

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

Municipal Building
Chain Lakes Provincial Park

December 12, 2022
at 10:30 AM

1. *CALL TO ORDER*

Pages:

2. *ACCEPTANCE OF AGENDA*

3. *APPROVAL OF MINUTES*

- . Council Meeting of November 28, 2023.....Pages
- . Council Meeting of December 05, 2023.....Pages

4. *DELEGATION'S SCHEDULE*

- . Kelly Starling @ 11:30 a.m.
- . Richard Harrison (Virtually) @ 1:00 p.m.

5. *EXTERNAL CORRESPONDENCE – (for information)*

- . Administration/ Finance
- . Public Works
- . Agriculture/ Parks & Recreation
- . Emergency/ Protective Services
- . Legislative / Planning /Development
- . Other Business

6. *BUSINESS – (action items)*

A. Administration/ Finance

- i. Nov. Bank Rec and Vendor Payment Pages 10-12
- ii. 2024 Capital and Operating Budgets ApprovalPage 13
- iii. Financial Reserves Review Page 14
- iv. Honorarium Rate Schedule 2023 – 2024 Pages 15-17
- v. Christmas Office Hours Page 18
- vi.

- B. Public Works**
 - i. Public Works Managers ReportPages 19-27
 - ii.
- C. Agriculture/ Parks & Recreation**
 - i. .
- D. Emergency/Protective Services**
 - i. DEM Report to Council.Pages 28-29
- E. Legislative/& Planning/Development**
 - i. .
- 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
- F. Other Business
 - i. L.O. Report to Council

9. ADJOURNMENT

M.D. of Ranchland No. 66
Minutes of the Special Council Meeting
Tuesday, November 28, 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 28, 2023, commencing at 10:30 a.m.

IN ATTENDANCE

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

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

Michael Niven, Carscallen LLP
Kelly Starling, Director Emergency services
Derrick Krizsan, CAO, MD of Willow Creek
Kathy Weibe, Emergency Services Coordinator

CALL TO ORDER

Reeve Davis called the meeting to order at 10:31 a.m.

ACCEPTANCE OF AGENDA

Motion No. 23/11/28/384 MOVED by Councillor Gardner to accept the agenda with the addition of:

6.C.i - Livestock Signage in Forestry.

CARRIED

ACCEPTANCE OF MINUTES

Motion No. 23/11/28/385 MOVED by Councillor Gardner that the minutes be adopted as amended.

CARRIED

IN-CAMERA

Motion No. 23/11/28/386 MOVED by Reeve Davis that, in accordance with Section 197 of the Municipal Government Act, Council moves into a closed meeting at 10:37 a.m. to discuss matters involving legal privilege, per section 27 of the Freedom of Information and Protection of Privacy Act (FOIP).

CARRIED

Motion No. 23/11/28/387 MOVED by Reeve Davis that Council return to an open meeting at 10:56 a.m.

CARRIED

Michael Niven joined the meeting at 10:58 a.m.

Motion No. 23/11/28/388 MOVED by Reeve Davis that, in accordance with Section 197 of the Municipal Government Act, Council moves into a closed meeting at 11:00 a.m. to discuss matters involving legal privilege, per section 27 of the Freedom of Information and Protection of Privacy Act (FOIP).

CARRIED

Motion No. 23/11/28/389 MOVED by Reeve Davis that Council return to an open meeting at 11:49 a.m.

BUSINESS

Motion No. 23/11/28/390 8.F.i – Michael Niven Delegation
MOVED by Councillor Gardner to direct administration to advise legal counsel to draft a reply to the Alberta Energy Regulator on the response provided by Northback Holdings Corp questioning the issue of “Advanced Coal Project” status of the Northback’s Application for a Coal Exploration Permit for a Deep Drilling and Temporary Water Diversion Licence

CARRIED

Michael Niven left the meeting at 11:53 a.m.
Reeve Davis Recessed the meeting at 11:53 a.m.
Reeve Davis reconvened the meeting at 12:43 a.m.

EXTERNAL CORRESPONDANCE

Motion No. 23/11/28/391 5.F.i – High River District Health Care Foundation Letter
MOVED by Councillor Gardner to accept the thank you letter from the High River District Health are Foundation for information.

BUSINESS

Motion No. 23/11/28/392 6.A.i – Action List
MOVED by Reeve Davis to accept the action list for information.

CARRIED

Motion No. 23/11/28/393 6.A.ii – Oct 2023 Bank Rec and Vendor
MOVED by Deputy Reeve Streeter to accept the October 2023 Bank Rec and Vendor payment ledger

CARRIED

Motion No. 23/11/28/394 6.A.iii – 2024 Budget 2nd Draft
MOVED by Reeve Davis to accept the 2024 Budget second draft document for information.
CARRIED

Motion No. 23/11/28/395 6.A.iv – Transfers from Reserves
MOVED by Deputy Reeve Streeter to authorize the following transfers:
(1.) \$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 as well as \$2952 from capital reserves to fund the Pick-up truck that was purchased by the Agriculture Services Dept.
(3.) Transfer of \$10,000 from Operating Reserves to provide funding of a Cargo trailer by the Agriculture Services Dept.
(4.) Transfer of \$52,500 to Fleet Vehicle Reserves – proceeds from the sale of Parks Pick-up truck.
CARRIED

Motion No. 23/11/28/396 6.A.v - Christmas Bonus Discussion
MOVED by Deputy Reeve Streeter to approve the 2023 Holiday Season Bonus, 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.
CARRIED

Motion No. 23/11/28/397 6.A.vi – Cost of Living Adjustment for 2024
MOVED by Reeve Davis to approve a 3.8 % Cost of Living adjustment increase for full-time, staff salaries and wages, to be effective January 1st, 2024, and to be included in the 2024 MD of Ranchland No.66 annual operating budget.
CARRIED

Motion No. 23/11/28/398 6.A.vi – Cost of Living Adjustment for 2024
MOVED by Councillor Gardner to approve a 3.8 % Cost of Living adjustment increase for Council Honorarium, to be effective January 1st, 2024, and to be included in the 2024 MD of Ranchland No.66 annual operating budget.
CARRIED

Motion No. 23/11/28/399 6.C.i – Livestock Signage in Forestry
MOVED by Councillor Gardner to direct administration to look into the matter of jurisdiction over signage relating to livestock on municipal roads.
CARRIED

Reeve Davis recessed the meeting at 2:37p.m.
Reeve Davis reconvened the meeting at 4:09 p.m.
Kelly Starling, Kathy Weibe and Derrick Kriszan joined the meeting at 4:09 p.m.

Motion No. 23/11/28/400 6.D.ii – DEM Report to Council
MOVED by Councillor Gardner to accept the DEM Report provided by Kelly Starling, for information.
CARRIED

Motion No. 23/11/28/401 MOVED by Deputy Reeve Streeter to accept in principle, the Emergency Advisory Committee plan, as presented today by Kelly Starling, and Derrick Kriszan.
CARRIED

6.D.iii – FRIAA Agreement Amendment
Motion No. 23/11/28/402 MOVED by Reeve Davis To authorize the execution of the FRIAA FireSmart Program Amending Agreement, which provides for a one-year extension to the MD Ranchland Wildfire Mitigation Assessment Project.
CARRIED

Motion No. 23/11/28/403 MOVED by Reeve Davis to table the discussion of the Firesmart open house/ grant money to the January 5th Council meeting.

Kelly Starling, Kathy Weibe and Derrick Krizsan left the meeting at 4:58 p.m.

6.D.i – RCMP “Hubbing” Trial Project
Motion No. 23/11/28/404 MOVED by Deputy Reeve Streeter to accept the update discussion regarding the RCMP detachment hubbing project meeting provided by Reeve Davis, for information.

6.E.i – Local Authorities Election Act and Municipal Government Act Survey
Motion No. 23/11/28/405 MOVED by Reeve Davis to accept the survey for information
CARRIED

6.F.i – RCEC Budget Adjustment
Motion No. 23/11/28/406 MOVED by Councillor Gardner to amend the 2023 RCEC budget from \$1,200 to \$4,900.
CARRIED

IN-CAMERA

Motion No. 23/11/28/407 MOVED by Reeve Davis that, in accordance with Section 197 of the Municipal Government Act, Council moves into a closed meeting at 4:58 p.m. to discuss matters involving legal privilege, per section 27 of the Freedom of Information and Protection of Privacy Act (FOIP).
CARRIED

Motion No. 23/11/28/408 MOVED by Reeve Davis that Council return to an open meeting at 5:14 p.m.
CARRIED

BUSINESS ARISING FROM IN-CAMERA

8.E.i - L.O. Report to Council
Motion No. 23/11/28/409 MOVED by Deputy Reeve Streeter accept legal counsel’s response letter as drafted, to be forwarded to Bennett Jones (legal counsel for Spray Lake Sawmills).
CARRIED

Motion No. 23/11/28/410 MOVED by Councillor Gardner to accept the liaison officer's report, for information.

CARRIED

ADJOURNMENT

Being that the agenda matters have concluded, the Reeve declared the meeting adjourned at 5:15 p.m.

These minutes approved this 12th day of December, 2023.

Ron Davis, Reeve

Robert Strauss, Chief Administrative Officer

M.D. of Ranchland No. 66
Minutes of the Special Council Meeting
Tuesday, December 5, 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, December 5, 2023, commencing at 10:30 a.m.

IN ATTENDANCE

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

Robert Strauss, Chief Administrative Officer
Sheldon Steinke, Council Liaison (Virtually)
Nikki Funk, Recording Clerk

Derek King, Brownlee LLP (Virtually)

CALL TO ORDER

Reeve Davis called the meeting to order at 10:34 a.m.

ACCEPTANCE OF AGENDA

Motion No. 23/12/05/411 MOVED by Councillor Gardner to accept the agenda as presented.

CARRIED

IN-CAMERA

Motion No. 23/12/05/412 MOVED by Reeve Davis that, in accordance with Section 197 of the Municipal Government Act, Council moves into a closed meeting at 10:37 a.m. to discuss matters involving legal privilege, per section 27 of the Freedom of Information and Protection of Privacy Act (FOIP).

CARRIED

Derek King left the meeting at 11:38 p.m.

Motion No. 23/12/05/413 MOVED by Deputy Reeve Streeter that Council return to an open meeting at 11:47 a.m.

CARRIED

BUSINESS ARISING FROM IN-CAMERA

Motion No. 23/12/05/414 1 - RUA with SLS on FTR
MOVED Councillor Gardner, that Council accept the recommendations of Legal Counsel to file correspondence with Spray Lake Sawmills confirming an extension to the deadline for signing the Road Use Agreement until January 15, 2024,

Motion No. 23/12/05/415 and further that Council will be taking under advisement further steps from Legal Counsel on how to proceed after that date based on decisions by Spray Lake Sawmills.

CARRIED

Motion No. 23/12/05/416 2 – Piikani/Stoney Nakoda Nations and Northback Judicial Review
MOVED by Deputy Reeve Streeter to accept the update regarding the Judicial review for information.

CARRIED

ADJOURNMENT

Being that the agenda matters have concluded, the Reeve declared the meeting adjourned at 11:50 p.m.

These minutes approved this 12th day of December, 2023.

Ron Davis, Reeve

Robert Strauss, Chief Administrative Officer

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

Title: November 2023 Bank Reconciliation and Cheque Register

Meeting Date: December 12, 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: v ber 2023 Bank Reconciliation and Cheque Registrar

CAO's Initials

RS

MUNICIPAL DISTRICT OF RANGLAND No. 66
Monthly Bank Statement Reconciliation
For the month ending November 30, 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	2,950,435.27	684,088.21	1,203.30	158,134.09	991,329.09	4,785,189.96
Deposits	124,262.95					124,262.95
Earned Interest credited to account	13,886.39	3,200.69	5.52	724.84	4,562.26	22,379.70
Transfer: IMP - Building Assessments	13,084.40			- 13,084.40		
<i>Less:</i>						
Cheques Issued (016369 - 016379) & EFTs Issued (00832 - 00872)	- 136,885.11					- 136,885.11
October 31, 2023 Payroll (net)	- 38,666.54					- 38,666.54
October 31, 2023 Payroll (net)(Council)	- 9,012.93					- 9,012.93
November 15, 2023 Payroll (net)	- 36,556.19					- 36,556.19
Direct Withdrawal Payments	- 271.14					- 271.14
Net G.L. Balance at end of month	2,880,277.10	687,288.90	1,208.82	145,774.53	995,891.35	4,710,440.70
Bank Balance at end of month	2,882,548.75	687,288.90	1,208.82	145,774.53	995,891.35	4,712,712.35
Less: Outstanding Cheques	- 2,271.65					- 2,271.65
Net Bank Balance at end of month	2,880,277.10	687,288.90	1,208.82	145,774.53	995,891.35	4,710,440.70

Net Bank Balance Nov. 30, 2022 **2,594,878.01**

Gen. Account Outstanding Cheques

<i>Cheque Number</i>	<i>Amount</i>
016364	105.00
016373	168.46
016374	172.27
016376	1,607.54
016377	100.00
016378	50.00
016379	68.38
<i>Total o/s cheques</i>	2,271.65

Notes:

1. Interest earned was at 5.40% in October (posted in Nov.)

Direct Withdrawals were:

Other (incl. bank fees)	271.14
	271.14

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 12th day of December, 2023

Greg Erlich

Accountant

VENDOR PAYMENT REGISTER REPORT

* NOVEMBER 2023

Document Number	Vendor Name	Description	Amount
16369	Bar Eleven Ranch	Producer Weed Assistance Program	\$ 704.48
16370	Gary Fox Repair	Public Works pick-up truck Service	215.20
16371	Freshmart	Beef'n Bean Supplies	135.82
16372	Little Bow Colony	Major repairs to Ag. Trailer	1,338.75
16373	Monkman Ranches Ltd.	Producer Weed Assistance Program	168.46
16374	C5 Ranch	Producer Weed Assistance Program	172.27
16375	Neil Dixon	Producer Weed Assistance Program	115.50
16376	Neil Macleod	Producer Weed Assistance Program & Refund of GST	1,607.54
16377	Nanton & District Chamber of Commerce	Donation to the Spirit of Christmas Concert	100.00
16378	Royal Canadian Legion, Nanton Branch	Remembrance Day Wreath	50.00
16379	Riley Ranch Ltd.	Producer Weed Assistance Program	68.38
EFT000832	Receiver General	Second 1/2 October Payroll deduction remittance	15,533.28
EFT000833	Henderson Renos	Deposit on Office Basement Renovations	3,800.00
EFT000834	Structured Flooring Inc.	Final payment on painting and staining of Admin office	7,943.40
EFT000835	Advantage VM Corp	Herbicide	4,982.25
EFT000836	Alvin Reinhard Fritz Architects Inc.	Electronic versions of Office building plans	330.75
EFT000837	Badlands Geomatics	Gravel Stockpile Measurements	2,205.00
EFT000838	Bishop's Auto	Public Works Shop Supplies	981.27
EFT000839	Brownlee LLP	Road Use Agreement file/Road Allowance file	6,294.24
EFT000840	Praba Dodds	Admin bldg Janitorial (October) services & supplies	1,904.50
EFT000841	ESRI Canada	ArcGIS Online GIS Professional Standard User Subscription	2,914.83
EFT000842	G.M. Mechanical Ltd.	Convert Fluorescent light fixtures to LED - Admin bldg.	2,656.80
EFT000843	Jitterbug Coffee House	Catering	630.00
EFT000844	Laura Mowat	PW Shop Janitorial	210.00
EFT000845	MPE Engineering Ltd.	Progress Payment on IMP - Building Assessments	13,738.62
EFT000846	Pass Herald Ltd.	Public Notice Advertisement	207.90
EFT000847	Speakers' Spotlight Inc.	Beef'n Bean Guest Speaker costs	183.60
EFT000848	Donna Wilson	Artisan item for donating to a Fundraiser (Ag. Dept.)	525.00
EFT000849	Wilson Laycraft Barristers & Solicitors	Reconsideration file	1,142.53
EFT000850	Total Impact Signs Inc.	Deposit for Custom made signs (Ag. Dept.)	3,720.00
EFT000851	Alberta Municipal Insurance Services	Monthly Group Benefits & Sept. Health Spending Account activity	6,020.35
EFT000852	Atkinson Holdings Ltd. (Saddle Mtn. Tire)	Grader Tire Repair/Pick-up truck tire changeover	592.88
EFT000853	Bell Canada	November Supernet Services	754.74
EFT000854	Peko Sanitation	Solid Waste Pick-up & Disposal - May	450.00
EFT000855	Canoe Procurement Group of Canada	Grader blade wear parts/Grader parts/Grader tire repair/Monthly cell phone bill	7,423.26
EFT000856	UFA Co-operative Limited	Bulk Fuel	7,567.05
EFT000857	Telus Communications Ltd.	Ag Shop phone lines (2)	139.96
EFT000858	Telus Communications Ltd.	Office phone lines (2)	222.55
EFT000859	Telus Communications Ltd.	Fax line	70.06
EFT000860	Telus Communications Ltd.	Roads shop phone line	106.73
EFT000861	Telus Communications Ltd.	Ag office phone line	106.73
EFT000862	EPCOR Energy Services (Alberta)	All Power & Natural Gas bill (October)	1,581.86
EFT000863	Receiver General	First 1/2 November Payroll deduction remittance	12,594.53
EFT000864	CIBC Credit Card Services	Starlink Internet for shops; Garmin GPS costs; Board room chairs; Office Furniture; Hotel Accomodations; PW shop supplies; Gate repair parts; Ag. Truck service x 2; Registration fees; Small tools; Fuel nozzle; Office & Stationery supplies; Airport parking; Meal receipts; Hosting supplies; Truck wash; Retail fuel; Postage; electronic safety forms	10,823.30
EFT000865	638152 Alberta Ltd.	Hosting Supplies/Producer Weed Assistance Program	218.02
EFT000866	Carscallen LLP	Judicial Review Application file	4,319.44
EFT000867	Inspiris	Monthly Virtual desktop subscription; Sonicwall Firewall	1,373.40
EFT000868	Ron Davis	Producer Weed Assistance Program	210.74
EFT000869	Praba Dodds	Admin bldg Janitorial (November) services & supplies	1,798.81
EFT000870	Sheila Harvie	Producer Weed Assistance Program	440.84
EFT000871	Mt. Sentinel Ranch Ltd.	Deadstock Pick-up Program	140.00
EFT000872	Wilson Laycraft Barristers & Solicitors	Reconsideration file	5,349.49

Total Amount of November Payments: \$ 136,885.11

Total Payments Issued: 52

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

Title: 2024 Operating and Capital Budget Approval

Meeting Date: December 12, 2023

Originated By: Robert Strauss, CAO

Background: A final draft budget presentation with detailed information will be presented at the December 12, 2023, meeting.

Strategic Pillar: 4. Financial Sustainability

Options for Action:

- 1.) Approve the 2024 Operating and Capital Budget as presented.
- 2.) Approve the 2024 Operating and Capital Budget with amendments.
- 3.) Adopt and interim Operating and Capital Budget and table the budget to a subsequent Council meeting in 2024, for consideration at that time.

**CAO's Review/
Comments/:** Per Budget roll-out policy. I would recommend approval of the 2024 Operating and Capital Budget at the December, 12, 2024 Council meeting.

Attachments: The 3rd draft of the 2024 budget will be presented for Council's review at the Council meeting.

CAO's Initials RS

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

Title: Financial Reserves Review

Meeting Date: Tuesday, December 12, 2023

Originated By: Robert Strauss, CAO

Background: As per several previous discussion in the past, administration has noted the benefit of more specifically allocating the larger lump sum financial reserves that the MD of Ranchland has in place for future financial requirements.

Benefits: Provides better transparency and financial planning.

Disadvantages: None that are apparent.

Strategic Pillar:

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

Options for Action:

- 1.) approve the reallocation of financial reserves as per presented schedule.
- 2.) Provide an alternative course of action.

Financial Considerations: This reallocation process does not expend financial reserves but rather, more thoroughly identifies their purposes.

CAO's Review/ Comments/: I recommend proceeding with the reallocation process, with the understanding that these would be reviewed annually.

Attachments: Reserve Schedule to be presented at the meeting.

CAO's Initials RS

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

Title: **Honorarium Rate Schedule 2023 – 2024**

Meeting Date: **Tuesday, December 12, 2023**

Originated By: **Robert Strauss, CAO**

Background: At the previous Council meeting Council gave direction to administration to increase the Councillor 2024 Honoraria rates by 3.8%.

Administration has translated that direction into a specific 2024 Honoraria rate sheet for both Council and the Agriculture Service Board, as per attached.

Strategic Pillar: 4. Financial Sustainability
 6: Community

Options for Action: 1.) Approve the derived 2024 honoraria rate sheet for both Council and the Agriculture Service Board in accordance with Council’s direction at the previous Council meeting.

Financial Considerations: The increase of 3.8% has been incorporated into the 2024 Budget draft being presented at this meeting.

CAO’s Review/ Comments/: It is prudent to keep up with Cost-of-Living changes in terms of honoraria rates

Attachments: Councillor and Agriculture Service Board 2024 Honoraria Rate Sheet

CAO’s Initials RS

M.D. of Ranchland No. 66
Honorarium Pay Scale
Retroactive January 1, 2023
(Resolution M - - - - -)

Meetings lasting 3 hours or more

Council	\$265.00
Other Boards/Committees	\$159.00

Meetings lasting under 3 hours

Council	\$244.00
Other Boards/Committees	\$159.00

Conference Rates

Full Day – Council member	\$265.00
Full Day – Board and/or Committee members	\$265.00
Travel day	\$212.00
- Plus mileage if taking own vehicle	

Council per Diem:	Reeve:	\$1,131.00/month
	Councilors:	\$1,025.00/month

Chair of the meeting: \$25.00/meeting

Signing of Cheques & EFT vouchers: \$25.00/batch

Phone Allowance – Reeve	\$50.00 per month (incl. GST)
Phone Allowance – Council Members	\$25.00 per month (incl. GST)

Committee Meetings for council members will follow council rates.

Honorarium is paid on a per meeting basis; there is no limit per day.

Travel time is not to be included in hours for meetings held at the MD of Ranchland Administration office.

M.D. of Ranchland No. 66
Honorarium Pay Scale
Effective January 1, 2024
(Resolution M - - - - -)

Meetings lasting 3 hours or more

Council	\$275.00
Other Boards/Committees	\$165.00

Meetings lasting under 3 hours

Council	\$253.00
Other Boards/Committees	\$165.00

Conference Rates

Full Day – Council member	\$275.00
Full Day – Board and/or Committee members	\$275.00
Travel day	\$220.00
- Plus mileage if taking own vehicle	

Council per Diem:	Reeve:	\$1,174.00/month
	Councilors:	\$1,064.00/month

Chair of the meeting: \$25.00/meeting

Signing of Cheques & EFT vouchers: \$25.00/batch

Phone Allowance – Reeve	\$50.00 per month (incl. GST)
Phone Allowance – Council Members	\$25.00 per month (incl. GST)

Committee Meetings for council members will follow council rates.

Honorarium is paid on a per meeting basis; there is no limit per day.

Travel time is not to be included in hours for meetings held at the MD of Ranchland Administration office.

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

Title: Office hours over the Christmas Holidays

Meeting Date: December 12, 2023

Originated By: Robert Strauss, CAO

Background: According to M.D. of Ranchland Policy, the following 4 days are considered holidays with time-off for the M.D. of Ranchland Staff:

- Christmas Day
- Boxing Day
- New Year’s Day
- Holiday Floater Day

When any of these days falls on a weekend, an additional day is designated as a day off in lieu of the weekend day. This year none of those days fall on a weekend.

Traditionally, during the Christmas season “gap week” between Christmas Day and New Year’s Day, the actual office is closed to the public. Staff are not given additional time off during this time, (other than the above-cited 4 days), however if they wish to spend some of their actual annual vacation leave to take additional time off during this “gap week”, they are welcome to make that allocation.

If Council is in agreement, my understanding of past practice, the office would be closed to the public for the following period:

December 25th, 2023 (Monday) – January 1st 2024 (Monday).

CAO’s Comments/: If there was an urgent matter during this time period, I would ensure that it was addressed. I will have my phone with me and will be essentially on-call during the entire Christmas season.

Attachments: None

CAO’s Initials RS

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

Title: Public Works Update

Meeting Date: December 12, 2023

Originated By: Robert Strauss, CAO

Background: Rick Lawson, Public Works Manager, will present an update on the Public Works activities

Strategic Pillar:

- 2. Infrastructure and Service Delivery
- 4. Financial Sustainability

Options for Action:

- 1.) Accept update for information and initiate any questions that Council may have.
- 2.) Other course of action.

CAO's Review/Comments/: A standard update that administration is attempting to provide Council on a regular basis. Rick Lawson has created a PowerPoint Presentation which is attached.

Attachments: PowerPoint Presentation

CAO's Initials RS

NOVEMBER PUBLIC WORKS UPDATE.



REPEATER TOWER INSTALL UNDERWAY



REPEATER TOWER INSTALL CONTINUED



Galaxy S22

REPEATER TOWER INSTALL COMPLETED



FRONT PW SHOP DOORS SERVICED FOR WINTER



Galaxy S22



Galaxy S22

EXTRA CONTRACT WORK FOR RATE PAYERS

Crescent Point Energy



BAR 11 CONTRACT RATEPAYER WORK



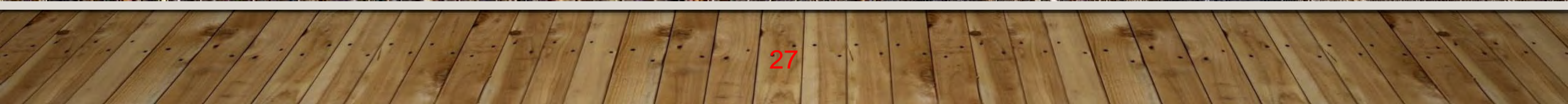
Galaxy S22



Galaxy S22



Galaxy S22



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

Title: **Emergency/Protective Services Update**

Meeting Date: **December 12, 2023**

Originated By: **Robert Strauss, CAO**

Background: Kelly Starling will be giving an update of events that have transpired since the last meeting he attended.

Strategic Pillar: 3: Public Safety & Emergency Services
 5: Collaborative Partnership

**CAO's Review/
Comments/:** As per Kelly Starling's Report

Attachments: Emergency Services Report December 2023

CAO's Initials RS

EMERGENCY SERVICES REPORT – DECEMBER 2023

Emergency Services

Key Action Items:

Fire Services:

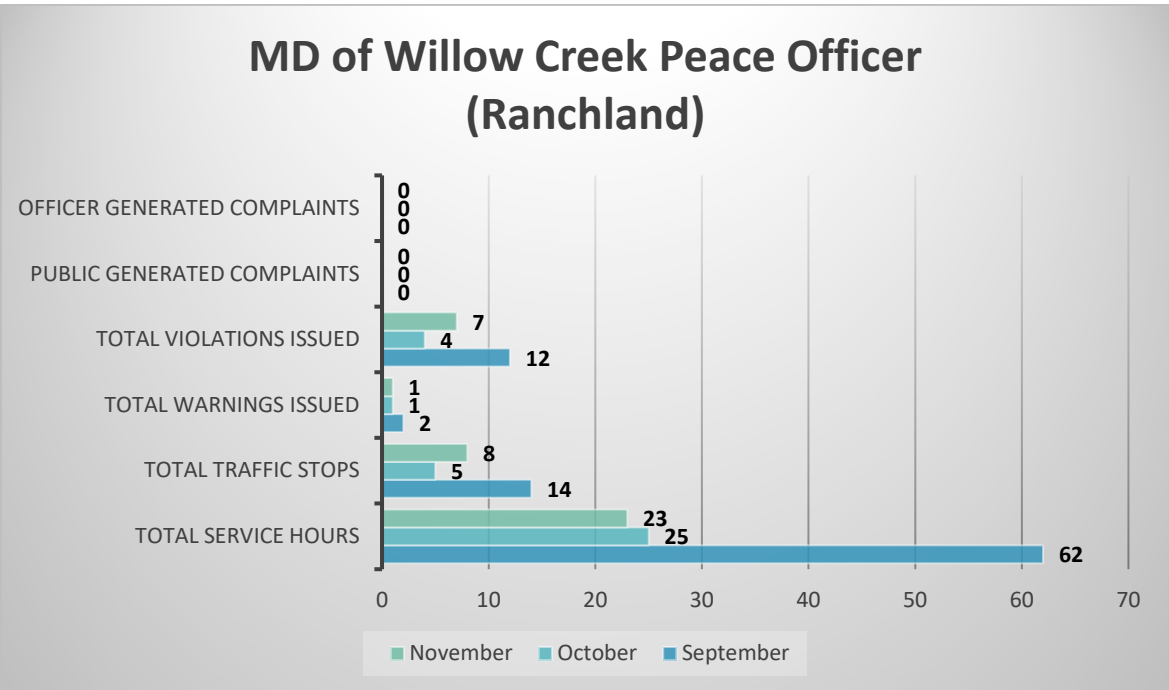
1. WCES had no calls for service within the MD of Ranchland in November.
2. Staff from Willow Creek and Ranchland met with Forestry & Parks for the review of Mutual Aid Control Plans for both municipalities. Final copies will be ready for approval in early 2024.
3. WCES staff is four weeks into the NFPA 1001 Level 2 program covering off vehicle extrication, building construction and materials, as well as incident command.
4. Granum Fire Academy has now completed eight weeks of its program. In November the students learned about fire service communications, building construction, and donning and doffing their gear (PPE).
5. WCES staff assisted with a cattle crossing on Hwy 533 in the MD of Ranchland.
6. WCES staff met with a landowner in the MD of Ranchland to assess debris piles from a logging project, and to review conditions for burning.

Community Peace Officers:

7. CPOs provided traffic control for two separate cattle crossings on Hwy 533. One in the MD of Ranchland, and the other in the MD of Willow Creek.
8. CPO Elford organized and attended a Cops, Pops & Pizza fundraiser event for the Law Enforcement Torch Run for Special Olympics in Lethbridge at Boston Pizza. The event raised over \$5,000.00.
9. CPOs completed the User Authorized Training for APIS e-ticketing.
10. Seven violation tickets and one warning was issued within the MD in November.

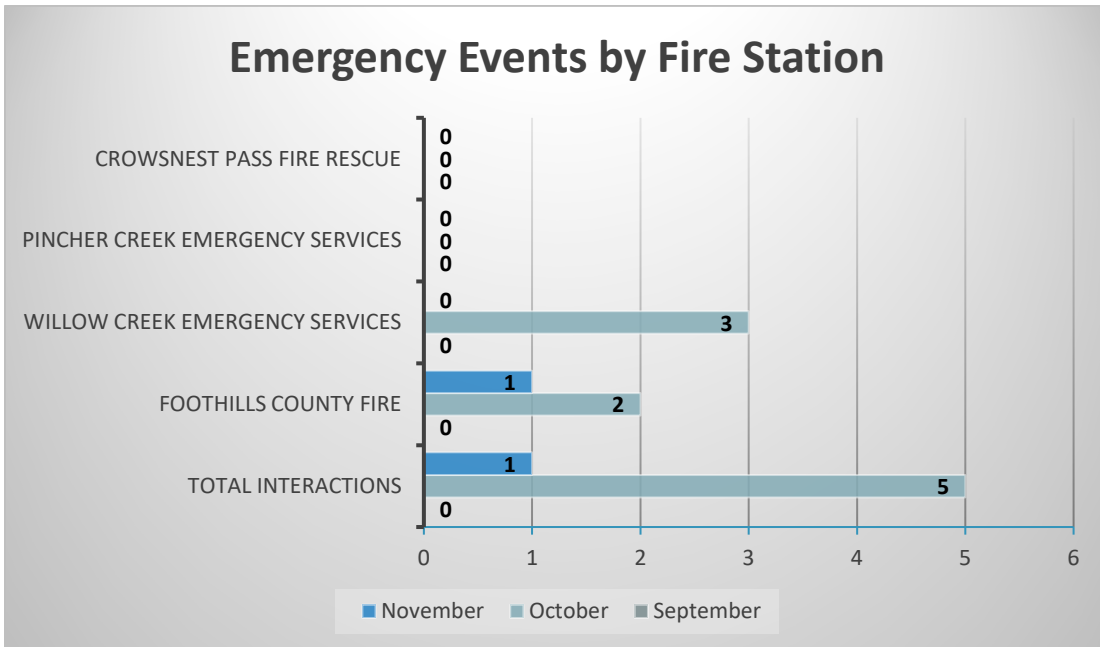
Emergency Management:

11. WCES staff and MD staff completed the new HIRA training for an upcoming workshop in Lethbridge.
12. The Town of Stavely Emergency Advisory Committee held a meeting to review the new RMEMP.
13. The MD of Ranchland Emergency Advisory Committee held a meeting to review the new RMEMP.
14. Work continued on the new Regional Municipal Emergency Management Plan.



EMERGENCY SERVICES REPORT – DECEMBER 2023

Priorities	Percentage Complete	Change from Last Month
No. 1: Patrols – to be a presence in the community and to identify problem areas	100%	10%
No. 2: Collaboration with other agencies serving the Ranchland area	100%	<i>Continue to support initiative</i>
No. 3: Traffic Safety – rules of the road infractions and assist Ag Dept. with invasive species checks (slight increase to areas of traffic safety and excessive speed violations)	100%	10%









2023-12-12 Agenda PACKAGE

Final Audit Report

2023-12-08

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