

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

**Municipal Building
Chain Lakes Provincial Park**

**January 5, 2024
at 1:00 PM**

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA

3. APPROVAL OF MINUTES

- A. Council Meeting of December 12, 2023Pages 3-5

4. DELEGATION'S SCHEDULE

A.

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. Letter Minister of Environment – email of Dec 20, 2023.....Pages6-8
ii. Oil and Gas Property Tax Incentives- Letter from Minister of Municipal AffairsPage 9

6. BUSINESS – (action items)

A. Administration/ Finance

- i. Year to date actual vs. Budget ReportPages 10-14
ii. Update to COLA policy wording to include Council.....Pages 15-17
iii. Mileage Rate Review Pages 18-19

B. Public Works

- i. Lyndon Creek Road Closure Package to AB transportationPage 20
ii.

C. Agriculture/ Parks & Recreation

- i. .

D. Emergency/Protective Services

- i. Discussion re: FireSmart 2024 Open House Page 21

E. Legislative/ & Planning/Development

- i. Local Government Fiscal Framework Program LaunchPages 22-32
- ii. MD of Ranchland, MDP update Page 33

F. Other Business

- i. SAEWA 2023 Year End Report Pages 34-43

7. *IN-CAMERA (closed session)*

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

8. *BUSINESS ARISING FROM IN-CAMERA*

A. *Administration/ Finance*

- i. Infrastructure Master Plan – Buildings preliminary review

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, December 12, 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 12, 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
Rick Niwa, Agriculture Fieldman
Rick Lawson, Public Works Manager
Kelly Starling, Director of Emergency Management

Richard Harrison, Wilson Laycraft (virtually)

CALL TO ORDER

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

ACCEPTANCE OF AGENDA

Motion No. 23/12/12/417 MOVED by Deputy Reeve Streeter to accept the agenda as amended with the addition of item:

8.B.i – Road Allowance Discussion

CARRIED

ACCEPTANCE OF MINUTES

Motion No. 23/12/12/418 MOVED by Deputy Reeve Streeter to accept the minutes of the November 28th meeting be adopted as amended.

CARRIED

Motion No. 23/12/12/419 MOVED by Councillor Gardner to accept the minutes of the December 05th special meeting be adopted as presented.

CARRIED

BUSINESS

Rick Lawson joined the meeting at 10:58 a.m.
Rick Lawson left the meeting at 11:15 a.m.
Reeve Davis recessed the meeting at 11:15 a.m.
Reeve Davis resumed at 11:21 a.m.

Motion No. 23/12/12/420 6.B.i – Public Works Managers Report
MOVED by Reeve Davis to accept the Public Works Update PowerPoint for information.

CARRIED

Motion No. 23/12/12/421 6.A.i – Nov. Bank Rec and Vendor Payment
MOVED by Councillor Gardner to accept the November 2023 Bank
Rec and Vendor Payment Report, for information.
CARRIED

Rick Lawson joined the meeting at 11:30 a.m.
Rick Niwa joined the meeting at 11:30 a.m.

Motion No. 23/12/12/422 6.A.ii – 2024 Capital / Operating Budget Approval
MOVED by Deputy Reeve Streeter that Council approve the 2024
MD of Ranchland No.66 – Capital and Operating Budget document,
comprised of the following as presented:
1.) 2024 Consolidated Capital/ Operating Budget summary,
2.) 2024 Budget Assumptions document and
3.) 2024 budget for Non-Financial Transactions
CARRIED

Rick Lawson left the meeting at 12:03 p.m.
Rick Niwa left the meeting at 12:03 p.m.
Reeve Davis recessed the meeting at 12:03 p.m.
Reeve Davis reconvened the meeting at 12:35 p.m.
Kelly Starling joined the meeting at 12:34 p.m.

Motion No. 23/12/12/423 6.D.i – DEM Report to Council
MOVED by Councillor Gardner to accept the report provided by
Kelly Starling, Director of Emergency Management, for
information.
CARRIED

Richard Harrison joined the meeting at 1:03 p.m.

IN-CAMERA

Motion No. 23/12/12/424 MOVED by Reeve Davis that, in accordance with Section 197 of
the Municipal Government Act, Council moves into a closed
meeting at 12:48 p.m. to discuss matters involving legal privilege,
per section 27 of the Freedom of Information and Protection of
Privacy Act (FOIP).
CARRIED

Richard Harrison left the meeting at 1:46 p.m.

Motion No. 23/12/12/425 MOVED by Reeve Davis that Council return to an open meeting at
1:52 p.m.
CARRIED

BUSINESS ARISING FROM IN-CAMERA

Motion No. 23/12/12/426 8.F.ii – Reclamation of current coal sites
MOVED by Reeve Davis that MD of Ranchland, legal counsel draft
a letter to the AER requesting the reclamation of Cabin Ridge,
Montem Resources, and Elan Coal's coal sites that are currently un-
reclaimed.
CARRIED

Motion No. 23/12/12/427 MOVED by Deputy Reeve Streeter to accept Counsel's legal recommendation, for information. CARRIED

Motion No. 23/12/12/428 6.A.iii – Financial Reserves Review
MOVED by Reeve Davis accept the changes to the financial reserves schedule for the 2023 fiscal year, as presented. CARRIED

Motion No. 23/12/12/429 6.A.iv – Honorarium Rate Schedule 2023-2024
MOVED by Deputy Reeve Streeter to approve the 2023 honorarium rate schedule as presented, effective retroactive to January 1st, 2023. CARRIED

Motion No. 23/12/12/430 MOVED by Councillor Gardner to approve the 2024 honorarium rate schedule as presented, effective January 1st, 2024. CARRIED

Motion No. 23/12/12/431 6.A.v – Christmas Office Hours
MOVED by Reeve Davis to accept the 2023 Christmas season office closure hours, as presented. CARRIED

IN-CAMERA

Motion No. 23/12/12/432 MOVED by Reeve Davis that, in accordance with Section 197 of the Municipal Government Act, Council moves into a closed meeting at 2:35 p.m. to discuss matters involving advice from officials as per section 24 of the Freedom of Information and Protection of Privacy Act (FOIP). CARRIED

Motion No. 23/12/12/433 MOVED by Reeve Davis that Council return to an open meeting at 2:52 p.m. CARRIED

BUSINESS ARISING FROM IN-CAMERA

Motion No. 23/12/12/434 8.F.i – LO Report to Council
MOVED by Deputy Reeve Streeter to accept the liaison officer's report to Council, for information. CARRIED

ADJOURNMENT

Being that the agenda matters have concluded, the Reeve declared the meeting adjourned at 2:58 p.m.

These minutes approved this 5th day of January, 2024.

Ron Davis, Reeve

Robert Strauss, Chief Administrative Officer



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113106

Dear Chief Elected Officials:

Since 2022, Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering Committee consisting of industry representatives and municipal partners, such as Alberta Municipalities and Rural Municipalities of Alberta. The committee was tasked with designing an engagement process that will assist in updating the regulated property assessment models in a fair and transparent manner. I am now carefully considering the committee's proposed engagement plan.

As you are aware, in 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, after the 2024 municipal tax year. The Well Drilling Equipment Tax was also eliminated, and there are no plans to reinstate it.

Two assessment-based measures to support the viability of mature oil and gas assets were also implemented at that time: the continuation of the 35 per cent assessment reduction for shallow gas wells and pipelines (first introduced in 2019), and additional depreciation adjustments for lower-producing wells. These two measures were intended as a bridge to the implementation of new assessment models and will therefore be extended until the Assessment Model Review is completed and the regulated assessment models for wells are updated.

Thank you for continuing to work in partnership with the province. I look forward to sharing more information in early 2024 regarding further engagement on the Assessment Model Review.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers
Tyler Gandam, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta

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

Description	Actual	Annual Budget	Variance by %
Non-Functionalized Revenue			
Net Property Taxes	\$2,303,122	\$2,296,246	100
Council/Legislative Services			
Total Council/Legislative Operating Revenues	2,209	0	-
Council Remuneration; Travel & other	79,419	98,645	81
Council - Transfers to (Grants to)	2,100	2,400	88
Leg. Staff Pay & Benefits	146,125	164,510	89
Leg. - Legal/Audit and other Contracted Services	145,672	160,710	91
Leg. - Materials, Goods, Supplies and Other	185	1,000	19
Total Council/Legislative Operating Expenditures	373,501	427,265	87
General Administration			
Total General Administration Operating Revenues	44,732	22,934	195
Gen.Admin. Staff Pay & Benefits	255,841	273,914	93
Staff - Mileage, Training, Travel	32,852	34,700	95
Legal/Insurance/Assessor/Consultant costs	14,474	22,000	66
Information Technology (IT); Computer Software & Hardware; Website; Internet and Telephone costs	43,330	64,950	67
Admin. Bldg. Operational, Maint. & Repair costs	29,470	36,500	81
Health & Safety costs	202	2,200	9
GA - Other Contracted Services	10,100	14,750	68
GA - Other Materials, Goods, Supplies	9,195	7,000	131
Total General Administration Operating Expenditures	395,464	456,014	87
Fiscal Services			
Net Fiscal Services Revenue	135,944	136,472	100
Policing			
Fine Revenue (CPO issued tickets)	3,577	6,500	55
RCMP Policing cost share agreement with GOA	5,187	23,350	22
CPO costs	61,194	85,000	72
Total Policing Operating Expenditures	66,381	108,350	61
Fire Protection			
Total Fire Protection Operating Revenues	17,276	14,000	123
Total Fire Protection Operating Expenditures	41,450	57,767	72
Other Protection Services (Disaster & First Aid)			
Total Other Protection Services Revenue	0	0	0
Total Other Protection Services Expenditures	46,005	69,145	67

Description	Actual	Annual Budget	Variance by %
Transportation Services			
Operating Grants	79,354	266,270	30
Shop Lease Revenue (from V.S.)	40,495	42,995	94
Revenue from Road Use Agreements	15,684	16,000	98
Revenue from Custom Equipment Work	111,039	75,000	148
Other Revenue of Transportation Services	65,190	6,200	1,051
Total Transportation Services Revenue	311,762	406,465	77

Transportation - Staff Pay & Benefits	453,527	472,464	96
Staff - Mileage, Training, Travel	3,006	3,200	94
Legal/Insurance/Engineering Consultant costs	84,125	292,000	29
Information Technology (IT); Computer Hardware; Internet and Telephone costs	6,040	9,200	66
Public Works Shop/Yard - Operational, Maint. & Repair costs	16,911	40,850	41
Health & Safety costs	791	2,500	32
Gravel Program			
Contract Hauling costs	142,673	150,000	95
Gravel Consumption & SML lease fees	76,648	80,360	95
Gravel Consumption drawn from inventory (for both internal use & sales)	(86,973)	(80,000)	109
Gravel Crushing (to increase inventory)	0	0	-
Cattle Guard/Dust Control/Small Culvert costs	25,880	50,500	51
H.E. & Vehicle Maint. & Repair and wear edges	50,500	48,000	105
Fuels & DEF	104,237	115,250	90
TS - Other Contracted Services	22,797	23,200	98
TS - Other Materials, Goods, Supplies	31,242	88,700	35
Total Transportation Operating Expenditures	931,404	1,296,224	72

Waste Management Services

Total Waste Management Operating Expenditures	2,879	5,765	50
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Public Health and Welfare Services

Total Public Health & Welfare Services Revenue	3,069	31,969	10
Total Public Health & Welfare Services Expenditures	5,818	34,212	17

Planning & Development Services

Total Planning & Development Services Revenue	791	200	395
Total Planning & Development Services Expenditures	35,871	36,954	97

Economic Development Services

Total Economic Development Services Expenditures	0	100	0
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Description	Actual	Annual Budget	Variance by %
Agriculture Support Services			
Operating Grants	181,247	115,000	158
Weed Control Sales	134,976	121,000	112
Program Partnership Funding received	5,750	0	-
Deadstock Recycle Program Grant Earned	3,917	5,000	78
Other Revenue	3,381	3,000	113
Total Agriculture Support Services Revenues	329,271	244,000	135
Agriculture Service Board Expenses			
Agriculture Service Board Expenses	24,151	38,300	63
Ag. Legislative Programming			
Staff Pay & Benefits	328,367	344,531	95
Other Ag. Legislative costs	204,630	243,460	84
Producer Weed Control Assistance Program	4,211	15,500	27
Ag. Environmental Programming			
Staff Pay & Benefits	33,686	36,484	92
Other Ag. Environmental costs	10,773	10,980	98
Deadstock Recycle Program Payments	3,917	5,000	78
Riparian Assistance Program Payments	0	4,500	0
Other Agriculture Support Services Expenses	11,287	8,675	130
Total Agriculture Support Services Expenditures	621,022	707,430	88
Park Maint. Contract			
Total Revenue from Park Maintenance Contract	582	600	97
Total Expenditures of Park Maintenance Contract	7,212	7,200	100
Parks, Library, RCEC, Recreation			
Total Revenue from Parks, RCEC etc.	0	0	0
Total Expenditures from Parks, RCEC, Library etc.	1,409	3,140	45

Description	Actual	Annual Budget	Variance by %
Summary			
Operating Revenues			
Net Municipal Property Tax Revenue	2,303,122	2,296,246	100
Total Council & Other Legislative Service Revenues	2,209	0	-
Total General Administration Service Revenues	44,732	22,934	195
Net Fiscal Services Revenue	135,944	136,472	100
Total Policing Services Revenue	3,577	6,500	55
Total Fire Protection Services Revenue	17,276	14,000	123
Total Other Protection Service Revenues	0	0	-
Total Transportation Service Revenues	311,762	406,465	77
Total Public Health & Welfare Service Revenues	3,069	31,969	10
Total Planning & Development Service Revenues	791	200	395
Total Agriculture Support Services Revenue	329,271	244,000	135
Total Park Maintenance Contract Revenues	582	600	97
Total RCEC & Other Recreation Services Revenue	0	0	-
Grand Total for Operating Revenues	3,152,335	3,159,386	100
Operating Expenditures			
Total Council & Other Legislative Services	373,501	427,265	87
Total General Administration Services	395,464	456,014	87
Total Policing Services Expenditures	66,381	108,350	61
Total Fire Protection Services Expenditures	41,450	57,767	72
Total Other Protective Services Expenditures	46,005	69,145	67
Total Transportation Service Expenditures	931,404	1,296,224	72
Total Waste Management Services Expenditures	2,879	5,765	50
Total Public Health & Welfare Service Expenditures	5,818	34,212	17
Total Planning & Development Service Expenditures	35,871	36,954	97
Total Economic Development Services Expenditures	0	100	0
Total Agriculture Support Services Expenditures	621,022	707,430	88
Total Park Maintenance Contract Expenditures	7,212	7,200	100
Total RCEC & Other Recreation Services Expenditures	1,409	3,140	45
Grand Total for Operating Expenditures	2,528,416	3,209,566	79
Excess or (Deficiency) of Operating Revenues Over Operating Expenditures	\$623,919	(\$50,180)	1,343

Description	Actual	Annual Budget	Variance by %
Capital Activity			
Capital Funding Sources			
MSI Capital Grant for Admin Bldg. Modernization Project	14,682	235,000	6
Transfer from Capital Reserves for Admin Bldg. Modernization Project	0	0	-
MSI Capital Grant for Wobbly Packer (Grader attachment)	35,767	36,000	99
Transfer from Capital Reserves for Wheel Loader (insurance proceeds)	350,000	350,000	100
Transfer from Capital Reserves for Wheel Loader	4,000	4,000	100
Roads - Proceeds from sale of 2014 GMC 2500 Pick-up Truck	26,450	15,000	176
Roads - Transfer from Capital Reserves for New Pick-up Truck	58,000	58,000	100
Roads - Proceeds from trade-in of Dynaweld deck trailer (semi)	35,000	30,000	117
Roads - MSI Capital Grant for new PW deck semi-trailer	73,318	60,000	122
Ag - Transfer from Fleet Reserve for new Pick-up truck	60,000	60,000	100
Ag - Transfer from Capital Reserve for new Pick-up truck	2,952	2,952	100
Ag - Transfer from Capital Reserve for new Cargo trailer (for weeds)	0	0	-
Ag - Transfer from Operating Reserve for new Cargo trailer (for weeds)	10,000	10,000	100
Park - Proceeds from sale of 2021 Ford F350 pick-up	52,500	52,500	100
Roads - Watercourse Crossing Remediation Grant	20,755	0	-
Total Capital Funding Sources	743,424	913,452	81

Capital Acquisitions			
Administration Building Modernization	28,592	235,000	12
Roads - Wobbly Packer (Grader attachment)	35,767	36,000	99
Roads - Wheel Loader	354,000	354,000	100
Roads - New Pick-up Truck (Ford F-250)	84,692	85,000	99
Roads - New PW Gincor deck semi-trailer	108,318	90,000	120
Ag. Dept. - Pick-up Truck (Toyota)	62,952	65,000	97
Ag. Dept. - new Cargo trailer (for weeds) *** moved to operating budget	0	0	-
Roads - Work in progress (Engineering re: Watercourse Crossing Sites)	20,755	0	-
Total Capital Acquisitions	695,076	865,000	80

Other Activity			
Transfer to Fleet Vehicle Reserve	52500	52500	100

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

Title: MD of Ranchland Policy #15, annual COLA adjustment

Meeting Date: Friday, January 5, 2024

Originated By: Robert Strauss, CAO

Background: As discussed at a previous Council meeting, it was deemed useful to update the Cost-of-Living Policy to include full time staff and members from the Council and the Agriculture Service Board.

Benefits: Consistent treatment of remuneration adjustments.

Disadvantages: None that are apparent

Strategic Pillar: 4. Financial Sustainability

Options for Action: 1.) To Adopt the new policy
2.) Another course of action.

Financial Considerations: Regular annual adjustments would be included in a proposed annual budget.

CAO's Review/ Comments/: I believe this annual consistent approach prevents large adjustments having to be considered every 4-5 years.

Attachments: Draft Policy No. 15

CAO's Initials



EFFECTIVE

DATE: *Sept. 1, 2015*

POLICY TITLE: The use of the Consumer Price Index as a Guide in determining Annual Salary and Wage increases.

SECTION: Finance

POLICY STATEMENT:

Council and Administration requires information to determine and calculate fair and reasonable Annual Salary and Wage increases for the employees of the M.D.

PROCEDURE:

1. In its annual deliberations to determine and calculate fair and reasonable annual salary and wage increases for the employees of the M.D. of Ranchland, Council and Administration may use the September thru to the following September National (Canada) Consumer Price Index (as opposed to the Provincial (Alberta) CPI) as a guide, as calculated and published by Statistics Canada.

Def

AK



M.D. OF RANCLAND No. 66
POLICIES AND PROCEDURES



POLICY NAME: **Cost of Living Adjustment**

Section: **Human Resources**

Policy No. : # **015**

Effective Date: **January 01, 2024**

Revised Date: **January, 05, 2024**

Previous Policy: 2015 09 01

Over-arching principles:

Council and Administration require information to determine and calculate fair and reasonable annual salary and wage increases for the employees and council members of the M.D.

Policy

For purposes of its annual budget deliberations, in order to determine and calculate fair and reasonable annual salary and wage for full-time, permanent employees;

(and)

for honoraria remunerations for the Municipal Council and the Agriculture Service Board of the M.D. of Ranchland, Council and Administration may use the following as a guide:

The September (previous year) through to the following September (current year) National (Canada) Consumer Price Index as calculated and published by Statistics Canada.

The previous Policy dated September 1, 2015, entitled “The use of the Consumer Price Index as a Guide in determining Annual Salary and Wage Increases” is hereby rescinded and replaced by Policy No. 015.



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

Title: Kilometer Rate Review

Meeting Date: January 5, 2024

Originated By: Robert Strauss, CAO

Background: The cents per km. “mileage” rate is reviewed and adjusted regularly. This is the rate that is used by those people receiving reimbursement for the use of their own vehicle while conducting M.D. business. This rate is also used in the calculation formula for the staff travel allowance.

The normal process is to use the Canada Revenue Agency (CRA) allowable rate, as then the rules for exemption from income tax for the rate is clearly defined.

Motion No. 23/01/10/005 6.A.ii – Kilometer Rate Review
MOVED by Deputy Reeve Streeter that effective January 01, 2023, the MD of Ranchland No.66 approve the rate of \$0.68 per kilometer for:

- purposes of reimbursement for personal vehicle usage while on Municipal District of Ranchland No.66 business (and)
- for the purposes of the formula used to calculate the Municipal District of Ranchland No.66 Travel Allowance.

CARRIED

CRA has just approved a new rate Effective January 01, 2024.

Strategic Pillar: 4. Financial Sustainability

Options for Action: 1.) Effective January 1, 2024, approve the C.R.A. approved rate of \$ 0.70 per km. for:

- purposes of reimbursement for the use of personal vehicles usage while on Municipal District business (and)
- for purposes of the formula used to calculate the Municipal District Travel Allowance.

2.) Take a different course of action

CAO's Initials



**Financial
Considerations**

The previous C.R.A. rate was \$ 0.68 per km.

**CAO's Review/
Comments:**

Rather than having to deal with retroactive adjustments like we did in 2023, it would be my recommendation that going forward, the M.D. address these changes on a proactive basis. I would recommend approval of the change in km. rate presented, effective Jan.01, 2024

Attachments:

None

CAO's Initials

BS

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

Title: Discussion re FireSmart 2024 Open House

Meeting Date: Friday, January 5, 2024

Originated By: Robert Strauss, CAO

Background: As previously discussed, the MD of Ranchland has applied for and been granted an extension to the FireSmart Grant timelines for administering the program to include 2024. Director of Emergency Management /Fire Chief Kelly Starling will be attending the January 16, 2024 Council meeting to discuss with Council various aspects of a potential public engagement process for the 2024 year.

Strategic Pillar:

- 3: Public Safety & Emergency Services
- 4. Financial Sustainability
- 5: Collaborative Partnership
- 6: Community

Options for Action: 1.) Provide input at the January 16, 2024 Council meeting regarding community engagement.

CAO's Review/Comments/: This item is inserted on this meeting agenda to provide Council some time to give this issue some advance thought leading up to the January 16, 2024 meeting.

Attachments: None.

CAO's Initials



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

Title: Lyndon Creek Road Closure-Package to AB transportation

Meeting Date: Friday, January 5, 2024

Originated By: Robert Strauss, CAO

Background: The Lyndon Creek, etc. Road Closure request package is attached for final review by Council, following an approval would be forward to the Department of Transportation, for consideration.

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.) Approve the submission of the Road Closure package to the Department of Transportation and Economic Corridors.

CAO's Review/Comments/: Administration is prepared to speak to any questions Council may have regarding this agenda item, at the Council meeting.

Attachments: Separate Package

CAO's Initials

RS

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

Title: **Local Government Fiscal Framework (LGFF) Program Launch**

Meeting Date: **Friday, January 5, 2024**

Originated By: **Robert Strauss, CAO**

Background: The transition from the MSI grant program to the LGFF (Local Government Fiscal Framework) program begins in 2024. There are some differences between the 2 grant programs and those differences will be discussed at the Council meeting.

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

Options for Action: 1.) As this is an information item to accept for information.

Financial Considerations: As attached and to be discussed at the meeting.

CAO's Review/ Comments/: Municipalities have been anticipating this new program and have been given years of advance notice that changes were coming.

Attachments: Minster of Municipal Affairs Letter of Dec. 15, 2023.

CAO's Initials RS

Local Government Fiscal Framework

Capital Component

Program Summary

Program Purpose

The Local Government Fiscal Framework (LGFF) is a flexible program that enables municipalities and Metis Settlements to commit funding for capital projects of their choosing, within program rules. It provides transparent, stable, predictable, and easy-to-administer funding, all while being accountable to Albertans.

Program Objective

The LGFF program provides funding to municipalities and Metis Settlements to support projects that develop, improve, maintain, or otherwise alter infrastructure assets in Alberta communities; facilitate the resiliency and livability of local communities; and support local and provincial economic activities.

Program Administration Details

Program Eligibility

- All local governments, including municipalities, Metis Settlements, and the Townsite of Redwood Meadows, are eligible to receive funding under the program.
 - Improvement Districts without population are excluded.
- LGFF is allocation-based, meaning local governments are eligible for funding each year, with the amount determined through a funding formula that is either established in the *Local Government Fiscal Framework Act* (for Calgary and Edmonton), or determined by the Minister (for all remaining local governments).
 - Though the program requires local governments to apply to use the funding, the amount of each local government's funding is not subject to a competitive process, only verification of eligibility.

Grant Agreements

- All eligible local governments will be required to sign a Memorandum of Agreement that establishes the roles and responsibilities of each party, program objectives, and actions and criteria applicable to the LGFF program as prescribed or determined by the Minister.

Project Eligibility

- Eligible functional categories are outlined in detailed program guidelines and include those related to:
 - Infrastructure Management;
 - Libraries;
 - Parks, Sport, and Recreation;
 - Public Security and Safety;
 - Public Transit;
 - Roads and Bridges;
 - Solid Waste Management;
 - Water; and
 - Wastewater.

- Land purchases are eligible provided an asset funded by any federal or provincial grant program is built on the land within five years (or 10 years for the Charter cities when constructing transportation utility corridors).
- Broadband infrastructure eligibility under LGFF includes infrastructure where the local government owns at least 51 per cent of the infrastructure. Software eligibility is also expanded to include some software licensing (details provided in LGFF guidelines).
- Projects involving harvesting trails and other culturally important sites are eligible for Metis Settlements only.
- Interest on borrowing for LGFF-funded projects is eligible for the two Charter cities only.
- All applications must commit a minimum of 10 per cent of the local government's annual allocation, or \$5 million, whichever is lower (with some exemptions as noted in the guidelines).

Application and Payment Process

- Local governments submit their project applications to the department to ensure they align with eligibility criteria. To streamline the application requirements, local governments are allowed to submit multiple projects under the same application with a streamlined amount of information, provided the list of projects falls under the same functional category. Projects relating to a unified system that fall under different but related categories can also be submitted under one application (e.g., road construction including new water and wastewater lines).
- To revise project costs after the project has been accepted by the Minister, local governments can update project details to reflect more accurate cash flows.
 - Cash flow updates to projects can be provided to the department without the need for a formal project amendment, although those with significant increases in LGFF funding committed will be given greater scrutiny by the department.
- Payments are issued when the local government has met all of the payment conditions outlined in the LGFF program guidelines. These include:
 - receipt of sufficient project applications to commit all LGFF allocations, including credit items and interest earned;
 - certification of prior years' financial and outcome reporting documentation and receipt of audited financial statements; and
 - expenditure of previous years' allocations (i.e., payment only to local governments with no more than one year's carry-forward).

Reporting and Accountability

- By May 1 of each program year, municipalities will be required to submit a Statement of Expenditures and Project Outcomes (SEPO) that reports on the previous year's expenditures and project outcomes on completed/fully funded projects.
- Metis Settlements must submit their SEPO by August 1 of each year.
- In terms of financial data, SEPOs will collect only information on:
 - total project cost of each project;
 - total LGFF funding applied;
 - other grant funding; and
 - interest/income earned.

Outcome Reporting/Performance Measures

- Local governments will be required to provide project outcomes reporting by providing information on the resulting capital assets (immediate outcomes) and some additional data to inform intermediate and ultimate outcomes to help demonstrate that the program is meeting its objective. This will be done through the SEPO.
- Program performance indicators will be aligned with the ultimate outcomes. The ultimate outcomes are:
 - increased economic activity in Alberta municipalities and Metis Settlements;
 - increased livability of Alberta municipalities and Metis Settlements; and
 - increased resilience of municipalities and Metis Settlements in response and adaptation to the effects of disasters, extreme weather events, and changing local conditions.

Flexibility

- Local governments have significant flexibility to:
 - save LGFF funding for multiple years (subject to limitations outlined in the LGFF agreement) to apply it to larger projects;
 - stack LGFF funding with any remaining MSI funding and funding from other grant programs (if permitted by those programs); and
 - withdraw and replace projects.
- Local governments will have the allocation year plus five years to carryforward funds (six years in total), and any unspent amount will be reduced from future LGFF allocations.

Infrastructure Management Indicators

- Local governments that trigger a set of infrastructure measures will, in some cases, have targeted project eligibility restrictions placed on them to ensure LGFF funds are committed and spent only on core infrastructure projects.
 - Municipal Affairs will work with those impacted local governments to confirm there are no extenuating reasons for triggering those measures, ensuring that only local governments with challenges managing their infrastructure will have the restrictions placed upon them.
- Local governments at risk of triggering these measures will be warned of potential LGFF application eligibility restrictions prior to any restrictions being placed on them.
- The measures that will trigger the restrictions are:
 - investment in infrastructure ratio; and
 - capital grants as a percentage of investment in infrastructure.

Transitional Considerations

- Unspent MSI Capital funding at the end of 2023 will not be carried over to LGFF and will continue to be administered in the current MSI Online system until MSI has been fully expended. It will continue to follow the existing MSI capital guidelines and funding agreements.
- The time limit to spend MSI funding will be strictly enforced. Local governments will be required to return any unspent funding to the Government of Alberta.
- It will be critical that the 2023 MSI Capital Statements of Funding and Expenditures and Financial Statements are received by Municipal Affairs by May 1, 2024, to facilitate the wrap-up of MSI and a smooth and efficient transition to LGFF.

Changes under LGFF Compared to MSI

Category		MSI	LGFF
Program Objective		Focused on managing growth pressures.	Focused on resiliency, livability of local communities, and supporting economic growth.
Project Eligibility	Land Purchases	Land purchases are eligible, provided an asset is built on the land within five years.	Land purchases are eligible, provided an asset funded by any federal or provincial program is built on the land within five years (10 years for Calgary and Edmonton when constructing a transportation utility corridor).
	Interest on Borrowing	Interest on borrowing for MSI-funded projects is eligible.	Interest on borrowing for LGFF-funded projects is only eligible for the cities of Calgary and Edmonton.
	Broadband and Software	Municipally owned broadband infrastructure and some software are eligible.	Broadband infrastructure eligibility is expanded to include infrastructure where the local government maintains at least 51 per cent ownership. Software eligibility is expanded to include some software licensing.
	Métis Harvesting Trails	Métis harvesting trails are not eligible.	Métis harvesting trails are eligible for Metis Settlements.
	Minimum Application Amount	Five per cent of the current year allocation.	10 per cent of the current year allocation, or \$5 million, whichever is lower.
Project Applications		Local governments are allowed to submit multiple project applications to the Minister.	Streamlined requirements, allowing local governments to submit multiple projects under the same application, provided the projects are under the same functional category. Projects that fall under different related categories in a system can also be submitted under one application (e.g., roads, water lines, wastewater lines, and storm water).
Project Amendments		Changes in project details, including scope and cash flow changes, require a project amendment.	Elimination of amendment process to reduce red tape. Cash flow updates can be provided to the department through a separate streamlined financial update process or reported as actual costs on the financial report (those with significant increases in LGFF funding committed will receive greater scrutiny by the department). Major

Category	MSI	LGFF
		changes to the scope, location changes, or category of projects where no funding has been expended requires withdrawal of the project and initiation of a new application.
Financial Reporting and Accountability	Detailed Statements of Funding and Expenditures.	Financial information collected in Statement of Expenditures and Program Outcomes (SEPO) is simplified to collect only information on total cost of each project, total LGFF funding applied, and other grant funding.
Project Outcomes Reporting	Outcomes were developed but data on them was not collected apart from financial reporting.	Outcomes have been developed. Indicators will be aligned with program outcomes. Local governments will report this information through the SEPO.
Payments	Payments are triggered after payment conditions are met.	Payments are triggered once payment conditions are met, only for local governments with no more than one year's allocations being carried forward. Those with more than one year will be required to notify the department if they need the payment.
Infrastructure Management Challenges	No spending restrictions for communities with infrastructure management challenges.	Local governments triggering flags on a suite of indicators will be warned about potential LGFF spending restrictions. If flags persist one year later, the local government will be restricted to committing LGFF funding to core infrastructure only.

December 15, 2023

Dear Chief Administrative Officers:

Subject: LOCAL GOVERNMENT FISCAL FRAMEWORK PROGRAM

In follow up to today's letter from the Honourable Ric McIver, Minister of Municipal Affairs, to your Chief Elected Official, I am pleased to provide you with a summary of key information on the Local Government Fiscal Framework (LGFF) program. In addition, I strongly encourage you and your staff to review the attached program summary and to access the program guidelines and other resources available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding).

LGFF Program Overview

The LGFF replaces the Municipal Sustainability Initiative (MSI) in 2024 as Alberta's primary funding mechanism for local governments. The LGFF has two components, a legislated capital funding component and an operating funding component, which is not legislated.

All local governments (municipalities, Metis Settlements, and the Townsite of Redwood Meadows) are eligible for capital funding, with the exception of improvement districts with no resident population. Operating funding is available to all local governments other than the cities of Calgary and Edmonton.

The LGFF capital program is designed to give local governments the flexibility to focus on local priorities within program rules and is largely similar to the current MSI capital program. A high-level overview of the LGFF capital component is provided in the attached Program Summary. Key changes include a greater focus on measuring program outcomes and infrastructure management indicators that are used to help ensure capital spending keeps pace with local needs. For detailed information on the program, please refer to the LGFF Capital Program Guidelines available on the program website.

The operating component of the LGFF will be administered in the same way as the MSI operating program. The LGFF operating program guidelines will be released in 2024 and will be very similar to the current MSI operating program guidelines.

LGFF Funding Allocation Formula

LGFF capital component funding will be distributed between communities using a new allocation formula. Capital funding for the cities of Calgary and Edmonton is allocated 48 per cent based on population, 48 per cent based on education property tax requisitions, and four per cent based on length of local roads. Capital funding for the remaining local governments is allocated 65 per cent based on population, 15 per cent based on tangible capital assets, 10 per cent based on amortization of tangible capital assets, and 10 per cent based on length of local roads.

In addition, all remaining local governments receive base funding, and those with a population less than 10,000 and a limited local assessment base receive needs-based funding on top of their regular allocation. Base funding is set at \$150,000, except for summer villages, whose base funding is set at \$60,000. The needs-based funding envelope is set at three per cent of total funding and is distributed to local governments based on equalized assessment.

As information for the factors used in the LGFF capital allocation formula is derived largely from the Financial Information Returns submitted to Municipal Affairs, it is of utmost importance that local governments submit high-quality and accurate data in a timely manner, as this data directly affects the funding amounts.

Additional information on the formula, including data sources, is available in the Funding Formula Information Sheet available on the program website.

Based on *Budget 2023* targets, LGFF operating funding will remain at \$60 million per year, subject to confirmation and approval as part of Budget 2024. To provide stability for local governments, 2024 LGFF operating allocations will remain at the same level as operating funding amounts allocated under the MSI in 2023.

LGFF capital allocations for 2024 and 2025 and estimated operating allocations for 2024 for all local governments are available on the program website to help local governments plan their capital projects.

Online Grant System

Local governments will be required to submit all LGFF capital documentation, including capital applications and year-end reporting, through a new online grants system, "LGFF Capital", which will be launched in spring 2024. The application process will be streamlined, and local governments will be able to submit multiple projects in the same application, if they are in the same functional category or if they are part of the same system.

As with MSI operating, applications are not required to receive LGFF operating funding. For year-end reporting on operating funding, the existing portal, "MSI Online" (MSIO), will continue to be used.

Payment of 2024 Funds

Payment of LGFF capital and operating allocations will commence between April and June 2024. To receive 2024 capital and operating funds, local governments must submit reporting on 2023 MSI funding and enter into new LGFF capital and operating funding agreements with the province. These agreements will be sent out in early 2024.

In addition, to be eligible for payment of 2024 LGFF capital funds, local governments must have sufficient applications committing their 2024 LGFF funding, and their MSI capital carry-forward funding at the end of 2023 cannot exceed the 2024 LGFF capital allocation. For example, if a local government's 2024 LGFF allocation is \$250,000 and its 2023 MSI capital carry-forward amount is \$400,000, the local government will not receive its 2024 LGFF allocation unless it notifies Municipal Affairs that it needs the payment. For additional information on this process, please refer to Section 10 (Payments) of the LGFF Capital Program Guidelines.

Unspent MSI Funding

Unspent MSI funding will continue to be administered under the MSI program through the existing MSIO system until it is expended or until the five-year limit to use each year's allocation is reached. I strongly encourage all local governments to utilize their unspent MSI funds within the required time limits to avoid repayment and/or forfeiture of these funds.

Municipal Affairs program staff will be available to work closely with local government staff to assist in the implementation of the LGFF. Should you have any questions about the new program, please contact a grant advisor toll-free by dialing 310-0000, then 780-422-7125.

Municipal Affairs will also be conducting LGFF orientation webinars, and you will receive an invitation to participate. The webinars are expected to take place in January and/or February, prior to the new LGFF Capital system launch.

I recognize transitioning to the new program after the MSI has been in place for 17 years is a significant change, and I thank you for your work to facilitate this transition.

Sincerely,



Brandy Cox
Deputy Minister

Attachment: LGFF Capital Program Summary



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

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In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website (www.alberta.ca/local-government-fiscal-framework-operating-funding). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

cc: Chief Administrative Officers

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

Choose an item.

Title: MD of Ranchland, MDP update

Meeting Date: Friday, January 5, 2024

Originated By: Robert Strauss, CAO

Background: We are working with ORRSC to commence the process for a new updated Municipal Development Plan (MDP) for the MD of Ranchland. Through discussions with ORRSC it has been determined there may be some changes to the MDP the MD of Ranchland may wish to consider initially and prior the overall large update to the MDP.

Steve Harty, Senior Planner from ORRSC will be in attendance at the January 16, 2024 Council meeting to discuss potential preliminary changes/amendments to the MDP.

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.) Accept for information and discuss at the January 16, 2024 Council meeting.

Financial Considerations: Relatively insignificant additional cost as the MD of Ranchland is part of the ORRSC organization and updates to statutory planning documents are mostly covered through the membership fees.

CAO's Review/Comments/: Discussion to follow at the January 16, 2024 Council meeting.

Attachments: Consolidated preliminary amendments to the MD of Ranchland MDP attached in draft amendments document and email.

CAO's Initials RS

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

Title: SAEWA 2023 Year End Report

Meeting Date: Friday, January 5, 2024

Originated By: Robert Strauss, CAO

Background: The year-end Report for SAEWA is attached.

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.) Accept for information

Financial Considerations: Virtually non-existent. The MD of Ranchland membership costs are based on population and were estimated at \$55.00 per year.

CAO's Review/ Comments/: No comments

Attachments: SAEWA 2023 Year end Report

CAO's Initials

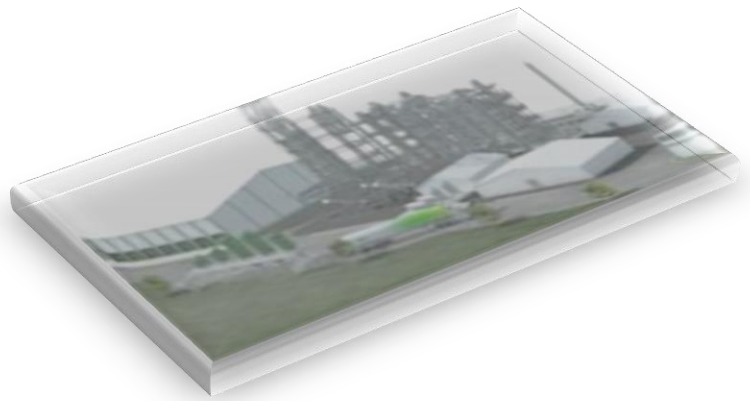


SAEWA

Year End Report

2023 - 2024

EfW - creating a clean solution to landfilling waste for a sustainable future.



Chairman's Look Ahead...

Another year has passed and as the new Chairman of SAEWA I find myself struggling to fill the shoes of the outstanding individuals that have preceded me. I salute the hard work and commitment by all that has carried us so far and ever closer to our goal, an environmentally responsible and sustainable alternative to landfilling. Even more laudable is the progress made when we do not represent or have the resources of a large urban like Calgary and Edmonton but represent rurals and small urbans with the additional challenges that this entails. Thanks to the Member Communities and their representatives that have stayed the course even as they found how challenging the task undertaken was proving to be and the time and resources that it would take. Thanks to the past and present Board Members and Executive that have contributed so much time and effort to this project, which when completed will be a template for all of Alberta and beyond.

Work continues on the initial MOU with HZI and while it has been eagerly anticipated and is hoped to be completed shortly once its finalized significant tasks and challenges will remain, including:

- Work will begin on a detailed agreement with HZI.
- SAEWA will now have the details to take back to Member Communities and to other waste generators to seek their waste commitments.
- SAEWA will be in a position to pursue the higher-level government funding needed to continue to move forward.

This coming year holds great promise and great challenges. As we move forward towards the culmination of the many years' cooperative efforts take pride in your participation and support of a project that will make a real difference.

Sincerely,



Ray Juska, SAEWA Chair



Our Mission And Vision

The Southern Alberta Energy from Waste Association (SAEWA) is a coalition of waste management jurisdictions with an interest in implementing technologies to recover energy from residual waste and reduce long-term reliance on landfill disposal. With membership of 50 plus municipalities, encompassing four (4) waste authorities and waste commissions, SAEWA represents a significant portion of the population of Southern Alberta outside of the 3 large urban municipalities.

Steering Committee Report

This past year the Steering Committee has been working diligently with our Engineers of Record (HDR) to secure a Memorandum of Understanding (MOU) with HZI.

There has been exchanges of many documents required to get to a Draft MOU and as of this week we finally have the first Draft and am anticipating the financial breakdown in the near future.

We hope to have both documents ready for Board consideration in mid-January and will be taking direction, from the Board, on next steps.

It has been a long road to get to this point and we look forward a very positive outcome.

Paul Ryan

Chairman Steering Committee/Vice Chair SAEWA

2023 Overview and 2024 Look Ahead - SAEWA dealt with a great deal of highs and lows as they selected an investment partner after a lengthy expression of interest process that was at the mercy of many corporate scheduling delays. The entire process took over 1.5 years to complete and after a rigorous scoring and interview screening process did result in the selection of a preferred candidate, as Hitachi Zosen INOVA (HZI). SAEWA unfortunately was then faced with further delays due to lack of financial support from the Alberta Government discovering SAEWA was not awarded the Alberta Community Partnership Fund that was applied to early 2023. The hopes of all were to move forward with the Initial Memorandum of Understanding process with the preferred candidate, without extraneous delay. Having to go out to members to find the financial support did end up moving timelines from the ambitious six (6) month schedule to one (1) year while also experiencing a four (4) month delay from May – August 2023 going out to our members to gain support in securing alternative funding support. It has been very fortunate to have received that from Newell County and the City of Brooks as they have rallied behind the project in partnership and made a combined commitment to fund the \$200,000 required budget to complete the MOU process.

Of late the Alberta Government and Premier have been very forthcoming in meeting with several of SAEWA member representatives and in those meetings verbalized support of the project concept however have been quick to advise that does not come with financial support which has always been one of the biggest hurdles in keeping the project momentum on track for SAEWA. The Board and member representatives continue as they always have to relentlessly bang on Alberta ministerial doors to connect the mysteries of the government support with something more tangible as is what is really needed to keep the project development moving forward at a desirable pace. – It has been a monumental challenge to move a game changing project of this magnitude forward through a non-profit entity relying solely on grant funding to complete over \$3.2 million dollars in feasibility and engineering work, one that has relied on everyone’s patience and perseverance. With the finalization of the Initial MOU most feel that it will finally gain the investment of our Canadian governments, certainly some of the potential funder programs SAEWA has engaged with have voiced this as their opinion and asked SAEWA to come back when an MOU has been established with HZI.

In focusing on moving the dial closer to development of the facility at the Newell County landfill site there has been a formal discussion with the landowner Newell Regional Solid Waste Management Authority and we are now waiting for them to come back to us so we can determine what a land lease looks like foundational to the development of the facility. SAEWA is also clearing the path for progress by establishing a Waste Technology Committee who will be tasked with confirming the waste quantity commitments with our members to be designated as confirmed feedstock for the facility (350,000 – 400,000 tonnes are optimal) which is the position that HZI, our development partner wants SAEWA to take leadership on.

Within SAEWA sights is the next chapter of business and it is understood that signing a land lease agreement and forming open ended agreements to secure the waste volumes with members is the next order of business, also keeping in mind SAEWA will need to prepare to find investment for the non-profit society to transition to a corporate business model before the end of 2024 to establish an in-depth Memorandum of Understanding and Joint Venture.

SAEWA asks members, when sharing updates on the project to refer to the Talking Points of reference:

1. SAEWA was formally established as a non-profit society in 2013, recognizing that the organization evolved from 2009 from a group of champions from the Vulcan region to what we know as SAEWA.
2. SAEWA's mission is to develop a 300,000 plus tonne facility to treat member waste as an alternative to landfilling.
3. To date SAEWA has been successful in applying for \$3.2 million dollars in funding to complete the following work:
 - Feasibility and Project Development Planning
 - Communication Plan
 - Governance Model
 - Transportation Study
 - Seasonal Waste Analysis Study Report of Member waste
 - The Pembina Institute 3rd party Lifecycle Analysis reporting that the project will reduce 7 million tonnes over a 35-year lifecycle for the waste-to-energy facility.
 - Initial Business Plan and Executive Summary
 - Detailed Business Plan and Financials
 - Siting EOI, screening and analysis study and report
 - Siting selection process
 - Economic and Environmental Analysis
 - Expression of Interest for Energy-from-Waste Investor / Developer
4. The priority as a next order of business once the Initial MOU is completed with HZI will include engaging members in development of a memorandum of understanding for waste commitments with an off-ramp, development of a site lease agreement, noting that dialogue is currently being established as SAEWA has asked the Board representatives to begin the important conversation with their municipalities.
5. SAEWA as part of their goals to move forward from the Initial Memorandum of Understanding will be working towards transitioning the non-profit entity to a corporate business model which is necessary to the next stages of business.

Closing Notes

Creating a better future for Alberta Is not easy. A testament of the SAEWA Board.

This journey has been met with frustration for taking as long as it has. Those at the table with their sleeves rolled up over the years – the true champions of this project would all agree the level of collaboration SAEWA has received in moving forward this development has been profound. The reality is that moving the engineering and planning ahead for this project has been costly and near impossible through a non-profit model so your patience in the process is well deserved.

We are within days of signing an Initial MOU with Hitachi Zosen INOVA (HZI) and just two (2) years ago that was not even an option on the table. As we are nearing a time of counting our blessings let us count that.

There is still a great deal of work involved in moving the development forward in 2024, and it was always understood the closer the goal line the more energy it will take to win.

This facility will provide a sustainable solution to landfilling, it will generate clean energy and it will be a legacy project we can all be proud of.

Thank you again to our members and our partners for your support.

A Safe and Happy Holiday is wished for all!

LEARN MORE ABOUT WASTE-to-ENERGY Facilities Here...



5150 Riverbend Drive, Burnaby

Waste-to-Energy Facility

Facility Description

Metro Vancouver's Waste-to-Energy Facility has operated in Burnaby since 1988 and handles about 250,000 tonnes of garbage per year – roughly a quarter of the region's garbage. It is a mass-burn facility that turns waste into electricity (enough to power 16,000 homes) and recovers approximately 6,500 tonnes of ferrous and 500 tonnes of non-ferrous metal annually.

The waste-to-energy process is monitored 24 hours a day, seven days a week, 365 days a year from a control room located on site. Facility emissions data and compliance reports are available on Metro Vancouver's website in real time. The range of emissions monitored, includes common air contaminants such as nitrogen oxides (NOx) and particulate matter (PM), as well as acid gases, trace metals, trace organics, and dioxins / furans.

The facility receives waste from an average of 80 mechanically unloading trucks per day that empty their loads into a large garbage bunker.

Site Area: 1.8 hectares (4.4 acres)
Building Area: 70 m x 70 m = 4,900 m²
Annual number of customers: 24,678
Direct Haul: 123,683 tonnes
Transfer: 120,679 tonnes
Total Processed: 244,362 tonnes





Did you know...

In 2019 the DYEC:

- Diverted 140,000 tonnes of waste from landfill to energy recovery
- Generated enough electricity to power the equivalent of 10,000 homes for one year
- Recovered and recycled the equivalent of 36 million aluminum cans and 3,000 cars worth of steel









AGENDA PACKAGE 01-05

Final Audit Report

2024-01-03

Created:	2024-01-03
By:	Nikki Funk (legislative@ranchland66.com)
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-  Signer cao@ranchland66.com entered name at signing as Robert Strauss
2024-01-03 - 11:01:46 PM GMT- IP address: 199.167.26.98
-  Document e-signed by Robert Strauss (cao@ranchland66.com)
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