



AGENDA

Monday April 15, 2024, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

1.1 Adoption of Agenda

2. PRESENTATIONS: None Scheduled

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

- 3.1.1 Status Report – E
- 3.1.2 Capital Plan Status - E
- 3.1.3 Monthly Report – E
- 3.1.4 Strategic Plan Quarterly Report for March 2024 - E

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports March 2024

3.3 DEPARTMENT:

- 3.3.1 Corporate Services Manager - E
- 3.3.2 Operations Manager - E
- 3.3.3 Planning & Development Officer - E
- 3.3.4 Fire Chief - E
- 3.3.5 Peace Officer - E

3.4 COUNCIL REPORTS (ROUNDTABLE):

- 3.4.1 MAYOR JENNIFER HANDLEY
- 3.4.2 COUNCILLOR VICTOR CZOP - E
- 3.4.3 COUNCILLOR ROGER MILLER
- 3.4.4 COUNCILLOR DAVE MITCHELL
- 3.4.5 COUNCILLOR KEN SORENSON
- 3.4.6 COUNCILLOR KEVIN TODD
- 3.4.7 COUNCILLOR JOHN DOZEMAN

3.5 OTHERS:

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.2 April 1, 2024 Regular Meeting Minutes

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision – Fire Department Policy Amendment - E

5. NEW & UNFINISHED BUSINESS:

5.1 Information Brief – Rain Barrel Program - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION (including signed by Mayor outgoing):

6.2.1 Presentation by Alberta Health Services made to Council May 25, 2024 - E

6.2.2 Community Futures Update for April 2024 – E

6.2.3 Town of High River – Little Britches Parade Invitation – E

6.2.4 Letter of Support from Foothills County for Regional Water Supply Proposal – E

6.2.5 Granum & District Canada Day Society Invitation – E

7. CLOSED CONFIDENTIAL SESSION:

7.1 Special Meeting April 16, 2024 – – FOIP Section 24 (1) Advice from Officials - E

7.2 Medical Clinic Update – FOIP Section 24 (1) Advice from Officials

7.3 Fire Department Update – FOIP Section 24 (1) Advice from Officials

7.4 Sewer Line Repairs – FOIP Section 24 (1) Advice from Officials - E

7.5 Town Office – FOIP Section 24 (1) Advice from Officials

8. ADJOURNMENT:



STATUS REPORT

Meeting: April 15, 2024
Agenda Item: 3.1.1

Completed = C Under Review = UR In Progress = IP No Further Action = NFA On Hold - HOLD

CAO = Chief Administrative Officer CS = Corporate Services OP = Operations Manager
DO = Development Officer LS = Legislative Services OTHER = Staff/Contractor/etc.

COMMITTEES: GOV = Governance FIN = Finance SERV = Services REC = Recreation & Culture
ECD = Economic & Community Develop CW= Committee of the Whole

Items will move to "DEPARTMENT" or "COMMITTEE" after first reporting to Council.

COUNCIL MEETING

Res #	Description	Notes	Status	FWD
Regular Meeting April 1, 2024				
105-24/04/01	Bylaw1391/24 Taxation signed and posted		C	LS
106-24/04/01	Municipal Naming Policy signed and posted		C	LS
110-24/04/01	CAO negotiate development agreement fees	Meeting requested	IP	CAO
	Communication re sewer backup and locating leaks		IP	LS
	RFD regarding sewer line repair – from closed session	RFD forthcoming	IP	CAO

COUNCIL

Res #	Description	Notes	Status	FWD
Committee Recommendations				
23/10/16	Funding public skate – incorporation into policy, preferably the ice allocation policy	Reg 23/11/06	IP	LS/CS
9-24/01/08	Policy for Public Recognition		IP	LS
25-24/01/22	CAO to prepare RFP for contracted street sweeping	3-23/09/21 Is this still required?	IP	CAO/CS
36-24/02/05	RFD – Community Centre Utilities		IP	CS
68-24/03/04	RFD – Tribute Wall location		IP	CAO/CS
76-24/03/18	RFD for CGEDC requests	LS to meet w/ Leo	IP	
77-24/03/18	RFD cost of Fire Services to cover AHS ambulance		IP	CS/CAO
94-24/03/15	ICF/MOU with FC/THR and possibly Okotoks re water		IP	CAO
	RFD rain barrel program	Info brief	C	LS
1-24/03/05-CW	RFD re Deputy Fire Chief Policy	RFD forthcoming	IP	CAO/other
2-24/03/05-CW	Info Brief re Fire consultant	RFD forthcoming	IP	CAO/other

DEPARTMENTS

Res #	Description	Notes	ST	fw
148-23/05/15	Wastewater Plant upgrade – Town funding \$581,900 borrowing & \$581,900 reserves Additional funding recd 6.2.2 24/01/22 – Aeration project	Borrow bylaw req'd \$184,620	IP	CS
210 – 23/08/14	Land Use Bylaw update process – include letter of opposition to secondary suites - J. Cooper & petitioners	Will be referenced in RFD April 15th	IP	DO
222 - 23/09/05	Purchase skid-mounted flusher in 2024 budget process	4-23/08/30	IP	CS/OPS
262 – 23/10/02	Additional Utility Operator consideration in 2024 budget	2024 budget	IP	CS



ITEMS ON HOLD FOR FUTURE SCHEDULING/CONSIDERATION

Res #	Description	Notes
CW 1-22/11/28	Pursue a Community Designation under the Alberta Advantage Immigration Program	Entrepreneur Stream secured - CAO
90 -23/03/20	Collaborate w/ Nanton Fire Chief to review number of firefighters for required level of service	Fire Chief/CAL
135-23/05/01	Application for a solar feasibility assessment for Town's facilities or unserviced industrial lands	Future consideration contingent on Climate Action Centre funding – CS
CAO Comment: <i>These items should be individually discussed at a future Committee of the Whole.</i>		





CAPITAL PLAN STATUS

Meeting: April 15th 2024
 Agenda Item: 3.1.2

2024 Items Only

Roadway Infrastructure	Lead: Public Works	BUDGET	SOURCE
Patching & Silver Willow Lodge area curb/gutter/parking expansion project		\$150,000	CCBF
Sidewalk rehab & replacement - <i>various locations</i>		\$75,000	CCBF

Notes:

- *Larger road rehabilitation projects under discussion for prioritization with engineers before brought to Council for discussion over funding options. Much will depend on scale of work done on 29th Avenue service lines this spring.*

Utility Infrastructure	Lead: Manager of Operations	BUDGET	SOURCE
Wastewater Treatment Plant (Dewatering)		\$3,026,000	AMWWP/Reserves/ Borrowing
Hydrant & Valves		\$50,000	CCBF
Wastewater collection system relining		\$75,000	CCBF
WWTP Equipment (flusher)		\$200,000	LGFF

Notes:

- *MPE Engineering lead the de-watering work*

Parks & Trails	Lead: Rec Facility Supervisor	BUDGET	SOURCE
Playground updates		\$20,000	LGFF

Notes:

Buildings	Lead: Various	BUDGET	SOURCE
THRC – Arena Warm Room glass/ window wall		\$50,000	LGFF
THRC – Elevator/lift with building modifications		\$500,000	LGFF
Pool updates – valves and structural concrete		\$50,000	LGFF
Firehall – Curb & approach updates		\$15,000	LGFF
Town Shop – LED lighting, ventilation and roof repairs		\$45,000	Reserves
Recycling Centre/ Yard Waste - Fencing		\$35,000	LGFF

Notes:

Federal funding declined on THRC proposals.



Vehicles & Equipment	Lead: Public Works/ Rec/Bylaw	BUDGET	SOURCE
PW Box Sander & Backhoe attachment		\$30,000	Operating
Recreation - Ice Re-surfacer		\$175,000	LGFF/MCAC
PW Pickup		\$35,000	Operating
Bylaw Enforcement - vehicle		\$50,000	Reserves
Fire – Breathing Apparatus units & dual band radios		\$84,000	Reserves
Parks Mower (Zero Turn)		\$30,000	LGFF

Notes:

- MCAC Grant on Ice re-surfacer: \$47, 700 further savings from sale of existing equipment and potential sponsored vinyl wrap. Delivery should be in next couple of weeks.
- Second hand Bylaw vehicle option under active consideration. Council will be updated.

Land Development

There are no capital land development items at this time - this would be changed through the inclusion of priorities in the municipal strategic plan (by resolution and the allocation of funds). It is possible that some land development projects may be discussed for the 2025 budget.

Public Realm & Development

There are no Public Realm & Development items at this time - this would be changed through the inclusion of priorities in the municipal strategic plan (by resolution and the allocation of funds). The two following grant-dependent projects remain in limbo until we hear from the federal granting department:

Library Raingarden (<i>grant dependent</i>)	\$56,500
VIC Raingarden/secondary phase (<i>grant dependent</i>)	\$567,500

This unfortunate wait also means that it is extremely difficult to forecast Public Realm reserve use or pressures.

Other notes:

Streetlight at campground entrance – will proceed this year.





REPORT FROM ADMINISTRATION

Meeting: April 15th, 2024

Agenda Item: 3.1.3

Chief Administrative Officer

April 2024 PERIOD

Land Use and Development – Steps after the Land Use Bylaw

For some time, the key to conveying clear development information to prospective developers has been following the path of:

- An Area Structure Plan for Westview – complete
- A complimentary and more development friendly Land Use Bylaw - almost complete
- Non-residential tax incentives for development – complete
- Off-site levy bylaw for new development in prescribed areas – approaching first reading

All of the above steps allow the Town to provide a relatively confident picture of plans, regulations and fees, particularly for new residential subdivisions in Westview within the scope of the ASP. The next steps will be to tackle the following:

- A decision as to whether the Town pursues grants that support new bare land subdivision in the Town (as was done in the past) OR create an RFP for Westview for the development community.
- A decision as to whether municipal funds are spent further servicing and improving remaining industrial sites to make them more marketable/ saleable.
- Securing a timeline for an update of the Intermunicipal Development Plan (2010) with the MD of Willow Creek (if possible).
- Deciding if tax incentives for multi-residential unit development in Nanton is something that Council wishes to explore or implement (as the Town of Fort Macleod has recently done).
- Decisions with respect to modification to the vacant and small business property Non-residential subclasses.

Administrations intention is to have a dedicated focus Committee of the Whole on this in May or June, depending on schedules.

Professional Development

Community Planning Association conference, April 29th-May1st in Red Deer.

Public Notices/ Public Participation

Public notices page: [Public Notices | Nanton, AB - Official Website](#)

Public Participation Page: [Public Participation | Nanton, AB - Official Website](#)

Personnel and Professional Development

The following reports are enclosed:

3.2 FINANCIAL:

3.2.1 Accounts Payable Reports previous month end

3.3 DEPARTMENT:

- 3.3.1 Corporate Services Manager
- 3.3.2 Operations Manager
- 3.3.3 Planning & Development Officer
- 3.3.4 Fire Chief
- 3.3.5 Peace Officer

Respectfully submitted,


NANTON
EST 1903

CHIEF ADMINISTRATIVE OFFICER

Neil Smith, RPP
Chief Administrative Officer



STRATEGIC PLAN REPORTING

April 15th 2024

3.1.4

QUARTERLY UPDATE

Background

Department heads and other applicable staff meet to assess progress on the current Strategic Plan ahead of the quarterly report. The strategic plan priorities, objectives and targets/strategies are subject to amendment by Council as any one of the following occurs:

- Objective completion;
- Change in priority;
- Availability of financial or other resources required;
- Operational or other impacts

The Strategic Plan should always be aligned with or address planning bylaws and adopted policies and strategies.

The 2022-25 plan, as adopted by Council, is the document that reports respond to.

Key recommendations/ issues:

- Committee of the Whole should meet to discuss the industrial land development question, recent consultant reviews, the IMDP and recent land related files of potential relevance.
- Committee of the Whole should meet to discuss priorities for Westview lands in terms of developer attraction and inquiries, including remaining serviced lots.
- A community open house or other event with respect to municipal water was placed in the plan in 2021. When would Council like to hold this?
- Council should determine if there should be a consultant-driven strategic plan for the Nanton Fire Department in 2024 (budgetary).
- Council has added pursuit of Intermunicipal Collaboration Frameworks with municipalities of the Foothills region to the strategic plan.

STRATEGIC PRIORITY: Governance and Corporate Services - To ensure proper governance and administration of the Town and to ensure optimal communications with residents and businesses within the community.

Actions	Status
To ensure effective Administration operations for the benefit of the Town and its residents	
Develop a staff development and succession plan for all appropriate positions.	New collective agreement in 2024 formalises a number of measures and incentives around training and professional development to incentivise succession in many positions.
Replace outdated or superseded human resource polices with suitable new Administrative Policies, with a particular focus on data protection.	<p>New CAO Administrative Policies: <i>Employee Training (2022); Non-Union Employee Training (2023); Light Duty Work restrictions (2023); Staff Dress Code (2023) Staff cellular (2022).</i></p> <p><i>An administrative policy that further protects municipal data remains in progress.</i></p> <p><i>The policy manual overall needs to be updated.</i></p>
Develop a staff engagement plan to maintain a pro-active positive culture and two-way communication.	Ongoing.
Annual, measurable progress in asset management baseline and long-range work.	Ongoing.
An annual Information Brief to Council on I.T. security and network health with recommendations.	Annual Reporting - Administration and Corporate Services - is produced prior to or during the Fall.
Develop a three-year I.T. hardware and software needs assessment and plan with our Contracted Service Provider.	A RFP for contractor services to consider the next three period will be developed soon.
Improve our digital filing system in line with best practices, ensuring and safeguarding good institutional records that are easily searchable.	In progress with new Legislative & Communications Coordinator in 2024
Explore information and tools that Town Office staff can utilize to help interested residents/groups start youth/seniors/community programming.	<p>2024-25 initiative, cross-departments</p> <p>The website will be updated in 2024, perhaps offer further opportunity. Coordination and funding of new programs remain key obstacles in this regard.</p>
To enhance public engagement and participation in the Town	
Develop a schedule for coffee chats and town halls with residents.	Council to review/ reconsider over 2024-5
Continue Council liaison with Community and Service Groups.	Ongoing commitment, some relationships stronger than others
<i>Emergent Action</i>	<p>New Post-Office electronic kiosk/ noticeboard installed in fall 2023.</p> <p>Ongoing consideration of new ideas that can somehow replace the loss of printed media.</p>

	Finding something other than social media controversy to generate solid local interest and engagement remains a challenge to all municipalities and consultants. New technology developments are monitored.
To ensure residents and business owners are adequately informed and ensure consistent messaging amongst Council and Administration and residents	
Review and follow Communications Policy, particularly around residents and their concerns.	Review complete (2022)
Consolidate policies and SOPs for use of communication media (Social Media, LED Signs, Farmer’s Market, Post Office, Radio, etc.).	Social media part of Communications Policy (2022) LED Signs Policy (2023)
Develop policy and procedure for handling questions and queries from residents, including effective response to concerns of residents.	2024-25, involves review of complaint procedure and implementation of new website among other factors - requires an SOP.
To ensure advocacy at all levels of government in the best interests of the Town.	
Pursue Intermunicipal Collaborative Frameworks with municipalities of the Foothills region.	CAO has contacted Municipal Affairs for advice on the best approach to achieving this before initiating.
Embrace policy briefs prepared by the Chief Administrative Officer and lobby with appropriate levels of government and other bodies in the areas of:	Ongoing. Reviewed and enhanced annually for Alberta Municipalities and other meeting and lobbying needs.
<i>Waste Water Treatment</i>	
<i>Water Source: High River</i>	
<i>Medical Clinic</i>	
<i>JT Foster School modernization</i>	
<i>Emergency Medical Services</i>	
<i>Seniors’ Housing</i>	
<i>Town employee pension solutions - goal will be achieved 2024</i>	

STRATEGIC PRIORITY: Community and Economic Development - To ensure that the Town of Nanton develops the community and the economy, ensuring sustainability and appropriate growth.

Actions	Status
To support business attraction, retention and expansion.	
Work through the Economic Development Committee to encourage the Chamber of Commerce/Community Futures to educate businesses on succession planning.	<p><i>Committee suspended, Committee of the Whole for the time being.</i></p> <ul style="list-style-type: none"> • <i>Participating in ABSW Connect4Commerce Succession Opportunity site</i>
Work through the Economic Development Committee to continue encouraging collaborative solutions with respect to vacant buildings.	<p><i>Committee suspended, Committee of the Whole for the time being</i></p> <ul style="list-style-type: none"> • <i>Reviewing the subclasses bylaw in 2024.</i>
Raise awareness of the Nanton Advantage.	
<i>Develop a Nanton marketing video (completed 2023).</i>	<p>Video completed and posted to Youtube.</p> <ul style="list-style-type: none"> • Nearly 3,000 views since Oct. • Pilot promotion using YT paid promotions shows promise for target audiences/ locations/ audience generation.
Complete the work on the Visitor Information Centre site plan and execution with partners.	Awaiting further resources for the next phase.
To ensure sustainability of existing parks and recreation assets.	
Continue focus on the Tom Hornecker Recreation Centre cost/benefit balance.	Ongoing ethos
<i>Continue with a corporate sponsorship plan for programs and facility areas to offset costs.</i>	Ongoing awareness of opportunities. Ice resurfacers a sponsorship opportunity in 2024.
Work through the Parks and Recreation Committee and partners such as the Community Centre, schools, etc. to identify how programming for youth and seniors can be expanded.	<p><i>Committee currently not operating.</i></p> <p><i>Town commitment to bike rodeo continues.</i></p>
Continue to invest in parks and trails.	
<i>Continue the tree removal, replacement, and planting policy, especially to maintain tree lined streets.</i>	<p>Federal funds resulted in more planting in 2023 (\$16,000).</p> <p>Donations for trees (2020-22) \$7600; (2023) \$2200</p>
Continue to follow the Green Space Master Plan, maximizing park features.	
<i>Approve a shared use concept for available post-expansion greenspace with the Bomber Command Museum.</i>	Dialogue to be initiated properly in 2024.

STRATEGIC PRIORITY: Planning and Development - To ensure that the character of the Town of Nanton is preserved while facilitating appropriate growth resulting in the Town's sustainability.

Actions	Status
<p><i>To encourage the efficient planning of residential, commercial, industrial and institutional development that enhances the quality of life for Town residents.</i></p>	
Review the Land Use Bylaws, ensuring ease of understanding.	Nearing completion first half of 2024.
Review land inventory and investigate servicing of industrial land (new cost estimates).	Council should meet for a discussion about industrial land development.
Investigate options for increasing the inventory of [serviced commercial and industrial] land.	Highway 2 Northbound areas have had their potential greatly enhanced since 2022. Council should meet to discuss further investigations.
Identify growth in the Town (residential, small business, industrial, etc.) with a view to setting appropriate growth targets in planning.	Clarification required in terms of what the definitions of growth are: business starts; assessment; employment increase, etc.
Work on an Intermunicipal Development Plan.	IMDP inquiry to be sent to MDWC in 2024 at completion of LUB.
Complete the Westview Area Structure Plan.	Completed in 2022.
Develop shovel ready projects [for land development] to leverage funding as it becomes available.	Requires prioritization and funds allocated to consulting engineers. Question of land acquisition should also be discussed.
<p><i>To maintain a balance of residential, commercial, industrial and institutional development to facilitate the fiscal sustainability of the Town of Nanton.</i></p>	
Develop a plan to attract appropriate type of developer, whose plans align with the area structure plan for the Westview Residential.	<ul style="list-style-type: none"> • RFPs should be considered at end of OSL Bylaw process. • Council should also discuss with administration its own priorities for developer 'type'.
Develop a plan to market the 20 serviced lots to new, reputable developers.	<ul style="list-style-type: none"> • Approximately 10 lots currently remain unsold. • Additional marketing appears unnecessary at this time.
<p><i>To ensure diversity of housing choices in Town.</i></p>	
Review and revise as appropriate Land Use Bylaws to increase affordable housing options, including secondary housing options.	Will be completed if current draft of LUB is passed.

STRATEGIC PRIORITY: Operations - To ensure the Town of Nanton has quality infrastructure to support and sustain its growth.

Actions	Status
To support the Town through the effective planning and implementation of Town infrastructure and assets, including waste water and roads for long-term sustainability.	
Follow Capital Projects Plan to ensure balance of financial resources and scheduled projects to meet residential needs.	<i>Ongoing, LONG TERM work shared across departments and Council.</i>
ALL PRIORITIES TABLES (HIGH, MEDIUM AND LOW)	<p><i>Water main looping project was on the MPE infrastructure priority list and was executed in 2022.</i></p> <p><i>Water leak detection has changed operational priorities somewhat.</i></p> <p><i>WTP aeration - almost complete.</i> <i>WWTP dewatering - 2024</i> <i>Regional water - application submitted</i></p>
Expand water and sewer capability on highway commercial land using federal funds available.	2022 works complete
Update the Offsite Levy Bylaw (for infrastructure costs generated by growth).	Completion anticipated in first half of 2024.
Execute smaller capital projects where needed and affordable (e.g. Highway 2 and 26th Avenue Intersection Improvements if eligible for a STIP grant from the Province).	<p><i>Annually revised and adopted Capital Plan (Council, Operations and Administration).</i></p> <ul style="list-style-type: none"> <i>More work with consulting engineer required on a prospective STIP proposal of proportionate scale..</i>
Continue paving repairs and road maintenance - report annually.	<p><i>Annual reporting.</i> <i>PW hoping to have a consulting engineer recommend priorities for road resurfacing this year if there is sufficient budget.</i></p>
Continue Preventative Maintenance Planning - report annually.	
Consideration of an air burner option for yard and branch disposal	<i>Was declined by Council in 2023.</i>
Make prioritized funding and borrowing decisions in the event of senior government funding not materializing.	<i>Ongoing, LONG TERM work shared across departments and Council.</i>
To works towards broader satisfaction concerning the Town's water quality.	
Coordinate a Town Hall about the quality of the Town's water, changing perceptions about the quality of the water and providing residents with solutions to improve satisfaction with the water. This includes utilizing our engineers and operators for key messaging; summary of solutions that have been as well as could not be utilized; and experience from staff.	2024/25: Would Council like to hold an event?
Continue to improve operational and maintenance practices - report changes.	<i>Reporting requirement</i> <i>Yard Waste process will result in refined operations</i>

STRATEGIC PRIORITY: Emergency Services - To ensure that an appropriate level of public emergency services and other services are provided to meet the needs of residents.

Actions	Status
<i>To advocate for an appropriate level of public emergency services and other services are provided to meet the needs of residents.</i>	
Pursue urgent care attached to Medical Clinic through lobbying	Ongoing advocacy
Update the Emergency Management Plan for specific situations and needs (e.g. Emergency Social Services, drought preparedness).	Good progress being made by DEM.
Investigate whether safety and emergency management need to be staffed in the medium term.	Emergency Management is alright at present in current form. Safety remains uncertain.
Prepare for discussion around capacities and future compensation of the Nanton Volunteer Fire Department.	Operational budget decision 2024.



NANTON
EST 1903
CHIEF ADMINISTRATIVE OFFICER

Town of Nanton
Vendor Cheque Register Report
Range: December 1 to December 31, 2023
Sorted by: Cheque date



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
20201	Government of Alberta	12/6/2023	\$100.00	Peace officer application
EFT0000000004997	555 Millwright Services LTD	12/10/2023	\$698.25	Millright services at WWTP
EFT0000000004998	888351 Alberta Ltd o/a Wild Rose	12/10/2023	\$32,318.00	Sludge hauling & removal
EFT0000000004999	Alberta Marine	12/10/2023	\$228.07	Repairs to brush sweeper
EFT0000000005000	Alberta SW Regional Alliance	12/10/2023	\$2,167.00	2023 Annual fee
EFT0000000005001	BDO Canada LLP	12/10/2023	\$6,965.70	Interim audit fees
EFT0000000005002	Behrends Bronze Inc	12/10/2023	\$356.95	Cemetery plaque
EFT0000000005004	Canadian Linen & Uniform	12/10/2023	\$68.47	Office & library mat cleaning
EFT0000000005005	Canoe Procurement Group of Canada	12/10/2023	\$220.36	Miscellaneous
EFT0000000005006	CARO Analytical Services	12/10/2023	\$30.89	Water testing
EFT0000000005007	Central Sharpening Ltd	12/10/2023	\$136.50	Ice blade sharpening
EFT0000000005008	Crossroad Energy Solutions Inc	12/10/2023	\$22,920.93	WWTP lift station pump re-build
EFT0000000005009	Czop, Victor	12/10/2023	\$418.20	Travel & per diem expenses
EFT0000000005010	Ecco Recycling and Energy Corp	12/10/2023	\$1,533.96	Recycling fees
EFT0000000005011	Enfield, Tracy	12/10/2023	\$901.01	Office & chambers cleaning
EFT0000000005012	Foothills Regional Services Co.	12/10/2023	\$2,856.00	Landfill tippage fees
EFT0000000005013	GCS Automotive Repairs	12/10/2023	\$71.51	Vehicle repairs
EFT0000000005014	G & JD Construction	12/10/2023	\$3,087.98	PW shop reno
EFT0000000005015	GM Mechanical Ltd	12/10/2023	\$759.13	Arena roof top unit maintenance
EFT0000000005016	Herc Rentals	12/10/2023	\$2,006.34	Skyjack rental
EFT0000000005017	Inspiris	12/10/2023	\$6,875.36	IT services
EFT0000000005018	ISL Engineering & Land Service	12/10/2023	\$9,363.87	LUB consultant fees
EFT0000000005019	Kana Developments Ltd.	12/10/2023	\$3,932.25	PW shop reno
EFT0000000005020	Klearwater Equipment	12/10/2023	\$7,161.91	WTP chemical
EFT0000000005021	Kristian Electric Ltd.	12/10/2023	\$906.15	WWTP crane service call
EFT0000000005022	Linde Canada Inc.	12/10/2023	\$655.50	WTP chemical

EFT0000000005023	Matchett, Mike	12/10/2023	\$1,425.00	Fire personnel training (BLS)
EFT0000000005024	McGills Industrial Services	12/10/2023	\$1,609.65	Sewer line camera work
EFT0000000005025	Miller, Roger	12/10/2023	\$120.47	Travel expenses
EFT0000000005026	Nanton Auto Parts Ltd.	12/10/2023	\$1,969.32	Miscellaneous
EFT0000000005027	Nanton Home Hardware Building	12/10/2023	\$99.60	Miscellaneous
EFT0000000005028	NextGen Automation	12/10/2023	\$155.27	Photocopier fees
EFT0000000005029	Pacific Flow Control Ltd.	12/10/2023	\$26,452.00	Hydrant repair and maintenance
EFT0000000005030	Pond Pro Canada Ltd.	12/10/2023	\$124,567.94	Reservoir aeration project
EFT0000000005031	Purolator Inc.	12/10/2023	\$41.62	Courier fees
EFT0000000005032	Integrated Sustainability Cons.	12/10/2023	\$157.50	Water plant software
EFT0000000005033	RecordXpress StorageVault Canada	12/10/2023	\$27.05	Shredding
EFT0000000005034	Reynolds, Mirth, Richards & Farmer	12/10/2023	\$110.25	Legal fees
EFT0000000005035	Shawne Excavating	12/10/2023	\$2,194.50	Spring line air release
EFT0000000005036	Super Save Disposal (AB) Ltd	12/10/2023	\$1,534.85	Waste management fees
EFT0000000005037	T & T Disposal Services	12/10/2023	\$6,178.27	Garbage & recycling curbside pickup
EFT0000000005038	TransAlta Energy Marketing	12/10/2023	\$47,277.73	Power & natural gas fees
20202	AJ's Trophies & Awards	12/22/2023	\$57.75	Stainless steel name plates
20203	Because I Said So	12/22/2023	\$78.23	Physician recruitment lunches
20204	Chubb Life Insurance Company	12/22/2023	\$143.46	Employees benefits
20205	Georgie's Cafe	12/22/2023	\$1,575.00	Christmas dinner
20206	Get It There Delivery	12/22/2023	\$63.00	Courier fees
20207	Government of Alberta	12/22/2023	\$75.00	Land title fees
20208	Nanton Golf Club	12/22/2023	\$241.40	Physician recruitment lunches
20210	Premium Projects Ltd.	12/22/2023	\$1,500.00	Security deposit refund
20211	Receiver General	12/22/2023	\$1,325.14	Statutory deductions
20212	Allen Steeves	12/22/2023	\$2,500.00	Security deposit refund
20213	Town of High River	12/22/2023	\$375.00	Fire SCO fees
EFT0000000005039	Alberta Municipalities	12/22/2023	\$131.25	King's printer subscription
EFT0000000005040	Bamboo Shoots (AB) Inc.	12/22/2023	\$7,134.97	Promotional video (payment 2 of 2)
EFT0000000005041	Brogan Fire & Safety	12/22/2023	\$151.73	Fire department supplies
EFT0000000005042	Canadian Linen & Uniform	12/22/2023	\$68.47	Office & library mat cleaning
EFT0000000005043	Canoe Procurement Group of Canada	12/22/2023	\$240.68	Miscellaneous
EFT0000000005044	Cattlemens Corner	12/22/2023	\$95.81	Miscellaneous
EFT0000000005045	ClearTech Industries Inc	12/22/2023	\$4,956.13	WTP chemical

EFT0000000005046	Coyote Courier Ltd	12/22/2023	\$186.48	Courier fees
EFT0000000005047	CUPE	12/22/2023	\$1,004.19	Union fees
EFT0000000005048	GCS Automotive Repairs	12/22/2023	\$629.34	Vehicle repairs
EFT0000000005050	iA Financial Group	12/22/2023	\$75.74	Employees benefits
EFT0000000005051	Industrial Machine Inc	12/22/2023	\$27,680.14	Sander (capital)
EFT0000000005052	Kana Developments Ltd.	12/22/2023	\$2,388.76	PW shop reno
EFT0000000005054	MD of Willow Creek	12/22/2023	\$3,114.50	Firefighter benefits
EFT0000000005055	MPE Engineering Ltd	12/22/2023	\$20,505.35	Reservoir aeration project engineering
EFT0000000005056	Nanton Gas Plus	12/22/2023	\$952.46	Propane for ice resurfacers
EFT0000000005057	Nanton Home Hardware Building	12/22/2023	\$79.41	Miscellaneous
EFT0000000005058	F.C.S.S.	12/22/2023	\$269.76	Emergency mgmt training
EFT0000000005059	Nanton Thelma Fanning Library	12/22/2023	\$500.00	Reimbursement of donation
EFT0000000005060	NextGen Automation	12/22/2023	\$2,583.95	Arena photocopier buyout
EFT0000000005061	Orkin Canada Corporation	12/22/2023	\$220.40	Fire hall pest control
EFT0000000005062	Recreation Facility Personnel	12/22/2023	\$490.61	Professional development
EFT0000000005064	Signcraft Digital (1978) Inc.	12/22/2023	\$525.00	Christmas banner
EFT0000000005065	Somerset Tree Service Ltd	12/22/2023	\$5,105.10	Tree maintenance
EFT0000000005066	Superior Safety Codes	12/22/2023	\$837.90	Safety code fees
EFT0000000005067	UFA Co-operative Ltd	12/22/2023	\$3,374.85	Fuel
EFT0000000005068	Frey Consulting Ltd	12/22/2023	\$9,030.48	Arena plant maintenance
EFT0000000005069	ISL Engineering & Land Service	12/22/2023	\$2,039.63	LUB consultant fees
EFT0000000005070	Nanton Home Hardware Building	12/22/2023	\$1,049.22	Miscellaneous
EFT0000000005071	Uline Canada Corporation	12/22/2023	\$572.43	Miscellaneous

Total Cheques: 84

\$424,590.03



MONTHLY REPORT

Meeting: April 15, 2024
Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: March 14 to April 9, 2024

ACTIVITIES:

2023 year-end work continued – auditors were on site March 14-15 for the bulk of the audit work and will have financial statements completed and ready for presentation in April. Continued work on the new PS3280 requirements.

Health Centre committee meeting on April 3 – continued efforts to reach agreement with AHS on plans for reno.

Annual statement of funding and expenditure reports (for MSI and CCBF grants) completed for 2023.

March 31 tax recovery listing – only 1 property listed. A few remain from a year ago meaning the Town can begin process to offer for sale through public auction.

IT updates – windows 11 upgrade and disk storage update scheduled.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

The RFP for an update to the warm room window wall closed on March 11 – bids were reviewed and contractor chosen. Work has now started with expected completion near end of June to middle of July.

Street sweeping contractor confirmed with work to be done end of April/beginning of May depending on weather.

Peace officer vehicle (capital budget) solution is in the works – nearing deal.

Parks & Recreation Report:

Arena skating season now finished – ice taken out the week of March 25 – 29. Small note: after moving the penalty box and the bench upgrade, we have noticed a better year with less issues.

Live Barn has been ordered and installed for the arena. This is a free program for the town, the ice surface will be recorded live for the people that cannot be there. The arena has full control on what events can be recorded and you can buy a subscription through live barn to watch the events.

Preliminary work to get ready for pool season now underway – a number of valves have started to be replaced. Pool supervisor job posting now out and recall letters sent to lifeguards for consideration of upcoming season.

Parks: After a very discouraging outcome to the gopher RFP and finding out that we can no longer use Rozol bait other than in Tier one bait stations, we will have to look at new options. So, with a mixture of options our defense will be a trial this year. We have hired a company to set out bait stations at the wet pond, Dave Wallace Park, Lions Park, dog park and the VIC center. This will start April 9th. They will be inspected for 2 weeks every 48hrs. Then a use of mustard/foaming environmental product (Rocon) will be used with 2 inspections happening over all parks listed. This is at a cost of \$10,000. We are also purchasing a carbon monoxide machine called the Burrow RX so we can sweep the hard-to-get areas. This is a cost of \$5,000. We will not have enough manpower to be out every day fighting the gopher situation, but we will be hitting the areas not listed like the dry pond, cemetery and the lot east of subway. Spare lots will not be a priority at this time.

CAO Comment: *The gopher control policy will require revision, but we will watch how this spring and summer play out first before bringing changes. Large elements of our approach to this have had to change.*

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

Staff wide customer service training has been scheduled.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: April 9, 2024





MONTHLY REPORT

Meeting: April 15th 2024
Agenda Item: 3.3.2

Operations Department

Report Period: (March 2024)

ACTIVITIES:

- WASTEWATER OPERATIONS

- 33195 m³ of treated wastewater effluent was released to Mosquito Creek
- As the weather has turned warmer and spring thaw has begun, significant water infiltration has been observed in the wastewater collection system resulting in significant backups at the WWTP. Investigation into the sources of groundwater infiltration cannot be completed until the excess wastewater has been treated. The additional groundwater is not suspected to be from the melting snow storage pile in the yard waste area, as wastewater flows observed in manholes located before and after the snow piles appear to be the same.
- A Return Activated Sludge (RAS) pump failed on March 20, resulting in intermittent shutdown of half of the WWTP and limited wastewater treatment capabilities. Assessment of the failed RAS pump revealed significant damage due to the ingestion of a corroded and broken lifting chain that was to be used for raising/lowering the pump. A temporary sludge pump has been rented to help restore operations to the WWTP while replacement parts are shipped to site.

- WATER OPERATIONS

- 30736 m³ of treated water was sent to the Town's distribution system
- Four residential water service lines were replaced on 29th Ave, north of 20th Street in Westview. Since the service lines were replaced, daily average potable water production has decreased by approximately 120 m³/day. The copper service lines in the area were all found to be badly corroded and pitted. Based on this discovery, it would be in the Town's best interest to consider the replacement of all the service lines along 29th Ave to the north of 20th Street prior to repairing the street. There are still suspected leaks along the 29th Avenue area (likely also along 29th Avenue to the south of 20th Street), as water is continuing to pool in a standpipe installed in the 20th Street/29th Avenue intersection. Based on the discoveries during the service line replacement work, it is unlikely that the water is coming from groundwater or natural sources. A leak detection outfit will be assessing portions of the Town at the end of April, they will be instructed to place emphasis on this area.
- With the repairs of the October water main leak and the Westview service lines, daily potable water production has decreased over 20% compared to the same time period last year.
- Installation of the PAC system at the WTP is ongoing. The chlorine gas system was decommissioned, and the new liquid chlorine injection system was installed and brought online.

- ROADS
 - Snow Removal
 - Sanding roads
 - Check and clear storm drains for snow melt.
 - Culvert will be replaced this year in August by NLSS.
 - Received RFQ proposals for pavement repair.
 - Received quotes for street sweeping. Booked ACS Services for end of April – beginning of May.
 - Received quotes for spray patching. Booked with Read on Roads for May-June.

- SIDEWALKS/PATHWAYS
 - Received RFQ proposals and awarded contract to Kel-Krete Concrete.
 - Snow Removal

- MISCELLANEOUS
 - Sander is in stock and will coordinate with company for installation.
 - Remove temporary approach from property south of NAPS. Will install new one with culvert when weather improves.
 - Hauling snow piles
 - Installed and repaired signs

- CEMETERY

- RECYCLING
 - Received quote for crushing asphalt and concrete piles – booked for spring with Shawne

PARKS AND RECREATION

EMERGENCY MANAGEMENT:

- Emergency management plan complete
- Hazard Response Plan in progress
- Emergency Preparedness plans in progress
- Emergency Agency Meeting was held on March 25

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- **Operations Section Chief Workshop – March 27**

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- **DEM Workshop – April 11**
- **Planning Section Chief Workshop – April 17**
- **Logistics Section Chief Workshop – April 23**
- **Finance Section Chief Workshop – April 23**
- **Information Officer Workshop – April 25**

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Strategic Priority	Objective	Approach	Measure	Progress YTD
1.				

2.				
3.				

Operating Project	Objective	Approach	Measure	Progress YTD
1. Pick-up Truck	Purchase – Used	Online search		Looking for trucks
2. Yard Waste Fence	Fence west/north/south area	Contacting fencing companies		Seeking quotes
3. Sander/Plow	Purchase - New	Purchased		Sander is in stock waiting to coordinate installation.
4. Pavement Patching	Request for Quote	Assemble list	RFQ	Quotes received
5. Sidewalk	Request for Quote	RFQ sent out due March 15	RFQ	Quotes received – awarded to Kel-Krete Concrete
6. Potholes	Pothole Fixing	Quotes		Waiting for quotes
7. Crushing – asphalt and concrete piles	Quote from Shawne			Booked for spring with Shawne
8. Dust Abatement	Apply dust abatement	Finding pricing		Waiting for prices
9. Tree Pile	Removal	Haul west of town		Will begin removing in April





MONTHLY DEPARTMENT REPORT

Regular Meeting: April 15, 2024
 Agenda Item: 3.3.3

Georgina Sharpe, Planning and Development

Report Period: March 2024

ACTIVITIES:

Development Permit Approvals & Lot Sales		
	March 2024	February 2024
Residential	\$40K	\$0K
Comm/Ind	\$0K	\$60K
Public	\$0K	\$0K
Other	Signs = 1	Signs = 0
WV III Sales* (Total Sold = 72/85)	4 lots	0 lot
	YTD2024	YTD2023
TOTAL	\$100K	\$1,733K
	YTD2024	YE2023
Housing Starts	0	6

*by date of sale

- Municipal Planning Commission Meeting – March 11
- Lot sales picked up in March with 4 confirmed sales, 1 sale so far in April and 3 offers pending sale. If all of these offers move forward we will have less than 10 lots left at end of April.
- Permit inquiries have been slow, and I suspect that after the Land Use Bylaw has been finalized, the number will increase.

March Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D08-24	12-Mar-24	104 Westview Drive	11	81	0414328	R1	Solar Collector - roof mount
D09-24	1-Mar-24	1720 20 Avenue		B	7811106	C2	Replacement signs - 2 Illuminated fascia

PROGRESS ON PROJECTS & PROGRAMS:

- Land Use Bylaw Update Project –
 - Phase IV - Refine, Circulate and Adopt, including:
 - Continuation of bylaw edits – ISL prepared First Reading draft; it is posted on [Statutory Public Notice](#) page
 - First Reading of bylaw occurred March 18, 2024
 - Public Hearing statutory notification underway (March 19-April 16)
 - Notice has been posted on social media, electronic bulletin board, website and the town office message board

- Draft Off-site Levy Bylaw
 - Discussed at Committee of the Whole March 25
 - Sent to Legal for review prior to first reading consideration

TRAINING/EDUCATIONAL SESSIONS ATTENDED: N/A

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – April 8, 2024 @ 7 p.m.
- Public Hearing for Land Use Bylaw 1389/24 – April 16, 2024 @ 7 p.m.





MONTHLY DEPARTMENT REPORT

Meeting: April 15, 2024
Agenda Item: 3.3.4

Nanton Fire Department

Report Period: March 1 – March 31, 2024

ACTIVITIES:

- Regular training nights are on Thursday's starting at 19:00 hours.
 - We have been focusing on:
 - Wildland/ Urban Interface
 - Tool and Equipment checks
 - Scenario Training
 - Monthly Truck checks and station cleaning
- Day-to-day operations continue as we prepare for structure fire/ wildland fire fighting and vehicle extrication scenarios.
- Recruitment is still a focus as we have had a few members move on to new careers.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

- Capital and Operational budget is under way.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Fire Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- One Captain continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- Firefighter continues to work towards his Fire Safety Codes Officer Group C with Safety Codes Council.
- 2 Firefighters completed NFPA 1001 Level 2 training. Graduation Ceremonies will be held with dates TBD.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Volunteer Appreciation Week is in April as we work towards having members available.
- Planning for the Annual Ball Tournament has started.

Respectfully submitted,
John G. Dozeman
Fire Chief



Nanton Fire Department Monthly Call Statistics

Monthly Stats were not available at the time of the report.





MONTHLY DEPARTMENT REPORT

Meeting: April 15, 2024

Peace Officer Carlos Farias

Report Period: March 2024

ACTIVITIES: March 1st Good Morning Nanton live!
March 20th COP meeting at the Fire Hall

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

March 26th LAPP education session at the council meeting room

UPCOMING EVENTS / ADDITIONAL INFORMATION:

AMEA Conference in Red Deer from April 29th to May 1st

Monthly Occurrences snapshot:

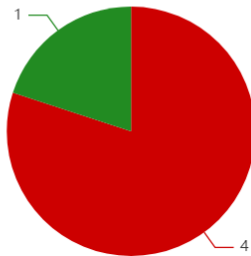
TOWN OF NANTON - ENFORCEMENT SERVICES

Statistics from:2024-03-01 to 2024-03-31

Count of Reports Completed Total:5 | 100.0%

List of Categories

- MUNICIPAL | 4 | 80.0%
- PROVINCIAL | 1 | 20.0%



March we noticed a little increase on the numbers comparing to previous month, total 5 complaints were officially filed, 3 animal bylaw, 1 community bylaw, 1 environmental protection enhancement act

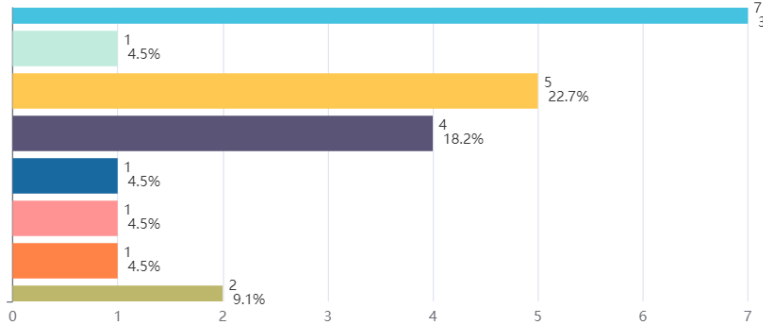
Monthly Warnings stats:

TOWN OF NANTON - ENFORCEMENT SERVICES

Export Pdf

Statistics from:2024-03-01 - 2024-03-31

Count of E-Tickets Completed:Total:22 | 100.0%



List of First Charge Code

- TSA 115(2)(P)- EXCEED MAX SPEED LIMIT ESTAB' | 7 | 31.8%
- TSA 167(1)- F/T PRODUCE DOCUMENTS | 1 | 4.5%
- TSA 167(7)- F/T PRODUCE DOCUMENT | 5 | 22.7%
- TSA 52(1)(A)- OPERATE MV/TRAILER W/O SUBSIS | 4 | 18.2%
- TSA 53(1)(B)- DISPLAY ON MV/TRAILER LIC PLA | 1 | 4.5%
- TSA RROR,15(4)- F/T CHANGE LANES SAFELY | 1 | 4.5%
- TSA RROR,9- F/T PROPERLY SIGNAL | 1 | 4.5%
- NO CHARGE CODE- | 2 | 9.1%

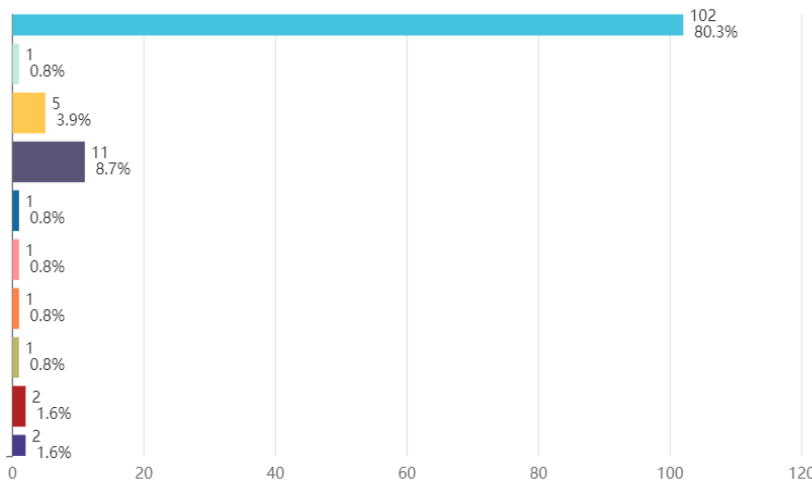
Monthly ticket stats:

TOWN OF NANTON - ENFORCEMENT SERVICES

Export Pdf

Statistics from:2024-03-01 - 2024-03-31

Count of E-Tickets Completed:Total:127 | 100.0%



List of First Charge Code

- TSA 115(2)(P)- EXCEED MAX SPEED LIMIT ESTAB' | 102 | 80.3%
- TSA 167(1)- F/T PRODUCE DOCUMENTS | 1 | 0.8%
- TSA 167(7)- F/T PRODUCE DOCUMENT | 5 | 3.9%
- TSA 52(1)(A)- OPERATE MV/TRAILER W/O SUBSIS | 11 | 8.7%
- TSA 53(1)(B)- DISPLAY ON MV/TRAILER LIC PLA | 1 | 0.8%
- TSA RROR,15(4)- F/T CHANGE LANES SAFELY | 1 | 0.8%
- TSA RROR,17- DRIVE WRONG DIRECTION ON 1-WA | 1 | 0.8%
- TSA RROR,37(A)- FAIL TO OBEY STOP SIGN BEFORE | 1 | 0.8%
- TSA RROR,9- F/T PROPERLY SIGNAL | 2 | 1.6%
- NO CHARGE CODE- | 2 | 1.6%

For March 2024 a total of 22 warnings and 127 violation tickets were identified. We noticed a significant increase of drivers driving with expired registration, total 11 tickets this month. Total of 102 tickets for speeding. Although the amount of speeding tickets were pretty much the same from last month, we noticed a significant a reduction in the speed from drivers travelling through the Town





MONTHLY COUNCIL REPORT

Meeting: April 15, 2024
Agenda Item: 3.4.2

Councillor Victor Czop:

Report Period: March 2024_____ MPC Member: Yes (alternate)

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

Council Standing Committees:

Economic & Community Development No meetings

Liaison / Point of Contact: Nanton Community Centre and Citizens on patrol

ADDITIONAL INFORMATION:

Attend Council meetings
Attend Alberta South West meeting
Attend RCMP Open House
Attend Community Hall Society meeting
Attend Committee of the Whole meeting
Attend Citizens on Patrol AGM
Attend Inclusion Foothills function

VR Czop



MINUTES

Monday April 1, 2024 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

REGULAR COUNCIL MEETING

COUNCIL PRESENT: Mayor Jennifer Handley and Councillors Victor Czop, John Dozeman, Roger Miller, Dave Mitchell, Ken Sorenson, and Kevin Todd.

OTHERS PRESENT:

Neil Smith	Chief Administrative Officer
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Georgina Sharpe	Planning & Development Officer

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Regular Meeting was called to order by Mayor Handley at 7:00 p.m.

RESOLUTION # 98 – 24/04/01 - Mitchell

The Regular Council agenda for April 1, 2024 was accepted as presented. CARRIED

2. PRESENTATIONS: None Scheduled

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

3.1.1 Status Report – E

RESOLUTION # 99 – 24/04/01 - Sorenson

Moved that all written reports, as recorded on the agenda for April 1, 2024 be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 **March 18, 2024 Regular Council Meeting Minutes – E**

RESOLUTION # 100 – 24/04/01 - Miller

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held March 18, 2024, were accepted as distributed. CARRIED

4.1.2 **March 25, 2024 Committee of the Whole Meeting Minutes - E**

RESOLUTION # 101 – 24/04/01 - Todd

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the March 25, 2024 Committee of the Whole Meeting of the Town of Nanton were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES: None

5. NEW & UNFINISHED BUSINESS:

5.1 Tax Rate Bylaw – E

RESOLUTION # 102 – 24/04/01 - Dozeman

Moved to read Town of Nanton Bylaw #1391/24 to authorize the rates of taxation for 2024, for a first time. CARRIED

RESOLUTION # 103 – 24/04/01 - Miller

Moved to read Town of Nanton Bylaw #1391/24 for a second time. CARRIED

RESOLUTION # 104 – 24/04/01 - Czap

Unanimous consent to read Town of Nanton Bylaw #1391/24 for a third time was granted by all Council present. CARRIED

RESOLUTION # 105 – 24/04/01 - Todd

Moved to read Town of Nanton Bylaw #1391/24 for a third and final time. CARRIED

5.2 Request for Decision: Municipal Naming Policy – E

RESOLUTION # 106 – 24/04/01 - Mitchell

Moved to adopt the Municipal Naming policy, as attached to these minutes as Schedule “A”. CARRIED

5.3 Proposed Special Meeting of Council (April 29th)

RESOLUTION # 107 – 24/04/01 - Todd

Moved to change the April 29, 2024 Committee of the Whole Meeting to a Special Meeting for the purpose of a presentation of the 2023 Financial Statements. CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION: None

6.2 FOR INFORMATION:

6.2.1 Municipal District of Willow Creek – Intermunicipal Recreation Funding Agreement -E

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 108 – 24/04/01 - Sorenson

IT WAS MOVED to recess the Regular Meeting at 7:16 p.m. in order to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

7.1 Sewer Line Repairs – FOIP Section 24 (1) Advice from Officials - E

7.2 PSAB 3280 Asset Retirement Obligations – FOIP Section 24 (1) Advice from Officials and FOIP Section 26 Testing Procedures, Tests and Audits - E

7.3 Development Request – FOIP Section 24 (1) Advice from Officials - E



CARRIED

RESOLUTION # 109 – 24/04/01 - Mitchell

IT WAS MOVED to reconvene the Regular Meeting at 9:00 p.m. CARRIED

RESOLUTION # 110 – 24/04/01 - Todd

Moved to authorize the Chief Administrative Officer to negotiate a fee under the revised development agreement that reflects reasonable and fair charges for subdivision connections to Town utilities based on a figure that does not involve accrued interest. CARRIED

8. ADJOURNMENT:

RESOLUTION # 111 – 24/04/01 - Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:02 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 15th day of April, 2024.





REQUEST FOR DECISION

Meeting: April 15th, 2024

Agenda Item:

Fire Department: Additional Annual Stipend

RECOMMENDATION:

That the *Paid On-Call Firefighters Policy* be amended to include a Deputy Fire Chief- Operations and Deputy Fire Chief- Support Services positions.

PURPOSE:

To suggest a course of action that incrementally builds the capacities of the Nanton Volunteer Fire Department while avoiding a paid F/PT position in the Nanton Fire Department.

BACKGROUND / IMPLICATIONS:

The Fire Chief has suggested the creation of a second Deputy Chief stipend (\$5,000) per annum to bolster the ability of the volunteer base to build its capacities sustainably while continuing to steer clear of salaried officer positions. Deputy Fire Chief- Operations primary focus would be on training, recruitment and officer development. Deputy Fire Chief- Support Services primary focus would be on apparatus, equipment and tool maintenance. This would allow for more administrative duties to be performed while maintaining the high standard of service that residents have come to enjoy.

After researching departments in our area of similar population and levels of service it was determined that most departments are switching to a paid model whether by regionalizing services or paying for F/PT positions solely. While this remains an option for Nanton the cost of hiring a full time Officer does not align with current budget projections. Therefore, a sunset period has been suggested for the addition of a Deputy Chief until an appropriate solution can be presented and decided on.

A gap analysis has been completed and attached for information. Through the Alberta Fire Chiefs Association and Transition Solutions Inc. a report has been generated which provides information on the Nanton Fire Department regarding Levels of Service. A framework was also created to ensure that the requirements meet the demand of standards and best practices. It is refreshing to see that most areas are currently met while documenting those that need improvement.

Recruitment for a new Deputy will be done in-house as there has been an expression of interest from members looking to advance into officers' positions.

CAO Comment:

An Information brief on the question of whether or not to hire a consultant to conduct a review would be moot as the commitment to undertake work of this nature is already in Council's strategic plan and a budget of \$25-30,000 is available and already approved this year for that purpose. It is currently slated as a funded 2024 project aligned with the strategic plan. The proposed initiative by the Fire Chief is arguably worthy of consideration if alternatives to part-time or full time Officers are being sought. Seeking comparative jurisdictions in this matter is fairly tricky as most small municipalities are either remaining volunteer, regionalizing or making the expensive transition to part-time or full-time employee chiefs themselves. Some smaller jurisdictions with less assessment than Nanton (in Western Canada) already fund full-time chiefs.

It would be a significant surprise if any organizational review work didn't start off by recommending a part or full time officer position in this context as the crux of the challenges within the department is self-evidently volunteer capacity. What the Fire Chief is putting forward is an interesting alternative that could allow the NFD to remain a volunteer department for a little longer. However, there is an argument that it

should perhaps be implemented on a trial/ pilot basis, done in tandem with a strategic review either now or in 2 years' time.

ADMINISTRATIVE RECOMMENDATION:

That the *Paid On Call Firefighters Policy* be amended to include a second Deputy Chief position that focusses on training, recruitment and organizational capacity building within the volunteer base.

It is further recommended that the Nanton Fire Department RFP for consultation services be postponed to 2026 prior to the sunset of the addition of a second Deputy Chief with further consideration to department function and level of service.

DECISION OPTIONS:

- #1 – Amend the Paid On-Call Firefighters Policy to include Deputy Fire Chief- Operations and Deputy Fire Chief- Support Services and stipend as attached.
- #2 – Amend the Paid On-Call Firefighters Policy to include Deputy Fire Chief- Operations and Deputy Fire Chief- Support Services and stipend as attached **for a pilot 2 year period.**
- #3 – That the Chief Administrative Officer proceed as budgeted with a revised Request for Proposals for a Nanton Fire Department organizational/level of service review and strategic plan.
- #4 – Do not proceed with the policy amendment/ RFP

Recommendations 1&3 or 2&3 can also be moved and carried together as complementary resolutions if Council wishes to proceed with a review.

ALTERNATIVES:

- REFER to Committee of the Whole for further discussion

Financial (GL# / Amount) : \$5,000 per annum to be taken from consultation budget allotment

Communications/PR:

Attachments: *Paid On Call Firefighters Policy*

Prepared By: Neil Smith, CAO **Date:** March 5th 2024

APPROVED BY: Neil Smith, Chief Administrative Officer:



NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input checked="" type="checkbox"/>	EMERGENCY SERVICES
<input type="checkbox"/>	PLANNING & DEVELOPMENT	<input type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
<p>PRIORITY OR ACTION:</p> <p><i>To advocate for an appropriate level of public emergency services and other services are provided to meet the needs of residents.</i></p> <p>Prepare for discussion around capacities and future compensation of the Nanton Volunteer Fire Department.</p>			



Level of Service Support Document

Nanton Fire Department

April 10, 2024

With support from:



Transitional
Solutions Inc

Level of Service Support Document Nanton Fire Department

This Service Level Document was prepared by TSI (Transitional Solutions Inc.) to allow Council to review and consider what level of Fire & Rescue services should be provided to the Town of Nanton.

The Document's scope and requirements/**determinations** are based on best practices, **an overall community risk assessment**, OHS codes, NFPA (National Fire Protection Association) standards, and the AFCA (Alberta Fire Chiefs Association) Risk Assessment Tool. It is designed as an absolute minimum requirement level of service that the Fire Department should attempt to meet or exceed. It should not be considered as a limiting tool but rather a starting point in efforts to exceed expectations and enhance service to the community by the Nanton Fire Department or another agency.

TSI recommends the following level of service to be considered by Council and the Nanton Fire Department.

"Emergency Response should include a minimum of three (3) appropriately trained staff, responding in the Mini-Pumper (or other available apparatus), arriving on scene within 30 minutes, 85% of the time."

The recommendation is designed to address the level of risk in the community, be fiscally responsible, achievable, and sustainable.

Level of service is a product of leadership, response, and training.

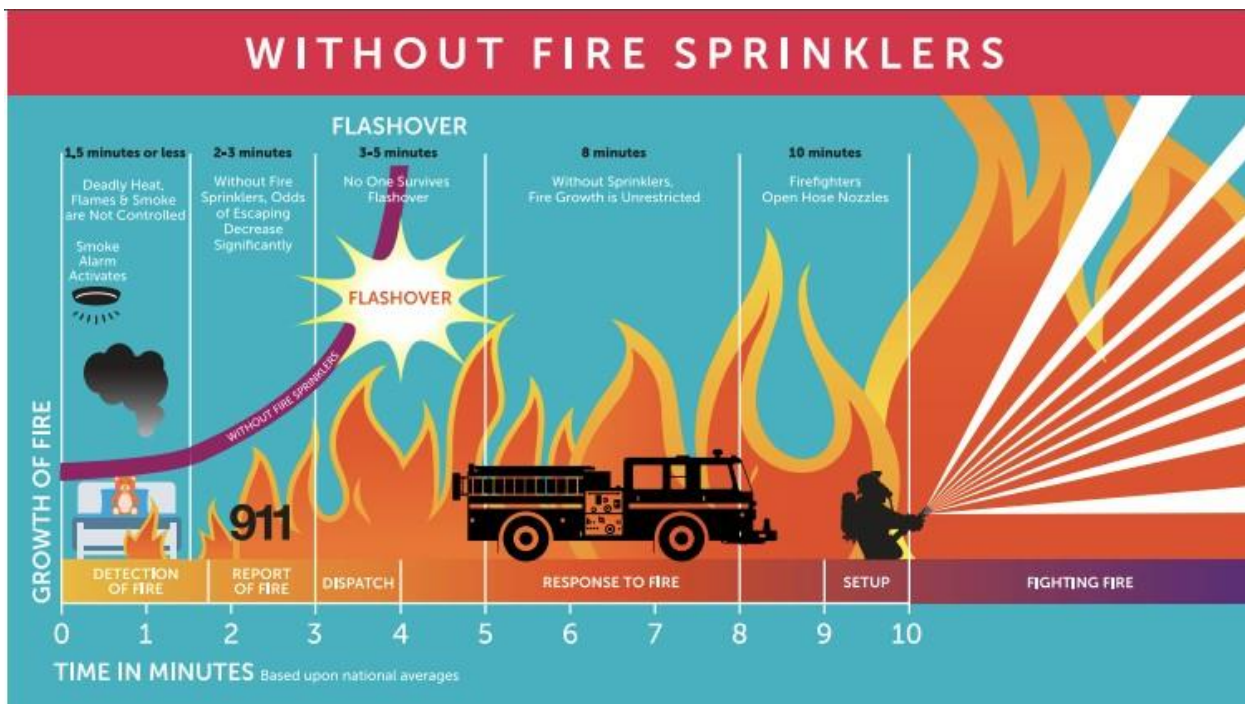
It also needs to be understood that to operate safely a minimum number of staff with appropriate levels of training are required to respond. This is why each item under 'Service or System' as noted in the matrix, has a staff requirement noted. As indicated, most of the events that the Nanton Fire Department will respond to, with the exception of Medical Co-Response, will require a three (3) member team. Each event requires a Command position or Team Lead, an Operator and member for fire attack or other task as assigned by Command. People/Volunteers, **who provide a multitude of skills and talents**, are our most valuable resource. Without our volunteer members we cannot provide any form of emergency service.

Response is culminated in the actions that happen after there is a receipt of notification of a fire or event. It is the process that provides an adequate timely response in someone's time of need. Stages of response include:

- Receipt of notification of a fire/event
- Time to evaluate the call
- Time to dispatch the call
- Time for volunteers to report to the fire station (model dependent)
- Time for volunteers to dress in PPE and get wheels rolling
- Travel time to the fire/event

For the purposes of the Nanton Fire Department this recommendation, as noted above, is 30 minutes total response time. Figure 1 is a diagram illustrating industry standard total response time.

Figure 1



**Graphic Courtesy of: Home Fire Sprinkler Coalition

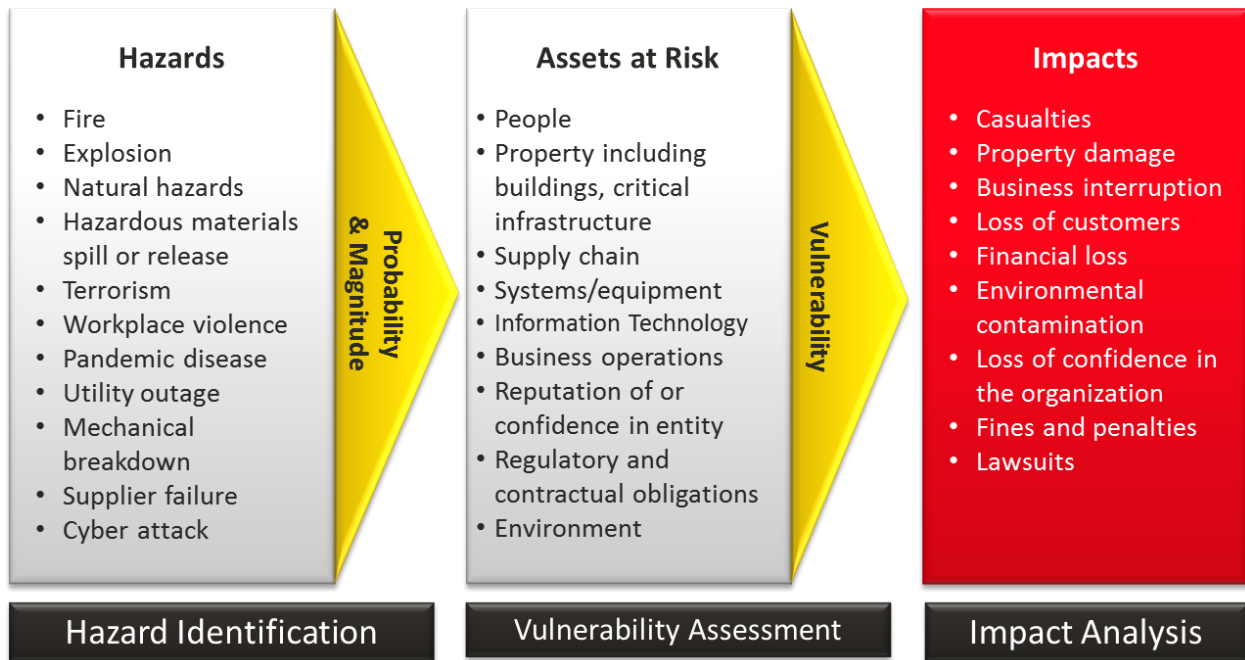
Of course, we cannot measure any success or failure in reaching our goals without the ability to examine information and data recorded from the events that are attended to by the Nanton Fire Department. The requirement for a records management system is pivotal in a number of ways. It can satisfy OHS requirements, paints a picture of response including dispatch times, travel times, time on scene, staff present and equipment used, etc. It can identify trends which enable FD Administration to chart a path to success and justify a business plan highlighting needs and wants to Council. It is strongly recommended that a records management system be put in place using

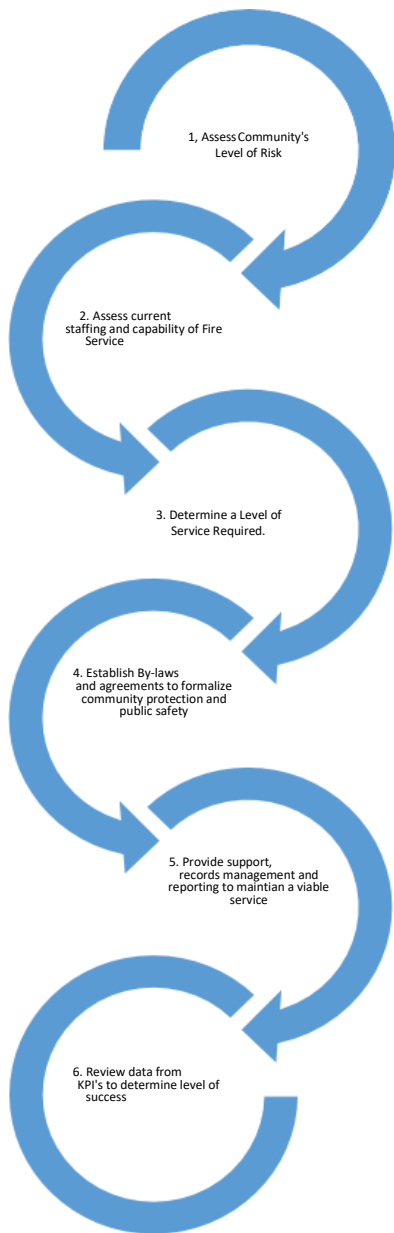
Key Performance Indicators (KPI) for items such as Staff responding, total response time, turnout time, time on scene as well as other values /indicators.

The community risk assessment is based on three key principles: hazard identification, vulnerability assessment and impact analysis. The four levels of risk include very low risk, low risk, medium/moderate risk and high risk.

Figure 2 further summarizes a community risk assessment.

Figure 2





Level of Service Process:

The use of due process as noted here can provide both Council and FD Administration a roadmap/**template** to lead consultation and discussion regarding the best way to reach a desirable goal for the protection and public safety within the community.

Cooperation with neighboring municipalities is key to establishing agreements that benefit the entire region and provides adequate staffing to deal with even the most serious of emergency events.

Focus should always be on **service** and **response** rather than power and control.

Organizational success can be achieved through judicious planning, shrewd implementation of those plans, vigilant compliance to the plan, and setting achievable goals.

Appendix I

Executive Summary #3: Competencies Report

Risk Identification + Services + Competencies = Alberta Fire Service Competency Framework

Below is a summary of your Customized Level of Service. Each Service comes with a complement of competencies and skill sets that are directly from or align to Alberta OHS, NFPA Standards, Fire Safety Code requirements, and industry best practices. This is the final link in the Framework.

Competencies must conform to legislation (OHS) and Industry Best Practices (NFPA) since the Alberta Fire Service does not have any official federal, provincial or municipal regulation mandating its practices.

Defining a set of core competencies supports informed discussions regarding collaborative approaches to fire services and training delivery. A common language and system across the Alberta Fire Service will strengthen the industry as a whole and benefit all communities across the province.

The competencies below can serve as the base for an orientation, onboarding and ongoing firefighter training programs that ensures front-line firefighters are appropriately trained to a consistent standard. Firefighters will be ready and able to respond to emergencies based on your communities unique Risk Profile and customized Level of Service. The goal is to create training practices that focus on the safety of the firefighter, reduces the liability to the municipality, and ensures the protection of our communities and the people who live in them.

Alberta Fire Service Category: Orientation Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFSCC-FF-ORIENT-Q1	OHS - Municipal OHS Policy	Has read and understood Municipal OHS Policy and can explain the employer's commitment to health and safety, <ul style="list-style-type: none"> • the goals and objectives for health and safety, and • the rights and responsibilities of all parties. 	AB OHS Act Part 1 General Obligations
AFSCC-FF-ORIENT-Q2	OHS - Hazard Assessments	Has read and understood the position-based Hazard Assessment for their role. Understands which tasks are high risk and can explain hierarchy of controls to mitigate all hazards identified. Anyone who is conducting hazard assessments must receive training.	Alberta OHS Act Part 1 Alberta Health & Safety Programs
AFSCC-FF-ORIENT-Q3	OHS - Safe Work Practices / SOG's	Has been oriented to applicable Safe Work Practices for role. Knows where to access SWP/SOG's on site and in the field as necessary.	AB OHS Act Part 1, 3(2)
AFSCC-FF-ORIENT-Q4	OHS - Alberta OHS Act, Regulation & Code (includes site orientation)	Knows where AB OHS Act, Regulation & Code is kept at the worksite(s). Can explain how it drives JPR requirements. An employer must ensure that a current paper or electronic copy of each of the OHS Act, OHS Regulation and OHS Code is readily available for reference by workers. Supervisors may be required to take formal Municipal or Industry Training on Understanding the OHS Act, Regulation & Code.	AB OHS Code Part 1 General Obligations
AFSCC-FF-ORIENT-Q5	OHS - Safety Meetings / Tailgate Meetings	Oriented to when, how and why safety meetings (also known as tailgate meetings) are utilized, what participation is expected and impact on daily duties.	AB OHS Code Part 1 General Obligations
AFSCC-FF-ORIENT-Q6	OHS - Planned Inspections	Oriented to when, how and why planned inspections are required, what participation is expected and how to complete forms. Supervisors may be required to take formal Municipal or Industry Training on Planned Inspections Program.	Alberta OHS Act Part 1 Alberta Health & Safety Programs
AFSCC-FF-ORIENT-Q7	OHS - Training & Training Resources	Oriented to site manuals, checklists, electronic versions where training and JPR resources are located at the worksite. Participates in training provided by the employer.	AB OHS Act Part 1 General Obligations
AFSCC-FF-ORIENT-Q8	OHS - Role in OHS and Right to Refuse Dangerous Work	Oriented to OHS responsibilities as a worker and supervisor. Workers and supervisors understand Right to Refuse Dangerous Work Policy, and protocols to follow that are identified in the Policy. Includes right to know, right to participate and right to refuse.	AB OHS Act -Purposes of this Act - 2(d) AB OHS Act Part 3 Dangerous Work and Discriminatory Action
AFSCC-FF-ORIENT-Q9	OHS - Incident Reporting	Workers know and understand Incident Reporting protocols, where to find forms and can demonstrate which form, if applicable, to use for each situation (e.g. worksite first aid, Injury/Illness, Exposure, Vehicle/Equipment/Property, WCB) etc. Worker and supervisor can explain the reporting and follow-up process. Worker understands how to report unsafe conditions and other health and safety concerns before an incident occurs.	AB OHS Act Part 1 General Obligations AB OHS Act Part 3 Dangerous Work and Discriminatory Action S.40

Alberta Fire Service Category: Orientation Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFSCC-FF-ORIENT-Q10	OHS - Emergency Preparedness (includes site orientation)	Workers and supervisors reviews Emergency Response Plan, can explain muster/assembly locations, location of first aid equipment, pull stations and other alarms within worksite. Orient to location and use of emergency eyewashes and showers, fire extinguishers, fire exits as applicable. Oriented to site emergency plans (e.g. Evacuation, Shelter In Place). Knows how to get first aid treatment.	AB OHS Code, Part 7 Emergency Preparedness S. 115, 116
AFSCC-FF-ORIENT-Q11	OHS - WHMIS & SDS (includes site orientation)	Provided training in WHMIS (Generic & Site Specific), including location of SDS on site and access when mobile.	AB OHS Code: Part 29 Workplace Hazardous Materials Information System (WHMIS)
AFSCC-FF-ORIENT-Q12	OHS - Workplace Violence & Harassment Prevention Plan	Read and understands Municipal Workplace Violence and Harassment Prevention Plan and all applicable procedures.	AB OHS Code: Part 27 Violence and Harassment
AFSCC-FF-ORIENT-Q13	CISM - Critical Incident Stress Management	Understands what Critical Incident Stress Management (CISM) is, understand the effects of stress on casualties, rescuers and bystanders and how to properly manage Critical Incident Stress (CIS) if it occurs. Discuss possibility of CIS when dealing with an emergency, signs and symptoms of delayed and acute critical incident stress. Understands how to access CISM-trained organizations if support is required and/or not available in-house. Knows resources where to get Mental Health support(s). Describe how to activate CISM team if available. Workers and/or Supervisors may be certified in CISM Individual, Group, Peer Support and/or Advanced so as to provide in-house support.	Standard First Aid Curriculum: Critical Incident Stress Management (Lifesaving Society Alberta/NWT). ABCISM.ca
AFSCC-FF-ORIENT-Q14	Driving - Classes of Licenses and Drivers Abstract	Oriented to Municipal Driver's Abstract Program; Complete Alberta 5 year Driver Abstract Consent Form (repeated annually as per National Safety Code). Provide photocopy of current driver's license to keep on file. Review and sign-off on any Municipal Vehicle Manual(s) as required. Understands which work vehicles require specific licenses.	AB OHS Code: Part 19 Powered Mobile Equipment
AFSCC-FF-ORIENT-Q15	Apps - Sign up for any/all Response Apps	Worker is oriented to municipal Response Apps as applicable. Workers and supervisors understand use, responsibilities and restrictions associated with App(s).	
AFSCC-FF-ORIENT-Q16	Compensation	Understands compensation for current role as per HR requirements	Refer to internal Human Resources requirements
AFSCC-FF-ORIENT-Q17	Training - Sign up for all required training	Aware of required training, JPR's and training program. Reference Municipal Employee Policies	AB OHS Act Part 1 General Obligations
AFSCC-FF-ORIENT-Q18	PPE/ gear fitting, allocations, and training.	Ensure fire fighters are equipment with properly sized PPE and other gear as needed. They need to be aware of proper use of all PPE and equipment assigned to them.	AB OHS Code: Part 18 Personal Protective Equipment

Alberta Fire Service Category: Orientation Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFSCC-FF-ORIENT-Q19	Medical screening and physical fitness.	Using industry best practice, medical professionals, and NFPA standards new firefighters should be evaluated for medical clearance and physical capacity to perform firefighting duties. The medical requirements in this standard are applicable to fire department candidates and members whose job descriptions as defined by the authority having jurisdiction (AHJ) are outlined in NFPA 1001; NFPA 1002; NFPA 1003; NFPA 1006; NFPA 1021; and NFPA 1051.	NFPA 1580 (consolidation of NFPA 1581-1584)
AFSCC-FF-ORIENT-Q20	Health & Safety Committees / Health and Safety Representatives	Workers understand if the worksite has a health and safety representative (worksite under 20 workers), a health and safety committee (worksite with 20+ workers). Workers know the role of the HSR / HSC, how to access the HSR/HSC and can identify their representative(s).	Alberta OHS Act Part 1 Alberta Health & Safety Programs

Alberta Fire Level of Service Category: General Firefighting Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFSCC-FF-GEN-Q1	Scene safety and assessment: Ensure the scene is safe before entering, and don protective gear.	Assessing for scene safety prior to arriving, arriving on scene, and during operation. Operating in a safe manner while on emergency scenes.	NFPA 1001-(2019)-4.3.2-4.3.3 FF 1 AB OHS Code: Part 2 Hazard Assessment, Elimination & Control
AFSCC-FF-GEN-Q2	Personal Protective Equipment: PPE requirements/Donning/Doffing PPE including bunker gear including prepping for next use and time limits	Don personal protective clothing in proficient manner: doff personal protective clothing, perform field reduction of contaminants and store for reuse, hoist tools and equipment using ropes and the correct knot, and locate information in departmental documents and standard or code materials.	NFPA 1001-(2019)-4.1.2 FF 1 AB OHS Code: Part 18 Personal Protective Equipment
AFSCC-FF-GEN-Q3	Respiratory Protection: self-contained breathing apparatus (SCBA), a personal alert safety system (PASS) device,	Use self-contained breathing apparatus (SCBA) during emergency operations, given SCBA and other PPE, so that the SCBA is correctly donned, the SCBA is correctly worn, controlled breathing techniques are used, emergency procedures are enacted if the SCBA fails, all low-air warnings are recognized, respiratory protection is not intentionally compromised, and hazardous areas are exited prior to air depletion.	NFPA 1001-(2019)-4.3.1 FF 1 AB OHS Code: Part 18 Personal Protective Equipment
AFSCC-FF-GEN-Q4	Accountability system: Personnel accountability systems. How to deliver Personal Accountability Reports.	Establishing accountability at a emergency scene, PAR Checks operate as a team. Entering and exiting a hazardous area as a team.	NFPA 1001-(2019)-4.3.3 FF 1 NFPA 1001-(2019)-5.2.2 FF2 AB OHS Code: Part 28 Working Alone
AFSCC-FF-GEN-Q5	Basic Building Construction: Understand basic building construction	Understanding basic types of building construction and how that affects fire fighting operations.	NFPA 220 - 2021 - 4, IAFC, IFSTA resources AB OHS Code: Part 2 Hazard Assessment, Elimination & Control
AFSCC-FF-GEN-Q6	Modern Fire Behavior: Intro to Fire science, classifications of fires, and fire behavior.	Stages and classes of fire. Methods of heat transfer. The "fire triangle" and "fire tetrahedron". Basic methods of extinguishing fires. Flow path management.	NFPA 10-B.2.2 IAFC, IFSTA resources
AFSCC-FF-GEN-Q7a	Radio/Communications: Transmit and receive messages via the fire department radio	Transmit & receive messages via the fire department radio, given a radio and operating procedures so that the information is accurate, complete, clear and relayed within the time established by the Authority having jurisdiction (AHJ)	NFPA 1001-(2019)-4.2.3 FF 1
AFSCC-FF-GEN-Q7b	Radio/Communications: Activate an emergency call for assistance	Activate an emergency call for assistance, given vision-obscured conditions, PPE, and department SOPs, so that the fire fighter can be located and rescued.	NFPA 1001-(2019)-4.2.4 FF 1 AB OHS Code: Part 7 Emergency Preparedness and Response
AFSCC-FF-GEN-Q8	Responding on fire apparatus: Properly and safely respond as passenger on fire apparatus	Respond on apparatus to an emergency scene, given personal protective clothing and other necessary PPE, so that the apparatus is correctly mounted and dismounted, seat belts are used while the vehicle is in motion, and other personal protective equipment is correctly used.	NFPA 1001-(2019)-4.3.2 FF 1 AB OHS Code: Part 18 Personal Protective Equipment AB OHS Code: Part 19 Powered Mobile Equipment
AFSCC-FF-GEN-Q9	Working at an emergency scene: Operate safely in established work areas at emergency. Being able to identify potential hazards at emergency scene.	Establish and operate in work areas at emergency scenes, given protective equipment, traffic and scene control devices, structure fire and roadway emergency scenes, traffic hazards and downed electrical wires, photovoltaic power systems, battery storage systems, an assignment, and SOG's, so that procedures are followed, protective equipment is worn, protected work areas are established, and the firefighter performs assigned tasks only in established, protected work areas	NFPA 1001-(2019)-4.3.3 FF 1 AB OHS Code: Part 2 Hazard Assessment, Elimination & Control AB OHS Code: Part 8 Entrances, Walkways, Stairways and Ladders AB OHS Code: Part 12 General Safety Precautions
AFSCC-FF-GEN-Q10	Ground Ladder Use: Identifying and proper use of ground ladders.	Carry ladders, set up ground ladders, given single and extension ladders, an assignment, and team members if needed, so that hazards are assessed, the ladder is stable, the angle is correct for climbing, extension ladders are extended to the necessary height with the fly locked, the top is placed against a reliable structural component, and the assignment is accomplished	NFPA 1001-(2019)-4.3.6 FF 1 AB OHS Code: Part 8 Entrances, Walkways, Stairways and Ladders

Alberta Fire Level of Service Category: General Firefighting Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFSCC-FF-GEN-Q11	Hand Tool Use: Inspect, service and operate various hand and power tools	Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise.	NFPA 1001-(2019)-4.5.1 FF 1 Annex C AB OHS Code: Part 25 Tools, Equipment and Machinery
AFSCC-FF-GEN-Q12	Fire Extinguisher Use: Demonstrate Fire extinguisher knowledge and proper use.	Extinguish incipient Class A, Class B, and Class C fires, given a selection of portable fire extinguishers, so that the correct extinguisher is chosen, the fire is completely extinguished, and correct extinguisher-handling techniques are followed	NFPA 1001-(2019)-4.3.16 FF 1, Annex C 4.3.16
AFSCC-FF-GEN-Q13	Scene lighting: Knowledge and use of lighting/illumination available on emergency scenes.	Operate emergency scene lighting, given re service lighting equipment, power supply, and an assignment, so that emergency scene lighting equipment is operated within the manufacturer's listed safety precautions.	NFPA 1001-(2019)-4.3.17 FF 1 AB OHS Code: Part 12 General Safety Precautions
AFSCC-FF-GEN-Q14	Building utilities: Ability to identify and isolate various building utilities.	Turn off building utilities, given tools and an assignment, so that the assignment is safely completed. Including electricity, gas, and water systems, where appropriate. The ability to identify utility control devices, operate control valves or switches, and assess for related hazards.	NFPA 1001-(2019)-4.3.18 FF 1 Annex C AB OHS Code: Part 2 Hazard Assessment, Elimination & Control)
AFSCC-FF-GEN-Q15a	Post operations: Clean and check ladders, ventilation equipment, self-contained breathing apparatus (SCBA), ropes, salvage equipment, and hand tools. Gross and emergency decontamination protocols.	Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to the manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise. Follows all gross and emergency decontamination protocols, including contamination isolation protocols.	NFPA 1001-(2019)-4.5.1 FF 1 AB OHS Regulation Part 1 General S.12 Equipment AB OHS Code Part 4 Chemical Hazards, Biological Hazards and Harmful Substances AB OHS Code: Part 8 (Entrances, Walkways, Stairways & Ladders) AB OHS Code: Part 12 General Safety Precautions AB OHS Code Part 18 PPE
AFSCC-FF-GEN-Q15b	Post operations: Clean and inspect fire hose.	Clean, inspect and return fire hose to service, given washing equipment, water, detergent, tools and replacement gaskets, so that damage is noted and corrected, the hose is clean, and the equipment is placed in a ready state for service. Ability to identify defective fire hose that should be taken out of service.	NFPA 1001-(2019)- 4.5.2 FF1 AB OHS Code Part 12 General Safety Precautions
AFSCC-FF-GEN-Q16	Ropes/Knots: Utilize Basic Firefighter knots and ropes and use on emergency scene.	The ability to don personal protective clothing, doff personal protective clothing, perform reduction of contaminants and prepare for reuse, hoist tools and equipment using ropes and the correct knot, and locate information in departmental documents and standard or code materials. Tie a knot appropriate for hoisting tools, given PPE, tools, ropes, and an assignment, so that the knots used are appropriate for hoisting tools securely and as directed.	NFPA 1001-(2019)- 4.1.2 and 4.3.20 FF1 AB OHS Code Part 41 Work Requiring Rope Access
AFSCC-FF-GEN-Q17a	Medical Training (Supervisors) Standard First Aid & CPR-C: Provide first aid services, supplies & equipment in accordance with Alberta OHS Act, Regulation & Code	Provide services, supplies & equipment; Meet location of first aid requirements, ensure arrangements are in place to transport injured or ill workers; ensure the number of first aiders at the work site comply with AB OHS Code Schedule 2 Table 5, 6 or 7. Have a reporting process in place to record illness and injury and to protect first aid records. Verify all workers hold current certification at all times.	AB OHS Code Part 11 First Aid AB OHS Code Part 35 Health Care and Industries with Biological Hazards AH OHS Schedule 2 First Aid

Alberta Fire Level of Service Category: General Firefighting Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFSCC-FF-GEN-Q17b	Medical Training (Workers): Standard First Aid & CPR-C : Hold current certification in Standard First Aid with CPR-C from an AB OHS Approved Training Provider	Certification / training must be from a Provincially-approved provider. Original course approx. 16 hours. Maintain certification (3 years); recertifications offered by some agencies (4-6 hours). Duty to report acute illness or injury at the work site as soon as practicable. CPR-C covers all aspects of CPR skills and theory for adult, child, and infant casualties, including two-rescuer CPR skills. CPR-C includes an introduction to the purpose of an AED and how they are used. CPR-C is included in Standard First Aid. Standard first aid includes at minimum: medical/legal aspects, CISM, scene assessment, head & spine injuries, heat & cold injuries, bone and joint injuries, abdominal and chest injuries, wounds & burns, and medical emergencies. Proper PPE for opioid and other potential exposure that falls under AB OHS Code Part 4: Chemical Hazards, Biological Hazards & Harmful Substances.	Alberta Approved First Aid Training Providers AB OHS Part 4 Chemical Hazards, Biological Hazards and Harmful Substances AB OHS Code Part 11 First Aid AB OHS Code Part 35 Health Care and Industries with Biological Hazards
AFSCC-FF-GEN-Q17c	Medical Equipment : Inspect, service and operate various medical equipment.	Must be able to inspect, service, and operate safely and effectively. Including basic first aid or CPR devices and any other medical first response gear carried by the service.	NFPA 450
AFSCC-FF-GEN-Q18	Incident Command System : Training in basic incident command systems	Certification in a recognized basic incident command system training such as ICS 100.	NFPA 1001-(2019)-5.1.1 and 5.1.2 FF2 Alberta Emergency Management Agency ICS 100 Online Certification
AFSCC-FF-GEN-Q19	Electrical Hazards : Knowledge and proper approach to electrical hazards	Knowledge of unique hazards involved with electrical emergencies. Scene safety and firefighter safety is paramount. Awareness of proper approach to class C fires where the electrical equipment is energized. Awareness of overhead powerlines and safe approach distances.	AB OHS Code Part 2 Hazard Assessment, Elimination & Control AB OHS Code Part 15 Managing the Control of Hazardous Energy AB OHS Code Part 17 Overhead Power Lines AB OHS Code Part 18 PPE
AFSCC-FF-GEN-Q20	Public Assistance : Assess information and determine AHJ	Knowledge and ability to collect all information regarding an incoming event or incident and determine the appropriate actions and steps required. Most important to competency is the skill and understanding to be able to differentiate if the issue is the responsibility of the Authority Having Jurisdiction, if not, what agency must be notified.	

Alberta Fire Level of Service Category: Number of Members - OHS Requirements 5-19 Workers				
Catalogue Number	Staffing Level	Skill	Competency JPR	References (NFPA, etc.)
AFSCC-OHS-Q1a	Worker	Hazard Assessment & Controls: Understands the different types and uses of hazard assessments.	Participates in development and/or review of the hazard assessment(s). Understands hierarchy of controls and follows all controls outlined in the hazard assessment.	AB OHS Code Part 2 Hazard Assessment, Elimination & Control
AFSCC-OHS-Q1b	Supervisor/Employer	Hazard Assessment & Controls: Know and apply two types of hazard assessments: (1) Formal Hazard Assessment (by Position) and Site-Specific (Field Level) Hazard Assessment. Know and apply the hierarchy of controls. Must involve workers in hazard assessment and control process.	An employer must involve affected workers in the hazard assessment process and control or elimination of the hazards identified. An employer must assess a work site and identify existing and potential hazards before work begins at the work site. An employer must ensure that the hazard assessment is repeated. An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it. If existing or potential hazard to workers is identified during a hazard assessment, an employer must take measures in accordance to eliminate the hazards or, if elimination is not reasonably practicable, control the hazard. Understand when the emergency control of a hazard does not require a hazard assessment report and/or the date on which the report is prepared. They should also understand the job tasks that they will be evaluating, and the experience/skill level of those who are doing the work. Be familiar with the 9 step Formal Hazard Assessment Process and the 5 Step Site-Specific (Field Level) Hazard Assessment Process; Affected workers must be given the results of a hazard assessment once it is completed.	AB OHS Code Part 2 Hazard Assessment, Elimination & Control Work Safe Alberta- Hazard Assessment & Control: A Handbook for Alberta Employers and Workers.
AFSCC-OHS-Q2a	Worker	OHS Rights	Understand every person is legally responsible for safety and health in the workplace. Workers have the right to know about work site hazards and how to eliminate or control those hazards; the right to participate meaningfully in health and safety activities related to their work and work site (this includes having the ability to express health and safety concerns) and the right to refuse dangerous work.	AB OHS Act (2)
AFSCC-OHS-Q2b	Supervisor/Employer	General Obligations	Understand every person is legally responsible for safety and health in the workplace. Develops and implements a health and safety culture for protection and maintenance of the health and safety of workers at the work site.	AB OHS Act Part 1
AFSCC-OHS-Q3a	Worker	Violence & Harassment Prevention Program: Understand the definition of harassment and violence.	Must refrain from causing or participating in harassment or violence. Must follow all Violence and Harassment Prevention processes and procedures.	AB OHS Code Part 27 Violence and Harassment
AFSCC-OHS-Q3b	Supervisor/Employer	Violence & Harassment Prevention Program: Implements prevention program with required program elements as per Alberta OHS Code. Demonstrates understanding how to respond to workplace violence incidents.	Develop violence and harassment prevention plans that include policies and procedures, in consultation with their HSC or HS representative if they are in place or affected workers if there are no HSC or HS representative. If a worker receives treatment for work related violence or harassment, the employer must ensure the worker does not lose pay or benefits when receiving treatment. Must ensure that a worker is advised to consult a health care professional of the worker's choice for treatment or referral if they are the victim of, or are exposed to workplace violence. Understand the definition of harassment and violence. Implements incident reporting and investigation processes. An employer must instruct workers on the hazard of workplace harassment and violence, how to recognize the signs of danger, what to do about it, and how to report it.	AB OHS Code Part 27 Violence and Harassment
AFSCC-OHS-Q4a	Worker	Right to Refuse Dangerous Work: Know their rights and responsibilities.	A right to refuse commits employers to ensuring workers know the hazards, know what to report, and have the support to exercise their right.	AB OHS Act Part 3 Dangerous Work and Discriminatory Action
AFSCC-OHS-Q4b	Supervisor/Employer	Right to Refuse Dangerous Work: Know their rights and responsibilities.	By law, the right to refuse dangerous work commits employers to ensuring workers know the hazards, know what to report, and have the support to exercise their right. If a refusal is reported, the employer must investigate and notify the HSR, as appropriate, in the investigation.	AB OHS Act Part 3 Dangerous Work and Discriminatory Action
AFSCC-OHS-Q5a	Worker (Health & Safety Representative)	OHS Health & Safety Representative: Develop and promote measures to protect the health and safety of persons at the work site and checking the effectiveness of the measures.	The HSR will perform all duties required of a Health and Safety Committee. They will carry out all duties during normal working hours. They must be trained in the roles and responsibilities of being an HSR, the obligations of work site parties and the rights of workers.	AB OHS Act Part 2 Health and Safety Committees, Representatives and Programs AB OHS Code, Part 13 Joint Work Site Health and Safety Committee.

Alberta Fire Level of Service Category: Number of Members - OHS Requirements 5-19 Workers				
Catalogue Number	Staffing Level	Skill	Competency JPR	References (NFPA, etc.).
AFSCC-OHS-Q5b	Supervisor/Employer	Establish an HSR position from amongst the employees: either through Union processes if applicable, or by general worker membership selection.	Employer must provide the HS representative with training about the duties and functions of the HS representative. The employer shall meet with the HS representative when requested to discuss health and safety matters. The worker must not be associated with the management of the employer as the health and safety representative.	AB OHS Act Part 2 Health and Safety Committees, Representatives and Programs AB OHS Code, Part 13 Joint Work Site Health and Safety Committee.
AFSCC-OHS-Q6a	Worker	Emergency Response Plan	Understands and demonstrates all elements of the ERP. Attends routine training as required.	AB OHS Code Part 7 Emergency Preparedness
AFSCC-OHS-Q6b	Supervisor/Employer	Emergency Response Plan	Develops and implements ERP that meets all OHS requirements as per OHS Code Part 7. ERP will include all worksites (e.g. Fire Hall, travel to emergencies & emergency scene). Provides opportunity for routine training and practice of ERP.	AB OHS Code Part 7 Emergency Preparedness
AFSCC-OHS-Q9a	Worker	Orientation & Training Program	Participate in orientation and all required training.	AB OHS Act Part 1
AFSCC-OHS-Q9b	Supervisor/Employer	Orientation & Training Program	Ensure all workers receive adequate training to protect their health and safety before they begin performing a work activity, use new equipment, perform a new process, or is moved to another area or work site. The training ensures that workers can safely perform all assigned tasks. Training will need to be customized for each work site and job and should assess a worker's competency at completion. Refer to ORIENTATION COMPETENCIES for detailed program.	AB OHS Act Part 1
AFSCC-OHS-Q10a	Worker	Worksite Inspection Schedule & Procedures	Participate in inspections and understand work process for inspections and reporting.	AB OHS Act Part 1 General Obligations
AFSCC-OHS-Q10b	Supervisor/Employer	Worksite Inspection Schedule & Procedures	Schedule regular inspections of the workplace and work processes. Inspection intervals should be based on factors such as the type of work site, the work performed, the hazards encountered, size of the work site, and the number of workers.	AB OHS Act Part 1 General Obligations

Alberta Fire Level of Service Category: Public Education Competencies			
Catalogue Number	Skills	Competencies	References (NFPA, etc.).
AFSCC-FF-PUB-Q1	Safety in the Home	<p>Burn awareness Most "fire-related injuries" are burns. Furniture Tip Over, Poison risks</p> <p>Dryers and washing machines The leading cause of home clothes dryer and washer fires is failure to clean them.</p> <p>Escape planning Learn the steps to create and practice a home fire escape plan.</p> <p>Gasoline & propane safety Always handle gasoline in the home or propane-powered equipment cautiously.</p> <p>Hoarding and fire safety Many fire departments are experiencing serious fires, injuries, and deaths as the result of compulsive hoarding behavior.</p>	<p>https://www.nfpa.org/Public-Education/By-topic/Safety-in-the-home</p>
AFSCC-FF-PUB-Q2	Fire & Life Safety Equipment	<p>Carbon Monoxide: Be aware of the hazards of Carbon Monoxide (CO), known as the "invisible killer."</p> <p>Fire Extinguishers (Use & Maintenance) and Smoke Detectors (testing, building code placement, replacing)</p>	<p>https://www.nfpa.org/Public-Education/By-topic/Fire-and-life-safety-equipment</p>
AFSCC-FF-PUB-Q3	Emergency Preparedness	<p>Severe Weather</p> <p>Evacuation</p> <p>Shelter in Place</p> <p>72 Hour Kits</p>	<p>https://www.nfpa.org/Public-Education/By-topic/Emergency-Preparedness</p>
AFSCC-FF-PUB-Q4	Fire Smart	<p>Home structure hazard assessment; area hazard assessment; fire smart guide to landscaping; protecting your community from Wildfire.</p>	<p>https://www.firemartcanada.ca/fire-smart-communities/Alberta/</p>
AFSCC-FF-PUB-Q5	Seasonal Safety	<p>Fireworks Each Summer thousands of people are injured while using consumer fireworks.</p> <p>Halloween safety Taking simple fire safety precautions, like making sure fabrics for costumes and decorative materials are flame-resistant, can prevent fires.</p> <p>Thanksgiving safety Fire safety in the kitchen is important, especially on Thanksgiving.</p> <p>Electrical safety around water Electric shock drowning (ESD) can occur when faulty wiring sends an electrical current into the water.</p> <p>Winter holiday safety NFPA's "Project Holiday" provides a wealth of safety information to help ensure the holiday season is a safe one.</p> <p>Put A Freeze on Winter Fires USFA and NFPA are working together to remind everyone that home fires are more prevalent in winter.</p>	<p>https://www.nfpa.org/Public-Education/By-topic/Seasonal-fires</p>
AFSCC-FF-PUB-Q6	Prevention Weeks / Campaigns	<p>Fire Prevention Week</p> <p>Emergency Preparedness Week</p> <p>Daylight Savings Check Your Alarms</p> <p>Wildfire Community Preparedness Days</p> <p>Burn Awareness Week</p> <p>Distracted Driving</p>	<p>https://www.nfpa.org/Public-Education/Campaigns</p>
AFSCC-FF-PUB-Q7	People at Risk Reviewed Ron Cust April 17, 2019 11:00 PM	<p>Older adults At age 65, people are twice as likely to be killed or injured by fires compared to the population at large.</p> <p>People with disabilities Ensure that people with disabilities are included in safety planning.</p> <p>Rural fire safety The fire death rate of rural communities is roughly twice the rate of the rest of the United States.</p> <p>Urban fire and life safety Intentional fires or arson fires are highest in large cities.</p>	<p>https://www.nfpa.org/Public-Education/By-topic/People-at-risk</p>

Alberta Fire Service Category: Apparatus Operations Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFSCC-FF-APP-Q1	Pre-trip Inspection (General): Perform routine apparatus tests to manufacturer and AHJ specifications and requirements. Refer to Alberta Transportation CVI	Perform routine tests, inspections and servicing functions on the systems and components specified in the following list, given a fire department vehicle and its manufacturer's specifications, so that the operational status of the vehicle is verified: (1) Battery (2) Braking System (3) Coolant system (4) Electrical system (5) Fuel system (6) Hydraulic fluids (7) Oil (8) Tires (9) Steering system (10) Belts (11) Tools, appliances, and equipment a) Demonstrate the ability to use hand tools b) Recognize system problems	NFPA 1002 (2017) 4.2.1 and 5.1.2 AB OHS Code Part 19 Powered Mobile Equipment
AFSCC-FF-APP-Q2	Pre-trip Documentation: Document routine tests, inspections, and servicing functions	Document visual and operational checks on the systems, given maintenance and inspection forms so that all items are checked for operation and deficiencies reported.	NFPA 1002 (2017) 4.2.2 AB OHS Code Part 19 Powered Mobile Equipment
AFSCC-FF-APP-Q3	Vehicle Operation: Operate various styles of fire apparatus.	Operate a fire department vehicle, given a vehicle and a predetermined route on a public way that incorporates the maneuvers and features, specified in the following list, that the driver/operator is expected to encounter during normal operations, so that the vehicle is operated in compliance with all applicable state and local laws, departmental rules and regulations, and the requirements of NFPA. (1) Four left turns and four right turns (2) A straight section of urban business street or two-lane rural road at least 1.6 km (1 mile) in length. (3) One through-intersection and two intersections where a stop has to be made (4) One railroad crossing (5) One curve, either left or right (6) A section of limited-access highway that includes a conventional ramp entrance and exit and a section of road long enough to allow two lane changes (7) A downgrade steep enough and long enough to require down-shifting and braking (8) An upgrade steep enough and long enough to require gear changing to maintain speed (9) On underpass or a low clearance or bridge	NFPA 1002 (2017) 4.3.1 plus Annex C 4.3.1 (May include one or more 5.2.1-6.2-.8.2.1-10.2.1) AB OHS Code Part 19 Powered Mobile Equipment
AFSCC-FF-APP-Q4	Vehicle Backing: Ability to safely back various fire apparatus.	Back a vehicle from a roadway into restricted spaces on both the right and left sides of the vehicle, given a fire department vehicle, a spotter, and restricted spaces 3.7 m (12ft) in width, requiring 90-degree right-hand and left-hand turns from the roadway, so that the vehicle is parked within the restricted areas without having to stop and pull forward and without striking obstructions. Ability to use mirrors and judge vehicle clearance	NFPA 1002 (2017) 4.3.2 plus Annex C 4.3.2 AB OHS Code Part 19 Powered Mobile Equipment
AFSCC-FF-APP-Q5A	Vehicle Maneuvering: Maneuver a vehicle around obstructions, with the assistance of a spotter on a roadway with obstructions without striking the obstructions.	Maneuver a vehicle around obstructions on a roadway while moving forward and in reverse, given a fire apparatus; a spotter where the spotter assists with the driver in performing the maneuver; and a roadway with obstructions, so that the vehicle is maneuvered through the obstructions without stopping to change the direction of travel and without striking the obstructions.	NFPA 1002 (2017) 4.3.3 plus Annex C 4.3.3 AB OHS Code Part 19 Powered Mobile Equipment
AFSCC-FF-APP-Q5B	Vehicle Maneuvering: Turn a fire apparatus 180 degrees within a confirmed space where a U-turn isn't possible, with a spotter.	Turn a fire apparatus 180 degrees within a confirmed space, given a fire apparatus; a spotter where the spotter assists the driver in performing the maneuver; and an area in which the vehicle cannot perform a U-turn without stopping and backing up, so that the vehicle is turned 180 degrees without striking obstructions within the given space.	NFPA 1002 (2017) 4.3.4 plus Annex C 4.3.4 AB OHS Code Part 12 General Safety Precautions AB OHS Code Part 19 Powered Mobile Equipment

Alberta Fire Service Category: Apparatus Operations Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFSCC-FF-APP-Q5C	Vehicle Maneuvering: Maneuver a fire apparatus in areas with restricted vertical and horizontal clearances.	Maneuver a fire apparatus in areas with restricted horizontal and vertical clearances, given a fire apparatus and a course that requires the operator to move through areas of restricted horizontal and vertical clearance, so that the operator judges the ability of the vehicle to pass through the openings and so that no obstructions are struck.	NFPA 1002 (2017) 4.3.5 plus Annex C 4.3.5 AB OHS Code Part 12 General Safety Precautions AB OHS Code Part 17 Overhead Power Lines AB OHS Code Part 19 Powered Mobile Equipment
AFSCC-FF-APP-Q6	Defensive Driving: Knowledge and application of defensive driving techniques for all on and off road vehicles	Operate a vehicle using defensive driving techniques under emergency conditions, given a fire department vehicle and emergency conditions, so that control of the vehicle is maintained. Must display proficiency in ability to: a. Operate passenger restraint devices b. Maintain safe following distances c. Maintain control of the vehicle while accelerating, decelerating and turning, given road, weather, and traffic conditions d. Operate under adverse environmental or driving surface conditions e. Use and understand automotive gauges and controls	NFPA 1001 (2017) 4.3.6 - (A)(B) NFPA 1002 Chapter 4 AB OHS Code Part 19 Powered Mobile Equipment
AFSCC-FF-APP-Q7	Trip Inspections: Perform a trip inspection of the apparatus	Perform an inspection of a commercial vehicle (Any vehicle weighting over 4500kg) or combination of commercial vehicles conducted by inspecting the specified items identified in Schedule 1 of the NSC Standard 13, Part 2. Persons authorized by the carrier (this could be the driver or any other personnel), must complete a trip inspection on each commercial vehicle prior to its use and if any defects are found, the defects must immediately be reported to the registered owner. All defects must be repaired or dealt with according to regulation before the vehicle is operated again. The completed daily trip inspection report below shows all the different elements that must be included: 1. State the inspected vehicle's licence plates or unit numbers. 2. Odometer or hubometer reading of the inspected vehicle at the time of inspection. 3. Name of the carrier operating the vehicle. 4. Location where the vehicle was inspected. 5. Whether any defects were found and details about those defects. 6. Name and signature of the driver or person who inspected the vehicle. 7. Name and signature of the driver or person making the report. 8. The nature of any repairs made to fix defects identified during the inspection.	National Safety Codes (NSC) 2022 Schedule 1, Standard 13, Part 2 Alberta Traffic Safety Act, Part 7 Division 1 Operations of Commercial Vehicles Federal Motor Vehicle Transportation Act AB OHS Code Part 19 Powered Mobile Equipment

Alberta Fire Level of Service Category: Exterior Operations Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFS CC-FF-EXT-Q1	SCBA Use: Knowledge and proper use of Self Contained Breathing Apparatus (SCBA).	Donning, doffing, and general SCBA use during emergency operations, given SCBA and other personal protective equipment, so that the SCBA is correctly donned and activated, the SCBA is worn correctly, controlled breathing techniques are used, emergency procedures are enacted if the SCBA fails, all low-air warnings are recognized, respiratory protection is not intentionally compromised, and hazardous areas are exited prior to air depletion. Ability to properly doff SCBA in controlled manner, and proficiency in cylinder replacement.	NFPA 1001-(2019)-4.3.1 AB OHS Code Part 18 PPE
AFS CC-FF-EXT-Q2	Establishing Water Supply: Connect a fire department pumper to a water supply as a member of a team. Including from mobile water supply apparatus, fire hydrants, and suitable static water supply. Lay a supply hose,	Connect a fire department pumper to a water supply given supply or intake hose, hose tools, and a fire hydrant, fire rated pump, or static water source, so that connections are tight and water flow is unobstructed. Ensuring supply hose has been properly staged so to not obstruct fire scene.	NFPA 1001-(2019)-4.3.15 FF 1 AB OHS Code Part 12
AFS CC-FF-EXT-Q3	Fire Hydrant Use: Operating a fire hydrant.	Able to properly operate a fire hydrant, and various connection points.	NFPA 1001-(2019)-4.3.15 FF 1
AFS CC-FF-EXT-Q4	Extinguish fires in exterior Class A materials: Use of attack lines and water streams for exterior firefighting.	Extinguish fires in Class A materials, given fires in stacked or piled and small unattached structures or storage containers that can be fought from the exterior, attack lines, hand tools and master stream devices, and an assignment, so that the exposures are protected, the spread of the fire is stopped, collapse hazards are avoided, water application is effective, the fire is extinguished, and signs of the origin area(s) and arson are preserved.	NFPA 1001-(2019)-4.3.8 FF 1
AFS CC-FF-EXT-Q5	Salvage: Conserve property as a member of a team (Exterior), property conservation and covering materials.	Conserve property as a member of a team, given salvage tools and equipment and an assignment, so that the building and its contents are protected from further damage	NFPA 1001-(2019)-4.3.14 FF 1
AFS CC-FF-EXT-Q6	Overhaul: Overhaul a fire scene (Exterior). Attack lines and water application devices. Expose void spaces.	Overhaul a fire scene, given personal protective equipment, attack line, hand tools, a flashlight, and an assignment, so that the structural integrity is not compromised, all hidden fires are discovered, fire cause evidence is preserved, and the fire is extinguished	NFPA 1001-(2019)-4.3.13 FF 1 AB OHS Code: Part 18 PPE
AFS CC-FF-EXT-Q7	Hose line use: Advancing/Operating hose lines	Able to identify and use various attack lines and nozzles. Including use of various hand lines, hose streams, and ground monitors.	NFPA 1001-(2019)-4.3.8 and 4.3.10 FF 1 AB OHS Code Part 12
AFS CC-FF-EXT-Q8	Scene preservation: Importance of scene and evidence preservation.	Protect evidence of fire cause and origin, given a flashlight and overhaul tools, so that the evidence is noted and protected from further disturbance until investigators can arrive on the scene. The effects and problems associated with removing property or evidence from the scene.	NFPA 1001-(2019)-5.3.4 FF 2

Alberta Fire Level of Service Category: Exterior Operations Competencies

Catalogue Number	Skill	Competencies (JPR)	References
AFS CC-FF-EXT-Q9	Team Lead: Understand the responsibilities of a Team Lead, knowing when to assume command within the skillset of the AFCA Firefighter Exterior Qualifications.	Responsibilities of the Fire Fighter II in assuming and transferring command within an incident management system, performing assigned duties in conformance with applicable NFPA and other safety regulations and AHJ procedures, and the role of a Fire Fighter II within the organization. Ability to command, organize and coordinate the AFCA Incident Command Team Lead Quality 6 as required or until a senior incident commander assume the role.	NFPA 1001-(2019)-5.1.1 and -5.1.2 FF 2 NFPA 1021-(2022) Incident Command 100-200
AFS CC-FF-EXT-Q10	Liquid Fires: Combating Liquid Fires	Extinguish an ignitable liquid fire, operating as a member of a team, given an assignment, an attack line, PPE, a foam proportioning device, a nozzle, foam concentrates, and a water supply, so that the correct type of foam concentrate is selected for the given fuel and conditions, a properly proportioned foam stream is applied to the surface of the fuel to create and maintain a foam blanket, fire is extinguished, reignition is prevented, team protection is maintained with a foam stream, and the hazard is faced until retreat to safe haven is reached.	NFPA 30 (2021) (Flammable and Combustible Liquids) AB OHS Code Part 2(Hazard Assessment, Elimination & Control AB OHS Code, Part 7 Emergency Preparedness AB OHS Code Part 10 Fire and Explosion Hazards AB OHS Code Part 18 PPE
AFS CC-FF-EXT-Q11	Pressurized Gas Fires: Combating a Gas Cylinder Fire	Control a flammable gas cylinder fire, operating as a member of a team on a cylinder outside of a structure with an attack line, PPE, and tools, so that crew integrity is maintained, contents are identified, safe havens are identified prior to advancing, open valves are closed, flames are not extinguished unless the leaking gas is eliminated, the cylinder is cooled, cylinder integrity is evaluated, hazardous conditions are recognized and acted upon, and the cylinder is faced during approach and retreat. Ability to be part of effective advances and retreats, application various techniques for water application, assess cylinder integrity and changing cylinder conditions, operate control valves, and choose effective procedures when conditions change.	NFPA 30 (2021) (Flammable and Combustible Liquids) AB OHS Code Part 2 Hazard Assessment, Elimination & Control AB OHS Code Part 7 Emergency Preparedness AB OHS Code Part 10 Fire and Explosion Hazards AB OHS Code Part 18 PPE

Alberta Fire Level of Service Category: Wildland/Grassland Fire Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFCA-FF-WD-Q1	Ground Fire: Combat a ground fire	Combat a ground cover fire operating as a member of a team, given protective clothing, SCBA (if needed), hose lines, extinguishers or hand tools, and an assignment, so that threats to property are reported, threats to personal safety are recognized, retreat is quickly accomplished when warranted, and the assignment is completed. The ability to determine exposure threats based on fire spread potential, protect exposures, construct a fire line or extinguish with hand tools, maintain integrity of established fire lines, and suppress ground cover fires using water.	NFPA 1051-(2020) 3.3.20 & 4.1-4.5.6- WFF1 AB OHS Code Part 2 Hazard Assessment, Elimination & Control AB OHS Code Part 18 PPE
AFCA-FF-WD-Q2	General Wildland Knowledge	Knowledge and ability to apply principles of fire line safety, use and limitations of personal protective equipment, basic wildland fire behavior; fire suppression techniques; basic wildland fire tactics; the fire fighter's role within the local incident management system;	NFPA 1051-(2020) 4.5.1 -4.5.8 WFF1 Annex C 4.5.1 - 4.5.8 AB OHS Code Part 2 Hazard Assessment, Elimination & Control AB OHS Code Part 18 PPE ICS 100
AFCA-FF-WD-Q3	Tools and equipment: Working knowledge of use and care of wildland hand tools, power tools, and portable pumps.	Maintain and proper use of assigned suppression hand tools and equipment so that assigned equipment can be properly utilized, maintained and serviced when needed. Maintain power tools and portable pumps, supplies, and small tools, so that equipment is maintained and serviceable and defects are recognized and repaired.	NFPA 1051 (2020) 5.3.1-5.3.3 WFF2 Annex C 5.3.1 - 5.3.3 AB OHS Code Part 25 Tools, Equipment and Machinery
AFSCC-FF-WD-Q4	Fire suppression: Attack a wildland or grassland fire.	Operate water delivery equipment, given an assignment at a wildland fire and operational standards, so that the proper equipment is selected, desired nozzle pressure is attained, and flow is maintained.	NFPA 1051 (2020) 5.5.5 WFF2 Annex C 5.5.5 AB OHS Code Part 12 General Safety Precautions
AFSCC-FF-WD-Q5	Scene preservation: Importance of scene and evidence preservation.	Protect evidence of fire cause and origin so that the evidence is noted and protected from further disturbance until investigators can arrive on the scene. The effects and problems associated with removing property or evidence from the scene.	NFPA 1051 -(2020) 5.5.7 & NFPA 1001-(2019)-5.3.4 FF 2
AFSCC-FF-WD-Q6	Overhaul: Overhaul a wildland fire.	Mop up fire area, given a wildland fire, suppression tools, and water or other suppression agents and equipment, so that burning fuels that threaten escape are located and extinguished.	NFPA 1051 (2020) 6.5.15 - 6.5.13 Annex 6.5.15 - 6.5.13
AFSCC-TL-WD-Q1	Team Lead	Officer Level Basic Command to be determined if necessary	S100 G ICS 100

Alberta Fire Service Category: Team Lead Competencies			
Catalogue Number	Skill	Competencies (JPR)	References (NFPA, etc.).
AFSCC-TL-FF-SUP-OPS-Q1	Team Lead -Incident Commander-Company Officer: The assumption of command as required given the initial firefighting operational needs.	Responsibilities of the Fire Fighter II in assuming and transferring command within an incident management system, performing assigned duties in conformance with applicable NFPA and other safety regulations and AHJ procedures, and the role of a Fire Fighter II within the organization. The ability to determine the need for command, organize and coordinate an incident management system until command is transferred, and function within an assigned role in an incident management system.	NFPA 1001-(2019)-5.1.1 and -5.1.2 FF 2 NFPA 1021-(2022) NFPA1720 -(2020) 4.5.1 Incident Command 100-200
AFSCC-TL-EXT-Q9	Team Lead: Understand the responsibilities of a Team Lead, knowing when to assume command within the skillset of the AFCA Firefighter Exterior Qualifications.	Able to assume command when required. Identify the appropriate time to seamlessly transfer command within an AFS Incident Management System. Perform throughout assigned duties with the appropriate NFPA and other safety regulations. Ability to command, organize and coordinate the AFS Incident Command Team Lead Quality 6 as required or until a senior incident commander assume the role.	NFPA 1001-(2019)-5.1.1 and -5.1.2 FF 2 NFPA 1021-(2022) Incident Command 100-200
AFSCC-TL-INT-Q1	Team Lead: Understand the responsibilities of a Team Lead, knowing when to assume command within the skillset of the AFCA Firefighter Interior Qualifications.	Able to assume command when required. Identify the appropriate time to seamlessly transfer command within an AFS Incident Management System. Perform throughout assigned duties within the appropriate NFPA standards and other safety regulations. Ability to command, organize and coordinate the AFS Incident Command Team Lead Quality 6 as required or until a senior incident commander assumes the role.	NFPA 1001-(2019)-5.1.1 and -5.1.2 FF 2 NFPA 1021-(2022) Incident Command 100-200
AFSCC-TL-WD-Q1	Team Lead	Officer Level Basic Command to be determined if necessary	S100 NFPA 1051 Level 1
AFSCC-TL-MVR-Q1	Team Lead: Scene size up and rescue modes.	Size up an incident, given an incident, background information and applicable reference materials, so that the operational mode is defined, resource availability and response time, types of rescues are determined, the number of victims are identified, the last reported location of all victims are established, witnesses and reporting parties are identified and inter-viewed, resource needs are assessed, search parameters are identified, and information required to develop an incident action plan is obtained.	NFPA 1021
AFSCC-TL-FPI-Q1	Team Lead: Investigations	JPR to be extracted as per consensus Fire Science, Fire Chemistry, Thermodynamics, Fire Investigation Methodology	NFPA 1033 (2014)-1.3.7

Alberta Fire Service Category: Dangerous Goods Awareness Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFSCC-FF-HAZ-Q1	General Dangerous Good / Hazmat Awareness: Knowledge and ability to recognize, contain and clean up basic Fuel/DG spills	Recognize the presence of hazardous materials, protect themselves, call for trained personnel, and secure the scene. Knowledge and ability to contain and clean basic DG spills such as at MVC's.	NFPA 470 (2022) 4.1.1 -4.4.2 Annex C 5.3.1-5.4.1 AB OHS Code: Part 2 (Hazard Assessment, Elimination & Control), AB OHS Code: Part 4 (Chemical Hazards, Biological Hazards & Harmful Substances), AB OHS Code: Part 29 (WHMIS); Dangerous Goods Transportation & Handling Act, Alberta EDGE
AFSCC-FF-HAZ-Q2	Risk Management Plan: Hazardous Materials	The Fire Department shall participate in a process that develops a community risk management plan with respect to the risks associated with the storage, use, and transportation of hazardous materials.	NFPA 1720 (2020) 4.2.3.1 AB OHS Code: Part 2 (Hazard Assessment, Elimination & Control), AB OHS Code: Part 4 (Chemical Hazards, Biological Hazards & Harmful Substances), AB OHS Code: Part 29 (WHMIS); Dangerous Goods Transportation & Handling Act, Alberta EDGE

Alberta Fire Service Category: Vehicle Firefighting Competencies			
Catalogue Number	Skill	Competencies	References (NFPA, etc.).
AFSCC-FF-MVR-Q1	Scene Safety: Scene safety while working on road way with vehicle and traffic hazards	Firefighters must be wearing highly visible clothing, with appropriate traffic control devices in place.	AB OHS Code Part 12 General Safety Precautions
AFSCC-FF-MVR-Q2	Hazard awareness: Awareness of unique hazards involved with vehicle fires.	Awareness of combustible metals used in engine blocks, steering wheels, rims, and other areas, such as magnesium, lithium, titanium. identify fire and explosion hazards, managing ignition potential. Placing wheel chocks.	AB OHS Code Part 2 Hazard Assessment & Control AB OHS Code Part 4 Chemical Hazards, Biological Hazards and Harmful Substances
AFSCC-FF-MVR-Q3	Fire suppression: Attack a vehicle fire as a member of a team.	Attack a vehicle fire operating as a member of a team, given PPE, an attack line, and hand tools, so that hazards are avoided, leaking flammable liquids are identified and controlled, protection from flash fires is maintained, all vehicle compartments are overhauled, and the fire is extinguished. Awareness and ability to apply various hose streams as needed and consideration of appropriate extinguishing device.	NFPA 1001 (2019) 4.3.7 Annex C 4.3.7 FF1 AB OHS Code Part 2 Hazard Assessment, Elimination and Control AB OHS Code Part 18 PPE
AFSCC-FF-MVR-Q10	Scene preservation: Importance of scene and evidence preservation.	Protect evidence of fire cause and origin, given a flashlight and overhaul tools, so that the evidence is noted and protected from further disturbance until investigators can arrive on the scene. The effects and problems associated with removing property or evidence from the scene.	NFPA 1001-(2019)-5.3.4 FF 2

Alberta Fire Service Category: Vehicle Extrication Competencies			
Catalogue Number	Skill	Competencies	References (NFPA, etc.).
AFSCC-FF-MVR-Q1	Scene Safety: Scene safety while working on road way with vehicle and traffic hazards	Firefighters must be wearing highly visible clothing, with appropriate traffic control devices in place.	AB OHS Code Part 12 General Safety Precautions
AFSCC-FF-MVR-Q4	Hazard awareness: Awareness of unique hazards involved with motor vehicle collision.	The ability to identify fire and explosion hazards, operate within the incident management system, use extinguishing devices, apply fire control strategies, and manage ignition potential. Isolate and manage potentially harmful energy sources	AB OHS Code Part 2 Hazard Assessment, Elimination & Control AB OHS Code Part 10 Fire and Explosion Hazards AB OHS Code Part 15 Managing the Control of Hazardous Energy ICS 100
AFSCC-FF-MVR-Q5a	Vehicle Extrication: Knowledge of vehicle extrication techniques and considerations.	Extricate a victim entrapped in a motor vehicle as part of a team, given stabilization and extrication tools, so that the vehicle is stabilized, the victim is disentangled without further injury, and hazards are managed.	AB OHS Code Part 2 Hazard Assessment, Elimination & Control AB OHS Code Part 14 Lifting and Handling Loads
AFSCC-FF-MVR-Q5b	Vehicle Extrication: Knowledge and proper use of Vehicle Extrication tools	The ability to operate hand and power tools used for forcible entry and rescue as designed; use cribbing and shoring material; and choose and apply appropriate techniques for moving or removing vehicle roofs, doors, windshields, windows, steering wheels or columns, and the dashboard.	AB OHS Code Part 2 Hazard Assessment, Elimination & Control AB OHS Code Part 19 Powered Mobile Equipment AB OHS Code Part 25 Tools, Equipment & Machinery
AFSCC-FF-MVR-Q6	Vehicle Stabilization: Knowledge and proper use of Vehicle stabilization tools	Stabilize a common passenger vehicle, given a vehicle tool kit and PPE, so that the vehicle is prevented from moving during the rescue operations; entry, exit, and tool placement points are not compromised; anticipated rescue activities will not compromise vehicle stability; selected stabilization points are structurally sound; stabilization equipment can be monitored; and the risk to rescuers is minimized. Consideration to isolation of batteries, removing keys, chocking of wheels, consideration of air bag deployment, etc.	NFPA 1006 (2021) 8.2.3 AB OHS Code Part 2 Hazard Assessment, Elimination & Control AB OHS Code Part 19 Powered Mobile Equipment AB OHS Code Part 25 Tools, Equipment & Machinery
AFSCC-FF-MVR-Q7	Victim Removal: Safely and properly removing victims from vehicle and scenes.	Use of immobilization, packaging, and transfer devices for specific situations; immobilization techniques; application of medical protocols and safety features to immobilize, package, and transfer; and all techniques for lifting the patient.	AB OHS Code Part 14 Lifting and Handling Loads
AFSCC-FF-MVR-Q9	Scene preservation: Importance of scene and evidence preservation.	Protect evidence of fire cause and origin, given a flashlight and overhaul tools, so that the evidence is noted and protected from further disturbance until investigators can arrive on the scene. The effects and problems associated with removing property or evidence from the scene.	NFPA 1001-(2019)-5.3.4 FF 2
AFSCC-TL-MVR-Q1	Team Lead: Scene size up and rescue modes	Size up an incident, given an incident, background information and applicable reference materials, so that the operational mode is defined, resource availability and response time, types of rescues are determined, the number of victims are identified, the last reported location of all victims are established, witnesses and reporting parties are identified and interviewed, resource needs are assessed, search parameters are identified, and information required to develop an incident action plan is obtained.	NFPA 1006 (2021) 8.1.2 AB OHS Code Part 2 Hazard Assessment, Elimination & Control
AFSCC-FF-MVC-Q8	Vehicle fire protection: knowledge of the need to fire protection while extrication is managed.	Establish fire protection, given an extrication incident and fire support control so that the fire explosion potential is managed and fire hazards and rescue objectives are communicated to the fire support team.	NFPA 1006 (2021) 8.2.2 AB OHS Code Part 2 Hazard Assessment, Elimination & Control AB OHS Code Part 10 Fire and Explosion Hazards

Alberta Fire Service Category: Traffic Control Competencies

Catalogue Number	Skill	Competencies	References (NFPA, etc.).
AFSCC-FF-TRAF-Q1	Scene Safety: Scene safety while working on road way with vehicle and traffic hazards	Firefighters must be wearing highly visible clothing, with appropriate traffic control devices in place. Establish scene safety zones. Ability to select and apply appropriate PPE, apply crowd control concepts, identify and mitigate hazards.	NFPA 1006 (2021) 8.1.1 AB OHS Code Part 12 General Safety Precautions
AFSCC-FF-TRAF-Q2	Hazard awareness: Awareness of unique hazards involved with motor vehicle collision.	The ability to identify fire and explosion hazards, operate within the incident management system, use extinguishing devices, apply fire control strategies, and manage ignition potential. Isolate and manage potentially harmful energy sources.	NFPA 1006 (2021) 8.2.2 AB OHS Code Part 2 Hazard Assessment & Control AB OHS Code Part 10 Fire and Explosion Hazards AB OHS Code: Part 12 General Safety Precautions
AFSCC-FF-TRAF-Q3	Assist extrication team: Ability to assist a vehicle extrication team.	Awareness of basic vehicle extrication tools and techniques so as to assist other firefighters working on vehicle extrication.	NFPA 1006 (2021) Awareness Chapter 8 AB OHS Code Part 12 General Safety Precautions AB OHS Code Part 25 Tools, Equipment & Machinery
AFSCC-FF-TRAF-Q4	Scene preservation: Importance of scene and evidence preservation.	Protect evidence of fire cause and origin, given a flashlight and overhaul tools, so that the evidence is noted and protected from further disturbance until investigators can arrive on the scene. The effects and problems associated with removing property or evidence from the scene.	NFPA 1001-(2019)-5.3.4 FF 2

Alberta Fire Service Category: Ice Rescue Competencies			
Catalogue Number	Skill	Competencies (JPR)	Reference(s)
AWARENESS LEVEL: Ice Rescue			
AFSCC-FF-ICE-Q1	Administration	NFPA 1006 is to specify the minimum JPRs for service as technical rescue personnel. Intent shall be to ensure that individuals serving as technical rescue personnel are qualified. It will not address organization or management responsibilities, nor restrict any jurisdiction from exceeding or combining these minimum requirements. Technical rescue personnel shall remain current with the general knowledge, skills, JPRs addressed for each level of position or qualification, on an annual basis, using programs (private, local, etc.) providing an acceptable method approved by the AHJ.	NFPA 1006-2021: 1.2; 1.2.2; 1.2.3; 1.2.4: 1.2.6-8;
AFSCC-FF-ICE-Q2	Administration	The authority having jurisdiction (AHJ) shall establish levels of operational capability needed to conduct operations at technical search and rescue incidents, based on hazard identification, risk assessment, training level of personnel, and availability of internal and external resources. Minimum technical search and rescue organizations shall meet the awareness level for each type of search and rescue for which the AHJ has identified a potential hazard. Awareness Level. This level represents the minimum capabilities of organizations that provide response to technical search and rescue incidents. The AHJ will decide on the level of service, including for Rope Competencies, for their respective incident response areas. NFPA is utilized as the recognized standard for JPRs as chosen by the AHJ. Based on the level of service (usually identified as Awareness, Operations, Technician) the AHJ will assure proper training, evaluation, equipment selection (including all appropriate PPE) to match their level of service. As stated by the Alberta Government: <i>Employers decide what training and qualifications are needed to ensure the safety and competence of their employees. National Fire Protection Association (NFPA) certification of fire service members is not required by the provincial government.</i>	AB OHS: Occupational health and safety (OHS) guide for firefighting AB OHS Code: Part 2 Hazard Assessment, Elimination and Control AB OHS Code: Part 12 General Safety Precautions NFPA 1006 1.3 NFPA 1670 (2017): 4.1.1; 4.1.2; 4.1.4: 4.1.4 (1)
AFSCC-FF-ICE-Q3	Administration	The AHJ shall provide for training in the responsibilities that are commensurate with the operational capability of the organization. Minimum shall be at the awareness level	NFPA 1670 (2017):: 4.1.10.1-2
AFSCC-FF-ICE-Q4	Identify a Potential Ice Rescue Incident	Determine number of victim(s). Last known reported location of victim(s). Scope of ice rescue may include development of an incident action plan including resource and search needs	NFPA 1006-2021 20.1; 20.1.1 AB OHS Code: Part 2 Hazard Assessment, Elimination and Control AB OHS Code: Part 12 General Safety Precautions

Alberta Fire Service Category: Ice Rescue Competencies			
Catalogue Number	Skill	Competencies (JPR)	Reference(s)
AFSCC-FF-ICE-Q5	Recognize Incident (Ice) Hazards	Recognize all potential incident hazards, and initiate scene isolation procedures with appropriate barriers, reducing risks to rescuers and bystanders with use of proper PPE. Taking into account time constraints. Ability to identify resource capabilities and limitations. The AHJ shall ensure the protective clothing and equipment are supplied to provide protection from those hazards to which personnel are exposed or could be exposed.	NFPA 1006 -2021: 20.1.2 NFPA 1670 (2017): 4.4.2.1 AB OHS Code: Part 2 Hazard Assessment, Elimination and Control AB OHS Code: Part 12 General Safety Precautions
AFSCC-FF-ICE-Q6	Size up an Ice Rescue Incident	Initiate a scene size up that includes hazard identification, resource/equipment capabilities (as set by the AHJ), training, limitations of rescuers with the use of risk/benefit analysis. Operational protocols and planning forms for types of incidents common to the AHJ should be developed. To include safety measures, required resources and incident support	NFPA 1006 -2021:20.1.2 (A), (B) 20.1.3 AB OHS Code: Part 2 Hazard Assessment, Elimination and Control AB OHS Code: Part 12 General Safety Precautions
AFSCC-FF-ICE-Q7	Request for Additional Resources	An Ice Rescue Incident due to complexity may require complex skills (operations or technician level) that are beyond the capabilities of the initial rescuers (awareness) on scene. Request for higher level resources (if available to the AHJ/FD) should be made as soon as possible. While awaiting additional resources the scene is secured and rendered as safe as possible	NFPA 1006 -2021:20.1.2 (A), (B) AB OHS Code: Part 2 Hazard Assessment, Elimination and Control AB OHS Code: Part 12 General Safety Precautions
AFSCC-FF-ICE-Q8	Recognize Rescuers Capabilities and Limitations	In the ice rescue environment, a nonentry rescue might be performed from a watercraft, placing the rescuers on but not directly in the hazards. Rescuers, trained in the operation and emergency procedures, are to assure proper use of all appropriate PPE and watercraft, and actions for accidental immersion. Rescuers are to be fully aware of the level of Ice Rescue Competencies and resources as set by the AHJ	NFPA 1006 -2021: 20.1.3 Annex A .20.2.5, Annex A. 20.2.6 AB OHS Code: Part 2 Hazard Assessment, Elimination and Control AB OHS Code: Part 12 General Safety Precautions
AFSCC-FF-ICE-Q9	Support an Operations or Technician-Level Incident	Given an incident, assignment, action plan and resources from tool kit, so that the assignment is carried out, progress is reported to IC. Personnel rehabilitation is facilitated, and the incident action plan is supported. Using the AHJ operational protocols, hazard recognition, incident management	NFPA 1006-2021: 20.1.4 (A), (B) AB OHS Code: Part 2 Hazard Assessment, Elimination and Control AB OHS Code: Part 12 General Safety Precautions

Alberta Fire Service Category: PUMPING Operations Competencies			
Catalogue Number	Skill	Competencies (JPR)	References
AFSCC-FF-PUMP-Q1	Pre-trip Inspection (Pump): Perform visual and operational checks on systems and components, routine tests, inspections, and servicing functions of an apparatus with a fire pump.	Perform the visual and operations checks on the systems and components specified in the following list in addition to those in 4.2.1 given a fire department pumper, its manufacturer's specifications, and policies and procedures of the jurisdiction, so that the operational status of the pumper is verified: (1) Water Tank and other extinguishing agent levels (if applicable) (2) Pumping systems (3) Foam systems	NFPA 1002 (2017) 5.1.2, 4.2.1 and Annex C 5.1.2, 4.1.2 AB OHS Code: Part 19 Powered Mobile Equipment
AFSCC-FF-PUMP-Q2	Pumping Operations (attack line): Knowledge and ability to perform pumping operations for the purpose of fire attack.	Produce effective hand or master streams, given the sources specified in the following list, so that the pump is engaged, all pressure control and vehicle safety devices are set, the rated flow of the nozzle is achieved and maintained, and the apparatus is continuously monitored for potential problems: (1) Internal tank (2) *Pressurized source (3) Static source (4) Transfer from internal tank to external source. Also show ability to: a. Position a fire department pumper to operate at a fire hydrant and at a static water source b. Power transfer from vehicle engine to pump c. Draft d. Operate pumper pressure control system e. Operate the volume/pressure transfer valve (multistage pumps only) f. Operate auxiliary cooling systems g. Make the transition between internal and external water sources h. Assemble hose lines, nozzles, valves and appliances	NFPA 1002 (2017) 5.2.4 -Annex A5.2.4 and 5.1.2 NFPA 1002 (2017) 5.2.4 and 9.2.3-10.2.1-10.2.3 App-Operations AB OHS Code: Part 2 Hazard Assessment, Elimination & Control AB OHS Code: Part 12 General Safety Precautions
AFSCC-FF-PUMP-Q3	Pumping Operations (supply line): Knowledge and ability to perform pumping operations for the purpose of water supply	Pump a supply line of 65 mm (2 1/2 in) or larger, given a relay pumping evolution the length and size of the line and the desired flow and intake pressure, so that the correct pressure and flow are provided to the next pumper in the relay	NFPA 1002 (2017) 5.2.5 and 5.1.2 NFPA 1002 (2017)-5.2.5 App-Operations AB OHS Code: Part 2 Hazard Assessment, Elimination & Control AB OHS Code Part 12
AFSCC-FF-PUMP-Q4	Pumping operations with foam: Knowledge and ability to produce a foam fire stream	Produce a foam fire stream, given foam-producing equipment, so that properly proportioned foam is provided.	NFPA 1002 (2017) 5.2.6 (A)(B) AB OHS Code: Part 2 (Hazard Assessment, Elimination & Control), NFPA 1002-(2017)-5.2.6 App-Operations
AFSCC-FF-PUMP-Q5	Standpipe/ Fire Department Connections (FDC): Knowledge and ability to pump for purposes of standpipe or FDC use.	Demonstrate the ability to supply water to fire sprinkler and standpipe systems, given specific system information and a fire department pumper, so that water is supplied to the system at the correct volume and pressure	NFPA 1002 (2017) 5.2.7 (A)(B) AB OHS Code: Part 2 (Hazard Assessment, Elimination & Control) NFPA 1002-(2017)-5.2.7 App-Operations AB OHS Code Part 12 General Safety Precautions
AFSCC-FF-PUMP-Q6	Pumping Operations: Connect a fire department pumper to a water supply	Connect a fire department pumper to a water supply as a member of a team, given supply or intake hose, hose tools, and a fire hydrant or static water source, so that connections are tight and water flow is unobstructed.	NFPA 1002 (2017) 5.2.3 and Annex C 5.2.3



INFORMATION BRIEF

Meeting: April 15, 2024
Agenda Item:

RAIN BARREL PROGRAM

Background:

While brainstorming ideas to help with the possible drought conditions this summer it was brought to our attention that several municipalities including Town of Fort McLeod runs a rain barrel program. Having reached out to Fort Macleod they provided the Town of Nanton with the company that they used.

The company, Rain Barrel Man, offered "The Classic" barrel at cost of \$57.25 plus gst for each barrel. This includes delivery to Nanton. The classic barrel type has a 3/4" overflow and triple outlet has a 1 1/4" overflow and a 1 1/4" connector for a potential 2nd RB to be connected to.

Due to limited supply the Rain Barrel Man can only commit to 50 rain barrels to the program at this time. For delivery they are going to delivery the barrels to Nanton the week of May 13th. The exact date is still to be determined. Each person who has purchased a rain barrel will be contacted to pick up their barrel.

The program has had great results thus far and as of Thursday April 11, 2024 there were 40 barrels sold.

Prepared By: Sara-Lynn Lyons

CAO Comments:


NANTON
EST 1903
CHIEF ADMINISTRATIVE OFFICER

Date Signed: _____

**AHS EMS
Update to
Town of Nanton
March 25, 2024**



Outline

- AHS Priority – Improving EMS Response Times
- EMS Performance Update
- EMS Provincial Initiatives
- In Your Community
- Questions & Discussion

AHS Four Priorities



Reducing EMS Response Times



Decreasing Emergency Department (ED) Wait Times



Reducing Wait Times for Surgeries



Improving Patient Flow Throughout the Healthcare Continuum

EMS Performance Update

Calgary Zone EMS

Zone Assoc Exec Director: Tony Pasich

Medical Director: Dr. Ian Walker

Zone Directors: Tyler Farkas (Districts 1,2,5)
Doug Odney (Districts 3, 4)

District 1: City of Calgary, Downtown

Manager: Gregg Undershute

District 2: Northwest/West

Manager: Rob Jobs

District 3: Northeast/North

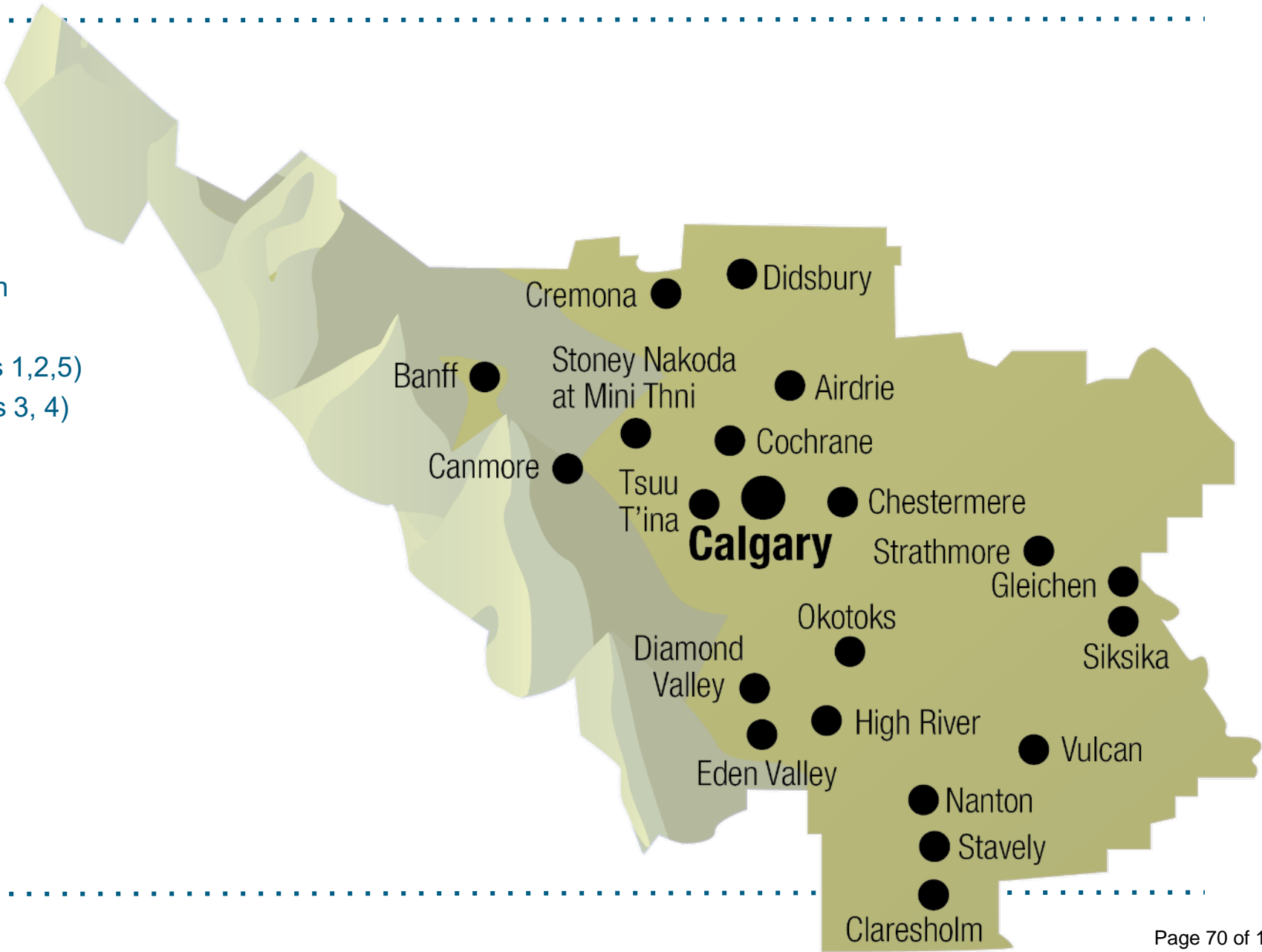
Manager: Amy Hrenyk

District 4: Southeast/South

Manager: Nathan Dasuki

District 5: Southwest/South

Manager: Jamie Nania



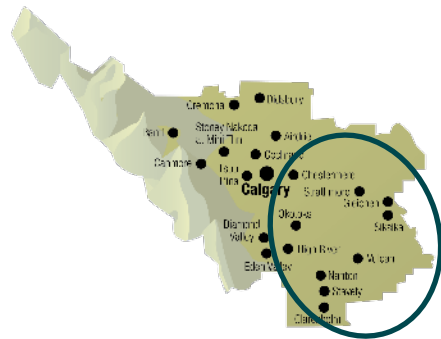
District 4: Southeast/South

Medical Director: Dr. Ian Walker

Zone Director: Doug Odney

Manager: Nathan Dasuki

Calgary SE:



District Hospitals/Urgent Care Centres:

- Claresholm General Hospital
- High River General Hospital
- Nanton Community Health Centre
- Peter Lougheed Centre
- Strathmore & District Health Services
- Vulcan Community Health Centre

Units Stationed in the District:

- Advanced Life Support (ALS) Unit
- Basic Life Support (BLS) Unit
- Paramedic Response Unit (PRU)
- Interfacility Transfer (IFT) Unit



Response Time – Performance at 90th Percent

- All call times: h:mm:ss
- Represents performance for February 2024
- Blue = benchmark times from November 2022
- Green = Improved
- Red = Degraded

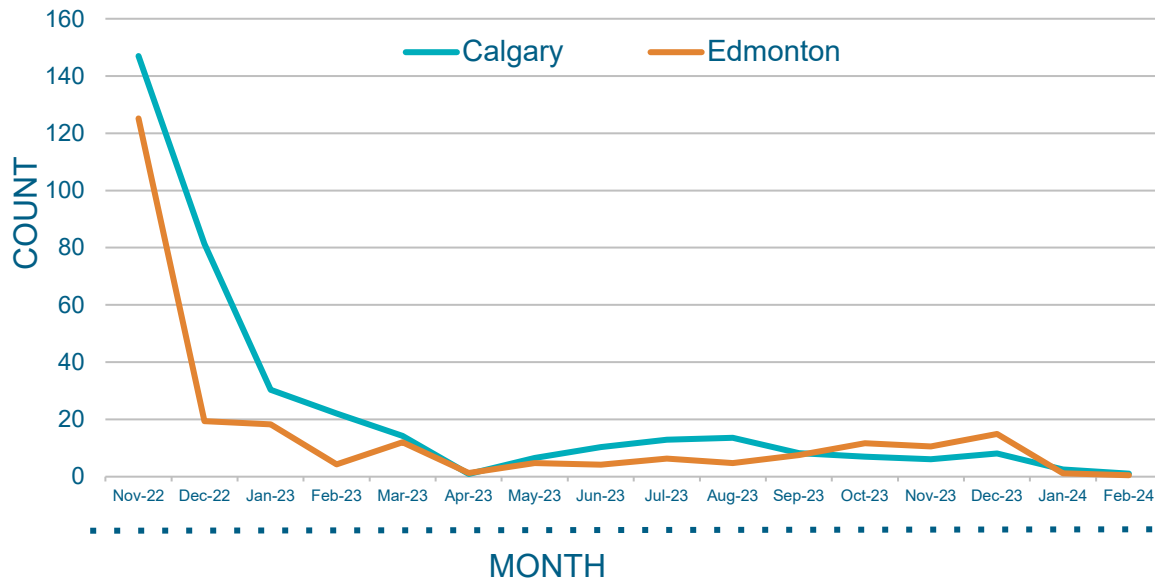
Call Type	Metro/Urban		Communities >3000		Rural		Remote	
	Nov 2022	Feb 2024	Nov 2022	Feb 2024	Nov 2022	Feb 2024	Nov 2022	Feb 2024
Delta/Echo	0:21:48	0:13:11	0:21:29	00:15:21	0:35:59	0:34:19	1:03:55	1:06:55
Bravo/Charlie/ Delta/Echo	0:33:36	0:15:59	0:24:01	0:16:56	0:37:25	0:34:31	1:04:33	1:03:54
Alpha	1:54:17	0:30:28	0:27:12	0:23:60	0:42:41	0:42:57	1:20:20	1:17:44

Red Alerts

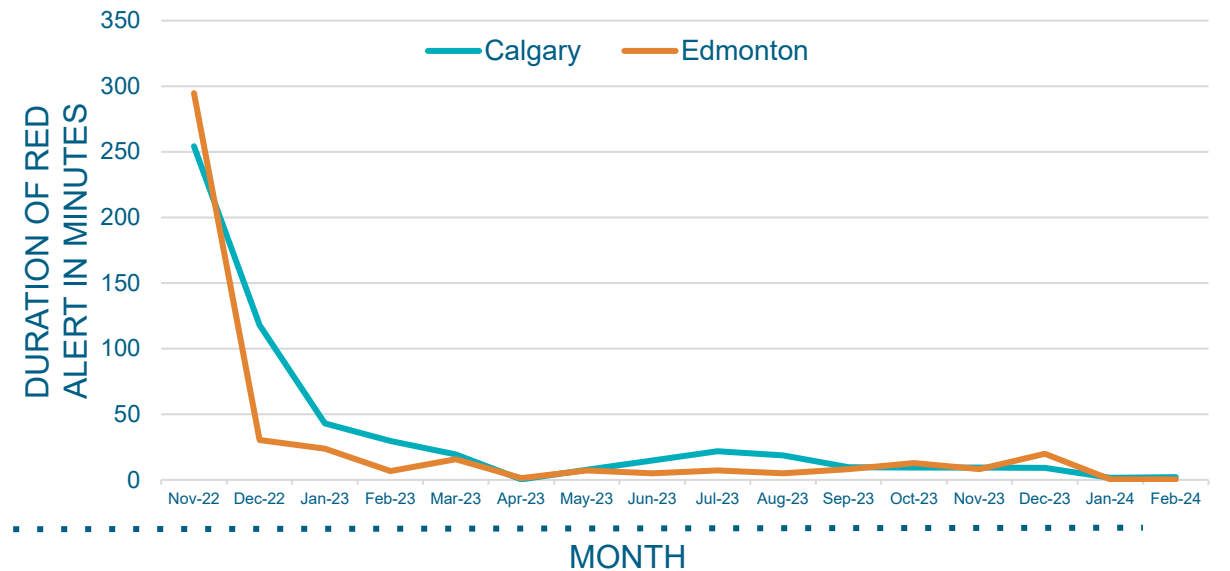
Red alerts measure the brief instances when all available ambulances are busy helping patients at a point in time but are prioritized to response to the most urgent calls.

Time in Red Alert (weekly averages)	Nov 2022	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024
Edmonton	295 minutes	8.1 minutes	12.7 minutes	8.3 minutes	19.8 minutes	0.5 minutes	2.0 minutes
Calgary	254 minutes	9.5 minutes	9.3 minutes	9.4 minutes	9.2 minutes	1.7 minutes	0.5 minutes

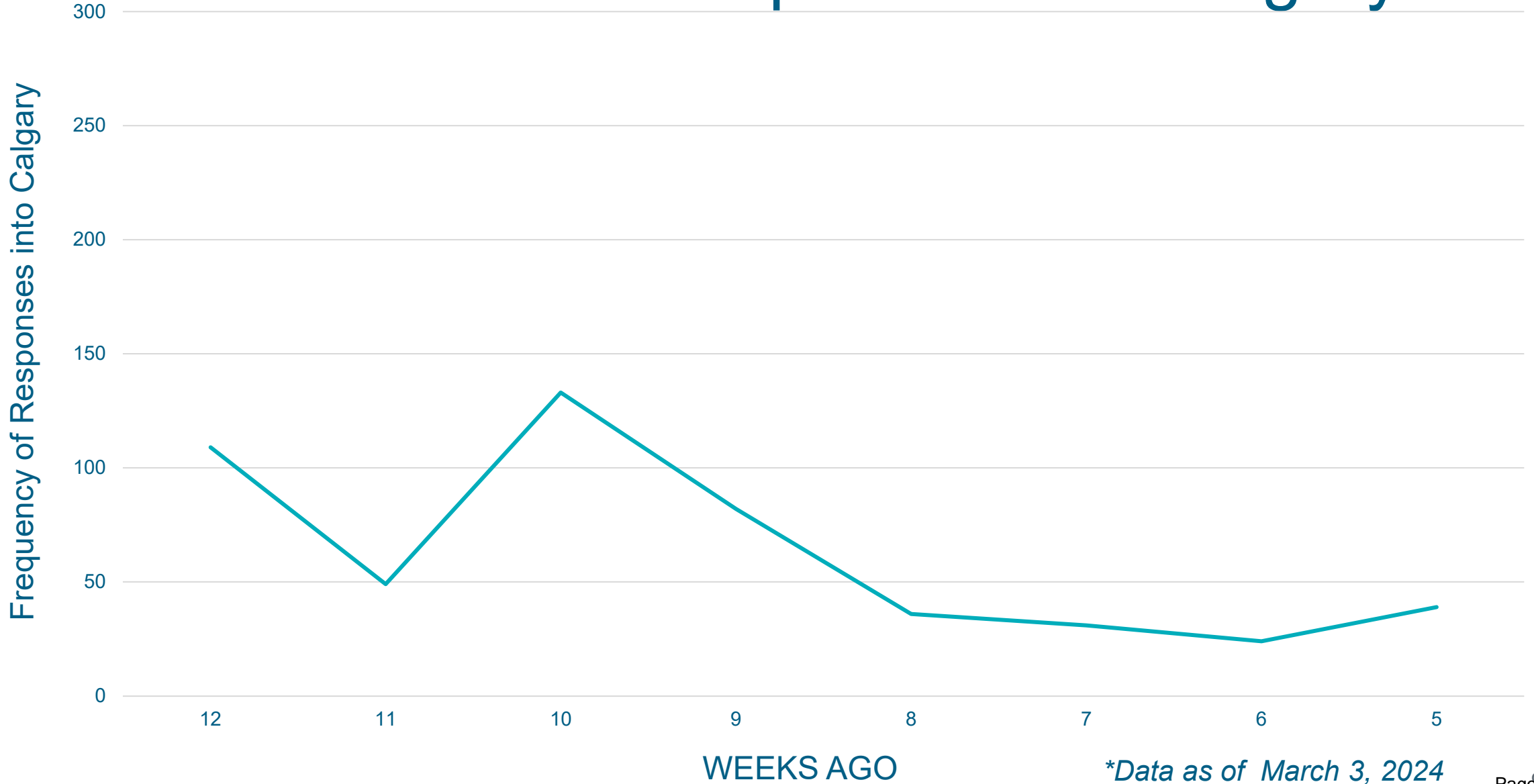
Weekly Average Red Alerts (count)
Calgary/Edmonton



Weekly Average Time in Red Alert (minutes)
Calgary/Edmonton



Suburban Unit Responses into Calgary

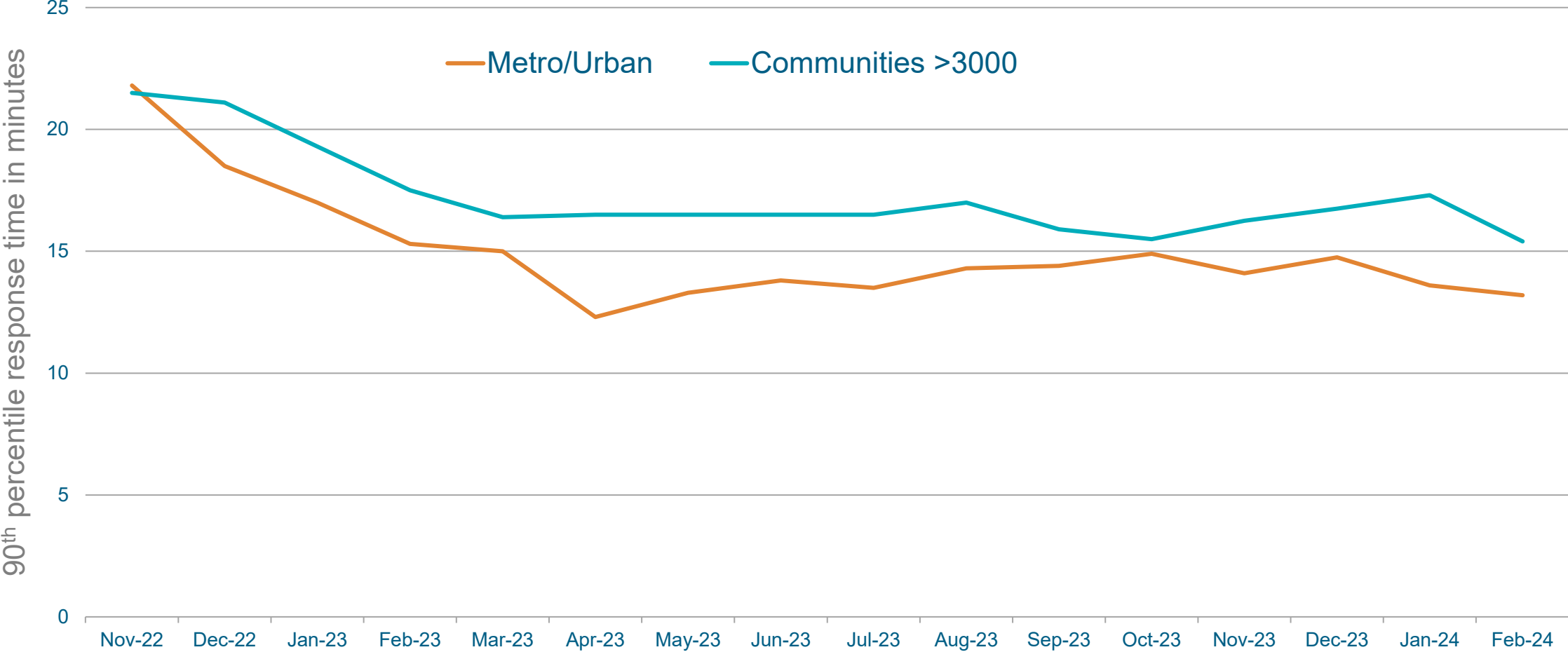


**Data as of March 3, 2024*

*** 911 Emergency Events only*

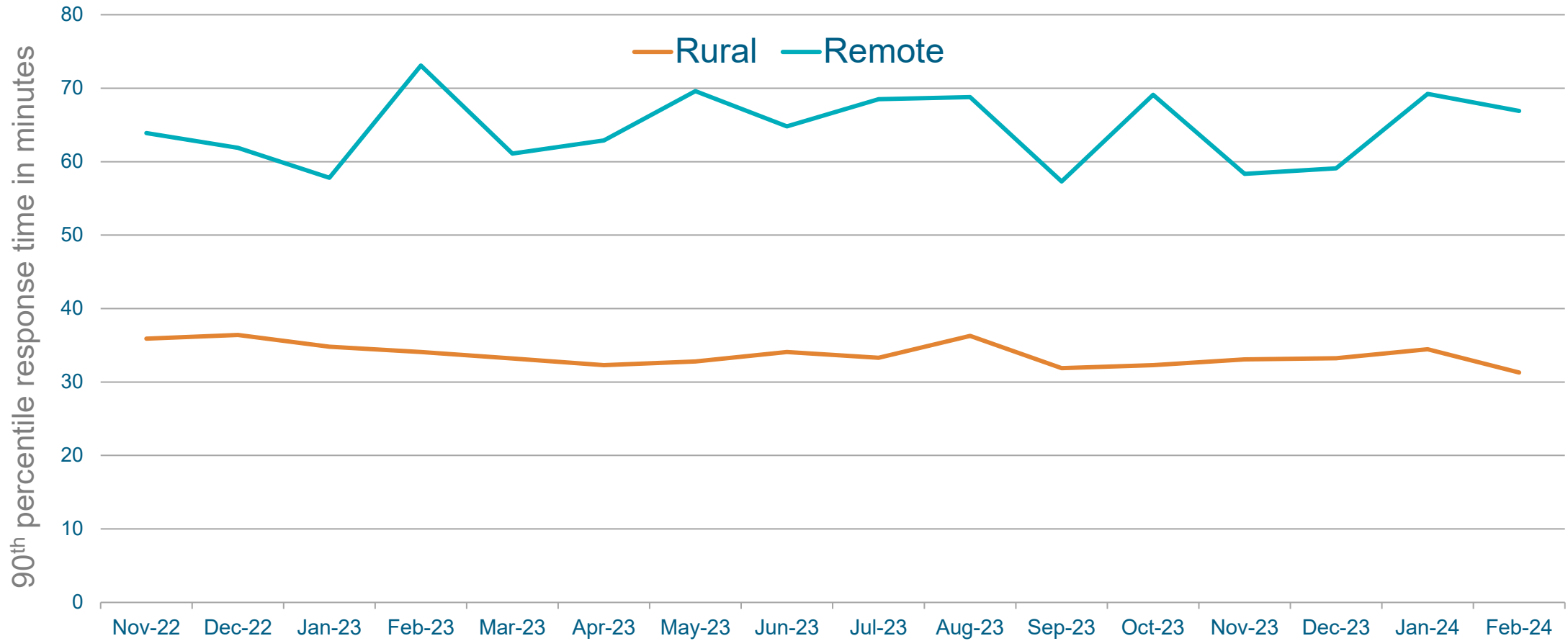
Response Time Performance Summary

Response Time Performance - Urban/ Metro and Communities 3000 (Delta/Echo)

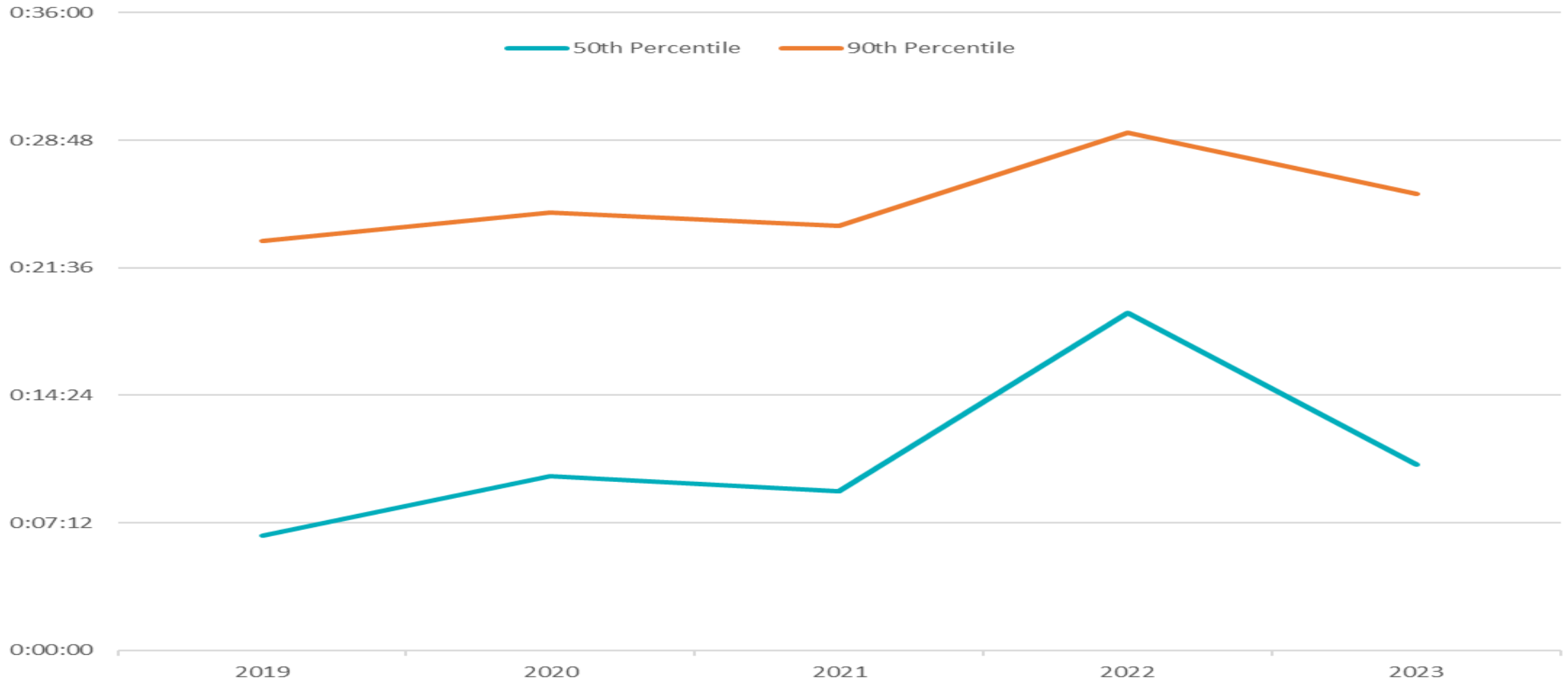


Response Time Performance Summary

Response Time Performance - Rural and Remote (Delta/Echo)

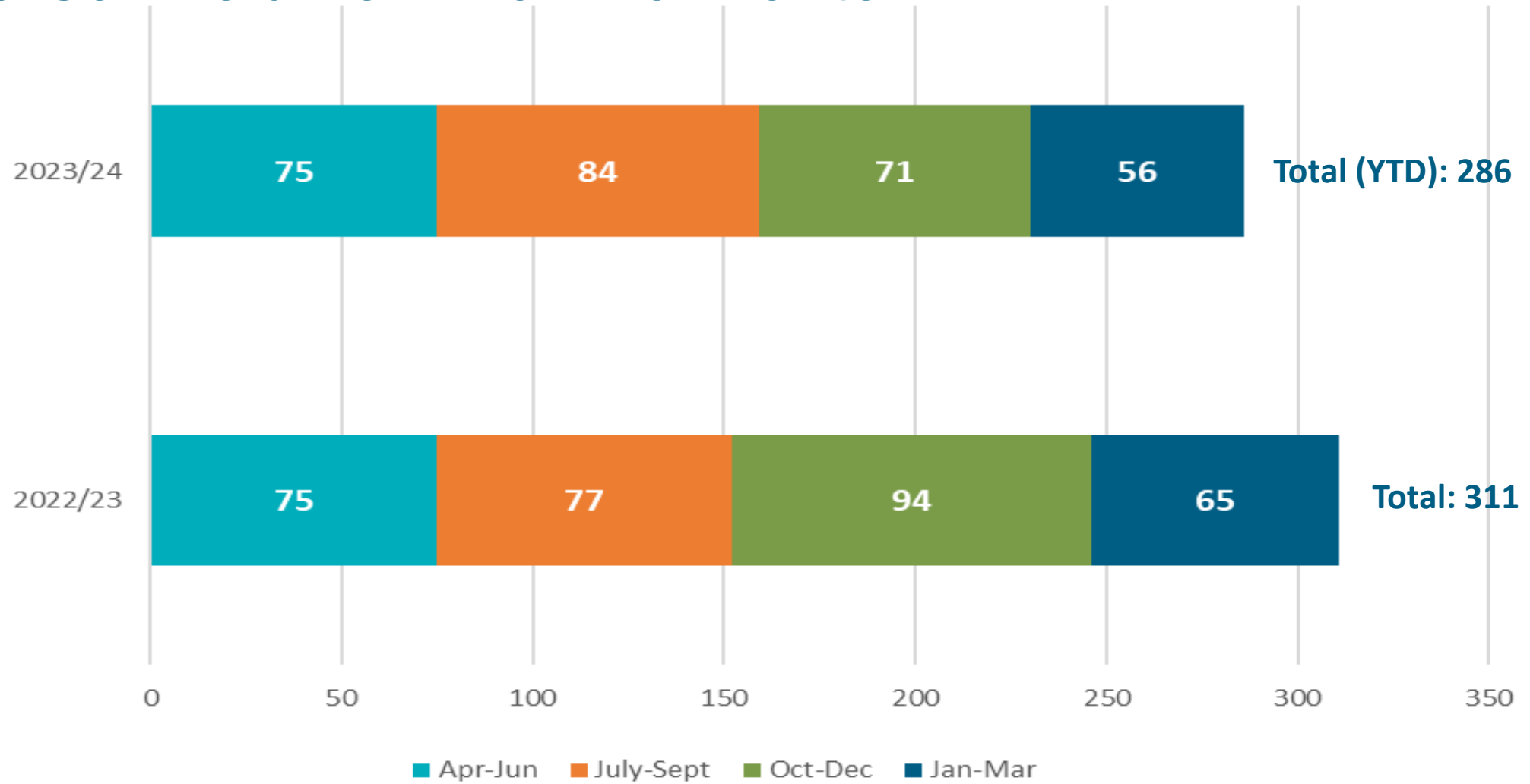


EMS Response Times for Events in the Town of Nanton



EMS Call Volume in Town of Nanton

AHS Fiscal Year



EMS Activity in Nanton

EMS response time for the most urgent calls

Time in minutes after a call is received at EMS dispatch that patients wait for an EMS crew to arrive on scene for a life-threatening event 50% and 90% of the time (Delta and Echo events)

Response Times by year	50 th Percentile	90 th Percentile	# Events
2020	00:09:51	00:24:24	56
2021	00:09:00	00:23:59	72
2022	00:19:03	00:29:15	82
2023	00:10:29	00:25:46	76
2024 (YTD)	No data	No data	No data

EMS event volumes for Nanton

Events by calendar year responded to in Nanton

EMS Activity Type	2020	2021	2022	2023	2024	TOTAL
Emergency	169	242	291	276	55	1033
Interfacility Transfers (IFT)	31	18	4	12	1	66
Other	8	3	11	7	2	31
Totals	208	263	306	295	58	1130

**Data as of March 5, 2024*

Nanton-Stationed EMS Unit Activity

Events responded to by Nanton-stationed EMS Unit

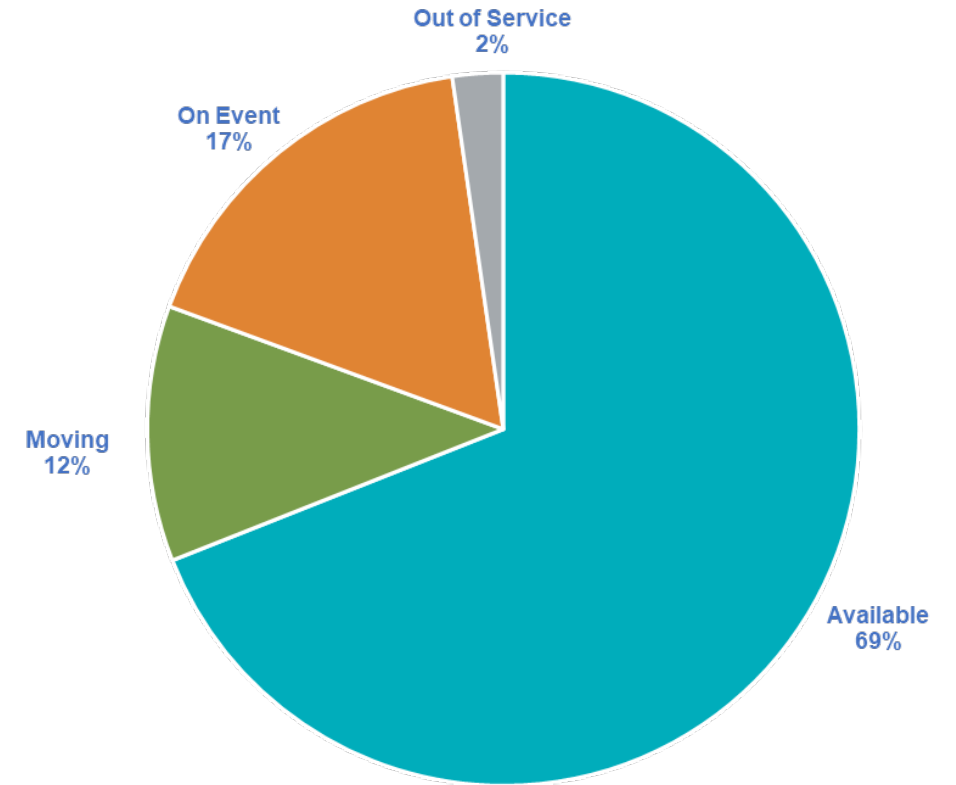
Includes calls in Nanton and surrounding communities

EMS Activity Type	April 2023 to March 2024 (YTD)
Emergency	601
Other	20
Interfacility Transfers (IFT)	272
Total	893

Top Transport Destinations by Nanton stationed EMS Unit (911 Events)

Transport Destination	April 2023 to March 2024 (YTD)
High River General Hospital	76%
South Health Campus	9%
Claresholm General Hospital	6%
Foothills Medical Centre	5%

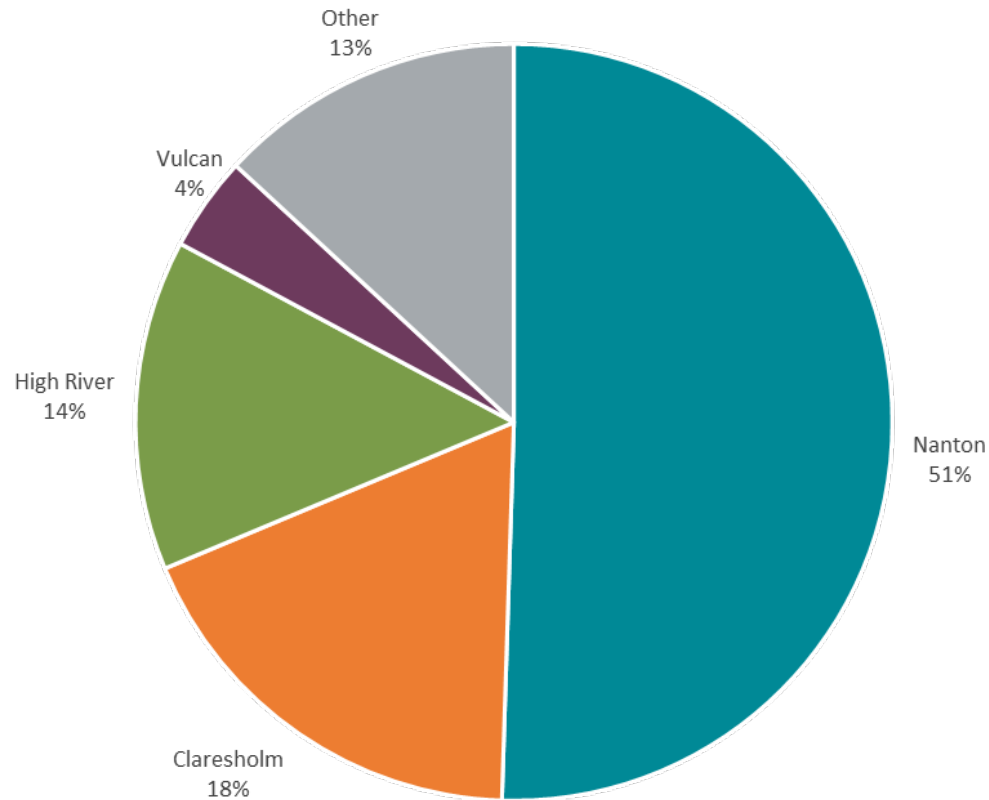
Nanton Unit Utilization April 2023 to March 2024 (YTD)



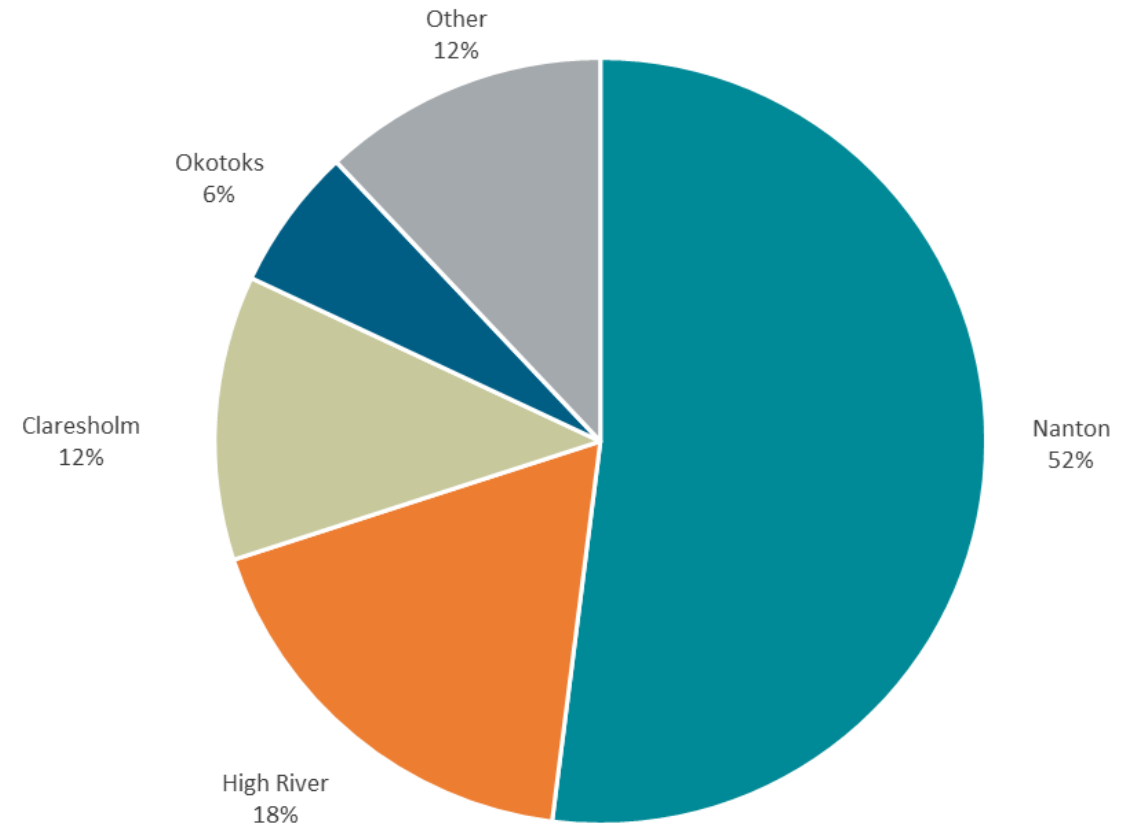
*Data as of March 5, 2024

EMS Ambulances Serving Nanton

**EMS Units Responding to Nanton Calls
2022/23 AHS Fiscal Year**

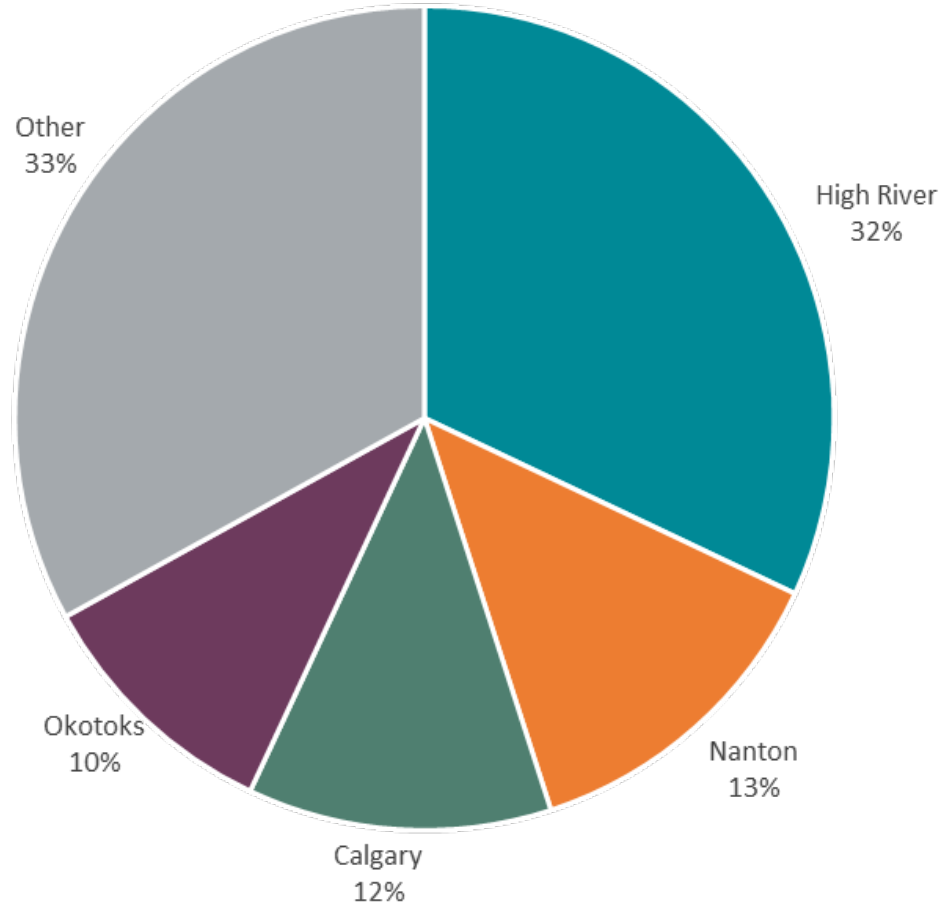


**EMS Units Responding to Nanton Calls
2023/24 AHS Fiscal Year (YTD)**

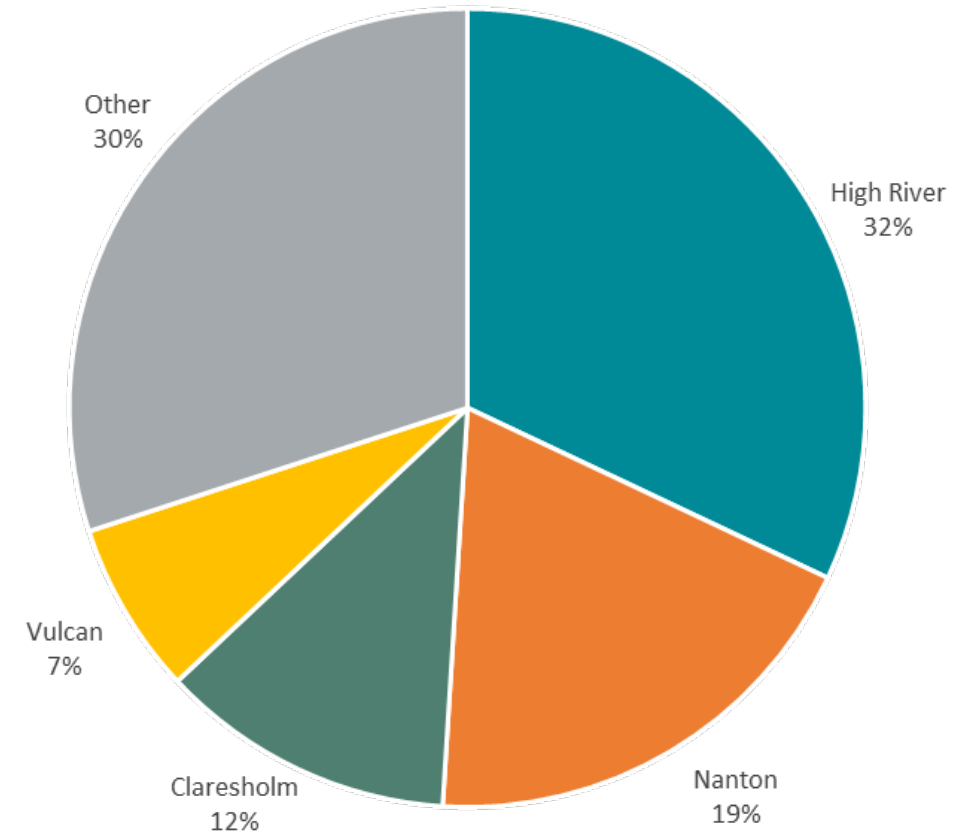


Communities/Areas served by Nanton-Stationed Ambulance

2022/23 AHS Fiscal Year



2023/24 AHS Fiscal Year (YTD)



EMS Provincial Initiatives

Alberta EMS Provincial Advisory
Committee Report

Alberta EMS Dispatch Review

HQCA Review Report into EMS
response to fatal dog attack

AHS EMS Provincial Service Plan

AHS EMS Culture Research Findings

AHS EMS
2023/24
Operating Plan

Initiatives

2023 Actions and Progress



Increased ambulance capacity

- Additional ambulances (Calgary, Edmonton, Red Deer and Lethbridge)
- Dedicated resources Central Zone
- EMS/811 Shared Response



Safe and timely transfer of care to Emergency Depts

- Return to Service initiative implemented March 15th in 16 regional hospitals



Managing Demand

- Assess, Treat & Refer (ATR) Guidelines
- EMS/811 Shared Response



Interfacility Transfer (IFT) Policy & Process

- RFEIOIQ process for dedicated low-acuity IFT metro resources
- Non-ambulance transfer policy & process



Medical First Responder Program Enhancements

- Funding
- Training



Workforce Strategies

- Workforce Strategy and Action Plan (2023-26)

Engagement on EMS

- Staff
- Elected Officials
- Public



Addressing Report Recommendations

- Moving forward for 2024/25 Operating Plan



Initiative: Recruitment & Retention

The Goal:

To recruit new paramedics while also ensuring every effort is made to retain our dedicated staff.

What we did:

- Launched a multifaceted marketing campaign targeting local, national and international audiences, to recruit new EMS staff to Alberta
- Mental health supports for EMS staff have increased to keep staff healthy.
- Implemented the EMS fatigue management initiative to reduce fatigue-related service outages.
- Expanded the EMS Peer Support Program, providing consistent peer training and clinical oversight to support paramedic resiliency and mental health.

Results so far:

- Between November 2022 and January 2024, EMS added 154 frontline staff, including paramedics, emergency communications officers, and frontline supervisors.
- For calendar year 2023, EMS hired 470 new staff members including 362 paramedics.



*Congratulations and welcome to the newest
North Zone Emergency Communications Officer graduates
February 2024*

EMS Recruitment Campaign

National Advertising Campaign

- Launched October 5, expanded on December 7
- Includes radio, outdoor advertising, digital media

Candidate Intake Pipeline

- Launched October 5
- Nearly 600 responses to date





Coming up

- Career & Recruitment Displays
- Will be profiling other career pathways in paramedicine

ABOUT AHS ▾ FIND HEALTHCARE ▾ INFORMATION FOR ▾ CAREERS ▾ NEWS ▾ AHS IN MY ZONE ▾ ENGAGE ▾

Home > Careers > Emergency Medical Services

Emergency Medical Services (EMS)

FOLLOW AHS CAREERS    

Find your Calling.

All across Alberta, our Emergency Medical Services (EMS) teams are there to respond whenever and wherever they are needed. Every year, more than 5,600 EMS professionals support nearly a half a million emergency and transfer calls, both on the ground and in the air.





EMS is often the first point of contact for patients during a crisis, we bring care to people and people to care, during every step of an emergency. Join our dynamic team and help make a meaningful difference in your community.

[Join our Talent Community >](#)

[Search Current Openings >](#)

Candidate Intake Survey

Why Choose Alberta Health Services?

-  Join an **award-winning workplace** that has been recognized as a top employer since 2017.
-  Get access to **comprehensive benefits** to support your health and well-being at work and at play.
-  Celebrate the differences in our **experiences, backgrounds, and cultures**.
-  Alberta boasts **expansive natural beauty** so you can find activity and wonder at your doorstep.

Initiative: EMS/811 Shared Response

The Challenge:

Some people who call 911 for EMS may be seeking help, advice or guidance. They may not require an ambulance, but still require assistance and care.

The Goal:

- Helping Albertans who call 911 get the care they need from the right provider.
- Reduce non-urgent ambulance responses, freeing up EMS to respond to life-threatening emergencies.

What we did:

- Launched January 2023, collaboration between EMS and Health Link 811 allows for the transfer of EMS callers who EMS assesses as low-acuity – or not experiencing a medical emergency that requires an ambulance - to Health Link 811 registered nurses for further triage, assessment and care.
- This collaboration provides better support for patients while allowing ambulances to remain in the community to respond to life-threatening emergencies, meaning faster emergency response times and better flow through the health system.

Results so far:

- Since the launch in January 2023, more than 7500 EMS 911 callers were assessed as low acuity, transferred to, and helped by Health Link 811, keeping more ambulances available for higher acuity calls and reducing pressure on Emergency Departments.



EMS/811 Shared Response Video:
<https://www.youtube.com/watch?v=aJV55ppFqoE>

Initiative: Returning EMS to Service Faster

The Challenge:

To support the offload of patients brought into an ED by EMS in a safe and manageable way, and to more quickly return EMS to the community.

The Goal:

Safe transfer **within 45 minutes**

What we did:

- Launched first in Calgary on March 15, 2023, and then rolled out across the province to 16 regional hospitals.

Results so far:

- The amount of time paramedics spend in hospital is down, with the current average at approximately 1.6 hours, compared to more than three hours in November 2022.
- From March 15 to November 13, 2023, there were over 87,000 hours returned to community availability.
- Seeing a decrease in rural and remote response times.



Initiative: Dedicated IFT Resources

The Challenge:

To address capacity pressures at hospitals by providing more transportation options to move patients.

The Goal:

Provided by contracted partners, dedicated resources to be used for scheduled, low-acuity, inter-facility transfers which will also help patients return to their home communities sooner to heal closer to friends and family.

By contracting third party partners to transport patients requiring support between care facilities, patients receive the supports they need, and EMS ambulances are freed up to respond to emergencies.

What we did:

- Red Deer/Central Zone IFT Pilot and Implementation (launched April 18, 2023)
- Issued an RFEIOIQ for Calgary and Edmonton metro areas

Results so far:

In Red Deer, dedicated people and resources have improved IFT on-time performance, helping to ease capacity pressures at Red Deer Regional Hospital Centre. This has increased ambulance availability by 28% and reduced emergency response times in some communities by over four minutes.



Initiative: MFR Program Enhancement

Medical First Responders (MFR) are important partners that co-respond with EMS to many 911 emergencies, providing on scene support to EMS.

MFRs include fire departments, rural and remote municipalities and Indigenous communities. They are often the first to arrive on the scene and provide life-saving care especially in remote communities, until an EMS ambulance arrives

The Goal:

To strengthen the quality and delivery of MFR in communities across the province.

What we did:

- As announced by the Government of Alberta on February 21, funding has increased. More than 200 MFR partner agencies across Alberta will receive targeted funding for EMS.
- A total of \$3.85 million in funding will be distributed to MFR partner agencies across the province to provide training, equipment and direct financial support to strengthen emergency medical services in rural, remote and Indigenous communities.

Two streams of funding:

- Equipment and Training funding, used for Automated External Defibrillators, medical kits, training equipment such as CPR manikins, and training courses.
- Direct Financial Support, will provide direct financial support to MFR agencies to help partially offset the costs incurred to respond to medical emergencies alongside EMS.



Medical First Response Online Portal
<https://www.albertamfr.ca/>

In your Community

Questions & Discussion



Update

APRIL 2024



AWARDS

In the fall our office attended the annual Community Futures symposium and won 3 awards – one for one of our staff members and her dedication to her position at CFH, the EDP (Entrepreneurs with Disabilities Program) award for most EDP clients served in the province and the Adapt and Overcome Award for our change in governance structure.

From left to right: Cayla Eskesen (Junior BA), Billie Charlton (Business Advisor), Ursula Sherwood (Executive Director), Tara Cole-Klippenstein (Office Manager), Natasha McMullen (DSS Member)

BOARD OF DIRECTORS

April 2024 marks the anniversary of our actual governance change and our new Board of Directors who officially stepped into the role in April 2023. We have seen several changes on the Board of Directors during the past year, with 5 directors leaving us and 3 new directors joining us for a current total of 6 very engaged board members. We continue to look for more Board Directors as we have 3 additional openings (for a maximum of 9 Board Directors).

COLLABORATIONS

SMALL BUSINESS MONTH



We collaborated with the Okotoks Chamber during small business month in October and sponsored a session on Economic Development, which was well attended.



REGIONAL ECONOMIC COLLABORATION

We started the Regional Economic Collaboration (REC) group – as a medium to exchange information between different agencies who are servicing entrepreneurs in our region and collaborate as a whole or with some of the partners. The concept was based on the long-standing OEE (Okotoks Entrepreneurial Ecosystem) group that CFH is a member of as well. Current members of the REC group include the Diamond Valley, High River, Nanton and Okotoks Chambers of Commerce, MCG Careers, Inclusion Foothills, High River and Okotoks Economic Development, and of course CFH. The group offered several workshops for entrepreneurs in the fall of 2023.

PROJECTS

DIGITAL SERVICE SQUAD PROGRAM

This great program was extended until September 30, 2024. The program continues to support entrepreneurs in our region by providing up to 10 hours of FREE 1-on-1 coaching on how to create or improve their digital presence. In addition, we are able to offer FREE 360-degree photography for any qualifying business in our region.

We recently had a staff change-over with Hansel Diarios starting as our DSS Team Member on April 2, 2024.



COMMUNITY FUTURES LAUNCHPAD

A collaboration of 18 CF offices in Alberta, that is working on an online training platform specifically for CF clients. The first 3 courses that are being developed are an 'Introduction to Business', 'Developing a Business Plan and Financial Projections' and a Human Resources course. These courses will be available free of charge while the courses are being developed with a long-term funding strategy still needing to be completed.

EXIT PLANNER

CFH has partnered with CF Centre West (Cochrane) and CF Lethbridge to provide a resource in this province for entrepreneurs wishing to sell their business or entrepreneurs wishing to buy a business. We are currently in the funding application process, however, have already received a lot of support from local organizations and municipalities in the form of support letters. The hope is that we will be able to launch this project no later than the fall of 2024.

OCTOBER 3, 2024

HIGHWOOD HUSTLE & HEART

Our second annual client celebration is scheduled for October 3, 2024, 6pm-8:30pm at the Eau Claire Distillery in Diamond Valley. We hosted the event last year for the first time to great reviews and have decided to run it on an annual basis. Our clients will have the opportunity to showcase their businesses, which makes this a great way to find out about new and existing interesting small businesses in our region while connecting with other entrepreneurs. More information, including registration information will be sent out in late Summer 2024.

NEW FISCAL YEAR

The end of March concludes our past fiscal year, and we are now working on the reporting requirements to our federal funding agency, Prairies Economic Development, and will be completing our annual audit in the next couple of months. Once completed, the 'Annual Performance Report' as well as our audited financial statements will be available for download on our [website](#).

Thank you for your ongoing support of our organization. If you have any questions please feel free to reach out to our [Executive Director](#).



Sara-Lynn Lyons

From: Neil Smith
Sent: Monday, April 8, 2024 3:11 PM
To: Jennifer Handley
Cc: Sara-Lynn Lyons
Subject: FW: High River Little Britches Parade . Invitation to Participate

Neil Smith MCIP, RPP
Chief Administrative Officer



Town of Nanton, Box 609, 1907 - 21 Avenue, Nanton, AB T0L 1R0
P: (403) 336-6548 nanton.ca

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From: info@littlebritchesparade.ca <info@littlebritchesparade.ca>
Sent: Monday, April 8, 2024 2:34 PM
To: Neil Smith <cao@nanton.ca>
Subject: High River Little Britches Parade . Invitation to Participate

You don't often get email from info@littlebritchesparade.ca. [Learn why this is important](#)

Dear Mayor Handley and Council,

The High River Little Britches Parade is a long-standing celebration of our western roots. Our humble beginnings in 1959 included a military band, a few riding clubs, and Harry Vold's coloured horses.

As we celebrate our 65th Anniversary in 2024, the parade has grown to include four marching bands, numerous riding groups, and a large contingent from the Calgary Stampede. Entries are growing towards 100 in number with representation extending from across the Foothills area and southern Alberta. On a sunny Saturday morning, the parade attracts upwards of 12,000 – 15,000 spectators who then enjoy a fun-filled day of activities.

The High River Parades and Lights Society would be honoured to have Nanton participate in this year's Little Britches Parade on May 18, 2024 starting at 10:00am. Please accept this letter as a personal invitation for Mayor Handley, Council, and any of your departments to join us with an entry.

If you are able to attend, please complete the registration form at <https://littlebritchesparade.ca/> so we can keep you updated with details as the day approaches.

Please don't hesitate to contact me with any questions. You can also reach the Parade Committee at info@littlebritchesparade.ca.

Best regards,

Hank Leeferink



Chair, Little Britches Parade
High River Parades and Lights Society



March 28, 2024

Honourable Devin Dreeshen
Minister of Transportation and Economic Corridors
127 Legislature Building
1800 – 97 Avenue
Edmonton, AB T5K 2B6

Sent via email to: transportation.minister@gov.ab.ca

RE: Town of Nanton Water for Life Grant Funding Request – Regional Water Supply Proposal

Dear Minister Dreeshen,

During our regular meeting of March 6, 2024, Foothills County Council passed a resolution to provide support in principle to the Town of Nanton’s application to Water for Life for funding in support of their Regional Water Supply proposal.

Foothills County recognizes the importance of water security, and we are happy to support our neighbouring communities in their effort to source reliable water supply for their residents.

Please accept this letter as indication of our support to the Town of Nanton’s water supply project and we look forward to a favorable response to their application.

Best regards,



Delilah Miller, Reeve

CC: Mayor Jennifer Handley, Town of Nanton - jhandley@nanton.ca



Granum & District Canada Day Society
P.O. Box 381
Granum, Alberta T0L 1A0
Email: canadaday@granum.community

April 3, 2024

Town of Nanton
P.O. Box 609
Nanton, Alberta T0L 1R0

Dear Mayor Jennifer Handley & Council,

The Granum and District Canada Day Society is working hard on another Canada Day and Fireworks Show for our corner of Alberta. This year, we are coordinating with Fort Macleod and will be honouring their 150th Birthday with our fireworks display.

As part of our Canada Day program, the Granum & District Historical Board is once again hosting a show and shine, with a focus on antique farm equipment as well as all the classic cars! This small-town celebration in Granum has become THE place to enjoy spectacular fireworks up close. The magnitude of this show continues to grow with thousands having watched over the last few years. Our goal has been to be the largest non-urban display around and last year we achieved this goal!

We are inviting you to take part in these festivities. We would like very much to have you as a dignitary in our Parade and the Cake Cutting Ceremony. The cake cutting will be just before supper and the parade is planned for 7:30. A final schedule will be forwarded to you closer to the event.

This event is only possible through the dedicated work of all the organizations in our community along with the financial contributions of our friends, neighbours, and local businesses. We thank you in advance for your support of this small-town community event celebrating all things Canadian.

Sincerely,

Wendy Kennedy
Secretary
Granum & District Canada Day Society
canadaday@granum.community
403-332-1814