



AGENDA

Municipal District #124 Regular Council
Wednesday, June 14, 2023 - 10:00 AM - MD Council Chambers

Page

CALL TO ORDER

ADOPTION OF THE AGENDA

- 2.1 June 14th, 2023 Regular Meeting of Council Agenda

Proposed Motion: Move to accept the June 14th, 2023, Regular Meeting of Council Agenda as presented.

ADOPTION OF MINUTES

- 3.1 June 7th, 2023, Regular Meeting of Council Minutes

3 - 6

Proposed Motion: Move to adopt the June 7th, 2023, Regular Meeting of Council Minutes as presented.

[20230607-DRAFT Regular Council Meeting Minutes -](#)

ACCEPTANCE OF MINUTES FOR INFORMATION

- 4.1 June 7th, 2023, Committee of the Whole Meeting Minutes

7 - 10

Proposed Motion: Move to accept the June 7th, 2023, Committee of the Whole Meeting Minutes as information.

[230607-DRAFT COW Minutes](#)

PUBLIC HEARING (10:15 A.M.)

- 5.1 Bylaw 2023-05-Land Use Bylaw Amendment NO.08 Proposed Land Use Bylaw Amendment

Proposed Motion: Move to recess Regular Meeting of Council to hold the Public Hearings for Bylaw 2023-05 Land Use Bylaw Amendment No.8

Proposed Motion: Move to reconvene Regular Meeting of Council.

Proposed Motion: Move to give second reading to Bylaw 2023-05 Land Use Bylaw 2021-17 Amendment #8 as presented.

ANNOUNCEMENTS / OPENING REMARKS

- 6.1 Introductions to New Peace Officer -Gagandeep (Raxen) Singh - CAO, Kolenosky

REQUESTS FOR DECISION

- 7.1 Appointment of Peace Officer **AND** Official Oath - Murray Kerik, Reeve and Barry Kolenosky, Chief Administrative Officer 11 - 12

Proposed Motion: Move to appoint Gagandeep (Raxen) Singh as Peace Officer for the Municipal District of Lesser Slave River No. 124.

[RFD - Appoint Gagandeep Raxen Singh](#)

- 7.2 Improvements to Employee Benefits 13 - 15

Proposed Motion: Move to approve the Improvements to Employee Benefits as presented and as approved in the 2023 Budget.

[REQUEST FOR DECISION Changes to Benefits](#)

- 7.3 2023 Assessment Review Board Appointments 16 - 17

Proposed Motion:

1. Move to appoint Gerryl Amarin as the Local and Composite Assessment Review Board(s) Clerk and Designated Officer for the Municipal District of Lesser Slave River No. 124 to December 31, 2023.

2. Move to appoint Local and Composite Assessment Review Board(s) Panelists: Darlene Chartrand, Tina Groszko, Stewart Henning, Richard Knowles and Raymond Ralph for the Municipal District of Lesser Slave River No. 124 to December 31, 2023.

3. Move to appoint Raymond Ralph as the Chairman of the Local and Composite Assessment Review Board(s) for the Municipal District of Lesser Slave River No. 124 to December 31, 2023.

[20230607 - RFD - Assessment Review Board Appointments](#)

BYLAWS

- 8.1 2023-03 Community Standards Bylaw **Documents to be presented at meeting.**

NEW BUSINESS

CONFIDENTIAL ITEMS - CLOSED SESSION

- 10.1 Closed Session as per Sections 16, 19 and 25 of the FOIP Act.

Proposed Motion: Move to go into Closed Session at _____ a.m./p.m.

Proposed Motion: Move to return to Open Session at _____ a.m./p.m.

- 10.2 Community Facilities

NOTICE OF MOTION

ADJOURNMENT

MINUTES

**Regular Meeting of Council
Municipal District of Lesser Slave River No. 124
June 7th, 2023
MD Council Chambers**

- MEMBERS PRESENT** Murray Kerik - Reeve
Lana Spencer - Deputy Reeve
Sandra Melzer - Division 1
Brad Pearson - Division 2
Norman Seatter - Division 2
Darren Fulmore - Division 1
Nancy Sand - Division 1
- IN ATTENDANCE** Barry Kolenosky - Chief Administrative Officer, MD LSR
Donna Cross - Acting Manager of Utilities & Maintenance, MD LSR
Shari Spencer - Transportation Coordinator, MD LSR
Leslie Bensch - Human Resource Manager, MD LSR
Holly Olemchuk - Interim Director of Finance, MD LSR
Jen Plamondon - Associated Engineering
Michael Paulson - Associated Engineering

Marilyn Gladue - Recording Secretary, MD LSR
- CALL TO ORDER** Reeve Kerik called the meeting to order at 1:05 p.m.
- ADOPTION OF AGENDA** **June 7th, Regular Council Meeting Agenda**

MOTION 198-23
Moved by Deputy Reeve Spencer to adopt the June 7th, 2023, Regular Meeting of Council agenda as amended:

Add: 8.7 Water Conservation Policy

CARRIED
- ADOPTION OF MINUTES** **May 10th, 2023, Regular Meeting of Council Minutes**

MOTION 199-23
Moved by Councillor Fulmore to adopt the May 10th, 2023, Regular Meeting of Council minutes as amended:
- Motion 183-23 – move Deputy Reeve Spencer pecuniary interest below CARRIED.
- CLOSED SESSION Motion should be 193-23 not 192-23.

CARRIED
- ACCEPTANCE OF MINUTES FOR INFORMATION**

May 10th, 2023, DRAFT Community Assistance Board Meeting Minutes

MOTION 200-23
Moved by Councillor Seatter to accept the DRAFT Community Assistance Board Meeting Minutes as information.

CARRIED
- INTRODUCTION** Holly Olemchuk, Interim Director of Finance, MD LSR

Interim Director of Finance Holly Olemchuk exited @ 1:23PM
- CLOSED SESSION** **MOTION 201-23**
Moved by Councillor Fulmore to go into Closed Session at 1:24 p.m. as per the following Sections of the FOIP Act with CAO Kolenosky, Document Conveyance Coordinator Spencer and Recording Secretary, Gladue in attendance:
- Section 16 – Disclosure harmful to a business interest of a third party

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- Section 19 – Confidential Evaluation
- Section 25 - Disclosure harmful to economic and other interests of a public body

CARRIED

Associated Engineering

Document Conveyance Coordinator Spencer exited at 2:07PM
Recording Secretary Gladue exited at 2:07 PM

Staffing Update

OPEN SESSION

MOTION 202-23

Moved by Deputy Reeve Spencer to return to Open Session at 2:24 p.m.

CARRIED

Recording Secretary Gladue returned at 2:25 p.m.

REQUESTS OF DECISION

Organization Appointments

MOTION 203-23

Moved by Deputy Reeve Spencer to appoint Marilyn Gladue as Secretary to the Agriculture Acts Appeal Panel.

CARRIED

MOTION 204-23

Moved by Councillor Melzer to authorize Debbie Conrad, Mailyn Fornoles, and Jase Rockwell access to the Electronic Media Box held at the RBC Slave Lake Branch and that Barry Kolenosky and Jenny Tu be removed.

CARRIED

MOTION 205-23

Moved by Councillor Fulmore that Debbie Conrad, and Holly Omelchuk be designated RBC Express Services Administrators for the Municipal District of Lesser Slave River No.124 and that the designation of Jenny Tu be removed.

CARRIED

MOTION 206-23

Moved by Councillor Pearson to authorize Barry Kolenosky and Debbie Conrad access to the Corporate Paper Box held at the RBC Slave Lake Branch and access to Jenny Tu be removed.

CARRIED

MOTION 207-23

Moved by Councillor Sand that Murray Kerik (Reeve) or Lana Spencer (Deputy Reeve) and Barry Kolenosky (CAO) or Holly Omelchuk (Interim Director of Finance) be designated signing authorities of the Municipal District of Lesser Slave River No.124.

CARRIED

MOTION 208-23

Moved by Councillor Seatter to appoint Dawn Lynn Durocher as Returning Officer for the Municipal District of Lesser Slave River No.124 in accordance with the *Local Authorities Elections Act*, Chapter L-21, RSA 2000.

CARRIED

MOTION 209-23

Moved by Deputy Reeve Spencer to appoint Marilyn Gladue as Substitute Returning Officer for the Municipal District of Lesser Slave River No.124 in accordance with the Local Authorities Election Act.

CARRIED

MOTION 210-23

Moved by Councillor Melzer to appoint Barry Kolenosky, Chief Administrative Officer, Holly Omelchuk, Interim Director of Finance and Debbie Conrad, Finance Services Manager as authorized Director/Officer/Manager, Legal Representatives for Business

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ID 139737175 – Municipal District of Lesser Slave River No.124 in accordance with Canada Revenue Agency requirements.

CARRIED

Master Engineering Services/Agreement/Smith Bridge Prelim Design

MOTION 211-23

Moved by Councillor Pearson to direct Administration to sign the Standing Operating Agreement with Associated Engineering as per policy and procedure.

CARRIED

MOTION 212-23

Moved by Councillor Sand to approve Associated Engineering to move forward with the preliminary design Agreement in order to meet emergent projected timelines of a failing transportation structure.

CARRIED

MOTION 213-23

Moved by Deputy Reeve Spencer to approve the truss repair portion of the Smith Bridge Urgent Repair Project be awarded to Bridgeman Services LTD. in the amount of \$594,930.00 plus GST.

DEFEATED

MOTION 214-23

Moved by Councillor Melzer to retender the truss repair portion of the Smith Bridge Urgent Repair Project.

CARRIED

Improvements to Employee Benefits

MOTION 215-23

Moved by Deputy Reeve Spencer to table the Improvements to Employee Benefits till next Regular Council Meeting.

CARRIED

Councillor Seatter exited at 2:37 p.m.
Councillor Seatter returned at 2:40 p.m.

K37 COLA Policy

MOTION 216-23

Moved by Councillor Pearson to approve the K37 COLA Policy as presented.

CARRIED

K38 Employee Transitional Housing Policy

MOTION 217-23

Moved by Deputy Reeve Spencer to approve the K38 Employee Transitional Housing Policy as presented.

CARRIED

K39 Vehicle Use Policy

MOTION 218-23

Moved by Councillor Sand to approve the K39 Vehicle Use Policy as presented.

CARRIED

F9 Water Conservation Policy

MOTION 219-23

Moved by Councillor Seatter to approve the F9 Water Conservation Policy as presented.

CARRIED

ITEMS FOR DISCUSSION

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Old Smith Fires Wrap Up

MOTION 220-23

Moved by Councillor Melzer to accept the emails received from Slave Lake Regional Fire Services and the Canadian Armed Forces with Acknowledgment and Thank you messages to the Community.

CARRIED

Councillor Pearson exited at 3:02 p.m.
Councillor Pearson returned at 3:04 p.m.

Interim Community Assistance Board Meeting

MOTION 221-23

Moved by Deputy Reeve Spencer to approve \$3,000.00 to the Slave Lake & District Chamber of Commerce for the River Boat Days July 5 – 9, 2023.

CARRIED

ADJOURNMENT

MOTION 222-23

Moved by Deputy Reeve Spencer to adjourn at 3:30 p.m.

CARRIED

Chief Administrative Officer

Reeve

MINUTES

**Committee of the Whole Council Meeting
Municipal District of Lesser Slave River No. 124
June 7th, 2023
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 Norm Seatter - Division 2	
IN ATTENDANCE	Barry Kolenosky - CAO, MD LSR Sgt. Casey Bruyns - RCMP Donna Cross - Acting Manager of Utilities, MD LSR Jeremy Dumaresque - Utility Manager, MDLSR Shari Spencer - Document Conveyance Coordinator, MDLSR Marilyn Gladue - Recording Secretary, MD LSR	
CALL TO ORDER	Reeve Kerik called the meeting to order at 10:00 a.m. <div style="text-align: right;"> Councillor Pearson exited at 10:00 a.m. Councillor Pearson returned at 10:09 a.m. </div>	
ACCEPTANCE OF AGENDA	<p style="text-align: center;">June 7th, 2023, Committee of the Whole Meeting Agenda</p> <p><u>MOTION COW 082-23</u> Moved by Councillor Fulmore to accept the June 7th, 2023, Committee of the Whole Meeting Agenda as amended:</p> Add: <ul style="list-style-type: none"> - 5.3 Economic Development Opportunity - 5.4 Gravel Issue - 7.3 Flatbush Festival 	CARRIED
ADOPTION OF MINUTES	<p style="text-align: center;">May 17th, 2023, Committee of the Whole Meeting Minutes</p> <p><u>MOTION COW 083-23</u> Moved by Deputy Reeve Spencer adopt the May 17th, 2023, Committee of the Whole Meeting Minutes as presented.</p>	CARRIED
DELEGATION	<p>RCMP – Sgt. Casey Bruyns – Quarter Report</p> <p><u>MOTION COW 084-23</u> Moved by Councillor Melzer to accept the Quarter report from Sgt. Casey Bruyns as information.</p>	CARRIED
CLOSED SESSION	<p><u>MOTION COW 085-23</u> Moved by Councillor Pearson to go into Closed Session at 10:30 a.m. as per the following Sections of the FOIP Act with CAO Kolenosky, and Recording Secretary, Gladue in attendance:</p> <ul style="list-style-type: none"> • Section 17 – Disclosure harmful to personal privacy • Section 18 – Disclosure harmful to individual or public safety 	CARRIED

**Planning & Development
Economic Development Opportunity
Gravel Program Issue**

Councillor Seatter exited at 10:44 a.m.
Councillor Seatter returned at 10:47 a.m.

OPEN SESSION

MOTION COW 086-23

Moved by Councillor Melzer to return to Open Session at 10:57 a.m.

CARRIED

CONSIDERATION OF BYLAW & POLICIES

Water Conservation Policy and Procedure

MOTION COW 087-23

Moved by Councillor Pearson to accept and approve the Water Conservation Policy and Procedure as amended and bring back to Regular Council:

Corrections as follows;

POLICY

PRINICPLE – 2. Replace County with MDLSR

PROCEDURE

1. g) change Cao to CAO
2. h) change Cao to CAO
3. h) change Cao to CAO
4. b) change Cao to CAO
5. i) change Cao to CAO

CARRIED

REPORTS

Seppola Drive Train Crossing Upgrades

MOTION COW 088-23

Moved by Councillor Melzer to accept he Seppola Drive Train Crossing Upgrades report as information.

CARRIED

Councillor Sand exited at 11:14 a.m.
Councillor Sand returned at 11:16 a.m.

Marten Beach Flood Mitigations DMAF Application

MOTION COW 089-23

Moved by Councillor Sand to accept the Marten Beach Flood Mitigations DMAF Application as information.

CARRIED

Councillor Pearson exited at 11:30 a.m.
Councillor Pearson returned at 11:32 a.m.
Councillor Fulmore exited at 11:33 a.m.
Councillor Fulmore returned at 11:36 a.m.

Flatbush Festival June 17, 2023

MOTION COW 090-23

Moved by Councillor Melzer to direct Administration to have the necessary repairs, as discussed, completed before the Flatbush Festival on June 17, 2023.

CARRIED

CONSENT AGENDA (CORRESPONDENCE, BOARD REPORTS)

Agricultural Services

- Agricultural Service Board – Councillors Melzer and Fulmore
- Veterinary Services Incorporated – Councillors Melzer and Fulmore

Waste Management

- Athabasca Regional Waste Management Services Commission – Councillors Sand and Fulmore

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- Lesser Slave Regional Waste Services Commission – Manager Kolenosky, Deputy Reeve Spencer, Councillors Pearson and Seatter

Community Futures

- Community Futures Slave Lake – Councillor Sand
- Community Futures Tawatinaw Region – Councillor Melzer

Inter-Municipal Committees – Reeve Kerik, Deputy Reeve Spencer, Councillors Melzer and Seatter and CAO Kolenosky

Watersheds

- Lesser Slave Lake Watershed Council – Councillors Seatter and Sand
- Athabasca Watershed Council – Councillor Sand

Councillor Seatter exited at 11:53 a.m.
Councillor Seatter returned at 11:55 a.m.

Education and Libraries

- Peace Library Systems – Councillors Pearson and Sand
- Slave Lake Regional Library Board – Councillor Sand
- Community Education Committee – Councillor Seatter

Airport

- Slave Lake Airport Services Commission – Councillors Melzer, Fulmore and Pearson

Seniors and Housing

- Lesser Slave Lake Regional Housing Authority – Councillors Pearson and Sand
- Homeland Housing – Councillor Melzer

Planning & Development

- Municipal Planning Commission – Deputy Reeve Spencer, Councillors Seatter and Fulmore

Economic Development

- Slave Lake Chamber of Commerce – Councillor Seatter

Tourism

- Slave Lake Regional Tourism – Deputy Reeve Spencer

Reeve Appointments

- Northern Alberta Development Council/Norther Alberta Elected Leaders
- Director of Wildfire Legacy Corporation

Regional Alliances

- Alberta North Central Alliance – Reeve Kerik and Councillor Sand

Tri-Council Sub-committee

- Tri-Council Health Advocacy Committee – Councillors Pearson, Melzer and Fulmore

All Council Committees

- Tri-Council (MD/TOSL/Sawridge First Nation)
- Pembina River District No.3
- Disaster Service Committee

Federation of Canadian Municipalities

- May 25 – 28, 2023 Conference – Councillor Pearson

MOTION COW 091-23

Moved by Councillor Fulmore to accept the verbal Board Reports from Council as information.

CARRIED

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ADJOURNMENT

MOTION COW 092-23

Moved by Councillor Sand to adjourn at 12:08 p.m.

CARRIED

Chief Administrative Officer

Reeve



Lesser Slave River

Request for Decision

Title	Appointment of Bylaw Enforcement Officer
Date	6/14/2023
Presented By:	Paul Mulholland
Attachments	N/A

Proposed Motion	<i>Move to appoint Gagandeep Singh as Bylaw Enforcement Officer</i>
Administrations Recommendation(s)	<i>As Proposed</i>

BACKGROUND

An additional Peace Officer, Gagandeep Raxan Singh, has been hired to assist Paul Mulholland in executing the duties and responsibilities of Peace Officer for the MD. Gagandeep has completed his Community Peace Officer Induction Program and has applied for his appointment as Peace Officer, which historically has taken 6-8 weeks.

Gagandeep (Raxen) comes to us from ALBERTA Health Care Services, as a trained Community Peace Officer. Before that, he worked in Whitehorse Correctional Services as a Corrections Officer, and is a licensed Security Guard and Private Investigator in Alberta. Gagandeep (Raxen) has served as a volunteer Fire Fighter with IBEX Valley Fire Department and is hoping to continue that service with Lesser Slave Regional Fire Department.

Section 555(2) of the *Municipal Government Act* states that Bylaw Enforcement Officers must take the official oath prescribed by the *Oaths of Office Act* before starting their duties. It is Administration’s recommendation that this occur in front of Council as they are deemed Commissioners of Oath by virtue of their positions.

ALTERNATIVE OPTIONS

Not to appoint Gagandeep (Raxen) Singh as Bylaw Enforcement Officer.

BENEFIT/RISKS

The benefit to having another Community Peace Officer is the increase of Public Safety in our hamlets and on our highways, increase of fine revenue, and an increase of timely Bylaw Enforcement.

STRATEGIC ALIGNMENT

Aligns with the *Municipal Government Act* and MDLSR Priorities.

FINANCIAL IMPLICATION

Financial implications have already been managed within the budget. Council should expect an increase in fine revenue.

Prepared By:	Paul Mulholland, Peace Officer
Reviewed By:	Dawn Lynn Durocher, Municipal Clerk
Approved By:	Barry Kolenosky, CAO



Lesser Slave River

Request for Decision

Title	Improvements to Employee Benefits
Date	6/14/2023
Presented By:	Leslie Bensch
Attachments	Health and Wellness Spending Policy, Benefit Plan Policy

Proposed Motion	<i>Move to approve the Improvements to Employee Benefits as presented and as approved in the 2023 Budget.</i>
Administrations Recommendation(s)	

BACKGROUND

Reviewing the historical usage data of our employees, as well as market best practices, I recommend the following changes to our Benefit Package:

- 1. Reduce Dental Scaling**
- 2. Reduce Dental Recall**
- 3. Add Clinical Counsellor Worker**
- 4. Increase Eye Exams**
- 5. Increase term age to 75 on Life, Dep Life, Health & Dental**
- 6. Change employee ID**
- 7. Implement both a Health Care Spending Account and Wellness Spending Account**

ALTERNATIVE OPTIONS

Keep current Benefit Plan.

BENEFIT/RISKS

- 1. Reduce Dental Scaling from 15 Units to 8 Units**
 - Decrease to premium
 - Employees can get 8 units of scaling per year, historically usage suggests not significant change
 - This service is often 'overbilled' by practitioner
- 2. Reduce Dental Recall from 1 per 5 months to 1 per 9 months**
 - Decrease in premium
 - Market norm is 1 per 6 months, historically usage suggests not significant change

- 3. Add Clinical Counsellor**
 -included under the \$500 Combined Maximum for Psychologist/ Social Worker
 -No Change to Premium
 -Provide more service options to employees
- 4. Increase Eye Exams from \$75 to R&C**
 -Increase to premium
 -Change to improve service for employee, allows flexibility to adjust amount by trends in market
- 5. Increase term age to 75 on Life, Dep Life, Health & Dental**
 -No Change to Premium
 -Changes to match best practices in the Industry
- 6. Change employee ID numbers**
 -preferred 'black-out' period (direct billing) from June 26th to June 30th
 -No change to Premium
 -Increase personal information security for employees
- 7. Implement both a Health Care Spending Account and Wellness Spending Account for all permanent employees when eligible for benefits.**

STRATEGIC ALIGNMENT

Improve benefit package to employee for recruitment and retention.

FINANCIAL IMPLICATION

<u>Benefit Package Changes:</u>	35,587.44	
Health Spending \$800 per employee		46,534
Decrease Dental Scaling		-3,472.56
Decrease Dental Recall		-7,817.76
Add Clinical Counsellor		0
Add Audiologist		0
Increase Eye Exams		343.8

OTHER CONSIDERATIONS

Health and Wellness Spending accounts are becoming common practice in the industry. The Wellness Spending Account eligible expenses are vast to appeal to employees with no medical needs.

COMMUNICATION STRATEGY

Email the information/policy with employee.

AGENDA ITEM #7.2

Details will be explained at the Employee Spring Kickoff.
Details added to the Employee Documents available through Sunlife.
Human Resources is available anytime for questions.

Prepared by:	Leslie Bensch, Human Resources Manager
Reviewed by:	Marilyn Gladue, Executive Assistant
Approved by:	Barry Kolenosky, Chief Administrative Officer



Lesser Slave River

Request for Decision

Title	2023 Assessment Review Board Appointments
Date	6/14/2023
Presented By:	Barry Kolenosky, Chief Administrative Officer
Attachments	N/A

Proposed Motion	<ol style="list-style-type: none"> 1. <i>To appoint Gerryl Amarin as the Local and Composite Assessment Review Board(s) Clerk and Designated Officer for the Municipal District of Lesser Slave River No. 124 to December 31, 2023.</i> 2. <i>To appoint Local and Composite Assessment Review Board(s) Panelists; Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles and Raymond Ralph for the Municipal District of Lesser Slave River No. 124 to December 31, 2023.</i> 3. <i>To appoint Raymond Ralph as the Chairman of the Local and Composite Assessment Review Board(s) for the Municipal District of Lesser Slave River No. 124 to December 31, 2023.</i>
Administrations Recommendation(s)	That all appointments be made.

BACKGROUND

To promote efficiency and cooperation, the *Municipal Government Act* permits municipalities to establish a regional assessment review board (ARB) to oversee complaints that are within the scope of local assessment review boards (LARB) or composite assessment review boards (CARB).

Regional ARBs are advantageous as they eliminate the need for every municipal government to create and train its own ARB. Instead, one ARB serves multiple municipalities, reducing overall training and ARB hearing cost.

In 2019, Ministerial Order SML024/19 was signed, granting Capital Region Assessment Services Commission (CRASC) authority to provide ARB services to the Municipal District.

In accordance with 2018-08 Bylaw - Appointments of Board Members, Chair and Assessment Clerk – “Annually, Council will appoint the list of Commission panelists, the name of the Chair of the LARB and CARB and the name of the Assessment Clerk being provided to the Municipal District by the Commission.”

ALTERNATIVE OPTIONS

No alternative options at this time.

BENEFIT/RISKS

ARB members and clerks are required by Ministerial Order 001/14 to complete Assessment Complaints Training Programs. Certified members and clerks must complete a 'refresher' training program every three years to maintain their ARB certification.

In addition to reduced training costs, a regional approach allows municipalities to draw from a larger pool of people to source individuals with the appropriate qualification and experience.

Depending on the structure, a regional ARB can also remove issues of local bias by ensuring that board members do not oversee complaints on properties that are within their own municipality of residence. Opting to engage other ARB service providers for 2023 could put the MD at risk of being unable to meet legislative compliance due to the time required to issue/evaluate and award a request for service proposal, secure amended ministerial approval and subsequently appoint ARB members.

Opting to facilitate its own ARB for 2023 would put the MD at risk of being unable to meet legislative compliance due to the inability to source individuals with the appropriate qualifications to be appointed and may increase the risk of perceived bias.

Opting to facilitate its own ARB in 2023 or beyond would result in increased costs, a smaller population to draw qualified panellists from and potential for perceived bias.

STRATEGIC ALIGNMENT

Good governance
Legislative compliance

FINANCIAL IMPLICATION

The agreement with CRASC for ARB services includes an annual fee of \$800 plus a fee of \$0.30 per parcel.

If required, costs to the MD for an ARB hearing is \$800, plus assessment clerk fees, panellists honorarium and travel

OTHER CONSIDERATIONS

N/A

COMMUNICATION STRATEGY

Notice of appointments will be provided to:

- Capital Region Assessment Services Commission
- MD Taxation Department

Prepared By: Marilyn Gladue, Executive Assistant
Approved By: Barry Kolenosky, Chief Administrative Officer