

M.D. of Ranchland No.66 Council Meeting Agenda

Municipal Building
Chain Lakes Provincial Park

November 14, 2023
at 1:00 PM

	<u>Pages:</u>
1. CALL TO ORDER	
2. ACCEPTANCE OF AGENDA	1-2
3. APPROVAL OF MINUTES	
A. Council Meeting of October 24, 2023	3- 5
B.	
C.	
4. DELEGATION'S SCHEDULE	
A. RCMP @ 1:00p.m. Cpl. Narin, Cpl. Pelletier, McKerracher & Kelly Starling @ 1:00 p.m.	
B. .	
5. EXTERNAL CORRESPONDENCE – (for information)	
A. Administration/ Finance	
B. Public Works	
C. Agriculture/ Parks & Recreation	
D. Emergency/ Protective Services	
E. Legislative / Planning /Development	
i. RMA QJAC Summary Report	6-16
F. Other Business	
i. In the spirit of Christmas concert	17
6. BUSINESS – (action items)	
A. <u>Administration/ Finance</u>	
i. Action List	Sep. Package
ii. 2024 Budget Meeting (First Draft) – Nov. 21, 2023,	18
iii. 2023 Monthly Budget Report, as of Sept. 30 th , 2023.	19-23
iv. 2023 Budget Adjustments	24-30
v.	

Pages:

B. Public Works

- i. .

C. Agriculture/ Parks & Recreation

- i. Agric. Personnel Budget Discussion.

31-32

D. Emergency/Protective Services

- i. RCMP Delegations
- ii. NG911 Agreement

Sep Package
33-54

E. Legislative/ & Planning/Development

- i. RMA FGM Report

55

F. Other Business

- i.

7. IN-CAMERA (closed session)

- A. . L.O Report to Council
- B.

8. BUSINESS ARISING FROM IN-CAMERA

- A. Administration/ Finance
- B. Public Works
- C. Agriculture/ Parks & Recreation
- D. Emergency/Protective Services
- E. Legislative /& Planning /Development
 - L.O Report to Council
- F. Other Business

9. ADJOURNMENT

M.D. of Ranchland No. 66
Minutes of the Organizational Council Meeting
Tuesday, October 24, 2023

The meeting of the Council of the Municipal District of Ranchland No. 66 was held in Council Chambers in the Municipal Office located at the Chain Lakes Provincial Park on Tuesday, October 24, 2023, commencing at 10:30 a.m.

IN ATTENDANCE

Ron Davis, Reeve
Harry Streeter, Deputy Reeve
Cam Gardner, Councillor

Robert Strauss, Chief Administrative Officer
Greg Brkich, Accountant
Sheldon Steinke, Council Liaison
Nikki Funk, Recording Clerk
Rick Niwa, Agriculture Fieldman
Rick Lawson, Superintendent of Public Works
Kelly Starling, Director of Emergency Services

CALL TO ORDER

Reeve Davis called the meeting to order at 10:47 a.m.

ACCEPTANCE OF AGENDA

Motion No. 23/10/24/348 MOVED by Deputy Reeve Streeter to accept the agenda as amended with addition of:

6.E.i – Councillor Updates

CARRIED

ACCEPTANCE OF MINUTES

Motion No. 23/10/24/349 MOVED by Councillor Gardner that the minutes be adopted as presented.

CARRIED

BUSINESS

Motion No. 23/10/24/350 6.A.i – 2024 Budget – Preliminary Discussion
MOVED by Deputy Reeve Streeter to accept the preliminary 2024 budget discussion, for information.

CARRIED

Rick Niwa left the meeting at 12:00 p.m.
Reeve Davis recessed the meeting at 12:00 p.m.
Reeve Davis resumed the meeting at 12:40 p.m.
Derek King joined the meeting at 12:40 p.m.
Kelly Starling left the meeting at 1:01 p.m.

Motion No. 23/10/24/351 6.D.i. – Emergency Services Update
MOVED by Councillor Gardner to accept the report provided by Kelly Starling, Director of Emergency Services, for information.

CARRIED

IN-CAMERA

Motion No. 23/10/24/352 MOVED by Reeve Davis that, in accordance with Section 197 of the Municipal Government Act, Council moves into a closed meeting at 1:02 p.m. to discuss matters involving advice from officials, per section 24 as well as matters regarding legal privilege, per section 27 of the Freedom of Information and Protection of Privacy Act (FOIP)

CARRIED

Rick Lawson left the meeting at 1:48 p.m.
Reeve Davis recessed the meeting at 2:53 p.m.
Derek King left the meeting at 2:53 p.m.
Reeve Davis resumed the meeting at 2:57 p.m.

Motion No. 23/10/24/353 MOVED by Reeve Davis that Council return to an open meeting at 3:46 p.m.

CARRIED

BUSINESS ARISING FROM IN-CAMERA

Motion No. 23/10/24/354 8.B.i – Delegation: Derek King, Brownlee LLP
MOVED by Councillor Gardner to direct legal counsel to communicate with SLS based on the advice provided by legal counsel, and the response of AB Transportation, to confirm that section 27.1 applies, and to require execution of the road use agreement as drafted.

CARRIED

Motion No. 23/10/24/355 8.F.i – Liaison Officer’s Report to Council
MOVED by Deputy Reeve Streeter accept the Liaison Officer’s report for information.

CARRIED

BUSINESS

Motion No. 23/10/24/356 8.E.i - Council Remuneration Surveys and Review
MOVED by Reeve Davis to adjust Councillor remuneration to reflect an annual cost-of-living increase, in a similar manner to the one provided to 2023 staff salaries, effective retroactive to January 1, 2023.

CARRIED

Motion No. 23/10/24/357 6.B.ii – September Bank Rec and Vendor Payment
MOVED by Deputy Reeve Streeter to accept the Bank Rec and Vendor Payment

CARRIED

Motion No. 23/10/24/358 6.A.iii – LAPP Update
MOVED by Councillor Gardner to accept the update regarding the LAPP, for information.

CARRIED

Motion No. 23/10/24/359 6.B.i – STIP Grant Application
MOVED by Councillor Gardner to accept Option #1, authorizing the application of the STIP – Local Bridge Program - Bridge File 84582, as presented.

CARRIED

Motion No. 23/10/24/360 6.E.i – Councillor Updates
MOVED by Councillor Gardner to accept the verbal updates from Councillors regarding their attendance of the following meetings:
1.) NAISMA
2.) FCSS
3.) Nanton School Advisory Committee
4.) ASB Conference
5.) Alberta South-West Economic Development Group

CARRIED

ADJOURNMENT

Being that the agenda matters have concluded, the Reeve declared the meeting adjourned at 4:54 p.m.

These minutes approved this 14th day of November, 2023.

Ron Davis, Reeve

Robert Strauss, Chief Administrative Officer



RMA
RURAL MUNICIPALITIES
of ALBERTA



SUMMARY

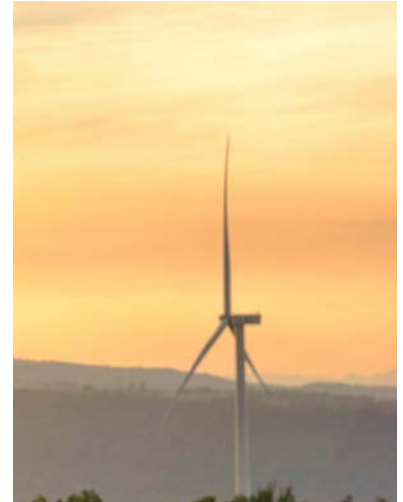
**RMA MEMBER COMMITTEE ON
QUASI-JUDICIAL AGENCIES**



CONTENTS

Introduction	3
Why are Municipalities Concerned?	5
Rural Municipal Impacts	6
Key Themes	9
Recommendations	11





> INTRODUCTION

In May 2023, the Rural Municipalities of Alberta (RMA) formed the Quasi-Judicial Agency Member Committee (QJAC) in response to member concerns related to the lack of municipal input into developments approved by quasi-judicial agencies that the Government of Alberta (GOA) has created to carry out regulatory functions on its behalf. The committee developed a full report that is available on the RMA website. This summary report outlines key background, themes, and findings.

Committee members included:

- ◆ Board Chair: Jason Schneider, RMA District 1 Director, Vulcan County
- ◆ District 1: Kelly Christman, County of Newell
- ◆ District 2: Brent Ramsay, Red Deer County
- ◆ District 3: Doug Drozd, Barrhead County
- ◆ District 4: Tyler Airth, Big Lakes County
- ◆ District 5: Cindy Trautman, Camrose County

The QJAC examined three agencies (Alberta Energy Regulator [AER], Alberta Utilities Commission [AUC], and Natural Resources Conservation Board [NRCB]) that approve industrial projects commonly located in rural municipalities:



The AER was created in 2013 through the *Responsible Energy Development Act* (REDA). The AER regulates oil, oil sands, natural gas, coal resources, geothermal, and brine-hosted mineral resources. The mandate of the AER is “to provide for the efficient, safe, orderly, and environmentally responsible development of energy resources and mineral resources in Alberta through the Regulator’s regulatory activities.” This includes regulation of the disposition and management of public lands, protection of the environment, and conservation, management, and allocation of water.



The AUC was established in 2008 through the *Alberta Utilities Commission Act* (AUCA). The AUC regulates electricity, natural gas, water, and renewable power generation throughout projects. The AUC’s mandate is to regulate Alberta’s utility sector in a manner that is fair, responsible, and in the public interest. The AUC has broad powers to carry out this mandate, including to hold hearings, make rules, issue orders, set rates, enforce compliance, and investigate complaints.



The NRCB was established in 1991 through the *Natural Resources Conservation Board Act* (NRCBA). Its mandate was extended in 2002 to regulate confined feeding operations (CFOs) under the *Agricultural Operation Practices Act* (AOPA). While the NRCBA outlines the broad powers of the NRCB, the AOPA describes the NRCB’s mandate in relation to regulating CFOs.

Each agency reviews and approves applications for industrial developments that are often located in rural municipalities. As municipalities are the approval authority for nearly all other developments, quasi-judicial authority over oil and gas sites (AER), renewable energy projects (AUC), and CFOs (NRCB) has led to land use conflicts and unintended impacts after projects have been approved and built.

To better understand and consider solutions to this issue, the QJAC undertook research, met with quasi-judicial agencies, and conducted a member survey. The committee learned that, while the three agencies have different mandates and approval processes, all include barriers to municipal participation and consideration of municipal plans and perspectives. These barriers prevent them from understanding local impacts of the projects they approve, and therefore prevent them from making decisions that are truly in the public interest.

As municipalities are responsible for land use planning, service delivery, infrastructure management, and other areas, the committee identified municipal impacts of this lack of input in areas such as land use, environment, reclamation/long-term liability, infrastructure strain, and municipal governance.

To learn more on agency approval processes see page 23 of the full committee report.





> WHY ARE MUNICIPALITIES CONCERNED?

Municipalities provide services, build and maintain infrastructure, balance competing land use interests, and plan for sustainable growth. As municipalities grow and develop over time, they must balance current community priorities against future risks and opportunities to make decisions that benefit the community. This is often the case in relation to land use planning decisions. Some land uses may pose risks to surrounding properties, the environment, or municipal infrastructure. Municipal councils have power to review and, if needed, reject such applications.

The *Municipal Government Act* (MGA) requires municipalities to create municipal development plans (MDPs) which outline the planned growth of a community. MDPs are often linked to land use bylaws, which provide specific guidance as to where various types of land uses and development can occur. MDPs and land use bylaws are vital to ensuring communities can balance growth and sustainability.

Because the MGA assigns municipalities with broad land use planning responsibilities, quasi-judicial approvals of select development types can lead to land use planning conflicts if quasi-judicial agencies do not adequately consider how a development they approve may impact existing land use plans implemented at the municipal level. Quasi-judicial approval processes vary in terms of the extent to which the land use planning responsibilities of municipalities are recognized, but all three agencies have clear paramourncy through section 619 of the *Municipal Government Act* to approve projects regardless of their compatibility with current or future local land use goals. This has led to situations across the province where projects have been approved despite not aligning with local land use planning, leading to impacts on neighbouring landowners, infrastructure, the local environment, and in other areas not considered or mitigated during the project approval process.



RURAL
municipalities make up over
85% of AB land.



> RURAL MUNICIPAL IMPACTS

Rural municipalities manage over 85% of Alberta’s land mass, which host most of Alberta’s industrial, agricultural, and natural resource development, as well as environmentally significant areas. Municipalities are impacted in multiple ways by developments approved by quasi-judicial agencies, including the following:

Local Land Use Impacts



Each quasi-judicial agency has a different process in place for approving projects, and a different level of recognition of municipal land use planning perspectives within that process. While each agency that the QJAC engaged with stated that its processes allowed for municipalities to have their voice heard, RMA members have shared many examples of actual decisions being made without consideration of land use impacts on both the land being developed and on neighbouring land.

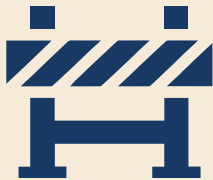
One of the most common examples of a lack of land use recognition is the siting of solar projects on prime agricultural land. Municipalities typically develop land use plans and bylaws that discourage or prohibit development of prime agricultural land. For rural municipalities, protecting agricultural land is a priority for several reasons including the economic role it plays in communities and in the province.

Municipalities are responsible for fostering the well-being of the environment. Industrial developments of all types and scales carry with them some level of environmental risk ranging from water shed impacts, soil contamination, dust, air pollution, and others. While mitigating some of these risks is beyond the scope and ability of municipalities, they are a consideration in evaluating the merits of a development application. While all three quasi-judicial agencies are required to consider environmental risks when reviewing project applications, their focus is often reactionary in nature and relies on being prepared to respond to environmental issues if they arise rather than understanding and requiring applicants to mitigate risks as part of their project application. If the agencies took a more proactive focus in requiring mitigation of risks, they would find that municipalities are often in the best position to provide input on environmental considerations due to their familiarity with local landscapes, water sheds, weather patterns, etc.

Local Environmental Impacts



Reclamation and Long Term Liability Issues



Municipalities are no strangers to the reclamation risks that come with industrial development. While not a specific component of the external-facing engagement and project approval process for any of the development types within the report, each agency has a different approach and level of upfront accountability expectations on applicants to plan for the end-of-life management of their projects. However, each approval process should include a condition that reclamation plans and financial commitments are in place.

A lack of reclamation expectations impacts municipalities in multiple ways. Firstly, the environmental risks associated with any industrial development are likely to increase as they age, and even more so if they are abandoned rather than responsibly decommissioned. Alberta is currently facing a massive challenge with orphaned and abandoned oil wells which pose long-term environmental risks to rural municipalities and landowners, and in some cases result in the sterilization of land for other uses.

Rural municipalities manage massive infrastructure networks, much of which exist to support industry access to natural resources. Without this infrastructure, industries would be unable to develop in Alberta (or would face significantly higher direct costs to do so), meaning that rural municipalities are key actors in ensuring this growth can continue. While industrial development brings crucial property tax revenue to rural municipalities, it also results in a need for more infrastructure or increased strain on existing infrastructure.

In many cases, new projects approved by quasi-judicial agencies are in areas with limited existing development and infrastructure, or infrastructure that is not designed to accommodate increased truck and equipment traffic associated with both new project construction and product transportation.

Infrastructure Strain



Municipal Governance and Accountability



Rural council members are often the first point of contact for residents who have concerns about their community — even if the concerns fall outside the jurisdiction of the municipality. Each agency’s approval process is complex and is likely not easily understood by those that are not regularly involved. While municipal approval processes can also be complex, they are generally much more straightforward, transparent, and accessible than those used by quasi-judicial agencies, if for no other reason than that local residents can easily attend council meetings to observe and participate in development approval discussions. This is contrary to quasi-judicial agencies. While all have stakeholder engagement staff and some have regional representatives, they are not as well known or as accessible (and therefore accountable) to rural residents than municipal elected officials.

Because municipal councils are accessible to residents and responsible for most development decisions that take place in the municipality, many RMA members have shared instances in which residents have voiced frustration with the municipality for approving a project that has had adverse local impacts, when in reality that project was approved by a quasi-judicial agency. The inaccessibility of the project approval processes themselves and of quasi-judicial agencies post-approval result in municipalities being responsible for helping residents to understand the approval process and where to direct their concerns.





> KEY THEMES

Through research and engagement with quasi-judicial agencies and RMA members, the QJAC identified five themes that characterize their view of quasi-judicial agency approval processes and their impacts on rural municipalities. For a more detailed explanation of the themes, see page 34 of the full report.

Theme 1: Public interest is not well-defined by quasi-judicial agencies or reflected in quasi-judicial agency approval processes.

While many competing definitions of public interest exist, it is generally viewed as a lens for making decisions that balances competing interests to make decisions that are positive for most of those impacted. How those interests are determined and weighed against one another varies by agency and by the decision being made. During discussions with the QJAC, all three agencies stated that they consider public interest when evaluating project applications. However, none provided (definitions), thresholds, or criteria aside from indicating that it includes balancing economic, environmental, and social considerations.

Theme 2: Applicant engagement requirements do not reflect the importance of municipalities in the project approval process.

The applicant engagement processes in all three agencies vary from one another, including in terms of the level of recognition for municipal plans and perspectives. Municipalities have a unique level of interest in projects approved by quasi-judicial agencies because they typically bear responsibility for providing the development with infrastructure and services and responding to risks or challenges linked to the project. Given the importance of municipalities in supporting the development once it is built, the barriers that they face in actively participating in approval processes, or even having land use plans considered, is concerning.

Theme 3: The scope of approval processes are too narrow to adequately consider local input on cumulative effects, reclamation requirements, or broader land use impacts.

Agency approval processes tend to divide the type and level of information that applicants must provide to the agency itself from what they must disclose to affected parties and the broader public. This “two-tiered” information sharing structure introduces a risk that municipalities and other local stakeholders may not be able to engage on important aspects of the project because they are not provided the applicant’s initial information or analysis.

Theme 4: Quasi-judicial agency approval processes are difficult for municipalities to access.

While the NRCB process requires approval officers to proactively notify and engage municipalities on projects, the AUC and AER processes put much more onus on municipalities to actively monitor public notifications and determine whether applications are within their borders and would result in any issues or concerns. This requires training municipal staff to navigate through e-filing and notification systems, and develop a technical knowledge of the industry and the regulatory process. This can be especially challenging for smaller municipalities with limited staff capacity.

Theme 5: Quasi-judicial agencies place tremendous trust in the companies they regulate.

The three quasi-judicial agencies examined in this report exist primarily because the industries they regulate have public impacts or risks that are significant enough that they require special oversight. Given this, it is surprising (and contrary to a public interest focus) that the three engagement and approval processes place tremendous trust in the companies subject to regulation to conduct and report on their own public engagement (in the case of the AER and AUC) or protect applicants from having to interact with impacted parties at all (in the case of the NRCB).

> RECOMMENDATIONS

Based on the themes, the QJAC developed several recommendations for how quasi-judicial agencies could improve their process to include municipal plans and perspectives, and therefore make decisions that better align with the public interest. For a more detailed explanation of the recommendations, see page 47 of the full report.

Recommendation 1

That the Government of Alberta and quasi-judicial agencies work with stakeholders to develop an approach to integrating land use impact assessments and reclamation requirements into all project approvals.

Recommendation 2

That the Government of Alberta and quasi-judicial agencies work with stakeholders to develop a public interest evaluation framework to assess their decision-making and engagement processes.

Recommendation 3

That the Government of Alberta and quasi-judicial agencies work together and with stakeholders, including municipalities, to regularly adapt approval processes to industry changes.

Recommendation 4

That both quasi-judicial agencies and applicants play a direct role in initial project engagement processes.

Recommendation 5

That agencies review and redevelop current notification systems to better engage with municipalities at the onset of projects.

Recommendation 6

That the Government of Alberta and quasi-judicial agencies work together and with stakeholders, including municipalities, to regularly adapt approval processes to industry changes.

Recommendation 7

That the AER and AUC adopt NRCB requirements related to aligning projects with municipal development plans, and that the requirements be expanded to include land use bylaws and intermunicipal development plans.

Recommendation 8

That municipalities have automatic status as directly affected parties and automatic standing at all hearings, and that all municipal costs to participate in the engagement and hearing process be covered.

In the Spirit of Christmas Concert
c/o Nanton & District Chamber of Commerce
Box 711, Nanton AB TOL 1R0

Oct. 10, 2023

Dear Nanton Chamber Member or Service Club,

It's hard to believe that Christmas is just around the corner, and the planning is well underway for 25th In the Spirit of Christmas community concert, scheduled for Dec. 6 at the Nanton Community Memorial Centre.

We already have a great line-up of musicians developing to celebrate 25 years. And the great part is that all the talent is connected to Nanton. New to our annual concert is none other than **George Canyon**. We always have our musicians such as Pam Woodall, who has performed at almost every concert since it began. And there's always some unexpected guests to make the evening unforgettable. You'll be warmed by the traditions, and the opportunity to visit with your friends and neighbours – after all, it is the cornerstone of Christmas entertainment for miles around.

Artists performing always donate their time and talents, for which we are so grateful, and all proceeds from the evening go to the Nanton Ministerial Foodbank.

We are now making it even easier and more fun to give to the foodbank at a business, corporate and community level.

We want to thank you for your generous donations to the foodbank, so we are offering bonus tickets to the In the Spirit of Christmas Concert. For every \$100 donation to the Nanton Ministerial Foodbank, we would like to give you two tickets to the concert. (For example, if you donate \$100, we would like to give you two free tickets. If you donate \$500, we would love to give you 10 tickets! What a great Christmas event for your team or family!)

If by chance you are unable to attend the concert, you can have us earmark those tickets to either:

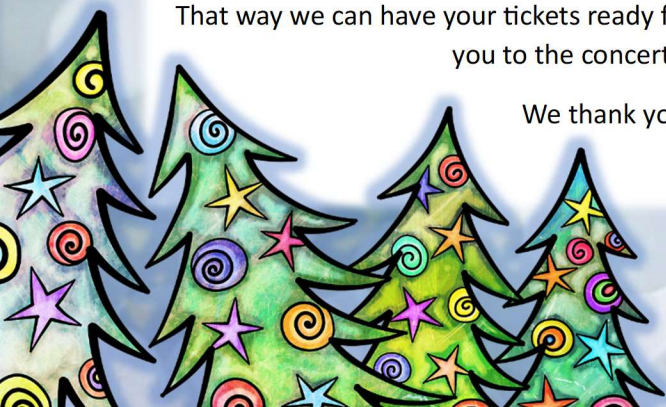
- Nanton Quality of Life Foundation, where staff will give them to area residents who may be facing financial or personal challenges or who could use a seasonal musical hug.
- Silver Willow Lodge for any residents who would like to attend.

The suggested admission price is \$20, but we've never turned anyone away from the door for not being able to afford admission, and that will continue. The In the Spirit of Christmas concert will continue to be the fabulous holiday event the community has looked forward to and enjoyed for a quarter of a century.

So make your donation out to the **Nanton Ministerial Foodbank** and send it to the Nanton Chamber of Commerce, Box 711, Nanton, AB TOL 1R0, with a note saying it's for the concert. Or you can drop it to Pam Woodall at Because I Said So, 1902 21 Ave Nanton.

That way we can have your tickets ready for the night of the concert. OR you can just bring your donation with you to the concert, and we can make your night a little brighter.

We thank you for all you are doing for the community, and we hope to see you
Dec. 6 at 7 pm.



**M.D. OF RANGLAND NO. 66
REPORT TO COUNCIL
Information Update (IU)**

Title: **2024 Budget First Draft**

Meeting Date: **Tuesday, November 14, 2023**

Originated By: **Robert Strauss, CAO**

Background: In order to facilitate a reasonable length of the November 14th agenda, and to allow more time to prepare the 1st draft of the budget, the first draft of the 2024 budget will be available for the

Strategic Pillar: 1. Environmental Stewardship
 2. Infrastructure and Service Delivery
 3: Public Safety & Emergency Services
 4. Financial Sustainability

Options for Action: 1. Accept for information.

**CAO's Review/
Comments/:** This will be facilitated by the authorization of a November 21st , 2023 Council meeting.

Attachments: None



CAO's Initials _____

M.D. of Ranchland No. 66
Statement of Operations (non-financial items are not included)
Report as of September 30, 2023

Description	Actual	Annual Budget	Variance by %
Non-Functionalized Revenue			
Net Property Taxes	\$2,303,122	\$2,296,246	100
Council/Legislative Services			
Total Council/Legislative Operating Revenues	0	0	0
Council Remuneration; Travel & other	63,042	98,645	64
Council - Transfers to (Grants to)	2,000	2,400	83
Leg. Staff Pay & Benefits	120,268	158,433	76
Leg. - Legal/Audit and other Contracted Services	90,681	110,710	82
Leg. - Materials, Goods, Supplies and Other	185	1,000	19
Total Council/Legislative Operating Expenditures	276,176	371,188	74
General Administration			
Total General Administration Operating Revenues	44,692	22,934	195
Gen.Admin. Staff Pay & Benefits	209,215	264,354	79
Staff - Mileage, Training, Travel	25,435	34,700	73
Legal/Insurance/Assessor/Consultant costs	14,474	22,000	66
Information Technology (IT); Computer Software & Hardware; Website; Internet and Telephone costs	35,594	64,950	55
Admin. Bldg. Operational, Maint. & Repair costs	20,599	36,500	56
Health & Safety costs	176	2,200	8
GA - Other Contracted Services	8,857	14,750	60
GA - Other Materials, Goods, Supplies	5,163	7,000	74
Total General Administration Operating Expenditures	319,513	446,454	72
Fiscal Services			
Net Fiscal Services Revenue	106,056	112,900	94
Policing			
Fine Revenue (CPO issued tickets)	2,273	6,500	35
RCMP Policing cost share agreement with GOA	5,187	23,350	22
CPO costs	40,796	85,000	48
Total Policing Operating Expenditures	45,983	108,350	42
Fire Protection			
Total Fire Protection Operating Revenues	10,000	0	-
Total Fire Protection Operating Expenditures	31,009	43,670	71
Other Protection Services (Disaster & First Aid)			
Total Other Protection Services Revenue	0	0	0
Total Other Protection Services Expenditures	32,928	68,823	48

Description	Actual	Annual Budget	Variance by %
Transportation Services			
Operating Grants	66,270	266,270	25
Shop Lease Revenue (from V.S.)	33,691	42,995	78
Revenue from Road Use Agreements	15,684	200,000	8
Revenue from Custom Equipment Work	83,806	75,000	112
Other Revenue of Transportation Services	6,208	6,200	100
Total Transportation Services Revenue	205,659	590,465	35
Transportation - Staff Pay & Benefits			
Transportation - Staff Pay & Benefits	374,095	451,700	83
Staff - Mileage, Training, Travel	1,755	3,200	55
Legal/Insurance/Engineering Consultant costs	55,470	242,000	23
Information Technology (IT); Computer Hardware; Internet and Telephone costs	4,873	9,200	53
Public Works Shop/Yard - Operational, Maint. & Repair costs	13,408	40,850	33
Health & Safety costs	434	2,500	17
Gravel Program			
Contract Hauling costs	140,188	150,360	93
Gravel Consumption & SML lease fees	76,648	0	-
Gravel Consumption drawn from inventory (for both internal use & sales)	(79,188)	0	-
Gravel Crushing (to increase inventory)	0	0	-
Cattle Guard/Dust Control/Small Culvert costs	25,880	50,500	51
H.E. & Vehicle Maint. & Repair and wear edges	39,874	48,000	83
Fuels & DEF	84,588	115,250	73
TS - Other Contracted Services	18,518	23,200	80
TS - Other Materials, Goods, Supplies	14,597	88,700	16
Total Transportation Operating Expenditures	771,140	1,225,460	63
Waste Management Services			
Total Waste Management Operating Expenditures	2,440	5,765	42
Public Health and Welfare Services			
Total Public Health & Welfare Services Revenue	2,277	2,969	77
Total Public Health & Welfare Services Expenditures	5,498	5,212	105
Planning & Development Services			
Total Planning & Development Services Revenue	491	200	245
Total Planning & Development Services Expenditures	32,264	36,738	88
Economic Development Services			
Total Economic Development Services Expenditures	0	100	0

Description	Actual	Annual Budget	Variance by %
Agriculture Support Services			
Operating Grants	181,247	115,000	158
Weed Control Sales	65,235	121,000	54
Program Partnership Funding received	5,750	0	0
Deadstock Recycle Program Grant Earned	3,777	5,000	76
Other Revenue	1,797	3,000	60
Total Agriculture Support Services Revenues	257,806	244,000	106
Agriculture Service Board Expenses			
Agriculture Service Board Expenses	17,997	38,300	47
Ag. Legislative Programming			
Staff Pay & Benefits	282,035	329,115	86
Other Ag. Legislative costs	180,260	243,460	74
Producer Weed Control Assistance Program	0	15,500	0
Ag. Environmental Programming			
Staff Pay & Benefits	29,479	34,708	85
Other Ag. Environmental costs	3,788	10,980	34
Deadstock Recycle Program Payments	3,777	5,000	76
Riparian Assistance Program Payments	0	4,500	0
Other Agriculture Support Services Expenses	5,141	8,675	59
Total Agriculture Support Services Expenditures	522,477	690,238	76
Park Maint. Contract			
Total Revenue from Park Maintenance Contract	582	164,070	<1
Total Expenditures of Park Maintenance Contract	7,206	154,582	5
Parks, Library, RCEC, Recreation			
Total Revenue from Parks, RCEC etc.	0	0	0
Total Expenditures from Parks, RCEC, Library etc.	1,409	3,140	45

Description	Actual	Annual Budget	Variance by %
Summary			
Operating Revenues			
Net Municipal Property Tax Revenue	2,303,122	2,296,246	100
Total Council & Other Legislative Service Revenues	0	0	0
Total General Administration Service Revenues	44,692	22,934	195
Net Fiscal Services Revenue	106,056	112,900	94
Total Policing Services Revenue	2,273	6,500	35
Total Fire Protection Services Revenue	10,000	0	0
Total Other Protection Service Revenues	0	0	0
Total Transportation Service Revenues	205,659	590,465	35
Total Public Health & Welfare Service Revenues	2,277	2,969	77
Total Planning & Development Service Revenues	491	200	245
Total Agriculture Support Services Revenue	257,806	244,000	106
Total Park Maintenance Contract Revenues	582	164,070	<1
Total RCEC & Other Recreation Services Revenue	0	0	0
Grand Total for Operating Revenues	2,932,958	3,440,284	85

Operating Expenditures

Total Council & Other Legislative Services	276,176	371,188	74
Total General Administration Services	319,513	446,454	72
Total Policing Services Expenditures	45,983	108,350	42
Total Fire Protection Services Expenditures	31,009	43,670	71
Total Other Protective Services Expenditures	32,928	68,823	48
Total Transportation Service Expenditures	771,140	1,225,460	63
Total Waste Management Services Expenditures	2,440	5,765	42
Total Public Health & Welfare Service Expenditures	5,498	5,212	105
Total Planning & Development Service Expenditures	32,264	36,738	88
Total Economic Development Services Expenditures	0	100	0
Total Agriculture Support Services Expenditures	522,477	690,238	76
Total Park Maintenance Contract Expenditures	7,206	154,582	5
Total RCEC & Other Recreation Services Expenditures	1,409	3,140	45
Grand Total for Operating Expenditures	2,048,043	3,159,720	65

Excess or (Deficiency) of Operating

Revenues Over Operating Expenditures	\$884,915	\$280,564	315
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Description	Actual	Annual Budget	Variance by %
Capital Activity			
Capital Funding Sources			
MSI Capital Grant for Admin Bldg. Modernization Project		235,000	
Transfer from Capital Reserves for Admin Bldg. Modernization Project		10,000	
MSI Capital Grant for Wobbly Packer (Grader attachment)	35,767	36,000	99
Transfer from Capital Reserves for Wheel Loader (insurance proceeds)	350,000	350,000	100
Transfer from Capital Reserves for Wheel Loader	4,000	4,000	100
Roads - Proceeds from sale of 2014 GMC 2500 Pick-up Truck	26,450	15,000	176
Roads - Transfer from Capital Reserves for New Pick-up Truck		70,000	
Roads - Proceeds from trade-in of Dynaweld deck trailer (semi)	35,000	30,000	117
Roads - MSI Capital Grant for new PW deck semi-trailer	73,318	60,000	122
Ag - Transfer from Fleet Reserve for new Pick-up truck		60,000	
Ag - Transfer from Capital Reserve for new Pick-up truck		5,000	
Ag - Transfer from Capital Reserve for new Cargo trailer (for weeds)		10,000	
Park - Proceeds from sale of 2021 Ford F350 pick-up	52,500	0	-
Roads - Watercourse Crossing Remediation Grant	15,795	0	-
Total Capital Funding Sources	592,830	885,000	67

Capital Acquisitions			
Administration Building Modernization	1,158	245,000	<1
Roads - Wobbly Packer (Grader attachment)	35,767	36,000	99
Roads - Wheel Loader	354,000	354,000	100
Roads - New Pick-up Truck (Ford F-250)	84,692	85,000	99
Roads - New PW Gincor deck semi-trailer	108,318	90,000	120
Ag. Dept. - Pick-up Truck (Toyota)	62,952	65,000	97
Ag. Dept. - new Cargo trailer (for weeds) *** moved to operating budget		0	
Roads - Work in progress (Engineering re: Watercourse Crossing Sites)	15,795	0	-
Total Capital Acquisitions	662,682	875,000	76

**M.D. OF RANGLAND NO. 66
REPORT TO COUNCIL
Information Update (IU)**

Title: **2023 Budget Adjustments**

Meeting Date: **Tuesday, November 14, 2023**

Originated By: **Robert Strauss, CAO**

Background: As discussed in previous meetings, factual circumstances resulting in changes to the assumptions that were made approximately a year ago when approving the 2023 Budgets, have resulted in considering the attached 2023 Budget Adjustment Schedule.

Strategic Pillar: 4. Financial Sustainability

Options for Action: 1. Approve Adjustments to 2023 Budget as per the attached Budget by Function Summary and Capital Budget Schedules.

2. Do not approve 2023 Budget Adjustments

**CAO's Review/
Comments/:** Approval of the 2023 Budget Adjustments Schedule (attached) still results in a conservative estimate that achieves a balanced 2023 Balanced budget.

Attachments: 2023 Budget Adjustment Document



CAO's Initials _____

M.D. of Ranchland No. 66

Proposed 2023 Budget Amendments

Description	ORIGINAL 2023 Annual Budget	Proposed Budget Changes	Proposed AMENDED 2023 Annual Budget
Non-Functionalized Revenue			
Net Property Taxes	\$2,296,246		\$2,296,246
Council/Legislative Services			
Total Council/Legislative Operating Revenues	0		0
Council Remuneration; Travel & other	98,645		98,645
Council - Transfers to (Grants to)	2,400		2,400
Leg. Staff Pay & Benefits	158,433		158,433
Leg. - Legal/Audit and other Contracted Services	110,710	50,000	160,710
Leg. - Materials, Goods, Supplies and Other	1,000		1,000
Total Council/Legislative Operating Expenditures	371,188	50,000	421,188
General Administration			
Total General Administration Operating Revenues	22,934		22,934
Gen.Admin. Staff Pay & Benefits	264,354		264,354
Staff - Mileage, Training, Travel	34,700		34,700
Legal/Insurance/Assessor/Consultant costs	22,000		22,000
Information Technology (IT); Computer Software & Hardware; Website; Internet and Telephone costs	64,950		64,950
Admin. Bldg. Operational, Maint. & Repair costs	36,500		36,500
Health & Safety costs	2,200		2,200
GA - Other Contracted Services	14,750		14,750
GA - Other Materials, Goods, Supplies	7,000		7,000
Total General Administration Operating Expenditures	446,454		446,454
Fiscal Services			
Net Fiscal Services Revenue	112,900	23,572	136,472
Policing			
Fine Revenue (CPO issued tickets)	6,500		6,500
RCMP Policing cost share agreement with GOA	23,350		23,350
CPO costs	85,000		85,000
Total Policing Operating Expenditures	108,350		108,350
Fire Protection			
Total Fire Protection Operating Revenues	0	14,000	14,000
Total Fire Protection Operating Expenditures	43,670	14,000	57,670

Description	ORIGINAL 2023 Annual Budget	Proposed Budget Changes	Proposed AMENDED 2023 Annual Budget
Other Protection Services (Disaster & First Aid Services)			
Total Other Protection Services Revenue	0		0
Total Other Protection Services Expenditures	68,823		68,823
Transportation Services			
Operating Grants	266,270		266,270
Shop Lease Revenue (from V.S.)	42,995		42,995
Revenue from Road Use Agreements	200,000	(184,000)	16,000
Revenue from Custom Equipment Work	75,000		75,000
Other Revenue of Transportation Services	6,200		6,200
Total Transportation Services Revenue	590,465	(184,000)	406,465
Transportation - Staff Pay & Benefits	451,700		451,700
Staff - Mileage, Training, Travel	3,200		3,200
Legal/Insurance/Engineering Consultant costs	242,000	50,000	292,000
Information Technology (IT); Computer Hardware; Internet and Telephone costs	9,200		9,200
Public Works Shop/Yard - Operational, Maint. & Repair costs	40,850		40,850
Health & Safety costs	2,500		2,500
Gravel Program			
Contract Hauling costs	150,360		150,360
Gravel Consumption & SML lease fees	0	80,000	80,000
Gravel Consumption drawn from inventory (for both internal use & sales)	0	(80,000)	(80,000)
Gravel Crushing (to increase inventory)	0		0
Cattle Guard/Dust Control/Small Culvert costs	50,500		50,500
H.E. & Vehicle Maint. & Repair and wear edges	48,000		48,000
Fuels & DEF	115,250		115,250
TS - Other Contracted Services	23,200		23,200
TS - Other Materials, Goods, Supplies	88,700		88,700
Total Transportation Operating Expenditures	1,225,460	50,000	1,275,460
Waste Management Services			
Total Waste Management Operating Expenditures	5,765		5,765
Public Health and Welfare Services			
Total Public Health & Welfare Services Revenue	2,969	29,000	31,969
Total Public Health & Welfare Services Expenditures	5,212	29,000	34,212
Planning & Development Services			
Total Planning & Development Services Revenue	200		200
Total Planning & Development Services Expenditures	36,738		36,738
Economic Development Services			
Total Economic Development Services Expenditures	100		100

Description	ORIGINAL 2023 Annual Budget	Proposed Budget Changes	Proposed AMENDED 2023 Annual Budget
Agriculture Support Services			
Operating Grants	115,000		115,000
Weed Control Sales	121,000		121,000
Program Partnership Funding received	0		0
Deadstock Recycle Program Grant Earned	5,000		5,000
Other Revenue	3,000		3,000
Total Agriculture Support Services Revenues	244,000		244,000
Agriculture Service Board Expenses			
Agriculture Service Board Expenses	38,300		38,300
Ag. Legislative Programming			
Staff Pay & Benefits	329,115		329,115
Other Ag. Legislative costs	243,460		243,460
Producer Weed Control Assistance Program			
Producer Weed Control Assistance Program	15,500		15,500
Ag. Environmental Programming			
Ag. Environmental Programming			
Staff Pay & Benefits	34,708		34,708
Other Ag. Environmental costs	10,980		10,980
Deadstock Recycle Program Payments	5,000		5,000
Riparian Assistance Program Payments	4,500		4,500
Other Agriculture Support Services Expenses	8,675		8,675
Total Agriculture Support Services Expenditures	690,238		690,238
Park Maint. Contract			
Total Revenue from Park Maintenance Contract	164,070	(163,470)	600
Total Expenditures of Park Maintenance Contract	154,582	(147,382)	7,200
Parks, Library, RCEC, Recreation			
Total Revenue from Parks, RCEC etc.	0		0
Total Expenditures from Parks, RCEC, Library etc.	3,140		3,140

Description	ORIGINAL 2023 Annual Budget	Proposed Budget Changes	Proposed AMENDED 2023 Annual Budget
Summary			
Operating Revenues			
Net Municipal Property Tax Revenue	\$ 2,296,246		\$ 2,296,246
Total Council & Other Legislative Service Revenues	0		0
Total General Administration Service Revenues	22,934		22,934
Net Fiscal Services Revenue	112,900	23,572	136,472
Total Policing Services Revenue	6,500		6,500
Total Fire Protection Services Revenue	0	14,000	14,000
Total Other Protection Service Revenues	0		0
Total Transportation Service Revenues	590,465	(184,000)	406,465
Total Public Health & Welfare Service Revenues	2,969	29,000	31,969
Total Planning & Development Service Revenues	200		200
Total Agriculture Support Services Revenue	244,000		244,000
Total Park Maintenance Contract Revenues	164,070	(163,470)	600
Total RCEC & Other Recreation Services Revenue	0		0
Grand Total for Operating Revenues	3,440,284	(280,898)	3,159,386
Operating Expenditures			
Total Council & Other Legislative Services	\$ 371,188	\$ 50,000	\$ 421,188
Total General Administration Services	446,454		446,454
Total Policing Services Expenditures	108,350		108,350
Total Fire Protection Services Expenditures	43,670	14,000	57,670
Total Other Protective Services Expenditures	68,823		68,823
Total Transportation Service Expenditures	1,225,460	50,000	1,275,460
Total Waste Management Services Expenditures	5,765		5,765
Total Public Health & Welfare Service Expenditures	5,212	29,000	34,212
Total Planning & Development Service Expenditures	36,738		36,738
Total Economic Development Services Expenditures	100		100
Total Agriculture Support Services Expenditures	690,238		690,238
Total Park Maintenance Contract Expenditures	154,582	(147,382)	7,200
Total RCEC & Other Recreation Services Expenditures	3,140		3,140
Grand Total for Operating Expenditures	3,159,720	(4,382)	3,155,338
Excess or (Deficiency) of Operating Revenues Over Operating Expenditures	\$280,564	(\$276,516)	\$4,048

Description	ORIGINAL 2023 Annual Budget	Proposed Budget Changes	Proposed AMENDED 2023 Annual Budget
Capital Activity			
Capital Funding Sources			
MSI Capital Grant for Admin Bldg. Modernization Project	235,000		235,000
Transfer from Capital Reserves for Admin Bldg. Modernization Project	10,000	(10,000)	0
MSI Capital Grant for Wobbly Packer (Grader attachment)	36,000		36,000
Transfer from Capital Reserves for Wheel Loader (insurance proceeds)	350,000		350,000
Transfer from Capital Reserves for Wheel Loader	4,000		4,000
Roads - Proceeds from sale of 2014 GMC 2500 Pick-up Truck	15,000		15,000
Roads - Transfer from Capital Reserves for New Pick-up Truck	70,000	(12,000)	58,000
Roads - Proceeds from trade-in of Dynaweld deck trailer (semi)	30,000		30,000
Roads - MSI Capital Grant for new PW deck semi-trailer	60,000		60,000
Ag - Transfer from Fleet Reserve for new Pick-up truck	60,000		60,000
Ag - Transfer from Capital Reserve for new Pick-up truck	5,000	(2,048)	2,952
Ag - Transfer from Capital Reserve for new Cargo trailer (for weeds)	10,000	(10,000)	0
Ag - Transfer from Operating Reserve for new Cargo trailer (for weeds)	0	10,000	10,000
Park - Proceeds from sale of 2021 Ford F350 pick-up	0	52,500	52,500
			0
Roads - Watercourse Crossing Remediation Grant	0		0
			0
Total Capital Funding Sources	885,000	28,452	913,452

Capital Acquisitions			
Administration Building Modernization	245,000	(10,000)	235,000
Roads - Wobbly Packer (Grader attachment)	36,000		36,000
Roads - Wheel Loader	354,000		354,000
Roads - New Pick-up Truck (Ford F-250)	85,000		85,000
Roads - New PW Gincor deck semi-trailer	90,000		90,000
Ag. Dept. - Pick-up Truck (Toyota)	65,000		65,000
Ag. Dept. - new Cargo trailer (for weeds) *** moved to operating budget	0		0
			0
Roads - Work in progress (Engineering re: Watercourse Crossing Sites)	0		0
			0
Total Capital Acquisitions	875,000	(10,000)	865,000

Net Excess or (Deficiency) including Capital Activity (not including Non-Financial transactions) (not including Transfers to Reserves (<i>Restricted Funds</i>))	\$290,564	(\$238,064)	\$52,500
Transfer to Transportation Capital Reserve	(200,000)	200,000	0
Transfer to Other Capital Reserve	(90,564)	90,564	0
Transfer to Fleet Vehicle Reserve (proceeds from sale of Park pickup truck)	0	(52,500)	(52,500)
Net Deficit Balance after Transfers to Reserves	\$0	\$0	\$0

Description	ORIGINAL 2023 Annual Budget	Proposed Budget Changes	Proposed AMENDED 2023 Annual Budget
NON-FINANCIAL (NON-CASH) TRANSACTIONS			
Amortization			
General Administration	23,294		23,294
Fire Protection	2,802		2,802
Road Services	266,570		266,570
Waste Mgmt	2,415		2,415
Nanton Health Centre	425		425
Agriculture	11,655		11,655
Park Concession	618		618
Total Amortization Expense	<u><u>307,779</u></u>		<u><u>307,779</u></u>
Net Gain on Sale of Tangible Capital Assets			
Roads - Net Gain on Sale of Vehicles	1,000		1,000
Total Net Gain on Sale of Tangible Capital Assets	<u><u>1,000</u></u>		<u><u>1,000</u></u>

Approved this 14th day of November, 2023

Ronald Davis, Reeve

Robert Strauss, C.A.O.

**M.D. OF RANGLAND NO. 66
REPORT TO COUNCIL**

Choose an item.

Title: Ag. & Enviro. Field Tech

Meeting Date: November 14, 2023

Originated By: Rick Niwa, Agricultural Fieldman

Background: Given the potential for council to approve continuation of the Agriculture and Environmental Field Tech position, staff would like to prepare to have that person in place early in the new year to allow the potential staff member time to familiarize themselves with the position prior to the growing season. To accomplish this, staff propose to advertise the position by the start of December with a closing date in mid-January. Shortlisting candidates and interviews are expected to take a couple of weeks. This would take us to the end of January before any potential employment offer could be made. Should the process proceed as outlined above, the projected start date of the successful candidate would be mid to late February, 2024. Therefore, staff recommend that council approve the request of ASB staff to advertise the potential position as soon as possible.

Benefits: Would allow the onboarding of any new staff member within the time frame preferred by staff to improve the chances of success and maximize benefits of the position.

Disadvantages: Cost of advertising and staff time involved. Staff could word the advertisement in such a way as to allow the municipality the option of not filling the position.

Strategic Pillar:

1. Environmental Stewardship
2. Infrastructure and Service Delivery

Options for Action:

1. That council authorizes the Ag. and Environment department to advertise for a full time Agricultural & Environmental Field Technician and that filling of the position be subject to the approval of budget funds to compensate the position and/or finding a suitable candidate.
2. That council authorizes the Ag. and Environment department to advertise for a part time Agricultural & Environmental Field Technician and that filling of the position be subject to the approval of budget funds to compensate the position and/or finding a suitable candidate.
3. Accept for information.



CAO's Initial

**Financial
Considerations:**

Cost of advertising, staff time involved, and the potential compensation should council chose to budget for the position.

**CAO's Review/
Comments/:**

Given the potential hiring process timelines, I concur with considering the authorization for hiring a position subject to Council budget approval.

Attachments:

None

CAO's Initials





Municipal District of Ranchland No. 66 For Decision

Date Submitted: November 10, 2023

Originated by: Kelly Starling, Director of Emergency Services

Subject: Next Generation 9-1-1 Local Government Service Agreement

RECOMMENDATION

Option #1 is recommended.

POLICY DIRECTION

STRATEGIC PRIORITY PILLAR 3: Public Safety and Emergency Services.

Goal: Providing programs and services for the well-being of its residents.

SUMMARY

The MD of Ranchland currently offers 9-1-1 services to its citizens, and in order to continue to offer this service the MD is required to transition to NG9-1-1. The transition will be accomplished by executing the attached NG 9-1-1 Government Service Agreement. FRESC is requesting a signature as soon as possible so they can begin onboarding to the new NG911 platform.

BACKGROUND:

Next Generation 9-1-1 is the next iteration of 911 that continues to improve with emerging technologies. Calls were previously managed on an analog system that will be replaced with a new digital network. This offers a variety of improvements from Enhanced 911 Phase 2. Major improvements of NG9-1-1 include, but are not limited to, texting, video calling, and routing based on GPS location of mobile device. These new features will be added over the coming years to NG9-1-1.

The municipality will continue to be responsible for providing the appropriate GIS data, and will be required to provide it in the format and timeline requested by Telus.

OPTIONS

- Option #1 To authorize the execution of the Next Generation 9-1-1 Local Government Service Agreement, for the continued provision of 9-1-1 services to its citizens.
- Option #2 Postpone the decision to a later date.
- Option #3 That the Next Generation 9-1-1 Local Government Service Agreement be received as information.
- Option #4 That alternative direction be provided (Council provided solution).

BUDGET IMPLICATIONS

There is no expected change to our fees from Foothills Regional Emergency Services Commission as they have advised they have been preparing for this transition for years, and they are not looking to come back to the municipalities for anything. The MD will continue to contract ORRSC for the GIS services necessary to generate and forward the appropriate data.

ATTACHMENTS

- Next Generation 9-1-1 Local Government Service Agreement

Prepared By:



Director / CAO / Committee

Reviewed and Approved for Agenda



Chief Administrative Officer

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

This Agreement for the provision TELUS' Next Generation 9-1-1 Service (the "**Agreement**") is effective the _____ day of **November**, 2023_____ (the "**Effective Date**")

BETWEEN: Municipal District of Ranchland No. 66
(the "**Local Government Authority**" or "**LGA**")

AND: TELUS Communications Inc.
(**"TELUS"**)

WHEREAS the Local Government Authority wishes to provide its citizens with access to Next-generation 9-1-1 ("**NG9-1-1**") Emergency Services ("**NG9-1-1 service**") through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1;

WHEREAS, the legacy 9-1-1 service is, as per Telecom Regulatory Policy CRTC 2017-182 ("**TRP 2017-182**"), called "Next Generation 9-1-1 – Modernizing 9-1-1 networks to meet the public safety needs of Canadians", is due to be decommissioned by order of the Canadian Radio-television Commission ("**CRTC**").

WHEREAS, the current legacy 9-1-1 LGA service agreement will remain in effect and supplement the NG9-1-1 until such time the legacy 9-1-1 network is decommissioned.

WHEREAS TELUS, as mandated by the CRTC, is the sole provider of NG9-1-1 services in the province in which the LGA is located and as such can route calls, sessions or events from the inhabitants of the LGA calling the 3-digit emergency telephone number 9-1-1 to the appropriate Public Safety Answering Point which provides the 9-1-1 caller with access to Emergency Services;

WHEREAS TELUS has developed an IP based next generation 9-1-1 service designed to replace the legacy provincial enhanced 9-1-1 service that will transit calls, sessions and events to the 3-digit emergency telephone number 9-1-1 in accordance with the terms and conditions laid out in TRP 2017-182 and Telecom Decision CRTC 2021-199 ("**Decision 2021-199**"); and

WHEREAS TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service in the form of a fee levied against each End-User as prescribed in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) filed in accordance with the process laid out in TRP 2017-182 and any future modifications thereto.

NOW THEREFORE in consideration of the mutual agreements hereinafter contained and other good and valuable consideration, the parties hereto agree as follows:

1 DEFINITIONS

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in Schedule "A" (Definitions).

2 SCOPE OF AGREEMENT

2.1 **Agreement:** The LGA and TELUS (collectively, the "**Parties**") hereby agree to fulfil their respective obligations as per the terms and conditions set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) and those contained in this Agreement, in order to provide NG9-1-1 emergency calling services. The Parties agree that this Agreement is for their mutual advantage and is designed to provide continued access to Emergency Services to the

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

served inhabitants within the Serving Area.

- 2.2 **Cost Recoveries:** The Parties agree that TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service via the TELUS NG9-1-1 Tariff filed by TELUS to be levied against entities that provide access to NG9-1-1 services in TELUS' ILEC operating territory.
- 2.3 **Service Description:** The NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network ("**ESInet**"). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Area as well as Originating Service Provider networks supporting 9-1-1 Calling over IP-based networks and devices. For i3-PSAPs, the ESInet is delivered to the PSAP operations premise using TELUS's IP VPN service to the PSAPs. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services ("**NGCS**") and may include other third-party applications from trusted entities as may be requested by the LGA and agreed to by TELUS. TELUS provided NG9-1-1 Service features are described in the User-to-Network Interface ("**UNI**") document. The LGA agrees that TELUS is not responsible nor liable for damages arising from LGA's use of third-party applications in conjunction with the NG9-1-1 Service.

3 TELUS' OBLIGATIONS

In accordance with TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), TELUS agrees to:

- 3.1 Provide TELUS Next Generation 9-1-1 Service to the LGA in order to provide End-Users, within the Serving Area, served by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1, as further described herein.
- 3.2 Provide TELUS' Next Generation 9-1-1 Network access, network termination/demarcation, and services to the PSAP, as agreed to by TELUS and the LGA, to be used to answer and transfer calls, sessions and events to the 3-digit emergency telephone number 9-1-1.
- 3.3 Provide Selective Routing and Transfer of emergency calls, sessions and events to the Primary PSAP and Secondary PSAPs according to instructions provided by the LGA, including those described in PSAP Contingency Plans.
- 3.4 Provide 9-1-1 caller information, as ordered by the CRTC, to the PSAP(s).
- 3.5 Maintain and update the 9-1-1 mapping and addressing database subject to receipt of the information required to be provided by the LGA pursuant to paragraphs 4.4.2 and 4.4.3.
- 3.6 Be responsible for any other requirements not specifically identified in this Agreement related to matters of the kind as imposed by the CRTC.
- 3.7 Where an Originating Network Provider has entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, TELUS shall remain responsible for all aspects of the operation of the TELUS Next Generation 9-1-1 Service and shall not be relieved of any of its obligations under this Agreement.
- 3.8 Maintain a 24x7 9-1-1 Support Team to monitor the network and coordinate activities with stakeholders.
- 3.9 Maintain a fallback Third Party Operator Service that will accept NG9-1-1 calls, sessions and events and route them to the appropriate Primary PSAP in the event of network,

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

- routing, or location issues.
- 3.10 Selectively route and enable the selective transfer of 9-1-1 Calls to the Primary-PSAP, Secondary-PSAPs and Dispatch Agency according to Policy Routing Rules crafted to the needs of the LGA, including those described in PSAP Contingency Plans.
 - 3.11 Maintain a PSAP Contingency Plan as prepared by each PSAP in the event of network or customer equipment outage or evacuation.
 - 3.12 Perform Quality Assurance and Quality Control (QA/QC) on the aggregated dataset and provide mapping and addressing discrepancy/errors reporting back to the Local Government Authorities or their designees.
 - 3.13 Provide ESInet IP connection with redundant and, dependent upon availability, diverse facilities to PSAP locations designated by the LGA and as listed in Schedule "D" (PSAP Designations & Locations).
 - 3.14 TELUS is responsible for delivering NG9-1-1 traffic to the TELUS NG9-1-1 demarcation point. TELUS will not be responsible for any issues, nor will it troubleshoot outages or failures proved to be occurring with the LGA network, which begin on the LGA side of the TELUS NG9-1-1 demarcation point.

4 OBLIGATIONS OF THE LGA

- 4.1 As it applies to PSAPS, the LGA agrees to:
 - 4.1.1. Designate Primary PSAPs, Secondary PSAPs, and Back-Up PSAPs to answer and dispatch 9-1-1 Calls in the Serving Area. In the event that the LGA contracts with a third party for the management and operation of the PSAP, the LGA will remain responsible for all aspects of the operation of the PSAP and will not be relieved of any of its obligations under this Agreement.
 - 4.1.2. Ensure that all PSAPs are i3-compliant as per the conditions listed in section 6, requirements listed in Schedule C, and documents referenced in Schedule E of this document are connected to the NG9-1-1 network
 - 4.1.3. Ensure that all PSAPs provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to the PSAP, based on the technical requirements further detailed under Schedule C. LGA shall put in place a Business Continuity Plan applicable to the PSAPs and test it annually.
 - 4.1.4. Provide TELUS with a minimum of ninety (90) days' written notice of an intended change of a PSAP in their serving area.¹
- 4.2 The LGA acknowledges and understands that in cases where Next Generation 9-1-1 calls, sessions and events are delivered to TELUS without complete location information, these calls, sessions and events may be routed to a default PSAP which may be a Provincial Default i3 PSAP, designated by the provincial government or an alternate default PSAP selected and managed by TELUS.
- 4.3 As it applies to mapping addressing data (GIS or MSAG), where not otherwise defined by

¹ See Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

applicable provincial legislation and absent a provincial body that acts as a GIS data aggregator, the LGA shall create, maintain and update all boundaries, addressing and mapping information according to applicable standards (MSAG and GIS) and perform quality assurance and control on the data prior to submission. If a third party is to provide the GIS data on behalf of the LGA, such party shall be identified in Schedule "E", and that 9-1-1 specific GIS data layers must be provided directly to TELUS in a secure manner without transiting through any shared open platform upon implementation of GIS functionality within the NG9-1-1 network. The LGA agrees to provide TELUS with a minimum of ninety (90) days' written notice of a change in GIS data providers. The LGA shall take responsibility for changes to the 9-1-1 call routing resulting from submitted GIS data.

- 4.4 As it applies to Serving Area, the LGA shall coordinate the participation of all PSAPs in the Serving Area with respect to TELUS Next Generation 9-1-1 Service. This will include:
- 4.4.1. Determining, in conjunction with TELUS, the Serving Area and Emergency Service Zones served by the PSAPs;
 - 4.4.2. Providing and validating, as required by TELUS, all geographical data, including street names, addresses, or other data provided by the geographic information system (GIS) and associating those with Emergency Service Zones;
 - 4.4.3. Informing TELUS of all changes in the geographical data that may occur during the term of this Agreement and changes in that geographical data must be reported to TELUS as soon as possible after that data changes;
 - 4.4.4. Ensuring all PSAPs in the Serving Area have secure 9-1-1 data and systems which security includes physical security, network security, cybersecurity, and all other considerations within the PSAPs domains;
 - 4.4.5. Ensuring all PSAPs in the Serving Area have and maintain current contact information and make it available as per the NENA i3 standard;
 - 4.4.6. Ensuring the Primary PSAP accepts specific planned test calls from the public;
 - 4.4.7. Ensuring the Primary PSAP implements a call handling solution that includes a test call interface and automaton as described in NENA i3;
 - 4.4.8. Correcting all errors with submitted geographic data as reported by TELUS as soon as possible after the notification is sent to the LGA. LGA shall aim to do it in 72 hours to ensure that all carriers operating within the LGA territory have access to accurate validation information;
 - 4.4.9. Providing TELUS with 85 days written notice of an intended change in borders of the Serving Area.²
- 4.5 As the requirements related to the TELUS Next Generation 9-1-1 Service may evolve in time or need to be detailed, the LGA shall be responsible for any other requirements that are not specifically identified in the Agreement but added in documents referred under the Agreement (such as UNI) or otherwise communicated by TELUS to all LGAs and PSAPs.
- 4.6 The LGA shall not, nor shall it authorize, assist or permit any person other than TELUS to

² Please see Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

change, repair, reinstall or tamper with the TELUS' Next Generation 9-1-1 Network and equipment up to the demarcation point.

- 4.7 The LGA recognizes that TELUS Next Generation 9-1-1 Service allows for many new functionalities regarding types of data that can be transmitted over the Next Generation 9-1-1 network. It is expected that the Commission will mandate the implementation of such new functionalities. The availability of these functionalities may require the LGA to upgrade software and/or hardware at the PSAP. To ensure NG9-1-1 services' upgrades and new features are available uniformly across TELUS' ILEC operating territory, the LGA will have to ensure the PSAPs selected to serve its inhabitants implement such upgrades on the implementation schedule set out by the CRTC.
- 4.8 The LGA shall support embargoes implemented to suspend changes to the database during major outages or planned upgrades.
- 4.9 The LGA shall implement guidelines and procedures with respect to the retention and destruction of personal information related to NG9-1-1 services prior to the provision of those services.³
- 4.10 The LGA shall ensure that all communications destined for carriage over the NG9-1-1 network will be secure, and it will take all steps necessary to protect the confidentiality of the information carried over these networks to the maximum extent feasible.
- 4.11 Upon implementation of GIS functionality within the NG9-1-1 network, the LGA must provide sensitive NG9-1-1-related GIS and addressing data directly to TELUS in a secure and encrypted manner without transiting through any shared open platform.⁴
- 4.12 The LGA shall continue to provide TELUS access to the Master Service Addressing Guide until such time as the legacy 9-1-1 network is decommissioned or is advised by TELUS that the Master Service Addressing Guide is no longer required.
- 4.13 Warrant and represent that it has the authority to:
 - 4.13.1 Enter into this Agreement;
 - 4.13.2 Determine that the LGA will utilize TELUS Next Generation 9-1-1 Service to provide End-Users within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1; and
 - 4.13.3 Determine that all End-Users, within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to 9-1-1 Service, shall receive access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 through use by the LGA of 9-1-1 Service.

5 PROPERTY RIGHTS

- 5.1 Title to, ownership of, and all intellectual property rights in any facilities, equipment, software, systems, processes, and documentation used by TELUS to provide the TELUS Next Generation 9-1-1 Service and all enhancements on them shall be and remain with

³ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 233.

⁴ Pursuant to Telecom Regulatory Policy CRTC 2020-150, paragraph 22.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

TELUS or its suppliers. Except as expressly set forth elsewhere in this Agreement, this Agreement does not grant the LGA any intellectual property or other rights or licenses in or to any service components listed above.

6 TRUSTED ENTITIES

- 6.1 Trusted entities are entities that have been qualified, certified and authorized by either TELUS and/or CRTC to connect to the TELUS Next Generation 9-1-1 Network.

7 CONFIDENTIAL INFORMATION

- 7.1 Unless the LGA provides express consent or disclosure is pursuant to a legal power, all information kept by TELUS regarding the LGA, other than the LGA's name, address and listed telephone number, is confidential and may not be disclosed by TELUS to anyone other than: i) the LGA; ii) a person who, in the reasonable judgment of TELUS, is seeking the information as an agent of the LGA; iii) another telephone company, provided the information is required for the efficient and cost-effective provision of telephone service and disclosure is made on a confidential basis with the information to be used only for that purpose; iv) an agent retained by TELUS in the collection of the LGA's account, provided the information is required for and is to be used only for that purpose; v) public authority or agent of a public authority, for emergency public alerting purposes, if a public authority has determined that there is an imminent or unfolding danger that threatens the life, health or security of an individual and that the danger could be avoided or minimized by disclosure of information; vi) an Affiliate involved in supplying the LGA with the Services, provided the information is required for that purpose and disclosure is made on a confidential basis with the information to be used only for that purpose.
- 7.2 TELUS is responsible for complying with Canadian privacy legislation (including the Personal Information Protection and Electronic Documents Act (PIPEDA) and substantially similar Canadian provincial privacy legislation) as such is applicable to TELUS in the provision of the Services under this Agreement. TELUS' commitment to the protection of personal information is further detailed in the TELUS Business Customer Privacy Policy available at www.telus.com/businessprivacy. TELUS' provision of the Services is subject to this policy. This policy may be updated by TELUS from time to time. The amended policy will be posted at the location above, and notice of the change will be provided by invoice notification, email, or otherwise. Unless otherwise indicated, the effective date of the amended policy will be the date of posting. The continued use of the Services by the Customer after such date will be deemed to constitute the acceptance of the amended policy. As TELUS does not have a direct contractual relationship with the PSAPs and the End-Users, TELUS relies on and the LGA shall ensure that the LGA (directly or through the PSAPs) has obtained all necessary consents from such End-Users, provided all necessary notices to End-Users, and otherwise have all necessary authority to permit the collection, use or disclosure of personal information by and between LGA and TELUS (if any).
- 7.3 Any information including any and all written documentation provided by TELUS to the LGA, its employees, servants, agents, assigns and/or contractors pertaining to the design, development, implementation, the operation and the maintenance of TELUS the Next Generation 9-1-1 Service is confidential, and will be provided only to such persons who have a need to know for the purposes of this Agreement. The LGA will not permit any of its employees, servants, agents, assignees and/or contractors to duplicate, reproduce, or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of this Agreement.
- 7.4 Use all information or data that is provided by an End-User for the sole purpose of

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

responding to 9-1-1 related communications, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power. For greater clarity, information or data related to a specific emergency occurrence shall be used only for the purpose of responding to that emergency, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power.⁵ For greater clarity, such obligation also applies to the information or data that are provided on behalf of the End-User, for purposes associated with emergency services accessed through TELUS' NG9-1-1 network. For greater clarity, such obligation also applies when the information or data is stored or otherwise under the custody or control of the PSAP.

- 7.5 The LGA will retain the confidential End-User data, including any audio or video or text files provided and associated information in confidence and will treat the confidential information with the same degree of care that it employs for the protection of its own confidential information and, at a minimum, a reasonable degree of care, and will not use or copy such confidential information except as necessary to perform its obligations under this Agreement, and will not permit disclosure of such confidential information except to employees, servants, agents, assigns and/or contractors, including the PSAP (provided such employees, servants, agents, assigns and/or contractors are bound by similar confidentiality obligations as the one contained in this Agreement and provided such can be evidenced) where there is a need to know for purposes of this Agreement.
- 7.6 The LGA agrees that it will indemnify TELUS against any and all liabilities, losses, damages, costs, and expenses (including legal fees and disbursements on a solicitor and own client basis) resulting from the unauthorized disclosure or use of information identified in paragraphs 7.1 to 7.3 on the part of the LGA, its employees, servants, agents, assigns and/or contractors.
- 7.7 Furthermore, the LGA agrees to abide by all applicable federal and provincial legislation with respect to the protection of privacy and confidential information in effect from time to time.

8 QUALITY OF THE LGA'S SERVICE

- 8.1 The LGA agrees to implement and ensure the operation of its PSAP(s) in a manner that meets the quality standards generally accepted in Canada for such services.
- 8.2 The LGA acknowledges the importance under this Agreement that all PSAPs connected to the TELUS' Next Generation 9-1-1 Network meet at all times the requirements set out under this Agreement and promptly whenever those are changed by TELUS from time to time to assure the operation of TELUS' Next Generation 9-1-1 Network, in accordance with quality standards generally accepted in Canada and that the default of a PSAP to comply with such requirement can compromise the TELUS' Next Generation 9-1-1 Network and affect all End-Users.

9 FORCE MAJEURE

- 9.1 Neither TELUS nor the LGA will be held responsible for any damages or delays as a result of war, invasion, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, floods, strikes, decisions of regulatory authorities, and, generally, as a result of any event that is beyond the LGA's or TELUS' reasonable control ("Force Majeure").
- 9.2 TELUS and the LGA agree that in the event of a Force Majeure, the Parties will cooperate

⁵ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 232.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

and make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.

- 9.3 The costs required to provide temporary replacement service will be borne according to the sharing of obligations between TELUS and the LGA, as indicated in Articles 3 and 4 of this Agreement.

10 IMPLEMENTATION SCHEDULE

- 10.1 TELUS and the LGA agree that the implementation of TELUS Next Generation 9-1-1 Service within the Serving Area, and based on the requirements set out in Schedule B, will be carried out pursuant to an implementation schedule to be mutually agreed to by the Parties in writing and which may be changed from time to time by agreement of the Parties.

11 LIMITATION OF LIABILITY

- 11.1 TELUS' liability for the performance of its obligations pursuant to this Agreement shall be the one set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001). It is understood that TELUS' limited liability under this Agreement is a condition without which TELUS would not have entered into this Agreement, and therefore, TELUS' liability for the performance of its obligations pursuant to this Agreement shall not exceed any limitation of liability set out under TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) even if such limitation of liability does not specifically apply or refer to the LGA.
- 11.2 The LGA and TELUS shall, during the Term, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of same to the other party or, if either the LGA or TELUS is self-insured, provide to the other party evidence that is satisfactory to that party that the LGA and/or TELUS, as the case may be, is and will be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under this Agreement.
- 11.3 This Article 11 will survive the present Agreement even if it is annulled, in part or in whole, or even if it is terminated for any other reason.

12 TERM

- 12.1 **Term:** This Agreement will be effective as of the Effective Date, and will be valid for a period of five (5) years, with an automatic renewal for a successive period of five (5) years, unless one party gives to the other at least six (6) months' written notice of termination before the end of the then current five (5) years term.
- 12.2 **Termination or Suspension of a Service:** Notwithstanding Article 13.1, TELUS may immediately suspend the entirety or a portion of the NG9-1-1 Service where TELUS has reasonable cause to believe that the LGA's traffic is compromised or otherwise poses a risk to the NG9-1-1 Service. For any reason other than the integrity of NG9-1-1 Service, the LGA may terminate the NG9-1-1 Service, or TELUS may terminate or suspend the NG9-1-1 Service, in accordance with the terms of the relevant Tariffs with six (6) months prior written notice.

13 REGULATORY APPROVAL

- 13.1 It is expressly understood that TELUS Next Generation 9-1-1 Service is provided pursuant to the terms and conditions of the TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) as amended from time to time and as approved by the Commission, and this Agreement as amended from time to time and as approved by the Commission.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

13.2 This Agreement (excluding the Schedules) will be subject to approval by the Commission, and is subject to changes imposed by directions or orders of the Commission. Any future amendments to this Agreement (excluding the Schedules) will also be subject to approval by the Commission.

14 WAIVER

14.1 The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will continue to remain in full force and effect.

15 RELATIONSHIP OF THE PARTIES

15.1 This Agreement will not create nor will it be interpreted as creating any association, partnership, any employment relationship, or any agency relationship between the Parties.

16 ENTIRE AGREEMENT

16.1 Except as otherwise stated herein, this Agreement, together with the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) constitutes the entire agreement of the Parties and supersedes any previous agreement, whether written or verbal. Should any provision of this Agreement be declared null, void, or inoperative, the remainder of the Agreement will remain in full force and effect. In the event of a conflict between this Agreement and TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) will prevail.

17 NOTICES

17.1 Except if expressly specified otherwise elsewhere in the Agreement, all notices necessary under this Agreement shall be given in writing. In the case of TELUS, the notice shall be sent by e-mail and in the case of the LGA, the notice can be either personally delivered, or sent by registered mail or facsimile, or by e-mail at the addresses indicated below. Notices, if personally delivered or sent by facsimile, will be deemed to have been received the same day, or if sent by registered mail, will be deemed to have been received four days (excluding Saturdays, Sundays and statutory holidays) after the date of mailing. Notices delivered by e-mail shall include the following, and shall only be effective if the recipient provides by e-mail a confirmation of delivery and the date of acceptance of the delivery: (i) sender's name, address, telephone number, and e-mail address; and (ii) date and time of the transmission.

17.2 TELUS can change the telecommunication services provided to a PSAP by providing the LGA at least thirty (30) days prior written notice, without the necessity of the Parties signing a formal amendment to this Agreement. By continuing to use the TELUS' Next Generation 9-1-1 Network after TELUS has changed the telecommunication services provided to a PSAP, the change is deemed to have been accepted by the Parties.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Local Government Authority

Municipal District of Ranchland No. 66

P.O. Box 1060

Nanton, Alberta, T0L 1R0

Attn: CAO

TELUS Communications Inc.

TELUS

Regulatory Affairs

Attn: TELUS NG9-1-1 Leadership Team

Regulatory.affairs@telus.com

Or to such other address as either party may indicate in writing to the other.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives, such execution effective on the Effective Date.

Local Government Authority

Per: _____

Printed: Robert Strauss _____

Title: Chief Administrative Officer _____

TELUS Communications Inc.

Per: _____

Printed: _Jeff Smith _____

Title: **Managing Consultant –Regulatory Affairs**

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule A

1 DEFINITIONS

For the purposes of this Agreement, in addition to other terms defined elsewhere in the Agreement, the following terms have the meanings ascribed below:

1.1 “Automatic Number Identification” or “ANI”:

TELUS’ NG9-1-1 Network’s capability to automatically identify the calling telephone number and to provide a display of the number at the PSAP.

1.2 “Border Control Function” or “BCF”:

Provides a secure entry into the ESInet for emergency calls presented to the network. The BCF incorporates firewall, admission control, and may include anchoring of session and media as well as other security mechanisms to prevent deliberate or malicious attacks on PSAPs or other entities connected to the ESInet.

1.3 “Business Continuity Plan”:

A plan outlining how to continue operating during an unplanned service disruption; i.e.: technology or relocation.

1.4 “Commission”:

The Canadian Radio-television and Telecommunications Commission (“CRTC”) and its successors.

1.5 “Default Routing”:

Default Routing is a contingency routing scheme whereby 9-1-1 calls, sessions and events are directed to an alternative PSAP or PSAPs due to network issues or missing/invalid location information.

1.6 “Demarcation Point”:

The furthest physical point of NG9-1-1 interconnection for the PSAPs. The location of the PSAP is designated by the LGA; however, the PSAP shall determine where the termination equipment/demarcation points are to be located.

1.7 “Emergency Services”:

The first responders to situations that require immediate assistance, such as law enforcement, fire department, ambulance service, or other emergency medical assistance service.

1.8 “Emergency Services IP Network” or “ESInet”:

An ESInet is a managed, private, dedicated IP network used for Emergency Services communications. The ESInet provides the transport and interconnectivity for trusted entities designated by the CRTC such as NENA i3-compliant PSAPs within the Serving Area, as well as CRTC-registered ONPs supporting 9-1-1 calling over IP-capable networks. For PSAPs, the ESInet is delivered using the Company’s IP VPN service to the PSAPs’ operations premises authorized by the LGA. ONPs interconnect to the ESInet through designated physical Points of Interconnection (POIs).

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

1.9 “End-User”:

An end-user with NG9-1-1 Network Access within the boundaries of the LGA, as determined by the Company and the LGA.

1.10 “Emergency Service Zone” or “ESZ”:

A defined area within a Serving Area consisting of a specific combination of LGA, law enforcement, fire, emergency medical, and PSAP coverage areas.

1.11 “i3 PSAP”:

A PSAP that is capable of receiving IP-based signaling and media for delivery of emergency calls conformant to the i3 standard.

1.12 “Local Government Authority” or “LGA”:

An LGA is the relevant government authority, at the provincial, indigenous, territorial, regional and/or municipal level, that governs the PSAPs. For greater clarity, the PSAP is selected or designed by the LGA and is under the responsibility of the LGA.

1.13 “Master Service Addressing Guide” or “MSAG”:

The MSAG/SAG is a database of street names and house number ranges; it defines emergency service zones within a community and the emergency service numbers associated to them in order to enable proper routing of basic 9-1-1 and enhanced 9-1-1 calls.

1.14 “Network Access”:

A connection that allows calls, sessions, or other types of events intended to be delivered to the Company’s NG9-1-1 Network.

1.15 “Next Generation Core Services” or “NGCS”:

The base set of services needed to process an NG9-1-1 call, session or event on an ESInet. NGCS includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services and typical IP services such as Domain Name System (DNS). The term NGCS includes the services but not the network on which they operate.

1.16 “NG9-1-1 Network Provider”:

The carrier that provides connectivity, services, and management for Next Generation 9-1-1 service to LGASs and their PSAPs.

1.17 “Offnet Agency”:

An agency outside of the NG9-1-1 network, such as a poison control centre or a hospital, which the LGA may designate to be able to receive PSTN calls transferred by a PSAP through the ESInet.

1.18 “Originating Network Provider”:

A CRTC-approved authorized telecommunications service provider, wireless service provider, or other service provider which delivers traffic to the Company’s NG9-1-1 Network for routing to a PSAP.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

1.19 “Policy Routing Rules” or “PRRs”:

Policy Routing Rules (PRRs) allow PSAP to enable multi-layered treatment policies for diversion within the NG9-1-1 Network, providing more options to a PSAP to divert 9-1-1 calls, sessions and events to another destination based upon multiple conditions defined in the PRRs.

1.20 “Public Safety Answering Point” or “PSAP”:

A primary PSAP is a PSAP to which 9-1-1 calls, sessions and events are routed directly as the first point of contact. In some cases, the primary PSAP then contacts the appropriate agency to dispatch emergency responders. However, in cases where local authorities determine that specialized expertise, such as emergency medical services, is required, 9-1-1 calls, sessions and events are then transferred from a primary PSAP to a secondary PSAP.

A secondary PSAP, also known as an Emergency Response Agency dispatch centre, is a PSAP to which NG9-1-1 calls, sessions and events are transferred from a primary PSAP. A secondary PSAP is directly interconnected to an NG9-1-1 Network, allowing for the receipt and display of NG9-1-1 information.

1.21 “PSAP Contingency Plan”:

It is a plan prepared by the PSAP, in collaboration with TELUS, to provide Default Routing to ensure 9-1-1 calls are answered. PSAP Contingency Plan is about alternative routing and configuration options related to the NG9-1-1 Network and is more specific than the overall PSAP Business Continuity Plan.

1.22 “Selective Routing and Transfer”:

A feature that automatically routes traffic destined for emergency services to the appropriate PSAP based on the location data provided during the setup of the 9-1-1 call, session or event (Automatic Identification information or Geodetic) and facilitates inter-agency transfer.

1.23 “Serving Area”:

The area within the LGA’s boundaries, as determined by TELUS and the LGA, from which calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 will be directed to a particular primary PSAP which has a contract with the LGA .

1.24 “TELUS’ Next Generation 9-1-1 Network”:

A standards-based, all IP emergency communications infrastructure enabling highly reliable and secure voice and multimedia communications.

1.25 “Operator Service”:

Operator Service for NG9-1-1 is a last resort routing scheme whereby calls, sessions and events that cannot be routed by the NG9-1-1 network on the ESInet to the PSAP will be routed to an operator service contracted by the NG9-1-1 Service Provider as mandated in Telecom Decision 2019-66.

1.26 “User-to-Network Interface (UNI) Interconnection Design Specifications”:

User-to-Network Interface (UNI) Interconnection Design Specifications means the authoritative document which sets the technical specifications an i3-PSAP must comply with.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule B (for TELUS internal resource planning purposes only)

SCHEDULE B - v.1			
List of NG9-1-1 PSAPs, locations & targeted migration			
Current Emergency Zones & PSAP migration identification			
<p>Schedule B is a current list of PSAPs that provide services to the LGA. Please review and confirm accuracy (initial) of all contracted PSAPs. Post transition changes or updates to Schedule B will be communicated to TELUS via current TELUS operations change process.</p>			
			LGA initial _____

PSAP Serving Information			
PSAP Name (*1 & *2)	PSAP Address	PSAP Address - Backup Site	Targetted Migration Date
Foothills Regional Emergency Services	300-98 Woodhaven Drive Okotoks, AB	717 Government Road Black Diamond, AB	Q1-Q2 2023

Notes:

*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

ESZ	Community	Municipality	9-1-1 Answer	Fire
242	Bow Crow Forest/Forest Hills	M.D. of Ranchland No. 66	Foothills Regional 911	Foothills Regional 911
243	Chain Lakes Rural	M.D. of Ranchland No. 66	Foothills Regional 911	Foothills Regional 911
244	North East Ranchland	M.D. of Ranchland No. 66	Foothills Regional 911	Foothills Regional 911
245	Burke Creek Rural	M.D. of Ranchland No. 66	Foothills Regional 911	Foothills Regional 911
246	Gold Creek Rural	M.D. of Ranchland No. 66	Foothills Regional 911	Foothills Regional 911

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule C

Technical requirements\ESInet Access Criteria

Next Generation 9-1-1 is comprised of complex and interactive systems. In order to ensure proper network security, resiliency, diversity, and reliability, the LGA must ensure that all of their PSAPs meet the following technical criteria. A PSAP cannot interconnect to the NG9-1-1 network without meeting these requirements.

PSAPs utilizing networks to process and deliver NG9-1-1 calls outside of the ESInet do so at their own risk and assume all liabilities, including prolonged restoration times in the event of an outage.

LGA must ensure that the PSAP(s):

- 1 Deploy Dual Stack as the preferred method for simultaneous use of IPV4 & IPV6 address space OR to individually perform NAT-PT (Network Address Translation - Protocol Translation) for their Network Domain as defined in the NG9-1-1 network provider's UNI Interconnection Design Specifications, as a mandatory condition to interconnect to the NG9-1-1 network.
- 2 Support a set MTU (Maximum Transmission Unit) value of 1500 bytes for their network domain.
- 3 Utilize the Border Gateway Protocol (BGP) for dynamic routing between peering networks, using registered Autonomous System (AS) numbers, when available.
- 4 Assign a Local Registration Authority ("LRA"). The LRA will be responsible for determining and managing which users will be authorized to access the ESInet. An LRA can be assigned for a specific PSAPs or may be assigned for all PSAPs in an entire serving territory. The PSAP must notify TELUS at least 30 days prior to onboarding to the NG9-1-1 network of its selection and provide TELUS with 60 days' notice prior to any changes to its LRA structure. The LRA will have to enter into a distinct agreement with TELUS regarding the rights and obligations specific to the LRA and agree to TELUS Certificate Policy. For greater clarity, if access to the ESInet is needed for devices, the PSAP must assign an Authorized Organization Representative ("AOR"), which shall also enter into a distinct agreement with TELUS. For greater clarity, LRA and AOR doesn't need to be the PSAP itself.
- 5 Utilize the PCA service provided by the NG9-1-1 network provider, as defined in the UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network until a nation-wide PSAP Credentialing Agency is established.
- 6 Comply with the UNI and any other bulletins or technical documents communicated by TELUS to all LGAs and PSAPs from time to time. Employ a NENA i3 compliant BCF (Border Control Function), as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network. In addition, the BCF must be deployed in a manner that prevents single points of failure.
- 7 Employ the QoS requirements as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications as a mandatory condition of interconnection with the NG9-1-1 network.
- 8 Implement the mandatory list of audio CODECs as provided by the NG9-1-1 network providers as part of the Onboarding Process, and as updated through the proposed change management process managed by CISC.
- 9 Use the two (2) redundant 9-1-1 IP-VPN circuits and routers provided by TELUS to deliver 9-1-1 calls, sessions and events, and associated data as per TELUS acceptable use policy available at www.telus.com/aup. The PSAPs shall not modify, repair, reinstall, or tamper with the 9-1-1 IP-

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

VPN circuits and routers, or use them in a manner that interferes with any service components used to provide them, TELUS' networks, or with the use of TELUS services by other persons, or in a manner that avoids the payment of any charges, or use the 9-1-1 IP-VPN circuits in violation of any law or regulation. TELUS recommends that the PSAP use both 9-1-1 IP-VPN circuits to avoid service impacts in the event of an 9-1-1 IP-VPN circuit or terminating router failure.

- 10 Design and operation the PSAPs WAN/LAN, including resiliency, capacity, management, quality of service and security.
- 11 Support end-to-end encryption of traffic from and towards the ESInet as defined in the TELUS NG9-1-1 UNI Interconnection Design Specifications. PSAPs are strongly encouraged to utilize the TELUS NGCS-based DNS service to ensure the resiliency of DNS functions and seamless PCA functionality. If a PSAP opts to use its own DNS service, it will be the sole responsibility of that agency to design, maintain and administer this element.
- 12 Use the provided ESInet connections strictly for the delivery of NG9-1-1 calling and associated data and not to use any private VPN tunnels across the ESInet.
- 13 Create Policy Routing Rules for NG9-1-1 and communicate their Default Routing, if any, as part of their PSAP Contingency Plans to ensure that 9-1-1 calls are answered in the event of a PSAP outage.
- 14 Synchronize their network elements with those of the NGCS based on the Network Time Protocol resource provided by TELUS.
- 15 Apply on an ongoing basis, the required security updates (including any security patches) promptly, on the schedule communicated by TELUS.

The failure of a PSAP to comply with the technical requirement and access criteria may result in having such PSAP removed from the TELUS Next Generation 9-1-1 network. In the event where a PSAP does not meet the above technical requirements and access criteria to the ESInet, TELUS will inform the LGA before removing the PSAP from the TELUS Next Generation 9-1-1 network.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule D

MULTIPLE REGION PSAPs

This Schedule, or an alternative format agreed to by both the LGA and the Company, must be filled out by the LGAs with their respective PSAPs covering multiple regions and managed by a provincial or federal authority (e.g. Alberta Health Services, British Columbia Health Care Services, Royal Canadian Mounted Police.)

Operating as a provincial or federal secondary PSAP, the following provisions within this agreement does not apply: 4.1.1; 4.3; 4.4.1; 4.4.2; 4.4.3; 4.4.8; 4.8.9; 4.12;

The following provisions of this agreement (4.3.2; 4.3.3; 4.6; 4.8.4; 4.8.5; 4.9) that relate to “all PSAPs” for the purposes of this LGA, shall apply only to the single Multiple Regions PSAP.

Communication Centre Sites	Official Name	LGA (municipalities, counties, etc.)

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule E

NG9-1-1 GIS REQUIREMENTS * **Provided to TELUS upon GIS introduction**

Municipality, County or Other Government Entity name	GIS Data Provider or *Provincial/ Territorial Designated Data Aggregator name	Provincial /Territorial Legislation (Y/N)

In the absence of Provincial or Territorial legislation defining a Data Aggregator body, by default, the NG9-1-1 Network Provider will be the defined GIS and addressing Data Aggregator ([Telecom Decision CRTC 2020-150 | CRTC](#))

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

SCHEDULE F - v.1

LGA must verify with each PSAP and PSAP location listed in Schedule B has a 9-1-1 Contingency Plan and Policy Routing Rules documented and identified to TELUS. TELUS' requirement is to obtain documented contingencies and does not imply imposing mutual aid, backup sites, or any actual contingency options.

PSAP Serving Information			
PSAP Name (*1 &*2)	PSAP Addresses	PSAP Address-Backup Site	Contingency Plan & Policy Routing Rules LGA verified (initial)
Foothills Regional Emergency Services	300-98 Woodhaven Drive Okotoks, AB	717 Government Road Black Diamond, AB	

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

SCHEDULE G - v.1			
LGA must designate a Local Registration Authority ("LRA") reference Schedule C, #4.			
Digital Subscriber Certificate Agreement and Application Form - submitted by LGA's Local Registration Authority designate upon TELUS onboarding			
PSAP Serving Information			
PSAP Name (*1 &*2)	PSAP Addresses	PSAP Address-Backup Site	LGA designated Local Registration Authority ("LRA")
Foothills Regional Emergency Services	300-98 Woodhaven Drive Okotoks, AB	717 Government Road Black Diamond, AB	

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

**M.D. OF RANGLAND NO. 66
REPORT TO COUNCIL
Information Update (IU)**

Title: RMA Fall General Meeting Conference Update

Meeting Date: Tuesday, November 14, 2023

Originated By: Robert Strauss, CAO

Background: Councillor Streeter and CAO Strauss attended the Fall General Meeting RMA Conference from Nov.6 – Nov.9 in Edmonton, Alberta.

Strategic Pillar:

1. Environmental Stewardship
2. Infrastructure and Service Delivery
3. Public Safety & Emergency Services
4. Financial Sustainability
5. Collaborative Partnership

Options for Action: 1.) After discussion, accept for information.

**CAO's Review/
Comments/:** A update will be presented at the Nov. 14th Council meeting.

Attachments: To be presented at the Nov. 14th Council meeting



CAO's Initials _____