

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

**Municipal Building  
Chain Lakes Provincial Park**

**November 28, 2023  
at 11:00 AM**

**1. CALL TO ORDER**

**Pages:**

**2. ACCEPTANCE OF AGENDA**

**3. APPROVAL OF MINUTES**

**A. Council Meeting of November 21, 2023.....Pages 3-4**

**4. DELEGATION'S SCHEDULE**

- A. Kelly Starling- (+ Separate Incident Response meeting) @ 1:00 p.m.**
- B. Michael Niven- Carscellan LLP (In- Camera) @ 11:00 A.M**

**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**

**i. High River District Health Care Foundation Letter.....Page 5**

**6. BUSINESS – (action items)**

**A. Administration/ Finance**

- i. Action List (to be distributed at the meeting)**
- ii. Oct 2023 Bank Rec and Vendor Payment.....Pages 6-8**
- iii. 2024 Budget 2<sup>nd</sup> draft.....Page 9**
- iv. Transfers from Reserves.....Page 10**
- v. Christmas Bonus Discussion.....Page 11**

**B. Public Works**

i. .

**C. Agriculture/ Parks & Recreation**

i. .

**D. Emergency/Protective Services**

i. RCMP “Hubbing” trial Project ..... Page 12

**E. Legislative/ & Planning/Development**

i. Local Authorities Election Act and Municipal Government Act Survey.....Pages 13-14

**F. Other Business**

**7. *IN-CAMERA (closed session)***

A. Michael Niven, Carscallen LLP

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*

i. L.O Report to Council

F. *Other Business*

i. M. Niven Delegation

**9. *ADJOURNMENT***

**M.D. of Ranchland No. 66**  
**Minutes of the Special Council Meeting**  
**Tuesday, November 21, 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, November 21, 2023, commencing at 10:30 a.m.

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**IN ATTENDANCE**

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

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

**CALL TO ORDER**

Reeve Davis called the meeting to order at 10:37 a.m.

**ACCEPTANCE OF AGENDA**

**Motion No. 23/11/21/376**      MOVED by Councillor Gardner to accept the agenda as presented.

CARRIED

**ACCEPTANCE OF MINUTES**

**Motion No. 23/11/21/377**      MOVED by Deputy Reeve Streeter that the minutes be adopted as presented.

CARRIED

**BUSINESS**

Rick Niwa and Rick Lawson left the meeting at 12:06 p.m.

Reeve Davis recessed the meeting at 12:06 p.m.

Reeve Davis resumed the meeting at 1:01 p.m.

Reeve Davis recessed the meeting at 2:30 p.m.

Reeve Davis resumed the meeting at 2:42 p.m.

**Motion No. 23/11/21/378**      6.A.i – 2024 Budget Meeting- 1<sup>st</sup> Draft.  
MOVED by Deputy Reeve Streeter to accept the first draft report of the 2024 budget for information, as presented.

CARRIED

6.A. ii. – LAPP Agreement

**Motion No. 23/11/21/379**

MOVED by Councillor Gardner that the MD of Ranchland No. 66 join the Local Authorities Pension Plan (LAPP) effective January 01, 2024, and execute the presented LAPP written agreement; and furthermore approval to join the LAPP is contingent upon the optional provision that all eligible MD of Ranchland No. 66 existing employees (as of January 01, 2024), may choose to opt-out of the LAPP and to continue with the existing MD of Ranchland Registered Retirement Savings Plan program.

CARRIED

IN-CAMERA

**Motion No. 23/11/21/380**

MOVED by Reeve Davis that, in accordance with Section 197 of the Municipal Government Act, Council moves into a closed meeting at 3:12 p.m. to discuss matters involving advice from officials, per section 24 of the Freedom of Information and Protection of Privacy Act (FOIP).

CARRIED

**Motion No. 23/11/21/381**

MOVED by Deputy Reeve Streeter that Council return to an open meeting at 3:47 p.m.

CARRIED

BUSINESS ARISING FROM IN-CAMERA

**Motion No. 23/11/21/382**

8.F.i – RCEC Christmas Party and Dance

MOVED by Reeve Davis to accept item 8.F.i, for information.

CARRIED

**Motion No. 23/11/21/377**

8.E.i – Coal Discussion

MOVED by Councillor Gardner to advise the Sheldon Steinke to liaise with the Livingston Landowner's Group regarding the organizations intended actions, pending the decision by the AER in reference to Northback's recent application.

CARRIED

ADJOURNMENT

Being that the agenda matters have concluded, the Reeve declared the meeting adjourned at 3:54 p.m.

These minutes approved this 28th day of November, 2023.

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Ron Davis, Reeve

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Robert Strauss, Chief Administrative Officer



Received

NOV 15 2023

M.D. of Kanchland No. 65

October 30, 2023

Dear Reeve Davis & Council,

THANK YOU for being a part the MASH Bash 2.0, our 35<sup>th</sup> Annual Dinner & Auction. With your sponsorship we exceeded our fundraising target raising an incredible \$202,500, being the largest amount ever raised! The success of this evening is possible because of our generous sponsors and donors, everyone who purchased event and raffle tickets, bid on auction items and of course your contribution.

These funds will allow us to provide enhanced tools to the Nanton Community Health Centre and the Silver Willow DSL Unit. In addition, a pilot project to remodeling 4 Acute Care washrooms at the Hospital to create more inclusive and accessible spaces.

Congratulations to the Lively Family on being named this year's recipients of the Clifford and Louise Lougheed Award for outstanding philanthropy. Also, to Mitesh Patel who was the lucky winner of the Hometown Healthcare 50/50 jackpot of \$7660!

35 years of tradition and outstanding fundraising for healthcare would not experience this type of longevity without invested supporters like you! Along with the local healthcare team we say thank you for providing them the tools to better care for our community.

Yours truly,

A handwritten signature in blue ink that reads 'Cathy Couey'.

Cathy Couey  
Fund Development & Communications Officer



High River District Health Care Foundation

560 - 9th Ave S.W., High River, Alberta T1V 1B3 • ph: 403.652.0129 • f: 403.601.6611 [www.highriverhealthfoundation.ca](http://www.highriverhealthfoundation.ca)

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

**Title:**                   **October 2023 Bank Reconciliation and Cheque Register**

**Meeting Date:**       **November 28, 2023**

**Originated By:**       **Robert Strauss, CAO**

**Background:**       As is the practice, administration regularly throughout the year provides Council with a copy of the Monthly Bank Reconciliation and a copy of the Cheque Listing / Credit Card payment Listing.

**Strategic Pillar:**     4. Financial Sustainability

**Options for Action:**  1.) To accept for Information

**CAO's Review/  
Comments/:**       Once Council addresses any questions that they may have, I would recommend acceptance for information.

**Attachments:**       October 2023 Bank Reconciliation and Cheque Registrar

CAO's Initials \_\_\_\_\_

**MUNICIPAL DISTRICT OF RANGLAND No. 66**  
**Monthly Bank Statement Reconciliation**  
**For the month ending October 31, 2023**

	General Bank Account	Deferred Revenue Held on Deposit				TOTAL
		MSI Grant	CCBF Grant	ACP Grant	WtrC.C.R. Grant	
Net Balance in G.L. at end of previous month	3,141,441.11	695,547.65	1,197.99	157,435.87	991,861.71	4,987,484.33
Deposits	82,307.71					82,307.71
Earned Interest credited to account	13,016.19	3,222.20	5.31	698.22	4,427.99	21,369.91
Transfer: Admin. Bldg. Project	14,681.64	14,681.64				
Transfer: for Preliminary Engineering	4,960.61				4,960.61	
<i>Less:</i>						
Cheques Issued (016363 - 016368) & EFTs Issued (00788 - 00831)	- 236,732.24					- 236,732.24
September 30, 2023 Payroll (net)	- 31,681.22					- 31,681.22
Sept. 30, 2023 Payroll (net)(Council)	- 6,379.57					- 6,379.57
October 15, 2023 Payroll (net)	- 30,851.94					- 30,851.94
Direct Withdrawal Payments	- 327.02					- 327.02
<b>Net G.L. Balance at end of month</b>	<b>2,950,435.27</b>	<b>684,088.21</b>	<b>1,203.30</b>	<b>158,134.09</b>	<b>991,329.09</b>	<b>4,785,189.96</b>
Bank Balance at end of month	2,954,423.03	684,088.21	1,203.30	158,134.09	991,329.09	4,789,177.72
Less: Outstanding Cheques	- 3,987.76					- 3,987.76
<b>Net Bank Balance at end of month</b>	<b>2,950,435.27</b>	<b>684,088.21</b>	<b>1,203.30</b>	<b>158,134.09</b>	<b>991,329.09</b>	<b>4,785,189.96</b>

Net Bank Balance Oct. 31, 2022 **2,583,579.95**

*Gen. Account Outstanding Cheques*

<i>Cheque Number</i>	<i>Amount</i>
016364	105.00
016365	3,680.00
016367	202.76
	-
	-
<i>Total o/s cheques</i>	3,987.76

Notes:

1. Interest earned was at 5.40% in September (posted in Oct.)

Direct Withdrawals were:

<i>Other (incl. bank fees)</i>	327.02
	327.02

Acronyms

MSI - Municipal Sustainability Initiative  
CCBF - Canada Community Building Fund  
ACP - Alberta Community Partnership Fund  
WtrC.C.R. - Watercourse Crossing Remediation Grant

Statement submitted to Council this 28th day of November, 2023

Greg Erlich  
Accountant

M.D. of Ranchland No. 66

VENDOR PAYMENT REGISTER REPORT

\* OCTOBER 2023

Document Number	Vendor Name	Description	Amount
16363	Peter Klok and/or Jane Klok	Refund Overpayment of Property Taxes	\$ 425.70
16364	Government of Alberta	Event Permit Fees for Beef'n Bean	105.00
16365	Crowsnest Emergency & Environmental Management Services Inc.		3,680.00
		Firesmart Assessment; Wildfire Hazard & Risk Assessment Plan	-
16366	Highwood Golf Ltd.	Catering	416.30
16367	Freshmart	Beef'n Bean Expenses	202.76
16368	AAAF - South Region In-Service Training	In-Service Training (December)	1,650.00
EFT000788	Bishoff's Auto	DEF, grease, PW shop supplies	828.74
EFT000789	Burke Creek Ranch Ltd.	Producer Weed Assistance Program	774.92
EFT000790	Cal-Rid Exterminators Inc.	Fly control for Admin bldg. & Ag Shop bldg.	1,055.25
EFT000791	Carscallen LLP	Alberta Judicial Review Application file	18,246.12
EFT000792	Communications Group Lethbridge	Radio & Antenna repair parts	957.60
EFT000793	Praba Dodds	Admin bldg Janitorial (September) services & supplies	1,636.59
EFT000794	Doug Jensen	Q4 Local Assessor	3,675.00
EFT000795	Jitterbug Coffee House	Beef'n Bean Catering	4,851.00
EFT000796	M.D. of Willow Creek No. 26	Q.3 CPO, DEM & Fire Chief Services	36,875.29
EFT000797	Munisight Ltd.	Asset Management and Digital Services	19,687.50
EFT000798	SSCM Inc	Custom Weed Spraying	3,013.50
EFT000799	Receiver General	Second 1/2 September Payroll deduction remittance	12,295.09
EFT000800	Telus Communications Ltd.	Ag Shop phone lines (2)	140.04
EFT000801	Telus Communications Ltd.	Office phone lines (2)	220.34
EFT000802	Telus Communications Ltd.	Fax line	69.98
EFT000803	Telus Communications Ltd.	Roads shop phone line	106.73
EFT000804	Telus Communications Ltd.	Ag office phone line	107.32
EFT000805	Workers' Compensation Board	Installation Payment	3,520.44
EFT000806	Structured Flooring Inc.	1st progress payment on painting and staining of Admin office	6,997.10
EFT000807	Alberta Municipal Insurance Services	Monthly Group Benefits & August Health Spending Account activity	7,224.86
EFT000808	Bell Canada	October Supernet Services	779.90
EFT000809	Beverly Bowes	Catering - Council meeting	231.79
EFT000810	Brownlee LLP	Undeveloped Road Allowance file; Judicial Review file; FOIP request file; Road Use Agreement file	9,966.08
EFT000811	Carscallen LLP	Judicial Review Application file	16,678.69
EFT000812	Cintas Canada Limited	Service Admin Office First Aid Station	55.56
EFT000813	Communications Group Lethbridge	Shipping Fees (for Radio Equipment)	26.25
EFT000814	Inspiris	Block Time to convert to new Virtual Desktop; Monthly Virtual desktop subscription; Sonicwall firewall; 3 Support tickets; 2 new monitors	6,324.26
EFT000815	Crowsnest/Pincher Creek Landfill	Landfill Fees	10.58
EFT000816	ISL Engineering and Land Services	Culvert Remediation Engineering	5,208.64
EFT000817	Konica Minolta Business Solutions	Sept. Copier/Printer Maintenance Service Agreement & Staple Kit	517.45
EFT000818	Lo-Cost Propane	Propane for Fire Hall	768.14
EFT000819	M.D. of Willow Creek No. 26	Firesmart Home Assessments; Wildfire Hazard Risk Assessments; Preparing Reports	4,275.80
EFT000820	Laura Mowat	PW Shop Janitorial	350.00
EFT000821	Pincher Creek Co-op Association	Antifreeze - Ag. Dept.	356.37
EFT000822	Canoe Procurement Group of Canada	Grader parts & filters; Monthly Cell Phone bill	3,429.57
EFT000823	N.L. Smiths and Sons	Custom Gravel Hauling; Supply Rip-Rap and Custom Hauling for Private Job	5,490.82
EFT000824	Storage Vault Canada Inc.	Shredding	114.45
EFT000825	Symbol Syndication Inc.	Videography - Ag. Dept.	1,155.00
EFT000826	UFA Co-operative Limited	Bulk Fuel; Oil; Grease; Antifreeze; safety PPE	18,912.97
EFT000827	Wilson Laycraft Barristers & Solicitors	Reconsideration file	5,082.00
EFT000828	CIBC Credit Card Services (October 15 statement)	Starlink Internet for shops; Garmin GPS costs; RMA Conference Registration fees; Hotel room deposits; LED light tubes for office conversion project; Deposit on Videographer; ASB conference registration fees; PW shop supplies; Welding supplies; Gate repair parts; Ag Shop parts & supplies; Beef'n Bean Expenses; Meal receipts; office supplies; electronic safety forms	9,386.76
EFT000829	Receiver General	First 1/2 October Payroll deduction remittance	10,563.68
EFT000830	EPCOR Energy Services (Alberta)	All Power & Natural Gas bill (September)	1,165.11
EFT000831	Structured Flooring Inc.	2nd progress payment on painting and staining of Admin office	7,119.20
			Total Amount of October Payments: \$ 236,732.24

Total Payments Issued: 50



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

**Title:**                   **2024 Operating and Capital Budget – 2nd Draft**

**Meeting Date:**           **Tuesday, November 28, 2023**

**Originated By:**           **Robert Strauss, CAO**

**Background:**           The 2nd Draft of the 2024 Operating and Capital Budget will be presented for consideration at the November 28, 2023 Council meeting.

**Strategic Pillar:**           4. Financial Sustainability

**Options for Action:**    1.) Accept for information  
                                      2.) Other course of action

**CAO’s Review/  
Comments/:**           Discussion of the 2nd budget draft will take place at the Nov 28 Council meeting.

**Attachments:**           2024 Budget Binders to be presented at the Council meeting.

CAO’s Initials \_\_\_\_\_

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

**Title:** Multiple Transfers from and to Reserves

**Meeting Date:** November 28, 2023

**Originated By:** Greg Brkich, Municipal Accountant

**Background:** Council is being asked to approve multiple transfers from and to Reserves as per the amended budget.

1. Transfer of \$58,000 from Capital Reserves to complete funding of a Pick-up truck that was purchased by the Road Services Dept.
2. Transfer of \$60,000 from Fleet Vehicle Reserves to fund the majority of a Pick-up truck that was purchased by the Agriculture Services Dept.
3. Transfer of \$2,952 from Capital Reserves to complete funding of a Pick-up truck (see item 2)
4. Transfer of \$10,000 from Operating Reserves to complete funding of a Cargo trailer (for weed storage and transport) by the Agriculture Services Dept.
5. Transfer of \$52,500 to Fleet Vehicle Reserves – proceeds from the sale of Parks Pick-up truck.

**Staff Recommendations/Comments:**

Staff recommends to approve transfers as presented.

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

I concur with the proposed Reserve Transfers as present.

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

**Title:** Staff Christmas Bonus

**Meeting Date:** Nov 28, 2023

**Originated By:** Robert Strauss, CAO

**Background:** It is my understanding that Council annually awards a Christmas Bonus to staff.

The motion authorizing the 2022 Christmas bonus was as follows:

<b>Motion No. 22/11/29/361</b>	<u>6.A.iii - Staff Christmas Bonus</u> MOVED by Councilor Gardner that the Holiday Season Staff bonus be calculated as \$500.00 for each employee that is or was employed by the M.D. of Ranchland during the 2022 calendar year, as determined by the CAO. <p style="text-align: right;">CARRIED</p>
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**Financial Considerations** The amount would be estimated to be approximately 17 x \$500 = \$ 8,500

**Strategic Pillar:** 4. Financial Sustainability

**Options for Action:** 1.) Approve a Holiday Season Bonus similar to 2022 with the wording being “That the 2023 Holiday Season Bonus be calculated as \$500.00 for each employee that is or was employed by the M.D. of Ranchland during the 2023 calendar year, as determined by the CAO.”  
2.) Determine a different course of action.

**CAO’s Comments/:** I believe the bonus is positively received and all staff members are grateful to Council for the gesture in the past.

**Attachments:** None

CAO’s Initials \_\_\_\_\_

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

**Title:** RCMP “Detachment Hubbing” project

**Meeting Date:** Tuesday, November 28, 2023

**Originated By:** Robert Strauss, CAO

**Background:** Reeve Davis and CAO Strauss attended a meeting with the RCMP and other municipalities served by the Nanton and Claresholm detachments of the RCMP to discuss the conclusion of the ‘RCMP detachment hubbing trial project’.

**Strategic Pillar:** 3: Public Safety & Emergency Services

**Options for Action:** 1.) Accept for information  
2.) Other course of action

**CAO’s Review/  
Comments/:** A verbal update will be presented at the Council meeting.

**Attachments:** None

CAO’s Initials \_\_\_\_\_

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

**Title:**                   **Local Authorities Election Act and Municipal Government Act Survey**

**Meeting Date:**           **Tuesday, November 28, 2023**

**Originated By:**       **Robert Strauss, CAO**

**Background:**           Municipal Affairs is gathering feedback from the public and stakeholders to inform potential legislative changes related to councillor accountability in the Municipal Government Act (MGA) and changes to the Local Authorities Election Act (LAEA). The potential changes are intended to improve accountability and maintain public trust in local elections and elected officials in Alberta municipalities. Municipal Affairs has asked municipalities to share their perspectives on the potential changes through the online survey, which will be open from November 7, 2023 to December 6, 2023

**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.) Review and submit survey  
  
                                  2.) Accept for information.

**Financial Considerations:**   None

**CAO's Review/Comments/:**   It is probably useful to offer input to the survey

**Attachments:**           To be discussed at the November 28, 2023 meeting.

CAO's Initials \_\_\_\_\_

**From:** [municipalservicesdivision@gov.ab.ca](mailto:municipalservicesdivision@gov.ab.ca)

**Date:** November 7, 2023 at 3:54:28 PM MST

**To:** Robert Strauss <[CAO@ranchland66.com](mailto:CAO@ranchland66.com)>

**Subject:** Public Surveys Now Open - Local Authorities Election Act and Municipal Government Act

Dear Chief Administrative Officer,

Municipal Affairs is gathering feedback from the public and stakeholders to inform potential legislative changes related to councillor accountability in the *Municipal Government Act (MGA)* and changes to the *Local Authorities Election Act (LAEA)*. The potential changes are intended to improve accountability and maintain public trust in local elections and elected officials in Alberta municipalities. We invite you to share your perspectives on the potential changes through the online survey, which will be open from November 7, 2023 to December 6, 2023.

The *Municipal Government Act (MGA)* survey focuses on six areas related to councillor accountability:

1. Councillor training
2. Allowing council to meet in private
3. Disqualification rules for councillors
4. Minister's authority to remove a councillor
5. Changes to recall legislation
6. Clarify conflicts of interest

To provide your feedback, please follow this link: [https://your.alberta.ca/councilor-accountability-laea/survey\\_tools/mga](https://your.alberta.ca/councilor-accountability-laea/survey_tools/mga)

The *LAEA* survey focuses on five main areas:

1. Voter eligibility
2. Voter list
3. Political parties
4. Advance voting
5. Runoff elections for Chief Elected Officials

To provide your feedback, please follow this link: [https://your.alberta.ca/councilor-accountability-laea/survey\\_tools/laea](https://your.alberta.ca/councilor-accountability-laea/survey_tools/laea)

Please feel free to share this survey with anyone who may have an interest in these topics. If you have any questions regarding the councillor accountability (*MGA*) and *LAEA* engagement, I encourage you to connect with us at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

We look forward to hearing your perspectives on these important issues.

Gary Sandberg