

AGREEMENT

This Agreement is made this 1 day of January, 2016.

The Rural Municipality of Manitou Lake No. 442 Rural Municipality of Hillsdale No. 440, and Village of Neilburg hereby agree to enter into an agreement to establish the Neilburg Fire Board to administer the provision of fire protection required in the designated fire protection area.

FIRE PROTECTION AREA

Agreement between: Rural Municipality of Hillsdale No. 440
Rural Municipality of Manitou Lake No. 442
Village of Neilburg
Neilburg Fire Board

The parties of this agreement agree to jointly provide fire protection to the residents of the Village of Neilburg and that portion of the Rural Municipality of Hillsdale No. 440 described as follows:

- Township 43 Range 25 – Sections 1 to 36 inclusive
Range 26 – Section 1, 12, 13, 24, 25, 36
- Township 44 Range 25 – Sections 1 to 36 inclusive
Range 26 – Section 1, 12, 13, 14
- Township 45 Range 25 – Sections 1 to 36 inclusive
- Township 43 Range 24 – Sections W ½ 3, 4, 5, 6, 7, 8, 9, W ½ 10, W ½ 15, 16, 17, 18, 19, 20, 21, W ½ 22, W ½ 27, 28, 29, 30, 31, 32, 33, W ½ 34
- Township 44 Range 24 – Sections W ½ 3, 4, 5, 6, 7, 8, 9, W ½ 10, W ½ 15, 16, 17, 18, 19, 20, 21, W ½ 22, W ½ 27, 28, 29, 30, 31, 32, 33, W ½ 34
- Township 45 Range 24 – Sections 1 to 20 inclusive and S ½ 21, 29, 30, and 31
- Township 46 Range 24 – Sections 6, 7, and 18

And that Portion of the RM of Manitou Lake No 442 described as follows:

- Township 46 Range 25 – Sections 1 to 17 inclusive, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 32, 33, 34, 35, 36
- Township 47 Range 24 – Sections 5, 6, 7 South of the Battle River.
- Township 47 Range 25 – Sections 1 to 4 inclusive, 9, 10, 11, 12 South of the Battle River

Board Members

The Neilburg Fire Board shall be made up of the following members to be appointed annually in January.

Appointed Directors, with full voting privileges:

- 3 by the RM of Hillsdale No 440
- 2 by the RM of Manitou Lake No 442

2 by the Village of Neilburg

Other Members with no voting privileges:

The Emergency Measures Organization Coordinator from each of the urban and rural municipalities.

The Fire Chief and in his absence the Deputy Fire Chief whose appointments are both approved by the board annually.

The Secretary – Treasurer appointed by the board annually.

Finance

The fire protection provided to the area shall be financed on a tax and a user fee basis.

The Rural Municipality of Manitou Lake No. 442 will collect taxes from within the designated fire protection and remit the said taxes to Neilburg Fire Board. The Neilburg Fire Board must have their Mill Rate set by May 31st of each year.

The RM of Hillsdale No 440 and the Village of Neilburg will collect taxes from within the designated fire protection area and remit the said taxes to Neilburg Fire Board. The amount collected will be based on the budget requirement of the Neilburg Fire Board.

User Fees shall be set by the Neilburg Fire Board on an annual basis. Invoicing and collecting for user fees will be the responsibility of the Neilburg Fire Board.

Meetings of the Board

The fiscal year of the board shall be the calendar year.

The board shall hold a minimum of one meeting every three months and additional meetings held at the discretion of the chairperson or vice-chairperson.

Meetings will be held in the Neilburg Fire Hall commencing at 7:30 pm.

A quorum shall be a simple majority of the board.

A board members seat shall become vacant, if he or she is absent from 3 consecutive meetings of the board unless excused by the chairperson. The group represented by the board member shall appoint another member to fill the vacancy for the remainder of the term.

Annual Meeting

Neilburg Fire Board shall have an annual meeting of all participating members no later than March 31st of each year.

The budget shall provide funds for the following areas:

- Funds for the purchase and replacement of all capital assets necessary to provide fire protection.
- Funds for fixed costs.
- Funds for variable costs.

Budget

The Neilburg Fire Board shall prepare an annual budget and submit the same to participating members before February 28th for their approval.

Auditor

The board shall appoint an auditor whose qualifications meets the approval of the members of this agreement. The auditor shall audit the records of the Neilburg Fire Board prior to the March 1st of each year.

Duties and Powers of the Board

The board shall make the following annual appointments at its first meeting:

- **Chairperson**
- **Vice Chairperson**
- **Secretary – Treasurer, who shall not be a board member.**

Each appointee shall serve the office at the pleasure of the Board and shall serve in the capacity until his/her successor is appointed at the first meeting, next, following appointment.

The Chairperson Shall:

- Preside as chairperson at all meetings.
- Be an ex officio member of all appointed committees
- Perform such duties and exercise such other powers as incidental to such office or as may be required, by the board.

The Vice-Chairperson shall:

- In the absence of the chairperson discharge the duties of the chairperson.

The Secretary – Treasurer shall:

- Attend all meetings of the board and keep, or cause to be kept, correct minutes of same.
- Enter minutes of every Board meeting, the names of members present and not present.
- Prepare an agenda and financial statement for each meeting.
- Submit an audited financial statement to the participating member Municipalities within 30 days of the audit.
- Conduct all correspondence of the board and have charge of all the financial records, books, papers and documents of the board.
- Perform such other duties, exercises and such powers as are incidental to the office or as may be required by the board, from time to time.

Assets

The board shall maintain all assets required to provide fire protection services, including land, buildings and equipment and be responsible for all costs of the same.

Fireman

Upon recommendation from the fire department, the board shall appoint members to the fire department.

Signing Authority

The Chairperson and the Secretary – Treasurer shall have signing authority or the Vice Chairperson in the absence of either.

AGREEMENT OF EXECUTION

The parties hereby agree to this **Fire Protection Services Agreement**:

1. By having their authorized officials sign below.
2. By dating this agreement.

Signed in Agreement this 26 day of July, 2016.

1. The Rural Municipality of Manitou Lake No. 442



Reeve





Administrator

2. The Village of Neilburg



Mayor





Administrator

3. The Rural Municipality of Hillsdale No. 440



Reeve





Administrator

4. Neilburg Fire Board



Chairperson



Secretary - Treasurer

SEAL