

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

Municipal Building
Chain Lakes Provincial Park

July 4, 2023
at 10:30 AM

- 1. CALL TO ORDER** Pages:
- 2. ACCEPTANCE OF AGENDA**
- 3. APPROVAL OF MINUTES**
- A. Council Meeting of June 20, 2023.....Pages 3-6
B. Special Council meeting of June 29, 2023.....Pages 7-8
C.
- 4. DELEGATION'S SCHEDULE**
- A.
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. Minister McIver Letter.....Page 9
F. Other Business
 i. Volunteer Award Nominations.....Page 10
- 6. BUSINESS – (action items)**
- A. Administration/ Finance
 i. Cloud based Computer security Update.....Pages 11-12
 ii. 2023 May 31, Year-to-date, Operating Budget reportPages 13-16
 iii.

B. Public Works

- i. .
- ii.

C. Agriculture/ Parks & Recreation

D. Emergency/Protective Services

- i. .

E. Legislative/& Planning/Development

F. Other Business

- i. RMA Member Business Visit New Date.....Page 14

7. IN-CAMERA (closed session)

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

8. BUSINESS ARISING FROM IN-CAMERA

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

9. ADJOURNMENT

M.D. of Ranchland No. 66
Minutes of the Regular Council Meeting
Tuesday, June 20, 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, June 20, 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

Kelly Starling, Director of Emergency Services
Stefan Best, Wildfire Technologist
Cpl. Sean Dutch, RCMP

CALL TO ORDER

Reeve Davis called the meeting to order at 10:38 a.m.

ACCEPTANCE OF AGENDA

Motion No. 23/06/20/189 MOVED by Deputy Reeve Streeter that the agenda be adopted as amended with the addition of items:

5.F.ii - Chief Mountain Gas Co-op Invite to Anniversary Dinner
8.D – FireSmart Agreement Discussion

CARRIED

Cpl. Sean Dutch, joined the meeting at 11:31 a.m.
Cpl. Sean Dutch, left the meeting at 11:48 a.m.
Stefan Best left the meeting at 11:48 a.m.

Reeve Davis recessed at 11:48 a.m.
Reeve Davis resumed the meeting at 12:36 p.m.

IN-CAMERA

Motion No. 23/06/20/190 MOVED by Reeve Davis that, in accordance with Section 197 of the Municipal Government Act, Council moves into a closed meeting at 12:37 p.m. to discuss matters involving third party interests, per sections 16 of the Freedom of Information and Protection of Privacy Act (FOIP)

CARRIED

Motion No. 23/06/20/191 MOVED by Councillor Gardner that Council return to an open meeting at 12:51 p.m.

CARRIED

Kelly Starling left the meeting at 12:51 p.m.

ACCEPTANCE OF MINUTES

Motion No. 23/06/20/192 MOVED by Councillor Gardner that the minutes of the June 6, 2023, meeting be adopted as presented.

CARRIED

Motion No. 23/06/20/193 MOVED by Councillor Gardner that the minutes of the June 6, 2023, Public Hearing for Bylaw No. 2023-03 meeting be adopted as presented.

CARRIED

EXTERNAL CORRESPONDENCE

5.E.i – Letter from Spray Lakes Sawmills

5.F.i – Waterton Biosphere Reserve Association General Meeting

5.F.ii – Chief Mountain Gas Co-op Ltd. Invite to Anniversary Dinner.

Motion No. 23/06/20/194 MOVED by Councillor Gardner that the letter from Spray Lakes Sawmills be accepted for information.

CARRIED

BUSINESS

6.A.i – May Bank Rec and Vendor Payment Register

Motion No. 23/06/20/195 MOVED by Deputy Reeve Streeter that the Bank rec and Vendor Payment register be accepted for information.

CARRIED

6.A.ii – Financial Reserves Transfer

Motion No. 23/06/20/196 MOVED by Councillor Gardner that Council authorize the transfer of \$354,000 from the Heavy Equipment Fleet Reserve to fully fund the purchase of the 2023 Hitachi wheel loader, as per the 2023 MD of Ranchland Capital Budget.

CARRIED

Rick Lawson joined the meeting at 1:36 p.m.

6.B.i – Road Allowance Questions raised at June 6 ASB Meeting

Motion No. 23/06/20/197 MOVED by Reeve Davis That Council directs administration to confirm the understanding of liability and restricting motorized access on road allowances.

CARRIED

6.B.ii – Public Works Update

Motion No. 23/06/20/198 MOVED by Deputy Reeve Streeter that the Public Works presentation be accepted for information.

CARRIED

Motion No. 23/06/20/199 6.B.iii – Road Closure Bylaws Update
MOVED by Reeve Davis that the update discussion regarding the package to the minister regarding Road Closure Bylaw No. 2023-02 be accepted for information.
CARRIED

Rick Lawson left the meeting at 1:58 p.m.

Motion No. 23/06/20/200 6.D.i – Emergency Services Delegation; Fire Fighting Discussion.
MOVED by Councillor Gardener that the delegation presentation be accepted for information.
CARRIED

Motion No. 23/06/20/201 6.E.i – Hwy 520 Special Event Permit Application
MOVED by Reeve Davis that the package regarding the Hwy 520 Special Event be accepted for information.
CARRIED

Motion No. 23/06/20/202 6.E.ii – Discussion: Special Meeting to Discuss Engineering Firms
MOVED by Deputy Reeve Streeter that Council agree to set a special meeting on June 29th at 10:00 a.m. to award a bid for an Engineering Firm.
CARRIED

Motion No. 23/06/20/203 6.E.iii – Discussion: Change October Council dates to Accommodate NAISMA Conference.
MOVED by Councillor Gardner that the October Council reschedule the October 17th, 2023 Council date to be held instead on October 24th, 2023 to accommodate the 2023 NAISMA conference.
CARRIED

Motion No. 23/06/20/204 6.F.i – Quasi-Judicial Agency Survey
MOVED by Reeve Davis that administration draft a response to the RMA Survey to be reviewed by Council at the July 4, 2023 Council meeting.
CARRIED

Motion No. 23/06/20/205 6.F.ii – Alberta SouthWest Regional Alliance AGM Update
MOVED by Councillor Gardner to accept the update discussion for information.
CARRIED

Reeve Davis recessed the meeting at 2:34 p.m.

Reeve Davis resumed the meeting at 2:40 p.m.

IN-CAMERA

Motion No. 23/06/20/206 MOVED by Reeve Davis that, in accordance with Section 197 of the Municipal Government Act, Council moves into a closed meeting at 2:40 p.m. to discuss matters involving advice from officials, per sections 24 of the Freedom of Information and Protection of Privacy Act (FOIP)
CARRIED

Motion No. 23/06/20/207 MOVED by Reeve Davis that Council return to an open meeting at 2:58 p.m.

CARRIED

BUSINESS ARISING FROM IN-CAMERA

8.F. – L.O. Report to Council

8.D. – FireSmart Agreement Discussion

Motion No. 23/06/20/208 MOVED by Deputy Reeve Streeter to accept items 8.F and 8.D for information.

CARRIED

ADJOURNMENT

Being that the agenda matters have concluded, the Reeve declared the meeting adjourned at 2:59 p.m.

These Minutes approved this 4th Day of July, 2023.

Ron Davis, Reeve

Robert Strauss, Chief Administrative Officer

M.D. of Ranchland No. 66
Minutes of the Special Council Meeting
Thursday, June 29, 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 Thursday, June 29, 2023, commencing at 10:00 a.m.

IN ATTENDANCE

Ron Davis, Reeve
Harry Streeter, Deputy Reeve

Robert Strauss, Chief Administrative Officer
Greg Brkich, Accountant
Sheldon Steinke, Council Liaison
Nikki Funk, Recording Clerk

ABSENT

Cam Gardner, Councillor

CALL TO ORDER

Reeve Davis called the meeting to order at 10:06 a.m.

ACCEPTANCE OF AGENDA

Motion No. 23/06/29/209 MOVED by Deputy Reeve Streeter that the agenda be adopted as amended with the addition of item:

4.E.ii – FOIP Related Legal Action

CARRIED

BUSINESS

Motion No. 23/06/29/210 2.B.i – Engineering Firm Selection
MOVED by Reeve Davis that the M.D. of Ranchland enter into a Service Agreement for \$85,500.00 with ISL Engineering and Land Services to provide preliminary design and cost estimates for the 7 sites under the Watercourse Crossing Remediation Program Grant Agreement with Alberta Environment & Protected Areas.

CARRIED

IN-CAMERA

Motion No. 23/06/29/211 MOVED by Deputy Reeve Streeter that, in accordance with Section 197 of the Municipal Government Act, Council moves into a closed meeting at 10:25 a.m. to discuss matters involving legal advice, per section 27 of the Freedom of Information and Protection of Privacy Act (FOIP)

CARRIED

Motion No. 23/06/29/212 MOVED by Reeve Davis that Council return to an open meeting at 10:52 a.m.

CARRIED

BUSINESS ARISING FROM IN-CAMERA

Motion No. 23/06/29/213 4.E.ii – FOIP Related Legal Action
MOVED by Deputy Reeve Streeter that the MD of Ranchland direct its legal counsel, Brownlee LLP, to request a discussion with the legal counsel for Alberta Transportation and Economic Corridors in order to further address the position presented in Brownlee LLP’s in-camera correspondence.

Motion No. 23/06/29/214 4.E.i – L.O. Report to Council
MOVED by Reeve Davis to accept agenda items 4E(i) and 4E(ii) the for information.

CARRIED

ADJOURNMENT

Being that the agenda matters have concluded, the Reeve declared the meeting adjourned at 10:55 a.m.

These Minutes approved this 4th Day of July, 2023.

Ron Davis, Reeve

Robert Strauss, Chief Administrative Officer



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

From: Alberta Volunteer Awards <ABVolunteerAwards@gov.ab.ca>

Sent: Thursday, June 15, 2023 9:43 AM

Subject: Nominations are Open for the Stars of Alberta Volunteer Awards

Good morning,

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit and raise a family. Thanks to their dedication, Albertans have access to the cultural, recreational and social programs that are cornerstones for building strong communities and promising futures for all of our citizens.

The Government of Alberta values the commitment of Alberta volunteers. The Stars of Alberta Volunteer Awards were established to recognize outstanding volunteers who, through their contributions to Alberta's non-profit sector, are helping to make life better for their family, friends and neighbours.

You can help recognize the remarkable volunteers in your community by encouraging local organizations and individuals to submit nominations for the 2023 Stars of Alberta Volunteer Awards. I also ask that you and your council colleagues share your own stories of how volunteers have made a difference in your life and your community.

Up to nine awards are offered: two in each of the categories of youth, adult, and senior, and three in the Breaking Barriers category which recognizes individuals addressing racism, advocating for LGBTQ2S+ inclusion, and fighting gender discrimination.

Full information, including nominations forms and a downloadable promotional poster suitable for printing or placement on your community website can be found on our website at <https://www.alberta.ca/stars-of-alberta-volunteer-awards.aspx>. Deadline for nominations is September 15, 2023.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Michelle Smook

Director

Non-profit Voluntary Sector Policy and Strategy Unit

Community Engagement Branch

Alberta Arts, Culture and Status of Women

Government of Alberta



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

Title: **Cloud-based Computer security Update**

Meeting Date: **July 4, 2023**

Originated By: **Robert Strauss, CAO**

Background: The MD of Ranchland has been advised by its contracted I.T. company of some potential shortcomings of the current cloud-based cyber security provisions that are current in place at the MD of Ranchland.

The MD of Ranchland is commencing the process of updating its current, cloud server platform in order to provide for a more secure environment when dealing with cloud-based computing.

This upgrade process will utilize a parallel platform process during the upgrade of the software, to ensure that the transition is as seamless and non-intrusive as possible. Essentially, the process may utilize non-live, testing copies of the upgraded platform to ensure that the interaction with the MD of Ranchland’s third-party software is smooth and that it functions in the manner envisioned. Some testing assistance may be requested of staff as part of this process, however we anticipate this to be at a minimum.

Our understanding of the process is that the upgrade will touch on 3 main application areas at the MD of Ranchland:

- 1.) The Micro-soft 360 suite applications (Outlook, other MS-Office applications)
- 2.) The Central Square Municipal Financial software
- 3.) The GIS application packages. And any other third party, vendor supplied software products that we may be using.

The estimated timelines for this process, if there are no unforeseen complications with third-party software applications, would envision this process being completed prior to the end of the month of July, 2023.

Benefits: A more secure cloud based computing environment that will allow the MD to reduce its exposure and risk to breeches of its cyber security

Disadvantages: There is some additional cost and time associated with this

CAO's Initials RS

Strategic Pillar:

- 2. Infrastructure and Service Delivery
- 3: Public Safety & Emergency Services
- 4. Financial Sustainability

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Options for Action:

This is captured under the existing administration budget, so this is an information item.

Financial Considerations:

Anticipated to be less than \$2,500

CAO's Review/ Comments/

I have viewed this as critical step that we must take to ensure long term cyber security.

Attachments:

None

CAO's Initials

BS

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

Title: Budget Report – as of May 31, 2023

Meeting Date: July 4, 2023

Originated By: Robert Strauss, CAO

Background: A high-level summary of the monthly actuals to budget has been prepared in a format that we hope that Council finds intuitive and clear.

Strategic Pillar: 4. Financial Sustainability

Options for Action: 1.) Review the attached summary report and if satisfactory, then to accept for information.

**CAO's Review/
Comments/:** The Budget Report will be presented at the meeting.

Attachments: Presented at meeting.

CAO's Initials



M.D of Ranchland No. 66
Statement of Operations (non-financial items are not included)
Report as of May 31, 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	34,023	98,645	34
Council - Transfers to (Grants to)	2,000	2,400	83
Leg. Staff Pay & Benefits	70,520	158,433	45
Leg. - Legal/Audit and other Contracted Services	54,459	110,710	49
Leg. - Materials, Goods, Supplies and Other	0	1,000	0
Total Council/Legislative Operating Expenditures	161,002	371,188	43
General Administration			
Total General Administration Operating Revenues	554	22,934	2
Gen.Admin. Staff Pay & Benefits	120,372	264,354	46
Staff - Mileage, Training, Travel	14,912	34,700	43
Legal/Insurance/Assessor/Consultant costs	9,580	22,000	44
Information Technology (IT); Computer Software & Hardware; Website; Internet and Telephone costs	24,120	64,950	37
Admin. Bldg. Operational, Maint. & Repair costs	10,881	36,500	30
Health & Safety costs	57	2,200	3
GA - Other Contracted Services	2,612	14,750	18
GA - Other Materials, Goods, Supplies	2,707	7,000	39
Total General Administration Operating Expenditures	185,241	446,454	41
Fiscal Services			
Net Fiscal Services Revenue	30,417	112,900	27
Policing			
Fine Revenue (CPO issued tickets)	883	6,500	14
RCMP Policing cost share agreement with GOA	5,187	23,350	22
CPO costs	20,398	85,000	24
Total Policing Operating Expenditures	25,585	108,350	24
Fire Protection			
Total Fire Protection Operating Revenues	10,000	0	0
Total Fire Protection Operating Expenditures	21,339	43,670	49
Other Protection Services (Disaster, Ambulance & First Aid and F&W Officer)			
Total Other Protection Services Revenue	0	0	0
Total Other Protection Services Expenditures	17,163	68,823	25

M.D of Ranchland No. 66
Statement of Operations (non-financial items are not included)
Report as of May 31, 2023

Description	Actual	Annual Budget	Variance by %
Transportation Services			
Operating Grants	0	266,270	0
Shop Lease Revenue (from V.S.)	20,130	42,995	47
Revenue from Road Use Agreements	10,800	200,000	5
Revenue from Custom Equipment Work	54,780	75,000	73
Other Revenue of Transportation Services	4,860	6,200	78
Total Transportation Services Revenue	90,570	590,465	15
Transportation - Staff Pay & Benefits	205,511	451,700	45
Staff - Mileage, Training, Travel	1,028	3,200	32
Legal/Insurance/Engineering Consultant costs	35,044	242,000	14
Information Technology (IT); Computer Hardware; Internet and Telephone costs	3,482	9,200	38
Public Works Shop/Yard - Operational, Maint. & Repair costs	9,725	40,850	24
Health & Safety costs	376	2,500	15
Gravel Program - Gravel and Contract Hauling costs	182	150,360	0
Cattle Guard/Dust Control/Small Culvert costs	1,805	50,500	4
H.E. & Vehicle Maint. & Repair and wear edges	26,038	48,000	54
Fuels & DEF	47,295	115,250	41
TS - Other Contracted Services	17,133	23,200	74
TS - Other Materials, Goods, Supplies	7,321	88,700	8
Total Transportation Operating Expenditures	354,940	1,225,460	29
Waste Management Services			
Total Waste Management Operating Expenditures	637	5,765	11
Public Health and Welfare Services			
Total Public Health & Welfare Services Revenue	1,485	2,969	50
Total Public Health & Welfare Services Expenditures	1,218	5,212	23
Planning & Development Services			
Total Planning & Development Services Revenue	191	200	95
Total Planning & Development Services Expenditures	18,419	36,738	50
Economic Development Services			
Total Economic Development Services Expenditures	0	100	0

M.D of Ranchland No. 66
Statement of Operations (non-financial items are not included)
Report as of May 31, 2023

Description	Actual	Annual Budget	Variance by %
Agriculture Support Services			
Operating Grants	0	115,000	0
Weed Control Sales	5,000	121,000	4
Program Partnership Funding received	5,750	0	0
Deadstock Recycle Program Grant Earned	588	5,000	12
Other Revenue	963	3,000	32
Total Agriculture Support Services Revenues	12,301	244,000	5
Agriculture Service Board Expenses	11,091	38,300	29
Ag. Legislative Programming			
Staff Pay & Benefits	143,189	329,115	44
Other Ag. Legislative costs	38,744	243,460	16
Producer Weed Control Assistance Program	0	15,500	0
Ag. Environmental Programming			
Staff Pay & Benefits	18,662	34,708	54
Other Ag. Environmental costs	3,462	10,980	32
Deadstock Recycle Program Payments	588	5,000	12
Riparian Assistance Program Payments	0	4,500	0
Other Agriculture Support Services Expenses	0	8,675	0
Total Agriculture Support Services Expenditures	215,736	690,238	31
Park Maint. Contract			
Total Revenue from Park Maintenance Contract	0	164,070	0
Total Expenditures of Park Maintenance Contract	9,510	154,582	6
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

**M.D. OF RANCHLAND NO. 66
REPORT TO COUNCIL
Request For Descision (RFD)**

Title: RMA Member Business Visit New Date

Meeting Date: July 4, 2023

Originated By: Robert Strauss, CAO

Background: Due to a medical leave situation of the RMA staff member organizing the program, the member visit originally scheduled for July 10th, 2023, had to be deferred. We are looking for dates to reschedule the RMA member visit on either August 14, 2023, or August 21, 2023.

Input from Council as to their availability is requested.

Strategic Pillar:

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

Options for Action: 1.) Determine Council availability

Financial Considerations: Some minor hosting expense.

CAO's Review/ Comments/: As per background above

Attachments: none

CAO's Initials









2023-07-04 Agenda PACKAGE

Final Audit Report

2023-06-30

Created:	2023-06-30
By:	Nikki Funk (legislative@ranchland66.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAmmmeBbD3MHZeZmx3YxxKM1IEwtxz0UOeE

"2023-07-04 Agenda PACKAGE" History

-  Document created by Nikki Funk (legislative@ranchland66.com)
2023-06-30 - 8:53:38 PM GMT- IP address: 199.167.26.98
-  Document emailed to cao@ranchland66.com for signature
2023-06-30 - 8:54:31 PM GMT
-  Email viewed by cao@ranchland66.com
2023-06-30 - 8:59:14 PM GMT- IP address: 104.47.75.190
-  Signer cao@ranchland66.com entered name at signing as Robert Strauss
2023-06-30 - 9:00:25 PM GMT- IP address: 199.167.26.98
-  Document e-signed by Robert Strauss (cao@ranchland66.com)
Signature Date: 2023-06-30 - 9:00:27 PM GMT - Time Source: server- IP address: 199.167.26.98
-  Agreement completed.
2023-06-30 - 9:00:27 PM GMT