



AGENDA

Municipal District #124 Committee of the Whole
Wednesday, August 28, 2024 - 1:00 PM - MD Council Chambers

Page

CALL TO ORDER

ACCEPTANCE OF THE AGENDA

- 2.1 August 28, 2024, Committee of the Whole Meeting Agenda

Proposed Motion: Move to accept the August 28, 2024, Committee of the Whole Meeting Agenda as presented.

ADOPTION OF MINUTES

- 3.1 June 14, 2024, Committee of the Whole Meeting Minutes 3 - 6

Proposed motion: Move to adopt the June 14, 2024, Committee of the Whole Meeting Minutes as presented.

[06142024 DRAFT COW Minutes](#)

CONSIDERATION OF BYLAWS & POLICIES

- 4.1 ADM-12-18 Investment Policy 7 - 14

Proposed Motion: Move that Council direct Administration to bring forward Policy ADM-12-18 Investments and its related procedure to the September 11, 2024, Regular meeting of Council as amended for approval.

[ADM-12-18 Investments - Council Briefing](#)

[ADM-12-18 Investment Red Line version](#)

[ADM-12-18.01 Investment](#)

- 4.2 HR-17-02 Human Resources Management Policy 15 - 17

Proposed Motion: Move that Administration add Policy HR-17-02 Human Resource Management to the September 11, 2024, Regular meeting of Council as amended for approval.

[HR-17-02 Human Resource Management - Council Briefing](#)

[Human Resource Policy](#)

- 4.3 HS-13-01 Health & Safety 18 - 28

Proposed Motion: Move that Administration add HS-13-01 Health & Safety Policy to the September 11, 2024, Regular Meeting of Council as amended for approval.

[HS-13-01 Health & Safety - Council Briefing](#)

[HS-13-01 Health & Safety - Red-Lined](#)

REPORTS & PRESENTATIONS

- 5.1 Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard Program Grant Update 29 - 32

Proposed Motion: Move that Council accept the Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard Program Grant Update as information.

[Council Briefing - FRIAA Grant](#)

[MDLSR Marten Beach - Version 2](#)

[MDLSR Broken Paddle - Version 3](#)

DELEGATIONS

- 6.1 RC Strategies - Meagan Carey & Rob Parks - 2:30 p.m. (Teams) 33 - 34

Proposed Motion: Move to accept the presentation from RC Strategies as information.

Proposed Motion: Move that Council direct Administration to bring forward the Recreation and Open Spaces Master Plan, the MDLSR Site Selection Workbook and the MDLSR Project Prioritization Workbook as amended to the September 11, 2024, Regular Meeting of Council Approval.

[08282024 - Council Briefing - Rec and Open Spaces Master Plan](#)

ADJOURNMENT

MINUTES

**Committee of the Whole Council Meeting
Municipal District of Lesser Slave River No. 124
June 14, 2024
MD Council Chambers**

MEMBERS PRESENT	Murray Kerik - Reeve Lana Spencer - Deputy Reeve Darren Fulmore - Division 1 Sandra Melzer - Division 1 Nancy Sand - Division 1 Brad Pearson - Division 2
MEMBERS ABSENT	Norm Seatter - Division 2
IN ATTENDANCE	Barry Kolenosky - CAO, MD LSR Johann Reimer - Canadian Fiber Optics (Teams) Molly Fyten - MD Contractor (Teams) Kendra Kozdroski - Agriculture and Environmental Services Manager Sandra Rendle - Associate Director of Legislative Services (Teams) Rudolf Liebenberg - Operational Director, Planning, Utilities & Protected Services Shari Spencer - Assistant Director, Field Services & Document Conveyance Manager Cody Borris - Manager of Transportation/Facilities Maintenance (Teams) Joe McWilliams - Lakeside Leader (Teams) Marilyn Gladue - Recording Secretary, MD LSR
CALL TO ORDER	Reeve Kerik called the meeting to order at 10:00 a.m.
ACCEPTANCE OF AGENDA	June 14, 2024, Committee of the Whole Meeting Agenda <u>MOTION COW 055-24</u> Moved by Councillor Fulmore to accept the June 14, 2024, Committee of the Whole Meeting Agenda as amended: Add: - 5.5 State of MD Roads - 5.6 Land Use Bylaw Clarification - 5.7 Letter of Support for Tourism Closed Session - Council Feedback - Section 29 Item CARRIED
ADOPTION OF MINUTES	May 15, 2024, Committee of the Whole Meeting Minutes <u>MOTION COW 056-24</u> Moved by Deputy Reeve Spencer to adopt the May 15, 2024, Committee of the Whole Meeting Minutes as presented. CARRIED Fyten & Reimer joined by Teams at 10:05 a.m.
DELEGATIONS	Johann Reimer – Canadian Fiber Optic <u>MOTION COW 057-24</u> Moved by Deputy Reeve Spencer to accept the presentation from Canadian Fiber Optic as information. CARRIED

Kozdroski & Liebenberg entered at 10:30 a.m.

Reimer left meeting at 10:52 a.m.

**REPORTS &
PRESENTATIONS**

Animal Units – Options for Bylaws

MOTION COW 058-24

Moved by Councillor Melzer to direct Administration to conduct a public consultation survey through the summer months online, presenting all four options to MDLSR ratepayers for their feedback and input.

CARRIED

Councillor Sand exited at 11:17 a.m.
Councillor Sand returned at 11:20 a.m.
Liebenberg left meeting at 11:25 a.m.

Additional Beach Grooming Areas 2024

MOTION COW 059-24

Moved by Councillor Pearson to accept the Additional Beach Grooming Areas 2024 briefing for information.

CARRIED

Fyten left meeting at 11:32 a.m.
Loken/Rendle entered at 11:33 a.m.
Kozdroski left meeting at 11:33 a.m.

Proposed Resolution – Enhanced Brushing along Powerlines to Mitigate Wildfires

MOTION COW 060-24

Moved by Councillor Melzer to direct Administration to bring back the Proposed Resolution – Enhanced Brushing Along Powerlines to Mitigate Wildfires to the next regular meeting of Council for approval.

CARRIED

Proposed Resolution – Reinforcing Railway Mitigation Procedures

MOTION COW 061-24

Moved by Councillor Sand to direct Administration to bring back the Proposed Resolution – Reinforcing Railway Mitigation Procedures to the next regular meeting of Council for approval.

CARRIED

Loken/Rendle left meeting at 12:00 p.m.

RECESS 12:00 p.m.
RECONVENE 12:30 p.m.

Spencer & Borris entered at 12:28 p.m.

MD Status of Roads

MOTION COW 062-24

Moved by Councillor Melzer to accept discussion on MD Status of Roads as information.

CARRIED

Tourism – Letter of Support

MOTION COW 063-24

Moved by Councillor Pearson to accept the discussion on the Tourism – Letter of Support as information.

CARRIED

Rendle entered at 12:44 p.m.

CONSIDERATION OF BYLAWS & POLICIES

B21 Proclamation of Special Days Policy

MOTION COW 064-24

Moved by Deputy Reeve Spencer that Council direct Administration to bring forward a Draft Proclamation of Special Days Policy to the next Regular meeting of Council for approval.

CARRIED

Fyten/Liebenberg entered at 12:55 p.m.

Land Use Bylaw Clarification

MOTION COW 065-24

Moved by Councillor Pearson to accept the discussion on the Land Use Bylaw Clarification as information.

CARRIED

Fyten/Liebenberg/McWilliams left meeting at 1:16 p.m.

CLOSED SESSION

MOTION COW 066-24

Moved by Councillor Sand to go into Closed Session at 1:15 p.m. as per the following sections of the FOIP Act with CAO Kolenosky, Associate Director of Legislative Services Rendle and Recording Secretary Gladue in attendance.

- Section 16 – Disclosure harmful to a business interest of a third party
- Section 18 – Disclosure harmful to individual or public safety
- Section 20 – Disclosure harmful to law enforcement
- Section 29 – Information that is or will be available to the public

CARRIED

- Canyon Creek Recreation Association

Rendle left meeting at 1:41 p.m.

- Council Feedback
- Item per Section 29

OPEN SESSION

MOTION COW 067-24

Moved by Councillor Pearson to return to Open Session at 2:12 p.m.

CARRIED

MOTION COW 068-24

Moved by Councillor Pearson to accept the Canyon Creek Campground and Marina 2022/2023 Financial Comparison as information.

CARRIED

MINUTES
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ADJOURNMENT

MOTION COW 069-24

Moved by Councillor Fulmore to adjourn at 2:13 p.m.

CARRIED

Chief Administrative Officer

Reeve

DRAFT



Lesser Slave River

Council Briefing

Title:	Investment Policy/Briefing
Date:	08/28/2024
Presented By:	Holly Omelchuk
Attachments:	ADM-12-18 Investment Policy ADM-12-18.01 Investment Procedure

Proposed Motion:	<i>Move that Council direct Administration to bring forward Policy ADM-12-18 Investments and its related procedure to the September 11, 2024, regular meeting of Council as amended.</i>
Administrations Recommendation(s):	As proposed.

Background

Administration is presenting a new Investment Policy that clearly defines the level of risk the Municipal District of Lesser Slave Lake (MDLSR) is willing to accept. It identifies permissible investments. It ensures sufficient liquidity to meet both operational and capital needs of the MDLSR. It outlines how investments will be reported to ensure compliance with the policy.

Issues

Balancing risk with the rate of return
Liquidity for cash flow purposes
Transparency, clear communications about investment decisions and performance
Compliance, adhering to MGA and Council direction.

Interests

Stakeholder interest – Council, Ratepayers, Administration

Alternatives

Keep the policy as it is currently.
Request revisions to policy.

Analysis

N/A

Next Steps:

As directed by Council

Prepared by:	Holly Omelchuk, Director, Finance
Reviewed by:	Dawn Lynn Durocher, Municipal Clerk
Approved by:	Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

TITLE: INVESTMENT POLICY

EFFECTIVE DATE: ~~November 5, 2008~~ August 28, 2024

POLICY NUMBER: ADM-12-18 (~~Supersedes B.22~~)

PURPOSE:POLICY STATEMENT:

To prudently invest the Municipal District of Lesser Slave River No. 124's (~~M.D.~~) (MDLSR) public funds to maximize returns, with minimal risk to meet the ~~M.D.-MDLSR's~~ cash flow requirements and to establish guidelines, standard of care, eligible investments and reporting requirements for the management of the short- and long- term portfolios while ensuring transparency.

~~Guidelines for the management of the short and long term portfolios. All investments made must comply with this policy, the Municipal Government Act and its Regulations, and any other applicable legislative requirements.~~

DEFINITIONS:

"CAO" means the Chief administrative Officer of the Municipal District of Lesser Slave River No. 124

"Investment" means the action or process of investing money for profit.

"Long Term Investments" means financial investments that are held for future operating and capital and are not required for regular operating expenditures for over one (1) year.

"MDLSR" means the Municipal District of Lesser Slave River No. 124

"MGA" means the Municipal Government Act, RSA 2000, Ch. M-26

"Short Term Investments" means financial investments that are to be held for a short period of time to meet the projected cash flow requirements of operating expenses and capital purchases for up to one (1) year.

PRINCIPLE:

It is the policy of the MDLSR to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands and conforming to the *Municipal Government Act (MGA)* and all other provincial statutes and regulations governing the investment of municipal funds.

1. In accordance with the MGA, the authority to manage the MDLSR's investment program is derived from Section 250 and the MDLSR's council resolutions.
2. Management responsibilities for the investment program is delegated to the CAO or ~~delegate their delegate.~~

PORTFOLIO OBJECTIVES:

Short Term Portfolio - Primary objective is liquidity

~~This portfolio shall be defined as funds necessary to meet the projected cash flow requirements of operating expenses and capital purchase for up to one (1) year.~~

The portfolio will be invested in short term, cash equivalent investments guaranteed by the Government of Canada, any province or Chartered Bank.

Investments made will be rated "R-1" or "A-1" or higher by the Canadian Bond Rating Services (CBRS) or the Dominion Bond Rating Service (DBRS) and be primarily in the money market with maturities of less than one year. Investment options include:

- Bankers Acceptances
- Guaranteed Investment Certificates
- Term Deposits
- Treasury Bills
- Money Market Fund Meeting MGA 250 criteria

The rate of return for this portfolio will be measured against the 3-month Bank of Canada treasury bill rate.

Long Term Portfolio – Primary objective is to maximize rate of return with appropriate investment maturity

This portfolio is longer term in nature and the funds invested will be required for future long term capital and operating projects. These investments will not be required for regular operating expenditures.

The portfolio will be invested in cash equivalents and bond investments that are guaranteed by the Government of Canada, any province or Canadian Chartered Bank. The bond portion of the portfolio will be laddered to stabilize income flows and reduce investment risk.

All federal, provincial and corporate bonds will carry a rating of "A" or higher by CBRS and DBRS with maturities exceeding one year. Investment options include:



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- Federal Government Bonds
- Alberta Government Bonds
- Crown Corporation Bonds
- Other Province Bonds
- Non-redeemable Guaranteed Investment Certificate
- Bond Market Funds Meeting MGA 250 Criteria

The rate of return for this portfolio will be measured against the Government of Canada marketable bond yield.

GUIDELINES:

1. Authority

The Chief Administrative Officer is ultimately responsible and accountable for the control, management, and administration of the M.D.'s investments in accordance with the investment policy approved by Council. The Chief Administrative Officer may delegate this responsibility.

2. Responsibilities of the Chief Administrative Officer or Appointed Delegate

The Chief Administrative Officer or Appointed Delegate shall establish appropriate guidelines, procedures and internal controls:

- To ensure the achievement of the objectives identified within this policy
- For authorizing officers, employees and persons to engage in investment activities
- For purchasing and selling investments
- For the accounting and reporting of investment activities

3. Authorized Investments

Investments shall be made in accordance with Portfolio Objectives by the Chief Administrative Officer or Appointed Delegate and purchased on behalf of and in the name of the M.D.

4. Procurement and Custody

The Chief Administrative Officer or Appointed Delegate shall ensure that:

- The method of procurement achieves and maximizes the objectives of this policy. Investment activities may be undertaken utilizing internal resources or external (contract) resources or a combination of internal and external resources. The utilization of external resources (or outsourcing) can be recommended by Council or the Chief Administrative Officer or his appointed delegate but must be approved by Council
- All investment certificates issued to the M.D. are in the name of or held in the name of the M.D.
- Negotiable securities are held in one of two ways:
 - a. In a safekeeping compartment with the M.D.'s banker
 - b. Held by a third party custodian in the name of the M.D. and evidenced by safekeeping receipts and monthly statements
- Non-negotiable investment certificates are maintained in an appropriate investment file at the Administration office



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5. Prudence

Investments shall be made with judgment and care under circumstances then prevailing. All reasonable steps shall be taken to ensure that the management of the M.D.'s investment portfolio is in accordance with this policy. Officers, employees, and persons involved in investment activities shall exercise the degree of care, diligence, skill and prudence that a reasonable person would exercise in the administration of his own affairs and in doing so shall attempt to maximize the investment earnings of the portfolio within the parameters of the objectives established within this policy.

6. Ethics & Conflict of Interest

Officers, employees, and persons involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of their responsibilities, or which could impair their ability to make impartial investment decisions. Officers and employees shall disclose to the Chief Administrative Officer any material interests in financial institutions that conduct business with the M.D. and they shall subordinate their personal investment transactions to those of the M.D. particularly with regard to the timing of purchases and sales.

7. Reporting

The Chief Administrative Officer or Appointed Delegate will report to Council annually on the investment activities undertaken by the M.D. which will include the following information:

- Total assets within the investment portfolio
- Special holdings within the investment portfolio
- Effective rate of return on the investment portfolio
- Evaluation of portfolio performance

8. Review and Amendment Procedures

The M.D.'s investment policy shall be reviewed as required, and any proposed modifications must be approved by Council.

MOTION: 364-08

DATE: November 5, 2008



Chief Administrative Officer



Reeve



Lesser Slave River

TITLE: Investments

PROCEDURE NO: ADM-12-18.01

RESOLUTION:

EFFECTIVE DATE: August 28, 2024

DEPARTMENT RESPONSIBLE: Administration/Finance

NEXT REVIEW DATE: August 28, 2027

GENERAL GUIDELINES:

To effectively manage the Municipal District of Lesser Slave Rivers #124's (MDLSR) investment portfolio, the following shall be implemented by administration to ensure compliance with the *Municipal Government Act (MGA)* and safeguarding the MDLSR's assets.

DEFINITIONS:

“**CAO**” means the Chief administrative Officer of the Municipal District of Lesser Slave River No. 124

“**Investment**” means the action or process of investing money for profit.

“**Long Term Investments**” means financial investments that are held for future operating and capital and are not required for regular operating expenditures for over one (1) year.

“**MDLSR**” means the Municipal District of Lesser Slave River No. 124

“**MGA**” means the *Municipal Government Act, RSA 2000, Ch. M-26*

“**Short Term Investments**” means financial investments that are to be held for a short period of time to meet the projected cash flow requirements of operating expenses and capital purchases for up to one (1) year.

PROCEDURE:

1. The Chief Administrative Officer (CAO) or designate may purchase or sell investments in any of the securities authorized by *Section 250(2)(a) to (e)* of the *Municipal Government Act (MGA)*.
2. The CAO or designate may not make an investment referred to in *Section 250(2)(e)* of the *MGA* nor apply for Ministerial Approval to make such an investment without approval of Council.
3. Investments General:
 - i. The investment portfolio will make investments designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cashflow needs



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- 4. Long Term Investments will require authorization of Council and may be invested in the same vehicles as identified above.
- 5. Short Term Investments do not require the authorization of Council but are required to meet the projected cash flow requirements for operating and capital expenditures for up to one year and may be invested in the same vehicles as identified above.
- 6. Administration will report to Council annually on the investment activities undertaken by the MDLSR which includes:
 - i. total assets within the investment portfolio
 - ii. special holdings within the investment portfolio
 - iii. effective rate of return within the investment portfolio
- 7. The investment policy shall be reviewed as required, and any proposed modifications must be approved by Council.

Barry Kolenosky – Chief Administrative Officer

Date



Lesser Slave River

Council Briefing

Title:	HR-17-02 Human Resource Management Policy
Date:	August 28, 2024
Presented By:	Jewel Day-Hampton
Attachments:	HR-17-02 Human Resource Management Policy Redlined

Proposed Motion:	<i>Move that administration add Policy HR-17-02 Human Resource Management to the September 11, 2024, Regular meeting of Council as amended for approval.</i>
Administrations Recommendation(s):	As Proposed

Background

In today’s fast paced, dynamic business environment, human resource management play a crucial role in shaping a thriving workplace culture. The policy serves as an architectural blueprint for the programs within the scope of human resources. The policy assists in ensuring legal and ethical standards.

Issues

- Legal penalties and lawsuits.
- Lower worker moral.
- Increased financial implications.

Interests

- Cornerstone of organizational culture. – alignment of integrity, accountability and respect.
- By adapting internal processes to changing circumstances, MD will remain agile and responsive to evolving needs.
- Aids in conflict resolution
- Increase in productivity

Alternatives

- Keep the existing MDLSR Employee policy and continue to add to it.
- Bring HR-17-02 Human Resource Management Policy back to the next COW meeting for discussion

Next Steps

Bring HR-17-02 Human Resource Management policy to the September 11, 2024, Regular Meeting of Council for approval.

Prepared by: Jewel Day-Hampton, Human Resource Contractor
 Reviewed by: Dawn Lynn Durocher, Municipal Clerk
 Approved by: Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Title:	HUMAN RESOURCE MANAGEMENT
Policy Number:	HR-17-02
Effective Date:	2024-09-11
Resolution:	To be added once approved by Council
Lead Department Responsible:	Human Resources
Supersedes Policy No:	New
Next Review Date:	September 11, 2027

POLICY STATEMENT:

In the context of the ethical and employment frameworks, the Municipal District of Lesser Slave River No. 124 is committed to ensuring a clear and appropriate human resource management framework and governance structure as necessary to create and sustain a modern, inclusive, and accessible work environment that engages employees to deliver high quality public service.

DEFINITION:

“Chief Administrative Officer (CAO)” means the Chief Administrative Officer of the Municipal District of Lesser Slave River No.124

”Human Resource Management” means organizing, coordinating, and managing an organization’s current employees to carry out an organization’s mission, vision, and goals.

“Human Resource Programs” means coordinated systems of procedures, processes and other measures that is designed to be implemented by organizations to promote continuous improvement and legislative compliance.

“MDLSR” means the Municipal District of Lesser Slave River No. 124

“Senior Leadership Team” means persons fulfilling the Chief Administrative Officer and Directors positions.

RESPONSIBILITIES:

Chief Administrative Officer

- Retains ultimate authority in all human resource program areas.

Human Resources Manager

- Ensure appropriate research and engagement occurs prior to implementing or significantly changing a human resource program.
- Seek approval of the Senior Leadership Team on any new or significantly changed human resource program areas.
- Coordinate education and training for the implementation of human resource programs.

- Monitoring program to ensure currency applicable to legislated and industry standards.

PRINCIPLE:

1. The establishment of an internal framework and authority for Human Resource management to ensure that consistent, equitable, and fiscally responsible programs, are implemented and administered within the Municipal District of Lesser Slave River No. 124.
2. Human Resource Program Areas
 - a. Compensation and reward
 - b. Culture and engagement
 - c. End of employment
 - d. Learning and development
 - e. Onboarding
 - f. Performance Management
 - g. Recruitment and hiring
 - h. Strategic human resource management
 - i. Workplace planning and management
3. The management system is maintained through a cycle of development, program application, compliance, and evaluation.

Chief Administrative Officer

Date

Reeve

Date

RELATED DOCUMENTS:



Lesser Slave River

Council Briefing

Title:	HS-13-01 Health & Safety
Date:	August 28, 2024
Presented By:	Jewel Day-Hampton
Attachments:	HS-13-01 Health & Safety Policy

Proposed Motion:	<i>Move that Administration add HS-13-01 Health & Safety Policy to the September 11, 2024, Regular Meeting of Council as amended for approval.</i>
Administrations Recommendation(s):	As Proposed

Background

A health and safety policy is a commitment statement and serves as a blueprint for protecting workers and other persons on MD owned work sites while enhancing overall business performance. It goes beyond legal obligations and fosters a positive and productive work environment.

A senior management endorsed health and safety policy is a requirement of an Alberta Partnership's Certificate of Recognition (COR) audit.

Issues

- Legal penalties and lawsuits.
- Lower worker moral.
- Increased financial implications.

Interests

- Legal penalties and lawsuits.
- Lower worker moral.
- Increased financial implications.

Alternatives

- bring HS-13-01 Health & Safety policy back to the next COW meeting for discussion
- Keep HS-13-01 Health & Safety policy the same

Next Steps

Bring HS-13-01 to the next regular scheduled Council Meeting on September 11, 2024, for approval.

Prepared by: Jewel Day- Hampton, Health & Safety Contractor
 Reviewed by: Dawn Lynn Durocher, Municipal Clerk
 Approved by: Barry Kolenosky, Chief Administrative Officer



MD of LESSER SLAVE RIVER
Policy

Title:	HEALTH & SAFETY <u>MANAGEMENT-</u>
Policy Number:	HS-13-01
Effective Date:	<u>October 11, 2023</u> August 28 <u>September 11, 2024</u>
Resolution:	409-23
Department Responsible:	Health & Safety
Supersedes Policy No:	L-7.1 - Amended
Next Review Date:	<u>October 11, 2024</u> <u>August 28, 2027</u>

POLICY STATEMENT:

The Reeve, Council and CAO for the Municipal District of Lesser Slave River is committed to providing a safe and healthy work environment that focuses on the physical, psychological, and social well-being of its employees, sub-contractors, contractors, and stakeholders.

Directors, Managers, Supervisors, Workers, and Contractors are required to be actively involved in all aspects of the municipalities safety management program by following provincial Occupational Health & Safety legislation, as well as municipal policies and procedures. This participation by everyone is necessary for the overall safety excellence the municipality expects.

Employees at every level will be equally responsible for minimizing incidents within our work sites. Safe work practices and procedures will be clearly defined and be available for all employees to follow. All employees have the right to participate in the safety program, the right to know of critical hazards and the right to refuse to do work when unsafe conditions exist.

Everyone home safely, always is our goal. We will achieve our goal through active, visible leadership and commitment at all levels throughout the Municipal District of Lesser Slave River No. 124.

The Municipal District of Lesser Slave River is committed to providing a healthy and safe workplace which includes the physical, psychological, and social well-being of workers, contractors, and other persons in vicinity of ~~our workour work~~ sites. To achieve this goal, every reasonable effort will be made to manage and coordinate all activities and programs to prevent workplace injuries and work-related illness, and continual improvement in occupational health and safety management and performance

DEFINITIONS:

“Administrative Procedure” means the written direction from Chief Administrative Officer (CAO) to employees regarding administrative or operational matters, outlining how Council's mandate will be achieved. Procedures are created/amended by the Senior Management Team and approved by the CAO to meet Council's mandate.

“Chief Administrative Officer (CAO)” means the Chief Administrative Officer of the Municipal District of Lesser Slave River No.124

“Contracted Employees” means an employee that is not considered a permanent employee and is not eligible for the benefits available to permanent employees through MDLSR's standard policies and procedures.

“Council Policy” means the written commitment of Council establishing service delivery, programs, and governance matters. Policy is approved, amended, or rescinded by Council and reflect Council's values, established service levels and strategic goals.

“Health and Safety Advisor” means the person(s) responsible for promoting and ensuring safety in the workplace. This includes creating and implementing up to date health and safety policies, investigating accidents and incidents, conducting risk assessments, and providing training to employers.

“Health and safety management” means organizing, coordinating, and managing an organization’s occupational health and safety programs to carry out an organization’s mission, vision, and goals.

“Health and safety programs” mean coordinated systems of procedures, processes and other measures that is designed to be implemented by organizations in order to promote continuous improvement and legislative compliance.

“MDLSR Municipal District”: means the Municipal District of Lesser Slave River No. 124.

“Responsibility”: is defined as an individual's obligation to carry out assigned duties.

“Psychological well-being”: is defined as one's level of psychological happiness/health, encompassing feelings of accomplishment.

“Social well-being”: Social well-being is an end state that basic needs are being met and people can coexist peacefully in a workplace with opportunities for advancement.

MD of LESSER SLAVE RIVER Policy

"Physical well-being": promotes proper care of our bodies for optimal health and functioning, which encourages the balance of physical activity and nutrition.

"Work Site": means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

RESPONSIBILITIES:

Council

- Supporting and promoting the health and safety management system.

Chief Administrative Officer, Directors, Managers and Supervisors

- Worker and other persons at or in the vicinity of the work site whose health and safety may be materially affected by identifiable and controllable hazards originating from the work site.
- Ensure that the workers abide by the requirements outlined in the health and safety management system.
- Support health and safety initiatives.

Workers

- Comply with health and safety management requirements.

Contractors, Visitors, Volunteers and Other Persons

- Complying with health and safety management system requirements.

Safety Advisor

- Monitoring the health and safety policy.

PRINCIPLE:

The foundation for the Municipal District's commitment to health and safety is rooted not only in this policy but in the development and successful implementation of the Municipal District's Health and Safety Management System.

This program identifies and puts into practice the following key requirements that are driven by OH&S legislation, audit requirements and industry best practices and include the following:

1. Management Leadership and Organizational Commitment
2. Hazard Assessment
3. Hazard Control
4. Joint Work Site Health and Safety Committee
5. Qualifications, Orientation and Training
6. Other Parties at or in the Vicinity of the Work Site
7. Inspections
8. Emergency Response
9. Incident Investigation
10. System Administration.

1. There is an expectation that workers will comply with the current Alberta Occupational Health and Safety legislation, Alberta Worker's Compensation legislation, other applicable legislation and the MD's own health and safety standards.



"Original Signed"
Chief Administrative Officer
Barry Kolenosky

October 23, 2023
Date

"Original Signed"
Reeve
Murray Kerik

October 24, 2023
Date

SPECIAL NOTES/CROSS REFERENCE: HS-13-01.01 Health & Safety Procedure
AMENDMENT DATE: August 28September 11, 2024
October 11, 2023.

[Signature]
[Name]
[Title]

[Date]
Date

[Signature]
[Name]
[Title]

[Date]
Date



Lesser Slave River



MD of LESSER SLAVE RIVER

Procedure

PROCEDURE TITLE: HEALTH & SAFETY	PROCEDURE NO.: HS-13-01-01
RESOLUTION: 410-23	EFFECTIVE DATE: 2023-10-11
DEPARTMENT RESPONSIBLE: Health & Safety	NEXT REVIEW DATE: October 11, 2024

PURPOSE

The purpose of the Municipal Health and Safety policy is to reinforce the Municipal District of Lesser Slave River's commitment to comply with the Occupational Health and Safety Act (OH&S), Regulation and Code. It provides guidelines for establishing and implementing programs that will reduce workplace hazards, protect lives, and promote employee health.

DEFINITIONS

"**Responsibility**" means an individual's obligation to carry out assigned duties.

"**Psychological well-being**" means one's level of psychological happiness/health, encompassing feelings of accomplishment.

"**Social well-being**" means an end state that basic needs are being met and people can coexist peacefully in a workplace with opportunities for advancement.

"**Physical well-being**" means the promotion of proper care of our bodies for optimal health and functioning, which encourages the balance of physical activity and nutrition.

"**Work Site**" means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

SCOPE

1.0 Scope / Exceptions

1.1 Scope

This policy applies to the following people and places:

People:

1. Municipal District of Lesser Slave River No. 124 Reeve and Councilors.
2. Municipal District of Lesser Slave River No. 124 employees; and



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3. Contract service providers.

Workplaces:

1. MD projects, facilities, work sites, or other work environments.
2. Locations visited by employees while traveling on MD-related business; and
3. Conferences, meetings, vendor/supplier, or customer sites as managed or controlled by the Municipal District.

1.2 Exceptions

This policy has the following exceptions:

1. Incidents involving workplace violence, discrimination and harassment are addressed in the Workplace Violence and/or Discrimination & Harassment Policies, respectively.

2.0 Health and Safety Management System

2.1 The foundation for the Municipal District's commitment to health and safety is rooted not only in this policy but in the development and successful implementation of the Municipal District's Health and Safety Management System. This program identifies and puts into practice the following key requirements that are driven by OH&S legislation, audit requirements and industry best practices and include the following:

1. Management Leadership and Organizational Commitment
2. Hazard Assessment
3. Hazard Control
4. Joint Workplace Health and Safety Committee
5. Qualification, Orientation and Training
6. Other Parties at or in the Vicinity of the Work Site
7. Inspections
8. Emergency Response
9. Incident Investigation
10. System Administration

2.2 The Health and Safety Coordinator is the key staff position tasked with the daily development, implementation and maintenance of the MD's Health and Safety Management System.

2.3 The Joint Workplace Health and Safety Committee (JWHSC) serves as an additional resource to guide the program in matters of health and safety. The JWHSC's mandate is outlined in a Terms of Reference document which is reviewed and updated periodically.

3.0 Roles and Responsibilities

3.1 Safety is a shared responsibility that requires active leadership and participation from all personnel identified in this policy. The roles and responsibilities contained within this section identify the expectation levels that the organization has in fulfilling the requirements of this policy and the health and safety program.



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~~3.2 — All Councilors, employees and stakeholders are responsible for:~~

- ~~1. — Understanding their health and safety roles and responsibilities; and~~
- ~~2. — Protecting the health and safety of themselves, their co-workers, stakeholders, and the public.~~

~~3.3 — In addition to section 3.2, the following describes the additional roles and responsibilities of Council, employees, and stakeholders.~~

~~Council~~

~~The Municipal District in its capacity as the employer is responsible for fulfilling the following roles and responsibilities:~~

- ~~▪ — Ensure that the legislation as set by the province and principles of the MD's health and safety program as identified in this policy are adhered to; and~~
- ~~▪ — Approve adequate funds and resources in the annual budget to establish and to maintain internal systems for an effective health and safety program.~~

~~Chief Administrative Officer, Directors, and Managers~~

~~The Chief Administrative Officer, Directors, and Managers in their capacity as the employer representative are responsible for fulfilling the following roles and responsibilities:~~

- ~~▪ — Lead by positive example~~
- ~~▪ — Actively promote health and safety awareness~~
- ~~▪ — Ensure compliance with all applicable health and safety legislation.~~
- ~~▪ — Establish, review, and maintain a health and safety policy and program.~~
- ~~▪ — Allocate sufficient funds in the preparation of the annual budget.~~
- ~~▪ — Ensure proper training and education is provided to employees.~~
- ~~▪ — Provide appropriate personal protective equipment and ensure it is used when required.~~
- ~~▪ — Supply and provide first aid supplies and services.~~
- ~~▪ — Ensure the workplaces are maintained in a healthy and safe condition.~~
- ~~▪ — Participate in workplace inspections.~~
- ~~▪ — Confirm workplace inspections are performed and sub-standard conditions are corrected.~~
- ~~▪ — Participate in assessing, reviewing, and correcting of workplace hazards.~~
- ~~▪ — Actively support the Health and Safety Coordinator in their duties~~
- ~~▪ — Ensure all incidents are reported, investigated, and reviewed.~~
- ~~▪ — Report injuries to WCB in a timely manner~~
- ~~▪ — Be accountable for the overall health and safety of their subordinates.~~
- ~~▪ — Commend good health and safety performances.~~
- ~~▪ — Evaluate the health and safety performance of subordinates through the employee performance review system.~~



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~~Supervisors, Coordinators, Foreman, and Lead Hands~~

~~Supervisors, Coordinators, Foreman, and Lead Hands in their capacity as the employer representative are responsible for fulfilling the following roles and responsibilities:~~

- ~~• Lead by positive example~~
- ~~• Actively promote health and safety awareness~~
- ~~• Ensure compliance with policy and health and safety legislation.~~
- ~~• Establish and review safe work practices and procedures.~~
- ~~• Instruct and monitor workers to ensure jobs are performed in a safe manner.~~
- ~~• Make recommendations for training and education for themselves and employees in relation to their specific work tasks.~~
- ~~• Complete regular workplace inspections~~
- ~~• Ensure that employees wear appropriate personal protective equipment.~~
- ~~• Participate in workplace hazard assessment and review.~~
- ~~• Ensure the workplace is maintained in a healthy and safe condition.~~
- ~~• Ensure proper maintenance on machinery and equipment.~~
- ~~• Correct unsafe condition and practices.~~
- ~~• Provide first aid.~~
- ~~• Report and investigate all safety incidents.~~
- ~~• Hold daily tailgate and planned safety meetings.~~
- ~~• Commend good health and safety performances~~
- ~~• Be accountable for the overall health and safety of their subordinates~~

~~Workers~~

~~Workers includes all employees engaged in an occupation within the organization. Workers are responsible for fulfilling the following roles and responsibilities:~~

- ~~• Set a positive example by demonstrating health and safety awareness~~
- ~~• Follow MD policies, safe work practices and procedures~~
- ~~• Attend and participate in training and education sessions on health and safety topics and procedures relevant to work assigned~~
- ~~• Participate in hazard assessments, the development of safe work practices, daily tailgate, and scheduled safety meetings~~
- ~~• Bring forward concerns and report unsafe acts or conditions including the absence of, or defect in, any equipment or protective devices~~
- ~~• Look out for co-workers~~
- ~~• Correct unsafe conditions~~
- ~~• Operate equipment and machinery in a safe manner~~
- ~~• Wear appropriate personal protective equipment~~
- ~~• Actively support the Health and Safety Coordinator in their duties~~





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- ~~• Provide first aid~~
- ~~• Report all incidents and injuries~~
- ~~• Be accountable for own safety performance~~

~~Contractors, Sub-contractors, and Stakeholders~~

~~This classification is external to the municipality and includes all those individuals or organizations working under a contract by the municipality. The contract service providers are responsible for fulfilling the following roles and responsibilities:~~

- ~~• Promote health and safety awareness~~
- ~~• Cooperate with the MD in all matters of health and safety~~
- ~~• Comply with OH&S legislation and all municipal safety requirements~~
- ~~• Provide their health and safety program to the Municipal District upon request~~
- ~~• Ensure the use safe work practices and procedures~~
- ~~• Provide workers that appropriately trained on health and safety procedures related to the contracted work~~
- ~~• Wear the appropriate personal protective equipment~~
- ~~• Actively support the Health and Safety representative in their duties~~
- ~~• Advise MD personnel of any safety matters that may impact municipal operations~~
- ~~• Be accountable for the health and safety performance of their crews~~

~~Visitors~~

~~The Municipality recognizes that on work site visits by individuals not employed or contracted by the Municipality will occur. Management is committed to ensuring the personal safety of these individuals by:~~

- ~~• Instructing visitors of safety rules and regulations.~~
- ~~• Providing appropriate Personal Protective Equipment (PPE).~~
- ~~• Ensuring a MD representative is always escorting visitor(s).~~

~~4.0 Consequences of Non-compliance~~

~~4.1 Employees failing to adhere to the items contained in OH&S legislation, this policy or the supporting documentation contained within the health and safety program will be subject to appropriate disciplinary action.~~

~~4.2 As a result of employees failing to adhere to the items contained in OH&S legislation may also result in regulatory action and/or criminal charges being brought against the municipality and/or the individual(s) responsible. This may lead to considerable fines and even imprisonment.~~

~~4.3 Contract service providers that fail to meet their health and safety expectations and obligations may be required to stop all work until the outstanding matter is corrected, may be penalized in future work considerations and/or be reported to Alberta Occupational Health & Safety.~~



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5.0—Other Policy Statements

- 5.1—It is possible to delegate the roles and responsibilities from the Managerial classification to Supervisory classification or from the Supervisory classification to the Worker classification. Such delegation must be clearly communicated either verbally or in writing and must be reasonable in duration and scope.
- 5.2—The MD will review and update the Health and Safety Policy, annually.
- 5.3—The MD will support early and safe return to work initiatives.

"Original Signed"
Chief Administrative Officer
Barry Kolenosky

October 23, 2023
Date

SPECIAL NOTES/CROSS-REFERENCE: *Occupational Health & Safety Act, Statutes of Alberta, 2020, Ch 0-2.2*
Occupational Health & Safety Regulation, AB Regulation 184/2021
Occupational Health & Safety Code, AB Regulation 191/2021
HS-13-01 Health & Safety Policy

AMENDMENT DATE: August 28, 2024
October 11, 2023



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Council Briefing

Title:	Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard Program Grant Update
Date:	08/28/2024
Presented By:	Kendra Kozdrocki, Manager of Agriculture & Environmental Services
Attachments:	<i>Proposed Fireguard Areas-Marten Beach & Broken Paddle</i>

Proposed Motion:	<i>Move that Council accept the Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard Program Grant Update, as information.</i>
Administrations Recommendation(s):	As Proposed.

Background

The MDLSR has submitted applications for two Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard Program grants, targeting the Marten Beach and Broken Paddle areas. The program is designed to enhance public safety and protect at-risk communities by funding the construction of community fireguards, in alignment with the Provincial FireSmart Program initiative.

Phase 1 of the project focuses on planning and involves all necessary activities to reach a shovel-ready state. This includes a comprehensive site assessment, consultation and communication with relevant stakeholders, refinement of fireguard dimensions and locations with input from the Wildfire Branch, and detailed planning and cost estimation for subsequent phases. Successful applicants in Phase 1 will be invited to submit project proposals for Phase 2.

Marten Beach is located adjacent to Lesser Slave Lake Provincial Park to the south and is surrounded by crown land to the north and east. The area is at a high to extreme risk of wildfire, with response times potentially exceeding 30 minutes. Marten Beach has an active FireSmart committee that collaborates closely with the Alberta Wildfire Branch, Regional Fire Service, and MDLSR. The proposed fireguards are to be constructed to the east and south of the hamlet, as these are the most likely directions for a wildfire to approach. The MDLSR applied for \$45,000 in the grant for contracted project management.

Broken Paddle is similarly at high to extreme wildfire risk, bordered by crown land to the east and south. The area experiences longer emergency response times, often exceeding an hour. The community is in the process of initiating a FireSmart program, modeled after the successful efforts in Marten Beach. The MDLSR applied for \$35,000 in the grant for contracted project management.

Alternative Options

Many tasks to accomplish in a short period of time
 The MDLSR must be prepared to carry 50% of the cost until funds are distributed

Benefit/Risks

Benefit: Provides a crucial barrier to slow or stop the spread of wildfires, thereby protecting homes, lives, and essential infrastructure from potential destruction.

Risks: Establishing fireguards around a community include the potential for environmental disruption, such as habitat loss and soil erosion, which can negatively impact local ecosystems. Additionally, if not properly maintained, fireguards can become overgrown and ineffective, or even serve as a fuel source for fires, potentially worsening the situation.

Strategic Alignment

Fireguards around a community involves coordinating with local authorities, residents, and environmental experts to ensure firebreaks are effectively placed to protect critical infrastructure and natural resources. This approach enhances safety, promotes community involvement, and ensures that fire prevention measures are both sustainable and responsive to local needs.

Financial Implication

Marten Beach Grant \$45,000.

Broken Paddle Grant \$35,000.

Next Steps

1. Consult with Alberta Environment and Parks in the Marten Beach area on fireguard area within the park.
2. Public Consultation with residents in the communities
 - Marten Beach: September 1st, 2024 @ 8:00pm Boreal Centre for Bird Conservation
 - Broken Paddle: August 22nd @ 7:00pm Smith Community Complex

Prepared by: Kendra Kozdroski, Manager of Agriculture & Environmental Services

Reviewed by: Dawn Lynn Durocher, Municipal Clerk


Approved by: Barry Kolenosky, Chief Administrative Officer



MD of Lesser Slave River No. 124
2024 Fireguard Project
 Proposed Fireguard with All FireSmart Areas
 VERSION 2
 - Marten Beach -


- Proposed Fireguard - MB
 - X - X Access Restriction
 - Existing Fireguard
 - FireSmart Areas
- Protected Area Designations**
- National Park - NP
 - Wilderness Area - WA
 - Ecological Reserve - ER
 - Willmore Wilderness Park - WP
 - Wildland Park - WPP
 - Provincial Park - PP
 - Heritage Rangeland - HR
 - Natural Area - NA
 - Provincial Recreation Area - PRA

Created By: T. Sawchuk
 Date: August 2024



0 200 400
Meters

1:8,500





MD of Lesser Slave River No. 124

2024 Fireguard Project

Proposed Fireguard with All FireSmart Areas
VERSION 3
- Broken Paddle -

Proposed Fireguard



FireSmart Treatments



Created By: T. Sawchuk
Date: August 2024



0 200 400 Meters

1:10,000





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Council Briefing

Title:	Draft Recreation and Open Spaces Master Plan Review
Date:	August 28, 2024
Presented By:	Sandra Rendle
Attachments:	Draft Recreation and Open Spaces Master Plan MDLSR Site Selection Workbook MDLSR Project Prioritization Workbook

Proposed Motion:	<i>Move that Council direct Administration to bring forward the Recreation and Open Spaces Master Plan, the MDLSR Site Selection Workbook and the MDLSR Project Prioritization Workbook as amended to the September 11, 2024, Regular Meeting of Council for approval.</i>
Administrations Recommendation(s):	As Proposed.

Background

In 2023, Council secured RC Strategies to create a Recreation and Open Spaces Master Plan. The Plan was provided to Council for review while on summer break. Site inspections were conducted by TDB Architecture + Urban Planning and open houses were held in the fall/winter of 2023.

RC Strategies has gone over the plan with Council and provided Council and Administration with a Site Selection Workbook and Project Prioritization Workbook to assist in future projects in our municipality.

Issues

MDLSR does not have any current documents that provide direction on recreation and open spaces within the municipality.

Interests

The Recreation and Open Spaces Master Plan along with the Site Selection and Project Prioritization Workbook will help guide Administration and Council in future planning of recreation and our open spaces.

Alternatives

Move that Council direct Administration to bring forward the Recreation and Open Spaces Master Plan, the MDLSR Site Selection Workbook and the MDLSR Project Prioritization Workbook as amended to the September 11, 2024, Regular Meeting of Council for approval.

Move that Council direct Administration to bring forward the Recreation and Open Spaces Master Plan, the MDLSR Site Selection Workbook and the MDLSR Project Prioritization Workbook as presented to the (provide the date) Regular Meeting of Council for approval.

AGENDA ITEM #6.1

Move that Council direct Administration to bring forward the Recreation and Open Spaces Master Plan, the MDLSR Site Selection Workbook and the MDLSR Project Prioritization Workbook to an upcoming COW meeting for further discussion.

Analysis

N/A

Next Steps

Once approved, the Plan will be advertised on our website and will become one of over overarching planning documents.

Prepared by: Sandra Rendle, Associate Director, Legislative Services
Reviewed by: Dawn Lynn Durocher, Municipal Clerk
Approved by: Barry Kolenosky, Chief Administrative Officer