



## GOVERNANCE COMMITTEE MEETING AGENDA

Date: Tuesday, October 15, 2024  
Time: Following the Organizational Meeting  
Location: Council Chambers  
262075 Rocky View Point  
Rocky View County, AB T4A 0X2

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	Pages
A. CALL MEETING TO ORDER	
B. UPDATES/APPROVAL OF AGENDA	
C. APPROVAL OF MINUTES	
1. September 17, 2024 Governance Committee Meeting Minutes	2
D. GENERAL BUSINESS	
1. Corporate Asset Management Project Update	6
2. Fire Protection Services Level Policy, C-704	20
E. COUNCILLOR UPDATES	
F. MANAGEMENT REPORTS	
1. Resolution Tracker	61
G. FINANCIAL REPORTS	
H. CLOSED SESSION	
I. ADJOURN THE MEETING	



## ROCKY VIEW COUNTY

### GOVERNANCE COMMITTEE MEETING MINUTES

Tuesday, July 16, 2024

9:00 AM

Council Chambers  
262075 Rocky View Point  
Rocky View County, AB T4A 0X2

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Present: Deputy Reeve D. Kochan, Chair  
Councillor Boehlke, Vice-Chair  
Reeve C. Kissel (left the meeting at 11:39 a.m.)  
Councillor K. Hanson  
Councillor S. Samra  
Councillor A. Schule  
Councillor S. Wright

Also Present: B. Riemann, I/Chief Administrative Officer  
M. Boscariol, Executive Director, Community Services  
J. Lee, A/Executive Director, Operations  
K. Robinson, Executive Director, Corporate Services  
A. Zaluski, Director, Intergovernmental Services and Regional Planning  
S. Hulsman, Manager, Asset Management  
D. Kazmierczak, Manager, Planning  
S. Altena, Supervisor – Planning Policy, Planning  
T. Andreasen, Lead Legislative Officer, Legislative Services  
B. Manshanden, Intergovernmental Strategist, Intergovernmental Services and Regional Planning  
M. Nakonechny, Legislative Officer, Legislative Services

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#### **A Call Meeting to Order**

The Chair called the meeting to order at 9:01 a.m.

#### **B Updates/Approval of Agenda**

MOVED by Councillor Boehlke that the July 16, 2024 Governance Committee meeting agenda be approved as presented.

Carried

#### **C-1 June 18, 2024 Governance Committee Meeting Minutes**

MOVED by Councillor Boehlke that the June 18, 2024 Governance Committee meeting minutes be approved as presented.

Carried

The Chair called for a recess at 9:06 a.m. and called the meeting back to order at 9:11 a.m.



**D-1 Asset Management Project Update**

Presenter: Lee Anne Harder, Senior Asset Management Consultant, WSP

MOVED by Reeve Kissel that the Governance Committee receive the Asset Management Project Update for information.

Carried

**D-2 Langdon Commercial Property Servicing – SDAB Decision**

The Chair called for a recess at 9:46 a.m.

Deputy Reeve Kochan vacated the Chair and left the meeting during the recess.

Councillor Boehlke assumed the Chair.

The Chair called the meeting back to order at 9:53 a.m.

MOVED by Councillor Wright that the Governance Committee receives the Langdon Commercial Property Servicing – SDAB Decision report for information.

Carried

Absent: Deputy Reeve Kochan

The Chair called for a recess at 10:13 a.m. and called the meeting back to order at 10:16 a.m.

Motion Arising

MOVED by Councillor Wright that the Governance Committee directs Administration to present a report to Council by Q4, 2024 reviewing servicing policies within all of the County's existing Area Structure Plans (ASPs), specifically exploring how any policy gaps relating to the timing of connections to piped water and wastewater servicing in each ASP could be addressed.

Carried

Absent: Deputy Reeve Kochan

Deputy Reeve Kochan returned to the meeting at 10:18 a.m.

Councillor Boehlke vacated the Chair. Deputy Reeve Kochan reassumed the Chair.

**H-1 Closed Session – RVC GC2024-02 - Prairie Economic Gateway Initiative Deal Agreement Update**

MOVED by Councillor Samra that the Governance Committee move into closed session at 10:18 a.m. to consider the confidential item "Prairie Economic Gateway Initiative Deal Agreement Update" pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 21 – Disclosure harmful to intergovernmental relations
- Section 24 – Advice from officials
- Section 25 – Disclosure harmful to the economic or other interests of a public body

Carried



The Governance Committee held the closed session for item H-1 with the following additional people in attendance:

Rocky View County:	B. Riemann, I/Chief Administrative Officer M. Boscariol, Executive Director, Community Services J. Lee, A/Executive Director, Operations K. Robinson, Executive Director, Corporate Services A. Zaluski, Director, Intergovernmental Services and Regional Planning T. Andreasen, Lead Legislative Officer, Legislative Services B. Manshanden, Intergovernmental Strategist, Intergovernmental Services and Regional Planning
Others:	Richard Barss, Project Manager, Prairie Economic Gateway Initiative

Reeve Kissel left the meeting at 11:39 a.m. and did not return to the meeting.

Councillor Samra was not present when the meeting moved back into open session.

MOVED by Councillor Hanson that the Governance Committee move into open session at 11:39 a.m.

Carried  
Absent: Reeve Kissel  
Councillor Samra

MOVED by Councillor Hanson that the Governance Committee receives the Prairie Economic Gateway Initiative Report as information.

Carried  
Absent: Reeve Kissel  
Councillor Samra

Councillor Samra returned to the meeting at 11:40 a.m.

## **E Councillor Updates**

Councillor Hanson provided an update on the June 26, 2024 Bragg Creek FireSmart Committee meeting.

## **F-1 Resolution Tracker**

The July 16, 2024 resolution tracker was provided to the Governance Committee as information.



**I      Adjourn the Meeting**

MOVED by Councillor Samra that the July 16, 2024 Governance Committee meeting be adjourned at 11:40 a.m.

Carried  
Absent: Reeve Kissel

\_\_\_\_\_  
Chair or Vice-Chair

\_\_\_\_\_  
Chief Administrative Officer or designate



## Governance Committee

Subject:	Corporate Asset Management Project Update
Date:	October 15, 2024
Presenter:	Steven Hulsman, Manager, Asset Management
Department:	Asset Management

### REPORT SUMMARY

The purpose of this report is to update the Governance Committee on the progress undertaken as part of the Corporate Asset Management Project.

The project is focused on supporting the County Strategic Plan's priority of Financial Prosperity, and the specific objective of ensuring the County remains financially sustainable for future generations. Assets are an integral part of delivering services to Rocky View County and therefore need to be managed in a sustainable, consistent and effective manner. Effectively managing assets in a structured way by tracking performance, costs and risks is vital to sustaining the organizations financial health and mitigates financial risks to the County.

### ADMINISTRATION'S RECOMMENDATION

THAT the Governance Committee receive the Corporate Asset Management Project Update for information.

### BACKGROUND

The Corporate Asset Management Project was initiated in Q4 of 2023 following the selection of a consulting partner (WSP) to assist with the project.

The project is defined by four steps with the following deliverables:

1. Asset Management Maturity Assessment (*completed*)
  - Deliver an Asset Maturity report
2. Develop Asset Management Maturity Target (*completed*)
  - Define the future state of asset management maturity
3. Identify and Prioritize Improvement Tasks (*completed*)
  - Implement a prioritized improvement task list
4. Create an Asset Management Road Map (*75% complete, Q2 2025 completion target*)
  - Data Gap Analysis
  - State of Infrastructure Analysis
  - Financial Forecast Analysis

## **DISCUSSION**

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### **Data Gap Analysis**

A data gap analysis was performed to identify any required improvements of asset data that will translate to more complete and accurate analysis of the state of infrastructure and more reliable forecast of the timing and cost of asset renewals.

The analysis was completed separately for five service areas: utilities, transportation, municipal lands, facilities, and fleet. Several areas for improvement were identified to address incomplete data, inaccurate data and the complete lack of data in some service areas. Although these deficiencies can be addressed over time, they do present significant challenges in performing the required analysis to develop an accurate financial forecast analysis. Data attributes such as type, condition and age will need to be updated for all asset service areas.

### **State of Infrastructure Analysis**

A state of infrastructure (SOI) analysis provides an objective assessment of the physical and financial status of infrastructure assets. The County's infrastructure asset inventory was assessed through an evaluation framework designed to answer three fundamental asset management questions:

1. What assets do we own (asset types and quantities/extent)?
2. What are they worth (replacement cost in today's dollars)?
3. What is their condition (asset age and condition distribution)?

Following the data gap analysis, asset data was integrated into a SOI analysis tool developed to allow County staff to generate SOI dashboards for the service areas. The dashboards provide an overall summary of the assets that make up the service areas, include statistics for average age, average condition, total value, and an annual average renewal cost over a 30-year period. The model also produces graphs for the condition profile and age profile of the assets.

By utilizing the model, staff will be targeting the identified data gaps and update the data inventories, resulting in an accurate State of Infrastructure Report anticipated by Q2 2025.

### **Financial Forecast Analysis**

A financial gap analysis provides a 30-year financial forecast. It utilizes the asset renewal information developed in the SOI analysis and where appropriate, the cost information that is available. Utilizing this information, it outlines a reasonable forecast of operational costs (OMI) and any planned capital improvements (new assets). It provides decision-makers a clearer picture of the timing and costs of capital renewals and replacements that are forecast to occur beyond the 5-year or 10-year horizon and indicates the level of funding required to operate in a financially sustainable manner long-term.

Once the identified data gaps are addressed and utilizing the state of infrastructure model, comprehensive and more accurate financial forecasts will be achievable by Q2 2025.

## **ALTERNATE DIRECTION**

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Administration does not have an alternate direction for the Governance Committee's consideration.

## **ATTACHMENTS**

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Attachment A: Asset Management Update Presentation

Corporate Asset Management Project

# Asset Management Update





# Agenda

- Progressing Assessment Results
- Current Work Underway
- Questions



# AM Assessment Results

## AM Practice : Rocky View 2024 Assessment



# Progress Update

## Know Your Assets

- ❖ Asset Registers for 7 identified service areas
- ❖ Consolidated existing asset inventories
- ❖ 29 Asset Registers, all consistently formatted

## Know Your Financial Situation

- ❖ Typical lifespans for each asset are recorded in inventory
- ❖ Typical replacement unit cost rates for each asset type is recorded in each inventory

## Manage Asset Lifecycle

- ❖ Condition of assets are known (physical where known or assumed on typical lifespan)
- ❖ Condition ratings are recorded in a database

## Leadership and Commitment

- ❖ List of current datasets, software, and tools being used by each department or asset group. (Data Governance)



# Progress Update

## Key Parameters

- ❖ Technical memo outlining assumptions
- ❖ Determine Unit Replacement Costs & End of Useful Life (EUL)

## Analysis & Reporting

- ❖ Analysis and calculations in Power BI
- ❖ Generate dashboards summarizing all key information (current state & capital renewal forecast)

## Final Product

- ❖ Feedback from service areas to ensure the tool has all necessary functionalities



# State of Infrastructure (SOI) Analysis

State of Infrastructure analysis outputs rely on **reliable and accurate asset data**.

Data gaps are being addressed through:

- ❖ As-builts review
- ❖ Spatial analysis
- ❖ Assumptions on EULs and Replacement Costs

Some assets were **excluded from analysis** due to lack of information to make reasonable assumptions.

Asset registers set up in a way that makes it simple to update and input data as well as assumptions.

Core Asset Data	<ul style="list-style-type: none"> <li>• Asset ID</li> <li>• Install Year</li> <li>• Quantity</li> <li>• Size #1 / Attribute #1</li> <li>• Size #2 / Attribute #2</li> <li>• Material / Attribute #3</li> </ul>
	<ul style="list-style-type: none"> <li>• Asset Owner/Service Area</li> </ul>
Classification Data	<ul style="list-style-type: none"> <li>• Asset Group</li> <li>• Asset Type</li> <li>• Asset Sub-Type</li> <li>• Component Type</li> <li>• Component Sub-Type</li> </ul>
Financial & Performance Data	<ul style="list-style-type: none"> <li>• Estimated Useful Life</li> <li>• Replacement Cost</li> </ul>



Number of Assets 56,796	Average Weighted EUL 54	Average Weighted Age 23	Average Weighted Condition Good (2)	Total Asset Replacement Value \$2,236,385,000
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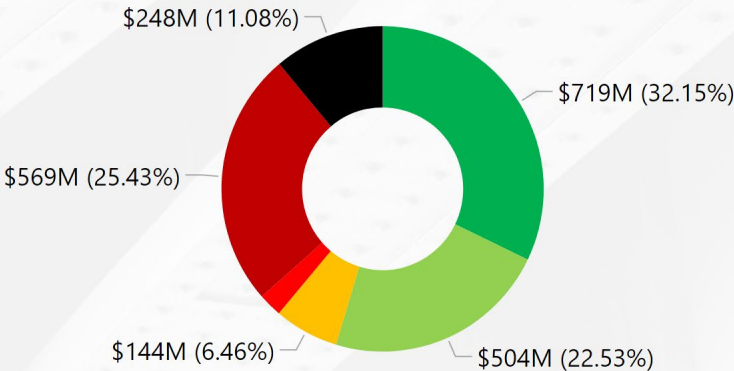
Summarize By: Asset Hierarchy Division To drill through, select an Asset Group or a Division →

Asset Summary

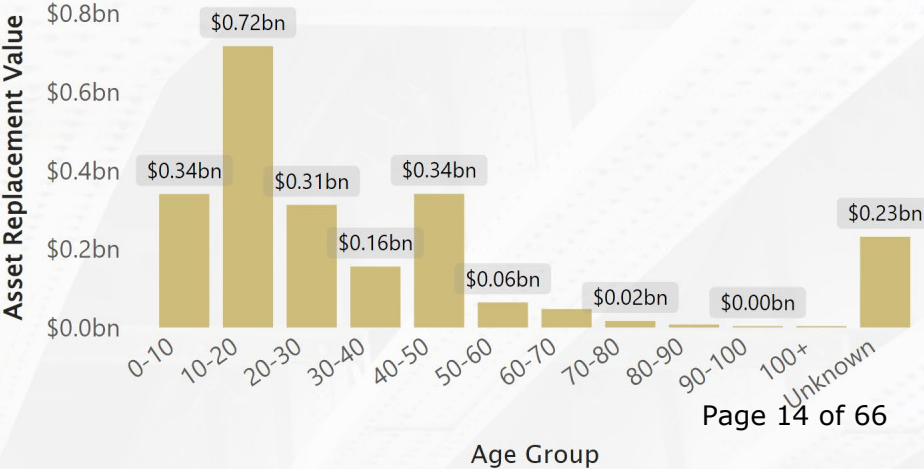
Service   Group   Type	Asset Count	Quantity	Unit	Average Weighted EUL	Average Weighted Age	Average Weighted Condition	Replacement Value
+ Buildings	113			46	7	Very Good (1)	\$6,074,000
+ Fleet	591	591	ea.	14	11	Fair (3)	\$39,599,000
+ Municipal Lands	7,832			3	19	Unknown	\$260,813,000
+ Sanitary	3,918			83	18	Very Good (1)	\$254,074,000
+ Stormwater	4,286			85	11	Very Good (1)	\$214,770,000
+ Transportation	26,933			32	33	Poor (4)	\$821,386,000
+ Water	13,123			82	17	Good (2)	\$639,669,000
Total	56,796			54	23	Good (2)	\$2,236,385,000

Condition Profile

Legend: ● Very Good ● Good ● Fair ● Poor ● Very Poor ● Unknown



Age Profile





# (SOI) Financial Forecast Analysis

## Capital Renewal Forecast

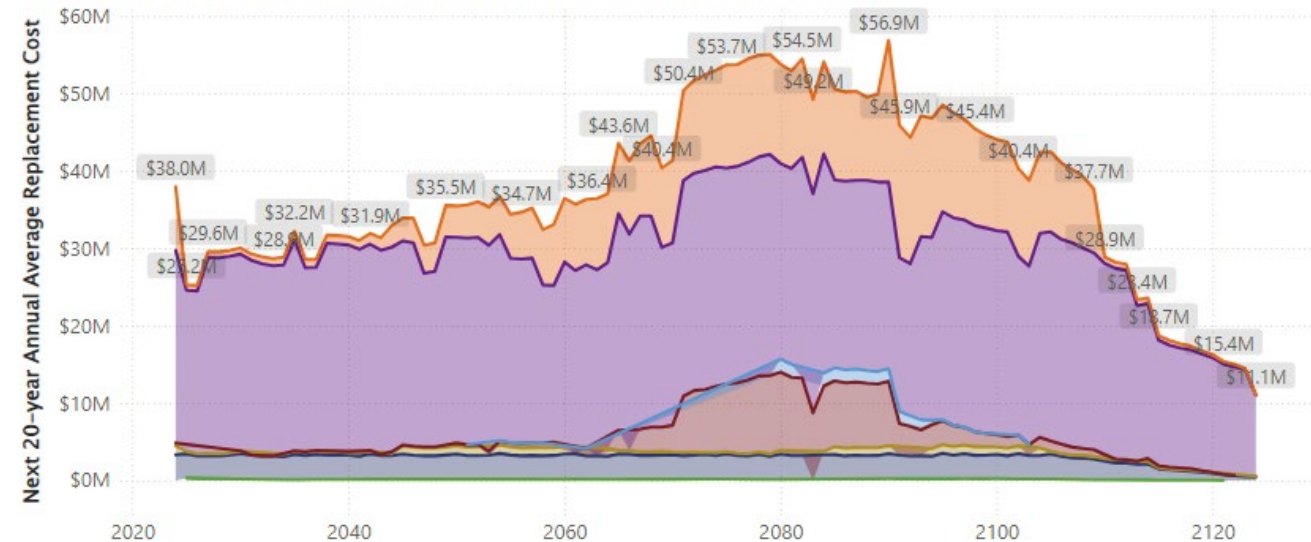
Capital Renewal Forecast is an unconstrained, needs-based forecast.

## O&M forecasts are not included

To generate O&M forecasts, all lifecycle strategies need to be documented for different asset types.

Renewal Forecast

Legend: ● Buildings ● Fleet ● Municipal Lands ● Sanitary ● Stormwater ● Transportation ● Water



# State of Infrastructure Work Continues

## Updating Conditions

- ❖ Updating assumptions based on feedback from service areas
- ❖ Updating Building Condition Assessment results

## Analysis & Reporting

- ❖ Analysis and calculations in Power BI
- ❖ Generate dashboards summarizing all key information (current state & capital renewal forecast)

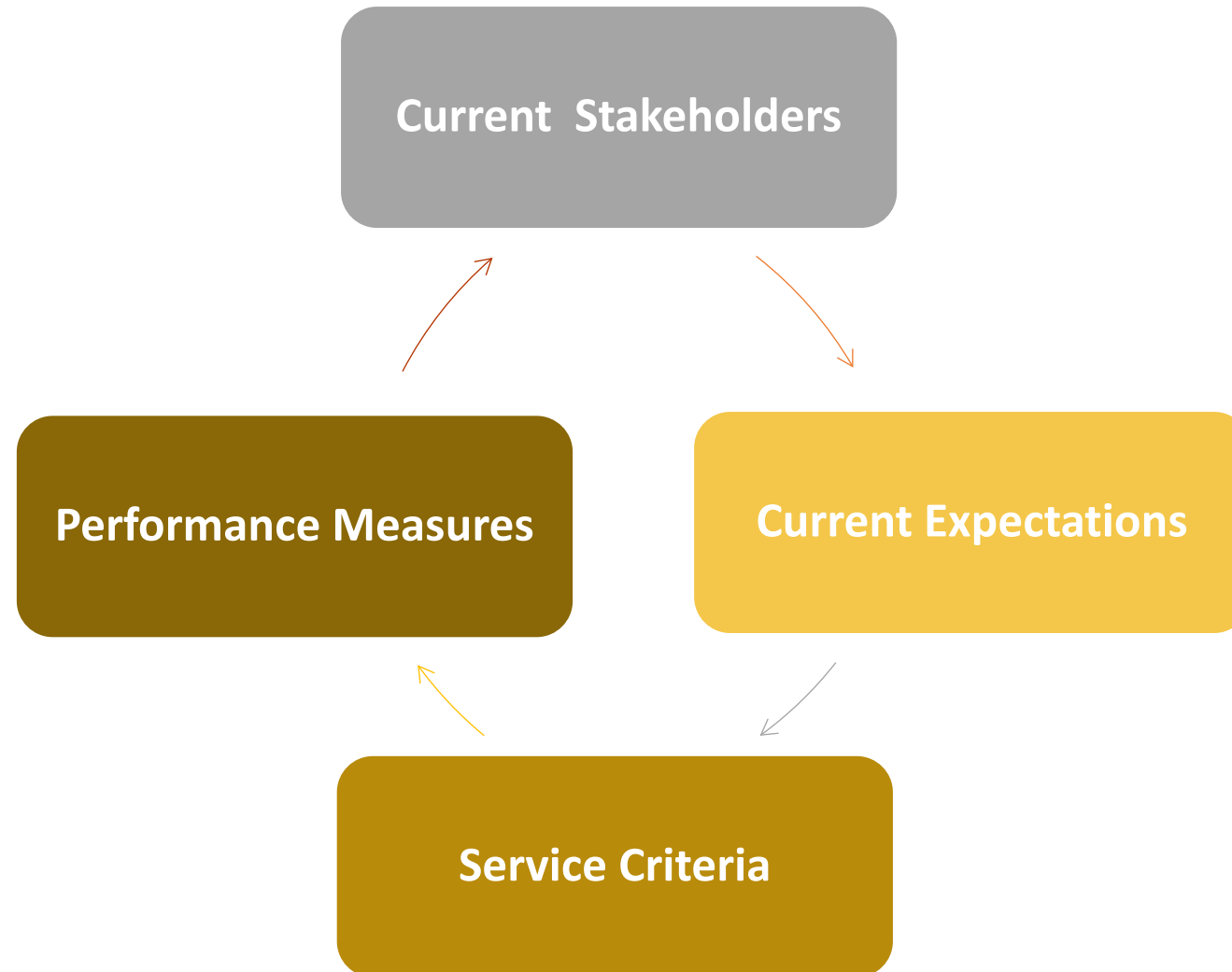
## State of Infrastructure Tool

- ❖ Continuing to collect feedback to ensure the tool has all necessary functionalities

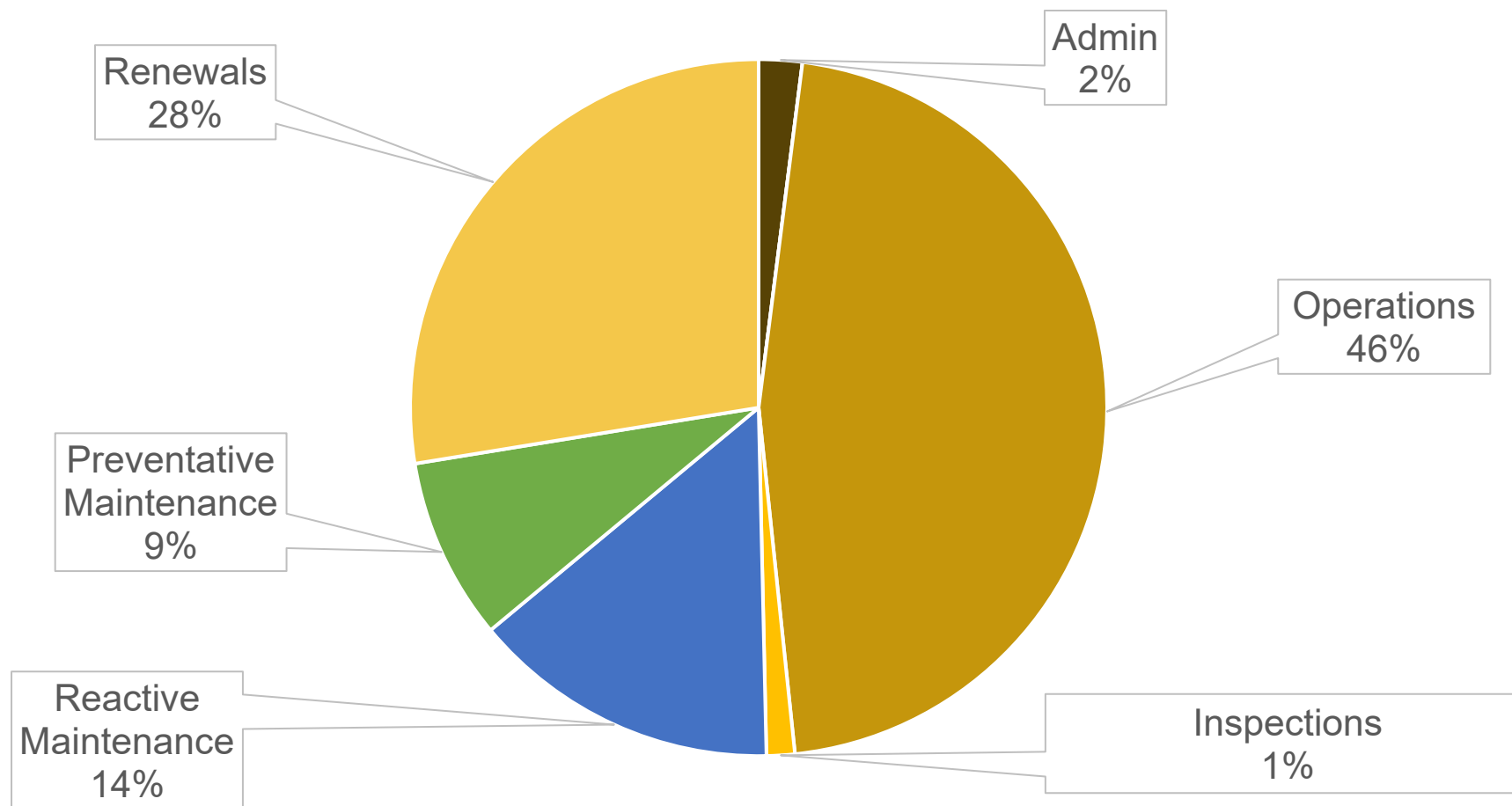




# Asset Levels of Service



# Costing Asset Lifecycle Activities: Transportation Example



# Questions





## Governance Committee

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Subject:	Fire Protection Service Levels Policy, C-704
Date:	October 15, 2024
Presenter:	Matt Boscarol, Executive Director
Department:	Community Services

### REPORT SUMMARY

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On January 16, 2024, the Governance Committee passed the following motions:

*MOVED BY Councillor Wright that the Governance Committee direct Administration to review Council Policy C-704 Fire Protection Service Levels and bring potential amendments to Council for their consideration by the end of Q2 2024.*

*MOVED by Councillor Wright that the Governance Committee direct Administration to engage an external consultant to review and revise the 2022 draft Fire Services Master Plan, including future emergency service needs of the community in a 2024 Fire Service Master Plan, for presentation to Council in Q4 of 2024.*

In response, Administration, with the assistance of Transitional Solutions, Inc. (TSI) completed a review and revision of Policy C-704. The review considered the existing service levels and model relative to a comprehensive community risk assessment, the County's current and projected growth and national standards. The new proposed policy would guide the development of the 2024 Fire Service Master Plan.

Key changes to the policy include:

- Amendments to expected response times and distances, including the addition of Demand Zones;
- Amendments to minimum staffing required for specific levels of service;
- Clearer definitions of the service provided.

The proposed policy clearly outlines and defines the level of service expected and how it will be achieved and sets an annual review timeline to ensure it remains relevant and sufficient to meet the needs of the growing population.

### ADMINISTRATION'S RECOMMENDATION

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THAT Governance Committee receive the Fire Protection Service Level Policy, C-704, as information.

### BACKGROUND

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In January 2024, the Governance Committee directed Administration to (1) review Council Policy C-704 Fire Protection Service Levels, and (2) engage an external consultant to review and revise the 2022 draft Fire Services Master Plan, including future emergency service needs of the community. At that time the County did not have an approved Fire Master Plan. Following the Committee's direction, in the second quarter of 2024, Administration contracted Transitional Solutions, Inc. (TSI) to conduct a comprehensive analysis of the existing draft Master Plan and the service level policy, in the context of a community risk assessment, an analysis of current and future projected growth, and current national standards.

## Fire Protection Service Levels Policy, C-704

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The existing Policy C-704 was reviewed in 2020, but the policy parameters were set in 2012. It defined two different levels of service:

1. Elbow Valley, Springbank, Bearspaw, Balzac and Langdon Fire Stations: for an incident within 8 kilometers, vehicle rescue, shore-based water rescue, interior/offensive fire suppression, and exterior defensive firefighting activities are provided with at least four firefighters on scene within 10 minutes, 80% of the time.
2. Irricana and Madden Fire Stations: for an incident within 8 kilometers, vehicle rescue and exterior/defensive fire suppression activities are provided with at least four firefighters on scene within 18 minutes, 80% of the time.

For other areas not included in the above, incidents are responded to with four firefighters on scene in an indeterminate period of time, 90% of the time.

At that time, Council had determined that the most cost effective and appropriate way to deliver Fire Protection Services within the County is through the use of a composite Fire Service organizational structure, which is comprised of full-time, part-time and Paid-Per-Call (PPC) (volunteer) fire stations. In addition, the County supplements its response with reciprocal mutual and automatic aid agreements with neighbouring jurisdictions (Cochrane, Crossfield, Beiseker, Chestermere, Airdrie, City of Calgary).

Since these parameters were established in 2012, the County has grown significantly, with the analysis demonstrating that the policy no longer reflects the current dynamic of the stations, or the services provided.

## DISCUSSION

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### Proposed LOS Policy C-704

The primary goal of the proposed policy is to:

- mitigate risks to community safety;
- improve customer service;
- more clearly define service levels;
- ensure services are resourced;
- deliver service to resident and investor expectations; and
- ensure continuous improvement of the fire service, aligned with County growth and development.

Proposed amendments consider:

- industry standards for population density and associated staffing, response times, and service level response rate (see Table 1).
- present and increasing urbanization in a number of communities (e.g., Langdon, Harmony, Balzac); and
- Aligning growth of residential, commercial, and sometimes light industrial areas with commensurate service requirements to higher demand zones outside of present response capabilities.

## Demand Zones

*Table 1: Municipal Demand Zones per NFPA 1720*

Demand Zone	Demographics	Minimum Staff to Respond	Response Time (minutes)	Meets Objective (%)
Urban area	>1000 people/mi <sup>2</sup> (2.6 km <sup>2</sup> )	15	9	90
Suburban area	500-1000 people/mi <sup>2</sup> (2.6 km <sup>2</sup> )	10	10	80
Rural area	<500 people/mi <sup>2</sup> (2.6 km <sup>2</sup> )	6	14	80
Remote area	Travel distance ≥8 Mi (12.87 km)	4	Directly dependent on travel distance	90
Special risks	Determined by AHJ	Determined by AHJ Based on Risk	Determined by AHJ	90
Minimum staffing includes members responding from the AHJ's department and automatic aid				
Response time begins upon completion of the dispatch notification and ends at the time interval shown in the table.				

The current state capacity of Fire Services does not lend itself to an urban or suburban level of response. The proposed amendments to the policy do bring the County in line with current standards for rural demand zones, and if implemented would bring greater consistency to service levels across all areas of the County. Service levels are defined by the station type, given the County's hybrid service model (full-time, part-time, and paid per call (volunteer) stations).

The proposed amendments to Policy C-704 and their implications are summarized in Attachment A. Most significantly, the proposed service levels adjustments are as follows:

1. Elbow Valley, Springbank, Bearspaw, and Balzac (full-time/part-time) stations: for incidents within 10 kilometers of the station, units arrive at an incident within 14 minutes, with at least six personnel, 80 percent of the time.
2. Madden, Irricana, and Langdon (paid per call) stations: for incidents within 10 kilometers of the station, units arrive at an incident within 14 minutes with six personnel, 80 percent of the time, with response time dependent on staff muster to station and travel distance.
3. For incidents in remote demand zones (any incident further than 10 kilometers by road from the nearest fire station), units are to arrive at an incident with six personnel, 80 percent of the time, with response time dependent on travel distance.

The Demand Zone Map in Attachment B of the proposed policy define and display the 10 km area of present fire stations, as well as the response time for full-time stations and paid-per-call stations. The proposed service level is achievable with existing resources, with the exception of Elbow Valley, which would require two additional full-time staff. The proposed six-person crew would allow the County to provide a more reliable level of service, with the addition of a tender crew to provide water where a water source is unreliable or unavailable.

## **Implementation**

The implementation of the policy would occur using the same composite model that currently exists, which includes full-time, part-time, and PPC fire stations and mutual/automatic aid agreements. With improvements to fire services data and more consistent service level monitoring, Administration may propose future amendments to the policy for Council's consideration.

## **Implications**

The new Policy C-704 would ensure a more consistent level of service across the County, and better reflects the Fire Services current capacity. The policy more clearly defines the services provided and also ensures the County is prioritizing prevention as a core service.

### Resource Implications

A potential financial implication would be related to the two full time positions that would be required in Elbow Valley to meet the six-person crew level of service. Any effects to budget would be presented to Council for consideration.

## **ALTERNATE DIRECTION**

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THAT Governance Committee refer the Fire Protection Service Level Policy C-704 to the Governance Committee's Policy Review Committee for further review.

## **ATTACHMENTS**

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Attachment A: Proposed Fire Protection Levels of Service Council Policy C-704

Attachment B: Existing Fire Protection Levels of Service Council Policy C-704

Attachment C: Table of Amendments & Implications



ROCKY VIEW COUNTY

# Fire Protection Service Levels

Council Policy

C-704

Policy Number:	C-704
Policy Owner:	Fire Services & Emergency Management
Adopted By:	N/A
Adoption Date:	2024 MONTH DAY
Effective Date:	2024 MONTH DAY
Date Last Amended:	N/A
Date Last Reviewed:	N/A

## Purpose

- 1 This policy outlines fire protection services and the level of service policy for areas within Rocky View County (the County).



## Policy Statement

- 2 The County maintains fire protection services to provide for the safety of its residents and visitors, as well as the protection of property within the County.
- 3 Council is responsible for determining the applicable level of service for all areas of the County. Fire Services responds within the capacity of the stated level of service applicable to each area defined in this policy.
- 4 Council has determined that the most cost effective and appropriate way to deliver fire protection services within the County is through the use of a composite organizational structure, which is comprised of full-time, part-time, and Paid-Per-Call (volunteer) firefighters.
- 5 This policy identifies hazards and risks within the County and provides direction on the specific Levels of Service to reduce and mitigate these risks and increase the safety of County residents.
- 6 The response times referenced in this policy are guidelines only. County residents may have to wait a substantial amount of time for Fire Services to arrive.
- 7 This policy applies to all County firefighters and all personnel providing firefighting and medical services under a service agreement with Fire Services.







## Fire Protection Service Levels

Council Policy

C-704

### Policy

- 8 Despite anything contained in this policy, the County does not guarantee specific response times. Factors that impact Fire Services response times include, but are not limited to:
  - (1) the distance from the fire station to the incident; and
  - (2) whether the first fire station called is able to respond.
- 9 Despite anything contained in this policy, the County does not guarantee any level of service. Factors that may result in a variation of a level of service include, but are not limited to:
  - (1) environmental factors, obstructions, remote or isolated properties, private roadways, hazardous or unsafe conditions at the incident, or encountered while travelling to the incident;
  - (2) impeded access, and topographic or geographic configurations of land; and
  - (3) the number of firefighters and equipment available to respond to any particular incident.
- 10 Hamlet and private water systems are not guaranteed to provide Underwriters Laboratories of Canada (ULC) recommended hydrant fire flows. Where possible, Fire Services may use available hydrants to augment on-truck water supplies.
- 11 This policy will be reviewed annually to ensure that service and response levels are consistent with the County's population growth.

### Levels of Service for Fire Protection Services

- 12 Rocky View County Fire Services (RVCFS) is aligned with the internationally recognized NFPA 1720 staffing and response standard for fire protection. See Appendix A for the Level of Service Matrices. While still aligned with NFPA 1720, RVCFS has adopted a modified or customized response strategy. Based on Council's minimum desired standard for response, RVCFS will meet or exceed the following:
  - (1) For stations with full-time and part-time staff (Elbow Valley 101, Springbank 102, Bearspaw 103, Balzac 107): to arrive at an incident within ten (14) minutes, with six (6) personnel, within ten (10) kilometers by road, eighty (80) percent of the time.
  - (2) For stations with paid-per call volunteers (Madden 105, Irricana 108, Langdon 111)  
OR



## Fire Protection Service Levels

### Council Policy

C-704

- (3) for incidents further than 10 kilometers by road: to arrive at an incident with 6 (six) personnel, eighty (80) percent of the time, with response time dependent on travel distance.
- 13 Service levels and response expectations remain consistent across the County, though they may vary based on individual firefighter training and initial response staffing levels.
- 14 Fire protection services offered by the County align with one of the following categories:
  - (1) **Organizational services:** foundational pieces necessary to operate a fire department in Alberta;
  - (2) **Core services:** the most important fire services offered throughout the Alberta Fire Service; and
  - (3) **Extended services:** unique services requiring additional expertise, training, and resources.

### Response Levels and Minimum Staffing

- 15 The level of response for each service is defined as follows:
  - (1) **Awareness level:** Firefighters will recognize risks and hazards, secure the area, and call for trained assistance.
  - (2) **Operations level:** Firefighters will take defensive action to contain and control the incident and seek assistance from outside agencies equipped to mitigate the incident. Operations depend on adequate staffing levels to provide an effective response force.
  - (3) **Technician level:** Firefighters will initiate offensive action to bring the incident under control and to an end. This depends on adequate staffing levels to provide an effective response force.
  - (4) **Minimum staff** refers to the minimum staff number required to initiate a response without mutual or automatic aid.

### Organizational Services

#### Orientation

Initial onboarding of members, including orientation of the organization's core competencies, such as Human Resources, Finances and Occupational Health and Safety. Equipping each recruit with the tools, equipment, and personal protective equipment to perform their job.



## Fire Protection Service Levels

Council Policy

C-704

### OHS 20+ Members

Minimum Alberta OHS requirements must be met for worksites with 20+ workers. In addition, both workers and employers have legal obligations to meet or exceed the Occupational Health and Safety Act, Regulation and Code.

### Fire Prevention Services

Includes the provision of all fire prevention services as managed in the Rocky View County Quality Management Program (QMP); Public Education, Fire Investigation, Fire Inspections, and Community education in fire prevention, safety, and emergency preparedness. This is an essential part of every fire service and community safety plan.

### Team Lead

Officer development and training. Providing the necessary skills, knowledge, understanding, and leadership required of a fire officer so they can safely lead their team through assigned tasks to reach the best outcome.

### Municipal Demand Zones (see Appendix B)

Guided by NFPA 1720, this gives standards to staffing levels, response times and targets based on the demographics. Rocky View County has several demand zones including Urban, Suburban, Rural, and Remote.

## Core Services

- 16 **General Firefighting** includes firefighter initial orientation, core competency training, and skill maintenance. These are the required basic skills and training involving personnel and team safety.
  - (1) RVCFS operates General Firefighting services at a Technician level.
- 17 **Apparatus & Vehicle Operations** includes driver training to meet the requirements of the *Traffic Safety Act*; safe operations of vehicle systems (excluding pump operations), including Pre-trip inspections and documentation, apparatus backing and maneuvering.
  - (1) RVCFS operates Apparatus & Vehicle Operations services at a Technician level.
- 18 **Structural Firefighting: Interior Operations**
  - (1) RVCFS operates interior structural firefighting services at a Technician level.
  - (2) Interior structural firefighting will only be performed where sufficient personnel, training, equipment, and water supply are on scene to safely carry out such duties as ventilation, search and rescue, fire attack, and salvage and overhaul.



## Fire Protection Service Levels

### Council Policy

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- (3) This response level will not be performed in areas serviced by Madden 105 and Irricana 108 unless minimum staffing requirements are met.

#### 19 Structural Firefighting: Exterior Operations

- (1) RVCFS operates exterior structural firefighting services at a Technician level.

#### 20 Wildland-Grassland Firefighting

- (1) RVCFS operates wildland and grassland fire suppression services at a Technician level.
- (2) Grassland fire suppression requires specialized apparatus, water, foam, and other equipment.

#### 21 Vehicle Firefighting

- (1) RVCFS operates vehicle firefighting services at a Technician level.
- (2) Firefighters are able to attack a vehicle fire with an attack line and hand tools so that hazards, leaking flammable liquids, and flash fires are managed and controlled, and the fire is extinguished.

#### 22 Dangerous Goods and Hazardous Materials

- (1) RVCFS operates Dangerous Goods and Hazardous Materials services at an Operations level. Operations depend on adequate staffing levels to provide an effective response force.
- (2) Firefighters will take defensive action to contain and control the incident and seek assistance from outside agencies equipped to mitigate the incident.

#### 23 Motor Vehicle Response

- (1) RVCFS provides motor vehicle response at a Technician Level if the appropriate equipment and recommended number of personnel are available.
- (2) Medical First Response at Motor Vehicle Response scene is performed at an Operations level.

#### 24 Traffic Control

- (1) RVCFS provides traffic control at a Technician Level in response to motor vehicle collisions with the sole purpose of traffic control. Firefighters must wear high-visibility clothing with appropriate traffic control devices in place.



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### 25 Pumping Operations

- (1) Trained firefighters provide pump operations at a Technician Level to perform pumping operations to provide water supply and/or a fire foam stream from a static or pressurized water source. They will be able to draft and assemble hoses, nozzles, valves, and appliances to apply rated flow in live fire incidents.

### 26 Vehicle Extrication

- (1) Vehicle extrications are performed at a Technician Level. Vehicle extrication includes safely removing trapped or pinned occupants of motor vehicle collisions using hand, air, electric, edraulic or hydraulic-operated extrication tools.
- (2) RVCFS provides motor vehicle collision (MVC) rescue at a Technician Level if sufficient staff are appropriately trained.



### Extended Services

### 27 Medical Co-Response / Medical First Response (MFR)

- (1) In a medical emergency, RVCFS operate at an Operations Level at the Standard First Aid ,CPR, HCP and AED.
- (2) RVCFS does not transport patients. As a Medical First Response agency, the County strictly adheres to a set of Medical Control Protocols (MCPs) outlined by Alberta Health Services (AHS).
- (3) MFR services are provided by personnel at all fire stations.

### 28 Large Vehicle Rescue

- (1) Rescue from transport tractor, agricultural equipment and other large vehicles is provided at an Operations Level if sufficient firefighters are appropriately trained.

### 29 Wildland Urban Interface Fire Suppression

- (1) RVCFS provides Wildland Urban Interface Fire Suppression at an Operations level.



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#### 30 Animal Rescue - Large Animals

- (1) RVCFS provides large animal rescue at an Awareness level.

#### 31 Static Ice Rescue

- (1) Appropriately trained personnel provide rescue in frozen or partly frozen bodies of water by appropriately trained personnel:
  - (a) At a Technician level in Langdon;
  - (b) At an Operations level in Elbow Valley, Springbank, and Bearspaw; and
  - (c) At an Awareness level in Irricana and Madden.



## References

### Legal Authorities

### Related Plans, Bylaws, Policies, etc.

### Related Procedures

### Other

- n/a
- Rocky View County Bylaw C-7140-2012, "Fire Services Bylaw", as may be amended or replaced from time-to-time
- Appendix A Level of Service Matrices; Appendix B Demand Zone Map
- Alberta Medical First Responder Program



## Policy History

### Amendment Date(s) – Amendment Description

### Review Date(s) – Review Outcome Description

- n/a
- n/a



## Definitions

In this policy:

- (1) "AHS" means Alberta Health Services;



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- (2) "Automatic Aid" is assistance dispatched automatically by contractual agreement between two communities or fire districts, providing an agency that may be better situated to respond to an area outside their jurisdiction.
- (3) Bravo "B" Medical Response: Emergency Non-Life Threatening; Other; The call determinant for Bravo is not straightforward, which can pose challenges for Councils. Bravo is often used when there is an unknown medical need, such as in motor vehicle accidents where major collisions are reported. While serious medical attention is likely required, the severity of the medical need may be unknown at the time of dispatch.
- (4) "Council" means the duly elected Council of Rocky View County;
- (5) "County" means Rocky View County;
- (6) Delta "D" Medical Response: Life-threatening emergency — chest pain, difficulty breathing, unconsciousness, seizures, severe bleeding, structure fire, traumatic injuries. Without medical intervention, death could be imminent.
- (7) Echo "E" Medical Response: Immediately life-threatening emergency — patient not breathing (e.g., choking, hanging, drowning), severe bleeding, cardiac arrest. Death is imminent without medical intervention.
- (8) "EMS" means Emergency Medical Services;
- (9) "fire protection service" means a service provided by the Fire Services & Emergency Management Department of Rocky View County;
- (10) "Fire Services" means the department of Rocky View County that provides fire protection service and emergency management;
- (11) "firefighter" means a rescuer extensively trained in firefighting, primarily to extinguish hazardous fires that threaten life, property and the environment as well as to rescue people and animals from dangerous situations;
- (12) "incident" means any situation where a member of the public or mutual aid partner, such as Alberta Health Services or Emergency Medical Services, has requested assistance from Rocky View County Fire Services;
- (13) "Medical First Responder" means the Alberta Medical First Responder Program includes provincial standards for Medical First Responder service delivery, support for agencies providing Medical First Responder, ensuring safe patient care with medical oversight, and providing patient care guidelines;
- (14) "MFR" means Medical First Responder;
- (15) "Mutual Aid" is an agreement among emergency responders to lend assistance across jurisdictional



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boundaries, allowing an agency to request identified resources when additional resources necessitate.

- (16) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires; and
- (17) “Structure” means various types of residential, commercial, and industrial buildings.





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### Appendix A – Level of Service Matrices

#### Organizational Services

Foundational pieces are necessary to have a Fire Department in Alberta. OHS & Human Resources fall into this category.

Service	Service Type	General Description of service	Comments
Orientation	Core	Initial onboarding; Human Resources; Occupational Health and Safety; Equipping new staff with the tools, equipment, apps, and PPE	Compulsory Service
OHS: 20+ Members	Core	Minimum Alberta OHS requirements for worksites with 20 or more workers.	Compulsory Service
Fire Prevention	Core	Includes all fire prevention services managed in the QMP; Public Education, Fire Inspections, and Fire Investigations.	Compulsory Service
Team Lead	Core	Development of senior staff and Officers; Leadership; Safety; Critical thinking and decision-making skills; Administration & record keeping; Operational standard NFPA 1021 L1, L2	Compulsory Service
Municipal Demand Zone(s)	Core	Rocky View County includes a mix of suburban, rural and remote for response within its borders. Urban pockets also exist.	Compulsory

#### Core Services

The most common and important “Core” Fire Services offered throughout the Alberta Fire Service.

Service	Service Level	General Description of service	Comments
General Firefighting	Technician	Required basic skills and training post orientation; involves personal and team safety; all basic JPRs from NFPA 1001-L1	Compulsory Service
Apparatus & Vehicle Operations	Technician	Driver training to meet Traffic Safety Act; operations of vehicle systems excluding pump operations NFPA 1002	Compulsory Service
Fire Suppression (Exterior Operations)	Technician	Training based on NFPA 1001-L1;	Compulsory Service Min staff - 4
Fire Suppression (Interior Operations)	Technician	Training based on NFPA 1001 - L 1;	Optional Service must attain Min staff - 4
Wildland - Grassland Firefighting	Technician	Training based on NFPA 1051 JPRs	Compulsory Service Min staff - 4
Dangerous Goods and HazMat	Operations	Ability to identify a Hazmat event and potential consequences; ability to ensure public safety and secure hazardous zone(s) and perform evacuation if necessary; NFPA 470	Compulsory Service Min staff - 4
Vehicle Firefighting	Technician	Identifying and training in special techniques and practices related explicitly to Vehicle fires	Compulsory Service Min staff - 4



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Service	Service Level	General Description of service	Comments
Traffic Control	Technician	Basic competencies in working on roadways; providing a safe working area for all responders; traffic control and flow; NFPA 1091	Compulsory Service Min Staff - 2, or as mandated by AHJ
Pumping Operations	Technician	Competencies related to the operation and use of fire pumps on apparatus as identified in NFPA 1002	Compulsory Service
Response to Alarms	Operations	Response to occupancies that include monitored alarms systems, CO alarms, suspicious odours; Basic knowledge of fire alarm panel functions	Compulsory Service Min staff - 4
Vehicle Extrication	Technician	Providing skills needed to complete safe and proper vehicle stabilization and extrication of patients. Providing medical assistance to trapped persons or persons involved in MVCs NFPA 1001 L-2, NFPA 1006	Optional Service Min staff - 4; major high speed roadway Min staff - 6
Aerial Operations	Awareness	Clear understanding of the support role in aerial operations.	Optional Service Min staff - N/A

### Extended Services

Unique services requiring additional expertise, training, and resources.

Service	Service Level	General Description of service	Comments
Medical Co-Response	Operations	Standard first aid; CPR; AED; HCP assist AHS/EMS with support at a medical emergency that involves intervention for immediately life-threatening medical conditions; Echo and Delta calls; other specifically determined calls (Bravo); AHS MFR Program.	Optional Service Min staff 2
Wild-land Urban Interface (WUI) Firefighting	Awareness Operations	Wildland/ Urban Interface firefighting is a potential reality in many Alberta communities. Basic protection of people and property.	Optional Service Min staff 8

### Station Specific Extended Service Matrix

Additional West Zone Service Levels (Elbow Valley, Springbank, Bearspaw)

Service	Service Level	General Description of service	Comments
Technical Rescue: Ice Rescue	Operations	Effecting rescue in frozen or partially frozen bodies of static water. NFPA 1006 8.2, 8.3	Optional Service Min Staff 6
Technical Rescue: Large Vehicle Rescue	Operations	Rescue from Transport Tractor, Agricultural Vehicles and other large vehicles: NFPA 1006 with additional specialized training	Optional Service Min staff 6
Technical Rescue: Animal Technical Rescue	Awareness; in accordance with the Livestock Management plan	TLAER - Technical Large Animal Emergency Rescue NFPA 105, 1670 Chapter 17 & Annex K	Optional Service Minimum Staff 6

Additional North Central Service Levels (Balzac)





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Service	Service Level	General Description of service	Comments
Technical Rescue: Ice Rescue	Operations	Effecting rescue in frozen or partially frozen bodies of static water. NFPA 1006 8.2, 8.3	Optional Service Min Staff 6
Technical Rescue: Large Vehicle Rescue	Operations	Rescue from Transport Tractor, Agricultural Vehicles and other large vehicles: NFPA 1006 with additional specialized training	Optional Service Min staff 6
Technical Rescue: Animal Technical Rescue	Awareness; in accordance with the Livestock Management plan	TLAER - Technical Large Animal Emergency Rescue NFPA 105, 1670 Chapter 17 & Annex K	Optional Service Minimum Staff 6

#### Additional North Zone Optional Service levels (Irricana, Madden)

Service	Service Level	General Description of service	Comments
Technical Rescue: Ice Rescue	Awareness	Effecting rescue in frozen or partially frozen bodies of static water. NFPA 1006 8.2, 8.3	Optional Service Response, with support from an Ice Rescue Certified Station Min Staff 6
Technical Rescue: Large Vehicle Rescue	Operations	Rescue from Transport Tractor, Agricultural Vehicles and other large vehicles: NFPA 1006 with additional specialized training	Optional Service Min staff 6
Technical Rescue: Animal Technical Rescue	Awareness; in accordance with the Livestock Management plan	TLAER - Technical Large Animal Emergency Rescue NFPA 105, 1670 Chapter 17 & Annex K	Optional Service Minimum Staff 6

#### South East Zone additional Response Levels (Langdon)

Service	Service Level	General Description of service	Comments
Technical Rescue: Ice Rescue	Technician	Effecting rescue in frozen or partially frozen bodies of static water. NFPA 1006 8.2, 8.3	Optional Service Min Staff 6
Technical Rescue: Large Vehicle Rescue	Operations	Rescue from Transport Tractor, Agricultural Vehicles and other large vehicles: NFPA 1006 with additional specialized training	Optional Service Min staff 6
Technical Rescue: Animal Technical Rescue	Awareness	TLAER - Technical Large Animal Emergency Rescue NFPA 105, 1670 Chapter 17 & Annex K	Optional Service Minimum Staff 6



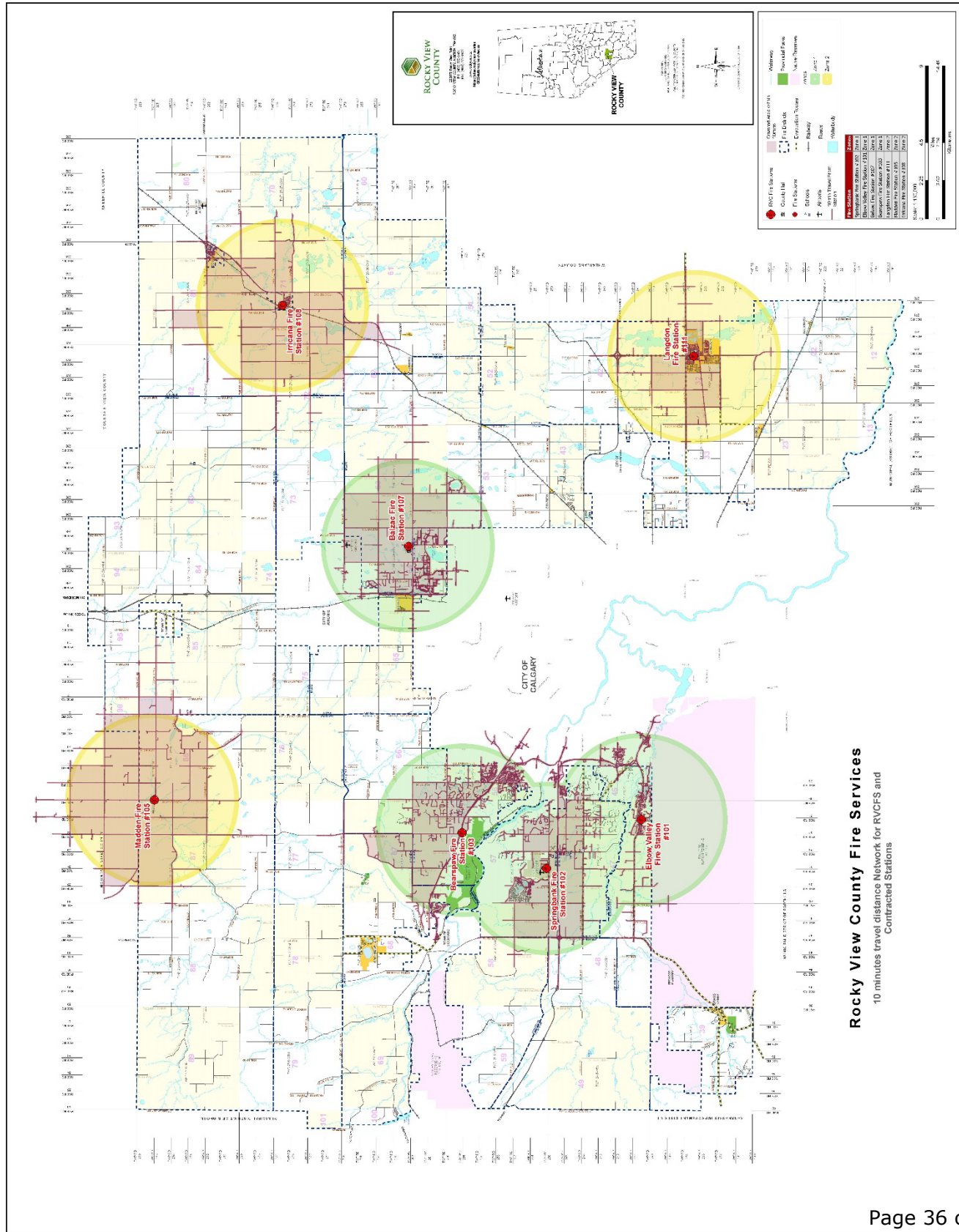


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## Appendix B – Demand Zone Map





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<b>Policy Number:</b>	<b>C-704</b>
<b>Policy Owner:</b>	<b>Fire Services &amp; Emergency Management</b>
<b>Adopted By:</b>	<b>Council</b>
<b>Adoption Date:</b>	<b>2020 January 28</b>
<b>Effective Date:</b>	<b>2020 January 28</b>
<b>Date Last Amended:</b>	<b>N/A</b>
<b>Date Last Reviewed:</b>	<b>N/A</b>

### Purpose

- 1 This policy outlines fire protection services and the level of service for areas within Rocky View County (the County).



### Policy Statement

- 2 The County maintains fire protection services to provide for the safety of its residents and visitors, as well as the protection of property within the County.
- 3 The County works in cooperation with Alberta Health Services (AHS) to provide Medical First Response (MFR). Fire Services provides basic care and comfort to a patient or patients until the arrival of the Emergency Medical Services (EMS) or a higher level of care.
- 4 Council has determined that the most cost effective and appropriate way to deliver fire protection services within the County is through the use of a composite organizational structure, which is comprised of full-time, part-time, and Paid-Per-Call (volunteer) firefighters.
- 5 Council is responsible for determining the applicable level of service for all areas of the County. Fire Services responds within the capacity of the stated level of service applicable to each area defined in this policy.
- 6 The response times referenced in this policy are guidelines only. County residents may have to wait a substantial amount of time for Fire Services to arrive.
- 7 This policy applies to all County firefighters and all personnel providing firefighting and medical services under a service agreement with Fire Services.







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### Policy

- 8 The County does not guarantee specific response times notwithstanding anything contained in this policy. Factors that impact Fire Services response times include, but are not limited to, the distance from the fire station to the incident and whether the first fire station called is able to respond.
- 9 The County does not guarantee any level of service notwithstanding anything contained in this policy. Factors that may result in a variation of a level of service include but not limited to:
  - (1) environmental factors, obstructions, remote or isolated properties, private roadways, hazardous or unsafe conditions at the incident, or encountered while en-route to the incident;
  - (2) impeded access, topographic or geographic configurations of land; and s
  - (3) the number of firefighters and equipment available to respond to any particular incident.
- 10 Hamlet and private water systems are not guaranteed to provide Underwriters Laboratories of Canada (ULC) recommended hydrant fire flows. Fire Services may use available hydrants to augment on-truck water supplies.

### Fire Protection Service and Level of Service

- 11 Within eight kilometres of travel by road, County fire stations located in Elbow Valley, Springbank, Bearspaw, Balzac and Langdon provide
  - (1) the fire protection services that include vehicle rescue, shore based water rescue, interior/offensive fire suppression, and exterior/defensive firefighting activities; and
  - (2) at least four firefighters on scene within 10 minutes 80% of the time.
- 12 Within eight kilometres of travel by road, County fire stations in Irricana and Madden provide:
  - (1) the fire protection services that include vehicle rescue; exterior/defensive fire suppression activities; and
  - (2) a level of service of at least four firefighters on scene within 18 minutes 80% of the time.



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- 13 For all areas of the County not included in sections 12 and 13 of this policy:
- (1) fire protection services include rescue, basic exterior/defensive fire suppression activities; and
  - (2) the level of service is at least four firefighters on scene within an indeterminate period of time 90% of the time.
- 14 A second unit response arrival is dependent on the proximity of the fire station(s) responding.
- 15 the level of service in sections 12 and 13 provide a response rationale and an indicator to insurance companies of the associated water supply provision.

### Structural Firefighting and Rescue

- 16 The level of service for firefighting and rescue involving structure fires may vary depending on the level of fire involvement of a structure upon the arrival of firefighters. The level of fire involvement of a structure is impacted by a variety of factors including but not limited to the distance of the structure from the responding fire station, road conditions, traffic congestion, the time of day, weather, early notification of the fire, witnessing the fire ignition, and the contents of the structure and their flammability.
- 17 Entry into a structure for firefighting and rescue purposes is contingent on the life safety hazard, probability of survivability of occupants, and firefighter safety.
- 18 If rescue is not required and the structure's involvement is such that the likelihood of extinguishment is minimal, then the protection of exposures is the primary focus of firefighters upon arrival.
- 19 For all areas of the County not included in sections 9 and 10 of this policy, the accepted level of service for structural firefighting and rescue is the protection of exposures and protection against fire extension to adjacent properties. A defensive firefighting strategy is mandated to these areas.

### Medical First Response

- 20 As a Medical First Response agency, the County strictly adheres to a set of Medical Control Protocols (MCPs) outlined by AHS.
- 21 The minimum training for firefighters is Standard First Aid or its equivalent, including CPR and AED HCP certification.
- 22 Fire Services is dispatched to a medical response call:



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- (1) at the request of EMS based on information received during the 911 call, on scene patient assessment, or for manpower;
- (2) when the criteria is consistent with the AHS classification for Delta and Echo calls; and
- (3) when an ambulance response is greater than 20 minutes away.



## References

### Legal Authorities

### Related Plans, Bylaws, Policies, etc.

### Related Procedures

### Other

- N/A
- Rocky View County Bylaw C-7140-2012, "Fire Services Bylaw", as may be amended or replaced from time-to-time
- N/A
- Alberta Medical First Responder Program



## Policy History

### Amendment Date(s) – Amendment Description

### Review Date(s) – Review Outcome Description

- N/A
- N/A



## Definitions

23 In this policy:

- (1) "AHS" means Alberta Health Services;
- (2) "Council" means the duly elected Council of Rocky View County;
- (3) "County" means Rocky View County;
- (4) "EMS" means Emergency Medical Services;





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- (5) “fire protection service” means a service provided by the Fire Services & Emergency Management Department of Rocky View County;
- (6) “Fire Services” means the department of Rocky View County that provides fire protection service and emergency management;
- (7) “firefighter” means a rescuer extensively trained in firefighting, primarily to extinguish hazardous fires that threaten life, property and the environment as well as to rescue people and animals from dangerous situations;
- (8) “incident” means any situation where a member of the public or mutual aid partner, such as Alberta Health Services or Emergency Medical Services, has requested assistance from Rocky View County Fire Services;
- (9) “Medical First Responder” means the Alberta Medical First Responder Program includes provincial standards for Medical First Responder service delivery, support for agencies providing Medical First Responder, ensuring safe patient care with medical oversight, and providing patient care guidelines;
- (10) “MFR” means Medical First Responder;
- (11) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires; and
- (12) “structure” means various types of residential, commercial, and industrial buildings.



## ATTACHMENT C

Table of Amendments to Policy C-704

Existing Policy	Proposed change	Reason	Implications
<b>Policy Statements</b>			
3 The County works in cooperation with Alberta Health Services (AHS) to provide Medical First Response (MFR). Fire Services provides basic care and comfort to a patient or patients until the arrival of the Emergency Medical Services (EMS) or a higher level of care.	REMOVED	Under proposed Level of Service policy, the MFR program under AHS was identified as an extended service provided to customers of Rocky View County.	Extended services such as MFR at the Standard First Aid, CPR, HCP and AED require additional expertise, training, and equipment with annual recertification and incident reporting to external agency.
	ADD  5 This policy identifies hazards and risks within the County and provides direction on the specific Levels of Service to reduce and mitigate these risks and increase the safety of County residents.	Medical First Response is not required under NFPA 1720; however, Council endorses the program given the distance and time from a tertiary medical center and established AHS EMS capability.	N/A
<b>Policy</b>			
8 The County does not guarantee specific response times notwithstanding anything contained in this policy. Factors that impact Fire Services response times include, but are not limited to, the distance from the fire station to the incident and	8 Despite anything contained in this policy, the County does not guarantee specific response times. Factors that impact Fire Services response times include, but are not limited to: 1) The distance from the fire station to the incident; and	Reworded for clarity and consistency, and taking into consideration the vast geographical landscape.	Clearly communicates that response times are an ideal <i>target</i> that are dependent on other factors.



Existing Policy	Proposed change	Reason	Implications
whether the first fire station called is able to respond.	2) Whether the first fire station called is able to respond		
9 The County does not guarantee any level of service notwithstanding anything contained in this policy. Factors that may result in a variation of a level of service include but not limited to:	9 Despite anything contained in this policy, the County does not guarantee any level of service. Factors that may result in a variation of a level of service include, but are not limited to:	Reworded for clarity and consistency.	Clearly communicates the levels of service are ideal <i>targets</i> that may be dependent on other factors.
10 Hamlet and private water systems are not guaranteed to provide Underwriters Laboratories of Canada (ULC) recommended hydrant fire flows. Fire Services may use available hydrants to augment on-truck water supplies	10 Hamlet and private water systems are not guaranteed to provide Underwriters Laboratories of Canada (ULD) recommended hydrant fire flows. Where possible, Fire Services may use available hydrants to augment on-truck water supplies.	Reworded for clarity on use of hydrants to augment on-truck water supplies.	N/A
	ADD  This policy will be reviewed annually to ensure that service and response levels are consistent with the County's population growth.	Added to ensure the policy is reviewed regularly to be consistent with County growth.	N/A
<b>Fire Protection Service and Level of Service</b>			
Title Fire Protection Service and Level of Service	Levels of Service for Fire Protection Services	Reworded for clarity	N/A
11 Within eight kilometres of travel by road, County fire stations located in Elbow Valley, Springbank, Bearspaw, Balzac and Langdon provide	12 Rocky View County Fire Services (RVCFS) is aligned with the internationally recognized NFPA 1720 staffing and response standard for fire protection. While	Amended to indicate alignment with NFPA 1720 staffing and response standards.	Closely aligns with existing staffing model for full-time fire stations with the exception of Elbow Valley where staffing currently is 4, augmented by



Existing Policy	Proposed change	Reason	Implications
<p>(1) The fire protection services that include vehicle rescue, shore based water rescue, interior/offensive fire suppression, and exterior/defensive firefighting activities; and</p> <p>(2) At least four firefighters on scene within 10 minutes 80% of the time</p>	<p>still aligned with NFPA 1720, RVCFS has adopted a modified or customized response strategy. Based on Council's minimum desired standard for response, RVCFS will meet or exceed the following:</p> <p>(1) For stations with full-time and part-time staff (Elbow Valley 101, Springbank 102, Bearspaw 103, Balzac 107): to arrive at an incident within fourteen (14) minutes, with six (6) personnel, within ten (10) kilometers by road, eighty (80) percent of the time</p>	<p>Amended to clarify the customized response strategy.</p> <p>.</p> <p>Amended to reflect response time based on distance from the incident, whether within or further than 10 kms from an incident.</p> <p>Amended to reflect six-person crews, rather than four-person crews.</p>	<p>leveraging mutual aid partners (for additional 2 firefighters).</p> <p>May require the County exploring future increasing staff availability in Elbow Valley by two full-time positions .</p> <p>Administration will report back to Council annually on response LOS alignment and response capabilities.</p>
<p>12 Within eight kilometers of travel by road, County fire stations in Irricana and Madden provide:</p> <p>(1) The fire protection services that include vehicle rescue; exterior/defensive fire suppression activities; and</p> <p>(2) A level of service of at least four fire fighters on scene within 18 minutes 80% of the time.</p>	<p>12</p> <p>(2) For stations with paid per call volunteers (Madden 105, Irricana 108, Langdon 11) OR for incidents further than 10 kilometers by road: to arrive at an incident with six (6) personnel, eighty (80) percent of the time with response time dependent on travel distance</p>	<p>Amended to indicate alignment with NFPA 1720 staffing and response standards.</p> <p>Amended to clarify the customized response strategy.</p> <p>Amended to reflect different in full-time/part-time stations and Paid-per-call stations.</p> <p>Amended to reflect response time based on distance from the incident, whether within or further than 10 kms from an incident.</p>	<p>The existing Paid-Per-Call staffing model included an unachievable response time; while travel time would be consistent with Full-time staffing, the mitigating factor is the unknown firefighter turnout time to station, depending on availability.</p> <p>Fire Services would strive to meet the travel time within the demand zone; however, population density would trigger the need to upgrade the</p>



Existing Policy	Proposed change	Reason	Implications
		Amended to reflect a response time dependent on travel distance, rather than 18 minutes.	response zone parameters in the future.
<p>13 For all areas of the County not included in sections 12 and 13 of this policy:</p> <p>(1) Fire protection services include rescue, basic exterior/defensive fire suppression activities; and</p> <p>(2) The level of service is at least four firefighters on scene within an indeterminate period of time 90% of the time</p>	13 Service levels and response expectations remain consistent across the County, though they may vary based on individual firefighter training and initial response staffing levels	Amended to clarify the customized response strategy.	The County does not guarantee specific response times, given the distance from the fire station to the incident, including the number of firefighters and equipment available. Rural and remote demand zones leverage mutual aid resource response assistance where first fire stations are unable to respond,
14 A second unit response arrival is dependent on the proximity of the fire station(s) responding	Removed	Second unit response capacity is not defined within the NFPA 1720 framework; the proposed LOS Policy defines the minimum desired standard for response.	<p>Secondary response resources are requested from supporting fire stations and mutual aid partners with no defined response time criteria given their availability and travel distance to an incident.</p> <p>Increasing reliability on mutual aid partners will have a financial impact on complex and long duration incident responses annually.</p>



Existing Policy	Proposed change	Reason	Implications
15 the level of service in sections 12 and 13 provide a response rationale and an indicator to insurance companies of the associated water supply provision	Removed	Water availability is critical to protecting life and property during fire incidents, particularly in areas of higher population density.	A significant number of private water systems and co-ops exist throughout the County. These systems present a challenge for fire service due to the lack of comprehensive information regarding capacity, compatibility, and ability to provide a reliable water supply for fire suppression operations.
	ADD 14 Fire protection services offered by the County align with one of the following categories: (1) Organizational services: foundational pieces necessary to operate a fire department in Alberta (2) Core services; the most important fire services offered throughout the Alberta Fire Service; and (3) Extended services; unique services requiring additional expertise, training, and resources.	Redefines Fire Protection Services in categories aligned with industry best practices and risk management profiles.	Current policy does not clearly define fire protection services and to degree of delivery.  Most fire services within Alberta now outline service delivery following these categories, alignment with minimum staffing, training, and community risk.
	New sub heading  Response Levels and Minimum Staffing	Redefines Fire Protection Services in categories aligned with industry best practices and risk management profiles.	NFPA and OH&S minimum staff number required to initiate a response without mutual aid or automatic aid.



Existing Policy	Proposed change	Reason	Implications
			The level of response more clearly defines to what degree a response can be completed based on level of training and certification.
	<p>15 The level of response for each service is defined as follows:</p> <p>(1) Awareness level: Firefighters will recognize risks and hazards, secure the area, and call for trained assistance.</p> <p>(2) Operations level: Firefighters will take defensive action to contain and control the incident and seek assistance from outside agencies equipped to mitigate the incident. Operations depend on adequate staffing levels to provide an effective response force.</p> <p>(3) Technician level: Firefighters will initiate offensive action to bring the incident under control and to an end. This depends on adequate staffing levels to provide an effective response force.</p>	Added to define the levels of service and staffing required for each.	<p>NFPA and OH&amp;S minimum staff number required to initiate a response without mutual aid or automatic aid.</p> <p>The level of response more clearly defines to what degree a response can be completed based on level of training and certification.</p>



Existing Policy	Proposed change	Reason	Implications
	(4) Minimum staff refers to the minimum staff number required to initiate a response without mutual or automatic aid.		
<b>Structural Firefighting and Rescue</b>			
16 The level of service for firefighting and rescue involving structure fires may vary depending on the level of fire involvement of a structure upon the arrival of firefighters. The level of fire involvement of a structure is impacted by a variety of factors including but not limited to the distance of the structure from the responding fire station, road conditions, traffic congestion, the time of day, weather, early notification of the fire, witnessing the fire ignition, and the contents of the structure and their flammability.	Moved to new Core Services subsection and re-written in its entirety.	Moved to reflect the nature of the service and at what level it will be provided	<p>NFPA and OH&amp;S minimum staff number required to initiate a response without mutual aid or automatic aid.</p> <p>The level of response more clearly defines to what degree a response can be completed based on level of training and certification</p>
17 Entry into a structure for firefighting and rescue purposes is contingent on the life safety hazard, probability of survivability of occupants, and firefighter safety.	Moved to new Core Services subsection and re-written in its entirety.	Moved to reflect the nature of the service and at what level it will be provided	N/A
18 If rescue is not required and the structure's involvement is such that the likelihood of	Moved to new Core Services subsection and re-written in its entirety.	Moved to reflect the nature of the service and at what level it will be provided	N/A





Existing Policy	Proposed change	Reason	Implications
extinguishment is minimal, then the protection of exposures is the primary focus of firefighters upon arrival			
19 For all areas of the County not included in sections 9 and 10 of this policy, the accepted level of service for structural firefighting and rescue is the protection of exposures and protection against fire extension to adjacent properties. A defensive firefighting strategy is mandated to these areas.	Moved to new Core Services subsection and re-written in its entirety.	Moved to reflect the nature of the service and at what level it will be provided	N/A
<b>Medical First Response</b>			
20 As a Medical First Response agency, the County strictly adheres to a set of Medical Control Protocols (MCPs) outlined by AHS.	Moved to new Extended Services subsection and re-written in its entirety.	Moved to reflect the nature of the service and at what level it will be provided	N/A
21 The minimum training for firefighters is Standard First Aid or its equivalent, including CPR and AED HCP certification.	Moved to new Extended Services subsection and re-written in its entirety.	Moved to reflect the nature of the service and at what level it will be provided	N/A
22 Fire Services is dispatched to a medical response call:  (1) at the request of EMS based on information received during the 911 call, on scene patient assessment, or for manpower;	Moved to new Extended Services subsection and re-written in its entirety.	Moved to reflect the nature of the service and at what level it will be provided	N/A



Existing Policy	Proposed change	Reason	Implications
(2) when the criteria is consistent with the AHS classification for Delta and Echo calls; and (3) when an ambulance response is greater than 20 minutes away.			
	Add New Subheading <b>Organizational Services</b>	Industry recognized services that Fire Administrations provide to enhance customer service and operational readiness	Fire Services oversight, operational planning, recruitment, training, resource logistics and Fire Prevention activities support core services and enhance the customer service experience.
	Add <b>Orientation</b> Initial onboarding of members, including orientation of the organization's core competencies, such as Human Resources, Finances and Occupational Health and Safety. Equipping each recruit with the tools, equipment, and personal protective equipment to perform their job.	OH&S requires all workers to be oriented, trained, and competent for the hazards identified in the work environment, and provided the Physical, administrative, PPE controls to safely mitigate exposure to work environment hazards.	Policy is compliant with Alberta Health and Safety Act and regulations. Industry best practices, NFPA Guidelines regulate Firefighter safety.
	Add <b>OHS 20+ Members</b> Minimum Alberta OHS requirements must be met for worksites with 20+ workers. In	OH&S requires all workers to be oriented, trained, and competent for the hazards identified in the work environment, and provided the Physical, administrative, PPE	Policy is compliant with Alberta Health and Safety Act and regulations. Industry best practices, NFPA Guidelines regulate Firefighter safety.



Existing Policy	Proposed change	Reason	Implications
	addition, both workers and employers have legal obligations to meet or exceed the Occupational Health and Safety Act, Regulation and Code.	controls to safely mitigate exposure to work environment hazards.	
	<p>Add</p> <p><b>Fire Prevention Services</b> Includes the provision of all fire prevention services as managed in the Rocky View County (QMP); Public Education, Fire Investigation, Fire Inspections, and Community education in fire prevention, safety, and emergency preparedness. This is an essential part of every fire service and community safety plan. Consideration should be given to establishing a robust Fire Prevention team to manage all the required inspections that having a large industrial area demands.</p>	A foundational part of the Fire Service delivery model is the prevention of incidents and accidents, provided through community risk analysis, education, property inspection and emergency preparedness.	Reduction in community incidents can be achieved through a robust fire prevention program, community risk assessments and building inspections, education, which would change behaviors and reduce operational service demands.
	<p>Add</p> <p><b>Team Lead</b> Officer development and training. Providing the necessary skills, knowledge, understanding, and leadership required of a fire officer so they can safely lead their team through assigned tasks to reach the best outcome.</p>	OH&S and NFPA require trained competent supervision of staff committed to a work site.	N/A



Existing Policy	Proposed change	Reason	Implications
	<p>Add</p> <p><b>Municipal Demand Zones (see Appendix B)</b></p> <p>Guided by NFPA 1720, this gives standards to staffing levels, response times and targets based on the demographics. Rocky View County has several demand zones including Urban, Suburban, Rural, and Remote.</p>	<p>Existing LOS was based on Building Code High Intensity Residential Fires (HIRF), introducing the National Building Code 10 minute rule. Community Risk and response guidelines under NFPA1720 reflect population density as one of the key triggers for upgrades to fire protection levels.</p>	<p>Increased growth and development would change a demand zone requiring a need for additional resources and staffing. The impact may be offset by leveraging mutual aid partners in the short term. Long term planning is required to meet the service demand change.</p>
	<p>Add new subheading</p> <p><b>Core Services</b></p>	N/A	N/A
	<p>16 General Firefighting includes firefighter initial orientation, core competency training, and skill maintenance. These are the required basic skills and training involving personnel and team safety.</p> <p>(1) RVCFS operates General Firefighting services at a Technician level.</p>	<p>Added to define the service, and at the level at which it will be provided.</p>	<p>More clearly defines core service and training requirements.</p>
	<p>17 Apparatus &amp; Vehicle Operations includes driver training to meet the requirements of the Traffic Safety Act; safe operations of vehicle systems (excluding pump operations), including Pre-trip inspections and documentation,</p>	<p>Added to define the service, and at the level at which it will be provided.</p>	<p>More clearly defines core service and training requirements.</p>



Existing Policy	Proposed change	Reason	Implications
	<p>apparatus backing and maneuvering.</p> <p>(1) RVCFS operates Apparatus &amp; Vehicle Operations services at a Technician level.</p>		
	<p>18 Structural Firefighting: Interior Operations</p> <p>(1) RVCFS operates interior structural firefighting services at a Technician level.</p> <p>(2) Interior structural firefighting will only be performed where sufficient personnel, training, equipment, and water supply are on scene to safely carry out such duties as ventilation, search and rescue, fire attack, and salvage and overhaul.</p> <p>(3) This response level will not be performed in areas serviced by Madden 105 and Irricana 108 unless minimum staffing requirements are met.</p>		More clearly defines core service and training requirements.
	<p>19 Structural Firefighting: Exterior Operations</p> <p>(1) RVCFS operates exterior structural firefighting services at a Technician level.</p>	Added to define the service, and at the level at which it will be provided.	More clearly defines core service and training requirements.



Existing Policy	Proposed change	Reason	Implications
	<p>20 Wildland-Grassland Firefighting</p> <p>(1) RVCFS operates wildland and grassland fire suppression services at a Technician level.</p> <p>(2) Grassland fire suppression requires specialized apparatus, water, foam, and other equipment.</p>	Added to define the service, and at the level at which it will be provided.	More clearly defines core service and training requirements.
	<p>21 Vehicle Firefighting</p> <p>(1) RVCFS operates vehicle firefighting services at a Technician level.</p> <p>(2) Firefighters are able to attack a vehicle fire with an attack line and hand tools so that hazards, leaking flammable liquids, and flash fires are managed and controlled, and the fire is extinguished.</p>	Added to define the service, and at the level at which it will be provided.	More clearly defines core service and training requirements.
	<p>22 Dangerous Goods and Hazardous Materials</p> <p>(1) RVCFS operates Dangerous Goods and Hazardous Materials services at an Operations level. Operations depend on adequate staffing levels to provide an effective response force.</p>	Added to define the service, and at the level at which it will be provided.	More clearly defines core service and training requirements.



Existing Policy	Proposed change	Reason	Implications
	(2) Firefighters will take defensive action to contain and control the incident and seek assistance from outside agencies equipped to mitigate the incident.		
	<p>23 Motor Vehicle Response</p> <p>(1) RVCFS provides motor vehicle response at a Technician Level if the appropriate equipment and recommended number of personnel are available.</p> <p>(2) Medical First Response at Motor Vehicle Response scene is performed at an Operations level.</p>	Added to define the service, and at the level at which it will be provided.	More clearly defines core service and training requirements.
	<p>24 Traffic Control</p> <p>(1) RVCFS provides traffic control at a Technician Level in response to motor vehicle collisions with the sole purpose of traffic control. Firefighters must wear high-visibility clothing with appropriate traffic control devices in place.</p>	Added to define the service, and at the level at which it will be provided.	More clearly defines core service and training requirements.
	<p>25 Pumping Operations</p> <p>(1) Trained firefighters provide pump operations at a Technician Level to perform pumping operations to provide water supply and/or a fire foam stream from a</p>	Added to define the service, and at the level at which it will be provided.	More clearly defines core service and training requirements.



Existing Policy	Proposed change	Reason	Implications
	static or pressurized water source. They will be able to draft and assemble hoses, nozzles, valves, and appliances to apply rated flow in live fire incidents.		
	<p>26 Vehicle Extrication</p> <p>(1) Vehicle extrications are performed at a Technician Level. Vehicle extrication includes safely removing trapped or pinned occupants of motor vehicle collisions using hand, air, electric, edraulic or hydraulic-operated extrication tools.</p> <p>(2) RVCFS provides motor vehicle collision (MVC) rescue at a Technician Level if sufficient staff are appropriately trained.</p>	Added to define the service, and at the level at which it will be provided.	More clearly defines core service and training requirements.
	<p>Add new subheading</p> <p><b>Extended Services</b></p>	Added to define the service, and at the level at which it will be provided.	N/A
	<p>27 Medical Co-Response / Medical First Response (MFR)</p> <p>(1) In a medical emergency, RVCFS operate at an Operations Level at the Standard First Aid ,CPR, HCP and AED.</p> <p>(2) RVCFS does not transport patients. As a Medical First Response agency, the County</p>	Added to define the service, and at the level at which it will be provided.	Clearly defines medical co-response/medical first response as an extended service.





Existing Policy	Proposed change	Reason	Implications
	<p>strictly adheres to a set of Medical Control Protocols (MCPs) outlined by Alberta Health Services (AHS).</p> <p>(3) MFR services are provided by personnel at all fire stations.</p>		
	<p>28 Large Vehicle Rescue</p> <p>(1) Rescue from transport tractor, agricultural equipment and other large vehicles is provided at an Operations Level if sufficient firefighters are appropriately trained.</p>	Added to define the service, and at the level at which it will be provided.	Clearly defines large vehicle rescue as an extended service.
	<p>29 Wildland Urban Interface Fire Suppression</p> <p>(1) RVCFS provides Wildland Urban Interface Fire Suppression at an Operations level.</p>	Added to define the service, and at the level at which it will be provided.	Clearly defines Wildland Urban Interface Fire Suppression as an extended service.
	<p>30 Animal Rescue – Large Animals</p> <p>(1) RVCFS provides large animal rescue at an Awareness level.</p>	Added to define the service, and at the level at which it will be provided.	Clearly defines Animal Rescue as an extended service.
	<p>31 Static Ice Rescue</p> <p>(1) Appropriately trained personnel provide rescue in frozen or partly frozen bodies of water by appropriately trained personnel:</p>	Added to define the service, and at the level at which it will be provided.	Clearly defines Animal Rescue as an extended service.



Existing Policy	Proposed change	Reason	Implications
	<p>(a) At a Technician level in Langdon and Springbank;</p> <p>(b) At an Operations level in Elbow Valley, Balzac, and Bearspaw; and</p> <p>(c) At an Awareness level in Irricana and Madden.</p>		
<b>Definitions</b>			
	<p>Add</p> <p>(2) Bravo “B” Medical Response: Emergency Non-Life Threatening; Other; The call determinant for Bravo is not straightforward, which can pose challenges for Councils. Bravo is often used when there is an unknown medical need, such as in motor vehicle accidents where major collisions are reported. While serious medical attention is likely required, the severity of the medical need may be unknown at the time of dispatch.</p>	<p>To define commonly used industry term.</p> <p>Bravo Medical Responses are often dispatched as a pre-alert often given the unknown nature of the medical condition or injury involving motor vehicle collisions – later upgraded to Delta or Echo, or cancelled.</p> <p>Not a recommended service level by AHS MFR program for Rocky View County.</p>	N/A
	<p>Add</p> <p>(4) Delta “D” Medical Response: Life-threatening emergency — chest pain, difficulty</p>	<p>To define commonly used industry term.</p> <p>Recommended level of service by AHS for MFR participating Fire Services.</p>	N/A



Existing Policy	Proposed change	Reason	Implications
	breathing, unconsciousness, seizures, severe bleeding, structure fire, traumatic injuries. Without medical intervention, death could be imminent.		
	Add  Echo “E” Medical Response: Immediately life-threatening emergency — patient not breathing (e.g., choking, hanging, drowning), severe bleeding, cardiac arrest. Death is imminent without medical intervention.	To define commonly used industry term.  Recommended level of service by AHS for MFR participating Fire Services.	
	Add  Appendix A – Level of Service Matrices  All tables and text	Added to define and display organization services, core service, extended services, station-specific extended service matrix, and additional service levels.  Provides descriptive overview of cores services and level of training competency.	
	Add  Appendix B – Demand Zone Map	Added to define and display the 10 km area of present fire station locations, the response time of Full-time staffed stations are in GREEN, the undetermined response time for Paid-per-call stations are in YELLOW other areas are rural or	Only full-time stations are able to respond within the 10 minutes to incidents within the 10km travel by road. PPC stations must travel to station before response travel time begins.



Existing Policy	Proposed change	Reason	Implications
		<p>remote with no defined response time criteria.</p> <p>Provides the 10 km response capability from present fire stations and response timeline goal.</p>	

Note: The intention of this tracker is to compile the resolutions originating from Council, Governance Committee, Recreation Governance Committee and Public Presentation Committee meetings requiring additional Administrative action and subsequent report back to the Council.

	Topic	Resolution	Date of Resolution	Target Completion Date	Responsible Department	Update	Corporate Division	Direction Given By
1	Recreation and Parks Master Plan Review	<b>MOVED</b> by Councillor Samra that Council directs Administration to bring forward the community recreation plans initiative to replace the Recreation Parks and Master Plan for consideration during the 2025 budget deliberations in Q4 2024.	24/Sep/2024	31/Dec/2024	Recreation, Parks & Community Support		Community Services	Council
2	Community Recreation Off-Site Levy Bylaw	<b>MOVED</b> by Deputy Reeve Kochan that Council directs Administration to schedule a public hearing prior to further consideration of the proposed Community Recreation Off-Site Levy Bylaw in accordance with section 176 of the <i>Procedure Bylaw</i> .  <b>MOVED</b> by Deputy Reeve Kochan that Council directs Administration to advertise the proposed Community Recreation Off-Site Levy Bylaw in accordance with section 648(6) of the <i>Municipal Government Act</i> .	23-Jul-24	31-Dec-24	Capital & Engineering Services	Should the County amend/repeal/replace these bylaws in the future, additional public hearings will be required, as bylaws that are amend/repeal/replace must apply the same process that was used to pass the bylaw in the first place, which now includes a public hearing	Operations	Council
3	Regional Stormwater Off-Site Levy Bylaw	<b>MOVED</b> by Deputy Reeve Kochan that Council directs Administration to schedule a public hearing prior to further consideration of the proposed Regional Stormwater Off-Site Levy Bylaw in accordance with section 176 of the <i>Procedure Bylaw</i> .  <b>MOVED</b> by Deputy Reeve Kochan that Council directs Administration to advertise the proposed Regional Stormwater Off-Site Levy Bylaw in accordance with section 648(6) of the <i>Municipal Government Act</i> .	23/Jul/2024	31/Dec/2024	Capital & Engineering Services	Should the County amend/repeal/replace these bylaws in the future, additional public hearings will be required, as bylaws that are amend/repeal/replace must apply the same process that was used to pass the bylaw in the first place, which now includes a public hearing	Operations	Council
4	Regional Water and Wastewater Off-Site Levy Bylaw	<b>MOVED</b> by Deputy Reeve Kochan that Council directs Administration to schedule a public hearing prior to further consideration of the proposed Regional Water and Wastewater Off-Site Levy Bylaw in accordance with section 176 of the <i>Procedure Bylaw</i> .  <b>MOVED</b> by Deputy Reeve Kochan that Council directs Administration to advertise the proposed Regional Water and Wastewater Off-Site Levy Bylaw in accordance with section 648(6) of the <i>Municipal Government Act</i> .	23/Jul/2024	31/Dec/2024	Capital & Engineering Services	Should the County amend/repeal/replace these bylaws in the future, additional public hearings will be required, as bylaws that are amend/repeal/replace must apply the same process that was used to pass the bylaw in the first place, which now includes a public hearing	Operations	Council
5	Regional Transportation Off-Site Levy Bylaw	<b>MOVED</b> by Deputy Reeve Kochan that Council directs Administration to schedule a public hearing prior to further consideration of the proposed Regional Transportation Off-Site Levy Bylaw in accordance with section 176 of the <i>Procedure Bylaw</i> .  <b>MOVED</b> by Deputy Reeve Kochan that Council directs Administration to advertise the proposed Regional Transportation Off-Site Levy Bylaw in accordance with section 648(6) of the <i>Municipal Government Act</i> .	23/Jul/2024	31/Dec/2024	Capital & Engineering Services	Should the County amend/repeal/replace these bylaws in the future, additional public hearings will be required, as bylaws that are amend/repeal/replace must apply the same process that was used to pass the bylaw in the first place, which now includes a public hearing	Operations	Council
6	Planning Project Prioritization Policy C-322 Amendments	<b>MOVED</b> by Councillor Boehlke that Council direct Administration to bring forward a ranking of Area Structure Plans under the current Policy C-322 no later than end of Q3 2024.	23/Jul/2024	30/Sep/2024	Planning	Scheduled for October 8 Council meeting	Community Services	Council

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	Topic	Resolution	Date of Resolution	Target Completion Date	Responsible Department	Update	Corporate Division	Direction Given By
7	Langdon Park Storm Water Plan and Paving of Parking Lot	<b>MOVED</b> by Councillor Schule that Council direct Administration to complete an assessment of probable costs and report back to Council for consideration by Q4 of 2024.	23/Jul/2024	31/Dec/2024	Capital & Engineering Services		Operations	Council
8	Establishment of a Policy Review Committee	<b>MOVED</b> by Councillor Wright that that Administration be directed to evaluate the potential for re-establishing a Policy Review Committee and report back with their findings and recommendations no later than the October 8, 2024 Council meeting.	23/Jul/2024	8/Oct/2024	Legislative Services	Scheduled for GC September 17 and Council October 8	Corporate Services	Council
9	Aggregate Resource Plan	<b>MOVED</b> by Councillor Wright that Council direct Administration to bring a report back to Council no later than the end of Q4, 2024, that includes an analysis of the Committee Report and outlines recommended actions, a workplan, and review of budget implications.	23/Jul/2024	31/Dec/2024	Planning	Scheduled for October 8 Council meeting	Community Services	Council
10	Local Plan Amendment and Redesignation (PL20220027 and PL20220028)	<b>MOVED</b> by Councillor Hanson that Council refers applications PL20220027 and PL20220028 back to Administration for the Applicant to revise the application and return to Council prior to the end of Q4, 2024, with amendments including:  - Limitations on the type and intensity of uses allowed for the proposed Business, Agricultural district parcel within the revised conceptual scheme to ensure alignment with the direction of the Central Springbank Area Structure Plan.  - Reconfiguration of the proposed road network and lot layout to meet the intent of the adopted Springbank Creek Conceptual Scheme by providing the potential for road connections to the wider conceptual scheme area.	23/Jul/2024	31/Dec/2024	Planning		Community Services	Council
11	Amendments to the Regional Emergency Management Plan	<b>MOVED</b> by Deputy Reeve Kochan that the proposed amendments and additions to the Emergency Management Plan be referred to Council for approval.	17/Jul/2024	8/Oct/2024	Fire Services		Community Services	Committee
12	ASP Servicing and Mandatory Connection Policies	<b>MOVED by Councillor Wright</b> that the Governance Committee directs Administration to present a report to Council by Q4, 2024 reviewing servicing policies within all of the County's existing Area Structure Plans (ASPs), specifically exploring how any policy gaps relating to the timing of connections to piped water and wastewater servicing in each ASP could be addressed.	16/Jul/2024	31/Dec/2024	Planning		Community Services	Committee
13	Council Compensation and Expense Reimbursement Policy C-195	<b>MOVED by Councillor Wright</b> that Council Compensation and Expense Reimbursement Policy C-195 be referred to Administration for further review and amendments, including a workshop with Council, prior to further consideration by Council in Q3 2024.	25/Jun/2024	22/Oct/2024	Legislative Services	Scheduled for GC September 17 and Council October 22	Corporate Services	Council
14	Solid Waste and Recycling funding options	<b>MOVED by Deputy Reeve Kochan</b> that Council directs Administration to prepare a report to be presented to Council, no later than the end of Q1 2025, with additional information on Solid Waste and Recycling funding options as it relates to Extended Producer Responsibility.	25/Jun/2024	31/Mar/2025	Utility Services		Operations	Council
15	Strategic Objectives of the People Strategy	<b>MOVED by Councillor Samra</b> that Council directs Administration to continue work on the strategic objectives of the People Strategy and bring a report back to Council with outcomes of delivered initiatives and a strategic priority status update in Q4 of 2024.	25/Jun/2024	31/Dec/2024	People & Culture		Community Services	Council



**Council and Committee Resolutions**  
**Current as of 2024-10-01**

On Time
Overdue
On Hold
Completed

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	Topic	Resolution	Date of Resolution	Target Completion Date	Responsible Department	Update	Corporate Division	Direction Given By
16	Policy C-317	<b>MOVED by Deputy Reeve Kochan</b> that the Recreation Governance Committee directs Administration to review the Community Enhancement Grant Program portion of the Community Recreation and Culture Grant Funding Policy C-317, and bring a report to the December 4, 2024 Recreation Governance Committee meeting.	19/Jun/2024	4/Dec/2024	Recreation, Parks & Community Support		Community Services	Committee
17	Springbank Area Structure Plan	<b>MOVED by Deputy Reeve Kochan</b> that direct Administration to prepare a new Springbank Area Structure Plan that combines the Central Springbank, North Springbank, and Middle ASPs while keeping the direction of the existing land use strategies.  <b>MOVED by Deputy Reeve Kochan</b> that that Administration present the Springbank Area Structure Plan no later than the end of Q3 2024 at a public hearing for Council's consideration.	28/May/2024	30/Sep/2024	Planning	Scheduled for October 2 Special Council meeting	Community Services	Council
18	Meadow Ridge Road Conrich Estates – Local Improvement Plan Update	<b>MOVED by Councillor Samra</b> that Council directs Administration to defer the installation of new infrastructure, water, and wastewater local improvement at Meadow Ridge Road in the Conrich Estates subdivision;  AND THAT Council directs Administration to explore other options for expanding water and wastewater services in the Conrich area, with a report to be brought back to Council by the end of Q3 2024.	14/May/2024	30/Sep/2024	Capital & Engineering Services	Forecasted for October 8 Council meeting	Operations	Council
19	Sale of the Cochrane Gravel Pit Lands	<b>MOVED by Councillor Hanson</b> that Council decline the offer provided by the Requestor, dated March 11, 2024, and direct Administration to proceed to RFP for remediation of the Cochrane Gravel Pit and present budget adjustments for Council's consideration.	26/Mar/2024	Ongoing	Asset Management		Operations	Council
20	Pedestrian Access to Bearspaw Reservoir	<b>MOVED by Deputy Reeve Kochan</b> that Administration be directed to collaborate with the TransAlta and The City of Calgary to implement the recommendations in the 2019 Bearspaw Reservoir Trilateral Task Force Consensus Report and determine suitable uses and locations for river access, and report back to Council by end of Q3 2024.	12/Mar/2024	30/Sep/2024	Intergovernmental Services & Regional Planning	Forecasted for October 8 Council meeting	Chief Administrative Officer	Council
21	Connecting Conrich Plan	<b>MOVED by Councillor Samra</b> that funding for preparing the Connecting Conrich Plan be considered in the 2025 budget deliberations.	27/Feb/2024	31/Dec/2024	Recreation, Parks & Community Support		Community Services	Council
23	Langdon Ball Diamonds Successes and Challenges Report	<b>MOVED by Councillor Wright</b> that Council approve Model #1, as presented in this report, to accommodate a one-year pilot for the maintenance and operational requirements of the six ball diamonds in Langdon for the 2024 season;  AND THAT Council direct Administration to bring back a report highlighting the successes and challenges of the one-year pilot no later than Q4 2024.	23/Jan/2024	31/Dec/2024	Recreation, Parks & Community Support	Forecasted for December 4 RGC meeting	Community Services	Council
24	Fire Services Master Plan Review and Revisions	<b>MOVED by Councillor Wright</b> that the Governance Committee direct Administration to engage an external consultant to review and revise the 2022 draft Fire Services Master Plan, including long-term strategies based on community risk and projected growth, to forecast immediate and future emergency service needs of the community in a 2024 Fire Service Master Plan, for presentation to Council in Q4 of 2024.	16/Jan/2024	31/Dec/2024	Fire Services	Forecasted for November 26 Council meeting	Community Services	Committee



**Council and Committee Resolutions**  
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	Topic	Resolution	Date of Resolution	Target Completion Date	Responsible Department	Update	Corporate Division	Direction Given By
25	Land Use Bylaw Priority Amendments	<b>MOVED by Councillor Wright</b> that the Governance Committee direct Administration to prepare amendments to Land Use Bylaw C-8000-2020 for the consideration of Council at a public hearing no later than the end of Q2, 2024, based on the following principles: a. Create additional requirements for the Kennel use to regulate the location and impacts of the use; b. Create a new 'Shipping Container' use with associated regulations in relation to the subject district and intended use of the Shipping Container; c. Allow the Development Authority the ability to provide a minor variance to setback requirements for Real Property Report compliance reviews, subject to criteria; d. Allow automotive-related businesses to be considered as part of Home-Based Business (Type I) and (Type II) uses, subject to criteria; e. Create increased rules and regulations for the Bed and Breakfast use to ensure that the site and principal dwelling hosting the use is used as a permanent residence; and f. Create a new sign type – 'Community Entrance Sign' – and exempt Community Entrance Signs from requiring a development permit subject to criteria.	16/Jan/2024	31/Dec/2024	Planning	<b>Awaiting automotive related businesses and Bed and Breakfast back to Council</b>  <i>Completed Entrance signs and existing building variances approved May 14 Kennel and Minor accessory buildings approved June 11 Shipping Containers presented June 25 Bed and Breakfast presented to GC June 16</i>	Community Services	Committee
26	Fire Offsite Levy Bylaw	<b>MOVED by Councillor Boehlke</b> that Council direct Administration to prepare a Fire Offsite Levy Bylaw for Council's consideration by Q3 of 2024 and following the Council approval of the 2024 Fire Master Plan.	12/Dec/2023	31/Dec/2024	Fire Services	Forecasted for November 26 Council meeting	Community Services	Council
27	Updates to Bears paw Area Structure Plan	<b>MOVED by Councillor Wright</b> that Administration be directed to draft amendments to the Bears paw Area Structure Plan and to seek community, agency and intermunicipal input based on the updated land use strategy set out within Attachment A, including for: • The removal of agricultural lands from the Plan area. • The designation of significant areas of unfragmented lands as future residential development areas, to ensure the orderly phasing of development and focused infilling of existing fragmented areas. • The identification of a small community core where local institutional and commercial amenities will be focused.	21/Nov/2023	31/Dec/2024	Planning		Community Services	Committee
28	Trans Canada Trail Feasibility Study	MOVED by Councillor Boehlke that Administration be directed to incorporate the findings and recommendations of the Trans Canada Trail Feasibility Study into the terms of reference for both the development of an Active Transportation Plan: North County and Parks and Open Space Master Plan review. Further, that intermunicipal collaboration and public engagement activities specifically explore the preferred routes and provide recommendations to the Governance Committee for consideration of both near and longer-term priorities.	4/Apr/2023	31/Mar/2025	Planning	No further work done with Airdrie or Calgary and ATP revisions are not on the 2024 workplan	Community Services	Committee



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	Topic	Resolution	Date of Resolution	Target Completion Date	Responsible Department	Update	Corporate Division	Direction Given By
29	Report on Road Allowance Access to Waterbodies and Watercourses	<b>MOVED by Councillor Hanson</b> that in bringing forward future amendments to the Municipal Development Plan, area structure plans, active transportation plans, and Council Policy C-443, in accordance with Council direction and Administration's annual work plan, Administration shall be directed to incorporate into these documents policies and principles relating to recreational use of road allowances connecting to watercourses and waterbodies. Specific consideration shall be given to: <ul style="list-style-type: none"> <li>• supporting, in principle, retention of road allowances for public recreation use;</li> <li>• identifying road allowance connection points and current usage through studies and public input;</li> <li>• prioritizing or discouraging identified road allowances and access points through policies and implementation tools; and</li> <li>• identifying measures to ensure the protection of adjacent private landowner interests in encouraging recreational use of a road allowance.</li> </ul>	29/Nov/2022	31/Mar/2025	Planning	ATP not on 2024 workplan, but looking at river access through relevant ASPs and also through the Bears paw Reservoir Trilateral Taskforce (Intergov leading) which is getting restarted	Community Services	Council
30	Road Closure Application PL20170162	<b>MOVED by Councillor Boehlke</b> that Administration prepare an amending bylaw to Bylaw C-8224-2021 to replace Schedule 'A' with a Survey once approval of that plan has been received from Alberta Environment and Protected Areas and that Application PL20170162 be referred back to Administration to bring the terms of the Sales Agreement back to Council along with the amending bylaw by September 5, 2024.	5/Sep/2023	On Hold	Planning	On hold with applicant	Community Services	Council
31	Shepard Industrial Area Structure Plan	<b>MOVED by Councillor Samra</b> that further consideration of Bylaw C-8172-2021 be tabled until annexation negotiations between the City of Calgary and Rocky View County conclude.  <b>MOVED by Councillor Samra</b> that Administration be directed to present a report to Council no later than two months following a decision by the Land and Property Rights Tribunal on the annexation.	14/Dec/2021	On Hold	Intergovernmental Services & Regional Planning	Intergov and Regional Planning leading Prairie Gateway project	Community Services	Council
32	Community Recreation Off-Site Levy Bylaw Update	<b>MOVED by Councillor Samra</b> that the Governance Committee direct Administration to bring forward the draft Community and Recreation Off-site Levy Bylaw to Council for consideration of first reading.	16/Apr/2024	30/Sep/2024	Recreation, Parks & Community Support	Schedule for first reading in July	Community Services	Committee
33	Bears paw Marina – Proposal on the Bears paw Reservoir	<b>MOVED by Councillor Boehlke</b> that the Public Presentation Committee recommends to Council that Administration be directed to supply a letter to Mr. Rick Skauge that states Rocky View County has no objections, in principle, to the Bears paw Marina proposal of a watercraft rental facility on the Bears paw Reservoir, as presented at the July 17, 2024 Public Presentation Committee meeting.	17/Jul/2024	10/Sep/2024	Legislative Services	Mr. Rick Skauge has requested to withdraw his request for Rocky View County(RVC) Council to prepare a letter of "No Objection" to the Bears paw Marina proposal. The item and request will be appear on the agenda, but a motion to amend and withdraw the item from the agenda will be proposed	Corporate Services	Committee
34	Bragg Creek Wild - Update on Work to Address Wildlife-Human Conflicts in The Area	<b>MOVED by Councillor Hanson</b> that the Public Presentation Committee recommends to Council that Administration be directed to explore the potential for a garbage bylaw as discussed during the Bragg Creek Wild presentation at the July 17, 2024 Public Presentation Committee meeting.	17/Jul/2024	10/Sep/2024	Legislative Services		Corporate Services	Committee



**Council and Committee Resolutions**  
**Current as of 2024-10-01**

On Time
Overdue
On Hold
Completed

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	Topic	Resolution	Date of Resolution	Target Completion Date	Responsible Department	Update	Corporate Division	Direction Given By
35	Bylaw C-8524-2024 and Bylaw C-8525-2024 - Local Plan Amendment and Redesignation Item: Residential	<b>MOVED by Reeve Kissel</b> that Council refer applications PL20210120 and PL20210121 back to Administration to work with the Applicant to address concerns related to: · The wastewater treatment plant expansion requirements · HOA - requirement of an agreement between Watermark HOA and Damkar Villas · Recreation space needed and consideration for a Community Centre · Dark skies, lighting to be confirmed · Confirmation of buffer on the north and west boundary of the property · Revised the measurement of the Villa height from 11m to 9m	14/May/2024	14/Sep/2024	Planning	Scheduled for September 10 Council meeting	Community Services	Council
36	Creation of a Chamber of Commerce to Support the Balzac Business Community	<b>MOVED by Councillor Boehlke</b> that Administration be directed to research the necessary steps, potential boundary adjustments, and associated costs to create a new Chamber of Commerce in the Balzac area;  AND THAT Administration report back to Council with their findings and recommendations by the end of Q3 2024.	9/Apr/2024	30/Sep/2024	Economic Development	Scheduled for September 10 Council meeting	Community Services	Council
37	Recreation and Parks Master Plan Review	<b>MOVED by Councillor Wright</b> that Administration be directed to review current Administrative resources to determine if a review of the Recreation and Parks Master Plan can be completed prior to the scheduled review in 2026 and return to Council with a report prior to the end of Q3 2024.	7/Feb/2024	30/Sep/2024	Recreation, Parks & Community Support	Scheduled for September 24 Council meeting	Community Services	Committee
38	Utility Financial Model and Rate Strategy	<b>MOVED by Deputy Reeve Kochan</b> that that Council direct Administration to pause any further work on the establishment of Rocky View County's utility rates for water, wastewater and stormwater until an independent financial analysis can be completed as recommended by Mr. Jonathan Huggett;  AND THAT Council direct Administration to retain the services of Jonathan Huggett Company Corp. to complete a Request for Proposal (RFP) for the hiring of an accounting consultant to prepare financial statements of Rocky View's water, wastewater and stormwater utility systems;  AND THAT Council direct Administration to report back to Council in Q3 2024 with a recommendation for the selection of an accounting consultant.	25/Jun/2024	30/Sep/2024	Utility Services	Scheduled for September 24 Council meeting	Operations	Council