

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

**Municipal Building
Chain Lakes Provincial Park**

**October 3, 2023
at 1:00 PM**

1. CALL TO ORDER

Pages:

2. ACCEPTANCE OF AGENDA

3. APPROVAL OF MINUTES

- A. Council Meeting of September 19, 2023..... Pages 3-6
- B.
- C.

4. DELEGATION'S SCHEDULE

- A. Mike Young – Northback Holdings Corp - 1:00 pm
(Will join for lunch around 12:30 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
- F. Other Business

6. BUSINESS – (action items)

A. Administration/ Finance

- i. Action List..... Pages 7-10
- ii. MD year to date Budget report..... Pages 11-15
- iii. Update to the Salary Allocation for the 2023 Operating Budget..... Pages 16-17

B. Public Works

- i. .
- ii.

C. Agriculture/ Parks & Recreation

- i. Provincial Parks Maintenance Contract..... Pages 18-19
- ii. Rental Equipment Policy..... Pages 20-22

D. Emergency/Protective Services

- i. .

E. Legislative/& Planning/Development

- i. .

F. Other Business

- i. A/V System Upgrade..... Pages 23-24
- ii.

7. IN-CAMERA (closed session)

- A. L.O. Report to Council
- B. Update RE: Legal Opinion on Undeveloped Road Allowances
- C.

8. BUSINESS ARISING FROM IN-CAMERA

- A. Administration/ Finance
- B. Public Works
 - i. Update RE: Legal Opinion on Undeveloped Road Allowances
- C. Agriculture/ Parks & Recreation
- D. Emergency/Protective Services
- E. Legislative /& Planning /Development
 - i. L.O. Report to Council
- F. Other Business

9. ADJOURNMENT

M.D. of Ranchland No. 66
Minutes of the Regular Council Meeting
Tuesday, September 19, 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, September 19, 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 Lawson, Superintendent of Public Works
Rick Niwa, Agricultural Fieldman

CALL TO ORDER

Reeve Davis called the meeting to order at 10:33 a.m.

ACCEPTANCE OF AGENDA

Motion No. 23/09/19/304 MOVED by Councillor Gardner that the agenda be adopted as presented.

CARRIED

ACCEPTANCE OF MINUTES

Motion No. 23/09/19/305 MOVED by Deputy Reeve Streeter that the minutes of the September 5, 2023, meeting be adopted as presented.

CARRIED

BUSINESS

Motion No. 23/09/19/306 6.A.i – Action List
MOVED by Councillor Gardner to accept the Action for information.

CARRIED

Motion No. 23/09/19/307 6.A.ii – Bank Rec and Vendor Payment
MOVED by Deputy Reeve Streeter to accept the Bank Rec and Vendor Payment list for information.

CARRIED

6.A.iii – ARMAA – CAO Report

Motion No. 23/09/19/308 MOVED by Reeve Davis that the CAO's report on the most recent ARMAA conference be forwarded to Council via email.

CARRIED

Rick Lawson joined the meeting at 11:10 a.m.

6.B.i – Public Works Update

Motion No. 23/09/19/309 MOVED by Deputy Reeve Streeter to authorize the ordering of the 160 15A AWD grader as presented with the funding for the purchase to be included as part of the 2024 MD of Ranchland Capital budget.

CARRIED

Motion No. 23/09/19/310 MOVED by Councillor Gardner to amend the budget to approve the purchase and construction of the communications tower as presented and quoted in the amount up to \$18,000 plus GST, to be funded from the MD of Ranchland Operating Reserve.

CARRIED

Motion No. 23/09/19/311 MOVED by Councillor Gardner to accept the public works update PowerPoint for information.

CARRIED

6.B.iii – STIP-LRB Grant Application for BF 84582

Motion No. 23/09/19/312 MOVED by Reeve Davis to authorize Roseke Engineering providing an updated cost estimate for the BF 84582 bridge project.

CARRIED

Rick Lawson left the meeting at 12:30 p.m.
Reeve Davis recessed the meeting at 12:30 p.m.
Reeve Davis reconvened the meeting at 1:11 p.m.
Rick Niwa joined the meeting at 1:11 p.m.

6.C.i – Disposal of Park Truck

Motion No. 23/09/19/313 MOVED by Councillor Gardner to accept the discussion regarding the disposal of the F-350 parks truck, for information.

CARRIED

Rick Niwa Left the meeting at 1:25 p.m.

6.B.ii – MD of Pincher Creek partnership request ACP grant

Motion No. 23/09/19/314 MOVED by Deputy Reeve Streeter that That Municipal District of Ranchland No. 66 supports the Municipal District of Pincher Creek No.9's (managing partner) submission of a 2023/24 Alberta Community Partnership grant application in support of the Regional Transportation Master Plan project with the understanding that there is no matching municipal, financial contribution required to the grant.

CARRIED

Motion No. 23/09/19/315 6.C.ii – Discussion from AB Gov RE: Campfire pits at Chain
MOVED by Councillor Gardner that the MD of Ranchland is strongly opposed to campfire pits being developed at the Chain Lakes Provincial Park location due to the potential severe fire hazard risk associated with the specific type of dense vegetation present at the park, and furthermore addition due to the previous historic understanding that campfire pits were not appropriate for this location.

CARRIED

Motion No. 23/09/19/316 6.D.i – Update RE: AMHSA Safety Audit
MOVED by Reeve Davis to accept the update regarding the AMHSA safety audit, for information.

CARRIED

Motion No. 23/09/19/317 6.E.i – AER Open House
MOVED by Deputy Reeve Streeter to accept the report from staff attending the AER open house workshops, for information.

CARRIED

Motion No. 23/09/19/318 6.E.ii – FLBMA Meeting Agenda/Summary
MOVED by Councillor Gardner to accept the report from staff regarding the Foothills Little Bow Municipal Association meeting, as information.

CARRIED

Motion No. 23/09/19/319 6.F.i – LRSD – Nanton School Advisory Committee
MOVED by Councillor Gardner to accept the report from staff regarding the Foothills Little Bow Municipal Association meeting, as information.

CARRIED

Reeve Davis recessed the meeting at 2:34 p.m.
Reeve Davis resumed the meeting 2:43 p.m.

IN-CAMERA

Motion No. 23/09/19/320 MOVED by Reeve Davis that, in accordance with Section 197 of the Municipal Government Act, Council moves into a closed meeting at 2:43 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

Motion No. 23/09/19/321 MOVED by Reeve Davis that Council return to an open meeting at 3:53 p.m.

CARRIED

BUSINESS ARISING FROM IN-CAMERA

Motion No. 23/09/19/322 8.A – Liaison Officer’s Report to Council
MOVED by Deputy Reeve Streeter to approve filing of a Statement of Concern through legal counsel for the Northback Holdings Corporation, coal exploration and drilling applications. CARRIED

Motion No. 23/09/19/323 8.A – Liaison Officer’s Report to Council
MOVED by Councillor Gardner to accept item’s a, b, c. for information. CARRIED

ADJOURNMENT Being that the agenda matters have concluded, the Reeve declared the meeting adjourned at 3:59 p.m.

These minutes approved this 3rd day of October, 2023.

Ron Davis, Reeve

Robert Strauss, Chief Administrative Officer

RESOLUTION NUMBER	RESOLUTION	ASSIGNED TO	STATUS	DATE COMPLETED
94/07/04/20	MOVED by Deputy Reeve Streeter to table the discussion of the Purchasing Policy until such time as Council can fully review the draft policy and can meet with the Finance Department for a discussion regarding same.	Robert Strauss Sheldon Steinke	Ongoing	First Draft under review by administration
n/a	Landowner complaint about development on neighbor's property in the Grassy Mountain area. Have arranged over flight with F & W Officer drone, & we are trying to determine if there is a historical change of the activities on the property based on the neighbor's complaint.	Robert Strauss	Ongoing	While the matter may not be completely resolved to the entire satisfaction of the landowner the matter has been put on hold
275/15/09/20	MOVED by Deputy Reeve Streeter to give Justin Keeley one week from today to decide if he is willing to pay for the Plan of Survey costs; and if he is willing to pay, the M.D. shall apply to renew Disposition Number DLO 951534 Access Roads – Municipalities for Key Land Id W5-01-014-01-NE.	Greg Brkich	Ongoing	Surveyor work completed and application renewal has been uploaded. Waiting on Provincial Government to renew the D.L.O.
353/20/11/24	Policy - Snowplowing on Private Property - Send landowner form (contract) for brief legal review. File Completed Policy in Policy Binder. - Stage 2 , adapt for Summer Time Road Maint. agreement	Robert Strauss	stage 2	working on stage 2
414/21/01/05 503/21/03/05 22/09/20/276	Ensure that the Province contacts the Nelsons regarding land consolidation NE 29-10-02-W5M and that adjacent landowners sign off on consolidation legal plan of survey	Robert Strauss	Progress- ing	Background Package Prepared for Reeve, phone call to Mr. Horejsi to follow.
435/21/01/19	Create an information package of maps and pertinent information regarding proposed coal mine developments and water use relating to those developments in the M.D of Ranchland and surrounding area	Robert Strauss	Under Development	Paused
711/21/08/17	Receive GIS any shape files that may be available for the trail data.	Rick Niwa	In Progress	
791/21/10/26	Webinar - Transforming Alberta's Environmental Regulation System	Rick Niwa	Attended	Rick N. will brief Council at a future Council meeting once GOA sends Powerpoint Document
31/22/02/01	MD of Ranchland continues to implement Road Use Agreements per Sec.27 MGA	Sheldon Steinke Robert Strauss	ongoing	Under review
74/22/03/22	Public Notice Bylaw - Advertisement Bylaw bring back to Council for 2nd and 3rd Reading	Robert Strauss	complete	Bylaw to come back to Council in August, 2023
91/22/04/05 22/05/17/136 22/06/07/158	Replacement of Carpet and Flooring in the MD community hall/MD office	Susan Christianson Robert Strauss	In Progress	Flooring contractor will be coming out in mid September to relay approximately 50% of the floor.

22/04/19/105	Community Hall Rental Policy - Draft updated Policy based on Council feedback at the April 19, 2022 meeting	Robert Strauss	In Progress	Policy to come back to Council in August, 2023
22/05/03/119	Bring back information regarding cost/feasibility unsurveyed roads	Sheldon Steinke Greg Brkich	Paused	
22/05/17/139	Spray Lakes Harvest Plan - follow up by Agric. Dept re: weed control	Rick Niwa	In Progress	
22/06/07/161	Follow up from AEP delegation re Environmental Bridge Crossing Grant / PLUZ & trail matters	Sheldon Steinke	In Progress	Grant Program Approved, work underway to finalize projects
22/07/05/202	MSI Grant Application for Municipal Building Modernization	Greg Brkich	in Progress	Approval granted, detailed project budget being developed
22/08/16/229	Review detailed options for employees and employer - Local Authorities Pension Plan (LAPP).	Robert Strauss	in Progress	Awaiting LAPP Sponsorship Board to address MD of Ranchland Proposal
22/11/01/330	Attempt to schedule a meeting with the Minister of Environment	Robert Strauss	Ongoing	Recommence efforts for a joint meeting with the Minister of Environment and the MD of Willow Creek, and MD of Pincher Creek
22/11/29/364 23/04/04/106	Complete a Councillor Remuneration survey	Robert Strauss	Proceeding	Waiting on results from Beaver County August meeting
22/12/13/383	2023 Budget Approval - Implement for 2023 - Compile finalized Budget Binders	Greg Brkich Robert Strauss Nikki Funk	Proceeding	Finalized after passing of the Tax Rate Bylaw
23/01/24/24 23/02/21/051	CAO Report Template - Develop and present to Council	Robert Strauss Nikki Funk	Proceeding	
23/02/21/056	Personnel Policy Approval - Continue to develop associated documents/ processes	Robert Strauss	Proceeding	This will be an ongoing process
23/03/07/077	Bylaw 2023-02 Lyndon Creek Road Closure - Public Hearing, then circulate to Minister of Transportation for approval, then 2nd/3rd reading	Nikki Funk Robert Strauss	Proceeding	1st Reading given, Information Package being prepared for submission to Minister of Transportation
23/03/28/087	Bylaw 2023-03 - Road Closure Bylaw - follow up with public hearing and letter to the Minister of Transportation	Nikki Funk Robert Strauss	Proceeding	Waiting on Minister of Transportation Approval

23/04/04/101	JUPA Agreement deadline change - proceed to work with LRSD.	Robert Strauss	Ongoing	
23/04/04/103	Coordinate the detailed MD Admin Building Upgrade Plan	Greg Brkich Robert Strauss	Proceeding	
23/04/18/122	Approved 2022 Audited Financial Statements - post the SIGNED COPY to website	Nikki Funk	Proceeding	
23/06/06/173	Approval of 2023 Agriculture Service Board Schedule of Rates and Fees, also consolidate this into the next reading of the MD of Ranchland Rates and Fees Bylaw	Greg Brkich Susan Christianson Nikki Funk	Progressing	Consolidation of the new fees into the next MD Rates and Fees Bylaw still needs to take place.
23/06/06/183	1st Reading Updated Public Notification Bylaw , move forward with requirements for 2nd and 3rd Reading.	Nikki Funk Robert Strauss	Proceeding	
23/06/20/197	Administration to confirm the understanding of the liability and restriction of motorized access on road allowances	Robert Strauss	Progressing	
23/06/20/201	Follow up on requirements for Special Events permits (Cattle Moves) on Provincial Highways	Rick Niwa Rick Lawson Robert Strauss	Progressing	Scheduling flag person course for staff in the future
23/07/18/240	Follow up on Discussion with Darren Davidson (AT&EC) Delegation to Council	Robert Strauss	in Progress	
23/07/18/249	Implement changes and secure flag person training for AT&EC new guidelines for Cattle Moves	Rick Lawson Rick Niwa Kelly Starling	in Progress	
23/08/01/256	Administration to proceed with creating a financial estimate for reclamation of Livingstone gravel pit	Rick Lawson Greg Brkich	in Progress	
23/08/01/262	Set up a meeting with Council and the Orphan Well Association	Nikki Funk Robert Strauss	in Progress	
23/08/15/271	Relay concerns about lane markings to D. Davidson (ATEC) at #533 and Flying E road and inquire about #22 traffic counts	Robert Strauss	in Progress	
23/08/15/275	Complete paperwork on Declaration of Agriculture Disaster for 2023 due to drought conditions	Robert Strauss	in Progress	
23/08/15/275	Follow up on organizing a joint meeting with the Minister of Environment	Robert Strauss Nikki Funk	in Progress	

23/08/15/276	Respond to Municipal Affairs advising no meeting is required at convention	Robert Strauss Nikki Funk	in Progress	
23/08/15/277	Follow up on organizing separate meetings with the local MLA and local MP	Nikki Funk Robert Strauss	in Progress	
23/08/15/279	Investigate Security options for Chain Lakes Park Cookhouse building	Robert Strauss	in Progress	
23/09/05/294	File Bylaw 2023 - 05 and advise public of change	Nikki Funk Robert Strauss	in Progress	
23/09/05/296	Coordinate a joint Municipal meetings with MD Willow Creek, MD of Pincher Creek and Minster of Environment	Nikki Funk Robert Strauss	in Progress	
23/09/05/297	Coordinate a joint Municipal meetings with the MD of Pincher Creek, Municipality of Crowsnest Pass and the appropriate Cabinet Minsters regarding the Provincial Water Allocation Order.	Nikki Funk Robert Strauss	in Progress	
23/09/19/308	Provide a written memo to Council summarizing the ARMAA conference	Robert Strauss	in Progress	
23/09/19/309	Authorize the ordering of the 160 15A AWD grader with funding to come from the 2024 Capital Budget	Robert Strauss Rick Lawson Greg Brkich	in Progress	
23/09/19/310	Ammend the budget and approve the purchase / construction of a communications tower.	Rick Lawson Greg Brkich	in Progress	
23/09/19/312	Authorize Roseke Engineering to provide an updated cost estimate for Bridge file BF 84582	Rick Lawson	in Progress	
23/09/19/313	Disposal of F-350 Parks Truck	Rick Niwa Greg Brkich	in Progress	
23/09/19/314	Communicate approval of MD of Pincher Creek / Ranchland 2023 / 2024 ACP grant application to MD of Pincher Creek	Robert Strauss	Complete	
23/09/19/315	Communicate to Simon Wilkins Council's position on Campsite Firepits at Chain Lakes Provincial Park	Robert Strauss	Complete	
23/09/19/316	Follow up on AMHSA Safety Program item	Robert Strauss Nikki Funk	in Progress	
23/09/19/319	Nanton School Advisory Committee admin to follow for Councillor Gardner	Robert Strauss	in Progress	
23/09/19/322	Filing of Statement of Concern regarding Northback Holdings Corporation coal e	Sheldon Steinke MDR Legal Counsel	in Progress	

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

Title: Budget Report – as of August 31, 2023

Meeting Date: October 3rd, 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 August 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	55,535	98,645	56
Council - Transfers to (Grants to)	2,000	2,400	83
Leg. Staff Pay & Benefits	108,029	158,433	68
Leg. - Legal/Audit and other Contracted Services	70,593	110,710	64
Leg. - Materials, Goods, Supplies and Other	0	1,000	0
Total Council/Legislative Operating Expenditures	236,157	371,188	64
General Administration			
Total General Administration Operating Revenues	44,507	22,934	194
Gen.Admin. Staff Pay & Benefits	186,596	264,354	71
Staff - Mileage, Training, Travel	22,237	34,700	64
Legal/Insurance/Assessor/Consultant costs	12,566	22,000	57
Information Technology (IT); Computer Software & Hardware; Website; Internet and Telephone costs	31,786	64,950	49
Admin. Bldg. Operational, Maint. & Repair costs	18,562	36,500	51
Health & Safety costs	176	2,200	8
GA - Other Contracted Services	7,089	14,750	48
GA - Other Materials, Goods, Supplies	4,859	7,000	69
Total General Administration Operating Expenditures	283,871	446,454	64
Fiscal Services			
Net Fiscal Services Revenue	71,633	112,900	63
Policing			
Fine Revenue (CPO issued tickets)	1,537	6,500	24
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	30,619	43,670	70
Other Protection Services (Disaster, Ambulance & First Aid)			
Total Other Protection Services Revenue	0	0	0
Total Other Protection Services Expenditures	31,679	68,823	46
Transportation Services			
Operating Grants	66,270	266,270	25
Shop Lease Revenue (from V.S.)	30,289	42,995	70
Revenue from Road Use Agreements	10,800	200,000	5
Revenue from Custom Equipment Work	77,676	75,000	104
Other Revenue of Transportation Services	5,446	6,200	88
Total Transportation Services Revenue	190,481	590,465	32

Description	Actual	Annual Budget	Variance by %
Transportation - Staff Pay & Benefits	336,728	451,700	75
Staff - Mileage, Training, Travel	1,270	3,200	40
Legal/Insurance/Engineering Consultant costs	51,906	242,000	21
Information Technology (IT); Computer Hardware; Internet and Telephone costs	4,487	9,200	49
Public Works Shop/Yard - Operational, Maint. & Repair costs	12,857	40,850	31
Health & Safety costs	419	2,500	17
Gravel Program			
Contract Hauling costs	139,588	150,360	93
Gravel Consumption	76,648	0	-
Gravel Consumption drawn from Inventory (for both internal use & Gravel Crushing (to increase inventory)	-79,188	0	-
Gravel Crushing (to increase inventory)	0	0	-
Cattle Guard/Dust Control/Small Culvert costs	20,315	50,500	40
H.E. & Vehicle Maint. & Repair and wear edges	35,529	48,000	74
Fuels & DEF	75,363	115,250	65
TS - Other Contracted Services	18,278	23,200	79
TS - Other Materials, Goods, Supplies	13,266	88,700	15
Total Transportation Operating Expenditures	707,466	1,225,460	58

Waste Management Services

Total Waste Management Operating Expenditures	2,352	5,765	41
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Public Health and Welfare Services

Total Public Health & Welfare Services Revenue	2,277	2,969	77
Total Public Health & Welfare Services Expenditures	5,214	5,212	100

Planning & Development Services

Total Planning & Development Services Revenue	491	200	245
Total Planning & Development Services Expenditures	27,652	36,738	75

Economic Development Services

Total Economic Development Services Expenditures	0	100	0
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Agriculture Support Services

Operating Grants	181,247	115,000	158
Weed Control Sales	22,694	121,000	19
Program Partnership Funding received	5,750	0	0
Deadstock Recycle Program Grant Earned	3,777	5,000	76
Other Revenue	1,578	3,000	53
Total Agriculture Support Services Revenues	215,046	244,000	88

Agriculture Service Board Expenses	15,407	38,300	40
Ag. Legislative Programming			
Staff Pay & Benefits	259,008	329,115	79
Other Ag. Legislative costs	117,530	243,460	48
Producer Weed Control Assistance Program	0	15,500	0
Ag. Environmental Programming			
Staff Pay & Benefits	24,039	34,708	69
Other Ag. Environmental costs	3,714	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	2,544	8,675	29
Total Agriculture Support Services Expenditures	426,019	690,238	62

Park Maint. Contract

Total Revenue from Park Maintenance Contract	582	164,070	<1
Total Expenditures of Park Maintenance Contract	10,066	154,582	7

Description	Actual	Annual Budget	Variance by %
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

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	44,507	22,934	194
Net Fiscal Services Revenue	71,633	112,900	63
Total Policing Services Revenue	1,537	6,500	24
Total Fire Protection Services Revenue	10,000	0	0
Total Other Protection Service Revenues	0	0	0
Total Transportation Service Revenues	190,481	590,465	32
Total Public Health & Welfare Service Revenues	2,277	2,969	77
Total Planning & Development Service Revenues	491	200	245
Total Agriculture Support Services Revenue	215,046	244,000	88
Total Park Maintenance Contract Revenues	582	164,070	<1
Total RCEC & Other Recreation Services Revenue	0	0	0
Grand Total for Operating Revenues	2,839,676	3,440,284	83

Operating Expenditures

Total Council & Other Legislative Services	236,157	371,188	64
Total General Administration Services	283,871	446,454	64
Total Policing Services Expenditures	45,983	108,350	42
Total Fire Protection Services Expenditures	30,619	43,670	70
Total Other Protective Services Expenditures	31,679	68,823	46
Total Transportation Service Expenditures	707,466	1,225,460	58
Total Waste Management Services Expenditures	2,352	5,765	41
Total Public Health & Welfare Service Expenditures	5,214	5,212	100
Total Planning & Development Service Expenditures	27,652	36,738	75
Total Economic Development Services Expenditures	0	100	0
Total Agriculture Support Services Expenditures	426,019	690,238	62
Total Park Maintenance Contract Expenditures	10,066	154,582	7
Total RCEC & Other Recreation Services Expenditures	1,409	3,140	45
Grand Total for Operating Expenditures	1,808,487	3,159,720	57
Excess or (Deficiency) of Operating Revenues Over Operating Expenditures	\$1,031,189	\$280,564	368

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)		36,000	
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 trailer (semi)	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	
Total Capital Funding Sources	488,768	885,000	55

Capital Acquisitions			
Administration Building Modernization	1,158	245,000	<1
Roads - Wobbly Packer (Grader attachment)		36,000	
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 trailer (semi)	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	
Total Capital Acquisitions	611,120	875,000	70

**M.D. OF RANCHLAND NO. 66
REPORT TO COUNCIL
Request for Decision (RFD)**

Title: UPDATE TO SALARY ALLOCATION SCHEDULE

Meeting Date: October 3, 2023

Originated By: Greg Brkich, Accountant/Payroll

Background: Salary and wages expense is allocated between a variety of departments (a.k.a. functions). One of those departments is the Parks department, however the Municipality's bid to continue as a Park maintenance contractor for Alberta Provincial Parks for the 2023 season was unsuccessful.

Therefore, it is proposed that the Salary Allocation Schedule be amended retroactive to May 1, 2023, so that salary expense of management personnel is not allocated to the Parks department after May 1, 2023.

Finance Review/Comments/Initials:

Payroll and Finance is recommending that Council approve the attached Salary Allocation Schedule amendment.

CAO's Review/Comments/Initials:

I concur with prorated allocation presented

Retro May 1, 2023 - MD of Ranchland Salary Allocations

SERVICE FUNCTION (% by Function)

STAFF POSITION

	<u>11</u> Legislative/ Council	<u>12</u> General Admin.	<u>23</u> Fire	<u>24</u> Disaster	<u>32</u> Transport./ Public Wks.	<u>61</u> Land Use Planning	<u>63</u> Agric Leg.	<u>63</u> Agric Envir.	<u>63</u> Agric Other	<u>72</u> Parks/ Recreation	<u>Total</u>
Chief Administrative Officer	30	43		5	10	10	2			0	100
<u>Admin. Support</u>											
Municipal Treasurer		95			5						100
Executive Assistant / Legislative Serv. Coordinator	25	56	2	7	5	5					100
Accounting Clerk / Front Office Assistant		35			15		50				100
<u>Agriculture</u>											
Manager of Agriculture and Environmental Services							90	10		0	100
Assistant Agriculture Fieldman							90	10			100
Agric. and Envirn.Field Technician (term position)							65	35			100
<u>Public Works</u>											
Public Works Manager					100						100
Heavy Equipment Operators					100						100
Council Liason - (term position)	85	5			10						100
<u>Parks</u>											
Parks Maint. Supervisor (Seasonal Temp.) - 6 mon.										100	100
Parks Maint. Worker I (Seasonal Temp.) - 5 mon.										100	100
Parks Maint.Worker II (Seasonal Temp.) - 5 mon.										100	100
Fire Chief /D.E.M.			35	65							100

Chief Administrative Officer

Admin. Support

Municipal Treasurer

Executive Assistant / Legislative Serv. Coordinator

Accounting Clerk / Front Office Assistant

Agriculture

Manager of Agriculture and Environmental Services

Assistant Agriculture Fieldman

Agric. and Envirn.Field Technician (term position)

Public Works

Public Works Manager

Heavy Equipment Operators

Council Liason - (term position)

Parks

Parks Maint. Supervisor (Seasonal Temp.) - 6 mon.

Parks Maint. Worker I (Seasonal Temp.) - 5 mon.

Parks Maint.Worker II (Seasonal Temp.) - 5 mon.

Fire Chief /D.E.M.

Ron Davis, Reeve

Robert Strauss, CAO

Date: _____

This salary allocation schedule is retroactive to May 1, 2023 and is in effect until replaced.

M.D. OF RANGLAND NO. 66
REPORT TO COUNCIL
Request for Decision (RFD)

Title: Park Maintenance Bid

Meeting Date: October 3, 2023

Originated By: Rick Niwa, Agricultural Fieldman

Background: In 2021 and 2022 the MD of Ranchland was awarded the Park Maintenance Contract. The municipality bid on the contract for the 2023 operational year, however the contract was awarded to an independent contractor for a 1-year term. It is anticipated that the province will again seek tenders for the operation of parks facilities.

Recommendation: The primary rationale for the municipality to operate the park was to ensure park facilities within the MD of Ranchland were operated to a standard of care consistent with local values. And whereas the work carried out by independent contractors was considered satisfactory, staff recommend that the municipality does not submit a bid for operation of parks facilities if the province decides to tender the operation in 2024.

Whereas any potential bid on a possible tender for 2024 would require an operational budget, staff request direction from the council at this time.

Benefits: Reduces the administrative and operational burden necessary for operation of parks facilities. The municipality could still decide to bid on the contract at a later date.

Disadvantages: Potential loss of revenue and no control over operational standards.

Strategic Pillar: 2. Infrastructure and Service Delivery
6. Community

Options for Action: 1. Accept staff's recommendation as presented.
2. Direct staff to budget for the potential operation of parks facilities in 2024.
3. Accept for information

Financial Considerations Budget Funds

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

I concur that given the satisfactory maintenance operation of the Provincial Parks by the private contractor and given the relatively low bid submitted previously by the private contractor, it would not be in the MD of Ranchland's overall operational best interests to try and spend MD resources to compete for this tender bid at this time.

Attachments:

None.

M.D. OF RANGLAND NO. 66
REPORT TO COUNCIL
Request for Decision (RFD)

Title: Rental Equipment Policy

Meeting Date: October 3, 2023

Originated By: Rick Niwa, Agricultural Fieldman

Background: The municipal ASB reviewed an amended version of the Rental Equipment Policy and voted to forward it to council for their consideration. Note that the proposed amendment is highlighted in yellow on the attached draft.

Benefits: Provides clarity regarding the municipalities' expectations when providing rental equipment and how charges and fees will be applied.

Disadvantages: None

Strategic Pillar: 2. Infrastructure and Service Delivery
6. Community

Options for Action: 1. Adopt the Rental Equipment Policy as presented.
2. Amend and adopt the Rental Equipment Policy.
3. Provide feedback and direct staff to redraft the Policy for consideration at a future date.
4. Any other action that the ASB deems prudent.

Financial Considerations None

CAO's Comments: I concur with the updated policy as recommended by the Agriculture Service Board.

Attachments: Rental Equipment Policy



M.D. OF RANCHLAND No. 66

POLICIES AND PROCEDURES

POLICY NAME: Rental Equipment Program

Section: **Agriculture & Environment**

Policy No. : # **TBD**

Effective Date: **TBD**

Review Date:

Revised Date:

Next Review:

Policy Statement:

The MD of Ranchland supports its residents by providing key equipment on a rental basis. Minimizing staff time required to track, maintain, and coordinate rental of this equipment is critical to the success of the program. Therefore, rental rates will be charged at the specified rate, from the time the equipment is picked up until it is returned, unless other arrangements have been made with municipal staff.

The renter assumes all risks associated with the use of rental equipment and shall indemnify and hold harmless the municipality, its employee's and agents from any and all claims, demands, actions or costs (including legal costs on a solicitor-client basis) that may result from use of the rental equipment.

Guidelines/Procedures:

1. **Rental Equipment**

a) Backpack Sprayers

b) Livestock Scale

2. **Rental Fees and Relate Charges**

a) Charges for rental fees, damage deposits & cleaning fees will be listed in the current version of the *Schedule of ASB Rates and Fees*.

b) The rental period will be outlined in the current version of the *Schedule of ASB Rates and Fees*.

c) Repairs or replacement of parts on rental equipment will be made, or arranged for, by municipal staff. The renter should not attempt to repair or replace parts/damages.

d) The renter shall be responsible for the cost all parts & repairs or replacement cost of the equipment for any damages other than normal wear and tear.

e) The renter can appeal damage charges. The Agricultural Service Board will hear any appeals at their next regular ASB meeting, and their decision shall be final.

f) The renter shall ensure the equipment is clean, as outlined under the “*Cleaning*” section of this policy.

g) A cleaning charge, as outlined in the *Schedule of ASB Rates and Fees*, will be applied, at the sole discretion of staff, for equipment that has not been cleaned properly. Cleaning charges can not be appealed.

3. Program

a) Producers can make rental arrangements by calling the Front Office Assistant at the main office number, 403-646-3131.

b) Producers must return the equipment as per the arrangements agreed to ensure that the equipment is available for the next renter.

4. Cleaning

a) Backpack

- Add 3 litres of clean water to the backpack, put the lid back on and shake it to wash the sides and top. Spray the contents over an area previously sprayed.
- Add 3 litres of clean water and the cleaning agent listed on the herbicide label. Ammonia can also be used, do NOT use bleach.
- Put the lid back on and shake the backpack to wash the sides and top.
- Empty the backpack and add 3 litres of clean water, put the lid back on and shake it to wash the sides and top. Empty the backpack, and return to the MD.

b) Livestock Scale

- Shovel out the bottom of the scale and remove excess mud/manure on the scale.

M.D. OF RANGLAND No. 66
REPORT TO COUNCIL
Request for Decision (RFD)

Title: AUDIO/VISUAL UPGRADE PROJECT

Meeting Date: October 3, 2023

Originated By: Greg Brkich, Accountant

Background: The audio/visual system in the Municipal Administration building was last upgraded in 2013. Since then, parts of the system have failed or have caused trouble. Also, many technological advancements in audio/visual components have been made in the last 10 years like laser projectors, and wireless audio & visual communication with the system from a laptop. (10 years ago, only wireless visual communication was available.)

Also, virtual meetings, even with Council members, are much more common now than physical in-person meetings so there is a need for a camera or cameras which the existing system does not have.

The planning and procurement process started more than 2 years ago. Administration reached out to 3 audio/visual companies.

- AVI-SPL (formerly Sharp's Audio-Visual); this is the company that did the 2013 upgrade.
- Inland Audio-Visual; this is the company that installed the original system probably around 2004.
- DEM – Digital Edge Media; Administration reached out to this company a few times and they never replied/responded. No former relationship with this company.

Administration has received two proposals. The proposals are in the \$90,000 range (GST extra) and are within 1.5% of each other. However, the proposals aren't exactly the same and some technical advice will need to be had in order to make a really good comparison of the two proposals. One of the quotes was only received on Sept. 28 so there has been no time to analyze before the Council meeting.

Therefore, I'm not going to recommend that Council accept one proposal over the other, but recommend that Council authorize a \$100,000 budget (GST extra) and also authorize the C.A.O. to make the final acceptance of a proposal. The reason being time is of the essence. This has dragged on long enough, and because pricing for, and availability of, audio-visual equipment is so volatile right now, these quoted prices are usually only valid for 15 days.

Options for Action:

1. Accept recommendation
2. Have Administration analyze the proposals and recommend acceptance of one of the proposals at the next Council meeting on October 24. (The deadline to accept either proposal would lapse, therefore this would require taking a chance that the successful company would be willing to honour the prices in their proposal.)
3. Cancel or postpone the project – use the system as is and wait until it is no longer functional and then scramble to upgrade when the time comes.

Costs: \$90,000 to \$100,000

Source of Funding: 100% MSI Capital Grant – Application has been approved under the broader Administration Building Modernization Project.

CAO's Review/Comments/Initials:

CAO will provide his comments at the meeting.