$68.06	132	\$34.12	\$88.43	\$7.34	0	\$0.00	\$6.49	\$0.00	-\$50.00	\$18.32
Jun 09, 2022	\$49.54	193	\$49.90	\$84.48	\$7.34	799	-\$206.54	-\$3.24	-\$49.54	\$0.00	-\$68.06
May 12, 2022	\$0.00	453	\$117.11	\$89.72	\$7.34	646	-\$166.99	\$2.36	\$0.00	\$0.00	\$49.54





Account No: 550000025100 Customer Id: RDG34978603

Statement No: 3045 Statement Date: Jul 13, 2022 Due Date: Jul 20, 2022

Service Address: 108 3 AVE WARNER

Account: 550000025100 Site Id: 0040304023004

Invoice Charge Details

Charge	Description	Period	Quantity	Unit	Basis	Rate	Amount
Transmission Charge	Capacity Kw Charge	2022/06/01 - 2022/06/30	90.00	Kilowatt	Demand	0.127882	\$11.51
Transmission Charge	Kwh Charge	2022/06/01 - 2022/06/30	132.00	Kilowatt Hour	Energy	0.006909	\$0.91
Transmission Charge	System Usage Kva Charge	2022/06/01 - 2022/06/30	73.92	Kilovolt Ampere	Demand	0.156605	\$11.58
Transmission Riders	2022 Quarterly Transmission Adjustment Rider	2022/06/01 - 2022/06/30	132.00	Kilowatt Hour	Energy	0.000567	\$0.07
Transmission Riders	2022 Transmission Adjustment Rider	2022/06/01 - 2022/06/30	24.00	Dollar	Percentage (%) Based	0.054000	\$1.30
Distribution Charge	Facilities Kw Charge	2022/06/01 - 2022/06/30	90.00	Kilowatt	Demand	0.235420	\$21.19
Distribution Charge	Service Charge	2022/06/01 - 2022/06/30	30.00	Dwelling Unit	Fixed	0.919417	\$27.58
Distribution Charge	System Usage Kva Charge	2022/06/01 - 2022/06/30	73.92	Kilovolt Ampere	Demand	0.117018	\$8.65
Distribution Riders	A1 Rider	2022/06/01 - 2022/06/30	81.42	Dollar	Percentage (%) Based	0.015600	\$1.27
Franchise Fee	Franchise Fee	2022/06/01 - 2022/06/30	81.42	Dollar	Percentage (%) Based	0.050000	\$4.07
Balancing Pool Charge	Balancing Pool Consumer Allocation	2022/06/01 - 2022/06/30	132.00	Kilowatt Hour	Energy	0.002289	\$0.30
*GOA Utility Commodity Rebate	Goa Utility Commodity Rebate	2022/07/07					-\$50.00
Energy Charge	Energy	2022/06/01 - 2022/06/30	132.00	Kilowatt Hour	Energy	0.258500	\$34.12
Green Offset Charge	Green Offset	2022/06/01 - 2022/06/30	66.00	Kilowatt Hour	Energy	0.016600	\$1.10
Solar Club Green Discount	Solar Club Green Discount	2022/06/01 - 2022/06/30	66.00	Kilowatt Hour	Energy	-0.016600	-\$1.10
Microgen Credit	Micro Generation Credit	2022/06/01 - 2022/06/30	0.00	Kilowatt Hour	Energy	-0.258500	\$0.00
Admin Charge	Administration Fee	2022/07/13					\$7.34

^{* -} GST Exempt





Request for Decision September 2022 Regular Council Meeting Date

RECOMMENDATION

That Council change the scheduled September 21, 2022 regular council meeting to Wednesday, September 14, 2022 at 6:30 p.m.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

Due to the Alberta Municipalities' annual convention, scheduled this year from September 20-23, and as administration will be attending, administration is requesting an adjusted date for the regularly scheduled council meeting.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS None

ATTACHMENTS None



Request for Decision National Police Federation Call to Action

RECOMMENDATION

That Council accept the National Police Federations (NPF) Call to Action as information.

LEGISLATIVE AUTHORITY

BACKGROUND

In 2021, the province of Alberta government received a commissioned study on an Alberta Provincial Police Service. Subsequently, the National Police Federation and the Alberta Ministry of Justice conducted engagement sessions. The NPF continues its advocacy and is following up with Alberta Municipalities that have not signed onto the Call to Action to the Government of Alberta.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS None

ATTACHMENTS None
 From:
 Kim Owen

 To:
 cao@warner.ca

 Cc:
 Tyler Lindsay

Subject: FW: Following Up: Call to Action to the Government of Alberta

 Date:
 July 8, 2022 9:49:08 AM

 Attachments:
 image641765.png

image349568.png image622801.png image790888.png image534601.png image001.png

Call to Action to the Government of Alberta.pdf

Kim Owen Village of Warner Director of Corporate Services

Office: 403-642-3877 Fax: 403-642-2011 Cell: 403-642-7560 www.warner.ca



CONFIDENTIALITY NOTICE

This e-mail transmission, and any documents, files or previous e-mail messages attached to it may contain information that is confidential or legally privileged. If you are not the intended recipient, or a person responsible for delivering it to the intended recipient, you are hereby notified that you must not read this transmission and that any disclosure, copying, printing, distribution or use of any of the information contained in or attached to this transmission is STRICTLY PROHIBITED. If you have received this transmission in error, please immediately notify the sender by return e-mail and delete the original transmission and its attachments without reading, printing, or saving in any manner. Thank you.

From: Maryanne King <mking@npf-fpn.com>

Sent: July 7, 2022 3:28 PM **To:** admin@warner.ca

Subject: Following Up: Call to Action to the Government of Alberta

Good afternoon His Worship Mr. Tyler Lindsay,

I am connecting with you today regarding the Call to Action to the Government of Alberta concerning its pursuit of an Alberta Provincial Police Service (APPS). Since the <u>Call to Action's release</u> on June 27, 2022, it has continued to gain positive momentum in the media and in communities across Alberta. We released the Call to Action with 73 signatories; **this number has already increased since release day.**

As interest in the Call to Action continues to grow, I would like to confirm whether the Village of Warner would be interested in joining the Call to Action for a re-release to Government with additional signatories this summer.

The Call to Action, as released on June 27, is attached. You may also refer to some of the <u>recent media coverage</u>, or our <u>Keep Alberta RCMP website</u> for your information. One of our Alberta Directors, Kevin Halwa, recently <u>underscored the importance keeping the RCMP</u> as Alberta's police service of choice in the media. The Call to Action's message is resonating with Albertans across the province, and the

impact of the addition of your voice cannot be understated.

As the governing party chooses its next Premier, there has never been a more important time to stand together in support of retaining the Alberta RCMP. Let's cancel this transition, keep the RCMP in Alberta, keep taxes and costs low, and work together to improve police services and the criminal justice system.

If you would like to join the Call to Action, please provide a copy of your logo in a reply to this email.

Thank you for your consideration, and I am at your disposal should you have any questions or follow up inquiries.

Kind regards,

Maryanne King

Policy Advisor | Conseiller Politique

National Police Federation | Fédération de la Police Nationale

(587) 672-0695

https://npf-fpn.com

The NPF has moved! La FPN a déménagé!

Our new head office address is: / L'adresse de notre nouveau siège social est :

220 Laurier Avenue West/Ouest 8th Étage – Suite 800 Ottawa, Ontario K1P 5Z9



NATIONAL POLICE FEDERATION FÉDÉRATION DE LA POLICE NATIONALE









The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members.La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC.
This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee, if you are not the addressee or the person responsible for delivering it to the person to whom it was addressed, you may not copy or deliver this to anyone else. If you receive this email by mistake, please immediately notify us.

Ce courriel peut contenir des informations CONFIDENTIELLES ET/OU PRIVILÉGIÉES exclusivement restreintes à l'usage du/de la destinataire. Si vous n'êtes ni le/la destinataire, ni la personne responsable pour la livraison aufà la destinataire, il ne vous est pas permis de copier ou d'acherminer ceci à toute autre personne. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de bien vouloir nous faire part par téléphone ou courriel immédiatement.



CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

We are committed to ensuring Albertans live in safe communities that support their health and well-being. Communities where people have reliable access to critical health, social, public safety, and educational services. Ultimately, Albertans living in a safe and healthy community communicate those needs to the Government of Alberta, who listen and respond.

The Government of Alberta has lost the trust of its constituents in its pursuit of an Alberta Provincial Police Service (APPS) by not undertaking fulsome, open, and transparent consultations with all those affected. Albertans have stated loud and clear that they do not want a costly new police service, with an overwhelming 84% of Albertans wanting to keep and improve the Alberta RCMP.

In addition, the Government of Alberta has not released a detailed funding model explaining who would be paying the costs of this proposed transition. The vague Transition Study noted initial transition costs of \$366 million over six years, and, at minimum, an additional \$139 million each year, increasing with inflation. Municipalities know that most of these costs will be downloaded directly to them, forcing them to significantly increase residents' and businesses' taxes.

Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

We, the undersigned, call on the Government of Alberta to stop efforts and investment to advance the creation of an Alberta Provincial Police Service and instead invest in resources needed to:

- Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities
- Improve social services to address the root causes of crime (health, mental health, social and economic supports)
 - O Expand Police and Crisis Teams with police and Alberta Health Services
 - O Work with communities to provide targeted social supports
- Increase resources within the justice system
 - O Ensure timely trials by prioritizing violent over non-violent crimes
 - O Hire more Crown prosecutors and appoint more Provincial Court Judges





























































































































































Organizations:

National Police Federation
Alberta Community Crime Prevention Association
Alberta Union of Public Employees
Clearwater Community Crime Watch
Public Service Alliance of Canada – Prairies
Union of Safety and Justice Employees
Victim Services Alberta

Cities:

City of Wetaskiwin

Towns:

Town of Beaverlodge Town of Bon Accord Town of Bowden

Town of Black Diamond

Town of Blackfalds

Town of Canmore

Town of Coalhurst

Town of Crossfield

Town of Edson

Town of Fairview

Town of Fort Macleod

Town of Grimshaw

Town of High Level

Town of High Prairie

Town of High River

Town of Innisfail

Town of Magrath

Town of Mayerthorpe

Town of McLennan

Town of Millet

Town of Penhold

Town of Ponoka

Town of Spirit River

Town of Swan Hills

Town of Sylvan Lake

Town of Tofield

Town of Trochu

Town of Vauxhall

Town of Vermilion

Town of Viking

Town of Wainwright

Town of Westlock

Villages:

Village of Alliance Village of Berwyn Village of Carmangay Village of Caroline Village of Champion

Village of Chipman

Village of Clive

Village of Coutts

Village of Delia

Village of Edgerton

Village of Elnora

Village of Girouxville

Village of Hines Creek

Village of Longview

Village of Marwayne

Village of Myrnam

Village of Rosemary

Village of Standard

Village of Two Hills

Village of Vilna

Village of Waskatenau

Village of Breton

Summer Villages:

Summer Village of Ghost Lake Summer Village of Jarvis Bay Summer Village of Seba Beach

Counties:

Big Lakes County Brazeau County County of Northern Lights Northern Sunrise County Smoky Lake County County of Wetaskiwin

Municipalities:

Municipal District of Peace Municipality of Crowsnest Pass





LEGISLATIVE AUTHORITY

Request for Decision Quad Council Meeting Request

RECOMMENDATION	
That Council set a Quad Council meeting for	, 2022.

BACKGROUND

The Quad Council, consisting of the Village of Coutts, the Town of Milk River, the Village of Warner and the County of Warner, annually met prior to the pandemic. The Village of Coutts Council has requested that these meetings resume, and it is the Village of Warner's turn to host. The Town of Milk River has made a resolution agreeing to resume Quad Council meetings.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS None

ATTACHMENTS None



Request for Decision Warner Volunteer Fire Department Standard Operating Guidelines

RECOMMENDATION

That Council approve the Warner Volunteer Fire Department Standard Operating Guidelines.

LEGISLATIVE AUTHORITY
Alberta Labour
Occupational Health and Safety

Alberta Fire Commissioner's Office

National Fire Protection Association Standards

BACKGROUND

The Warner Volunteer Fire Department seeks council approval for the developed Standard Operating Guidelines. This document outlines policies that are meant to provide guidance when dealing with fire department-specific issues and situations, and to help ensure department activities are consistent, effective, efficient and safe. The Department shall provide for the safety, health and wellness of department members by establishing a fire department-specific policy manual and accompanying procedures.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS None

ATTACHMENTS

1. Warner Volunteer Fire Department Standards Operating Guidelines



Warner Volunteer Fire Department Standard Operating Guidelines (SOGs)

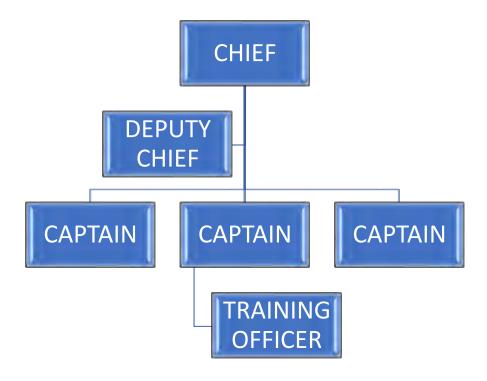
Introduction

This manual establishes standard fire department specific policies. These policies are meant to provide guidance when dealing with fire department-specific issues and situations, and to help ensure department activities are consistent, effective, efficient and safe. The Department shall provide for the safety, health and wellness of department members by establishing a fire department-specific policy manual and accompanying procedures. All fire department personnel shall follow these policies and accompanying procedures to the best of their ability. All members will understand and follow these policies and procedures. Officers of the department are responsible to ensure their subordinates understand and follow these policies and procedures. Officers will document and report deviations to the Fire Chief, or his/her designee, for review.

Mission Statement

The Mission of the Warner Volunteer Fire Department is to minimize loss of life, property and the environment from fires, natural disasters, life threatening situations, and to assist other emergency agencies.

Chain of Command



Job Descriptions

Chief

The Fire Chief provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, planning for the future, developing and implementing policies and procedures, and providing policy guidance. In addition, the Fire Chief is responsible, through study and consultation with municipal officials, for developing recommendations for the protection of life and property in the municipality.

Deputy/Assistant Chief

Under direction of the Fire Chief, the Assistant Chief plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. Also, in the absence of the Fire Chief, the Assistant Fire Chief shall perform ALL applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief. The Assistant Chief may also perform the same duties as a firefighter.

Captain

Under direction of the Assistant Chief, plans, organizes, coordinates and directs the emergency and non-emergency activities of a fire suppression company; commands emergency response scenes; directs and performs a variety of staff support functions; plans, organizes, coordinates and directs training, recruitment, fire inspection, and prevention programs; and performs related work as assigned. A Captain may also perform the same duties as a Firefighter.

Lieutenant

Under direction of the a Chief or Fire Captain, deploys, supervises and reviews the work of Firefighters, takes command of fires and other emergency incidents within the municipality unless relieved by a Captain or Chief, performs the full range of emergency response duties as a member of a response team; coordinates and participates in non-emergency inspection, training, maintenance and related activities; assists Fire Captains in providing administrative support for specified departmental programs; and performs related work as assigned. A Lieutenant may also perform the same duties as a firefighter.

Firefighter II

Under direction of a Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Firefighter II is certified by the State of Wisconsin as Firefighter II.

Firefighter I

Under direction of a Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Firefighter I is certified by the State of Wisconsin as Firefighter I.

Firefighter ELF (Entry Level Firefighter)

Under direction of a Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Firefighter ELF has completed Entry Level Firefighter courses.

Firefighter Probationary

Under direction of a Firefighter, Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Firefighter Probationary has not completed entry level firefighter coursework and may not be permitted to participate in structural firefighting activities which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel.

Probationary Period

All new recruits of the Fire Department are subject to a minimum of a month probationary period. Each probationary member will be required to successfully complete the Entry Level Firefighter courses. Probationary members are also required to attend in-house trainings.

Orientation and Probationary Training

All new members shall undergo an orientation program as set forth by the Training Division. The main intent of the probationary period for a new recruit is to learn the operational procedures of the Fire Department, as well as the location/operation of the small equipment used by the Fire Department, and to gain Entry Level Firefighter training provided by within the recruit's probationary period. The orientation program shall cover the following topics:

Accountability

Apparatus

Auto Accident Operations

Bloodbourne Pathogens

Chain of Command

Communications

Community Involvement and Events

Driver Training

Extrication

Fire Scene Operations

Firefighter Survival Geography Hazmat Scene Operations Helicopter Operations Incident Command Mutual Aid Operations Operating Guidelines Protective Clothing Rapid Intervention Teams Recordkeeping Rescue Operations Safety Equipment SCBA Fit Test Search and Rescue Self-Contained Breathing Apparatus (SCBA) Written Policies

Training

Training is the single most important element for a safe, professional, and effective fire department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.

Training:

- A. Prepares a fire fighter to safely perform his or her duties.
- B. Prepares a fire fighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.
- C. Prepares a new fire fighter whose duties include emergency operations to perform emergency operations. The training will include training in the incident command system.
- D. Gives a fire fighter whose duties include structural firefighting training consistent with established fire ground operating procedures.
- E. Prepares a fire fighter for special hazards to which he or she may be exposed during fires and other emergencies
- F. Includes procedures for firefighters engaged in fire ground operations to make his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly Any training of fire fighters which includes live firefighting exercises will be conducted in compliance with NFPA 1001- Standard for Fire Fighter Professional Qualifications and NFPA 1403- Standard on Live Fire Training Evolutions. No new fire fighter may be permitted to participate in structural firefighting activities or trainings which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until that individual

has completed required training. To maintain active status as a firefighter with the Fire Department, all members must attend at least training session(s) per month. Failure to do so may result in the member being placed on probation, at which time active status may only be regained after approval of the Chief or the Training Officer. If after months of probationary status a member does not satisfactorily meet training requirements, the member's status with the department should be terminated. A member whose active status is in jeopardy due to failing to meet training requirements will receive a verbal and written warning from the Chief or Training Officer. A member whose status is changed from active to probationary status will receive a written notification from the Chief or Training Officer. At this time a meeting will be scheduled with that member and the Chief or his/her designee, to discuss requirements and actions needed to regain active status. Exceptions and petitions for minimum training requirements may be made to the Chief. Under special circumstances the Chief may alter department minimum training requirements. Training must meet the minimum requirements set forth by the Wisconsin Fire Department Safety and Health Standards (Wis. Stats. Chapter SPS 330.)

Driving Requirements

State and local laws may provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergencies. However, neither state or local laws nor these guidelines are intended to absolve an emergency vehicle driver of the responsibility of due regard for the safety of others on the road. Fire apparatus may only be operated by individuals meeting all of the following requirements:

- A. Members of Fire Department.
- B. Members who have a valid driver's license.
- C. Members who have successfully completed training for operation of the apparatus based on NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications (Trainee drivers may operate apparatus when under the supervision of a qualified driver.)
- D. Members over the age of . *Exception: Members over the age of 18 who hold a valid CDL
- E. Members who have satisfied their probationary period.

Before entering a fire station:

- A. A Spotter should always be used when backing, if available.
- B. Consideration must be taken for the possibility of pedestrians within the fire station.

Before exiting from a fire station:

- A. The driver will ensure all apparatus compartment doors are securely closed.
- B. All personnel are seat belted in proper locations.

- C. Ensure apparatus bay door is raised fully and enough clearance is available to clear apparatus height.
- D. Test brakes before entering street.

Safe Driving:

- A. All audible and visible warning devices shall be in operation when responding to an emergency incident.
- B. The driver shall maintain a speed that is safe under the prevailing conditions.
- C. When approaching a controlled intersection (i.e. stop sign, traffic light): 1. The driver of an authorized emergency vehicle may proceed past a stop sign or red light only after slowing down or stopping to ascertain that the intersection is clear. 2. The driver or an authorized emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions as long as he/she does not endanger life and/or property.
- D. School zone related driving:
 - 1. Observe the posted speed limit for school zones when children are present or when speed warning lights are flashing.
 - 2. Fire apparatus, both emergency and non-emergency traffic shall stop for school buses loading or unloading as indicated by the buses flashing lights and/or stop sign.

E. Upon first unit's arrival on an emergency scene:

- 1. The scene should be evaluated.
- 2. If the situation is not urgent, other responding units should be advised to continue to the scene "non-emergency mode" or disregard and return to their respective stations.
- F. Drivers of fire apparatus shall be directly responsible for the safe and prudent operation of the vehicle at all times.
- G. Any member of the Fire Department who is involved in an accident while responding to an incident shall remain on the scene of the accident and immediately notify the proper authorities and Fire Chief.

Backing:

When backing an apparatus, a minimum of one spotter shall be at the rear of the apparatus. The spotter(s) is/are responsible for guiding the Driver and ensuring that any potential hazards are avoided. The spotter shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the apparatus driver. Spotters shall not ride the tailboard while backing the apparatus. If the Driver loses visual contact with the spotter(s), the Driver shall stop the apparatus immediately. Vehicle mounted cameras or other devices are not a substitute for a spotter. In situations where assistance is not available and the apparatus must be immediately moved, the Driver shall first walk completely around the apparatus before backing to ensure no obstructions will interfere with vehicle operation.

Mandatory Seatbelts

The driver of any Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver. Drivers shall not move fire department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding positions. All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding shall be specifically prohibited. Department members are exempt from wearing seat belts while actively performing emergency medical care while the vehicle is in motion, where requirements to be seated and restrained with seat belts would jeopardize patient care. The driver shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained member(s). All other persons in the vehicle shall be seated and restrained with seat belts in approved riding positions while the vehicle is in motion.

Incident Command System

Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers, and firefighters. This will facilitate an organized and orderly tactical operation and a more effective effort. All members involved in emergency operations will be trained to the appropriate level in the National Incident Management System (NIMS.) Those who function in command staff positions shall train further to the advanced ICS levels. The Incident Commander (IC) is responsible for managing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The individual responsible for the overall management of the response is called the Incident Commander. The IC is responsible for all aspects for the response, including developing incident objectives and managing all incident operations both written and verbal. The IC sets priorities and defines the ICS organization for the particular response. Even if other positions are not assigned, the IC will always be designated. The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staffs, these responsibilities remain with the IC.

Responsibilities of Command

- A. Stabilize the incident and provide for life safety
- B. Conservation of property
- C. Conservation of environment
- D. Remove endangered occupants and treat injured
- E. Assure the safety and welfare of department personnel

Function of Command

- A. Assume Command
- B. Size up the incident
- C. Evaluate Conditions
- D. Develop a plan
- E. Assign units
- F. Provide continuing command
- G. Request additional units
- H. Disregard and return units to service
- I. Terminate Command

Assuming Command

The first department member or unit to arrive on the scene of an incident shall establish command of the incident. THE INITIAL INCIDENT COMMANDER SHALL REMAIN IN COMMAND UNTIL COMMAND IS TRANSFERRED OR THE INCIDENT/COMMAND IS TERMINATED. Scene Size Up and Initial Report The member or unit establishing command initiates the command process with an initial radio report. The initial radio report shall contain the following:

A. Identify unit arriving on the scene

- B. Give a brief description of the incident
 - 1. Speak clearly
 - 2. Use common language
- C. State any safety concerns
- D. Establish and name command based on location

Transfer of Command

A. The first arriving Unit on the scene will establish and CONTINUE COMMAND until transferred within the following guidelines:

- 1. A face-to-face briefing between command, and the officer command is being transferred to, must be completed.
- 2. The officer command is being transferred accepts the responsibilities of command.
- 3. Under NO circumstances will command be transferred to a unit that is not on scene.
- 4. Once the officer that command is being transferred to has been briefed, Incident Command will advise dispatch that the officer taking command has been briefed and is now in command of the Incident.
- B. The arrival of a ranking officer on the incident scene does not mean "command" has automatically been transferred. Command is only transferred when the transfer

of command process has been completed. In cases where an individual is effectively commanding the incident and satisfactory progress is being made to bring the incident under control, it may be desirable for that person to continue an active command role. If upon arrival a Higher Ranking Officer declares the command to be ineffective they can assume command as long as it is communicated to all involved in the incident. All officers will exercise their command prerogative in a supportive manner that will insure a smooth transition and the effective ongoing function of command.

Communications

A reliable communications system is essential to obtain information on emergencies, and to direct and control our resources responding to those situations. A department's communication system can set the stage for efficient actions and improve effectiveness of tasks being performed on emergency scenes. County currently runs on a radio system that has both repeated and non-repeated channels. County Fire Dispatch is located at .

General Communication Guidelines

A. Any time you go in route, arrive on scene, or clear a call you must advise dispatch.

- B. (Example: County Dispatch, is en route to .")
- C. Be sure the receiver is ready to receive the transmission, make sure the message is acknowledged once the message has been sent. A brief repeat of the message is far better than just a "COPY". Repeating briefly what has been said lets the sender know the message has been received correctly.
- D. Know what you are going to say before transmitting. Choose terms that communicate the desired message clearly without wasting air time. Per NIMS all radio traffic is to be done in a "common English" fashion, and try to control your emotions to prevent garbled transmissions.
- E. Orders given over the radio should tell you what to do, not necessarily how to do it
- F. DO NOT interfere with other transmissions unless you have Emergency Traffic.

Accountability

The purpose of this guideline is to provide for the tracking and inventory of all members operating at an emergency incident. It is the responsibility of all fire chiefs and officers to maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety.

Incident Commander

The incident commander shall be responsible for overall personnel accountability for the incident.

The incident commander shall maintain an awareness of the location and function of all companies or units at the scene of an incident.

The incident commander shall initiate an accountability system at the very beginning of operations and shall maintain that system throughout operations (unless an accountability officer has been appointed.)

The incident commander shall provide for the appropriate control of access for all personnel and bystanders at the incident scene.

Where an accountability officer has been appointed, it shall be the responsibility of the accountability officer to ensure the accountability of all personnel and to initiate the accountability system. The accountability officer shall be responsible for collecting the firefighter accountability tags, and logging the appropriate names of personnel on the accountability board.

An accountability system shall be initiated at all incidents. Each firefighter shall be provided with a firefighter accountability tag. Each position on all apparatus shall be equipped with a firefighter accountability tag board. It shall be the responsibility of all personnel to remove their firefighter accountability tag from their protective equipment and place it on the appropriate position board.

Each apparatus shall be equipped with a firefighter accountability tag collection point. At emergency incidents, which have advanced beyond the incipient stage, it shall be the responsibility, as time allows, of the unit officer to collect the firefighter accountability tags from the boards and place them at the accountability tag collection point.

Personnel Accountability Report (PAR)

It is recommended that the officer in charge of accountability obtain a PAR every twenty to thirty minutes during fire ground operations. A PAR may be confirmed in person or through radio communication. A PAR should also be obtained immediately following a catastrophic fire ground event, such as a collapse, to insure all personnel are accounted for. In the event of a catastrophic occurrence on the fire ground, the accountability and inventory board shall be made available to the

incident commander. At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags.

Protective Clothing

It is the policy of the Warner Volunteer Fire Department to provide personnel with the appropriate protective clothing and equipment. This protective clothing and equipment shall be used whenever an individual is exposed or potentially exposed to workplace hazards. The protective clothing and equipment purchased by the department shall meet or exceed the requirements of NFPA 1971- Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting and department specifications in effect at the time of purchase. Each individual is responsible to utilize and maintain their protective clothing and equipment consistent with the manufacturer's instructions and department policy or quidelines.

Protective clothing shall not be modified in any manner without written approval from the Department and manufacturer. Only personal protective clothing or equipment issued by the fire department is authorized for use. Personal items such as hand lights, wire cutters, small tools, etc. may be utilized provided they do not reduce the level of protection provided by issued clothing/equipment.

Personnel shall not remove their protective clothing until such time that their company officer or the Incident Commander (IC) determines that such protection is no longer necessary. If operating conditions warrant, company officers may increase or decrease the required level of PPE but the responsibility to protect their personnel from injury remains with the officer.

Training: All personal shall have a working knowledge of their assigned Personal Protective Equipment (PPE.) Personnel shall be able to identify when the PPE is necessary, what PPE is necessary, how to properly don, doff, adjust, and wear the PPE, the limitations of the PPE, and how to properly care for, maintain, and dispose of the PPE.

Storage of PPE: Protective clothing and equipment shall be stored in a designated location at the fire station. Protective clothing shall not be worn or stored in the living or office areas of the fire station. This includes the kitchen, dayroom, bunkroom, washrooms, or other areas.

Cleaning, Maintenance, and Inspection: It is the responsibility of the company officer to ensure that their assigned personnel maintain clean turnout gear. Frequent cleaning may be required based on exposure to fire products, chemicals or bloodborne pathogens contamination. The equipment manufacturer's instructions must be followed when cleaning gear.

Washing of turnouts is to be done at a station equipped with a turnout gear washer. Turnout gear shall not be washed at home, at a Laundromat or dry cleaned. Turnout gear with bloodborne contamination may be first sprayed/rinsed with an approved product to help in removal of any stains, and then washed in a turnout gear washer.

For other than regularly scheduled inspections, if assigned gear becomes unserviceable, the individual shall notify their Company Officer. Any unserviceable turnout clothing is to be cleaned, removed from service, and repaired or replaced.

The following personal protective equipment assessment was completed and certified by

Level 1 Protective Clothing:

Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles, firefighting gloves, and SCBA.

Level 2 Protective Clothing:

Department issue firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses and helmet shield, and firefighting gloves.

Level 3 Protective Clothing:

Department issue firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses with helmet shield, and firefighting gloves or approved extrication gloves.

Level 4 Protective Clothing:

Department issued firefighting boots, bunker pants, coat, and helmet with chinstrap fastened.

lask	Required PPE
CO	1
EMS Assists	4 and Body Substance Isolation
HAZMAT (Fuel, LP, Ammonia, etc.)	1
High Dust (Hay, Grain, Woodworking)	1
Hose Test	4
Hybrid Vehicle Operations	3 and High Voltage Gloves
Ladder Operations, Fire	1 and Ladder Belt
Ladder Operations, Rescue	2 and Ladder Belt
Landing Zone	2
Pump Operations/Drivers	4 and Safety Vest
Saw Operations	2
Smoke/Gas Environment	1

Structure Fire, Attack/Back Up

Structure Fire, Support

Structure Fire, Ventilation

Technical Rescues

2

Traffic Control 4 and Traffic Safety Vest, Class III

Training Set by Training Officer

Vehicle Fire 1
Vehicle Rescue with Tools 3
Wildland Fire 2

Traffic safety vests shall be stored on each vehicle/apparatus so that they are readily accessible

by personnel. The vest shall be worn whenever personnel are operating in areas of vehicular traffic. The vest shall be donned immediately upon exiting the vehicle or apparatus and includes instances when turnout gear is worn. Turnout coats alone are not acceptable as high-visibility highway safety apparel. The exceptions to this requirement are:

- A. When SCBA is worn
- B. When wearing hazardous materials personal protective equipment
- C. When wearing technical rescue personal protective equipment

Exposure Control

This policy applies to all personnel within the Warner Volunteer Fire Department, who are involved in firefighting, hazardous material incident control, rescue, or emergency medical services which involve occupational exposure to blood or other potentially infectious materials.

The Department recognizes the potential for transmission of certain bloodborne infections to firefighters through contact with blood and body fluids and requires that specific precautions to minimize the risk of exposures. Universal precautions as defined below will be used where there

is potential exposure to blood or body fluids to protect firefighters, patients, and citizens against the spread of infectious diseases.

This plan will be reviewed annually beginning on and as needed to reflect changes in procedures, policies or work rules.

The Warner Volunteer Fire Department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of operations including emergency response, training and while in the station.

It is the Department's policy to:

- A. Provide services to all persons requiring them without regard to known or suspected diseases in any patient.
- B. Regard all patient contacts as potentially infectious and to take universal precautions at all times.
- C. Provide Department personnel with the necessary training, immunizations and protective equipment to reduce the risk to firefighters and members of the public.
- D. Recognize the need for infection controls in the workplace.
- E. Prohibit discrimination of any Department member based on infection with HIV or HBV virus.
- F. Regard all Department personnel medical information as confidential.

DEFINITIONS:

Blood: Human blood, human blood components and products made from human blood.

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include, but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item.

Contaminated Laundry: Laundry which has been soiled with blood or other potentially infectious materials or that may contain sharps.

Decontamination: The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Engineering Controls: Controls (e.g., sharps disposal containers, self sheathing needles) that isolate or remove the bloodborne pathogens hazard from the work place.

Exposure Incident - A specific eye, mouth, other mucus membrane, non-intact skin, or other contact with blood or potentially infectious materials that results from the performance of duties.

HBV: Hepatitis B Virus

HIV: Human Immunodeficiency Virus

Occupational Exposure: Reasonably anticipated skin, eye, mucus membrane or parenteral contact with blood or other potentially infectious materials that may result from performance of an employee's duties.

Other Potentially Infectious Materials (OPIM):

- A. The following human fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between body fluids.
- B. Any unfixed tissue or organ (other than intact skin) from human (living and dead).
- C. HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral: Piercing mucus membranes or the skin barrier through needle sticks, human bites, cuts, abrasions, etc.

Personal Protective Equipment: Specialized clothing or equipment worn for protection against a communicable disease. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Source Individual: An individual, living or dead, whose blood or other potentially infectious materials may be a source of exposure.

Sterile: The use of a physical or chemical procedure to destroy all micro-organisms including highly resistant bacteria.

Universal precautions: An approach to infection control which calls for all human blood and certain body fluids to be treated as if they are known to be infectious for HIV, HBV and other pathogens.

Work Place Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

OCCUPATIONAL EXPOSURE CONTROL PLAN Exposure Determination

All personnel within the Fire Department, who are involved in fire fighting, hazardous material incident control, rescue, or emergency medical services may be exposed to blood and other potentially infectious materials. Positions include: Probationary Firefighter Entry Level Firefighter Firefighter I Firefighter II Lieutenant Captain

Methods of Compliance

A. Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. All body fluids shall be considered potentially infectious materials.

B. Work Practices

Assistant Chief

Safety Officer

Chief

- 1. Impervious gloves will be worn for all patient/victim contact. Gloves will be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients, for handling items soiled with blood or body fluids, and for performing all cleaning of soiled surfaces. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious materials.
- 2. All firefighters will wash hands and exposed skin with soap and water when feasible, or flush mucus membranes with water as soon as practical following contact with potentially infectious materials.
- 3. Hands must be washed for a minimum of 15 seconds after doffing gloves, before eating or preparing food, and after contact with body fluids, mucus membranes or broken skin.
- 4. When hand washing is not possible, firefighters will clean their hands with an antiseptic towel or hand cleanser, and then wash their hands with soap and water at the earliest possible time.
- 5. Any other skin, mucus membrane, or body area that has come in contact with potentially infectious material must be washed as soon as possible.
- 6. Immediately after use, sharp items such as needles and lancets shall be placed in a leak-proof, puncture-resistant container. Contaminated sharps shall not be recapped or otherwise manipulated by hand. Whenever possible, firefighters will leave handling and disposal of sharps to EMS. When firefighters must dispose of sharps or contaminated broken glassware, all handling will be with tongs or forceps. Also, glass can be cleaned up with a brush and dustpan.

- 7. All procedures involving blood or OPIM shall be performed to minimize splashing and spattering.
- 8. Infectious waste, any disposable item which comes in contact with body fluids, shall be handled with gloves and shall be placed in an impermeable red bag.
- 9. No potentially infectious waste will be left at the scene of an incident.
- 10. A needle stick/sharps injury log shall be maintained and shall include the following information for each incident:
- Period of time the log covers
- Date of the incident
- Date the incident is entered into the log
- Type and brand of sharp involved
- Department or area of incident
- Description of the incident
- 11. The log(s) shall be retained for five years after the end of the log year. Appendix F contains a sample Sharps Injury Log.
- C. Personal Protective Equipment (PPE)
 - 1. When PPE is removed it shall be, decontaminated or disposed of in an appropriate container.
 - 2. Personnel in contact with patients/victims will have examination gloves and goggles with them at all times. These are available on each engine and ladder truck.
 - 3. Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised
 - 4. Never wash or decontaminate disposable gloves for reuse
 - 5. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be readily accessible to those employees who are allergic to the gloves nominally provided.
 - 6. Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised
 - 7. Never wash or decontaminate disposable gloves for reuse
 - 8. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be readily accessible to those employees who are allergic to the gloves nominally provided.
 - 9. Impervious gloves will be worn for all patient/victim contact. Gloves must be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients/victims, and for cleaning of soiled surfaces. Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised
 - 10. Never wash or decontaminate disposable gloves for reuse
 - 11. Hypoallergenic gloves, glove liners, powderless gloves, or other similar

alternatives will be readily accessible to those employees who are allergic to the gloves nominally provided.

- 12. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious items.
- 13. Structural fire fighting protective clothing will be worn for all incidents requiring this protection. Additionally latex or equivalent gloves will be worn under the firefighters gloves when infectious materials may be encountered such as during vehicle extrication. Because of the potential for burns, these gloves should not be worn under fire fighting gloves where there is exposure to extreme heat.
- 14. Masks shall be worn in combination with goggles or glasses with solid side shields whenever droplets of blood or OPIM may be splashed in the eyes, nose, or mouth. Face shields on structural fire fighting helmets shall not be used for exposure control; however, SCBA masks are acceptable.
- 15. Gowns, waterproof aprons or structural fire fighting gear shall be worn during procedures that are likely to generate splashes of blood or other body fluids.

D. Equipment Cleaning

- 1. Routine cleaning of equipment will be done on a daily basis.
- 2. Vehicles, tools and other equipment that is exposed to body fluids will be cleaned

with soap and water followed by an antiseptic cleaner.

E. Contaminated Sharps

- 1. A sharps container is carried in .
- 2. The sharps container must be kept in an upright position when used and shall be

replaced when ¾ full.

- 3. Sharps will only be picked up with pliers or tongs, never by hand.
- 4. Sharps containers should be closed to prevent spillage, placed in a second container if leaking, and handled with care.
- 5. Used sharps containers shall be capped, taped, and dated for disposal.
- 6. shall be called to pick up sharps from and to provide new sharps containers.
- F. Contaminated materials shall be handled as little as possible. When handling contaminated linen or towels, firefighters will wear latex gloves and other appropriate

PPE. All soiled linen shall be placed in red bags that prevent leakage.

G. Disposal of Waste

- 1. All biohazardous waste will be placed in red plastic bags or labeled sharps containers. Biohazard bags will be red in color or affixed with a biohazard label and will be available at
- 2. Whenever possible, contaminated waste will be given to an on-scene EMS crew for disposal.

- 3. Waste not given to an on-scene EMS crew will be transported back to the fire station in a non-passenger area of the vehicle. No more than 50 lbs of waste material may be transported.
- 4. The waste will then be double bagged, the bags sealed and placed in the station's outside trash container.
- 5. Heavily soiled waste materials, those with unabsorbed body fluids, will be double

bagged, placed out of living areas and traffic areas at the fire station, and EMS

shall be called to remove the waste.

6. EMS will respond to remove heavily soiled waste and sharps within 24 hours.

H. Hepatitis B Vaccination

- 1. All personnel who are at risk to occupational exposure will have the Hepatitis B vaccination, post exposure evaluation and follow up made available at no cost.
- 2. The Hepatitis B vaccination will be available after the firefighter receives training on the Hepatitis B vaccine, its safety, method of administration, the benefits of being vaccinated, and within ten working days of initial shift assignment (career personnel) or station acceptance (volunteer personnel). The vaccination will not be given to anyone who has received the complete Hepatitis B vaccination series, or if antibody testing shows that the firefighter is immune. If the individual is allergic to yeast, an alternate Hepatitis B vaccine will be offered.
- 3. Each firefighter must sign a consent/refusal form verifying that this vaccination

was offered to him/her.

4. If an employee declines the vaccination, the employee must sign a declination

form as provided in Appendix B. Employees who decline may request and obtain

the vaccination at a later date at no cost.

- I. Post-Exposure Evaluation and Follow-up
 - 1. Following a report of an exposure incident, the employer shall make immediately
 - available to the exposed employee a confidential medical evaluation and followup, including at least the following elements:
 - a. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
 - b. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law
 - c. Collection and testing of blood for HBV and HIV serological status;
 - i. The source individual's blood shall be tested as soon as feasible

and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

- ii. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- iii. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- iv. After consent is obtained, the exposed employee's blood will be collected as soon as feasible and tested. If the employee consents to baseline blood collection, but does not consent at that time for HIV serological testing, the sample will be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such
- the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.
- 1. Healthcare Professional's Written Opinion
 - b. The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.
 - c. The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
 - d. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
 - i. That the employee has been informed of the results of the evaluation
 - ii. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
 - e. All other findings or diagnoses shall remain confidential and shall not be included in the written report
- J. Communication of Hazards to Personnel
 - 1. Warning labels shall be affixed to containers of regulated waste containing blood
 - or OPIMs.
 - 2. Potentially infectious waste will be placed in red plastic bags.
 - 3. Food and drink will not be kept in refrigerators, freezers, cabinets, or on shelves,

counter-tops or bench tops where blood or other potentially infectious materials

are present.

K. Information and Training

- 1. All personnel with the potential for occupational exposure shall participate in an
- exposure control training program.
- 2. The training will be provided on initial assignment to a position that has potential
- for exposure and annually after that.
- 3. Training will be provided when changes occur, such as modifications of procedures, and with the use of new products that may affect occupational exposure.
- 4. The training program shall contain at least the following elements.
- a. Information on the where to obtain a copy of OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030,
- b. A general explanation of the symptoms of bloodborne diseases.
- c. An explanation of the modes of transmission of bloodborne pathogens.
- d. An explanation of this exposure control plan and fact that a copy of the policy will be included in the SOG manual located in the watch room of each fire station.
- e. Training in recognizing activities that may involve exposure to blood or OPIMs.
- f. An explanation of methods and their limitations for reducing exposure including appropriate engineering controls, work practices, and PPE.
- g. Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.
- h. Instruction on how to select PPE for different situations.
- i. Information on the Hepatitis B vaccine, including its effectiveness, safety, method of administration, the benefits of being vaccinated, and the fact that the vaccination is offered at no charge to firefighters.
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIMs.
- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- I. Information on the post-exposure evaluation and follow up provided for the firefighter following an exposure.
- m. An explanation of the labels and color coding required by the exposure control plan.
- n. An opportunity for interactive questions and answers with the person conducting the training session.

L. Record keeping

1. Fire Department shall maintain a record for each employee who has

occupational exposure in accordance with 29 CFR 1910.1020. The record includes:

- a. The name and social security number of the firefighter, a copy of the firefighter's Hepatitis B vaccination status including the dates of all hepatitis vaccinations and any medical records relative to the firefighter's ability to receive the vaccination.
- b. A copy of all results of examinations, medical testing, and follow up procedures as required.
- c. The employer's copy of the health care professional's written opinion.
- d. A copy of the information provided to the health care professional.
- 2. Medical records shall be kept confidential and shall not be disclosed to any person within or outside the Department, except as required by law, without the

employee's written consent.

3. The records shall be maintained for the duration of employment plus 30 years in

accordance with 29 CFR 1910.1020.

M. Training Records

- 1. Training records shall include the following information:
- a. The dates of the training.
- b. A summary of the training.
- c. The names and qualifications of the persons conducting the training.
- d. The names and job titles of all persons attending the training.
- 2. Training records shall be maintained for three years from the date on which the

training occurred.

3. Firefighter training records will be provided upon request to the individual firefighter, and to anyone having written consent of the individual in accordance

with 29 CFR 1910.20.

Responsibilities

A. The Chief of Department has overall responsibility for the operation of the Fire

Department and for the Exposure Control Plan.

B. The Department Safety Committee has responsibility for reviewing and updating this

plan, for reviewing administration of the infection control program and for making

recommendations to the Chief of Department for improvements in procedures, equipment

and training that will minimize the risk of occupational exposure.

- 1. The committee will meet at least annually to review the status of the infection
- control program and more often as needed.
- 2. The committee will conduct an annual evaluation and review the effectiveness of
- this exposure control plan and will coordinate corrective action and update the plan as needed.
- 3. Written notes of all meetings will be maintained.
- 4. The is the Department's Infection Control Officer, and is responsible for administering the Department's Safety and Training programs and for ensuring that the Exposure Control Plan is current, all personnel with the potential for exposure are trained and understand the plan, and that training records are maintained properly.
- 5. The is responsible for coordinating the initial phase of training on bloodborne pathogens for personnel, for ensuring that Hepatitis B vaccinations are offered to firefighters who have potential for exposure, for coordinating post exposure protocols for career personnel and for administering exposure records.
- 6. Officers are responsible within the chain of command for following and enforcing infection control procedures in all phases of their areas of control.
- 7. All other personnel are responsible for complying with the infection control plan and with the training received.

Respiratory Protection

This program provides procedures and protocols designed to prevent employee overexposure to atmospheric contaminants and oxygen deficient atmospheres, which are potentially harmful to health.

RESPONSIBILITIES:

Program Administrator:

The Fire Department shall serve as Program Administrator. This person has the training and experience to administer or oversee the respiratory program including evaluating its effectiveness.

- A. Determines the need for respiratory protection.
- B. Establishes and maintain a Respiratory Protection Program in compliance with all requirements of Wis Stats, Chapter SPS 330, Fire Department Safety and Health Standards.
- C. Provides all employees in the program with respirators appropriate to the purpose intended.
- D. Selects a physician or licensed health care professional to administer the medical evaluation program, as well as coordinating the medical evaluation program.

- E. Fit tests applicable firefighters.
- F. Responsible for breathing air quality.
- G. Responsible for the information requirements of this program and ensuring that members are trained in the care and maintenance for the respirator.
- H. Ensures that repairs are conducted according to the manufacturer's specifications.
- 1. Responsible for the record keeping requirements of this program.
- J. May designate other members to carry out specific functions.

Fire Department Members:

- A. Wear assigned respirator(s) when and where required and in the manner in which they were trained.
- B. Care for, maintain and clean their respirators following the manufacturer's procedures and store them in a clean and sanitary location.
- C. Inform their officer if the respirator no longer fits well, and request a new one that fits properly.
- D. Inform their officer or the Program Administrator of any respiratory hazards that are not addressed in the workplace and of any other concerns regarding the program.
- E. Each member is responsible for the cleanliness and operational readiness of their issued respirators/facepiece.

SELECTION OF RESPIRATORS

Fire Department members who respond to and function in toxic atmospheres shall be equipped with Self-Contained Breathing Apparatus (SCBA) and trained in its proper use and care. These respirators shall be used in accordance with the **manufacturer's recommendations** and appropriate governing performance testing guidelines.

Until an atmosphere has been found not to be so, it shall be considered IDLH (Immediately Dangerous to Life and Health). Where an atmosphere has potential to become IDLH it shall be entered under the assumption that it is ALREADY IDLH.

The Warner Volunteer Fire Department provides the following respirators for use in IDLH atmospheres:

Respirators for IDLH (Immediately Dangerous to Life and Health) Atmospheres):

SCBA shall be used by all personnel operating:

- A. In a contaminated atmosphere
- B. In an atmosphere which may suddenly become contaminated
- C. In an atmosphere which is oxygen deficient

D. In an atmosphere which is suspected of being contaminated or oxygen deficient

This includes all personnel operating:

- A. In an enclosed, active fire area
- B. In a potential explosion or fire area, including enclosed gas leaks and fuel spills
- C. Where products of combustion are visible in the atmosphere and fire department personnel are exposed or potentially exposed to these products of combustion, including vehicle fires and dumpster fires
- D. Where invisible contaminants are suspected to be present at levels above OSHA PELs (permissible exposure limits) (i.e. Carbon Monoxide during overhaul)
- E. Where toxic products are present, suspected to be present, or may be released without warning (including Hazardous Material incidents (HazMat)
- F. In any confined space which has not been tested to establish respiratory safety

In addition to the above, SCBA shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. In these circumstances, the SCBA may be worn with the face piece removed. The wearing of SCBA in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of SCBA is required. Examples include but not limited to:

- A. Atmospheres that have been reported to have a smoke or CO detector sounding but there are no signs of elements present or occupants feeling ill. Members shall investigate and if monitoring proves existence, members shall fully don SCBA face piece.
- B. Atmospheres, scenes, or conditions that are potentially dynamic, changing and/or unknown.

Premature removal of SCBA must be avoided. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases SCBA must be used or the atmosphere must be changed.

In fire situations, the decision to remove SCBA shall be made by based on an evaluation and monitoring of atmospheric conditions. Prior to removal, fire areas shall be thoroughly ventilated and, where necessary, continuous ventilation shall be provided.

If there is any doubt about respiratory safety, SCBA use shall be maintained until the atmosphere is established to be safe by testing.

If a firefighter detects a vapor or gas breakthrough, changes in breathing resistance or leakage of the face piece the firefighter will notify his partner and Officer or the Incident Commander and leave the area immediately.

Respirators for atmospheres that are not IDLH: For protection against particulates, the Warner Volunteer Fire Department will provide one of the following:

The following are not meant to preclude an Incident Commander from starting suppression (not entering) or rescue operations (entering) in a structural incident. The requirement intends that the Rapid Intervention Team (RIT) be established as soon as practical to ensure safety of firefighters, yet not detract from the responsibility to provide rescue and suppression to citizens.

Rapid Intervention Team (RIT):

A. A rapid intervention team (RIT) shall consist of at least two members and shall be

available for rescue of a department member or a team if the need arises. A RIT shall be

fully equipped with the appropriate protective clothing, protective equipment, SCBA and

any specialized rescue equipment that might be needed given the specifics of the

operation under way.

B. The composition and structure of a RIT shall be permitted to be flexible based on the type

of incident and the size and complexity of operations. The Incident Commander shall

evaluate the situation and the risks to operating teams and shall provide one or more

RITs commensurate with the needs of the situation.

C. In the early stages of the incident, which includes the deployment of a fire department's

initial attack assignment, the RIT shall be of either one of the following:

- 1. On-scene members designated and dedicated as rapid intervention team(s).
- 2. On-scene members performing other functions but ready to redeploy to perform rapid intervention team functions. The assignment of any personnel shall not be permitted as members of the rapid

intervention team if abandoning their critical task(s) to perform rescue clearly jeopardizes the safety and health of any member operating at the incident.

D. While working in IDLH atmospheres, during interior firefighting operations in fires that

have progressed beyond the incipient stage, or hazmat operations, employees entering

will work in teams having a minimum of two (2) persons who remain in visual or voice

contact at all times.

E. Two firefighters shall be located outside the IDLH atmosphere as the RIT. Visual, voice,

radio, or signal line communication will be maintained between the firefighters in the IDLH

atmosphere and the firefighters located outside the IDLH atmosphere (RIT).

- F. The firefighters located outside the IDLH atmosphere as the RIT shall be trained and
- equipped to provide an effective emergency rescue of the firefighters inside the IDLH.
- G. The Incident Commander is to be notified before the RIT located outside the IDLH

atmosphere enters the IDLH atmosphere to provide an emergency rescue. The Incident

Commander must immediately provide additional assistance, if necessary.

H. Once notified, the RIT provides necessary assistance appropriate to the situation.

NOTE: Nothing in this rule is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled, however, such action is not to be considered a standard of operation.

GENERAL USE PROCEDURES:

A. Employees will use their respirators under conditions specified by this program, and in accordance with training and the respirator manufacturer's recommendations they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or its manufacturer.

- B. All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check as specified by the manufacturer or as listed in Appendix B-1 of the OSHA Respiratory Protection Standard.
- C. Employees may possess mustaches or other facial hair provided that it does not interfere with the face piece seal or valve function. Employees are not permitted to wear tightfitting respirators if they have any condition such as facial scars or missing teeth or dentures that prevent them from achieving a good face piece seal. Employees are not permitted to wear tight-fitting respirators if they have facial hair that comes between the sealing surface of the face piece and their face These restrictions shall apply regardless of the specific fit test measurement that can be obtained under test conditions.
- D. If a firefighter wears eyeglasses, the firefighter shall use frames that do not pass through the seal area of the face piece.
- E. Employees are not permitted to wear headphones, jewelry, glasses, or other articles that may interfere with the face piece-to-face seal.

FIT TESTING PROCEDURE

A. All employees wearing respirators must be fit tested with the same make, model, style, and size of respirator that they will use on the job. The Respiratory Protection Program Administrator will oversee the fit testing of fire department employees.

B. Fit tests will be conducted on all employees who use respirators following their successful completion of an initial medical evaluation as a new employee, at least annually thereafter, or whenever the employer observes or receives a report of changes in the **employee's physical condition that** could affect respirator fit. Fit testing may also be repeated if the employee states that the fit of the respirator is unacceptable.

Some factors that may affect mask fit are:

- Significant weight change.
- Significant facial scarring in the area of the face piece seal.
- Significant dental changes.
- Reconstructive or cosmetic facial surgery.
- Any other condition that would interfere with mask fit.

Fit tests will be administered using an OSHA accepted qualitative or quantitative test. The protocol used will be stated on the fit test record for each employee.

MEDICAL EVALUATION OF FIREFIGHTERS REQUIRED TO USE RESPIRATORS

Using a respirator may place physiological burdens on firefighting personnel that vary with the type of work in which the respirator is used and the medical status of the employee. All new employees must undergo a medical evaluation prior to being fit tested or required to use a respirator. Medical evaluations shall be administered to employees of the fire department by the following Physician or other Licensed Health Care Professional (PLHCP):

The Department shall identify a Physician or other Licensed Health Care Professional (PLHCP) to administer a medical questionnaire to each employee who uses SCBA or other types of respirators. The questionnaire shall be administered confidentially during the employee's normal work hours. The questionnaire will determine the need for a follow-up physical examination. The department shall use the following PLHCP to administer the questionnaire:

Medical questionnaires shall be administered and successfully completed prior to a fit test for all firefighters required to use SCBA or other types of respirators

The department will be using the following PLHCP for follow-up medical examinations, if needed:

The employee shall have the opportunity to discuss the questionnaire and examination results with the Physician or other Licensed Health Care Professional (PLHCP) if so requested.

After an employee has received clearance and begun to wear the respirator, additional medical evaluations will be provided under the following circumstances:

- A. Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
- B. The physician or supervisor informs the Program Administrator that the employee needs to be re-evaluated;
- C. Information from this program, including observations made during fit testing and program evaluation, indicates a need for re-evaluation; D. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

The program administrator, employee and physician will arrange an appropriate time for the examination. The medical consultation and examination with the PLHCP will be at the department's expense.

CLEANING, DISINFECTING, STORING, INSPECTING, REPAIRING, DISCARDING, AND MAINTAINING RESPIRATORS

Cleaning:

The Warner Volunteer Fire Department shall provide personnel with a respirator that is sanitary, and in good working order. Fire department personnel shall ensure that respirators are cleaned and disinfected using the procedures recommended by the respirator manufacturer. The respirators shall be cleaned and disinfected at the following intervals:

- A. Respirators issued for the exclusive use of a firefighter shall be cleaned and disinfected per the manufacturer's instructions as often as necessary to be maintained in a sanitary condition.
- B. Respirators issued to more than one firefighter shall be cleaned and disinfected per the manufacturer's instructions after each use and the

respirator cleanliness shall be insured before being worn by different individuals.

- C. Respirators used in fit testing and training shall be cleaned and disinfected after each fit test use.
- D. The face piece shall be placed in a clean, dry container in a manner that prevents deformation of the face seal, other damage or contamination. The face piece will be stored with the head harness to the back, not over the lens this will help prevent deformation of the face piece seal.

The Program Administrator or his/her designee will ensure an adequate supply of appropriate cleaning and disinfection materials at each station. If supplies are low, employees should contact their officer, who will notify the Program Administrator or designee.

Cleaning Procedures:

Operational Recommendations:

In order to decrease the possibility of contaminant entry into cleaned and stored respirators, it is recommended that face piece protective covers be in place to limit contamination of dust and particles. The manufacturer's recommendations for covered storage will be followed.

<u>Cleaning Recommendations:</u> Cleaning is recommended after each usage where contaminants may come in contact with any part of the unit.

Gross contamination should be washed off as soon as practical at the scene or station.

Prepare cleaning solution as described per manufacturer's instructions.

The cleaning solution should be effective against a number of gram positive and negative bacteria, fungi and viruses including HIV-1 and influenza. Cleaning **Procedure {Insert your manufacturer's instructions}: Lung Demand Valve** (LDV) and Face piece

1. Close cylinder valve

- 2. Remove pressure on entire system
- 3. Thoroughly rinse face piece and SCBA under clean running tap water to remove debris
- 4. Place face piece in cleaning solution and agitate solution. Use a circular motion.
- 5. Place face piece into a container of clean tap water and agitate
- 6. Finally rinse face piece under running clean tap water
- 7. Apply air pressure to remove interior liquids
- 8. Wipe out any excess rinse water with a clean, dry, towel. Allow to dry.
- 9. DO NOT USE THE FIREHOUSE AIR COMPRESSOR TO DRY ANY PART OF THE SCBA! THE LUBRICATING OIL THAT MAY BE CONTAINED IN THE AIR STREAM MAY BE HAZARDOUS AND COULD DAMAGE THE RUBBER COMPONENTS
- 10. Inspect SCBA and regulator for cleanliness and damage
- 11. Leak test SCBA.
- 12. Return to operation.

Harness Assembly and Air Cylinders

- 1. Wipe off dirt and grime with a lathered mild soap solution. Rinse thoroughly. Take care not to get water into the regulator.
- 2. Let harness air dry.
- 3. Inspect the harness for loose or missing buckles and fittings. Look for worn belts and connections. Check cylinder latching strap for proper operation.
- 4. Wipe off dirt and grime from air cylinders with a lathered mild soap solution. Rinse thoroughly.
- 5. Make sure each cylinder has a protective thread cap over the threads.
- 6. Check cylinders for deep scratches, gouges, and damaged threads. Check the gauge and cylinder hand wheel. NOTE: Cylinder valves shall only be tightened hand tight. Do not forcefully tighten the cylinder valve. Damage to the nylon valve seat will result.

Cases

- 1. Remove any loose dirt or debris
- 2. Sponge out with sanitizer/cleaner solution.
- 3. Rinse with water

Unit Inspection

- 1. Leak test SCBA
- 2. Return to operation

If anything questionable arises, or obvious repairs are needed, place the unit out of service. Mark unit with a repair tag and forward to. Please refer all repairs to the responsible repair person as soon as possible.

Maintenance: Respirators are to be properly maintained at all times in order that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use.

No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be performed by the manufacturer or a person certified by the manufacturer.

Air cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. Fire department personnel shall determine that the regulator and warning devices function properly daily.

For fire department respirators, fire department personnel shall:

- A. Inspect and certify that the respirator is ready for use by documenting the date the inspection was performed (at least monthly), the name (or a signature) of the person who made the inspection, the findings, required remedial action, and a serial number or any other means of identifying the inspected respirator.
- B. Provide this information on inspection forms, specifically, weekly and after use inspection forms. This information shall be maintained in each station until replaced following a subsequent certification.
- C. Inspection records shall be forwarded to the department designees responsible for record keeping.

Fire department personnel shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are repaired, adjusted, or discarded in accordance with the following procedures: A. Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the manufacturer's NIOSH approved parts designed for the respirator.

- B. Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and C. SCBA repairs including but not limited to reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a Department technician trained by the manufacturer or vendor supplying the equipment to the fire department.
- D. All SCBA requiring repairs, or SCBA that fail inspections shall be tagged with a red outof-service tag indicating the following:
- 1. Date
- 2. Station location
- 3. SCBA unit identification

- 4. Name of person(s) reporting the problem
- 5. Brief description of the problem
- E. The SCBA unit with the red tag affixed will be forwarded to for repair by the manufacturer or a Department technician trained by the manufacturer.

INSPECTIONS

Each PASS (Personal Alert Safety System) must be tested weekly and prior to use. Each SCBA is required to be inspected and tested at least monthly and prior to use. All air cylinders carried on the apparatus and spares in each station will be inspected for any damage, cleanliness and proper fills.

The following checklist will be used when inspecting respirators:

Face piece: Cracks, tears, or holes Facemask Distortion Cracked or loose lenses/face shield

Head straps: Breaks or tears Broken buckles

Valves: Residue or dirt Cracks or tears in valve material

Filters/Cartridges: Approval designation Gaskets Cracks or dents in housing

Proper cartridge for hazard

Air Supply Systems: Breathing air quality/grade Condition of supply hoses Hose connections Cylinders Settings on regulators and valves.

The following functional tests are to be completed on each SCBA to ensure proper operation:

- A. Pressure Gauge
- B. PASS test
- C. Leak Test
- D. Warning bell test
- E. Face piece Connection

Cylinder Pressure Gauge and Sentinel Reading Comparison

The purpose of this test is to compare the cylinder pressure gauge and the Sentinel pressure reading to make sure they read within +/- 10%.

Procedure:

- 1. Open the cylinder valve and note the pressure reading on the cylinder pressure gauge.
- 2. Compare the shoulder gauge pressure reading to the cylinder gauge reading. The two values must be within +/- 10% of the full scale

QUALITY AND QUANTITY OF BREATHING AIR

Breathing air in the SCBA cylinders shall meet the requirements of the Compressed Gas Association G-7.1-1989, COMMODITY SPECIFICATION FOR AIR, with a minimum quality of Grade D. Private vendors supplying the department with compressed breathing air shall provide a copy of the most recent inspection and

certification. The purity of the air from the Fire Department's compressor shall be checked by a competent laboratory quarterly.

The department shall assure that sufficient quantities of compressed air are available to refill SCBA for each incident. This shall be accomplished through the use of mobile air supplies or mutual aid from other fire departments.

Air cylinders for SCBA shall be filled only by trained personnel.

Compressed oxygen shall not be used in open-circuit SCBA.

Standards for breathing air and hazards associated include:

- Oxygen content of 19.5-23.5%.
- Hydrocarbons (condensed) content of 5 milligrams per cubic meter of air or less;
- Carbon monoxide (CO) content of 10 ppm or less;
- Carbon dioxide content of 1,000 ppm or less;
- Lack of a noticeable odor.

The Warner Volunteer fire department shall insure that cylinders used to supply breathing air to respirators meet the following requirements:

- Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178) test requirements of five years for composite cylinders supplied to MSA and five years for steel or aluminum cylinders.
- Note: composite cylinders have a maximum use life of 15 years.
- The moisture content in the cylinder does not exceed a dew point of -50 degrees F. (-45.6 degrees C.) at one (1) atmospheric pressure, and a water vapor level of less than 25 ppm

RESPIRATORY HAZARDS AND TRAINING ON RESPIRATORY USE

The Fire Department is required to provide training to those who use respirators. The training must be comprehensive, understandable, occur annually, or more often if necessary.

Documentation of this training shall occur.

The Warner Volunteer Fire Department shall ensure that each firefighter can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- What the limitations and capabilities of the respirator are:
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;

- How to inspect, put on and remove, use, and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator;
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators;
- The general requirements of this program.

The training shall be conducted in a manner that is understandable to the firefighter.

Retraining shall be administered annually, or when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete:
- Inadequacies in the firefighter's knowledge or use of the respirator indicate that the firefighter has not retained the requisite understanding or skill;
- Any other situations arise in which retraining appears necessary to ensure safe respirator use.

PROCEDURES FOR EVALUATING THE RESPIRATOR PROGRAM

Each year the Program Administrator shall initiate a review of the procedures contained in this program. All employees who wear, service, or supervise employees wearing respirators shall periodically be asked to provide information on:

- Adequacy of the respirator(s) being used.
- Accidents or incidents in which the respirator failed to provide adequate protection.
- Adequacy of training and maintenance on respirator use.

The Program Administrator shall recommend changes in the program and its implementation

based on this information.

RECORD KEEPING

The Department is required to keep the following records to assure compliance with this written program:

- Medical evaluation records
- Fit testing records

Medical records shall be maintained for member's entire career plus thirty years. Fit test records shall be kept until the next fit test is administered.

The Department will also maintain records of employee training (e.g., date, attendees, trainer(s), subject matter).

Apparatus and Equipment

This standard establishes schedule for the inspection and maintenance of all apparatus and equipment owned or operated by the department. It ensures that emergency response vehicles are maintained in a constant state of readiness. It implements a preventative maintenance schedule for all apparatus and establishes procedures for the daily inspection of apparatus, equipment, and support vehicles.

- A. Apparatus and equipment shall be:
- 1. Maintained in a constant state of readiness.
- 2. Refueled whenever the fuel level drops below of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
- 3. Kept clean at all times.
- B. All maintenance, both preventative and repair, shall be recorded in the appropriate vehicle logbook.

C. After each use

- 1. Every vehicle used shall be inspected. The member performing the inspection shall record his findings in the appropriate vehicle logbook.
- 2. The member performing the inspection shall correct the defects that are found provided that the member has the expertise, tools, and supplies to do so. The items that are corrected shall be noted in the comments section of the vehicle logbook.
- 3. Defects that cannot immediately be corrected shall be noted in the vehicle logbook and reported to the Chief or Officer in Charge.
- 4. If a defect requires that a vehicle be placed out of service, the person doing the Inspection shall notify the Chief or Officer in Charge.

D. Weekly Inspections.

- 1. All apparatus and equipment used shall be inspected. The member performing the inspection shall record his findings in the appropriate vehicle logbook.
- 2. Refueled whenever the fuel level drops below of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
- 3. All engine-powered equipment shall be run for a minimum of five minutes. Their fuel tanks shall be refilled whenever the level drops below of a tank. The oil will be checked and oil shall be added if necessary

Lock Out/Tag Out

This policy is intended to provide specific practices and procedures to safeguard personnel from equipment becoming unexpectedly energized, the start-up of

machinery and equipment, or the release of hazardous energy during emergency and non-emergency operations.

Personnel can be seriously or fatally injured if machinery or equipment they are working within becomes unexpectedly energized, starts-up or releases stored energy. The stored energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and others.

Situations requiring device lock-out:

- A. When a device or piece of equipment is not operating in its designed capacity and could injury any employee who attempts to use the device. This includes department fire and rescue apparatus that are unsafe for travel on public ways or are unable to carry passengers safely.
- B. When a device or piece of equipment is being serviced and/or the safety features have been disabled in any way.
- C. When the department responds to an emergency scene where employees are required to interact with machines, devices, or utilities that are powered by electrical, chemical, thermal, hydraulic, or other energy types.

Emergency Incident Procedure:

This requires that designated fire department personnel (company officers, chiefs, etc.) work with facility personnel to turn off and disconnect the machinery or equipment from its energy source(s) before working in and around the equipment. This also requires that designated fire department personnel install lock-out/tag-out the energy isolating device(s) to prevent the release of hazardous stored energy and take steps to verify that the energy has been effectively isolated.

Upon arrival at an emergency incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer or crew leader shall retrieve the lock-out/tag-out equipment that is located on. The Officer in Charge must work closely with facility personnel familiar with the lock-out/tag-out procedures specific to the equipment or machinery that is involved to ensure the following:

- A. All energy sources to the machinery or equipment have been deenergized.
- B. The Officer in Charge places fire department lock-out/tag-out equipment to secure energy sources.
- C. Verify that all energy sources have been secured.
- D. The Officer in Charge holds the keys and controls the fire department's lock-out/tag-out equipment.

E. Once fire department operations have been completed, remove the fire **department's** lock-out/tag-out equipment and turn the machinery or equipment back over to facility personnel.

Non-Emergency/Servicing/Maintenance Procedure:

- A. Notify all affected personnel that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- B. The authorized person shall refer to the manufacturer's procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the

hazards of the energy, and shall know the methods to control the energy.

- C. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- D. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- E. Lock out the energy isolating device(s) with assigned individual lock(s).
- F. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- G. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
- H. Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
- I. The machine or equipment is now locked out.

Restoring Equipment to Service:

- A. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- B. Check the work area to ensure that all personnel have been safely positioned or removed from the area.
- C. Verify that the controls are in neutral.
- D. Remove the lockout devices and reenergize the machine or equipment. The removal of some forms of blocking may require repowering of the machine before safe removal.
- E. Notify affected personnel that the operation is completed and the machine or equipment is ready for use.

Keeping Equipment Out of Service:

If equipment is deemed unsafe the equipment shall remain in the off position. The equipment shall be secured with tie wraps and a tag stating that the equipment should remain out of service until serviced by authorized personnel.

Authority

The only person that shall have the authority to remove the lock or tag from a piece of equipment or machine is the individual who originally locked out the device. In the event that this individual has left the immediate area, the Officer in Charge may authorize the removal of the locking device or tag, however only before:

- A. Making a valid attempt to contact the individual who originally locked out the device.
- B. If that person cannot be reached, the Officer in Charge must ensure that all tools have been removed, all guards have been replaced and all personnel are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service.

In the event that a lockout, tag-out situation occurs during normal operations (not at the scene of an emergency), the Chief of the Department or Safety Officer will fill the Officer in Charge's role described above.

Training:

Employees not authorized to perform LOTO procedures are referred to as "affected" employees.

All affected employees shall be instructed in the purpose and use of the LOTO procedure.

Instruction for affected employees will also include the prohibition of:

• Attempts to restart or re-energize machines or equipment that have been locked/tagged

out by an authorized employee

• The use or removal of LOTO equipment by non-authorized employees

Hazard Communication (Right to Know)

The purpose of this policy is to improve the level of information provided to staff regarding the chemicals that they may encounter during the course of their duties. Additionally, this written guideline will help ensure that the Fire Department is in compliance with applicable laws and regulations.

RESPONSIBILITIES

The individual assigned to ensure compliance is . This person responsible for the program

shall be known as the "Program Administrator". The Program Administrator is responsible for:

Administering and managing the hazard communications program.

- Assisting personnel in implementing the program
- Maintaining the master list of SDS's
- Training all personnel on the hazardous communication policy
- Ensuring compliance with rules and regulations.

CHEMICAL INVENTORY

The Program Administrator will maintain a list of the hazardous chemicals known to be present within the station. All personnel are responsible for reporting any new hazardous materials that are accompanied by a Safety Data Sheet (SDS) to the Program Administrator. A chemical inventory log will be kept and will include the locations of all chemicals. The chemical inventory log and each SDS will be kept in the SDS binder located.

LABFLS

Hazardous chemical containers in the station will be labeled, tagged, or marked with the identity of the hazardous chemical and the appropriate hazard warning. Primary chemical container labels will not be defaced or removed. Any label that becomes illegible shall be replaced with the information listed above. Primary containers must include the manufacturer name.

SAFETY DATA SHEETS

Warner Volunteer Fire Department will rely on the manufacturer evaluation of their chemical products. Safety Data Sheets will be maintained and available for any staff member to review.

STAFF MEMBER TRAINING:

Personnel will be provided with information and training on hazardous chemicals located in the

fire station at the time of their initial assignment and whenever a new hazard is introduced. That

information and training will include areas and operations where hazardous chemicals may be

present and the location and availability of the SDS binder. Additional areas of training will include

the following:

- A. Methods and observations that may be used to detect the presence or release of a hazardous chemical.
- B. Physical and health hazards of the chemicals on site or used at the station
- C. Measures personnel can take to protect themselves from these hazards, including specific procedures that have been implemented to protect staff members from exposure, including work practices, emergency procedures, and personal protective equipment
- D. The details of the hazard communication policy, including an explanation of the labeling system, the SDS's, and how to obtain and use appropriate hazard information.

Structure Fires

Arrival On Scene

- A. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan
- B. The Officer will complete a 360 degree viewing of the structure to determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources C. The Officer will ensure that a proper communication system has been coordinated for fireground activities

Scene Safety

- A. There shall be at least 2 personnel on any interior attack hose-line.
- B. There shall be at least 2 personnel on any interior search and rescue.
- C. There should be a "R.I.T." in place on any interior operation or any situation where personnel are exposed or could be exposed to any IDLH situation.
- D. Personnel must be authorized and properly trained before participating in any interior structural fire attack or search and rescue operations.

Incident Actions

Rescue

- A. Human life is the most important consideration at a fire or other emergency.
- B. Rescue of humans override all other strategic considerations at a fire.
- C. The primary functions of an adequately staffed truck (if available) shall be rescue.
- D. A primary and secondary search shall be conducted at all structure fires. During search all rooms should be marked by some means to indicate that the particular room has been searched.

Exposure Protection

- A. Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or in involved parts of the fire building.
- B. The Incident Commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.

Confinement

- A. The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- B. Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
- C. The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside.

There maybe situations when both approaches could be used, but a defensive attack should not be used when crews are operating on the interior.

- D. All avenues of fire spread must be considered examples: shafts, openings, utility raceways, ducts etc.
- E. Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that the vent crews open up and fire attacks operate fire streams into such areas.

Extinguishment

- A. In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.
- B. The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

Overhaul

- A. The purpose of overhaul is to make sure the fire is completely out.
- B. Overhaul operations must be properly coordinated with fire investigation efforts.
- C. Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- D. During overhaul most fire fighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- E. Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases.
- F. When available, a fresh crew should perform overhaul.
- G. Particular attention should be given to hidden areas during overhaul.
- H. During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion.

Ventilation

- A. Based upon the situation, ventilation may need to occur anytime during the operation.
- B. Ventilation shall be employed to:
 - 1. Channel heat, smoke and flames from potential victims.
 - 2. To prevent backdraft and flashover.
 - 3. To remove heat and smoke from the building so to reduce property damage.
 - 4. To allow the interior of the structure to be more tenable and safer for fire fighting operations.

Salvage

- A. Salvage may need to begin at various points during a fire operation.
- B. Salvage is those operations required to safe guard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.

- C. Salvage should include:
 - 1. The use of salvage covers.
 - 2. Removing water from the structure.
 - 3. Removing furniture and personal belongings to a safe location.
 - 4. Debris removal.
 - 5. Removal of valuables from debris.
 - 6. Covering openings to keep weather out and to secure the building.
- D. All members are expected to perform in a manner that continually reduces loss during fire operations.

Utility Control

- A. Utilities should be shut down and brought under control to insure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.
- B. At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electric company.
- C. If the electric company is not available in time, fire personnel may shutdown the power via circuit breakers.
- D. If necessary, shut down gas lines at the meter and have the Gas Department notified. Meters that have been shut off by fire department personnel should be properly locked.
- E. If necessary, shut down water supplies to the structure at the valve closest to the point of usage.

Vehicle Fires

Arrival on Scene

- A. The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during fire suppression activities
- B. The driver operator will engage the pump and stand by the pump panel for further instructions
- C. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan

Scene Safety

- A. Ensure that unauthorized/untrained personnel do not enter the hazardous area
- B. See HAZMAT procedures for vehicle fires involving Hazardous Materials
- C. Traffic Hazards

Incident Actions

- A. The attack team will pull the hose line instructed by the Officer
- B. Additional firefighters will do as instructed by the officer
- C. The driver/operator will charge the hose line when directed and continue to monitor the pump operations

- D. The attack team will approach the vehicle slowly from the side extinguishing the fire as they approach. Caution should be taken as the team approached for exploding bumpers, fuel tanks, tires, etc.
- E. When the fire is under control the engine compartment and trunk of the vehicle on fire will be opened and cooled. The vehicles battery cables should be disconnected or cut when possible.

Vehicle Accidents

Arrival on Scene

- A. The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during rescue and operation activities
- B. The Officer will provide a scene size-up, assume command, determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed
- C. The Officer will request additional resources as needed (EMS, MedFlight-HALO or STARS)

Scene Safety

A. Ensure that unauthorized/untrained personnel do not enter the hazardous area B. Provide High Visibility PPE and other safety measures for Traffic Hazards

Incident Actions

Command will assign teams as needed for:

- Fire and Hazard Control
- Extrication
- Patient Care
- Landing Zone
- Traffic Control

Wildland Fires

Arrival on Scene

- A. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan
- B. The Officer will determine the location and size of the fire, direction and characteristics of fire travel, the fuel burning, and exposures
- C. The Officer will request additional resources as needed
- D. The Driver/Operator will park the apparatus in a safe, accessible location pointing away from the fire with the windows closed and the keys in the ignition E. Consider evacuations of citizens

Scene Safety

- A. All personnel should know the location and direction of the fire travel
- B. Escape Plans shall be known to hall fire personnel

- C. Be cautious for Spot fires
- D. Be cautious for Flare-ups
- E. Be aware of wind direction and velocity
- F. Be aware of topography
- G. Monitor crews for exhaustion
- H. Be aware of down wires, electric fences, etc.
- I. Be aware of equipment and personnel working above or around teams

Incident Actions

- A. Base all actions and strategy on current and expected fire behavior
- B. Establish staging area for additional arriving apparatus and personnel
- C. Life safety and structural protection take priority over extinguishment of forest, brush, or ground cover
- D. If offensive attack is indicated, the head of the fire is to be attacked first. If that is not possible, the flanks should be attacked while working toward the head of the fire.
- E. If the fire is large and fast moving, then a direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by creating a fire line a distance ahead of the fire to halt the progress of the fire.
- F. Different methods of attack may be used simultaneously according to the situation
- G. Teams assigned to structural protection must keep hose lines flexible enough to be able to quickly break away in the even of being over run
- H. Collaborate with the DNR, County Officials, and specialists/technicians as needed
- I. Communications and accountability of all incident personnel shall be maintained at all times.

Hazardous Materials

The Warner Volunteer Fire Department functions at the AWARENESS level. At the operations level, we possess the basic knowledge necessary to protect the public from harm due to the exposure of hazardous materials. Prior to responding to a known or suspected hazardous materials incident, all personnel shall have Hazardous Materials training at the awareness level.

An incident involving hazardous materials can pose significant risk to the public and responding personnel. While all effort shall be made to protect the public, responders must NOT rush into the incident. Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time. All actions shall be based on informed decisions from qualified individuals.

Examples of activities and functions appropriate at the AWARENESS level include:

- Recognition of a Hazmat incident
- Recognition of hazards

- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

Arrival on Scene

A. The Emergency Response Guidebook (ERG) shall be used to identify containers, chemicals involved, staging, and isolation zones.

- B. All units shall stage a safe distance away from the incident in accordance to ERG recommendations and current conditions. When selecting a staging area take into consideration the following: Wind direction, topography, accessibility, proximity to the incident, overhead obstacles, and potential for fire.
- C. The first arriving officer should establish command and complete an initial size-up
- D. Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area. Note: In some situations, sheltering-in-place may be the most viable option.
- E. All persons who have been exposed to the material(s) shall be moved to a location where they are isolated from others and the incident so that they may be monitored and decontaminated if necessary.
- F. Obtain Safety Data Sheets and any chemical information available. This may include a, waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
- G. Make contact with any company representatives and notify the appropriate agencies including a Wisconsin Level I HAZMAT Technician team if necessary.
- H. Assign an incident safety officer immediately. It is also suggested that the incident commander assign an assistant or scribe to begin documentation of all incident plans and operations.

Scene Safety

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- B. Ensure that unauthorized/untrained personnel do not enter the hazardous area

Incident Actions

A. All incident actions shall not exceed the scope of the hazardous materials operations

level which is limited to establishing command, identifying the materials involved, isolating the incident, and securing the scene. Other actions may occur only if the personnel have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.

- B. An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives
- C. Dike and/or dam areas to contain run-off and prevent further contamination of other areas and water sources.
- D. Remove all ignition sources if materials are combustible or flammable in nature.

- E. Collaborate with the DNR, EPA, County Officials, company representatives, specialists/technicians, and the HAZMAT team as needed.
- F. Communications and accountability of all incident personnel shall be maintained at all times.

Reports and Documentation

- A. The release of information regarding the incident shall be controlled by the OIC and the designated Public Information Officer. Only the OIC, County Emergency Management, or other designated Public Information Officer shall have the authority to provide public information.
- B. The Incident Action Plan and all operations performed on the incident shall be documented. A written report shall be completed by the OIC and filed with all other documents created.
- C. A log of all department personnel who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
- D. A record of all other agencies and their corresponding personnel who responded shall also be kept.
- E. A record of all items used that will need to be replaced and any other expenses shall be kept during the incident and filed with the other incident reports.

Clean-Up

Clean up of materials is the sole responsibility of the person or company responsible for the hazardous material(s) incident. All of the personnel and equipment in contact with the hazardous material(s) shall be decontaminated prior to returning to service.

Confined Space Rescue

Definitions

Confined space: A confined space is any area or vessel, which meets all 3 of the following:

- 1. Is large enough and so configured that an employee can enter and perform work
- 2. Has limited means of entry or exit
- 3. Is not designed for continuous occupancy

Permit required confined space: A permit required confined space is defined as a confined space which has one or more of the following:

- 1. Contains or has a potential to contain a hazardous atmosphere
- 2. Contains a material with potential for engulfment
- 3. Is so structured that an entrant could become trapped or asphyxiated
- 4. Contains any other recognized serious safety or health hazard i.e. moving parts, noise

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Confined space rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources. Examples of possible confined spaces includes tunnels, sewers, tanks, process vessels, manholes, storm drains, furnaces, silos, and industrial spaces.

The Warner Volunteer Fire Department functions at the AWARENESS level. Therefore it is the policy of the Warner Volunteer Fire Department that personnel SHALL NOT enter into a confined space. Entry is considered to **have occurred as soon as any part of an entrant's body breaks the plane of** an opening into the space.

Examples of activities and functions appropriate at the AWARENESS level include:

- Recognition of a confined space incident
- **Re**cognition of confined space hazards
- Performing a non-entry retrieval
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

Arrival On Scene

- A. A. The first-in unit should position the apparatus appropriately
- B. The first arriving officer should establish command and complete an initial size-up including:
 - 1. Secure any witnesses
 - 2. Obtain the confined space entry permit and any other available information
 - 3. Location, number, condition of victims, and length of time in confined space
 - 4. Utility and other scene hazards i.e. hazardous materials, low oxygen levels
 - 5. Type of work being performed in the confined space
 - 6. Type of PPE being used by victim(s)
 - 7. Determination of rescue or recovery mode
 - 8. Determination of additional resources needed

Scene Safety

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- B. Ensure that unauthorized/untrained personnel do not enter the confined space
- C. Confirm or implement lock out/tag out

Incident Actions

- A. If victim is attached to a body harness and retrieval line, the rescuers may lift the victim from the confined space area
- B. Attempt to establish contact with victim(s)
- C. Establish atmospheric monitoring
- D. Establish ventilation of confined space after atmospheric monitoring
- E. If safe to do so and if it can be accomplished from outside the confined space, shutdown non-essential equipment that is located within the confined space
- F. Establish staging area for additional arriving apparatus and personnel

Trench Rescue

Definitions

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Trench: An excavation in which the depth is greater than the width and is less than 15 feet wide.

Trench rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources.

The Warner Volunteer Fire Department functions at the AWARENESS level. Therefore it is the policy of The Warner Volunteer Fire Department that personnel SHALL NOT enter into an unsafe trench or excavation.

Examples of activities and functions appropriate at this level include:

- Recognition of a trench collapse incident
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control

Arrival on Scene

A. The first-in unit should position the apparatus a minimum of 50' from the location of the trench collapse. Additional arriving units should initially stage a minimum of 150' from the location.

- B. The first arriving officer should establish command and complete an initial size-up including:
- 1. Secure any witnesses
- 2. Location, number, condition of victims and how long buried
- 3. Depth of trench
- 4. Utility and other scene hazards
- 5. Determination of rescue or recovery mode
- 6. Determination of additional resources needed

Scene safety

A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries) Hot - 0-100' from trench Warm - 100-500' from trench Cold - 500' and further from trench

- B. Secure and/or shut down machinery and traffic within 300' of trench
- C. Implement lock out/tag out
- D. Place ground pads within 4 feet of trench

Incident Actions

A. If victim is partially buried, lower lifeline and instruct victim to tie around themselves

- B. If indicated, lower ladder into trench for victim self-rescue only
- C. If victim is buried, mark last known location using dry chemical extinguisher
- D. Establish atmospheric monitoring
- E. Establish ventilation of trench (if necessary)
- F. Relocate any soil piles to be a minimum of 2 feet from trench
- G. Establish staging area for additional arriving apparatus and personnel

MAYDAY

The nature of fire fighting places the firefighter at risk for becoming lost, trapped or imperiled with equipment malfunctions. The toxic environment where work is performed provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the affected firefighter(s), the Incident Commander and the Rapid Intervention Team. The purpose of this procedure is to provide action steps to be taken by the trapped/lost firefighter(s) and the Incident Commander. Specific procedures provided in this document include how to activate the Rapid Intervention Team (RIT) and remove those in danger to a safe location in a quick and efficient manner.

Definition:

The term Mayday will be designated solely for when a firefighter is in immediate distress. Specific examples include when a firefighter or firefighters become trapped, lost, disoriented or experience equipment malfunctions.

Procedures:

The number one basic self survival responsibility is to avoid getting into situations where a firefighter or fire company gets trapped, lost or low/out of air.

The rescue of trapped or lost firefighters within a burning building is extremely time sensitive due to our SCBAs providing a limited supply of air.

A. All companies entering the hazard zone shall have at least one portable radio and rescue tools. If it is possible, all members on the team should have individual portable radios.

- B. Minimum entry crew size is two members. These members must remain intact and together.
- C. Crews must also be working on a specific assignment and be working under the direct supervision of a Division Officer or Command.
- D. Crews will follow all SCBA guidelines, including, but not limited to PASS device usage.

Emergency Procedures:

When a firefighter(s) become lost, trapped or experiences an equipment malfunction, the following procedures must be followed.

A. Call For Help Immediately – Report on a portable radio "Mayday – Mayday – Mayday".

Announce your situation while continuing to find your way out. Firefighters should not delay notification of distress. The Mayday announcement should occur as soon as the firefighter thinks that he/she may be in trouble. The longer the delay of notification, the smaller the window of survivability will become.

B. Lost/trapped firefighter(s) should give Command information: LUNAR

L = Location (as accurately as possible)

U = Unit ID i.e. Eng. 3930)

N = Name (names of lost or trapped crew members)

A = Assignment (assignment crew was working on or assigned to prior to trouble)

R = Resources you need (any special needs or information that may assist the RIT in locating and removing affected crew(s).

C. THE TERM "MAYDAY" WILL BE RESERVED ONLY TO REPORT LOST OR TRAPPED FIREFIGHTERS. THE TERM "EMERGENCY TRAFFIC" WILL BE USED TO REPORT ALL OTHER FIRE GROUND EMERGENCIES.

D. If a Mayday is heard, all other radio traffic on that channel will cease, until the Mayday operation is complete. The Incident Commander will then designate a new radio frequency for all unaffected fire ground units to switch to. The IC will also

notify dispatch of the change in fire ground channels, and have dispatch announce this change.

E. Radio Channels -

- 1. Crews or personnel declaring a Mayday should remain on the assigned operations channel. Once contact is made with the IC, affected crew shall remain on that channel.
- 2. After a Mayday is broadcast, the stricken firefighter(s), the Rapid Intervention Team, and the Safety Officer will stay on the designated channel, until resolution of the incident is achieved.
- 3. All communications will be directed to the RIT officer. All non-affected companies shall switch to another channel as assigned by the IC and the communications center.
- 4. All companies shall continue to operate in their originally assigned Division/Group.
- F. Activate PASS Device As soon as a firefighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. If the device interferes with radio communications it may be turned off temporarily. Once messages are completed, the device must again be manually activated.
- G. Crews Stay Together Members that separate from each other make it more difficult for rescuers to locate all members of the crew. Crew members who stay together enhance their chances for all to be rescued and allows for easier, more efficient extraction
- H. Follow Hose or Lifeline Out Crew members should stay with the hose line and follow it out whenever possible. The hose line should always be treated as the safety line to the outside. The RIT team may follow the hose line into the structure to locate distressed firefighters. Where life line ropes are in use, follow the life line to the outside.
- I. Searching For an Exit A lost firefighter should always attempt to exit out of the building by whatever means possible. Where doors, windows, or other means of egress are not available, firefighters should next attempt to reach an exterior wall. Once at an exterior wall the firefighter can try to locate windows, doors, or hallways that generally lead to the outside. Rescuers will first search hallways, around windows and doors before sweeping large areas if victim location is unknown. Getting to hallways, doors, or windows will greatly increase the chances of being rescued early. Breeching walls for escape or fresh air can aid survivability. These actions will also provide predictable activities that will aid rescuers.
- J. Retreat to a Safe Refuge Where firefighter cannot find a way out, but there is a safe refuge (protected room or floor) away from the fire that the firefighter can retreat to, he/she should take advantage of this location. Command and the RIT team must then be notified of this location as soon as possible.
- K. Stay Calm and Conserve Air A conscious effort must be made by the firefighter(s) to control breathing. Unnecessary talking or physical activity must

cease, unless absolutely necessary. Firefighters must control and pace their activities and breathing to extend their SCBA supply.

- L. Horizontal Position If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway, or hallway that maximizes quick discovery by rescue crews.
- M. Flashlight / Tapping Noise In assuming a position to await rescuers, the firefighter(s) should attempt to position their flashlight towards the ceiling. This will enhance the rescuers ability to see the light and locate the downed firefighter. If able the firefighter should attempt tapping noises to assist in location by rescuers, (hitting a tool on a metal door, tapping on the floor).
- N. Company or Division / Group Officers Company officers who are unable to locate a crew or firefighters assigned to them, must immediately notify command and use Mayday to notify all personnel operating on the scene. When possible the **officer's report should** include who is missing, their last known location, and the actions being taken. Fire fighting positions must not be abandoned during the rescue effort, the officers must control free-lancing. Command will initiate a rescue effort. On-going fire suppression and ventilation must continue to afford the victims increased opportunity for survival.
- O. Personal Accountability Report Immediately following declaration of a Mayday, a PAR shall be taken. This is important to confirm if additional personnel are safe and accounted for. With the exception of the RIT and Safety Officer, the PAR shall be conducted on the alternate radio channel assigned by the IC and communication's center, as to not interfere with direct communication between RIT and effected crew(s).

Rehab

The Incident Commander (IC) at an emergency incident or training activity shall be responsible to consider the circumstances of each event and make adequate and early provisions to provide for the rest and rehabilitation of personnel.

Division Officers shall maintain an awareness of personnel operating within their span of control and ensure adequate steps are taken to provide for each person's health and safety. This includes ensuring that appropriate re-hydration and rest for their personnel is accomplished.

Each individual is additionally responsible for his/her preparedness prior to an incident, including sufficient rest prior to reporting for duty, re-hydration during warm weather, proper nutrition, proper dress and ensuring their PPE is in good working order.

During any emergency incident or training activity, all personnel are to advise their supervisor when they believe their level of fatigue or exposure to heat/cold is approaching a level that could affect themselves, their company, or the operation

they are involved in. Officers shall assess their crew at least every 45 minutes. All individuals shall remain aware of the health and safety of others within their company.

Establishment of Rehab

The IC shall establish rehab when conditions indicate that rest and rehabilitation is needed for personnel working at an incident or training activity. Climactic or environmental conditions that indicate the need to establish rehab are a heat stress index above 90 degrees Fahrenheit or wind-chill index below 10 degrees Fahrenheit. Additional factors that should be considered in the need to establish rehab include:

- Time including extended use of PPE and exposure to weather conditions
- Complexity including crime scenes, specials teams incidents
- Intensity mental and/or physical stress at incidents such as major extrications, interior search and rescue, etc.

The Rehab Manager shall function within the incident command system and report to the Incident Commander (IC) or the Incident Safety Officer (if established).

HF

Staffing of Rehab

Rehab shall be staffed by a minimum of one (1) BLS ambulance and crew. The minimum level of available care shall be BLS and the IC shall designate an EMT or Paramedic as Rehab Manager.

For incidents that escalate to a higher alarm, an Officer should be assigned to the Rehab Group if possible.

A. Rehab shall be staffed with one (1) EMT or Paramedic for every 10 persons who are being concurrently rehabbed

B. Rehab shall maintain one (1) BLS or ALS ambulance for every 15 persons who are being concurrently rehabbed

When a formal rehab group is being established, the use of designated rehab teams and resources should be notified as early as possible to allow for travel and setup time.

Site location and characteristics

The IC will normally designate the location for rehab. If a specific location has not been designated, the Rehab Manager shall select an appropriate location. Multiple rehab locations may be necessary if the incident is large or divided. In the event there is more than one location, it shall be given a geographic designation consistent with the location at the incident.

Rehab should be in a location that will provide physical rest by allowing personnel to recuperate from the demands and hazards of the emergency incident or training activity. Specific criteria for selecting a rehab location include:

- Be far enough away from the scene that personnel may safely remove PPE and have their vital signs checked while receiving fluids and rest
- Provide suitable protection from the prevailing weather conditions. During hot weather it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
- Large enough to handle the needs of the incident
- Easily accessible by ambulance
- Enable personnel to be free from exhaust of apparatus, vehicles or equipment
- Allow for prompt re-assignment by the Rehab Manager as determined by the IC.
- Should be marked using scene tape and signs and provide a single entry/exit point.

Rehab efforts should include the following:

- Relief from weather conditions
- Rest and recovery
- Active and/or passive cooling or warming as needed
- Rehydration
- Calorie and electrolyte replacement for longer duration incidents
- Medical monitoring
- Accountability

Rehab period

A. All personnel involved in emergency operations should be routinely evaluated in rehab.

The following criteria should be used as a general guideline:

- 1. After the use of two 30 minute SCBA cylinders
- 2. After use of a single 45 or 60 minute SCBA cylinder
- 3. After 40 minutes of intense work without SCBA
- *However, extreme weather or strenuous working conditions may decrease the intervals.
- B. Members entering rehab shall rest for a minimum of 10 minutes. Members shall rest for a minimum of 20 minutes if meeting the above listed criteria. Personnel requiring rest periods of greater than 30 minutes should be closely monitored for medical conditions. Those who exhibit problems with the baseline medical assessment after 30 minutes should be treated following EMS protocols and may require transport to the hospital.
- C. Personnel requiring more than one hour of rest shall be released from duty and transported to the hospital

Hydration

- A. Personnel should rehydrate with at least 16 ounces of water during each SCBA cylinder change
- B. For scheduled events, personnel should pre-hydrate with at least 16 ounces of water within two hours of the event
- C. During heat stress, personnel should attempt to replace at least one (1) quart of water per hour. Plain water or commercially prepared beverages which replenish electrolytes are the preferred beverages for rehydration during rehab. Caffeinated beverages such as coffee or tea to aid warming during cold weather may be consumed, but these should be used sparingly and are not to be considered as rehydration.

Medical evaluation

A. EMS personnel assigned to rehab shall have the authority to use their professional judgment to keep members in rehab or to transport them for further medical evaluation or treatment. EMS personnel shall be alert for the following:

- 1. Complaints of chest pain, dizziness, shortness of breath, weakness, nausea, or headache
- 2. General complaints such as cramps, aches, and pains
- 3. Symptoms of heat or cold related stress
- 4. Changes in gait, speech, or behavior
- 5. Changes in alertness and orientation to person, place, time
- 6. Vital signs considered abnormal based on local EMS protocols
- B. Personnel who are symptomatic or with abnormal findings shall receive additional monitoring during rehabilitation

Accountability

A. Teams shall report to rehab using the department's accountability system.

Assignment to rehab is to be considered an order similar to any other incident scene assignment.

- B. Personnel assigned to rehab shall enter and exit the rehab area as a company. The team designation, number of personnel, and the times of entry/exit shall be documented by the Rehab Manager.
- C. Teams shall not leave the rehab area unless released by the Rehab Officer and shall then report to staging, Operations, or the IC

Serious injuries

If one or more of team members suffer a serious or fatal injury during an incident, all members of the team shall be removed from service as soon as possible. Critical Incident Stress Debriefing or other mental health services shall be made available.

Documentation

A. Any non-emergent injuries (sprain, strain, laceration etc.) treated in rehab other than

fluids, food, and/or rest shall be documented on an appropriate rehab form. The employee will fill out a fire department injury report upon returning to quarters.

- B. All rehab evaluations shall be documented on an appropriate rehab form
- C. Any/all rehab reports involving mutual aid or automatic aid personnel shall be made available to their respective departments.

Rapid Intervention Team

Definitions

Rapid Intervention Team (RIT): A specifically designated team assigned to provide personnel for the rescue of members operating at emergency incidents if the need arises.

Qualified Firefighter: Any individual possessing a minimum of a Wisconsin State Firefighter One Certification or equivalent and has completed the training requirements as established by the Department.

Establishing RIT

A. A Rapid Intervention Team (a minimum of 2 qualified firefighters) will be established

when operations are being performed in an IDLH atmosphere as soon as is practicable.

B. The establishment of a RIT is the responsibility if the Incident Commander and preferably

will consist of more than the minimum of two members. The decision will be based on the

following:

- 1. Incident type.
- 2. Building construction.
- 3. Size of building.
- 4. Number of personnel operating within the IDLH atmosphere.
- *Note: These are not meant to be limiting factors when establishing the RIT.
- C. If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the incident commander shall establish the necessary number of Rapid Intervention Teams so that the rescue can be accomplished without a deployment delay. A team should be considered for each remote access point on any large facility. The incident commander will be responsible for determining the number of teams needed based on the specifics of the incident.
- D. Due to the highly stressful and sometimes technical nature of incidents involving the rescue of emergency personnel, it is preferable that the RIT members be some of the more experienced and highly trained members.
- E. The incident commander will appoint a team leader after establishing the RIT. The Rapid Intervention Team leader reports directly to the Incident Commander throughout the incident, until deployed.

RIT Responsibilities

A. Immediately after being established the RIT leader will perform their incident evaluation/size-up. The purpose of this is to assess the following:

- 1. Construction type of the building.
- 2. Building size (large structures may require more than one RIT).
- 3. Structural integrity.
- 4. Access/egress points.

Upon completion of their evaluation, the RIT leader may make recommendations to the incident commander concerning deployment of the RIT (i.e. laddering the building, the need of more than one team, etc.)

- B. Organize/procure the appropriate equipment necessary to affect a rescue of a lost, trapped, or disoriented member. The equipment chosen shall be influenced by the type of building construction, but a minimum should consist of the following:
- 1. A complete SCBA (regulator, face piece, air cylinder and frame).
- 2. Lifeline
- 3. Forcible entry, cutting and breaking tools.
- 4. Appropriate lighting.
- 5. Portable radio.

6. Small hand tools (pliers, wire cutters...)

- *Note: these are only suggestions for the minimum equipment that will be needed and should not be a limiting factor in selecting the equipment for use.
- C. When deployed, the members of the RIT are to operate as a unit and report directly to the team leader. The assignment of the RIT is to locate, rescue and remove lost, trapped, or disoriented firefighters, using any means necessary.
- D. At no time during the incident should members of the RIT be assigned other fire ground tasks, unless the members can either be replaced or the alternate task does not interfere with deployment of the team. This is particularly important, as the task of the RIT is critical.
- E. Throughout the rescue effort the RIT will provide updates to the Incident Commander.
- F. As appropriate, the Incident Commander shall assign personnel to assist the RIT with the rescue effort. The Incident Commander shall also provide personnel to establish a second RIT when the original RIT has been deployed as, unfortunately, these members may also find themselves in need of being rescued.

Health and Safety

It is the policy of the Warner Volunteer Fire Department to provide the highest level of safety and health for all members. The Department shall make every reasonable effort to provide a safe and healthy work environment, with the goal of the prevention and reduction of accidents, injuries and occupational illnesses. Appropriate training, supervision, procedures, program support and review

shall be provided to achieve specific safety and health objectives in all functions and activities.

Health and Safety Officer

A. A Health and Safety Officer shall be appointed, and will be responsible for managing the Departments safety program and shall report to the Fire Chief or his designee.

- B. The Health and Safety Officer duties shall include, but not be limited to:
- 1. Chair the Safety Committee by preparing meeting agendas and notices;
- 2. Act as the Incident Safety Officer at incidents, if needed;
- 3. Provide input on equipment and protective clothing safety;
- 4. Manage the safety inspection program;
- 5. Assist with the investigation of all accidents, injuries and exposures;
- 6. Maintain accident, injury and exposure statistics;
- 7. Make recommendations to reduce or eliminate accidents, injuries or exposures;
- 8. Provide for safety education to all Department members.
- C. The Health and Safety Officer qualifications;
- 1. The Health and Safety Officer will have and maintain knowledge of current applicable laws, codes and standards regulating occupational safety and health to the fire service:
- 2. The Health and Safety Officer will have and maintain knowledge of occupational safety and health hazards involved in emergency operations;
- 3. The Health and Safety Officer will have and maintain knowledge of current principles and techniques of safety management;
- 4. The Health and Safety Officer will have and maintain knowledge of current health maintenance and physical fitness issues that affect the fire service members;
- D. The Health and Safety Officer will have the responsibility to identify and cause correction of safety and health hazards.
- E. The Health and Safety Officer will have the authority to cause immediate correction of
- situations that create an imminent hazard to members.
- F. Where no imminent hazards are identified, the Health and Safety Officer shall develop

actions to correct the situation within the administrative process of the Department. The Health and Safety Officer shall have the authority to bring notice of such hazards to whom ever has the ability to cause correction.

- G. Functions of the Health and Safety Office will include, but not be limited to:
- 1. Development, implementation, and management of a written risk management

plan;

- 2. Development, review and revision of rules, regulations and standard operating procedures pertaining to the Department occupational safety and health program and that ensure compliance to acceptable standards;
- 3. Ensure training in safety procedures relating to all Department operations and functions is provided to all members;
- 4. Manage an accident prevention program;
- 5. Review specifications for new apparatus, equipment, protective clothing and protective equipment for compliance with applicable safety standards;
- 6. Submit recommendations on occupational safety and health to the Fire Chief or his designee;
- 7. Ensure that the Departments infection control program meets or exceeds the requirements of 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens
- 8. Establish a critical incident stress management program.

Incident Safety Officer

A. An Incident Safety Officer should meet the following requirements:

- 1. Will have the knowledge, skill and ability to manage incident scene safety;
- 2. Will have and maintain a knowledge of safety and health hazards involved in emergency operations;
- 3. Will have and maintain a knowledge of building construction;
- 4. Will have and maintain a knowledge of the Departments Personnel Accountability System;
- 5. Will have and maintain knowledge of incident scene rehabilitation.
- B. The Incident Safety Officer will have the authority at an emergency incident where activities are judged by the Officer to be unsafe or to involve an imminent hazard, have the authority to alter, suspend, or terminate those activities. The Incident Safety Officer will immediately inform the Incident Commander of any actions taken to correct imminent hazards at the emergency scene.
- C. At an emergency incident where an Incident Safety Officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the Incident Safety Officer shall take appropriate action through the Incident Commander to mitigate or eliminate the unsafe condition, operation, or hazard at the incident scene.
- D. Functions of the Incident Safety Officer will include, but not be limited to:
- 1. Be integrated with the incident management system as a command staff member
- 2. Shall monitor conditions, activities and operations to determine whether they fall within the criteria as defined in the Departments risk management plan

- 3. Will ensure that the Incident Commander establishes an incident scene rehabilitation tactical level management unit during emergency operations
- 4. Will monitor the scene and report the status of conditions, hazards and risks to the Incident Commander
- 5. Will ensure that the Departments Personnel Accountability System is being utilized
- 6. Will obtain the incident action plan from the Incident Commander and will provide

the Incident Commander with a risk assessment of incident scene operations

- 7. Ensure that established safety zones, collapse zones hot zone and other designated hazard areas are communicated to all members present on scene
- 8. Will evaluate motor vehicle scene traffic hazards and apparatus placement and take appropriate actions to mitigate hazards
- 9. Monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear or incomplete communication
- 10. Survey and evaluate the hazards associated with the designation of a landing zone and interface with helicopters
- 11. Shall ensure that a Rapid Intervention Team is available and ready for deployment
- 12. Where a fire has involved a building or buildings, shall advise the Incident Commander of hazards, potential collapse and any fire extension in such building(s)
- 13. Will evaluate visible smoke and fire conditions and advise the Incident Commander, tactical level management unit officers and company officers on the potential for flashover, backdraft, blow-up or other fire event that could pose a threat to operating teams
- 14. Monitor accessibility of entry and egress of structures and the effect it has on the

safety of members conducting interior operations

15. Assist with safety management of Hazardous Materials events

Health and Safety Committee

A. The Health and Safety Committee will provide policy guidance pertaining to health and

safety issues.

- B. The Health and Safety Officer shall report bi-annually to the Health and Safety Committee on the impact and implementation of the Safety Program and on the effectiveness of any specific program actions.
- C. The Health and Safety Committee will also act as a fact-finding and review entity with the

authority to cause immediate corrective action when any hazardous condition or practice

is detected or reported.

D. The Health and Safety Committee will:

- 1. Meet at least bi-annually to review safety issues and concerns;
- 2. Review effectiveness of safety activities;
- 3. Develop and implement safety procedures;
- 4. Make a written record of its meetings available to all fire fighters in the fire department.
- E. The Health and Safety Committee may include:
- 1. Fire Chief
- 2. Assistant Fire Chief
- 3. Department Training Officer
- 4. Health and Safety Officer
- 5. Incident Safety Officers
- 6. Firefighters

Injury and Illness Reporting

If any member suffers an injury or illness, as a result of his or her duties while serving as a member of the Warner Volunteer Fire Department, his/her medical expenses may be covered by the **provisions of the Worker's Compensation Act. An** injured or ill member must immediately notify his/her Commanding officer or Fire Chief of the injury/illness and incident and complete appropriate paperwork.

Physical and Mental Capabilities

Any fire fighter with heart disease, epilepsy, or emphysema, etc. shall make this information known to the Chief and will not be expected to perform tasks that may potentially harm them.

Any fire fighter that is claustrophobic, has a fear of heights or small spaces, etc. shall make this information known to the Chief and will not be expected to perform tasks that they do not feel safe doing.

Member Assistance Referral Program

The Warner Volunteer Fire Department has a fire fighter referral program set up with. Staff may contact them at to assist any with alcohol or substance abuse, stress, and personal problems.

Alcohol and Controlled Substance Misuse

The Fire Department believes that a healthy, competent workforce, working under conditions free from the effects of drug and alcohol is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of the Warner Volunteer Fire Department.

The Warner Volunteer Fire Department maintains a zero tolerance policy regarding the use of alcohol and/or drugs. It is the policy of the department that no member

shall respond to or sign-in for incident responses or perform any functions for the Warner Volunteer Fire department when the member uses or is under the influence of any controlled substance or alcohol.

Definition of Fire Department Functions

For the purposes of this policy, the definition of fire department functions includes all fireground

operations and training. These functions include, but are not limited to:

- driving and/or operating Department apparatus, vehicles, or equipment
- responding to or performing fireground, training, or roof operations
- traffic control operations
- incident command or fireground sector command
- mandatory/non-mandatory drills and testing
- participation in fire department training activities
- participation in any other activity where the member is serving as a representative of the department, either officially or unofficially

Prohibited Conduct

No member shall participate in or perform any functions for or on behalf of the Warner Volunteer Fire Department after having consumed any alcoholic beverage within the previous eight hour period or while under the influence of alcohol.

No member shall participate in or perform any functions for or on behalf of the Fire Department when that firefighter uses any controlled substance or prescription medication, except when such use is pursuant to the instructions of a physician, and the department has been provided with written assurance by the physician that such use will not adversely affect the ability to perform safety-sensitive functions.

Members shall report any use of prescribed medication that could adversely affect the ability to perform fire department functions to a Chief Officer or other officer of the fire department.

Testing Requirements: In order to ensure the safe and effective provision of emergency services in our community, and the safety of individual members of the Fire Department, the Fire Department intends to test firefighters for the presence of alcohol and/or controlled substances, as a condition of membership as a firefighter in the Department.

The Warner Volunteer Fire Department may require the collection and testing of samples for the following purposes:

- Investigation of a vehicular accident involving department's apparatus or vehicles or personal vehicle while traveling to or from a call
- Investigation of a fireground or training accident
- When there is a reasonable suspicion of alcohol and/or controlled substance use

Social Media

Recent current events have shown the ease at which sensitive or private information may be spread worldwide via electronic means and the internet in general. Something that may seem rather routine to us as the fire service may bring tremendous personal pain, anguish, and disgust to those not closely involved with our profession. In order to avoid serious damage to our reputations and to protect the privacy of those we serve:

- Personnel shall not use any personally owned devices to photograph, document, or record any emergency scene/incident while on-duty and in attendance as members of the Fire Department at those scenes. For the purposes of this policy, personally owned devices include but are not limited to: film cameras; digital cameras; video recording cameras and devices, cell phones and cell phone cameras
- Personnel may photograph, document, or record emergency scenes utilizing department owned devices with proper authorization from the Fire Chief or Incident Commander of the scene. Any electronic media documenting the incident such as digital pictures, video or other records of the incident that are collected by any member of the department in this manner are and shall remain property of the department.
- Such electronic media and/or other documentation shall be for internal, investigative or training uses and shall not be transmitted by any means outside the department unless expressly authorized by the Fire Chief or their designee. The Fire Investigator is authorized to transmit this type of information outside the department in association with an ongoing fire investigations as may be necessary as part of the fire investigation process.
- Fire department operations allow us access to situations, investigations and crime scenes from which the media and press may be excluded due to operational, safety, or investigative reasons. As such, electronic media, information, and pictures gathered at emergency/incident scenes must be strictly controlled to be in accordance with FOIP and other regulations so as not to jeopardize patient confidentiality; fire, accident or crime scene investigations; or shine an unprofessional light on the department.

Members who violate this policy will be subject to disciplinary action, up to and including suspension from the department.

In order to protect Fire Department members from workplace violence, this policy is designed to implement and administer reasonable measures to ensure that the fire station remains a weapon-free workplace. The purpose of this policy is to assure member safety and the public's safety in the Fire Station and on the scene of all Department incidents or events.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation including all firearms, illegal knives or other weapons covered by the law. Weapons include, but are not limited to, visible and concealed weapons, including those for which the owner holds the necessary permits. Weapons can include firearms/guns, knives or swords with a blade longer than four inches, explosive or chemical materials, or any other objects that could be used to harass, intimidate, or injure another member.

The Warner Volunteer Fire Department prohibits and will not tolerate any weapons in the Fire Station, apparatus, drill sites, or on the property of any department sponsored or sanctioned events. This policy applies to all members, family members, and visitors, as well as all clients and contractors, whether or not they are licensed to carry a concealed handgun. The only exceptions to this policy are law enforcement officers which functioning in this capacity. Members are also prohibited from carrying a weapon while in the course and scope of representing the Department regardless of whether he/she is licensed to carry a handgun. This policy also prohibits weapons at any Department sponsored functions including, but not limited to, inspections, community activities, banquets and picnics.

When a member is in possession of a valid carry permit and has a weapon on their person, that weapon shall be removed from the person and secured in his/her vehicle prior to entering the Fire Station, or the fire incident or event, whether owned, leased or controlled for any reason. The Department has no responsibility to provide a means of storage of any weapon.

A member who is uncertain whether an instrument or device is prohibited under this policy is obligated to request clarification to ensure that he/she is not in violation of this policy. Members will be held responsible for making sure that any potentially covered item you possess is not prohibited by this policy. Members who violate this policy will be subject to disciplinary action, up to and including suspension from the department. This policy shall not be construed to create any duty of obligation on the part of the Department to take any actions beyond those required of an employer by existing law.

Equal Opportunity, Discrimination, and Harassment

The Fire Department will maintain a policy of non-discrimination with regard to all personnel and applicants for employment and membership. Fire Department prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, sexual orientation, age, national origin, veteran status, disability or any other basis prohibited by applicable federal, state or local laws. All aspects of employment and membership within the Warner Volunteer Fire

Department will be governed on the basis of merit, competence, and qualifications. All members and applicants are guaranteed equal opportunities.

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization. The Warner Volunteer Fire Department does not now, nor will ever endorse or condone any form of discrimination or harassment by any members.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy. Harassment on any of these bases is also illegal under Section 111.31-111.39, Wisconsin Statutes.

DEFINITION: In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to

- The repeated making of unsolicited, inappropriate gestures or comments;
- The display of offensive sexually graphic materials not necessary for our work;

Harassment on any basis (race, sex, age, disability, etc.) exists whenever

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

RECOGNIZING HARASSMENT

Discrimination or harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; Women can harass other women. Offenders can be fellow co-workers, Officers, Chiefs, and others.

Some examples:

Verbal:

Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.

Non-Verbal:

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings...

COMPLAINT PROCEDURES

Any member or employee who believes he or she is being discriminated against or harassed, or any member or employee, who becomes aware of discrimination or harassment, should promptly notify his or her Officer or the Fire Chief. If the individual believes that the Officer is the harasser, another Officer or the Fire Chief should be notified. If the individual is uncomfortable discussing discrimination or harassment with his or her Officer or the Fire Chief, the individual should contact.

Information on your right to file a state or federal harassment complaint is also available from:

State of Wisconsin Equal Rights Agency 201 East Washington Avenue

201 East Washington Avenue Madison, WI 53703

Phone: (608) 266-6860

https://dwd.wisconsin.gov/er/

US Equal Employment Opportunity Commission

Reuss Federal Plaza

310 West Wisconsin Avenue, Suite 500

Milwaukee, WI 53203-2292

1-800-669-4000

http://www.eeoc.gov

Upon notification of a discrimination or harassment complaint, a confidential and impartial

investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with members or employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

RETALIATION

Retaliation of any kind against any member or employee bringing a complaint or assisting in the investigation of a complaint is prohibited. Such member or employee may not be adversely affected in any manner related to their employment. Such retaliation is also illegal under Section111.322 (2m), Wisconsin Statutes.

DISCIPLINARY ACTION

The Fire Department views discrimination, harassment, and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

FALSE COMPLAINTS

Any complaint made by a member or employee of the Fire Department regarding discrimination or harassment in the workplace which is conclusively proved to be false, shall result in discipline. This discipline may include dismissal from employment. This section is not intended to discourage members or employees from making complaints regarding discrimination or harassment. However, false complaints adversely impact the workplace of the accused, even when disproved, and will not be tolerated.

Disciplinary Process

Disciplinary action is taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.

Where violations are reoccurring, the standard steps shall be followed. In cases requiring severe measures, one or more steps may be omitted:

- Warning Notice (verbal)
- Written Warning
- Suspense and Final Notice
- Removal from the department.

There will be three (3) classes of discipline. They are as follows:

- Class I: Immediate discharge.
- Class II: Written warning, suspension, termination
- Class III: Oral warning, written warning, suspension, termination

Examples of Class I causes:

- Use or under the influence of drugs or alcohol while on duty.
- Theft of department property or another employee's property.
- Intentional destruction of department property.
- Falsifying reports.
- Gross insubordination such as refusal to work, threatening, abusing or striking a superior.
- Striking or assaulting a fire fighter or bystander
- Lying or willfully omitting critical information on an application.

Examples of Class II causes:

- Reckless driving of department vehicles.
- Disobeying traffic laws when responding to the hall.
- Negligent or careless use of department equipment.
- Failure to comply with published departmental or municipal rules or regulations.
- Fighting.

Examples of Class III causes:

- Foul and/or abusive language
- Inefficient, incompetent or negligent performance of work.
- Failure to follow sign out procedures.
- Inability or failure to maintain satisfactory working relations with co-workers and/or citizens.

All warnings, oral and written, shall be documented. Copies of these warnings shall be given to the fire fighter, with a copy being kept in their personnel file.

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the

performance of my duties, or bring discredit to my organization.

- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

Acknowledgement

By signing this form, I acknowledge that I have received and reviewed the Fire Department Standard Operating Guidelines (SOGs.)

I understand that I am responsible for reading these documents and familiarizing myself with their contents. I also understand that the policies contained in these documents apply to me and that it is my responsibility to comply with the policies and any revisions made to them.

I understand that the Fire Department SOG's adopted supersedes all prior handbooks or personnel policies on the subjects contained in it and that the has the right to change, modify, add to, substitute or eliminate, and to interpret and apply, the policies and rules described therein.

Print Name	 	
Sign Name		
orgin rame		
Date		



Request for Decision Public Auction

RECOMMENDATION

That Council set the date for the public auction to be October 19, 2022 at 1:30 p.m.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

A public auction was set to be held on June 15, 2022 at 1:30 p.m. This auction did not take place. As a result, the process will begin again, necessitating the setting of a public auction date.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS None

ATTACHMENTS

1. Alberta Gazette Advertisement

PUBLIC SALE OF LAND(Municipal Government Act)

Notice is hereby given that under the provisions of the Municipal Government Act, the Village of Warner will offer for sale, by reserve bid only, at the Municipal Office, 210 3rd Ave, Warner, Alberta on October 19, 2022 at 1:30 p.m. the following lands:

LOT	BLOCK	PLAN	TITLE	Reserve Bid
5-6	5	4068N	181115746	\$18,050
27 - 29	13	4068N	861087811	\$51,680
5-8	29	6442Y	051124115	\$82,390
19-20	3	4068N	091141770	\$35,780

Each parcel will be offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

The parcel is being offered for sale on an "as is, where is" basis and the Village of Warner makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacant possession or the developability of the subject land for any intended use by the Purchaser.

No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by the Village of Warner. No further information is available at the auction regarding the parcels to be sold.

The Village of Warner may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.

Terms: 10% deposit by way of cash, bank draft or certified cheque, made payable to the Village of Warner, on the date of the public auction, with final payment to be received within 30 days, by cash, bank draft or certified cheque made payable to the Village of Warner. Failure to pay the balance within the specified time will result in the forfeit of the deposit and the Village will consider the next bid. The above property may be subject to GST

Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.

Dated at Warner, Alberta, August 17, 2022.

Kelly Lloyd, Chief Administrative Officer



Request for Decision Byelection

RECOMMENDATION

That Council set the date for a byelection to held on Monday, October 17, 2022.

LEGISLATIVE AUTHORITY

Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 Resignation

- 161(1) The resignation of a councillor must be in writing and given to the chief administrative officer.
- (2) A chief elected official appointed by council who resigns the office of chief elected official remains on the council as a councillor.
- (3) The resignation is effective on the date it is received by the chief administrative officer even if a later date is set out in the resignation.
- (4) The chief administrative officer must report the resignation at the first council meeting after receiving the resignation.

Vacancy in position of councillor

- 162 A council must hold a by-election to fill a vacancy on council unless
 - (a) the vacancy occurs after January 1 in the year of a general election,

Election day

165 Unless a council sets an earlier date, election day for a by-election under section 162 or 163 is 120 days after the vacancy occurs.

Local Authorities Election Act, Revised Statutes of Alberta 2000, Chapter L-21 11(1) Election Day for a local jurisdiction

- (a) in the case of a general election, if required, is to be the 3rd Monday in October, or
- (b) in the case of a by-election or vote on a bylaw or question, shall be the day fixed by a resolution of the elected authority.

BACKGROUND

Councillor Eric Burns tendered his resignation on August 4, 2022. As per legislation, election day for a byelection is 120 days after the vacancy, unless Council sets an earlier date. In order to prepare for the byelection, administration is recommending to hold the byelection on Monday, October 17, 2022, thus making Nomination Day September 19, 2022.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

As the 2022 operating budget was set without an amount for a byelection, there may be a budget adjustment required.

ATTACHMENTS

None.



Request for Decision Appointment of Returning Officer

RECOMMENDATION

That Council appoint Kim Owen as the Returning Officer and Kelly Lloyd as the Substitute Returning Officer for the 2022 Village of Warner Byelection.

LEGISLATIVE AUTHORITY

Municipal Government Act and the Local Authorities Election Act Appointment of returning officer and substitute returning officer

- 13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.
- (2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.
- (2.1) An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.
- (3) The returning officer or substitute returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.
- (4) If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions and powers of a returning officer for the purposes of conducting elections under this Act.

Impartiality

- 13.1(1) A returning officer must be independent and impartial when performing the duties of a returning officer.
- (2) No local jurisdiction, its officers or any other person shall obstruct or attempt to influence the returning officer in the carrying out of the duties of a returning officer.

BACKGROUND

With the recent resignation of Eric Burns, the Village of Warner is legislated to hold a byelection within 120 days of receipt of the resignation. As such a Returning Officer is required to be appointed by Council in order to fulfill the duties as it relates to the byelection.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS None

ATTACHMENTS None



Request for Decision Appointment to Chief Mountain Regional Solid Waste Services Commission

RECOMMENDATION That Council appoint representative to the Chief Mountain Regional Solid Wast		Village Commis	
LEGISLATIVE AUTHORITY Municipal Government Act Code of Conduct Bylaw			

BACKGROUND

Due to the resignation of an elected official, who was appointed to the Chief Mountain Regional Solid Waste Services Commission, the village Council needs to appoint another elected official to the Commission.

RISKS/CONSEQUENCES

1. Should Council not appoint a representative to this commission, the village would not have representation to ensure the best interest of the village is being considered.

FINANCIAL CONSIDERATIONS None

ATTACHMENTS

1. Appointments to Authorities, Boards, Committees and Commissions



Village of Warner Appointments to Authorities, Boards, Commissions and Committees 2021-2022

The following are appointments of Council Members to various Authorities, Boards, Commissions and Committees for the period of November 1, 2022 to October 31, 2023

Chief Mountain Regional Solid Waste Services Commission	1 Councillor	
Monthly		
• 2 nd Wednesday at 4:30 p.m.		
Chinook Arch Regional Library System	1 Councillor	Councillor Toovey
Family & Community Support Services (FCSS) • Monthly • 1st Wednesday at 5:00 p.m.	1 Councillor	Deputy Mayor Kirby
Heritage Handi-Bus Society	1 Councillor	Councillor Toovey
Monthly	1 Courtellion	Councillor roovey
2 nd Wednesday at 6:30 p.m.		
Highway 4 Gateway Corridor • As required	1 – 2 Councillors	Deputy Mayor Kirby
Mayors and Reeves • 1st Friday at 1:00 p.m.		Mayor Lindsay Deputy Mayor Kirby
Milk River Health Professionals Attraction and	1 Councillor	Councillor Toovey
Retention Committee		
Monthly		
1st Tuesday at 7:00 p.m.		
Municipal Planning Commission	2 Councillors	Mayor Lindsay
When required Pulsus 530.11		
Bylaw 528-11 R. Dunga, Norma Zahall, Verna Strain		
B. Punga, Norma Zobell, Verne Strain Oldman Piver Regional Services Commission	1 Councillor	Councillor
Oldman River Regional Services Commission • Quarterly	1 Couriciioi	Alexander
1st Thursday 6 or 7 p.m.		Alchariaci
Regional Emergency Management Committee	1 Councillor	Mayor Lindsay
When required		
Ridge Country Housing	1 Councillor	Councillor Toovey
Monthly		
• 3 rd Thursday at 4:00 p.m.		
Milk River/Raymond		
Ridge Regional Public Safety Services (RRPSS)	1 Councillor	Councillor Toovey
Quarterly		
Ridge Water Services Commission	1 Councillor	Mayor Lindsay
As required		
SouthGrow Regional Initiative	1 Councillor	Councillor
 Membership 		Alexander